

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

Date: November 14, 2018

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** – The City of Ames has commitments for 60% of the solar panels. They are negotiating the contract with the developer and plan to take the contract to City Council for approval.
 - b. **Power Factor Correction** – Jeff has submitted the rebate paperwork to the City of Ames. We should receive the rebate in December.
 - c. **Columbarium** – The Columbarium committee is meeting with vendors to learn about options, costs, etc. They are also conducting an interest survey of the parish. They will contact Facilities at some point in the future.
3. New Business
 - a. **FY20 Budget** – The committee discussed several budget items and their priorities. An updated budget request is included with these minutes. Jeremy is working to get budgetary pricing for some of these items so we have a better idea of costs. We plan to finalize our project list at the December meeting
 - b. **Rectory Roof** – Jon Weber suggested we check the rectory roof for hail damage. Jeremy had someone come in and indeed we do have damage. Therefore we have moved this project up on the priority list. Bill Klein is working with the Archdiocese on an insurance claim.

4. Facilities Update

- a. Jeremy reported on several items
 - i. We had a malfunction with dampers in AHU-4 that serves the Ed Center offices. A linkage had come loose. Siemens made repairs under warranty since they had replace the damper actuators late summer
 - ii. There are some gutter issued on the Ed Center. C&K was in and is putting an estimate together. Work would likely be done in the spring.
 - iii. We are experience low pressure on the domestic hot water in the women's restroom in the Link Hallway. Converse will be coming in to check this out. It is likely a warranty issue related to the restroom remodeling project.
 - iv. The fall preventive maintenance work has been completed by Converse. No issues were found.
 - v. Jeff noted that the east heating water pump in the Ed Center is vibrating. Jeremy will have Converse come in and check it out.
- b. Bill reported that he is working on the FY20 budget. Since he is new to the Parish, it will take him some time to understand what has been done in the past and how he would like to proceed in the future.
- c. Sara reported that she is working with the Gala committee on potential Fund-A-Need projects for the 2019 Gala. She is also working on some painting projects for the Multi-Purpose room, hallways and classrooms.

5. Church Remodel Project

- a. The Church Remodeling committee is planning to hire an architect sometime after the first of the year to help with the planning process.

6. Next meeting – The next meeting is scheduled for December 12, 2018 in the Parish office.