

**Saint Cecilia Pastoral Council**  
**Tuesday, May 26th, 7:00pm, Remote (Zoom) Meeting**

**Present:** Father Jim Secora, Reno Berg, Kate Hartzler, Lois Lehmkuhl, Matt Thatcher, Eddie Boylston, Mike Brown, Sarah Mansell, Nancy Jenson, Colin Murphy (Catholic School Board), Sly Upah (Finance Council)  
**Staff:** Jarrett Wendt, Jeremy Hess, Bill Klein, Bob Hauser, Deacon Alan Christy  
**Guests:** Jeff Witt  
**Notes By:** Matt Thatcher

1. **Call to Order:** Reno Berg called the meeting to order at 7:00pm.
2. **Opening Prayer:** Mike Brown led the group in an opening prayer.
3. **Approval of Minutes:** Pastoral Council minutes from February and April 2020 (note that there was no March 2020 meeting) were approved with no changes.
4. **New Business:**

- A. **Review remodel priorities from Facilities Committee:** The Facilities Committee was asked at the April meeting to develop a prioritized list of repair/remodeling needs for the church worship space. Jeff Witt provided Reno with a list in a memo dated May 16, 2020 (see draft inserted below). Facilities proposed completing the work in four separate projects. The roof needs to be done first, then the HVAC system, followed by the other interior worship space items and the sound system. Total cost to replace the roof and to complete the HVAC system maintenance is approximately \$382,000. Sly commented that currently, the parish has a solid amount of available savings and the current environment provides an opportunity to complete work when the facilities are not being utilized as frequently. Bill Klein has no reservations regarding the financing. There was discussion on skylights and the larger remodel project, but there was agreement that the timeline for the full project would be long enough that the roof and HVAC will likely need done before the remainder of the project could be completed. However, there is still a need to submit a proxy to the archdiocese to approve the spending. Father advised that we need to wait for the new priest to be here and settled before we request from the archdiocese that we be allowed to spend.

Date: May 16, 2020  
To: Reno Berg  
Chair, St. Cecilia Pastoral Council  
From: Jeff Witt  
Chair, St. Cecilia Facilities Committee  
Re: Church Remodeling Priorities

these projects may be done in phases, we then prioritized and grouped the projects in a logical and synergistic method. Our priorities are as follows:

**Project #1 - A complete replacement of all roof sections associated with the original church building.**

The roof must be replaced in its entirety, it is significantly beyond its design life and continued repairs are just a band aid approach. It does not make sense to do other interior work with a roof that is in poor condition as roof leaks would damage any new construction. This is why we recommend this project be done first. This is a straightforward project that is relatively simple to do, separate from all the other projects on the list. This project could potentially require the services of an architect.

**Project #2 - Replace the church HVAC system and perform ceiling repairs/modifications.**

We are combining these two deferred maintenance items into a single project because they will likely impact each other. The existing HVAC system uses underground supply air ducts along the north and south walls to move air from the air handler in the back of the church to the front. These ducts routinely have ground water in them during wet seasons and have the potential for mold growth. Our recommendation would be to abandon these supply air ducts and run new ducts above the ceiling to move air towards the front of the church (there is one existing duct above the ceiling down the center aisle already). As part of this project, we also recommend upgrading the control system that operates the church HVAC system to a common control platform for the entire facility rather than continue to maintain two separate control systems as we have today. (We are providing a separate recommendation on this topic that will provide more clarity.)

Completion of this project will require the services of an architect/engineering firm. We also remind the Council that the entire worship space ceiling is textured with sprayed on asbestos, so any ceiling work will require asbestos abatement. It would make sense to remove all asbestos at this time rather than a partial removal.

**Project #3 - Replacement of floor coverings, pews, remodel of altar space and replacement of the baptismal font.**

At the April 28, 2020 Pastoral Council meeting, the council requested that the Facilities Committee prioritize the list of repair/remodeling needs for the worship space. The Pastoral Council has assembled the following list of needed projects:

- Replacement of the HVAC system
- Replacement of pews
- Replacement of all floor coverings
- Remodel of altar space to improve accessibility
- Replacement of the Baptismal font
- Improvements to the worship space sound system
- Roof repairs as needed
- Ceiling repairs as needed

The proposed original remodeling plan also included additional improvements such as adding windows or skylights, repurposing the old restroom space for other needs, and rearranging the church entrance from the Narthex. The Pastoral Council has asked Facilities to limit our prioritization to the above list or topics directly related to these items. Should the parish decide at a future date to pursue some of the additional remodeling work, some of the items we do today may well be impacted and need to be modified. This concern should not limit our efforts to maintain our existing facility, we just want the Pastoral Council to be aware of potential future impacts.

Following the Pastoral Council meeting, I shared this information with the Facilities Committee members and ask they come to the next Facilities Committee meeting prepared to prioritize this list and add any additional details the committee felt would be appropriate for each of these projects.

