

Meeting Minutes – March 5, 2018
Parish Council Meeting

St. Kenneth Vision Statement: “To become an increasingly welcoming and inclusive parish centered in the Gospel of justice, love and compassion.”

Members Present: Fr. Tom, Deacon Denny, Jeff Kessen, Joe Henderson, Rich Noelke, Kim Rize, Sarah Fish, Brian Owens, Art Belloli, Judy Torosian, John Dankert, Tracey Emmanuel, Peggy Darrah, Brad Neilson

Others Present: Andy Wasiniak

Opening Prayer: Rich Noelke

Approval of the Minutes: Rich Noelke made a motion to approve the February 5, 2018 Regular Meeting Minutes. Brad Neilson seconded. Motion carried with unanimous approval.

Administrative Updates

- Feedback from Parishioners – No feedback reported.
- Parish Council Meeting Calendar – The Parish Council agreed to continue to meet on Mondays. The schedule for the 2018 calendar year is as follows:
 - April 9
 - May 14
 - June 4
 - July 9
 - August 6
 - September 10
 - October 1
 - November 5
 - December 10

Parish Council Operating Guidelines

Ray Smock provided an update on the commission flow charts that were being updated for the Parish Council Operating Guidelines document. He said that he has received updates and input from the Worship Commission and Christian Service Commission, and would be making the necessary changes to the flow chart. The Education Commission was still finalizing their updates and changes, and will pass those updates on to Ray Smock.

Jeff Kessen noted that Fellowship activities should not fall under the umbrella of the Stewardship Commission. Ray agreed, but asked where these activities should fall in the future. Fr. Tom said that the Stewardship Commission should focus on maintaining the church facilities and encouraging people to share their time, talent and treasure. Fr. Tom said that all fellowship activities would be better identified as staff-driven events, particularly since a Parish Life Coordinator has recently been hired.

Social Media Subcommittee Updates

Kim Rize reported that the Social Media Subcommittee met on Feb. 22. She said that Brian Owens and Communications Director Paula Steele agreed to co-lead the subcommittee.

Brian Owens said that the social media subcommittee discussed what a Facebook page for St. Kenneth would look like. The subcommittee agreed that the Facebook page should focus on who we are as a parish, what we do and what we believe in. Brian Owens emphasized the fact that the Facebook page would be entirely controlled by the page administrators, including requiring administrators to approve all comments that are posted.

Brian Owens said that the intention was to launch the page in 2019. Brad Neilson recommended a launch in summer 2018 to coincide with the building renovation project.

Brian Owens said that he volunteered to help with administrative work on the page, but noted that he did not want to be the sole administrator.

Brad Neilson asked if Fr. Tom or staff members were aware of the number of parishioners for which the parish has e-mail addresses. Fr. Tom said that it was likely a small percentage of the parish, generally limited to those who are active in commissions and committees as well as families who are enrolled in religious education programs. Brad Neilson suggested that a request for e-mail addresses be included in a future mailing to parishioners.

Kim Rize said that she would invite Communications Director Paula Steele to a future Parish Council meeting to provide an update on communication efforts, including the e-mail project she is working on.

Commission Reports

- **Christian Service Commission** – John Dankert provided the Parish Council with a report prior to the meeting. The report included updates on all ongoing activities within the commission, including the Giving Crib program that will take place during Lent and updates regarding the building of the Tiny House that is being sponsored by St. Kenneth.
- **Education Commission** – Brian Owens provided the Parish Council with a report prior to the meeting. The report included information about both children’s programming and adult faith formation programming.
- **Worship Commission** – Art Belloli provided the Parish Council with a report prior to the meeting. The report included information about Lenten décor being installed in the worship space, and adjustments that are being made as the parish prepares for the building renovation project to begin.
- **Evangelization Committee** – No report. Art Belloli mentioned that Matt Burke is still listed as the chairperson in the bulletin. Fr. Tom said that it is still okay to list him, as he may continue to lead the committee if his health issues are resolved.

- **Stewardship Commission** – Jeff Kessen said that the open meetings that were originally scheduled for the month of March will be delayed until there is more concrete information available regarding the ground-breaking and the construction timeline. He said that there will still be two meetings scheduled that will include both the general contractor and the architect, but the dates are to be determined. Jeff Kessen also said that the commission will be drafting letters that will be delivered to three different parish populations, including those who pledged during the first year of the capital campaign, those who have not yet pledged, and those who are new to the parish.
- **Finance Council** – Rich Noelke said that the Finance Council met on Feb. 19 and that the parish is in good financial shape. He said the average weekly collection at this time is about \$25,000, which is slightly higher than typical for this time of year.

Rich Noelke also provided the Parish Council with an update on the possible loan that will be needed for the building renovation project. Fr. Tom said that he is hopeful that we will have additional support once construction begins and that new parishioners also will be supportive of the project. He said that he is optimistic that parishioners will continue to respond.

