

Cathedral Church of St. Paul

Chapter Minutes

Date: August 17, 2021

Time: 5:30 PM

Clergy

Present: Amma Nicola Bowler; Deacon John Doherty; Deacon Jean Davis

Absent:

Officers:

Present: Senior Warden Stephanie Wells; Junior Warden Mike Gillespie; Clerk Phyllis Melton; Treasurer Rick Sterns

Absent:

Class of 2022

Present: Stephanie Wells; Diane Hayes; Kirsten Buniak

Absent: Skeet Wootten

Class of 2023

Present: Elvin McDonald; Henry Harmon; Mike Gillespie; Jonathan Hansen

Absent:

Class of 2024

Present: Phyllis Melton; Chuck Seel; John Stender-Custer

Absent: Jolene Phelps (excused, via phone)

Others Present: Anthony Braida, Mark Babcock, John Zickefoose

I. The meeting was opened with a walk-through the Undercroft and Nave, with an opportunity to prayerfully consider the issues surrounding these spaces, led by Amma Nicola.

II. Consent Agenda: Stephanie Wells

Stephanie presented the July minutes and Financial report as the consent agenda. **Consent agenda approved.**

III. Old Business

A. Sandahl Gift. Stephanie Wells presented a recommendation from the Executive Committee to allocate 50% of the gift to the Endowment fund, and 50% to property expenses, with specifics of which projects to address to be determined.

There was considerable discussion about projects, the current and projected levels of the Endowment Fund, and visions for the future. After it was determined that consensus would need to be developed, and in light of other agenda items with a potential impact on this topic, the Executive Committee's recommendation was tabled for a future time.

B. Plaster Contractor Fee. Mike Gillespie gave a report on the plaster in the nave. Sections of the plaster have fallen, and there is some cracking/crazing in other places. He has received a bid for a company to come in and evaluate the plaster, what may be the contributing factors, and solutions. The cost is \$3400. This was a recommendation from the Property Committee, with funding from the Cathedral Preservation Fund. Jonathon seconded the motion. **Approved.** (The bid is Attachment #1)

Mike also requested approval for \$255 to rent a lift in case the plaster contractor needed it to complete their analysis. Henry moved, and Diane seconded, a motion to approve the expenditure. **Approved.**

C. Water Pipe Contractor. Mike reported that the water leak in the boiler room needs to be addressed. He had received one formal bid to just address that leak. However, it may be necessary to increase the pipe size to allow for the installation of a sprinkler system, at least for the Undercroft. He has been told that could require a billing from the City of Des Moines that could run up to \$80,000. A second bid that was included in one of the general contractor bids for the Undercroft was for approximately \$180,000, but that did not include any City fee.

The Chapter agreed that, while the leak did pose an emergency, additional information on the City requirements, plus at least one more bid, was needed before a decision could be made. It was agreed that a special meeting could be called if the information requested became available before the next Chapter meeting.

D. Undercroft Presentation. This was moved to after New Business for efficiency.

IV. New Business

A. Executive Committee. Stephanie presented a motion from the Executive Committee to add Chuck Seel, the assistant treasurer, to the membership of the Executive Committee. This addition is to allow Chuck to come to meetings as necessary, especially when Rick is unavailable. **Approved,** with Chuck abstaining.

B. Personnel. Amma Nicola informed the Chapter that two positions have been added to cover duties done previously by Deacon John Doherty. Both are part time. Austin Rozendaal has agreed to fill the IT position. The financial position has not been filled, and efforts are underway to recruit candidates. (Attachments #2 and #3, Position descriptions.)

V. Undercroft Presentation.

Tony Braida gave a presentation on the work to date by the Undercroft Task Force. He walked the Chapter through the current situation, the renderings by the architecture firm, and the four bids from general contractors. Tony presented a comparison of the bids provided by John Kerss that aligned the bids in a more accessible format. The contractors that submitted bids were Weitz, Neumann, Breihotz, and Estes. (Attachment #4).

He also presented alternative funding scenarios, just as suggestions for the Chapter to consider. The Chapter was impressed and appreciative of the detail that Tony provided. There is much to consider.

VI. Staff Reports.

Due to the lateness of the hour, the Chapter was referred to the Google drive for the staff reports. A general discussion was held on issues that some have with accessing the Google drive. (Attachments #5 and 6).

At the September meeting, the Chapter hopes to be able to review the costs for the nave and water pipe repairs. Receiving quotes, especially for the pipes, is a matter of urgency.

VII. Adjourn

The meeting was closed with a prayer.

