

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

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

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 and grant application, the Home & School Association has developed a conceptual plan along with preliminary cost estimates from Engerman Contracting and Glen Fern Construction. Ken Etten met with Principal Eric Gallagher and Kelly Greenberg 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 or whether other options for locating the New Main Entrance might be considered. Ken Etten assembled an “As Built” set of drawings showing the current configuration of the School and prepared Preliminary Design Floor Plans & Elevations for review and estimating. 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. *Copies of the 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 and whether we need 3 copiers with 1 at the School and two at the Parish Center. (SEE COPY OF PROFIT & LOSS BUDGET AT END OF THESE MINUTES.)*
  
3. *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. The Buildings & Grounds Committee is still working on getting bids.*
  
4. *Bob McDonald and Ken Etten gave an update on the Rectory Committee’s efforts to determine the long-term potential use of Rectory building and the costs of repairs to fulfill those needs:*
  - *Kathie Murray recently reported that several parishioners have made generous donations toward repairs on the Rectory and that major repairs are currently on hold pending additional fundraising. The Knights of Columbus have proposed a \$10,000 Matching Funds Grant Challenge whereby they will match dollar for*

dollar all donations made by **Parishioners** up to \$10,000 starting in **December, 2018**, and ending on **December 31, 2019**. *The funds collected will be used exclusively for structural repairs to the Rectory. (SEE THE ATTACHED COPY OF THE NOTICE THAT WILL BE IN THIS SUNDAY'S CHURCH BULLETIN.)*

- *Recently Millie McCormick suggested that we need to paint the back (south) door at the Rectory and also the window frames at the Rectory and Garage. We will need to see if we can find volunteers to do this before winter.*
  - *Previously Kathie Murray 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.*
  - *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.)*
5. *Phil Hall said there recently was a minor grease fire in one of the ovens in the Kitchen at the Parish Hall. Phil said repairs had been made and the equipment cleaned. Phil said we still needed to install gas shut-off valves at all gas appliances and make any other repairs required by the Archdiocese insurance company.*
  6. *Phil also reported that in a recent inspection by the Archdiocese insurance company, it was noted that we needed to install railings at the ends of the risers for the Choir at the front of the Church. They were originally called for but not installed for aesthetic reasons. We need to contact a contractor to install railings similar to the one next to the lectern.*
  7. *Recently Gene Bulla and Officer Dan Derrick created 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. The installation of the numbering system is pending funding and better weather.*
  8. *Phil Hall said that the work by Payne & Dolan for the regrading and reconstruction of the Parking Lot is completed and we are awaiting the final invoice.*

9. *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.*
10. *He also reported that there have been some leaks in Middle School / Former Convent roof. The leak has been repaired but Phil 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.*
11. *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.*
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:*
  - *Repairs to the Rectory as noted above in Item 4 above.*
  - *Mike Johnson recently 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.*
  - *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.*
  - *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.*
13. ***The Building & Grounds Committee Meeting adjourned at 7:30 P.M.***

**PLEASE NOTE: THERE WILL BE NO BUILDINGS & GROUNDS COMMITTEE MEETING IN JANUARY, 2019.**

**THE NEXT REGULAR BUILDINGS & GROUNDS COMMITTEE MEETING WILL BE ON THURSDAY, FEBRUARY 7, 2019, @ 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 2018 through June 2019 *5 months*

	Jul '18 - J...	Budget	\$ Over Bu...	% of Budget
<b>Ordinary Income/Expense</b>				
Expense				
4500 - Building & Grounds	0.00	3,740.00	(3,740.00)	0.0%
4450 - Maint/Grounds	0.00	3,000.00	(3,000.00)	0.0%
4451 - Snow Removal	19,901.30	33,940.00	(14,038.70)	58.6%
4453 - Outside Contracts	0.00	1,630.00	(1,630.00)	0.0%
4460 - R&M of Buildings	8,606.94	17,610.00	(9,003.06)	48.9%
4470 - R&M Furniture/Equipment	8,480.26	23,200.00	(14,719.74)	36.6%
4480 - Supplies Building Maint	1,613.22	2,340.00	(726.78)	68.9%
4580 - Rubbish Removal	668.27	1,170.00	(501.73)	57.1%
4590 - Other Building Expense				
<b>Total 4500 - Building &amp; Grounds</b>	<b>39,269.99</b>	<b>86,630.00</b>	<b>(47,360.01)</b>	<b>45.3%</b>
<b>Total Expense</b>	<b>39,269.99</b>	<b>86,630.00</b>	<b>(47,360.01)</b>	<b>45.3%</b>
<b>Net Ordinary Income</b>	<b>(39,269.99)</b>	<b>(86,630.00)</b>	<b>47,360.01</b>	<b>45.3%</b>
<b>Net Income</b>	<b>(39,269.99)</b>	<b>(86,630.00)</b>	<b>47,360.01</b>	<b>45.3%</b>

