

**ST. FRANCIS DE SALES BUILDINGS & GROUNDS COMMITTEE
MINUTES – NOVEMBER 2, 2017, MEETING @ 6:30 P.M.**

PRESENT: *Building & Grounds Committee / Present: Phil Hall, Mike Johnson, Bob McDonald, Julie Dantuma, Martha Cucco & Ken Etten / Absent: Barry Lamb & Mike Serdar –SAC Liaison*

1. *We began the meeting by reviewing the current Buildings & Grounds Budget Profit & Loss Budget vs. Actual. It was noted that most of the expenses to date were in line with the projected budget but several line items, specifically #4480 – Supplies Building Maintenance, seemed to running ahead of projections and need to be watched. The Finance Committee is working on updating the Parish finance and budgeting process.*
2. *As noted last month, the roof on the Maintenance Garage has been repaired by Roof Doctors. We previously noted that the porch roof on the Rectory had several leaks, the main roof on the Rectory is due for replacement, and the Rectory Garage also needs to be reroofed. The Parish Council and Finance Committee are discussing the long-term plans are for the Rectory. The Buildings & Grounds Committee will begin the process of determining the cost of repairs to the Rectory and porch along with monthly operating costs vs. the cost of taking the Rectory down. Martha Cucco noted that razing of the Rectory would require approval from the Archdiocese. We would also need to make other provisions for housing for Father Sergio and what use we might make of the vacant property.*
3. *We discussed that status of the repairs and reconstruction of the Second Floor Walkway on the south side of the 7th and 8th Grade portion of the School (the former Convent). After studying various options, the consensus was to remove only the corroded portions of the balcony walkway structure and the railing, remove the concrete topping and corrugated metal decking, repair and/or replace the damaged portions of the steel structure and decking, pour a new concrete walkway surface pitched to the outer edge with a gutter to control the runoff, install a new open steel railing, and repair, repaint and reuse the existing steel stairs. Glen Fern Construction gave an initial estimate of \$37,200.00 for this work though, after additional investigation by structural engineer Paul Meier, Greg Odden said the cost of replacing several corroded bar joists may be an additional \$3,500.00. Greg Odden has prepared a tentative schedule showing the transfer of students to the Parish Center the week of 11/6, demolition to start the week of 11/13, and the majority of the work to be completed by the end of November. We will need the approval of Father Mark, School Principal Eric Gallagher and the Parish Council and Finance Committee to proceed. The Buildings & Grounds Committee believes that the condition of the balcony is a serious matter that needs to be addressed as soon as possible.*
4. *With the temporary patching of the Church parking lot completed, last month the Finance Committee approved the go ahead for Payne & Dolan, Inc., to proceed on the engineering study and plans and specifications at a cost of \$6,400.00 to be able to get*

bids for the regrading and reconstruction of the parking lot to include a drainage system and catch basins that would tie into the City storm system. Estimated cost of the rebuilding of the parking lot is between \$180,000 and \$200,000 and would hopefully be done in 2018.

5. *Mike Johnson reported that the goose-neck faucet at the sink in the Parish Hall Kitchen needed to be replaced. Mike presented a price he got from Chicago Faucet for a replacement unit on sale at a cost of \$404.63. The faucet is currently on order.*
6. *Phil recently met with members of the Cemetery Committee. They are looking at new ideas to upgrade the appearance and maintenance of the St. Francis de Sales Cemetery and to improve access in and out. Phil recommended that the Cemetery Committee present their ideas to the Buildings & Grounds Committee for further discussion.*
7. *Martha Cucco said that Pam Lenon, who maintains the gardens and landscaping around the Church and Parish Hall, recommended that we install an irrigation system. The original cost estimate was at least \$3,000 to \$4,000 but Pam is getting additional cost information and we would need to locate a water supply line at the Parish Hall or Church adequate to supply the system. Pam also took down some of the trees and shrubs on the north side of the Parish Hall that had become overgrown and we are looking at cleaning and remounting the Mary statue on the current pedestal.*
8. *Mike Johnson reported that his truck is “ready for winter”, that he has purchased a supply of salt, and that the boilers recently all passed state inspection.*
9. *We are collecting cost estimates for the list of potential building needs for the next 3 years requested by the Finance Committee. We will need to get estimates for these projects to be included in the Parish budget. Our list included the following projects:*
 - *Nancy Lazzaroni and the Altar Society is coordinating a group of volunteers to assist cleaning the Church on Wednesday evenings to help save money on the cleaning budget. The Finance Committee is working on reviewing and adjusting the Maintenance Budget for the Church and School.*
 - *Replace the gym ceiling in the School. Remove ceiling tile and replace with a dent-resistant material. Phil presented an estimate from Precision Ceiling Systems for \$14,100 to install a new 2' X 2' “Tectum” tile ceiling system.*
 - *Replace classroom ceilings and light fixtures as needed in the School. The latest estimate from Precision Ceiling Systems is \$2,100 per Classroom to install a new 2' X 4' “Armstrong” acoustical tile system. This cost does not include new lighting. Phil and Mike are getting additional “per classroom” cost estimates.*
 - *Replace the classroom windows in the middle school classrooms (The former Convent). We are currently getting estimates from Soberg Windows.*
 - *Either repair, replace or remove the Rectory porch. The Parish Council needs to determine how the Rectory will be used in the foreseeable future. We also need to get cost estimates for the various options to do significant repairs and/or remodeling to*

