

Administrative Services Commission Meeting
March 25, 2015
6:35 pm
Minutes

In Attendance: Dave, Mike, Cary, Larry J, Ron, Tom, Jim, Larry B
Guests: Pat, Greg

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

Summary of February PLC meeting – Larry J

ASC constitution and by-laws were reviewed by the PLC. The PLC suggested the mission statement be removed from the by-laws. A motion was made to change the bylaws by removing the mission statement. Motion was seconded and carried by a voice vote.

Knights of Columbus hosted a successful hospitality recruitment.

The ASC rep to PLC used the example of the heating leak in the meeting to explain the need to have all infrastructure projects reviewed by the ASC.

Wines to Wishes raised \$170,000

PLC minutes are available on the Parish website.

Ad Hoc Committee Reports

Church windows- Cary and Mike walked the Roof and Attic to look for areas of leaking. Preliminary bid to replace all the windows estimated at \$140,000.

It appears 80 % of leaking is due to the bank of stained glass windows installed over the baptistery, 20% due to other (older) windows. Preliminary investigation indicates no need to replace all the windows.

The stained glass windows have an aluminum frame with a faulty design. There is also a need to correct the glazing on the stained glass. Motion made to have Cary continue to investigate this issue. Motion seconded and carried by a voice vote.

St. Joseph Hall- Jim, Mike, Teri

Carpet was delayed from March installation due to a manufacturing error. Carpet to be installed beginning on April 7. Installation should take four days.

Lighting-A sample LED fixture was installed in Southeast corner. New parabolic lenses are installed in two other fixtures. Rebates on LED lights would recover costs in 1-2 years. This item carried over to April meeting for further discussion.

Campus Signage-Tom

School signage on west side of the school is missing a letter. Ann was consulted for her opinion on style. She was not concerned about style just that it get fixed.

Quotes were received for plastic lettering and brushed aluminum lettering. It is recommended that a sign using the parish logo also get a quote.

ASC would present the various signs to another committee for approval (e.g. Arts and Environment Committee). It was also noted that the wooden cross on the school building is badly deteriorated and should be removed.

Parking in Fire Lanes- There is an ongoing issue with people using the fire lanes for parking. Many use the lanes for parking because of mobility issues and the limits of handicapped parking. Signage and striping have not been effective.

The city has been gracious and not tagged parishioners for parking in the fire lanes. Discussion of posting notes on cars, volunteers in Parking lot to assist loading and unloading for handicapped visitors. It is noted that with the area road construction over the summer, the issue will get worse.

It is recommended that the ASC go to the PLC for guidance and direction on this issue.

*Heating System Leak Investigation-*Larry J
System has been holding pressure for two months.

Columbarium project- Ron

No new information. Al Bauer, Sexton of the Cemetery was buried on Wednesday. RIP Al. The cemetery committee will be meeting to discuss plans for replacing Al. Columbarium will also be discussed as well as the issue with sprinkling system.

2015 Street Reconstruction- Brian/ Peter

No new info. Surveying is being done in the area.

Student Resources Room/ Stairwell project- Jim

The city inspector is requiring building permit. A licensed contractor will also be required. Jim has building permit application.

Parish Center Floors- Jim

No new information.

Capital Expense Summary Report was distributed. The summary has a list of items for a ten year plan for the campus. The capital expenditures budget is approved after the general budget. The finance Commission will look for recommendations from the ASC for this budget. Please review.

School Funded List A list of capital expenditures for the school was pulled together which could be funded through the school funding.

Campus Report- Job posting listed for replacement of 12 hour /week position. Two maintenance staff members will be completing their 6 month probation period in the next month or so.

A subcommittee of the Parish Leadership Commission for recruiting new members created a document detailing the recruitment process. Please review. A number of items will need to be finalized at the next meeting. While hosting hospitality, seven potential

new members were identified. Those individuals will receive an invitation to attend an upcoming ASC meeting to see if they would like to join.

The meeting closed with prayer and was adjourned.

Minutes respectfully submitted by Teri