

**Minutes  
San Damiano Project Steering Committee  
April 26, 2022**

Chair Mayor Mary O'Connor called the meeting to order at 4:30 pm.

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

Absent: Kelly Slack

Also Present: City Administrator Bryan Gadow, Parks and Recreation Director Jake Anderson, Rick Bernstein, and Phil de Villers.

**APPEARANCES**

Rick Bernstein provided the Committee with his feedback on the received firm responses to the Community Visioning and Master Plan RFP. He suggests that the RFP be redrafted to solicit a specific set of skills, and how the Frank Allis House would be preserved or addressed and articulated in the RFP.

Phil de Villers provided information to the Committee on the City's purchase, the tax impact, and the amount of community input on the community. He contrasted this with the recent Monona Grove School District referendum. He noted that the borrowing interest costs would make the acquisition \$12 million.

**MINUTES**

Motion by Marilee Gorman to approve the April 5<sup>th</sup> meeting minutes, seconded by Doug Wood. Motion carried.

**NEW BUSINESS**

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

Mayor O'Connor provided an overview of the review process, asking members to highlight those firms that they would not move forward in the process.

The Steering Committee discussed the merits of each response as well as their concerns.

The consensus of the Steering Committee that Mead & Hunt, GRAEF, and Living Habitats LLC not be forwarded in the process due to a combination of their proposed community engagement process, team experiences, responses to the RFP.

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The Steering Committee agreed to ask the remaining firms – SmithGroup, Ayres Associates, MSA Professional Services and Vandewalle & Associates, Inc. to prepare Zoom presentations explaining their proposals in more detail, in response to a prepared list of questions. The presentations would last 20 minutes with an additional 10 minutes allowed for questions from the committee.

The committee suggested potential questions. Wes Mosman Block offered to consolidate them into four questions which will be sent to the firms prior to the day of their presentations.

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

C. Next Meeting Date.

The Steering Committee agreed to meet on May 19, 2022 at 5:45 PM to view the presentations of the four finalists. They hope to make a recommendation on a firm to hire to conduct the master planning process at the end of the meeting.

## **ADJOURNMENT**

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