City of Madison

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

Agenda - Approved

COMMON COUNCIL

Consider: Who benefits? Who is burdened?
Who does not have a voice at the table?
How can policymakers mitigate unintended consequences?

This meeting may be viewed LIVE on Charter Spectrum Channel 994, AT&T U-Verse Channel 99 or at www.madisoncitychannel.tv.

Tuesday, January 27, 2026 **6:30 PM** **210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)**

Hybrid Meeting

The City of Madison is holding the Common Council meeting in a hybrid format. Members of the public may choose to view and/or provide comment in person or virtually at hybrid Common Council meetings.

Written Comments: You can send comments on agenda items to allalders@cityofmadison.com

Register for Public Comment:
- Register to speak at the meeting
- Register to answer questions
- Register in support or opposition of an agenda item (without speaking)

If you want to speak at this meeting you must register. You can register at https://www.cityofmadison.com/MeetingRegistration. When you register to speak, you will be sent an email with the information you will need to join the virtual meeting.

Watch the Meeting: If you would like to join the meeting as an observer, please visit https://www.cityofmadison.com/watchmeetings.

Listen by Phone: (877) 853-5257 (Toll Free) Webinar ID: 878 5744 6078

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如需口譯、筆譯或殘疾相關的便利服務，請通過以下電話或郵件與我們聯系，相關服務均免費提供

Hu rau peb ntawm tus xov tooj los sis email hauv qab no yog tias koj xav tau kev txhais lus, kev txhais ntawv, los sis kev pab cuam cuam tshuam txog tsis taus. Cov kev pab no yog pub dawb rau koj.

608-266-4071
Council@cityofmadison.com

Speaking Limit:
3 minutes for all items.

You must register before your item is considered by the Council.

The use of audible cell phone ringers and active use and response to cellular phone technology by the governing body, staff and members of the public is discouraged in the Council Chambers while the Council is in session.

Roll Call

Notified Absences: Vidaver

Opening Remarks

Honoring Resolutions

1. **91544** Proclaiming January 26th to 30th, 2026, as Winter Salt Week.

Sponsors: Regina M. Vidaver, Satya V. Rhodes-Conway, John W. Duncan, Tag Evers, Derek Field, Yannette Figueroa Cole, Carmella Glenn, MGR Govindarajan, John P. Guequierre, Barbara Harrington-McKinney, Isadore Knox Jr., Badri Lankella, Sabrina V. Madison, Dina Nina Martinez-Rutherford, Julia Matthews, Davy Mayer, Sean O'Brien, Will Ochowicz, Joann Pritchett, Bill Tishler And Michael E. Verveer

Legislative History

1/14/26	Council Office	RECOMMEND TO COUNCIL TO ADOPT

Disclosures and Recusals

Members of the body should make any required disclosures or recusals under the City's Ethics Code.

Presentation of Consent Agenda

2. **89044** Consent Agenda Document (1/27/26)

Legislative History

7/8/25	Council Office	RECOMMEND TO COUNCIL TO ACCEPT - REPORT OF OFFICER

At this time, a consent agenda will be moved with the recommended action listed for each item EXCEPT:

1) Items which have registrants wishing to speak. 2) Items which Alder(s) have separated out for discussion/debate purposes.

Public Comment

Public comments will not be taken on items which are listed on the consent agenda for referral and the Council adopts the referral as part of the consent agenda OR when the Council has heard public comments on an item at a previous meeting and the item is on this agenda for discussion and action only. The Council may allow public comments in either instance by a majority vote.

Recessed Public Hearings

Report of Plan Commission

3. **90540** Amending Section 28.022-00289 of the Madison General Ordinances to amend the Campus-Institutional (CI) District Master Plan for the University of Wisconsin-Madison Campus for the portion of the campus generally addressed as 1111 Highland Avenue to include specific plans for University Hospital. (District 5)

Sponsors: Planning Division

Attachments: Locator Maps.pdf
Land Use Application.pdf
Letter of Intent.pdf
Proposed Master Plan Amendment.pdf
90540 Master Report_01-08-26.pdf
Staff Comments.pdf
JCAC Presentation_12-11-25.pdf

Legislative History

10/21/25	Attorney's Office	Referred for Introduction
	Plan Commission Public Hearing (12/1/25), Common Council (12/9/25)	
10/28/25	COMMON COUNCIL	Refer For Public Hearing to the PLAN COMMISSION
12/9/25	COMMON COUNCIL	Re-refer for Recessed Public Hearing to the PLAN COMMISSION
12/11/25	JOINT CAMPUS AREA COMMITTEE	Return to Lead with the Recommendation for Approval to the PLAN COMMISSION
1/12/26	PLAN COMMISSION	RECOMMEND TO COUNCIL TO ADOPT WITH CONDITIONS - RECESSED PUBLIC HEARING

On a motion by Heck, seconded by Wasniewski, the Plan Commission found the standards met and recommended approval of the master plan amendment to the Common Council subject to the comments and conditions contained in the Plan Commission materials. The motion to recommend approval passed by voice vote/ other.

4. **90915** Creating Section 28.022-00741 of the Madison General Ordinances to change the zoning of property located at 33 West Johnson Street from PD (Planned Development) District to UMX (Urban Mixed-Use) District. (District 4)

Sponsors: Planning Division

Attachments: 33 W Johnson Street (2025).pdf
Link to Cond Use File 90613
Link to CSM File 90617
33 W Johnson UDC Draft Report 12-17-25.pdf

Legislative History

11/17/25	Attorney's Office	Referred for Introduction
	Plan Commission Public Hearing (12/15/25), Common Council (1/13/26)	
11/25/25	COMMON COUNCIL	Refer For Public Hearing to the PLAN COMMISSION
12/15/25	PLAN COMMISSION	RECOMMEND TO COUNCIL TO RE-REFER - PUBLIC HEARING to the PLAN COMMISSION
	On a motion by Solheim, seconded by Wasniewski, the Plan Commission recommended to the Common Council that the zoning map amendment be re-referred to the January 12, 2026 Plan Commission (January 27, 2026 Common Council) pending a recommendation by the Urban Design Commission on the related conditional use request (ID 90613). The motion to recommend re-referral passed by voice vote/ other.	
1/12/26	PLAN COMMISSION	RECOMMEND TO COUNCIL TO ADOPT - RECESSED PUBLIC HEARING
	On a motion by Alder Guequierre, seconded by Alder Field, the Plan Commission found the standards for zoning map amendments met and recommended Common Council approve the rezoning. The motion passed by voice vote/other.	
1/13/26	COMMON COUNCIL	Re-refer for Recessed Public Hearing to the PLAN COMMISSION

End of Public Hearings

Petitions and Communications

Petitions Referred to this Meeting

5. **91268** Petition received in the Madison City Clerk's Office December 17, 2025 regarding attachment from the Town of Middleton to the City of Madison.

Attachments: Attachment Petition-Watts Road.pdf

Legislative History

12/17/25	Clerk's Office	Referred for Introduction
	Common Council to accept (1/27/26)	
1/13/26	COMMON COUNCIL	Refer to a future Meeting to Accept to the COMMON COUNCIL
	Accept 1/27/26	

6. **91269** Petition received in the Madison City Clerk's Office December 17, 2025 regarding attachment from the Town of Middleton to the City of Madison.

Attachments: Attachment Petition.pdf

Legislative History

12/17/25	Clerk's Office	Referred for Introduction

Common Council to accept (1/27/26)

1/13/26	COMMON COUNCIL	Refer to a future Meeting to Accept to the COMMON COUNCIL

Accept 1/27/26

Business Presented by the Mayor

Appointments

7. 91432 Report of the Mayor submitting resident committee appointments (introduction 1-13-2026; action 1-27-2026).

Legislative History

1/6/26	Mayor's Office	Referred for Introduction

Confirm 1/27/26

1/13/26	COMMON COUNCIL	Refer to a future Meeting to Confirm to the COMMON COUNCIL

Confirm 1/27/26

8. 91613 Report of the Mayor submitting resident committee appointments (introduction 1-27-2026; action 2-10-2026).

Legislative History

1/21/26	Mayor's Office	Referred for Introduction

Confirm 2/10/26

Business Presented by the President of the Common Council

9. 89017 Confirming the Madison Common Council meeting formats through June 23, 2026:
2/10/26 - Hybrid (Virtual & CCB 201)
2/24/26 - Hybrid (Virtual & CCB 201)
3/10/26 - Hybrid (Virtual & CCB 201)
3/24/26 - Hybrid (Virtual & CCB 201)
4/21/26:
12:00 meeting - Hybrid (Virtual & CCB 201)
6:30 meeting - Hybrid (Virtual & **MMB 215)**
5/5/26 - Hybrid (Virtual & CCB 201)
5/19/26 - Hybrid (Virtual & CCB 201)
6/9/26 - Hybrid (Virtual & CCB 201)
6/23/26 - Hybrid (Virtual & CCB 201)

Legislative History

7/8/25	Council Office	RECOMMEND TO COUNCIL TO ACCEPT - REPORT OF OFFICER

Reports of Officers

Report of Board of Park Commissioners

10. 91343 Approving Park Commission President Member and Resident Appointment to

Subcommittee of the Board of Park Commissioners (All Districts)

Legislative History

1/14/26	BOARD OF PARK COMMISSIONERS	RECOMMEND TO COUNCIL TO CONFIRM UNDER SUSPENSION OF MGO 2.055 - MISC. ITEMS

Report of Board of Public Works

11. **91081** Authorizing the Mayor and City Clerk to enter into a competitively selected service contract with CR-Building Performance Specialists for professional facility assessment services. (District 4)

Sponsors: Michael E. Verveer

Attachments: Report_14044_CCB-CNA_r1.pdf

Legislative History

12/1/25	Engineering Division	Referred for Introduction Board of Public Works (1/14/26), Finance Committee (1/5/26), Common Council (1/27/26)
12/9/25	COMMON COUNCIL	Referred to the BOARD OF PUBLIC WORKS Additional referral to Finance Committee
12/9/25	BOARD OF PUBLIC WORKS	Referred to the FINANCE COMMITTEE
1/5/26	FINANCE COMMITTEE	Return to Lead with the Recommendation for Common Council to Adopt to the BOARD OF PUBLIC WORKS
1/14/26	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

12. **91225** Assessing Benefits, Blue Harvest Lane, Feather Edge Drive, & Soaring Sky Run Assessment District - 2023. (District 1)

Sponsors: BOARD OF PUBLIC WORKS

Attachments: 13893_Parks Special Assessment Waiver Signed.pdf
13893_Final Assessments.pdf

Legislative History

12/11/25	Engineering Division	Refer to the BOARD OF PUBLIC WORKS
1/14/26	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

13. **91326** Amending portions of 10.053 of the Madison General Ordinances to update the Small Cell Ordinance to bring it in line with State law.

Sponsors: Badri Lankella And John P. Guequierre

Legislative History

12/19/25	Attorney's Office	Referred for Introduction Board of Public Works (1/14/26), Common Council (1/27/26)
1/13/26	COMMON COUNCIL	Refer to the BOARD OF PUBLIC WORKS
1/14/26	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

14. 91331

Report of Engineering of Non-Bid Contract for Thompkins Drive Sanitary Sewer Reroute. (District 16)

Sponsors: BOARD OF PUBLIC WORKS

Attachments: Report to Council_Tompkins Dr San Sewer Reroute (2025).pdf

Legislative History

12/22/25	Engineering Division	Refer to the BOARD OF PUBLIC WORKS
1/14/26	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

15. 91398

Authorizing an amendment to the contract between the City of Madison and Engberg Anderson, Inc. to extend the term of the Original Contact to June 30, 2026 for completion of LEED design services for the Metro Transit Hanson Road Satellite Bus Facility Remodel project. (District 17)

Sponsors: BOARD OF PUBLIC WORKS

Attachments: Engberg Anderson Contract 9085 amendment 2 extension (EA Signed).pdf

Legislative History

1/5/26	Engineering Division	Refer to the BOARD OF PUBLIC WORKS
1/14/26	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

16. 91436

Approving State / Municipal Agreement for Transportation Alternatives Program (TAP) Project I.D. 5992-10-42/43/51 for Capital City Path Extension and authorizing the Mayor and City Clerk to execute this agreement with the State of Wisconsin Department of Transportation for construction cost sharing and State design review costs. (District 16)

Sponsors: Sean O'Brien And Derek Field

Legislative History

1/7/26	Engineering Division	Referred for Introduction Board of Public Works (1/15/26), Finance Committee (1/20/26), Common Council (1/27/26)
1/13/26	COMMON COUNCIL	Refer to the BOARD OF PUBLIC WORKS Additional referral to Finance Committee.
1/13/26	BOARD OF PUBLIC WORKS	Referred to the FINANCE COMMITTEE
1/14/26	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER
1/20/26	FINANCE COMMITTEE	Return to Lead with the Recommendation for Common Council to Adopt to the BOARD OF PUBLIC WORKS

17. 91438

Authorizing the Mayor and City Clerk to enter into a three year, competitively selected service contract with Dimension IV - Madison, LLC for professional architectural and engineering design consulting services. (District 16)

Sponsors: Sean O'Brien, John P. Guequierre And Badri Lankella

Attachments: Utility Mtl Handling Site - AE Selection Eval Report_R1.pdf

Legislative History

1/7/26	Engineering Division	Referred for Introduction
	Board of Public Works (1/14/26), Finance Committee (1/20/26), Common Council (1/27/26)	
1/13/26	COMMON COUNCIL	Refer to the BOARD OF PUBLIC WORKS
	Additional referral to Finance Committee.	
1/13/26	BOARD OF PUBLIC WORKS	Referred to the FINANCE COMMITTEE
1/14/26	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER
1/20/26	FINANCE COMMITTEE	Return to Lead with the Recommendation for Common Council to Adopt to the BOARD OF PUBLIC WORKS

18. **91440** Approving plans and specifications for public improvements necessary for the project known as 9 N Butler Street and authorizing construction to be undertaken by the Developer, Private Contract No. 9713 (District 2)

Sponsors: BOARD OF PUBLIC WORKS

Attachments: 9713 Exhibit.pdf

Legislative History

1/7/26	Engineering Division	Refer to the BOARD OF PUBLIC WORKS
1/14/26	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

19. **91441** Approving plans and specifications for public improvements necessary for the project known as 351 W Main Street and authorizing construction to be undertaken by the Developer, Private Contract No. 9695 (District 4)

Sponsors: BOARD OF PUBLIC WORKS

Attachments: 9695 Exhibit-Revised.pdf

Legislative History

1/7/26	Engineering Division	Refer to the BOARD OF PUBLIC WORKS
1/14/26	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER
	A motion was made by Ald. Lankella, seconded by Ald. Guequierre, to RECOMMEND TO COUNCIL TO ADOPT (with the removal of the 26" tree from this exhibit plan, which has been done) - REPORT OF OFFICER. The motion passed by voice vote/other.	

20. **91445** Approving plans and specifications and authorizing the Board of Public Works to advertise and receive bids for CIPP UV Lining Rehabilitation of Sewers Phase 1 - 2026. (District 3, District 5, District 11, District 15, District 19)

Sponsors: BOARD OF PUBLIC WORKS

Attachments: BPW EXHIBIT_15513_CIPP P1 2026.pdf

Legislative History

1/7/26	Engineering Division	Refer to the BOARD OF PUBLIC WORKS
1/14/26	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

21. **91447** Approving plans and specifications for public improvements necessary for the project known as 1505 Wheeler Rd - Blackhawk/Gompers and authorizing

construction to be undertaken by the Developer, Private Contract No. 9725 (District 18)

Sponsors: BOARD OF PUBLIC WORKS

Attachments: 9725 Exhibit.pdf

Legislative History

1/7/26	Engineering Division	Refer to the BOARD OF PUBLIC WORKS
1/14/26	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

22. **91448** Approving plans and specifications for public improvements necessary for the project known as 3310 Commercial Avenue and authorizing construction to be undertaken by the Developer, Private Contract No. 9719 (District 12)

Sponsors: BOARD OF PUBLIC WORKS

Attachments: 9719 Exhibit.pdf

Legislative History

1/7/26	Engineering Division	Refer to the BOARD OF PUBLIC WORKS
1/14/26	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

23. **91449** Awarding Public Works Contract No. 8733, Hawthorne Court Reconstruction Assessment District - 2023, Lake Street Sanitary Sewer Replacement Assessment District - 2025, West Dayton Street Sanitary Replacement Assessment District - 2025. (District 2)

Sponsors: BOARD OF PUBLIC WORKS

Attachments: 8733.pdf
8733 award breakdown.pdf

Legislative History

1/8/26	Engineering Division	Refer to the BOARD OF PUBLIC WORKS
1/14/26	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

24. **91450** Authorizing the Mayor and the City Clerk to execute Amendment No. 3 to the existing Purchase of Services contract between the City of Madison and Brown and Caldwell for engineering services for the Wingra Proper Watershed Study. (District 5, District 10, District 11, District 13, District 14)

Sponsors: Tag Evers

Legislative History

1/8/26	Engineering Division	Refer to the BOARD OF PUBLIC WORKS
1/14/26	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

Report of City Clerk

25. **89080** Report of Operator License Applications January 27, 2026. See attached report for list of operators.

Attachments: new operators

Legislative History

7/8/25	Clerk's Office	RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER

26. **91526**

New Theater License Application
Center for Black Excellence and Culture Inc • dba Center for Black Excellence and Culture Inc
671 W Badger Rd • Estimated Capacity: 361
Police Sector 310 (District 14)

Attachments: LICTHE-2025-01016 App.pdf

Legislative History

1/12/26	Clerk's Office	RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER

Report of Economic Development Committee

27. **91439**

Approving adjustments to the Building Improvement Grant Program.

Sponsors: Satya V. Rhodes-Conway And John W. Duncan

Attachments: BIG Application-2026 Update.pdf
BIG Program Summary - 2026 Update.pdf

Legislative History

1/7/26	Economic Development Division Economic Development Committee (1/21/26), Finance Committee (1/20/26), Common Council (1/27/26)	Referred for Introduction
1/13/26	COMMON COUNCIL Additional referral to Finance Committee.	Refer to the ECONOMIC DEVELOPMENT COMMITTEE
1/13/26	ECONOMIC DEVELOPMENT COMMITTEE	Referred to the FINANCE COMMITTEE
1/20/26	FINANCE COMMITTEE	Return to Lead with the Recommendation for Common Council to Adopt to the ECONOMIC DEVELOPMENT COMMITTEE
1/21/26	ECONOMIC DEVELOPMENT COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT

Report of Finance Committee

28. **91322**

Authorizing the Mayor and City Clerk to enter into a competitively selected, 1-year service contract with four optional 1-year renewal terms for ambulance billing with Med-Bill Corporation.

Sponsors: Satya V. Rhodes-Conway

Legislative History

12/23/25	Mayor's Office	Referred for Introduction
	Finance Committee (1/20/26), Common Council (1/27/26)	
1/13/26	COMMON COUNCIL	Refer to the FINANCE COMMITTEE
1/20/26	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

29. **91350**

Recreate the classification of Library Maintenance Coordinator in CG 15, Range 11; delete the 1.0 FTE position #4092 of Maintenance Mechanic 2 - Local 236 and recreate it as Library Maintenance Coordinator.

Sponsors: Director of Human Resources

Attachments: PB Memo Library Maintenance Coordinator Final.pdf

Legislative History

12/22/25	Human Resources Department	Referred for Introduction
	Finance Committee (1/20/26), Personnel Board (1/15/26), Common Council (1/27/26)	
1/13/26	COMMON COUNCIL Additional referral to Personnel Board.	Refer to the FINANCE COMMITTEE
1/13/26	FINANCE COMMITTEE	Referred to the PERSONNEL BOARD
1/15/26	PERSONNEL BOARD	Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE
1/20/26	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

30. **91378**

Authorizing the Mayor and City Clerk to execute a cost sharing agreement for the construction of the Madison LakeWay Community Causeway Improvements. (District 13, District 4)

Sponsors: Tag Evers And Michael E. Verveer

Attachments: Madison LakeWay Cost Sharing Agreement (Final).pdf
011326_CC_public_comment.pdf
FC Public Comment 01.20.26_File 91378.pdf

Legislative History

1/2/26	Parks Division	Referred for Introduction
	Finance Committee (1/20/26), Common Council (1/27/26)	
1/13/26	COMMON COUNCIL	Refer to the FINANCE COMMITTEE
1/20/26	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

31. **91390**

Authorizing a noncompetitive service contract with Community Action Coalition for South Central Wisconsin, Inc for program management services for the City of Madison-Dane County Double Dollars Program.

Sponsors: Regina M. Vidaver, Tag Evers And Bill Tishler

Attachments: Non-Competitive Selection Request - Community Action Coalition for South Cer

Legislative History

1/5/26	Economic Development Division Finance Committee (1/20/26), Common Council (1/27/26)	Referred for Introduction
1/13/26	COMMON COUNCIL	Refer to the FINANCE COMMITTEE
1/20/26	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

32. **91400**

Delete the classification of Fire Administrative Services Manager from CG18, R12 in the salary schedule and recreate the classification in CG18, R14. Recreate position #2152 as Fire Administrative Services Manager (CG18, R14) and reallocate the employee.

Sponsors: Director of Human Resources

Attachments: PB Memo MFD Admin Services Manager.pdf
NEW Position Description_Fire Admin Services Manager_2025.pdf

Legislative History

1/5/26	Human Resources Department Finance Committee (1/20/26), Personnel Board (1/15/26), Common Council (1/27/26)	Referred for Introduction
1/13/26	COMMON COUNCIL Additional referral to Personnel Board.	Refer to the FINANCE COMMITTEE
1/13/26	FINANCE COMMITTEE	Referred to the PERSONNEL BOARD
1/15/26	PERSONNEL BOARD	Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE
1/20/26	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

33. **91404**

Delete the classification of Librarian 3 in CG18, Range 8. Create the classifications of Library Supervisor 1, 2, and 3, in CG18, Ranges 8, 9 and 10, respectively. Recreate Librarian 3 position #5171 as a Library Supervisor 1. Recreate Librarian 3 positions #3403, 3702, 4003 and 4292 as Library Supervisor 2. Recreate Librarian 3 positions #485 and 4177 as Library Supervisor 3. Recreate Librarian Supervisor positions #449 and 4293 as Library Supervisor 3, and reallocate all employees to the new positions.

Sponsors: Director of Human Resources

Attachments: PB Memo Librarian 3.pdf
Library Supervisor 1-3 10-2025.pdf

Legislative History

1/6/26	Human Resources Department Finance Committee (1/20/26), Personnel Board (1/15/26), Common Council (1/27/26)	Referred for Introduction
1/13/26	COMMON COUNCIL Additional referral to Personnel Board.	Refer to the FINANCE COMMITTEE
1/13/26	FINANCE COMMITTEE	Referred to the PERSONNEL BOARD
1/15/26	PERSONNEL BOARD	Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE
1/20/26	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

34. **91405** Authorizing the noncompetitive purchase of renewable diesel from Hartland Fuel Products LLC.

Sponsors: Satya V. Rhodes-Conway, John P. Guequierre And Derek Field

Attachments: Non-Competitive Selection Request - Hartland Fuel Products LLC.pdf

Legislative History

1/6/26	Fleet Service Finance Committee (1/20/26), Common Council (1/27/26)	Referred for Introduction
1/13/26	COMMON COUNCIL	Refer to the FINANCE COMMITTEE
1/20/26	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

35. **91431** Authorizing Metro Transit to use Cummins, Inc.; Gillig, LLC, Transit Holding, Inc. (dba New Flyer); Clever Devices, Inc; Interstate Power Systems, Inc.; and SPX Corporation as sole source providers for bus parts that only they manufacture and are necessary for the full lifecycle of a bus.

Sponsors: Satya V. Rhodes-Conway

Attachments: sole source projections.pdf
Non-Competitive Selection Request - Transit Holding Inc. (DBA New Flyer).pdf
Non-Competitive Selection Request - SPX Corporation.pdf
Non-Competitive Selection Request - Interstate Power Systems.pdf
Non-Competitive Selection Request - Gillig.pdf
Non-Competitive Selection Request - Cummins.pdf
Non-Competitive Selection Request - Clever Devices.pdf

Legislative History

1/6/26	Metro Transit Finance Committee (1/20/26), Common Council (1/27/26)	Referred for Introduction
1/13/26	COMMON COUNCIL	Refer to the FINANCE COMMITTEE
1/20/26	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

36. **91434** Authorizing a contract between the State of Wisconsin, Department of Military Affairs, Division of Emergency Management and the City of Madison for the City of Madison Fire Department to be a Participating Agency in a statewide urban search and rescue team.

Sponsors: Satya V. Rhodes-Conway

Legislative History

1/7/26	Fire Department Finance Committee (1/20/26), Common Council (1/27/26)	Referred for Introduction
1/13/26	COMMON COUNCIL	Refer to the FINANCE COMMITTEE
1/20/26	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

Report of Plan Commission

37. **90617** Approving a Certified Survey Map of property owned by Drury Madison, LLC

located at 33 W Johnson Street (District 4).

Sponsors: Planning Division

Attachments: Locator Maps.pdf
CSM Application.pdf
Proposed CSM.pdf
Link to Rezoning Ord File 90915
Link to Cond Use File 90613

Legislative History

10/27/25	Planning Division	Referred for Introduction
	Plan Commission (12/15/25), Common Council (1/13/26)	
11/25/25	COMMON COUNCIL	Refer to the PLAN COMMISSION
12/15/25	PLAN COMMISSION	RECOMMEND TO COUNCIL TO RE-REFER - REPORT OF OFFICER
	On a motion by Solheim, seconded by Wasniewski, the Plan Commission recommended to the Common Council that the Certified Survey Map be re-referred to the January 12, 2026 Plan Commission (January 27, 2026 Common Council) pending a recommendation by the Urban Design Commission on the related conditional use request (ID 90613). The motion to recommend re-referral passed by voice vote/ other.	
1/12/26	PLAN COMMISSION	RECOMMEND TO COUNCIL TO ADOPT WITH CONDITIONS - REPORT OF OFFICER
	On a motion by Alder Guequierre, seconded by Alder Heck, the Plan Commission found the standards for subdivisions met and recommended Common Council adopt the approval resolution for the CSM subject to the recommended conditions in the staff report. The motion passed by voice vote/other.	
1/13/26	COMMON COUNCIL	Re-refer to the PLAN COMMISSION

Report of Risk Manager

38. **90729** Progressive - Vehicle Damage - $3,452.62

Legislative History

11/25/25	COMMON COUNCIL	Referred to the Risk Manager
1/20/26	Risk Manager	RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER

39. **91126** E. Burtch - Vehicle Damage - $87.58

Legislative History

1/13/26	COMMON COUNCIL	Referred to the Risk Manager
1/20/26	Risk Manager	RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER

40. **91210** S. Glazer - Vehicle Damage - $500.00

Legislative History

1/13/26	COMMON COUNCIL	Referred to the Risk Manager
1/20/26	Risk Manager	RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER

41. 91267 H. Flanagan - Vehicle Damage - $500.00

Legislative History

1/13/26	COMMON COUNCIL	Referred to the Risk Manager
1/20/26	Risk Manager	RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER

42. 91325 S. Lasco - Vehicle Damage - $385.78

Legislative History

1/13/26	COMMON COUNCIL	Referred to the Risk Manager
1/20/26	Risk Manager	RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER

43. 91410 S. Clacks - Vehicle Damage - $9,987.00

Legislative History

1/13/26	COMMON COUNCIL	Referred to the Risk Manager
1/20/26	Risk Manager	RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER

44. 91414 Progressive Universal Insurance Company - Vehicle Damage - $7,469.44

Legislative History

1/13/26	COMMON COUNCIL	Referred to the Risk Manager
1/20/26	Risk Manager	RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER

45. 91420 Attorney Andrew D. Weininger for Fuller and Garrett - Loss of Property Value - $23,000.00

Legislative History

1/13/26	COMMON COUNCIL	Referred to the Risk Manager
1/20/26	Risk Manager	RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER

46. 91423 Attorney Andrew D. Weininger for M. Halsted - Loss of Property Value - $52,769.00

Legislative History

1/13/26	COMMON COUNCIL	Referred to the Risk Manager
1/20/26	Risk Manager	RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER

Report of Transportation Commission

47. 91407 Approving revised roadway geometry for the construction of S High Point Rd from Mid Point Meadows Plat to Raymond Rd. (District 1, District 7)

Sponsors: John W. Duncan And Badri Lankella

Attachments: Project Overview-revised.pdf

Legislative History

1/6/26	Engineering Division	Referred for Introduction
	Transportation Commission (1/21/26), Common Council (1/27/26)	
1/13/26	COMMON COUNCIL	Refer to the TRANSPORTATION COMMISSION
1/21/26	TRANSPORTATION COMMISSION	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

48. **91530** Opposing the Expansion of the Beltline (US 12/14/18/151) Within the City of Madison and Supporting Improved Multimodal and Local Connectivity Across and Along the Corridor (District 1, District 9, District 10, District 11, District 14, District 16, District 19, District 20)

Sponsors: Satya V. Rhodes-Conway, Regina M. Vidaver, Dina Nina Martinez-Rutherford, Derek Field, Joann Pritchett, John P. Guequierre, Sean O'Brien, Will Ochowicz, Bill Tishler, Yannette Figueroa Cole, MGR Govindarajan, Michael E. Verveer, Barbara Harrington-McKinney And John W. Duncan

Attachments: 20260107_TC_Beltline PEL - updated.pdf

Legislative History

1/12/26	Transportation Department	Referred for Introduction
	Transportation Commission (1/21/26), Common Council (1/27/26)	
1/13/26	COMMON COUNCIL	Refer to the TRANSPORTATION COMMISSION
1/21/26	TRANSPORTATION COMMISSION	RECOMMEND TO COUNCIL WITH THE FOLLOWING RECOMMENDATIONS - REPORT OF OFFICER

An amendment was made to recommend adding the following language to the resolution: "WHEREAS, expansion of the Beltline would directly impact multiple parks and green spaces, including Odana Hills Park, Odana Hills Golf Course, the University of Wisconsin Arboretum, Capital Springs State Recreation Area, and the Lewis Nine Springs E-Way, which are valuable habitats for wildlife, well-used recreation spaces, and treasured parts of the community; and". A second motion recommending council to approve the resolution as amended was then made and passed by voice vote/other.

Items Referred to this Meeting

Ordinances

49. **91435** Creating Section 15.01(665) of the Madison General Ordinances entitled “City Boundaries" and being part of the chapter entitled “Alder Districts and Wards" attaching lands located adjacent to the Birchwood Point and 1000 Oaks subdivisions from the Town of Middleton , creating Section 15.02(137) of the Madison General Ordinances to attach the property to Ward 137, amending 15.03(1) to add Ward 137 to Alder District 1, and assigning a temporary zoning classification of Temp. A (Agricultural) District. (District 1)

Sponsors: Satya V. Rhodes-Conway

Attachments: May Attachment Worksheet_Initial_01-05-26.pdf
Attachment Map_May-Moore-Sugar Maple.pdf
Attachment Map_Watts Road.pdf

Legislative History

1/7/26	Attorney's Office Common Council (1/27/26)	Referred for Introduction
1/13/26	COMMON COUNCIL Adopt 1/27/26	Refer to a future Meeting to Adopt to the COMMON COUNCIL

Resolutions

50. **91151** Approving a Certified Survey Map of property owned by the Samuel L. and Elaine A. Gundlach Survivor's Trust located at 7604 Femrite Drive (District 16).

Sponsors: Planning Division

Attachments: Application.pdf
Letter of Intent.pdf
Proposed CSM.pdf
CSM Approval Letter.pdf

Legislative History

12/5/25	Planning Division Common Council (1/27/26)	Referred for Introduction
1/13/26	COMMON COUNCIL Adopt 1/27/26	Refer to a future Meeting to Adopt to the COMMON COUNCIL
1/22/26	Department of Planning and Community and Economic Development The proposed Certified Survey Map has been administratively approved as allowed by MGO Section 16.23(4)(f) subject to the conditions included in the attached letter. Staff recommends adoption of the resolution.	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

Introduction of New Business for Referral Without Debate

Resolutions

51. **91513** Approving a Certified Survey Map of property owned by CAH CO Johnson, LLC and Hooper Corporation located at 2030 Pennsylvania Avenue and 1902 E Johnson Street (District 12).

Sponsors: Planning Division

Attachments: CSM Application.pdf
Letter of Intent.pdf
Proposed CSM.pdf

Legislative History

1/9/26	Planning Division Plan Commission (3/2/26), Common Council (3/10/26)	Referred for Introduction

52. **91514** Approving a Certified Survey Map of property owned by BHP, LLC located at 5555 Odana Road and 5534 Medical Circle (District 19).

Sponsors: Planning Division

Attachments: CSM Application.pdf
Letter of Intent.pdf
Proposed CSM.pdf

Legislative History

1/9/26 Planning Division Referred for Introduction
Plan Commission (3/2/26), Common Council (3/10/26)

53. **91575** Amending the 2026 Adopted Bicycle & Pedestrian Capital Budget and Approving Plans and Specifications for the Capital City Path Extension AND the Dane County led work on Underdahl Road for the Glacial Drumlin Extension. (District 16)

Sponsors: Sean O'Brien

Attachments: 16109-CapCityPathExt_BPWExhibit.pdf
16109-CapCityPathExt_BPWNotes.pdf

Legislative History

1/20/26 Engineering Division Referred for Introduction
Board of Public Works (1/28/26), Finance Committee (2/2/26), Common Council (2/10/26)

54. **91576** Authorizing the City Engineer to apply for a WDNR Municipal Flood Control Grant for the West Towne Pond project, the Mayor and City Clerk to sign the resulting grant agreement to accept the grant if awarded, and amending the 2026 Capital Budget for Engineering - Stormwater Utility to allow for the acceptance of up to $600,000 if awarded the grant. (District 19)

Sponsors: John P. Guequierre

Legislative History

1/20/26 Engineering Division Referred for Introduction
Finance Committee (2/16/26), Board of Public Works (2/11/26), Common Council (2/24/26)

55. **91577** Authorizing the Mayor and the City Clerk to enter into an 2-year competitively selected service contract with Carollo Engineers, Inc for engineering services for the Campus, Downtown, and East Washington Ave Sanitary Sewer Study. (District 2, District 4, District 5, District 6, District 8, District 12, District 13, District 15, District 17)

Sponsors: MGR Govindarajan, Regina M. Vidaver, Sabrina V. Madison And Michael E. Verveer

Attachments: proposal_evaluation_report-CampusDowntownEastWashingtonSanitarySewerS

Legislative History

1/21/26 Engineering Division Referred for Introduction
Board of Public Works (1/28/26), Common Council (2/10/26)

56. **91595** Authorizing a loan of up to $300,000 to Chrysalis, Inc. from the Community Facilities Loan Program to help finance the acquisition of a property located at 2425 Atwood Avenue, Madison WI, and authorizing the Mayor and City Clerk to sign an agreement for that purpose (District 15).

Sponsors: John P. Guequierre, Barbara Harrington-McKinney And Dina Nina Martinez-Rutherford

Attachments: Chrysalis CFLP Application Chrysalis (1).pdf

Legislative History

1/20/26 Community Development Division — Referred for Introduction

Finance Committee (2/2/26), Community Development Block Grant Committee (2/5/26), Common Council (2/10/26)

57. **91596** Approving a Certified Survey Map of property owned by Hovde Realty, Inc. located at 6004 Commercial Avenue (District 3).

Sponsors: Planning Division

Attachments: CSM Application.pdf
Letter of Intent.pdf
Proposed CSM.pdf
Link to Rev Preliminary Plat Res ID 90634

Legislative History

1/20/26 Planning Division — Referred for Introduction

Common Council (2/24/26)

58. **91601** Recreate position #3945 of 0.5 FTE Police Report Typist 2 as a 1.0 FTE Police Report Typist 2 within the Police Department operating budget.

Sponsors: Director of Human Resources

Attachments: FinComm MEMO MPD Police Report Typist.pdf

Legislative History

1/20/26 Human Resources Department — Referred for Introduction

Finance Committee (2/2/26), Common Council (2/10/26)

59. **91602** Authorizing the Parks Division to apply for a Recreational Trails Program grant from the State of Wisconsin Department of Natural Resources for the Madison LakeWay Project, the Mayor and City Clerk to sign the resulting grant agreement if awarded, and amending the 2026 Parks Division Capital Budget to allow for acceptance of up to $100,000 if awarded the grant. (District 4 and District 13)

Sponsors: Tag Evers And Michael E. Verveer

Legislative History

1/20/26 Parks Division — Referred for Introduction

Finance Committee (2/2/26), Common Council (2/10/26)

60. **91606** Recreate the vacant 0.75 FTE Parks Worker, position #4656 in CG16/R04P, as a 1.0 FTE position, within the Parks Division operating budget.

Sponsors: Director of Human Resources

Attachments: Finance Committee Memo - Parks Worker 0.75 to 1.0 FTE .pdf

Legislative History

1/20/26 Human Resources Department — Referred for Introduction

Finance Committee (2/2/26), Common Council (2/10/26)

61. **91610** Authorizing a loan of up to $100,000 to Tellurian, Inc. from the Community Facilities Loan Program to help finance leasehold improvements and authorizing the Mayor and City Clerk to sign an agreement for that purpose (District 13).

Sponsors: John P. Guequierre, Barbara Harrington-McKinney And Dina Nina Martinez-Rutherford

Attachments: 2025 CFL Application Tellurian.pdf

Legislative History

1/21/26 Community Development Division — Referred for Introduction

Finance Committee (2/16/26), Community Development Block Grant Committee (2/5/26), Common Council (2/24/26)

62. **91611** Authorizing the execution of a first lease amendment with Meadowood Baceline, LLC for the continued operation of the MEADOWRIDGE BRANCH LIBRARY at the Meadowood Shopping Center located on Raymond Road. (District 10)

Sponsors: Yannette Figueroa Cole

Attachments: Exhibit-1.pdf

Legislative History

1/21/26 Attorney's Office — Referred for Introduction

Finance Committee (2/16/26), Madison Public Library Board (2/5/25), Common Council (2/24/26)

63. **91612** Authorizing the execution of a first lease amendment with Meadowood Baceline, LLC for the continued operation of the MEADOWOOD NEIGHBORHOOD CENTER at the Meadowood Shopping Center located on Raymond Road . (District 10)

Sponsors: Yannette Figueroa Cole

Attachments: Exhibit-1.pdf

Legislative History

1/21/26 Attorney's Office — Referred for Introduction

Finance Committee (2/16/26), Common Council (2/24/26)

64. **91615** Awarding up to $2,970,000 of City Affordable Housing Funds, up to $2,990,450 in Federal HOME Investment Partnerships Program (HOME) Funds, up to $300,000 in Federal Community Development Block Grant (CDBG) Funds, and up to $50,000 in City Levy Funds, all authorized in the City's 2026 Adopted Capital and Operating Budgets, to finance the development of up to 27 affordable owner-occupied housing units and fund five (5) homeownership service programs, and authorize the sale of ten (10) City-owned vacant residential lots as the recommended outcomes of a competitive Request for Proposals (RFP) process conducted by the Community Development Division; and authorizing the Mayor and City Clerk to enter into agreements to implement the approved development and service activities. (District 15, District 16 & Citywide)

Sponsors: John P. Guequierre, Barbara Harrington-McKinney And Dina Nina Martinez-Rutherford

Attachments: 26.01.12 DRAFT Memo to CDBG Cmte Homeownership RFP.doc
Exhibit - Purchase and Sale Agreement.pdf

Legislative History

1/21/26	Community Development Division	Referred for Introduction

Finance Committee (2/16/26), Community Development Block Grant Committee (2/5/26), Common Council (2/24/26)

Reports

65. **91525** Report dated January 27, 2026 re: Board, Committee, Commission, Ad Hoc Committee and Subcommittee Members who have not filed the Statement of Interests Form.

Legislative History

1/12/26	Clerk's Office	Referred for Introduction

Accept (2/24/26)

Presentation of Claims Against the City

Claims - Refer to the Risk Manager

66. **91518** M. Adams - Vehicle Damage - $3,500.00

67. **91521** G. Sauve - Damage Unknown - $111,111.00

68. **91524** E. Ojeda - Property Damage - $2,500.00

69. **91529** A. Luedke - Vehicle Damage - $770.00

70. **91536** University Research Park Inc. - Snow Removal - $4,630.00

71. **91539** AFICS - Vehicle Damage - $4,627.92

72. **91547** O. Schaefer - Vehicle Damage - $689.98

73. **91558** W. Uthmeier - Vehicle Damage - $7,149.70

Claims - Refer to the City Attorney

74. **91515** Don M Millis, Reinhart Boerner Van Deuren s.c. for Ascendium Education Group, Inc. - unlawful taxation - $348,372.70.

Attachments: 91515Claim.pdf

Announcements & Introductions of Items from the Floor

Adjournment

City of Madison

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

Master

File Number: 91544

File ID:	91544	**File Type:**	Resolution	**Status:**	Honoring Resolution
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/14/2026
File Name:	Winter Salt Week 2026			**Final Action:**	

Title: Proclaiming January 26th to 30th, 2026, as Winter Salt Week.

Notes:

Sponsors: Regina M. Vidaver, Satya V. Rhodes-Conway, John W. Duncan, Tag Evers, Derek Field, Yannette Figueroa Cole, Carmella Glenn, MGR Govindarajan, John P. Guequierre, Barbara Harrington-McKinney, Isadore Knox Jr., Badri Lankella, Sabrina V. Madison, Dina Nina Martinez-Rutherford, Julia Matthews, Davy Mayer, Sean O'Brien, Will Ochowicz, Joann Pritchett, Bill Tishler And Michael E. Verveer

Effective Date:

Attachments:

Enactment Number:

Author: Ald. Regina Vidaver

Hearing Date:

Entered by: imatthias@cityofmadison.com

Published Date:

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Council Office	01/14/2026	RECOMMEND TO COUNCIL TO ADOPT				
	Action Text:	This Miscellaneous was RECOMMEND TO COUNCIL TO ADOPT					

Text of Legislative File 91544

Fiscal Note

No City appropriation required.

Title

Proclaiming January 26th to 30th, 2026, as Winter Salt Week.

Body

WHEREAS, all the salt applied to City of Madison roadways, parking lots, and sidewalks eventually end up in our freshwater, polluting lakes, streams, and groundwater; and,

WHEREAS, chloride contamination is increasing statewide, with measurable impacts on our

drinking water; and,

WHEREAS, even a small amount-just one teaspoon-can pollute five gallons of water to a level that is toxic for aquatic life, and removing salt from water is costly and challenging; and,

WHEREAS, winter maintenance best practices not only protect our freshwater resources, but also minimize damage to infrastructure and property and reduce harm to aquatic plants and animals while maintaining public safety; and,

WHEREAS, raising awareness among residents, businesses, and local governments about the responsible use of deicing salt is essential to balancing public safety with environmental stewardship; and,

WHEREAS, Winter Salt Week serves as an opportunity to educate our communities on smart salting practices, including effective application methods and environmental considerations; and,

WHEREAS, the residents of Madison can make meaningful contributions to salt pollution reduction by learning about smart salting practices, engaging in safe winter driving, and hiring trained service providers; and,

WHEREAS, the City of Madison is committed to promoting winter maintenance strategies that ensure public safety while protecting the health of our freshwater resources for present and future generations;

NOW, THEREFORE, BE IT RESOLVED that the Madison Common Council proclaims January 26th to 30th, 2026, as Winter Salt Week.

BE IT FURTHER RESOLVED that the Madison Common Council urges all residents, businesses, and City of Madison departments and divisions to take part in activities and initiatives that promote the responsible use of deicing salt and encourage the adoption of winter maintenance strategies that maintain safety while reducing environmental harm.

City of Madison

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

Master

File Number: 89044

File ID:	89044	**File Type:**	Report	**Status:**	Consent Agenda
Version:	1	**Reference:**		**Controlling Body:**	Council Office
				File Created Date :	07/08/2025
File Name:	Consent Agenda Document (1/27/26)			**Final Action:**	
Title:	Consent Agenda Document (1/27/26)				
Notes:					
Sponsors:				**Effective Date:**	
Attachments:				**Enactment Number:**	
Author:				**Hearing Date:**	
Entered by:	lwindsor-engnell@cityofmadison.com			**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Council Office	07/08/2025	RECOMMEND TO COUNCIL TO ACCEPT - REPORT OF OFFICER				

Action Text: This Report was RECOMMEND TO COUNCIL TO ACCEPT - REPORT OF OFFICER

Text of Legislative File 89044

Title
Consent Agenda Document (1/27/26)

City of Madison

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

Master

File Number: 90540

File ID:	90540	**File Type:**	Ordinance	**Status:**	Council Recessed Public Hearing
Version:	1	**Reference:**		**Controlling Body:**	Attorney's Office
				File Created Date :	10/21/2025
File Name:	Amend Campus Master Plan - Highland Ave			**Final Action:**	

Title: Amending Section 28.022-00289 of the Madison General Ordinances to amend the Campus-Institutional (CI) District Master Plan for the University of Wisconsin-Madison Campus for the portion of the campus generally addressed as 1111 Highland Avenue to include specific plans for University Hospital. (District 5)

Notes: 7005HighlandAmendMP

Sponsors:	Planning Division	**Effective Date:**	
Attachments:	Locator Maps.pdf, Land Use Application.pdf, Letter of Intent.pdf, Proposed Master Plan Amendment.pdf, 90540 Master Report_01-08-26.pdf, Staff Comments.pdf, JCAC Presentation_12-11-25.pdf	**Enactment Number:**	
Author:	Kate Smith	**Hearing Date:**	
Entered by:	mglaeser@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	10/21/2025	Referred for Introduction				
	Action Text:	This Ordinance was Referred for Introduction					
	Notes:	Plan Commission Public Hearing (12/1/25), Common Council (12/9/25)					
1	COMMON COUNCIL	10/28/2025	Refer For Public Hearing	PLAN COMMISSION		01/12/2026	Pass
	Action Text:	A motion was made by Vidaver, seconded by Govindarajan, to Refer For Public Hearing to the PLAN COMMISSION. The motion passed by voice vote/other.					
1	COMMON COUNCIL	12/09/2025	Re-refer for Recessed Public Hearing	PLAN COMMISSION		01/12/2026	Pass
	Action Text:	A motion was made by Vidaver, seconded by Govindarajan, to Re-refer for Recessed Public Hearing to the PLAN COMMISSION. The motion passed by voice vote/other.					
1	JOINT CAMPUS AREA COMMITTEE	12/11/2025	Return to Lead with the Recommendation for Approval	PLAN COMMISSION	01/12/2026	01/12/2026	Pass
	Action Text:	A motion was made by Vidaver, seconded by Perkins, to Return to Lead with the Recommendation for Approval to the PLAN COMMISSION. The motion passed by voice vote/other.					

1	PLAN COMMISSION	01/12/2026	RECOMMEND TO COUNCIL TO ADOPT WITH CONDITIONS - RECESSED PUBLIC HEARING	Pass

Action Text: A motion was made by Heck, seconded by Wasniewski, to RECOMMEND TO COUNCIL TO ADOPT WITH CONDITIONS - RECESSED PUBLIC HEARING. The motion passed by voice vote/other.

Notes: On a motion by Heck, seconded by Wasniewski, the Plan Commission found the standards met and recommended approval of the master plan amendment to the Common Council subject to the comments and conditions contained in the Plan Commission materials. The motion to recommend approval passed by voice vote/ other.

Text of Legislative File 90540

Fiscal Note

No City appropriation required.

Title

Amending Section 28.022-00289 of the Madison General Ordinances to amend the Campus-Institutional (CI) District Master Plan for the University of Wisconsin-Madison Campus for the portion of the campus generally addressed as 1111 Highland Avenue to include specific plans for University Hospital. (District 5)

Body

DRAFTER'S ANALYSIS: In 2017, the University of Wisconsin-Madison received Common Council approval of a Campus-Institutional (CI) zoning district campus master plan to guide the future growth of most of the University campus. The approved master plan did not include expansion of the portion of University Hospital located in the City of Madison (approximately half the hospital complex is located in the Village of Shorewood Hills). The proposed amendment seeks to create a project to be known as "W-03" to allow construction of a three-story, 54,260 square-foot addition to University Hospital's Wisconsin Institute for Medical Research (WIMR) wing. Per the materials, the addition will be located between Towers I and II of WIMR on the south side of Highland Avenue. The infill addition will include a wedge cyclotron. The proposed amendment will allow the portion of the cyclotron project located in the City of Madison to proceed; separate approvals by the Village of Shorewood Hills will be required for the portion of the project located west of the City limits.

****

The Common Council of the City of Madison do hereby ordain as follows:

WHEREAS Campus-Institutional (CI) District was established to recognize the City's major educational and medical institutions as important activity centers and traffic generators, accommodate the growth and development needs of these institutions, and coordinate the master plans of these institutions with the City's plans, policies and zoning standards, and

WHEREAS Section 28.097(2) of the Zoning Code requires that any Campus Institutional District created after January 2, 2013 submit a Campus Master Plan, which shall be approved as part of a map amendment, and in the absence of said Plan, individual development proposals and changes that exceed 4,000 square feet in gross floor area within any five-year period shall require conditional use approval, and

WHEREAS University of Wisconsin-Madison submitted a Campus Master Plan to provide a regulatory framework for most of the University's approximately 936-acre campus; and

WHEREAS the Common Council adopted Second Substitute Ordinance 17-00074 (ID 47245) on July 18, 2017 creating Section 28.022-00289 of the Madison General Ordinances to adopt

the University of Wisconsin-Madison Campus-Institutional District Master Plan as an integral part of the Zoning Code following a recommendation by the Plan Commission on June 19, 2017, said approved master plan to expire on January 1, 2029 consistent with MGO Section 28.097(2)(b), and

WHEREAS the adopted campus master plan provides general information on the University's plans to demolition and improve the many "neighborhoods" that comprise the campus, including the general placement, anticipated programming, and bulk of new buildings to be constructed within the effective period of the plan; and

WHEREAS the adopted campus master plan did not include any proposed projects for the portion of University Hospital located in the City of Madison.

WHEREAS the University is seeking approval of an amendment to the campus master plan to add a project to be known as "W-03" to allow construction of a three-story, 54,260 square-foot addition to University Hospital's Wisconsin Institute for Medical Research (WIMR), which will contain a research cyclotron; and

WHEREAS MGO Section 28.097(10) stipulates that no alteration of an approved Campus Master Plan shall be permitted unless approved by the Plan Commission; if the change or addition to the Campus Master Plan constitutes a substantial alteration of the original plan, a major alteration approved by the Common Council is required;

NOW BE IT THEREFORE ORDAINED by the Common Council of the City of Madison as follows:

Map Amendment 00289 of Section 28.022 of the Madison General Ordinances is hereby amended for the following described portion of the campus to adopt amended plans for University Hospital as part of the University of Wisconsin-Madison Campus-Institutional District Master Plan, as shown on the plans attached to this ordinance file:

"A parcel of land located in the SW 1/4 of the SE 1/4 of Section 16, T7N, R9E, City of Madison, Dane County, Wisconsin, bounded on the west and south by the City limits with the Village of Shorewood Hills and on the north and east by Highland Avenue. Said described amendment area contains 14.3 acres (622,633 square feet), more or less."

City of Madison

Amended CI District Master Plan

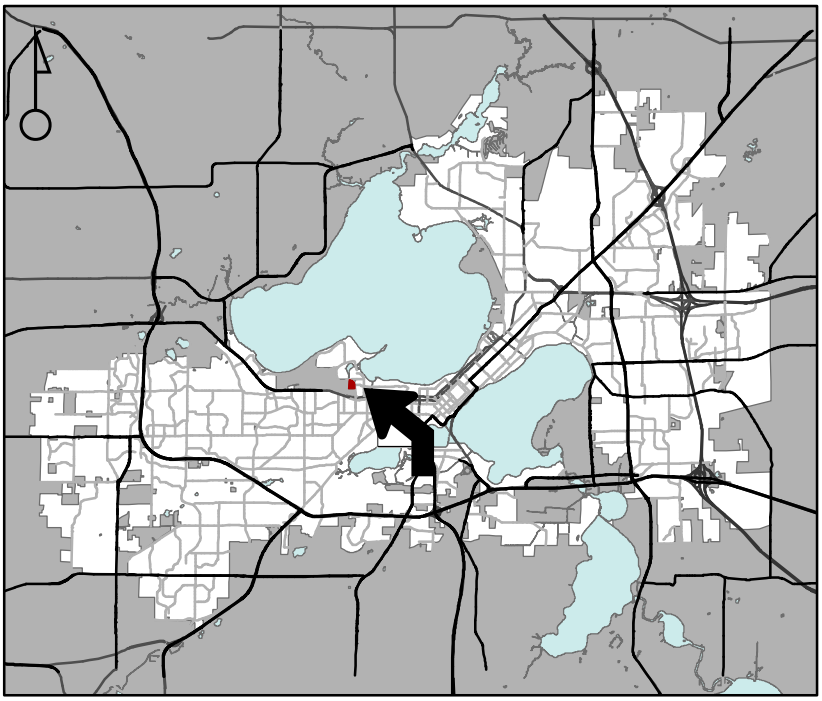
Location
1111 Highland Avenue

Applicant
Scott Kammer, Potter Lawson
Cindy Torsveit, University of Wisconsin-Madison
The Board of Regents of the Universities of Wisconsin

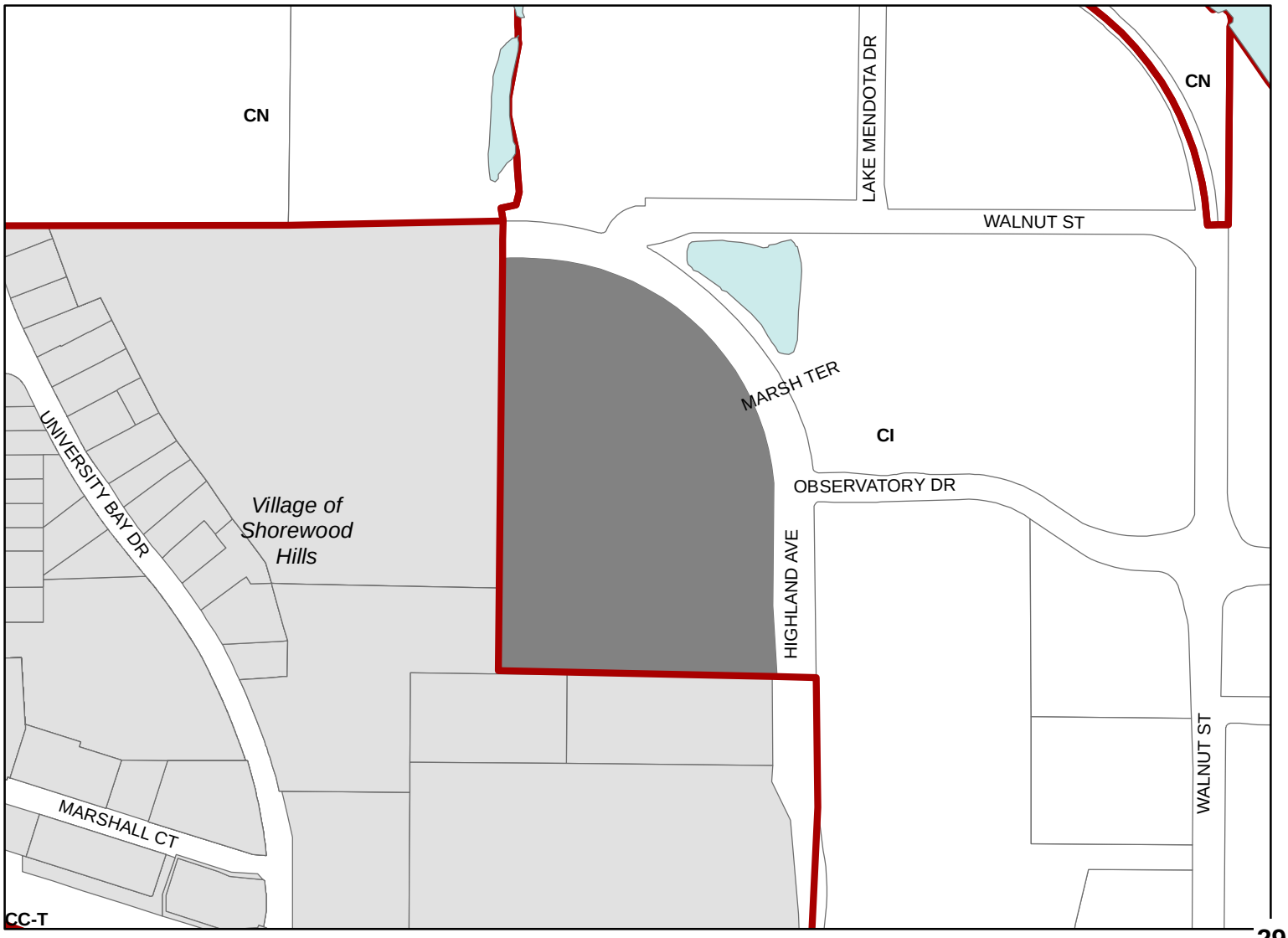
Request
Amend UW-Madison campus master plan to allow construction of a three-story, 54,260 square-foot addition to University Hospital (WIMR)

Public Hearing Dates
Plan Commission
January 12, 2026

Common Council
January 27, 2026



For Questions Contact: Tim Parks at: 261-9632 or tparks@cityofmadison.com or City Planning at 266-4635

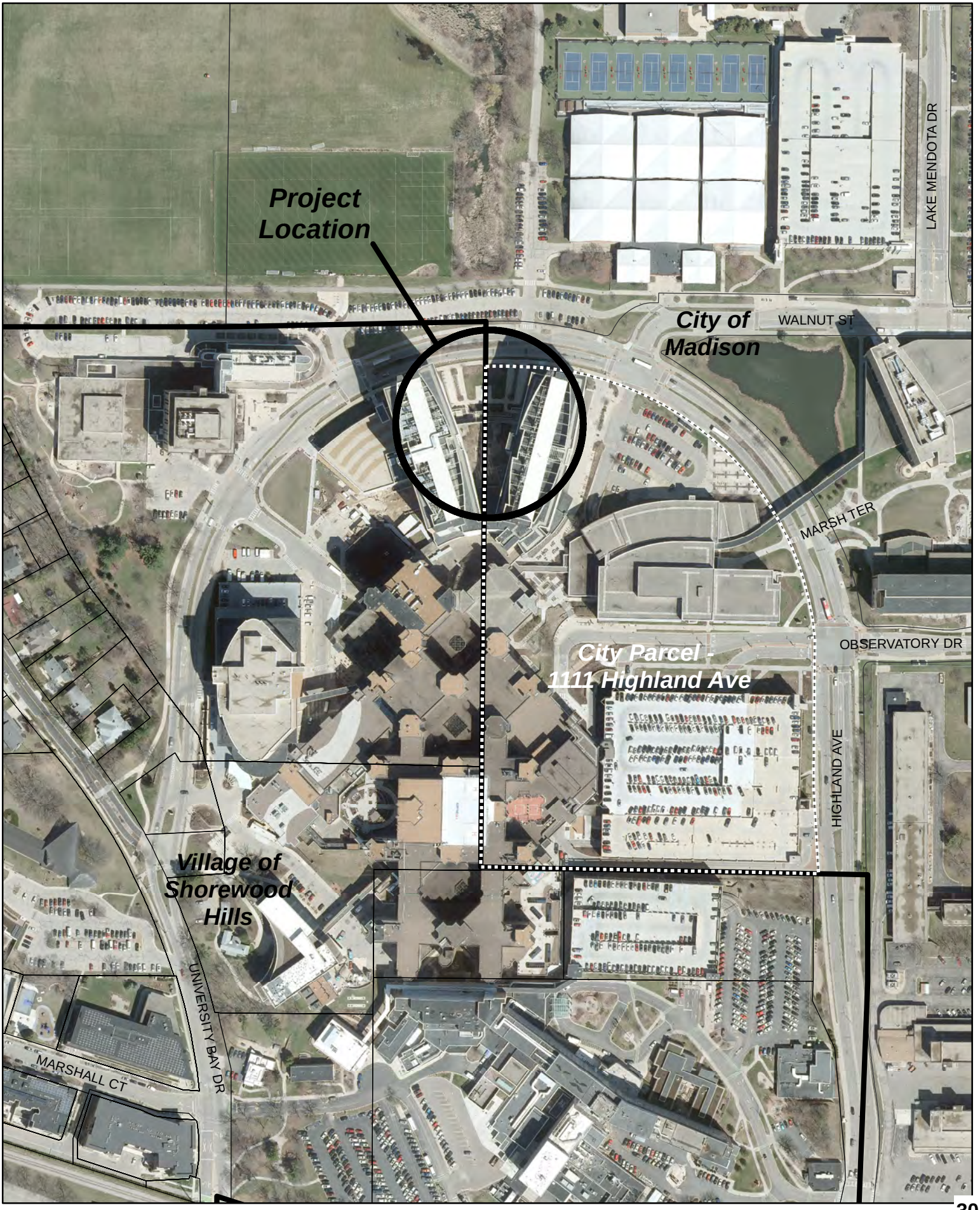


Scale : 1" = 400'

City of Madison, Planning Division : JC : Date : 10-14-2

City of Madison

1111 Highland Avenue



Date of Aerial Photography : Spring 2022

LAND USE APPLICATION - INSTRUCTIONS & FORM

LND-A

City of Madison
Planning Division
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd.
P.O. Box 2985
Madison, WI 53701-2985
(608) 266-4635

FOR OFFICE USE ONLY:
Date Received 10/6/25 11:23 a.m.
Paid _____

☐ Initial Submittal
☐ Revised Submittal

All Land Use Applications must be filed with the Zoning Office. Please see the revised submittal instructions on Page 1 of this document.

This completed form is required for all applications for Plan Commission review except subdivisions or land divisions, which should be filed using the Subdivision Application. If your project requires both Land Use and Urban Design Commission (UDC) submittals, a completed UDC Application and accompanying submittal materials are also required to be submitted.

If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the Planning Division at (608) 266-4635.

Si necesita interprete, traductor, materiales en diferentes formatos, u otro tipo de ayuda para acceder a estos formularios, por favor llame al (608) 266-4635.

Yog tias koj xav tau ib tug neeg txhais lus, tus neeg txhais ntawv, los sis xav tau cov ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhia no, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.

APPLICATION FORM

1. Project Information

Address (list all addresses on the project site):

1111 Highland Avenue, Madison, WI 53705

Title: UW-Madison WIMR East Wedge Cyclotron and Expansion Project #1485-2511

2. This is an application for (check all that apply)

- ☐ Zoning Map Amendment (Rezoning) from _____ to _____
- ☐ Major Amendment to an Approved Planned Development - General Development Plan (PD-GDP)
- ☐ Major Amendment to an Approved Planned Development - Specific Implementation Plan (PD-SIP)
- ☐ Review of Alteration to Planned Development (PD) (by Plan Commission)
- ☐ Conditional Use or Major Alteration to an Approved Conditional Use
- ☐ Demolition Permit ☑ Other requests CI District Amendment with Plan Commission Approval

3. Applicant, Agent, and Property Owner Information

Applicant name Cindy Torstveit Company University of Wisconsin-Madison
Street address 21 N. Park Street, Suite 6101 City/State/Zip Madison, Wisconsin 53715-1211
Telephone 608-263-3023 Email [redacted]

Project contact person Scott Kammer Company Potter Lawson
Street address 749 University Row, Unit 300 City/State/Zip Madison, Wisconsin 53705
Telephone 608-274-2741 Email [redacted]

Property owner (if not applicant) The Board of Regents of the Universities of Wisconsin (UoW)
Street address 1220 Linden Drive City/State/Zip Madison, Wisconsin 53706
Telephone NA Email [redacted]

4. Required Submittal Materials

Pursuant to Section 28.181(4), MGO, no application is complete unless all required information is included and all application fees have been paid. **The Zoning Administrator may reject an incomplete application.** Use this checklist to prepare a complete Land Use Application. Make sure to review the *Submittal Requirements for PDFs* (listed on Pages 3 and 4). Note: Not all development plan materials listed below are required for all applications. Submittal materials are as determined by staff. Those application types which have specific additional submittal requirements, as noted below, are outlined in Land Use Application Form LND-B.

Req.	Required Submittal Information	Contents	✓
	Filing Fee ($)	Refer to the Fee Schedule on Page 8 and the Revised Fee Submittal Instructions on Page 1.	
	Digital (PDF) Copies of all Submitted Materials noted below	Digital (PDF) copies of all items are required. All PDFs **must comply** with the *Submittal Requirements for PDFs* (listed on Pages 3 and 4) and follow the revised submittal procedures outlined on Page 1.	
	Land Use Application	Forms must include the property owner's authorization	
	Legal Description (For Zoning Map Amendments only)	Legal description of the property, complete with the proposed zoning districts and project site area in square feet and acres.	
	Pre-Application Notification	Proof of written 30-day notification to alder, neighborhood association, and business associations. In addition, Demolitions require posting notice of the requested demolition to the City's Demolition Listserv at least 30 days prior to submitting an application. For more information, see Page 1 of this document.	
	Letter of Intent (LOI)	Narrative description of the proposal in detail, including, but not limited to, the existing site conditions, project schedule, phasing plan, proposed uses, hours of operation, number of employees, gross square footage, number of units and bedrooms, public subsidy requested, project team, etc.	
	Development Plans	For a detailed list of the content requirements for each of these plan sheets, see Land Use Application Form LND-B	

Req.		✓	Req.		✓	Req.		✓
	Site Plan			Utility Plan			Roof and Floor Plans	
	Survey or site plan of existing conditions			Landscape Plan and Landscape Worksheet			Fire Access Plan and Fire Access Worksheet	
	Grading Plan			Building Elevations			Street Tree Plan and Street Tree Report	

	Supplemental Requirements (Based on Application Type)	Additional materials are required for the following application types noted below. See Land Use Application Form LND-B for a detailed list of the submittal requirements for these application types. ☐ The following Conditional Use Applications: ☐ Lakefront Developments ☐ Outdoor Eating Areas ☐ Development Adjacent to Public Parks ☐ Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum) ☐ Demolition Permits ☐ Zoning Map Amendments (i.e. Rezonings) ☐ Planned Development General Development Plans (GDPs) / Planned Development Specific Implementation Plans (SIPs) ☐ Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts	

APPLICATION FORM (CONTINUED)

5. Project Description

Provide a brief description of the project and all proposed uses of the site:

The School of Medicine and Public Health (SMPH) project proposes to create a three story addition (54,260 GSF) to the existing space between WIMR Towers I & II. Programs include a 30 MeV cycltron with supporting labs and "whitebox" space for future research opportunities.

Proposed Square-Footages by Type:

Overall (gross): 54,260 GSF
Commercial (net): _____
Office (net): _____
Industrial (net): _____
Institutional (net): 32,500 ASF

Proposed Dwelling Units by Type (if proposing more than 8 units):

Efficiency: NA 1-Bedroom: NA 2-Bedroom: NA 3-Bedroom: NA 4 Bedroom: NA 5-Bedroom: NA

Density (dwelling units per acre): NA Lot Area (in square feet & acres): NA

Proposed On-Site Automobile Parking Stalls by Type (*if applicable*):

Surface Stalls: 0 Under-Building/Structured: 0 Electric Vehicle-ready[1]: 0 Electric Vehicle-installed[1]: 0

Proposed On-Site Bicycle Parking Stalls by Type (*if applicable*):

[1] See Section 28.141(8)(e), MGO for more information

Indoor (long-term): 0 Outdoor (short-term): 14

Scheduled Start Date: September 2026 **Planned Completion Date**: November 2027

6. Applicant Declarations

☑ **Pre-application meeting with staff**. Prior to preparation of this application, the applicant is strongly encouraged to discuss the proposed development and review process with Zoning and Planning Division staff. Note staff persons and date.

Planning staff Tim Parks, Kevin Firchow Date September 5, 2024

Zoning staff Jenny Kirchgatter Date September 5, 2024

☐ **Posted notice of the proposed demolition on the** City's Demolition Listserv (if applicable). Date Posted NA

☐ Public subsidy is being requested (indicate in letter of intent)

☑ **Pre-application notification**: The zoning code requires that the applicant notify the district alder and all applicable neighborhood and business associations **in writing no later than 30 days prior to FILING this request**. Evidence of the pre-application notification or any correspondence granting a waiver is required. List the alderperson, neighborhood association(s), business association(s), AND the dates notices were sent.

District Alder AD#5 Regina Vidaver Date 9/11/24 & 9/5/25

Neighborhood Association(s) Joint Campus Area Committee Date 9/26/24

Business Association(s) Village of Shorewood Hills Administration Date 9/11/24 & 9/5/25

The applicant attests that this form is accurately completed and all required materials are submitted:

Name of applicant Cindy Torstveit Relationship to property Owner's Representative

Authorizing signature of property owner DocuSigned by: 40B52C98FA084A0... Date 10/4/2025 | 15:37:13 CDT

Facilities Planning
& Management
UNIVERSITY OF WISCONSIN–MADISON

September 30, 2025

Katie Bannon
City of Madison Zoning Administrator
215 Martin Luther King Jr. Blvd #017
Madison, WI 53710-2984

RE: CAMPUS-INSTITUTIONAL DISTRICT AMENDMENT
Letter of Intent - WIMR East Wedge Cyclotron and Expansion #1485-2511
1111 Highland Avenue, Madison WI, 53705

Dear Mrs. Bannon,

This application submittal is for a Campus-Institutional (C-I) District amendment (#8) for the 2015 University of Wisconsin (UW-Madison) C-I District Campus Master Plan (effective January 1, 2019). Specifically, what is referred to as the University Hospital portion of the institution. Submittal materials are referencing the WIMR East Wedge Cyclotron and Expansion addition located at 1111 Highland Avenue.

The amendment is requested to accommodate the growth of the University Hospital's Wisconsin Institute for Medical Research (WIMR) wing at the north end of the site. The new Cyclotron facility deviates from the original 2015 Campus Master Plan in that the wedge space between WIMR towers I & II are proposing to have a 3-story infill addition.

Assumptions within the planning process include accommodations of current and future infrastructure locations, transportation, maintenance, stormwater, and service needs, as well as increasing program space to support an increase in the capacity of the department's cancer treatment operations. It is anticipated that the forthcoming 2025 Campus Framework (Master) Plan will look at this area in the context of 30-year growth projections for the College and institution as well as adjacent location availability within the Campus Development Plan Boundary. Until that time, this amendment is needed to proceed forth with the planning and design of the WIMR East Wedge Cyclotron and Expansion addition project.

A unique component of this project is related to the site being bisected between the City of Madison and Village of Shorewood Hills. Although all land is owned by the Board of Regents of the University of Wisconsin System, we are anticipating both City and Village approval to ensure continuity between all entities. There is no parking, no public access, and the project will use existing infrastructure for utilities.

The proposed amendment was discussed at the UW-Madison Design Review Board on August 20, 2024, and October 15, 2024, and the Joint Campus Area Committee on September 26, 2024. It will go back to both those committees as well as Village of Shorewood Hills Plan Commission prior to City Plan Commission and ultimate Common Council approval. A schedule is included below for reference.

Application Materials

Letter of Intent
Land Use Application
Project Plans & Approval Form (PDFs area located here on the UWBox cloud site)
Alder Notification

Project Participants

Owner:	**State of Wisconsin** **Agency: Universities of Wisconsin (UoW)** The Board of Regents of the University of Wisconsin System Room 1860 Van Hise Hall 1220 Linden Drive Madison, Wisconsin 53706
Owner's Contact:	**University of Wisconsin – Madison** Facilities Planning and Management 21 N. Park Street, Suite 6101 Madison, Wisconsin 53715-1211 Phone: 608-263-3000 Attn: Scott Utter E-Mail: scott.utter@wisc.edu
Architect of Record:	**Potter Lawson Architects** 749 University Row, Suite 300 Madison WI, 53705 Phone: 608.274.2741 Attn: Scott Kammer AIA E-Mail: scottk@potterlawson.com
Landscape Architecture:	**Saiki Design** 1110 S. Park Sat. Madison, WI 53715 Phone: 608-251-3600 Attn: Abbie Moilien, PLA, ASLA E-Mail: amoilien@saiki.design
Civil/Structural:	**Graef** 1010 E. Washington Ave #202 Madison, WI 53703 Phone: 608-245-1962 Attn: Amy Landis (Larson) E-Mail: amy.landis@graef-usa.com

Project Background:

Project location is 1111 Highland Avenue – part of the Clinical Sciences Center (UW Hospital/SMPH) and follows a similar massing as to what was performed at the West Wedge project, completed in 2020. The School of Medicine and Public Health (SMPH) applied for and received a National Institute of Health (NIH) C06 grant precipitating the cyclotron addition. This project will be located between WIMR I & II with a program focused around the addition of a 30 MeV (Million electron Volts) cyclotron to support laboratory activities, including cGMP radiopharmaceutical space and shell space designed for future theranostic activities and interdisciplinary collaborations, enabling UW to remain at the forefront of this rapidly evolving field.

This investment will transform UW's research capabilities, support life-saving clinical trials, and position Wisconsin as a leader in theranostic science and personalized cancer care.

Project Description:

The proposed project involves the design and construction of a three-level, 54,260 gross square foot (GSF) addition to the WIMR complex at UW–Madison. The basement level (15,000 GSF) will be fully built out to accommodate a 30 MeV cyclotron and supporting infrastructure, including cGMP radiopharmaceutical laboratories and limited office space. The first and second floors will be constructed as "whitebox" shell space, designed for future expansion of theranostic research and interdisciplinary collaboration.

The facility will significantly enhance UW's ability to produce medical isotopes—critical components for diagnosing and treating diseases such as cancer, Alzheimer's, and Parkinson's. These isotopes are central to theranostics, a rapidly growing field that combines diagnostics and therapy to deliver personalized treatment.

Currently, national production capacity for these isotopes is insufficient to meet demand. By quadrupling UW's current output, the new cyclotron facility will help alleviate supply bottlenecks and support both internal research and a national network of over 50 laboratories.

The project aspires to establish UW–Madison as a national hub for theranostic innovation. It will serve as the cornerstone of the emerging Institute for Theranostics and Particle Therapy, fostering advancements in precision imaging, radiopharmaceutical chemistry, and targeted treatment design. This shell space is designed for rapid buildout to support future theranostic activities and interdisciplinary collaborations, enabling UW to remain at the forefront of this rapidly evolving field.

The project supports national biomedical priorities by advancing precision medicine and accelerating the development of image-guided therapies. It will enable tailored treatment approaches, improve patient outcomes, and contribute to academic discovery and commercial drug development. The facility's design will also meet sustainability goals, with LEED-certifiable features and integration into the U.S. Department of Energy's Isotope Production Network.

The landscape plan includes a foundation planting bed with trees and larger shrubs to break down the mass of the building and relate to the previous plantings around the WIMR towers and West Wedge. A new green roof of equal size to the existing green roof on this part of the facility is included in the project to match the runoff modeled in the 2022 Stormwater Management Plan and in accordance with our MS4 WPDES permit requirements.

There is no new exterior signage associated with this project.

Project Schedule:

Design Review Board Meeting #1:	August 6, 2024
Notify Alder (District #5):	September 11, 2024 & September 5, 2025
City Development Assistance Team:	September 5, 2024
Village of Shorewood Hills Plan Commission – Intro:	September 10, 2024
Joint Campus Area Committee – Informational:	September 26, 2024
Final Type II EIA Meeting:	September 16, 2025
City of Madison Land Use Application:	October 6, 2025
Common Council Introduction of Ordinance – Referral Mtg:	October 7, 2025
Joint Campus Area Committee – Recommendation:	October 23, 2025
Village of Shorewood Hills Plan Commission - #2:	November 11, 2025
City of Madison Plan Commission – Recommendation:	November 17, 2025
City of Madison Common Council Meeting – Approval:	November 25, 2025
Design Review Board Meeting #3:	December 16, 2025
Village of Shorewood Hills Board Meeting:	December 16, 2025
Start Construction:	September 2026
Substantial completion:	November 2027
Occupancy:	December 2027
Cyclotron Installation/Startup	May 2028

Auto and Bike Parking Stalls:

There are no vehicle stalls associated with this project. Vehicular parking is coordinated and managed by UW-Madison Transportation Services. The project will add 14 bike parking spaces. Non-student and staff visitors will be infrequent to the building during normal operation hours.

The project location is well serviced by existing Metro bus routes with boarding locations to both the east and west within 500'. Stop #2473 EB, Highland at Waisman serves routes C, J, 28, 38. Stop #2770 WB, Highland at Waisman serves routes C, J, 28, 38. Stop #2349 EB, Highland at Marsh serves routes C, J, 28, 38, 65, 80, 84. Stop #2620 WB, Highland at Marsh serves routes C, J, 28, 38. No bus stops will be impacted or need to be relocated during the duration of this project.

Lot Coverage and Usable Open Space Calculations:

Lot Size:	25,900 SF / .59 acres (100%)
Existing Site Impervious Area:	12,444 SF / .28 acres (48%) – Building included.
Existing Building Coverage:	3,045 SF / .07 acres (12%)
Proposed Site Impervious Area:	18,373 SF / .71 acres (72%) – Building included.

Proposed Building Coverage:	15,205 SF / .35 (58%)
Useable Open Space:	1,250 SF / .03 acres (5%)

Estimated Project Cost:
Total project cost is estimated to be $62,000,000

Hours of Operation:
Hours of operation are set in conjunction with the entire WIMR complex. WisCard access for approved faculty, staff and students will allow access accordingly. This facility is not accessible to the general public.

Reuse and Recycling Plan
A reuse/recycling plan will be provided by the contractor, to be approved by the City Recycling Coordinator. Per Sec 28.12(12)(e) of the Zoning Ordinance the contractor will also demonstrate compliance to this approved plan within 60 days of demolition completion.

The facility will use the existing loading dock and scheduling for trash/recycle disposal at the WIMR complex.

Number of Construction & Full-Time Equivalent Jobs Created
Based on a study entitled "The Impact of Construction on the Wisconsin Economy" by C3 Statistical Solutions, published in January 2011, every $1 spent directly on construction projects produces an overall economic impact of approximately $1.92. Using a related formula that 17 jobs are created for every $1 million of construction costs, a $62.0M project should create approximately 1,054 jobs split between design and construction workers and direct, indirect, and induced jobs.

Anticipated final site compliance date (MGO Sec. 28.186(4)(b): July 1, 2028.

Please contact me at 608-263-3000 if you have any questions or need further information.

Thank you,

Cindy Torstveit, RCFM
Associate Vice Chancellor
Facilities Planning & Management, University of Wisconsin-Madison

cc: Peter Schlecht, UW-Madison University Architect
Scott Utter, UW-Madison, Director of Campus Planning & Landscape Architecture
Aaron Williams, UW-Madison, Campus Planner
Matt Efflandt, UW-Madison CP&D Project Manager
Regina Vidaver, District 5 (at time of approval) Alder City of Madison
Brian Mooney, Village of Shorewood Hills Administrator

09/22/2025
University of Wisconsin-Madison
Campus Master Plan Amendment #8
1111 Highland Ave - WIMR East Wedge Cyclotron & Expansion Project
REDLINE INDICATED WHAT CHANGED

WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON

CAMPUS-INSTITUTIONAL DISTRICT MASTER PLAN

Madison, Wisconsin

EFFECTIVE JANUARY 1, 2019

REVISE GRAPHIC/UPDATE TOTAL GSF

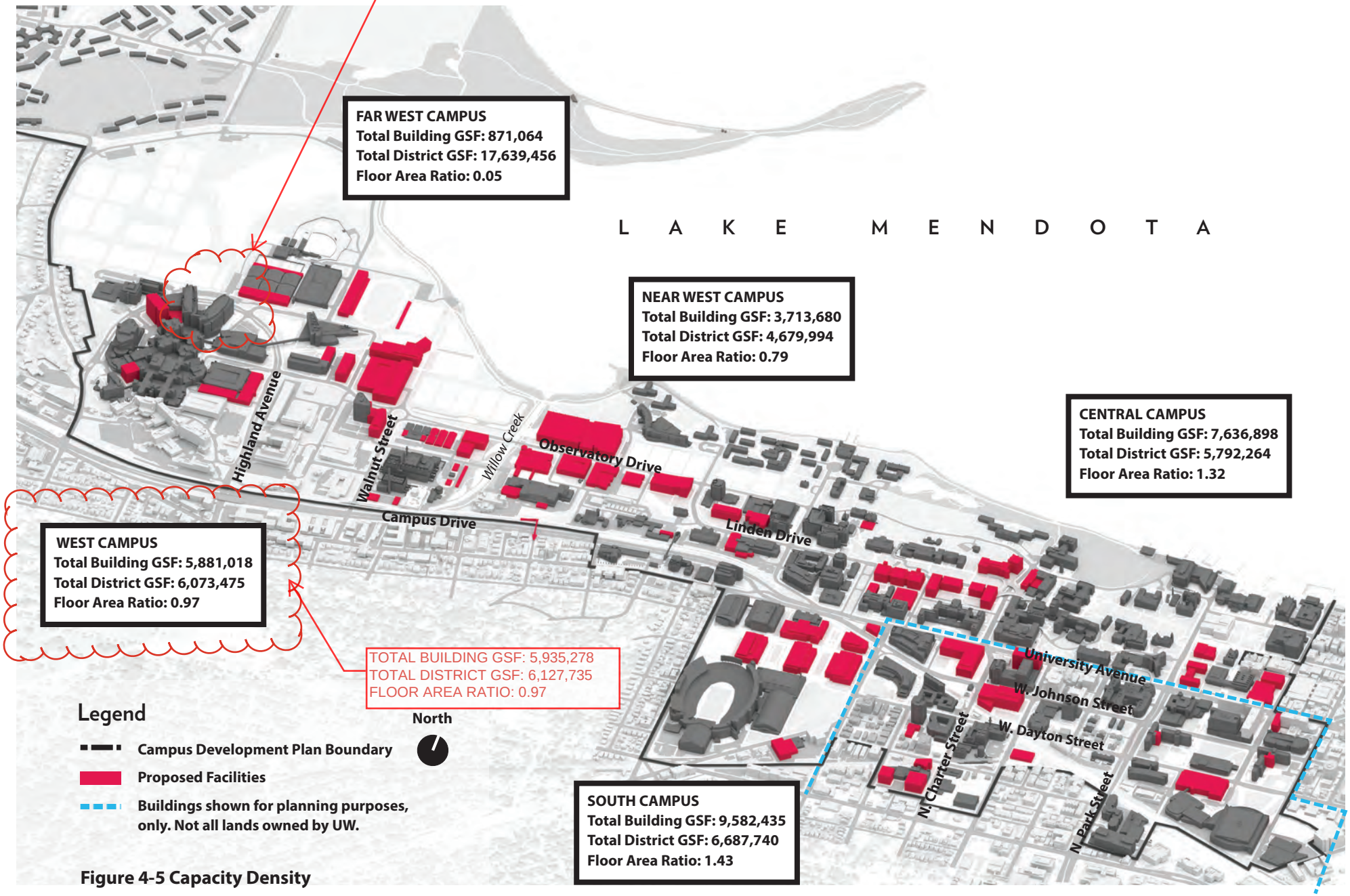


Figure 4-5 Capacity Density

Far West Campus

The general goals for the Far West Campus district (approximately all land north of UW Hospital, Nielsen Tennis Stadium, and Goodman Softball Complex) are to:

- Maintain existing recreation fields and open space connections, understanding much of the land is zoned Conservancy (CN).
- Maintain existing low-scale residential in Eagle Heights
- Continue strong preservation and management of the Lakeshore Nature Preserve, per the goals and recommendations of the Lakeshore Nature Preserve Master Plan

The 2015 Campus Master Plan Update recommends one new facility, a Preserve Outreach Center (W-29). This facility would welcome visitors, provide maps, educational displays, and interpretive information for the entire, 300-acre Lakeshore Nature Preserve. It could provide an overlook as part of the structure to enhance views across University Bay and toward the Class of 1918 Marsh, year-round restroom facilities, and better organized parking for cars and bicycles.

West Campus

The general goals for the West Campus district are to:

- Increase building density to provide for potential future growth in the health sciences
- Change the general character of the West Campus from suburban to more of a traditional campus with large buildings organized around quadrangles and green spaces
- Set heights to generally reflect existing buildings in the area
- Preserve and create new viewsheds to Lake Mendota, particularly for the UW Hospital and WARF Building

The primary focus of the West Campus is health sciences services, medical and affiliated education, and research. Other uses include athletic facilities, recreational fields, and supporting parking and service facilities.

The 2015 Campus Master Plan Update continues the migration of the medical school and UW Hospital from its original home in the Central Campus district on University Avenue. As outlined in earlier campus master plans, the university seeks to move medical research and teaching facilities near the teaching hospital to facilitate a closer bench-to-bed technology transfer. The consolidation of the hospital and medical school on the West Campus continues what was initially envisioned in the original hospital master development plan developed in 1970 by HOK.

Health sciences-related research will continue to grow and expand. Space expansion is likely for the UW Hospital, Medical School, Pharmacy, and Nursing, in addition to swing space necessary for efficient remodeling. Two expansion opportunities remain within the Highland Avenue ring road – the Wisconsin Institutes for Medical Research Phase 3 (W-01) and a reservation of space for an additional hospital module (W-04A).

REVISE TO:
Expansion opportunities remain within the Highland Avenue ring road - the Wisconsin Institutes for Medical Research Phase 3 (W-01), a WIMR East Wedge Cyclotron expansion(W-03) and a reservation of space for an additional hospital module (W-04A)

The USDA Forest Products Lab and the William S. Middleton Veterans Memorial Hospital comprise over 45 acres of land within the Campus Development Plan Boundary and adjacent to the hospital. Expansion into the federal property is currently not possible. These two federal properties are shown to be continuing without significant changes. Both the USDA Forest Products Lab and the Veterans Hospital are consolidating their functions from around Wisconsin and the Midwest to their facilities here in Madison making them even more viable then in the past. Purchasing land from the federal government will be difficult, if not impossible. Potential does exist however for joint development projects beteen these two entities and the university. If either entity vacates these locations, the land reverts back to the Board of Regents.

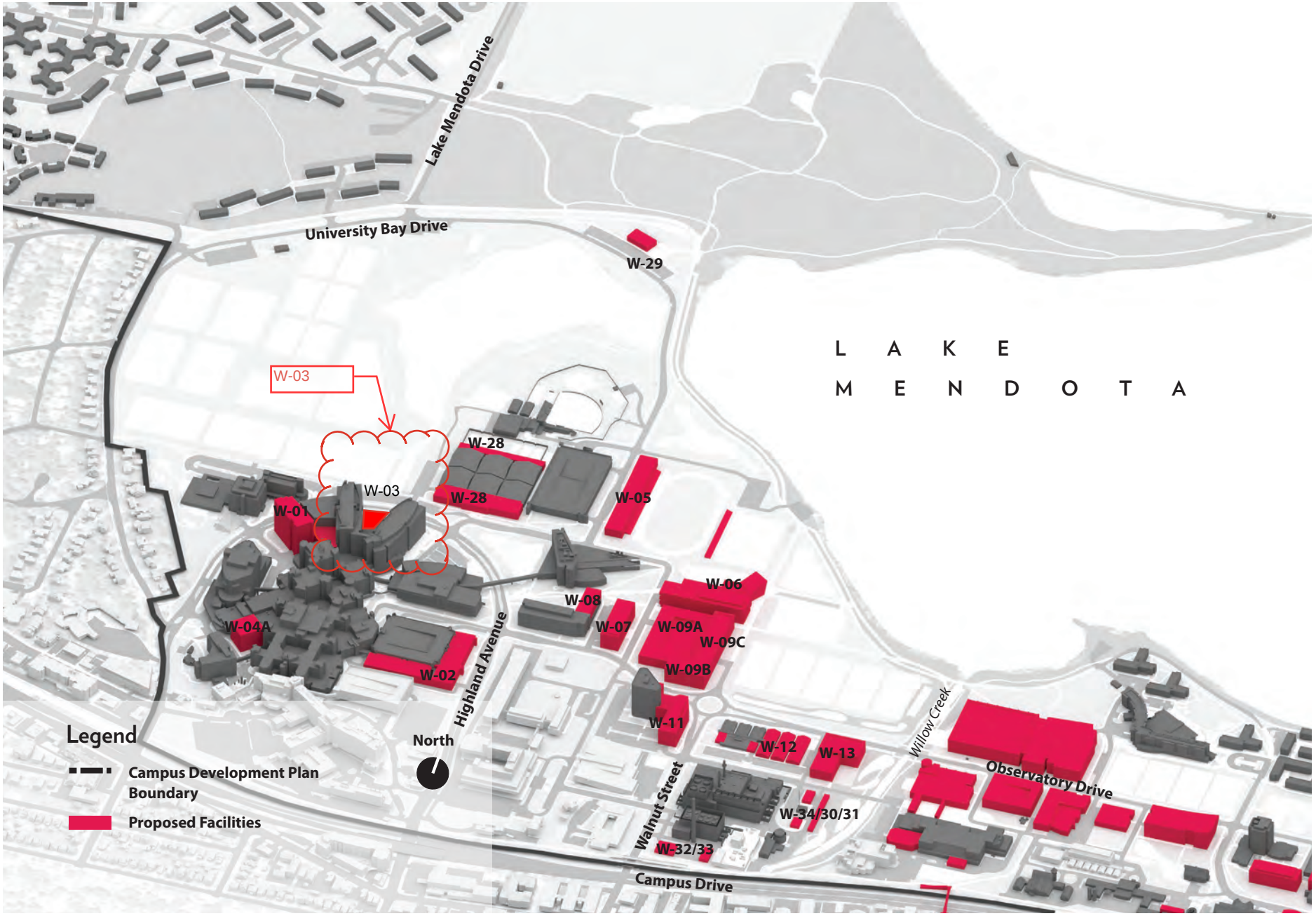


Figure 4-7 Far West and West Campus Building Key

REVISE TABLE
ADD W-03

Table 5-2 Phase 2 – 2023 to 2029 Mid-Term Improvements (continued)

Proposed Construction			
	ID	Name	GSF
Far West	W-29	Preserve Outreach Center	8,700
West	W-28	Nielsen Tennis Stadium Expansion	47,075
South	S-02	Engineering Drive 1410 – Replacement	169,091
Total Building Space Gained			224,866
Parking Spaces Proposed			0 Spaces

Phase 2 – 2023 to 2029 Mid-Term Improvements

Total Building Space Removed	349,953
Total Building Space Gained	224,866
Phase 2 Total Net Change	(125,087)

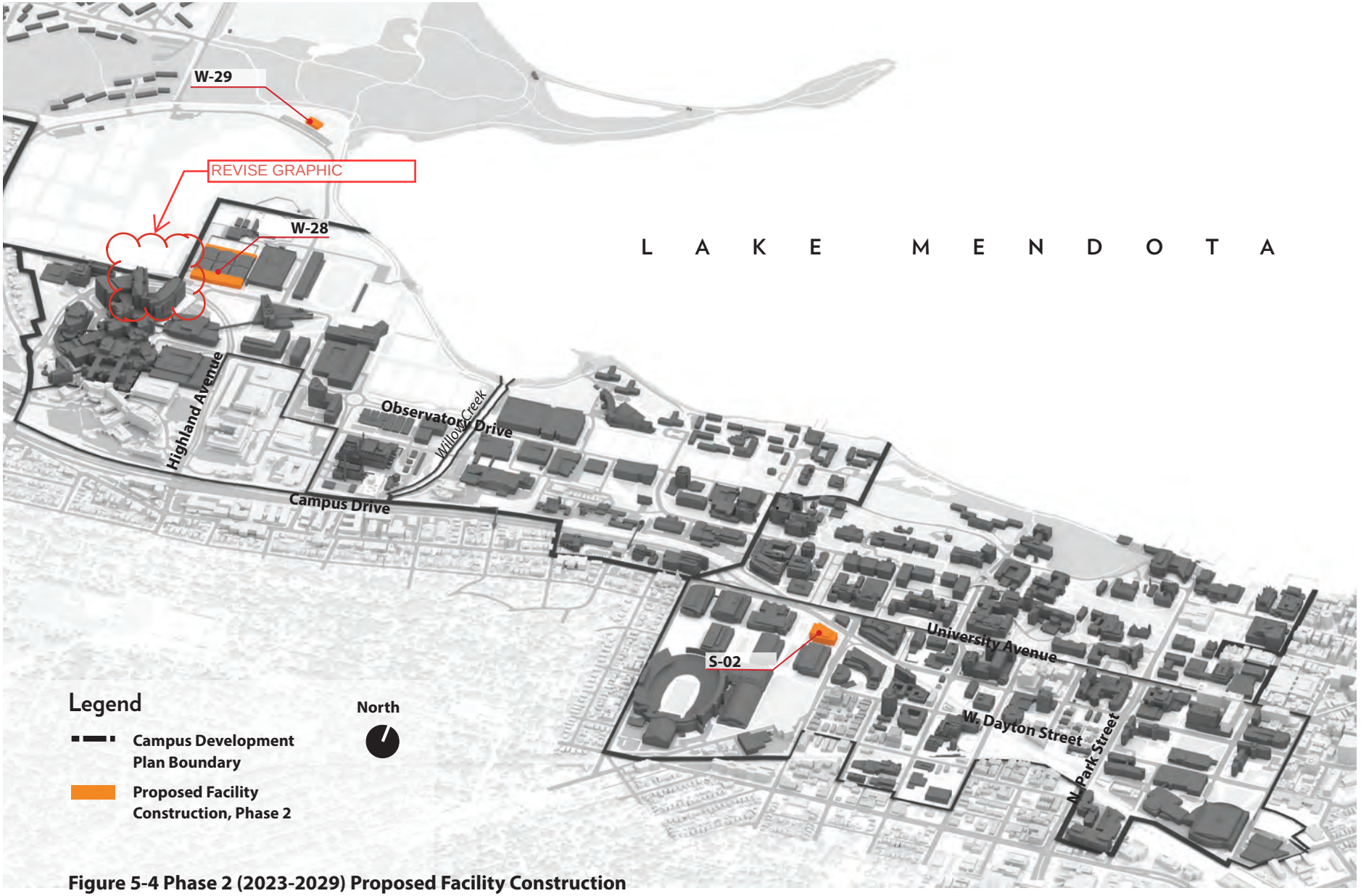


Figure 5-4 Phase 2 (2023-2029) Proposed Facility Construction

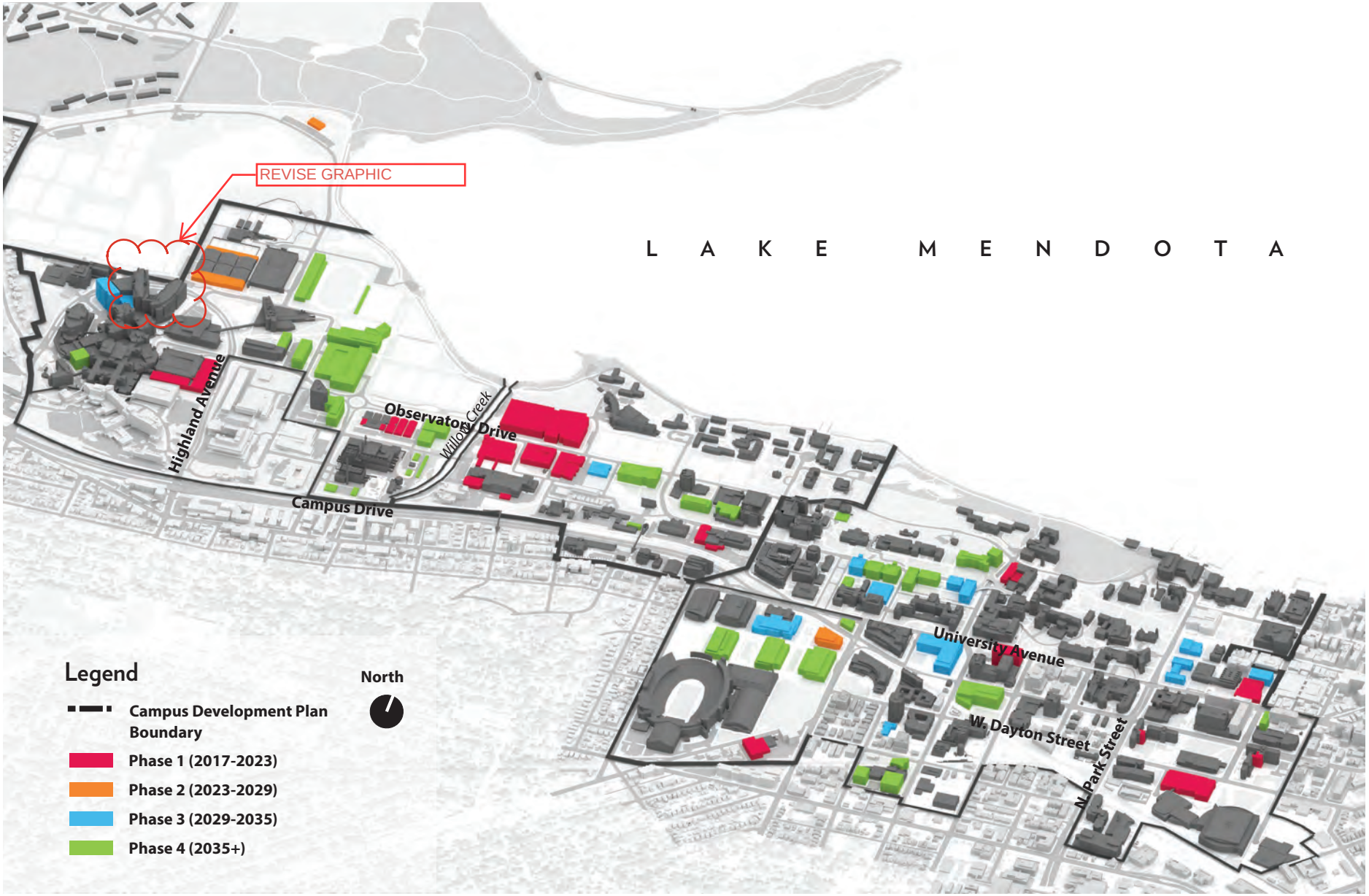


Figure 5-10 All Phases Proposed Facility Construction

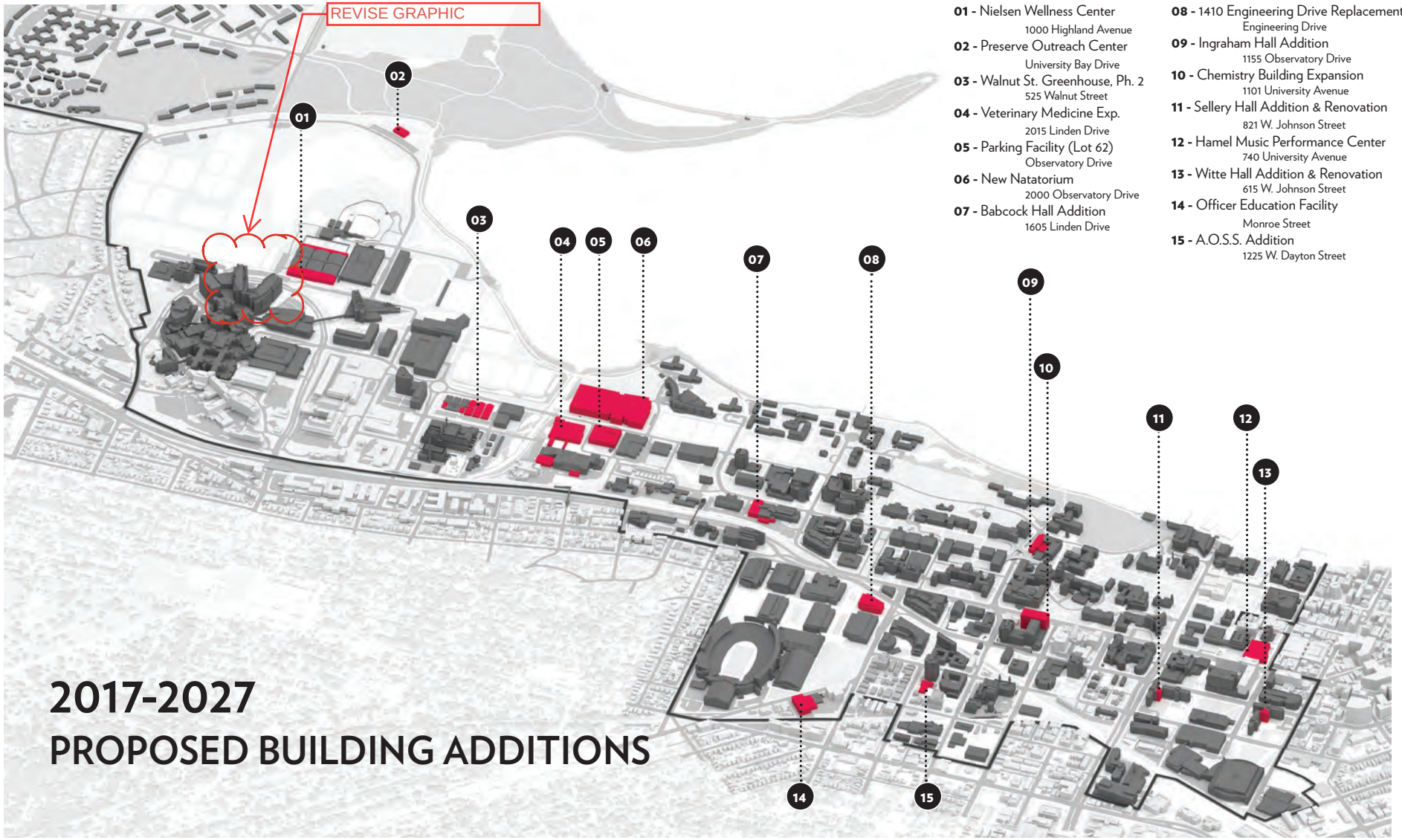
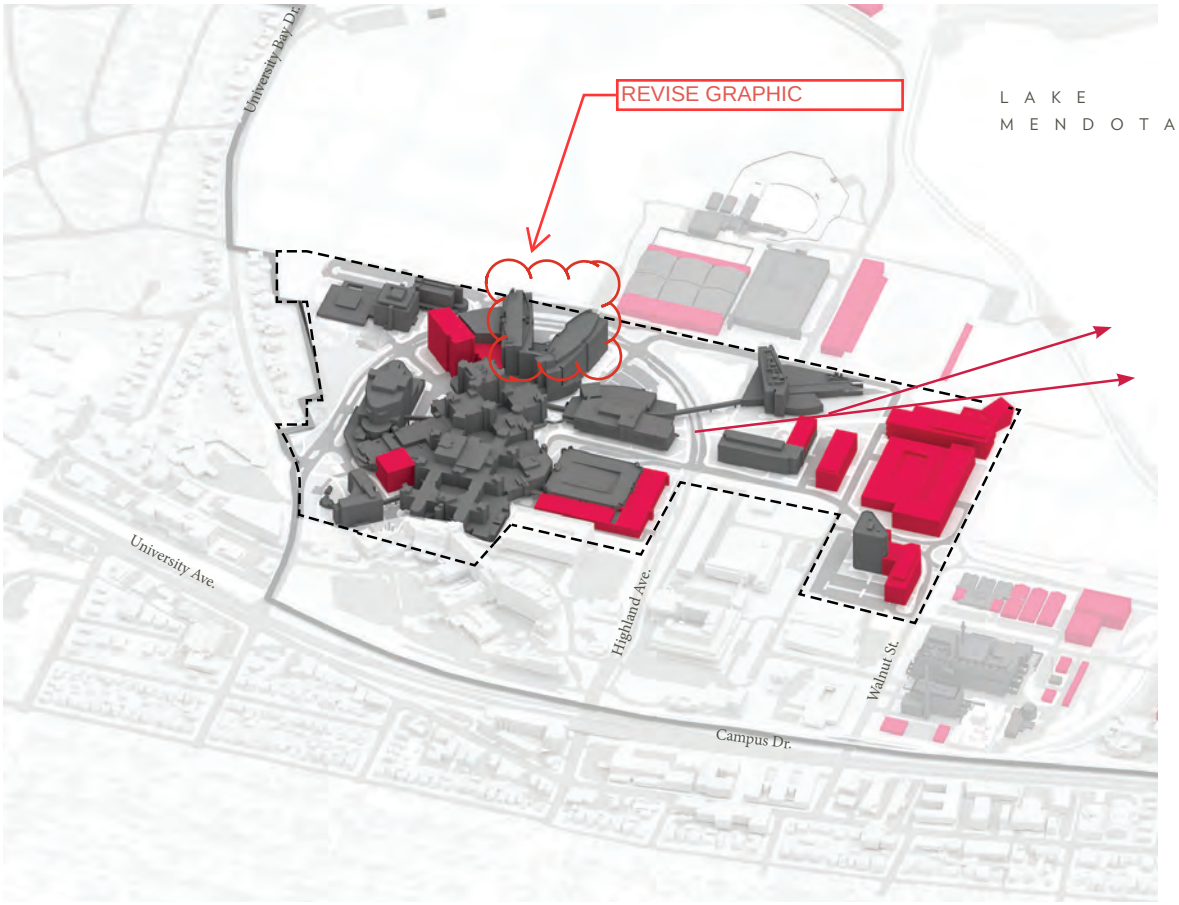


Figure 5-12 2017-2027 Proposed Building Additions

Key Plan

Massing & Scale

- Buildings shall have a base, middle, and top. Visual emphasis is to be given to the ground floor through door and window scale, architectural detailing, and greater floor-to-floor heights.
- New buildings should correspond to their neighbors in volume, scale, and level of detail. Necessarily large buildings should either be located among other such buildings or be broken down into smaller masses and given an appropriate level of detail.
- Where buildings are set back at upper stories, use lower roofs as green roofs, balconies, terraces, and gardens.
- Buildings are to be planned around internal open spaces, courtyards, and/or green roofs.
- Utilize architectural articulation such as changes in material, fenestration, architectural detailing, or other elements to break down the scale.
- Joint development projects with and on the Federal Neighborhood lands to the south should consider increased heights and bulk, creating a more cohesive area.
- Limit building/structure heights toward the east boundary to maintain the visual lake connection.
- Density is recommended for the eastern portion of this design neighborhood along Walnut Street.

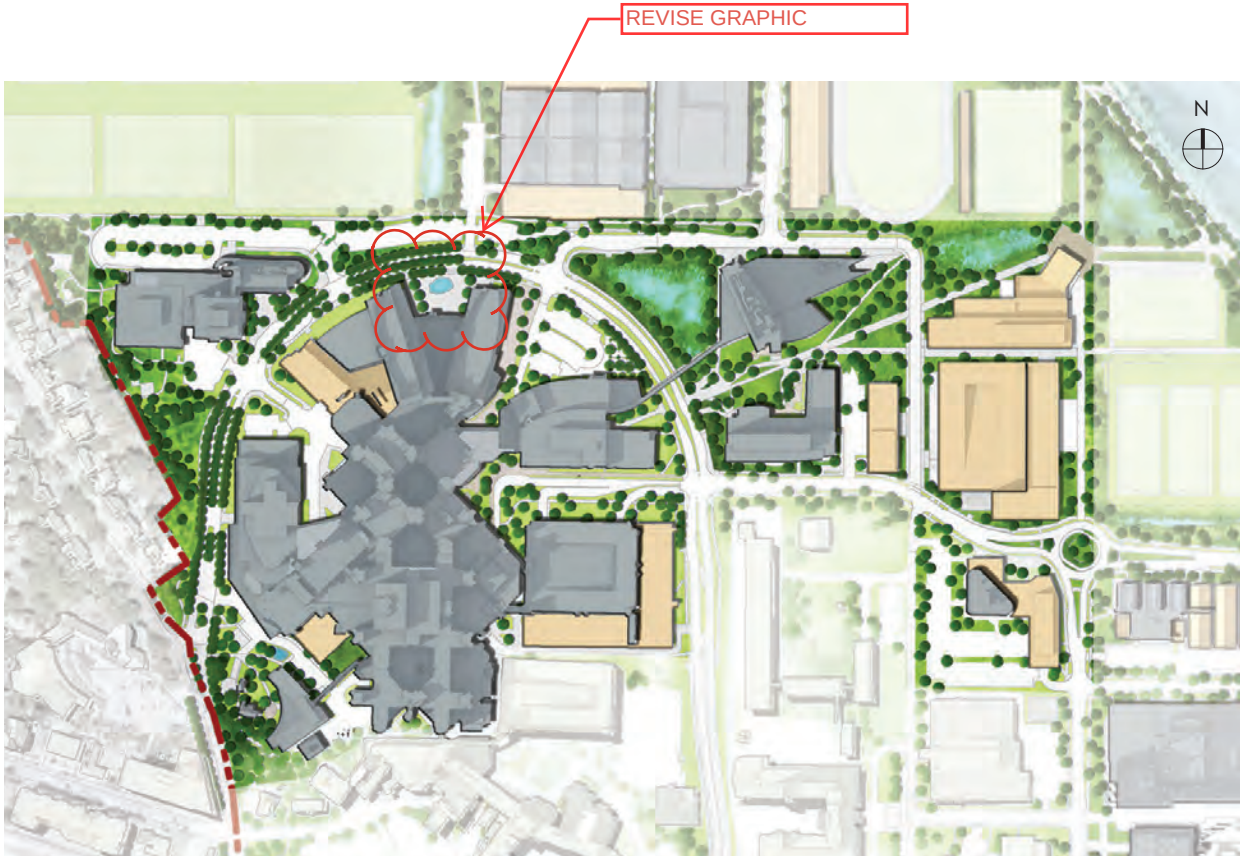


Key Plan

Landscape Principles

Develop the character of the Health Sciences Neighborhood as a traditional campus within a campus with large buildings organized around quadrangles, courtyards, and naturalized green spaces.

- Traditional landscape aesthetic on the hospital grounds, becoming increasingly naturalized toward the lake.
- Preserve, enhance, and create new viewsheds to Lake Mendota from the UW Hospital and WARF Building.
- Announce the arrival to UW Hospital, enhance pedestrian comfort, and better manage stormwater through street tree planting and green infrastructure.
- Encourage restorative landscape experiences through the implementation of therapeutic gardens and green roofs, living walls, and naturalistic landscape treatments.
- Continue to foster naturalized landscapes to promote ecosystem services and restorative health qualities.



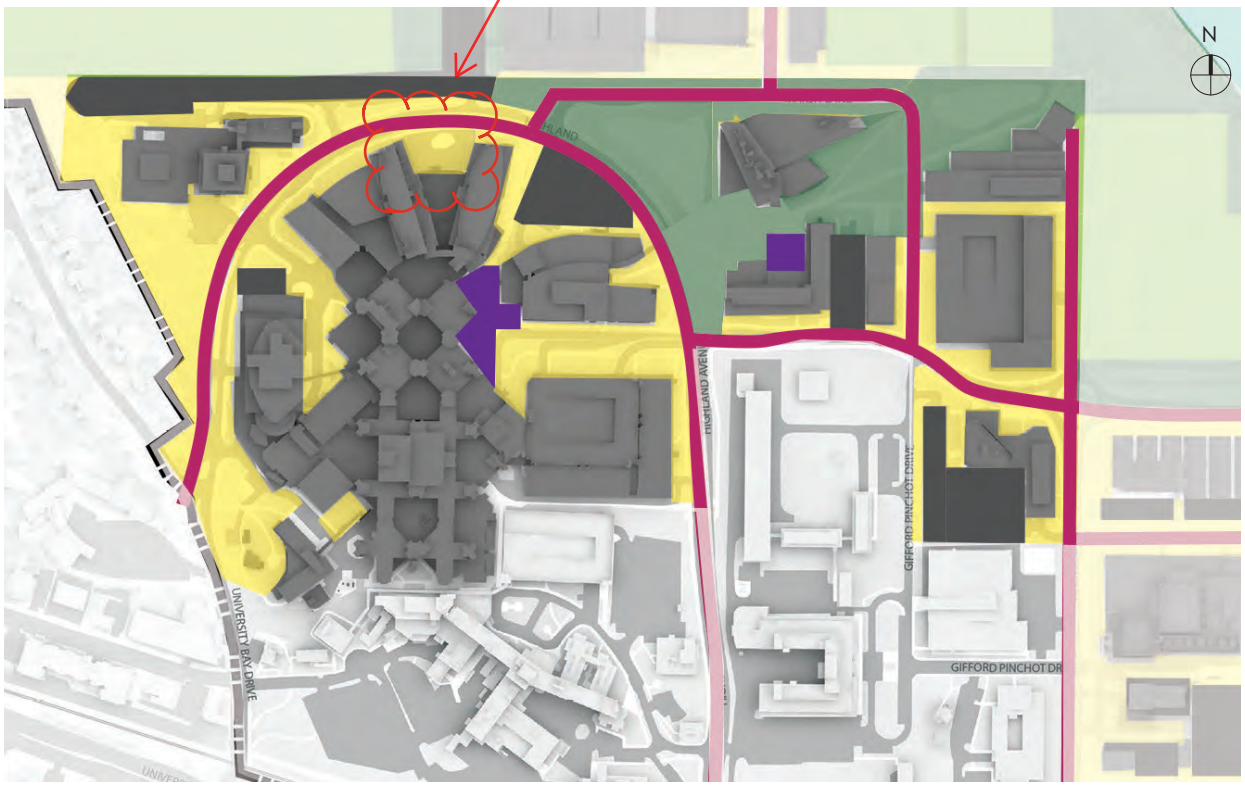
Note: *The list of statements characterize the neighborhood in regard to the Landscape Master Plan Guiding Principles. These principles were established to assist landscape recommendations in reaching the goals of the Campus Master Plan. Refer to the Landscape Master Plan and Landscape Development Standards for further information.*

Landscape Guidelines

Reflecting its large building footprints and sprawling pattern of development, the landscape structure of the Health Sciences Neighborhood is composed largely of the campus fabric typology.

- **Campus fabric:** Gardenesque landscape character south of Highland Avenue to project the UW Hospital brand. Plant large deciduous trees to provide human scale and buffer the building mass. Moving east from UW Hospital, the landscape transitions to become increasingly irregular and naturalized as it approaches the lake.
- **Naturalized landscapes**: Naturalistic stormwater retention ponds and short-grass meadow planting strengthening the connection to the lake and reducing maintenance costs. Trees planted in irregular stands mimic the original oak savanna.
- **Courtyards, plazas, terraces, and gardens:** Courtyards and areas between buildings should integrate ornamental deciduous canopy trees to provide a human scale and screen views from upper building levels. Spaces directly reflect the surrounding architectural context, reinforcing the sense of place. Use a high degree of native planting to enhance the connection between the immediate campus and the lands of the Lakeshore Nature Preserve.

REVISE GRAPHIC



- Campus Greens
- Courtyards, Plazas, & Gardens
- Campus Fabric
- Naturalized Landscapes
- Streetscapes
- Parking and Service

Note: *The list of statements characterize the nature of the identified typologies as defined by the Landscape Master Plan. Refer to the Landscape Master Plan and Landscape Development Standards for further information.*

WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON
2015 Campus Master Plan
NOTE: The UW-Madison Campus Master Plan graphic indicates some development on parcels currently not owned by the Board of Regents or university affiliates. Refer to Section 4 for proposed developments specific to C-I District Zoning.
Lakeshore Nature Preserve
REVISE GRAPHIC
Village of Shorewood Hills
Lake Mendota
Highland Ave.
Walnut St.
Observatory Dr.
University Ave.
W. Johnson St.
N. Randall Ave.
N. Park St.
City of Madison
Campus Development Plan Boundary
Existing Building
Proposed Building
North
0 250 500 1000

City of Madison

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

Master

File Number: 90540

File ID: 90540 **File Type:** Ordinance **Status:** Recessed Public Hearing

Version: 1 **Reference:** **Controlling Body:** PLAN COMMISSION

File Created Date : 10/21/2025

File Name: Amend Campus Master Plan - Highland Ave **Final Action:**

Title: Amending Section 28.022-00289 of the Madison General Ordinances to amend the Campus-Institutional (CI) District Master Plan for the University of Wisconsin-Madison Campus for the portion of the campus generally addressed as 1111 Highland Avenue to include specific plans for University Hospital. (District 5)

Notes: 7005HighlandAmendMP

CC Agenda Date: 12/09/2025

Sponsors: Planning Division **Effective Date:**

Attachments: 2025-12-11_JCAC_Presentation.pdf **Enactment Number:**

Author: Kate Smith **Hearing Date:**

Entered by: mglaeser@cityofmadison.com **Published Date:**

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	10/21/2025	Michael Haas	Approved as to Form	11/10/2025
1	2	10/22/2025	Maggie McClain	Approve	11/10/2025

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	10/21/2025	Referred for Introduction				
	Action Text: This Ordinance was Referred for Introduction						
	Notes: Plan Commission Public Hearing (12/1/25), Common Council (12/9/25)						
1	COMMON COUNCIL	10/28/2025	Refer For Public Hearing	PLAN COMMISSION			Pass
	Action Text: A motion was made by Vidaver, seconded by Govindarajan, to Refer For Public Hearing to the PLAN COMMISSION. The motion passed by voice vote/other.						
1	COMMON COUNCIL	12/09/2025	Re-refer for Recessed Public Hearing	PLAN COMMISSION			Pass

	Action Text:	A motion was made by Vidaver, seconded by Govindarajan, to Re-refer for Recessed Public Hearing to the PLAN COMMISSION. The motion passed by voice vote/other.				
1	JOINT CAMPUS AREA COMMITTEE	12/11/2025	Return to Lead with the Recommendation for Approval	PLAN COMMISSION	01/12/2026	Pass
	Action Text:	A motion was made by Vidaver, seconded by Perkins, to Return to Lead with the Recommendation for Approval to the PLAN COMMISSION. The motion passed by voice vote/other.				

Text of Legislative File 90540

Fiscal Note

No City appropriation required.

Title

Amending Section 28.022-00289 of the Madison General Ordinances to amend the Campus-Institutional (CI) District Master Plan for the University of Wisconsin-Madison Campus for the portion of the campus generally addressed as 1111 Highland Avenue to include specific plans for University Hospital. (District 5)

Body

DRAFTER'S ANALYSIS: In 2017, the University of Wisconsin-Madison received Common Council approval of a Campus-Institutional (CI) zoning district campus master plan to guide the future growth of most of the University campus. The approved master plan did not include expansion of the portion of University Hospital located in the City of Madison (approximately half the hospital complex is located in the Village of Shorewood Hills). The proposed amendment seeks to create a project to be known as "W-03" to allow construction of a three-story, 54,260 square-foot addition to University Hospital's Wisconsin Institute for Medical Research (WIMR) wing. Per the materials, the addition will be located between Towers I and II of WIMR on the south side of Highland Avenue. The infill addition will include a wedge cyclotron. The proposed amendment will allow the portion of the cyclotron project located in the City of Madison to proceed; separate approvals by the Village of Shorewood Hills will be required for the portion of the project located west of the City limits.

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The Common Council of the City of Madison do hereby ordain as follows:

WHEREAS Campus-Institutional (CI) District was established to recognize the City's major educational and medical institutions as important activity centers and traffic generators, accommodate the growth and development needs of these institutions, and coordinate the master plans of these institutions with the City's plans, policies and zoning standards, and

WHEREAS Section 28.097(2) of the Zoning Code requires that any Campus Institutional District created after January 2, 2013 submit a Campus Master Plan, which shall be approved as part of a map amendment, and in the absence of said Plan, individual development proposals and changes that exceed 4,000 square feet in gross floor area within any five-year period shall require conditional use approval, and

WHEREAS University of Wisconsin-Madison submitted a Campus Master Plan to provide a regulatory framework for most of the University's approximately 936-acre campus; and

WHEREAS the Common Council adopted Second Substitute Ordinance 17-00074 (ID 47245) on July 18, 2017 creating Section 28.022-00289 of the Madison General Ordinances to adopt the University of Wisconsin-Madison Campus-Institutional District Master Plan as an integral part of the Zoning Code following a recommendation by the Plan Commission on June 19,

2017, said approved master plan to expire on January 1, 2029 consistent with MGO Section 28.097(2)(b), and

WHEREAS the adopted campus master plan provides general information on the University's plans to demolition and improve the many "neighborhoods" that comprise the campus, including the general placement, anticipated programming, and bulk of new buildings to be constructed within the effective period of the plan; and

WHEREAS the adopted campus master plan did not include any proposed projects for the portion of University Hospital located in the City of Madison.

WHEREAS the University is seeking approval of an amendment to the campus master plan to add a project to be known as "W-03" to allow construction of a three-story, 54,260 square-foot addition to University Hospital's Wisconsin Institute for Medical Research (WIMR), which will contain a research cyclotron; and

WHEREAS MGO Section 28.097(10) stipulates that no alteration of an approved Campus Master Plan shall be permitted unless approved by the Plan Commission; if the change or addition to the Campus Master Plan constitutes a substantial alteration of the original plan, a major alteration approved by the Common Council is required;

NOW BE IT THEREFORE ORDAINED by the Common Council of the City of Madison as follows:

Map Amendment 00289 of Section 28.022 of the Madison General Ordinances is hereby amended for the following described portion of the campus to adopt amended plans for University Hospital as part of the University of Wisconsin-Madison Campus-Institutional District Master Plan, as shown on the plans attached to this ordinance file:

"A parcel of land located in the SW 1/4 of the SE 1/4 of Section 16, T7N, R9E, City of Madison, Dane County, Wisconsin, bounded on the west and south by the City limits with the Village of Shorewood Hills and on the north and east by Highland Avenue. Said described amendment area contains 14.3 acres (622,633 square feet), more or less."

PLANNING DIVISION STAFF REPORT

January 12, 2026

Project Addresses:	**1111 Highland Avenue**
Application Type:	CI Zoning District Master Plan Amendment
Legistar File ID #	90540
Prepared By:	Timothy M. Parks, Planning Division Report includes comments from other City agencies, as noted

Summary

Applicant: Cindy Torstveit, University of Wisconsin-Madison; 21 N Park Street, Suite 6101; Madison.

Contact Person: Scott Kammer, Potter Lawson, Inc.; 749 University Row, Suite 300; Madison.

Property Owner: The Board of Regents of the University of Wisconsin System; 1220 Linden Drive; Madison.

Requested Action: Amending Section 28.022-00289 of the Madison General Ordinances to amend the Campus–Institutional (CI) District Master Plan for the University of Wisconsin-Madison Campus for the portion of the campus generally addressed as 1111 Highland Avenue, to include plans to construct a three-story, 54,260 square-foot addition to University Hospital.

Proposal Summary: The School of Medicine and Public Health at the University of Wisconsin-Madison is requesting approval to construct a three-story, 54,260 square-foot addition to University Hospital that will contain a 30-MeV **(**Million electron Volts) cyclotron and associated laboratory space for medical research. The proposed addition will be located between Towers I and II of the Wisconsin Institutes for Medical Research (WIMR) on the north side of the hospital complex. The master plan approved in 2017 and effective through 2028 does not include any projects for the portion of the hospital complex located in the City of Madison, therefore requiring an amendment to include the ”WIMR East Wedge Cyclotron and Expansion.” Following approval of the proposed master plan amendment, the addition will be subject to final approval by the University’s campus design review board and required to undergo site plan approval pursuant to Section 28.186 of the City’s Zoning Code. The application indicates that construction of the addition will commence in September 2026 for completion in November 2027.

Applicable Regulations & Standards: The purpose, uses, master plan process, and uses in the CI (Campus–Institutional District) are outlined in Section 28.097 of the Zoning Code.

Review Required By: Joint Campus Area Committee, Plan Commission, and Common Council.

Note: Only the eastern half of the proposed addition and about a third of the overall hospital complex are located in Madison. The remainder is located in the Village of Shorewood Hills, which is reviewing the project separately. The City’s review of the proposed addition shall be limited to only the portion located within its corporate boundary. Notice of the Plan Commission and Common Council hearings for this amendment was sent to the Village concurrent with the notices required in Section 28.181 of the Zoning Code as a courtesy. Additionally, the Village participates in the Joint Campus Area Committee, where the project has been discussed.

Summary Recommendation: The Planning Division recommends that the Plan Commission find the applicable standards are met and forward the amendment to the Campus-Institutional (CI) District Master Plan for the University of Wisconsin-Madison Campus to the Common Council with a recommendation of **approval** to allow a three-story, 54,260 square-foot addition to the Wisconsin Institutes for Medical Research at University Hospital

to be constructed on the portion of the campus addressed as 1111 Highland Avenue. Approval of the plan amendment shall be subject to input at the public hearing and the conditions from reviewing agencies beginning on **page 5** of this report.

Background Information

Parcel Location: The portion of University Hospital located in the City of Madison occupies a 14.3-acre parcel located on the western and southern sides of Highland Avenue as it wraps around the hospital before intersecting with University Bay Drive in the Village of Shorewood Hills. The subject parcel is located in Alder District 5 (Vidaver) and the Madison Metropolitan School District.

Existing Conditions and Land Use: University Hospital sits at the center of a large complex bounded by Highland Avenue on the east and north, University Bay Drive on the west, and University Avenue and Campus Drive on the south, which also includes the Veterans Administration Hospital and American Family Children's Hospital. The Wisconsin Institutes for Medical Research (WIMR) occupies two towers at the northern edge of the complex. As noted elsewhere, about half of the WIMR facility is located in Madison, with the rest in Shorewood Hills.

Surrounding Land Uses and Zoning: The proposed facility is surrounded on three sides by other facilities associated with the hospitals and School of Medicine and Public Health. Nielsen Tennis Stadium, the University Bay Drive Parking Ramp (UW Lot 76), and University Bay Fields are located north of the subject site in the City of Madison. The tennis stadium and parking structure are zoned CI (Campus–Institutional District), while the fields are zoned CN (Conservancy District).

Adopted Land Use Plans: The Comprehensive Plan as amended through 2024 includes the subject site and surrounding properties in the Special Institutional district. The subject site is not located within the boundaries of an adopted neighborhood or sub-area plan.

Zoning Summary: The subject parcel is zoned CI (Campus–Institutional District). The specific bulk and area requirements for the site will be governed by the amended CI zoning district master plan for the larger campus.

Environmental Corridor Status: The property is not located in a mapped environmental corridor.

Public Utilities and Services: The site is served by a full range of urban services, including Metro Transit, which operates daily all-day transit service at and near the hospital complex on all nearby streets, with trips on most routes at least every 30 minutes (every 15 minutes or less during the day on weekdays). Metro Transit would initially estimate the following counts of potentially eligible trips towards US Green Building Council/LEED Quality Access to Transit points: 306 Weekday and 121 Weekend (average). Please contact Metro Transit if additional analysis would be of interest.

Previous Approval

On July 18, 2017, the Common Council adopted Substitute Ordinance 17-00074 (ID 47245), adopting a Master Plan for the portions of the University of Wisconsin–Madison campus zoned in the Campus-Institutional (CI) District. Following final approval of the plan document by City staff, the CI zoning district master plan for the campus took effect on January 1, 2019 and will remain in effect until January 1, 2029 consistent with the ten-year master plan approval period stipulated in Section 28.097 of the Zoning Code. This master plan is hereinafter

referred to as the "2017/2019 CI zoning master plan" for the year of Common Council approval and the year the plan took effect. A link to that plan may be found here.

Project Description

The University of Wisconsin-Madison is requesting a major alteration to the approved Campus–Institutional (CI) District Master Plan for its campus to allow construction of a three-story, 54,260 square-foot addition to the Wisconsin Institutes for Medical Research (WIMR) adjacent to University Hospital on a 14.3-acre parcel addressed as 1111 Highland Avenue. The application materials provided note that the "WIMR East Wedge Cyclotron and Expansion" will house a 30-MeV **(**Million electron Volts) cyclotron and associated laboratory space for medical research, which will be located between Towers I and II of WIMR in place of an existing courtyard area.

University Hospital sits at the center of a large complex bounded by Highland Avenue on the east and north, University Bay Drive on the west, and University Avenue and Campus Drive on the south, which also includes the Veterans Administration Hospital and American Family Children's Hospital. WIMR occupies two towers at the northern edge of the overall hospital complex. Only the eastern half of the proposed addition and about a third of the overall hospital complex are located in the City of Madison; the remainder is located in the Village of Shorewood Hills.

The approved 2017/2019 CI zoning master plan does not identify any projects for the portion of the University Hospital complex located in Madison. [Two projects are identified in the master plan for the portion of the complex located in Shorewood Hills. While for the City's purposes the plan serves as the framework for campus projects on University-owned or affiliated parcels located in Madison, the document is also used by the University for planning purposes for the entirety of its campus, including the portion in Shorewood Hills.] In order for the portion of the WIMR cyclotron addition located in Madison to proceed, an amendment to the City's CI zoning master plan is required.

Detailed plans for proposed addition have not been provided with the requested master plan amendment. The letter of intent for the amendment, however, notes that that proposed cyclotron will be located in a finished basement, with two levels of "white box" shell space for associated future research to be located above. The letter of intent further states that there is no parking or public access proposed, and the project will use existing infrastructure for utilities. Following approval of the proposed master plan amendment, all buildings properly identified on a campus master plan must be reviewed and approved by an architectural review committee prior to construction per Section 28.097(7) of the Zoning Code. Prior to presenting final building design to the architectural review committee, the University is required by Section 28.097(8) to present the final building design plans to the Joint Campus Area Committee (JCAC) after giving notice of the meeting by first class mail to the owners of record and occupants of multi-tenant buildings within 200 feet of the boundaries of the properties affected. The final plans for the building will also be reviewed using the site plan approval process in Section 28.186 of the Zoning Code prior to commencement of the project.

WIMR and University Hospital are located in the 'Health Sciences Neighborhood' as identified by the approved campus master plan. According to the approved master plan, many of the buildings in this neighborhood are physically connected but designed and detailed to appear as separate buildings through material changes and varied setbacks. A key recommendation to this area is the enhancement of the connection to Lake Mendota, which is recommended to occur both visually from the University Hospital complex and physically via a green corridor from Highland Avenue to the lakeshore. Building heights should step down toward the lake to promote views from the hospital. Buildings shall have a base, middle, and top, and should also include changes in material,

fenestration, architectural detailing, or other elements to break down the scale. Page 232 of the adopted master plan indicates that buildings in the Health Sciences Neighborhood may be up to nine stories tall (between 135-153 feet), with no stepbacks mandated along Highland Avenue and a 20-foot build-to line.

Analysis & Conclusion

The requirements for campus master plans are outlined in Section 28.097(5). CI zoning district master plans are adopted as part of the Zoning Code following the process for zoning map amendments in Sections 28.182. Per Section 28.097(10) of the Zoning Code for the CI district, no alteration of an approved campus master plan shall be permitted unless approved by the Plan Commission, provided however, the Zoning Administrator may, following consideration by the alderperson of the district, issue permits for minor alterations that are approved by the Director of Planning and Community and Economic Development and are consistent with the concept approved by the Common Council. If the change or addition constitutes a substantial alteration of the original plan, the procedure in Sec. 28.097(6) is required.

In this case, the scale of the proposed addition to the Wisconsin Institutes for Medical Research warrants a full amendment to the master plan. Approval of master plans and major amendments to master plans shall be based on how the plan meets the intent of the CI district, whether the plan serves the public interest as well as the interest of the institution developing the plan, and shall be consistent with the goals of the Comprehensive Plan and any adopted neighborhood, corridor or special area plans adjacent to campus boundaries.

The statement of purpose for the CI District states that the district "is established to recognize the City's major educational and medical institutions as important activity centers and traffic generators, accommodate the growth and development needs of these institutions, and coordinate the master plans of these institutions with the City's plans, policies and zoning standards." The district is also intended to "permit appropriate institutional growth within boundaries while minimizing the adverse impacts associated with development and geographic expansion;" "balance the ability of major institutions to change and the public benefits derived from change with the need to protect the livability and vitality of adjacent neighborhoods;" and "encourage the preparation of Campus Master Plans that enable adjacent neighborhoods and the broader community to understand the levels of development being proposed, their likely impacts, and appropriate mitigation measures."

The Planning Division believes that the Plan Commission may find that the proposed amendment to the CI District Master Plan for the University of Wisconsin-Madison Campus to allow construction of the three-story, 54,260 square-foot addition to the Wisconsin Institutes for Medical Research at University Hospital can meet the standards for approval. The site is not located within the boundaries of a City-adopted neighborhood or sub-area plan, and staff believes that the amendment is consistent with the recommendations for the Special Institutional category in the Comprehensive Plan (pages 25-26 of the Growth Framework) and with the intent and purpose of the CI zoning district. No comments have been submitted by reviewing agencies that would suggest a negative impact on the City's infrastructure as a result of the proposed addition.

The City's review of the proposed addition is limited to only the portion located within its corporate boundary. Notice of the Plan Commission and Common Council hearings for the zoning master plan amendment was sent to the Village of Shorewood Hills as a courtesy concurrent with the notices required in Section 28.181 of the Zoning Code. Additionally, the Village participates in the Joint Campus Area Committee (JCAC), where the project was discussed at its December 11, 2025 meeting, at which time the JCAC recommended approval of the master plan amendment to the Plan Commission and Common Council.

Recommendation

Planning Division Recommendation (Contact Timothy M. Parks, (608) 261-9632)

The Planning Division recommends that the Plan Commission find the applicable standards are met and forward the amendment to the Campus-Institutional (CI) District Master Plan for the University of Wisconsin-Madison Campus to the Common Council with a recommendation of **approval** to allow a three-story, 54,260 square-foot addition to the Wisconsin Institutes for Medical Research at University Hospital to be constructed on the portion of the campus addressed as 1111 Highland Avenue. Approval of the plan amendment shall be subject to input at the public hearing and the conditions from reviewing agencies that follow.

Recommended Conditions of Approval Major/Non-Standard Conditions are Shaded

Planning Division

1. Include graphics in the campus master plan as approved by the Planning Division that more clearly show the boundary between the City of Madison and Village of Shorewood Hills in relation to existing and proposed University buildings in the 'West Campus' campus planning district and 'Health Sciences Neighborhood'.

City Engineering Division (Contact Gretchen Aviles Pineiro, (608) 266-4089)

2. The applicant shall provide evidence that UW Facilities has reviewed and verified that the UW-owned sewer facilities that can handle the additional wastewater flow generated from the proposed hospital expansion.

3. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder at (608) 261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering Division signoff.

4. The property is a closed Wisconsin Department of Natural Resources (WDNR) Bureau of Remediation and Redevelopment Tracking System (BRRTS) site (#03-13-211167 and # 02-13-001602–UW HOSPITAL & CLINICS). If contamination is encountered, follow all WDNR and Department of Safety and Professional Services (DSPS) regulations for proper handling and disposal.

City Engineering Division – Mapping Section (Contact Julius Smith, (608) 264-9276)

5. Note: Portions of the amendment #8 to the Master Plan are located in the Village of Shorewood Hills. The applicant will need approval of such portions with the Village of Shorewood Hills.

Traffic Engineering Division (Contact Sean Malloy, (608) 266-5987)

This agency has reviewed the request and recommended no conditions of approval.

Zoning Administrator (Contact Jenny Kirchgatter, (608) 266-4429)

6. Add W-03 to Table 4-1 Proposed Building Summary.

Fire Department (Contact Matt Hamilton, (608) 266-4457)

This agency has reviewed the request and recommended no conditions of approval.

Parks Division (Contact Ann Freiwald, (608) 243-2848)

This agency has reviewed the request and recommended no conditions of approval.

Water Utility (Contact Jeff Belshaw, (608) 261-9835)

This agency has reviewed the request and recommended no conditions of approval.

Forestry Section (Contact Bradley Hofmann, (608) 267-4908)

This agency has reviewed the request and recommended no conditions of approval.

Metro Transit (Contact Tim Sobota, (608) 261-4289)

This agency has reviewed the request and recommended no conditions of approval.

Parking Division (Contact Trent W. Schultz, (608) 246-5806)

This agency has reviewed the request and recommended no conditions of approval.

09/22/2025
University of Wisconsin-Madison
Campus Master Plan Amendment #8
1111 Highland Ave - WIMR East Wedge Cyclotron & Expansion Project
REDLINE INDICATED WHAT CHANGED

WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON

CAMPUS-INSTITUTIONAL DISTRICT MASTER PLAN

Madison, Wisconsin

EFFECTIVE JANUARY 1, 2019

REVISE GRAPHIC/UPDATE TOTAL GSF

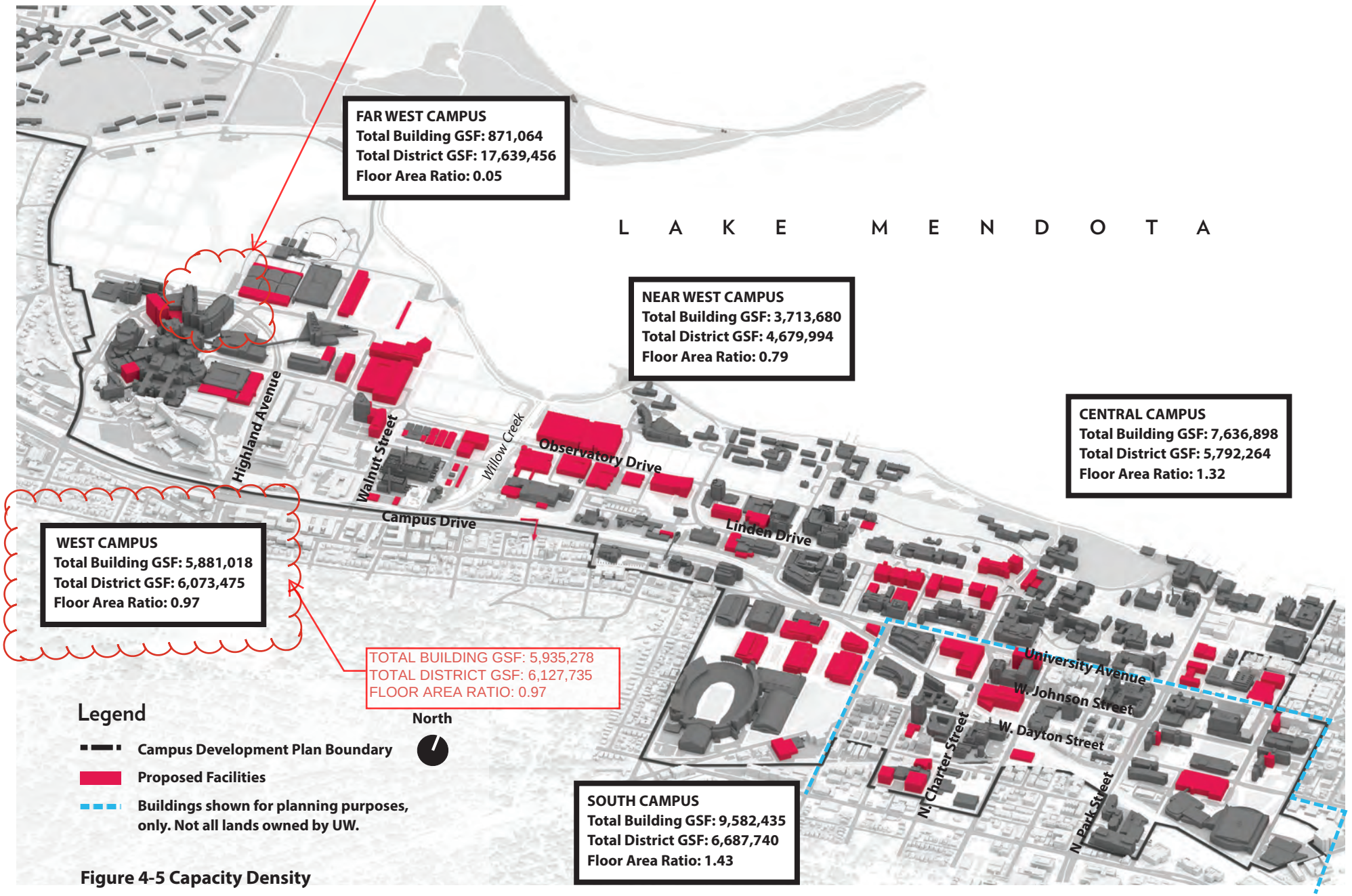


Figure 4-5 Capacity Density

Far West Campus

The general goals for the Far West Campus district (approximately all land north of UW Hospital, Nielsen Tennis Stadium, and Goodman Softball Complex) are to:

- Maintain existing recreation fields and open space connections, understanding much of the land is zoned Conservancy (CN).
- Maintain existing low-scale residential in Eagle Heights
- Continue strong preservation and management of the Lakeshore Nature Preserve, per the goals and recommendations of the Lakeshore Nature Preserve Master Plan

The 2015 Campus Master Plan Update recommends one new facility, a Preserve Outreach Center (W-29). This facility would welcome visitors, provide maps, educational displays, and interpretive information for the entire, 300-acre Lakeshore Nature Preserve. It could provide an overlook as part of the structure to enhance views across University Bay and toward the Class of 1918 Marsh, year-round restroom facilities, and better organized parking for cars and bicycles.

West Campus

The general goals for the West Campus district are to:

- Increase building density to provide for potential future growth in the health sciences
- Change the general character of the West Campus from suburban to more of a traditional campus with large buildings organized around quadrangles and green spaces
- Set heights to generally reflect existing buildings in the area
- Preserve and create new viewsheds to Lake Mendota, particularly for the UW Hospital and WARF Building

The primary focus of the West Campus is health sciences services, medical and affiliated education, and research. Other uses include athletic facilities, recreational fields, and supporting parking and service facilities.

The 2015 Campus Master Plan Update continues the migration of the medical school and UW Hospital from its original home in the Central Campus district on University Avenue. As outlined in earlier campus master plans, the university seeks to move medical research and teaching facilities near the teaching hospital to facilitate a closer bench-to-bed technology transfer. The consolidation of the hospital and medical school on the West Campus continues what was initially envisioned in the original hospital master development plan developed in 1970 by HOK.

Health sciences-related research will continue to grow and expand. Space expansion is likely for the UW Hospital, Medical School, Pharmacy, and Nursing, in addition to swing space necessary for efficient remodeling. Two expansion opportunities remain within the Highland Avenue ring road – the Wisconsin Institutes for Medical Research Phase 3 (W-01) and a reservation of space for an additional hospital module (W-04A).

REVISE TO:
Expansion opportunities remain within the Highland Avenue ring road - the Wisconsin Institutes for Medical Research Phase 3 (W-01), a WIMR East Wedge Cyclotron expansion(W-03) and a reservation of space for an additional hospital module (W-04A)

The USDA Forest Products Lab and the William S. Middleton Veterans Memorial Hospital comprise over 45 acres of land within the Campus Development Plan Boundary and adjacent to the hospital. Expansion into the federal property is currently not possible. These two federal properties are shown to be continuing without significant changes. Both the USDA Forest Products Lab and the Veterans Hospital are consolidating their functions from around Wisconsin and the Midwest to their facilities here in Madison making them even more viable then in the past. Purchasing land from the federal government will be difficult, if not impossible. Potential does exist however for joint development projects beteen these two entities and the university. If either entity vacates these locations, the land reverts back to the Board of Regents.

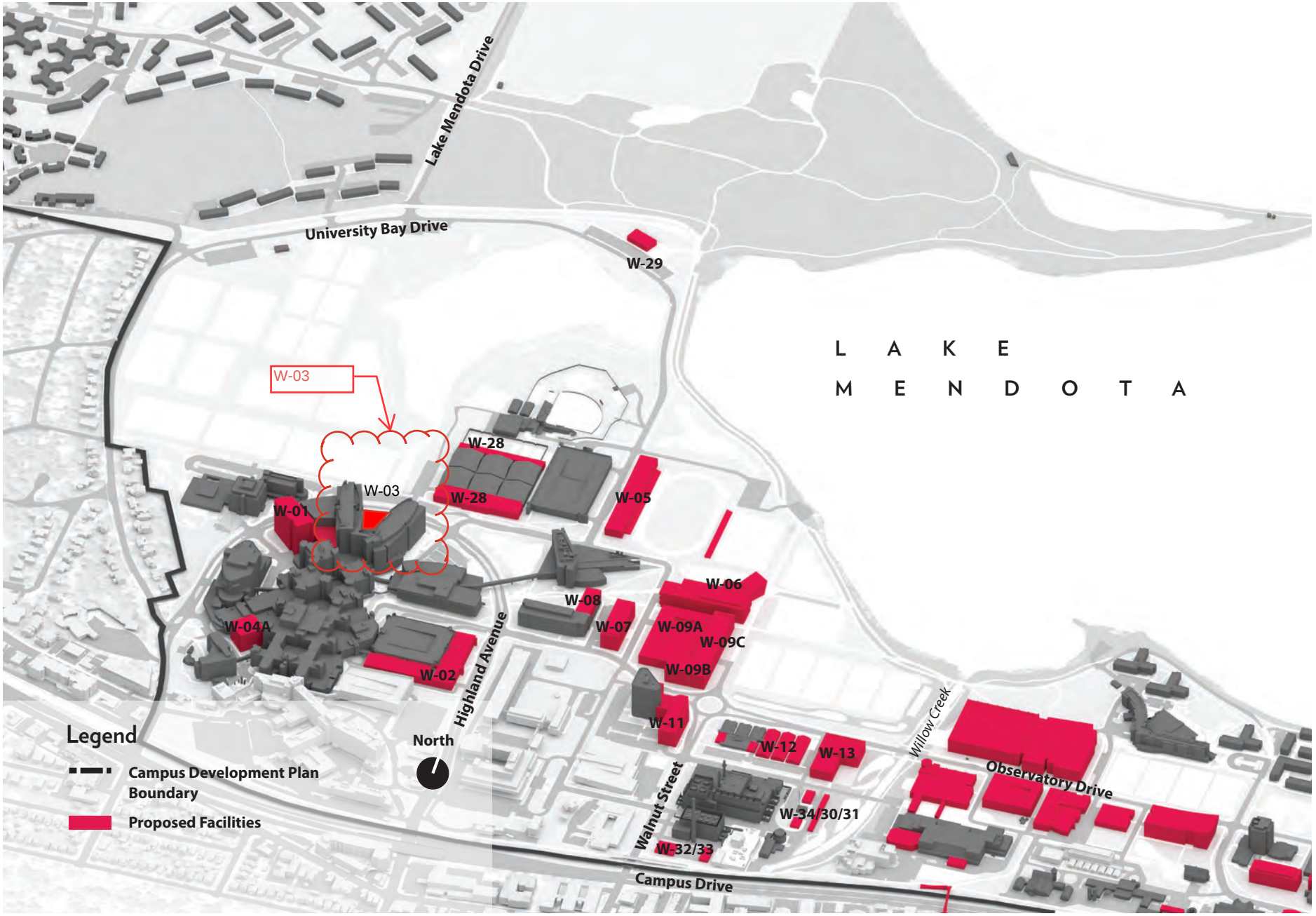


Figure 4-7 Far West and West Campus Building Key

REVISE TABLE
ADD W-03

Table 5-2 Phase 2 – 2023 to 2029 Mid-Term Improvements (continued)

Proposed Construction			
	ID	Name	GSF
Far West	W-29	Preserve Outreach Center	8,700
West	W-28	Nielsen Tennis Stadium Expansion	47,075
South	S-02	Engineering Drive 1410 – Replacement	169,091
Total Building Space Gained			224,866
Parking Spaces Proposed			0 Spaces

Phase 2 – 2023 to 2029 Mid-Term Improvements

Total Building Space Removed	349,953
Total Building Space Gained	224,866
Phase 2 Total Net Change	(125,087)

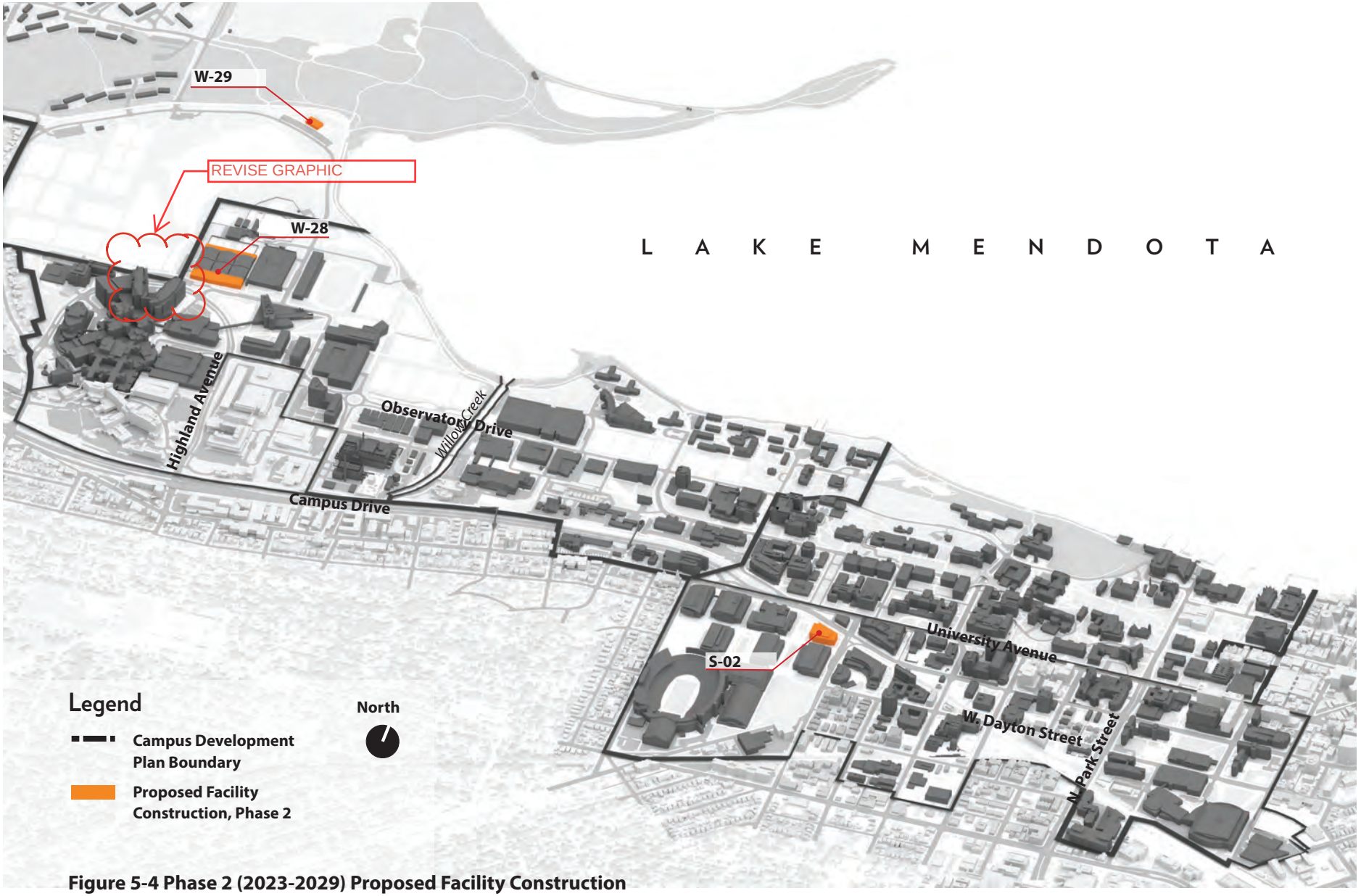


Figure 5-4 Phase 2 (2023-2029) Proposed Facility Construction

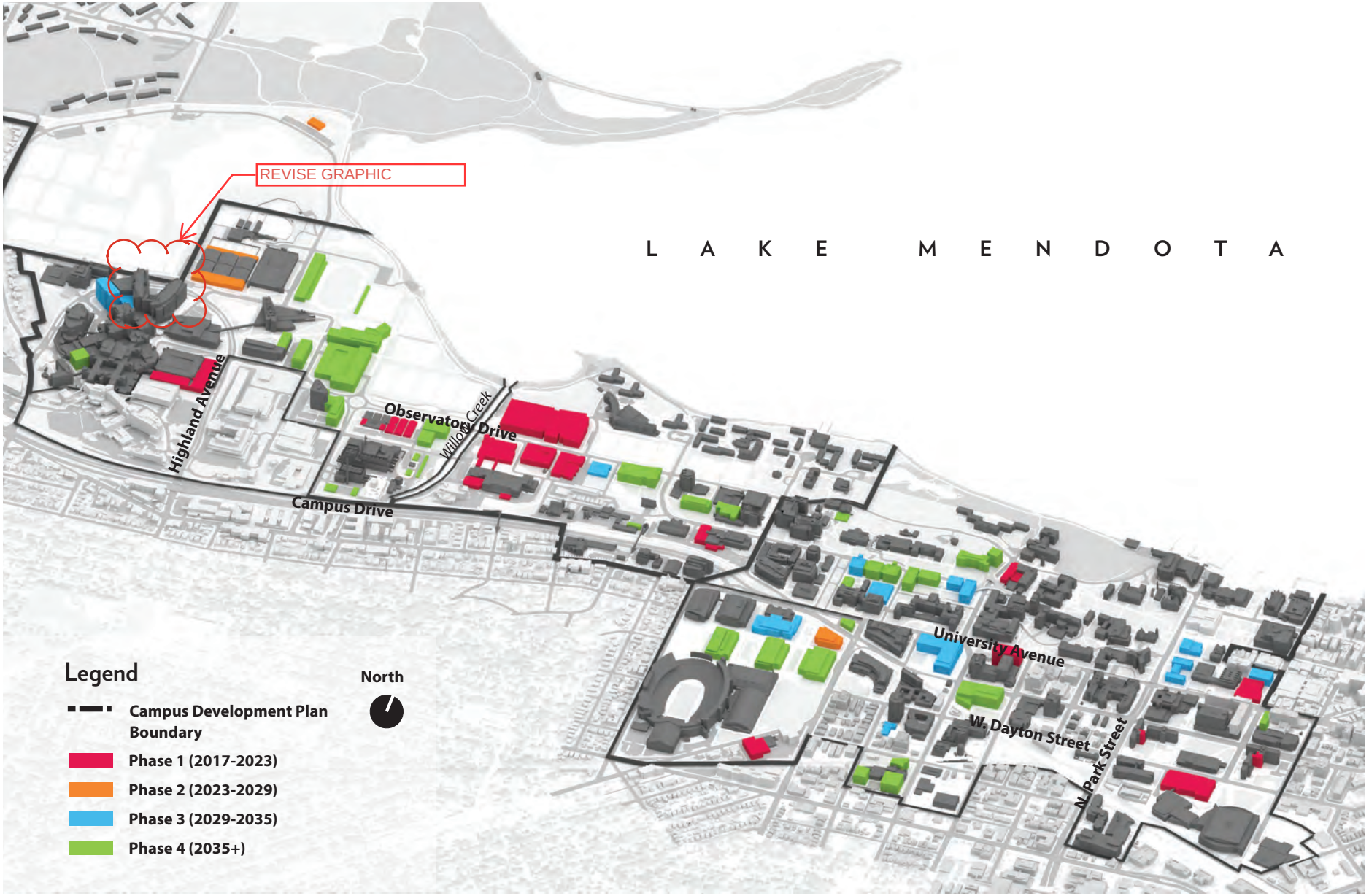


Figure 5-10 All Phases Proposed Facility Construction

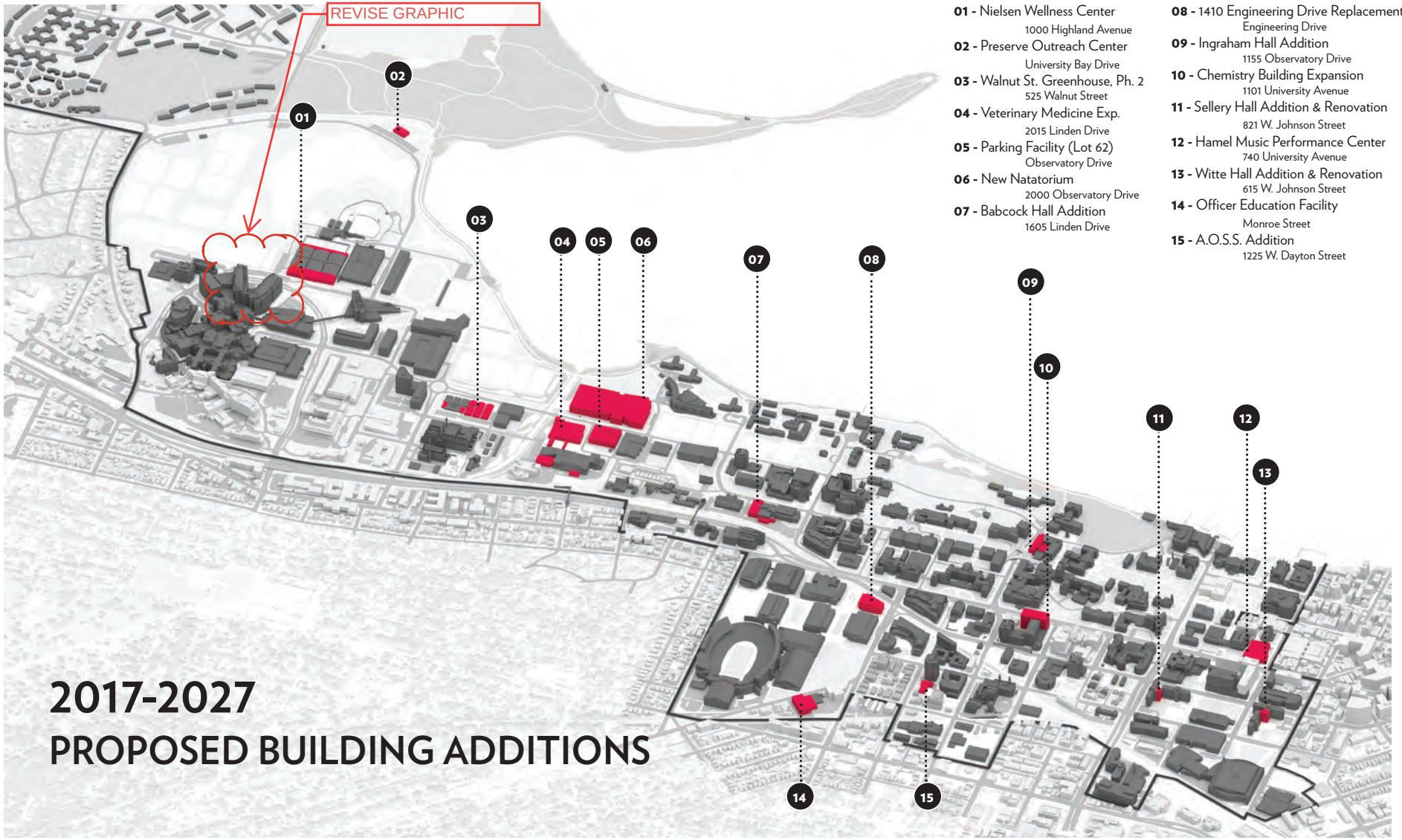
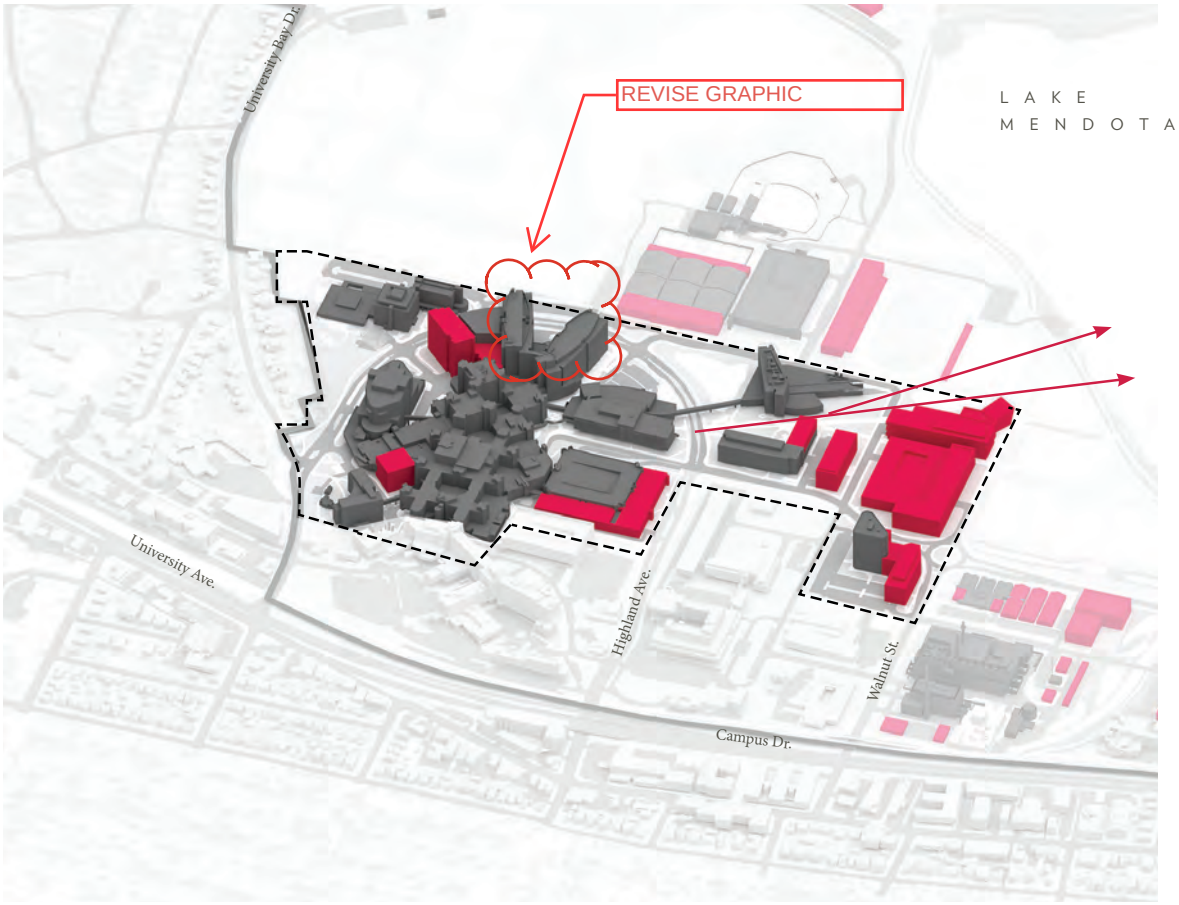


Figure 5-12 2017-2027 Proposed Building Additions

Key Plan

Massing & Scale

- Buildings shall have a base, middle, and top. Visual emphasis is to be given to the ground floor through door and window scale, architectural detailing, and greater floor-to-floor heights.
- New buildings should correspond to their neighbors in volume, scale, and level of detail. Necessarily large buildings should either be located among other such buildings or be broken down into smaller masses and given an appropriate level of detail.
- Where buildings are set back at upper stories, use lower roofs as green roofs, balconies, terraces, and gardens.
- Buildings are to be planned around internal open spaces, courtyards, and/or green roofs.
- Utilize architectural articulation such as changes in material, fenestration, architectural detailing, or other elements to break down the scale.
- Joint development projects with and on the Federal Neighborhood lands to the south should consider increased heights and bulk, creating a more cohesive area.
- Limit building/structure heights toward the east boundary to maintain the visual lake connection.
- Density is recommended for the eastern portion of this design neighborhood along Walnut Street.

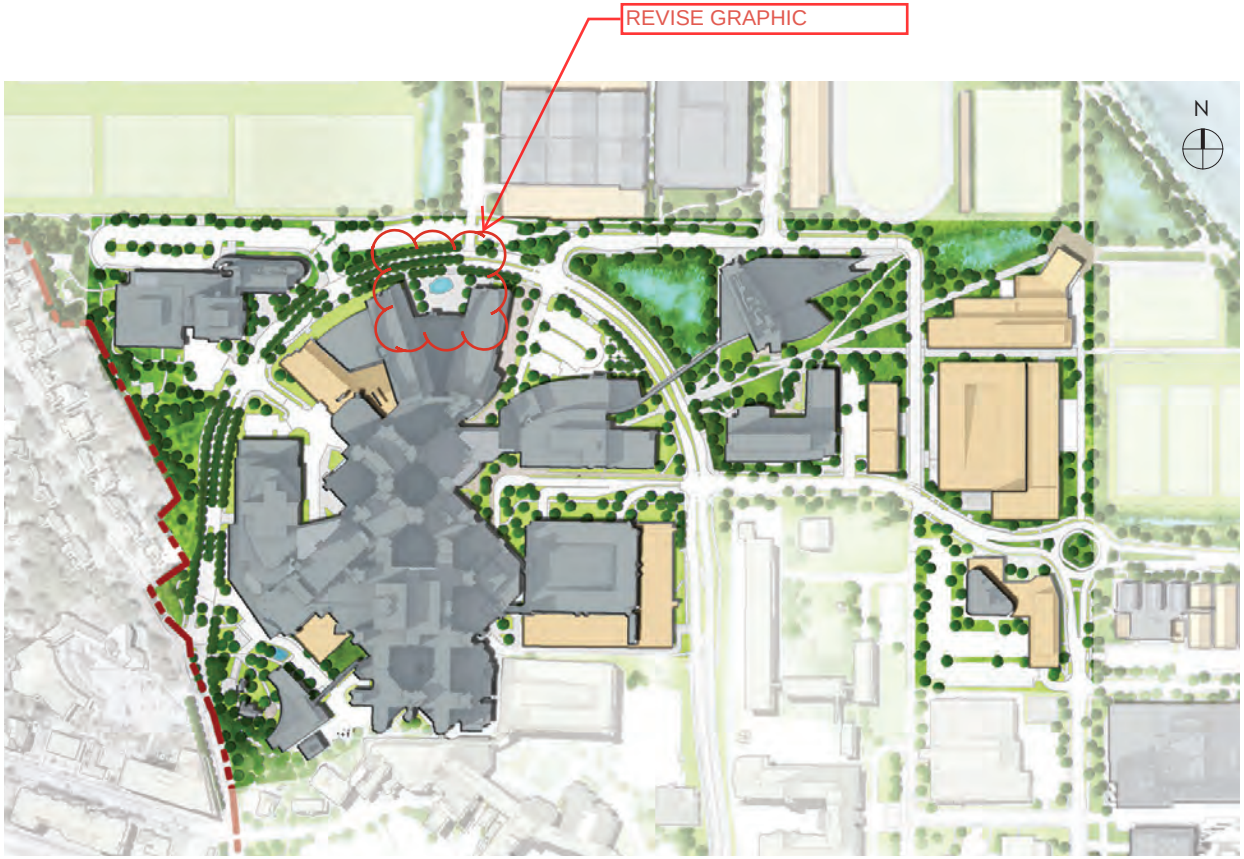


Key Plan

Landscape Principles

Develop the character of the Health Sciences Neighborhood as a traditional campus within a campus with large buildings organized around quadrangles, courtyards, and naturalized green spaces.

- Traditional landscape aesthetic on the hospital grounds, becoming increasingly naturalized toward the lake.
- Preserve, enhance, and create new viewsheds to Lake Mendota from the UW Hospital and WARF Building.
- Announce the arrival to UW Hospital, enhance pedestrian comfort, and better manage stormwater through street tree planting and green infrastructure.
- Encourage restorative landscape experiences through the implementation of therapeutic gardens and green roofs, living walls, and naturalistic landscape treatments.
- Continue to foster naturalized landscapes to promote ecosystem services and restorative health qualities.



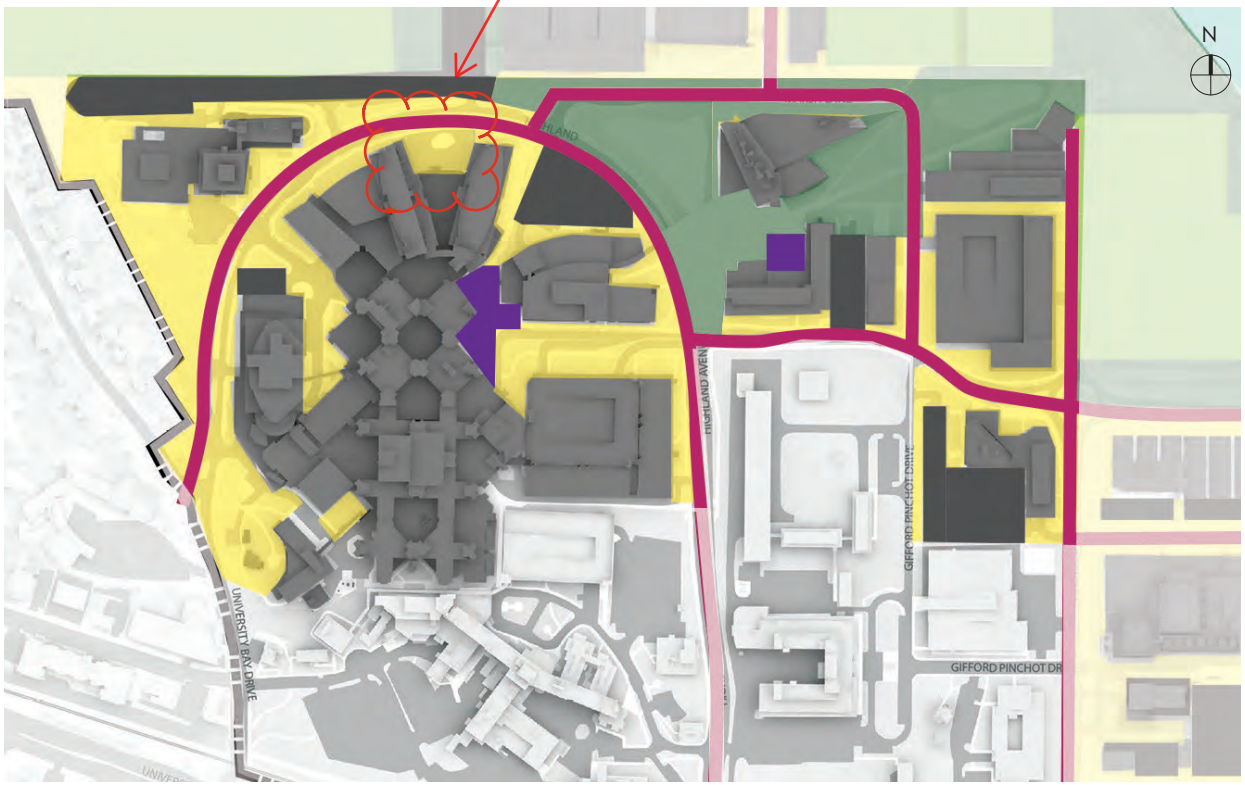
Note: *The list of statements characterize the neighborhood in regard to the Landscape Master Plan Guiding Principles. These principles were established to assist landscape recommendations in reaching the goals of the Campus Master Plan. Refer to the Landscape Master Plan and Landscape Development Standards for further information.*

Landscape Guidelines

Reflecting its large building footprints and sprawling pattern of development, the landscape structure of the Health Sciences Neighborhood is composed largely of the campus fabric typology.

- **Campus fabric:** Gardenesque landscape character south of Highland Avenue to project the UW Hospital brand. Plant large deciduous trees to provide human scale and buffer the building mass. Moving east from UW Hospital, the landscape transitions to become increasingly irregular and naturalized as it approaches the lake.
- **Naturalized landscapes**: Naturalistic stormwater retention ponds and short-grass meadow planting strengthening the connection to the lake and reducing maintenance costs. Trees planted in irregular stands mimic the original oak savanna.
- **Courtyards, plazas, terraces, and gardens:** Courtyards and areas between buildings should integrate ornamental deciduous canopy trees to provide a human scale and screen views from upper building levels. Spaces directly reflect the surrounding architectural context, reinforcing the sense of place. Use a high degree of native planting to enhance the connection between the immediate campus and the lands of the Lakeshore Nature Preserve.

REVISE GRAPHIC



- Campus Greens
- Courtyards, Plazas, & Gardens
- Campus Fabric
- Naturalized Landscapes
- Streetscapes
- Parking and Service

Note: *The list of statements characterize the nature of the identified typologies as defined by the Landscape Master Plan. Refer to the Landscape Master Plan and Landscape Development Standards for further information.*

WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON
2015 Campus Master Plan
NOTE: The UW-Madison Campus Master Plan graphic indicates some development on parcels currently not owned by the Board of Regents or university affiliates. Refer to Section 4 for proposed developments specific to C-I District Zoning.
Lakeshore Nature Preserve
REVISE GRAPHIC
Village of Shorewood Hills
Lake Mendota
Highland Ave.
Walnut St.
Observatory Dr.
University Ave.
W. Johnson St.
N. Randall Ave.
N. Park St.
City of Madison
Campus Development Plan Boundary
Existing Building
Proposed Building
North
0 250 500 1000

City of Madison

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

Master

File Number: 90915

File ID:	90915	**File Type:**	Ordinance	**Status:**	Council Recessed Public Hearing
Version:	1	**Reference:**		**Controlling Body:**	Attorney's Office
				File Created Date :	11/17/2025
File Name:	West Johnson Rezone			**Final Action:**	

Title: Creating Section 28.022-00741 of the Madison General Ordinances to change the zoning of property located at 33 West Johnson Street from PD (Planned Development) District to UMX (Urban Mixed-Use) District. (District 4)

Notes: 7015WestJohnsonRZ

Sponsors:	Planning Division	**Effective Date:**	
Attachments:	33 W Johnson Street (2025).pdf, Link to Cond Use File 90613, Link to CSM File 90617, 33 W Johnson UDC Draft Report 12-17-25.pdf	**Enactment Number:**	
Author:	Kate Smith	**Hearing Date:**	
Entered by:	mglaeser@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	11/17/2025	Referred for Introduction				
	Action Text:	This Ordinance was Referred for Introduction					
	Notes:	Plan Commission Public Hearing (12/15/25), Common Council (1/13/26)					
1	COMMON COUNCIL	11/25/2025	Refer For Public Hearing	PLAN COMMISSION		01/12/2026	Pass
	Action Text:	A motion was made by Vidaver, seconded by Govindarajan, to Refer For Public Hearing to the PLAN COMMISSION. The motion passed by voice vote/other.					
1	PLAN COMMISSION	12/15/2025	RECOMMEND TO COUNCIL TO RE-REFER - PUBLIC HEARING	PLAN COMMISSION	01/12/2026	01/12/2026	Pass
	Action Text:	A motion was made by Solheim, seconded by Wasniewski, to RECOMMEND TO COUNCIL TO RE-REFER - PUBLIC HEARING to the PLAN COMMISSION and should be returned by 1/12/2026. The motion passed by voice vote/other.					
	Notes:	On a motion by Solheim, seconded by Wasniewski, the Plan Commission recommended to the Common Council that the zoning map amendment be re-referred to the January 12, 2026 Plan Commission (January 27, 2026 Common Council) pending a recommendation by the Urban Design Commission on the related conditional use request (ID 90613). The motion to recommend re-referral passed by voice vote/ other.					

1	PLAN COMMISSION	01/12/2026	RECOMMEND TO COUNCIL TO ADOPT - RECESSED PUBLIC HEARING			Pass

Action Text: A motion was made by Guequierre, seconded by Field, to RECOMMEND TO COUNCIL TO ADOPT - RECESSED PUBLIC HEARING. The motion passed by voice vote/other.

Notes: On a motion by Alder Guequierre, seconded by Alder Field, the Plan Commission found the standards for zoning map amendments met and recommended Common Council approve the rezoning.

The motion passed by voice vote/other.

1	COMMON COUNCIL	01/13/2026	Re-refer for Recessed Public Hearing	PLAN COMMISSION	01/12/2026	Pass

Action Text: A motion was made by Vidaver, seconded by Govindarajan, to Re-refer for Recessed Public Hearing to the PLAN COMMISSION. The motion passed by voice vote/other.

Text of Legislative File 90915

Fiscal Note

No City appropriation required.

Title

Creating Section 28.022-00741 of the Madison General Ordinances to change the zoning of property located at 33 West Johnson Street from PD (Planned Development) District to UMX (Urban Mixed-Use) District. (District 4)

Body

DRAFTER'S ANALYSIS: This ordinance amendment rezones property located at 33 West Johnson Street from PD (Planned Development) District to UMX (Urban Mixed-Use) District to facilitate a two-lot land division and hotel development.

