

**Council: Administrative Services**

**Meeting Date:**

July 15, 2008

**Time: 6:45**

<b>Meeting Participants:</b>	<b>Present</b>		<b>Present</b>	<b>Present</b>	
Kathy Kelliher	X	Troy Gregory	X	Jon Jasken	X
Brian Flanagan	X	Alan Higley	X		
Kathy Busch		Mary Nussbaum	X	<b>Guests:</b>	
Greg Gerlach	X	Rick Schafer - Staff support	X		
Kris Misialek	X	Tom Schumacher, Staff	X		

<b>Agenda/Minutes</b>	<b>Owner</b>
<b>PLC</b> – Tom presented discussions from June PLC and discussed items to be presented at tonight’s meeting.	
<b>Phase III</b> – Project is progressing according to schedule with a completion date of 8/8/08. Ceiling fans are half installed and will be followed by lighting later this week / early next. We are holding off on blinds for now, however, <b>Kris will continue to collect bids.</b> Tom confirmed that the scope of Phase III was pared back and the redesign of the main school entrance and the concrete plaza work were put on hold.	All
<b>Phase IV</b> – The contributions from the Carnival are being exhausted this year and there is not capital improvement dollars allocated for improvements next year. Looking ahead, items that a Phase IV could include are new blinds through-out the building, redesign of the school front entry, stage area and locker rooms and parking lot lights.	Tom
<b>Parking Lot Activity</b> - There has been an increase of unwanted activity in the parking lots at night, additional lights in the south and west lots may become a priority because of this and the increase of foot traffic between the buildings . Tom encouraged any incidents to be reported to the Ramsey County Sherriff, which will in turn increase the patrol of the lot.  The presence of conduit for future parking lot lights was discussed. <b>Jon volunteered to take a look at the site plans to see where this is indicated.</b>	All
<b>Insurance Audit</b> – Tom confirmed that no one is currently working on the insurance audit	All
<b>Landscaping</b> – Alan is wondering if the original \$12,000 for landscaping still exists. Alan is looking to designate \$800 – \$1,000 annually for the maintenance of the soccer field and has agreed to take this out of his budget for this year. <b>Alan to contact CAA parent coordinators regarding the possibility of charging CAA teams a facility use fee.</b>  Recent landscaping activities have included weed control being applied by Tony Oast (parishioner) for the cost of the chemicals only, edging and mulch being added to beds through-out the campus and immediate areas around the church are coming together.  The plant sale hosted by the master gardeners raised \$1000. Alan is hoping to regain momentum with this group.  There is a concern with a tree that is blocking a camera focused the main entrance to the church. Alan is hesitant to move the tree because it is in such great condition. Greg to check on the possibility of relocating the camera as it will more than likely cost the same as or less than relocating the tree.  The trees for the priests are being planted soon so they are established prior to the fall. They will be planted on the east side of the church.	Alan H

<p><b>Website</b> – Greg has been in contact with Mary L regarding the website. Mary’s time is on a volunteer basis and in the past, she had received help from Fr Dave. With the loss of his help, Mary is having difficulties keeping the site fresh. There are concerns with using a number of people to help redesign and update the website. Next steps are to advertise the need for time and talent in the bulletin and develop a focus group that can hash out what work is needed. <b>Greg to talk with Carolyn Breitbach.</b></p>	Greg
<p><b>Next Meeting: August 19, 2008 @ 6:45</b></p>	