

**St. Hildegard Catholic Church**  
**Parish Council Minutes – June 7, 2016**  
**7 PM**

**Attendance:** Fr. Frank, Myron Rogstad (Chair), Jason Coombs, Travis Schweitzer, Jim Heisler, Ron Aberle, Gary/Coreen Richter (Vice-Chair), Josey Milbradt and Pat Anderson, Business Manager

Travis Schweitzer was welcomed to the parish council.

**Fr. Frank led the opening prayer.**

Myron Rogstad called the meeting to order.

**Review and approval of meeting minutes of February 11, 2016**

Jason moved to approve the March 17, 2016 minutes; Gary seconded the motion; the motion passed.

**Correspondence**

A thank you card came from ND Right to Life thanking St. Hildegard for their \$400 donation.

**Committee Reports**

**Financial:**

*Financial Statements*

- Pat distributed the Parish statement of financial position as of May 31, 2016; the July 1, 2015 – May 2016 statement of activities and the April 2016 Altar Society statement of financial position. Josey moved to approve the financial reports; Gary seconded the motion; the motion passed.
- We have available in our checking account around \$34,500 for the kitchen remodeling project. St. Gerards will be donating \$7000 and the Altar Society \$10,000 for the project.

**Unfinished Business**

*Caulking Bids*

- Two bids have been received, \$8000 (Leier Caulking) and \$6,780 (Dakota Caulking, Inc.) for repairing of the random cracks in the exterior concrete wall and filling of the cracks and adding texturing to conceal the cracks. Jim will follow up with Dakota Caulking on getting this done. The power washing of the church will need to be completed first and then the caulking done before Eckert painting can paint the church.

- Pat will follow up with Dale at Dakota Caulking concerning the liability insurance and required documents.

*Painting*

- It will be about two weeks before the pressure washing occurs and then the cracks will need to be filled and once that is done Eckert painting will paint the exterior church.
- Pat will follow up with Rob concerning the liability insurance and required documents.

*Statues*

- Father Frank and Jim went to Hurleys and looked at the statues and reported that they are beautiful. Mounting options were discussed. Gary moved that we have the steel plate (black) prepared and put on the statues at a cost of \$400; Josey seconded the motion; the motion passed. Action: Jim will contact Hurleys about the steel plate preparation and the dimensions of our platforms.
- Hurley’s will ship the statues to us at no additional cost. Mark at Hurley’s will put a sealer on them and he recommends that they be resealed every 5 years.

*Office Cabinets*

- Bids were reviewed for the office cabinets:

Norcraft Cabinets	Brookwood Cabinets	Pete Kraemer	T & E Const.	Baumgartner
\$6,264.99	\$7,329.87	\$5054.51	\$14855.	\$9200

- Jason moved that we accept Peter Kraemer’s bid for the office cabinets; Gary seconded the motion; the motion passed. Some help with installation will be needed once the cabinets are finished.

*East and West Kitchens*

- Bids were reviewed for the kitchen remodeling and cabinets from Michael Baumgartner Construction, Inc. and T & E Construction. The bids were as follows:

	Baumgartner Construction	T & E Construction	Norcraft Cabinets Only	Brookwood Cabinets Only
East Kitchen	\$14,615.00	\$20, 536.00	\$8,306.02	\$9,653.97
West Kitchen	\$27,430.20	\$29,684.00	\$11,290.68	\$12,677.25
Kitchen Island	\$3,825.00	\$5,887.80	\$2,952.37	\$4,580.45

- Myron will follow up with Michael Baumgartner Construction to request 1) that on the West Kitchen bid there is removal of existing cabinets and countertops, 2) there is framing, sheetrocking, texturing and taping on the East Kitchen bid, and 3) there is electrical included for the island bid.

- Josey moved to accept the Baumgartner Construction bid; Gary seconded the motion; the motion passed.
- Myron will ask the Altar Society to pick out the color of paint in the kitchens.

#### *Flooring in Kitchens*

- A bid of \$5600 for the flooring from Interiors by France was presented. Gary moved to accept the bid; Josey seconded the motion; the motion passed.

#### *Resolution to Diocese*

- Pat will prepare the resolution for the Diocese to seek approval of the kitchen remodeling project. Myron will need to obtain from Michael Baumgartner revised proposals that include the additional items recommended this evening.
- The trustees will be asked to sign the resolution.
- Parish funds are available for the project however some parishioners have requested to donate to the project so permission will be to ask for a general voluntary donation to the project.

### **Liturgy, Ministries, and Evangelization**

#### *Commissioning of EMEs*

- Re-commissioning and commissioning of EMEs will be done at the weekend Masses on June 11 and 12.

#### *Training on Emergency Preparedness*

- Training on Emergency Preparedness needs to be done; planned for the fall sometime.

### **Education, Vocation and Youth:**

- An altar servers training and party is being planned for June.
- VBS dates have not been set but are preferred during the first two weeks in August. Denise has said that if the kitchen remodeling has not been completed that they can skip VBS this year.

### **New Business:**

#### *Diocesan Synod*

- Two parishioners are needed to attend the Diocesan Synod on Wed. Nov. 9 from 8 a.m. – 5 p.m. at Cathedral of the Holy Spirit. Fr. Frank would like our trustees to attend if at all possible.

#### *Budget 2016-2017*

- Pat and Father will prepare the 2016-2017 budget and review with the trustees. It was recommended to include the musician and CCD teacher gifts and to provide \$600 tuition

assistance/student to Light of Christ Catholic Schools of Excellence again. An announcement will be put in the bulletin to notify Pat of students that will be attending LOCCSE.

- The pavilion will be planned for FY 2018; the projected size would be 30 feet X 60 feet and cost estimated around \$54,000.

#### *Fall Dinner Department Head Meeting*

- The meeting date was set for August 9 at 7 PM. Those needing to attend will be Jim Heisler, Marlyn Richter, St. Gerard's representative, Myron Rogstad, and Sheila Scholl.
- Fr. Frank asked the council to think about proposing to the Altar Society that we manage the fall dinner as a parish. He suggested having a chair and a second person in command as the fall dinner has grown and is a lot for the Altar Society president to handle. There also needs to be continuity from one year to the next and it is difficult for a new president to take over the responsibilities each year. Fr. Frank suggested that we have someone manage the event for 2-3 years at a time. Action: Tabled for further consideration and thought by the parish council.

#### *Parish Picnic*

- The parish picnic was set for July 31 following the 10:30 a.m. Mass. Coreen will pick up the hamburger, brats, hotdogs, buns, condiments and buns.

#### *Scholarship Endowment Fund at University of Mary*

- There is a small endowment fund at University of Mary (\$5000) that anyone who attend the University of Mary from our parish is eligible to apply for the interest off the funds. Angela Richter was the recipient this year.

The next meeting will be Tuesday, August 2 at 7 p.m. in the church office. The meeting was ended with the closing stewardship prayer and adjourned at 9:15 p.m.

Respectfully submitted,



Pat Anderson  
Business Manager