City of Madison

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

Agenda - Amended

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 9, 2024 | **6:30 PM** | **Via virtual meeting**

VIRTUAL 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.

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

2.Register but Do Not Speak: You can register your support or opposition to an agenda item at https://www.cityofmadison.com/MeetingRegistration

3.Register to Speak or to Answer Questions: If you wish to speak at the hybrid meeting on an agenda item, 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 hybrid meeting. You can participate in-person of virtually.

4.Watch the Meeting: You can call-in or watch the Common Council meeting in several ways:

•In-person: Enter through the main doors at 210 Martin Luther King, Jr. Blvd and proceed to level 2.
•Livestream on the Madison City Channel website:
https://media.cityofmadison.com/mediasite/showcase
•Livestream on the City of Madison YouTube channel:
https://www.youtube.com/user/CityofMadison
•Television: Watch live on Spectrum channel 994 and AT&T U-Verse channel 99
•Listen to audio via phone:
(877) 853-5257 (Toll Free)
Webinar ID: 839 6610 6794

SPEAKING GUIDELINES

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 immediately.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros

arreglos para acceder a este servicio, actividad o programa, comuníquese inmediatamente al número de teléfono que figura a continuación.

Yog tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntaub ntawv ua lwm yam los sis lwm cov kev pab kom siv tau qhov kev pab, kev ua num los sis kev pab cuam no, thov hu rau tus xov tooj hauv qab no tam sim no.

Please contact the Office of the Common Council at (608) 266-4071.

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: None.

OPENING REMARKS

HONORING RESOLUTIONS

1. 81269 Honoring the 50th Anniversary of the Madison Arts Commission

Sponsors: Marsha A. Rummel, Satya V. Rhodes-Conway, Juliana R. Bennett, Nikki Conklin, Jael Currie, John W. Duncan, Tag Evers, Derek Field, Yannette Figueroa Cole, MGR Govindarajan, Barbara Harrington-McKinney, Isadore Knox Jr., Amani Latimer Burris, Sabrina V. Madison, Dina Nina Martinez-Rutherford, Charles Myadze, Kristen Slack, William Tishler, Michael E. Verveer, Regina M. Vidaver And Nasra Wehelie

Attachments: Providing for a Cultural Affairs Committee original.JPG

Legislative History

1/4/24	Department of Planning and Community and Economic Development	RECOMMEND TO COUNCIL TO ADOPT

2. 81348 Expressing sincere appreciation to retired Madison Police Department Captain Kelly Donahue for her years of dedicated service to the City of Madison.

Sponsors: Charles Myadze, Satya V. Rhodes-Conway, Juliana R. Bennett, Nikki Conklin, Jael Currie, John W. Duncan, Tag Evers, Derek Field, Yannette Figueroa Cole, MGR Govindarajan, Barbara Harrington-McKinney, Isadore Knox Jr., Amani Latimer Burris, Sabrina V. Madison, Dina Nina Martinez-Rutherford, Marsha A. Rummel, Kristen Slack, William Tishler, Michael E. Verveer, Regina M. Vidaver And Nasra Wehelie

Legislative History

12/28/23	Council Office	RECOMMEND TO COUNCIL TO ADOPT

3. **81360** Awarding the 17th Annual Jeffrey Clay Erlanger Civility in Public Discourse Award to Dr. Fabu Carter.

Sponsors: Satya V. Rhodes-Conway, Juliana R. Bennett, Nikki Conklin, Jael Currie, John W. Duncan, Tag Evers, Derek Field, Yannette Figueroa Cole, MGR Govindarajan, Barbara Harrington-McKinney, Isadore Knox Jr., Amani Latimer Burris, Sabrina V. Madison, Dina Nina Martinez-Rutherford, Charles Myadze, Marsha A. Rummel, Kristen Slack, William Tishler, Michael E. Verveer, Regina M. Vidaver And Nasra Wehelie

Legislative History

1/2/24	Mayor's Office Adopt 1/9/24	RECOMMEND TO COUNCIL TO ADOPT

4. **81383** Celebrating Monday, January 15, 2024, as Martin Luther King Jr. Day

Sponsors: Barbara Harrington-McKinney, Isadore Knox Jr., Satya V. Rhodes-Conway, Juliana R. Bennett, Nikki Conklin, Jael Currie, John W. Duncan, Tag Evers, Derek Field, Yannette Figueroa Cole, MGR Govindarajan, Amani Latimer Burris, Sabrina V. Madison, Dina Nina Martinez-Rutherford, Charles Myadze, Marsha A. Rummel, Kristen Slack, William Tishler, Michael E. Verveer, Regina M. Vidaver And Nasra Wehelie

Attachments: Sources 81383 .pdf

Legislative History

1/2/24	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

5. **81059** Consent Agenda Document (1/9/24)

Legislative History

11/30/23	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.

PUBLIC HEARINGS

APPEALS

6. **80871** Appeal of Madison Landmarks Commission decision granting a Certificate of Appropriateness for new construction on the site of a designated city landmark at 3701 Council Crest.

Attachments: file 79099
Appeal received 11/14/23
80871 - 3701 Council Crest Appeal City Attorneys Office Memo to Council
80871 - 3701 Council Crest Preservation Planner STAFF REPORT 1-9-24

Legislative History

11/16/23	Clerk's Office Common Council Public Hearing (1/9/24)	Referred for Introduction
12/5/23	COMMON COUNCIL Accept 1/9/24	Referred to the COMMON COUNCIL

REPORT OF ALCOHOL LICENSE REVIEW COMMITTEE

7. **81110** Public Hearing - New License
Ramen Station Inc • dba Ramen Station
1124 S Park St • Agent: Erica Ni
Estimated Capacity (in/out): 55/0
Class B Beer, Class C Wine • 5% alcohol, 95% food
Police Sector 306 (District 13)

Attachments: LICLIB-2023-00738 App.pdf
LICLIB-2023-00738 Supplemental.pdf
1124 S Park St map.pdf

Legislative History

12/20/23	ALCOHOL LICENSE REVIEW COMMITTEE	RECOMMEND TO COUNCIL TO GRANT UNDER SUSPENSION OF MGO 2.055-PUBLIC HEARING

8. **81123** Public Hearing - New License
North Central Management Inc • dba Moxy by Marriott Madison Downtown
823 E Washington Ave • Agent: Sheri Straka
Estimated Capacity (in/out): 836/0
Class B Combination Liquor & Beer • 3% alcohol, 1% food, 96% other
Police Sector 408 (District 6)

Attachments: LICLIB-2023-00742 App.pdf
LICLIB-2023-00742 Supplemental.pdf
823 E Washington Ave map.pdf

Legislative History

12/20/23	ALCOHOL LICENSE REVIEW COMMITTEE	RECOMMEND TO COUNCIL TO GRANT UNDER SUSPENSION OF MGO 2.055-PUBLIC HEARING

9. 81124

Public Hearing - New License
Wedge O Cheddar LLC • dba The Wedge
2001 Atwood Ave • Agent: Jacob Guyette
Estimated Capacity (in/out): 60/0
Class B Combination Liquor & Beer • 60% alcohol, 40% food
Police Sector 401 (District 6)

Attachments: LICLIB-2023-00761 App.pdf
LICLIB-2023-00761 Supplemental.pdf
2001 Atwood Ave map.pdf

Legislative History

12/20/23	ALCOHOL LICENSE REVIEW COMMITTEE	RECOMMEND TO COUNCIL TO GRANT UNDER SUSPENSION OF MGO 2.055-PUBLIC HEARING

REPORT OF BOARD OF PUBLIC WORKS

10. 80492

Vacating and discontinuing multiple unimproved public street right-of-ways within the plat of Acacia Ridge to allow the replatting of a portion the development. Being located in the Northeast 1/4 of the Southeast 1/4 of Section 28, Township 7 North, Range 8 East, City of Madison, Dane County, Wisconsin. (District 1)

Sponsors: John W. Duncan

Attachments: Exhibit A (Vacation Maps).pdf
Exhibit B (Legal Descriptions).pdf
Vicinity Map Acacia Ridge Vacation.pdf

Legislative History

10/20/23	Engineering Division Board of Public Works (12/13/23), Transportation Commission (11/29/23), Plan Commission (11/13/23), Common Council Public Hearing (1/9/24)	Referred for Introduction
11/7/23	COMMON COUNCIL Additional referrals to Transportation Commission, Plan Commission.	Refer to the BOARD OF PUBLIC WORKS
11/7/23	BOARD OF PUBLIC WORKS	Refer to the TRANSPORTATION COMMISSION
11/7/23	BOARD OF PUBLIC WORKS	Refer to the PLAN COMMISSION
11/13/23	PLAN COMMISSION	Return to Lead with the Recommendation for Approval to the BOARD OF PUBLIC WORKS
11/29/23	TRANSPORTATION COMMISSION	Return to Lead with the Recommendation for Common Council to Adopt to the BOARD OF PUBLIC WORKS

12/13/23	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - PUBLIC HEARING

REPORT OF PLAN COMMISSION

11. 80803

Amending various Sections of Chapter 28 of the Madison General Ordinances related to Zoning Codes to fix minor errors.

Sponsors: Yannette Figueroa Cole, John W. Duncan And Derek Field

Attachments: 80803 Body

Zoning Text Memo 12-11-23 Code Cleanup 2023.pdf

Legislative History

11/13/23	Attorney's Office Plan Commission (Public Hearing - 12/11/23), Common Council (1/9/24)	Referred for Introduction
11/21/23	COMMON COUNCIL	Refer For Public Hearing to the PLAN COMMISSION
12/11/23	PLAN COMMISSION	RECOMMEND TO COUNCIL TO ADOPT - PUBLIC HEARING

On a motion by Alder Duncan, seconded by Sheppard, the Plan Commission found the standards met and recommended approval of the ordinance amendments by voice vote/ other.

12. 80828

Creating Section 28.022-00660 of the Madison General Ordinances to change the zoning of property located at 118 State Street from PD (Planned Development) District to DC (Downtown Core) District. (District 4)

Sponsors: Planning Division

Attachments: 80828-118 State Street.pdf

Link to Cond Use File 80432

Legislative History

11/14/23	Attorney's Office Plan Commission (Public Hearing - 12/11/23), Common Council (1/9/24)	Referred for Introduction
11/21/23	COMMON COUNCIL	Refer For Public Hearing to the PLAN COMMISSION
12/11/23	PLAN COMMISSION	RECOMMEND TO COUNCIL TO ADOPT - PUBLIC HEARING

On a motion by Alder Duncan, seconded by Sheppard, the Plan Commission found the standards met and recommended approval of the zoning map amendment to the Common Council. The motion to recommend approval passed by voice vote/ other.

13. 80829

Creating Section 28.022-00661 of the Madison General Ordinances to change the zoning of property located at 29 South Mills Street from CI (Campus Institutional) District to TSS (Traditional Shopping Street) District. (District 13)

Sponsors: Planning Division

Attachments: 29 S Mills Street.pdf

Link to Demo ID 80430

Link to Cond Use ID 80431

Alder Evers Comments 12-11-23.pdf

Legislative History

11/14/23	Attorney's Office Plan Commission (Public Hearing - 12/11/23), Common Council (1/9/24)	Referred for Introduction
11/21/23	COMMON COUNCIL	Refer For Public Hearing to the PLAN COMMISSION
12/11/23	PLAN COMMISSION On a motion by Alder Duncan, seconded by Sheppard, the Plan Commission found the standards met and recommended approval of the zoning map amendment to the Common Council. The motion to recommend approval passed by voice vote/ other.	RECOMMEND TO COUNCIL TO ADOPT - PUBLIC HEARING

14. 80830

Creating Section 28.022-00662 of the Madison General Ordinances to change the zoning of property located at 5001-5105 North Sherman Avenue and 1904 Wheeler Road from A (Agricultural) District and SR-C1 (Suburban Residential-Consistent 1) District to PR (Parks and Recreation) District. (District 18)

Sponsors: Planning Division

Attachments: 5001-5105 N Sherman Ave.pdf

Legislative History

11/14/23	Attorney's Office Plan Commission (Public Hearing - 12/11/23), Common Council (1/9/24)	Referred for Introduction
11/21/23	COMMON COUNCIL	Refer For Public Hearing to the PLAN COMMISSION
12/11/23	PLAN COMMISSION On a motion by Alder Duncan, seconded by Sheppard, the Plan Commission referred the zoning map amendment to a future meeting (no date specified). The motion passed by voice vote/other.	Refer to the PLAN COMMISSION

AGENDA NOTE: The applicant for this zoning map amendment requested referral at the 12/11/23 Plan Commission meeting. Therefore, the recommendation is to re-refer to Plan Commission (12/2/24), Common Council (12/10/24).

END OF PUBLIC HEARINGS

PETITIONS AND COMMUNICATIONS

PETITIONS

15. 81263

Petition received in the Madison City Clerk's Office on December 11, 2023 regarding attachment from the Town of Middleton to the City of Madison.

Attachments: Attachment Petition

Legislative History

12/12/23	Clerk's Office Common Council (1/23/24)	Referred for Introduction

16. 81280

Petition received in the Madison City Clerk's Office on December 14, 2023 regarding annexation from the Town of Westport to the City of Madison.

Attachments: Annexation Petition 12-14-23
Amended Petition 01-04-24

Legislative History

12/14/23	Clerk's Office Common Council (1/23/24)	Referred for Introduction

BUSINESS PRESENTED BY THE MAYOR

APPOINTMENTS

17. **81027** Report of the Mayor submitting resident committee appointments (introduction12-5-2023; action 1-9-2024).

Legislative History

11/29/23	Mayor's Office Confirm 1-9-2023	Referred for Introduction
12/5/23	COMMON COUNCIL Confirm 1/9/24	Refer to a future Meeting to Confirm to the COMMON COUNCIL

18. **81394** Report of the Mayor submitting resident committee appointments (introduction 1-9-2024; action 1-23-2024).

Legislative History

1/3/24	Mayor's Office Confirm 1/23/24	Referred for Introduction

BUSINESS PRESENTED BY THE PRESIDENT OF THE COMMON COUNCIL

19. **81064** Confirming the Madison Common Council meeting formats through June 18, 2024:
1/23/24 - Hybrid (Virtual & CCB 201)
2/13/24 - Hybrid (Virtual & CCB 201)
3/5/24 - Hybrid (Virtual & CCB 201)
3/19/24 - Hybrid (Virtual & CCB 201)
4/16/24 - **Hybrid (Virtual & MMB 215)**
5/7/24 - Hybrid (Virtual & CCB 201)
5/21/24 - Hybrid (Virtual & CCB 201)
6/4/24 - Hybrid (Virtual & CCB 201)
6/18/24 - Hybrid (Virtual & CCB 201)

Legislative History

11/30/23	Council Office	RECOMMEND TO COUNCIL TO ACCEPT - REPORT OF OFFICER

REPORTS OF OFFICERS

REPORT OF ALCOHOL LICENSE REVIEW COMMITTEE

20. 80728

Operator License Application
Kacper Lupa

Attachments: LICOPR-2023-00690 App_Redacted.pdf
LICOPR-2023-00690 Background Report_Redacted.pdf

Legislative History

11/22/23	ALCOHOL LICENSE REVIEW COMMITTEE	Refer to the ALCOHOL LICENSE REVIEW COMMITTEE
12/20/23	ALCOHOL LICENSE REVIEW COMMITTEE	RECOMMEND TO COUNCIL TO PLACE ON FILE - REPORT OF OFFICER

21. 80729

Operator License Application
Edwin M Henderson

Attachments: LICOPR-2023-00476 App_Redacted.pdf
LICOPR-2023-00476 Background Report_Redacted.pdf

Legislative History

11/22/23	ALCOHOL LICENSE REVIEW COMMITTEE	Refer to the ALCOHOL LICENSE REVIEW COMMITTEE
12/20/23	ALCOHOL LICENSE REVIEW COMMITTEE	RECOMMEND TO COUNCIL TO GRANT WITH CONDITIONS - REPORT OF OFFICER

Condition: Applicant must have their probation agent submit a letter in support of the application.

22. 80953

Change of Agent
Sass Madison LLC • dba Sass of Madison • 10 W Mifflin St
New Agent: Joseph Perkins
Class B Combination Liquor & Beer
Police Sector 406 (District 4)

Attachments: LICLIB-2022-00375 Agent Change App.pdf

Legislative History

11/22/23	ALCOHOL LICENSE REVIEW COMMITTEE	Refer to the ALCOHOL LICENSE REVIEW COMMITTEE
12/20/23	ALCOHOL LICENSE REVIEW COMMITTEE	RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER

23. 81148

21+ Entertainment License
North Central Management Inc • dba Moxy by Marriott Madison Downtown
Capacity (in/out): 836/0
823 E Washington Ave • Agent: Sheri Straka
Class B Combination Liquor & Beer • 3% alcohol, 1% food, 96% other
Police Sector 408 (District 6)

Attachments: LICENT-2023-00743 App_Redacted.pdf

Legislative History

12/20/23	ALCOHOL LICENSE REVIEW COMMITTEE	RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER

24. 81149

Change of Agent
Kwik Trip Inc • dba Kwik Trip 951 • 6702 Raymond Rd
New Agent: Rebecka Lohr
Class A Beer, Class A Cider
Police Sector 123 (District 20)

Attachments: LICLIA-2017-00826 Agent Change App (3).pdf

Legislative History

12/20/23	ALCOHOL LICENSE REVIEW COMMITTEE	RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER

25. 81150

Entity Reorganization
Portillo's Hot Dogs LLC • dba Portillo's Hot Dogs
7230 West Towne Way
Class B Beer, Class C Wine
Police Sector 124 (District 9)
Add one new officer, remove one officer

Attachments: LICLIB-2021-00136 Officer Change App.pdf

Legislative History

12/20/23	ALCOHOL LICENSE REVIEW COMMITTEE	RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER

26. 81151

Entity Reorganization
Portillo's Hot Dogs LLC • dba Portillo's Hot Dogs
4505 East Towne Blvd
Class B Beer
Police Sector 631 (District 17)
Add one new officer, remove one officer

Attachments: LICLIB-2018-00866 Officer Change App.pdf

Legislative History

12/20/23	ALCOHOL LICENSE REVIEW COMMITTEE	RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER

27. 81152

Change of Licensed Conditions
Sriram Retails 3 LLC • dba Regent Street Mini Mart
1401 Regent St • Agent: Meenu Kaushal
Class A Beer, Class A Liquor
Police Sector 205 (District 13)
Request to revise condition 2 to allow for sale of single cans no larger than 24oz.

Attachments: LICPCH-2023-00748 App (2).pdf
Vilas Neighborhood Support for ALRC Agenda Item #10 on 12_20_23.pdf

Legislative History

12/20/23	ALCOHOL LICENSE REVIEW COMMITTEE	RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER

28. **81153**

Entity Reorganization
C & W Restaurant of Madison LLC • dba Takumi Restaurant
4323 East Towne Blvd
Class B Combination Liquor & Beer
Police Sector 631 (District 17)
New entity name: C & W Restaurant of Madison Inc

Attachments: C & W Restaurant of Madison Change of Entity Name.pdf

Legislative History

12/20/23	ALCOHOL LICENSE REVIEW COMMITTEE	RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER

29. **81284**

Request to extend license issuance beyond the 180 day limit under MGO 38.05
C & W Restaurant of Madison LLC • dba Takumi Restaurant
4323 East Towne Blvd • Agent: Rong Chen
Estimated Capacity (in/out): 192/130
Class B Combination Liquor & Beer • 15% alcohol, 82% food, 3% other
Police Sector 631 (District 17)

Attachments: FW_ Takumi ALRC Meeting 20 December.pdf

Legislative History

12/20/23	ALCOHOL LICENSE REVIEW COMMITTEE	RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER

REPORT OF BOARD OF PARK COMMISSIONERS

30. **80967**

Approving Park Commission President Member Appointment to the Facilities, Programs and Fees Subcommittee of the Board of Park Commissioners

Legislative History

12/13/23	BOARD OF PARK COMMISSIONERS	RECOMMEND TO COUNCIL TO CONFIRM UNDER SUSPENSION OF MGO 2.055 - MISC. ITEMS

REPORT OF BOARD OF PUBLIC WORKS

31. **80833**

Awarding Public Works Contract No. 9377, University Avenue Box Repair - 2023. (District 5)

Sponsors: BOARD OF PUBLIC WORKS

Attachments: 9377BidOpeningTab.pdf
9377.pdf

Legislative History

11/14/23	Engineering Division	Refer to the BOARD OF PUBLIC WORKS
11/20/23	BOARD OF PUBLIC WORKS	Refer to the BOARD OF PUBLIC WORKS
12/13/23	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

32. 81162

Accepting street and terrace improvements constructed by Private Contract for 408 E Washington Avenue - The Continental, Private Contract No. 9013 (District 2).

Sponsors: BOARD OF PUBLIC WORKS

Legislative History

12/6/23	Engineering Division	Refer to the BOARD OF PUBLIC WORKS
12/13/23	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

33. 81165

Accepting sanitary sewer, storm sewer, and street improvements (excluding bituminous surface pavement) constructed by Private Contract In Springs at Pleasant View, Private Contract No. 8948 (District 1).

Sponsors: BOARD OF PUBLIC WORKS

Attachments: 8948 Springs at Pleasant View Sanitary Schedule A Unit Cost.pdf
8948 Springs at Pleasant View Storm Schedule A Unit Cost.pdf
8948 Street Schedule A excluding bituminous.pdf

Legislative History

12/6/23	Engineering Division	Refer to the BOARD OF PUBLIC WORKS
12/13/23	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

34. 81166

Accepting sanitary sewer and street improvements (excluding bituminous surface pavement) constructed by Private Contract In 5133 University Avenue, Private Contract No. 9021 (District 19).

Sponsors: BOARD OF PUBLIC WORKS

Attachments: 5133 University Ave Sanitary Schedule A Unit Cost UPDATED Mar2023.pdf
9021 Street Schedule A excluding bituminous.pdf

Legislative History

12/6/23	Engineering Division	Refer to the BOARD OF PUBLIC WORKS
12/13/23	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

35. 81170

Awarding Public Works Contract No. 8711, Harvey Street and Schmitt Place Assessment District - 2023. (District 5)

Sponsors: BOARD OF PUBLIC WORKS

Attachments: BidOpeningTab 8711.pdf
8711.pdf

Legislative History

12/6/23	Engineering Division	Refer to the BOARD OF PUBLIC WORKS

12/13/23	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

36. 81171

Declaring the City of Madison's intention to exercise its police powers establishing the Rutledge Street Assessment District - 2024. (District 6)

Sponsors: Marsha A. Rummel

Legislative History

12/6/23	Engineering Division	Refer to the BOARD OF PUBLIC WORKS
12/13/23	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

37. 81172

Approving future phase contract for public improvements required to serve the 6337 Odana Road Certified Survey Map to be undertaken by the Developer, Private Contract No. 9368 (District 19)

Sponsors: BOARD OF PUBLIC WORKS

Attachments: 9368 exhibit.pdf

Legislative History

12/6/23	Engineering Division	Refer to the BOARD OF PUBLIC WORKS
12/13/23	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

38. 81173

Awarding Public Works Contract No. 8762, Hammersley Road Resurfacing Assessment District - 2024. (District 10)

Sponsors: BOARD OF PUBLIC WORKS

Attachments: BidOpeningTab 8762.pdf

8762.pdf

Legislative History

12/6/23	Engineering Division	Refer to the BOARD OF PUBLIC WORKS
12/13/23	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

39. 81176

Approving plans and specifications for public improvements necessary for the project known as 3802 Kipp Street and authorizing construction to be undertaken by the Developer, Private Contract No. 9496 (District 16)

Sponsors: BOARD OF PUBLIC WORKS

Attachments: 9496 Exhibit - 3802 Kipp Street.pdf

Legislative History

12/6/23	Engineering Division	Refer to the BOARD OF PUBLIC WORKS
12/13/23	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

40. 81178

Approving plans and specifications and authorizing the Board of Public Works to advertise and receive bids for 2024 Semi-Permanent Epoxy Pavement Marking. (Citywide)

Sponsors: BOARD OF PUBLIC WORKS

Legislative History

12/7/23	Engineering Division	Refer to the BOARD OF PUBLIC WORKS
12/13/23	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

41. **81179**

Declaring the City of Madison's intention to exercise its police powers establishing the Madison's Starker Avenue Assessment District - 2024. (District 16)

Sponsors: Jael Currie

Legislative History

12/7/23	Engineering Division	Refer to the BOARD OF PUBLIC WORKS
12/13/23	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

42. **81181**

Approving plans and specifications and authorizing the Board of Public Works to advertise and receive bids for Bikeways 2023: Path Resurfacing. (District 10 and District 20)

Sponsors: BOARD OF PUBLIC WORKS

Attachments: Exhibit #1-Street_UWArbEntrPath.pdf
Exhibit #2-LakesideCycleTrack.pdf
Exhibit #3-ElverParkPath.pdf
Exhibit #4-SherryParkStormImprovements.pdf
Bikeways_2023_BPWnotes_12-06-2023.pdf

Legislative History

12/7/23	Engineering Division	Refer to the BOARD OF PUBLIC WORKS
12/13/23	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

43. **81182**

Accepting street and terrace improvements constructed by Private Contract for 1002 E Washington Ave - Stone House, Private Contract No. 7652 (District 6)

Sponsors: BOARD OF PUBLIC WORKS

Legislative History

12/7/23	Engineering Division	Refer to the BOARD OF PUBLIC WORKS
12/13/23	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

44. **81206**

Approving Schedule Of Assessments For Blue Harvest Lane, Feather Edge Drive, & Soaring Sky Run Assessment District - 2023. (District 1)

Sponsors: BOARD OF PUBLIC WORKS

Attachments: 13893 BPW Notes 12.13.23.pdf
13893 Plan Overview.pdf
13893_Preliminary Assessments.pdf
13893_Parks Special Assessment Waiver.pdf

Legislative History

12/7/23	Engineering Division	Refer to the BOARD OF PUBLIC WORKS

12/13/23	BOARD OF PUBLIC WORKS	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

REPORT OF CITY ATTORNEY

45. 81395 Amending Section 5.20(3)(a)3. of the Madison General Ordinances related to nominations to the Police Civilian Oversight Board to modify the process for community organizations to nominate members of the PCOB.

Sponsors: Yannette Figueroa Cole

Legislative History

1/3/24	Attorney's Office	RECOMMEND TO COUNCIL TO ADOPT UNDER SUSPENSION OF MGO 2.055 - REPORT OF OFFICER

Request to adopt under suspension made at 12/28/23 meeting of the Police Civilian Oversight Board.

REPORT OF CITY CLERK

46. 81387 Establishing in-person absentee voting locations for the 2024 Spring Primary and Spring Election.

Sponsors: Satya V. Rhodes-Conway, Yannette Figueroa Cole, Marsha A. Rummel, Derek Field, Sabrina V. Madison, Michael E. Verveer, Kristen Slack, Regina M. Vidaver, MGR Govindarajan And John W. Duncan

Legislative History

1/3/24	Clerk's Office	RECOMMEND TO COUNCIL TO ADOPT UNDER SUSPENSION OF MGO 2.055

47. 81390 Designating City of Madison Polling Locations for the 2024 Spring Primary.

Sponsors: Satya V. Rhodes-Conway

Legislative History

1/3/24	Clerk's Office	RECOMMEND TO COUNCIL TO ADOPT UNDER SUSPENSION OF MGO 2.055

REPORT OF COMMON COUNCIL EXECUTIVE COMMITTEE

48. 80671 Amending Sections 2.03(3) and (5) of the Madison General Ordinances related to filling Common Council vacancies to amend the process for filling Common Council vacancies.

Sponsors: Nasra Wehelie

Legislative History

11/1/23	Attorney's Office	Referred for Introduction

Common Council Executive Committee (11/21/23), Common Council (12/5/23)

11/7/23	COMMON COUNCIL	Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE
11/21/23	COMMON COUNCIL EXECUTIVE COMMITTEE	Re-refer

12/5/23	COMMON COUNCIL	Re-refer to the COMMON COUNCIL EXECUTIVE COMMITTEE

AGENDA NOTE: Common Council Executive Committee will meet on 1/9/24 and a recommendation will be made from the floor.

49. 80824 Amending Section 2.05(1)(b) related to Introduction of Business of the Madison General Ordinances to clarify the referral process for items introduced from the floor.

Sponsors: Michael E. Verveer

Legislative History

11/14/23	Attorney's Office	Referred for Introduction
	Common Council Executive Committee (12/5/23), Common Council (1/9/24)	
11/21/23	COMMON COUNCIL	Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE

AGENDA NOTE: Common Council Executive Committee will not be taking this item up at their 1/9/24 meeting. The recommendation is to adopt.

REPORT OF DEPARTMENT OF PLANNING AND COMMUNITY AND ECONOMIC DEVELOPMENT

50. 80687 Approving a Certified Survey Map of property owned by SOGAN, LLC located at 6701 Manufacturers Drive (District 17).

