

St. Francis of Assisi Buildings and Grounds Minutes

February 24, 2015 - 6:00 pm

Chairperson: Kevin McIlhon

In attendance: Fr. Ray McHenry, Kevin McIlhon, Tom Nolan, Don Taylor, Chris Bates, Dan Raedeker, Jon Hughes,

Minutes: Ted Nahas

- 1) **Opening Prayer:** Fr. Ray
- 2) **Minute Approval** from 01-27-15, approved as written.
- 3) **Pastoral Report** Pastor – **Fr. Ray McHenry**
 - Parish Vision First Report - Preliminary report will be rolled out to parish council this Wednesday. Approximately 100 interviews went into the data.
 - ADA pledges were approximately \$18,000 short.
- 4) **Tom Nolan Report:**
 - Distributed 1/31 B&G financials and discussed overview.
 - Tom advised that we have updated the gym light switches to heavy duty toggle switches, approximately \$1,400 cost. Also upgraded some to heavy duty wireless arrays, mainly to upgrade for this and future auctions, cost will come out of auction proceeds.
 - Kevin recommended Tom get a thermal gun to help more easily locate heat/cool problems and maintain room temps. There is one classroom that has been cold and Tom is doing some trial and error to find out best treatment. Tom advised that Johnson Controls is analyzing cold spots for us.
 - Discussed dropping the \$200/mo yellow page ad that we currently have in place.
 - Tom is adding the Ash tree treatment costs to B&G's new annual budget.
- 5) **Committee & Project Reports/updates**
 - A. **Church/School**
 - i. **Establish Safety Committee:** This is a Diocesan mandate. The makeup of the committee should include employees as well as parishioner volunteers. Some of the employee membership should be a teacher, school kitchen staff, maintenance staff and others. Tom advised the last meeting was cancelled, need to reschedule. Since we did have one meeting in 2014 with minutes turned into the diocese, we met our requirement. Don will be the chair of this committee which will report up to B&G. Tom mentioned that Kids Care has had several requests from parents to tighten down security. It was decided that we will issue cards to parents but will also have a buzzer for grandparents/etc on outside of the building. This will force all traffic into the cafeteria so everyone will get checked into the same place. Still working out some details with Walsh to determine exactly how doors will work. Tom has a quote for this project which he will email to B&G. Kevin recommended we also get the proposal in front of BOE, Tom will coordinate. Discussed the security plan as well. Misty has a draft plan which needs to be tweaked, also need to practice the plan when established. Tom recommended we put an action plan together from Misty's plan for the Safety/Security committee to complete. Kevin recommended we ask some of the parishioners who are in law enforcement if they will help develop this plan for us. Tom thought the Waukee/WDM schools may have a plan shell that we could use.
 - ii. **Playground (Jennifer James, Michele Foth, Larry Richards, Don Taylor, Tom Nolan)–summer of 2015.**
 - i. Late Diocesan approval – Fr. Ray and Tom met with diocese B&G last week and left with the impression that this will be approved. Waiting on written ok to move forward, expect approval within 2 weeks.
 - ii. The parish will fund the current shortfall and be repaid over the course of the next 3-5 years with auction proceeds. Exact repayment schedule is not yet determined. Ted will discuss with PC.
 - iii. Ted will discuss need for H&S to start accruing in their budget for turf replacement cost in an estimated 10-15 years with Bryan Lawson.
 - iv. New playground equipment Option 1 is first choice \$32,000.00.
 - v. National Playground has re-drawn; price for turf @ 10,455 sf is \$121k. Kevin recommended we get a written proposal that is signed.
 - vi. Site plan completed. Going out for bid. Projected cost \$60,000.00.
 - vii. Larry is working on getting bids now, prior to expected written approval from diocese B&G.
 - viii. Budget at \$213,000.
 - ix. Estimated 37 day schedule commencing when school is dismissed for summer 2015.
 - iii. **Running Track – Tom Nolan to coordinate construction with R & R/CSI**
 - i. Need to communicate to SFA parish. **Fr. Ray, Tom:** Will put a communication in upcoming bulletin about both track and playground projects.
 - ii. Have written approval from diocese B&G.

iii. Tom and Fr. Ray coordinating with R&R to present to the city.

iv. Neighborhood notification/reach out – not completed yet.

iv **Roof-Don/Paul/Tom/Academy**

x. Status of leaks and repairs. Assisi Room - Tom advised this is complete. Establish sub-committee – conversation ongoing.

B. Sharing God's Gift Campaign/Building Projects

i. Church Parish Hall Dimmers - **Tom/Baker Electric** \$25,000.00+/-**Status? Need Plan B.** not yet completed.

ii. Sanctuary down lights @ bulkhead reconfiguration – **Tom/Adventure Lighting Baker Elect.** – Tom is considering LED options, not decided yet.

6) **New Business**

A. Need to inspect and clear all drainage intakes on campus parking lots – Don has a service company that he works with that will do this for us.

B. Sprinkler system drainage. Tom will talk to Midwest Sprinkler about doing this over the summer. There are two dry systems and one wet system in the building.

C. New B & G Chairperson - Chris Bates was nominated and elected. Chris will begin as new B&G chair effective immediately and his term will be two years.

7) **Old Business**

A. Tractor status and update. Insurance claim has been filed, \$7,000.00. Tom has a contact that can rebuild this engine for us. Kevin recommended we have a structured maintenance program on the new equipment, Tom advised that we use Great American for this.

B. Trash needs picked up at various locations on campus. **Tom** to pursue.

C. Mid-American rate code update – Tom will continue analysis.

D. Eagle Scout Troop 888 Plaque location? PC wants recommendations from B & G. Tabled until spring.

E. Garden fencing and location change, also request for dirt from new track. **Tom**

F. Piano temperature damage. – **Angie Murphy** to handle.

G. No Skateboarding signs/locations/ status. **Tom working on.**

H. Fr. Dolan's condo painting project status update – Ted discussed this with Fr. Dolan and Jim Henscheid. Determined it would be best to wait for Fr. Dolan's reassignment then do the painting prior to the new Associate Pastor moving in when the condo is empty. KOC are willing to help with this project when the time comes.

8) **Next Meeting: March 31, 2015 6:00 pm**

9) **Adjourn**