

**State Capitol and Executive Residence Board**  
**Executive Residence**  
**April 27, 2015 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.

2. **Roll Call**

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

**Members Present:** Senator Risser, Representative Born, Representative Hesselbein, Representative Loudenbeck, Ms. Alton, Ms. Brown, Mr. Draeger, Mr. Fernholz, Mr. Kay, Ms. Neitzel, Ms. Reed, Ms. Torstveit, Mr. Beck.

**Members Absent:** Senator Olsen, Senator Roth, Mr. Siggelkow.

**Guests Present:** Cassie Jurenci, Office of Senator Risser; Lonna Morouney, Office of Representative Loudenbeck; James Fenley, Office of Representative Born; Ron McCrae, Office of Representative Hesselbein; Michelle Sampson, DOA-DFM; Ted Crawford, DOA-DFM; Mike Bath, DOA-DFM; Kyle Roux, DOA-DFM; Madeline Henry, Executive Residence; Chelsey Hamilton, Executive Residence; Mark Cantrell, Wisconsin Chamber Orchestra; Jeff Richard, Wisconsin Chamber Orchestra.

3. **Approval of Previous Meeting Minutes (April 28, 2014)**

**Motion #1:** Mr. Kay made motion to approve the previous meeting minutes. Seconded by Ms. Brown.

**Motion #1 approved by unanimous voice vote.**

4. **Member Information and Briefing**

Senator Risser provided to each member a State Capitol and Executive Residence Board informational booklet for their reference on the history and actions of the board. Senator Risser and Ms. Torstveit introduced the three new members: Senator Roth, Representative Hesselbein and Representative Born.

5. **Wisconsin Chamber Orchestra**

Ms. Torstveit introduced the members present to speak to the request: Ms. Neitzel, Member of the Wisconsin Chamber Orchestra Board; Mark Cantrell, Executive Director of the Wisconsin Chamber Orchestra; and Jeff Richard, Production Manager.

Ms. Neitzel discussed the popularity of Concerts on the Square as a free entertainment event in Madison. The Wisconsin Chamber Orchestra is looking to make an addition to the program that will enhance the overall experience of Concerts on the Square, allowing as many people as possible to attend and enjoy the concert for many seasons to come.

Mr. Cantrell made mention that Concerts on the Square is an event not seen anywhere else in the country. Concerts on the Square is held each Wednesday night for six consecutive weeks during the summer, attracting an average of 30,000 attendees per show. The Wisconsin Chamber Orchestra is looking to turn Concerts on the Square into a destination attraction for citizens outside of the Dane County/Madison area by enhancing the show. To help do this, the Wisconsin Chamber Orchestra is requesting to put up a canopy over the orchestra. The canopy will increase the artistic and acoustical quality of the concert, as well as protect the valuable instruments underneath.

Ms. Torstveit raised the question as to whether the canopy will be a permanent structure, reappearing each week; or if it will solely be provided in the case of inclement weather. Mr. Cantrell explained that the canopy will be there each week to assist with weather provisions, but mainly to enhance the artistic quality of the concert. In case of severe weather or heavy winds, the canopy is easily retractable to be brought down over the orchestra in a matter of minutes.

The canopy will be provided by SOSONIC and is capable of withstanding 65 MPH continuous and sustainable winds. Through the assistance of Capitol Police, all weather radar would be monitored to determine whether the concert would continue. Mr. Kay expressed concerns about water flow in case of heavy rain. The canopy roof is slanted to have water run off the back towards the Capitol. To address any flooding potential, there would still remain an open drain under the stage towards the top of the Capitol steps. Another alternative would be to gutter the structure.

In regards to stability and safety concerns raised by Ms. Torstveit and Mr. Beck, the structure will be supported by four posts that are secured to the ground through the use of 500-gallon barrels of water; leaving no impact on the Capitol grounds. Through a potential agreement with the Capitol, new water will be used from the facility each week to fill the barrels; and then hopefully recycled by watering the Capitol lawn.

Mr. Richard explained that the set-up will take place each Wednesday morning, starting at 6:00 AM. The entire structure will take about three to four hours to assemble and secure. It will remain until the concert's end and then disassembled and removed from the grounds. In the event that the concert is moved to the next day due to inclement weather, the structure would be lowered to its lowest point, the canopy covering removed, and then monitored by security until the next day.