****

The Common Council of the City of Madison do hereby ordain as follows:

1. Map Amendment 00741 of Section 28.022 of the Madison General Ordinances is hereby created to read as follows:

“28.022-00741. The following described property is hereby rezoned to UMX (Urban Mixed-Use) District.

Lot 1, Certified Survey Map 14965, City of Madison, Dane County, Wisconsin. Said described parcel contains 2.0 acres (87,516 square feet)”

REQUEST FOR AMENDMENT TO THE MADISON GENERAL ORDINANCES

TO: Michael R. Haas, City Attorney

Proposed/Current Section No. _____

Amendment: x

FROM: Tim Parks, Planning Division

Repeal: _____

Creation: _____

Please draft the following ordinance:

Note: Is this ordinance exempt from the provisions of Section 2.05(4)?

_____ If so, **circle** the appropriate paragraph number under which exemption is claimed. [1, 2, 3, 4, 5, 6, 7, 8, 9]

_____ If not, the signature of the Mayor or the Alderperson who will sponsor this ordinance is required below.

See Attachment(s): ____

Date to be Presented: 25 November 2025

Referral(s): Plan Commission: 15 December 2025; Common Council: 13 January 2026

Fiscal Note: No Fiscal Impact

Sponsor(s): Planning Division

When completed:

Send DRAFT to: Tim Parks (original will be held until otherwise notified)

Send copy to: _____

Note: Unless otherwise indicated, this ordinance will be submitted directly to Common Council.

If request is to rezone property, the following additional information must be furnished before the ordinance can be drafted:

Rezone following property:

Address 33 W Johnson Street Alder District 4

From PD District To UMX District

Proposed Use: Rezone to facilitate two-lot land division and hotel development in UMX zoning

By Direction Of: _____ Date: 17 November 2025

Meagan Tuttle, Director Planning Division

URBAN DESIGN COMMISSION MEETING REPORT December 17, 2025

Agenda Item #: 4

Project Title: 33 W Johnson Street (formerly 200 Wisconsin Avenue) - New Hotel in Urban Mixed-Use (UMX). (District 4)

Legistar File ID #: 90072

Members Present: Shane Bernau, Chair; Rafeeq Asad, Anina Mbilinyi, Nicholas Hellrood, Davy Mayer

Prepared By: Jessica Vaughn, AICP, UDC Secretary

Summary

DRAFT

At its meeting of December 17, 2025, the Urban Design Commission made an advisory motion to the Plan Commission to **APPROVE** a new hotel located at 33 W Johnson Street. Registered and speaking in support were Andy Laufenberg, Michael Salerno, Kevin Yeska, and Doug Hursh. Registered in support and available to answer questions were Matt Saunders, and Jim Webb. Registered in support but not wishing to speak was Nicholas Davies.

Summary of Commission Discussion and Questions:

The Commission appreciated the tree protection on Wisconsin Avenue, and inquired about the landscape on the Johnson and Dayton Street frontages and how landscape is being accommodated. The applicant noted they are in discussions with Madison Metro for a bus boarding platform on Johnson Street, and silva cells will be used. Dayton Street will have the same condition, but there is a grass terrace there as well.

The Commission confirmed that there is currently no activity on the other half of the block. The floor plans seemed to have a parking connection on the lower level. The lower level is intended to only show that the floor plates align between the two.

The Commission acknowledged that the green roof is a positive, as well as the façade articulation, and the shadows in the material detailing. The Commission asked if there was a reason that the masonry stopped where it does. The applicant replied that the goal was to create a playful pattern by stopping and starting the masonry and metal panel, to create visual interest for the exterior that is not necessarily related to the interior.

The Commission noted it is best practice to show how changes have been made, and that they were not seeing how some of their previous comments were being addressed, especially with regard to the big things like materials and how they fit in with the context, the addition of a curb cut where it specifically doesn't allow one, as well as how the building corners have been activated more. Those things haven't changed and they are not consistent with the Downtown Urban Design Guidelines. Are there other entries, and how are they being highlighted or articulated at the corners? The applicant noted that the material palette is a red brick, a direct response to the Madison College building. It is a strong and durable material that will prolong the lifespan of the building. Metal panel was used, with sawtooth brick piers to add modern flair and a lighter, more contemporary feeling. With regard to the corners, they are strong and do a good job anchoring the site; eroding them and creating a more porous texture would detract from the arrival point, taking away from the hierarchy erodes that use and intent.

The Commission noted that the added specialty design moves in the application of the materials made the building design better, but that the building corners could still be stronger.

The Commission inquired about louvers on street facing façades and how they are articulated and integrated into the overall design. The applicant responded that louvers are articulated similarly to the other openings and vocabulary that already exists on the Johnson and Dayton Street façades. There are no louvers for the hotel rooms, only exhaust for the kitchen and parking garage. The back alley side is all louvers to account for garage ventilation.

The Commission asked about the planter material, if it was precast, and if so, were alternative materials explored? The Commission noted that there is an opportunity to enhance the planters more. The applicant responded that they are still exploring other options, but that poured in place with stone veneer would take up too much room, and corten steel would not work well with the architecture – they are looking for a slim profile and a Wausau Tile product, something similar to the precedent imagery provided – exposed aggregate, small finishes on those walls could be special. Ultimately, the Commission noted that the precast may be a better match to the materials on the building and is more durable.

The Commission inquired about the bus stop and bench, if that is the same material as the building. The applicant noted it would be a similar finish to that of the bronze metal panel on the building.

The Commission asked about the historic arch and if any alternatives to integrating it back into this part of the site or architecture were explored. The applicant stated that it feels foreign to this architecture. The location was shown as an exercise to see where it could be placed elsewhere on the site, and they have been working with the "Friends of the Arch" group as well. An alternative location may be pursued altogether, they are still working to explore locations. The Commission noted that the arch does not seem to be shown in the right place, but that the project site also may not be the right location given its style and design.

The Commission appreciated higher ceiling heights on the ground floor, and inquired about any horizontal shading and an energy study. The applicant replied that the individual hotel rooms will have black out shades, but that horizontal shades don't work great in the other locations. Dayton is already heavily shaded by the Concourse Hotel. They have not done an energy study.

The Commission confirmed that all the base planters being shown in the renderings are accommodated in the landscape plan. The applicant acknowledged that they were. In addition, the Commission noted that if an encroachment into the existing easement cannot be accommodated, those will have to move back at least one foot. The Commission noted that utilizing a similar material to the architectural base material would tie the planters well into the building.

The Commission asked why the drop-off cannot be located on Dayton Street to mimic the Concourse directly across the street. Having it on Wisconsin Avenue is a direct contradiction to the Downtown Urban Design Guidelines. The Commission noted that Johnson Street does not seem like a good fit, but that Dayton Street had potential, or that loading could not occur in the street on Wisconsin Avenue. The applicant responded without this drop-off on Wisconsin they couldn't have two entrances at either of the other streets; a single curb cut would use too much floor space in the building which would put back of house elements towards more active streets, and the proposed site plan resulted in a better overall design. They looked at vehicular drop off on Johnson or Dayton Streets, but there is not enough space. They have it designed with as minimal an impact as possible on Wisconsin Avenue, they are saving trees for minimum disturbance.

The Commission discussed not being fully convinced, without a true analysis, that a drop-off sequence on Dayton Street isn't a better design. This is hard because it goes against the one document the Commission uses to evaluate the project.

The Commission talked about other downtown hotels and their drop-off sequences, noting the AC Hotel, Embassy Suites at Judge Doyle Square, and the Hyatt on W Washington Avenue.

DRAFT

The Commission liked the drop-off sequence, it is good design in terms of sequencing, but the entries need more highlighting. Consideration should be given to more active seating areas at the entries.

The Commission questioned not framing the ceiling in the drop-off area, noting the piers stop at an odd location; consideration should be given to framing that ceiling.

The Commission noted that tree preservation is very important on Wisconsin Avenue. Having a drop-off in the terrace is a non-starter because it would impact the trees. This design can push boundaries. This location on Wisconsin Avenue makes the most sense for the drop-off area. Madison is changing and growing, it might be time to reevaluate some of our documents.

The Commission liked the materials, the symmetrical massing and asymmetrical use of materials, it is an interesting building. Framing the two-story larger elements makes it look more substantial than small, it has a monumental feel.

Action

On a motion by Asad, seconded by Mayer, the Urban Design Commission made an advisory motion to the Plan Commission to **APPROVE,** with the following conditions and findings:

- The bus stop design and materials shall be a similar material to the building (bronze metal).
- Louvers shall fit within the context of the design and existing rhythm of openings.
- Finding that the activation of the meeting spaces and tall windows provide an enhanced design at the pedestrian level, along with landscape, a separate, clear pedestrian pathway, maintenance of the trees on Wisconsin Avenue, while not meeting the letter of the guidelines, do maintain the intent of the Downtown Urban Design Guidelines that speak to site access and circulation.
- The Commission noted that if the arch should become integrated as a part of the proposed development, additional review and approval should be undertaken to evaluate how it is integrated in and consistent with the site plan, landscape, and building.

The motion was passed on a unanimous vote of (4-0).

DRAFT

City of Madison

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

Master

File Number: 91268

File ID:	91268	**File Type:**	Petition	**Status:**	Unfinished Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	12/17/2025
File Name:	Watts Road attachment			**Final Action:**	

Title: Petition received in the Madison City Clerk's Office December 17, 2025 regarding attachment from the Town of Middleton to the City of Madison.

Notes:

Sponsors:		**Effective Date:**	
Attachments:	Attachment Petition-Watts Road.pdf	**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	echristianson@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Clerk's Office	12/17/2025	Referred for Introduction				
	Action Text:	This Petition was Referred for Introduction					
	Notes:	Common Council to accept (1/27/26)					
1	COMMON COUNCIL	01/13/2026	Refer to a future Meeting to Accept	COMMON COUNCIL			Pass
	Action Text:	A motion was made by Vidaver, seconded by Govindarajan, to Refer to a future Meeting to Accept to the COMMON COUNCIL. The motion passed by voice vote/other.					
	Notes:	Accept 1/27/26					

Text of Legislative File 91268

Title

Petition received in the Madison City Clerk's Office December 17, 2025 regarding attachment from the Town of Middleton to the City of Madison.

PETITION FOR INTERMEDIATE ATTACHMENT

The Undersigned are authorized representatives of the owner of territory in the Town of Middleton legally described on Exhibit A and shown on the scale map on Exhibit B. The undersigned does hereby petition to attach this property to the City of Madison and detach it from the Town of Middleton, Dane County, Wisconsin. This petition for Intermediate Attachment is executed pursuant to the provisions in Section 12.01 of the "Final City of Madison and Town of Middleton Cooperative Plan" dated September 29, 2003.

The territory to be attached is right of way for Watts Road. The population of the territory to be attached is zero (0) and the number of electors residing in the territory is zero (0). There are zero (0) dwelling units in the territory.

The Tax Key Number for the territory to be attached is 038/0708-283-8617-0.

Dated: December 17, 2025.

Mayor Satya Rhodes-Conway
City of Madison, Wisconsin

Dated: December 17th, 2025.

Lydia A. McComas, Clerk
City of Madison, Wisconsin

The execution of this attachment petition is authorized by Resolution 25-00597, File ID # 90653, enacted by the Common Council of the City of Madison on November 25, 2025.

EXHIBIT A

LEGAL DESCRIPTION OF TERRITORY TO BE ATTACHED TO THE CITY OF MADISON

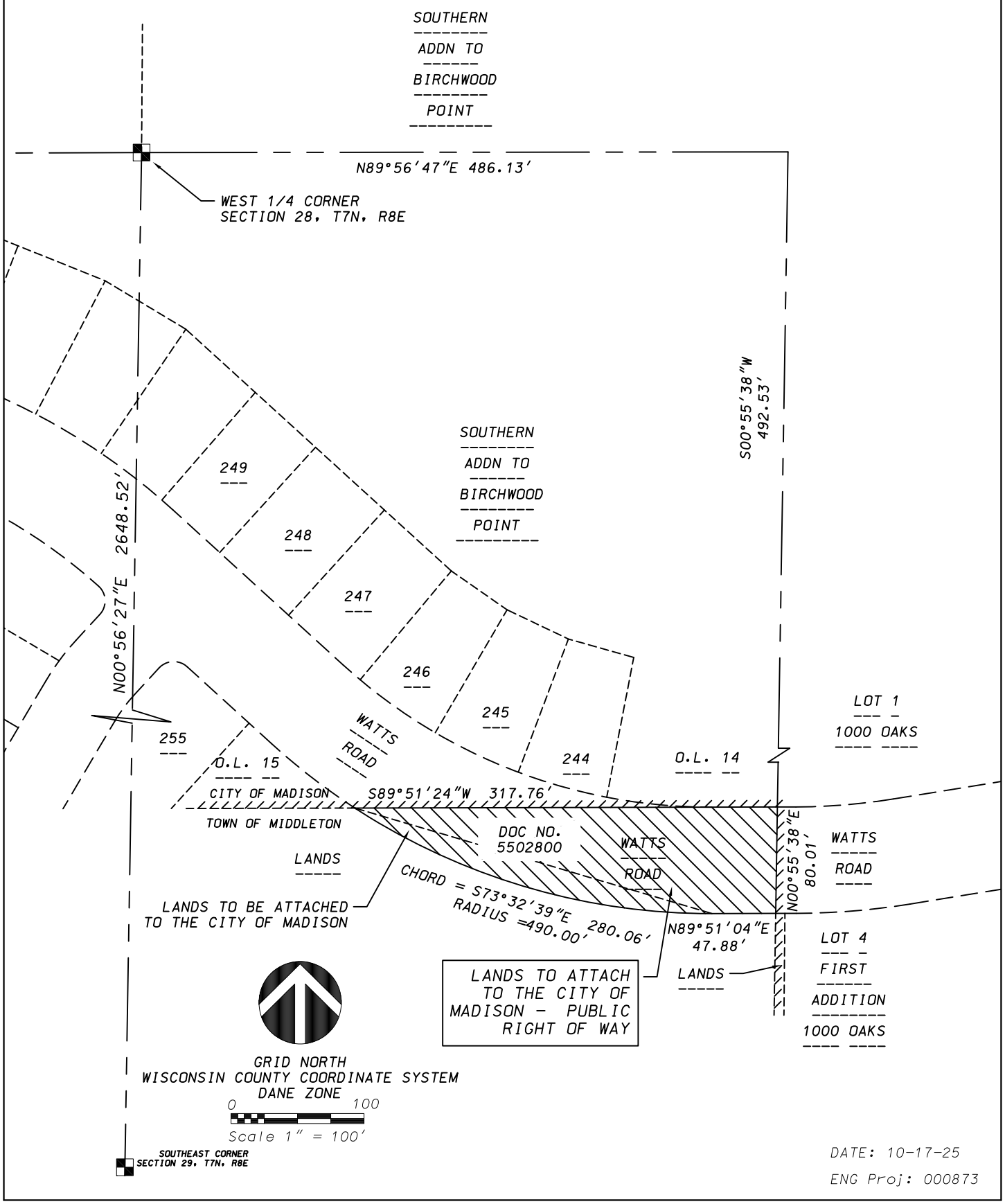
Being located in the NW1/4 of the SW1/4 of Section 28, T7N, R8E, Town of Middleton, Dane County, Wisconsin more particularly described as follows:

Commencing at the Southeast Corner of said Section 28; thence N 00°56’27 E, 2648.52 feet to the West 1/4 corner of said Section 28; thence N89°56'47"E, 486.13 feet along the South line of Lot 10, Silicon Prairie Business Park to the Northwest corner of Lot 1, 1000 Oaks; thence S00°55'38"W, 492.53 feet along the West line of and to the Southwest corner of said Lot 1, also being the Southeast corner of Outlot 14, Southern Addition to Birchwood Point, and said point also being on the North right-of-way line of Watts Road and the Point of Beginning; thence S89°51'24"W, 317.76 feet along a southern line of said Southern Addition to Birchwood Point; thence Southeasterly along a curve to the left which has a radius of 490.00 feet and a chord which bears S73°32'39"E, 280.06 feet; thence N89°51'04"E, 47.88 feet; thence N00°55'38"E, 80.01 feet to the Point of Beginning.

Said described area contains 18,457 square feet (0.424 acres).

ATTACHMENT MAP – EXHIBIT "B"

PART OF THE NW1/4 OF THE SW1/4 OF SECTION 28, T7N, R8E, TOWN OF MIDDLETON, DANE COUNTY, WISCONSIN



DATE: 10-17-25

ENG Proj: 000873

City of Madison

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

Master

File Number: 91269

File ID:	91269	**File Type:**	Petition	**Status:**	Unfinished Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	12/17/2025
File Name:	May-Moore/Sugar Maple Ln Attachment			**Final Action:**	

Title: Petition received in the Madison City Clerk's Office December 17, 2025 regarding attachment from the Town of Middleton to the City of Madison.

Notes:

Sponsors:		**Effective Date:**	
Attachments:	Attachment Petition.pdf	**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	echristianson@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Clerk's Office	12/17/2025	Referred for Introduction				
	Action Text:	This Petition was Referred for Introduction					
	Notes:	Common Council to accept (1/27/26)					
1	COMMON COUNCIL	01/13/2026	Refer to a future Meeting to Accept	COMMON COUNCIL			Pass
	Action Text:	A motion was made by Vidaver, seconded by Govindarajan, to Refer to a future Meeting to Accept to the COMMON COUNCIL. The motion passed by voice vote/other.					
	Notes:	Accept 1/27/26					

Text of Legislative File 91269

Title

Petition received in the Madison City Clerk's Office December 17, 2025 regarding attachment from the Town of Middleton to the City of Madison.

PETITION FOR ATTACHMENT

To: Clerk, City of Madison
210 Martin Luther King Jr. Blvd., Rm. 105
Madison, WI 53703

Clerk, Town of Middleton
7555 W. Old Sauk Rd.
Verona, WI 53593

The undersigned do hereby petition the Common Council of the City of Madison, a municipal corporation located in Dane County, Wisconsin, for attachment by unanimous consent pursuant to Wis. Stat. Section 66.0307 as follows:

1. The undersigned are all of the owners of all of the real property described in the attached Exhibit I.

2. The undersigned hereby petition and request the territory described in the attached Exhibit I to be directly attached from the Town of Middleton, located in Dane County, Wisconsin, to the City of Madison.

3. A scale map of the property to be attached, marked Exhibit II, showing the boundaries of such territory and the relation of the territory to the municipality to which attachment is requested, is attached hereto and incorporated by reference in this petition.

4. The tax parcels affected by this attachment are shown on the attached Exhibit III.

5. The area of the property to be attached is 33,268 square feet; 0.764 acres; 0.00119 square miles.

6. The current population of the territory to be attached is 0.

7. There is currently 0 dwelling units located on the property to be attached.

8. The undersigned state and affirm their unanimous approval of the proposed attachment. Signatures on following sheets 2 and 3.

Ronald J. May

Catherine L. May

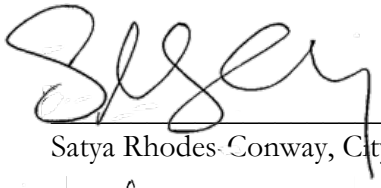
State of Wisconsin)
County of Dane) ss

Personally came before me this 5TH day of NOVEMBER, 2025, the above named persons to me known to be the persons who executed the foregoing instrument and acknowledged the same.

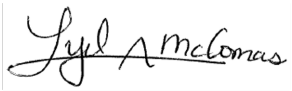
My commission expires: 4/27/28

Notary Public, Dane County, Wisconsin

NOTARY PUBLIC
DANIEL N. DAY
STATE OF WISCONSIN



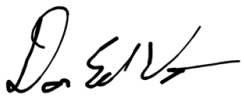
Satya Rhodes-Conway, City of Madison Mayor



Lydia A. McComas, City of Madison Clerk

Authentication

The signatures of Satya Rhodes-Conway, as the Mayor and Lydia A. McComas, as Clerk, on behalf of the City of Madison, are authenticated on this 17th day of December, 2025.



Name: Doran Viste, Assistant City Attorney

Title: Member, State Bar of Wisconsin

Authorization to sign this petition was approved by the City of Madison Common Council by Resolution RES-25-00597, File ID 90653, adopted on November 25, 2025.

EXHIBIT I

LEGAL DESCRIPTION OF LAND TO BE ATTACHED TO THE CITY OF MADISON

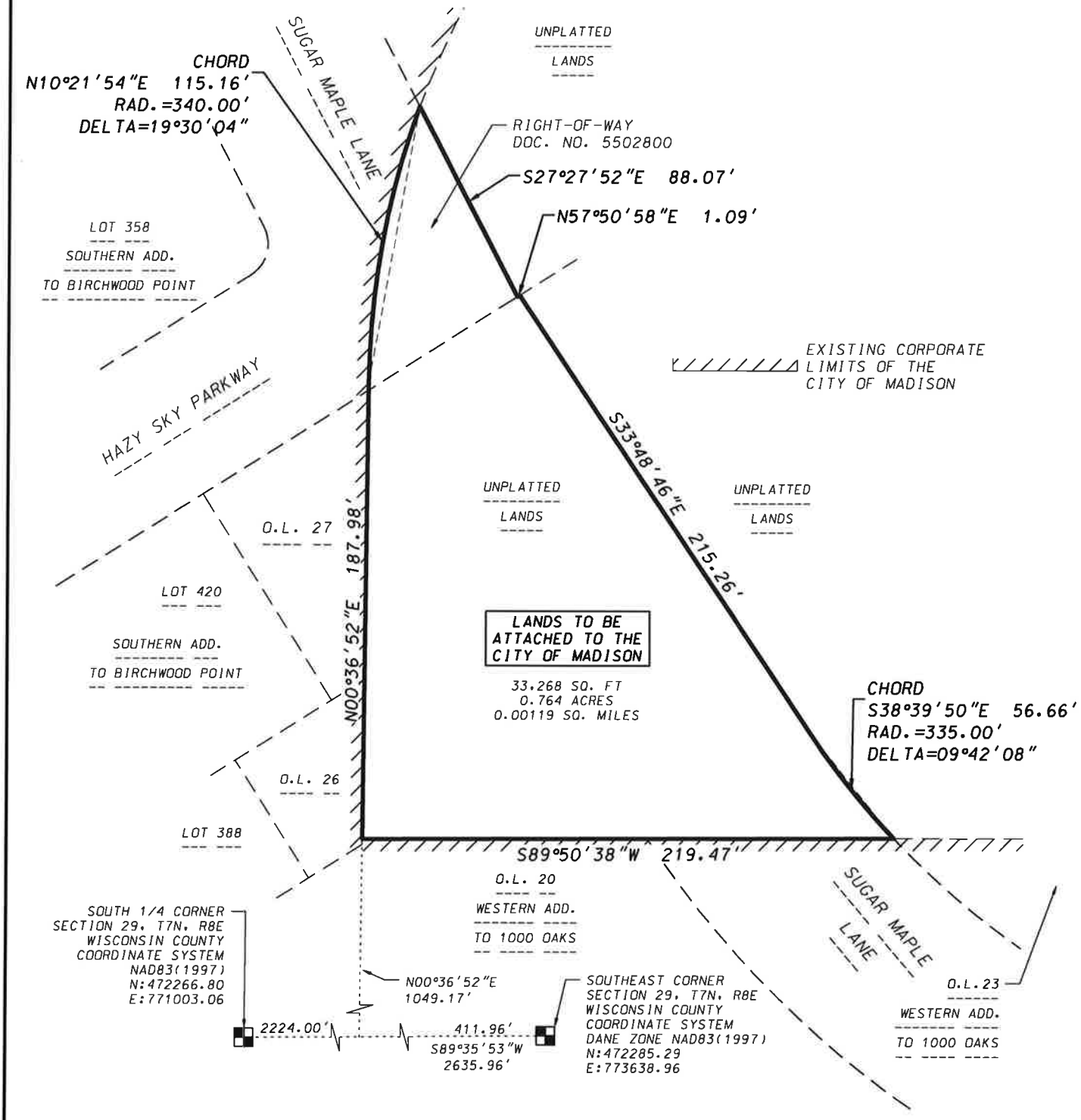
LEGAL DESCRIPTION

A parcel of land located in the SE1/4 of the SE1/4 and the NE1/4 of the SE1/4 of Section 29, T7N, R8E, Town of Middleton, Dane County, Wisconsin to-wit:
Commencing at the Southeast corner of said Section 29; thence S89°35'53"W, 411.96 feet along the South line of said SE1/4; thence N00°36'52"E, 1049.17 feet to the existing corporate limits of the City of Madison and Northwest corner of Outlot 20, Western Addition to 1000 Oaks being the point of beginning; thence N00°36'52"E, 187.98 feet along the East lines of Outlot 26 and 27, Southern Addition to Birchwood Point and said corporate limits to a point of curve; thence along said existing corporate limits Northeasterly along a curve to the right which has a radius of 340.00 feet and a chord which bears N10°21'54"E, 115.16 feet; thence S27°27'52"E, 88.07 feet; thence N57°50'58"E, 1.09 feet; thence S33°48'46"E, 215.26 feet to a point of curve; thence Southeasterly along a curve to the left which has a radius of 335.00 feet and a chord which bears S38°39'50"E, 56.66 feet to a point on and said corporate, the existing North right-of-way line of Sugar Maple Lane and the Northwest corner of Outlot 23, Western Addition to 1000 Oaks; thence S89°50'38"W, 219.47 feet along said corporate limits, said existing North right-of-way line and the North line of Outlot 20, Western Addition to 1000 Oaks to the point of beginning.

The area of the attachment being 33,268 sq. ft, 0.764 acres, 0.00119 sq. miles.

EXHIBIT II

SCALE MAP OF LANDS TO BE ATTACHED TO THE CITY OF MADISON



D'ONOFRIO KOTTKE AND ASSOCIATES, INC.

7530 Westward Way, Madison, WI 53717
Phone: 608.833.7530 • Fax: 608.833.1089
YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT

0 60'

Scale 1" = 60'

GRID NORTH
WISCONSIN COUNTY
COORDINATE SYSTEM
DANE ZONE NAD83(1997)
THE SOUTH LINE OF THE
SE1/4 OF SECTION 29, T7N, R8E
BEARS S89°35'53"W

DATE: 10-13-25

F.N.: 25-07-103

Oct 13, 2025-4:42pm U:\User\2507103\Drawings\2507103 ATTACHMENT MAP.dwg 8.5x11

EXHIBIT III

TAX PARCEL NUMBERS OF LANDS TO BE ATTACHED TO THE CITY OF MADISON

Parcel Number: A portion of 038/0708-283-8681-0 and 038/0708-294-9523-0

City of Madison

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

Master

File Number: 91432

File ID:	91432	**File Type:**	Appointment	**Status:**	Unfinished Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/06/2026
File Name:	1-27-2026 Resident committee appointments			**Final Action:**	

Title: Report of the Mayor submitting resident committee appointments (introduction 1-13-2026; action 1-27-2026).

Notes:

Sponsors:

Effective Date:

Attachments:

Enactment Number:

Author: Satya Rhodes-Conway

Hearing Date:

Entered by: ldcosta@cityofmadison.com

Published Date:

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Mayor's Office	01/06/2026	Referred for Introduction				
	Action Text:	This Appointment was Referred for Introduction					
	Notes:	Confirm 1/27/26					
1	COMMON COUNCIL	01/13/2026	Refer to a future Meeting to Confirm	COMMON COUNCIL			Pass
	Action Text:	A motion was made by Vidaver, seconded by Govindarajan, to Refer to a future Meeting to Confirm to the COMMON COUNCIL. The motion passed by voice vote/other.					
	Notes:	Confirm 1/27/26					

Text of Legislative File 91432

Title

Report of the Mayor submitting resident committee appointments (introduction 1-13-2026; action 1-27-2026).

Body

I hereby submit, for your consideration and approval, the following resident committee appointments.

***2/3 vote required for confirmation of non-city residents.**

Pursuant to Sec. 3.30(2) of the Madison General Ordinances, "...provision shall not apply to a

member of or candidate for appointment to a City of Madison board, committee or commission where, in the judgement of the mayor and two-thirds (2/3) of the Common Council, the best interests of the city will be served by the appointment of a non-resident member who is particularly well qualified by reasons of education, background, and experience with Madison business concerns or other Madison-based employers and the Mayor specifies fully to the Common Council the reasons why he or she is recommending such appointment."

COMMUNITY RESOURCES COMMITTEE

LAURA J. DRESSER (6th A.D.) - appoint to the position of Workforce Development/Employment-Related Services Representative. Laura Dresser is a clinical associate professor teacher/researcher at the University of Wisconsin-Madison Rosenbaum School of Social Work and the associate director of High Road Strategy Center (former Center on Wisconsin Strategy).
TERM EXPIRES: 4-18-2028

BECCA A. COLLINS (18th A.D.) - appoint to the position of Workforce Development/Employment-Related Services Representative. Becca Collins is the programs director of the Workforce Development Board of South Central Wisconsin.
TERM EXPIRES: 4-20-2027

Correction - updating position and term
ROBIN SERENO (3rd A.D.) - appoint to the position of Social Service Needs Representative. This a correction to a previous appointment report which erroneously indicated that Robin Sereno was being appointed to the position of Workforce Development/Employment-Related Services Representative. Robin Sereno is the director of day treatment services at Family Service Madison and previously served on the boards of the Homeless Services Consortium and Wisconsin Housing First.
TERM EXPIRES: 4-20-2027

AD HOC MADISON LAKEWAY PUBLIC ART SELECTION COMMITTEE

BETHANY M. JUREWICZ (15th A.D.) - appoint to the position or Current/Recent Madison Arts Commission Member. Bethany Jurewicz is a recent member of the Madison Arts Commission, having served from 10/2018 to 10/2025. She is the director of business operations at Garver Events.

*FAISAL ABDU'ALLAH, Shorewood Hills - appoint to the position of Board of Park Commission Member/President Designee.

Rationale: Faisal Abdu'Allah an artist who has had several showings, including at the Tate Modern, Studio Museum Harlem and The Royal Academy. He is the Chazen Family Distinguished Chair in Art and Creative Arts Community Faculty Director at UW-Madison. He is also a professor at the University of Wisconsin. He previously served on the Madison Arts Commission.

Currently serving on: State Street Campus Garage/Hawthorne Court Public Art Ad Hoc Committee

BRENDA L. BAKER (13 A.D.) - appoint to the position of Madison LakeWay Partners

Representative. Brenda Baker is a practicing artist and the co-CEO of the Madison Children's Museum. She is currently serving as chair of the Madison LakeWay Partners board.

KYLA H. S. BEARD (6th A.D.) - appoint to the position of Madison LakeWay Partners Representative. Kyla Beard is an enrolled Ho-Chunk Tribal Member. She is a founding member of the Teejop Community History Project. She works as a cage manager at Ho-Chunk Gaming Madison. She currently serves on the board of Mundo Esperanza.

TONI SIKES (4th A.D.) - appoint to the position of Public Artist/Public Art Professional. Toni Sikes is the founder and CEO of CODAworx - a leader in commissioned art. She is a public art professional involved in assisting artists in making a living through their art.

CHARLOTTE A. CUMMINS (20th A.D.) - appoint to the position of Public Artist/Public Art Professional. Charlotte Cummins is an artist/art educator. She spent 12 years with the Madison Metropolitan School District. She is currently the director of community partnerships with the Madison Children's Museum.

MONONA TERRACE BOOKING EVENT ASSISTANCE ADVISORY COMMITTEE

JASON E. SALUS (18th A.D.) - appoint to the position of Madison Area Hotel & Lodging Association succeeding Tom Ziarnik. Jason Salus is the general manager of the Best Western Park Hotel on the Capitol Square.
TERM EXPIRES: OPEN-ENDED

SISTER CITY COLLABORATION COMMITTEE

Per MGO 33.33(3) - "Because resident participation of the Sister City Collaboration Committee goes beyond the boundaries of the City, up to twenty-five percent (25%) of appointees to the committee may be non-residents of Madison without the need for a two-thirds (2/3) vote of the Council for confirmation."

ALIEU JALLOW, Sun Prairie - appoint to the remainder of a three-year term to the position of Sister City Representative succeeding Lamin Drammeh. Alieu Jallow serves as vice-president of the Madison-Kanifing Sister City Committee.
TERM EXPIRES: 2-1-2028

Respectfully submitted,

Satya Rhodes-Conway
Mayor

City of Madison

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

Master

File Number: 91613

File ID:	91613	**File Type:**	Appointment	**Status:**	Mayoral Business
Version:	1	**Reference:**		**Controlling Body:**	Mayor's Office
				File Created Date :	01/21/2026
File Name:	2-10-2026 Resident committee appointments			**Final Action:**	

Title: Report of the Mayor submitting resident committee appointments (introduction 1-27-2026; action 2-10-2026).

Notes:

Sponsors:

Attachments:

Author: Satya Rhodes-Conway

Entered by: ldcosta@cityofmadison.com

Effective Date:

Enactment Number:

Hearing Date:

Published Date:

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Mayor's Office	01/21/2026	Referred for Introduction				
	Action Text:	This Appointment was Referred for Introduction					
	Notes:	Confirm 2/10/26					

Text of Legislative File 91613

Title

Report of the Mayor submitting resident committee appointments (introduction 1-27-2026; action 2-10-2026).

Body

I hereby submit, for your consideration and approval, the following resident committee appointments.

***2/3 vote required for confirmation of non-city residents.**
Pursuant to Sec. 3.30(2) of the Madison General Ordinances, "...provision shall not apply to a member of or candidate for appointment to a City of Madison board, committee or commission where, in the judgement of the Mayor and two-thirds (2/3) of the Common Council, the best interests of the city will be served by the appointment of a non-resident member who is particularly well qualified by reasons of education, background, and experience with Madison business concerns or other Madison-based employers and the Mayor specifies fully to the Common Council the reasons why he or she is recommending such appointment."

BOARD OF PARK COMMISSIONERS

BETHANY S.C. ALWA (15th A.D.) - appoint to the remainder of a five-year term to the position of Adult City Resident succeeding Michelle R.S. Probst. Bethany Alwa is a reading interventionist with the Madison Metropolitan School District. In addition, she has earned certificates in Land Restoration and Wisconsin Master Naturalist trainings.
TERM EXPIRES: 4-30-2027

PATRICK M. HASBURGH (12th A.D.) - appoint to the remainder of a five-year term to the position of Adult City Resident succeeding Catie McDonald. Patrick Hasburgh is the owner of D & S Bait Tackle & Fly Shop. He was a founding member of the Madison Skatepark Fund and is a member of Wild Warner, Warner Park Lagoon Restoration Coalition and the Yahara Fishing Club.
TERM EXPIRES: 4-30-2029

EQUAL OPPORTUNITIES COMMISSION

DAVID A. ALBINO (12th A.D.) - appoint to the remainder of a three-year term to the position of Adult City Resident succeeding Katriel Tan Williams. David Albino is a bureau director with the Wisconsin Department of Transportation. He serves on the State of Wisconsin Group Insurance Board. He is a former City of Madison Parks employee and has focused his career on public service.
TERM EXPIRES: 4-20-2027

*EVELYN CRUZ, Sun Prairie - appoint to the remainder of a three-year term to the position of Adult City Resident succeeding Corinda Rainey-Moore.
TERM EXPIRES: 4-18-2028

Rationale: Evelyn Cruz is the Esperanza Director for Centro Hispano of Dane County. She has worked extensively on programs to positively impact public health and equity outcomes. She has volunteered with numerous organizations and has work experience in affirmative action and civil rights compliance.

SISTER CITY COLLABORATION COMMITTEE
Per MGO 33.33(3) - "Because resident participation of the Sister City Collaboration Committee goes beyond the boundaries of the City, up to twenty-five percent (25%) of appointees to the committee may be non-residents of Madison without the need for a two-thirds (2/3) vote of the Council for confirmation."

JAMES R. LETOURNEAU (20th A.D.) - appoint to a three-year term to the position of Sister City Representative succeeding Frank Alfano. Jim LeTourneau is a member of the Madison Italian Workmen's Club Council and will represent the Madison-Mantova sister city committee.
TERM EXPIRES: 2-1-2029

JOSEPHINE OYAMA-MILLER, Monona, 53716 - reappoint to a three-year term to the position of Sister City Representative. First appointed 2-1-2011.
TERM EXPIRES: 2-1-2029

CAROLYN GANTNER (18th A.D.) - reappoint to a three-year term to the position of Sister City Representative. First appointed 2-1-2011.
TERM EXPIRES: 2-1-2029

Respectfully submitted,

Satya Rhodes-Conway
Mayor

City of Madison

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

Master

File Number: 89017

File ID:	89017	**File Type:**	Report	**Status:**	Presidential Business
Version:	1	**Reference:**		**Controlling Body:**	Council Office
				File Created Date :	07/08/2025
File Name:	Confirming the Madison Common Council meeting formats through June 23, 2026			**Final Action:**	

Title: Confirming the Madison Common Council meeting formats through June 23, 2026:
2/10/26 - Hybrid (Virtual & CCB 201)
2/24/26 - Hybrid (Virtual & CCB 201)
3/10/26 - Hybrid (Virtual & CCB 201)
3/24/26 - Hybrid (Virtual & CCB 201)
4/21/26:
12:00 meeting - Hybrid (Virtual & CCB 201)
6:30 meeting - Hybrid (Virtual & **MMB 215)**
5/5/26 - Hybrid (Virtual & CCB 201)
5/19/26 - Hybrid (Virtual & CCB 201)
6/9/26 - Hybrid (Virtual & CCB 201)
6/23/26 - Hybrid (Virtual & CCB 201)

Notes:

Sponsors:		**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	lwindsor-engnell@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Council Office	07/08/2025	RECOMMEND TO COUNCIL TO ACCEPT - REPORT OF OFFICER				

Action Text: This Report was RECOMMEND TO COUNCIL TO ACCEPT - REPORT OF OFFICER

Text of Legislative File 89017

Title
Confirming the Madison Common Council meeting formats through June 23, 2026:
2/10/26 - Hybrid (Virtual & CCB 201)

2/24/26 - Hybrid (Virtual & CCB 201)
3/10/26 - Hybrid (Virtual & CCB 201)
3/24/26 - Hybrid (Virtual & CCB 201)
4/21/26:
12:00 meeting - Hybrid (Virtual & CCB 201)
6:30 meeting - Hybrid (Virtual & **MMB 215)**
5/5/26 - Hybrid (Virtual & CCB 201)
5/19/26 - Hybrid (Virtual & CCB 201)
6/9/26 - Hybrid (Virtual & CCB 201)
6/23/26 - Hybrid (Virtual & CCB 201)

City of Madison

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

Master

File Number: 91343

File ID:	91343	**File Type:**	Appointment	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PARK COMMISSIONERS
				File Created Date :	12/22/2025
File Name:	Approving Park Commission President Member and Resident Appointment to Subcommittee of the Board of Park Commissioners (All Districts)			**Final Action:**	

Title: Approving Park Commission President Member and Resident Appointment to Subcommittee of the Board of Park Commissioners (All Districts)

Notes:

Sponsors:		**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:	Lisa Laschinger	**Hearing Date:**	
Entered by:	nmiller@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	BOARD OF PARK COMMISSIONERS	01/14/2026	RECOMMEND TO COUNCIL TO CONFIRM UNDER SUSPENSION OF MGO 2.055 - MISC. ITEMS				Pass

Action Text: Motion made by Field, seconded by Harrington to RECOMMEND TO COUNCIL TO CONFIRM UNDER SUSPENSION OF RULE 2.055. Motion passed by voice vote/other.

Text of Legislative File 91343

Title
Approving Park Commission President Member and Resident Appointment to Subcommittee of the Board of Park Commissioners (All Districts)

Body
Facilities Programs & Fees Subcommittee:
Ben Williams (District 10) - appoint to the position of Park Commission Member of the Facilities, Programs and Fees Subcommittee.
TERM EXPIRES WITH TERM ON BOARD OF PARK COMMISSIONERS: 4/30/2030

Devine Nzegwu (District 1) - appoint to the position of Resident Representative of the Facilities, Programs and Fees Subcommittee. Member is filling a vacant Resident Member position. TERM EXPIRES 4/30/27

City of Madison

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

Master

File Number: 91081

File ID:	91081	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	12/01/2025
File Name:	Authorizing the Mayor and City Clerk to enter into a competitively selected service contract with CR-Building Performance Specialists for professional facility assessment services.			**Final Action:**	

Title: Authorizing the Mayor and City Clerk to enter into a competitively selected service contract with CR-Building Performance Specialists for professional facility assessment services. (District 4)

Notes: Brent Pauba

Sponsors:	Michael E. Verveer	**Effective Date:**	
Attachments:	Report_14044_CCB-CNA_r1.pdf	**Enactment Number:**	
Author:	Jim Wolfe, City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	12/01/2025	Referred for Introduction				
	Action Text: This Resolution was Referred for Introduction						
	Notes: Board of Public Works (1/14/26), Finance Committee (1/5/26), Common Council (1/27/26)						
1	COMMON COUNCIL	12/09/2025	Referred	BOARD OF PUBLIC WORKS		01/14/2026	
	Action Text: This Resolution was Referred to the BOARD OF PUBLIC WORKS						
	Notes: Additional referral to Finance Committee						
1	BOARD OF PUBLIC WORKS	12/09/2025	Referred	FINANCE COMMITTEE		01/05/2026	
	Action Text: This Resolution was Referred to the FINANCE COMMITTEE						
1	FINANCE COMMITTEE	01/05/2026	Return to Lead with the Recommendation for Common Council to Adopt	BOARD OF PUBLIC WORKS		01/14/2026	Pass
	Action Text: A motion was made by Vidaver, seconded by Govindarajan, to Return to Lead with the Recommendation for Common Council to Adopt to the BOARD OF PUBLIC WORKS. The motion passed by voice vote/other.						

1	BOARD OF PUBLIC WORKS	01/14/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass

Action Text: A motion was made by Ald. Lankella, seconded by Ald. Guequierre, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

Text of Legislative File 91081

Fiscal Note

The proposed resolution authorizes the Mayor and City Clerk to enter into a contract for Purchase of Services with CR-Building Performance Specialists for a professional Capital Needs Assessment of the City County Building facility at a cost not to exceed $194,000. Funding for this project is available in the 2025 Adopted Engineering Facilities Management Capital Budget (Munis #15672). No additional appropriation is required.

Title

Authorizing the Mayor and City Clerk to enter into a competitively selected service contract with CR-Building Performance Specialists for professional facility assessment services. (District 4)

Body

WHEREAS, Engineering-Facilities Management requires consulting services in order to complete a Capital Needs Assessment of the City County Building Facility; and

WHEREAS, CR-Building Performance Specialists has been selected through a “Request for Proposal” process, and is the final selection candidate in accordance with MGO Section 4.26 and,

WHEREAS, the City Engineering-Facilities Management worked with the Purchasing Division to issue RFP 14044-0-2025-AH to solicit proposals for such services, and received five proposals; and

WHEREAS, an evaluation team administered by the Purchasing Division and consisting of relevant department staff from City of Madison Engineering Facilities Management and Dane County Facilities Management conducted a detailed evaluation, scored and ranked each of the proposals using criteria including service methodology, similar project scope experience, cost, and other professional criteria; interviewed finalists and CR-Building Performance Specialists. was selected through this process; and

NOW, THEREFORE, BE IT RESOLVED, that the Common Council hereby authorizes the Mayor and City Clerk to enter into a contract for Purchase of Services (Design Professionals) in a form to be approved by the City Attorney, with CR-Building Performance Specialists. to provide professional capital needs assessment services for the City County Building (CCB) facility.

BE IT FURTHER RESOLVED that the Finance Director or designee is authorized to execute contract amendments for extensions to the contract term and increases up to $194,000 total contract amount.

RFP EVALUATION PANEL REPORT

Project: City County Building Capital Needs Assessment
Location: 210 Martin Luther King Jr Blvd, Madison, WI 53703
Aldermanic District: 4
RFP: 14044-0-2025-AH
Date: Nov. 24, 2025

REVISIONS:

- REV-1: Section C.3 has been amended to correct mistyped HGA details, updating the Total Hours from 201 to 682 and revising the associated "Average Cost per Hour" accordingly.

This Evaluation has been reviewed and approved by a Principal Architect 2, Principal Engineer 2, Deputy City Engineer, Deputy Division Manager, or the City Engineer. ☐ Yes ☐ No

A. Project Details

1. Background Information

The City of Madison, Wisconsin has included funding in the Capital Improvement Plan to complete a Capital Needs Assessment (CNA) of the City-County Building (CCB) located at 210 Martin Luther King Jr Blvd, Madison, WI 53703. The CCB is a government facility that is jointly owned by the City of Madison (40.8%) and Dane County (59.2%). Dane County is responsible for facility maintenance and custodial activities. The scope of this CNA shall include all common area facility elements and systems, and all city-owned tenant space elements and systems. This CNA excludes the County owned tenant spaces - including jail facilities. The CNA shall be a comprehensive inspection of the property that estimates the future costs of property maintenance and repairs, including the cost to repair urgent issues. The goal is to evaluate the facility's physical condition, identify deficiencies, and provide a draft and final report that includes all the findings, and a projection of future capital expenses needed for ongoing preservation, particularly for long-term planning.

2. Role of Architecture and Engineering Services (A/E)

The A/E services for this contract shall include detailed physical inspections, research, and interviews to determine both short-term and long-term capital needs. Inspections shall be conducted on-site, research shall include review of all relevant City and County facility documents, and interviews shall be held with County maintenance and custodial staff as well as City Engineering-Facilities staff.

The A/E scope shall provide:

- Recommendations for ongoing maintenance schedules for all building systems and components.
- Recommendations for replacement schedules for all buildings, systems, and components.
- Estimates of short-term (10 years or less) and long-term (30–50 years) probable costs, including escalation assumptions.
- Assessments of interior and exterior elements and systems, covering major building and site components such as site entries, signage, fencing, landscaping, sidewalks, drives, lighting, sewer utilities, gas and electric infrastructure, structural components, enclosure systems, elevators, mechanical and ventilation systems, water heating systems, plumbing, electrical service and wiring, low voltage systems, lighting, fire protection systems, finishes, and other significant site systems.

The A/E scope shall encompass all phases of inspection, documentation, recommendations, and reporting to ensure a comprehensive evaluation of facility needs and future planning.

B. Purchasing Details

1. Purchasing guidelines for RFP evaluation

The City of Madison solicited proposals from qualified vendors through a Request for Proposals (RFP) process. The RFP, addenda, tabulations, awards and related announcements were posted on two distribution networks – VendorNet and DemandStar. The RFP format, scoring and awarding was overseen by City of Madison, Finance-Purchasing.

2. RFP Response and Evaluation Timeline - 2025

Jul 17	RFP is issued
Aug 01	Questions Due
Aug 12	Addendum 1 posted
Aug 15	Addendum 2 posted
Aug 22	Proposals Due
Sep 10	Evaluation meeting #1. Distribute submissions to Evaluation Panelists.
Sep 25	Scoring is due to City Purchasing
Sep 26	Evaluation meeting #2. Panel discussed technical scores, local preference scoring, and fee proposal scoring. The Panel selected the top (3) finalists pending the response from one finalist. (1) panelist found unresponsive.
Oct 8,9,13	Questions and interview format sent to three finalists
Oct 9,10,14	Finalist interviews
Nov 4	Evaluation meeting #3, Panel discussed interviews
Dec 09	Referral/Recommendation at Common Council
Jan 05	Referral/Recommendation at Finance Committee
Jan 14	Referral/Recommendation at Board of Public Works
Jan 27	Action at Common Council

3. Original RFP Respondents (5)

1) Concord
2) CR BPS
3) HGA Consulting
4) InSite Consulting
5) McKinstry

4. Evaluation Panel

The evaluation panel was comprised of a total of four panelists. The panelists were tasked with scoring the technical requirements of the RFP proposal and included the following: 2 panelists from City Engineering-Facilities Management and 2 panelists from Dane County Facilities Management.

5. Evaluation Structure and Scoring

Evaluations were documented through a quantifiable scoring mechanism – see Section C of this document. The evaluation was conducted in a structured manner and administered by City Finance's Purchasing Unit. See below for additional details.

ROUND - 1

Per instructions within the Request for Proposal, Respondents were asked to provide a series of deliverables, a portion of which were evaluated by the Panel. Evaluated deliverables included in the RFP in Section 5. Scope of Work and Required Information. Panelists followed Purchasing guidelines and predetermined grading scales for each evaluated deliverable as detailed in section 5.3 Required Information and Content of Proposals.

Panelists evaluated and scored the technical qualification and information section of each proposal and submitted their scoring evaluation to Purchasing where all the Panelist scores were averaged and weighted for evaluation for each of the Respondents. Purchasing scored the following deliverables based on City Purchasing guidelines: 5.4 Cost Proposal.

During ROUND-1 reviews, a proposal was designated non-responsive per a significantly lower fee the all other proposals. Specifically, the proposal was $92,015 or 63% lower than the next lowest proposal, which is a direct result from the unresponsive vendor's notably lower estimated hours to complete the proposed Scope Of Work. The proposal was removed from consideration at this time.

Panelists recommended three of the four remaining Finalists move on to Round 2 of the evaluation process as noted in section C1 below.

ROUND - 2

Finalists were provide 7 questions to be addressed during an interview presentation. Panelists evaluated each Finalist team – using ROUND – 1's Scoring Criteria. Panelists considered each Finalist team on how well they did or did not address initial questions, how well they responded to questions by the Panelists after their presentation, and how well the overall presentation went.

Panelists evaluated and scored each Finalists interview and submitted their scoring evaluation to Purchasing. Purchasing weighted and averaged all of the interview scores.

Panelists then met to discuss the consolidated scoring and recommended one Finalist as noted in section C2 below.

C. Summary of Evaluation

1. Scoring Round 1

	Max Points	Concord	CR BPS	HGA	InSite	McKinstry
Technical	65	32.88	43.25	38.38	44.94	NA
Cost	30	18.11	22.62	30.00	11.40	NA
Local Vendor	5	0	0	0	5.00	NA
Total	100	50.99	65.87	68.38	61.34	NA
Ranking		4	2	1	3	

Notes:

1. The RFP proposal review is an opportunity to narrow the field of candidates via an initial round of scoring primarily based on response to the RFP guidelines. A smaller group of Finalists then moved on to an interview round.
2. A full description of requested material and grading weights can be found in the associated RFP documents.
3. Please review Section 4, below regarding Local Vendor Preference.

2. Scoring Round 2

	Max Points	CR BPS	HGA	InSite
Technical	65	51.38	41.38	42.75
Cost	30	22.62	30.00	11.40
Local Vendor	5	0	0	5.00
Total	100	74.00	71.38	59.15

Ranking		1	2	3

3. Fee Breakdown

Cost Evaluation	CR BPS	HGA	InSite
Basic + Additional Services of Scope	$193,858	$147,151	$384,625
Total Hours	1,408	682	2,464
Average Cost per Hour	$ 137.69	$ 215.76	$ 156.10
Purchasing Cost Score	23	30	11

REV-1

4. Local Preference

The City of Madison has adopted a Local Preference Purchasing Policy (RES-07-00421, FILE ID 05943) granting a scoring preference to local suppliers. Only suppliers who meet the criteria and are registered as of the bid's due date will receive preference.

Was the outcome of this bid changed by the local purchasing ordinance? ☐ Yes ☒ No

5. Recommendation

Based on the scoring and evaluation outlined above the selection Panel recommends that CR-Building Performance Specialists (CR BPS) be approved as the consultant for the professional services required for the City County Building Capital Needs Assessment.

City of Madison

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

Master

File Number: 91225

File ID:	91225	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	12/11/2025
File Name:	Assessing Benefits, Blue Harvest Lane, Feather Edge Drive, & Soaring Sky Run Assessment District - 2023.			**Final Action:**	

Title: Assessing Benefits, Blue Harvest Lane, Feather Edge Drive, & Soaring Sky Run Assessment District - 2023. (District 1)

Notes: Reid Stiteley

Sponsors:	BOARD OF PUBLIC WORKS	**Effective Date:**	
Attachments:	13893_Parks Special Assessment Waiver Signed.pdf, 13893_Final Assessments.pdf	**Enactment Number:**	
Author:	Andew Zwieg, Engineering	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	12/11/2025	Refer	BOARD OF PUBLIC WORKS	01/14/2026	01/14/2026	
	Action Text: This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 12/17/2025						
1	BOARD OF PUBLIC WORKS	01/14/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text: A motion was made by Ald. Lankella, seconded by Ald. Guequierre, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.						

Text of Legislative File 91225

Fiscal Note

No appropriation required.

Title

Assessing Benefits, Blue Harvest Lane, Feather Edge Drive, & Soaring Sky Run Assessment District - 2023. (District 1)

Body

WHEREAS, the construction of Blue Harvest Lane, Feather Edge Drive, & Soaring Sky Run Assessment District - 2023 improvement(s) has been completed; and,

WHEREAS, it has been determined that the abutting property is to pay the amount per the attached schedule of assessments.

NOW, THEREFORE, BE IT RESOLVED, that the sums so charged to the abutting property be and are hereby assessed and levied upon said property payable by the owners of the lots or parcels of land benefited as determined by the Board of Public Works, and in accordance with its recommendations, the amount so charged to each of the lots or parcels of land so benefited being as follows, to wit:

WAIVER OF SPECIAL ASSESSMENT
NOTICES AND HEARING UNDER
SECTION 4.09(11), MADISON GENERAL ORDINANCES

We, the undersigned, being an owner of property benefited by the following proposed public improvement made by the CITY OF MADISON, of Dane County, Wisconsin, to-wit: **CONSTRUCTING ASPHALT PAVEMENT, CONCRETE SIDEWALK AND DRIVE APRON, AND STREET LIGHTING ALONG FEATHER EDGE DRIVE AND SOARING SKY RUN SERVING THE PROPERTY**; in consideration of the construction of said improvements by the City of Madison agree as follows:

1) In accordance with Section 4.09(11) of the Madison General Ordinances (MGO), we hereby waive all special assessment notices and hearings required by MGO Sec. 4.09, and we further agree that the benefit to our property from the construction of such improvement is **$145,946.08** which we may elect to pay in eight (8) equal successive annual installments to be paid with the general taxes beginning with the year **2025**.

2) The City of Madison shall have the right annually during the payment period above specified, to place a proportionate part of the principal of the special assessment, determined by the number of installments, together with interest at the rate of in effect at the time the assessment is levied, on the tax roll, to be collected together with the general taxes in the same manner as if said proportionate charge had been levied as a special assessment against the property. The interest payment shall be determined under Section 4.08(2) of the Madison General Ordinances, and each installment shall include a proportion of the principal and interest upon the unpaid portion of such assessment. The interest rate for **2023** is currently **4%**.

3) If any installment so entered in the tax roll shall not be paid to the municipal treasurer with the other taxes it shall be returned to the county as delinquent and accepted and collected by the county in the same manner as delinquent general taxes on real estate.

4) Our address is **10002 TREETOPS DRIVE & 1502 FEATHER EDGE DR** and our land is described as follows: **PARCEL #070832400968 - CERTIFIED SURVEY MAP NO 15721 AS RECORDED IN DANE COUNTY REGISTER OF DEEDS IN VOL 114 PAGE 174 OF CERTIFIED SURVEYS, OUTLOT 2**

PARCEL #070832102027 - CERTIFIED SURVEY MAP NO 15721 AS RECORDED IN DANE COUNTY REGISTER OF DEEDS IN VOL 114 PAGE 174 OF CERTIFIED SURVEYS, OUTLOT 4.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this 12 day of December, 2023.

Eric M. Knepp _____ Parks Superintendent _____
- Owner

_____ _____
- Owner

_____ _____
- Witness

City of Madison Engineering Division - Final Schedule of Assessments

Date: 12/9/2025
Project ID: 13893
Project Name: Blue Harvest Lane, Feather Edge Drive, & Soaring Sky Run Assessment District - 2023
Project Description: Construct Blue Harvest Lane (new street) and Feather Edge Drive (street extension) from Meadow Road to Soaring Sky Run; Construct Soaring Sky Run (street extension) from Feather Edge Drive to undeveloped lot.

Ownership			Frontage		Street Construction Items								Street Lighting Items		Total Assessment
Parcel No./ Zoning	Owner's Name / Mailing Address	Situs Address	Linear Feet (LF)	Frontage Street	12' Pavement Construction		Install Concrete Curb & Gutter		Install 5" Concrete Sidewalk		Install 7" Concrete Sidewalk & Drive		Install Street Lighting		
					$49.14	LF	$24.49	LF	$7.34	per SF	8.14	per SF	$15.00	per LF	
					LF	Cost	LF	Cost	SF	Cost	SF	Cost	LF	Cost	
070832102027 A	CITY OF MADISON PARKS HILL CREEK PARK 330 E LAKESIDE ST MADISON, WI 53715	1502 Feather Edge Dr	484.73	Feather Edge Dr Soaring Sky Rn	431.06	$ 21,182.29	431.06	$10,556.66	0.00	$ -	0.00	$ -	0.00	$ -	$31,738.95
070832400968 A	CITY OF MADISON PARKS HILL CREEK PARK 330 E LAKESIDE ST MADISON, WI 53715	10002 Treetops Dr	887.74	Feather Edge Dr	887.74	$ 43,623.54	887.74	$21,740.75	4438.70	$32,580.06	362.00	$ 2,946.68	887.74	$13,316.10	$114,207.13
				TOTALS	1,318.80	$ 64,805.83	1,318.80	32,297.41	4,438.70	$32,580.06	362.00	$ 2,946.68	887.74	$13,316.10	$145,946.08

City of Madison

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

Master

File Number: 91326

File ID:	91326	**File Type:**	Ordinance	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	12/19/2025
File Name:	Small Cell Ordinance Repairs			**Final Action:**	

Title: Amending portions of 10.053 of the Madison General Ordinances to update the Small Cell Ordinance to bring it in line with State law.

Notes: 7024SmallCellOrdRepairs

Sponsors:	Badri Lankella And John P. Guequierre	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:	Doran Viste	**Hearing Date:**	
Entered by:	mglaeser@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	12/19/2025	Referred for Introduction				
	Action Text:	This Ordinance was Referred for Introduction					
	Notes:	Board of Public Works (1/14/26), Common Council (1/27/26)					
1	COMMON COUNCIL	01/13/2026	Refer	BOARD OF PUBLIC WORKS		01/14/2026	Pass
	Action Text:	A motion was made by Vidaver, seconded by Govindarajan, to Refer to the BOARD OF PUBLIC WORKS. The motion passed by voice vote/other.					
1	BOARD OF PUBLIC WORKS	01/14/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text:	A motion was made by Ald. Lankella, seconded by Ald. Guequierre, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.					

Text of Legislative File 91326

Fiscal Note

No Funds Required.

Title

Amending portions of 10.053 of the Madison General Ordinances to update the Small Cell Ordinance to bring it in line with State law.

Body

DRAFTER'S ANALYSIS: The City adopted ORD-19-00037 (Legistar File # 55033) on May

21, 2019, which ordinance created MGO Sec. 10.053 and a permitting process for telecommunications providers to place certain wireless facilities within the City's right-of-way. The City's ordinance was based upon FCC orders and State laws in effect at the time it was drafted. However, on July 10, 2019, the State enacted 2019 Wis Act 14, which statute created Wis. Stat. § 66.0414. That statute sets certain limits on the City's ability to regulate small cell facilities in the right-of-way. It has been pointed out to the City that an existing exception under State law for certain micro wireless facilities is not included in our ordinance's list of exceptions. Even though State law precludes the City's enforcement of the ordinance against such facilities, this amendment will expressly add that exception to the ordinance to make it clear such facilities are exempt from the ordinance. In addition, other changes are being made to directly incorporate relevant portions of the statute into the City's ordinance to ensure City compliance with the statute.

****

The Common Council of the City of Madison do hereby ordain as follows:

1. Subsection (1) entitled "Definitions" of Section 10.053 entitled "Wireless Telecommunications Facilities in the Right-of-Way" of the Madison General Ordinances is amended as follows:

"(1) Definitions. For the purposes of this Section, in addition to the definitions provided in Wis. Stat. Sec. 66.0414(1), the following definitions apply:"

2. Subsection (2) entitled "Purpose" of Section 10.053 entitled "Wireless Telecommunications Facilities in the Right-of-Way" of the Madison General Ordinances is amended as follows:

"(2) Purpose. In the exercise of its police powers, the City has priority over all other uses of the right-of-way. The purpose of this Section is to provide the City with a process for managing, and uniform standards for acting upon, requests for the placement of wireless telecommunications facilities within the right-of-way consistent with the City's obligation to promote the public health, safety, and welfare; to manage the right-of-way; and to ensure that the public's use is not obstructed or incommoded by the use of the right-of-way for the placement of wireless telecommunications facilities. The City recognizes the importance of wireless telecommunications facilities to provide high-quality communications and internet access services to residents and businesses within the City. The City also recognizes its obligation to comply with applicable Federal and State laws regarding the placement of wireless telecommunications facilities in the right-of-way including, without limitation, the Telecommunications Act of 1996 (47 U.S.C. § 151 et seq.), Section 6409(a) of the Middle Class Tax Relief and Job Creation Act of 2012, Wis. Stat. ~~§~~ Secs. 66.0414, 182.017, and ~~Wis. Stat. §~~ 196.58, and this Section shall be interpreted consistent with those provisions. This Section is intended to be complimentary to Section 10.05."

3. Paragraph 5 of Subdivision (b) entitled "Exempt Facilities" of Subsection (3) entitled "Scope" of Section 10.053 entitled "Wireless Telecommunications Facilities in the Right-of-Way" of the Madison General Ordinances is amended as follows:

"5. Modification or replacement of an existing wireless telecommunications facility ~~that does not require a street excavation permit under Section 10.05 or a street occupation permit~~

~~under Section 10.055, and~~ if the ~~work does not change the visual or audible characteristics of the wireless telecommunications facility~~ is substantially similar to, or the same size or smaller than, the existing small wireless facility."

4. Paragraph 6 of Subdivision (b) entitled "Exempt Facilities" of Subsection (3) entitled "Scope" of Section 10.053 entitled "Wireless Telecommunications Facilities in the Right-of-Way" of the Madison General Ordinances is created as follows:

"6. The installation, placement, maintenance, operation, or replacement of micro wireless facilities that are strung on cables between existing utility poles in compliance with the National Electrical Safety Code."

City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 91331

File ID:	91331	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	12/22/2025
File Name:	Report of Engineering of Non-Bid Contract for Thompkins Drive Sanitary Sewer Reroute.			**Final Action:**	

Title: Report of Engineering of Non-Bid Contract for Thompkins Drive Sanitary Sewer Reroute. (District 16)

Notes: Eric Cefalu

Sponsors:	BOARD OF PUBLIC WORKS	**Effective Date:**	
Attachments:	Report to Council_Tompkins Dr San Sewer Reroute (2025).pdf	**Enactment Number:**	
Author:	Jim Wolfe, City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	12/22/2025	Refer	BOARD OF PUBLIC WORKS	01/14/2026	01/14/2026	
	Action Text: This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 1/14/2026						
1	BOARD OF PUBLIC WORKS	01/14/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text: A motion was made by Ald. Lankella, seconded by Ald. Guequierre, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.						

Text of Legislative File 91331

Fiscal Note

No appropriation required.

Title

Report of Engineering of Non-Bid Contract for Thompkins Drive Sanitary Sewer Reroute. (District 16)

Body

The attached report has been prepared by City Engineering pursuant to the requirements of Wis.Stat. Sec 62.15(14) and MGO Sec. 33.07(6)(b).

Report to Council of Non-Bid Public Works Construction Project Completed Using City Staff

Project: Tompkins Drive Sanitary Sewer Reroute
Date: 12/17/2025
Agency: Engineering
Final Cost: $80,091.43

Background

This project included installation of new sanitary sewer main on Tompkins Drive between South Stoughton Road Service Road (East) and Seiferth Road. The new sanitary sewer has redirected a portion of the area's sewer contributions to the east along Tompkins Drive rather than to the west underneath South Stoughton Road/US HWY 51 as the sewer system previously did.

This project was completed to eliminate the existing sanitary sewer crossing underneath South Stoughton Road/US HWY 51. Maintenance and repairs for highway sewer crossings can be expensive, difficult, and/or disruptive, so City Engineering seeks to eliminate them wherever possible.

The existing sanitary sewer main that crosses South Stoughton Road/US HWY 51 will then be abandoned as part of a future public works project, likely the Pflaum Road Resurfacing with Utilities project slated for 2026/2027.

This report is intended to inform the Mayor and Common Council and to satisfy the requirements of Wisconsin Statute 62.15(14).

Scope of Work

Installation of approximately 317 feet of new 8-inch SDR-35 PVC sanitary sewer main and two (2) 4-foot sanitary sewer access structures on Tompkins Drive between South Stoughton Road Service Road (East) and Seiferth Road. Utility line openings (ULOs) were performed prior to sewer installation to locate existing private utilities along the alignment of the new sewer.

Recycling and Waste Disposal

Engineering Operations recycles asphalt and concrete materials. Fill from the project area is reused on site.

Cost Detail

Final project cost was $80,091.43. Line items costs are provided below:

ITEM	COST
WAGES & BENEFITS	$23,081.55
EQUIPMENT	$25,964.86
MATERIALS & SUPPLIES	$18,287.94
ASPHALT PATCHING	$12,252.00
R.O.W PERMITTING	$505.08
TOTAL	$80,091.43

Cost Analysis

Engineering Operations and Engineering were able to complete the design, provide labor, equipment, material, and permitting, to complete the work necessary to improve the sanitary sewer collection system. The public sewer improvement was identified as a high priority to address the concerns about the existing sewer pipe crossing underneath South Stoughton Road/US HWY 51.

This project is a good example for the benefits of completing the sewer repair with Engineering staff and equipment. The project schedule was able to be reviewed, surveyed, and completed within a short time frame. The complexity of the project was low, and conflicts in the field were easily adjusted without delays or increased costs. A Public Works project issued for bids with a similar scope could range between $140,000 to $170,000. With Engineering Operations completing the work, we were able to reduce typical project contract costs such as mobilization, traffic control, erosion control, and procurement of materials.

Commented [EC1]: See estimate located in this same project folder, estimate if this was performed as a public project

City of Madison

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Madison, WI 53703
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Master

File Number: 91398

File ID:	91398	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	01/05/2026
File Name:	Authorizing an amendment to the contract between the City of Madison and Engberg Anderson, Inc. to extend the term of the Original Contact to June 30, 2026 for completion of LEED design services for the Metro Transit Hanson Road Satellite Bus Facility Rem			**Final Action:**	

Title: Authorizing an amendment to the contract between the City of Madison and Engberg Anderson, Inc. to extend the term of the Original Contact to June 30, 2026 for completion of LEED design services for the Metro Transit Hanson Road Satellite Bus Facility Remodel project. (District 17)

Notes: Jim Whitney

Sponsors:	BOARD OF PUBLIC WORKS	**Effective Date:**	
Attachments:	Engberg Anderson Contract 9085 amendment 2 extension (EA Signed).pdf	**Enactment Number:**	
Author:	Bryan Cooper, Deputy City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	01/05/2026	Refer	BOARD OF PUBLIC WORKS	01/14/2026	01/14/2026	
	Action Text: This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 1/14/2026						
1	BOARD OF PUBLIC WORKS	01/14/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text: A motion was made by Ald. Lankella, seconded by Ald. Guequierre, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.						

Text of Legislative File 91398

Fiscal Note

The proposed resolution extends a contract for design services at Metro Transit's Hanson Road satellite facility. The resolution does not change the contract's cost.

Title

Authorizing an amendment to the contract between the City of Madison and Engberg Anderson, Inc. to extend the term of the Original Contact to June 30, 2026 for completion of LEED design services for the Metro Transit Hanson Road Satellite Bus Facility Remodel project. (District 17)

Body

WHEREAS the parties, the City of Madison ("City") and Engberg Anderson, Inc. ("Architect" or "Contractor") entered into a contract for the purchase of architectural and engineering design services for the Metro Transit Hanson Rd Satellite Bus Facility Remodel project on August 23, 2022; and,

WHEREAS the project is the continuing development and preparation of architectural and engineering LEED design services for the design and construction of the Metro Transit Hanson Rd Satellite Bus Facility Remodel project located at 3829 and 3901 Hanson Rd; and,

WHEREAS delete the term of the contract originally listed as "from the date of signature by the Mayor to December 31,2025; and,

WHEREAS the amendment is to change the term of the design services contract to "from the date of signature by the Mayor to June 30, 2026; and,

WHEREAS the time extension will allow Engberg Anderson, Inc. to continue with the LEED design review phase of the project to achieve LEED certification.

NOW, THEREFORE, BE IT RESOLVED that the Common Council hereby authorizes the Mayor and the City Clerk to execute contract Amendment No. 2 to Contract No. 9085 between the City of Madison and Engberg Anderson, Inc. to extend the term of the contract to June 30, 2026.

AMENDMENT #2

RENEWAL OR EXTENSION

of the Contract for Purchase of Services (Contract #9085)

between the City of Madison and Engberg Anderson, Inc.

The City of Madison and Contractor listed above agree to renew or extend as applicable, the Contract for Purchase of Services executed by the City on 8/23/22 and as amended on 12/2/24 ("Original Contract"), as follows:

1. Exercise the option to:

☐ Renew the Original Contract as set forth in section 4, Term, by:
- ☐ exercising the 1st renewal period
- ☐ exercising the 2nd renewal period
- ☐ exercising the 3rd renewal period
- ☐ Renewing for a period of:_____

☒ Extend the term of the Original Contract to: June 30, 2026

2. All other provisions of the Original Contract shall remain unchanged and in full force and effect.

3. **COUNTERPARTS, ELECTRONIC SIGNATURE AND DELIVERY.**
This Contract may be signed in counterparts, each of which shall be taken together as a whole to comprise a single document. Signatures on this Contract may be exchanged between the parties by facsimile, electronic scanned copy (.pdf) or similar technology and shall be as valid as original; and this Contract may be converted into electronic format and signed or given effect with one or more electronic signature(s) if the electronic signature(s) meets all requirements of Wis. Stat. ch. 137 or other applicable Wisconsin or Federal law. Executed copies or counterparts of this Contract may be delivered by facsimile or email and upon receipt will be deemed original and binding upon the parties hereto, whether or not a hard copy is also delivered. Copies of this Contract, fully executed, shall be as valid as an original.

[Signature Page Follows]

The person(s) signing on behalf of the Contractor represents and warrants that they have been duly authorized to bind the Contractor and sign this amendment on the Contractor's behalf.

CONTRACTOR:

Engberg Anderson, Inc.
(Type or Print Name of Contracting Entity)

By:

(Signature)

William Robison, AIA, Principal
(Print Name and Title of Person Signing)

Date: January 5, 2026

CITY OF MADISON, WISCONSIN
a municipal corporation:

By: _____
Satya Rhodes-Conway, Mayor

Date: _____

Approved:

_____
David P. Schmiedicke, Finance Director

Date: _____

By: _____
Lydia A. McComas, City Clerk

Date: _____

Approved as to Form:

_____
Eric T. Veum, Risk Manager

Date: _____

_____
Michael Haas, City Attorney

Date: _____

For City Use Only: SIGNATURE INSTRUCTIONS FOR CONTRACTS SIGNED BY MAYOR/CLERK:
Obtain contractor's signature first. Route this contract & all of its attachments for City signatures using the City Clerk's Contract Routing Database. Include 1 copy of authorizing resolution & 1 copy of the Certificate of Insurance.

NOTE: Certain service contracts may be executed by the designee of the Finance Director on behalf of the City of Madison:

By: _____
Mary Richards, Procurement Supervisor

Date: _____

MGO 4.26(3) and (5) authorize the Finance Director or designee to sign purchase of service contracts when all of the following apply:
(a) The funds are included in the approved City budget.
(b) An RFP or competitive process was used, or the Contract is exempt from competitive bidding under 4.26(4)(a).
(c) The City Attorney has approved the form of the Contract.
(d) The Contract complies with other laws, resolutions and ordinances.
(e) The Contract is for a period of 1 year or less, OR not more than 5 years AND the average cost is not more than $100,000 per year, AND was subject to competitive bidding. (If over $50,000 and exempt from bidding under 4.26(4)(a), regardless of duration of the Contract, the Common Council must authorize the Contract by resolution and the Mayor and City Clerk must sign, per 4.26(5)(b).)

Emergency Service contracts may also be signed by the designee of the Finance Director if the requirements of MGO 4.26(3)(c) are met.

City of Madison

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

Master

File Number: 91436

File ID:	91436	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	01/07/2026
File Name:	Approving State / Municipal Agreement for Transportation Alternatives Program (TAP) Project I.D. 5992-10-42/43/51 for Capital City Path Extension and authorizing the Mayor and City Clerk to execute this agreement with the State of Wisconsin Department of			**Final Action:**	

Title: Approving State / Municipal Agreement for Transportation Alternatives Program (TAP) Project I.D. 5992-10-42/43/51 for Capital City Path Extension and authorizing the Mayor and City Clerk to execute this agreement with the State of Wisconsin Department of Transportation for construction cost sharing and State design review costs. (District 16)

Notes: Chris Petykowski

Sponsors:	Sean O'Brien And Derek Field	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:	Chris Petykowski, Deputy City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	01/07/2026	Referred for Introduction				
	Action Text: This Resolution was Referred for Introduction						
	Notes: Board of Public Works (1/15/26), Finance Committee (1/20/26), Common Council (1/27/26)						
1	COMMON COUNCIL	01/13/2026	Refer	BOARD OF PUBLIC WORKS		01/14/2026	Pass
	Action Text: A motion was made by Vidaver, seconded by Govindarajan, to Refer to the BOARD OF PUBLIC WORKS. The motion passed by voice vote/other.						
	Notes: Additional referral to Finance Committee.						
1	BOARD OF PUBLIC WORKS	01/13/2026	Referred	FINANCE COMMITTEE			
	Action Text: This Resolution was Referred to the FINANCE COMMITTEE						
1	BOARD OF PUBLIC WORKS	01/14/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass

Action Text: A motion was made by Ald. Lankella, seconded by Ald. Guequierre, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

1	FINANCE COMMITTEE	01/20/2026	Return to Lead with the Recommendation for Common Council to Adopt	BOARD OF PUBLIC WORKS	Pass

Action Text: A motion was made by Vidaver, seconded by Figueroa Cole, to Return to Lead with the Recommendation for Common Council to Adopt to the BOARD OF PUBLIC WORKS. The motion passed by voice vote/other.

Text of Legislative File 91436

Fiscal Note

The proposed resolution authorizes an agreement with the State of Wisconsin Department of Transportation for construction of the Capital City Path Extension from Vondron Rd to just east of I-39/90. The costs in the agreement are estimated at $3.8 million comprised of bike path construction ($2.6 million), sanitary sewer construction ($1.2 million), and State Review ($16,200). Bike path construction is 80% Federally funded up to $1.5 million with the remainder of funding coming from local sources. Funding for the agreement is available in the 2026 Adopted Capital Budgets for Engineering - Bicycle & Pedestrian (Munis #10138) and Sewer Utility (Munis #10267). No additional appropriation is required.

Title

Approving State / Municipal Agreement for Transportation Alternatives Program (TAP) Project I.D. 5992-10-42/43/51 for Capital City Path Extension and authorizing the Mayor and City Clerk to execute this agreement with the State of Wisconsin Department of Transportation for construction cost sharing and State design review costs. (District 16)

Body

PREAMBLE

The City of Madison Engineering Division is to construct a path from Vondron Road to just east of Interstate-39/90, a critical segment for completing the extension from Madison to the Glacial Drumlin State Trail in Cottage Grove. This project includes a creek crossing and a path under the Interstate using the existing railroad bridge underpass.

The project was awarded a federal grant under the Transportation Alternatives Program (TAP) that will reimburse 80% of participating construction costs to a maximum of $1,511,200. The proposed project is planned for construction in 2027. The City is responsible for 100% of the design and design review costs.

Sanitary Sewer is proposed along the route and will be constructed with the project using 100% City funds.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Clerk are hereby authorized to execute an agreement with the State of Wisconsin Department of Transportation for construction, construction oversight and cost sharing for the Capital City Path Extension project.

City of Madison

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

Master

File Number: 91438

File ID:	91438	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	01/07/2026
File Name:	Authorizing the Mayor and City Clerk to enter into a three year, competitively selected service contract with Dimension IV – Madison, LLC for professional architectural and engineering design consulting services.			**Final Action:**	

Title: Authorizing the Mayor and City Clerk to enter into a three year, competitively selected service contract with Dimension IV - Madison, LLC for professional architectural and engineering design consulting services. (District 16)

Notes: Laura Amundson

Sponsors:	Sean O'Brien, John P. Guequierre And Badri Lankella	**Effective Date:**	
Attachments:	Utility Mtl Handling Site - AE Selection Eval Report_R1.pdf	**Enactment Number:**	
Author:	Bryan Cooper, Deputy City Enginner	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	01/07/2026	Referred for Introduction				
	Action Text: This Resolution was Referred for Introduction						
	Notes: Board of Public Works (1/14/26), Finance Committee (1/20/26), Common Council (1/27/26)						
1	COMMON COUNCIL	01/13/2026	Refer	BOARD OF PUBLIC WORKS	01/14/2026		Pass
	Action Text: A motion was made by Vidaver, seconded by Govindarajan, to Refer to the BOARD OF PUBLIC WORKS. The motion passed by voice vote/other.						
	Notes: Additional referral to Finance Committee.						
1	BOARD OF PUBLIC WORKS	01/13/2026	Referred	FINANCE COMMITTEE			
	Action Text: This Resolution was Referred to the FINANCE COMMITTEE						
1	BOARD OF PUBLIC WORKS	01/14/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text: A motion was made by Ald. Lankella, seconded by Ald. Guequierre, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.						

1	FINANCE COMMITTEE	01/20/2026	Return to Lead with the Recommendation for Common Council to Adopt	BOARD OF PUBLIC WORKS	Pass

Action Text: A motion was made by Vidaver, seconded by Figueroa Cole, to Return to Lead with the Recommendation for Common Council to Adopt to the BOARD OF PUBLIC WORKS. The motion passed by voice vote/other.

Text of Legislative File 91438

Fiscal Note

The proposed resolution authorizes the Mayor and City Clerk to enter into a contract for Purchase of Services with Dimension IV - Madison, LLC for professional architectural and engineering design services and construction administration services for the design and construction of the Utility Materials Handling Site at an estimated cost of $364,500. This resolution further authorizes the contract total to be increased up to a total $370,000 to cover minor contingencies. Funding for this project is authorized in the 2026 Adopted Sewer Utility Capital Budget (Munis #13599). No additional appropriation is required.

Title

Authorizing the Mayor and City Clerk to enter into a three year, competitively selected service contract with Dimension IV - Madison, LLC for professional architectural and engineering design consulting services. (District 16)

Body

WHEREAS, the Engineering Division and Engineering-Facilities Management requires consulting services in order to complete the Pre-Design, Schematic Design, Design Development, Construction Documentation, Bidding, Construction Administration, and Warranty phases of the Utility Materials Handling Site; and

WHEREAS, Dimension IV - Madison, LLC has been selected through a “Request for Proposal” process, and is the final selection candidate in accordance with MGO Section 4.26 of Madison General Ordinances and in accordance with Administrative Procedure Memorandum No. 3-3, “Retaining Architect, Professional Engineers, Designers and Land Surveyors for Consultant Service;” and,

WHEREAS, City Engineering-Facilities Management worked with the Purchasing Division to issue RFP 14073-0-2025-TJ to solicit proposals for such services, and received two proposals; and

WHEREAS, an evaluation team administered by the Purchasing Division and consisting of relevant department staff from Engineering Facilities Management, Engineering Stormwater, Engineering Operations Division, and City of Madison Water Utility conducted a detailed evaluation, scored and ranked each of the proposals using criteria including professional licensing, similar project scope experience, cost, and other professional criteria; and Dimension IV - Madison, LLC was selected through this process; and

WHEREAS, not a determinate in the selection process, Dimension IV - Madison, LLC is registered on the City of Madison local business roster,

NOW, THEREFORE, BE IT RESOLVED, that the Common Council hereby authorizes the Mayor and City Clerk to enter into a contract for Purchase of Services (Architect) in a form to be approved by the City Attorney, with Dimension IV - Madison, LLC to provide professional architectural and engineering design services and construction administration services for the

Utility Materials Handling Site. Resolution for Dimension IV-Madison, LLC A/E Contract for Utility Materials Handling Site

BE IT FURTHER RESOLVED that the Finance Director or designee is authorized to execute contract amendments for extensions to the contract term and increases up to $370,000 total contract amount.

RFP EVALUATION PANEL REPORT

Project: Utility Materials Handling Site
Location: 7404 Siggelkow Road, McFarland, WI 53558
Aldermanic District: 16
RFP: 14073-0-2025-TJ (Contract 9748)
Date: Dec. 18, 2025

This Evaluation has been reviewed and approved by a Principal Architect 2, Principal Engineer 2, Deputy City Engineer, Deputy Division Manager, or the City Engineer. ☒ Yes ☐ No

A. Project Details

1. Background Information

The new Public Works Utility Materials Handling site will be located on an approximate 35-acre parcel, south of the Yahara Golf Course on Sigglekow Road and east of Interstate highway I-39/90. The current disposal site on Sycamore Road is running out of fill area. This new site will be designed to allow for efficient and effective long-term disposal of clean soils from utility repair operations and dredge sediments from pond maintenance operations.

This contract will provide programming and design of the parcel with a Site Operations Plan that allows for maximum efficient storage on the site. This contract will also provide design of the new utility disposal site, to include separate locations for disposal of soils from repair operations and disposal of pond dredging sediments, roadways, a cold storage building for site equipment, a truck scale, security and fiber optic extension to the site. The Utility Materials Handling Site will be used only by City of Madison Engineering Sanitary Sewer, Stormwater and City of Madison Water Utility. There will be no public access or use.

The current funding available for this project is $2,530,000 in the Sewer Utility Adopted Capital Budget (Munis #13599). Further budget requirements will need to be reviewed during pre-design and requested in 2026 for 2027 construction. Design is scheduled to begin in mid-February of 2026 and is expected to go out for bid in January of 2027. Construction is estimated to begin in the second quarter of 2027 and be completed by the end of Dec 2027.

2. Role of Architecture and Engineering Services (A/E)

The A/E design services for this contract shall include a site operations plan, plans and specifications for site planning, landscaping, architectural design of cold storage building, EP/T (electrical, plumbing and technology) systems design, fiber route extension to the site, construction specifications, and cost estimating. The A/E scope shall be for all design phases, preparation for bidding, construction administration and the warranty phase.

B. Purchasing Details

1. Purchasing guidelines for RFP evaluation

The City of Madison solicited proposals from qualified vendors through a Request for Proposals (RFP) process. The RFP, tabulations, awards and related announcements were posted on two distribution networks – VendorNet and DemandStar. The RFP format, scoring and awarding was overseen by City of Madison, Finance-Purchasing.

2. RFP Response and Evaluation Timeline

2025	
Oct 21	RFP is issued
Nov 05	Questions Due
Nov 18	Proposals Due
Nov 19	Evaluation meeting #1. Distribute submissions to Evaluation Panelists
Dec 10	Scoring is due to City Purchasing
Dec 11	Evaluation meeting #2. Panel discussed technical scores and fee proposal scoring.
2026	
Jan 13	Referral/Recommendation at Common Council

Jan 14 Referral/Recommendation at Board of Public Works
Jan 20 Referral/Recommendation at Finance Committee
Jan 27 Action at Common Council

3. Original RFP Respondents (2)
   1. Dimension IV Madison Design Group
   2. Strang, Inc.

4. Evaluation Panel

The evaluation panel was comprised of a total of five panelists. The panelists were tasked with scoring the technical requirements of the RFP proposal and included the following: (2) panelists from City Engineering-Facilities Management, (1) panelist from City Engineering – Stormwater, (1) panelist from City Engineering – Operations and (1) panelist from City of Madison Water Utility.

5. Evaluation Structure and Scoring

Evaluations were documented through a quantifiable scoring mechanism – see Section C of this document. The evaluation was conducted in a structured manner and administered by City Finance's Purchasing Unit. See below for additional details.

ROUND - 1

Per instructions within the Request for Proposal, Respondents were asked to provide a series of deliverables, a portion of which were evaluated by the Panel. Evaluated deliverables included in the RFP in Section 5. Scope of Work and Required Information. Panelists followed Purchasing guidelines and predetermined grading scales for each evaluated deliverable as detailed in section 5.2 Required Information and Content of Proposals.

Panelists independently evaluated and scored the technical qualification and information section of each proposal and submitted their scoring evaluation to Purchasing where all the Panelist scores were averaged and weighted for evaluation for each of the Respondents. Purchasing scored the following deliverables based on City Purchasing guidelines: 5.3 Cost Proposal and 5.4 Local Vendor Preference. Results were then provided to the Panelists based on Section 5.5 Basis for Selection.

The panelists met to discuss all qualitative and quantitative aspects of the proposals and overall ratings as a group. The panelists decided that moving on to an interview stage was not necessary as they felt the high scoring team provided a much clearer and complete proposal and the point spread was sufficient. Panelists then recommended the Finalist as noted in section C1 below.

C. Summary of Evaluation

1. Scoring Round 1

Section	Max Points	Dimension IV Madison Design Group	Strang
Technical	65	50.50	43.50
Cost	30	30.00	29.62
Local Vendor Preference	5	5.00	5.00
Total	100	85.50	78.12

Notes:
1. A full description of requested material and grading weights can be found in the associated RFP documents.
2. Please review Section 3, below regarding Local Vendor Preference.

2. Fee Breakdown

Cost Evaluation	Dimension IV Madison Design Group	Strang
Basic Services of Scope	$364,488	$369,215
Total Hours	2414	2145
Average Cost per Hour	$150.99	$172.15
Purchasing Cost Score	30.00	29.62

3. Local Preference

The City of Madison has adopted a Local Preference Purchasing Policy (RES-07-00421, FILE ID 05943) granting a scoring preference to local suppliers. Only suppliers who meet the criteria and are registered as of the bid's due date will receive preference.

Was the outcome of this bid changed by the local purchasing ordinance? ☐ Yes ☒ No

4. Recommendation

Based on the scoring and evaluation outlined above, the selection Panel recommends that Dimension IV Madison Design Group be approved as the consultant for the professional services required for the Utility Materials Handling Site project.

City of Madison

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

Master

File Number: 91440

File ID:	91440	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	01/07/2026
File Name:	Approving plans and specifications for public improvements necessary for the project known as 9 N Butler Street and authorizing construction to be undertaken by the Developer, Private Contract No. 9713.			**Final Action:**	

Title: Approving plans and specifications for public improvements necessary for the project known as 9 N Butler Street and authorizing construction to be undertaken by the Developer, Private Contract No. 9713 (District 2)

Notes: Gretchen Aviles Pineiro

Sponsors:	BOARD OF PUBLIC WORKS	**Effective Date:**	
Attachments:	9713 Exhibit.pdf	**Enactment Number:**	
Author:	Chris Petykowski, Deputy City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	01/07/2026	Refer	BOARD OF PUBLIC WORKS	01/14/2026	01/14/2026	
	Action Text: This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 1/14/2026						
1	BOARD OF PUBLIC WORKS	01/14/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text: A motion was made by Ald. Lankella, seconded by Ald. Guequierre, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.						

Text of Legislative File 91440

Fiscal Note

No City Funds required. Private Contract.

Title

Approving plans and specifications for public improvements necessary for the project known as 9 N Butler Street and authorizing construction to be undertaken by the Developer, Private Contract No. 9713 (District 2)

Body

WHEREAS, the developer, Butler Plaza, LLC, has received the City of Madison's conditional approval for a two-lot Certified Survey Map, demolition of existing commercial building and construction of an 11-story, 76 unit mixed-use building at 9 N Butler Street, and,

WHEREAS, Section 16.23(7) of the Madison General Ordinances and the conditions of approval require the developer to install the public improvements necessary to serve the redevelopment.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Mayor and City Clerk are hereby authorized and directed to execute a Contract for the Construction of Public Improvements that will be accepted by the City of Madison for 9 N Butler Street, with Butler Plaza, LLC, or designee with the approval of the City Engineer.

2. That the plans and specifications for the public improvements necessary to serve the development are hereby approved.

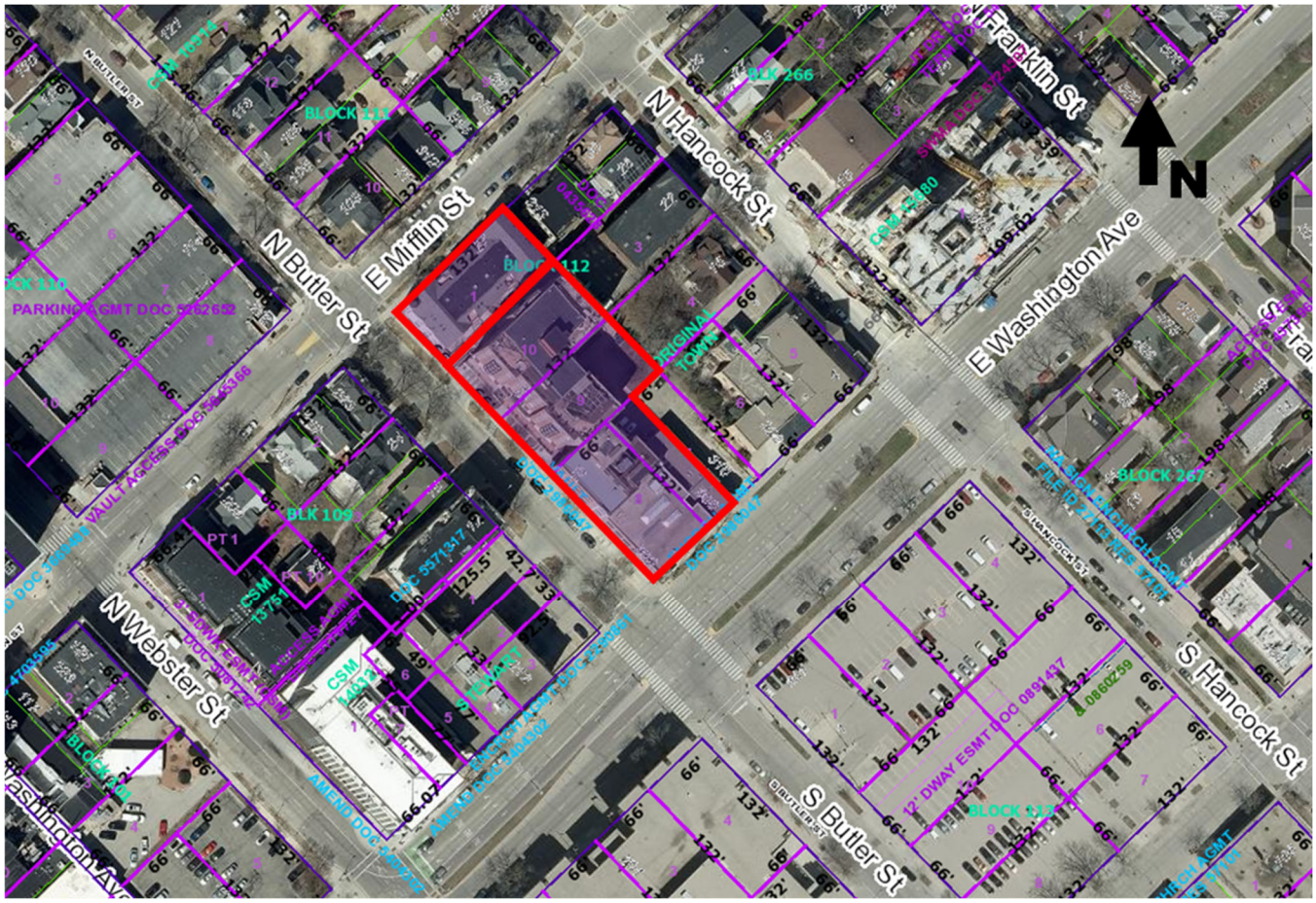
3. That the developer is authorized to construct the public improvements in accordance with the terms of the Contract for the Construction of Public Improvements That Will be Accepted by the City of Madison at the sole cost of the developer, except as follows: NONE

4. That the Mayor and City Clerk are hereby authorized to sign and grant easements or right-of-way release or procurement documents, maintenance agreements or encroachment agreements, as necessary and grant or accept dedication of lands and/or easements from/to the Developer/Owner for public improvements located outside of existing public fee title or easement right-of-ways.

5. The Common Council is approved to accept ownership of the improvements in the Maintenance Area if a maintenance agreement is executed and recorded as a condition of this contract.

6. The developer shall be permitted to assign this contract with the approval of the City Engineer, and in a form to be approved by the City Attorney.

9 N Butler Street
Contract 9713
MUNIS 16042
Developer: Butler Plaza, LLC



The developer, Butler Plaza, LLC, received conditional approval for a two-lot Certified Survey Map, demolition of two existing commercial buildings and construction of a new 11-story mixed-use building including 76 multifamily dwelling units mixed use building, approximately 9,000 SF of commercial space, and 16 parking stalls in two levels of underground parking that will connect through the existing parking beneath Butler Plaza not requiring new curb cuts. The site has frontage on E Washington Avenue and N Butler Street.

Summary of Improvements:

- Recording of a Certified Survey Map.

- Dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a minimum six (6)-foot wide sidewalk, eight (8)-foot wide terrace, and additional one (1) foot for maintenance, where applicable, along their site's frontage of E Washington Avenue.

- Construct sidewalk, terrace, curb, gutter, and pavement along E Washington Avenue and N Butler Street to a plan as approved by the City Engineer.

- Provide public street terrace tree protection, removals, and plantings per City Forestry approvals.

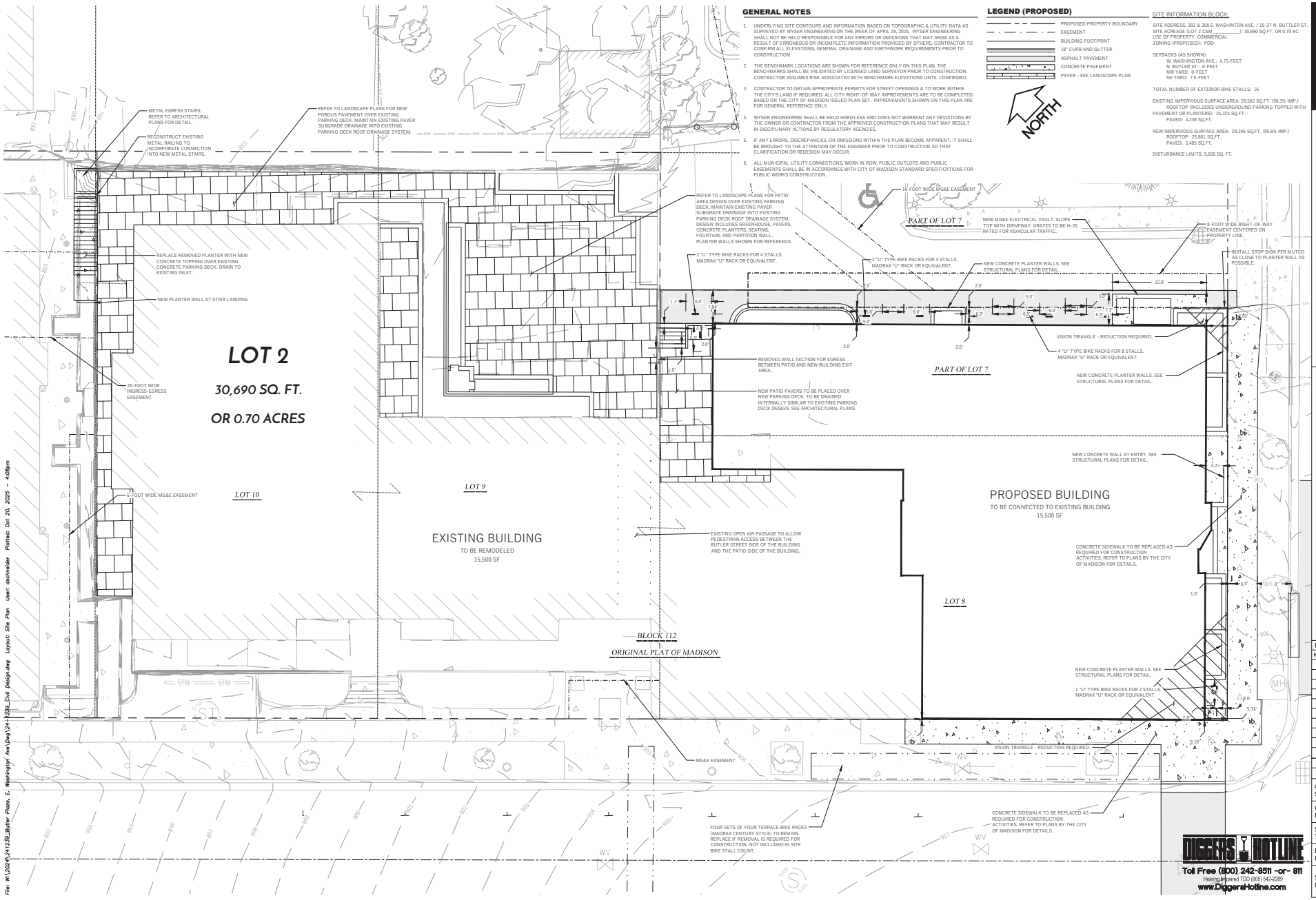
- City Forestry will issue a street tree removal permit for three (3) trees due to decline and construction staging needs along E Washington Avenue & N Butler Street.

    - E Washington Avenue:
        - 12” Ginkgo Tree
        - 12” Ginkgo Tree
    - N Butler Street
        - 10” Honeylocust Tree

- Construct private sanitary, storm, and water service laterals necessary to serve the private redevelopment project per plans approved by the City Engineer.

- Protect existing public streetlights and fiber facilities in the project area. Coordinate with City Traffic Engineering and City IT on relocations needed to facilitate construction.

- Coordinate project access, street closures, and street occupancy with other projects in the area and as approved by City Traffic Engineering.



GENERAL NOTES

1. UNDERLYING SITE CONTOURS AND INFORMATION BASED ON TOPOGRAPHIC & UTILITY DATA AS SURVEYED BY WYSER ENGINEERING ON THE WEEK OF APRIL 29, 2025. WYSER ENGINEERING SHALL NOT BE HELD RESPONSIBLE FOR ANY ERRORS OR OMISSIONS THAT MAY ARISE AS A RESULT OF ERRONEOUS OR INCOMPLETE INFORMATION PROVIDED BY OTHERS. CONTRACTOR TO CONFIRM ALL ELEVATIONS, GENERAL DRAINAGE AND EARTHWORK REQUIREMENTS PRIOR TO CONSTRUCTION.
2. THE BENCHMARK LOCATIONS ARE SHOWN FOR REFERENCE ONLY ON THIS PLAN. THE BENCHMARKS SHALL BE VALIDATED BY LICENSED LAND SURVEYOR PRIOR TO CONSTRUCTION. CONTRACTOR ASSUMES RISK ASSOCIATED WITH BENCHMARK ELEVATIONS UNTIL CONFIRMED.
3. CONTRACTOR TO OBTAIN APPROPRIATE PERMITS FOR STREET OPENINGS & TO WORK WITHIN THE CITY'S LAND IF REQUIRED. ALL CITY RIGHT-OF-WAY IMPROVEMENTS ARE TO BE COMPLETED BASED ON THE CITY OF MADISON ISSUED PLAN SET. IMPROVEMENTS SHOWN ON THIS PLAN ARE FOR GENERAL REFERENCE ONLY.
4. WYSER ENGINEERING SHALL BE HELD HARMLESS AND DOES NOT WARRANT ANY DEVIATIONS BY THE OWNER OR CONTRACTOR FROM THE APPROVED CONSTRUCTION PLANS THAT MAY RESULT IN DISCIPLINARY ACTIONS BY REGULATORY AGENCIES.
5. IF ANY ERRORS, DISCREPANCIES, OR OMISSIONS WITHIN THE PLAN BECOME APPARENT, IT SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO CONSTRUCTION SO THAT CLARIFICATION OR REDESIGN MAY OCCUR.
6. ALL MUNICIPAL UTILITY CONNECTIONS, WORK IN ROW, PUBLIC OUTLOTS AND PUBLIC EASEMENTS SHALL BE IN ACCORDANCE WITH CITY OF MADISON STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION.

LEGEND (PROPOSED)

- PROPOSED PROPERTY BOUNDARY
- EASEMENT
- BUILDING FOOTPRINT
- 18" CURB AND GUTTER
- ASPHALT PAVEMENT
- CONCRETE PAVEMENT
- PAVER - SEE LANDSCAPE PLAN

SITE INFORMATION BLOCK:

SITE ADDRESS: 302 & 308 E. WASHINTON AVE. / 15-27 N. BUTTLER ST.
SITE ACREAGE (LOT 2 CSM _____): 30,690 SQ.FT. OR 0.70 AC
USE OF PROPERTY: COMMERCIAL
ZONING (PROPOSED): PDD

SETBACKS (AS SHOWN):
W. WASHINGTON AVE.: 4.75-FEET
N. BUTLER ST.: 0-FEET
NW YARD: 0-FEET
NE YARD: 7.5-FEET

TOTAL NUMBER OF EXTERIOR BIKE STALLS: 16

EXISTING IMPERVIOUS SURFACE AREA: 29,563 SQ.FT. (96.3% IMP.)
ROOFTOP (INCLUDES UNDERGROUND PARKING TOPPED WITH PAVEMENT OR PLANTERS): 25,325 SQ.FT.
PAVED: 4,238 SQ.FT.

NEW IMPERVIOUS SURFACE AREA: 29,346 SQ.FT. (95.6% IMP.)
ROOFTOP: 25,861 SQ.FT.
PAVED: 3,485 SQ.FT.

DISTURBANCE LIMITS: 9,500 SQ. FT.

DIGGERS HOTLINE
Toll Free (800) 242-8511 -or- 811
Hearing Impaired TDD (800) 542-2289
www.DiggersHotline.com

WYSER ENGINEERING

15 N BUTLER ST. & 302 E. WASHINGTON AVE.
MADISON, WI 53703

BUTLER ST. REDEVELOPMENT

CITY OF MADISON, DANE COUNTY, WI

Sheet Title: SITE PLAN

Revisions:

No.	Date:	Description:

Graphic Scale	0' 2.5' 5' 10' 20'
Wyser Number	24-1239
Set Type	SPR
Date Issued	10/15/2025
Sheet Number	C100

File: W:\2024\241239_Butler Plaza, E. Washington Ave\Dwg\24-1239_Civil Design.dwg Layout: Site Plan User: dschneider Plotted: Oct 20, 2025 - 4:08pm

UTILITY NOTES

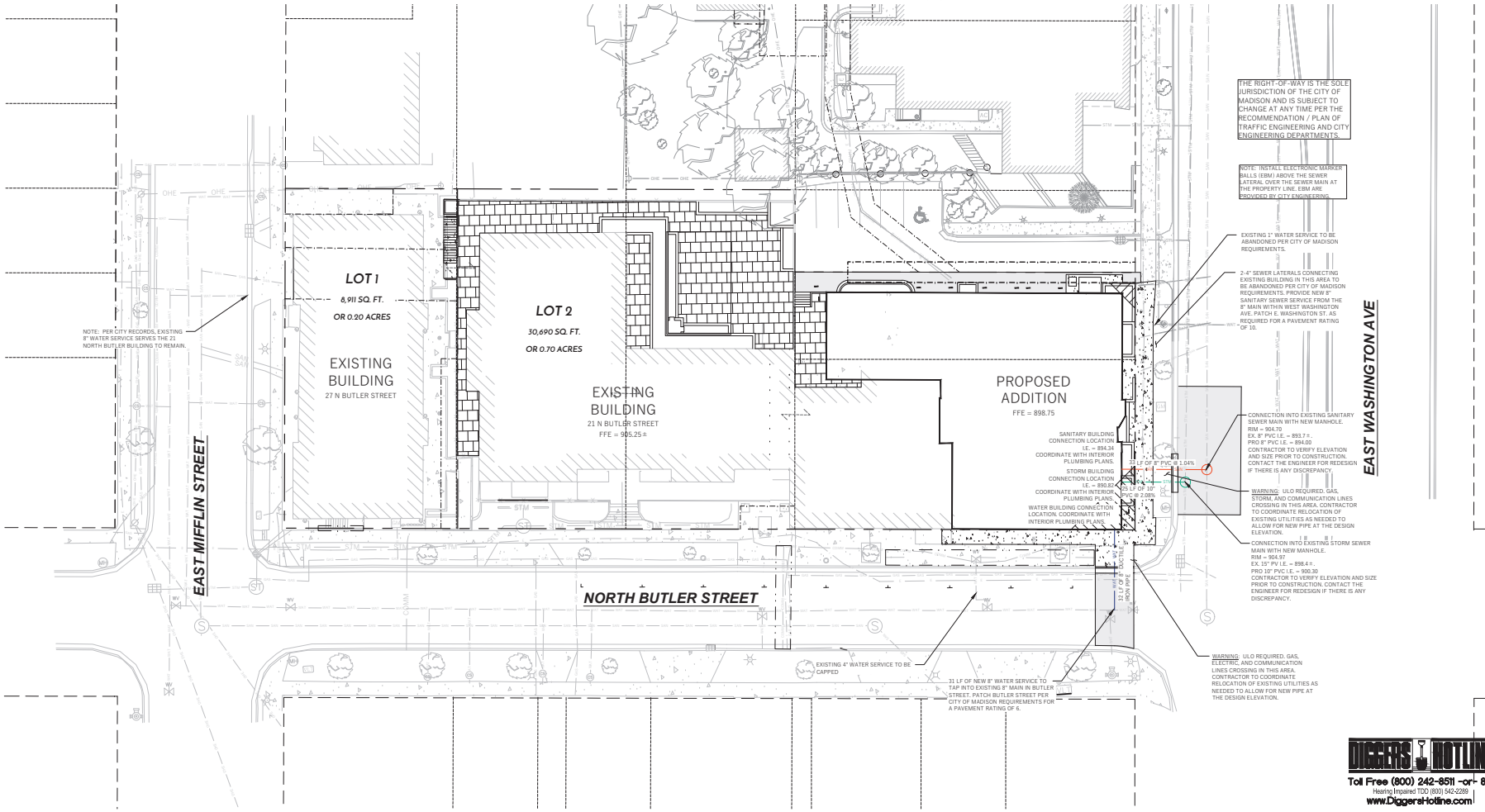
1. DIMENSIONS TAKE PRECEDENCE OVER SCALE. CONTRACTOR TO VERIFY ALL DIMENSIONS IN FIELD.
2. LENGTHS OF ALL UTILITIES ARE TO CENTER OF STRUCTURES OR FITTINGS AND MAY VARY SLIGHTLY FROM PLAN. LENGTHS SHALL BE VERIFIED IN THE FIELD DURING CONSTRUCTION.
3. CONTRACTOR SHALL VERIFY ALL ELEVATIONS, LOCATIONS, AND SIZES OF SANITARY, WATER AND STORM LATERALS AND CHECK ALL UTILITY CROSSINGS FOR CONFLICTS.
4. THE PROPOSED IMPROVEMENTS MUST BE CONSTRUCTED IN ACCORDANCE WITH ENGINEERING PLANS DESIGNED TO MEET ORDINANCES AND REQUIREMENTS OF THE MUNICIPALITY AND WISDOT, WISDSPS, AND WDNR.
5. PRIOR TO CONSTRUCTION, THE CONTRACTOR IS RESPONSIBLE FOR:
   - EXAMINING ALL SITES CONDITIONS RELATIVE TO THE CONDITIONS INDICATED ON THE ENGINEERING DRAWINGS. ANY DISCREPANCIES ARE TO BE REPORTED TO THE ENGINEER AND RESOLVED PRIOR TO THE START OF CONSTRUCTION.
   - OBTAINING ALL PERMITS INCLUDING PERMIT COSTS, TAP FEES, METER DEPOSITS, BONDS, AND ALL OTHER FEES REQUIRED FOR PROPOSED WORK TO OBTAIN OCCUPANCY.
   - VERIFYING UTILITY ELEVATIONS AND NOTIFYING ENGINEER OF ANY DISCREPANCY. NO WORK SHALL BE PERFORMED UNTIL THE DISCREPANCY IS RESOLVED.
   - NOTIFYING ALL UTILITIES PRIOR TO THE INSTALLATION OF ANY UNDERGROUND IMPROVEMENTS.
   - NOTIFYING THE DESIGN ENGINEER AND MUNICIPALITY 48 HOURS PRIOR TO THE START OF CONSTRUCTION TO ARRANGE FOR APPROPRIATE CONSTRUCTION OBSERVATION.
9. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING THE ENGINEER WITH AS-BUILT CONDITIONS OF THE DESIGNATED IMPROVEMENTS IN ORDER THAT THE APPROPRIATE DRAWINGS CAN BE PREPARED, IF REQUIRED. ANY CHANGES TO THE DRAWINGS OR ADDITIONAL ITEMS MUST BE REPORTED TO THE ENGINEER AS WORK PROGRESSES.
10. ANY SANITARY SEWER , SANITARY SEWER SERVICES, WATER MAIN, WATER SERVICES, STORM SEWER, OR OTHER UTILITIES, WHICH ARE DAMAGED BY THE CONTRACTORS, SHALL BE REPAIRED TO THE OWNER'S SATISFACTION AT THE CONTRACTOR'S EXPENSE. NO BLASTING IS ALLOWED WITHIN 30 FEET OF EXISTING UTILITIES.
11. ALL PRIVATE INTERCEPTOR WATER MAIN AND WATER SERVICES SHALL BE INSTALLED WITH A 6' MINIMUM BURY. PROVIDE INSULATION ABOVE PIPES WITH LESS THAN 5' OF GROUND COVER.
12. GRANULAR BACKFILL MATERIALS ARE REQUIRED IN ALL UTILITY TRENCHES UNDER SIDEWALKS AND PROPOSED PAVED AREAS (UNLESS OTHERWISE SPECIFIED BY A GEOTECHNICAL ENGINEER). ALL UTILITY TRENCH BACKFILL SHALL BE COMPACTED PER SPECIFICATIONS. ALL PAVEMENT PATCHING SHALL COMPLY WITH THE CITY OF MADISON STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION. ADDITIONAL PAVEMENT MILLING AND OVERLAY MAY BE REQUIRED BY PERMIT.
13. CONTRACTOR SHALL NOTIFY THE MUNICIPAL PUBLIC WORKS DEPARTMENT A MINIMUM OF 48 HOURS BEFORE CONNECTING TO PUBLIC UTILITIES.
14. ALL NON-METALLIC BUILDING SEWER AND WATER SERVICES MUST BE ACCOMPANIED BY MEANS OF LOCATING UNDERGROUND PIPE. TRACER WIRE VALVE BOXES SHALL BE INSTALLED ON ALL LATERALS AND AS INDICATED ON THESE PLANS.
15. ALL, EXTERIOR CLEANOUTS SHALL BE PROVIDED WITH A FROST SLEEVE IN ACCORDANCE WITH SPS 382.34(5)(a)b AND SPS 384.30(2)(c).
16. ALL PRIVATE PLUMBING MATERIALS SHALL CONFORM TO SPS 384.30.
17. ALL PRIVATE PIPE JOINTS SHALL BE INSTALLED PER SPS 384.40.
18. ALL PRIVATE WATER PIPE, INCLUDING DEPTH AND SERRATION REQUIREMENTS, SHALL BE IN ACCORDANCE WITH SPS 382.40(8).
19. THE CONTRACTOR SHALL ALLOW 10 WORKING DAYS FOR THE CONSTRUCTION OF GAS MAINS WHEN SCHEDULING THE WORK AND SHALL NOT RESTRICT ACCESS TO THE GAS MAIN CONTRACTOR OR OTHER UTILITY COMPANIES.
20. CONTRACTOR SHALL VERIFY AND COORDINATE ALL UTILITY CONNECTIONS WITH THE BUILDING PRIOR TO CONSTRUCTION.
21. THE CONTRACTOR SHALL CONDUCT HIS OPERATIONS SO AS TO BE IN CONFORMANCE WITH THE CITY EROSION CONTROL AND STORMWATER ORDINANCE, AND DNR ADMINISTRATIVE RULE NR 216 AT ALL TIMES.

GENERAL NOTES

1. UNDERLYING SITE CONTOURS AND INFORMATION BASED ON TOPOGRAPHIC & UTILITY DATA AS SURVEYED BY WYSER ENGINEERING ON THE WEEK OF APRIL 29, 2024. WYSER ENGINEERING SHALL NOT BE HELD RESPONSIBLE FOR ANY ERRORS OR OMISSIONS THAT MAY ARISE AS A RESULT OF ERRONEOUS OR INCOMPLETE INFORMATION PROVIDED BY OTHERS. CONTRACTOR TO CONFIRM ALL ELEVATIONS, GENERAL DRAINAGE AND EARTHWORK REQUIREMENTS PRIOR TO CONSTRUCTION.
2. THE BENCHMARK LOCATIONS ARE SHOWN FOR REFERENCE ONLY ON THIS PLAN. THE BENCHMARKS SHALL BE VALIDATED BY LICENSED LAND SURVEYOR PRIOR TO CONSTRUCTION. CONTRACTOR ASSUMES RISK ASSOCIATED WITH BENCHMARK ELEVATIONS UNTIL CONFIRMED.
3. CONTRACTOR TO OBTAIN APPROPRIATE PERMITS FOR STREET OPENINGS & TO WORK WITHIN THE CITY'S LAND IF REQUIRED. ALL CITY RIGHT-OF-WAY IMPROVEMENTS ARE TO BE COMPLETED BASED ON THE CITY OF MADISON ISSUED PLAN SET. IMPROVEMENTS SHOWN ON THIS PLAN ARE FOR GENERAL REFERENCE ONLY.
4. WYSER ENGINEERING SHALL BE HELD HARMLESS AND DOES NOT WARRANT ANY DEVIATIONS BY THE OWNER OR CONTRACTOR FROM THE APPROVED CONSTRUCTION PLANS THAT MAY RESULT IN DISCIPLINARY ACTIONS BY REGULATORY AGENCIES.
5. IF ANY ERRORS, DISCREPANCIES, OR OMISSIONS WITHIN THE PLAN BECOME APPARENT, IT SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO CONSTRUCTION SO THAT CLARIFICATION OR REDESIGN MAY OCCUR.
6. ALL MUNICIPAL UTILITY CONNECTIONS, WORK IN ROW, PUBLIC OUTLOTS AND PUBLIC EASEMENTS SHALL BE IN ACCORDANCE WITH CITY OF MADISON STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION.
7. CONTRACTOR SHALL TAKE PRECAUTIONS DURING CONSTRUCTION TO NOT DISFIGURE, SCAR, OR IMPAIR THE HEALTH OF ANY STREET TREE. CONTRACTOR SHALL OPERATE EQUIPMENT IN A MANNER AS TO NOT DAMAGE THE BRANCHES OF THE STREET TREE(S). THIS MAY REQUIRE USING SMALLER EQUIPMENT AND LOADING AND UNLOADING MATERIALS IN A DESIGNATED SPACE AWAY FROM TREES ON THE CONSTRUCTION SITE. ANY DAMAGE OR INJURY TO EXISTING STREET TREES (EITHER ABOVE OR BELOW GROUND) SHALL BE REPORTED IMMEDIATELY TO CITY FORESTRY AT (608) 266-4816. PENALTIES AND REMEDIATION SHALL BE REQUIRED.
8. AS DEFINED BY THE SECTION 107.13 OF CITY OF MADISON STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION: NO EXCAVATION IS PERMITTED WITHIN 5 FEET OF THE TRUNK OF THE STREET TREE OR WHEN CUTTING ROOTS OVER 3 INCHES IN DIAMETER. IF EXCAVATION IS NECESSARY, THE CONTRACTOR SHALL CONTACT MADISON CITY FORESTRY AT (608) 266-4816 PRIOR TO EXCAVATION. CITY OF MADISON FORESTRY PERSONNEL SHALL ASSESS THE IMPACT TO THE TREE AND TO ITS ROOT SYSTEM PRIOR TO WORK COMMENCING. TREE PROTECTION SPECIFICATIONS CAN BE FOUND ON THE FOLLOWING WEBSITE: https://www.cityofmadison.com/business/pw/specs.cfm.

LEGEND (PROPOSED)

- PROPERTY BOUNDARY
- EASEMENT
- BUILDING FOOTPRINT
- CONCRETE PAVEMENT
- PROPOSED WATER MAIN
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER
- PROPOSED GAS SERVICE (DESIGN BY OTHERS)
- PROPOSED ELECTRIC SERVICE (DESIGN BY OTHERS)



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Hearing Impaired TDD (800) 542-2289
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WYSER ENGINEERING

15 N BUTLER ST. & 302 E. WASHINGTON AVE.
MADISON, WI 53703

BUTLER ST. REDEVELOPMENT

CITY OF MADISON, DANE COUNTY, WI

Sheet Title: UTILITY PLAN

Revisions:

No.	Date:	Description:

Graphic Scale	0' 5' 10' 20' 30'
Wyser Number	24-1239
Set Type	SPR
Date Issued	10/15/2025
Sheet Number	C300

File: W:\2024\241239_Butler Plaza, E. Washington Ave\Dwg\24-1239_Civil Design.dwg Layout: Utility Plan User: dschneider Plotted: Oct 20, 2025 - 4:09pm

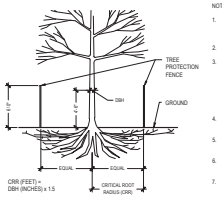
NOTES

1. IT IS THE CONTRACTOR'S RESPONSIBILITY TO FIELD VERIFY SURVEY INFORMATION AND SITE CONDITIONS PRIOR TO START OF CONSTRUCTION AND REPORT ANY DISCREPANCIES. CONTRACTOR SHALL CONTACT DIGGER'S HOTLINE TO LOCATE ALL PUBLIC AND PRIVATE UTILITIES PRIOR TO THE START OF CONSTRUCTION. ANY DAMAGE CAUSED TO EXISTING UTILITIES, EITHER SHOWN OR NOT, SHALL BE REPAIRED AND PAID FOR AT THE CONTRACTOR'S EXPENSE.
2. CONTRACTOR SHALL PROTECT BENCHMARKS
3. ALL EXISTING PLANT MATERIAL IS SHOWN AT EXISTING, APPROXIMATED SIZE PER CITY OF MADISON STANDARDS.
4. ALL PROPOSED STREET TREE REMOVALS WITHIN THE RIGHT OF WAY SHALL BE REVIEWED BY CITY FORESTRY BEFORE THE PLAN COMMISSION MEETING. STREET TREE REMOVALS REQUIRE APPROVAL AND A TREE REMOVAL PERMIT ISSUED BY CITY FORESTRY. ANY STREET TREE REMOVALS REQUESTED AFTER THE DEVELOPMENT PLAN IS APPROVED BY THE PLAN COMMISSION OR THE BOARD OF PUBLIC WORKS AND CITY FORESTRY WILL REQUIRE A MINIMUM OF A 72-HOUR REVIEW PERIOD WHICH SHALL INCLUDE THE NOTIFICATION OF THE ALDERPERSON WITHIN WHO'S DISTRICT IS AFFECTED BY THE STREET TREE REMOVAL(S) PRIOR TO A TREE REMOVAL PERMIT BEING ISSUED.
5. CITY FORESTRY WILL ISSUE A STREET TREE REMOVAL PERMIT FOR TWO GINKGO TREES 12 & 13" DIAMETER DUE TO DECLINE & CONSTRUCTION STAGING NEEDS AT ALONG E WASHINGTON AVE. THE CONTRACTOR SHALL CONTACT CITY FORESTRY AT (608)266- 4816 TO OBTAIN PERMIT.
6. CONTRACTOR SHALL TAKE PRECAUTIONS DURING CONSTRUCTION TO NOT DISFIGURE, SCAR, OR IMPAIR THE HEALTH OF ANY STREET TREE. CONTRACTOR SHALL OPERATE EQUIPMENT IN A MANNER AS TO NOT DAMAGE THE BRANCHES OF THE STREET TREE(S). THIS MAY REQUIRE USING SMALLER EQUIPMENT AND LOADING AND UNLOADING MATERIALS IN A DESIGNATED SPACE AWAY FROM TREES ON THE CONSTRUCTION SITE. ANY DAMAGE OR INJURY TO EXISTING STREET TREES (EITHER ABOVE OR BELOW GROUND) SHALL BE REPORTED IMMEDIATELY TO CITY FORESTRY AT (608) 266- 4816. PENALTIES AND REMEDIATION SHALL BE REQUIRED.
7. AS DEFINED BY THE SECTION 107.13 OF CITY OF MADISON STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION: NO EXCAVATION IS PERMITTED WITHIN 5 FEET OF THE TRUNK OF THE STREET TREE OR WHEN CUTTING ROOTS OVER 3 INCHES IN DIAMETER. IF EXCAVATION IS NECESSARY, THE CONTRACTOR SHALL CONTACT MADISON CITY FORESTRY AT (608) 266-4816 PRIOR TO EXCAVATION. CITY OF MADISON FORESTRY PERSONNEL SHALL ASSESS THE IMPACT TO THE TREE AND TO ITS ROOT SYSTEM PRIOR TO WORK COMMENCING. TREE PROTECTION SPECIFICATIONS CAN BE FOUND ON THE FOLLOWING WEBSITE: HTTPS://WWW.CITYOFMADISON.COM/BUSINESS/PW/SPECS.CFM
8. SECTION 107.13(G) OF CITY OF MADISON STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION (WEBSITE: HTTPS://WWW.CITYOFMADISON.COM/BUSINESS/PW/SPECS.CFM) ADDRESSES SOIL COMPACTION NEAR STREET TREES AND SHALL BE FOLLOWED BY CONTRACTOR. THE STORAGE OF PARKED VEHICLES, CONSTRUCTION EQUIPMENT, BUILDING MATERIALS, REFUSE, EXCAVATED SPOILS OR DUMPING OF POISONOUS MATERIALS ON OR AROUND TREES AND ROOTS WITHIN FIVE (5) FEET OF THE TREE OR WITHIN THE PROTECTION ZONE IS PROHIBITED
9. ON THIS PROJECT, STREET TREE PROTECTION ZONE FENCING IS REQUIRED. THE FENCING SHALL BE ERECTED BEFORE THE DEMOLITION, GRADING OR CONSTRUCTION BEGINS. THE FENCE SHALL INCLUDE THE ENTIRE WIDTH OF TERRACE AND, EXTEND AT LEAST 5 FEET ON BOTH SIDES OF THE OUTSIDE EDGE OF THE TREE TRUNK. DO NOT REMOVE THE FENCING TO ALLOW FOR DELIVERIES OR EQUIPMENT ACCESS THROUGH THE TREE PROTECTION ZONE.
10. STREET TREE PRUNING SHALL BE COORDINATED WITH CITY FORESTRY AT A MINIMUM OF TWO WEEKS PRIOR TO THE START OF CONSTRUCTION FOR THIS PROJECT. CONTACT CITY FORESTRY AT (608)266-4816. ALL PRUNING SHALL FOLLOW THE AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) A300 - PART 1 STANDARDS FOR PRUNING.
11. AT LEAST ONE WEEK PRIOR TO STREET TREE PLANTING, CONTRACTOR SHALL CONTACT CITY FORESTRY AT (608) 266- 4816 TO SCHEDULE INSPECTION AND APPROVAL OF NURSERY TREE STOCK AND REVIEW PLANTING SPECIFICATIONS WITH THE LANDSCAPER.

STREET TREE INVENTORY

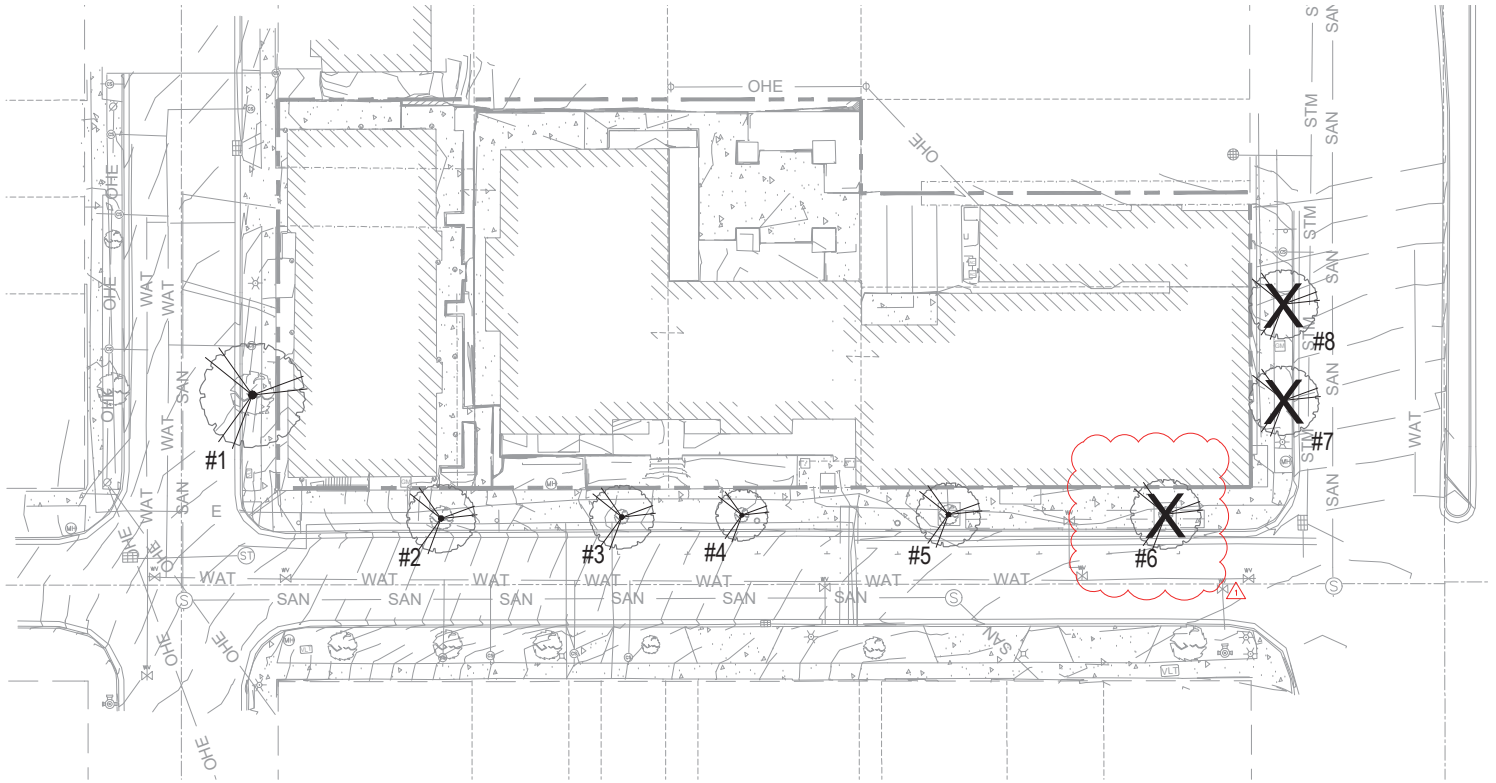
Street Tree Inventory

Number	Location	Species	Caliper (in)	Disposition	Notes
1	Butler St.	Green Ash	18	Remain	
2	Butler St.	Honey Locust	12	Remain	
3	Butler St.	Honey Locust	11	Remain	
4	Butler St.	Honey Locust	9	Remain	
5	Butler St.	Honey Locust	11	Remain	
6	Butler St.	Honey Locust	10	Remove	
7	E Wash Ave	Ginkgo	12	Remove	in decline
8	E Wash Ave	Ginkgo	12	Remove	in decline



NOTE:
1. ALL TREES SHOWN TO BE RETAINED WITHIN THE LIMITS OF CONSTRUCTION ON THE PLANS SHALL BE PROTECTED DURING CONSTRUCTION WITH FENCING.
2. PROTECT TREE CANOPIES FROM OVERHEAD DAMAGE.
3. TEMPORARY TREE PROTECTION FENCES FOR DEMOLITION PHASE SHALL BE INSTALLED PRIOR TO THE COMMENCEMENT OF ANY SITE DEMOLITION OR PREPARATION WORK (CLEARING, GRUBBING, OR GRADING). AFTER DEMOLITION ACTIVITIES ARE COMPLETE FENCES SHALL BE RELOCATED TO PERMANENT CONSTRUCTION PHASE LOCATIONS AND SHALL BE MAINTAINED THROUGHOUT REMAINDER OF THE CONSTRUCTION PROJECT.
4. TREE PROTECTION FENCE TO BE 6' HEIGHT CHAINLINK SUPPORTED BY FOOTED POSTS. DO NOT USE SANDBAGS.
5. DO NOT INSTALL FENCING ANY CLOSER THAN 5' FROM THE TRUNK OF ANY TREE.
6. NO STORAGE OF CONSTRUCTION MATERIALS, EQUIPMENT, OR SUPPLIES PERMITTED WITHIN TREE PROTECTION ZONES.
7. NO DISPOSAL OF CONSTRUCTION MATERIALS, BYPRODUCTS, OR SOLUTIONS PERMITTED WITHIN TREE PROTECTION ZONES.
8. TRUNK DIAMETER AT BREAST HEIGHT (DBH) MEASURED AT 4'-6" ABOVE THE GROUND.

1 TREE PROTECTION DETAIL
NTS



LEGEND
- CONSTRUCTION LIMITS
- TREE PROTECTION FENCE
- EXISTING TREE
- X TREE TO BE REMOVED

1 TREE PRESERVATION AND REMOVAL PLAN
1" = 20'-0"

0 20' 40'
1" = 20'

NORTH

knothe bruce ARCHITECTS
Phone: 608.836.3690
8401 Greenway Blvd, STE 900
Middleton, WI 53562

saiki DESIGN

SPR SUPPLEMENT – 12–17–25
ISSUED
SITE PLAN REVIEW - 10-15-2025

WISCONSIN Abbie Mollien LA-673 Madison Wisconsin LANDSCAPE ARCHITECT
10/15/2025

BUTLER ST REDEVELOPMENT
PROJECT TITLE

15 N. BUTLER ST. & 302 E. WASHINGTON AVE. MADISON, WI.

SHEET TITLE
TREE PRESERVATION AND REMOVAL PLAN

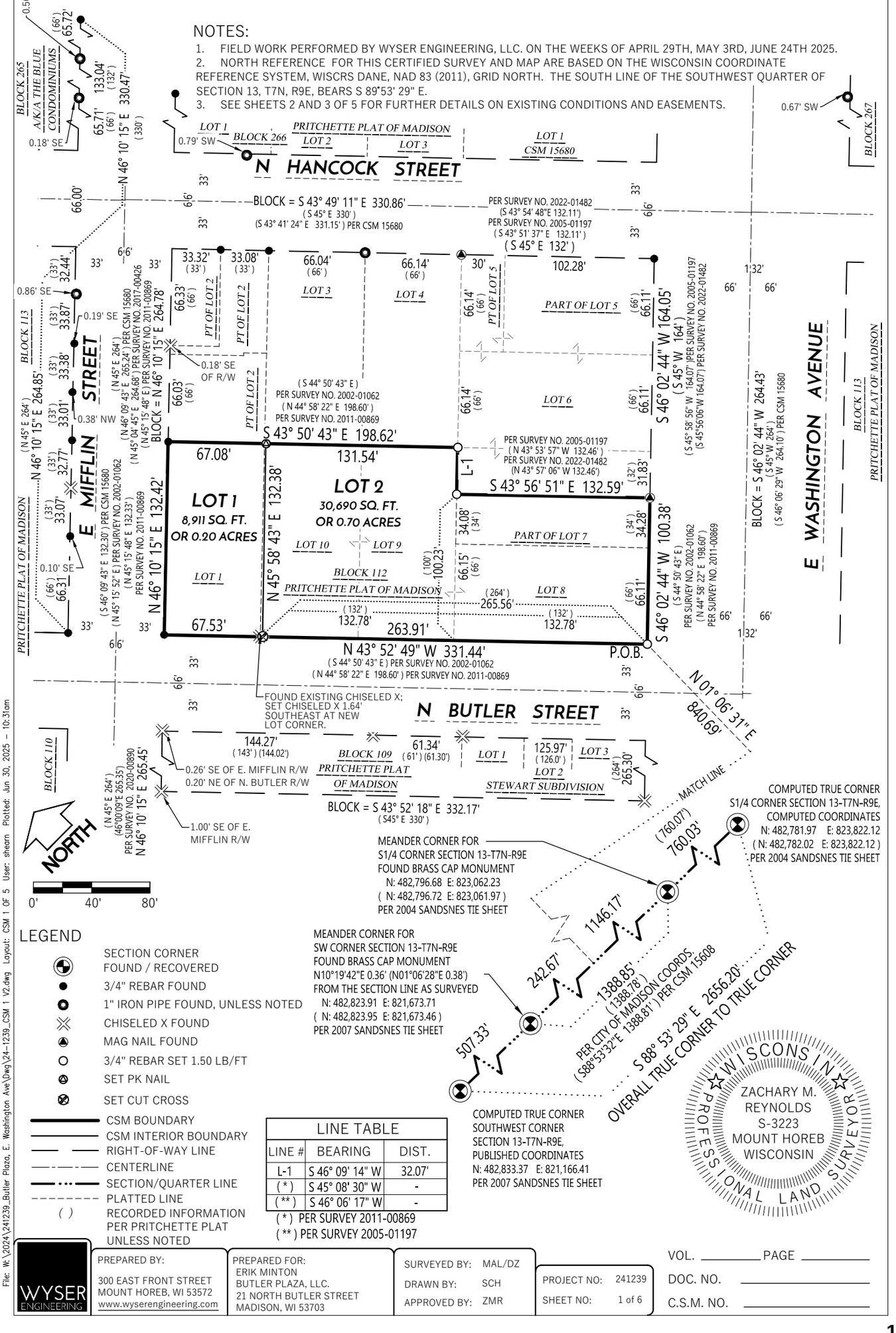
SHEET NUMBER
L100

PROJECT NUMBER
2406

© Knothe & Bruce Architects, LLC

CERTIFIED SURVEY MAP NO. _____

A CONSOLIDATION AND REDIVISION OF LOTS 1, 8, 9, 10, AND PART OF LOT 7, BLOCK 112, ORIGINAL PRITCHETTE PLAT OF MADISON, RECORDED ON OCTOBER 10, 1839 IN VOLUME A OF PLATS, PAGE 3, AS DOCUMENT NO. 102, BEING A PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 13, TOWN 7 NORTH, RANGE 9 EAST, ALL IN THE CITY OF MADISON, DANE COUNTY, WISCONSIN.



LINE TABLE		
LINE #	BEARING	DIST.
L-1	S 46° 09' 14" W	32.07'
(*)	S 45° 08' 30" W	-
(**)	S 46° 06' 17" W	-

(*) PER SURVEY 2011-00869
(**) PER SURVEY 2005-01197

WYSER ENGINEERING

PREPARED BY:
300 EAST FRONT STREET
MOUNT HOREB, WI 53572
www.wyserengineering.com

PREPARED FOR:
ERIK MINTON
BUTLER PLAZA, LLC.
21 NORTH BUTLER STREET
MADISON, WI 53703

SURVEYED BY: MAL/DZ
DRAWN BY: SCH
APPROVED BY: ZMR

PROJECT NO: 241239
SHEET NO: 1 of 6

VOL. _____ PAGE _____
DOC. NO. _____
C.S.M. NO. _____

File: W:\2024\241239_Butler Plaza, E. Washington Ave\Dwg\24-1239_CSM 1 V2.dwg Layout: CSM 1 OF 5 User: shearn Plotted: Jun 30, 2025 - 10:31am

City of Madison

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

Master

File Number: 91441

File ID:	91441	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	01/07/2026
File Name:	Approving plans and specifications for public improvements necessary for the project known as 351 W Main Street and authorizing construction to be undertaken by the Developer, Private Contract No. 9695.			**Final Action:**	

Title: Approving plans and specifications for public improvements necessary for the project known as 351 W Main Street and authorizing construction to be undertaken by the Developer, Private Contract No. 9695 (District 4)

Notes: Gretchen Aviles Pineiro

Sponsors:	BOARD OF PUBLIC WORKS	**Effective Date:**	
Attachments:	9695 Exhibit-Revised.pdf	**Enactment Number:**	
Author:	Chris Petykowski, Deputy City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	01/07/2026	Refer	BOARD OF PUBLIC WORKS	01/14/2026	01/14/2026	
	Action Text: This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 1/14/2026						
1	BOARD OF PUBLIC WORKS	01/14/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text: A motion was made by Ald. Lankella, seconded by Ald. Guequierre, to RECOMMEND TO COUNCIL TO ADOPT (with the removal of the 26" tree from this exhibit plan, which has been done) - REPORT OF OFFICER. The motion passed by voice vote/other.						
	Notes: A motion was made by Ald. Lankella, seconded by Ald. Guequierre, to RECOMMEND TO COUNCIL TO ADOPT (with the removal of the 26" tree from this exhibit plan, which has been done) - REPORT OF OFFICER. The motion passed by voice vote/other.						

Text of Legislative File 91441

Fiscal Note

No City Funds required. Private Contract.

Title

Approving plans and specifications for public improvements necessary for the project known as

351 W Main Street and authorizing construction to be undertaken by the Developer, Private Contract No. 9695 (District 4)

Body

WHEREAS, the developer, Capitol Lakes, Inc., has received the City of Madison's conditional approval for a for a one-lot Certified Survey Map, demolition permit to raze an existing assisted living residential building and construction of a 49-unit independent senior apartment building at 351 W Main Street, and,

WHEREAS, Section 16.23(7) of the Madison General Ordinances and the conditions of approval require the developer to install the public improvements necessary to serve the redevelopment.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Mayor and City Clerk are hereby authorized and directed to execute a Contract for the Construction of Public Improvements that will be accepted by the City of Madison for 351 W Main Street, with Capitol Lakes, Inc., or designee with the approval of the City Engineer.

2. That the plans and specifications for the public improvements necessary to serve the redevelopment are hereby approved.

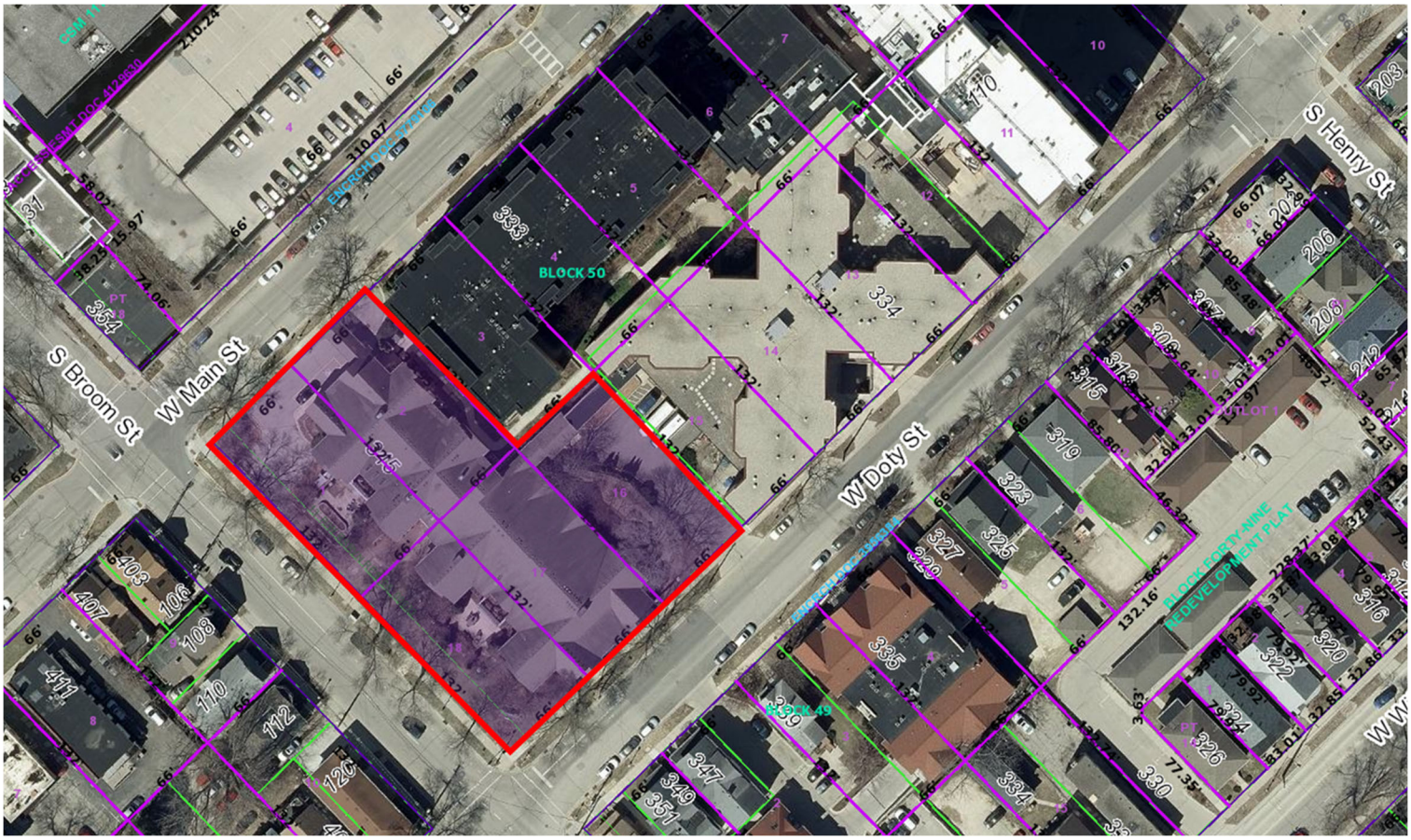
3. That the developer is authorized to construct the public improvements in accordance with the terms of the Contract for the Construction of Public Improvements That Will be Accepted by the City of Madison at the sole cost of the developer, except as follows: NONE

4. That the Mayor and City Clerk are hereby authorized to sign and grant easements or right-of-way release or procurement documents, maintenance agreements or encroachment agreements, as necessary and grant or accept dedication of lands and/or easements from/to the Developer/Owner for public improvements located outside of existing public fee title or easement right-of-ways.

5. The Common Council is approved to accept ownership of the improvements in the Maintenance Area if a maintenance agreement is executed and recorded as a condition of this contract.

6. The developer shall be permitted to assign this contract with the approval of the City Engineer, and in a form to be approved by the City Attorney.

351 W Main Street
Contract 9695
MUNIS 15955
Developer: Capitol Lakes, Inc.



The developer, Capitol Lakes, Inc., received the City of Madison's conditional approval for a one-lot Certified Survey Map, demolition permit to raze an existing assisted living residential building and construction of a 49-unit independent senior apartment building at the property currently addressed as 345 W Main Street to be addressed as 351 W Main Street. The site has frontage on W Main Street, S Broom Street and W Doty Street. The new independent living building will be connected to the Maingate building on W Main Street via a third-floor skybridge to provide access to the entire campus. The project will also include construction of an underground parking garage with 58 total parking stalls.

Summary of Improvements:

- Recording of Certified Survey Map.

- Dedicate a ten (10)-foot wide strip of Right of Way along the officially mapped portion of S. Broom Street.

- Dedicate a two (2)-feet Public Sidewalk easement along W Main Street or as width to be determined and approved by Engineering and Traffic Engineering.

- Grant a Public Sidewalk Easement(s) to the City on the face of this Certified Survey Map one (1)-foot behind the back of the existing sidewalk as currently located at the North and East corners of the parcel.

- Reconstruct public sidewalk, street terrace, curb and gutter, and pavement on W Main Street, S Broom Street, and W Doty Street per plan approved by the City Engineer.

- Construct public storm sewer upgrades in W Doty Street to provide the required storm sewer capacity to serve the private redevelopment project. Replace storm structure in existing driveway to be closed. Complete the public storm sewer upgrades and restore W Doty Street as needed per plans approved by the City Engineer.

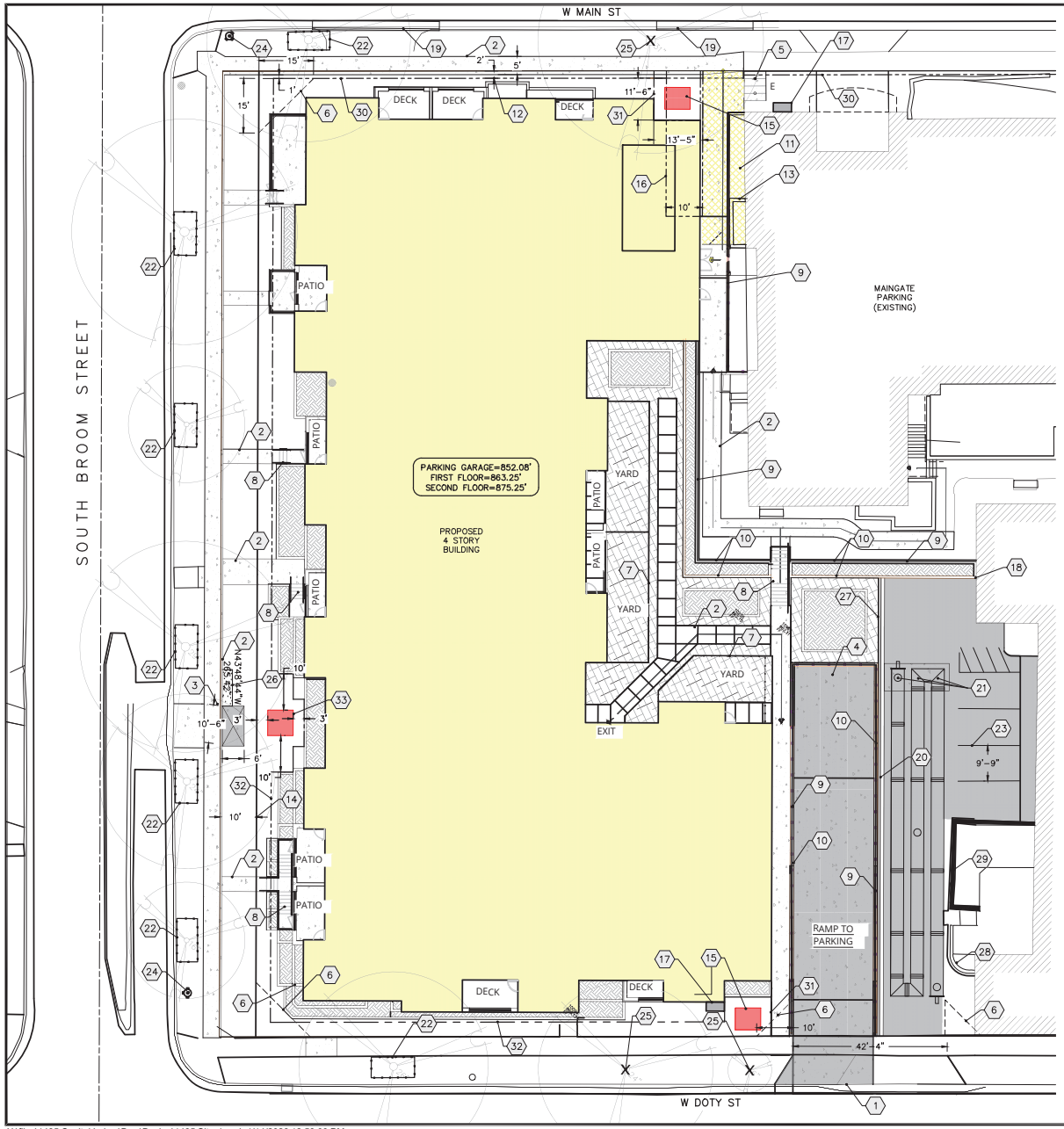
- Close abandoned driveways with curb and gutter. Construct new private drive entrance aprons per plans approved by the City Engineer and per the Commercial Driveway Permit approved by the City Traffic Engineer.

- Provide public street terrace tree protection, removals, and plantings per City Forestry approvals. City Forestry approved removals:
    - W Main Street:
        - 27" Hackberry Tree
    - W Doty Street:
        - 8" Pear Tree
        - 21" Ash Tree

- Construct private sanitary, storm, and water service laterals necessary to serve the private redevelopment project per plans approved by the City Engineer.

- Protect existing public streetlights, signals, and fiber facilities in the project area. Replace detector loops on W Doty Street to be damaged with construction. Coordinate with City Traffic Engineering and City IT on relocations and temporary accommodation for streetlights, signal and fiber as needed to facilitate construction.

- Coordinate project access, street closures, and street occupancy with other projects in the area and as approved by City Traffic Engineering.



STREET TREE NOTES:

A. STREET TREE ZONING FENCING IS REQUIRED FOR THIS PROJECT

B. FENCING SHALL BE ERECTED PRIOR TO DEMOLITION, GRADING OR CONSTRUCTION BEGINS.

C. THE FENCE SHALL INCLUDE THE ENTIRE WIDTH OF THE TERRACE, AND EXTEND AT LEAST 5 FEET ON BOTH SIDES OF THE OUTSIDE EDGE OF THE TREE TRUNK.

D. DO NOT REMOVE THE FENCING TO ALLOW FOR DELIVERIES OR EQUIPMENT ACCESS THROUGH THE TREE PROTECTION ZONE.

E. CONTRACTOR SHALL TAKE PRECAUTIONS DURING CONSTRUCTION TO NOT DISFIGURE, SCAR, OR IMPAIR THE HEALTH OF ANY STREET TREE.

F. CONTRACTOR SHALL OPERATE EQUIPMENT IN A MANNER AS TO NOT DAMAGE THE BRANCHES OF THE STREET TREE(S). THIS MAY REQUIRE USING SMALLER EQUIPMENT AND LOADING AND UNLOADING MATERIALS IN A DESIGNATED SPACE AWAY FROM TREES ON THE CONSTRUCTION SITE. ANY DAMAGE OR INJURY TO EXISTING STREET TREES (EITHER ABOVE OR BELOW GROUND) SHALL BE REPORTED IMMEDIATELY TO CITY FORESTRY AT (608) 266-4816. PENALTIES AND REMEDIATION SHALL BE REQUIRED.

KEY

- ASPHALT PAVEMENT
- CONCRETE
- CONCRETE PAVEMENT
- PLANTERS
- GREEN ROOF
- PRIVATE YARD TURF PAVERS
- 5'X5' PAVER PEDESTAL SYSTEM

SCALE : 1" = 30' (11x17)
1" = 15' (30x42)

PLAN KEY

1. NEW DRIVEWAY APPROACH IN ACCORDANCE WITH CITY STANDARDS. CONTRACTOR TO OBTAIN STREET EXCAVATION PERMIT FROM THE CITY TO WORK IN THE RIGHT-OF-WAY
2. CONCRETE SIDEWALK, TYP.
3. BUS SHELTER
4. CONCRETE PAVEMENT
5. BIKE RACK TO BE DERO PART# BH-FT-EPX BIKE RACKS SURFACE MOUNT POWDER COAT FINISH
6. VISION TRIANGLE
7. 4' HIGH ALUMINUM FENCE
8. STAIR W/METAL RAILING BOTH SIDES, SEE ARCHITECTURAL PLANS
9. METAL GUARDRAIL
10. CONCRETE RETAINING WALL
11. METAL CANOPY WITH SIGNAGE (OPEN AIR)
12. 2' SIDEWALK EASEMENT
13. EXISTING GRATE FOR GARAGE EXHAUST TO REMAIN
14. 10' PROPERTY LINE ADJUSTMENT
15. TRANSFORMER
16. EXISTING 10' WIDE ELECTRIC EASEMENT TO BE RELOCATED
17. TERMINATION CABINET
18. REPAIR SKILLED NURSING WALL AFFECTED BY BRIDGE DEMOLITION
19. 30" CURB AND GUTTER
20. 18" CURB AND GUTTER
21. UNDERGROUND RETENTION SYSTEM
22. PRESERVE AND PROTECT STREET TREE (SEE STREET TREE NOTES)
23. 4" PAVEMENT STRIPING WITH TWO COATS OF TRAFFIC GRADE LATEX PAINT, TYP
24. EXISTING HYDRANT
25. STREET TREE REMOVED (X) REPLACEMENT SPECIES TO BE COORDINATED W/CITY FORESTER
26. BENCH AND CONCRETE PAD
27. HEAT PUMP AREA
28. REPLACE CONCRETE CURB AS NEEDED TO INSTALL STORM CHAMBERS
29. REPLACE RETAINING WALL AS NEEDED TO INSTALL STORM CHAMBERS
30. SIDEWALK EASEMENT
31. MG&E EASEMENT AROUND TRANSFORMER
32. 4' MG&E EASEMENT
33. MG&E SWITCHGEAR

NOTE:

RIGHT-OF-WAY IS THE SOLE JURISDICTION OF THE CITY OF MADISON AND IS SUBJECT TO CHANGE AT ANY TIME PER RECOMMENDATION/PLAN OF TRAFFIC ENGINEERING AND CITY ENGINEERING DEPARTMENTS

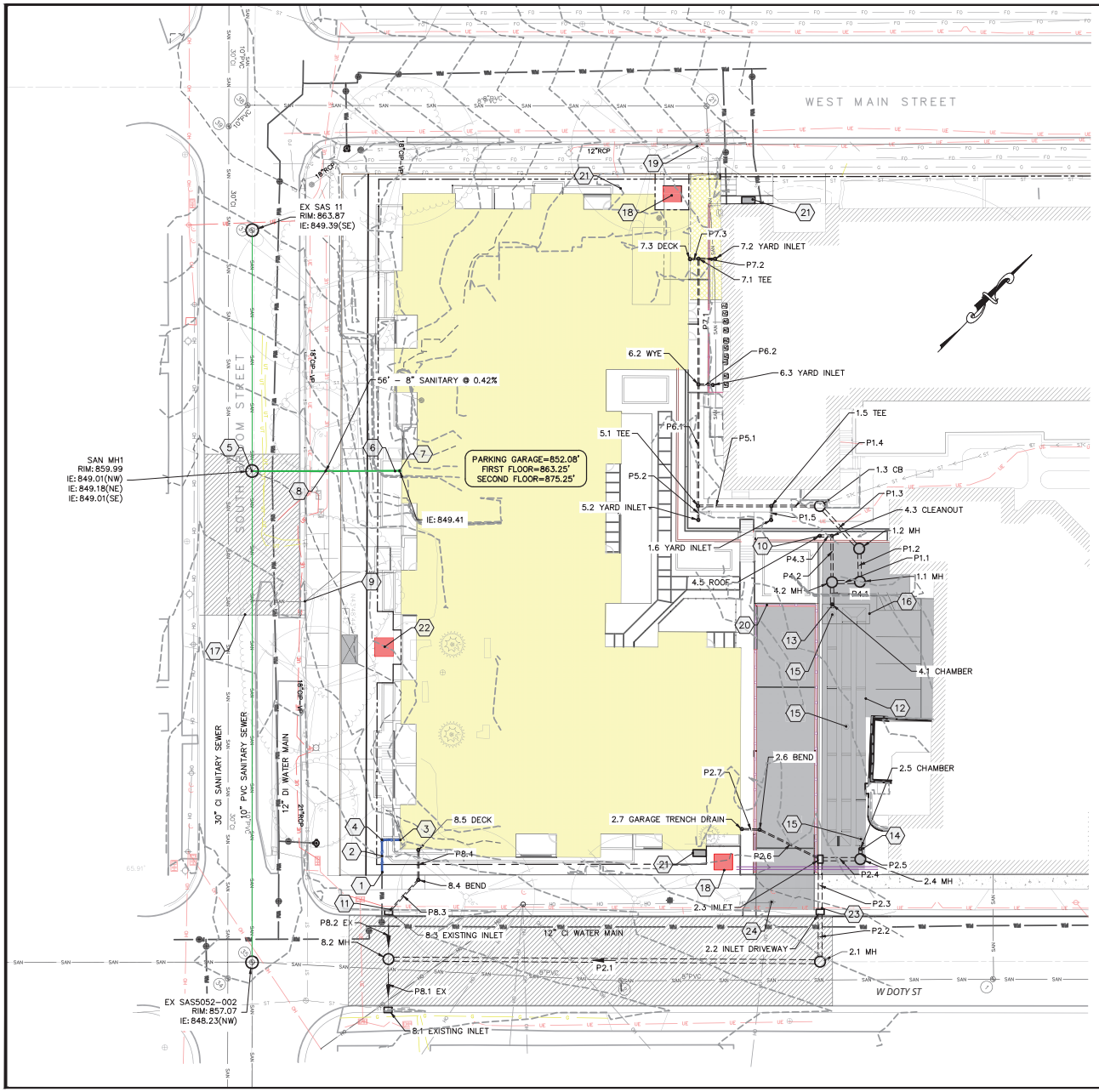
ISSUANCE/REVISION	DATE
SITE PLAN REVIEW	1-14-26

PROFESSIONAL ENGINEERING LLC
818 N Meadowbrook Ln
Waunakee, WI 53597
phone (608) 849-9378
www.pe-wi.com

PRS - CAPITOL LAKES
SITE PLAN

345 WEST MAIN STREET
MADISON, WISCONSIN

C201



UTILITY NOTES

A. CONTRACTOR SHALL CALL DIGGERS HOTLINE PRIOR TO ANY CONSTRUCTION.

B. ALL EXISTING UTILITIES SHOWN ON THE PLAN ARE APPROXIMATE AND WERE FIELD LOCATED FROM GROUND MARKING OR BASED OFF OF PREVIOUS PLANS. THE LOCATIONS ARE SHOWN FOR INFORMATIONAL PURPOSES ONLY AND SHOULD BE FIELD VERIFIED PRIOR TO CONSTRUCTION.

C. ALL SITE UTILITY WORK SHALL BE DONE IN ACCORDANCE WITH THE CITY OF MADISON STANDARD SPECIFICATIONS.

D. PRIOR TO CONSTRUCTION, CONTRACTOR SHALL OBTAIN A STREET OPENING PERMIT FOR ANY WORK TO BE DONE WITHIN THE RIGHT-OF-WAY.

E. CONTRACTOR SHALL OBTAIN ALL NECESSARY PLUGGING/CONNECTION PERMITS FROM THE CITY OF MADISON PRIOR TO ANY UTILITY WORK. CONTRACTOR TO NOTIFY THE PUBLIC WORKS DEPARTMENT A MINIMUM OF 48 HOURS BEFORE CONNECTING TO PUBLIC UTILITIES.

F. RESTORATION OF PAVEMENT, CURB & GUTTER, AND SIDEWALK WITHIN THE STREET RIGHT OF WAY IS CONSIDERED INCIDENTAL AND SHALL BE INCLUDED IN THE COST OF THE UNDERGROUND IMPROVEMENTS.

G. ALL STORM SEWER PIPE TO BE ADS N-12 OR RCP CLASS III REINFORCED CONCRETE WITH RUBBER GASKETS AS NOTED ON THE STORM SEWER SCHEDULE. ALL BRANCH CONNECTIONS TO BE WYES WITH 45 DEGREE BENDS.

H. DRAIN BASINS 18" IN DIAMETER OR SMALLER TO BE ADS NYLOPLAST OR APPROVED EQUAL. NYLOPLAST DRAIN BASIN GRATES TO BE BRONZE

I. CONTRACTOR SHALL CONFIRM CONNECTION ELEVATION GRADES OF ALL PIPES PRIOR TO BEGINNING CONSTRUCTION.

J. ALL WATER MAIN 4" AND LARGER SHALL BE DUCTILE IRON. FITTINGS TO HAVE MEGA-LUG CONNECTIONS. WATER SERVICES 2" AND SMALLER SHALL BE TYPE K, COPPER.

K. SANITARY SEWER MAIN AND SERVICES SHALL BE SDR-35 PVC. MANHOLES TO BE PRECAST WITH RUBBER BOOTS.

M. ANY PERSON WHO INSTALLS A NONCONDUCTIVE WATER OR SEWER LATERAL MUST ALSO INSTALL A LOCATION WIRE OR OTHER EQUALLY EFFECTIVE MEANS FOR MARKING THE LOCATION OF THE LATERAL. METHOD SHALL BE APPROVED BY THE CITY.

N. CONTRACTOR TO COORDINATE NEW, RELOCATED AND/OR ABANDONED GAS, ELECTRIC, TELEPHONE, AND CABLE WITH APPROPRIATE UTILITY COMPANIES.

O. UTILITIES SERVING PROPOSED BUILDINGS SHALL BE STUBBED WITHIN 5' OF THE PROPOSED BUILDING(S) AND STAKED.

P. ALL WATER MAIN PIPE AND FITTINGS SHALL BE INSTALLED TO A MIN. DEPTH OF COVER OF 6.5'. AFTER REGRADING, EXISTING WATER MAIN PIPE WHICH DOES NOT MEET THIS REQUIREMENT SHALL BE INSULATED.

Q. STORM SEWERS WHICH CROSS AN ACTIVE SEWER OR WATER MAIN OR LATERAL SHALL HAVE A MINIMUM CLEAR VERTICAL CLEARANCE OF THREE (3) FEET. CROSSINGS WITH LESSER VERTICAL CLEARANCE SHALL BE PROTECTED FROM FROST DAMAGE BY PLACEMENT OF 2-INCH THICK POLYSTYRENE BOARD INSULATION.

R. BUILDING PLUMBER SHALL VERIFY SIZE, SLOPE, AND EXACT LOCATION OF PROPOSED SANITARY LATERALS AND WATER SERVICES PRIOR TO INSTALLATION.

S. CLEANOUTS WILL REQUIRE FROST SLEEVES.

T. CONTRACTOR RESPONSIBLE FOR TRAFFIC CONTROL FOR WORK IN THE RIGHT-OF-WAY

PLAN KEY

1. CONNECT TO EXISTING 6" WATER LATERAL PER CITY STANDARDS
2. 6" D.I. WATER SERVICE, VERIFY SIZE WITH ARCHITECT
3. CONNECT TO BUILDING WATER SERVICE, SEE PLUMBING PLANS
4. WATER BEND, TYPICAL
5. CONNECT TO EXISTING 10" SANITARY MAIN IN ACCORDANCE WITH CITY STANDARDS
6. SANITARY CLEANOUT, TYPICAL
7. CONNECT TO SANITARY BUILDING SEWER, SEE PLUMBING PLANS
8. 6" SANITARY SEWER AT 1.1% SLOPE MINIMUM, VERIFY SIZE WITH PLUMBING DESIGNER
9. PERMANENTLY PLUG EXISTING 4" SANITARY LATERAL IN ACCORDANCE WITH CITY STANDARDS
10. CONNECT TO ROOF DRAINAGE SYSTEM. CONTRACTOR TO VERIFY FINAL DRAIN LOCATION WITH PLUMBING DESIGNER PRIOR TO CONNECTING
11. CONNECT TO STORM SEWER IN ACCORDANCE WITH CITY STANDARDS
12. UNDERGROUND STORAGE CHAMBERS
13. CONNECT TO 15" INLET PIPE STUB
14. CONNECT TO 15" OUTLET PIPE STUB
15. 24" RISER, WITH NEENAH R-1556-A SOLID LID
16. CONCRETE PAD AROUND RISER
17. UTILITY PATCH IN ACCORDANCE WITH CITY STANDARDS W/CURB AND ASPHALT REPLACED AND TERRACE RESTORED
18. TRANSFORMER. COORDINATE FINAL LOCATION WITH MG&E
19. REPLACE EXISTING MANHOLE CASTING WITH NEENAH 3067 CASTING
20. STORMWATER RUNOFF DRAINING TO UNDERGROUND PARKING SHALL DRAIN TO A SUMP PUMP THAT DISCHARGES TO GRADE THROUGH AN AIR GAP. PUMP SIZING SHALL BE FOR 100 YEAR STORM EVENT. MINIMUM PUMP DISCHARGE RATE SHALL BE 0.56 CFS (210 GPM). PUMPING SYSTEM SHALL BE DESIGNED BY BUILDING PLUMBER. PUMP TO DISCHARGE TO 2.7 GARAGE TRENCH DRAIN
21. TERMINATION CABINET. COORDINATE FINAL LOCATION WITH MG&E
22. SWITCHGEAR. COORDINATE FINAL LOCATION WITH MG&E
23. COORDINATE WITH TRAFFIC ENGINEERING WHEN CROSSING UNDERGROUND ELECTRICAL
23. 2- 4" PVC ELECTRICAL CONDUITS TO SERVE FUTURE PHASES
24. RELOCATE ELECTRICAL POLE. COORDINATE WORK WITH MG&E

0 20 40
SCALE : 1" = 40' (11x17)
1" = 20' (30x42)

NOTE:
RIGHT-OF-WAY IS THE SOLE JURISDICTION OF THE CITY OF MADISON AND IS SUBJECT TO CHANGE AT ANY TIME PER RECOMMENDATION/PLAN OF TRAFFIC ENGINEERING AND CITY ENGINEERING DEPARTMENTS

ISSUANCE/REVISION	DATE
SITE PLAN REVIEW	1-14-26

PROFESSIONAL ENGINEERING LLC
818 N Meadowbrook Ln
Waunakee WI 53597
phone (608) 849-9378
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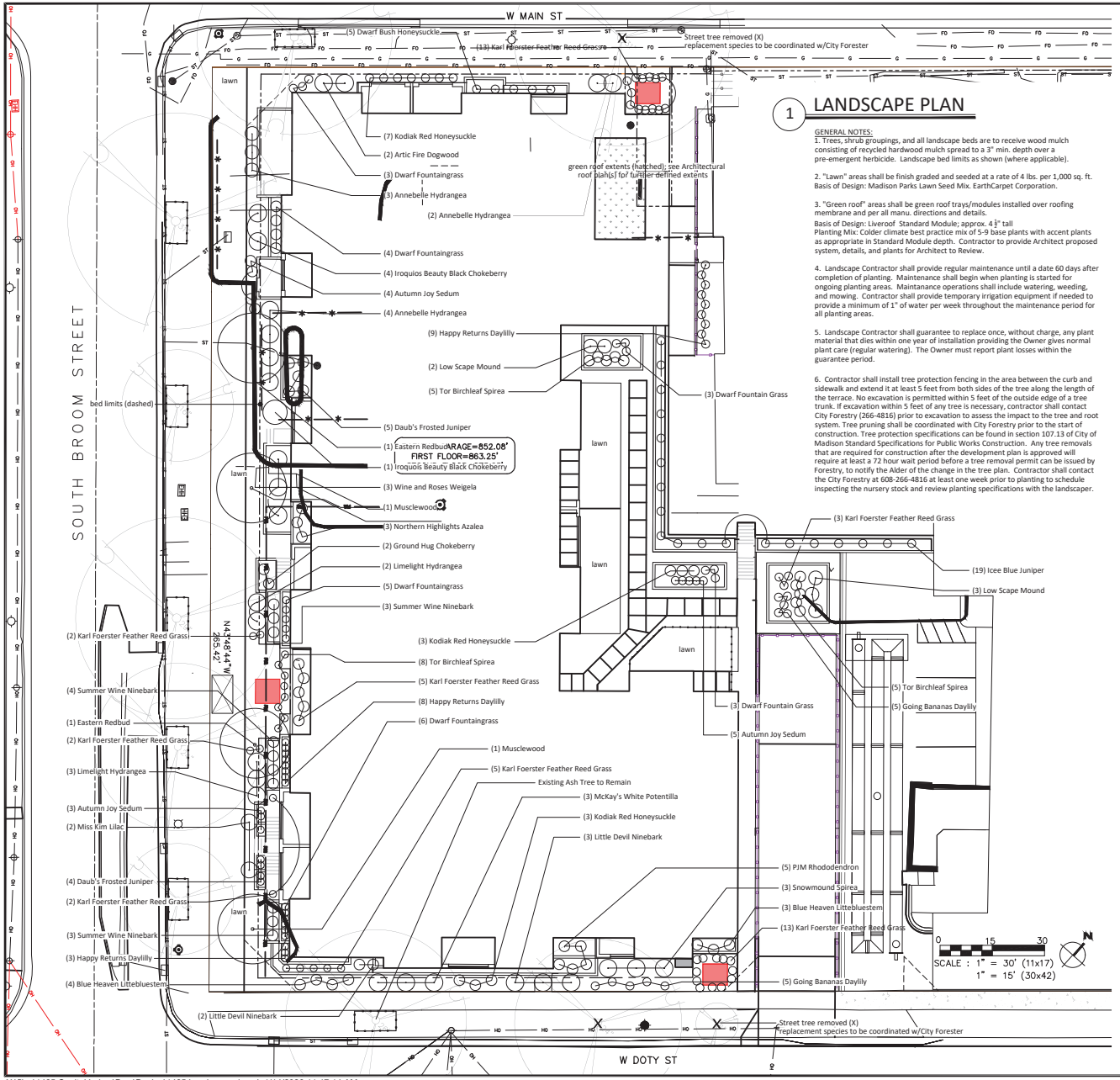
PRS - CAPITOL LAKES
UTILITY PLAN

345 WEST MAIN STREET
MADISON, WISCONSIN

C400



1 LANDSCAPE PLAN

GENERAL NOTES:

1. Trees, shrub groupings, and all landscape beds are to receive wood mulch consisting of recycled hardwood mulch spread to a 3" min. depth over a pre-emergent herbicide. Landscape bed limits as shown (where applicable).

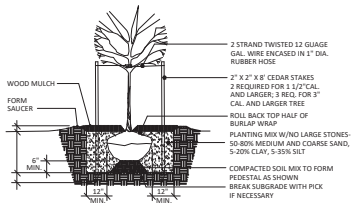
2. "Lawn" areas shall be finish graded and seeded at a rate of 4 lbs. per 1,000 sq. ft. Basis of Design: Madison Parks Lawn Seed Mix. EarthCarpet Corporation.

3. "Green roof" areas shall be green roof trays/modules installed over roofing membrane and per all manu. directions and details.
Basis of Design: Liveroof Standard Module; approx. 4 ½" tall
Planting Mix: Colder climate best practice mix of 5-9 base plants with accent plants as appropriate in Standard Module depth. Contractor to provide Architect proposed system, details, and plants for Architect to Review.

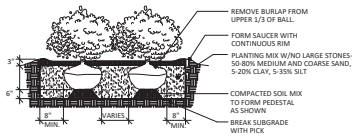
4. Landscape Contractor shall provide regular maintenance until a date 60 days after completion of planting. Maintenance shall begin when planting is started for ongoing planting areas. Maintanance operations shall include watering, weeding, and mowing. Contractor shall provide temporary irrigation equipment if needed to provide a minimum of 1" of water per week throughout the maintenance period for all planting areas.

5. Landscape Contractor shall guarantee to replace once, without charge, any plant material that dies within one year of installation providing the Owner gives normal plant care (regular watering). The Owner must report plant losses within the guarantee period.

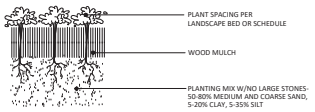
6. Contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266-4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry prior to the start of construction. Tree protection specifications can be found in section 107.13 of City of Madison Standard Specifications for Public Works Construction. Any tree removals that are required for construction after the development plan is approved will require at least a 72 hour wait period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan. Contractor shall contact the City Forestry at 608-266-4816 at least one week prior to planting to schedule inspecting the nursery stock and review planting specifications with the landscaper.



2 TREE PLANTING
NTS



3 SHRUB PLANTING
NTS



4 PERENNIAL PLANTING
NTS

Landscape Calculations and Distribution

One (5) landscape points shall be provided per each (300) sf of developed area
Total sf of developed area this project = 5,677 sf
Developed area divided by (300) x 5 = 94 Points Required — 716 Total Points Provided (94 Required)

Development Frontage Landscaping
Total lf of lot frontage = 597 (this project)
Required Trees = 20 — Provided Trees = *4
Required Shrubs = 100 — Provided Shrubs = *28

Owner/Architect Request Waiver by Zoning Adminstrator to reduce required frontage plantings due to limiting site conditions and size of existing City of Madison street/terrace trees.

Tabulation of Points and Credits (includes Development Frontage Landscaping):

Plant Type/Element	Min. size	Points	Existing Qty.	Existing Pts.	Proposed Qty.	Proposed Pts.
Overstory Deciduous Tree	2 1/2" cal.	35	-	-	2	70
Ornamental tree	1 1/2" cal.	15	-	-	2	30
Upright evergreen shrub	3-4 feet tall	10	-	-	-	-
Shrub, deciduous	18" or 3 gal.	3	-	-	98	294
Shrub, evergreen	18" or 3 gal.	4	-	-	28	112
Ornamental grasses/perennials	18" or 3 gal.	2	-	-	105	210
Ornamental fence or wall	na	4 per 10 lf			-	-
Total						716

	Master Plant List	Scientific Name	Plant Size	Qty.
Trees	Musclewood	Carpinus caroliniana	2" cal.	2
	Eastern Redbud	Cercis canadensis	1 1/2" cal.	2
Shrubs	Artic Fire Dogwood	Cornus stolonifera Arctic Fire	24" ht.	2
	Low Scape Mound	Aronia melanocarpa	18" ht.	5
	Wine and Roses Weigela	Weigela florida	18" ht.	3
	Summer Wine Ninebark	Physocarpus opulifolius	18" ht.	7
	Annebelle Hydrangea	Hydrangea arborescens 'Annabelle'	24" ht.	9
	Dwarf Bush Honeysuckle	Diervilla lonicera	18" ht.	5
	PJM Rhododendron	Rhododendron 'Peter J. Mezzit'	18" ht.	5
	Northern Highlights Azalea	Azalea x 'Northern Hi-Lights'	18" ht.	3
	Limelight Hydrangea	Hydrangea paniculata 'Limelight'	24" ht.	5
	McKay's White Potentilla	Potentilla fruiticosa 'McKay's White'	18" ht.	3
	Kodiak Red Honeysuckle	Diervilla 'Kodiak Red'	18" ht.	13
	Little Devil Ninebark	Physocarpus opulifolius 'Little Devil'	18' ht.	5
	Summer Wine Ninebark	Physocarpus opulifolius	18" ht.	3
	Tor Birchleaf Spirea	Spiraea betulifolia 'Tor'	18" ht.	18
	Ground Hug Chokeberry	Aronia melanocarpa	18" ht.	2
	Iroquois Beauty Black Chokeberry	Aronia melanocarpa 'Morton'	24" ht.	5
	Miss Kim Lilac	Syringa pubescens subsp. patula	18" ht.	2
	Snowmound Spirea	Spiraea nipponica 'Snowmound'	18" ht.	3
	Icee Blue Juniper	Juniperus horizontalis 'Icee Blue'	12" ht.	19
	Daub's Frosted Juniper	Juniperus chinensis 'Daub's Frosted'	12" ht.	9
Perennials	Blue Heaven Littebluestem	Schizachyrium scoparium BLUE HEAVEN	1 gal.	7
	Happy Returns Daylilly	Hemerocallis 'Happy Returns'	1 gal.	20
	Karl Foerster Feather Reed Grass	Calamagrostis acutiflora	1 gal.	45
	Autumn Joy Sedum	Hylotelephium 'Autumn Joy'	1 gal.	12
	Going Bananas Daylily	Hemerocallis 'Going Bananas'	1 gal.	10
	Dwarf Fountain Grass	Pennisetum alopecuroides 'Hameln'	1 gal.	24

ISSUANCE/REVISION	DATE
SITE PLAN REVIEW	1-14-26

818 N Meadowbrook Ln
Waunakee, WI 53597
phone (608) 849-9378
www.pe-wi.com
PROFESSIONAL ENGINEERING LLC

PRS - CAPITOL LAKES
LANDSCAPE PLAN

345 WEST MAIN STREET

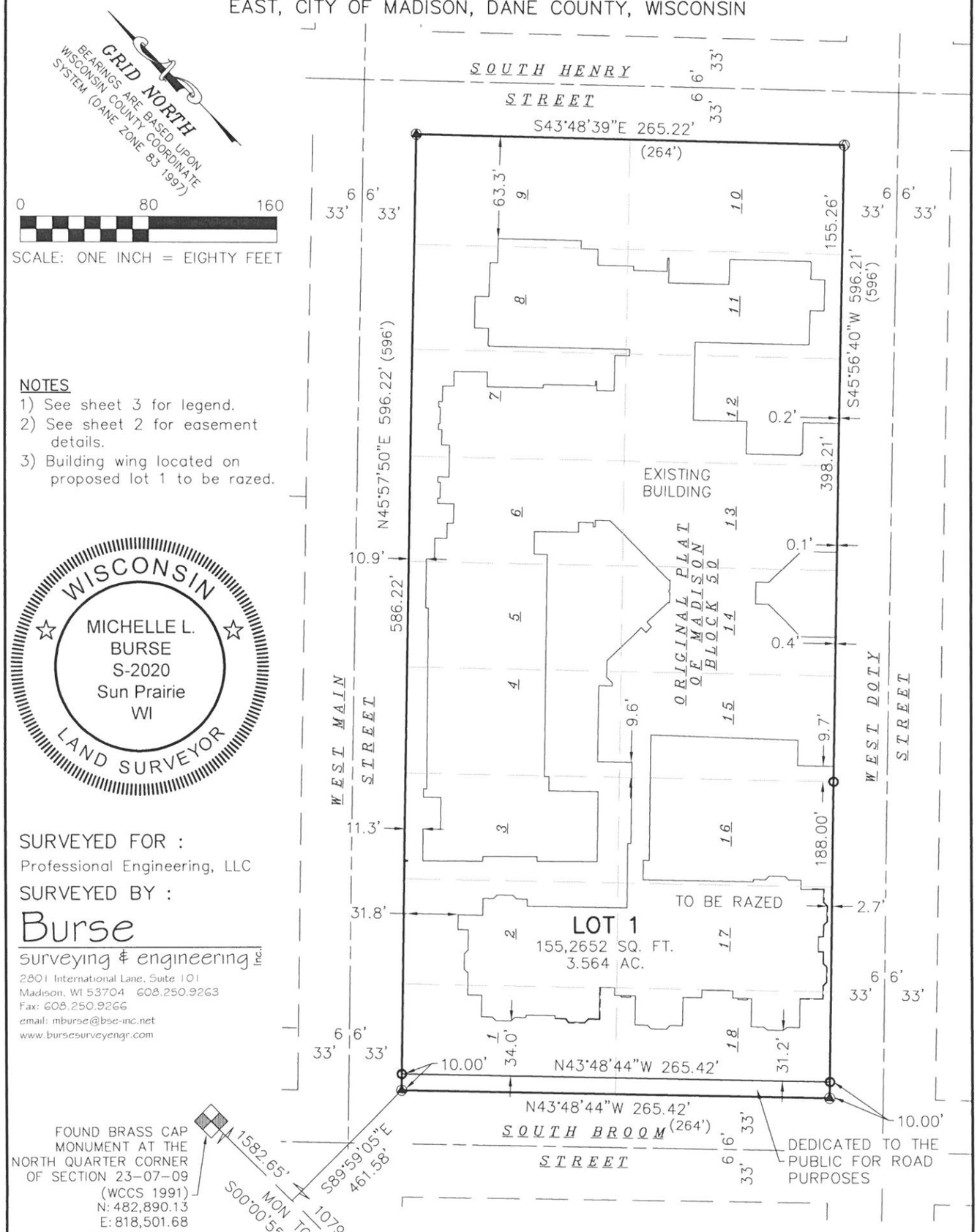
MADISON, WISCONSIN

L100

X:\files\1485 Capitol Lakes\Dwg\Design\1485 Landscape.dwg | 1/14/2026 11:17:14 AM

CERTIFIED SURVEY MAP No. _____

LOTS 1–18, BLOCK 50, ORIGINAL PLAT OF MADISON, AS RECORDED IN VOLUME A OF PLATS, ON PAGE 3, DANE COUNTY REGISTRY, LOCATED IN THE SOUTHEAST AND NORTHEAST QUARTERS OF THE NORTHEAST QUARTER OF SECTION 23, TOWNSHIP 07 NORTH, RANGE 09 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN



NOTES
1) See sheet 3 for legend.
2) See sheet 2 for easement details.
3) Building wing located on proposed lot 1 to be razed.

