

**State Capitol and Executive Residence Board
Governor's Conference Room
May 1, 2017 Minutes**

1. Call to Order

The meeting of the State Capitol and Executive Residence Board was called to order by the Chairperson, Senator Risser, at 1:00 PM in the Governor's Conference Room.

2. Roll Call

SCERB Recording Secretary, Jillian Quarne, called the roll. A quorum was present.

Members Present: Senator Risser, Senator Roth, Representative Hesselbein, Ms. Alton, Ms. Brown, Mr. Draeger, Mr. Fernholz, Mr. Kay, Ms. Neitzel, Ms. Reed, Mr. Siggelkow, Ms. Torstveit, Ms. Veltum.

Members Absent: Senator Olsen, Representative Loudenbeck, Representative Born.

Guests Present: Cassie Jurenci, Office of Senator Risser; Danielle Zimmerman, Office of Representative Loudenbeck; Alex Joers and Corissa Mosher, Office of Representative Hesselbein; Jason Rittel, DOA-DFM; Ted Crawford, DOA-DFM; Mike Bath, DOA-DFM; Michelle Sampson, DOA-DFM; Tim Saladis, DOA-DFM; Chris Green, DOA-Legal.

3. Approval of Previous Meeting Minutes (October 31, 2016)

Senator Risser presented the previous meeting minutes as complete.

Motion #1: Mr. Fernholz motioned to approve the previous meeting minutes. Seconded by Representative Hesselbein.

Motion #1 approved by unanimous voice vote.

4. State Capitol Project Updates

Mr. Crawford presented a brief overview of project updates at the State Capitol. They included the following:

- Interior Window Refinishing
- Capitol Square Reconstruction
- Exterior Bronze Statuary Maintenance
- Exterior Dome Study
- Round Room Roof Caulking
- Air Handling Unit Cleaning

5. Executive Residence Project Updates

Mr. Crawford also provided a brief overview of project updates at the Executive Residence that included the following:

- Patio Awning Replacement
- Circular Drive Replacement

- Formal Entryway Garden Master Plan
- Stamped Patio Repairs
- Dumbwaiter Replacement
- UV Window Film Installation

6. State Capitol and Executive Residence Projects for Approval

There were no new items presented at the time of this meeting.

7. Capitol Park

There were no new items presented at the time of this meeting. Senator Risser and Mr. Fernholz had one question in regards to how many trees have recently been removed from the Capitol lawn. Ms. Veltum explained that 12 had recently been removed due to safety concerns, through the analysis of Dr. Allison, and that they are in the process of planning re-planting efforts on the Capitol Park.

8. Subcommittee Reports

Executive Residence Furniture and Finishes

Ms. Alton, subcommittee Chair, provided the Board an overview of recently approved items from the subcommittee. These items included: the removal of the dining room wallpaper; sun room chandelier; reception table; ADA ramp carpet replacement; and the State Capitol's switch to LED bulbs in its light fixtures.

Another item that Ms. Alton spoke of was the patio furniture. This was a request submitted to the subcommittee on short notice. Ms. Alton understood that with the spring season approaching, and the Executive Residence's heavy schedule of events, that this was somewhat of an urgent request for review. However, she inquired as to why the subcommittee's input was not requested prior. As Ms. Torstveit explained, DOA was trying to narrow down the specifications and get the bid out so that the incoming bids could be reviewed, provide a better picture of pricing, as well as ensure that any furniture purchased could fit into the budget. She further explained that while items may go out for bid, SCERB has final decision authority to review those bids in relation to design quality and cohesiveness to the rest of the property, and therefore either accept the lowest bidder, request sole source or selection of another bidder, put the item back out for bid, or work through a custom design. While the subcommittee provided their approval for the specifications listed in the bid that went out, they felt it was appropriate to be provided the opportunity to examine the lowest bidder's furniture in person before providing their final authority on the purchase.

Ms. Alton and the subcommittee raised concerns regarding the timetable of future requests. As DOA inherits multiple requests to be presented to the subcommittee for approval throughout the year and in between board meetings, Ms. Brown made a suggestion that it would be helpful to the subcommittee members if there were a more structured approach moving forward. More specifically, they would like a specified amount of time to review proposals in order to provide sufficient feedback and recommendations.