Sponsors: Planning Division

Attachments: Application.pdf
Letter of Intent.pdf
6701 Manufacturers Dr CSM.pdf
Conditional Approval Letter.pdf

Legislative History

1/3/24	Department of Planning and Community and Economic Development	RECOMMEND TO COUNCIL TO ADOPT UNDER SUSPENSION OF MGO 2.055 - REPORT OF OFFICER

REPORT OF FINANCE COMMITTEE

51. 80861 Authorizing the allocation of up to $4 million of City Affordable Housing Funds to the Community Development Authority of the City of Madison (CDA), or an affiliate LLC, to help finance Phase 1 redevelopment of the Triangle public housing site, including demolition of the existing 163-unit Brittingham Apartments and construction of an equivalent number of replacement dwelling units, and authorizing the Mayor and the City Clerk to enter into a Loan Agreement. (District 13)

Sponsors: Satya V. Rhodes-Conway, Tag Evers, Nikki Conklin, Dina Nina Martinez-Rutherford, Kristen Slack, MGR Govindarajan, Isadore Knox Jr. And Regina M. Vidaver

Legislative History

11/14/23	Community Development Division Finance (11/27/23), Community Development Block Grant (12/7/23), Common Council (1/9/24)	Referred for Introduction
11/21/23	COMMON COUNCIL Additional referral to Community Development Block Grant Committee	Refer to the FINANCE COMMITTEE
11/21/23	FINANCE COMMITTEE	Referred to the COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE
11/27/23	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER
12/7/23	COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE	Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE

REPORT OF LANDMARKS COMMISSION

52. 80422 2229 Eton Ridge - Landmark Nomination (District 5)

Attachments:
- 80422 - 2229 Eton Ridge landmark nomination 10-16-23
- 80422 - 2229 Eton Ridge landmark nomination 11-28-23
- 80422 - 2229 Eton Ridge STAFF REPORT 12-4-23
- MTHP Comments 11-30-23
- Mallon Comments 12-1-23
- Staff Presentation 12-4-23
- Public Comment Registration List 12-4-23
- 80422 LC Report 12-4-23
- 80422 - 2229 Eton Ridge Preservation Planner Memo to Common Council 1-9-2

Legislative History

11/6/23	LANDMARKS COMMISSION	Refer to the LANDMARKS COMMISSION
12/4/23	LANDMARKS COMMISSION	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

REPORT OF PUBLIC MARKET DEVELOPMENT COMMITTEE

53. 80837 Authorizing the Dissolution of the Public Market Development Committee (District 12)

Sponsors: Amani Latimer Burris, Marsha A. Rummel, Satya V. Rhodes-Conway, Yannette Figueroa Cole And Barbara Harrington-McKinney

Legislative History

11/14/23	Economic Development Division Public Market Development Committee (12/7/23), Common Council (1/9/24)	Referred for Introduction
11/21/23	COMMON COUNCIL	Refer to the PUBLIC MARKET DEVELOPMENT COMMITTEE

12/7/23	PUBLIC MARKET DEVELOPMENT COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT

REPORT OF RISK MANAGER

54. 79700 J. Carstensen - vehicle damage - $506.38.

Legislative History

9/19/23	COMMON COUNCIL	Referred to the Risk Manager
12/6/23	Risk Manager	RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER

55. 80997 J. Egan - property damage - $723.49.

Legislative History

12/5/23	COMMON COUNCIL	Referred to the Risk Manager
1/2/24	Risk Manager	RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER

56. 81015 G. Bennett - property damage - more than $1.

Legislative History

12/5/23	COMMON COUNCIL	Referred to the Risk Manager
12/6/23	Risk Manager	RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER

57. 81041 K. Benefield of AFNI for N. Blackmore - vehicle damage - $3,081.82.

Legislative History

12/5/23	COMMON COUNCIL	Referred to the Risk Manager
1/2/24	Risk Manager	RECOMMEND TO COUNCIL TO DISALLOW - REPORT OF OFFICER

ITEMS REFERRED TO THIS MEETING

ORDINANCES

58. 81016 Amending Section 3.50 of the Madison General Ordinances related to Salaries of Officials to update salaries for Alders.

Sponsors: Yannette Figueroa Cole And Juliana R. Bennett

Attachments: 81016 Body

Legislative History

11/28/23	Attorney's Office Common Council (1/9/24)	Referred for Introduction
12/5/23	COMMON COUNCIL Adopt 1/9/24	Refer to a future Meeting to Adopt to the COMMON COUNCIL

RESOLUTIONS

59. 80856

Awarding Accessible Taxi Cab Grant funds established by Resolution RES-23-00196 (Legistar File No. 75053) to Union Cab of Madison Cooperative (Union Cab) and Authorizing the Mayor and City Clerk to enter into a contract with Union Cab for the purchase of three accessible vehicles in accordance with the grant.

Sponsors: Dina Nina Martinez-Rutherford, Juliana R. Bennett, Derek Field, MGR Govindarajan And Charles Myadze

Attachments: #109 80856 reg report 12.5 CC mtg.pdf

Legislative History

11/15/23	Attorney's Office Common Council (12/5/23)	Referred for Introduction
11/21/23	COMMON COUNCIL	Refer to a future Meeting to Adopt to the COMMON COUNCIL
12/5/23	COMMON COUNCIL Adopt 1/9/24	Re-refer to a Future Meeting to Adopt to the COMMON COUNCIL

60. 81021

Naming Steven Espada Dawson as Madison's Poet Laureate

Sponsors: Satya V. Rhodes-Conway And Marsha A. Rummel

Legislative History

11/28/23	Department of Planning and Community and Economic Development Common Council (1/9/24)	Referred for Introduction
12/5/23	COMMON COUNCIL Adopt 1/9/24	Refer to a future Meeting to Adopt to the COMMON COUNCIL

INTRODUCTION OF NEW BUSINESS FOR REFERRAL WITHOUT DEBATE

ORDINANCES

61. 81286

Creating Section 15.01(658) of the Madison General Ordinances entitled “City Boundaries" and being part of the chapter entitled “Alder Districts and Wards" attaching to the 20th Alder District the property located in the Town of Middleton on the northside of Mid Town Road between Marty Road and South Gammon Road, creating Section 15.02(160) of the Madison General Ordinances to attach the property to Ward 160, and assigning a temporary zoning classification of Temp. A (Agricultural) District. (District 20)

Sponsors: Satya V. Rhodes-Conway

Attachments: Marty Century Farm Attachment Worksheet_Initial_12-14-23
Attachment Map

Legislative History

12/15/23	Attorney's Office Common Council (1/23/24)	Referred for Introduction

62. 81295

Creating Section 28.022-00665 of the Madison General Ordinances to change the zoning of property located at 2150 Marty Road, 7751 Mid Town Road, and 7342-7362 Raymond Road from Temp. A (Agricultural) District to A (Agricultural) District, and creating Section 28.022-00666 of the Madison General Ordinances to change the zoning of property located at 2150 Marty Road, 7751 Mid Town Road, and 7342-7362 Raymond Road from Temp. A (Agricultural) District to TR-P (Traditional Residential-Planned) District, and creating Section 28.022-00667 of the Madison General Ordinances to change the zoning of property located at 2150 Marty Road, 7751 Mid Town Road, and 7342-7362 Raymond Road from Temp. A (Agricultural) District to CC-T (Commercial Corridor-Transitional) District. (District 1)

Sponsors: Planning Division

Attachments: 2150 Marty Road

Legislative History

12/21/23 Attorney's Office Referred for Introduction
Plan Commission (Public Hearing - 2/5/24), Common Council (2/13/24)

63. 81315

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 1410-1550 and 1415 Engineering Drive and 1509-1513 University Avenue to include specific plans for the College of Engineering. (District 5)

Sponsors: Planning Division

Attachments: City_UW Zoning Map
Application
Letter of Intent
Project Plans

Legislative History

12/22/23 Attorney's Office Referred for Introduction
Plan Commission (Public Hearing - 2/5/24), Common Council (2/13/24)

64. 81305

Creating Section 15.01(659) of the Madison General Ordinances entitled “City Boundaries" and being part of the chapter entitled “Alder Districts and Wards" annexing to the 18th Alder District nine parcels located in the Town of Westport generally addressed as 5000 North Sherman Avenue, creating Section 15.02(161) of the Madison General Ordinances to annex the property to Ward 161, amending 15.03(18) to add Ward 161 to Alder District 18, and assigning a temporary zoning classification of Temp. A (Agricultural) District. (District 18)

Sponsors: Satya V. Rhodes-Conway

Attachments: Cherokee Park-TPC Annexation Worksheet_Initial_12-18-23
Annexation Map

Legislative History

12/21/23 Attorney's Office Referred for Introduction
Plan Commission (Public Hearing - 1/22/24), Common Council (1/23/24)

65. 81316

Amending Section 33.24(15)(e)12.b. related to Upper-Level Development Standards of the Madison General Ordinances to clarify how stories are

measured in Urban Design District 8. (Alder District 6)

Sponsors: Marsha A. Rummel

Attachments: UDD 8 Amendment Staff Memo.pdf

Legislative History

12/22/23 Attorney's Office Referred for Introduction
Plan Commission (Public Hearing - 1/22/24), Urban Design Commission (1/10/24); Common Council (2/13/24)

RESOLUTIONS

66. **81069** Position Recreations and Underfills - Metro Transit

Sponsors: Director of Human Resources

Attachments: FC Memo for Metro staff changes 1-2024.doc

Legislative History

11/30/23 Metro Transit Referred for Introduction
Finance Committee (1/16/24), Common Council (1/23/24)

67. **81075** Authorizing the City of Madison to enter into a Reference Program Agreement with Tyler Technologies, Inc.

Sponsors: Satya V. Rhodes-Conway

Legislative History

11/30/23 Finance Department Referred for Introduction
Finance Committee (1/16/24), Common Council (1/23/24)

68. **81090** Thanking the Disability Rights Commission Home Healthcare Workgroup and Accepting the final report and recommendations from the Disability Rights Commission.

Sponsors: Jael Currie

Attachments: Home Healthcare Report - 2023.11.30.pdf

Legislative History

12/1/23 DISABILITY RIGHTS COMMISSION Referred for Introduction
Common Council (1/23/24)

69. **81293** Authorizing a non-competitive selection contract between LanguageLine Solutions for the provision of interpretation and translation services for the City of Madison, WI.

Sponsors: Satya V. Rhodes-Conway

Attachments: Language Line Solutions - Non-Competitive Selection Request - CC Approval R

Legislative History

12/26/23 Civil Rights Department Referred for Introduction
Finance Committee (1/16/24), Common Council (1/23/24)

70. **81294** Authorizing the Mayor and the City Clerk to execute an amendment to the agreement with Robert Krebs, d/b/a/ The Madison Sailing Center to expand the

area of the sailboat storage area at Warner Park for the years of 2024-2026 (District 18).

Sponsors: Charles Myadze

Attachments: Madison Sailing Center (2022-2026) (Amendment).pdf

Legislative History

12/20/23	Parks Division	Referred for Introduction
	Finance Committee (1/16/24), Board of Park Commissioners (1/10/24), Common Council (1/23/24)	

71. **81300** Authorizing the Mayor and the City Clerk to enter into an agreement with Dane County to provide Group Access Service for the City of Madison for the calendar year 2024.

Sponsors: Dina Nina Martinez-Rutherford, MGR Govindarajan And Derek Field

Legislative History

12/21/23	Metro Transit	Referred for Introduction
	Transportation Commission (1/17/24), Finance Committee (1/16/24), Common Council (1/23/24)	

72. **81301** Authorizing the City of Madison Planning Division to submit an application to the Capital Area Regional Planning Commission to expand the Central Urban Service Area to include properties located in the Reiner Neighborhood Development Plan area.

Sponsors: Sabrina V. Madison And Derek Field

Attachments: Map 1

Legislative History

12/21/23	Department of Planning and Community and Economic Development	Referred for Introduction
	Plan Commission (1/22/24), Common Council (2/13/24)	

73. **81302** Authorizing the Mayor and the City Clerk to enter into an agreement with Dane County to provide Volunteer Driver Escort Services for the City of Madison for the calendar year 2024.

Sponsors: Dina Nina Martinez-Rutherford And MGR Govindarajan

Legislative History

12/21/23	Metro Transit	Referred for Introduction
	Transportation Commission (1/17/24), Finance Committee (1/16/24), Common Council (1/23/24)	

74. **81303** Authorizing the City of Madison Planning Division to submit an application to the Capital Area Regional Planning Commission to expand the Central Urban Service Area to include the properties located in the High Point-Raymond Neighborhood Development Plan area.

Sponsors: John W. Duncan, Nasra Wehelie And Barbara Harrington-McKinney

Attachments: Map 1

Legislative History

12/21/23	Department of Planning and Community and Economic Development Plan Commission (1/22/24), Common Council (2/13/24)	Referred for Introduction

75. 81304

Authorizing the Mayor and the City Clerk to enter into an agreement with Dane County for the purpose of providing Metro Transit with State 85.21 funding given to Dane County for the provision of accessible transportation for eligible persons within Metro Transit's service area in the calendar year 2024.

Sponsors: Dina Nina Martinez-Rutherford, MGR Govindarajan And Derek Field

Legislative History

12/21/23	Metro Transit Transportation Commission (1/17/24), Finance Committee (1/16/24), Common Council (1/23/24)	Referred for Introduction

76. 81333

Authorizing the payment of goods from DMT Solutions Global Corporation dba Bluecrest on a cooperative contract of an automated absentee ballot mailing system for the City Clerk's Office prior to the delivery of all goods.

Sponsors: Satya V. Rhodes-Conway

Attachments: proposal

Legislative History

12/26/23	Clerk's Office Common Council (1/23/24)	Referred for Introduction

77. 81357

Recreate the 1.0 FTE position #4525 of Clerk Typist 2 (CG20, R6) as an Administrative Clerk 1 (CG20, R9) and reallocate the employee to the new position.

Sponsors: Director of Human Resources

Attachments: PB Memo Senior Ctr Clerk Typist.pdf
Facility Operations Assistant PD Final.docx

Legislative History

1/2/24	Human Resources Department Finance Committee (1/29/24), Personnel Board (1/17/24), Common Council (2/13/24)	Referred for Introduction

78. 81358

Recreate the 1.0 FTE position #698 of Real Estate Development Specialist 3 (CG18, R10) as a Real Estate Development Specialist 4 (CG18, R12) and reallocate the employee to the new position.

Sponsors: Director of Human Resources

Attachments: PB Memo Real Estate Development Specialist 3.pdf
Real Estate Development Specialist 4 PD.docx

Legislative History

1/2/24	Human Resources Department Finance Committee (1/29/24), Personnel Board (1/17/24), Common Council (2/13/24)	Referred for Introduction

79. 81359

Recreate position #1726 of Planning GIS Specialist as a GIS Specialist 3 in CG

18, Range 10 and reallocate the employee, C. Stoughtenger, to the new position.

Sponsors: Director of Human Resources

Attachments: PB Memo Planning GIS Specialist-Streets.pdf

Resolution Planning GIS Specialist to GIS Specialist 3.docx

Legislative History

1/2/24	Human Resources Department	Referred for Introduction
	Finance Committee (1/29/24), Personnel Board (1/17/24), Common Council (2/13/24)	

80. **81361**

Delete the classification of Crossing Guard Supervisor in CG18, R01 from the salary schedule; recreate the classification in CG18, R03; recreate position #2648 and #2659 in the new classification, and reallocate the employees to the new positions.

Sponsors: Director of Human Resources

Attachments: PB Memo TE Crossing Guard Supervisor 1-2024.pdf

Res TE Crossing Guard Supe 1-2024.docx

Legislative History

1/2/24	Human Resources Department	Referred for Introduction
	Finance Committee (1/29/24), Personnel Board (1/17/24), Common Council (2/13/24)	

81. **81362**

Authorizing the Execution of an Amendment to the Amended and Restated Operating Easement at the Village on Park for the Goodman South Madison Library. (District 14)

Sponsors: Isadore Knox Jr.

Attachments: Amended and Restated Operation and Easement Agreement.pdf

Legislative History

1/2/24	COMMUNITY DEVELOPMENT AUTHORITY	Referred for Introduction
	Finance Committee (1/15/24), Common Council (1/23/24)	

82. **81363**

Authorizing a loan to Fringe Salon Spa or its assigns in the amount of $80,000 to purchase a commercial property at 1423 South Park Street through the TID 51 Small Cap TIF loan program using TID #51 incremental revenue as authorized in the TID #51 Project Plan (RES-23-00208) adopted by the Common Council on March 7, 2023). (District 14)

Sponsors: Satya V. Rhodes-Conway

Attachments: 2024_01 Fringe Salon Spa_Loan Summary.pdf

Legislative History

1/2/24	Economic Development Division	Referred for Introduction
	Finance Committee (1/16/24), Common Council (1/23/24)	

83. **81366**

Providing Fringe Salon Spa or its assigns a $113,750 loan to purchase a

commercial property at 1423 South Park Street through the Commercial Ownership Assistance program funded by the TID 51 Small Business Development programs using TID #51 incremental revenue as authorized in the TID #51 Project Plan (RES-23-00208) adopted by the Common Council on March 7, 2023). (District 14)

Sponsors: Satya V. Rhodes-Conway

Attachments: COA -654 S. Gammon Rd Fringe Salon Spa LLC (OC) - Concurrence Memo.p

Legislative History

1/2/24	Economic Development Division Finance Committee (1/16/24), Common Council (1/23/24)	Referred for Introduction

84. 81367

Adopting revisions to the City of Madison Personnel Rules to modernize related policies for improved flexibility, accessibility, transparency and efficiency of HR practices in conjunction with Results for America Fellowship focusing on creating quality jobs.

Sponsors: Director of Human Resources

Attachments: Summary of Major Changes - Personnel Rules Rewrite.pdf
Personnel Rules Final Draft 11-2023 Redline Clean.pdf

Legislative History

1/2/24	Human Resources Department Personnel Board (1/17/24), Common Council (2/13/24)	Referred for Introduction

85. 81368

A Resolution amending the Public Health Operating Budget to accept Centers for Disease Control and Prevention “Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems” funding from the WI Department of Health Services

Sponsors: Yannette Figueroa Cole And Derek Field

Legislative History

1/2/24	BOARD OF HEALTH FOR MADISON AND DANE COUNTY Board of Health for Madison and Dane County (2/7/24), Finance Committee (1/16/24), Common Council (2/13/24)	Referred for Introduction

86. 81369

Authorization to accept additional grant funds from the Wisconsin Department of Children and Families for the Family Foundations Home Visiting Program and create a 1.0 FTE Public Health Nurse Position for the Nurse Family Partnership (NFP) Program

Sponsors: Yannette Figueroa Cole And Derek Field

Legislative History

1/2/24	BOARD OF HEALTH FOR MADISON AND DANE COUNTY Finance Committee (1/16/24), Board of Health for Madison and Dane County (2/7/24), Common Council (2/13/24)	Referred for Introduction

87. 81375

Authorizing the execution of a Purchase and Sale Agreement between the City of Madison and Karen L. Chrostowski for the City's acquisition of the properties located at 2248, 2250 and 2256 Roth Street, located in the City of Madison. (District 12)

Sponsors: Charles Myadze And Satya V. Rhodes-Conway

Attachments: 12913 Agreement.pdf

Property Location Map.pdf

Legislative History

1/2/24	Economic Development Division Board of Park Commissioners (1/10/24), Finance Committee (1/16/24), Common Council (1/23/24)	Referred for Introduction

88. 81376

A Resolution authorizing a noncompetitive service contract of $150,000 of American Rescue Plan Local Fiscal Recovery Funds to President and Fellows of Harvard College, acting on behalf of the Taubman Center for State and Local Government at the Harvard Kennedy School and authorizing The Board of Health for Madison and Dane County on behalf of Public Health Madison and Dane County to sign an agreement with them for the evaluation of the Community Alternative Response Emergency Services (CARES) Program

Sponsors: Yannette Figueroa Cole And Derek Field

Attachments: Non-Competitive Selection Request

Legislative History

1/2/24	BOARD OF HEALTH FOR MADISON AND DANE COUNTY Board of Health for Madison and Dane County (2/7/24), Finance Committee (1/16/24), Common Council (2/13/24)	Referred for Introduction

89. 81377

Authorizing the negotiation and execution of a Purchase and Sale Agreement between Eminent Development Corporation and/or an affiliate LLC ("Developer") and the City of Madison for the Developer's acquisition of the property located at 1202 S. Park Street for youth-centered housing development (the "Project"), and authorizing execution of a loan agreement for up to $2.0 million of American Rescue Plan Act funds allocated by the Common Council for the Project. (District 13)

Sponsors: Tag Evers, Nikki Conklin, Dina Nina Martinez-Rutherford And Derek Field

Legislative History

1/2/24	Economic Development Division Community Development Block Grant Committee (1/11/24), Finance Committee (1/16/24), Common Council (1/23/24)	Referred for Introduction

90. 81388

Approving contract amendments with InSite Consulting Architects, LLC and Kalam Corporation to complete phase 2 work at the Royal Thai Pavilion, Olbrich Botanical Gardens (District 15)

Sponsors: Dina Nina Martinez-Rutherford

Legislative History

1/3/24 Engineering Division Referred for Introduction
Finance Committee (1/16/24), Common Council (1/23/24)

91. 81389

BY TITLE ONLY: Appointing XXXXX as Alder for District 19 to serve until the Spring 2025 election

Sponsors: Jael Currie

Legislative History

1/3/24 Council Office Referred for Introduction
Common Council Executive Committee (1/23/24), Common Council (1/23/24)

92. 81391

Approving the Application for a pedal-cab service operator license for Badger Bike Taxi Cab.

Sponsors: MGR Govindarajan, Dina Nina Martinez-Rutherford And Juliana R. Bennett

Attachments: LICHDC-2023-00755 (002).pdf

Legislative History

1/3/24 Traffic Engineering Division Referred for Introduction
Transportation Commission (1/17/24), Common Council (1/23/24)

93. 81392

Supporting and approving the City of Madison's application to the US Department of Transportation (USDOT) towards FY 2023-2024 ATTAIN grant program, the acceptance of the grant, and authorizing the Mayor and City Clerk to execute a grant agreement with USDOT or its designee, if awarded the grant.

Sponsors: Satya V. Rhodes-Conway, Dina Nina Martinez-Rutherford, Juliana R. Bennett And Derek Field

Legislative History

1/3/24 Traffic Engineering Division Referred for Introduction
Transportation Commission (1/17/24), Finance Committee (1/16/24), Common Council (1/23/24)

94. 81396

Authorizing the Community Development Division to transfer the weather emergency respite hotel program contract from Friends of State Street Family to Catalyst for Change and authorizing the Mayor and City Clerk to enter into a contract with Catalyst for Change to administer the program.

Sponsors: Nikki Conklin And Dina Nina Martinez-Rutherford

Attachments: FSSF to CFC Change Resolution.pdf

Legislative History

1/3/24 Community Development Division Referred for Introduction
Finance Committee (1/16/24), Community Development Block Grant Committee (1/11/24), Common Council (1/23/24)

95. 81418

Recreate the 1.0 FTE position #849 of Senior Center Volunteer Coordinator (CG20, R12) as a Senior Center Program Coordinator (CG18, R4).

Sponsors: Director of Human Resources

Attachments: FinComm Memo Senior Ctr Volunteer Coord.pdf
Senior Center Program Coord PD.pdf

Legislative History

1/3/24	Human Resources Department Finance Committee (1/16/24), Common Council (1/23/24)	Referred for Introduction

LICENSES

96. 81109

Public Hearing - New License
The City of Four Lakes LLC • dba Super 8 Madison South
1602 W Beltline Hwy • Agent: Mitesh Patel
Estimated Capacity (in/out): 160/0
Class B Beer • 2% alcohol, 0% food, 98% other
Police Sector 308 (District 14)

Attachments: LICLIB-2023-00736 App.pdf
LICLIB-2023-00736 Supplemental.pdf
1602 W Beltline Hwy map.pdf

Legislative History

12/20/23	ALCOHOL LICENSE REVIEW COMMITTEE Alcohol License Review Committee- Public Hearing (1/17/24), Common Council (2/13/24)	RECOMMEND TO COUNCIL TO RE-REFER - PUBLIC HEARING to the ALCOHOL LICENSE REVIEW COMMITTEE

97. 81317

Public Hearing - New License
Mad Rabbit Cafe LLC • dba Mad Rabbit Cafe
805 Williamson St • Agent: Nathaniel Anger
Estimated Capacity (in/out): 24/10
Class B Beer, Class C Wine • 10% alcohol, 90% food
Police Sector 408 (District 6)

Attachments: LICLIB-2023-00811 App.pdf
LICLIB-2023-00811 Supplemental.pdf

Legislative History

12/22/23	Clerk's Office Alcohol License Review Committee- Public Hearing (1/17/24), Common Council (2/13/24)	Referred for Introduction

98. 81318

Public Hearing - New License
Campo Mar LLC • dba La Playita Tacos Y Mariscos
2601 W Beltline Hwy • Agent: Roger De La Cruz
Estimated Capacity (in/out): 65/0
Class B Beer • 25% alcohol, 75% food
Police Sector 308 (District 10)

Attachments: LICLIB-2023-00816 App.pdf
LICLIB-2023-00816 Supplemental.pdf

Legislative History

12/22/23	Clerk's Office Alcohol License Review Committee- Public Hearing (1/17/24), Common Council (2/13/24)	Referred for Introduction

99. 81319

Public Hearing - New License
The Le Le Group LLC • dba Ha Long Bay
1353 Williamson St • Agent: Jacqueline Le
Estimated Capacity (in/out): 100/0
Class B Combination Liquor & Beer • 15% alcohol, 85% food
Police Sector 410 (District 6)

Legislative History

12/22/23	Clerk's Office	Referred for Introduction
	Alcohol License Review Committee- Public Hearing (1/17/24), Common Council (2/13/24)	

PRESENTATION OF CLAIMS AGAINST THE CITY OF MADISON

CLAIMS - REFER TO RISK MANAGER

100. 81107 J. Vondra for Dirty Ducts Cleaning - vehicle damage - $500.

101. 81116 A. Trampf - vehicle damage - $431.06.

102. 81120 B. Hassinger - Vehicle Damage - $17,916.08

103. 81130 M. Lindquist - property damage - $529.08.

104. 81136 L. Baker of Progressive Insurance for T. Putney - vehicle damage - $9,691.46.

105. 81142 C. Devitt of Clifford & Raihala, S.C. for J. Pioquinto Manuel - Personal Injury & Property Damage - $250,000

106. 81146 S. Redman - Vehicle Damage - $2,277.28

107. 81147 C. Devitt of Clifford & Raihala, S.C. for M. Aguirre de la O - Loss of Consortium - $100,000

108. 81244 S. Phillips - Bodily Injury and Pain and Suffering - $10,000

109. 81248 M. Mullikin - Property Damage - $500

110. 81298 L. Anderson - Property Damage - $595.91

ANNOUNCEMENTS & INTRODUCTION OF ITEMS FROM THE FLOOR

ADJOURNMENT

City of Madison

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

Master

File Number: 81269

File ID:	81269	**File Type:**	Resolution	**Status:**	Honoring Resolution
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	12/13/2023
File Name:	Honoring the 50th Anniversary of the Madison Arts Commission			**Final Action:**	

Title: Honoring the 50th Anniversary of the Madison Arts Commission

Notes:

CC Agenda Date: 01/09/2024

Agenda Number: 1.

Sponsors: Marsha A. Rummel, Satya V. Rhodes-Conway, Juliana R. Bennett, Nikki Conklin, Jael Currie, John W. Duncan, Tag Evers, Derek Field, Yannette Figueroa Cole, MGR Govindarajan, Barbara Harrington-McKinney, Isadore Knox Jr., Amani Latimer Burris, Sabrina V. Madison, Dina Nina Martinez-Rutherford, Charles Myadze, Kristen Slack, William Tishler, Michael E. Verveer, Regina M. Vidaver And Nasra Wehelie

Effective Date:

Attachments: Providing for a Cultural Affairs Committee original.JPG

Enactment Number:

Author: Karin Wolf

Hearing Date:

Entered by: kwolf@cityofmadison.com

Published Date:

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Maggie McClain	Approve	1/23/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Department of Planning and Community and Economic Development	01/04/2024	RECOMMEND TO COUNCIL TO ADOPT				
	Action Text:	This Resolution was RECOMMEND TO COUNCIL TO ADOPT					

Text of Legislative File 81269

Fiscal Note
No City appropriation required.
Title
Honoring the 50th Anniversary of the Madison Arts Commission
Body
WHEREAS, on January 8, 1974, the Common Council passed Resolution #25-838, File ID #5324-73, providing for a Cultural Affairs Committee to coordinate and advise the Common Council in matters relating to cultural affairs in the City of Madison; and,

WHEREAS, in 2024, the Madison Arts Commission (MAC)-- formerly called the Madison Cultural Affairs Committee, Madison Committee for the Arts, and CitiArts -- celebrates 50 years of integrating, supporting, and advancing arts and culture as an essential part of life in Madison; and,

WHEREAS, through MAC, the City helps sustain our creative sector by providing funding and other resources to support thousands of artists and arts organizations who provide the art, music, cultural programs, events, and arts education that make Madison distinct; and,

WHEREAS, over the last five decades MAC has served as the City's cultural representative for community initiatives and entities wishing to advance cultural goals, such as the creation of the Civic Center and subsequent Overture Center, the Madison Public Library's effort to establish the Bubbler program, and partnering with Madison Metropolitan School District and others to create Any Given Child Madison (AGCM); and,

WHEREAS, in 1977, Madison became one of the first municipalities to have a Poet Laureate in the United States and, in 2008, the Madison Arts Commission assumed responsibility for the Poet Laureate Program, broadening its impact through programs such as Bus Lines, Poetry in Sidewalks, and the Youth Poet Laureate Program; and,

WHEREAS, the establishment of Art in Public Places (AIPP) in 1990 formalized the City's public art program and affirmed the City's commitment to consult with residents to develop site-specific public art projects Citywide throughout every Madison neighborhood; and,

WHEREAS, in 2001, the City created a "Public Art Framework and Field Guide for Madison, Wisconsin", which outlined the communal values and guiding principles of how public art should foster civic experiences and positive affect change in our City; and,

WHEREAS, in 2013, the City's first Cultural Plan outlined 51 recommendations to advance Madison's position as a center for creativity and innovation, and over the last decade action has been taken to complete or advance every recommendation listed therein; and,
WHEREAS, since adopting the Cultural Plan, many City departments and divisions are utilizing the arts and artists as creative strategists to address a host of civic issues that directly relate to the health and well-being of our community, and,
WHEREAS, in 2019, the Percent for Art Ordinance created a designated funding mechanism to further the City's commitment to embed public art and placemaking as part of the city-building process, thus enriching the experience of living in or visiting Madison; and,

WHEREAS, in July of 2014, the Madison Arts Commission authored a music equity report raising strong concerns related to audience and artist access to Hip-Hop and requested that the City establish a Task Force on Equity in Music and Entertainment to develop a plan to

address inequities in our music sector; and,

WHEREAS, the work of the Task Force on Equity in Music and Entertainment, accepted by the Common Council in November of 2018, has evolved into a broad collective impact project called Greater Madison Music City, which continues to champion equity in music and entertainment; and,

WHEREAS, 50 years of consistent commitment from the Madison Arts Commission has enriched the lives of all our citizens by increasing access to arts education, funding cultural experiences, facilitating artistic experiences, promoting our city as a cultural tourism destination, and bolstering the local economy through our vibrant creative sector; and,

WHEREAS, in 2022, Americans for the Arts conducted Arts & Economic Impact 6, a study of the economic impact of arts and non-profit arts and culture industry sector, and estimated Wisconsin's non-profit art sector generated $933.3 million in economic activity, with over a third of that economic power generated in Dane County; and,

WHEREAS, Madison enjoys a national reputation as a center for arts, culture, and creative innovation, attracting residents, tourists, and businesses to our city, due, in part, to the work of MAC and its partners, and,

WHEREAS, the Madison Arts Commission continues to make arts and culture accessible to all and champions policies of cultural equity by encouraging, supporting, and sponsoring diverse artistic activities by emerging and professional artists and arts organizations;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and the Common Council recognize the 50th anniversary of the establishment of the Madison Arts Commission.

