

Saint John Vianney Catholic Church

Buildings and Grounds Committee

Subcommittee to Administrative Services/ Finance Standing Committee

Meeting Minutes

May 1, 2014, at the Parish Center, 6:30 PM

Members please put the following dates on your calendars for future meetings:

- **May 22, 2014 (Special Meeting A/C Re-Bids)**
 - **June 5, 2014 (Regular Meeting)**

Ex Officio Members		
Fr. Ken Knippel	Pastor	
Rob Mitchell	DAS and Facilities Administrator	
Jeff Weyker	Finance Committee	
(vacant position)	Plant Engineer	
At-Large Members		
Mike Reiels	Liaison to Finance Committee	Term Does Not Expire
Gordy Gaeth	Vice Chair	Term Expires 2016
Patrick Connolly		Term Expires 2016
Todd Prudlow	Chair	Term Expires 2015
Mark Herr		Term Expires 2015
Emma Macari		Term Expires 2014
Charles Landey	Secretary	Term Expires 2014

Call to Order

The meeting was called to order by Todd Prudlow, Chair.

Attendance

Fr. Ken Knippel was absent as he was traveling.

In attendance were: Rob Mitchell, Mike Reiels, Gordy Gaeth, Patrick Connolly, Todd Prudlow, Mark Herr, and Chuck Landey.

Opening Prayer and Scripture

We began with an opening prayer.

Minutes of Prior Meeting

March 6, 2014, minutes were approved as written.

Old Business

The leak in the lower level bath has been so far, so good, Rob said, with rain having fallen. May get worse in the spring. Grading and downpipe extensions should work. When (or if) excavating equipment is on site for the parking lot islands, we might do some excavation at the leak site.

Rob said that the landscape contract includes cleaning gutters and scuppers, which should help with leaking.

The concrete path by the school is still a problem. The slab is “bellied” and will need to be fixed, along with the grading.

The temperature of the baptismal font is now good. As for enlarging the channel, the consensus is that this might endanger the entire font and should not be done.

School Asbestos Certification

Per Rob, there are four basic requirements:

- Asbestos plan – done.
- Notify parents annually – not done.
- Designated trained person on site – not done.
- Three-year inspection by a certified agency – not done.

Rob stated that more materials have been added to the list of possible asbestos contamination, such as window caulk, since our asbestos plan was completed. This should only be an issue if projects might disturb existing materials. Expanding of the plan to include the new materials is not required at this time.

Rob has priced out three alternatives to proceed:

- A basis three-year inspection for \$1,900. Not recommended.
- Inspection plus add information to data base to aid future six-month and three-years inspections, for \$2,900. Recommended.
- Add a deep inspection with including looking for materials newly added to the list, for a total of \$5,550. Not recommended.

It was decided to proceed with the second option during the summer.

Capital Budget

The Capital Budget has been approved and this information has been shared with the parish membership.

For the school:

- Bathroom remodels – Summer of 2015.
- Enhanced “911” call system.
- Enhanced security cameras.
- Enhanced PA system.
- I-Pad docking station.

For the church and the parish center:

- Parking lot island removals.
- Tables for the presentation hall.
- Water softener for the parish center.

Rectory windows and school SIS information system *not approved*.

Air Conditioner Replacement

All three bids were considered responsive and competent. *Disclosure: Two of the companies bidding are owned by parish members.* Todd was excused from the discussion as his company was one of the bidders.

Discussion was on two issues: the bids received, and changes to the specifications. A number of experts have considered the existing units to be oversized. Specification changes will include: lowering the capacity of the units, compared to the existing units and to the original bid specifications, and adding the work to install new digital controls.

Action (with Todd back in the room): All three bidders will be notified of the proposed changes in the specifications and will be invited to revise and resubmit their bids.

Follow-up: Rob e-mailed all three bidders on May 5, 2014 enclosing revised specifications. Re-bids will be received by May 20th and will be reviewed at a special B&G meeting May 22nd.

Parking Lot Islands

Per Todd, he has received an informal bid of \$9,900 for island removals. This however, is preliminary, pending more thought. Transplanting of trees to elsewhere on the property needs to be planned. There was discussion on curbs. While it is not yet known if the city will require curbs, most committee members favored them.

Facilities Issues

Rob stated that we have caught up on a number of items, such as sump pump monitoring, sprinkler system five year inspection, alarm dialer, and certifying the fire door between the school and the parish center.

Kitchen grease filters will be replaced.

New Business

A gift of a monitor for the school hallway likely will not be accepted. It is felt that the monitor is not needed and that the school doesn't have the resources to ensure accurate and up-to-date information.

Further information will be sought as to annual refinishing of the gym floor.

Replacement Tiles for the Sanctuary

We adjourned to the sanctuary where Mark showed several possible replacement tiles for the sanctuary floor. One sample was deemed suitable and was left for Fr. Ken's review. It was noted that matching the grout will also be of impact.

Respectfully submitted,

A handwritten signature in blue ink that reads "Charles N. Landey". The signature is written in a cursive style with a long, sweeping horizontal line extending to the right.

Charles N. Landey, Secretary