

**Minutes
San Damiano Project Steering Committee
May 19, 2022**

Chair Mayor Mary O'Connor called the meeting to order at 5:45 pm.

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

Absent:

Also Present: Interim City Administrator Marc Houtakker, Parks and Recreation Director Jake Anderson

APPEARANCES

None

MINUTES

Minutes were not available for this meeting based on some edits needed to the draft minutes. Minutes will be presented at the next meeting

NEW BUSINESS

A. Presentation of Proposals for Consulting Services for San Damiano Community Vision and Conceptual Plan Process.

1. Ayres Associates (6:00 pm)
2. SmithGroup (6:30 pm)
3. MSA Professional Services (7:00 pm)
4. Vandewalle & Associates, Inc. (7:30 pm)

Each firm had 20 minutes to do a presentation and 10 minutes to answer questions from the committee based on the following questions:

Please introduce your team and identify the individuals who will be the key day-to-day contacts during the project. Please address these team members' time commitment to the project. Discuss your team's allocation of resources and capacity to perform the project given other obligations under contract or anticipated throughout the duration of the project.

Please explain your proposed timeline for community engagement and the schedule in detail. Describe how you will ensure the community engagement process gathers meaningful input from more than 5,000 individuals. Provide examples of how you will reach out to underrepresented populations within Monona and the surrounding community.

Describe how your firm's master planning process will assist the City in determining the future of the Frank Allis Residence and address feasibility.

May 19, 2022

Discuss the planning opportunities and challenges of the San Damiano site, specifically related to (1) lake access and waterfront issues, (2) incorporating the property's indigenous history, and (3) the relationship of the site to its urban surrounding.

- B. Convene in Closed Session under Wisconsin Statute section 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Recommendation of Proposal for San Damiano Vision and Conceptual Plan Process).**

Doug Wood made a motion to go into closed session, seconded by Rebecca Holmquist. Motion Carried.

The committee met in closed session to discuss each firm's presentation and come to a consensus for a recommendation of MSA to be awarded the contract for master planning services.

- C. Reconvene in Open Session Under Wisconsin Statute Section 19.85(2).**

Rebecca Holmquist made a motion to reconvene in open session, seconded by Doug Wood. Motion Carried.

- D. Discussion/Recommendation of Proposal for San Damiano Vision and Conceptual Plan Process.**

The consensus of the Steering Committee that MSA Professional Services most closely met the requirements of the RFP and were well versed with public input campaigns, historical architectural review, and cultural resources management.

Doug Wood made a motion to recommend award of contract for San Damiano Professional Services to MSA, Rebecca Holmquist seconded the motion. Motion Carried unanimously on a roll call vote

- E. Report of Activities at San Damiano – Parks & Recreation/Friends of San Damiano**

Andy Kitslaar reported the Wednesday Walk Tours have been very successful, and provide a verbal report of organizing a Fall event with Ho-Chunk with the planted corn bed.

Director Anderson reported on park operations at the property and was asked for some better lighting around the house and indicated staff will take care of it.

- F. .Discussion of future agenda items and future meeting dates.**

- G. Next Meeting Date.**

The Steering Committee discussed having a kick-off meeting after Council Approval on June 20th based on MSA availability.

ADJOURNMENT

A motion was made by Rebeca Holmquist seconded by Marilee Gorman to adjourn the meeting. The motion carried. (8:37 pm).