

Administrative Services Commission Meeting

March 14, 2017

6:35 pm

Minutes

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

Guest: Larry V

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. Please note Finance Commission comments: The parish is ahead of schedule financially. Mortgage should be paid off by early 2019. Concern for Capital budget – considering a hold on non-essential Capital expenditures.
3. Ad Hoc committee reports
 - A. *Balancing air flow for Chapel/ Adoration chapel and St. Joseph Hall*
Reviewing bids to balance air flow. Premier is the low bid and Premier recommends that water is balanced at same time. It is recommended that we go forward with this plan.
 - B. *Heating System Water Loss-Larry J-* Two bids received for pressure testing the zones in the church. Numbers are good. Recommend going forward with testing due to level of water loss and glycol percentage in system. Area mechanical estimated cost at \$3000 to test 13 zones; \$11,550 to test all 50 zones. ****New Item**** Red fluid was found pooling in the NW corner of old chapel area, (likely glycol). Discussion followed. Motion made to test the 13 zones starting in area where leak is now visible. Motions seconded and passed with a voice vote.
 - C. *Bell Tower*– BRC will be on-site March 20-25. Monday, Tuesday, Wednesday will stage equipment and investigate bell tower and west entrance. Wednesday, Thursday, Friday work will be done on SW corner of school exterior. Work is dependent on weather conditions. Work will not interfere with morning Mass. Ron to contact BRC and come onsite to take pictures and look at bell tower interior.
 - D. *Parish Security Project-* no new information
 - E. *Telephone System-* Bids received from 3 vendors. Meeting with Ideacomm to expand scope of work to include new phones as well as CPU.
 - F. *School Playground Equipment-* Spring Replacement
 - G. *Rectory Heating* –Rectory is always hot. Boiler is circa 1958. Boiler is oversized by a third. Proposal to add stand alone system. New shut off valves and thermostats. Alternate proposal includes replacing boiler. Area Mechanical bid for work to begin June/July time frame.
 - H. *West Parking Lot Drainage Basin-* Eagle Scout project to do landscaping has gotten approval from Scout Leadership at district. Scout has begun fundraising for the project.

- I. *TV Kiosks in Plaza*- Mark is working on this project. Looking to purchase three monitors and may add cameras to the project.
 - J. *Street Closure for FallFest*- North of West parking lot. ASC has been asked to assist with this matter for the FallFest Committee. Larry J spoke with Chris Wolla at the City. Contact info to be passed on to Mike.
 - K. *Church walls, Ceilings, Return Air Ducts*- Project on hold until 2019
 - L. *Additional Cabinets for DVD Storage*-Archives committee to be contacted about sharing current storage areas.
 - M. *Lighting in Church*-Approved and Moved to Finance.
 - N. *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)- investigation has not occurred.
 - O. *Columbarium*- Cemetery committee has taken bids for cement work at cemetery. Vendors reviewed. Discussion followed on bid process. Recommendation for process to be revisited.
 - P. *Sidewalks*- Safety issue. Need to move on replacing and/or repairing high traffic areas. Yearly maintenance required.
 - Q. *Water cooler*- Water cooler has been donated for school Proposed to install by school gymnasium. Requires plumbing/ GIF
- 4. *Parish Business Administrator report*- See Attached.
 - 5. *Campus Report*-
 - (a) *Interior*- Plaza tilework
 - (b) *Exterior*-Sidewalks
 - (c) *Parking Lot*-

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

Minutes respectfully submitted by Teri.