

St. John the Baptist Catholic Church

Administrative Services Committee

Meeting Minutes

Date 2-20 - 2024

1. Opening prayer -Fr. Paul

2. Report from the last PLC meeting.

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 Joe Martin from Alliance and we are going to have a Trane tech come out and evaluate the Ice Bank system and see firsthand what it will take to bring the system back on line. Further discussion on the scope of work. HVAC has many options. Discussion on Fan Wall, Chillers etc. ASC to meet with various stakeholders within a week to make decisions on this part of the project.
- Pat also contacted Xcel and filled out an application form to explore the possibilities of qualifying for grants.
- Discussion on repair/ repaint of clerestory ceiling which has water damage.
- Dan brought a sample of new kneelers. Arts and Environment committee and Worship commission to choose colors of kneeler pads.
- Saxton Duct Cleaning cleaned the ducts and is currently spraying a sealer on the inside of the ducts.
- School Bathrooms - Scope of work requires plumbing review by State of MN. Inspections by state scheduled out 12-14 weeks. School Sub Committee to choose design elements of this part of the project.
- Dan Perry from Egner construction joined the meeting. Discussion followed on contract details including Contingency Fees, Builder’s Risk Insurance and timeline projections.
- **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 will begin the Mother’s Nursing Room, once the first part of the Sanctuary Project is completed.
- Pat contacted Kip LaMotte who is the New Brighton Fire Chief and he did not think that the Mother’s Nursing Room caused any problems with blocking a doorway.
- Tom is also looking into the wood siding for the outside, that will be light brown in color.

Present	Not Present
Jill	Tom
Ron-phone	
Cary	
Adam	
Corey-phone	
John	
Nelson	
Teri	
Pat	
Fr. Paul-guest	
Dan P- guest	

Goals Workbook

4. New Business
 - a. Ryan from NAC has come in and started repairing the drain. He will be back on Thursday to finish.
 - b. After talking with Kip LaMotte, Fire Marshall from New Brighton we can have 20% coverage of the ceiling with sound panels in the Youth Room.
 - c. Pat is also working with Stinson 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.
5. Question/theme for the evening - Have you participated in a small group before and what did you enjoy most about it?- meeting discussion on church/ school projects did not allow time for this question.
6. Closing prayer
7. Adjournment

