

**State Capitol and Executive Residence Board**  
**Executive Residence**  
**Monday, December 12, 2011 at 1:00 PM**

**MINUTES**

**1. Call to Order**

The meeting of the State Capitol and Executive Residence was called to order by the Chairperson, Senator Risser, at 1:00 p.m.

**2. Roll Call**

SCERB Secretary, Keith Beck, called the roll. A quorum was present.

**Members Present:** Mr. Buechel, Mr. Fernholz, Ms. Shannon-Bradley, Senator Risser, Senator Schultz, Mr. Siggelkow, Representative Hintz, Representative Loudenbeck, Representative Stroebel, Ms. Alton, Ms. Neitzel, Ms. Reed, Ms. Brown, Mr. Siggelkow, Mr. Beck

**Members Absent:** Senator Olsen

There is one vacancy on the Board.

Guests: First Lady Tonette Walker, Lisa Kulow (Executive Residence), Robin Zentner (DOA/DSF), Ted Crawford (DOA/DSF), Debbie Bothell (DOA/DSF), Mike Bath (DOA/DSF), Sarah Briganti, (Office of Sen. Risser), Sanchit Mulmuley (Office of Sen. Schultz), Patricia Cicero and Jessica Rice (Lake Leaders), Hope Oostdik (Dutch Designs), Lisa Reas (LJ Reas Consulting), Jan Eymann (Kee Architecture) and David Ewanski (Kee Architecture)

**3. Introduction of New Member**

Ms. Laurel Brown, Interior Designer, was introduced.

**4. Approval of Previous Meeting Minutes (April 11, 2011)**

Mr. Buechel noted an addition to the minutes for Motion #4 – Senator Risser moved to approve the Board’s support of WERF to get estimates and solicit donations for renovation of the fire pit, library, sunroom, and gentlemen’s room *and get approval from SCERB on the specifics.*

**Motion #1:** Senator Risser moved to accept the minutes of September 19, 2011, with the addition noted above. Seconded by Mr. Buechel.

**Motion #1 approved by unanimous voice vote.**

## 5. DSF/BFM Capital Budget/Current Project Update – Robin Zentner, DOA/Division of State Facilities

### Construction Project Activity since September 2011

#### Recently completed projects at the Capitol

- Continuation of Forest Management Program (planting of 12 Red Oak and 3 Sugar Maple trees). Tree trimming (around perimeter sidewalk trees) by contract arborist completed in October
- Roof and flashing repairs completed on W Wash 4<sup>th</sup> Floor Hearing Room roof

#### Projects under construction at the Capitol

##### North Wing Restroom ADA Upgrades:

- Enlarging water closet areas
- Changing fixtures
- Installing grab bars
- Installing automatic door openers

#### Projects under design at the Capitol

- Exterior and interior way finding ADA signage (study and recommendations)

#### Proposed projects at the Capitol

##### Roof repairs:

- 4<sup>th</sup> Floor Hearing Room – interior damage along exterior walls
- Stone Roof caps removed and waterproof coating installed along with repairs to copper gutter system

##### Plan to do as Building Commission project (December BC meeting):

- North Wing carpet replacement
- Exterior lighting upgrades to Capitol Park
- Building-wide audio/visual upgrades

#### Recently completed projects at the Executive Residence

- Lakefront window repairs in main level substantially complete, exterior finish work to do
- Reception Room exterior doors replaced
- Dining and Reception Room ceiling touch-up
- Exercise Room ceiling repair and repaint

#### Upcoming projects at the Executive Residence

- Roof replacement next spring – Bid 10/14
- Entry fence and gate painting, Spring start

Projects under design at the Executive Residence

- Small project submitted to address interior finishes of first floor sunroom, breakfast room and entry foyer. Includes plaster, stairway wood work, painting and wallpaper (paint selections approved 12/6)
- WERF and BFM working on interior finishes of the building including kitchen

Proposed projects at the Executive Residence

- Kitchen upgrades
- Evaluating formal dining room wallpaper for cleaning/repair recommendations
- Lakeshore restoration project

**6. Tour of Executive Residence**

Mrs. Walker and Lisa Kulow took the group on a tour to view the areas in need of repair/remodeling.