the Rectory or remove it altogether and use the Darwin Street house for the priest's residence. (SEE ITEM #2 ABOVE.)

- *Purchase a new 3/4 ton truck and snowplow. Estimates for the cost of a new truck and plow could run around +/- \$45,000. We are currently checking with local dealers on estimates for both a new truck and plow as well as a used one.*
 - *Remodel Existing School bathrooms. The Existing Bathrooms at the Main Floor of the School need to be gutted and new flooring, partitions and finishes installed. We are getting cost estimates on this work.*
 - *Remodel existing Parish Hall bathrooms on both Main Floor and Lower Level. These Bathrooms need new flooring, partitions and wall finish repairs. We are getting estimates for this work.*
 - *Install new acoustical tile ceiling in Parish Hall. We will get two estimates, one for new 2' X 4' tiles and one for new 2' X 4' tiles in a 2' X 2' pattern. Both options would be with a tegular edge detail. We are currently getting estimates for the tile.*
 - *Install new flooring in Parish Hall. We will get estimates for installing new 12" X 12" vinyl composition tile.*
10. *Recently concerns were raised regarding the doors at the Parish Hall being left unlocked at night and, as a result, Century Security & Communications, Inc., and Gappa Security Solutions submitted proposals for an automated security system to insure the doors are automatically locked at a preset time. Since the School already has a security system from Gappa Security Solutions, the Buildings & Grounds Committee would agree with going with Gappa for any additional security equipment. The work will hopefully proceed within the next three to six weeks.*
11. *Martha Cucco said she had recently had discussions with the Lake Geneva Fire Department regarding occasional use of the old Choir Loft for additional seating for special events. Given that the Choir Loft has only a single exit stair, the maximum number of occupants is limited based upon the Wisconsin State Building Code and the approval of the local Fire Department. Martha will report back on what the Lake Geneva Fire Department will approve.*
12. *Martha also noted that the closers at the New Leaded Glass Wood Doors at the North Church Vestibule are not functioning properly. She has been in contact with Ackman Glass and they will look at options to repair the closers.*
13. *The Building & Grounds Committee Meeting adjourned at 7:30 P.M.*

PLEASE NOTE: THE NEXT REGULAR BUILDINGS & GROUNDS COMMITTEE MEETING WILL BE ON THURSDAY, DECEMBER 7, 2017, @ 6:30 P.M. IN THE PARISH HALL.