BE IT FURTHER RESOLVED that the Mayor and the Common Council recognize the work of the many individuals, including staff, members of MAC, and other volunteers, for their dedication and community service in developing the City's arts program over time.

BE IT FURTHER RESOLVED that the Mayor and the Common Council acknowledge the creative sector for advancing arts and culture as an essential part of life in Madison.

BE IT FINALLY RESOLVED that the Mayor and the Common Council hereby renew our commitment to support arts and culture in Madison through the work of the Madison Arts Commission for the next 50 years and beyond.

A RESOLUTION

City of Madison, Wisconsin

providing for a Cultural Affairs Committee.

Presented Dec 18, 1973
Referred to CC Jan. 8, 1974
Reported Back Jan. 8, 1974
Adopted ✓
Rules Suspended
Re-Referred to
Placed on File

RESOLUTION

Resolution No. 25,838
File Number 5324-73

Common Council:

WHEREAS, it is the policy of the City of Madison to promote community awareness of the many cultural opportunities in Madison; and

WHEREAS, a city committee is needed to provide a liaison between cultural groups, the university, and governmental bodies; and

WHEREAS, the Common Council is frequently asked to provide space and funding for cultural groups,

NOW, THEREFORE, BE IT RESOLVED that a Cultural Affairs Committee be formed to coordinate and advise the Common Council in matters relating to cultural affairs in the City of Madison.

BE IT FURTHER RESOLVED that the committee shall consist of 5 members; 4 citizens and 1 alderman to be appointed by the Mayor and subject to confirmation of the Council. The full Committee shall be appointed forthwith, but two of the citizen terms shall expire on the third Tuesday of April, 1974; and two of the citizen terms and the aldermanic term shall expire on the third Tuesday of April, 1975. Thereafter, citizen appointments shall be made for two year terms and the aldermanic appointment shall be for a one year term.

Drafted by the Mayor's Office.

City of Madison

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

Master

File Number: 81348

File ID:	81348	**File Type:**	Resolution	**Status:**	Honoring Resolution
Version:	1	**Reference:**		**Controlling Body:**	Council Office
				File Created Date :	12/28/2023
File Name:	Expressing sincere appreciation to retired Madison Police Department Captain Kelly Donahue for her years of dedicated service to the City of Madison.			**Final Action:**	

Title: Expressing sincere appreciation to retired Madison Police Department Captain Kelly Donahue for her years of dedicated service to the City of Madison.

Notes:

CC Agenda Date: 01/09/2024

Agenda Number: 2.

Sponsors: Charles Myadze, Satya V. Rhodes-Conway, Juliana R. Bennett, Nikki Conklin, Jael Currie, John W. Duncan, Tag Evers, Derek Field, Yannette Figueroa Cole, MGR Govindarajan, Barbara Harrington-McKinney, Isadore Knox Jr., Amani Latimer Burris, Sabrina V. Madison, Dina Nina Martinez-Rutherford, Marsha A. Rummel, Kristen Slack, William Tishler, Michael E. Verveer, Regina M. Vidaver And Nasra Wehelie

Effective Date:

Attachments:

Enactment Number:

Author: Ald. Charles Myadze

Hearing Date:

Entered by: imatthias@cityofmadison.com

Published Date:

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	12/28/2023	Elizabeth York	Delegated	
Notes:	Delegated: Out Of Office				
1	2	1/2/2024	Ryan Pennington	Delegated	
1	3	1/2/2024	Elizabeth York	Approve	1/8/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

1	Council Office	12/28/2023	RECOMMEND TO COUNCIL TO ADOPT
	Action Text:	This Resolution was RECOMMEND TO COUNCIL TO ADOPT	

Text of Legislative File 81348

Fiscal Note

No fiscal impact.

Title

Expressing sincere appreciation to retired Madison Police Department Captain Kelly Donahue for her years of dedicated service to the City of Madison.

Body

WHEREAS, Kelly Donahue first joined the Madison Police Department as an officer in 1997; and,

WHEREAS, Kelly Donahue recently retired from the MPD and served in many capacities to include the promoted positions of Sergeant beginning in 2008, Lieutenant beginning in 2013, and Captain beginning in 2019; and,

WHEREAS, retired Captain Kelly Donahue specifically served the North Police District in many roles during her career to include the positions of patrol officer, the Northport Neighborhood Police Officer, Patrol Lieutenant, Detective Lieutenant, and last as the Captain of the North District; and,

WHEREAS, retired Captain Kelly Donahue also served the entire Madison community as a SWAT negotiator for several years, and held leadership roles with the MPD Honor Guard; and,

WHEREAS, retired Captain Kelly Donahue volunteered as a mentor and volunteer coordinator for over 15 years at the Concerns of Police Survivors (C.O.P.S.) Kids Camp in Wisconsin; and,

WHEREAS retired Captain Kelly Donahue was an active member of Law Enforcement United and rode a bicycle 1,000 miles over ten days to honor her fellow police officers who were killed in the line of duty across our nation; and,

WHEREAS, retired Captain Kelly Donahue always led her fellow members of the MPD with distinction, dedication and reliable, calm leadership, and was recently awarded the 2023 Madison.com People’s Choice Law Enforcement Officer,

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Common Council of the City of Madison express their sincere appreciation to retired Madison Police Department Captain Kelly Donahue for her years of dedicated service, and particularly for the past three years leading the North Police District.

City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 81360

File ID:	81360	**File Type:**	Resolution	**Status:**	Honoring Resolution
Version:	1	**Reference:**		**Controlling Body:**	Mayor's Office
				File Created Date :	01/02/2024
File Name:	Awarding the 17th Annual Jeffrey Clay Erlanger Civility in Public Discourse Award to Dr. Fabu Carter			**Final Action:**	

Title: Awarding the 17th Annual Jeffrey Clay Erlanger Civility in Public Discourse Award to Dr. Fabu Carter.

Notes:

CC Agenda Date: 01/09/2024

Agenda Number: 3.

Sponsors: Satya V. Rhodes-Conway, Juliana R. Bennett, Nikki Conklin, Jael Currie, John W. Duncan, Tag Evers, Derek Field, Yannette Figueroa Cole, MGR Govindarajan, Barbara Harrington-McKinney, Isadore Knox Jr., Amani Latimer Burris, Sabrina V. Madison, Dina Nina Martinez-Rutherford, Charles Myadze, Marsha A. Rummel, Kristen Slack, William Tishler, Michael E. Verveer, Regina M. Vidaver And Nasra Wehelie

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: ldcosta@cityofmadison.com

Published Date:

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/2/2024	Elizabeth York	Approve	1/22/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Mayor's Office	01/02/2024	RECOMMEND TO COUNCIL TO ADOPT				

Action Text: This Resolution was RECOMMEND TO COUNCIL TO ADOPT

Notes: Adopt 1/9/24

Text of Legislative File 81360

Fiscal Note
No fiscal impact.
Title
Awarding the 17th Annual Jeffrey Clay Erlanger Civility in Public Discourse Award to Dr. Fabu Carter.
Body

WHEREAS, the Madison Common Council created the Jeffrey Clay Erlanger Civility in Public Discourse Award in memory of Jeffrey Erlanger's great contributions to the City of Madison; and

WHEREAS, the Jeffrey Clay Erlanger Civility in Public Discourse Award Committee has selected Dr. Fabu Carter, an individual who exemplifies the values that are fundamental to this award and were so admirably demonstrated by Jeff Erlanger during his lifetime, as recipient of the 2023 award; and

WHEREAS, Dr. Carter is an educator, activist, poet, and historian whose work has touched the people of Madison for decades; and

WHEREAS, as a longtime Madison leader, she has tirelessly advocated for justice, equity and inclusion and was a critical member of the team that established the Nehemiah Center for Urban Leadership Development, whose purpose is to "foster emerging leaders in the African American community and offers programming for youth, men reentering the community after incarceration and neighborhood economic development;" and

WHEREAS, Dr. Carter served as Madison's third poet laureate from 2008 to 2012 and was the first African American appointed to this position; and

WHEREAS, during her tenure as poet laureate, she increased the presence of poetry in Madison, strived to have poetry published in a variety of Madison-based media such as *Madison Magazine, Capital City Hues, Asian Wisconsinzine and La Communidad;* created opportunities for diverse voices to be heard including focusing on the voices of youth and helped initiate the Bus Lines program; and

WHEREAS, Dr. Carter has created countless programs in support of the arts, has been an artist-in-residence at many schools across the region and has served on numerous committees including the Madison Arts Commission, always striving to promote understanding and compassion; and

WHEREAS, for decades, Dr. Carter has been a regular contributor to various media sources - educating our community about African American culture and arts; advocating for diversity and inclusion and all the while never shying away from challenging conversations but instead leading with respect and demonstrating civility in public discourse. As Dr. Daniel Kunene, the South African anti-apartheid activist, once wrote, "Fabu is a kind, gentle person, with a sense of humor and a beautiful smile. Her personality inspires confidence and a sense of security. At the same time, she commands respect and authority through the sheer dignity of her presence. All of which exemplifies her leadership qualities"; and

WHEREAS, Dr. Carter continues her work on behalf of disadvantaged and marginalized communities through her work at the UW School of Medicine & Public Health Alzheimer's

Disease Research Center's Inclusion of Underrepresented Groups Program, where she serves as a senior outreach program manager - increasing awareness of Alzheimer's in the African American community; and

WHEREAS, Dr. Carter also leads the Alzheimer's Poetry Project - visiting local nursing homes and leading poetry groups for older adults with dementia; and

WHEREAS, throughout her life's work and across all environments, Dr. Carter has worked to effect change by creating opportunities for civil discourse, celebrating differences and leading with compassion, respect, kindness and honesty. Those efforts make Dr. Carter an excellent choice for this year's Jeffrey Clay Erlanger Civility in Public Discourse Award.
NOW, THEREFORE, BE IT RESOLVED, that Dr. Fabu Carter has been chosen to receive the 17th Annual Jeffrey Clay Erlanger Civility in Public Discourse Award; and

BE IT FURTHER RESOLVED that Mayor Satya Rhodes-Conway and the Common Council of the City of Madison, Wisconsin, congratulate and thank Dr. Fabu Carter for all she has done, and continues to do, for our Madison community.

City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 81383

File ID:	81383	**File Type:**	Resolution	**Status:**	Honoring Resolution
Version:	1	**Reference:**		**Controlling Body:**	Council Office
				File Created Date :	01/02/2024
File Name:	Celebrating Monday, January 15, 2024, as Martin Luther King Jr. Day			**Final Action:**	

Title: Celebrating Monday, January 15, 2024, as Martin Luther King Jr. Day

Notes:

CC Agenda Date: 01/09/2024

Agenda Number: 4.

Sponsors: Barbara Harrington-McKinney, Isadore Knox Jr., Satya V. Rhodes-Conway, Juliana R. Bennett, Nikki Conklin, Jael Currie, John W. Duncan, Tag Evers, Derek Field, Yannette Figueroa Cole, MGR Govindarajan, Amani Latimer Burris, Sabrina V. Madison, Dina Nina Martinez-Rutherford, Charles Myadze, Marsha A. Rummel, Kristen Slack, William Tishler, Michael E. Verveer, Regina M. Vidaver And Nasra Wehelie

Effective Date:

Attachments: Sources 81383 .pdf

Enactment Number:

Author: Ald. Barbara Harrington-McKinney

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Elizabeth York	Approve	1/23/2024
1	2	1/3/2024	Elizabeth York	Approve	1/23/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Council Office	01/02/2024	RECOMMEND TO COUNCIL TO ADOPT				

Action Text: This Resolution was RECOMMEND TO COUNCIL TO ADOPT

Text of Legislative File 81383

Fiscal Note
No fiscal impact.
Title
Celebrating Monday, January 15, 2024, as Martin Luther King Jr. Day

Body
WHEREAS, Dr. King was born January 15, 1929, in Atlanta, Georgia, to the Reverend Martin Luther King, Sr., and Alberta Williams King; and,

WHEREAS, Dr. King married Coretta Scott on June 18, 1953; and,

WHEREAS, Dr. King obtained a doctoral degree in 1955 from Boston University, the same year he led a 381-day nonviolent demonstration that became known as the Montgomery Bus Boycott, at the age of 26; and,

WHEREAS, Dr. King combined Mohandas Gandhi's precepts of nonviolence with Christian social and gospel ideas to expand the civil rights movement and become a national civil rights leader; and,

WHEREAS, Dr. King was elected president of the Southern Christian Leadership Conference, an organization at the forefront of the civil rights movement, rooted in nonviolent direct action; and,

WHEREAS, Dr. King authored and delivered many well-known publications, books, and speeches, including, "Letter from Birmingham Jail", "Beyond Vietnam", and "I Have a Dream"; all of which are among the most revered orations and writings in the English language; and,

WHEREAS, in 1963, Dr. King organized the March on Washington for Jobs and Freedom event with over 250,000 attendees in Washington D.C., and delivered one of the most quoted speeches of all time; and,

WHEREAS, after police attacks with tear gas and clubs on demonstrators, Dr. King awaited federal court approval and carried out the march across the Edmund Pettus Bridge on the Selma to Montgomery March; and,

WHEREAS, Dr. King was awarded the 1964 Nobel Peace Prize in recognition for his efforts, and, at the age of 35, was the youngest man to receive the Nobel Peace Prize; and,

WHEREAS, through his work and reliance on nonviolent protest, Dr. King was instrumental in the passage of the Civil Rights Act of 1964 and the Voting Rights Act of 1965; and,

WHEREAS, Dr. King's life was cut tragically short when he was assassinated on April 4, 1968, yet his legacy remains strong; and,

WHEREAS, Dr. King is considered the most influential spokesperson of the early 1960s, helped achieve more progress toward racial equality in his thirteen years of activism than in the previous three centuries, and is one of the greatest leaders and advocates of nonviolence in history; and,

WHEREAS, in the face of hatred and violence, Dr. King preached a doctrine of nonviolence

and civil disobedience to combat segregation, discrimination, and racial injustice, and believed that each person has the moral capacity to care for other people; and,

WHEREAS, on the national holiday honoring Dr. King and throughout the year, Madisonians should remember his message, recommit to his goal of a free and just nation, and consider each person's responsibility to other people;

NOW, THEREFORE BE IT RESOLVED that the Mayor and Common Council of the City of Madison celebrate Monday, January 15, 2024, as Martin Luther King Jr. Day.

BE IT FURTHER RESOLVED that the City of Madison thanks all of the individuals and organizations throughout the city that have dedicated themselves to carrying out Dr. King’s dream, work and legacy.

Sources

https://nmaahc.si.edu/explore/stories/15-year-battle-martin-luther-king-jr-day
https://www.history.com/topics/black-history/martin-luther-king-jr
https://www.govtrack.us/congress/bills/110/sres29/text
https://madison.legistar.com/LegislationDetail.aspx?ID=3377106&GUID=1D2F7AF6-5907-480B-859F-0FEA5B032F09&Options=ID%7CText%7C&Search=50934&FullText=1
https://madison.legistar.com/LegislationDetail.aspx?ID=5980824&GUID=5DB9484D-1EE8-4572-A4ED-A58EBA7E17AA&Options=ID%7CText%7C&Search=75302&FullText=1

City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 81059

File ID:	81059	**File Type:**	Report	**Status:**	Consent Agenda
Version:	1	**Reference:**		**Controlling Body:**	Council Office
				File Created Date :	11/30/2023
File Name:	Consent Agenda Document (1/9/24)			**Final Action:**	
Title:	Consent Agenda Document (1/9/24)				
Notes:					
				CC Agenda Date:	
				Agenda Number:	5.
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	11/30/2023	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 81059

Title
Consent Agenda Document (1/9/24)

City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 80871

File ID:	80871	**File Type:**	Appeal	**Status:**	Items Referred
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	11/16/2023
File Name:	3701 Council Crest appeal			**Final Action:**	

Title: Appeal of Madison Landmarks Commission decision granting a Certificate of Appropriateness for new construction on the site of a designated city landmark at 3701 Council Crest.

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	6.
Sponsors:		**Effective Date:**	
Attachments:	file 79099, Appeal received 11/14/23, 80871 - 3701 Council Crest Appeal City Attorneys Office Memo to Council, 80871 - 3701 Council Crest Preservation Planner STAFF REPORT 1-9-24	**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	11/16/2023	Referred for Introduction				
	Action Text:	This Appeal was Referred for Introduction					
	Notes:	Common Council Public Hearing (1/9/24)					
1	COMMON COUNCIL	12/05/2023	Referred	COMMON COUNCIL			
	Action Text:	This Appeal was Referred to a future meeting of the COMMON COUNCIL					
	Notes:	Accept 1/9/24					

Text of Legislative File 80871

Title

Appeal of Madison Landmarks Commission decision granting a Certificate of Appropriateness for new construction on the site of a designated city landmark at 3701 Council Crest.

3618 Spring Trail
Madison, WI 53711
Cell: 608-770-3362
Email: Kristinedandrews@yahoo.com
November 14, 2023

TO: Maribeth Witzel-Behl, City Clerk, City of Madison

Via: Email: clerk@cityofmadison.com

cc: Matthew Wachter, mwachter@cityofmadison.com
Heather Stouder, hstouder@cityofmadison.com
William Fruhling, wfruhling@cityofmadison.com
Heather Bailey, hbailey@cityofmadison.com
Kate Smith, kmsmith@cityofmadison.com
MichaelHaas, mhaas@cityofmadison.com

FROM: Kristine D. Andrews

Attached please find a petition to object to and appeal the decision of the City of Madison Landmarks Commission to grant a Certificate of Appropriateness for new construction on the site of a designated city landmark at 3701 Council Crest (Legistar File No. 79099).

The appeal has been made pursuant to Madison General Ordinance 41.20 by the owners of 20% or more of the number of parcels of property within 200 feet of the property located at 3701 Council Crest. There are 22 parcels within 200 feet of the subject property. The owners of 14 of those parcels have signed the petition to appeal.

The appeal is made on the grounds that the applicant failed to meet their burden of proof that the proposed new construction meets the Secretary of the Interior's Standards for Rehabilitation.

Please advise us whether this petition provides the information necessary for our appeal to be accepted. If it does not, please advise us about the changes needed to make this an acceptable appeal. Also, please advise us as soon as possible of the date on which the Common Council will hold a meeting to act on the appeal.

Attachment: Landmarks Commission Petition of Appeal

RECEIVED
NOV 14 2023
MADISON CITY CLERK

PETITION FOR APPEAL

Pursuant to sec.41.20, MGO, the undersigned owners of property within 200 feet of 3701 Council Crest file this appeal from the Landmarks Commission approval November 6, 2023 of a Certificate of Appropriateness in Legistar File No. 79099, for the following specific grounds:

1. The Commission's action was contrary to sec. 41.18(1)(b), MGO, in that the proposed work fails to meet the Secretary of the Interior's Standards for Rehabilitation, specifically Standards 1, 2, 9 and 10, which provide as follows:

   • Standard 1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
   • Standard 2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
   • Standard 9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
   • Standard 10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

2. The Commission's action was contrary to sec. 41.18(1)(d), MGO, in that the proposed work will frustrate the public interest expressed in this ordinance for protecting, promoting, conserving and using the City's historic resources.

Carly Conway

Carly Levin Conway
3706 Nakoma Rd.
Madison, WI 53711

Holly Isenhower

Holly Isenhower
3705 Council Crest
Madison, WI 53711

James S. Van Gemert

James VanGemert
3702 Council Crest
Madison, WI 53711

Kristine Andrews
3618 Spring Trail
Madison, WI 53711

Thomas Kuech
3713 Council Crest
Madison, WI 53711

Jill Davis
3710 Council Crest
Madison, WI 53711

Ralph Grunewald
3709 Council Crest
Madison, WI 53711

Sue Bridson
3625 Spring Trail
Madison, WI 53711

Christina Gehrke
3614 Spring Trail
Madison, WI 53711

Lisa Vogel
3618 Nakoma Road
Madison, WI 53711

Katrina Wardrip
3706 Council Crest
Madison, WI 53711

Melissa Fung
3621 Spring Trail
Madison, WI 53711

Alison Mix
36144 Nakoma Road
Madison, WI 53711

Paul Ladell
3610 Spring Trail
Madison, WI 53711

CITY OF MADISON
OFFICE OF THE CITY ATTORNEY
Room 401, CCB
266-4511

Date: December 20, 2023

MEMORANDUM

TO: Heather Bailey, City of Madison Preservation Planner

FROM: Kate Smith, Office of the City Attorney

RE: Appeal of Landmarks Commission decision at 3701 Council Crest

Legistar Number 80871 is an appeal from the Landmarks Commission decision on November 6, 2023 to grant a Certificate of Appropriateness for new construction on a designated landmark at 3701 Council Crest. 3701 Council Crest is zoned TR-C1 (Traditional Residential – Consistent District 1) and under MGO Sec. 28.032, detached single-family residents are permitted (or "by right"). Typically, permitted zoning uses are not before the Common Council. But in this case, 3701 Council Crest is a designated landmark site and therefore required to obtain a Certificate of Appropriateness ("CoA") for new construction.

The property owners have the right to build a new single-family home on their property but must first be granted the CoA by the Landmarks Commission. After a few revisions, the owners got the CoA for a house with an attached garage. In response, nearby property owners filed a valid appeal pursuant to MGO 41.20. Preservation Planner Heather Bailey's memo outlines the procedural history of the project and the standards for approving a CoA.

Under MGO 41.20, "the Common Council may, by favorable vote of a majority of its members, reverse or modify the decision of the Landmarks Commission with or without conditions, or refer the matter back to the Commission with or without instructions, if it finds that the Commission's decision is contrary to the applicable standards under Secs. 41.18." To reverse or modify the CoA, the Council must make specific findings to **why and how** the Landmarks Commission is contrary to MGO 41.18 (language below from Heather Bailey's attached staff memo):

> *(1) New Construction or Exterior Alteration . The Landmarks Commission shall approve a certificate of appropriateness for exterior alteration or construction only if:*
>
> > *(a) N/A. (The proposed work is not to the designated landmark, which is the Old Spring Tavern, but rather to the landmark site.)*
> >
> > *(b) In the case of exterior alteration or construction of a structure on a landmark site, the proposed work would meet the Secretary of the Interior's Standards for Rehabilitation.*
> >
> > *(c) N/A*
> >
> > *(d) In the case of any exterior alteration or construction for which a certificate of appropriateness is required, the proposed work will not frustrate the public*

interest expressed in this ordinance for protecting, promoting, conserving, and using the City's historic resources.

PLANNING DIVISION STAFF REPORT

January 9, 2024

PREPARED FOR THE COMMON COUNCIL

Topic:	**Appeal of Madison Landmarks Commission Decision** **3701 Council Crest**
Legistar File ID #	80871
Prepared By:	Heather Bailey, Preservation Planner, Planning Division
Date Prepared:	December 13, 2023

Landmarks Commission Project Approval

The Landmarks Commission reviewed and approved a proposal for construction of a new house on a lot within the boundary of the Old Spring Tavern designated landmark site. The landmark site contains two lots: one with the historic Old Spring Tavern, and the subject property that is a legally developable vacant lot.

On August 14, 2023, the Madison Landmarks Commission first reviewed plans for a proposed new house at 3701 Council Crest. As a designated landmark site, the proposed new construction needed to meet the Secretary of the Interior's Standards for Rehabilitation (SOI). The Commission referred the project to a future meeting as they found that the proposed new construction did not meet Standard 9 of the SOI, per MGO 41.18(1), because the proposed building was too wide, making it out of scale with the adjacent historic resource, and the Commission gave the applicant guidance on how to modify the design to meet the standard.

> Standard 9: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

The applicant followed guidance from the Landmarks Commission, modified the design to mitigate the visual mass. On November 6, 2023, the Commission approved the revised project as meeting the standards for approval.

Appeal

Neighbors filed an appeal of the Landmarks Commission's project approval on November 14, 2023. The appeal represents that the "applicant failed to meet their burden of proof that the proposed new construction meets the Secretary of the Interior's Standards for Rehabilitation." There is no requirement of a burden of proof on the part of the applicant in the historic preservation ordinance. Instead, the Landmarks Commission is tasked with reviewing applications to ensure that they meet those standards of approval.

For a full analysis of how the project complies with the standards of approval in MGO 41, please see the following staff reports:
79099 - 3701 Council Crest STAFF REPORT 8-14-23 .pdf
79099 - 3701 Council Crest STAFF MEMO 11-6-23

Public Interest Expressed in the Historic Preservation Ordinance

Additionally, the appeal states that the project does not comply with MGO 41.18(1)(d):

> "In the case of any exterior alteration or construction for which a certificate of appropriateness is required, the proposed work will not frustrate the public interest expressed in this ordinance for protecting, promoting, conserving, and using the City's historic resources."

The "public interest expressed in this ordinance" can be found here:
MGO 41.01 – Policy and Purpose

(1) Accomplish the identification, protection, promotion, preservation, conservation and use of the City's historic resources, as embodied and reflected in the city's historic districts and landmarks.
(2) Ensure that the City's growth sensitively incorporates the City's historic resources.
(3) Enhance the visual and aesthetic character of the City by ensuring that new design and construction, when it happens, complements the City's historic resources.
(4) Provide a framework for appropriate reinvestment in the City's landmarks and historic districts that ensures new design and construction, when it happens, complements the City's historic resources and conforms to the standards of the historic district.
(5) Safeguard the City's historic resources and investment in them by establishing an obligation to maintain them, and encouraging the vigorous enforcement of this ordinance.
(6) Recognize that the city's historic resources are economic assets that can attract residents and visitors, create jobs, stabilize and improve property values, and stimulate business and industry.
(7) Foster civic pride in the beauty and noble accomplishments of the past.
(8) Promote the use of and investment in historic districts and landmarks for the education, pleasure and welfare of the people of the City.
(9) Provide a clear regulatory framework for implementing, balancing, and accomplishing the public policy announced in this chapter.

The ordinance encourages sensitive incorporation of new construction in relation to historic resources and is not intended to prevent development. As part of the approval for the new construction, the Landmarks Commission required that the site design direct water away from the adjacent historic resource, which addresses previous drainage issues on the landmark site that were impacting the Old Spring Tavern. The commission also required archaeological monitoring for the new construction as this project provides a rare opportunity for historic archaeology.

Possible Common Council Actions

Per MGO 41.20(4), "after a public hearing, the Common Council may, by favorable vote of a majority of its members, reverse or modify the decision of the Landmarks Commission with or without conditions, or refer the matter back to the Commission with or without instructions, if it finds that the Commission's decision is contrary to the applicable standards under Secs. 41.18."

The Common Council may take any of the following actions:

1. Deny the Appeal
   Findings: The Landmarks Commission's decision complied with the standards of approval in MGO 41.18
2. Approve the Appeal and Reverse or Modify the Decision of the Landmarks Commission
   Findings: The Landmarks Commission's decision was contrary to the applicable standards in MGO 41.18
3. Refer Back to the Landmarks Commission
   Common Council will need to specify how the Commission should reevaluate the project.

City of Madison

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

Master

File Number: 81110

File ID:	81110	**File Type:**	License	**Status:**	Public Hearing
Version:	1	**Reference:**		**Controlling Body:**	ALCOHOL LICENSE REVIEW COMMITTEE
				File Created Date :	12/04/2023
File Name:				**Final Action:**	

Title: Public Hearing - New License
Ramen Station Inc • dba Ramen Station
1124 S Park St • Agent: Erica Ni
Estimated Capacity (in/out): 55/0
Class B Beer, Class C Wine • 5% alcohol, 95% food
Police Sector 306 (District 13)

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	7.
Sponsors:		**Effective Date:**	
Attachments:	LICLIB-2023-00738 App.pdf, LICLIB-2023-00738 Supplemental.pdf, 1124 S Park St map.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	ALCOHOL LICENSE REVIEW COMMITTEE	12/20/2023	RECOMMEND TO COUNCIL TO GRANT UNDER SUSPENSION OF MGO 2.055-PUBLIC HEARING				Pass

Action Text: A motion was made by Reece, seconded by Westra, to RECOMMEND TO COUNCIL TO GRANT UNDER SUSPENSION OF MGO 2.055-PUBLIC HEARING. The motion passed by voice vote/other.

One registration in support.

Text of Legislative File 81110

Title

Public Hearing - New License
Ramen Station Inc • dba Ramen Station
1124 S Park St • Agent: Erica Ni
Estimated Capacity (in/out): 55/0
Class B Beer, Class C Wine • 5% alcohol, 95% food
Police Sector 306 (District 13)

Liquor/Beer License Application

City of Madison Clerk
210 MLK Jr Blvd, Room 103
Madison, WI 53703

licensing@cityofmadison.com
608-266-4601

(Agenda Item Number)

(Legistar file number)

LICLIB-2023-00738
(License number)

(Alder District #) (Police Sector)
Office Use Only

Class A: ☐ Beer, ☐ Liquor, ☐ Cider
Class B: ☒ Beer, ☐ Liquor,
☒ Class C Wine

Section A – Applicant

1. List the name of your ☐ Sole Proprietor, ☒ Partnership, ☐ Corporation/Nonprofit Organization or ☐ Limited Liability Company exactly as it appears on your State Seller's Permit.

