

St. Mary Parish, Milton

**Pastoral Council, Finance Council & Capital Improvement
Committee Meeting
Minutes**

January 21, 2020

Pastoral Council Members Present:

Marci Brandt, Barry Brandt, Ed Butler, Val Crofts, Matt Keller, Lisa McCue,
Angie McNally, Kathryn Owens, Don Roberts

Finance Council Members Present:

Barry Brandt, Lynn Gardinier, Lisa McCue, Angie McNally, Kathy Ostrowski,
Lori Warren

Capital Improvement Committee Members Present:

Barry Brandt, Val Crofts, Rick Elbert, Lynn Gardinier, Brian Kaiser

Staff: Sabrina Elsen, Doreen Houge, Vicki Kersten, Lisa Meyers, Fr. David Wanish

Guests: Kirk Keller & Emily Girdauskas from PRA and Eric Raatz from Building
Envelope

I. Prayer

The meeting opened at 6:15 p.m. with prayer led by Fr. David.

II. Announcements:

- a. **Bishop Hying Invitation:** Fr. David would like to invite Bishop Hying to attend mass on a Sunday morning when his schedule has an availability at St. Mary for 8:30 a.m. mass and then at St. Joseph that same morning for 10:30 a.m. mass.
- b. **“Forming Intentional Disciples”** Father requested members of the Pastoral Council and Finance Council to read the book “Forming Intentional Disciples” and reviewing it by chapter at our monthly meetings. The response was positive and the parish will order books for both Councils to have a copy.

III. Presentation:

The purpose of the meeting was to go over the Facility Assessment completed by PRA and Building Envelope and determine the project goals.

a. Facility Assessment Results

- i. Parish Offices: The parish rectory was originally built in 1952 to house the priest. When the house on Neumann Dr. was purchased, the rectory was converted into office space for parish office staff. It was determined by the professionals that due to the age of the building, the functionality and the fact that it is not efficient to operate, that the condition is that we have a “sick building”. Several factors contribute:

1. Inadequate ventilation in the roof
 2. Windows need to be replaced as they are at the end of their service life.
 3. Moisture issues continue in the basement of the offices from an undetermined source.
 4. A more secure entry is needed for the safety of staff, secure storage needed for records, current office entrances are not handicapped accessible.
- ii. Church Kitchen: Code issues that need to be corrected include replacing the wood countertops and cabinets with stainless steel, an exhaust hood is required over the dishwasher, fire suppression system required above the stove, current equipment needs to be assessed for age and condition. With these changes, it would be beneficial to create more efficient flow.
 - iii. Parish Center:
 1. Roof: The rooftop HVAC units are failing and past their useful life. A flashing issue is causing the roof over the center to leak. Overall there seem to be many inadequate ventilation issues throughout the building complex.
 2. Interior: The current dividers do not provide adequate sound barrier between classrooms and the noise level during classes and events is loud. Appropriate acoustics needed. The heating coils in the flooring are failing, windows should be replaced. More efficient lighting needed and cosmetic upgrades needed (paint, flooring, ceiling, etc.)
 - iv. Various Exterior Repairs needed: Concrete exterior stairs at parish center at east exit need repairs (edges of concrete breaking), there are new codes for parking lot resurfacing that we need to be aware of, the exterior lighting needs to be addressed, and we do not currently have a covered drop-off area.
- b. Recommendations: PRA gave five different options on how to proceed. After much discussion, the group present decided on two of their options and added a third option.
 - i. Option 1: Keep existing parish center but update the HVAC system but demolish existing offices. Build additional space for offices to the far north end of the existing parish center, plus add four permanent classrooms to the northwest side of the parish center. These classrooms would have storage in each room to hold all supplies for faith formation classes to avoid transporting from the parish office to the center each week. The parish kitchen would be updated to become code compliant.
 - ii. Option 2: Demolish the existing parish center and offices, then build new parish center and offices and classrooms where the existing parish center is located. The current office space could be converted to parking. The parish kitchen would be updated to comply with code.

- iii. Option 3: It was noted that both of the above options do not provide a pleasing entrance for cars coming from the north at the Mary statue. Currently, the view guests and parishioners have when they approach our property from the north is a long parish center – not a church. Unless the guest drives down Parkview Drive they may not realize there is a church on the property. To change this, it was suggested to move the parish center to the south end of the property. The existing parish offices would be demolished. New offices and a new parish center would be built at this location. During construction, the current parish center would remain intact to accommodate all current functions and not disrupt scheduling or faith formation classes. Once the new offices and center are built, the existing parish center would be demolished and the space used for much needed parking. Then, a porte cochere or covered walkway/entrance could be added and possibly extend the size of the current gathering space.

It was noted that the existing church is in good condition and no improvements are required at this time.

IV. Next Steps

PRA will draft a new design for the third option above and then recommend building contractors for our committee to meet with to get cost estimates. The diocese will also be contacted to determine next steps.

V. Adjournment

The meeting adjourned at 8:15 p.m.