Submitted by Ken Etten (T) (262) 248-8391 ext. 12 / E-mail: ken@mccormacketten.com

St. Francis de Sales
Profit & Loss Budget vs. Actual
 July 2017 through June 2018

| | Jul '17 - Jun 18 | Budget | \$ Over Budget | % of Budget |
|---------------------------------|------------------|-------------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Expense | | | | |
| 4500 - Building & Grounds | | | | |
| 4450 - Maint/Grounds | 0.00 | 1,000.00 | (1,000.00) | 0.0% |
| 4453 - Outside Contracts | 12,117.03 | 38,500.00 | (26,382.97) | 31.5% |
| 4460 - R&M of Buildings | 719.00 | 3,100.00 | (2,381.00) | 23.2% |
| 4470 - R&M Furniture/Equipment | 3,036.90 | 15,900.00 | (12,863.10) | 19.1% |
| 4480 - Supplies Building Maint | 14,049.16 | 18,000.00 | *(3,950.84) | 78.1% |
| 4590 - Other Building Expense | 1,831.26 | 2,400.00 | (568.74) | 76.3% |
| Total 4500 - Building & Grounds | 31,753.35 | 78,900.00 | (47,146.65) | 40.2% |
| Total Expense | 31,753.35 | 78,900.00 | (47,146.65) | 40.2% |
| Net Ordinary Income | (31,753.35) | (78,900.00) | 47,146.65 | 40.2% |
| Net Income | (31,753.35) | (78,900.00) | 47,146.65 | 40.2% |

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11/02/17

Cash Basis

St. Francis de Sales Transaction Detail By Account July 2017 through June 2018

| Type | Date | Num | Name | Memo | Class | Cir | Split | Original Amount | Paid Amount |
|--------------------------------------|------------|----------|-----------------------|--------------------|--------------|-----|-------------------|-----------------|-------------|
| 4500 · Building & Grounds | | | | | | | | | |
| 4453 · Outside Contracts | | | | | | | | | |
| Bill | 07/13/2017 | | C & D Landscaping ... | | 34 - School | | 2000 · Account... | 310.00 | 310.00 |
| Bill | 07/13/2017 | | C & D Landscaping ... | | 60 - Gene... | | 2000 · Account... | 310.00 | 310.00 |
| Bill | 07/19/2017 | | Wil-Kil Pest Control | | 34 - School | | 2000 · Account... | 37.25 | 37.25 |
| Bill | 07/19/2017 | | Wil-Kil Pest Control | | 60 - Gene... | | 2000 · Account... | 37.25 | 37.25 |
| Bill | 08/05/2017 | | Wil-Kil Pest Control | | 60 - Gene... | | 2000 · Account... | 110.00 | 110.00 |
| Bill | 08/15/2017 | 59371 | C & D Landscaping ... | | 34 - School | | 2000 · Account... | 232.50 | 232.50 |
| Bill | 08/15/2017 | 59371 | C & D Landscaping ... | | 60 - Gene... | | 2000 · Account... | 232.50 | 232.50 |
| Bill | 08/23/2017 | | Wil-Kil Pest Control | | 34 - School | | 2000 · Account... | 37.25 | 37.25 |
| Bill | 08/23/2017 | | Wil-Kil Pest Control | | 60 - Gene... | | 2000 · Account... | 37.25 | 37.25 |
| Bill | 08/23/2017 | 490577 | Imagetec L.P. | Parish copier ... | 60 - Gene... | | 2000 · Account... | 2,211.00 | 2,211.00 |
| Bill | 08/23/2017 | 490578 | Imagetec L.P. | School copier ... | 34 - School | | 2000 · Account... | 2,116.04 | 2,116.04 |
| Bill | 09/06/2017 | 8/25-9/8 | Maid in Lake Geneva | | 34 - School | | 2000 · Account... | 1,200.00 | 1,200.00 |
| Bill | 09/19/2017 | 492625 | Imagetec L.P. | Prinbter cartri... | 60 - Gene... | | 2000 · Account... | 61.99 | 61.99 |
| Bill | 09/21/2017 | | Maid in Lake Geneva | | 34 - School | | 2000 · Account... | 1,200.00 | 1,200.00 |
| Bill | 09/21/2017 | 0283584 | Neis | Elevator inspe... | 60 - Gene... | | 2000 · Account... | 85.00 | 85.00 |
| Bill | 09/21/2017 | | Wil-Kil Pest Control | | 34 - School | | 2000 · Account... | 37.25 | 37.25 |
| Bill | 09/21/2017 | | Wil-Kil Pest Control | | 60 - Gene... | | 2000 · Account... | 37.25 | 37.25 |
| Bill | 09/21/2017 | 59528 | C & D Landscaping ... | | 34 - School | | 2000 · Account... | 387.50 | 387.50 |
| Bill | 09/21/2017 | 59528 | C & D Landscaping ... | | 60 - Gene... | | 2000 · Account... | 387.50 | 387.50 |
| Bill | 09/27/2017 | | Wil-Kil Pest Control | Power spray | 34 - School | | 2000 · Account... | 55.00 | 55.00 |
| Bill | 09/27/2017 | | Wil-Kil Pest Control | Power spray | 60 - Gene... | | 2000 · Account... | 55.00 | 55.00 |
| Bill | 10/05/2017 | | Maid in Lake Geneva | School cleani... | 34 - School | | 2000 · Account... | 1,200.00 | 1,200.00 |
| Bill | 10/11/2017 | | C & D Landscaping ... | | 34 - School | | 2000 · Account... | 232.50 | 232.50 |
| Bill | 10/11/2017 | | C & D Landscaping ... | | 60 - Gene... | | 2000 · Account... | 232.50 | 232.50 |
| Bill | 10/17/2017 | | Maid in Lake Geneva | 10/9/17-10/20... | 34 - School | | 2000 · Account... | 1,200.00 | 1,200.00 |
| Bill | 10/17/2017 | | Wil-Kil Pest Control | | 34 - School | | 2000 · Account... | 37.25 | 37.25 |
| Bill | 10/17/2017 | | Wil-Kil Pest Control | | 60 - Gene... | | 2000 · Account... | 37.25 | 37.25 |

