

**Meeting Minutes – April 9, 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, Brian Owens, Art Belloli, Rich Noelke, Kim Rize, Sarah Fish, Brad Neilson, Carol Parker, Tracey Emmanuel, Joe Henderson, Peggy Darrah, John Dankert

**Others Present:** Andy Wasiniak

**Opening Prayer:** Tracey Emmanuel

**Approval of the Minutes:** Brad Neilson requested that the March 5 Regular Meeting Minutes be amended to eliminate the line “go against standard procedure” from page 3, paragraph 1, line 6 of the document. Brad Neilson moved to approve the minutes as amended. Art Belloli seconded. Motion carried unanimously.

**Administrative Updates**

- **Parishioner Feedback** – Judy Torosian said she heard from parishioners that they felt very welcomed by the Pastor and staff at St. Kenneth, and they were impressed with the community at large. She said that they also enjoyed the music.

**Continuing Business**

**Parish Council Operating Guidelines**

Ray Smock requested in advance that this item be tabled until the May meeting, as he could not attend the April meeting. Item was tabled until May 14.

**Social Media Subcommittee Updates**

Brian Owens reported that he is working on setting up an initial meeting for the Social Media Subcommittee. He said that Communications Director Paula Steele will be attending the May 14 meeting to provide the Parish Council with an update on communications efforts at the parish.

Art Belloli mentioned that due to the new bulletin format, the list of military members in the parish is no longer published in the print edition. He noted that the list is available on the website or through e-mail, but he recommended that the list is still included in the bulletin. Fr. Tom said that they could alternate the list of those who are sick and those who are in the military every other week.

**Commission Reports**

- **Christian Service Commission** — John Dankert provided the Parish Council with a report prior to the meeting. The report provided information on March activities, including the Giving Crib items that were delivered to the AAA Crisis Pregnancy Center, the Easter baskets delivered to St. Dominic’s and the blood drive. In addition, the report stated that 22 donations were approved in March.

John Dankert also said that the Christian Service was considering using the significant funds generated from tithing from the Let Us Rejoice! Capital Campaign to help the Detroit Rescue Mission with its home renovation projects. He said that a representative from the organization spoke to the Christian Service Commission and provided information about their efforts, in which they renovate abandoned properties in Detroit in order to provide homeless families with a place to live. The families also receive training on how to maintain a home and how to manage a household budget. Fr. Tom said he felt this was a wonderful idea and that he would support that effort.

- **Education Commission** — Brian Owens provided the Parish Council with a report prior to the Parish Council meeting. The report included information about the upcoming First Holy Communion Mass on April 21, and stated that the commission would be discussing adult faith formation activities for the fall at its April 23 meeting.
- **Worship Commission** — Art Belloli provided the Parish Council with a report prior to the Parish Council meeting. The report included information about the Holy Week binders that had been prepared for Fr. Tom, Fr. George and Deacon Denny and all those who were participating in Holy Week liturgies.

Kim Rize acknowledged the hard work and effort that went into making the worship space so beautiful for Lent, Holy Week and Easter.

Brad Neilson said that he gave Art Belloli an update on storage solutions for the renovation process, and that the Building Committee will work with the Worship Commission to make sure that there are minimal disturbances throughout construction.

- **Evangelization Committee** — No report.
- **Stewardship Commission** — Fr. Tom informed the Parish Council that Jeff Kessen was no longer able to serve as the Stewardship Chairperson due to a new professional opportunity. Fr. Tom said that the parish as a whole owes Jeff Kessen a debt of gratitude for his continued commitments and efforts throughout the years, both with the Changing Lives Together Campaign and the Let Us Rejoice! Capital Campaign, as well as with his service on the Parish Council.

Fr. Tom said that he will be looking for a replacement representative, and he is open to suggestions for anyone who may be best suited to the role.

- **Finance Council** — Rich Noelke provided the Parish Council with the Feb. 19<sup>th</sup> Finance Council Meeting Minutes prior to the Parish Council meeting. Rich Noelke also reported that the parish is in good financial standing, and is currently operating with a surplus.

Rich Noelke said that an Archdiocese of Detroit audit is scheduled to begin on Monday April 16. Fr. Tom said that this is a planned audit, and that the Archdiocese of Detroit is trying to audit all parishes every 2-3 years. The audit will cover the period from July 2016 through March 2018. Fr. Tom said he is anticipating this to be a short audit and he does not expect any significant issues to result from it.

Rich Noelke also reported that pledges for the Let Us Rejoice! Capital Campaign remain at about \$2.5 million, and that he anticipates an increase in the near future as the

construction begins. It was also reported that Fr. Tom, Kim Rize and Rich Noelke signed the loan promissory notes and sent them back to the Archdiocese of Detroit.

Art Belloli asked if the letters regarding the second year of the Let Us Rejoice! Capital Campaign had been sent out to parishioners. Fr. Tom said that they have not been sent yet due to the uncertainty of when construction would begin. He said they are trying to time the letter for when there is construction taking place at the parish. He reminded the Parish Council that three different letters will be sent to three groups: Those who have made pledges, those who have not made pledges, and those who are new to the parish. He said that they are in the process of drafting the letters. Art Belloli said that it would be worth talking with representatives from the three different groups in order to see how well they receive the information and to find out how the letters could be improved.

