

**State Capitol and Executive Residence Board
Governor's Conference Room
January 11, 2016 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 Olsen, Representative Born, Representative Hesselbein, Representative Loudenbeck, Ms. Alton, Mr. Draeger, Mr. Fernholz, Mr. Kay, Ms. Neitzel, Ms. Reed, Mr. Siggelkow, Ms. Torstveit, Ms. Veltum.

Members Absent: Senator Roth, Ms. Brown.

Guests Present: Cassie Jurenci, Office of Senator Risser; Ron McCrae, Office of Representative Hesselbein; Mark Cantrell, Wisconsin Chamber Orchestra; Ted Crawford, DOA-DFM; Mike Bath, DOA-DFM; Edwin Pfaff, DOA-DFM.

3. Approval of Previous Meeting Minutes (September 21, 2015)

Senator Risser presented the previous meeting minutes as complete.

Motion #1: Senator Olsen motioned to approve the previous meeting minutes. Seconded by Mr. Draeger.

Motion #1 approved by unanimous voice vote.

4. Wisconsin Chamber Orchestra

As a follow-up to the last meeting, the Board, along with the Wisconsin Chamber Orchestra (WCO), had a lengthy discussion regarding the various sponsorship signs that were displayed on the SOSONIC canopy at this past season's Concerts on the Square series. The main discussion revolved around whether Motion #5 made at the September 21, 2015 meeting was applicable to WCO's needs moving forward in conjunction with the DOA Facilities Use Policy.

Motion #5 from the September 21, 2015 meeting states that "commercial signs are restricted on the promenade of the Capitol per the DOA Facilities Use Policy." As was examined, Adm. 2.05 of said policy prohibits solicitation of contributions for charitable or nonprofit organizations, as well as solicitation to sell or consummate sale of any merchandise or service.

Mark Cantrell, the Wisconsin Chamber Orchestra's Executive Director, and Ms. Neitzel provided an overview regarding the use of their sponsorship signs. As was shown in a series of photos

over the last 15 years, the WCO has always provided sponsorship signs of various forms year-to-year. The signage has transitioned from free-standing posts to the recent use of the canopy. Lists of the sponsors are also provided in the program that the table members receive. As it was clarified by Mr. Cantrell, the WCO's sponsorship banners are simply a "Thank You" to the various sponsors who support Concerts on the Square, as well as a promotion for the event itself. It is something the WCO provides of their own good will and they limit the banners to include company logos only. No additional advertisements are made about any organization's products or services on any banner or in any program. In past years, some organizations have asked to not be included in the signage. Because Concerts on the Square is a public event that averages \$180,000 per concert to host, the WCO feels it is gravely important that sponsors are recognized, at least in some small way, for their generous contributions. As was clarified that sponsorship signs are solely a "Thank You," and no signage space is sold, it was agreed by the Board that WCO is abiding by the DOA Facilities Use Policy and that the previous motion is still appropriate. The Board also agreed that Concerts on the Square is a wonderful local event and that WCO's recognition of the sponsoring organizations is fair.

In order to help clarify any confusion moving forward, the following motion was made to assist Motion #5 from the September 21, 2015 minutes, specifically in regards to the current rules established by the Department of Administration and its restriction on any solicitation.

Motion #2: Representative Born motioned for the Department of Administration to follow the Facilities Use Policy* regarding placement of signage. Seconded by Representative Hesselbein.

* Adm. 2.05 of the Facility Use Policy prohibits solicitation of contributions for charitable or nonprofit organizations, as well as solicitation to sell or consummate sale of any merchandise or service.

Motion #2 approved by unanimous voice vote.

In addition to the signage, Mr. Draeger presented a follow-up question regarding the canopy's wind rating. Per the structural calculations presented in an analysis from J3 Engineering Group, LLC., the SOSONIC structure is able to withstand 90 MPH winds, but the canopy only 35 MPH. It was noted in the analysis that the tarp should be cut for strong winds over 35 MPH to reduce wind surface. As explained by Mr. Cantrell, the top of the structure has four tarp panels, two of which are permanent and located at the front. In the event of severe winds, the back tarp panels may be undone to flap and allow air to move through.

5. State Capitol Project Updates

Mr. Crawford and Ms. Veltum presented an overview of completed projects, projects under construction or out for bid, and projects under design at the Capitol.

Recently Completed Projects

- Interior Decorative Painting & Refinishing
- North Hearing Room Cove Lighting Replacement

- Supreme Court Hearing Room Carpet Replacement
- 10th Floor Gutter & Interior Downspout Repair
- Water Softener Replacement & Upgrades
- Senate Majority Leader Conference Room Cabinetry

Projects Under Construction / Bid

- Interior Window Sills & Jambs – Stain & Varnish
- Installation of Capitol Park Trees (Final Phase of four-year program)
- Phase II Dome Plaster Repair/Painting

Mr. Crawford explained that the Rotunda is back open to the public and that the project is about 50% complete. There was an unexpected leak on the outside of the dome, which has created additional moisture and pushed back the progress of the plaster repair. Through the use of moisture readings by DFM, it is expected for the plastering to resume by the end of January; and the project to finish and the Dome to re-open by spring. Senator Olsen raised questions regarding the cost of the plastering and re-painting.

