

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

Date: July 15, 2015

Time: 7:00 PM

Location: Sun Room

Attendees: Al Joensen, Ben Kellen, Mitch Dillavou, Larry Joel, Jeff Witt

Agenda Items:

1. Opening Prayer
2. Old Business
 - a. Power Factor Correction – Jeff Jorgensen is working up an updated proposal. Jeff Witt talked to him before the meeting, and Jeff indicated the cost of the capacitor has gone up about \$1000 since his earlier quotation.
 - b. Before/After school program – Char had shared that Erv Rowlands was handling this and things would be in place for the start of school. No further action is needed by the Facilities Committee
 - c. Pre-School Remodel – Cyclone Contracting will be starting soon. Still are waiting on a second price for the electrical work from Jaspering. Jeff Witt talked with Jeff Jorgensen before the meeting, and pointed out that work was starting soon and if he wanted to submit a price, he needed to do so as soon as possible.
3. New Business
 - a. Church Condensing Unit – Jeff W shared that a line had broken on Saturday July 4th, causing the unit to lose the oil and refrigerant. Repairs were made on Monday July 6th and the unit is working well.
 - b. Fence @ Ed Center Condensing Unit – John Weber will be making repairs to the screen fence around this unit.

4. Facilities Update

- a. Servicemaster has completed all the hard surface floors. Custodial staff did all the carpeted areas. Floors are completed for this year
- b. We have two custodians on staff, they are working on school lunch table repairs and cleaning, changing HVAC filters, misc painting and weeding.
- c. Lawn Crew – Mitch shared that they have changed process a bit and are mowing the grass higher and more often. Committee members responded that the lawn looks better with much less visible grass clippings. Mitch said he is looking for some additional volunteers to do trimming, islands, etc.

5. Other Issues

- a. Facilities Exploration Committee – no report

6. Next meeting – August 19, 2015 in the Sun Room