

St. Francis of Assisi Building and Grounds Committee Minutes
August 29th, 2017 - 6:00 pm to 7:30 pm

- I. Call to Order *(Meeting began at 6:00 PM with Dave, Larry, Ray, Chris, Paul, Tom, Todd in attendance.)*
- II. Opening Prayer *(Tom provided the opening Prayer.)*
- III. Standing Reports:
 - A. Parish Pastor or Associate Pastor *(Tom spoke on behalf of pastor report. Currently \$100,000 short of ADA goal, send out final contribution letter in mid-September.)*
 - B. Home and School Association *(No Report)*
 - C. Board of Education *(No Report)*
 - D. Pastoral Council *(Dave reported the retreat was recently held between Pastoral Council and Board of Education with 20 attendees. Next meeting will concentrate on the Francis Fest which occurs on October 1st.)*
 - E. Safety Committee *(Dave reported the committee recently finished crisis manual, 111 pages. Recent facility walk-thru occurred and they watched their first training film from Catholic Mutual. Tom noted they will begin introducing plan to rest of school staff and developing more of a timeframe. Church ushers will also receive special training.)*
 - F. Landscape/Beautification Committee
 1. *(Dave reported he and Tim trimmed junipers some. Tim recommends hiring a professional for trimming all bushes, trees and prairie grass instead of relying on volunteers. Buildings and Grounds is taking the recommendation under advisement depending on outcome of recent liability insurance discussions covering volunteers. Potential changes are coming limiting what volunteers can do to manage injury risk. Concern is driven by a combination of the diocese and insurance company.)*
 2. *(Tim is asking to consider a master planting scheme plan for entire building campus. Buildings and Grounds is agreeable to a developed scheme based on presentation last month from Bonnie Dickson provided her plans are agreeable to all volunteers that currently manage certain landscaped areas already. Set a goal of spring 2018 to have a plan in place coordinated with all parties.)*
 - G. Major Project Priority List - Review and update *(See attached list.)*
- IV. Old Business
 - A. Coat Hooks Near Cafeteria – *(Options for spacing, hook quantity and locations were discussed based on information previously gathered. After school begins, Tom will relay this to school administration to give project more direction.*
 - B. Church Chair Replacement *(Chairs are ordered, not arrived yet.)*

- C. Outdoor Signage (*Dave has not heard anything new, Worship and Spirituality committee has not met again. ASI proposed version covers existing stone sign completely, so other options were discussed including the use of digital where mass times and messages are programmable. An additional idea was discussed to leave Ashworth sign alone and add a separate digital sign in the circle drive. Topic needs more discussion between committees. Tom will also look at what other parishes have.*)
- D. Interior/Exterior Inspections (*Mario addressed the school administration's list, work is virtually complete inside school. They will move on to worship spaces next.*)
- E. EIFS Repair (*Tom discovered exterior is a lathe and plaster stucco system, not EIFS while investigating with Allied Construction. Bubbled areas are where lathe is pulling away from plywood. More information will be upcoming because Allied is not done with their demolition and they don't have answers yet for water leaks.*)
- F. Exterior Concrete Repair (*All patching for this year is done.*)
- V. New business
 - A. Other (*Two light bollards on west side of north entry are not lighting. Tom will investigate an alternative LED replacement. Current bulbs and ballasts are not a cheap replacement and they heat up and sometimes melt the cover.*)
- VI. Parish Manager Report
 - A. Financial Report (*Tom indicated they have not completely closed June yet, but presented a spreadsheet to end of June. Faith Formation remodel, carpet replacement, nursery remodel, concrete repair, church lights and church chairs were recent costs. Yearly debt repayment goal has been \$340,000. February 1st, 2018 is the first opportunity to call the bonds. \$1.7 million has been set aside for this along with \$500,000 in bank CD's, \$2.8 million is the debt. Sharing God's Gift will continue beyond the February 1st date too, so that is another remaining fund source.*)
 - B. Other: (*The fire inspection was recently completed, no major problems. They required gypsum board replacement in the mechanical room, work is done.*)
 - C. Other: (*Outdoor sprinkler was turned down, paving moisture problem from last month is pointing to the sprinkler system.*)
 - D. Other: (*LED light replacement has shown some kilowatt hour benefit. One effect is the new lighting does not generate as much heat as building was previously balanced for. Tom may verify if any re-balancing can be done with mechanical system with his mechanical contact.*)
- VII. Action Item – Approval to Adjourn (*Motion carried, meeting was adjourned at 7:45 pm*)

Next Meeting: Tuesday, September 26th, 2017. 6:00 pm to 7:30 pm

2016/2017 Major Project Priority List

Project Name	Estimated Cost	Status
Mary's Garden	\$11,000	Final bench placement coordination needs to occur, possibly after school starts. Project essentially complete, take this off next month's list.
Church spot lights - convert to LED	\$20,000	20 lights, bulbs only. A different vendor has been contacted, but there does not appear to be a proper solution that is cost effective quite yet. LED technology/costs are rapidly changing, though.
Faith Formation Remodel	\$50,000	Some hardware coordination remains, but project is essentially complete, take this off next month's list.
Concrete Paving	?	Work for this year complete, but paving replacement will be ongoing.
Roofing Repairs	?	4 small ballasted areas over classrooms left would be probable next replacement. Shingled roofs will be more work at once to replace, can't be split into smaller work. 1994, 2000 and 2004 phases all have shingles.