

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

Date: May 23, 2012

Time: 7:00 PM

Location: Sun Room

Attendees: Al Joensen, Mark Hansen, Char Van Kerckvoorde, Jon Weber, Ben Kellen, Mike Vaclav, Jeff Witt

Agenda Items:

1. Opening Prayer
2. Old Business
  - a. Update on Jewell property – Sale has been closed and money has been received.
  - b. Education HVAC improvements – Still awaiting some follow up information from Siemens. Jeff Witt will contact them. Jeff Witt shared that he had reduce the chilled water supply temp from 45 F to 43 F to see if this helps the humidity issues
  - c. Sanctuary lighting upgrades – Jeff Jorgensen has ordered 10 additional light fixtures to be used along both sides of the center aisle. These will be installed when received.
  - d. JCI software upgrade – This work has been completed. Our software is now up to date and we have a software maintenance agreement to keep us up to date.
  - e. Sanctuary air handler control upgrade – JCI completed this work in the past month. Al Joensen provided a write up of the work completed. See attached summary of system operation.
  - 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 came in wrong, we were missing some trim items. Tables will be installed once the missing components are received.
  - h. School Landscaping Project – There does not seem to be any progress on this item. It is tabled for now.
  - i. Pew Cleaning – Char reported work is completed, looks great.
  - j. Concrete repairs – Jon Weber completed this work.

- k. Sun Room carpet – work will occur in late summer or fall
- l. School painting – Brandt had two prices, one at \$6155 and one at about \$2000. The committee decided to go with the low bid but offer an additional \$500 to ensure we got a good job. Char will proceed.
- m. HVAC Maintenance Agreement – Converse Conditioned Air declined to provide a proposal. Jeff had shared updated proposals from Mechanical Comfort base on the actual equipment listing. Larry Joel had received pricing from ACI Mechanical for three levels of service. Char distributed these at the meeting. Cost was quite a bit more than from Mechanical Comfort. Committee members need to review the ACI proposal and get back to Jeff on their thoughts and recommendations.

### 3. New Business

- a. Landscaping and cleanup – west side of playground, north of garage – Char reported that parish staff were cleaning up this area to make things look better, work should be completed soon.
- b. Before & after school daycare – Pat Stahr from the Catholic School Board presented a proposal for a program to provide before and after school daycare using the preschool room. There was some discussion and Pat answered questions from the committee. The committee was supportive of proceeding with the program as long as all costs were covered. Jeff provided a summary of the discussion to the Pastoral Council and Finance Commission
- c. Faith Formation Commission – Ben Kellen reported that people had reported a musty smell in some classrooms when they opening them for different programs. The committee discussed that this issue is related to the HVAC issues at the Education Center and we were hoping to make improvements with some of the system modifications.
- d. Social Hall Modifications – There is an interest in reconfiguring the social hall to better meet the needs of the programs offered by the parish. Staff would like to install additional movable walls to allow the social hall to be split into smaller spaces and to add AV equipment in each space. Char is working to get pricing for the movable wall panels and the structural modifications necessary to support the walls. The committee discussed the proposal and pointed out that the ceiling may need to be reconfigured and lighting would need to be modified. The HVAC systems likely could work without modifications.
- e. Fencing by the parish kitchen – Char reported that the fence needed work and the work has been completed

### 4. Facilities Update

- a. 4H Group – The 4H group will be here again on June 27<sup>th</sup> for a service project. Will be distributing mulch around the property in flower beds, playground, etc. Jon Weber will deliver mulch prior to that day.
  - b. No Smoking Signs – Staff are posting signs as per Iowa law. Have had problems during weddings, etc.
  - c. Beautify St. Cecilia – Char is sharing cleanup needs, and other items via the Bulletin to appeal to people to volunteer to help in a number of areas to cleanup, improve or maintain facilities. This seems to be going well.
  - d. Parish Office Restroom – Char reported that Don had installed carpet squares in the parish office restroom. Looks a lot better.
5. Next meeting – The next meeting will be held on June 20 at 7 pm in the Sun Room –