

Administrative Services Commission Minutes – Sept. 20, 2022

1. Opening Prayer – Jill
2. PLC Rep Report – We need to select a rep tonight.
3. Update on ASC Goals for 2021
 - a. **Chapel Update** – The Church hired Steve Arndorfer to lead the remodeling job on the Chapel.
 - b. **Sanctuary Update** – We met over the summer and many ideas were brought up. The biggest concern was to make sure we can still hear the spoken word from the altar.
 - c. **Maintenance / amortization spreadsheet** – I attended the Insurance seminar today and have a couple of options to tie into what we already use here at St. John's. I will make it a priority to create something for next September and bring that to our first official meeting.
4. Updates on other projects:
 - a. **Door on Rectory** – Tom installed the door, and I picked up the screen door today.
 - b. **Glycol update on pricing** – We flushed the hot water loop and filled it with new glycol over the summer. We found out that we need to install two new expansion tanks, as well as several pumps and vav boxes that needed to be replaced.
 - c. **Heat Exchanger Installation charge** – Alliance has installed the Heat Exchanger and are waiting on crossover and flushing the hot water loop until the control system is operational.
 - d. **Alliance** and Building Controls are still working out some of the bugs within the control system.
 - e. **Sidewalk by the playground** – Neeck Construction installed the sidewalk this summer and did a great job. Many complements on the job.
 - f. **North side windows of the school** – After the recent rains, the window did not leak at all. No dripping or water on the inside of the window.
 - g. **Remodel the 2nd Floor and Lower Floor Bathrooms** – Steve Arndorfer completed the new countertops in the upstairs and lower-level bathrooms.
 - h. **Remodel the Preschool countertops** - new countertops for three areas of the pre-school. In Ms Pick's area and in the bathroom area between the classrooms. Waiting on materials that were ordered.
 - i. **Added another pre-school room** – the old music room was converted to a new pre-school room that started class at the beginning of the school year.
 - j. **Maintenance constructed a dry well for the Sculpture Garden** – In order to solve the water and mulch problem we had in the sculpture garden, we dug a dry well, and filled it with rock, then laid mulch in and around the plant and rock again around the perimeter to prevent mulch from floating down the street during a rain.
5. New Business:
 - a. Fr. Paul and Mark Dittman want ASC to weigh in on awarding JT Egnor Construction the Chapel project.
 - b. We have water coming into the tunnel during the Spring thaw and heavy rains during the summer. The water is coming in right where the pipes from the Chiller come into the tunnel.
 - c. I would like to know what it would take to expand the doorway coming off the freight elevator in the lower level. There are many times where maintenance would like to use

the freight elevator to haul things downstairs but we can not get through the doorway downstairs.

- d. Looking at a way to automate the workorder process that we use here at St. John's. I would like to create a digital process that would leave a digital trail to verify and check.
6. Other Business
- a. Please pay Jill for the ASC basket that she organized for us. If you can donate \$20/person that would be great.
 - b. Any other concerns or questions:
7. Closing Prayer