

Administrative Services Commission Meeting
October 21, 2015
6:35 pm
Minutes

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

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

PLC Rep Report – Larry J noted that the PLC is asking for ASC Constitution and Bylaws
The ASC Mission Statement has been approved.
The goals for the ASC from Fr. Jaspers need to be reviewed and approved.

Ad Hoc Committee Reports

Columbarium project- Ron

Meeting on October 27 with contractors to discuss. No work anticipated on Columbarium until Spring/ Summer 2016.

Student Resources Room/ Stairwell project-

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

School Security Project-Mike

Draft for proposal to enclose stairwells on North and South ends of the parish center. Quotes for proposals to key off elevator access to the Lower level and to install Magnetic Locks have been submitted. A tour of lower level will be given at the end of the meeting to discuss security options. ASC is looking for direction on how to proceed.

Church Lighting-

A quote from an Electrician on installation of the proposed lighting design comes in at \$286,210. There is a potential rebate of \$18,500. The final cost with rebate is \$267,710.

Note: Ceiling painting and patching will be required and the cost is not included in this quote. Repair or replacement of existing light fixtures or wiring is not included except as noted in the quote. Costs for these items could be substantial. Discussion followed. Painting of the ceiling will eliminate the acoustic quality of the ceiling work. It was expressed that at a 21 year return on investment, this project can no longer be sold as a cost savings investment.

Electrician can parcel out the bid to “value engineer” the project. E.g. current dimmer is compatible but will not have all the features of a new system.

Difference in first bid and the current quote is due to the scope increase of the project. Initial bid was for areas over the pews only. The current bid includes the pew area and the perimeter walk ways, baptistry, etc.

School Hot Water Heater and Associated Piping

A motion was approved by the ASC to replace the hot water heater and piping based on the Gateway Mechanical bid from August of 2015. The project was forwarded to the Finance commission for approval.

(The recent gift to the parish was mentioned for funding. It was noted that the gift was an endowment and is not cash on hand.)

Post meeting note: At the PLC meeting, the Finance Commission noted that they will pass their recommendation to accept the project on to the Pastor.

Data Room

The data room in the lower level overheats and needs cooling. A bid for a new ductless split system was received. Mike and Larry J will review the scope of the project.

Pumps

Three pumps are in need of repair. A bid was reviewed for this project. The cost to repair these pumps will be covered by the operating budget.

Commission Goals for 2015-16

The goals from Fr. Jaspers for the commission were reviewed:

Administrative Services Commission Goals

Continue to maintain and keep up-to-date the maintenance plan for our parish & school campus. Identify imminent facility maintenance needs. Evaluate and rank the top five non-urgent capital improvement projects based on their contributions to safety, beauty, and permanent cost reduction. Safety concerns an item or process that is vital to building function or peoples' safety. Beauty involves significant enhancement to peoples' enjoyment of space for liturgical, artistic or social use. Permanent Cost Reduction involves work that would significantly increase efficiency in energy or other resource allocation. Candidates for review include the interior lined ductwork in the 1968 construction. Review of chilled water (cooling) system. Review of heating water system and boilers.

A motion was made to approve the goals. The motion was seconded and approved by a voice vote.

Capital projects can be categorized emergency items e.g. the boiler room/ hot water issue at school or the school security system since it is tied to accreditation.

Other capital projects are optional items. Those items may enhance worship or beautification of the campus. Church lighting may fall in this category.

Tour of Lower Level Security Options

The ASC needs approval about the scope of the project. Who approves modifications to the original plan? ASC will refer to the PLC for guidance.

Post meeting note: This item was discussed at the PLC meeting. The PLC recommends that representatives of the School and some other Commissions participate in the planning.

Motion made to dismiss.

Minutes respectfully submitted by Teri.