

## St. Thomas the Apostle Church Renovation Meeting Notes April 8, 2021

A meeting was held April 8<sup>th</sup> with the Finance Committee, Parish Council and the Renovation Committee to review the renovation project, and determine an estimated start date. Father Leonard opened the meeting with a prayer. Present at the meeting was Brian Luebbering, Theresa Veit, Bill Lueckenhoff, Lauri Luebbering, Jan Heckemeyer, Barb Graessle, Mark Luebbering, Janet Lueckenhoff, Kathy Graessle, Patrick Luebbering, Jackie Prenger, Father Leonard, Bill Boessen, Sam Suthoff and Debbie Strobe.

The Renovation Committee presented the following project summary:

- History of renovation
  - Father Secrist started discussion in late 2018, renovation committee was formed.
  - The first in-person meeting with the existing renovation committee and Conrad Schmitt was August, 2019
  - Covid hit in 2020, causing delays and minimal in-person meeting. The committee received the first draft of the design in October, 2020
  - In 2021, the committee has built up steam and are making good progress. In-person meetings resumed, and the final design was received.
  - The committee's original goal was to be complete by the end of 2021.
- Project Organization

The project was broken down into key-areas and a committee member has been assigned to each of the areas:

  - Planning – Brian Luebbering
  - Preparation – Lauri Luebbering
  - Electrical – Bill Lueckenhoff
  - Sound – Sam Suthoff
  - Statues – Bill Boessen
  - Side Altars – Janet Lueckenhoff
  - Flooring – Janet Lueckenhoff
- Each of these key-areas were then presented:
  - Planning
    - Lauri is working on project management and Communication, with the assistance of Sam. Regular updates will be provided to the Finance Committee and the Parish Council. Meeting minutes will be posted in the bulletin. Our goal is to improve communication between these 3 committees and the Parish.
    - Brian is managing the contract, finance/funding and approvals.
      - The contract is being reviewed by Rudy Veit. We have requested a few updates.
      - Finance/Funding – Brian, Lauri and Sheri will help the Finance Committee plan a pledge drive. It has been suggested to hold this during the May/June timeframe. We intend to continue the use of the yellow envelopes. We are looking at a 5-year pledge drive.
      - Approvals – Brian and Jan Heckemeyer are working with the Diocese in obtaining approvals. The Parish plans to apply for approval for a loan through the Diocese.
  - Preparation
    - The parish is responsible for removing and storing all items within the Church. Mark Luebbering discussed using the parish storage area for storing the Church benches and will plan a spring cleaning drive to free up some space. Janet Lueckenhoff, Barb Graessle and Bill Boessen will be managing the clearing of the Stations of the Cross, entryways, back of Church and the altar areas.
    - The parish is also responsible for protecting the floors of the altar area since this floor is not being replaced.
  - Electrical

The scope of electrical has been finalized and includes lighting, upgrade of wiring, identify new electrical outlets. Bill is working on getting an estimate of effort from Ryan Buschjost.
  - Sound

The scope of sound includes a new sound system, sound treat on the walls and millwork for applying the sound boards to the walls. Will West Sound provided estimates on the new sound system and sound treatment on the walls. Sound boards will be installed below the windows on both sides of the church and will have the appearance of a continuous paneled wall. Bill Luebbering Cabinetry has provided samples of trim that will be installed above the sound boards and in-between to give the wall the paneled look.
  - Statues

Much consideration and thought has gone into deciding what statues are appropriate next to the Crucifix. Two new statues will be purchased to be placed at the foot of the Crucifix, St. John and Mary. The angels will be moved to the side walls and set on stands.
  - Side Altars

The Parish will have side altars made. We are verifying the proportion with Conrad Schmitt and looking into design options.

- Flooring  
All floors that are carpeted now will have new carpet installed. We are looking at options at this time.
- Master Schedule  
Each of these areas have been put into a Master Schedule, and broken down into manageable tasks. Once we know a start date, we will begin to apply dates to the tasks. The committee feels these tasks are in good shape and progress is being made in every area. We are ready to determine an estimated start date.
- Summary  
The team is working on all areas of this project at once, and it boils down to authorization, finance/cost and schedule.  
Authorization:  
The authorization of this project is moving along, and the Parish is communicating closely with the Diocese and believe we will obtain authority in a reasonable amount of time.  
Finance/cost:  
The Finance Committee feels we are in good shape with the cost also. There is 50% of the project cost in savings earmarked for this renovation. With a pledge drive, the committee feels are looking good to start this project. They have applied for grants, and will hear fairly soon on these.  
Schedule:  
All options were looked at and discussed to determine a start date. Factors such as Christmas, Easter, and scheduled events were taken into consideration. A large consideration was if we wait too long, the committee will need to obtain updated bids and feel fairly confident that the cost will go up. We are looking at coordinating with 6-7 different contractors for a 22 week project. Conrad Schmitt is now estimating 16-18 weeks, and the Parish could have as much as 2 weeks before painting starts for preparation and 2 weeks after painting is complete to move everything back into Church. The Parish is also responsible for deep-cleaning once the painting is complete.

After much discussion, it was decided that we will start in late August/early September. Since this date has been determined, the committee will move forward in finalizing all areas of the project and confirm that all contractors can be coordinated at the same time.

Father Leonard ended the meeting with a prayer.