



**Minutes: Design Review Meeting #5 - MN Historical Society**

**10 October 2013**

Location	Start	End	Prepared By	Company
123 Capitol St. Paul, Minnesota	8:30 a.m.	10:30 a.m.	Jayne Vandenburg	SCA

Attendees				
A	Paul Mandell, CAAPB	A	David Hart, MOCA	
A	Wayne Waslaski, RECS	A	David Slovikoski, JE Dunn	
P	Sen. Ann Rest, Senate	A	Bob Loversidge, SCA	
A	Brenda Shafer-Pellinen, Senate	P	Jayne Vandenburg, SCA	
A	Linda Cameron, MHS	A	Michael Bjornberg, HGA	
A	John Crippler, MHS			
A	David Kelliher, MHS			
A	Brian Pease, MHS			

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. The Visitor Information Desk, currently operated by MHS, will be located within the room just to the east of its current location. The group discussed details of this desk.</p> <ol style="list-style-type: none"> <li>This room probably will not require a door, thus attracting visitors to come in. Consider a banner just outside as signage. Consider acoustics during a rally when it becomes hard to hear.</li> <li>The minimum size of the room will be one bay. Additional space may be considered if necessary.</li> <li>This area will serve different types of visitors – school groups of 120 and casual tourists and those looking for hearings. Tour groups will be asked to wait in the hall for their tour to begin.</li> <li>This area will serve as a gift shop and information center with wall-mounted monitors scrolling the day’s activities (including hearings). Currently, a hard copy of the hearing schedule is posted at the desk.</li> <li>Anticipate an 8-12’ wide desk, centered on the west opening, with space for two staff, an ADA height transaction counter and a cash register. Lockable drawers.</li> <li>Need to store two wheelchairs within this area (or in a closet?)</li> <li>Consider wheelchair turning radius for staff behind desk and for public.</li> <li>Consider that this space may need to be left open after hours for public access to monitors – provide lockable display cabinets.</li> </ol> <p>B. MHS Office Space – Ground Floor.</p> <ol style="list-style-type: none"> <li>Provide office space for four staff plus one intern. Include one private office for interviews and personnel matters. Allow meeting space for four to five people.</li> <li>Provide shared work area for docents, with library shelving, files and eight lockers.</li> <li>Provide classroom space for school group orientation.</li> </ol>		

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

Item No.	Discussion Item	Resp.	Target Date
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4. Provide space for rental furniture and equipment storage (this is rented to state agencies when it is used within the Capitol.)

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	

File: 0476-061-00