

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

Date: September 19, 2012

Time: 7:00 PM

Location: Sun Room

Attendees: Al Joensen, Mark Hanson, Char Van Kerckvoorde, Larry Joel, Mike Vaclav, Jeff Jorgensen, Ed Fawkes, Jeff Witt

Agenda Items:

1. Opening Prayer
2. Old Business
  - a. Education Center AHU-2 Assessment – We received two proposals in response to our RFP, one from Mechanical Comfort for a cost of \$280 and one from ACI Mechanical for \$2600. Neither proposal described the scope of work they were proposing. Jeff will follow up and get back to the committee with an email so we can select one company to proceed.
  - b. Education Center 3-way valve replacement – Valve is ordered and will be received in the next couple of weeks. Will need to coordinate installation with Siemens and Mechanical Comfort
  - c. Education Center switchover programming – Siemens will do this work at the same time they are onsite doing the 3-way valve work.
  - d. Sanctuary lighting upgrades – Work has been completed
  - e. South parking lot lighting upgrade – Lights and poles should be delivered soon and will be installed when received. Expect this to be done in the next 2-3 weeks
  - f. Burke Chapel Chairs – Char had samples of 3 different chairs. The committee recommends the chair with a padded back & seat.
  - g. Digital Signage – Jeff Jorgensen will coordinate the installation with Randy Dalhoff.
  - h. Cabinets in the Ed Center – Ben Kellen is considering doing this work.
  - i. Concrete repairs @ education center – Jon Weber provided a proposal to do this work for \$4,558. He has been awarded the contract. He is coordinating with the Principals to get the work completed this fall. Additional work will be scheduled next summer.
  - j. Emergency exit lights – Jaspering Electric will complete this work soon
  - k. Lights behind Altar – Jaspering Electric will complete this work soon

### 3. New Business

- a. St. Louis Room acoustics – Noise levels continue to be an issue in the St. Louis Room. Char received a proposal from Mullenbach Construction to install acoustical ceiling tiles in the space. The committee recommended getting additional pricing from Teak Construction and J J Remodeling
- b. Christian Petersen Bass Relief – Ed Fawkes is working with others to find a location to display this piece of art. The committee looked at possible locations and recommended either the south or east walls of the Narthex.

### 4. Facilities Update

- a. Church AHU Report – A programming problem was found in the JCI system causing the condenser unit to operate at times when the outside air damper was open. This likely was causing the low pressure trips of the unit. The programming was modified and the unit has been running fine since. Al Joensen reported that he questions the design of the supply air fan for this unit.

### 5. Facilities Review Task Force – Mark Hanson is leading this task force, which is charged with looking at facility needs and prioritizing those needs over the next 10 years. Facilities Committee members need to consider our needs to make our space function better. This will be discussed again at future meetings. The first Task Force meeting is September 20<sup>th</sup>. The committee identified the following items:

- a. Parking lot lighting
- b. Additional HVAC improvements at the Education Center
- c. Replacement of the Church HVAC system.

### 6. Next meeting – The next meeting will be held on October 17<sup>th</sup> at 7 pm in the Sun Room.