
Idaho State Capitol Commission

Official Minutes February 8, 1999

A meeting of the Idaho State Capitol Commission was held on this date in the Attorney General's Conference Room, Second Floor, Idaho State Capitol Building. Chairman Eiguren called the meeting to order at 1:30 p.m.

Attendees

Members Present:

Roy Lewis Eiguren, Chairman
Pam Ahrens, Director, Department of Administration, and Secretary/Ex-Officio Member
Sondra Dahl-Hansen
Andrew Erstad
Stephen Hartgen
Louise Shadduck via conference call
Skip Smyser
Carl Bianchi, Director, Legislative Services Office and Ex-Officio Member
Steve Guerber, Director, State Historical Society and Ex-Officio Member

Staff Present:

Jan Frew, Senior Project Manager, Division of Public Works
Mike Despot, Manager, Facilities Services, Department of Administration
Rick Thompson, Internal Management Systems Administrator, Department of Administration
Diane Garcia, Management Assistant, Department of Administration

Approval of Minutes

MOTION: Mr. Erstad moved the minutes of the November 12, 1998 Idaho State Capitol Commission meeting be approved as written. Mr. Bianchi seconded the motion and the Commission members passed it unanimously.

Review Commission FY99 Supplemental Request and FY2000 Budget Presentation

Chairman Eiguren reported on the Commission's *FY2000* budget presentation to the Joint Finance and Appropriations Committee earlier on this day. Last month the Commission's *FY99* supplemental request was addressed, and to date, both the House and Senate have unanimously approved the appropriation legislation.

The *FY99* supplemental funding will allow the Commission to move forward on plans to visit other state capitols, hire a Capitol Architect (to be selected later in this meeting), restore the battle flags of the Idaho Regiment of the Spanish American War and World War I, repair "Winged Victory" statue, install new rotunda signage, and make improvements to the Washington Statue display case. The Commission's *FY2000* budget request includes \$175,000 to replace light fixtures on every floor of the Capitol. Finally, through the *Capital Budget's FY2000* budget, \$600,000 was requested to repair and tuckpoint the exterior of the building.

Mission/Vision Statement

Director Bianchi reported comments from the Commission members were incorporated into the final version of the mission and vision statement, which was distributed at this meeting. The statement, he explained, states the Commission's vision to restore the Capitol to its original splendor by the year 2005 centennial anniversary of its construction. It also incorporates short-term objectives and strategies on which the Commission will build upon in the long term.

MOTION: Mr. Smyser moved the Commission adopt the mission statement as presented. Mr. Erstad seconded the motion and the members passed it unanimously.

Commission Logo and Website Development

Logo

At its previous meeting, the Commission directed staff to proceed working with Elgin Syferd Drake Communications in designing a Commission logo and website.

Consequently, Roberta Rene, Account Executive for the firm, illustrated four logo designs which represent attempts to incorporate a sense of heritage, pride, and legacy in portraying the Idaho State Capitol Commission. The Commission's consensus was to delay action on the logo, and asked that Mr. Erstad, Ms. Hansen-Dahl, and Mr. Hartgen work with the designers to come up with alternative designs that depict an Idaho theme.

Website Design

Ms. Rene also proposed two versions of a website design—*Level I* is a very simple approach, and *Level II* includes automation and interactive capabilities. The purpose of a Commission website, she reviewed, is to provide information, awareness, and educational messages regarding the mission and the projects of the Commission. The guiding principles for the website entail allowing Commission staff to perform routine maintenance, including the ability to upload whole documents like meeting minutes, capitol tour schedules, etc. The site must be usable for "lowest common denominator" systems and browsers, she said, and it must be designed for simplicity of operation for the user.

The website address selected, she pointed-out, is www.idahostatecapitol.org. The general contents of the website is proposed to include the *Commission Home Page, what the Commission is about, restoration projects, fundraising, Capitol history, educational opportunities, and miscellaneous links*.

Commission Home Page

Level I is essentially an on-line brochure, she explained, and would provide a message from the Governor with a photo, general overview of the Commission, and contact information. *Level II* would have more electronic applications like a video message from the Governor via the statehouse rotunda. Chairman Eiguren suggested the page also include a message from the President Pro Tem and the Speaker of the House.

