

MINUTES

House Buildings and Grounds

and

Joint Committee on Legislative Services and Facilities

Joint Meeting--April 14, 1970

A joint meeting of the House Buildings and Grounds Committee and the Joint Committee on Legislative Services and Facilities was held Tuesday, April 14, 1970 at 2:00 p.m. in Room 535 of the Statehouse with Senator Ross Doyen, Chairman of the Joint Committee on Legislative Services and Facilities, presiding. Senator Doyen was assisted in the meeting by Rep. Carl Ossmann, Chairman of the House Building and Grounds Committee. All members of the committees were present with the exception of Representatives Harper and Strowig and Senator Smith. Mr. William Bachman, Executive Secretary of the Joint Committee, was present at the meeting, and guests of the committee were: Mr. Henry Shirmer, architect for the Capitol Area Project; Mr. William Nace, Capitol Complex Manager; Mr. Bob Hougland, State Architect's Office; Mr. Wm. J. Hale, State Architect; Mr. Orville Hazen, Chief Clerk of the House of Representatives; Mr. Fred Carman, Revisor of Statutes Office; and Mr. Ben Barrett, Research Department.

Senator Doyen opened the meeting by asking Mr. Wm. J. Hale to discuss with the committee the plans for remodeling of the House of Representatives Chamber. Mr. Hale introduced Mr. Shirmer, Mr. Nace and Mr. Hougland to the committee members. Mr. Hougland then showed the new color scheme of gold shades and the carpet sample to be used in the House Chamber. The carpet is acrilan and of commercial grade.

The art work on the ceiling of the House was discussed, and Mr. Hale pointed

out that all this contract covered was the painting of the ceiling in a solid tone, with no new artwork at this time.

Mr. Hale discussed with the committee the assignment of the rooms newly acquired because of the closing of the light wells. On the third floor the two west rooms will be assigned to the Revisor of Statutes. The northeast room will enclose the relocated snack bar, and the southeast room will possibly be used for a joint mail room. On the fifth floor the northeast room will be used by the Legislative Council Research Department, as well as the east room created in the light well next to the Meditation Room. The other rooms on the fifth floor will be used for office space for various committee chairmen and possibly their secretaries. The rooms on the fourth floor will be used for committee chairmen and possibly one room for the minority Senate and House leaders, and maybe one room for the Supreme Court. It was mentioned that the Meditation Room on the fifth floor was to be given to the Research Department. Even if it is used for this purpose now, eventually there will be space in the building for another Meditation Room. The rooms made from the light wells are about 13 feet square and will provide room for three or four desks.

Mr. Hale mentioned that the construction worker strike may endanger the program for remodeling the House, especially if it goes beyond the 1st of May.

Mr. Hougland plans to put the remodeling of the House out for bids May 15, with the letting of bids the 1st or 2nd week in June.

Mr. Hale stated that the new elevator in the light well behind the old snack bar site will be in operation for the next session. He also mentioned that the elevator equipment to be used is now in the basement and a new ramp and north-south corridor has been completed. The new elevator will face east, and will take some hall space away from the Revisor of Statutes. Mr. Carman stated that the xerox could be used in the hall with the corridor there temporarily closed by the new elevator.

Rep. Ossmann asked if the building violated the state fire codes regarding exits. Mr. Hale answered that the next phase of development of the building includes a new fire stair for emergency use. He mentioned that the sprinkler system in the basement would be put back in as soon as possible. A new system has been started whereby all the security guards have immediate access to all the keys to all the rooms in the building due to new lock boxes on all the floors which contain the keys.

Rep. King asked for the complete estimate on the remodeling project. Mr. Hale stated that the figure is \$190,000.00 which includes all ancillary rooms on the 3rd, 4th & 5th floors, plus the House Chamber. This includes carpet, painting, light fixtures and all mechanical and electrical work.

The light fixtures were discussed, and Mr. Hale mentioned that they will be incandescent and will give a brighter illumination, as much as twice what is now being used. New electrical hoists will be added too. He said several firms are interested in the work, and delivery time will take about four to six months.

The telephone booths outside the House Chamber will be relocated, and since the snack bar will be out of the hall when relocated, this will add more space in the hall plus giving a less cluttered and more dignified appearance there.

With consent of the committee Senator Doyen instructed Mr. Hale to proceed to develop plans for a joint post office and a joint document room.

Rep. Bell brought out the need for some general agreement between the legislators and Mr. Hazen and Mr. Bachman about the use of the rooms at the west end of the House Chamber. Discussion followed regarding the plans drawn up by Mr. Hougland and also various ways to shift personnel around in the space available. Extra space will be found for some use when the House post office is moved. It was agreed that Rep. Bell, Rep. Loux, Rep. Strowig, Mr. Hazen and Mr. Bachman should meet Wednesday, April 15 at 8:30 a.m. in the House Chamber to discuss how the rooms behind the Chamber could best be utilized and by whom.

