

Administrative Services Commission Meeting

October 18, 2016

6:35 pm

Minutes

In Attendance: Tom H, Teri, Cary, Ron F, Don, Larry J, Mark D

Absent: Ron L, Jim, Larry B, Mike, Tom B

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

Mike M has been out with illness since mid-September. He is expected to return October 31. Mark D attended a portion of the meeting in Mike's absence.

Ad Hoc Committee Reports

School and Parish Security System- Infrastructure is complete for school security system. Need to activate programming and establish protocols.

The current software for the three exterior access doors in plaza is out of date. Cost to update is \$1200. For additional \$2000, the exterior access doors can be tied into the new security system for the lower level. Discussion followed.

Motion made to add the three exterior access doors to new security system for an estimated cost of \$3200. The motion was seconded. A vote followed and was approved unanimously.

Bell Tower Phase One

Contractor is looking for brick to match existing brick to repair bell tower after inspection. No inspection has occurred at this time.

School Walk-in Freezer

Grant application was not approved. Recommendation made to revisit cost and options. Assess replacement costs. Assess actual space needed vs replacing existing freezer space.

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.