

## St. Edward Finance Council Meeting Minutes

January 26, 2023

Attending: Terry Woelfel, Tim Westphal, Tom Pethan, Mark Hofacker, Erin Ebben, Pat Coonen, Nicole Pietsch, Liz Harp

Opening Prayer and Lectio Divina

Farmer Ervin VanCamp kicked off the meeting with a proposal to in the next few years expand the St. Edward cemetery and reposition the East church driveway to be closer to a 90° turn vs. the current slightly curved driveway. Farmer proposed installing a permanent fence on the East side of church vs. assembling and dismantling the snow fence in front of the cemetery every year for tractor pull weekend. One electric light pole would have to be moved as well.

Meeting minutes for October 27, 2022 were approved via email on November 16, 2022. Tom Pethan motioned to approve. Nicole Pietsch seconded. Motion carried to approve the October 27, 2022 minutes.

Meeting minutes for November 10, 2022 joint Pastoral/Finance council meeting were approved via email on 1/22/23. Pat Coonen motioned to approve. Merle Verhagen seconded.

### Finances

1. October 2022 finances were approved via email on 1/22/23. Mark Hofacker motioned to approve October financials. Nicole Pietsch seconded. Motion carried via email to approve October 2022 finance reports.
2. November 2022 finances were approved via email on 1/22/23. Tom Pethan motioned to approve November financials. Nicole Pietsch seconded. Motion carried via email to approve November 2022 finance reports.
3. Reviewed December 2022 financial reports. Tim Westphal motioned to approve December financial reports. Mark Hofacker seconded. Motion carried to approve December 2022 finance reports.

### Old Business

1. Update on timing of church roof replacement project- Tim: The church roof is scheduled to start around April 17, 2023 depending on the weather. The scupper overflow drain over the sacristy was installed in fall 2022.
2. Baptismal font status update- Pat Coonen: In November, Father Robert, Dan, Don & Pat Coonen, and Deacon Jeff met to evaluate the font. One metal support leg has shifted and broken off, causing the structure to go off kilter and crack. Dan has a plan for how to repair the gaps in the Corian, but he needs to find matching material in order to execute this plan for repairing it. If this doesn't work out, Pat and Don will explore other options. They will know more next week.
  - a. 2/4/23 Update: Dan found the correct Corian so he can repair our font. We will have a working font for Easter Vigil for blessing the new water and baptisms.
3. LED lights- Review electric costs for St. Edward School- Terry: After reviewing school WE Energies bills for September & October 2021 vs. 2022, after the school lights were fully replaced, there hasn't been a decrease in electrical (kilowatt) costs. Terry will call Greg to discuss why the

electric bills don't reflect reduced kilowatt usage. More efficient lighting should create cost savings.

- a. 1/30/23 Update: Erin contacted Nikki at St. Nicholas, and they have not seen a change in electric costs after completing a similar lighting replacement. Terry will look deeper into this with Greg and may call WE energies.
4. Discussion on donation of \$100,000 from the Cyril Jochman estate (non-restricted funds)- Erin: The funds are in the proper accounts. If the Parish has specific plans to use the funds, Erin will reach out to the family to get their approval or suggestions for uses of the funds.
  - a. 1/30/23 update from Erin: The only restriction was for it to not be used toward a gymnasium. Other than that, the funds can be used where the Parish deems fit.
5. Flagpole status- Tim will add to the Buildings and Grounds February meeting agenda.
6. Deacon Jeff stoles status- Pat: The stoles are complete and being used and looking great.
7. Outdoor Learning Center (OLC)- Next steps discussions- Ideally, we can form a cross-functional team to narrow down the plan and ensure it follows the Parish Mission Plan.
  - a. We need to form a team to carry out this project. One-by-One funds are available for OLC. One idea is to split the space in half: one side for children and school, and one side for young adult and adult NE, and gathering space. A team could start by choosing one or two ideas to run with on quotes and planning.
  - b. In order to form a team representative of School, NE, adult NE, pastoral council, etc., Pat will send a note to Father Robert, Celia, Renee, Kim, Cathy, Merle, Pat, and Terry to ask for a representative from each of their areas or committees to form a core OLC team.
  - c. The team will need to ensure that there are no long-term plans to construct an addition on the back side of the school where the OLC will be located.

