

Administrative Services Commission Meeting

April 20, 2016

6:35 pm

Minutes

In Attendance: Mike, Jim, Larry B, Tom H, Teri, Cary, Don, Tom B, Ron F

Absent: Larry J, Ron L

The meeting was called to order and opened with prayer led by Mike

PLC Rep Report—PLC Minutes were sent out in advance of meeting and are available on the website.

Elevator Inspection

There is water in the elevator pit. State code requires a dry pit. The State of Minnesota elevator inspector has received plans for corrective action. The plan is to have the corrective measures taken over the summer.

Two bids were received to get elevator pit to code. Ultimate Construction Services recommended the patented “Fit Pit System”. Cost is estimated at \$55,000. This solution has been approved by the state inspector.

Advanced Waterproofing and Foundation Repairs proposed an alternate solution at the cost of \$12,145. The motion to send this proposal to the state inspector was made and seconded. Motion was approved. After the proposal is approved by state inspector, Cary and other interested commission members will meet with contractors for information on the process. Motion to hire the contractor may be done by email.

School Security System-

The proposal to secure the lower level is estimated to cost \$95,000. Funds are available from Medtronic stock donations to school. The proposal includes 2 enclosures on main level near elevators and stairs by the welcome desk and by the school office, Electronic controllers for doors on stairway tower, key switches on the elevators to control access to various levels of school and parish center and maglocks on doors.

Three bids were requested. Bredemus and Wheeler both came in around \$76,000.

Commission is waiting on bid from third vendor, Twin Cities Hardware. Bid from TCH is expected to be around \$50,000.

Motion made to move forward on security plan which is not to accede \$95,000. Motion seconded and approved. This project is to be completed by the start of the 2016-17 school year.

Parking Lot Repair-

Bituminous Roadways submitted bid to repair all three parking lots on campus. Cost of repair estimated at \$7500. Motion made to proceed with repair. Motion seconded and approved. This work is to be completed this summer.

Columbarium Project-

Design meeting next week.

Church/ SJH Lighting Project

Work has begun in church attic; work in St. Joseph Hall is to start in May.

School Boiler Room Storage

Estimated cost of \$14,000-18,000 for Construction of Mezzanine. Additional conversation about acquiring shelving is needed. Mezzanine will double floor area and allow access to shelving up to 12 feet. Motion made to value engineer the boiler room to maximize space and minimize cost. Motion approved.

Bell Tower Phase One

Proposal to have inspection of bell tower proceed this spring at estimated cost of \$8000 sent to Finance Commission. Decision on project to come from Finance Commission tonight. Motion made to expedite repairs after inspection results have been revealed if fiscally possible.

Phone System-

Phone system for the campus is no longer repairable or upgradable as of July 2014. Parts are no longer stocked. Repairs will be delayed until parts are found on the internet. The vendor strongly recommends replacement. Replacement was recommended during the summer of 2015 and postponed for budgetary reasons.

Vendor contacted SJB again and recommended replacement during the summer of 2016 at cost of \$19,738. Vendor also gave quote for renting equipment at cost of \$403.05/month for 60 months.

Commission strongly recommends replacing phone system.

Motion made to dismiss. Motion seconded and approved.

Meeting closed with prayer.

Minutes respectfully submitted by Teri.

Membership

The following are term limits for members.

Baufield	Larry	2017
Becker	Cary	2016
Brownrigg	Tom	2018
Flor	Ron	2017
Halaska	Tom	2016
Justin	Larry	2017
LaMere	Ron	2018
Neeck	Don	2018
O'Brien	James	2016

If your term ends in 2016, please inform Mike of your intention to remain on commission or end your service. New members will need to be solicited in the near future.