

# Saint John Vianney Catholic Church

## Buildings and Grounds Committee

Subcommittee to Finance Council

Meeting Minutes May 11, 2017, at the Parish Center, 6:30 PM

**Members: Please note that the committee reserves the second Thursday of each month, at 6:30 PM at the Parish Center, for its meetings. You will be notified if the meeting is on or off in any given month.**

<b>Ex Officio Members</b>		
Fr. Ken Knippel	Pastor	
Robb Lied	DAS	
<b>Members</b>		
Mike Reiels		Term Expires 2020
Patrick Connolly		Term Expires 2019
Todd Prudlow	Chair	Term Expires 2018
Mark Herr		Term Expires 2018
<i>(two vacancies)</i>		
Charles Landey	Secretary	Term Expires 2020

### *Call to Order*

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

### *Attendance*

In attendance were members: Fr. Ken Knippel, Robb Lied, Mike Reiels, Todd Prudlow, and Chuck Landey. Mark Herr and Patrick Connolly were excused due to other commitments.

### *Opening Prayer*

We began with prayer, discussion of a passage from the Gospel According to John, discussion, and contemplation.

### *Committee Membership*

Incoming DAS Robb Lied was introduced. Members Mike Reiels and Charles N. Landey were renewed for their final 3-year terms expiring 2020. The Parish will continue its efforts to fill the vacant positions. Gordy Gaeth, who was term-limited a year ago, will be eligible to rejoin.

### *Continuing Business - Report of the Building Committee*

Fr. Ken gave this report. MSI is on schedule. Structural work is under way at the school addition. Most finish materials (carpet, tile, etc.) have been chosen, an exception being pew upholstery. The target date for the kitchen rebuild will be the parish festival in June.

Fr. Ken discussed the 10% contingency fund, stating that a portion of it has been allocated to an unforeseen problem in the kitchen. The plumbing drains were clogged. To repair, MSI needs a state permit (applied for) as well as the city permit (in place). MSI has chopped out the basement floor and is doing the work ahead of and in anticipation of the state permit at its own financial risk.

#### ***Continuing Business – HVAC Maintenance Plan***

Robb Lied is continuing to solicit proposals. Increased in-house maintenance staff will reduce the amount of work to be let to an outside contractor. Filter replacement, coil cleaning and other semi-skilled PM, will be done in-house.

#### ***Continuing Business – Parish Center Rooftop A/C Unit***

Two bids have been received and a third is being solicited. The target date for completion will be ahead of the peak A/C season this coming summer.

#### ***Facilities Maintenance Position***

Now filled.

#### ***School Toilet Rooms***

Permits have been pulled for the school bathrooms. Fr. Ken now wants an upgrade – short of a complete rebuild – for the small faculty toilet.

#### ***Roof Leaks and Other Water Intrusion***

A roof leak at the school seems to be an issue with a masonry lintel. Honey Creek is investigating and will fix. A similar situation at the north face of the current narthex will be handed over to MSI as a part of its narthex expansion.

Moisture in the basement by the elevator may be a problem with the exterior grade but may indicate a failure of the drain tile system. Robb and staff will continue to investigate.

#### ***Playground Drainage***

Investigation continues to see what drains exist and if they might be plugged.

#### ***Landscaping Contract***

This contract has been renewed. There will be additions to the work for pruning and for dandelion control.

#### ***Continuing Business - Capital Improvement Running List***

With the completion of many items of higher priority, attention turns to the parish rectory. While the roof has been replaced, the following significant needs remain: window replacement, driveway repaving, and new floor for the garage. These will be elevated toward the top of the capital improvement running list.

#### ***Emerald Ash Borer Tree Protection***

Robb will keep an eye on this program. He will identify the trees which are most important in our landscape and those most likely to survive. It is possible that a number of ash trees may be left to their fate and eventually removed.

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