

ST. MARY OF LOURDES
Planning Advisory Committee
Minutes of October 13, 2002

The meeting was called to order by Gary Loertscher at 7:05 p.m. Members present were: Gary Loertscher, Barb Wachter, Carol Eberhardy, Teri Nolden, Jerry Jansen,, Carla Wolf, Doug Waelti, Kay Parish, Joe Donlin, Jerry Ziegler, Gary Ziegler, Jerry Rabas, Ken Klink, Tim Stadelman, Jim Kniffen.

Minutes of the September 15, 2002 meeting were accepted.

Father Klink presented the "Statement of Operations and Cash Activity." It showed income of \$199,193.56 and expenses of \$134,271.79 for the fiscal year ending June 30, 2002.

A summary of the architect search processes was presented by Jerry Rabas. Twelve firms were contacted to submit proposals, seven firms submitted proposals, and three of those were selected for interviews. The Stubenrauch Associates, HSR, and Angus-Young Associates were interviewed. Angus-Young was recommended by the search committee. Jerry presented a summary of the selection criteria for the three firms interviewed.

The Architect Ad Hoc Committee also recommended contracting John Buscemi as the liturgical consultant for the project. Discussion took place about the various phases of his proposal. It was decided that we would negotiate with John Buscemi to contract with him for various stages of the project rather than signing a contract for the entire project.

Jerry Rabas presented a proposal budgeting \$53,040 for developing a "Preliminary Design and Feasibility Study." This budget includes fees for architectural services, a liturgical consultant, site survey, and project contingencies. After discussion, the proposed budget was finalized at \$37,840. The reduction resulted by contracting the liturgical consultant only for the first two phases of his proposal rather than the cost of the entire project.

A motion by Gary Ziegler and seconded by Jerry Rabas to "enter into an agreement with Angus-Young Associates (architect) and John Buscemi (liturgical consultant) plus a land survey company and to cover contingencies of 5% at a total cost not to exceed \$38,000" was passed unanimously

Discussion took place about voting procedure and what entails successful approval by the parish. Conclusions included:

- Need to have tight control over the voting process, probably best achieved by mailed ballots or a "ballot booth" situation
- Need to have the vote show a commitment, but no consensus was reached on whether that should be 2/3 majority, 60% majority, or a simple majority
- Need to consult the liturgical consultant to give us guidance in this area

Membership rolls will be updated at the end of Masses during the first two weekends of November using a strategy of:

- Having Father Klink making an announcement at the end of Mass
- Having a table with a member of our committee in the back of church to have “new registrants” complete a simple form and turn it in

Jerry Rabas, Fr. Ken Klink, and Gary Loertscher will present the “Preliminary Design and Feasibility Study” with its budget to the Parish Council on October 14, 2002. The timeline for presenting a plan with its proposed cost to the parish for final approval is “no later than” the first weekend of May, 2003.

The next planning committee meeting will be on Sunday, November 10, 2002 at 7:00 p.m. in the parish hall.

The meeting was adjourned at 8:40 p.m.