

St. Thomas the Apostle Church Renovation Meeting Summary March 25, 2021

Present at this meeting were Janet Lueckenhoff, Barb Graessle, Mark Luebbering, Father Leonard, Bill Boessen, Bill Lueckenhoff, Brian Luebbering, Sam Suthoff and Lauri Luebbering. Sheri Wieberg could not attend.

Father opened the meeting with a prayer.

- **Project Organization**
Lauri and Sam explained the use of OneDrive for this project. Folders are set up for every area of the project for everyone to upload information to. A Master Schedule will be used to drive the tasks and agendas for the meeting.

- **Diocesan Approval**
Brian spoke to Brad Copeland. The next step is to send Mr. Copeland a letter with an updated copy of the contract. The total cost for the project can be an estimate. This project must be approved by the Diocese before starting. If a loan is needed, it will need to be sent through Deacon Braddock at the Diocese.
* Brian will speak to the Finance Committee and find out what the process is for requesting a loan.

- **Finance**
The current estimate for the project is \$600,000. The Parish Finance Committee reports that we have \$300,000 reserved for this project. It is unsure of the process or how long it will take to get a loan through the Diocese. We will need to coordinate a pledge drive with the Finance Committee. It was suggested we try to hold our Pledge drive between May and June.

We will continue to use the Yellow envelopes for this Pledge Drive. The request for the annual Schwartz Foundation application has been submitted.

*Brian, Lauri and Sherri will help coordinate the Pledge Drive with the Finance Committee.

- **Kevin with Conrad Schmit (CM) will be sending a name of a flooring company to see about getting a runner up the center aisle. If we find a template that was already used, the cost will be more reasonable.**

*Janet will contact Kevin to discuss flooring.

- **Contract changes**
No one has reviewed the general terms and conditions of the contract yet. CM owes us a new contract with the following changes:
 - Include the painting for the front and side entrances
 - Include milestones and payout intervals
 - Provide tasks and timeline
*Brian will work with Kevin to get an updated Contract.

- Baptismal area in back of Church

It was suggested to remove the step/platform that is in the back of Church, and to discuss with William Luebbering Custom Cabinets about tear out and trim work.

*Mark will speak with William Luebbering Custom Cabinets.

- Side Altars

The committee decided that we should try to get multiple bids for the side altars. Goldleaf trim should be included in the design. We also need to ensure the size is a correct proportion to Conrad Schmitt's design.

*Janet will call Conrad Schmitt to ask about size.

* Mark will call a few cabinet makers to see if we can have them draw up designs and get a bid.

- The committee has agreed that we should get granite tops in both entrances of the Church.

* Janet will measure and get a bid for both pieces of granite.

- Sound System

Sam has been working with Will West Sound and William Luebbering Custom Cabinets to get a plan for installing and trimming out the sound board.

Speakers: Sam reported that Will West Sound presented a 4 speaker options, 2 new speakers on the sides in front of Church closer to the alter, and to take the existing 2 speakers and put them in the choir I. While running cables, Sam suggested running extra cables to the choir for future use.

Sound Board: In working with Will West Sound, the best sound performance will be if we can use at least 40 1" sound boards on the sides of church, install sound board on the back wall and in the choir loft. After visiting Westphalia, it was discovered that performance will be gained if we install extra sound board behind the high alter and side alters. If we do this, we do not need to install any sound board above the window height.

The cost of speakers and sound board, which includes Will West Sound painting the sound board, is estimated to be less than \$19,000.

Custom Trim: Sam had William Luebbering Custom Cabinets design custom trim and battens for the sound board. Samples of a top board, top trim and slats were presented to Sam and Mark. Sam presented pictures of the custom trim, and the committee approved. The sound board will be centered under each window, and evenly spaced out in-between the windows.

Sam will send the pictures to Brian, and ask that he inform Kevin of our decision.

*Sam will get a bid from William Luebbering Custom Cabinets for the custom millwork.

- Electrical
In order to get bids for the electrical work, we need to define the electrical specifications. It was suggested to check with St. Stanislaus to see who worked on their light fixtures.
*Bill Lueckenhoff will work with Ryan Buschjost to define the specifications for the electrical work.
* Barb Graessle will find out who worked on St. Stanislaus Church light fixtures.

- Hall Rentals
In keeping a goal of the committee's in mind of having this renovation completed by the end of this year, the committee discussed several options. Brian called Conrad Schmitt who informed us that if we are able to start work by mid-August, they may be able to get the work completed by Christmas.

- Preparation:
St. Thomas Parish is responsible for removing and storing everything that is in the Church. Mark Luebbering has already been looking at storage for the benches. He spoke to Leroy, and after a spring cleaning there should be room in the parish storage next to the bowling alleys. The committee will assign areas of the church for them to be responsible for clearing out.
* Mark will manage removing and storing the benches.
* Barb, Janet and Bill Boessen will manage the plan for removing everything from the entrances and back of Church.

The next meeting is scheduled for April 8th at 7:00 pm in the St. Thomas the Apostle School Library. An agenda will be sent prior to this meeting.