Mr. Beck raised concerns about the structure's location and whether it would be blocking the Capitol's King Street entrance. Mr. Cantrell explained that the structure's footprint will be no bigger than what the orchestra's is now. It will block a portion of the Capitol's entrance, but

there will still be an eight-foot walkway available to the side of the stage that will allow people to enter the Capitol building.

In terms of funding, Mr. Cantrell explained that there are several sponsors lined up to support the Wisconsin Chamber Orchestra and their effort to raise this event to the next level.

In conclusion, the Board liked the idea of the structure, but still had concerns about its permanence, especially in light of drainage concerns, logistical questions, and overall safety of its use. It was further discussed that it might be best to use the canopy on a trial basis as a rental, instead of purchasing the structure outright.

**Motion #2:** Mr. Kay moved to grant installation of a temporary, protective canopy over the Chamber Orchestra for six performances, plus one rehearsal, as an experiment for one year; and that there be a drainage/gutter system that keeps water from running into the building. DOA Facilities has the option to terminate the structure's use early if necessary. Seconded by Ms. Alton.

**Motion #2 was approved by unanimous voice vote.**

#### 6. **Plaques and Monuments**

Ms. Torstveit introduced a previous request from the Department of Veterans Affairs to mount a Vietnam Veteran Memorial Plaque in the Capitol Building.

It was requested at the last SCERB meeting for the Department of Administration to collect an inventory of all monuments and plaques in the Capitol that were previously requested and approved by the Board.

The inventory was presented to the Board and there was an at-length discussion regarding this request. There currently resides on the first floor of the Capitol a memorial for all Wisconsin veterans of all wars. Senator Risser presented the difficulty to memorialize one group of veterans without including all of the other groups of veterans. With additional comments about lack of space, possible repetition, inclusivity, and the close location of the Wisconsin Veterans Museum, the Board had considerable discussion about what was appropriate in relation to the set policy. It was suggested by Ms. Brown that the Board should revisit and possibly revise the guidelines of the policy.

Representative Hesselbein spoke of the Vietnam War's upcoming 50<sup>th</sup> Anniversary and her support behind the plaque. Ms. Torstveit presented to the Board an option to approve this request for a limited time as a temporary display. The Board had concerns mounting a temporary display for fear of leaving holes in the marble walls after its removal. Due to the weight of the plaque, building a separate supportive structure was a recommended solution. It was also presented by Ms. Alton that the typical exception period is 30 days. The Board offered to extend this period of time in honor of the upcoming anniversary. The location of the plaque was also discussed and it

was mentioned by Mr. Draeger to leave that decision up to the Capitol staff. In conclusion, the Board will revisit this topic at the next meeting to notate progress of the plaque's placement.

**Motion #3:** Mr. Fernholz moved to deny the request to permanently display the Vietnam Veteran Memorial Plaque. Seconded by Mr. Kay.

**Motion #3 to deny the request for a permanent display was approved by majority vote.**

Votes to deny the request for a permanent display: Senator Risser, Representative Born, Representative Loudenbeck, Ms. Brown, Mr. Draeger, Mr. Fernholz, Mr. Kay, Ms. Neitzel, Ms. Reed, Ms. Torstveit.

Votes to approve the original request and allow a permanent display: Representative Hesselbein, Ms. Alton

Senator Risser proposed an amendment to develop additional guidelines for the future.

**Motion #4:** Representative Hesselbein motioned to allow a temporary display for a one-year term of the Vietnam Veteran Memorial Plaque for the 50<sup>th</sup> Anniversary of the Vietnam War. Seconded by Representative Loudenbeck.

**Motion #4 was approved by unanimous voice vote.**

## 7. **State Capitol Project Updates**

Ted Crawford presented an overview of completed projects, projects under construction, and projects under design at the Capitol. In particular, the Viewing Station is a great success with visitors and has received nothing but positive feedback since completion.

