

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: