



Minutes: Design Review Meeting #5 - Senate Chambers Review

9 October 2013

Location	Start	End	Prepared By	Company
123 Capitol St. Paul, Minnesota	8:30 a.m.	11:30 a.m.	Jayne Vandenburg	SCA

Attendees					
A	Jim Greenwalt, Senate	A	Paul Mandell, CAAPB	P	Bob Loversidge, SCA
A	Mike Linn, Senate	A	Natascha Wiener, MHA/SHPO	A	Jayne Vandenburg, SCA
A	Sven Linnquist, Senate	A	Brian Pease, MHS	A	Michael White, Schuler Shook
P	Sen. Ann Rest, Senate	A	David Hart, MOCA	A	Michael Bjornberg, HGA
A	Christopher Runquist, Senate	A	Joe Stahlmann, MOCA	A	Tao Ham, HGA
A	Steve Senyk, Senate	A	David Slovikoski, JE Dunn	A	Brad Kult, HGA
A	Brenda Shafer-Pelliner, Senate	A	Susan Jones, CPMI		
A	Vic Thorstenson, Senate				
A	JoAnne Zoffe, Senate				

A – Full Attendance P – Partial Attendance Blank – Did Not Attend

These minutes will be held as part of the permanent records for this project unless amended in writing within seven (7) days. (Item number designations are “item” – “meeting origination number”).

Item No.	Discussion Item	Resp.	Target Date
001-001	<p>A. Senate Chambers: The design team presented their understanding of issues that should be addressed as part of the renovation and the possible solutions.</p> <ol style="list-style-type: none"> 1. Construction issues: HVAC upgrades – add sprinklers, improve lighting, patch and paint where needed, improved storage at dais and height of podium, add railing to upper dais, repair hardware on sliding entry doors and provide same chair at all member desks. <ol style="list-style-type: none"> a. It was agreed that the entry gate is desirable – it is used when the Senate is not in session and allows the public to see the space – address wear pattern on the floor. b. Reproducing the original leather, covered fly doors, is not desirable since it would create another obstacle. c. Review condition and operation of hardware on sliding wood entry doors. d. Consider adaptations to the Clerk’s dais to provide an adjustable height podium. e. Clerk needs contents of small file drawer (with peg leg) close at hand. Consider how this can be relocated below dais. f. Consider new frame around voting board. 2. Lighting: Goal is to light architecture and accommodate TV, provide more even lighting, provide energy efficient lamps – LED used up high or when concealed, use reproduction carbon filament lamps up close, reduce quantity of down lights, control natural light from skylight, consider back-lighting skylight, provide method of adding adjustable television lights and consider reproduction lamps at dais if sight-lines are acceptable and restore wall sconces. <ol style="list-style-type: none"> a. TV lighting in galleries will need to stay in place on new bar - adjustable but no need to remove it. b. Rosettes around dome currently break easily when bulbs are replaced. 		

The State of Minnesota Real Estate and Construction Services (RECS)
02CB0015 Repairs, Restoration and Preservation to the Minnesota State Capitol Building
 Design Development Meeting #5
 9 & 10 October 2013

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	MHS is OK with replacing rosettes with replicas in new composite material so they are more rugged.		
	c. Keep scene controls simple – not too many switches/settings.		
3.	Technology: Improve access to power and charging station at member desks. Voting system is OK – protect cabling and new Cat 6A cable? Phones to remain?		
	a. Consider replacing the bulbs in the voting board with LED.		
	b. Consider power outlet somewhere other than on top of member desks, due to cords (Laptops are provided).		
	c. Consider USB charger on desk top.		
	d. Need to confirm capacity of existing conduit. Will it accommodate cat 5E or 6A? Cat 6A will help with reduce cell phone interference.		
	e. Senator Rest - Shared phones are awkward to use - often do not see light due to papers on desk. Can these be eliminated? Senate will survey members.		
	f. Very little request for listening assist headphones.		
4.	Acoustics: Microphones at member desks to be replaced. Improve speakers throughout and consider “smart “ speakers at perimeter.		
	a. Provide acoustic evaluation.		
5.	Finishes: Replace worn carpet with reproduction and replace wall fabric and touch-up paint.		
	a. Finish replacement acceptable where needed.		
6.	Furniture: Remove roll-top desks from front and consolidate storage and reduce size of copiers and conceal if possible. Replace open tables at front with a bench with panel front to conceal technology and allow all staff to face legislators and modify desks carefully for technology and power. Identify one chair style with five-star base.		
	a. At the entry vestibule, the tables have been removed and the benches have been reoriented. This feels more open and the arrangement will be tested.		
	b. Roll-top desks are being removed from the Chambers today and printer/copiers will be moved away from the niches.		
	c. Historic chairs hold up better but need five-star base for safety.		
	d. Glass tops work well on member desks – cannot refinish veneer again – only need minor touch-up at edges. Do not want a “dog-house” like the House has for technology.		
	e. The project will remove desks from the chambers, and they will need to be stored. MHS will not do this, but they will advise regarding protection.		
7.	Gallery - Consider replacement of gallery seating to be similar to original, consider more parking for wheelchairs, review condition of bronze railings for possible refinishing and provide new larger flat screen monitors for spectators to view session and subtitles.		
	a. Sven Linquist - Very few wheelchairs in gallery -on opening day the Press occupies space along entire rail and the front row cannot see.		
	b. Nothing was done to the gallery seating during the 1988 remodeling – may need to replace upholstery due to UV damage.		
	c. Provide power convenient to entry in case portable security equipment needs to be used.		
B.	Member Restrooms - Proposed plans for relocated restrooms were presented. These would be located along the north corridor and they would be code compliant. Proposed finishes will be the same as the historic.		
	1. Revisit details to control sight lines.		
	2. SHPO - Salvage all historic materials at restrooms where possible.		
C.	Retiring Room: Proposed revisions to this area will be minimal - improved efficiency of lighting new reproduction carpet, clean and touch-up paint, clean wood, new draperies, and refurbish furniture as needed.		

