

Administrative Services Commission Meeting
February 21, 2017
6:35 pm
Minutes

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

1. The meeting was called to order and opened with prayer led by Mike
2. PLC minutes for January in packet prepared for meeting. Minutes are also available for review on the parish website.
3. Ad Hoc committee reports
 - A. *Heating System Water Loss*-Larry J- Proposed vendors in the bidding phase of process. Bids due by March 4th.
 - B. *Bell Tower*– BRC meeting with Mike. Proposed work on school brick during Spring Break. Mike to email pertinent people to expedite process.
 - C. *Parish Security Project*- A couple of recent incidents raising the profile of this project. Proposing panic buttons at key areas as well as addition of cameras.
 - D. *Telephone System*- Donor identified. Reviewing Ideacomm bid. Meeting with 2 other vendors in next couple of weeks.
 - E. *Elevator Project*- Work has been approved.
 - F. *School Playground Equipment*- Funding from Lions was approved and donation matches the cost of replacement equipment. Project closed.
 - G. *Rectory Drainage*- Project complete.
 - H. *Rectory Heating* –This project is tied into heating system water loss project.
 - I. *West Parking Lot Drainage Basin*- Proposed Eagle Scout project to do landscaping. Scout is working with city. Scout is meeting with scout leadership to get approval. Motion made for ASC to approve this project. motion Seconded and approved by voice vote.
 - J. *TV Kiosks in Plaza*- Mark is working on this project. Looking to purchase three monitors
 - K. *St. Joseph Hall/ Chapel of Angels / Adoration Chapel Air Flow*-Receiving bids for this project. One bid in is lower than previous estimate.
 - L. *Street Closure for FallFest-NEW*- North of West parking lot. ASC has been asked to assist with this matter for the FallFest Committee. Larry J to approach City to get more information.
 - M. *Church walls, Ceilings, Return Air Ducts*- Ducts have been looked at and are in good shape. Problem appears to be with boot around sky lights. Need to create an access but could vacuum area. Project would be labor intensive.

- N. *Additional Cabinets for DVD Storage*- Tom to talk to archives committee about sharing current storage areas.
 - O. *Lighting in Church*- Perimeter lighting to be funded by donation. Request for additional lighting over presider chair. Cost \$3800.00. Current lighting is insufficient for priest while reading. Connect new lights to current system. Much discussion followed. Motion made to approve lighting. Motion was seconded and moved to Finance for approval.
 - P. *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)- Windows are rotting, original to 1950's era building. Labor may be donated? Cary to review.
- 4. *Parish Business Administrator report*- See Attached.
 - 5. *Campus Report*- No updates
 - (a) *Interior*
 - (b) *Exterior*- Frost heave on Sidewalks, problem areas have been coned off.
 - (c) *Parking Lot*-
 - 6. *Cemetery Columbarium*- reviewing pricing, currently looking at the low end of scale. Higher price point for non-parishioners

Meeting closed with prayer led by Mike.

Motion made to dismiss. Motion seconded and approved.

Minutes respectfully submitted by Teri.