## St. Francis de Sales Transaction Detail By Account July 2018 through June 2019

Type	Date	Num	Name	Memo	Class	Cir	Split	Paid Amount	Balance
<b>4500 - Building &amp; Grounds</b>									
<b>4453 - Outside Contracts</b>									
Bill	07/20/2018	60645	C & D Landscaping ...	June lawn mo...	34 - School		2000 · Account...	232.50	232.50
Bill	07/20/2018	60645	C & D Landscaping ...	June lawn mo...	60 - Gene...		2000 · Account...	232.50	465.00
Bill	07/20/2018		Wil-Kil Pest Control	School	34 - School		2000 · Account...	37.25	502.25
Bill	07/20/2018		Wil-Kil Pest Control	Church/rectory	60 - Gene...		2000 · Account...	121.25	623.50
Bill	07/31/2018	529208	Imagetec L.P.	School copier	34 - School		2000 · Account...	4,256.99	4,880.49
Bill	07/31/2018		Martin Business Gro...	Office copier	60 - Gene...		2000 · Account...	282.47	5,162.96
Bill	07/31/2018	3445354	Wil-Kil Pest Control	Darwin house ...	99 - Hous...		2000 · Account...	110.00	5,272.96
Bill	08/23/2018	529209	Imagetec L.P.	Office copier ...	60 - Gene...		2000 · Account...	3,037.70	8,310.66
Bill	08/28/2018		Wil-Kil Pest Control	Rectory	60 - Gene...		2000 · Account...	25.00	8,335.66
Bill	08/28/2018		Wil-Kil Pest Control	Church	60 - Gene...		2000 · Account...	37.25	8,372.91
Bill	08/28/2018		Wil-Kil Pest Control	School	34 - School		2000 · Account...	37.25	8,410.16
Bill	08/28/2018		C & D Landscaping ...	July mowing	34 - School		2000 · Account...	310.00	8,720.16
Bill	08/28/2018		C & D Landscaping ...	July mowing	60 - Gene...		2000 · Account...	310.00	9,030.16
Bill	09/12/2018		C & D Landscaping ...	August lawn ...	34 - School		2000 · Account...	232.50	9,262.66
Bill	09/12/2018		C & D Landscaping ...	August lawn ...	60 - Gene...		2000 · Account...	232.50	9,495.16
Bill	09/12/2018		Maid in Lake Geneva	School cleaning	34 - School		2000 · Account...	1,200.00	10,695.16
Bill	09/25/2018	9/17/1...	Maid in Lake Geneva	9/17/18-9/28/19	60 - Gene...		2000 · Account...	1,200.00	11,895.16
Bill	09/25/2018		Wil-Kil Pest Control	School	34 - School		2000 · Account...	37.50	11,932.66
Bill	09/25/2018		Wil-Kil Pest Control	Admin	60 - Gene...		2000 · Account...	62.00	11,994.66
Bill	10/10/2018	10/1/1...	Maid in Lake Geneva	10/1/18-10/12...	34 - School		2000 · Account...	1,200.00	13,194.66
Bill	10/10/2018	61046	C & D Landscaping ...	School	34 - School		2000 · Account...	155.00	13,349.66
Bill	10/10/2018		C & D Landscaping ...	Admin	60 - Gene...		2000 · Account...	155.00	13,504.66
Bill	10/18/2018	3516305	Wil-Kil Pest Control		60 - Gene...		2000 · Account...	25.00	13,529.66
Bill	10/18/2018	3512270	Wil-Kil Pest Control		34 - School		2000 · Account...	37.25	13,566.91
Bill	10/18/2018	3512269	Wil-Kil Pest Control	Church	60 - Gene...		2000 · Account...	37.25	13,604.16
Bill	10/25/2018	10/15/...	Maid in Lake Geneva	10/15/18-10/2...	34 - School		2000 · Account...	1,200.00	14,804.16
Bill	10/31/2018	1241003	Martin Business Gro...	Office copier	60 - Gene...		2000 · Account...	301.64	15,105.80
Bill	11/07/2018	10/29/...	Maid in Lake Geneva		34 - School		2000 · Account...	1,200.00	16,305.80
Bill	11/12/2018	3491908	Wil-Kil Pest Control	Power spray	99 - Hous...		2000 · Account...	51.00	16,356.80
Bill	11/12/2018		C & D Landscaping ...	October lawn ...	34 - School		2000 · Account...	310.00	16,666.80
Bill	11/12/2018		C & D Landscaping ...	October lawn ...	60 - Gene...		2000 · Account...	310.00	16,976.80
Bill	11/14/2018	61245	C & D Landscaping ...	Fence clean up	34 - School		2000 · Account...	812.50	17,789.30
Bill	11/14/2018	61245	C & D Landscaping ...	Fence clean up	60 - Gene...		2000 · Account...	812.50	18,601.80
Bill	11/14/2018		Wil-Kil Pest Control	Rectory	60 - Gene...		2000 · Account...	25.00	18,626.80
Bill	11/14/2018		Wil-Kil Pest Control	Church	60 - Gene...		2000 · Account...	37.25	18,664.05
Bill	11/14/2018		Wil-Kil Pest Control	School	34 - School		2000 · Account...	37.25	18,701.30
Bill	11/26/2018	11/12/...	Maid in Lake Geneva		34 - School		2000 · Account...	1,200.00	19,901.30
<b>Total 4453 - Outside Contracts</b>								19,901.30	19,901.30
<b>Total 4500 - Building &amp; Grounds</b>								19,901.30	19,901.30
<b>TOTAL</b>								19,901.30	19,901.30

