

## Administrative Services Commission Agenda – Sept. 18, 2018

In attendance: Pat, Tom H., Larry B, Ron, Cary, Joe, Larry J, Teri

Guest: Steve B

1. Opening Prayer – Tom H.
2. Pastoral Leadership Council Representative Report – no PLC meeting in August
3. Ad Hoc Committee Reports
  - a. Security cameras in the Plaza and Church, the idea has been approved by Fr. Skluzacek. Advance Companies along with Twin Cities Hardware and combining to do both the security camera system as well as the new lock system that would be universal for both the school and the church. Applying for a grant to cover the cost.
  - b. There is a need to upgrade the control system we have in the Church and School. (open issue)  
Minnesota controls has given us a bid that included all the different points that we were looking for without adding any additional work. They also came in with the lowest price for the work. I sent the sequencing to Larry for review. Bid review did not raise any concerns.
  - c. Sidewalks-Don  
Wanted to say that Don and his crew did a great job this summer in installing the walkways.
  - d. Tom B brought up the concern about the handicap seating in the church. Can we take out a pew in the back of church, and move that pew behind the existing last pew? Or could we take out a pew along the side of the sanctuary, opposite from the organ.
  - e. Changing Garbage Provider to Republic after Nov.  
Also received a bid from Waste Management. Sent out the letter by certified mail, and we will be changing over in November.
4. New Items:
  - a. Refinishing woodwork throughout Church  
Through MACFM, I learned about a Dan Gelfand Woodcare. This company refinishes woodwork in churches. By laws require additional bids for project in this price range. Two additional vendors to be contacted to review scope of project and submit bids.
  - b. UHL has a proposal to do an energy assessment of the entire campus.  
It is always a good thing to be able to assess your energy plant and find ways to improve use of energy and try ways to be more efficient. UHL will give us that report and list many ways of updating your power plant to be more efficient. Cost is \$14,885 with a \$6915 rebate factor from Excel. After discussion, energy assessment is not recommended.
  - c. Solar Energy System here at St. John's  
RA Solar is a company that approached me with the interest in installing a solar panel system on our roof top. They are coming out the first week in Oct. to talk about the system, and the benefits for St. John's by installing a system. Pax Christi has a solar system installed and will be starting it up this fall. Additional information needed included structural considerations of campus roofs.

- d. New Bathroom makeovers:  
Cary to refer contractors for bids for this project.
- e. Security and Safety Committee  
New Committee being formed to address security and Safety on Campus. Any interested members of ASC please, contact Pat.  
Mark, Pat, and Teri are staff members on this committee.

5. Closing Prayer – Tom H