



City of Madison

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

Agenda - Approved COMMON COUNCIL EXECUTIVE COMMITTEE

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

Tuesday, August 5, 2025

4:30 PM

Hybrid: 201 City-County Building and via Virtual
Meeting
210 Martin Luther King, Jr. Blvd.

Note: Quorum of the Common Council may be present at this meeting

The City of Madison is holding the Common Council Executive Committee meeting in hybrid format.

Written Comments: You can send comments on agenda items to
CCEC@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://media.cityofmadison.com/Mediasite/Showcase/madison-city-channel/Channel/common-council-executive-committee>.

Listen by Phone: (877) 853-5257 (Toll Free) Webinar ID: 826 1132 7909

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

For accommodations, contact: Common Council Office, 608-266-4071,
CCEC@cityofmadison.com

Call to Order/Roll Call

Approval of Minutes

7/1/25 Draft Minutes: <http://madison.legistar.com/Calendar.aspx>

Public Comment

1. [88905](#) Public Comment (8/5/25)

Disclosures and Recusals

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

Items for Consideration

2. [89402](#) Presentation on Madison Sister City Delegation Visit to Obihiro, Japan
3. [88483](#) Creating Section 2.035 of the Madison General Ordinances related to requiring elector signatures with application to fill vacancy on the Common Council.
4. [88850](#) Options for Format and Venue of Staff Updates to Council
Staff will present a proposal for a Common Council Discussion to be held on September 30, 2025.
5. [88520](#) Council Office Updates (2025-2026)

Attachments: [CCEC Chief of Staff Update 6-3-25.pdf](#)
[CCEC Chief of Staff Update 7-1-25.pdf](#)

6. [88519](#) Future Agenda Items (2025-2026)

Attachments: [Future Agenda Item Requests 2025-2026 updated 6-3-25.pdf](#)

Adjournment



City of Madison

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

Master

File Number: 88905

File ID: 88905

File Type: Public Comment

Status: Public Comment

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 06/26/2025

File Name: Public Comment (8/5/25)

Final Action:

Title: Public Comment (8/5/25)

Notes:

Sponsors:

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@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 88905

Title

Public Comment (8/5/25)



City of Madison

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

Master

File Number: 89402

File ID: 89402

File Type: Miscellaneous

Status: In Committee

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 07/31/2025

File Name: Presentation on Madison Sister City Delegation Visit
to Obihiro, Japan

Final Action:

Title: Presentation on Madison Sister City Delegation Visit to Obihiro, Japan

Notes:

Sponsors:

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@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 89402

Title

Presentation on Madison Sister City Delegation Visit to Obihiro, Japan



City of Madison

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

Master

File Number: 88483

File ID: 88483

File Type: Ordinance

Status: Report of Officer

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 05/27/2025

File Name: Signature Requirement for Alder Vacancies

Final Action:

Title: Creating Section 2.035 of the Madison General Ordinances related to requiring elector signatures with application to fill vacancy on the Common Council.

Notes: 6966VacancySignatures

Sponsors: MGR Govindarajan, Derek Field And Sean O'Brien

Effective Date:

Attachments:

Enactment Number:

Author: Michael Haas

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 | 05/27/2025 | Referred for Introduction | | | | |
| | Action Text: This Ordinance was Referred for Introduction | | | | | | |
| | Notes: Common Council Executive Committee (7/1/25), Common Council (7/1/25) | | | | | | |
| 1 | COMMON COUNCIL | 06/03/2025 | Referred | COMMON COUNCIL EXECUTIVE COMMITTEE | | | |
| | Action Text: This Ordinance was Referred to the COMMON COUNCIL EXECUTIVE COMMITTEE | | | | | | |
| 1 | COMMON COUNCIL EXECUTIVE COMMITTEE | 07/01/2025 | RECOMMEND TO COUNCIL TO RE-REFER - REPORT OF OFFICER | | | | Pass |
| | Action Text: A motion was made by Govindarajan, seconded by Lankella, to RECOMMEND TO COUNCIL TO RE-REFER - REPORT OF OFFICER to the 8/5/25 Common Council Executive Committee meeting and the 8/5/25 Common Council meeting. The motion passed by voice vote/other. | | | | | | |
| | Notes: Recommended re-referral to the Common Council Executive Committee (8/5/25) and Common Council (8/5/25) | | | | | | |
| 1 | COMMON COUNCIL | 07/01/2025 | Re-refer | COMMON COUNCIL EXECUTIVE COMMITTEE | | | Pass |

Action Text: A motion was made by Vidaver, seconded by Govindarajan, to Re-refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.

Text of Legislative File 88483

Fiscal Note

Implementing the ordinance will require staff time to create the petition document, review petitions, and process challenges. Fiscal impacts are anticipated to be minimal and would be absorbed in the Clerk's office personnel budget. No appropriation is required.