- Exterior Park Lighting Upgrades
- Lactation Room – North Basement
- Supreme Court A/V System Upgrade
- Exterior Painting & Repairs – Bollards, Chains, Bike Racks and Flagpole

The lactation room continues to be under construction due to a small issue with plumbing. It is expected to be completed and open by early February.

Projects Under Design

- Assembly Chamber Ceiling Plaster Repair & Painting (Summer 2018 Completion)
- Capitol 411S A/V System Upgrade

Capitol Room 411S is also undergoing some upgrades, specifically the monitors and sound system. Contractors are currently working on design plans and are evaluating space around the two projection screens.

- Capitol Square Reconstruction & Potential Bike Lane on Mifflin Street

The City of Madison will be completing the Capitol Square reconstruction project in two phases over 2016 and 2017. This is to replace concrete pavement, along with sewer and water mains. Curb, gutter and sidewalk will be replaced as needed. Ms. Veltum explained that they have included in this project a request to add a counter-flow bike lane on Mifflin Street, which would connect State Street to the bike boulevard on E. Mifflin Street.

Of the two proposals submitted, the one that was least objectionable by DOA would have a 3' space in between the current parking stalls on the Capitol side of the street and the counter-flow bike lane. SCERB approval is required as the State property line extends 13' into the street, causing approximately 2' of State property to be included in the requested bike lane.

The Board had great concern over the safety hazards this request creates. With the current with-flow bike lane already designated for bikers, in addition to other bike routes on subsequent streets, the Board agreed that this proposal was not appropriate.

Motion #3: Representative Loudenbeck motioned to deny the City of Madison's original request. Seconded by Ms. Reed.

Motion #3 approved by unanimous voice vote to deny the request.

Proposed Projects – Capital Budget 2015-17

- North & West Wing Carpet Replacement
- Repair Walks/Circle Drive & Drain Repair East Washington Ave.
- Interior Accessible Door Openers West Wing – Last Set of Doors
- Fire System Panel Upgrades

Facilities Investment Plan (2015 to 2021)

- Governor's Mural Restoration in 2017-19
- Balustrade Repair. Request in 2017-19
- Restoration Planning West Wing – Study in 2017-19
- 4th Floor Wing Roof Replacement in 2017-19
- MLK Grand Stairs & Deck Masonry Repair & Waterproofing in 2017-19
- Exterior Dome Assessment 2017-19
- Elevator Doors & Casing Replacement. Request in 2019-21
- Rotunda Audio Equipment Upgrade Assessment in 2019-21

6. State Capitol Projects for Approval

Ms. Torstveit provided a photo of the conference room tables in Senate Hearing Room 201SE with the block risers crafted by DOA Facilities based on the mock-up approved at the last meeting. The Board was also able to view the tables in person at the end of the meeting. While there were some comments over a small gap where the table legs sit into the risers and whether there should be an additional piece of trim placed, it was agreed that the current design in its simplicity was satisfactory to the historic esthetic of the tables. Mr. Draeger commended the craftsmanship provided by DOA Facilities.

Senator Risser raised concern that while the tables have been lifted 2 ½ inches with the assist of these risers, he would prefer them to be raised an addition ½ inch to accommodate extra room for taller individuals. Ms. Neitzel also inquired as to whether the block risers are a permanent fixture attached to the table or if they can be removed if the tables are lifted. Ms. Torstveit explained that to protect the historic integrity of the tables, the risers will never be permanently attached. They are removable, but will easily slide should the tables need to be re-configured in the conference room.

Please Note: Because the tour was provided at the end of this meeting, the following motion was the last to be taken and therefore appears out of order with the other motions in this set of minutes.

Motion #5: Senator Olsen motioned to raise the tables by an additional ½ inch, for a total of 3 inches, and use the block risers for the rest of the conference rooms. Seconded by Mr. Fernholz.

Motion #5 approved by unanimous voice vote.

7. Executive Residence Project Updates

Mr. Crawford and Ms. Veltum presented an overview of completed projects, projects under construction or out for bid, and projects under design at the Executive Residence.