The Facilities Committee met on May 13<sup>th</sup> and discussed these items. Generally all of these items are major deferred maintenance needs and are important to maintaining a quality worship environment. Understanding that

These projects are all inter-related and make sense to do as one. The old Usher's Room, on the north side of the church entrance, has asbestos floor tile that would need to be abated as part of the project. The baptismal font replacement will require some involvement by the Archdiocesan Worship Commission. Today the baptismal fonts are typically located at the entrance to the church, and if that is a requirement as part of the replacement, there could be some significant expense depending on the design. This project would require the services of an architect.

**Project #4 - Improvements to the worship space sound system.**

Of all the projects, this is probably the lowest cost, but we are recommending it last. The sound system will be impacted by the design decisions made by Project #2 & #3. The choice of ceiling materials, floor coverings (carpet or hard surfaces) and pew design (padded or not) all will impact the design of a sound system. A sound system may include a soundboard at the rear of the church which will impact wiring, pew layout and other aspects of the space. A sound consultant would be needed to ensure that a new system functions well.

One aspect we all need to be aware of is that remodeling projects, depending on their scope, can trigger the need to bring a facility up to current building codes. The church was built in 1972 and met the building codes at that time. However, building code requirements today are significantly different. Items of concern could include meeting today's electrical, plumbing and energy codes, fire protection requirements and requirements for access for the disabled. The only way to assess the impact is to engage an architect.

Our recommendation is to hire an architect to review these needs, develop a preliminary design and phasing plan as well as a preliminary budget. With this information, the Pastoral Council can make decisions as to finances, phasing, etc. We should point out that Projects 2 & 3 will require the church facility be shut down for a period of time, so other arrangements for Mass will need to be made.

We hope that this information helps the Pastoral Council to make decisions on how best to proceed. We can answer questions via email or attend the Pastoral Council meeting to answer questions.

c: Sly Upah, Chair Finance Council

**B. Proposal from Finance and Facilities Committee**

- C. Nominations for Officers for PC (elections to be held in June):** Reno stated that he, Matt and Kate have agreed to extend their terms by one year but with a preference to not hold office during that year. Lois noted that these PC officer nominations will be handled in June. Other members of the PC will also need to state their intentions regarding extension of terms. CSB has heard from 5 of the 6 members and all 5 of those have agreed to extend their terms by one year. Faith Formation has 1 spot that needs filled for the next twilight year, one to fill in the second year, but none to fill in the third year. Final results of asking each member to extend their term will be reviewed at the June meeting of Pastoral Council.

**5. Old Business:**

**Updates from Fr. Jim:**

- A. Church re-opening updates:** Archbishop and Father Secora have provided updates to parishioners regarding plans for re-opening of churches. Father discussed how plans are coming along for re-opening. Father also thanked those on the parish staff who have helped to make available the live streaming of our own local masses. Getting supplies for disinfecting has been challenging, but the parish has received an offer for a donation of materials and services to fog the worship space after each service.

**6. Committee and Board Reports (provided in packet):** This month, some committees again gave no additional updates since they have not had meetings. See committee reports / minutes.

- A. Liturgy –** Nancy thanked Bob for his work with the music for masses and live streaming; The parish (led by Randy Dalhoff) has been working on getting the needed wiring and camera equipment available in the worship spaces so masses can still continue to be streamed for those attending remotely. Expenses are possibly eligible for FEMA grant money.

Liturgy committee has been working to gather ministers for upcoming masses during COVID-19. About 60% of the needed lectors have been obtained. Altar serving will be suspended for now. Bob will lead the music for the first couple of weeks. Greeters and Ushers are being contacted and additional volunteers are being solicited. Volunteers are being obtained for cleaning. So far about 50% of survey respondents have indicated that they are likely to attend mass in person.

- B. Finance –** no additional comments beyond the reports that were included in Packet #1

- C. Faith Formation –** did not meet last month, but Sarah also wanted to recognize staff efforts in this unprecedented environment, discussing how to handle possible refund of middle school fees from cancelled classes near the end of the year

- D. CSB –** teacher contracts have all been signed, start date is still being discussed based on coordination with Ames Public schools

- E. Parish Life –** has not met recently

**7. Other Business/Additional Comments:**

- A. Columbarium –** Lois mentioned that Sue and team are working with a new company from Minnesota and continuing to work on proposals even during the COVID-19 shutdown period.

**8. Once Around:** None this month.

**9. Closing Prayer:** Mike Brown led the group in a closing prayer.

**10. Adjourn:** Reno adjourned the meeting at 8:15 pm.

**Next Pastoral Council Meeting:** Tuesday, June 23rd, 2020 at 7pm

**Prayer Leader:** Sly Upah

**Visioning Update:** None

*Visioning Updates will resume in March 2021 with Stewardship*

DRAFT