

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

Date: June 10, 2020

Time: 7:00 PM

Location: Social Hall & WebEx

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

Agenda Items:

1. Opening Prayer
2. Old Business
 - a. **Solar Power** – No changes. This item will be removed from the agenda until something changes.
 - b. **Columbarium** – The Columbarium Committee has settled on Option D, the meandering path option. The architect has provided a cost opinion for this option with three columbaria (each with 30 niches) installed and space for an additional four columbaria. The columbaria will include only single niches, so a couple would need to purchase two at an estimated \$2,000 each. Bill has sent draft contracts and other documents to the Archdiocese for review.
 - c. **Ed Center Chiller** – We have not yet received budgetary pricing from Converse on a replacement chiller. Jeff will reach out to other contractors.
 - d. **Ed Center Software Upgrade** - Though subsequent discussions with finance after the last Facilities meeting, this project was changed to include upgrading all building automation controls for the parish at one time. Updated pricing was obtained and a total project cost is estimated at approximately \$165,000 which includes a 10% contingency for unknown conditions. Proxies have been signed at the parish and submitted to the Archdiocese for their approval (Note: on Friday June 12th we learned that the Archdiocese approved the proxy and Father Jim has signed the Woodman contracts.) Woodman is proceeding with design and will be ordering materials soon.
 - e. **Church Roof Replacement** - Bill submitted a proxy with a sole-source justification to award a roof replacement contract to Central States Roofing. Central States does all our roof maintenance and thus is quite

familiar with this roof. Mark Hanson is a parishioner and the President of Central States and understands the details needed for a quality installation. By sole-sourcing this contract, we are saving \$25-\$30,000 in architect fees. (Note - on Friday June 12th we learned that the Archdiocese approved this proxy. Jeff talked with Mark on Friday evening. Mark will be out of town for a couple weeks so we will kick off conversations on the project when he returns. Mark indicated they are booked with projects through mid-August but could complete the project this fall before cold weather sets in.)

- f. **Church Remodeling Priorities** - The Pastoral Council received our prioritized list but took no action at their May meeting. We expect this will not proceed until Father Don arrives and has some time to acclimate to what is happening at the parish.

3. New Business

- a. Planning for fall school opening - Sara Rooney and her team are actively working on alternatives for school this fall. Alternatives include holding school in person, a hybrid of in-person and on-line classes, and on-line. Their plans need to be in place by July. The Iowa Department of Education and the Archdiocese are providing support and guidance. At this point, school is scheduled to start on August 24th. Sara will reach out to Facilities if she needs our support.
- b. Efforts are nearly completed to allow live-streaming of in-person Mass this weekend. All is in place except the new camera. Randy Dalhoff has a camera we will use until the new camera is in place.
- c. Parish staff have been working very hard to put plans in place to hold Mass in the church this weekend. Procedures have been developed and shared with parishioners. However, this weekend will certainly be a test case and adjustments will need to be made. The Archdiocese has indicated that they would expect attendance to be limited, based on what they have seen at other parishes.

4. Facilities Update

- a. Jeremy continues to work on maintenance items and floor finishing while the parish facilities are closed. The Social Hall is completed and the south classrooms. Other classrooms are in progress.
- b. ACPC is using some of our facilities for their preschool & daycare programs since they do not have adequate space to provide the required social distancing.
- c. Narthex/Social Hall cooling - There was a power disturbance last week that shutdown a couple variable frequency drives for the social hall & narthex. These were reset and everything is back to normal

- d. Ed Center Cooling - The chiller was not operating last week. It had tripped on a high pressure safety. The trip was caused by two condenser fan motors not running. Contractors got one going but the other will need to be replaced. The fan motors are obsolete, so the contractor will need to find a suitable replacement. The chiller is operating again, even with one fan motor out of service.
 - e. Jeremy reported that the gutters on the Fletcher townhome were overflowing. This is a Homeowners Association issue. Jeremy will report the issue to the Stonebrooke Homeowners Association
 - f. Bill reported that all non-contract parish staff will return to working in the office on Monday June 15th.
5. Next meeting – The next meeting is scheduled for July 8, 2020 in the Parish office.