Respectfully submitted,

Phyllis Melton, Clerk

Attachment #1 (Cruz Brothers)

Proposal

Date: 4/23/2021

To: Mike Gillespie
Saint Paul Cathedral
814 High Street
Des Moines, IA

Prepared By: Eric Brummett

Statement of Work:

Cruz Brother's Construction Co., Inc, proposes to provide all supervision, labor, materials, and equipment to perform the following work

Scope of Work:

- Inspection of interior/exterior for water infiltration
- Rilem tube test to be performed on exterior masonry to determine water absorption within a period of time. In areas deemed to have water infiltration
- Sounding report of all interior plaster will be performed to determine the quantity of plater repair as well as interior moisture readings.
- With the results of the sounding and Rilem test a report of next course of action will be provided

Total \$3,400.00

Plans & Specifications: The parties have agreed upon the specifications and/or final plans for the work described herein. Architect/Engineer specifications and/or final plans, as agreed upon by owner, are attached hereto and are a part of this contract.

Payment Terms: Payment to be made as follows: 1/3 down, 1/3 30 day later, and 1/3 60 days later from date of down payment.

Change Order: Cruz Brother's Construction Company, Inc. will perform additional work only by change order approved in writing by Owner and will become an extra charge over and above the estimate.

Unforeseen Conditions: Owner acknowledges the possibility of certain unforeseen circumstances; conditions or obstructions that may require additional work and/or time to complete the said project. To the extent that such unforeseen conditions require CBCC to perform additional work to complete the project, Owner will pay additional expenses to complete said work. Specifically included within unforeseen conditions, as contemplated herein are delays in obtaining permits from the necessary government/municipal bodies in order to perform the work, provided that such delays are through no fault of CBCC. CBCC will notify owner of unforeseen conditions and additional costs in writing before said work is performed.

Warranty: Cruz Brother's Construction Company, Inc. provides a standard warranty of **1 year** (available 3-5 years warranty at an additional charge) on its labor and workmanship from date of completion. This does not include the wear and tear of normal usage or any accidental damages by the owner. Manufacturer's warranties apply to all parts. Company warranty is non-transferable unless otherwise documented. One-year standard Warranty.

Payments/Balances: If Owner fails to make any payments within seven (7) days from due date, Cruz Brother's Construction Company, Inc. may exercise any appropriate remedy or remedies, including, but not limited to, suspending work. Among other non-exclusive remedies, Cruz Brother's Construction Company, Inc. may also pursue its right under the Illinois Mechanics Lien act, including, but not limited to, the right to 10% interest per annum. Any acceptance by Cruz Brother's Construction Company, Inc.'s of a late payment is not a waiver of Cruz Brother's Construction Company, Inc.'s right to insist that each payment be made promptly in full. Client agrees to pay Cruz Brother's Construction Company, Inc. all reasonable attorney costs and fees as well as costs of collection to collect any past due balances. Client agrees to pay Cruz Brother's Construction Company, Inc. interest at a rate of 1.5% /month on all overdue balances starting from the first day after which such balances are due.

The maximum liability, for the company shall be the original cost of the labor and materials for the repair, which customer agrees, shall be a liquidated sum, under any event of default by the company herein.

Proposal: This Proposal (and any attachments or exhibits hereto) contains the entire contract between the parties and there are no other promises or conditions in any other contract whether oral or written concerning the subject matter of this contract. This contract supersedes any prior or oral written agreements between the

parties. Client agrees that, in entering into this contract they are not relying upon any representations other than those specifically set forth in this contract.

Exclusions:

1. Work not specifically stated in the above Scope of Work.

Notes:

1. Due to the current instability of the cost of building products, this quotation is valid for 30 days unless otherwise stated or contracted.
2. All work to be completed in a workmanlike manner according to standard practices.
3. CBCC reserves the right to remove and haul away any and all job related to debris.

Submitted By:

Eric Brummett, Project Manager

Acceptance of proposal — The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Attachment #2

IT Specialist

St. Paul's Episcopal Cathedral

Des Moines, IA

08/15/2021

Position Summary: Works in partnership with the administrative staff of a lively downtown Cathedral community to streamline internal digital operations and create a vibrant, welcoming and informative online presence for members and newcomers. Reports to the Provost.

Compensation: \$30/hour

Hours: Flexible and variable, up to approximately 10 hours/month. Responsibilities:

- All IT-related consulting, planning, purchasing, implementation, training, maintenance;
 - Hardware and software management of staff computers and laptops; • Data backup management;
 - Security enabled wired and wireless networking management; • Website technical maintenance (distinct from content development); • Wi-Fi and Ethernet network connectivity.

