

Holy Family Facility Maintenance Minutes

Holy Family Board Room

January 5, 2023

Present: Fr. Ryan, Jim Bomier, Bill Gau, Tom Groeschl, Evan Schwalbe, Bernie Ritger, Terry Willis, Nick Freund, Gail Kraig, Dan Gieschen, Bud Sabel, Tom Will, Michelle Ludtke

Not present: Al Nicolai, Dave Mueller, Norb McCormick

1. Opening Prayer: Gail
2. Additions to Agenda- none
3. Corrections/Approval of December 1, 2022 minutes Approved: Evan; 2nd Nick
4. Evan's Report (attached)
 - a. Boiler concern at SH school & Victory Center, PBVM- only have 1 boiler, so no back-up
 - i. Need contingency plan, but because only 1 not as many options
 - ii. Need to do assessment between sites- Dan G., Evan.
 - iii. Dan G. to look at ORS basement dampers
 - iv. Dan will get budget estimates for PBVM boiler
 - b. Parking lot at SM
 - i. Does not include permit fees. Tom G. will talk with city regarding permits. He noticed that there are not mention of permit fees on the paperwork/estimate from Area Asphalt. Need to determine if there is any concern of retention area.
 - ii. Lighting on pole- fixture is pointed in the wrong direction. We want it facing the rectory and lighting the portion that is currently not paved. Michelle will work with Ellen and Alliant to get that corrected.
 - c. PBVM ceiling fan will need additional cleaning, but acceptable for time being.
 - d. PBVM Exterior lighting on east and west side needs new fixtures. A lift needs to be used to reach some of the lights. Discussion on lift being needed also for inside light fixture which lead to discussion of scaffolding versus a lift, who could set it up, etc. Can project be completed in winter months?
 - e. ORS tile replacement and waxing of the floor. Need to determine if tiles are available, how to avoid abatement, what else is needed.
 - f. Internet and phone line discussion as it relates to temperature sensors and phone lines for the lifts at SP and PBVM.
 - i. Jim Bomier will work look into more in regards to getting information from different internet/phone line services to see what makes the most sense.
5. Boilers at various sites (see #4 above)
6. Michelle's report
 - a. Update of December events; December 11 Christmas Concert, December 17 cookie decorating and movie, December 21 Christmas gathering at rectory for Councils, Staff and B&G committee
 - b. Christmas Masses were well attended (especially 4pm HF),
 - c. Upcoming Euchre tournament on February 5 in HF Hall.
 - d. Gala is planned for April 19
 - e. New hire- Lynn Thoma will be supporting the CF department; currently 1 opening for a Young Adult Ministry person
 - f. Renters have moved into ORS rectory. Rent is starting on January 1.
 - g. Still gathering information on end of the year donations, but things are looking pretty favorably.
7. Bids for exterior trim painting at PBVM- need to continue gathering info, spec needs to be written?
8. SM parking lot and power pole light: See 4b. above.
9. SP heating/ac and roof:
 - a. SP- Boiler and A/C:
 - i. Michelle to look for change order from Mannenbach.
 - ii. Badger Environmental proposal has been signed off and work should start at any time. This work can be done ahead of the boiler and a/c project actually starting.

- iii. Electrical authorization- estimates from both Leasa and Helmer. Leaning toward using Helmer because they offered to do a load test at no cost.
 - iv. Work from Mannenbach expected to start March 2023 through June 2023.
 - b. SP Roof
 - i. Michelle discussed that there has been some discussions regarding the SP roof and questions from the Mand family regarding the money donated and the progress with the roof. Michelle reported that Ellen, Fr. Ryan and I met and initially discussed purchasing the materials (if there was a cost increased planned). Joe Mand said that he was not alerted of an increase for 2023. Fr. Ryan expressed interest in pursuing the roof if the funds were available. Initial conversations with Joe is that he was more flexible with timing that what is maybe being indicated now. Ellen wanted to see where we are at financially to determine the best way to proceed. Michelle has communicated that with Joe.

10. ORS windows update:

- a. Tom was there yesterday when they removed the window in crying room. Interesting that they put window in and then added masonry up to the window. Capelle has taken the window to their office for safe keeping as well as getting additional measurements that are needed. Oakbrook Esser will pick up the glass from Capelle. End of March is estimated when the windows will be coming in and the work should start. Will work in conjunction with Omni glass for Capelle to remove glass. Estimate 1-2 weeks of removing windows and then stained glass expected to be installed in fall. Dark bronze anodized is the plan for the windows.

11. Sacred Heart

- a. Windows are all installed. Will need to be painting to be done in the spring both inside and outside. The outer stops were never fastened because outer stops were grouted solid. Stops were loose. Tom contacted them and let them know that the project was not finished. Will not be paying the bill. *** Need to get estimate for painting inside and outside to get set for start in the Spring.**
- b. Rectory- all working and fine; no issues or problems.

12. Holy Family

- a. Roof leaks- no issues currently, waiting for weather to test.
- b. Office Carpet- budgeted for FY 22-23. Discussed with Ellen and due to other items that have come up (ie. St Mary rectory repairs, etc.) we are not comfortable proceeding with that until we look at year end numbers to help determine status.

13. Mass Attendance Counts-

- a. Bill thought that Norb wanted to bring this up to discuss the impact of the Mass counts to the work done on each church site.
- b. Father Ryan explained that the Mass Count question would be something that the Pastoral Council would evaluate and then present any recommended changes to the B&G Committee. The B&G Committee would not need to be evaluating Mass Counts separately.

14. Communications to parishioners referencing site specific projects.

It was discussed that there was some concern parishioners did not know what was happening at the parish sites. Thought was brought up about communicating projects to individual sites and the parish as a whole.

- a. Discussed that we will be publishing a recap of 2022 and what is being planned for 2023 in the priest letter portion of the Good News in the next upcoming weeks.
- b. Bernie asked if he could give a pulpit announcement at the ORS site concerning the work that is being completed on the windows there as well as the cost of the project. Fr. Ryan approved that he would support him speaking to the ORS site regarding that.

15. Closing prayer.

Next meetings will be Thursday, February 9; Thursday, March 9 and Thursday, April 13th at 8am. Location to be determined.

Respectfully submitted by: Michelle Ludtke