   Ramen station INC

2. Trade Name (doing business as) Remen Station
3. Address to be licensed 1124 S. Park St Madison WI
4. Mailing address Same
5. Anticipated opening date 12/1/23
6. Is the applicant an employee or agent of, or acting of behalf of anyone except the applicant named in question 1?

   ☒ No ☐ Yes (explain)

7. Does another alcohol beverage licensee or wholesale permitee have interest in this business? ☒ No ☐ Yes (explain)

Section B—Premises

8. Describe in words the building or buildings where alcohol beverages are to be sold and stored. Include all rooms including living quarters, if used, and any outdoor seating used for the sales, service, and/or storage of alcohol beverages and receipts. Alcohol beverages may be sold and stored only on the premises as approved by Common Council and described on license.

   The Beverages will sell in Dine in area.
   The Beverages will stove in storage room on the back of the restaurant. @ 2800 sq ft

9. *Applicants for on-premises consumption only.* Estimated capacity (patrons and employees):

Indoor: ~~2800 ft~~ Sqft 55ppl Outdoor: X

10. Describe existing parking and how parking lot is to be monitored.

Park Lot Right outside restraurant

11. Was this premises licensed for the sale of liquor or beer during the past license year?

☐ No ☒ Yes, license issued to QiaoKong Ni (name of licensee)

Section C—Corporate Information

This section applies to corporations, nonprofit organizations, and Limited Liability Companies only. Sole proprietorships and partnerships, skip to Section D.

12. Name of liquor license agent Erica X. Ni

13. City, state in which agent resides Madison WI

14. How long has the agent continuously resided in the State of Wisconsin? 20 Years

15. Has the liquor license agent completed the responsible beverage server training course?

☐ No, but will complete prior to ALRC meeting ☒ Yes, date completed 4/26/15

16. State and date of registration of corporation, nonprofit organization, or LLC.

2/1/23

17. In the table below list the directors of your corporation or the members of your LLC.

☐ Attach background check forms for each director/member.

Title	Name	City and State of Residence
~~Erica~~ Member	Erica X Ni	Madison WI
Member	BaoLan Ni	Madison WI

18. Registered agent for your corporation or LLC. This is your agent for service of process, notice or demand required or permitted by law to be served on the corporation. This is not necessarily the same as your liquor agent.

19. Is applicant a subsidiary of any other corporation or LLC?

☒ No ☐ Yes (explain)

20. Does the corporation, any officer, any director, any stockholder, liquor agent, LLC, any member, or any manager hold any interest in any other alcohol beverage license or permit in Wisconsin?

☒ No ☐ Yes (explain)

Section D—Business Plan

21. What type of establishment is contemplated?
    ☐ Tavern ☐ Nightclub ☒ Restaurant ☐ Liquor Store ☐ Grocery Store

    ☐ Convenience Store without gas pumps ☐ Convenience Store with gas pumps

    ☐ Other _____

22. Private organizations (clubs): Do your membership policies contain any requirement of "invidious" (likely to give offense) discrimination in regard to race, creed, color, or national origin? ☒ No ☐ Yes

23. Hours of operation: please enter opening and closing times in the table below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12 - 9:30	11:00 - 9:30	11:00 - 9:30	11:00 - 9:30	11:00 - 9:30	11:00 - 9:30	11:00 - 9:30
(Class B only) Enter below any hours when food service will not be available, if applicable						
-	-	-	-	-	-	-

Section E—Consumption on Premises

This section applies to Class B and Class C applicants only. Class A license applicants (consumption off premises) may skip to Section F.

24. Indicate any other product/service offered. _____

25. All restaurants and taverns serving alcohol must substantiate their gross receipts for food and alcohol beverage sales broken down by percentage. (Note: Non-alcoholic drinks are classified as "Food.") New establishments estimate percentages:
    5 % Alcohol 95 % Food _____ % Other

    If applicable, describe "Other": _____

    Do you have written records to document the percentages shown? ☐ No ☒ Yes
    You may be required to submit documentation verifying the percentages indicated.

26. Do you plan to have live entertainment? ☒ No ☐ Yes—what kind? _____

    _____

    If planned entertainment includes live music (except solo acoustic), a DJ, or a designated dance floor, please also complete an Entertainment License.

Section F—Required Contacts and Filings

27. I understand that liquor/beer license renewal applications are due April 15 of every year, regardless of when license was initially granted. ☐ No ☒ Yes

28. I understand that I am required to host an information session at least one week before the ALRC meeting. ☐ No ☒ Yes

29. I agree to contact the Alderperson for this location to discuss my application and to invite the Alderperson to my information session. ☐ No ☒ Yes

30. I agree to contact the Police Department District Captain for this location prior to the ALRC meeting. ☐ No ☒ Yes

31. I agree to contact the Deputy Clerk prior to the ALRC meeting. ☐ No ☒ Yes

32. I agree to contact the neighborhood association representative prior to the ALRC meeting. ☐ No ☒ Yes

33. I intend to operate under the alcohol license within 180 days of the Common Council granting this license. The license shall be considered surrendered if not issued within 180 days of being granted. ☐ No ☒ Yes

34. I understand we must file a Special Occupational Tax return (TTB form 5630.5) before beginning business. [phone 1-800-937-8864] ☐ No ☒ Yes

35. I understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in question 1, above. [phone 608-266-2776] ☐ No ☒ Yes

36. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☒ No ☐ Yes

Section G—Information for Clerk's Office

37. This application is for the license period ending June 30, 20 24.

38. State Seller's Permit 4 5 6 - 1 0 3 1 2 7 3 1 3 9 - 0 4

39. Federal Employer Identification Number 92-2098282

40. Who may we contact between 8 a.m. and 4:30 p.m. regarding this license?

Contact person Erica Ni

Business phone 608-8198918 Business e-mail address Xiaohh5@Gmail.Com

Preferred language English

If needed, a qualified interpreter can be provided at no charge to you. Would you like an interpreter?

☐ Yes (language: _____)

☒ No (If you answer no and you do require an interpreter, the ALRC will refer your application to a subsequent meeting and this may delay your application process)

Si usted requiere o necesita un/a intérprete, nosotros podemos proveer un/a intérprete sin costo alguno. ¿Le gustaría tener un/a intérprete?

☐ Sí, lenguaje: _____

☐ No. Si usted escoge "no" en la solicitud/aplicación, y usted sí requiere un/a intérprete, el comité remitirá su solicitud para una nueva junta y esto puede atrasar el proceso de su solicitud.

41. Corporate attorney, if applicable: Name _____

Phone _____ E-mail _____

NOTICE: Completed application are due by noon of the third Monday (fourth, if the Clerk's office is closed on the third Monday) to get on the agenda for the proceeding months Alcohol License Review Committee. A completed application **must** be accompanied by the following items:

☐ Copy of State Seller's Permit (Not Business Tax Registration Certificate), ☐ Appointment of Agent (if Corp/LLC), ☐ Member background investigation forms, ☐ Articles of Incorporation (if Corp/LLC), ☐ Floor Plans, ☐ Copy of Lease, ☐ Business Plan, and ☐ Sample Menu (if applying for Class B license)

If required items are missing, the application will not be considered complete and will not be accepted by the Clerk's Office until all requirements are submitted. No exceptions are made.

Read carefully before signing: *Under penalty provided by law, the applicant states that the above information has been truthfully completed to the best of the knowledge of the signer. Signer agrees to operate the business according to law, and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. Lack of access to any portion of licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.*

Penalty for materially false application information: Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000.

(Officer of Corporation/Member of LLC/Partner/Sole Proprietor) — (Date) 10/12/23

Clerk's Office checklist for complete applications		
☒ WI Seller's Permit Certificate (matching articles of incorporation) ☒ FEIN ☒ Written description of premises	☒ Background investigation form(s) ☐ Form for surrender of previous license ☒ *Articles of Incorporation ☒ *Appointment of Agent * Corporation/LLC only	☒ Floor Plans ☐ Lease ☐ Business Plan ☒ **Sample Menu ** Class B only

Upon Application Submission, the Clerk's Office issued to the application:

☐ Orange sign ☐ Orange business card

☐ "Applying for a Liquor/Beer License in the City of Madison" brochure with contact information

Date complete application filed with Clerk's Office _____

Date of ALRC meeting _____ Date license granted by Common Council _____

Date provisional issued _____ Date license issued _____

Appetizers

Edamame (Soy Bean)	5.50
Kara-Age (Fried Chicken)	6.50
Harumaki (Spring Roll)	5.50
Gyoza (Pan Fried Pork Dumpling)	5.50
Shumai (Steam Shrimp Dumpling)	5.50
Konoge (Fluid Potato Cake)	5.50
Fried Calamari	6.00
Seaweed Salad	6.00
Tako Yaki (Octopus Ball)	6.25
Kaki Fry (Fried Oyster) (5pcs)	5.95
Okonomiyaki (Japanese Pancake)	7.99

Edamame

Okonomiyaki

Skewer

Mushroom	2.99
Eggplant	2.99
Lamb	3.99
Chicken (w. Scallion)	3.99
Beef (w. Scallion)	3.99
Chicken Wing	3.99
Bacon Enoki Mushroom	3.99
Bacon Asparagus	3.99
Squid	3.50
Mackerel Pike	4.99
Shrimp	3.50
Saba Shio Yaki	4.99

Gyoza

Beef Skewer

Desserts

Mochi Ice Cream 5.50
Japanese style ice cream with four flavors to choose from:
Green Tea, Vanilla, Strawberry or Mango.

Fried Ice Cream 4.50
Vanilla or Green Tea

Mochi Ice Cream

🌶 Indicates Hot & Spicy
Price subject to change without notice

Fried Rice

Japanese Fried Rice	6.50
Chicken Fried Rice	7.50
Beef Fried Rice	7.99
Shrimp Fried Rice	8.50
Chashu Fried Rice	8.50
Spicy Chashu Fried Rice	8.50

Beef Fried Rice

Shrimp Fried Rice

Japanese Curry Rice

Beef (Curry Rice)	13.95
Chicken Kastu (Curry Rice)	13.95
Pork Kastu (Curry Rice)	13.95
Vegetable (Curry Rice)	11.95

Chicken Kastu Curry Rice

Teriyaki

Served with Miso Soup & White Rice

Vegetable Teriyaki	12.95
Tofu Teriyaki	13.95
Chicken Teriyaki	14.95
Beef Teriyaki	16.95
Shrimp Teriyaki	15.95
Teriyaki Duo (Choice of: Chicken & Beef, Chicken & Shrimp, Beef & Shrimp)	19.50

Chicken Teriyaki

Steak Hibachi

Hibachi

Served with Miso Soup & White Rice

Vegetable Hibachi	12.95
Chicken Hibachi	14.95
Steak Hibachi	17.95
Shrimp Hibachi	16.95
Hibachi Duo (Choice of: Chicken & Beef, Chicken & Shrimp, Beef & Shrimp)	20.95

Chicken Hibachi

🌶 Indicates Hot & Spicy

Price subject to change without notice

らーめん ステーション Ramen

Shoyu-Ramen 醤油らーめん **10.99**
Egg noodle in soy based chicken broth with tender braised pork, soft boiled egg, scallions, bean spout, seaweed, fish cake, bamboo shoots.

Shio-Ramen 塩らーめん **10.99**
Egg noodle in a flavorful clear chicken broth with tender braised pork, soft boiled egg, scallions, bean spouts, seaweed, fish cake and bamboo shoots.

Miso-Ramen 味噌らーめん **11.99**
Egg noodle in a miso based clear chicken broth with tender braised pork, soft boiled egg, scallions, bean spouts, seaweed, fish cake and bamboo shoots.

Tonkotsu Ramen 豚骨ラーメン **11.99**
Egg noodle in a rich pork broth with tender braised pork, soft boiled egg, scallion, bean spouts, seaweed, fish cake and bamboo shoots.

Tonkotsu Shoyu Ramen 豚骨醤油 **11.99**
Egg noodle in a soy based rich pork broth with tender braised pork, soft boiled egg, scallion, bean spouts, seaweed, fish cake and bamboo shoots.

Tonkotsu Miso Ramen 豚骨味噌 **11.99**
Egg noodle in a miso based rich pork broth with tender braised pork, soft boiled egg, scallion, bean spout, seaweed, fish cake and bamboo shoots.

Sesame Ramen ゴマらーめん **11.99**
Egg noodle in a sesame flavorful rich pork broth with tender braised pork, soft boiled egg, scallions, bean spouts, seaweed, fish cake and bamboo shoots.

Vegetarian Ramen 野菜らーめん **10.99**
Egg noodle and vegetable in creamy soup make of soy beans and wheat.

RAMEN STATION

🌶 Indicates Hot & Spicy
Price subject to change without notice

らーめん ステーション Ramen

Spicy Tonkotsu Ramen 辣豚骨らーめん **11.99**
Egg noodle in a miso based rich pork broth with ground pork, soft boiled egg, scallion, bean spout, seaweed, fish cake and bamboo shoots.

Seafood Ramen

Gyuniku Ramen **11.99**
Egg noodle in a spicy and rich pork broth with spicy ground beef, soft boiled egg, scallions, bean spouts, seaweed, fish cake and bamboo shoots.

Chanpon ちゃんぽん **12.99**
Egg noodle in a spicy and rich pork broth with seafood and vegetable.

Beef Don

Seafood Ramen 海鮮らーめん **12.99**
Egg noodle in a rich pork broth with seafood and vegetable.

Yaki Soba 焼きそば **11.99**
Pan fried buck wheat noodle with vegetable.

(Chicken or Beef) **13.99**

Yaki Udon

Yaki Udon 焼きうどん **11.99**
Pan fried flour noodle with vegetable.

(Chicken or Beef) **13.99**

Kid Ramen キッズラーメン **7.99**

Beef Don ビーフドン **11.99**
Japanese rice bowl with sauteed beef and poached egg.

Yaki Soba

Surf & Turf Pan Udon サーフ&ターフパンうどん **15.99**
Pan seared udon noodle with seafood & sauteed pork.

Add Egg	+1.50	Add Shrimp	+3.00
Add Vegetable	+1.50	Add Noodle	+1.75
Add Tofu	+2.00	Substitue Udon Noodle	+1.50
Add Chashu	+3.00		

Indicates Hot & Spicy
Price subject to change without notice

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Ramen Station

Premium Cold Sakes

Sake is a fermented beverage made from premium polished rice
That has been produced in Japan for over 2000 years.

	Glass	Bottle
1 Hana Fuga (Peach) "Flower Harmony" Sparkling Sake 250ml Peachy, Sweet, Bright, & Fun	$5	$15
2 Hana Awaka "Sparkling Flower" Sparkling Sake 250ml Tantalizes the taste buds with a cheerful balance of bright Fruit flavors and tangy bubbles.	$5	$15
One Cup Ozeki Junmai 180ml Well-balanced flavor and clean aftertaste.		$7.95
4 Fancy Dry Ozeki Junmai 180 ml Airy,light,dry sake, delicate on the palate, refreshing fruitiness.		$7.95
5 Pure Ozeki Junmai 300 ml Fruity fragrance from highly refined rice,creates a "pure"sake with A rich smooth finish.	$3.95	$12.95
6 Taruzake "Cask Sake" Honjozo Taru 300ml Aged in cedar casks to produce a unique sake with a smooth, spicy character	$6.00	$18
7 Kaori "Fragrance" Junmai Ginjo, Jizake 300ml Aromas and flavors of Muscato grapes and banana. Ideal Aperitif with Sushi and sashimi.	$7.50	$21
8. Ozeki Nigori Unfiltered 375ml Rich, Creamy and fruitful, milky in color and preserved essence of rice, Balanced sweetness.	$3.50	$11.50
9 Gekkikan Nigori Unfiltered 300ml Milky in color, smooth with a hint of fruit and a touch of sweetness.	$5.25	$16
10 Shiro Sasa "Snowy Sake" Nigori Unfiltered 300ml Suspended in a snowy cloud of sweetness, refreshing fruit and coconut Flavors, elegant texture	$4.95	$15.50

Hot Sake

Ozeki Sake "Traditional Hot Sake" Lg $6.75 Sm $3.50

Ramen Station

Wine

	Glass	Bottle
Copper Ridge **Chardonnay** California	$4.50	$14.95
Folonari **Pinot Grigio** Italy	$4.50	$14.95
Copper Ridge **Merlot** California	$4.50	$14.95
Copper Ridge **Cabernet sauvignon** California	$4.50	$14.95
Kikkoman **Plum Wine**	$4.75	$18.50
Door County **Plum Wine** Wisconsin	$5.00	$20

Beer

	12 oz bottle	21 oz bottle
Sapporo	4	7
Kirin Ichiban	4	7
Kirin Lite	4	
New Glarus Spotted Cow	4	
Corona	4	
Capital supper Club	4	
Lake Louie Warped Speed Scotch Ale	5	
Miller Lite	4	
Asahi Super Dry	4	

Non Alcoholic Beverages

Hot Tea (Japanese Green Tea or Jasmine)	1.25
Ice Tea / Lemonade	2.5
Ginger Cooler- Ginger Syrup, Lemon/Lime, Soda Water	3
Little Samurai- Grenadine, Orange Juice, Sprite	2.5
Ramune Japanese Soda- Regular or Strawberry	2.5
Juice- Orange, Cranberry, Apple	2.5
Soda- Coke, Diet Coke, Sprite, Mellow Yellow	2.5

licensing

From: Huang Xiao <xiaohh5@gmail.com>
Sent: Monday, October 23, 2023 12:11 PM
To: licensing
Subject: Ramen station business plan

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Ramen station was in business since 2016.
We are dine in and carry out restaurant serve ramen noodles and Japanese food. Over the years we perform successfully. We plan to change corporation name. So we need to reply the liquor license to improve our business. Reach our sale goal in the future.

Erica Ni

December 2023 ALRC New License

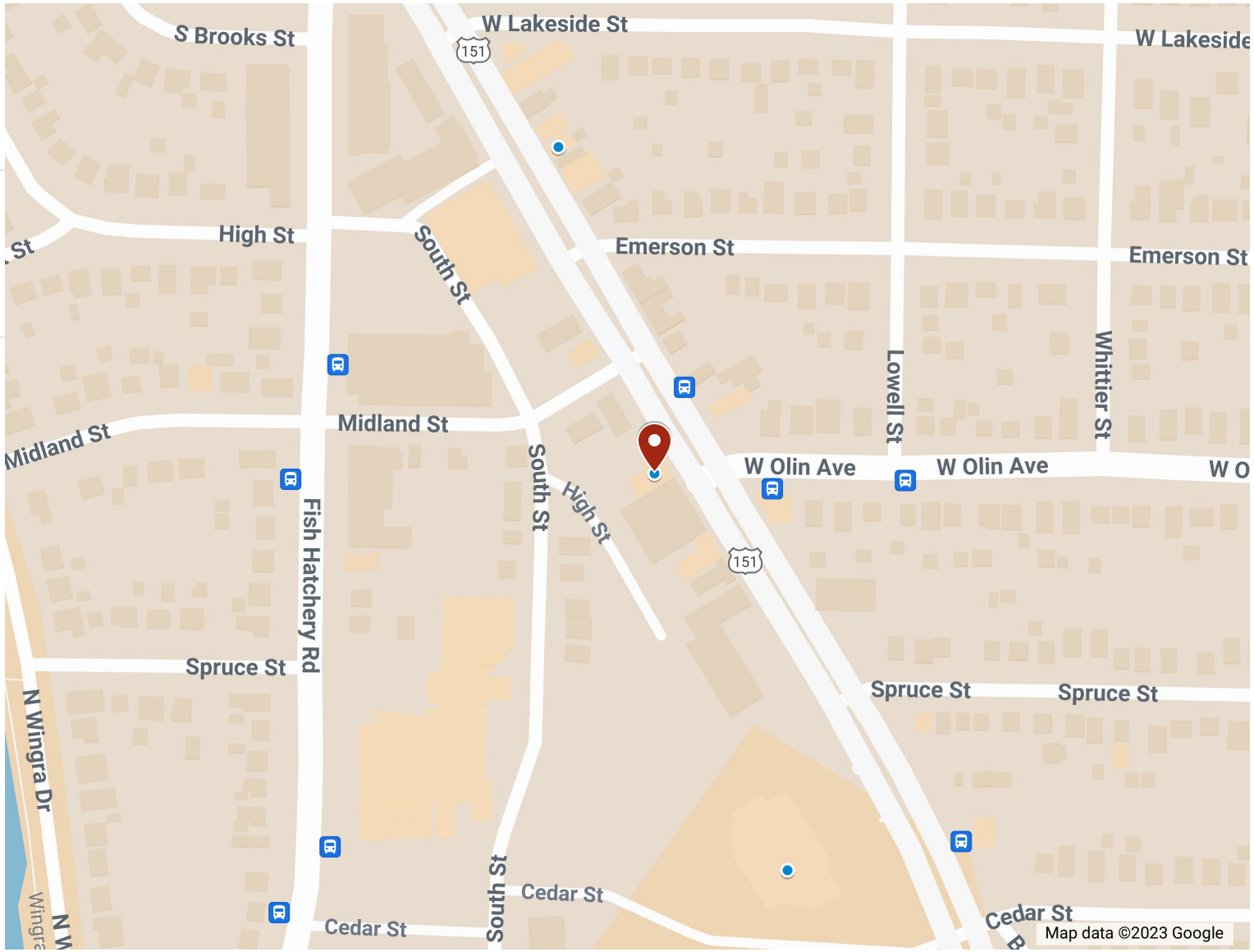
Existing Licenses.xlsx

All items

New Licenses.xlsx

All items

New licenses are drops, existing licenses are dots.



City of Madison

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

Master

File Number: 81123

File ID:	81123	**File Type:**	License	**Status:**	Public Hearing
Version:	1	**Reference:**		**Controlling Body:**	ALCOHOL LICENSE REVIEW COMMITTEE
				File Created Date :	12/04/2023
File Name:				**Final Action:**	

Title: Public Hearing - New License
North Central Management Inc • dba Moxy by Marriott Madison Downtown
823 E Washington Ave • Agent: Sheri Straka
Estimated Capacity (in/out): 836/0
Class B Combination Liquor & Beer • 3% alcohol, 1% food, 96% other
Police Sector 408 (District 6)

Notes:			
		CC Agenda Date:	
		Agenda Number:	8.
Sponsors:		**Effective Date:**	
Attachments:	LICLIB-2023-00742 App.pdf, LICLIB-2023-00742 Supplemental.pdf, 823 E Washington Ave map.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	ALCOHOL LICENSE REVIEW COMMITTEE	12/20/2023	RECOMMEND TO COUNCIL TO GRANT UNDER SUSPENSION OF MGO 2.055-PUBLIC HEARING				Pass

Action Text: A motion was made by Carter, seconded by Westra, to RECOMMEND TO COUNCIL TO GRANT UNDER SUSPENSION OF MGO 2.055-PUBLIC HEARING. The motion passed by voice vote/other.

Two registrations in support.

Text of Legislative File 81123

Title

Public Hearing - New License
North Central Management Inc • dba Moxy by Marriott Madison Downtown
823 E Washington Ave • Agent: Sheri Straka
Estimated Capacity (in/out): 836/0
Class B Combination Liquor & Beer • 3% alcohol, 1% food, 96% other
Police Sector 408 (District 6)

Liquor/Beer License Application

City of Madison Clerk
210 MLK Jr Blvd, Room 103
Madison, WI 53703

licensing@cityofmadison.com
608-266-4601

(Agenda Item Number)

(Legistar file number)

LICLIB - 2023 - 00742
(License number)

(Alder District #) (Police Sector)
Office Use Only

Class A: ☐ Beer, ☐ Liquor, ☐ Cider
Class B: ☒ Beer, ☒ Liquor,
☒ Class C Wine

Section A – Applicant

1. List the name of your ☐ Sole Proprietor, ☐ Partnership, ■ Corporation/Nonprofit Organization or ☐ Limited Liability Company exactly as it appears on your State Seller's Permit.

   North Central Management, Inc.

2. Trade Name (doing business as) Moxy by Marriott Madison Downtown

3. Address to be licensed 823 E. Washington Avenue, Madison, WI 53703

4. Mailing address PO Box 620994, Middleton, WI 53562

5. Anticipated opening date 3/1/2024

6. Is the applicant an employee or agent of, or acting of behalf of anyone except the applicant named in question 1?

   ■ No ☐ Yes (explain)

7. Does another alcohol beverage licensee or wholesale permitee have interest in this business? ■ No ☐ Yes (explain)

Section B—Premises

8. Describe in words the building or buildings where alcohol beverages are to be sold and stored. Include all rooms including living quarters, if used, and any outdoor seating used for the sales, service, and/or storage of alcohol beverages and receipts. Alcohol beverages may be sold and stored only on the premises as approved by Common Council and described on license.

   See attached.

Liquor / Beer License Application
Moxy by Marriott Madison Downtown

Section B – Premises

8. The premise is an 8 floor, 151 room Moxy by Marriott hotel currently under construction. The hotel is scheduled to open in March of 2024. The first floor of the hotel will feature the lobby, signature Bar Moxy, and lobby pantry selling prepackaged food and beverages. Alcohol will be sold and served from the Bar Moxy on the 1st and 2nd floors, in the pantry, small outdoor seating patio, walk up window and also in the meeting room on the 8th floor. Liquor will be stored in the bar area on the 1st floor and in a locked closet/cage that only the Manager has access to. Receipts will be stored in the General Manager's office on the 2nd floor. Food will be served from the lobby bar and 8th floor meeting space when leased.

Not included in the premises is the 8th floor restaurant space that will be leased and operated by a 3rd party. This space will be licensed separately.

9. *Applicants for on-premises consumption only.* Estimated capacity (patrons and employees):

   Indoor: 836 Outdoor: N/A

10. Describe existing parking and how parking lot is to be monitored.

    Parking will be available at the Livingston Street Garage in accordance with an executed Parking Agreement with the City of Madison. Copy of Parking Agt available upon request

11. Was this premises licensed for the sale of liquor or beer during the past license year?

    ■ No ☐ Yes, license issued to _____ (name of licensee)

Section C—Corporate Information

This section applies to corporations, nonprofit organizations, and Limited Liability Companies only. Sole proprietorships and partnerships, skip to Section D.

12. Name of liquor license agent Sheri Straka
13. City, state in which agent resides Stoughton, WI
14. How long has the agent continuously resided in the State of Wisconsin? 41 years
15. Has the liquor license agent completed the responsible beverage server training course?

    ☐ No, but will complete prior to ALRC meeting ■ Yes, date completed 4/11/2022

16. State and date of registration of corporation, nonprofit organization, or LLC.

    Wisconsin, 8/26/1981

17. In the table below list the directors of your corporation or the members of your LLC.
    ■ Attach background check forms for each director/member.

Title	Name	City and State of Residence
Director	David A. Lenz	Madison, WI
Director	Kris Lenz	Madison, WI

18. Registered agent for your corporation or LLC. This is your agent for service of process, notice or demand required or permitted by law to be served on the corporation. This is not necessarily the same as your liquor agent.

    North Central Group, Inc.

19. Is applicant a subsidiary of any other corporation or LLC?

    ☐ No ■ Yes (explain) North Central Group, Inc. is the sole owner of North Central Management, Inc.

20. Does the corporation, any officer, any director, any stockholder, liquor agent, LLC, any member, or any manager hold any interest in any other alcohol beverage license or permit in Wisconsin?

    ☐ No ■ Yes (explain) See attached.

20. The Officers and Directors of North Central Management, Inc. have the following liquor licenses in the state of Wisconsin:

Licensee: North Central Management, Inc.
d/b/a: Brookfield Conference Center
Type of License: Class B Liquor
License issued by: State of Wisconsin

Licensee: North Central Management, Inc.
d/b/a: Brookfield Conference Center
Type of License: Class B Beer
License issued by: City of Brookfield, WI

Licensee: North Central Management, Inc.
d/b/a: Hilton Garden Inn Brookfield
Type of license: Class B Liquor
License issued by: City of Brookfield, WI

Licensee: North Central Management, Inc.
d/b/a: Home2 Suites Madison
Type of license: Class B Combination
License issued by: City of Madison, WI

Licensee: North Central Management, Inc.
d/b/a: DoubleTree Madison East
Type of license: Class B Combination & Entertainment License
License issued by: City of Madison, WI

Licensee: North Central Management, Inc.
d/b/a: Tru by Hilton
Type of license: Class B Beer, Class C Wine
License issued by: City of Madison, WI

Licensee: North Central Management, Inc.
d/b/a: AC Hotel
Type of license: Class A Beer, Class A Liquor
License issued by: City of Madison, WI

Section D—Business Plan

21. What type of establishment is contemplated?
    ☐ Tavern ☐ Nightclub ☐ Restaurant ☐ Liquor Store ☐ Grocery Store

    ☐ Convenience Store without gas pumps ☐ Convenience Store with gas pumps

    ■ Other Hotel

22. Private organizations (clubs): Do your membership policies contain any requirement of "invidious" (likely to give offense) discrimination in regard to race, creed, color, or national origin? ☐ No ☐ Yes N/A

23. Hours of operation: please enter opening and closing times in the table below.
    Hotel is open 24/7. Hours of the lobby bar are listed below:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00AM - 2:00 AM	9:00 AM - 2:00 AM	9:00AM - 2:00AM	9:00 AM - 2:00 AM	9:00 AM - 2:00 AM	9:00 AM - 2:00AM	9:00 AM - 2:00 AM
(Class B only) Enter below any hours when food service will not be available, if applicable						
-	-	-	-	-	-	-

Section E—Consumption on Premises

This section applies to Class B and Class C applicants only. Class A license applicants (consumption off premises) may skip to Section F.

24. Indicate any other product/service offered. Prepackaged food & sundries sold at lobby pantry

25. All restaurants and taverns serving alcohol must substantiate their gross receipts for food and alcohol beverage sales broken down by percentage. (Note: Non-alcoholic drinks are classified as "Food.") New establishments estimate percentages: *
    3 % Alcohol 1 % Food 96 % Other

    If applicable, describe "Other": Hotel room revenue & items sold at lobby pantry/market

    Do you have written records to document the percentages shown? ■ No ☐ Yes
    You may be required to submit documentation verifying the percentages indicated.

