

# St. Nicholas

*Catholic Church of Belle River*

## Finance Council Meeting Minutes January 14, 2025

**Members Present:** Fr. Dan Ruprecht, Gary Haavig, Veronica Haavig, Todd Wentworth, Nate Hillmer, Tim Baas, Mike Ponicki

**Members Absent:** Fr. Matthew Kuhn, Shawn Becker

**Also Present:**

**Call to Order:** Fr. Dan opened the meeting with prayer at 7:15 pm in the church rectory.

**Approval of Agenda and Minutes:** Agenda: Add- Agreed upon Procedures. Minutes: Make correction in the minutes stating Thersa Zweig instead of Theresa Steidl. Agenda and minutes approved as presented.

### **Action Items/To-do List (Done or Not Done – any explanations should be brief)**

See below in Facilities Update

- 1) Gary: Maintenance book for lawnmower
- 2) Nate: Church windows
- 3) Dwayne: Drainage of church grounds
- 4) Sharon: Update Business Emergency Contact List

### **Standing Business**

1. Financial Reports
  - a) The Statement of activities shows offerings 16 % above budget. Approved as presented.
  - b) The account balances reviewed and approved as presented. The cemetery account in the diocesan savings pool has \$50,000. It was discussed to transfer money from the cemetery's savings account into the Catholic Foundation investment account earning a higher rate. It was approved by consensus to transfer \$2,000 quarterly to the investment account. This will be reviewed at the March meeting.
2. Facilities Update
  - a) Steeple: Nate had quotes from Lakestar out of Pierz, MN, and Brandt Construction of North Dakota. The quote for Lakestar was \$32,250 and Brandt's quote was \$35,000. Lakestar will install Westlake Royal-Boral stone coated shingles. This includes all equipment and removal of old material. It was by consensus to hire Lakestar to do the job. Nate will have Lakestar schedule St. Nicholas on their calendar pending approval from the diocese. Todd will contact the diocese for the approval of this project and how this will proceed in the absence of Fr. Matthew.
  - b) Church Roof: Lakestar gave a quote for the entire roof of \$131,850. Brandt also provided a quote. Since there are no leaks in the roof, it was decided to paint the existing foam on the roof. This will give it added protection from the weather elements. Tim B will help with this.
  - c) Church Small Stained Glass Windows: Lakestar commented that the window frames are starting to rot. They can also do this type of work. Nate will contact them for a quote for the windows and do this at the same time as the steeple.
  - d) Local school: Nate did contact the principal Troy Wunderlich of the Carlos and Miltona schools. They have no families with needs currently. The school does have a fund set aside with money

- for future families as is needed. Nate will inquire how much money the school uses each year from this fund and let them know that St. Nicholas can be contacted if there is a need.
- e) Maintenance Record Book: Gary will have this by spring.
  - f) Church Wall: Pending. The wall was fixed with foam board and sheet rock. The wall needs to be taped and painted. Tim B agreed to tape the wall.
  - g) Drainage of facilities: Dwayne to move forward on this project.
  - h) Add to wish list: A new altar. The existing altar is in bad shape. It was a temporary altar made in 1962. At that time, it was discussed to have a marble u-shaped altar to have the last supper seen through the altar. The side altars should be repaired also.
  - i) Emergency contact list: A list was reviewed by all and will be updated.

### **Old/New Business**

1. Snow Removal
  - a) Theresa Zweig declined the job for snow removal. Mike Townsend and Tanner Lawn and Snow Removal were contacted. Mike quota \$75 per hour and Tanners quotes are 1-2.5" \$285, 3-6" \$360, and 6-10" \$435. By consensus Mike Townsend was chosen for snow removal.
2. Newsletter
3. Agreed Upon Procedures
  - a) The auditors requested the approved proxy for the window project. This has been given to the auditors. Action finalized.
  - b) The auditors recommended that the St. Ann's Sodality checks are maintained in the office and the account is reconciled monthly with the proper approval. Also having a trustee or Fr. Matthew as a signer on the account. Fr. Matthew is a signer on the account. The finance members agreed that the St. Ann's should give the secretary copies of the deposits and expenditures.
  - c) Three out of nine transactions did not have the proper approval and/or backup documentation. This correction will be made for future transactions.
  - d) A pay rate salary agreement was missing from an employee file. All employees' files are updated, and the files are in the St. Mary's office.
  - e) There was a one late filing of the MN taxes. This was an oversight, but no longer valid for the future since employee's payroll has been transferred to St. Mary's.
4. Open Discussion
  - a) There was a contactor replaced in the new entrance door by the elevator.
  - f) Veronica updated the members on the community dinner that St. Nicholas will be doing with Trinity Lutheran Church. St. Nicholas is looking to do more of this in the future.

### **Next Meeting**

Tuesday, March 11, 2025, at 7:15 pm

**Adjournment:** The meeting adjourned at 9:15 pm.

Minutes respectfully submitted by Sharon Marthaler