Attachment #3

Finance Specialist

St. Paul's Episcopal Cathedral

Des Moines, IA

08/15/2021

Position Summary: Works alongside the administrative staff of a lively downtown Cathedral community to process financial incomings/outgoings and maintain financial records. Reports to the Provost.

Compensation: \$22 - \$26/hour, depending upon experience

Hours: 8 – 12 hours/week on average spread over 2 to 3 days between 9:00 am and 2:00 pm. At least one day every week must be Monday or Tuesday. Varies somewhat according to monthly and annual cycles.

Responsibilities:

- Prepare and execute weekly bank deposits electronically and in person; • Maintain donor gifts records and acknowledgments;
- Process incoming financial mail;
- Organize bills to be paid;
- Forward bills payable and other information to external accounting firm; • Other related duties as may be assigned.

Attachment #4

Description	Total Cost			
	Weitz	Neumann	Estes	Breiholz
	\$	\$	\$	\$
Sub Structure	19,668.00	46,000.00	35,762.00	178,600.00
	\$	\$	\$	\$
Exterior Enclosure	81,325.00	75,000.00	44,323.00	-
	\$	\$	\$	\$
Interior work	208,396.00	413,000.00	303,655.00	469,074.00
	\$	\$	\$	\$
HVAC (includes Nave)	494,823.00	469,000.00	512,846.00	356,102.00
	\$	\$	\$	\$
Electrical	254,534.00	289,000.00	74,142.00	75,301.00
	\$		\$	\$
Sprinklers	22,146.00		Inc above 41,271.00	80,000.00
	\$	\$	\$	\$
Demo	39,469.00	75,000.00	31,985.00	65,500.00
	\$	\$	\$	
Hazmat	51,016.00	-	30,671.00	not included
	\$	\$	\$	\$
General Requirements	105,585.00	201,100.00	233,674.00	209,227.00
	\$		\$	\$
insurance	17,593.00		incl. 2,101.00	-
	\$		\$	\$
Fees	82,367.00		incl. 75,447.00	93,551.00
	\$	\$	\$	\$
Contingency	57,077.00	150,000.00	187,692.00	161,293.00
		\$	\$	\$
Escalation		4,900.00	57,663.00	-
	\$	\$	\$	\$
JK total	1,433,999.00	1,723,000.00	1,631,232.00	1,688,648.00
Total	\$	\$	\$	\$

	1,198,618.00	1,573,000.00	1,400,711.00	1,773,149.00
Add for HVAC to Nave				
Add for wainscot		22020		16361
Chase to hide plugs		7593		
mechanical screen	incl	exclude work outside	no	no
finish concrete floors	incl	not incl, exclusions 11 and 12 verify outside service included	incl	64000 add to total above
Sprinkler	undercroft only	included	incl	Verify outside service
Fire Alarm modifications	incl at undercroft	no	incl	Verify
Electric Service		see exclusion 9		verify
MEP design	incl	incl	not mentioned	verify
Verify existing plumbing vent				verify
security	no	no	no	no
Nave/Sancutuary Sugestions	no	no	147000-237000	no add 25000 for stained glass
Difference		10446	150000	6479 15499

Attachment #5

Provost's report to St. Paul's Chapter August 17, 2021

Staff changes

- Assisting Priest departure:
 - o I am working with Lexie Thiessen and volunteers to connect with families and develop monthly Saturday morning fall programming, outdoors as weather allows.
 - o The Rev. Jean McCarthy is 'on call' as presider or for other needs when I am absent.
- Canon Administrator retirement:
 - o Finance Specialist position defined (see separate document in this folder). Please use your networks to help us find a good person for this position.
 - o IT Specialist position defined and filled (see separate document in this folder); Austin Rozendaal is taking on this role as an independent contractor. Welcome Austin!
 - o Building responsibilities:
 - Alarm calls now are made to the Senior Warden, Junior Warden and Provost, in that order.

People of St. Paul

- Noticing an upward trend in newcomers wanting to connect with St. Paul's ministries and requests for membership transfers;
 - Noticing an upward trend in number of enquiries to schedule baptisms and weddings;
 - Developing a group for Confirmation preparation in advance of Bishop Scarfe's visit on 12/5.
 - Pastoral Care Team met on 8/10 and will continue to meet bimonthly;
 - Next "Fourth Sunday lunch" will take place on 8/22 at 11:00 am (thank you Mark Babcock for organizing);
 - Second Sundays *Litany of Blessing* began August 8.

Diocese of Iowa

- Note of congratulations was sent to Bishop-elect The Rev. Betsey Monnot on behalf of St. Paul's Chapter and Staff (appended below with her reply);
- How will St. Paul's Chapter plan to say farewell to Bishop Scarfe (final visitation is December 5, 2021)?

