

## **Administrative Services Commission Minutes – 09/19/2017**

*Attended: Tom B, Larry B, Tom H, Larry J, Cary B, Ron F, Don, Mark D (portion of meeting)*

*Guest: Steve B*

1. Opening Prayer. Tom H.
2. Pastoral Leadership Council Representative Report.
3. Ad Hoc Committee Reports.
  - a. Heating System Water Loss. – Larry J./Larry B., Accepted \$3,000.00.
  - b. Bell Tower Project. – Ron L./Cary B., Accepted for \$4,000.00 Engineering Scope.
  - c. Replacement Telephone System. – Teri, completed.
  - d. Rectory Heating. – Accepted at \$39,975.00.
  - e. Eagle Scout Project West Parking Lot Drainage Basin. – Mark D./Mike, completed.
  - f. TV Kiosks in plaza and School Office Lobby. – Mark D., completed.
  - g. Air Flow SJH, CA and AD. – Larry J., completed. System balanced. If air flow is still inadequate can adjust.
  - h. Street Closure for Fall Fest. – Mark D./Larry J., block party permit.
  - i. Additional Church Lighting. – Jay H., program issues.
  - j. Wood Windows School. – Cary B., completed.
  - k. Columbarium. – Mark D./Ron F., completed.
  - l. School Walk-in Freezer Replacement – Tom H./Mark D., completed
  - m. Rectory Garage. – Tom B., accepted \$9,750.00. Work in progress
  - n. Chiller Back-up Piping. – Larry J., **open issue**.
  - o. Fire Inspection Report. – Mike, completed.
  - p. Church Doors. – **new item**. Church doors staining is faded, kick plates look bad, damage to bottom of doors. Further investigation needed.
  - q. Campus Side Walks. – Don N., phase one completed. This is an ongoing project. Money to be allocated for yearly maintenance and repair. Concretes Islands in west parking lot need to be looked at for next phase of project.
  - r. Sculpture Garden Concern. – Don N./Tom H., removal of one ring okayed. Drainage issue revealed during sidewalk project. Drainage cistern elevated from sidewalk. City approved removal of one ring. One ring will not lower the grate enough to take care of issue. Further inspection needed.
  - s. School Carpeting. – Ann L./Mike M., 108, 109, 110, 111 and 112 completed.
  - t. Church Windows – Tom H./Jay H., estimated at \$45,000.00. Safety concern. A clerestory window cracked broken piece of glass was hanging creating a safety hazard. Further investigation revealed at least one other cracked window on the same side. There are cracks in the windows on the opposite side of the church as well.  
Bid of ~\$46,000 received from vendor to replace windows on East Side. Discussion followed.

Motion made to accept the bid of \$46,000 to place east-side windows. Request a bid to replace the rest of the windows. Request to include raising the glazing to a minimum of 6 inches over the roof. Motion carried by voice vote with one abstention.

u. Out Door Gardens – Mark D/Tom H., urgent needs.

4. Monthly Report.

a. Mark D- Looking for items for Christmas Wish List Price Range \$500-5000

5. Campus Report.

a. Parking & Parking Lots. Yellow safety edge.

b. Campus Security. Re-key estimate \$35,000.00 and /or FOB's.

6. Closing Prayer. – Tom H.