Total 4453 · Outside Contracts

Total 4500 · Building & Grounds

TOTAL

12,117.03

12,117.03

12,117.03

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11/02/17

Cash Basis

St. Francis de Sales
Transaction Detail By Account
 July 2017 through June 2018

| Type | Date | Num | Name | Memo | Class | Clr | Split | Original Amount | Paid Amount |
|---------------------------------|------------|-------|-----------------------|------------------|--------------|-----|-------------------|-----------------|---------------|
| 4500 · Building & Grounds | | | | | | | | | |
| 4460 · R&M of Buildings | | | | | | | | | |
| Bill | 08/15/2017 | 1344 | LTJ Construction | School stairw... | 34 - School | | 2000 · Account... | 262.00 | 262.00 |
| Bill | 09/20/2017 | 13878 | P.J. Electric Company | Wiring for timer | 60 - Gene... | | 2000 · Account... | 457.00 | 457.00 |
| Total 4460 · R&M of Buildings | | | | | | | | | 719.00 |
| Total 4500 · Building & Grounds | | | | | | | | | 719.00 |
| TOTAL | | | | | | | | | 719.00 |

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11/02/17

Cash Basis

St. Francis de Sales Transaction Detail By Account July 2017 through June 2018

| Type | Date | Num | Name | Memo | Class | Cir | Split | Original Amount | Paid Amount |
|---|------------|----------|------------------------|-------------------|--------------|-----|-------------------|-----------------|-----------------|
| 4500 - Building & Grounds | | | | | | | | | |
| 4470 - R&M Furniture/Equipment | | | | | | | | | |
| Bill | 07/06/2017 | 41078 | Vorpagel Service, Inc. | Parish center ... | 60 - Gene... | | 2000 - Account... | 102.50 | 102.50 |
| Bill | 07/19/2017 | 41183 | Vorpagel Service, Inc. | Fan in parish ... | 60 - Gene... | | 2000 - Account... | 102.50 | 102.50 |
| Bill | 07/21/2017 | 39256 | Water Works | Pump in parish... | 60 - Gene... | | 2000 - Account... | 925.55 | 925.55 |
| Bill | 08/23/2017 | 39710 | Water Works | Water heater/... | 60 - Gene... | | 2000 - Account... | 428.91 | 428.91 |
| Bill | 08/23/2017 | 590463 | Elkhorn Chemical C... | | 34 - School | | 2000 - Account... | 117.99 | 117.99 |
| Bill | 08/23/2017 | 73870 | Ackman Glass & Mir... | | 34 - School | | 2000 - Account... | 941.95 | 941.95 |
| Bill | 10/11/2017 | 41604 | Vorpagel Service, Inc. | Rectory seas... | 60 - Gene... | | 2000 - Account... | 257.50 | 257.50 |
| Bill | 10/17/2017 | 00307... | Sanimax | Clean grease ... | 60 - Gene... | | 2000 - Account... | 160.00 | 160.00 |
| Total 4470 - R&M Furniture/Equipment | | | | | | | | 3,036.90 | 3,036.90 |
| Total 4500 - Building & Grounds | | | | | | | | 3,036.90 | 3,036.90 |
| TOTAL | | | | | | | | 3,036.90 | 3,036.90 |