WISCONSIN
MICHELLE L. BURSE
S-2020
Sun Prairie
WI
LAND SURVEYOR

SURVEYED FOR :
Professional Engineering, LLC

SURVEYED BY :

Burse
surveying & engineering Inc.
2801 International Lane, Suite 101
Madison, WI 53704 608.250.9263
Fax: 608.250.9266
email: mburse@bse-inc.net
www.bursesurveyengr.com

FOUND BRASS CAP MONUMENT AT THE NORTH QUARTER CORNER OF SECTION 23-07-09 (WCCS 1991)
N: 482,890.13
E: 818,501.68
(N: 482,890.36
E: 818,501.68)

1582.65'
S89°59'05"E
461.58'
MON TO MON
S00°00'55"W 2662.50'
1079.85'

FOUND BRASS CAP MONUMENT AT THE CENTER OF SECTION 23-07-09 (WCCS 1991)
N: 480,227.66 E: 818,501.03

MAP NO. _____

DOCUMENT NO. _____

VOLUME _____ PAGES _____

Date: August 24, 2025
Plot View: CSM 1
\BSE2578\2024\dwg\Survey\BSE2578CSMv20.dwg

City of Madison

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

Master

File Number: 91445

File ID:	91445	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	01/07/2026
File Name:	Approving plans and specifications and authorizing the Board of Public Works to advertise and receive bids for CIPP UV Lining Rehabilitation of Sewers Phase 1 - 2026.			**Final Action:**	

Title: Approving plans and specifications and authorizing the Board of Public Works to advertise and receive bids for CIPP UV Lining Rehabilitation of Sewers Phase 1 - 2026. (District 3, District 5, District 11, District 15, District 19)

Notes: Eric Cefalu

Sponsors:	BOARD OF PUBLIC WORKS	**Effective Date:**	
Attachments:	BPW EXHIBIT_15513_CIPP P1 2026.pdf	**Enactment Number:**	
Author:	Greg Fries, Deputy City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	01/07/2026	Refer	BOARD OF PUBLIC WORKS	01/14/2026	01/14/2026	
	Action Text: This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 1/14/2026						
1	BOARD OF PUBLIC WORKS	01/14/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text: A motion was made by Williams, seconded by Ald. Guequierre, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.						

Text of Legislative File 91445

Fiscal Note

The proposed resolution approves plans and specifications and authorizes the Board of Public Works to advertise and receive bids for the CIPP UV Lining Rehabilitation of Sewers Phase 1 - 2026. The total estimated cost of the project is $1,249,095. Funding is available in Munis #15513. No additional appropriation is required.

Title

Approving plans and specifications and authorizing the Board of Public Works to advertise and receive bids for CIPP UV Lining Rehabilitation of Sewers Phase 1 - 2026. (District 3, District 5,

District 11, District 15, District 19)

Body

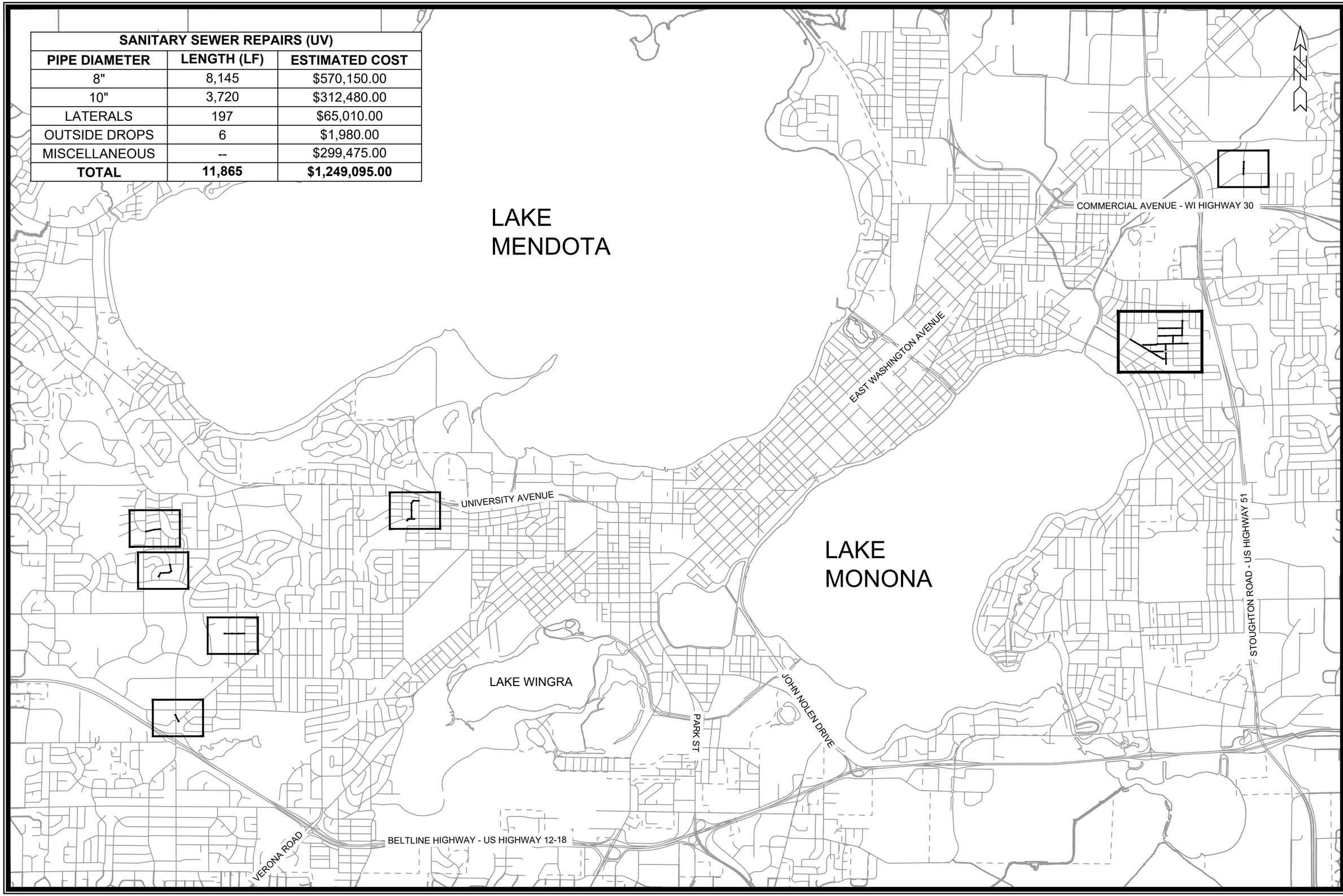
BE IT RESOLVED,

1) That the plans and specifications for CIPP UV Lining Rehabilitation of Sewers Phase 1 - 2026 be and are hereby approved.

2) That the Board of Public Works be and is hereby authorized to advertise and receive bids for said project.

3) That the Mayor and City Clerk are hereby authorized to sign and grant easements or right-of-way release or procurement documents, maintenance agreements or encroachment agreements, as necessary and grant or accept dedication of lands and/or easements from/to the Developer/Owner for public improvements located outside of existing public fee title or easement right-of-ways.

SANITARY SEWER REPAIRS (UV)		
PIPE DIAMETER	**LENGTH (LF)**	**ESTIMATED COST**
8"	8,145	$570,150.00
10"	3,720	$312,480.00
LATERALS	197	$65,010.00
OUTSIDE DROPS	6	$1,980.00
MISCELLANEOUS	--	$299,475.00
TOTAL	**11,865**	**$1,249,095.00**



MARK	REVISION	Date	BY
###	###	###	###

Designed By: EAC | Date: 5/26/2023 9:15 AM | Scale: NTS

15513

BPW EXHIBIT - UV CURE SANITARY SEWER REPAIRS

CIPP UV LINING REHABILITATION OF SEWERS PHASE 1 - 2026 | MADISON, WI | CONTRACT NO: 9613

F:\Encommon\Trenchless\2026 MH2MH\1) PHASE 1 2026 (15513)\CAD\2) 15513 BPW Map.dwg

15513

M-1

City of Madison

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

Master

File Number: 91447

File ID:	91447	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	01/07/2026
File Name:	Approving plans and specifications for public improvements necessary for the project known as 1505 Wheeler Rd - Blackhawk/Gompers and authorizing construction to be undertaken by the Developer, Private Contract No. 9725.			**Final Action:**	

Title: Approving plans and specifications for public improvements necessary for the project known as 1505 Wheeler Rd - Blackhawk/Gompers and authorizing construction to be undertaken by the Developer, Private Contract No. 9725 (District 18)

Notes: Brenda Stanley

Sponsors:	BOARD OF PUBLIC WORKS	**Effective Date:**	
Attachments:	9725 Exhibit.pdf	**Enactment Number:**	
Author:	Chris Petykowski, Deputy City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	01/07/2026	Refer	BOARD OF PUBLIC WORKS	01/14/2026	01/14/2026	
	Action Text: This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 1/14/2026						
1	BOARD OF PUBLIC WORKS	01/14/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text: A motion was made by Ald. Lankella, seconded by Ald. Guequierre, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.						

Text of Legislative File 91447

Fiscal Note

No City Funds required. Private Contract.

Title

Approving plans and specifications for public improvements necessary for the project known as 1505 Wheeler Rd - Blackhawk/Gompers and authorizing construction to be undertaken by the Developer, Private Contract No. 9725 (District 18)

Body

WHEREAS, the developer, Madison Metropolitan School District, has received the City of Madison's conditional approval for construction of a new public-school building to replace the existing school building (Black Hawk Middle School and Gompers Elementary School) at 1402 Wyoming Way., and,

WHEREAS, Section 16.23(9) of the Madison General Ordinances and the conditions of approval require the developer to install the public improvements necessary to serve the rezoning.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Mayor and City Clerk are hereby authorized and directed to execute a Contract For the Construction of Public Improvements that will be accepted by the City of Madison For 1505 Wheeler Rd - Blackhawk/Gompers, with Madison Metropolitan School District, or designee with the approval of the City Engineer.

2. That the plans and specifications for the public improvements necessary to serve the development are hereby approved.

3. That the developer is authorized to construct the public improvements in accordance with the terms of the Contract For the Construction of Public Improvements That Will be Accepted by the City of Madison at the sole cost of the developer, except as follows: NONE

4. That the Mayor and City Clerk are hereby authorized to sign and grant easements or right-of-way release or procurement documents, maintenance agreements or encroachment agreements, as necessary and grant or accept dedication of lands and/or easements from/to the Developer/Owner for public improvements located outside of existing public fee title or easement right-of-ways.

5. The Common Council is approved to accept ownership of the improvements in the Maintenance Area if a maintenance agreement is executed and recorded as a condition of this contract.

6. The developer shall be permitted to assign this contract with the approval of the City Engineer, and in a form to be approved by the City Attorney.

1505 Wheeler Rd – Blackhawk/Gompers
Contract 9725
MUNIS 16087
Developer: Madison Metropolitan School District

Overall location

Location – closer view

1505 Wheeler Rd – Blackhawk/Gompers
Contract 9725
MUNIS 16087
Developer: Madison Metropolitan School District

Madison Metropolitan School District has been conditionally approved for the construction of a new public-school building which will replace the existing Gompers Elementary and Black Hawk Middle School building. The new school will be constructed on an unused part of the site allowing for the continued use of the existing school. Upon completion of the new building, the existing school will be demolished.

Summary of Improvements:

- Grant a Permanent Limited Easement for Public Sidewalk along Wheeler Road. The final width and location of this easement shall be approved by Engineering and Traffic Engineering. This location shall be based on the least disturbance to existing public trees along Wheeler Road.

- Construction of a five (5)-foot wide sidewalk along the frontage on Wheeler Road and sidewalk from the school's western property line on Wheeler Road to the Comanche Way/Wheeler Road intersection.

- Additional spot construction of sidewalk, terrace, curb and gutter, and pavement along Wheeler Road, Comanche Way, and Wyoming Way as required by City Engineering due to construction activities.

- Construction of a traffic island, a marked continental crosswalk, pedestrian ramps, and an RRFB to facilitate pedestrian crossings of Wheeler Road.

- Addition of one streetlight and replacement of streetlight poles on Wheeler Road as required by Traffic Engineering.

- Public signing, pavement marking, street lighting, and traffic control related to the development as required by the City Traffic Engineer.

- Close abandoned driveways with curb and gutter. Construct new private drive entrance aprons per the Commercial Driveway Permit approved by the City Traffic Engineer.

- Private water and sanitary sewer lateral connections to public mains to serve the development.

- Installation and maintenance of an accessible bus boarding pad in the public right-of-way at the Metro bus stop zone on the south side of Wheeler Road, east of (Private) Golf View Drive.

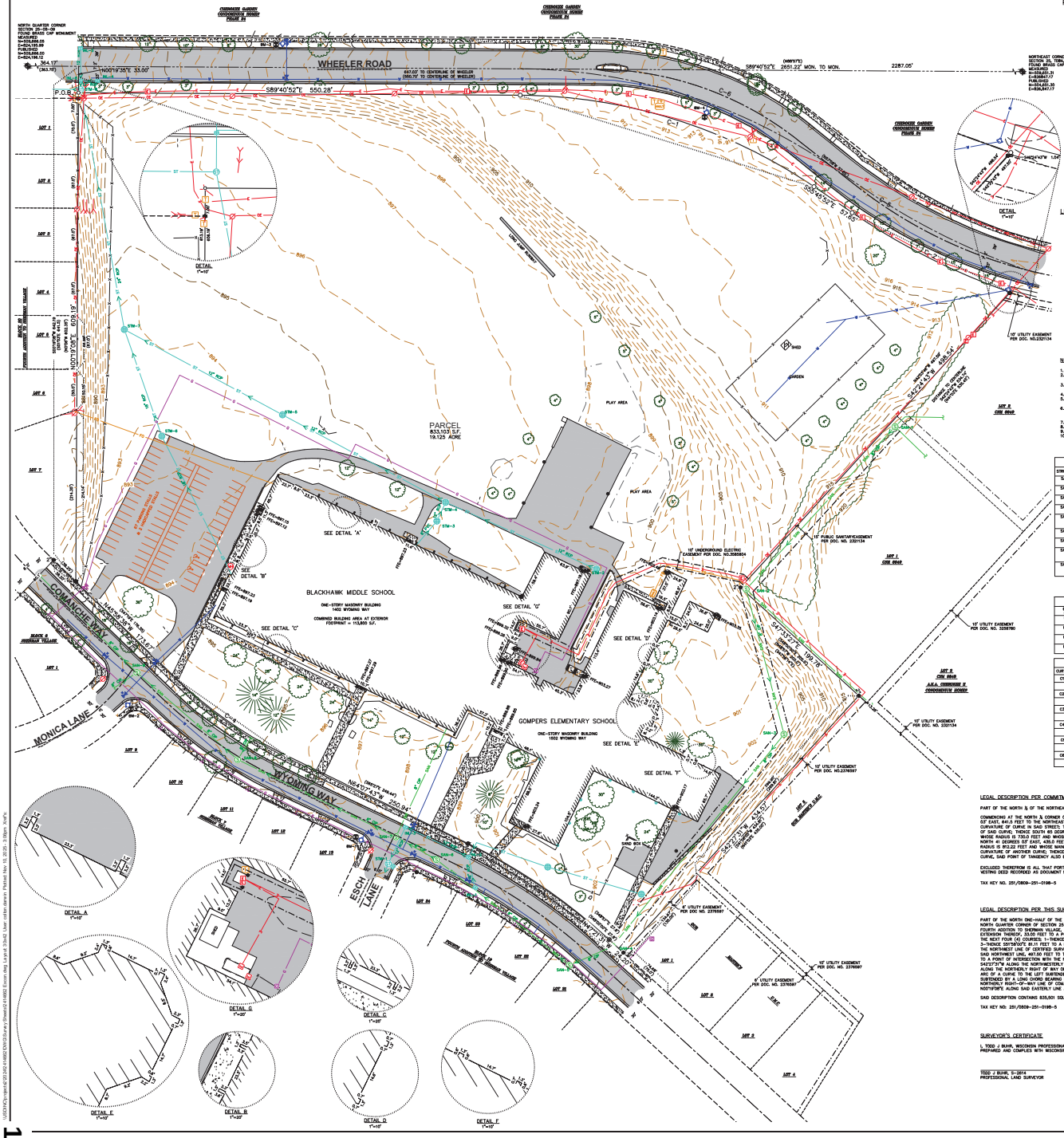
- Installation and maintenance of a new passenger seating amenity across the sidewalk from the planned bus stop zone - either as part of the private landscape plan or in the public right-of-way area.

- Provide public street terrace tree protection, removals, and plantings per City Forestry approvals. A 5-inch tree and 7-inch tree along Wheeler Road have been approved for removal by City Forestry for driveway entrance/exits. A 15-inch tree is also approved for removal if it conflicts with the design of the traffic island, crosswalk, and bus stop on Wheeler Road.

- Planting of new terrace trees as directed by City Forestry.

EXISTING CONDITIONS SURVEY

PART OF THE NORTH ONE-HALF OF THE NORTHEAST QUARTER OF SECTION 25, TOWNSHIP 08 NORTH, RANGE 09 EAST, CITY OF MADISON, DANE, WISCONSIN.



LEGEND

- GOVERNMENT CORNER
- 1" IRON PIPE FOUND
- 2" IRON PIPE FOUND
- ¾" REBAR FOUND
- 3/4" x 24" REBAR SET (1.50 LBS/LF)
- 1¼" x 30" REBAR SET (4.30 LBS/LF)
- CHISELED "X" SET
- BENCHMARK
- FINISHED FLOOR SHOT LOCATION
- BOLLARD
- MAIL BOX
- SIGN
- SANITARY MANHOLE
- MANHOLE – UNVERIFIED TYPE
- HYDRANT
- WATER VALVE
- STORM MANHOLE
- ROUND CASTED INLET
- CURB INLET
- GAS REGULATOR/METER
- GAS VALVE
- POWER POLE
- BASKETBALL HOOP
- POWER POLE W/GUY
- LIGHT POLE
- ELECTRIC TRANSFORMER
- FLAG POLE
- VAULT
- TELEPHONE PEDESTAL
- DECIDUOUS TREE
- CONIFEROUS TREE
- HANDICAP PARKING
- PARCEL BOUNDARY
- SECTION LINE
- RIGHT-OF-WAY LINE
- PLATTED LOT LINE
- CHORD LINE
- SETBACK LINE
- EASEMENT LINE
- LANDSCAPE LIMITS
- FENCE LINE
- CONCRETE CURB & GUTTER
- EDGE OF PAVEMENT
- SANITARY SEWER
- WATER LINE
- STORM SEWER
- NATURAL GAS
- OVERHEAD LINE
- UNDERGROUND ELECTRIC
- BUILDING
- INDEX CONTOUR
- INTERMEDIATE CONTOUR
- BITUMINOUS PAVEMENT
- CONCRETE PAVEMENT
- PAVEMENT STRIPING
- END OF FLAGGED UTILITIES
- ( ) DENOTES RECORDED AS MEASUREMENTS DEPICTING THE SAME LINE ON THE GROUND AS RETRACED BY THIS SURVEY

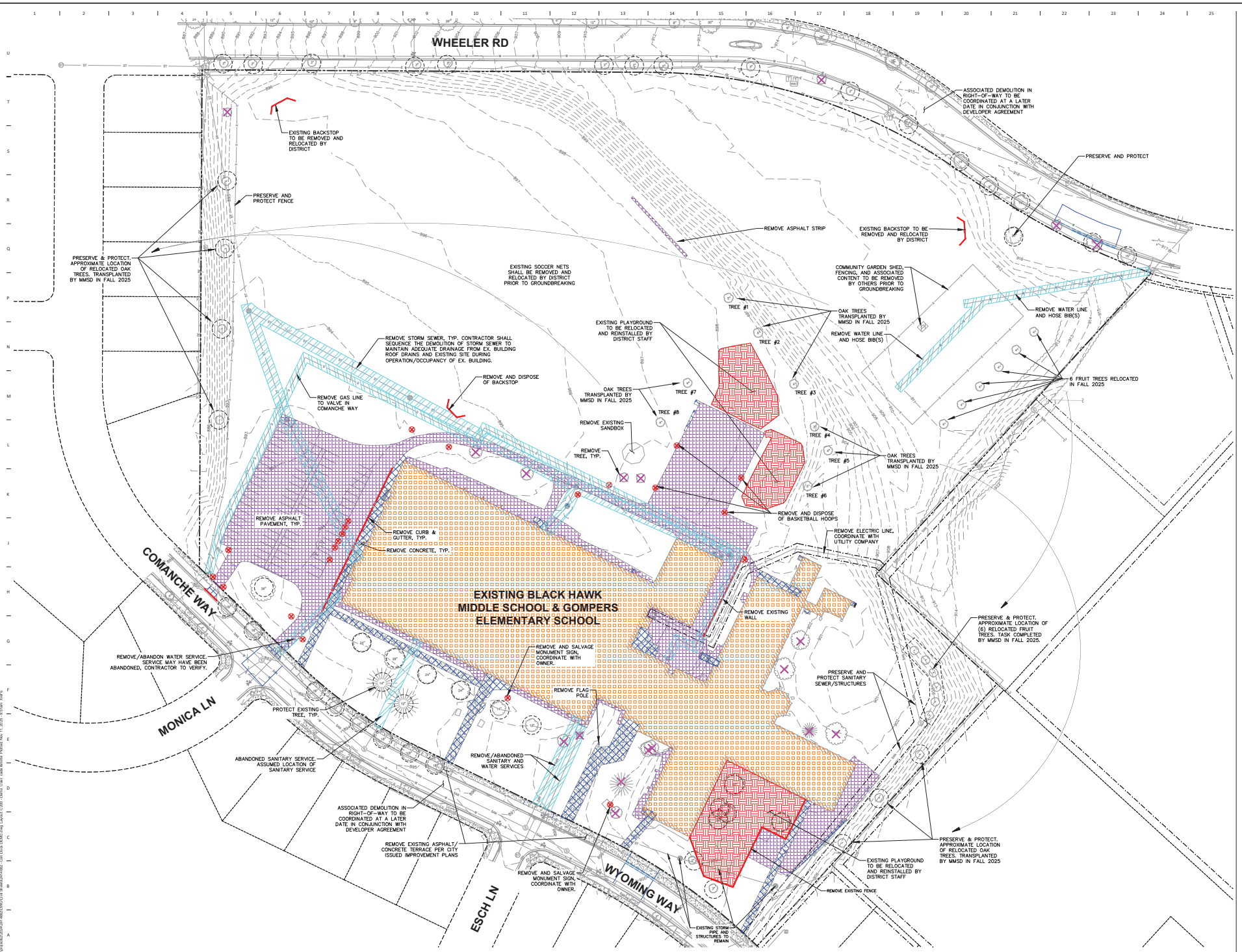
NOTES

1. FIELD WORK PERFORMED BY ON DECEMBER 2ND THROUGH 4TH, 2024.
2. BEARINGS FOR THIS SURVEY AND MAP ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, DANE ZONE THE NORTH LINE OF THE NORTHEAST QUARTER OF SECTION 25, T08N, R09E BEARING S89°40'52"E.
3. ELEVATIONS ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88). BENCHMARK IS A BRASS CAP MARKING THE NORTHEAST 1/4 CORNER OF SECTION 25, T08N, R09E, ELEVATION 864.17'.
4. CONTOUR INTERVAL IS ONE FOOT.
5. SUBSURFACE UTILITIES AND FEATURES SHOWN ON THIS MAP HAVE BEEN APPROXIMATED BY LOCATING SURFICIAL FEATURES AND APPURTENANCES, LOCATING DIGGERS HOTLINE FIELD MARKINGS AND BY REFERENCE TO UTILITY RECORDS AND MAPS. DIGGER'S HOTLINE TICKET NOS. 20241474682 AND 20241474834, WITH A CLEAR DATE OF 11/27/2024.
6. UTILITY COMPANIES CONTACTED THRU DIGGERS HOTLINE:
   CITY OF MADISON – MSE (ELECTRIC AND GAS)
   CHARTER COMMUNICATIONS – NO RESPONSE
7. BEFORE CONSTRUCTION, APPROPRIATE UTILITY COMPANIES SHOULD BE CONTACTED FOR EXACT LOCATION OF UNDERGROUND UTILITIES, CONTACT DIGGERS HOTLINE, AT 1.800.242.8511.
8. THE ACCURACY OF THE BENCHMARKS SHOWN ON THIS MAP SHALL BE VERIFIED BEFORE BEING UTILIZED.
9. THIS SURVEY REFLECTS TITLE 3181960 ISSUED BY FIRST AMERICAN TITLE INSURANCE COMPANY, WITH A COMMITMENT DATE OF DECEMBER 10, 2024.
10. RIGHT OF WAY AND CENTERLINE FOR WHEELER ROAD BASED ON RECORDED CHEROKEE GARDEN CONDOMINIUM HOMES PHASE 24, A CONDOMINIUM PLAT, RECORDED IN VOLUME 6–106B OF CONDOMINIUM PLATS, PAGE 1, DOCUMENT No. 4444679.

SANITARY SEWER MANHOLES

STRUCT. ID	RIM ELEVATION	INVERT	ELEVATION	PIPE SIZE	PIPE TYPE
SAN–1	917.59	NE	908.17	8"	CIP
		SE	908.05	8"	CIP
SAN–2

Demolition Plan



OPN ARCHITECTS
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Madison, WI 53703
P: 608-819-0260
www.opnarchitects.com

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Owner
MADISON METRO SCHOOL DISTRICT
545 West Dayton Street
Madison, WI 53703

Project
BLACK HAWK MIDDLE SCHOOL
1410 Wyoming Way
Madison, WI 53704
GOMPERS ELEMENTARY SCHOOL
1305 Wheeler Road
Madison, WI 53704

Construction Manager
Findorff
300 S Bedford St.
Madison, WI 53703
P. 608-257-5321

Vogel Bros. Building Co.
5460 Fen Oak Dr.
Madison, WI 53718
P. 608-241-5454

Civil Engineer / Landscape Architect
JSD Professional Services
507 W. Verona Ave., Suite 500
Verona, WI 53593
P. 608-848-5060

Structural Engineer
IMEG
2310 Crossroads Dr., Suite 3000
Madison, WI 53718
P. 608-223-9600

Mechanical Engineer
IMEG
2310 Crossroads Dr., Suite 3000
Madison, WI 53718
P. 608-223-9600

Electrical Engineer
IMEG
2310 Crossroads Dr., Suite 3000
Madison, WI 53718
P. 608-223-9600

Key Plan

Revision	Description	Date

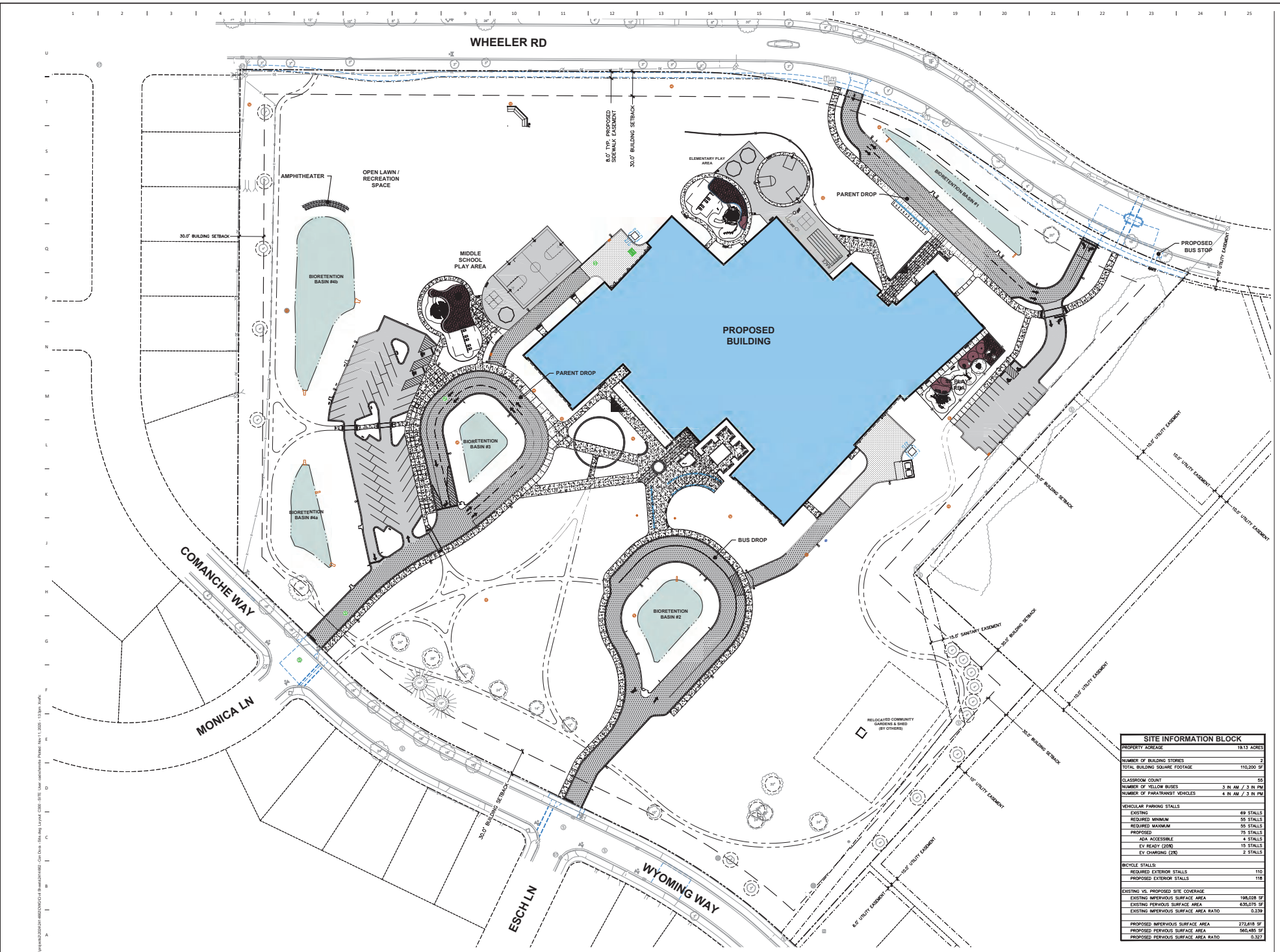
OPN Project No.
24654002

Sheet Issue Date
SITE PLAN REVIEW 11/10/25

Sheet Name
DEMOLITION PLAN

Sheet Number
C200

Site Plan



north

SCALE IN FEET

40' 0 40'

SITE INFORMATION BLOCK	
PROPERTY ACREAGE	19.13 ACRES
NUMBER OF BUILDING STORIES	2
TOTAL BUILDING SQUARE FOOTAGE	110,200 SF
CLASSROOM COUNT	55
NUMBER OF YELLOW BUSES	3 IN AM / 3 IN PM
NUMBER OF PARATRANSIT VEHICLES	4 IN AM / 3 IN PM
VEHICULAR PARKING STALLS	
EXISTING	69 STALLS
REQUIRED MINIMUM	55 STALLS
REQUIRED MAXIMUM	55 STALLS
PROPOSED	75 STALLS
ADA ACCESSIBLE	4 STALLS
EV READY (20%)	15 STALLS
EV CHARGING (2%)	2 STALLS
BICYCLE STALLS:	
REQUIRED EXTERIOR STALLS	110
PROPOSED EXTERIOR STALLS	118
EXISTING VS. PROPOSED SITE COVERAGE	
EXISTING IMPERVIOUS SURFACE AREA	198,028 SF
EXISTING PERVIOUS SURFACE AREA	635,075 SF
EXISTING IMPERVIOUS SURFACE AREA RATIO	0.239
PROPOSED IMPERVIOUS SURFACE AREA	272,618 SF
PROPOSED PERVIOUS SURFACE AREA	560,485 SF
PROPOSED PERVIOUS SURFACE AREA RATIO	0.327

PRELIMINARY. NOT FOR CONSTRUCTION.

OPN ARCHITECTS

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Key Plan

Revision	Description	Date

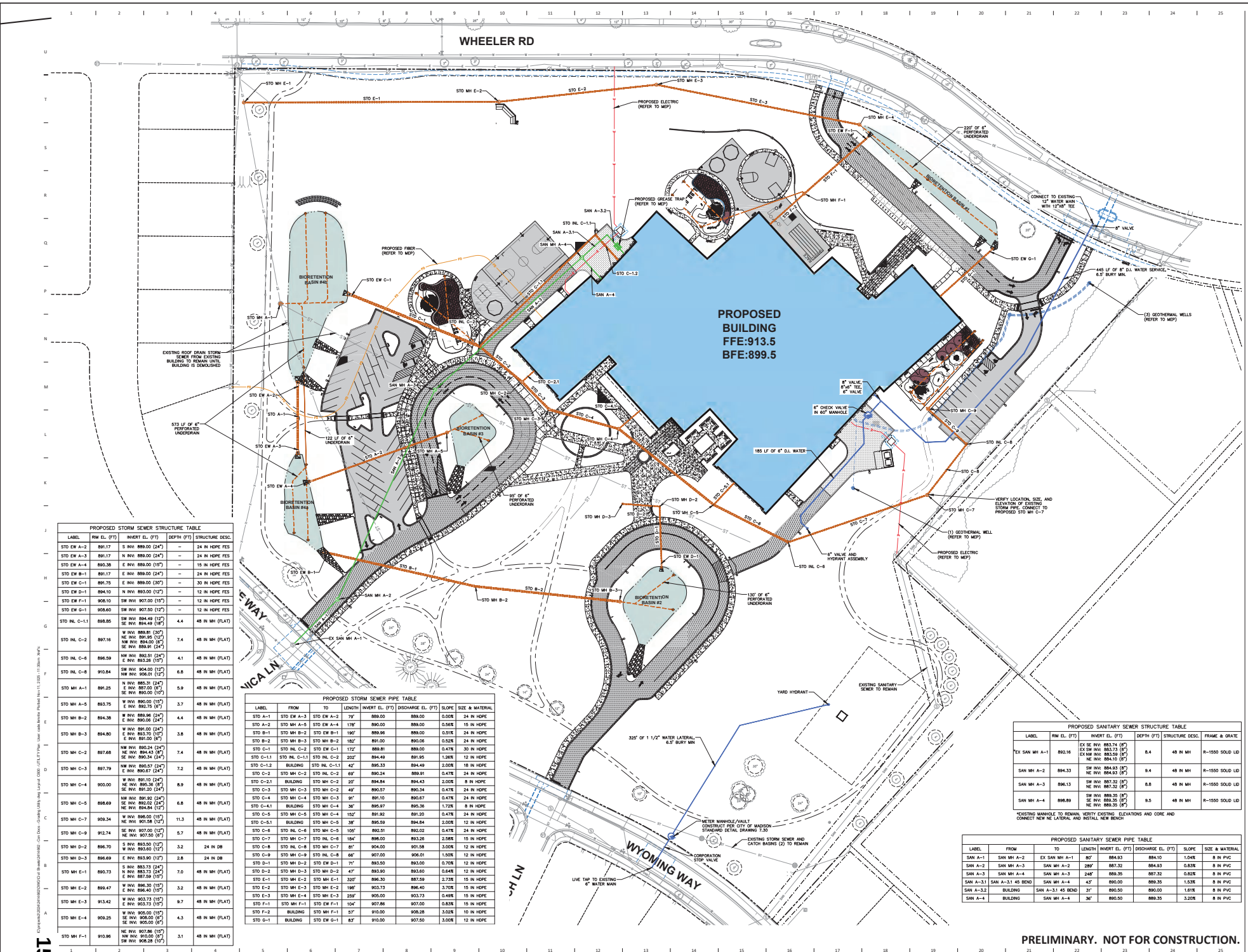
OPN Project No.
24654002

Sheet Issue Date
SITE PLAN REVIEW 11/10/25

Sheet Name
SITE PLAN

Sheet Number
C300

Utility Plan



PROPOSED STORM SEWER STRUCTURE TABLE

LABEL	RIM EL. (FT)	INVERT EL. (FT)	DEPTH (FT)	STRUCTURE DESC.
STO EW A-2	891.17	S INV: 889.00 (24")	–	24 IN HDPE FES
STO EW A-3	891.17	N INV: 889.00 (24")	–	24 IN HDPE FES
STO EW A-4	890.38	E INV: 889.00 (15")	–	15 IN HDPE FES
STO EW B-1	891.17	E INV: 889.00 (24")	–	24 IN HDPE FES
STO EW C-1	891.75	E INV: 889.00 (30")	–	30 IN HDPE FES
STO EW D-1	894.10	N INV: 893.00 (12")	–	12 IN HDPE FES
STO EW F-1	908.10	SW INV: 907.00 (15")	–	12 IN HDPE FES
STO EW G-1	908.60	SW INV: 907.50 (12")	–	12 IN HDPE FES
STO INL C-1.1	898.85	SW INV: 894.49 (12") SE INV: 894.49 (18")	4.4	48 IN MH (FLAT)
STO INL C-2	897.16	W INV: 889.81 (30") NE INV: 891.95 (12") NW INV: 894.00 (6") SE INV: 889.91 (24")	7.4	48 IN MH (FLAT)
STO INL C-6	896.59	NW INV: 892.51 (24") E INV: 893.26 (15")	4.1	48 IN MH (FLAT)
STO INL C-8	910.84	SW INV: 904.00 (12") NW INV: 906.01 (12")	6.8	48 IN MH (FLAT)
STO MH A-1	891.25	N INV: 885.31 (24") E INV: 887.00 (6") SE INV: 890.00 (10")	5.9	48 IN MH (FLAT)
STO MH A-5	893.75	W INV: 890.00 (15") E INV: 890.75 (6")	3.7	48 IN MH (FLAT)
STO MH B-2	894.38	W INV: 889.96 (24") E INV: 890.06 (24")	4.4	48 IN MH (FLAT)
STO MH B-3	894.80	W INV: 891.00 (24") E INV: 893.70 (10") E INV: 891.00 (6")	3.8	48 IN MH (FLAT)
STO MH C-2	897.68	NW INV: 890.24 (24") NE INV: 894.43 (8") SE INV: 890.34 (24")	7.4	48 IN MH (FLAT)
STO MH C-3	897.79	NW INV: 890.57 (24") E INV: 890.67 (24")	7.2	48 IN MH (FLAT)
STO MH C-4	900.00	W INV: 891.10 (24") NE INV: 895.36 (8") SE INV: 891.20 (24")	8.9	48 IN MH (FLAT)
STO MH C-5	898.69	NW INV: 891.92 (24") SE INV: 892.02 (24") NE INV: 894.84 (12")	6.8	48 IN MH (FLAT)
STO MH C-7	909.34	W INV: 898.03 (15") NE INV: 901.58 (12")	11.3	48 IN MH (FLAT)
STO MH C-9	912.74	SE INV: 907.00 (12") NE INV: 907.50 (6")	5.7	48 IN MH (FLAT)
STO MH D-2	896.70	S INV: 893.50 (12") W INV: 893.60 (12")	3.2	24 IN DB
STO MH D-3	896.69	E INV: 893.90 (12")	2.8	24 IN DB
STO MH E-1	890.73	S INV: 883.73 (24") N INV: 883.73 (24") E INV: 887.59 (15")	7.0	48 IN MH (FLAT)
STO MH E-2	899.47	W INV: 896.30 (15") E INV: 896.40 (15")	3.2	48 IN MH (FLAT)
STO MH E-3	913.42	W INV: 903.73 (15") E INV: 903.73 (15")	9.7	48 IN MH (FLAT)
STO MH E-4	909.25	W INV: 905.00 (15") SE INV: 905.00 (6") SE INV: 905.00 (6")	4.3	48 IN MH (FLAT)
STO MH F-1	910.96	NE INV: 907.86 (15") NW INV: 910.00 (6") SW INV: 908.28 (10")	3.1	48 IN MH (FLAT)

PROPOSED STORM SEWER PIPE TABLE

LABEL	FROM	TO	LENGTH	INVERT EL. (FT)	DISCHARGE EL. (FT)	SLOPE	SIZE & MATERIAL
STO A-1	STO EW A-3	STO EW A-2	79'	889.00	889.00	0.00%	24 IN HDPE
STO A-2	STO MH A-5	STO EW A-4	178'	890.00	889.00	0.56%	15 IN HDPE
STO B-1	STO MH B-2	STO EW B-1	190'	889.96	889.00	0.51%	24 IN HDPE
STO B-2	STO MH B-3	STO MH B-2	182'	891.00	890.06	0.52%	24 IN HDPE
STO C-1	STO INL C-2	STO EW C-1	172'	889.81	889.00	0.47%	30 IN HDPE
STO C-1.1	STO INL C-1.1	STO INL C-2	202'	894.49	891.95	1.26%	12 IN HDPE
STO C-1.2	BUILDING	STO INL C-1.1	42'	895.33	894.49	2.00%	18 IN HDPE
STO C-2	STO MH C-2	STO INL C-2	69'	890.24	889.91	0.47%	24 IN HDPE
STO C-2.1	BUILDING	STO MH C-2	20'	894.84	894.43	2.00%	8 IN HDPE
STO C-3	STO MH C-3	STO MH C-2	49'	890.57	890.34	0.47%	24 IN HDPE
STO C-4	STO MH C-4	STO MH C-3	91'	891.10	890.67	0.47%	24 IN HDPE
STO C-4.1	BUILDING	STO MH C-4	36'	895.97	895.36	1.72%	8 IN HDPE
STO C-5	STO MH C-5	STO MH C-4	152'	891.92	891.20	0.47%	24 IN HDPE
STO C-5.1	BUILDING	STO MH C-5	38'	895.59	894.84	2.00%	12 IN HDPE
STO C-6	STO INL C-6	STO MH C-5	105'	892.51	892.02	0.47%	24 IN HDPE
STO C-7	STO MH C-7	STO INL C-6	184'	898.00	893.26	2.58%	15 IN HDPE
STO C-8	STO INL C-8	STO MH C-7	81'	904.00	901.58	3.00%	12 IN HDPE
STO C-9	STO MH C-9	STO INL C-8	66'	907.00	906.01	1.50%	12 IN HDPE
STO D-1	STO MH D-2	STO EW D-1	71'	893.50	893.00	0.70%	12 IN HDPE
STO D-2	STO MH D-3	STO MH D-2	47'	893.90	893.60	0.64%	12 IN HDPE
STO E-1	STO MH E-2	STO MH E-1	320'	896.30	887.59	2.73%	15 IN HDPE
STO E-2	STO MH E-3	STO MH E-2	198'	903.73	896.40	3.70%	15 IN HDPE
STO E-3	STO MH E-4	STO MH E-3	259'	905.00	903.73	0.49%	15 IN HDPE
STO F-1	STO MH F-1	STO EW F-1	104'	907.86	907.00	0.83%	15 IN HDPE
STO F-2	BUILDING	STO MH F-1	57'	910.00	908.28	3.02%	10 IN HDPE
STO G-1	BUILDING	STO EW G-1	83'	910.00	907.50	3.00%	12 IN HDPE

PROPOSED SANITARY SEWER STRUCTURE TABLE

LABEL	RIM EL. (FT)	INVERT EL. (FT)	DEPTH (FT)	STRUCTURE DESC.	FRAME & GRATE
*EX SAN MH A-1	892.16	EX SE INV: 883.74 (8") EX SW INV: 883.73 (8") EX NW INV: 883.59 (8") NE INV: 884.10 (8")	8.4	48 IN MH	R-1550 SOLID LID
SAN MH A-2	894.33	SW INV: 884.93 (8") NE INV: 884.93 (8")	9.4	48 IN MH	R-1550 SOLID LID
SAN MH A-3	896.13	SW INV: 887.32 (8") NE INV: 887.32 (8")	8.8	48 IN MH	R-1550 SOLID LID
SAN MH A-4	898.89	SW INV: 889.35 (8") SE INV: 889.35 (8") NE INV: 889.35 (8")	9.5	48 IN MH	R-1550 SOLID LID

*EXISTING MANHOLE TO REMAIN. VERIFY EXISTING ELEVATIONS AND CORE AND CONNECT NEW NE LATERAL AND INSTALL NEW BENCH

PROPOSED SANITARY SEWER PIPE TABLE

LABEL	FROM	TO	LENGTH	INVERT EL. (FT)	DISCHARGE EL. (FT)	SLOPE	SIZE & MATERIAL
SAN A-1	SAN MH A-2	EX SAN MH A-1	80'	884.93	884.10	1.04%	8 IN PVC
SAN A-2	SAN MH A-3	SAN MH A-2	289'	887.32	884.93	0.83%	8 IN PVC
SAN A-3	SAN MH A-4	SAN MH A-3	248'	889.35	887.32	0.82%	8 IN PVC
SAN A-3.1	SAN A-3.1 45 BEND	SAN MH A-4	43'	890.00	889.35	1.53%	8 IN PVC
SAN A-3.2	BUILDING	SAN A-3.1 45 BEND	31'	890.50	890.00	1.61%	8 IN PVC
SAN A-4	BUILDING	SAN MH A-4	36'	890.50	889.35	3.20%	8 IN PVC

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Revision Description Date

OPN Project No.
24654002

Sheet Issue Date
SITE PLAN REVIEW 11/10/25

Sheet Name
UTILITY PLAN

Sheet Number
C600

City of Madison

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

Master

File Number: 91448

File ID:	91448	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	01/07/2026
File Name:	Approving plans and specifications for public improvements necessary for the project known as 3310 Commercial Avenue and authorizing construction to be undertaken by the Developer, Private Contract No. 9719.			**Final Action:**	

Title: Approving plans and specifications for public improvements necessary for the project known as 3310 Commercial Avenue and authorizing construction to be undertaken by the Developer, Private Contract No. 9719 (District 12)

Notes: Brenda Stanley

Sponsors:	BOARD OF PUBLIC WORKS	**Effective Date:**	
Attachments:	9719 Exhibit.pdf	**Enactment Number:**	
Author:	Chris Petykowski, Deputy City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	01/07/2026	Refer	BOARD OF PUBLIC WORKS	01/14/2026	01/14/2026	
	Action Text: This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 1/14/2026						
1	BOARD OF PUBLIC WORKS	01/14/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text: A motion was made by Ald. Lankella, seconded by Ald. Guequierre, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.						

Text of Legislative File 91448

Fiscal Note

No City Funds required. Private Contract.

Title

Approving plans and specifications for public improvements necessary for the project known as 3310 Commercial Avenue and authorizing construction to be undertaken by the Developer, Private Contract No. 9719 (District 12)

Body

WHEREAS, the developer, Adarion, LLC, has received the City of Madison's conditional approval for a one-lot certified survey map and construction of a four-story, mixed-use building with 70 units and 8,420 square feet of office space at 3236-3300 Commercial Avenue and 3235/3237 Burke Avenue, and,

WHEREAS, Section 16.23(9) of the Madison General Ordinances and the conditions of approval require the developer to install the public improvements necessary to serve the rezoning.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Mayor and City Clerk are hereby authorized and directed to execute a Contract For the Construction of Public Improvements that will be accepted by the City of Madison For 3310 Commercial Avenue, with Adarion, LLC, or designee with the approval of the City Engineer.

2. That the plans and specifications for the public improvements necessary to serve the development are hereby approved.

3. That the developer is authorized to construct the public improvements in accordance with the terms of the Contract For the Construction of Public Improvements That Will be Accepted by the City of Madison at the sole cost of the developer, except as follows: NONE

4. That the Mayor and City Clerk are hereby authorized to sign and grant easements or right-of-way release or procurement documents, maintenance agreements or encroachment agreements, as necessary and grant or accept dedication of lands and/or easements from/to the Developer/Owner for public improvements located outside of existing public fee title or easement right-of-ways.

5. The Common Council is approved to accept ownership of the improvements in the Maintenance Area if a maintenance agreement is executed and recorded as a condition of this contract.

6. The developer shall be permitted to assign this contract with the approval of the City Engineer, and in a form to be approved by the City Attorney.

3310 Commercial Avenue
Contract 9719
MUNIS 16074
Developer: Adarion, LLC

The developer, Adarion, LLC, has been conditionally approved for a one-lot certified survey map, the demolition of existing buildings, and the construction of a four-story, mixed-use building with 70 units and 8,420 square feet of office space at properties currently addressed as 3236-3300 Commercial Avenue and 3235/3237 Burke Avenue.

Summary of Improvements:

- One lot Certified Survey Map at properties currently addressed as 3236-3300 Commercial Avenue and 3235/3237 Burke Avenue.
- Dedication of 7.5 feet of right of way along the Commercial Avenue frontage.
- Construction of five-foot sidewalk, terrace, and curb and gutter along the Commercial Avenue frontage.
- Construction of sidewalk along the Burke Avenue frontage.
- Curb and gutter along the Burke Avenue frontage will be constructed if during the design process it is determined that it is practical given current conditions. The developer shall sign a waiver of assessments to cover 100% of the curb and gutter cost to be installed with a future street reconstruction project if construction is not required with this project.
- Construct private sanitary, storm, and water service laterals necessary to serve the private redevelopment project per plans approved by the City Engineer.
- Provide public street terrace tree protection, removals, and plantings per City Forestry approvals. Forestry has reviewed and approved the removal of two terrace trees on Burke Avenue near the east side of the project.

3310 Commercial Avenue
Contract 9719
MUNIS 16074
Developer: Adarion, LLC

- Close abandoned driveways with curb and gutter. Construct new private drive entrance aprons per plans approved by the City Engineering and per the Commercial Driveway Permit approved by the City Traffic Engineer.

- Public signing, pavement marking and street lighting related to the development as required by the City Traffic Engineer.

- Protect existing public streetlights, electrical, and fiber facilities in the project area. Coordinate with City Traffic Engineering and City IT on relocations needed to facilitate construction.

- Installation of a streetlight pole on Burke Avenue and Commercial Avenue in coordination with City Traffic Engineering and MGE.

- Project access, street closures, and street occupancy as approved by City Traffic Engineering.

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CERTIFIED SURVEY MAP No._____

PART OF OUTLOT 55, BURKE ASSESSOR'S PLAT No. 1, LOCATED IN THE SW1/4 OF THE SE1/4 OF SECTION 32, T8N, R10E, CITY OF MADISON, DANE COUNTY, WISCONSIN.

BEARINGS ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, DANE COUNTY, WISCONSIN, THE SOUTH LINE OF THE SE1/4 OF SECTION 32 MEASURED AS BEARING S88°47'10"E.

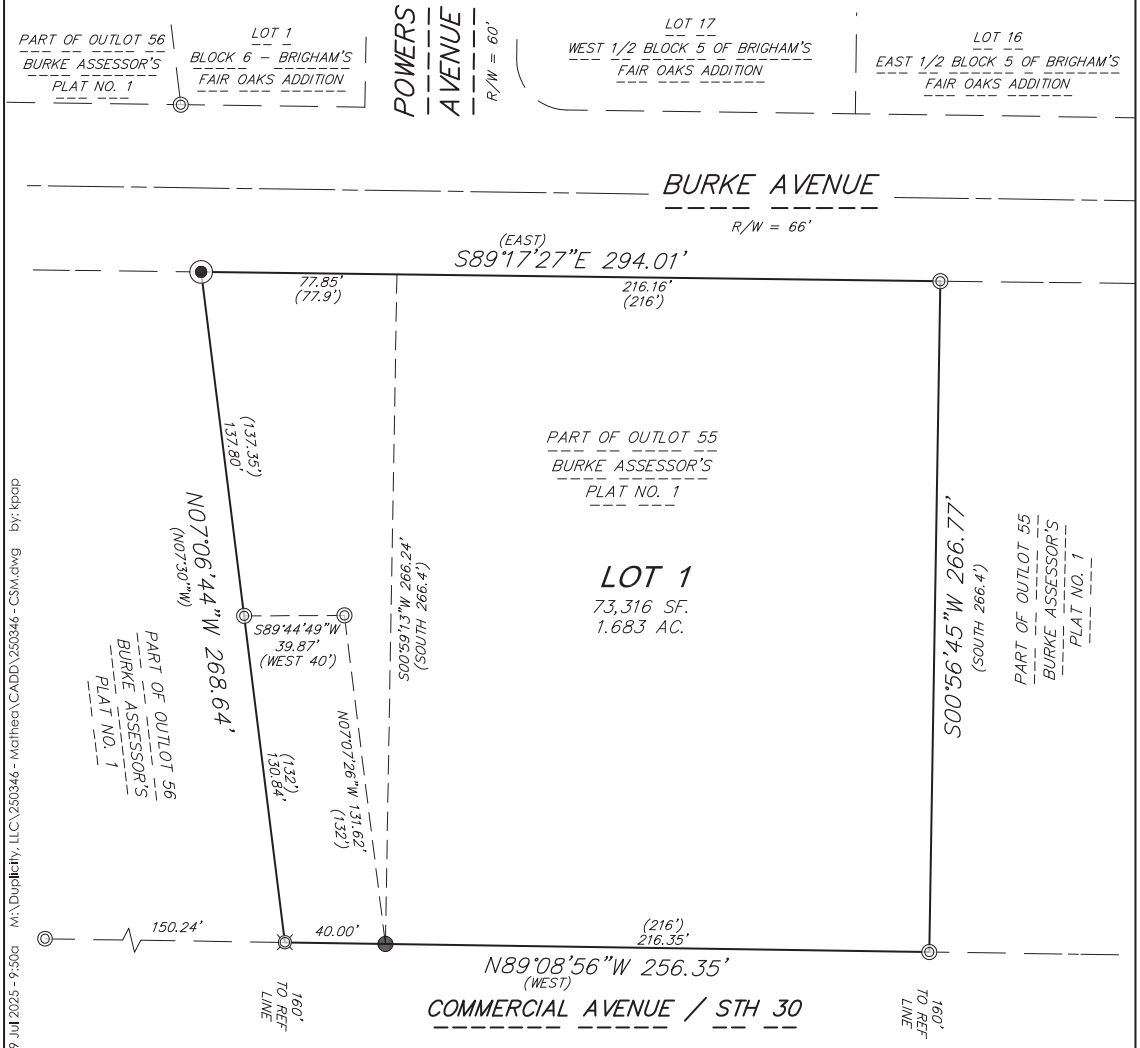
GRAPHIC SCALE: 1" = 60'

0 30 60 120

SURVEY LEGEND

- FOUND 1 1/4" ø IRON ROD
- FOUND 3/4" ø IRON ROD
- FOUND 1" ø IRON PIPE
- SET 3/4" X 18" SOLID IRON RE-ROD MIN. WT. 1.50 LBS./FT.
- ( ) INDICATES RECORDED AS
- DISTANCES ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT

NOTE: SEE SHEET 2 FOR SECTION TIE DETAIL; SHEET 4 FOR EASEMENTS



09 Jul 2025 - 9:50a M:\Duplicity, LLC\250346 - Mathea\CADD\250346 - CSM.dwg by: kpap

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Job #.: 250346 Date: 07/09/2025 Rev: Drafted By: KPAP Checked By: SCHU	SURVEYED FOR: DUPLICITY, LLC 3300 COMMERCIAL AVE MADISON, WI 53714	C.S.M. No._____ Doc. No._____ Vol._____ Page_____

SHEET 1 OF 7

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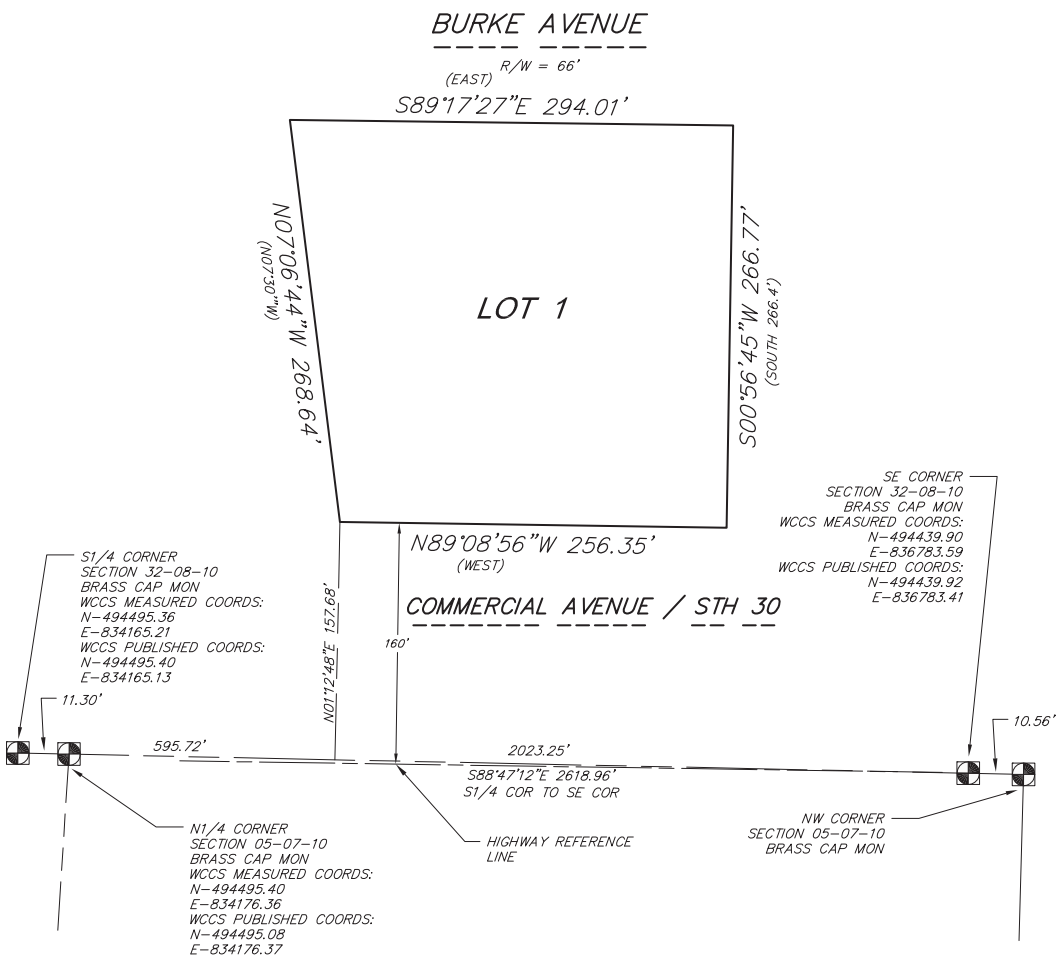
CERTIFIED SURVEY MAP No._____

PART OF OUTLOT 55, BURKE ASSESSOR'S PLAT No. 1, LOCATED IN THE SW1/4 OF THE SE1/4 OF SECTION 32, T8N, R10E, CITY OF MADISON, DANE COUNTY, WISCONSIN.

BEARINGS ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, DANE COUNTY, WISCONSIN, THE SOUTH LINE OF THE SE1/4 OF SECTION 32 MEASURED AS BEARING S88°47'10"E.

SECTION TIE DETAIL

(NOT TO SCALE)



09 Jul 2025 - 7:43a M:\Duplicity, LLC\250346 - Mathea\CADD\250346 - CSM.dwg by: kpap

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Job #.: 250346 Date: 07/09/2025 Rev: Drafted By: KPAP Checked By: SCHU	SURVEYED FOR: DUPLICITY, LLC 3300 COMMERCIAL AVE MADISON, WI 53714	C.S.M. No._____ Doc. No._____ Vol._____ Page_____	SHEET 2 OF 7

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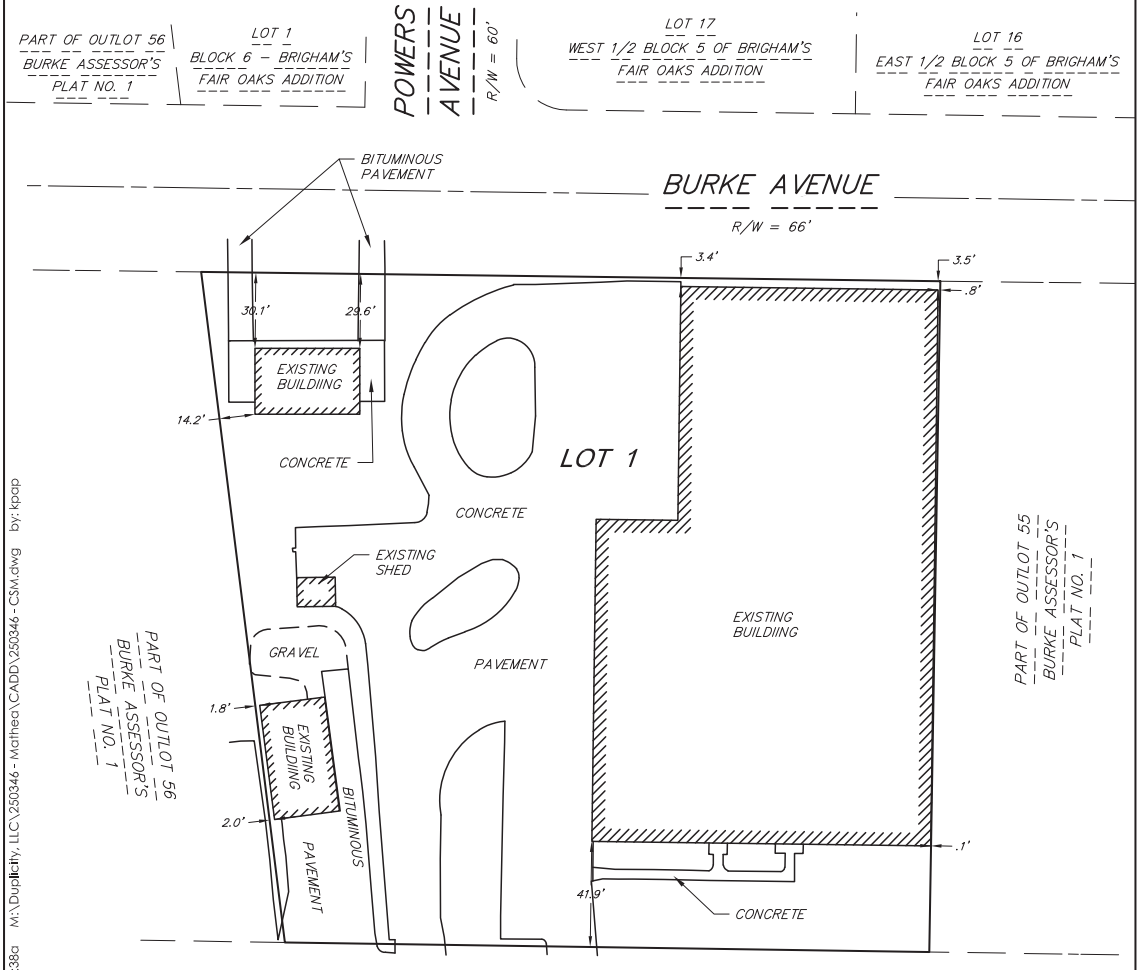
CERTIFIED SURVEY MAP No._____

PART OF OUTLOT 55, BURKE ASSESSOR'S PLAT No. 1, LOCATED IN THE SW1/4 OF THE SE1/4 OF SECTION 32, T8N, R10E, CITY OF MADISON, DANE COUNTY, WISCONSIN.

GRAPHIC SCALE: 1" = 60'

EXISTING SITE DETAIL



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Job #.: 250346 Date: 07/09/2025 Rev: Drafted By: KPAP Checked By: SCHU	SURVEYED FOR: DUPLICITY, LLC 3300 COMMERCIAL AVE MADISON, WI 53714	C.S.M. No._____ Doc. No._____ Vol._____ Page_____	SHEET 3 OF 7

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CERTIFIED SURVEY MAP No._____

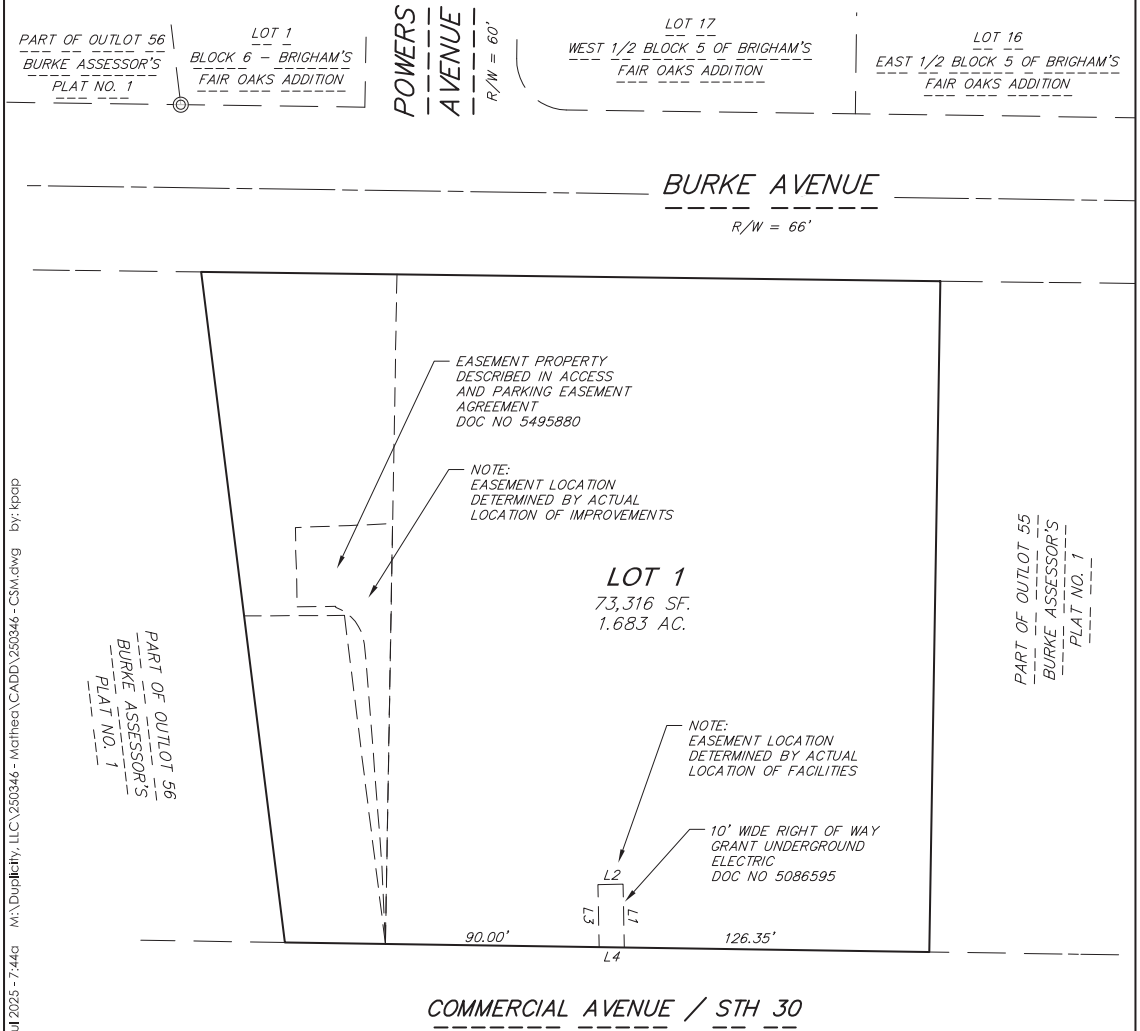
PART OF OUTLOT 55, BURKE ASSESSOR'S PLAT No. 1, LOCATED IN THE SW1/4 OF THE SE1/4 OF SECTION 32, T8N, R10E, CITY OF MADISON, DANE COUNTY, WISCONSIN.

GRAPHIC SCALE: 1" = 60'

LINE TABLE

NUMBER	DIRECTION	LENGTH
L1	N00°59'39"W	25.16'
L2	S89°00'21"W	10.00'
L3	S00°59'39"E	24.83'
L4	S89°08'56"E	10.00'

EASEMENTS



09 Jul 2025 - 7:44a M:\Duplicity, LLC\250346 - Mathea\CADD\250346 - CSM.dwg by: kpap

vierbicher
planners | engineers | advisors

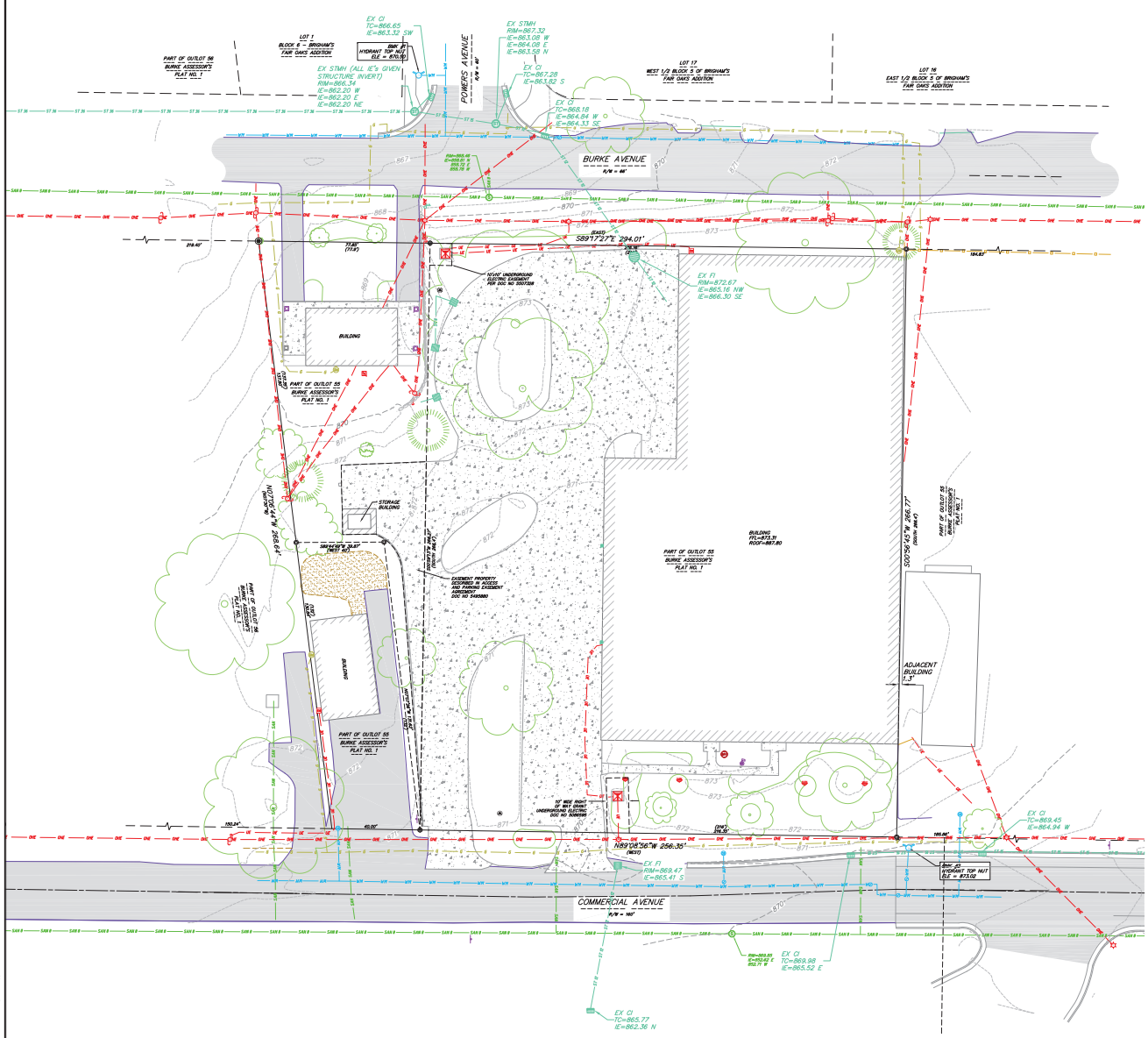
Job #.: 250346	
Date: 07/09/2025	
Rev:	
Drafted By: KPAP	
Checked By: SCHU	

SURVEYED FOR:
DUPLICITY, LLC
3300 COMMERCIAL AVE
MADISON, WI 53714

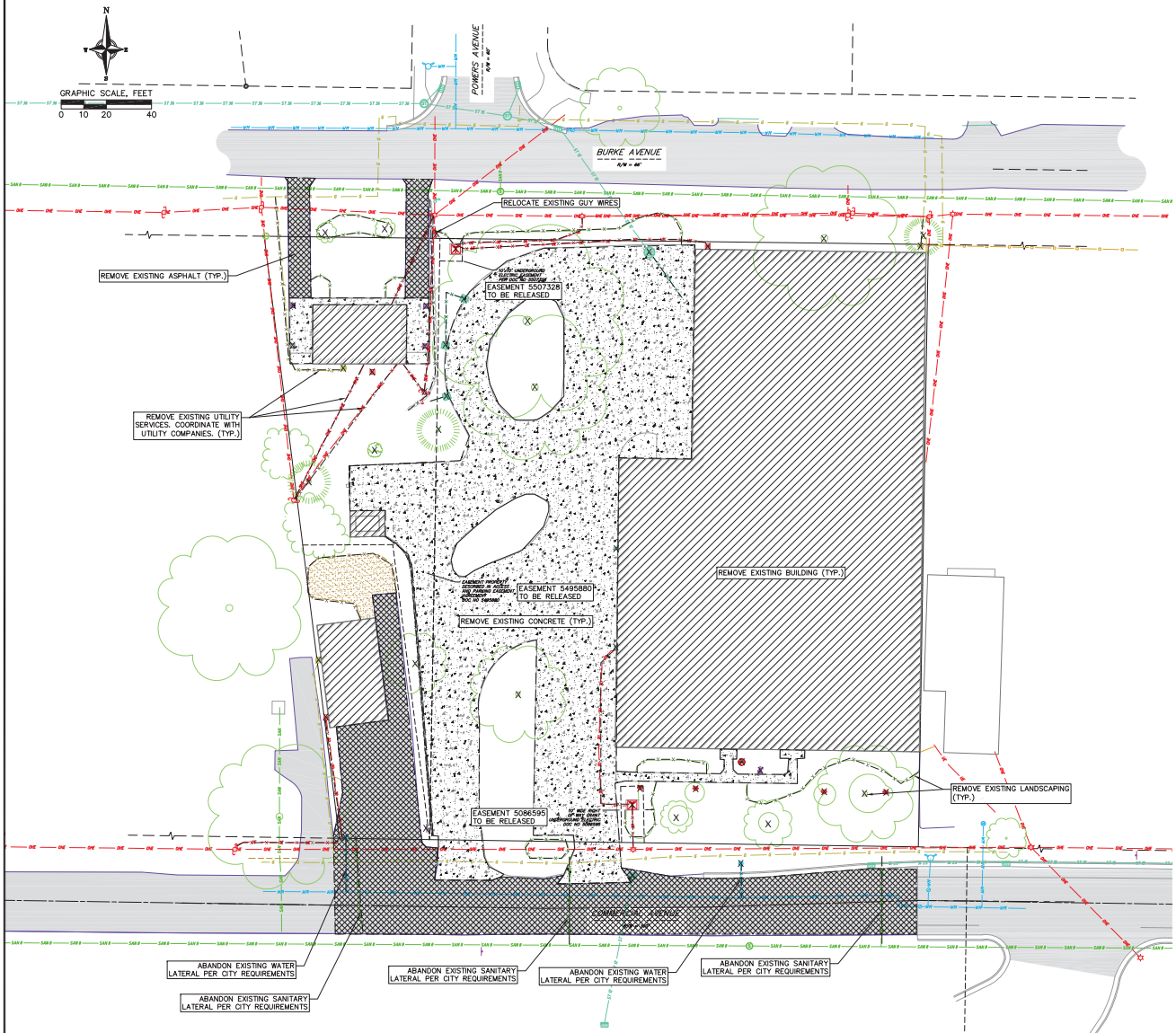
C.S.M. No._____
Doc. No._____
Vol._____ Page_____

SHEET
4 OF 7

Existing Conditions


BURKE AVENUE
COMMERCIAL AVENUE
POWERS AVENUE
BUILDING
STORAGE BUILDING
ADJACENT BUILDING 1.3'
EX CI TC=866.65 IE=863.32 SW
EX STMH (ALL IE's GIVEN STRUCTURE INVERT) RIM=866.34 IE=862.20 W IE=862.20 E IE=862.20 NE
EX STMH RIM=867.32 IE=863.08 W IE=864.08 E IE=863.58 N
EX CI TC=867.28 IE=863.82 S
EX CI TC=868.18 IE=864.84 W IE=864.33 SE
EX FI RIM=872.67 IE=865.16 NW IE=866.30 SE
EX CI TC=869.45 IE=864.94 W
EX FI RIM=869.47 IE=865.41 S
EX CI TC=869.98 IE=865.52 E
EX CI TC=865.77 IE=862.36 N
BMK #1 HYDRANT TOP NUT ELE = 870.69
BMK #2 HYDRANT TOP NUT ELE = 873.08
(EAST) S89°17'27"E 294.01'
N89°16'56"W 256.35'
S00°56'45"W 266.77'
N00°14'49"W 268.64'
LOT 1 BLOCK 6 – BRIGHAM'S FAIR OAKS ADDITION
LOT 17 WEST 1/2 BLOCK 5 OF BRIGHAM'S FAIR OAKS ADDITION
LOT 16 EAST 1/2 BLOCK 5 OF BRIGHAM'S FAIR OAKS ADDITION
PART OF OUTLOT 56 BURKE ASSESSOR'S PLAT NO. 1
PART OF OUTLOT 55 BURKE ASSESSOR'S PLAT NO. 1
PART OF OUTLOT 54 BURKE ASSESSOR'S PLAT NO. 1
BUILDING FFE=873.11 ROOF=887.80
10' WIDE RIGHT OF WAY GRANT UNDERGROUND ELECTRIC DOC NO 3080346
EASEMENT PROPERTY ACCESS, UTILITY AND PARKING EASEMENT AGREEMENT DOC NO 5468880
N/F LOT 1 CSM 15204 DOC NO 5468880
N/F LOT 1 CSM 15204 DOC NO 5468880
N/F PART OF OUTLOT 55 BURKE ASSESSOR'S PLAT NO. 1
N/F PART OF OUTLOT 55 BURKE ASSESSOR'S PLAT NO. 1
N/F PART OF OUTLOT 56 BURKE ASSESSOR'S PLAT NO. 1
N/F PART OF OUTLOT 55

Demolition Plan



DEMOLITION PLAN LEGEND

- CURB AND GUTTER REMOVAL
- ASPHALT REMOVAL
- CONCRETE REMOVAL
- BUILDING REMOVAL
- TREE REMOVAL
- SAWCUT
- UTILITY STRUCTURE REMOVAL
- UTILITY LINE REMOVAL

DEMOLITION NOTES:

1. THE RIGHTS-OF-WAY IS THE SOLE JURISDICTION OF THE CITY OF MADISON AND IS SUBJECT TO CHANGE AT ANY TIME PER THE RECOMMENDATION/PLAN OF TRAFFIC ENGINEERING AND CITY ENGINEERING DEPARTMENTS.
2. CONTRACTOR SHALL KEEP ALL CITY STREETS FREE AND CLEAR OF CONSTRUCTION RELATED DIRT/DUST/DEBRIS.
3. COORDINATE EXISTING UTILITY REMOVAL/ABANDONMENT WITH LOCAL AUTHORITIES AND UTILITY COMPANIES HAVING JURISDICTION.
4. ALL SAWCUTTING SHALL BE FULL DEPTH TO PROVIDE A CLEAN EDGE TO MATCH NEW CONSTRUCTION. MATCH EXISTING ELEVATIONS AT POINTS OF CONNECTION FOR NEW AND EXISTING PAVEMENT, CURB, SIDEWALKS, ETC. ALL SAWCUT LOCATIONS SHOWN ARE APPROXIMATE AND MAY BE FIELD ADJUSTED TO ACCOMMODATE CONDITIONS, JOINTS, MATERIAL TYPE, ETC. REMOVE MINIMUM AMOUNT NECESSARY FOR INSTALLATION OF PROPOSED IMPROVEMENTS.
5. CONTRACTOR SHALL PROVIDE AND SHALL BE RESPONSIBLE FOR ANY NECESSARY TRAFFIC CONTROL SIGNAGE AND SAFETY MEASURES DURING DEMOLITION AND CONSTRUCTION OPERATIONS WITHIN OR NEAR THE PUBLIC ROADWAY.
6. COORDINATE TREE REMOVAL WITH LANDSCAPE ARCHITECT. ALL TREES TO BE REMOVED SHALL BE REMOVED IN THEIR ENTIRETY AND STUMPS SHALL BE GROUND TO 12" BELOW PROPOSED SUBGRADE.
7. IF APPLICABLE, PROVIDE TREE PROTECTION FENCING PRIOR TO CONSTRUCTION OPERATIONS. MAINTAIN THROUGHOUT CONSTRUCTION.
8. ALL LIGHT POLES TO BE REMOVED FROM PRIVATE PROPERTY SHALL BE REMOVED IN THEIR ENTIRETY, INCLUDING BASE AND ALL APPURTENANCES. COORDINATE ABANDONMENT OF ELECTRICAL LINES WITH ELECTRICAL ENGINEER AND OWNER PRIOR TO DEMOLITION.
9. CONTRACTOR SHALL CLOSE ALL ABANDONED DRIVEWAYS BY REPLACING THE CURB IN FRONT OF THE DRIVEWAYS AND RESTORING THE TERRACE WITH GRASS.
10. CONTRACTOR SHALL OBTAIN ANY NECESSARY DEMOLITION AND UTILITY PLUGGING PERMITS.
11. ANY DAMAGE TO THE CITY PAVEMENT, INCLUDING DAMAGE RESULTING FROM CURB REPLACEMENT, WILL REQUIRE RESTORATION IN ACCORDANCE WITH THE CITY ENGINEERING PATCHING CRITERIA.

NOT FOR CONSTRUCTION

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Demolition Plan
Blue Wren - 3303 Burke Ave/3310 Commercial Ave
City of Madison
Dane County, Wisconsin

REVISIONS

NO.	DATE	REMARKS

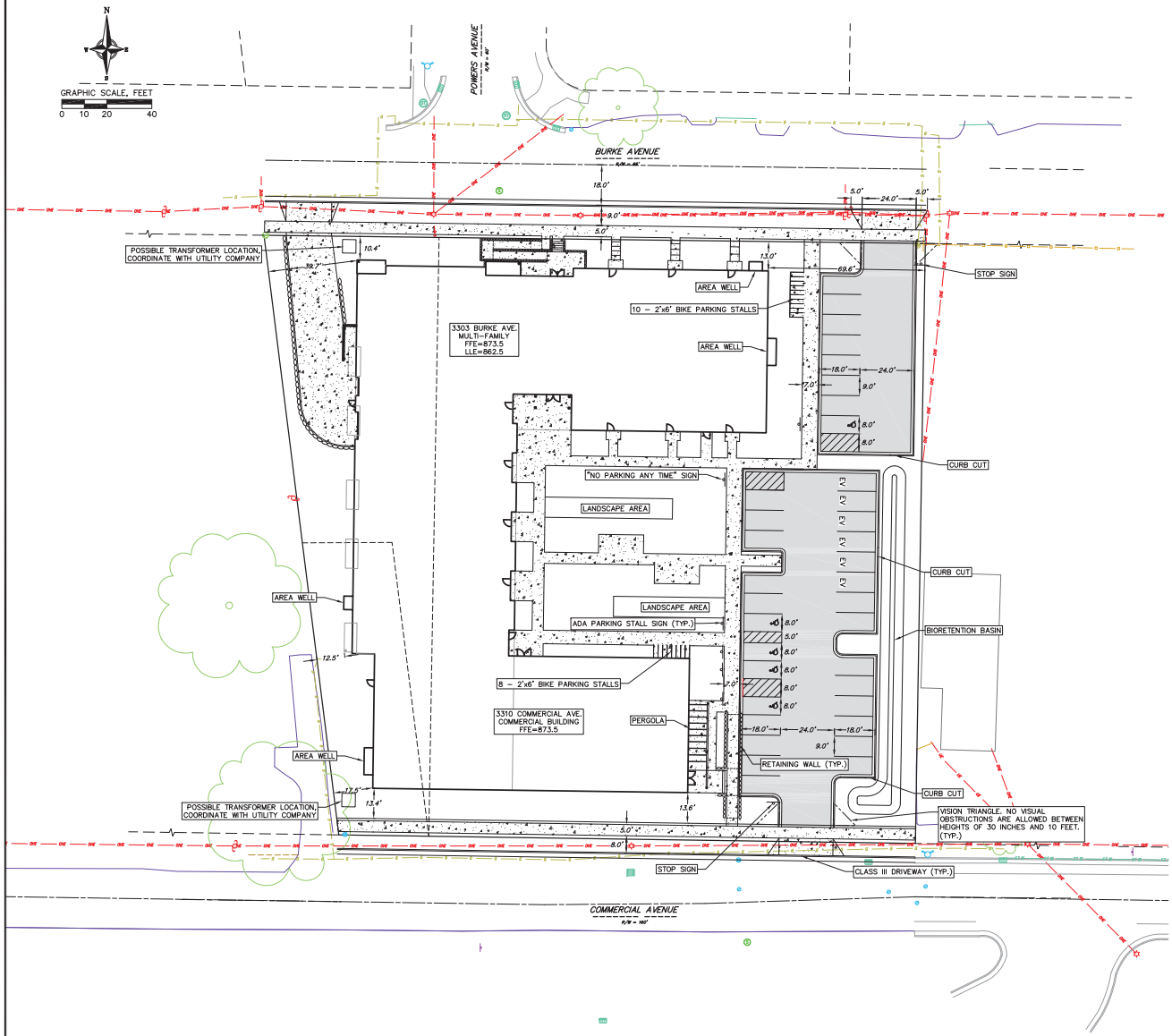
REVISIONS

NO.	DATE	REMARKS

DATE 10/17/2025
DRAWN JDOL
CHECKED SCHU
PROJECT NO. 250346

C101

Site Plan



SITE PLAN LEGEND

- PROPERTY BOUNDARY
- CURB AND GUTTER (REVERSE CURB HATCHED)
- PROPOSED CHAIN LINK FENCE
- PROPOSED WOOD FENCE
- PROPOSED CONCRETE
- PROPOSED LIGHT-DUTY ASPHALT
- PROPOSED HEAVY-DUTY ASPHALT
- PROPOSED BUILDING
- PROPOSED SIGN
- PROPOSED LIGHT POLE
- PROPOSED BOLLARD
- PROPOSED ADA DETECTABLE WARNING FIELD
- PROPOSED HANDICAP PARKING

ABBREVIATIONS

TC – TOP OF CURB
FF – FINISHED FLOOR
FT – FEET OR FOOT
TW – TOP OF WALK
TW – TOP OF WALL
BW – BOTTOM OF WALL

SITE CONSTRUCTION NOTES:

1. THE CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE CAUSED DURING CONSTRUCTION TO PUBLIC PROPERTY, PRIVATE PROPERTY OR UTILITIES.
2. THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS FOR REVIEW BY THE ENGINEER, PRIOR TO PLACING AN ORDER OF ANY SUCH ITEM.
3. EXISTING TOPOGRAPHIC INFORMATION IS BASED ON FIELD OBSERVATIONS AND/OR PLAN OF RECORD DRAWINGS. CONTRACTOR SHALL VERIFY TOPOGRAPHIC INFORMATION PRIOR TO STARTING CONSTRUCTION.
4. RIGHT OF WAY (ROW) AND PROPERTY LINES ARE APPROXIMATE. CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING EXISTING PROPERTY CORNER MONUMENTATION. ANY MONUMENTS DISTURBED BY CONTRACTOR SHALL BE REPLACED AT THE CONTRACTORS EXPENSE.
5. CONTRACTOR SHALL COORDINATE WITH DRY UTILITY COMPANY'S REGARDING ANY POTENTIAL CONFLICTS AND COORDINATE RELOCATIONS AS MAY BE REQUIRED. CONTRACTOR SHALL ALSO COORDINATE THE PROPOSED INSTALLATION OF NEW FACILITIES AS REQUIRED.
6. THE RIGHTS-OF-WAY IS THE SOLE JURISDICTION OF THE CITY OF MADISON AND IS SUBJECT TO CHANGE AT ANY TIME PER THE RECOMMENDATION/PLAN OF TRAFFIC ENGINEERING AND CITY ENGINEERING DEPARTMENTS.
7. CONCRETE SIDEWALK TO BE 5" THICK, CONSTRUCTED ON A BASE OF 4" COMPACTED SAND OR CRUSHED STONE.
8. CONCRETE FOR DRIVEWAYS AND SIDEWALK AT DRIVEWAY ENTRANCES SHALL BE 7" THICK, CONSTRUCTED ON A BASE OF 5" COMPACTED SAND OR CRUSHED STONE.
9. TRAFFIC CONTROL SHALL BE IN ACCORDANCE WITH MUTCD REQUIREMENTS.

SITE DEVELOPMENT DATA:

ZONING – TE

DENSITIES:
LOT AREA – 73,316 SF
DWELLING UNITS (D.U.) – 70
LOT AREA/D.U. – 1047 SF/D.U.
DENSITY – 41.59 D.U./AC

LOT COVERAGE – 68.3%

BUILDING HEIGHT (ABOVE GRADE):
MULTI-FAMILY – 4 STORY (AT TALLEST POINT)
COMMERCIAL – 1 STORY

BUILDING GROSS AREA:
MULTI-FAMILY – 95,590 SF +/-
COMMERCIAL – 8,420 SF +/-

DWELLING UNIT MIX:
JR STUDIO – 8
STUDIO – 12
ONE BEDROOM – 36
ONE BEDROOM & DEN – 3
TWO BEDROOM – 11
TOTAL D.U. – 70

VEHICLE PARKING STALLS:
UNDERGROUND PARKING 58 (INCLUDING 2 ADA)
EV READY – 4
SURFACE – 35 (INCLUDING 5 ADA)
EV READY – 6
TOTAL PARKING STALLS 93 (INCLUDING 7 ADA)

BICYCLE PARKING:
WITHIN BUILDING – 77
SURFACE – 18
TOTAL BICYCLE PARKING – 95

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Site Plan
Blue Wren - 3303 Burke Ave/3310 Commercial Ave
City of Madison
Dane County, Wisconsin

REVISIONS			
NO.	DATE	REMARKS	

DATE 10/17/2025
DRAWN JDOL
CHECKED SCHU
PROJECT NO. 250346

C200

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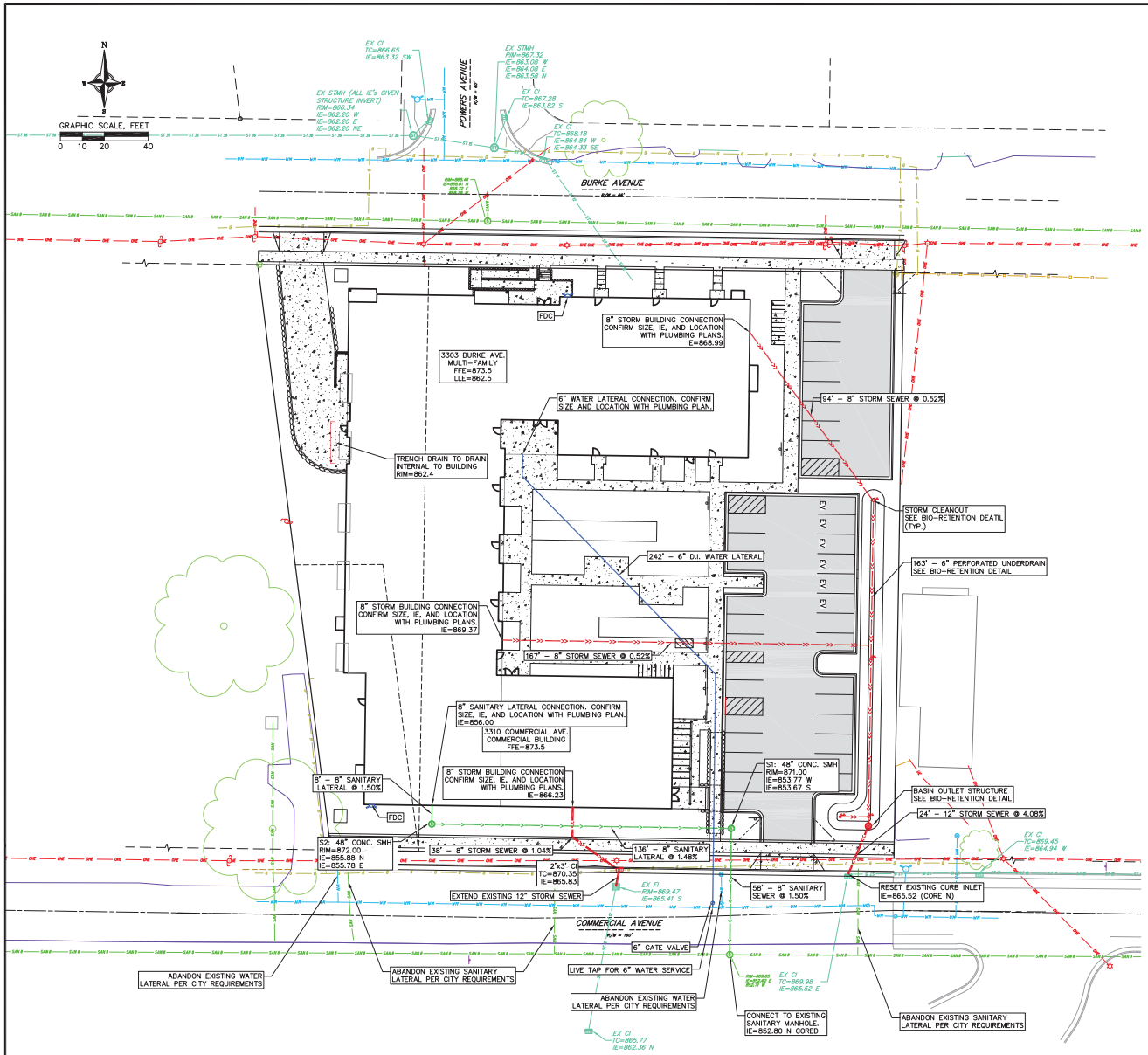
Utility Plan



PROPOSED UTILITY LEGEND

- STORM SEWER PIPE
- STORM SEWER MANHOLE
- STORM SEWER ENDWALL
- STORM SEWER CURB INLET
- STORM SEWER CURB INLET W/MANHOLE
- STORM SEWER FIELD INLET
- ROOF DRAIN CLEANOUT
- SANITARY SEWER PIPE (GRAVITY)
- SANITARY SEWER PIPE (FORCE MAIN)
- SANITARY SEWER LATERAL PIPE
- SANITARY SEWER MANHOLE
- SANITARY SEWER CLEANOUT
- WATER MAIN
- WATER SERVICE LATERAL PIPE
- FIRE HYDRANT
- WATER VALVE
- CURB STOP
- WATER VALVE MANHOLE
- PROPOSED PIPE INSULATION
- GAS MAIN
- ELECTRIC SERVICE

ABBREVIATIONS

STMH – STORM MANHOLE
FI – FIELD INLET
CI – CURB INLET
CB – CATCH BASIN
EW – ENDWALL
SMH – SANITARY MANHOLE

UTILITY NOTES:

1. THE RIGHTS-OF-WAY IS THE SOLE JURISDICTION OF THE CITY OF MADISON AND IS SUBJECT TO CHANGE AT ANY TIME PER THE RECOMMENDATION/PLAN OF TRAFFIC ENGINEERING AND CITY ENGINEERING DEPARTMENTS.
2. CONTRACTOR SHALL OBTAIN ANY NECESSARY WORK IN RIGHT OF WAY, EXCAVATION, UTILITY CONNECTION, PLUGGING AND ABANDONMENT PERMITS PRIOR TO CONSTRUCTION.
3. CONTRACTOR TO VERIFY EXISTING UTILITY LOCATIONS AND ELEVATIONS PRIOR TO STARTING WORK.
4. SANITARY & STORM SEWER LENGTHS SHOWN ARE FROM CENTER OF STRUCTURE TO CENTER OF STRUCTURE. STORM SEWER END SECTIONS ARE INCLUDED IN THE LENGTH AND SLOPE OF THE PIPE.
5. CONTRACTOR SHALL INVESTIGATE ALL UTILITY CROSSINGS PRIOR TO CONSTRUCTION AND NOTIFY ENGINEER OF ANY CONFLICTS.
6. CONTRACTOR SHALL BE RESPONSIBLE FOR ADJUSTING ALL UTILITY STRUCTURES TO FINISHED GRADE (MANHOLE RIMS, WATER VALVES, AND CURB STOPS), IF NECESSARY.
7. IF DEWATERING OPERATIONS EXCEED 70 GALLONS PER MINUTE OF PUMPING CAPACITY, A DEWATERING WELL PERMIT SHALL BE OBTAINED PRIOR TO STARTING ANY DEWATERING ACTIVITIES.
8. A COPY OF THE APPROVED UTILITY PLANS, SPECIFICATIONS AND PLUMBING PERMIT APPROVAL LETTER SHALL BE ON-SITE DURING CONSTRUCTION AND OPEN TO INSPECTION BY AUTHORIZED REPRESENTATIVES OF THE DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES AND OTHER LOCAL INSPECTORS.
9. PROPOSED UTILITY SERVICE LINES SHOWN ARE APPROXIMATE. COORDINATE THE EXACT LOCATIONS WITH THE PLUMBING DRAWINGS. COORDINATE THE LOCATION WITH THE PLUMBING CONTRACTOR AND/OR OWNER'S CONSTRUCTION REPRESENTATIVE PRIOR TO INSTALLATION OF ANY NEW UTILITIES.
10. STORM BUILDING SEWER PIPE SHALL CONFORM TO ONE OF THE STANDARDS LISTED IN TABLE 384.30-6 OF SPS 384.30(3)(c).
11. UNDERGROUND DRAIN AND VENT PIPE/TUBING SHALL CONFORM TO ONE OF THE STANDARDS LISTED IN TABLE 384.30-2 OF SPS 384.30(2).
12. PRIVATE WATER SERVICES AND PRIVATE WATER MAINS SHALL CONFORM TO ONE OF THE STANDARDS LISTED IN TABLE 384.30-7 OF SPS 384.30(4)(d).
13. PRIVATE SANITARY SEWER AND LATERALS SHALL BE POLYVINYL CHLORIDE (PVC) ASTM D3034 – SDR 35 OR APPROVED EQUAL MATERIAL THAT CONFORMS TO ONE OF THE STANDARDS LISTED IN TABLE 384.30-3 OF SPS 384.30(2)(c).
14. A MEANS TO LOCATE BURIED UNDERGROUND EXTERIOR NON METALLIC SEWERS/MAINS AND WATER SERVICES/MAINS MUST BE PROVIDED WITH TRACER WIRE OR OTHER METHODS IN ORDER TO BE LOCATED PER SPS 382.10(11)(h) AND SPS 382.40(8)(k).
15. EXTERIOR WATER SUPPLY PIPING SETBACKS AND CROSSINGS SHALL BE IN ACCORDANCE WITH SPS 382.40(8)(b.).
16. NO PERSON MAY ENGAGE IN PLUMBING WORK IN THE STATE UNLESS LICENSED TO DO SO BY THE DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES PER S.145.06.
17. SITE CONTRACTOR SHALL LEAVE SANITARY AND WATER LATERALS FIVE (5) FEET SHORT (HORIZONTALLY) FROM THE BUILDING. BUILDING PLUMBER SHALL VERIFY SIZE, LOCATION, AND INVERT ELEVATION OF PROPOSED SANITARY AND WATER LATERALS.
18. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THAT THE EXISTING VALVES WILL HOLD THE PRESSURE TEST PRIOR TO CONNECTION. THE CITY IS NOT RESPONSIBLE FOR ANY COSTS INCURRED DUE TO THE CONTRACTOR NOT VERIFYING THAT THE EXISTING VALVE WILL HOLD THE PRESSURE TEST PRIOR TO CONNECTION. IF A NEW VALVE IS REQUIRED, THE APPLICANT WILL BE REQUIRED TO INSTALL ONE AT THEIR EXPENSE, AT THE POINT OF CONNECTION.
19. CONTRACTOR TO CHLORINATE AND BACTERIA TEST BEFORE DOMESTIC SUPPLY PURPOSES
20. CLEAN OUT ALL EXISTING AND PROPOSED STORM INLETS AND CATCH BASINS AT THE COMPLETION OF CONSTRUCTION.
21. CONTRACTOR SHALL COORDINATE WITH DRY UTILITY COMPANY'S REGARDING ANY POTENTIAL CONFLICTS AND COORDINATE RELOCATIONS AS MAY BE REQUIRED. CONTRACTOR SHALL ALSO COORDINATE THE PROPOSED INSTALLATION OF NEW FACILITIES AS REQUIRED.
22. ALL WATER MAIN AND SERVICES SHALL BE INSTALLED AT A MINIMUM DEPTH OF 6.5' FROM TOP OF FINISHED GRADE ELEVATION TO TOP OF MAIN. PROVIDE 1.5' CLEAR SEPARATION IF WATER CROSSES BELOW SEWER AND MINIMUM 0.5' IF WATER CROSSES ABOVE.

NOT FOR CONSTRUCTION

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Overall Utility Plan
Blue Wren - 3303 Burke Ave/3310 Commercial Ave
City of Madison
Dane County, Wisconsin

REVISIONS			
NO.	DATE	REMARKS	

REVISIONS			
NO.	DATE	REMARKS	

DATE 10/17/2025
DRAWN JDOL
CHECKED SCHU
PROJECT NO. 250346

C400

City of Madison

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

Master

File Number: 91449

File ID:	91449	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	01/07/2026
File Name:	Awarding Public Works Contract No. 8733, Hawthorne Court Reconstruction Assessment District - 2023, Lake Street Sanitary Sewer Replacement Assessment District - 2025, West Dayton Street Sanitary Replacement Assessment District - 2025.			**Final Action:**	

Title: Awarding Public Works Contract No. 8733, Hawthorne Court Reconstruction Assessment District - 2023, Lake Street Sanitary Sewer Replacement Assessment District - 2025, West Dayton Street Sanitary Replacement Assessment District - 2025. (District 2)

Notes: Reid Stiteley

Sponsors:	BOARD OF PUBLIC WORKS	**Effective Date:**	
Attachments:	8733.pdf, 8733 award breakdown.pdf	**Enactment Number:**	
Author:	Chris Petykowski, Deputy City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	01/08/2026	Refer	BOARD OF PUBLIC WORKS	01/14/2026	01/14/2026	
	Action Text: This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 1/14/2026						
1	BOARD OF PUBLIC WORKS	01/14/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text: A motion was made by Ald. Lankella, seconded by Ald. Guequierre, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.						

Text of Legislative File 91449

Fiscal Note

The proposed resolution authorizes awarding the contract for the Hawthorne Court Reconstruction Assessment District - 2023, Lake Street Sanitary Sewer Replacement Assessment District - 2025, and West Dayton Street Sanitary Replacement District - 2025 at a total estimated cost of $2,891,300, including contingency. Funding for the project is available in Munis projects #14636 ($1,635,936) and #15938 ($1,255,364). No additional appropriation is

required.

Title

Awarding Public Works Contract No. 8733, Hawthorne Court Reconstruction Assessment District - 2023, Lake Street Sanitary Sewer Replacement Assessment District - 2025, West Dayton Street Sanitary Replacement Assessment District - 2025. (District 2)

Body

BE IT RESOLVED, that the following low bids for miscellaneous improvements be accepted and that the Mayor and City Clerk be and are hereby authorized and directed to enter into a contract with the low bidder contained herein, subject to the Contractor's compliance with Section 39.02 of the Madison General Ordinances concerning compliance with the Affirmative Action provisions **and subject to the Contractor's compliance with Section 33.07 of the Madison General Ordinances regarding Best Value Contracting:**

BE IT FURTHER RESOLVED, that the funds be encumbered to cover the cost of the projects contained herein.

See attached document (Contract No. 8733) for itemization of bids.

Hawthorne Court Reconstruction Assessment District - 2023, Lake Street Sanitary Sewer Replacement Assessment District - 2025, West Dayton Street
CONTRACT NO. 8733
DATE: 12/18/2025
PREQUALIFICATION: 275, 310

CONTRACTORS	TOTAL BID	PREQUALIFICATION STATUS
Engineering Estimate	$2,364,466.00	
R. G. Huston Co., Inc.	$2,677,130.00	OK
Speedway Sand & Gravel, Inc.	$2,925,152.51	OK
Parisi Construction, LLC	$3,196,949.50	OK

Sanitary Replacement Assessment District - 2025

CONTRACT NO. 8733
Hawthorne Court Reconstruction/West Dayton Street Sanitary Sewer Replacement - 2025

R. G. Huston Co., Inc.

CONTRACT AWARD	**$ 2,677,130.00**
MAX CONTINGENCY (8%)	*$ 214,170.40*
01_STREET (HAWTHORNE): 14636-402-170	594,864.97
ACCT. CONTINGENCY 8%	47,589.20
ACCT. SUBTOTAL	642,454.17
02_STREET (LAKE & DAYTON): 15938-402-170	153,141.02
ACCT. CONTINGENCY 8%	12,251.28
ACCT. SUBTOTAL	165,392.30
03_STREET STORM (HAWTHORNE): 14636-402-174	59,261.00
ACCT. CONTINGENCY 8%	4,740.88
ACCT. SUBTOTAL	64,001.88
04_STORMWATER (HAWTHORNE): 14636-84-174	157,126.81
ACCT. CONTINGENCY 8%	12,570.14
ACCT. SUBTOTAL	169,696.95
05_SANITARY (HAWTHORNE): 14636-83-173	597,936.53
ACCT. CONTINGENCY 8%	47,834.92
ACCT. SUBTOTAL	645,771.45
06_SANITARY (LAKE): 15938-83-173	411,452.22
ACCT. CONTINGENCY 8%	32,916.18
ACCT. SUBTOTAL	444,368.40
07_SANITARY (DAYTON): 15938-83-173	597,781.19
ACCT. CONTINGENCY 8%	47,822.50
ACCT. SUBTOTAL	645,603.69
08_WATER (HAWTHORNE): 14636-86-179	72,865.00
ACCT. CONTINGENCY 8%	5,829.20
ACCT. SUBTOTAL	78,694.20
09_LIGHTING (HAWTHORNE): 14636-402-177	32,701.26
ACCT. CONTINGENCY 8%	2,616.10
ACCT. SUBTOTAL	35,317.36
GRAND TOTAL INCL. CONTINGENCY	**$ 2,891,300.40**

City of Madison

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

Master

File Number: 91450

File ID:	91450	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	01/07/2026
File Name:	Authorizing the Mayor and the City Clerk to execute Amendment No. 3 to the existing Purchase of Services contract between the City of Madison and Brown and Caldwell for engineering services for the Wingra Proper Watershed Study.			**Final Action:**	

Title: Authorizing the Mayor and the City Clerk to execute Amendment No. 3 to the existing Purchase of Services contract between the City of Madison and Brown and Caldwell for engineering services for the Wingra Proper Watershed Study. (District 5, District 10, District 11, District 13, District 14)

Notes: Phil Gaebler

Sponsors:	Tag Evers	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:	Greg Fries, Deputy City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	01/08/2026	Refer	BOARD OF PUBLIC WORKS	01/14/2026	01/14/2026	
	Action Text: This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 1/14/2026						
1	BOARD OF PUBLIC WORKS	01/14/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text: A motion was made by Ald. Lankella, seconded by Ald. Guequierre, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.						

Text of Legislative File 91450

Fiscal Note

The proposed resolution authorizes a third amendment that extends the contract term for the Wingra Proper Watershed Study until June 30, 2026, with no additional costs. The original contract between the City of Madison and Brown and Caldwell was approved via RES-22-00335 (Legistar #70938) on May 10, 2022 in an amount of $195,558. The first amendment was approved via RES-24-00671 (Legistar #85813) on November 26, 2024 for an

additional $2,754. The second amendment was approved via RES-25-00398 (Legistar #88861) on July 15, 2025 to extend the contract through February 9, 2026. Funding for the watershed study and all amendments is available in the 2026 Adopted Stormwater Utility Operating Budget. No additional appropriation is required.

Title

Authorizing the Mayor and the City Clerk to execute Amendment No. 3 to the existing Purchase of Services contract between the City of Madison and Brown and Caldwell for engineering services for the Wingra Proper Watershed Study. (District 5, District 10, District 11, District 13, District 14)

Body

The City of Madison Engineering Division is conducting watershed and flood studies as a result of extreme rain events over the past several years. The City entered into an agreement with Brown and Caldwell for engineering services related to flooding evaluation in the Wingra Proper Watershed (RES-22-00335). This proposed amendment extends the contract period to June 30, 2026.

NOW THEREFORE BE IT RESOLVED that the Mayor and City Clerk are hereby authorized to execute Amendment 3 to the contract between the City of Madison and Brown and Caldwell extending the contract term for the Wingra Proper Watershed until June 30, 2026.

City of Madison

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

Master

File Number: 89080

File ID:	89080	**File Type:**	License	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	Clerk's Office
				File Created Date :	07/08/2025
File Name:				**Final Action:**	

Title: Report of Operator License Applications January 27, 2026. See attached report for list of operators.

Notes:

Sponsors:		**Effective Date:**	
Attachments:	new operators	**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	echristianson@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Clerk's Office	07/08/2025	RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER				

Action Text: This License was RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER

Text of Legislative File 89080

Title

Report of Operator License Applications January 27, 2026. See attached report for list of operators.

Police Review - Submit to Council

Holder Name	License
Alexander, Terrell D	LICOPR-2026-00044
Allsop, Leslie L	LICOPR-2026-00022
Atwood, Madlyn Anna	LICOPR-2026-00013
BUCKMAN, ARIANNA M	LICOPR-2026-00014
FARRIS, OLIVIA R	LICOPR-2026-00036
Filpi, Christopher	LICOPR-2026-00015
Grubb, Danielle	LICOPR-2026-00039
Hammond, Jacqueline Marie	LICOPR-2026-00032
Holyoke, Timothy J	LICOPR-2026-00018
Huschka, klahryn c	LICOPR-2026-00027
Johnson, Eric R	LICOPR-2026-00023
Klabacka, Rebecca Mary	LICOPR-2026-00029
Kraft, Cheyenne L	LICOPR-2026-00017
KU, ETHAN Y	LICOPR-2026-00026
Mallett, Reyana	LICOPR-2026-00037
Molaro-Pulver, Nikki L	LICOPR-2026-00016
Olsen, Ryan	LICOPR-2026-00024
Parker, Isabella K	LICOPR-2025-01103
RADER, ALENA D	LICOPR-2026-00030
Schneider, Katherine A	LICOPR-2026-00021
Schroepfer, Austin	LICOPR-2026-00038
STALKER, KATHARINE A	LICOPR-2026-00020
tio, valentina	LICOPR-2025-00924
VALDEZ, OLGA	LICOPR-2026-00025
Wallbaum, Donna	LICOPR-2026-00035
WILSON, ASHLEY M	LICOPR-2026-00034

City of Madison

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

Master

File Number: 91526

File ID:	91526	**File Type:**	License	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	Clerk's Office
				File Created Date :	01/12/2026
File Name:				**Final Action:**	

Title: New Theater License Application
Center for Black Excellence and Culture Inc • dba Center for Black Excellence and Culture Inc
671 W Badger Rd • Estimated Capacity: 361
Police Sector 310 (District 14)

Notes:

Sponsors:		**Effective Date:**	
Attachments:	LICTHE-2025-01016 App.pdf	**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	jverbick@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Clerk's Office	01/12/2026	RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER				

Action Text: This License was RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER

Text of Legislative File 91526

Title
New Theater License Application
Center for Black Excellence and Culture Inc • dba Center for Black Excellence and Culture Inc
671 W Badger Rd • Estimated Capacity: 361
Police Sector 310 (District 14)

Theater License

(renewal 06/30)

(Number)

(scanned)

City of Madison Clerk
210 MLK Jr Blvd, Room 103
Madison, WI 53703

licensing@cityofmadison.com
608-266-4601

LICTHE-2025-01016
(Leg file number)

(initials)

(Processing step)

Corporate Information

Business Legal Name: Center for Black Excellence and Culture Inc

Business Address: 671 W. Badger Rd

Corporate Contact Name & Position: Janine Stephens Hale
Chief Administrative Officer

Phone & Email: 414-213-7748/ jshale@theblackcenter.org

Licensed Premise Information

Business dba Name:

Licensed Address: 671 W. Badger Rd

Business Contact Name & Position: Janine Stephens Hale
Chief Administrative Officer

Phone & Email: 414-213-7748/ jshale@theblackcenter.org

State Seller's Permit Number: 456-1030779756-05

Seating Capacity: 361 Opening Date: 01/01/2026

Interested Parties: (Partnerships - list partners. Corp/LLC - list Officers/Directors/Members.)

Name	City & State
Alexander Gee, Jr	Fitchburg WI
Raymond Allen	Madison, WI
Frances Huntley-Cooper	Fitchburg, WI
Brian Russell	Fitchburg, WI

The information provided on this application is true and correct to the best of my knowledge and belief.

Individual/Officer/Partner

Subscribed and sworn to before me this
_____ day of _____

Notary Public, Dane County, Wisconsin

My Commission Expires_____

REV 12/2013

City of Madison

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

Master

File Number: 91439

File ID:	91439	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	ECONOMIC DEVELOPMENT COMMITTEE
				File Created Date :	01/07/2026
File Name:	Building Improvement Grant Program Adjustments			**Final Action:**	

Title: Approving adjustments to the Building Improvement Grant Program.

Notes:

Sponsors:	Satya V. Rhodes-Conway And John W. Duncan	**Effective Date:**	
Attachments:	BIG Application-2026 Update.pdf, BIG Program Summary - 2026 Update.pdf	**Enactment Number:**	
Author:	Ruth Rohlich, Business Development Specilaist	**Hearing Date:**	
Entered by:	cklawiter@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Economic Development Division	01/07/2026	Referred for Introduction				
	Action Text: This Resolution was Referred for Introduction						
	Notes: Economic Development Committee (1/21/26), Finance Committee (1/20/26), Common Council (1/27/26)						
1	COMMON COUNCIL	01/13/2026	Refer	ECONOMIC DEVELOPMENT COMMITTEE			Pass
	Action Text: A motion was made by Vidaver, seconded by Govindarajan, to Refer to the ECONOMIC DEVELOPMENT COMMITTEE. The motion passed by voice vote/other.						
	Notes: Additional referral to Finance Committee.						
1	ECONOMIC DEVELOPMENT COMMITTEE	01/13/2026	Referred	FINANCE COMMITTEE			
	Action Text: This Resolution was Referred to the FINANCE COMMITTEE						
1	FINANCE COMMITTEE	01/20/2026	Return to Lead with the Recommendation for Common Council to Adopt	ECONOMIC DEVELOPMENT COMMITTEE			Pass
	Action Text: A motion was made by Vidaver, seconded by Figueroa Cole, to Return to Lead with the Recommendation for Common Council to Adopt to the ECONOMIC DEVELOPMENT COMMITTEE. The motion passed by voice vote/other.						

1	ECONOMIC DEVELOPMENT COMMITTEE	01/21/2026	RECOMMEND TO COUNCIL TO ADOPT	Pass

Action Text: Mikolajewski gave an overview of the BIG program and the changes which included moving away from the property owner to only the business owner to be the applicant. Part of the reason is the uncertainty of knowing if there will be a customer facing business in the space if owner applies for funds. Another reason is part of the needs-based funding the Committee suggested. The vast majority of applicants are from business owners currently.

Heather Ewing commented that the lead time between signing a lease and getting in the door may burn a lot of rent. The landlord could be proactive about these improvements.
Rohlich stated we do accept an LOI instead of lease for approval, but it should maybe be more clear in the application.
Rohlich stated we have funded 2-5 property owner only grants.
Matt Tramel commented they would like the money to go to whoever can get a tenant in the space the most quickly, whether that be the property owner or business owner.

A motion was made by Madison and seconded by Duncan for Common Council to adopt. The motion passed
unanimously by roll call vote. Matt Tramel called the question.

Ayes: 8 Jeffrey J. Liggon; Susan M. Bulgrin; Wayne R. Harris; Seth W. Lentz; Kabah Bah; John W. Duncan; Melissa Gombarand Sabrina V. Madison
Excused: 1 Joann Pritchett

Text of Legislative File 91439

Fiscal Note

The proposed resolution authorizes changes to the administration of the Building Improvement Grant (BIG) program. No appropriation required.

Title

Approving adjustments to the Building Improvement Grant Program.

Body

WHEREAS, Common Council adopted RES-22-00497 on 07/12/2022 and RES-25-00127 on 02/25/2025 approving the Building Improvement Grant; and,

WHEREAS, the City has provided over one hundred grants over the last five years; and,

WHEREAS, Economic Development staff has learned best practices in receiving, processing and granting these awards; and,

WHEREAS, the number of Tax Increment Finance Districts funding these awards has grown and staff is dedicated to continuing to grow the program when funding is available; and,

WHEREAS, staff in consultation with the Economic Development Committee recommend changes to the program, including, eliminating property owners from eligibility unless they are also the business owner operating in the space, and other administrative changes.

NOW THEREFORE BE IT RESOLVED that the Common Council approves the attached amended and restated Program Guidelines and Application for the Building Improvement Grant Program; and

BE IT FINALLY RESOLVED that Economic Development Division Staff are authorized to make further administrative modifications to the Program Guidelines and Application for the Building Improvement Grant Program.

City of Madison

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

Master

File Number: 91439

Department of Planning & Community & Economic Development
Economic Development Division
Matthew B. Mikolajewski, Director

P.O. Box 2983
Madison, Wisconsin 53701-2983
Phone: (608) 266-4222
Fax: (608) 261-6126
obr@cityofmadison.com
www.cityofmadison.com/business

Office of Business Resources
Saran Ouk, Manager souk@cityofmadison.com

Ruth Rohlich, Business Development Specialist
Please send all inquiries to Ruth
rrohlich@cityofmadison.com

Building Improvement Grant

APPLICATION

Please read the Program Summary. The first step is to discuss your project with City Staff. Please call or e-mail Ruth Rohlich to set up a conversation about your project before applying.

Ruth Rohlich
(608) 267-4933
rrohlich@cityofmadison.com

Applicant: _____

Phone: _____

Business Name: _____

Legal Business Name: _____

Please check your business status on the Department of Financial Institutions website and use this business name.

Business Address: _____

Zip Code: _____

E-mail Address: _____

Property Owner: _____

Property Owner E-mail: _____

Property Owner Phone Number: _____

Number of Employees of Business: _____

How many Owners? _____

Ownership Type? ☐ LLC ☐ Sole Proprietorship ☐ Unknown
☐ Full-Time ☐ Part-Time

Name of Grantee: _____

Lease Terms: _____

Explanation of Project Scope

Required Attachments

- ☐ Copy of lease, land contract or deed
- ☐ Building owner's written authorization
- ☐ Bids, estimates, contracts, product brochures, design drawings as appropriate
- ☐ Copy of both sides of a state ID or license

Total Project Budget

List Contractors and Suppliers				
Contractor/Supplier	**E-mail**	**Item(s) or work proposed**	**Amount**	**Estimate Provided (Y/N)**

Additional Comments

Applicant's Certification

The Applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining a grant under the City of Madison Building Improvement Grant Program and is true and complete to the best of the applicant's knowledge and belief.

Signature: _____ Date: _____

Signature: _____ Date: _____

For Staff to Fill Out

Applicant is located in: _____

- ☐ TID 44
- ☐ TID 46
- ☐ TID 50
- ☐ TID 51
- ☐ TID 52
- ☐ TID 53
- ☐ TID 54

E-mail application to:	**Drop off application:**	**Mail application:**
Ruth Rohlich Business Development Specialist City of Madison big@cityofmadison.com *PREFERRED DELIVERY METHOD*	Attn: Ruth Rohlich 215 Martin Luther King Jr. Blvd, Room 312	Attn: Ruth Rohlich Economic Development P.O. Box 2983 Madison 53701-2983

CITY OF MADISON
TAX INCREMENT FINANCING (TIF)
BUILDING IMPROVEMENT GRANT

Economic Development Division
215 Martin Luther King Jr., Boulevard
Ruth Rohlich, 267-4933
rrohlich@cityofmadison.com
Website address: www.cityofmadison.com/obr

PROGRAM SUMMARY

The City of Madison, residents, business owners and the development community invest in independent businesses to maintain the independent flavor that makes Madison special.

Unique and successful independent retail and service businesses have a significant effect on the attractiveness and marketability of the surrounding area. This program encourages business owners to reinvest in their business by offering grants to assist with the capital costs associated with renovating the interior and exterior of retail spaces.

The Building Improvement Grant program is funded through City of Madison Tax Increment Financing.

You must be approved for the grant BEFORE you begin the work. Work that is in process or has been completed is not eligible for grant funds.

Applicant Eligibility Requirements

Eligible independent business includes retail, restaurants, retail services including spas and salons.

The program is intended to assist projects that promote independent business activities, create an attractive environment and encourage neighborhood character.

Independent Businesses are defined as: For profit businesses at least 51% owned by individuals residing in Dane County.

Businesses not owned by local individuals may also be considered independent if all the following are met:

- Headquarters in Dane County
- Have more than 51% of key managers living in Dane County
- Business is registered in Wisconsin.
- Business independently controls purchasing decisions, business makes independent decisions regarding the name and look of the business, including marketing, advertising, logo design and branding decisions. Businesses make independent decisions regarding business procedures, practices and policies.

Ineligible businesses include offices; consulting firms; health; insurance; banking; and non-retail businesses. Governmental entities; non-profits; businesses not involved in retail, restaurant or service sales; and public and quasi-public authorities are ineligible for funding.

Property owners are ineligible for funding unless they are also the owner of a retail business operating in the space. The business must be the applicant.

Please contact Ruth Rohlich rrohlich@cityofmadison.com to confirm your business is within the mapped boundaries:

Tax Increment District 44: Royster Clark
Tax Increment District 46: Research Park
Tax Increment District 50: State Street Area
Tax Increment District 51: Park Street Area
Tax Increment District 52: East Washington Avenue/Stoughton Road Area
Tax Increment District 53: Wilson Street Area
Tax Increment District 54: Pennsylvania Avenue Area

Grant Amount

Grants will be provided in an amount of up to $50,000 for eligible interior and exterior improvements.

Payment Procedure

1. The City will make two payments. The first payment of up to 75% will be made within 30 days of contract signing. The second and final payment will be made after the project is completed and the City has approved all of the paid invoices you are required to submit for work approved.

2. City staff may request copies of additional documentation at any time.

3. Subrecipient shall submit all paid invoices and your payment request to Ruth Rohlich, Office of Business Resources Manager, at the following email: rrohlich@cityofmadison.com.

4. The City will make payments to subrecipient by ACH or check.

5. The city will not pay or reimburse the subrecipient more than the total Agreement award amount in section 5 of the main agreement.

6. Grantee defaults or commits a breach any of the terms of this Agreement, and any such default shall continue unremedied for at least ten (10) days after written notice to Grantee, the City, at its option and in addition to all other rights and remedies which it may have at law or in equity against Grantee, including specific performance, shall have the right to immediately terminate this Agreement and all rights of Grantee under this Agreement. Grantee shall, within thirty (30) days of termination of this Agreement, return to the City the full amount of the grant funds provided to Grantee under this Agreement.

7. Any funds not expended by the date this contract terminates or expires are not eligible for payment.

Eligible Costs

To the greatest extent possible, the City would like to invest in interior and exterior improvements that would benefit not only the current tenant, but future businesses within the space as well. Such eligible interior improvements would include, but are not limited to, the following:

- HVAC, electrical, or plumbing improvements
- ADA compliance improvements
- The construction of customer restrooms
- Rehabilitation of the space to basic "white-box conditions", such as repairing or replacing cracked plaster walls, structural improvements or ceilings
- New flooring
- New lighting
- New windows and doors
- Restoration of deteriorated historic/architectural elements
- Loading dock, storage, storeroom repairs and construction
- "Green" or environmentally friendly upgrades
- Eligible exterior improvements that mirror those improvements considered eligible under the current Façade Improvement Grant Program
- Design, architectural and permit fees associated with the construction are also eligible project costs.

Expected Considerations

We expect that all projects will be complaint with American Disability Act standards and use environmentally friendly products and materials, including those that are energy star rated.

Grant Requirements

All projects must receive all applicable city building permits, if required.

The owner/tenant shall comply with all sign control ordinances contained in chapter 31 of the Madison General Ordinances and keep the exterior surfaces maintained to prevent deterioration and to present an attractive appearance.

The owner/tenant shall comply with all applicable provisions of the Madison General Ordinances concerning equal employment opportunity and affirmative action programs and practices in connection with the construction work being completed using grant funds.

The owner/tenant shall assist and actively cooperate with the City in obtaining the compliance of contractors with such provisions of the Ordinances, and with the rules, regulations and relevant orders issued by the City pursuant to such provisions in the Ordinances.

Processing Steps

Step 1 Call or e-mail City Staff to discuss your project and confirm your location is in an approved Tax Increment District:
rrohlich@cityofmadison.com
608-267-4933

Step 2 Applications are accepted on an on-going basis until the funds run out.

Step 3 Applications must be submitted to the Economic Development Division. Email applications are preferred.

E-mail application to:	**Drop off application:**	**Mail application:**
Ruth Rohlich Business Development Specialist City of Madison rrohlich@cityofmadison.com *PREFFERED DELIVERY METHOD*	ATTN: Ruth Rohlich Madison Municipal Building 215 Martin Luther King Jr. Boulevard Room 312 Madison, WI 53701	ATTN: Ruth Rohlich City of Madison Economic Development P.O Box 2983 Madison, WI 53701-2983

An application must include a copy of the lease and written approval from the owner. Applications must include a detailed description of the improvements suggested with estimates from vendors.

Step 4 A City staff team will discuss the proposed improvements. If the proposal meets the requirements of the Building Improvement Grant, written approval will be sent to the business owner. This e-mail may require modifications or changes to the original proposal.

Step 5 Following approval by the Building Improvement Grant Program Review Team, the Economic Development Division will prepare and furnish the applicant with the grant agreement.

Step 6 The applicant must sign the grant agreement and return to the City.

Step 7 The applicant must obtain building permits for the work. The applicant must display a sign provided by the City on the site indicating "Financing provided in part by the City of Madison Building Improvement Grant Program."

City of Madison

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

Master

File Number: 91322

File ID:	91322	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	FINANCE COMMITTEE
				File Created Date :	12/23/2025
File Name:	A Resolution authorizing the Mayor and City Clerk to enter into a competitively selected, 1-year service contract with four optional 1-year renewal terms for ambulance billing with Med-Bill Corporation. A Resolution authorizing the Mayor and City Clerk t			**Final Action:**	

Title: Authorizing the Mayor and City Clerk to enter into a competitively selected, 1-year service contract with four optional 1-year renewal terms for ambulance billing with Med-Bill Corporation.

Notes:

Sponsors:	Satya V. Rhodes-Conway	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	sbrichford@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Mayor's Office	12/23/2025	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Finance Committee (1/20/26), Common Council (1/27/26)					
1	COMMON COUNCIL	01/13/2026	Refer	FINANCE COMMITTEE	01/20/2026		Pass
	Action Text:	A motion was made by Vidaver, seconded by Govindarajan, to Refer to the FINANCE COMMITTEE. The motion passed by voice vote/other.					
1	FINANCE COMMITTEE	01/20/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text:	A motion was made by Vidaver, seconded by Figueroa Cole, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.					

Text of Legislative File 91322

Fiscal Note

The proposed resolution authorizes the execution of a contract with Med-Bill Corporation to provide ambulance billing services to the City. The contract will be for an initial term of one (1) year, with four (4) optional renewal terms of one (1) year each. Annual payments to the vendor will be calculated based on a rate of 2.95% of net revenues collected. The 2026 Adopted Operating Budget estimates that $13.4 million of General Fund Revenues will be collected from the Ambulance Conveyance Fees. Therefore, this contract is projected to cost approximately $395,300 in 2026. Funding is available in the Finance Department's 2026 Adopted Operating Budget. No additional appropriation required.

Title

Authorizing the Mayor and City Clerk to enter into a competitively selected, 1-year service contract with four optional 1-year renewal terms for ambulance billing with Med-Bill Corporation.

Body

WHEREAS, the City utilizes a contract to provide ambulance billing services for the Finance and Fire departments; and

WHEREAS, the current contract is due to expire on December 31, 2025 ; and

WHEREAS, the Finance and Fire Departments through a competitive process solicited proposals for RFP #14011-0-2025-BP, Ambulance Billing Services, and

WHEREAS, an evaluation team consisting of Finance and Fire staff conducted a detailed evaluation of six proposals, scored and ranked each of the proposals using criteria including cost, skill, equipment, past performance, and references; and Med-Bill Corporation received the highest score; and

WHEREAS, Med-Bill Corporation proposed a contract price of 2.95% of net revenues received; and

WHEREAS, the City's RFP advertised the contract as a one (1) year contract with up to four (4) one (1) year renewals; and

WHEREAS, under MGO 4.26(3)(e) service contracts of more than 5 years in duration and an average cost of more than $100,000 per year require approval of the Common Council and optional renewal terms are to be counted in the total;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Clerk are authorized to sign a contract on behalf of the City for Ambulance Billing services with Med-Bill Corporation., for the purposes and at the price described above, for an initial term of one (1) year, with four (4) optional renewal terms of one (1) year each, and the Purchasing Supervisor is authorized to execute the renewal options.

City of Madison

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

Master

File Number: 91350

File ID:	91350	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	FINANCE COMMITTEE
				File Created Date :	12/22/2025
File Name:	Recreate the classification of Library Maintenance Coordinator in CG 15, Range 11; Delete the 1.0 FTE position #4476 of Maintenance Mechanic 2 – Local 236 and recreate it as Library Maintenance Coordinator.			**Final Action:**	

Title: Recreate the classification of Library Maintenance Coordinator in CG 15, Range 11; delete the 1.0 FTE position #4092 of Maintenance Mechanic 2 - Local 236 and recreate it as Library Maintenance Coordinator.

Notes:

Sponsors:	Director of Human Resources	**Effective Date:**	
Attachments:	PB Memo Library Maintenance Coordinator Final.pdf	**Enactment Number:**	
Author:	Brittney Hayes, Human Resources Analyst	**Hearing Date:**	
Entered by:	jortiz@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Human Resources Department	12/22/2025	Referred for Introduction				
	Action Text: This Resolution was Referred for Introduction						
	Notes: Finance Committee (1/20/26), Personnel Board (1/15/26), Common Council (1/27/26)						
1	COMMON COUNCIL	01/13/2026	Refer	FINANCE COMMITTEE	01/20/2026		Pass
	Action Text: A motion was made by Vidaver, seconded by Govindarajan, to Refer to the FINANCE COMMITTEE. The motion passed by voice vote/other.						
	Notes: Additional referral to Personnel Board.						
1	FINANCE COMMITTEE	01/13/2026	Referred	PERSONNEL BOARD	01/15/2026		
	Action Text: This Resolution was Referred to the PERSONNEL BOARD						
1	PERSONNEL BOARD	01/15/2026	Return to Lead with the Recommendation for Approval	FINANCE COMMITTEE	01/20/2026		Pass
	Action Text: A motion was made by Jackson, seconded by Denny, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.						

1	FINANCE COMMITTEE	01/20/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass

Action Text: A motion was made by Vidaver, seconded by Figueroa Cole, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

Text of Legislative File 91350

Fiscal Note

The proposed resolution deletes 1.0 FTE position #4092 of Maintenance Mechanic 2 (CG 15/R 09) and recreates it as 1.0 FTE Library Maintenance Coordinator (CG 15/R11). This recreation corrects an administrative error from September 2025 per the attached memo. The cost of the range increase in 2026 is approximately $4,000. The position is currently in recruitment, and savings from the position being vacant for approximately one month in the year will cover the estimated increase. No additional appropriation is required.

Title

Recreate the classification of Library Maintenance Coordinator in CG 15, Range 11; delete the 1.0 FTE position #4092 of Maintenance Mechanic 2 - Local 236 and recreate it as Library Maintenance Coordinator.

Body

Resolution to recreate the classification of Library Maintenance Coordinator in CG 15, Range 11, and delete the 1.0 FTE Maintenance Mechanic 2 - Local 236 (CG15, R09) #4092, and recreate it as a Library Maintenance Coordinator (CG15, R11) within the permanent salary details of the 2026 Madison Public Library Operating Budget.

TO: Personnel Board

FROM: Brittney Hayes, Human Resources

DATE: December 18, 2025

SUBJECT: Madison Public Library – Library Maintenance Coordinator

The Human Resources Department received a request from Library Director Tana Elias on August 22, 2025 to recreate the Maintenance Mechanic 2 – Local 236 position #4092 in CG15, Range 9, currently vacant, to a Library Maintenance Coordinator in CG15, Range 11. This request was approved through an administrative action on September 15, 2025.

Subsequently, it was discovered that the Library Maintenance Coordinator classification had been formally deleted in 2022 but remained active in the City's HR systems, including MUNIS and NeoGov, due to an administrative oversight. As a result, the initial administrative action approval did not follow the required Personnel Board approval process.

Human Resources is therefore requesting retroactive formal approval to correct the administrative error and properly authorize the reclassification. The position is currently in recruitment.

I am recommending the following:

- Recreate the classification of Library Maintenance Coordinator in CG 15, Range 11;
- Delete the Maintenance Mechanic 2 – Local 236 position #4092, in CG 15, Range 9 and recreate as a Library Maintenance Coordinator;

Earlier this year, the Library intended to hire a Maintenance Mechanic 2 - Local 236 position to assist with the additional work required to build and maintain a tenth public library, the Imagination Center, as well as assist with increased workload in the maintenance department. Upon further reflection, they requested a reclassification to increase this position to a Library Maintenance Coordinator, to do many of the same tasks as the Maintenance Mechanic 2 - Local 236, but also to serve as backup to the Library Facilities and Maintenance Coordinator, CG 15, Range 12.

This position would provide much-needed backup to the Library Facility and Maintenance Coordinator as well as be a front-line maintenance worker. The position would include backup supervision, administrative work, and planning not typically assigned to a Maintenance Mechanic 2 – Local 236 position. The Library Maintenance Coordinator class spec describes:

Assign work projects and provide direction to improve methods and productivity... **Develop and recommend facility maintenance, modification and repair plans**…Train, **assign, lead and evaluate mechanical/custodial staff**. Identify and report performance issues to library management... Review operational data and recommend building

modifications, equipment or changes in operational procedures…**Develop and maintain necessary records and reports**. Maintain equipment and supply inventories, PM schedules, etc. Maintain and administer key and lock inventories, computerized card access system. **Prepare monthly expense, activity reports, other related records and reports.** [emphasis added]

There has been a significant workload increase in the maintenance department in the past decade, and the amount of higher-level maintenance input needed to bring a tenth library on board has taken a lot of time away from regular facilities maintenance work, resulting in longer wait times and a decreased customer experience in our facilities. Once the new facility is built, it will require an extra year of monitoring during the majority of the warranty periods, followed by ongoing servicing.

Therefore, I recommend the retroactive recreation of the Library Maintenance Coordinator (CG15, R11) classification, and deletion of Maintenance Mechanic 2 – Local 236 position #4092, recreating it as a Library Maintenance Coordinator (CG15, R11).

The necessary resolution to implement this recommendation has been drafted.

Effective date: September 15, 2025

Editor's Note:

Compensation Group/Range	2025 Annual Minimum (Step 1)	2025 Annual Maximum (Step 5)	2025 Annual Maximum (+12% Longevity)
15/09	$64,773.80	$75,696.92	$84,780.54
15/11	$68,864.38	$82,162.86	$92,022.32

cc: Tana Elias – Library Director
Krissy Wick – Library Associate Director

City of Madison

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

Master

File Number: 91378

File ID:	91378	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	FINANCE COMMITTEE
				File Created Date :	01/02/2026
File Name:	Authorizing the Mayor and City Clerk to execute a cost sharing agreement for the construction of the Madison LakeWay Community Causeway Improvements. (District 13, District 4)			**Final Action:**	

Title: Authorizing the Mayor and City Clerk to execute a cost sharing agreement for the construction of the Madison LakeWay Community Causeway Improvements. (District 13, District 4)

Notes:

Sponsors:	Tag Evers And Michael E. Verveer	**Effective Date:**	
Attachments:	Madison LakeWay Cost Sharing Agreement (Final).pdf, 011326_CC_public_comment.pdf, FC Public Comment 01.20.26_File 91378.pdf	**Enactment Number:**	
Author:	CJ Ryan	**Hearing Date:**	
Entered by:	nmiller@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Parks Division	01/02/2026	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Finance Committee (1/20/26), Common Council (1/27/26)					
1	COMMON COUNCIL	01/13/2026	Refer	FINANCE COMMITTEE		01/20/2026	Pass
	Action Text:	A motion was made by Vidaver, seconded by Govindarajan, to Refer to the FINANCE COMMITTEE. The motion passed by voice vote/other.					
1	FINANCE COMMITTEE	01/20/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text:	A motion was made by Vidaver, seconded by Figueroa Cole, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.					

Text of Legislative File 91378

Fiscal Note

The proposed resolution authorizes the Mayor and City Clerk to enter into a cost sharing

agreement with Dane County establishing the County's contribution of $2.0 million towards the construction of the Madison LakeWay. The funding source was recognized and authorized in the Parks Division's 2025 Adopted Capital Budget (Munis #17362). No additional appropriation is required.

Title

Authorizing the Mayor and City Clerk to execute a cost sharing agreement for the construction of the Madison LakeWay Community Causeway Improvements. (District 13, District 4)

Body

WHEREAS, the City owns the area known as the Madison LakeWay, which includes 1.7 miles of Lake Monona shoreline and 17 acres of lakefront property, extending from S. Blair Street on the north, counterclockwise along the Lake Monona shoreline to E. Lakeside Street on the south, and consists of all or portions of Law Park, the John Nolen Drive Causeway, and Olin Park; and,

WHEREAS, in early 2022, Madison Parks launched the Lake Monona Waterfront Design Challenge-a competition to create a visionary, inclusive, and environmentally focused master plan for the Madison LakeWay, the City's foremost public lakefront; and,

WHEREAS, in April 2024, the City approved the Design Challenge winner's master plan for the Madison LakeWay (the Lake Monona Waterfront Master Plan, or "Master Plan") and directed Madison Parks to pursue outside funding resources to the extent possible to realize the vision set by the Plan; and,

WHEREAS, a portion of Phase 1 of the Madison LakeWay Project, the Community Causeway Improvements (the "Project"), is projected to commence in 2027; and,

WHEREAS, as part of its 2025 Capital Budget, the County has set aside $2 million towards the capital costs associated with the Project; and,

WHEREAS, pursuant to Section 66.0301 Wis. Stats., the City and the County wish to formalize arrangements for the County's contributions towards the City's capital costs associated with the Project.

NOW THEREFORE, BE IT RESOLVED that the Mayor and City Clerk are authorized to sign an agreement with Dane County formalizing arrangements for the County's contribution towards the construction of the Community Causeway Improvements component of Phase 1 of the Madison LakeWay Project, in a form to be approved by the City Attorney and consistent with the Agreement attached hereto.

BE IT FURTHER RESOLVED that the City shall implement and maintain the Community Causeway Improvements as a public park facility for a minimum project life of 20 years and that the City shall not sell, restrict, or convert or approve conversion of the capital project that results in any use inconsistent with the type of use for which the County's funds were provided during the life of the Project.

COST SHARING AGREEMENT FOR THE CONSTRUCTION OF THE MADISON LAKEWAY COMMUNITY CAUSEWAY IMPROVEMENTS

Between the City of Madison and Dane County

THIS AGREEMENT, entered into by and between the City of Madison, a Wisconsin municipal corporation (hereinafter referred to as "City"), and Dane County, a quasi-municipal corporation (hereinafter referred to as "County"), is effective as of the date by which both parties have signed hereunder.

WITNESSETH:

WHEREAS, the City owns the area known as the Madison LakeWay, which includes 1.7 miles of Lake Monona shoreline and 17 acres of lakefront property, extending from S. Blair Street on the north, counterclockwise along the Lake Monona shoreline to E. Lakeside Street on the south, and consists of all or portions of Law Park, the John Nolen Drive Causeway, and Olin Park; and,

WHEREAS, in early 2022, Madison Parks launched the Lake Monona Waterfront Design Challenge—a competition to create a visionary, inclusive, and environmentally focused master plan for the Madison LakeWay, the City's foremost public lakefront; and,

WHEREAS, in April 2024, the City approved the Design Challenge winner's master plan for the Madison LakeWay (the Lake Monona Waterfront Master Plan, or "Master Plan") and directed Madison Parks to pursue outside funding resources to the extent possible to realize the vision set by the Plan; and,

WHEREAS, a portion of Phase 1 of the Madison LakeWay Project, the Community Causeway Improvements (the "Project"), is projected to commence in 2027; and,

WHEREAS, as part of its 2025 Capital Budget, the County has set aside $2 million towards the capital costs associated with the Project; and,

WHEREAS, pursuant to Section 66.0301 Wis. Stats., the City and the County wish to formalize arrangements for the County's contributions towards the City's capital costs associated with the Project.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby mutually acknowledged, the Parties agree as follows:

1. Purpose. The purpose of this Cost Sharing Agreement for the Construction of the Madison Lakeway Community Causeway Improvements (the "Agreement") is to set forth the terms and conditions upon which the County will contribute $2,000,000 towards the construction of the Community Causeway Improvements component of Phase 1 of the City's Madison LakeWay Project. This Agreement does not address any highway improvements being

made by the City to John Nolen Drive, which improvements are a separate public works project.

2. Project. The Project shall consist of the construction of a portion of Phase 1 of the Madison LakeWay Project, the Community Causeway Improvements, which will include the shoreline park improvements being made from Olin Park on the south, northwesterly and northeasterly along John Nolen Drive to the North Shore Drive intersection. The Project will include those capital improvements being made to implement the Master Plan, and will include shoreline capital improvements, to include the addition of a pedestrian path, reestablishing trees and vegetation, stormwater improvements, and the addition of boardwalks, piers and other amenities to activate what has largely been underutilized shoreline since its creation in 1967.

3. Timing of Project. The Project is intended to be designed in 2026 with construction starting in 2027.

4. Project Plans. The City will provide County with copies of the Project Plans as they are prepared and approved. In finalizing plans, the City will consider any input provided by the County.

5. Construction Only. This Agreement covers the construction phase of the Project only, and does not cover the preliminary & final design engineering phases of the Project.

6. County's Contribution. The County shall contribute $2,000,000 towards the estimated $12,000,000 costs of the Project. The City anticipates an additional $3,000,000 of Project costs to be paid for by private fundraising, with any shortages in private fundraising, or additional capital costs beyond those estimated, being solely the responsibility of the City.

	Total Estimated Cost	Dane County	Private Fundraising	City of Madison
Capital Costs	$12,000,000	$2,000,000	$3,000,000	$7,000,000

7. Project Management; Billing. The City shall manage and be fully responsible for the Project. The City shall bill the County for its respective share of the Project's capital costs, based upon the following schedule:

   At 25% completion: $500,000
   At 50% completion: $500,000
   At 75% completion: $500,000
   At 90% completion: $500,000

8. Payment. The County will reimburse Madison, within 60 days of billing, for completed services according to the responsibilities stated above.

9. Obligation. The City shall implement and maintain the Project as a public park facility for a minimum project life of 20 years. The City shall not sell, restrict, or convert or approve conversion of the capital project that results in any use inconsistent with the type of use for which the County's funds were provided during the life of the Project.

10. Non-Discrimination. In the performance of the obligations under this Agreement, the parties agree to abide by their own respective affirmative action plans and in doing so agree not to discriminate, in violation of any state or federal law, against any employee or applicant because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, gender identity, political beliefs, or student status. The parties further agree not to discriminate, in violation of any state or federal law, against any subcontractor, or person who offers to subcontract on this Agreement, because of race, religion, color, age, disability, sex, sexual orientation, gender identity or national origin.

11. Liability. Each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, boards, commissions, agencies, officers, and representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions including providing its own defense. In situations including joint liability, each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, agents, boards, commissions, agencies, officers and representatives. It is not the intent of the parties to impose liability beyond that imposed by state statutes.

12. Compliance with Laws. Each party warrants for itself that it has complied with all applicable statutes, rules, orders, ordinances, requirements and regulations to execute this Agreement, and that the person or persons executing this Agreement on its behalf is authorized to do so.

13. Counterparts and Transmittal of Signatures. This Agreement may be executed in one or more counterparts, and all such executed counterparts shall constitute the same Agreement. A signed copy of the Agreement transmitted by facsimile electronic scanned copy (.pdf) or similar technology and shall be as valid as original. This Agreement may be converted into electronic format and signed or given effect with one or more electronic signature(s) if the electronic signature(s) meets all requirements of Wis. Stat. ch. 137 or other applicable Wisconsin or Federal law. Executed copies or counterparts of this Agreement may be delivered by facsimile or email and upon receipt will be deemed original and binding upon the parties hereto, whether or not a hard copy is also delivered. Copies of this Agreement, fully executed, shall be as valid as an original.

IN WITNESS WHEREOF, the PARTIES hereto have caused this Agreement to be executed by their proper officers on the day and year written below.

FOR DANE COUNTY

Melissa Agard, Dane County Executive	Date
Scott McDonell, Dane County Clerk	Date

FOR THE CITY OF MADISON

Satya Rhodes-Conway, Mayor	Date
Lydia A. McComas, City Clerk	Date

Countersigned:

David P. Schmiedicke, Finance Director	Date

Approved as to form:

Michael Haas, City Attorney	Date

Execution of this Agreement by the City of Madison is authorized by Resolution Enactment No. RES __-_____, ID No. _____, adopted by the Common Council of the City of Madison on _____, 20__.

From: jhirsch@chorus.net
To: All Alders
Subject: #93 91378 Madison Lakeway Cost Sharing
Date: Tuesday, January 13, 2026 7:02:55 AM

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Alders:
Item #93 Legistar 91378 Cost sharing with the County for the Madison Lakeway Community Causeway

Questions for you...

The costs for this phase is listed as $12 million. This proposal only involves the cost sharing with Dane County. Is there a similar cost sharing agreement for the $3 million that is expected from the private fund-raising group?

Where are they on their fund-raising goals? Will the City be billing them at the same 25%/50%/75%/90% completion schedule that is outlined in the agreement with the County?

What are the federal funds that are included in this project?

Thank you for you due diligence on this topic.

Janet Hirsch
Madison, WI

From:	Alex Saloutos
To:	Finance Committee
Cc:	Govindarajan, MGR; Verveer, Michael; Vidaver, Regina; Madison, Sabrina; Mayor; Evers, Tag; District10@Council.Us
Subject:	Concerns Regarding Agenda Item 6 – Madison LakeWay Cost Sharing Agreement, istar ID No. 91378
Date:	Tuesday, January 20, 2026 4:14:42 PM
Attachments:	260110_LEGISTAR91378_MEMORANDUM_LAKEWAYPROJECTPHASE1.pdf

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Dear Finance Committee Members,

Please find attached a memo outlining several concerns regarding Agenda Item 6, the proposed Cost Sharing Agreement with Dane County for the Madison LakeWay project (Legistar ID No. 91378). While I support the LakeWay project, the agreement as drafted raises significant fiscal concerns, including an unexplained 20% budget increase, unlimited City exposure to cost overruns and fundraising shortfalls, and a fiscal note that does not disclose these contingent obligations.

I respectfully request that the Committee consider addressing these issues before approval.

Thank you for your consideration.

Alex Saloutos
Phone: (608) 345-9009
Email: asaloutos@tds.net

M E M O R A N D U M

Date: January 21, 2026

To: Finance Committee

From: Alex Saloutos

RE: **Madison LakeWay Cost Sharing Agreement with Dane County, Legistar ID No. 91378**

I am writing to bring several concerns to your attention regarding Agenda Item 6 on today's agenda, January 21, 2026, regarding the proposed Cost Sharing Agreement with Dane County for the Madison LakeWay Community Causeway Improvements (Legistar ID No. 91378). While I support the LakeWay project in principle, the agreement as currently drafted contains significant fiscal and procedural issues that warrant careful consideration before approval.

1. Unexplained 20% Budget Increase Without Documentation

The 2026 Capital Budget, recently approved by the Common Council, established a $10 million project budget. The proposed agreement, however, states the project cost is $12 million, a 20% increase. This discrepancy is significant and troubling for several reasons: the fiscal note accompanying this legislation does not acknowledge or explain the increase; no estimates or bids have been obtained to support the higher figure; and there is no documentation in the record to justify the additional $2 million. The Committee should request an explanation for this budget increase and consider whether the fiscal note should be revised to reflect the actual anticipated project costs before proceeding.

2. City Obligated to Cover All Fundraising Shortfalls

Section 6 of the agreement states that the City "anticipates an additional $3,000,000 of Project costs to be paid for by private fundraising, with any shortages in private fundraising…being solely the responsibility of the City." This provision creates a potentially significant unfunded obligation. The experience with Madison Public Market fundraising efforts suggests this is a serious and legitimate concern. There is no evidence in the record regarding the current status of LakeWay Partners' fundraising efforts or any assessment of the likelihood of achieving the $3 million target. To my knowledge, this requirement that the City cover all fundraising shortfalls is not reflected in the capital budget, and the fiscal note provides no discussion of this contingent obligation or identification of funding sources should the shortfall materialize.

3. Unlimited City Exposure to Cost Overruns

Section 6 also states that "additional capital costs beyond those estimated" are "solely the responsibility of the City." The agreement contains no cap on total project costs and no termination provision that will allow the City to withdraw if costs exceed acceptable thresholds. This structure places unlimited financial risk on the City while capping the County's contribution at $2 million regardless of actual costs. What happens if bids come in at $15 million? Or $25 million? As currently drafted, the City would be obligated to proceed.

4. Inequitable Risk Allocation Between City and County

The agreement establishes an inequitable distribution of risk. The County's contribution is fixed at $2 million (16.7% of the estimated $12 million project), while the City bears 100% of the risk for any fundraising shortfalls, cost overruns, or other unanticipated expenses. A more equitable arrangement would establish proportional cost-sharing for overruns and shortfalls, perhaps with an agreed-upon ceiling for both parties.

5. No Termination Rights Before Bid Acceptance

The agreement appears to obligate the City to complete this project regardless of actual costs once it is executed. There is no provision allowing the City to terminate the agreement before bids are accepted or construction commences. Given the uncertainty around actual project costs—no bids have been solicited, and we have already seen a 20% increase from budget to agreement—the City should retain the ability to withdraw from this agreement without penalty if bids exceed acceptable levels. This is standard practice for intergovernmental agreements of this nature.

6. Misleading Fiscal Note

The fiscal note states that "no additional appropriation is required." However, the agreement obligates the City to cover any fundraising shortfalls (up to $3 million) and unlimited cost overruns. These contingent obligations clearly could require additional appropriations, yet they are not disclosed in the fiscal note. This characterization is misleading and does not provide the Committee or the public with accurate information about the City's potential fiscal exposure. The fiscal note should be revised to disclose these contingent obligations and identify potential funding sources.

RECOMMENDATIONS

I respectfully request that the Finance Committee consider the following actions before approving this agreement:

1. Request an explanation for the $2 million increase from the approved capital budget figure.
2. Request a revised fiscal note that discloses all contingent obligations and identifies potential funding sources.
3. Request documentation on the current status of private fundraising efforts.
4. Amend the agreement to include a termination clause allowing the City to withdraw before bid acceptance if costs are deemed unacceptable.
5. Amend the agreement to establish proportional cost-sharing with the County for fundraising shortfalls and cost overruns, up to an agreed-upon ceiling.
6. Establish a maximum total project cost beyond which the City is not obligated to proceed.

These modifications would protect the City's fiscal interests while still allowing the LakeWay project to move forward with appropriate safeguards. Thank you for considering these concerns.

City of Madison

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

Master

File Number: 91390

File ID:	91390	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	FINANCE COMMITTEE
				File Created Date :	01/05/2026
File Name:	Double Dollars Service Contract with Community Action Coalition			**Final Action:**	

Title: Authorizing a noncompetitive service contract with Community Action Coalition for South Central Wisconsin, Inc for program management services for the City of Madison-Dane County Double Dollars Program.

Notes:

Sponsors:	Regina M. Vidaver, Tag Evers And Bill Tishler	**Effective Date:**	
Attachments:	Non-Competitive Selection Request - Community Action Coalition for South Central Wisconsin, Inc..pdf	**Enactment Number:**	
Author:	George Reistad, Business Development Specialist	**Hearing Date:**	
Entered by:	cklawiter@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Economic Development Division	01/05/2026	Referred for Introduction				
	Action Text: This Resolution was Referred for Introduction						
	Notes: Finance Committee (1/20/26), Common Council (1/27/26)						
1	COMMON COUNCIL	01/13/2026	Refer	FINANCE COMMITTEE	01/20/2026		Pass
	Action Text: A motion was made by Vidaver, seconded by Govindarajan, to Refer to the FINANCE COMMITTEE. The motion passed by voice vote/other.						
1	FINANCE COMMITTEE	01/20/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text: A motion was made by Vidaver, seconded by Figueroa Cole, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.						

Text of Legislative File 91390

Fiscal Note

The proposed resolution authorizes a non-competitive selection contract with Community Action Coalition for Double Dollars program management services for the City of Madison and Dane County. The Economic Development Division's 2026 Adopted Operating Budget includes

the City's contribution of $75,000, and Dane County will contribute $10,000 to administration of the program to cover the balance of the contract. No additional City appropriation required.

Title

Authorizing a noncompetitive service contract with Community Action Coalition for South Central Wisconsin, Inc for program management services for the City of Madison-Dane County Double Dollars Program.

Body

WHEREAS, The City of Madison supports affordable access to fresh, healthy food for people of all income levels, and especially low-income residents; and

WHEREAS, SNAP-EBT incentive programs (commonly called “Double Dollars” or “Double Up Bucks”) that increase the purchasing power of low-income residents have been a proven solution to increasing affordability of fresh, healthy foods; and

WHEREAS, The City of Madison and Dane County have collaborated for many years to fund the City of Madison & Dane County Double Dollars Program; and

WHEREAS, Community Action Coalition for South Central Wisconsin, Inc. has served as the Double Dollars Program operator for over 12 years, has been the sole respondent to two Dane County-led RFP processes over that duration, and has established program management expertise, deep program commitment from organizational and board leadership, and financial commitments to the Double Dollars Program; and

WHEREAS, for many years the Dane County Department of Human Services served as the Double Dollars contract administrator; and

WHEREAS, Historic funding parity between the City of Madison and Dane County has shifted due to the 2026 Dane County budget shortfall, where the City of Madison is now contributing $75,000 annually to the program and Dane County is contributing $10,000 annually to the program, necessitating the City of Madison to become the contract administrator for the $85,000 Double Dollars Program contract; and

WHEREAS, for the reasons stated in the attached Noncompetitive Selection Request Form, the proposed contract with Community Action Coalition for South Central Wisconsin, Inc. meets the exception to the bidding process in section 4.26(4)(a)7. which states “A particular consultant has provided services to the City on a similar or continuing project in the recent past, and it would be economical to the City on the basis of time and money to retain the same consultant”;

NOW THEREFORE BE IT RESOLVED that the Mayor and City Clerk are authorized to execute a services contract not to exceed $85,000 with Community Action Coalition for South Central Wisconsin, Inc. for the above described services.

Finance Department
Purchasing Services
David P. Schmiedicke, Director
City-County Building, Room 406
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703
Phone: (608) 266-4521 | Fax: (608) 267-5948
purchasing@cityofmadison.com
cityofmadison.com/finance/purchasing

Accounting Services Manager
Patricia A. McDermott, CPA
Budget & Program Evaluation Manager
Christine Koh
Internal Audit & Grants Manager
Kolawole Akintola
Risk Manager
Eric Veum
Treasury & Revenue Manager
Craig Franklin, CPA

Non-Competitive Selection Request

Requisition Number

Fund
1100 GENERAL

Major
546** Consulting/Professional Services

Agency
Economic Development

Total Purchase Amount
$ 85,000.00

Vendor Name
Community Action Coalition for South Central Wisconsin, Inc.

Product/Service Description
Community Action Coalition for South Central Wisconsin, Inc. (CACSCW) administers the Double Dollars Program, which increases the purchasing power of SNAP-EBT users at participating City and County farmers markets. CACSCW will coordinate with participating farmers' markets to help build capacity to increase access to fresh local produce through EBT and Double Dollars, they will support and coordinate fundraising for the Double Dollars program, and they will maintain regular office hours and at least a 1.0 FTE employee to administer the program and deliver program services.

Exception Criteria
7. A particular consultant has provided services to the City on a similar or continuing project in the recent past, and it would be economical to the City on the basis of time and money to retain the same consultant.

Reason For Request
Historically, the Double Dollars Program has been contractually administered by Dane County Dept of Human Services via a larger contract focused on accepting and bolstering SNAP-EBT at farmer's markets. Community Action Coalition for South Central WI (CACSCW) has been the operator of this EBT contract for many years, since 2012 or 2013 - slightly preceding the City's entree into SNAP incentives work (Double Dollars) in 2014/2015.

In 2014, the City started contributing money to the program under the title “MadMarket Double Dollars Program” starting at ~$15,000 and has now increased funding to $75,000 as of the recently passed 2026 budget. Over the last 10-11 years, the City and County maintained funding parity with one another; in FY25 the City and the County each put in $62,500 to support EBT and Double Dollars at participating farmers markets (there are 8 participating markets; 5 in the City and 3 in the County).

This year, because of the $31m budget deficit that Dane County was facing, they cut their support from $62,500 to $10,000 and the City increased funding support from $62,500 to $75,000. With that large funding shift, the County has indicated that they no longer want to manage the EBT/Double Dollars contract and has asked the City to take over the contract. The City would then invoice Dane County for their $10,000 portion -- for a total contract of $85,000.

I believe there is a strong case for a non-competitive exemption under the following clause of the Madison General Ordinances:

MGO 4.26(4)(a)7 – EXCEPTIONS TO RFP PROCESS FOR SERVICES CONTRACT >$75k
(4) Exceptions to RFP Process. The City may enter into negotiated contracts to purchase services without a competitive bidding process if the following are met:
(a) One or more of the following criteria are present as found by the Finance Director:
7. A particular consultant has provided services to the City on a similar or continuing project in the recent past, and it would be economical to the City on the basis of time and money to retain the same consultant;

To-date – CACSCW has been the EBT/Double Dollars program operator for 12-13 years. In that time many RFPs (I beleive 3) were issued by Dane County to administer the program and CACSCW was the only respondent every time. They have strong institutional knowledge of the program and the program has strong support among leadership and the org's board.

Additionally, because of the funding loss from Dane County for 2026, CAC is providing ~40-$50k of their own organizational funding into the Double Dollars Program to fill the gap and make sure that the program operates at City and County markets at historic capacity re staffing and market assistance.

It is because of the reasons above that I belive a non-competitive selection request is warranted for the Double Dollars Program.

Requestor
Reistad, George C

Comments
The City of Madison has paid Community Action Coaliation of South Central Wisconsin, Inc. (CAC) a total of $47,462,940 since 2015. Of that amount, $46,526,959 was through a contract begun in 2021 and amended multiple times "to help prevent evictions and promote housing stability for eligible households affected by the COVID-19 pandemic." Those funds were sourced from the federal Emergency Rental Assistance grant. Additionally, the remaining $935,981 has been paid for a variety of grant programs, including Housing Assistance grants, Emergency Services Grants, the Farmers Market Double Dollars program, etc. All of the amounts paid to CAC were non-competitively selected.

City of Madison

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

Master

File Number: 91400

File ID:	91400	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	FINANCE COMMITTEE
				File Created Date :	01/05/2026
File Name:	Delete the classification of Fire Administrative Services Manager from CG18, R12 in the salary schedule and recreate the classification in CG18, R14. Recreate position #2152 as Fire Administrative Services Manager (CG18, R14) and reallocate the employee.			**Final Action:**	

Title: Delete the classification of Fire Administrative Services Manager from CG18, R12 in the salary schedule and recreate the classification in CG18, R14. Recreate position #2152 as Fire Administrative Services Manager (CG18, R14) and reallocate the employee.

Notes:

Sponsors:	Director of Human Resources	**Effective Date:**	
Attachments:	PB Memo MFD Admin Services Manager.pdf, NEW Position Description_Fire Admin Services Manager_2025.pdf	**Enactment Number:**	
Author:	Julie Trimbell, Human Resources Analyst	**Hearing Date:**	
Entered by:	jortiz@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Human Resources Department	01/05/2026	Referred for Introduction				
	Action Text: This Resolution was Referred for Introduction						
	Notes: Finance Committee (1/20/26), Personnel Board (1/15/26), Common Council (1/27/26)						
1	COMMON COUNCIL	01/13/2026	Refer	FINANCE COMMITTEE		01/20/2026	Pass
	Action Text: A motion was made by Vidaver, seconded by Govindarajan, to Refer to the FINANCE COMMITTEE. The motion passed by voice vote/other.						
	Notes: Additional referral to Personnel Board.						
1	FINANCE COMMITTEE	01/13/2026	Referred	PERSONNEL BOARD		01/15/2026	
	Action Text: This Resolution was Referred to the PERSONNEL BOARD						
1	PERSONNEL BOARD	01/15/2026	Return to Lead with the Recommendation for Approval	FINANCE COMMITTEE		01/20/2026	Pass

Action Text: A motion was made by Denny, seconded by Jackson, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.

1	FINANCE COMMITTEE	01/20/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass

Action Text: A motion was made by Vidaver, seconded by Figueroa Cole, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

Text of Legislative File 91400

Fiscal Note

The proposed resolution deletes the classification of Fire Administrative Services Manager form Compensation Group 18, Range 12, recreates the classification in Compensation Group 18, Range 14, recreates position #2152 as Fire Administrative Services Manager (CG18, R14), and reallocates the employee, B. Sloat to the new position effective August 31, 2025. The estimated cost of the reclass is $17,720 comprised of annualized reclass costs ($11,469) and backpay ($6,251). The 2026 Fire Department Adopted Operating Budget has sufficient funding to cover the estimated reclass costs. Finance and Fire will continue to monitor the Fire Department budget and will evaluate if a transfer is needed during the mid-year appropriation to cover the reclassification costs. No additional appropriation is required at this time.

Title

Delete the classification of Fire Administrative Services Manager from CG18, R12 in the salary schedule and recreate the classification in CG18, R14. Recreate position #2152 as Fire Administrative Services Manager (CG18, R14) and reallocate the employee.

Body

Resolution deleting the classification of Fire Administrative Services Manager (CG18, R12), creating the classification of Fire Administrative Services Manager in CG18, R14, and recreating the 1.0 FTE position #2152 as Fire Administrative Services Manager (CG18, R14), within the permanent salary details of the Fire Department Operating Budget, and reallocating the employee, B. Sloat, to the new position, thereof.

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: December 15, 2025

SUBJECT: Fire Administrative Services Manager – Fire Department

The Human Resources Department received a request from Fire Chief Chris Carbon on August 19, 2025 to study position #2152 of Fire Administrative Services Manager (CG 18, Range 12), currently filled by Brent Sloat, to determine if it was properly classified. Upon reviewing the updated and prior position descriptions, the current class specification and other related class specifications and positions, and conducting interviews with Brent, Chief Carbon and finance managers from the Engineering Division, Information Technology Department, Water Utility, Metro Transit, Police Department and Parks Division, I recommend the following actions for the reasons detailed in this memo:

- Delete the classification of Fire Administrative Services Manager in CG 18, Range 12.
- Create a new classification of Fire Administrative Services Manager with placement in CG 18, Range 14.
- Recreate position #2152 as a Fire Administrative Services Manager in CG 18, Range 14.

The Fire Administrative Services Manager reports directly to the Fire Chief and supervises two paraprofessional Accounting Technician 3s that perform lower-level financial support work. The position oversees the Fire Department's general accounting, payroll accounting, budgeting, purchasing, revenue management, contract management, and grant management functions. This position also serves on the Fire Management Team, performs financial, operational and staffing analysis, and provides personnel and legislative management and program planning and evaluation support. Specific details of responsibility with the position include:

- Operating budget of $75M;
- Capital budget of $4.3M;
- Approximately 5 grants totaling $1.3M with reporting requirements;
- 12 contracts, including 5 service contracts with smaller jurisdictions;
- Approximately 450 Fire Department employees;
- Two labor contracts, including educational incentive pay;
- Telestaff administration with 53 work codes;
- 31 Munis pay types;
- FMLA management;
- Worker's compensation;

The following higher compensated finance manager positions and classifications in CG18, Range 15 from other City agencies were reviewed for comparison purposes:

- The Police Administrative Services Manager also performs financial management work for a public safety agency. This position oversees an operating budget of $98M, a capital

budget of $2.3M, and 25 grants of $2M. The position reports to an Assistant Police Chief and supervises three professional positions (Grants Administrator 4, Accountant 2 and Human Resources Analyst 2), four paraprofessional employees (including an Accounting Technician 1), and an administrative employee. The employee count in this agency is approximately 600 and also includes two labor contracts with educational incentive pay. The number of Telestaff work codes they manage is 291 and there are 213 Munis pay types. This position oversees grant finding/writing, human resources functions (commissioned promotional processes, wellness checks, FMLA, worker's compensation, supervision/coordination of light/restricted duty employees), special event planning/ directing/scheduling, and serves as the Incident Command System Police Finance Chief and on the Police Management Team.

- The Water Utility Financial Manager is responsible for budgets of $60M in operating and $27M in capital, one grant of $6M and also works with bonds. This position reports to the Water Utility General Manager and directly manages 3 supervisor positions and indirectly oversees 23 staff members, including a professional Accountant 4 and 3, Computer Specialist, Accounting Technician 3, a Field Service Analyst, Field Service Leadworkers and Representatives, Customer Service Representatives, and administrative and hourly staff. The position oversees a Customer Service/Billing unit and the Meter Operations unit in addition to the Finance staff. This position is responsible for financial forecasting, administration and coordination of the annual Utility financial audit, and using the Utility's computer modeling software to determine the impact of capital investments and operating expenditures to determine the appropriateness of utility rates. The position analyzes and recommends utility rate changes with the State of Wisconsin Public Service Commission regulatory agency, prepares required paperwork and provides required presentations to political bodies in the City and the State regarding rates, expenditures, operating rules, and levels of service and has annual reporting responsibility to the Public Service Commission and Water Board.
- The Transit Finance Manager manages budgets of $75M in operating and $14.5M in capital. This position manages approximately 6 grants and 9 partnership contracts with UW, Madison Metropolitan School District, and neighboring towns, and also works with bonds. The position reports to the Transit Chief Administrative Officer, and directly supervises a professional Accountant 4 and 2 and indirectly supervises 2 additional Accountants and five paraprofessional employees. The employee count in this agency is approximately 500 and also includes a labor contract. The position must adhere to Federal Transit Administration protocols and standards, and interacts with the Transportation Board. This position makes rider rate increase recommendations, manages revenue and works with bonds. Metro Transit also has significant FMLA usage among its employees adding to its complexity.

These positions along with the Fire Administrative Services Manager position all perform high level supervisory/managerial, administrative and professional work and oversee large complex agency financials. They all work closely with their agency head to support agency operations, programs and/or services. The responsibilities of the three Range 15 positions include supervision of more staff and higher-level roles, including professional and/or supervisory, as well as other staff and/or work units outside the realm of finance, and/or have the added complexity of bonds and rate

setting. As such, placement of the Fire Administrative Services Manager classification in Range 15 is not appropriate.

Several other finance manager positions exist in the CG18, Range 12 classification of Financial and Administrative Manager, including Parks, Parking and Traffic Engineering. These positions have smaller budgets and fewer permanent staff overall and do not have responsibility for employment contracts and the complexity that those bring. Due to this, continued placement of the Fire Administrative Services Manager classification in Range 12 is not appropriate.

In considering the job responsibilities of this position and the scope of financial management positions in other agencies including budget levels and staff supervision, placement in CG 18, Range 14 is appropriate given the level and complexity of work with which this position is responsible for managing and its similarity to the makeup of the Police Department. Based on the prior analysis, I recommend deleting the classification of Financial and Administrative Manager in CG 18, Range 12, creating the classification of Financial and Administrative Manager in CG 18, Range 14 and recreating position #1027 in this classification within the Fire Department budget.

The necessary resolution to implement this recommendation has been drafted.

Effective date: 8/31/25

Editor's Note:

Compensation Group/Range	2026 Annual Minimum (Step 1)	2026 Annual Maximum (Step 5)	2026 Annual Maximum +12% longevity
18/12	$93,996	$113,478	$127,095
18/14	$103,336	$124,402	$139,330

cc: Chris Carbon – Fire Chief
Erin Hillson – Human Resources Director

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"): Brent Sloat
   Work Phone: 266-4777

2. Class Title (i.e. payroll title): Fire Administrative Services Manager

3. Working Title (if any): Fire Administrative Services Manager

4. Name & Class of First-Line Supervisor: Chief Christopher Carbon
   Work Phone: 266-6564

5. Department, Division & Section: Fire Department

6. Work Address: 314 W Dayton St.

7. Hours/Week: 38.75
   Start time: 8:00 a.m. End time: 4:30 p.m.

8. Date of hire in this position: 4/3/2022

9. From approximately what date has employee performed the work currently assigned: 4/3/2022

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10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)
    The purpose of the Fire Administrative Services Manager is to ensure the Madison Fire Department's finances and administrative services are effective, efficient, and adaptable so that MFD is prepared to handle all emergencies and issues that the department is called upon to mitigate in the city and surrounding region.

11. Position Summary:
    The Fire Administrative Services Manager is responsible for the Fire Department's general accounting, payroll accounting, budgeting, purchasing, revenue management, contract management, grant management and assists with the department's personnel management (i.e., staffing and position control) and program evaluation. This position, along with two direct reports, provide professional staff support in the development, analysis, and administration of the department's budget, programs, and operations and in overseeing and developing the full range of centralized administrative support functions (e.g., payroll, accounts payable, accounts receivable, purchasing, contracting, grant management). This position is also a system administrator for Telestaff—the department's scheduling system—and represents the department in audits, develops council resolutions, and participates on department/citywide teams and assigned committees. Under the general supervision of the Fire Chief, the Fire Administrative Services Manager functions as an integral member of the Fire Leadership Team by providing expertise in the areas of staff analysis, personnel management, organizational theory and behavior, administration, performance measurement, and performance improvement. Work is characterized by the regular use of independent judgment and discretion.

