

Administrative Services Commission Meeting
October 18, 2016
6:35 pm
Minutes

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

Absent: Don, Jim, Larry J

Guest: Steve

1. The meeting was called to order and opened with prayer led by Mike
2. PLC minutes for October available for review on the parish website
3.
 - A. *Heating System Water Loss*- No report.
 - B. *Columbarium Project*- Project approved by the City Planning Committee, City Council and the Archdiocese.
 - C. *School Security System*- System going live Friday November 18. Lower Level in lock down and elevator access is restricted during school hours. JCare parents have PIN access for drop off and pick up of children.
 - D. *Church Lighting Project*- complete
 - E. *St. Joseph Hall Lighting Project*- complete
 - F. *School Boiler Room Storage*- complete
 - G. *Bell Tower Phase One* – difficulty finding mortar and brick to match existing materials. Plan to take brick from non-conspicuous area of church and use to replace bricks removed from bell tower. New brick will be swapped into non-conspicuous areas. Plan to be on site Thursday to remove. Discussion followed on availability of engineer to inspect structure. If no engineer available, bell tower will not be opened up until spring.
 - H. *Parish Security Project*- Cameras etc for plaza & church. Project open
 - I. *School Walk-in Freezer*- Grant application was not approved. Recommendation made to revisit cost and options. Replacement cost estimated at \$20,000. Reach in freezers being explored.
 - J. *Plaza Information Units*- closed
 - K. *School Utility Closets*-Maintenance staff to work on during Thanksgiving and Christmas breaks.
 - L. *Telephone System*- Infrastructure out of date. Suggestion to explore cost of used replacement unit to have if system crashes.
 - M. *West Entrance Damage*- Repair complete
 - N. *Campus Security System*- Hardware for three entrances to the parish center, school and adoration chapel were replaced with units that mesh with school security system.
 - O. *Keyless Security System*- Continue to replace door locks with fob system. On hold
 - P. *Elevator Project*- State did surprise inspection and found water in the elevator pit. A “citation” was issued but elevators were not red-tagged. The vendor (Advanced Water Systems) who did repair has used this method in Minneapolis and St. Paul and has not had issues. AWS has come up with an alternate solution at no additional charge to St. John’s. The proposal has been sent to the state for approval. No response from state inspector at this time.
 - Q. *St. Joseph Hall/ Chapel of Angels / Adoration Chapel Air Flow*- Bid to balance air flow \$11,800
 - R. *School Playground Equipment*- Lions’ Club approached for donation to fund repairs. Equipment was funded by Wines to Wishes, suggestion that upkeep should be funded by school.

- S. *Rectory Drainage*- Sump pump drainage basket discharge to the east. In winter, causes an ice buildup on the driveway and east sidewalk. Discussion followed on suggested solutions including, burying drainage pipe and discharging on East into street, burying drainage pipe and discharge to the south, taking drainage from rectory sump pump and merging with church drainage into storm sewer. Investigation to continue.

The ASC continues to revisit Telephone system and school walk-in freezer issues. A motion was made for the ASC to have these priority items reopened and funding options explored to find a solution.

Motion passed unanimously.

4. *Membership*-
5. *Monthly report*- Loss of Water in heating system indicates continued leakage. Further investigation of leaks needs to be outsourced. Motion made to approve study of in-floor heating leaks. Motion was seconded and approved by voice vote.

Meeting closed with prayer led by Mike.

Elevator Inspection

Advanced Waterproofing and Foundation Repairs completed work on this project over the summer and passed inspection done at completion of project. "Surprise" inspection by different inspector occurred recently and water was found in the elevator pits. Water was in the recessed well and a citation issued. The citation did not give a timeline for repair and elevator use was not restricted.

Advanced Waterproofing was contacted. Discussion followed on contract with Advanced and definition of scope of work. Cary to review and assess whether additional work needed falls under warranty.

*School Playground Equipment- **NEW***

Slide and spinner on school playground equipment are damaged and unusable. Slide is an obsolete design. A replacement part is available for a temporary fix at no charge. New Slide costs \$4375. New Spinner is \$1148 plus an installation charge. New Brighton Lions Club supports local schools and has contacted St. John's to offer support. It is recommended that a request for funding to repair slide and spinner be sent to the Lions club. Reserve Funds from Medtronic Matching Gifts may be available to supplement any donation from the Lions.

*Rectory Drainage- **NEW***

New sidewalks were added during street renovations to the rectory front yard. The rectory sump pump drains to the front yard. Drainage created ice hazard on sidewalk throughout last winter. The hazard required daily salting of sidewalk and placement of hazard cones.

Suggestion made to re-route drainage to a French drain in the back yard or to storm sewer. Cary will assess the situation and recommend a "fix" to the problem. Mark will contact the City with proposal and ask for city for assistance.

Mark thanked everyone for their work on the ASC. He asked for more, clear direction on the various projects. The combined expertise on the ASC is a great asset to the St. John Community. Mark left to attend another meeting.

Heating System Water Loss- This is the third year of consistent water and chemical loss. Experts needed to come in and do a pressure test to isolate the zone(s) with the leak. Larry J will contact Cool Air to get a quote on a pressure test.

Columbarium Project- The project has been approved by the City Planning Commission and the City Council. A request for approval has been sent to the Archdiocese. The Cabinet is to be built over the winter. Concrete work may be done this fall. Pre-sales for will begin this winter.

Church/ SJH Lighting Project

This project is complete.

School Boiler Room Storage

This project is complete.

Phone System

Project is not slated for this year. Commission thinks this project is a priority. Est. Cost \$19,750

Main Entrance Canopy Damage (West entrance, Door 1)

This repair is complete.

Chapel Air Flow

Estimated cost for the project \$15,000. Larry to contact Cool Air Mechanical to check calibration.

Parking Lot Repair-

Parking lot repair completed over the summer.

Vines on Church Exterior-

Vines are known to damage mortar. Vines are present extensively on the exterior of the Church. ASC recommends that Gardening Committee take action to remove vines.

Motion made to dismiss. Motion seconded and approved.

Meeting closed with prayer.

Minutes respectfully submitted by Teri.