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	<ol style="list-style-type: none"> 1. Consider a way to get a coffee bar convenient to this room. Putting a kitchenette down the hall near restrooms is too far away during busy periods. 2. <i>Senator Rest – Post meeting, the idea of creating a small coffee bar within one of the existing closets was proposed. (No refrigerator.)</i> 		
D.	<p>Caucus Rooms: Two Caucus Rooms are proposed on the third floor with easy access from the chambers. A basic layout was proposed with a large center table for approximately 30 and seating for approximately 20-30 staff, flat screen monitors on walls at both ends and small kitchenette within the room.</p> <ol style="list-style-type: none"> 1. The size of caucus will vary – DFL is currently 30 members; could be as large as 34. 2. Use flexible tables (as opposed to one large one) so it can be broken down as needed. 3. Provide plenty of power around room for charging devices. 4. Two monitors good; no projector. 5. No microphones 		
E.	<p>Hearing Rooms: Alternative layouts A through H were reviewed.</p> <ol style="list-style-type: none"> 1. Reponses: A – OK, develop further; B – No; C – No but like table shape; D – OK, develop further; E – OK, develop further; F – OK, consider a deep “U” as opposed to a “V”; G – No; H- No. 2. Although there will be a new building with larger hearing rooms, if a Committee Chair sits in the Capitol, they will want to hold hearing in the Capitol Hearing Rooms, regardless of size of audience. 3. All Senate Hearing Rooms configured the same way – plan for 24 at main table (22 members + two staff). Largest Committee is Finance with 22 members. 4. Vestibules are not desirable due to congestion and wheelchair access. 5. Most chairmen want staff at the main table. If there are staff tables, they should also have microphones. 6. Railings are awkward. 7. Vertical table orientation is better for camera angles. 8. Prefer low-back chairs to they are not sight-line obstacles. See SOB Hearing Room #200 for low back chairs. 9. Senator Rest – No member wants their back to the entire audience. 10. Consider using vault areas as a pass through space where hand-outs can be distributed. See SOB Hearing Room #10 for best distribution area. 11. Also need work surface behind staff for non-public documents. Need one small bookcase behind staff for statues. 12. Clearly designate locations for tri-pods and convenient mult-boxes (Although the Press will move around, the room with portable cameras.) 13. Sven Linqvist – Wheelchair parking should be convenient upon entry because rooms get very congested. OK to cluster wheelchair locations. 14. Testimony table should be 8’ long with three chairs. 15. Be sure AV closets are of adequate size for carts, etc. 		

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Item No.	Discussion Item	Resp.	Target Date	
TASK/DECISION LOG				
Item	Responsibility	Origin Date	Target Date	Completed

cc: E-mailed to the following:

Gordon Christofferson, RECS	Susan Jones, CPMI	Bob Loversidge, SCA
Wayne Waslaski, RECS	Paul Oberhaus, CPMI	Melinda Shah, SCA
Paul Brown, MOCA	Jeff Callinan, JE Dunn	Michael Bjornberg, HGA
David Hart, MOCA	Rik Myhre, JE Dunn	Kimberly Monson, HGA
Joe Stahlmann, MOCA	Jim Rinner, JE Dunn	
	David Slovikoski, JE Dunn	

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