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11/02/17
Cash Basis

St. Francis de Sales Transaction Detail By Account July 2017 through June 2018

| Type | Date | Num | Name | Memo | Class | Cir | Split | Original Amount | Paid Amount |
|---------------------------------------|------------|----------|-----------------------|--------------------|--------------|-----|-------------------|-----------------|-------------|
| 4500 - Building & Grounds | | | | | | | | | |
| 4480 - Supplies Building Maint | | | | | | | | | |
| Bill | 07/13/2017 | | Edward Don & Com... | | 60 - Gene... | | 2000 - Account... | 9.00 | 9.00 |
| Bill | 07/13/2017 | | Walmart | Rectory Liners | 60 - Gene... | | 2000 - Account... | 23.99 | 23.99 |
| Bill | 07/19/2017 | 589606 | Elkhorn Chemical C... | | 60 - Gene... | | 2000 - Account... | 33.00 | 33.00 |
| Bill | 07/19/2017 | | Dunn Lumber & Tru... | | 34 - School | | 2000 - Account... | 695.07 | 695.07 |
| Bill | 07/21/2017 | 589025 | Elkhorn Chemical C... | Paper towels, ... | 34 - School | | 2000 - Account... | 576.48 | 576.48 |
| Bill | 07/21/2017 | 589025 | Elkhorn Chemical C... | Paper towels, ... | 60 - Gene... | | 2000 - Account... | 576.49 | 576.49 |
| Bill | 07/28/2017 | | Walmart | Rectory | 60 - Gene... | | 2000 - Account... | 24.30 | 24.30 |
| Bill | 07/28/2017 | | United Laboratories | | 60 - Gene... | | 2000 - Account... | 355.77 | 355.77 |
| Bill | 08/15/2017 | | Dunn Lumber & Tru... | | 34 - School | | 2000 - Account... | 729.62 | 729.62 |
| Bill | 08/23/2017 | 590476 | Elkhorn Chemical C... | | 34 - School | | 2000 - Account... | 54.85 | 54.85 |
| Bill | 08/23/2017 | | Walmart | | 60 - Gene... | | 2000 - Account... | 10.24 | 10.24 |
| Bill | 08/30/2017 | S2211... | Nassco, Inc. | School floor fi... | 34 - School | | 2000 - Account... | 417.05 | 417.05 |
| Bill | 09/06/2017 | | Dunn Lumber & Tru... | | 34 - School | | 2000 - Account... | 758.00 | 758.00 |
| Bill | 09/06/2017 | 72190... | Demco | Carpets | 34 - School | | 2000 - Account... | 424.46 | 424.46 |
| Bill | 09/21/2017 | S2222... | Nassco, Inc. | Trash can liners | 34 - School | | 2000 - Account... | 407.83 | 407.83 |
| Bill | 09/21/2017 | S2222... | Nassco, Inc. | Trash can liners | 60 - Gene... | | 2000 - Account... | 407.84 | 407.84 |
| Bill | 09/21/2017 | 591645 | Elkhorn Chemical C... | | 34 - School | | 2000 - Account... | 891.21 | 891.21 |
| Bill | 09/21/2017 | 591645 | Elkhorn Chemical C... | | 60 - Gene... | | 2000 - Account... | 891.22 | 891.22 |
| Bill | 09/21/2017 | | Del's Service | Cemetery | 60 - Gene... | | 2000 - Account... | 5.25 | 5.25 |
| Bill | 09/21/2017 | 590729 | Elkhorn Chemical C... | Rugs for scho... | 34 - School | | 2000 - Account... | 1,943.12 | 1,943.12 |
