

AGENDA
CITY OF MONONA
San Damiano Project Steering Committee
Monona City Hall – Conference Room
5211 Schluter Road, Monona, WI
Tuesday, April 26, 2022
4:30 pm

NOTICE OF IN-PERSON AND ELECTRONIC MEETING

Note: Committee Members may meet in-person at the above address or remotely via Zoom virtual meeting. Additional details below.

1. Call to Order
2. Roll Call
3. Appearances
 - A. Rick Bernstein
4. Approval of Meeting Minutes of April 5, 2022
5. New Business
 - A. Discussion, Consideration, and Potential Action on Received Proposals for Consulting Services for San Damiano Community Vision and Conceptual Plan Process.
6. Discussion of Future Agenda Items
7. Next Meeting Date – To be Determined
8. Adjournment

ELECTRONIC MEETING INFORMATION NOTICE

Due to the current state of emergency because of the COVID-19 pandemic, this meeting may be conducted via electronic videoconferencing/teleconferencing. As such, it is likely that some or all members of, and a possible quorum, may be in attendance via electronic means and not physically present. In accordance with Wisconsin law, the meeting will remain open to the public. The public may still attend in person at the location stated in this agenda. However, due to the need to maintain social distancing in accordance with Dane County Order #17, and the limited physical space available, the public is encouraged and requested to also attend via electronic means. Directions to do so are listed at the bottom of this agenda. Upon reasonable notice, the needs of disabled individuals will be accommodated through auxiliary aids or services. For additional information or to request this service, contact Alene Houser at 608-222-2525.

DIRECTIONS TO ATTEND MEETING ELECTRONICALLY

You may attend via videoconference at <https://us02web.zoom.us/j/82500276321> or by downloading the free Zoom program to your computer at <https://zoom.us/download>. At the date and time of the meeting log on through the Zoom program and enter Meeting ID: 825 0027 6321.

You may attend via telephone conference by calling the following phone number:

PHONE NUMBER: 1-312-626-6799 / MEETING ID: 825 0027 6321, FOLLOWED BY #

Please Mute Your Phone When Not Speaking To Ensure Best Possible Audio Quality.

You can register to appear and speak before the committee by utilizing the [Appearance Before a Committee Form](https://www.mymonona.com/FormCenter/CommitteeApplication-11/Appearance-Before-a-Committee-Citizen-Co-82). Link to form: <https://www.mymonona.com/FormCenter/CommitteeApplication-11/Appearance-Before-a-Committee-Citizen-Co-82>

Note: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number), FAX (608) 222-9225, or through the City Police Department TDD telephone number 441-0399. The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business. It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice.

**Minutes
San Damiano Project Steering Committee
April 5, 2021**

City Administrator Gadow called the meeting to order at 5:07 pm.

Present: Mayor Mary O' Connor, Wes Mosman Block, Kelly Slack, Kyla Beard, Rebecca Holmquist, Marliee Gorman, and Alder Nancy Moore.

Also Present: City Administrator Bryan Gadow, Parks and Recreation Director Jake Anderson, and Peter McKeever.

APPEARANCES

None

MINUTES

Motion by Marliee Gorman to approve the March 1st meeting minutes, seconded by Rebecca Holmquist. Motion carried.

NEW BUSINESS

- A. Discussion of Selection Criteria for Request for Proposal for Consulting Services for San Damiano Community Vision and Conceptual Plan Process.

City Administrator provided an overview of the RFP process, including receipt of seven (7) RFP responses. He noted that the Committee could after review of the proposals recommend one firm to the City Council or bring in a smaller group of firms for a formal interview. City Administrator Gadow referenced existing selection criteria that are incorporated into the RFP on Page 11. He referenced a scoring matrix example that the Committee could use to assist in reviewing the proposal.

The Committee provided feedback on the weighting for various criteria in the draft scoring matrix. Alder Moore asked how involved the selected firm would be in designing and marketing the various public engagement sessions. Wes Blockman asked about timeline for determining whether a shortlist interview process would be utilized. City Administrator Gadow noted that it could be decided at the next meeting after the Committee has had an opportunity to review the proposals.

Marliee Gorman asked if the local firms that applied have projects that members could visit if they were interested. City Administrator Gadow stated yes that a number of firms have projects in the area that members could visit if interested.

- B. Discussion of future agenda items and future meeting dates.

April 5, 2022

City Administrator Gadow asked members to complete their review prior to the next meeting. The Committee discussed potential meeting dates, and agreed on Tuesday, April 26 at 4:30PM.

C. Next Meeting Date.

The Steering Committee agreed on April 26, 2022 at 4:30PM as a next meeting date.

ADJOURNMENT

A motion was made by Alder Doug Wood, seconded by Marliee Gorman to adjourn the meeting. The motion carried. (5:37 pm).

Agenda Item 5.A:

Discussion, Consideration and Potential Action on Received Proposals for Consulting Services for San Damiano Community Vision and Conceptual Plan Process.

For access to received RFP proposals for San Damiano Community Vision and Conceptual Plan Process, please click on the following link:

https://monona-my.sharepoint.com/:f:/g/personal/bgadow_ci_monona_wi_us/EqSD6KwqrvlJlq3kTGJVob0BuWxl-rnti64ssafCaUav1g?e=Zrq4R6