

Administrative Services Commission Agenda – April 18, 2023

In Attendance: Adam, Jill, Pat Teri

Remote Attendance: Corey and Ron

Guest: Fr. Joseph

1. Opening Prayer –Fr. Joseph
2. PLC Rep Report – Adam attended last month. Discussion on a space for nursing mothers may have some interest by ASC. Current plans involve adding chairs and portable screen to Garden Of Life Chapel to allow nursing mothers privacy with their child while nursing and still allow them to hear the Mass. Adam will attend for tonight’s meeting.
3. Update on ASC Goals
 - a. **Chapel Update** – The Chapel is nearing completion. Pews need to be reinstalled. Art pieces (Statues, Candle holders etc.) are on order and expected to be delivered late summer. Group to look at Chapel at end of meeting.
 - b. **Sanctuary Update** – A new vendor is bidding on the school bathroom piece only. Owner is St. John’s parishioner. Primary goal for teachers is to take out privacy panels that obstruct sightlines to the sink area from teachers in the hall.
 - c. **Western Waterproofing**- Two areas of the tunnel that were patched are still not leaking. The third area needs interior and exterior work that will be completed this spring. Pat to speak with Larry Justin on viability of disconnecting church chiller which may be contributing to the leak.
 - d. **Amortization / Maintenance spreadsheet**- This item has been tabled for the year.
4. Updates on Current Projects:
 - a. **Renovation of the St. Therese Fireside Room.**
The pedestal and lights have been installed. Waiting on the stained-glass windows.
 - b. **North Parking Lot** – Pat asked Ron L to survey north parking lot on his return to MN to look at solution to icy area due to scupper drainage in this lot.
 - c. **The Youth Room** Mikayla and Pat met with Jon Hauglies to talk about flooring for the youth room refresh. Michael Santiago will be completing the painting and taking up the carpeting for his Eagle Scout project.
 - d. **The Brick Planters Outside Door 16** –Plans for the flower beds received from Neeck Construction. Cary Becker also has a company he is working with to come up with a plan to redo the planters. More information to be sent out when all plans have been reviewed.
 - e. A parishioner (Matthew Krier) is submitting a bid for the bathroom work in the school.
 - f. Pat met with reps from ACI Asphalt and Neeck Construction regarding the Rectory driveway. Both men submitted bids, and they were handed out to commission members in attendance and will be emailed to the rest of the members. (See agenda email attachment sent by Pat for copies of the bids.) No quorum of the ASC was in attendance last night. Please review the bids and send Pat your vote by Monday, April 24. We will need to make a decision quickly to get the driveway done this year.
 - g. Pat received a bid to calibrate the VAV boxes and verify the AHU Static Pressure set points for our new controls. After talking to John Zappa today, we are going to hold off in balancing the VAV boxes until we have more time in authenticating the actual blueprints to the structure.

5. New Business:
 - a. Need to look at the East parking lot to resurface and stripe, and the conditions of the other parking lots. Resurfacing of East Lot may be helpful in assessing the tunnel leaks.
 - b. Outside skylights in the church portico were leaking last weekend due to rain and snow melt. Pat had roofers in and they are repairing a hole in one of the skylights. Jill and Corey gave information to Pat for the other two skylights they observed leaking over the weekend. Pat will have roofers in to check those skylights as well.
6. Other Business: See information from Tour of Chapel of Angels renovation following the closing prayer.
7. Closing Prayer- Fr. Joseph.

Pat led the ASC members in attendance to the Chapel of Angels. The work on the chapel was beautiful and substantially completed. However, the group was very disappointed with the sanctuary floor. Comments included that it looked like a subfloor after carpet/ flooring was removed and that there was residual yellowing glue on the floor. Since the floor was epoxy paint, it can be redone fairly easily. Members thought it should be repainted in a cooler shade not the warm yellow chosen. There is no other flooring in the church or parish center that is as yellow. Nor is there anything in the chapel that is yellow. For continuity, the color should match the tile in plaza or terrazzo in Church. Pews still need to be reinstalled.

Minutes respectfully submitted by
Teri Shea