

**Administrative Services Commission Meeting**  
**May 16, 2017**  
**6:35 pm**  
**Minutes**

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

1. The meeting was called to order and opened with prayer led by Mike
2. PLC Report- Larry presented information as discussed at last PLC meeting. Minutes are available for review on the parish website.
3. Ad Hoc committee reports
  - A. *Heating System Water Loss*; Two heating loops have been shut down. Water pressure has been stable. Funding to pressure test rest of the in floor heating system to be validated.
  - B. *Bell Tower*– Bell tower was inspected by Building Restoration construction. Several recommendations were made by BRC. ASC discussed employing a professional engineer to provide a scope of work for the bid process. Motion made to hire services of a professional engineer. Passed by voice vote. After scope of work determined, bids will be taken for repair.
  - C. *Telephone System*- contract signed. Details and scheduling pending.
  - D. *Rectory heating*- Cool Air to provide time and material quote. Larry J to assist with scope of work. Fr. Skluzacek gives this project priority over garage project.
  - E. *Eagle Scout Project*- rain garden near west parking lot. Work scheduled for June 17-18
  - F. *TV Kiosks*- TVs/ monitors purchased. Waiting on Electrical and Ethernet
  - G. *Balancing air flow for parish center first floor*- includes Chapel of the Angels, Adoration Chapel and St. Joseph hall. Finance committee approved funds for \$8900, asking for green light for project.
  - H. *Street Closure for FallFest*- application for block party closure sent to Mark.
  - I. *Additional Cabinets for DVD Storage*-Archives committee to be contacted about sharing current storage areas. No updates
  - J. *Lighting in Church*-waiting on pendant lights for sanctuary
  - K. *Wood Windows on South Side of East Wing of the School*- cost for total kindergarten windows estimated at \$11,000. Existing windows at end of life. Sent to Finance commission for approval. Decision needs to be expedited so work can be completed during school summer break.
  - L. *Columbarium*- Cabinets are in place. Dedication anticipated in June- July.
  - M. *School Walk-in Freezer*- Bid for walk-in freezer and cooler \$23,528. \$18,000-20,000 of funding provided by Wines to Wishes. Need to rent a freezer while replacing walk-in. pushing to get the installation done over summer break.
  - N. *Rectory Garage Project*- on hold
  - O. *Chiller back up piping*- **\*NEW\***- Church chiller is circa 1985; Parish center Chiller is circa 2000. Larry and Mike to review possibility of connecting church to parish center. Project would be a winter job.
  - P. *Fire inspection*- Fire marshall overall impressed with maintenance and care of facility. Three items need to be addressed: Mount a fire extinguisher in staff lounge (complete), Label paint locker (complete), Install signage for roof access. (in process). Additional concern was noted: some carpet in school rippled, trip hazard.
4. *Parish Business Administrator report*- See Attached.

5. *Campus Report-*

*Interior-* tiles in plaza area need to be repaired, replaced

*Exterior- Sidewalks-* Safety issue. Need to move on replacing and /or repairing high traffic areas. Yearly maintenance required. Requesting \$15,000 to replace sidewalk on West entrance from planters north to the street (9<sup>th</sup> Avenue)

*Parking Lot-* islands sinking

Meeting closed with prayer led by Mike.

Motion made to dismiss. Motion seconded and approved.

Minutes respectfully submitted by Teri.