

**ST. FRANCIS DE SALES BUILDINGS & GROUNDS COMMITTEE  
MINUTES – OCTOBER 4, 2018, MEETING @ 6:30 P.M.**

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

1. *St. Francis de Sales School Home & School is considering a Proposed New School Entry project to improve security at the Curtis Street Entrance. As part of a proposed upgrade of School security, the Home & School Association has presented a conceptual plan they developed along with preliminary cost estimates from Engerman Contracting and Glen Fern Construction. Ken Etten met with Principal Eric Gallagher and Kelly Greenberg on June 26 to review plans done in 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 also contacted the State of Wisconsin and determined that the code requirement for adding an elevator for handicapped access may be waived if the cost of the elevator exceeded 20% of the total cost of construction. Bill Ring and Martha Cucco recently met with Eric Gallagher and Kelly Greenberg to explain that the Parish has temporarily instituted a moratorium on capital improvements following Project 2017. Ken Etten has been working with Eric and Kelly to assemble an “As Built” set of drawings showing the current configuration of the School. The Buildings & Grounds Committee recommended that there be further discussion into the various options, code issues, the potential costs involved and how to address those costs. As per our normal process for larger projects, this project would need to go through approvals at Buildings & Grounds, the Finance Committee, the Parish Council and Father Mark before being submitted to the Archdiocese for final approval.*
2. *In a related School matter, the Curtis Street entrance to the School will now be the only public entrance as part of the security upgrade. The entrance at the south end of the Main Floor and any other exterior doors at the School will be locked and only used as exits. Principal Eric Gallagher is preparing an application for a Security Grant that includes the improvements to the School entrance and numbering of all exterior doors on Parish buildings.*
3. *Copies of an abbreviated Buildings & Grounds Budget Profit & Loss Budget vs. Actual were distributed by Phil Hall and reviewed. While the budget in general seemed to be in line for Buildings & Grounds related items, questions were raised regarding copier costs and clarifying the budget format. It was suggested that copiers and supplies be removed from the Buildings & Grounds Committee budget. (SEE COPY OF PROFIT & LOSS BUDGET AT END OF THESE MINUTES.)*

4. *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 has contacted 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 but the Buildings & Grounds Committee is still working on getting bids.*
5. *Kathie Murray and Millie McCormick reported that the Rectory Committee is working to determine the long-term potential use of Rectory building and the costs of repairs to fulfill those needs:*

- *Kathie noted there was another Parish Work Day at the Rectory and that the Knights of Columbus and their wives did an extensive cleanup of the basement.*
- *Kathie and Millie also reported that there will be a HOSPITALITY WEEKEND this Saturday and Sunday, October 6 & 7, after all Masses to allow Parishioners to tour the Rectory to see firsthand what needs to be repaired and to hopefully make donations toward covering those costs. The HOSPITALITY WEEKEND will include only tours of the first floor but will also include a WISH LIST of short and long term repairs that need to be addressed. (SEE THE ATTACHED "RECTORY UPDATE FALL 2018" AT THE END OF THESE MINUTES OR CONTACT KATHIE MURRAY & MILLIE McCORMICK FOR DETAILS.)*
- *Kathie said they had received bids from Watson Roofing for repairs at the Rectory. The bid for the main Rectory roof was \$22,500.00, for the Porch roof \$5,000.00, and for the Rectory Garage \$5,000.00. These are initial estimates for budgeting and we would be required to get two additional bids and funding before any work could proceed.*
- *Kathie said Barry Mess has been hired to repair the existing Rectory basement windows and replace the existing "Bilco" basement access doors. His bid was \$1,479 for the windows + \$1,287 for the doors. Barry has the new door on site, provided copies of his contractor's insurance as requested, and found that a building permit was not required for this kind of maintenance work. Barry hopes to get started on the work by October 15.*
- *The Rectory Committee has also obtained bids from Chris Weber to make structural repairs to the Porch piers, jack up and level the Rectory floor structure, and replace and reinforce the existing beams and columns in the Basement. (SEE THE ATTACHED COPY OF CHRIS WEBER'S ESTIMATE FOR THESE REPAIRS.)*
- *Greg Odden of Glen Fern Construction provided bids to replace the wood columns on the Rectory Porch. (SEE THE ATTACHED ESTIMATES.)*

6. *Gene Bulla had compiled with Officer Dan Derrick to create a Parish door numbering system to assist emergency personnel in locating entry & exit points for Parish buildings in the event of an emergency. The Parish contracted with Joe Kowalski to provide two sided peel and stick signs in red with white numbers. These are on order and will be installed soon.*
7. *Phil Hall reported that the work by Payne & Dolan for the regrading and reconstruction of the Parking Lot is essentially completed except for connecting the gutters and downspouts to the new underground drainage system. In addition, Payne & Dolan needs to finalize crack repairs at the upper Parking Lot as weather permits. There was also discussion regarding doing additional lane marking at the pickup / drop off area near School to reduce congestion.*
8. *Phil noted that he has been getting cost estimates for the replacement of HVAC equipment at the Church and Parish Hall for long-term budgeting in the event any of that equipment fails.*
9. *Phil also reported that there have been some leaks in Middle School / Former Convent roof. He suggested we start getting bids from three reputable roofing contractors and start budgeting to either repair or replace that roof with a new membrane roofing system similar to the rest of the School.*
10. *Several months ago, Phil went to the Finance Committee with three bids to replace the gym ceiling in the School. He 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 the project is still on hold until sufficient funds are available.*
11. *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:*
  - *Repairs to the Rectory as noted above in Item 5 above.*
  - *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 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.*
  - *Mike Johnson has been getting estimates for a new lawn / snow removal tractor from local dealers. The best bid he has gotten thus far is for a John Deere X730 tractor for \$9,400.00. This will be reviewed by the Finance Committee for further action.*
12. *The Building & Grounds Committee Meeting adjourned at 7:45 P.M.*

**PLEASE NOTE: THE NEXT REGULAR BUILDINGS & GROUNDS  
COMMITTEE MEETING WILL BE ON THURSDAY, NOVEMBER 1, 2018,  
@ 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 through September 2018

	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
4500 · Building & Grounds	0.00	0.00	0.00	0.0%
4450 · Maint/Grounds	0.00	0.00	0.00	0.0%
4451 · Snow Removal	11,994.66	8,850.00	3,144.66	135.5%
4453 · Outside Contracts	0.00	710.00	(710.00)	0.0%
4460 · R&M of Buildings	5,260.95	3,350.00	1,910.95	157.0%
4470 · R&M Furniture/Equipment	2,762.83	6,590.00	(3,827.17)	41.9%
4480 · Supplies Building Maint				
Total 4500 · Building & Grounds	20,018.44	19,500.00	518.44	102.7%
Total Expense	20,018.44	19,500.00	518.44	102.7%
Net Ordinary Income	(20,018.44)	(19,500.00)	(518.44)	102.7%
Net Income	(20,018.44)	(19,500.00)	(518.44)	102.7%



## Rectory Update Fall 2018

DEAR FRIENDS OF ST. FRANCIS DE SALES, THE GOAL OF THE RECTORY COMMITTEE IS TO BRING THE RECTORY UP TO DATE AESTHETICALLY, STRUCTURALLY, AND TO SOME EXTENT HISTORICALLY IN THE NEXT FEW YEARS. OUR HOPE IS TO MAKE OUR RECTORY A PRAYERFUL AND COMFORTABLE PLACE FOR RESIDENT PRIESTS, VISITING PRIESTS, DEACONS, SEMINARIANS ON ASSIGNMENT, OR AS FUTURE PARISH NEEDS DICTATE. BELOW IS A LIST OF OUR LONG AND SHORT TERM PROJECTS.

THANK YOU TO EVERYONE THAT HAS DONATED TIME, TALENT, AND TREASURE TO OUR RECTORY PROJECT THUS FAR, SO MANY BLESSINGS!  
*- The Rectory Committee*

### ACCOMPLISHMENTS TO DATE:

CREATED AN AWARENESS OF RECTORY NEEDS - DONATED  
MET WITH STRUCTURAL ENGINEER, DISCOVERED BUILDING IS SOLID - DONATED  
RECTORY PARISHIONERS 'CLEAN UP AND LANDSCAPE DAY' HELD - DONATED  
KNIGHTS OF COLUMBUS FAMILIES 'BASEMENT CLEAN UP DAY' HELD - DONATED  
CLEANED OUT CLOSETS; ESTABLISHED ROUTINE OF MAINTENANCE - DONATED  
INSTALLED NEW WINDOW TREATMENTS IN DINING, KITCHEN, LAUNDRY, BATH, AND  
HALL - DONATED  
ADDRESS NEEDS & MINOR REPAIRS OF RECTORY AS REQUESTED BY FR. SERGIO - DONATED  
HALLWAY CARPET RUNNERS - DONATED  
FALL LANDSCAPING - DONATED

### UPCOMING PROJECT NEEDS:

BASEMENT BILCO SECURITY DOOR - LABOR PARTIALLY DONATED  
VENTED BLOCK GLASS BASEMENT SECURITY WINDOWS - LABOR PARTIALLY DONATED  
BASEMENT & PORCH STRUCTURAL BEAMS AND POST REPLACEMENTS  
BED, BATHROOM, AND KITCHEN LINENS  
WINDOW BLINDS IN 2 BEDROOMS  
NEW CARPETING IN 2 BEDROOMS  
FR. SERGIO'S & VISITING PRIESTS OFFICE WINDOW BLINDS  
WINDOW BLINDS LANDING & HALLWAY  
VACUUM

