

St. Edward Finance Council Meeting Minutes

March 23, 2023

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

Opening Prayer and Lectio Divina

Reviewed meeting minutes from January 26, 2023: Mark Hofacker motioned to approve. Tim Westphal seconded. Motion carried to approve the 1/26/23 minutes.

Finances

1. January 2023 finances were approved via email on 3/9/23. Tom Pethan motioned to approve January financials. Nicole Pietsch seconded. Motion carried via email to approve January 2023 finance reports.
2. Reviewed February 2023 financial reports. Nicole Pietsch motioned to approve February financial reports. Tom Pethan seconded. Motion carried to approve February 2023 finance reports.
3. St. Edward will receive an Employee Retention Credit which qualified for 3 quarters (1 in 2020 and 2 in 2021) for a total of \$173,279.06. Funds be received in installments vs. one lumpsum.

Old Business

1. Update on timing of church roof replacement project- Tim: The church roof is scheduled to start around April 17 depending on the weather. The newly replaced school roof has leaked into a few classrooms and the cafeteria, and two gutters are acting up. Tim will connect with Bill about the issues and schedule a meeting with the Security-Luebke about correcting the school roof issues before they start work on the church roof.
2. Baptismal font status update- Pat Coonen: The cracks have been fixed and capped off. Dan, Don, and Larry have been working on repairs. Dan needs a certain caulk to finish the job, but we will have a working font for Easter Vigil for blessing the new water and baptisms. They are adding a UV light underneath to help curtail bacteria growth.
3. LED lights- Review electric costs for St. Edward School- Terry: Below are the school's WE Energies costs for September - February 2021 vs. 2022 (before and after the school lights were fully replaced). 11-20% savings is good, but the KWH should reflect much higher savings.

| Month | KWH used 2021 | KWH used 2022 | Usage 2021 to 2022 difference | % of KWH Savings |
|-----------|---------------|---------------|-------------------------------|------------------|
| September | 4320 | 4240 | 80 | 2% |
| October | 4160 | 4160 | 0 | 0% |
| November | 5920 | 5360 | 560 | 9% |
| December | 6560 | 5280 | 1280 | 20% |
| | KWH used 2022 | KWH used 2023 | | |
| January | 6000 | 5120 | 880 | 15% |
| February | 6080 | 5440 | 640 | 11% |

a.

4. Flagpole status- Tim: Randy and Sarah Van Camp donated the current flag pole, which is having issues with raising the flag. Buildings and Grounds determined that replacing the pulley at the top would fix the issues. The Weiland family made a recent donation with the request to install a new flagpole in Bruce's memory. Pat Coonen will follow up with Vicki Weiland and the Van Camp family.
5. Outdoor Learning Center (OLC)- Next steps- Terry scheduled meetings for four landscaping companies to come onsite and evaluate the OLC space next week: Van Zeeland, Lowney's, Vande Hey, and Outdoor Living & Design. OL&D suggested that one vendor should create the design, then the Parish would put that design out for bid. The OLC sub team will come back together once a design is chosen.
6. School Electrical Panels status- Tim: Motion was carried on 2/16/23 to approve the school cafeteria electrical panels at the updated quote of \$12,690, excluding installation. Tim will check with Bill to confirm the panels are ordered and in progress.
7. Boiler system was approved via email. Status of order contract- Tim: Motion was carried on 3/1/23 via email to approve of all three phases of upgrading the boiler system and controls proposed by Energy Control & Design Inc. at \$59,580, plus a \$5,000 additional approval on unforeseen items during the process of installation. Mark Hofacker motioned; Nicole Pietsch seconded.