**7. Executive Residence Projects Presentation**

Sunroom, Breakfast Room, Library and Gentlemen's Room Subcommittee Report

The Wisconsin Executive Residence Foundation (WERF) would like to replace the curtains and rug in the Library, replace the wallpaper in the Sunroom and Gentlemen's Room, refinish the wood floor in the Breakfast Room, and replace the ceramic floor with a wood floor in the Sunroom.

Mr. Buechel stated that replacing the flooring in the Sunroom would be demolition rather than cosmetic and replacing the ceramic tile with hardwood would not be appropriate for the room. Also, the residence is a Georgian Revival style and investigation should be done to find out what the original floor was and then proceed with what is appropriate to respect the historical integrity of the structure. Mrs. Walker will check the records to find out what was there originally.

Senator Risser made the appointment of Mr. Buechel to the subcommittee (Ms. Alton, Chair, Ms. Neitzel, Ms. Brown, Ms. Kulow, Senator Schultz and Mr. Kay) working with WERF on the renovations.

**Motion #2:** Senator Risser moved to approve the proposals regarding the Sunroom, Breakfast Room, Library and Gentlemen's Room, and allow the subcommittee to make the final decision on the flooring for the Sunroom and Breakfast Room. Seconded by Representative Loudbeck.

**Motion #2 approved by 14-0-1 vote.**

Ms. Alton stated the need for an Executive Residence Master Plan, with recorded documentation of any changes to the home.

**Motion #3:** Ms. Alton moved to have the subcommittee set up an ongoing Long Range Master Plan for the Executive Residence with a proposal to accomplish it at the next meeting. Seconded by Mr. Kay.

**Motion #3 approved by unanimous voice vote.**

**Kitchen Upgrade Subcommittee Report**

Jan Eymann from Kee Architecture discussed the proposed renovation of the breakfast room, residential kitchen, and commercial kitchen areas.

The Board was impressed with the kitchen design and designated residence area.

**Motion #4:** Representative Loudenbeck moved to approve the kitchen renovation plans, other than the breakfast room floor. Seconded by Senator Schultz.

**Motion #4 approved by unanimous voice vote.**

**8. Executive Residence Shoreline Restoration Project Status**

Patricia Cicero, from Lake Leaders, presented the final design and a project timeline. Representatives from the group as well as the three designers (Hope Oostdik, Lisa Reas and Bradley Vowels) met with Executive Residence Director Lisa Kulow and DOA/DSF Facilities Management Officer Ted Crawford on November 18, 2011 to discuss design considerations. The three designers collaborated to prepare a final design proposal.

Objectives of the project:

- Ensure the project meets the needs of the site (plantings, security, etc.)
- Collaborate with all involved
- 10 Year Maintenance Plan  
4 maintenance days/year – volunteers will do the work (Wisconsin Lake Leaders Institute, Dane County Lakes & Watershed Commission, Wild Ones – additional groups being contacted for commitments)
- Education – Multi-faceted strategy (guided tours, posters, brochures)
- Support growth of local businesses (donations of designs, materials, and installation by landscapers and nurseries from across the state)

The group asked for approval of the final design and authority to go forward with the project.

Security, privacy of the First Family, types of plantings, maintenance and other topics were discussed before the project was approved.

**Motion #5:** Mr. Kay moved to approve the project and design and direct DOA to work with the organization regarding long term maintenance and cost. Seconded by Mr. Fernholz.

**Motion #5 approved by 11-0-3 vote.**

**9. Other Business**

Ms. Alton informed the Board of the death of Eugene Potente who was a dedicated member of SCERB for many years. Senator Risser will have his staff send a letter of

commendation and appreciation to Mr. Potente's family for his long term service to SCERB.

Representative Loudenbeck asked DOA to send out another memo to current Capitol Tenants regarding the policy on window displays contained in the Capitol Tenant Manual.

**10. Adjournment**

The meeting concluded at 3:17 p.m.