

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

Date: March 13, 2019

Time: 7:00 PM

Location: Parish Office

Attendees: Jeff Witt, Jeremy Hess, Bill Klein, Sara Rooney

Agenda Items:

1. Opening Prayer
2. Old Business
 - a. **Solar Power** – No updates this month
 - b. **Columbarium** – No updates this month
 - c. **Rectory Roof** – Rich Earls the insurance representative with the Archdiocese, will visit once weather allows
 - d. **Parish Security** –
 - i. Jeremy and Jeff attended the School Board meeting and explained what the needs were and our recommendations. The meeting went well.
 - ii. At the Facilities meeting, discussed the project scope and have finalized what we want to do and how we want to bid. We will bid this with the Parish providing an electrical contractor to perform the needed work. Jaspering will do this work and coordinate as needed with the contractor. The Parish will also supply and data switches, etc. to ensure the Parish network can support this new equipment.
 - iii. Jeff will update the RFP documents so Parish staff can send this to the contractors early the week of March 18th. We will ask for proposals by April 12th and plan to take our recommendations to Finance on April 16th and to Pastoral Council on April 23rd. If the project is approved, Bill will obtain a Proxy from the Archdiocese and construction will be done this summer.
 - iv. We are still bidding alternates, so not all work may be done this summer, but may be done in later phases.
 - e. **Concrete Repairs at Ed Center** – work has been scheduled to begin on June 17th. It is estimated to take three weeks unless we find issues with the drainage system

- f. **Gala Fund-A-Need** – Funds from the Fund-A-Need program will be used to paint a mural in the Multi-Purpose Room, paint other areas of the Ed Center and to install a couple of water fountains. Finally details are in process with the intent to complete the work this summer.
- g. **Ed Center Boiler Stack** – A section of the stack on the north boiler needs to be replaced because of corrosion. Jeremy will get pricing for this work to be completed after the heating system is over.
- h. **Ed Center Water Heater** – the problems were caused by a bad check valve. Cyclone Contracting has completed repairs.

3. New Business

- a. **Sidewalk Heaving** – The sidewalks to the east and west of the Narthex entrance have heaved due to frost. The heated sidewalk at the Narthex entrance does not have frost beneath it, creating a trip hazard. Jeremy has painted this area with orange paint so people are aware of the problem. We expect this issue will go away once the frost goes out of the ground.
- b. **Parking Lot Storm Intakes** – Some of the storm intakes in the parking lot appear to have settled 3-4 inches, creating a trip hazard. Jeremy has put orange cones at these locations. We expect this to also be frost related and the parking lot may settle back down as the frost goes out.
- c. **Phone System Issues** – The phone system at the Parish has been having issues and is not working all the time. Bill is in contact with our provider. More to come later.

4. Facilities Update

- a. Sara shared that they are working on grants for a garden project for the students and also possibly playground grading and landscaping work
- b. Jeremy shared that there were no major facility issues, minor roof leaks and the like that have been resolved.

5. Church Remodel Project

- a. No report

6. Next meeting – The next meeting is scheduled for April 9, 2019 in the Parish office.