

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

Date: July 18, 2012

Time: 7:00 PM

Location: Sun Room

Attendees: Al Joensen, Mark Hansen, Char Van Kerckvoorde, Ben Kellen, Larry Joel, Jeff Witt

Agenda Items:

1. Opening Prayer
2. Old Business
 - a. Education HVAC improvements – Efforts continue to correct the issues with these systems. Mechanical Comfort was in and replaced the motor and belts on the exhaust fan serving the classrooms. They are scheduled to complete cleaning of all the air handler and fan coil unit coils next week. Once this is done Siemens will return to do some air flow testing for AHU-2 and the classrooms. Still are working to resolve the heating/cooling switchover problems. We thought we had a wiring problem but that turned out to be incorrect. Jeff will be talking with Siemens on the best solution for this problem, it is an odd setup and doesn't lend itself to a simple solution. We will be developing some operating guidelines for the teachers to make the best of the current system.
 - b. Sanctuary lighting upgrades – Jeff Jorgensen has received the new fixtures and will be installing those soon.
 - c. South parking lot lighting upgrade – Bids were received and Jaspering Electric was the low bidder. The committee recommended award of a contract with Jaspering for Alternate 1 which installs two new light poles and three new wall mounted fixtures. All new fixtures are LED, which will reduce energy costs. The existing wood pole and fixtures on this pole would remain. The cost of this is \$12,275. A proxy had previously been submitted and approved. Char will sign the contract and contact Jaspering to tell them to proceed.
 - d. Education Center table replacement – Work is completed.
 - e. Education Center Painting – Work is completed. The contractor went above and beyond and did an excellent job. The committee agreed to

pay the contractor an additional amount of \$750 for his excellent work and the fact that he was donating most of his labor.

- f. Social Hall Partitions – Mark Hanson visited some locations where the partitions were installed. He shared what he learned. The lower cost HUPCOR partitions from Allied construction look to be of good quality and should serve us well. This issue was tabled until the Facilities Needs Committee comes to some resolution on repurposing or modifying space on the campus.
- g. Burke Chapel Chairs – Char reported that a committee has formed and is working on getting this work done. We have received some donations already for this work.
- h. Digital Signage – Components have been ordered to install digital signage in the Narthex and at the Ed Center entrance. Randy Dalhoff is coordinating this and will contact the Facilities Committee if he needs our assistance.

3. New Business

- a. Playground Mulch – Two semi loads of mulch will be delivered next week to be added to the playground. The parish is looking for volunteers to help spread the mulch on July 20-21.
- b. Cabinets in the Ed Center – Char reported that many of the cabinets in the Ed Center offices and classrooms are beginning to sag. John Kleinschmidt had reinforced some in the past but we need to do the rest. Larry Joel will see if he can find a carpenter to do this. The work will need to be done yet this summer or will need to wait till Thanksgiving or Christmas break. It could also be done piecemeal on weekends.
- c. North Parking Lot Lighting – We also received proposals for replacing the lighting in the north parking lot. The existing lights are obsolete. The globes cannot be replaced and cannot be cleaned. Jaspering was the low bidder at a cost of \$47,100 which assumes installing all new conduit and wire. It is possible some of the existing wiring could be reused, reducing costs. The project would use LED light fixtures and would increase lighting levels at a lower energy cost. The committee decided to recommend that this project be included in the parish budget for fiscal year 2013-14.
- d. Wall insulation between pre-school and offices – Concern has been voiced about noise levels from the pre-school and playground disrupting the office areas. Because of the office windows, there is not much that can be done with playground noise. Jeff noted that noise concerns were part of the development of the two new offices in the former Rectory living room. During construction, insulation was put in all the walls and a second layer of sheetrock installed on the wall between the offices and pre-school. The committee checked and noted that the doors between

the pre-school and office area have about a ½ inch gap at the bottom. Char will get Don Hahn to install door sweeps on these doors to see if that helps.

4. Facilities Update

- a. 4H Group – The 4H group was here On June 27th. Ed Fawkes and Jerry Greving coordinated the activities and all went well.
- b. Char noted that weed control by Tru-Green hasn't been the best. They are coming back and retreating some areas. They may also spray and treat some trees that are in need.
- c. Char reported that summer cleaning activities are going well and are about a day ahead of schedule.
- d. Church AHU Report – Al & Jeff reported on recent operations of the Church AHU. We had a couple problems on a couple weekends but believe those have been corrected. The unit has been running well the last couple of weeks. The unit still loses ground during Mass, typically reaching temps of about 78 F in the church. The set point has been dropped from 72 F to 70 F to see if this helps. Will watch this weekend to see if further adjustments are needed.

5. Other Issues

- a. City of Ames Workshop – Al Joensen attended a workshop sponsored by the City of Ames on June 27th. This workshop was to explain a new electric rate structure that they will be implementing this fall. For churches and other similar facilities this will have an effect on their electric costs. In the new rate model, consumption rates are lower but demand rates are higher. This means that large electrical usage for a single 15 minute period can cause the parish to pay higher demand rates for several months. The parish should consider energy efficiency improvements and put the building automation systems to good use to minimize demand. Al prepared a report which is attached.
6. Next meeting – The next meeting will be held on August 22nd at 7 pm in the Sun Room. Note: This is one week later than our normal schedule because August 15th is a Holy Day and there is Mass at 7 pm.