



# City of Madison

City of Madison  
Madison, WI 53703  
www.cityofmadison.com

## Meeting Minutes - Approved DOWNTOWN COORDINATING COMMITTEE

---

Thursday, October 15, 2015

5:30 PM

210 Martin Luther King, Jr. Blvd.  
Room 108 (City-County Building)

---

### CALL TO ORDER / ROLL CALL

**Present:** 7 - Michael E. Verveer; Ted Crabb; Thomas E. Hirsch; Matthew J. Covert;  
Sandra J. Torkildson; Austin E. McClendon and Adam J. Plotkin  
**Excused:** 3 - Ledell Zellers; Davy Mayer and Gregory O. Frank

### APPROVAL OF September 17, 2015 MINUTES

**A motion was made by Crabb, seconded by Hirsch, to Approve the September 17, 2015 Minutes. The motion passed by voice vote/other.**

### PUBLIC COMMENT

None.

### DISCLOSURES AND RECUSALS

None.

1. [36258](#) Report of Mall Maintenance and Special Events 2015

Lisa Laschinger, Parks Division, gave a brief update of State Street Mall/Concourse activities. Over the past six weeks, 170 light pole bases and 6 bus shelters have been repainted. She has been very pleased with the results and noted that a few of the "off-State Street" style light pole bases will be repainted next year. The University Avenue sidewalk, in the expansion zone, has been power washed as the Committee requested. The new leadworker position should be filled sometime in the next month. Winter preparations have begun and staff has started planning for snow-removal routes and service in the new expansion areas. Preparations for Freakfest will begin next week. A large crowd is expected as it is the 10th anniversary of Freakfest, Halloween night, the end of Daylight Savings Time, as well as a UW football, game.

2. Report from Downtown Police

There was no representative from the Police present. Crabb said that he was disappointed and hoped to hear a report on the changes at the Philosophers' Grove since the stones were removed, as well as about issues related to the removal of the homeless from sleeping in front of the City County Building. He added that the DCC has also gotten reports on preparations for Freakfest in the past.

3. Presentation from City Facilities staff regarding preliminary schematic design for the Madison Municipal Building.

Bryan Cooper, Facilities Management, gave a brief presentation on conceptual plans for the refurbishment and remodeling of the Madison Municipal Building. He said that City staff recommends a full rehabilitation of the building, with general construction costs estimated at \$22,750,000. This breaks down into \$8.5 million for systems (HVAC, electricity etc), \$4.5 million for exterior rehabilitation, \$5 million for interior rehabilitation and \$4.7 million for miscellaneous costs, contingencies etc. Adding in \$7.2 million in architectural fees, staff relocation costs, office furnishings etc., the total is estimated to be \$29,935,000. The project drivers include history, quality workspaces, civic engagement and sustainability.

Hirsch asked about the architect and the authorization process. Cooper said that the project architect is MSR, the same architect as the Central Library project, and the project will depend upon budget authorization. Hirsch asked about the main historical features. Cooper said that the building exterior, Room 260, the main stairwells, and the corridors on the first and second floor were the primary historical features that would be restored/rehabilitated.

Crabb asked about which departments are in the building now, and which ones would remain. Cooper said that currently all of the Department of Planning and Community and Economic Development (DPCED), Traffic Engineering, Post Office (USPS), Credit Union, and some parts of Human Resources occupy the building. After the project is over, all of DPCED, Traffic Engineering and the Credit Union will stay. The other half of Human Resources will move into the building, but USPS will no longer occupy the building.

Hirsch asked where the USPS will go. Cooper said that the USPS doesn't want to temporarily move somewhere due to costs, so that they will likely end up at the QTI building on East Washington Avenue. Verveer said that he isn't happy with that location, as he believes that the USPS should be in the central business district. Hirsch agreed and said it takes a very pedestrian oriented post office and moves it to an auto oriented location. Hirsch wondered if the City could add in costs to lure the post office back to the building. Cooper said that redevelopment on the back side of the block coupled with the post office's unique programming challenges would make it a hard fit even if it weren't for monetary reasons.

Crabb wondered if the third floor space devoted to mechanicals could be moved to make room for additional offices. Cooper said that may be worth looking at depending on construction estimates that come n.

4. [40191](#) To approve the schedule of Special Charges for the State Street Mall/Capitol Concourse for 2014/15 Maintenance Charges.

David Albino, Parks Division, briefly outlined the materials in the Commissioners' packets. He said that expansion areas are not included in this billing as special charges are billed in arrears, and would be on next years charges.

**A motion was made by Verveer, seconded by Hirsch, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.**

5. [40317](#) State Street - Capitol Square - King Street Market Study and Retail Analysis Discussion

Rebecca Cnare, Planning Division, handed out an updated study of the change in ground floor use over the past 25 years. The updated study looks at ground floor along State Street, the Capitol Square, and radial streets. Cnare said that staff has been meeting with different experts and getting opinions on some draft language for an RFP. Cnare went over some of the basic goals, and questions that staff is looking to answer about what types of information will be needed to have a successful market analysis of downtown retail.

6. [33826](#) Committee Member & Staff Updates  
None

#### ADJOURNMENT

**A motion was made by Hirsch, seconded by Crabb, to Adjourn at 7:15 p.m. The motion passed by voice vote/other.**

Upcoming Meeting: November 19, 2015