

**ST. FRANCIS DE SALES BUILDINGS & GROUNDS COMMITTEE
MINUTES – JULY 5, 2018, MEETING @ 6:30 P.M.**

PRESENT: *Building & Grounds Committee / Present: Phil Hall, Ken Etten, Kathie Murray & Millie McCormick Absent: Mike Johnson, Bob McDonald, Barry Lamb, Julie Dantuma & Mike Serdar*

1. *Members of the St. Francis de Sales School Home & School recently spoke to us regarding the Proposed New School Entry project to improve security at the Curtis Street Entrance. Home & School Association presented a conceptual plan they developed along with preliminary cost estimates from Engerman Contracting and Glen Fern Construction. There was discussion regarding plans that were prepared by Ken Etten in 1993 for a New Two Story Addition at the northeast corner of the School and whether the addition proposed by the Home & School could be designed to allow for a Future Second Floor. Ken met with Kelly Greenberg and Eric Gallagher on June 26 at the School and he contacted the State of Wisconsin and determined that the code requirement for adding an elevator may be waived if the cost of the elevator exceeded 20% of the total cost of construction. The Buildings & Grounds Committee recommended that there be further discussion into the various options, code issues, the potential costs involved, how best to address those costs, and determining a time schedule for proceeding with the work.*
2. *Copies of the current Buildings & Grounds Budget Profit & Loss Budget vs. Actual were not available for our meeting but Phil Hall said the end of the year financial summary was almost complete and Buildings & Grounds' spending was within budget. It was also suggested that we go back to having a formal Requisition Form that would need to be submitted to the Parish Office for any proposed building-related projects.*
3. *Recently Mike Johnson reported that the railings and the stairs leading from the lower Parking Lot to the upper Parking Lot just south of the School were in poor condition. The Buildings & Grounds Committee will contact Greg Odden of Glen Fern Construction and Chris Weber of Weber Concrete to get cost estimates on repairing and/or replacing the railings and stairs. Phil Hall also said we need to find a welder to make repairs at the metal railings.*
4. *Father Mark recently appointed a Rectory Committee to determine the long-term potential use of Rectory building and the costs of repairs to fulfill those needs. Bob McDonald prepared an estimate of the costs to make basic repairs to the Rectory, including the Porch, and was coming up with a minimum of \$55,000 to \$60,000. At the very least, replacing the existing roof, repairing and/or removing the Porch, and correcting the structural sag in the middle of the building need to be done within the next two years. Ken Etten met with structural engineer Paul Meier to review the structural condition of the Rectory and to make recommendations regarding repairs to the Porch and replacing columns and beams in the Basement. Ken is trying to set up a*

meeting with contractor Chris Weber to inspect the Rectory and give a cost estimate to make the required structural repairs.

5. *Kathie Murray and Millie McCormick gave an update on the Work Day that was held on Saturday, June 23. A number of volunteers did a wonderful job of trimming bushes, planting flowers, painting and clearing out garbage and clutter in the Rectory. Kathie checked with the Parish insurance company regarding cleaning up the water damage in the Basement and they suggested paying staff at \$25/HR. to remove general clutter for up to \$1,000 which would be our deductible. They would then pay an additional \$1,800 to hire a company such as Serv-Pro to finish the clean-up, remove the old water heater and other equipment, dry out the Basement, and spray damp proofing on the floors and walls. Kathie also said we need to replace the window shades on the First Floor and clean out the Attic. CONTACT KATHIE MURRAY FOR DETAILS.*
6. *Phil Hall gave an update on the reconstruction of the Second Floor Walkway on the south side of the 6th, 7th and 8th Grade portion of the School (the former Convent). The general contractor, Glen Fern Construction, has submitted a Final Payout Request for \$1,870.00 but a security camera was damaged during construction. Phil recommended that we deduct the cost of replacing the camera from the final payment and the Buildings & Grounds Committee concurs with this recommendation.*
7. *Phil Hall reported that contracts have been signed with Payne & Dolan for the regrading and reconstruction of the Parking Lot. The project should take approximately 40 working days or 5 to 6 weeks and will be done in two phases to insure access to the Church and School. Total estimated cost of the rebuilding of the parking lot is not-to-exceed \$275,000 and is scheduled to start around July 16 and be completed by August 31. Access to the Church may be disrupted at times, especially for weekday Masses. Kathie Murray recommended putting articles in the Church Bulletin to notify Parishioners of the schedule and to suggest options such as attending Mass at St. Benedict's or other neighboring Churches.*
8. *Due to the poor condition of the Parish snowplow blade, the Buildings & Grounds Committee recently recommended buying a new larger snowplow blade. After receiving three bids, the Buildings & Grounds Committee recommended going with a new MVP3 Western Plow from parishioner Jim Peck. This was approved at Finance Committee to be included in the 2018-2019 Capital Improvements Budget.*
9. *Phil Hall recently reported that the metal door on the south side of the Sacristy is badly rusted. Mike Johnson will replace it with a new 42" steel insulated core door and frame from Dunn Lumber at a cost of \$437.30.*
10. *The existing wet / dry vacuum that Mike Johnson uses for cleaning floors is in poor condition and needs to be replaced. Mike got quotes on several different models and said he felt that the Advance VL500 with a 19 gallon capacity would be the best choice. The cost is \$1,059.00. The Buildings & Grounds Committee recommended approving the purchase of the new Advance VL500 Wet / Dry Vac and Phil Hall said this was approved at Finance Committee.*

11. *Phil Hall recently reported that he went to the Finance Committee with three bids to replace the gym ceiling in the School. Phil said the bids were to remove the existing ceiling and to install a new white 2' X 2' "Tectum" acoustical ceiling tile system. The three bids were from Precision Ceiling Systems for \$12,150, LTJ Construction for \$13,780, and Badger Ceiling for \$24,955. An alternate bid to install hold down clips to prevent the tiles from being knocked loose would raise Precision's bid to \$14,150. Phil said that until sufficient funds are available, this project is on hold.*

12. *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:*
 - *Mike Johnson said that the back (south) wall of the Existing Storage Garage appears to be bowing. While this isn't an immediate concern, Phil Hall checked with Chris Weber who said the bowing was the result of water pressure behind the wall. He recommended that the wall be replaced within the next two years.*
 - *Mike also noted that the exterior front steps at the north Church entrance are deteriorating. Phil said he contacted Chris Weber who said he would make the necessary repairs this spring as weather permits.*
 - *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 carpet in the First Floor Hall in the former Convent. We will get an estimate for new carpeting with installation scheduled for this summer.*
 - *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 need to get estimates from several window suppliers.*
 - *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 need to get cost estimates on this work.*
 - *Remodel existing Parish Hall bathrooms on both Main Floor and Lower Level. These Bathrooms need new flooring, partitions, vanities and wall finish repairs. We need to get 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 need to get estimates for the new tile.*
- *Install new flooring in Parish Hall. We need to get estimates for installing new 12" X 12" vinyl composition tile.*
- *Get estimates for a new tractor with a snow blade and possibly a snow blower. Mike Johnson is working on obtaining additional cost estimates from local dealers*

13. *The Building & Grounds Committee Meeting adjourned at 7:45 P.M.*

**PLEASE NOTE: THE NEXT REGULAR BUILDINGS & GROUNDS
COMMITTEE MEETING WILL BE ON THURSDAY, AUGUST 2, 2018,
@ 6:30 P.M. IN THE PARISH HALL.**

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