

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

Date: March 21, 2012

Time: 7:00 PM

Location: Sun Room

Attendees: Al Joensen, Mark Hansen, Char Van Kerckvoorde, Ed Fawkes, Jon Weber, Mike Vaclav, Larry Joel, Jeff Witt

Agenda Items:

1. Opening Prayer
2. Old Business
 - a. Update on Jewell property – Very close to being completed
 - b. Education HVAC improvements – A meeting with Siemens was held on March 2nd. The discussion was good and we have a plan to review operations of all air handlers and make operating adjustments to dampers etc, the make the systems run as best they can. Siemens has provided a proposal for \$968 to complete this work. The committee decided to proceed with this. Char will sign the contract and this will be scheduled. We are still awaiting a second proposal for some modifications to AHU-2 to improve it's operation
 - c. Sanctuary lighting upgrades – Jeff Jorgensen has completed about half the planned lights and will do the others once he receives the fixtures.
 - d. JCI software upgrade – Jeff Witt has talked with JCI about a proposal to do this work. Should have the proposal soon.
 - e. Sanctuary air handler control upgrade – We are proceeding with Option 1 for the base upgrade to the controls on this air handler. The work should be scheduled soon. After some discussion, the committee decided not to pursue Option 2 at this time.
 - f. South parking lot lighting upgrade – Because of the cost of this work we need to obtain some additional bids. Jeff Witt will have pricing at the next meeting.
 - g. Parish cleanup day – March 24th – Char reported that all is set up and we should have a good day.
 - h. Parking lot island ideas – Char reported that one island has been adopted. Have not been able to get others to volunteer. May follow up to see if the people who volunteered would do more than one island.
 - i. Education Center table replacement – Five new folding tables have been ordered for a total cost of \$18,000. Work has not been done yet.

- j. School Landscaping Project – The people heading this project will be getting back to us soon.
- k. 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. Jeff shared a proposal from Chuck Habing to modify the counter in the social hall kitchen near the dishwasher. After some discussion, the committee decided not to pursue this change.
- b. Char shared a couple prices for some concrete repairs around the church area. She was going to obtain another price and share with the committee via email to get moving.
- c. Sun Room Carpet – Char shared there was a desire to carpet the portion of the Sun Room where the tables are located. The committee decided to proceed using the carpet squares we have in storage. Char will make arrangements.
- d. We have a proposal to do some painting this summer at the school in the hallways, offices and work room. Funds would come from the school budget. The cost was \$6155. The committee recommended getting some additional prices before we proceed.
- e. Class room garden – Char shared a proposal from one of the classes to put up some wading pool gardens. The committee talked about locating these gardens to the east of the garage. They need to be places so not to impede mowing activities.
- f. Char brought up a need to add yard care services to the rectory. She recommended we add this to the contract with TruGreen for the church. The committee agreed and Char will get this going.

4. Facilities Update – Char

- a. Char brought up that the chapel chairs are wearing out and we should be considering reupholstering these chairs come fall.