As Ms. Torstveit explained, certain projects and circumstances require different action, but agreed with Ms. Brown and the other members' concerns. It was discussed and agreed by the Board that at a minimum, the subcommittee should be provided two weeks to review furniture and finishing proposals/requests. If possible, each proposal should also provide options with supportive drawings/sketches, photos, and/or appropriate samples. As many of the subcommittee members travel and have the capacity to work electronically, more complete packaged presentations will assist them along in their understanding of the requests, as well as aid in their discussions and final recommendations. It was also suggested that requests are presented as packages with all items to be reviewed instead of receiving individual requests as they are put together.

Ms. Alton continued her report with progress on other previous requests made to the subcommittee for review. The first includes the dining room wallpaper. It was approved to be removed to address water damage; however, the options of either replacing the wallpaper or changing the room through a different means have gone through multiple phases. As it stands, the current proposal for the dining room includes the installation of paneling/molding on the walls. During the wallpaper and plaster lining cloth removal process, stenciling for molding was discovered. Mr. Bath was able to recover 1919 drawings of the original dining room moldings and it is favored by the Executive Residence to return the dining room to this original esthetic. Ms. Sampson provided sample drawings of what the new molding would look like in the dining room. While the subcommittee is intrigued by this recent proposal, they did have some questions and concerns regarding the molding styles and scale, and how it would best represent the historic nature featured in the 1919 drawings. It was discussed that per the parameters mentioned above, the subcommittee would be provided additional time to review this proposal before recommending a final option.

The second item Ms. Alton brought back to the Board was the request to upgrade the sound system at the Executive Residence. While DOA-DFM has done extensive research through multiple vendors, along with the assistance of their audio/visual technician, electrician and carpenter, Ms. Veltum explained that working with the vendors has come to a standstill until mounting preferences and speaker specifications are determined. Ms. Alton noted that while they appreciate all of the research performed thus far, this type of technical selection is not of the expertise of the designers that make up the Furniture and Finishes subcommittee. Therefore, it is recommended by the subcommittee, and agreed to by the Board, that DOA-DFM consult with an acoustician and technical advisor to perform a study that reviews all the pros and cons of various speaker types, locations, performance and installation work. This item will be reviewed as a priority at the next SCERB meeting.

Motion #2: Representative Hesselbein motioned that DOA-DFM perform and provide an acoustic study on a new sound system at the Executive Residence in association with technical experts. Seconded by Senator Roth.

Motion #2 was approved by unanimous voice vote.

The third item the subcommittee wanted to discuss prior to final approval was an alternative to the Step 'N Wash proposal discussed at the October 2016 meeting. Due to concerns of

harming the marble floors through the installation process of such a device, it was requested of DOA-DFM to provide an alternative footstool sample. Mr. Saladis, a carpenter with DOA-DFM, was on hand to present the Board with a sample. The wood stool featured non-skid rubber feet and foot traction on the step. The Board agreed that this was a safe alternative to the Step 'N Wash previously presented.

Motion #3: Ms. Alton motioned that the Capitol move forward with the footstool sample provided by DOA-DFM as an alternative solution to the Step 'N Wash. Seconded by Representative Hesselbein.

Motion #3 was approved by unanimous voice vote.

The last item presented by the subcommittee was the continued review of the State Capitol Waste/Recycling Program. At the October 2016 meeting, new waste and recycling receptacles were presented to the Board for approval. The receptacles were not approved and the subcommittee was asked to assist with providing alternate design options. Since the October meeting, the subcommittee has reviewed and weighed alternative design options and presented the Board with an approved solution for the waste and smoking receptacles for the exterior of the State Capitol. However, the subcommittee has not settled on a solution they are satisfied with for the interior of the State Capitol and did not approve a design for new interior receptacles. Consequently, they have requested additional time to continue reviewing interior receptacle solutions prior to making a final recommendation to ensure the final design coincides with the historic nature and features within the Capitol.

Executive Residence Garden Master Plan

There were no new items presented at the time of this meeting. Mr. Fernholz made the request to review the shoreline and its runoff into the lake at the next meeting, as well as possibly begin to develop a plan for restoring this section of the property. Mr. Fernholz suggested that Mr. Roy Diblik be invited to speak at the next SCERB meeting.

