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**Administration Committee Minutes-November 16, 2021**

**Time: 6 pm – 7:30 pm**

**Location: Ministry House**

**Attendees: Matt, Maria, Chris, Louis, Mark**

**General:** (Group)

* Review previous meeting minutes for approval **(Group) - Approved**
* New Business
  + Misc. project/maintenance updates **(Mark)**
    - Larry Clark is demolishing the condemned buildings @ St Gabriel Park for us for free (one adjacent to house at back of property, barn, garage by main house)
    - Path are cut around perimeter of property (are ~6-8’ wide)
    - In the fall, we will request the scouts to help clear the paths
  + Café Design Plan update/discussion **(Mark)**
    - Is back to Admin Council as a project
      * Scope of work will be developed/narrowed down, then bid package prepared (not as a design build A&E, but through GC’s with specified SOW)
      * Chris will take project lead
  + Campus Wellness update **(Louis)**
    - No update
  + Parking and Fencing discussion/preliminary report review **(Group)**
    - Bid package is developed and will be sent to Hartlage, Raatz, and Metro by Maria
    - Will add fence/sliding gate to dumpster area (corrugated metal) and fence/18’ Double Swing Gate to postage stamp area where Mens’ Club containers are located
    - Project start timeframe is July 1
  + St. Gabriel Park Master Planning **(Maria/Mark)**
    - Initial kick off meeting scheduled with JRA to discuss what they need from the parish
    - Admin Council will take the lead and will be the primary contact for the parish
    - Mark will nail down the pricing for the scope of work (Construction documents will likely be removed from the project at this point)
  + Admin Committee Structure/Members **(Group)**
    - Tabled until next month

**Confirm Next Meeting: December 21 6:00 PM Ministry House**

**Next Meeting Opening Prayer: Maria**

**Next Meeting Closing Prayer: Matt**