

## Building and Grounds (& cemetery board) Minutes August 27th, 2009 6:30PM

**Attending:** Pat Daily, Carl Micech, Mark Kozlowski, Tom Schneider, Dan Wachs, Tom Ruthmansdorfer, Steve Joosten, Ross Walek & Alan Bronikowski.

**Excused:** Mark Zapp & Jim Rehfeldt

1. Opening prayer – Tom Schneider led the opening prayer and faith sharing.
2. Review meeting minutes from April 23th meeting. The minutes were reviewed and approved.
3. Old Business:
  - A. New insulation and ceiling tiles, schedule- South wing. (Alan/Tom/Dan) -- We need to start planning the next phase. We will look at this in late fall and early winter. Plan is to get rid of 2 or 3 bath room. Alan and Tom and Dan will work on a plan. Tentative plan will be proposed for next meeting.
  - B. Bathroom sink estimates(Dan) Tom presented the funding priorities for Faith In our Future. First 20K for insulation replacement; next priority are Lights and ceiling for the lower level: 5K child ministries, It would be into the second year before we get the money for the bath room sink work. Dan to get a plumbing contractor to estimate the cost of having the bathroom done not just the cost of the fixtures.
  - C. Building security system(Steve) We spoke at length about a security policy for the building. Potentially locking the building 10 minutes after the meeting starts.
  - D. Funding for security system(Alan) Tom S. to put proposal from B&G to finance committee for approval. We will ask for \$5,000. The B&G committee approved this action.
  - E. Leak and bad plaster in choir loft of LBC(Alan) The roofer came and fixed the leak by re-chalking the flashing of the North east corner. The steeple needs to be repainted. Dan is looking at getting some estimates to get it done this fall. We haven't addressed the plaster issue until we are sure the leak is fixed. We will leave the plaster for now.
  - F. Light the steeple on the LBC. Mike Kuick proposed that we look into lighting up the steeple. Pat felt that it would be easier from on the steeple or on the roof line. Pat felt that from on the ground it would be too hard to illuminate the steeple. Pat will look at the cost of the brackets and lights. Tom Schneider will check with Mark Zapp to be sure the LBC committee approves.
4. TO DO LIST:

The principal is asking to have Cable TV run to the school office for two televisions. We have no more space on the pedestal in the computer lab. There is room on the active splitters in the computer server area. Dan to look for estimates to have a contractor do the work. B&G is busy now with the South Wing work.

Need to mount tv from seventh grade room in Library.
5. New Business:
  - a. Next work day/evening: None planned at this time.
  - b. Other Issues (Tom/Dan)

We got \$500 from the old boy scout troop. Dan is going to buy pads for the old scrubbing machine and buying some bakers scaffolding for us to use. Also buying some shelving.
  - c. Dan called Jim Rehfeldt to look at the walk in cooler. They changed the direction of the fan so the air blows the opposite way now. Dan and Jim are making more changes to make the cooler more efficient.
  - d. Dan got an email from the principal. She plans to order 4 white boards and a new smart board for the 3<sup>rd</sup> grade.
  - e. Fr. Pat emails 1) Cemetary markers. Two volunteers have been working on the documentation for our cemetery. So that this information can be linked to the catholic cemeteries database. Henry and Karen Kohler have been doing this work. They have identified inconsistencies in our records and are trying to resolve these. Jerry Reed has volunteered to put this on the CAD drawing. Fr. Pat is looking to put in about 5 grave markers. Carl reported that a 10x18" granite marker cost about \$200 already engraved. We discussed the possibility of x-raying the cemetery to find where all the coffins are located. Tom Ruthmansdorfer was going to invite Fr. Pat to the next B&G meeting
  - f. Fr. Pat would like to move the tropy case and the original church placard. Alan and Tom S to write a response and send it around to committee.

3 light bulbs were out in the church. Most of them are covered under warranty by distributor. The newer ones are larger.

-- Unit vents are getting old, need to contact Jim Rehfeldt about possible solutions.

## **Background – cemetery**

For the last two years, Henry and Karen Kohler, parishioners, have been working on the records of our cemetery with the support and cooperation of Tom Schneider and former pastors. The goal is to enter all data from our cemetery records into a format created by the Archdiocesan Catholic Cemeteries so that we can be linked and that genealogical searches can be done on-line without direct assistance of parish staff. Their data gathering included taking digital photo's that will be included in the database. Their research has produced many inconsistencies between our records and data on grave markers. In the past year, they received permission to use parish sacramental records to help clarify the inconsistencies. This is a project that is tedious, detailed, and takes a great deal of time.

Because the physical records exist and are much deteriorating, Tom took digital photo's of the documents that are placed on our computer servers which are backed up electronically in case there was a fire. Tom has recruited a member of the Technology Committee who is in the process of putting the drawings on a CAD system to improve management of the information. The cemetery contains mysteries, inconsistencies, and surprises. Because it is a closed cemetery with only \$17,000 worth of perpetual care resources with only the interest income earned available annually (2% annually is only \$340), and because of conflicting parish financial priorities, resources of staff time and expenses have been limited.

**Building and Grounds (& Cemetery Board) AGENDA September 24, 2009**

1. Opening prayer ---
2. Review meeting minutes from August 27th meeting.
3. Old Business:
  - a. New insulation and ceiling tiles, schedule- South wing(May). (Alan/Dan)
  - b. Bathroom sink estimates(Dan)
  - c. Building security system(Tom)
  - d. Leak and bad plaster in choir loft of LBC/ repaint steeple(Dan)
4. TO DO LIST:
5. New Business:
  - a. Next work day/evening
  - b. Other Issues (Tom/Dan)
6. Future Meetings:

Meeting normally on 4<sup>th</sup> Thursday.  
October 22 and December 3<sup>rd</sup>, 2009  
January 28<sup>th</sup>, February 25<sup>th</sup>, March 25<sup>th</sup>, April 22<sup>nd</sup> and May 27<sup>th</sup>, 2010

**CEILING TILE COSTS**

These numbers are approximate. The Kindergarten room (K-4 now) is 1000 sq. ft. While all the other rooms are 900 sq. ft.

In any case the cost (900sq ft room) is:

Ceiling Tiles:	\$ 933
Track:	\$ 375
<u>Lights:</u>	<u>\$ 375</u>
Total:	\$1,683

This excludes the cost of insulation which is not needed on the lower floor.