State Capitol ADA Signage

There were no new items presented at the time of this meeting.

9. 100th Anniversary of State Capitol

Senator Risser and Ms. Torstveit provided an overview of the 100th Anniversary State Capitol Commemorative Commission's (Commission) work and their proposed events moving forward. The first item discussed was the request to light up the Capitol dome in red, white and blue after the July 5, 2017 Concerts on the Square production. As a moratorium currently stands for all dome lighting requests, the Commission felt this request was appropriate to celebrate the Capitol's 100-year anniversary and the Board agreed.

Motion #4: Senator Risser motioned for the State Capitol dome to be lit up red, white and blue for the July 5, 2017 Concerts on the Square. Ms. Neitzel added to the motion allowing for July 6, 2017 to serve as a backup date in case of inclement weather on July 5, 2017. Seconded by Ms. Brown.

Motion #4 was approved by unanimous voice vote.

Ms. Torstveit informed the board that a “Capitol Party of the Century” Gala is currently scheduled for the evening of November 8, 2017, and asked board members to save the date on their calendars. She further updated that the goal of the Gala is to raise \$75,000 - \$100,000 in net proceeds for the Capitol Restoration fund, which SCERB controls. At the request of the Commission, DOA will be working with the State Historical Society Foundation to hire a professional planner and fundraiser for the event to achieve this goal. She further reported that the intention by the Commission is to use the funds raised for a specific capital improvement to the State Capitol. The Commission is currently considering a permanent State Capitol Gift Shop. The Commission will be discussing the event and potential gift shop in more detail at the upcoming meeting, Thursday May 4, 2017. If there is a need to utilize the Capitol Restoration Fund to get the planning started, a separate request to the board would be issued in June after the contractor/planner is hired.

This would be similar to the March 20, 2017 request to SCERB members to approve a motion from Senator Risser for the use of funds from the Capitol Restoration Fund to purchase Centennial commemorative items for sale at a temporary gift shop or at the tour desk. These items included lapel pins, pens, pencils, bookmarks, Christmas ornaments and the like. The Board approved the use of the funds for these items via an e-mail vote, provided the amount used to procure the items was replaced with any proceeds gained due to the sale. Board members asked if a temporary gift shop had been set up or if items were for sale at the tour desk. Ms. Torstveit reported that only Centennial pins have been ordered at this time utilizing the Restoration Fund. The Centennial pins should be delivered sometime in the next week. Other items were being procured by the State Historical Society for purchase at their gift shop. The Board requested that a temporary gift shop be considered by the Commission and at a minimum a sign be placed at the tour desk to direct guests to the Historical Society gift shop for commemorative items.

Lastly, Ms. Torstveit reported that the Commission has requested assistance from the UW Business School to develop a business plan for operations of the gift shop to ensure that it will be self-sustainable. The Board recommended temporary commemorative items such as coffee mugs and other items to be considered. Ms. Torstveit indicated that she would bring these suggestions to the next Commission meeting.

10. Other Business

Senator Risser would like to have the next SCERB meeting out at the Executive Residence. No future dates were discussed at this time. The next meeting will also address Chair and Co-Vice Chair elections.

The next meeting will also feature an agenda item that will call the Board into closed session. In October 2005, SCERB approved the installation of WisconsinEye security cameras throughout various chambers in the Capitol. A new security camera project inquiry was brought forward, but due to security constraints, it will require closed session for discussion at the next board meeting. Mr. Kay expressed the recommendation that if additional cameras are put in place, that all installation measures comply with the protection of the Capitol’s historic finishing.

Another item that was presented during this segment of the meeting pertained to Executive Order 189. In March 2016, the Governor issued this order to reaffirm the importance of transparency in state government, applicable to all state agencies and boards. Mr. Green, DOA's Chief Legal Counsel, was present at the meeting to provide all public SCERB members with training materials in relation to best practices and open records law. It is the responsibility of each SCERB member to complete this training by July 1, 2017 and report back to the SCERB Secretary.

11. Adjournment

The meeting concluded at 2:28pm.