Rep. Bell moved that the committee generally approve the plans set forth by the State Architect's Office with the exception of the rooms behind the Chamber.

Rep. Mulich seconded the motion, and the motion carried.

It was mentioned that air ducts will be removed from the floor of the House and will be relocated under the windows. Senator Doyen recommended that care be taken in the fitting of these.

Mr. Hale was asked about the new snack bar in the basement and said that plans were being drawn up for this. In answer to a question from Senator Doyen he pointed out that the painting of the door casings on the new rooms made from the light wells was to carry out the decor used in the other parts of the building.

Rep. Spears asked about maintenance of the trees in the yard, mentioning that the young trees should be pruned. Mr. Hale said they are trying to improve this situation and hinted that the problem was with the landscape foreman.

Rep. Ossmann stated the need to improve the housekeeping in the House of Representatives, especially next year after the remodeling. Mr. Hale mentioned the fact that it is very hard to get competent workers in this department and that the turnover is very high, but that a new program has been started to recruit better workers. A possible means of getting the job done by contract was discussed. Mr. Hale said that this will be tested on the state building at 801 Harrison soon.

Rep. King asked Mr. Hale if they shouldn't be using the Space Utilization plan as a model for plans made now. Mr. Hale replied that this study allocated space in the Statehouse for the ultimate use of only the executive and legislative departments. This will happen in seventeen phases. Therefore as space is cleared, they have its ultimate use in mind but have to shift around for the present. He added that the State hopes to rent the old 1st National Bank Building around the first of September, depending on occupancy of the bank in its new building across the street. This will give the State thirteen floors of much needed space.

Meeting adjourned.

The Joint Committee on Legislative Services and Facilities met following adjournment to discuss inventory of the legislative property. Mr. Loux moved that the present inventory of House and Senate and joint legislative properties be combined on one inventory to be maintained and controlled by the Secretary to the Joint Committee on Legislative Services and Facilities. Rep. Ossmann seconded the motion, and the motion carried.


Meeting adjourned.

Respectfully submitted,


Recording Secretary

MINUTES APPROVED:


Ross Doyen, Chairman
Joint Committee on Legislative Services and Facilities


Carl Ossmann, Chairman
House Buildings and Grounds Committee

Except as otherwise noted, the individual remarks recorded herein have not been transcribed verbatim and this record has not been approved by the committee or by the individuals making such remarks.

LEGISLATIVE PROPERTY INVENTORY

Proposal: To combine the legislative property now carried on separate inventories of the House, Senate and Joint Committee on one inventory.

Discussion: Master property inventories obtained from Accounts and Reports, when compared with actual inventories maintained by the Sergeants-at-Arms, indicate that considerable legislative property is not being accounted for. The present practice is for the Sergeants-at-Arms to inventory property at the beginning and end of each session. If property cannot be located it is left off the succeeding inventory and is thereafter no longer carried as accountable. Over the years, for example, four typewriters and two stenorettes listed on the master inventory are no longer being accounted for by the Sergeant-at-Arms. There are provisions for dropping lost, obsolete, or transferred property but this has not been done, therefore the inventories do not reflect a true accounting of property actually on hand.

We are presently working with three inventories. One for the House, one for the Senate, and one "Joint" inventory which lists items not readily identifiable as either House or Senate property. To further complicate things, various items have been intermingled so that it is necessary for both Sergeants-at-Arms to inventory the same area or room. This is particularly prevalent in the 5th floor committee rooms.

If any legislative property is to be accounted for it would appear that all property should be accounted for, unless certain items are exempted because of cost, etc., i.e., present State regulations exempt items costing less than \$5.00.

An inventory is useless unless it is maintained on a current basis and reflects property actually on hand. This is impossible under the present system.

Adoption of the proposal would result in the following:

A perpetual current inventory could be maintained by this office. The inventory would list all property in a particular room or area. At the beginning of each session, inventory lists of the appropriate rooms or areas can be transferred to the Sergeants-at-Arms who will assume accountability and responsibility. At the end of each session any property moved will be returned to the original location as shown on the beginning inventory. This would relieve the Sergeants-at-Arms from the time-consuming inventory which is required at the beginning of each session.

During the process of consolidating the inventories, unserviceable, obsolete, and missing property can be identified and dropped from the inventory in accordance with approved practices. Thereafter, necessary inventory adjustments can be made as the need arises.

Recommendation:

If the committee adopts the proposal, it would be advisable that the minutes reflect a directive to this office for consolidation of legislative property, and the maintenance of up-to-date inventory records.