What is the Idaho State Capitol Commission?

Both *Level I* and *Level II* versions of this page would include the mission statement; Commission membership with photos, phone numbers and e-mail

addresses; administrative information; meeting minutes; calendar of events; and, the ability to e-mail directly to staff. Chairman Eiguren asked that the page also include a link to a copy of the Capitol Commission statute, and Mr. Hartgen suggested a newspaper archive be set up as a depository for newspaper articles regarding the Commission.

Restoration Projects

The restoration project page for both levels would provide a very simple description of the projects, timeline and costs, as well as photographs of the project before and after the renovation. However, *Level II* would have the capability to include before and after videos of the projects and/or QuickTime of the Capitol Architect describing each of the projects.

Fundraising

The fundraising page, for both levels, will encourage participation of citizens, corporations, organizations and school children. Also on this page, merchandising items can be displayed and ordered via telephone or e-mail. She explained that eventually E-commerce capabilities could be included on the *Level II* design for two purposes—to purchase items electronically, and to accept donations via the Internet. Additionally, she added, e-mail connections will be installed at every page on the Commission website to encourage communications and participation by the public. Director Bianchi suggested a page be maintained to list individuals who have donated toward the Capitol restoration project.

Capitol History

The *Level I* Capitol History page is designed to include a visual and written history of the Capitol including photos provided by the State Historical Society and anecdotes and vignettes from Governors, visitors to the Capitol, etc. It might also include copies of the original blueprints or architectural design. *Level II* would be similar to *Level I* but with audio anecdotes and vignettes.

Educational Opportunities

Level I proposal for this page is dedicated to guided tour information with the ability to request a tour by e-mail, and to order information about the Capitol. *Level II* could be much more involved, she said. A video tour of the building could be installed utilizing the technology of "QuickTime Virtual Reality" as well as an automated video designed for fourth grade students entitled "School House Rock", which is a video addressing the legislative process. Additionally, interactive quizzes on the State of Idaho could be added for students in grades 4 through 8. Director Bianchi remarked that the Idaho-produced video, "Saved by the Bill", could also be made available. This video was produced by the Legislature for 12th grade students.

Links

Many links could be available from the Commission site such as the Idaho Home Page, State Historical Society, Legislature, Governor's Office, Departments of Commerce/Idaho Tourism, Education, Administration, and the Idaho State Library. Mr. Hartgen suggested links to other state's Capitol Commission websites might also be appropriate.

Estimated cost for the *Level I* website capabilities is \$12,000. *Level II*, to include interactive capabilities and video programming, is estimated at \$15,000 but does not include E-commerce technology. Those capabilities would add about another \$2,000 or more depending on the extent of its use, said Mr. Michael Junco of Micron Internet Services.

MOTION: Mr. Bianchi moved the Commission direct Administration to continue working with Elgin Syferd Drake Communications in proceeding with the website project at the *Level II* design while not exceeding \$16,000, and to incorporate economies when possible. Mr. Smyser seconded the motion and the members passed it unanimously.

Capitol Architect Selection

In November, the Commission authorized the release of an RFP for selection of Idaho's first architect of the Capitol. Four proposals were submitted and provided to each of the Commission members, Ms. Frew explained. On January 14, the selection committee consisting of Mr. Eiguren, Mr. Smyser, Mr. Erstad, Ms. Dahl-Hansen, and Director Ahrens, interviewed and ranked the four firms.

Each of the four firms, Hummel Architects, Lynn-Taylor Lohr Architect, Arrow Rock Architects, and Vic Hosford Architect, gave presentations addressing the types of services they could provide in the way of serving in an advisory capacity for the Commission. The selection committee unanimously ranked Arrow Rock Architects of Boise as the top-ranked firm. The committee felt it was the best choice for advising the Commission how to proceed with the restoration project. The firm demonstrated expertise in the specific area of restoration, and proposed a plan of action outlined in the interview which seemed to satisfy the needs of the Commission. Donna Hartmans and Ben Hill were the presenters for Arrow Rock Architects. Ranked unanimously in the number 2 position was Hummel Architects of Boise. Lynn-Taylor Lohr's average rating placed it number three, and Vic Hosford Architect, number 4.

