

Administrative Services Commission Meeting
January 20, 2016
6:35 pm
Minutes

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

Ad Hoc Committee Reports

Heating system- Mike

System is losing water. Water needs to be added nearly every day. Zone that had been closed previously is still closed. A plan is needed to pressurize the system or use a thermal gun to check temperature.

There is no water in the tunnel. Leak is going into the ground.

Columbarium-

No new information

Student Resources Room/ Stairwell project-

No new information

School Security Project-Mike

Item #1 - Adding enclosures at stairwells in school and parish center to control access to lower level. Est. cost \$76,471

Item #2- adding doors to split lower level to east/ west sides to secure school side on the west Est. cost \$49,736 this estimate does not include \$14,000 to add an additional rest room to the school side or \$10,500 to install mag lock on the required doors to secure the north stair tower.

Further additions to both estimates include the cost of keying off the elevators by floor estimated at \$6000, other door/ lock work estimated at \$1000, additional low voltage work estimated at \$5000.

The other unknown for this project is the installation of a new security system going to a fob/ key card access system estimated at \$25,000-30,000.

Church Lighting- Cary

The church lighting project has been expanded to include St. Joseph's Hall.

A meeting was held to address questions about the project. The current scope of the project would include replacing the lights in above the pews, sanctuary and baptistry. Not included in the projects are the lights above the perimeter walkways (ambulatories) and the dimming system.

Replacing the light fixtures will not create collateral damage to the ceiling.

Expected pay back is estimated in 3-4 years.

The final decision will be made next week.

Installation expected in the spring.

School Hot Water Heater and Associated Piping

School Kitchen piping was on the 120° loop. Health standards require 140° water. Changes made to piping to add kitchen to higher temp water lines. Project completed on budget. Project is closed.

Bell Tower-Ron L

The proposal submitted to be done this spring. Ron is clarifying some points in the project so church exterior aesthetics are maintained. Speculation is that water infiltrated the masonry and caused surface rust on iron support beam. The inspection will determine whether there is a structural defect to the support beam. Inspection will look for cause of water infiltration. Source of water could be a low spot on the roof bell tower. Was the bell tower roof replaced in 2007 with the church roof? Mike to check into.

Parish Center Security Project

Parish is looking at adding plug and play cameras in the plaza and church.

Walk-in Freezer Repair

Walls are separating on the school walk-in freezer. Estimated cost to repair \$3000.

Plaza Information Units

Fr. Skluzacek requests some research into this item. A potential donor has come forward. The project would include two flat screen monitors to display information in the plaza; Schedule of events, promotion of programs etc. Estimated cost \$4000

ASC Chair

Tom H is the new chair of the ASC.

Monthly Business Administrator Report

See report on website with PLC Minutes.

Campus report

Interior- Gym floor was damaged after recent event. Floor was refinished this fall for \$12,000. Expect new guidelines for gym use.

Exterior- Parking lots getting new cracks with freeze/thaw cycles. Need to assess in spring.

*Staffing-*Taking applications for church cleaning position 10 hours a week.

Motion made to dismiss. Motion seconded and approved.

Meeting closed with prayer.

Minutes respectfully submitted by Teri.