

Administrative Services Commission Meeting
January 17, 2017
6:35 pm
Minutes

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

Absent: Ron L, Larry B

Guest: Sue R

1. The meeting was called to order and opened with prayer led by Mike
2. PLC minutes for December in packet prepared for meeting. Minutes are also available for review on the parish website. PLC has asked for priority recommendations from the ASC on projects for the campus.
3. A. *Heating System Water Loss*-Larry J.- Review of proposed memo to vendors on scope of work to pressure test zones in church in-floor heating system for leaks. Request to be sent to Cool Air Mechanical, Area Mechanical and a third company for bids.
Collecting fluid from the system for analysis to be added to the scope of work. Memo approved by Mike Martin and to be sent to vendors by end of week or early next week.

B. *Bell Tower*- project pushed out to spring 2017. Building Restoration came out to review project. Bid came in at \$11,800. Previous bid was \$9000. The bid from Building Restoration includes some repair work. Motion made to move forward on the bid from Building Restoration. Motion was seconded and approved by voice vote.

C. *Parish Security Project*- Cameras etc for plaza & church. Project open.

D. *Telephone System*- Donor identified. Reviewing Ideacomm bid. Meeting with vendor in next couple of weeks.

E. *Campus Security project*- hardware for existing system is unavailable.

F. *Elevator Project*- State inspected elevator. State gave written acceptance on key switches in the elevators. State verbally approved the proposed water proofing. Work was done on 12/22. Waiting on written approval from the state.

G. *School Playground Equipment*- Working on getting funding for this project from local civic/ fraternal organizations.

H. *Rectory Drainage*- Proposal to move drainage from rectory sump pump and merge with church drainage into storm sewer was investigated and determined feasible. Work to be done in February at cost of approximately \$2000-2500 in labor and parts. Cost to be covered by maintenance budget. Motion Made to approve this project. Motion seconded and approved by voice vote.

I. *Rectory Heating* - Rectory is overheating. All controllers are original to Rectory circa 1959. Mike collecting bids for this project.

J. *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.

K. *TV Kiosks in Plaza*- Donor came forward for this project. Project includes 3 monitors (2 in plaza, 1 for School). Motion made to approve the project.

Notation made that the work could proceed assuming donation covered cost.
Motion seconded and passed by voice vote.

- L. *St. Joseph Hall/ Chapel of Angels / Adoration Chapel Air Flow*-Proposed Memo to get bids to balance air flow was reviewed.
 - M. Chair expressed concern on projects that were not updated.
School janitorial closets/ sinks. Work to proceed over Easter Break.
School Walk-in Freezer- Funding for replacement is a goal of “Wines to Wishes”. ASC recommends replacement with another Walk-in Freezer.
- 4. *Parish Business Administrator report*- See Attached.
 - 5. *Campus Report*- No updates
 - (a) *Interior*
 - (b) *Exterior*-.
(c) *Parking Lot*-

Meeting closed with prayer led by Mike.
Motion made to dismiss. Motion seconded and approved.

Minutes respectfully submitted by Teri.