

# St. John the Baptist Catholic Church

## Administrative Services Committee

### Meeting Minutes

Date 1 - 16 - 2024

1. Opening prayer – Fr. Paul

2. Guests Josh Egner and Dan Perry from JT Egner Construction reviewed Scope of Work and Timeline for Capital Improvements for Church and School. Discussion followed. Desired start date for church work is April 28. Ceiling work would be done in sections with each section taking approximately 8 weeks. School bathroom work would begin in spring and be completed by September 2024. Pews would be removed and refinished offsite and reinstalled with new kneelers. Egner is waiting for hard numbers for HVAC upgrades and sound system upgrade. Contract to be completed in two weeks and reviewed by ASC.

Present	Not Present
Ron (Remote)	Jill
Cary	Tom
Adam	
Corey	
John	
Nelson	
Teri	
Pat	
Guests:	
Fr. Paul	
Josh E.	
Dan P.	

3. Old Business

a. **Chapel Update** – The art pieces are in, and the Chapel is complete.

**Sanctuary Update** – Cary and Adam with update.

- Pat called Xcel on the Ice Bank system, and then was directed to call Mark Ginsbach from EnerChange. Enerchange referred us to our local HVAC provider, Alliance. Alliance Rep will connect with Trane to have someone come out and see if the system is still worth reviving.
- Pat also contacted Xcel and filled out an application form to explore the possibilities of qualifying for grants.
- Saxton Duct Cleaning is scheduled to clean the ducts in the first part of February.
- Pat contacted Al Steinhagen and Dusty Retterath about giving us a quote on removing the Absorber from the Mechanical Room.
- School Bathroom revisions will make the bathrooms ADA Compliant.
- **Western Waterproofing** – Waiting on the Sanctuary project to see if the East Parking lot will be included in the Sanctuary project. If it does get included, then we will go forward in addressing the third leak in the tunnel.

**Amortization/Maintenance spreadsheet** – Jill and Corey will be working on this project.

**Mother's nursing area** –

- Tom Brownrigg is currently in Texas and will be returning sometime this week. As soon as Tom is back in town, he will contact me and schedule the start of this project.
- The New Brighton Fire Marshall has been contacted. There is concern that the new Nursing area blocks egress from 1 of the 4 doors at Door 16.
- Tom is also looking into the wood siding for the outside, that will be light brown in color.

Goals Workbook

4. New Business

- a. The drain in the Mechanical room is put on hold until the ground freezes again. The crew was out on Dec. 26, 2023, to complete the work, however, wasn't able to do anything because over Christmas it rained, and the ground water level was too high. Since then, the water level has reduced, and I am looking to schedule the crew to come back and complete the job.
- b. Pat is working with Jim Martin and Sarah Wilder to install sound dampening panels in the Youth Room. I have talked with the Fire Marshall from New Brighton to go over the building codes regarding this installation.
- c. Pat is working with Stinson Electric to install a lighting panel for the Youth Room. This panel would give anyone the opportunity to turn on all the lights from each door entrance and be able to dim the lights at the two main entrances.
- d. Pat is working with Jim and Sarah to help design a storage area in the south end of the Youth Room. This area would store tables and chairs underneath and replace some of the storage area lost when we install the kitchenette on the east side of the room.
- e. FYI – The school replaced four rooms with new carpet during the Christmas break.
- f. FYI – The pre-school is planning to replace the carpet in their five rooms this summer.

5. Closing prayer

6. Adjournment

