

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

Date: October 17, 2012

Time: 7:00 PM

Location: Sun Room

Attendees: Al Joensen, Mark Hanson, Jeff Jorgensen, Ed Fawkes, Jon Weber, Jeff Witt

Agenda Items:

1. Opening Prayer
2. Old Business
 - a. Education Center AHU-2 Assessment – ACI was on site on Wednesday October 10th and took air flow readings, motor amps and other data. Al Joensen accompanied them while they were on site. They reported verbally that airflows were all over the map. We have not yet received a report and recommendations from them. We should have that soon.
 - b. Education Center 3-way valve replacement – The valve was installed earlier this month and has been wired and is working.
 - c. Education Center switchover programming – Siemens is still working on programming and tuning of the 3-way valve operation. The system loop temperatures are very slow to react, which is complicating the switchover.
 - d. South parking lot lighting upgrade – Jeff Jorgensen reported that the light fixtures, poles and foundations have been received. This work should be completed soon.
 - e. Burke Chapel Chairs – New chairs have been ordered. The committee recommends that the old chairs go to another church in town or possibly to Habitat for Humanity's store in Des Moines. They could also be made available to parishioners.
 - f. Digital Signage – Installation is completed, staff are working on screen content.
 - g. Cabinets in the Ed Center – This work is being considered over winter break.
 - h. Concrete repairs @ education center – Concrete work has been completed. In addition, the joints were caulked to keep water from getting below slabs. There is additional work needed that will be

scheduled next summer. Jon recommended that once this work is done, that we have someone caulk all the joints to help prevent future issues.

- i. Emergency exit lights – Jeff Jorgensen reported that this work is completed. There were about 10 lights that were repaired or replaced.
- j. Lights behind Altar – Jeff Jorgensen reported that new fixtures were installed and this work is completed.
- k. Acoustics in St. Louis Room – Jon Weber fabricated and installed 8 acoustical panels on the ceiling. People can tell the difference. This item is completed.
- l. Christian Petersen Bass Relief – Ed Fawkes reported that the preferred location seems to be on the west side of the entrance vestibule to the Narthex. Char had reported that the staff would like to have this installed by the Festival weekend in November. The committee commented that it would be best if the sculpture could be inset into the brick itself rather than just hung on the surface. Ed Fawkes is in touch with the others working on this project.

3. New Business

- a. Tree Trimming Needs – Char obtained a proposal from Weiss Tree Service for some extensive trimming of trees on the property. The work needed is high up in the trees and cannot be done safely by the Knights. Ed Fawkes and others reviewed the proposals and feel the proposal is very reasonable. The committee recommended award of the contract to Weiss Tree Service for \$5,000.

4. Facilities Update

- a. Church AHU Air Flows – Al Joensen shared a report on his calculations for the Church AHU. Al's calculations indicate that the supply fan cannot develop enough pressure to overcome the pressure losses in the system, leading to poor air flows. He had requested a proposal from ACI to do some air flow tests on the Church AHU.
- b. Ed Fawkes suggested we consider developing a planned replacement cycle for the Parish mower. The last time we kept the mower too long and ended up with some expensive repairs before we could trade it off. He will see if he can develop some plans.

- 5. Facilities Review Task Force – Mark Hanson reported on the previous meeting. The group had decided to engage RDG in the process to assist with space programming. The next task force meeting is October 18th.

6. Other issues – Jeff Witt shared that there is a quarterly meeting scheduled for all Councils, Commissions and committees in the parish. The first meeting is October 25th at 7 pm in the social hall. All committee members are invited. Jeff will forward an email with the details.

7. Next meeting – The next Facilities Committee meeting will be held on November 28th at 7 pm in the Sun Room.