

Administrative Services Commission Meeting
October 15, 2014
6:35 pm
Minutes

In Attendance: Mike, Cary, Larry J., Larry B., Teri, Tom & Jim
Guest: Beth

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

Summary of September PLC meeting - Cary
PLC minutes were distributed and are available on the Parish website.

Administrative Services Commission in search of a couple of new members. Please forward suggestions to Mike.

Ad hoc committees and their roles- With the large number of projects and the need to prioritize them, Alan suggested that the ASC create Ad Hoc committees to do the leg work on some projects.

The following projects were suggested

Church window- leaking of large vertical windows (Cary)

St. Joseph Hall-

Quotes are in for replacement of carpet in St. Joseph hall and to update the AV capabilities for that space. FallFest funds will be used to cover these costs. (Jim to review carpet bids, Arts & Environment to be consulted)

Rectory Chapel-

Funds have been raised to support this project. (Jim)

Campus Signage-

Rep from Sign-a-rama was out to walk the facility. He had ideas to improve some of the existing directional signage. He will provide a bid. (Tom will take this on and solicit input from Chuck.)

Heating System Leak Investigation-

The leak is likely in the Chapel of Angels in-floor heating system. It was suggested to use an infrared camera to assist in finding the leak. A couple of sources were identified to get access to infrared camera. Repair of this leak would be a cost savings to the parish. (Larry J)

Columbarium project- Finance Commission has done some fact finding to determine whether this is financially feasible. (Input from Cemetery committee desired.)

School Kitchen Floor Drain-

School kitchen floor drain is rotted out under the kitchen equipment. Bad aroma from drain occurred after FallFest which required multiple days of flushing with water to eliminate. A camera inspection of waste floor drain will be completed this Thursday, Oct. 16. Project will require moving kitchen equipment and tearing up floor tile. Time frame for this project expected to be 8-10 days. Project will need to be done during Christmas break or next summer. (Larry B)

2015 Street Reconstruction-

MNDOT will be replacing the 10th Street Bridge (AKA County road F) after the completion of the school year in 2015. To work with this planned improvement, the city plan to rehab our local streets accelerated one year to 2015. Proposed construction includes street surfacing, concrete curb and gutter, Storm sewer, and water and sewer utility improvements. 8th Street NW, 10th Street NW, 1st, 2nd and 3rd Avenues are all impacted. (Mike to ask Brian to take the lead on this)

Proceeds from FallFest are typically used to address a capital improvement. The ASC will be asked to assist in determining a project for next year's FallFest funds.

Discussion followed on church windows. Repair or replace? Windows are original (1968) non-insulating.

Commission members reviewed projects and agreed to lead ad hoc committees on the projects as noted above.

Closing-

Mike closed with prayer.

The meeting was adjourned.

Minutes respectfully submitted by Teri