

Administrative Services Commission Agenda – Dec. 14, 2021

1. Opening Prayer – Jill
2. PLC Rep Report – Larry Justin’s report
3. Update on ASC Goals for 2021
 - a. **Leaks in the church** – At the present time, nothing is being done because of the weather. This project will presume in the spring. This will be completed by April 2022.
 - b. **Ceiling** – We received a quote from a Scaffold Service and from HomeCo to do the spraying of the material on the ceiling. Recently, Lee Trembl came back requesting a second bid on the project and suggesting a different approach to the ceiling and acoustical design of the Church. It was suggested that Worship re-enter the conversation with respects to the ceiling, and to form a subcommittee to investigate all the different aspects of this project. This discussion will be completed by May 2022.
 - c. **Maintenance / amortization spreadsheet** - Investigate and decide if appropriate, a maintenance / amortization spreadsheet to track ongoing maintenance and provide guidance to finance committee as they plan. Corey Ebbers is familiar with a particular program and will present to the commission by March 2022. Mark Dittman has an SJB Facilities Maintenance Schedule spreadsheet he has been using - the commission will review this by March 2022. Commission will decide if either of these options are viable options for SJB and if so, begin implementation by June 2022.
4. Updates on other projects:
 - a. **Door on Rectory** – Tom Brownrigg
 - b. **Gutter on Rectory’s Garage** – Tom Brownrigg
 - c. **Glycol update on pricing** – The ASC has decided to recommend to Fr. Paul to go with John Zappa’s quoted 100% ethylene glycol, 55-gallon drums \$737.96 price includes delivery. We are waiting on the Heat Exchanger to flush the hot water system. I called the Metropolitan Council Environmental Services, and I talked to Tim Rothstein. I received from Tim a permit to fill out and a quote from Tim for the disposal of the glycol. It will cost \$150 for the application and \$296 for the disposal of the 6000 gallons of 5% glycol into our sewer system. I need to coordinate the installation of the heat exchanger and the flushing of the hot water system so that one doesn’t go before the other.
 - d. **Heat Exchanger Installation charge** – Cool Air has sent in a quote to install the heat exchanger, expansion tank and air exchanger at a cost of \$38475.96. I have received a quote from Joe Martin from Alliance and his quote was for 36,000. The administration awarded the project to Alliance.
 - e. **Alliance** has started the update on controls and hopefully the parts will be delivered to St. John’s soon.
 - f. **Garage Windows at Convent** – Cary Becker stated in an email that his crew will be completing them before Thanksgiving.
 - g. **Sidewalk by the playground** – I called Craig Schlichting, the Director of Community Assets and Development, from the City of New Brighton about the possibility of installing a sidewalk along the street by the playground. It was a safety issue brought up by Ann Laird and her committee. Craig told me to have our cement contractor call him to arrange a meeting either now or later next year.

- h. **North side windows of the school** – I need to Don Neek about the solution to the water problem we have in the springtime. We will need to wait and investigate the problem when it occurs again this spring.
- 5. Closing Prayer
- 6. Attendance: