

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

Date: December 11, 2018

Time: 7:00 PM

Location: Parish Office

Attendees: Jeff Witt, Jeremy Hess, Bill Klein, Sara Rooney

Agenda Items:

1. Opening Prayer
2. Old Business
 - a. **Solar Power** – No updates this month
 - b. **Power Factor Correction** – We have received the rebate from the City of Ames in the amount of approximately \$3500. They did not rebate the cost of the breaker, only the capacitor unit. This project is completed.
 - c. **Columbarium** – The Columbarium Committee is conducting a survey of the parish. Survey responses are due in mid-December. The committee has met with one vendor.
3. New Business
 - a. **FY20 Budget** – A final list of budget items is included with these minutes. We still need to develop a cost for the parish security item.
 - b. **Rectory Roof** – The roof does have hail damage and we will receive an insurance payment at least for a portion of the cost. Bill is working with the Archdiocese on this issue.
 - c. **Parish Security** – The committee discussed options for how to deal with security at the parish given that PerMar will no longer provide locking services. We will be contacting them to see if they will extend their service at a reasonable cost until we can make other arrangements. The committee agrees that we should take a cautious approach to a security system. Our recommendation the following:
 - i. Install an electronic security system on limited exterior doors. Those entering for evening meetings would be required to enter through these doors. The doors would automatically lock at 10 pm and unlock at a certain time in the morning.

- ii. All other exterior doors would be manually locked at the close of business hours.
- iii. We discussed several vendors that could provide the electronic system. Bill & Jeremy are gathering information and will arrange to meet with vendors. We will need to determine the scope of what we want for a security systems and then develop a document to obtain pricing for similar systems from the different vendors. More information to come.

4. Facilities Update

- a. Jeremy reported on several items
 - i. The low pressure situation for the domestic hot water in the women's restroom in the Link Hallway was caused by a defective faucet. Converse replaced the faucet under warranty
 - ii. Siemens was coming in later in the week to do their annual preventive work on the building automation system for the Ed Center. Subsequent to the meeting, Jeremy reported no issues were discovered.
- b. Sara reported that she is working with the Gala committee on potential Fund-A-Need projects for the 2019 Gala, one item is a water fountain by the link restrooms. She is also working on some painting projects for the Multi-Purpose room, hallways and classrooms.

5. Church Remodel Project

- a. The Church Remodeling committee is planning to hire an architect sometime after the first of the year to help with the planning process.

6. Next meeting – The next meeting is scheduled for January 9, 2019 in the Parish office.