



Minutes: Design Review Meeting #5 - House Chambers Review

10 October 2013

Location	Start	End	Prepared By	Company
123 Capitol St. Paul, Minnesota	1 p.m.	4 p.m.	Jayne Vandenburg	SCA

Attendees				
A	Rep. Lyndon Carlson, House	A	Pat Murphy, House	A Steve Terman,, CPMI
A	Mike Charboneau, House	A	Andy Pomroy, House	A David Slovikoski, JE Dunn
A	Don Crosby, House	A	Travis Reese, House	A Bob Loversidge, SCA
P	Rep. Matt Dean, House	A	David Surdez, House	A Jayne Vandenburg, SCA
P	Rep. Alice Hausman, House	A	Travis Waite, House	A Michael White, Schuler Shook
A	Rep. Diane Loeffler, House	A	Brian Pease, MHS	A Michael Bjornberg, HGA
A	Al Mathiowetz, House	A	David Hart, MOCA	A Brad Kult, HGA
A	Rep. Mary Murphy, House	A	Joe Stahlmann, MOCA	

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. House 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, patch and paint where needed. Improved storage at dais add railing to upper dais and adapt bronze frames around monitor above doors. Repair hardware on sliding entry doors. <ol style="list-style-type: none"> a. House does not want to make a lot of changes – only those that are absolutely necessary. Need to be careful we do not increase budget. b. It was agreed that the gate is desirable. Reproducing the original leather-covered fly doors is not desirable. 2. Lighting: 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 <ol style="list-style-type: none"> a. Representative Dean – do not want TV lighting too bright -consider lap-top glare. b. Provide simple pre-sets for lighting - not too many. c. TV lighting will need to stay in place on new bar - adjustable but no need to remove it. d. Representative Murphy – Confirmed that colored glass will remain in skylight. 3. Technology: Improve access to power at member desks, replace monitors above side doors with flat screens, replace lights in Speaker’ “floor layout” board and power on west side of clerk’s dais/ provide power back-up for voting system. <ol style="list-style-type: none"> a. House issues laptops, but some Reps. bring Ipads, etc. b. Consider power outlet somewhere other than on top of member desks due to cords. 		

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	<ul style="list-style-type: none"> c. Consider USB charger on desk top d. All desks currently wired for phones, but not all have them – the current system will only handle 14. e. Representative Carlson – difficult to hear house phones – should they be eliminated? Many use both their cell and the house phone. f. Representative Murphy – not all members have cell phones. g. Need to confirm capacity of existing conduit. Will it accommodate cat 5E or 6A? Cat 6A will help reduce cell phone interference. 		
4.	Acoustics: Microphones at desks OK. Improve speakers throughout, and consider “smart “ speakers at perimeter. <ul style="list-style-type: none"> a. Provide acoustic evaluation. 		
5.	Finishes: Replace worn carpet with reproduction, replace wall fabric and touch-up paint. <ul style="list-style-type: none"> a. Finish replacement acceptable where needed. 		
6.	Furniture: Modify desks carefully for technology and power, and new member chairs with five-star base. Possible cabinets in back alcoves to handle storage needs. <ul style="list-style-type: none"> a. Back Alcoves are very congested during session – these serve as work areas for staff and rest areas for members (out of camera view); seating is important including long bench for rest. Be careful not to create more congestion by screening printer. Cabinet for storage is OK, but no need for bookcases; collating space is important. b. Representative Hausman – no need to talk about changing room dynamics or décor. 		
7.	Gallery: <ul style="list-style-type: none"> a. Existing seating is original and will remain. Need to assess level of refurbishing needed (arms? Upholstery?). b. Media space is flexible. c. Representative Loeffler –consider space for educational brochures near the entry. d. Provide power convenient to entry in case portable security equipment needs to be used. 		
B.	Restrooms behind Chambers: Several proposed plans were presented to provide code compliant restrooms, however, all proposals reduced the number of fixtures. Proposed finishes will be same as the historic. <ul style="list-style-type: none"> 1. Provide more fixtures if possible – do not reduce the number. One sink in the Women’s restroom is not acceptable. 2. Do not add a coffee station if it means reducing fixture count. (Coffee is delivered now and disposable cups are used.) The First Floor Caucus Room coffee station can be accessed instead. 3. Salvage all historic materials at restrooms where possible. 		
C.	House Clerks’ Office Area: A plan was reviewed that adds two staircases down to the two Caucus Rooms and adjusts the customer counter area. Proposed changes include removal of one high-density file, carpet replacement, wallcovering and paneling removed and wall to be painted. Clean and touch-up decorative paint. New lighting. <ul style="list-style-type: none"> 1. Don Crosby – concern about the operation and cross traffic at customer counter. Need to review in greater detail. 2. Don Crosby – At the side doors to chamber, need to provide a zone for two to three members to conference together without being interrupted by staff. 		
D.	Retiring Room: Proposed revisions to this area will be minimal. Improved efficiency of lighting, new reproduction carpet, clean and touch-up murals, clean wood and new draperies. <ul style="list-style-type: none"> 1. Pat Murphy - Need two monitors so members can watch what is going on 		

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	<p>in the chamber, however, current location on the south bookcases creates congestion with people moving in and out of the Retiring Room – consider relocation.</p> <ol style="list-style-type: none"> 2. Representative Loeffler – If new window treatments are planned, it would be nice to get more light into the room. 3. Al Mathiowetz – Table tops need to be refinished ; tried glass but it moved and caused scratching. 		
E.	<p>Caucus Rooms: Alternative layouts addressing furniture arrangements were reviewed – most included all seating facing a head Speaker’s table, each Caucus Room has a small conference room adjacent, a pair of restrooms and a kitchenette/copy area.</p> <ol style="list-style-type: none"> 1. Representative Loeffler – Some have a preference for an arrangement more like Room 316, where all members can see one another. 2. Be sure the kitchenette includes a full-size refrigerator. 		
F.	<p>Hearing Rooms: Alternative layouts A through H were reviewed.</p> <ol style="list-style-type: none"> 1. The House prefers a U-shaped table, and they are OK with members sitting on both sides of the table. Many of their committees are large (rules = 29 members) and they like to have staff at the table (as opposed to a separate table). 2. Prefer low-back chairs so they can see over one another when sitting on both sides of the table. See SOB Hearing Room 200 for a good example. 3. Provide monitors for overflow spectators outside of the Hearing Room but not too close to the entry due to noise. 4. Provide an area to disseminate hand-outs to spectators (See SOB Hearing Room #10 for good example.) Hand-outs in the corridor are not great, since often a presenter provides additional materials – which means spectators would need to leave the room to obtain these. 		

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
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	David Slovikoski, JE Dunn	

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