

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

Date: April 13, 2020

Time: 7:00 PM

Location: Social Hall & Zoom

Attendees: Jeremy Hess, Brian Wildeboer, Steve Heideman, Ayinde Popo, Bill Klein, & Jeff Witt

Agenda Items:

1. Opening Prayer
2. Old Business
 - a. **Ed Center Chiller** – The new chiller has been installed. Piping, power and control wiring is completed. The piping still needs to be insulated. Startup and checkout is scheduled for April 20th.
 - b. **HVAC Software Upgrades** – The project is essentially complete and in closeout. There are a couple warranty items remaining.
 - c. **Ed Center Boiler Room Doors** – Walsh Door has materials ordered and will come to install once Jeremy contacts them. This work will be done after the new chiller is complete to prevent damage to the new doors.
 - d. **Columbarium** – No report
 - e. **Additional Exterior Lighting** – Jaspering is scheduled to do this work next week.
 - f. **Parking Lot Lighting Controller** – This project is completed.
 - g. **Replace Mower and Snowblower** – The tractor and mower deck will be delivered this week. We still need to purchase an aftermarket cab for winter operation.
 - h. **Replace Obsolete HVAC Control Valves and Actuators in the Education Center** – The damper actuators have been replaced. Woodman delivered

the new control valve and actuator. Jeremy has arranged for Converse to install this valve when they are onsite for spring preventive maintenance.

- i. **Prelim Design for Replacing Church AHU** – The consultant has completed preliminary calculations to properly size the equipment. We expect to meet with them soon to review options and finalize the study. We are on track to complete the study by May 1.
- j. **Update on Narthex Roof** – Jeremy reported he is getting the run-around a bit on resolving some issues with the shingles on the Narthex roof. This roof was warrantied for 50 years. He is pushing to get a resolution.
- k. **Elevated CO₂ Levels in Social Hall Kitchen** – Jeremy had the service company come in and inspect the stove. They found the pilot was not burning properly on the left oven. They replaced the pilot and it has certainly lowered the CO₂ levels. This stove cannot be retrofitted with electronic ignition. We experimented with operating the HVAC system and exhaust fans. Currently we are operating the HVAC system 24/7 and CO₂ levels are similar to other spaces in the facility. This issue is resolved for now.

3. New Business

- a. **Potential Stimulus Funding for HVAC Upgrades** – Jeff reported that the new federal stimulus package approved in March includes funding for schools including private schools. It appears that some of these dollars could be used for upgrading HVAC systems to improve ventilation in some of the spaces that do not have the higher ventilation rates. Sara Rooney is investigating this new stimulus package. Bill & Jeremy will have her look at this as well.
- b. **Long Range Maintenance Funds & Depreciation Schedules** – Bill described some concepts he has put together to establish our proposed long range maintenance fund. He will be talking with Finance next week.
- c. **Concrete Repairs** – Jeremy had some pricing to replace some sections of concrete around the facility. The work includes sidewalks, sections of the parking lot and some curb and gutter. The total was \$25,000. He is reviewing the scope and may reduce the amount of work we do. The sidewalk work is the first priority.

- d. **South Parking Lot** – Jeremy has some pricing for maintenance work on the south drive and parking lot. Options include:
 - i. Clean and fill major cracks - \$4,260
 - ii. Replace two areas of more significant damage (244 sq ft) - \$5,093
 - iii. Install a two-inch asphalt overlay over everything (24,174 sq ft) - \$35,315
 - iv. Restripe lot - \$1,390 or \$1,450 if we do the overlay.

The committee feels that we do not need to do the overlay at this time. Doing the other work should last us about 10 years. Jeremy will follow up with the contractor.

- e. **Tuckpointing** – Jeremy reported that we have some cracks and loose brick on the east side of the Ed Center multipurpose room. It looks as though we may need some tuckpointing done. He will take a look at the rest of the Ed Center building to see if there are other areas before we have someone come take a look.
- f. **Church Sound System** – The Parish is considering a replacement of the sound system for the church. Jarrett Wendt is talking to vendors. The Parish may have a donor who will fund this work.
- g. **Christian Petersen Sculpture** – Jeremy reported that we found some damage to the Christian Petersen sculpture when it was uncovered this spring. Some pieces were loose so they have been removed to prevent further damage. Father Don is in contact with Lynette Pohlman, the curator of the ISU Museums for some guidance. The parish has about \$30,000 set aside in a fund for maintaining this sculpture.

4. Facilities Update

- a. Jeremy has some pricing of \$800 to close some gaps and make gate repairs in the fencing around the school playground. This will improve security. He will proceed with this.
- b. Rose Tondra is talking with the Parish staff about uses for memorial funds from her husband Deacon Dick Tondra
- c. Ed Center staff have purchased and installed a memorial bench for RJ Vidimos, husband of Lois Vidimos, the Administrative Assistant for the school.

5. Facilities Committee Membership

- a. Father Don made a plug for members for the Facilities Committee at Mass a couple weeks ago.
- b. Ayinde Popo is likely to step down because of excessive work demands for the next several months. Others are planning to remain on the committee.

6. Next meeting – Tuesday May 11, 2021 – This will be an in-person meeting.