

Administrative Services Commission Minutes – 10/17/2017

In Attendance- Tom H, Larry B, Mark D, Cary B, Ron F, Jim O, Don N, Tom B

1. Opening Prayer. Tom H.
2. Pastoral Leadership Council Representative Report. – N/A- No PLC Meeting in September
3. Ad Hoc Committee Reports.
 - a. Heating System Water Loss. – Larry J./Larry B., Accepted \$3,000.00.-
Vendor was unable to pressure test zones due to inability to isolate zones. Turn off valves need to be installed. Discussion was tabled.
 - b. Bell Tower Project. – Ron L./Cary B.
Four bids received for project. Bids ranged from \$16,000- \$36,000. Engineer Consultant reviewed and recommended accepting the low bid from Building Restoration with work to be completed in spring. Motion made to accept bid from Building Restoration. Motion Seconded. Motion carried by voice vote.
 - c. Rectory Heating. – Accepted at \$39,975.00.
Project completed. Priests have noted that the rectory is still too hot. Warmer weather complicates making a determination if issue is resolved. Mark to follow up with priests.
 - d. Church Lighting. – Jay H., program issues.
Need a laptop to control new system. Administration is reviewing existing equipment to see if a laptop can be repurposed for this use.
 - e. Chiller Back-up Piping. – Larry J., **open issue.**
Tabled
 - f. Church Doors. – **new item.**
Cary inspected doors. Trim and framework need sanding and staining. Discussion on whether this is something maintenance staff could do as a part of regular upkeep. Project on hold until new Director of Maintenance is hired.
 - g. Campus Side Walks. – question on slipperiness
New sidewalks near Door 1 were recently resealed with a heavy coat of sealant by Neck Construction. Sealant has a sheen that may increase appearance of slickness. Sealant will wear over time. Staff to monitor.
 - h. Sculpture Garden Concern. – Don N./Tom H., removal of one ring okayed.
No ring to remove for drain. Discussion followed on various solutions to drainage concerns. Neck to provide bid on catch basin. City will need to approve any changes to drainage.
 - i. Church Windows – Tom H./Jay H., estimated at \$45,000.00. Safety concern.
ASC Members met with 3 vendors to review windows. Gaytee Glass confirmed bids of \$97,000 to replace windows on East and West side of church. Separate bid for South windows.

White Bear Glass reviewed and bowed out of bidding process.

Brin Glass recommended replacing two interior windows that are damaged.

Bid- \$3895.

Discussion followed on methodology for the installation of windows. Motion made accept bid from Brin Glass and replace the two damaged windows. Motion seconded and approved by voice vote.

j. Outdoor Gardens – tabled until new Dir. Of Maintenance in place

k. Handrails – Tom B.

No new information on this project.

4. Monthly Report.

a. Mark D. *See attached written report*

5. Campus Report.

a. Parking & Parking Lots. Yellow safety edge.- *Completed by staff*

b. *Glycol for church heating system. FMP noted that glycol levels at 10%. Levels should be at 30 %. FMP recommends adding glycol. Estimated cost \$2400. Members noted the relationship of this item to above item 3a.Heating System Water Loss*

c. Campus Security. Rekey estimate \$35,000.00 and /or FOB's. *No new information*

6. Closing Prayer. – Tom H.

Respectfully submitted by Teri Shea