

St. John the Baptist Catholic Church

Administrative Services Committee

Meeting Minutes

Date 4-23- 2024

1. Opening prayer – Fr. Paul
2. Report from the last PLC meeting- John
 - Room 204 to be remodeled and room will be used as an example for other meeting rooms.
 - PGAC will lead the following projects:
 - Social media ad branding
 - Gates of the school North Parking Lot
 - Playground for preschool
 - Arts and Environment Committee is looking for Tabernacle for SJH during construction.
 - Finance committee-Church is now able to use Bitcoin and Venmo

Present	Not Present
Jill	Corey
Ron	Tom
Cary	Teri
Adam	
John	
Nelson	
Pat	
Fr. Paul*	
Dan Perry*	
Greg B*	
*Guest	

3. Old Business
 - Sanctuary Update** – Cary and Adam with update.
 - From our last meeting, the decision was made to take the Chiller issue out of the Sanctuary project and work on that project independently.
 - The plumbing company that is being rewarded with the contract is Spriggs Mechanical.
 - **Western Waterproofing** – This is considered as part of the sanctuary project. The leak in the tunnel will be investigated when the east parking lot is opened for repaving. We can see if there are issues that can be addressed to resolve the leak.
 - Amortization/Maintenance spreadsheet** – Jill and Pat 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.
 - Tom is also looking into the wood siding for the outside, that will be light brown in color.

Goals Workbook

4. New Business
 - a. Dan Perry spoke on Schedule of Values
 - b. Stinson has completed the electrical switches in the Youth Room.
 - c. Pat is working with Steve Arndorfer to build 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 the kitchenette is installed on the east side of the room. Pat hopes to have the storage area completed by the end of May so we can move forward with the kitchenette this summer.
 - d. Pat sent out four bids for the east parking lot. Bituminous, ACI, Park Construction, and Earth Wizards are the four contractors. Park Construction and Earth Wizards have a parish

connection. ASC recommends using Bituminous for this project. Recommendation given to Fr. Paul

- e. The maintenance staff did a mock set-up of St. Joe's Hall for Mass when we cannot be in the Church this summer. We had the altar on the north wall and 450 chairs straight back from the altar. Kip LaMotte, Fire Marshal from New Brighton, gave his approval of the design.
- f. After the controls were installed, the HVAC system was never balanced. Typically, the system is balanced by a third party and not the installer of the system. Two vendors submitted bids to balance the system. Bids were reviewed by ASC. Commission recommends that Premier be hired to balance the HVAC System. Recommendation sent to Fr. Paul.
- g. Ron and Fr. Paul left for PLC meeting.
- h. A Trane technician inspected the five ice bank tanks. Report reviewed with Commission. John distributed and outline from visit with sales techs from Trane. John's notes gave a summary of the money available through the IRS and Xcel rebates.
- i. Rain this month resulted in water again in rooms 111 and 6. Pat had a roofer come out and inspect the scupper and found that there was no visible damage to the scupper to warrant water going into the school. They did find that the caulking around the windows is damaged and needs to be re-caulked. Pat currently has three companies coming out to bid on the project.

5. Closing prayer- Jill

6. Adjournment

