

**Administrative Services Commission Meeting**  
**November 19, 2014**  
**6:35 pm**  
**Minutes**

In Attendance: Mike, Brian, Jim, Tom, Teri, Larry J., Larry B., Peter  
Guest: Ron, Fr. Skluzacek

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

*Summary of September PLC meeting* - Larry  
PLC minutes are available on the Parish website.

***Ad Hoc Committees Reports***

*Church window*- leaking of large vertical windows- Cary has taken the lead on this project. He will review all data and start from scratch on this project with a visit to the roof to review problem areas.

*St. Joseph Hall*- Jim

Three quotes are in for the carpet. Quotes range from \$32,000- \$35,000. There is discussion on the benefit of carpet tiles vs. broad loom roll. Some staff and members of Arts and Environment Committee are going to St. Odilia's on Friday to view recent carpet job of their fellowship hall with carpet tiles. Not realistic to do before Christmas. Decision on Carpeting color will still need to be made. Bdget is there for the project to be done. Motion made to go forward with Carpet project for St. Joseph hall. Motion seconded and carried unanimously by a voice vote. ( Note: No need to send this to finance Commission since money has already been allocated for this project.)

*Rectory Chapel*- Jim

An inquiry has been sent to contractors for this project. A bid was received to do project for under \$6000. The estimated cost of this project was \$8200. Project is expected to be done before Christmas. The project is projected to be under budget, the funds have been raised and earmarked for this project. Motion made to go ahead with the project and contractors. Motion seconded and approved by voice vote.

*Campus Signage*-Tom

There is a need for improved rest room signage. More investigation needed for this signage.

Welcome Desk Signage- Tom visited St. Raphael's on Father's recommendation and reviewed their signage of their information center. Tom worked with Sign-a-rama to come up with a similar design using the parish crest. The sign is blue in color and on order. The sign should be ready next week. Our maintenance staff will install over Welcome Desk.

*Heating System Leak Investigation-Larry J*

Cool Ari mechanical was out to check the loop under the Chapel of Angels and Adoration for leakage. No leaking was detected in this loop. Further investigation need to find source of leak that continues to deplete glycol.

*Columbarium project- Ron*

Cremations are 60% of all burials. Possible locations for the columbarium would be to the left and right of the cross at the main entrance. They would be located slightly behind the cross. Another possible location would be down the center aisle behind the cross. Several local columbariums have been visited and reviewed.

*School Kitchen Floor Drain- Larry B*

School kitchen floor drain was checked with a video camera for a break. No break was found. The cause of the bulging and cracked tiles has not been found. It is recommended to remove the cracked tile and replace. The kitchen was inspected by the state and the tiles are noted on the report as needing replacement. Replacement to be done over Christmas break.

*2015 Street Reconstruction- Brian*

MNDOT will be replacing the 10<sup>th</sup> Street Bridge (AKA County road F) after the completion of the school year in 2015. To work with this planned improvement, the city plan to rehab our local streets accelerated one year to 2015. Proposed construction includes street surfacing, concrete curb and gutter, Storm sewer, and water and sewer utility improvements. 8<sup>th</sup> Street NW, 10<sup>th</sup> Street NW, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Avenues are all impacted.

The estimated assessment for St John's is \$38,950. At the hearing, a plane to remove and replace a sewer line that runs through the run-off pond was mentioned. The runoff pond is at the west side of the west parking lot next to Veteran's Park. The addition of a sidewalk on the west side of 1<sup>st</sup> Avenue NW was also part of the plan. The side walk is viewed as a benefit to St. John's.

Project is scheduled to be complete October 2015.

*Monthly Business Administrator's Report- See attached.*

***Student Resources Room-*** The room is above the Athletic Director's office and has an open stair well that makes it cold in the winter. Investigation needed on how to proceed with closing off the room or making it warmer. There are egress implications to this project.

***Cracking tiles in the bathrooms-*** Several tiles are cracking in the bathrooms. May be due to settling of the building. Additional investigation needed.

The meeting was adjourned.

Minutes respectfully submitted by Teri