### **Recently Completed Projects**

- Museum Viewing Station – Painting of the Frame
- Stone Cleaning & Exterior Repairs
- Interior Decorative Painting & Refinishing
- Assembly Carpet Replacement (Aug. 2014)

### **Projects Under Construction**

- Interior Sills & Jambs – Stain and Varnish
- Replacement of Carpet in Assembly Chambers
- Installation of Trees in Capitol Park (Final Phase)
- Supreme Court Hearing Room Carpet Replacement

### **Projects Under Design**

- Phase II Dome Plaster Repair/Painting
- Exterior Park Lighting Upgrades
- North Hearing Room Cove Lighting Replacement
- Lactation Room

- Assembly Chamber Ceiling Plaster Repair & Painting

#### **Proposed Projects – Capital Budget 2015-17**

- North & West Wing Carpet Replacement
- Repair Walks/Circular Drive & Drain Repair – East Washington Ave.
- Interior Accessible Door Openers - West Wing
- North Wing Fire Alarm Upgrades

### **8. State Capitol Projects for Approval**

#### **Lighting Project**

Mr. Crawford spoke of the exterior lighting project for the Capitol. It is in final design and seeking re-approval of a demo light fixture that has been on display at the State Street entrance for the last 12 years. The project includes removing 24 lights and putting back 32. There will also be an update to the electrical around the perimeter wall and Capitol grounds. The light color has also been matched to be the same as the Capitol Dome.

Ms. Brown inquired about whether the bulbs will be LED. Ms. Torstveit shared the cost-savings analysis between LED and Metal Halide that was presented to the State Building Commission and that there is no cost-savings to be had using LED bulbs at this time. DOA will continue to explore using LED on future bulb replacement projects.

**Motion #5:** Mr. Draeger motioned to approve the lighting project. Seconded by Ms. Reed.

**Motion #5 was approved by unanimous voice vote.**

#### **Podium Assembly**

Ms. Sampson introduced the background for the podium assembly project. The Senate Chief Clerk originally requested to have new technology installed at the Senate President's desk in time for the new session, which started in January of this year. On January 28, 2015, a removable podium with a computer touch-screen was installed inside an existing cavity of the Senate President's desk. It was designed to match and sit atop the desk, making no permanent modifications to the desk itself and creating the image that the podium has always remained there.

**Motion #6:** Representative Loudenbeck motioned to approve the podium assembly. Seconded by Representative Hesselbein.

**Motion #6 was approved by unanimous voice vote.**

#### **Majority Leader Conference Room Cabinetry Project**

Ms. Sampson spoke of a design request for conference room 210 outside of the Senate Majority Leader's office. At the moment this is a singular request, with potential to service other Senate or Assembly conference rooms, should there be additional requests in the future.

Currently, the conference room has a small kitchenette that includes a sink, bottom cabinetry and counter-top microwave. The Senate Majority Leader has requested modifications to be made to the existing cabinetry; specifically to build an upper cabinetry unit that will have doors to shield the kitchenette from view during meetings and provide additional storage space.

A discussion was held regarding the pocket doors, wainscoting and golf leaf stencil. The wood used to build the upper cabinetry will be stained to match the bottom cabinetry. The existing marble backsplash will also remain undamaged. This project will be funded by the Senate.

**Motion #7:** Senator Risser motioned to approve the design request. Seconded by Representative Born.

**Motion #7 was approved by unanimous voice vote.**

## 9. **Executive Residence Project Updates**

### **Recently Completed Projects**

- Upper Window Replacement, Lakeside
- Exterior Painting and Stucco Repair
- Lower Level Flooring Replacement
- Foyer Stair and Landing Carpet Replacement
- Foyer Wallpaper and Painting
- HVAC System Maintenance Cleaning

### **Projects Under Construction**

- Replacement of Exterior Doors

### **Projects Under Design**

- Replacement of Stamped Concrete around Entry Fountain – Pavers
- Master Gardner Landscape Plans: Phase 1, 2 and 3
- Sound System Upgrades - Speakers

### **Proposed Projects – Capital Budget Projects 2015-17**

- Exterior Electrical Upgrades – GFI
- Fireplace Repair
- Replacement/Relocation of the Maintenance Tool Shed
- Non-Public Restroom Fixture Upgrade and Remodeling
- Garage Upgrades

There was a request to distribute a copy of the Executive Residence Maintenance Report to the board members (copies to be prepared and distributed at the next meeting).

