



**Summarized Minutes: Senate Chamber**

**13 September 2013**

Location	Start	End	Prepared By	Company
318 Capitol St. Paul, MN	10 a.m.	11:30 a.m.	Michael Bjornberg	HGA

Attendees					
A	Amos Briggs, Senate	A	Chris Runquist, Senate	A	David Hart, MOCA
A	Wayne Waslaski, RECS	A	Steve Senyk, Senate	A	Jane Vandenburg, SCA
A	Jim Greenwalt, Senate	A	Vic Thorstenson, Senate	A	Brad Kult, HGA
A	Ann Rest, Senate	A	JoAnn Z.	A	Jeff Lee, HGA
	Sven Lindquist, Senate	A	Clerk	A	Kimberly Monson, HGA
		A	Travis Reese, Sergeant at Arms	P	Zachary Poynter, HGA

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	David provided this list of items that the Project anticipated doing. A. Carpet repair or replacement on chamber floor / carpet replacement in gallery. B. Scaffolding to facilitate lighting, skylight, painting and mural work. C. Sprinkler work. D. Resolve member chair issue. (Historic or new). E. At Retiring Room, improvements to lighting, repairs to paint and wood finishes, possible carpet work and new fire sprinklers.		
002-001	Cabling / Systems A. Currently have under floor trench with CAT 5 cable. Jim Greenwalt to verify if this will provide required speed, or if an upgrade to CAT 6A should be considered. Many members use wireless now. B. Work done in floor in 1987: Sven and Jim Greenwald can tell us history of that renovation. Sven has plans that show the 1987 construction. Video that shows routing of underfloor conduit and trench duct is online at: <a href="http://www.youtube.com/watch?v=XjgFIRrOhXs">http://www.youtube.com/watch?v=XjgFIRrOhXs</a> C. The existing conduit in floor is rather full. Pulling wire through is difficult but doable. The existing conduit may be too small to accommodate CAT 6A cable. Twisted pair cabling feeds sound system, voting system, paging system. Each desk is daisy chained together. There are separate conduits for data and other low voltage cables. D. Hopefully the floor will not need to be torn up to run additional cabling, just access points adjusted. E. Page board in back of room: Consider changing to LED lights. The existing lights have to be changed too often. F. Would like to consider a lower maintenance alternative to the current Page board lights, such as LEDs. G. A duplex electrical outlet at each desk was requested. Also consider a universal charging system to serve various devices. H. The existing phone system at member desks is inconvenient. Every two desks share one phone stored in a drawer. A light on the desktop indicates an incoming call. The		

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	phones are used to call the Senate President or other members. Perhaps it is no longer needed since all have cell phones. Senate to confirm.		
	I. The microphones with flexible cords provides the functionality needed, but some occasionally cut-out. They also sometimes pick up private conversations. If switches are replaced, it may also be necessary to replace the microphone model.		
	J. Have page-call buttons. Consider changing lights on Page display board to LED since they often burn out and are difficult to change.		
	K. Consider adding some type of notification system at various locations to summon Senators to the floor. Perhaps a light in each Committee Room.		
003-001	Voting System		
	A. The existing voting system is by International Roll Call. New cable was installed about five years ago, and Roll Call recently said this should still be serviceable going forward. Includes Daktronics LED voting screens.		
	B. It is desired to have a notification system to call members to the Chamber from other spaces, such as Committee Rooms and Retiring Rooms is needed. Indicator light would be sufficient. Need to determine exact locations.		
004-001	Lighting		
	A. Light levels are inconsistent throughout the chamber. It is desired to have a more consistent light level throughout the chamber.		
	B. Lighting levels and color temperature should be designed for video production requirements.		
	C. Need to control natural light from skylight. Vic suggested the use of a gel/film. He shared a sample of something he has used before. Need to control UV and infrared. Consider an electrically operated shading system in the attic.		
005-001	Acoustics / Audio		
	A. Acoustics are fine if members and staff abide by rules and keep chatter to a minimum.		
	B. Two acoustic studies have been conducted in the past. These will be shared with the design team.		
	C. In 1987 speakers were installed behind fabric panels in the dome. This system seems to work well, however it may be near the end of its serviceable life and may need to be replaced.		
	D. There are existing fabric wall panels covering acoustical batting.		
006-001	Furniture		
	A. Shelf under desks is not used for much, but it is used. Limits leg space.		
	B. Cross aisles are heavily used and it is difficult to pass behind seated Senators due to bulky chairs.		
	C. Currently have a combination of historic and newer chairs. Some of the historic chairs might be in MHS storage, and others were taken away over the years. It would be desirable to re-claim all of the historic chairs if possible.		
	D. During long sessions many of the members get sore backs.		
	E. All chairs currently have 4-leg bases, which are unstable. There are two options – existing chairs could be modified to a more stable 5-leg base or all the chairs could be replaced. Senate is to decide on preferred option.		
007-001	Front Corners for staff /press		
	A. Consider removing the 2 roll top desks from the front. Maybe replace with file storage and 1 smaller copier-printer.		
	B. Two copiers in niches; two printers in closets. It would be nice if the printers were more hidden. The copier near the front desk gets used frequently and needs to be close by.		
	C. Best if four staff can sit with laptops facing the members. Currently minority staff sit at table to the south of dais. Press or staff sit at table to the north.		
	D. Minority sits in the front; majority sits in the back. Hence, minority staff hangs out in front and majority staff hangs out in the area. Also, majority staff offices in this building.		

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008-001	Dais A. A railing up the stairs to the highest level would be desirable. B. Staff feel there is adequate power on dais. C. Consider an adjustable height podium for the Clerk. The slant top is fine, but it too high for the current clerk. D. Review storage needs and improve existing solutions for support of file units. Clerk indicated files could be moved to where roll-top desk is now.		
009-001	Main Entry Vestibule A. This area will not be made accessible. Instead, handicap access will be granted as needed through the side corridors and retiring room. B. Historic Pages' tables are not used. Consider removing these and rotating the historic bench 90 degrees, so back is along west wall. Senators could sit here and talk with constituents during session. C. Remove credenza currently in the corridor used by the public to write notes to Senators. Provide alternative solution to avoid congestion. D. Existing sliding entry doors need hardware work. E. It was mentioned that at one time there were leather fly-doors for the main entry. The gates were removed and the fly-doors installed. However, the design team did not see signs of hardware or evidence in the original documents to validate that the leather doors were original. F. Consider upgrading the digital signage for the public in Corridors. Currently have old TV monitors in tall square cabinets. Consider a similar solution, but only bookcase depth with a flat screen monitor.		
010-001	Senate Caucus rooms are needed adjacent to the chambers. More discussion to follow.		
011-001	Press A. A. few Reporters sit down on the floor at the front table to the north of the dais. B. All cameras are located in the Gallery balcony, this seems adequate. C. Most Press watches from TV, then comes in after session.		
012-001	Miscellaneous A. Emergency phones and duress buttons need to be maintained throughout construction. B. Senate Caucus rooms are needed adjacent to the chambers. More discussion to follow. C. Sloped floor creates awkward and dangerous floor transitions which are tripping hazards.		

cc: E-mailed to the following:

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

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