12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

    10% A. **General Accounting**
    1. Oversee and be able to perform all general accounting activities listed in the Fire Department's Accountant and Accounting Technician position descriptions
    2. Manage and lead all aspects of responsible governmental fund and modified accrual accounting
    3. Supervision of daily accounting transactions
    4. Supervision of accounts payable
    5. Supervision of accounts receivable
    6. Direct staff and provide expertise in accounting transactions in compliance with GAAP, GASB, and City ordinances

7. Direct the preparation of financial statements
8. Participate in compliance reporting for internal and external audits
9. Review and analysis of annual borrowing official statements and debt requirements
10. Management of general ledger, project ledger, and chart of accounts
11. Manage, develop, and participate in Munis ERP system development and management
12. Analyze complex accounting problems within the department and execute solutions in conjunction with City Finance
13. Review all guidelines developed by City Finance and provide adaptation to Fire processes and procedures as needed
14. Develop and implement improvements to a variety of existing accounting processes, internal fiscal control systems, and reporting practices

10% B. **Payroll Accounting**

1. Oversee and be able to perform all payroll accounting activities listed in the Fire Department's Accountant and Accounting Technician position descriptions
2. Oversee or perform all aspects of biweekly payroll processes
3. Review biweekly payroll submission and approve for processing
4. Oversee and perform all aspects of benefits management
5. Oversee and perform all aspects of employee reimbursement and other compensation not included in regular payroll, including management of relevant databases and systems
6. Oversee and manage all aspects related to personnel actions, employee job/salary, employee master, and other related payroll modules, processes, and procedures in Munis
7. Oversee and provide timely required and requested payroll reporting, including W-2s, tax liabilities, and WRS
8. Analyze complex payroll accounting problems within the department and execute solutions in conjunction with City Finance
9. Review all guidelines developed by City Finance and provide adaptation to Fire processes and procedures as needed
10. Develop and implement improvements to a variety of existing payroll processes, internal fiscal control systems, and reporting practices

15% C. **Personnel Management**

1. Oversee and be able to perform all personnel management activities listed in the Fire Department's Accountant and Accounting Technician position descriptions
2. Assist the Fire Chief and Assistant Chief of Personnel with data collection, analysis, and presentation related to staffing and staffing issues
3. Monitor authorized and filled positions; plan for retirements in consideration of salary savings and upcoming recruit class
4. Oversee and perform all aspects of position control in Munis
5. Coordinate allocation of position funding among general fund and grant funding sources
6. Assist the Assistant Chief of Personnel and payroll clerks (i.e., Accountant and Accounting Technician) with the movement of employees and changes in compensation due to shift change, premium change, rank change, etc.
7. Participate or advise on recruitment and promotional processes
8. Assist with analyses related to performance issues
9. Assist with review, development, and interpretation of collective bargaining agreements and employee memorandums of understanding
10. Assist subject matter experts, supervisors, Assistant Chief of Personnel, HR Analyst on all aspects related to recruiting, hiring, and onboarding
11. Participate on Telestaff Review Committee
12. Work with Department leadership and Labor management to implement Telestaff configuration changes for work rules, pay codes, shift schedules, authority levels and approvals
13. Program supervision of scheduling system and coordinate with IT on testing and implementation of new versions and case management for issue resolution
14. Analyze complex personnel and Telestaff problems within the department and execute solutions in conjunction with MFD leadership, City HR, City Finance, City IT, etc.
15. Review all guidelines developed by City HR, City Finance, City IT, etc. and provide adaptation to Fire processes and procedures as needed

16. Develop and implement improvements to a variety of existing personnel management processes, internal fiscal control systems, and reporting practices

10% D. **Budgeting**

1. Oversee and be able to perform all budgeting activities listed in the Fire Department's Accountant and Accounting Technician position descriptions
2. Develop, analyze, and administer the department's capital and operating budgets
3. Work with the Fire Chief and assigned managers on reviewing and developing requests, justifications, and other supporting data when developing and managing the department's budget
4. Provide budgetary planning and cost benefit analysis related to finances, purchasing, and funding options
5. Prepare reports related to budget requests and analysis, compile semi-annual projections for Finance Department review, and answer questions from the Council Finance Committee regarding projections
6. Develop visualizations, tools, and resources to help department chiefs and managers to monitor the budget-to-actuals for their respective work units
7. Develop quarterly budget reports for department meetings and use
8. Analyze complex budgeting problems within the department and execute solutions in conjunction with City Finance
9. Review all guidelines developed by City Finance and provide adaptation to Fire processes and procedures as needed
10. Develop and implement improvements to a variety of existing budgeting processes, internal fiscal control systems, and reporting practices

10% E. **Purchasing**

1. Oversee and be able to perform all purchasing activities listed in the Fire Department's Accountant and Accounting Technician position descriptions
2. Research vendors to supply services/items for the Fire Department and determine whether this purchase will require an RFB/RFP, contract, or neither
3. Work with the City Attorney and other necessary city agencies on non-standard contracts
4. Prepare and review RFP and bid documents for the specs portion, including working with City Purchasing on response to potential bidder questions and submitting award recommendations
5. Negotiate and assist staff on non-competitive department contracts
6. Draft and process standard Purchase of Services Contracts
7. Administer the Department's p-card program, review purchases, approve monthly statements, and establish spending limits
8. Attend citywide purchasing contacts meetings
9. Develop and distribute purchasing resources and tools to department leadership and managers
10. Act as the department's purchasing point of contact
11. Analyze complex purchasing problems within the department and execute solutions in conjunction with City Finance
12. Review all guidelines developed by City Finance and provide adaptation to Fire processes and procedures as needed
13. Develop and implement improvements to a variety of existing purchasing processes, internal fiscal control systems, and reporting practices

5% F. **Revenue Management**

1. Oversee and be able to perform all revenue management activities listed in the Fire Department's Accountant and Accounting Technician position descriptions
2. Coordinate accounts receivable activities, develop and review external billings (e.g., special duty, special event, intergovernmental agreements), monitor revenue collections, direct staff in audits, and review of cashiering receipts
3. Assist the Finance Department with third party ambulance and conveyance billing
4. Manage capital assets and debt as may be required
5. Analyze and project all accounts receivable on a monthly, quarterly, and annual basis
6. Develop multiyear revenue projections and develop recommended changes for all revenue

sources, including special duty/event, intergovernmental agreements, ambulance billing, and inspection fees
7. Analyze complex revenue and billing problems within the department and execute solutions in conjunction with City Finance
8. Review all guidelines developed by City Finance and provide adaptation to Fire processes and procedures as needed
9. Develop and implement improvements to a variety of existing revenue and billing processes, internal fiscal control systems, and reporting practices

5% G. **Contract Management**

1. Oversee and be able to perform all contract management activities listed in the Fire Department's Accountant and Accounting Technician position descriptions
2. Review and execute citywide contracts
3. Encumber contracts to ensure budget compliance
4. Participate in vendor/contract selection
5. Assist with drafting and reviewing RFPs and RFBs specific to the Fire Department
6. Negotiate contracts with vendors
7. Serve as contract lead with vendors
8. Work with the City Attorney on non-standard contracts
9. Negotiate or assist staff on non-competitive department contracts
10. Draft and process standard Purchase of Services Contracts
11. Attend citywide contracting contacts meetings
12. Assist other departments, like Finance, IT, and HR, with contract development for enterprise contracts with a large effect on the Fire Department
13. Develop and distribute contracting resources and tools to department leadership and managers
14. Act as the department's contract point of contact
15. Analyze complex contract problems within the department and execute solutions in conjunction with City Finance
16. Review all guidelines developed by City Finance and Attorney's Office and provide adaptation to Fire processes and procedures as needed
17. Develop and implement improvements to a variety of existing revenue and billing processes, internal fiscal control systems, and reporting practices

5% H. **Grant Management**

1. Oversee and be able to perform all grant management activities listed in the Fire Department's Accountant and Accounting Technician position descriptions
2. Provide financial information for grant applications and prepare grant reimbursement claims and coordinate preparation of interim and final reports, data submission, and audits
3. Monitor grant funding and accounts receivable
4. Set up and manage project ledger accounts for grants
5. Assist with grant writing and reporting
6. Monitor federal, state, and private sources for the availability of supplemental funding
7. Work with the Finance Department's grant writer, grant accountant, and internal audit team on all aspects of grant management
8. Participate in Finance Department single audit activities
9. Analyze complex grant problems within the department and execute solutions in conjunction with City Finance
10. Review all guidelines developed by City Finance and provide adaptation to Fire processes and procedures as needed
11. Develop and implement improvements to a variety of existing grant management processes, internal fiscal control systems, and reporting practices

5% I. **Legislative Management**

1. Oversee and be able to perform all legislative management activities listed in the Fire Department's Accountant and Accounting Technician position descriptions
2. Develop department resolutions for introduction to Council
3. Attend Finance Committee and Common Council meetings (when required) for items on the agenda

4. Assist with Public Safety Review Committee (PSRC) meetings, when necessary
5. Finalize any agreements with the City Attorney and route for signature
6. Monitor status of routing process and follow up as necessary
7. Upon receipt of signed agreements, forward copies to Department designees and send original to contractor
8. Maintain status of department contracts and coordinate renewals of additional terms
9. Analyze pending legislation and administrative rules and report potential impact to the Fire Chief and leadership team
10. Review all guidelines developed by the Office of Common Council and provide adaptation to Fire processes and procedures as needed

15% J. **Program Evaluation**

1. Assist the department's Fire & EMS Program Analyst with data collection, analysis, and presentation
2. Assist citywide initiatives related to Results Madison and other data projects, including acting as a data steward for the Fire Department
3. Provide assistance and expertise related to performance measurement and performance improvement
4. Participate in program planning and evaluation
5. Coordinate team efforts on administrative matters and special projects
6. Develop and recommend operational and programmatic standards and procedures
7. Evaluate and recommend policy and procedural changes in such areas as program budgeting, goal development, long-range planning, program and budget development, and expense control
8. Design and implement administrative and operational analysis studies
9. Conduct research, organize data into useful and meaningful reports, and recommend changes in practices, policies, procedures, work assignments, and programs based on the findings
10. Coordinate, evaluate, and report on assigned projects and programs of a special or ongoing nature
11. Coordinate and conduct projects to determine the effectiveness, efficiency, and adaptability of department projects and programs
12. Attend meetings to provide expertise on fiscal management, operational analysis, and administration
13. Review all guidelines developed by City Finance and provide adaptation to Fire processes and procedures as needed

10% K. **Supervision and Employee Development**

1. Daily supervision of two positions directly reporting to the Fire Administrative Services Manager (i.e., Accountant and Accounting Technician)
2. Continuous development and training of employees in order for employees to assume more responsibilities and diversify body of work
3. Conduct quarterly employee check in meetings
4. Continuous development and improvement of work unit so that all three positions are able to assist with all aspects of the unit

13. Primary knowledge, skills and abilities required:

Working knowledge of professional payroll accounting theory, principles, and practices. Working knowledge of accounting systems and their applicability to municipal financial operations. Working Knowledge of and ability to use computer software applicable to the duties of the position. Ability to apply accounting theory to operational problems. Ability to prepare routine financial statements and reports. Ability to gather, tabulate, and prepare various statistical reports. Ability to perform financial audits. Ability to follow written and oral instructions. Ability to read, analyze, and apply complex policies related to different employee groups, particularly collectively bargaining groups. Ability to develop and maintain effective working relationships with a wide variety of City and external business contacts. Ability to perform accurate calculations. Ability to lead or train other staff, including commissioned (i.e., Local 311 and AMFS) employees. Ability to communicate effectively both orally and in writing. Ability to use computers in conducting professional accounting work. Ability to prepare complex financial statements and reports.

Ability to advise and assist both internal and external managers on the resolution of accounting problems or issues. Ability to maintain adequate attendance.

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14. Special tools and equipment required:
Employees will be expected to use standard office equipment such as a telephone, computer, calculator, copier, and fax machine. Complex computer skills are essential, including thorough knowledge of Excel, Access, and other MS Office Suite applications. The ability to learn and administer Telestaff and to navigate and use MUNIS effectively is also required.

15. Required licenses and/or registration:

16. Physical requirements:
Able to sit at a desk for long periods

17. Supervision received (level and type):
Under the general supervision of the Madison Fire Chief

18. Leadership Responsibilities:

This position:
- ☒ is responsible for supervisory activities (Supervisory Analysis Form attached).
- ☐ has no leadership responsibility.
- ☐ provides general leadership (please provide detail under Function Statement).

19. Employee Acknowledgment:

- ☒ I prepared this form and believe that it accurately describes my position.
- ☐ I have been provided with this description of my assignment by my supervisor.
- ☐ Other comments (see attached).

Brent Sloat
EMPLOYEE

8/19/25
DATE

20. Supervisor Statement:

- ☐ I have prepared this form and believe that it accurately describes this position.
- ☒ I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- ☐ I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- ☐ I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- ☐ Other comments (see attached).

Chris Carbon
SUPERVISOR

8/19/25
DATE

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting cityofmadison.com/employeenet/policies-procedures/position-descriptions.

City of Madison

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

Master

File Number: 91404

File ID:	91404	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	FINANCE COMMITTEE
				File Created Date :	01/06/2026
File Name:	Delete the classification of Librarian 3 in CG18, Range 8. Create the classifications of Library Supervisor 1, 2, and 3, in CG18, Ranges 8, 9 and 10, respectively. Recreate Librarian 3 position #5171 as a Library Supervisor 1. Recreate Librarian 3 positio			**Final Action:**	

Title: Delete the classification of Librarian 3 in CG18, Range 8. Create the classifications of Library Supervisor 1, 2, and 3, in CG18, Ranges 8, 9 and 10, respectively. Recreate Librarian 3 position #5171 as a Library Supervisor 1. Recreate Librarian 3 positions #3403, 3702, 4003 and 4292 as Library Supervisor 2. Recreate Librarian 3 positions #485 and 4177 as Library Supervisor 3. Recreate Librarian Supervisor positions #449 and 4293 as Library Supervisor 3, and reallocate all employees to the new positions.

Notes:

Sponsors:	Director of Human Resources	**Effective Date:**	
Attachments:	PB Memo Librarian 3.pdf, Library Supervisor 1-3 10-2025.pdf	**Enactment Number:**	
Author:	Julie Trimbell, Human Resources Analyst	**Hearing Date:**	
Entered by:	jortiz@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Human Resources Department	01/06/2026	Referred for Introduction				
	Action Text: This Resolution was Referred for Introduction						
	Notes: Finance Committee (1/20/26), Personnel Board (1/15/26), Common Council (1/27/26)						
1	COMMON COUNCIL	01/13/2026	Refer	FINANCE COMMITTEE	01/20/2026		Pass
	Action Text: A motion was made by Vidaver, seconded by Govindarajan, to Refer to the FINANCE COMMITTEE. The motion passed by voice vote/other.						
	Notes: Additional referral to Personnel Board.						
1	FINANCE COMMITTEE	01/13/2026	Referred	PERSONNEL BOARD	01/15/2026		
	Action Text: This Resolution was Referred to the PERSONNEL BOARD						

1	PERSONNEL BOARD	01/15/2026	Return to Lead with the Recommendation for Approval	FINANCE COMMITTEE	01/20/2026	Pass

Action Text: A motion was made by Nash, seconded by Denny, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.

1	FINANCE COMMITTEE	01/20/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER			Pass

Action Text: A motion was made by Vidaver, seconded by Figueroa Cole, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

Text of Legislative File 91404

Fiscal Note

The proposed resolution deletes the classification of Librarian 3 (CG 18/R 08) and creates classifications of Library Supervisor 1, 2, and 3 in compensation group 18, ranges 08, 09, and 10, respectively. The position study was submitted in February 2023; therefore, back pay will be paid to incumbents in each of the positions that are moving up in range.

The total estimated cost in 2026 is $161,812. This includes estimated back pay of salary and benefits ($121,968) and the estimated cost of salary and benefits in 2026 ($39,843). The estimated ongoing annual cost of the reclassifications is $39,843.

The 2026 Library Adopted Operating Budget includes approximately $61,000 for these reclassifications. There is a balance of approximately $100,812 needed to cover the remaining back pay. The Library's budget will be monitored throughout the year, and adjustments will be made through the mid-year or year-end appropriation resolution to accommodate the reclassifications, as appropriate. Sufficient fund balance exists in the Library Fund to cover the one-time costs related to the back pay while maintaining a fund balance equal to 5% of the current operating budget. If the one-time application of Library Fund balance is needed, the MPL Library Board would need to approve its use for this purpose. No additional appropriation is needed at this time.

Title

Delete the classification of Librarian 3 in CG18, Range 8. Create the classifications of Library Supervisor 1, 2, and 3, in CG18, Ranges 8, 9 and 10, respectively. Recreate Librarian 3 position #5171 as a Library Supervisor 1. Recreate Librarian 3 positions #3403, 3702, 4003 and 4292 as Library Supervisor 2. Recreate Librarian 3 positions #485 and 4177 as Library Supervisor 3. Recreate Librarian Supervisor positions #449 and 4293 as Library Supervisor 3, and reallocate all employees to the new positions.

Body

Resolution deleting the classification of Librarian 3 in CG18, Range 8, creating the classifications of Library Supervisor 1, 2, and 3, in CG18, Ranges 8, 9 and 10, respectively, recreating Librarian 3 position #5171 as a Library Supervisor 1, recreating Librarian 3 positions #3403, 3702, 4003 and 4292 as Library Supervisor 2, recreating Librarian 3 positions #485 and 4177 as Library Supervisor 3, recreating Librarian Supervisor positions #449 and 4293 as Library Supervisor 3, and reallocating all employees, M. Gartler, G. Wong, Y. Ramirez, C. Davies, J. Jorgenson, M. Spelman, M. Navarre-Saaf and T. Pineda, to the new positions, respectively, within the permanent salary details of the Library Operating Budget, thereof.

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: October 10, 2025

SUBJECT: Madison Public Library – Librarian 3 (Non-Represented)

The Human Resources Department received a request from Library Associate Director Krissy Wick on February 12, 2023 to study six Librarian 3 positions in CG18-08, currently filled by Carra Davies (#4292), Marc Gartler (#3403), Jane Jorgenson (#485), Yesianne Ramirez (#4003), Michael Spelman (#4177), and Git Ching Wong (#3702), to determine if the positions are properly classified based on the current job responsibilities assigned to them or whether the work is more equivalent in nature to that of the Librarian Supervisor classification in CG18-R10. Following a review of the submitted materials, the current class specification and other City class specifications, meeting with all six Librarian 3s, and conducting multiple interviews with Library Director Tana Elias and Krissy, I recommend the following:

- Delete the classification of Librarian 3 in CG18, Range 8;
- Create a new classification series of Library Supervisor 1, 2 and 3 in CG18, Ranges 8, 9 and 10, respectively;
- Recreate position #5171 (vacant) as a Library Supervisor 1;
- Recreate positions #3403, 3702, 4003, and 4292 as Library Supervisor 2;
- Recreate positions #485 and 4177 as Library Supervisor 3;
- Recreate Librarian Supervisor positions #449 (Margie Navarre-Saaf) and 4293 (Tammy Pineda) as Library Supervisor 3;
- Reallocate the employees to the corresponding new classifications.

The following is a breakdown of the six Librarian 3 positions with their respective libraries and any substantial on-going systemwide programs of responsibility:

Position	**Employee**	**Library**	**Systemwide Team Lead**
485	Jorgenson	Hawthorne & Pinney	Multi-site Library Assistants Safety and Security
3403	Gartler	Ashman & Sequoya	
3702	Wong	Monroe St. & South Madison	
4003	Ramirez	Meadowridge	Partnerships (Live Well and Beyond the Page)
4177	Spelman	Central	Information Connection and Referral Outer Library Loan
4292	Davies	Lakeview	Adult Programming

All six positions primarily manage the staff, services and facilities at their respective libraries. In addition to this work, the five positions not located at Central Library serve in a Supervisor in Charge role every fifth week in which they are responsible for maintaining staffing levels at the 8 neighborhood libraries. The position at the main Central Library serves as primary Supervisor in Charge Mondays through Fridays from 8:15am – 5pm, and as part of a rotation on evenings and weekends with other members of the Library Management Team. All six Librarian 3 positions also participate in various short-term systemwide projects, including policy and procedure development and improvement. The Librarian 3 class spec describes:

> …responsible advanced-level professional library work in **providing leadership, coordination and management of staff, library collections and assigned facilities**. This class is **also characterized by primary emphasis on the development and implementation of a major library program.** Work involves considerable programmatic responsibility, judgment and discretion. Under the general direction of the Library Associate Director, employees are charged with **overseeing effective and efficient library services and directing innovative programmatic improvements** in alignment with the Library's vision, mission and service philosophy. [emphasis added]

Among the six positions, differences do exist in their scope of responsibility. Three positions (485, 3403 and 3702) supervise more than one neighborhood library, which adds complexity in the management of dual budgets, staff and facilities. In addition, they serve two different populations with varying needs and services. Four of the positions (485, 4003, 4177, and 4292) manage a substantial systemwide team requiring on-going responsibility for coordinating meetings, project management, process and policy recommendations and evaluation, in addition to the management of their specific libraries. In an effort to address the discrepancies in responsibilities among these positions and in order to compensate accordingly, it is recommended that a new series of Library Supervisor with three levels is created:

- Library Supervisor 1 (CG18, R8) represents positions responsible for one neighborhood library with no leadership responsibility for an on-going systemwide team;
- Library Supervisor 2 (CG18, R9) manages two neighborhood libraries OR one neighborhood library with leadership responsibility for an on-going systemwide team;
- Library Supervisor 3 (CG18, R10) is reserved for positions managing two or more neighborhood libraries or the Central library each with leadership responsibility for an on-going systemwide team OR management of a systemwide department performing a specific function of traditional library services, such as Youth Services and Borrower Services (currently managed by Librarian Supervisors in CG18, Range 10).

The Librarian Supervisor class spec describes:

> …responsible administrative, supervisory and professional work in **directing the programs, services, and professional (and support) staff of a function affecting the entire Madison Public Library, such as circulation or marketing**. This work is characterized by **considerable emphasis on program planning and related administrative work**. Employees actively participate in the overall management

> and administration of the Madison Public Library. Under the general supervision of the Library Director, work necessitates considerable judgment and discretion in achieving program goals and objectives. [emphasis added]

Under this new structure and based on the roles previously outlined in the table: positions #3403, 3702, 4003, and 4292 would be classified as Library Supervisor 2; and positions #485 and 4177 would become Library Supervisor 3, as would Librarian Supervisor positions #449 and 4293. The two Librarian Supervisor positions, #449 and 4293, are being folded into this new structure as those positions meet the new definition of managing a systemwide department that performs a specific function of traditional library services. The new position, #5171, in the 2026 Library operating budget, which will oversee the ninth neighborhood library, the Imagination Center at Reindahl Park, will be placed at the Library Supervisor 1 level as it will have no leadership responsibility for an on-going systemwide team.

Therefore, I recommend deletion of the Librarian 3 classification in CG18, Range 8; creation of a new classification series of Library Supervisor 1, 2 and 3 in CG18, Ranges 8, 9 and 10, respectively; recreation of position #5171 as a Library Supervisor 1; recreation of positions #3403, 3702, 4003, and 4292 as Library Supervisor 2; recreation of positions #485 and 4177 as Library Supervisor 3; recreation of Librarian Supervisor positions #449 and 4293 as Library Supervisor 3; and reallocation of all employees to the corresponding new classifications, within the Library operating budget.

The necessary resolution to implement this recommendation has been drafted.

Effective date: 2/19/23

Editor's Note:

Compensation Group/Range	2025 Annual Minimum (Step 1)	2025 Annual Maximum (Step 5)	2025 Annual Maximum +12% longevity
18/08	$76,903	$91,258	$102,209
18/09	$80,003	$95,794	$107,290
18/10	$83,478	$100,326	$112,366

cc: Tana Elias – Library Director
Krissy Wick – Library Associate Director

LIBRARY SUPERVISOR 1 - 3

CLASS DESCRIPTION

General Responsibilities:

This is responsible supervisory and advanced-level professional library work in providing leadership, coordination and management of staff, library collections and assigned facilities. This class is also characterized by primary emphasis on the development, improvement and implementation of a major library program or department. Work may involve serving in a Supervisor in Charge rotation ensuring adequate staffing at various locations/departments on a daily basis. Under the general direction of the Library Associate Director, employees are charged with considerable independence in overseeing effective and efficient library services and directing innovative programmatic improvements in alignment with the Library's vision, mission and service philosophy.

Progression to Library Supervisor 2 and 3 is not automatic, but rather is dependent upon the incumbent taking on responsibility for the Central library, more than one library location and/or for a substantial on-going systemwide program responsibility, as well as the needs of the agency and is generally accomplished through competition or a position study.

Library Supervisor 1

This is responsible supervisory and advanced-level professional library work in providing leadership, coordination and management of staff, library collections and facilities at one neighborhood library with no substantial on-going systemwide program responsibility.

Library Supervisor 2

This is responsible supervisory and advanced-level professional library work in providing leadership, coordination and management of staff, library collections and facilities at two neighborhood libraries OR one neighborhood library and substantial on-going systemwide program responsibility.

Library Supervisor 3

This is responsible supervisory and advanced-level professional library work in providing leadership, coordination and management of staff, library collections and facilities at two neighborhood libraries or the Central library each with substantial on-going systemwide program responsibility OR oversight of a major functional department with systemwide impact (i.e., Youth Services and Borrower Services).

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Examples of Duties and Responsibilities:

Library Supervisor 1

Direct the activity of professional, paraprofessional, administrative and hourly staff. Assign, monitor, mentor and coach staff. Recommend discipline as appropriate. Participate in employee interview and screening process. Facilitate staff development by assessing training needs and facilitating training; develop and utilize full range of employee skills and abilities. Provide effective communication and leadership in building effective teams and responding to change. Provide leadership in problem solving; explore and implement system solutions. Teach and model exceptional customer service skills and techniques.

Coordinate diverse collection development activities. Participate in the development, maintenance and evaluation of collection(s), and exercise professional judgment in recommending the purchase of library materials, and/or removing outdated or unwanted materials, as necessary. Analyze data and maintain awareness of collection relevance to customer needs and recommend changes, as appropriate.

Oversee library reference activities at assigned neighborhood libraries. Provide professional library reference services for customers (in-person, by phone, FAX or via e-mail). Interview customers to identify the nature of desired information. Model effective customer interaction techniques. Utilize the internet and electronic databases, library collections, and/or other sources to meet or anticipate customer needs. Provide instruction and consultation to customers on the use of computers, print materials and other reading, listening and viewing options. Provide reader's advisory for informational and recreational needs.

Coordinate innovative programming in response to service area(s) needs. Participate in the professional development, promotion and implementation of library programming (e.g., local outreach and community relations, children's programming, library tours, topical book displays, etc.).

Provide leadership in community needs assessment. Analyze targeted library service areas in order to identify unserved or underserved customers; coordinate new and traditional library services to respond to identified needs. Conduct focus groups and customer surveys as part of ongoing library planning and evaluation.

Collaborate with City agencies, other community organizations and groups to promote use of library resources and meet the community's needs for services. Serve on and represent library at Neighborhood Resource Teams.

Lead and/or participate in various library development project teams and various committee activities to establish, evaluate and improve library policies, procedures, programs and services. Lead the analyses of neighborhood library work processes; and coordinate their implementation.

Manage budget and grant funding and expenses. Prepare various grant proposals, correspondence, and budgets as appropriate.

Recommend facilities improvements relative to programmatic functions, space, furnishings and equipment, etc. Assess and communicate technology needs. Perform basic hardware and peripheral troubleshooting procedures, and report problems as needed.

Observe, analyze and participate in all public service functions and support activities in order to monitor performance and analyze process. Participate in circulation functions.

Coordinate activities and efforts of Library Friends organizations and volunteers.

Perform related work as assigned.

Library Supervisor 2

Perform all work consistent with the class of Library Supervisor 1 at two library locations OR at one library location with responsibility for a substantial on-going systemwide program.

Plan, develop, improve and lead the implementation of a substantial systemwide library program on an on-going basis.

Perform related work as assigned.

Library Supervisor 3

Perform all work consistent with the class of Library Supervisor 2 at two neighborhood libraries or the Central library each with substantial on-going systemwide program responsibility OR provide oversight of a major functional department which has systemwide impact.

Assume responsibility for library-wide programs and services (e.g. Youth Services, Borrow Services, etc.). Plan, develop and direct the implementation of the library programs, functions, and services of a Library Division. Evaluate and improve Department processes and procedures. Develop and recommend Library Department policies, procedures, staffing and resource allocation plans.

Participate in the administration of the Madison Public Library and evaluate library services. Participate in the formulation of library-wide policies and procedures. Assist in formulating long-range and strategic plans and in collecting and evaluating data and information relevant to long-range plans and annual goals and strategies. Provide leadership in the workforce by communicating and building support for the library's strategic direction.

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Prepare and present various statistical and narrative reports. Represent departmental interests before the Library Board, community groups and governmental agencies.

Perform related work as assigned.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Library Supervisor 1
Four years of experience performing responsible professional library work as a librarian, including experience performing a wide variety of library-related tasks comparable to tasks performed as a Librarian 2 with the City of Madison. Such experience would normally be gained after graduation from an accredited library school with a master's degree in library or information science. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Library Supervisor 2

Four years of experience performing responsible professional library work as a librarian, including experience performing a wide variety of library-related tasks comparable to tasks performed as a Librarian 2 with the City of Madison. Such experience would normally be gained after graduation from an accredited library school with a master's degree in library or information science. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Library Supervisor 3

Four years of advanced-level professional library work in providing leadership, coordination and management of staff, library collections and assigned facilities. This work must include at least two years experience in overseeing a branch or division with supervision of staff responsibilities. Such experience would normally be gained after graduation from an accredited library school with a Master's Degree in Library or Information Science. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

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Knowledge, Skills and Abilities:

Library Supervisor 1

Thorough knowledge of library science theories, principles, practices and terminology applicable to a public library. Thorough knowledge of automated and manual library systems. Thorough knowledge of professional library reference and collection development strategies and resources. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Ability to provide leadership in developing and implementing major library programs. Ability to direct library programs requiring a high degree of judgment and expertise. Ability to develop, recommend, and implement policies and procedures. Ability to supervise staff. Ability to develop and provide training to staff. Ability to oversee and coordinate staff and library activities. Ability to model exceptional customer service skills, including exhibiting respect and sensitivity to a diverse clientele. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working relationships. Ability to work effectively with multicultural populations. Ability to maintain adequate attendance.

Library Supervisor 2

Thorough knowledge of library science theories, principles, practices and terminology applicable to a public library. Thorough knowledge of automated and manual library systems. Thorough knowledge of professional library reference and collection development strategies and resources. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Ability to provide leadership in developing and implementing major library programs. Ability to direct library programs requiring a high degree of judgment and expertise. Ability to develop, recommend, and implement policies and procedures. Ability to supervise staff. Ability to develop and provide training to staff. Ability to oversee and coordinate staff and library activities. Ability to model exceptional customer service skills, including exhibiting respect and sensitivity to a diverse clientele. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working relationships. Ability to work effectively with multicultural populations. Ability to maintain adequate attendance.

Library Supervisor 3

Thorough knowledge of library science theories, principles, practices and terminology applicable to a public library. Thorough knowledge of professional library reference and collection development strategies and resources. Thorough knowledge of automated and manual library systems. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of public administration principles and practices. Working knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Ability to develop and implement major library programs with a high degree of judgment and expertise. Ability to actively participate in the general administration of the library; to formulate long-range and strategic

DRAFT

plans; and to provide management leadership. Ability to plan, develop and direct the programs, functions, and services of a library department. Ability to develop library operating procedures and processes. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working relationships. Ability to work effectively with multicultural populations. Ability to supervise and coordinate professional library program activities and staff. Ability to hire, train, supervise and evaluate staff and to maintain effective employee relations. Ability to maintain adequate attendance.

Necessary Special Qualifications:

Ability to meet the transportation requirements of this position. The incumbent in this position may be expected to travel to the different libraries or community locations throughout the City of Madison.

Physical Requirements:

Physical strength, dexterity and acuity in locating, lifting and shelving library materials (of varying weights and formats). Employees in this position must be able to lift/carry objects weighing up to 50 pounds (equivalent to a bucket of books) and must be capable of pushing wheeled carts of books and other materials weighing up to 200 pounds onto and off elevators and across carpeted areas. In addition, they must be able to frequently stand, walk, bend, kneel, stoop, reach overhead, and repeatedly lift books weighing as much as three pounds.

Department/Division	Comp. Group	Range
Library Supervisor 1	18	08
Library Supervisor 2	18	09
Library Supervisor 3	18	10

Approved: _____

Erin Hillson Date
Human Resources Director

DRAFT

City of Madison

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

Master

File Number: 91405

File ID:	91405	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	FINANCE COMMITTEE
				File Created Date :	01/06/2026
File Name:	Authorizing the noncompetitive purchase of renewable diesel from Hartland Fuel Products LLC.			**Final Action:**	

Title: Authorizing the noncompetitive purchase of renewable diesel from Hartland Fuel Products LLC.

Notes:

Sponsors:	Satya V. Rhodes-Conway, John P. Guequierre And Derek Field	**Effective Date:**	
Attachments:	Non-Competitive Selection Request - Hartland Fuel Products LLC.pdf	**Enactment Number:**	
Author:	Rachel Darken	**Hearing Date:**	
Entered by:	rdarken@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Fleet Service	01/06/2026	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Finance Committee (1/20/26), Common Council (1/27/26)					
1	COMMON COUNCIL	01/13/2026	Refer	FINANCE COMMITTEE	01/20/2026		Pass
	Action Text:	A motion was made by Vidaver, seconded by Govindarajan, to Refer to the FINANCE COMMITTEE. The motion passed by voice vote/other.					
1	FINANCE COMMITTEE	01/20/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text:	A motion was made by Vidaver, seconded by Figueroa Cole, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.					

Text of Legislative File 91405

Fiscal Note

The proposed resolution authorizes a non-competitive purchase of renewable diesel from Harland Fuel Products, LLC (Hartland) for an amount not to exceed $1,300,000. The Fleet Service budget includes $2.3 million for diesel fuel in 2026. Upon passage of the resolution, the Fleet Service Division enter into a purchase order with Hartland to allow for the purchase of up

to $1.3 million in renewable diesel, with the remainder of the Fleet's diesel budget allocated to regular diesel blends. Funding for the non-competitive purchase agreement is available in the 2026 Adopted Fleet Service Operating Budget. No additional appropriation is required.

Title

Authorizing the noncompetitive purchase of renewable diesel from Hartland Fuel Products LLC.

Body

WHEREAS, the City of Madison has set the goal of reaching 100% renewable energy and net zero carbon emissions for city operations by 2030; and,

WHEREAS, renewable diesel is a clean energy fuel that does not require costly infrastructure improvements to facilitate its use in colder temperatures; and,

WHEREAS, renewable diesel reduces carbon intensity by 65% on average when compared with petroleum diesel according to California's Low Carbon Fuel Standard Certified Carbon Intensities; and,

WHEREAS, the Fleet Division tested the use of renewable diesel in our fleet operations in 2024 and 2025 with positive results; and,

WHEREAS, additional testing is required to determine what blends of renewable diesel will meet our mechanical and operational needs throughout the year, specifically in the colder winter months; and,

WHEREAS, the Fleet Division has reviewed currently available products and suppliers and identified Hartland Fuel Products LLC as the best available vendor for the reasons explained in the attached noncompetitive selection request form; and,

WHEREAS, MGO 4.26(2) requires goods to be purchased using a competitive process approved by the Finance Director, and under the Finance Director’s Purchasing Guidelines, Common Council approval is required to purchase goods of $75,000 or more without a competitive process;

NOW, THEREFORE, BE IT RESOLVED, the Common Council hereby authorizes the purchase of renewable diesel from Hartland Fuel Products LLC with a budget not to exceed $1,300,000.

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Treasury & Revenue Manager
Craig Franklin, CPA

Non-Competitive Selection Request

Requisition Number

Fund
2200 FLEET SERVICES

Major
53*** Supplies/Goods

Agency
Fleet Services

Total Purchase Amount
$ 1,300,000.00

Vendor Name
Hartland Fuel Products LLC

Product/Service Description
Renewable Diesel

Exception Criteria
2. The services or goods required are available from only one person or firm (i.e., true sole source).
7. A particular consultant has provided services to the City on a similar or continuing project in the recent past, and it would be economical to the City on the basis of time and money to retain the same consultant.

Reason For Request
Renewable diesel is a clean energy fuel that does not require costly infrastructure improvements to use, but is only readily available on the West coast. In order to use it in our fleet operations, we must work with a vendor who is able to deliver the product in a timely fashion and at a variety of blends depending on weather conditions. After consulting with several vendors and asking for quotes, Hartland Fuel Products is the only vendor who has been able to provide a quote that meets those requirements. In addition, this vendor successfully worked with us in 2025 and has experience testing the various renewable diesel blends we are exploring. Working with Hartland is the most efficient option as we continue to test renewable diesel blends for us in cold weather.

Requestor
Darken, Rachel

Comments
The City of Madison has paid Hartland Fuel Products a total of $46,435,071 since 2015. The breakdown of those payments by type of selection is as follows:
Competitively selected - $33,126,977
State Contract - $12,600,192
Small payments under threshold requiring competitive selection - $66,726
Non-Competitive - $641,176

City of Madison

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

Master

File Number: 91431

File ID:	91431	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	FINANCE COMMITTEE
				File Created Date :	01/06/2026
File Name:	Authorizing Metro Transit to use Cummins, Inc.; Gillig, LLC, Transit Holding, Inc. (dba New Flyer); Clever Devices, Inc; Interstate Power Systems, Inc.; and SPX Corporation as sole source providers for bus parts that only they manufacture and are necessar			**Final Action:**	

Title: Authorizing Metro Transit to use Cummins, Inc.; Gillig, LLC, Transit Holding, Inc. (dba New Flyer); Clever Devices, Inc; Interstate Power Systems, Inc.; and SPX Corporation as sole source providers for bus parts that only they manufacture and are necessary for the full lifecycle of a bus.

Notes:

Sponsors:	Satya V. Rhodes-Conway	**Effective Date:**	
Attachments:	sole source projections.pdf, Non-Competitive Selection Request - Transit Holding Inc. (DBA New Flyer).pdf, Non-Competitive Selection Request - SPX Corporation.pdf, Non-Competitive Selection Request - Interstate Power Systems.pdf, Non-Competitive Selection Request - Gillig.pdf, Non-Competitive Selection Request - Cummins.pdf, Non-Competitive Selection Request - Clever Devices.pdf	**Enactment Number:**	
Author:	Jamie Acton	**Hearing Date:**	
Entered by:	sharnish@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Metro Transit	01/06/2026	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Finance Committee (1/20/26), Common Council (1/27/26)					
1	COMMON COUNCIL	01/13/2026	Refer	FINANCE COMMITTEE	01/20/2026		Pass
	Action Text:	A motion was made by Vidaver, seconded by Govindarajan, to Refer to the FINANCE COMMITTEE. The motion passed by voice vote/other.					

1	FINANCE COMMITTEE	01/20/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass

Action Text: A motion was made by Vidaver, seconded by Figueroa Cole, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

Text of Legislative File 91431

Fiscal Note

The proposed resolution authorizes six companies as sole source providers of parts for buses within Metro Transit's fleet. These expenditures are estimated to be $3,695,000 in 2026 and will be funded by existing appropriations within Metro Transit's budget. The resolution authorizes the sole source agreement for purchases for the next 10 years, from 2026 through 2035. Funding for future years of the agreement is subject to future Council appropriation.

Title

Authorizing Metro Transit to use Cummins, Inc.; Gillig, LLC, Transit Holding, Inc. (dba New Flyer); Clever Devices, Inc; Interstate Power Systems, Inc.; and SPX Corporation as sole source providers for bus parts that only they manufacture and are necessary for the full lifecycle of a bus.

Body

WHEREAS, Metro Transit has a need to purchase a variety of bus parts for bus parts not under warranty but manufactured only by a specific vendor; and

WHEREAS, Metro Transit currently has Cummins, Gillig, Transit Holding, Clever Devices, Interstate Power Systems and SPX Corporation buses and/or parts in its fleet that will need replacement in the next ten years; and

WHEREAS, to purchase parts compatible with current equipment, Metro Transit needs to purchase parts from sole source vendors Cummins, Gillig, Transit Holding, Clever Devices, Interstate Power Systems and SPX Corporation; and

WHEREAS, only these companies manufacture compatible parts for their own equipment already in Metro Transit's bus fleet, and therefore, Common Council approval is required for an exception to the competitive selection process normally required for purchases over $75,000 as allowed by MGO 4.26(4) (a) 2;

NOW, THEREFORE, BE IT RESOLVED that Metro Transit may purchase parts from Cummins, Inc.; Gillig, LLC, Transit Holding, Inc. (dba New Flyer); Clever Devices, Inc; Interstate Power Systems, Inc.; and SPX Corporation during fiscal years 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034 and 2035 for vehicles for which only these manufacturers make compatible parts.

Business	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	
Cummins	650,000.00	669,500.00	689,585.00	710,272.55	731,580.73	753,528.15	776,133.99	799,418.01	823,400.55	848,102.57	**7,451,522**
New Flyer	2,250,000.00	2,317,500.00	2,387,025.00	2,458,635.75	2,532,394.82	2,608,366.67	2,686,617.67	2,767,216.20	2,850,232.68	2,935,739.66	**25,793,728**
Gillig	450,000.00	463,500.00	477,405.00	491,727.15	506,478.96	521,673.33	537,323.53	553,443.24	570,046.54	587,147.93	**5,158,746**
Interstate Power Systems	250,000.00	257,500.00	265,225.00	273,181.75	281,377.20	289,818.52	298,513.07	307,468.47	316,692.52	326,193.30	**2,865,970**
Clever	75,000.00	77,250.00	79,567.50	81,954.53	84,413.16	86,945.56	89,553.92	92,240.54	95,007.76	97,857.99	**859,791**
SPX	20,000.00	20,600.00	21,218.00	21,854.54	22,510.18	23,185.48	23,881.05	24,597.48	25,335.40	26,095.46	**229,278**

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Risk Manager
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Treasury & Revenue Manager
Craig Franklin, CPA

Non-Competitive Selection Request

Requisition Number

Fund
2150 METRO TRANSIT

Major
53*** Supplies/Goods

Agency
Metro Transit

Total Purchase Amount
$ 25,793,728.00

Vendor Name
Transit Holding Inc. (DBA New Flyer)

Product/Service Description
First-party bus parts

Exception Criteria
2. The services or goods required are available from only one person or firm (i.e., true sole source).

Reason For Request
This request reflects 10 years of projected spending with New Flyer. A significant portion of our bus fleet is made up of New Flyer busses, particularly our BRT all-electric fleet, which is exclusively New Flyer. As a result, we have extensive need for New Flyer parts to continue to keep our busses on the road. Buying directly from the vendor allows us to access the full catalog of New Flyer bus parts to ensure we are getting quality, first-party items and keep our busses on the road. Moreover, as the primary vendor, New Flyer will not be subject to the same sporadic availability issues that third party vendors can experience. Additionally, our all-electric fleet requires new parts specific to New Flyer electric busses - parts which may not yet be available for purchase via third party vendors. New Flyer has been approved for use by Madison Metro Transit as a sole source vendor for bus parts since 2015.

Requestor

Valov, Jacob J Stammer, Jessy Acton, Jamie M

Comments
New Flyer of America was selected in a competitive RFP process in 2018 for a five-year contract during which 72 new forty-foot diesel buses would be purchased by the City.

In 2021 and 2022, the Madison Common Council authorized the purchase of additional busses, non-competitively selected.

In 2023, the Madison Common Council authorized the purchase of electric bus charging equipment, non-competitively selected.

Further, the Madison Common Council has authorized New Flyer of America as a sole source vendor for the purchase of bus parts to service the City's New Flyer busses, similar to this request.

Since 2015, the City of Madison has paid New Flyer a total of $124,995,054. Of that amount, $19,987,285 was competitively selected. The remaining $105,007,769 was non-competitively selected.

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Craig Franklin, CPA

Non-Competitive Selection Request

Requisition Number

Fund
2150 METRO TRANSIT

Major
53*** Supplies/Goods

Agency
Metro Transit

Total Purchase Amount
$ 229,278.00

Vendor Name
SPX Corporation

Product/Service Description
bus parts - farebox related

Exception Criteria
2. The services or goods required are available from only one person or firm (i.e., true sole source).

Reason For Request
This request reflects 10 years of projected spending with SPX Corporation. Madison Metro currently uses SPX Corporation fareboxes to receive fares from bus riders across Metro's system. To maintain these fareboxes and ensure revenues can be effectively captured, Metro needs to be able to acquire and install first-party parts. This will allow Metro to avoid issues with compatibility and security that may potentially come about as a result of the use of third-party parts. As fares are a primary revenue source for Metro, ensuring Metro is able to capture these fares is critical to Metro's mission. SPX Corporation was originally selected to provide fareboxes for Metro via a formal RFP process in 2014, ensuring their products were the best fit for Metro's needs.

Requestor
Acton, Jamie M Stammer, Jessy Valov, Jacob J

Comments
SPX Corporation (Genfare) was chosen by a formal competitive selection process as the supplier for new fareboxes in Metro buses. Since 2015, the City has paid SPX Corporation $332,158 for parts to maintain and repair the fareboxes. These purchases were non-competitively selected, but supported the existing equipment which had been purchased competitively.

Finance Department
Purchasing Services
David P. Schmiedicke, Director
City-County Building, Room 406
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703
Phone: (608) 266-4521 | Fax: (608) 267-5948
purchasing@cityofmadison.com
cityofmadison.com/finance/purchasing

Accounting Services Manager
Patricia A. McDermott, CPA
Budget & Program Evaluation Manager
Christine Koh
Internal Audit & Grants Manager
Kolawole Akintola
Risk Manager
Eric Veum
Treasury & Revenue Manager
Craig Franklin, CPA

Non-Competitive Selection Request

Requisition Number

Fund
2150 METRO TRANSIT

Major
53*** Supplies/Goods

Agency
Metro Transit

Total Purchase Amount
$ 2,865,970.00

Vendor Name
Interstate Power Systems

Product/Service Description
Bus parts, primarily transmissions

Exception Criteria
2. The services or goods required are available from only one person or firm (i.e., true sole source).

Reason For Request
This request reflects 10 years of projected spending with Interstate Power Systems. Madison Metro's bus fleet consists of a wide variety of busses, each with their own unique parts. As a result, Metro requires numerous specific bus parts in order to repair its fleet and keep busses on the road. Interstate Power Systems has been Metro's preferred vendor for bus parts and transmissions since 2015, as their extensive catalog and wide reach ensure we are able to both acquire the specific parts we need and keep busses on the road most effectively. Retaining IPS as a sole source vendor ensures we are able to complete repairs quickly and efficiently through smooth and prompt part acquisition.

Requestor
Acton, Jamie M Stammer, Jessy Valov, Jacob J

Comments

The City of Madison has paid Interstate Power Systems a total of $893,576 since 2015. Of that amount, $81,785 was made up of small purchases under the threshold requiring competitive selection. The remaining $811,791 was non-competitively selected. Interstate Power Systems has been authorized for non-competitive selection of bus parts and transmissions since 2020.

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Non-Competitive Selection Request

Requisition Number

Fund
2150 METRO TRANSIT

Major
53*** Supplies/Goods

Agency
Metro Transit

Total Purchase Amount
$ 5,158,746.00

Vendor Name
Gillig

Product/Service Description
First-party bus parts

Exception Criteria
2. The services or goods required are available from only one person or firm (i.e., true sole source).

Reason For Request
This request reflects 10 years of projected spending with Gillig. A significant portion of our Metro's fleet is made up of Gillig busses. As a result, we have extensive need for Gillig parts to continue to keep our busses on the road. Buying directly from the vendor allows us to access the full catalog of Gillig bus parts to ensure we are getting quality, first-party items and keep our busses on the road. Moreover, as the primary vendor, Gillig will not be subject to the same sporadic availability issues that third party vendors can experience and will provide us the best opportunity to procure the specific parts we will need. Gillig has been approved for use by Madison Metro Transit as a sole source vendor for bus parts since 2015.

Requestor
Acton, Jamie M Stammer, Jessy Valov, Jacob J

Comments

The City of Madison has spent $28,707,219 with Gillig since 2015. The majority of that, $26,083,470, was paid for busses themselves after Gillig was chosen through a formal competitive selection process in 2013. The 2013 RFP led to a five-year contract, which ended in 2018. The remaining $2,623,749 was for parts and equipment used to repair and maintain those buses, authorized by the Madison Common Council as non-competitively selected purchases, similar to this request.

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Craig Franklin, CPA

Non-Competitive Selection Request

Requisition Number

Fund
2150 METRO TRANSIT

Major
53*** Supplies/Goods

Agency
Metro Transit

Total Purchase Amount
$ 7,451,522.00

Vendor Name
Cummins

Product/Service Description
Bus engines and engine parts

Exception Criteria
2. The services or goods required are available from only one person or firm (i.e., true sole source).

Reason For Request
The request reflects 1 years of projected spending with Cummins. A significant portion of the Metro bus fleet runs on Cummins engines. As a result, we have extensive need for Cummins engines and parts to keep our busses on the road. Buying directly from the vendor allows us to access the full catalog of Cummins bus parts to ensure we are getting quality, first-party items and keep our busses on the road. Moreover, as the primary vendor, Cummins will not be subject to the same sporadic availability issues that third party vendors can experience and will provide us the best opportunity to procure the specific parts we will need. Cummins has been approved for use by Madison Metro Transit as a sole source vendor for bus parts since 2015.

Requestor
Acton, Jamie M Stammer, Jessy Valov, Jacob J

Comments

The City of Madison has spent $3,374,005 with Cummins Inc. since 2017. The breakdown for competitive selection was as follows:

Competitive - $29,274
Cooperative Purchasing - $87,763
Non-competitive - $3,140,405
Small purchases under threshold - $116,563

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Craig Franklin, CPA

Non-Competitive Selection Request

Requisition Number

Fund
2150 METRO TRANSIT

Major
53*** Supplies/Goods

Agency
Metro Transit

Total Purchase Amount
$ 859,791.00

Vendor Name
Clever Devices

Product/Service Description
Bus technology systems

Exception Criteria
2. The services or goods required are available from only one person or firm (i.e., true sole source).

Reason For Request
This request reflects 10 years of projected spending with Clever Devices. During the development and implementation of the new BRT system, Madison Metro partnered with Clever Devices to provide new bus technologies facilitating smoother and more efficient bus connctivity, tracking, and operation. To ensure the new Clever system continues to run effectively, Metro needs to procure Clever-specific parts and technologies to guarantee effective repairs and integration into the existing Clever systems. Third party options could present both security and compatibility risk if integrated into the Clever system currently employed by Metro. Therefore, Clever Devices is the only company with the products necessary to ensure the current bus system remains fully operational for the forseeable future.

Requestor
Acton, Jamie M Stammer, Jessy Valov, Jacob J

Comments

The City of Madison chose Clever Devices in a formal competitive selection process in 2022, and has since paid $6,624,928 to the company for the subsequent contract. The total amount of this competitively selected contract is $9,422,500.

City of Madison

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

Master

File Number: 91434

File ID:	91434	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	FINANCE COMMITTEE
				File Created Date :	01/07/2026
File Name:	Authorizing a contract between the Wisconsin Department of Military Affairs, Division of Emergency Management and the City of Madison for the City of Madison Fire Department to be a Participating Agency in a statewide urban search and rescue team.			**Final Action:**	

Title: Authorizing a contract between the State of Wisconsin, Department of Military Affairs, Division of Emergency Management and the City of Madison for the City of Madison Fire Department to be a Participating Agency in a statewide urban search and rescue team.

Notes:

Sponsors:	Satya V. Rhodes-Conway	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	bsloat@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Fire Department	01/07/2026	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Finance Committee (1/20/26), Common Council (1/27/26)					
1	COMMON COUNCIL	01/13/2026	Refer	FINANCE COMMITTEE	01/20/2026		Pass
	Action Text:	A motion was made by Vidaver, seconded by Govindarajan, to Refer to the FINANCE COMMITTEE. The motion passed by voice vote/other.					
1	FINANCE COMMITTEE	01/20/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text:	A motion was made by Vidaver, seconded by Figueroa Cole, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.					

Text of Legislative File 91434

Fiscal Note

The proposed resolution authorizes a contract with the State of Wisconsin, Department of Military Affairs, Division of Emergency Management for the Madison Fire Department to be a Participating Agency in a statewide urban search and rescue team through June 2026. The Wisconsin Department of Military Affairs, Division of Emergency Management will reimburse the Madison Fire Department (MFD) for costs related to providing requested services and required training and exercise costs. Any additional costs not reimbursable by the state will be covered by MFD's 2026 Adopted Operating Budget. No additional appropriation is required.

Title

Authorizing a contract between the State of Wisconsin, Department of Military Affairs, Division of Emergency Management and the City of Madison for the City of Madison Fire Department to be a Participating Agency in a statewide urban search and rescue team.

Body

WHEREAS, to protect life and property against the dangers of emergencies, the Wisconsin Department of Military Affairs, Division of Emergency Management has, pursuant to Wis. Stat. § 323.72(1), established an urban search and rescue (US&R) team that can be deployed to provide Services in response to Emergencies;

WHEREAS, the Division of Emergency Management desires to enter into this Agreement with the City of Madison Fire Department (MFD) for the purpose of having MFD supply qualified employees to serve on such a team and MFD desires to provide such employees;

WHEREAS, the City of Madison Fire Department (MFD) will assign three (3) employees currently serving on MFD's heavy urban rescue team (HURT) to participate in the statewide all-hazards US&R team (WI-TF1);

WHEREAS, the three MFD employees assigned to WI-TF1 will receive regular US&R training and certification from the Wisconsin Department of Military Affairs, Division of Emergency Management at the state's Regional Emergency All-Climate Training Center (REACT Center) and will be available for emergency response requested by the Division of Emergency Management pursuant to Standard Operating Procedures;

WHEREAS, MFD's participation in WI-TF1 provides an opportunity for current MFD personnel to receive industry-leading training in US&R response and, in turn, bringing additional knowledge and skillsets back to MFD for integration into MFD's HURT team;

WHEREAS, the Wisconsin Department of Military Affairs, Division of Emergency Management will reimburse MFD for (1) costs related to providing requested Services, (2) required training and exercise costs, and (3) costs related to an increase in duty-disability benefit premiums due to an injury a WI-TF1 member sustained while performing under this Agreement;

WHEREAS, reimbursement for costs associated with a requested response include but are not limited to the use of vehicles and apparatus, personnel expenses, backfill expenses, and emergency expenses;

WHEREAS, in any given State fiscal year, MFD shall be paid for any training and participation in exercises of employees who the Division of Emergency Management has appointed to WI-TF1 that is pre-authorized in writing by the Division at a rate of $55 per hour per appointed employee consistent with the Attendance Policy;

WHEREAS, the Wisconsin Department of Military Affairs, Division of Emergency Management shall reimburse MFD for costs incurred by MFD for any increase in contributions for duty disability premiums under Wis. Stat. § 40.05(2)(aw) for its employees who are WI-TF1 members and who receive duty disability benefits under Wis. Stat. § 40.65 because of an injury that occurred while performing duties as a member of WI-TF1;

WHEREAS, contract language related to indemnification and insurance provisions does not comply with the City's standard policy for contracts but is the same as contained in the current contract between the City of Madison and the Wisconsin Department of Military Affairs, Division of Emergency Management for MFD's participation in the Southwest Wisconsin Hazardous Materials Taskforce;

WHEREAS, contract language related to indemnification and insurance provisions has been reviewed and approved by City Risk Management and the City Attorney's Office;

WHEREAS, the current contract term is July 1, 2024 through June 30, 2026 with a likely new, two-year contract starting July 1, 2026;

WHEREAS, MFD may terminate the contract at any time upon one hundred twenty (120) days written notice to the other party;

NOW, THEREFORE, BE IT RESOLVED that the City of Madison approves the contract between the State of Wisconsin, Department of Military Affairs, Division of Emergency Management and the City of Madison for the Madison Fire Department to be a Participating Agency in a statewide urban search and rescue team through June 30, 2026;

BE IT FURTHER RESOLVED that the City of Madison approves the following contract language from the State of Wisconsin on indemnification:

16.3 Participating Agency Indemnification of State:

When acting as other than an agent of the State of Wisconsin under this Agreement, and when using the State's or Division's vehicles or equipment, Participating Agency shall indemnify, defend and hold harmless the State, which includes the Department, the Division and all state agencies, and its officers, officials, agents, employees, and members from all claims, suits or actions of any nature, including actions for attorneys' fees, arising out of the activities or omissions of Participating Agency, its officers, officials, subcontractors, agents or employees.

19.6 Indemnification Regarding Employment Disputes: Participating Agency shall indemnify, defend, and hold harmless the State of Wisconsin, including the Division and the Department, with respect any disputes Participating Agency may have with its employees. Such disputes include but are not limited to charges of discrimination, harassment, improper wage payment, and discharge without just cause.

BE IT FURTHER RESOLVED that the Madison Fire Department will include the annual program budget for participation in the statewide urban search and rescue team in the city's annual operating budget;

BE IT FINALLY RESOLVED that the Mayor and City Clerk are authorized to execute the necessary contract documents.

City of Madison

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

Master

File Number: 91434

City of Madison

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

Master

File Number: 90617

File ID:	90617	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	Planning Division
				File Created Date :	10/24/2025
File Name:	CSM - 33 W Johnson St			**Final Action:**	

Title: Approving a Certified Survey Map of property owned by Drury Madison, LLC located at 33 W Johnson Street (District 4).

Notes:

Sponsors:	Planning Division	**Effective Date:**	
Attachments:	Locator Maps.pdf, CSM Application.pdf, Proposed CSM.pdf, Link to Rezoning Ord File 90915, Link to Cond Use File 90613	**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	tparks@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Planning Division	10/27/2025	Referred for Introduction				
	Action Text: This Resolution was Referred for Introduction						
	Notes: Plan Commission (12/15/25), Common Council (1/13/26)						
1	COMMON COUNCIL	11/25/2025	Refer	PLAN COMMISSION		01/12/2026	Pass
	Action Text: A motion was made by Vidaver, seconded by Govindarajan, to Refer to the PLAN COMMISSION. The motion passed by voice vote/other.						
1	PLAN COMMISSION	12/15/2025	RECOMMEND TO COUNCIL TO RE-REFER - REPORT OF OFFICER				Pass
	Action Text: A motion was made by Solheim, seconded by Wasniewski, to RECOMMEND TO COUNCIL TO RE-REFER - REPORT OF OFFICER. The motion passed by voice vote/other.						
	Notes: On a motion by Solheim, seconded by Wasniewski, the Plan Commission recommended to the Common Council that the Certified Survey Map be re-referred to the January 12, 2026 Plan Commission (January 27, 2026 Common Council) pending a recommendation by the Urban Design Commission on the related conditional use request (ID 90613). The motion to recommend re-referral passed by voice vote/ other.						
1	PLAN COMMISSION	01/12/2026	RECOMMEND TO COUNCIL TO ADOPT WITH CONDITIONS - REPORT OF OFFICER				Pass

Action Text: A motion was made by Guequierre, seconded by Heck, to RECOMMEND TO COUNCIL TO ADOPT WITH CONDITIONS - REPORT OF OFFICER. The motion passed by voice vote/other.

Notes: On a motion by Alder Guequierre, seconded by Alder Heck, the Plan Commission found the standards for subdivisions met and recommended Common Council adopt the approval resolution for the CSM subject to the recommended conditions in the staff report.

The motion passed by voice vote/other.

1	COMMON COUNCIL	01/13/2026	Re-refer	PLAN COMMISSION	01/12/2026	Pass

Action Text: A motion was made by Vidaver, seconded by Govindarajan, to Re-refer to the PLAN COMMISSION. The motion passed by voice vote/other.

Text of Legislative File 90617

Fiscal Note
No City appropriation is required with the approval of this certified survey map. City costs associated with urban development in this area will be included in future operating and capital budgets subject to Common Council approval.

Title
Approving a Certified Survey Map of property owned by Drury Madison, LLC located at 33 W Johnson Street (District 4).

Body
WHEREAS a Certified Survey Map of property owned by Drury Madison, LLC located at 33 W Johnson Street, City of Madison, Dane County, Wisconsin has been duly filed for approval by the Plan Commission, its Secretary or their designee, as provided for in Section 16.23(4)(f) of Madison General Ordinances; and

WHEREAS Chapter 236, Wisconsin Statutes requires that the Madison Common Council approve any dedications proposed or required as part of the proposed division of the lands contained on said Certified Survey Map;

NOW THEREFORE BE IT RESOLVED that said Certified Survey Map, bond and subdivision contract, subsequent affidavits of correction, parkland acquisition documents, easement or right-of-way release or procurement documents or any other related document or documents as deemed necessary by the Secretary of the Plan Commission in accordance with the approval of said Certified Survey Map are hereby approved by the Madison Common Council.

BE IT FURTHER RESOLVED that the Mayor and City Clerk of the City of Madison are hereby authorized to sign the above mentioned documents related to this Certified Survey Map.

BE IT FURTHER RESOLVED that all dedications included in this Certified Survey Map or required as a condition of approval of this Certified Survey Map be and are hereby accepted by the City of Madison.

BE IT FURTHER RESOLVED that the Planning Division is authorized to reflect the recorded Certified Survey Map in the Comprehensive Plan and any applicable neighborhood plans.

City of Madison

Rezoning, Conditional Use & Certified Survey Map Referral

Location

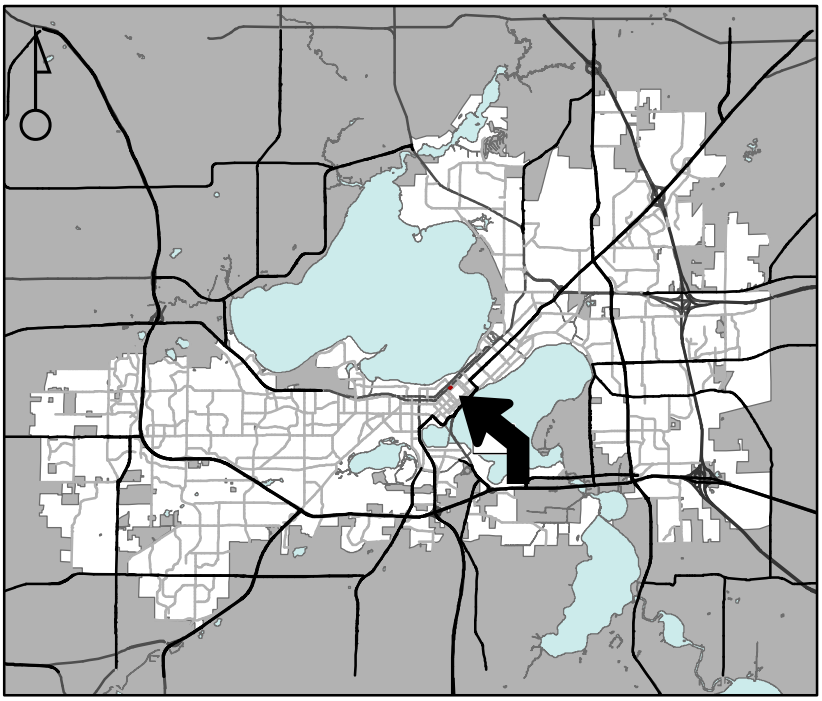
33 W Johnson Street

Applicant

Brenda McClure, Potter Lawson
Bruce Pfeifer, Drury Madison, LLC

Requests

- Rezone from PD to UMX
- Create two lots by CSM
- Construct eight-story, 205-room hotel on proposed Lot 1



Public Hearing Dates

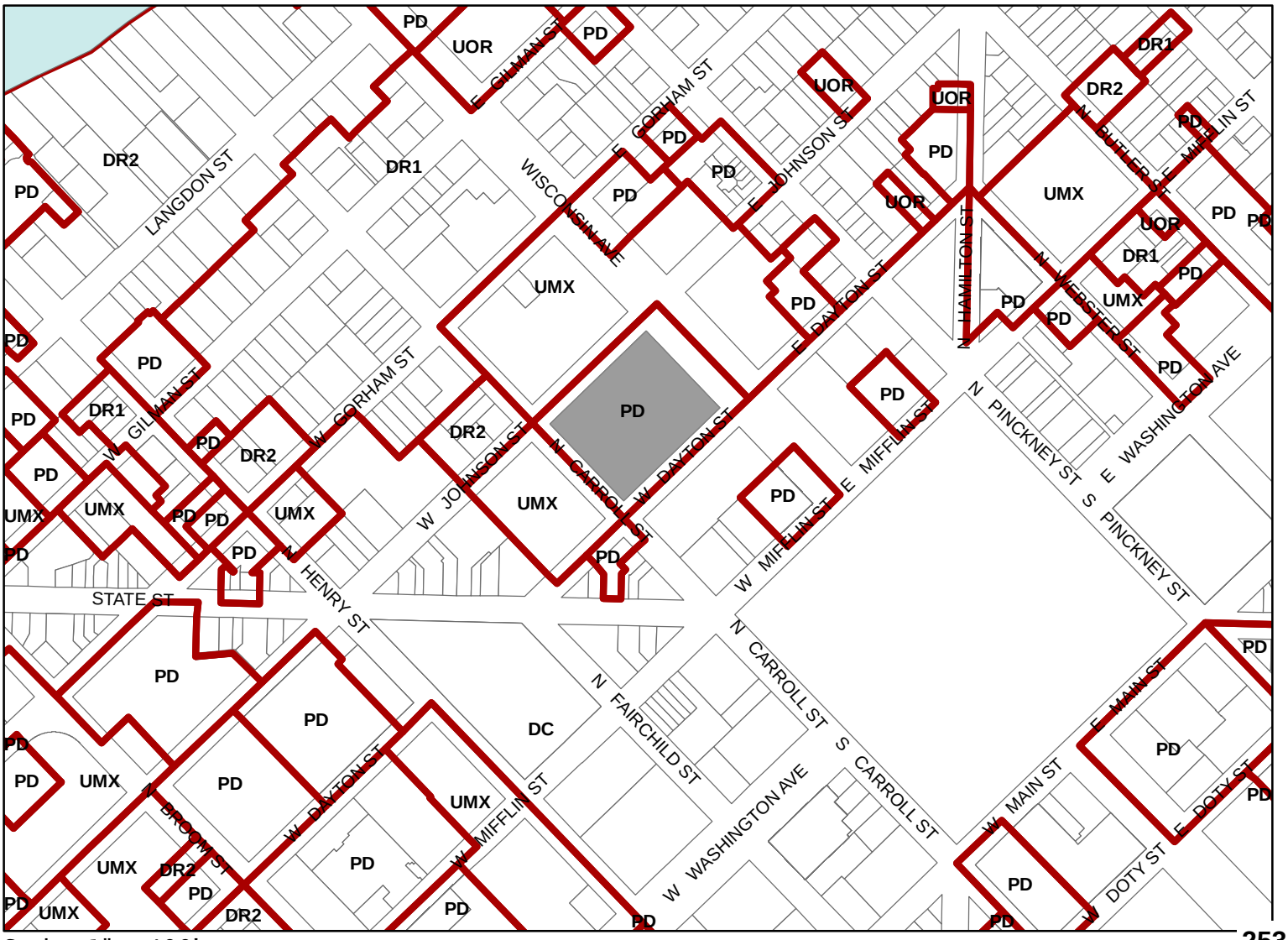
Plan Commission

January 12, 2026

Common Council

January 27, 2026

For Questions Contact: Colin Punt at: 243-0455 or cpunt@cityofmadison.com or City Planning at 266-4635



Scale : 1" = 400'

City of Madison, Planning Division : JC : Date : 10-27-

City of Madison

33 W Johnson Street

Date of Aerial Photography : Spring 2022

SUBDIVISION APPLICATION

**** Please read both pages of the application completely and fill in all required fields ****

For a digital copy of this form with fillable fields, please visit:
https://www.cityofmadison.com/sites/default/files/city-of-madison/development-services-center/documents/SubdivisionApplication.pdf

If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the Planning Division at (608) 266-4635.

Si necesita interprete, traductor, materiales en diferentes formatos, u otro tipo de ayuda para acceder a estos formularios, por favor llame al (608) 266-4635.

Yog tias koj xav tau ib tug neeg txhais lus, tus neeg txhais ntawv, los sis xav tau cov ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhia no, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.

City of Madison 10/20/25 9:30 a.m.
Planning Division
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd.
P.O. Box 2985
Madison, WI 53701-2985
(608) 266-4635

NOTICE REGARDING LOBBYING ORDINANCE: If you are seeking approval of a development that has over 40,000 square feet of non-residential space, or a residential development of over 10 dwelling units, or if you are seeking assistance from the City with a value of $10,000 (including grants, loans, TIF or similar assistance), then you likely are subject to Madison's lobbying ordinance (M.G.O. Sec. 2.40). You are required to register and report your lobbying. Please consult the City Clerk's Office for more information. Failure to comply with the lobbying ordinance may result in fines.

1. Application Type

☐ Preliminary Subdivision Plat ☐ Final Subdivision Plat ☑ Land Division/Certified Survey Map (CSM)

If a Plat, Proposed Subdivision Name: _____

2. Review Fees

- For Preliminary and/or Final Plats, an application fee of $250, plus $50 per lot or outlot contained on the plat.
- For Certified Survey Maps, an application fee of $250 plus $200 per lot and outlot contained on the CSM.

Make checks payable to "City Treasurer" and mail it to the following address: City of Madison Building Inspection; P.O. Box 2984; Madison, WI 53701-2984. Please include a cover page with the check which includes the project address, brief description of the project, and contact information.

3. Property Owner and Agent Information

Name of Property Owner: Madison Area Techinical College Representative, if any: _____

Street address: _____ City/State/Zip: _____

Telephone: _____ Email: _____

Firm Preparing Survey: JSD Professional Services Contact: Todd Buhr

Street address: 507 W. Verona Ave City/State/Zip: Verona, WI 53593

Telephone: 608-893-0103 Email: todd.buhr@jsdinc.com

Check only ONE – ALL Correspondence on this application should be sent to: ☐ Property Owner, OR ☑ Survey Firm

4. Property Information for Properties Located within Madison City Limits

Parcel Addresses: 33 W. Johnson Street

Tax Parcel Number(s): 251/0709-144-2303-6

Zoning District(s) of Proposed Lots: Planned Development School District: Madison Metro

- **Please include a detailed description of the number and use of all proposed lots and outlots in your letter of intent.**

4a. Property Information for For Properties Located *Outside* the Madison City Limits in the City's Extraterritorial Jurisdiction:

Parcel Addresses (note town if located outside City): _____

Date of Approval by Dane County: _____ Date of Approval by Town: _____

- **For an exterritorial request to be scheduled, approval letters from both the Town and Dane County must be submitted.**

5. Subdivision Contents and Description. Complete table as it pertains to your request; do not complete gray areas.

Land Use	Lots	Outlots	Acres
Residential			
Retail/Office			
Industrial			

Land Use	Lots	Outlots	Acres
Other (state use): School/Hotel	2		
Outlots Dedicated to the Public (Parks, Stormwater, etc.)			
Outlots Maintained by a Private Group or Association			
PROJECT TOTALS	2		

6. Required Submittal Materials

Digital (PDF) copies of all items listed below (if applicable) are required. Applicants are to submit each of these documents as *individual PDF files* in an e-mail sent to PCapplications@cityofmadison.com. The transmittal shall include the name of the project and applicant. Note that *an individual email cannot exceed 20MB* and it is the *responsibility of the applicant* to present files in a manner that can be accepted. Electronic submittals via file hosting services (such as Dropbox) are *not* allowed. Applicants who are unable to provide the materials electronically should contact the Planning Division at Planning@cityofmadison.com or (608) 266-4635 for assistance.

☐ **A Completed Subdivision Application Form** (i.e. both sides of this form)

☐ **Map Copies** (prepared by a Registered Land Surveyor):

- For Preliminary Plats, the drawings must be drawn to scale and are required to provide all information as set forth in M.G.O. Sec. 16.23 (7)(a).
- For Final Plats, the drawings must be drawn to scale and drawn to the specifications of §236.20, Wis. Stats..
- For Certified Survey Maps (CSMs), the drawings shall include all of the information set forth in M.G.O. Secs. 16.23 (7)(a) and (d), including existing site conditions, the nature of the proposed division and any other necessary data. Utility data (field located or from utility maps) may be provided on a separate map submitted with application.

For Plat & CSMs, in addition to the PDF copy, a digital CADD file shall also be submitted in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System and shall contain, at minimum, the list of items stated below, each on a separate layer/level name. The line work shall be void of gaps and overlaps and match the plat, preliminary plat or CSM as submitted: a) Right-of-Way lines (public and private); b) Lot lines; c) Lot numbers; d) Lot/Plat dimensions; e) Street names; f) Easement lines (i.e. all in title and shown on the plat or CSM including wetland & floodplain boundaries.)

☐ **Letter of Intent**: One copy of a letter describing the proposed subdivision or land division in detail including, but not limited to:

- The number and type/use of the lots and outlots proposed with this subdivision or land division, including any outlots to be dedicated to the public;
- Existing conditions and uses of the property;
- Phasing schedule for the project, and;
- The names of persons involved (property owner(s), subdivider, surveyor, civil engineer, etc.).

* *The letter of intent for a subdivision or land division may be the same as the letter of intent submitted with a concurrent Land Use Application for the same property.*

** *A letter of intent is not required for Subdivision Applications for lot combinations or split duplexes.*

☐ **Report of Title and Supporting Documents**: One copy of a City of Madison standard 60-year Report of Title obtained from a title insurance company as required in M.G.O. Sec. 16.23 and as satisfactory to the Office of Real Estate Services. Note:

- *The Report of Title must have been completed within three (3) months of the submittal date of this application. Title insurance or a title commitment policy are NOT acceptable* (i.e. a Preliminary Title Report or a Record Information Certificate).
- The electronic PDF submittal shall include images of the vesting deeds and all documents listed in the Report of Title.
- *Do not email these files to the City's Office of Real Estate Services*. Send them instead to the email address noted at the top of this page.

☐ **For Surveys Outside the Madison City Limits**: One copy of the approval letters from the town where the property is located *and* Dane County shall be submitted with your request. The Plan Commission may not consider an application within its extraterritorial jurisdiction without prior approval from the town and Dane County.

7. Applicant Declarations:

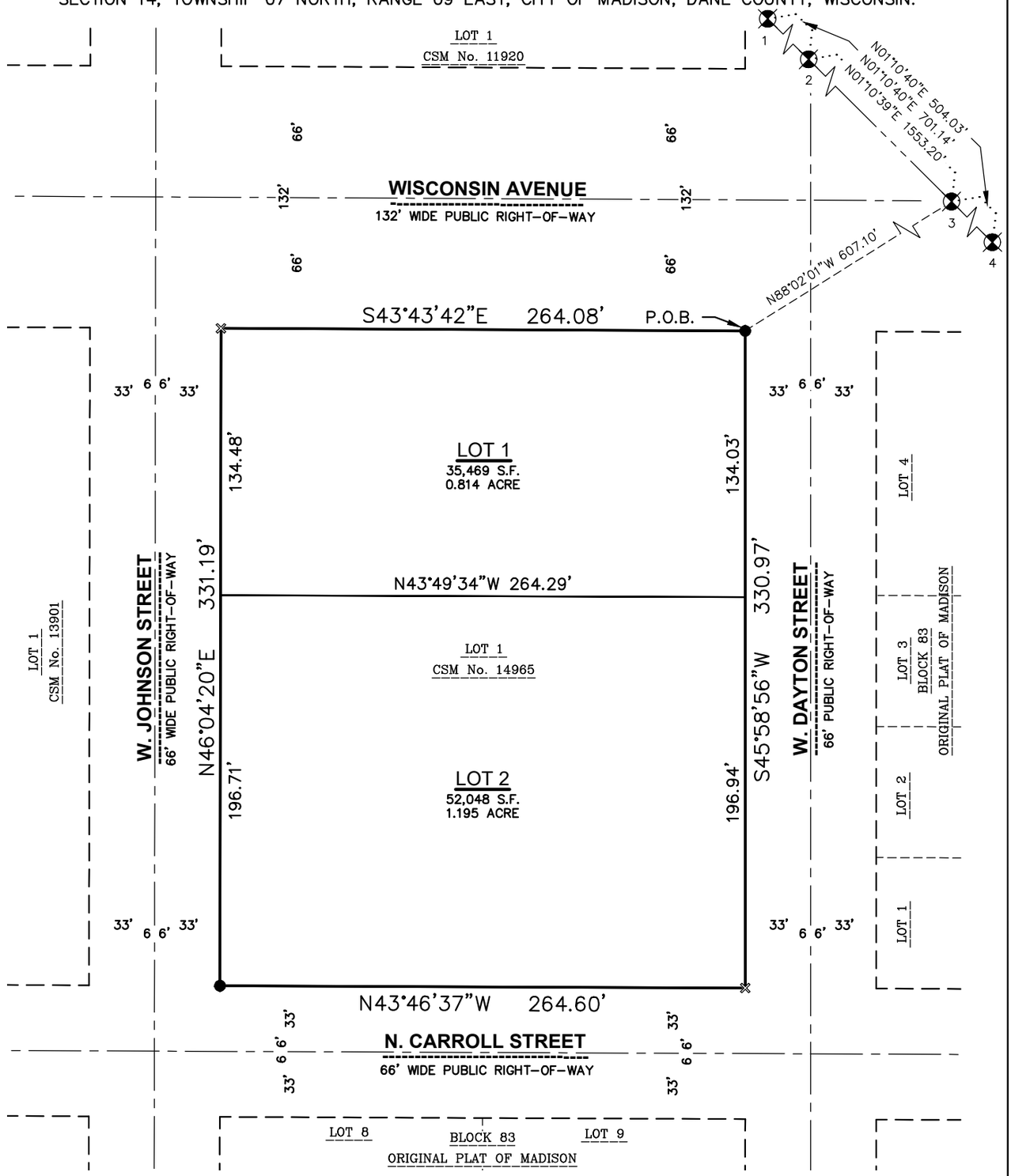
The signer attests that the application has been completed accurately and all required materials have been submitted:

Applicant's Printed Name: Todd Buhr Signature: Todd J. Buhr

Date: 10-20-2025 Interest In Property On This Date: 10-20-2025

CERTIFIED SURVEY MAP NO. _____

LOT 1, CERTIFIED SURVEY MAP No. 14965, RECORDED IN VOLUME 105, ON PAGES 198–202, AS DOCUMENT No. 5451571, LOCATED IN GOVERNMENT LOT 1 OF THE FRACTIONAL SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 07 NORTH, RANGE 09 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN.



LEGEND

- GOVERNMENT CORNER
- CHISELED 'X' FOUND
- 3/4" REBAR FOUND
- PLAT BOUNDARY
- CENTERLINE
- RIGHT-OF-WAY LINE
- PLATTED LOT LINE
- SECTION LINE

NOTES

1. FIELD WORK PERFORMED ON JULY 23 AND 24, 2025.
2. BEARINGS FOR THIS SURVEY AND MAP ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, DANE COUNTY. THE EAST LINE OF THE SOUTHEAST QUARTER OF SECTION 14–07–09, RECORDED AS S01°10'39"W.
3. SEE SHEET 2 FOR EXISTING BUILDINGS, SHEET 3 FOR EXISTING EASEMENTS, AND SHEET 4 FOR NEW EASEMENTS.

north

0 35' 70'

SCALE: 1" = 70'

SECTION CORNERS

1 – TRUE EAST 1/4 OF SECTION 14–07–09
N: 485591.15 E: 821223.10

2 – EAST 1/4 MEANDER OF SECTION 14–07–09
N: 484890.16 E: 821208.69

3 – SOUTHEAST MEANDER OF SECTION 14–07–09
N: 483337.29 E: 821176.77

4 – TRUE SOUTHEAST OF SECTION 14–07–09
N: 482833.37 E: 821166.41

WISCONSIN
TODD J. BUHR
S-2614
DEFOREST, WI
LAND SURVEYOR

SURVEYED BY:
JSD
MADISON REGIONAL OFFICE
507 W. VERONA AVENUE, SUITE 500
VERONA, WISCONSIN 53593
P. 608.848.5060

SURVEYED FOR:
DRURY HOTEL DEVELOPMENT
211 N. CARROL ST
MADISON, WI

PROJECT NO: 25–15453
FIELDBOOK/PG: –
SHEET NO: 1 OF 7

SURVEYED BY: NM
DRAWN BY: CMD

VOL. _____ PAGE _____
DOC. NO. _____
C.S.M. NO. _____

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PRELIMINARY

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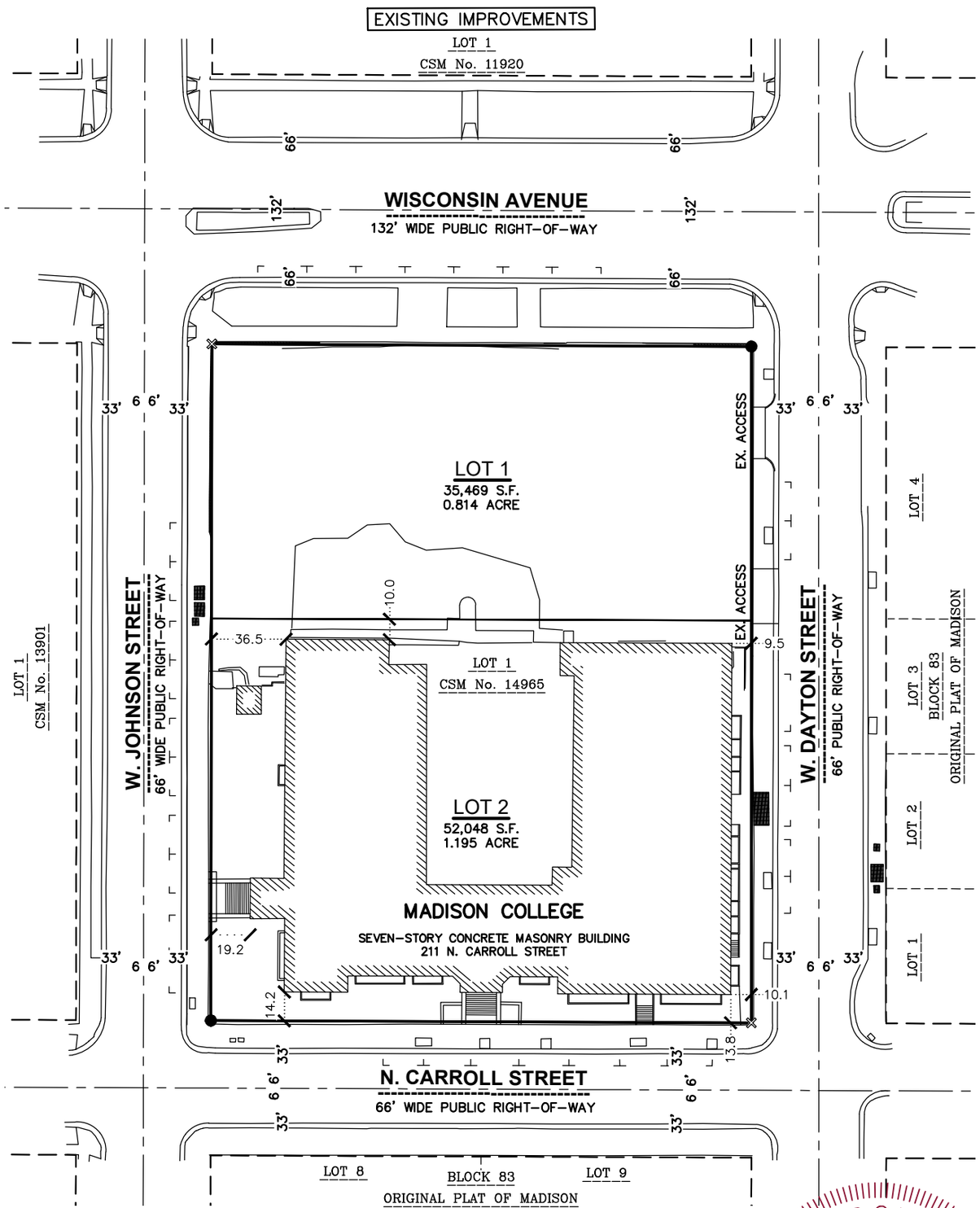

LEGEND

- CHISELED 'X' FOUND
- 3/4" REBAR FOUND
- PLAT BOUNDARY
- CHORD LINE
- CENTERLINE
- RIGHT-OF-WAY LINE
- PLATTED LOT LINE
- SECTION LINE
- BUILDING
- EDGE OF PAVEMENT

north

0 35 70

SCALE: 1"=70'

WISCONSIN
TODD J. BUHR
S-2614
DEFOREST, WI
LAND SURVEYOR

SURVEYED BY:
JSD
MADISON REGIONAL OFFICE
507 W. VERONA AVENUE, SUITE 500
VERONA, WISCONSIN 53593
P. 608.848.5060

SURVEYED FOR:
DRURY HOTEL DEVELOPMENT
211 N. CARROL ST
MADISON, WI

PROJECT NO:	25-15453	SURVEYED BY:	NM
FIELDBOOK/PG:	-	DRAWN BY:	CMD
SHEET NO:	2 OF 7		

VOL. _____ PAGE _____
DOC. NO. _____
C.S.M. NO. _____

File: C:\Users\colton.darwin.JSDINC\appdata\local\temp\AcPublish_16128\2515453 P-CSM.dwg Layout: Sheet 2 User: colton.darwin Plotted: Oct 20, 2025 - 8:37am

PRELIMINARY

CERTIFIED SURVEY MAP NO. _____

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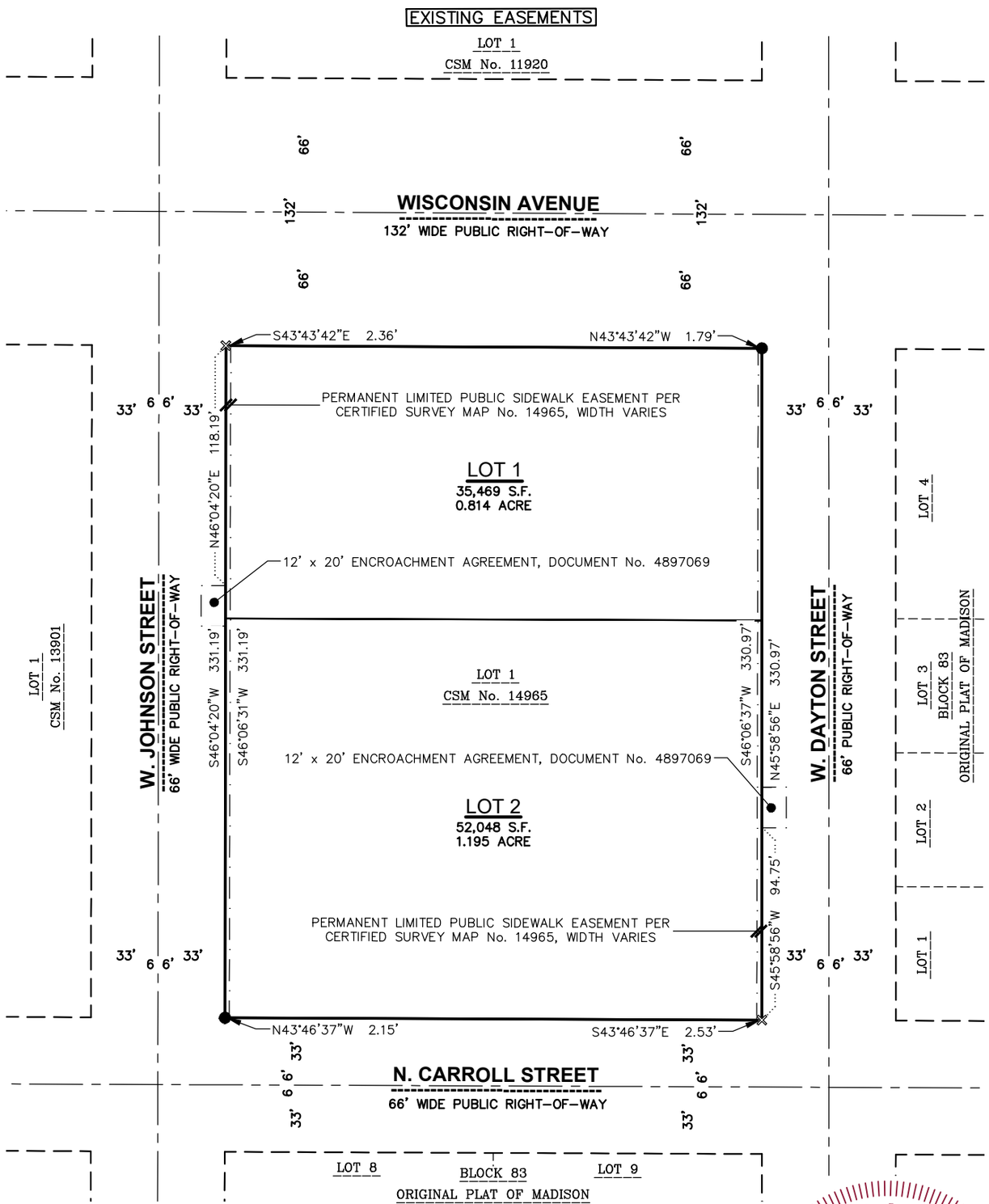

LEGEND

- ⊠ CHISELED 'X' FOUND
- ● 3/4" REBAR FOUND
- PLAT BOUNDARY
- CHORD LINE
- CENTERLINE
- RIGHT-OF-WAY LINE
- PLATTED LOT LINE
- SECTION LINE
- EXISTING EASEMENT LINE

north

0 35 70

SCALE: 1"=70'

WISCONSIN
TODD J. BUHR
S-2614
DEFOREST, WI
LAND SURVEYOR

SURVEYED BY:
JSD
MADISON REGIONAL OFFICE
507 W. VERONA AVENUE, SUITE 500
VERONA, WISCONSIN 53593
P. 608.848.5060

SURVEYED FOR:
DRURY HOTEL DEVELOPMENT
211 N. CARROL ST
MADISON, WI

PROJECT NO:	25-15453	SURVEYED BY:	NM
FIELDBOOK/PG:	-	DRAWN BY:	CMD
SHEET NO:	3 OF 7		

VOL. _____ PAGE _____
DOC. NO. _____
C.S.M. NO. _____

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PRELIMINARY

CERTIFIED SURVEY MAP NO. _____

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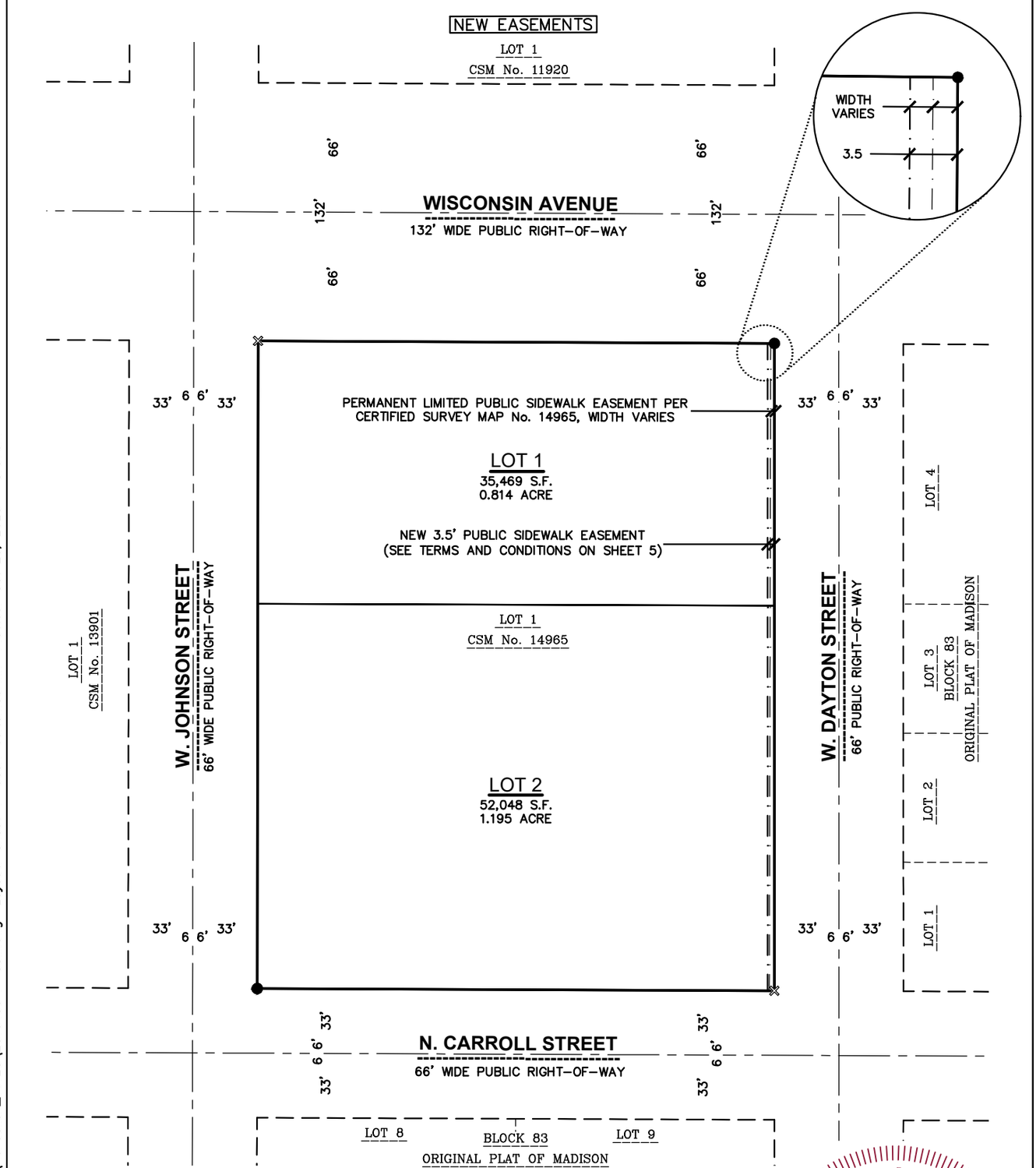

LEGEND

- ⊗ CHISELED 'X' FOUND
- ● 3/4" REBAR FOUND
- PLAT BOUNDARY
- CENTERLINE
- RIGHT-OF-WAY LINE
- PLATTED LOT LINE
- NEW EASEMENT LINE
- EXISTING EASEMENT LINE

north

0 35 70

SCALE: 1"=70'

WISCONSIN
TODD J. BUHR
S-2614
DEFOREST, WI
LAND SURVEYOR

SURVEYED BY:
JSD
MADISON REGIONAL OFFICE
507 W. VERONA AVENUE, SUITE 500
VERONA, WISCONSIN 53593
P. 608.848.5060

SURVEYED FOR:
DRURY HOTEL DEVELOPMENT
211 N. CARROL ST
MADISON, WI

PROJECT NO:	25-15453	SURVEYED BY:	NM
FIELDBOOK/PG:	-	DRAWN BY:	CMD
SHEET NO:	4 OF 7		

VOL. _____ PAGE _____
DOC. NO. _____
C.S.M. NO. _____

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CERTIFIED SURVEY MAP NO. _____

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LEGAL DESCRIPTION

LOT 1, CERTIFIED SURVEY MAP No. 14965, RECORDED IN VOLUME 105, ON PAGES 198–202, AS DOCUMENT No. 5451571, LOCATED IN GOVERNMENT LOT 1 OF THE FRACTIONAL SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 07 NORTH, RANGE 09 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN.

SAID PARCEL CONTAINS 87,517 SQUARE FEET OR 2.009 ACRES.

SURVEYOR'S CERTIFICATE

I, TODD J. BUHR, PROFESSIONAL LAND SURVEYOR S–2614, DO HEREBY CERTIFY THAT BY DIRECTION OF DRURY SOUTHWEST, INC, I HAVE SURVEYED, DIVIDED AND MAPPED, THE LANDS DESCRIBED HEREON, AND THAT THE MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY OF THE LANDS SURVEYED AND THE DIVISION THEREOF, IN ACCORDANCE WITH THE INFORMATION PROVIDED. I FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS IN FULL COMPLIANCE WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF THE CITY OF MADISON, DANE COUNTY, WISCONSIN.

_____ _____

TODD J. BUHR, S–2614 DATE

PROFESSIONAL LAND SURVEYOR

PUBLIC SIDEWALK AND BIKE PATH EASEMENTS:

CREATION OF EASEMENT RIGHTS: A PERMANENT EASEMENT OVER, ACROSS A PORTION OF THE PROPERTY (THE "EASEMENT AREA") IS ESTABLISHED, MEMORIALIZED, RESERVED BY, GRANTED, CONVEYED, TRANSFERRED AND ASSIGNED TO THE CITY OF MADISON FOR THE USES AND PURPOSES HEREINAFTER SET FORTH. THE EASEMENT AREA MAY BE USED BY THE CITY OF MADISON FOR PUBLIC SIDEWALK AND BIKE PATH PURPOSES. CITY OF MADISON AND ITS EMPLOYEES, AGENTS AND CONTRACTORS SHALL HAVE THE RIGHT TO CONSTRUCT, INSTALL, MAINTAIN, OPERATE, REPAIR, REPLACE AND RECONSTRUCT THE PUBLIC SIDEWALK AND BIKE PATH WITHIN THE EASEMENT AREA. CITY OF MADISON SHALL HAVE THE FURTHER RIGHT OF INGRESS AND EGRESS TO AND FROM THE EASEMENT AREA IN ORDER TO EXERCISE ITS RIGHTS AND PRIVILEGES HEREUNDER, AND TO CUT AND REMOVE TREES, VEGETATION AND OTHER IMPEDIMENTS IN THE EASEMENT AREA WHICH MAY OBSTRUCT OR INTERFERE WITH THE ACTUAL OR POTENTIAL USE OF THE EASEMENT AREA FOR THE FOREGOING PURPOSES.

PROPERTY RESTORATION: CITY OF MADISON SHALL REPAIR ANY DAMAGE CAUSED TO ANY PAVEMENT, CONCRETE OR TURF LOCATED WITHIN THE EASEMENT AREA AND/OR THE PROPERTY AS A RESULT OF THE USE OF THE EASEMENT AREA BY OR ON BEHALF OF THE CITY OF MADISON AS PROVIDED HEREIN. FOLLOWING COMPLETION OF ANY EXCAVATION WORK, CITY OF MADISON SHALL PROMPTLY RESTORE THE AREA AFFECTED BY THE WORK TO THE ORIGINAL GRADE AND SURFACE CONDITION INCLUDING THE REPAIR OR REPLACEMENT OF PAVEMENT, CONCRETE AND TURF.

LIMITATIONS ON USE OF EASEMENT AREA: THE OWNER OF THE PROPERTY SHALL HAVE THE RIGHT TO USE THE EASEMENT AREA FOR ANY PURPOSE, PROVIDED SUCH USE SHALL NOT INTERFERE WITH THE EASEMENT RIGHTS OF THE CITY OF MADISON HEREUNDER. NO BUILDINGS OR STRUCTURES OR FENCES UNRELATED TO THE PUBLIC USE SHALL BE CONSTRUCTED IN AND NO GRADE CHANGE SHALL BE MADE TO THE EASEMENT AREA WITHOUT THE WRITTEN CONSENT OF THE CITY OF MADISON'S ENGINEERING DIVISION CITY ENGINEER.

BINDING EFFECT: THIS EASEMENT SHALL RUN WITH THE LAND DESCRIBED HEREIN AND SHALL BE BINDING UPON THE OWNERS OF THE PROPERTY, AND THEIR SUCCESSORS IN INTEREST.

RELEASE OF RIGHTS TO EASEMENTS CREATED BY PLAT: ANY RELEASE OF RIGHTS THAT WERE PLACED ON PLATTED LAND WHICH WAS REQUIRED BY A PUBLIC BODY OR WHICH NAMES A PUBLIC BODY OR PUBLIC UTILITY AS GRANTEE SHALL BE RELEASED BY RECORDING A SEPARATE EASEMENT RELEASE DOCUMENT WITH THE DANE COUNTY REGISTER OF DEEDS IN ACCORDANCE WITH SS236.293.

SURVEYED BY:
JSD
MADISON REGIONAL OFFICE
507 W. VERONA AVENUE, SUITE 500
VERONA, WISCONSIN 53593
P. 608.848.5060

SURVEYED FOR:
DRURY HOTEL DEVELOPMENT
211 N. CARROL ST
MADISON, WI

PROJECT NO:	25–15453	SURVEYED BY:	NM
FIELDBOOK/PG:	–	DRAWN BY:	CMD
SHEET NO:	5 OF 7		

VOL. _____ PAGE _____

DOC. NO. _____

C.S.M. NO. _____

File: C:\Users\colton.darwin.JSDINC\appdata\local\temp\AcPublish_16128\2515453 P–CSM.dwg Layout: Sheet 5 User: colton.darwin Plotted: Oct 20, 2025 – 8:37am

PRELIMINARY

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OWNER'S CERTIFICATE

MADISON AREA TECHNICAL COLLEGE DISTRICT AND AREA, VOCATIONAL, TECHNICAL AND ADULT EDUCATION DISTRICT No. 4, AS OWNER, DOES HEREBY CERTIFY THAT SAID CORPORATION HAS CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, MAPPED, AS REPRESENTED HEREON. SAID CORPORATION FURTHER CERTIFIES THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S.236.34, WISCONSIN STATUTES TO BE SUBMITTED TO THE CITY OF MADISON FOR APPROVAL.

IN WITNESS WHEREOF, THE SAID MADISON AREA TECHNICAL COLLEGE DISTRICT AND AREA, VOCATIONAL, TECHNICAL AND ADULT EDUCATION DISTRICT No. 4 HAS CAUSED THESE PRESENTS TO BE SIGNED BY ITS REPRESENTATIVES THIS _____ DAY OF _____, 2025.

MADISON AREA TECHNICAL COLLEGE DISTRICT AND AREA, VOCATIONAL, TECHNICAL AND ADULT EDUCATION DISTRICT No. 4

_____

_____, MANAGING MEMBER

STATE OF WISCONSIN) SS
DANE COUNTY) SS

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____ , 2025, THE ABOVE NAMED REPRESENTATIVES OF THE ABOVE NAMED DRURY TO ME KNOWN TO BE THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAME.

_____ _____
NOTARY PUBLIC, DANE COUNTY, WISCONSIN MY COMMISSION EXPIRES

SURVEYED BY:
JSD
MADISON REGIONAL OFFICE
507 W. VERONA AVENUE, SUITE 500
VERONA, WISCONSIN 53593
P. 608.848.5060

SURVEYED FOR:
DRURY HOTEL DEVELOPMENT
211 N. CARROL ST
MADISON, WI

PROJECT NO: 25–15453
FIELDBOOK/PG: –
SHEET NO: 6 OF 7

SURVEYED BY: NM
DRAWN BY: CMD

VOL. _____ PAGE _____
DOC. NO. _____
C.S.M. NO. _____

File: C:\Users\colton.darwin.JSDINC\appdata\local\temp\AcPublish_16128\2515453 P–CSM.dwg Layout: Sheet 6 User: colton.darwin Plotted: Oct 20, 2025 - 8:37am

CERTIFIED SURVEY MAP NO. _____

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CITY OF MADISON PLAN COMMISSION APPROVAL

APPROVED FOR RECORDING PER CITY OF MADISON PLAN COMMISSION ACTION OF _____ ,2025.

_____ _____

MATTHEW WACHTER, SECRETARY
CITY OF MADISON PLAN COMMISSION

DATE

CITY OF MADISON COMMON COUNCIL APPROVAL CERTIFICATE

RESOLVED THAT THIS CERTIFIED SURVEY MAP LOCATED IN THE CITY OF MADISON WAS HEREBY APPROVED BY ENACTMENT NUMBER _____ , FILE ID NUMBER _____ , ADOPTED ON THE _____ DAY OF _____ , 2025, AND THAT SAID ENACTMENT FURTHER PROVIDED FOR THE ACCEPTANCE OF THOSE LANDS DEDICATED AND RIGHTS CONVEYED BY SAID CERTIFIED SURVEY MAP TO THE CITY OF MADISON FOR PUBLIC USE.

DATED THIS _____ DAY OF _____ , 2025

_____

LYDIA McCOMAS, CITY CLERK
CITY OF MADISON

WISCONSIN
TODD J. BUHR
S–2614
DEFOREST, WI
LAND SURVEYOR

OFFICE OF THE REGISTER OF DEEDS

_____ COUNTY, WISCONSIN

RECEIVED FOR RECORD_____,

20____ AT_____O'CLOCK____M

AS DOCUMENT #_____

IN VOL._____OF CERTIFIED

SURVEY MAPS ON PAGE(S)_____

_____

REGISTER OF DEEDS

SURVEYED BY:
JSD
MADISON REGIONAL OFFICE
507 W. VERONA AVENUE, SUITE 500
VERONA, WISCONSIN 53593
P. 608.848.5060

SURVEYED FOR:
DRURY HOTEL
DEVELOPMENT
211 N. CARROL ST
MADISON, WI

PROJECT NO:	25–15453	SURVEYED BY:	NM
FB/PG:	–	DRAWN BY:	CMD
SHEET NO:	7 OF 7		

File: C:\Users\colton.darwin.JSDINC\appdata\local\temp\AcPublish_16128\2515453 P–CSM.dwg Layout: Sheet 7 User: colton.darwin Plotted: Oct 20, 2025 – 8:37am

City of Madison

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

Master

File Number: 90729

File ID:	90729	**File Type:**	Claim	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	11/04/2025
File Name:	CLAIM: Progressive - Vehicle Damage - $3452.62			**Final Action:**	
Title:	Progressive - Vehicle Damage - $3,452.62				
Notes:	EVL007060				
Sponsors:				**Effective Date:**	
Attachments:				**Enactment Number:**	
Author:				**Hearing Date:**	
Entered by:	jaustin2@cityofmadison.com			**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	COMMON COUNCIL	11/25/2025	Referred	Risk Manager		01/20/2026	
	Action Text:	This Claim was Referred to the Risk Manager					
1	Risk Manager	01/20/2026	RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER				
	Action Text:	This Claim was RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER					

Text of Legislative File 90729

Title

Progressive - Vehicle Damage - $3,452.62

Body

Claim received 10/28/2025.

City of Madison

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

Master

File Number: 91126

File ID:	91126	**File Type:**	Claim	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	12/03/2025
File Name:	CLAIM: E. Burtch - Vehicle Damage - $87.58			**Final Action:**	
Title:	E. Burtch - Vehicle Damage - $87.58				
Notes:	EVL007156				
Sponsors:				**Effective Date:**	
Attachments:				**Enactment Number:**	
Author:				**Hearing Date:**	
Entered by:	jaustin2@cityofmadison.com			**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	COMMON COUNCIL	01/13/2026	Referred	Risk Manager		01/20/2026	
	Action Text:	This Claim was Referred to the Risk Manager					
1	Risk Manager	01/20/2026	RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER				
	Action Text:	This Claim was RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER					

Text of Legislative File 91126

Title

E. Burtch - Vehicle Damage - $87.58

Body

Claim received 11/30/2025.

City of Madison

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

Master

File Number: 91210

File ID:	91210	**File Type:**	Claim	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	12/10/2025
File Name:	CLAIM: S. Glazer - Vehicle Damage - $500.00			**Final Action:**	
Title:	S. Glazer - Vehicle Damage - $500.00				
Notes:	EVL007185				
Sponsors:				**Effective Date:**	
Attachments:				**Enactment Number:**	
Author:				**Hearing Date:**	
Entered by:	jaustin2@cityofmadison.com			**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	COMMON COUNCIL	01/13/2026	Referred	Risk Manager		01/20/2026	
	Action Text:	This Claim was Referred to the Risk Manager					
1	Risk Manager	01/20/2026	RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER				
	Action Text:	This Claim was RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER					

Text of Legislative File 91210

Title

S. Glazer - Vehicle Damage - $500.00

Body

Claim received 12/10/2025.

City of Madison

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

Master

File Number: 91267

File ID:	91267	**File Type:**	Claim	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	12/17/2025
File Name:	CLAIM: H. Flanagan - Vehicle Damage - $500.00			**Final Action:**	
Title:	H. Flanagan - Vehicle Damage - $500.00				
Notes:	EVL007199				
Sponsors:				**Effective Date:**	
Attachments:				**Enactment Number:**	
Author:				**Hearing Date:**	
Entered by:	jaustin2@cityofmadison.com			**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	COMMON COUNCIL	01/13/2026	Referred	Risk Manager		01/20/2026	
	Action Text:	This Claim was Referred to the Risk Manager					
1	Risk Manager	01/20/2026	RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER				
	Action Text:	This Claim was RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER					

Text of Legislative File 91267

Title

H. Flanagan - Vehicle Damage - $500.00

Body

Claim received 12/10/2025.

City of Madison

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

Master

File Number: 91325

File ID:	91325	**File Type:**	Claim	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	12/19/2025
File Name:	CLAIM: S. Lasco - Vehicle Damage - $385.78			**Final Action:**	
Title:	S. Lasco - Vehicle Damage - $385.78				
Notes:	EVL007214				
Sponsors:				**Effective Date:**	
Attachments:				**Enactment Number:**	
Author:				**Hearing Date:**	
Entered by:	jaustin2@cityofmadison.com			**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	COMMON COUNCIL	01/13/2026	Referred	Risk Manager		01/20/2026	
	Action Text:	This Claim was Referred to the Risk Manager					
1	Risk Manager	01/20/2026	RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER				
	Action Text:	This Claim was RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER					

Text of Legislative File 91325

Title

S. Lasco - Vehicle Damage - $385.78

Body

Claim received 12/18/2025.

City of Madison

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

Master

File Number: 91410

File ID:	91410	**File Type:**	Claim	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	01/06/2026
File Name:	CLAIM: S. Clacks - Vehicle Damage - $9,987.00			**Final Action:**	
Title:	S. Clacks - Vehicle Damage - $9,987.00				
Notes:	EVL007250				
Sponsors:				**Effective Date:**	
Attachments:				**Enactment Number:**	
Author:				**Hearing Date:**	
Entered by:	jaustin2@cityofmadison.com			**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	COMMON COUNCIL	01/13/2026	Referred	Risk Manager		01/20/2026	
	Action Text:	This Claim was Referred to the Risk Manager					
1	Risk Manager	01/20/2026	RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER				
	Action Text:	This Claim was RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER					

Text of Legislative File 91410

Title

S. Clacks - Vehicle Damage - $9,987.00

Body

Claim received 12/31/2025.

City of Madison

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

Master

File Number: 91414

File ID:	91414	**File Type:**	Claim	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	01/06/2026
File Name:	CLAIM: Progressive Universal Insurance Company - Vehicle Damage - $7,469.44			**Final Action:**	

Title: Progressive Universal Insurance Company - Vehicle Damage - $7,469.44

Notes: EVL007253

Sponsors:		**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	jaustin2@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	COMMON COUNCIL	01/13/2026	Referred	Risk Manager		01/20/2026	
	Action Text:	This Claim was Referred to the Risk Manager					
1	Risk Manager	01/20/2026	RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER				
	Action Text:	This Claim was RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER					

Text of Legislative File 91414

Title

Progressive Universal Insurance Company - Vehicle Damage - $7,469.44

Body

Claim received 12/22/2025.

City of Madison

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

Master

File Number: 91420

File ID:	91420	**File Type:**	Claim	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	01/06/2026
File Name:	CLAIM: Attorney Andrew D. Weininger for Fuller - Loss of Property Value - $23,000.00			**Final Action:**	

Title: Attorney Andrew D. Weininger for Fuller and Garrett - Loss of Property Value - $23,000.00

Notes:

Sponsors:		**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	jaustin2@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	COMMON COUNCIL	01/13/2026	Referred	Risk Manager		01/20/2026	
	Action Text:	This Claim was Referred to the Risk Manager					
1	Risk Manager	01/20/2026	RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER				
	Action Text:	This Claim was RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER					

Text of Legislative File 91420

Title

Attorney Andrew D. Weininger for Fuller and Garrett - Loss of Property Value - $23,000.00

Body

Claim received 11/24/2025.

City of Madison

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

Master

File Number: 91423

File ID:	91423	**File Type:**	Claim	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	01/06/2026
File Name:	CLAIM: Attorney Andrew D. Weininger for M. Halsted - Loss of Property Value - $52,769.00			**Final Action:**	
Title:	Attorney Andrew D. Weininger for M. Halsted - Loss of Property Value - $52,769.00				
Notes:					
Sponsors:				**Effective Date:**	
Attachments:				**Enactment Number:**	
Author:				**Hearing Date:**	
Entered by:	jaustin2@cityofmadison.com			**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	COMMON COUNCIL	01/13/2026	Referred	Risk Manager		01/20/2026	
	Action Text:	This Claim was Referred to the Risk Manager					
1	Risk Manager	01/20/2026	RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER				
	Action Text:	This Claim was RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER					

Text of Legislative File 91423

Title

Attorney Andrew D. Weininger for M. Halsted - Loss of Property Value - $52,769.00

Body

Claim received 11/24/2025.

City of Madison

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

Master

File Number: 91407

File ID:	91407	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	Engineering Division
				File Created Date :	01/06/2026
File Name:	Approving revised roadway geometry for the construction of S High Point Rd from Mid Point Meadows Plat to Raymond Rd. (District 7, District 1)			**Final Action:**	

Title: Approving revised roadway geometry for the construction of S High Point Rd from Mid Point Meadows Plat to Raymond Rd. (District 1, District 7)

Notes:

Sponsors:	John W. Duncan And Badri Lankella	**Effective Date:**	
Attachments:	Project Overview-revised.pdf	**Enactment Number:**	
Author:	Chris Petykowski, Engineering	**Hearing Date:**	
Entered by:	ALarson2@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	01/06/2026	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Transportation Commission (1/21/26), Common Council (1/27/26)					
1	COMMON COUNCIL	01/13/2026	Refer	TRANSPORTATION COMMISSION	01/21/2026		Pass
	Action Text:	A motion was made by Vidaver, seconded by Govindarajan, to Refer to the TRANSPORTATION COMMISSION. The motion passed by voice vote/other.					
1	TRANSPORTATION COMMISSION	01/21/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text:	Bremer moved to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER, seconded by Martinez-Rutherford. The motion passed by voice vote/other.					

Text of Legislative File 91407

Fiscal Note

No City appropriation required.

Title

Approving revised roadway geometry for the construction of S High Point Rd from Mid Point Meadows Plat to Raymond Rd. (District 1, District 7)

Body

WHEREAS, The City of Madison and the Wisconsin Department of Transportation have proposed a project to construct S High Point Road from Mid Point Meadows Plat to Raymond Rd; and

WHEREAS, the City of Madison has completed preliminary design of the project, which includes creation of an eighty-foot wide right-of-way and the construction of S High Point Road to a three-lane urban section, a 10-foot wide multi-use path and 5 foot wide sidewalk; and that the proposed designs will adequately serve the area traffic projections through the design year of 2050. The intersection of Raymond Rd and S High Point Rd is proposed to be reconstructed with a roundabout; and,

WHEREAS, the City of Madison Common Council adopted RES-25-00513, File ID 89697 on October 7, 2025 approving roadway geometry for the construction of S High Point Rd. from Mid Point Meadows Plat to Raymond Rd., which geometry showed the inclusion of bike lanes on both sides of the road; and,

WHEREAS, the City of Madison Common Council adopted RES-25-00623, File ID 90546 on December 9, 2025 approving a relocation order to acquire the necessary land interests for the S. High Point Rd. project through the use of eminent domain; and,

WHEREAS, the City is unable to use eminent domain for acquisition of land for new bike lanes, and is proposing to keep the new right-of-way at the desired width (eighty feet) while changing the bike lanes to roadway shoulders.

NOW, THEREFORE, BE IT RESOLVED, that the revised roadway geometry for S High Point Rd from Mid Point Meadows Plat to Raymond Road is hereby approved.

City of Madison - S. High Point Rd Ext
(Raymond Rd to Mid Town Plat Limit)
Local Street
Dane County
Single Lane Roundabout with Two-Way Left Turn Lane

RAYMOND RD

S HIGH POINT RD

5-FOOT SIDEWALK

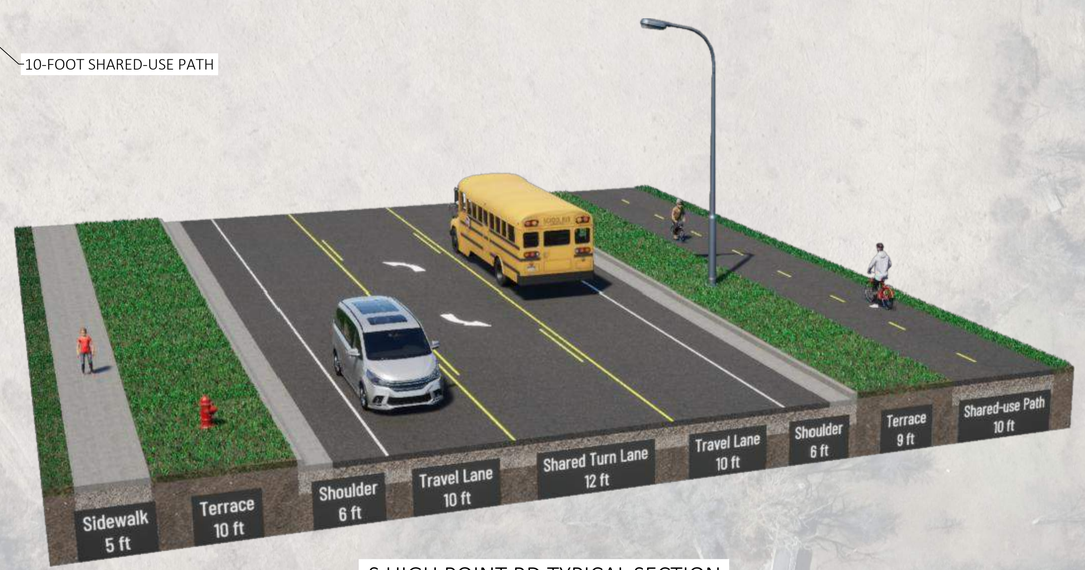
TWO-WAY LEFT-TURN LANE (TWLTL)

10-FOOT SHARED-USE PATH

SINGLE LANE ROUNDABOUT

LEGEND:

- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE CURB & GUTTER
- PROPOSED HMA PATH
- PROPOSED CONCRETE MEDIAN
- PROPOSED SIDEWALK
- GRASS AREAS



S HIGH POINT RD TYPICAL SECTION
TWO-WAY LEFT-TURN LANE

NORTH

0 FT 40 FT 80 FT

City of Madison

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

Master

File Number: 91530

File ID:	91530	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	Transportation Department
				File Created Date :	01/12/2026
File Name:	Opposing the Expansion of the Beltline (US 12/14/18/151) Within the City of Madison and Supporting Improved Multimodal and Local Connectivity Across and Along the Corridor			**Final Action:**	

Title: Opposing the Expansion of the Beltline (US 12/14/18/151) Within the City of Madison and Supporting Improved Multimodal and Local Connectivity Across and Along the Corridor (District 1, District 9, District 10, District 11, District 14, District 16, District 19, District 20)

Notes: Introduced from the floor 1/13/26

Sponsors:	Satya V. Rhodes-Conway, Regina M. Vidaver, Dina Nina Martinez-Rutherford, Derek Field, Joann Pritchett, John P. Guequierre, Sean O'Brien, Will Ochowicz, Bill Tishler, Yannette Figueroa Cole, MGR Govindarajan, Michael E. Verveer, Barbara Harrington-McKinney And John W. Duncan	**Effective Date:**	
Attachments:	20260107_TC_Beltline PEL - updated.pdf	**Enactment Number:**	
Author:	Christof Spieler and Liz Callin, Transportation	**Hearing Date:**	
Entered by:	ALarson2@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Transportation Department	01/12/2026	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Transportation Commission (1/21/26), Common Council (1/27/26)					
1	COMMON COUNCIL	01/13/2026	Refer	TRANSPORTATION COMMISSION	01/21/2026		Pass
	Action Text:	A motion was made by Vidaver, seconded by Govindarajan, to Refer to the TRANSPORTATION COMMISSION. The motion passed by voice vote/other.					
1	TRANSPORTATION COMMISSION	01/21/2026	RECOMMEND TO COUNCIL WITH THE FOLLOWING RECOMMENDATIONS - REPORT OF OFFICER				Pass

Action Text: O'Brien moved an amendment to recommend adding the following language to the resolution: "WHEREAS, expansion of the Beltline would directly impact multiple parks and green spaces, including Odana Hills Park, Odana Hills Golf Course, the University of Wisconsin Arboretum, Capital Springs State Recreation Area, and the Lewis Nine Springs E-Way, which are valuable habitats for wildlife, well-used recreation spaces, and treasured parts of the community; and"; seconded by Ochowicz. The motion passed by voice vote/other.

McCahill moved to RECOMMEND TO COUNCIL WITH THE FOLLOWING RECOMMENDATIONS - REPORT OF OFFICER: (recommend approval of the resolution as amended), seconded by Martinez-Rutherford. The motion passed by voice vote/other.

Notes: An amendment was made to recommend adding the following language to the resolution: "WHEREAS, expansion of the Beltline would directly impact multiple parks and green spaces, including Odana Hills Park, Odana Hills Golf Course, the University of Wisconsin Arboretum, Capital Springs State Recreation Area, and the Lewis Nine Springs E-Way, which are valuable habitats for wildlife, well-used recreation spaces, and treasured parts of the community; and". A second motion recommending council to approve the resolution as amended was then made and passed by voice vote/other.

Text of Legislative File 91530

Fiscal Note

No City appropriation required.

Title

Opposing the Expansion of the Beltline (US 12/14/18/151) Within the City of Madison and Supporting Improved Multimodal and Local Connectivity Across and Along the Corridor (District 1, District 9, District 10, District 11, District 14, District 16, District 19, District 20)

Body

WHEREAS, the Beltline (US 12/14/18/151) is a critical regional transportation facility that also functions as a significant barrier within the City of Madison, dividing neighborhoods and limiting safe, convenient connections for people walking, biking, using transit and driving on local streets; and

WHEREAS, the Wisconsin Department of Transportation (WisDOT) has completed a Planning and Environmental Linkages (PEL) Study for the Beltline that recommends further consideration of corridor expansion, including the addition of general purpose travel lanes, interchange expansions, and weave configurations within the City of Madison; and

WHEREAS, the City of Madison has adopted policies and plans-including the Comprehensive Plan, Area Plans, Vision Zero Action Plan, Complete Green Streets policy, and Climate and Sustainability Plan-that prioritize safety, climate action, equity, multimodal transportation, and compact, efficient land use over roadway widening and auto-oriented expansion; and

WHEREAS, decades of transportation research demonstrate that adding general purpose travel lanes and expanding interchanges induces additional driving, increases vehicle miles traveled, encourages sprawl, increases traffic fatalities, and ultimately fails to provide long-term congestion relief while undermining local land use, safety, and climate goals; and

WHEREAS, expansion of the Beltline within the City of Madison would increase greenhouse gas emissions, funnel more traffic onto neighborhood streets, and exacerbate noise, air quality, and negative safety impacts on nearby neighborhoods, including historically underserved communities; and

WHEREAS, the continued growth and prosperity of Madison in the more than half a century since the decision was made not to build any freeways on the Isthmus shows that highway expansion is not necessary for the success of the city; and

WHEREAS, expansion of the Beltline and implementation of proposed weave configurations would result in significant property impacts, including the acquisition of private property, displacement or relocation of dozens of homes and businesses, short- and long-term disruptions to local business access and operations, and lasting economic and community impacts on surrounding neighborhoods and property tax revenue; and

WHEREAS, past Beltline projects, including the Verona Road interchange, have had significant negative effects on businesses during construction;

WHEREAS, the City of Madison supports transportation investments that improve local and regional connectivity without inducing additional traffic, including enhanced local street connections, transit priority, and safe, direct bicycle and pedestrian crossings across and around the Beltline; and

WHEREAS, due to gaps in the street network created by its initial construction, the Beltline is often serving local traffic;

WHEREAS, improved multimodal crossings-such as new or enhanced pedestrian and bicycle bridges, underpasses, and street connections-can reconnect neighborhoods, support economic vitality, improve access to jobs and services, keep local trips on the local road network, and advance the City's Vision Zero and equity goals without expanding highway capacity; and

WHEREAS, focusing on targeted safety improvements, operational strategies, and multimodal connectivity supports sustainable transportation outcomes, improves access and safety for all users, and preserves neighborhood quality of life throughout the City of Madison and the greater region; and

WHEREAS, public sentiment has leaned heavily opposed to Beltline expansion proposals.
NOW, THEREFORE, BE IT RESOLVED that the Mayor and Common Council of the City of Madison oppose further consideration of expanding the Beltline (US 12/14/18/151) within the City of Madison, including the further study, design, and implementation of addition of general purpose travel lanes, roadway widening to accommodate flex lanes; expansion of interchanges that increase capacity or induce additional vehicle travel; and

BE IT FURTHER RESOLVED, that the City opposes implementation of any weave configurations that would result in any residential or commercial displacements or create any new overpass structures that have visual or noise impacts on neighborhoods; and

BE IT FURTHER RESOLVED, that the City supports the further evaluation of transportation investments along the Beltline that prioritize safety, system performance, state of good repair, and sustainability without increasing general purpose capacity, including improvements to intersections to bring them up to modern multi-modal standards, repaving, and replacement of structurally inadequate bridges; and

BE IT FURTHER RESOLVED, that the City strongly supports improved connectivity across and along the Beltline, including:

- New and enhanced local street connections;
- Safe, direct, and accessible bicycle and pedestrian crossings;
- Paths parallel to the Beltline; and
- Multimodal designs that reduce barriers between neighborhoods and destinations;

and wishes to continue to work productively with WisDOT to understand where these connections are feasible with minimal impacts on property and existing circulation, and

BE IT FURTHER RESOLVED, that the PEL process is designed to eliminate alternatives that do not meet the project goals, and there is no need to go through the NEPA process for alternatives that are not supported by the community.

BE IT FINALLY RESOLVED that City staff are directed to continue engaging with WisDOT staff to support solutions that avoid the repercussions of induced demand and advance safe, equitable, and sustainable transportation outcomes for the City of Madison and the greater region.

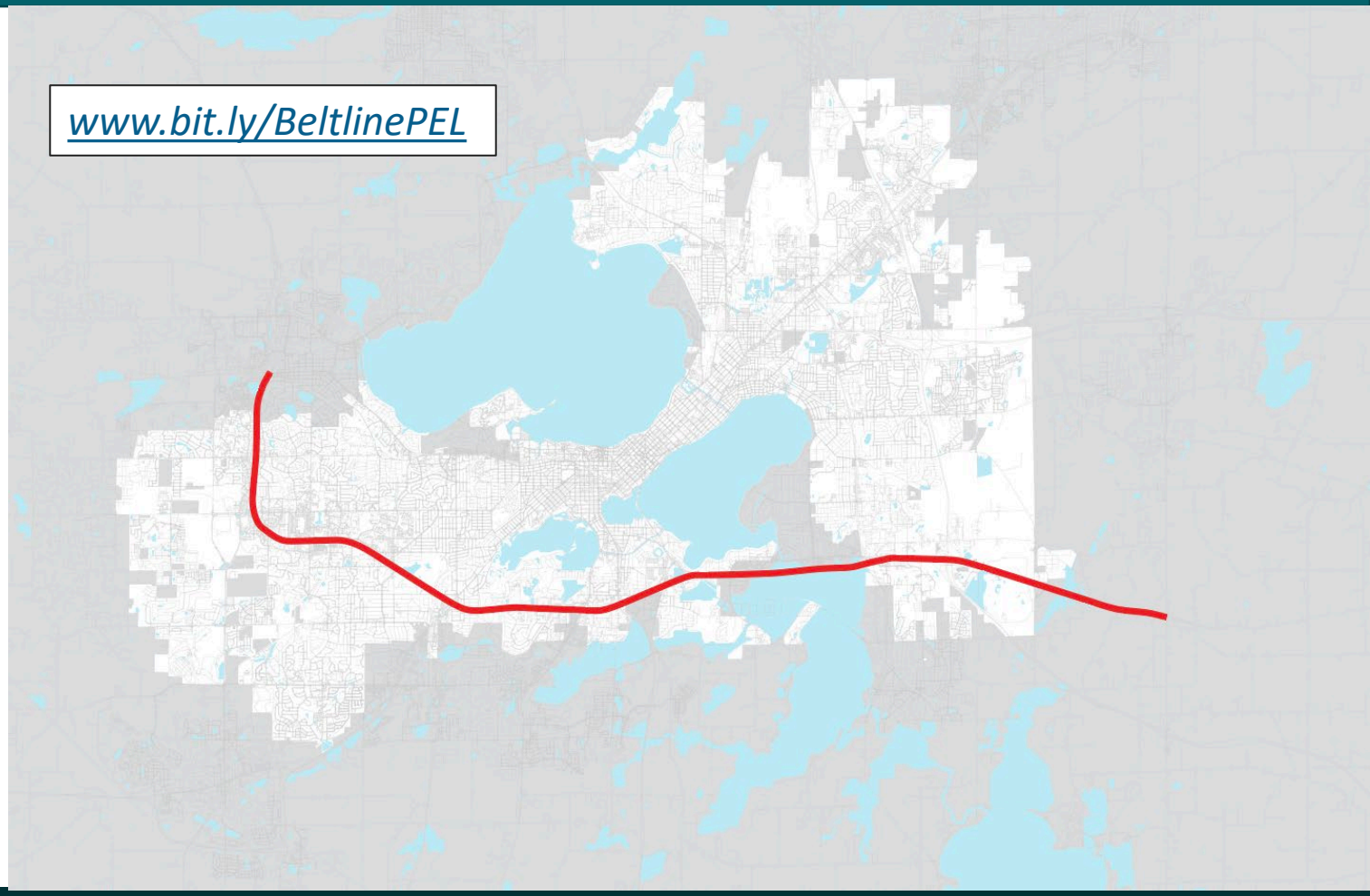
WisDOT Beltline Planning and Environmental Linkages (PEL) Study

Overview for Transportation Commission

January 7, 2026
updated with additional information for January 21, 2026

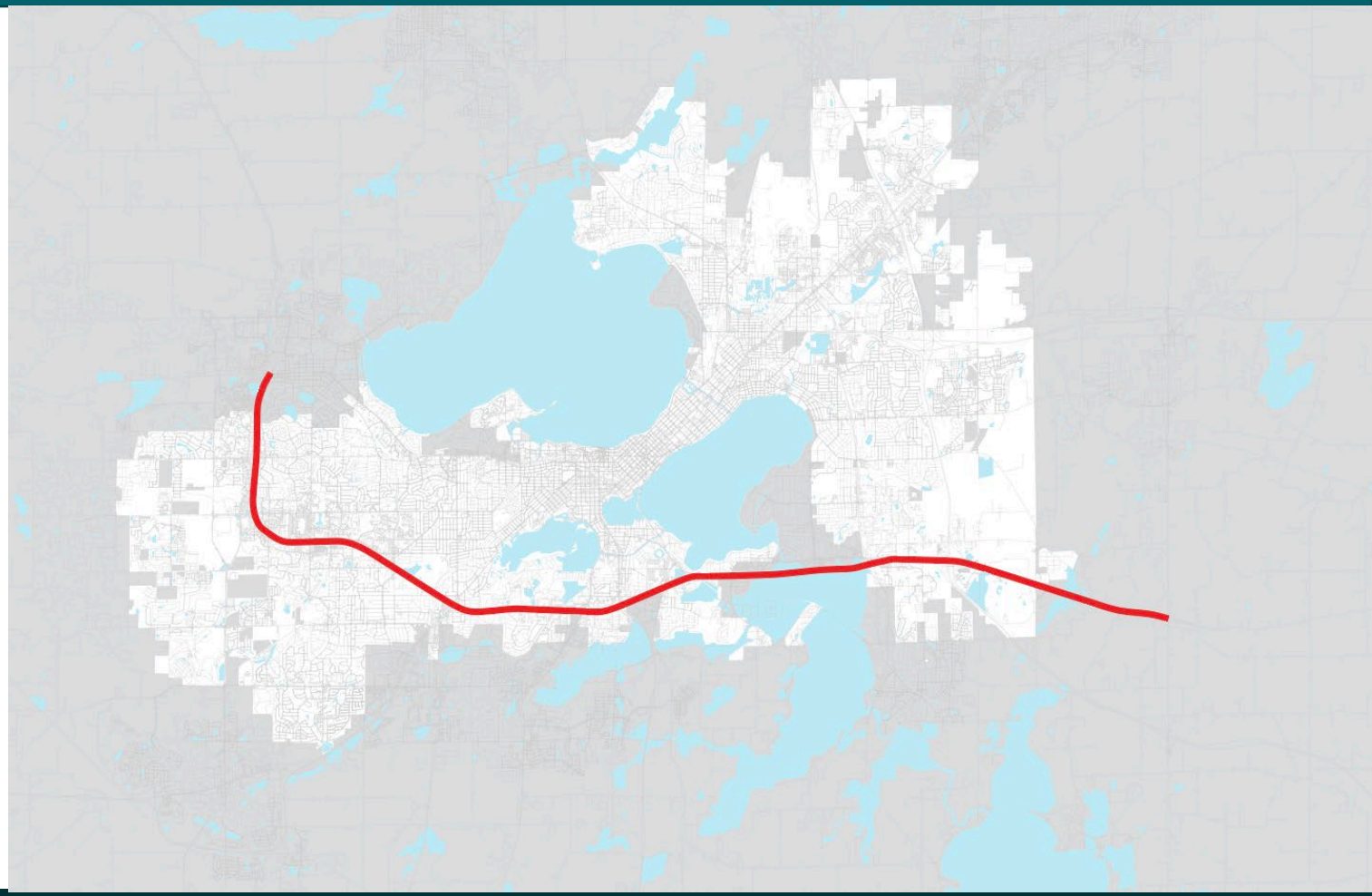
What is WisDOT's PEL Study?

- First step in the federal process for a transportation project, intended to identify transportation issues, develop a clear project purpose, and evaluate alternatives. It comes before a NEPA process.
- Limits: USH 14 to CTH N



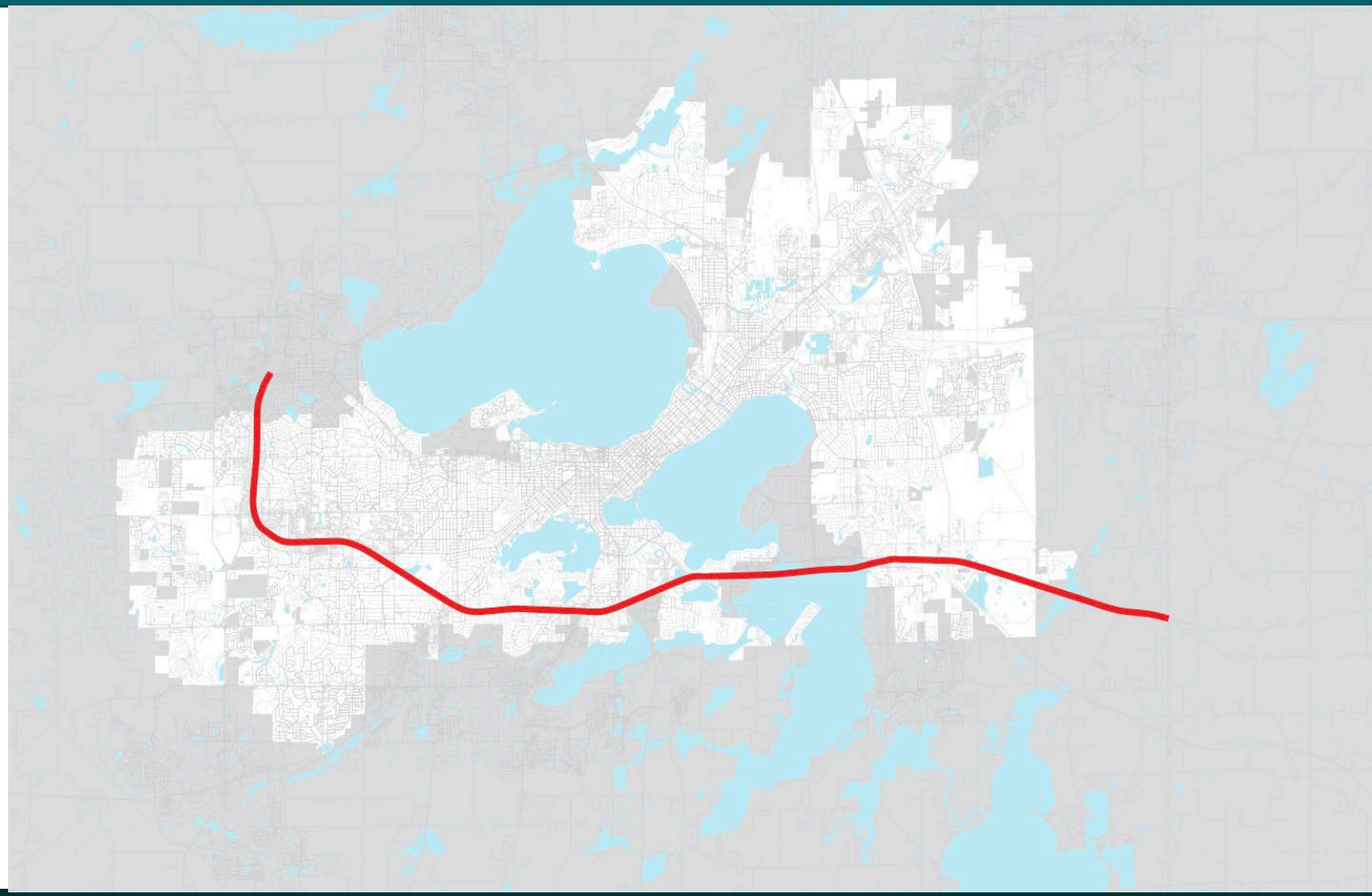
The city's role

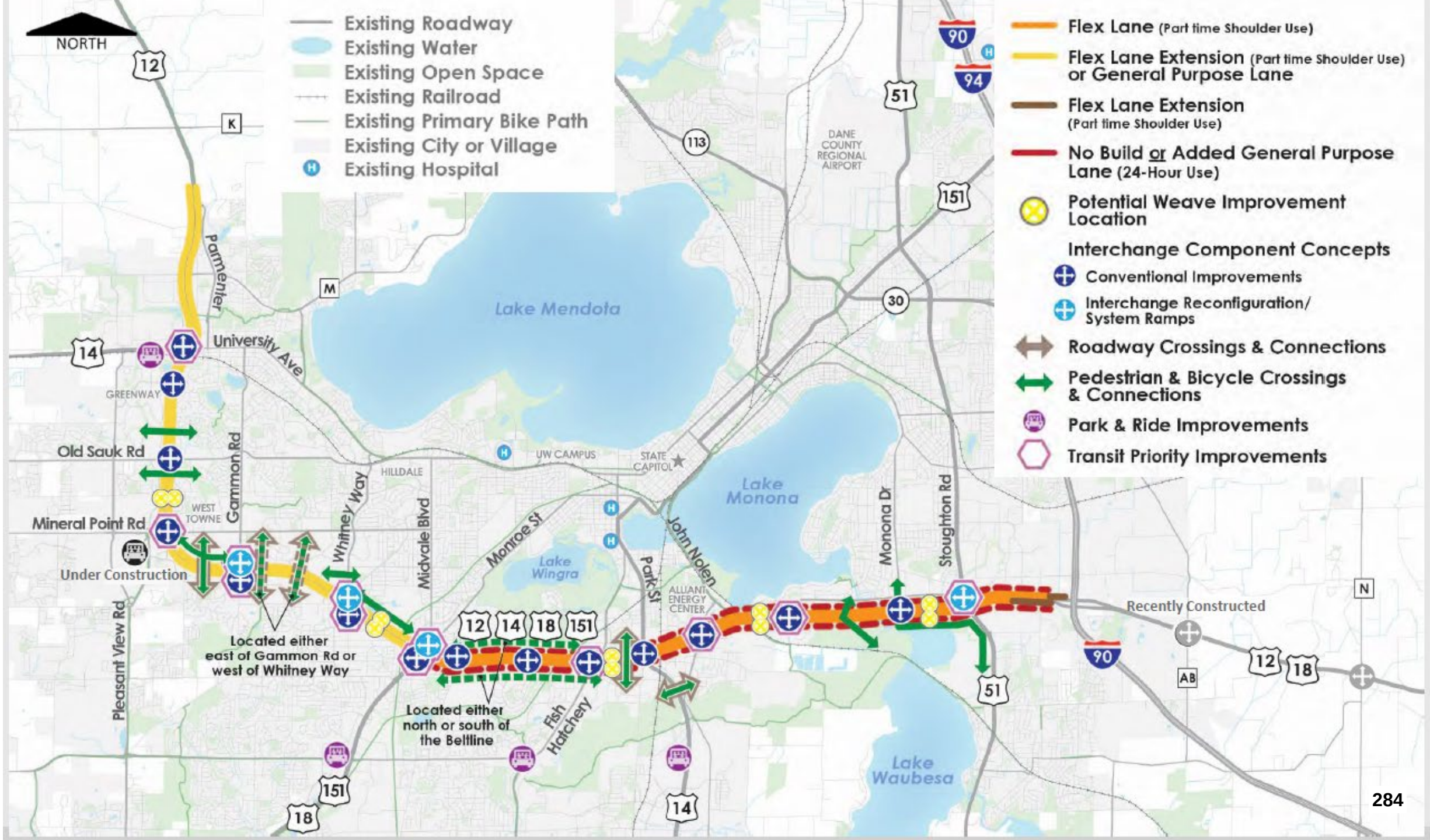
- This is a WisDOT study.
- The City will provide comments to WisDOT.
- Common Council could also choose to adopt a resolution.
- Any members of the public with comments should submit them to WisDOT by Jan 15.



What's being considered by WisDOT

- Travel lanes
- Interchanges
- Weaves
- Road crossings and connections
- Pedestrian & Bicycle
- Transit Priority
- Park & Ride




NORTH
Existing Roadway
Existing Water
Existing Open Space
Existing Railroad
Existing Primary Bike Path
Existing City or Village
Existing Hospital
Flex Lane (Part time Shoulder Use)
Flex Lane Extension (Part time Shoulder Use) or General Purpose Lane
Flex Lane Extension (Part time Shoulder Use)
No Build or Added General Purpose Lane (24-Hour Use)
Potential Weave Improvement Location
Interchange Component Concepts
Conventional Improvements
Interchange Reconfiguration/ System Ramps
Roadway Crossings & Connections
Pedestrian & Bicycle Crossings & Connections
Park & Ride Improvements
Transit Priority Improvements
Lake Mendota
Lake Monona
Lake Wingra
Lake Waubesa
DANE COUNTY REGIONAL AIRPORT
UW CAMPUS
STATE CAPITOL
HILLDALE
WEST TOWNE
GREENWAY
ALLIANT ENERGY CENTER
Parmenter
University Ave
Old Sauk Rd
Mineral Point Rd
Gammon Rd
Whitney Way
Midvale Blvd
Monroe St
Park St
John Nolen
Monona Dr
Stoughton Rd
Pleasant View Rd
Fish Hatchery
Under Construction
Located either east of Gammon Rd or west of Whitney Way
Located either north or south of the Beltline
Recently Constructed
12
14
18
151
51
90
94
113
30
K
M
N
AB

General Purpose and/or Flex Lane Extensions

Possible addition of a general purpose lane along the length of the Beltline

Anticipated Relocations:

0-5

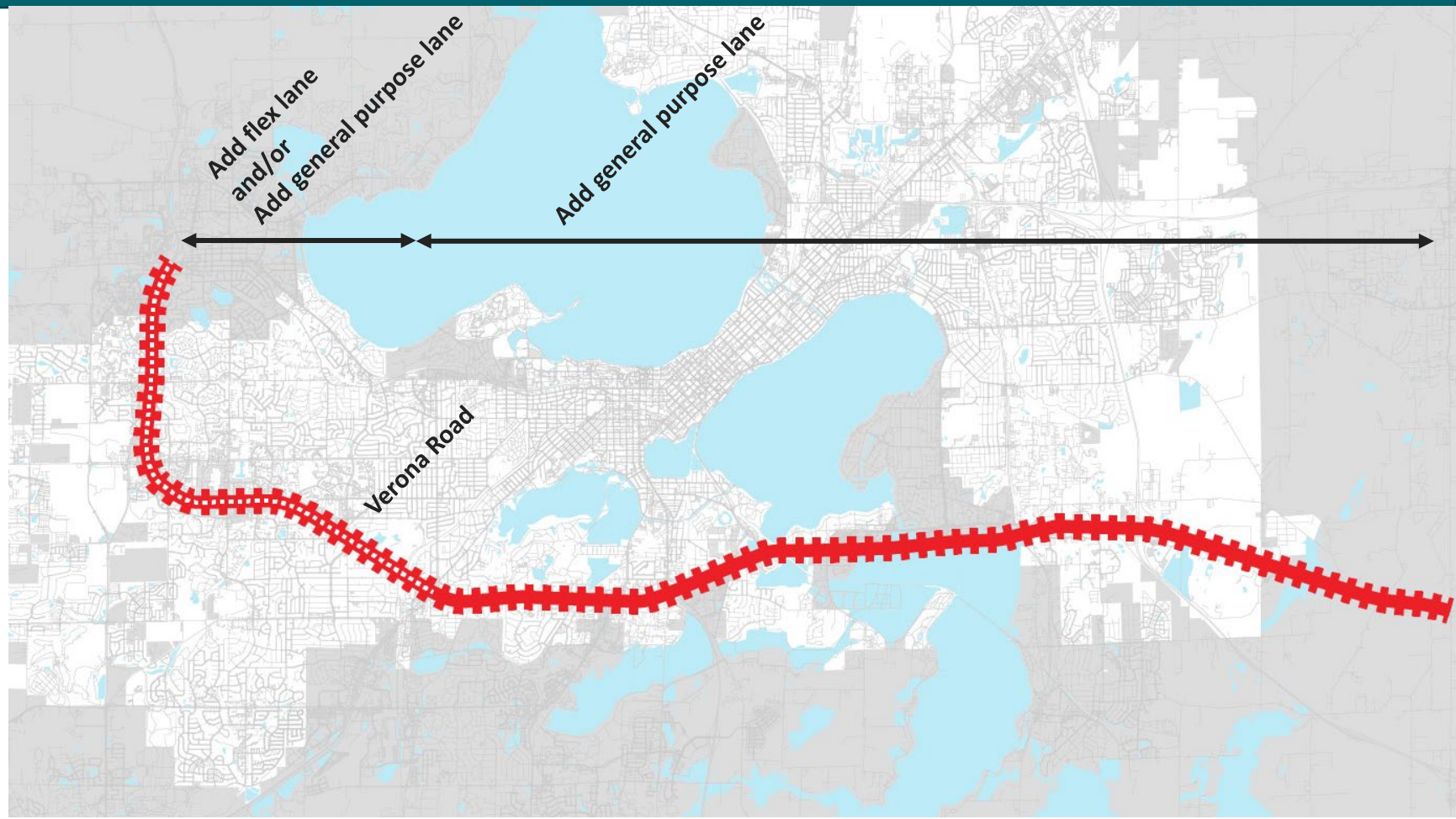
0-5

Extension of the flex lane west of Verona Road

Anticipated Relocations:

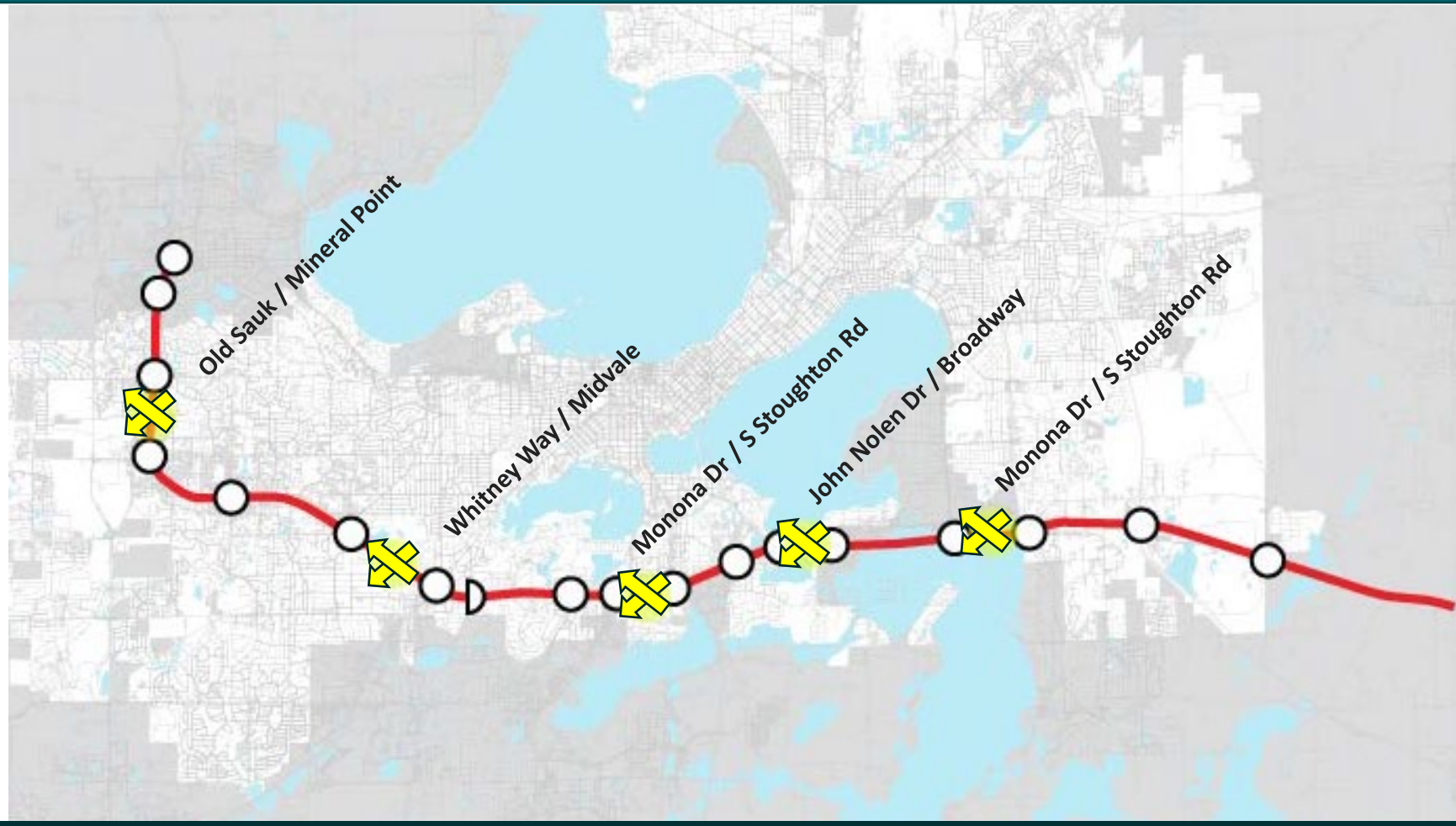
0

0



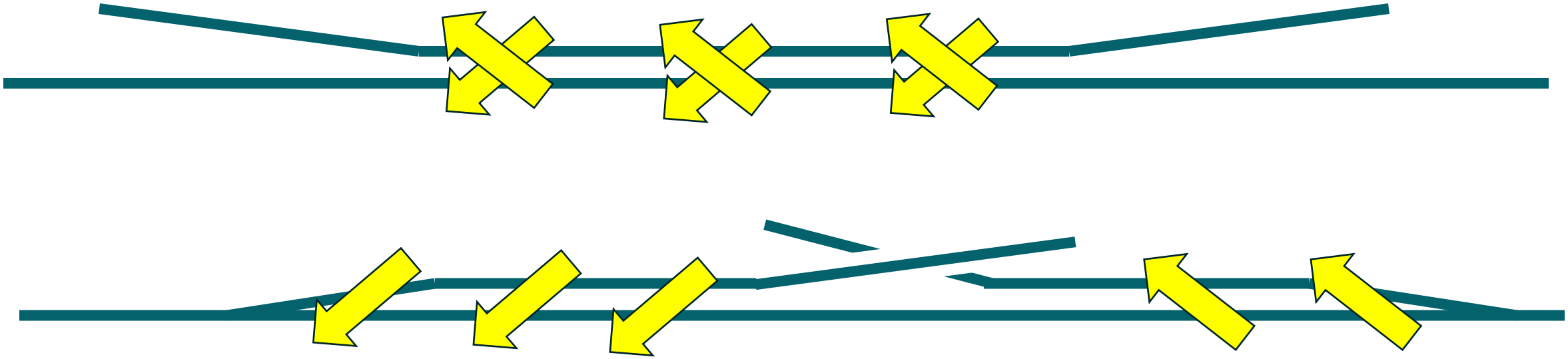
Weaves

Five sets of weave structures proposed—most consisting of one new structure in each direction



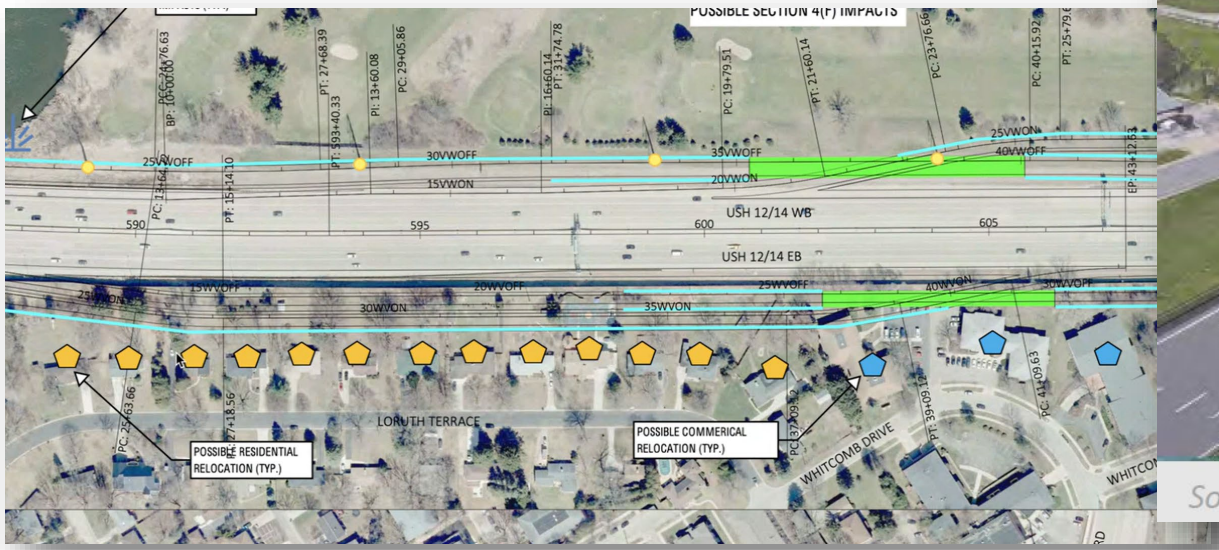
Weaves – Overview

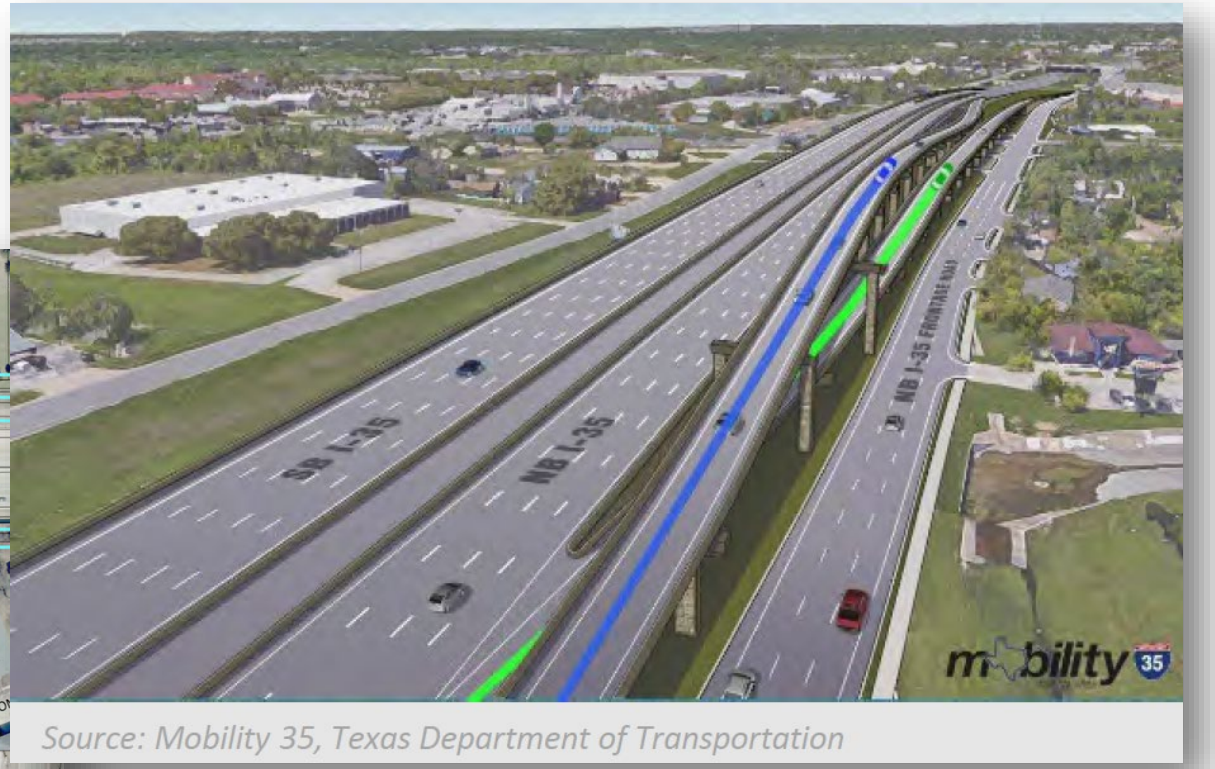
- Benefits – reduced conflicts between interchanges; improved merging geometry



Weaves – Overview

- Concerns – Property impacts, visual, noise impacts, encourages higher vehicle speeds



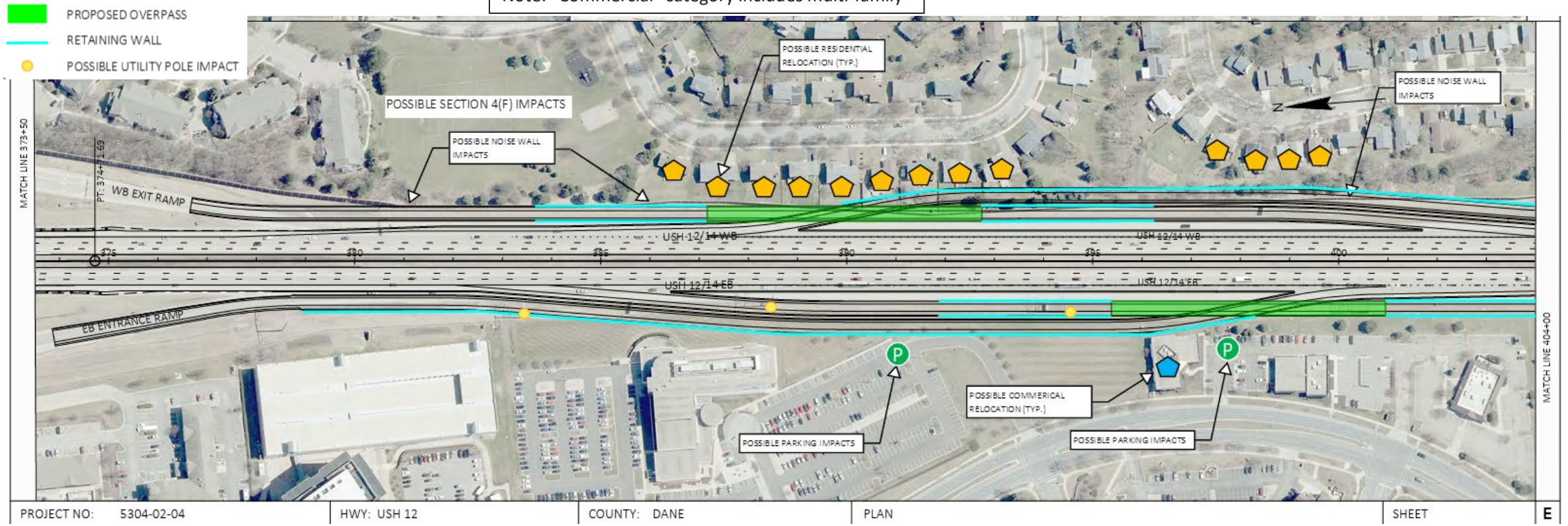


Source: Mobility 35, Texas Department of Transportation

Old Sauk / Mineral Point Weave

Possible impacts: 13 residential relocations; **1** commercial relocation; **2** parking impacts; additional utility and sign impacts

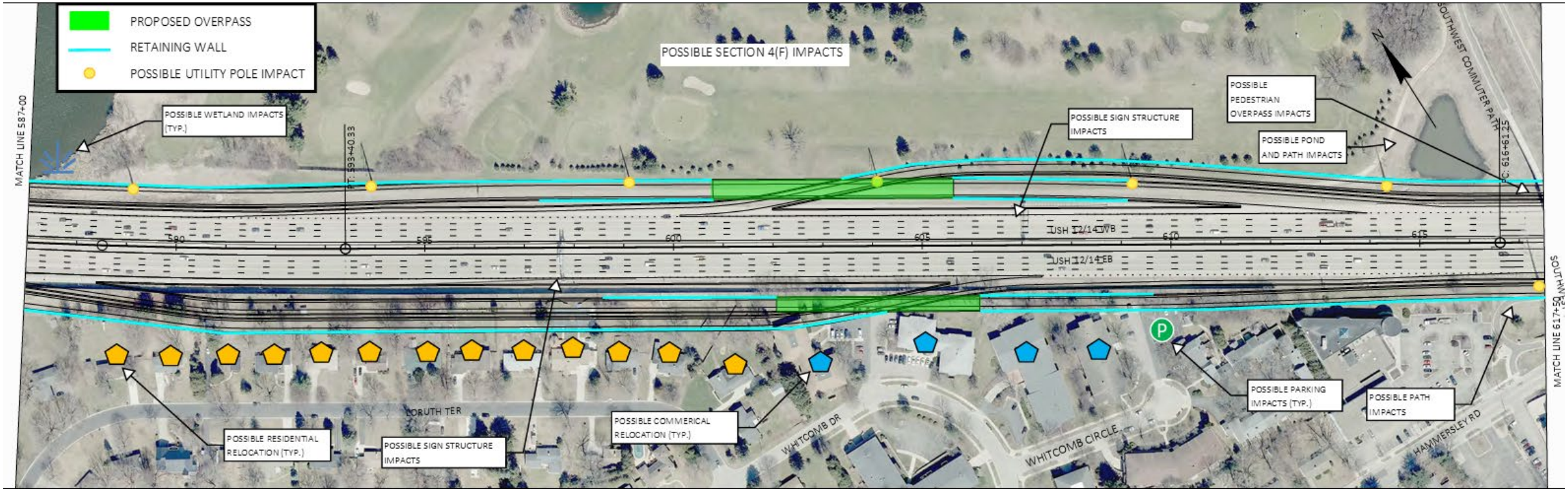
Note: "Commercial" category includes multi-family



Whitney Way / Midvale Weave

Possible impacts: **13** residential relocations; **5** commercial relocations; **6** parking impacts; path and ped overpass impacts; wetland and 4(f) impacts; additional utility and sign impacts

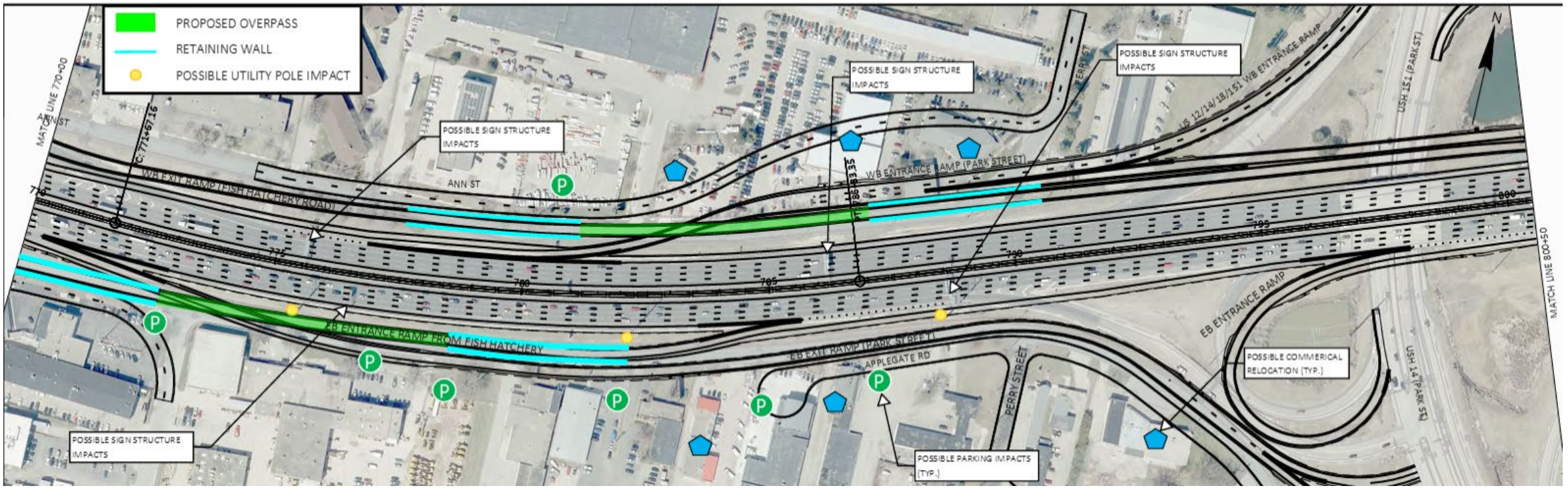
Note: “Commercial” category includes multi-family



Fish Hatchery Rd / Park Street Weave

Possible impacts: 0 residential relocations; **6** commercial relocations; **8** parking impacts; additional utility and sign impacts

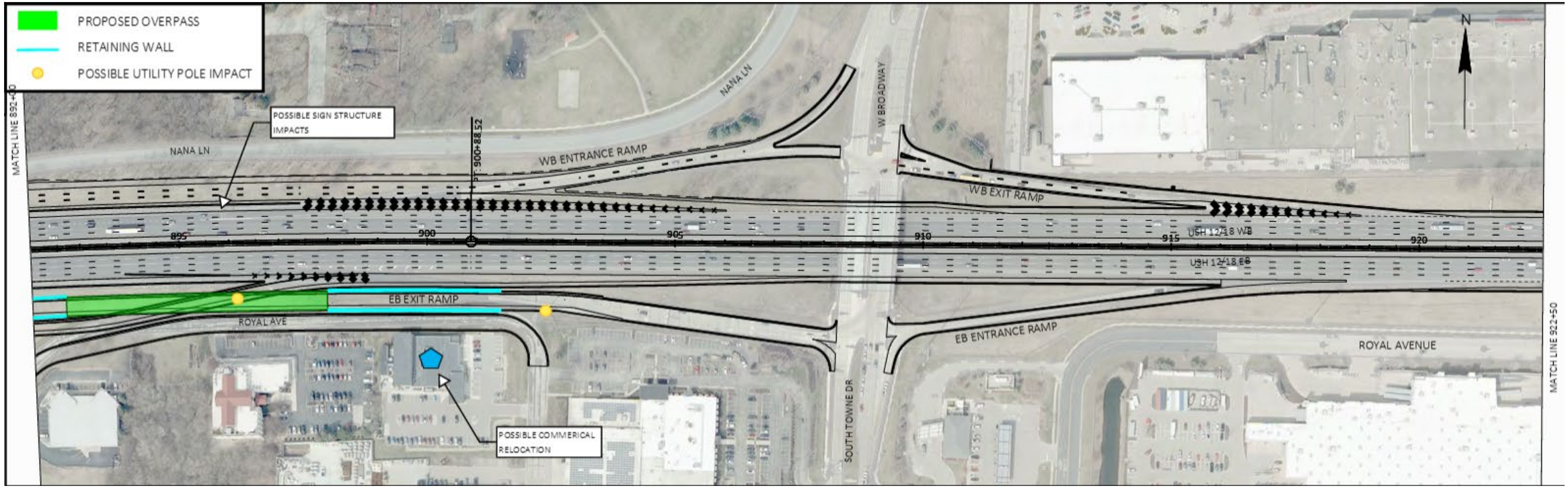
Note: "Commercial" category includes multi-family



John Nolen Dr / Broadway Weave (EB Only)

Possible impacts: 0 residential relocations; **1** commercial relocation; additional utility and sign impacts

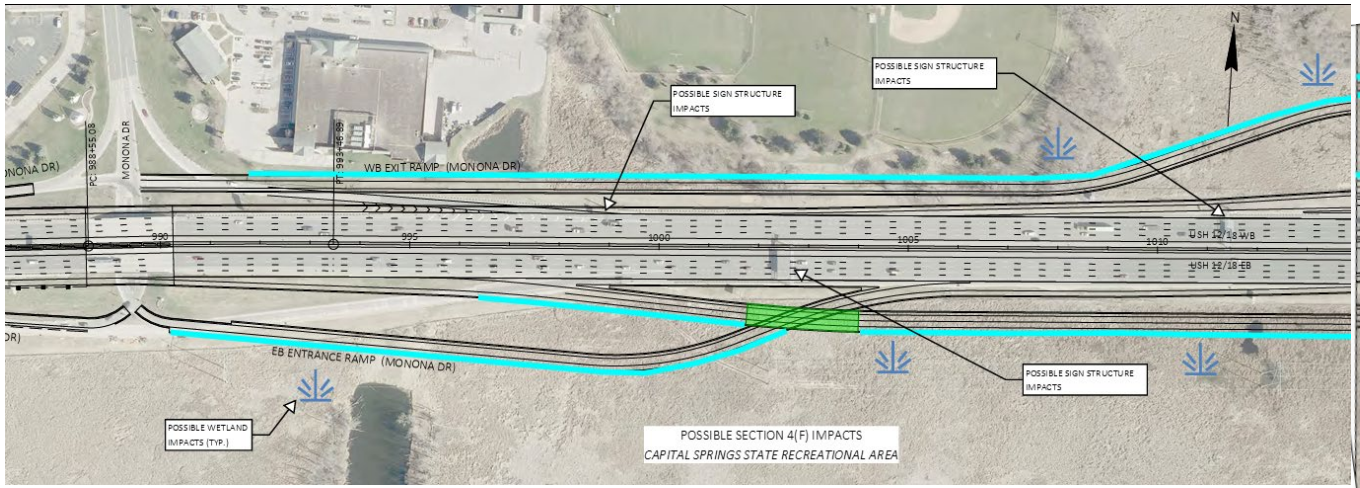
Note: "Commercial" category includes multi-family

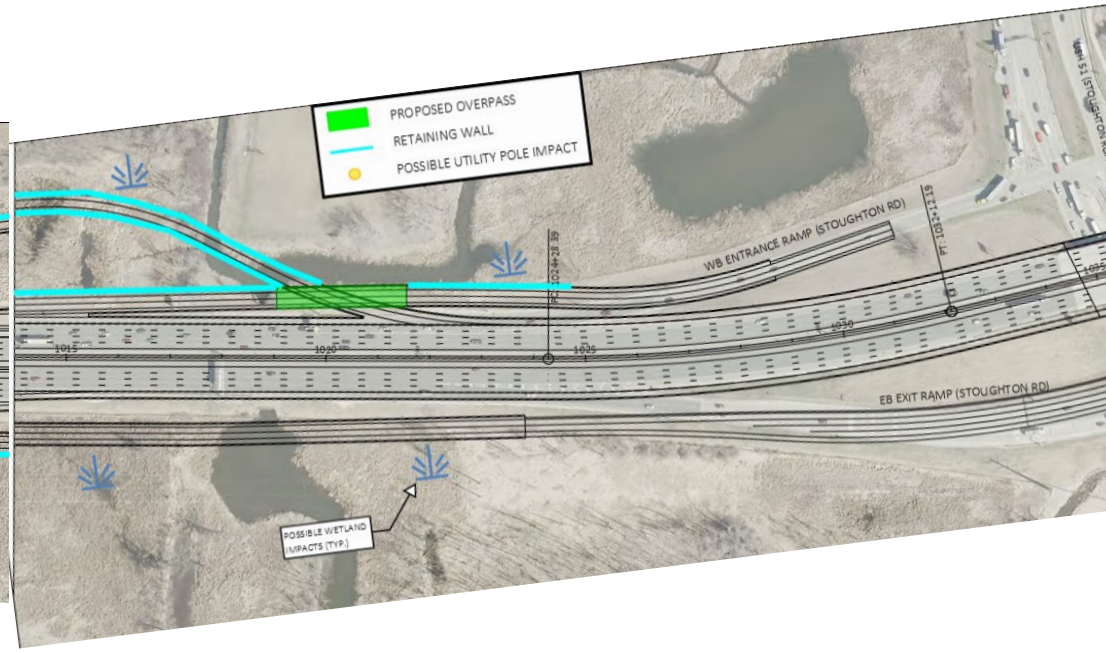


Monona Dr / S Stoughton Rd Weave

City of Monona

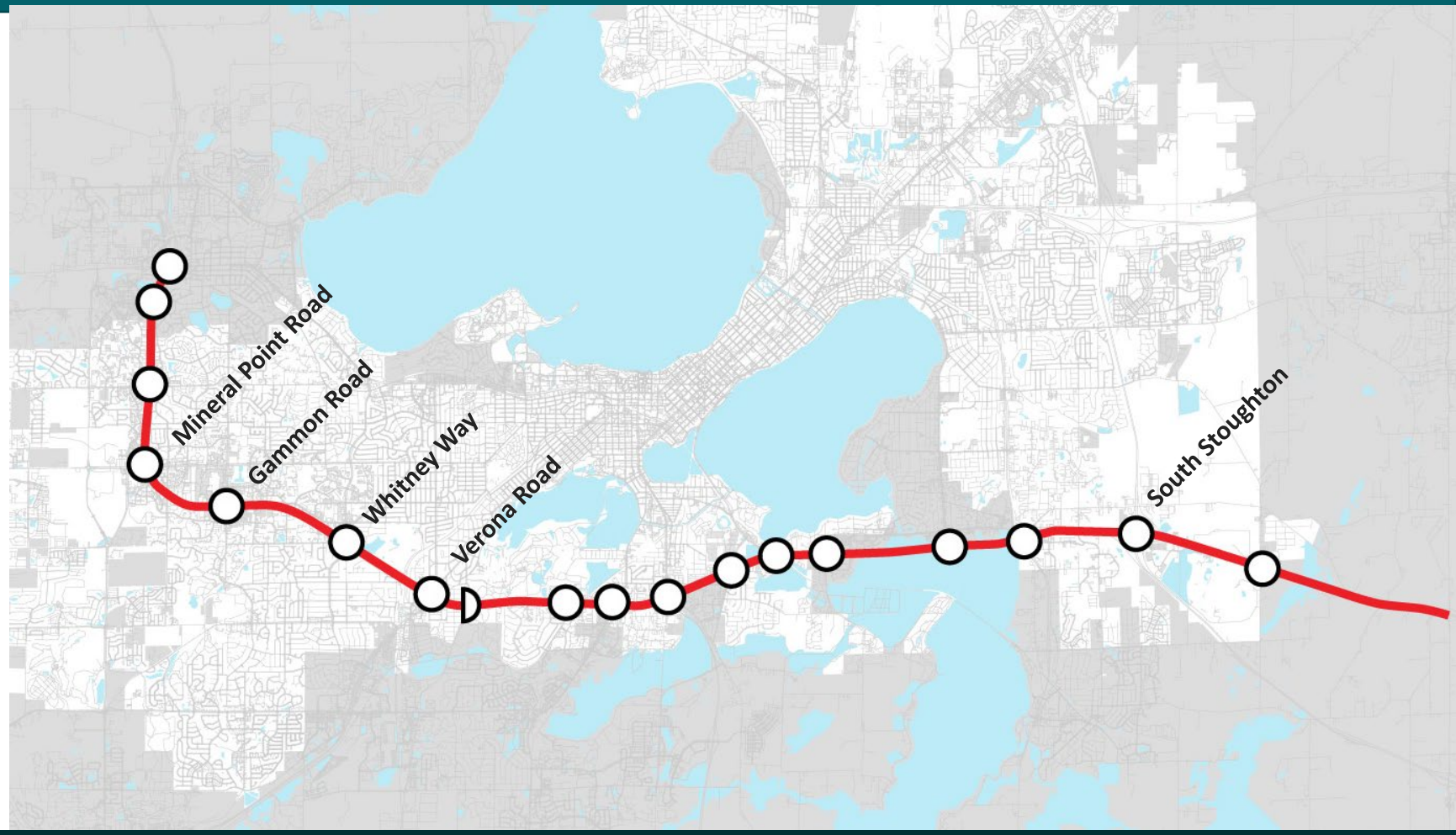
Possible impacts: 4(f) [park] and wetland impacts; additional utility and sign impacts





Interchanges

- Study proposes reconfiguring 5 interchanges/ ramps
- Also proposes “conventional expansion” at all interchanges



Verona Road Interchange Redesign

Four Options + No Build into NEPA

- WisDOT bringing four design improvements into NEPA evaluation
  - Free Flow System Interchange
  - Full Diverging Diamond Interchange (DDI) with Southern Crossover
  - Partial DDI with design refinements
  - Lower Speed / Lower Impact Free Flow System Interchange
- Could have significant property impacts - up to 21 business and 33 household relocations
- Potential opportunity to improve local street connections

Figure 3.11-2 shows Component Concept 3 at the Verona Road interchange.

