

Administrative Services Commission Meeting
January 21, 2015
6:35 pm
Minutes

In Attendance: Mike, Tom, Cary, Larry J., Larry B., Peter

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

Summary of December PLC meeting -
PLC minutes are available on the Parish website.

Ad Hoc Committees Reports

Church windows- Project on hold until springtime

St. Joseph Hall- Jim

Carpet has been selected and ordered. Looking to schedule; need a 4 day block of time for installation.

The light fixture for fluorescent lights in the hall have been and ongoing issue. The parabolic lenses are not sturdily mounted and have fallen out. Stinson Electric has looked into this issue. They have a fix at the cost of \$22,000. (The majority of this cost is labor.)

Rectory Chapel- Jim

Rectory chapel is largely finished. Project ran over initial bid due to some additional unexpected costs during flooring installation but total costs were covered by the money raised for the project.

Campus Signage-Tom

Welcome Desk and Rest room directional signage have been installed. Positive reactions to both have been noted.

Heating System Leak Investigation- Larry J

Mike has continued to monitor and investigate the leak. In the past 4 days, Mike has not had to add any water to the system. Previously he has had to add 9 gallon daily. No explanation for the change. Monitoring will continue.

Columbarium project- Ron

No new information. Ron will continue to keep the committee in the loop as this project develops.

School Kitchen Floor Drain- Larry B

The kitchen was inspected by the state and the tiles are noted on the report as needing replacement. Replacement was done over Christmas break. Old tile was pulled out. Grazzini repaired and replaced affected area for cost of \$780. Original estimate was

\$45,000- 60,000 (estimate included cost of moving equipment like stoves, dishwasher etc.)

2015 Street Reconstruction- Brian/ Peter
No new info

Student Resources Room- Jim investigated this issue. He has a proposal to cap off the stairwell which would help with the noise issues. There are sprinkler heads that would be impacted with the install. The city inspector needs to be consulted. Committee decided to wait for Jim's return before approaching the city.

Cracking tiles in the bathrooms- Jim has done some additional inspections of these areas. Need to bring in MCL to verify whether this is a structural issue.

Membership- Three committee members terms expire at end of this year. Need to determine if any are willing to continue or if we need to recruit new members. Ron L was to be contacted to see if interested. He was invited to sit in on a meeting. Any other suggestions for members are welcome.

Wish List – In conjunction with the upcoming OSMG campaign, Wish lists of major expenditures were put together for review. The list included items from the school, church, parish center and rectory. The list will need to have estimated costs included and prioritized by the committee. Items may be included in the 10 year expenditure plan.

Monthly Business Administrator's Report- See attached.

Campus Report- Several cold spots have been noted in the church (e.g. men's bathroom in church, west entrance- door 1, church narthex and church mechanical room). Electrical heaters have been approved for these areas.

The meeting was adjourned.

Minutes respectfully submitted by Teri