| Bill | 09/28/2017 | 592115 | Elkhorn Chemical C... | | 34 - School | | 2000 - Account... | 253.16 | 253.16 |
| Bill | 09/28/2017 | 592115 | Elkhorn Chemical C... | | 60 - Gene... | | 2000 - Account... | 253.16 | 253.16 |
| Bill | 09/28/2017 | 18513 | Bannister Designs | | 34 - School | | 2000 - Account... | 7.75 | 7.75 |
| Bill | 09/28/2017 | 59164... | Elkhorn Chemical C... | Dust mops | 34 - School | | 2000 - Account... | 200.52 | 200.52 |
| Bill | 09/28/2017 | 59164... | Elkhorn Chemical C... | Dust mops | 60 - Gene... | | 2000 - Account... | 200.52 | 200.52 |
| Bill | 09/28/2017 | 591885 | Elkhorn Chemical C... | Mops | 34 - School | | 2000 - Account... | 105.48 | 105.48 |
| Bill | 09/28/2017 | 591885 | Elkhorn Chemical C... | Mops | 60 - Gene... | | 2000 - Account... | 105.48 | 105.48 |
| Bill | 09/28/2017 | 591901 | Elkhorn Chemical C... | Mops | 34 - School | | 2000 - Account... | 65.60 | 65.60 |
| Bill | 09/28/2017 | 591901 | Elkhorn Chemical C... | Mops | 60 - Gene... | | 2000 - Account... | 65.60 | 65.60 |
| Bill | 09/28/2017 | | Walmart | Rectory suppli... | 60 - Gene... | | 2000 - Account... | 40.19 | 40.19 |
| Check | 10/01/2017 | debit | First Bankcard | B&G | 60 - Gene... | | 1007 - Town B... | 538.80 | 538.80 |
| Bill | 10/05/2017 | 084179 | Alliance Group Inc. | Boiler supplies | 34 - School | | 2000 - Account... | 1,430.87 | 1,430.87 |
| Bill | 10/05/2017 | | Dunn Lumber & Tru... | Admin | 60 - Gene... | | 2000 - Account... | 340.34 | 340.34 |
| Bill | 10/05/2017 | | Dunn Lumber & Tru... | School | 34 - School | | 2000 - Account... | 59.28 | 59.28 |
| Bill | 10/17/2017 | 592586 | Elkhorn Chemical C... | Garbage can | 34 - School | | 2000 - Account... | 93.00 | 93.00 |
| Bill | 10/17/2017 | 592625 | Elkhorn Chemical C... | Dolly | 34 - School | | 2000 - Account... | 71.62 | 71.62 |
| Bill | 10/17/2017 | 592743 | Elkhorn Chemical C... | | 34 - School | | 2000 - Account... | 262.34 | 262.34 |
| Bill | 10/17/2017 | 592743 | Elkhorn Chemical C... | | 60 - Gene... | | 2000 - Account... | 262.34 | 262.34 |
| Bill | 10/24/2017 | | A+ Graphics | Placemats | 60 - Gene... | | 2000 - Account... | 110.00 | 110.00 |
| Bill | 10/24/2017 | | Elkhorn Chemical C... | | 34 - School | | 2000 - Account... | 58.76 | 58.76 |
| Bill | 10/24/2017 | | Elkhorn Chemical C... | | 60 - Gene... | | 2000 - Account... | 58.76 | 58.76 |
| Bill | 10/24/2017 | 18817 | Bannister Designs | Mrs. Stoltenb... | 34 - School | | 2000 - Account... | 7.75 | 7.75 |
| Check | 11/01/2017 | debit | First Bankcard | Salt spreader | 34 - School | | 1007 - Town B... | 223.05 | 223.05 |
| | | | | | | | | | 14,049.16 |

