

Administrative Services Commission Meeting
September 16, 2015
6:35 pm
Minutes

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

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

Ad Hoc Committee Reports

Church windows- Cary

Baptistry windows have been inspected and repaired. Caulking has been completed on the other windows. The project is considered closed until funding becomes available to replace the windows.

Campus Signage-Tom

Campus signage for school flagpole door and gym entrance was completed over the summer. Project results look great. We have received many compliments on the new signage. Thanks to Tom H. for leading this project.

Heating System Leak Investigation-Larry J

Maintenance is in process of put the heating system on-line for fall. They are testing to see if the system is holding. Last year, a section of the heating system in the church was taken off line because of a suspicion that the leak was located in one of the in-floor coils. There was no evidence of leaking once that section was taken off line.

Columbarium project- Ron

No new information. Cemetery committee meeting is in October. No work anticipated on Columbarium until Spring/Summer 2016.

Cemetery- A water meter was installed at the cemetery per the city. The meter needs to be removed for winter and stored in a garage. Jeff, the cemetery sexton is aware of the maintenance needs.

2015 Street Reconstruction- Project is underway. The water supply was turned off to two of our buildings during the project without receiving proper notification. Otherwise, the city has been great in working with us. They have informed us on the progress of the project and they limit, to the best of their ability, the impact of the construction during our weekend Masses.

Student Resources Room/ Stairwell project- Jim

The stair well is capped. The remaining work with regards to the sprinkler head modification will be completed as part of the work order with our service provider.

Parish Center Floors- Jim

No new information.

School Security Project-Mike

School Security is an issue due in the lower level of the parish center. The issue was noted in the school accreditation process last fall and action steps must be completed to keep the accreditation.

A draft proposal was distributed to create a lock down area near the welcome desk in the plaza and near the school office. The proposal includes pricing for installing key switches in the elevator to lock off the elevators to the Lower level.

A bid to rekey the campus is also included from a previous initial inquiry to rekey the campus to an electronic key system.

A bid to reconfigure nine doors for the security project is also included that does not include the electrician and security contractor.

Our current security contractor will be brought in for this project as well as a general contractor.

ASC asked to do a walk through on this project in early October when Jim is available. The ASC wants to explore creative strategies to address this issue.

Church Lighting-

Bid for church lighting was approved for FallFest Funding. A third party is validating the original design.

School Hot Water Heater and Associated Piping

The school has no hot water. All sinks in the school (except one) are impacted indicating the problem is at a source level not an auxiliary line.

The water heater is at the end of its life (purchased 1990). The existing piping is original, 1951.

A motion was made to replace the hot water heater and piping based on the Gateway Mechanical bid from August of 2015. The motion was seconded and carried by a voice vote.

Bell Tower Crack

Structural engineer has reviewed the crack. Project discussion tabled until October meeting

Membership

A new chairperson for the ASC is needed as required in the ASC constitution. Note: Staff and Trustees cannot be the chair as indicated in the ASC Bylaws and Constitution. Please pray on this call for assistance.

Meeting closed with prayer.
Motion made to dismiss.
Minutes respectfully submitted by Teri.