

**OUR LADY OF LOURDES  
BUILDING & GROUNDS COMMITTEE  
January 13, 2025**

**CALL TO ORDER:** Chairman Al Marifke called the meeting to order at 6:31 PM.

**ATTENDED:** Al Marifke, Ken Marshman, Jerry Beine, Dennis Lorentz, Mark Pike, Mark Schimenz, Mary Piontkowski

**GUEST:** Patricia Fabian

**EXCUSED:** Mark Van Rixel, Tom Schroeder

**MINUTES:** The minutes of the November 2024 meeting were approved as written by Dennis Lorentz and seconded by Mark Schimenz.

**IMPROVEMENT FUND EXPENDITURES:** Updates were not provided in time for the Committee's review.

**FINANCE COUNCIL REPORT:** No comments.

**NEW BUSINESS:**

**KITCHEN UPDATES:** A bequest was made to the parish, with a portion designated to support St. Ben's. The staff has decided to allocate part of these funds to upgrade the equipment in the parish kitchen, aiming to streamline the monthly meal preparation process. The parish is collaborating with D.A. Berther for the design and installation of the new equipment. An estimate is expected later this week.

**OLD BUSINESS:**

**WINDOWS:** The windows for the west side classrooms have been installed, with the exception of the triple-frame windows in each room. The contractor is still awaiting delivery of the aluminum frames for these windows. Blinds are scheduled to be installed on Friday, January 17.

**PARKING LOT:** The variance appeals were approved by BOZA in December and are guaranteed in perpetuity. The parish has until June 2025 to complete the landscape plan and install the designated trees and shrubs. The staff has requested that Harwood remain involved to help expedite the process. Harwood has provided two fees for consideration: one for preparing the bid documents to refine the bidding parameters, and another for bid assistance, which includes making the bid available to contractors, assisting with bid reviews, answering contractor questions, and conducting a punch list at substantial completion of the work. B&G recommends that the parish proceed with these proposals.

**KEN'S REPORT:**

**RTUs at ROOMS 2,3,8,9 and 1A:** B&G has identified that the roof top air conditioning units (RTUs) servicing part of the classroom corridor, installed in 1996, have exceeded their expected service life. The committee has discussed a proactive action plan to address the issue once these units begin to fail. Given the irregular usage of the classrooms, B&G recommends replacing these units with window air conditioning units for the following reasons:

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1. **Energy Efficiency:** Window air conditioning units allow for room-by-room operation, turning on or off based on occupancy, which eliminates energy waste associated with cooling unoccupied spaces.
2. **Cost Savings:** Because window air conditioning units cool only occupied spaces, they typically result in lower energy costs, especially in buildings with irregular room usage. Additionally, installation costs for window air conditioning units are lower than those for a centralized RTU system. The cost savings would arise because the air conditioning units would remain off until an occupant activates them as needed. Specifically, each room with a window air conditioner would be equipped with a spring-wound timer, ensuring the unit automatically shuts off after a set period to prevent continuous operation.
3. **Control Flexibility:** Each window air conditioning unit allows for independent temperature control, providing specific comfort for individual rooms. This is especially beneficial for rooms with varying usage schedules, as it prevents unnecessary cooling in unoccupied areas.
4. **Maintenance:** A window air conditioning unit requires minimal maintenance, primarily consisting of occasional coil and filter cleaning. Replacement is straightforward, as the unit can be easily removed from its installed sleeve and replaced with a new one.

As long as there are no roof leaks, the decommissioned RTUs would remain on the roof until a roofer is required for repairs. At that point, the equipment would be removed, and the roof penetrations would be infilled and patched.

At this time, we are not aware of any deficiencies in the operation of the RTUs and will not recommend replacing the system until the need arises. However, we believe it is important to have a plan in place and to secure the support of the Staff and Finance Committee to expedite the replacement process when the time comes.

**NEXT MEETING:** February 10, 2025 at 6:30pm

Respectfully submitted by:

Mary C Piontkowski