

## Administrative Services Commission Minutes – Nov. 15, 2022

1. Opening Prayer – Jill
2. PLC Rep Report – Ron reviewed. Need new PLC rep for December.
3. Update on ASC Goals for 2021
  - a. **Chapel Update** – Meeting with Steve on Thursday to discuss timeline
  - b. **Sanctuary Update** –Nothing new to report about the Sanctuary project. Projected to take 4-6 months to complete. Earliest start date January 2024. Review of mechanics plan by Larry.
  - c. **Maintenance / amortization spreadsheet -**
4. New Business:
  - a. 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. I called Dave from Western Waterproofing (612) 685-7107 and left a message about coming out and looking at the situation. Discussion followed.
  - b. I contacted the Fire Marshall, and he stated that since we have a smoke detector and sprinkler head in the area, we can take the door frame out.
  - c. 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.
5. Other Business
  - a. Renovation of the St. Therese's area.
    - New backdrop for the statue of St. Therese - finished
    - New stained-glass windows
    - Need to move the outlet - finished
    - Made a contact with a parishioner and he will take care of framing the picture and building a new pedestal.
  - b. Cabinets in room 204
    - Fr. Paul is looking for someone to build new cabinets in 204, just like those in 203.
  - c. I was asked to get a price for a sprinkling system for our campus. Justin from Clear Scape came out and put together a design and gave me a high bid for doing the entire campus at \$60,000. Discussion followed on alternate solutions.
  - d. School Bathroom refresh/ remodel. Depending on the amount of work done in the bathrooms may require bringing the entire bathroom up to code.
6. Closing Prayer