

**Administrative Services Commission Meeting**  
**November 18, 2015**  
**6:35 pm**  
**Minutes**

In Attendance: Tom B, Mike, Larry J, Larry B, Tom H, Jim, Don, Teri, Ron L, Cary  
Absent: Joe, Ron F  
Guest: Fr. Jaspers

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

***PLC Rep Report*** – Larry J –PLC Minutes available on the website.

***Ad Hoc Committee Reports***

*Heating system-* Mike

All levels appear to be holding. Waiting for cold weather to arrive before this item is taken off of the list of projects.

*Columbarium-*

No work anticipated until spring of 2016

*Street Project-*

Construction on streets surrounding St. John's completed.

*Student Resources Room/ Stairwell project-*

Inspection for the sprinkler head will be completed with other sprinkler head maintenance.

*School Security Project-Mike*

Mark Dittman will lead this project. Mark is working closely with Jim.

Two options are under consideration for this project.

Option 1-Construct Vestibules on north and south end of the main level to enclose stairwells.

Option 2-Limit access to lower level west side. See attached diagram.

Option 1- All operations for maintaining security is on the main floor.

Access granted by School office, welcome desk, pastoral office

Option 2- requires the construction of a toilet room on the west side.

Pricing to be compiled for both options.

Discussion on plumbing to add a new toilet room.

Discussion on both options.

The ASC supports this project moving forward.

*Church Lighting-*

Electrician to “value engineer” the project. Looking at different selection of fixtures.

*School Hot Water Heater and Associated Piping*

This project is underway. Water is off in the school from Nov. 20- 25 to do partial tie-in to the system. The remaining tie-in for this project to be completed during Christmas break.

*Bell Tower-Ron L*

In August, a restoration engineer submitted a bid of \$6000-7000 to further evaluate the cracking of the bell tower. To inspect the cause of the cracking, brick will need to be removed near iron supports of the tower.

This project cannot go forward until spring (April time line). Cracking on School exterior should be evaluated as well.

Motion made to approve the evaluation of bell tower. Ask that the bid on the evaluation be modified to include review of the school crack, include each area as a line item.

Motion seconded and approved.

*School Gym Floor*

Bleachers to be in place Thursday, Nov. 19. Project completed.

*Parish Center Security Project*

Plug and play camera to be installed to secure key areas. Mark D to be lead on this project.

*Crack upstairs in parish center*

Not a structural concern.

*ASC Constitution and Bylaws*

Approved

*ASC Chair* is still needed. Please prayerfully consider if you can fulfill this role.

*Monthly Business Administrator Report*

See attached.

*Campus report*

*Interior-* Prep continuing for winter. No major issues.

*Exterior-* Planters on West side of church. Don to evaluate and make a recommendation.

*Staffing-* Person who cleans the church resigned, looking for replacement.

One staff member is in training for Boiler Certification.

*Parking lots*

Should be coated and chipped next year. Some cracking has begun.

Lots should also be striped. Estimated cost for this project- \$11,000-15,000.

Motion made to dismiss.

Minutes respectfully submitted by Teri.