

**St. Cecilia Parish  
Facilities Committee  
Meeting Minutes**

Date: February 15, 2012

Time: 7:00 PM

Location: Sun Room

Attendees: Al Joensen, Brandt Snakenberg, Char Van Kerckvoorde, Jeff Witt

Agenda Items:

1. Opening Prayer
2. Old Business
  - a. Update on Jewell property – Char reported that paperwork associated with the purchase is still in progress but was optimistic this would be completed soon.
  - b. Weed control program – Jeff Witt shared comments from Ed Fawkes – The original proposal from Ames Lawn Care was a cost per application and not a total annual cost. The annual cost would be \$3075 from Ames Lawn Care. Ed got another quotation from TruGreen. Their proposal was for \$1950 per year for the 5 application program. The committee recommended we proceed with a contract with TruGreen. Char will sign the contract and get this going.
  - c. Education HVAC improvements – Jeff Witt has still not been able to get a meeting scheduled with Siemens. He will try again later this week and if not successful, will pursue a different method.
  - d. Sanctuary lighting upgrades – Jeff Jorgensen is proceeding with replacing the fixtures in the rear of the church. Once these are done, we will decide if we need to do the others.
  - e. JCI software upgrade – Jeff Witt has talked with JCI about a proposal to do this work. It will either be a separate software maintenance agreement or will be combined with our current service agreement.
  - f. Sanctuary air handler control upgrade – We are proceeding with Option 1 for the base upgrade to the controls on this air handler. This work should be completed in the next month or so. At the next meeting the committee will need to vote on whether we do Option 2 or not. More information will be provided at the meeting.
  - g. South parking lot lighting upgrade – Because of the cost of this work we need to obtain some additional bids. Jeff Witt will follow up on this.

- h. Parish cleanup day – March 24<sup>th</sup> – Char reported that all is proceeding well. Another announcement in the bulletin is planned for the weekend of Feb 25-26.
- i. Parking lot island ideas – Char reported that one island has been adopted. Another notice will appear in the bulletin the weekend of Feb 25-26.
- j. Mold issues in west wall of west classrooms – Mark Hanson had shared that his firm had been up and looked at the roof a couple weeks ago. They re-fastened some of the aluminum drain bar that secures the roof membrane to the gutter, it was loose in several places. He didn't think it was letting in any water but can't tell unless they take this whole area apart. Brandt shared that new mold has not shown up, but this is to be expected with current weather. Brandt thinks it was surface mold and is not sure there is moisture in the wall. We will need to keep an eye on this.
- k. Education Center table replacement – Five new folding tables have been ordered for a total cost of \$18,000. Expect them to be here in time to be installed over spring break.
- l. School Landscaping Project – Now that GALA is done, this project may start back up. The committee discussed reviewing and addressing any drainage issues as part of any landscaping work. More review is needed.
- m. Pew Cleaning – Char reported that they plan to clean the upholstery on the rear pews once the lighting upgrades are completed.

### 3. New Business

- a. Custodial needs – There was some discussion of increased custodial needs due to heavier facility usage because of increased enrollment. Brandt may be hiring a part time custodian to assist in this area.
- b. Brandt shared information on the use of the Music Room as a classroom. This started last year as a short term solution. Brandt shared that this room would be needed again next year. Brandt had previously talked with Bob Hauser and Tom Primmer. All agree it is not ideal but is working as best it can. We will plan on continuing to use this space next year in a similar manner.
- c. Brandt shared some enrollment information. We are OK for space, as long as we continue to use the Music room, for the next two school years. However, for 2014-15, we are going to need another classroom. There are no unused spaces left in the education center. There is also a desire to bring the preschool over into the education center. There was a long discussion on different options of moving offices around and re-purposing existing spaces into classrooms in the education center. More discussions are needed and plans need to be made soon if this work is to be completed to meet the 2014-15 space demands.

4. Facilities Update – Char

- a. Char reported that the concrete stoop outside the choir area is crumbling and needs to be replaced. This will be checked out and plans made to correct this in the spring.

5. Other issues