

Minutes
San Damiano Project Steering Committee
February 1, 2021

Mayor O' Connor called the meeting to order at 5:00 pm.

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

Also Present: City Administrator Bryan Gadow, and Martha Florey.

APPEARANCES

None

MINUTES

Motion by Marliee Gorman to approve the January 5th meeting minutes, seconded by Kyla Beard. Motion carried.

NEW BUSINESS

A. Discussion on use of terms in Request for Proposal for Community Planning Process.

Nancy Moore stated that the Friends of San Damiano (FOSD) initially recommended the change from master plan to conceptual plan, and thought it was important to bring to the Steering Committee for discussion. She noted the definition of master as an adjective is performative, and descriptive. Marliee Gorman noted the large conceptual plan and master plan, noted that she did not want any confusion. Rebecca Holmquist noted that master plan is the correct terminology for this process. Mayor O' Connor noted that term master plan is being used by City of Madison in their Vilas planning process. Wes Block stated the need to prioritize inclusivity. Consensus of the Committee was to revert to the term "Master Plan".

B. Review and Discussion of draft Request for Proposal for Process Manager Consulting Services for San Damiano Community Vision and Conceptual Plan Process.

Administrator Gadow provided an overview of the draft Request for Proposal (RFP) for community engagement services for the San Damiano community visioning and master planning process. He noted that there was not an agreed upon term for what to call this type of work, so he utilized "Process Manager" but is open to committee suggestions on how else to phase it.

Alder Wood asked about asking respondents to assist with grant writing as part of the proposal. Administrator Gadow stated that some firms will have grant specialists on staff, other firms will subcontract with another firm to assist with those tasks.

Alder Moore suggested that design skills are as important as the community engagement component and questioned whether the term “Process Manager” would be understood. After discussion, the consensus of the committee was to remove the term “Process Manager”.

Wes Block suggested an emphasis on need for cost estimates based upon whatever design is completed to assist with fundraising.

Administrator Gadow noted that he would directly provide the RFP to approximately thirteen regional firms, post on related professional websites for planning and landscape architecture, and the City’s bid page.

Loreen Gage recommended adding language regarding have a diverse team within the firm or have experience working with diverse communities.

The committee offered some recommendations on further clarifying the required deliverables, including analysis of fundraising opportunities. Administrator Gadow noted that it is for public grant opportunity review. Andrew Kitslaar recommended breaking out the deliverables into separate items. He also recommended defining the term “financially feasible master plan”. Lastly, he noted that the Madison Community Foundation suggests having the selected firm involve diverse communities in crafting the actual community engagement process. Kyla Beard urged some caution on how these diverse communities are engaged and the potential to provide some compensation.

Alder Moore recommended that members provide Administrator Gadow with any additional names of potential firms to put on the distribution list.

Administrator Gadow indicated that he would attempt to have the draft revised and ready for final review at their next meeting in March.

C. Review and Discussion of Building Conditions Assessment for San Damiano Friary.

Mayor O’ Connor provided an overview of the GRAEF building conditions survey, and noted that the building was safe for small tour groups, which they can do this spring. Alder Wood noted the high cost per square foot for building rehab. Rebecca Holmquist noted the challenges with ADA accessibility for tours. The committee discussed the potential for a video tour of the house. Marliee Gorman recommended to also do a real estate Matterport visualization of the building.

Alder Moore asked about the use of the house in the interim period, or it is professionally mothballed. Rebecca Holmquist recommended that the building be weatherized and tempered to prevent any further damage.

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

Administrator Gadow indicated that the RFP would likely be ready for the next meeting.

E. Next Meeting Date.

The Steering Committee agreed on a March 1, 2022 as a next meeting date.

ADJOURNMENT

A motion was made by Rebecca Holmquist, seconded by Marliee Gorman to adjourn the meeting. The motion carried. (6:09 pm).