## 10. Sub-Committee Reports

### **Executive Residence Kitchen**

Ms. Brown, Sub-Committee Chair, gave an update that the kitchen renovation project is now complete. The few remaining small projects include the crown molding and chairs for the breakfast room. Prior to this meeting, the sub-committee was notified of the crown molding project and approved it.

It was also discussed and agreed by the Board to remove the Kitchen Sub-Committee due to its full completion.

### **Executive Residence Furniture and Finishes**

Ms. Alton, Sub-Committee Chair, introduced a fabric that the sub-committee previously approved for a chair in the library.

### **Executive Residence Garden Master Plan**

Mr. Fernholz, Sub-Committee Chair, and the sub-committee have reviewed the current Garden Master Plan and have approved Phase 1 of the project, which will be coordinated with the paver replacement project. Phase 2 and Phase 3 will be addressed in the future.

### **State Capitol ADA Signage**

Mr. Beck gave an update from a request that was received at the last SCERB meeting from the Wisconsin Council of the Blind and Visually Impaired.

After sending out an inquiry to the National Association of State Facility Administrators (NAFSA) listserv group, only two responses were returned: Kentucky and Idaho. Through the application process of braille in their state capitols, both states expressed the challenges that go with implementing proper navigation for such complex buildings. It was found that braille signage was commonly installed at main meeting rooms, office suites, and at major turns to aid in way finding.

Ms. Brown inquired whether ADA dictates whether or not the Capitol is to have braille. Ms. Torstveit and Mr. Draeger explained that while the Capitol is exempt from all codes due to its historic preservation, every potential effort is being made to assist blind and visually impaired visitors. Many improvements were considered and implemented during the Capitol Restoration Project that took place from 1992 – 2000.

After a lengthy discussion of implementing braille into the Capitol building, including the previous proposal of inserting braille under handrails, as well as new proposals of free-standing signs, tour guide assistance, and possible GPS tracking, the Board recommended the sub-committee continue to research other state capitol practices. Mr. Draeger also mentioned reaching out to the Nation's Capital and their Capitol Architect Office to see if they have implemented any braille signage at their location.

## 11. **Capitol Park**

### **Donation of 131<sup>st</sup> Arbor Day Tree**

Senator Risser inquired about the current policy for tree replacement in Capitol Park in relation to Arbor Day. With Arbor Day's annual donation of a new tree, he had concerns regarding how trees are accepted for replacement, especially in regards to disease control and overcrowding.

Ms. Torstveit informed the Board that the Arbor Day tree is donated from the Wisconsin Nursery Association each year. The Wisconsin Nursery Association and Department of Administration work together to choose a location for the tree based on the Master Tree Plan. Through continual analysis, Facilities Management determines which trees need to be removed from the park; as well as the proper species needed for those replacements. Reasons behind removal range from weather damage to plant death. This year's Arbor Day tree was placed in spot 212, where an existing tree was removed last year.

Looking for further clarification, Senator Risser requested a review of the approval process at the next SCERB meeting. Mr. Fernholz also recommended reaching out to the University of Wisconsin Stevens Point School of Urban Forestry for information on diversifying inventory and proper health of the trees.

### **Circular Planters**

The Community GroundWorks vegetable garden was moved to the King Street location last year and has proved to be a success. The vegetable garden received lots of additional sunlight and was a more prominent spot for the Farmer's Market. Community GroundWorks submitted a second Facilities Use Request to retain this location for the vegetable garden again this year.

## 12. **Other Business**

The next SCERB meeting will hold a re-election for the Chair and Co-Vice Chair.

Representative Loudeneck also mentioned the upcoming 100<sup>th</sup> Anniversary of the State Capitol. She inquired if anything will be done in celebration in 2017 for this Anniversary. Discussion by the Board determined that it would be beneficial to reach out to the other branches of government to see if something was in the works and to possibly organize another sub-committee for any celebratory actions.

## 13. **Adjournment**

The meeting concluded at 3:30 p.m.