

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

Date: November 28, 2012

Time: 7:00 PM

Location: New Usher's Room

Attendees: Al Joensen, Mark Hanson, Jeff Jorgensen, Ed Fawkes, Mike Vaclav, Larry Joel, Jeff Witt, Francine White (FFC Rep)

Agenda Items:

1. Opening Prayer
2. Old Business
 - a. Education Center AHU-2 Assessment – Discussed the report and proposal from ACI after their assessment. Recommendations were to install return air ducts and replace the return air fan at a cost of about \$23,400. Discussed adding variable speed drives and CO2 sensors to enhance operations and reduce energy costs. The committee will include this project in our budget recommendations for FY13-14.
 - b. Education Center switchover programming – Still considering some ideas to make the switchover happen more quickly. Will come up with a plan prior to the cooling season.
 - c. South parking lot lighting upgrade – Work has been completed.
 - d. Burke Chapel Chairs – New chairs have been ordered. Char is in conversations with the Diocese of Kansas City at St. Joseph. They may be interested. The company making the new chairs is willing to take the old chairs to Kansas City at no charge.
 - e. Cabinets in the Ed Center – This work is being considered over winter break. Ben Kellen is still interested in look at this and will contact Char. Jeff Jorgensen may have someone as well.
 - f. Christian Petersen Bas Relief – Char has a proposal from Boucher Masonry to install the sculpture for about \$1450. The committee all agreed we should proceed. Char will try to get this done before Christmas.
 - g. Tree trimming – The work planned for this fall has been completed. Ed reported things looked good. Ed indicated there was more work needed on the trees to the west of the church. We will include that work in our budget recommendations for FY13-14.
 - h. Mower replacement – Ed reported that the mower replacement would be delayed for now. We will include it in our budget recommendations.

3. New Business

- a. Budget planning for FY13-14 – We started discussions on budget recommendations for next year from the Facilities Committee. Our goal is to finalize a prioritized list of budget items at the December meeting. This list can be available for end of year contributions and will set us up for the parish budget cycle.
- b. Facilities Position – Jeff & Char have talked conceptually about a facilities position at the parish to focus on facility issues, maintenance, etc. We are not sure if this would be full or part-time. The concept was discussed at the Finance Commission meeting. There is not funding available at this time to consider adding such a position.
- c. Revised City of Ames Rates – The City of Ames is revising their electrical rates, the final reading was this week and City Council. The new rates will be implemented in January. The result is our electrical costs will increase about \$3500 per year. We discussed ideas of reducing consumption or demand to help with this. We also discussed potentially combining our two electrical services into one. This will require some additional discussion and we may identify some projects to help with this. There are some rebates available from the City of Ames that could help with costs.
- d. Social Hall Kitchen – Ed Fawkes reported they were helping with an event in the kitchen and found that the hardware on the exterior door had fallen off. Jeff will talk with Char about getting Don Hahn to make repairs. We also talked about the possible need to install panic hardware on this door for safety reasons.

4. Facilities Update

- a. Jeff Jorgensen reported that the parish had received a donation to replace the remainder of the light fixtures in the church. Char had told him to proceed and they are planning to have this work done before Christmas. Once this work is completed we will request a rebate from the City of Ames. The new light fixtures use significantly less energy than the old fixtures.
 - b. Francine reported that there is cold air coming in the door by the choir area. We will see if Don Hahn can check this out, it sounds like a door sweep is missing.
5. Facilities Exploration Committee – Mark Hanson reported they had received a proposal from RDG to do a facility assessment up through conceptual design. The FEC recommended proceeding with the assessment up through master planning only. This was approved at the Finance Commission earlier this week and Char will be submitting proxies to the Archdiocese. Work would begin after the holidays.
6. Next meeting – The next Facilities Committee meeting will be held on December 19th at 7 pm in the Sun Room.