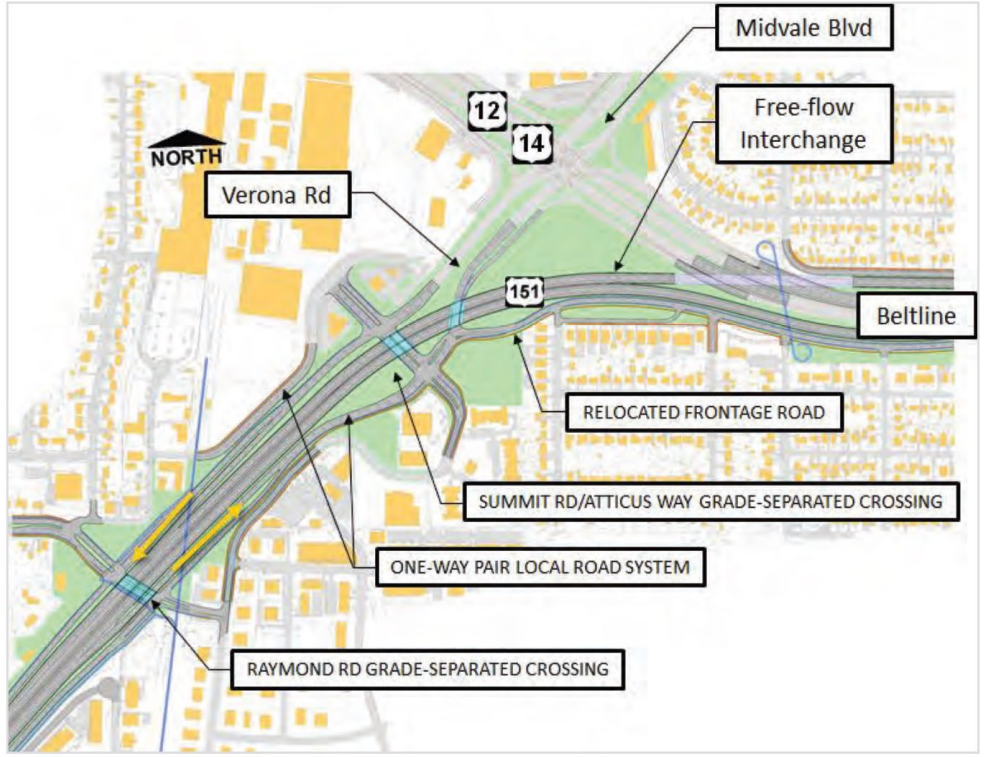
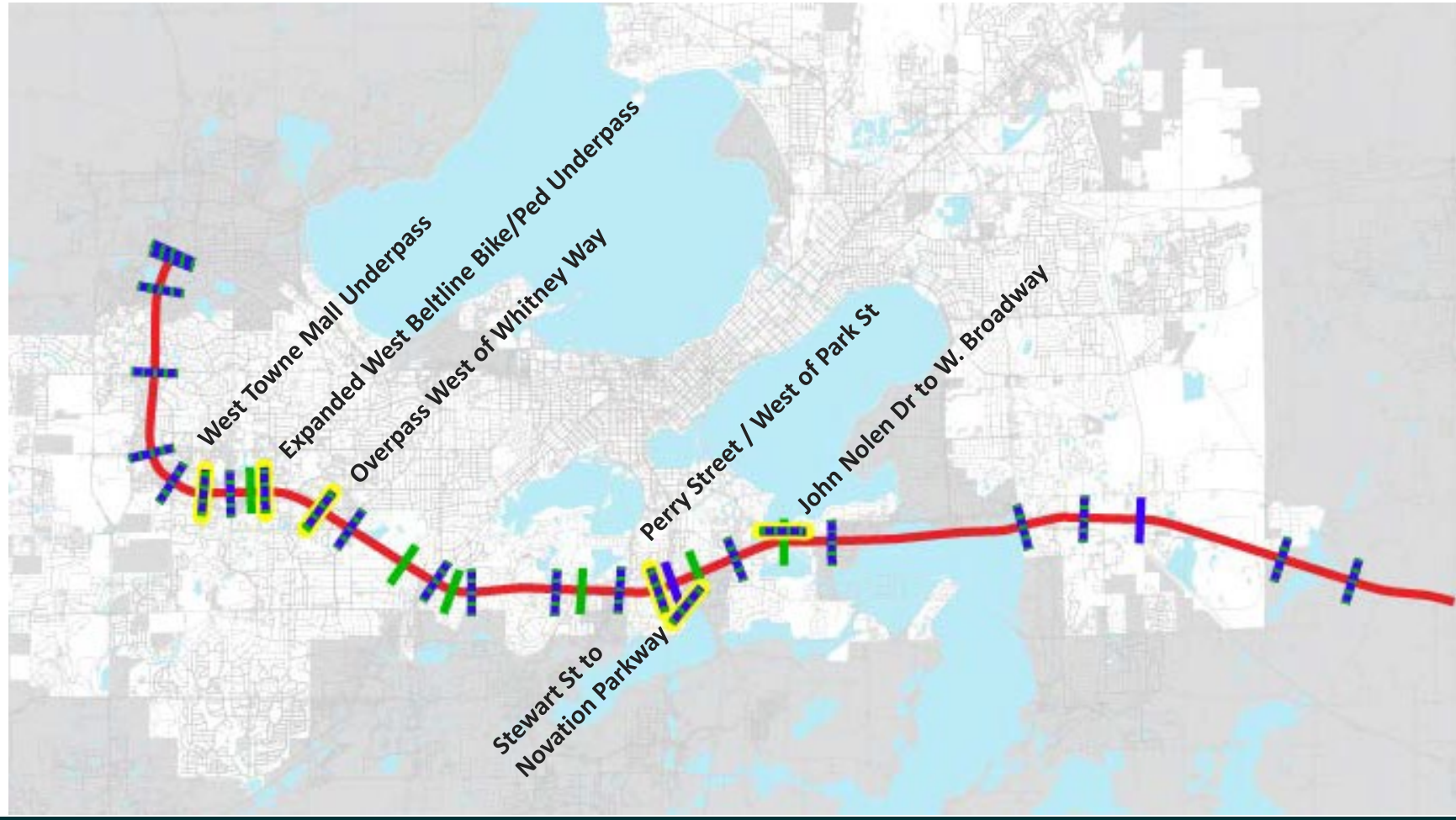


Figure 3.11-2 Component Concept 3–Free-flow System Interchange for US 18/151

Roadway Connections

Study evaluates 5 new roadway connections that would include bike/ped facilities



W of Gammon Roadway Underpass

(Watts Road to West Towne Mall)

Anticipated Relocations:

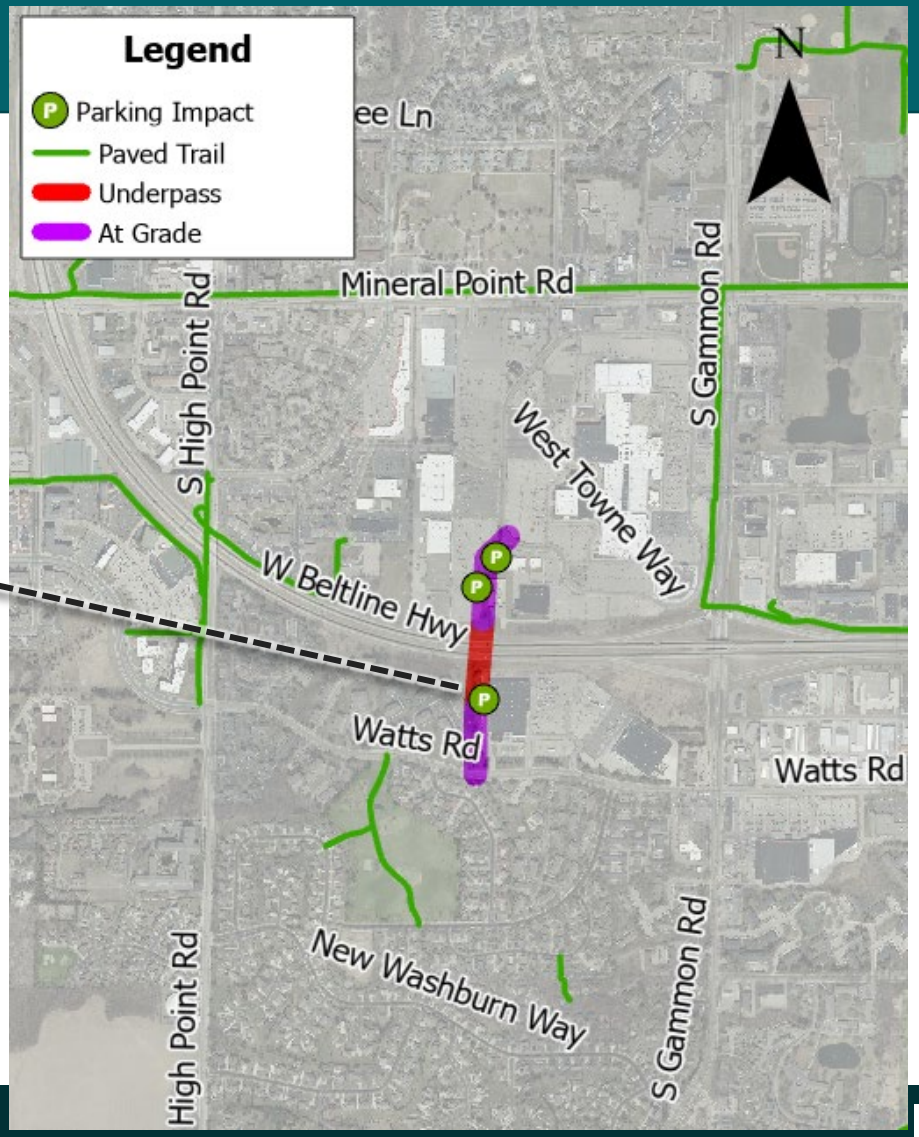
0

0

In Southwest Area Plan

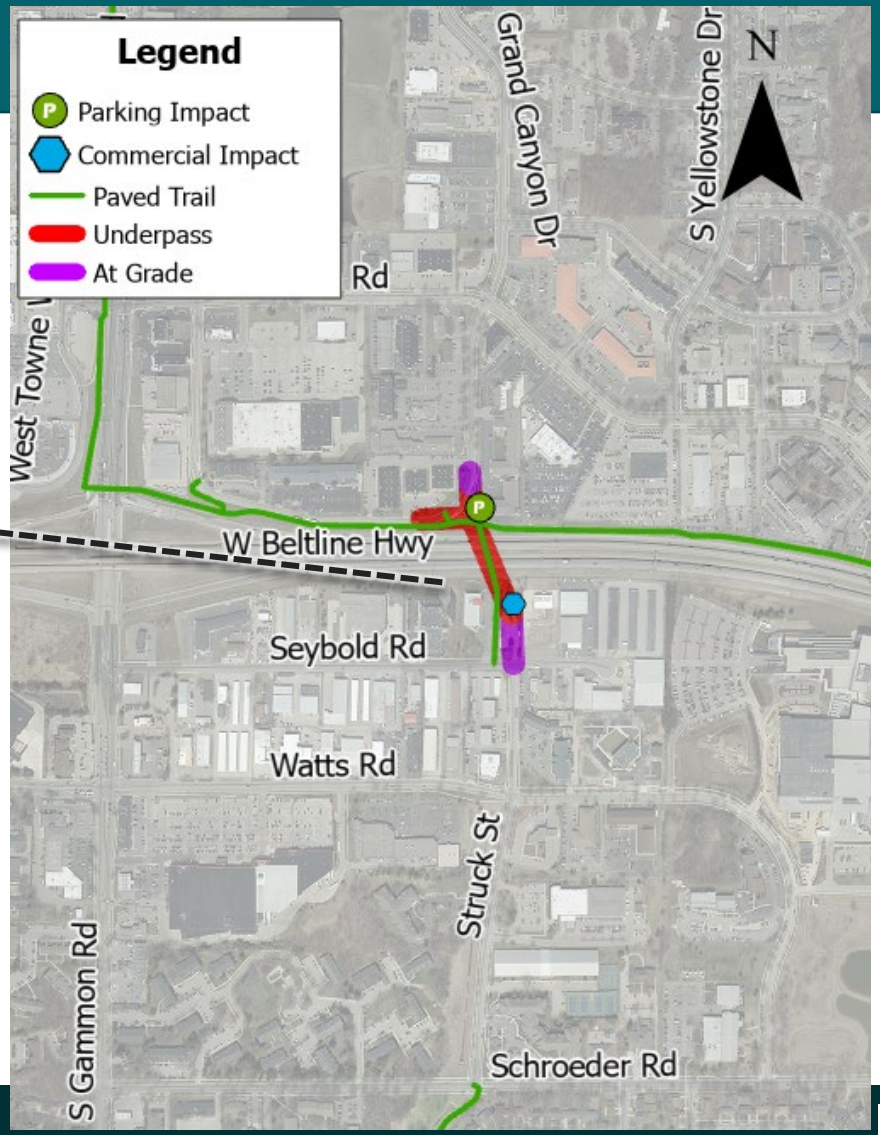
Improves Transit Access

Nearest Crossings:
West: 0.5 mile (High Point)
East: 0.33 miles (Gammon)



E of Gammon Roadway Underpass

(Seybold/Struck to Grand Canyon; replaces Bike/Ped)



Anticipated Relocations:

0

1

In Southwest Area Plan

Nearest Crossings:
West: 0.33 mile (Gammon)
East: 1.25 miles (Whitney)

W of Whitney Way Roadway Overpass

(Kessel Court to Odana Road)

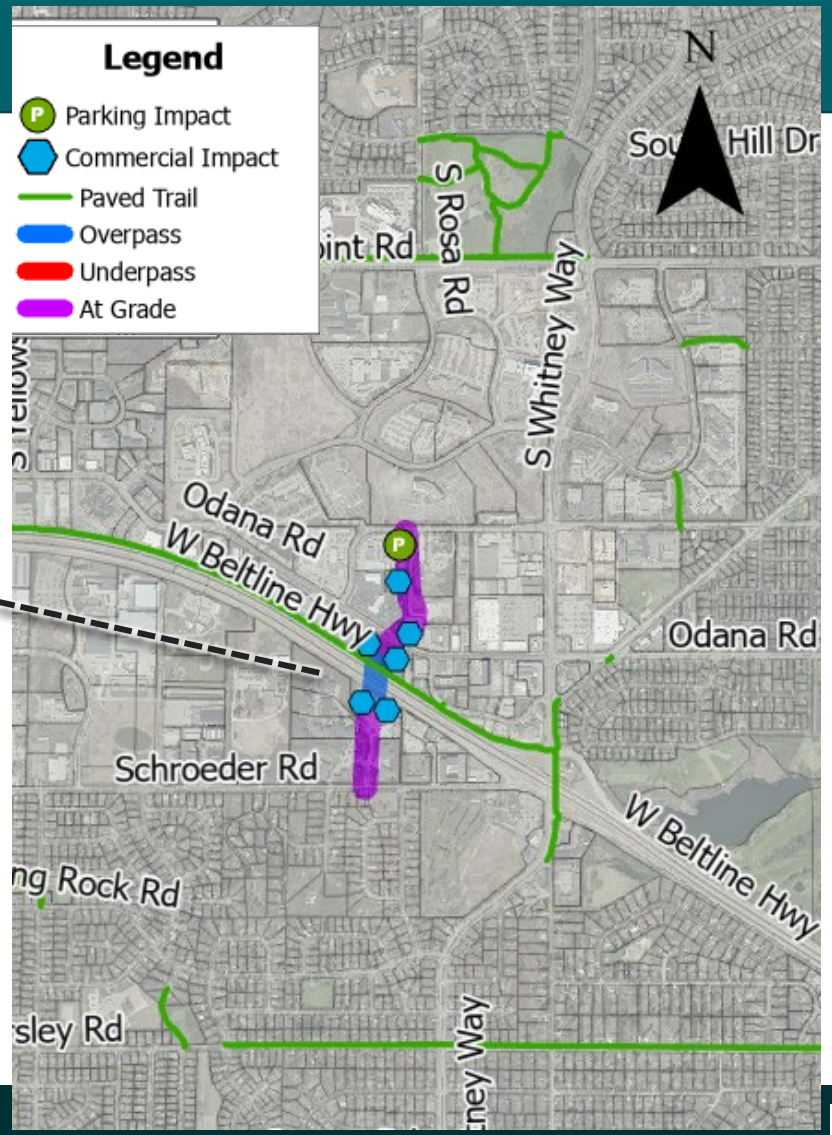
Anticipated Relocations:

0

6

In Southwest Area Plan

Nearest Crossings:
West: 1.33 mile (Gammon)
East: 0.25 miles (Whitney)



W of Park St Roadway Overpass

(Perry Street)

Anticipated Relocations:

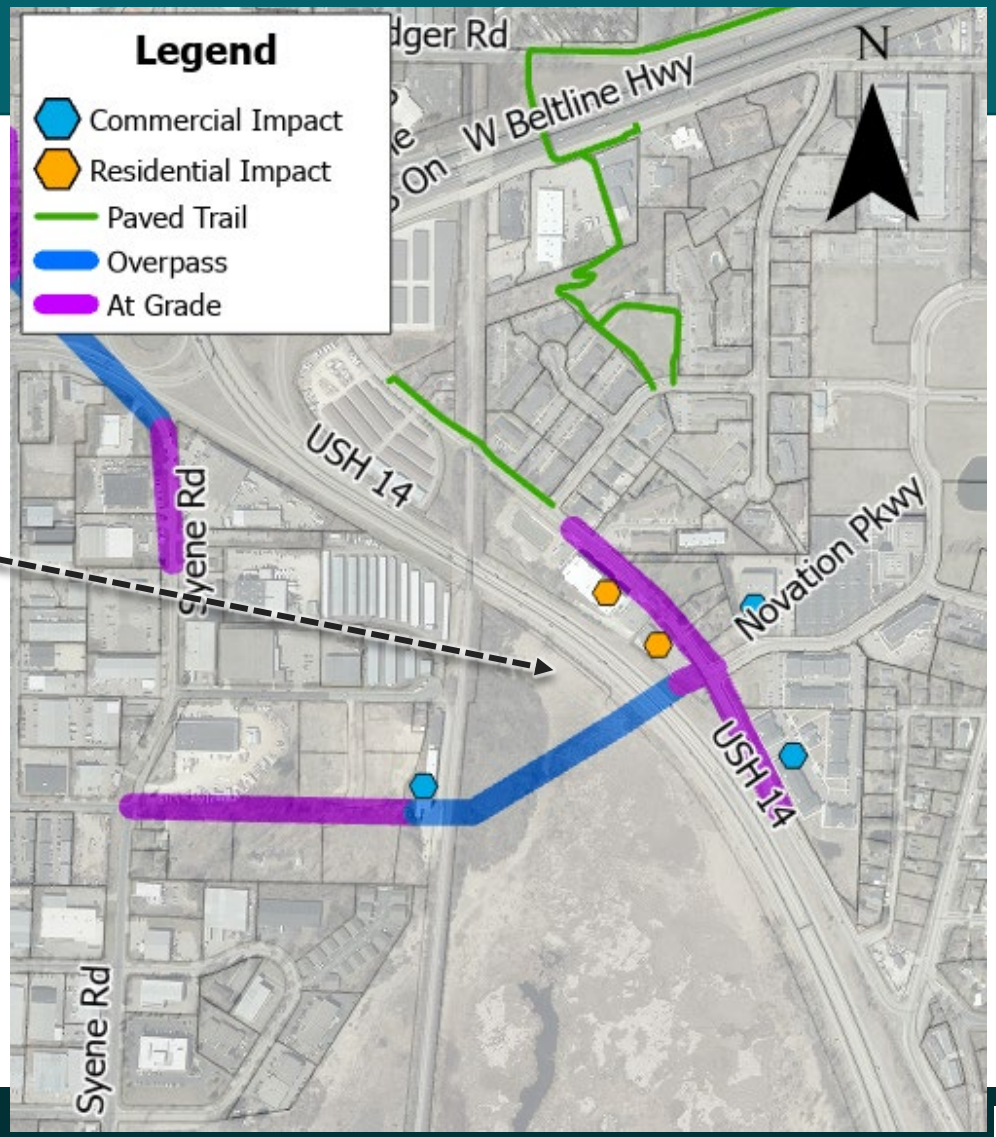
2

7

Opportunity to Straighten Rt G or H

Nearest Crossings:
South: Stewart Proposed 0.25 miles

Stewart St to Novation Parkway Roadway Overpass



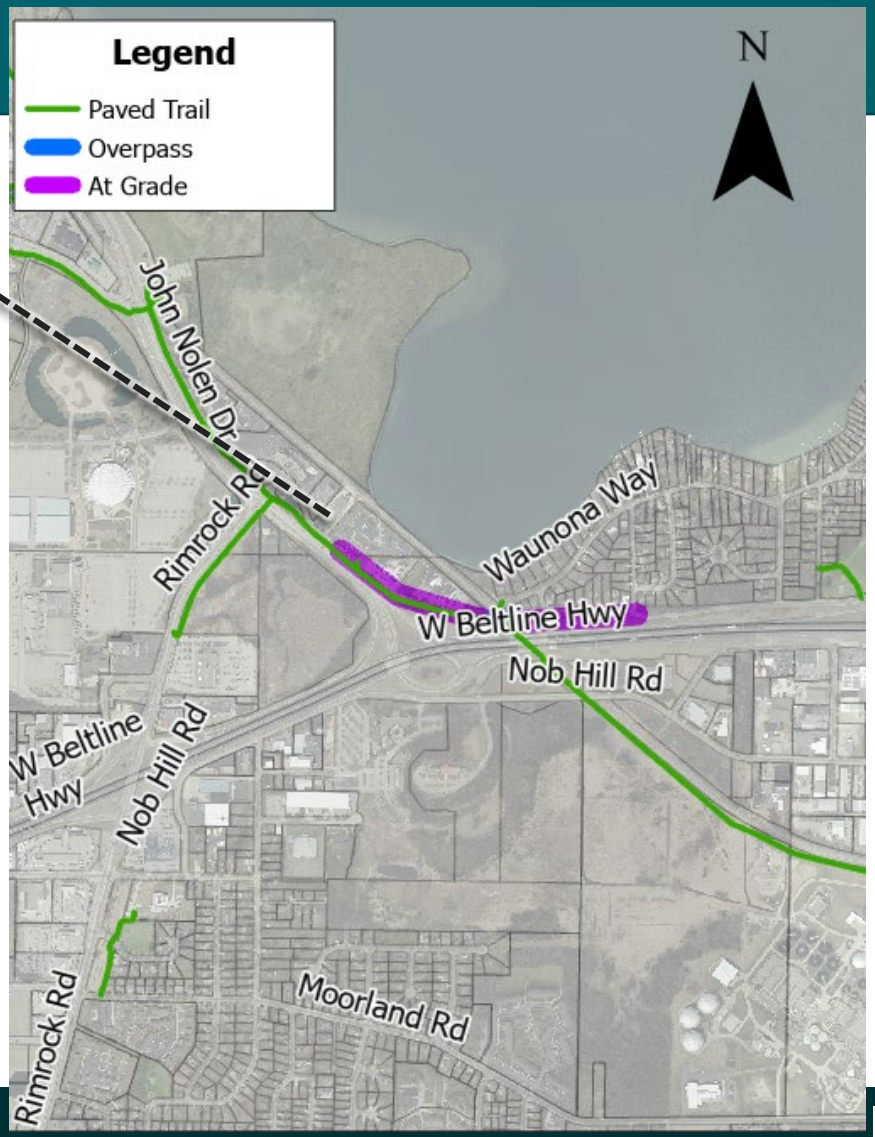
Anticipated Relocations:

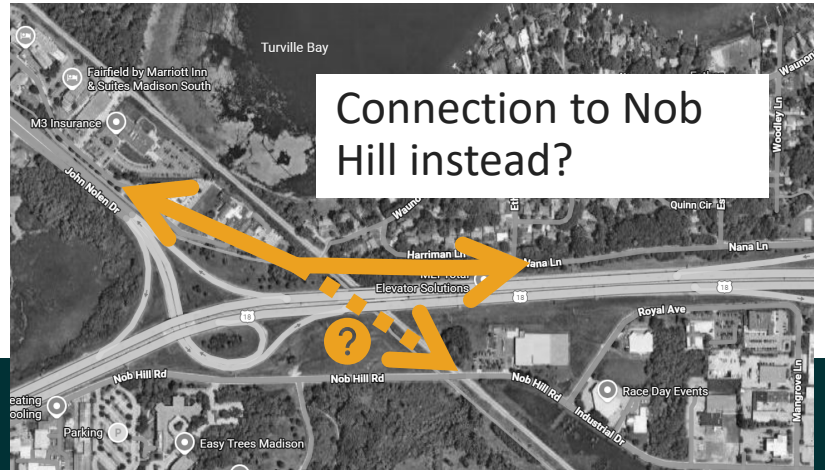
Opportunity to Straighten Rt G

2

3

John Nolen Dr to W. Broadway Roadway Connection





Anticipated Relocations:

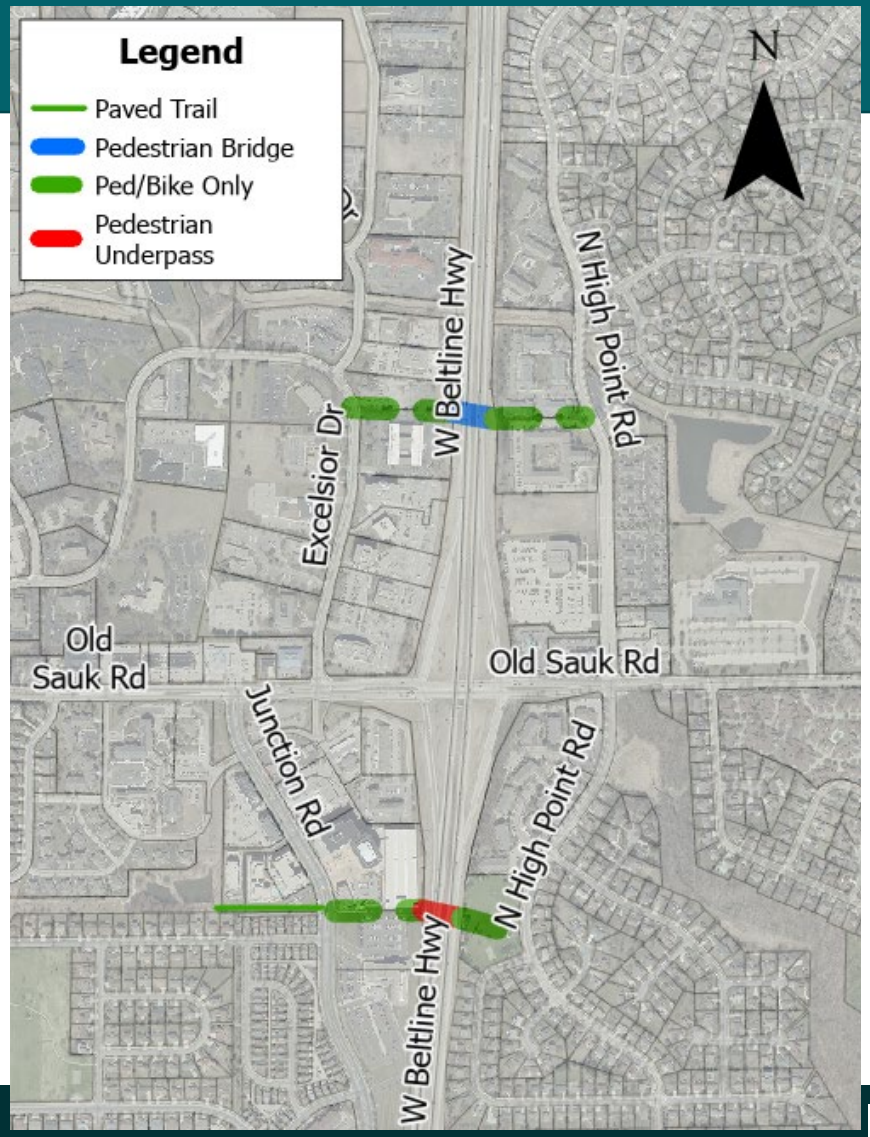
1

0

New Bike/Ped Crossings + Components

Study evaluates
8 new bike/ped
connections

North & South of Old Sauk Rd Ped/Bike connections



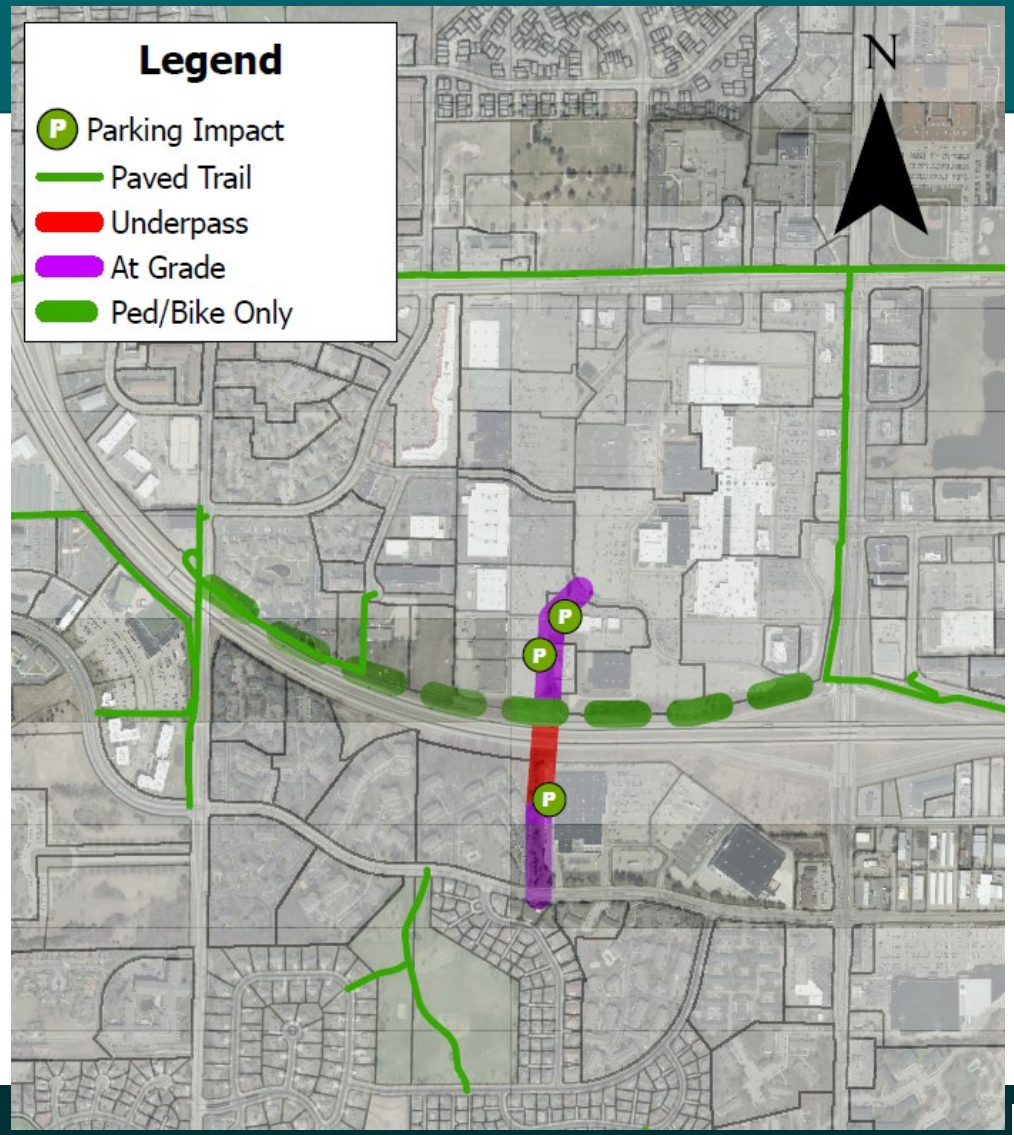
Anticipated Relocations:

0

0

Improve transit access for underserved neighborhood

West of Gammon Rd Ped/Bike connection



Anticipated Relocations:

0

0

Forward Drive (West of Whitney Way) Ped/Bike connection

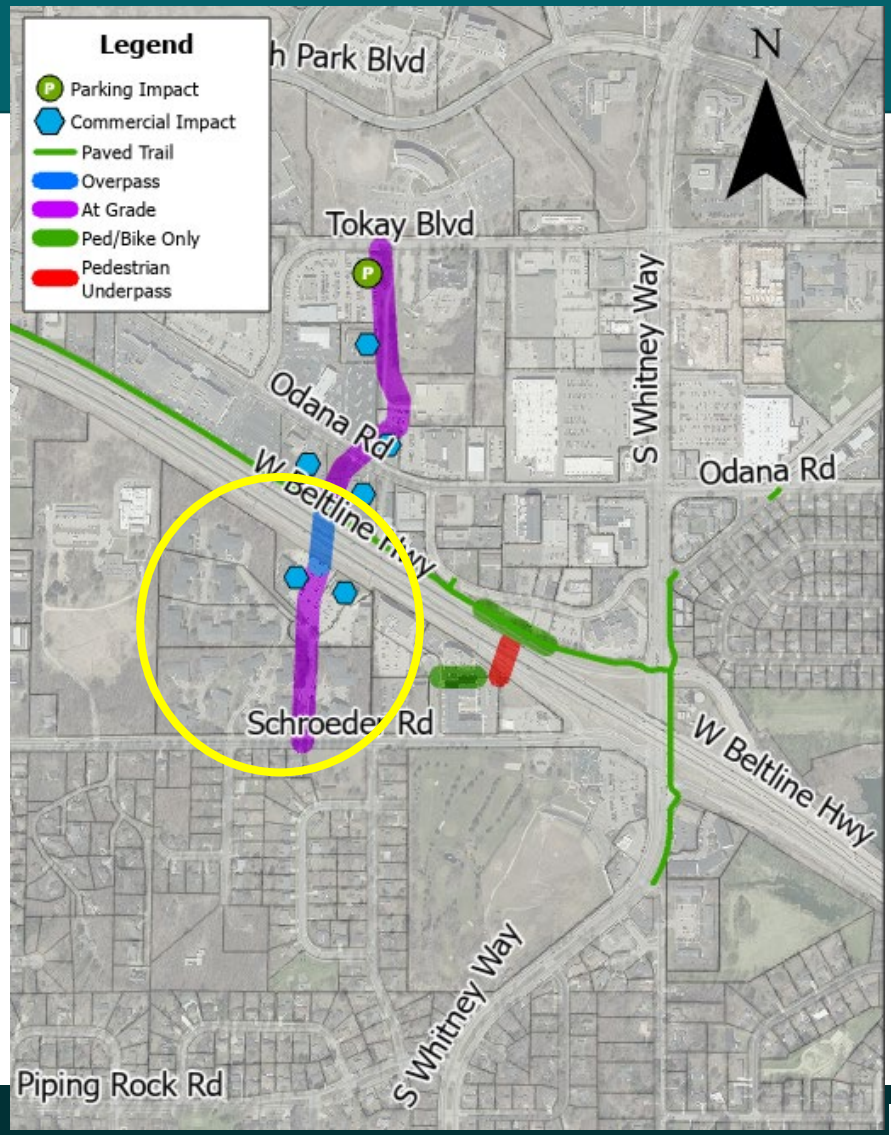
Anticipated Relocations:

0

0

In Southwest Area Plan

West of Whitney Way Ped/Bike connections



Anticipated Relocations:

0

6

West Towne Path to Southwest Path (across Whitney) Ped/Bike connection

- ✓Connecting West Towne Path to Southwest Commuter Path

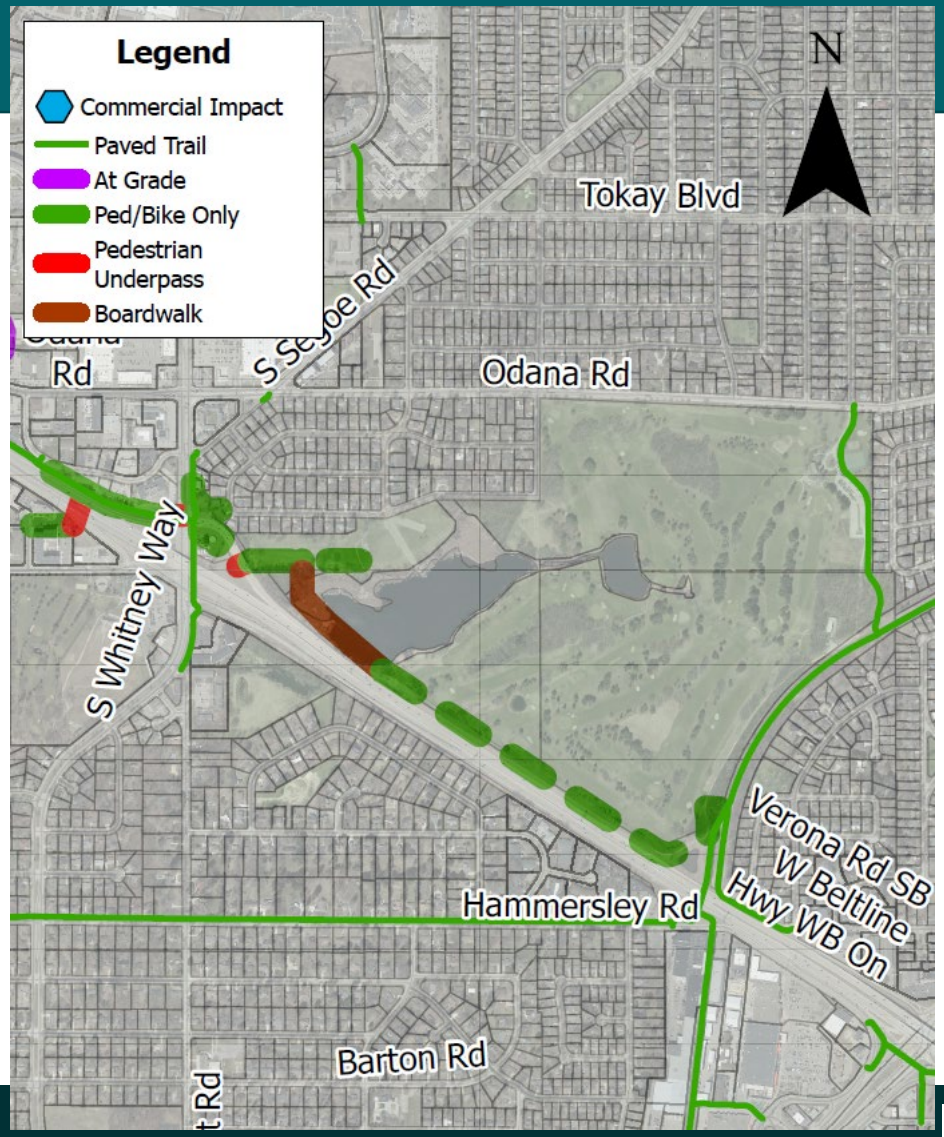
Anticipated Relocations:

0

0

West Towne Path to Southwest Path Ped/Bike connection

- ✓West Towne Path connection (have built most of it except last segment)

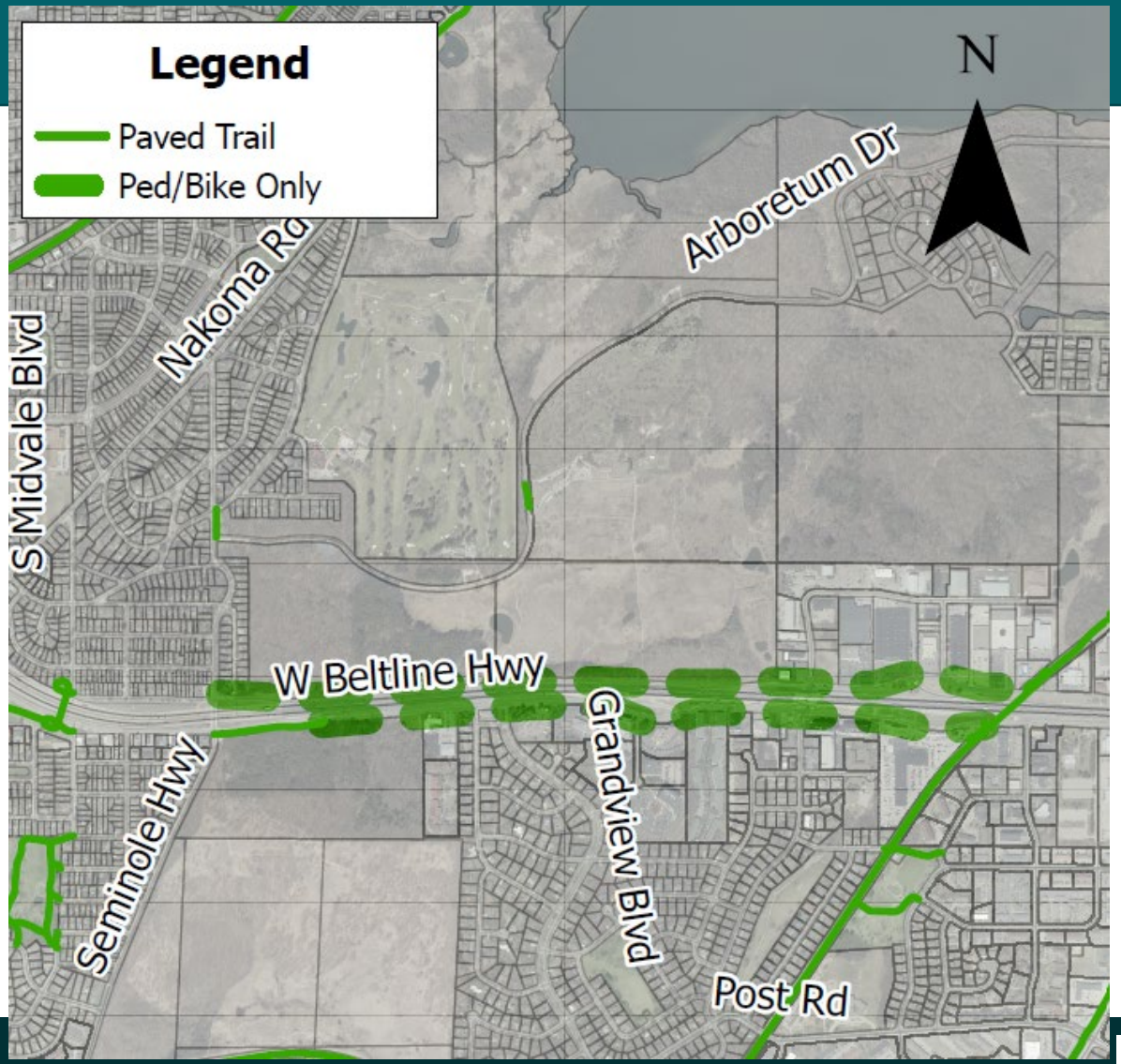


Anticipated Relocations:

0

0

Seminole to Cannonball Path Ped/Bike connection

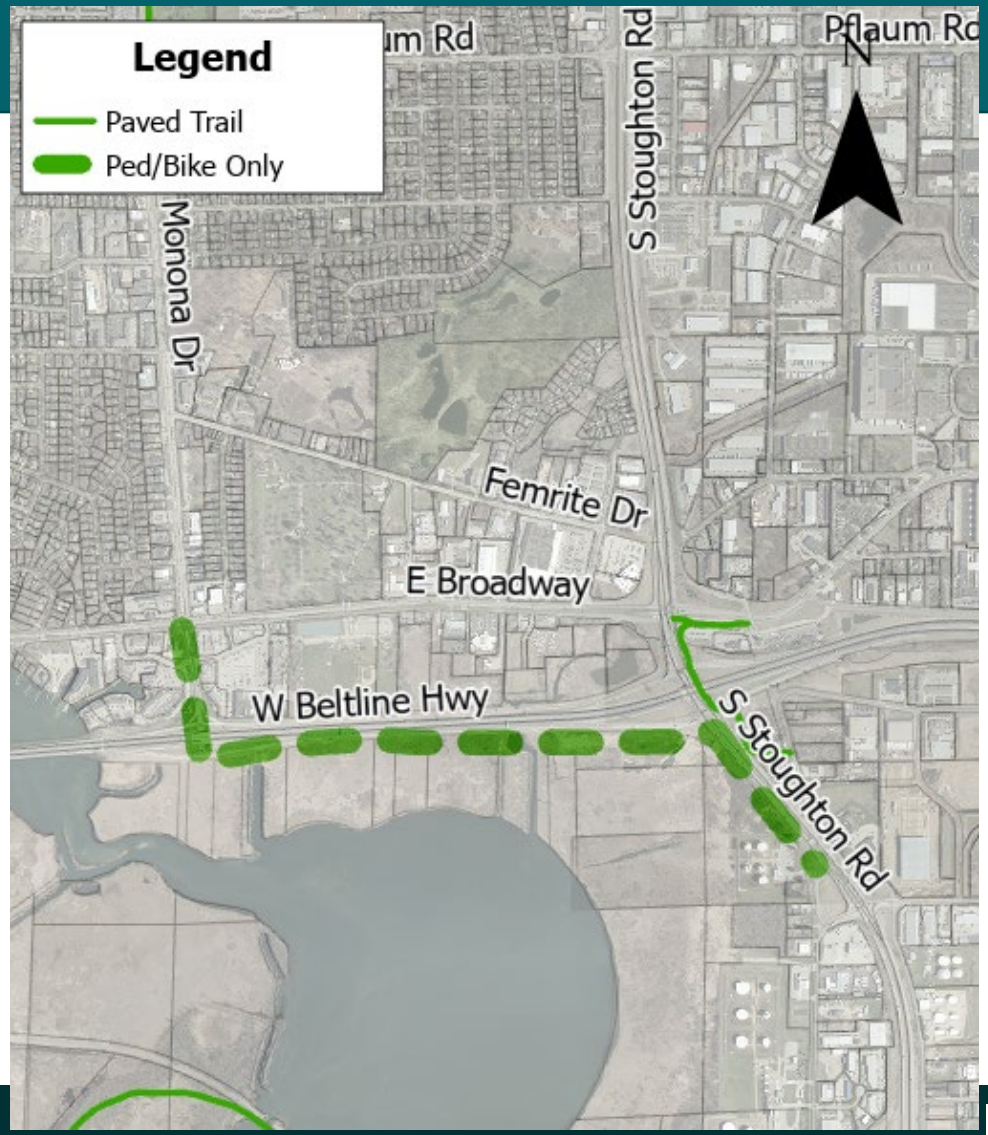


Anticipated Relocations:

2

10

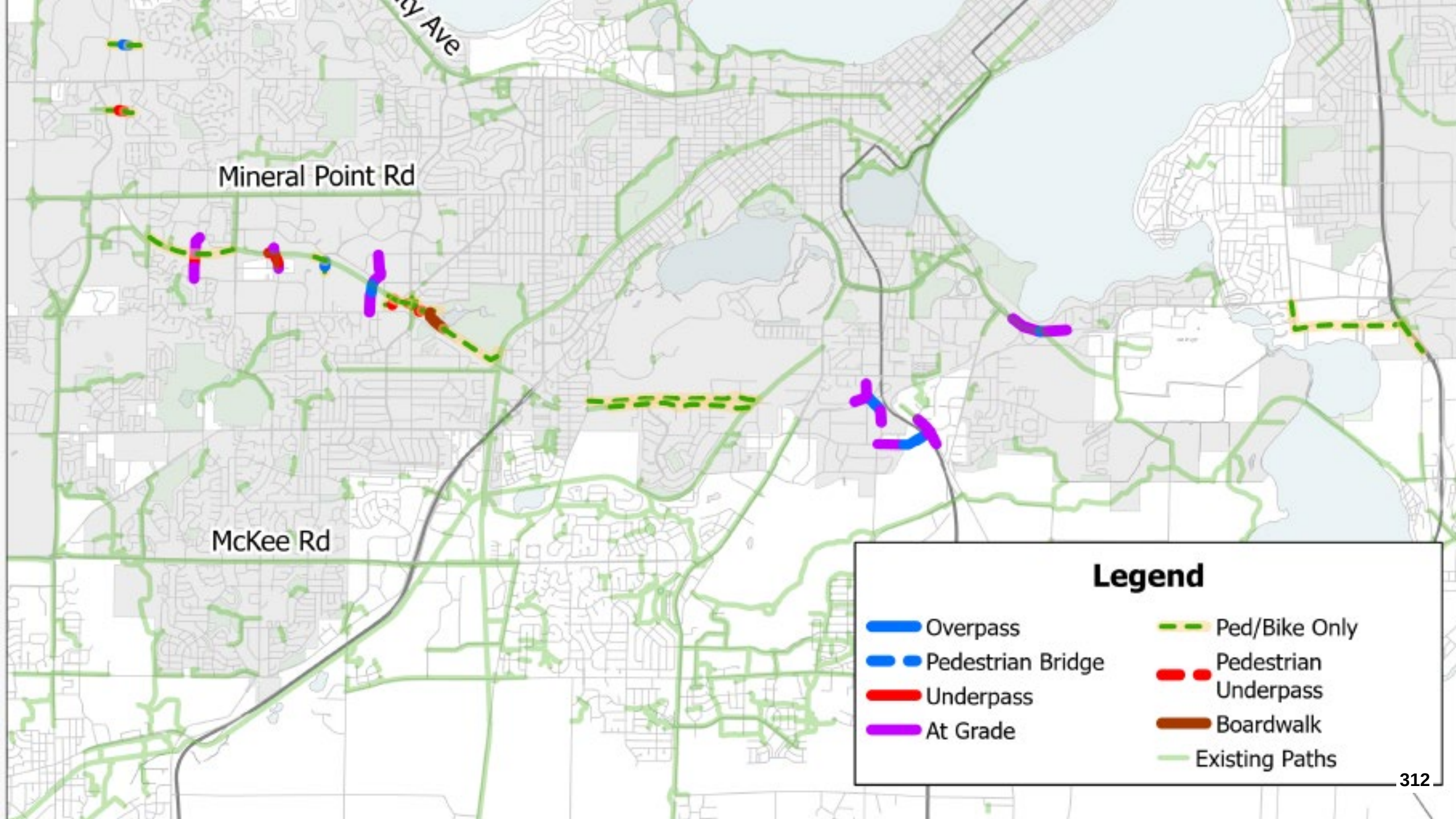
Monona Dr
Ped/Bike connection



Anticipated Relocations:

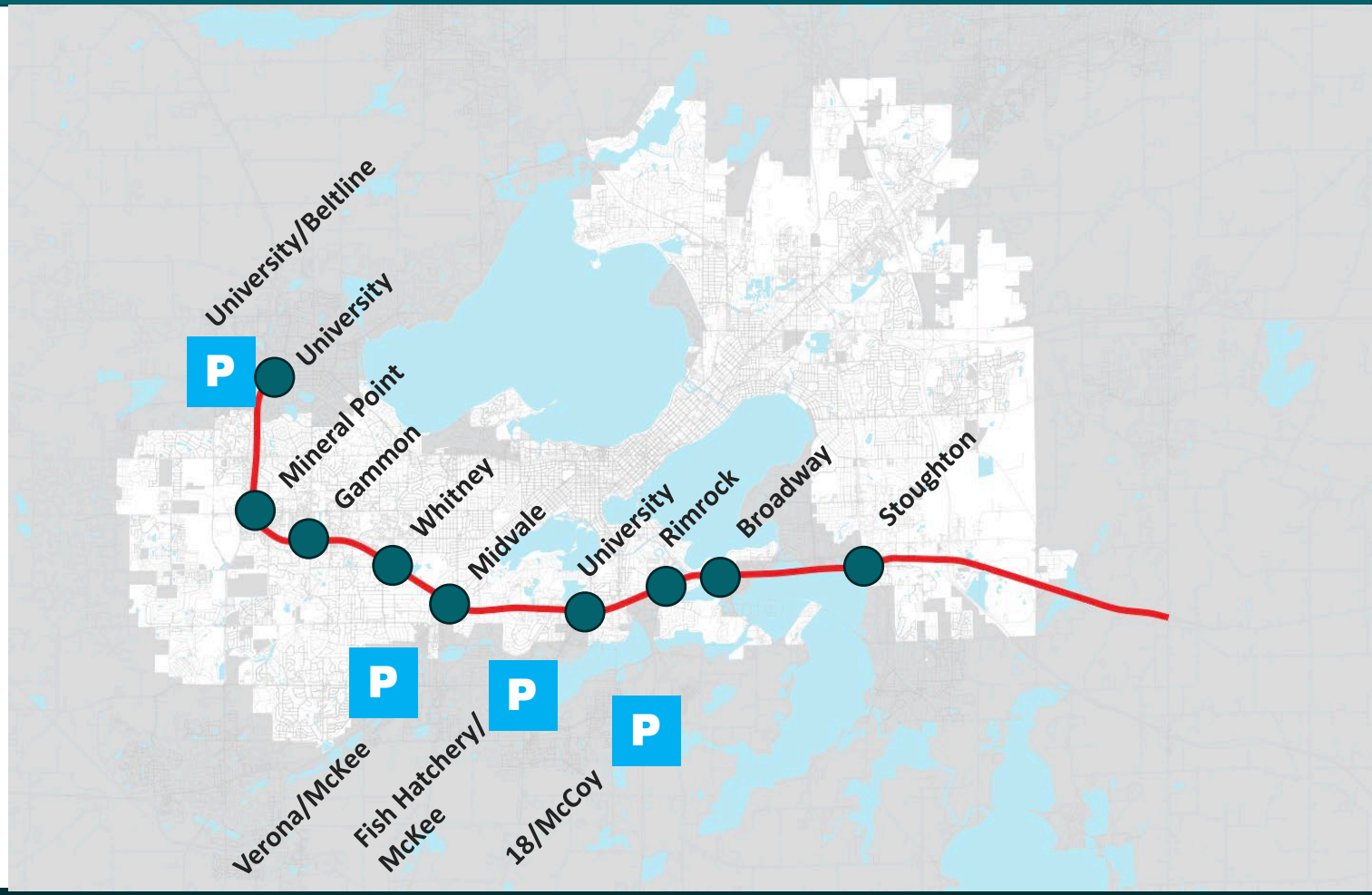
0

0


Mineral Point Rd
McKee Rd
Legend
Overpass
Pedestrian Bridge
Underpass
At Grade
Ped/Bike Only
Pedestrian Underpass
Boardwalk
Existing Paths

Transit and Park & Ride

- Transit priority on roadways crossing the Beltline
- 4 park and rides



Key questions

- Does the city support adding general purpose lanes?
- Does the city support extending the flex lane?
- Does the city support the weave structures?
- Does the city support interchange reconstructions?
- Does the city have any concerns about roadway and ped/bike connections?
- Should additional connections be considered?
- Should anything else be considered?

City of Madison

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

Master

File Number: 91435

File ID:	91435	**File Type:**	Ordinance	**Status:**	Unfinished Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/07/2026
File Name:	May-Moore Sugar Maple Lane Watts Rd Attachment			**Final Action:**	

Title: Creating Section 15.01(665) of the Madison General Ordinances entitled “City Boundaries" and being part of the chapter entitled “Alder Districts and Wards" attaching lands located adjacent to the Birchwood Point and 1000 Oaks subdivisions from the Town of Middleton , creating Section 15.02(137) of the Madison General Ordinances to attach the property to Ward 137, amending 15.03(1) to add Ward 137 to Alder District 1, and assigning a temporary zoning classification of Temp. A (Agricultural) District. (District 1)

Notes: 7026SugarMapleWattsAttach

Sponsors:	Satya V. Rhodes-Conway	**Effective Date:**	
Attachments:	May Attachment Worksheet_Initial_01-05-26.pdf, Attachment Map_May-Moore-Sugar Maple.pdf, Attachment Map_Watts Road.pdf	**Enactment Number:**	
Author:	Kate Smith	**Hearing Date:**	
Entered by:	mglaeser@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	01/07/2026	Referred for Introduction				
	Action Text:	This Ordinance was Referred for Introduction					
	Notes:	Common Council (1/27/26)					
1	COMMON COUNCIL	01/13/2026	Refer to a future Meeting to Adopt	COMMON COUNCIL			Pass
	Action Text:	A motion was made by Vidaver, seconded by Govindarajan, to Refer to a future Meeting to Adopt to the COMMON COUNCIL. The motion passed by voice vote/other.					
	Notes:	Adopt 1/27/26					

Text of Legislative File 91435

Fiscal Note

No City appropriation required.

Title

Creating Section 15.01(665) of the Madison General Ordinances entitled “City Boundaries" and

being part of the chapter entitled “Alder Districts and Wards" attaching lands located adjacent to the Birchwood Point and 1000 Oaks subdivisions from the Town of Middleton , creating Section 15.02(137) of the Madison General Ordinances to attach the property to Ward 137, amending 15.03(1) to add Ward 137 to Alder District 1, and assigning a temporary zoning classification of Temp. A (Agricultural) District. (District 1)

Body

DRAFTER’S ANALYSIS: This ordinance attaches a section of Watts Road constructed with the Birchwood Point development but still located in the Town of Middleton. The ordinance will also attach land adjacent to the Birchwood Point and 1000 Oaks subdivisions, a portion of which will be dedicated to the City for the completion of Sugar Maple Lane between Blue Crane Run and Hazy Sky Parkway. Finally, the ordinance assigns temporary zoning of Temp. A (Agricultural) District.

****

The Common Council of the City of Madison do hereby ordain as follows:

An ordinance to create Subsection (665) of Section 15.01 of the General Ordinances of the City of Madison entitled “City Boundaries” and being part of the chapter entitled “Alder Districts and Wards”.

A parcel of land located in the SE1/4 of the SE1/4 and the NE1/4 of the SE1/4 of Section 29, T7N, R8E, Town of Middleton, Dane County, Wisconsin more particularly described as follows: Commencing at the Southeast corner of said Section 29; thence S89°35’53”W, 411.96 feet along the South line of said SE1/4; thence N00°36’52”E, 1049.17 feet to the Northwest corner of Outlot 20, Western Addition to 1000 Oaks and the Point of Beginning; thence N00°36’52”E, 187.98 feet along the East lines of Outlot 26 and 27, Southern Addition to Birchwood Point to a point of curve; thence Northeasterly along a curve to the right which has a radius of 340.00 feet and a chord which bears N10°21’54”E, 115.16 feet; thence S27°27’52”E, 88.07 feet; thence N57°50’58”E, 1.09 feet; thence S33°48’46”E, 215.26 feet to a point of curve; thence Southeasterly along a curve to the left which has a radius of 335.00 feet and a chord which bears S38°39’50”E, 56.66 feet to a point on the existing North right-of-way line of Sugar Maple Lane and the Northwest corner of Outlot 23, Western Addition to 1000 Oaks; thence S89°50’38”W, 219.47 feet along said existing North right-of-way line and the North line of Outlot 20, Western Addition to 1000 Oaks to the Point of Beginning. Said described area contains 33,268 square feet, 0.764 acres, and 0.00119 square miles.

Together with,

A parcel of land located in the NW1/4 of the SW1/4 of Section 28, T7N, R8E, Town of Middleton, Dane County, Wisconsin more particularly described as follows:

Commencing at the Southeast Corner of said Section 28; thence N 00°56’27 E, 2648.52 feet to the West 1/4 Corner of said Section 28; thence N89°56'47"E, 486.13 feet along the South line of Lot 10, Silicon Prairie Business Park, to the Northwest corner of Lot 1, 1000 Oaks; thence S00°55'38"W, 492.53 feet along the West line of said Lot 1 to the Southwest corner thereof, also being the Southeast corner of Outlot 14, Southern Addition to Birchwood Point, and said point also being on the North right-of-way line of Watts Road, and the Point of Beginning; thence S89°51'24"W, 317.76 feet along a southern line of said Southern Addition to Birchwood Point; thence Southeasterly along a curve to the left which has a radius of 490.00 feet and a chord which bears S73°32'39"E, 280.06 feet; thence N89°51'04"E, 47.88 feet; thence N00°55'38"E, 80.01 feet to the Point of Beginning. Said described area contains 18,457 square feet, 0.424 acres, and 0.0025853 square miles, more or less.

NOW, THEREFORE, the Common Council of the City of Madison do ordain as follows:

1. Subsection (137) of Section 15.01 entitled “City Boundaries” of the Madison General Ordinances is created to read as follows:

“A parcel of land located in the SE1/4 of the SE1/4 and the NE1/4 of the SE1/4 of Section 29, T7N, R8E, Town of Middleton, Dane County, Wisconsin more particularly described as follows: Commencing at the Southeast corner of said Section 29; thence S89°35’53”W, 411.96 feet along the South line of said SE1/4; thence N00°36’52”E, 1049.17 feet to the Northwest corner of Outlot 20, Western Addition to 1000 Oaks and the Point of Beginning; thence N00°36’52”E, 187.98 feet along the East lines of Outlot 26 and 27, Southern Addition to Birchwood Point to a point of curve; thence Northeasterly along a curve to the right which has a radius of 340.00 feet and a chord which bears N10°21’54”E, 115.16 feet; thence S27°27’52”E, 88.07 feet; thence N57°50’58”E, 1.09 feet; thence S33°48’46”E, 215.26 feet to a point of curve; thence Southeasterly along a curve to the left which has a radius of 335.00 feet and a chord which bears S38°39’50”E, 56.66 feet to a point on the existing North right-of-way line of Sugar Maple Lane and the Northwest corner of Outlot 23, Western Addition to 1000 Oaks; thence S89°50’38”W, 219.47 feet along said existing North right-of-way line and the North line of Outlot 20, Western Addition to 1000 Oaks to the Point of Beginning. Said described area contains 33,268 square feet, 0.764 acres, and 0.00119 square miles.
Together with,
A parcel of land located in the NW1/4 of the SW1/4 of Section 28, T7N, R8E, Town of Middleton, Dane County, Wisconsin more particularly described as follows:
Commencing at the Southeast Corner of said Section 28; thence N 00°56’27 E, 2648.52 feet to the West 1/4 Corner of said Section 28; thence N89°56'47"E, 486.13 feet along the South line of Lot 10, Silicon Prairie Business Park, to the Northwest corner of Lot 1, 1000 Oaks; thence S00°55'38"W, 492.53 feet along the West line of said Lot 1 to the Southwest corner thereof, also being the Southeast corner of Outlot 14, Southern Addition to Birchwood Point, and said point also being on the North right-of-way line of Watts Road, and the Point of Beginning; thence S89°51'24"W, 317.76 feet along a southern line of said Southern Addition to Birchwood Point; thence Southeasterly along a curve to the left which has a radius of 490.00 feet and a chord which bears S73°32'39"E, 280.06 feet; thence N89°51'04"E, 47.88 feet; thence N00°55'38"E, 80.01 feet to the Point of Beginning. Said described area contains 18,457 square feet, 0.424 acres, and 0.0025853 square miles, more or less.”

2. Subsection (137) of Section 15.02 entitled “Wards and Ward Boundaries” of the Madison General Ordinances is created to read as follows:

“(137) Ward 137. Commencing at the Southeast corner of said Section 29; thence S89°35’53”W, 411.96 feet along the South line of said SE1/4; thence N00°36’52”E, 1049.17 feet to the Northwest corner of Outlot 20, Western Addition to 1000 Oaks and the Point of Beginning; thence N00°36’52”E, 187.98 feet along the East lines of Outlot 26 and 27, Southern Addition to Birchwood Point to a point of curve; thence Northeasterly along a curve to the right which has a radius of 340.00 feet and a chord which bears N10°21’54”E, 115.16 feet; thence S27°27’52”E, 88.07 feet; thence N57°50’58”E, 1.09 feet; thence S33°48’46”E, 215.26 feet to a point of curve; thence Southeasterly along a curve to the left which has a radius of 335.00 feet and a chord which bears S38°39’50”E, 56.66 feet to a point on the existing North right-of-way line of Sugar Maple Lane and the Northwest corner of Outlot 23, Western Addition to 1000 Oaks; thence S89°50’38”W,

219.47 feet along said existing North right-of-way line and the North line of Outlot 20, Western Addition to 1000 Oaks to the Point of Beginning.

Together with:

Commencing at the Southeast Corner of said Section 28; thence N 00°56’27 E, 2648.52 feet to the West 1/4 Corner of said Section 28; thence N89°56'47"E, 486.13 feet along the South line of Lot 10, Silicon Prairie Business Park, to the Northwest corner of Lot 1, 1000 Oaks; thence S00°55'38"W, 492.53 feet along the West line of said Lot 1 to the Southwest corner thereof, also being the Southeast corner of Outlot 14, Southern Addition to Birchwood Point, and said point also being on the North right-of-way line of Watts Road, and the Point of Beginning; thence S89°51'24"W, 317.76 feet along a southern line of said Southern Addition to Birchwood Point; thence Southeasterly along a curve to the left which has a radius of 490.00 feet and a chord which bears S73°32'39"E, 280.06 feet; thence N89°51'04"E, 47.88 feet; thence N00°55'38"E, 80.01 feet to the Point of Beginning. Said described area contains 18,457 square feet, 0.424 acres, and 0.0025853 square miles, more or less. Polling place at Blackhawk Church, 9620 Brader Way.”

3. Subsection (1) of Section 15.03 entitled “Alder Districts” of the Madison General Ordinances is amended to read as follows:

“(1) First Alder District. Wards 108, 109, 110, 111, 112, 113, 114, 124, 135, ~~and~~ 136, and 137.

4. If any provision of this ordinance is invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application.

Annexation/ Attachment Worksheet

[Initial, 5 January 2026]

Petition Name:	May-Moore/ Sugar Maple Lane/ Watts Road Attachments
Township:	Middleton
Date Filed with City Clerk:	17 December 2025
Date Filed with Town:	19 December 2025 (by hand delivery)
Dept. of Administration Review:	Not Required (Attachment)

Parcel Information

County Parcel Number	***Dane County Address***	***Rural Zoning***	***Existing Use***
Part of 038/0708-283-8681-0	719 Sugar Maple Lane	AT-5	Land to be attached is undeveloped agricultural land
038/0708-294-9523-0	N/A	AT-5	Unimproved future right of way
038/0708-283-8617-0	N/A	AT-5	Unimproved future right of way

Property Owner #1:	**038/0708-283-8681-0**
Name:	Ronald J. May
	Catherine L. Moore
Address:	719 Sugar Maple Lane
	Verona, WI 53593
Property Owner #2:	**038/0708-294-9523-0 and 038/0708-283-8617-0**
Name:	City of Madison
Address:	PO Box 2983
	Madison, WI 53701
Surveyor:	
Name:	Brett Stoffregan
	D'Onofrio-Kottke Associates
Address:	7530 Westward Way
	Madison, WI 53717
City Land Use Plan(s):	Comprehensive Plan (2024) – Low Residential (LR), and Park and Open Space (P) Pioneer Neighborhood Development Plan (2018) – Residential Housing Mix (HM)1, and Other Open Space & Stormwater Management
Zoning Upon Annexation:	**Temp. A (Agricultural Dist.)**
Central Urban Service Area:	In CUSA
Environmental Corridors:	Not on property to be attached
Madison Metropolitan Sewerage District Status:	**Not in MMSD – Annexation Required**

	May-Moore, et al	Watts Road	Total
Square-Footage of Attachment:	33,268	18,457	51,725
Acreage of Attachment:	0.764	0.424	1.188
Square-Mileage of Attachment:	0.00119	0. 0025853	0.0037753

Dwelling Units:	0	Note: A single-family residence located on 0708-283-8681-0 is outside the area to be attached.
Population:	0	
Electors:	0	

Tax Information by Parcel/Year	**2025**			
	-8681-0 (Whole Parcel)	**-9523-0 (Future right of way)**	**-8617-0 (Right of way)**	
Assessed Land Value:	*$307,300.00*	*$0.00*	*$0.00*	
Ass. Improvement Value:	*$522,000.00*	*$0.00*	*$0.00*	
Total Assessed Value:	*$829,300.00*	*$0.00*	*$0.00*	
First Dollar Tax Credit	*$232.83*	*$0.00*	*$0.00*	
Lottery Credit	*$77.61*	*$0.00*	*$0.00*	
Total Taxes for Year: (2025)	**$10,226.38**	**$0.00**	**$0.00**	
State of Wisconsin	*$0.00*	*$0.00*	*$0.00*	
Dane County	*$2,418.31*	*$0.00*	*$0.00*	
Town of Middleton	*$1,276.55*	*$0.00*	*$0.00*	
School District	*$6,016.86*	*$0.00*	*$0.00*	
Madison Area Technical College	*$514.66*	*$0.00*	*$0.00*	
Special Assessment:	$215.01	*$0.00*	*$0.00*	

Political	
Alder District:	1 – Duncan
Ward:	137 [NEW]
Polling Place:	Blackhawk Church – 9620 Brader Way
Supervisory District:	29
Assembly District:	80
Senate District:	27
School District(s):	Middleton-Cross Plains Area School District (3549)

Utilities and Services	
Electricity:	Wisconsin Power & Light (dba Alliant Energy) (ID 6680)
Gas:	Madison Gas & Electric (ID 3270)
Telephone:	Mid-Plains (dba TDS, Inc.) (ID 3650)
Trash District (Day):	6-A (Wednesday)

Adoption		
Petitions Before Council:	ID 91269 – May-Moore, et al ID 91406 – Watts Road	*Introduced:* 13 January 2026 *Accepted:* 27 January 2026
Ordinance Introduction:	13 January 2026	
Plan Commission Date:	N/A (Cooperative Plan)	
Ordinance Adoption:	**27 January 2026 (Scheduled)**	
Ordinance Number (ID):		
Effective Date:		

Legal Descriptions:

A parcel of land located in the SE1/4 of the SE1/4 and the NE1/4 of the SE1/4 of Section 29, T7N, R8E, Town of Middleton, Dane County, Wisconsin more particularly described as follows:
Commencing at the Southeast corner of said Section 29; thence S89°35’53”W, 411.96 feet along the South line of said SE1/4; thence N00°36’52”E, 1049.17 feet to the Northwest corner of Outlot 20, Western Addition to 1000 Oaks and the Point of Beginning; thence N00°36’52”E, 187.98 feet along the East lines of Outlot 26 and 27, Southern Addition to Birchwood Point to a point of curve; thence Northeasterly along a curve to the right which has a radius of 340.00 feet and a chord which bears N10°21’54”E, 115.16 feet; thence S27°27’52”E, 88.07 feet; thence N57°50’58”E, 1.09 feet; thence S33°48’46”E, 215.26 feet to a point of curve; thence Southeasterly along a curve to the left which has a radius of 335.00 feet and a chord which bears S38°39’50”E, 56.66 feet to a point on the existing North right-of-way line of Sugar Maple Lane and the Northwest corner of Outlot 23, Western Addition to 1000 Oaks; thence S89°50’38”W, 219.47 feet along said existing North right-of-way line and the North line of Outlot 20, Western Addition to 1000 Oaks to the Point of Beginning. Said described area contains 33,268 square feet, 0.764 acres, and 0.00119 square miles.

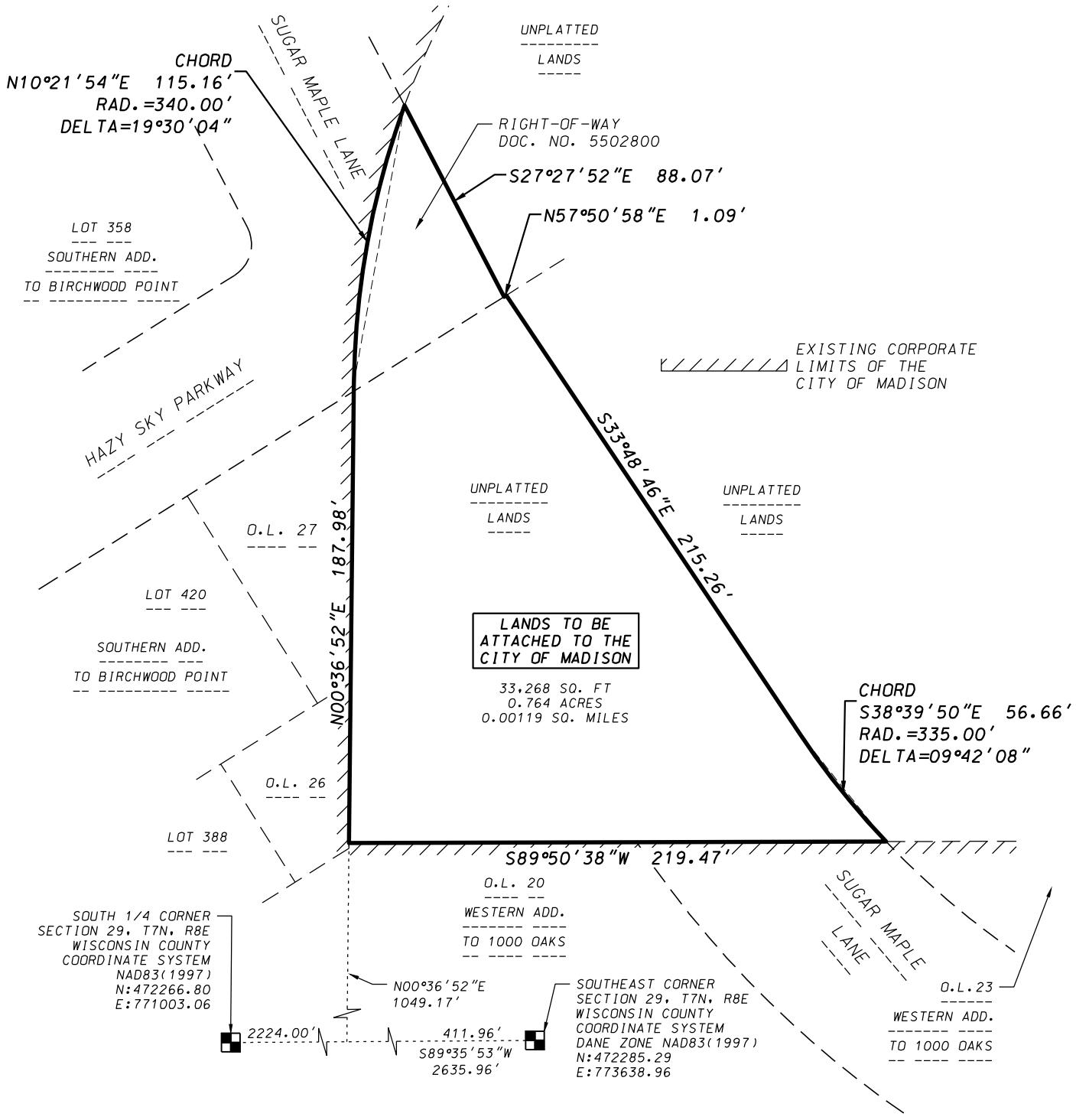
Together with,

A parcel of land located in the NW1/4 of the SW1/4 of Section 28, T7N, R8E, Town of Middleton, Dane County, Wisconsin more particularly described as follows:

Commencing at the Southeast Corner of said Section 28; thence N 00°56’27 E, 2648.52 feet to the West 1/4 Corner of said Section 28; thence N89°56'47"E, 486.13 feet along the South line of Lot 10, Silicon Prairie Business Park, to the Northwest corner of Lot 1, 1000 Oaks; thence S00°55'38"W, 492.53 feet along the West line of said Lot 1 to the Southwest corner thereof, also being the Southeast corner of Outlot 14, Southern Addition to Birchwood Point, and said point also being on the North right-of-way line of Watts Road, and the Point of Beginning; thence S89°51'24"W, 317.76 feet along a southern line of said Southern Addition to Birchwood Point; thence Southeasterly along a curve to the left which has a radius of 490.00 feet and a chord which bears S73°32'39"E, 280.06 feet; thence N89°51'04"E, 47.88 feet; thence N00°55'38"E, 80.01 feet to the Point of Beginning. Said described area contains 18,457 square feet, 0.424 acres, and 0.0025853 square miles, more or less.

EXHIBIT II

SCALE MAP OF LANDS TO BE ATTACHED TO THE CITY OF MADISON



D'ONOFRIO KOTTKE AND ASSOCIATES, INC.

7530 Westward Way, Madison, WI 53717
Phone: 608.833.7530 • Fax: 608.833.1089

YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT

0 60'

Scale 1" = 60'

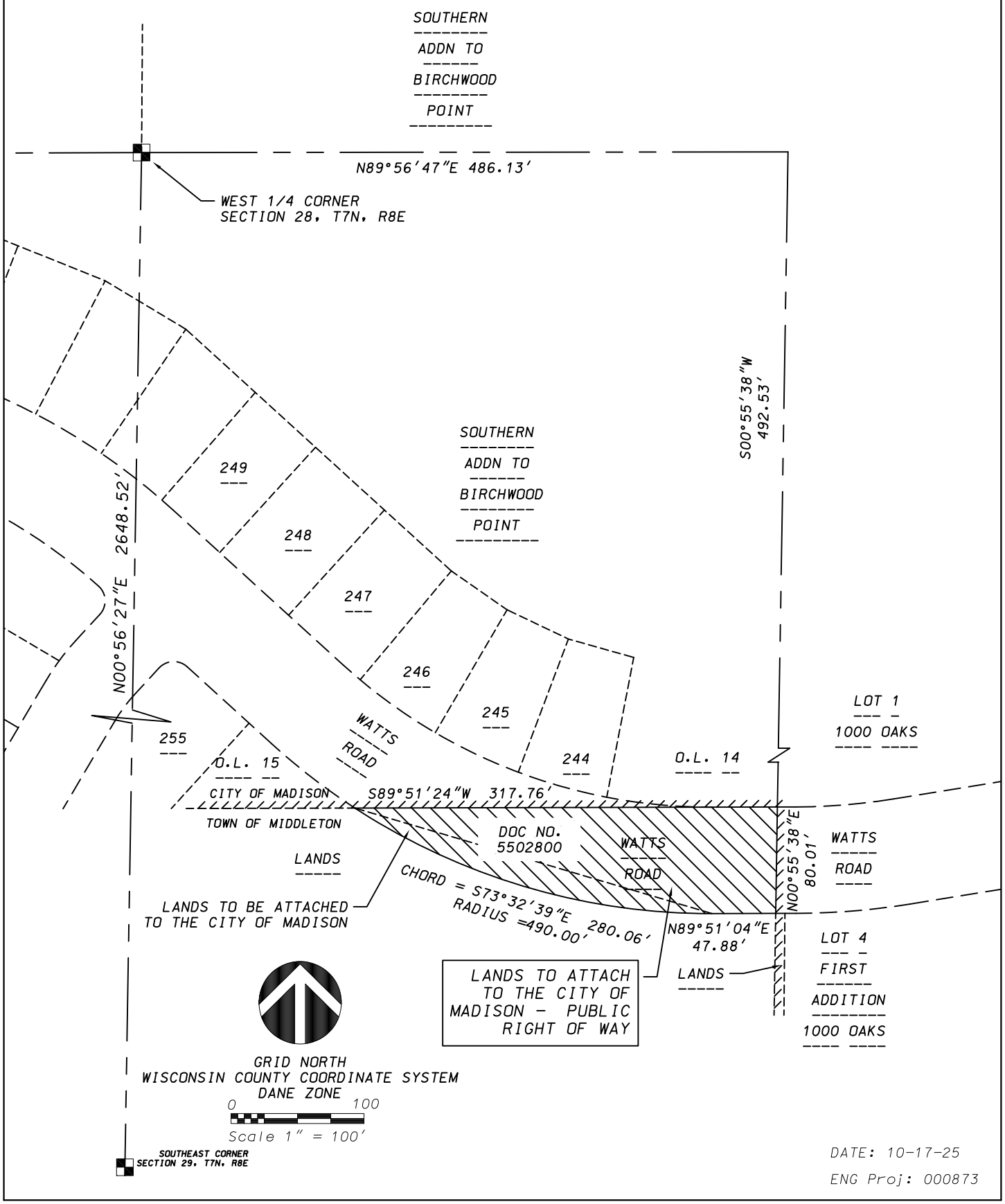
GRID NORTH
WISCONSIN COUNTY
COORDINATE SYSTEM
DANE ZONE NAD83(1997)
THE SOUTH LINE OF THE
SE1/4 OF SECTION 29, T7N, R8E
BEARS S89°35'53"W

DATE: 10-13-25

F.N.: 25-07-103

ATTACHMENT MAP – EXHIBIT "B"

PART OF THE NW1/4 OF THE SW1/4 OF SECTION 28, T7N, R8E, TOWN OF MIDDLETON, DANE COUNTY, WISCONSIN



DATE: 10-17-25

ENG Proj: 000873

City of Madison

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

Master

File Number: 91151

File ID:	91151	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	12/05/2025
File Name:	CSM - 7604 Femrite Dr			**Final Action:**	

Title: Approving a Certified Survey Map of property owned by the Samuel L. and Elaine A. Gundlach Survivor's Trust located at 7604 Femrite Drive (District 16).

Notes:

Sponsors:	Planning Division	**Effective Date:**	
Attachments:	Application.pdf, Letter of Intent.pdf, Proposed CSM.pdf, CSM Approval Letter.pdf	**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	tparks@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Planning Division	12/05/2025	Referred for Introduction				
	Action Text: This Resolution was Referred for Introduction						
	Notes: Common Council (1/27/26)						
1	COMMON COUNCIL	01/13/2026	Refer to a future Meeting to Adopt	COMMON COUNCIL			Pass
	Action Text: A motion was made by Vidaver, seconded by Govindarajan, to Refer to a future Meeting to Adopt to the COMMON COUNCIL. The motion passed by voice vote/other.						
	Notes: Adopt 1/27/26						
1	Department of Planning and Community and Economic Development	01/22/2026	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				
	Action Text: This Resolution was RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER						
	Notes: The proposed Certified Survey Map has been administratively approved as allowed by MGO Section 16.23(4)(f) subject to the conditions included in the attached letter. Staff recommends adoption of the resolution.						

Text of Legislative File 91151

Fiscal Note
No City appropriation is required with the approval of this certified survey map. City costs associated with urban development in this area will be included in future operating and capital budgets subject to Common Council approval.

Title
Approving a Certified Survey Map of property owned by the Samuel L. and Elaine A. Gundlach Survivor's Trust located at 7604 Femrite Drive (District 16).

Body
WHEREAS a Certified Survey Map of property owned by the Samuel L. and Elaine A. Gundlach Survivor's Trust located at 7604 Femrite Drive, City of Madison, Dane County, Wisconsin has been duly filed for approval by the Plan Commission, its Secretary or their designee, as provided for in Section 16.23(4)(f) of Madison General Ordinances; and

WHEREAS Chapter 236, Wisconsin Statutes requires that the Madison Common Council approve any dedications proposed or required as part of the proposed division of the lands contained on said Certified Survey Map;

NOW THEREFORE BE IT RESOLVED that said Certified Survey Map, bond and subdivision contract, subsequent affidavits of correction, parkland acquisition documents, easement or right-of-way release or procurement documents or any other related document or documents as deemed necessary by the Secretary of the Plan Commission in accordance with the approval of said Certified Survey Map are hereby approved by the Madison Common Council.

BE IT FURTHER RESOLVED that the Mayor and City Clerk of the City of Madison are hereby authorized to sign the above mentioned documents related to this Certified Survey Map.

BE IT FURTHER RESOLVED that all dedications included in this Certified Survey Map or required as a condition of approval of this Certified Survey Map be and are hereby accepted by the City of Madison.

BE IT FURTHER RESOLVED that the Common Council authorizes City staff to request approval from the Capital Area Regional Planning Commission of any minor revisions to adopted environmental corridor boundaries within the Central Urban Service Area relating to this land division, and that the Council recognizes and adopts said revised boundaries.

BE IT FURTHER RESOLVED that the Planning Division is authorized to reflect the recorded Certified Survey Map in the Comprehensive Plan and any applicable neighborhood plans.

SUBDIVISION APPLICATION

**** Please read both pages of the application completely and fill in all required fields ****

For a digital copy of this form with fillable fields, please visit:
https://www.cityofmadison.com/sites/default/files/city-of-madison/development-services-center/documents/SubdivisionApplication.pdf

If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the Planning Division at (608) 266-4635.

Si necesita interprete, traductor, materiales en diferentes formatos, u otro tipo de ayuda para acceder a estos formularios, por favor llame al (608) 266-4635.

Yog tias koj xav tau ib tug neeg txhais lus, tus neeg txhais ntawv, los sis xav tau cov ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhia no, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.

City of Madison 10/20/25 9:30 a.m.
Planning Division
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd.
P.O. Box 2985
Madison, WI 53701-2985
(608) 266-4635

NOTICE REGARDING LOBBYING ORDINANCE: If you are seeking approval of a development that has over 40,000 square feet of non-residential space, or a residential development of over 10 dwelling units, or if you are seeking assistance from the City with a value of $10,000 (including grants, loans, TIF or similar assistance), then you likely are subject to Madison's lobbying ordinance (M.G.O. Sec. 2.40). You are required to register and report your lobbying. Please consult the City Clerk's Office for more information. Failure to comply with the lobbying ordinance may result in fines.

1. Application Type

☐ Preliminary Subdivision Plat ☐ Final Subdivision Plat ☑ Land Division/Certified Survey Map (CSM)

If a Plat, Proposed Subdivision Name: _____

2. Review Fees

- For Preliminary and/or Final Plats, an application fee of $250, plus $50 per lot or outlot contained on the plat.
- For Certified Survey Maps, an application fee of $250 plus $200 per lot and outlot contained on the CSM.

Make checks payable to "City Treasurer" and mail it to the following address: City of Madison Building Inspection; P.O. Box 2984; Madison, WI 53701-2984. Please include a cover page with the check which includes the project address, brief description of the project, and contact information.

3. Property Owner and Agent Information

Name of Property Owner: Gundlach Family/Survuvor's Trust — Representative, if any: Ronald M TRadchtenberg, Esq.

Street address: 6405 Century Avenue Suite 101 — City/State/Zip: Middleton WI 53562

Telephone: 608-444-5699 — Email: [redacted]

Firm Preparing Survey: Burse Surveyiing & Engineering — Contact: Michelle Burse

Street address: 2801 International Lane Suie 101 — City/State/Zip: Madison WI 53704

Telephone: 608-250-9266 — Email: [redacted]

Check only ONE – ALL Correspondence on this application should be sent to: ☑ Property Owner, OR ☐ Survey Firm

4. Property Information for Properties Located within Madison City Limits

Parcel Addresses: 7604 Femrite Dr City of Madison

Tax Parcel Number(s): 251/0710-244-0107-9

Zoning District(s) of Proposed Lots: A- agriculture — School District: Monona Grove

- **Please include a detailed description of the number and use of all proposed lots and outlots in your letter of intent.**

4a. Property Information for For Properties Located *Outside* the Madison City Limits in the City's Extraterritorial Jurisdiction:

Parcel Addresses (note town if located outside City): _____

Date of Approval by Dane County: _____ Date of Approval by Town: _____

- **For an exterritorial request to be scheduled, approval letters from both the Town and Dane County must be submitted.**

5. Subdivision Contents and Description. Complete table as it pertains to your request; do not complete gray areas.

Land Use	Lots	Outlots	Acres
Residential	All land to be	left zoned and	in Agri use
Retail/Office			
Industrial			

Land Use	Lots	Outlots	Acres
Other (state use): School/Hotel	1		70.4717
Outlots Dedicated to the Public (Parks, Stormwater, etc.)			
Outlots Maintained by a Private Group or Association			
PROJECT TOTALS	1		

6. Required Submittal Materials

Digital (PDF) copies of all items listed below (if applicable) are required. Applicants are to submit each of these documents as *individual PDF files* in an e-mail sent to PCapplications@cityofmadison.com. The transmittal shall include the name of the project and applicant. Note that *an individual email cannot exceed 20MB* and it is the *responsibility of the applicant* to present files in a manner that can be accepted. Electronic submittals via file hosting services (such as Dropbox) are *not* allowed. Applicants who are unable to provide the materials electronically should contact the Planning Division at Planning@cityofmadison.com or (608) 266-4635 for assistance.

☑ **A Completed Subdivision Application Form** (i.e. both sides of this form)

☑ **Map Copies** (prepared by a Registered Land Surveyor):

- For Preliminary Plats, the drawings must be drawn to scale and are required to provide all information as set forth in M.G.O. Sec. 16.23 (7)(a).
- For Final Plats, the drawings must be drawn to scale and drawn to the specifications of §236.20, Wis. Stats..
- For Certified Survey Maps (CSMs), the drawings shall include all of the information set forth in M.G.O. Secs. 16.23 (7)(a) and (d), including existing site conditions, the nature of the proposed division and any other necessary data. Utility data (field located or from utility maps) may be provided on a separate map submitted with application.

For Plat & CSMs, in addition to the PDF copy, a digital CADD file shall also be submitted in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System and shall contain, at minimum, the list of items stated below, each on a separate layer/level name. The line work shall be void of gaps and overlaps and match the plat, preliminary plat or CSM as submitted: a) Right-of-Way lines (public and private); b) Lot lines; c) Lot numbers; d) Lot/Plat dimensions; e) Street names; f) Easement lines (i.e. all in title and shown on the plat or CSM including wetland & floodplain boundaries.)

☑ **Letter of Intent**: One copy of a letter describing the proposed subdivision or land division in detail including, but not limited to:

- The number and type/use of the lots and outlots proposed with this subdivision or land division, including any outlots to be dedicated to the public;
- Existing conditions and uses of the property;
- Phasing schedule for the project, and;
- The names of persons involved (property owner(s), subdivider, surveyor, civil engineer, etc.).

* *The letter of intent for a subdivision or land division may be the same as the letter of intent submitted with a concurrent Land Use Application for the same property.*

** *A letter of intent is not required for Subdivision Applications for lot combinations or split duplexes.*

☑ **Report of Title and Supporting Documents**: One copy of a City of Madison standard 60-year Report of Title obtained from a title insurance company as required in M.G.O. Sec. 16.23 and as satisfactory to the Office of Real Estate Services. Note:

- *The Report of Title must have been completed within three (3) months of the submittal date of this application. Title insurance or a title commitment policy are NOT acceptable* (i.e. a Preliminary Title Report or a Record Information Certificate).
- The electronic PDF submittal shall include images of the vesting deeds and all documents listed in the Report of Title.
- *Do not email these files to the City's Office of Real Estate Services*. Send them instead to the email address noted at the top of this page.

☐ **For Surveys Outside the Madison City Limits**: One copy of the approval letters from the town where the property is located *and* Dane County shall be submitted with your request. The Plan Commission may not consider an application within its extraterritorial jurisdiction without prior approval from the town and Dane County.

7. Applicant Declarations:

The signer attests that the application has been completed accurately and all required materials have been submitted:

Applicant's Printed Name: Ronald M. Trachtenberg, Esq. Signature: Ronald M. Trachtenberg

Date: 11-14-2025 Interest In Property On This Date: AttorenyforOwner

STATEMENT OF PUROSE AND INTENT

IN RE 7604 FEMRITE DRIVE, CITY OF MADISON

PARCL NO, 251/0710-244-0107-9

The undersigned is the attorney for the owners of the above-referenced parcel, The Samuel L Gundlach and Elaine A. Gundlach Family Trust, dated August 3, 2006, and The Elaine A. Gundlach Survivor's Trust, dated August 3, 2006.

The purpose of the proposed CSM is to clean up the legal description for the parcel related to a mapping issue found by Assistant City Engineer Jeff Quamme and resolved with the assistance of Assistant City Doren Viste. The parcel for the time being, until development ultimately happens, will remain a single parcel, zoned A, and remain in agricultural use.

If you have any questions or need any additional materials, please advise.

Date: 11-14-2025

Fuhrman & Dodge, S.C.

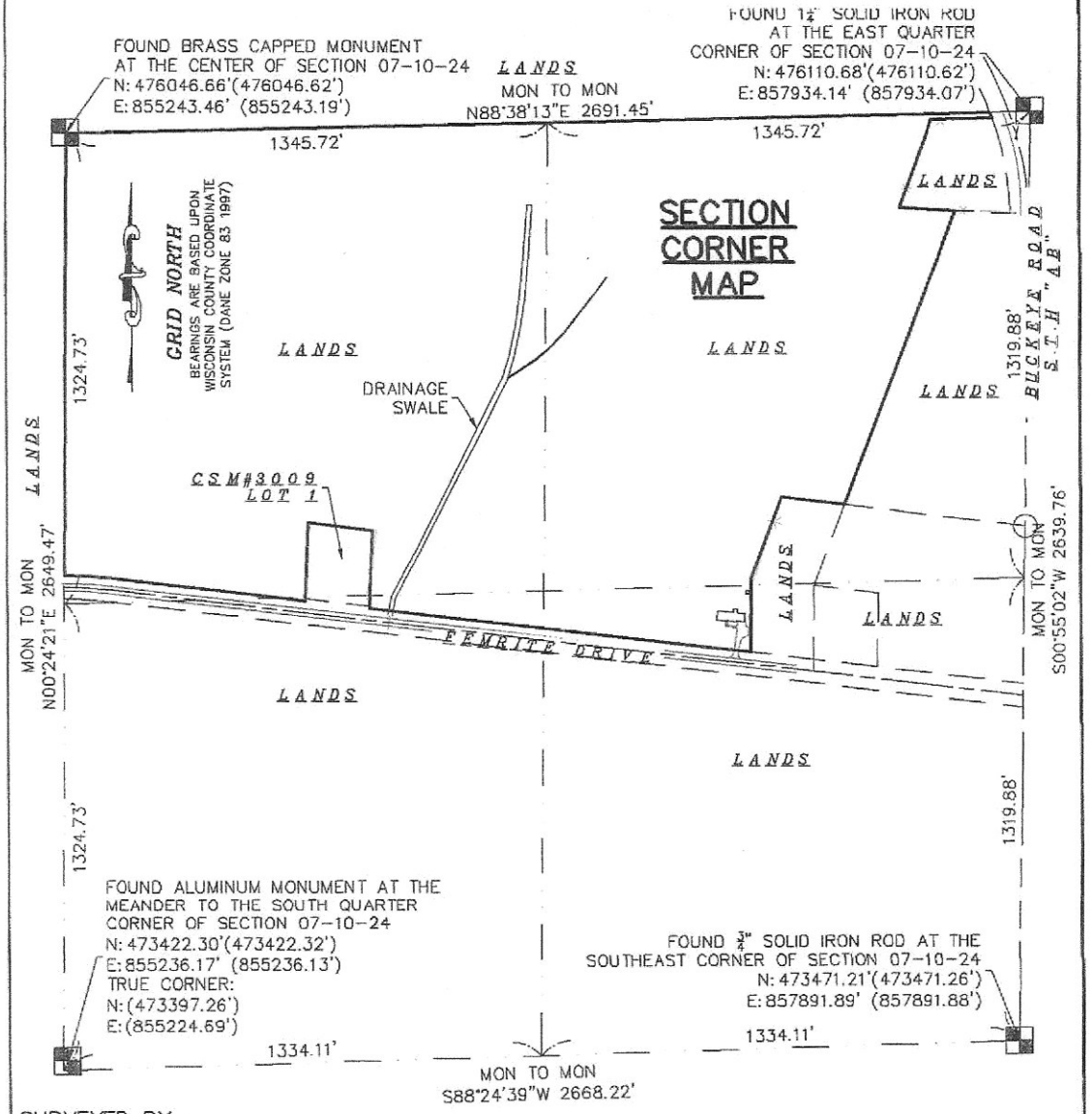
Ronald M. Trachtenberg, Esq.

CERTIFIED SURVEY MAP No. _____

LOCATED IN ALL QUARTERS OF THE SOUTHEAST QUARTER OF SECTION 24, TOWNSHIP 07 NORTH, RANGE 10 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN

0 200 400 800 1200

SCALE : ONE INCH = FOUR HUNDRED FEET



SURVEYED BY :

Burse
surveying & engineering Inc.
2801 International Lane, Suite 101
Madison, WI 53704 608.250.9263
Fax: 608.250.9266
email: mburse@bse-inc.net
www.burseengineering.com

MAP NO. _____

DOCUMENT NO. _____

VOLUME ____ PAGES _____

SURVEYED FOR :

Elaine A. Survivor's Trust

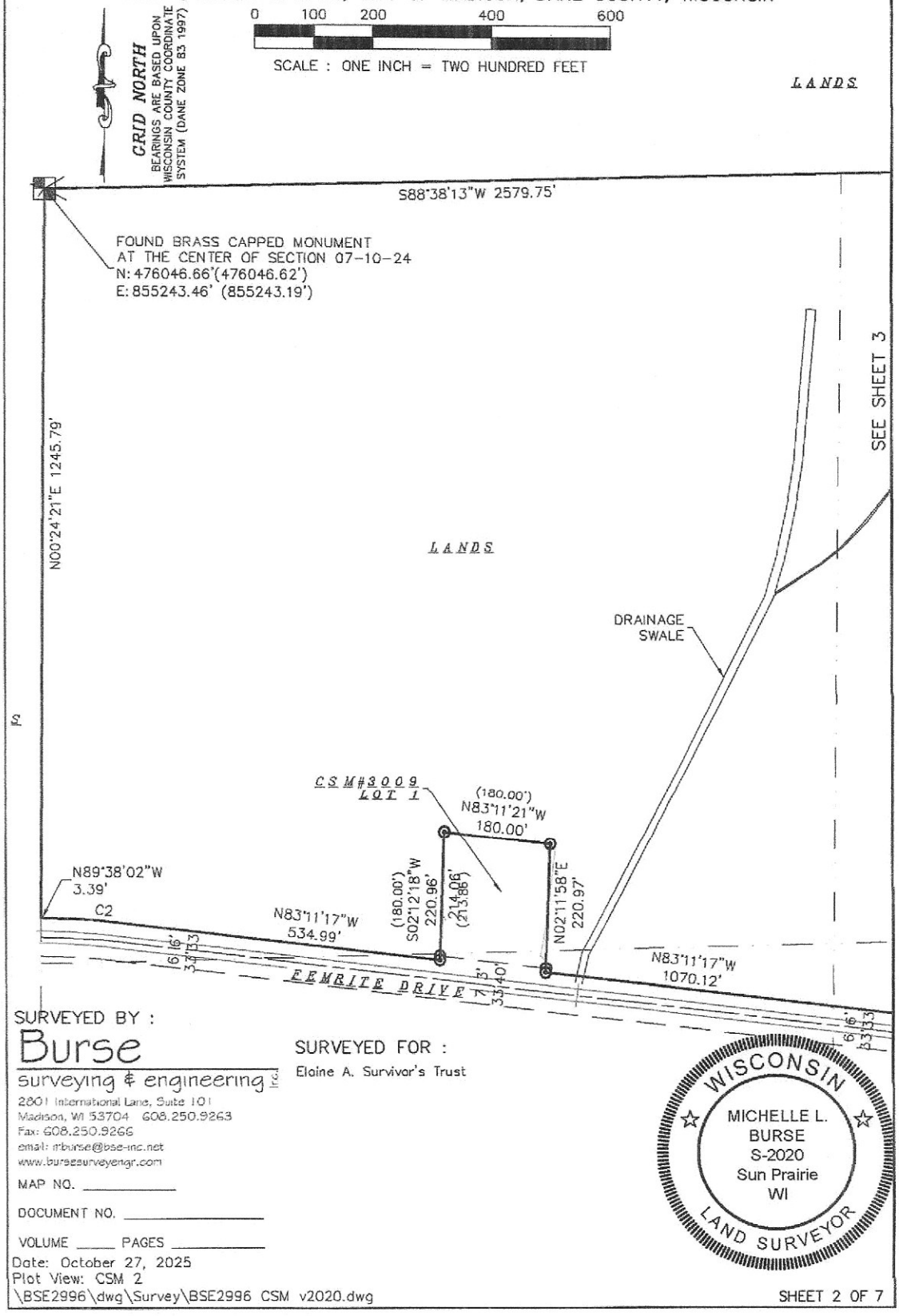
SEE SHEET 5 FOR LEGEND

WISCONSIN
MICHELLE L. BURSE
S-2020
Sun Prairie WI
LAND SURVEYOR

Date: October 27, 2025
Plot View: CSM 1
\BSE2996\dwg\Survey\BSE2996 CSM v2020.dwg

CERTIFIED SURVEY MAP No. _____

LOCATED IN ALL QUARTERS OF THE SOUTHEAST QUARTER OF SECTION 24, TOWNSHIP 07 NORTH, RANGE 10 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN



SURVEYED BY :

Burse surveying & engineering Inc.

2801 International Lane, Suite 101
Madison, WI 53704 608.250.9263
Fax: 608.250.9266
email: mburse@bse-inc.net
www.burseurveyengr.com

MAP NO. _____

DOCUMENT NO. _____

VOLUME ____ PAGES _____

Date: October 27, 2025
Plot View: CSM 2
\BSE2996\dwg\Survey\BSE2996 CSM v2020.dwg

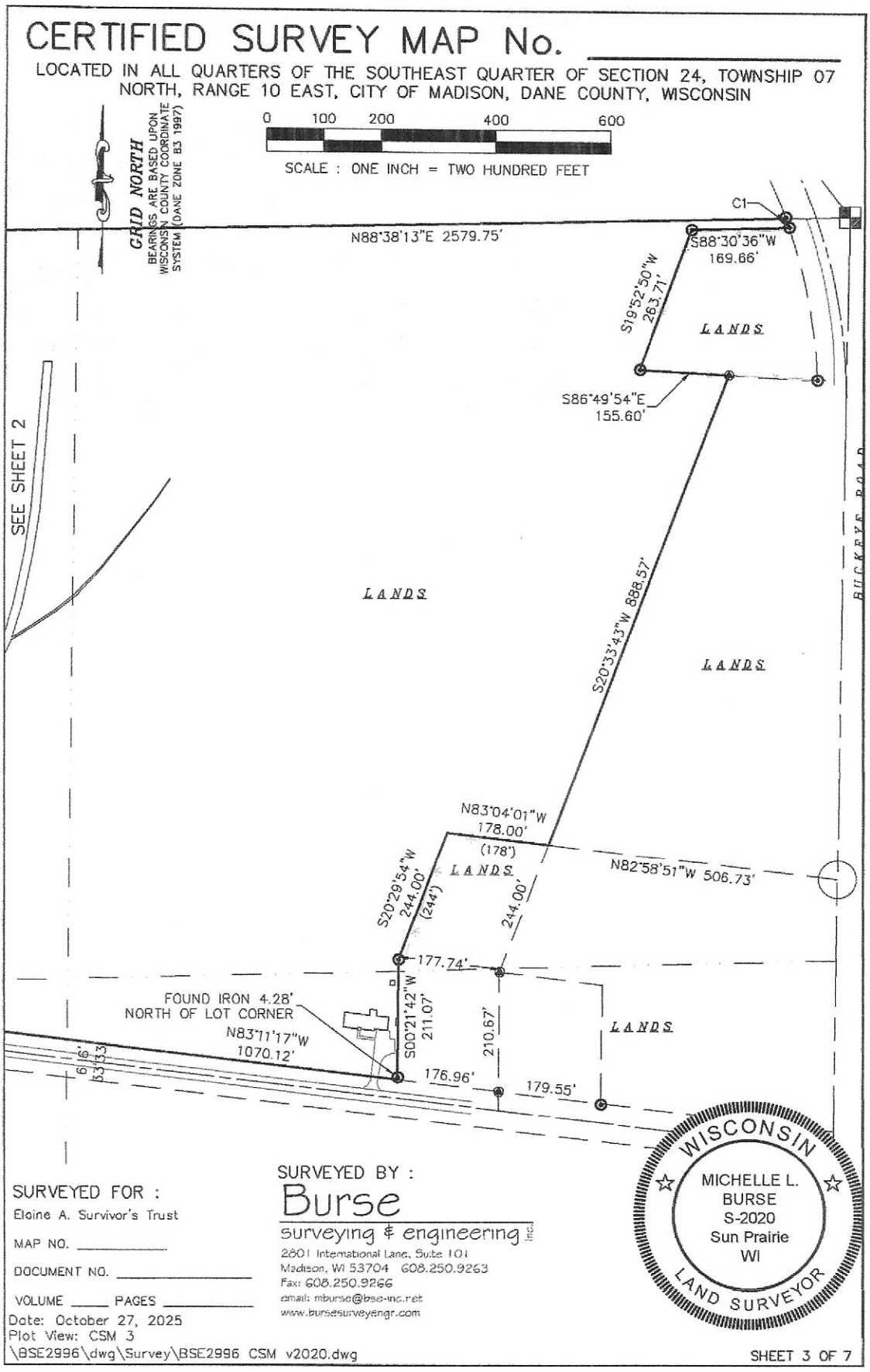
SURVEYED FOR :
Elaine A. Survivor's Trust

WISCONSIN
MICHELLE L. BURSE
S-2020
Sun Prairie
WI
LAND SURVEYOR

SHEET 2 OF 7

CERTIFIED SURVEY MAP No. _____

LOCATED IN ALL QUARTERS OF THE SOUTHEAST QUARTER OF SECTION 24, TOWNSHIP 07 NORTH, RANGE 10 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN



SURVEYED FOR :
Eloine A. Survivor's Trust

MAP NO. _____

DOCUMENT NO. _____

VOLUME ____ PAGES _____

Date: October 27, 2025
Plot View: CSM 3
\BSE2996\dwg\Survey\BSE2996 CSM v2020.dwg

SURVEYED BY :

Burse
surveying & engineering Inc.
2801 International Lane, Suite 101
Madison, WI 53704 608.250.9263
Fax: 608.250.9266
email: mburse@bse-inc.net
www.bursesurveyengr.com

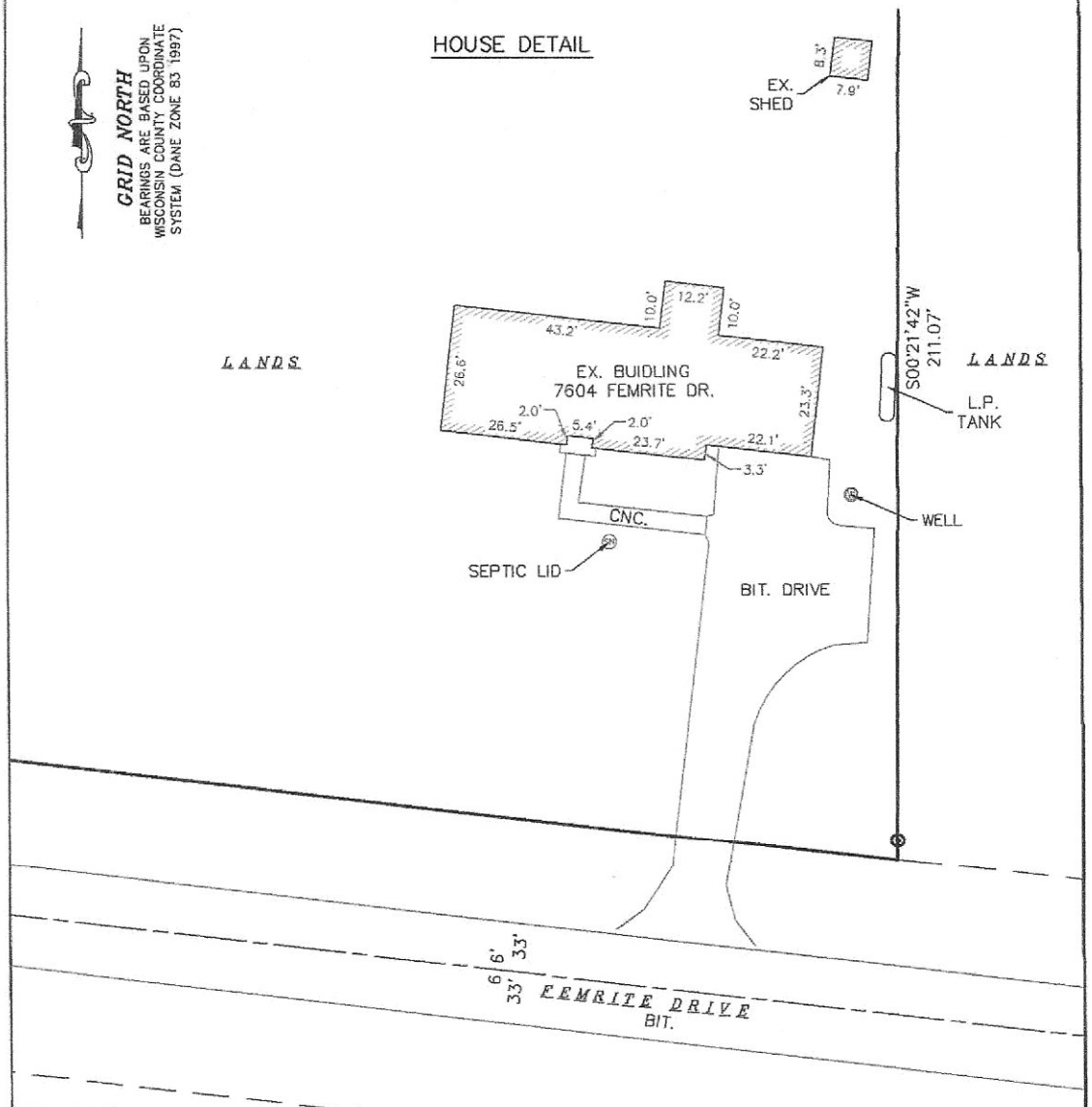
SHEET 3 OF 7

CERTIFIED SURVEY MAP No. _____

LOCATED IN ALL QUARTERS OF THE SOUTHEAST QUARTER OF SECTION 24, TOWNSHIP 07 NORTH, RANGE 10 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN

0 30 60 90

SCALE : ONE INCH = THIRTY FEET



SURVEYED BY :

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email: mburse@bse-inc.net
www.bursesurveyengr.com

MAP NO. _____

DOCUMENT NO. _____

VOLUME _____ PAGES _____

Date: October 27, 2025
Plot View: CSM 4
\BSE2996\dwg\Survey\BSE2996 CSM v2020.dwg

SURVEYED FOR :
Elaine A. Survivor's Trust

WISCONSIN
MICHELLE L. BURSE
S-2020
Sun Prairie
WI
LAND SURVEYOR

SHEET 4 OF 7

CERTIFIED SURVEY MAP No. _____

LOCATED IN ALL QUARTERS OF THE SOUTHEAST QUARTER OF SECTION 24, TOWNSHIP 07 NORTH, RANGE 10 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN

LEGEND

- ◉ 1" IRON PIPE FOUND
- ● 3/4" SOLID IRON ROD FOUND (UNLESS NOTED)
- ○ 3/4" X 18" SOLID IRON RE-ROD SET, WT. 1.50 lbs./ft.
- ◉ 1" PINCHED IRON PIPE FOUND
- ( ) INDICATES RECORDED AS
- ——— x ——— FENCE

DISTANCES ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT.
BUILDINGS ARE MEASURED TO THE NEAREST TENTH OF A FOOT.

DESCRIPTION FURNISHED: (Quit Claim Deed Doc. No. 3130471

The West 1/2 of the Southeast 1/4 and part of the East 1/2 of the Southeast 1/4 of Section 24, Township 7 North, Range 10 East, in the Town of Blooming Grove, Dane County, Wisconsin, described as follows: commencing at the Northwest corner of said East 1/2 of the Southeast 1/4; thence East 75 rods; thence South 1 rod; thence West 10 rods; thence South 10 rods; thence East 10 rods; thence Southwest to a point on the South line of the Northeast 1/4 of the Southeast 1/4, 35 rods West of the Southeast corner thereof; thence South 27 1/2 rods; thence West 45 rods; thence North to the place of beginning.

Excepting from the above lands, land described as follows: Beginning at a point on the South line of the Northeast 1/4 of the Southeast 1/4 of said Section 24, which is 577.5 feet West of the Southeast corner thereof; thence North 19 degrees 51' East along the Easterly line of parcel of land described in Volume 497 page 410 as found in said Register's office, for a distance of 244.0 feet; thence North Westerly parallel to center line of highway located in the Southeast 1/4 of the Southeast 1/4 for a distance of 178.0 feet; thence South 19 degrees 51' West, 244.0 feet; thence Southeasterly 178.0 feet to the point of beginning.

Also excepting that part of the East 1/2 of the Southeast 1/4 of said Section 24, described as follows: Beginning at a point on the South line of the Northeast 1/4 of the Southeast 1/4 of said Section 24 which is 577.5 feet West of the Northeast corner of the Southeast 1/4 of the Southeast 1/4 of Section 24; thence South 244 feet to the center line of State Highway No. 12; thence Northwesterly along and upon the center line of said highway 178 feet; thence North 244 feet; thence Southeasterly parallel to the highway 178 feet to the place of beginning.

Also except U.S. Highway 12 and 18.

Also excepting that part described in Warranty Deed recorded July 21, 1967 in Vol. 837 of Deeds, page 475, as Document No. 1190270.

This description contains 17,598 square feet

SURVEYOR'S CERTIFICATE:

I, Michelle L. Burse, Professional Land Surveyor, No. 2020, hereby certify that the foregoing survey was executed under my direction and control, and that said survey meets the minimum standards for property surveys of the Wisconsin Administrative Code (A-E7), and the map hereon is correct to the best of my knowledge and belief.

Dated this _____ day of _____, 202_.

Signed: _____
Michelle L. Burse, P.L.S. No. 2020

SURVEYED FOR :
Elaine A. Survivor's Trust

SURVEYED BY :
Burse surveying & engineering Inc
2601 International Lane, Suite 101
Madison, WI 53704 608.250.9263
Fax: 608.250.9266
email: mburse@bse-inc.net
www.bursesurveyengr.com

WISCONSIN
MICHELLE L. BURSE
S-2020
Sun Prairie
WI
LAND SURVEYOR

MAP NO. _____

DOCUMENT NO. _____

VOLUME _____ PAGES _____

Date: October 27, 2025
Plot View: CSM 5
\BSE2996\dwg\Survey\BSE2996 CSM v2020.dwg

CERTIFIED SURVEY MAP No. _____

LOCATED IN ALL QUARTERS OF THE SOUTHEAST QUARTER OF SECTION 24, TOWNSHIP 07 NORTH, RANGE 10 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN

OWNER'S CERTIFICATE

Elaine A. Survivor's Trust, as owner, does hereby certify that it caused the land described on this Certified Survey Map to be surveyed, divided, mapped, and dedicated as represented on sheet 1. It also certify that this Certified Survey Map is required by s.236.34 to be submitted to the following for approval or objection.

City of Madison

WITNESS the hand and seal of said owners, this ___ day of _____, 202_.

_____
Alan Gundlach, Trustee of the Elaine A. Survivor's Trust dated August 3, 2006

State of Wisconsin)
)ss.
County of Dane)

Personally came before me this __ day of _____, 202_, the above named Alan Gundlach, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public: _____

My commission expires/is permanent: _____

SURVEYED FOR :
Elaine A. Survivor's Trust

SURVEYED BY :
Burse
surveying & engineering Inc
2801 International Lane, Suite 101
Madison, WI 53704 608.250.9263
Fax: 608.250.9266
email: mburse@bse-inc.net
www.bursesurveyengr.com

WISCONSIN
MICHELLE L. BURSE S-2020 Sun Prairie WI
LAND SURVEYOR

MAP NO. _____

DOCUMENT NO. _____

VOLUME ____ PAGES _____

Date: October 27, 2025
Plot View: CSM 6
\BSE2996\dwg\Survey\BSE2996 CSM v2020.dwg

CERTIFIED SURVEY MAP No. _____

LOCATED IN ALL QUARTERS OF THE SOUTHEAST QUARTER OF SECTION 24, TOWNSHIP 07 NORTH, RANGE 10 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN

CITY OF MADISON COMMON COUNCIL APPROVAL

Resolved that this Certified Survey Map located in the City of Madison was hereby approved by Enactment Number _____, File I.D. Number_____, adopted on the ___ day of _____, 202_, and that said Enactment further provided for the acceptance of those lands dedicated and rights conveyed by said Certified Survey Map to the City of Madison for public use.

Dated this ___ day of _____, 202_.

_____
Maribeth Witzel-Behl, City Clerk
City of Madison, Dane County, Wisconsin

SURVEYED FOR :
Elaine A. Survivor's Trust

SURVEYED BY :
Burse
surveying & engineering Inc
2801 International Lane, Suite 101
Madison, WI 53704 608.250.9263
Fax: 608.250.9266
email: mburse@bse-inc.net
www.bursesurveyengr.com

MAP NO. _____

DOCUMENT NO. _____

VOLUME _____ PAGES _____

Date: October 27, 2025
Plot View: CSM 7
\BSE2996\dwg\Survey\BSE2996 CSM v2020.dwg

WISCONSIN
MICHELLE L. BURSE S-2020 Sun Prairie WI
LAND SURVEYOR

Office of the Register of Deeds
_____ County, Wisconsin
Received for Record
_____, 20___ at
_____ o'clock __M as
Document No. _____
in _____
_____
_____

_____
Register of Deeds

CSM

Metes and Bounds Description

Located in all Quarters of the Southeast Quarter of Section 24. Township 07 North, Range 10 East, City of Madison, Dane County, Wisconsin, more fully described as follows:

Commencing at the East Quarter Corner of said Southeast Quarter of Section 24;
thence South 88 degrees 38 minutes 13 seconds West along the north line of said Southeast Quarter, 111.70 feet to a point of curvature and the Point of Beginning;
thence 17.50 feet along a curve to the right, having a radius of 905.40 feet, a central angle of 88 degrees 53 minutes 34 seconds and a long chord that bears South 19 degrees 49 minutes 50 seconds East, 17.50 feet, to the point of tangency thereof;
thence South 88 degrees 30 minutes 36 seconds West, 169.66 feet;
thence South 19 degrees 52 minutes 50 seconds West, 263.71 feet;
thence South 86 degrees 49 minutes 54 seconds East, 155.60 feet;
thence South 20 degrees 33 minutes 43 seconds West, 888.57 feet;
thence North 83 degrees 04 minutes 01 seconds West 178.00 feet;
thence South 20 degrees 29 minutes 54 seconds West 244.00 feet;
thence South 00 degrees 21 minutes 42 seconds West, 211.07 feet to the northerly right-of-way line of Femrite Drive;
thence North 83 degrees 11 minutes 17 seconds West along said northerly right-of-way line, 1070.12 feet;
thence North 02 degrees 11 minutes 58 seconds East, 220.97 feet;
thence North 83 degrees 11 minutes 21 seconds West, 180.00 feet;
thence South 02 degrees 12 minutes 18 seconds West, 220.96 feet to said northerly right-of-way line;
thence North 83 degrees 11 minutes 17 seconds West along said northerly right-of-way line, 534.99 feet to a point of curvature;
thence 138.72 feet along a curve to the left, having a radius of 1233.00 feet, a central angle of 83 degrees 33 minutes 15 seconds and a long chord that bears North 86 degrees 24 minutes 40 seconds West, 138.64 feet, to the point of tangency thereof;
thence North 89 degrees 38 minutes 02 seconds West to the west line of said Southeast Quarter, 3.39 feet;
thence North 00 degrees 24 minutes 21 seconds East along said west line, 1245.79 feet to the Center of said Section 24 and the north line of said Southeast Quarter;
thence North 88 degrees 38 minutes 13 seconds East along said north line; 2579.75 feet to the Point of Beginning.

This description contains 3,069,749 square feet or 70.4717acres.

Bearings are based upon the Wisconsin County Coordinate System – Dane Zone

Prepared By:
Burse Surveying and Engineering, Inc.
2801 International Lane, Suite 101
Madison WI, 53704

M:\BSE2996\Documents\Descriptions\Metes and Bounds Description.docx

Department of Planning & Community & Economic Development
Planning Division
Meagan E. Tuttle, Director
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd.
P.O. Box 2985
Madison, WI 53701-2985
Phone: (608) 266-4635
planning@cityofmadison.com

****BY E-MAIL ONLY****

January 22, 2026

Ronald M. Trachtenberg
Fuhrman & Dodge
6445 Century Avenue; Suite 101
Middleton, Wisconsin 53562

RE: LNDCSM-2025-00045; ID 91151 – Certified Survey Map – 7604 Femrite Drive (The Samuel L. Gundlach and Elaine A. Gundlach Family Trust)

Dear Ron,

The Certified Survey Map (CSM) to create one lot in A (Agricultural District) zoning at 7604 Femrite Drive, Section 24, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin is hereby **conditionally approved**. The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Brenda Stanley of the City Engineering Division at (608) 261-9127 if you have questions regarding the following item:

1. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM, contact either Tim Troester (West) at (608) 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley (East) at (608) 261-9127 (bstanley@cityofmadison.com) to obtain the final stormwater utility charges that are due and payable prior to sub-division of the properties. The stormwater utility charges (as all utility charges) are due for the previous months of service and must be cleared prior to the land division (and subsequent obsolesces of the existing parcel).

Please contact Jeffrey Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have questions regarding the following eighteen (18) items:

2. As previously discovered, there are title overlaps and gaps with the record title of the Hope Evangelical Cemetery and the lands described in the provided title report. Title to the cemetery has been determined to still be with the Hope Evangelical Cemetery Association. That association has been inactive for many years. The City of Madison did execute a quit claim deed recorded as Document No. 6044421 for any interests it may have lying outside of the Catalogued Burial site per Document No. 2838253. The applicant shall provide information regarding how they are planning to ultimately resolve title between the cemetery lands and lands included in this CSM.

3. Grant a public storm water drainage easement(s) to the City on the face of this Certified Survey Map of adequate width as determined by City Storm Water Engineering staff to convey public storm water from adjacent properties through this CSM. Contact Jeff Quamme for the required terms and conditions to be placed on the CSM prior to final sign off.

4. Grant a 15-foot wide permanent limited easement for grading and sloping along the rights of way of Femrite Drive and E Buckeye Road. Contact Jeff Quamme of Engineering Mapping (jrquamme@cityofmadison.com, 608-266-4097) for easement language.

5. The applicant shall dedicate additional right of way along Femrite Drive. The required width of the additional dedication shall be as determined necessary by the City of Madison Traffic Engineering Division.

6. Include a Plan Commission certificate on the CSM.

7. Wisconsin Administrative Code A-E 7.08 identifies when Public Land System (PLS) tie sheets must be filed with the Dane County Surveyor's office. The developer's surveyor and/or applicant must submit copies of required tie sheets or monument condition reports (with current tie sheet attached) for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering (jrquamme@cityofmadison.com).

8. Prior to Engineering final sign-off by main office for Certified Survey Maps, the final CSM shall be submitted in PDF format by email transmittal to Engineering Land Records Coordinator Jule Smith (jsmith4@cityofmadison.com) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.

9. Conditions of approval noted herein are not intended to be construed as a review determining full compliance with City of Madison General Ordinances and State of Wisconsin Statutes. The licensed professional preparing the land division is fully responsible for full compliance with all ordinances and statutes regulating this proposed land division.

10. There are several corners that are not shown to be monumented. All boundaries shall be monumented as required by 236.20(2)(b). Also, all sheets with maps shall include a note to see sheet 5 for the legend.

11. The CSM does not have the required curve information for Curves 1 and 2. Add the curve information and include all curve elements and a dashed cord as required by Wis. Stats. Section 236.20(2)(k).

12. The lot being created shall be labeled “Lot 1” and shall also have a label of the area in square feet as required by Wis. Stats. Sections 236.20(2)(e) and 236.20(2)(j).

13. All "recorded as" information shall be shown completely along the entire exterior boundary of the deeds of record, adjacent deeds, and land divisions.

14. The Surveyor's Certificate does not meet the statutory requirements and shall be revised. Also, a full metes and bounds legal description shall be provided under the Surveyor's Certificate, not on a separate non-numbered sheet as provided. Also, the legal description shall include appropriate calls along all lines as appropriate.

15. Label the Hope Evangelical Cemetery near the northeasterly corner of this CSM.

16. Label the public road right of way in the northeasterly corner of the CSM as “E Buckeye Road (CTH AB).” Also, provide the widths of the right of way.

17. Provide the tie to the East Quarter Corner to the northeast corner of the CSM on sheet 3.

18. The ends of the 155.60-foot long line along the south line of the cemetery, the monuments per the previous survey, are not at the corners. Provide the detail of the locations of the monuments to the true corners or monument the true positions. This also is the condition at the northeast corner of the cemetery.

19. The applicant shall submit to Jule Smith, prior to final Engineering sign-off of the subject CSM, one (1) digital CADD drawing in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System and shall contain, at minimum, the list of items stated below, each on a separate layer/level name. The line work shall be void of gaps and overlaps and match the final recorded CSM: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; easement lines (including wetland and floodplain boundaries).

    *This transmittal is a separate requirement than the required submittals to Engineering Streets Section for design purposes. The developer/surveyor shall submit new updated final plat, electronic data and a written notification to Engineering Mapping for any changes to the plat which occur subsequent to any submittal.

Please contact Trent W. Schultz of the Parking Division at (608) 246-5806 if you have any questions regarding the following item:

20. Note: A Transportation Demand Management (TDM) Plan is not required as part of this Certified Survey Map review. A TDM Plan could be required as part of future development per MGO Section 16.03.

Please contact Jeff Belshaw of the Madison Water Utility at (608) 261-9835 if you have any questions regarding the following item:

21. The subject parcel is located beyond Madison Water Utility’s existing service area. Note that future connection to the City water system may be required if/when water service becomes available per MGO Section 13.07.

Please contact Lance Vest of the Office of Real Estate Services at (608) 245-5794 if you have any questions regarding the following ten (10) items:

22. Prior to final approval sign-off by the Office of Real Estate Services ("ORES"), the Owner's Certificate(s) on the CSM shall be executed by all parties of interest having the legal authority to do so, pursuant to Wis. Stats. 236.21(2)(a). Said parties shall provide documentation of legal signing authority to the notary or authentication attorney at the time of execution. The title of each certificate shall be consistent with the ownership interest(s) reported in the most recent title report.

    If any land within the CSM boundary is under contract for sale or purchase, and said transfer will be conducted at the time of CSM recording, an escrow agreement may be necessary. Please discuss closing plans with ORES in advance of CSM signoff.

    When possible, the executed original hard stock recordable CSM shall be presented at the time of Office of Real Estate Services (ORES) approval sign-off. If not, the City and the Register of Deeds are now accepting electronic signatures. A PDF of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.

23. Prior to CSM approval sign-off, an executed and notarized or authenticated certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s).

24. The title report provided indicates the Samuel L. Gundlach and Elaine A. Gundlach Family Trust holds a 28.28% tenant in common interest. Add an Owner Certificate to the CSM for this trust to sign.

25. A Consent of Lessee certificate shall be included on the CSM for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.

26. Revise the name of the City Clerk in the Madison Common Council Certificate as follows:

    _____
    Lydia A. McComas, City Clerk
    City of Madison, Dane County Wisconsin

27. Pursuant to Madison City Ordinance Section 16.23(5)(b)(5) and Wis. Stats. 236.21(2)(a), all CSM's that are subject to the review and approval of the City of Madison shall contain the following certificate of approval:

    Approved for recording per the Secretary of the City of Madison Plan Commission.

    By: _____ Date: _____
    Matthew Wachter, Secretary of the Plan Commission

28. As of December 22, 2025, the 2025 real estate taxes are due for the subject property. Per Wis. Stats. Section 236.21(3) and MGO Section 16.23(4)(f)(3), the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording. This includes property tax bills for the prior year that are distributed at the beginning of the year. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off. Payment is made to: City of Madison Treasurer; 210 Martin Luther King, Jr. Blvd.; Madison, WI 53701.

29. As of December 22,2025, there are special assessments reported. All known special assessments are due and payable prior to CSM approval sign-off. If special assessments are levied against the property during the review period and prior to CSM approval sign-off, they shall be paid in full pursuant to MGO Section 16.23(4)(f)(3).

30. Pursuant to MGO Section 16.23(4)(f), the owner shall furnish an updated title report via email to Lance Vest (lvest@cityofmadison.com) as well as the survey firm preparing the proposed CSM. The report shall search the period subsequent to the date of the initial title report dated November 3, 2025 submitted with the CSM application and include all associated documents that have been recorded since the initial title report. A title commitment may be provided but will be considered only as supplementary information to the title report update. The surveyor shall update the CSM with the most recent information reported in the title update. ORES reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.

31. Revise the CSM as follows to depict and identify the document recorded as Document. No. 532999.

Please contact my office at (608) 261-9632 if you have questions about the following two (2) items:

32. Consistent with the recommendations in the Yahara Hills Neighborhood Development Plan, revise the CSM to dedicate a total of 45 feet of right of way for Femrite Drive as measured from the centerline.

33. Revise the house detail on sheet 4 of 7 of the CSM to include a side yard setback dimension from the house to the eastern property line and a setback dimension from the nearest point of the house to Femrite Drive.

Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.

A resolution approving the Certified Survey Map and authorizing the City to sign it and any other documents related to the CSM will be reviewed by the Common Council at its January 27, 2026 meeting.

In order to commence the process for obtaining the necessary City signatures on the Certified Survey Map, the applicant shall e-mail the revised CSM, updated title report, and any other materials required by reviewing agencies to the reviewing planner. The reviewing planner will share the updated materials with the relevant commenting City agencies for them to verify that their conditions have been satisfied and that the secretary or designee may sign the Plan Commission approval certificate. Once the Plan Commission certificate is executed, the Planning Division will make the City Clerk's Office aware that the Common Council certificate may be executed.

Once all of the necessary City signatures have been affixed to the Certified Survey Map, the instrument may be recording at the Dane County Register of Deeds Office. For information on recording procedures and fees, please contact the Register of Deeds at (608) 266-4141.

Any appeal from this action, including the conditions of approval, must be filed with the Circuit Court within 30 days from the date of this letter. **The approval of this CSM shall be null and void if not recorded in twelve (12) months from the date of the approving resolution or this letter, whichever is later.**

If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at (608) 261-9632 or tparks@cityofmadison.com.

Sincerely,

Timothy M Parks

Timothy M. Parks
Planner

cc: Michelle Burse, Burse Surveying and Engineering, Inc. (by e-mail)

City of Madison

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

Master

File Number: 91513

File ID:	91513	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/09/2026
File Name:	CSM - 2030 Pennsylvania Ave, et al			**Final Action:**	

Title: Approving a Certified Survey Map of property owned by CAH CO Johnson, LLC and Hooper Corporation located at 2030 Pennsylvania Avenue and 1902 E Johnson Street (District 12).

Notes:

Sponsors:	Planning Division	**Effective Date:**	
Attachments:	CSM Application.pdf, Letter of Intent.pdf, Proposed CSM.pdf	**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	tparks@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Planning Division	01/09/2026	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Plan Commission (3/2/26), Common Council (3/10/26)

Text of Legislative File 91513

Fiscal Note
No City appropriation is required with the approval of this certified survey map. City costs associated with urban development in this area will be included in future operating and capital budgets subject to Common Council approval.

Title
Approving a Certified Survey Map of property owned by CAH CO Johnson, LLC and Hooper Corporation located at 2030 Pennsylvania Avenue and 1902 E Johnson Street (District 12).

Body
WHEREAS a Certified Survey Map of property owned by CAH CO Johnson, LLC and Hooper Corporation located at 2030 Pennsylvania Avenue and 1902 E Johnson Street, City of Madison, Dane County, Wisconsin has been duly filed for approval by the Plan Commission, its

Secretary or their designee, as provided for in Section 16.23(4)(f) of Madison General Ordinances; and

WHEREAS Chapter 236, Wisconsin Statutes requires that the Madison Common Council approve any dedications proposed or required as part of the proposed division of the lands contained on said Certified Survey Map;

NOW THEREFORE BE IT RESOLVED that said Certified Survey Map, bond and subdivision contract, subsequent affidavits of correction, parkland acquisition documents, easement or right-of-way release or procurement documents or any other related document or documents as deemed necessary by the Secretary of the Plan Commission in accordance with the approval of said Certified Survey Map are hereby approved by the Madison Common Council.

BE IT FURTHER RESOLVED that the Mayor and City Clerk of the City of Madison are hereby authorized to sign the above mentioned documents related to this Certified Survey Map.

BE IT FURTHER RESOLVED that all dedications included in this Certified Survey Map or required as a condition of approval of this Certified Survey Map be and are hereby accepted by the City of Madison.

BE IT FURTHER RESOLVED that the Common Council authorizes City staff to request approval from the Capital Area Regional Planning Commission of any minor revisions to adopted environmental corridor boundaries within the Central Urban Service Area relating to this land division, and that the Council recognizes and adopts said revised boundaries.

BE IT FURTHER RESOLVED that the Planning Division is authorized to reflect the recorded Certified Survey Map in the Comprehensive Plan and any applicable neighborhood plans.

SUBDIVISION APPLICATION

**** Please read both pages of the application completely and fill in all required fields ****

For a digital copy of this form with fillable fields, please visit:
https://www.cityofmadison.com/sites/default/files/city-of-madison/development-services-center/documents/SubdivisionApplication.pdf

If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the Planning Division at (608) 266-4635.

Si necesita interprete, traductor, materiales en diferentes formatos, u otro tipo de ayuda para acceder a estos formularios, por favor llame al (608) 266-4635.

Yog tias koj xav tau ib tug neeg txhais lus, tus neeg txhais ntawv, los sis xav tau cov ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhia no, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.

City of Madison
Planning Division 1/5/26 10:58 a.m.
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd.
P.O. Box 2985
Madison, WI 53701-2985
(608) 266-4635

NOTICE REGARDING LOBBYING ORDINANCE: If you are seeking approval of a development that has over 40,000 square feet of non-residential space, or a residential development of over 10 dwelling units, or if you are seeking assistance from the City with a value of $10,000 (including grants, loans, TIF or similar assistance), then you likely are subject to Madison's lobbying ordinance (M.G.O. Sec. 2.40). You are required to register and report your lobbying. Please consult the City Clerk's Office for more information. Failure to comply with the lobbying ordinance may result in fines.

1. Application Type

☐ Preliminary Subdivision Plat ☐ Final Subdivision Plat ☑ Land Division/Certified Survey Map (CSM)

If a Plat, Proposed Subdivision Name: _____

2. Review Fees

- For Preliminary and/or Final Plats, an application fee of $250, plus $50 per lot or outlot contained on the plat.
- For Certified Survey Maps, an application fee of $250 plus $200 per lot and outlot contained on the CSM.

Make checks payable to "City Treasurer" and mail it to the following address: City of Madison Building Inspection; P.O. Box 2984; Madison, WI 53701-2984. Please include a cover page with the check which includes the project address, brief description of the project, and contact information.

3. Property Owner and Agent Information

Name of Property Owner: New Land Enterprises (contracted purchaser) Representative, if any: Joey Wisniewski

Street address: 1840A N. Farwell Ave City/State/Zip: Milwaukee, WI 53212

Telephone: 414.271.5263 Email: [redacted]

Firm Preparing Survey: JSD Professional Services, Inc Contact: Christopher Jackson

Street address: W238 N1610 Busse Road, Suite 100 City/State/Zip: Waukesha, WI 53188

Telephone: 262-933-4182 Email: [redacted]

Check only ONE – ALL Correspondence on this application should be sent to: ☐ Property Owner, OR ☑ Survey Firm

4. Property Information for Properties Located within Madison City Limits

Parcel Addresses: 1902 E Johnson Street and 2002, 2010, 2030, 2034, 2076 & 2098 Pennsylvania Avenue

Tax Parcel Number(s): 251-0710-063-1601-4, 251-0710-063-1602-2 & 251-0710-063-1603-0

Zoning District(s) of Proposed Lots: RMX - Regional Mixed Use School District: 3269

- **Please include a detailed description of the number and use of all proposed lots and outlots in your letter of intent.**

4a. Property Information for For Properties Located *Outside* the Madison City Limits in the City's Extraterritorial Jurisdiction:

Parcel Addresses (note town if located outside City): _____

Date of Approval by Dane County: _____ Date of Approval by Town: _____

- **For an exterritorial request to be scheduled, approval letters from both the Town and Dane County must be submitted.**

5. Subdivision Contents and Description. Complete table as it pertains to your request; do not complete gray areas.

Land Use	Lots	Outlots	Acres
Residential	1		8.013
Retail/Office			
Industrial			

Land Use	Lots	Outlots	Acres
Other (state use):			
Outlots Dedicated to the Public (Parks, Stormwater, etc.)			
Outlots Maintained by a Private Group or Association			
PROJECT TOTALS			

6. Required Submittal Materials

Digital (PDF) copies of all items listed below (if applicable) are required. Applicants are to submit each of these documents as *individual PDF files* in an e-mail sent to PCapplications@cityofmadison.com. The transmittal shall include the name of the project and applicant. Note that *an individual email cannot exceed 20MB* and it is the *responsibility of the applicant* to present files in a manner that can be accepted. Electronic submittals via file hosting services (such as Dropbox) are *not* allowed. Applicants who are unable to provide the materials electronically should contact the Planning Division at Planning@cityofmadison.com or (608) 266-4635 for assistance.

☐ **A Completed Subdivision Application Form** (i.e. both sides of this form)

☐ **Map Copies** (prepared by a Registered Land Surveyor):

- For Preliminary Plats, the drawings must be drawn to scale and are required to provide all information as set forth in M.G.O. Sec. 16.23 (7)(a).
- For Final Plats, the drawings must be drawn to scale and drawn to the specifications of §236.20, Wis. Stats..
- For Certified Survey Maps (CSMs), the drawings shall include all of the information set forth in M.G.O. Secs. 16.23 (7)(a) and (d), including existing site conditions, the nature of the proposed division and any other necessary data. Utility data (field located or from utility maps) may be provided on a separate map submitted with application.

For Plat & CSMs, in addition to the PDF copy, a digital CADD file shall also be submitted in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System and shall contain, at minimum, the list of items stated below, each on a separate layer/level name. The line work shall be void of gaps and overlaps and match the plat, preliminary plat or CSM as submitted: a) Right-of-Way lines (public and private); b) Lot lines; c) Lot numbers; d) Lot/Plat dimensions; e) Street names; f) Easement lines (i.e. all in title and shown on the plat or CSM including wetland & floodplain boundaries.)

☐ **Letter of Intent**: One copy of a letter describing the proposed subdivision or land division in detail including, but not limited to:

- The number and type/use of the lots and outlots proposed with this subdivision or land division, including any outlots to be dedicated to the public;
- Existing conditions and uses of the property;
- Phasing schedule for the project, and;
- The names of persons involved (property owner(s), subdivider, surveyor, civil engineer, etc.).

* *The letter of intent for a subdivision or land division may be the same as the letter of intent submitted with a concurrent Land Use Application for the same property.*

** *A letter of intent is not required for Subdivision Applications for lot combinations or split duplexes.*

☐ **Report of Title and Supporting Documents**: One copy of a City of Madison standard 60-year Report of Title obtained from a title insurance company as required in M.G.O. Sec. 16.23 and as satisfactory to the Office of Real Estate Services. Note:

- *The Report of Title must have been completed within three (3) months of the submittal date of this application. Title insurance or a title commitment policy are NOT acceptable* (i.e. a Preliminary Title Report or a Record Information Certificate).
- The electronic PDF submittal shall include images of the vesting deeds and all documents listed in the Report of Title.
- *Do not email these files to the City's Office of Real Estate Services*. Send them instead to the email address noted at the top of this page.

☐ **For Surveys Outside the Madison City Limits**: One copy of the approval letters from the town where the property is located *and* Dane County shall be submitted with your request. The Plan Commission may not consider an application within its extraterritorial jurisdiction without prior approval from the town and Dane County.

7. Applicant Declarations:

The signer attests that the application has been completed accurately and all required materials have been submitted:

Applicant's Printed Name: Joey Wisniewski Signature: Joey Wisniewski

Date: 1.5.2026 Interest In Property On This Date: Purchaser with permission from owner.

New Land Enterprises
1840A N. Farwell Avenue
Milwaukee, Wisconsin 53202
414.271.LAND

LETTER OF INTENT - 2030 Pennsylvania (Hooper Site)
2030 - 2034, 2076 Pennsylvania Avenue
2010 Pennsylvania Avenue
1902 E. Johnson Street
Madison, Wisconsin 53704

New Land Enterprises (NLE) is excited to introduce our redevelopment vision for the 2030 Pennsylvania project. NLE is proposing a multi-phase, mixed-use neighborhood-focused redevelopment at the former headquarters of the Hooper Corporation. We believe this site represents one of the most important and exciting development opportunities in Madison.

The site is positioned at the intersection of multiple vibrant areas: the Capitol East corridor, the Oscar Mayer district, the North Street neighborhood, the Sherman neighborhood, the Tenney-Lapham neighborhood, and the Village of Maple Bluff. The site's adjacency to the Madison Public Market only amplifies the importance of the site.

The first phase of development proposes a multi-family development consisting of 492(+/-) premium-grade residential units on the northern half of the property, where the Capitol East district meets the North Street neighborhood and Oscar Mayer district on Madison's East Side. Future phases of redevelopment include adaptive reuse of the Scanlan Morris building and a wood-truss warehouse building, creating over 64,000 SF of commercial, retail, and office space, the creation of pedestrian public plazas, and the construction of a statement civic building or similar use adjacent to the Madison Public Market.

The proposed redevelopment of the 8.36-acre site would replace primarily vacant buildings and surface parking lots related to the former Hooper Corporation headquarters. Selective demolition of buildings found not to be historic or contributing to the character of the neighborhood will be required for the proposed redevelopment.

We believe this proposal maintains the integrity and quality of the existing neighborhood and ensures that new development is complementary to the surrounding uses. The proposed project will create a vibrant, active mix of uses with a stable, diverse mix of housing types for a wide range of residents.

In addition to the new construction, the adaptive reuse of key character buildings, and the creation of new civic and public spaces, New Land, in collaboration with the City of Madison and Wisconsin Department of Transportation, proposes traffic calming measures, bicycle infrastructure, and pedestrian safety improvements along State Highway 113 (Pennsylvania Ave/E. Johnson Street). A bike path is also being considered along the railroad tracks to the west of the property.

The scale of our vision is ambitious, but that is what this site deserves. We've spent a considerable amount of time considering the "why", "what", and "how" of our proposal. Our vision crosses the nexus of transformational, catalytic, and feasible. To bring this vision to reality, we have assembled a world-class team with significant expertise in their respective fields, specifically tailored for a project of this scale and scope, with a proven track record of ability to execute.

PROJECT DETAILS

Residential Phasing, Construction, & Unit Mix
The current Urban Design Commission (UDC) submittal is for the residential portion of the proposed development on the north half of the site - Phase 1. The future development of the southern half of the site, Phase 2, will require a separate submittal and approval.

The project proposes the construction of one apartment building constructed in two phases - Phase 1A and Phase 1B. Phase 1A consists of 256(+/-) units. Phase 1B consists of 237(+/-) units. The total number of units is approximately 493, but may change slightly with continued design. Both phases include townhome units along Pennsylvania Avenue. Construction phasing is scheduled to flow seamlessly from Phase 1A to Phase 1B. When Phase 1A reaches stabilized occupancy, Phase 1B is scheduled to be completed and open for occupancy. A phasing exhibit is included in our submittal documents.

The apartment building will be oriented towards Pennsylvania Avenue on the north portion of the site. The rear of the building will be adjacent to the existing railroad tracks. A small surface parking lot will buffer the apartment building from the railroad tracks and existing electrical lines.

The podium of the building will be constructed of precast concrete. The residential units vertical from the podium are designed in an interlocking backward "L" configuration constructed of wood frame. Two-story townhome units with private entrances will face Pennsylvania Avenue. Liner units are designed on the second floor facing north and south. The main lobby, leasing office, and fitness center will be located at street level on the southeast corner. A secondary office and fitness room are designed in the northwest corner. The townhomes, liner units, and community spaces on the first floor not only hide the parking from street view, but they also provide visual building penetration with large masses of windows and added vibrancy of residential ingress/egress.

The buildings will house approximately 493 dwelling units with a market-driven mix of living options:

- Studio:	108
- Junior One Bedroom:	127
- One Bedroom:	161
- One Bedroom Plus Den:	22
- Two Bedrooms:	75 (includes 18 townhomes)
Total:	493

Amenities
The units are designed with the resident in mind. Careful attention was taken to maximize floor plan efficiency, functionality, and flexibility to provide residents with great value. Each unit will feature an open concept with premium finishes including custom cabinetry, expansive windows, stone countertops, upgraded appliances, over-sized balconies, and 9-foot ceilings. The flooring will consist of high-quality carpet and LVT plank flooring throughout. Full-sized washers and dryers are included in each unit. Units on the third floor will include private walkout patios. The townhomes will enjoy private walkout patios, ground-level entry, and preferred internal parking.

The proposed development will feature such amenities as an elevated pool deck, community club room, golf simulator, coworking space, 24-hour fitness center with state-of-the-art equipment, pet spa, dog run, secure parcel room, bicycle parking, a water therapy room, and on-site management offices housed within the apartment building.

Site Access & Parking
Currently, the site has nine access points along Pennsylvania Avenue/E. Johnson Street. We will consolidate vehicular access to four points. The residential phase will have two vehicular access points: one at the north of the residential building and the other at the south. Internal residential parking will be accessed from the rear of the site, hidden from street view. A site plan is included in the submittal package.

Resident parking is housed in a controlled garage on the first and second floors of the residential building, which can park 572 vehicles, achieving parking ratios of 1.16 stalls/unit and 1.01 stalls/bedroom.

Bicycle parking is included and achieves a 1.01 bicycle stall/unit.

Urban Design Guidelines - Urban Design District #4
The redevelopment site is located in Urban Design District #4. The proposed design pays close attention to address the district design criteria outlined below.

1. Public Right of Way
    a. Our design includes landscaped bump-outs along Pennsylvania Avenue to slow traffic coming from the north. This includes reducing vehicular traffic from three lanes to two, starting at 3rd Street until it reaches 1st and E. Johnson Streets. The new lane will be a combination of new plantings and a parking lane for residents and visitors. The portion of the new project facing Pennsylvania on the street level will be townhomes and entries with a low garden wall and fence. The additional parked and landscaped lane will be a buffer from the currently busy and high-speed state highway.
2. Off-Street Parking and Loading Areas
    a. All off-street parking will be visually blocked from the main street (Pennsylvania Ave.) within an indoor parking structure surrounded by residential infrastructure. Any loading will take place along the service drives closest to the main elevators of the building.
    b. New tree canopies will shade new outdoor parking found along the service drive between the rear of the building and the train tracks as required by code.
3. Signage
    a. All signage will be integrated into the architecture of the building, located on the entrance canopies, and blade signs indicating the main and secondary entrances of the building.
4. Building Design
    a. The building is designed with a combination of exterior veneer brick cladding.
    b. The townhomes along Pennsylvania move in an in-and-out, 2-story fashion to indicate a grouping of homes. Each townhome includes a recessed entry, garden wall, and metal fence and gate.
    c. The longer façade facing Pennsylvania features a combination of veneer brick and fiber cement lap siding, which helps break up the façade along the long elevation.
    d. Groupings of metal balconies help to break up the façade visually, both vertically and horizontally over the extent of the elevation.
5. Lighting
    a. Exterior lighting will illuminate all egress and ingress entrances and pathways without reflecting glare to the street or other public right-of-ways.
    b. Security lighting will be provided at the rear parking and service drive located on the North, West, and South facades.
    c. Each of the townhouses will have a porch light indicating private residential stoops.
6. Landscaping

a. All new landscaping will be consistent with hardy materials for Wisconsin winters and provide color as needed for the remainder of the year.

b. Landscaping will be used in a decorative fashion both on the amenity deck for residents living in the apartments above grade, as well as in front of the townhomes.

c. All new canopy trees will meet the requirement for a 3-inch caliper when planted.

7. Utilities

a. This site poses several overhead utility design challenges. This development will work with MG&E to coordinate the potential removal of overhead and underground electrical lines.

Commercial Building Renovation, Public Space, and New Construction

When the residential building is complete, redevelopment of the southern portion of the site will begin. First, selective demolition of buildings is anticipated for building additions and structures that add no historic value or character to the development. This includes several additions to the Scanlan-Morris Build of varying generations of inferior building materials and design.

The next step is the adaptive reuse of the Scanlan-Morris building, redevelopment of the wood-truss building, the creation of pedestrian plazas, and the construction of a statement building or civic use at the southern point of the site, adjacent to the Madison Public Market. Below are brief descriptions of potential uses for each building element:

- Scanlan-Morris Building:
  Adaptive reuse for potential office space, maker/craft studios, neighborhood-scale manufacturing (brewing, distilling, coffee roasting, food production, etc.), and 1st floor restaurant operator.

- Wood-truss Building:
  Redevelopment for potential atrium/garden-like commercial and retail uses.

- Public Plazas:
  Pedestrian zones are designed along Pennsylvania Avenue/E. Johnson Street to maximize neighborhood physical and visual access to the public realm. A main courtyard plaza is designed between the Scanlan-Morris Building and the wood-truss building to maximize daytime use from tenants, customers, and visitors of the retail/commercial buildings while being in close proximity to the residential building. This creates an 18-hour window of potential users of the spaces. The public spaces can also serve as overflow for visitors to the Madison Public Market.

- Statement Building/Civic Space:
  The southern point of the site creates an incredible opportunity for something truly special. It is a gateway north to south *and* east to west. It is the apex of all the surrounding neighborhoods. It also has incredible potential as an inflection point for people and architecture with the Madison Public Market. Although critical to the site's long-term success, this portion of the development will be developed in the later stages of the overall project. We look forward to collaborating with the City leadership, staff, neighbors, and the business community to deliver a capstone element worthy of the location.

Potential for Transit Node & Maximized Economic Development

NLE is aware that Amtrak and the Department of Transportation have identified the 2030 Pennsylvania site as a potential location for a passenger train station and transit hub. Although the Wilson Street/Monona Terrace location has been selected as a preferred site via draft study from the City of Madison Department of Transportation, we wanted to approach the site thoughtfully, with flexibility, should the 2030 Pennsylvania site be more feasible for rail transit construction (both cost and access), provide faster regional travel times, and maximize economic development impact.

A transit station site plan option is included in the submittal package. The transit office could be located in the wood-truss building, which would serve as a central station with close proximity to bicycle infrastructure and the bus-rapid transit route on 1st Street and E. Washington Avenue. The proposed surface parking lot to the rear of the Scanlan-Morris Building could be developed vertically to structure the parking and develop an office building or hotel.

Property Management
As long-term community partners and investors, the proposed development (like all of our projects) will be managed by NLE's award-winning Property Management and Asset Management teams. The number of units proposed allows for full-time management and maintenance staff on-site.

Project Schedule
NLE is under contract to purchase the land from Hooper Corporation. The project requires several municipal approvals for the UDC, Conditional Use, Certified Survey Map, and Demolition. Municipal approvals are ongoing and scheduled to be completed by March 2026. Preliminary municipal meeting dates are shown below:

- UDC Informational Meeting: 12.17.2025
- Neighborhood Informational Meeting: 12.22.2025
- Landmarks Commission Meeting: 2.9.2026
- UDC Initial/Final Meeting: 2.18.2026
- Plan Commission Meeting: 3.2.2026
- Common Council Meeting: 3.10.2026

Due Diligence of the site is ongoing and scheduled to be completed in the Summer 2026. Construction loan closing is anticipated to be completed by Summer 2026, with construction beginning in Fall 2026. Construction completion for Phase 1A has an estimated completion date in Fall 2028. Phase 1B construction will commence as Phase 1A reaches occupancy stabilization.

Construction and renovation of the southern half of the site will commence when the residential phase of the project is completed. This is an intentional choice for the following reasons:

1. Completing the residential phase creates needed demand for the commercial/retail phase and the Madison Public Market.

2. Currently, the site is in a Qualified Census Tract (QCT) and Opportunity Zone (OZ), which is advantageous for raising the required investment capital for the project. The OZ program is set to expire in 2026, which makes the approval and financial process time-critical to start construction before the end of 2026 to be OZ-eligible.

3. Completing the residential phase creates a new tax base neighborhood investment.

Traffic calming measures, bicycle infrastructure, and pedestrian safety improvements along State Highway 113 (Pennsylvania Ave/E. Johnson Street) will be addressed in collaboration with the City of Madison and Wisconsin Department of Transportation concurrently with this submittal.

Neighborhood & UDC Input
At the UDC Introduction and Neighborhood Informational meetings mentioned above, the project received overwhelming positive feedback. There was constructive dialogue from all parties that helped inform revisions that enhance the project. Changes made to the project based on UDC and neighborhood input can be found in the project renderings/plans and listed below:

1. Detailed landscape plans included.

2. Boxcar door opened and string lighting attached to show connectivity to the resident plaza.

3. Panels added along first and second floors with colors matching the boxcar to create a “train-like” movement of materials along Pennsylvania Avenue.

4. Murals added to the west elevation to provide a better visual experience for neighbors to the west.

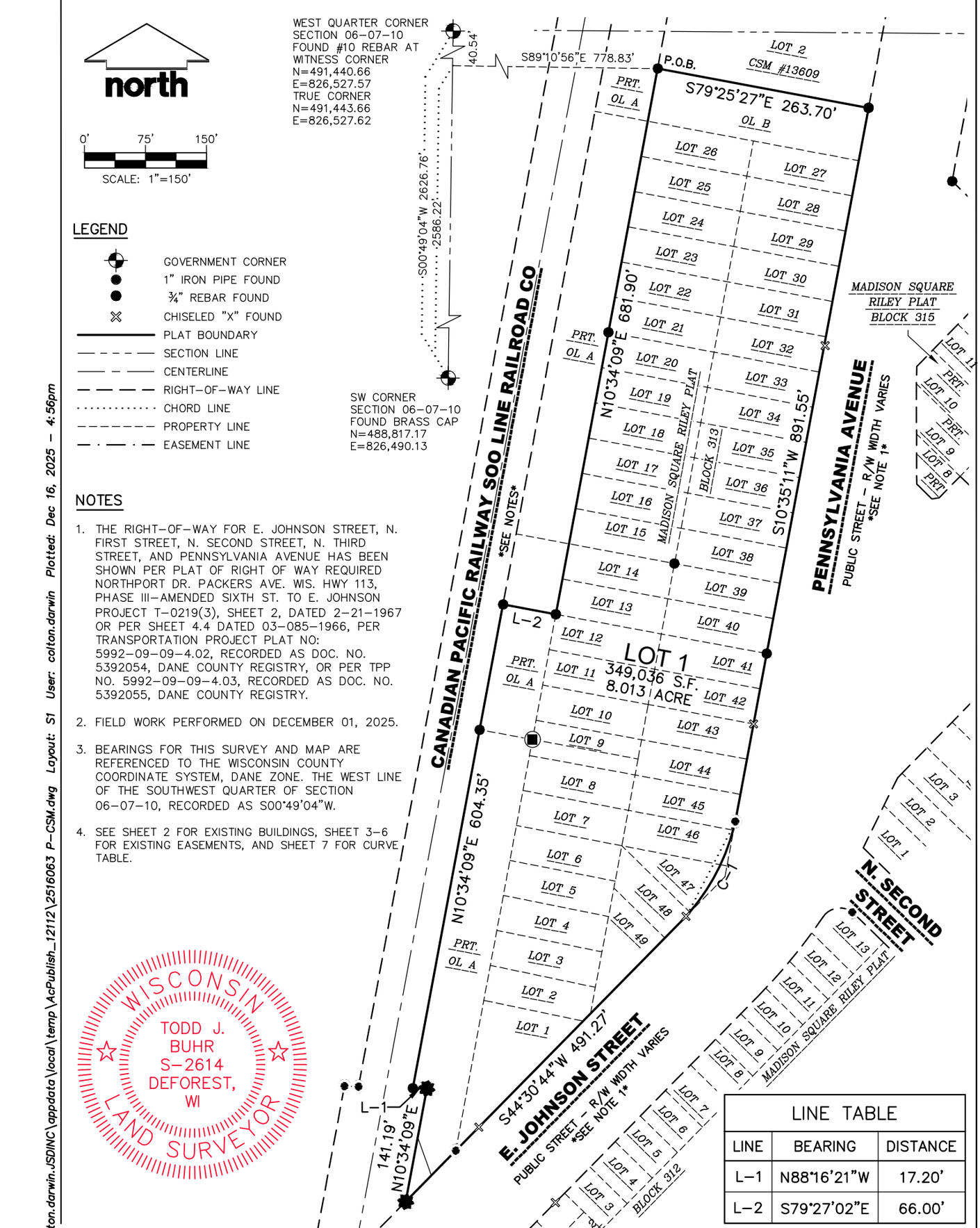
About New Land Enterprises
Founded in 1993, New Land Enterprises is an internationally recognized and award-winning real estate development firm specializing in market-rate mixed-use residential and commercial real estate. To date, the company has developed 30+ projects with a value in excess of $740M. We have a passion for creating memorable, experience-driven developments with an urban feeling using superior engineering, with expertise in light-frame wood, light gauge steel, post-tension concrete, and mass timber structures.

New Land is vertically integrated, providing accounting services and award-winning property and asset management for a diverse portfolio of 2,250+ apartments and 200,000 SF of commercial space. We’ve won nine municipal RFPs, formed multiple successful public-private partnerships, converted a vacated alley into a top tourist destination, renovated a historic grand movie palace, and transformed streets into pedestrian plazas (yes, plural).

In addition to pioneering mass timber, our history of innovation includes being the first in Wisconsin to use light gauge steel in multi-family development, radiant hydronic heating systems, and micro-units with integrated furniture. Our buildings are some of the most efficient in the marketplace with LEED v5 and Green Globes certifications, as well as best-in-class Energy Star performance of 97+.

CERTIFIED SURVEY MAP NO. _____

LOTS 1–49, EXCLUDING LANDS DESCRIBED IN DOC. #1156174, ALL IN BLOCK 313, ALSO PART OF OUTLOT A AND ALL OF OUTLOT B, ALL IN MADISON SQUARE RILEY PLAT, AS RECORDED IN VOLUME 3 OF PLATS, ON PAGES 9A–9, AS DOC. #253138, DANE COUNTY REGISTRY, LOCATED IN THE FRACTIONAL SW1/4–SW1/4, NW1/4–SW1/4, SW1/4–NW1/4, NW1/4–NW1/4, THE NE1/4–NW1/4 AND THE SE1/4–NW1/4 ALL IN SECTION 06, TOWNSHIP 07 NORTH, RANGE, 10 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN



LEGEND

- GOVERNMENT CORNER
- 1" IRON PIPE FOUND
- ¾" REBAR FOUND
- CHISELED "X" FOUND
- PLAT BOUNDARY
- SECTION LINE
- CENTERLINE
- RIGHT–OF–WAY LINE
- CHORD LINE
- PROPERTY LINE
- EASEMENT LINE

NOTES

1. THE RIGHT–OF–WAY FOR E. JOHNSON STREET, N. FIRST STREET, N. SECOND STREET, N. THIRD STREET, AND PENNSYLVANIA AVENUE HAS BEEN SHOWN PER PLAT OF RIGHT OF WAY REQUIRED NORTHPORT DR. PACKERS AVE. WIS. HWY 113, PHASE III–AMENDED SIXTH ST. TO E. JOHNSON PROJECT T–0219(3), SHEET 2, DATED 2–21–1967 OR PER SHEET 4.4 DATED 03–085–1966, PER TRANSPORTATION PROJECT PLAT NO: 5992–09–09–4.02, RECORDED AS DOC. NO. 5392054, DANE COUNTY REGISTRY, OR PER TPP NO. 5992–09–09–4.03, RECORDED AS DOC. NO. 5392055, DANE COUNTY REGISTRY.
2. FIELD WORK PERFORMED ON DECEMBER 01, 2025.
3. BEARINGS FOR THIS SURVEY AND MAP ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, DANE ZONE. THE WEST LINE OF THE SOUTHWEST QUARTER OF SECTION 06–07–10, RECORDED AS S00°49'04"W.
4. SEE SHEET 2 FOR EXISTING BUILDINGS, SHEET 3–6 FOR EXISTING EASEMENTS, AND SHEET 7 FOR CURVE TABLE.

WISCONSIN
TODD J. BUHR
S–2614
DEFOREST, WI
LAND SURVEYOR

LINE TABLE		
LINE	BEARING	DISTANCE
L–1	N88°16'21"W	17.20'
L–2	S79°27'02"E	66.00'

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JSD
MADISON REGIONAL OFFICE
507 W. VERONA AVENUE, SUITE 500
VERONA, WISCONSIN 53593
P. 608.848.5060

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1840 N FARWELL AVE
MILWAUKEE, WI 53202

PROJECT NO: 25–16063
FIELDBOOK/PG: –
SHEET NO: 1 OF 9

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EXISTING IMPROVEMENTS

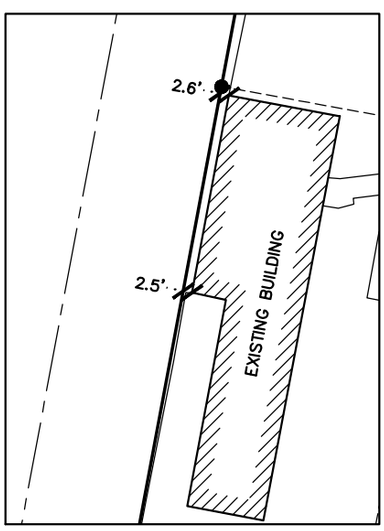
north

0' 75' 150'

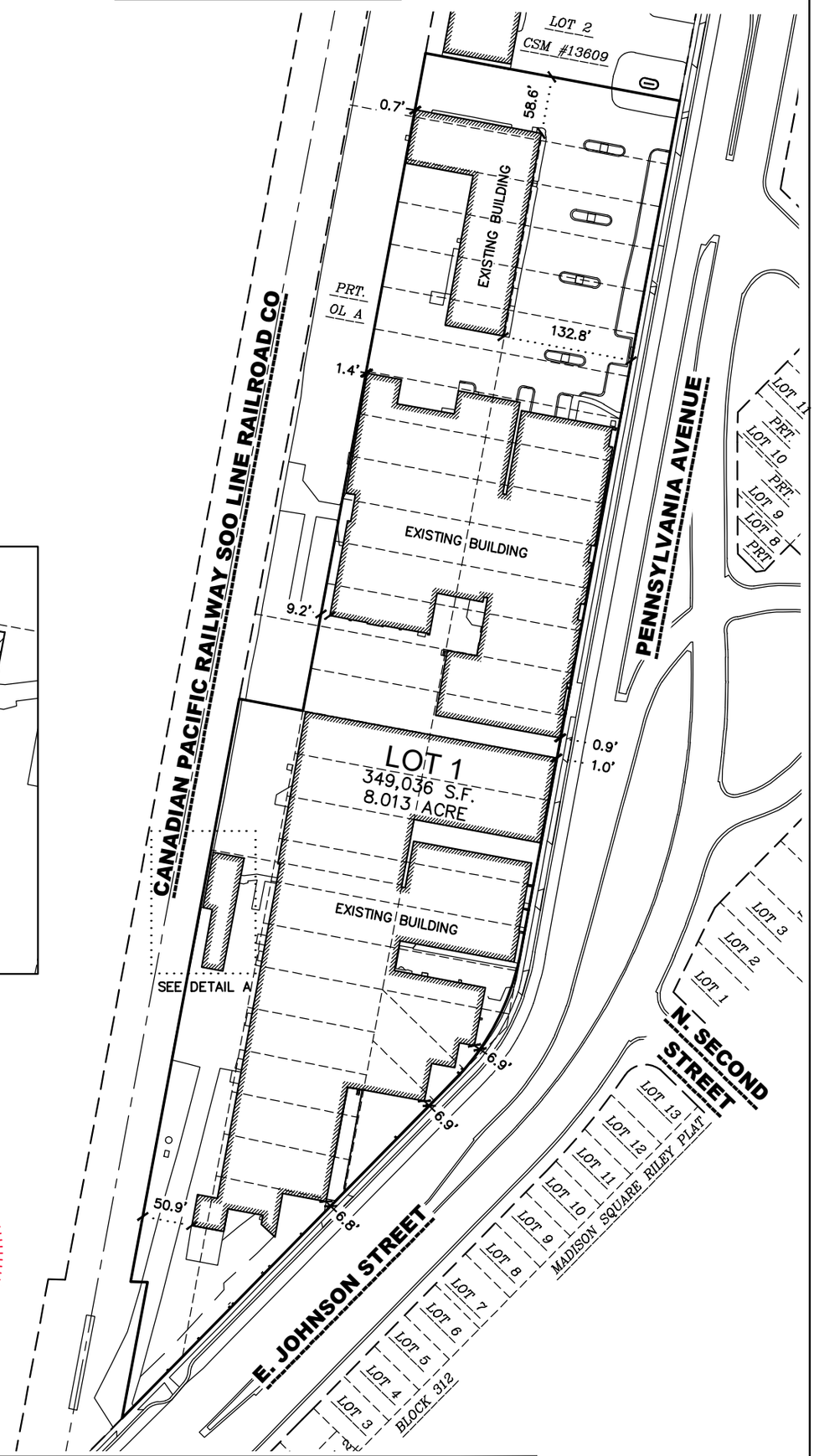
SCALE: 1"=150'

LEGEND

- PLAT BOUNDARY
- SECTION LINE
- CENTERLINE
- RIGHT–OF–WAY LINE
- PROPERTY LINE
- EASEMENT LINE



DETAIL A
SCALE: 1"=50'



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S–2614
DEFOREST, WI
LAND SURVEYOR

SURVEYED BY: JSD MADISON REGIONAL OFFICE 507 W. VERONA AVENUE, SUITE 500 VERONA, WISCONSIN 53593 P. 608.848.5060	SURVEYED FOR: NEW LAND ENTERPRISES 1840 N FARWELL AVE MILWAUKEE, WI 53202	PROJECT NO: 25–16063 FIELDBOOK/PG: – SHEET NO: 2 OF 9	SURVEYED BY: CMD/ZHG DRAWN BY: CMD	VOL. _____ PAGE _____ DOC. NO. _____ C.S.M. NO. _____

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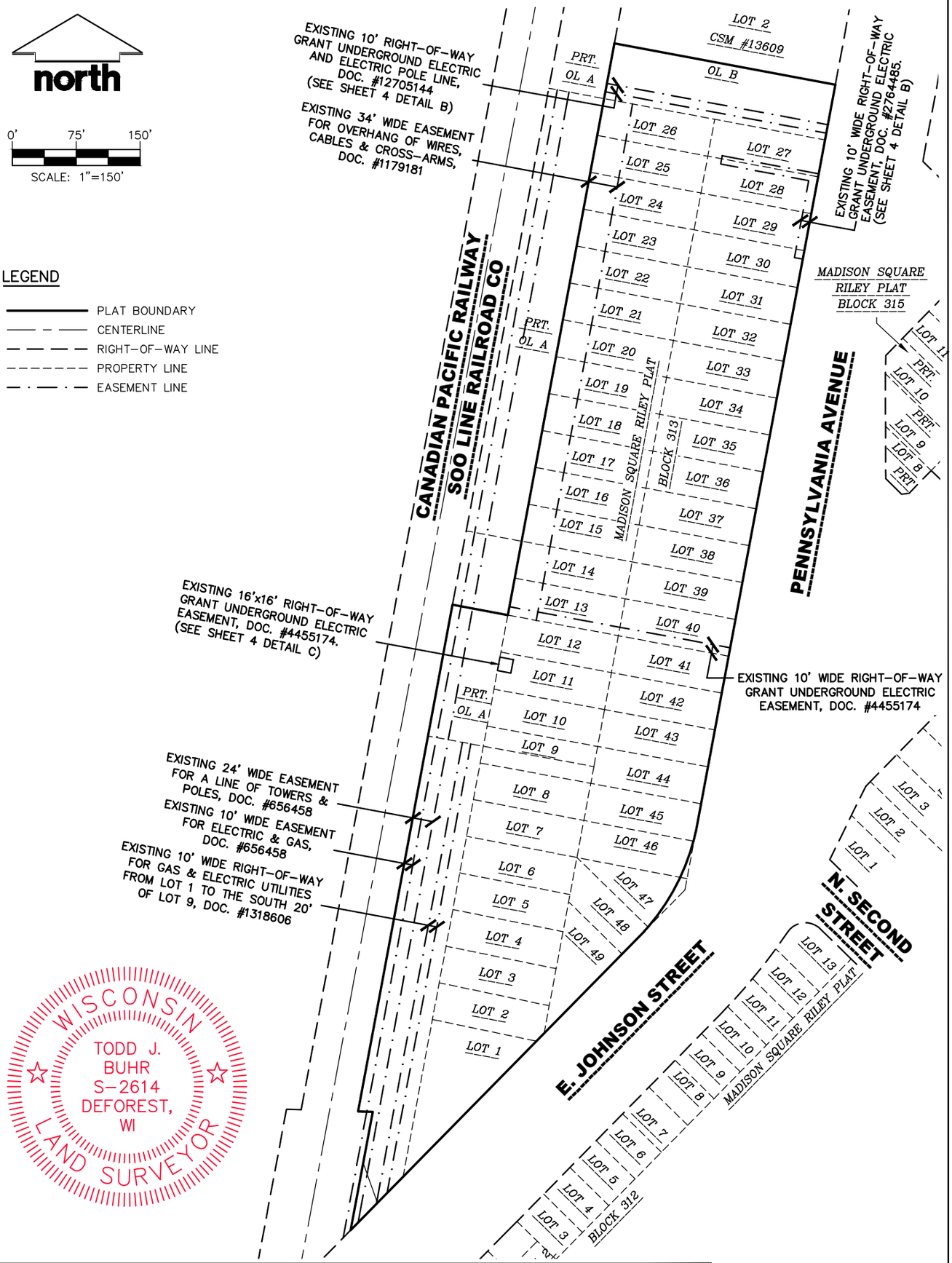
EXISTING EASEMENTS



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LAND SURVEYOR

SURVEYED BY: JSD MADISON REGIONAL OFFICE 507 W. VERONA AVENUE, SUITE 500 VERONA, WISCONSIN 53593 P. 608.848.5060	SURVEYED FOR: NEW LAND ENTERPRISES 1840 N FARWELL AVE MILWAUKEE, WI 53202	PROJECT NO: 25–16063 FIELDBOOK/PG: – SHEET NO: 3 OF 9	SURVEYED BY: CMD/ZHG DRAWN BY: CMD	VOL. _____ PAGE _____ DOC. NO. _____ C.S.M. NO. _____

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PRELIMINARY

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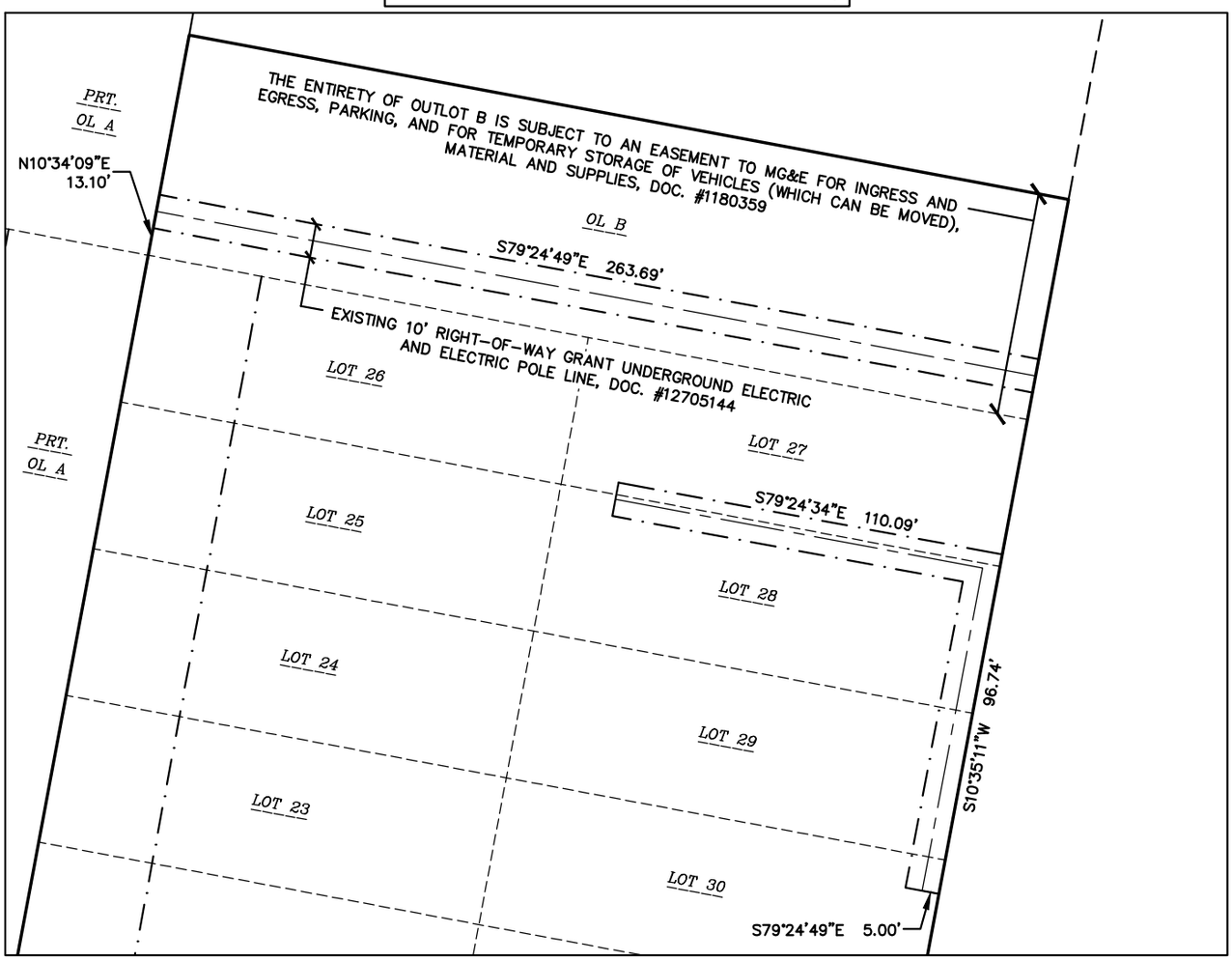
EXISTING EASEMENTS (CONTINUED)



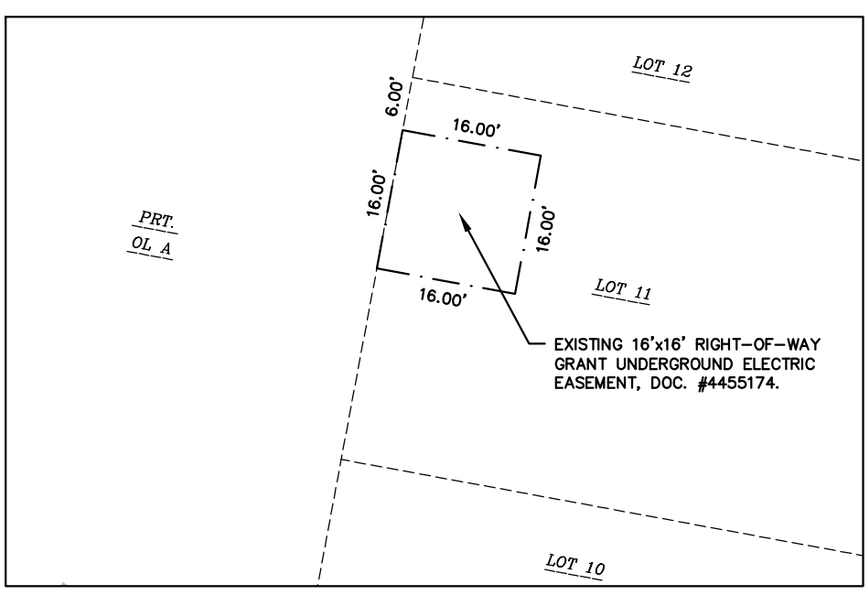
DETAIL B
SCALE: 1"=100'

LEGEND

- PLAT BOUNDARY
- CENTERLINE
- RIGHT–OF–WAY LINE
- PROPERTY LINE
- EASEMENT LINE

NOTES (CONTINUED)

5. BEARING AND DISTANCES SHOWN IN IN DETAIL A ARE DIMENSIONED TO CENTERLINE OF EASEMENT.



DETAIL C
SCALE: 1"=20'

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LAND SURVEYOR

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PROJECT NO: 25–16063
FIELDBOOK/PG: –
SHEET NO: 4 OF 9

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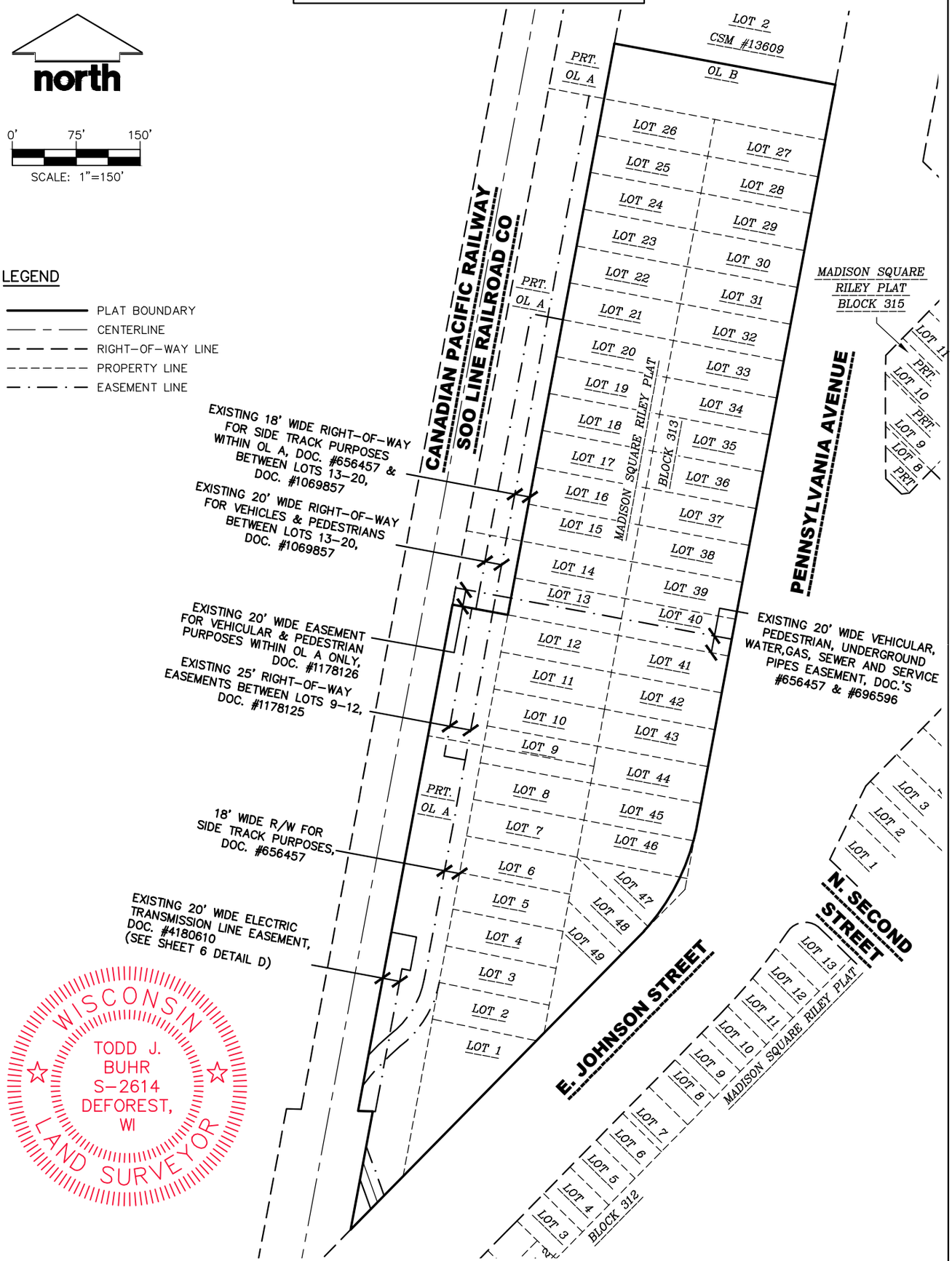
EXISTING EASEMENTS (CONTINUED)



WISCONSIN
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PRELIMINARY

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EXISTING EASEMENTS (CONTINUED)

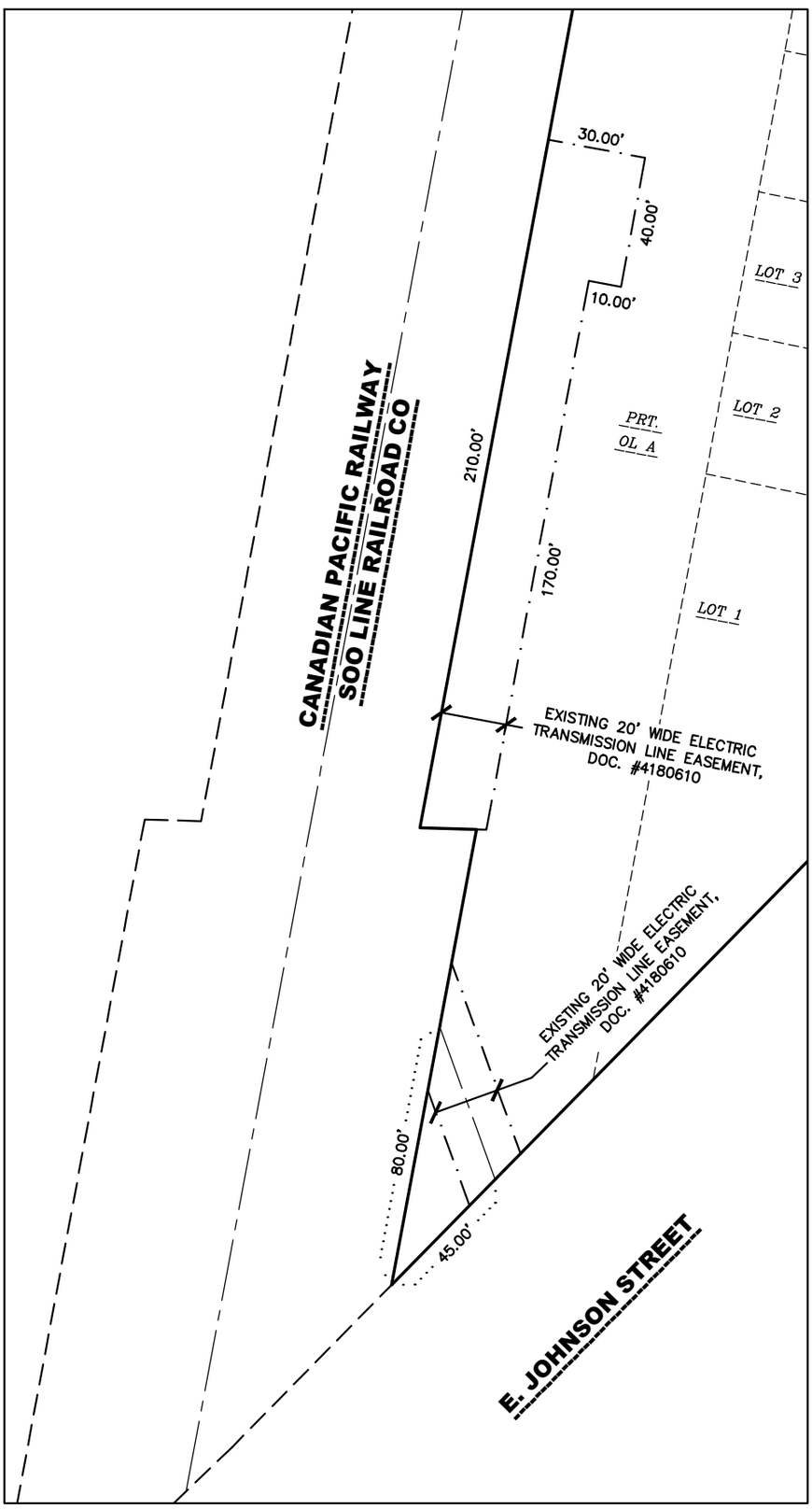
north

0' 25' 50'

SCALE: 1"=50'

LEGEND

- PLAT BOUNDARY
- CENTERLINE
- RIGHT–OF–WAY LINE
- PROPERTY LINE
- EASEMENT LINE



DETAIL C
SCALE: 1"=50'

WISCONSIN
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S–2614
DEFOREST, WI
LAND SURVEYOR

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VERONA, WISCONSIN 53593
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PROJECT NO: 25–16063
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CERTIFIED SURVEY MAP NO. _____

LOTS 1–49, EXCLUDING LANDS DESCRIBED IN DOC. #1156174, ALL IN BLOCK 313, ALSO PART OF OUTLOT A AND ALL OF OUTLOT B, ALL IN MADISON SQUARE RILEY PLAT, AS RECORDED IN VOLUME 3 OF PLATS, ON PAGES 9A–9, AS DOC. #253138, DANE COUNTY REGISTRY, LOCATED IN THE FRACTIONAL SW1/4–SW1/4, NW1/4–SW1/4, SW1/4–NW1/4, NW1/4–NW1/4, THE NE1/4–NW1/4 AND THE SE1/4–NW1/4 ALL IN SECTION 06, TOWNSHIP 07 NORTH, RANGE, 10 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN

LEGAL DESCRIPTION

LOTS 1–49, EXCLUDING LANDS DESCRIBED IN DOC. #1156174, ALL IN BLOCK 313, ALSO PART OF OUTLOT A AND ALL OF OUTLOT B, ALL IN MADISON SQUARE RILEY PLAT, AS RECORDED IN VOLUME 3 OF PLATS, ON PAGES 9A–9, AS DOC. #253138, DANE COUNTY REGISTRY, LOCATED IN THE FRACTIONAL SW1/4–SW1/4, NW1/4–SW1/4, SW1/4–NW1/4, NW1/4–NW1/4, THE NE1/4–NW1/4 AND THE SE1/4–NW1/4 ALL IN SECTION 06, TOWNSHIP 07 NORTH, RANGE, 10 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN, DESCRIBED MORE PARTICULARLY AS FOLLOWS:

COMMENCING AT THE WEST QUARTER CORNER OF SECTION 06, AFORESAID; THENCE S00°49'04"W, ALONG THE WEST LINE OF SOUTHWEST QUARTER, 40.54 FEET;
THENCE S89°10'56"E 778.83 FEET TO THE SOUTH WEST CORNER OF LOT 2 OF CSM #13609 AND THE POINT OF BEGINNING;
THENCE S79°25'27"E ALONG SAID SOUTHERLY LINE OF SAID LOT 2, 263.70 FEET TO THE NORTHWESTERLY RIGHT OF WAY LINE OF PENNSYLVANIA AVENUE;
THENCE S01°35'11"W ALONG NORTHWESTERLY RIGHT OF WAY LINE AFORESAID, 891.55 FEET TO A POINT OF CURVATURE;
THENCE CONTINUING ALONG SAID NORTHWESTERLY RIGHT OF WAY ARC 132.82 FEET OF A 255.73 FOOT RADIUS CURVE TO THE RIGHT SUBTENDED BY A LONG CHORD BEARING S27°26'44"W, 131.33 FEET;
THENCE S44°30'44"W ALONG THE NORTHWESTERLY RIGHT OF WAY LINE OF E. JOHNSON STREET 491.27 FEET
THENCE N10°34'09"E, ALONG THE SOUTHEASTERLY RIGHT OF WAY LINE OF CANADIAN PACIFIC RAILWAY SOO LINE RAILROAD CO 141.19 FEET;
THENCE N88°16'21"W, ALONG SAID SOUTHEASTERLY RIGHT OF WAY LINE 17.20 FEET;
THENCE N10°34'09"E, CONTINUING ALONG SAID SOUTHEASTERLY RIGHT OF WAY LINE 604.35 FEET;
THENCE S79°27'02"W, 66.00 FEET TO THE SOUTH WEST CORNER OF SAID LOT 13, MADISON SQUARE RILEY PLAT;
THENCE N10°34'09"E ALONG THE WEST LINE OF LOTS 13–26 AND OUTLOT B, 681.90 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 349,036 SQUARE FEET OR 8.013 ACRES.