**St. Francis de Sales**  
**Transaction Detail By Account**  
 July 2018 through June 2019

Type	Date	Num	Name	Memo	Class	Cir	Split	Paid Amount	Balance
<b>4500 - Building &amp; Grounds</b>									
<b>4470 - R&amp;M Furniture/Equipment</b>									
Bill	07/20/2018	42811	Vorpapel Service, Inc.	Seasonal insp...	60 - Gene...		2000 · Account...	780.98	780.98
Bill	07/20/2018	42810	Vorpapel Service, Inc.	Seasonal serv...	60 - Gene...		2000 · Account...	673.96	1,454.94
Bill	07/20/2018	42809	Vorpapel Service, Inc.	Seasonal serv...	60 - Gene...		2000 · Account...	673.96	2,128.90
Bill	07/31/2018	42457	Water Works	Hot water hea...	60 - Gene...		2000 · Account...	158.68	2,287.58
Bill	08/01/2018		Dunn Lumber & Tru...	Sacristy door	60 - Gene...		2000 · Account...	449.87	2,737.45
Bill	08/28/2018	43145	Vorpapel Service, Inc.	Office a/c	60 - Gene...		2000 · Account...	265.00	3,002.45
Bill	08/28/2018	43069	Vorpapel Service, Inc.	Church a/c	60 - Gene...		2000 · Account...	2,258.50	5,260.95
Bill	10/03/2018	169681	Tom Peck Ford	Truck oil chan...	60 - Gene...		2000 · Account...	64.83	5,325.78
Bill	10/10/2018		Mid-State Equipment	Lawn mower ...	60 - Gene...		2000 · Account...	664.61	5,990.39
Bill	10/25/2018		KH Water Specialist...	Rectory water...	60 - Gene...		2000 · Account...	175.00	6,165.39
Bill	11/12/2018	43552	Vorpapel Service, Inc.	Church fall ins...	60 - Gene...		2000 · Account...	478.36	6,643.75
Bill	11/12/2018	43553	Vorpapel Service, Inc.	Fall furnace in...	60 - Gene...		2000 · Account...	534.16	7,177.91
Bill	11/26/2018	00693...	Air Maintenance, Inc.	Kitchen exhau...	60 - Gene...		2000 · Account...	429.63	7,607.54
Bill	11/26/2018	00694...	Air Maintenance, Inc.	Oven and sto...	60 - Gene...		2000 · Account...	376.00	7,983.54
Bill	11/26/2018	43756	Vorpapel Service, Inc.	Furnace inspe...	99 - Hous...		2000 · Account...	106.00	8,089.54
Bill	11/26/2018	43554	Vorpapel Service, Inc.	Rectory furna...	60 - Gene...		2000 · Account...	517.40	8,606.94
Total 4470 - R&M Furniture/Equipment								8,606.94	8,606.94
Total 4500 - Building & Grounds								8,606.94	8,606.94
<b>TOTAL</b>								<b>8,606.94</b>	<b>8,606.94</b>

