

## Administrative Services Commission Agenda – April 20, 2021

1. Opening Prayer – Tom H.
2. Pastoral Leadership Council Representative Report – Larry Justin
3. Yearly Goals
  - a. Remodel Chapel project: Update – CD Tiling will be awarded the contract to repair the pews. I met with representatives from Stinson and CEE to talk about lighting and converting to LED and the potential rebate from Xcel for doing it. They will send me results later this week. I need to talk to Jim O about managing the project, and Steve about supplying the manpower to move and reinstall the pews.
  - b. Installing new lighting in West Parking Lot – Status. The pole and electrical box have been installed and completed. I called Bituminous Roadways to give us a bid on patching the parking lot around the concrete base. Rep from Bituminous Roadways will get back to me by next week.
  - c. Re-do Kneeler in Church – Status – Nick Dobbins is nearing the end of his project. We have had several supply issues, and logistic issues regarding securing a workspace to do the grinding and painting. Nick figured it all out and he is days away from completing the project.
  - d. Convent repair list:
    - i. Install accordion wall – status – project competed.
    - ii. Install service door to the house was completed. The service door to the garage was also completed, as well as creating shelving for the sisters in their garage.
    - 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. I talked to Scott from Peterson/Parenteau Stucco and he stated that the cracks in the stucco at the Convent were not repairable without major remodeling of the garage door area.
  - e. Camera Project – status –Antares was the company selected to complete the project. Will start project sometime this summer.
  - f. Update Controls in School and Church – Status – John Zappa developed a “scope of work” and I received a bid from Joe Martin from Alliance Mechanical. I will need to solicit two more bids for this project.
  - 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.*
  - h. Standing water in the JCare storage room in the school. No current water issues in this area.
  - i. I met with the gardening committee and went over responsibilities for each garden.
  - j. I met with Bill Spiess from Brin Glass company. We went up to the roof and he stated that the windows still have very good integrity, and his recommendation is that he would not replace the windows at this time. The glass is not code, nor are the windows energy efficient, but he said that the cost of new windows would be much greater than the energy savings. There were several areas in which the flashing was bad and needs repair. We also found a skylight and large window that needed repair.

#### 4. Ad Hoc Committee Reports

##### New Business – Springtime:

There is also an on-going problem with hot water loop. Currently we have 5% glycol and to be protected we need 30%. We are protected from bacteria growth by adding an inhibitor, but do we want to flush the system and add just water, or do we want to bring the glycol level back up to 30%?

##### Convent:

Revisit the problem with the sidewalk at the Convent.

I need to contact a company to examine the chimney problem at the Convent.