

## Administrative Services Commission Minutes – February 15, 2022

1. Opening Prayer by Jill
2. PLC Rep Report – Larry Justin reported on the January PLC.
3. Update on ASC Goals for 2021
  - a. **Leaks in the church** – Nothing is being done because of the weather. This project will resume in the spring and completed by April 2022.
  - b. **Ceiling** – Quote received from a Scaffold Service and from HomeCo to do the spraying of the material on the ceiling. Due to recent decision on including the ceiling as part of a larger project, this is on hold. This discussion will continue after the 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 will present to the commission 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. **Chapel of Angels Update** – Jill Dobrick presented the proposed layout. The project consists of changing the order of the pews, alter, ambo, the development of a new sanctuary on the West side of the Chapel, look at HVAC, Electrical, and Audio Video systems. Currently, Jill Dobrick and Pat Hinnenkamp are on this committee (Jim O’Brian also participated but has since resigned). The extent of the project has increased dramatically and the ASC expressed concern on the cost especially since we have the unknown cost of the Sanctuary project. Larry will present concern to PLC.
  - b. **Sanctuary Update – Committee has been organized to create an RFP (Request for Proposal) for the Sanctuary Project.** The project would consist of Windows, Tuckpointing, HVAC, Ceiling, and Audio components. Currently, Larry Justin and Pat Hinnenkamp are on this committee. First Committee meeting was held and are beginning the process.
  - c. **Door on Rectory** – Tom Brownrigg noted that he is waiting for the weather to improve.
  - d. **Gutter on Rectory’s Garage** – Tom Brownrigg reported that work will be completed in the spring.
  - e. **VFD for McQuade rooftop unit** – Contractor (Cool Air Mechanical) has stated that the VFD is still at least two weeks out from delivery. It was first ordered in October of 2021.
  - f. **Gylcol update on pricing** – Waiting on the Heat Exchanger to be installed (see below) prior to flushing the hot water system. Received permit to fill out and a quote for the disposal of the glycol. Pat will coordinate the installation of the heat exchanger and the flushing of the hot water system so that one doesn’t go before the other.
  - g. **Heat Exchanger Installation charge** – Contractor (Alliance) has reported that the equipment has been delivered to their office. They will schedule the installation with Pat.
  - h. **Building Automation update:** Contractor (Alliance) reported that the switchover will be completed soon.
  - i. **Garage Windows at Convent** – Waiting for the windows to be delivered.
  - j. **Sidewalk by the playground** – Don submitted a budgeted bid for the sidewalk (approximately \$17,000). Anticipate to be completed in spring 2022. Will need to issue to multiple bidders.

- k. **North side windows of the school** – We will need to wait and investigate the problem in the spring 2022.
  - l. **Remodel the 2<sup>nd</sup> Floor and Lower Floor Bathrooms** – Pat will solicit a price to remodel the second floor bathrooms in the same manner that the main floor bathrooms were remodeled.
5. Closing Prayer was done.