8:21 AM

12/06/18

Cash Basis

**St. Francis de Sales**  
**Transaction Detail By Account**  
 July 2018 through June 2019

Type	Date	Num	Name	Memo	Class	Clr	Split	Original Amount	Balance
<b>4500 · Building &amp; Grounds</b>									
<b>4580 · Rubbish Removal</b>									
Bill	07/20/2018		Advanced Disposal	School	34 - School		2000 · Account...	252.10	252.10
Bill	07/20/2018		Advanced Disposal	Admin	60 - Gene...		2000 · Account...	252.10	504.20
Bill	08/28/2018		Advanced Disposal	School	34 - School		2000 · Account...	240.60	744.80
Bill	08/28/2018		Advanced Disposal	Admin	60 - Gene...		2000 · Account...	240.59	985.39
Bill	08/28/2018		John's Disposal	Rectory	60 - Gene...		2000 · Account...	21.00	1,006.39
Bill	09/12/2018		Advanced Disposal	School	34 - School		2000 · Account...	99.07	1,105.46
Bill	09/12/2018		Advanced Disposal	Admin	60 - Gene...		2000 · Account...	99.07	1,204.53
Bill	10/18/2018	A1000...	Advanced Disposal	Acct A1009563	34 - School		2000 · Account...	101.85	1,306.38
Bill	10/18/2018	A1000...	Advanced Disposal	Acct A1009563	60 - Gene...		2000 · Account...	101.85	1,408.23
Bill	11/12/2018		Advanced Disposal	School	34 - School		2000 · Account...	102.49	1,510.72
Bill	11/12/2018		Advanced Disposal	Admin	60 - Gene...		2000 · Account...	102.50	1,613.22
Total 4580 · Rubbish Removal								1,613.22	
Total 4500 · Building & Grounds								1,613.22	
<b>TOTAL</b>								<b>1,613.22</b>	



**St. Francis de Sales**  
**Transaction Detail By Account**  
 July 2018 through June 2019

8:23 AM  
 12/06/18  
 Cash Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Paid Amount	Balance
<b>4500 - Building &amp; Grounds Expense</b>									
Bill	07/18/2018	44733...	Cintas Corporation #...	Rugs	60 - Gene...		2000 · Account...	25.22	25.22
Check	08/01/2018	debit	First Bankcard	Amazon/Lowes	34 - School		1007 · Town B...	620.15	645.37
Deposit	08/02/2018	5006	St. Francis de Sales...	Reimburse for...	34 - School		1007 · Town B...	(597.00)	48.37
Bill	08/23/2018		Paul Meier Inc.	Rectory inspe...	60 - Gene...		2000 · Account...	150.00	198.37
Bill	08/23/2018	44734...	Cintas Corporation #...	Mats for chapel	60 - Gene...		2000 · Account...	25.22	223.59
Bill	08/28/2018		State of Wisconsin	Elevator permit	60 - Gene...		2000 · Account...	50.00	273.59
Bill	08/28/2018		Neis	Elevator inspe...	60 - Gene...		2000 · Account...	85.00	358.59
Bill	09/12/2018	44734...	Cintas Corporation #...	Mats	60 - Gene...		2000 · Account...	25.22	383.81
Bill	10/10/2018	44735...	Cintas Corporation #...	Mats	60 - Gene...		2000 · Account...	25.22	409.03
Bill	10/31/2018		Weeks, Judie	Coffee for kitc...	60 - Gene...		2000 · Account...	58.74	467.77
Bill	11/07/2018		Weeks, Judie	Vacuum for d...	60 - Gene...		2000 · Account...	175.28	643.05
Bill	11/14/2018	44737...	Cintas Corporation #...	Mats for chap...	60 - Gene...		2000 · Account...	25.22	668.27
Total 4590 - Other Building Expense								668.27	668.27
Total 4500 - Building & Grounds								668.27	668.27
<b>TOTAL</b>								<b>668.27</b>	<b>668.27</b>



Lake Geneva  
Knights of Columbus Council 1647  
**\$10,000 Challenge**  
- Matching Funds Grant -  
For St. Francis de Sales Rectory Rehabilitation

Dear Friends of St. Francis de Sales,  
Our Lake Geneva K of C's have proposed a \$10,000 matching funds challenge, which is a grant opportunity that begins Dec 2018, and will end Dec 31, 2019. Funds collected during this period will be matched dollar for dollar up to \$10,000!!  
Funds collected will be used exclusively for the structural repairs of our beloved rectory.

Help us reach our \$10,000 goal by pledging your gift.  
Contact the Parish Office 262-248-8524 or gifts can be mailed to: SFDS % Rectory Committee  
148 W. Main St., Lake Geneva, WI 53147

**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 I 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 WoodEpoX 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 that anticipated. We have found that there are times that the interior wood has completely failed though the rails looks 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. ( $\frac{3}{4}$ " 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