SURVEYOR'S CERTIFICATE

I, TODD J. BUHR, PROFESSIONAL LAND SURVEYOR S–2614, DO HEREBY CERTIFY THAT BY DIRECTION OF NEW LAND ENTERPRISES, I HAVE SURVEYED, DIVIDED, AND MAPPED THE LANDS DESCRIBED HEREON, AND THAT THE MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY OF THE LANDS SURVEYED AND THE DIVISION THEREOF, IN ACCORDANCE WITH THE INFORMATION PROVIDED.
I FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS IN FULL COMPLIANCE WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF THE CITY OF MADISON, DANE COUNTY, WISCONSIN.

_____ TODD J. BUHR, S–2614
PROFESSIONAL LAND SURVEYOR

_____ DATE

CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CHORD	CHORD BEARING
C–1	132.82'	255.73'	29°45'26"	131.33'	S27°26'44"W

SURVEYED BY:
JSD
MADISON REGIONAL OFFICE
507 W. VERONA AVENUE, SUITE 500
VERONA, WISCONSIN 53593
P. 608.848.5060

SURVEYED FOR:
NEW LAND ENTERPRISES
1840 N FARWELL AVE
MILWAUKEE, WI 53202

PROJECT NO: 25–16063
FIELDBOOK/PG: –
SHEET NO: 7 OF 9

SURVEYED BY: CMD/ZHG
DRAWN BY: CMD

VOL. _____ PAGE _____
DOC. NO. _____
C.S.M. NO. _____

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PRELIMINARY

CERTIFIED SURVEY MAP NO. _____

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CORPORATE OWNER'S CERTIFICATE

CAH CO JOHNSON, LLC, A LIMITED LIABILITY CORPORATION DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, AS OWNER, DOES HEREBY CERTIFY THAT SAID CORPORATION HAS CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, MAPPED, [AND DEDICATED] AS REPRESENTED HEREON. SAID CORPORATION FURTHER CERTIFIES THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S.236.34, WISCONSIN STATUTES TO BE SUBMITTED TO THE CITY OF MADISON FOR APPROVAL.

IN WITNESS WHEREOF, THE SAID CAH CO JOHNSON, LLC HAS CAUSED THESE PRESENTS TO BE SIGNED BY ITS REPRESENTATIVES THIS _____ DAY OF _____, 2025.

CAH CO JOHNSON, LLC

_____

[_____], MANAGING MEMBER

STATE OF WISCONSIN) SS
DANE COUNTY) SS

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____ , 2025, THE ABOVE NAMED REPRESENTATIVES OF THE ABOVE NAMED CAH CO JOHNSON, LLC TO ME KNOWN TO BE THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAME.

_____ _____

NOTARY PUBLIC, DANE COUNTY, WISCONSIN MY COMMISSION EXPIRES

CORPORATE OWNER'S CERTIFICATE

HOOPER CORPORATION, A LIMITED LIABILITY CORPORATION DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, AS OWNER, DOES HEREBY CERTIFY THAT SAID CORPORATION HAS CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, MAPPED, [AND DEDICATED] AS REPRESENTED HEREON. SAID CORPORATION FURTHER CERTIFIES THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S.236.34, WISCONSIN STATUTES TO BE SUBMITTED TO THE CITY OF MADISON FOR APPROVAL.

IN WITNESS WHEREOF, THE SAID HOOPER CORPORATION HAS CAUSED THESE PRESENTS TO BE SIGNED BY ITS REPRESENTATIVES THIS _____ DAY OF _____, 2025.

HOOPER CORPORATION

_____

[_____], MANAGING MEMBER

STATE OF WISCONSIN) SS
DANE COUNTY) SS

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____ , 2025, THE ABOVE NAMED REPRESENTATIVES OF THE ABOVE NAMED HOOPER CORPORATION TO ME KNOWN TO BE THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAME.

_____ _____

NOTARY PUBLIC, DANE COUNTY, WISCONSIN MY COMMISSION EXPIRES

WISCONSIN
TODD J. BUHR S–2614 DEFOREST, WI
LAND SURVEYOR

SURVEYED BY:
JSD
MADISON REGIONAL OFFICE
507 W. VERONA AVENUE, SUITE 500
VERONA, WISCONSIN 53593
P. 608.848.5060

SURVEYED FOR:
NEW LAND ENTERPRISES
1840 N FARWELL AVE
MILWAUKEE, WI 53202

PROJECT NO: 25–16063
FIELDBOOK/PG: –
SHEET NO: 8 OF 9

SURVEYED BY: CMD/ZHG
DRAWN BY: CMD

VOL. _____ PAGE _____
DOC. NO. _____
C.S.M. NO. _____

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CITY OF MADISON PLAN COMMISSION APPROVAL

APPROVED FOR RECORDING PER CITY OF MADISON PLAN COMMISSION ACTION OF _____ ,2025.

_____ _____

MATTHEW WACHTER, SECRETARY
CITY OF MADISON PLAN COMMISSION

DATE

CITY OF MADISON COMMON COUNCIL APPROVAL CERTIFICATE

RESOLVED THAT THIS CERTIFIED SURVEY MAP LOCATED IN THE CITY OF MADISON WAS HEREBY APPROVED BY ENACTMENT NUMBER _____ , FILE ID NUMBER _____ , ADOPTED ON THE _____ DAY OF _____ , 2025, AND THAT SAID ENACTMENT FURTHER PROVIDED FOR THE ACCEPTANCE OF THOSE LANDS DEDICATED AND RIGHTS CONVEYED BY SAID CERTIFIED SURVEY MAP TO THE CITY OF MADISON FOR PUBLIC USE.

DATED THIS _____ DAY OF _____ , 2025

_____

LYDIA McCOMAS, CITY CLERK
CITY OF MADISON

WISCONSIN
TODD J. BUHR S–2614 DEFOREST, WI
LAND SURVEYOR

OFFICE OF THE REGISTER OF DEEDS

_____ COUNTY, WISCONSIN

RECEIVED FOR RECORD_____,

20___ AT_____O'CLOCK____M

AS DOCUMENT #_____

IN VOL._____OF CERTIFIED

SURVEY MAPS ON PAGE(S)_____

_____

REGISTER OF DEEDS

SURVEYED BY:
JSD
MADISON REGIONAL OFFICE
507 W. VERONA AVENUE, SUITE 500
VERONA, WISCONSIN 53593
P. 608.848.5060

SURVEYED FOR:
NEW LAND ENTERPRISES
1840 N FARWELL AVE
MILWAUKEE, WI 53202

PROJECT NO: 25–16063
FB/PG: –
SHEET NO: 9 OF 9

SURVEYED BY: CMD/ZHG
DRAWN BY: CMD

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City of Madison

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

Master

File Number: 91514

File ID:	91514	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/09/2026
File Name:	CSM - 5555 Odana Rd & 5534 Medical Cir			**Final Action:**	

Title: Approving a Certified Survey Map of property owned by BHP, LLC located at 5555 Odana Road and 5534 Medical Circle (District 19).

Notes:

Sponsors:	Planning Division	**Effective Date:**	
Attachments:	CSM Application.pdf, Letter of Intent.pdf, Proposed CSM.pdf	**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	tparks@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Planning Division	01/09/2026	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Plan Commission (3/2/26), Common Council (3/10/26)					

Text of Legislative File 91514

Fiscal Note
No City appropriation is required with the approval of this certified survey map. City costs associated with urban development in this area will be included in future operating and capital budgets subject to Common Council approval.

Title
Approving a Certified Survey Map of property owned by BHP, LLC located at 5555 Odana Road and 5534 Medical Circle (District 19).

Body
WHEREAS a Certified Survey Map of property owned by 5555 Odana Road and 5534 Medical Circle, City of Madison, Dane County, Wisconsin has been duly filed for approval by the Plan Commission, its Secretary or their designee, as provided for in Section 16.23(4)(f) of Madison General Ordinances; and

WHEREAS Chapter 236, Wisconsin Statutes requires that the Madison Common Council approve any dedications proposed or required as part of the proposed division of the lands contained on said Certified Survey Map;

NOW THEREFORE BE IT RESOLVED that said Certified Survey Map, bond and subdivision contract, subsequent affidavits of correction, parkland acquisition documents, easement or right-of-way release or procurement documents or any other related document or documents as deemed necessary by the Secretary of the Plan Commission in accordance with the approval of said Certified Survey Map are hereby approved by the Madison Common Council.

BE IT FURTHER RESOLVED that the Mayor and City Clerk of the City of Madison are hereby authorized to sign the above mentioned documents related to this Certified Survey Map.

BE IT FURTHER RESOLVED that all dedications included in this Certified Survey Map or required as a condition of approval of this Certified Survey Map be and are hereby accepted by the City of Madison.

BE IT FURTHER RESOLVED that the Planning Division is authorized to reflect the recorded Certified Survey Map in the Comprehensive Plan and any applicable neighborhood plans.

SUBDIVISION APPLICATION

**** Please read both pages of the application completely and fill in all required fields ****

For a digital copy of this form with fillable fields, please visit:
https://www.cityofmadison.com/sites/default/files/city-of-madison/development-services-center/documents/SubdivisionApplication.pdf

If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the Planning Division at (608) 266-4635.

Si necesita interprete, traductor, materiales en diferentes formatos, u otro tipo de ayuda para acceder a estos formularios, por favor llame al (608) 266-4635.

Yog tias koj xav tau ib tug neeg txhais lus, tus neeg txhais ntawv, los sis xav tau cov ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhia no, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.

City of Madison
Planning Division
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd.
P.O. Box 2985
Madison, WI 53701-2985
(608) 266-4635

NOTICE REGARDING LOBBYING ORDINANCE: If you are seeking approval of a development that has over 40,000 square feet of non-residential space, or a residential development of over 10 dwelling units, or if you are seeking assistance from the City with a value of $10,000 (including grants, loans, TIF or similar assistance), then you likely are subject to Madison's lobbying ordinance (M.G.O. Sec. 2.40). You are required to register and report your lobbying. Please consult the City Clerk's Office for more information. Failure to comply with the lobbying ordinance may result in fines.

1. Application Type

☐ Preliminary Subdivision Plat ☐ Final Subdivision Plat ☑ Land Division/Certified Survey Map (CSM)

If a Plat, Proposed Subdivision Name: _____

2. Review Fees

- For Preliminary and/or Final Plats, an application fee of $250, plus $50 per lot or outlot contained on the plat.
- For Certified Survey Maps, an application fee of $250 plus $200 per lot and outlot contained on the CSM.

Make checks payable to "City Treasurer" and mail it to the following address: City of Madison Building Inspection; P.O. Box 2984; Madison, WI 53701-2984. Please include a cover page with the check which includes the project address, brief description of the project, and contact information.

3. Property Owner and Agent Information

Name of Property Owner: BHP LLC Representative, if any: _____

Street address: _____ City/State/Zip: _____

Telephone: _____ Email: _____

Firm Preparing Survey: JSD PROFESIONAL SERVICES Contact: TODD J. BUHR

Street address: 507 W VERONA AVE City/State/Zip: VERONA, WI 53593

Telephone: 608-893-0103 Email: [redacted]

Check only ONE – ALL Correspondence on this application should be sent to: ☐ Property Owner, OR ☑ Survey Firm

4. Property Information for Properties Located within Madison City Limits

Parcel Addresses: 5555 ODANA RD AND 5534 MEDICAL CIR

Tax Parcel Number(s): 070930302991 AND 070930302066

Zoning District(s) of Proposed Lots: CC-T School District: MADISON METRO SCHOOL DIST

- **Please include a detailed description of the number and use of all proposed lots and outlots in your letter of intent.**

4a. Property Information for For Properties Located *Outside* the Madison City Limits in the City's Extraterritorial Jurisdiction:

Parcel Addresses (note town if located outside City): _____

Date of Approval by Dane County: _____ Date of Approval by Town: _____

- **For an exterritorial request to be scheduled, approval letters from both the Town and Dane County must be submitted.**

5. Subdivision Contents and Description. Complete table as it pertains to your request; do not complete gray areas.

Land Use	Lots	Outlots	Acres
Residential	1	N/A	2.384
Retail/Office			
Industrial			

Land Use	Lots	Outlots	Acres
Other (state use):			
Outlots Dedicated to the Public (Parks, Stormwater, etc.)			
Outlots Maintained by a Private Group or Association			
PROJECT TOTALS			

6. Required Submittal Materials

Digital (PDF) copies of all items listed below (if applicable) are required. Applicants are to submit each of these documents as *individual PDF files* in an e-mail sent to PCapplications@cityofmadison.com. The transmittal shall include the name of the project and applicant. Note that *an individual email cannot exceed 20MB* and it is the *responsibility of the applicant* to present files in a manner that can be accepted. Electronic submittals via file hosting services (such as Dropbox) are *not* allowed. Applicants who are unable to provide the materials electronically should contact the Planning Division at Planning@cityofmadison.com or (608) 266-4635 for assistance.

☐ **A Completed Subdivision Application Form** (i.e. both sides of this form)

☐ **Map Copies** (prepared by a Registered Land Surveyor):

- For Preliminary Plats, the drawings must be drawn to scale and are required to provide all information as set forth in M.G.O. Sec. 16.23 (7)(a).
- For Final Plats, the drawings must be drawn to scale and drawn to the specifications of §236.20, Wis. Stats..
- For Certified Survey Maps (CSMs), the drawings shall include all of the information set forth in M.G.O. Secs. 16.23 (7)(a) and (d), including existing site conditions, the nature of the proposed division and any other necessary data. Utility data (field located or from utility maps) may be provided on a separate map submitted with application.

For Plat & CSMs, in addition to the PDF copy, a digital CADD file shall also be submitted in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System and shall contain, at minimum, the list of items stated below, each on a separate layer/level name. The line work shall be void of gaps and overlaps and match the plat, preliminary plat or CSM as submitted: a) Right-of-Way lines (public and private); b) Lot lines; c) Lot numbers; d) Lot/Plat dimensions; e) Street names; f) Easement lines (i.e. all in title and shown on the plat or CSM including wetland & floodplain boundaries.)

☐ **Letter of Intent**: One copy of a letter describing the proposed subdivision or land division in detail including, but not limited to:

- The number and type/use of the lots and outlots proposed with this subdivision or land division, including any outlots to be dedicated to the public;
- Existing conditions and uses of the property;
- Phasing schedule for the project, and;
- The names of persons involved (property owner(s), subdivider, surveyor, civil engineer, etc.).

* *The letter of intent for a subdivision or land division may be the same as the letter of intent submitted with a concurrent Land Use Application for the same property.*

** *A letter of intent is not required for Subdivision Applications for lot combinations or split duplexes.*

☐ **Report of Title and Supporting Documents**: One copy of a City of Madison standard 60-year Report of Title obtained from a title insurance company as required in M.G.O. Sec. 16.23 and as satisfactory to the Office of Real Estate Services. Note:

- *The Report of Title must have been completed within three (3) months of the submittal date of this application. Title insurance or a title commitment policy are NOT acceptable* (i.e. a Preliminary Title Report or a Record Information Certificate).
- The electronic PDF submittal shall include images of the vesting deeds and all documents listed in the Report of Title.
- *Do not email these files to the City's Office of Real Estate Services*. Send them instead to the email address noted at the top of this page.

☐ **For Surveys Outside the Madison City Limits**: One copy of the approval letters from the town where the property is located *and* Dane County shall be submitted with your request. The Plan Commission may not consider an application within its extraterritorial jurisdiction without prior approval from the town and Dane County.

7. Applicant Declarations:

The signer attests that the application has been completed accurately and all required materials have been submitted:

Applicant's Printed Name: TODD J. BUHR Signature: Todd J. Buhr

Date: 12-12-2025 Interest In Property On This Date: 12-12-2025

January 5, 2026

Mr. Colin Punt
Planner
City of Madison Department of Planning & Community & Economic Development
215 Martin Luther King Jr. Blvd, Suite 017
Madison, WI 53703

Re: Letter of Intent- 5555 Odana Road & 5534 Medical Cricle Land Use Application

Mr. Punt:

Odana Apartments, LLC c/o Bear Development, LLC ("Bear") is pleased to submit this Land Use Application for our proposed project at 5555 Odana Road and 5534 Medical Circle. This application package includes the required development plans, LND-A, LND-B, Demolition Permit Application / Landmarks Review, Urban Design Commission, and Subdivision/CSM applications (please note that the Subdivision/CSM application for this project was submitted by JSD on December 15, 2025 under separate cover, however it should be reviewed in tandem with balance of the applications listed above).

Introduction:

Bear is proposing to acquire and redevelop 5555 Odana Road and 5534 Medical Circle into a mixed used development. The development will include two mixed-use buildings, one five-story and one six-story, containing a total of 227-dwelling units, and approximately 7,745 square feet of commercial space. The existing, commercial buildings and site improvements will be demolished as part of the project, and we anticipated starting construction in July 2026. 5555 Odana Road is approximately 1.80-acres, and 5534 Medical Circle is approximately 0.58 acres totaling 2.38 acres for the development site. The site has frontage on Odana Road and Medical Circle.

The proposed unit mix consists of 186 one-bedroom units and 41-two-bedroom units. On-site parking includes 75 surface stalls and 133-structured parking stalls. The building includes several resident amenities such as a co-working space, community room, fitness center, on-site management office, resident storage lockers and a dedicated bike storage area. The northern building along Odana Road will contain 1,300 SF of commercial space, and the southern building along Medical Circle will contain 6,445 SF of commercial space.

Project Team:

Applicant/Developer:
Odana Apartments, LLC
c/o Bear Development, LLC
4011 80th Street
Kenosha, WI 53142
Contact: Nick Orthmann
Phone: 262-308-2656
Email: northmann@beardevelopment.com

Civil Engineer/Landscape Architect/Surveyor:
JSD Professional Services, Inc.
161 Horizon Dr Suite 101
Verona, WI 53593
Contact: Kevin Yeska
Phone: 608-609-6794
Email: Kevin.Yeska@JSDinc.com

Architect:
JLA Architects
800 W Broadway, Suite 200
Monona, WI 53713
Contact: Patrick Terry
Phone: 608-442-3823
Email: Pterry@jla-ap.com

Project & Site Details:

- Parcel ID: 251/0709-303-0299-1 / 251/0709-303-0213-1 / 251/0709-303-0216-5 & 251/0709-303-0206-6 (the Odana Road parcel has multiple PINs due to existing condo plat which will be removed)
- Zoning: Commercial Corridor- Transitional (CC-T)
- Land Use: Community Mixed-Use (CMU) & Employment (E)
- Urban Design District: Urban Design District 3
- Aldermanic District: District 19
- Neighborhood: NA
- Business Association NA
- Lot Area: 103,672 SF / 2.38 Acres
- Building Gross Square Footage: 273,643 SF
- Building Height: 5-stories and 6-stories
- Dwelling Units: 227 units
    - 1 Bedrooms: 186 units
    - 2 Bedrooms: 41 units
    - Density: 95.4 units / acre
- Parking Stalls: 209 stalls (75 Surface / 134 structured)
    - EV Ready: 42 stalls
    - EV Installed: 7 stalls
- Bike Parking: 265 stalls
    - Long-Term 241 stalls
    - Short-Term 24 stalls

Requested Approvals:

Conditional Use Permit: the property is zoned CCT; per table 28D-2 of the Zoning Ordinance a Conditional Use Permit is required for mixed-use buildings with >60 units. Building A is six stories; per 28.067 3D of the Zoning Ordinance, a Conditional Use Permit is required for building heights >5 stories and approval to exceed 5-stories is being requested.

Demolition Permit: we are requesting approval of a Demolition Permit to raze the existing commercial buildings on site, which would be done as part of the overall construction of the newly proposed mixed-use buildings. The site was filed on the City's Demolition List Serv on December 5, 2025. The development team does not believe that the either of the buildings have historic relevance.

Urban Design Commission: the property is in Urban Design District 3 therefore we are requesting the Urban Design Commission review the plans as part of this Land Use Application. Prior to submission of the full Land Use Application, Bear made an informational presentation to the Urban Design Commission on September 17th, 2025.

Subdivision / CSM: the site is currently two single tax parcels and we are requesting the approval of a Certified Survey Map to combine the lots. The existing condominium plat on the 5555 Odana Road parcel will be terminated by the current owner prior to the start of the project.

Proposed Meeting Schedule:

- Application Submittal January 5, 2026
- Landmarks Commission February 9, 2026
- Urban Design Commission (initial & final) February 18, 2026
- Planning Commission March 2, 2026
- Common Council March 10, 2026

Project Phasing & Schedule:

Demolition of the existing buildings and construction of the proposed buildings will start at the same time with Building B along Medical Circle currently anticipated to be completed first and Building A along Odana Road to be completed second. Construction/demolition is expected to commence in July 2026 and is anticipated to be completed in the third quarter of 2028.

City & Neighborhood Input:

During the pre-submittal process the development team met with a variety of stakeholders whose input has helped shape the proposal:

- City of Madison Staff- Bear has consulted with City Staff several times during the pre-submittal process including a pre-development meeting, a Development Assistance Team Meeting, and several informal consultations.
- Urban Design Commission- The development team gave an informational presentation to the UDC on September 17, 2025.
- Aldermanic, Neighborhood, and Business Association Outreach- Bear has provided all necessary notice emails for the approvals requested in this application. The sites are not located in a Neighborhood Associate or Business Association. District 19 Alderman gave an all-district neighborhood meeting on October 21, 2025 which included a project overview for the development. Additionally, direct outreach has been made to the immediate neighbors of the project site, which are all commercial or multifamily uses.

Management / Operating Plan:

The project will be financed primarily with Tax-Exempt Bonds and 4% Low-Income Housing Tax Credits issued by WHEDA. All 227 dwelling units will be rent- and income-restricted with an average AMI not to exceed 60%, which will be evidenced by a Land Use Restriction Agreement. Bear, via Odana Apartments, LLC will be the long-term (minimum 15-years) owner. Bear will be responsible for asset management of the property and Bear Property Management, Inc. (part of the Bear Real Estate Group of Companies) will handle day-to-day property management activities. Construction of the project will be managed by Construction Management Associates, Inc. (also part of the Bear Real Estate Group of Companies).

A detailed management plan can be provided upon request.

Public Subsidy:

Bear has requested Tax Incremental Financing (TIF) assistance for the project. A new TID will be created specific to the project, and we have completed the City's "free look" process and have been working closely with staff on the approval process.

Reuse & Recycling Plan:

Bear acknowledges that approval of a Reuse & Recycling Plan will be required prior to the issuance of permits. We plan to complete this during the Site Plan Verification stage.

Transportation Demand Management Plan:

A Transportation Demand Management (TDM) Plan has been provided with this application.

Tree Report:

A Street Tree Report has been provided with this application.

Stormwater Report:

Bear acknowledges that a Stormwater Management Report will be required prior to the issuance of permits. We plan to complete this during the Site Plan Verification stage.

Urban Design District 3:

An informational presentation to Urban Design Commission took place on September 17, 2025. The building received favorable. Notable items that were discussed include:

Pedestrian Connectivity Enhancements

We have addressed the Commission's concerns regarding pedestrian connectivity between Odana Road and Medical Circle. A new ground-level sidewalk connection now links these two roads, significantly improving walkability. While grading remains a challenge due to the approximately 18-foot topographic drop from north to south, the proposed design carefully optimizes this terrain to ensure connectivity and safety.

Building Articulation and Material Transitions

We have incorporated the Commission's feedback to refine the building's architectural expression:

- Accent Colors: Excessive use of accent colors has been eliminated, while preserving the building's character and original design intent. The exterior architecture continues to reflect the interior spatial organization authentically.
- Material Transitions: Previous concerns about material changes occurring on the same plane have been resolved. All material transitions now include a minimum 4-foot depth variation, creating a more dynamic and visually engaging façade. Vertically, materials transition from masonry at the lower levels to cementitious panels above, highlighted by a distinctive concrete banding.
- Ground-Level Transparency: Street-facing edges have been designed to maximize transparency, enhancing pedestrian engagement. This creates a clear distinction between the active ground level and the residential levels above, which feature more traditional punched openings.
- Roofline Articulation: The roof level incorporates varied parapet heights to provide visual interest while maintaining the minimalist, contemporary design intent.

An explanation of how the proposal addresses each of the required design criteria is below:

- Public Right-of-Way: Public rights-of-way will include appropriate trees and shrubs and provide a degree of visual continuity per UDD 3.
- Off-Street parking is structured within the building footprint in the lower-level and ground level garages and compliant with UDD 3. Surface parking is situated throughout the site and screened by landscaping in most locations.
- Signs: Sign plans need to be developed but will conform to Madison Ordinances and be integrated with the architecture of the building per UDD 3 requirements.
- Building Design / Relationships: Design is consistent with UDD 3 requirements. Exterior building materials are low maintenance and harmonious with the neighborhood. Street facing building facades have been broken up or oriented to reduce the massing per UDD 3 requirements. A section of the building on the west side adjacent to the multi family has been distanced to further break up the façade and create

separation. Balconies are included to further create variation in the building's façade. The development will be high-quality that creates and sustains long-term economic vitality.

- Lighting: A full lighting plan has not been developed but will comply with UDD 3 requirements.
- Landscaping: The landscape design is functional decorative, and is used to enhance the design of the site as well as to differentiate and create a buffer from neighboring properties.
- The site has been chosen and designed to provide increased mobility choices with access to public transit and location to amenities.
- Primary street-facing building facades utilize minimal front yard setbacks from the primary street (Odana Rd.) to promote an improved urban design and pedestrian experience. Ground level amenities and commercial space are included which activate the street and provide an enhanced pedestrian experience.
- The principal building entrance has been oriented with the lobby at the center of the building, on Odana Rd. The elevation articulation, including the corner, is designed to clearly establish and distinguish the building entrance on Odana Rd.
- The development includes activated street facing ground floor space with building amenities, building entrance lobbies.

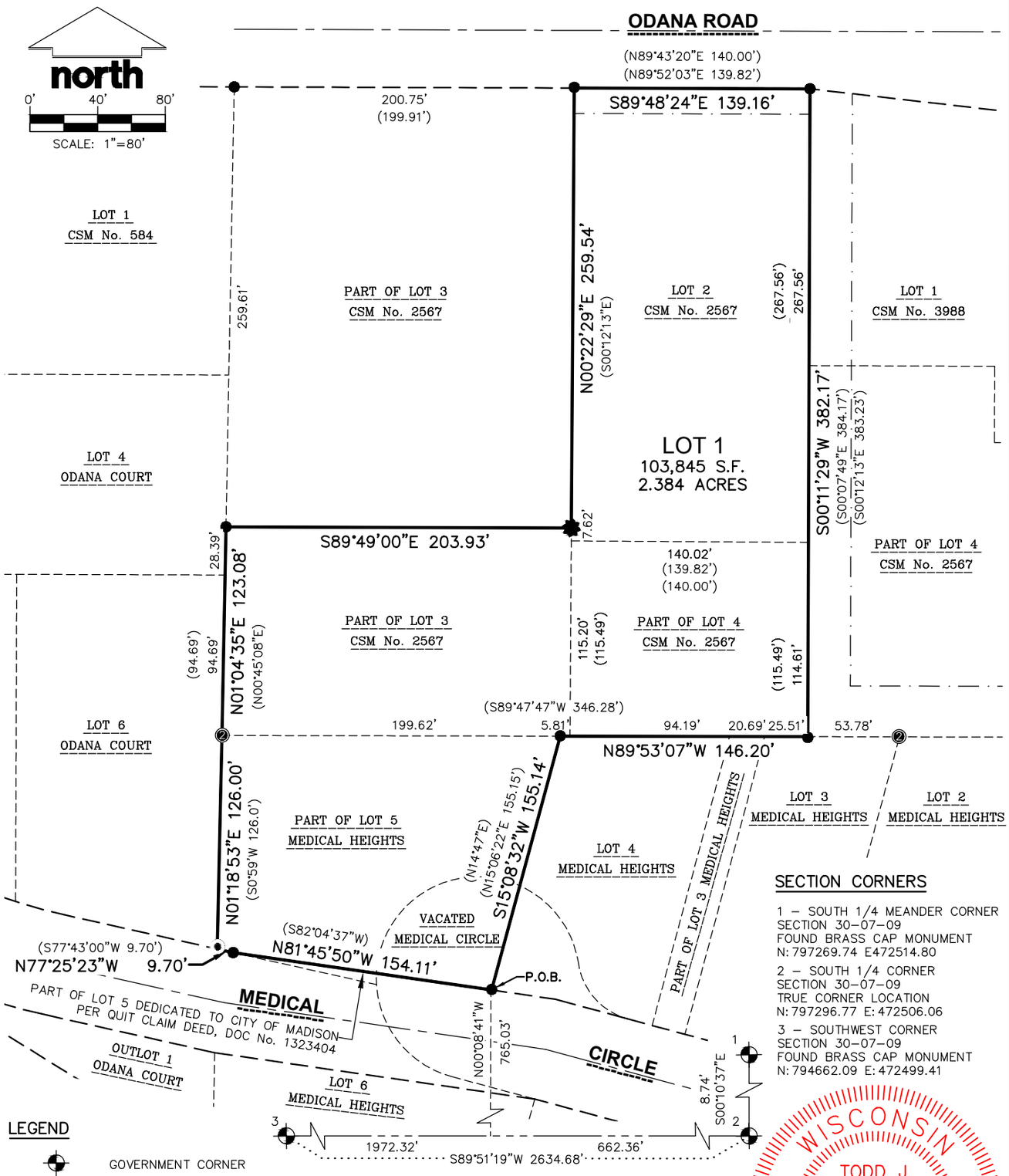
Our team is excited about the prospect of providing much-needed quality workforce housing in a prominent location in the City. We look forward to working with City staff and elected officials to bring the project to fruition. Should you have any questions, please feel free to contact me at any time.

Sincerely,

Nick Orthmann
Project Manager
Bear Development, LLC

CERTIFIED SURVEY MAP NO. _____

LOT 2, PART OF LOT 3 AND 4, CERTIFIED SURVEY MAP No. 2567, RECORDED IN VOLUME 10 OF CERTIFIED SURVEYS, PAGE 139–143, AS DOCUMENT No. 1536975, LOT 5, MEDICAL HEIGHTS, EXCEPT THAT PORTION DEEDED TO THE CITY OF MADISON FOR HIGHWAY PURPOSES RECORDED IN VOLUME 335 OF RECORDS, PAGE 177, AS DOCUMENT NO. 1323404. TOGETHER WITH THAT PART OF VACATED MEDICAL CIRCLE DESCRIBED IN RESOLUTION RECORDED IN VOLUME 380 OF RECORDS, PAGE 236 AS DOCUMENT NO. 1341365, LOCATED IN THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 30, TOWNSHIP 07 NORTH, RANGE 09 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN.



SECTION CORNERS

1 – SOUTH 1/4 MEANDER CORNER
SECTION 30–07–09
FOUND BRASS CAP MONUMENT
N: 797269.74 E472514.80

2 – SOUTH 1/4 CORNER
SECTION 30–07–09
TRUE CORNER LOCATION
N: 797296.77 E: 472506.06

3 – SOUTHWEST CORNER
SECTION 30–07–09
FOUND BRASS CAP MONUMENT
N: 794662.09 E: 472499.41

LEGEND

- GOVERNMENT CORNER
- COTTON SPINDLE FOUND
- ¾" REBAR FOUND
- 1" IRON PIPE FOUND
- 2" IRON PIPE FOUND
- PLAT BOUNDARY
- SECTION LINE
- CENTERLINE
- RIGHT–OF–WAY LINE
- PROPERTY LINE

NOTES

1. FIELD WORK PERFORMED ON JUNE 16 & 24, 2025.
2. BEARINGS FOR THIS SURVEY AND MAP ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, DANE COUNTY ZONE THE SOUTH LINE OF THE SOUTHWEST QUARTER OF SECTION 30, T07N, R09E, RECORDED AS N89°51'19"E.
3. SEE SHEET 2 FOR EXISTING BUILDINGS, SHEET 3 AND 4 FOR EXISTING EASEMENTS, SHEET 5 & 6 FOR NEW EASEMENTS.

WISCONSIN
TODD J. BUHR
S–2614
DEFOREST, WI
LAND SURVEYOR

SURVEYED BY:
JSD
MADISON REGIONAL OFFICE
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VERONA, WISCONSIN 53593
P. 608.848.5060

SURVEYED FOR:
BEAR DEVELOPMENT, LLC
4011 88TH STREET
KENOSHA, WI 53142–4955

PROJECT NO:	25–15509	SURVEYED BY:	CBM
FIELDBOOK/PG:	–	DRAWN BY:	CMD
SHEET NO:	1 OF 9		

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PRELIMINARY

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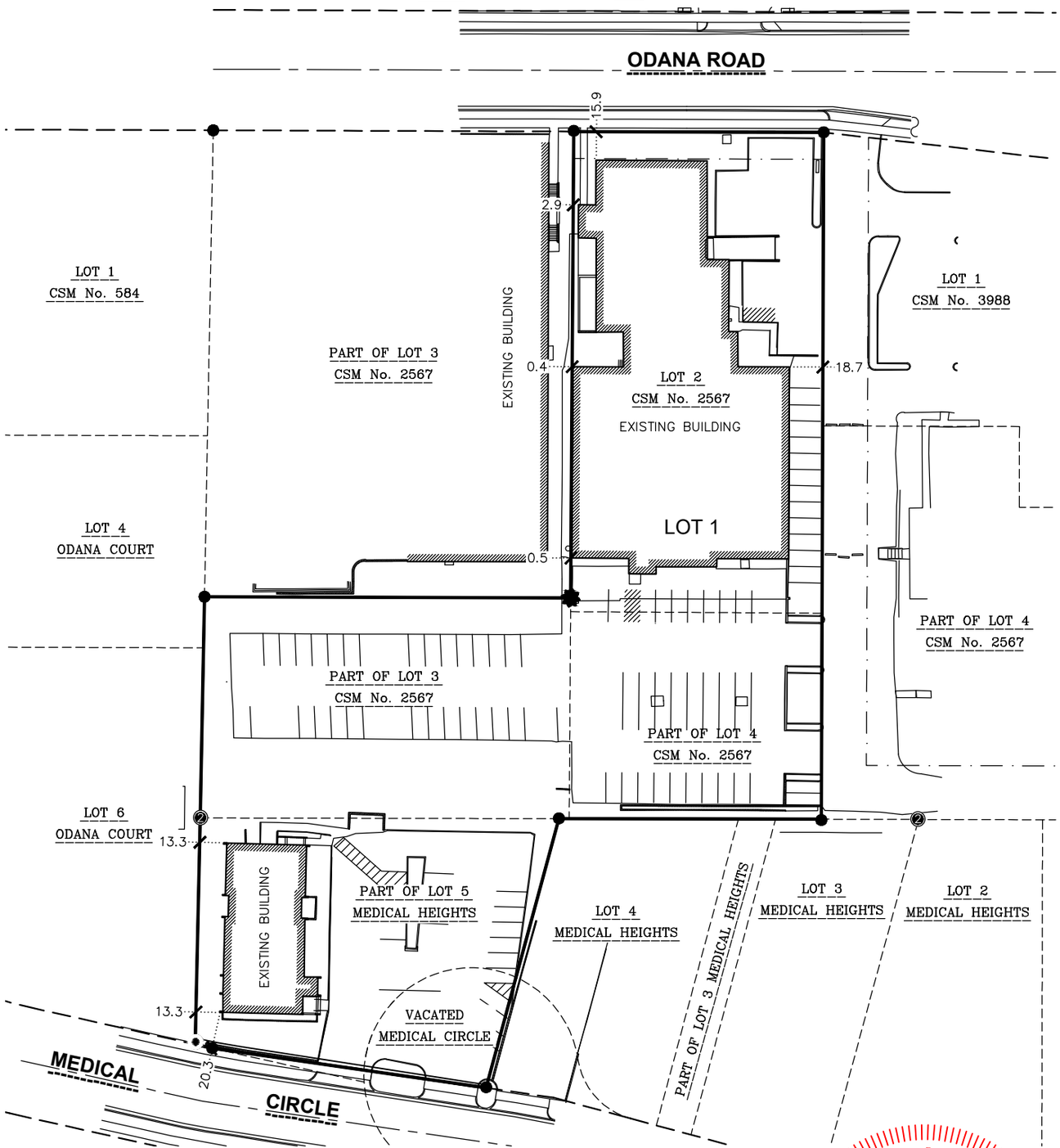
EXISTING IMPROVEMENTS



LEGEND

- COTTON SPINDLE FOUND
- ¾" REBAR FOUND
- 1" IRON PIPE FOUND
- 2" IRON PIPE FOUND
- PLAT BOUNDARY
- CENTERLINE
- RIGHT–OF–WAY LINE
- PROPERTY LINE
- EDGE OF PAVEMENT
- BUILDING

NOTES (CONTINUED)

3. BUILDINGS TO BE RAZED.

0' 40' 80'

SCALE: 1"=80'

north

WISCONSIN
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KENOSHA, WI 53142–4955

PROJECT NO: 25–15509
FIELDBOOK/PG: –
SHEET NO: 2 OF 9

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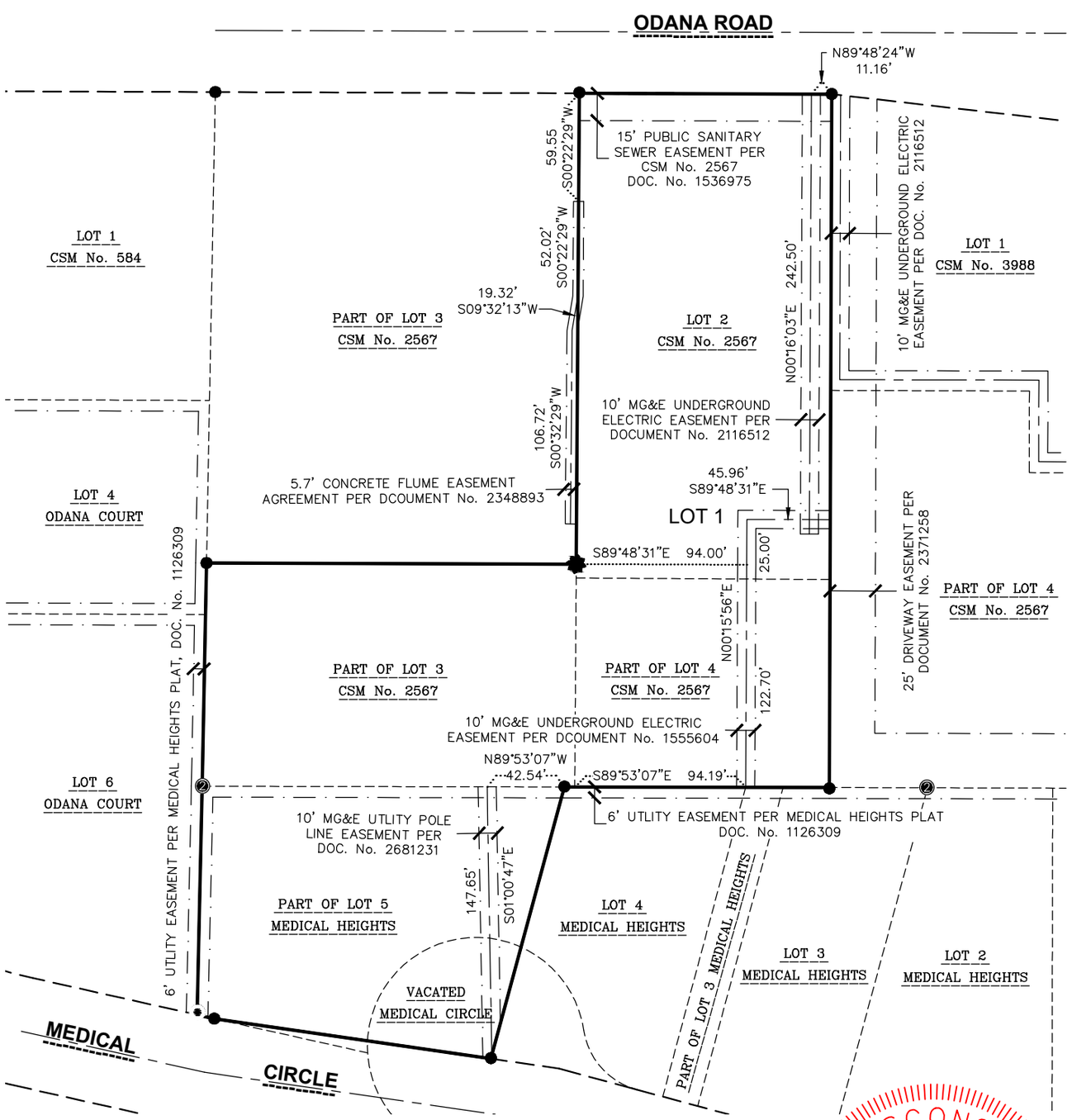
EXISTING EASEMENTS



LEGEND

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- ¾" REBAR FOUND
- 1" IRON PIPE FOUND
- 2" IRON PIPE FOUND
- PLAT BOUNDARY
- CENTERLINE
- RIGHT–OF–WAY LINE
- PROPERTY LINE
- EASEMENT LINE

NOTE

4. ALL EASEMENT BEARINGS AND DISTANCES REFERENCED ON THIS SHEET ARE DESCRIBED AND MEASURED TO CENTERLINE OF EASEMENT.

0' 40' 80'
SCALE: 1"=80'

north

WISCONSIN
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LAND SURVEYOR

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PROJECT NO: 25–15509
FIELDBOOK/PG: –
SHEET NO: 3 OF 9

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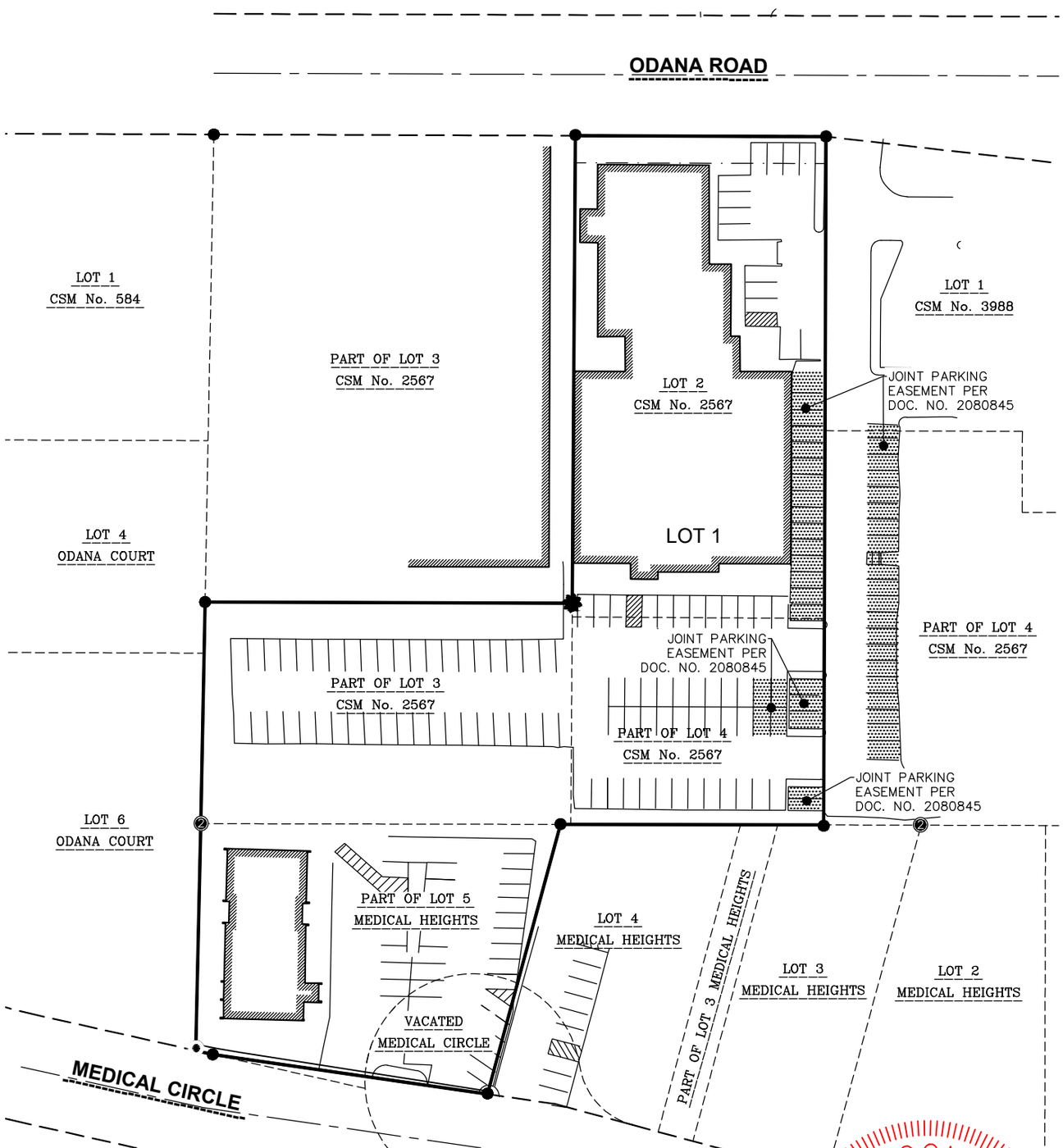
EXISTING EASEMENTS



LEGEND

- COTTON SPINDLE FOUND
- ¾" REBAR FOUND
- 1" IRON PIPE FOUND
- 2" IRON PIPE FOUND
- PLAT BOUNDARY
- CENTERLINE
- RIGHT–OF–WAY LINE
- PROPERTY LINE
- JOINT PARKING EASEMENT AREA

0' 40' 80'
SCALE: 1"=80'

north

WISCONSIN
TODD J. BUHR
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LAND SURVEYOR

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KENOSHA, WI 53142–4955

PROJECT NO: 25–15509
FIELDBOOK/PG: –
SHEET NO: 4 OF 9

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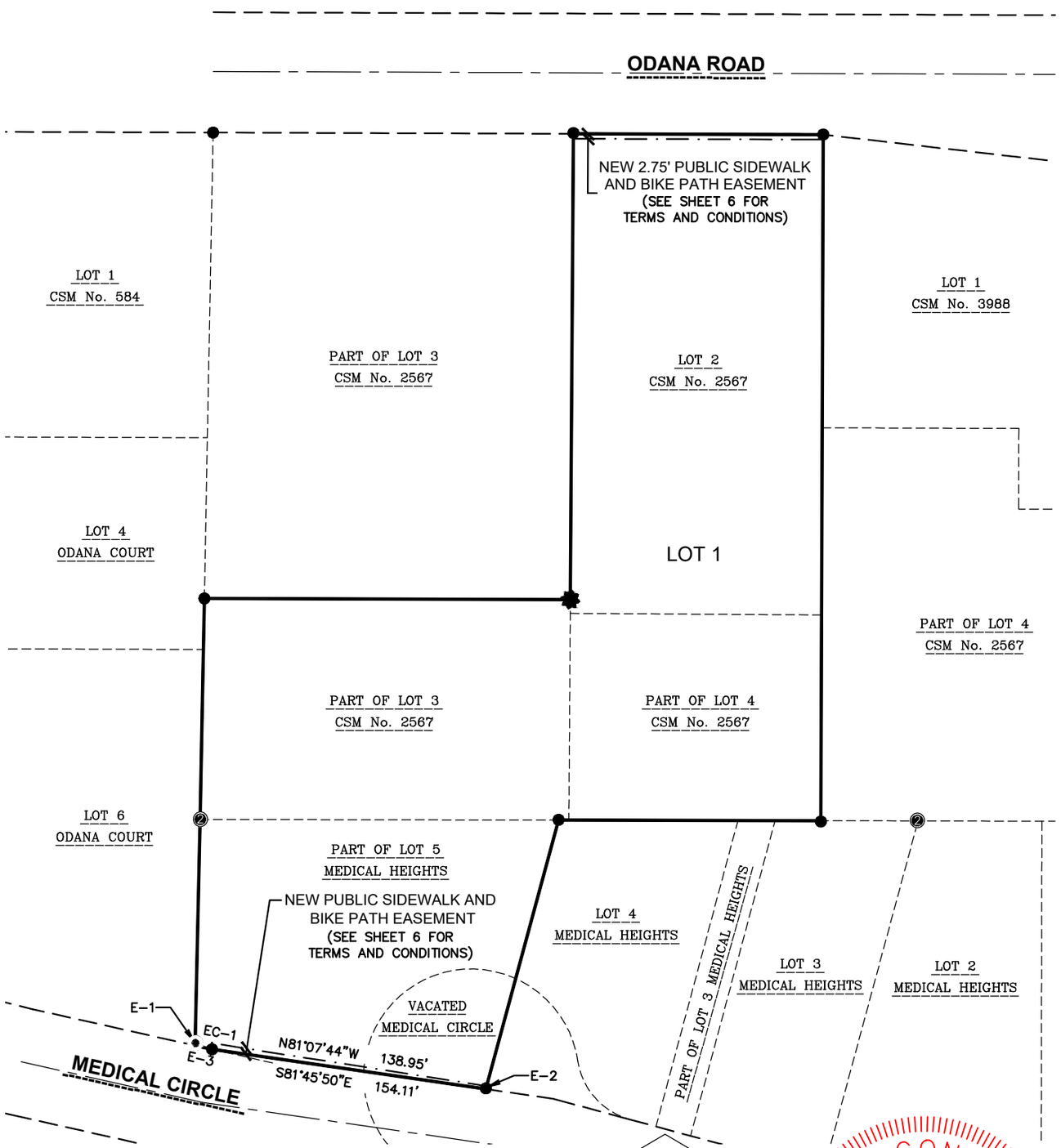
NEW EASEMENTS



LEGEND

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- ¾" REBAR FOUND
- 1" IRON PIPE FOUND
- 2" IRON PIPE FOUND
- PLAT BOUNDARY
- CENTERLINE
- RIGHT–OF–WAY LINE
- PROPERTY LINE
- EASEMENT LINE

EASEMENT LINE TABLE		
LINE	BEARING	DISTANCE
E–1	S01°18'53"W	3.44'
E–2	N15°08'32"E	1.68'

north

0' 40' 80'

SCALE: 1"=80'

EASEMENT CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CHORD	CHORD BEARING
EC–1	25.48'	484.93'	3°00'37"	25.47'	N79°37'37"W

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PROJECT NO: 25–15509
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SHEET NO: 5 OF 9

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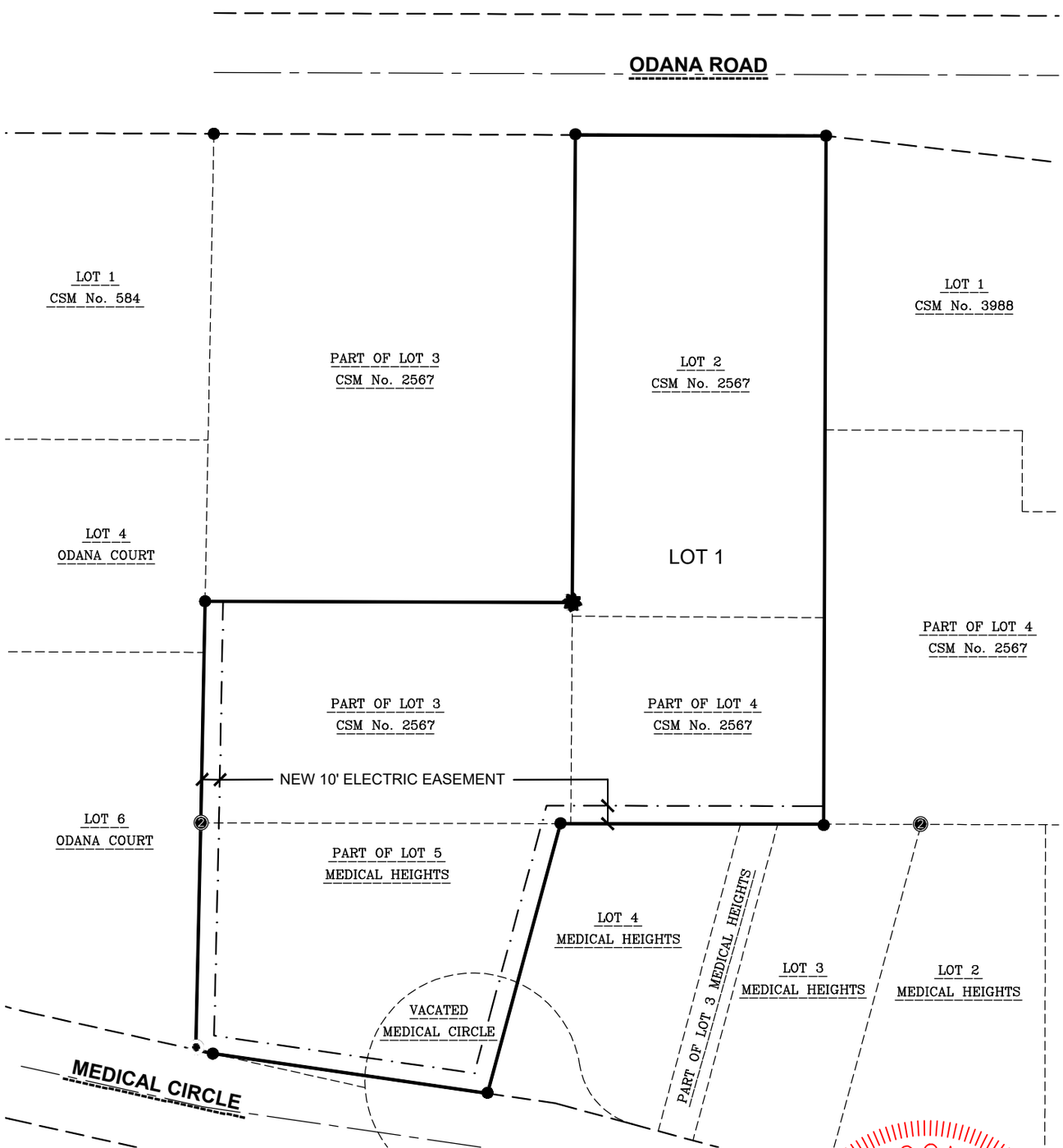
NEW EASEMENTS



LEGEND

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- EASEMENT LINE

0' 40' 80'
SCALE: 1"=80'

north

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SHEET NO: 6 OF 9

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LEGAL DESCRIPTION

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COMMENCING AT THE SOUTH QUARTER CORNER OF SECTION 30, AFORESAID; THENCE S89°51'19"W, ALONG THE SOUTH LINE OF THE SOUTHWEST QUARTER 662.36 FEET;
THENCE N00°08'41"W 765.03 FEET TO THE NORTH RIGHT OF WAY LINE OF MEDICAL CIRCLE AND THE POINT OF BEGINNING;
THENCE N81°45'50"W ALONG SAID NORTHERLY RIGHT OF WAY LINE, 154.11 FEET;
THENCE N77°25'23"W CONTINUING ALONG NORTHERLY RIGHT OF WAY LINE AFORESAID, 9.70 FEET TO THE SOUTHEAST CORNER OF LOT 6, ODANA COURT, ; THENCE N01°18'53"E ALONG THE EAST LINE OF SAID LOT 6, 126.00 FEET;
THENCE N01°04'53"E, 123.08 FEET;
THENCE S89°49'00"E, 203.93 FEET TO THE WEST LINE OF LOT 2, AFORESAID;
THENCE N00°22'29"E ALONG SAID WEST LINE, 259.54 FEET TO THE SOUTHERLY RIGHT OF WAY LINE OF ODANA ROAD;
THENCE S89°48'24"E ALONG SAID SOUTHERLY RIGHT OF WAY, 139.16 FEET TO THE NORTHWEST CORNER OF LOT 1, CSM No. 3988;
THENCE S00°11'29"W, 382.17 FEET TO NORTHERLY LINE OF MEDICAL HEIGHT PLAT;
THENCE N89°53'07"W ALONG SAID NORTHERLY LINE, 146.20 FEET TO THE NORTHWEST CORNER OF LOT 4, MEDICAL HEIGHTS PLAT;
THENCE S15°08'32"W ALONG THE WEST LINE OF SAID LOT 4, MEDICAL HEIGHTS PLAT, 155.14 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 103,845 SQUARE FEET OR 2.384 ACRES.

SURVEYOR'S CERTIFICATE

I, TODD J. BUHR, PROFESSIONAL LAND SURVEYOR S–2614, DO HEREBY CERTIFY THAT BY DIRECTION OF BEAR DEVELOPMENT, LLC, I HAVE SURVEYED, DIVIDED, AND MAPPED THE LANDS DESCRIBED HEREON, AND THAT THE MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY OF THE LANDS SURVEYED AND THE DIVISION THEREOF, IN ACCORDANCE WITH THE INFORMATION PROVIDED.
I FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS IN FULL COMPLIANCE WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF THE CITY OF MADISON, DANE COUNTY, WISCONSIN.

_____ TODD J. BUHR, S–2614
PROFESSIONAL LAND SURVEYOR

_____ DATE

PUBLIC SIDEWALK AND BIKE PATH EASEMENTS

CREATION OF EASEMENT RIGHTS: A PERMANENT EASEMENT OVER, ACROSS A PORTION OF THE PROPERTY (THE "EASEMENT AREA") IS ESTABLISHED, MEMORIALIZED, RESERVED BY, GRANTED, CONVEYED, TRANSFERRED AND ASSIGNED TO THE CITY OF MADISON FOR THE USES AND PURPOSES HEREINAFTER SET FORTH. THE EASEMENT AREA MAY BE USED BY THE CITY OF MADISON FOR PUBLIC SIDEWALK AND BIKE PATH PURPOSES. CITY OF MADISON AND ITS EMPLOYEES, AGENTS AND CONTRACTORS SHALL HAVE THE RIGHT TO CONSTRUCT, INSTALL, MAINTAIN, OPERATE, REPAIR, REPLACE AND RECONSTRUCT THE PUBLIC SIDEWALK AND BIKE PATH WITHIN THE EASEMENT AREA. CITY OF MADISON SHALL HAVE THE FURTHER RIGHT OF INGRESS AND EGRESS TO AND FROM THE EASEMENT AREA IN ORDER TO EXERCISE ITS RIGHTS AND PRIVILEGES HEREUNDER, AND TO CUT AND REMOVE TREES, VEGETATION AND OTHER IMPEDIMENTS IN THE EASEMENT AREA WHICH MAY OBSTRUCT OR INTERFERE WITH THE ACTUAL OR POTENTIAL USE OF THE EASEMENT AREA FOR THE FOREGOING PURPOSES.

PROPERTY RESTORATION: CITY OF MADISON SHALL REPAIR ANY DAMAGE CAUSED TO ANY PAVEMENT, CONCRETE OR TURF LOCATED WITHIN THE EASEMENT AREA AND/OR THE PROPERTY AS A RESULT OF THE USE OF THE EASEMENT AREA BY OR ON BEHALF OF THE CITY OF MADISON AS PROVIDED HEREIN. FOLLOWING COMPLETION OF ANY EXCAVATION WORK, CITY OF MADISON SHALL PROMPTLY RESTORE THE AREA AFFECTED BY THE WORK TO THE ORIGINAL GRADE AND SURFACE CONDITION INCLUDING THE REPAIR OR REPLACEMENT OF PAVEMENT, CONCRETE AND TURF.

LIMITATIONS ON USE OF EASEMENT AREA: THE OWNER OF THE PROPERTY SHALL HAVE THE RIGHT TO USE THE EASEMENT AREA FOR ANY PURPOSE, PROVIDED SUCH USE SHALL NOT INTERFERE WITH THE EASEMENT RIGHTS OF THE CITY OF MADISON HEREUNDER. NO BUILDINGS OR STRUCTURES OR FENCES UNRELATED TO THE PUBLIC USE SHALL BE CONSTRUCTED IN AND NO GRADE CHANGE SHALL BE MADE TO THE EASEMENT AREA WITHOUT THE WRITTEN CONSENT OF THE CITY OF MADISON'S ENGINEERING DIVISION CITY ENGINEER.

BINDING EFFECT: THIS EASEMENT SHALL RUN WITH THE LAND DESCRIBED HEREIN AND SHALL BE BINDING UPON THE OWNERS OF THE PROPERTY, AND THEIR SUCCESSORS IN INTEREST.

RELEASE OF RIGHTS TO EASEMENTS CREATED BY PLAT: ANY RELEASE OF RIGHTS THAT WERE PLACED ON PLATTED LAND WHICH WAS REQUIRED BY A PUBLIC BODY OR WHICH NAMES A PUBLIC BODY OR PUBLIC UTILITY AS GRANTEE SHALL BE RELEASED BY RECORDING A SEPARATE EASEMENT RELEASE DOCUMENT WITH THE DANE COUNTY REGISTER OF DEEDS IN ACCORDANCE WITH SS236.293.

SURVEYED BY:
JSD
MADISON REGIONAL OFFICE
507 W. VERONA AVENUE, SUITE 500
VERONA, WISCONSIN 53593
P. 608.848.5060

SURVEYED FOR:
BEAR
DEVELOPMENT, LLC
4011 88TH STREET
KENOSHA, WI 53142–4955

PROJECT NO: 25–15509
FIELDBOOK/PG: –
SHEET NO: 7 OF 9

SURVEYED BY: CBM
DRAWN BY: CMD

VOL. _____ PAGE _____
DOC. NO. _____
C.S.M. NO. _____

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PRELIMINARY

CERTIFIED SURVEY MAP NO. _____

LOT 2, PART OF LOT 3 AND 4, CERTIFIED SURVEY MAP No. 2567, RECORDED IN VOLUME 10 OF CERTIFIED SURVEYS, PAGE 139–143, AS DOCUMENT No. 1536975, LOT 5, MEDICAL HEIGHTS, EXCEPT THAT PORTION DEEDED TO THE CITY OF MADISON FOR HIGHWAY PURPOSES RECORDED IN VOLUME 335 OF RECORDS, PAGE 177, AS DOCUMENT NO. 1323404. TOGETHER WITH THAT PART OF VACATED MEDICAL CIRCLE DESCRIBED IN RESOLUTION RECORDED IN VOLUME 380 OF RECORDS, PAGE 236 AS DOCUMENT NO. 1341365, LOCATED IN THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 30, TOWNSHIP 07 NORTH, RANGE 09 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN.

CORPORATE OWNER'S CERTIFICATE

BHP LLC, A LIMITED LIABILITY CORPORATION DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, AS OWNER, DOES HEREBY CERTIFY THAT SAID CORPORATION HAS CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, MAPPED, [AND DEDICATED] AS REPRESENTED HEREON. SAID CORPORATION FURTHER CERTIFIES THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S.236.34, WISCONSIN STATUTES TO BE SUBMITTED TO THE CITY OF MADISON FOR APPROVAL.

IN WITNESS WHEREOF, THE SAID BHP LLC HAS CAUSED THESE PRESENTS TO BE SIGNED BY ITS REPRESENTATIVES THIS _____ DAY OF _____, 2025.

BHP LLC

_____

[_____], MANAGING MEMBER

STATE OF WISCONSIN) SS
DANE COUNTY) SS

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____ , 2025, THE ABOVE NAMED REPRESENTATIVES OF THE ABOVE NAMED [_____] TO ME KNOWN TO BE THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAME.

_____ _____

NOTARY PUBLIC, DANE COUNTY, WISCONSIN MY COMMISSION EXPIRES

CONSENT OF CORPORATE MORTGAGEE

ONE COMMUNITY BANK, A CORPORATION DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, AS MORTGAGEE OF THE LANDS DESCRIBED HEREON, HEREBY CONSENTS TO THE SURVEYING, DIVIDING, MAPPING AND RESTRICTING OF THE LANDS DESCRIBED IN THE AFFIDAVIT OF TODD J. BUHR, WISCONSIN PROFESSIONAL LAND SURVEYOR, S–2614, AND DO HEREBY CONSENT TO THE ABOVE CERTIFICATE OF BHP LLC, OWNER.

WITNESS THE HAND AND SEAL OF BHP LLC, MORTGAGEE, THIS _____ DAY OF _____ , 2025.

_____

[_____], VICE PRESIDENT

STATE OF WISCONSIN) SS
DANE COUNTY) SS

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____ , 2025, THE ABOVE NAMED REPRESENTATIVES OF THE ABOVE NAMED [_____] TO ME KNOWN TO BE THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAME.

_____ _____

NOTARY PUBLIC, DANE COUNTY, WISCONSIN MY COMMISSION EXPIRES

WISCONSIN
TODD J. BUHR S–2614 DEFOREST, WI
LAND SURVEYOR

SURVEYED BY:
JSD
MADISON REGIONAL OFFICE
507 W. VERONA AVENUE, SUITE 500
VERONA, WISCONSIN 53593
P. 608.848.5060

SURVEYED FOR:
BEAR DEVELOPMENT, LLC
4011 88TH STREET
KENOSHA, WI 53142–4955

PROJECT NO:	25–15509	SURVEYED BY:	CBM
FIELDBOOK/PG:	–	DRAWN BY:	CMD
SHEET NO:	8 OF 9		

VOL. _____ PAGE _____
DOC. NO. _____
C.S.M. NO. _____

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CONSENT OF CORPORATE MORTGAGEE

SUPREME ATHLETIC CLUB, INC., A CORPORATION DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, AS MORTGAGEE OF THE LANDS DESCRIBED HEREON, HEREBY CONSENTS TO THE SURVEYING, DIVIDING, MAPPING AND RESTRICTING OF THE LANDS DESCRIBED IN THE AFFIDAVIT OF TODD J. BUHR, WISCONSIN PROFESSIONAL LAND SURVEYOR, S–2614, AND DO HEREBY CONSENT TO THE ABOVE CERTIFICATE OF SUPREME ATHLETIC CLUB, INC., OWNER.

WITNESS THE HAND AND SEAL OF SUPREME ATHLETIC CLUB, INC., MORTGAGEE, THIS _____ DAY OF _____ , 2025.

_____

[_____], VICE PRESIDENT

STATE OF WISCONSIN) SS
DANE COUNTY) SS

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____ , 2025, THE ABOVE NAMED REPRESENTATIVES OF THE ABOVE NAMED [_____] TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAME.

_____ _____

NOTARY PUBLIC, DANE COUNTY, WISCONSIN MY COMMISSION EXPIRES

CITY OF MADISON PLAN COMMISSION APPROVAL

APPROVED FOR RECORDING PER CITY OF MADISON PLAN COMMISSION ACTION OF _____ ,2025.

_____ _____

MATTHEW WATCHER, SECRETARY
CITY OF MADISON PLAN COMMISSION

DATE

CITY OF MADISON COMMON COUNCIL APPROVAL CERTIFICATE

RESOLVED THAT THIS CERTIFIED SURVEY MAP LOCATED IN THE CITY OF MADISON WAS HEREBY APPROVED BY ENACTMENT NUMBER _____ , FILE ID NUMBER _____ , ADOPTED ON THE _____ DAY OF _____ , 2025, AND THAT SAID ENACTMENT FURTHER PROVIDED FOR THE ACCEPTANCE OF THOSE LANDS DEDICATED AND RIGHTS CONVEYED BY SAID CERTIFIED SURVEY MAP TO THE CITY OF MADISON FOR PUBLIC USE.

DATED THIS _____ DAY OF _____ , 2025

_____

LYDIA McCAMON, CITY CLERK
CITY OF MADISON

WISCONSIN
TODD J. BUHR S–2614 DEFOREST, WI
LAND SURVEYOR

OFFICE OF THE REGISTER OF DEEDS

_____ COUNTY, WISCONSIN

RECEIVED FOR RECORD_____,

20____ AT_____O'CLOCK____M

AS DOCUMENT #_____

IN VOL. _____OF CERTIFIED

SURVEY MAPS ON PAGE(S)_____

_____

REGISTER OF DEEDS

SURVEYED BY:
JSD
MADISON REGIONAL OFFICE
507 W. VERONA AVENUE, SUITE 500
VERONA, WISCONSIN 53593
P. 608.848.5060

SURVEYED FOR:
BEAR DEVELOPMENT, LLC
4011 88TH STREET
KENOSHA, WI 53142–4955

PROJECT NO: 25–15509
FB/PG: –
SHEET NO: 9 OF 9

SURVEYED BY: CBM
DRAWN BY: CMD

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City of Madison

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

Master

File Number: 91575

File ID:	91575	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/20/2026
File Name:	Amending the 2026 Adopted Bicycle & Pedestrian Capital Budget and Approving Plans and Specifications for the Capital City Path Extension AND the Dane County led work on Underdahl Road for the Glacial Drumlin Extension.			**Final Action:**	

Title: Amending the 2026 Adopted Bicycle & Pedestrian Capital Budget and Approving Plans and Specifications for the Capital City Path Extension AND the Dane County led work on Underdahl Road for the Glacial Drumlin Extension. (District 16)

Notes: Aaron Canton

Sponsors:	Sean O'Brien	**Effective Date:**	
Attachments:	16109-CapCityPathExt_BPWExhibit.pdf, 16109-CapCityPathExt_BPWNotes.pdf	**Enactment Number:**	
Author:	Chris Petykowski, Deputy City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	01/20/2026	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Board of Public Works (1/28/26), Finance Committee (2/2/26), Common Council (2/10/26)

Text of Legislative File 91575

Fiscal Note

The proposed resolution amends the 2026 Adopted Engineering - Bicycle and Pedestrian Capital Budget by authorizing a net-neutral transfer of $260,000 in General Fund GO Borrowing from the Capital City Trail Buckeye Extension Seg. 5 & 6 project (Munis #11158) to the Bikeways Program (Munis #10138) and removes the $1,511,200 in authorized Federal Funding in 2026 in the Bikeways Program due to the Federal Funding now passing through the Wisconsin Department of Transportation (WISDOT) instead of the City. Additionally, the proposed resolution approves plans and specifications for the Capital City Path Extension and the Dane County led work on Underdahl Road for the Glacial Drumlin Extension. The current

estimate for the plans and specifications for the path, sanitary sewer, and related costs is $4,880,000. Contingent upon approval of the $260,000 net-neutral transfer, funding for the path costs is available in the 2026 Adopted Capital Budgets for Engineering - Bicycle and Pedestrian in the Bikeways Program, Munis #10138 ($1,848,800), the Sewer Utility's Sewer Reconstruction Program, Munis #10267 ($1,520,000), and WISDOT-administered Federal Funding ($1,511,200).

Title

Amending the 2026 Adopted Bicycle & Pedestrian Capital Budget and Approving Plans and Specifications for the Capital City Path Extension AND the Dane County led work on Underdahl Road for the Glacial Drumlin Extension. (District 16)

Body

BE IT RESOLVED,

1. That the plans and specifications for the Capital City Path Extension.

2. That the plans and specifications are hereby authorized to advertise and receive bids for said project. The project will be Let by the Wisconsin Department of Transportation in combination with the Dane County's Glacial Drumlin Extension project.

3. That the Mayor and City Clerk are hereby authorized to sign and grant easements or right-of-way release or procurement documents, maintenance agreements or encroachment agreements, as necessary and grant or accept dedication of lands and/or easements from/to the Developer/Owner for public improvements located outside of existing public fee title or easement right-of-ways.

4. That the 2026 Adopted Bicycle & Pedestrian Capital Budget is hereby amended to eliminate $1,511,200 of Federal Funding budget in the Bikeways Program (MUNIS 10138) and transfer $260,000 General Obligation Borrowing (GO Borrowing) authority from the Capital City Trail Buckeye Extension Seg. 5 & 6 project (MUNIS 11158) to the Bikeways program (MUNIS 10138).

5. That the Common Council of the City of Madison, does hereby determine that it is necessary to acquire real estate interests, Fee Title and Temporary Limited Easements, for the construction and maintenance of the public bike and pedestrian path improvements associated with Engineering Division Project Number 16109 - Capital City Path Extension from properties within or adjacent to the project limits.

6. The Office of Real Estate Services of the Economic Development Division and the City Attorney are hereby authorized to proceed by negotiation to acquire the real estate interests required for the construction and maintenance of the proposed Capital City Path Extension project. Also, the Office Real Estate Services is further authorized to compensate grantors of the property and property rights, and obtain title reports, appraisals, survey information, environmental site assessment reports, and any other essential material or reports as may be necessary to perform due diligence in accomplishing the acquisitions and shall administer the acquisitions of the interests by Real Estate Master Project No. 11168.

7. That the Mayor and City Clerk are hereby authorized to sign all necessary documents to accomplish the said acquisitions of the necessary real estate interests.

8. That the plans and specifications for the Dane County led and funded project on Underdahl Road in the City of Madison (District 16) are hereby approved. The work on Underdahl Road includes street improvements and Vertical Realignment that is necessary for the Dane County's Glacial Drumlin Extension project. The work will be funded by Dane County and is estimated to be $160,000.

ORLANDO BELL PARK
Section 4(f) Resource

S THOMPSON DR

PROPOSED PATH LIGHTING ALONG ENTIRE PROPOSED PATH

PROPOSED STORM SEWER TO MAINTAIN DRAINAGE PATTERNS ALONG RR DITCH

BIKE-PED BRIDGE OVER DRAINAGE CHANNEL

VONDRON RD

TERRA CONSTRUCTION

PROPOSED 10-FT WIDE ASPHALT PATH

CITY PREVIOUSLY GRANTED PED/BIKE PATH EASEMENT ON WISDOT LAND

PROPOSED CITY EASEMENT OR ROW ACQUISITION (~25-FT WIDTH) FROM WISDOT-OWNED RAILROAD ROW

WISCONSIN DOA

S THOMPSON DR

WAGON TRL

PATH CONNECTION TO THE EAST BUILT WITH DANE COUNTY-LED DESIGN (UNDER ONE CONTRACT)

PROPOSED PATH BUILT WITHIN EXISTING RAILROAD UNDERPASS UNDERNEATH INTERSTATE 39-90, MODIFY UNDERPASS WITH RETAINING WALLS AND RAILINGS

WISCONSIN & SOUTHERN RAILROAD (WSOR)

PROPOSED BORE & JACK STEEL CASING PIPE WITHIN UNDERPASS LIMITS, INSTALL 8" PVC SANITARY PIPE

INTERSTATE 39/90

PROPOSED 8" PVC SANITARY SEWER ALONG PATH

ABANDON EXISTING SANITARY SEWER IN PLACE WITH SLURRY

WISCONSIN DOT
(WETLAND MITIGATION LANDS)

5992-10-42: CAPITAL CITY PATH - GLACIAL DRUMLIN EXTENSION

5992-10-42: CAPITAL CITY PATH - GLACIAL DRUMLIN EXTENSION

PROPOSED CITY EASEMENT OR ROW ACQUISITION
(~25-FT WIDTH) FROM WISDOT-OWNED RAILROAD ROW

PROPOSED PATH LIGHTING
ALONG ENTIRE PROPOSED PATH

SLOPE INTERCEPT (TLE NEEDED FOR GRADING)

40-FT SPAN BIKE-PED BRIDGE
OVER DRAINAGE CHANNEL

10-FT WIDE
ASPHALT PATH

EXISTING RR ROW

PROPOSED STORM SEWER TO MAINTAIN
DRAINAGE PATTERNS ALONG RR DITCH

SLOPE INTERCEPT (TLE
NEEDED FOR GRADING)

TERRA CONSTRUCTION

TERRA CHAIN-LINK FENCE

EXISTING CITY PED/BIKE PATH
EASEMENT ON WISDOT LAND

S THOMPSON DR

VONDRON RD

WISCONSIN & SOUTHERN RAILROAD (WSOR)

CITY OF MADISON STORMWATER LAND

115'

13'

25'

53'

116'

25'

54'

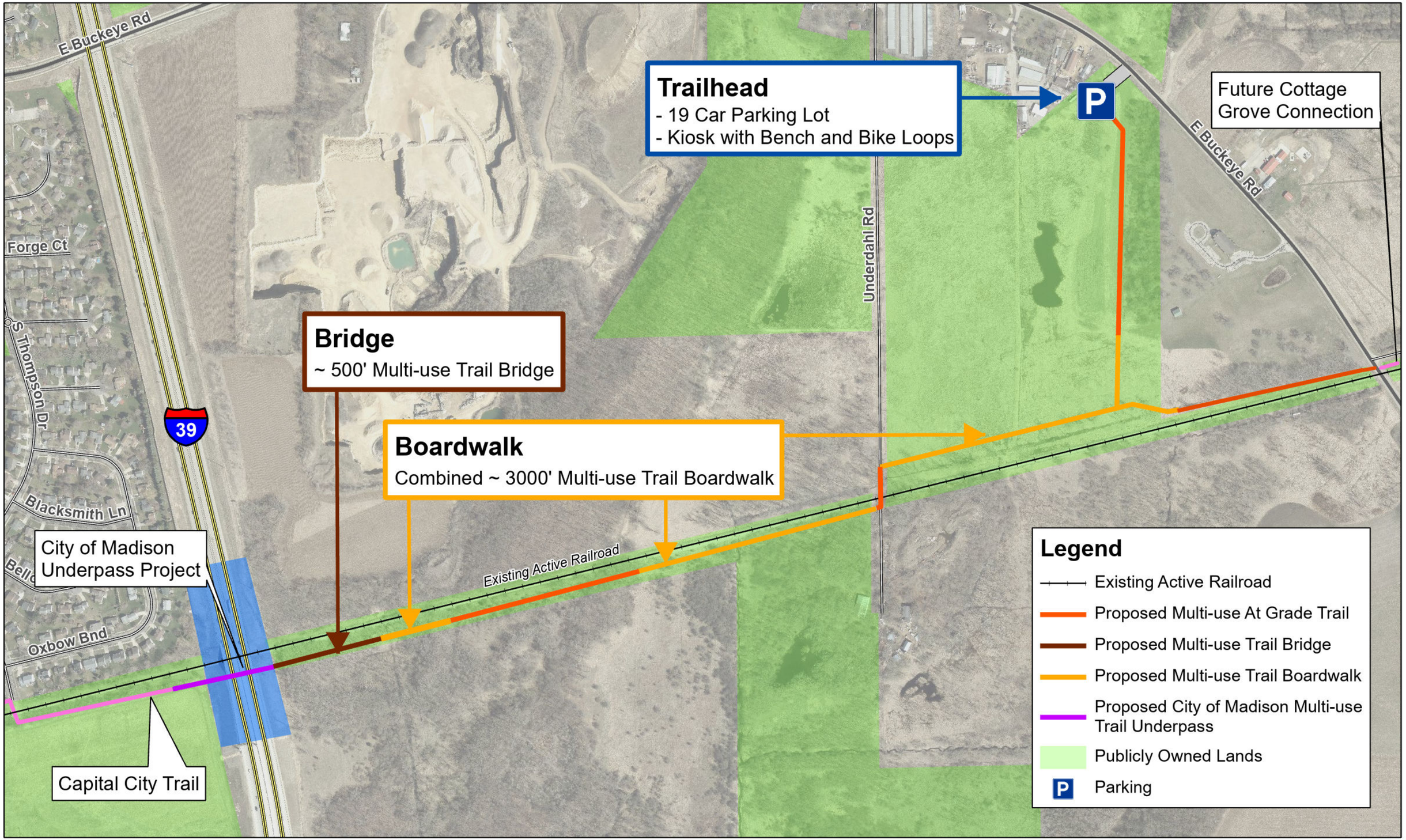
105'

100'

34'

35'

385



Glacial Drumlin Trail - Capital City Trail Connection - Phase 1

Document Path: H:\Parks\Mapping\TrailsLand\GDTtoCCT\Maps\GDT-CCT Connection Map\GDT-CCT Connection Map.aprx 12.12.2024

Dane County Parks
Always in Season

2

2

N

WETLAND BOUNDARY (TYP)

GLACIAL DRUMLIN TRAIL

WISDNR

WISDNR
JOHN K GAHAN

4-3

R15-1
48"X48"

R1-2
36"X31"

4-4

W10-1
36"X36"

ROW

ROW

ROW

ROW

2'

4.3'

2'

4'

20'

16'

4" HMA PAVEMENT

301+00

302+00

116'

303+00

121'

304+00

38'

305+00

6'

6'

6'

UNDERDAHL RD

16'

13'

4'

CONCRETE PAVEMENT 6-INCH

STA 301+00.00
BEGIN ROAD CONSTRUCTION

4-1

W10-1
36"X36"

4" HMA PAVEMENT

4-2

R15-1
48"X48"

R1-2
36"X31"

STA 305+00.00
END ROAD CONSTRUCTION

MICHAEL C PFEFFERLE

WSOR

WISDNR

GLACIAL DRUMLIN TRAIL

PROJECT NO:	HWY:	COUNTY:		SHEET	E

Capital City Path - Glacial Drumlin Extension

Project Engineer Aaron Canton Ph: 242-4763 email: acanton@cityofmadison.com

Project Limits
Alder: 16 O'Brien

Capital City Path Extension (City): Vondron Rd to Interstate 39/90
Glacial Drumlin Extension (County): Interstate 39/90 to E Buckeye Rd

Project Description

This project includes a continuous, off-street shared-use path from Vondron Rd to the east-side of the Interstate-39/90 Railroad Underpass. The proposed path will follow along the southern boundary of the existing railroad corridor in the largely flat, grassy area to the north of Terra's property. Some tree removals along the railroad corridor will be needed for the path construction. This alternative will include a new bike-pedestrian bridge over an unnamed drainage channel, this proposed bridge would follow parallel to the existing railroad bridge over the same drainage channel. The proposed path will continue to the east along an existing City easement on WisDOT-owned wetland mitigation lands. The path will then cross under Interstate-39/90 using the existing railroad underpass, modifying the southerly side slope along the underpass with wall and railings to fit the path within the existing space, no impacts to the railroad track are anticipated. The proposed path will then end on the easterly side of the underpass where a Dane County-led portion of the project will continue the path to County Hwy AB (E Buckeye Rd).

Path

Path	NA	10' Asphalt, Shared-Use Path on south-side of RR tracks from Vondron Rd to Interstate 39/90.

Storm Sewer	**Existing**	**Proposed**

Work Required: Add storm sewer to maintain existing drainage patterns along railroad corridor

Storm Water	**Existing**	**Proposed**

Work Required: NA

Sanitary Sewer	**Existing**	**Proposed**

Work Required: Add sanitary sewer from Wagon Trail to existing MMSD sewer on east-side of Interstate. This is to create a maintainable sanitary run to replace a long-run of unmaintanable city sewer through WisDOT wetland lands.

Water Main	**Existing**	**Proposed**

Work Required: NA

Parking

N/A

Street Lighting	**Existing**	**Proposed**
Area Street Lighting	N/A	N/A
Path Lighting	N/A	Add Path Lighting for City portion of off-street path

Land Purchases

This path project will be constructed on existing easements (on WisDOT-owned Wetland Lands) and on excess WisDOT-owned railroad right-of-way that will be acquired by the City of Madison in coordination with WisDOT and the operating railroad, WSOR. In addition, the project will require temporary grading easements on railroad right-of-way (that is to remain state-owned railroad right-of-way) and potential temporary grading easements on the adjacent private property owned by Terra Construction. The path project will also go under the existing Interstate 39/90 overpass, which will be built within highway right-of-way under a public infrastructure permit.

Trees

Siginificant tree clearing along south-side of railroad corridor to construct path. Saving areas of trees where feasible to maintain separation between railroad track and future path.

Assessment Policy

No Assessments

Schedule

Advertise for bids (State Let)	January 2027
Anticipated Construction Start	Spring 2027
Approximate Duration	Approx. 4 Months

Costs

Estimated Total Cost:	$	4,880,000.00
Assessments:	$	-
Federal Funding: 80% of Cost up to $1,511,200.00	$	1,511,200.00
City Engineering Cost: Remaining	$	3,368,800.00
Dane County-funded Underdahl Rd Cost:	$	160,000.00

Correspondence

Public information meeting held August 8, 2025. Transportation Commission on December 3, 2025.

City of Madison

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

Master

File Number: 91576

File ID:	91576	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/20/2026
File Name:	Authorizing the City Engineer to apply for a WDNR Municipal Flood Control Grant for the West Towne Pond project, the Mayor and City Clerk to sign the resulting grant agreement to accept the grant if awarded, and amending the 2026 Capital Budget for Engine			**Final Action:**	

Title: Authorizing the City Engineer to apply for a WDNR Municipal Flood Control Grant for the West Towne Pond project, the Mayor and City Clerk to sign the resulting grant agreement to accept the grant if awarded, and amending the 2026 Capital Budget for Engineering - Stormwater Utility to allow for the acceptance of up to $600,000 if awarded the grant. (District 19)

Notes: Carissa Wegner

Sponsors:	John P. Guequierre	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:	Greg Fries, Deputy City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	01/20/2026	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Finance Committee (2/16/26), Board of Public Works (2/11/26), Common Council (2/24/26)

Text of Legislative File 91576

Fiscal Note

The proposed resolution authorizes the City to apply for and accept a grant from the State of Wisconsin Department of Natural Resources Municipal Flood Control Grant Project for the West Towne Pond project, and, if awarded, amends the 2026 Adopted Stormwater Utility Capital Budget by the grant award amount, up to $600,000 in the Citywide Flood Mitigation program (MUNIS 11513). Funding is provided in the 2026 Adopted Stormwater Utility Capital Budget in the Citywide Flood Mitigation program.

Title

Authorizing the City Engineer to apply for a WDNR Municipal Flood Control Grant for the West Towne Pond project, the Mayor and City Clerk to sign the resulting grant agreement to accept the grant if awarded, and amending the 2026 Capital Budget for Engineering - Stormwater Utility to allow for the acceptance of up to $600,000 if awarded the grant. (District 19)

Body

WHEREAS, the City of Madison Engineering - Stormwater Utility will be conducting project for flood mitigation and water quality improvements at the West Towne Ponds on Mineral Point Road (the “Project”); and

WHEREAS, the State of Wisconsin Department of Natural Resources oversees the Municipal Flood Control Grant Program, offering up to $600,000 for certain municipal flood control projects; and,

WHEREAS, the Project is eligible for funding under the aforementioned grant program, and the City is interested in applying for and accepting such funds if awarded; and,

WHEREAS, the City is willing and able to carry out all activities described in the state grant application is required as part of the application; and

WHEREAS, the City of Madison Stormwater Utility has declared its intent to conduct the Project as described in the application; and

WHEREAS, if the grant is awarded, the City will allow employees from the Department of Natural Resources access to inspect the Project site; and

WHEREAS, the City will maintain records documenting all expenditures made during the Municipal Flood Control Grant project; and

WHEREAS, the City will submit a final report to the Wisconsin Department of Natural Resources which describes all Municipal Flood Control Grant project activities, achievements and data collected, and documentation of the project costs.

NOW, THEREFORE, BE IT RESOLVED, that the City of Madison requests the funds and assistance available from the Wisconsin Department of Natural Resources under the Municipal Flood Control Grant Program and will comply with the state rules for the program if awarded the grant; and

BE IT FURTHER RESOLVED, that the Engineering Division, after consultation with the City Attorney, is authorized, on behalf of the City, to apply for a grant of up to $600,000 through the Wisconsin Department of Natural Resources Municipal Flood Control Grant Program and sign all application materials; and,

BE IT FURTHER RESOLVED, that, if awarded the grant, the Mayor and City Clerk are authorized to enter into a grant agreement with the State of Wisconsin Department of Natural Resources, in a format approved by the City Attorney; and,

BE IT FURTHER RESOLVED that the City Engineer, or designee, is authorized to act on behalf of the City to sign documents, and take necessary action to undertake, direct and complete the Project, after consultation with the City Attorney where appropriate; and

BE IT FINALLY RESOLVED, that, if the grant is awarded, the 2026 Adopted Stormwater Utility Capital Budget shall be amended to appropriate the grant award and corresponding expenditures in the amount of the grant funds awarded, up to $600,000.

City of Madison

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

Master

File Number: 91577

File ID:	91577	**File Type:**	Resolution	**Status:**	ATS Review
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/20/2026
File Name:	Authorizing the Mayor and the City Clerk to enter into an 2-year competitively selected service contract with Carollo Engineers, Inc for engineering services for the Campus, Downtown, and East Washington Ave Sanitary Sewer Study.			**Final Action:**	

Title: Authorizing the Mayor and the City Clerk to enter into an 2-year competitively selected service contract with Carollo Engineers, Inc for engineering services for the Campus, Downtown, and East Washington Ave Sanitary Sewer Study. (District 2, District 4, District 5, District 6, District 8, District 12, District 13, District 15, District 17)

Notes: Ryan Stenjem

Sponsors:	MGR Govindarajan, Regina M. Vidaver, Sabrina V. Madison And Michael E. Verveer	**Effective Date:**	
Attachments:	proposal_evaluation_report-CampusDowntownEastWashingtonSanitarySewerStudy.pdf	**Enactment Number:**	
Author:	Greg Fries, Deputy City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	01/21/2026	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Board of Public Works (1/28/26), Common Council (2/10/26)

Text of Legislative File 91577

Fiscal Note

The proposed resolution authorizes an agreement with Carollo Enginer, Inc. for engineering services for the Campus, Downtown, and East Washington Ave Sanitary Sewer Study for a maximum total cost of $341,418.

Funding for the study consulting services is provided in the 2026 Sanitary Sewer Utility Operating Budget. No additional appropriation is required. The project number is 15992-83-200.

Title

Authorizing the Mayor and the City Clerk to enter into an 2-year competitively selected service contract with Carollo Engineers, Inc for engineering services for the Campus, Downtown, and East Washington Ave Sanitary Sewer Study. (District 2, District 4, District 5, District 6, District 8, District 12, District 13, District 15, District 17)

Body

PREAMBLE

The City of Madison is experiencing rapid population growth and redevelopment of properties throughout the City, particularly along its major transit corridors. This rapid increase in population density has increased demand on the wastewater collection system, operated and maintained by the City of Madison Sanitary Sewer Utility, within the Engineering Division. Portions of the system have known capacity limitations and increased population further increases demands. Each new large-scale residential redevelopment project requires extensive review and analysis to understand what system improvements are needed to accommodate the additional wastewater.

Madison's Sanitary Sewer Utility would like to develop a comprehensive set of computer models of the sanitary sewer system to better understand the function of the existing system, assess impacts of new and re-development projects, and plan for future system improvements. An initial study area has been identified which includes many areas which have seen recent redevelopment or are expected to see redevelopment in coming years.

This will be a multi-year contract (2026-2027). The City Engineer has advertised for consultant services for the completion of a comprehensive sanitary sewer study and report. Pursuant to City Ordinances and Policies, the City Engineer advertised for consultant proposals, reviewed the submitted proposals, and recommends the engineering contract be awarded to Carollo Engineers, Inc.

The term of the contract shall end June 30, 2027 and the contract price shall not exceed $341,418.

NOW THEREFORE BE IT RESOLVED that the Mayor and City Clerk are hereby authorized to execute an agreement with Carollo Engineers, Inc for engineering services for the Campus, Downtown, and East Washington Ave Sanitary Sewer Study

BE IT FURTHER RESOLVED that the Finance Director or designee is hereby authorized to execute any contract amendments for term extensions up to 6 months beyond the original contract expiration.

EVALUATION PANEL REPORT

Project(s): Campus, Downtown, and East Washington Ave Sanitary Sewer Study
Location: Campus, Downtown, and East Washington Ave areas
Aldermanic District: 2, 4, 5, 6, 8, 12, 13, 15, and 17
RFP: 14091-0-2025-BG
Date: 1/20/2026

This Evaluation has been reviewed and approved by a Principal Architect 2, Principal Engineer 2, Deputy City Engineer, Deputy Division Manager, or the City Engineer. ☒ Yes ☐ No

A. Project Details

1. Background Information

The City of Madison is experiencing rapid population growth and redevelopment of properties throughout the City, particularly along its major transit corridors. This rapid increase in population density has increased demand on the wastewater collection system, operated and maintained by the City of Madison Sanitary Sewer Utility, within the Engineering Division. Portions of the system have known capacity limitations and increased population further increases demands. Each new large-scale residential redevelopment project requires extensive review and analysis to understand what system improvements are needed to accommodate the additional wastewater.

Madison's Sanitary Sewer Utility would like to develop a comprehensive set of computer models of the sanitary sewer system to better understand the function of the entire citywide existing system, assess impacts of new and re-development projects, and plan for future system improvements. An initial study area has been identified which includes many areas which have seen recent redevelopment or are expected to see redevelopment in coming years.

The study (Campus, Downtown, and East Washington Ave Sanitary Sewer Study) described in this Evaluation Panel Report will covers the initial study area. Future efforts are expected to expand the sanitary sewer computer models citywide. See Figure A for the sewersheds included in this study.

This study includes much of the highest population density and generally older infrastructure within the city. This includes areas from the UW Campus region, Capital Neighborhoods, the Isthmus, and East Washington corridor extending to roughly US Hwy 51. The final study boundary was selected based on a combination of factors including areas of known sanitary capacity concerns, past and anticipated future population growth, the Transit Oriented Zoning Overlay, and existing sewershed boundaries. The study area includes nearly 6,600 acres of the City which includes nearly 840 miles of sanitary sewer mains and over 4,300 sanitary sewer structures.

The proposal review and selection process has followed the approach established in the selection of engineering consultants for previous studies.

2. Role of The Study

The Consultant contracted by the Engineering Division will evaluate the current sanitary sewer system capacity within sewersheds located within the Study Area, by completing an agreed upon scope of work to meet the following objectives:

1) Develop a calibrated existing conditions 1-Dimensional Sanitary Sewer System Model to assess current system capacity and evaluate potential future projects.
    a) Engineering desires staff to be able to easily update and maintain the model(s) once completed to assess sanitary sewer system impacts from future individual multifamily residential developments.
        1. In areas of anticipated future developments, the CITY would like the model resolution to be as detailed as reasonably possible.
        2. Models shall include main trunks and local collection systems to the extent practical.

3. In order to appropriately assess the system it is expected that many small mains (i.e. 8-inch diameter pipes) will be included throughout the model.
4. The sanitary system may be simplified in portions of the study area within the model(s) as long as the project objectives can still be met.

b) The model(s) shall be calibrated to observed flow, level, and pump run time data.
1. The Consultant will develop and implement a monitoring data collection plan to provide data for use in calibration of the model(s).
2. The Consultant will calibrate to dry weather conditions only and provide recommendations for future I&I investigations and wet weather calibration.

c) The consultant will collaborate with Engineering to create a Modeling Guidance document to provide standardized guidelines for future sanitary sewer modeling projects.

2) If able, given the anticipated project budget and timeline, the CITY would like to develop a future conditions analysis of the Study Area to understand system capacity limitations under future population projections.

B. Purchasing Details

1. Guidelines for RFP Evaluation

Detailed planning and modeling projects require highly technical staff with expertise in hydrologic and hydraulic modeling, sanitary sewer operations, and geographic information systems (GIS). As such, Engineering utilizes the City's Competitive Selection process.

The projects will be more than $100,000 and last longer than 1 year, therefore the competitive process outlined in the Purchasing Guidelines (https://www.cityofmadison.com/employeenet-finance/documents/PurchasingGuidelines.pdf), *Greater than 5 calendar/budget years or 1-5 years and averaging more than $100,000 per year – PO, RFP, Purchase of Services Contract, and Council Resolution*, was used.

The City of Madison solicited proposals from qualified vendors through a Request for Proposals (RFP) process. The RFP and associated materials were posted on the City's webpage and two distribution networks, VendorNet and DemandStar, on December 1, 2025. Prospective RFP respondents could submit questions about the RFP, due by December 11, 2025 to be responded to by December 17, 2025. RFP responses were due to Purchasing on Wednesday, January 6, 2026.

Section B5. Evaluation Structure and Scoring describes the process used to select the consultant team for The Study.

2. RFP Respondents

The list below shows the consultant teams that proposed for the study.

Firm A – AECOM
Firm B –Brown and Caldwell
Firm C – Carollo Engineers, Inc
Firm D- HDR Engineering, Inc
Firm E- MSA Professional Services, Inc

3. Disqualifications

No firms were disqualified.

4. Evaluation Panel

The evaluation panel for each study was composed of four City Staff from the Engineering Division Storm Section and one member outside of Engineering from the Planning Division. The evaluation panel was – Ryan Stenjem, Alaina Baker, Eric Cefalu, Mark Moder and Tim Parks (Planning). The four Engineering Staff on the panel bring a wide range of experience hydraulic modeling and sanitary sewer planning, design, and operations. Ryan and Alaina have worked extensively within the City's Watershed Study Program. Eric is a sewer designer that has taken on a significant amount of sanitary design and manages many of the sanitary lining contracts for Engineering. Mark is the Sanitary Sewer Utility Principal Engineer. Tim from Planning, has extensive experience with the city in utility planning and modeling, data management, GIS analysis and management.

5. Evaluation Structure and Scoring

Per instruction within the Request for Proposals (attached to this document in Appendix A), respondents were asked to provide a proposal to be evaluated by the evaluation panel. Proposals were initially provided to the Purchasing Agent whom facilitated the review process.

Panelists followed City Purchasing Guidelines when evaluating the proposals. A maximum of 100 points were available. Cost was assigned a weight of 30%, Local Preference was assigned a weight of 5% per Resolution #05943, Project Understanding and Approach was assigned a weight of 25%, Project Team was assigned a weight of 20%, and Relevant Project Experience was assigned a weight of 20%. Please note the RFP provided detailed instruction and grading scales to each evaluated category.

Each member of the review panel first reviewed and scored each proposal for each study independently for technical content only (Approach, Team, and Relevant Project Experience), with costs removed. Scores were submitted to the Purchasing Agent for compiling. Following completion of the individual review, the Review Panel met to discuss the proposals and at that time were provided the costs and local preference scores for each proposal. Following the meeting reviewers were allowed to review the detailed cost breakdowns and revise their technical scores if they wanted.

Evaluations were documented through a quantifiable scoring mechanism – see Section C of this document. The evaluation was conducted in a structured manner that facilitated object comparison between proposals. Individual scores of each panel member were averaged to create the Combined Score for each Proposer.

Section C1 shows the proposal scoring for each proposal.

All proposals are available for review. Due to the large size of the documents, there were not included with this Evaluation Panel Report.

6. Evaluation Timeline

December 1, 2025	– RFP issued
December 11, 2025	– Questions from Consultants due
December 17, 2025	– Answers to Consultant questions and Addendum 1 posted
January 6, 2026	– Proposals due
January 7, 2026	– Distribute proposals to evaluation panel for review and scoring prior to evaluation meeting
January 16, 2026	- Preliminary Technical Scores due to Purchasing
January 20, 2026	– Evaluation panel meets to discuss proposals and scores
January 21, 2026	– Review of Evaluation by Managing Engineers
January 21, 2026	– Notify selected team of Intent to Award
January 21, 2026	– Notify teams not selected; results posted

C. Summary of Evaluation Panel Findings

1. Evaluation and Scoring

The selection process was competitive as five qualified proposals were received and all respondents were determined to have extensive knowledge and experience completing sanitary sewer modeling and planning work. There was a wide range of costs across the three proposals representing relatively different approaches to meeting the stated project objectives.

The combined scoring of the panel can be found in the table below.

		AECOM						BROWN AND CALDWELL						CAROLLO						HDR						MSA					
Criteria	Weight						Weighted Average						Weighted Average						Weighted Average						Weighted Average						Weighted Average
Project Understanding and Approach	25	9.0	7.5	9.0	6.0	8.0	19.8	8.0	7.0	8.0	7.0	8.0	19.0	8.0	7.5	9.0	8.0	8.0	20.3	8.0	6.5	8.0	8.0	6.5	18.5	7.0	8.0	8.0	5.0	7.5	17.8
Team Composition, Performance and Key Personnel	20	7.0	8.5	9.0	6.0	6.5	14.8	9.0	6.0	8.0	6.0	8.0	14.8	8.0	9.5	9.0	8.0	7.0	16.6	8.0	7.5	8.0	6.0	7.0	14.6	9.0	8.0	8.0	5.0	6.5	14.6
Relevant Project Experience	20	8.0	8.5	9.0	7.0	7.0	15.8	8.0	9.5	8.0	7.0	8.0	16.2	8.0	9.0	9.0	8.0	8.0	16.8	8.0	8.0	7.0	7.0	7.0	14.8	8.0	9.5	7.0	5.0	7.0	14.6
Total	**65**						**50.4**						**50.0**						**53.7**						**47.9**						**47.0**

Criteria	Weight	AECOM	BROWN AND CALDWELL	CAROLLO	HDR	MSA
Technical score	65	50.40	50.00	53.70	47.90	47.00
Cost score	30	22.77	22.79	30.00	26.05	22.19
Local Vendor Preference	5	0.00	0.00	0.00	0.00	0.00
Total score	**100**	**73.17**	**72.79**	**83.70**	**73.95**	**69.19**

Notes:

1. Proposal review is the primary basis for evaluating the respondents (based on response to the RFP guidelines in Section 4)
2. Discussion among the panelists was held to share perspectives noted from the proposals during review and to deliberate over selecting a firm to recommend.
3. A full description of requested material and grading weights can be found in this resolution's associated RFP documents.

2. Fee Breakdown

The table below shows the fee break down for each firm.

Form A Price Proposal - Campus, Downtown, and East Washington Ave Sanitary Sewer Study						
	Task or Item	AECOM	BROWN AND CALDWELL	CAROLLO	HDR	MSA
PHASE 1	Task 1 Progress and Coordination Meetings	$39,558.82	$61,647.00	$30,297.00	$26,599.00	$48,116.00
	Phase Total	$39,558.82	$61,647.00	$30,297.00	$26,599.00	$48,116.00
PHASE 2	Task 2 - Existing Conditions Records Review	$31,375.20	$23,142.00	$18,684.00	$11,357.00	$20,552.00
	Task 3 - Data Collection	$154,829.22	$120,384.00	$120,353.00	$185,533.00	$208,458.00
	Task 4 - Existing Conditions Model Development	$99,782.03	$77,628.00	$47,813.00	$33,665.00	$85,556.00
	Task 5 - Dry Weather Model Calibration and Validation	$32,429.02	$30,345.00	$38,109.00	$37,341.00	$22,452.00
	Task 6 - Existing Conditions Capacity Assessment	$15,447.91	$18,485.00	$15,305.00	$22,810.00	$10,806.00
	Task 7 - Final Written Report	$29,007.96	$48,093.00	$32,249.00	$29,116.00	$27,086.00
	Phase Total	$362,871.34	$318,077.00	$272,513.00	$319,822.00	$374,910.00
PHASE 3	Task 8 - Future Conditions Sewer Capacity Modeling	$32,082.41	$40,815.00	$24,614.00	$34,040.00	$24,043.00
	Task 9 - City Staff Training	$15,315.38	$28,852.00	$13,994.00	$12,727.00	$14,564.00
	Phase Total	$47,397.79	$69,667.00	$38,608.00	$46,767.00	$38,607.00
TOTAL PROJECT COST		$449,827.95	$449,391.00	$341,418.00	$393,188.00	$461,633.00
Cost Points		22.77	22.79	30.00	26.05	22.19
Local Vendor Preference		0.00	0.00	0.00	0.00	0.00
Unit Costs	Cost per Sanitary Sewer Monitoring Location (as described in Task 3.2)	$2,100.00	$3,150.00	$500/week per site	$5,986.00	$4,060.00
	Hourly Rate for Sanitary Structure Surveying (as described in Task 3.4)	$135.00	$145.00	$145.00	$329.00	$300.00 (2 person crew)
Additional Tasks	Additional Task 1	$13,887.60	$	$	$6,696.00	-$34,567.00
	Additional Task 2	$11,487.60	$	$	$5,582.00	$21,056.00
	Additional Task 3	$14,974.57	$	$	$29,762.00	$
	Additional Task 4	$13,887.60	$	$	$	$
	Additional Task 5	$63,000.00	$	$	$	$
	Additional Task 6	$4,247.79	$	$	$	$
	Additional Task 7	$9,920.93	$	$	$	$
	Additional Task 8	$7,193.83	$	$	$	$
	Additional Task 9	$2,415.28	$	$	$	$
	Additional Task 10	$6,270.76	$	$	$	$

3. Local Preference

The City of Madison has adopted a local preference purchasing policy granting a scoring preference to local suppliers. Only suppliers who meet the criteria and are registered as of the bid's due date will receive preference. www.cityofmadison.com/business/localPurchasing

Was the outcome of this bid changed by the local purchasing ordinance? ☐ Yes ☒ No

4. Recommendation

Firm C

Based on the evaluation, scoring, and discussion, the evaluation panel recommends that Carollo Engineers, Inc be approved as the consultant for the professional services required for the Campus, Downtown, and East Washington Ave Sanitary Sewer Study for a contract amount of $341,418.

5. Additional Proposal Discussion

The review panel felt that all the teams that submitted proposals would likely be able to deliver a successful project. However, based on the individual scoring and following panel discussion it was determined that Firm C had qualifications that the other teams could not quite match. Carollo demonstrated a good understanding of the project scope. A well-qualified team that includes a project manager that worked for City Engineering for several years and has a good understanding of our data sets and processes. The team also has extensive experience with sanitary sewer modeling and planning for large municipalities. They had the highest technical score as determined by the team and the proposed project was the lowest among any of the proposing teams.

Appendix A – Campus, Downtown, and East Washington Ave Sanitary Sewer Study RFP

Department of Public Works
Engineering Division
James M. Wolfe, P.E., City Engineer

City-County Building, Room 115
210 Martin Luther King, Jr. Boulevard
Madison, Wisconsin 53703
Phone: (608) 266-4751
Fax: (608) 264-9275
engineering@cityofmadison.com
www.cityofmadison.com/engineering

Assistant City Engineer
Bryan Cooper, AIA
Gregory T. Fries, P.E.
Chris Petykowski, P.E.

Deputy Division Manager
Kathleen M. Cryan

Principal Architect
Amy Loewenstein Scanlon, AIA

Principal Engineer 2
Janet Schmidt, P.E.

Principal Engineer 1
Kyle Frank, P.E.
Mark D. Moder, P.E.
Fadi El Musa Gonzalez, P.E.
Andrew J. Zwieg, P.E.

Financial Manager
Steven B. Danner-Rivers

DATE: December 1, 2025

TO: Consultants Submitting Proposals for the City of Madison – Campus, Downtown, and East Washington Ave Sanitary Sewer Study

FROM: James M. Wolfe, P.E., City Engineer

SUBJECT: **Request for Proposals**

The City of Madison Engineering Division is requesting consultant proposals for sanitary sewer modeling for the Campus, Downtown, and East Washinton Study Area. Please refer to the RFPs for pertinent information and dates. The following items are included with the RFPs and considered part of it:

Exhibit 1: Project Study Area Map
Exhibit 2: Existing Data Availability provided by City

The RFP responses for both watersheds are due in in pdf format via email to the buyer as described in the RFP, by 2:00 p.m., January 6, 2026. The selection is anticipated to be made by January 21, 2026.

Questions regarding this project shall be directed to City as described in the RFP document. Please submit any questions by December 11, 2025 at 2:00 PM.

Sincerely,

James M. Wolfe, P.E., City Engineer

THE CITY OF MADISON

REQUEST FOR PROPOSALS

RFP #: 14091-0-2025-BG

Title: Campus, Downtown, and East Washington Ave Sanitary Sewer Study

City Agency: Engineering Division

Due Date: Tuesday, January 6th, 2026
2:00 PM Central Time

Our Madison – Inclusive, Innovative, & Thriving

1 OPPORTUNITY AND WELCOME

Thank you for your interest in bidding on a City of Madison (City) contract opportunity. The City's mission is to provide the highest quality service for the common good of our residents and visitors.

The City of Madison Engineering Division (Engineering) is seeking proposals from firms or teams (Consultant) for advanced sanitary sewer modeling and planning services for the Campus, Downtown, and East Washington Ave Sanitary Sewer Study.

1.1 Background

The City of Madison is experiencing rapid population growth and redevelopment of properties throughout the City, particularly along its major transit corridors. This rapid increase in population density has increased demand on the wastewater collection system, operated and maintained by the City of Madison Sanitary Sewer Utility, within the Engineering Division. The Utility owns and operates 838.7miles of piping, 1711 access structures, and 33 sewer lift (pumping) stations as part of its sanitary sewer system. Portions of the system have known capacity limitations and increased population further increases demands. Each new large-scale residential redevelopment project requires extensive review and analysis to understand what system improvements are needed to accommodate the additional wastewater.

Madison's Sanitary Sewer Utility would like to develop a comprehensive dynamic model, or set of models, of the sanitary sewer system to better understand the function of the existing system, assess impacts of new and re-development projects, and plan for future system improvements. An initial study area has been identified which includes many areas which are expected to see redevelopment in coming years. Specific study area, sanitary sewer information, and available data are described in Section 1.3 and Attached Exhibits 1 and 2.

1.2 Summary of Services Requested

This Request for Proposals (RFP) is intended to solicit information from interested firms including qualifications of project team and key personnel, project understanding and potential challenges, previous related project experience, level of effort, and schedule of services. A review panel of City of Madison Engineering and Planning Division staff will use submitted RFP responses to select the Consultant to complete the sanitary sewer modeling and planning work.

The City would like to be able to evaluate sanitary sewer impacts from individual multifamily residential developments as they are proposed and eventually develop long-term infrastructure plans to address system deficiencies.

Project objectives and a proposed scope of work are provided in Section 5. Phase 1 covers overall project coordination; Phase 2 will evaluate the existing conditions sanitary sewer system; Phase 3 work contains two additional tasks the CITY may authorize during the course of the project, this includes a future conditions analysis and CITY staff training to use the sanitary sewer models developed from this project. The authorization of tasks under Phase 3 will be made pending overall project progress according to the desired timeline and available funding.

1.3 Project Area

The City's objective is to eventually develop a sanitary sewer system model, or multiple models, that cover the entire city. An initial study area has been identified to complete a detailed analysis, while future projects will be completed to model the remainder of the City based on the outcomes of this initial study.

The study area was selected based on a review of existing sanitary sewershed boundaries, areas with known sanitary sewer capacity issues, and areas where significant future population growth is anticipated based on City staff knowledge. Sewershed boundaries were provided by the Capital Area Regional Planning Commission (CARPC) and reviewed by Engineering Staff. The desired study area is a collection of several of these sewersheds. It is expected that as part of the study the selected consultant will review the sewershed boundaries included in the study area and make minor adjustments if necessary. The study area boundary, sewershed boundaries, and sanitary sewer system components included in this RFP process are shown in Exhibit 1. Current data available and provided with this RFP for the Study Area is provided in Exhibit 2.

2 IMPORTANT INFORMATION

DEADLINE FOR PROPOSALS: Tuesday, January 6th, 2026 **at 2:00 PM Central Time.**

The City will not accept late proposals. Any changes to the deadlines will be posted as an addendum on the bid distribution websites listed below. See Section 3.1 for instructions for using these websites.

RFP NAME: Campus, Downtown, and East Washington Ave Sanitary Sewer Study	
DEADLINE FOR QUESTIONS:	The deadline for questions is Thursday, December 11th, 2205 at 2:00 PM Central Time. Questions and/or inquiries must be submitted by email.
CITY'S ANSWERS POSTED BY:	The City's answers to your questions will be posted as an addendum by Wednesday, December 17th, 2025. You must check the bid distribution websites for any addendums.
DUE DATE FOR PROPOSALS:	Tuesday, January 6th, 2026 2:00 PM Central Time
BID DISTRIBUTION WEBSITES:	https://vendornet.wi.gov/Bids.aspx https://www.demandstar.com/
CONTACT INFORMATION:	Brittany Garcia Purchasing Services 210 Martin Luther King, Jr. Blvd. Room 407 City-County Building Madison, WI 53703-3346 Phone: (608) 243-0529 Email: bids@cityofmadison.com

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Sample Contract

Form A: Price Proposal and Signature Affidavit

Form B: References

Form C: Vendor Profile

Exhibit 1 –Study Area

Exhibit 2 – Data Provided by City

3 HOW TO FIND RFP DOCUMENTS AND CONTACT THE CITY OF MADISON

3.1 Official Bid Distribution Websites – IMPORTANT

The City of Madison posts all requests for proposals (RFPs), addendums, updates, awards, and announcements on two websites: VendorNet and DemandStar. Both sites are free to register for City of Madison bids.

These two websites are the only places to get the official RFP and updates to the RFP.

Updates and addendums will only be posted on these websites. It is your responsibility to check the websites for updates and "addendums." An addendum is a document that answers questions from bidders. It could make important changes to the RFP. **If the addendum requires a response, and you fail to respond to it, you could be disqualified.**

State of Wisconsin VendorNet System	State of Wisconsin and local government bid network. Registration is free. Search for City of Madison in the Agency search field.
VendorNet link	https://vendornet.wi.gov/Bids.aspx
DemandStar by Onvia	National bid network. Free subscription is available. Sign up for the free "Basic Plan" and select Wisconsin Association for Public Procurement (WAPP) as the agency to access City of Madison RFPs.
DemandStar link	https://www.demandstar.com/app/agencies/wisconsin/city-of-madison-purchasing-services/procurement-opportunities/573ff565-ce2b-4c75-86ec-401cd5abf736/
Register on DemandStar	www.demandstar.com/app/registration

3.2 Contact Information

City of Madison Purchasing Contact (Buyer)	Brittany Garcia City of Madison Engineering Division 210 Martin Luther King, Jr. Blvd. Room 407 City-County Building Madison, WI 53703-3346 PH: (608) 243-0529 bids@cityofmadison.com
Questions about Affirmative Action Plans	Contract Compliance, Department of Civil Rights 210 Martin Luther King, Jr. Blvd. Room 523 City-County Building Madison, WI 53703 PH: (608) 266-4910 dcr@cityofmadison.com
Email note	Some email to the City gets lost in "spam." If you send the City an email and you do not hear back within 3 days, please call the Buyer at (608) 243-0529.

4 OUR PURCHASING VALUES

4.1 Local Preference Purchasing Policy

The City of Madison gives preference to local vendors and suppliers. You must be registered with the City as a local vendor by the RFP due date to get preference points. Learn more and register at the City of Madison website: www.cityofmadison.com/finance/purchasing/local-businesses/register-business/

If you are a local vendor, be sure to complete the Local Vendor section on Form C.

4.2 Equity in Contracting

The mission of the City of Madison is to provide the highest quality service for the common good of our residents and visitors. The City's values include

- Equity - fairness, justice and equal outcomes for all, and
- Shared prosperity - where all are able to achieve economic success and social mobility.

It is our goal to spend money equitably among businesses owned by women, people of color, and small businesses. Our contractors should reflect shared dedication to equity in their work and employment practices, and we invite you to become part of this mission!

4.3 Equitable Hiring & Affirmative Action Plan

Affirmative Action Plan The City of Madison values diversity in hiring and contracting. We expect our contractors to do the same. Contractors with 15 or more employees and more than $50,000 in annual contracts with the City (each calendar year) must submit an **Affirmative Action Plan.**

Information about the Affirmative Action Plan and how to comply is found here: https://www.cityofmadison.com/civil-rights/contract-compliance/affirmative-action-plan/vendors-suppliers

Or call the Affirmative Action Division at (608) 266-4910.

See **Section 13. B. of the Sample Contract** for Affirmative Action Plan requirements.

Job Openings in Dane County You must notify the City of openings for jobs in Dane County, Wisconsin if you have 15 or more employees. You must agree to interview candidates that we refer to you through our Referrals and Interviews for Sustainable Employment (RaISE) program. Information is here: http://www.cityofmadison.com/civil-rights/programs/referrals-and-interviews-for-sustainable-employment-raise-program

The job posting requirement is found in **Section 13 A. of the Sample Contract.**

4.4 Limitations on Nuclear Weapons Producers

It is the City's policy not to make purchases from companies that produce nuclear weapons, or their subsidiaries. See Common Council Resolution 79719 for more information.

4.5 Sweatfree Purchasing

It is the City's policy not to purchase apparel (clothes made from textiles, shoes, footwear) from vendors who source their materials from sweatshops, where labor practices are inconsistent with international standards of human rights. See Madison General Ordinances Section 4.25 (https://library.municode.com/wi/madison/codes/code_of_ordinances?nodeId=COORMAWIVOICH1--10_CH4FI_4.25PRITAP) for more information.

5 SCOPE OF WORK AND REQUIRED INFORMATION

Consultants are encouraged to review in detail the preferred scope of work described herein and may propose deviations or alternative approaches that, in their professional judgment, will better achieve the project objectives. Any such deviations or alternatives must be clearly documented and justified within the proposal. The City will review all proposed deviations during the selection process, and, if accepted, they will be incorporated into the final contract scope of services.

5.1 Scope of Work

The City of Madison, Engineering Division (CITY) would like to evaluate the current sanitary sewer system capacity within sewersheds located within the Study Area, shown in EXHIBIT 1. The engineering consultant selected to complete the work (CONSULTANT) shall complete an agreed upon scope of work to meet the following objectives:

1) Develop a calibrated existing conditions 1-Dimensional Sanitary Sewer System Model to assess current system capacity and evaluate potential future projects.
   a) The CITY desires staff to be able to easily update and maintain the model(s) once completed to assess sanitary sewer system impacts from future individual multifamily residential developments.
      i) In areas of anticipated future developments, the CITY would like the model resolution to be as detailed as reasonably possible.
      ii) Models shall include main trunks and local collection systems to the extent practical.
      iii) In order to appropriately assess the system it is expected that many small mains (i.e. 8-inch diameter pipes) will be included throughout the model.
      iv) The sanitary system may be simplified in portions of the study area within the model(s) as long as the project objectives can still be met.
   b) The model(s) shall be calibrated to observed flow, level, and pump run time data.
      i) CONSULTANT will develop and implement a monitoring data collection plan to provide data for use in calibration of the model(s).
      ii) CONSULTANT will calibrate to dry weather conditions only and provide recommendations for future I&I investigations and wet weather calibration.
   c) CONSULTANT will collaborate with CITY to create a Modeling Guidance document to provide standardized guidelines for future sanitary sewer modeling projects.

2) If able, given the anticipated project budget and timeline, the CITY would like to develop a future conditions analysis of the Study Area to understand system capacity limitations under future population projections.

A project scope of work developed by the CITY with tasks and deliverables is provided below. If based on the objectives described above, the CONSULTANT feels the approach is insufficient to meet the CITY's objectives, please propose an alternative scope of work to define the approach or modifications to individual tasks and deliverables for consideration. All cost estimates shall refer to the specific task number or sub-task component as outlined in the **Cost Proposal** document.

If the CONSULTANT considers the level of effort outlined here to be sufficient to meet the CITY's goals but would recommend increased level of effort in some or all parts of the Study Area to meet a different standard, they are encouraged to scope the proposal to the level of effort outlined and provide discussion of the additional Tasks or Service in the Attachments/Appendices section of the CONSULTANT's response to this RFP.

Each team in response to this RFP shall prepare a detailed approach and scope of work for TASK 4.2, to meet the City's objectives stated above. If the team feels the remaining scope is sufficient, it is not necessary to restate those portions of the scope in the prepared proposal.

PHASE 1 PROJECT COORDINATION

TASK 1 Progress Meetings and Coordination

CONSULTANT will maintain communication with City Project Manager and other City Staff to ensure timely exchange of project information to ensure the project meets the planned schedule.

1.1 CONSULTANT project manager and key project team members will attend the kick-off meeting and up to eighteen (18) additional virtual monthly progress meetings as requested by the CITY. CONSULTANT shall provide an agenda prior to progress meetings and prepare meeting minutes summarizing the discussions held during the meetings.

1.2 CONSULTANT will attend up to six (6) additional progress meetings via conference call as-needed and participate in preparing meeting minutes summarizing the discussions held during the meetings.

TASK 1 Deliverables:

1) Cooperation and Coordination by phone or email with the City Staff as needed.
2) Meeting agendas prior to progress meetings.
3) Meeting minutes or summaries within 3 days of each meeting.

PHASE 2 EXISTING CONDITIONS SEWER CAPACITY MODELING

TASK 2 Existing Records Review

CONSULTANT shall review available sanitary sewer system data provided by the CITY to be used in building, calibrating and validating the existing conditions model and provide the CITY with a summary of the data gaps required to complete modeling.

2.1 CONSULTANT will review GIS records for the study area including pipes, structures, lift (pumping) stations, for completeness and correctness of attributes for use in building sanitary sewer system models.

A summary of the currently available data is provided in Exhibit 2. Additional data may be made available as requested by CONSULTANT throughout the course of the project.

2.2 CONSULTANT will identify data gaps in dataset for pipes, structures, lift stations, or other data crucial to modeling the Study Area trunk lines and critical local collection systems. CONSULTANT will provide a written summary of the missing data to CITY.

TASK 2 Deliverables:

1) Meeting with City Staff to discuss data review findings.
2) Written summary of data gaps and coordination with City staff to develop data collection plan.

TASK 3 Data Collection

CONSULTANT will collect data as needed to complete model construction and dry weather calibration of the model(s). This includes flow/level monitoring data and field surveys. Data collection is expected to occur concurrently with other tasks.

3.1 CONSULTANT will coordinate with CITY to develop a sanitary sewer monitoring plan for dry weather calibration. CITY will agree to plan prior to CONSULTANT beginning data collection.

CONSULTANT will identify the final locations for monitoring; CITY does not anticipate a need to monitor every sewershed in the Study Area. Eleven (11) locations have initially been identified by the CITY for installation of monitoring, locations provided in Exhibit 2. CONSULTANT shall add or remove locations to the final monitoring plan as needed to obtain sufficient data to complete model calibration.

Monitoring equipment and methods are to be determined by CONSULTANT and agreed to by CITY prior to beginning work.

Plan documentation shall include mapped monitoring locations, the structure ID or Pipe ID to be monitored, a description of the sensor(s) to be installed, duration of anticipated data collection at each location, and a written description of the installation methods for each sensor type.

Monitoring Plan shall account for and describe contingency plans for if dry weather periods are insufficient to accurately characterize dry weather sanitary flows.

3.2 CONSULTANT shall complete equipment calibration, installation, data downloading, and removal of all monitoring equipment.

CONSULTANT shall assume that up to twenty (20) total locations will be monitored for a duration of at least 3 weeks. It is expected that multiple locations will be monitored concurrently. CONSULTANT shall develop an estimated cost per monitoring site. This cost shall be included in the attached **Cost Proposal** document. Payment will be based on the final actual number of locations monitored.

If more than twenty (20) locations are determined to be needed, each location will be paid at the per site cost in the **Cost Proposal** document. The monitoring of the additional sites shall not begin until agreed to by CITY in writing.

CONSULTANT will be responsible for providing all necessary equipment and supplies to complete equipment installation.

CONSLUTANT will be responsible for traffic control related to monitoring equipment installation and removal. All signing and barricading shall conform to Part VI of the Federal Highways Administrations "Manual on Uniform Traffic Control Devices" (MUTCD), the State of Wisconsin Standard Facilities Development Manual (including Chapter 16 – Standard Detail Drawings) and the City of Madison Standards for sidewalk and bikeway closures.

The CONSULTANT shall submit an acceptable Traffic Control Plan for work on any street classified as a "collector", any street with a Metro Transit bus route, or as requested by the Engineer. The Traffic Control Plan shall include any necessary detour routes, signing and schedule with the dates of lane closures.

3.3 CONSULTANT will develop a survey data collection plan to complete necessary field survey to fill data gaps in GIS records, to be reviewed and accepted by the CITY prior to data collection, based on work completed in TASK 2. CITY will attempt to provide PDF plans, as-builts, or other records for areas with missing information in the GIS database. However, plans may not be available for all areas.

3.4 CONSULTANT will complete field surveys of existing pipes and structures with missing data as identified in the data collection plan, in coordination with CITY staff.

CONSULTANT shall assume 60 hours of survey work to be completed and provide an hourly rate for survey collection for initial budgeting of this task. However, survey work will be paid based on the actual level of effort required.

If it is determined that additional survey work is needed based on the data collection plan developed in TASK 3.3, CONSULTANT shall provide CITY with an estimate of the number of hours necessary to complete the work. Survey will be billed to CITY at the hourly rate provided in the **Cost Proposal** Document. Additional survey work shall not begin until agreed to by CITY in writing.

All survey data collected by CONSULTANT shall be provided to the CITY as a CSV file and GIS dataset (incorporated into the sanitary sewer GIS records).

3.5 Prepare request for water use records from the City of Madison Water Utility, for use in developing sanitary sewer baseflows and peaking factors under dry weather conditions.

Water use records can be obtained on a parcel-by-parcel basis at resolutions down to hourly.

It is anticipated that any data requests may take 4-6 weeks to complete. The required time to respond to the request will be proportional to the amount of data requested. CONSULTANT shall coordinate with CITY to determine appropriate level of data request.

TASK 3 Deliverables:

1) Sanitary Sewer Monitoring Plan Description
2) Monitoring Equipment installation and flow/level data collection
3) Survey Data Collection Plan.
4) Written requests for any water use data to collect from City of Madison Water Utility.

5) Survey Revised GIS Database pipe/structure inverts and sizes as surveyed during data collection.

TASK 4 Existing Conditions Model Development

CONSULTANT will conduct hydraulic modeling as described in this scope of work using a software platform and version agreed to by the CITY in writing prior to model construction. The modeling version shall not change after the model is determined by the CITY to be calibrated. The CITY currently has licenses of XPSWMM (up to 2024.2), PCSWMM (up to 7.7.3920), and is anticipating one seat of Infoworks ICM starting in early 2026. The City has a preference to complete modeling in PCSWMM, other platforms will be considered if CITY agrees to justification provided by CONSULTANT.

CONSULTANT will also use and generate GIS data and map documents as needed for the project. The CITY utilizes the ESRI ArcGIS platform; if the CITY uses different versions than the CONSULTANT, CONSULTANT will save files to version the CITY has access to. Currently, the CITY has access to ArcGIS 10.8.2 and ArcPro up to Version 2.9.7.

4.1 CONSULTANT will review the sanitary system and sewershed boundaries included in the identified study area and make minor adjustments to Study Area boundary as necessary.

4.2 CONSULTANT will build 1-dimensional model network including CITY owned structures, pipes, inverts, connectivity, and lift stations as needed to evaluate the existing system capacity.

THE CONSULTANT SHALL PROVIDE, WITH THE RFP, A DETAILED APPROACH FOR TASK 4.2TO BE INCOPORATED INTO THIS SCOPE TO MEET THE OBJECTIVES DESCRIBED HEREIN. AFTER CITY SELECTS THE PREFERRED CONSULTANT, AN AGREED APON SCOPE OF WORK WILL BE INCORPORATED INTO THIS TASK FOR INCLUSION IN THE CONTRACT.

CITY OBJECTIVES/ASSUMPTIONS:

Within the areas of anticipated future development, the desire is for the model resolution to enable City to quickly and easily add individual future developments to assess sanitary sewer impacts and plan for future system upgrades. This may include resolution down the individual parcel level, if feasible.

An “Anticipated Population Growth – Highest Model Resolution” boundary has been provided in Exhibit 1 where the City anticipates that the highest level of resolution will be needed to achieve these objectives. The anticipated areas of growth are the UW campus area and the E. Washington Ave. Corridor. The Campus area has experienced rapid growth with high density apartment development. E. Washington Ave has also experienced rapid growth from the Capitol up to First Street. Now with the new Transit-Oriented Development Overlay Zoning along the Bus Rapid Transit (BRT), we anticipate significant population growth along the BRT corridor to continue. The final area of more detailed model resolution is expected to be adjusted and refined throughout the study as needed.

Sewer contributing areas may be aggregated as needed to simplify modeling based on land use, flow monitoring, or other reasons as justified. Prior to finalizing existing conditions model construction CONSULTANT shall provide city a summary of the areas proposed to be aggregated or simplified.

Consultant may complete analysis of the study area with one or multiple models.

Modeling of MMSD owned interceptors does not need to be completed. CITY assumes MMSD mains have sufficient sewer capacity.

During the course of the project the CONSULTANT will coordinate with the CITY on modeling decisions not explicitly noted in this scope of work, to be documented in a Modeling Guidance Document (See TASK 7.4) City will provide guidance on preferred naming conventions based on GIS records.

4.3 Calculate estimated dry weather flows to model loading nodes using water use data or other methodologies and apply peaking factors or diurnal curves reflecting local usage patterns. Contributing basins to loading nodes shall be mapped in a shapefile or feature class format.

4.4 Review flow and level monitoring data collected in TASK 3, and pump run time data provided by CITY for dry weather calibration. Evaluate need for detailed I&I investigations and potential for future wet weather calibration of model.

4.5 CONSULTANT will meet with CITY to discuss recommendations for future I&I analysis and Rainfall Derived Inflow and Infiltration (RDII) estimation. CITY does not anticipate sufficient data will be collected for wet weather calibration of model(s) prior to completion of hydraulic model construction.

TASK 4 Deliverables:

1) Non-Calibrated Existing Conditions Model input files for review by CITY.
2) Dry weather flow calculations for CITY review in tabular and GIS format.
3) Recommendations on future detailed I&I analysis and wet weather calibration study approach and data collection needs.

TASK 5 Dry Weather Model Calibration and Validation

CONSULTANT will execute models and adjust model parameters to match model results to observed monitoring flow and level meters.

5.1 CITY and CONSULTANT shall agree in writing to a target performance metric for dry weather flows and volumes prior to beginning calibration.

5.2 CONSULTANT will adjust model parameters including peaking factors, diurnal curves, system roughness, or other model parameters as needed to match observed flow, level, and pump data to calibrate existing conditions model.

5.3 Summarize calibration performance metrics for all monitoring locations in a technical memo. CITY will review and accept calibration prior to CONSULTANT moving on to TASK 6.

TASK 5 Deliverables

1) Written agreement of target calibration performance metrics for peak flows and volumes.
2) Technical memo describing calibration approach and summarizing performance metrics.
3) Final hydraulic model and input files with calibration adjustments.

TASK 6 Existing Conditions Capacity Assessment

6.1 CONSULTANT will execute simulations using calibrated dry weather flow conditions to identify hydraulic deficiencies, surcharging, or restricted flow under peak dry weather loads.

6.2 Identify pipes, manholes, or lift stations exceeding capacity thresholds provided by CITY and provide a map and written documentation to CITY of capacity limitations.

6.3 CONSULTANT will provide a final version of the calibrated hydraulic model(s) with QA/QC completed. If any revisions are made to the calibrated model based on subsequent tasks, updated versions shall be provided to the CITY.

TASK 6 Deliverables:

1) GIS files generated for model development.
2) Model run summaries and sewer capacity maps.
3) Completed pre calibration hydraulic model(s) for Study Area.
4) Completed calibrated hydraulic model(s) for Study.

TASK 7 Final Written Report

CONSULTANT will prepare a detailed report that describes the system analysis including the data sources and assumptions used, modeling methodology, flow estimation methodology, calibration methodology and modeling results. Prior to completion of written existing conditions report CITY will determine if Additional TASK 8 and TASK 9 will be authorized.

7.1 A draft report shall be prepared and provided to the CITY for review.

7.2 A final report shall be prepared based on CITY review comments. If CITY authorizes TASK 8 the final report shall be submitted to CITY after completion of TASK 8.

7.3 All geodata generated by CONSULTANT during the study shall be provided to the CITY. This includes updates to the pipe records made based on survey or plan review.

7.4 CONSULTANT will collaborate with CITY to create a Modeling Guidance document for future sanitary sewer modeling projects within the CITY. The Modeling Guidance document will reflect group decisions on the modeling source documents, naming conventions, standardized coordinate systems, modeling input parameters, and other factors to maximize the consistency among the models being developed the CITY's full sanitary sewer system. This will be a living document that may be updated in the future by CITY, or other consultants working on CITY's behalf.

TASK 7 Deliverables:

1) One (1) digital copy of the full draft report for CITY review and comment including all figures and appendices in PDF format.
2) One (1) digital copy of the full Final Report with responses to CITY comments, all figures, and appendices in PDF format.
3) One (1) copy of a colored, bound hard copy of the Final Report incorporating CITY comments on the draft report, including all necessary maps, exhibits, etc. as identified in the Scope of Services.
4) One (1) digital copy of the document in the software in which it was prepared.
5) One (1) digital copy of the Modeling Guidance Document in PDF format.

CONSULTANT will also provide:

1) The final model(s), fully QA/QC'ed provided to the CITY on a hard or flash drive format.
2) All related files used in the creation of the model shall be provided to the CITY as part of the final deliverables, including but not limited to GIS, CADD, surveys, Access database, or Excel files.

PHASE 3 POTENTIAL ADDITIONAL TASKS

TASK 8 Future Conditions Sewer Capacity Modeling – IF AUTHORIZED

Work on this task will only proceed if first authorized by the CITY in writing.

CONSULTANT will assess Study Area sanitary sewer system's performance under horizon year 2050.

8.1 Develop future flow projections using land use plans provided by the CITY and 2050 population estimates that shall be assigned to model subareas.

Updated 2050 Population growth estimates in development by and will be provided to CONSULTANT by CITY prior to starting this task. Additional details are provided in Exhibit 2.

8.2 Execute future conditions model under steady state assumed dry weather conditions and identify hydraulic deficiencies, surcharging, or flow restrictions under peak dry weather loads.

8.3 Identify pipes, manholes, or lift stations exceeding capacity thresholds and provide a map and written documentation to CITY of capacity limitations.

8.4 Prepare draft future conditions written report sections for CITY comment.

8.5 Prepare final future conditions written report sections in response to CITY comments and incorporate into final written report as noted in TASK 7.2.

8.6 Incorporate future conditions analysis methodology into Modeling Guidance Document described in TASK 7.4.

TASK 8 Deliverables

1) GIS files generated for future conditions model development.
2) Model run summaries and sewer capacity maps of future conditions analysis.
3) Written future conditions analysis incorporated into Final Report.
4) Future Conditions analysis methodology incorporated into Modeling Guidance Document.

TASK 9 City Staff Training – IF AUTHORIZED

Work on this task will only proceed if first authorized by the CITY in writing.

CONSULTANT will prepare technical documentation and training to CITY to ensure that staff are able to update and utilize models to evaluate future private developments and public works projects.

9.1 Prepare brief written technical documentation for City staff on updating the existing conditions model to evaluate individual planned developments as they are proposed.

9.2 Conduct up to two (2) virtual half day, interactive training session with 3-5 City staff to train them on understanding and interpreting model input, output, and methodology for updating model.

CONSULTANT will be responsible for preparing all necessary supporting materials including SOP, example model files, exhibits, etc

CONSULTANT shall prepare attendance verification records so that training sessions would qualify for continuing education credits toward professional certifications.

9.3 CONSULTANT will provide up to 10 hours of technical support to respond CITY questions on model construction or execution after the completion of the training sessions.

TASK 9 Deliverables:

1) Written technical document describing model use and methods to update.
    a. One (1) digital copy of the document in the software in which it was prepared.
    b. One (1) digital copy of the document in PDF format.
2) Up to two (2) Half day interactive training session and all supporting materials relevant to completing session.
3) 10 hours of ongoing technical support responding to city questions/requests.

5.2 Anticipated Project Timeline

An anticipated project timeline for issuance of the RFP, Proposal Review, major project phases, and intermediate stages is provide below. The dates provided below may be adjusted during the course of the study based on unanticipated opportunities or challenges that arise, if mutually agreed upon by CITY and CONSULTANT. However, proposing firms shall confirm that they are able to meet the desired timeline or propose modifications. **Overall, the anticipated maximum project timeline is approximately 18 months** from the start of work to project completion**.**

ANTICIPATED OVERALL RFP and PROJECT TIMELINE	
RFP released	December 1, 2025
Submission deadline	Tuesday, January 6th, 2026
Selection of Consultant	by January 21, 2026
Project Start/Project Kick off Meeting	Week of February 16, 2026
Existing Conditions Sewer Modeling Complete	December 2026
Future Conditions Sewer Modeling Complete	Spring 2027
Project Completed by	June 2027

An anticipated project schedule, by task, developed by the CITY is provided below. CONSULTANT shall provide a modified schedule if they determine that the schedule is insufficient to meet the CITY's objectives based on the CONSULTANT's expected level of effort within each task. Schedule assumes all tasks are authorized by City.

	2026											2027					
	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Task 1 Meetings and Coordination																	
Task 2 Existing Records Review																	
Task 3 Data Collection																	
Task 4 Ex Cond Model Development																	
Task 5 Dry Weather Model Calibration																	
Task 6 Existing Conditions Modeling																	
Task 7 Final Written Report																	
Task 8 Future Conditions Modeling																	
Task 9 City Staff Training																	

5.3 Basis for Selection

Responses to this RFP will be reviewed by a Selection Committee chosen by the City Engineer based on the appropriateness of the Proposal, budget, and ability to meet the proposed timeline.

If necessary, the City Selection Committee may elect to interview a subset of respondents to this RFP to better understand differing proposed approaches to the projects. Each interview will be scheduled by the City following submission of all proposals. The City reserves the right to interview any subset of respondents the Selection Committee chooses for further review.

There are no page limits for the Proposal submission. Please keep responses clear and concise.

Evaluation Criteria

Scoring will be weighted as follows:

1. 25% - Project Understanding and Approach
2. 20% - Team Composition, Performance, and Key Personnel
3. 20% - Relevant Project Experience
4. 5% - Local Vendor Preference
5. 30% - Cost

5.4 Required Information and Content of Proposals

Below is a detailed list of items required in each submittal section.

1. Cover Letter
    a. Lead Consultant name and mailing address
    b. Contact person's name, title, phone number, and email address
    c. Signature of the individual(s) authorized to negotiate and bind the Consultant contractually

2. Project Understanding and Approach (25%)
    a. Describe the Team's understanding of the City's sanitary sewer system and how the Team proposes to approach the overall project.
    b. Describe the Team's approach for reviewing and completing QA/QC models.
    c. Describe the opportunities related to the anticipated work, including challenges or unique issues related to specific conditions.
    d. Describe Team's understanding of the scope of work.
        i. Provide with the proposal a detailed approach for TASK 4.2.
        ii. If Consultant proposes to follow scope of work as stated, there is not a need to reiterate scope.
        iii. If comments are provided on the proposed scope of work, organize comments by task number as identified in the Scope of Services.
        iv. If the proposed scope or work sequence differs from what is identified in this RFP the Consultant shall identify any areas in the scope that they do not intend to follow and provide reasoning.
        v. Any additional scope items should be summarized in a separate section in the Attachments/Appendices Section. If tasks outside the City described scope of work are proposed please provide a budget for each task.

3. Team Composition, Performance, and Key Personnel (20%)
    a. Summarize the Consultant Team's background and focus.
    b. Provide a Team organizational chart that identifies a project manager and the relationship among consulting team members, including sub-consultants.
    c. Briefly summarize the Key Personnel's role for this project.
    d. Please provide documentation showing adequate staff capacity to complete the work within the proposed schedule.

4. Relevant Project Experience (20%)
    a. Provide up to 5 relevant projects, including Client and Project information, Team's responsibility in the projects, the challenges presented by each project, and the results. Include which Key Personnel were involved.
    b. Limit project examples to those completed within the last 10 years.

5. Local Vendor Preference (5%)
   See Section 4.1

6. Schedule, Level of Effort, and Costs (30%)
    a. Include schedule for completion by Task.
    b. Provide information showing Team can meet schedule outlined in this RFP. For example, include percent availability for Key Personnel.
    c. Complete attached **Cost Proposal Form** and include with submittal.
    d. Costs to include:
        i. List proposed costs by Main Task, additional details to consider below as well.
            1. Assume 20 monitoring sites for data collection described in TASK 3.2.
            2. Provide cost per additional site for monitoring data collection in the appropriate section of the **Cost Proposal Form**.
            3. Assume 60 hours of field survey data collection, described in TASK 3.4.
            4. Provide hourly rate for sanitary survey data collection in the appropriate section of the **Cost Proposal Form**.
        ii. Provide a total not-to exceed dollar value for any reimbursable expenses associated with each individual task, including the type of expense, such as mileage, printing expenses, etc.
        iii. Provide detailed project budget table, estimated hours by position title per task, and billing rates for all personnel to be assigned to the project.

7. Attachments/Appendices
    a. Resumes (suggested length: 2 pages maximum per resume)
    b. References: Provide three references for the consultant team. Include the reference contact's name, address, phone number and relationship to the firm/team.
    c. Additional Tasks or Services: Consultants may offer suggestions for additional tasks to be conducted during the watershed study. Provide a summary of the tasks that were not identified in the Scope of Work provided, along with a separate line item with costs for those services they wish the City to consider.
    d. Comments on Contract Standard Terms and Conditions: The entity that would enter into the contract with the City for the RFP will need to be able to meet the City's Standard Terms and Conditions or be able to come to a mutual agreement with the City on the Standard Terms and Conditions. If they cannot meet those conditions, it may impact the City's selection. Firms should acknowledge if they are able to meet the City's Standard Terms and Conditions or if they have had experience with successfully negotiating mutually agreeable exceptions to the City's standard language.

6 HOW TO SUBMIT YOUR PROPOSAL

6.1 Proposal Checklist

Required Documents to Submit:		
Your Technical Proposal		
Cost Proposal Form		
Required Forms to Submit:		
Form A: Price Proposal and Signature Affidavit		
Form B: References		
Form C: Vendor Profile		
RFP ADDENDUM Check the bid websites for any addendum. See Section 3.1. • You can use the area below to track addendums. • An addendum might require you to submit additional documents. Make sure to read it carefully and send any additional documents.		
Addendum # (if any)	Have you read it?	Have you submitted any documents required by the addendum?
Addendum # _____		
Addendum # _____		

6.2 Submit your Proposal by the Deadline

Submit your proposal by email to City of Madison Purchasing Services by Tuesday, January 6th, 2026 at 2:00 PM Central Time.

- Make sure your proposal is complete (see checklist above) and readable.
- **Include RFP 14091-0-2025-BG in the email subject line.**
- **Email proposals to:** bids@cityofmadison.com
- Do not send your proposal to any other City email or agency
- If you cannot send your proposal by email, please contact the Buyer at (608) 243-0529

You must include RFP 14091-0-2025-BG on your proposal and all other communication to the City. **For email, include RFP 14091-0-2025-BG in the subject line.**

For example, an email subject line could read: RFP 14091-0-2025-BG Campus, Downtown, and East Washington Ave Sanitary Sewer Study Questions

6.3 Format

- **Electronic** – proposals are submitted electronically. Exceptions can be made for paper submittals but you must contact the Buyer ahead of time to make those arrangements.
- **Legible and readable** – if not the City might reject it.
- **Simple** – not necessary to include elaborate/ high tech/ expensive graphics or similar features.
- **Complete** – your proposal must include all required sections and forms. See checklist.

6.4 Questions

You can ask questions about the RFP until the **deadline for questions of Thursday, December** 11th, 2205 **at 2:00 PM Central Time.**

Email questions to Brittany Garcia at bids@cityofmadison.com. Remember to include RFP 14091-0-2025-BG in the subject line.

We post answers to bidder questions as an **addendum** on the bid websites. Check the websites regularly.

6.5 Addendum (Changes or Clarifications to this RFP)

RFP addendums make clarifications, answer bidder questions, make changes to RFP timeline, and provide other important information. Addendums are posted on the bid websites listed in Section 3.1.

IMPORTANT: It is your responsibility to check for addendums. An addendum might require you to submit additional information. Your proposal could be disqualified if you do not:

- **Check the bid websites regularly during the posting period**
- **Read all addendum**
- **Follow the instructions in the addendum**

6.6 Multiple Proposals

You may submit more than one proposal if you are proposing more than one way to fulfill the scope requested by this RFP. If so, each proposal must meet the requirements of the RFP. Clearly label each proposal by number (Proposal #1, Proposal #2) and submit each separately.

6.7 Changing or Withdrawing your Proposal

You may make changes to your proposal before the due date of Tuesday, January 6th, 2026 at 2:00 PM Central Time.

You may withdraw your proposal before the due date. After the due date, no proposals may be withdrawn for 90 days or as otherwise provided by law.

6.8 Correcting Errors in your Proposal after the Due Date

The City will notify you if we believe you made an error in your proposal and may allow you to correct the error. The City will decide if correcting the error is in the City's best interest, is fair to the other bidders, and preserves competition. The City will decide whether an error can be corrected and will notify you.

6.9 No Exceptions from Bidders

Exceptions to this RFP are not permitted. The City of Madison reserves the right to reject bids that take exceptions or don't follow the requirements of this RFP. If you ask to change the requirements, specifications, sample contract, or legal terms, that is considered an "exception." A statement that you will not or cannot comply with any part of this RFP or the sample contract will also be considered an "exception." *(If this RFP allows substitutions or alternate solutions, the Scope of Services (Section 5) will make this clear, and that is not considered an "exception.")*

6.10 You are Responsible for all of your Costs in Making a Proposal

You participate in this RFP at your own expense. You may be asked to attend virtual or in-person meetings, make presentations, give demonstrations, inspect City locations, or make your facilities available for a site inspection. The City will not pay any costs incurred in your preparation of bids, even if this RFP is changed or cancelled.

6.11 Public Records and Trade Secrets

Your response to this RFP is a public record. Wisconsin and other public records laws may require the City to share your proposal or the resulting contract if someone makes a public records request. If a public records request is made, the City's Records Custodian applies the law to decide whether the record must be disclosed, or if any part of the record can be redacted or not disclosed. There are very few exceptions to disclosure under Wisconsin law. One exception is for "trade secrets" as defined by sec. 134.90(1)(c) of the Wisconsin Statutes. It is your responsibility to research trade secrets as defined by Wisconsin law if you think any part of your proposal might be a "trade secret." The City cannot give private legal advice to you. Most things will NOT meet this exception.

You may label items you believe meet this definition as a "trade secret" and submit them separately from the rest of your proposal, **but the City cannot guarantee that information will be treated as a trade secret or confidential.**

Things that are not considered confidential: your proposal or bid in its entirety, price proposal, pricing information, references, or the resulting contract. This is not a complete list.

Preserving competition: To the extent permitted by law, the City intends to withhold proposals under this RFP from public view until competitive or bargaining reasons no longer require it, in the City's opinion. At that time, all proposals will be available for review in accordance with public records laws.

The City will not provide advance notice to bidders prior to releasing any requested public record.

7 RULES FOR THE SELECTION PROCESS

This RFP does not commit the City to award a contract. The City can cancel this RFP at any time. There is no guarantee that the City will award any contract as a result of this RFP. While the City considers this procurement important to City operations, the circumstances could change.

The City might make a partial award. By submitting a proposal you are willing to accept an order for all or part of the items/services. Note in your proposal if you do not agree to accept a partial award.

The City reserves the right to make changes to this RFP. Any changes will be made with an Addendum. Changes could impact due dates or specifications, or could require additional information from all bidders.

The City reserves the right to reject any proposal. We can reject all or part of a proposal without explaining the reason. Proposals could be rejected if they are missing information (non-responsive) or fail to demonstrate that the bidder is responsible and capable of doing the work (not responsible.)

The City may negotiate with finalists or the selected vendor. One or more bidders may need to submit additional technical proposals, best and final price proposals, or other changes to their bids.

Federal or State Laws may apply to this RFP (such as federal regulations or procurement policies that apply to grant funding). Those laws will apply over any conflicting procedure in this RFP.

Responsible and Responsive Bidders You should read the Scope of Work (Section 5) carefully to determine your ability to perform and complete the work required. This contract will only be awarded to a bidder who is “responsible” and “responsive” and whose bid is most advantageous to the City, with price and other factors considered. This RFP is designed to help the City select responsive and responsible bidders.

“Responsive” means that your proposal responds to all parts of this RFP – it is complete, not missing any information, and addresses all of the required work. Failure to provide all of the information requested in this RFP could result in being considered “not responsive.”

A “Responsible” bidder has demonstrated the ability to perform successfully under the terms of the proposed contract. This includes having adequate financial resources or the ability to obtain them; can perform and deliver on time, delivery taking into account other business commitments; has a satisfactory performance record; has a satisfactory record of integrity and business ethics; and has the necessary organization, experience and technical skills. A bidder that cannot demonstrate these things may be considered “not responsible.”

Contractors with past problems with the City The City reserves the right to refuse to accept any bid from any person, firm or corporation who

- owes the City money
- is in default to the City
- has been debarred through an official process such as through the Department of Civil Rights
- has had performance or other problems on past contracts with the City

Such bidders may be deemed “not responsible.”

8 LEGAL CONTRACT REQUIREMENTS

8.1 Sample Contract

You must review the Sample Contract attached to the end of this RFP. This contract* will be used for the work resulting from this RFP.

By submitting a proposal, you are willing to enter into a contract with the terms found in the Sample Contract. Exceptions to the legal terms are not allowed and may result in your proposal being rejected. The City does not negotiate legal terms prior to award.

**While the City strives to provide the most appropriate sample contracts, the City reserves the right to modify the form for any contract resulting from this RFP.*

8.2 Affirmative Action Requirements for Contractors

City contractors must show they hire and promote employees equitably and make their best efforts to have a diverse workforce.

Affirmative Action Plan: Bidders with 15 or more employees that will earn $50,000 or more in total contracts with the City in the calendar year must file an Affirmative Action Plan (AA plan) with the City. Submit your AA plan online using the form provided by the City. See the sample AA plan for "vendors and suppliers" at: https://www.cityofmadison.com/civil-rights/contract-compliance/affirmative-action-plan/vendors-suppliers

Exemptions: Bidders who have fewer than 15 employees or will earn less than $50,000 in total contracts with the City in the calendar year will be exempt from filing a full AA plan. You will need to fill out a request for exemption form. If you have 15 or more employees, you must complete an exemption form, provide some workforce statistics, and participate in the "RaISE" program.

Release of Payment: The City cannot make any payments under a contract until the Affirmative Action plan or request for exemption form are completed.

Referrals and Interviews for Sustainable Employment (RaISE) Program: The RaISE program is designed to match qualified people to employment. If you have 15 or more employees and are awarded the contract, you must let the City know about all external job openings in Dane County, Wisconsin. You must also agree to interview candidates the City refers to you. See this link for information and instructions: https://www.cityofmadison.com/civil-rights/programs/referrals-and-interviews-for-sustainable-employment-raise-program

The City has a **Small Business Enterprise program** described here: https://www.cityofmadison.com/civil-rights/contract-compliance/targeted-business-enterprise-programs. You will be encouraged to provide opportunities for small business enterprises (SBE) to compete for any subcontracts allowed in the contract.

See the Sample Contract, section 13, for all requirements for the City's Affirmative Action program for contractors. Call the Contract Compliance Specialist at (608) 266-4910 with questions.

8.3 Insurance

All City contractors must provide a Certificate of Insurance. You must carry the insurance policies required by section 27 of the **Sample Contract.** This includes general liability insurance, workers compensation, and could include automobile and professional liability insurance. Please see the instructions and section 27 of the Sample Contract for the insurance requirements.

INSTRUCTIONS FOR CONTRACTOR

DO NOT ATTACH TO CONTRACT

Your contract MUST include the following information, or it will not be signed by the City.

- ☐ Check one box at top of Page 1 for the type of business entity.
- ☐ Sections 3 & 4 will be completed by the City and should be complete before you sign.
- ☐ Put a name in Sec. 7.A. – person responsible for administering the contract.
- ☐ **Affirmative Action:** Check the appropriate box in Sec. 13.B., Article IV and complete the appropriate online form for the box you have checked:

  All contractors:
  Access the online forms for Affirmative Action compliance at this link: www.cityofmadison.com/civil-rights/contract-compliance/affirmative-action-plan/vendors-suppliers. If you do not already have an approved, current Affirmative Action Plan on file with the City of Madison, read the "*Instructions for Completing City of Madison Affirmative Action Plan*" at the above link. This will direct you to register for an account. If you already have an account you may click on the link for "*Affirmative Action Plan for Vendors and Suppliers*" to proceed. If you have never filed a plan or request for exemption, you must create an account in our online system. If you are exempt under Article IV, Sections C or D you will still need to create an account and go through some steps to confirm your exemption. Register for an account here: https://elam.cityofmadison.com/citizenaccess.

  Affirmative Action Questions? Contact Dept. of Civil Rights, Contract Compliance: (608) 266-4910.
- ☐ Complete Sec. 15 – Official Notices. This is the name/job title/address of the person at your organization to receive legal notices under the contract.
- ☐ Signature line. A person with authority to bind the organization should sign, date, and print name and job title where shown on the signature page. Contractor signs first, City signs last.
- ☐ Use any electronic method to sign where indicated, and email signed PDF to your agency contact, unless otherwise instructed.
  - Make sure all exhibits/attachments are labeled and attached to the PDF after the signature page, unless otherwise instructed.
  - City will sign last, and will email you an electronic signed copy unless otherwise requested.
- ☐ Enclose CERTIFICATE OF INSURANCE (C.O.I.) showing proof of insurance required by Sec. 27.
  Insurance Instructions:

  Certificate Holder: City of Madison
  Attn: Risk Manager
  210 Martin Luther King Jr. Blvd. Room 406
  Madison, WI 53703

Proof of all insurance required in the contract must be shown. Use City's certificate at this link: https://www.cityofmadison.com/finance/documents/certinsurance.pdf

Insurance delivery options: (a) enclose hard copy of certificate with hard copies of contract mailed to the address in Section 15 of the contract, or (b) email certificate to City Risk Manager Eric Veum at: eveum@cityofmadison.com and cc: your City contact person on the email. Call Eric Veum at (608) 266-5965 with insurance questions.

Failure to complete these steps will result in contract not being signed.

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City of Madison
CONTRACT FOR PURCHASE OF SERVICES
(Design Professionals)

1. **PARTIES.**
This is a Contract between the City of Madison, Wisconsin, hereafter referred to as the "City" and _____ hereafter referred to as "Contractor".

The Contractor is a: ☐ Corporation ☐ Limited Liability Company ☐ General Partnership ☐ LLP
(to be completed by contractor) ☐ Sole Proprietor ☐ Unincorporated Association ☐ Other:_____
_____.

2. **PURPOSE.**
The purpose of this Contract is as set forth in Section 3.

3. **SCOPE OF SERVICES AND SCHEDULE OF PAYMENTS.**
Contractor will perform the following services and be paid according to the following schedule(s) or attachment(s):

List all attachments here by name, and attach and label them accordingly.

Order of Precedence: In the event of a conflict between the terms of this Contract for Purchase of Services and the terms of any document attached or incorporated herein, the terms of this Contract for Purchase of Services shall control and supersede any such conflicting term.

4. **TERM AND EFFECTIVE DATE.**
This Contract shall become effective upon execution by the Mayor, (or the Purchasing Agent, if authorized) on behalf of the City of Madison, unless another effective date is specified in the Attachment(s) incorporated in Section 3, however in no case shall work commence before execution by the City of Madison. The term of this Contract shall be insert dates or reference attachments as needed.

5. **ENTIRE AGREEMENT.**
This Contract for Purchase of Services, including any and all attachments, exhibits and other documents referenced in Section 3 (hereafter, “Agreement” or “Contract”) is the entire Agreement of the parties and supersedes any and all oral contracts and negotiations between the parties. If any document referenced in Section 3 includes a statement that expressly or implicitly disclaims the applicability of this Contract for Purchase of Services, or a statement that such other document is the “entire agreement,” such statement shall be deemed rejected and shall not apply to this Contract.

6. **ASSIGNABILITY/SUBCONTRACTING.**
Contractor shall not assign or subcontract any interest or obligation under this Contract without the City's prior written approval. All of the services required hereunder will be performed by Contractor and employees of Contractor.

7. **DESIGNATED REPRESENTATIVE.**
Contractor designates _____ as Contract Agent with primary responsibility for the performance of this Contract. If the Contract Agent resigns, is replaced, or is no longer acting as Contract Agent for any reason, Contractor will notify the City in writing of the change, and propose a replacement Contract Agent within seven (7) calendar days. The City may accept another person as the Contract Agent or may terminate this Contract under Section 25, at its option.

8. **PROSECUTION AND PROGRESS.**
   A. Services under this Agreement shall commence upon written order from the City to the Contractor. This order will constitute authorization to proceed.
   B. The Contractor shall complete the services under this Agreement within the time for completion specified in the Scope of Services, including any amendments. The Contractor's services are completed when the City notifies the Contractor in writing that the services are complete and are

acceptable. The time for completion shall not be extended because of any delay attributable to the Contractor, but it may be extended by the City in the event of a delay attributable to the City, or in the event of unavoidable delay caused by war, insurrection, natural disaster, or other unexpected event beyond the control of the Contractor. If at any time the Contractor believes that the time for completion of the work should be extended because of unavoidable delay caused by an unexpected event, or because of a delay attributable to the City, the Contractor shall notify the City as soon as possible, but not later than seven (7) calendar days after such an event. Such notice shall include any justification for an extension of time and shall identify the amount of time claimed to be necessary to complete the work.

C. Services by the Contractor shall proceed continuously and expeditiously through completion of each phase of the work.

D. Progress reports documenting the extent of completed services shall be prepared by the Contractor and submitted to the City with each invoice under Section 24 of this Agreement, and at such other times as the City may specify.

E. The Contractor shall notify the City in writing when the Contractor has determined that the services under this Agreement have been completed. When the City determines that the services are complete and are acceptable, the City will provide written notification to the Contractor, acknowledging formal acceptance of the completed services.

9. **AMENDMENT.**

This Contract shall be binding on the parties hereto, their respective heirs, devisees, and successors, and cannot be varied or waived by any oral representations or promise of any agent or other person of the parties hereto. Any other change in any provision of this Contract may only be made by a written amendment, signed by the duly authorized agent or agents who executed this Contract.

10. **EXTRA SERVICES.**

The City may require the Contractor to perform extra services or decreased services, according to the procedure set forth in Section 24. Extra services or decreased services means services which are not different in kind or nature from the services called for in the Scope of Services, Section 3, but which may increase or decrease the quantity and kind of labor or materials or expense of performing the services. Extra services may not increase the total Contract price, as set forth in Section 23, unless the Contract is amended as provided in Section 9 above.

11. **NO WAIVER.**

No failure to exercise, and no delay in exercising, any right, power or remedy hereunder on the part of the City or Contractor shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or remedy preclude any other or further exercise thereof or the exercise of any other right, power or remedy. No express waiver shall affect any event or default other than the event or default specified in such waiver, and any such waiver, to be effective, must be in writing and shall be operative only for the time and to the extent expressly provided by the City or Contractor therein. A waiver of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition.

12. **NONDISCRIMINATION.**

During the term of this Contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, gender identity, political beliefs or student status. Contractor further agrees not to discriminate against any subcontractor or person who offers to subcontract on this Contract because of race, religion, color, age, disability, sex, sexual orientation, gender identity or national origin.

13. **AFFIRMATIVE ACTION.**

A. The following language applies to all contractors employing fifteen (15) or more employees (MGO 39.02(9)(c):

The Contractor agrees that, within thirty (30) days after the effective date of this Contract, Contractor will provide to the City of Madison Department of Civil Rights (the "Department"), certain workforce utilization statistics, using a form provided by the City.

If the Contract is still in effect, or if the City enters into a new Agreement with the Contractor, within one year after the date on which the form was required to be provided, the Contractor will provide updated workforce information using a second form, also to be furnished by the City. The second form will be submitted to the Department no later than one year after the date on which the first form was required to be provided.

The Contractor further agrees that, for at least twelve (12) months after the effective date of this Contract, it will notify the Department of each of its job openings at facilities in Dane County for which applicants not already employees of the Contractor are to be considered. The notice will include a job description, classification, qualifications, and application procedures and deadlines, shall be provided to the City by the opening date of advertisement and with sufficient time for the City to notify candidates and make a timely referral. The Contractor agrees to interview and consider candidates referred by the Department, or an organization designated by the Department, if the candidate meets the minimum qualification standards established by the Contractor, and if the referral is timely. A referral is timely if it is received by the Contractor on or before the date stated in the notice.

The Department will determine if a contractor is exempt from the above requirements (Sec. 13.A.) at the time the Request for Exemption in 13.B.(2) is made.

B. Articles of Agreement, Request for Exemption, and Release of Payment:
The "ARTICLES OF AGREEMENT" beginning on the following page, apply to all contractors, unless determined to be exempt under the following table and procedures:

NUMBER OF EMPLOYEES	LESS THAN $50,000 Aggregate Annual Business with the City*	$50,000 OR MORE Aggregate Annual Business with the City*
14 or less	Exempt**	Exempt**
15 or more	Exempt**	Not Exempt

*As determined by the Finance Director **As determined by the Department of Civil Rights

(1) Exempt Status: In this section, "Exempt" means the Contractor is exempt from the Articles of Agreement in section 13.B.(5) of this Contract and from filing an Affirmative Action plan as required by Section IV of the Articles of Agreement. The Department of Civil Rights ("Department") makes the final determination as to whether a contractor is exempt. If the Contractor is not exempt, sec. 13.B.(5) shall apply and Contractor shall select option A. or B. under Article IV therein and file an Affirmative Action Plan.

(2) Request for Exemption – Fewer Than 15 Employees: (MGO 39.02(9)(a)2.) Contractors who believe they are exempt based on number of employees shall submit a Request for Exemption on a form provided by the Department within thirty (30) days of the effective date of this Contract.

(3) Exemption – Annual Aggregate Business: (MGO 39.02(9)(a)c.): The Department will determine, at the time this Contract is presented for signature, if the Contractor is exempt because it will have less than $50,000 in annual aggregate business with the City for the calendar year in which the contract is in effect. CONTRACTORS WITH 15 OR MORE EMPLOYEES WILL LOSE THIS EXEMPTION AND BECOME SUBJECT TO SEC. 13.B.(5) UPON REACHING $50,000 OR MORE ANNUAL AGGREGATE BUSINESS WITH THE CITY WITHIN THE CALENDAR YEAR, BEGINNING IN 2019.

(4) Release of Payment: (MGO 39.02(9)(e)1.b.) All non-exempt contractors must have an approved Affirmative Action plan meeting the requirements of Article IV below on file with the Department within thirty (30) days of the effective date of this Contract and prior to release of payment by the City. Contractors that are exempt based on number of employees agree to file a Request for Exemption with the Department within thirty (30) days of the effective date and prior to release of payment by the City.

(5) Articles of Agreement:

ARTICLE I

The Contractor shall take affirmative action in accordance with the provisions of this Contract to ensure that applicants are employed, and that employees are treated during employment without regard to race, religion, color, age, marital status, disability, sex, sexual orientation, gender identity or national origin and that the employer shall provide harassment-free work environment for the realization of the potential of each employee. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship insofar as it is within the control of the Contractor. The Contractor agrees to post in conspicuous places available to employees and applicants notices to be provided by the City setting out the provisions of the nondiscrimination clauses in this Contract.

ARTICLE II

The Contractor shall in all solicitations or advertisements for employees placed by or on behalf of the Contractors state that all qualified or qualifiable applicants will be employed without regard to race, religion, color, age, marital status, disability, sex, sexual orientation, gender identity or national origin.

ARTICLE III

The Contractor shall send to each labor union or representative of workers with which it has a collective bargaining Agreement or other Contract or understanding a notice to be provided by the City advising the labor union or workers representative of the Contractor's equal employment opportunity and affirmative action commitments. Such notices shall be posted in conspicuous places available to employees and applicants for employment.

ARTICLE IV

(This Article applies to non-public works contracts.)

The Contractor agrees that it will comply with all provisions of the Affirmative Action Ordinance of the City of Madison (MGO 39.02) including the Contract compliance requirements. The Contractor warrants and certifies that one of the following paragraphs is true **(check one):**

☐ A. Contractor has prepared and has on file an affirmative action plan that meets the format requirements of Federal Revised Order No, 4, 41 CFR part 60-2, as established by 43 FR 51400 November 3, 1978, including appendices required by City of Madison ordinances or it has prepared and has on file a model affirmative action plan approved by the Madison Common Council.

☐ B. Within thirty (30) days after the effective date of this Contract, Contractor will complete an affirmative action plan that meets the format requirements of Federal Revised Order No. 4, 41 CFR Part 60-2, as established by 43 FR 51400, November 3, 1978, including appendices required by City of Madison ordinance or within thirty (30) days after the effective date of this Contract, it will complete a model affirmative action plan approved by the Madison Common Council.

☐ C. Contractor believes it is exempt from filing an affirmative action plan because it has fewer than fifteen (15) employees and has filed, or will file within thirty (30) days after the effective date of this Contract, a form required by the City to confirm exempt status based on number of employees. If the City determines that Contractor is not exempt, the Articles of Agreement will apply.