Title

Creating Section 2.035 of the Madison General Ordinances related to requiring elector signatures with application to fill vacancy on the Common Council.

Body

DRAFTER'S ANALYSIS: This ordinance requires applicants to fill a Common Council vacancy to submit a petition containing the names, addresses and signatures of at least 20 electors of the district which has the vacancy. Currently, applicants must submit an application containing the information required by MGO 2.03. This ordinance would require the City Clerk to create a petition document and to review the names and signatures submitted by applicants to determine sufficiency of the signatures, process any challenges to the signatures, and determine whether applicants have qualified to proceed to review by the Common Council Executive Committee.

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

1. Section 2.035 entitled "Signature Requirement for Applicants to Alder Vacancy" of the Madison General Ordinances is created to read as follows:

"2.035 SIGNATURE REQUIREMENT FOR APPLICANTS TO ALDER VACANCY

- (1) Prior to submission of applications to the Common Council Executive Committee under MGO 2.03, applicants to fill a vacancy on the Common Council shall submit a petition supporting their application. The petition shall contain the signatures of at least 20 and no more than 40 electors of the district with the vacancy. Only one signature per applicant for the same vacancy is valid. In addition to their signature, in order for the signature to be valid, each signer of a petition shall legibly print their name in a space provided next to his or her signature and shall list their municipality of residence for voting purposes, the street and number, if any, on which the signer resides, and the date of signing. All signers on each petition shall reside in the jurisdiction or district which the applicant named on the paper will represent, if appointed.
- (2) Each petition shall have substantially the following words printed at the top:

I, the undersigned, request that the name of *(insert applicant's first and last name)*, residing at *(insert applicant's street address)* be considered for appointment to *(insert district number)* District Alder. I am eligible to vote in the *(name of jurisdiction or district in which applicant seeks office)*. I have not signed the petition of any other applicant for the same vacancy.
- (3) Each applicant shall include their mailing address on their petition. The certification of a qualified circulator stating their residence with street and number, if any, shall appear at the bottom of each petition page, stating that they personally circulated the petition paper and personally obtained each of the signatures; they know the signers are electors of the aldermanic district; they know the individuals signed the paper with full knowledge of its content; they know their respective residences given; they know each signer signed on the date stated opposite their name; and that the circulator is a

qualified elector of this state, or if not a qualified elector of this state, is a U.S. citizen age 18 or older who, if he or she were a resident of this state, would not be disqualified from voting under in the State of Wisconsin; and that they are aware that falsifying the certification is punishable under Wis Stat. s. 12.13(3)(a). The circulator shall indicate the date that they make the certification next to their signature. The certification may be made by the applicant or any qualified circulator.

- (4) The City Clerk shall create and make available petition forms which may be used by applicants to comply with this section.
- (5) Applicants shall submit completed petitions to the City Clerk on or before the date established by the Common Council Executive Committee. The Clerk shall review all submitted signatures, up to the maximum number permitted, to determine the facial sufficiency of the petitions filed. Where circumstances and the time for review permit, the Clerk may consult maps, directories and other extrinsic evidence to ascertain the correctness and sufficiency of information on a petition. The City Clerk shall certify the names of applicants who have submitted at least 20 valid signatures to the Common Council Executive Committee. If an applicant submits a petition with more than the maximum number of required signatures prescribed under sub. (1), but the Clerk determines that the maximum number of required signatures does not result in a sufficient number of valid signatures, the Clerk shall review the additional signatures to the extent necessary to determine whether the applicant has collected a sufficient number of valid signatures.
- (6) The City Clerk shall review all petitions submitted by applicants and process any challenges using the standards and procedures established by Chapter EL 2 of the Wisconsin Administrative Code including, but not limited to the following:
 - (a) Any information which appears on a petition is entitled to a presumption of validity. Notwithstanding any other provision of this chapter, errors in information contained in a petition, committed by either a signer or a circulator, may be corrected by an affidavit of the circulator, an affidavit of the applicant, or an affidavit of a person who signed the petition. The person giving the correcting affidavit shall have personal knowledge of the correct information and the correcting affidavit shall be filed with the City Clerk not later than three calendar days after the deadline for submission of the petition.
 - (b) Where any required item of information on a petition is incomplete, the City Clerk shall accept the information as complete if there has been substantial compliance with the law.
 - (c) The City Clerk shall accept petitions which contain biographical data or advertising for the applicant. The disclaimer specified in Wis. Stat. s. 11.1303 (2) is not required on any petition.
 - (d) An elector shall sign their own name unless unable to do so because of physical disability. An elector unable to sign because of physical disability shall be present when another person signs on behalf of the disabled elector and shall specifically authorize the signing.
 - (e) A person may not sign for their spouse, or for any other person, even when they have been given a power of attorney by that person, unless subsection (6)(d) applies.
 - (f) A complete address, including municipality of residence for voting purposes, and the street and number, if any, of the residence, (or a postal address if it is located in the jurisdiction that the applicant seeks to represent), shall be listed for each signature on a petition.
 - (g) A signature shall be counted when identical residential information or dates for different electors are indicated by ditto marks.
 - (h) No signature on a petition shall be counted unless the elector who circulated the

petition completes and signs the certificate of circulator and does so after, not before, the petition is circulated. No signature may be counted when the residency of the circulator cannot be determined by the information given on the petition.

