

**Administrative Services Commission Meeting**  
**February 17, 2016**  
**6:35 pm**  
**Minutes**

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

Discussion followed on the ministry of Families Moving Forward.

***Ad Hoc Committee Reports***

*Heating system-* Mike

System is losing water every day. A plan is needed to pressurize the system. Commission recognizes the problem and acknowledges further investigation is needed.

*Columbarium-*

Construction is expected to begin by July.

*Student Resources Room/ Stairwell project-*

More information will be available at next meeting. Mike to follow up with Simplex-Grinnell. In an effort to avoid a trip charge, Parish tried to piggyback this item with the regular inspection.

*School Security Project-Mike/ Jim*

*A vendor was unwilling to share a price breakdown on this job. Jim contacted 2 other vendors to give bids on doors and hardware.*

*Church Lighting- Cary*

The church lighting project has been approved. Lighting fixtures have been ordered. Installation to begin after Easter.

*School Boiler Room/ Storage- Tom & Mike*

**New-** School would like to use old boiler room as a storage area. Need to get a quote for shelving, etc. Commission supports getting bids and examining costs. Numbers should be available for March meeting.

*Bell Tower-Ron L*

Structural Engineering Services Proposal was submitted for review.

The proposal would open up three areas around the bell tower crack. The support beam would be examined to verify it is structurally sound.

Proposal includes quotes. Motion made to approve “Option 1” \$9375.00

Motion seconded and approved unanimously by voice vote. Proposal sent to Finance Commission.

*Parish Center Security Project*

Parish is looking at adding plug and play cameras in the plaza and church. No new information.

*Walk-in Freezer Repair*

Walk in freezer in school is at least 47 years old. Walls are separating. Big ticket item.

*Plaza Information Units*

No new information. Donor situation is unknown.

*School Utility Closets*

**NEW**- Three school utility closets with sinks are in need of repair/ updating.

In 2013, Estimate to repair/ update \$6000/ closet.

Plaster Walls need to be re-done

More information is needed. Larry B to check on Plumbing. Tom B to check on other improvements.

*Rectory Humidification-*

**NEW**- Request from Fr. Jaspers to examine. Rectory has hot water heat. Larry J to review and make recommendation.

*Replacement Phone System*

**NEW**- Phone system manufacturer has been sold. The phone system is no longer supported. If problem occurs with phone system, used parts would need to be located online. Bid to replace from July 2015- \$25,000. Commission approved moving forward on a new system.

*Computer Room Cooling Project-*

Would moving the computer servers to a room without heat producing \_\_\_\_\_ eliminate the need for fans? (est. cost \$5000) Suggested location for servers is the liturgy storage room. Note: The Security System and Phone system is also in this space. There were no reported problems with these systems before the school servers were moved to the parish location.

*West Entrance Canopy-*

**NEW**- West Entrance Canopy was damaged by snow removal equipment. Insurance should cover repair.

*Membership*

Tom H has assumed the Chair position. 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.

*Monthly Business Administrator Report*

See report on website with PLC Minutes. Note: SJB is likely to finish year in deficit.

*Capital Expense Summary-*

See pages 9-12 of packet distributed at meeting. Please email Mike with input.  
Review of Summary will be focus of next meetings.

*Campus report*

*Interior-*

*Exterior-* Parking lots assess in spring.

*Staffing-* Church cleaning position has been filled.

Motion made to dismiss. Motion seconded and approved.

Meeting closed with prayer.

Minutes respectfully submitted by Teri.