## **New Business**

1. Father Robert will continue his assignment at St. Edward and St. Nick for at least one more year. As a result, Bill can move forward with renting out the East rental property. No changes are needed on property taxes. The house has been cleaned and maintained. Bill needs to address the prior tenants' remaining items in the house. Bill will send a final notice to the tenant to come remove the items or the items will be disposed of immediately.
  1. Barb from the diocese sent over a rental agreement, but we'll need guidance from the diocese on screening renter applicants. Next steps: Pat will reach out to Barb asking for the rental process and application from the diocese. Then decide on the amount to set the rent at. The group suggested setting rent at \$1,400 per month.
  2. The tenant from the West rental property stopped into the office to ask if there will be a rent increase coming up because they have a cost cap per month that they can't exceed. Pat Coonen motioned to increase the West rental property monthly rent to \$1,430 starting April 1, 2023. Tom Pethan seconded. Motion carried to increase the West rental property monthly rent to \$1,430 effective April 1, 2023. Erin will notify the tenants.
2. Upcoming Buildings and Grounds projects that will require future approval from Finance Council:  
Tim and Mark:
  1. February B&G agenda items and estimated costs:
    - i. Boucher's Heating and Cooling recommends replacing 2 units in church (\$9K cost) and one unit in the West rental property (\$5K cost).
    - ii. Track lighting quote (\$9K) to add tractor pull light posts.
    - iii. Boilers in the school need new controls (\$5-10K).

2. Recently we had a free church and school security assessment completed along with suggestions for improving security. Shatterproof 3M film for the school would cost \$8K and the B&G crew has applied for a grant to cover this expense.

#### **Finance Council Liaison assignments- Update to the Finance Council Team**

- a. School- Liz/Nicole:
  - a. Renee would like to give a 3-6% raise to all staff. Last year 3-6% raises were granted. Nicole Pietsch motioned to allow Renee a 3-6% raise pool and allow her the flexibility to split it among her staff appropriately. Tim Westphal seconded. Motion carried.
  - b. Renee increased tuition by \$150 for next year.
  - c. We received a grant that will cover the tuition increase for all returning students in K-5.
  - d. The fall choice audit went well with our new auditors.
  - e. Bill had someone from the Tech school do a walk-through regarding safety and security. He will write up his findings and suggestions. We did get curtains for windows on all classroom doors. Renee would still like to find a way to lock the lower front door to have double protection. The other wish list item is shatterproof window coverings at each entrance.
- b. Home and School- Liz/Nicole:
  - a. Planning to host annual golf outing this spring on May 13 with a goal to raise enough money to finish the playground.
  - b. Looking into purchasing about 20 new Chromebooks, new curtains to replace the old curtains for the stage, and a key fob lock outside of the main entrance door and to replace the current lock at the top of the stairs this year or early next year. Terry suggested that the key fob replacements are a Buildings and Grounds expense instead of Home and School. Nicole will let Bethany know to reach out to Cathy.
- c. Buildings and Grounds- Tim/Mark: The invoice for the school electrical panel upgrade is outdated and an updated quote will be requested.
- d. Fish Fry- Terry: Full steam ahead. Terry found that Sam's Club offers more and has lower costs than Costco. The cost of fish has gone up since last year.
- e. Cemetery- Tom: One burial has occurred since our last meeting per Deacon Jeff. Projections show enough plots are available to last through 2044. Deacon Jeff suggested exploring a columbarium for urns of ashes as an option to hold cremains in an above-ground structure.
- f. Cash and equity holdings, investments, Liability/property insurance- Tom: Rates for CDs are currently high. Community First offers decent rates currently: a 16-month CD at 4.55% or an 8-month CD at 4.3%. The parish checking, savings, money market accounts total over 600K. The parish can afford to invest \$100-200K in a CD. Tim Westphal motioned to invest \$200K of unrestricted parish funds into an 8-month, 4.3% CD at Community First Credit Union. Mark Hofacker seconded. Motion carried. Erin will call to inquire, and Pat or Merle will sign the check.
- g. NE and worship- Tom: Mass for Catholic Schools Week is Friday, Feb 3. Pew frontals in the front row are complete.

## **Pastor's Report**

ONE by ONE campaign- Completed with huge success! Bishop's appeal starts next weekend, and our parish goal is \$39,829.

Next Meeting is March 23 at 5:15PM

Closing prayer

Meeting adjourned

Respectfully submitted by Liz Harp

## **Approval Summary from 1/26/2023 Meeting**

- Approved Oct, Nov, & Dec 2022 financial statements.
- Approved meeting minutes for November 10, 2022 joint Pastoral/Finance council meeting.
- Motion carried to increase the West rental property monthly rent to \$1,430 effective April 1, 2023.
- Motion carried to allow Renee a 3-6% raise pool and allow her the flexibility to split it among her staff appropriately.
- Motion carried to invest \$200K of unrestricted parish funds into an 8-month, 4.3% CD at Community First Credit Union.