

## Administrative Services Commission Meeting

April 18, 2017

6:35 pm

Minutes

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

1. The meeting was called to order and opened with prayer led by Mike
2. PLC Report- Larry – presented information to PLC as discussed at last meeting. PLC is looking for a report on ASC membership. Minutes are also available for review on the parish website.
3. Ad Hoc committee reports
  - A. *Balancing air flow for Chapel/ Adoration chapel and St. Joseph Hall; - Heating System Water Loss; Rectory HVAC-* Ad hoc committee meeting to discuss new information is planned. Mike will report to ASC.
  - B. *Bell Tower*– Bell tower was inspected by Building Restoration construction. No significant rust found on interior structure. BRC made a number of recommendations to repair facade. Recommend that the roof of bell tower be repaired. Other recommendations include Tuck pointing, removing brick, etc. Ron to submit analysis and recommendations. Any project would need to be bid out to other vendors. Need to quantify specs for bid process. It is noted that another 20 foot crack is on the Eastside of the church visible from the rectory court yard. (Note the bid from BRC did not include replacing brick removed during inspection.)
  - C. *Telephone System-* project expanded to include replacement phones and costs covered by donor. Applying for proxy from Archdiocese due to cost of the project.
  - D. *School Playground Equipment-* Installation of new equipment is complete. Lions requested plaque recognizing the donation. Project complete
  - E. *Street Closure for FallFest-* application for block party closure is required. Form from the City has been received by St. John's.
  - F. *Additional Cabinets for DVD Storage-*Archives committee to be contacted about sharing current storage areas.
  - G. *Lighting in Church-*All colored lighting is complete. 2 new lights for sanctuary to be installed within 6 weeks. .
  - H. *Wood Windows on South Side of East Wing of the School-* (area includes with the Spanish room on the second floor and kindergarten room 8) - Tom B- Kindergarten room windows need replacement. Recommend a Marvin product. Three windows needed at cost of \$1200 each. Gymnasium windows need inspection of interior. 5-6 windows at \$1900 each. Labor largely donated. Replacement of Kindergarten windows strongly recommended.
  - I. *Columbarium-* Neeck Construction has been awarded project for foundation and landscaping. Cabinets are made. Project to begin May 1. Dedication anticipated in June- July.
  - J. *School Walk-in Freezer-* Meeting scheduled to review bids and formalize plans.
  - K. *Sidewalks-* Safety issue. Need to move on replacing and /or repairing high traffic areas. Yearly maintenance required.
  - L. *Water cooler-* Water cooler has been donated for school. Installed on April 17 in School gymnasium.
4. *Parish Business Administrator report-* See Attached.

5. *Campus Report-*
  - (a) *Interior-* Inspection good. Fire Marshall came by for informal visit. Will be doing a formal inspection soon. Fire Marshall requested additional signage for roof access.
  - (b) *Exterior-Sidewalks*
  - (c) *Parking Lot-*
6. *New Business-* Tom B. - Rectory Garage- Access to garage is tight for Pastor's car. He needs to fold in side mirrors to enter garage. Suggestion to convert 3 doors to two doors. Cost estimated at \$10,000.

Meeting closed with prayer led by Mike.  
Motion made to dismiss. Motion seconded and approved.

Minutes respectfully submitted by Teri.