Brian Owens asked if the possibility of rising steel prices would impact the cost of the renovation project. Andy Wasiniak said that steel is not a significant portion of the project, representing less than 5 percent of the construction materials. He said that it will not have a large impact on the total cost of the project.

Building Project Update

Brad Neilson said that he recently met with the Plymouth Township Building Office and the Fire Marshall to review the current building plans and discuss code compliance. He said that both township officials were very excited about the upcoming renovation project and that they appreciated the fact that St. Kenneth is always well-prepared. Brad Neilson reported that he had originally been told that Plymouth Township could not do a concurrent review along with Wayne County (stormwater), but after continual requests, the Township Engineer did agree to review the plans concurrently with Wayne County. Brad Neilson anticipates that this could expedite the process by up to a month, allowing the ground-breaking to take place in mid-to-late April.

Brad Neilson also reported that drawings were issued by J.S. Vig to subcontractors on Feb. 28. He said all subcontractors were given a packet of information that will allow for consistency among the subcontractor bids. He said that bids for timber, masonry and structural steel subcontractors are due by March 13. He said that all other subcontractor bids, including the electrical, mechanical and plumbing subcontractors, will be due by March 20. Brad Neilson noted that they are looking for the best fit and best value with all subcontractors.

Brad Neilson provided Parish Council members with a website link that contains up-to-date information about the building project. The link included the current schedule for the project.

Brad Neilson provided an update on the Wayne County Storm Water program, noting that the Building Committee did its best to anticipate and budget for this project by including a \$200,000 contingency. He said that there is a possibility that the costs could be higher.

Brad Neilson also said that the electrical engineer recently informed him that the current transformer is not a sufficient size for the new electrical demand. He said that the parish will likely need to replace the existing transformer, noting that this is an unexpected cost that could exceed \$100,000. He also said that replacing the transformer would result in approximately 2-3 days without power in the church building. He said that he is still working with DTE to determine the scope of this potential project.

Brad Neilson said that after careful review and consideration, Fr. Tom signed a proposal with audio/visual engineers that is also included on the website. He said that some portions of this project were eliminated due to budgetary constraints. Included in the proposal is a complete audio system, a camera system with recording capabilities, a control system for both audio and lighting, and multi-purpose displays, including 2 in the gathering space and 1 in each multi-purpose room. Not included in the proposal was projector systems and video screens for each side of the altar, and an environmental projection system. Brad Neilson did note that the projector systems on each side of the altar were planned and engineered for, so it is possible to add these screens in the future.

Brian Owens asked if extra security measures were being considered for the updated church building. Brad Neilson said that the Building Committee is working with a security consultant and that there will be 8 security cameras as well as a security alarm system that includes wireless panic buttons. Brad Neilson also added that there is an updated emergency manual available that includes instructions for an active shooter situation.

The Parish Council discussed at length the security measures that could be put in place to prevent an active shooter situation, and also discussed possible technology that could be used to assist in the event of an active shooter situation.

Brad Neilson also asked Parish Council members for input on the development of future design renderings. He said that council needed to consider the costs of these renderings. The Parish Council agreed that updated renderings are needed, but that additional renderings for other portions of the project, such as the multi-purpose rooms, may not be necessary at this time.

Fr. Tom's Prerogative

Fr. Tom reported that the workshop featuring Ron Ward that was scheduled for Feb. 10 was rescheduled due to a snow storm. He reminded Parish Council members that the workshop would take place on March 10, and would provide the council with a good opportunity to define the purpose of the council and the goals for the parish moving forward.

He stated that the 50th Anniversary Dinner Dance is scheduled for April 22, and that it is being advertised to parishioners. He said it will be a fun afternoon and evening, including dinner, drinks, dessert and dancing. Tickets are \$50 per person and they will sell up to 400 tickets.

He said that Holy Week and Easter are coming up quickly, and he was impressed with the overwhelming support provided by parishioners for the Easter basket food drive.

He said that Fr. George has returned from Florida and will continue helping at weekend Masses.

He acknowledged the hard work that Brad Neilson is doing to coordinate and manage the building renovation project. He said he is doing a great job fitting all of the puzzle pieces together and going the extra mile to ensure that the project moves forward in a timely manner.

Fr. Tom said that when construction begins, the exit and entrance to the church building will be relocated to the sides of the building. He reminded the council that it will become challenging for everyone to get in and out of the building, particularly those with mobility issues. He said he anticipates a drop in attendance, but that he hopes it is a temporary decline. He said that the construction season will be a temporary inconvenience with worthwhile rewards.

He noted that there may be weekends where the church building cannot be used, but that there will be a plan in place to accommodate weekend Masses.

He said that the fish fry season was going well, and that these fellowship activities are an important part of building our parish community.

Fr. Tom said that we are all helping our parish look to the future, from the major projects to the smaller initiatives. He said it all plays an important role in building a band of disciples who are working together to unleash the Gospel.

Closing Prayer: Art Belloli

Next Meeting: Monday April 9

Opening Prayer: Tracey Emmanuel

Closing Prayer: Judy Torosian