26. Do you plan to have live entertainment? ☐ No ■ Yes—what kind? We may have live music performed by a DJ or acoustic performer in the lobby/bar area on the 1st & 2nd floor.

    If planned entertainment includes live music (except solo acoustic), a DJ, or a designated dance floor, please also complete an Entertainment License.

Section F—Required Contacts and Filings

27. I understand that liquor/beer license renewal applications are due April 15 of every year, regardless of when license was initially granted. ☐ No ■ Yes

28. I understand that I am required to host an information session at least one week before the ALRC meeting. ☐ No ■ Yes

29. I agree to contact the Alderperson for this location to discuss my application and to invite the Alderperson to my information session. ☐ No ■ Yes

30. I agree to contact the Police Department District Captain for this location prior to the ALRC meeting. ☐ No ■ Yes

31. I agree to contact the Deputy Clerk prior to the ALRC meeting. ☐ No ■ Yes

32. I agree to contact the neighborhood association representative prior to the ALRC meeting. ☐ No ■ Yes

33. I intend to operate under the alcohol license within 180 days of the Common Council granting this license. The license shall be considered surrendered if not issued within 180 days of being granted. ☐ No ■ Yes

34. I understand we must file a Special Occupational Tax return (TTB form 5630.5) before beginning business. [phone 1-800-937-8864] ☐ No ■ Yes

35. I understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in question 1, above. [phone 608-266-2776] ☐ No ■ Yes

36. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ■ No ☐ Yes

Section G—Information for Clerk's Office

37. This application is for the license period ending June 30, 20 24.

38. State Seller's Permit 4 5 6 - 0 0 0 0 0 5 8 2 4 3 - 0 3

39. Federal Employer Identification Number 46-3793484

40. Who may we contact between 8 a.m. and 4:30 p.m. regarding this license?

Contact person Christine Hoebel

Business phone 608-662-3628 Business e-mail address choebel@ncghospitality.com

Preferred language English

If needed, a qualified interpreter can be provided at no charge to you. Would you like an interpreter?

☐ Yes (language: _____)

☐ No (If you answer no and you do require an interpreter, the ALRC will refer your application to a subsequent meeting and this may delay your application process)

Si usted requiere o necesita un/a intérprete, nosotros podemos proveer un/a intérprete sin costo alguno. ¿Le gustaría tener un/a intérprete?

☐ Sí, lenguaje: _____

☐ No. Si usted escoge "no" en la solicitud/aplicación, y usted sí requiere un/a intérprete, el comité remitirá su solicitud para una nueva junta y esto puede atrasar el proceso de su solicitud.

41. Corporate attorney, if applicable: Name _____

Phone _____ E-mail _____

NOTICE: Completed application are due by noon of the third Monday (fourth, if the Clerk's office is closed on the third Monday) to get on the agenda for the proceeding months Alcohol License Review Committee. A completed application **must** be accompanied by the following items:

■ Copy of State Seller's Permit (Not Business Tax Registration Certificate), ■ Appointment of Agent (if Corp/LLC), ■ Member background investigation forms, ■ Articles of Incorporation (if Corp/LLC), ■ Floor Plans, ☐ Copy of Lease, ■ Business Plan, and ■ Sample Menu (if applying for Class B license)

If required items are missing, the application will not be considered complete and will not be accepted by the Clerk's Office until all requirements are submitted. No exceptions are made.

Read carefully before signing: *Under penalty provided by law, the applicant states that the above information has been truthfully completed to the best of the knowledge of the signer. Signer agrees to operate the business according to law, and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. Lack of access to any portion of licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.*

Penalty for materially false application information: Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000.

(Officer of Corporation/Member of LLC/Partner/Sole Proprietor) (Date) 10/9/2023.

Clerk's Office checklist for complete applications

☒ WI Seller's Permit Certificate (matching articles of incorporation)	☒ Background investigation form(s)	☒ Floor Plans
☒ FEIN	☐ Form ~~for~~ surrender of previous license	☐ Lease
☒ Written description of premises	☒ *Articles of Incorporation	☒ Business Plan
	☒ *Appointment of Agent	☒ **Sample Menu
	* Corporation/LLC only	** Class B only

Upon Application Submission, the Clerk's Office issued to the application:

☐ Orange sign ☐ Orange business card

☐ "Applying for a Liquor/Beer License in the City of Madison" brochure with contact information

Date complete application filed with Clerk's Office _____

Date of ALRC meeting _____ Date license granted by Common Council _____

Date provisional issued _____ Date license issued _____

PLAN KEY NOTES

1. 2-HOUR RATED SHAFT / RATED ENCLOSURE.
2. LINEN CHUTE. REFER TO DETAILS: 4/A7.41 & 4/A7.41.
3. MECHANICAL SHAFT. REFER TO DETAILS INDICATED.
4. FIRE SUPPRESSION STANDPIPE. REFER TO FIRE PROTECTION DRAWINGS. STANDPIPE SHALL NOT BE SECURED WITH EXPOSED BUTTERFLY.
5. KNOX BOX. VERIFY LOCATION WITH LOCAL FIRE DEPARTMENT. REFER TO SPECIFICATION SECTION 08 71 00.
6. FIRE ALARM CONTROL PANEL (FACP).
7. WALL-MOUNTED PHONE - MOUNT SO TOP OF DEVICE IS A MAXIMUM OF 48" ABOVE GRADE / FINISH FLOOR. PROVIDE CLEAR FLOOR SPACE AS REQUIRED BY ACCESSIBILITY IN FRONT OF DEVICE.
8. ELECTRONIC KEYCARD READER ENTRANCE HARDWARE. MOUNT SO THAT TOP OF READER IS A MAXIMUM OF 48" ABOVE GRADE / FINISH FLOOR.
9. RAISED CONCRETE EQUIPMENT PAD. CONFIRM DIMENSIONS WITH MEP PRIOR TO POUR.
10. RAISED CONCRETE HOUSEKEEPING PAD FOR LAUNDRY EQUIPMENT. SLAB TO BE MONOLITHIC POUR PER DETAIL(S) 7 THRU 3/A7.51. CONFIRM DIMENSIONS WITH EQUIPMENT SUPPLIER.
11. MECHANICAL LOUVER. REFER TO HVAC DRAWINGS AND A4.01, A4.02, A4.03 AND A4.04 FOR REQUIREMENTS.
12. 30"Ø LADDER AND 24" (W) x 54" (L) PERSONNEL ACCESS DOOR / HATCH (ABOVE). REFER TO SPECIFICATION SECTIONS: 05 72 23 AND 08 31 23 22 RESPECTIVELY.
13. MAGNETIC DOOR HOLD-OPEN DEVICE. TIED TO BUILDING FIRE ALARM SYSTEM. REFER TO DOOR SCHEDULE (A4.01) DETAIL 7/A7.51 ELECTRICAL AND FIRE ALARM DRAWINGS AND SPECIFICATIONS.
14. ACCESSIBLE ICE MACHINE (OWNER FURNISHED, OWNER INSTALLED). PROVIDE ACCESSIBLE APPROACH AREA IN FRONT OF MACHINE. PROVIDE FLOOR DRAIN CENTERED UNDER ICE MACHINE AND PROVIDE POSITIVE SLOPE TOWARDS DRAIN WITHOUT AFFECTING ACCESSIBILITY REQUIREMENTS. REFER TO DETAIL 10/A7.31.
15. FULLY RECESSED, FIRE EXTINGUISHER CABINET. REFER TO DETAIL(S) 2/A2.23 AND 3/A2.23 AND SPECIFICATION SECTION 10 44 00.
16. OUTRIGGER MOUNTED FLAG POLE. REFER TO ELEVATIONS, STRUCTURAL DRAWINGS, AND SPECIFICATIONS 10 20 00 AND DETAIL 16/A7.31.
17. AT AREAS INDICATED WITH "APRON", INDICATE INTENDED FLOW. PROVIDE TAPERED INSULATIONAL REQUIRED TO ACHIEVE POSITIVE PITCH OF 1/4" PER FT. TO ROOF DRAIN. INSULATION SHALL BE 5" MIN.
18. 6"Ø GUTTER AND 4"Ø DOWNSPOUT TO LOWER ROOF TO CONCRETE SPLASHBLOCK ON ROOF OR GRADE BELOW.
19. PRE-FABRICATED ROOF SUMP. TAPERED INSULATION BOARD. ROOF DRAIN (R.D.) & ASSEMBLY. REFER TO DETAIL(S) 12/A7.41 AND 1/A7.41
20. PRE-FINISHED METAL COPING. JOINTS TO BE 1½-0" MAX AND AS SHOWN.
21. "SPILL OUT" SCUPPER / OVERFLOW / SECONDARY ROOF DRAINAGE. REFER TO DETAIL 3/A7.41.
22. HOSE BIBB.
23. CONTRACTOR TO LOCATE SLEEVE SERVING SOUTH FACING SATELLITE DISHES IN THIS AREA. PROVIDE (2) 2" CONDUITS FROM THE FIRE CLOSET (ROOM 107A) TO THIS LOCATION.
24. ROOF METES (INSULSAP UTILIZING TAPERED INSULATION BOARDS TO ACHIEVE 1/4" PER FT. RESULTANT SLOPE. SHOWN HATCHED SOLID.
25. PRE-FIRE SADDLE AT HIGH SIDE OF ALL ROOF CURBS.
26. LINEN CHUTE TERMINATION (OVERHAN).
27. ELEVATOR OVERRUN / ROOF PENTHOUSE.
28. HVAC EQUIPMENT. REFER TO HVAC DRAWINGS.
29. ROOF SCREEN. REFER TO SPECIFICATION SECTION 10 24 00. DETAIL 1/A7.31 AND NOTED ELEVATIONS.
30. 30"x 54" ROOF (PERSONNEL ACCESS) DOOR. REFER TO SPECIFICATION SECTION 07 72 33
31. ELEVATOR CAB DIMENSIONS SHALL COMPLY WITH IBC 2018 3905.4.
32. DECORATIVE GUARDRAIL SYSTEM. REFER TO SPECIFICATION 05 72 13.
33. PROVIDE FALL PROTECTION AT ALL APPLICABLE ROOFS PER OSHA STANDARDS & PER WINDOW WASHING EQUIPMENT SPECIFICATIONS. FF 24 23. REFER TO FALL PROTECTION PLANS.
34. PREFINISHED METAL GRAVEL STOP AND FASCIA. REFER TO DETAIL 2/A7.41.
35. APPROXIMATE ROUTING OF WALKWAY PADS. PADS TO BE IN CONTRASTING COLOR TO ROOF SURFACE. REFER TO DETAIL 1/A7.31
36. PROVIDE ROOF MANUFACTURER'S COLLARED FLASHING AT ALL PLUMBING AND FIRE PENETRATIONS. TYPICAL. REFER TO DETAIL(S) 1/A7.41
37. EXPOSED CONCRETE COLUMN. CLASS B FINISH. REFERENCE SPECIFICATION SECTION 03 39 00. REFER TO STRUCTURAL DRAWINGS.
38. EXTERIOR CONCRETE STAIRS/RAMP WITH HANDRAILS. REFER TO SHEET A1.01
39. CANOPY / FLOOR ABOVE SHOWN DASHED.
40. WALL MOUNTED FIRE EXTINGUISHER. REFER TO SPECIFICATION 10 44 00.
41. FIRE DEPARTMENT (SIAMESE) CONNECTION (FDC). REFER TO A7.01
42. FIRE ALARM ANNUNCIATOR PANEL (FAAP).
43. PASSENGER DROP-OFF AREA.
44. TRIPLE-TIER METAL LOCKERS ON INSULSAP END BASE. REFER TO SPECIFICATION SECTION 10 51 13.
45. INTERIOR DECORATIVE METAL RAILING SYSTEM. REFER TO SPECIFICATION SECTION 05 73 19.
46. RECESSED OVERFLOW DOWNSPOUT COVER. FINISH TO MATCH EXTERIOR MATERIAL IT IS PENETRATING.
47. APPROXIMATE EXTENTS OF GFCI CUSTOM FABRICATED DRINK CONVEYOR SYSTEM.
48. PROVIDE NON-SKIDDABLE SAFETY GUARDS WITH OPENABLE GATES ADJACENT TO ROOF HATCH.
49. COMMOSOP WALL TO BE 4" STUD BETWEEN GUESTROOM BATH CHASE WALLS TO ACCOMODATE FULLY-HOTSHEED PIPE EXTINGUISHER. CURRIDOR SIDE FINISH FACES TO ALCOV.

GENERAL PLAN NOTES

A. DO NOT SCALE DRAWINGS.

B. ALL DIMENSIONS ARE TO FACE-OF-STUD, FACE-OF-CONCRETE/CMU, CENTERLINE OF COLUMN OR CENTERLINE OF DOOR OPENINGS UNLESS NOTED OTHERWISE.

C. EXTERIOR DIMENSIONS ARE TO FACE-OF-EXTERIOR SHEATHING (OF MASONRY).

D. DIMENSIONS SHOWN DO NOT TAKE INTO ACCOUNT THE VARYING LATERAL OF GYPSUM WALL BOARD, IN ORDER TO ACHIEVE LISTED WALL TYPES. ADJUST OFFSET STUD FACE (IF NECESSARY) TO ACHIEVE UNBROKEN FINISHED SURFACE.

E. REFER TO 1/A7 PLANS FOR MASONRY CUT-OUT DIMENSIONS.

F. REFER TO 1/A7 PLANS FOR ORIENTATION OF GUESTROOM LAYOUT AND WALL TYPE CONDITIONS TO SPECIFIC AREAS AT GUESTROOMS.

G. REFER TO ENLARGED OF 1/A7 PLANS FOR PLAN DETAILS AND DIMENSIONING OF SPECIFIC AREAS.

H. DIMENSIONAL DEFINITIONS INDICATED WITHIN DIMENSION STRING AS: 1 x 4 2"
- MASONRY - MTL. METAL WALL PANEL
- R.O. ROUGH OPENING - STN. STONE VENEER
- EIFS. EXTERIOR INSULATION FINISH SYSTEM

I. DASHED RECTANGLE INDICATES MINIMUM FUTURE ACCESS CLEARANCE. DASHED 5' DIAMETER PATH INDICATES MINIMUM TURNING CLEARANCE FOR WHEELCHAIR ACCESS. REFER TO SHEETS A0.01 THRU A0.04

J. PROVIDE BLOCKING WITHIN WALLS AS REQUIRED FOR ALL ACCESSIBLE GRAB BARS, FIXTURES, FINISHES AND EQUIPMENT (WHETHER OF OR OFF OF CFI).

K. PROVIDE BLOCKING WITHIN WALL FOR STAIR AND RAMP HANDRAILS. RAILS SHALL RETURN TO A WALL, GUARD OR THE WALKING SURFACE OR SHALL BE CONTINUOUS TO THE HANDRAIL OF AN ADJACENT STAIR FLIGHT OR RAMP RUN - PER IBC SECTION 1014.

L. WHEN RATED WALLS EXTENDED WILL BE COVERED OVER BY ADDITIONAL STUD WALL FRAMING, SUBSTITUTE 1/4" TYPE "X" GLASS FIBER FACED GYPSUM SHEATHING IN NON-RATED WALL ASSEMBLY, IF NECESSARY. WHERE WALL FRAMING WILL CONTINUE PRIOR TO BUILDING BEING IN THE DRY.

M. AT WALLS WITH PC CHANNEL ON ONE SIDE ONLY. THE SIDE OF THE WALL THAT RECEIVES THE PC CHANNEL IS INDICATED ON THESE PLANS WITH A "*"

N. PERIMETER BATHROOM WALLS TO BE FULL HEIGHT TO BOTTOM OF STRUCTURE (OF RATED HORIZONTAL ASSEMBLY) ABOVE (INCLUDING GYPSUM BOARD AND INSULATION) UNLESS NOTED OTHERWISE.

O. ALL DOORS ARE TO BE MOUNTED 4" FROM ADJACENT WALLS, UNLESS NOTED OTHERWISE.

P. PROVIDE WATERPROOFING UNDER TILE IN ALL BATHROOMS AND SHOWER AREAS AND TURN UP WALLS TO FULL HEIGHT BEHIND TILE BASE. WATERPROOFING FOR SHOWERS TO TURN UP WALLS TO FULL HEIGHT BEHIND TILE AND RUN 3-4" PAST SHOWER OPENING BEHIND FULL HEIGHT TILE. REFER TO SPECIFICATION SECTION 09 30 00 TILE FOR ADDITIONAL INFORMATION.

Q. OWNER SHALL PROVIDE ALL CODE REQUIRED ROOM SIGNAGE INCLUDING OCCUPANCY SIGNS IN ALL REQUIRED ASSEMBLY ROOMS. (REFER TO SPECIFICATION SECTION 10 14 00 SIGNAGE)

R. REFER TO SHEET A5.02 FOR TYPICAL FIXTURE MOUNTING HEIGHTS AT PUBLIC RESTROOMS.

S. REFER TO SHEETS A2.21 AND A2.22 FOR WALL RATINGS. RATINGS ARE NOT SHOWN ON THESE PLANS FOR CLARITY.

T. REFER TO SHEETS A4.01 THROUGH A4.10 FOR ENLARGED PLANS INCLUDING WALL RATINGS AND PARTITION TYPES. RATINGS ARE NOT SHOWN ON THESE PLANS FOR CLARITY. REFER TO LIFE SAFETY PLANS ON SHEET S4.

U. REFER TO SHEETS A2.21, A2.22, A5.23 AND INTERIOR DESIGN DOCUMENTS FOR TYPICAL INSTALLATION DETAILS.

V. REFER TO SHEETS A4.01 THRU A4.04 FOR WINDOW DESIGNATIONS

W. REFER TO SHEETS A3.01 THRU A7.03 FOR EXTERIOR WALL ASSEMBLIES.

X. REFER TO SHEET A2.06 FOR ROOF ASSEMBLY INFORMATION.

Y. REFER TO SHEETS A5.01 AND INTERIOR DESIGN DOCUMENTS FOR ROOM FINISH LEGEND AND SCHEDULES.

Z. REFER TO SHEET A5.51 AND INTERIOR DESIGN DOCUMENTS FOR FLOORING TRANSITIONS.

AA. REFER TO PLUMBING AND STRUCTURAL DRAWINGS FOR FLOOR DRAIN LOCATIONS.

BB. REFER TO ELECTRICAL DRAWINGS FOR FLOOR BOX LOCATIONS.

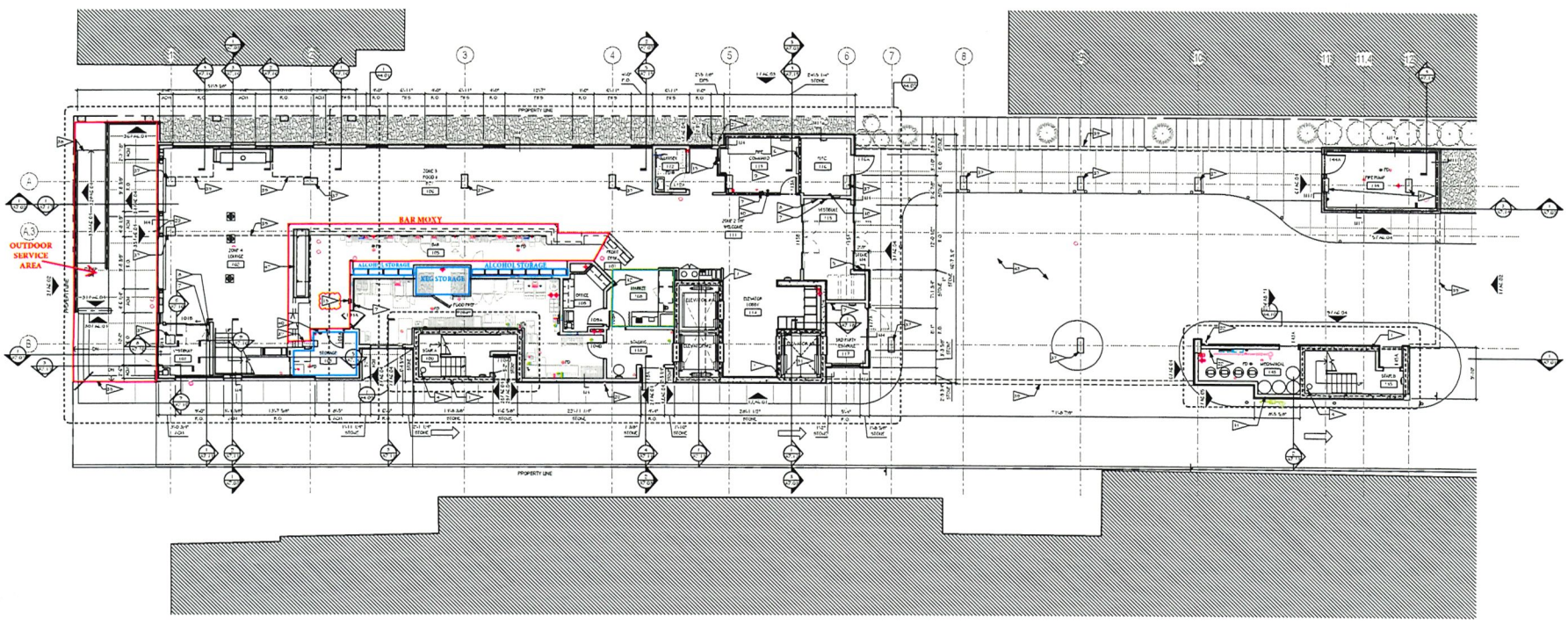
CC. ALL MECHANICAL, PLUMBING AND ELECTRICAL PENETRATIONS THROUGH RATED ASSEMBLIES SHALL BE FIRE STOPPED.

DD. TO THE EXTENT POSSIBLE, FLOOR CLEANOUTS ARE TO BE LOCATED IN INCONSPICUOUS LOCATIONS AND NOT IN GUESTROOMS. NO CLEANOUTS WILL BE PERMITTED IN CARPETED AREAS. ALL CLEANOUTS ARE TO BE FLUSH WITH THE ADJACENT FLOOR / WALL SURFACES

EE. WATER CLOSET WASTE LINE, WATER LINES AND SIMILAR PLUMBING SUPPLY LINES ARE TO BE LOCATED IN WALL CHASES (AND THE LINES AND NOTH EXTERIOR WALLS.

FF. REFER TO SPECIFICATION SECTION 10 22 00 FOR TOILET, BATH AND LAUNDRY ACCESSORIES.

GG. GENERAL CONTRACTOR WILL PROVIDE ALL SCAFFOLDING ON THE BUILDING EXTERIOR FOR ALL TRADES. DO NOT INCLUDE CHARGES AND HOISTING IN SUB-CONTRACTOR PROPOSALS.



① FIRST FLOOR PLAN
1/8" = 1'-0"

GBA
2248 DEMENO WAY, STE. 120
MIDDLETON, WI 53562
(608) 829-2750
www.gerbrink.com

Jeffrey T. Gerbrink A-10354 Madison, WI ARCHITECT

Date: 03/23/2022

PROJECT:
MOXY HOTEL
823 EAST WASHINGTON AVENUE
MADISON, WISCONSIN 53703
CLIENT:
MM EAST WASHINGTON, LLC.
1900 ASPEN COMMONS, SUITE 200
MIDDLETON, WISCONSIN 53562

PROJECT:	201926
DRAWN BY:	Author
DATE:	
SCALE:	AS NOTED

	30% SET	10/12/2020
	MI 60% SET	04/09/2021
	MI 90% SET	06/14/2021
	90% GMP SET	09/13/2021
1	GMP SET CB1	03/23/2022
2	GMP SET CB2	06/15/2022
	CB #4	12/22/2022
	CB #5	04/19/2023

FIRST FLOOR PLAN

A2.01

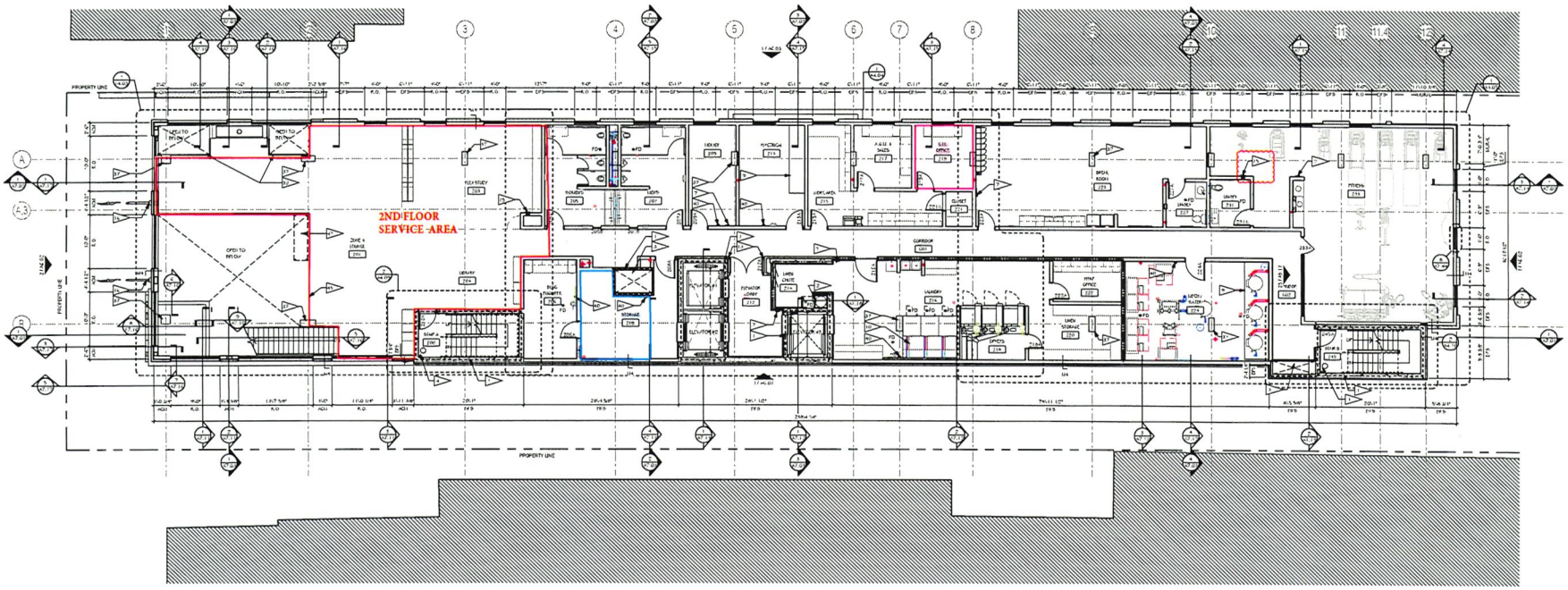
NOTE:

1. REFER TO SHEETS A2.01 FOR GENERAL PLAN NOTES AND PLAN KEY NOTES.

GBA
2248 DEMING WAY, STE. 120
MIDDLETON, WI 53562
(608) 824-1750
www.gwybrink.com

WISCONSIN
Jeffrey T. Strenkus
A-10354
Madison, WI
ARCHITECT

Date: 03/23/2022



① SECOND FLOOR PLAN
1/8" = 1'-0"

PROJECT:
MOXY HOTEL
923 EAST WASHINGTON AVENUE
MADISON, WISCONSIN 53703
CLIENT:
MM EAST WASHINGTON, LLC.
1600 ASPEN COMMONS, SUITE 200
MIDDLETON, WISCONSIN 53562

PROJECT:	201926
DRAWN BY:	Author
DATE:	
SCALE:	AS NOTED

	30% SET	10/12/2020
	MI 50% SET	04/09/2021
	MI 90% SET	06/14/2021
	90% GMP SET	09/13/2021
1	GMP SET CB1	03/22/2022
2	GMP SET CB2	06/15/2022
	CB #3	11/18/2022
	CB #5	04/18/2023

SECOND FLOOR PLAN

A2.02

NOTE:

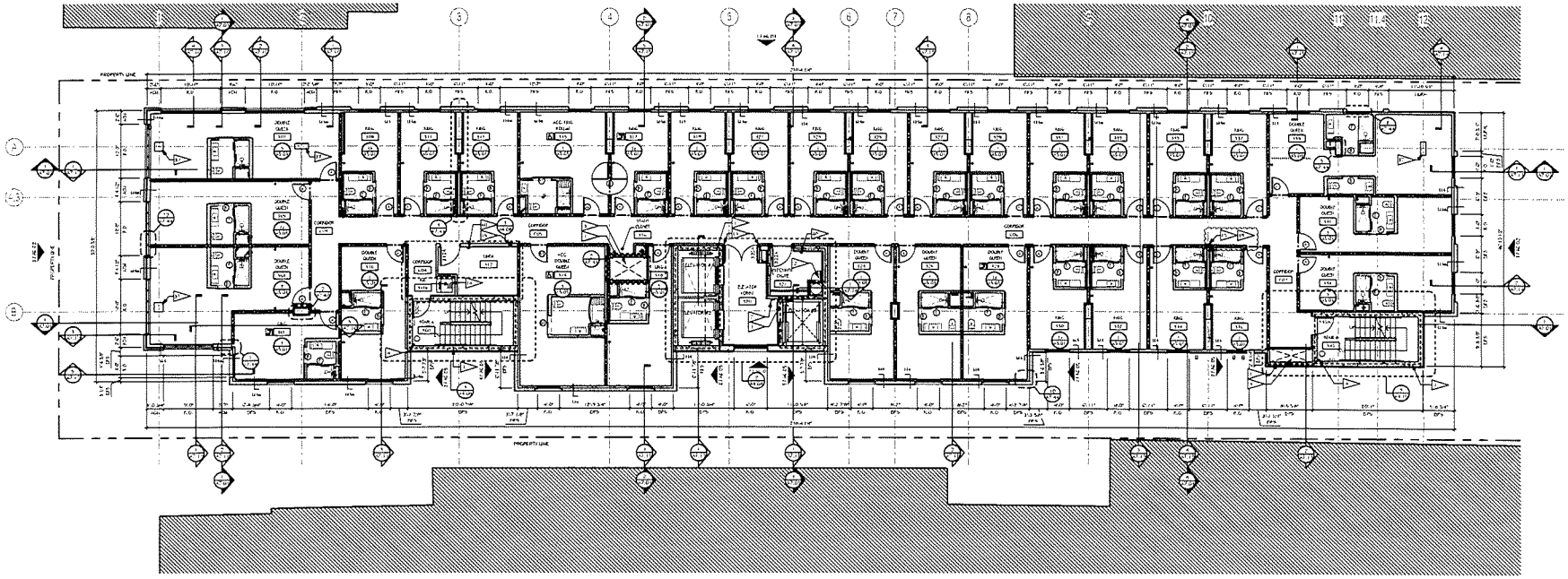
1. REFER TO SHEETS A2.31 FOR GENERAL PLAN NOTES AND PLAN KEY NOTES.

