

Administrative Services Commission Meeting
September 24, 2014
6:35 pm
Minutes

In Attendance: Mike, Cary, Dave, Larry B., Teri,

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

Summary of June PLC meeting - Mike

PLC minutes were distributed and are available on the Parish website.

Review of Father Skluzacek's proposed goals for Administrative Services Commission.

Father's proposed goals for 2014-15:

Continue to maintain and keep up to date the maintenance plan for our parish and school.
Work to make our parish and school more welcoming by providing facilities that clearly identify where things are - like the Welcome Desk.

Signage is a priority item for 2014-15. A motion was made to contact Sign-A-Rama to review the facility and to make some suggestions with attached costs for additional/new signage. Areas requesting signage to be reviewed include Welcome Desk, Directional signage for school office, parish office, bathrooms, and library. The motion was seconded and approved by a voice vote.

School Media Center/ Science Lab Project-

Project was completed on time and on budget or slightly over. The project did replace windows on the west side of Media center. AC completed to Media center and lab. Thanks to the university students who proposed the design.

Rectory Project-

Project was finished in a flurry. Window coverings were replaced over the summer. There are 3 windows in the basement that still need to be replaced with glass block.

Rectory was painted as well over the summer.

Flashing, fascia, soffits and gutters are in need of replacement. In the current design of the gutter system - the flashing is tied into the roof. The present suggestion is that the flashing, fascia, soffits and gutters should be replaced when roof is redone – the estimated time frame for roof replacement is 10 years. Committee suggests a gutter installer be consulted to make suggestions on the approach to fix and improve the exterior.

Church window leakage-

The big windows in church leak when heavy rains occur. Dalsin was out and inspected the roof. Dalsin also found a low curb which may contribute to the problem.

The window gaskets are bad. The windows are overdue for replacement. Committee recommends a review for a partial window repair or replacement.

St. Joseph Hall-

Quotes are in for replacement of carpet in St. Joseph hall and to update the AV capabilities for that space. It has been suggested that the funds from the FallFest should be used to cover these costs.

Heating Plant-

Boiler repair is being completed for parish. School furnace is still troublesome. Need to override the factory default settings. Mike has a work around until the settings are reset.

Hot Water Heating System Leak Investigation-

The leak is likely in the Chapel of Angels in-floor heating system. After some post meeting discussion a contractor like Cool Air Mechanical needs to pressure test each zone to determine the exact location of the leak. After the testing is completed and the leak is found that zone(s) would remain off line.

Exterior Maintenance- Concrete Repair

Bid to repair concrete about \$45,000

FallFest- Electrical upgrade

Stinson Electrical installed a new electrical service to accommodate FallFest. They will provide turtles and cables for the event. The upgrade eliminates the need to rent a generator.

Staffing-

Daniel departed in May. Staffing is being evaluated. Daniel's job description was modified. A current staff person is taking on the modified position for a probationary period.

Closing-

Mike closed with prayer.

The meeting was adjourned.

Minutes respectfully submitted by Teri