

Administrative Services Commission Minutes – Feb. 21, 2023

In Attendance: Tom, Corey, Adam, Don, Pat, Cary, Teri

Attending Remotely via phone: Jill, Ron

1. Opening Prayer – Jill
2. PLC Rep Report – Cary B. Notes distributed by email after meeting. Pat Hinnenkamp to attend tonight's meeting.
3. Update on ASC Goals for 2021
 - a. **Chapel Update** – construction has started, pews moved etc.
 - b. **Sanctuary Update –At this point in the process, does Church Leadership need to interview other General Contractors to run this project?** Discussion followed about what goal is achieved by requesting more outside bids. Egner has been transparent in their plans. No red flags in dealing with Egner. Requesting more bids will require additional time and a scope of project document. Egner was recommended by Archdiocese. Previous discussions about the project has been about what will be included, HVAC, Ceiling, Windows, Pews. A motion for a vote to stay the course was made by ASC Member. Motion was seconded. All attending members voted and unanimously voted to stay with Egner. Note: Updating School bathrooms will be part of the bid for this project.

It was suggested that ASC and Worship Committee have a smaller point committee to generate updates, and be the first line of questions and answers for the project in general. Who should be part of this committee? ASC Members, Cary and Adam agreed to be part of this subcommittee.

- c. **Maintenance / amortization spreadsheet** – Off the board at this time.
 - d. **Tunnel Leaks** Western Waterproofing came in and patched two areas of the tunnel. The third area needs interior and exterior work that will be completed this spring. Old chiller may account for part of this leak. Church renovation may eliminate the need for the old chiller.
 - e. 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. (Still working on this project. No progress to report.)
4. New Business:
 - a. Renovation of the St. Therese's area.

Mike Domino came in and framed the backdrop . We are waiting for a new pedestal for the statue of St. Therese. We are still waiting for two new stain glass windows and a spotlight that will light up St. Therese.
 - b. North Parking Lot – There is a scupper just west of the entrance to the gym that creates a significant problem every spring. The snow from the top of the school melts and pours down the scupper only to refreeze once the water hits the shaded asphalt. Then a skating rink forms over the course of several days that becomes a liability for kids coming and going on the bus, and recess.
 - c. The Youth Room will be remodeled this summer. The plans were sent out to you yesterday. Brief discussion on the addition of kitchenette to youth room. No significant obstacles for this addition.

- d. The two planters are being designed and constructed by Michael Santiago in part for his Eagle Project. Project details sent out prior to meeting. Continued discussion on choice of materials for the planters, liner, drainage needs, etc. Proposed kick plate has potential to trap water and increase decay of wood. Discussed addition of cement footing for the planter to rest on. ASC will do a final review of this project at the March Meeting.

Closing Prayer