GBA
2248 DEMENO WAY, STE. 120
MIDDLETON, WI 53562
(608) 836-1750
www.gebybrandt.com

WISCONSIN
Jeffrey T. Grierson
A-10354
Madison, WI
ARCHITECT

Date: 03/23/2022

GUEST ROOMS



THIRD FLOOR PLAN
1/8" = 1'-0"

PROJECT:
MOXY HOTEL
421 EAST WASHINGTON AVENUE
MADISON, WISCONSIN 53703
CLIENT:
MM EAST WASHINGTON, LLC.
1600 ASPEN COMMONS, SUITE 200
MIDDLETON, WISCONSIN 53562

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PROJECT:	201926
DRAWN BY:	Author
DATE:	
SCALE:	AS NOTED

	30% SET	10/12/2020
	60 60% SET	04/09/2021
	90 90% SET	06/14/2021
	90% GMP SET	09/13/2021
1	GMP SET CB1	03/22/2022
2	GMP SET CB2	06/15/2022
	CB #3	11/18/2022
	CB #5	04/14/2023

THIRD FLOOR PLAN

A2.03

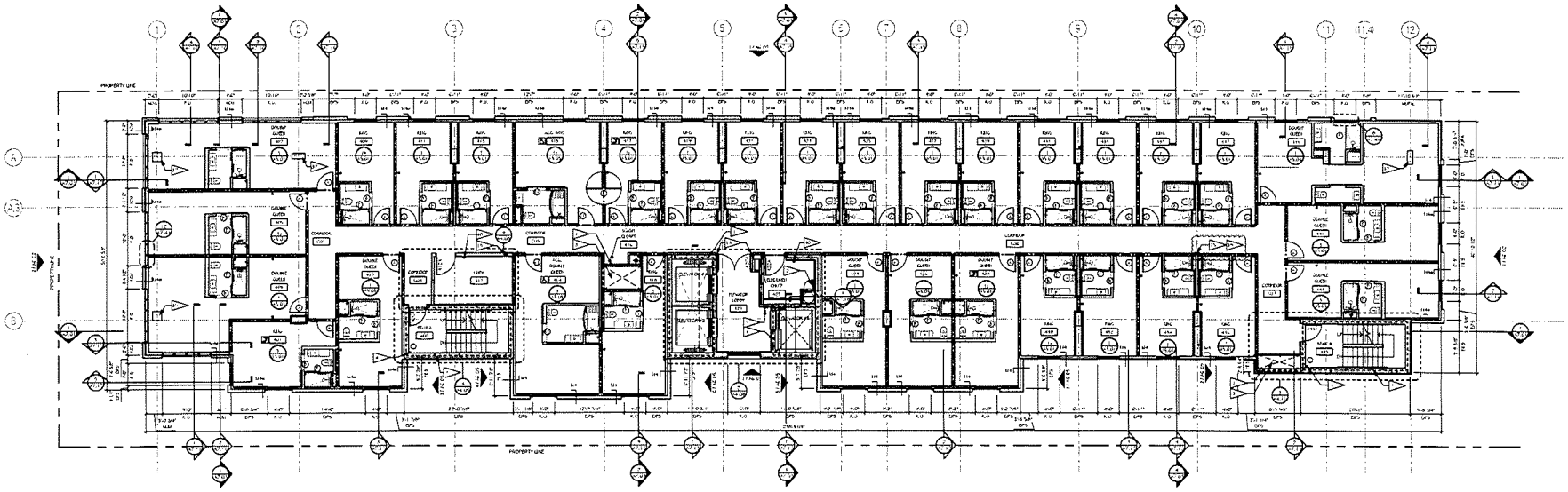
NOTE:

1. REFER TO SHEETS A2.31 FOR GENERAL PLAN NOTES AND PLAN KEY NOTES.

GBA
2248 DEMING WAY, STE. 120
MIDDLETON, WI 53562
(608) 824-1750
www.gebyrink.com

Date: 03/23/2022

GUEST ROOMS



1 FOURTH FLOOR PLAN
1/8" = 1'-0"

PROJECT:
MOXY HOTEL
671 CITY VILLAGE WAY SE
MADISON, WISCONSIN 53713

CLIENT:
MM EAST WASHINGTON, LLC.
1950 ASPEN COMMONS, SUITE 200
MIDDLETON, WISCONSIN 53562

PROJECT:	201926
DRAWN BY:	Author
DATE:	
SCALE:	AS NOTED

	30% SET	10/12/2020
	60% SET	04/09/2021
	90% SET	06/14/2021
	90% GMP SET	09/13/2021
1	GMP SET CB1	03/23/2022
2	GMP SET CB2	06/16/2022
	CB #3	11/18/2022
	CB #5	04/18/2023

FOURTH FLOOR PLAN

A2.04

NOTE:

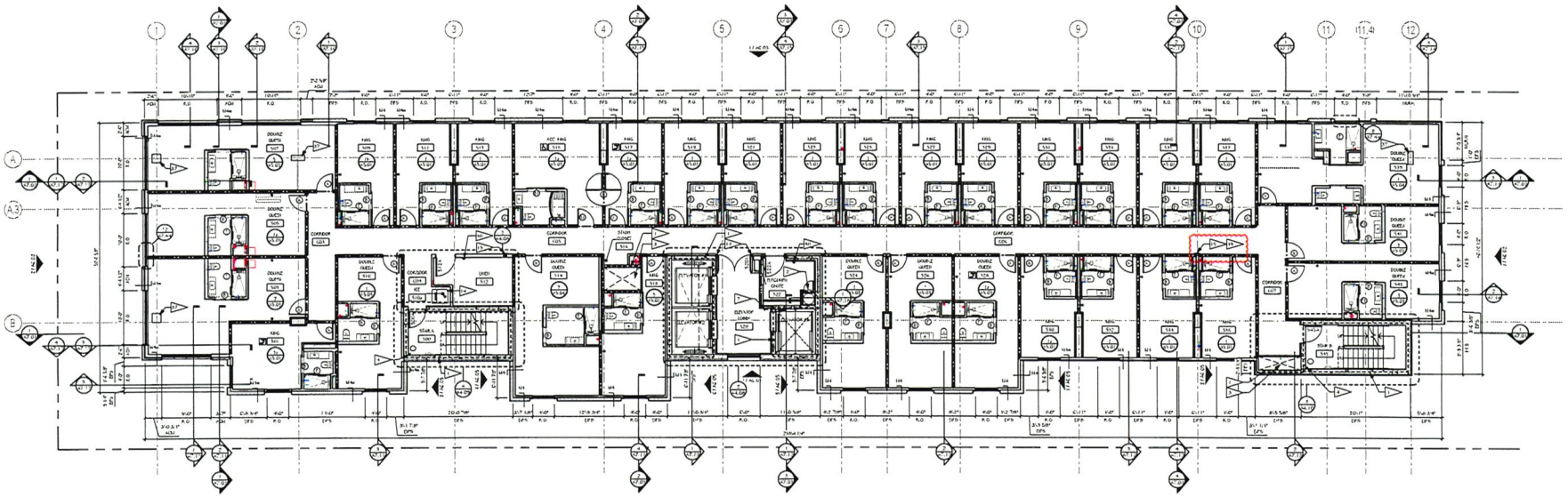
1. REFER TO SHEETS A2.01 FOR GENERAL PLAN NOTES AND PLAN KEY NOTES.

GBA
2248 DEMING WAY, STE. 120
MIDDLETON, WI 53562
(608) 829-1750
www.garybrink.com

WISCONSIN Jeffrey T. Brotkus A-10354 Madison, WI ARCHITECT

Date: 03/23/2022

GUEST ROOMS



1 FIFTH FLOOR PLAN
1/8" = 1'-0"

PROJECT:
MOXY HOTEL
42 EAST WASHINGTON AVENUE
MADISON, WISCONSIN 53703
CLIENT:
MM EAST WASHINGTON, LLC.
1600 ASPEN COMMONS, SUITE 200
MIDDLETON, WISCONSIN 53562

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PROJECT:	201926
DRAWN BY:	Author
DATE:	
SCALE:	AS NOTED

	30% SET	10/12/2020
	MI 60% SET	04/09/2021
	MI 90% SET	06/14/2021
	90% GMP SET	09/13/2021
1	GMP SET CB1	03/22/2022
2	GMP SET CB2	06/15/2022
	CB #3	11/18/2022
	CB #5	04/18/2023

FIFTH FLOOR PLAN

A2.05

NOTE:

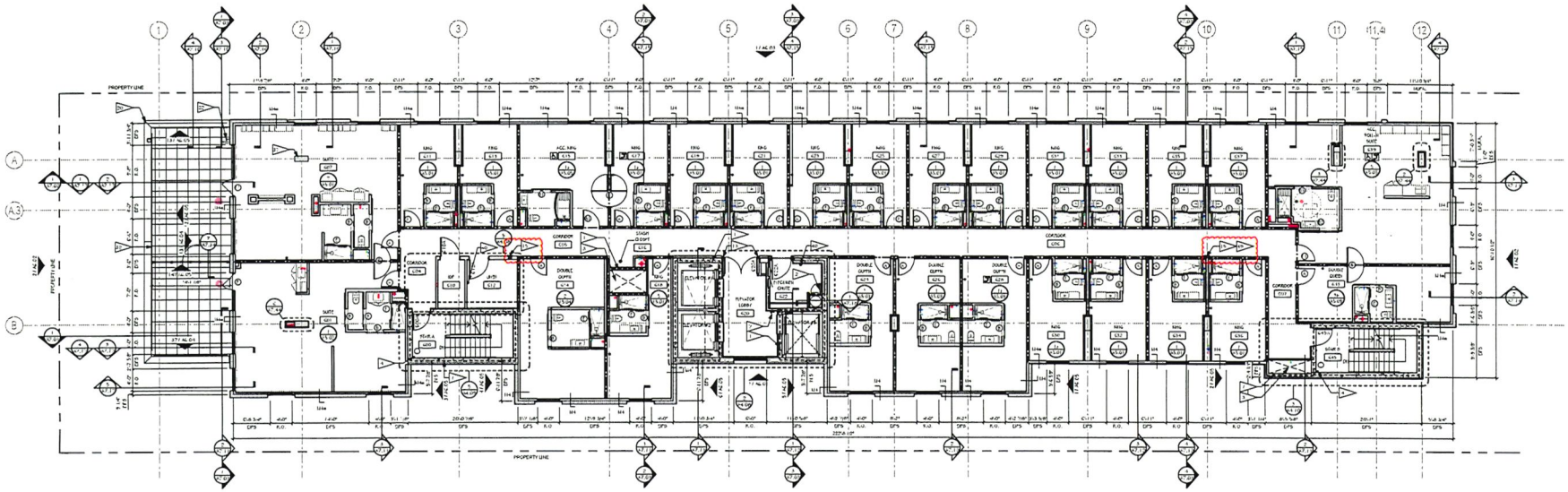
1. REFER TO SHEETS A2.01 FOR GENERAL PLAN NOTES, AND PLAN KEY NOTES.

GBA
2248 DEMENO WAY, STE. 120
MIDDLETON, WI 53562
(608) 829-1750
www.gerybrink.com

WISCONSIN Jeffrey T. Strelzoff A-10354 Madison, WI ARCHITECT

Date: 03/23/2022

GUEST ROOMS



1 SIXTH FLOOR PLAN
1/8" = 1'-0"

PROJECT:
MOXY HOTEL
402 EAST WASHINGTON AVENUE
MADISON, WISCONSIN 53703
CLIENT:
MM EAST WASHINGTON, LLC.
1600 ASPEN COMMONS, SUITE 200
MIDDLETON, WISCONSIN 53562

PROJECT:	201926
DRAWN BY:	Author
DATE:	
SCALE:	AS NOTED

	30% SET	10/12/2020
	60 90% SET	04/09/2021
	90 90% SET	06/14/2021
	90% GMP SET	09/13/2021
1	GMP SET CB1	03/22/2022
2	GMP SET CB2	06/15/2022
	CB #3	11/18/2022
	CB #5	04/18/2023

SIXTH FLOOR PLAN

A2.06

NOTE:

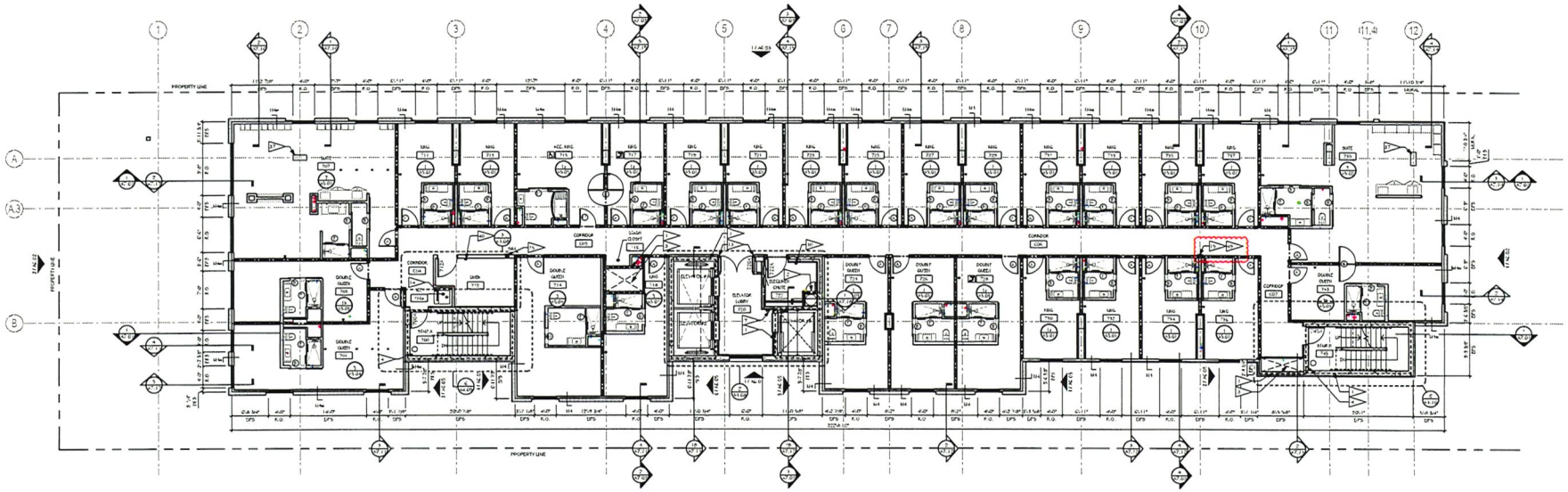
1. REFER TO SHEETS A2.01 FOR GENERAL PLAN NOTES AND PLAN KEY NOTES.

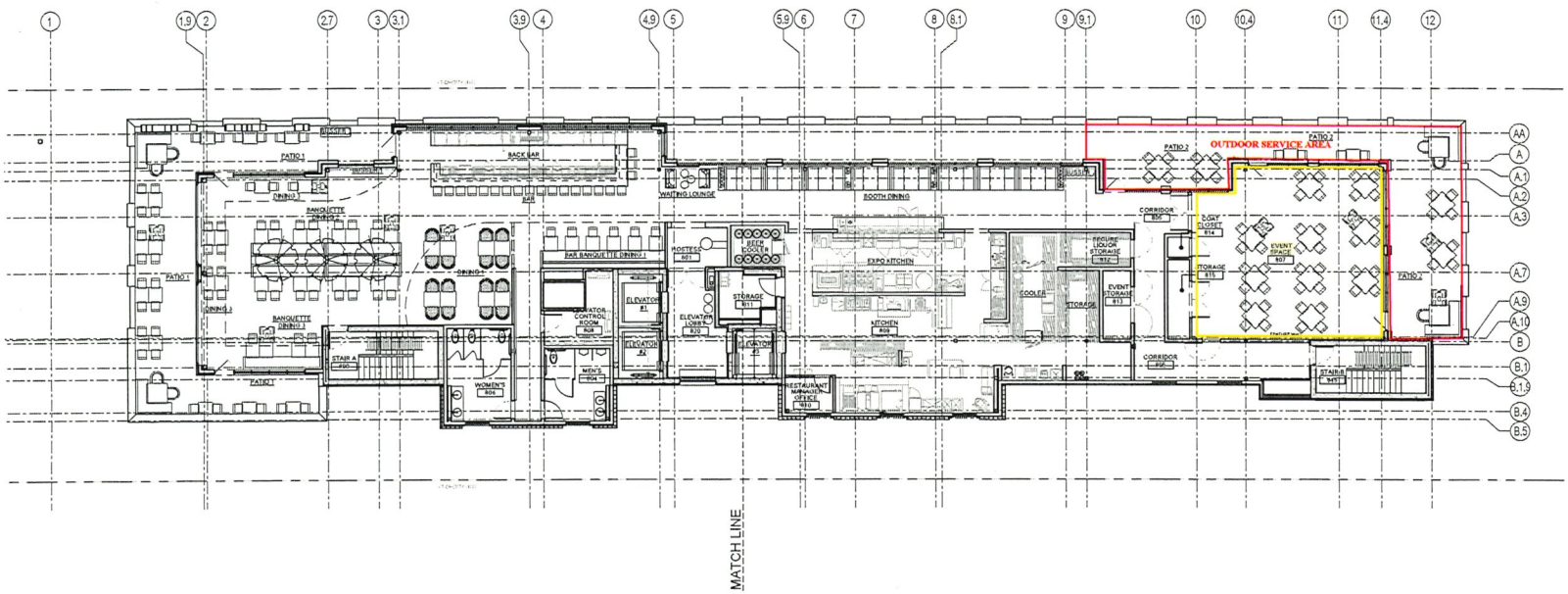
GBA
2248 DEMENO WAY, STE. 120
MIDDLETON, WI 53562
(608) 829-1750
www.gerybrink.com

WISCONSIN
Jeffrey T. Brenkus
A-10354
Madison, WI
ARCHITECT

Date: 03/23/2022

GUEST ROOMS


PROPERTY LINE
CORRIDOR
DOUBLE QUEEN
DOUBLE QUEEN
DOUBLE QUEEN



1 8TH FLOOR- OVERALL INTERIOR FLOOR PLAN

SCALE: 1/8"=1'-0"

NORTH

TYPE-X DESIGN STUDIO

TYPE-X DESIGN STUDIO
1641 W. MOUTAIN VIEW DR.
MESA, AZ 85201
STUDIOTYPEX.COM
220-891-4207

INTERIORS: 8TH FLOOR AT THE MOXY - MADISON

823 E. WASHINGTON AVENUE
MADISON, WI 53703

DATE	03/04/2022
SCALE	1/8"=1'-0"
PROJECT #	2021-33
DRAWN BY	DC

SHEET #
8TH FLOOR- OVERALL INTERIOR FLOOR PLAN

I-702

Menus

So, Moxy has a great bar with an amazing atmosphere and equally awesome crew members, but now the challenge is to find that perfect mix of menu items. The following charts outline both minimum standards and optional additions.

Minimum Standards - Breakfast | Minimum Standards - Evening | Optional - Evening

Minimum Standards - Breakfast

Item	Required Qty	Notes	Location	Display / Presentation Style
Breakfast Flat	1	MOXY Breakfast Flat – per use record (offered all day)	A la Carte from Bar	Aluminum tray w/branded liner
Breakfast Pickups	2	Property must pick two (2) - select from use record	A la Carte from Bar	White 1/2 bag / 24 oz. bowl / aluminum tray w/branded liner
Local Pastry	1	Ex: scone, croissant, muffin from local partner	A la Carte from Bar	Display on cake stand, serve on aluminum tray w/branded liner
Donuts	Optional	Property choice; refer to recipe bank for inspiration	A la Carte from Bar	Display on 2 cake stands, serve on aluminum tray w/branded liner
Parfait	1	Yogurt Parfait – per use record	Grab-and-Go Retail	Clear cup, dome lid, MOXY sticker
Cold Cups	2	Chobani Yogurt Flips MUSH Overnight Oats POD Chia Pudding	Grab-and-Go Retail	As is
Whole Fruit	2	Banana	Grab-and-Go Retail	As is

		Additional Whole Fruit		
Cut Fruit	1	Fruit Salad – per use record	Grab-and-Go Retail	Clear cup, dome lid, MOXY sticker

Minimum Standards - Evening

Item	Required Qty	Notes	Location	Display / Presentation Style
Flats	4	MOXY Breakfast Flat – per use record (offered all day) Three (3) additional savory and/or sweet Flats/bowls - select from use records	A la Carte from Bar	Aluminum tray w/branded liner
Spreads Trio	1	Choose 3 from recipe bank to serve together as one dish	A la Carte from Bar	3 stainless steel ramekins on aluminum tray w/branded liner

Optional - Evening

Properties with a business need for additional menu items/variety have the option to select one additional evening concept from the list below. A minimum of 2 items from that concept must be offered, and should not be mixed across concepts.

Item	Required Qty	Notes	Location	Display / Presentation Style
Walking Tacos	Min. 2	Select from use records	A la Carte from Bar	In bag, on aluminum tray w/branded liner

Hot Dogs	Min. 2	In bag, on aluminum tray w/branded liner	A la Carte from Bar	In red/white boat, on aluminum tray w/branded liner
Arepas	Min. 2	In bag, on aluminum tray w/branded liner	A la Carte from Bar	Aluminum tray w/branded liner
Tater Tots	Min. 2	In bag, on aluminum tray w/branded liner	A la Carte from Bar	In bag, on aluminum tray w/branded liner

December 2023 ALRC New License

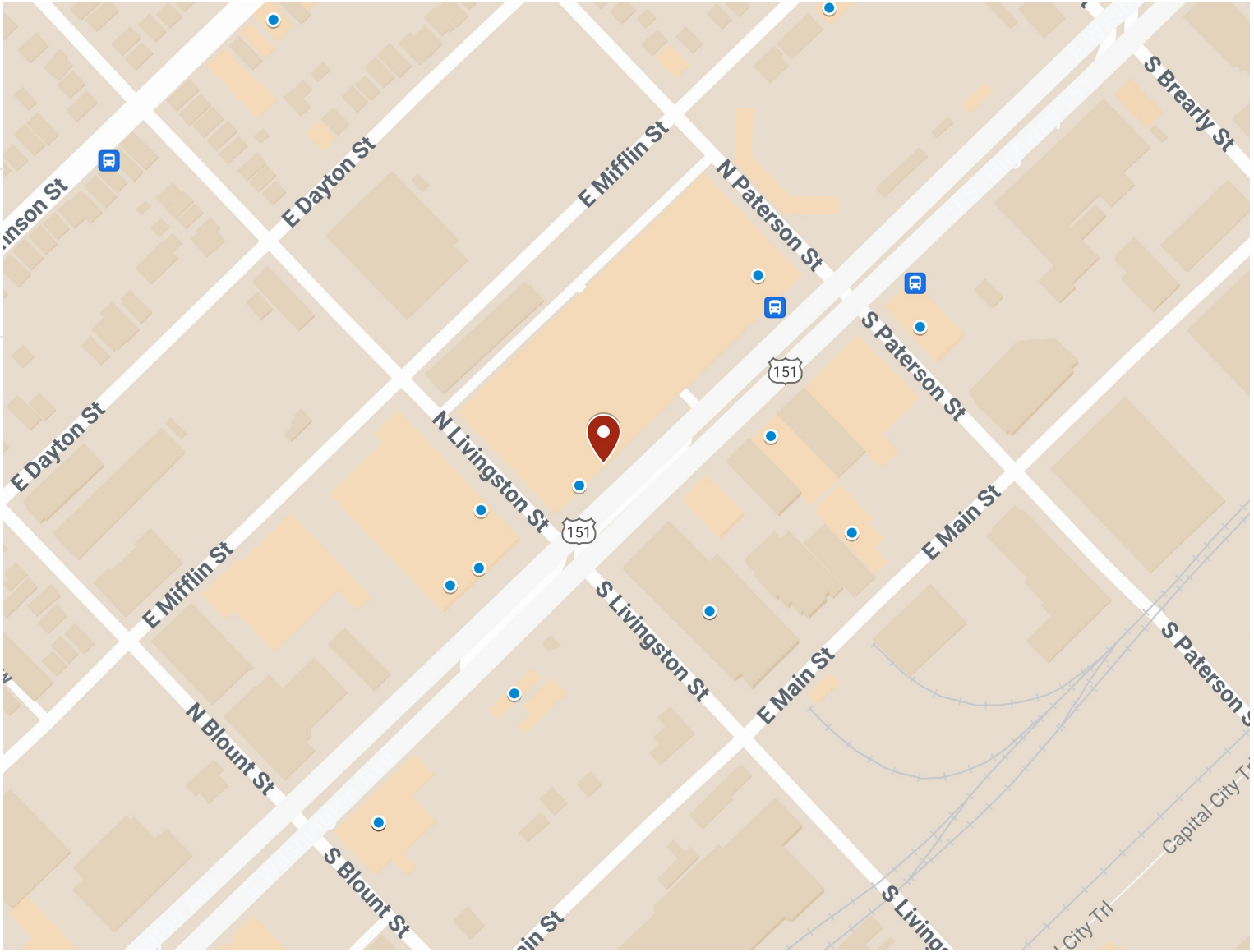
Existing Licenses.xlsx

All items

New Licenses.xlsx

All items

New licenses are drops, existing licenses are dots.



City of Madison

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

Master

File Number: 81124

File ID:	81124	**File Type:**	License	**Status:**	Public Hearing
Version:	1	**Reference:**		**Controlling Body:**	ALCOHOL LICENSE REVIEW COMMITTEE
				File Created Date :	12/04/2023
File Name:				**Final Action:**	

Title: Public Hearing - New License
Wedge O Cheddar LLC • dba The Wedge
2001 Atwood Ave • Agent: Jacob Guyette
Estimated Capacity (in/out): 60/0
Class B Combination Liquor & Beer • 60% alcohol, 40% food
Police Sector 401 (District 6)

Notes:

CC Agenda Date:

Agenda Number: 9.

Sponsors:

Effective Date:

Attachments: LICLIB-2023-00761 App.pdf, LICLIB-2023-00761 Supplemental.pdf, 2001 Atwood Ave map.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	ALCOHOL LICENSE REVIEW COMMITTEE	12/20/2023	RECOMMEND TO COUNCIL TO GRANT UNDER SUSPENSION OF MGO 2.055-PUBLIC HEARING				Pass

Action Text: A motion was made by Westra, seconded by Barushok, to RECOMMEND TO COUNCIL TO GRANT UNDER SUSPENSION OF MGO 2.055-PUBLIC HEARING. The motion passed by voice vote/other.

One registration in support.

Text of Legislative File 81124

Title

Public Hearing - New License
Wedge O Cheddar LLC • dba The Wedge
2001 Atwood Ave • Agent: Jacob Guyette
Estimated Capacity (in/out): 60/0
Class B Combination Liquor & Beer • 60% alcohol, 40% food
Police Sector 401 (District 6)

Liquor/Beer License Application

City of Madison Clerk
210 MLK Jr Blvd, Room 103
Madison, WI 53703

licensing@cityofmadison.com
608-266-4601

(Agenda Item Number) _____

(Legistar file number) _____

(License number) LICLIB-2023-00761

(Alder District #) 6 (Police Sector) 410

Office Use Only

Class A: ☐ Beer, ☐ Liquor, ☐ Cider
Class B: ☒ Beer, ☒ Liquor,
☒ Class C Wine

Section A – Applicant

1. List the name of your ☐ Sole Proprietor, ☐ Partnership, ☐ Corporation/Nonprofit Organization or ☒ Limited Liability Company exactly as it appears on your State Seller's Permit.
   Wedge o cheddar LLC
2. Trade Name (doing business as) The Wedge
3. Address to be licensed 2001 Atwood Ave, Madison WI, 53704
4. Mailing address 2001 Atwood Ave. Madison WI, 53704
5. Anticipated opening date Jan 12th 2024
6. Is the applicant an employee or agent of, or acting of behalf of anyone except the applicant named in question 1?
   ☐ No ☒ Yes (explain)
   I am the agent & owner, Jacob Guyette
7. Does another alcohol beverage licensee or wholesale permitee have interest in this business? ☒ No ☐ Yes (explain)

Section B—Premises

8. Describe in words the building or buildings where alcohol beverages are to be sold and stored. Include all rooms including living quarters, if used, and any outdoor seating used for the sales, service, and/or storage of alcohol beverages and receipts. Alcohol beverages may be sold and stored only on the premises as approved by Common Council and described on license.
   The bar space is about 1200sq ft, consisting of bar seats & table seats, aprox 40 seats. There is a kitchen prep area off of the bar, and two bathrooms. The back hallway has a walkin cooler and a dry storage prep area. Beer & wine will be stored in the walk in and behind the bar.

9. *Applicants for on-premises consumption only.* Estimated capacity (patrons and employees):

   Indoor: ~60 Outdoor: _____

10. Describe existing parking and how parking lot is to be monitored.

    There is only off street parking. Monitored by meters and parking enforcement.

11. Was this premises licensed for the sale of liquor or beer during the past license year?

    ☐ No ☒ Yes, license issued to One Barrel Brewing Company (name of licensee)

Section C—Corporate Information

This section applies to corporations, nonprofit organizations, and Limited Liability Companies only. Sole proprietorships and partnerships, skip to Section D.

12. Name of liquor license agent Jacob Guyette

13. City, state in which agent resides Madison WI.

14. How long has the agent continuously resided in the State of Wisconsin? 36 years

15. Has the liquor license agent completed the responsible beverage server training course?

    ☐ No, but will complete prior to ALRC meeting ☒ Yes, date completed 10.16.23

16. State and date of registration of corporation, nonprofit organization, or LLC.

    9.4.2023

17. In the table below list the directors of your corporation or the members of your LLC.

    ☐ Attach background check forms for each director/member.

