

**Admin Council Meeting**

**November 21 2017**

**6 pm**

**Present:** Larry Mikesell, Maria Dawson, Fr. John Schwartzlose, Shawn Fox, Curt White, Mike Hillerich, Jeff Hopper and Amanda Wolz

**September Meeting Minutes:** Reviewed and approved with correction to typo of “12”

**Wayfinding:** The group unanimously approved the Wayfinding proposal at the bid price, with the adjustment for a reduction in the aluminum letter size to ¼ inch, which saves us $3,265 on several signs. The letters have a lifetime warranty. Jeff Hurst approved via text. We have a quorum with the present votes.

**Landscaping:** We reviewed three bids.

**Next steps:** Go back to all of them via phone and say we have received lower bid price and would you re-look at the bid and suggest opportunities to for cost savings. Give them a deadline of 11/30. Then we email back to the Admin Council for review and recommendation.

**Playpark**: Significant progress within the last three weeks. Fundraising initiatives are in full swing with $1300 in recent donations, $571 from Elite Homes and $795 for seven recyclable benches. Utility pole needs to be moved from the parking spot area. Maria suggested we consult Marcia regarding this as she may have contacts.

**Park:** Discussed the need to rent the homes on the property for a minimum of 2 years to generate income to offset maintenance and loan expense.

* Recommendation to ask Curt White to create a marketing/communication timeline.
* Recommendation to ask another expert on our committee to create a development timeline.
* Recommendation to ask another parish on the steps that were taken on a large development project such as this project. Mike to ask St. Michael’s and call Kelly Collard at St. Bernadette about a parishioner. Jeff to ask St. James to come and share. We need a questionnaire to submit to reach group.
* Send to the Admin Council this Robert Massey contract details on liability.

Discussed phasing the project, with an understanding that a complete development plan is created and communicated first, then:

1. Infrastructure Focus
2. Rectory & Practice fields focus
3. Additional buildings (MPB, retreat center, etc.) focus

**Next steps:**

* + Mike to ask St. Michael’s and call Kelly Collard at St. Bernadette about a parishioner. Jeff to ask St. James to come and share.
  + Develop a questionnaire to submit to reach each group above.
  + Send to the Admin Council this Robert Massey contract details on liability.

**NEW BUSINESS:**

**Curb Appeal Project #3: Safety & security**

* Paving and striping
* Lighting and cameras: dark spots, security issues, light meter and meeting OSHA standards
* Handicap accessibility & parking
* Security companies will assess existing system. Night & Day Security Company
* Facility management

**Next steps:**

* Seek out a consulting engineering firm, security company and facility manager at Southeast Christian to complete and assessment and submit a recommendation to our group
* Define what our end goal is for cameras and lighting. Suggestion to start with lighting first.

**New Member Recruitment:** We have two open spots. We will pull the list of these occupations and vet the list via email. Extend a personal invitation to potential candidates.

* Engineering
* Contracting
* Architects
* Project Management
* Facility Manager
* Communication
* Marketing/Sales
* Assorted Skilled Trades

**Confirmed 2018 Meeting Dates:**

* 1/16
* 3/20
* 5/15
* 7/17
* 9/18
* 11/20

Suggestion: Leopards Club can plant the trees

Approved 1/30/18