Fr. Tom also noted that he has asked the parish staff to submit budget recommendations for the coming year. He said they may need an extension on the budget due to the audit, but he doesn't anticipate that being a major issue.

### **Building Project Update**

Brad Neilson reported that J.S. Vig sent drawings to bid for subcontractors, and that the bids were tabulated about two weeks prior to the Parish Council meeting. He said that Fr. Tom and the Building Committee have met with a few of the key trades. He noted that subcontractors are very busy at this time, which is presenting some challenges.

Brad Neilson said that the budget is trending higher than originally thought, and that they need further clarification from J.S. Vig. He said that Fr. Tom and the Building Committee were going to be meeting with J.S. Vig on April 10.

He said that the project is still in engineering review with Plymouth Township, and there is still no review letter from Wayne County. With the concurrent review, however, the project should still move forward in a timely fashion.

Brad Neilson said that there may be a need to reduce the scope of the project and complete some value engineering if the budget continues to trend high. He also said that there are a few single-donor opportunities that could be shared with the parish community.

Brad Neilson said that new renderings of the Multi-Purpose room will be put on the website [building.stkenneth.org](http://building.stkenneth.org). He said the renderings were updated to create a more warm and welcoming room. He noted that the upgrades would not be excessively expensive.

Andy Wasiniak noted that it is a busy time in the market, and that 2019 is expected to be busier. He said the Building Committee is doing a great job dissecting the information and working with the construction management company, but that getting to contract is always a challenging process. He said that the Building Committee knows its limits and does not want to eliminate all contingencies.

Brad Neilson said that once Fr. Tom and the committee has a more reasonable final cost from J.S. Vig, they will inform the Parish Council, Finance Council and Archdiocese of Detroit. He said it is normal to have some fluctuation in price, but that this is more significant than expected which is why they are meeting with J.S. Vig for further clarification.

Brian Owens asked if there are obvious items that could be eliminated in an effort to reduce the costs of the project. Andy Wasiniak said that they need further clarification so that they can figure out the best course of action.

Fr. Tom said that the renovation project is a relatively simple improvement project, and that the renovated church building will maintain the feel of the current building while enhancing the existing space. He said that despite this, it will still be an expensive endeavour. Fr. Tom said that he and the Building Committee are at a stage where they need answers quickly so that they can make sound decisions about the project.

The Parish Council discussed the general mood toward the project and the consensus for the project, noting that it was the responsibility of Parish Council members to continue to generate excitement and buzz about the project as well as emphasize the need for improvements. Fr. Tom stated that it is a 3-year pledge program, and he intends to keep asking for support for 3 years. He said he hopes to receive pledges from at least 300 additional families in the second year of the Let Us Rejoice! Capital Campaign.

Fr. Tom said he is confident the budgetary issues will be sorted out, and he said that the parish has been blessed with a team of competent, highly-skilled professionals on the Building Committee who are dedicated to the project.

The Parish Council scheduled a tentative special meeting to discuss the building renovation project for April 23 at 7:00 p.m.

### **Fr. Tom's Prerogative**

Fr. Tom thanked staff members, those on the various ministries and those on the Worship Committee for working to make Lent, Holy Week and Easter a wonderful experience. He said that there was tremendous participation in all of the liturgies, and he is excited about the coming weeks of the Easter season.

Fr. Tom told the Parish Council the Music Director Amy Sauve was recently diagnosed with Stage 3 Breast Cancer, and that she has started treatment. He asked Parish Council members to keep her in their prayers.

Fr. Tom said that the budgeting process is ongoing and that the audit will begin shortly. He said that programming is winding down at the parish, which will give him and the staff time to focus and prepare for the coming year.

He said that he is doing his best to keep parishioners informed of the impact that construction will have on the parish. He is currently in the process of moving scheduled weddings to area parishes, and noted that funerals will be more challenging as they are planned in a shorter period

of time. He said that safety measures are going to be implemented in order to protect parishioners who will be using alternative exits and entrances to the building during construction. He noted that it may be challenging for those with mobility issues to get into and out of the church, and he anticipates a slight drop in attendance and possibly in income. It is his hope that these declines will be temporary.

Fr. Tom said that he feels the frustrations will be minimized once everyone gets into a routine during the construction season. He recognizes that everyone will be inconvenienced in some way during the construction season, but he is confident that we will all find a way to work through it. He said that the efforts during the construction process will be well worth it once the renovated church is complete.

Fr. Tom said that they will keep the Parish Council informed of any updates to the renovation project, and that he is pleased the Parish Council will continue to meet through the summer. He said he intends to keep the selection process in the fall, so that the group will have continuity as it meets during the summer months.

**Next Meetings: Tentative Meeting Scheduled** for April 23, 2018 at 7 p.m.

**Regular Meeting Scheduled** for May 14, 2018 at 7 p.m.

**Opening Prayer:** Peggy Darrah

**Closing Prayer:** Joe Henderson