

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

Date: April 11, 2018

Time: 7:00 PM

Location: Parish Office

Attendees: Mike Dolan, Jeff Witt, Jeremy Hess, Mark Hanson, Char VanKerckvoorde

Agenda Items:

1. Opening Prayer
2. Old Business
 - a. **Ed Center Restrooms** – Proxy has been received and contracts signed. Selection of materials is nearly done. Work to start June 4th.
 - b. **Power factor correction** – The capacitor unit has been received, mounted and piped. Planning to wire the unit into the system on an upcoming Wednesday afternoon when school gets out early.
 - c. **Rectory Landscaping/grading** – Contract in place with Hawcott. They are ordering materials and will install when weather warms up.
 - d. **Rectory Sump Pump** – Work is completed. Pumps have been reset such that the primary pump discharges to the storm sewer. The secondary pumps will only discharge to the yard if necessary. This will eliminate the wet areas. A battery backup system was also installed. This project is complete.
 - e. **Solar Power** – Jeff talked with the City of Ames and they have sold 52% of the available power packs. Iowa State has increased its commitment to the project in an effort to help it succeed.
 - f. **Faith Formation Space Needs** – the Catechesis of the Good Shepard will need more space. Conversations continue with parish staff.
 - g. **Weiss Tree Trimming** – Work has been completed. They removed three trees and trimmed others.
 - h.
3. New Business
 - a. **Ed Center HVAC Issues** – The committee discussed the aging equipment in the Ed Center. There is a desire to proceed with the most critical items. Jeff will arrange a meeting with Siemens to discuss the scope of work so they can develop a budget.

- b. **Summer Painting** – Dave Baldus will be doing some painting around the parish this summer to dress up some areas needing attention.
- c. **Library Relocation** – With the addition of another section of 5th graders, staff have been discussion options of using the Oscar Romero room. Staff has decided to relocate the library to the Oscar Romero room and use the library space for classroom space. This would allow the Oscar Romero room to still be used for meetings in the evenings. Plans are to make this transition once school is out for the summer.

4. Facilities Update

- a. Char has hired Earl May to do flowers in the pots out front. Have had no volunteers.
- b. Jeremy reported there were a couple flashing leaks on the roof that have been repaired.
- c. Char reported that windows were cleaned prior to Easter as planned.

5. Church remodel

- a. Mark shared looking to schedule a kick-off meeting in May to begin the Church remodeling process.

6. This was Char's last meeting as she is planning to retire on April 30th. The search is in progress. The committee thanked Char for all her hard work and leadership over the past ten years and wished her and Steve a wonderful retirement.

7. Next meeting – The next meeting is scheduled for May 9, 2018 in the Parish Office.