

## Administrative Services Commission Meeting

May 18, 2016

6:35 pm

Minutes

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

Absent: Don, Ron L

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. Discussion followed on the commission communication form.

### *Columbarium Project-*

A design meeting was held Tuesday on the columbarium project. proposal B was accepted. The design includes four columbaria to be installed behind the cross near the center of the cemetery. A larger fifth columbarium will be near the east fence. The center section will be finished with either pavers or a stamped concrete.

Concern was expressed about regulations for water runoff. Discussion followed.

### *School Security System-*

The proposal to secure the lower level has come full circle. The current plan is to secure the lower level from the parish center plaza (south end) by locking the doors at the bottom of the stairs and adding mag locks to the north stairwell tower.

This eliminates the vestibules and reduces the cost of the project. The entrance to the school by grade one will include a camera and buzzer system to remotely open the doors. Elevators will be locked off by floor.

Cost is estimated at \$42,000.

This project is to be completed by the start of the 2016-17 school year.

### *Church/ SJH Lighting Project*

Lighting is installed in St. Joseph Hall. The color of the wood panels is too light. They don't match the ceiling woodwork. The electrician is aware and will install a laminate veneer to the fixtures for a better match. The new diffusers in the hall have changed the airflow and created noise. The airflow needs to be balanced.

Work has begun on the church lighting.

### *School Boiler Room Storage*

Due to financial concerns, this project has been delayed.

### *Bell Tower Phase One*

Finance Commission approved the allotment of funds for the inspection of the bell tower this spring. Contractor to contact Mike to schedule.

### *Parish Security System-*

Project on hold.

### *School Walk-in Freezer*

Project on hold; waiting to hear if grant application is approved.

### *Plaza Info Units*

Project on hold. Remove?

### *School Utility Closets/ Mop sinks-*

No input; Plumbing issue- need to leave on list

### *Rectory Humidification*

Remove from list

*Phone System*

Project is not slated for this year; leave on list

*Computer Room Cooling Project-*

Completed. Moved servers to another storage area.

*Main Entrance Canopy Damage (West entrance, Door 1)*

Repair for damage from Snow removal incident is complete.

Second incident occurred. Damage caused from delivery truck for a rental event. Repair from this incident is in the works.

Discussion followed on workmanship of repair.

*Elevator Inspection*

Two bids were received to get elevator pit to code. Ultimate Construction Services -Cost is estimated at \$55,000. Advanced Waterproofing and Foundation Repairs proposed an alternate solution at the cost of \$12,145.

State elevator inspector heard presentation from AW. Approval from city plumbing inspector is required. Schindler Elevator needs to be involved and a plumbing contractor hired. Suggestion to up estimated cost to \$25,000 to cover these associated fees.

Motion made to approve the AW method, motion seconded and approved unanimously.

*Chapel Air Flow*

Cost is \$5000 for a fan powered VAV box. Estimated cost for the project \$15,000.

***Review of line items for 2016-17 budget year***

Reviewed items approved by ASC. See spread sheet for details.

*Campus Sidewalks*

Estimated bid to do all campus sidewalk is \$45,000. A place holder needs to be added to the spread sheet to parcel out project in phases. Add \$10,000 per year to spread sheet.

Repair to the west side of campus is priority for the first year.

*Parking Lot Repair-*

Parking lot repair was approved by the Finance Commission.

***2016-17 Capital Projects to be submitted to Finance Commission***

School Security Project- \$42,000

Elevator Project- \$15,000

Motion made to dismiss. Motion seconded and approved.

Meeting closed with prayer.

Minutes respectfully submitted by Teri.