☐ D. Contractor believes it is exempt from filing an affirmative action plan because its annual aggregate business with the City for the calendar year in which the contract is in effect is less than fifty thousand dollars ($50,000), or for another reason listed in MGO 39.02(9)(a)2. If the City determines that Contractor is not exempt, the Articles of Agreement will apply.

ARTICLE V

(This Article applies only to public works contracts.)

The Contractor agrees that it will comply with all provisions of the Affirmative Action Ordinance of the City of Madison, including the Contract compliance requirements. The Contractor agrees to submit the model affirmative action plan for public works Contractors in a form approved by the Director of Affirmative Action.

ARTICLE VI

The Contractor will maintain records as required by Section **39.02**(9)(f) of the Madison General Ordinances and will provide the City's Department of Affirmative Action with access to such records and to persons who have relevant and necessary information, as provided in Section **39.02**(9)(f). The City agrees to keep all such records confidential, except to the extent that public inspection is required by law.

ARTICLE VII

In the event of the Contractor's or subcontractor's failure to comply with the Equal Employment Opportunity and Affirmative Action provisions of this Contract or Sections 39.03 and **39.02** of the Madison General Ordinances, it is agreed that the City at its option may do any or all of the following:

A. Cancel, terminate or suspend this Contract in whole or in part.
B. Declare the Contractor ineligible for further City contracts until the Affirmative Action requirements are met.
C. Recover on behalf of the City from the prime Contractor 0.5 percent of the Contract award price for each week that such party fails or refuses to comply, in the nature of liquidated damages, but not to exceed a total of five percent (5%) of the Contract price, or ten thousand dollars ($10,000), whichever is less. Under public works contracts, if a subcontractor is in noncompliance, the City may recover liquidated damages from the prime Contractor in the manner described above. The preceding sentence shall not be construed to prohibit a prime Contractor from recovering the amount of such damage from the noncomplying subcontractor.

ARTICLE VIII

(This Article applies to public works contracts only.)

The Contractor shall include the above provisions of this Contract in every subcontract so that such provisions will be binding upon each subcontractor. The Contractor shall take such action with respect to any subcontractor as necessary to enforce such provisions, including sanctions provided for noncompliance.

ARTICLE IX

The Contractor shall allow the maximum feasible opportunity to small business enterprises to compete for any subcontracts entered into pursuant to this Contract. (In federally funded contracts the terms "DBE, MBE, and WBE" shall be substituted for the term "small business" in this Article.)

14. **SEVERABILITY.**
It is mutually agreed that in case any provision of this Contract is determined by any court of law to be unconstitutional, illegal or unenforceable, it is the intention of the parties that all other provisions of this Contract remain in full force and effect.

15. **NOTICES.**
All notices to be given under the terms of this Contract shall be in writing and signed by the person serving the notice and shall be sent registered or certified mail, return receipt requested, postage prepaid, or hand delivered to the addresses of the parties listed below:

FOR THE CITY:

(Department or Division Head)

FOR THE CONTRACTOR:

16. **INDEPENDENT CONTRACTOR AND TAX INFORMATION.**
It is agreed that Contractor is an independent contractor and not an employee of the City, and any persons who the Contractor utilizes or provides for services under this Contract not employees of the City of Madison.

Contractor shall provide its taxpayer identification number (or social security number) to the Finance Director, 210 Martin Luther King Jr. Blvd, Room 406, Madison, WI 53703, prior to payment. The Contractor is informed that as an independent contractor, Contractor may have a responsibility to make estimated tax returns, file tax returns, pay income taxes and make social security payments on the amounts received under this Contract. No amounts will be withheld by the City for these purposes and payment of taxes and making social security payments are solely the responsibility and obligation of the Contractor. The Contractor is further informed that they may be subject to civil and/or criminal penalties if they fail to properly report income and pay taxes and social security taxes on the amount received under this Contract.

17. **GOODWILL.**
Any and all goodwill arising out of this Contract inures solely to the benefit of the City; Contractor waives all claims to benefit of such goodwill.

18. **THIRD PARTY RIGHTS.**
This Contract is intended to be solely between the parties hereto. No part of this Contract shall be construed to add, supplement, amend, abridge or repeal existing rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.

19. **AUDIT AND RETAINING OF DOCUMENTS.**
The Contractor agrees to provide all reports requested by the City including, but not limited to, financial statements and reports, reports and accounting of services rendered, and any other reports or documents requested. Financial and service reports shall be provided according to a schedule (when applicable) to be included in this Contract. Any other reports or documents shall be provided within five (5) working days after the Contractor receives the City's written requests, unless the parties agree in writing on a longer period. Payroll records and any other documents relating to the performance of services under the terms of this Contract shall be retained by the Contractor for a period of three (3) years after completion of all work under this Contract, in order to be available for audit by the City or its designee.

20. **CHOICE OF LAW, VENUE, AND FORUM SELECTION.**
This Contract shall be governed by and construed, interpreted, and enforced in accordance with the laws of the State of Wisconsin, without regard to conflict of law principles. For any claim or suit or other dispute relating to this Contract that cannot be mutually resolved informally, the venue shall be Dane County, Wisconsin, and the parties agree to submit themselves to the jurisdiction of a court of competent jurisdiction in said venue, to the exclusion of any other forum that may have jurisdiction over such a dispute according to any law.

21. **COMPLIANCE WITH APPLICABLE LAWS.**
The Contractor shall become familiar with, and shall at all times comply with and observe all federal, state, and local laws, ordinances, and regulations which in any manner affect the services or conduct of the Contractor and its agents and employees.

22. **CONFLICT OF INTEREST.**
A. The Contractor warrants that it and its agents and employees have no public or private interest, and will not acquire directly or indirectly any such interest, which would conflict in any manner with the performance of the services under this Agreement.
B. The Contractor shall not employ or Contract with any person currently employed by the City for any services included under the provisions of this Agreement.

23. **COMPENSATION.**
It is expressly understood and agreed that in no event will the total compensation under this Contract exceed $_____.

24. **BASIS FOR PAYMENT.**
A. GENERAL.
(1) The City will pay the Contractor for the completed and accepted services rendered under this Contract on the basis and at the Contract price set forth in Section 23 of this Contract. The City will pay the Contractor for completed and approved "extra services", if any, if such "extra services" are authorized according to the procedure established in this section. The rate of payment for "extra services" shall be the rate established in this Contract. Such payment shall be full compensation for services rendered and for all labor, material, supplies, equipment and incidentals necessary to complete the services.
(2) The Contractor shall submit invoices, on the form or format approved by the City and as may be further specified in Section 3 of this Contract. The City will pay the Contractor in accordance with the schedule, if any, set forth in Section 3. The final invoice, if applicable, shall be submitted to the City within three months of completion of services under this Agreement.
(3) Should this Agreement contain more than one service, a separate invoice and a separate final statement shall be submitted for each individual service.
(4) Payment shall not be construed as City acceptance of unsatisfactory or defective services or improper materials.
(5) Final payment of any balance due the Contractor will be made upon acceptance by the City of the services under the Agreement and upon receipt by the City of documents required to be returned or to be furnished by the Contractor under this Agreement.
(6) The City has the equitable right to set off against any sum due and payable to the Contractor under this Agreement, any amount the City determines the Contractor owes the City, whether arising under this Agreement or under any other Agreement or otherwise.
(7) Compensation in excess of the total Contract price will not be allowed unless authorized by an amendment under Section 9, AMENDMENT.
(8) The City will not compensate for unsatisfactory performance by the Contractor.
B. SERVICE ORDERS, EXTRA SERVICE, OR DECREASED SERVICE.
(1) Written orders regarding the services, including extra services or decreased services, will be given by the City, using the procedure set forth in Section 15, NOTICES.
(2) The City may, by written order, request extra services or decreased services, as defined in Section 10 of this Contract. Unless the Contractor believes the extra services entitle it to extra compensation or additional time, the Contractor shall proceed to furnish the necessary labor, materials, and professional services to complete the services within the

time limits specified in the Scope of Services, Section 3 of this Agreement, including any amendments under Section 9 of this Agreement.

(3) If in the Contractor's opinion the order for extra service would entitle it to extra compensation or extra time, or both, the Contractor shall not proceed to carry out the extra service, but shall notify the City, pursuant to Section 15 of this Agreement. The notification shall include the justification for the claim for extra compensation or extra time, or both, and the amount of additional fee or time requested.

(4) The City shall review the Contractor's submittal and respond in writing, either authorizing the Contractor to perform the extra service, or refusing to authorize it . The Contractor shall not receive additional compensation or time unless the extra compensation is authorized by the City in writing.

25. **DEFAULT/TERMINATION.**

A. In the event Contractor shall default in any of the covenants, agreements, commitments, or conditions herein contained, and any such default shall continue unremedied for a period of ten (10) days after written notice thereof to Contractor, the City may, at its option and in addition to all other rights and remedies which it may have at law or in equity against Contractor, including expressly the specific enforcement hereof, forthwith have the cumulative right to immediately terminate this Contract and all rights of Contractor under this Contract.

B. Notwithstanding paragraph A., above, the City may in its sole discretion and without any reason terminate this Agreement at any time by furnishing the Contractor with ten (10) days' written notice of termination. In the event of termination under this subsection, the City will pay for all work completed by the Contractor and accepted by the City.

26. **INDEMNIFICATION AND HOLD HARMLESS.**

A. Indemnification. Subject to Wis. Stat. Sec. 443.20, the Contractor shall be liable to and hereby agrees to indemnify the City of Madison, and its officers, officials, agents, and employees against all loss or expense (including attorney's fees) by reason of any claims, suits, liability, demands, losses, costs, damages, and expenses of every kind and description upon the City or its officers, officials, agents or employees for (i) losses proximately caused by the Contractor's and/or any subcontractor's negligent performance of the design professional services and only such losses that do not exceed the proportion of a loss caused by the negligent performance, and (ii) damages caused by Contractor's and/or any subcontractor's acts or omissions if such acts or omissions involve reckless, wanton, or intentional misconduct.

B. Hold Harmless. The Contractor agrees to hold harmless the City of Madison and its officers, officials, agents and employees from any and all claims, suits, liability, demands, losses, costs, damages, and expenses of every kind and description, arising from the negligent acts or omissions of the Contractor, its officers, officials, employees, or agents.

C. Survivability. This section 26 shall survive the termination or expiration of this Contract.

27. **INSURANCE.**

A. The Contractor will insure, and will require each subcontractor to insure, as indicated, against the following risks to the extent stated below. The Contractor shall not commence work under this Contract, nor shall the Contractor allow any Subcontractor to commence work on its Subcontract, until the insurance coverage required below has been obtained and approved by the City Risk Manager, under the procedures in Section 27.C., below.

Commercial General Liability

The Contractor shall procure and maintain during the life of this Contract, Commercial General Liability insurance including, but not limited to bodily injury, property damage, personal injury, and products and completed operations (unless determined to be inapplicable by the Risk Manager) in an amount not less than $1,000,000 per occurrence. This policy shall also provide contractual liability in the same amount. Contractor's coverage shall be primary and non-contributory and list the City of Madison, its officers, officials, agents and employees as additional insureds. Contractor shall require all subcontractors under this Contract (if any) to procure and maintain insurance meeting the above criteria, applying on a primary basis and listing the City of Madison, its officers, officials, agents and employees as additional insureds.

Automobile Liability

The Contractor shall procure and maintain during the life of this Contract Business Automobile Liability insurance covering owned, non-owned and hired automobiles with limits of not less than $1,000,000

combined single limit per accident. Contractor shall require all subcontractors under this Contract (if any) to procure and maintain insurance covering each subcontractor and meeting the above criteria.

Worker's Compensation
The Contractor shall procure and maintain during the life of this Contract statutory Workers' Compensation insurance as required by the State of Wisconsin. The Contractor shall also carry Employers Liability limits of at least $100,000 Each Accident, $100,000 Disease – Each Employee, and $500,000 Disease – Policy Limit. Contractor shall require all subcontractors under this Contract (if any) to procure and maintain such insurance, covering each subcontractor.

Professional Liability
The Contractor shall procure and maintain professional liability insurance with coverage of not less than $1,000,000. If such policy is a "claims made" policy, all renewals thereof during the life of the Contract shall include "prior acts coverage" covering at all times all claims made with respect to Contractor's work performed under the Contract. This Professional Liability coverage must be kept in force for a period of six (6) years after the services have been accepted by the City.

B. Acceptability of Insurers. The above-required insurance is to be placed with insurers who have an A.M. Best rating of no less than A- (A minus) and a Financial Category rating of no less than VII.

C. Proof of Insurance, Approval. The Contractor shall provide the City with certificate(s) of insurance showing the type, amount, effective dates, and expiration dates of required policies prior to commencing work under this Contract. Contractor shall provide the certificate(s) to the City's representative upon execution of the Contract, or sooner, for approval by the City Risk Manager. If any of the policies required above expire while this Contract is still in effect, Contractor shall provide renewal certificate(s) to the City for approval. Certificate Holder language should be listed as follows:

City of Madison
ATTN: Risk Management, Room 406
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703

The Contractor shall provide copies of additional insured endorsements or insurance policies, if requested by the City Risk Manager.

D. Notice of Cancellation. The Contractor and/or Insurer shall give the City thirty (30) days advance written notice of cancellation, non-renewal or material changes to any of the above-required policies during the term of this Contract.

28. **OWNERSHIP OF CONTRACT PRODUCT.**

All of the work product, including, but not limited to, documents, materials, files, reports, data, including magnetic tapes, disks of computer-aided designs or other electronically stored data or information (the "Documents"), which the Contractor prepares pursuant to the terms and conditions of this Contract are the sole property of the City. The Contractor will not publish any such materials or use them for any research or publication, other than as expressly required or permitted by this Contract, without the prior written permission of the City. The grant or denial of such permission shall be at the City's sole discretion.

The Contractor intends that the copyright to the Documents shall be owned by City, whether as author (as a Work Made For Hire), or by assignment from Contractor to City. The parties expressly agree that the Documents shall be considered a Work Made For Hire as defined by Title 17, United States Code, Section 101(2).

As further consideration for the City entering into this Contract, the Contractor hereby assigns to City all of the Contractor's rights, title, interest and ownership in the Documents, including the right to procure the copyright therein and the right to secure any renewals, reissues and extensions of any such copyright in any foreign country. The City shall be entitled to the sole and exclusive benefit of the Documents, including the copyright thereto, and whenever required by the City, the Contractor shall at no additional compensation, execute all documents of assignment of the full and exclusive benefit and copyright thereof to the City. Any subcontractors and other independent contractors who prepare portions of the Documents shall be required by the Contractor to execute an assignment of ownership in favor of the City before commencing work.

29. **BAN THE BOX - ARREST AND CRIMINAL BACKGROUND CHECKS.** (Sec. 39.08, MGO. Applicable to contracts exceeding $25,000.)

A. DEFINITIONS.

For purposes of this section, “Arrest and Conviction Record” includes, but is not limited to, information indicating that a person has been questioned, apprehended, taken into custody or detention, held for investigation, arrested, charged with, indicted or tried for any felony, misdemeanor or other offense pursuant to any law enforcement or military authority.

“Conviction record” includes, but is not limited to, information indicating that a person has been convicted of a felony, misdemeanor or other offense, placed on probation, fined, imprisoned or paroled pursuant to any law enforcement or military authority.

“Background Check” means the process of checking an applicant’s arrest and conviction record, through any means.

B. REQUIREMENTS. For the duration of this Contract, the Contractor shall:

(1) Remove from all job application forms any questions, check boxes, or other inquiries regarding an applicant’s arrest and conviction record, as defined herein.

(2) Refrain from asking an applicant in any manner about their arrest or conviction record until after conditional offer of employment is made to the applicant in question.

(3) Refrain from conducting a formal or informal background check or making any other inquiry using any privately or publicly available means of obtaining the arrest or conviction record of an applicant until after a conditional offer of employment is made to the applicant in question.

(4) Make information about this ordinance available to applicants and existing employees, and post notices in prominent locations at the workplace with information about the ordinance and complaint procedure using language provided by the City.

(5) Comply with all other provisions of Sec. 39.08, MGO.

C. EXEMPTIONS: This section does not apply when:

(1) Hiring for a position where certain convictions or violations are a bar to employment in that position under applicable law, or

(2) Hiring a position for which information about criminal or arrest record, or a background check is required by law to be performed at a time or in a manner that would otherwise be prohibited by this ordinance, including a licensed trade or profession where the licensing authority explicitly authorizes or requires the inquiry in question.

To be exempt under sec. C.(1) or (2) above, Contractor must demonstrate to the City that there is a law or regulation that requires the hiring practice in question. If so, the contractor is exempt from this section for the position(s) in question.

30. **WEAPONS PROHIBITION.**

Contractor shall prohibit, and shall require its subcontractors to prohibit, its employees from carrying weapons, including concealed weapons, in the course of performance of work under this Contract, other than while at the Contractor’s or subcontractor’s own business premises. This requirement shall apply to vehicles used at any City work site and vehicles used to perform any work under this Contract, except vehicles that are an employee’s “own motor vehicle” pursuant to Wis. Stat. sec. 175.60(15m).

31. **AUTHORITY.**

Contractor represents that it has the authority to enter into this Contract. If the Contractor is not an individual, the person(s) signing on behalf of the Contractor represents and warrants that they have been duly authorized to bind the Contractor and sign this Contract on the Contractor’s behalf.

32. **COUNTERPARTS, ELECTRONIC SIGNATURE AND DELIVERY.**

This Contract may be signed in counterparts, each of which shall be taken together as a whole to comprise a single document. Signatures on this Contract may be exchanged between the parties by facsimile, electronic scanned copy (.pdf) or similar technology and shall be as valid as original; and this Contract may be converted into electronic format and signed or given effect with one or more electronic signature(s) if the electronic signature(s) meets all requirements of Wis. Stat. ch. 137 or other applicable Wisconsin or Federal law. Executed copies or counterparts of this Contract may be delivered by facsimile or email and upon receipt will be deemed original and binding upon the parties hereto, whether or not a hard copy is also delivered. Copies of this Contract, fully executed, shall be as valid as an original.

IN WITNESS WHEREOF, the parties hereto have set their hands at Madison, Wisconsin.

CONTRACTOR:

_____
(Type or Print Name of Contracting Entity)

By: _____
(Signature)

_____
(Print Name and Title of Person Signing)

Date: _____

CITY OF MADISON, WISCONSIN
a municipal corporation:

By: _____
Satya Rhodes-Conway, Mayor

Date: _____

Approved:

_____
David P. Schmiedicke, Finance Director

Date: _____

By: _____
Lydia A. McComas, City Clerk

Date: _____

Approved as to Form:

_____
Eric T. Veum, Risk Manager

Date: _____

_____
Michael Haas, City Attorney

Date: _____

For City Use Only: SIGNATURE INSTRUCTIONS FOR CONTRACTS SIGNED BY MAYOR/CLERK: Obtain contractor's signature first. Route this contract & all of its attachments for City signatures using the City Clerk's Contract Routing Database. Include 1 copy of authorizing resolution & 1 copy of the Certificate of Insurance.

NOTE: Certain service contracts may be executed by the designee of the Finance Director on behalf of the City of Madison:

By: _____
Mary Richards, Procurement Supervisor

Date: _____

MGO 4.26(3) and (5) authorize the Finance Director or designee to sign purchase of service contracts when all of the following apply:

(a) The funds are included in the approved City budget.
(b) An RFP or competitive process was used, or the Contract is exempt from competitive bidding under 4.26(4)(a).
(c) The City Attorney has approved the form of the Contract.
(d) The Contract complies with other laws, resolutions and ordinances.
(e) The Contract is for a period of 1 year or less, OR not more than 5 years AND the average cost is not more than $100,000 per year, AND was subject to competitive bidding. (If over $50,000 and exempt from bidding under 4.26(4)(a), regardless of duration of the Contract, the Common Council must authorize the Contract by resolution and the Mayor and City Clerk must sign, per 4.26(5)(b).)

Emergency Service contracts may also be signed by the designee of the Finance Director if the requirements of MGO 4.26(3)(c) are met.

For City Use Only: SIGNATURE INSTRUCTIONS FOR CONTRACT TO BE SIGNED BY FINANCE (PURCHASING):
Obtain contractor's signature first. Attach the contractor-signed contract with all attachments/exhibits and the certificate of insurance to the requisition in MUNIS.

Form A: Price Proposal and Signature Affidavit

RFP #: 14091-0-2025-BG

This form must be returned with your response.

PRICE PROPOSAL

Prepare your price proposal as follows:

- **All Inclusive** – Your price proposal must cover all direct and indirect necessary expenses including but not limited to; travel, telephone, copying, and other out-of-pocket expenses.

- **Not To Exceed** – The actual fees must not exceed the amount specified in your price proposal.

- **Fixed Fee** – All prices outlined in your proposal must remain fixed and valid for the entire length of the contract and any/all renewals.

- **Unit Pricing, where applicable** - For any given item, the quantity multiplied by the unit price establishes the extended price. If an apparent mistake exists in the extended price, the unit price will be used in the bid/proposal evaluation.

- **FOB (Free on Board) Destination Freight Prepaid and Allowed** – If goods are included, you are responsible for the cost of delivering all goods to our location, including handling, delivery, transportation, and insurance charges. Failure to bid FOB Destination Freight Prepaid and Allowed may disqualify your proposal.

- **Do not include sales tax in your proposal.** The City of Madison is exempt from federal excise taxes and State of Wisconsin taxes per section 77.54(9a) of the Wisconsin Statutes.
  - CES No. 008-1020421147-08
  - Wisconsin Department of Revenue Form S-211: https://www.cityofmadison.com/finance/purchasing/vendor-resources/letter-of-credit/wisconsin-department-of-revenue-form-s-211.

COMPANY NAME

Form A: Price Proposal and Signature Affidavit

RFP #: 14091-0-2025-BG

SIGNATURE AFFIDAVIT

Proposer's Certification:

By submitting this proposal, we certify that:

- This entire proposal, including the Price Proposal, has been developed independently and not in collusion with other proposers or anyone competing for the award of this RFP.
- We have not knowingly disclosed the contents of this proposal to any other proposer, anyone competing for the award of this RFP.
- We have not taken any action that would interfere with free competition on this RFP.
- We have not violated any laws in the submission of this proposal or participation this RFP.
- All information in this proposal is true and accurate to the best of our knowledge.

Agreement to comply with all terms of RFP: By submitting this proposal, we agree to comply with all of the terms, conditions, and specifications of this RFP, the sample contract, and any contract awarded under this RFP.

COMPANY NAME

SIGNATURE

DATE

NAME OF PERSON SIGNING

TITLE OF PERSON SIGNING

Form B: References

RFP #: 14091-0-2025-BG

This form must be returned with your response.

Please list three references that are **NOT** from the City of Madison. If you wish to highlight any additional work experience for the City of Madison, please list it on a separate page.

REFERENCE #1 – CLIENT INFORMATION	
ORGANIZATION/COMPANY NAME	PROJECT MANAGER
TELEPHONE NUMBER	EMAIL
PROJECT START DATE	PROJECT END DATE
PROJECT DESCRIPTION	

REFERENCE #2 – CLIENT INFORMATION	
ORGANIZATION/COMPANY NAME	PROJECT MANAGER
TELEPHONE NUMBER	EMAIL
PROJECT START DATE	PROJECT END DATE
PROJECT DESCRIPTION	

REFERENCE #3 – CLIENT INFORMATION	
ORGANIZATION/COMPANY NAME	PROJECT MANAGER
TELEPHONE NUMBER	EMAIL
PROJECT START DATE	PROJECT END DATE
PROJECT DESCRIPTION	

Form C: Vendor Profile

RFP #: 14091-0-2025-BG

This form must be returned with your response.

COMPANY INFORMATION

COMPANY NAME (Make sure to use your complete, legal company name.)			
FEIN	(If FEIN is not applicable, SSN collected upon award)		
CONTACT NAME (Able to answer questions about proposal.)	TITLE		
TELEPHONE NUMBER	EMAIL		
ADDRESS	CITY	STATE	ZIP

AFFIRMATIVE ACTION CONTACT

If the selected contractor employs 15 or more employees and does aggregate annual business with the City of $50,000 or more, the contractor will be required to file an Affirmative Action Plan and comply with the City of Madison Affirmative Action Ordinance, Section 39.02(9)(e), within thirty (30) days contract signature. Vendors who believe they are exempt based on number of employees or annual aggregate business must file a request for exemption. Link to information and applicable forms: https://www.cityofmadison.com/civil-rights/contract-compliance/affirmative-action-plan/vendors-suppliers

CONTACT NAME	TITLE		
TELEPHONE NUMBER	EMAIL		
ADDRESS	CITY	STATE	ZIP

ORDERS/BILLING CONTACT

Address where City purchase orders/contracts are to be mailed and person the department contacts concerning orders and billing.

CONTACT NAME	TITLE		
TELEPHONE NUMBER	EMAIL		
ADDRESS	CITY	STATE	ZIP

LOCAL VENDOR STATUS

The City of Madison has adopted a local preference purchasing policy granting a scoring preference to local suppliers. Only suppliers registered as of the bid's due date will receive preference. Learn more and register at the City of Madison website. https://www.cityofmadison.com/finance/purchasing/local-businesses/register-business/

CHECK ONLY ONE:

☐ **Yes,** we are a local vendor ***and*** have registered on the City of Madison website under the following category:_____

☐ **No,** we are not a local vendor or have not registered.

Exhibit 1 - Study Area

Legend

- City Sanitary Mains
- City Pump Stations
- City Main Connections to MMSD
- MMSD Pump Stations
- MMSD Mains
- Out Of City Fill
- Anticipated Population Growth Areas - Highest Model Resolution
- Project Area and Sewershed Boundaries

County of Dane, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA, USFWS

Exhibit 2: Data Provided by City

GIS and Related Data for
Central Area Sanitary Sewer Modeling

The following data are provided to the consultants for use in responding to the RFP and developing a sanitary sewer model under contract with the City. The consultant shall not use these data for any other purpose or share this data with anyone else.

The information being provided is the best available current data and it is not inclusive of everything that may be used by the consultant for completion of the described scope of work. This document describes what is currently available or is expected to be available soon. Updated or additional data will be supplied to the consultant if/when it becomes available during the study.

Data are stored in multiple locations.

1. Data is available by visiting the City's File Sharing (FTP) site using the link below or through the hyperlinks provided in this document.
   Link: https://sftp.cityofmadison.com:443/ui/#/syncplify/share?N=MRvdVJesURCzVFhGpMEWuA
2. Some of the datasets can also be downloaded from the City's Open Data Portal: https://cityofmadison.maps.arcgis.com/home/index.html
3. Some of the datasets can also be accessed through rest services: https://maps.cityofmadison.com/arcgis/rest/services/Public/

If applicable, data for other municipalities within the project area will need to be obtained from that municipality.

1. Project Area Details *(FTP/1_Project_Area_Details)*

- **Project_Area Feature Class** *(FTP/1_Project_Area_Details/Project_Area_Details.gdb)*
  - Current project study area boundary for this sanitary sewer modeling project. It was developed by selecting and then dissolving sewersheds provided by MMSD (Madison Metropolitan Sewer District). The sewersheds were slightly modified from what was initially supplied to the City. During the course of the project the final study area boundary could need additional minor adjustments based on detailed review of the sanitary sewer system records to capture all contributing parcels.
- **Current_Sewersheds Feature Class** (FTP/1_Project_Area_Details/Project_Area_Details.gdb)
  - Sewersheds covering the project area that were provided by MMSD. Boundaries have been slightly modified by City staff to capture areas where City staff noticed the boundaries didn't align with existing sanitary sewer contributing areas. Boundaries may need additional adjustments during the project to better align with actual system conditions.
- **Higher_Resolution_Areas Feature Class** (FTP/1_Project_Area_Details/Project_Area_Details.gdb)
  - Estimated areas, as determined by the City, where future development is most likely and where the sanitary sewer model/s will need a higher level of resolution to meet the City's objectives. It is expected this boundary will be modified as agreed to by the City and the Consultant as the model is built.
- **Municipal_Limits Feature Class** (FTP/1_Project_Area_Details/Project_Area_Details.gdb)
  - Line feature class that contains the municipal limits of the City of Madison.
- **Full Project Area - Sanitary Network Map (24" x 36")**
  - PDF Map displaying the details of the existing City of Madison sanitary sewer network. Provided to help consultants have a general understanding of the components and layout of the sanitary network.

2. City of Madison Sanitary Utilities *(FTP/2_Madison_Sanitary_Utilities.gdb)*

- ***Sanitary_Mains Feature Class**
  - Line feature class representing all the City of Madison sanitary mains. It includes "accepted" mains, mains that have been previously removed or abandoned, and those added recently from "as-built" and "as-designed" plans. Mains can be filtered by these categories using the "status" field. This feature class was mapped by the City of Madison's mapping division. Invert data is based on as-built information if available. The City has the most confidence in data from 2005 forward due to process updates made at that time.
- ***Sanitary_Laterals Feature Class**
  - Line feature class representing the City of Madison sanitary laterals. It includes "accepted" laterals, laterals previously removed or abandoned, and those added recently from "as-built" and "as-designed" plans. Laterals can be filtered by these categories using the "status" field. This feature class was mapped by the City of Madison's mapping division. Invert data is based on as-built information if available. The City has the most confidence in data from 2005 forward due to process updates made at that time.
- ***Sanitary_Access_Structures Feature Class**
  - Point feature class representing all the City of Madison sanitary structures. It includes "accepted" structures, structures that have been previously removed or abandoned, and those added recently from "as-built" and "as-designed" plans. Structures can be filtered by these categories using the "status" field. This feature class was mapped by the City of Madison's mapping division. The invert data is based on as-built information if available. The City has the most confidence in data from 2005 forward due to process updates made at that time.
  - "Struc_code" field abbreviations:
    - CIP = Cure in place (same as CIPP)
    - CLO = City staff are unsure what CLO stands for but believe it possibly stands for cleanout
    - MIS = Miscellaneous
    - PLG = Plug
    - Poured = Field poured SAS structure
    - SAS = Sewer Access Structure (aka manhole)
    - Tee = Tees and Wyes. Connections between pipes with a fitting in the fashion of a 't' or like a cross
    - TWN = Town for a Town of Middleton, Burke, Blooming Grove, Monona, McFarland or other municipalities infrastructure that we have in our system.
    - UWM = UW-Madison. They maintain their own structures in some locations.
    - VAL = Valve
    - ARV = Air Relief Valve
- **Sanitary_Pump_Stations Feature Class**
  - Point feature class representing all the City of Madison sanitary pump stations. This feature class was mapped by the City of Madison's mapping division.
- **Sanitary_Risers Feature Class**
  - Point feature class representing all the City of Madison sanitary risers. This feature class was mapped by the City of Madison's mapping division.
- **Sanitary Sewer Overflow (SSO) – NOT CURRENTLY PROVIDED**
  - There are 2 recorded SSO in the study area. Detailed records can be provided to the Consultant during the project.
- **As-Designed and As-Built Information – NOT CURRENTLY PROVIDED**
  - City Engineering's records system can be available when Consultant is selected.

**In preparation for work to begin on this project, the Sanitary Sewer Utility is completing plan review for areas with missing pipe or structure attribute data in the GIS records. This work will be ongoing until the Consultant is selected. To the extent possible missing data (inverts, sizes, etc.) will be added to the City GIS database and provided to the consultant prior to beginning work. It is still expected that field survey will need to be completed as described in the Scope of Work*.

3. MMSD Sanitary Utilities *(FTP/3_MMSD_Sanitary_Utilities.gdb)*

- **MMSD_Mains Feature Class**
  - Polylines feature class representing all MMSD main sewer lines. The sewer mains collect wastewater from local community sewers, transport that water to the MMSD wastewater treatment plant, and transport the treated effluent to Badger Mill and Badfish Creeks. Data was provided to the City of Madison by MMSD on an unknown date. If, during the course of the study, more up to date data is needed, it can be requested from MMSD.
- **MMSD_SAS Feature Class**
  - Point feature class representing all MMSD structures. Structures are any manholes, junctions, valves, and other structures along sewer mains that house an access point for making connections, inspections, valve adjustments, and for performing maintenance on the sewer services. Data was provided to the City of Madison by MMSD on an unknown date. If, during the course of the study, more up to date data is needed, it can be requested from MMSD.
- **MMSD_Pump_Stations Feature Class**
  - Point feature class representing estimated locations for MMSD pump stations. City staff created this feature class by estimating the locations of the pump stations from MMSD's online map and is meant to be used for display purposes only.
  - MMSD Pump Stations are additionally viewable on their online map. If, during the course of the study, more detailed pump station data is needed, it can be requested from MMSD.
    - https://madsewer.maps.arcgis.com/apps/webappviewer/index.html?id=88b097d42ba24851b3d102660d904c18

4. Data for Current and Future Model Inflows (FTP/4_Model_Inflows)

- **City of Madison's Comprehensive Plan Reports and GIS Data** (FTP/4_Model_Inflows/Comp_Plan_Data)
  - Developed by the City's Planning Division, the Comprehensive Plan is a broad-based plan that creates a vision for a future Madison. It provides guidance for big-picture decisions about issues such as housing, jobs, and transportation.
    - **2024 City of Madison Comprehensive Plan Report**
    - **2025 Comprehensive Plan Progress Update Report**
    - **Comp_Plan_2024_GFLU (Generalized Future Land Use) Feature Class** *(FTP/4_Model_Inflows/Comp_Plan_Data/Comp_Plan_Data.gdb)*
    - **GFLU_Planned_Streets Feature Class** *(FTP/4_Model_Inflows/Comp_Plan_Data/Comp_Plan_Data.gdb)*
- **Tax_Parcels Feature Class** *(FTP/4_Model_Inflows/Model_Inflows.gdb)*
  - City of Madison tax parcel polygons. Includes information on the type of property use, as well as number of dwelling units, number of bedrooms, etc. if applicable.
  - Feature class is additionally hosted as an ArcGIS rest service here:
    - https://maps.cityofmadison.com/arcgis/rest/services/Public/Property_Lookup/MapServer
- **TOD_Overlay_Zoning_Boundary Feature Class** *(FTP/4_Model_Inflows/Model_Inflows.gdb)*
  - The TOD (Transpiration Oriented Development) Overlay Zoning District Boundary is an overlay zoning district boundary, per Madison General Ordinances (MGO) Section 28.104, that modifies permitted residential dwelling unit maximums, maximum permitted building heights, site standards for buildings, and site standards for automobile infrastructure in select zoning districts. Note that parking regulations under MGO Section 28.141 are also modified within this area.
- **MPO_TAZ_Projections Feature Class – NOT CURRENTLY PROVIDED**
  - The City understands the Greater Madison MPO (A Metropolitan Planning Organization) is developing block level population projections for the greater metropolitan area. It is anticipated that the data will be available by start of the project. Full details are not currently available.

- **CARPC_Municipal_Projections Feature Class – NOT CURRENTLY PROVIDED**
    - The City understands that CARPC (Capital Area Regional Planning Commission) is developing MMSD sewershed level population projections for the greater metropolitan area. For areas in the City of Madison, it is anticipated that the data will be available by start of the project. Full details are not currently available.
- **City of Madison Transportation Division Reports**
    - Reports and projects for the City of Madison Transportation Division. Includes documentation on the City's current BRT route as wells a documentation on the City's planned future BRT route.
        - https://www.cityofmadison.com/transportation/about/studies-reports
- **City of Madison Area & Neighborhood Plans**
    - Webpage includes neighborhood and area plans as well as general reports and projects for the City of Madison Department Planning, Community, & Economic Development and the City of Madison Planning Division.
        - https://www.cityofmadison.com/dpced/planning/plans/440/
- **CARPC Greater Madison grows together - 2050 Regional Development Framework Report**
    - The CARPC 2050 Regional Development Framework is designed to serve as a guide for incorporating big picture goals into individual decisions about where and how to grow.
- **Water Utility Usage Records – NOT CURRENTLY PROVIDED**
    - The Water Utility will provide the necessary water usage records to develop model inflows when the selected Consultant has determined the necessary parameters for which the data is needed.

5. Model Calibration *(FTP/5_Model_Calibration)*

- **Flow Monitoring Data**
    - **City_Identified_Potential_Monitoring Feature Class** *(FTP/5_Model_Calibration/Flow Monitoring Data/Flow_Monitoring.gdb)*
        - Identified by City staff as potentially important locations to collect dry weather flows for model calibration.
- **City Pump Station Data** *(FTP/5_Model_Calibration/City Pump Station Data)*
    - **Pump Station Hourly Runtime Data**
        - Available hourly pump station runtime data provided from January 1, 2024 through October 19, 2025. Additional data can be made available upon request from MMSD.
    - **Individual Pump Station Records**
        - Specs, basis of design memos, etc. were provided if available currently in the City's records.
    - **Pump Station Data Notes.docx**
        - Notes on the data that is being provided.
- **Area Rain Gages**
    - USGS rain gages for the surrounding area
        - https://waterdata.usgs.gov/explore/#dataCollections=continuous,discrete&mapCenter=43.08750748875767,-89.41171646118165&locationTypes=ATMOSPHERIC,OTHER,SURFACE_WATER&mapZoomLevel=13&keywords=Precipitation
    - UW – Madison Atmospheric, Oceanic and Space Science Building Tower Meteorogram
        - https://metobs.ssec.wisc.edu/aoss/tower/meteorogram/
    - Dane County Regional Airport Rain Gage
        - https://www.weather.gov/wrh/timeseries?site=KMSN
    - INFOS Rain Gages
        - Rain gages are maintained by City staff, and the data is stored on Dane County servers. To obtain data not currently displayed on the webpage, a request will need to be made to Dane County. http://www.infosyahara.org/rainpoint

6. Other

- **Aerial Photograph**
  - **2022 imagery** (and older images) hosted as an image server by Dane County here: https://dcimapapps.countyofdane.com/arcgisimg/rest/services
  - **2022 imagery** (and older images) hosted as an image server by City of Madison here: https://gisimg.cityofmadison.com/arcgis/services

Form A Price Proposal - Campus, Downtown, and East Washington Ave Sanitary Sewer Study		
	Task or Item	Cost
PHASE 1	Task 1 Progress and Coordination Meetings	$
	Phase Total	$
PHASE 2	Task 2 - Existing Conditions Records Review	$
	Task 3 - Data Collection	$
	Task 4 - Existing Conditions Model Development	$
	Task 5 - Dry Weather Model Calibration and Validation	$
	Task 6 - Existing Conditions Capacity Assessment	$
	Task 7 - Final Written Report	$
	Phase Total	$
PHASE 3	Task 8 - Future Conditions Sewer Capacity Modeling	$
	Task 9 - City Staff Training	$
	Phase Total	$
	TOTAL PROJECT COST	$

Unit Costs	Cost per Sanitary Sewer Monitoring Location (as described in Task 3.2)	
	Hourly Rate for Sanitary Structure Surveying (as described in Task 3.4)	

Additional Tasks	Additional Task 1	$
	Additional Task 2	$
	Additional Task 3	$

Finance Department

David P. Schmiedicke, Finance Director

City-County Building, Room 406
210 Martin Luther King, Jr. Boulevard
Madison, Wisconsin 53703
Phone: (608) 266-4521
Fax: (608) 266-5948
finance@cityofmadison.com
www.cityofmadison.com/finance/purchasing

Purchasing Services

DATE: Tuesday, December 16th, 2025

RE: **ADDENDUM** 1
14091-0-2025-BG
Campus, Downtown, and East Washington Ave Sanitary Sewer Study

Notice to All Bidders:

Please note the following responses to the questions received:

Question 1: Does the City have an expected budget for this project?

Answer 1: The City has $500,000 dedicated in the 2026 operating budget for sanitary sewer modeling. Funding in excess of that amount or for future years is subject to approval in future operating budget requests.

Question 2: As indicated in the RFP, we understand that the CITY prefers that modeling be completed in PCSWMM, though other platforms may be considered if HDR provides justification acceptable to the CITY. The RFP also notes that the CITY currently holds licenses for XPSWMM and PCSWMM, and will have one InfoWorks ICM license available in early 2026. Would the CITY consider incorporating a software-selection workshop into the scope of work for the Campus, Downtown, and East Washington Ave Sanitary Sewer Study?

Answer 2: The City is open to Consultants proposing additional scope tasks from what was provided in the RFP, which could include a software selection workshop. The costs and details of the additional tasks should be summarized as described in the RFP. However, as stated in the RFP, the City would like to maintain the model(s) upon completion of construction and calibration; and therefore, has a strong preference for using software that we already have budgeted for, have available seats of, and has been approved by our IT department for City use. The three software packages listed in the RFP currently meet those conditions and we feel will be able to be used to meet our study objectives. Strong justification is expected to be needed if we were to deviate from that list.

Bidders must acknowledge receipt of this addendum accordingly on RFP Form B, Receipt Forms and Submittal Checklist.

Please direct any other questions to the Purchasing contact person below.

Brittany Garcia
City of Madison Purchasing Services
PH: (608) 243-0529
bgarcia@cityofmadison.com

City of Madison

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

Master

File Number: 91595

File ID:	91595	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/20/2026
File Name:	Authorizing a loan of up to $300,000 to Chrysalis, Inc. from the Community Facilities Loan Program to help finance the acquisition of a property located at 2425 Atwood Avenue, Madison WI, and authorizing the Mayor and City Clerk to sign an agreement for			**Final Action:**	

Title: Authorizing a loan of up to $300,000 to Chrysalis, Inc. from the Community Facilities Loan Program to help finance the acquisition of a property located at 2425 Atwood Avenue, Madison WI, and authorizing the Mayor and City Clerk to sign an agreement for that purpose (District 15).

Notes:

Sponsors:	John P. Guequierre, Barbara Harrington-McKinney And Dina Nina Martinez-Rutherford	**Effective Date:**	
Attachments:	Chrysalis CFLP Application Chrysalis (1).pdf	**Enactment Number:**	
Author:	Linette Rhodes	**Hearing Date:**	
Entered by:	mbohrod@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Community Development Division	01/20/2026	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Finance Committee (2/2/26), Community Development Block Grant Committee (2/5/26), Common Council (2/10/26)

Text of Legislative File 91595

Fiscal Note

The proposed resolution authorizes a loan of up to $300,000 to Chrysalis, Inc. to help in acquiring a building at 2425 Atwood Ave. The loan is part of the Community Facilities Loan (CFL) Program (2026 project #18013, capital program #13672), administered by the Community Development Division (CDD). CFL program guidelines establish up to 20% of project costs, not to exceed $400,000, given as a zero percent long-term deferred loan for acquisition and construction projects. Funding for the project described herein is available in CDD's 2026 Adopted Capital Budget ($1.0 million in General Fund-supported GO Borrowing).

No additional City appropriation is required.

Title

Authorizing a loan of up to $300,000 to Chrysalis, Inc. from the Community Facilities Loan Program to help finance the acquisition of a property located at 2425 Atwood Avenue, Madison WI, and authorizing the Mayor and City Clerk to sign an agreement for that purpose (District 15).

Body

Action Items

WHEREAS, the City of Madison's Community Facilities Loan (CFL) Program provides low-cost financing to support non-residential development projects undertaken by non-profit organizations in the City of Madison that involve the acquisition of property or substantial expansion, redevelopment, improvement or rehabilitation of property the organizations currently own or lease; and,

WHEREAS, the City's objective through the CFL Program is to create or improve safe, accessible, energy-efficient and well-maintained community and neighborhood facilities; and,

WHEREAS, Chrysalis, Inc. works with working aged individuals living with significant mental health and substance use challenges and will operate a community facility providing mental health and substance recovery support; and,

WHEREAS, Chrysalis, Inc. seeks assistance through the CFL Program to help pay for the acquisition of a building located at 2425 Atwood Avenue that will become its new home; and,

WHEREAS, the new facility will enable Chrysalis, Inc. to expand its meal program and have dedicated program areas for individual counseling, group therapy, workshops, and meeting space; and,

WHEREAS, as a non-profit organization that provides programming and services primarily to low- and moderate-income households, Chrysalis, Inc. meets the eligibility requirements of the CFL Program; and,

WHEREAS, Chrysalis, Inc. presents a total project budget of approximately $1,500,000 and the CFL Program guidelines limit offers of financial assistance for acquisition of property to the lesser of $400,000 or 20% of total eligible project costs; and,

WHEREAS, awards offered under the CFL Program take the form of a zero percent long-term deferred loan, repayable upon the sale or change of use of the property; and,

WHEREAS, this award is made contingent upon Chrysalis receiving commitments for all sources of financing and land use approvals.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council authorizes a loan of up to $300,000 from the Community Facilities Loan Program to Chrysalis, Inc. for the planned acquisition of property located at 2425 Atwood Avenue, Madison; and,

BE IT FURTHER RESOLVED that the Council authorizes the Mayor and City Clerk to execute, deliver, publish, file and record such other documents, instruments, notices and records, and take such other actions as shall be deemed necessary or desirable to accomplish the purpose of this Resolution.

COMMUNITY FACILITIES LOAN PROGRAM (CFL)

APPLICATION

- Applicants should read the CFL program guidelines document before completing this application.
- If you need support in a language other than English, please contact Community Development Division: cdd@cityofmadison.com who will help coordinate translation services.
- Applicants must be an already established non-profit corporation (Non-stock Corporation) organized under Chapter 181 of Wisconsin Statutes and in compliance with the Wisconsin Department of Financial Institutions (DFI).

Please note: the CFL program has a budget of $1,500,000. Once funds are exhausted, applications will no longer be accepted. Applications are considered on a first-come, first-served basis.

Questions can be directed to cdd@cityofmadison.com or to Community Development Grants Supervisor, Linette Rhodes, at lrhodes@cityofmadison.com or 608-261-9240.

Organization Name: Chrysalis Inc.

Contact Name: Dani Rischall Phone: 608-218-4518

Contact Email: rischall@workwithchrysalis.org

SAM/ Unique Entity Identifier # GULNJEJBLPP3

Please select the option that best describes the nature of your project:

☑ Acquisition ☐ New Construction ☐ Rehabilitation- property owned

☐ Rehabilitation- Leased Space (5 year lease) ☐ Rehabilitation- Leased Space (10 year lease)

Project Address: 2425 Atwood Ave. Zip Code: 53704

Amount requested: $ 300,000

Please describe, in detail, the proposed project:

For over four decades, Chrysalis has been a beacon of hope in Madison, offering vital mental health and substance recovery support through empowering work opportunities. We believe that meaningful employment is a powerful catalyst for healing and wellness. While our mission has thrived for 45 years, we have always operated from rented properties.

Acquiring a permanent home is the next critical step in our journey. This property will be more than just a building—it will be a dedicated center for healing, a stable base for our programs,

How will this project affect your organization?

This project will significantly enhance Chrysalis's visibility and long-term sustainability. Acquiring a property in a thriving community will make our work more visible, helping us grow our network of supporters, from donors to new employer partners. This increased visibility will directly enable us to forge new employer connections and expand job placement opportunities, ultimately increasing our impact.

Furthermore, owning a building will dramatically improve our organization's fiscal health. After 45 years of renting, we have been unable to build equity or invest in our space. This acquisition will secure our financial future, allow us to invest in our facility, and provide a stable

How will this project impact the community you serve?

The acquisition of this property will have an immediate impact on the community we serve, primarily by providing access to a commercial kitchen. Our current small residential kitchen limits our daily meal program, which serves between 14 and 25 members. The new commercial kitchen will allow us to triple our capacity, significantly expanding our shared meal program and offering additional culinary skill development.

Beyond this growth, the new space will also enable us to expand access to our core services, including supported employment and peer support programming, ultimately helping us serve more individuals and deepen our impact.

How will this project impact your operations?

This project will profoundly enhance our operational capabilities and service accessibility. The property's location on a key bus line, coupled with its ADA accessibility and a fully functional elevator, ensures all our programs and services are open to every Madison resident, regardless of physical ability or transportation needs.

The building's design, which includes ample green space and dedicated parking, directly supports our programming and fosters a sense of community. Its history as the former Goodman Community Center means the space was intentionally built to encourage connection and engagement, making it an ideal environment for our mission to foster hope, healing, and

Project Timeline

Description	**Projected Dates (Mo/Yr)**
Acquisition/Real Estate Closing	(Mo/Yr) May/2026
Rehab/Construction Bid Publishing	(Mo/Yr)
Construction/Rehab Start	(Mo/Yr)
Construction/Rehab Completion	(Mo/Yr)
Services or Programming Start Date	(Mo/Yr)

SOURCES AND USES OF FUNDS

This is a statement of how much money is required to complete the project, its source, and how it will be used. By definition, sources must equal uses.

SOURCES OF FUNDS	Amount	Source: Lender, Grantor, etc.
Permanent Loan:	1200000	IFF, FCI, Park Bank
Subordinate Loan:		
Subordinate Loan:		
City Financing Requested:	300000	
Project Equity (own funds):		
Other:		
TOTAL SOURCES:	1500000	
Construction Financing		
Construction Loan:		
Bridge Loan:		
Other:		
TOTAL:	1500000	

USES OF FUNDS	Amount	Source
Purchase Building:	1500000	
Build-out (if new purchase):		
Renovations/improvements (existing building):		
Equipment purchase:		
Other:		
TOTAL USES:	1500000	

All Applications:

- Acquisition, redevelopment and expansion projects must submit an Operating Plan.
- Funded applicants are responsible for complying with all of the terms and conditions outlined in the CFL Program Guidelines.
- Applications to the Community Facilities Loan Program will be considered on a first-come, first-served basis.
- Final approval of funds will be awarded, via a Resolution, by the City's Common Council with recommendations from the CDBG Committee. Timeline for a commitment of funds is contingent upon committee's schedule.

APPLICATION CERTIFICIATION

The Applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of the City of Madison Community Facilities Loan Program and is true and complete to the best of the applicant's knowledge and belief.

Signature Dani Rischall, LCSW Date: 11/14/25

Applications must be submitted to the Community Development Division by email: cdd@cityofmadison.com

City of Madison

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

Master

File Number: 91596

File ID:	91596	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/20/2026
File Name:	CSM - 6004 Commercial Ave			**Final Action:**	

Title: Approving a Certified Survey Map of property owned by Hovde Realty, Inc. located at 6004 Commercial Avenue (District 3).

Notes:

Sponsors:	Planning Division	**Effective Date:**	
Attachments:	CSM Application.pdf, Letter of Intent.pdf, Proposed CSM.pdf, Link to Rev Preliminary Plat Res ID 90634	**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	tparks@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Planning Division	01/20/2026	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Common Council (2/24/26)					

Text of Legislative File 91596

Fiscal Note
No City appropriation is required with the approval of this certified survey map. City costs associated with urban development in this area will be included in future operating and capital budgets subject to Common Council approval.

Title
Approving a Certified Survey Map of property owned by Hovde Realty, Inc. located at 6004 Commercial Avenue (District 3).

Body
WHEREAS a Certified Survey Map of property owned by Hovde Realty, Inc. located at 6004 Commercial Avenue, City of Madison, Dane County, Wisconsin has been duly filed for approval by the Plan Commission, its Secretary or their designee, as provided for in Section 16.23(4)(f) of Madison General Ordinances; and

WHEREAS the subject property is the subject of a revised preliminary plat conditionally approved by the Common Council on January 13, 2026 by Resolution 26-00027 (ID 90634) as *Reiland Grove*; and

WHEREAS Chapter 236, Wisconsin Statutes requires that the Madison Common Council approve any dedications proposed or required as part of the proposed division of the lands contained on said Certified Survey Map;

NOW THEREFORE BE IT RESOLVED that said Certified Survey Map, bond and subdivision contract, subsequent affidavits of correction, parkland acquisition documents, easement or right-of-way release or procurement documents or any other related document or documents as deemed necessary by the Secretary of the Plan Commission in accordance with the approval of said Certified Survey Map are hereby approved by the Madison Common Council.

BE IT FURTHER RESOLVED that the Mayor and City Clerk of the City of Madison are hereby authorized to sign the above mentioned documents related to this Certified Survey Map.

BE IT FURTHER RESOLVED that all dedications included in this Certified Survey Map or required as a condition of approval of this Certified Survey Map be and are hereby accepted by the City of Madison.

BE IT FURTHER RESOLVED that the proposed outlots for future development created by this Certified Suvey Map shall be subdivided and developed in accordance with the revised preliminary plat of *Reiland Grove* and the conditions for same, including all dedications to the public required to serve the approved subdivision.

BE IT FURTHER RESOLVED that the Common Council authorizes City staff to request approval from the Capital Area Regional Planning Commission of any minor revisions to adopted environmental corridor boundaries within the Central Urban Service Area relating to this land division, and that the Council recognizes and adopts said revised boundaries.

BE IT FURTHER RESOLVED that the Planning Division is authorized to reflect the recorded Certified Survey Map in the Comprehensive Plan and any applicable neighborhood plans

SUBDIVISION APPLICATION

**** Please read both pages of the application completely and fill in all required fields ****

For a digital copy of this form with fillable fields, please visit:
https://www.cityofmadison.com/sites/default/files/city-of-madison/development-services-center/documents/SubdivisionApplication.pdf

If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the Planning Division at (608) 266-4635.

Si necesita interprete, traductor, materiales en diferentes formatos, u otro tipo de ayuda para acceder a estos formularios, por favor llame al (608) 266-4635.

Yog tias koj xav tau ib tug neeg txhais lus, tus neeg txhais ntawv, los sis xav tau cov ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhia no, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.

City of Madison 1/2/26 10:48 a.m.
Planning Division
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd.
P.O. Box 2985
Madison, WI 53701-2985
(608) 266-4635

NOTICE REGARDING LOBBYING ORDINANCE: If you are seeking approval of a development that has over 40,000 square feet of non-residential space, or a residential development of over 10 dwelling units, or if you are seeking assistance from the City with a value of $10,000 (including grants, loans, TIF or similar assistance), then you likely are subject to Madison's lobbying ordinance (M.G.O. Sec. 2.40). You are required to register and report your lobbying. Please consult the City Clerk's Office for more information. Failure to comply with the lobbying ordinance may result in fines.

1. Application Type

☐ Preliminary Subdivision Plat ☐ Final Subdivision Plat ☑ Land Division/Certified Survey Map (CSM)

If a Plat, Proposed Subdivision Name: _____

2. Review Fees

- For Preliminary and/or Final Plats, an application fee of $250, plus $50 per lot or outlot contained on the plat.
- For Certified Survey Maps, an application fee of $250 plus $200 per lot and outlot contained on the CSM.

Make checks payable to "City Treasurer" and mail it to the following address: City of Madison Building Inspection; P.O. Box 2984; Madison, WI 53701-2984. Please include a cover page with the check which includes the project address, brief description of the project, and contact information.

3. Property Owner and Agent Information

Name of Property Owner: Hovde Realty, Inc. Representative, if any: _____
Street address: 122 W. Washington Ave City/State/Zip: Madison, WI 53703
Telephone: (608) 255-5175 Email: _____

Firm Preparing Survey: D'Onofrio Kottke & Assoc. Contact: Brett Stoffregan
Street address: 7530 Westward Wau City/State/Zip: Madison, WI 53717
Telephone: (608) 833-7530 Email: [redacted]

Check only ONE – ALL Correspondence on this application should be sent to: ☐ Property Owner, OR ☑ Survey Firm

4. Property Information for Properties Located within Madison City Limits

Parcel Addresses: 6004 Commercial Avenue
Tax Parcel Number(s): 0810-354-0097-8, 0810-354-0098-6
Zoning District(s) of Proposed Lots: A, TR-P School District: Sun Prairie

- **Please include a detailed description of the number and use of all proposed lots and outlots in your letter of intent.**

4a. Property Information for For Properties Located *Outside* the Madison City Limits in the City's Extraterritorial Jurisdiction:

Parcel Addresses (note town if located outside City): _____
Date of Approval by Dane County: _____ Date of Approval by Town: _____

- **For an exterritorial request to be scheduled, approval letters from both the Town and Dane County must be submitted.**

5. Subdivision Contents and Description. Complete table as it pertains to your request; do not complete gray areas.

Land Use	Lots	Outlots	Acres
Residential			
Retail/Office			
Industrial			

Land Use	Lots	Outlots	Acres
Other (state use): Future Development		3	
Outlots Dedicated to the Public (Parks, Stormwater, etc.)			
Outlots Maintained by a Private Group or Association			
PROJECT TOTALS		3	66.8

6. Required Submittal Materials

Digital (PDF) copies of all items listed below (if applicable) are required. Applicants are to submit each of these documents as *individual PDF files* in an e-mail sent to PCapplications@cityofmadison.com. The transmittal shall include the name of the project and applicant. Note that *an individual email cannot exceed 20MB* and it is the *responsibility of the applicant* to present files in a manner that can be accepted. Electronic submittals via file hosting services (such as Dropbox) are *not* allowed. Applicants who are unable to provide the materials electronically should contact the Planning Division at Planning@cityofmadison.com or (608) 266-4635 for assistance.

☐ **A Completed Subdivision Application Form** (i.e. both sides of this form)

☐ **Map Copies** (prepared by a Registered Land Surveyor):

- For Preliminary Plats, the drawings must be drawn to scale and are required to provide all information as set forth in M.G.O. Sec. 16.23 (7)(a).
- For Final Plats, the drawings must be drawn to scale and drawn to the specifications of §236.20, Wis. Stats..
- For Certified Survey Maps (CSMs), the drawings shall include all of the information set forth in M.G.O. Secs. 16.23 (7)(a) and (d), including existing site conditions, the nature of the proposed division and any other necessary data. Utility data (field located or from utility maps) may be provided on a separate map submitted with application.

For Plat & CSMs, in addition to the PDF copy, a digital CADD file shall also be submitted in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System and shall contain, at minimum, the list of items stated below, each on a separate layer/level name. The line work shall be void of gaps and overlaps and match the plat, preliminary plat or CSM as submitted: a) Right-of-Way lines (public and private); b) Lot lines; c) Lot numbers; d) Lot/Plat dimensions; e) Street names; f) Easement lines (i.e. all in title and shown on the plat or CSM including wetland & floodplain boundaries.)

☐ **Letter of Intent**: One copy of a letter describing the proposed subdivision or land division in detail including, but not limited to:

- The number and type/use of the lots and outlots proposed with this subdivision or land division, including any outlots to be dedicated to the public;
- Existing conditions and uses of the property;
- Phasing schedule for the project, and;
- The names of persons involved (property owner(s), subdivider, surveyor, civil engineer, etc.).

* *The letter of intent for a subdivision or land division may be the same as the letter of intent submitted with a concurrent Land Use Application for the same property.*

** *A letter of intent is not required for Subdivision Applications for lot combinations or split duplexes.*

☐ **Report of Title and Supporting Documents**: One copy of a City of Madison standard 60-year Report of Title obtained from a title insurance company as required in M.G.O. Sec. 16.23 and as satisfactory to the Office of Real Estate Services. Note:

- *The Report of Title must have been completed within three (3) months of the submittal date of this application. Title insurance or a title commitment policy are NOT acceptable* (i.e. a Preliminary Title Report or a Record Information Certificate).
- The electronic PDF submittal shall include images of the vesting deeds and all documents listed in the Report of Title.
- *Do not email these files to the City's Office of Real Estate Services*. Send them instead to the email address noted at the top of this page.

☐ **For Surveys Outside the Madison City Limits**: One copy of the approval letters from the town where the property is located *and* Dane County shall be submitted with your request. The Plan Commission may not consider an application within its extraterritorial jurisdiction without prior approval from the town and Dane County.

7. Applicant Declarations:

The signer attests that the application has been completed accurately and all required materials have been submitted:

Applicant's Printed Name: Brett Stoffregan Signature: Brett Stoffregan

Date: 1/2/25 Interest In Property On This Date: Surveyor

D'ONOFRIO KOTTKE AND ASSOCIATES, INC.
7530 Westward Way, Madison, WI 53717 • Phone: 608.833.7530 • www.donofrio.cc

January 2, 2026

City of Madison – Planning Department
(via email)

Re: Hovde Realty Inc. - Reiland Grove – Certified Survey Map

To whom it may concern,

Attached are the submittal materials for a Certified Survey located at the northwest corner of the Commercial Avenue and Reiner Road intersection on Madison's far east side. The Certified Survey Map is being proposed to facilitate a land sale for the Reiland Grove development of the property and to avoid violating the City subdivision ordinance related to parcel sizes.

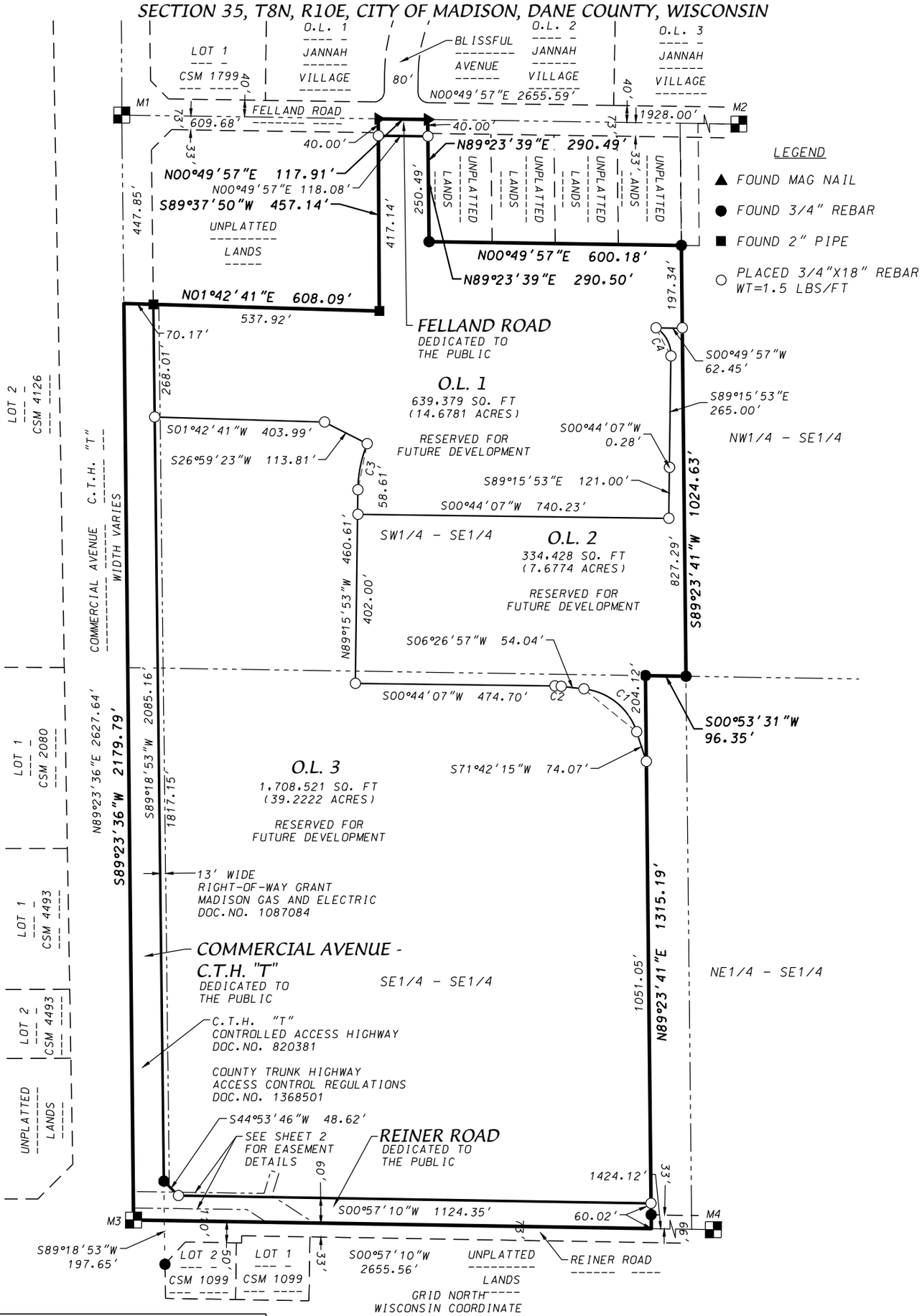
Thank you, and we look forward to your feedback.

Sincerely,
D'Onofrio, Kottke & Associates, Inc.

Brett T. Stoffregan, PLS

CERTIFIED SURVEY MAP

LOCATED IN THE SW1/4 OF THE SE1/4 AND THE SE1/4 OF THE SE1/4 OF SECTION 35, T8N, R10E, CITY OF MADISON, DANE COUNTY, WISCONSIN



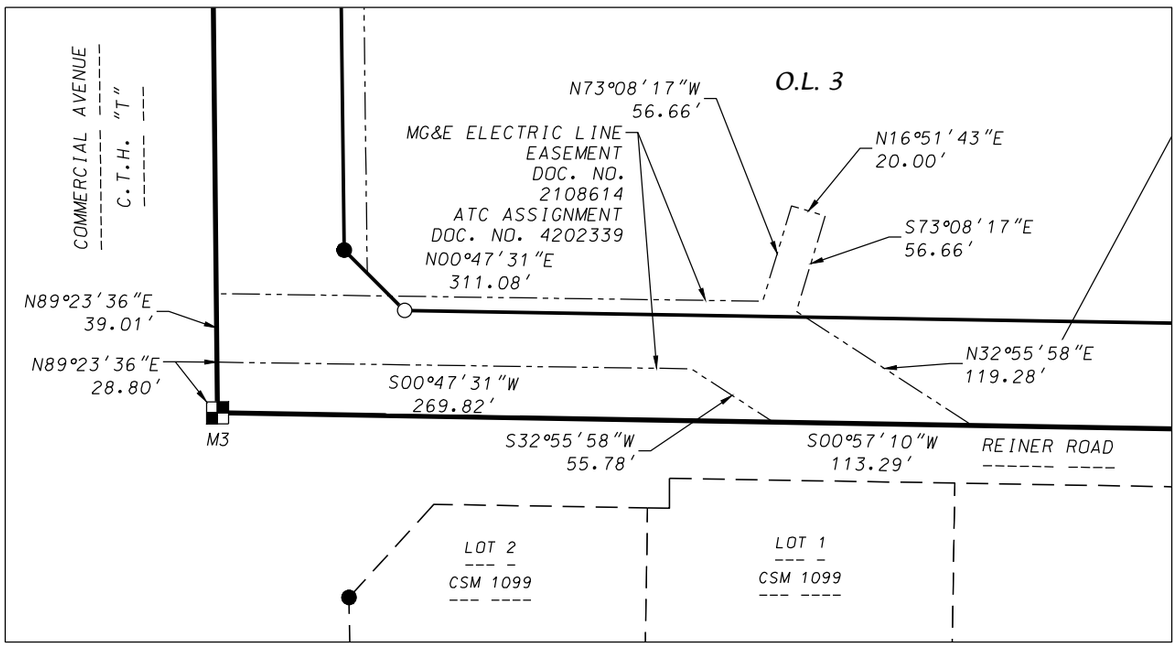
D'ONOFRIO KOTTKE AND ASSOCIATES, INC.
7530 Westward Way, Madison, WI 53717
Phone: 608.833.7530 • Fax: 608.833.1089
YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT

DATE: December 19, 2025
F.N.: 24-07-118
C.S.M. NO.
DOC. NO.
VOL. SHEET

SHEET 1 OF 5

CERTIFIED SURVEY MAP

LOCATED IN THE SW1/4 OF THE SE1/4 AND THE SE1/4 OF THE SE1/4 OF SECTION 35, T8N, R10E, CITY OF MADISON, DANE COUNTY, WISCONSIN



SECTION CORNER INFORMATION

M1 - FOUND 3/4" REBAR
SOUTH 1/4 CORNER
SECTION 35, T8N, R10E
WISCONSIN COORDINATE
REFERENCE SYSTEM
DANE COUNTY NAD83(2011)
N:494568.22
E:849901.03

M2 - FOUND BRASS CAP MONUMENT
CENTER 1/4 CORNER
SECTION 35, T8N, R10E
WISCONSIN COORDINATE
REFERENCE SYSTEM
DANE COUNTY NAD83(2011)
N:497223.53
E:849939.62

M3 - FOUND STEEL NAIL W/WASHER
SOUTHEAST CORNER
SECTION 35, T8N, R10E
WISCONSIN COORDINATE
REFERENCE SYSTEM
DANE COUNTY NAD83(2011)
N:494596.04
E:852528.52

M4 - FOUND ALUMINUM MONUMENT
EAST 1/4 CORNER
SECTION 35, T8N, R10E
WISCONSIN COORDINATE
REFERENCE SYSTEM
DANE COUNTY NAD83(2011)
N:497251.24
E:852572.68

D'ONOFRIO KOTTKE AND ASSOCIATES, INC.
7530 Westward Way, Madison, WI 53717
Phone: 608.833.7530 • Fax: 608.833.1089
YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT

GRID NORTH
WISCONSIN COORDINATE
REFERENCE SYSTEM
DANE COUNTY NAD83 (2011)
THE NORTH LINE OF THE NW1/4
OF SECTION 33, T7N, R8E
BEARS N89°51'08"E

0 100'

Scale 1" = 100'

SHEET 2 OF 5

DATE: December 19, 2025
F.N.: 24-07-118
C.S.M. NO. _____
DOC. NO. _____
VOL. _____ SHEET _____

CERTIFIED SURVEY MAP

LOCATED IN THE SW1/4 OF THE SE1/4 AND THE SE1/4 OF THE SE1/4 OF SECTION 35, T8N, R10E, CITY OF MADISON, DANE COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, Brett T. Stoffregan, Professional Land Surveyor, S-2742, do hereby certify that this survey is in full compliance with Chapter 236.34 of the Wisconsin Statutes and the Subdivision Regulations of the City of Madison, Dane County, Wisconsin and under the direction of the Owners listed below, I have surveyed, divided and mapped the land described herein and that said map is a correct representation of the exterior boundaries of the land surveyed and the division thereof. Said land is described as follows:

Part of the Southwest 1/4 of the Southeast 1/4 and the Southeast 1/4 of the Southeast 1/4 of Section 35, Township 8 North, Range 10 East, City of Madison, Dane County, Wisconsin to-wit:

Commencing at the South 1/4 corner of said Section 35; thence N00°49'57"E, 609.68 feet along the West line of the Southeast 1/4 of said Section 35 to the point of beginning; thence N00°49'57"E, 117.91 feet along said West line to the South line of the North 600 feet of the West 290.4 feet of said Southwest 1/4 of the Southeast 1/4; thence N89°23'39"E, 290.50 feet along said South line to the East line of the North 600 feet of the West 290.4 feet of said Southwest 1/4 of the Southeast 1/4; thence N00°49'57"E, 600.18 feet along the East line of the North 600 feet of the West 290.4 feet of said Southwest 1/4 of the Southeast 1/4 to the North line of said Southeast 1/4; thence N89°23'41"E, 1024.63 feet along said North line to the Northeast corner of said Southwest 1/4 of the Southeast 1/4; thence S00°53'31"W, 96.35 feet along the East line of said Southwest 1/4 of the Southeast 1/4 to the South line of the North 43 acres of the East 1/2 of the Southeast 1/4 of said Section 35; thence N89°23'41"E, 1315.19 feet along said South line to the East line of said Southeast 1/4; thence S00°57'10"W, 1231.44 feet along said East line to the Southeast corner of said Section 35; thence S89°23'36"W, 2179.79 feet along the South line of said Southeast 1/4; thence N01°42'41"E, 608.09 feet; thence S89°37'50"W, 457.14 feet to the point of beginning. Containing 2,912,019 square feet (66.8788 acres).

Dated this 19th day of December, 2025.

_____

Brett T. Stoffregan, Professional Land Surveyor, S-2742

NOTES

1. All lots within this Certified Survey Map are subject to public easements for drainage purposes which shall be a minimum of 6 feet in width measured from the property line to the interior of each lot except that the easements shall be 12 feet in width on the perimeter of the plat, EXCEPT where shown otherwise on the face of the plat. For purposes of two (2) or more lots combined for a single development site, or where two (2) or more lots have a shared driveway agreement, the public easement for drainage purposes shall be a minimum of 6 feet in width and shall be measured only from the exterior property lines of the combined lots that create a single development site, or have a shared driveway agreement, except that the easement shall be twelve (12) in width along the perimeter of the plat. Easements shall not be required on property lines shared with greenways or public streets. No buildings, driveways, or retaining walls shall be placed in any easement for drainage purposes. Fences may be placed in the easement only if they do not impede the anticipated flow of water.

   The intra-block drainage easements shall be graded with the construction of each principle structure in accordance with the approved storm water drainage plan on file with the City Engineer and the Zoning Administrator, as amended in accordance with the Madison General Ordinances.

   NOTE: In the event of a City of Madison Plan Commission and/or Common Council approved re-division of a previously subdivided property, the underlying public easements for drainage purposes are released and replaced by those required and created by the current approved subdivision.

D'ONOFRIO KOTTKE AND ASSOCIATES, INC.
7530 Westward Way, Madison, WI 53717
Phone: 608.833.7530 • Fax: 608.833.1089
YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT

DATE: December 19, 2025
F.N.: 24-07-118
C.S.M. NO. _____
DOC. NO. _____
VOL. _____ SHEET _____

CERTIFIED SURVEY MAP

LOCATED IN THE SW1/4 OF THE SE1/4 AND THE SE1/4 OF THE SE1/4 OF SECTION 35, T8N, R10E, CITY OF MADISON, DANE COUNTY, WISCONSIN

OWNER'S CERTIFICATE

Hovde Realty, Inc,, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owners, certify that said corporation caused the land described on this certified survey map to be surveyed, divided, mapped and dedicated as represented on this certified survey map. We also certify that this Certified Survey Map is required by WI Stat. S.236.34 to be submitted to the City of Madison for approval

IN WITNESS WHEREOF, the said Hovde Realty, Inc,, has caused these presents to be signed this _____day of _____ , 2026.

Hovde Realty, Inc,

_____

STATE OF WISCONSIN)
COUNTY OF DANE)S.S.

Personally came before me this _____ day of _____ , 2026, the above named person(s) to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

My Commission expires_____ _____
Notary Public, Dane County, Wisconsin

D'ONOFRIO KOTTKE AND ASSOCIATES, INC.
7530 Westward Way, Madison, WI 53717
Phone: 608.833.7530 • Fax: 608.833.1089
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SHEET 4 OF 5

DATE: December 19, 2025
F.N.: 24-07-118
C.S.M. NO. _____
DOC. NO. _____
VOL. _____ SHEET _____

CERTIFIED SURVEY MAP

LOCATED IN THE SW1/4 OF THE SE1/4 AND THE SE1/4 OF THE SE1/4 OF SECTION 35, T8N, R10E, CITY OF MADISON, DANE COUNTY, WISCONSIN

MADISON COMMON COUNCIL CERTIFICATE

Resolved that this Certified Survey Map located in the City of Madison was hereby approved by Resolution Number_____, File ID Number_____, adopted on the_____day of _____, 2026 and that said enactment further provided for the acceptance of those lands dedicated and rights conveyed by said Certified Survey Map to the City of Madison for public use.

Dated this_____day of_____, 2026.

_____
Lydia A. McComas, Clerk, City of Madison, Dane County, Wisconsin

MADISON PLAN COMMISSION CERTIFICATE

Approved for recording per the Secretary of the City of Madison Plan Commission.

By:_____ Date:_____
Matthew Wachter, Secretary of the Plan Commission

REGISTER OF DEEDS CERTIFICATE

Received for recording this_____day of_____, 2026 at _____.M. and recorded in Volume_____of Certified Survey Maps on Pages_____ as Document Number_____.

_____
Kristi Chlebowski, Dane County Register of Deeds

D'ONOFRIO KOTTKE AND ASSOCIATES, INC.
7530 Westward Way, Madison, WI 53717
Phone: 608.833.7530 • Fax: 608.833.1089
YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT

SHEET 5 OF 5

DATE: December 19, 2025
F.N.: 24-07-118
C.S.M. NO. _____
DOC. NO. _____
VOL._____ SHEET_____

City of Madison

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

Master

File Number: 91601

File ID:	91601	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/20/2026
File Name:	Recreate position #3945 of 0.5 FTE Police Report Typist 2 as a 1.0 FTE Police Report Typist 2 within the Police Department operating budget.			**Final Action:**	

Title: Recreate position #3945 of 0.5 FTE Police Report Typist 2 as a 1.0 FTE Police Report Typist 2 within the Police Department operating budget.

Notes:

Sponsors:	Director of Human Resources	**Effective Date:**	
Attachments:	FinComm MEMO MPD Police Report Typist.pdf	**Enactment Number:**	
Author:	Brooke Gillitzer, Human Resources Analyst	**Hearing Date:**	
Entered by:	jortiz@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Human Resources Department	01/20/2026	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Finance Committee (2/2/26), Common Council (2/10/26)

Text of Legislative File 91601

Fiscal Note

The proposed resolution authorizes recreating the vacant position of Police Report Typist 2 (PCN #3945) from a 0.5 FTE to a 1.0 FTE. The estimated cost of the recreation is between $43,600-$52,100 annually, including benefits. The large increase in annual costs is comprised of the salary being filled at 1.0 FTE instead of 0.5 FTE and the approximate benefits rate increasing from 10% to 25% due to the 1.0 FTE position being eligible for health insurance and participation in the Wisconsin Retirement System (WRS). The Madison Police Department intends to fund the cost of this increase through their existing hourly wage budget. MPD and Finance will continue to monitor the costs and make any adjustments, if necessary, through the year-end resolution. At this time, no additional appropriation is required.

Title

Recreate position #3945 of 0.5 FTE Police Report Typist 2 as a 1.0 FTE Police Report Typist 2 within the Police Department operating budget.

Body

Resolution to recreate position #3945 of 0.5 FTE Police Report Typist 2 in CG20, Range 08 as 1.0 FTE Police Report Typist 2 in the Police Department operating budget, thereof.

TO: Finance Committee

FROM: Brooke Gillitzer, Human Resources

DATE: January 15, 2026

SUBJECT: Police Report Typist 2

Madison Police Department Chief John Patterson is requesting that the 0.5 FTE vacant position of Police Report Typist 2 (#3945) be recreated as a 1.0 FTE position within the Police Report Typist classification in the Madison Police Department's operating budget.

This request seeks to create a sustainable permanent full-time Police Report Typist 2 position for the Madison Police Department in order to achieve more consistent staffing and support of Madison Police Department operations. It is important to note that positions budgeted at 0.5 FTE are not eligible to participate in the Wisconsin Retirement System and subsequently also not eligible for health insurance through the City's plan. Increasing this FTE to full-time will allow for full participation in all City benefits.

Madison Police Department intends to fund the additional 0.5 FTE increase through the use of existing hourly staff budget.

I recommend recreation of the 0.5 FTE position # 3945 of Police Report Typist 2 as 1.0 FTE position within the Police Report Typist classification in the Madison Police Department's operating budget. The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2026 Annual Minimum (Step 1)	2026 Annual Maximum (Step 5)	2026 Annual Maximum +12% longevity
20/08	$ 54,952	$ 61,519	$ 68,902

CC: John Patterson – Police Chief
Paige Valenta – Assistant Police Chief
Erin Hilson – HR Director
Emaan Abdel-Halim – HR Services Manager

City of Madison

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

Master

File Number: 91602

File ID:	91602	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/20/2026
File Name:				**Final Action:**	

Title: Authorizing the Parks Division to apply for a Recreational Trails Program grant from the State of Wisconsin Department of Natural Resources for the Madison LakeWay Project, the Mayor and City Clerk to sign the resulting grant agreement if awarded, and amending the 2026 Parks Division Capital Budget to allow for acceptance of up to $100,000 if awarded the grant. (District 4 and District 13)

Notes:

Sponsors:	Tag Evers And Michael E. Verveer	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:	CJ Ryan	**Hearing Date:**	
Entered by:	jaustin@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Parks Division	01/20/2026	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Finance Committee (2/2/26), Common Council (2/10/26)					

Text of Legislative File 91602

.Fiscal Note

The proposed resolution authorizes the Parks Division to apply for, and accept if awarded, grant funding from the State of Wisconsin Department of Natural Resources Recreational Trails Program for up to $100,000. The grant will fund a portion of the cost of improvements for the Madison LakeWay Project (Munis #17362) and requires a 20% match of $20,000. Match funding is available in the 2026 Adopted Parks Division Capital Budget in the Madison LakeWay Project. If awarded, the Parks Division's Capital Budget will be amended to reflect the award. No additional appropriation is required.

Title

Authorizing the Parks Division to apply for a Recreational Trails Program grant from the State of Wisconsin Department of Natural Resources for the Madison LakeWay Project, the Mayor

and City Clerk to sign the resulting grant agreement if awarded, and amending the 2026 Parks Division Capital Budget to allow for acceptance of up to $100,000 if awarded the grant. (District 4 and District 13)

Body

WHEREAS, the State of Wisconsin Department of Natural Resources aims to fund projects through the Recreational Trails Program that include the development and rehabilitation of trailside and trailhead facilities and trail linkages; and,

WHEREAS, the Lake Monona Waterfront Master Plan adopted by the Common Council on April 16, 2024 (Legislative File #81653) outlines improvements to the John Nolen Drive causeway that maximizes park space and creates a lakeside linear park that includes the development and rehabilitation of trailside facilities along the Capitol City Trail, as described as an eligible project in the application (the “Project”); and,

WHEREAS, the maximum award for the Recreational Trails Grant Program 2026 is $100,000 and the awardee is required to provide a twenty-percent match, which will be met by this Project; and,

WHEREAS, the redesigned linear park and trailside facilities will create a gateway experience for all types of users to enjoy the breathtaking views of the lake and the Madison city skyline whether using the path to move quickly from one part of town to the other or moving slowly through the space and pausing to rest.

NOW, THEREFORE, BE IT RESOLVED, that the City of Madison requests the funds and assistance available from the Wisconsin Department of Natural Resources under the Recreational Trails Grant Program 2026 for the Project and will comply with the state rules for the program if awarded the grant; and
BE IT FURTHER RESOLVED, that the Parks Division, after consultation with the City Attorney, is authorized, on behalf of the City, to apply for a grant of up to $100,000 through the Wisconsin Department of Natural Resources Recreational Trails Grant Program 2026 for the Project and sign all application materials; and,

BE IT FURTHER RESOLVED, that, if awarded the grant, the Mayor and City Clerk are authorized to enter into a grant agreement with the State of Wisconsin Department of Natural Resources, in a format approved by the City Attorney; and,

BE IT FURTHER RESOLVED that the City Parks Superintendent, or designee, is authorized to act on behalf of the City in the administration of the grant award, including submitting reimbursement claims along with necessary supporting documentation within 6 months of project completion date, submitting signed documents after consultation with the City Attorney where appropriate, and taking necessary action to undertake, direct and complete the Project; and

BE IT FURTHER RESOLED that, if awarded the grant, the City will comply with state or federal rules for the programs; may perform force account work; will maintain the completed project in an attractive, inviting, and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site; and,

BE IT FINALLY RESOLVED, that if the grant is awarded, the 2026 Parks Division Capital Budget shall be amended to appropriate the grant award and corresponding expenditures in the amount of the grant funds awarded, up to $100,000.

City of Madison

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

Master

File Number: 91606

File ID:	91606	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/20/2026
File Name:	Recreate the vacant 0.75 FTE Parks Worker, position #4656 in CG16/R04P, as a 1.0 FTE position, within the Parks Division operating budget.			**Final Action:**	

Title: Recreate the vacant 0.75 FTE Parks Worker, position #4656 in CG16/R04P, as a 1.0 FTE position, within the Parks Division operating budget.

Notes:

Sponsors:	Director of Human Resources	**Effective Date:**	
Attachments:	Finance Committee Memo - Parks Worker 0.75 to 1.0 FTE .pdf	**Enactment Number:**	
Author:	William Wick, Human Resources Analyst	**Hearing Date:**	
Entered by:	jortiz@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Human Resources Department	01/20/2026	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Finance Committee (2/2/26), Common Council (2/10/26)

Text of Legislative File 91606

Fiscal Note

The proposed resolution authorizes recreating the vacant position of Parks Worker (PCN #4656) from a 0.75 FTE to a 1.0 FTE. The estimated cost of the recreation is between $17,900-$21,500, including benefits. The Parks Division intends to fund the cost of this increase through their existing hourly wage and overtime wage budget. Parks and Finance will continue to monitor the costs and make any adjustments, if necessary, through the year-end resolution. At this time, no additional appropriation is required.

Title

Recreate the vacant 0.75 FTE Parks Worker, position #4656 in CG16/R04P, as a 1.0 FTE position, within the Parks Division operating budget.

Body

Resolution recreating the 0.75 FTE Parks Worker position, #4656 , currently vacant, in

CG16/R04P, to a 1.0 FTE position in CG16/R04, within the Parks Division operating budget, thereof.

TO: Finance Committee

FROM: Bill Wick, Human Resources

DATE: January 20, 2026

SUBJECT: Parks Division – Parks Maintenance Worker

Parks Superintendent Eric Knepp is requesting the recreation of a 0.75 FTE Parks Worker position, #4656, (CG16/R04P), currently vacant, to a 1.0 FTE position to provide added coverage and flexibility for increased needs related to Mall Concourse maintenance operations, including for recently added assets such as Lakefront Porch and Capital Centre Courtyard.

Following a review of the submitted materials, I recommend the 75% Parks Worker position (part-time class F206) be recreated as a 100% position in full-time classification F205 to better meet the needs of the Parks Division. Parks has been employing seasonal staff to support maintenance operations for recently added assets; however, in order to maintain consistent and high quality standards, Parks feels that these areas would be better served through the recreation of the permanent part-time Parks Worker position into an additional permanent full-time position. The Parks Division currently has four filled permanent full-time Parks Worker positions. In order to meet the customer service and maintenance needs associated with an increased service area, extra hours of work are needed for this part-time position. This increase in FTE will allow for more flexibility in scheduling and better meet service demands. As the position is currently vacant, the request is appropriate at this time to attract a wider pool of applicants through the additional benefits (health insurance, Wisconsin Retirement System, etc.) that will be available.

Recreation of a 0.75 FTE Parks Worker position to a higher level FTE may be authorized directly by the Finance Committee, according to Mayoral APM 2-4. Therefore, I am recommending recreation of a 0.75 FTE permanent part-time Parks Worker position, #4656, to a 1.0 FTE position in the full-time classification, within the Parking Division operating budget. The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Comp Group/Range	2026 Annual Minimum (Step 1)	2026 Annual Maximum (Step 5)	2026 Annual Maximum +12% longevity
16/04P (0.75 FTE)	$39,476.78	$43,660.11	$48,899.37
16/04	$52,635.70	$58,213.48	$65,199.16

cc: Eric Knepp – Parks Superintendent

Erin Hillson – Human Resources Director

Emaan Abdel-Halim – HR Services Manager

Kurt Rose – Employee and Labor Relations Manager

Local 6000

City of Madison

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

Master

File Number: 91610

File ID:	91610	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/21/2026
File Name:	Authorizing a loan of up to $100,000 to Tellurian, Inc. from the Community Facilities Loan Program to help finance leasehold improvements and authorizing the Mayor and City Clerk to sign an agreement for that purpose (District 13).			**Final Action:**	

Title: Authorizing a loan of up to $100,000 to Tellurian, Inc. from the Community Facilities Loan Program to help finance leasehold improvements and authorizing the Mayor and City Clerk to sign an agreement for that purpose (District 13).

Notes:

Sponsors:	John P. Guequierre, Barbara Harrington-McKinney And Dina Nina Martinez-Rutherford	**Effective Date:**	
Attachments:	2025 CFL Application Tellurian.pdf	**Enactment Number:**	
Author:	Linette Rhodes	**Hearing Date:**	
Entered by:	mbohrod@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Community Development Division	01/21/2026	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction

Notes: Finance Committee (2/16/26), Community Development Block Grant Committee (2/5/26), Common Council (2/24/26)

Text of Legislative File 91610

Fiscal Note

The proposed resolution authorizes a loan of up to $100,000 to Tellurian, Inc. to aid in building improvements at 702 W. Main St. The loan is part of the Community Facilities Loan (CFL) Program (2026 project #18013, capital program #13672), administered by the Community Development Division (CDD). CFL program guidelines establish up to the lesser of $100,000 or 50% of total eligible project costs for agencies committed to leasing the space for at least 10 years. Funding for the project described herein is available in CDD's 2026 Adopted Capital Budget ($1.0 million in General Fund-supported GO Borrowing). No additional City appropriation is required.

Title

Authorizing a loan of up to $100,000 to Tellurian, Inc. from the Community Facilities Loan Program to help finance leasehold improvements and authorizing the Mayor and City Clerk to sign an agreement for that purpose (District 13).

Body

Action Items

WHEREAS, the City of Madison's Community Facilities Loan (CFL) Program provides low-cost financing to support non-residential development projects undertaken by non-profit organizations in the City of Madison that involve the acquisition of property or substantial expansion, redevelopment, improvement or rehabilitation of property the organizations currently own or lease; and,

WHEREAS, the City's objective through the CFL Program is to create or improve safe, accessible, energy-efficient and well-maintained community and neighborhood facilities; and,

WHEREAS, Tellurian, Inc. offers programming and case management services focused on urgent behavioral health, substance use disorders, mental health, and housing support; and,

WHEREAS, Tellurian, Inc. seeks assistance through the CFL Program to help pay for building improvements that include converting space into a community based medication management clinic, office space for case managers (that previously worked at Williamson Street property), communal and individual space for client programming, and a nursing station to support a detox program; and,

WHEREAS, the new facility will enable Tellurian, Inc. to expand its comprehensive community based services and increase the number of individuals the agency is able to serve on a daily basis; and,

WHEREAS, as a non-profit organization that provides programming and services primarily to low- and moderate-income households, Tellurian, Inc. meets the eligibility requirements of the CFL Program; and,

WHEREAS, Tellurian, Inc. presents a total project budget of approximately $230,000 and the CFL Program guidelines offer financial assistance for leasehold improvements of up to the lesser of $100,000 or 50% of total eligible project costs for agencies committed to leasing the space for at least 10 years; and,

WHEREAS, awards offered under the CFL Program take the form of a zero percent forgivable loan, repayable upon a change of use or the termination of the lease contract prior to 10 years.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council authorizes a loan of up to $100,000 from the Community Facilities Loan Program to Tellurian, Inc. for the planned leasehold improvements of property located at 702 West Main Street, Madison; and,

BE IT FURTHER RESOLVED that the Council authorizes the Mayor and City Clerk to execute, deliver, publish, file and record such other documents, instruments, notices and records, and take such other actions as shall be deemed necessary or desirable to accomplish the purpose of this Resolution.

City of Madison

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

Master

File Number: 91610

COMMUNITY FACILITIES LOAN PROGRAM (CFL)

APPLICATION

- Applicants should read the CFL program guidelines document before completing this application.
- If you need support in a language other than English, please contact Community Development Division: cdd@cityofmadison.com who will help coordinate translation services.
- Applicants must be an already established non-profit corporation (Non-stock Corporation) organized under Chapter 181 of Wisconsin Statutes and in compliance with the Wisconsin Department of Financial Institutions (DFI).

Please note: the CFL program has a budget of $1,500,000. Once funds are exhausted, applications will no longer be accepted. Applications are considered on a first-come, first-served basis.

Questions can be directed to cdd@cityofmadison.com or to Community Development Grants Supervisor, Linette Rhodes, at lrhodes@cityofmadison.com or 608-261-9240.

Organization Name: Tellurian, Inc.

Contact Name: Steve Lawrence, CFO Phone: 608-334-4944

Contact Email: slawrence@tellurian.org

SAM/ Unique Entity Identifier # SF6NNLM3HLK1

Please select the option that best describes the nature of your project:

☐ Acquisition ☐ New Construction ☐ Rehabilitation- property owned

☐ Rehabilitation- Leased Space (5 year lease) ☑ Rehabilitation- Leased Space (10 year lease)

Project Address: 702 W. Main St Zip Code: 53715

Amount requested: $ 100,000

Please describe, in detail, the proposed project:

In November of 2025, Tellurian plans to enter into a 10 year lease at 702 W. Main St. The intended use of this space is twofold: 1) Expand our current "Community Intervention Team's" case management and psychiatric services and 2) Move our current Detox & Withdrawal Management services to a sustainable location with a focus on harm reduction. Moving and expanding our case management offices from Williamson St. to Main St., will allow Tellurian to move the residents currently residing at the SRO located at 1053 Williamson Street to different locations.

The proposed project entails converting the 1st floor of the building into a community based medication management clinic with office space for ten case managers, an APN/Psychiatrist, licensed counselor, and a certified Peer Support Specialist. The renovation of the 1st floor will provide communal and individual space (medication desk, group room, day room) for clients. Remodeling costs associated with the project include: Demolition of existing floor plan and installing 18 interior walls, preparation and installation of new LVP flooring, painting of new and existing walls, doors and ceilings, prepare build-put for electrical upgrades, install new porcelain tile in front entrance, install emergency lights, upgrade exits with fire doors, install a nursing station on the 2nd floor, and make improvements to the parking structure located on site.

How will this project affect your organization?

The project plan will further Tellurian's goal of service line diversification by expanding our comprehensive community based services and increasing the number of individuals we can serve on a daily basis. Diversification provides additional security against market fluctuation and recruiting and retaining staff. This project is also in-line with Tellurian's mission of serving the indigent. Additionally, the project will provide a sustainable operational model for our detox/withdrawal management services.

How will this project impact the community you serve?

By expanding and centralizing our community case management programs at 702 W. Main Street, Tellurian would improve our continuity of care between programs, expand targeted case management services to high risk individuals, and offer additional medication management/psych services every week at our Med Psych clinic. Currently there is a 2-3 month wait list for CCS services and this project would directly reduce wait times for approximately 100 individuals in the community. Moving our Detox/withdrawal management program to the Main St. location will assure of the continuation of the withdrawal management program and provide this valuable service in a "harm-reduction" model. Approximately90% of the individuals served will benefit those with household incomes at or below the 80% of the County median income. Moving the withdrawal management facility will also benefit the Madison Police Department and other city services staff by reducing officer "down time" at emergency rooms, allowing the police to better serve the community. Moving office space and a 15 unit SRO away form Williamson Street will also provide the residents and visitors a safer environment. The move will Improve the safety and experience for the Willy st. community.

How will this project impact your operations?

Expanding our community based case management services, Tellurian will be in position to seek out Targeted Case Management contracts (TCM) which can serve individuals who not qualify for CCS services but will benefit those with household incomes below 80% of the County Median income. The additional space and service delivery will improve internal coordination and referrals resulting in additional services to individuals in need, in a timely manner. The project will also provide an opportunity to expand case management services such as employment preparation.

Project Timeline

Description	Projected Dates (Mo/Yr)
Acquisition/Real Estate Closing	N/A
Rehab/Construction Bid Publishing	09/2025
Construction/Rehab Start	10/2025
Construction/Rehab Completion	11/2025
Services or Programming Start Date	12/2025

SOURCES AND USES OF FUNDS

This is a statement of how much money is required to complete the project, its source, and how it will be used. By definition, sources must equal uses.

SOURCES OF FUNDS	Amount	Source: Lender, Grantor, etc.
Permanent Loan:		
Subordinate Loan:		
Subordinate Loan:		
City Financing Requested:	100,000.00	
Project Equity (own funds):	50,000.00	
Other:	80,000.00	Grantor
TOTAL SOURCES:	230,000.00	
Construction Financing		
Construction Loan:		
Bridge Loan:		
Other:		
TOTAL:	230,000.00	

USES OF FUNDS	Amount	Source
Purchase Building:		
Build-out (if new purchase):		
Renovations/improvements (existing building):	230,000.00	City of Madison, Grantor, and project equity
Equipment purchase:		
Other:		
TOTAL USES:	230,000.00	

All Applications:

- All applications must submit an Operating Plan, Offer to Purchase or Contractor Bids, and executed Lease, if applicable.
- All applications must submit evidence of other funding sources secured for the project.
- Funded applicants are responsible for complying with all of the terms and conditions outlined in the CFL Program Guidelines.
- Applications to the Community Facilities Loan Program will be considered on a first-come, first-served basis.
- Final approval of funds will be awarded, via a Resolution, by the City's Common Council with recommendations from the CDBG Committee. Timeline for a commitment of funds is contingent upon committee's schedule.

APPLICATION CERTIFICIATION

The Applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of the City of Madison Community Facilities Loan Program and is true and complete to the best of the applicant's knowledge and belief.

Signature Date: 10/22/2025

Applications must be submitted to the Community Development Division by email:
cdd@cityofmadison.com

Ritchie Renovations Inc

Estimate

P. O. Box 590
Sun Prairie, Wi. 53590

scott@ritchierenovation.com

Date	Estimate #
9/25/2025	214

Name / Address
Tellurian 702 Main Street Madison WI

Project

Item	Description	Qty	Rate	Total
	Jake's Place Bldg 702 West Main St Madison, Wi. 53715			
02.10 Demo	Demo- all existing furniture and unneeded equipment and dispose of to include- Bedding Furniture cabinets	1	6,500.00	6,500.00
23 Floor Coverings	Demo Existing / Supply and install new LVP in areas as directed . Product/ Gravity 20 mil wear layer Color/Boston includes shipping and handling	6,100	10.52	64,172.00
additional work	Additional floor prep needed for areas where LVP flooring is installed. Scrape floors clean from existing glue . resurface all areas with cementious product	1	11,000.00	11,000.00
23 Floor Coverings	Remove existing Flooring / Supply and install new carpet tiles Product- Victory Tile 19.6x19.6 746 Carpet tile includes shipping and handling	460	32.00	14,720.00
Rubber Base	Remove existing /Supply and install new 4" cove base as needed Product- Roppe 1/8"x 4" cove base Color- Burnt Umber	2,760	3.00	8,280.00
12 Doors & Trim	Provide 2 fire doors 2cd floor to meet code and install	2	6,800.00	13,600.00
16 Electrical & ...	Provide 3 emergency lights at door location and additional at exit door move outlets to accommodate new tv locations	1	4,500.00	4,500.00
21 Cabinets & V...	Supply and install new Quartz Counter top at Nurses Station	1	4,000.00	4,000.00

	Total

Ritchie Renovations Inc

Estimate

P. O. Box 590
Sun Prairie, Wi. 53590

scott@ritchierenovation.com

Date	Estimate #
9/25/2025	214

Name / Address
Tellurian 702 Main Street Madison WI

Project

Item	Description	Qty	Rate	Total
18 Interior Walls	Supply all materials and labor needed to build out office space per spec - Drawings to be submitted and approved before construction starts 1. Basement level entry 2. 1st Floor front desk, / employee lounge 3. 2cd floor office partition walls	1	32,500.00	32,500.00
24.2 drywall prep	Remove existing VWC / all signage/ Electrical plates /Hardware and prep walls to receive new paint floors 1-2	1	4,000.00	4,000.00
24 Paint	Paint all walls / doors/ ceilings as needed 1st-2cd floor	1	18,000.00	18,000.00
10 Exterior Trim...	Resurface columns @ parking lot provide new aluminum corner guards	1	2,800.00	2,800.00
Tile Installation	Remove existing /Supply and install new Porcelain tile @ entry 250 SQ. Ft. Product- Sahara Sand 12x24 grout- Fa-11 S Beige	250	17.50	4,375.00
Administrative ...	Project Management- 2200. 00 weekly	8	2,200.00	17,600.00
Administrative ...	Insurance	1	16,560.00	16,560.00
25/Furniture Ins...	Install new furniture /desk/partitions as needed	1	5,200.00	5,200.00
33/Trash-Debis ...	Remove all associated debris	1	2,200.00	2,200.00
		Total		$230,007.00

Tellurian
BEHAVIORAL HEALTH

5900 Monona Drive | Suite #300 | Madison, Wisconsin | 5

(608) 663-2120 | Telluria

Operational Plan

702 W. Main St.

Building Use

The 1st floor of the building will be used for our Community Intervention Team (CIT) and Med-Psych clinic. These programs have been in existence for over 20 years and are moving operations to Main St. in order to expand services to the community. CIT is currently comprised of six case managers, an RN and part-time psychiatrist. Programming consists primarily of providing comprehensive case management services to low-income adults suffering from mental illness, substance abuse disorders and unstable housing as well as a 1x/week medication management/psychiatric clinic Tellurian plans to double the number of case managers over the next two years and offer med management/psychiatric services multiple days per week.

Hours of operation will be Monday-Friday from 8am-430pm as well as 24 hour on-call services.

The 2nd floor of the building will be used for our Detox/Withdrawal Management unit. This facility was previously located at Industrial Drive (Madison) for over 35 years. The detox facility provide both voluntary and involuntary detox and medically monitored withdrawal management services to primarily low-income adults suffering from substance abuse disorders. The facility will also provide those seeking SUD treatment, a safe environment prior to treatment.

This facility will operate 24 hours/day, 365 days/year

Maintenance

Tellurian employs two full-time maintenance workers and will utilize contracted service providers for landscape and snow removal.

Staffing

The CIT program is staffed with case managers/social workers, a supervisor, RN, CNA, and a psychiatrist.

The withdrawal management program staffing is dictated by WI statute 75.57, which requires 24-hour nursing, AODA counselors, MD supervision and 24 hour medical on-call services.

Financials

The CIT program has been operating for over 20 years under a sustainable financial model. The demand for services is beyond current capacity and the program will expand personnel and services to meet the demand.

The Withdrawal Management program requires operational and contract restructuring to become sustainable. The move to the Main Street location will allow for such restructuring and also provide opportunities for operating grant funds, otherwise not available at the Industrial drive location.

2026 BUDGETS – Followng pages

Tellurian, Inc.
Community Intervention Team
2026 Budget

	Budget
REVENUES	
CONTRACTS WITH GOVT AGENCIES	
Total CONTRACTS WITH GOVT AGENCIES	$ 1,275,000
OTHER REVENUE	25,000
Total REVENUES	1,300,000
EXPENDITURES	
PERSONNEL	
WAGES	650,000
TAXES	52,000
BENEFITS	125,000
Total PERSONNEL	827,000
OPERATING	
INSURANCE	14,103
PROFESSIONAL FEES	51,995
OFFICE/POSTAGE & PRINT	3,869
LEASING & FURNISHINGS & EQUIPMENT	6,476
COMMUNICATIONS	12,122
TRAINING EXPENSES	5,855
VEHICLE EXPENSES	41,978
HOUSEHOLD & FOOD	1,621
CLIENT SUPPLIES	3,500
PROGRAM EXPENSES	8,286
DEPRECIATION & TAXES	4,150
Total OPERATING	153,955
SPACE	
RENT	
UTILITIES	90,000
MAINTENANCE & REPAIRS	12,061
LEASEHOLD MPROVEMENT DEPRECIATION	23,504
Total SPACE	125,565
Total OPERATING EXPENDITURES	1,106,520
ADMINISTRATIVE	165,978
TOTAL EXPENDITURES	1,272,498
NET REVENUES AND EXPENDITURES	$ 27,502

COMMERCIAL LEASE AGREEMENT

This Lease Agreement ("Lease") is entered into as of **December 1, 2025**, by and between:

Landlord:
TFI, Foundation, Inc.
5900 Monona Drive, Suite 300, Madison WI 53716
("Landlord")

Tenant:
Tellurian, Inc.
702 W. Main Street, Madison, WI 53715
("Tenant")

Landlord and Tenant may each be referred to individually as a "Party" and collectively as the "Parties."

---

1. Premises

Landlord hereby leases to Tenant, and Tenant hereby leases from Landlord, the real property and improvements located at **702 W. Main Street, Madison, WI 53715** (the "Premises").

---

2. Term

The term of this Lease shall be **ten (10) years**, commencing on **December 1, 2025** ("Commencement Date"), and ending on **November 30, 2035** ("Expiration Date"), unless earlier terminated in accordance with this Lease.

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3. Rent

Tenant agrees to pay to Landlord, as rent for the Premises, the sum of **$15,000 per month ("Base Rent")** for the first year of the Term, payable in advance on the first (1st) day of each calendar month during the Term.

Beginning with the second Lease Year and on each anniversary of the Commencement Date thereafter, the monthly rent shall increase by **three percent (3%)** over the rent payable for the immediately preceding Lease Year.

All rent payments shall be made to Landlord at the address designated in writing by Landlord.

4. Intended Use of Premises

Tenant shall use the Premises solely for **human services, administrative, clinical, educational, counseling, and other related program operations consistent with the nonprofit mission of Tellurian, Inc.**

The Tenant's operations shall be conducted in a manner consistent with its **501(c)(3) charitable status** and applicable laws and regulations governing nonprofit organizations.

Tenant shall not use or permit the Premises to be used for any purpose that is unlawful, hazardous, or inconsistent with the foregoing intended charitable and programmatic purposes, without the prior written consent of Landlord.

5. Maintenance and Repairs

Tenant shall be responsible for all general maintenance, janitorial services, and routine repairs necessary to keep the Premises in good condition and repair, including HVAC systems, plumbing, fixtures, equipment, and any tenant improvements.

Landlord shall be responsible for all structural and capital improvements, including the roof, foundation, and exterior walls, as well as any major capital repairs or replacements required to maintain the integrity of the building.

6. Utilities

Tenant shall be responsible for payment of all utilities serving the Premises, including but not limited to electricity, gas, water, sewer, internet, and waste removal, unless otherwise agreed in writing.

7. Taxes and Insurance

Landlord shall be responsible for all real estate taxes and assessments on the Premises.

Tenant shall maintain commercial general liability insurance in an amount not less than **$1,000,000 per occurrence** and **$2,000,000 aggregate**, naming Landlord as additional insured.

8. Alterations and Improvements

Tenant shall not make any structural alterations or improvements to the Premises without prior written consent of Landlord.

All permanent improvements shall become the property of Landlord upon termination of the Lease unless otherwise agreed.

---

9. Assignment and Subletting

Tenant shall not assign, transfer, or sublet any part of the Premises without the prior written consent of Landlord, which shall not be unreasonably withheld.

---

10. Default

Failure by Tenant to pay rent or otherwise perform any term, covenant, or condition of this Lease shall constitute a default.

Landlord may terminate this Lease after giving Tenant written notice and a reasonable opportunity to cure, in accordance with applicable law.

---

11. Indemnification

Tenant agrees to indemnify and hold harmless Landlord from any and all claims, damages, or liabilities arising out of Tenant's use or occupancy of the Premises, except to the extent caused by Landlord's negligence or willful misconduct.

---

12. Termination and Renewal

Tenant shall have the option to renew this Lease for an additional term of **five (5) years** upon written notice to Landlord at least **180 days** prior to the expiration of the initial term, upon mutually agreed rental terms.

---

13. Governing Law

This Lease shall be governed by and construed in accordance with the laws of the **State of Wisconsin**.

---

14. Entire Agreement

This Lease contains the entire agreement between the Parties and supersedes all prior agreements, understandings, or representations.

Any amendments must be in writing and signed by both Parties.

---

15. Notices

All notices required or permitted under this Lease shall be in writing and delivered personally, by certified mail, or by recognized courier service to the addresses listed above (or any updated address provided in writing).

---

16. Signatures

IN WITNESS WHEREOF, the Parties have executed this Lease Agreement as of the date first written above.

LANDLORD:	**TENANT:**
TFI	**Tellurian, Inc.**
By: _____	By: _____
Tom Spitz, Board President	Kevin Florek, President and CEO
Date: 10/25/25	Date: 10/25/25

EXHIBIT A – RENT SCHEDULE

Lease Year	Monthly Rent ($)	Annual Rent ($)
1	15,000.00	180,000.00
2	15,450.00	185,400.00
3	15,913.50	190,962.00
4	16,390.91	196,690.95
5	16,882.64	202,591.65
6	17,389.12	208,669.39
7	17,910.80	214,929.49
8	18,448.12	221,377.43
9	19,001.56	228,018.68
10	19,571.61	234,858.77

City of Madison

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

Master

File Number: 91611

File ID:	91611	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/21/2026
File Name:	Meadowridge Library Lease			**Final Action:**	

Title: Authorizing the execution of a first lease amendment with Meadowood Baceline, LLC for the continued operation of the MEADOWRIDGE BRANCH LIBRARY at the Meadowood Shopping Center located on Raymond Road. (District 10)

Notes: MeadowridgeLibraryLease

Sponsors:	Yannette Figueroa Cole	**Effective Date:**	
Attachments:	Exhibit-1.pdf	**Enactment Number:**	
Author:	Claire MacLachlan, Kristine Koval	**Hearing Date:**	
Entered by:	mglaeser@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	01/21/2026	Referred for Introduction				

Action Text: This Ordinance was Referred for Introduction
Notes: Finance Committee (2/16/26), Madison Public Library Board (2/5/25), Common Council (2/24/26)

Text of Legislative File 91611

Fiscal Note
Fiscal note pending.

Title
Authorizing the execution of a first lease amendment with Meadowood Baceline, LLC for the continued operation of the MEADOWRIDGE BRANCH LIBRARY at the Meadowood Shopping Center located on Raymond Road. (District 10)

Body
WHEREAS, the City of Madison (the “City”) and MLG Capital Meadowood LLC (current owner is Meadowood Baseline LLC (the “Lessor”)) are parties to a certain lease approved by the City on April 17, 2013-File No. 30958 and RES-13-00248. The lease is dated July 17, 2013 and recorded on July 17, 2013 with the Dane County Register of Deeds as Document No. 5010606 (the “Lease”); and

WHEREAS, the City and the Lessor desire to enter into a first amendment to the Lease (the "First Amendment") to allow for the City's continued use to operate the Meadowridge Library Branch (the "MBL") in the commercial building known as Meadowood Plaza (the "Shopping Center") located at 5704-5750 Raymond Road; and

WHEREAS, the MBL's Leased Premises space totals 11,625 sq. ft-approximately 8,487 sq. ft. of space is located at 5726 Raymond Road (the "MBL Space") and 3,138 square feet of space located at 5734 Raymond Road (the "Shared Space"). The Shared Space is used jointly by the MBL and the Meadowood Neighborhood Center (the "MNC"). The MBL and the MNC share in the payment of Base Rent and other occupancy costs relating to the Shared Space in accordance with the agreed upon MOU with MSCR, the operator of the Meadowood Neighborhood Center; and

WHEREAS, all three Options to Renew, as defined in the Lease, were exercised by the City and the Lease will expire on December 31, 2026; and

WHEREAS, the City and the Lessor have agreed to the lease terms and conditions of a First Amendment to the Lease as outlined in this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Clerk are authorized to execute on behalf of the City ("Lessee") a First Amendment to the Lease agreement with Meadowood Baseline LLC on substantially, though not exclusively, the terms and conditions attached to this resolution as **Exhibit I - First Amendment to Lease**.

BE IT FINALLY RESOLVED that the City's Common Council hereby authorizes the Mayor and City Clerk to execute, deliver and record a First Amendment to the Lease and take any further action required to accomplish the purpose of this resolution in a form approved by the City Attorney.

EXHIBIT I

FIRST AMENDMENT LEASE TERMS- Meadowridge Branch Library (91611)

These terms outlined below were agreed to in an executed letter of intent between the parties, and will be incorporated into a First Amendment by amending the respective sections and/or paragraphs therein, in the Lease, substantially but not exclusively on the following terms and conditions in a form approved by the City Attorney:

Extended Lease Term (Section 2): Five (5) years commencing on January 1, 2027 (the "Extended Lease Term Commencement Date").

Extended Lease Term Renewal Options (Section 3): City shall have the option to renew the Extended Lease Term for (3) Three, (2) Two year options at continued 3% annual escalations for the Base Rental rate.

Base Rent (Section 4): $9.79 per square foot with 3% annual escalations. See the Base Rent schedule below for the Extended Lease Term and Extended Lease Term Renewal Options periods:

Extended Lease Term-5 Year Period	Base Rent per SF	Monthly Base Rent	Annual Base Rent
January 01, 2027 - December 31, 2027	$ 9.79	$9,484.06	$113,808.75
January 01, 2028 - December 31, 2028	$ 10.08	$9,768.58	$117,223.01
January 01, 2029 - December 31, 2029	$ 10.39	$10,061.64	$120,739.70
January 01, 2030 - December 31, 2030	$ 10.70	$10,363.49	$124,361.89
January 01, 2031 - December 31, 2031	$ 11.02	$10,674.40	$128,092.75
Extended Lease Term Renewal Options-three (3) successive options of two (2) years each			
Extended Lease Term Renewal Option 1			
January 01, 2032 - December 31, 2032	$ 11.35	$10,994.63	$131,935.53
January 01, 2033 - December 31, 2033	$ 11.69	$11,324.47	$135,893.60
Extended Lease Term Renewal Option 2			
January 01, 2034 - December 31, 2034	$ 12.04	$11,664.20	$139,970.41
January 01, 2035 - December 31, 2035	$ 12.40	$12,014.13	$144,169.52
Extended Lease Term Renewal Option 3			
January 01, 2036 - December 31, 2036	$ 12.77	$12,374.55	$148,494.61
January 01, 2037 - December 31, 2037	$ 13.16	$12,745.79	$152,949.44

Rent Commencement (Sections 4 and 5):

Extended Lease Term Base Rent and Additional Rent shall commence on January 1, 2027

Lessor Work (Section 8):

Lessor will at Lessor's sole cost complete the following work within 60 days of the execution of the First Amendment:

- Replace 10 ton HVAC unit Serial #803102286.
- Replace the back door frame inside and out on both doors.
- Replace water heater as soon as possible since it is not working.
- Add electrical outlets to exterior box.
- Allow the thermostat controls to adjust temperature for a larger window of temperature.
- Repair the cause(s) of the RTU being in alarm mode and tripping a lot and determine if there is internet connection to the controls.
- Add proper heat tape to Air Intake pipes on roof to prevent freezing.

The Lessor also agrees to repair the roof leaks over the Leased Premises in the areas outlined in its roof consultant report by the first quarter of 2026, weather permitting. Lessor agrees to maintain the roof in good condition and shall make repairs and replacements as required.

Notices (Section 24):

The Lease will be updated to allow for the use of electronic mail as a means of providing a Notice and to update the current contact information therein.

END OF EXHIBIT I

City of Madison

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

Master

File Number: 91612

File ID:	91612	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/21/2026
File Name:	Meadowood Neighborhood Center Lease			**Final Action:**	

Title: Authorizing the execution of a first lease amendment with Meadowood Baceline, LLC for the continued operation of the MEADOWOOD NEIGHBORHOOD CENTER at the Meadowood Shopping Center located on Raymond Road . (District 10)

Notes: MeadowoodNCLease

Sponsors:	Yannette Figueroa Cole	**Effective Date:**	
Attachments:	Exhibit-1.pdf	**Enactment Number:**	
Author:	Claire MacLachlan, Kristine Koval	**Hearing Date:**	
Entered by:	mglaeser@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	01/21/2026	Referred for Introduction				

Action Text: This Ordinance was Referred for Introduction
Notes: Finance Committee (2/16/26), Common Council (2/24/26)

Text of Legislative File 91612

Fiscal Note

Fiscal note pending.

Title

Authorizing the execution of a first lease amendment with Meadowood Baceline, LLC for the continued operation of the MEADOWOOD NEIGHBORHOOD CENTER at the Meadowood Shopping Center located on Raymond Road . (District 10)

Body

WHEREAS, the City of Madison (the “City”) and MLG Capital Meadowood LLC (current owner is Meadowood Baseline LLC (the “Lessor”)) are parties to a certain lease approved by the City on April 17, 2013-File No. 30958 and RES-13-00248. The lease is dated July 17, 2013 and recorded on July 26, 2013 with the Dane County Register of Deeds as Document No. 5010607 (the “Lease”); and

WHEREAS, the City and the Lessor desire to enter into a first amendment to the Lease (the

"First Amendment") to allow for the City's continued use to operate the Meadowood Neighborhood Center (the "MNC") in the commercial building known as Meadowood Plaza (the "Shopping Center") located at 5704-5750 Raymond Road; and

WHEREAS, MNC's Leased Premises located at 5740 Raymond Road totals 5,940 square feet. The MNC also jointly uses 3,138 square feet of space located at 5734 Raymond Road (the "Shared Space") with the Meadowridge Library Branch ("the MBL"). The MBL and the MNC share in the payment of Base Rent and other occupancy costs relating to the Shared Space in accordance with the agreed upon MOU with MSCR, the operator of the Meadowood Neighborhood Center; and

WHEREAS, all three Options to Renew, as defined in the Lease, were exercised by the City and the Lease will expire on December 31, 2026; and

WHEREAS, the City and the Lessor have agreed to the lease terms and conditions of a First Amendment to the Lease as outlined in this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Clerk are authorized to execute on behalf of the City ("Lessee") a First Amendment to the Lease agreement with Meadowood Baseline LLC on substantially, though not exclusively, the terms and conditions attached to this resolution as **Exhibit I - First Amendment to Lease**.

BE IT FINALLY RESOLVED that the City's Common Council hereby authorizes the Mayor and City Clerk to execute, deliver and record a First Amendment to the Lease and take any further action required to accomplish the purpose of this resolution in a form approved by the City Attorney.

EXHIBIT I

FIRST AMENDMENT LEASE TERMS- Meadowood Neighborhood Center (91612)

These terms outlined below were agreed to in an executed letter of intent between the parties, and will be incorporated into a First Amendment by amending the respective sections and/or paragraphs therein, in the Lease, substantially but not exclusively on the following terms and conditions in a form approved by the City Attorney:

Extended Lease Term (Section 2): Five (5) years commencing on January 1, 2027 (the "Extended Lease Term Commencement Date").

Extended Lease Term Renewal Options (Section 3): City shall have the option to renew the Extended Lease Term for (3) Three, (2) Two year options at continued 3% annual escalations for the Base Rental rate.

Base Rent (Section 4): $9.79 per square foot with 3% annual escalations. See the Base Rent schedule below for the Extended Lease Term and Extended Lease Term Renewal Options periods:

Extended Lease Term-5 Year Period	Base Rent per SF	Monthly Base Rent	Annual Base Rent
January 01, 2027 - December 31, 2027	$ 9.79	$4,846.05	$58,152.60
January 01, 2028 - December 31, 2028	$ 10.08	$4,991.43	$59,897.18
January 01, 2029 - December 31, 2029	$ 10.39	$5,141.17	$61,694.09
January 01, 2030 - December 31, 2030	$ 10.70	$5,295.41	$63,544.92
January 01, 2031 - December 31, 2031	$ 11.02	$5,454.27	$65,451.26
Extended Lease Term Renewal Options-three (3) successive options of two (2) years each			
Extended Lease Term Renewal Option 1			
January 01, 2032 - December 31, 2032	$ 11.35	$5,617.90	$67,414.80
January 01, 2033 - December 31, 2033	$ 11.69	$5,786.44	$69,437.25
Extended Lease Term Renewal Option 2			
January 01, 2034 - December 31, 2034	$ 12.04	$5,960.03	$71,520.36
January 01, 2035 - December 31, 2035	$ 12.40	$6,138.83	$73,665.97
Extended Lease Term Renewal Option 3			
January 01, 2036 - December 31, 2036	$ 12.77	$6,323.00	$75,875.95
January 01, 2037 - December 31, 2037	$ 13.16	$6,512.69	$78,152.23

Rent Commencement (Sections 4 and 5):

Extended Lease Term Base Rent and Additional Rent shall commence on January 1, 2027.

Lessor Work (Section 8):

Lessor will at Lessor's sole cost complete the following work within 60 days of the execution of the First Amendment, except as noted below:

- Replace lighting in Leased Premises with new LED fixtures within 120 days of First Amendment execution.
- Replace back door frame inside and out.
- Patch concrete divots and crack lines.
- Repair/Replace 3 electrical outlets that are not functioning on art gallery wall.
- Repair drywall tape in the ceiling, patch and paint.
- Add proper heat tape to Air Intake pipes on roof to prevent freezing
- Replace dumpster asphalt in trash corral and adjacent area outside corral if damaged.
- The Lessor also agrees to repair the roof leaks over the Leased Premises in the areas outlined in its roof consultant report by the first quarter of 2026, weather permitting. Lessor agrees to maintain the roof in good condition and shall make repairs and replacements as required.

Notices (Section 24):

The Lease will be updated to allow for the use of electronic mail as a means of providing a Notice and to update the current contact information.

END OF EXHIBIT I

City of Madison

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

Master

File Number: 91615

File ID:	91615	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/21/2026
File Name:	Awarding up to $2,970,000 of City Affordable Housing Funds, up to $2,990,450 in Federal HOME Investment Partnerships Program (HOME) Funds, up to $300,000 in Federal Community Development Block Grant (CDBG) Funds, and up to $50,000 in City Levy Funds, all			**Final Action:**	

Title: Awarding up to $2,970,000 of City Affordable Housing Funds, up to $2,990,450 in Federal HOME Investment Partnerships Program (HOME) Funds, up to $300,000 in Federal Community Development Block Grant (CDBG) Funds, and up to $50,000 in City Levy Funds, all authorized in the City's 2026 Adopted Capital and Operating Budgets, to finance the development of up to 27 affordable owner-occupied housing units and fund five (5) homeownership service programs, and authorize the sale of ten (10) City-owned vacant residential lots as the recommended outcomes of a competitive Request for Proposals (RFP) process conducted by the Community Development Division; and authorizing the Mayor and City Clerk to enter into agreements to implement the approved development and service activities. (District 15, District 16 & Citywide)

Notes:

Sponsors:	John P. Guequierre, Barbara Harrington-McKinney And Dina Nina Martinez-Rutherford	**Effective Date:**	
Attachments:	26.01.12 DRAFT Memo to CDBG Cmte Homeownership RFP.doc, Exhibit - Purchase and Sale Agreement.pdf	**Enactment Number:**	
Author:	Linette Rhodes	**Hearing Date:**	
Entered by:	mbohrod@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Community Development Division	01/21/2026	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Finance Committee (2/16/26), Community Development Block Grant Committee (2/5/26), Common Council (2/24/26)

Text of Legislative File 91615

Fiscal Note

The proposed resolution approves the funding allocations recommended by the Community Development Division (CDD) as a result of the 2025 Affordable Homeownership Request for Proposals (RFP): Financing for Affordable Homeownership Development, Programs, and Services.

Funding for the contracts outlined in the proposed resolution total $6,310,450. The contracts would utilize up to the amounts listed below in each of the funds:

Affordable Housing Fund (MUNIS capital program #17110): $2,970,000
HOME (MUNIS operating program #72000): $2,990,450
Community Development Block Grants (MUNIS operating program #71000): $300,000
General Fund (MUNIS operating account #67214-54820-00000): $50,000

CDD's 2026 Adopted Capital and Operating Budgets and carryforward in the Community Development Grants Fund from 2025 will sufficiently cover these contracts. No additional appropriation is required.

Title

Awarding up to $2,970,000 of City Affordable Housing Funds, up to $2,990,450 in Federal HOME Investment Partnerships Program (HOME) Funds, up to $300,000 in Federal Community Development Block Grant (CDBG) Funds, and up to $50,000 in City Levy Funds, all authorized in the City's 2026 Adopted Capital and Operating Budgets, to finance the development of up to 27 affordable owner-occupied housing units and fund five (5) homeownership service programs, and authorize the sale of ten (10) City-owned vacant residential lots as the recommended outcomes of a competitive Request for Proposals (RFP) process conducted by the Community Development Division; and authorizing the Mayor and City Clerk to enter into agreements to implement the approved development and service activities. (District 15, District 16 & Citywide)

Body

Background
The City of Madison's adopted Capital and Operating Budgets include funding to support the development of affordable homeownership opportunities and to provide housing services that assist low- and moderate-income households in accessing and sustaining homeownership. These investments advance the City's housing affordability goals and are administered by the Community Development Division (CDD) in alignment with adopted City plans, including the 2025-2029 Five-Year Consolidated Plan.
On August 1, 2025, the Community Development Division released the 2025 Affordable Homeownership Request for Proposals (RFP), Financing for Affordable Homeownership Development, Programs, and Services. The RFP solicited applications for City financial assistance to support affordable homeownership development projects and housing service programs. Eligible activities included development of affordable owner-occupied units, down payment and mortgage (homebuyer) assistance, minor rehabilitation programs, and homebuyer education. These activities intend to reduce barriers to homeownership for households at or below 80% of area median income (AMI).
This Resolution authorizes the commitment of City and City-administered Federal funds; the execution of loan agreements, service contracts and the sale of City-owned lots where applicable; and limited authority for reimbursement of eligible housing service expenses incurred prior to contract execution for Urban League of Greater Madison, Inc.'s Financial

Literacy and Homebuyer Education program and Project Home, Inc.'s Minor Home Repair program, as further described in the Action section below.

CDD received seventeen (17) proposals, responding to various preferences and goals set forth in the RFP. Twelve (12) of the seventeen (17) proposals were deemed most responsive to those goals and preferences and are recommended to receive funding. They include:

1. Allocating up to $800,000 in City of Madison Affordable Housing Funds (AHF) to Anchorhaus Development LLC, or an affiliate LLC, in partnership with Madison Area Community Land Trust, Inc., to support the development of four (4) permanently affordable owner-occupied homes in the Owl Creek neighborhood, and authorizing the City to sell the lots located at 4301 and 4307 Valor Way to Anchorhaus Development LLC, or an affiliate LLC.
2. Allocating up to $800,000 in City AHF to Kaba Baal LLC, or an affiliate LLC, in partnership with Madison Area Community Land Trust, Inc., to support the development of four (4) permanently affordable owner-occupied homes in the Owl Creek neighborhood, and authorizing the City to sell the lots located at 5109 and 5117 Great Gray Dr to Kaba Baal LLC, or an affiliate LLC.
3. Allocating up to $800,000 in City AHF to Wisconsin Partnership for Housing Development, Inc., in partnership with Madison Area Community Land Trust, Inc., to support the development of four (4) permanently affordable owner-occupied homes in the Owl Creek neighborhood, and authorizing the City to sell the lots located at 4314 and 4320 Valor Way to Wisconsin Partnership for Housing Development, Inc.
4. Allocating up to $200,000 in City AHF to Tri-State Custom Construction LLC., or an affiliate LLC, to support the development of one (1) affordable owner-occupied home in the Owl Creek neighborhood, and authorizing the City to sell the lot located at 5133 Great Gray Drive to Tri-State Custom Construction LLC., or an affiliate LLC.
5. Allocating up to $190,000 in City AHF to the Ho-Chunk Nation Department of Housing, or, at the discretion of the Community Development Division, to an income-qualified first-time homebuyer selected by the Ho-Chunk Nation Department of Housing and approved by the City, to support the development of two (2) affordable owner-occupied homes in the Owl Creek neighborhood; and authorizing the City to sell the lots located at 4307 Crested Owl Drive and 4308 Valor Way to the Ho-Chunk Nation Department of Housing, or to such income-qualified first-time homebuyer, under terms established by the City.
6. Allocating up to $86,200 to Habitat for Humanity of Dane County, Inc. in HOME Investments Partnerships Program (HOME) Funds to support the development of two (2) affordable owner-occupied homes in the Owl Creek neighborhood, and authorizing the City to sell the lot located at 5109 Horned Owl Drive to Habitat for Humanity of Dane County, Inc.
7. Allocating up to $2,538,050 to Madison Area CLT Corporation in HOME Funds to support the development of twelve (12) affordable owner-occupied townhomes within the Voit Farm Development
8. Allocating up to $300,000 in Community Development Block Grant (CDBG) funds to Project Home, Inc. to support a minor home repair program for income-qualified homeowners
9. Allocating up to $50,000 in City levy funds to Urban League of Greater Madison, Inc. to support its financial literacy and homebuyer education program for first-time homebuyers
10. Allocating up to $86,200 in federal HOME funds to Habitat for Humanity of Dane County, Inc. to support the provision of down payment assistance to income-qualified

first-time homebuyers

11. Allocating up to $180,000 in City AHF funds to the Ho-Chunk Nation Department of Housing, or, at the discretion of the Community Development Division, to an income-qualified first-time homebuyer selected by the Ho-Chunk Nation Department of Housing and approved by the City, to support the provision of down payment assistance to income-qualified first-time homebuyers
12. Allocating up to $280,000 in federal HOME Investment Partnerships Program (HOME) funds to Urban League of Greater Madison Inc. to support the provision of down payment assistance to income-qualified first-time homebuyers

ACTION

WHEREAS, in order to advance the City's objective of expanding access to affordable homeownership and improving housing stability for income-qualified households, the Community Development Division issued the 2025 Affordable Homeownership Request for Proposals (RFP); and,

WHEREAS, in response to the RFP, the City received these seventeen (17) proposals seeking financial assistance for affordable homeownership development projects and housing service programs:

- Owl Creek Purchase of Lots and New Construction submitted by Anchorhaus Development LLC in partnership with Madison Area CLT Corporation
- Owl Creek Purchase of Lots and New Construction submitted by Habitat for Humanity of Dane County Inc.
- Owl Creek Purchase of Lots and New Construction submitted by Tri-State Custom Construction LLC
- Owl Creek Purchase of Lots and New Construction submitted by Ho-Chunk Nation Department of Housing
- Owl Creek Purchase of Lots and New Construction submitted by Kaba Baal LLC in partnership with Madison Area CLT Corporation
- Owl Creek Purchase of Lots and New Construction submitted by Wisconsin Partnership for Housing Development Inc. in partnership with Madison Area CLT Corporation
- New Construction at Voit Farm submitted by Madison Area CLT Corporation
- Acquisition-Rehab in Madison submitted by Madison Area CLT Corporation
- Acquisition-Rehab in Madison submitted by Kaba Baal LLC
- Minor Home Repair Program submitted by Project Home, Inc.
- Minor Home Repair Program submitted by Madison Area CLT Corporation
- Minor Home Repair Program submitted by Habitat for Humanity of Dane County Inc.
- Homebuyer Assistance Program submitted by Habitat for Humanity of Dane County Inc.
- Homebuyer Assistance Program submitted by Urban League of Greater Madison
- Homebuyer Assistance Program submitted by Ho-Chunk Nation Department of Housing
- Financial Literacy and Homebuyer Education by Urban League of Greater Madison
- Financial Literacy and Homebuyer Education by Ho-Chunk Nation; and,

WHEREAS, a review team comprised of staff from the City's Community Development Division, Planning Division, Economic Development Division, and the Mayors Sustainability Office, evaluated the proposals based on criteria set forth in the RFP, including financial viability, per-unit subsidy, readiness to proceed, long-term affordability, organizational capacity, and consistency with adopted City plans; and,

WHEREAS, Community Development Division staff also evaluated each proposal for consistency with the goals and requirements of the City's 2025-2029 Five-Year Consolidated Plan, which guides the use of U.S. Department of Housing and Urban Development (HUD) funds; and,

WHEREAS, based on these reviews, the Community Development Division staff and the City's

CDBG Committee formulated the following recommendations that allocate available City Affordable Housing Funds (AHF), Federal HOME Investments Partnership Program (HOME) Funds, Federal Community Development Block Grant (CDBG) Funds, and City Levy Funds, and authorize the sale of ten (10) City-owned lots:

1. Up to $800,000 in City AHF to Anchorhaus Development LLC, or an affiliate LLC, in partnership with Madison Area Community Land Trust, Inc., to support the development of four (4) permanently affordable owner-occupied homes in the Owl Creek neighborhood, and the sale of lots located at 4301 and 4307 Valor Way for One Dollar ($1.00) to Anchorhaus Development LLC, or an affiliate LLC.
2. Up to $800,000 in City AHF to Kaba Baal LLC, or an affiliate LLC, in partnership with Madison Area Community Land Trust, Inc., to support the development of four (4) permanently affordable owner-occupied homes in the Owl Creek neighborhood, and the sale of lots located at 5109 and 5117 Great Gray Drive for One Dollar ($1.00) to Kaba Baal LLC, or an affiliate LLC.
3. Up to $800,000 in City AHF to Wisconsin Partnership for Housing Development, Inc., in partnership with Madison Area Community Land Trust, Inc., to support the development of four (4) permanently affordable owner-occupied homes in the Owl Creek neighborhood, and the sale of lots located at 4314 and 4320 Valor Way for One Dollar ($1.00) to Wisconsin Partnership for Housing Development, Inc.
4. Up to $200,000 in City AHF to Tri-State Custom Construction LLC., or an affiliate LLC, to support the development of one (1) affordable owner-occupied home in the Owl Creek neighborhood, and the sale of the lot located at 5133 Great Gray Drive for One Dollar ($1.00) to Tri-State Custom Construction LLC., or an affiliate LLC
5. Up to $190,000 in City AHF to the Ho-Chunk Nation Department of Housing, or, at the discretion of the Community Development Division, to an income-qualified first-time homebuyer selected by the Ho-Chunk Nation Department of Housing and approved by the City, to support the development of two (2) affordable owner-occupied homes in the Owl Creek neighborhood; and the sale of lots located at 4307 Crested Owl Drive and 4308 Valor Way for One Dollar ($1.00) to the Ho-Chunk Nation Department of Housing, or to such income-qualified first-time homebuyer, under terms established by the City
6. Up to $86,200 to Habitat for Humanity of Dane County, Inc. in HOME Funds to support the affordability of two (2) owner-occupied homes in the Owl Creek neighborhood, and the sale of the lot located at 5109 Horned Owl Drive for One Dollar ($1.00) to Habitat for Humanity of Dane County, Inc.
7. Up to $2,538,050 to Madison Area CLT Corporation in HOME Funds to support the development of twelve (12) affordable owner-occupied townhomes within the Voit Farm Development
8. Up to $300,000 in CDBG Funds to Project Home, Inc. to support a minor home repair program for income-qualified homeowners
9. Up to $50,000 in City levy funds to Urban League of Greater Madison, Inc. to support its financial literacy and homebuyer education program for first-time homebuyers
10. Up to $86,200 in federal HOME funds to Habitat for Humanity of Dane County, Inc. to support the provision of down payment assistance to income-qualified first-time homebuyers
11. Up to $180,000 in City AHF funds to the Ho-Chunk Nation Department of Housing, or, at the discretion of the Community Development Division, to an income-qualified first-time homebuyer selected by the Ho-Chunk Nation Department of Housing and approved by the City, to support the provision of down payment assistance to income-qualified first-time homebuyers

12. Up to $280,000 in Federal HOME Funds to Urban League of Greater Madison Inc. to support the provision of down payment assistance to income-qualified first-time homebuyers; and,

WHEREAS, at least 80% of the funds awarded to housing development proposals will be provided in the form of a zero-percent, long-term Deferred Loan to be payable upon sale, transfer, or change in the use of the property, and up to 20% of the funds awarded can be provided in the form of a grant for soft costs; the developer shall use a portion of the funds for mortgage reduction to the homebuyer, and shall return any unallocated portion of the Deferred Loan to the City of Madison as repayment at the time of transfer of ownership to the homebuyer; and the accompanying promissory note with the homebuyer will require repayment of either a specified percentage of the purchase price or appraised value after construction, based on the amount of the CDD funds invested in the property, or a specified percentage of the net proceeds ("shared appreciation"), whichever is less; and,

WHEREAS, to encourage longer term affordability on subsequent sales of newly constructed properties, developers that commit to permanent affordability through a 98-year Land Use Restriction Agreement (LURA), may have 50% of the Deferred Loan forgiven at the time of sale to the first homebuyer of each respective property; and the LURA will require subsequent sales to benefit future low-to-moderate income households and require the non-profit to assist the homeowner in the resale process of the property; and,

WHEREAS, as development projects proceed through final design stages and secure remaining financing, applicants may need to make minor project adjustments, including to the number and mix of housing units, if such changes will improve project feasibility and/or comply with land use requirements; and,

WHEREAS, the Community Development Division anticipates executing service contracts for certain housing service programs after the start of the 2026 program year and seeks limited authority to reimburse eligible and allowable expenses incurred prior to contract execution for specified programs; and,

WHEREAS, the high number of viable proposals submitted through the RFP seeking to develop homeownership opportunities on the vacant City-owned Owl Creek lots, prompted City CDD and Economic Development Division staff to increase, from six (6) to ten (10), the number of lots the City will make available through this RFP.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and the Common Council hereby approve funding allocations as recommended by the CDBG Committee to the agencies, in the amounts, and for the purposes articulated herein; and,

BE IT FURTHER RESOLVED, that for the housing service contracts awarded to Urban League of Greater Madison, Inc. for its Financial Literacy and Homebuyer Education program and to Project Home, Inc. for its Minor Home Repair program, the Common Council authorizes reimbursement of eligible and allowable expenses incurred on or after January 1, 2026, provided such expenses are consistent with the approved scope of services, allowable under the applicable funding source, and incurred prior to the execution of the final service contracts; and,

BE IT FURTHER RESOLVED, that the City's Common Council hereby authorizes the City's execution of Purchase and Sale Agreements with the entities awarded the vacant Owl Creek lots detailed above, subject materially, though not exclusively, to the terms and conditions found in the attached Exhibit - Purchase and Sale Agreement; and,

BE IT STILL FURTHER RESOLVED, that the Council authorizes CDD staff to approve minor alterations to proposals, including to the number and mix of housing units, if such changes are deemed necessary to improve prospects for securing all financing required to complete the project as presented and/or comply with City land use requirements, but not to exceed the level

of City financial assistance without Council approval; and,

BE IT FINALLY RESOLVED, that the Mayor and City Clerk are hereby authorized to execute, deliver, publish, file and record such other documents, instruments, notices and records, and take such other actions as shall be deemed necessary or desirable to accomplish the purposes of this Resolution, and to comply with and perform the obligations of the City hereunder.

Department of Planning & Community & Economic Development
Community Development Division

215 Martin Luther King Jr Blvd, Ste. 300
Mailing Address:
P.O. Box 2627
Madison, Wisconsin 53701-2627
Phone: (608) 266-6520
Fax: (608) 261-9626
www.cityofmadison.com

Child Care
Community Resources
Community Development Block Grant
Madison Senior Center

To: CDBG Committee

From: Maria Davila-Martinez, Community Development Specialist

Date: February 5, 2026

RE: 2025-2026 Affordable Homeownership RFP Award Recommendations

Background

The City of Madison's 2026 Adopted Capital and Operating Budgets include funding to support the development of affordable homeownership opportunities and homeownership services for low- and moderate-income households, consistent with the City's adopted plans and the 2025–2029 Five-Year Consolidated Plan.

On August 1, 2025, the Community Development Division (CDD) released the 2025 Affordable Homeownership Request for Proposals (RFP), formally titled *RFP 2025-14027: Financing for Affordable Homeownership Development, Programs, and Services*. The RFP solicited proposals for affordable owner-occupied housing development and for homeownership programs that would offer down payment and closing costs assistance (homebuyer assistance), minor home repair, or homebuyer education. All development and homeownership services funded through this RFP are intended to serve households at or below 80 percent of Area Median Income (AMI), as determined annually by the U.S. Department of Housing and Urban Development (HUD).

Certain changes were implemented in this RFP including: increase in the per unit subsidy for development from $150,000 per unit to up to $200,000per unit , inclusion of Associates in Commercial Real Estate (ACRE) participants and graduates and for-profit entities as eligible applicants for housing development proposals, an increase to the allowable developer fee percentage from 10% to maxing out the 20% cap of soft costs grants that includes the developer fee, and establishing minimum requirements for sustainability and accessibility features for housing development proposals.

Seventeen (17) proposals were received in response to the RFP. All proposals were deemed responsive, but some were thought to be stronger based on readiness, financial feasibility, per-unit subsidy, organizational capacity, and alignment with City goals and preferences.

Summary of Resolution

The accompanying resolution authorizes funding awards totaling up to $6,310,450 across City Affordable Housing Funds ($2,970,000), Federal HOME Investment Partnerships Program Funds ($2,990,450), Federal Community Development Block Grant Funds ($300,000), and City Levy Funds ($50,000), and authorizes the sale of ten (10) City-owned vacant residential lots in the Owl Creek Neighborhood to support the development of affordable owner-occupied housing and housing services related to homeownership.

Expected Outcomes

Collectively, the recommended award allocations are expected to result in the creation of at least 27 new affordable owner-occupied housing units, providing 27 households with low to moderate incomes the opportunity to purchase and live in an affordable home in the City of Madison. In addition, the homeownership services funded through this RFP cycle are

anticipated to serve at least 217 households, supporting access to homeownership, housing stability, and long-term affordability.

Expanded Use of City-Owned Lots

As originally proposed, the RFP made six (6) City-owned lots available for development:

- 5109 Horned Owl Dr
- 5133 Great Gray Dr
- 5117 Great Gray Dr
- 4301 Valor Way
- 4307 Valor Way
- 4320 Valor Way

Following proposal review and further coordination with the City's Economic Development Division, four (4) additional City-owned lots were made available for affordable homeownership development. Those four lots include:

- 5109 Horned Owl Dr
- 4307 Crested Owl Dr
- 4308 Valor Way
- 5109 Great Gray Dr

The inclusion of these additional lots allows the City to leverage strong proposals received through the competitive RFP process and increase the number of affordable homeownership opportunities.

Increased Funding Allocation

The original RFP anticipated approximately $5.35 million in available funding. However, based on the strength of the proposals, the availability of additional City-owned lots, and the availability of Affordable Housing Funds, staff recommend adding $960,450 in City Affordable Housing Funds, bringing the total of all funds recommended to be allocated under this resolution to $6,310,450.

EXHIBIT - PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT (the "Agreement") is entered into as of the ____ day of _____, 202__, by and between the **City of Madison**, a Wisconsin municipal corporation (the "Seller") and [*buyer name*], a [*entity type*], or its Seller-approved successors and assigns (the "Buyer").

In consideration of the covenants and agreements set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Buyer and Seller (together, the "Parties") hereto covenant and agree as follows:

1. Property. The Buyer shall purchase, and the Seller shall sell and convey by Special Warranty Deed (the "Deed") fee simple ownership interest in the real property located at [insert *address(es)*], legally described as follows (the "Property"):

   Lots 33, 45, 47, 48, 53, 54, 66, 67, 68, 71 *(select as applicable)* Owl's Creek Subdivision, in the City of Madison, Dane County, Wisconsin.

2. Effective Date. The "Effective Date" shall be the date first stated above.

3. Purchase Price. The total purchase price for the Seller's interest in the Property (the "Purchase Price") shall be One Dollar ($1.00), payable in cash at the date of conveyance (the "Closing"), subject to the adjustments and prorations provided herein.

4. Delivery of Documents. Within ten (10) days of the Effective Date and throughout the Due Diligence Period as described in Paragraph 5, the Seller will reproduce at the Seller's expense and send to the Buyer, either electronically or by hard copy, as specified in Paragraph 17, copies of the following documents in the Seller's possession or control: all environmental studies, reports, permits, applications and remediation plans or assessments of the Property.

5. Due Diligence Period. The Buyer shall have sixty (60) days from the Effective Date (the "Due Diligence Period") to review, test and inspect all aspects of the Property, at its sole cost and expense. If within the Due Diligence Period the Buyer determines, in its sole discretion, that it does not desire to purchase the Property, the Buyer may provide written notice to the Seller of such desire and this Agreement shall terminate immediately.

   The Buyer agrees that if it terminates this Agreement, as provided herein, or fails to close the transaction contemplated hereby for any reason, then the Buyer shall deliver to the Seller, at no cost to the Seller, complete and accurate copies of all of the Buyer's due diligence materials other than any attorney work product or attorney-client privileged documents.

   The Buyer shall keep the Property free of all liens in connection with its inspection of the Property and shall cause all such liens to be removed immediately upon being notified of same.

   If the Buyer does not provide written notice terminating this Agreement on or prior to the sixtieth (60th) day of the Due Diligence Period, this Agreement shall remain in full force and effect, the

Buyer shall accept the Property as-is, and the Parties shall proceed to close the transaction as provided herein.

The Due Diligence Period may be extended upon written agreement of the Parties.

6. Access to Property. The Buyer and the Buyer's authorized agents, engineers, consultants, appraisers, and contractors shall be permitted access to the Property for the purpose of conducting the inspections and testing during the Due Diligence Period including, but not limited to, a Phase 1 or 2 environmental assessment of the Property and/or a physical inspection of the Property and any building and related improvements located on the Property at reasonable times with at least twenty-four (24) hour notice to the Seller. The Buyer's and the Buyer's authorized agents, engineers, consultants, appraisers, and contractors access to, and inspection of, the Property shall be at the Buyer's sole risk and expense and the Seller shall have no responsibility therefor. The Buyer will repair, at the Buyer's and the Buyer's authorized agents, engineers, consultants, appraisers, and contractors cost, all damages caused by its inspections or testing so that the condition of the Property is returned to as good or better.

7. Indemnification. The Buyer shall be liable to and agrees to indemnify, defend and hold harmless the Seller, and its officers, officials, agents, and employees, against all loss or expense (including liability costs and attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the Seller or its officers, officials, agents or employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the acts or omissions of the Buyer or its officers, officials, agents, employees, assigns, guests, invitees or subcontractors, in the performance of this Agreement, whether caused by or contributed to by the negligence of the Seller, its officers, officials, agents, or employees.

8. Insurance. The Buyer and any of its authorized agents, engineers, consultants, appraisers, and contractors performing work on the Property shall carry commercial general liability insurance covering as insured the Buyer and naming the Seller, its officers, officials, agents and as additional insured's, with a minimum limit of $1,000,000 per occurrence as may be adjusted, from time to time, by the Seller's Risk Manager. These policies shall also be endorsed for contractual liability in the same amount, apply on a primary and noncontributory basis, and provide the Seller thirty (30) days advance written notice of cancellation, non-renewal or material changes to the policy during the term of this Agreement. As evidence of this coverage, the Buyer and any of its authorized agents, engineers, consultants, appraisers, and contractors shall furnish the Seller with a certificate of insurance on a form approved by the Seller, and, if requested by the Seller's Risk Manager, the Buyer and any of its authorized agents, engineers, consultants, appraisers, and contractors shall also provide copies of additional insured endorsements or policy to the Seller prior to the performance of any work on the Property. If the coverage required above expires while this Agreement is in effect, the Buyer and any of its authorized agents, engineers, consultants, appraisers, and contractors shall provide a renewal certificate to the Seller for approval.

9. Lease. The Seller shall represent that the Property is currently not leased and the Seller shall agree that it shall not enter into any lease or rental for the Property, or any portion thereof, or allow occupation of the Property during the Due Diligence Period and through the date of Closing, without the prior written consent of the Buyer.

10. Personal Property. The purchase of the Property does not include any personal property.

11. Survey. Any survey of the Property including, but not limited to, an ALTA/ACSM Land Title Survey that meets the Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys effective February 23, 2021 that is required to eliminate all survey related exceptions to the title insurance policy, certified as of a current date in favor of the Buyer and the title company providing the title insurance described in Paragraph 12 shall be at the sole cost and expense of the Buyer.

12. Title Insurance. The Seller shall provide to the Buyer, at the Seller's expense, within thirty (30) days prior to the date of Closing, a commitment from First American Title Insurance Company (the "Title Company") to issue an ALTA Owner's Title Insurance Policy for the Closing, in the amount of the Purchase Price upon the recording of proper documents, together with a gap endorsement. The commitment shall show title to the Property, as of a date no more than fifteen (15) days before such title proof is provided to the Buyer, to be in the condition called for in this Agreement, and further subject only to liens which will be paid out of the proceeds of the Closing and to any exceptions acceptable to the Buyer (the "Permitted Exceptions"). The Buyer shall notify the Seller of any valid objection to title, in writing, prior to Closing. The Seller shall have a reasonable time, but not exceeding fifteen (15) days, to remove the objections and the date of the Closing shall be extended as necessary for this purpose. Should the Seller be unable or unwilling to carry out this Agreement by reason of a valid legal defect in title which the Buyer is unwilling to waive, this Agreement shall be void.

13. Limited Representations and Warranties; AS-IS Condition. Except as otherwise provided herein, the Buyer shall purchase the Property in "AS-IS, WHERE-IS" condition and "with all faults," and shall agree that it relied upon no warranties, representations or statements by the Seller, its agents or employees, in entering into this Agreement or in closing the transaction described herein. Except as provided below, the Buyer's Closing on the acquisition of the Property shall constitute conclusive evidence that the Buyer is satisfied with the condition of and title to the Property.

14. Broker Representation. The Seller shall acknowledge that it is not represented by a licensed real estate broker on its behalf in respect of the transactions contemplated herein. The Buyer shall acknowledge that it is not represented by a licensed real estate broker on its behalf in respect of the transactions contemplated herein.

15. Closing.

    a. The Closing shall occur on or before the thirtieth (30th) day from the expiration of the Due Diligence Period, or on such other date agreed to in writing by the Parties, at the

office of the Title Company, unless the Parties agree in writing to an alternate Closing location.

b. The Seller agrees to execute and deliver to the Buyer at Closing the Deed conveying the Property to the Buyer free and clear from all liens and encumbrances arising during the Seller's ownership of the Property, excepting the following: Municipal and zoning ordinances and the Permitted Exceptions.

c. The Buyer shall pay all recording/filing fees except that the Seller shall pay the recording/filing fees for such documents as are required to be recorded/filed in order to cause title to the Property to be in the condition called for by this Agreement.

d. All [year of closing] real estate taxes with respect to the Property shall be prorated between the Parties as of the date of the Closing based upon the period of ownership of the Parties and the latest known assessment and latest known mill rate.

e. The Seller shall be responsible for any and all special assessments, area assessments, interceptor charges or any other charges payable to any municipality or utility with regard to the Property as of the date of the Closing.

f. The Seller shall pay any Wisconsin Real Estate Transfer fee or taxes due in connection with the conveyance of the Property at the Closing.

g. The Seller or, if directed by the Seller, the Title Company, shall prepare and provide a Wisconsin Real Estate Transfer Return at the Closing.

h. The Seller shall provide, and the Buyer shall execute at the Closing, a Land Use Restriction Agreement (the "LURA"), to be recorded at the Dane County Register of Deeds, requiring the Buyer to construct owner-occupied homes on the Property to be acquired by eligible households earning at or below 80% County Median Income.

i. The Seller shall provide, and the Buyer shall execute at the Closing, an Option to Purchase document to be recorded at the Dane County Register of Deeds, containing, but not limited to, the following terms and conditions:

   i) The Buyer must obtain a Certificate of Occupancy by December 31, 2027;
   ii) If a Certificate of Occupancy is not obtained by December 31, 2027, the Seller shall have, at the Seller's sole discretion, the option to require the Buyer to deed the impacted lot and any improvements located thereon back to the Seller (the "Option");
   iii) If the Buyer has not obtained a Certificate of Occupancy by December 31, 2027, the Seller may extended, at the Seller's sole discretion, the duration of the Option in the event the Buyer is able to reasonably demonstrate to the Seller that completing construction was not financially feasible due to general new housing construction market conditions;

iv) Any transfer back to the Seller shall be completed within fifteen (15) days of the date the Seller provides notice to the Buyer of the Seller's intent to exercise the Option;
v) The Buyer shall pay all costs related to exercising the Option;
vi) In the event the Option is exercised, the Seller shall compensate the Buyer One Dollar ($1.00) for the portion of the Property so transferred.

j. The Buyer shall provide a one (1) year Basic Universal Home Protection warranty (the "Warranty") for the future purchaser, effective beginning the date of the deed of the completed home to the future purchaser. Failure to provide the Warranty shall make the Buyer liable to future purchasers to provide the same one (1) year coverage as detailed in the Warranty and pay for all costs related thereto. This Warranty provision shall survive the Closing and be included in purchase and sales agreements or offer to purchase contracts with future purchasers.

16. Default. If the Seller defaults in the full and timely performance of any of its obligations hereunder, the Buyer shall be entitled to all remedies available hereunder or otherwise at law or in equity, including, without limitation, the right to terminate this Agreement or seek specific performance. If the Buyer defaults in the full and timely performance of any of its obligations hereunder, the Seller shall be entitled to all remedies available hereunder or otherwise at law or in equity, including, without limitation, the right to terminate this Agreement or seek specific performance.

17. Notices. All notices required or permitted to be given hereunder shall be given to the Parties at the following addresses if sent via mail, or to the email addresses if provided via email. If electing to utilize electronic mail, said emails shall be sent to the email addresses provided below with an active read receipt and shall include a statement that the electronic mail constitutes notice under the terms of this Agreement.

Seller: City of Madison
Economic Development Division
Office of Real Estate Services
Attention: Andy Miller
Post Office Box 2983
Madison, WI 53701-2983
Email: [email]@cityofmadison.com

Buyer: [Buyer name]
Attention: [name]
[Address]
[City], WI [zip]
Email: [email]

18. Entire Agreement. This Agreement contains the entire agreement between the Parties and there are no other terms, conditions, promises, understandings, statements or representations, express

or implied, regarding the transaction contemplated hereby. This Agreement may be amended only by a further written document signed by each of the Parties.

19. Successors and Assigns. Any assignment of this Agreement to a Buyer other than the Buyer named above must be approved in writing by the Seller. Any such assignment shall be exclusively to income-eligible individuals or households earning at or below 80% County Median Income for the purpose of completing affordable homeownership development projects as detailed in City of Madison Request For Proposals #2025-14027, Financing for Affordable Homeownership Development, Programs, and Services. The provisions of this Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, successors, assigns, executors, administrators and legal representatives.

20. Captions. The captions of the paragraphs in this Agreement have been inserted for convenience of reference only and shall in no way modify or restrict any provision hereof or be used to construe any of the provisions hereof.

21. Severability. If any provision of this Agreement is held invalid or unenforceable, the invalidity or unenforceability shall be limited to the particular provision(s) involved and shall not affect the validity or enforceability of the remaining provisions.

22. Counterparts and Transmittal of Signatures. This Agreement may be executed in one or more counterparts, and all such executed counterparts shall constitute the same Agreement. A signed copy of the Agreement transmitted by facsimile electronic scanned copy (.pdf) or similar technology and shall be as valid as original. This Agreement may be converted into electronic format and signed or given effect with one or more electronic signature(s) if the electronic signature(s) meets all requirements of Wis. Stat. ch. 137 or other applicable Wisconsin or Federal law. Executed copies or counterparts of this Agreement may be delivered by facsimile or email and upon receipt will be deemed original and binding upon the parties hereto, whether or not a hard copy is also delivered. Copies of this Agreement, fully executed, shall be as valid as an original.

23. Time of the Essence. Time is of the essence for the performance of this Agreement.

Signatures begin on following page.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of the day and year first above written.

BUYER: [BUYER NAME]

By:_____

Print name:_____

Title:_____

Date:_____

Signatures continue on following page.

SELLER: CITY OF MADISON

By: _____ Date:_____
Name: Satya Rhodes-Conway
Title: Mayor

By: _____ Date:_____
Name: Lydia A. McComas
Title: City Clerk

Approved:

_____ _____
David Schmiedicke, Date
Finance Director

Approved:

_____ _____
Eric Veum, Date
Risk Manager

Approved as to form:

_____ _____
Michael P. Haas, Date
City Attorney

Execution of this Purchase and Sale Agreement by the City is authorized by Resolution Enactment No. RES-26-_____, File I.D. No. _____, adopted by the Common Council of the City of Madison on _____, 2026.

Drafted by the City of Madison Office of Real Estate Services Project No. 11540

City of Madison

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

Master

File Number: 91525

File ID:	91525	**File Type:**	Report	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/12/2026
File Name:				**Final Action:**	

Title: Report dated January 27, 2026 re: Board, Committee, Commission, Ad Hoc Committee and Subcommittee Members who have not filed the Statement of Interests Form.

Notes:

Sponsors:		**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	echristianson@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Clerk's Office	01/12/2026	Referred for Introduction				
	Action Text:	This Report was Referred for Introduction					
	Notes:	Accept (2/24/26)					

Text of Legislative File 91525

Title

Report dated January 27, 2026 re: Board, Committee, Commission, Ad Hoc Committee and Subcommittee Members who have not filed the Statement of Interests Form.

Body

Pursuant to City Ordinances 3.35(9)(i), the following members of Boards, Committees, Commission, Subcommittees and Ad Hoc Committees have not filed the Statement of Interests within 10 days of the Clerk's notice as required. The Common Council shall, at the second meeting after receipt of the Clerk's notice, revoke the appointment of any such member. Actual list to be attached on date of Common Council meeting.

City of Madison

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

Master

File Number: 91518

File ID:	91518	**File Type:**	Claim	**Status:**	Risk Business
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	01/12/2026
File Name:	CLAIM: M. Adams - Vehicle Damage - $3,500.00			**Final Action:**	
Title:	M. Adams - Vehicle Damage - $3,500.00				
Notes:	EVL007266				
Sponsors:				**Effective Date:**	
Attachments:				**Enactment Number:**	
Author:				**Hearing Date:**	
Entered by:	jaustin2@cityofmadison.com			**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File 91518

Title

M. Adams - Vehicle Damage - $3,500.00

Body

Claim received 1/7/2026.

City of Madison

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

Master

File Number: 91521

File ID:	91521	**File Type:**	Claim	**Status:**	Risk Business
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	01/12/2026
File Name:	CLAIM: G. Sauve - Damage Unknown - $111,111.00			**Final Action:**	
Title:	G. Sauve - Damage Unknown - $111,111.00				
Notes:	EVL007267				
Sponsors:				**Effective Date:**	
Attachments:				**Enactment Number:**	
Author:				**Hearing Date:**	
Entered by:	jaustin2@cityofmadison.com			**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File 91521

Title

G. Sauve - Damage Unknown - $111,111.00

Body

Claim received 1/9/2026.

City of Madison

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

Master

File Number: 91524

File ID:	91524	**File Type:**	Claim	**Status:**	Risk Business
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	01/27/2026
File Name:	CLAIM: E. Ojeda - Property Damage - $2,500.00			**Final Action:**	
Title:	E. Ojeda - Property Damage - $2,500.00				
Notes:	EVL007269				
Sponsors:				**Effective Date:**	
Attachments:				**Enactment Number:**	
Author:				**Hearing Date:**	
Entered by:	jaustin2@cityofmadison.com			**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File 91524

Title

E. Ojeda - Property Damage - $2,500.00

Body

Claim received 1/9/2026.

City of Madison

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

Master

File Number: 91529

File ID:	91529	**File Type:**	Claim	**Status:**	Risk Business
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	01/12/2026
File Name:	CLAIM: A. Luedke - Vehicle Damage - $770.00			**Final Action:**	
Title:	A. Luedke - Vehicle Damage - $770.00				
Notes:	EVL007272				
Sponsors:				**Effective Date:**	
Attachments:				**Enactment Number:**	
Author:				**Hearing Date:**	
Entered by:	jaustin2@cityofmadison.com			**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File 91529

Title

A. Luedke - Vehicle Damage - $770.00

Body

Claim received 1/10/2026.

City of Madison

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

Master

File Number: 91536

File ID:	91536	**File Type:**	Claim	**Status:**	Risk Business
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	01/14/2026
File Name:	CLAIM: University Research Park Inc. - Snow Removal - $4,630.00			**Final Action:**	
Title:	University Research Park Inc. - Snow Removal - $4,630.00				
Notes:	EVL007277				
Sponsors:				**Effective Date:**	
Attachments:				**Enactment Number:**	
Author:				**Hearing Date:**	
Entered by:	jaustin2@cityofmadison.com			**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File 91536

Title

University Research Park Inc. - Snow Removal - $4,630.00

Body

Claim received 1/12/2026.

City of Madison

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

Master

File Number: 91539

File ID:	91539	**File Type:**	Claim	**Status:**	Risk Business
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	01/14/2026
File Name:	CLAIM: AFICS - Vehicle Damage - $4,627.92			**Final Action:**	
Title:	AFICS - Vehicle Damage - $4,627.92				
Notes:	EVL007278				
Sponsors:				**Effective Date:**	
Attachments:				**Enactment Number:**	
Author:				**Hearing Date:**	
Entered by:	jaustin2@cityofmadison.com			**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File 91539

Title

AFICS - Vehicle Damage - $4,627.92

Body

Claim received 1/13/2026.

City of Madison

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

Master

File Number: 91547

File ID:	91547	**File Type:**	Claim	**Status:**	Risk Business
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	01/15/2026
File Name:	CLAIM: O. Schaefer - Vehicle Damage - $689.98			**Final Action:**	
Title:	O. Schaefer - Vehicle Damage - $689.98				
Notes:	EVL007287				
Sponsors:				**Effective Date:**	
Attachments:				**Enactment Number:**	
Author:				**Hearing Date:**	
Entered by:	jaustin2@cityofmadison.com			**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File 91547

Title

O. Schaefer - Vehicle Damage - $689.98

Body

Claim received 1/14/2026.

City of Madison

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

Master

File Number: 91558

File ID:	91558	**File Type:**	Claim	**Status:**	Risk Business
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	01/15/2026
File Name:	CLAIM: W. Uthmeier - Vehicle Damage - $7,149.70			**Final Action:**	
Title:	W. Uthmeier - Vehicle Damage - $7,149.70				
Notes:	EVL007293				
Sponsors:				**Effective Date:**	
Attachments:				**Enactment Number:**	
Author:				**Hearing Date:**	
Entered by:	jaustin2@cityofmadison.com			**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File 91558

Title

W. Uthmeier - Vehicle Damage - $7,149.70

Body

Claim received 1/15/2026.

City of Madison

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

Master

File Number: 91515

File ID:	91515	**File Type:**	Claim	**Status:**	Risk Business
Version:	1	**Reference:**		**Controlling Body:**	Attorney's Office
				File Created Date :	01/12/2026
File Name:	CLAIM: Don M Millis, Reinhart Boerner Van Deuren s.c. for Ascendium Education Group, Inc. - unlawful taxation - $348,372.70.			**Final Action:**	

Title: Don M Millis, Reinhart Boerner Van Deuren s.c. for Ascendium Education Group, Inc. - unlawful taxation - $348,372.70.

Notes: rec'd via hand delivery on 1/8/26

Sponsors:		**Effective Date:**	
Attachments:	91515Claim.pdf	**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:		**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File 91515

Title

Don M Millis, Reinhart Boerner Van Deuren s.c. for Ascendium Education Group, Inc. - unlawful taxation - $348,372.70.

Body

Claim received 01/08/2026

Legistar File 91515

524

Name: Lynn Dobler
Date: 1 / 8 / 2026
Time: 4 : 06 AM / PM

Reinhart Boerner Van Deuren s.c.
22 East Mifflin Street, Suite 700
Madison, WI 53703

Telephone: 608.229.2200
Facsimile: 608.229.2100
reinhartlaw.com

January 8, 2026

Don M. Millis
Direct Dial: 608-229-2234
dmillis@reinhartlaw.com

SERVED BY PROCESS SERVER

Lydia A. McComas, City Clerk
City of Madison
City County Building
210 Martin Luther King Jr. Boulevard
Madison, WI 53703

Dear Clerk:

Now comes Claimant, Ascendium Education Group, Inc. ("Ascendium"), a nonprofit non-stock corporation, as owner of the properties located at 38 Buttonwood Court in the City of Madison and identified with the Tax IDs 251-0810-154-0113-6 and 251-0810-154-0199-6 (collectively, the "Property"), by Claimant's attorneys, Reinhart Boerner Van Deuren s.c., and files against the City of Madison (the "City") this Claim For Recovery of Unlawful Tax, pursuant to Wis. Stat. § 74.35.

CLAIM FOR RECOVERY OF UNLAWFUL TAX - WIS. STAT. § 74.35

1. Ascendium is a nonprofit non-stock corporation organized and validly existing under Chapter 181 of the Wisconsin Statutes and § 501(c)(3) of the Internal Revenue Code ("IRC").

2. Ascendium is an educational, benevolent, and philanthropic association that has for over 50 years been headquartered in the City and had as its mission and primary purpose to champion opportunity and make the benefits of postsecondary education attainable to all.

3. Ascendium acquired the Property in September of 2020 and completed construction of its new headquarters on the Property in December 2021 at which point it began occupancy and exclusive use of the Property as home for the educational, benevolent, and philanthropic activities it performs to advance its mission described in paragraph 2, above.

4. Ascendium timely and properly filed a Property Tax Exemption Request for the Property in February of 2025 (the "Request"), which Request is attached hereto as Exhibit A.

RECEIVED
JAN 08 2026
MADISON CITY CLERK

5. As explained in more detail in the Request, the Property qualifies for a property tax exemption pursuant to Wis. Stat. § 70.11(4)(a) because it is owned and exclusively used by Ascendium for its educational, benevolent, and philanthropic purposes.

6. By letter received November 14, 2025, attached as Exhibit B, the City Assessor denied the Request, setting forth her conclusion that Ascendium is not a benevolent association because, among other reasons, it does not engage in benevolent activities and may profit from its investments.

7. As Ascendium set forth in its Application, the Property qualified for exemption under Wis. Stat.§ 70.11(4)(a) at all times during 2025.

8. Ascendium was one of two entities to be awarded Charitable Nonprofit Business of 2025—along with the United Way of Dane County—by InBusiness Magazine, a recognition by a third party organization acknowledging Ascendium's position as an educational, benevolent and philanthropic organization.

9. In a Decision and Order dated March 5, 2005, the Dane County Circuit Court ruled that Ascendium is a benevolent organization and that, contrary to the position of the City, it was not disqualified from the exemption under Wis. Stat. § 70.11(4)(a) by virtue of its role as a guarantor of student loans. *Ascendium Education Group, Inc. v. City of Madison*, Case No. 2023 CV 1619, Dkt. No. 185 (Dane Co. Cir. Ct. March 5, 2025).

10. The City Assessor in denying exemption for the Property unlawfully classified the Property as taxable for 2025, in direct violation of the plain language of Wis. Stat. § 70.11(4)(a).

11. Based on the City Assessor's unlawful refusal to exempt the Property for 2025, the City set the assessed value at $18,643,800. Based on that unlawful assessment, the City imposed an unlawful 2025 property tax, before the first dollar credit, on the Property of $348,372.70.

12. Ascendium, under protest and asserting all its rights of appeal and refund, paid the full amount of unlawful tax by two checks dated January 2, 2025 and numbered 50004213 and 50004214.

13. Because the Property was exempt for the entirety of 2025, the 2025 tax of $348,372.70 was an unlawful tax within the meaning of Wis. Stat.§§ 74.35(1) and 74.33(1)(c).

14. As the aggrieved party, pursuant to Wis. Stat. § 74.35(2)(a), Ascendium is making this claim against the City for the recovery of an unlawful tax in the amount of $348,372.70 plus interest.

Dated at Madison, Wisconsin, this 8th day of January, 2026.

Sincerely yours,

Don M. Millis
Agent for Claimant

Encs.

60222653

RECEIVED
FEB 2 5 2025
ASSESSOR'S OFFICE
CITY OF MADISON

STATE OF WISCONSIN

PROPERTY TAX EXEMPTION REQUEST

State law requires owners seeking exemption of a property for the current assessment year to file this form along with any necessary attachments. **Failure to complete this form in its entirety may result in denial of exemption.** The completed form and attachments must be filed with the assessor in the taxation district where the property is located by **March 1** to be eligible for the current assessment year. See sec. 70.11, Wis. Stats., and the *Wisconsin Property Assessment Manual* for additional property tax exemption information. If more space is needed for any questions, use the "Additional Information" box on page 4 or attach additional sheets.

SECTION 1 – APPLICANT INFORMATION

1. Applicant Name: Ascendium Education Group, Inc. & Affiliates — Date: 02 / 18 / 2025

2. Applicant is ☐ Sole proprietorship ☒ WI Chapter 181 corporation ☐ WI unincorporated nonprofit association ☐ Other *(please explain):*

EXHIBIT A

3. Contact person: Rebecca Rapp
   Address: 38 Buttonwood Court, Madison, WI 53718
   Telephone number(s): 608-733-2608
   Email: rrapp@ascendiumeducation.org
   Relationship to applicant: General Counsel

4. Registered agent: Patricia Kingston
   Address: 38 Buttonwood Court, Madison, WI 53718
   Telephone number(s): 608-733-2559
   Email: pkingston@ascendiumeducation.org

5. Mailing address and phone number of Applicant if different than Contact Person:
   SAME

6. Identify each organizational officer, the officer's address, the telephone number and the position held within the requesting organization. See Exhibit 1

7a. Please identify the use of the property:

☐ Agricultural Fair	☐ Library	☐ Rehabilitation	☐ Fraternity
☐ YMCA/YWCA	☐ Fire Company	☐ Military	☐ Hospital
☐ Cemetery	☐ Lions Camp	☐ Bible Camp	☐ Memorial
☐ Farmer's Temple	☐ Archaeological Site	☐ Art Gallery	☐ Charity
☐ Held for Public Interest	☐ Housing	☐ Disability Camps	☐ Labor Temple
☐ Industrial Development Agencies	☐ Waste Treatment	☐ Radio Station	☐ Medical Research
☐ Sports/Entertainment	☐ Humane Society	☐ Youth Hockey	☐ Theater
☐ Mental/Physical Disabled Camp	☐ Railroad Historic Society	☐ Youth Baseball Association	☐ Benevolent
☐ Local Exposition	☐ Historic/Architectural	☐ Dependent & Development Disability	
☒ Educational	☐ Religious	☐ Professional Sport/Entertainment Stadium	
☐ Women's Club	☐ Historical Society	☐ Other *(please explain in the "Additional information" box on page 4)*	

7b. Identify the precise statutory reference and language supporting the exemption.
Wis. Stat 70.11(4):Ascendium is a benevolent, educational entity that owns property

8. State the organization's purpose, mission, and primary goal:
See Exhibit 1

9. Describe the services provided by the organization:
See Exhibit 1

10. List the primary beneficiaries of the services:
The US Department of Education and people seeking postsecondary education or training

11. Is there a fee charged, or revenue earned, for services provided? ☒ Yes ☐ No ☐ N/A
If Yes, what is the amount of the fee charged or revenue earned? See Exhibit 1

12. Do you provide any free service? ☒ Yes ☐ No ☐ N/A
If Yes, explain: See Exhibit 1

13. What percent of recipients receive free service (on an annual basis ☐ N/A See Exhibit 1 _____ %

14. Do you provide service to anyone at below market or reduced rates? ☒ Yes ☐ No ☐ N/A
If Yes, explain: See Exhibit 1

Wisconsin Department of Revenue
COPY

15. What percentage of annual recipients receive services at below or reduced rates? ☐ N/A See Exhibit 1 %

16. Are you under any obligation to provide services to those who cannot pay? ☒ Yes ☐ No ☐ N/A
If Yes, explain:
See Exhibit 1

17. Does Applicant receive any subsidies, grants, or low or no interest loans to operate or otherwise provide its services? If Yes, identify sources and amounts and how monies are applied or used. ☐ Yes ☒ No ☐ N/A

18. How much of Applicant's annual gross income or revenue is derived from donations? $ 0.00
What percentage is that of Applicant's total annual income or revenue? ☐ N/A 0 %

SECTION 2 – SUBJECT PROPERTY INFORMATION * ☐ N/A

** If N/A, explain in the "Additional information" box on page 4 of this form.*

19. Property for which exemption is being applied ("Subject Property"):
Address: 38 Buttonwood Court, Madison, WI 53718
Tax parcel number: See Exhibit 1 Number of acres: 13.365
Legal description: See Exhibit 1

20. Estimated fair market value of Subject Property: $ 18,643,800.00
If based on an independent appraisal, identify the appraiser and the purpose of the appraisal below.
Appraiser: City of Madison as of 1 / 1 / 2024
Purpose of Appraisal: 2024 Tax Assessment

21. Owner of Subject Property: Ascendium Education Group, Inc.
If Owner is different from Applicant, explain and identify the relationship between Applicant and Owner.

22. Date Owner acquired Subject Property: 09/17/2020

23. Person or entity from whom Owner acquired Subject Property: American Family Mutual Insurance Co., S.I.

24. Date Owner first began using and occupying Subject Property: 12/01/2021

25. Date Applicant first began using and occupying the Subject Property: 12/01/2021

26. Explain precisely how Applicant actually uses the Subject Property:
Corporate headquarters and home to its benevolent, educational nonprofit activities

27. Explain in detail why Applicant feels the Subject Property qualifies for property tax exemption. Finally, describe precisely how applicant and the Subject Property fit within that statutory language.
See Exhibit 1

SECTION 3 – TENANT INFORMATION ☐ N/A

28. Identify all persons and entities other than Owner who have the right to use and occupy any part of the Subject Property. Include all tenants, licensees, and concessionaires of the Subject Property. Use the space provided on page 4 or attach additional pages as necessary. For each, include:
a. Name of tenant or occupant.
b. Their mailing address and phone number.
c. Their interest in the Subject Property.
d. A precise and detailed explanation of how they actually use the Subject Property.
e. The date from which they began occupancy of the Subject Property.
f. The monthly rate or fee they pay to use or occupy the Subject Property.
g. An explanation of how rent or other fees they pay to use and occupy the Subject Property are used and applied.
h. The portion of the Subject Property they use or occupy.

Indicate number of users other than owner, if there are no other users, enter "None". Number of other users: 0

29. Identify the percentage of the Subject Property that is used or occupied by persons other than owner. 0 %

30. Was the subject Property used in an unrelated trade or business for which the Owner was subject to taxation under section 511 to 515 of the Internal Revenue Code? If Yes, explain: ☐ Yes ☒ No

SECTION 4 – ATTACHMENTS

31. **ATTACH COPIES OF THE FOLLOWING DOCUMENTS:** See attached. Please contact applicant if any additional information is needed to evaluate this application.

A. Documents regarding applicant, owner, tenant(s), or occupant(s) of the Subject Property (where applicable):

1. Proof of non-profit status (e.g. Determination Letter under I.R.C. 501(c)(3)).
2. Partnership Agreement, Association Documents, Articles of Incorporation, Charter and By-laws, including any amendments thereto.
3. Latest annual report filed with State Department of Financial Institutions.
4. Curriculum of educational courses offered.
5. Part II of Form 1023 (Application for Recognition of Exemption) filed with the Internal Revenue Service.
6. Form 990 (Return of Organization Exempt from Income Tax).
7. Form 990T (Exempt Organization Business Income Tax Return).
8. Ordination papers for the occupants if the Subject Property is to be considered eligible as housing for pastors and their ordained assistants, members of religious order and communities, or ordained teachers.
9. Leases and subleases affecting the Subject Property or any part thereof, including all amendments thereto.
10. Concessionaire agreements, license agreements, and other documents regarding the use of occupancy of the Subject Property or any part thereof, including all amendments thereto.
11. Covenants, restrictions, rules and regulations (recorded or unrecorded), and all amendments thereto, affecting use or occupancy of the Subject Property or title thereto and all amendments thereto.
12. Mortgages (recorded or unrecorded) affecting the Subject Property.
13. Copy of the documents listed in 1 through 12 above as the same relate to any tenant or occupant of the property.
14. Any other information that would aid in determining exempt status.

B. Documents regarding the Subject Property:

1. Survey of the Subject Property. This includes certified survey maps and subdivision maps and plats.
2. An Appraisal of the Subject Property.
3. Deeds or instruments of conveyance by which organization acquired interest in the Subject Property.
4. Any other information that would aid in determining exempt status.

SECTION 5 – AFFIDAVIT

Under penalties of perjury, I, on behalf of the above-named organization/Applicant, hereby certify that I am authorized to sign and submit this application, and that the information and documents submitted herewith are true and correct to the best of my knowledge and belief.

Title	Telephone	Date
General Counsel	(608) 733 – 2608	2/18/2025
Signature	**Name *(printed)***	
	Rebecca Rapp	

STATE OF WISCONSIN
COUNTY OF: Dane

Subscribed and sworn to before me this 18th day of February, 2025

Notary Public
My Commission expires on 10-03-2025

NOTARY PUBLIC (Seal) LAURA I. TAGGART STATE OF WISCONSIN

Note: The following text is an excerpt from Stat., Sec. 70.11. Refer to current Wisconsin Statutes for the complete language or sections applicable to the exemption of property from taxation.

70.11 Property exempted from taxation. The property described in this section is exempted from general property taxes if the property is exempt under sub. (1), (2), (18), (21), (27) or (30); if it was exempt for the previous year and its use, occupancy or ownership did not change in a way that makes it taxable; if the property was taxable for the previous year, the use, occupancy or ownership of the property changed in a way that makes it exempt and its owner, on or before March 1, files with the assessor of the taxation district where the property is located a form that the department of revenue prescribes or if the property did not exist in the previous year and its owner, on or before March 1, files with the assessor of the taxation district where the property is located a form that the department of revenue prescribes. Except as provided in subs. (3m)(c), (4)(b), (4a) (f), and (4d), leasing a part of the property described in this section does not render it taxable if the lessor uses all of the leasehold income for maintenance of the leased property, construction debt retirement of the leased property or both and if the lessee would be exempt from taxation under this chapter if it owned the property. Any lessor who claims that leased property is exempt from taxation under this chapter shall, upon request by the tax assessor, provide records relating to the lessor's use of the income from the leased property.

