

Administrative Services Commission Meeting Minutes – January 18, 2022

Zoom Meeting 5:55 pm

1. Opening Prayer – Jill
2. PLC Rep Report – Larry Justin’s report – Discussed ASC’s report to the PLC. Mainly covered the sanctuary ceiling sub-Committee. Pat H, Jim O’Brian, Corey Ebbers, Tom Brownrigg, Larry Justin.
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 Treml 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. See attached spreadsheet.
 - 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. Cory reported that he is still reviewing the spreadsheet and still will report to ASC in March 2022.
4. Updates on other projects:
 - a. **Chapel Update – (New)** Jill Dobrick Reviewed drawing and explained layout. Flooring crack could be repaired. Recommend ceiling supply air diffusers airflow to be confirmed. Post Meeting note: At the PLC, I noted to confirm that any west facing windows/glazing be looked at and possible provide shading.
 - b. **Door on Rectory** – Tom Brownrigg; Has not been completed; is on schedule.
 - c. **Gutter on Rectory’s Garage** – Tom Brownrigg; Has not been completed; is on schedule for the spring.
 - d. **Gylcol 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. Permit has been received and need to complete. Will complete when the in-floor heating system is installed.
 - e. **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. Still waiting for parts, middle February.

- f. **Alliance** has started the update on controls and hopefully the parts will be delivered to St. John's soon.
- g. **Garage Windows at Convent** – Cary Becker stated in an email that his crew will be completing after windows are delivered.
- h. **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.
 - i. **There is a path between curb and sidewalk for the adoration chapel. Recommendation is to look at adding a section at this path. Pat will discuss with Don Neek.**
 - i. **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.
 - j. **Remodel the 2nd Floor Bathroom – (New)** solicit a price to remodel the second floor bathrooms in the same manner that the main floor bathrooms were remodeled. **Discussed 2nd floor bathrooms and remodeling of them. Pat asked if there are any suggestions by the Commission that could be different. Only comment was the dripping of the soap dispenser.**
- 5. **Discussed possibly changing the by-laws to remove the term limitations. Motion was “Omit the 2 term requirement” and allow the members stay on for additional 3 year terms based on agreement of Commission and members, Pat Motion, Cory 2nd; unanimous.**
- 6. Closing Prayer
- 7. Attendance: