

**Minutes**  
**San Damiano Project Steering Committee**  
**March 1, 2021**

Andrew Kitslaar called the meeting to order at 5:04 pm.

Present: Andrew Kitslaar, Wes Mosman Block, Loreen Gage, Kyla Beard, Rebecca Holmquist, Marliee Gorman, and Alder Nancy Moore.

Also Present: City Administrator Bryan Gadow and Peter McKeever.

**APPEARANCES**

None

**MINUTES**

Motion by Wes Block to approve the February 1<sup>st</sup> meeting minutes, seconded by Kyla Beard.  
Motion carried.

**NEW BUSINESS**

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

City Administrator provided an overview of the revisions to the draft Request for Proposal for Consulting Services. He asked for the Committee to provide any final changes, approve the document, and then he would proceed to post the RFP. On questions from the members, he confirmed that it will be sent to the UW-Madison Department of Planning and Landscape Architecture and UW-Milwaukee School of Architecture to send through their networks, and that the term “Conceptual Plan” was removed from the draft and replaced with “Master Plan”.

Andrew Kitslaar stated that he, the Mayor, and City Administrator Gadow had an opportunity to talk with the Madison area Bayview Foundation on a similar public engagement process that they recently went through to get their perspective as well.

Alder Moore asked if the next meeting would focus on establishing the selection criteria for the RFP.

Motion to accept the Request for Proposal document as amended by Marliee Gorman, seconded by Loren Gage. Motion carried.

- B. Discussion of Various Factors Impacting Potential Use of the Frank Allis House in coming months.

City Administrator Gadow discussed some of the items that need to be addressed on the property before groups of people could safely be brought it such as exterior drainage correction, restarting the building heating, cleaning of the interior, and ADA accommodations.

Rebecca Holmquist noted that if there are any asbestos concerns, the interior should be professionally cleaned, which Administrator Gadow agreed.

Wes Block asked about building temperature with the radiator-based heating system. Administrator Gadow stated that as soon as the temperature allows, the heat would be turned back on. Rebecca Holmquist clarified that professionally mothballing does not close access to a building, but just tempers and secures the building. Loreen Gage asked about the need for waivers for any activity in the building.

C. Discussion of 2022 events calendar.

City Administrator Gadow noted that the City and the Friends of San Damiano are coordinating on a master calendar for the property for various events to plan for maintenance activities. Andrew Kitslaar noted the recent success of the Snow Snake event as a great example of a partnership between the Friends and the City. Marliee Gorman noted the boat group event that occurs on the Sunday before Labor Day.

D. Discussion on Establishing Monthly Meeting Date.

The Committee discussed establishing the 1<sup>st</sup> Tuesday of the month at 5:00pm as their stating meeting date. The next meeting would be April 5<sup>th</sup> at 5:00pm.

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

Andrew Kitslaar mentioned establishing the selection criteria for the RFP on the April 5<sup>th</sup> agenda.

Alder Moore mentioned communication on how the project budget for the RFP was established.

F. Next Meeting Date.

The Steering Committee agreed on April 5, 2022 as a next meeting date.

**ADJOURNMENT**

A motion was made by Wes Block, seconded by Rebecca Holmquist to adjourn the meeting. The motion carried. (5:37 pm).