

## **St. Mark Building and Grounds Meeting**

### **July 14, 2020, 6:00 PM**

#### **Minutes**

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**Attendees:** Mary Quinlin, Mark Keninger, Jerry Ostbloom, Sandy Foland, Cindy Stalzer, Duane Swart

The meeting began with a prayer.

The archdiocesan insurance self-inspection was discussed and then the group toured the buildings and grounds to clarify issues. A separate report is attached to these minutes.

The group discussed and prioritized projects:

#### **Level 1 Projects (completed in <1 month, assigned)**

- Weed and Feed the rectory lawn - Mary will contact Dave Hensing about getting set up on an annual spraying program for the rectory lawn and the parking areas around the church.
- Oak branches - Duane will arrange to have the dead branches cut out this fall.
- Clear drain and/or repair downspout on NW corner of the rectory - Additional downspouts were identified on the church. Mark Keninger will follow up and get them cleared out.
- Finish caulking RE building windows and by leak near the upstairs door - plan to include in an early fall workday.
- Check gutter on south side of the church - see above items re downspouts. Also, Mary will inquire about a possible solution for the end portion that does not feed into a gutter and runs down the building, and possibly installing leaf guards.
- Boilers cleaned and serviced - Mary will contact Carstens to clean boiler burners and check/service other HVAC equipment, to be set up on a yearly basis.
- Clean out drain in boiler room - Mary will contact Trent Winters to clear the drain.
- Snow removal for next year - the consensus was to continue with last year's contractor, Chris Falkavage. Mary will draw up the contract and contact Chris.

#### **Level 2 Projects (2-6 months)**

- Concrete repair/replacement - Areas to be addressed are near the elevator door and at the bottom of the northeast steps from the church. Mary will contact Brian Buresh.
- Install Livestream equipment - Keith Barnett is helping with this. We are waiting on equipment, which is in high demand. There is a speaker in the cry room, so we may not have to run cable from the sacristy to connect to the sound system. Mary will let Keith know.
- Sacristy Roof - The group consensus was that we need to involve a contractor with significant means and experience to change the roof pitch. Several names were suggested. Mary will follow up and start the process of getting estimates.
- Handrails on church entry - It was noted that the handrails are showing signs of rust and need to be sandblasted and repainted. Duane will make contact with prospective

contractors. The group noted that we will want to protect the doors and landscaping if the work is to be done onsite.

### **Level 3 Projects (6-18 months)**

- Facade for the altar - Mary will check with Fr. Kevin about switching back to the altar from the chapel.
- Railing/Steps on RE building - This is showing signs of deterioration. The group will address this next summer.

### **Tabled**

- Whiteboards - room dividers (from Eldora) - Brenda had requested that whiteboard panels be installed on the four dividers brought from St. Mary in Eldora. The group had some concerns with safety and if they would be easily tipped, especially if they are put on wheels or casters. Tabled this project for now.
- Replace ceiling fans in the sanctuary - Traci suggested getting the ceiling fans replaced as two are noisy. The consensus was to table this project for now.
- Restroom remodel (east side of parish hall).
- Stove in the parish kitchen.
- Remove water fountain in the RE hallway.

The group also toured the Barnabas House, which is nearly ready for its first family.

**Next Meetings:**      **Workday** - Saturday, September 12, in the morning  
                                 **Meeting** - Tuesday, September 15, 6:00 PM

The meeting closed with a prayer.