Leave: I am taking a week vacation from 8/18 through 8/24 and a half-day sick leave on 8/25 to accompany my husband to an appointment.

From: Betsey Monnot

Subject: Re: Welcome and Congratulations from St. Paul's Cathedral, Des Moines Date: August 2, 2021 at 8:06:43 PM CDT

To: Nicola Bowler <ammanicola@cathedralchurchofstpaul.org>

Cc: Stephanie Wells, dean@cathedralchurchofstpaul.org Dear Nicola, Stephanie, and Troy,

Thank you so much for this warm welcome! I must admit to a degree of overwhelm, as emails, text messages, facebook messages, and phone calls have been pouring in to me at a rate I have never experienced before.

I am looking forward to developing a warm relationship with St. Paul's Cathedral and the folks there. I will be learning how to be a bishop at a cathedral, and I hope you will be patient with me as I learn.

I do know that there are discussions about the future home of the diocesan offices, and I have heard different opinions from different people. I certainly would like to be part of those discussions at the appropriate time, although I'm not entirely sure when that is. Is there a committee or individual currently tasked with looking into the various issues involved with selling Mills House and relocating the offices?

Thank you so much for all your prayers and offers of support! I expect that as time goes on, I may indeed have further questions or need practical assistance.

I'm sending this from my personal email address, as I don't know how long I will have access to my St. Clement's email address, since I will be transitioning away from St. Clement's.

Blessings,
Betsey

Betsey Monnot

On Jul 31, 2021, at 4:52 PM, Nicola Bowler <ammanicola@cathedralchurchofstpaul.org> wrote:

Dear Bishop-Elect Betsey,

On behalf of the People, Chapter, and Staff of St. Paul's Episcopal Cathedral in Des Moines, please accept our congratulations on your recent election as the tenth Bishop of Iowa!

St. Paul's Cathedral is the liturgical center of the Diocese of Iowa and, as such, we look forward to supporting you and the life of the Diocese in the liturgical functions of the Diocese. More than this, we desire to partner with you as an exemplar of the mission and ministry concerns that you, as Bishop, will raise up in the Diocese. Please keep us in the loop.

It is my (Nicola's) particular hope that you will help to develop creative ministry partnerships between different congregations in the Diocese, towards the flourishing of all.

One point of immediate concern: We invite you into conversation on potential relocation of the Diocesan offices to St. Paul's or nearby, assuming that Mills House will be sold. St. Paul's has contractor bids in hand for extensive renovations of the Cathedral Undercroft (currently unusable due to 2019 flooding) and we are interested in exploring how to share space and other resources with Diocesan staff as we move into the next decades of downtown ministry.

Members of the Cathedral Chapter also asked us to express to you their offer of any practical support or local knowledge that may be helpful as you relocate to Des Moines. Please get in touch if you have questions or needs that we can help with. We look forward to hosting you at a reception at a suitable time.

Yours in Christ,

Nicola Bowler, Priest & Provost of the Cathedral

Stephanie Wells, Senior Warden

Fr. Troy Beecham, Dean of the Cathedral (currently on leave)

The Rev. Canon Nicola Bowler, PhD
Priest & Provost, St. Paul's Episcopal Cathedral (Diocese of Iowa)
815 High Street, Des Moines, IA 50309
(515) 288-7297
www.stpaulsepiscopalcathedral.org

"Now faith is the assurance of things hoped for, the conviction of things not seen." *Hebrews 11:1*

Attachment #6

MEMO

To: The Chapter
Cathedral Church of St. Paul
From: Deacon Jean Davis
Re: Monthly Report
Date: August 17, 2021

This memo serves to provide a summary of my work as a Deacon serving the Cathedral Church of St. Paul. During the past month I have been involved in the following activities:

- assisted in arrangements for the neighborhood walks and tours of Bridge Churches;
 - assisted with one prayer service;
 - meeting with the Free Store Board President on August 18, 2021;
 - met with the Pastoral Care Team;
 - attended the Bishop Election Convention;
- concluded a monthly “Beloved Community, 2020 Vision” discussion group; this involves monthly reading a preparation and leading a discussion group on various topics aimed at reconciliation; will be continuing this group in some form;
- concluding a summer book group for our EFM group, which meets twice per month;
- helping Amma Nicola and Deacon John in making contact with Parishioners (i.e. calling or sending notes);
 - assisting with needs requests from Parishioners and others;
 - assisting with weekly worship;
 - chairing the Social Justice Committee;
 - continued involvement with the Iowa Sanctuary group;
 - continued involvement in food ministries; and
- maintaining a Blessing Box of food and household items for those in need.