### FUTURE PROJECT NEEDS:

REPAIR RECTORY FRONT WRAPAROUND PORCH  
REPLACE RECTORY ROOF & RECTORY GARAGE ROOF

**WEBER**  
**BUILDERS INC**  
**CONCRETE CONTRACTORS**  
N1877 County Rd. H, Lake Geneva, WI 53147  
262.248.2210 • Fax 262.248.2666

ST. FRANCIS DE SALES CATHOLIC CHURCH  
148 W. MAIN ST.  
LAKE GENEVA, WI 53147  
[ken@mccormacketten.com](mailto:ken@mccormacketten.com)

PROPOSAL #20189875

DATE-7-27-2018

CONCRETE AND STEEL WORK AT RECTORY AS SPELLED OUT BELOW:

**EXTERIOR:**

HAND DIG AROUND COLUMNS-FORM AROUND-INSTALL REBAR-POUR AND  
BACKFILL ALL DECK COLUMNS AS PER DISCUSSION AND PLAN

REMOVAL OF LATTICE TO DO WORK-FIGURED ON LEAVING IT OFF

**INTERIOR:**

INSTALL TEMPORARY POSTS AND REMOVE EXISTING COLUMNS

SAWCUT OUT FLOOR AND DIG DOWN FOR 2'X2' PADS AND REMOVE MATERIAL  
INSTALL REBAR AND POUR NEW CONCRETE PADS UNDER EXISTING POSTS AND  
WHERE FLOOR IS SAGGING ADD A COUPLE NEW ONES

INSTALL STEEL COLUMNS AND FASTENED TO CONCRETE BELOW AND WOOD  
BEAM ABOVE

INSTALL A NEW STEEL BEAM AT AREA THAT FLOOR IS SAGGING WITH NEW  
STEEL COLUMNS

TRY TO RAISE FLOOR UP AS CLOSE TO LEVEL AS POSSIBLE

CONTRACT PRICE \$12,600.00

IF JOB GOES BETTER THAN FIGURED WE WILL DISCOUNT AS MUCH AS POSSIBLE

AUTHORIZED SIGNATURE

  
CHRISTOPHER M. WEBER



705 Madison St. #101  
Lake Geneva, WI 53147

Office: (262) 203-7034  
www.glen-fern.com

Date: October 4, 2018

To: St. Francis De Sales Church  
148 West Main Street  
Lake Geneva, WI 53147

Attn: Kathy Murray

Re: Proposal for Maintenance Repairs for Church Parsonage.  
Columns, Rails and Decking

Dear Kathy,

We are providing our cost estimate for the requested work at the porch of the church parsonage. The initial request has been for the column replacement. As we have reviewed the current porch conditions we have identified other areas that need serious attention. The handrails have significant deterioration at several rail sections and I fear that during the rebuilding of the columns the removal and replacement of the rails will cause failure of several rail sections around the deck. There is also a number of areas that the wood decking is compromised by rotting conditions. We have also prepared a proposal for the replacement of this material also. I apologize in advance for this proposal however, I feel that this needs to be addressed as part of the project. I totally understand if the church prefers to address this in-house or by other means. I believe that this work needs addressed with the column replacement or very soon after.

### **Column Replacement:**

The cost to replace the eleven existing columns with new columns with the same size and shape of the current columns will be \$8,850.00.

1. The proposed columns will be fiberglass polymer product. The key advantage of this is the columns are much more stable than wood columns while being in the same point as wood columns. The load capacity is nearly three times that of wood columns. (We installed the same type of columns at the Brunk Pavilion located in Flat Iron Park).
2. Price includes proper shoring and mechanical attachment of the column to the structural deck and roof structure above.
3. Price includes prime and finish painting of the columns.

### **Wood Rail Repairs:**

The cost to make structural repairs to the wood rails is \$3,900.00.



1. The scope of work includes making structural repairs to the rails in a variety of methods based on the conditions encountered. The work includes dove-tailing top and bottom rail extensions to the current rails where the rails do not touch the columns. Other repairs include the use of Abatron WoodEpoxy Wood Replacement Compound where infill of material is possible. All repairs will be professionally completed for a near perfect match to the original wood rails. We did significant and extensive repairs of many of the wood rails in with conditions at Black Point Historic Preserve last year. The repairs made the final product identical to the original rail installation over one hundred years ago. proposed columns will be fiberglass polymer product. The cost of this provided large cost savings to the state versus total rail replacement. You should also receive the same type of savings for this. (See attached product information).
2. Price includes sanding, caulking, priming and final painting of the rails once all the carpentry related work is completed.
3. Note: There is a chance that there are rail sections that may be in worse condition than anticipated. We have found that there are times that the interior wood has completely failed though the rails look to be in fair condition. Should this be encountered we will immediately bring this to your attention for determination of how to address this.

