

## Administrative Services Commission Minutes– Feb. 16, 2021

1. Opening Prayer – Tom H.
2. Pastoral Leadership Council Representative Report – Larry Justin
3. Yearly Goals
  - a. Remodel Chapel project discussion with Worship Commission and Fr. Paul. Last month Pat met with QC Companies ripping out the existing flooring and either polishing the concrete or ripping out the existing flooring and installing an MMA flooring. I also talked to CD Tiling. They proposed cutting off the pegs holding the pews down and fill them with a plug of the existing tile. The cost would be \$100/plug and we have about 50 plugs in the Chapel. Total cost would be \$5000 plus \$500 for the crack in the floor. (\$105/hour for his staff) Discussion followed re: crack in chapel floor. Recommendation to have an evaluation done to insure the crack is stable and is not expanding. Also, need to confirm location of in floor heating before any floor work is started. Discussion followed on the bids.
  - b. Installing new lighting in West Parking Lot – Status. The pole and lights have arrived. Need some warmer weather so they can be installed.
  - c. Re-do Kneeler in Church – Status –Eagle Scout project is still awaiting approval and we have developed a system to renovate the kneelers with new hardware. Follow up with scout and request confirmation of date for presentation to Council.
  - d. Convent repair list:
    - i. Install accordion wall – status – project completed.
    - ii. Install service door to the house was completed. The service door to the garage will be completed in the next week or two, along with several other small projects. These projects will be completed by crew from Becker Building and Remodeling (Thanks Cary!)
    - iii. Insulation in attic – status – project complete
    - iv. Need to plug holes in foundation – status – project completed.
    - v. *Need to repair the chimney cap – status – to be re-examined next spring.*
    - vi. *Sidewalks and steps – status – job to be re-examined next spring.*
    - vii. *Need to fix stucco, window trim, and paint garage door – status – to be re-examined next spring.*
  - e. Camera Project – status – Three companies have submitted a bid on the project. Antares, Floyd, and Advanced Companies. Review of proposals led by Will. Motion made to approve Antares bid for security cameras installation. Motion approved by voice vote.
  - f. Update Controls in School and Church – Status – on going discussion. Pat met with John and a rep from Alliance Mechanical to discuss possibilities of updating system and cost associated with those updates.
  - g. Issues for next spring:
    - i. *Redesign Planters by Door #1 – Status – After talking to Don Neeck, we decided to table the discussion and to involve the gardeners next spring.*
    - ii. *Examine the Windows on the Roof – Status – Tabled discussion until next spring.*
  - h. Standing water in the JCare storage room in the school. No further water trouble.
  - i. Cool Air completed the installation of the VFD and Building Controls programed it. Cool Air also completed the repair of the seal on the chiller pump and repair of the two hot water pumps. This project is complete, and the system is working great.

#### 4. Ad Hoc Committee Reports

New Business –Discussion on Heating System and glycol/ water and air in the piping. More discussion needed.

Next meeting- review roster and terms and need for new members for next year.

Attendance: Pat, Larry, Jim, Don, Will, Tom H, John, Jill

Minutes respectfully submitted by Teri