

## Administrative Services Commission Agenda – May 17, 2021

1. Opening Prayer – Tom H.
2. Pastoral Leadership Council Representative Report – Absent
3. Discussion Questions:
  - a. What are some things that happened in our Parish during Covid that would like to keep?
  - b. What are some things that went away during Covid that you are ok with not returning?
  - c. What are some things that went away during Covid that you are looking forward to returning?
4. Yearly Goals
  - a. Remodel Chapel project: Update – No change in status with this project. I did talk to Joe Martin from Alliance Mechanical about doing a HVAC balancing test to see if there are any problems with our air flow.
  - b. Installing new lighting in West Parking Lot – Status. Project is complete.
  - c. Re-do Kneeler in Church – Status – Nick Dobbins has completed his portion of the project. I need to install bushings to the kneelers to complete the project.
  - 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 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 – still need to call on this.*
    - vi. *Sidewalks and steps – status – need to talk to Don Neek*
    - vii. Cracks in the Stucco – had the cracks looked at by Peterson/Parenteau Stucco and there is no structural damage.
  - e. Camera Project – status – Will start project sometime this summer.
  - f. Update Controls in School and Church – Status – Called Harris and MN Control for additional bids. No response yet.
  - g. Issues for next spring:
    - i. *Redesign Planters by Door #1 – Status – After talking to Don Neek, 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 called Dorglass and spoke to Patrick Tanner, and he came out today and looked at the windows. He will give me a price in a week to ten days. I also called Beissel Windows in St. Paul and left a message with Jordan about coming out and looking at the project. I also called Tri Commercial Glass and their proposal is included in the paperwork.

### 5. Ad Hoc Committee Reports

New Business – Spring time:

There is an additional sheet with the recommendations from Apollo in regards to our hot water loop.

Attendance: