

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

Date: August 19, 2015

Time: 7:00 PM

Location: St. Benedict Room

Attendees: Al Joensen, Larry Joel, Jason O'Brien, Jon Weber, Mark Hanson, Char VanKerckvoorde, Jeff Witt

Agenda Items:

1. Opening Prayer
2. Old Business
 - a. Power Factor Correction – Jeff Jorgensen will be providing an updated quotation on letterhead. Char will take that through the approval process to Finance, Pastoral Council and the Archdiocese. Al has started looking at the school electrical system.
 - b. Pre-School Remodel – Cyclone Contracting has started work. Some electrical work remains and then they will complete the sheetrock repairs, hang cabinets, etc. Work should be done in a couple weeks.
3. New Business
 - a. Roof leaks – have had a couple roof leaks in the recent heavy rains. Central States has made repairs but are still watching for additional issues. Will be making repairs to ceilings and painting once we are assured the leaks are corrected.
 - b. Fence repairs – Jon Weber has made repairs to the screen fence around the condensing unit at the education center. He is also making repairs to the fence and gate screening the church and social hall units.
4. Facilities Update
 - a. Char shared that they are back to two full time custodians working from 5:30 am till 2 pm. Some shifting of duties has been done as well. The staff is considering an additional ½ time custodian to work from 2-6 pm to support Faith Formation and other activities.

- b. Char shared that they have found the ducts in the former preschool room to be dirty and have noted an odor. She is planning on bringing Servicemaster in to clean ducts.
- c. Facilities and staff are ready for the start of the school year. Jason O'Brien shared that enrollment is at 156, down from recent years. They do however have a large preschool class.

5. Next meeting – September 16, 2015 in the Sun Room