

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

Date: January 10, 2018

Time: 7:00 PM

Location: Parish Office

Attendees: Mike Dolan, Jeff Witt, Jeremy Hess, Jason O'Brien

Agenda Items:

1. Opening Prayer
2. Old Business
  - a. **Power factor correction** – Jaspering has not received the capacity factor unit. Jeff Jorgensen is following up and will get back to Jeff Witt with expected delivery and installation date.
  - b. **Ed Center Restrooms** – Jason received a preliminary estimate from Integrity Construction at \$83,575. The proposal includes some optional items. Integrity will refine the proposal so we fully understand options available. Jason reported that Story Construction is also working on a proposal and would be visiting the site in the next couple of days. Mike is going to take the Integrity back to the School Board and committee to get some feedback on the proposal. Jeff pointed out that we need to commit to a project no later than April if we expect the contractor to order materials and meet our limited construction window next summer. This timeframe may require a commitment from the parish prior to Gala with the understanding that Gala funds would reimburse the parish.
  - c. **Rectory Landscaping/grading** – Jeff shared a preliminary scope of work. Based on comments received at the meeting, a revised scope of work was developed and is attached to these meeting minutes. Our plans are to get proposals in February for spring construction.
  - d. **Rectory Sump Pump** – We discussed the 2<sup>nd</sup> sump pump that discharges onto the ground at the rectory, creating a wet spot and potential for water to enter the foundation. This pump discharge line could potentially be routed underground to the storm sewer. Another solution would be to tie this pump discharge to the discharge line from the other sump pump that already is routed to the storm sewer. This could be done in the basement of the rectory and may be a better and less expensive solution. Jeremy will take a look at this, it may require opening the walls or ceiling to gain access.

- e. **Solar Power** – Pastoral Council and Finance Committee have recommended the parish obtain 68 power packs which would equate to approximately 5% of the parish's electrical usage. We have submitted the city form indicating our interest in participating in the solar project. A firm commitment will likely be required by spring. The Pastoral Council will be marketing this to the parish with the hope that we can involve parishioners in this program in some manner where they could purchase power packs and donate them to the parish. More to come on this.
- f. **Additional Storage for Tables/Chairs** – Conversations continue on this topic with the parish staff. The need is driven by the Catechism of the Good Shepard program which is expanding and needs additional space. The facilities committee will wait for more information before any decisions are made.

### 3. New Business

- a. **Narthex Lighting** – Jeremy reported that we are beginning to see bulb failures in the Narthex lighting and may need to consider replacing these fixtures with new. Jaspering has gotten things working but we will need to replace fixtures in the next year or two.
- b. **Water Heater** – Jeremy reported that we are seeing rust showing up in the Sacristy restroom and may be seeing signs of a pending failure of the water heater for this area. This water heater is located in the Usher's Room and serves the old church restrooms (no longer used) and the Sacristy. He suggested we consider a small instantaneous heater just to serve the Sacristy. He will contact Cyclone Contracting for some recommendations and pricing.

### 4. Facilities Update

- a. Cyclone Contractors has completed repairs of the backflow preventers.
- b. Jeremy reported that the Fire Inspection was completed for both the Church and the Ed Center. No violations were noted in either facility, which is great news. The Ed Center is inspected every two years and the Church every three years.
- c. During the extreme cold during New Year's weekend, the Air Handler for the church freeze stat tripped. The probably was the outside air damper was frozen about 45% open. Converse came in and was able to make repairs.
- d. We have experienced issues the AHU-3 that serves the Burke Chapel. The problem has been occurring during weather transients and results in overheating of the space. Siemens was in before Christmas and found problems with the face/bypass damper actuator and made repairs. The problem occurred again and Siemens was back and found that the

heating water valve was not operating properly. The actuator is bad and the valve needs to be replaced. They have ordered a new valve and actuator. Siemens made some programming changes that will get us by until the valve can be replaced. He also throttled the manual valve to reduce the heating water flow.

- e. Jeff shared that the Ed Center mechanical systems are approaching 25 years old. We may begin to see more issues with HVAC components in the future.
- f. We have noted during the extreme cold that the ice melt system for the front sidewalk doesn't seem to be doing a good job in the center portion of the sidewalk. Mechanically the system is functioning properly. Gibbs was in and checked the system and could not find any issues such as plugged valves that would contribute to the problem. We will continue to monitor, it is possible that temps were so cold that the system wasn't able to keep up.

#### 5. Church remodel

- a. Mark shared with Jeff that there were no updates on progress on the Church remodel efforts.

- 6. Next meeting – The next meeting would normally be scheduled for February 14<sup>th</sup> which is Valentine's Day and also Ash Wednesday. **We plan to meet one week earlier on February 7<sup>th</sup> at 7 pm in the Parish Office.**