Mr. Erstad remarked that although all four firms seemed to be capable of doing the job, Arrow Rock Architects was the only presenter that actually addressed the Commission's specific needs in regard to the Statehouse itself.

MOTION: Ms. Shadduck moved the Commission approve Arrow Rock Architects as the architect of the Capitol for a period of two years. Mr. Smyser seconded the motion and it passed by unanimous vote. (Chairman Eiguren and Mr. Hartgen were absent from voting but added their affirmative vote when they rejoined the meeting.)

Ms. Frew explained the contract for Arrow Rock Architects will be patterned after architectural agreements typically executed by the Division of Public Works for professional services. However, in this case since there is no specific project, the agreement will be for services based on hourly-fees for such things as printing, drafting and clerical work, or other services the firm requires to fulfill its assignments. Services will also entail attending regular meetings, and helping to research the RFP for the master plan. The agreement will be written for a period of two years with the option to renew, and includes a clause that allows the Commission to cancel at any time.

Winged Victory/Merci Train Anniversary

A noon-hour ceremony was planned for February 22, 1999 to commemorate the arrival of the Merci Train, and its delivery of the "Winged Victory" statue. The train was sent as a memento of thanks from France for assistance provided by the United States during the World War II. It was also noted that Commissioner Shadduck was an assistant to Governor Robbins at the time the statue was delivered in 1949.

(Note: Subsequent to the meeting, the noon hour ceremony was cancelled due to conflicts with the proposed program speakers. However, the Historical Society did provide two interpretive sessions on that day addressing the event 50 years ago. One event was held at the Statehouse, and the other at the Transportation Museum located at the Old Penitentiary site where the Merci Train Box Car that transported the statue is displayed. In honor of the anniversary, the Historical Society completed repairs to the "Winged Victory" statute itself.)

Meeting with Governor Kempthorne

The Commission adjourned briefly for a visit to the Governor's Office to update Governor Kempthorne on the progress of the Commission. The Governor is very supportive and enthusiastic about the efforts of the Commission, Chairman Eiguren shared.

Short Term Fund

A letter has been drafted to all Veterans' Groups in the State to solicit their support in restoring the battle flags which are located in the Statehouse, Chairman Eiguren said. The estimated cost is \$25,000. The letters have been placed on hold, however, pending finalization of an agreement with the Idaho Community Foundation.

The Commission had determined the appropriate way to proceed in terms of a vehicle to receive tax-deductible contributions from the public would be to enter into a contract with the Idaho Community Foundation. The Foundation, he reported, is enthusiastic about assisting the Commission and will provide a full range of support and services for receiving funds. The Foundation will maintain the funds and place them, if necessary, into an interest-bearing account while accomplishing the necessary work with the Internal Revenue Service, as well as donors to make sure it is all done on a tax-qualifiable basis.

Long Term Fund Raising

Stephen Hartgen headed-up a subcommittee to draft an Request For Proposal for professional long-range fundraising services in the public/private sector. He explained the draft RFP was modeled after other public restoration projects, with additional language delineating the Commission's vision statement, as well as language about costs and evaluation criteria.

Director Ahrens suggested that in determining to whom the RFP is to be sent, Idaho firms should be targeted. Director Guerber responded that there may not be many firms in Idaho capable of raising the amount of funds needed in this endeavor. We should not be short sighted by sticking specifically to Idaho firms, he cautioned. There are firms that specifically raise money for historic preservation projects. Mr. Erstad suggested perhaps an Idaho firm may be able to partner with a national firm while maintaining an Idaho presence.

In regard to fees, professional fundraisers typically do not wish to be paid based on the percentage of fees raised, Mr. Hartgen explained. They prefer a fixed contract. Director Ahrens reminded the group that due to legislative approval process, authorization to expend funds that have been raised must be clarified. Factored into the RFP, Chairman Eiguren replied, will be the clarification that the Commission is limited in terms of what it can and cannot do by way of advancing funds to the consultant. The Commission could engage in a fixed fee contract; but, the fees would have to be paid on the basis of performance.