Total 4480 - Supplies Building Maint

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11/02/17

Cash Basis

St. Francis de Sales
Transaction Detail By Account
 July 2017 through June 2018

| Type | Date | Num | Name | Memo | Class | Clr | Split | Original Amount | Paid Amount |
|---------------------------------|------|-----|------|------|-------|-----|-------|------------------|-------------|
| Total 4500 · Building & Grounds | | | | | | | | | |
| | | | | | | | | 14,049.16 | |
| TOTAL | | | | | | | | 14,049.16 | |

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11/02/17

Cash Basis

St. Francis de Sales
Transaction Detail By Account
 July 2017 through June 2018

| Type | Date | Num | Name | Memo | Class | Clr | Split | Original Amount | Paid Amount |
|--------------------------------------|------------|-----|------------------------|-------------------|--------------|-----|-------------------|-----------------|-------------|
| 4500 - Building & Grounds | | | | | | | | | |
| 4590 - Other Building Expense | | | | | | | | | |
| Bill | 07/06/2017 | | Gappa Security | Keys | 60 - Gene... | | 2000 - Account... | 20.75 | 20.75 |
| Bill | 09/06/2017 | | State of Wisconsin | Elevator permit | 60 - Gene... | | 2000 - Account... | 50.00 | 25.00 |
| Bill | 09/06/2017 | | State of Wisconsin | Elevator permit | 60 - Gene... | | 2000 - Account... | 50.00 | 25.00 |
| Bill | 10/11/2017 | | Paul Meier Inc. | Inspection of ... | 34 - School | | 2000 - Account... | 250.58 | 250.58 |
| Bill | 10/17/2017 | | Timber Line Sign Co... | Anniversary si... | 60 - Gene... | | 2000 - Account... | 292.50 | 292.50 |
| Bill | 10/17/2017 | | Reinders, Inc. | Ice melt | 34 - School | | 2000 - Account... | 608.71 | 608.71 |
| Bill | 10/17/2017 | | Reinders, Inc. | Ice melt | 60 - Gene... | | 2000 - Account... | 608.72 | 608.72 |
| Total 4590 - Other Building Expense | | | | | | | | 1,831.26 | |
| Total 4500 - Building & Grounds | | | | | | | | 1,831.26 | |
| TOTAL | | | | | | | | 1,831.26 | |

Ken Etten

From: Greg Odden <gregodden@glen-fern.com>
Sent: Thursday, November 02, 2017 12:29 PM
To: ken@mccormacketten.com; phil.hall523@gmail.com
Cc: Cory Anderson; Steve Lehst; rcweld89@yahoo.com
Subject: St Francis De Sales/ School Balcony Repairs 11.2.2017

Good Afternoon all.

I am providing the schedule for the upcoming work on the deck repairs.

I am sharing this with you so we can get your input as to how well it works with you schedule of operations at the school and church.

We look to do the following:

1. Week of November 6th-10th Parish School to make arrangements to move classrooms being affected by the construction to relocate to designated location.
2. Monday 11/13 Parish School start classes in new location.
3. Monday 11/13 Glen Fern Construction to mobilize and start demolition.
 - a. Will install exterior barrier fencing at work area and at area required for material and equipment storage.
 - b. Install warning barrier at first floor stairwell and second floor hallway noting second floor exit doors are not in service
 - c. Install plywood protection at existing lower walls under deck for protection from falling debris as deck is disassembled.
 - d. Start removal of wood rails on deck.
4. Tuesday 11/14, Wednesday 11/15 continue demolition of deck.
5. Wednesday 11/15 arrange to have Paul Meier (engineer) to examine joists and steel beams. Review and confirm acceptability of the all components.
6. Thursday 11/16-Friday 11/17 Install new steel beams and joists. Install decking at that time also.
7. Monday 11/20-Tuesday 11/21 prep deck for concrete pour.
8. Wednesday 11/22-Pour and finish concrete deck.
9. Thursday 11/23-Thanksgiving
10. Friday 11/24 install handrails on deck.
11. Friday 11/24-Wednesday 11/29 install soffit and fascia panel.
12. Thursday 11/30-Friday 12/1 Complete detailing for fall/winter. Receive "Certificate of Occupancy" from the City of Lake Geneva.

Deck to be fully useable after receiving the certificate from the city. Final painting to occur at time when weather conditions are favorable for a quality application.

Rails will have a rust resistant metal primer applied at time of installation.

Please review this and provide any comments you may have regarding potential timeline difficulties or conflicts on your part. We can make adjustments to the schedule as needed.

Looking forward to a great project and a great finished deck!

Sincerely,

Gregory E. Odden; LEED AP, CCM



705 Madison Street, Suite 101
Lake Geneva, WI 53147

Ph: 262-203-7034
Cell: 262-745-3044
Fax: 262-546-1457

Romans 15:13 May the God of hope fill you with all joy and peace as you trust him, so that you may overflow with hope by the power of the Holy Spirit.