

St. Francis of Assisi Building and Grounds Committee Minutes
October 27th, 2015 - 6:00 pm to 7:30 pm

Chairperson: Chris Bates

In attendance: Larry Richards, Ted Nahas, Don Taylor, Tom Nolan, Paul Van Treeck

Secretary: Dan Raedeker

- I. Opening Prayer – Don Taylor
- II. Meeting Minutes Approved from 9-29-15
- III. Pastoral Report – Father Ray was not present. Tom gave an update.
 - A. Parish Council Vision Report - Tom shared that they are continuing to meet to develop a concrete action plan.
 - B. ADA Update – Progress toward the goal is being made. We are \$55,000 short. This did not take into count the funds that Father Adam has raised.

IV. Old Business

- A. Track Update- The grass is up and growing on the field. All topsoil has been put into place. There is a question about where the goal posts will be stored until spring. The raised mound on the northeast section of the property will be shaped for the Gardening Angels to use this spring. Any excess soil from the project will be retained either to be used as a “commodity” or for other uses. Paul suggested using some of the dirt around the church to fill in low spots. The remaining tilling work and the planting of grass seed for the rest of the site will be completed this week. The final layer of track will be placed on Nov 9 weather permitting.
- B. Playground Update – The playground project is complete. All bills have been paid and Tom is working on the summary to be included with Larry’s summary.
- C. Safety Committee Update – The Safety Committee has met four times with a small core group participating. Don said he will email the meeting minutes to the group. Data collection has been done by Dave Dirks. It was revealed that the church has numerous plans in place that are accompanied by a number of report forms. The goal is to streamline efforts creating a consistent reporting process and form. Religious Ed has the best preparedness plan in place. Evacuation plans and major components of a safety plan have been started. No other Parish has anything similar in place. The committee will focus on using common language in the plans and start with slips, trips and falls. Regular communication from the meetings will be put in place to work on creating a safety culture. Wall mount guides will be developed for all areas of the facility. Meetings moving forward will be focus and tackling a specific area. Then move on to the next area. This entire process will take at least one year to fully develop and implement.

The Safety Committee brought to B&G Committee’s attention that fencing needs to be put in place around the playground. A motion to install fence on all areas around the playground except where there are steps and north of the north set of steps was made by Larry. Don seconded the motion. Motion carried.

- D. LED Lighting Update - T8 conversion is almost complete. There were not as much ballast that needed to be replaced which move the project forward faster. Bulbs are installed except for the preschool area. Fixtures need to be rewired in that area. The north side rooms are

done. 3200 bulbs were originally purchase with 500 needing to be turned back in because replacements were already put in some of the rooms.

Net cost for the project will be \$80,000 with a payback of \$50,000 in rebates. The remaining \$30,000 will take 2.2 years to recuperate. Reimbursement for labor will is covered in the rebate. The project will be completed this week.

Led Project #2 – Large meeting room needs new fixtures or to be rebuilt. Cost to rebuild is \$140 with \$100 rebates. New fixtures would cost \$150 - \$180 with reimbursement at \$125. There are 24 fixtures. Larry made a motion to replace all fixtures with new multi-staged fixtures in the large meeting room using Sharing God’s Gift funds. Chris seconded the motion. Motion carried.

Led Project #3 - The parking lot lights could be replaced. All lights (P1d (double); P1s (single); P2 (walk way); 4 flood lights on bell tower) will cost \$41,000 to replace with the rebate of \$5,000. It would take 7.7 years to pay back the \$36,000 investment. It currently costs \$4700 per year in energy which would be shortened because replacement will not be as often. Funding for this project could come from Sharing God’s Gift moneys. Pay back to the fund would come from the cost savings and a sinking fund that will need to be established to recover the loan. Ted made a motion to approve the cost of replacing the parking lot lights with LED lights with the establishment of a sinking fund to pay back the Sharing God’s Gift funds. Don seconded the motion.

- E. North Circle Drive Landscaping Update – Jim and Paul met with Tara. Larry provided an update and reviewed the plan that was developed. More to come as the plan is finalized and funding is secured.
- F. Determination and Establishment of Capital Improvements Sinking Fund - Chris has a spreadsheet started and updates will be given as the project progresses.
- G. Parish Hall Floor Update - Paul is making slow progress. There are no parts from manufacturer available but they are working with a wholesaler to get the specific part needed. Currently, waiting for a response from the manufacturer.

V. New business

- A. Additional Fencing for Playground - The fencing was addressed under the Safety Committee update in Old Business.
- B. Revised Buildings and Ground Committee Roster - The Committee Roster has been revised and sent out to members. Members discussed adding additional members. Three individuals were identified as potential members - Jill Matthews, Aaron Carlson & Jenny Blair. Committee members will reach out to see if there is interest.
- C. Meeting dates in November and December - It was determined the Committee will meet December 7th for an abbreviated meeting and do the interior inspection.
- D. Interior Inspection of Building - the Interior Inspection of the Building will happen on December 7th.

E. Exterior Inspection – Committee Members brought up questions about the external inspection and the process of addressing the items listed on the document. Paul shared that staff and he have been working on the items.

VI. Parish Manager Report

A. Review and Approval of Finance Report - The Finance Report was tabled to next meeting.

B. Facilities Updates

i. Boiler Room Roof - The boiler room roof completed with a total cost of \$25,500.

VII. Approval to Adjourn - Don made a motion to adjourn at 7:10. Paul seconded the motion. Motion carried.

Next Meeting: Monday December 7, 2015