Director Bianchi inquired whether or not the Commission will ask respondents to indicate how they plan to tie the fundraising efforts to Idaho. Director Ahrens indicated that this can be included as a rating criterion, and added the state should do business with Idaho companies as often as possible. Chairman Eiguren proposed the RFP request any Idaho presence be noted.

Whomever is chosen to conduct the fundraising, Mr. Smyser remarked, needs to demonstrate some public relation exercises by promoting participation of the entire state on this project. Once the master plan is complete, Chairman Eiguren said, by statute the Commission is directed to create a funding program that recommends a combination of public and private dollars to support recommendations of the master plan. The portion of the price tag to come from the public sector is something the Legislature will address with recommendations from the Commission. One option to explore is through long- term bonding.

Ms. Shadduck agreed the best strategy would be to aim high for the fundraising goal rather than going back to ask for more. Director Guerber suggested the RFP describe a \$50 million fundraising campaign, clarifying that the consultant would only be paid for what he or she raises from the private sector.

MOTION: Director Guerber moved the Commission authorize the issuance of an RFP for a long-term fundraising consultant with the goal of raising \$50 million via the public and private sectors, and in doing so, allow for some level of preference for in-state firms and model the RFP to match the sort of contract design that would be entered into. Mr. Hartgen seconded the motion and the Commission passed in unanimously.

Reports on Other Issues

Governor's Portraits

The Commission received a letter from Governor Kempthorne requesting it explore as part of its long-term efforts, refurbishing the existing oil portraits of past Governors' currently located in the Statehouse, Chairman Eiguren said.

The existing portraits were commissioned by the original Idaho State Capitol Commission as part of its work in providing appropriate decor to the building. An artist from Twin Falls was authorized to paint both the territorial and state governors up through 1920, the year the Capitol was completed.

Mr. Hebert, Executive Director of the Commission on the Arts, was present to offer the help of the Commission on the Arts to facilitate this vision. It has access

to an extensive database of Idaho artists, and capabilities for providing a panel review.

The Governor had expressed his desire to initially have the five living Governors painted. The cost of each portrait could vary between \$5,000 and \$25,000 depending on the artist, size, and the degree of quality desired. He suggested, however, that the style be done to match the existing portraits. Research has been done to identify grants for this type of expenditure on the federal level, and at this point there is nothing available. Currently, the 13 State Art Commissioners are networking throughout the state in search of some matching funds to augment state funds for this project, he reported.

Chairman Eiguren suggested the cost for the portraits be folded into the total master plan expense along with restoring the existing portraits. He explained Ms. Hartmans had recommended in her presentation to establish 12 committees consisting of citizens around the state to address the different elements of the comprehensive plan, one being visual arts within the Capitol. He proposed Mr. Hebert work with Arrow Rock Architects in the development of the visual component of the Statehouse.

Historic Furnishings Inventory

At its last meeting, the Commission directed staff to prepare two separate letters in search of statehouse furnishings within Idaho state governmental agencies. Consequently, Chairman Eiguren has since signed one letter directed to all tenants in the Statehouse requesting a complete list of inventory, Ms. Garcia reported. The other letter, she said, was sent to all other state entities asking for only those items they suspect or know to be original to the Statehouse. A database listing of those items was distributed to the members.

The next step, Chairman Eiguren suggested, is authentication of the items by the State Historical Society in order to identify what might be available to bring back to the Statehouse as part of its restoration. This effort would be incorporated as part of the master plan with the help of one of Ms. Hartman's proposed committees. Also as part of the plan will be addressing how to replace the agency furnishings that are returned to the Statehouse.

To those agencies that responded with possible furnishings, Director Ahrens suggested a follow-up letter be sent asking that they contact the Commission if they plan to surplus the items in the near future. There is a substantial amount of items located in the warehouses of the Historical Society that also came out of the Capitol and needs to be inventoried, Chairman Eiguren added.

