

Administrative Services Commission Meeting

December 13, 2016

6:35 pm

Minutes

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

1. The meeting was called to order and opened with prayer led by Mike
2. PLC minutes for November will be sent to ASC members. Minutes are also available for review on the parish website.
3. A. *Heating System Water Loss*-Larry J.- request sent to Cool Air Mechanical to pressure test zones for leaks. The response from Cool Air expanded the scope of the project from the original request. Motion made to seek 2-3 bids to pressure test zones of the in-floor heating system in church. Motion was seconded and carried by voice vote.
B. *Bell Tower*- project pushed out to spring 2017. Aesthetic concerns should not delay project. Don to contact another vendor and will give an overview of the problem. Vendor will be referred to Mike. This project is a priority for Spring 2017.
C. *Parish Security Project*- Cameras etc for plaza & church. Project open
D. *School Walk-in Freezer*- ASC recommends replacement of freezer.
E. *School Utility Closets*-Maintenance staff to work on during Christmas break.
F. *Telephone System*- Possible donor identified. Bid received for VoIP system. Reviewing Ideacomm bid.
G. *Campus Security System*- open
H. *Keyless Security System*- On hold
I. *Elevator Project*- The vendor (Advanced Water Systems) who did repair has proposed a solution at no additional charge to St. John's. The process has been approved by state. Work to be done Dec. 22. Schindler Elevator will need to put elevator cars on stands. There will be a charge for Schindler's work.
J. *St. Joseph Hall/ Chapel of Angels / Adoration Chapel Air Flow*- Bid to balance air flow \$11,800 to do main floor of Parish Center. \$23,500 to balance air flow for entire building. Motion made to get 2-3 bids for this work and move the project to Finance Commission for funding. Motion seconded and carried by voice vote.
K. *School Playground Equipment*- No information
L. *Rectory Drainage*- Working on solution for rectory sump pump drainage. Proposal to move drainage from rectory sump pump and merge with church drainage into storm sewer. Investigation to continue.
M. *Rectory Heating *NEW ITEM** - Rectory is overheating. All controllers are original to Rectory circa 1959. Looking at cost to replace all controllers. May fall under the Maintenance budget.
4. *Membership*-
5. *Parish Business Administrator report*- See Attached.
6. *Campus Report*-
 - (a) *Interior*- Plaza floor and baseboard tiles are cracking. Adoration floor tiles also cracking.
 - (b) *Exterior*- Sidewalk- ASC recommended beginning replacement fall of 2016. Motion made for another itemized bid from Neeck Construction to replace damaged sidewalk sections. Motion seconded and passed.
 - (c) *Parking Lot*-

7. Cemetery- Breaking ground for Columbaria Spring 2017.

Meeting closed with prayer led by Mike.

Motion made to dismiss. Motion seconded and approved.

Minutes respectfully submitted by Teri.