

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

Date: July 14, 2020

Time: 7:00 PM

Location: St. Louis Room

Attendees: Jeremy Hess, Brian Wildeboer, Bill Klein & Jeff Witt

Agenda Items:

1. Opening Prayer
2. Old Business
  - a. **Ed Center Boiler Room Doors** – Jeremy has released Walsh Door to complete this work. We expect installation to occur in the next couple of weeks
  - b. **Columbarium** – No report
  - c. **Additional Exterior Lighting** – Jeremy is still trying to get Jaspering onsite to complete this project.
  - d. **Update on Narthex Roof** – Mark Hanson is attempting to get a response from the contractor.
  - e. **Miscellaneous Concrete Repairs** – The contractor should be onsite prior to August 1<sup>st</sup>. We will only be doing the flat work. Cost is approximately \$8,000.
  - f. **South Parking Lot Repairs** – Contractor was delayed from his original schedule but was here today to seal the cracks. He will return in the next couple of days to make the repairs on the east end and then sealcoat the entire lot and drive. Striping of parking stalls will follow.
  - g. **Ed Center Tuckpointing Needs** – We received a proposal from E&H Restoration, the same company that did the repairs on the north façade of the Narthex a few years ago. Their price for the masonry repairs was \$16,075. They also included a price of \$2,633 to replace the 25-year old caulking around the windows. After some discussion, the committee

decided to recommend proceeding with all this work using E&H Restoration. They have demonstrated they do quality work and can complete the project prior to the start of school in August. Bill will proceed with getting a proxy approved and sent to the Archdiocese.

- h. **Church Sound System** – A company has been selected for a cost of approximately \$48,000. This price includes furnishing, installing and set up of the sound system. There are some modifications to the room where the sound system is located to make this equipment more accessible to the musicians, which is an additional cost above that noted above. This project will proceed with donated funds and the system will be installed in such a way that it can be modified when the church remodel happens.
- i. **Christian Petersen Sculpture Repairs** – We received a price of \$15,675 from E&H Restoration for the masonry repairs. This work will require removal of the statues, so the repairs need to be coordinated with the restoration of the sculpture pieces next summer. Ben Kellen also has preliminary material costs for the pergola structure to protect the sculpture. This price is around \$15,000 plus the additional cost to include clear panels of some sort to protect the sculpture during the winter months. We can expect an overall project budget of \$40-45,000 for the masonry repairs and pergola, plus the cost for the sculpture restoration. This work all must be coordinated together for summer of 2022. Jeff will summarize this all in an email to Father Don and Pastoral Council.
- j. **ADA Door Operators** – Walsh has installed the new door operators on the Narthex restrooms and the southwest door to the church. Jaspering will be in soon to run the power to the Walsh equipment. Then they will need to return and get the operators operational.

### 3. New Business

- a. **Shared Drives** – Jarrett Wendt and Sly Upah are leading an effort to develop shared Google drives for some of the parish committees. The goal is to provide easy access to committee members for all historical activities of the committees. A drive has been set up for Facilities and Jeff has copied all the historical Facilities information from his home computer to this shared drive. After some discussion, we decided to give all Facilities Committee members view access to these drives. Jeff has the ability to add files and manage the folders. Jeff will set up access for the committee members.

- b. **Alliant Letter** – We received a letter from Alliant Energy recommending we inspect the buried gas lines that are owned by the Parish. The gas line for the boilers serving the church, Narthex and Social Hall has 20-30 feet of buried gas piping that is owned by the Parish. Jeremy has contacted Converse who can to this inspection. They will get this scheduled.
- c. **Oak Tree east of St. Louis Room** – We have an oak tree that is dying. Jeremy has been working with Father Don to develop a list for tree trimming work later this year. We will add the removal of this tree to that list.
- d. **Park Benches** – It was reported that we have several park benches, 3 in the prayer garden and 2 on the north side of the link hallway, that are settling and need to be leveled. Jeremy will have the concrete contractor take a look at these when they are onsite for concrete repairs. We may need to pour a small concrete slab under these benches to prevent future settlement.
- e. **Potential Projects for 2022** – We discussed the following items that Jeff pulled from our long-term minor and major maintenance plans. We need to start planning if we are going to complete these projects next year. The resolution of each of these is included below:
  - i. Replace church fintube radiators – This project should be incorporated into the church remodeling project.
  - ii. Replace Ed Center entrance doors – Jeremy is going to obtain budgetary pricing to replace all four sets of doors. The west and south doors are most in need of replacement. We will make a decision on how we want to proceed once Jeremy has budgetary pricing.
  - iii. Replace fan coil unit serving the Oscar Romero and St. Teresa rooms – This fan coil unit was installed with the original rectory in 1975. It is a single unit trying to serve two different spaces. Jeff will contact Converse to discuss the best solution for these spaces and then will obtain budgetary pricing.
  - iv. Replace furnace and AC units at the Fletcher property – We decided this work could be postponed at least another year.
- f. **Recommendations for Replacement of the Church AHU** – We discussed the draft recommendation letter that Jeff had shared. Everyone was onboard with the recommendations, but there were a few comments on the letter. Jeff will pick up those comments and send the letter to Pastoral and Finance Council leadership and ask that they add this to their agendas for their August meetings.

4. Facilities Update

- a. Jeremy shared that the summer carpet cleaning and stripping and waxing of floors has been completed in the school and the link hallway. Jeremy and his team plan to do the social hall next.
- b. Jeremy and the summer help have been working to clean out storage and mechanical rooms in preparation for the annual Archdiocesan insurance inspection which will occur this summer.

5. Next meeting – Wednesday August 11, 2021