

**Century Center Board  
Building and Grounds Committee  
Thursday, December 7, 2017  
1:30 p.m. – Sales Room**

**Present**

Linda Doshi  
Aaron Perri  
David Mathews  
Susan Visser

**Absent**

Dennis Andres, Jr.

**Staff**

Leanna Belew  
Scott Herczeg  
Pris Phillips

**Others**

Bill Lamie, Alliance Architects  
Adam Parsons/City Central Services

Chair Doshi called the meeting to order.

Belew and Herczeg gave an overview of 2017 and 2018 capital projects.

**2017 Capital Projects**

The largest projects were addressed first: cooling tower, fire pump, and exterior masonry. Remaining projects of suites technology, skylight beam painting, and Recital Hall carpeting are in process but will need to be carried forward into the next year. Painting of the beams can be accomplished in-house (540 gallons of paint was purchased); the vestibule heater project was rebid and is now \$36,000 more due to code requirements and added wiring and a check valve. The funds were carried forward from 2016; the staff must contact Steve Ellison on how to handle another carry-over of these funds. The planned request would be to carry-over the funds for three 2017 projects that were not accomplished.

Herczeg discussed some challenges with the processing through Engineering. The Center's project have been input in Smart Sheets provided by the City; however, with some staff changes in the department, some are still awaiting to be addressed and are now off schedule.

The Committee advised the staff to accomplish those projects that can be done in-house or require 3 quotes as opposed to going out for bids. Regarding the Recital Hall project, Bill Lamie will research complimentary carpet provided by contractor Tango with the last carpet install. Belew will get samples or suggested designs from Tango and present to Doshi for her input. CC staff can perform the labor of removing the seats and old carpet. Other projects in process are covered by the Ameresco change order: Bendix handrails; the chandeliers are ready to be installed. Committee advised the staff to get quotes for projects under the bid limitations scoped and specifications developed to move forward. Parsons noted the process would take 4-6 weeks for the quotes.. Mathews recommended the staff contact JBL for the technology upgrades in the suites.

**2018 Capital Projects**

Perri recommend the staff begin the process of scoping those projects under \$25,000. Herczeg will plan to meet with City Engineering to put the items on Smart Sheets. Parsons will assist Herczeg with the Smart Sheet module. Parsons noted the Center will receive rebates for several projects such as the changing of the cascade lights underneath the rapids to LED; the lights are color changing to be able to match the river lights; lights will be installed in windows on the third floor of Art Museum to match the other two levels.

Herczeg noted that new bricks had to be installed with the removal of the Art Museum banners due to the many holes left from their installation. He and the Museum staff are working with Burkhart Advertising on a new system to install the banners.

Perri advised the staff to start the process for the design work, scoping and developing specifications for the 2018 project. Patrick Sherman has been hired to coordinate and oversee these type of projects; he will be included in the meetings going forward.

The committee discussed the foyer vestibule heater project. Lamie stated it was to be included in the Ameresco scope. Herczeg noted the change order never happened; now the project will cost closer to \$50,000 than the original \$16,000 several years ago.

Visser asked if there will be plans to renovate the Art Museum third floor restroom. Herczeg noted there are no plans in the immediate future; the cost would be approximately \$40,000 for one restroom.

Mathews asked about expanding the Wifi service to the Art Museum. Herczeg stated the City will be providing the service for the entire building; new antennas will need to be installed at the Art Museum. The committee discussed how Wifi is addressed in the building and the impact on revenue if it is provided free. The staff stated there is a limited free service but a fee is charged for expanded service; plus large events that need expanded service such as for registrations are hard wired for an additional cost. Perri requested the staff to prepare a report of those events requiring the larger Wifi set up with associated cost and revenue.

Visser announced the Art Museum's Strategic Plan includes a capital campaign to make changes to the façade in the Rotunda area; future discussions of the project will be necessary with the Center.

**Adjournment:**

With no further business, Doshi called for adjournment.

LD:pp



CENTURY CENTER  
SOUTH BEND

**CENTURY CENTER  
BOARD OF MANAGERS  
MEETING SCHEDULE 2017**

WEDNESDAY, FEBRUARY 15	8:00 A.M.
WEDNESDAY, MAY 17	8:00 A.M.
WEDNESDAY, AUGUST 16	8:00 A.M.
WEDNESDAY, NOVEMBER 15	8:00 A.M.
WEDNESDAY, FEBRUARY 21, 2018	8:00 A.M.

You will be notified of any changes to this schedule. Thank you.