

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

Date: April 18, 2012

Time: 7:00 PM

Location: Sun Room

Attendees: Al Joensen, Mark Hansen, Char Van Kerckvoorde, Ed Fawkes, Ben Kellen, Larry Joel, Jeff Witt

Agenda Items:

1. Opening Prayer
2. Old Business
  - a. Update on Jewell property – Sale has been closed, this item is complete
  - b. Education HVAC improvements – Jeff & Al reported on an assessment of all the AHU's in the Education Center. The units are in better condition than expected with a few items needing attention. These are listed on the attached summary. The committee decided to move forward with the remaining items.
  - c. Sanctuary lighting upgrades – People are very pleased with the improvement in light levels in the rear of the church. There was some discussion about doing additional lights. The committee decided to do the lights that are adjacent to the center aisle. Char will contact Jeff Jorgensen to get this scheduled.
  - d. JCI software upgrade – JCI has been released to do the work, will be scheduled soon.
  - e. Sanctuary air handler control upgrade – JCI has been authorized to do the Phase 1 upgrades. Work should be done in the next couple of weeks.
  - f. South parking lot lighting upgrade – Jeff still needs to get additional pricing. We are looking at an option that will not replace the lights on the current utility poles.
  - g. Education Center table replacement – Tables will be delivered by May 7<sup>th</sup> and will be installed right away.
  - h. School Landscaping Project – On hold
  - i. Pew Cleaning – Work is scheduled in May
  - j. Concrete repairs – Jon Weber is ready to do this work as soon as it can be scheduled.
  - k. Sun Room carpet – work will occur in the fall

- I. School painting – Brandt has obtained one price to do some painting in the Education Center at a cost of \$6155. The committee has asked that he get a second bid
3. New Business
    - a. Maintenance Agreement – Previously, three different levels of service were proposed by Mechanical Comfort. The committee discussed and recommended moving forward with a Planned Maintenance agreement. There was some discussion on getting a second bid. Converse Conditioned Air was recommended. Larry Joel will follow up with them
    - b. North Parking Lot Light Fixtures – It was reported that the north most parking lot globes were very dirty. The committee discussed past history of unsuccessfully trying to clean these by Jeff Jorgensen. The committee recommended getting pricing to replace the north parking lot lights so we have a price if there are funds available at the end of the fiscal year.
  4. Next meeting – The next meeting will be held on March 23<sup>rd</sup> at 7 pm in the Sun Room – Note this is one week later than normal as Jeff Witt is out of town the week prior.

Follow Up Item – Below is a summary of expenses for HVAC system maintenance and repairs for the past several years.

- **Gibbs Plumbing & Heating** – A total of \$70,683 spent since 2002, approximately \$25,500 was HVAC related
- **Harvest Heating & Cooling** – A total of \$30,260 spent since 2001.
- **Mechanical Comfort** – A total of \$50,804 spent since 2006.
- **McGinnis** – Total of \$12,817 spent since 2008
- **One Hour** – Total of \$2772 spent since 2009
- **Proctor Mechanical** – Total of \$12,425 spent since 2005
- **Johnson Controls** – Total of \$10,132 spent since 2006 (Social Hall/Narthex controls only)
- **Siemens** – Total of \$98,632 spent since 2001 (Ed Center controls only)