

Administrative Services Commission Minutes – March 22, 2022

1. Opening Prayer by Jill
2. PLC Rep Report – Larry Justin reported on the February PLC.
3. Update on ASC Goals for 2021
 - a. **Leaks in the church** – ASC members completed a “field trip” to observe the campus. During the trip, a roof leak was observed. Although further review needs to be done, the ASC members have a better idea on the issue at hand.
 - b. **Ceiling** – Larry brought the ASC up to date on the meeting with a sound system Contractor. See below for more information.
 - c. **Maintenance / amortization spreadsheet** – Corey Ebbers reported that his recommendation is not to purchase a program but continue to use the spreadsheets that SJB presently has. Corey Ebbers will present to the commission at the April 2022 Commission meeting.
4. Updates on other projects:
 - a. **Chapel of Angels Update** – Discussed the “Design Explanation” provided by the Designer. The consensus of the Commission members present was the following:
 - The extent of the project has increased dramatically since the initial presentation.
 - The HVAC system was not noted in the “Design Explanation” and needs to be addressed.
 - The in-floor radiant system needs to be considered with the design.
 - The LED lighting listed is definitely something that needs to be considered.
 - Based on experience on recent bids, the cost listed in the “Design Explanation” seems to be low.

As parishioners, the ASC members present expressed the following concerns:

 - Economic concerns due to increased costs for fuel, food, interest rate, construction costs, etc. and how that will affect the parishioners giving.
 - SJB will still need to keep the campus heated and cooled and the increased costs need to be addressed.
 - Cost of the Sanctuary is still unknown and future donations may be affected due to the economy.
 - Recommend to proceed in phases with “must haves” done first and “nice to haves” second (or third) phase.

Larry will present concern to PLC.
 - b. **Sanctuary sub-Committee Update.** As noted above, the sub-Committee met with a sound system Contractor. Per information received, it appears that the present technology can address both the music and spoken word. They just need to be the last ones to complete the project so they can “tune” the system. Currently, Larry Justin and Pat Hinnenkamp are on this committee. Next Sub-Committee meeting has not been scheduled.
 - c. **Door on Rectory** – Tom Brownrigg noted that he is scheduled to start week of 3/28/22.
 - d. **Gutter on Rectory’s Garage** – Tom Brownrigg reported that work is scheduled to start week of 3/28/22 (as long as the Gutter Contractor shows up).
 - e. **VFD for McQuade rooftop unit** – Received, has been installed and unit is operating.

- f. **Heat Exchanger Installation** – Installation complete and waiting to flush the heating loop and control system interface.
 - g. **Gylcol update on pricing** – Price has been on the increase. John Zappa will get updated pricing to Pat. Will complete prior to winter 2022.
 - h. **Building Automation update:** Remote access scheduled for 3/29/22.
 - i. **Garage Windows at Convent** – Windows have been delivered.
 - j. **Sidewalk by the playground** – One bid has been received, will request a second bid. Anticipate to be completed in spring 2022.
 - k. **North side windows of the school** – We will need to wait and investigate the problem in the spring 2022.
 - l. **Remodel the 2nd Floor and Lower Floor Bathrooms** – Bid received and project will be completed.
 - m. **Remodel the Preschools countertops-** Waiting for bid.
5. Closing Prayer was done.