- (i) An individual signature on a petition may not be counted when any of the following occur:
 - 1. The date of the signature is missing, unless the date can be determined by reference to the dates of other signatures on the paper.
 - 2. The signature is dated after the date of certification contained in the certificate of circulator.
 - 3. The address of the signer is missing or incomplete, unless residency can be determined by the information provided on the petition.
 - 4. The signature is that of an individual who is not 18 years of age at the time the petition is signed.
 - 5. The signature is that of an individual who has been adjudicated not to be a qualified elector on the grounds of incompetency or limited competency as provided in s. 6.03 (3), Wis. Stats., or is that of an individual who was not, for any other reason, a qualified elector at the time of signing the petition.
- (j) After a petition has been filed, no signature may be added or removed. After a petition has been signed, but before it has been filed, a signature may be removed by the circulator. The death of a signer after a petition has been signed does not invalidate the signature.
- (7) The City Clerk shall review any verified complaint concerning the sufficiency of a petition submitted by an applicant. The Clerk shall apply the standards in subsection (6) to determine the sufficiency of petitions, including consulting extrinsic sources of evidence under subsection
- (8) Any challenge to the sufficiency of a petition shall be made by verified complaint, filed with the City Clerk. The complaint may be filed electronically. The Clerk shall deliver a copy of the challenge in person, by mail, or by electronic mail to the challenged applicant within 24 hours of the filing of the challenge complaint. Any challenge to the sufficiency of a petition shall be filed within 3 calendar days after the filing deadline for the challenged petition. The challenge shall be established by affidavit, or other supporting evidence, demonstrating a failure to comply with this section or other legal requirements.
- (9) The response to a challenge to a petition shall be filed, by the applicant challenged, within 3 calendar days of the filing of the challenge and shall be verified. The response may be filed in person, by mail or by electronic mail. After the deadline for filing a response to a challenge, the City Clerk shall decide the challenge.
- (10) The burden is on the challenger to establish any insufficiency. If the challenger establishes that the information on the petition is insufficient, the burden is on the challenged applicant to establish its sufficiency. The invalidity or disqualification of one or more signatures on a petition shall not affect the validity of any other signatures on that paper.
- (11) If a challenger establishes that an elector signed the petition of an applicant more than once or signed the petitions of more than one applicant for the same vacancy, the 2nd and subsequent signatures may not be counted. The burden of proving that the second and subsequent signatures are that of the same person and are invalid is on the challenger.
- (12) If a challenger establishes that the date of a signature, or the address of the signer, is not valid, the signature may not be counted.
- (13) The City Clerk shall examine any evidence offered by the parties when reviewing a

- complaint challenging the sufficiency of the petition of an applicant. The burden of proof applicable to establishing or rebutting a challenge is clear and convincing evidence.
- (14) Where it is alleged that the signer or circulator of a petition does not reside in the district in which the applicant seeks office, the challenger may attempt to establish the geographical location of an address indicated on a petition by providing district maps, or by providing a statement from a postmaster or other public official.”



City of Madison

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

Master

File Number: 88850

File ID: 88850

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 06/24/2025

File Name: Options for Format and Venue of Staff Updates to
Council

Final Action:

Title: Options for Format and Venue of Staff Updates to Council

Notes:

Sponsors:

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@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 88850

Title

Options for Format and Venue of Staff Updates to Council



City of Madison

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

Master

File Number: 88520

File ID: 88520

File Type: Miscellaneous

Status: In Committee

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 05/28/2025

File Name:

Final Action:

Title: Council Office Updates (2025-2026)

Notes:

Sponsors:

Effective Date:

Attachments: CCEC Chief of Staff Update 6-3-25.pdf, CCEC Chief
of Staff Update 7-1-25.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@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 88520

Title

Council Office Updates (2025-2026)

Council Chief of Staff Update

6/3/25

Upcoming Staff Out-of-Office

6/3-6/4: Lorissa out

6/6: Debbie out

6/13: Liz out

6/16 (afternoon): Liz out

6/18 (afternoon): Liz out

6/20: Isaac out; Liz out

6/25-6/26: Isaac out

Reminders & Tips

June 19: City Offices Closed

Project Updates

All-Alder Retreat: Close to confirming the final date. Doodle poll with the finalists is in your inbox.

