

St Joseph Administration Commission

December 2014

Present: Richard Lawler, Jeff Hawkins, Jerry Roth, Tom Dahlback, Ola Spiess

Opening Prayer

Approval of November Minutes: Minutes were approved

Building and Grounds Committee: Tom Dahlback is working on a draft of ad to be placed in the bulletin. This will advertise the position on the Committee. Tom will send it to Nancy to be included in the bulletin. Commission agreed for him to do it without prior Commission review.

Tom D. did not find a specific maintenance plan or Building Repair and Replacement schedule during his online research. That is why it is crucial to find parishioners that have experience/access to such data and/or software.

Scott does most of the repairs, but relies on external help if he does not have necessary skills or equipment to perform work.

Once a year, Catholic Mutual does an audit and generates report of security issues (Catholic Mutual provides property and liability insurance to the church).

Security Committee: Tom Meaden, Chris Hugunin and Richard Lawler met and agreed to develop security improvements recommendations that can be approved and forwarded to Parish Council by February. They would like to tour the church and school building, and review security related procedures and policies. They realize that this will be an ongoing project. They would like to review the proposed playground and softball field plans to identify any security issues. Jerry pointed out that the proposed schedule is very aggressive. However, Committee would like to present any ideas that require financial commitment before the end of fiscal year. Jerry commented that additional operating budget requests will be tough to approve, but it will be easier to request capital equipment purchases.

Playground Proposal Presentation: Theresa Joseph, Kelly Roche and 3 other St Joseph School parents attended the meeting to propose the playground expansion. Group already received the approval from School Commission and need Administration Commission approval to move forward with the plan.

They contacted a number of companies, researched School District playgrounds and as a result chose 2 companies to request the proposal from. Parents then met with Kelly Roche and Tom Joseph from the school and chose St. Croix Recreation as a vendor to supply playground equipment. They liked their a'la carte approach, competitive pricing and the option of community build.

The proposal includes 2 phases:

1. Phase I : \$26,000
2. Phase II: \$28,000

The proposal will keep the existing playground equipment. However, the existing playground needs upgrades to bring it up to code: pea rock needs to be improved and need to add couple bars as the existing ones are spaced out too much. Also, according to code, playground should not have any border around it – they would like to remove the existing border.

They checked with Scott and he saw no issues with the proposed playground location (relative to the location of the proposed ball field). It will have no impact on the existing sprinkler system.

Plan includes using fiber mulch instead of pea rock. It will need to be replaced every 5 years (\$5,000 replacement cost, will set up a maintenance fund to cover this cost).

For fundraising efforts:

1. They would like to apply for fitness and anti-bullying grants.
2. Group agreed to limit fundraising to 2 major events:
 - Family Fun Night - plan to raise about \$10,000, offer option to purchase a particular playground equipment (“buy a swing”), Tom Joseph agreed to devote all funds raised during this event to the playground expansion
 - Raffle – plan to raise about \$15,000, 10% of funds raised will be devoted to Capital Campaign

Group will advertise their efforts during Christmas Concert and will reach out to local businesses for support.

Jerry pointed out that before any contracts are signed, they (along with any applicable warranty) need to be reviewed by Catholic Mutual. Kelly Roche is to coordinate sending documents to Catholic Mutual for review (in anticipation of Administration Commission approval).

They plan to build by spring or summer of next year, but cannot start until funds for “Phase I” are raised. They would like to sign a contract before end of the year to lock in 2014 prices. There will be approx. 5% price increase as of Jan 1, 2015 if they don’t sign a contract this year. Contract is non-binding in case sufficient funds are not raised.

It takes about 2 days to build. They will rely on volunteers to help with build. There will also be 2 paid contractors to help with the build.

They will receive all necessary marketing materials for free.

Playground is designed for ages K-8.

All present members of Commission were in favor of the proposal. Need those, who were not present to agree by email before 12/08/2014. Jerry will send Tom M. and Chris a copy of the proposal for their review and approval.

Technology Donation Policy: Parish Council suggested correction to Technology Donation Policy. It now says: *“When parishioners or others express an interest on buying and donating technology, it is*

important that the Technology Committee approve requests prior to accepting". Commission accepted this change.

Cemetery: Jeff Hawkins contacted Tip Enebeck and then his son, Jake, to meet at the site and discuss their development plans. Jake did not return Jeff's phone calls. Jeff would like to have a plan drafted for the cemetery improvement (fence) and receive the estimate from Jake Enebeck. He hopes that we can arrange some kind of cost sharing for this work.

Richard attended Cemetery Committee meeting. Concern was raised regarding the retaining wall that will be built on the north side of the Highland Cemetery. Jeff stated that the developer must meet set back requirements if they have not contacted us for approval. Committee would like to have a fence build along west (front) side of the property. They have received some estimates – it will cost \$9,500 - \$10,000 for rod iron fence. Commission agreed to proceed with the purchase of matching signs for both Cemeteries. Signs should state the Cemetery hours.

Richard presented the proposed increase in the burial fees. He will distribute the proposed rates to all Commission members and to Jane for their feedback and approval. Based on Cemetery Committee research, even after the increase St. Joseph rates will be lower than other cemeteries.

Committee also requested the clarification regarding its budget. Jerry stated that there is \$1,000 budget for Highland Cemetery maintenance. There can be a restricted fund dedicated only to Highland Cemetery.

Finances: Jerry presented the summary sheets. Regular income has improved, but Christmas time will be critical to make sure that we end this year well. For the next year, we will have to operate on 95% of the current budget – this is a requirement to receive the grant from the Archdiocese to help with the Capital Campaign. Jerry suggested that this is good in case the regular giving is down next year.

Bobbi Neuens will start her part time position at the parish office. She will take over Nancy's responsibilities related to communications (bulletin and Friday email blast). She will also support Bill Bradley.

Closing Prayer