Recently Completed Projects

- HVAC System Maintenance Cleaning
- Reception Room Door Panel Replacement
- 2nd Floor Patio Roof Replacement

Projects Under Construction / Bid

- Exterior Door Security Upgrades
- Replacement of Stamped Concrete around Entry Fountain – Pavers (Rebid 2016)

Projects Under Design

- Master Gardener Landscape Plans, Phase 1, 2 & 3
- Sound System Upgrades (Speakers)

Ms. Veltum introduced this request on behalf of the Executive Residence. The current sound system is much outdated and ineffective. Currently provided are 1980's speakers that are placed throughout the first floor on the ground, causing many people to bump into them, as well as causing the inability for guests to hear throughout the various rooms at public functions. The Executive Residence has requested an updated system be supplied by putting speakers in the ceiling, which would require installation of wires behind the walls.

Senator Risser inquired what sort of work was necessary to accommodate this request and if it would cause disruption to the Residence. Ms. Torstveit explained that there are about four inches of plaster and wire mesh with a concrete fill behind the walls. While it could still be done, this could create potential difficulties with the installation and the length of time for the project would be unknown until workers were able to get into the walls. Ms. Veltum also explained that the wiring would be installed by DFM staff and therefore would occur in phases, eliminating any disruption to the Residence.

Ms. Reed, Ms. Neitzel and Mr. Draeger expressed great concern over the esthetic of the walls and ceiling with such a labor intensive project. Mr. Draeger asked

whether replacing the current speakers with newer technology was an option. As Ms. Neitzel mentioned, there is such advanced technology these days that there ought to be additional options to retain speakers that have greater sound capacity projection. Ms. Reed also brought up the added expense of restoration that would be required after any potential installation. Another inquiry related to wireless speakers. As was explained by Ms. Torstveit, the wire mesh inhibits the effectiveness of wireless technology and/or boosters.

Representative Loudenbeck asked to refer this item to the Executive Residence Furniture and Finishes sub-committee and have them report back at the next meeting of viable options. While the Executive Residence is looking for resolution by spring to support their already scheduled functions, the Board felt it was imperative to analyze the situation and come up with alternative solutions.

Motion #4: Representative Loudenbeck motioned to have the Furniture and Finishes subcommittee review this request in consultation with DOA and report back any recommended solutions to the full Board for final approval. Seconded by Ms. Neitzel.

Motion #4 approved by unanimous voice vote.

It was also discussed that if a resolution is found by the subcommittee in advance of the next meeting, an impromptu meeting may be scheduled to approve this request.

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

Facilities Investment Plan (2015 to 2021)

- Front Gate & Fence Repair/Replacement in 2017-19
- Lower Level Insulation Upgrades in 2017-19
- Attic Insulation Upgrades in 2017-19
- Sprinkler System Study (attic) in 2019-21

8. Subcommittee Reports

Executive Residence Furniture and Finishes

Ms. Torstveit presented the items that were reviewed and approved by the subcommittee. The sub-committee met on two separate occasions after the last board meeting to review design changes for the breakfast room chairs, kitchen stools, staff restroom window valance, reception

room mirrors, folding banquet chairs for the dining room, second floor restroom upgrade and reception room drapery.

Representative Hesselbein inquired about the cost of these replacements and changes. Ms. Torstveit explained that all funds are provided through donations to the Wisconsin Executive Residence Foundation.

There will be additional items for review at the next meeting. Senator Risser commended the work of the subcommittee and their dedication to improving the Executive Residence.

State Capitol ADA Signage

Mr. Draeger, subcommittee Chair, explained that there is no new information at this time. DFM received information from the National Capitol just days ago regarding their ADA signage practices. The subcommittee will plan to meet and review this information before the next meeting and report back their findings.

9. Capitol Hearing Loop Report

Ms. Veltum provided information regarding the potential use of hearing loops throughout the Capitol. After meeting with Hear Here!, who provided an assessment of such installation, they concluded that Radio Frequency (RF) or Infrared technology would be best practice. With the way the carpet is installed and the various metals in the floor, their test was not 100% effective. RF technology also provides significant cost savings over hearing loops. With the report provided, the Board agreed that using the current RF technologies was best.

10. Capitol Park

As a follow-up from the last meeting, Ms. Veltum explained that Dr. Allison came out to help remove the girdling roots from the trees on Mifflin and Pinckney Street around the Square. They will be monitored throughout the rest of this year to see how the trees perform. Salt testing was also performed and revealed that the levels of salt in the soil were quite high and therefore another water flushing will be done for them in the spring. Between the flushing and removal of girdling roots, it is hopeful that the maple trees will bounce back and show less signs of yellowing or leaf scorch. If that is the case, DFM will move forward with removing girdling roots for the trees on the other two side of the Square.

11. 100th Anniversary of State Capitol

Senator Risser provided a letter to the Board that was sent to the Joint Committee on Legislative Organization. While SCERB has expressed interest in participating in a centennial celebration, no response has been received at this time.

12. Other Business

The last remaining business revolves around the next SCERB meeting. The Board is hoping to meet back out at the Executive Residence in September.

13. Adjournment

The meeting concluded at 2:41 p.m.