

AGENDA
CITY OF MONONA
San Damiano Project Steering Committee
Grand Crossing Park – Below Deck Concession Stand
6320 Inland Way, Monona, WI
Friday, November 12, 2021
12:00 pm

1. Call to Order
2. Roll Call
3. Appearances
4. Approval of Meeting Minutes of October 26, 2021
5. Lunch and Debrief Insights/Questions from September and October Meetings
6. New Business
 - A. Introduction of Greg Schneider of Schneider Consulting for meeting facilitation
 - B. Conduct Team Forming Activities lead by Greg Schneider
 - C. Address Key Project Issues and Questions for Master Planning Process
 - D. Outline Next Steps in Team Development and Planning
 - E. Meeting Evaluation and Follow up Questions
 - F. Discussion of future agenda items and future meeting dates
7. Next Meeting Date – To be determined
8. Adjournment

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**Minutes
San Damiano Project Steering Committee
October 26, 2021**

Mayor O' Connor called the meeting to order at 4:50 pm.

Present: Mayor Mary O' Connor, Andrew Kitslaar, Alder Doug Wood, Wes Mosman Block, Loreen Gage, Kyla Beard, Rebecca Holmquist, Kelly Slack, and Alder Nancy Moore.

Excused: Marliee Gorman.

Also Present: City Administrator Bryan Gadow, Lucy Ripp, Patrick Depula.

APPEARANCES

None

MINUTES

Motion by Alder Wood to approve the September 15th meeting minutes, seconded by Kelly Slack. Motion carried.

NEW BUSINESS

- A. Overview of history of City purchase of the San Damiano parcel.

Mayor O' Connor provided an overview of the various milestones in the City's purchase of the San Damiano parcel.

- B. Overview of Memorandum of Understanding (MOU) between City and the Friends of San Damiano.

City Administrator Gadow provided an update on the MOU between the Friends and the City which spelled out the various roles and responsibilities of both organizations, what tasks they would each have ownership over, and those that they would partner on.

- C. Update on fundraising activity.

Andrew Kitslaar provided an update on fundraising (\$170K pledges, \$60K cash). \$160K is earmarked for park/open space use. He noted that the Friends applied for three different grants – MCF, Cudhay Family, and Steve Stricker fund, and are waiting on funding decisions. He noted that they are actively fundraising for master planning process.

- D. Update on City activities.

City Administrator Gadow provided an update on a structural evaluation of the Frank Allis residence by GRAEF engineering. He noted he expected a report by the end of the year. He also provided an update on the archaeological survey of the property, hiring Phase One Archaeology to provide a report. City Administrator Gadow noted that Phase One archaeology was looking to partner with the Tribal Historic Preservation office of the Ho-Chunk Nation, including joint use of their ground penetrating radar. He noted they were trying to coordinate scheduling with representatives of the Ho-Chunk Nation.

City Administrator Gadow also noted that the City was tentatively awarded \$249,000 from the WIDNR Knowles-Nelson Stewardship Grant program, with a final determination to come in January. He also noted that they were not awarded a grant from the Federal Land and Water Conservation Fund (LAWCON) but have the option to reapply next year. Alder Moore asked if the WIDNR could provide additional guidance on how far along a master planning process would need to be to be a competitive LAWCON application.

E. Discussion of future agenda items and future meeting dates.

Kelly Slack asked if there would be any activities that would occur on the property in the interim. Andrew Kitslaar indicated that there would likely be another clean-up day next spring. The Parks Department is considering holding a biergarten on the property in the future.

Andrew Kitslaar noted that he was in conversation with members of the Ho-Chunk Nation to provide a presentation on the Nation's history on the parcel.

F. Overview of November 12th facilitated discussion.

Wes Mosman Block indicated that as a result of the November 12th facilitated session, the group should develop a shared vision on the public input and master planning process. Alder Moore referenced examples of community engagement processes from recent City of Madison Vilas Park and Clean Lakes Alliance community master planning processes.

G. Next Meeting Date.

H.

The Steering Committee tentatively agreed on a December 15th next meeting date, pending responses to a Doodle poll.

ADJOURNMENT

A motion was made by Alder Wood, seconded by Rebecca Holmquist to adjourn the meeting. The motion carried. (5:35pm).



City of Monona/San Damiano Project

Steering Team Building & Planning Session

Friday, November 12, 2021 (12:00 p.m. – 5:00 p.m.) – Below Deck

Agenda-v1

I. Call to Order

- Welcome – Mayor O’Connor
- Solicit Public Input
- Lunch & Debrief Insights/Questions from September & October Meetings

II. Conduct Team Forming Activities

- Review SD Project Mission – Mary – Why target SD as a Public Asset?
- Present & Discuss Team Effectiveness Model
- Establish Meeting Ground Rules
- Learn About Team Member Backstories
- Clarify Steering Team’s Role

III. Address Key Project Issues & Questions

- What does it mean to develop a Financially Feasible Master Plan?
- Why is Community Input/Engagement important & What is the ideal way to solicit it?
- What are all the issues that need to be addressed to develop an Effective RFP?
- Others?

IV. Outline Next Steps in Team Development & Planning

- Design Communication Plan – What should be shared with Key Stakeholders?
- Review Homework Assignments
- Establish Timeline/Dates for Future Meetings

V. Meeting Evaluation