BCC Staff Training Updates: Along with Organizational Development and the Attorney's Office, we are working on reviewing and updating BCC staff training materials as part of an ongoing effort to bolster BCC support.

RESJI Training: I will be coordinating with the City Equity and Social Justice Manager (kristy kumar) to provide a training for alders on the RESJ (Racial Equity and Social Justice) Initiative and the equity analysis process this fall.

Council Chief of Staff Update

7/1/25

Upcoming Staff Out-of-Office

7/2-7/3: Isaac out
7/3-7/8: Debbie out
7/30: Karen out
8/6-8/8: Karen out

Reminders & Tips

July 4: City Offices Closed

City Website Accessibility-How Alders Can Help

We are legally required to make City public facing web content accessible. This is due to a [federal ruling](#). At this time, alders can assist by avoiding ALL CAPS when writing their blog posts. We know that content coming from agencies may contain all caps, so this ask is focused on the content you write yourself, or draft content that you are given and can easily modify before posting. If you'd like to learn more about best practices to keep in mind while blogging, there are [several resources and articles](#) available on EmployeeNet (access with your City login). Here are some examples of all caps in some recent blogs that caught the attention of the software (Siteimprove) that the City is using to help staff identify issues (highlighted in red below).

Press Release: Avoid Flash Flooded Areas *posted June 24, 2025*

PRESS RELEASE COPY

:Heavy Rain Continues, Urban Flash Flooding Expected, Avoid Flash Flooded Areas“The next few days are expected to have multiple, brief but heavy storm events which may result in urban flash flooding of roadways. If you...

4506 and 4514 Verona Road-Plan Commission Public Hearing *posted June 20, 2025*

Monday, June 23, 2025 @5:30pmLocationThis meeting is being held virtually.Watch Online

Category: [Notices](#)

STOP THE VIOLENCE SAVE THE CHILDREN-Meadowood *posted June 18, 2025*

SIXTH ANNUAL STOP THE VIOLENCE SAVE THE CHILDREN COMMUNITY

SUPPERThe event will be held inside Good Shepherd Church tonight

Project Updates

AASPIRE Intern

Our AASPIRE intern, Ella, is hard at work assisting with policy research and community engagement. She will be in the chambers tonight between 6 and 6:30 with the Clerk's

Council Chief of Staff Update

7/1/25

Office interns collecting videos for the Pass the Phone Challenge. She is in the CCB on Tuesdays and Thursdays, so please stop by to meet her.

Council Office Budget Request

Please refer to the [7/1/25 CCEC agenda](#) for [links to the proposed budget request](#). If you aren't able to attend CCEC today, please watch the recording or contact me to find out more about our agency operating budget request.

Annual Workplan

Now that staggered terms are in effect and there will be alder elections every year, the Council Office has an opportunity to create an annual workplan that maps out the large projects that occur throughout the year. For a sneak peak, come to the Council Office conference room to review the notes on the whiteboard.

All-Alder Retreat: Being Public: Navigating the Spectrum of Disagreement and Conflict as Elected Officials Facilitated by Abha Thakkar, Mosaic LLC. Saturday, September 13, from 9-2 at the Parks Office. Lunch from Melly Mel's (including vegetarian and vegan options).

City Training Opportunities

The [on-demand training portal](#) has a number of additional trainings on topics that may be of interest, including Giving & Receiving Feedback, How to Run Effective Meetings, Customer De-Escalation, and an orientation to the Equitable Hiring Plan (formerly the Equitable Hiring Tool).

Conflict Management

Description: Increase your self-awareness regarding our common styles to approaching and navigating conflict. July 9, 10:00 – 11:30 am, Virtual

Sparkling Growth

Description: Sparking Growth is a training focused on exploring topics like grief, the window of tolerance, and strategies to foster balance and mental health. Join us for this interactive session where we will explore components of mental health and will practice skills to assist with emotional regulation and balance. Leave the space with practical tools and knowledge to foster your wellbeing at home and workplace. August 12, 1:30 – 3:00 pm, Virtual



City of Madison

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

Master

File Number: 88519

File ID: 88519

File Type: Miscellaneous

Status: In Committee

Version: 1

Reference:

Controlling Body: COMMON
COUNCIL
EXECUTIVE
COMMITTEE

File Created Date : 05/28/2025

File Name: Future Agenda Items (2025-2026)

Final Action:

Title: Future Agenda Items (2025-2026)

Notes:

Sponsors:

Effective Date:

Attachments: Future Agenda Item Requests 2025-2026 updated
6-3-25.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@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 88519

Title

Future Agenda Items (2025-2026)

Future Agenda Item Requests 2025-2026

Council meeting ending times (Ald. Lankella-added 6/3/25)
Alder committee appointments (Ald. Tishler-added 6/3/25)
Reducing size of Council (Pres. Vidaver-added 6/3/25)