Additional information:

See Exhibit 1.

PRIVILEGED AND CONFIDENTIAL

ASCENDIUM EDUCATION GROUP, INC. & AFFILIATES
2025 PROPERTY TAX EXEMPTION REQUEST - EXHIBIT 1

Introduction

Ascendium Education Group, Inc. is a nonprofit non-stock corporation under Wisconsin Statutes Chapter 181 and Internal Revenue Code (IRC) § 501(c)(3) ("AEG"). It has been headquartered in the City of Madison ("City") for over 50 years.[1] It serves as a "supporting organization" under IRC § 501(c)(3) and exists to support its wholly-owned affiliate, Ascendium Education Solutions, Inc. ("AES"), which is a nonprofit non-stock corporation under Wisconsin Statutes Chapter 181 and IRC § 501(c)(3).[2]

AEG is applying for a property tax exemption for the 2024 tax year under Wis. Stat. § 70.11(4)(a)(1) for its headquarters at 38 Buttonwood Court ("Subject Property") ("Exemption"). AEG has actions pending in Dane County Circuit Court for a refund of unlawful taxes imposed in the 2022 and 2023 tax years, plus statutory interest, and has filed a Claim for Return of Unlawful Taxes with the City related to the 2024 tax year. The information provided herein supplements the detailed information provided to the City previously, which is incorporated by reference.

The Subject Property is in the City of Madison but located in the Sun Prairie and DeForest school districts. AEG acquired the Subject Property in September 2020 completed construction of the new headquarters and began occupancy in late-Fall 2021.

AEG qualifies for the Exemption because it is a benevolent and educational association under § 70.11(4)(a)(1) and owns, occupies, and uses the Subject Property for its nonprofit benevolent purposes.

AEG's guiding mission is "to champion opportunity—to make the benefits of postsecondary education more attainable to all." This mission animates everything AEG does. AEG operates for the support and benefit of AES, which engages in a variety of benevolent and philanthropic activities including:

- Serving one of the nation's largest philanthropies focused on increasing access to and success in postsecondary education and training;
- Serving as the nation's largest Federal Family Education Loan Program ("FFELP") guarantor, playing a critical role in a two-tiered insurance model that was established as part of President Lyndon Johnson's "Great Society" initiative to allow people with no collateral or credit history to get money for school without satisfying traditional underwriting requirements;
- Performing a variety of financial-wellness and educational services as a FFELP guarantor on behalf of schools (including many Wisconsin public institutions; and

[1] *See* Who We Are (ascendiumeducation.org).

[2] AES was formerly known as Great Lakes Higher Education Guaranty Corporation. AEG has another affiliate other than AES, NorthStar Education Services, LLC ("NES"). NES does not regularly conduct any activities or have any employees at the Property, and the vast majority of activities AEG and AES (including sales and marketing support) perform for NES are done by remote employees who do not work at the Subject Property. Further, any NES profits would be part of AEG's philanthropic corpus and used to advance its benevolent and philanthropic mission. AEG consequently focuses on AEG and AES here but is happy to answer questions about NES.

- Awarding over $100 million each year through its education philanthropy grants and various community-giving initiatives.

So significant are AEG's and AES's contributions to Wisconsin that the Governor's Council on Financial Literacy selected "Ascendium" to receive the Governor's Financial Literacy 2022 Legacy Award along with the Wisconsin Student Debt Coalition. The Legacy Award is for:

> Any individuals, organizations, or businesses whose purpose and heritage are ingrained in sustained financial literacy, capability and inclusion, and whose reputation in doing so is held in high regard as to serve as a model for others in carrying on the work of supporting financial literacy and expanding opportunities and security through financial capability. This lifetime recognition is intended to be conferred once to the recipients.[3]

Likewise, in recognition of AEG's support of the Madison community, the Association of Fundraising Professionals Greater Madison Chapter (AFP) awarded AEG the Outstanding Philanthropic Organization award on National Philanthropy Day in November 2024.[4] This award is given by AFP to organizations that have demonstrated exceptional dedication, compassion, and community leadership focused on making a difference in the lives of others. AEG was nominated by several Madison nonprofits including the La Follette School of Public Affairs at the University of Wisconsin, the Wisconsin Technical College System, Literacy Network, and the Eastside Madison Community Center.

AEG built the Subject Property to house AES—and, by extension, its—benevolent, educational, and philanthropic activities. AEG's Executive Chairman Richard George explained this at the groundbreaking for the new headquarters, stating that the new headquarters "will embody our mission to elevate opportunity for all" and serve as a "physical manifestation of our continuing commitment to the Madison community" and "to our unwavering belief in the power of postsecondary education to transform lives."

As both a home and beacon for AEG's benevolent, educational, and philanthropic mission of creating access and opportunity for all, the Subject Property clearly qualifies for a property tax exemption under Wis. Stat. § 70.11(4)(a)(1).

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[3] *See* 20220428_NewsRelease_2022GovFinLitAwardNominations_vFINAL.pdf (wdfi.org)

[4] *See* https://www.afpmadison.org/national-philanthropy-day

Question 6: AEG's Officers

Jacqueline Fairbairn
Chief Operation Officer
38 Buttonwood Court
Madison, WI 53718
608-334-7248

Richard George
Executive Chairman
38 Buttonwood Court
Madison, WI 53718
608-733-2516

Matt Harlowe
Director of Internal Audit
38 Buttonwood Court
Madison, WI 53718
608-733-2534

Brett Lindquist
VP of Strategic Communications
38 Buttonwood Court
Madison, WI 53718
608-733-2477

Eric Maly
VP of IT and Security
38 Buttonwood Court
Madison, WI 53718
608-733-2542

Hope Merry
Chief Financial Officer
38 Buttonwood Court
Madison, WI 53718
608-733-2584

Rebecca Rapp
General Counsel
38 Buttonwood Court
Madison, WI 53718
608-733-2608

Cathy Risseeuw
VP of Human Resources
38 Buttonwood Court
Madison, WI 53718
608-733-2535

Keith Witham
President and CEO
38 Buttonwood Court
Madison, WI 53718
608-733-2592

Question 8: AEG's mission and primary purpose is to champion opportunity to make the benefits of postsecondary education attainable to all. It accomplishes this purpose primarily by supporting AES in the provision of the services identified in Question 9 below. [5]

Question 9:

AEG fulfills its benevolent and philanthropic mission primarily by supporting AES, which engages in a variety of activities to increase access and success to postsecondary education and workforce training from initial inquiry to matriculation to student loan repayment including:

- **Education and Training Philanthropy.** AES is one of the nation's largest philanthropies focused on post-secondary education and workforce training.[6] It funds programs that support learners from low-income backgrounds and historically unserved populations—with a specific focus on first-generation students, rural residents, and incarcerated adults. AES made over $160,300,000 in new grant commitments in 2024, over $88,800,000 in 2023, over $110 million in 2022, and over $105 million in 2021 to support post-secondary institutions, nonprofit partners, and workforce training programs; all aimed at increasing access and success in postsecondary education and workforce training.

[5] *See* Home | Ascendium Education Group (ascendiumphilanthropy.org)

[6] *See* Home | Ascendium Education Group (ascendiumphilanthropy.org)

- **Federal Fiduciary and Student Loan Guarantor.** AES has served as Wisconsin's designated FFELP guarantor for over 50 years.[7] FFELP guarantors are fiduciaries of the federal government. They are required under the Higher Education Act to be nonprofits or state agencies and must a nonprofit in Wisconsin given a state constitutional prohibition on state contracting of public debt.[8] Their role and compensation are set by the Higher Education Act, statutorily-required agreements with the Department of Education along with Department of Education regulations and guidance.[9] FFELP guarantors' role has significantly changed in the aftermath of the March 2020 COVID19 National Emergency ("NE") declaration—due, among other things, to successive NE and Fresh Start ("FS") collections pauses. It is currently defined by a Voluntary Flexible Agreement ("VFA") the Department of Education has entered with each guarantor. FFELP guarantors continue to play a critical role in a two-tiered insurance model established to allow people with no collateral or credit history to get money for school without satisfying traditional underwriting requirements. These are activities that the Department of Education clearly distinguishes from servicing in its regulations and website, and but for the involvement of AES, the Department of Education would otherwise have to fulfill this function.

- **Project Success.** A multi-year initiative supporting Ascendium's portfolio of 51 institutions that participate in the Department of Education's Project Success Program. Ascendium's suite of services is tailored to meet the needs of the individual colleges. All colleges have the opportunity to participate in Ascendium's emergency aid, paid internship, and financial literacy offerings. Colleges that participate in the federal student loan program have the opportunity to take advantage of our offering to provide student loan repayment counseling to former students.

- **Attigo.** AES provides the Attigo suite of financial-wellness tools in partnership with higher education organizations, employers, and service providers to support academic achievement, financial wellness, and student loan repayment success. The Attigo suite includes a service to help schools craft and send student debt letters, an interactive online financial wellness curriculum for schools, and supplemental repayment support to student-loan borrowers.

- **Wisconsin Student Loan Help Hotline.** AES collaborated with the Wisconsin Coalition on Student Debt to launch the Wisconsin Student Loan Help Hotline.[10] The hotline is free resource for borrowers to get high-quality information about their student loans and is intended among other things as a trustworthy source for borrowers who could otherwise fall prey to student loan debt relief scams.

- **Community Giving.** AES works closely with nonprofit postsecondary education and workforce training leaders throughout the community to understand the community and provide support to have the biggest impact. This includes awards to Literacy Network ($375,000), The La Follette School of Public Affairs ($500,000), Black Men Coalition of Dane County ($175,000), and Fair Opportunity

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[7] Wisconsin had to have a nonprofit serve as its designated guarantor given a constitutional prohibition on the state contracting of any public debt. *See* Wisconsin Const. Art. VIII, Sec. 4. FFELP guarantors in effect reinsure private FFELP lenders (and are then reinsured themselves by ED).

[8] *See* Wisconsin Const. Art. VIII, Sec. 4.

[9] *See*

[10] *See* ATPStudentLoanHelp.pdf (wi.gov)

Project ($200,000). In addition, AES awarded forty nonprofits with a $25,000 employee-determined Good Neighbor Grant (collectively totalling $1 million). AEG also has a robust employee giving program featuring a paid volunteer time off (VTO) where every employee is encouraged to donate up to 8 hours of his or her time to nonprofits. In 2024, there were 94 organizations served for a total of 1,576 hours volunteered with an additional $39,912 donated to these organizations through VTO corporate donation match program. Lastly, the annual Unite for Our Communities campaign resulted in donations totalling $99,408 to nonprofits including the United Way of Dane County and Community Shares.

Question 11: Nearly all AEG's revenue comes from AES's service as a FFELP guarantor. Guarantor revenues have historically been set by statute and by Department of Education regulations and subregulatory guidance and, most recently, by the VFA. AES's guarantor revenue made up around 97.9% of the net revenue AEG generated from operational activities (excluding investment income) in 2024 and represented 98.5% of AEG's annual operational net revenue in 2023. The revenues are projected to be 97.2% of AEG's operational revenues for 2025 but to decline significantly from prior years and be reduced by 40% or more from what they were in 2024, largely as a result of various Department of Education initiatives that dramatically reduced AES's portfolio. All of AEG's net revenue, regardless of the activity or source, goes towards AEG's philanthropic mission and work of improving access and success to post-secondary education and workforce training for populations that have been historically underserved. This includes AEG's investment income.

Questions 12 and 13: AES provides a variety of free services:

- **Education and Training Philanthropy.** AES is still calculating its 2024 percentages but spent around 27% of its revenue in 2023 on educational philanthropy grant-making aimed at increasing access and success in postsecondary education and workforce training and then directed all remaining revenue (after operating expenses) to its philanthropic corpus for future educational-philanthropy grantmaking and other philanthropic and benevolent activities. The grants are free to recipients.

- **Project Success.** Historically, AES provided 100% of the emergency aid and paid internship student funds and shared the remaining costs with the Department of Education. In 2023 AES began covering all Project Success expenses. In 2023, emergency aid served 854 students at 50 institutions, and paid internship served 607 students at 49 institutions. In 2024, emergency aid served 1,167 students at 50 institutions, and paid internship served 720 students at 49 institutions. The 2024 total cost for all services was an estimated $5.6 million.

- **Attigo.** AES provided free access to various Attigo services (predominately, GradReady and Cohort Catalyst) to around 40% of post-secondary school clients in 2023 and 33% in 2022.

Questions 14 and 15: AES has historically shared Project Success costs that go to institutions rather than directly to students with the Department of Education. AES covered all Project Success costs in 2024, including those that the Department of Education previously paid, incurring $5.6 million of costs. In 2023, AES began covering all the Project Success costs, incurring $7.1 million of costs. During 2022, AES covered approximately $2.5 million of the total $5.8 million costs related to the Project Success services. During 2021, AES covered approximately $2.2 million of the total $5.8 million costs related to the Project Success services.

Question 16: Yes, AES provides a variety of services to student loan borrowers without charging them a fee—including its work as a federal student loan guarantor and with the Wisconsin Student Loan Helpline. AES also provides free services as part of the Project Success Program. It also provides significant funding, totaling over $100 million a year, to schools and nonprofits through its extensive education-philanthropy and community-giving programs.

Question 19:

Tax Parcel Numbers: 251-0810-154-0113-6 and 251-0810-154-0199-6

Acreage: 13.365 acres

Legal Description: Lot One (1) of Certified Survey Map No. 15485, recorded in the office of the Register of Deeds for Dane County, Wisconsin in Volume 111 of Certified Survey Maps, Pages 243-252, as Document No. 5634354, in the City of Madison, Dane County, Wisconsin.

Questions 24 and 25: AEG purchased the Subject Property on September 17, 2020 for $4,413,829. Construction of our headquarters began immediately after acquisition. Construction is complete and AEG began occupying the Subject Property and using the Subject Property for its benevolent and philanthropic activities in December 2021.

Question 27:

The Subject Property qualifies for a property tax exemption pursuant to Wis. Stat. § 70.11(4)(a)(1) because AEG is a nonprofit benevolent association that owns and uses the Subject Property for its benevolent, educational, and philanthropic purposes.

A. Ascendium is a benevolent and educational association.

1. Ascendium is a benevolent association.

The term "benevolent association" is not defined in § 70.11(4). But "benevolent" activities have been defined in the caselaw "as those that benefit the public and, 'to some extent at least, relieve the state from expense."[11] The ultimate test: "is the basic nature of the institution and the dominant purpose of the operation."[12] An entity does not have to be completely free of revenue or give away things for free to be benevolent.[13] The key consideration is what an entity does with its revenue and whether such revenue is directed to benevolent work or inure to founders', directors', officers', or other private parties' benefit.[14] AEG clearly fits the definition of a "benevolent association."

AEG is a long-established nonprofit with the guiding mission of championing opportunity and making post-secondary education and training available to all. This mission is reflected in AEG's corporate documentation and Internal Revenue Code § 501(c)(3) designation. Equally or more important, it is

[11] *Milwaukee Protestant Home for the Aged v. City of Milwaukee*, 41 Wis.2d 284, 300-01 (1966)
[12] *Id.*
[13] *Id.*
[14] *Id.*

supported by AEG's actions. AEG's mission is not some token phrase on placards and websites. It animates everything AEG does—including its building of the new headquarters at the Subject Property.

AEG is AES's sole owner and serves as a "supporting organization" of AES under Internal Revenue Service regulations. AEG exists to support AES's benevolent and philanthropic activities and built the Subject Property entirely for that reason. As such, AEG's ownership of the property qualifies for exemption.

AEG acquired the Subject Property and uses it to house its philanthropic mission by supporting AES's work as:

- An educational philanthropy that awards over $100 million in grants a year to postsecondary-education, workforce-training, and other nonprofit partners as part of its education philanthropy, Project Success, and community-giving efforts;

- The nation's largest FFELP guarantor—which performs activities the Department of Education would otherwise have to perform or procure on its own and that must be performed by a nonprofit in Wisconsin given a state constitutional prohibition on the public guarantee of privately-held debt; and

- A provider of financial-wellness and other student and student loan support services through the Attigo suite of financial wellness services, Project Success, the Wisconsin Student Loan Help Hotline, and the Milwaukee Student Loan Start Over Initiative.

AEG's benevolent and philanthropic activities constitute the bulk of its activities, expenses, and revenues in 2023:

- Over 70% of AEG's total revenue and nearly 98% of the revenue from operational activities is from AES's work as a FFELP guarantor; and

- Over 97.5% of AEG's expenses go towards AES's benevolent, educational, and philanthropic activities.

Moreover, all AEG's net revenue, regardless of the activity or source from which they generated, goes towards AEG's benevolent and philanthropic mission of improving access and success to post-secondary education and workforce training for populations that have been historically underserved. Much of the work that AEG performs lessens the burdens of government. As a FFELP guarantor, Ascendium performs work a Wisconsin state agency could not and that the Department of Education would otherwise have to perform or procure on its own. Doing so, AEG saves the federal government and taxpayers from incurring significant financial liability for uncured defaulted loans. As further described above, Ascendium also uses the Property for its vast range of other benevolent and philanthropic activities—including its sizable education philanthropy, special initiatives like Project Success, the Wisconsin Student Loan Hotline, and Lawyers for Learners, as well as for its community giving program.

2. Ascendium is an educational association.

Ascendium also qualifies for property tax exemption as a nonprofit educational association as provided in Wis. Stat. § 70.11(4)(a)1. An "educational association" is a nonprofit organization that provides traditional educational activities, through formal or informal systematic instruction directed to the indefinite public.

In other words, an educational association provides instruction of a type that directly benefits the general public or lessens the burdens of government, and the instruction is not limited to formal academic curriculum or a formal school setting.

As described above, Ascendium is a benevolent, educational organization. The Property is used to provide its educational activities–including providing education to promote financial wellness, help borrowers navigate student loan repayment, and recognize and elevate best practices for promoting access and success to post-secondary education and training. The work that Ascendium does in educating students and borrowers and improving the postsecondary education and workforce training spaces benefits the public, postsecondary institutions (including public ones), and reduces governmental burdens by providing student loan borrowers and others the knowledge and support they need to avoid defaulting on federal student loans for which the government holds the ultimate burden.

B. AEG uses the Subject Property for benevolent and educational activities in furtherance of its mission.

The Subject Property cannot be separated from AEG's benevolent, educational, and philanthropic mission.

From a practical standpoint, AEG's built its new headquarters as the home for AES's—and, by extension, its—philanthropic and benevolent activities. In addition to housing the day-to-day philanthropic and benevolent work, the Subject Property includes a state-of-the art convening center to bring philanthropic partners—including local nonprofits and other national funders and experts—together to collaborate, exchange ideas, and share best practices for increasing opportunity, access, and success.

And the embodiment goes beyond the practical.

AEG designed the building not only house—but to visibly represent—its benevolent and philanthropic mission. Its Chairman of the Board and President Richard George explained this in a message to employees on groundbreaking day:

> Today marks an exciting new chapter for Ascendium Education Group as construction is set to begin on our new headquarters in Madison. Our new corporate home will embody our mission to elevate opportunity for all, from the inclined approach to the property to the iconic design of the building itself.
>
> Amidst the current crises of pandemic and protest, we all share a common hope for a better and brighter tomorrow. For Ascendium, our future home symbolizes that hope. It is a physical manifestation of our continuing commitment to the Madison community, where the majority of our employees live and work; to our employees who, whether they work in the building or visit from remote locations, will always have a place; and to our unwavering belief in the power of postsecondary education to transform lives.

As both a home and beacon for creating access and opportunity for all, the Subject Property clearly qualifies for a property tax exemption under Wis. Stat. § 70.11(4)(a)(1). AEG consequently and respectfully asks that its application be granted.

Ascendium Education Group, Inc. & Affiliates
2025 Property Tax Exemption Request
Attachments to Section 4

U. S. TREASURY DEPARTMENT
INTERNAL REVENUE SERVICE

DISTRICT DIRECTOR
MILWAUKEE, WISCONSIN 53203

November 27, 1967

DETERMINATION LETTER
MIL-10-07-295

Form L-191
ADDRESS

PURPOSE	
Contact	
ADDRESS INQUIRIES & FILE RETURNS DISTRICT DIRECTOR OF INTERNAL RE	
Milwaukee, Wisconsin	
FORM 990-A REQUIRED	ACCOUNTING PE ENDING
☐ YES ☒ NO	June 30

Wisconsin Higher Education Corporation
115 W. Wilson St.
Madison, Wis. 53702

Gentlemen:

On the basis of your stated purposes and the understanding that your operations will continue as evidenced to date or will conform to those proposed in your ruling application, we have concluded that you are exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code. Any changes in operation from those described, or in your character or purposes, must be reported immediately to your District Director for consideration of their effect upon your exempt status. You must also report any change in your name or address.

You are not required to file Federal income tax returns so long as you retain an exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code, in which event you are required to file Form 990-T. Our determination as to your liability for filing the annual information return, Form 990-A, is set forth above. That return, if required, must be filed on or before the 15th day of the fifth month after the close of your annual accounting period indicated above.

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of section 2055, 2106 and 2522 of the Code.

You are not liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless you file a waiver of exemption certificate as provided in such act. You are not liable for the tax imposed under the Federal Unemployment Tax Act. Inquiries about the waiver of exemption certificate for social security taxes should be addressed to this office, as should any questions concerning excise, employment or other Federal taxes.

This is a determination letter.

Very truly yours,

W. S. Stumpf

W. S. Stumpf
District Director

POST RETURN - FINISHED
Application [illegible]
Application [illegible]
[illegible] Worker Date

Internal Revenue Service

Department of the Treasury

Washington, DC 20224

COPY

Person to Contact: F. Dulle

Telephone Number: 202-622-648(

Refer Reply to: CP:E:EO:T:5

Date: MAY 15 1997

Great Lakes Higher Education Guaranty Corporation
2401 International Lane
Madison, WI 53704

Employer Identification Number:	39-1853833
Key District:	Midstates(Dallas)
Accounting Period Ending:	September 30
Foundation Status Classification:	509(a)(2)
Advance Ruling Period Begins:	May 24, 1996
Advance Ruling Period Ends:	September 30, 2000
Form 990 Required:	Yes

Dear Applicant:

Based on the information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in the section(s) indicated above.

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins and ends on the dates indicated above.

Within 90 days after the end of your advance ruling period, you must submit to your key district office information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Donors (including private foundations) may rely on the advance ruling that you are not a private foundation until 90 days after your advance ruling period ends. If you submit the required information within the 90 days, donors may continue to rely on the advance ruling until we make a final determination of your foundation status. However, if notice that you will no longer be treated as the type of organization indicated above is published in the Internal Revenue Bulletin, donors may not rely on this advance ruling after the date of such publication. Also, donors (other than private foundations) may not rely on the classification indicated above if they were in part responsible for, or were aware of, the act that resulted in your loss of that classification, or if they acquired knowledge that the Internal Revenue Service had given notice that you would be removed from that classification. Private foundations may rely on the classification as long as you were not directly or indirectly controlled by them or by disqualified persons with respect to them. However, private foundations may not rely on the classification indicated above if they acquired knowledge that the Internal Revenue Service had given notice that you would be removed from that classification.

If your sources of support, or your purposes, character, or method of operation change, please let your key district know so that office can consider the effect of the change on your exempt status. In the case of an amendment to your organizational document or bylaws, please send a copy of the amended document or bylaws to your key district. Also, you should inform your key district office of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of $100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act.

Because you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise,

employment, or other federal taxes, please contact your key district office.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fund-raising events may not necessarily qualify as fully deductible contributions, depending on the circumstances. If your organization conducts fund-raising events such as benefit dinners, shows, membership drives, etc., where something of value is received in return for payments, you are required to provide a written disclosure statement informing the donor of the fair market value of the specific items or services being provided. To do this you should, in advance of the event, determine the fair market value of the benefit received and state it in your fund-raising materials such as solicitations, tickets, and receipts in such a way that the donor can determine how much is deductible and how much is not. Your disclosure statement should be made, at the latest, at the time payment is received. Subject to certain exceptions, your disclosure responsibility applies to any fund-raising circumstance where each complete payment, including the contribution portion, exceeds $75. In addition, donors must have written substantiation from the charity for any charitable contribution of $250 or more. For further details regarding these substantiation and disclosure requirements, see the enclosed copy of Publication 1771. For additional guidance in this area, see Publication 1391, Deductibility of Payments Made to Organizations Conducting Fund-Raising Events, which is available at many IRS offices or by calling 1-800-TAX-FORM (1-800-829-3676).

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt from Income Tax. If "Yes" is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than $25,000. If your gross receipts each year are not normally more than $25,000, we ask that you establish that you are not required to file Form 990 by completing Part I of that Form for your first year. Thereafter, you will not be required to file a return until your gross receipts exceed the $25,000 minimum. For guidance in determining if your gross receipts are "normally" not more than the $25,000 limit, see the instructions for the Form 990. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of $20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. The maximum penalty charged cannot exceed $10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding $1,000,000 in any

year, the penalty is $100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding $1,000,000 shall not exceed $50,000. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, any supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of $10 per day for each day there is a failure to comply (up to a maximum of $5,000 in the case of an annual return). See Internal Revenue Service Notice 88-120, 1988-2 C.B. 454, as modified by P.L. 104-168, 110 Stat. 1452, for additional information.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

In this letter, we have not determined the effect on your tax-exempt status of financing your activities with the proceeds of tax-exempt bonds since you have not indicated that you intend to use such methods now or in the future.

You need an employer identification number even if you have no employees. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

We are informing your key district office of this ruling. Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any immediate questions about this ruling, please contact the person whose name and telephone number are shown in the heading of this letter. For other matters,

Great Lakes Higher Education Guaranty Corporation

including questions concerning reporting requirements, please contact your key district office.

Sincerely,

Garland A Carter

Garland A. Carter
Chief, Exempt Organizations
Technical Branch 5

Enclosures:
Form 872-C
Pub. 1771

Form **872-C**

(Rev. July 1993)

Department of the Treasury
Internal Revenue Service

Consent Fixing Period of Limitation Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code

(See Instructions.)

OMB No. 1545-0056

To be used with Form 1023. Submit in duplicate.

Under section 6501(c)(4) of the Internal Revenue Code, and as part of a request filed with Form 1023 that the organization named below be treated as a publicly supported organization under section 170(b)(1)(A)(vi) or section 509(a)(2) during an advance ruling period,

Great Lakes Higher Education Guaranty Corp.
(Exact legal name of organization as shown in organizing document)

2401 International Lane, Madison, WI 53704
(Number, street, city or town, state, and ZIP code)

and the [redacted]
Assistant Commissioner
(Employee Plans and Exempt Organizations)

Consent and agree that the period for assessing tax (imposed under section 4940 of the Code) for any of the 5 tax years in the advance ruling period will extend 8 years, 4 months, and 15 days beyond the end of the first tax year.

However, if a notice of deficiency in tax for any of these years is sent to the organization before the period expires, the time for making an assessmen will be further extended by the number of days the assessment is prohibited, plus 60 days.

Ending date of first tax year 09/30/96
(Month, day, and year)

Name of organization (as shown in organizing document)	Date
Great Lakes Higher Education Guaranty Corporation	11-15-96
Officer or trustee having authority to sign Richard H. Johnston Signature ▶ Richard H. Johnston	Executive Title ▶ Vice President

For IRS use only

District Director or Assistant Commissioner (Employee Plans and Exempt Organizations)	Date
Evelyn A. Petschek	3/14/97

By ▶ Garland A Carter

Charitable Contributions - Substantiation and Disclosure Requirements

UNDER THE NEW LAW, CHARITIES WILL NEED TO PROVIDE NEW KINDS OF INFORMATION TO DONORS. Failure to do so may result in denial of deductions to donors and the imposition of penalties on charities.

Legislation signed into law by the President on August 10, 1993, contains a number of significant provisions affecting tax-exempt charitable organizations described in section 501(c)(3) of the Internal Revenue Code. These provisions include: (1) new substantiation requirements for donors, and (2) new public disclosure requirements for charities (with potential penalties for failing to comply). Additionally, charities should note that donors could be penalized by loss of the deduction if they fail to substantiate. THE SUBSTANTIATION AND DISCLOSURE PROVISIONS APPLY TO CONTRIBUTIONS MADE AFTER DECEMBER 31, 1993.

Charities need to familiarize themselves with these tax law changes in order to bring themselves into compliance. This Publication alerts you to the new provisions affecting tax-exempt charitable organizations. Set forth below are brief descriptions of the new law's key provisions. The Internal Revenue Service plans to provide further guidance in the near future.

Donor's Substantiation Requirements

Documenting Certain Charitable Contributions. — Beginning January 1, 1994, no deduction will be allowed under section 170 of the Internal Revenue Code for any charitable contribution of $250 or more unless the donor has contemporaneous written substantiation from the charity. In cases where the charity has provided goods or services to the donor in exchange for making the contribution, this contemporaneous written acknowledgement must include a good faith estimate of the value of such goods or services. Thus, taxpayers may no longer rely solely on a cancelled check to substantiate a cash contribution of $250 or more.

The substantiation must be "contemporaneous." That is, it must be obtained by the donor no later than the date the donor actually files a return for the tax year in which the contribution was made. If the return is filed after the due date or extended due date, then the substantiation must have been obtained by the due date or extended due date.

The responsibility for obtaining this substantiation lies with the donor, who must request it from the charity. The charity is not required to record or report this information to the IRS on behalf of donors.

The legislation provides that substantiation will not be required if, in accordance with regulations prescribed by the Secretary, the charity reports directly to the IRS the information required to be provided in the written substantiation. At present, there are no regulations establishing procedures for direct reporting by charities to the IRS of charitable contributions made in 1994. Consequently, charities and donors should be prepared to provide/obtain the described substantiation for 1994 contributions of $250 or more.

There is no prescribed format for the written acknowledgement. For example, letters, postcards or computer-generated forms may be acceptable. The acknowledgement does not have to include the donor's social security or tax identification number. It must, however, provide sufficient information to substantiate the amount of the deductible contribution. The acknowledgement should note the amount of any cash contribution. However, if the donation is in the form of property, then the acknowledgement must describe, but need not value, such property. Valuation of the donated property is the responsibility of the donor.

The written substantiation should also note whether the donee organization provided any goods or services in consideration, in whole or in part, for the contribution and, if so, must provide a description and good-faith estimate of the value of the goods or services. In the new law these are referred to as "quid pro quo contributions."

Please note that there is a new law requiring charities to furnish disclosure statements to donors for such quid pro quo donations in excess of $75. This is addressed in the next section regarding Disclosure By Charity.

If the goods or services consist entirely of intangible religious benefits, the statement should indicate this, but the statement need not describe or provide an estimate of the value of these benefits. "Intangible religious benefits" are also discussed in the following section on Disclosure By Charity. If, on the other hand, the donor received nothing in return for the contribution, the written substantiation must so state.

The present law remains in effect that, generally, if the value of an item or group of like items exceeds $5,000, the donor must obtain a qualified appraisal and submit an appraisal summary with the return claiming the deduction.

The organization may either provide separate statements for each contribution of $250 or more from a taxpayer, or furnish periodic statements substantiating contributions of $250 or more.

Separate payments are regarded as independent contributions and are not aggregated for purposes of measuring the $250 threshold. However, the Service is authorized to establish anti-abuse rules to prevent avoidance of the substantiation requirement by taxpayers writing separate smaller checks on the same date.

If donations are made through payroll deductions, the deduction from each paycheck is regarded as a separate payment.

A charity that knowingly provides false written substantiation to a donor may be subject to the penalties for aiding and abetting an understatement of tax liability under section 6701 of the Code.

Disclosure by Charity of Receipt of Quid Pro Quo Contribution

Beginning January 1, 1994, under new section 6115 of the Internal Revenue Code, a charitable organization must provide a written disclosure statement to donors who make a payment, described as a "quid pro quo contribution," in excess of $75. This requirement is separate from the written substantiation required for deductibility purposes as discussed above. While, in certain circumstances, an organization may be able to meet both requirements with the same written document, an organization must be careful to satisfy the section 6115 written disclosure statement requirement in a timely manner because of the penalties involved.

A quid pro quo contribution is a payment made partly as a contribution and partly for goods or services provided to the donor by the charity. An example of a quid pro quo contribution is where the donor gives a charity $100 in consideration for a concert ticket valued at $40. In this example, $60 would be deductible. Because the donor's payment (quid pro quo contribution) exceeds $75, the disclosure statement must be furnished, even though the deductible amount does not exceed $75.

Separate payments of $75 or less made at different times of the year for separate fundraising events will not be aggregated for purposes of the $75 threshold. However, the Service is authorized to develop anti-abuse rules to prevent avoidance of this disclosure requirement in situations such as the writing of multiple checks for the same transaction.

The required written disclosure statement must:

(1) inform the donor that the amount of the contribution that is de-

ductible for federal income tax purposes is limited to the excess of any money (and the value of any property other than money) contributed by the donor over the value of goods or services provided by the charity, and

(2) provide the donor with a good-faith estimate of the value of the goods or services that the donor received.

The charity must furnish the statement in connection with either the solicitation or the receipt of the quid pro quo contribution. If the disclosure statement is furnished in connection with a particular solicitation, it is not necessary for the organization to provide another statement when the associated contribution is actually received.

The disclosure must be in writing and must be made in a manner that is reasonably likely to come to the attention of the donor. For example, a disclosure in small print within a larger document might not meet this requirement.

In the following three circumstances, the disclosure statement is not required.

(1) Where the only goods or services given to a donor meet the standards for "insubstantial value" set out in section 3.01, paragraph 2 of Rev. Proc. 90-12, 1990-1 C.B. 471, as amplified by section 2.01 of Rev. Proc. 92-49, 1992-1 C.B. 987 (or any updates or revisions thereof);

(2) Where there is no donative element involved in a particular transaction with a charity, such as in a typical museum gift shop sale.

(3) Where there is only an intangible religious benefit provided to the donor. The intangible religious benefit must be provided to the donor by an organization organized exclusively for religious purposes, and must be of a type that generally is not sold in a commercial transaction outside the donative context. An example of an intangible religious benefit would be admission to a religious ceremony. The exception also generally applies to de minimis tangible benefits, such as wine, provided in connection with a religious ceremony. The intangible religious benefit exception, however, does not apply to such items as payments for tuition for education leading to a recognized degree, or for trave services, or consumer goods.

A penalty is imposed on charities that do not meet the disclosure requirements. For failure to make the required disclosure in connection with a quid pro quo contribution of more than $75, there is a penalty of $10 per contribution, not to exceed $5,000 per fundraising event or mailing. The charity may avoid the penalty if it can show that the failur was due to reasonable cause.

Please note that the prevailing basic rule allowing donor deduction only to the extent that the payment exceeds the fair market value of the goods or services received in return still applies generally to all quid pro quo contributions. The $75 threshold pertains only to the obligation to disclose and the imposition of the $10 per contributior penalty, not the rule on deductibility of the payment.

Department of the Treasury
Internal Revenue Service
Publication 1771 (11-93)
Catalog Number 20054Q

Internal Revenue Service
1111 Constitution Avenue, NW
Washington, D.C. 20224

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Permit No. G-48

Internal Revenue Service

Department of the Treasury

Washington, DC 20224

COPY

Person to Contact: F. Dulle

Telephone Number: 202-622-6486

Refer Reply to: CP:E:EO:T:5

Date: MAY 15 1997

Great Lakes Higher Education Servicing Corporation
2401 International Lane
Madison, WI 53704

Employer Identification Number:	39-1853835
Key District:	Midstates(Dallas)
Accounting Period Ending:	September 30
Foundation Status Classification:	509(a)(2)
Advance Ruling Period Begins:	May 24, 1996
Advance Ruling Period Ends:	September 30, 2000
Form 990 Required:	Yes

Dear Applicant:

Based on the information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in the section(s) indicated above.

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins and ends on the dates indicated above.

Within 90 days after the end of your advance ruling period, you must submit to your key district office information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Donors (including private foundations) may rely on the advance ruling that you are not a private foundation until 90 days after your advance ruling period ends. If you submit the required information within the 90 days, donors may continue to rely on the advance ruling until we make a final determination of your foundation status. However, if notice that you will no longer be treated as the type of organization indicated above is published in the Internal Revenue Bulletin, donors may not rely on this advance ruling after the date of such publication. Also, donors (other than private foundations) may not rely on the classification indicated above if they were in part responsible for, or were aware of, the act that resulted in your loss of that classification, or if they acquired knowledge that the Internal Revenue Service had given notice that you would be removed from that classification. Private foundations may rely on the classification as long as you were not directly or indirectly controlled by them or by disqualified persons with respect to them. However, private foundations may not rely on the classification indicated above if they acquired knowledge that the Internal Revenue Service had given notice that you would be removed from that classification.

If your sources of support, or your purposes, character, or method of operation change, please let your key district know so that office can consider the effect of the change on your exempt status. In the case of an amendment to your organizational document or bylaws, please send a copy of the amended document or bylaws to your key district. Also, you should inform your key district office of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of $100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act.

Because you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise,

employment, or other federal taxes, please contact your key district office.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fund-raising events may not necessarily qualify as fully deductible contributions, depending on the circumstances. If your organization conducts fund-raising events such as benefit dinners, shows, membership drives, etc., where something of value is received in return for payments, you are required to provide a written disclosure statement informing the donor of the fair market value of the specific items or services being provided. To do this you should, in advance of the event, determine the fair market value of the benefit received and state it in your fund-raising materials such as solicitations, tickets, and receipts in such a way that the donor can determine how much is deductible and how much is not. Your disclosure statement should be made, at the latest, at the time payment is received. Subject to certain exceptions, your disclosure responsibility applies to any fund-raising circumstance where each complete payment, including the contribution portion, exceeds $75. In addition, donors must have written substantiation from the charity for any charitable contribution of $250 or more. For further details regarding these substantiation and disclosure requirements, see the enclosed copy of Publication 1771. For additional guidance in this area, see Publication 1391, Deductibility of Payments Made to Organizations Conducting Fund-Raising Events, which is available at many IRS offices or by calling 1-800-TAX-FORM (1-800-829-3676).

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt from Income Tax. If "Yes" is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than $25,000. If your gross receipts each year are not normally more than $25,000, we ask that you establish that you are not required to file Form 990 by completing Part I of that Form for your first year. Thereafter, you will not be required to file a return until your gross receipts exceed the $25,000 minimum. For guidance in determining if your gross receipts are "normally" not more than the $25,000 limit, see the instructions for the Form 990. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of $20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. The maximum penalty charged cannot exceed $10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding $1,000,000 in any

year, the penalty is $100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding $1,000,000 shall not exceed $50,000. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, any supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of $10 per day for each day there is a failure to comply (up to a maximum of $5,000 in the case of an annual return). See Internal Revenue Service Notice 88-120, 1988-2 C.B. 454, as modified by P.L. 104-168, 110 Stat. 1452, for additional information.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

In this letter, we have not determined the effect on your tax-exempt status of financing your activities with the proceeds of tax-exempt bonds since you have not indicated that you intend to use such methods now or in the future.

You need an employer identification number even if you have no employees. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

We are informing your key district office of this ruling. Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any immediate questions about this ruling, please contact the person whose name and telephone number are shown in the heading of this letter. For other matters,

Great Lakes Higher Education Servicing Corporation

including questions concerning reporting requirements, please contact your key district office.

Sincerely,

Garland A Carter

Garland A. Carter
Chief, Exempt Organizations
Technical Branch 5

Enclosures:
Form 872-C
Pub. 1771

Form **872-C**
(July 1993)
Department of the Treasury
Internal Revenue Service

Consent Fixing Period of Limitation Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code

(See Instructions.)

OMB No. 1545-0056

To be used with Form 1023. Submit in duplicate.

Under section 6501(c)(4) of the Internal Revenue Code, and as part of a request filed with Form 1023 that the organization named below be treated as a publicly supported organization under section 170(b)(1)(A)(vi) or section 509(a)(2) during an advance ruling period,

Great Lakes Higher Education Servicing Corp.
(Exact legal name of organization as shown in organizing document)

2401 International Lane, Madison, WI 53704
(Number, street, city or town, state, and ZIP code)

and the ~~District Director of Internal Revenue~~ or Assistant Commissioner (Employee Plans and Exempt Organizations)

Consent and agree that the period for assessing tax (imposed under section 4940 of the Code) for any of the 5 tax years in the advance ruling period will extend 8 years, 4 months, and 15 days beyond the end of the first tax year.

However, if a notice of deficiency in tax for any of these years is sent to the organization before the period expires, the time for making an assessment will be further extended by the number of days the assessment is prohibited, plus 60 days.

Ending date of first tax year 09/30/96
(Month, day, and year)

Name of organization (as shown in organizing document)	Date
Great Lakes Higher Education Servicing Corporation	11/15/96
Officer or trustee having authority to sign Michael J. Noack Signature ▶ Michael J. Noack	Executive Title ▶ Vice President

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~~District Director or~~ Assistant Commissioner (Employee Plans and Exempt Organizations)	Date
Evelyn A. Petschek	3/14/97

By ▶ Garland A Carter

CS1

Form 872-C (Rev. 7-93)

Charitable Contributions - Substantiation and Disclosure Requirements

UNDER THE NEW LAW, CHARITIES WILL NEED TO PROVIDE NEW KINDS OF INFORMATION TO DONORS. Failure to do so may result in denial of deductions to donors and the imposition of penalties on charities.

Legislation signed into law by the President on August 10, 1993, contains a number of significant provisions affecting tax-exempt charitable organizations described in section 501(c)(3) of the Internal Revenue Code. These provisions include: (1) new substantiation requirements for donors, and (2) new public disclosure requirements for charities (with potential penalties for failing to comply). Additionally, charities should note that donors could be penalized by loss of the deduction if they fail to substantiate. THE SUBSTANTIATION AND DISCLOSURE PROVISIONS APPLY TO CONTRIBUTIONS MADE AFTER DECEMBER 31, 1993.

Charities need to familiarize themselves with these tax law changes in order to bring themselves into compliance. This Publication alerts you to the new provisions affecting tax-exempt charitable organizations. Set forth below are brief descriptions of the new law's key provisions. The Internal Revenue Service plans to provide further guidance in the near future.

Donor's Substantiation Requirements

Documenting Certain Charitable Contributions. — Beginning January 1, 1994, no deduction will be allowed under section 170 of the Internal Revenue Code for any charitable contribution of $250 or more unless the donor has contemporaneous written substantiation from the charity. In cases where the charity has provided goods or services to the donor in exchange for making the contribution, this contemporaneous written acknowledgement must include a good faith estimate of the value of such goods or services. Thus, taxpayers may no longer rely solely on a cancelled check to substantiate a cash contribution of $250 or more.

The substantiation must be "contemporaneous." That is, it must be obtained by the donor no later than the date the donor actually files a return for the tax year in which the contribution was made. If the return is filed after the due date or extended due date, then the substantiation must have been obtained by the due date or extended due date.

The responsibility for obtaining this substantiation lies with the donor, who must request it from the charity. The charity is not required to record or report this information to the IRS on behalf of donors.

The legislation provides that substantiation will not be required if, in accordance with regulations prescribed by the Secretary, the charity reports directly to the IRS the information required to be provided in the written substantiation. At present, there are no regulations establishing procedures for direct reporting by charities to the IRS of charitable contributions made in 1994. Consequently, charities and donors should be prepared to provide/obtain the described substantiation for 1994 contributions of $250 or more.

There is no prescribed format for the written acknowledgement. For example, letters, postcards or computer-generated forms may be acceptable. The acknowledgement does not have to include the donor's social security or tax identification number. It must, however, provide sufficient information to substantiate the amount of the deductible contribution. The acknowledgement should note the amount of any cash contribution. However, if the donation is in the form of property, then the acknowledgement must describe, but need not value, such property. Valuation of the donated property is the responsibility of the donor.

The written substantiation should also note whether the donee organization provided any goods or services in consideration, in whole or in part for the contribution and, if so, must provide a description and good-faith estimate of the value of the goods or services. In the new law these are referred to as "quid pro quo contributions."

Please note that there is a new law requiring charities to furnish disclosure statements to donors for such quid pro quo donations in excess of $75. This is addressed in the next section regarding Disclosure By Charity.

If the goods or services consist entirely of intangible religious benefits, the statement should indicate this, but the statement need not describe or provide an estimate of the value of these benefits. "Intangible religious benefits" are also discussed in the following section on Disclosure By Charity. If, on the other hand, the donor received nothing in return for the contribution, the written substantiation must so state.

The present law remains in effect that, generally, if the value of an item or group of like items exceeds $5,000, the donor must obtain a qualified appraisal and submit an appraisal summary with the return claiming the deduction.

The organization may either provide separate statements for each contribution of $250 or more from a taxpayer, or furnish periodic statements substantiating contributions of $250 or more.

Separate payments are regarded as independent contributions and are not aggregated for purposes of measuring the $250 threshold. However the Service is authorized to establish anti-abuse rules to prevent avoidance of the substantiation requirement by taxpayers writing separate smaller checks on the same date.

If donations are made through payroll deductions, the deduction from each paycheck is regarded as a separate payment.

A charity that knowingly provides false written substantiation to a donor may be subject to the penalties for aiding and abetting an understatement of tax liability under section 6701 of the Code.

Disclosure by Charity of Receipt of Quid Pro Quo Contribution

Beginning January 1, 1994, under new section 6115 of the Internal Revenue Code, a charitable organization must provide a written disclosure statement to donors who make a payment, described as a "quid pro quo contribution," in excess of $75. This requirement is separate from the written substantiation required for deductibility purposes as discussed above. While, in certain circumstances, an organization may be able to meet both requirements with the same written document, an organization must be careful to satisfy the section 6115 written disclosure statement requirement in a timely manner because of the penalties involved.

A quid pro quo contribution is a payment made partly as a contribution and partly for goods or services provided to the donor by the charity. An example of a quid pro quo contribution is where the donor gives a charity $100 in consideration for a concert ticket valued at $40. In this example, $60 would be deductible. Because the donor's payment (quid pro quo contribution) exceeds $75, the disclosure statement must be furnished, even though the deductible amount does not exceed $75.

Separate payments of $75 or less made at different times of the year or separate fundraising events will not be aggregated for purposes of the $75 threshold. However, the Service is authorized to develop anti-abuse rules to prevent avoidance of this disclosure requirement in situations such as the writing of multiple checks for the same transaction.

The required written disclosure statement must:

(1) inform the donor that the amount of the contribution that is de

Document 3(

Internal Revenue Service

Department of the Treasury

Washington, DC 20224

Contact Person:

Great Lakes Higher Education Corporation
2401 International Lane
Madison, WI 53704

Telephone Number: Dulle

In Reference to: 202-622-6486

Date: CP:E:EO:T:5

JUN 19 1997

Legend:

A	=	Great Lakes Higher Education Corporation ("GLHEC")
X.	=	Guaranty Division of GLHEC
Y	=	Servicing Division of GLHEC
Z	=	Corporate Support Services Division of GLHEC
B	=	Great Lakes Higher Education Guaranty Corporation ("Guaranty")
C	=	Great Lakes Higher Education Servicing Corporation ("Servicing")
D	=	Great Lakes Educational Loan Services, Inc. ("Loan Services")
E	=	Northstar Guarantee Inc. ("Northstar")
F	=	State of Wisconsin
G	=	Puerto Rico
H	=	The Virgin Islands
I	=	State of Ohio
J	=	State of Minnesota

This letter is in reply to your request for various rulings in connection with (i) the restructuring of a non-profit corporation into three separate non-profit corporations and a taxable corporation, and (ii) the proposed affiliation of these corporations with a previously-unrelated non-profit corporation.

A is a non-profit corporation organized in 1967 under the laws of the State of F. A was formed and has operated since its inception for exclusively charitable and educational purposes, including specifically the aim of ensuring access to post-

secondary education for persons with limited financial resources. In furtherance of these purposes, A has acted as the designated guarantor for the State of F with respect to loans made by lending institutions under the Higher Education Act of 1965, as amended. Our records show that Corporation A was recognized as exempt from federal income tax as an organization described in section 501(c)(3) of the Code, and as other than a private foundation under section 509(a)(2) of the Code.

A's operations have traditionally been conducted through three divisions, X, Y, and Z, all of which were part of the single corporate entity. The activities of X consisted primarily of acting as a guarantor for federally-insured student loans; such activities eventually expanded such that X served as the designated guarantor under the federal guaranteed student loan ("GSL") program for G, H, and the State of I, as well as for the State of F. Y provided activities related to the origination and servicing of these same federally-insured student loans, in an effort to encourage lenders to participate, or increase their participation, in the GSL program. In addition, Y provided loan origination and servicing for certain loans made outside of the GSL program, principally as a convenience to schools, students and lenders; the revenues from such activities were, however, reported as unrelated business taxable income on A's annual information returns. Z provided administrative and systems support for X and Y, receiving compensation for such services from each division on a cost reimbursement basis.

For various valid business reasons, the board of directors of A determined that the divisional functions of the corporation should be formally segregated into three separate corporations. Accordingly, A caused to be formed both corporations B and C as non-profit corporations under the laws of the State of F, with A acting as the sole corporate member of each of those corporations. Both corporations were formed for the purpose of increasing access to post-secondary education by encouraging lenders to allocate greater financial resources to student loan activities. Both B and C have been recognized by the Service as organizations described in sections 501(c)(3) and 509(a)(2) of the Code.

As of October 1, 1996, A contributed to B the assets and operations of X; since that date, B has conducted all activities previously conducted by X. Also as of October 1, 1996, A contributed to C the assets and operations of Y; since that date, C has conducted the activities previously conducted by Y. As an exception to the foregoing, C no longer conducts the activities previously conducted by Y which were deemed to result in unrelated business taxable income to A; these activities are now

conducted by D, a for-profit taxable corporation organized under the laws of the State of F, all of the stock of which is held by C. In addition to these activities, it is anticipated that D may in the future conduct other origination and servicing functions with respect to loans outside the scope of the GSL program.

Finally, since October 1, 1996, the activities previously conducted by Z remain in A as the sole activities of that corporation. A's articles of incorporation and bylaws were amended and restated to provide that A shall operate for the support and benefit of B and C and other organizations engaged in the guaranty and servicing of student loans, provided that such organizations are at all times qualified as tax-exempt under section 501(c)(3) of the Code and as other than a private foundation under section 509(a) of the Code. Accordingly, A now provides corporate support services to B and C pursuant to support services agreements with each entity; these agreements provide that A is reimbursed by B and C for its costs incurred in providing support services to each corporation.

Like B and C, D does not hold the assets or personnel necessary to provide corporate support services for its own activities. Accordingly, D has entered into a support services agreement with its own parent, C, pursuant to which C provides, or arranges for the provision of, corporate support services to D on a cost-reimbursement basis. While, at least initially, C is deriving the support services necessary to fulfill its obligations to D through its own support services agreement with A, C has the option to provide such services to D through any manner it chooses, including its own assets and personnel, or those of an unrelated third-party.

E is a non-profit corporation having no corporate affiliation with A, B, C, or D. E is organized under the laws of the State of J, and has been recognized as exempt from Federal income taxation under section 501(c)(3) of the Code and as other than a private foundation under section 509(a)(2) of the Code. E's purposes are charitable and educational in nature and include, specifically, increasing access to post-secondary education by acting as the designated guarantor under the federal GSL program for the State of J. Several months prior to A's internal restructuring, as described above, A and E entered into an agreement to affiliate, pursuant to which E was to have become affiliated with A by converting to a membership entity and naming A as its sole corporate member. While the affiliation was to have occurred as of October 31, 1996, the closing of the affiliation was postponed due to certain issues which arose between E and the United States Department of Education. It is anticipated that these issues will be resolved in the relatively

near future and, if that occurs, the affiliation will be consummated very shortly thereafter through a closing of the transaction.

Once the affiliation has been consummated, E will continue to act as a guarantor under the federal GSL program for a relatively short period of time, but then will be "defederalized." This event will entail E's contribution to B of its guaranty reserves held as a guarantor under the GSL program, and its contracts with the Department of Education in relation thereto; B will thereafter serve as the designated guarantor under the GSL program for the State of J, in addition to the other areas and states it currently serves.

Subsequent to the defederalization, E will conduct other activities directed at increasing access to post secondary education, including an alternative loan program ("ALP") developed and designed to assist students above and beyond the scope of the federal GSL program. The ALP will be utilized primarily in high-cost or graduate-level programs where existing federal loan programs are insufficient to cover total need. Through its ALP, however, E intends to facilitate an offering of loan types that will be a combination of government-guaranteed and non-government-guaranteed loans to a select group of educational institutions. It is anticipated that E's ALP will assist those students who cannot obtain further funds under the federal GSL program or would have difficulty financing from conventional lenders. The ALP loans will have lower interest rates, lower origination fees, lower guaranty fees, and less restrictive credit criteria than would be required by conventional lenders. The loans will be unsecured and will not require the payment of principal and interest until such time as the student graduates or otherwise discontinues pursuit of his or her education. Loan origination and servicing activities with respect to the loans made under E's ALP are anticipated to be provided by D.

While E may conduct other activities in addition to the ALP, such activities will be similarly aimed at increasing access to post-secondary education.

In connection with the consummation of the affiliation transaction, A will contribute a sum of money, part-grant and part-loan, to E in order to assist in E's development and initial financing of the ALP. In addition, A will amend and restate its articles of incorporation and bylaws to provide that A will operate for the support and benefit of E, as well as of B and C, and other section 501(c)(3) and section 509(a) organizations engaged in the funding, guaranty, insurance or servicing of

educational loans. E and A will enter into a support services agreement pursuant to which A will provide to E the same corporate support services A provides to B and C.

You have requested rulings regarding the tax consequences of the activities of A, B and C subsequent to the internal restructuring, and regarding the tax consequences of the proposed affiliation between A and E.

Section 501(c)(3) of the Internal Revenue Code provides for the exemption from federal income tax of organizations organized and operated exclusively for charitable purposes, no part of the net earnings of which inures to the benefit of any private shareholder or individual.

Section 1.501(c)(3)-1(a)(1) of the Income Tax Regulations provides that in order to be exempt as an organization described in section 501(c)(3) of the Code, an organization must be both organized and operated exclusively for one or more purposes specified in that section. If an organization does not meet either the organizational or the operational test, it is not exempt.

Section 1.501(c)(3)-1(b)(1) of the regulations states, in part, that an organization is not organized exclusively for exempt purposes unless its activities are limited to one or more exempt purposes.

Section 1.501(c)(3)-1(c)(1) of the regulations, in part, states that an organization will not be operated exclusively for exempt purposes if more than an insubstantial part of its activities is not in furtherance of an exempt purpose.

Section 1.501(c)(3)-1(c)(2) of the regulations states, in part, that an organization is not operated exclusively for exempt purposes if its net earnings inure in whole or in part to the benefit of private shareholders or individuals.

Section 1.501(c)(3)-1(d)(1) of the regulations provides that an organization may be exempt as an organization described in section 501(c)(3) of the Code if it is organized and operated exclusively for charitable or educational purposes. In addition, the regulation provides that an organization is not organized and operated exclusively for charitable purposes unless it serves a public rather than a private interest.

Section 1.501(c)(3)-1(d)(2) of the regulations provides a definition of the therm "charitable" as it is used in section 501(c)(3) of the Code. The regulation provides that the term

"charitable" is used in its generally accepted legal sense. The term includes both the advancement of education and lessening the burdens of government.

Rev. Rul. 61-87, 1961-1 C.B. 191 provides that a corporation formed primarily to make unsecured loans to students at low rates of interest to enable such students to complete their educational programs and which also guarantees loans, when such loans are made to qualified students by commercial banks, is exempt under section 501(c)(3) of the Code.

Rev. Rul. 63-220, 1963-2 C.B. 208 provides that a corporation organized to make loans to needy college students for educational purposes, which grants such loans on either a secured or unsecured basis at nominal rates substantially lower than commercial rates, may qualify for exemption under section 501(c)(3) of the Code.

Rev. Rul. 85-1, 1985-1 C.B. 177, and Rev. Rul. 85-2, 1985-1 C.B. 178, offer a two step analysis for determining whether an organization "lessens the burdens of government", requiring, first, a showing that the government considers the activity to be its burden and, second, a showing that the activity actually lessens the burdens of government.

Section 509(a) of the Code provides that a section 501(c)(3) organization shall be a private foundation unless it is described in sections 509(a)(1) through 509(a)(4).

Section 509(a)(2) of the Code describes an organization which, in general, in each taxable year:

(A) normally received more than one-third of its support from any combination of -

(i) gifts, grants, contributions, or memberships; and

(ii) gross receipts from admission, sales of merchandise, performance of services, or furnishing of facilities, in an activity which is not an unrelated trade or business, not including such receipts from any person, bureau or similar agency of a governmental unit to the extent such receipts exceed the greater of $5,000 or 1 percent of the organization's support in such taxable year, from persons other than disqualified persons, from governmental units described in section 170(c)(1), or from organizations described in section 170(c)(1), or from organizations described in section 170(b)(1)(A) (other than in clauses (vii) and (viii), and

(B) normally receives not more than one-third of its support from the sum of

(i) gross investment income and

(ii) the excess of the amount of the unrelated business taxable income over the amount of the tax imposed by section 511.

Section 1.509(a)-3(c)(1)(i) of the regulations provides that, for purposes of section 509(a)(2) of the Code, "normally" is determined with reference to the four-year period preceding an organization's current taxable year.

Section 1.509(a)-3(c)(3) of the regulations provides that, in applying these rules, certain amounts may be excluded from both the numerator and the denominator of the one-third support test described in section 509(a)(2) on the basis that they are "unusual grants"; the regulation then states that this status is generally intended to apply to contributions which (i) are attracted by reason of the publicly supported nature of the organization, (ii) are unusual or unexpected with respect to the amount thereof, and (iii) would by reason of their size adversely affect the status of the organization as normally meeting the one-third test.

Section 509(a)(3) of the Code provides another exception for classification as a private foundation for organizations that, in general, are organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of, one or more specified publicly supported organizations.

Section 1.509(a)-4 of the regulations describes the nature of the relationship required for organizations to be described in section 509(a)(3) of the Code, and the various activities which may properly be carried on by such organizations.

Section 1.509(a)-4(f)(4) of the regulations provides that an "operated in connection with" relationship is characterized by the fact that the supporting organization is responsive to, and significantly involved in the operations of, one or more specified publicly supported organizations.

Section 1.509(a)-4(i)(2)(ii) provides that a supporting organization may demonstrate that it is responsive to the needs or demands of one or more specified publicly supported organizations by showing that one or more members of the governing bodies of the publicly supported organizations are also officers, directors or trustees of, or hold other important offices in, the supporting organizations, and, as a result, the

publicly supported organizations have a significant voice in the investment policies of the supporting organization, the timing of grants, the manner of making them, the selection of recipients, and in otherwise directing the use of the income or assets of the supporting organization.

Section 511 of the Code provides for the taxation of unrelated business taxable income of organizations described in section 501(c)(3) of the Code.

Section 512(a)(1) of the Code provides that unrelated business taxable income can only arise if there is an unrelated trade or business which is regularly carried on by an exempt organization.

Section 513(a) of the Code defines "unrelated trade or business" as any trade or business the conduct of which is not substantially related to the exercise or performance by such organization of its charitable, educational, or other purpose or function constituting the basis for its exemption under section 501 of the Code.

Section 1.513-1(a) of the regulations, in part, provides that unless one of the specific exceptions of sections 512 or 513 of the Code applies, the gross income of an exempt organization subject to the section 511 tax is includable in the computation of unrelated business taxable income if (1) it is income from a trade or business, (2) such trade or business is regularly carried on by the organization, and (3) the conduct of such trade or business is not substantially related (other than through the production of funds) to the organization's performance of its exempt functions.

Section 1.513-1(c) of the regulations, in part, provides that a business activity will be deemed to be regularly carried on if it manifests a frequency and continuity, and is pursued in a manner generally similar to commercial activities of non-exempt organizations.

Section 1.513-1(d)(1) of the regulations provides that gross income is derived from unrelated trade or business if the conduct of the trade or business which produces the income is not substantially related (other than through the production of income) to the purposes for which exemption is granted.

Section 1.513-1(d)(2) of the regulations provides that a trade or business is "unrelated" to exempt purposes only where conduct of the business activity has a causal relationship to the achievement of any exempt purpose, and is "substantially related"

for purposes of section 513 of the Code only if the causal relationship is a substantial one. Thus, for conduct of trade or business from which a particular amount of gross income is derived to be substantially related to purposes for which exemption is granted, the production or distribution of goods or the performance of services from which the gross income is derived must contribute importantly to the accomplishment of those purposes.

Each of the non-profit organizations involved in the internal restructuring, as well as E, has as its stated purpose the furtherance of education, which is a charitable purpose under section 501(c)(3) of the Code. You represent that the servicing of student loans under the federal GSL program is a charitable activity for the reason that lenders participating in the federal GSL program have found it increasingly difficult to service student loans on a profitable basis, resulting in a decrease in the number of participating lenders and inhibiting the growth of this necessary educational support activity.

The decline in lender participation in the servicing of student loans has resulted from various factors, including: (i) the ever-changing and highly complex scheme of federal regulations promulgated by the Department of Education for lenders participating in the GSL program; (ii) the significant risk of loss and penalties in the event that errors occur in the origination and servicing of student loans; and (iii) the extremely high costs associated with conducting student loan servicing on an in-house basis, including personnel, space and very expensive and complex computer software programs and systems. You have provided evidence that many lenders, including large regional banking networks, have ceased participating, or are deterred from increasing their participation, in the federal GSL program due to these costs. At a time when costs of post-secondary education are rising, these developments result in an ever-expanding gap between the costs of education and the financial resources available to pay these costs. The collective activities of A, B, C and E are directed at responding to this growing need by encouraging lenders to participate, or to increase their participation, in student lending.

In addition, you have demonstrated that the private benefit to lenders resulting from C's activities is far outweighed by the public benefits, which take the form of not only an increased amount of capital available for financing post secondary education, but also the assistance given to schools and students through various programs, processes and functions by which C is able to facilitate the process of bringing students and schools together with the financial resources necessary to finance

educational costs. You have represented that C's activities are narrowly targeted toward exempt purposes, since it will provide student loan servicing primarily for those loans which are federally insured under the GSL program, and which are guaranteed by either B or E. While C may engage in a relatively insubstantial degree of servicing for loans outside the GSL program, C will report income received from such servicing as unrelated business taxable income. Finally, you have further represented that services similar to the linked guaranty and servicing products offered by A and its affiliated organizations are not available commercially on similar terms.

Under these circumstances, the activities of A, B, C, and E are all aimed at the promotion of education and, as such, are properly characterized as charitable within the meaning of section 501(c)(3) of the Code.

Moreover, you have provided evidence demonstrating that the government of the State of F has provided an objective manifestation that it considers the guaranty and servicing of student loans under the federal GSL program to be burdens of state government, and that the State has long recognized that A's activities serve to alleviate such burdens. As such, the activities traditionally conducted by A, and now conducted by A, B, and C, are deemed "charitable" within the meaning of section 501(c)(3) of the Code.

In light of the foregoing, A's contribution of its assets and activities to B and C must be viewed as an essential step in the creation of an overall structure aimed at better achieving the exempt purposes of A, B and C. The contributions were a one-time event intended to enable B and C to assume their roles in a system of affiliated organizations collectively operating for a common charitable purpose.

As a result of the internal restructuring, A provides corporate support services intended to allow B and C to conduct their own charitable operations. While such support services are not inherently charitable in nature, they are essential to the effective and efficient operation of B and C. Moreover, A maintains a close structural and financial relationship with both B and C, as assured by the fact that at least two members of A's seven-member board of directors must at all times be individuals also serving on the board of directors of B, and at least two members must at all times be individuals also serving on the board of directors of C. These facts result in A being "operated in connection with" B and C, within the meaning of section 509(a)(3) of the Code. A's articles of incorporation have been revised to state that A is organized and will at all times

operate for the support and benefit of B and C and other tax-exempt organizations similar thereto in class or purpose.

C's provision of corporate support services to D at fair market value rates is offered as an accommodation to schools, students, and lenders participating in the federal GSL program. Schools and student borrowers benefit in the sense that they need to interact with only one organization over the life of a student loan, even though the particular student borrower may have exceeded his or her lifetime borrowing limits under the GSL program and, as a result, has had to turn to other loan programs to finance the remainder of his or her educational programs. Lenders will be encouraged to participate in ALPs of various types, as well as in the federal GSL program, if they can be assured that the high-quality, low-cost servicing product they have come to rely upon for their GSL loans will also be available for their additional student lending activities. C's provision of support services to D is intended to allow this result. As noted above, while C initially has chosen to derive the resources necessary to fulfill its obligations to D from the resources made available to it under its own agreement with A, C may at any time choose to fulfill its obligations to D by obtaining such support services from some other entity.

Because A, B, and C share the common charitable mission of increasing access to post-secondary education, any future transfers of funds, assets, services or personnel between or among such organizations will be made for the sole purpose of enhancing the organizations' ability to achieve this common charitable mission through their respective activities.

The proposed affiliation between A and E is anticipated to result in economic benefits to be derived by schools, student borrowers, lenders and the Department of Education. Moreover, the ALP and other activities to be conducted by E will be designed to provide new and innovative programs which will be designed to attract lenders and encourage them to allocate greater capital resources to student lending. A's affiliation with E, and its contribution of a grant and loan thereto, are the mechanisms by which these public benefits can be brought into existence.

Subsequent to the proposed affiliation, A will provide to E the same corporate support services it provides to B and C. Such services are essential to the conduct of E's current guaranty activities and, after defederalization, will be critical to ensuring a stable support foundation as E's ALP is developed, designed, and implemented. A will have a close structural and financial relationship with E, as assured by the fact that at

least two members of A's board of directors (increased to nine members in connection with the affiliation) must at all times be individuals also serving on the board of directors of E.

Upon defederalization, E will contribute its guaranty assets and contracts to B, which will thereafter serve as the designated guarantor for the State of J, as well as the States of F and I, Area G and Area H. By taking such steps, E may then focus upon the development and design of its ALP and other activities directed at increasing access to post-secondary education.

Subsequent to the proposed affiliation, any future transfers of funds, assets, services or personnel among A, B, C and E will be directed at achieving the common charitable mission of such organizations to increase access to post-secondary education.

Accordingly, we rule as follows:

1. A's participation in the internal restructuring, including the contribution of its assets and activities to B and C, will not adversely impact the tax-exempt status of A under section 501(c)(3) of the Internal Revenue Code.

2. The contribution of assets and funds by A to B and C will not constitute unrelated business taxable income under sections 511-514 of the Code to B or C.

3. The contribution of assets and funds by A to B and C will be considered unusual grants under section 1.509(a)-3(c)(3) of the Income Tax Regulations, and B and C can exclude the transfer from both the numerator and the denominator of the support test described in section 509(a)(2) of the Code.

4. A's provision of support services to B and C as described above will not adversely impact the tax-exempt status of A under section 501(c)(3) of the Code.

5. On the basis of the above described changes made pursuant to the restructuring, and on the basis of A's activities subsequent to the restructuring, principally including A's provision of support services to B and C as described above, A will qualify as other than a private foundation under section 509(a)(3) of the Code.

6. Amounts received by A from B and C as reimbursement for A's provision of support services will not constitute

unrelated business taxable income under sections 511-514 of the Code to A.

7. Assuming that C's provision of support services to D in accordance with the Support Services Agreement will not cause C to be organized and operated for the primary purpose of carrying on an urelated trade or business, as defined in section 513, C's provision of support services to D will not adversely affect the tax-exempt status of C or A under section 501(c)(3), nor the status of A as other than a private foundation under section 509(a)(3).

8. Future transfers of funds, assets, services, or personnel between or among A, B and C will not adversely impact the tax exempt status of such organizations under section 501(c)(3) of the Code.

9. Future transfers of funds, assets, services, or personnel between or among A, B and C will not be deemed to constitute unrelated business taxable income under sections 511-514 of the Code to such organizations.

10. E's affiliation with A, including its creation of a membership interest, will not adversely impact the tax-exempt status of E under section 501(c)(3) of the Code.

11. A's affiliation with E, including its contribution of funds to E through a grant and a loan, will not adversely impact the tax exempt status of A under section 501(c)(3) of the Code.

12. The grant and loan amounts received by E from A will not constitute unrelated business taxable income under sections 511-514 of the Code to E.

13. The grant and loan amounts received by E from A will be considered an unusual grant under section 1.509(a)-3(c)(3), and E can exclude the amounts from both the numerator and the denominator of the support test described in section 509(a)(2) of the Code.

14. A's provision of support services to E as described above subsequent to the affiliation will not adversely impact the tax exempt status of A under section 501(c)(3) of the Code.

15. A's provision of support services to E as described above subsequent to the affiliation will not adversely impact the status of A as other than a private foundation under section 509(a)(3) of the Code.

16. Amounts received by A from E as reimbursement for A's provision of support services will not constitute unrelated business taxable income under sections 511-514 of the Code to A.

17. E's contribution of its guaranty assets to B upon defederalization will not adversely impact the tax-exempt status of E under section 501(c)(3) of the Code.

18. B's receipt of E's guaranty assets upon the defederalization of E will not adversely impact the tax-exempt status of B under section 501(c)(3) of the Code.

19. The contribution of E's guaranty assets to B upon the defederalization of E will be considered an unusual grant under section 1.509(a)-3(c)(3) of the regulations, and B can exclude the transfer from both the numerator and the denominator of the support test described in section 509(a)(2) of the Code.

20. The contribution of E's guaranty assets to B upon defederalization of E will not constitute unrelated business taxable income under sections 511-514 of the Code to B.

21. E's proposed ALP student loan program activities subsequent to defederalization, as described above, will not adversely impact the tax-exempt status of E under section 501(c)(3) of the Code.

22. Future transfers of funds, assets, services, or personnel between or among A, B, C and E will not adversely impact the tax-exempt status of such organizations under section 501(c)(3) of the Code.

23. Future transfers of funds, assets, services, or personnel between or among A, B, C, and E will not result in unrelated business taxable income under sections 511-514 of the Code to such organizations.

This ruling covers only the earlier described ALP student loan program of E. You have indicated that E will engage in other future loan programs for students. At such time as E has

developed the specifics of such future student loan programs, you should notify your key District Director of the proposed change in E's activities so that the District Director may determine the effect of those changes on E's exempt status.

This ruling is directed only to the organizations which requested it. Section 6110(j) of the Code provides that it may not be used or cited as precedent.

We are informing your key District Director of this ruling. Because this letter could help resolve any future questions about your exempt status, you should keep it in your permanent records.

Sincerely,

Garland A Carter

Garland A. Carter
Chief, Exempt Organizations
Technical Branch 5

Document 2(b)

Address any reply to:

Department of the Treasury

District Director
Internal Revenue Service

Date: May 30, 1978

In reply refer to: Miss McMahon
612-725-7344
StP:EO:78-2324:LMM:jk

South Dakota Education Assistance
Corporation
510 Nineteenth Avenue N.E.
Aberdeen, South Dakota 57401

Internal Revenue Code: Section 501(c) ( )(4)
Form 990 Required: ☒ Yes ☐ No
Accounting Period Ending: June 30

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under the provisions of the Internal Revenue Code section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of $50 or more to each of your employees during a calendar quarter. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act on remuneration of $50 or more to each of your employees during a calendar quarter if, during the current or preceding calendar year, you have one or more employees at any time in each of 20 calendar weeks or pay wages of $1,500 or more in any calendar quarter. If you have any questions about excise, employment, or other Federal taxes, please address them to this office.

If your purposes, character, or method of operation is changed, you must let us know so we can consider the effect of the change on your exempt status. Also, you must inform us of all changes in your name or address.

The block checked at the top of this letter shows whether you must file Form 990, Return of Organization Exempt From Income Tax. If the Yes box is checked, you are only required to file Form 990 if your gross receipts each year are normally more than ~~$10,000~~ XXXXX. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of $10 a day, up to a maximum of $5,000, for failure to file the return on time.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Please keep this determination letter in your permanent records.

Very truly yours,

C. D. Switzer
District Director

As a social welfare organization contributions to you are not deductible by donors as a charitable contribution under Section 170 of the Internal Revenue Code. You should advise your contributors to that effect.

cc:
F. Robert DeBruyn, Attorney at Law
Nelson, Harding, Banks, Leonard & Tate
210 Brodie Square
3202 W. Main Street
Rapid City, South Dakota 57701

Internal Revenue Service

Department of the Treasury

Washington, DC 20224

RECEIVED
APR 12 19

Person to Contact:
Charles Barrett

EAC

Telephone Number:
(202) 566-6160

Refer Reply to:
OP:E:EO:R:5

Date:
APR 8 1985

Education Assistance Corporation
115 First Ave., S.W.
Aberdeen, SD 57401

Dear Applicant:

This is reply to your January 30, 1985, letter in which you request a ruling that the creation of a wholly-owned subsidiary will not affect your exempt status under section 501(c)(4) of the Internal Revenue Code.

You will create the Educational Assistance Service Company for the purpose of furnishing a complete range of loan origination, processing and monitoring services with respect to student loans made under the federal student loan programs. It is also possible that the Service Company will perform related functions, such as needs analysis for students and parents seeking to qualify for federal student aid programs, billing services for educational institutions making loans directly to students, and training programs for student counselors and parents who seek information about the availability of federal student aid programs.

The Service Company will charge recipients of its services a fee equal to 1-1.25% of the amount of each loan in the first year and a decreasing percentage in succeeding years. You will share some personnel, office space, overhead and computer time with the Service Company. You will be reimbursed for the fair value of such resources. Net profits of the Service Company will be paid to you in the form of dividend distributions. Such funds obtained will be deposited directly into your Guarantee fund. You will contribute $12,000 to the capital of the Service Company to be used in the acquisition of office furniture and furnishings. You do not anticipate making any other contributions to the capital of the Service Company, or making any other transfers of property to it.

Section 501(c)(4) of the Code provides in part for the exemption from federal income tax of civic leagues or organizations not organized for profit but operated exclusively for the promotion of social welfare.

Section 1.501(c)(4)-1(a)(2)(i) of the Income Tax Regulations provides that an organization is operated exclusively for the promotion of social welfare if it is primarily engaged in promoting in some way the common good and general welfare of the people of the community.

Based on the information provided, we rule that your acquisition and ownership of all the outstanding shares of capital stock of the Service Company and your receipt of dividends thereon will not adversely affect your qualification as an organization described in section 501(c)(4) of the Code or your exemption from tax under section 501(a).

We are informing your key District Director of this ruling. Please keep a copy in your permanent records.

If you have any questions about this ruling, please contact the person whose name and telephone number are shown in the heading of this letter. For other matters, including questions concerning reporting requirements, please contact your key District Director.

Sincerely yours,

J. E. Griffith

J. E. Griffith
Chief, Exempt Organizations
Rulings Branch

Wisconsin Department of Financial Institutions

Strengthening Wisconsin's Financial Future

Corporations Bureau

Form 5-Domestic Non-Stock Corporation Annual Report

Name of Entity

Search by Entity Name or ID:	ASCENDIUM EDUCATION GROUP, INC. Entity ID: 6W11028
Formed under the laws of:	Wisconsin

Registered Agent

Registered Agent Individual:	PATRICIA KINGSTON
Name of Entity:	
Address:	38 BUTTONWOOD CT
Address 2:	
City:	MADISON
State:	WI
Zip Code:	53718
Email:	corptax@ascendiumeducation.org

Principal Office

Address:	38 BUTTONWOOD CT
Address 2:	
City:	MADISON
State:	WISCONSIN
Zip Code:	53718

Directors

Name:	Richard George
Post Office Address:	38 BUTTONWOOD CT
City:	MADISON
State:	WISCONSIN
Zip Code:	53718
Name:	Emerspn Brumback
Post Office Address:	13635 Carnoustie Cir.
City:	Dade City
State:	FL
Zip Code:	33525

Officers

Name:	Richard George
Street Address:	38 BUTTONWOOD CT
City:	MADISON
State:	WISCONSIN

Zip Code:	53718
Name:	Jacqueline Fairbairn
Street Address:	38 BUTTONWOOD CT
City:	MADISON
State:	WISCONSIN
Zip Code:	53718

Signature

Title:	Officer
Date:	08/14/2023
I understand that checking this box constitutes a legal signature:	Yes
Signatory's Name:	Richard George

Contact Information (Optional)

Name:	Patricia Kingston-Brown
Address:	38 BUTTONWOOD CT
City:	MADISON
State:	WISCONSIN
Zip Code:	53718
Phone Number:	
Email Address:	corptax@ascendiumeducation.org

Endorsement

	FILED
Received Date:	08/14/2023

EIGHTH AMENDED AND RESTATED ARTICLES OF INCORPORATION

OF

ASCENDIUM EDUCATION GROUP, INC.

The following Eighth Amended and Restated Articles of Incorporation of ASCENDIUM EDUCATION GROUP, INC., a Wisconsin corporation WITHOUT STOCK AND NOT-FOR-PROFIT (the "Corporation"), pursuant to the authority and provisions of Chapter 181 of the Wisconsin Statutes, supersede and take the place of the existing Seventh Restated Articles of Incorporation and Amendments thereto.

ARTICLE I

The name of the corporation shall be ASCENDIUM EDUCATION GROUP, INC. (the "Corporation").

ARTICLE II

The period of existence shall be perpetual.

ARTICLE III

The Corporation is organized and shall be operated exclusively for charitable and educational purposes, including for such purposes the making of distributions to organizations that are described in Section 501(c)(3) or (c)(4) of the Internal Revenue Code of 1986, as amended from time to time (the "Code").

The Corporation is organized and shall at all times hereafter be operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of ASCENDIUM EDUCATION SOLUTIONS, INC. and any other organization engaged in the funding, guaranty or servicing of educational loans, financial wellness or philanthropic activities, so long as each such organization shall continue to qualify as an organization described in Code Section 501(c)(3) or (c)(4) and as other than a private foundation under Code Section 509(a).

ARTICLE IV

No part of the property, net earnings or net income of the Corporation shall inure to the benefit of or be distributable to any member, officer or director of the Corporation of any private individual.

Except to the extent consistent with the Corporation's purposes and permitted by a corporation exempt from federal income tax under Code Section 501(c)(3) or (c)(4), no substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The Corporation shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provisions of these Eighth Amended and Restated Articles of Incorporation, the Corporation shall not conduct, carry on or engage in any activities not permitted to be conducted, carried on or engaged in by (a) an organization exempt from federal income taxation under Code Section 501(c)(3) or (c)(4), or (b) an organization, contributions to which are deductible under Code Section 170(c).

At any time that the Corporation is a private foundation as described in Code Section 509, the Corporation:

(a) Shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed in Code Section 4942;

(b) Shall not engage in any act of self-dealing as defined in Code Section 4941(d);

(c) Shall not retain any excess business holdings as defined in Code Section 4943(c);

(d) Shall not make any investments in a manner as to subject the Corporation to tax under Code Section 4944; and,

(e) Shall not make any taxable expenditures as defined in Code Section 4945(d).

ARTICLE V

The Corporation shall have no members.

ARTICLE VI

The Board of Directors of the Corporation shall adopt Eighth Amended and Restated Bylaws consistent with these Eighth Amended and Restated Articles of Incorporation. These Eighth Amended and Restated Articles of Incorporation may be amended from time to time as provided in such Eighth Amended and Restated Bylaws.

ARTICLE VII

The number of directors constituting the Board of Directors of the Corporation shall be fixed in the Eighth Amended and Restated Bylaws, but shall not be less than three (3), nor more than fifteen (15). The qualifications of directors, their powers, duties, tenure, manner of election, and all other matters pertaining to the directors shall be provided in the Eighth Amended and Restated Bylaws.

ARTICLE VIII

Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment and discharge of the duties, obligations and liabilities of the Corporation, distribute the remaining assets of the Corporation in such proportions as the Board of Directors may deem appropriate to the organizations described in ARTICLE III of these Eighth Amended and Restated Articles of Incorporation, provided that each such organization shall, at the date of such dissolution of the Corporation, continue to qualify as an organization described in Code Section 501(c)(3) or (c)(4), and as other than a private foundation under Code Section 509(a). If no such organization exists at the date of dissolution of the Corporation, the Board of Directors shall distribute the remaining assets of the Corporation to one or more organizations organized and operated exclusively for charitable and educational purposes, provided, however, that no assets of the Corporation shall be distributed to any organization which is not described in Code Section 501(c)(3) or (c)(4).

ARTICLE IX

The mailing address of the principal office of the Corporation at the time of the adoption of these Eighth Amended and Restated Articles of Incorporation is 38 Buttonwood Court, Madison, Wisconsin 53718. Such principal office is located in Dane County, Wisconsin.

ARTICLE X

The name and address of the registered agent at the time of the adoption of these Eighth Amended and Restated Articles of Incorporation is Patricia Kingston, 38 Buttonwood Court, Madison, Wisconsin 53718.

I, the undersigned, Richard D. George, President of Ascendium Education Group, Inc. hereby certifies that the foregoing Eighth Amended and Restated Articles of Incorporation of the Corporation were duly adopted pursuant to Wis. Stat. § 181.1002(2) by the unanimous consent of the Board of Directors of the Corporation at a meeting on December 3, 2021, receiving the affirmative vote of all of the Directors then in office. The Corporation does not have members.

In witness whereof, I, Richard D. George, set my hand this 21st day of December 2021.

Richard D. George, President

This document was drafted by Attorney Jennifer M. Krueger
Ascendium Education Group, Inc. and Affiliates
38 Buttonwood Court
Madison, Wisconsin 53718

For Office

State of Wisconsin

Department of Financial Institutions

Endorsement

RESTATED ARTICLES OF INCORPORATION - CHAP 181

ASCENDIUM EDUCATION GROUP, INC.

Received Date: 10/15/2018 **Filed Date: 10/16/2018**

Filing Fee: $25.00

Expedited Fee: $25.00

Entity ID#: A084362

Total Fee: $50.00

NAME CHANGE
CHANGES REGISTERED OFFICE ADDRESS
CHANGES PRINCIPAL OFFICE ADDRESS

OOS# 201810155150761

ELEVENTH AMENDED AND RESTATED BYLAWS
OF
ASCENDIUM EDUCATION GROUP, INC.

The following Tenth Amended and Restated Bylaws of ASCENDIUM EDUCATION GROUP, INC., a Wisconsin corporation WITHOUT STOCK AND NOT-FOR-PROFIT (the "Corporation"), pursuant to the authority and provisions of Chapter 181 of the Wisconsin Statutes, supersede and take the place of the Tenth Amended and Restated Bylaws.

ARTICLE I

Purpose

Section 1. Purpose of Corporation. This Corporation is organized and shall be operated at all times hereafter exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended from time to time (the "Code"). In furtherance of such purposes, the Corporation shall operate exclusively for the benefit of, to perform the functions of, or to carry out the purposes of ASCENDIUM EDUCATION SOLUTIONS, INC. and any other organization engaged in the funding, guaranty or servicing of educational loans, so long as each such organization shall continue to qualify as an organization described in Code Section 501(c)(3) and (c)(4) and as other than a private foundation under Code Section 509(a). These Eleventh Amended and Restated Bylaws specify the manner in which the Corporation shall be governed and operated.

ARTICLE II

Members

Section 1. No Members. The Corporation shall have no members.

ARTICLE III

Directors

Section 1. Powers. The affairs, property and business of the Corporation shall be managed by the Board of Directors.

They shall have powers, in addition to all other lawfully vested in them, to take, hold and administer, on behalf of the Corporation, real, personal or mixed property and monies, or any interest thereon, and the income therefrom, either absolutely or in trust, for any purpose of the Corporation as described in Article I above. The Corporation may acquire property for such purpose, by purchase or lease and by the acceptance of gifts, grants, bequests, devises or monies or loans.

Section 2. Number, Qualifications, Identity; Election and Term.

(a) The number of Directors of this Corporation shall be not be less than three (3) nor more than fifteen (15).

(b) The Board of Directors shall be individuals who have a professional interest in, and/or knowledge of, public policy, finance, information processing, insurance, business and management, or subjects connected with the Corporation's philanthropic mission including postsecondary education and workforce training.

(c) The Corporation shall not at any time be controlled directly or indirectly by disqualified persons as defined by Code Section 4946, other than foundation managers or one or more organizations described in Code Sections 509(a)(1) or (a)(2).

(d) The Directors of the Corporation, except in the event of a prior death, resignation or removal in accordance with these Eleventh Amended and Restated Bylaws, shall serve a term of office which shall expire no later than the regular annual meeting of the Board of Directors immediately following the expiration of the term specified by the Board of Directors.

(e) At the expiration of each Director's specified term of office as described in Section 2(d) above, and at the expiration of the term of office of each successor thereto, the remaining members of the Board (including those members whose terms are expiring at the same time) shall either re-elect such Director for another term or they shall elect a successor thereto. In either event, the person so re-elected or elected, and his or her successors in office, shall thereupon serve a term that commences immediately upon election and lasts for the latter of two (2) years or until the regular annual meeting of the Board of Directors immediately following the expiration of the term specified by the Board of Directors except in the event of his or her prior death, resignation or removal in accordance with these Eleventh Amended and Restated Bylaws. Any re-election or election of a Director hereunder shall be limited only by (i) the requirement that any person to re-elected or elected shall meet the qualifications described in Sections 2(b) and 2(c) above and (ii) the obligation of the Board to maintain the Board Overlap Requirement described in Section 2(f) below.

(f) It shall be required that, at all times at least a majority of the Directors of the Corporation shall be individuals who have been elected or appointed to serve, and are concurrently serving, as Directors of Ascendium Education Solutions, Inc. For purposes of this Section 2(f), the requirement just described shall be referred to as the "Board Overlap Requirement." In the event that the Board Overlap Requirement is not met at any time, for any reason, the Board of this Corporation shall promptly take such legal steps as it believes appropriate so that such Board Overlap Requirement shall again be met, including (as illustrations only) filing an existing or newly created vacancy on this Board with an individual whose status as a Board member of Ascendium Education Solutions, Inc. will enable the Board Overlap Requirement to be met, removing any Director from this Board and replacing the Director so removed with such an individual, or exercising the power of this Corporation as a member of Ascendium Education Solutions, Inc. so as to modify the Boards of those organizations (in accordance with their respective Articles of Incorporation and Bylaws) in a manner which will enable the Board Overlap Requirement to be met.

Section 3. Resignation. A Director may resign at any time by giving written notice to the Secretary of the Corporation, who shall advise the Board of Directors of such resignation. Such resignation shall take effect at the time specified therein or, if no time is specified, then upon receipt of the resignation by the Secretary of the Corporation, and unless otherwise specified therein, acceptance of such resignation shall not be necessary to make it effective.

Section 4. Removal. Any individual Director may be removed from office, with cause or for any reason provided in the Eighth Amended and Restated Articles of Incorporation or these Eleventh Amended and Restated Bylaws, by the action of a majority of the Board of Directors.

Section 5. Vacancies. A vacancy or vacancies in the Board of Directors occurring for any reason, including an increase in the authorized number of Directors, may be filled by a majority of the Directors then in office, even though less than a quorum. Each Director so elected shall hold office for the unexpired portion of the term such Director was elected to fill and until such Director's successor is elected or appointed and qualified, or until such Director's death, resignation or removal. Any election of a new Director to fill a vacancy hereunder shall be limited only by (i) the requirement that any person so elected shall meet the qualifications described in Sections 2(b) and 2(c) above, and (ii) the obligation of the Board to maintain the Board Overlap Requirement described in Section 2(f) above.

Section 6. Meetings.

(a) Annual Meeting. A regular annual meeting of the Board of Directors shall be held for each fiscal year during the first calendar quarter after the fiscal year's end, at such time or place as may be designated by the Chairman of the Corporation, or by the Vice Chairman, President or any Vice President if the Chairman of the Board is unable to act, for the election of officers and the transaction of such other business as may properly come before the meeting. In the event of failure, through oversight or otherwise, to hold the annual meeting of Directors in any year during the quarter herein provided therefore, the meeting, upon waiver of notice or upon due notice, may be held at a later date, and any election had or business transacted at such meeting shall be as valid and effectual as if had or transacted at the annual meeting during the months herein provided.

(b) Other Regular Meetings. Other regular meetings of the Board of Directors of the Corporation may be held with or without notice at such regularly recurring time and place as the Board of Directors may designate.

(c) Special Meetings. Special meetings of the Board of Directors for any purpose or purposes shall be held whenever called by the Chairman of the Board of the Corporation, or by the Vice Chairman, President or any Vice President if the Chairman is unable or refuses to act, or by a majority of Directors.

Section 7. Notices. With the exception of regular meetings as set forth in Section 6(b) above in this Article, notice of any meeting of the Board of Directors, in each case specifying the place, date and hour of the meeting, shall be given to each Director by delivering notice, orally or in writing, not more than thirty (30) days prior to the date of the meeting, but at least seven (7) days before the time set for such meeting or, if notification is by mail, by mailing such notice at least seven (7) days before the time set for such meeting.

If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, with postage prepaid, addressed to the Director at the Director's address as it appears on the records of the Corporation. Neither the business to be transacted at, nor the purpose of, any meeting of the Board of Directors need be specified in the notice or waiver of such notice of such meeting.

Section 8. Waiver of Notice. The transactions of any meeting of the Board of Directors, however called and noticed or wherever held, shall be as valid as though had at a meeting duly held after regular call and notice, if a quorum is present and if, either before or after the meeting, a written waiver of notice of the meeting, containing the same information as would have been required to be included in proper notice of the meeting, is signed by (a) each Director not present at the meeting, and (b) each Director present at the meeting who objected there to the transaction of any business because the meeting was not lawfully called or convened. All such waivers shall be filed with and made a part of the minutes of the meeting.

Section 9. Action Without Meeting. Any action which may be taken at a meeting of the Board of Directors may be taken without a meeting if all the Directors shall consent in writing to such action. Such action by written consent shall have the same force and effect as the unanimous vote of the Directors.

Section 10. Quorum. A majority of the number of Directors fixed pursuant to these Eleventh Amended and Restated Bylaws shall constitute a quorum for the transaction of business. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act or decision of the Board of Directors, unless the act of a greater proportion is required by law, the Eighth Amended and Restated Articles of Incorporation or these Eleventh Amended and Restated Bylaws.

Section 11. Adjournment. Any meeting of the Board of Directors, whether regular or special, and whether or not a quorum is present, may be adjourned from time to time by the vote of a majority of the Directors present. Notice of the time and place of an adjourned meeting need not be given to absent Directors if said time and place are fixed at the meeting adjourned. At any such adjourned meeting at which a quorum is present, any business may be transacted which might have been transacted at the meeting adjourned.

Section 12. Organization. The Chairman of the Board of the Corporation, or in the absence of the Chairman of the Board, the Vice Chairman, or in the absence of the Vice Chairman, a chairman chosen by a majority of the Directors present shall act as chairman at every meeting of the Board of Directors. The Secretary of the Corporation, or in the absence of the Secretary any person appointed by the chairman of the meeting, shall act as secretary of the meeting.

Section 13. Compensation. Upon resolution of the Board of Directors, any one or more Directors may receive compensation and reimbursement for attending any meeting of the Board of Directors or in otherwise fulfilling their duties as Directors hereunder.

Section 14. Committees.

(a) Standing or Temporary Advisory Committees Without Board Authority. The Chairman of the Board may authorize, and appoint or remove members (whether or not members of the Board of Directors) of, standing and/or temporary committees to consider appropriate matters, make reports to the Chairman of the Board and/or Board of Directors, and fulfill such other advisory functions as may be designated. The designation of such standing and/or temporary committees, and the members thereof, shall be recorded in the minutes of the Board of Directors.

(b) Other Committees with Limited Board Authority. The Board of Directors may by appropriate resolution designate one or more committees, each of which shall consist of three (3)

or more Directors elected by the Board of Directors, which to the extent provided in said resolutions or in these Eleventh Amended and Restated Bylaws, shall have and may exercise, when the Board of Directors is not in session, the powers of the Board of Directors in the management of the affairs of the Corporation, except action with respect to election of officers and the formation of and the filling of vacancies in committees with limited board authority pursuant to this subsection. The Board of Directors may elect one or more Directors as alternate members of any such committee, who may take the place of any absent committee member or members at any meeting of such committee. The designation of such committee or committees and the delegation thereto of authority shall not operate to relieve the Board of Directors or any individual Director of any responsibility imposed upon the Board of Directors or any individual Director by law.

(c) Executive Committee. There shall be an Executive Committee chaired by the Chairman of the Board with membership comprised of the following: the Chairman of the Board, the Chairman of the Audit Committee, the Chairman of the Personnel Policy Committee, and the Secretary. The Executive Committee shall meet at the call of the Chairman of the Board.

(d) Audit Committee. There shall be an Audit Committee composed of three (3) Directors elected by the Board of the Corporation. The Board shall also elect the Chairman of the Audit Committee.

(e) Personnel Policy Committee. There shall be a Personnel Policy Committee composed of three (3) Directors elected by the Board of the Corporation. The Board shall also elect the Chairman of the Personnel Policy Committee.

(f) Investment Committee. There shall be an Investment Committee composed of three (3) Directors elected by the Board of the Corporation. The Board shall also elect the Chairman of the Investment Committee.

(g) Grants Committee. There shall be a Grants Committee composed of three (3) Directors elected by the Board of the Corporation. The Board shall also elect the Chairman of the Grants Committee.

Section 15. Director Conflicts of Interest. No contract or other transaction between this Corporation and one or more of its Directors or any other corporation, firm, association, or entity in which one or more of its Directors are directors or officers or has a material financial interest shall be either void or voidable because of such relationship or interest or because such Director or Directors are present at the meeting of the Board of Directors or a committee thereof which authorizes, approves or ratifies such contract or transaction or because his or their votes are counted for such purpose, if (1) the fact of such relationship or interest is disclosed or known to the Board of Directors or committee which authorizes, approves, or ratifies the contract or transaction by a vote or consent sufficient for the purpose without counting the votes or consents of such interested Directors; or (2) the fact of such relationship or interest is disclosed or known to the members entitled to vote and they authorize, approve or ratify such contract or transaction by vote or written consent; or (3) the contract or transaction is fair and reasonable to the Corporation. Common or interested Directors may be counted in determining the presence of a quorum at a meeting of the Board of Directors or a committee thereof which authorizes, approves or ratifies such contract or transaction.

Section 16. Meetings by Telephone or Other Communication Technology. Any action required or permitted by the Eighth Amended and Restated Articles of Incorporation or these Eleventh Amended and Restated Bylaws or any provision of law to be taken by the Board of Directors or a committee of the Board of Directors at a meeting or by resolution may be taken in a meeting through the use of any means or communication by which (a) all participating Directors may simultaneously hear each other during the meeting, or (b) all communication during the meeting is immediately transmitted to each participating Director and each participating director is able to immediately send messages to all other participating Directors.

ARTICLE IV

Officers

Section 1. Officers. The Corporation shall have a Chairman and Vice Chairman of the Board, a President who shall be the chief executive officer of the Corporation, one or more Vice-Presidents, a Secretary, a Treasurer and such other officers or assistant officers as the Directors may from time to time elect. Any two or more of said offices may be held by the same person, except that the offices of President and Secretary and the offices of President and Vice-President may not be held by the same person.

Section 2. Election. The President shall serve as Treasurer of the Corporation and shall hold office until replaced by the Board of Directors. The other officers of the Corporation shall be chosen annually by the Board of Directors at its annual meeting, and each officer shall hold office until such officer's successor shall have been duly elected and qualified, or until such successor's death, resignation or removal. The offices of Chairman of the Board and Secretary shall be held by a member of the Board of Directors. Any number of Vice-Presidents and an Assistant Secretary may be chosen from the membership of the Board of Directors of the Corporation or from the Corporation's employees. Election or appointment as an officer shall not of itself create contract rights.

Section 3. Resignation. Any officer may resign at any time by giving written notice to the Board of Directors or the Secretary of the Corporation. Such resignation shall take effect at the time specified therein or, if not time is specified, then upon receipt of the resignation by the Secretary of the Board of Directors as the case may be, and, unless otherwise specified therein, acceptance of such resignation shall not be necessary to make it effective.

Section 4. Removal. Any officer may be removed from office by the action of the Board of Directors, whenever in their judgment the best interest of the Corporation will be served thereby, without prejudice to the contract rights, if any, of the officer so removed.

Section 5. Vacancies. A vacancy occurring in any office, for any reason, may be filled for the unexpired portion of the term of said office by the Board of Directors.

Section 6. Chairman and Vice Chairman of the Board. The Chairman of the Board or, in his absence, the Vice Chairman, shall, when present, preside at the meetings of the Board of Directors and they shall have such other duties, responsibilities and powers as may be assigned by the Board of Directors or these Eleventh Amended and Restated Bylaws. The Chairman shall be an ex-officio member of all standing committees established pursuant to Article III, Section 14.

Section 7. President. The President shall be the chief executive officer of the Corporation and shall have such duties, responsibilities and powers as may be necessary to carry out the directions and policies of the Board of Directors or prescribed in these Eleventh Amended and Restated Bylaws or otherwise delegated by the Board of Directors and shall at all times be subject to the policies, control and direction of the Board of Directors. The President may sign and execute, in the name of the Corporation, any instrument or document consistent with the foregoing general delegation of authority or any other instrument or document specifically authorized by the Board of Directors, except when the signing and execution thereof shall have been expressly delegated by the Board of Directors or by these Eleventh Amended and Restated Bylaws to some other officer or agent of the Corporation; provided, that neither the President nor any other officer may sign any deeds or instrument of conveyance or endorse any security or execute any checks, drafts or other orders for payment of money, notes acceptances or other evidence of indebtedness without the specific authority of the Board of Directors pursuant to Article V below of these Eleventh Amended and Restated Bylaws dealing with such matters. The President shall, whenever it may in the President's opinion be necessary, prescribe the duties of other officers (except the Chairman of the Board and Secretary) and employees of the Corporation, in a manner not inconsistent with the provisions of these Eleventh Amended and Restated Bylaws and the directions of the Board of Directors.

Section 8. Vice-President. In the absence or disability of the President, the Vice-President shall perform the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. If at any such time the Corporation has more than one Vice-President, the duties and powers of the President shall pass to the Vice-Presidents in order of their rank as fixed by the Board of Directors. The Vice-Presidents shall have such other powers and perform such other duties as may be prescribed for them from time to time by the Board of Directors or these Eleventh Amended and Restated Bylaws.

Section 9. Secretary. The Secretary shall:

(a) Certify and keep at the principal office of the Corporation the original or a copy of its these Eighth Amended and Restated Articles of Incorporation and the Eleventh Amended and Restated Bylaws, as amended or otherwise altered to date.

(b) Keep at the principal office of the Corporation or such other place as the Board of Directors may direct, a book of minutes of all meetings or the members of the Corporation, the Board of Directors and committees thereof, with the time and place of holding, whether regular or special and, if special, how authorized, the notice thereof given and the names of those present at the meetings.

(c) See that all notices are duly given in accordance with the provisions of these Eleventh Amended and Restated Bylaws.

(d) Be custodian of the records of the Corporation.

(e) See that the books, reports, statements and all other documents and records required by law are properly kept and filed.

(f) In general, perform all duties incident to the office of Secretary, and such other duties as from time to time may be assigned by the Board of Directors.

Section 10. Treasurer. The Treasurer shall perform or have performed under the Treasurer's direction the following functions:

(a) Have charge and custody of, and be responsible for, all funds and securities of the Corporation, and deposit all such funds in the name of the Corporation in such banks, trust companies or other depositaries as shall be selected by the Board of Directors.

(b) Keep and maintain adequate and correct amounts of the Corporation's properties and business transactions, including an account of its assets, liabilities, receipts, disbursements, gains, losses, capital and surplus.

(c) Render interim statements of the condition of the finances of the Corporation to the Board of Directors upon request, and render a full financial report at the annual meeting of the Board of Directors.

(d) Receive, and give receipt for, monies due and payable to the Corporation from any source whatsoever.

(e) In general, perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to the Treasurer by the Board of Directors.

Section 11. Compensation. The reasonable compensation of the officers, if any, shall be fixed from time to time by the Board of Directors, and no officer shall be prevented from receiving such compensation by reason of the fact that such officer is also a Director of the Corporation.

ARTICLE V

Contracts and Instruments; Bank Accounts; Checks and Drafts; Loans; Securities

Section 1. Execution of Contracts and Instruments. Except as in these Eleventh Amended and Restated Bylaws otherwise provided, the Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instruments in the name of and on behalf of the Corporation, and such authorization may be general or confined to specific instances. Except as so authorized, or as in these Eleventh Amended and Restated Bylaws otherwise expressly provided, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose in any amount.

Section 2. Bank Accounts. The Board of Directors from time to time may authorize the opening and keeping of general and/or special bank accounts with such banks, trust companies or other depositaries as may be selected by the Board or any officer or officers, agent or agents of the Corporation to whom such power may be delegated from time to time by the Board of Directors. The Board of Directors may make such rules and regulations with respect to said bank accounts, not inconsistent with the provisions of these Eleventh Amended and Restated Bylaws as the Board may deem expedient.

Section 3. Checks and Drafts. All checks, drafts or other orders for the payment of money, notes, acceptances, and other evidence of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents, of the Corporation, and in such manner, as shall be determined from time to time by resolution of the Board of Directors. Endorsements for deposit to the credit of the Corporation in any of its duly authorized depositaries may be made without countersignature, by the President or any Vice-President, or the Treasurer or any Assistant Treasurer, or by any other officer or agent of the Corporation to whom the Board of Directors, by resolution, shall have delegated such power, or by hand-stamped impression in the name of the Corporation.

Section 4. Loans. No loans shall be contracted on behalf of the Corporation and no evidence of indebtedness shall be issued in its name unless authorized by or under the authority of a resolution of the Board of Directors. Such authority may be general or confined to specific instances. No loans may be made to any officer or Director of the Corporation, directly or indirectly, except that reasonable advances of reimbursable expenses may be made in the discretion of the President or, in the case of the President, as determined by the Board of Directors.

Section 5. Sales of Securities. The Board of Directors may authorize and empower any officer or officers to sell, assign, pledge or hypothecate any and all shares of stock, bonds or securities, or interest in stocks, bonds or securities, owned or held by this Corporation at any time, including, without limitation because of enumeration, deposit certificates for stock and warrants or rights which entitle the holder thereof to subscribe for share of stock, and to make and execute to the purchaser or purchasers, pledgee or pledgees, on behalf and in the name of this Corporation, any assignment of bonds or stock certificates representing shares of stock owned or held by this Corporation, and to subscribe for shares of stock. However, this Corporation shall not offer or sell any of its securities in violation of any State or Federal securities law registration or other requirement.

ARTICLE VI

Miscellaneous

Section 1. Fiscal Year. The fiscal year of the Corporation shall end on December 31st of each year.

Section 2. Corporate Seal. The Corporation shall have no seal.

ARTICLE VII

Indemnification of Officers, Directors and Others

Section 1. Interpretation and Application. The terms and provisions of this Article shall be interpreted and applied in accordance with Chapter 181 of the Wisconsin Statutes, as amended from time to time. Indemnification under this Article is not required to the extent limited by the Eighth Amended and Restated Articles of Incorporation, including any amendment to or restatement thereof.

Section 2. Indemnification Against Expenses. Each person, or his or her estate or personal representative, who was or is made party or witness, or is threatened to be made a party or a

witness, to any proceeding by reason of the fact that he or she is or was a director, officer, employee or agent of the Corporation shall be indemnified by the Corporation to the fullest extent authorized or permitted by the Wisconsin Nonstock Corporation Law, against all expenses incurred by such person in connection therewith; provided, however, that the person is or was successful on the merits or otherwise, in the defense of such proceeding, or unless and only to the extent that a court of competent jurisdiction shall determine that, in view of all of the circumstances of the case, such person is fairly and reasonably entitled to be indemnified.

Section 3. Indemnification Against Liability. In any case not included under Section 2 of this Article, the Corporation shall indemnify any person who was or is a party or witness, or is threatened to be made a party or witness to any proceeding, by reason of the fact that he or she is or was a director, officer, employee or agent of the Corporation, against liability incurred in connection therewith, including any judgment, settlement, penalty, assessment, forfeiture or find, and reasonable expenses; provided, however, that such liability was not incurred because the person breached or failed to perform a duty he or she owed the Corporation. The termination of any action, suit, arbitration or proceeding by judgment or settlement, conviction or upon a plea of no contest or its equivalent, shall not, of itself, create a presumption that indemnification of the person is not required under this Section.

Section 4. Payment of Expenses in Advance. Any right to indemnification under this Article shall include the right to payment by the Corporation of expenses incurred in connection with any such proceeding in advance of its final disposition; provided, however, that the payment of such expenses incurred by such person shall be made only upon delivery to the Corporation of (a) written affirmation of his or her good faith belief that he or she has not breached or failed to perform his or her duties to the Corporation and, (b) an undertaking, by or on behalf of such person, to repay all amounts so advanced, including reasonable interest, if it should be determined ultimately that such person is not entitled to be indemnified under this Article or otherwise.

Section 5. Breach or Failure to Perform a Duty. The Corporation shall not indemnify any person, or permit any person to retain any allowance of expenses unless it is determined by or on behalf of the Corporation that the person did not breach or fail to perform a duty he or she owes to the Corporation. Unless otherwise provided by the Eighth Amended and Restated Articles of Incorporation or these Eleventh Amended and Restated Bylaws, including any amendments to the restatements thereof, or by agreement, such determination shall be made, at the discretion of the party seeking indemnification, in any manner permitted under Section 181.043, Wis. Stats., as amended from time to time.

Section 6. Indemnification Not Exclusive. The indemnification and advancement of expenses provided by or granted pursuant to this Article shall not be deemed exclusive of any other rights to which a person seeking indemnification or advancement of expenses and may be entitled under any bylaw, agreement or resolution of Directors.

Section 7. Insurance. The Corporation shall have the power to purchase and maintain insurance to protect itself and any person who is or was a director, officer, employee or agent of the Corporation against liability asserted against or incurred by him or her in any such capacity, or arising out of his or her status as such, whether or not the Corporation would be required or have the power to indemnify him or her against such liability under this Article, the law of the State of Wisconsin or otherwise.

Section 8. Invalidation. If this Article or any portion thereof shall be invalidated on any ground by any court of competent jurisdiction, then the Corporation shall nevertheless indemnify each director, officer, employee or agent of the Corporation as to expenses, judgments, fines and amounts paid in settlement with respect to any proceeding, to the fullest extent permitted by any applicable portion of this Article that shall not have been invalidated by the Wisconsin Nonstock Corporation Law or by any other applicable law.

Section 9. References to Corporation and Other References. For purposes of this Article, references to the "Corporation" shall include, in addition to the corporation first named above, any corporation absorbed in a merger or other transactions which otherwise would have lawfully been entitled to indemnify its directors, officers, employees or agents.

For purposes of this Article, references to "DIRECTOR OR OFFICER" shall include: (a) any natural person who is or was a director or officer of the Corporation; (b) any natural person who, while a director or officer of the Corporation, is or was serving at the Corporation's request as a director, officer, partner, trustee, member of any governing or decision-making committee, employee or agent of another corporation or enterprise, and including service to an employee benefit plan, its participants or beneficiaries.

For purposes of this Article, a "breach or failure to perform a duty owed to the Corporation" shall mean: (a) any willful misconduct; (b) a willful failure to deal fairly with the Corporation in connection with a matter in which the director or officer has a material conflict of interest; (c) any violation of criminal law, unless the director or officer had reasonable cause to believe his or her conduct was lawful; or, (d) a transaction from which the director or officer derived an improper personal benefit.

For purposes of this Article, references to "PROCEEDING" shall include any threatened, pending or completed civil, criminal, administrative or investigative action, suit, arbitration or other proceeding, whether formal or informal, which involves foreign, federal, state or local law and is brought by or in the right of the Corporation or by any other person.

For purposes of this Article, references to "EXPENSES" shall include fees, costs, charges, disbursements, attorneys' fees and any other expenses incurred in connection with a proceeding.

ARTICLE VIII

Amendment of Articles of Incorporation and Bylaws

The Corporation's Eighth Amended and Restated Articles of Incorporation and/or these Eleventh Amended and Restated Bylaws may be amended by a vote of two-thirds (2/3) of the Board of Directors then serving at any regular meeting, or at any special meeting called for the purpose of amending these Eleventh Amended and Restated Bylaws.

Building a better working world

Ascendium Education Group, Inc.
Instructions for Filing
Form 8453-TE
IRS e-file Signature Authorization for Form 990
For the year ended December 31, 2023

The original IRS E-file Signature Authorization form should be signed (use full name) and dated by an authorized officer of the organization.

Return your signed IRS e-file Signature Authorization Form 8453-TE to:

Lindsey.pigg@ey.com

There is no tax due with the filing of this return.

Do NOT separately file Form 990 with the Internal Revenue Service. Doing so will delay the processing of your return. We must receive your signed form before we can electronically transmit your return, which is due on or before November 15, 2023. We would appreciate you returning this form as soon as possible as this will expedite the processing of your return. The Internal Revenue Service will notify us when your return is accepted. Your return is not considered filed until the Internal Revenue Service confirms their acceptance, which may occur after the due date of your return.

Form **8453-TE**

Tax Exempt Entity Declaration and Signature for E-file

OMB No. 1545-0047

2023

Department of the Treasury
Internal Revenue Service

For calendar year 2023, or tax year beginning ..... , 2023, and ending ..... , 20 .....

For use with Forms 990, 990-EZ, 990-PF, 990-T, 1120-POL, 4720, 8868, 5227, 5330, and 8038-CP
Go to *www.irs.gov/Form8453TE* for the latest information.

Name of filer	EIN or SSN
ASCENDIUM EDUCATION GROUP, INC.	39-1090394

Part I Type of Return and Return Information

Check the box for the type of return being filed with Form 8453-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a**, **2a**, **3a**, **4a**, **5a**, **6a**, **7a**, **8a**, **9a**, or **10a** below, and the amount on that line of the return being filed with this form was blank, then leave line **1b**, **2b**, **3b**, **4b**, **5b**, **6b**, **7b**, **8b**, **9b**, or **10b**, whichever is applicable, blank (do not enter -0-). If you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a	**Form 990** check here . .	☑	**b Total revenue,** if any (Form 990, Part VIII, column (A), line 12) . .	1b	78,403,388
2a	**Form 990-EZ** check here .	☐	**b Total revenue,** if any (Form 990-EZ, line 9)	2b	
3a	**Form 1120-POL** check here	☐	**b Total tax** (Form 1120-POL, line 22)	3b	
4a	**Form 990-PF** check here .	☐	**b Tax based on investment income** (Form 990-PF, Part V, line 5) .	4b	
5a	**Form 8868** check here . .	☐	**b Balance due** (Form 8868, line 3c)	5b	
6a	**Form 990-T** check here .	☐	**b Total tax** (Form 990-T, Part III, line 4)	6b	
7a	**Form 4720** check here . .	☐	**b Total tax** (Form 4720, Part III, line 1)	7b	
8a	**Form 5227** check here . .	☐	**b FMV of assets at end of tax year** (Form 5227, Item D) . . .	8b	
9a	**Form 5330** check here . .	☐	**b Tax due** (Form 5330, Part II, line 19)	9b	
10a	**Form 8038-CP** check here	☐	**b Amount of credit payment requested** (Form 8038-CP, Part III, line 22)	10b	

Part II Declaration of Officer or Person Subject to Tax

11a ☐ I authorize the U.S. Treasury and its designated Financial Agent to initiate an Automated Clearing House (ACH) electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment.

b ☐ If a copy of this return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I certify that I executed the electronic disclosure consent contained within this return allowing disclosure by the IRS of this Form 990/990-EZ/990-PF (as specifically identified in Part I above) to the selected state agency(ies).

Under penalties of perjury, I declare that ☑ I am an officer of the above named entity or ☐ I am the person subject to tax with respect to (name of entity) _____, (EIN) _____, and that I have examined a copy of the 2023 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund.

Sign Here

Signature of officer or person subject to tax	Date	Title, if applicable
[signature]	10/1/2024	PRESIDENT & CEO

Part III Declaration of Electronic Return Originator (ERO) and Paid Preparer (see instructions)

I declare that I have reviewed the above return and that the entries on Form 8453-TE are complete and correct to the best of my knowledge. If I am only a collector, I am not responsible for reviewing the return and only declare that this form accurately reflects the data on the return. The entity officer or person subject to tax will have signed this form before I submit the return. I will give a copy of all forms and information to be filed with the IRS to the officer or person subject to tax, and have followed all other requirements in Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS *e-file* Providers for Business Returns. If I am also the Paid Preparer, under penalties of perjury I declare that I have examined the above return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. This Paid Preparer declaration is based on all information of which I have any knowledge.

ERO's Use Only

ERO's signature	Date	Check if also paid preparer ☑	Check if self-employed ☐	ERO's SSN or PTIN
[signature]	9/30/2024			P01268923

Firm's name (or yours if self-employed), address, and ZIP code	EIN	Phone no.
ERNST & YOUNG US LLP 155 N WACKER DRIVE , CHICAGO, IL 60606	34-6565596	(312) 879-2000

Under penalties of perjury, I declare that I have examined the above return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. Declaration of preparer is based on all information of which the preparer has any knowledge.

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check if self-employed ☐	PTIN
Firm's name			Firm's EIN	
Firm's address			Phone no.	

Form **990**

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to *www.irs.gov/Form990* for instructions and the latest information.

Department of the Treasury
Internal Revenue Service

OMB No. 1545-0047

2023

Open to Public Inspection

A For the 2023 calendar year, or tax year beginning , 2023, and ending , 20

B Check if applicable:	C Name of organization ASCENDIUM EDUCATION GROUP, INC.	D Employer identification number
☐ Address change	Doing business as	39-1090394
☐ Name change	Number and street (or P O box if mail is not delivered to street address) / Room/suite: 38 BUTTONWOOD COURT	E Telephone number: (608) 733-2500
☐ Initial return		
☐ Final return/terminated	City or town, state or province, country, and ZIP or foreign postal code: MADISON, WI 53718	G Gross receipts $ 134,909,658
☐ Amended return		
☐ Application pending	F Name and address of principal officer: RICHARD GEORGE, SAME AS C ABOVE	H(a) Is this a group return for subordinates? ☐ Yes ☑ No
		H(b) Are all subordinates included? ☐ Yes ☐ No
		If "No," attach a list. See instructions
I Tax-exempt status:	☑ 501(c)(3) ☐ 501(c) ( ) (insert no.) ☐ 4947(a)(1) or ☐ 527	H(c) Group exemption number
J Website:	WWW.ASCENDIUMEDUCATION.ORG	
K Form of organization:	☑ Corporation ☐ Trust ☐ Association ☐ Other	L Year of formation: 1967 / M State of legal domicile: WI

Part I Summary

Activities & Governance	1	Briefly describe the organization's mission or most significant activities: ASCENDIUM EDUCATION GROUP, INC. OPERATES FOR THE SUPPORT AND BENEFIT OF ASCENDIUM EDUCATION SOLUTIONS, INC	
	2	Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.	
	3	Number of voting members of the governing body (Part VI, line 1a)	12
	4	Number of independent voting members of the governing body (Part VI, line 1b)	10
	5	Total number of individuals employed in calendar year 2023 (Part V, line 2a)	117
	6	Total number of volunteers (estimate if necessary)	0
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	0
	b	Net unrelated business taxable income from Form 990-T, Part I, line 11	0

			Prior Year	Current Year
Revenue	8	Contributions and grants (Part VIII, line 1h)		0
	9	Program service revenue (Part VIII, line 2g)	840,000	1,186,288
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	24,465,304	77,207,155
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	545	9,945
	12	Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	25,305,849	78,403,388
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1–3)	61,144,777	2,000
	14	Benefits paid to or for members (Part IX, column (A), line 4)		
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	14,744,063	16,004,166
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0	0
	b	Total fundraising expenses (Part IX, column (D), line 25) 0		
	17	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	(5,292,719)	(3,474,519)
	18	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	70,596,121	12,531,647
	19	Revenue less expenses. Subtract line 18 from line 12	(45,290,272)	65,871,741

			Beginning of Current Year	End of Year
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	2,599,469,075	3,022,286,011
	21	Total liabilities (Part X, line 26)	5,887,995	5,766,249
	22	Net assets or fund balances. Subtract line 21 from line 20	2,593,571,080	3,016,519,762

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer — Date: 10/1/2024

RICHARD GEORGE, PRESIDENT & CEO
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
LINDSEY PIGG	Lindsey Pigg	9/30/2024		P01268923

Firm's name: ERNST & YOUNG US LLP — Firm's EIN: 34-6565596

Firm's address: 155 N WACKER DRIVE , CHICAGO, IL 60606 — Phone no.: (312) 879-2000

May the IRS discuss this return with the preparer shown above? See instructions ☑ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 11282Y Form **990** (2023)

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III . . . . . ☐

1 Briefly describe the organization's mission:
ASCENDIUM EDUCATION GROUP, INC. OPERATES FOR THE SUPPORT AND BENEFIT OF ASCENDIUM EDUCATION SOLUTIONS, INC.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? . . . . . ☐ Yes ☑ No
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? . . . . . ☐ Yes ☑ No
If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 4,512,417 including grants of $) (Revenue $)
IMPACT INVESTING IS ONE OF THE KEY WAYS WE ACCOMPLISH OUR MISSION TO CHAMPION OPPORTUNITY FOR EVERYONE. OUR INVESTMENTS ADVANCE CHANGE TO POSTSECONDARY EDUCATION AND WORKFORCE TRAINING SYSTEMS THROUGH NEW TECHNOLOGIES AND SOLUTIONS SO MORE LEARNERS CAN ACHIEVE THEIR ACADEMIC AND CAREER GOALS THROUGH EDUCATION RELATED VENTURE EQUITY INVESTMENTS.

4b (Code:) (Expenses $ 2,345,043 including grants of $ 2,000) (Revenue $ 1,186,288)
ASCENDIUM EDUCATION GROUP, INC. OPERATES FOR THE SUPPORT AND BENEFIT OF ASCENDIUM EDUCATION SOLUTIONS, INC. (SOLUTIONS). SOLUTIONS SUPPORTS INCREASED ACCESS TO AND SUCCESS IN POSTSECONDAY EDUCATION AS A NATIONAL GRANTMAKER, A FEDERAL STUDENT LOAN GUARANTY AGENCY AND A PROVIDER OF STUDENT SUCCESS SERVICES.

4c (Code:) (Expenses $ including grants of $) (Revenue $)

4d Other program services (Describe on Schedule O.)
(Expenses $ including grants of $) (Revenue $)

4e Total program service expenses 6,857,460

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1	✓	
2	Is the organization required to complete Schedule B, Schedule of Contributors? See instructions	2		✓
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		✓
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		✓
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? *If "Yes," complete Schedule C, Part III*	5		✓
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		✓
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		✓
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		✓
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		✓
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi-endowments? *If "Yes," complete Schedule D, Part V*	10		✓
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a	✓	
b	Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b	✓	
c	Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		✓
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d		✓
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e	✓	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f		✓
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a		✓
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b	✓	
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		✓
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		✓
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		✓
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		✓
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV.*	16		✓
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I.* See instructions	17		✓
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18		✓
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		✓
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		✓
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		✓

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22		✓
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23	✓	
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		✓
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		✓
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		✓
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		✓
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		✓
28	Was the organization a party to a business transaction with one of the following parties? (See the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions).			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV*	28a		✓
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		✓
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		✓
29	Did the organization receive more than $25,000 in noncash contributions? *If "Yes," complete Schedule M*	29		✓
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		✓
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		✓
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		✓
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		✓
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34	✓	
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a	✓	
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b	✓	
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		✓
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		✓
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O	38	✓	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

				Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	67		
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c		✓	

Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

			Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return 2a 117			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b	✓	
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?	3a		✓
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*	3b		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		✓
b	If "Yes," enter the name of the foreign country ..... See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		✓
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		✓
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a		✓
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b		
7	**Organizations that may receive deductible contributions under section 170(c).**			
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?	7a		✓
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c		✓
d	If "Yes," indicate the number of Forms 8282 filed during the year 7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		✓
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		✓
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8		
9	**Sponsoring organizations maintaining donor advised funds.**			
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b		
10	**Section 501(c)(7) organizations.** Enter:			
a	Initiation fees and capital contributions included on Part VIII, line 12 10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities 10b			
11	**Section 501(c)(12) organizations.** Enter:			
a	Gross income from members or shareholders 11a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) 11b			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?	12a		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year 12b			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**			
a	Is the organization licensed to issue qualified health plans in more than one state? **Note:** See the instructions for additional information the organization must report on Schedule O.	13a		
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans 13b			
c	Enter the amount of reserves on hand 13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a		✓
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*	14b		
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N.	15		✓
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16		✓
17	**Section 501(c)(21) organizations.** Did the trust, or any disqualified or other person, engage in any activities that would result in the imposition of an excise tax under section 4951, 4952, or 4953? If "Yes," complete Form 6069.	17		

Part VI **Governance, Management, and Disclosure.** *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI . . . . . ☑

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year . . If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.	1a	12		
b	Enter the number of voting members included on line 1a, above, who are independent .	1b	10		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2			✓
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person? .	3			✓
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4			✓
5	Did the organization become aware during the year of a significant diversion of the organization's assets? .	5			✓
6	Did the organization have members or stockholders?	6			✓
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a			✓
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b			✓
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?	8a		✓	
b	Each committee with authority to act on behalf of the governing body?	8b		✓	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O*	9			✓

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		✓
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	✓	
b	Describe on Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a	✓	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	✓	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe on Schedule O how this was done*	12c	✓	
13	Did the organization have a written whistleblower policy?	13	✓	
14	Did the organization have a written document retention and destruction policy?	14	✓	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a	✓	
b	Other officers or key employees of the organization	15b	✓	
	If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		✓
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed NONE

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☑ Upon request ☐ Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records.
HOPE MERRY, 38 BUTTONWOOD COURT, MADISON, WI 53718, (608) 733-2584

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII . . . . . ☑

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) RICHARD D GEORGE - 2,3	33.0									
CHAIR/PRES/CIO/TREAS	17.0	✓		✓						
(2) HOPE E MERRY - 3	27.0									
CHIEF FINANCIAL OFFICER	23.0			✓						
(3) JACQUELINE J FAIRBAIRN - 3	1.0									
CHIEF COMPLIANCE OFFICER	44.0			✓						
(4) REBECCA E RAPP - 3	31.0									
GEN CNSL/CHIEF PRIVACY OFFICER/ASST SECRETARY	14.0			✓						
(5) BRETT G LINDQUIST - 3	6.0									
VP - STRATEGIC COMMUNICATIONS	39.0			✓						
(6) ERIC C MALY - 3	12.0									
VP - INFO SECURITY AND TECH	33.0			✓						
(7) MATTHEW R HARLOWE - 3	43.0									
DIRECTOR INTERNAL AUDIT	2.0			✓						
(8) MAUREEN L HARRILL - 3	12.0									
VP - HUMAN RESOURCES	33.0			✓						
(9) KEITH WITHAM - 3	44.0									
VP - EDUCATION PHILANTHROPY	0.0			✓						
(10) AMY S KERWIN - 3	44.0									
VP - EDUCATION PHILANTHROPY	1.0						✓			
(11) BETHANY M MILLER - 3	45.0									
DIRECTOR - LEARNING AND IMPACT	0.0					✓				
(12) ALEXANDER J HAMMOND	45.0									
SENIOR SECURITY ARCHITECT	0.0					✓				
(13) JENNIFER M KRUEGER - 3	45.0									
DEPUTY GENERAL COUNSEL	0.0					✓				
(14) CATHERINE M RISSEEUW - 3	45.0									
MRG - HR TECHNOLOGY & COMP	0.0					✓				

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(15) RICHARD T SCHICK - 3	45.0									
SR IT ARCHITECTURAL ENGINEER	0.0					✓				
(16) RICHARD A WEISS - 1	2.0									
DIRECTOR	1.0	✓								
(17) ROGER ERVIN - 1	3.0									
DIRECTOR	0.0	✓								
(18) THOMAS BOLDT - 1	3.0									
DIRECTOR	0.0	✓								
(19) SCOTT KLUG - 1	2.0									
DIRECTOR	1.0	✓								
(20) DAVID J HANSON - 1	2.0									
DIRECTOR, SECRETARY	1.0	✓								
(21) EMERSON BRUMBACK - 1	2.0									
DIRECTOR, VICE CHAIRMAN	1.0	✓								
(22) LINDA HOESCHLER - 1	3.0									
DIRECTOR	0.0	✓								
(23) MARIA GONZALEZ-KNAVEL - 1	2.0									
DIRECTOR	1.0	✓								
(24) MARY BURKE - 1	2.0									
DIRECTOR	1.0	✓								
(25) JOAN PRINCE - 1	3.0									
DIRECTOR	0.0	✓								
1b Subtotal								3,995,809	376,235	613,030
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)								3,995,809	376,235	613,030

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization 44

		Yes	No
3 Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*	3		✓
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*	4	✓	
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*	5		✓

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
MORGAN STANLEY, 2000 WESTCHESTER AVE, PURCHASE, NY 10577	INVESTMENT FEES	1,124,912
APPLIED TECH SOLUTIONS LLC, 150 N. SUNNY SLOPE RD., STE. 200, MILWAUKEE, WI 53005	INFORMATION SERVICES	770,139
ERNST & YOUNG U.S. LLP, 200 PLAZA DR., SECAUCUS, NJ 07094	AUDIT/TAX SERVICE	276,189
WIPFLI LLP, PO BOX 8010, WAUSAU, WI 54402	CONSULTING	124,081

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization 4

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII . . . . . ☐

					(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512–514
Contributions, Gifts, Grants, and Other Similar Amounts	1a	Federated campaigns	1a					
	b	Membership dues	1b					
	c	Fundraising events	1c					
	d	Related organizations	1d					
	e	Government grants (contributions)	1e					
	f	All other contributions, gifts, grants, and similar amounts not included above	1f					
	g	Noncash contributions included in lines 1a–1f	1g	$				
	h	**Total.** Add lines 1a–1f						
Program Service Revenue				Business Code				
	2a	CONTRACTED REVENUE SHARE		900099	1,186,288	1,186,288		
	b							
	c							
	d							
	e							
	f	All other program service revenue						0
	g	**Total.** Add lines 2a–2f			1,186,288			
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)			80,483,786			80,483,786
	4	Income from investment of tax-exempt bond proceeds						
	5	Royalties						
				(i) Real	(ii) Personal			
	6a	Gross rents	6a					
	b	Less: rental expenses	6b					
	c	Rental income or (loss)	6c					
	d	Net rental income or (loss)						
				(i) Securities	(ii) Other			
	7a	Gross amount from sales of assets other than inventory	7a	53,227,899	1,740			
	b	Less: cost or other basis and sales expenses	7b	56,504,569	1,701			
	c	Gain or (loss)	7c	(3,276,670)	39			
	d	Net gain or (loss)				(3,276,631)		(3,276,631)
	8a	Gross income from fundraising events (not including $ ____ of contributions reported on line 1c). See Part IV, line 18	8a					
	b	Less: direct expenses	8b					
	c	Net income or (loss) from fundraising events						
	9a	Gross income from gaming activities. See Part IV, line 19	9a					
	b	Less: direct expenses	9b					
	c	Net income or (loss) from gaming activities						
	10a	Gross sales of inventory, less returns and allowances	10a					
	b	Less: cost of goods sold	10b					
	c	Net income or (loss) from sales of inventory						
Miscellaneous Revenue				Business Code				
	11a	MISCELLANEOUS REVENUE		900099	9,945			9,945
	b							
	c							
	d	All other revenue						0
	e	**Total.** Add lines 11a–11d			9,945			
	12	**Total revenue.** See instructions			78,403,388	1,186,288		77,217,100

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX . . . . . ☑

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21	2,000	2,000		
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	4,352,991	1,615,822	2,737,169	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	9,079,494	5,400,071	3,679,423	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	679,788	404,307	275,481	
9 Other employee benefits	1,296,058	770,837	525,221	
10 Payroll taxes	595,835	354,376	241,459	
11 Fees for services (nonemployees):				
a Management				
b Legal	145,947	48,163	97,784	
c Accounting	233,372	203,338	30,034	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees	5,637,329		5,637,329	
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Schedule O.)	3,668,210	517,664	3,150,546	0
12 Advertising and promotion	130,240	107,126	23,114	
13 Office expenses	2,256,733	427,957	1,828,776	
14 Information technology				
15 Royalties				
16 Occupancy	850,010	5,453	844,557	
17 Travel	280,087	229,917	50,170	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	213,345	133,717	79,628	
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	1,172,801	790	1,172,011	
23 Insurance	1,621,706	72	1,621,634	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a SERVICE ARRANGEMENT FEES	2,666,988	559,676	2,107,312	
b THIRD PARTY SERVICE EXPENSE	5,660,945	1,188,798	4,472,147	
c CORP SUPP FUNCT ALLOCATION	(28,217,379)	(5,168,581)	(23,048,798)	
d MISCELLANEOUS	205,147	55,957	149,190	
e All other expenses	0	0	0	0
25 **Total functional expenses.** Add lines 1 through 24e	12,531,647	6,857,460	5,674,187	0
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X . . . . . ☐

			(A) Beginning of year		(B) End of year
Assets	1	Cash—non-interest-bearing	4,929	1	4,946
	2	Savings and temporary cash investments	977,260,130	2	1,079,633,598
	3	Pledges and grants receivable, net	0	3	
	4	Accounts receivable, net	167,272,721	4	115,716,607
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons	0	5	0
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)	0	6	0
	7	Notes and loans receivable, net	2,575,000	7	5,645,000
	8	Inventories for sale or use	0	8	
	9	Prepaid expenses and deferred charges	2,183,564	9	2,003,438
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D — 10a: 42,687,542			
	b	Less: accumulated depreciation — 10b: 2,484,993	41,298,961	10c	40,202,549
	11	Investments—publicly traded securities	681,330	11	0
	12	Investments—other securities. See Part IV, line 11	1,382,479,459	12	1,748,426,083
	13	Investments—program-related. See Part IV, line 11	17,548,500	13	20,173,500
	14	Intangible assets		14	
	15	Other assets. See Part IV, line 11	8,154,481	15	10,480,290
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)	2,599,459,075	16	3,022,286,011
Liabilities	17	Accounts payable and accrued expenses	5,786,125	17	5,655,744
	18	Grants payable	0	18	0
	19	Deferred revenue	0	19	0
	20	Tax-exempt bond liabilities	0	20	0
	21	Escrow or custodial account liability. Complete Part IV of Schedule D	0	21	0
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons	0	22	0
	23	Secured mortgages and notes payable to unrelated third parties	0	23	0
	24	Unsecured notes and loans payable to unrelated third parties	0	24	0
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17–24). Complete Part X of Schedule D	101,870	25	110,505
	26	**Total liabilities.** Add lines 17 through 25	5,887,995	26	5,766,249
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here ☑ and complete lines 27, 28, 32, and 33.**			
	27	Net assets without donor restrictions	2,593,571,080	27	3,016,519,762
	28	Net assets with donor restrictions	0	28	0
		Organizations that do not follow FASB ASC 958, check here ☐ and complete lines 29 through 33.			
	29	Capital stock or trust principal, or current funds	0	29	
	30	Paid-in or capital surplus, or land, building, or equipment fund	0	30	
	31	Retained earnings, endowment, accumulated income, or other funds	0	31	
	32	Total net assets or fund balances	2,593,571,080	32	3,016,519,762
	33	Total liabilities and net assets/fund balances	2,599,459,075	33	3,022,286,011

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI . . . . . ☑

1	Total revenue (must equal Part VIII, column (A), line 12)	1	78,403,388
2	Total expenses (must equal Part IX, column (A), line 25)	2	12,531,647
3	Revenue less expenses. Subtract line 2 from line 1	3	65,871,741
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	2,593,571,080
5	Net unrealized gains (losses) on investments	5	257,076,942
6	Donated services and use of facilities	6	0
7	Investment expenses	7	0
8	Prior period adjustments	8	0
9	Other changes in net assets or fund balances (explain on Schedule O)	9	100,000,000
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	3,016,519,763

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII . . . . . ☐

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☑ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?	2a		✓
	If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both. ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
b	Were the organization's financial statements audited by an independent accountant?	2b	✓	
	If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both. ☐ Separate basis ☑ Consolidated basis ☐ Both consolidated and separate basis			
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	2c	✓	
	If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?	3a		✓
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b		

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SCHEDULE A (Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
Attach to Form 990 or Form 990-EZ.
Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization	Employer identification number
ASCENDIUM EDUCATION GROUP, INC.	39-1090394

Part I **Reason for Public Charity Status.** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
2 ☐ A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990).)
3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state:
5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
8 ☐ A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:
10 ☐ An organization that normally receives (1) more than 33⅓% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33⅓% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
12 ☑ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
b ☑ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
f Enter the number of supported organizations 1
g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	(iv) No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
(A) (SEE STATEMENT)						
(B)						
(C)						
(D)						
(E)						
Total					23,204,492	0

Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**
(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						0
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						0
3 The value of services or facilities furnished by a governmental unit to the organization without charge						0
4 **Total.** Add lines 1 through 3	0	0	0	0	0	0
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						0
6 **Public support.** Subtract line 5 from line 4						0

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
7 Amounts from line 4	0	0	0	0	0	0
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						0
9 Net income from unrelated business activities, whether or not the business is regularly carried on						0
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	0	0	0	0	0	0
11 **Total support.** Add lines 7 through 10						0

12 Gross receipts from related activities, etc. (see instructions) 12 0

13 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** . . . . . ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2023 (line 6, column (f), divided by line 11, column (f)) . . . . 14 0.00 %

15 Public support percentage from 2022 Schedule A, Part II, line 14 . . . . . 15 0.00 %

16a **33 1/3% support test—2023.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here**. The organization qualifies as a publicly supported organization . . . . . ☐

b **33 1/3% support test—2022.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here**. The organization qualifies as a publicly supported organization . . . . . ☐

17a **10%-facts-and-circumstances test—2023.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here**. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization . . . . . ☐

b **10%-facts-and-circumstances test—2022.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here**. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization . . . . . ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions . . . . . ☐

Part III Support Schedule for Organizations Described in Section 509(a)(2)
(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						0
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						0
3 Gross receipts from activities that are not an unrelated trade or business under section 513						0
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						0
5 The value of services or facilities furnished by a governmental unit to the organization without charge						0
6 **Total.** Add lines 1 through 5	0	0	0	0	0	0
7a Amounts included on lines 1, 2, and 3 received from disqualified persons	0	0	0	0	0	0
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year	0	0	0	0	0	0
c Add lines 7a and 7b	0	0	0	0	0	0
8 **Public support.** (Subtract line 7c from line 6.)						0

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
9 Amounts from line 6	0	0	0	0	0	0
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						0
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						0
c Add lines 10a and 10b	0	0	0	0	0	0
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						0
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	0	0	0	0	0	0
13 **Total support.** (Add lines 9, 10c, 11, and 12.)	0	0	0	0	0	0

14 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

15	Public support percentage for 2023 (line 8, column (f), divided by line 13, column (f))	15	0.00 %
16	Public support percentage from 2022 Schedule A, Part III, line 15	16	0.00 %

Section D. Computation of Investment Income Percentage

17	Investment income percentage for **2023** (line 10c, column (f), divided by line 13, column (f))	17	0.00 %
18	Investment income percentage from **2022** Schedule A, Part III, line 17	18	0.00 %

19a **33⅓% support tests—2023.** If the organization did not check the box on line 14, and line 15 is more than 33⅓%, and line 17 is not more than 33⅓%, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

b **33⅓% support tests—2022.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33⅓%, and line 18 is not more than 33⅓%, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☑

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

			Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No," describe in* ***Part VI*** *how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*	1	✓	
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in* ***Part VI*** *how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	2		✓
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer lines 3b and 3c below.*	3a		✓
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in* ***Part VI*** *when and how the organization made the determination.*	3b		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in* ***Part VI*** *what controls the organization put in place to ensure such use.*	3c		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.*	4a		✓
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in* ***Part VI*** *how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*	4b		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in* ***Part VI*** *what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*	4c		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in* ***Part VI****, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*	5a		✓
b	**Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?	5b		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	5c		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in* ***Part VI.***	6		✓
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990).*	7		✓
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? *If "Yes," complete Part I of Schedule L (Form 990).*	8		✓
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in* ***Part VI.***	9a		✓
b	Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in* ***Part VI.***	9b		✓
c	Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in* ***Part VI.***	9c		✓
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer line 10b below.*	10a		✓
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	10b		

Part IV Supporting Organizations *(continued)*

		Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?		
a	A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?	11a	✓
b	A family member of a person described on line 11a above?	11b	✓
c	A 35% controlled entity of a person described on line 11a or 11b above? *If "Yes" to line 11a, 11b, or 11c, provide detail in* ***Part VI.***	11c	✓

Section B. Type I Supporting Organizations

		Yes	No
1	Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? *If "No," describe in* ***Part VI*** *how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*	1		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in* ***Part VI*** *how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*	2		

Section C. Type II Supporting Organizations

		Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in* ***Part VI*** *how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*	1	✓	

Section D. All Type III Supporting Organizations

		Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	1		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s), or (ii) serving on the governing body of a supported organization? *If "No," explain in* ***Part VI*** *how the organization maintained a close and continuous working relationship with the supported organization(s).*	2		
3	By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in* ***Part VI*** *the role the organization's supported organizations played in this regard.*	3		

Section E. Type III Functionally Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the year* ***(see instructions).***

a ☐ The organization satisfied the Activities Test. *Complete* ***line 2*** *below.*

b ☐ The organization is the parent of each of its supported organizations. *Complete* ***line 3*** *below.*

c ☐ The organization supported a governmental entity. *Describe in* ***Part VI*** *how you supported a governmental entity (see instructions).*

		Yes	No
2	Activities Test. ***Answer lines 2a and 2b below.***		
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If "Yes," then in* ***Part VI identify those supported organizations and explain*** *how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	2a		
b	Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in* ***Part VI*** *the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	2b		
3	Parent of Supported Organizations. ***Answer lines 3a and 3b below.***			
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? *If "Yes" or "No," provide details in* ***Part VI.***	3a		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? *If "Yes," describe in* ***Part VI*** *the role played by the organization in this regard.*	3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A—Adjusted Net Income			(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1		
2	Recoveries of prior-year distributions	2		
3	Other gross income (see instructions)	3		
4	Add lines 1 through 3.	4		
5	Depreciation and depletion	5		
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6		
7	Other expenses (see instructions)	7		
8	**Adjusted Net Income** (subtract lines 5, 6, and 7 from line 4)	8		

Section B—Minimum Asset Amount			(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a	Average monthly value of securities	1a		
b	Average monthly cash balances	1b		
c	Fair market value of other non-exempt-use assets	1c		
d	**Total** (add lines 1a, 1b, and 1c)	1d		
e	**Discount** claimed for blockage or other factors *(explain in detail in Part VI)*:			
2	Acquisition indebtedness applicable to non-exempt-use assets	2		
3	Subtract line 2 from line 1d.	3		
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4		
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5		
6	Multiply line 5 by 0.035.	6		
7	Recoveries of prior-year distributions	7		
8	**Minimum Asset Amount** (add line 7 to line 6)	8		

Section C—Distributable Amount				Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1		
2	Enter 0.85 of line 1.	2		0
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3		0
4	Enter greater of line 2 or line 3.	4		0
5	Income tax imposed in prior year	5		
6	**Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6		0
7	☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).			

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations *(continued)*

Section D—Distributions			Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3	
4	Amounts paid to acquire exempt-use assets	4	
5	Qualified set-aside amounts (prior IRS approval required—*provide details in Part VI*)	5	
6	Other distributions (*describe in Part VI*). See instructions.	6	
7	**Total annual distributions.** Add lines 1 through 6.	7	0
8	Distributions to attentive supported organizations to which the organization is responsive (*provide details in Part VI*). See instructions.	8	
9	Distributable amount for 2023 from Section C, line 6	9	0
10	Line 8 amount divided by line 9 amount	10	0.00

Section E—Distribution Allocations (see instructions)		(i) Excess Distributions	(ii) Underdistributions Pre-2023	(iii) Distributable Amount for 2023
1	Distributable amount for 2023 from Section C, line 6			0
2	Underdistributions, if any, for years prior to 2023 (reasonable cause required—*explain in Part VI*). See instructions.			
3	Excess distributions carryover, if any, to 2023			
a	From 2018			
b	From 2019			
c	From 2020			
d	From 2021			
e	From 2022			
f	**Total** of lines 3a through 3e	0		
g	Applied to underdistributions of prior years			
h	Applied to 2023 distributable amount			
i	Carryover from 2018 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.	0		
4	Distributions for 2023 from Section D, line 7: $ 0			
a	Applied to underdistributions of prior years			
b	Applied to 2023 distributable amount			
c	Remainder. Subtract lines 4a and 4b from line 4.	0		
5	Remaining underdistributions for years prior to 2023, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, *explain in Part VI.* See instructions.		0	
6	Remaining underdistributions for 2023. Subtract lines 3h and 4b from line 1. For result greater than zero, *explain in Part VI.* See instructions.			0
7	**Excess distributions carryover to 2024.** Add lines 3j and 4c.	0		
8	Breakdown of line 7:			
a	Excess from 2019 . . .			
b	Excess from 2020 . . .			
c	Excess from 2021 . . .			
d	Excess from 2022 . . .			
e	Excess from 2023 . . .			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Part I Line 12g. **Information about the supported organization(s).** (continued)

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	(iv) No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
ASCENDIUM EDUCATION SOLUTIONS, INC.	39-1853833	10. AN ORG. FOLLOWING SUPPORT/INVESTMENT INCOME TEST. SECTION 509(A)(2).	✓		23,204,492	

SCHEDULE D (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
Attach to Form 990.
Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization
ASCENDIUM EDUCATION GROUP, INC.

Employer identification number
39-1090394

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate value of contributions to (during year)		
3	Aggregate value of grants from (during year)		
4	Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (for example, recreation or education) ☐ Preservation of a historically important land area
☐ Protection of natural habitat ☐ Preservation of a certified historic structure
☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

		Held at the End of the Tax Year
a	Total number of conservation easements	2a
b	Total acreage restricted by conservation easements	2b
c	Number of conservation easements on a certified historic structure included on line 2a	2c
d	Number of conservation easements included on line 2c acquired after July 25, 2006, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year

4 Number of states where property subject to conservation easement is located

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year

8 Does each conservation easement reported on line 2d above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items.

(i) Revenue included on Form 990, Part VIII, line 1 $

(ii) Assets included in Form 990, Part X $

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items.

a Revenue included on Form 990, Part VIII, line 1 $

b Assets included in Form 990, Part X $

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply).

a ☐ Public exhibition
b ☐ Scholarly research
c ☐ Preservation for future generations
d ☐ Loan or exchange program
e ☐ Other .....

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? . . ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian, or other intermediary for contributions or other assets not included on Form 990, Part X? . . . . . ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table.

		Amount
c Beginning balance	1c	
d Additions during the year	1d	
e Distributions during the year	1e	
f Ending balance	1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII . . . . ☐

Part V Endowment Funds

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment ..... %
b Permanent endowment ..... %
c Term endowment ..... %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

		Yes	No
(i) Unrelated organizations?	3a(i)		
(ii) Related organizations?	3a(ii)		
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		4,413,829		4,413,829
b Buildings		35,590,889	1,851,506	33,739,383
c Leasehold improvements				
d Equipment		845,153	394,792	450,361
e Other		1,837,671	238,695	1,598,976
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, line 10c, column (B))*				40,202,549

Part VII Investments—Other Securities
Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A) GSV FUND INVESTMENT	27,558,309	END OF YEAR MARKET VALUE
(B) RETHINK EDUCATION INVESTMENT	21,485,879	END OF YEAR MARKET VALUE
(C) BLACKROCK - INDEX FUND	242,208,417	END OF YEAR MARKET VALUE
(D) VANGUARD - INDEX FUND	236,816,593	END OF YEAR MARKET VALUE
(E) LEARN CAPITAL VENTURE PARTNERS	84,366,338	END OF YEAR MARKET VALUE
(F) DEGREED, INC.	999,998	COST
(G) EDUNAV, INC.	500,000	COST
(H) (SEE STATEMENT)		
Total. *(Column (b) must equal Form 990, Part X, line 12, col. (B))*	1,748,426,083	

Part VIII Investments—Program Related
Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. *(Column (b) must equal Form 990, Part X, line 13, col. (B))*		

Part IX Other Assets
Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, line 15, col. (B))*	

Part X Other Liabilities
Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) INTERCOMPANY PAYABLE	89,482
(3) PROPERTY TAXES	565
(4) FINANCE LEASE LIABILITY	19,443
(5) MISC. LIABILITIES	1,015
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, line 25, col. (B))*	110,505

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII . ☐

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return
Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			1	
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains (losses) on investments	2a			
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	
3	Subtract line **2e** from line **1**			3	
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	
5	Total revenue. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 12.)*			5	

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return
Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			1	
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	
3	Subtract line **2e** from line **1**			3	
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	
5	Total expenses. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 18.)*			5	

Part XIII Supplemental Information

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Schedule D Part VII — Investments-Other Securities

(a) Description of security or category(including name of security)	(b) Book values	(c) Method of valuation: Cost or end-of-year market value
PABTWF	13,986,021	END OF YEAR MARKET VALUE
MANAGED, MUTUAL & INDEX FUNDS	1,102,713,225	END OF YEAR MARKET VALUE
NEW U VENTURE PTNRS FUND,LP	8,977,918	END OF YEAR MARKET VALUE
NEW MARKETS EDU PARTNERS III INVESTMENT	2,307,397	END OF YEAR MARKET VALUE
ACHIEVE PARTNERS EDTECH BUYOUT FUND, LP	2,233,703	END OF YEAR MARKET VALUE
VC 414 FUND I, LP	100,000	COST
GREEN STREET IMPACT FUND I	2,970,560	END OF YEAR MARKET VALUE
GENER8TOR FUND VIII	1,201,725	END OF YEAR MARKET VALUE

SCHEDULE J
(Form 990)

Department of the Treasury
Internal Revenue Service

Compensation Information

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

Complete if the organization answered "Yes" on Form 990, Part IV, line 23.
Attach to Form 990.
Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization

ASCENDIUM EDUCATION GROUP, INC.

Employer identification number

39-1090394

Part I Questions Regarding Compensation

		Yes	No
1a	Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.		
	☐ First-class or charter travel ☐ Housing allowance or residence for personal use		
	☐ Travel for companions ☐ Payments for business use of personal residence		
	☐ Tax indemnification and gross-up payments ☐ Health or social club dues or initiation fees		
	☐ Discretionary spending account ☐ Personal services (such as maid, chauffeur, chef)		
b	If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain . . . 1b		
2	Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a? . . . 2		
3	Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.		
	☑ Compensation committee ☐ Written employment contract		
	☑ Independent compensation consultant ☑ Compensation survey or study		
	☑ Form 990 of other organizations ☑ Approval by the board or compensation committee		
4	During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:		
a	Receive a severance payment or change-of-control payment? . . . 4a		✓
b	Participate in or receive payment from a supplemental nonqualified retirement plan? . . . 4b		✓
c	Participate in or receive payment from an equity-based compensation arrangement? . . . 4c		✓
	If "Yes" to any of lines 4a–c, list the persons and provide the applicable amounts for each item in Part III.		
	Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5–9.		
5	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:		
a	The organization? . . . 5a		✓
b	Any related organization? . . . 5b		✓
	If "Yes" on line 5a or 5b, describe in Part III.		
6	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:		
a	The organization? . . . 6a		✓
b	Any related organization? . . . 6b		✓
	If "Yes" on line 6a or 6b, describe in Part III.		
7	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III . . . 7		✓
8	Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III . . . 8		✓
9	If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)? . . . 9		

Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)–(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

	(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC and/or 1099-NEC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)–(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
			(i) Base compensation	(ii) Bonus & Incentive compensation	(iii) Other reportable compensation				
	RICHARD D GEORGE - 2,3	(i)							0
1	CHAIR/PRES/CIO/TREAS	(ii)							0
	HOPE E MERRY - 3	(i)							0
2	CHIEF FINANCIAL OFFICER	(ii)							0
	JACQUELINE J FAIRBAIRN - 3	(i)							0
3	CHIEF COMPLIANCE OFFICER	(ii)							0
	REBECCA E RAPP - 3	(i)							0
4	GEN CNSL/CHIEF PRIVACY OFFICER/ASST SECRETARY	(ii)							0
	BRETT G LINDQUIST - 3	(i)							0
5	VP - STRATEGIC COMMUNICATIONS	(ii)							0
	ERIC C MALY - 3	(i)							0
6	VP - INFO SECURITY AND TECH	(ii)							0
	MATTHEW R HARLOWE - 3	(i)							0
7	DIRECTOR INTERNAL AUDIT	(ii)							0
	MAUREEN L HARRILL - 3	(i)							0
8	VP - HUMAN RESOURCES	(ii)							0
	KEITH WITHAM - 3	(i)							0
9	VP - EDUCATION PHILANTHROPY	(ii)							0
	AMY S KERWIN - 3	(i)							0
10	VP - EDUCATION PHILANTHROPY	(ii)							0
	BETHANY M MILLER - 3	(i)							0
11	DIRECTOR - LEARNING AND IMPACT	(ii)							0
	ALEXANDER J HAMMOND	(i)							0
12	SENIOR SECURITY ARCHITECT	(ii)							0
	JENNIFER M KRUEGER - 3	(i)							0
13	DEPUTY GENERAL COUNSEL	(ii)							0
	CATHERINE M RISSEEUW - 3	(i)							0
14	MRG - HR TECHNOLOGY & COMP	(ii)							0
	RICHARD T SCHICK - 3	(i)							0
15	SR IT ARCHITECTURAL ENGINEER	(ii)							0
		(i)							
16		(ii)							

SCHEDULE O (Form 990)	Supplemental Information to Form 990 or 990-EZ	OMB No. 1545-0047
Department of Treasury Internal Revenue Service	Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information. ▶ Attach to Form 990 or 990-EZ. ▶ Go to www.irs.gov/Form990 for the latest information.	2023 Open to Public Inspection

Name of the Organization: ASCENDIUM EDUCATION GROUP, INC.

Employer Identification Number: 39-1090394

Return Reference - Identifier	Explanation
FORM 990, PART VI, LINE 11B - REVIEW OF FORM 990 BY GOVERNING BODY	ON AN ANNUAL BASIS, THE CHAIRMAN OF THE BOARD, PRESIDENT AND CEO, THE AUDIT COMMITTEE AND BOARD REVIEWS THE FORM 990 PRIOR TO FILING. THE CONFLICTS OF INTEREST QUESTIONNAIRES ARE COMPLETED BY EACH DIRECTOR AND REVIEWED PRIOR TO FILING THE FORM 990.
FORM 990, PART VI, LINE 12C - CONFLICT OF INTEREST POLICY	ANNUALLY, DIRECTORS AND OFFICERS SIGN A CONFLICT OF INTEREST DOCUMENT WHICH DISCLOSES ANY CONFLICTS. THE SIGNED DOCUMENTS ARE REVIEWED ANNUALLY BY THE CHAIRMAN OF THE BOARD. IF A DISCLOSED CONFLICT OCCURS, THE INDIVIDUAL ABSTAINS FROM DISCUSSION AND VOTING ON TOPICS WHERE A CONFLICT OF INTEREST EXISTS. ALL DIRECTORS, OFFICERS AND EMPLOYEES ARE SUBJECT TO THE HUMAN RESOURCES CODE OF ETHICS TO MAINTAIN THE HIGHEST ETHICAL AND LEGAL STANDARDS OF BUSINESS CONDUCT.
FORM 990, PART VI, LINE 15A - PROCESS TO ESTABLISH COMPENSATION OF TOP MANAGEMENT OFFICIAL	THE COMPENSATION OF THE CEO AND ALL OF THE OFFICERS IS DETERMINED ANNUALLY BY THE PERSONNEL POLICY COMMITTEE OF THE BOARD OF DIRECTORS. THE CEO IS ROUTINELY EXCUSED AND ABSTAINS FROM DISCUSSION AND/OR VOTING ON ANY MATTERS RELATED TO HIS OWN COMPENSATION AND BENEFITS. THE PERSONNEL POLICY COMMITTEE'S REPORT IS SUBMITTED TO THE BOARD OF DIRECTORS FOR APPROVAL. THE DECISIONS ARE DOCUMENTED IN THE BOARD MINUTES. EVERY TWO TO THREE YEARS, AN INDEPENDENT COMPENSATION STUDY IS PERFORMED, LAST COMPENSATION STUDY WAS PERFORMED IN 2022.
FORM 990, PART VI, LINE 15B - PROCESS TO ESTABLISH COMPENSATION OF OTHER OFFICERS OR KEY EMPLOYEES	THE COMPENSATION OF THE CEO AND ALL OF THE OFFICERS IS DETERMINED ANNUALLY BY THE PERSONNEL POLICY COMMITTEE OF THE BOARD OF DIRECTORS. THE CEO IS ROUTINELY EXCUSED AND ABSTAINS FROM DISCUSSION AND/OR VOTING ON ANY MATTERS RELATED TO HIS OWN COMPENSATION AND BENEFITS. THE PERSONNEL POLICY COMMITTEE'S REPORT IS SUBMITTED TO THE BOARD OF DIRECTORS FOR APPROVAL. THE DECISIONS ARE DOCUMENTED IN THE BOARD MINUTES. EVERY TWO TO THREE YEARS, AN INDEPENDENT COMPENSATION STUDY IS PERFORMED, LAST COMPENSATION STUDY WAS PERFORMED IN 2022.
FORM 990, PART VI, LINE 19 - REQUIRED DOCUMENTS AVAILABLE TO THE PUBLIC	FEDERAL TAX LAW DOES NOT REQUIRE THAT SUCH DOCUMENTS BE MADE PUBLICLY AVAILABLE. DOCUMENTS ARE AVAILABLE UPON SPECIFIC REQUEST.
FORM 990, PART VII, SECTION A, LINE 1A - PART VII, SECTION A, QUESTION 1A	(1) DIRECTORS NORMALLY ATTEND 3-4 BOARD MEETINGS AND 3-4 COMMITTEE MEETINGS PER YEAR IN ADDITION TO TELEPHONIC CONFERENCES AND INDIVIDUAL MEETINGS WITH OFFICERS. DIRECTORS DEVOTE AN AVERAGE OF 1-3 HOURS PER WEEK TO THEIR POSITION(S). (2) COMPENSATION LINE INCLUDES COMPENSATION FOR GENERAL COUNSEL SERVICES AND AFFILIATE GROUP RESPONSIBILITIES. INSIDE DIRECTORS ARE NOT ELIGIBLE FOR BOARD COMPENSATION. (3) NON-OPERATING OFFICER POSITION NOT SEPARATELY COMPENSATED.
FORM 990, PART IX, LINE 11G - OTHER FEES FOR SERVICES	

(a) Description	(b) Total Expenses	(c) Program Service Expenses	(d) Management and General Expenses	(e) Fundraising Expenses
CONSULTING	384,777	127,047	257,730	
OTHER PROFESSIONAL SERVICES	568,814	356,046	212,768	
DELTA DENTAL	12,749	12,749		
TRANSFER PRICING SERVICES	15,750	15,750		
RECRUITING	3,275	3,275		
IT SPECIALIZED SERVICES	2,610,103	2,797	2,607,306	
RETIREMENT ADMINISTRATION	72,742		72,742	
Total	**3,668,210**	**517,664**	**3,150,546**	**0**

Return Reference - Identifier	Explanation
FORM 990, PART IX, LINE 24C - PART IX, LINE 24C	COSTS ARE CHARGED TO THE APPLICABLE MANAGING AREA AND THEN FURTHER ALLOCATED TO SUPPORTING SERVICES AND PROGRAMS THAT EACH AREA SUPPORTS. COSTS ARE ALLOCATED TO SUPPORTING SERVICES AND PROGRAMS BASED ON ESTIMATES MADE BY MANAGEMENT, TAKING INTO ACCOUNT THE NATURE OF THE EXPENSE AND HOW IT RELATES TO THE FUNCTIONAL AREAS. COSTS ARE TYPICALLY ALLOCATED BASED ON RESOURCES USED OR TIME AND EFFORT.
FORM 990, PART XI, LINE 9 - OTHER CHANGES IN NET ASSETS OR FUND BALANCES	

(a) Description	(b) Amount
OPERATING FUND CONTRIBUTION TRANSFER TO AEG FROM ASCENDIUM EDUCATION SOLUTIONS, INC.	100,000,000

SCHEDULE R (Form 990)

Department of the Treasury
Internal Revenue Service

Related Organizations and Unrelated Partnerships

Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.
Attach to Form 990.
Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization
ASCENDIUM EDUCATION GROUP, INC.

Employer identification number
39-1090394

Part I **Identification of Disregarded Entities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					

Part II **Identification of Related Tax-Exempt Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity?	
						Yes	No
(1) ASCENDIUM EDUCATION SOLUTIONS, INC. (39-1853833) 38 BUTTONWOOD CT, MADISON, WI 53718	GTY STDNT LNS	WI	501(C)(3)	10	GROUP	✓	
(2)							
(3)							
(4)							
(5)							
(6)							
(7)							

Part III **Identification of Related Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512–514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations? Yes	(h) No	(i) Code V–UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner? Yes	(j) No	(k) Percentage ownership
(1)												
(2)												
(3)												
(4)												
(5)												
(6)												
(7)												

Part IV **Identification of Related Organizations Taxable as a Corporation or Trust.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity? Yes	(i) No
(1) (SEE STATEMENT)									
(2)									
(3)									
(4)									
(5)									
(6)									
(7)									

Part V **Transactions With Related Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.

Note: Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

			Yes	No
1	During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II–IV?			
a	Receipt of (i) interest, (ii) annuities, (iii) royalties, or (iv) rent from a controlled entity	1a		✓
b	Gift, grant, or capital contribution to related organization(s)	1b		✓
c	Gift, grant, or capital contribution from related organization(s)	1c		✓
d	Loans or loan guarantees to or for related organization(s)	1d		✓
e	Loans or loan guarantees by related organization(s)	1e		✓
f	Dividends from related organization(s)	1f		✓
g	Sale of assets to related organization(s)	1g		✓
h	Purchase of assets from related organization(s)	1h		✓
i	Exchange of assets with related organization(s)	1i		✓
j	Lease of facilities, equipment, or other assets to related organization(s)	1j		✓
k	Lease of facilities, equipment, or other assets from related organization(s)	1k		✓
l	Performance of services or membership or fundraising solicitations for related organization(s)	1l	✓	
m	Performance of services or membership or fundraising solicitations by related organization(s)	1m		✓
n	Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)	1n		✓
o	Sharing of paid employees with related organization(s)	1o		✓
p	Reimbursement paid to related organization(s) for expenses	1p	✓	
q	Reimbursement paid by related organization(s) for expenses	1q	✓	
r	Other transfer of cash or property to related organization(s)	1r		✓
s	Other transfer of cash or property from related organization(s)	1s		✓

2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

	(a) Name of related organization	(b) Transaction type (a–s)	(c) Amount involved	(d) Method of determining amount involved
(1)	ASCENDIUM EDUCATION SOLUTIONS, INC.	L	20,956,539	ACTUAL COST
(2)	ASCENDIUM EDUCATION SOLUTIONS, INC.	P	69,187	ACTUAL COST
(3)	ASCENDIUM EDUCATION SOLUTIONS, INC.	Q	238,603	ACTUAL COST
(4)	NORTHSTAR EDUCATION SERVICES, LLC.	L	1,148,907	ACTUAL COST
(5)				
(6)				

Part VI **Unrelated Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

(a) Name, address, and EIN of entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Predominant income (related, unrelated, excluded from tax under sections 512–514)	(e) Are all partners section 501(c)(3) organizations? Yes	(e) No	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations? Yes	(h) No	(i) Code V–UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner? Yes	(j) No	(k) Percentage ownership
(1)													
(2)													
(3)													
(4)													
(5)													
(6)													
(7)													
(8)													
(9)													
(10)													
(11)													
(12)													
(13)													
(14)													
(15)													
(16)													

Part IV Identification of Related Organizations Taxable as a Corporation or Trust (continued)

(a) Name, address and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C-corp, S-corp or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity?	
								Yes	No
(1) NORTHSTAR EDUCATION SERVICES, LLC (35-2626495) 38 BUTTONWOOD CT, MADISON, WI 53718	SERVICE	WI	GROUP	C CORPORATION	(2,694,865)	3,290,121	100.00	✓	

City of Madison
Office of the City Assessor
Michelle Drea, Esq. City Assessor
City-County Building, Room 101
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703
Phone: (608) 266-4531 | Fax: (608) 266-4257
assessor@cityofmadison.com
cityofmadison.com/assessor

February 10, 2021

Ascendium Education Group Inc
2501 International LN
Madison WI 53704

RE: Certified Survey Map 15485

Dear Property Owner:

Our office has processed CERTIFIED SURVEY MAP #15485. This certified survey is out of parcel numbers 0810-154-0107-9 & 0810-154-0099-8, and part of parcel 0810-153-0202-9 and part of parcel 0810-154-0101-1.

Enclosed is my worksheet showing the new lot numbers, parcel identification numbers, and primary street addresses.

Please note that while this is a one-lot CSM, there are two school districts lying within Lot 1. We cannot create a parcel that spans over multiple school districts. Therefore, the Assessor's office has split the lot along the district boundary lines, creating two parcel numbers.

In order for Lot 3 to have just one parcel number, a Petition to Alter School District Boundaries must be completed and submitted before February 1 of a given year. The petition asks for lands to detach from one school district and to be attached to the other. The City cannot be involved with the process; it is between the owner of the land and the school districts.

There is information available at the Wisconsin Department of Public Instruction website: https://dpi.wi.gov/parental-education-options/reorganization/small-territory-owner.

If you have any questions, I can be reached at dcrary@cityofmadison.com.

Sincerely,

Debra Crary

Debra Crary
Property Lister

Enclosure

0810-153
0810-154

~~QUICK 9/17/2020~~

2020
CSM #15485
OUT OF PART-OF 0810-153-0202-9 (COMMERCIAL AG AREA 8913)
OUT OF PART-OF 0810-154-0101-1 (COMMERCIAL AREA 9913)
OUT OF 0810-154-0107-9 & 0810-154-0099-8 (COM AREA 9913)
SUN PRAIRIE SCHOOL DIST (0810-154-0101-1, 0107-9 & 0099-8)
DEFOREST SCHOOL DIST (0810-153-0202-9)

Completed 02/04/2021

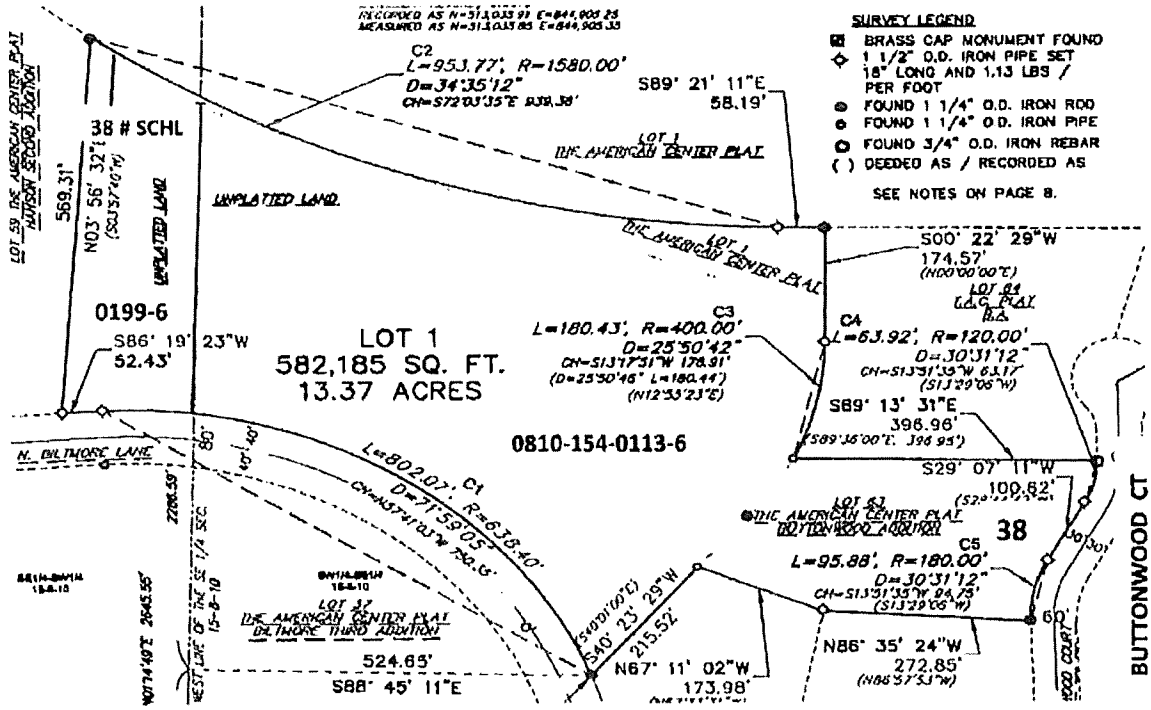
LOT #	PARCEL #	STREET NAME	LOT TYPE	PLAT CODE
1	0810 - 154 - 0113 - 6	38 BUTTONWOOD CT (Sun Prairie School Dist)	LOT	15485
1*	0810 - 154 - 0199 - 6	38 BUTTONWOOD CT # SCHL (DeForest Sch Dist)	LOT	15485

2 parcels & Part-of 2 parcels into 1 lot.

Portion of parcel 0810-153-0202-9 (81,987 sq ft) now part of CSM 15485; Portion of parcel 0810-154-0101-1 (27,871 sq ft) now part of CSM 15485.

***Lot 1 involves two school districts; therefore two parcel numbers assigned.**

Parcel numbers 0810-154-0107-9 & 0810-154-0099-8 are now OBSOLETE.



State Bar of Wisconsin Form 2-2003
WARRANTY DEED

Document Number | Document Name

THIS DEED, made between American Family Mutual Insurance Company, S.I., f/k/a American Family Mutual Insurance Company, a Wisconsin Corporation ("Grantor," whether one or more), and Ascendium Education Group, Inc., a Wisconsin Corporation ("Grantee," whether one or more).

Grantor, for a valuable consideration, conveys and warrants to Grantee the following described real estate, together with the rents, profits, fixtures and other appurtenant interests, in Dane County, State of Wisconsin ("Property") (if more space is needed, please attach addendum):

See attached Addendum A for legal description and restriction.

Recording Area

Name and Return Address

Richard D. George
Ascendium Education Group, Inc.
2501 International Lane
Madison, WI 53704

*251-0810-154-0099-8; 251-0810-154-0202-9(part); 251-0810-154-0101-1(part); 251-0810-154-0107-9

* (prior lots)
Parcel Identification Number (PIN)

This is not homestead property.
~~(is)~~ (is not)

Exceptions to warranties:
Municipal and zoning ordinances and agreements entered under them, recorded easements for the distribution of utility and municipal services, recorded building and use restrictions and covenants, including among others, the Declarations of Protective Covenants and Conditions recorded in Vol. 19688 of Records, pages 1-49, as Document No. 2379020, general taxes levied in the year of closing and all restrictions, limitations and information set forth on the CSM and underlying plat of this lot and any Permitted Exceptions.

Dated SEPTEMBER 17, 2020

American Family Mutual Insurance Company, S.I.

(SEAL) (SEAL)
* * Asya S. Alexandrovich, Chief Legal Officer

(SEAL) (SEAL)
* * Lauren K. Powell, Assistant Secretary

AUTHENTICATION

Signature(s) _____
_____
authenticated on _____.

_____
*
TITLE: MEMBER STATE BAR OF WISCONSIN
(If not, _____
authorized by Wis. Stat. § 706.06)

THIS INSTRUMENT DRAFTED BY:
Attorney Lori J. Bochniak
6000 American Parkway, Madison, WI 53783-0001

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) ss.
DANE COUNTY)

Personally came before me on Sept 17 2020,
the above-named Asya S. Alexandrovich and Lauren K. Powell officers of the above-named corporation
to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

_____
* Lori J. Bochniak
Notary Public, State of Wisconsin
My Commission (is permanent) (~~expires:~~ _____)

(Signatures may be authenticated or acknowledged. Both are not necessary.)
NOTE: THIS IS A STANDARD FORM. ANY MODIFICATIONS TO THIS FORM SHOULD BE CLEARLY IDENTIFIED.

© 2003 STATE BAR OF WISCONSIN

* Type name below signatures.

Addendum to Warranty Deed

(Prior PN's)

251-0810-154-0099-8; 251-0810-154-0202-9(part); 251-0810-154-0101-1(part); 251-0810-154-0107-9

Lot One (1) of Certified Survey Map No. 15485, recorded in the office of the Register of Deeds for Dane County, Wisconsin in Volume 111 of Certified Survey Maps, Pages 243-252, as Document No. 5634354, in the City of Madison, Dane County, Wisconsin.

Identified property is subject to a perpetual restriction that the maximum elevation for any building constructed on the property and any mechanicals, screening, antennae or any other extension or projection that may be placed on such buildings shall not to exceed 995 feet above sea level.

City of Madison
Office of the City Assessor
Michelle Drea, Esq. City Assessor
City-County Building, Room 101
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703
Phone: (608) 266-4531 | Fax: (608) 266-4257
assessor@cityofmadison.com
cityofmadison.com/assessor

November 14, 2025

Ascendium Education Group, Inc.
Attn: Rebecca Rapp
38 Buttonwood Court
Madison, Wisconsin 53718

Ms. Rapp,

The Office of the City Assessor is in receipt of above-mentioned corporation's application for property tax exemption for 2025. I am denying the application for the following reasons.

The application seeks exemption as a benevolent association pursuant to Wis. Stat. § 70.11(4)(a) however, that paragraph also contains a carve out preclusion. Specifically, Wis Stat. 70.11(4)(a) prohibits exemption "property owned by any nonstock, nonprofit corporation which services guaranteed student loans for others or on its own account," The application for exemption has not clearly demonstrated that the organization is not precluded from exemption based on its activities.

Notwithstanding or in any way conceding the carveout preclusion, the City will also provide an explanation regarding Wis.Stat.§70.11(4)(a)(1) for a benevolent association. Under Wisconsin law, real property is presumptively taxable. *See* WIS. STAT. § 70.109; *see also Trustees of Indiana Univ. v. Town of Rhine,* 170 Wis.2d 293, 299, 488 N.W.2d 128 (Ct.App.1992). Certain property, however, is exempted from tax by statute. Because tax exemption statutes "are matters of legislative grace," *Id.,* they are to be "strictly construed in every instance with a presumption that the property in question is taxable, and the burden of proof is on the person who claims the exemption." Section 70.109; *see also Deutsches Land, Inc. v. City of Glendale,* 225 Wis.2d 70, 80–81, 591 N.W.2d 583 (1999).

This presumption in favor of taxability is motivated by "the public interest to stem the erosion of municipal tax bases." *International Found. of Employee Benefit Plans, Inc. v. City of Brookfield,* 95 Wis.2d 444, 454, 290 N.W.2d 720 (Ct.App.1980), *aff'd,* 100 Wis.2d 66, 301 N.W.2d 175 (1981). As explained in *International Foundation,*

> *[t]he more exceptions allowed, the more inequitable becomes the apportionment of the tax burden. The continuous removal of real property from taxation thus imposes a particular hardship upon local government and the citizen taxpayer.*
>
> *Accordingly, the legislature mandated that only certain institutions are relieved of their normal tax load. See generally [WIS. STAT. §] 70.11.... The legislature has recognized that some organizations actually serve a public rather than a private purpose and should*

be relieved of their tax burden.

Put another way, specific and limited property tax exemptions are based on a theory of mutual consideration: the public relieves an organization of its property tax burden when it provides a public benefit. *See Id.* at 455, 290 N.W.2d 720 (noting that, generally, organizations are relieved of their tax burden when they "provide a benefit to the taxpaying community").

To be relieved of its property tax burden for the property in question, Ascendium " 'has the burden of showing the property is clearly within the terms' " of one of the exemptions it asserts. *Pulsfus Poultry Farms, Inc. v. Town of Leeds,* 149 Wis.2d 797, 811, 440 N.W.2d 329 (1989).

To qualify as a benevolent association pursuant to Wis. Stat. § 70.11(4)1, an organization must show three facts: (1) that it is a benevolent organization, (2) that it owns and exclusively uses the property and (3) that is uses the property for exempt purposes. *Deutsches Land, Inc. v. City of Glendale,* 225 Wis.2d 70, 80–81, 591 N.W.2d 583 (1999).

The Wisconsin Property Assessment Manual provides guidance on Benevolent Associations in Chapter 20-15, which provides in relevant part:

> "*...A mission statement of benevolence is not adequate proof that the association is a benevolent association. The assessor must look beyond the stated purpose of the organization to determine whether its activities are truly benevolent. The assessor should obtain a list of the services provided by the benevolent association. An organization claiming to be benevolent must show that it does benevolent activities and how those activities benefit society.*
>
> *This does not necessarily mean that the activity benefits everyone directly. It means that because the organization provides this service, activity or benefit, society as a whole is a better place. This included providing services that would otherwise have to be provided at government expense and services that make people less dependent on government care. It also includes activities that make people better members of society by improving their social, physical , or mental condition.*
>
> *In M.E. Baraca Club v. City of Madison, 167 Wis. 207, the court ruled that an organization whose benevolent activities consisted of securing positions for a few young men and furnishing a small number of free meals, is not a "benevolent association" whose property is exempt from taxation.*
> *It is not necessary that an organization be charitable to be benevolent. An organization does not have to provide its services for free or at a reduced cost to be benevolent. Providing charity is an activity that may help*

---

1 2009 Wis. Act 28 renumbered exemption for benevolent association to Wis. Stat. § 70.11(4)(a)(1)

> *demonstrate the benevolence of an organization, however it is not a requirement for being considered a benevolent association.*"

Ascendium asserts the following list of services satisfy the benevolence requirement:

- Federal Fiduciary and Student Loan Guarantor
- Project Success
- Attigo
- Wisconsin Student Loan Help Hotline
- Loan Repayment and Social Listening

These services are provided to ensure that loans are serviced effectively, specifically, to prevent borrowers from defaulting on loans. This is providing efficient outreach to ensure that Ascendium Education Solutions, Inc. fulfills **their** fiduciary duties as required by federal law, this is not benevolence services offered to society.

Furthermore, none of these services listed as benevolent activities are offered by Ascendium Education Group Inc. (the owner of the subject property) but rather its subsidiaries which include the for-profit entity North Star Education Services, Inc. (check this is the current name, I am always confused) Wisconsin law requires the property be owned and exclusively used for benevolent purposes. Your application fails to detail the actual use of the property. See *Deutsches Land*. Your request fails to establish how the subject property owned by Ascendium Education Group Inc. exclusively uses the property for benevolent or exempt purposes.

Additionally, in Wisconsin a benevolent association must be completely free from the fact or even possibility of profits accruing to its founders, officers, directors or members. *Milwaukee Protestant Home for the Aged v. City of Milwaukee*, 41 Wis.2d 284, 294, 164 N.W. 289 (1969). Ascendium's "Eighth Amended and Restated Bylaws of Ascendium Education Group, Inc." allow for a potential pecuniary profit issue based on investment income. Under Article III, Section 15 (f) Investment Committee, an Investment Committee is created composed of three Directors elected by the Board of the Corporation. Further, in Article V Section 5. Sales of Securities, the Board of Directors is provided broad authority to sell, assign, pledge or hypothecate any and all shares of stock, bonds or securities, owned or held by Ascendium without limitation. Finally, in tax year 2020, Ascendium's Investment Income (IRS Form 990 – Line 10) was $30,305,069. And, Ascendium paid $2,410,080 in investment management fees (Part IX Statement of Functional Expenses – Line 11 (f)). It appears that the total amount of investment assets is $1,427,560,393 as demonstrated on lines 11 – 13 in Part X Balance Sheet of Form 990. At a minimum, the possibility of pecuniary gain exists with the aforementioned facts.

Based on the reasons stated above, your request for exemption for the subject property is denied.