New Business

1. Procedures- Project approval and follow through on execution. (Electrical Panels) Terry is looking to improve the process for follow-through on approved items. Tim will ask about meeting with B&G more frequently, perhaps monthly. Bill and Cathy have created a spreadsheet to track timing of approval, open projects, status, vendor, amount, date, etc. for all Buildings and Grounds projects as a first draft. Liz will start including Cathy and Bill on our finance council meeting minutes.
2. NE and School Budget Review
3. NE budget is about 3% higher than last year. They have been using restricted funds from donations and have funds left to use this year. Finance Council feels there are lines that have been removed should remain as a placeholder. Celia is planning a \$5 increase in tuition for the NE program next year. Father will be talking to Ashlyn Hildebrand about a part-time NE job at \$15/hour for 15 hours per week. Finance Council is supportive. We will look to approve the budget at next month's meeting.
 - a. School budget: A portion of Fr. Robert's and Deacon Jeff's salaries were removed from the school budget and shifted to the Parish budget, offsetting teacher salary increases of 5% for 2023-2024. Finance council is supportive of the initial school budget. Teacher contracts are coming due in April.
4. Replacement of school window screens- Terry: Buildings and Grounds would like to move forward with spending \$3,000 on new window screens for the school. This will look after about half the screens in the school. The goal is to move the current functioning screens to the basement windows and to place new screens in classrooms. Each custom screen is \$50 and 20 per week can be built. The project will take 3 weeks. Pat Coonen motioned via email on 3/28/23 to approve Replace half the school screens at a cost of \$3,000, while transferring the current functioning screens in the basement windows. Tom Pethan seconded on 3/28/23. Motion carried.

Finance Council Liaison assignments- Update to the Finance Council Team

- A. School- Liz/Nicole:
 - a. Enrollment for next year is going well.
 - i. Waiting on 8 students in K-5 to register. Renee is positive 6+ of those will return.
 - ii. 3K is flat over last year and 4K has 1 more.
 - b. School Advisory is working on ways to boost the school's visibility in the parish and advertise our school. David is exploring the idea of installing two 43" TVs in the Church space to show school items. Liz and Nicole will ask to have David put a proposal together for adding two TVs with full installation. Erin or Ashlyn could put together the slides from School, NE, etc. to show on the TVs. In the meantime, Renee can send School marketing content to air on the projectors before mass.
- B. Home and School- Liz/Nicole:
 - a. Planning is in progress for the 3rd annual golf outing on May 13 with a goal to raise enough money to finish the playground swings and swing rubber base installation. Seeking event sponsors, donors for bucket raffle and online silent auctions, alumni hole sponsors, and golfers.
- C. Buildings and Grounds- Tim/Mark:
 - a. Light poles are tentatively planned to be installed this spring. They may only add one pole vs. the original six that were quoted.
 - b. East rental work: The bathroom floor tile and kitchen floors are being replaced for \$3,500. Work is nearly done. Erin confirmed we are approved to rent the property out once again. The next step is to begin advertising that it's for rent.
 - c. West Rental property will need a new furnace this summer, estimated around \$5K. Bill is awaiting a quote.
 - d. School electrical panels will be upgraded (Old Business #6). Sargent Electric quoted \$11,588 for installation and labor. Installation is expected this fall due to lead times.
 - e. Boiler upgrades; see Old Business item #7.
 - f. Window screen replacement in school.
 - g. Two new Church furnaces have been ordered. Pat Coonen motioned to approve two new furnaces and installation from Boucher for \$9,000. Tim Westphal seconded. Motion carried.
- D. Fish Fry- Terry: Going along well. Haddock is most popular by far.
- E. Cemetery- Tom: Deacon Jeff has had people asking about an outdoor free-standing vault with individual compartments for storing cremains above ground. Deacon is investigating this as an alternative to burials.
- F. Tractor Pull: Waiting on light post project mentioned above in item C.) a.
- G. NE and worship- Tom: Holy Week masses are prepped for. Distribution of the Precious Blood is not yet approved by the Diocese.

Next Meeting is April 20 at 5:15PM

Closing prayer

Meeting adjourned

Respectfully submitted by Liz Harp

Approval Summary from 3/23/2023 Meeting

- Approved minutes from 1/26/23 Finance Council meeting.
- Approved February 2023 financial statements.
- Motion carried on 3/1/23 via email to approve of all three phases of upgrading the boiler system and controls proposed by Energy Control & Design Inc. at \$59,580, plus an additional approval of \$5,000 for unforeseen items during the process of installation.
- Motion carried on 2/16/23 to approve the school cafeteria electrical panels at the newly quoted price of \$12,690, excluding installation.
- Motioned carried to approve two new Church furnaces and installation from Betcher for \$9,000.
- Motion carried to approve replacing half the school screens at a cost of \$3,000, while transferring the current functioning screens in the basement windows.