Title	Name	City and State of Residence
Owner	Jacob Guyette	Madison, WI.

18. Registered agent for your corporation or LLC. This is your agent for service of process, notice or demand required or permitted by law to be served on the corporation. This is not necessarily the same as your liquor agent.

    Jacob Guyette

19. Is applicant a subsidiary of any other corporation or LLC?

    ☒ No ☐ Yes (explain) _____

20. Does the corporation, any officer, any director, any stockholder, liquor agent, LLC, any member, or any manager hold any interest in any other alcohol beverage license or permit in Wisconsin?

    ☒ No ☐ Yes (explain) _____

Section D—Business Plan

21. What type of establishment is contemplated?
    ☒ Tavern ☐ Nightclub ☒ Restaurant ☐ Liquor Store ☐ Grocery Store

    ☐ Convenience Store without gas pumps ☐ Convenience Store with gas pumps

    ☐ Other _____

22. Private organizations (clubs): Do your membership policies contain any requirement of "invidious" (likely to give offense) discrimination in regard to race, creed, color, or national origin? ☒ No ☐ Yes

23. Hours of operation: please enter opening and closing times in the table below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
noon - 10 pm	Closed -	Closed -	4pm - 10 pm	4 pm - 10 pm	4 pm - 10 pm	noon - 10 pm
(Class B only) Enter below any hours when food service will not be available, if applicable						
-	-	-	-	-	-	-

Section E—Consumption on Premises

This section applies to Class B and Class C applicants only. Class A license applicants (consumption off premises) may skip to Section F.

24. Indicate any other product/service offered. Beer, Wine, Seltzers, Cheese

25. All restaurants and taverns serving alcohol must substantiate their gross receipts for food and alcohol beverage sales broken down by percentage. (Note: Non-alcoholic drinks are classified as "Food.") New establishments estimate percentages:
    60 % Alcohol 40 % Food _____ % Other

    If applicable, describe "Other": _____

    Do you have written records to document the percentages shown? ☐ No ☒ Yes
    You may be required to submit documentation verifying the percentages indicated.

26. Do you plan to have live entertainment? ☒ No ☐ Yes—what kind? _____

    _____

    If planned entertainment includes live music (except solo acoustic), a DJ, or a designated dance floor, please also complete an Entertainment License.

Section F—Required Contacts and Filings

27. I understand that liquor/beer license renewal applications are due April 15 of every year, regardless of when license was initially granted. ☐ No ☒ Yes

28. I understand that I am required to host an information session at least one week before the ALRC meeting. ☐ No ☒ Yes

29. I agree to contact the Alderperson for this location to discuss my application and to invite the Alderperson to my information session. ☐ No ☒ Yes

30. I agree to contact the Police Department District Captain for this location prior to the ALRC meeting. ☐ No ☒ Yes

31. I agree to contact the Deputy Clerk prior to the ALRC meeting. ☐ No ☒ Yes

32. I agree to contact the neighborhood association representative prior to the ALRC meeting. ☐ No ☒ Yes

33. I intend to operate under the alcohol license within 180 days of the Common Council granting this license. The license shall be considered surrendered if not issued within 180 days of being granted. ☐ No ☒ Yes

34. I understand we must file a Special Occupational Tax return (TTB form 5630.5) before beginning business. [phone 1-800-937-8864] ☐ No ☐ Yes

35. I understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in question 1, above. [phone 608-266-2776] ☐ No ☒ Yes

36. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☒ No ☐ Yes

Section G—Information for Clerk's Office

37. This application is for the license period ending June 30, 20 24.

38. State Seller's Permit 4 5 6 - 1 0 3 1 5 0 2 4 8 9 - 0 4

39. Federal Employer Identification Number 93-3331713

40. Who may we contact between 8 a.m. and 4:30 p.m. regarding this license?

Contact person Jacob Guyette

Business phone 608-630-8116 Business e-mail address Thewedgeatwood@gmail.com

Preferred language English

If needed, a qualified interpreter can be provided at no charge to you. Would you like an interpreter?

☐ Yes (language: _____)

☒ No (If you answer no and you do require an interpreter, the ALRC will refer your application to a subsequent meeting and this may delay your application process)

Si usted requiere o necesita un/a intérprete, nosotros podemos proveer un/a intérprete sin costo alguno. ¿Le gustaría tener un/a intérprete?

☐ Sí, lenguaje: _____

☐ No. Si usted escoge "no" en la solicitud/aplicación, y usted sí requiere un/a intérprete, el comité remitirá su solicitud para una nueva junta y esto puede atrasar el proceso de su solicitud.

41. Corporate attorney, if applicable: Name _____

Phone _____ E-mail _____

NOTICE: Completed application are due by noon of the third Monday (fourth, if the Clerk's office is closed on the third Monday) to get on the agenda for the proceeding months Alcohol License Review Committee. A completed application **must** be accompanied by the following items:

☒ Copy of State Seller's Permit (Not Business Tax Registration Certificate), ☒ Appointment of Agent (if Corp/LLC), ☒ Member background investigation forms, ☒ Articles of Incorporation (if Corp/LLC), ☒ Floor Plans, ☒ Copy of Lease, ☒ Business Plan, and ☒ Sample Menu (if applying for Class B license)

If required items are missing, the application will not be considered complete and will not be accepted by the Clerk's Office until all requirements are submitted. No exceptions are made.

Read carefully before signing: *Under penalty provided by law, the applicant states that the above information has been truthfully completed to the best of the knowledge of the signer. Signer agrees to operate the business according to law, and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. Lack of access to any portion of licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.*

Penalty for materially false application information: Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000.

(Officer of Corporation/Member of LLC/Partner/Sole Proprietor)

11.8.2023
(Date)

Clerk's Office checklist for complete applications

- ☒ WI Seller's Permit Certificate (matching articles of incorporation)
- ☒ FEIN
- ☒ Written description of premises
- ☒ Background investigation form(s)
- ☒ Form for surrender of previous license
- ☒ *Articles of Incorporation
- ☒ *Appointment of Agent

* Corporation/LLC only

- ☒ Floor Plans
- ☒ Lease
- ☒ Business Plan
- ☒ **Sample Menu

** Class B only

Upon Application Submission, the Clerk's Office issued to the application:

☐ Orange sign ☐ Orange business card

☐ "Applying for a Liquor/Beer License in the City of Madison" brochure with contact information

Date complete application filed with Clerk's Office _____

Date of ALRC meeting _____ Date license granted by Common Council _____

Date provisional issued _____ Date license issued _____

The Wedge

CHEESE LIST: (choose three)
Pleasant Ridge Reserve- Uplands
Bandaged Cheddar- Bleu Mont
Crema Kasa-Carr Valley
Black Goat Truffle-Carr Valley
Mobay-Carr Valley
Butterkase- Edlewise Creamery
Moody Blue-Emmi-Roth Kase
Buttermilk Blue-Emmi-Roth Kase
10 year cheddar-Hooks
15 year cheddar-Hooks
Little boy blue-Hooks
Triple Play-Hooks
Mature Gouda 6-9 months-Marieke Gouda
Smoked Gouda-Marieke Gouda
Cumin Gouda-Marieke Gouda
Dunbarton Blue-Roelli Cheese Haus
Red Rock-Roelli Cheese Haus
Little Mountain-Roelli Cheese house
MontAmoré-Sartori
Big Ed's-Saxony creamery

BEER LIST:
High Life-Miller
Pabst blue ribbon-Pabst Brewing
Rotating-New Glarus
Rotating-Tumbled Rock
Rotating-Working Draft
Rotating-One Barrel Brewing Co.
Rotating
Rotating
Rotating
Rotating
Rotating
Rotating

CHEESE SANDWICHES:
The Swiss Apple: Limburger, shaved red onion, whole grain mustard on rye bread.

The Classic: Muenster, shaved red onion, dijon, potato bread.

The Wisco: Cheddar, summer sausage, pickles, horseradish mustard, mayo, potato bread.

The Wedge: Butterkase, potato chips, shaved red onion, whole grain mustard, mayo, rye bread.

GARNISHES: (choose three)
Crackers- gluten free available
Grisini
Flatbread crisps- gluten free available
Baguette
Candied nuts
Roasted nuts
Jam- rotating flavors
Hot honey
Pickles- various pickled veg
Fruit- seasonal

WINE:
Prairie Fume(white)- Wollersheim
Blush Rose- Wollersheim
Domaine Du Sac(red)- Wollersheim
Red Port- Wollersheim

**Business Plan: The Wedge - Fine cheese & Cold beer

Executive Summary:
"The Wedge" is a stylish and cozy bar that offers a unique experience combining the enjoyment of craft beer, fine wine, and artisanal cheese boards. With a focus on creating a warm and inviting atmosphere, we aim to become the go-to destination for individuals seeking a sophisticated yet relaxed space to savor high-quality beverages and delectable cheese pairings.

1. Business Description:
The Wedge is a modern bar designed with rustic charm, featuring a curated selection of craft beers, fine wines, and thoughtfully assembled cheese boards. Our interior showcases a blend of contemporary design and cozy elements to create an ambiance that encourages patrons to unwind and indulge.

2. Market Analysis:
The market for craft beverages and gourmet food pairings is on the rise. The Wedge aims to tap into the growing demand for unique and experiential dining and drinking options.

3. Target Audience:
Our primary audience includes urban professionals, wine and beer enthusiasts, and individuals seeking a relaxed yet sophisticated venue for socializing and networking.

4. Services:
- Craft Beer Selection: A rotating menu of local and international craft beers.
- Fine Wine Collection: Handpicked wines from renowned vineyards around the world.
- Artisanal Cheese Boards: Thoughtfully curated cheese pairings with accompaniments like fruits, nuts, and preserves.
- Expert Recommendations: Knowledgeable staff to guide patrons in choosing the perfect beer, wine, and cheese combinations.

5. Marketing and Sales:
- Brand Identity: Create a distinct brand identity through a compelling logo, color scheme, and decor.
- Social Media Presence: Engage with potential customers through platforms like Instagram and Facebook.
- Special Events: Host themed nights, wine and beer tastings, and cheese pairing workshops.
- Loyalty Program: Reward repeat customers with discounts and exclusive offers.

6. Operations:
- Menu Development: Regularly update the beverage and cheese board menus to keep offerings fresh and exciting.
- Staff Training: Ensure that employees have in-depth knowledge of beer, wine, and cheese pairings.
- Inventory Management: Implement a tracking system to manage stock levels effectively.

7. Financial Projections:
- Initial Investment: Interior design, bar setup, licensing, staff recruitment, and initial inventory.
- Revenue Streams: Beverage sales, cheese board sales, event fees, and merchandise.
- Expenses: Staff wages, rent, utilities, marketing, and operational costs.
- Profit Margin: Projected to increase steadily after the first year.
- Expansion Plan: Consider opening additional locations or offering catering services.

8. Sustainability:
- Locally Sourced Ingredients: Partner with local breweries, wineries, and artisanal cheese producers to support the community.
- Waste Reduction: Implement recycling and composting programs to minimize environmental impact.

9. Conclusion:
"The Wedge" aims to be more than just a bar; it aspires to create a space where patrons can enjoy the art of pairing craft beer, fine wine, and artisanal cheeses. By offering a diverse selection of beverages, engaging events, and exceptional service, we plan to establish The Wedge as a beloved destination for those seeking a distinctive and enjoyable gastronomic experience.

The Wedge
Jacob Guyette
2001 Atwood Ave
Madison, WI 53704

Preliminary Layout/design
Updated 3/25/2021

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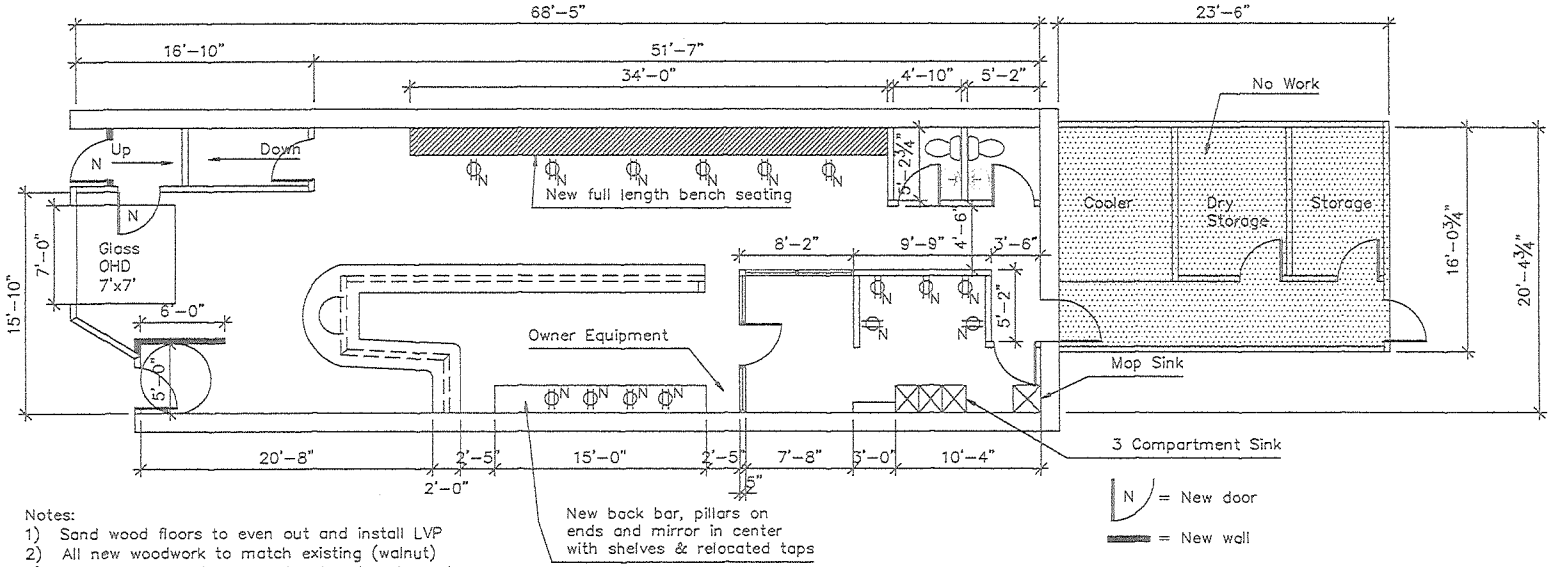

Notes:
1) Sand wood floors to even out and install LVP
2) All new woodwork to match existing (walnut)
3) Existing steam pipes are abandoned and can be removed
4) New LED lighting (track lights w/ movable heads, general lighting & pendant)
5) Possible new overhead glass garage door at front of building
6) Brick wall to be covered with wipeable material at kitchen area only
7) Move entry door at stairs out to allow for landing at new door
8) NO WORK IN EXISTING BATHROOMS!

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December 2023 ALRC New License

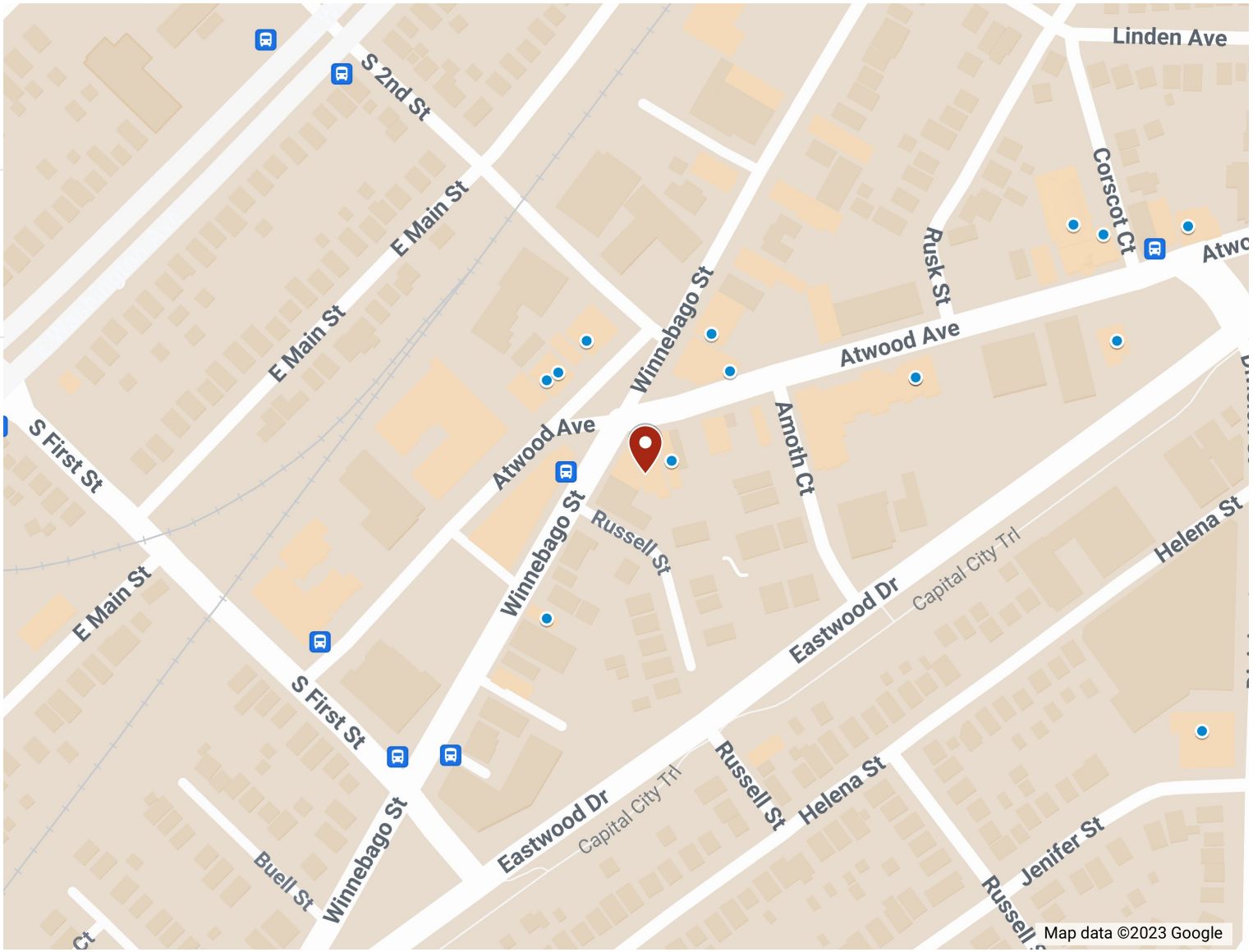
Existing Licenses.xlsx

All items

New Licenses.xlsx

All items

New licenses are drops, existing licenses are dots.



City of Madison

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

Master

File Number: 80492

File ID:	80492	**File Type:**	Resolution	**Status:**	Items Referred
Version:	1	**Reference:**		**Controlling Body:**	TRANSPORTATIO N COMMISSION
				File Created Date :	10/20/2023
File Name:	Vacating and discontinuing multiple unimproved public street right-of-ways within the plat of Acacia Ridge to allow the replatting of a portion the development. Being located in the Northeast 1/4 of the Southeast 1/4 of Section 28, Township 7 North, Range			**Final Action:**	

Title: Vacating and discontinuing multiple unimproved public street right-of-ways within the plat of Acacia Ridge to allow the replatting of a portion the development. Being located in the Northeast 1/4 of the Southeast 1/4 of Section 28, Township 7 North, Range 8 East, City of Madison, Dane County, Wisconsin. (District 1)

Notes: Jeff Quamme

		CC Agenda Date:	11/07/2023
		Agenda Number:	10.
Sponsors:	John W. Duncan	**Effective Date:**	
Attachments:	Exhibit A (Vacation Maps).pdf, Exhibit B (Legal Descriptions).pdf, Vicinity Map Acacia Ridge Vacation.pdf	**Enactment Number:**	
Author:	Jim Wolfe, City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	10/31/2023	Robert Mulcahy	Approve	10/31/2023

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	10/20/2023	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction

Notes: Board of Public Works (12/13/23), Transportation Commission (11/29/23), Plan Commission (11/13/23), Common Council Public Hearing (1/9/24)

1	COMMON COUNCIL	11/07/2023	Refer	BOARD OF PUBLIC WORKS	12/13/2023	
	Action Text:	This Resolution was Refer to the BOARD OF PUBLIC WORKS				
	Notes:	Additional referrals to Transportation Commission, Plan Commission.				
1	BOARD OF PUBLIC WORKS	11/07/2023	Refer	TRANSPORTATION COMMISSION		
	Action Text:	This Resolution was Refer to the TRANSPORTATION COMMISSION				
1	BOARD OF PUBLIC WORKS	11/07/2023	Refer	PLAN COMMISSION	11/13/2023	
	Action Text:	This Resolution was Refer to the PLAN COMMISSION				
1	PLAN COMMISSION	11/13/2023	Return to Lead with the Recommendation for Approval	BOARD OF PUBLIC WORKS	12/13/2023	Pass
	Action Text:	A motion was made by Heck, seconded by Figueroa Cole, to Return to Lead with the Recommendation for Approval to the BOARD OF PUBLIC WORKS. The motion passed by voice vote/other.				
1	TRANSPORTATION COMMISSION	11/29/2023	Return to Lead with the Recommendation for Common Council to Adopt	BOARD OF PUBLIC WORKS	12/13/2023	Pass
	Action Text:	Kliems moved to Return to Lead with the Recommendation for Common Council to Adopt, seconded by Jess. The motion passed by voice vote/other.				
1	BOARD OF PUBLIC WORKS	12/13/2023	RECOMMEND TO COUNCIL TO ADOPT - PUBLIC HEARING			Pass
	Action Text:	A motion was made by Williams, seconded by Kliems, to RECOMMEND TO COUNCIL TO ADOPT - PUBLIC HEARING. The motion passed by voice vote/other.				

Text of Legislative File 80492

Fiscal Note

The proposed resolution vacates and discontinues approximately 193,355 sq. ft. or 4.5536 acres of unimproved public street right-of-ways within the plat of Acacia Ridge to allow the replatting of a portion of the development. No City Funds required.

Title

Vacating and discontinuing multiple unimproved public street right-of-ways within the plat of Acacia Ridge to allow the replatting of a portion the development. Being located in the Northeast 1/4 of the Southeast 1/4 of Section 28, Township 7 North, Range 8 East, City of Madison, Dane County, Wisconsin. (District 1)

Body

WHEREAS, the plat of Acacia Ridge 2 was conditionally approved by the City of Madison Common Council by Enactment Number RES-18-00482, File I.D. Number 50995, as adopted on the 19th of June, 2018 and the said Enactment provided for the acceptance of the lands dedicated for public street right-of-ways; and

WHEREAS, the plat of Acacia Ridge was subsequently recorded upon the satisfaction of the conditions of approval on the 25th of February, 2019 in Volume 61-005B of Plats, on pages 21 - 31, as Document Number 5471585, Dane County Register of Deeds; and

WHEREAS, an application was made with the Department of Planning & Community & Economic Development for a preliminary and final plat of Acacia Ridge Replat No. 5 to replat a portion of the plat of Acacia Ridge. The replat reconfiguring the lots, outlots and streets within

the northeasterly portion of the plat; and

WHEREAS, the said plat of Acacia Ridge Replat No. 5 was conditionally approved by the City of Madison Common Council by Enactment Number RES-23-00607, File I.D. Number 76590, as adopted on the 3rd of October, 2023; and

WHEREAS, the conditionally approved Acacia Ridge Replat No. 5 will alter areas dedicated to the public for public street right-of-way, and the replat may not be recorded until those areas dedicated to the public for street right-of-ways by Acacia Ridge have been properly vacated and discontinued under s. 66.1003 Wisconsin Statutes; and

WHEREAS, the unimproved public right-of-way of Cool Breeze Run, Hidden Fawn Trail, Gentle Feather Road and portions of Little Dove Trail, Turning Pebble Street, Silver Maple Drive, Summer Rain Pass, Long Timber Way and Highland Gate Way, all dedicated by the plat of Acacia Ridge, are to be vacated and discontinued. D'Onofrio Kottke and Associates Inc. and City of Madison Engineering Division, have prepared the necessary public right-of-way vacation and discontinuance maps (Exhibit A) and legal descriptions (Exhibit B) delineating all of these areas to be discontinued, the Exhibits are attached hereto and made part of this resolution; and

WHEREAS, the current developer and owner have not constructed, nor has the City of Madison accepted any new public utilities or street improvements in conjunction with Acacia Ridge within any of the public right-of-ways to be vacated and discontinued; and

WHEREAS, this vacation and discontinuance will not result in a landlocked parcel of property due to the current contiguous common ownership of the Lots of the plat of Acacia Ridge adjacent to these proposed areas of vacation and discontinuance; and

WHEREAS, the City Engineering Division recommends approval of these public right-of-way vacations and discontinuances subject to conditions as noted herein.

NOW THEREFORE BE IT RESOLVED, that since the public interest requires it, the City Of Madison hereby conditionally vacates and discontinues the public right-of-ways as shown on attached Exhibit A and described on attached Exhibit B, under Wisconsin ss. 66.1003(4), upon completion of the following conditions:

- The Developer of Acacia Ridge Replat No. 5 shall enter into any agreement(s) required by the City of Madison in conjunction with the approval of the proposed development of Acacia Ridge Replat No. 5.

- The conditions of approval for the preliminary and final plat for the Acacia Ridge Replat No. 5 shall be addressed to the satisfaction of the City of Madison Engineer.

BE IT FURTHER RESOLVED, that, under Wisconsin ss. 66.1005(2)(a)(1) the City of Madison releases any easements and rights it may have within the public right-of-ways being vacated and discontinued; and

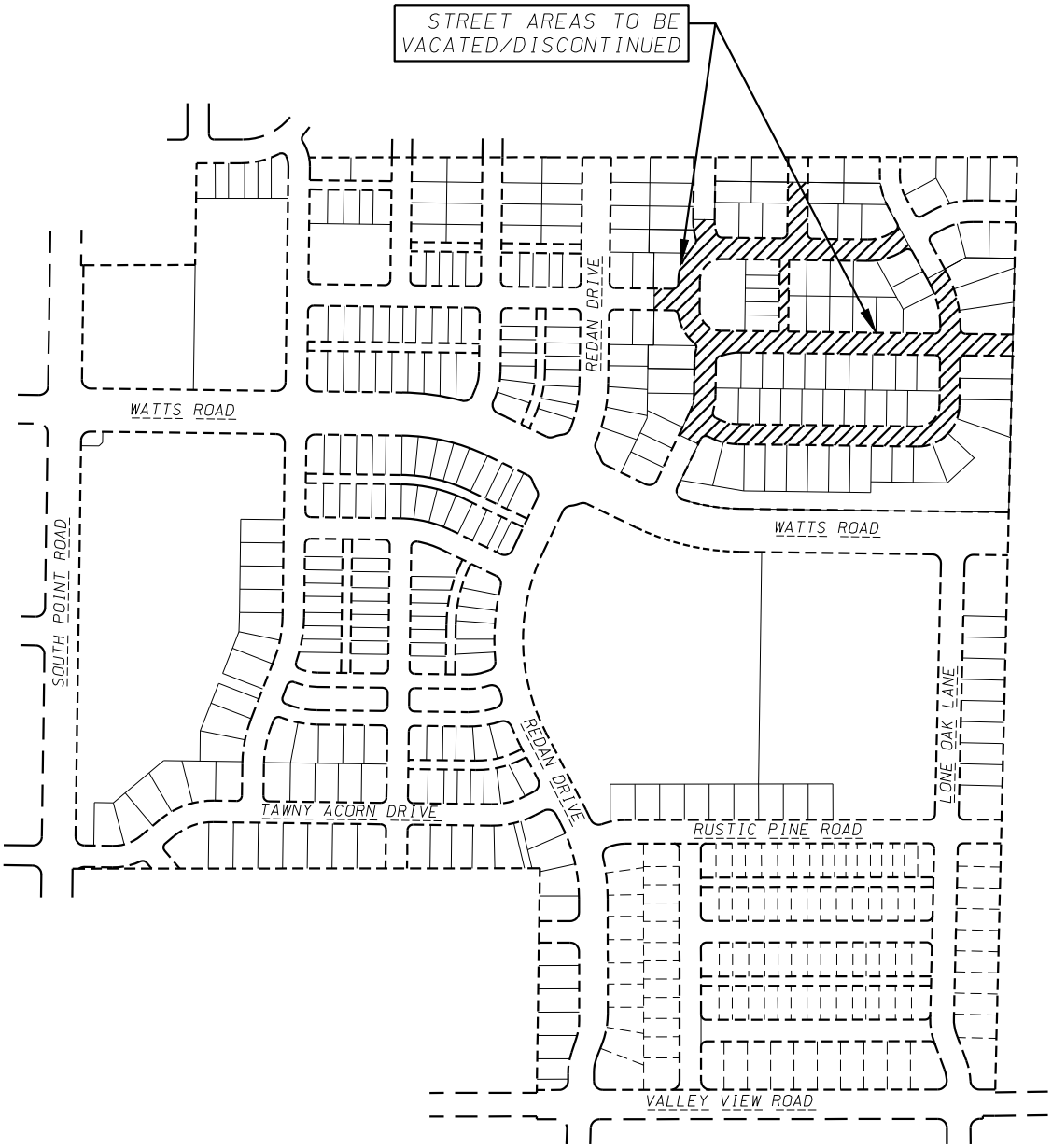
BE IT FURTHER RESOLVED, under Section 66.1005(2), Wisconsin Statutes any other existing easements and rights that exist within the vacated and discontinued public right-of-ways and unpaved public alleys shall continue unless as otherwise provided by statute; and

BE IT FURTHER RESOLVED, under Section 66.1005(1), Wisconsin Statutes, reversionary rights of the public right-of-ways herein vacated and discontinued shall attach to the adjacent properties; and

BE IT FINALLY RESOLVED, upon Common Council adoption of this resolution and completion all street vacation and discontinuance conditions identified above to the satisfaction of the City Engineer, the City Engineer will then authorize the City Clerk to validate and make effective this street vacation and discontinuance by recording it with all supplemental map exhibits with the Dane County Register of Deeds, authorizing all City agencies to administer the appropriate workflows to complete and finalize all land record database updates.

