

Administrative Services Commission Meeting
December 9, 2015
6:35 pm
Minutes

In Attendance: Mike, Larry B, Tom H, Ron F, Jim, Teri, Ron L, Cary
Absent: Larry J, Don, Tom B
Guest: Pat R

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

PLC Rep Report—PLC Minutes available on the website.

Ad Hoc Committee Reports

Heating system- Mike

System is losing some water possibly from joints in piping for in-floor heating system

Columbarium-

Project is moving ahead. Sites for columbarium and future phases have been determined. Looking at a May 2016 start for this project, completion slated for summer 2016.

Student Resources Room/ Stairwell project-

Inspection for the sprinkler head will be completed with other sprinkler head maintenance.

School Security Project-Mike

Church and school staff met today to discuss impact on use of space. Jim and Mike met with contractor to begin bid process. Of the two options under discussion, the vestibules are functionally more appropriate.

Four doors were added to the project to secure a lock down.

Church Lighting- Cary

Parish staff and electricians met today to discuss revised proposal. The current proposal includes some modifications from Schuller/ Shook.

The revised pricing (includes the baptistry and altar areas) is almost the same cost at the original bid. If a decision on the scope of the project can be reached by early January the new lighting can be completed by Easter.

The ceiling and sound projects have been separated out from this project. If they were included the project would be delayed for another year.

School Hot Water Heater and Associated Piping

This project is underway. Cold water piping was cut out and replaced over thanksgiving break. There was an uptick in pressure with the new piping.

Some cartridges were occluded and were replaced.

The remaining tie-in for this project will be completed during Christmas break.

St. Joseph Hall Lighting Project-Mike

This project is on hold until the church project is complete. Estimated cost is \$40,000.

Bell Tower-Ron L

St. John's received a proposal to inspect the bell tower in September 2015. The proposal was updated to look at the cracks in the schools infrastructure. Ron expects to receive an updated proposal in the near future.

Parish Center Security Project

Recent incident at 5:30 Mass has added increased interest for the addition of cameras to the plaza and church.

ASC Chair is still needed. Please prayerfully consider if you can fulfill this role.

Monthly Business Administrator Report

See attached.

Campus report

Interior- Painting is needed for various areas in the parish center.

Exterior- Planters on West side of church. Don to evaluate and make a recommendation.

Staffing- Person who cleans the church resigned, looking for replacement.

Parking lots

Should be coated and chipped next year. Some cracking has begun.

Lots should also be striped. Estimated cost for this project- \$11,000-15,000.

Motion made to dismiss. Motion seconded and approved.

Meeting closed with prayer (and ten minutes early).

Minutes respectfully submitted by Teri.