

Administrative Services Commission Minutes – November 21, 2017

1. Hearing Loop presentation by Jay Hunstiger, Director of Worship
Guests for the presentation: Finance Commission
See attached handouts: Finance commission-Loop Definition; Memorandum on Looping; Proposal- Midwest Hearing Loops; Proposal- Saw cutting
Donation of over \$2000 has been received for this project; looking for additional seed money of \$10,000 Estimated cost for the project - \$25,000.
Two demonstrations were given for parishioners and were well received.

After presentation, ASC continued discussion n hearing loop

The following are Hearing Loop Questions and Concerns:

1. Per the memorandum on Looping: 12-14% pf population has hearing loss. And only 15-20% of people with a hearing loss use hearing aids. So logic would tell us this: 700 people at one Mass x 13% that have hearing loss =91 people at one Mass. And 17% of the 91 =17 people that would benefit, but only 60% of those 17 people have a CI or Tele-coil or will turn them on or go get them programmed, which leaves us with about **10 people** at Mass that will benefit.
2. Church pews are built into place. We will need to drill out several wood plugs on each section, (each row of pews has 3-5 sections) to access hardware to remove pews. We will need to have all new wood plugs fabricated at reinstall We would estimate 10 hours of labor for each row of pews, plus cost of materials to take them apart, move them, move them back and reassemble.
3. It appears saw cutting cost is separate (\$7800)
4. Saw cutting requires the removal of floor wax. Our terrazzo floor has wax. We will need to hire a commercial floor wax removal company to remove wax with chemicals and floor wax removal machines when the cuts are. The area will then need to be re-waxed at completion. It will never match our existing floor wax color that is older.
5. Marble terrazzo will edge chip. Will insert cover this? Will floor cutting company guarantee they will not cut an in-floor heat pipe? A cut to one of the loops in the floor will be very costly in repairs and water damage.

Motion made to research further. Per ASC protocol for projects over \$5000, another bid is required. Explore options that do not require moving pews.

2. Welcome Pat Hinnenkamp, Director of Maintenance
3. Pastoral Leadership Council Representative Report. – Cary B. – Review implementation of new Parish Mission on ASC. Use the Mission, vision and Values Statement during review of projects and impact on parish community.

4. Ad Hoc Committee Reports.

a. Heating System Water Loss. – Larry J./Larry B. –

Contractor was to get back to Mark with revised bid for this project. Determine if this is a want or need. If we are still adding water due to pressure drop from water loss, this is a need. Glycol ratio is low due to continued addition of water to maintain pressure Recommendation from McGough is to add glycol to get to recommended 30%.

b. Bell Tower Project. – Did contract get signed with a date range for spring start?

It is recommended that an agreement is in place with a start date. Also contracted engineer is to be onsite for project to represent St. John's and to review project. Contractor to be contacted with start date in advance to insure his presence.

c. Rectory Heating. – Still too hot. Recommended that Gauges to boiler be turned

down. Return temp needs to be at 140° Reduce set point by 10° until return temp is in 140° range.

d. Church Lighting. – laptop obtained; needs programming. No new info

e. Chiller Back-up Piping. – Larry J., **open issue.** "Want" not "Need" item.

Looking at way to tie- in chiller from church to parish center chiller. Parish center chiller could be back up in case of failure.

f. Campus Side Walks – west entry is pitted. \$10,000 was requested in budget for

ongoing repair of sidewalks around the campus. This area to be included in the repairs next spring/ summer.

g. Sculpture Garden Concern. – Don N. to quote new catch basin. He requested

that I talk to Mark Dittman about the garden area and to see if there were any dedicated items in that area. It was also brought up for Don to talk to Craig Schlicting (spelling of last name) from New Brighton City Hall about connecting to the city drainage system. (Note: Answer to the question about dedicated items: Currently there are no dedicated items in the Sculpture Garden.)

Closing Prayer – Tom H.

Respectfully submitted by Teri Shea