Finally, in efforts to recover lost furnishings, he asked that a press release be issued throughout the state asking that the Commission be notified about any items personally owned that are known to be original to the Statehouse. The State is able to accept the items as tax deductible in-kind donations or may purchase the items back. Mr. Smyser suggested this notice also be included on the Commission website.

Request for Space Needs of Elected Officials

A letter from the Commission to all elected officials located inside and outside the Statehouse, including legislative offices, has been on hold. The request, Director Ahrens explained, is to ascertain their space needs for the next six years. This is important information to the entire Capitol Mall planning, and the Commission must also review their needs as part of the Capitol master plan. Chairman Eiguren directed staff to proceed in sending the letter.

Capitol Tour Program

Director Guerber distributed a draft brochure under development for the Capitol tour program. Mr. Despot reported the Historical Society staff will be taking over the Statehouse tour booth very soon. The Commission requested the tour desk plans be reviewed by Ms. Hartmans, and copies of the design distributed to the members for review. Chairman Eiguren also directed staff to research what can and cannot be sold, by statute, in the Capitol Building.

Visits to Other State Capitols

Chairman Eiguren asked staff to recommend states to visit by the end of June that are conducting, or have just completed Capitol renovations. The recommendation of visits will also include protocol involved, questions to ask, and assignments of travelers. A team consisting of one member of the Commission, a representative from the Capitol architect's office, and a member of staff should visit each site. Preliminary possibilities might include: Michigan, Wisconsin, Texas, Ohio, Montana and Minnesota.

March 15th Visit from U.S. Capitol Architect

Herbert M. Franklin, Chief of Staff of the US Capitol Architect's Office, scheduled a trip to Boise on March 15th. While in town, he is making himself available to informally visit with members of the Commission and staff to address issues and potential problems the Commission may face during the Capitol renovation project.

Capitol Security Update

Mr. Despot provided the Commission with an informal status report on Capitol security issues. Electronic security control system hardware, he said, is scheduled to be installed on the east and west doors of the second floor. He commented that approximately half of the 13 existing doors in the Capitol could be closed without any inconvenience to the building tenants or visitors--all doors would continue to allow for egress.

The media had reported on a weapons detector that was to be placed on one end of the building, he continued. That is something that has not received serious discussion. He has discussed purchasing a portable weapons detector to be used at several locations throughout the Capitol Mall. Also under consideration is x-ray equipment to be used for packages to be delivered to the Capitol.

Chairman Eiguren reminded the group that access points to the public spaces in the building are controlled by rules and regulations that may be promulgated by the Director of the Department of Administration with consultation with the Capitol Commission. The extent that traditional access to the building is changed must be done pursuant to rules through the Administrative Procedures Act.

Mr. Smyser cautioned that proceeding with the installation of equipment at the east and west second floor access points, portrays to the public that the state has already made the decision to lock those doors. This would not be well received by the public, he stressed. Director Ahrens explained the Department has card-access capabilities on access doors throughout the entire Capitol Mall. This is not different from any of the other buildings where the cards make it known when people go into the buildings after hours.

Mr. Hartgen remarked he has no objection for evening and weekend security at those two points of access, as they provide a small step toward positioning the Commission to either provide extra security to the Statehouse, or not. It also adds a bit more convenience for the tenants of the building in accessing the structure during off-hours. This is an issue of perception Mr. Smyser replied, much more than it is of any substance.

Given the fact that there is an incredibly high level of public sensitivity regarding access to the building at this time, anything that is done may be perceived as being greater than it is, Chairman Eiguren summarized. The Commission agreed to defer the installation of the key card access equipment until it can be included as part of the overall master planning process, and receive public input from across the state.

Future Meeting Dates

Chairman Eiguren suggested the next meeting agenda include a presentation by Ms. Hartmans describing how the master plan should be developed. The group determined it will plan for a full-day meeting on May 7th with out-of-town individuals coming in the day prior for a social occasion the night before.

Adjournment

Chairman Eiguren adjourned the February 8, 1999 meeting of the Idaho State Capitol Commission at about 4:50 p.m.

Roy Lewis Eiguren, Chairman
Idaho State Capitol Commission

Diane K. Garcia, Management Assistant
Department of Administration