### **Wood Decking Repairs:**

There are areas where the decking has experienced failure due to continuous water rotting or where the wood has failed due to multiple wet and dry conditions. The west side of the home has the largest areas of this. This mostly occurs as storms commonly come out of the west and blow rain and snow onto the deck. Other areas where the decking has shown deterioration has occurred where the columns bear on the deck and moisture has wicked between the bottom of the column and the decking. All told we have estimated approximately 1,800 lineal feet of decking replacement.

Our cost estimate for the deck repairs is \$7,870.00.

1. Our proposal includes removal and replacement of the decking in areas that are in question. We would propose that we walk the deck with representatives of the church to understand the need repairs. All replacement includes careful removal of decking as needed. New decking will match the existing materials in species, size and finish. (¾" X 3-1/8" tongue and groove materials). Key difference is the new decking is treated for rot resistance. (See attached product information.)
2. All other areas will be thoroughly sanded with the use of a mechanical sanding system. We will address the removal of loose paint per current OSHA requirements. All dust will be contained and properly removed to assure that no lead contamination of the area occurs. We will provide a Method of Procedure prior to the start of this work. Once all decking is properly prepared we will install an oil-based primer and final coat with two coats of a deck rated acrylic paint.

### **Final Completion:**

Upon final completion of all the work we will leave the site equal or cleaner than we found it. A final walk with church representatives will be conducted to make sure that all work is completed to the project expectations.

**We wish to offer a credit of \$750.00 to the total cost if all the work is accepted.**

**Additionally, we will actively work to identify additional savings through improved production, encouraged labor and material donations all savings will be donated to the church. You have my commitment that this will be in excess of \$1,000.00.**

We can assure you that once the deck is completed the final look will be very appealing and provide many years of service. This deck has a wonderful vantage of Main Street and can be enjoyed immensely once completed.

We really appreciate this opportunity to be able to serve you. Please feel free to contact me if you have any questions or concerns.

Sincerely,

Gregory E. Odden  
Glen Fern Construction, LLC



# DuraCast™ Fiberglass Columns

While timeless beauty and elegance come standard with all Dixie-Pacific,™ for extreme durability, minimal maintenance, and designs for both interior and exterior applications, DuraCast™ Fiberglass Columns are exactly what you've been looking for.

## Choosing the Right DuraCast™ Column

1. Choose the column style: *round, square, tapered or non-tapered, plain or fluted*
2. Choose the appropriate column size.  
*See Smart Size Ordering information on page 3 to determine the correct size for your application*
3. Select the appropriate cap and base/plinth, *and determine if you want a beautifully detailed Decorative Capital*

DuraCast™ Columns are designed for all types of decorative and load-bearing installations. They are manufactured from highly advanced fiberglass reinforced polymers (FRP), which makes them very durable – all components are insect-, weather- and decay-resistant, and carry a limited lifetime warranty. With architecturally correct proportions and projections, DuraCast™ Columns are available in a range of styles to fit any project. Each must pass quality control inspections before it is shipped – making sure that each represents the unmistakable Dixie craftsmanship.

## DuraCast™ Column Features:

- Round or Square
- Architecturally Correct Proportions
- Plain or Fluted Shaft
- Durable
- Low Maintenance
- Decay Resistant
- Load Bearing
- Decorative Capitals Available
- Limited Lifetime Warranty



## DuraCast™ Fiberglass Column Styles



Round Tapered (Plain or Fluted)

Round Tapered Knee-Wall (Plain or Fluted)

Round Non-Tapered (Plain or Fluted)

Round Non-Tapered Knee-Wall (Plain or Fluted)

Square Tapered

Square Tapered Knee-Wall

Square Fluted

Square Plain

# St. Francis Desales Catholic Church Parsonage Deck Repair Project.



Epoxy is the perfect material to make permanent repairs of rotting window sills, door jambs and exterior molding that are difficult to remove and expensive to replace. Epoxy is easy to handle too. You mix it like cookie dough, mold it like modeling clay and, when it hardens, you carve and sand it just like wood. It sticks like crazy and is formulated to flex and move with the wood, so it won't crack and fall out like some wood fillers.



1 x 4 x 10' Treated Pine Porch Flooring

**GLEN FERN**  
CONSTRUCTION LLC