EXHIBIT "A"

PUBLIC RIGHT-OF-WAYS TO BE VACATED AND DISCONTINUED
ACACIA RIDGE



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

0 500

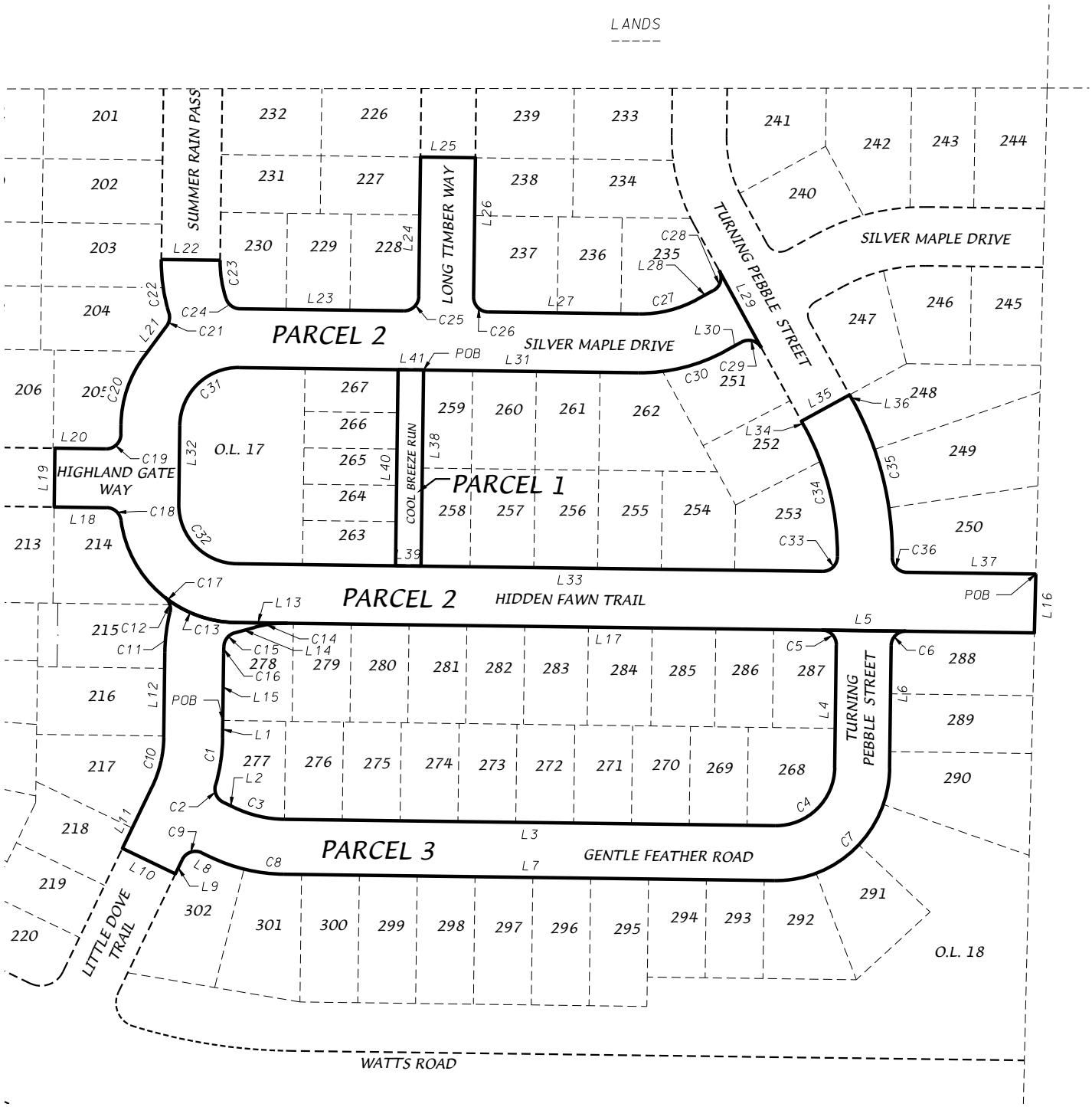
Scale 1" = 500'

SHEET 1 OF 3

DATE: 10-17-23
FN: 23-07-101

EXHIBIT "A"

PUBLIC RIGHT-OF-WAYS TO BE VACATED AND DISCONTINUED
ACACIA RIDGE



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0 150

Scale 1" = 150'

SHEET 2 OF 3

DATE: 10-17-23
FN: 23-07-101

EXHIBIT "A"

PUBLIC RIGHT-OF-WAYS TO BE VACATED AND DISCONTINUED
ACACIA RIDGE

LINE TABLE		
LINE	DIRECTION	LENGTH (FEET)
L1	S00° 43' 08"W	17.85
L2	S64° 15' 23"E	12.13
L3	S89° 15' 33"E	500.57
L4	N00° 44' 27"E	125.00
L5	S89° 15' 33"E	86.00
L6	S00° 44' 27"W	125.00
L7	N89° 15' 33"W	500.57
L8	N64° 15' 23"W	9.42
L9	S25° 44' 37"W	15.99
L10	N64° 15' 23"W	60.00
L11	N25° 44' 37"E	69.61
L12	N00° 43' 08"E	86.55
L13	S89° 15' 33"E	52.40
L14	S74° 33' 45"W	21.07
L15	S00° 43' 08"W	68.70
L16	S01° 20' 36"W	60.00
L17	N89° 15' 33"W	814.51
L18	N89° 15' 33"W	53.44
L19	N00° 44' 27"E	60.00
L20	S89° 15' 33"E	52.00
L21	N36° 38' 17"E	38.36
L22	S89° 15' 33"E	60.00
L23	S89° 15' 33"E	167.27
L24	N00° 44' 27"E	142.00
L25	S89° 15' 33"E	56.00
L26	S00° 44' 27"W	142.00
L27	S89° 15' 33"E	153.89
L28	N61° 19' 43"E	19.04
L29	S28° 40' 17"E	90.00
L30	S61° 19' 43"W	19.04
L31	N89° 15' 33"W	406.89
L32	S00° 44' 27"W	80.00
L33	S89° 15' 33"E	597.49
L34	N28° 40' 17"W	6.89
L35	N61° 19' 43"E	56.00
L36	S28° 40' 17"E	6.89
L37	S89° 15' 33"E	131.64
L38	S00° 44' 27"W	200.00
L39	N89° 15' 29"W	26.00
L40	N00° 44' 27"E	200.00
L41	S89° 15' 33"E	26.00

CURVE TABLE			
CURVE NUMBER	RADIUS (FEET)	CHORD BEARING	CHORD (FEET)
C1	180.00	S08°27'05"W	48.44
C2	15.00	S24°02'10"E	19.37
C3	122.00	S76°45'28"E	52.82
C4	60.00	N45°44'27"E	84.85
C5	15.00	N44°15'33"W	21.21
C6	15.00	S45°44'27"W	21.21
C7	116.00	S45°44'27"W	164.05
C8	178.00	N76°45'28"W	77.06
C9	15.00	S70°44'37"W	21.21
C10	120.00	N13°13'52"E	52.00
C11	180.00	N07°16'36"E	41.12
C12	15.00	N18°57'23"W	16.25
C13	120.00	S70°30'11"E	77.17
C14	120.00	S82°39'06"W	33.77
C15	15.00	S39°21'12"W	17.30
C16	120.00	S02°25'53"W	7.17
C17	120.00	N48°26'34"W	156.87
C18	15.00	N48°26'34"W	19.61
C19	15.00	N45°44'27"E	21.21
C20	120.00	N18°41'22"E	73.96
C21	15.00	N09°53'16"E	13.50
C22	180.00	N08°03'39"W	55.09
C23	120.00	S08°45'50"E	39.63
C24	15.00	S53°45'50"E	17.42
C25	15.00	N45°44'27"E	21.21
C26	15.00	S44°15'33"E	21.21
C27	120.00	N76°02'05"E	60.93
C28	15.00	N16°19'43"E	21.21
C29	15.00	N73°40'17"W	21.21
C30	180.00	S76°02'05"W	91.39
C31	60.00	S45°44'27"W	84.85
C32	60.00	S44°15'33"E	84.85
C33	15.00	N45°32'37"E	21.29
C34	272.00	N14°09'45"W	136.29
C35	328.00	S14°06'47"E	164.90
C36	15.00	S44°24'24"E	21.16

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SHEET 3 OF 3

DATE: 10-17-23
FN: 23-07-101

EXHIBIT "B"
ACACIA RIDGE – STREET VACATION LEGAL DESCRIPTIONS

Parcel 1
Cool Breeze Run, a dedicated public right-of-way within Acacia Ridge, recorded in Volume 61-005B of Plats on pages 21-31 as Document Number 5471585, Dane County Register of Deeds Office, located in the NE1/4 of the SE1/4 of Section 28, TN, R8E, City of Madison, Dane County, Wisconsin to-wit:
Beginning at the Northwest corner of Lot 259, Acacia Ridge; thence S00°44'27"W, 200.00 feet; thence N89°15'33"W, 26.00 feet; thence N00°44'27"E, 200.00 feet; thence S89°15'33"E, 26.00 feet to the point of beginning.
Containing 5,200 square feet.

Parcel 2
Hidden Fawn Trail and portions of Silver Maple Drive, Summer Rain Pass, Long Timber Way, Highland Gate Way and Turning Pebble Street, dedicated public right-of-ways within Acacia Ridge, recorded in Volume 61-005B of Plats on pages 21-31 as Document Number 5471585, Dane County Register of Deeds Office, located in the NE1/4 of the SE1/4 of Section 28, TN, R8E, City of Madison, Dane County, Wisconsin to-wit:
Beginning at the Southeast corner of Lot 250, Acacia Ridge; thence S01°20'36"W, 60.00 feet; thence N89°15'33"W, 814.51 feet to a point of curve; thence Northwesterly along a curve to the right which has a radius of 120.00 feet and a chord which bears N48°26'34"W, 156.87 feet to a point of reverse curve; thence along a curve to the left which has a radius of 15.00 feet and a chord which bears N48°26'34"W, 19.61 feet; thence N89°15'33"W, 53.44 feet; thence N00°44'27"E, 60.00 feet; thence S89°15'33"E, 52.00 feet to a point of curve; thence Northeasterly along a curve to the left which has a radius of 15.00 feet and a chord which bears N45°44'27"E, 21.21 feet; thence N00°44'27"E, 9.64 feet to a point of curve; thence Northeasterly along a curve to the right which has a radius of 120.00 feet and a chord which bears N18°41'22"E, 73.96 feet; thence N36°38'17"E, 38.36 feet to a point of curve; thence Northerly along a curve to the left which has a radius of 15.00 feet and a chord which bears N09°53'16"E, 13.50 feet to a point of reverse curve; thence Northerly along a curve to the right which has a radius of 180.00 feet and a chord which bears N08°03'39"W, 55.09 feet; thence S89°15'33"E, 60.00 feet to a point of curve; thence Southerly along a curve to the left which has a radius of 120.00 feet and a chord which bears S08º45'50"E, 39.63 feet to a point of compound curve; thence Southeasterly along a curve to the left which has a radius of 15.00 feet and a chord which bears S53°45'50"E, 17.42 feet; thence S89°15'33"E, 167.27 feet to a point of curve; thence Northeasterly along a curve to the left which has a radius of 15.00 feet and a chord which bears N45°44'27"E, 21.21 feet; thence N00°44'27"E, 142.00 feet; thence S89°15'33"E, 56.00 feet; thence S00°44'27"W, 142.00 feet to a point of curve; thence Southeasterly along a curve to the left which has a radius of 15.00 feet and a chord which bears S44°15'33"E, 21.21 feet; thence S89°15'33"E, 153.89 feet to a point of curve; thence Northeasterly along a curve to the left which has a radius of 120.00 feet and a chord which bears N76°02'05"E, 60.93 feet; thence N61°19'43"E, 19.04 feet to a point of curve; thence Northeasterly along a curve to the left which has a radius of 15.00 feet and a chord which bears N16°19'43"E, 21.21 feet; thence S28°40'17"E, 90.00 feet to a point of curve; thence Westerly along a curve to the left which has a radius of 15.00 feet and a chord which bears N73°40'17"W, 21.21 feet; thence S61°19'43"W, 19.04 feet to a point of curve; thence Southwesterly along a curve to the right which has a radius of 180.00 feet and a chord which bears S76°02'05"W, 91.39 feet; thence N89°15'33"W, 406.89 feet to a point of curve; thence

Southwesterly along a curve to the left which has a radius of 60.00 feet and a chord which bears S45°44’27”W, 84.85 feet; thence S00°44’27”W, 80.00 feet to a point of curve; thence Southeasterly along a curve to the left which has a radius of 60.00 feet and a chord which bears S44°15’33”E, 84.85 feet; thence S89°15’33”E, 597.49 feet to a point of curve; thence Northeasterly along a curve to the left which has a radius of 15.00 feet and a chord which bears N45°32’37”E, 21.29 feet to a point of compound curve; thence Northwesterly along a curve to the left which has a radius of 272.00 feet and a chord which bears N14°09’45”W, 136.29 feet; thence N28°40’17”W, 6.89 feet; thence N61°19’43”E, 56.00 feet; thence S28°40’17”E, 6.89 feet to a point of curve; thence Southeasterly along a curve to the right which has a radius of 328.00 feet and a chord which bears S14°06’47”E, 164.90 feet to a point of curve; thence Southeasterly along a curve to the left which has a radius of 15.00 feet and a chord which bears S44°24’24”E, 21.16 feet; thence S89°15’33”E, 131.64 feet to the point of beginning.
Containing 128,340 square feet.

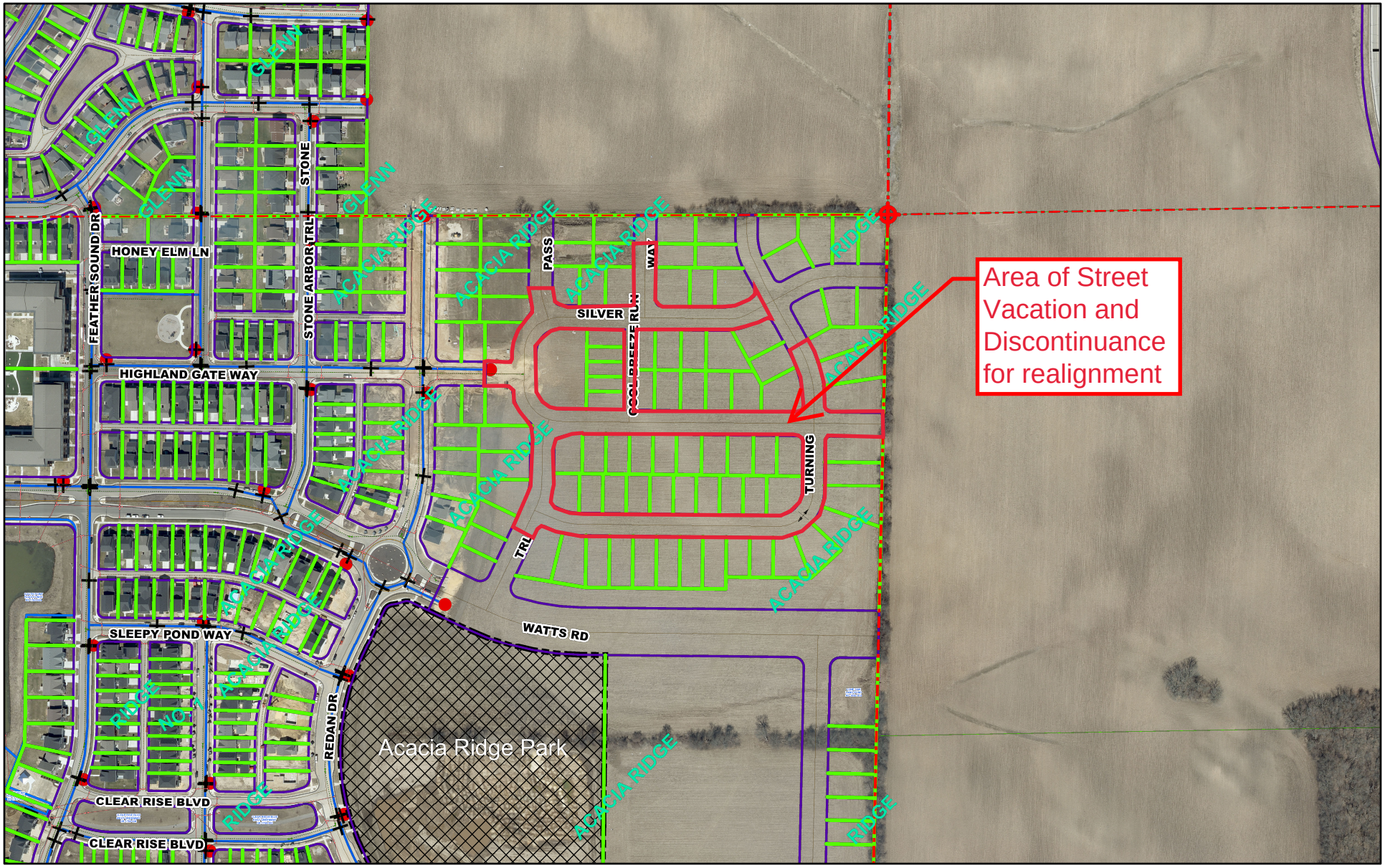
Parcel 3

Gentle Feather Road and portions of Little Dove Trail and Turning Pebble Street, dedicated public right-of-ways within Acacia Ridge, recorded in Volume 61-005B of Plats on pages 21-31 as Document Number 5471585, Dane County Register of Deeds Office, located in the NE1/4 of the SE1/4 of Section 28, TN, R8E, City of Madison, Dane County, Wisconsin to-wit:

Beginning at the Northwest corner of Lot 277, Acacia Ridge; thence S00°43'08"W, 17.85 feet to a point of curve; thence Southeasterly along a curve to the right which has a radius of 180.00 feet and a chord which bears S08°27'05"W, 48.44 feet to a point of reverse curve; thence Southeasterly along a curve to the left which has a radius of 15.00 feet and a chord which bears S24°02'10"E, 19.37 feet; thence S64°15'23"E, 12.13 feet to a point of curve; thence Southeasterly along a curve to the left which has a radius of 122.00 feet and a chord which bears S76°45'28"E, 52.82 feet; thence S89°15'33"E, 500.57 feet to a point of curve; thence Northeasterly along a curve to the left which has a radius of 60.00 feet and a chord which bears N45°44'27"E, 84.85 feet; thence N00°44'27"E, 125.00 feet to a point of curve; thence Northwesterly along a curve to the left which has a radius of 15.00 feet and a chord which bears N44°15'33"W, 21.21 feet; thence S89°15'33"E, 86.00 feet to a point of curve; thence Southwesterly along a curve to the left which has a radius of 15.00 feet and a chord which bears S45°44'27"W, 21.21 feet; thence S00°44'27"W, 125.00 feet to a point of curve; thence Southwesterly along a curve to the right which has a radius of 116.00 feet and a chord which bears S45°44'27"W, 164.05 feet; thence N89°15'33"W, 500.57 feet to a point of curve; thence Northwesterly along a curve to the right which has a radius of 178.00 feet and a chord which bears N76°45'28"W, 77.06 feet; thence N64°15'23"W, 9.42 feet to a point of curve; thence Westerly along a curve to the left which has a radius of 15.00 feet and a chord which bears S70°44'37"W, 21.21 feet; thence S25°44'37"W, 15.99 feet; thence N64°15'23"W, 60.00 feet; thence N25°44'37"E, 69.61 feet to a point of curve; thence Northeasterly along a curve to the left which has a radius of 120.00 feet and a chord which bears N13°13'52"E, 52.00 feet; thence N00°43'08"E, 86.55 feet to a point of curve; thence Northerly along a curve to the right which has a radius of 180.00 feet and a chord which bears N07°16'36"E, 41.12 feet to a point of reverse curve; thence Northwesterly along a curve to the left which has a radius of 15.00 feet and a chord which bears N18°57'23"W, 16.25 feet to a point of curve; thence Southeasterly along a curve to the left which has a radius of 120.00 feet and a chord which bears S70°30'11"E, 77.17 feet; thence S89°15'33"E, 52.40 feet to a point of curve; thence Southwesterly along a curve to the left which has radius of 120.00 feet and a chord which bears S82°39'06"W, 33.77 feet; thence S74°33'45"W, 21.07 feet to a point of curve; thence Southwesterly along a curve to the left which has a radius of 15.00 feet and a chord which bears S39°21'12"W, 17.30 feet to a point of compound curve; thence Southerly along a curve to the left which has a radius of 120.00 feet and a chord which bears S02°25'53"W, 7.17 feet; thence S00°43'08"W, 68.70 feet to the point of beginning.

Containing 64,815 square feet.

Acacia Ridge Street Vacation Areas



10/12/2023, 3:28:19 PM

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0 195 390 780 ft

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City of Madison Engineering, City of Madison IT

Plat_CSM_Lot_Lines
Railroad_ROW_Text
PLSS_SectionLines
PLSS_QuarterSectionLines
PLSS_Corners
Water Lines
MunicipalLimits
Municipal_Limits_Text
Proposed_Or_Reserved_Text
Vacated_ROW_Text

ArcGIS Web AppBuilder

SCL | Geophysical | City of Madison IT | City of Madison Engineering | U.S. Department of Agriculture, Natural Resources Conservation Service | WI Dept. of Natural Resources Division of Water | Na |

City of Madison

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

Master

File Number: 80803

File ID:	80803	**File Type:**	Ordinance	**Status:**	Council Public Hearing
Version:	1	**Reference:**		**Controlling Body:**	PLAN COMMISSION
				File Created Date :	11/13/2023
File Name:	Chapter 28 Clean-Up			**Final Action:**	

Title: Amending various Sections of Chapter 28 of the Madison General Ordinances related to Zoning Codes to fix minor errors.

Notes: 6808Ch28Cleanup2023

		CC Agenda Date:	01/09/2024
		Agenda Number:	11.
Sponsors:	Yannette Figueroa Cole, John W. Duncan And Derek Field	**Effective Date:**	
Attachments:	80803 Body, Zoning Text Memo 12-11-23 Code Cleanup 2023.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	11/13/2023	Michael Haas	Approved as to Form	12/1/2023
1	2	11/15/2023	Ryan Pennington	Approve	12/1/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	11/13/2023	Referred for Introduction				
	Action Text:	This Ordinance was Referred for Introduction					
	Notes:	Plan Commission (Public Hearing - 12/11/23), Common Council (1/9/24)					
1	COMMON COUNCIL	11/21/2023	Refer For Public Hearing	PLAN COMMISSION		12/11/2023	Pass
	Action Text:	A motion was made by Currie, seconded by Figueroa Cole, to Refer For Public Hearing to the PLAN COMMISSION. The motion passed by voice vote/other.					

1	PLAN COMMISSION	12/11/2023	RECOMMEND TO COUNCIL TO ADOPT - PUBLIC HEARING	Pass

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

Notes: On a motion by Alder Duncan, seconded by Sheppard, the Plan Commission found the standards met and recommended approval of the ordinance amendments by voice vote/ other.

Text of Legislative File 80803

Fiscal Note

No City appropriation required.

Title

Amending various Sections of Chapter 28 of the Madison General Ordinances related to Zoning Codes to fix minor errors.

Body

DRAFTER'S ANALYSIS: This proposed ordinance makes several changes to Chapter 28 to clean up Madison's zoning code based on previously adopted edits, grammatical errors and other similar changes. The proposed ordinance does not make substantive changes to the zoning code but instead corrects drafting errors currently found in Chapter 28. For example, this proposed ordinance removes the reference to small engine repair supplemental regulations because they no longer exist in Chapter 28. The following sections are amended:

1. Sec. 28.032, Table 28C-1
2. Sec. 28.033
3. Sec. 28.039
4. Sec. 28.061, Table 28D-2
5. Sec. 28.062, Table 28D-3
6. Sec. 28.066(2)(d)
7. Sec. 28.069
8. Sec. 28.072, Table 28E-2
9. Sec. 28.073
10. Sec. 28.082, Table 28F-1
11. Sec. 28.087(5)(d)
12. Sec. 28.091, Table 28G-1
13. Sec. 28.097(5)(c)2.g.
14. Sec. 28.098(2)(d)
15. Sec. 28.131
16. Sec. 28.151
17. Sec. 28.183(6)(a)6.
18. Sec. 28.211

****

Please see Legistar File No. 80803 Body in Attachments.

Legistar File No. 80308 Body

DRAFTER'S ANALYSIS: This proposed ordinance makes several changes to Chapter 28 to clean up Madison's zoning code based on previously adopted edits, grammatical errors and other similar changes. The proposed ordinance does not make substantive changes to the zoning code but instead corrects drafting errors currently found in Chapter 28. For example, this proposed ordinance removes the reference to small engine repair supplemental regulations because they no longer exist in Chapter 28. The following sections are amended:

1. Sec. 28.032, Table 28C-1
2. Sec. 28.033
3. Sec. 28.039
4. Sec. 28.061, Table 28D-2
5. Sec. 28.062, Table 28D-3
6. Sec. 28.066(2)(d)
7. Sec. 28.069
8. Sec. 28.072, Table 28E-2
9. Sec. 28.073
10. Sec. 28.082, Table 28F-1
11. Sec. 28.087(5)(d)
12. Sec. 28.091, Table 28G-1
13. Sec. 28.097(5)(c)2.g.
14. Sec. 28.098(2)(d)
15. Sec. 28.131
16. Sec. 28.151
17. Sec. 28.183(6)(a)6.
18. Sec. 28.211

****

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

1. Table 28C-1 entitled "Residential Districts" within Section 28.032 entitled "Residential District Uses" of the Madison General Ordinances is amended by amending therein the following:

"**Table 28C-1**

Residential Districts																
	SR-C1	**SR-C2**	**SR-C3**	**SR-V1**	**SR-V2**	**TR-C1**	**TR-C2**	**TR-C3**	**TR-C4**	**TR-V1**	**TR-V2**	**TR-U1**	**TR-U2**	**TR-R**	**TR-P**	**Supplemental Regulations Sec. 28.151**
Residential - Family Living																
Single-family				P	P					P	P	P	P		P	

attached dwelling (3-4 dwelling units)																
Single-family attached dwelling (5-8 dwelling units)				C	P						~~C~~ P	C	P		P”	

2. Table within Section 28.033 entitled “Residential District Building Forms” of the Madison General Ordinances is amended by amending therein the following:

“**Building Form**	**SR-C1**	**SR-C2**	**SR-C3**	**SR-V1**	**SR-V2**	**TR-C1**	**TR-C2**	**TR-C3**	**TR-C4**	**TR-V1**	**TR-V2**	**TR-U1**	**TR-U2**	**TR-R**	**TR-P**
Three-Unit Building				✓	✓				✓	✓	✓	✓	✓		✓”

3. Table entitled “SR-V1 District: Conditional and Nonresidential Uses” of Section 28.039 entitled “SR-V1 District” of the Madison General Ordinances is amended by amending therein the following:

SR-V1 District: Conditional and Nonresidential Uses		
	Single-family attached (5-8 units)	**Nonresidential**
Side Yard Setback	Exterior end ~~wells~~ walls: 6	One-story: 6 Two-story or more: 7

4. Table 28D-2 entitled “Mixed-Use and Commercial Districts” within Section 28.061 entitled “Mixed-Use and Commercial District Uses” of the Madison General Ordinances is amended by amending therein the following:

“**Table 28D-2**

Mixed-Use and Commercial Districts									
	LMX	**NMX**	**TSS**	**MXC**	**CC-T**	**CC**	**RMX**	**THV**	**Supplemental Regulations Sec. 28.151**
Retail Sales and Services									

Small appliance repair	P	P	P	P	P	P	P	P	~~Y~~
Small engine repair			C	C	C	C	C	P	~~Y~~
~~Storage locker (personal)~~	~~P~~	~~P~~	~~P~~	~~P~~	~~P~~	~~P~~	~~P~~		~~Y~~
Transportation									
Taxicab or limousine business, bus business					C				
Civic and Institutional									
Colleges and universities					C	P	P		~~Y~~
Public Utility and Public Service Uses									
Class 2 Collations	P	P	~~C~~ P	P	P	P	P”		

5. Table 28D-3 within Section 28.062 entitled “Mixed-Use and Commercial Districts Building Forms” of the Madison General Ordinances is amended by amending therein the following:

BUILDING FORM	**LMX**	**NMX**	**TSS**	**MXC**	**CC-T**	**CC**	**RMX**
Two-Family Building - Twin or Two Unit		✓	✓		✓		
Three-Unit Buildings		✓	✓		✓		✓
Parking/Liner Buildings			✓	✓	✓	✓	✓

6. Subdivision (d) of Subsection (2) entitled “Standards for Approval of Zoning Map Amendment” of Section 28.066 entitled “Mixed Use Center (MXC) District” of the Madison General Ordinances is amended as follows:

“(d) The MXC District master plan shall not create traffic or parking demands disproportionate to the facilities and improvements designed to meet those demands. ~~In order to determine the impacts of a MXC District, the City Traffic Engineer may require a traffic impact analysis. A Traffic Demand Management (TDM) plan may be required as a way to resolve traffic and parking concerns.~~”

7. Table entitled “Regional Mixed-Use District” within Section 28.069 entitled “Regional Mixed-Use (RMX) District” of the Madison General Ordinances is amended by amending therein the following:

Regional Mixed-Use District	
Side yard setback: Where proposed buildings or abutting buildings have window openings in side wall(s) within 6 feet of lot line	~~One-story: 5~~ ~~Two-story or higher:~~ 6 Lot width <40: 10% lot width

8. Table 28E-1 entitled “Downtown and Urban Districts” within Section 28.072 entitled “Downtown District Uses” of the Madison General Ordinances is amended by amending therein the following:

Downtown and Urban Districts						
	DC	**UOR**	**UMX**	**DR1**	**DR2**	**Supplemental Regulations Sec. 28.151**
Accessory Uses and Structures						
Vehicle access sales and service windows	C		C			Y

9. Table within 28.073 entitled "Downtown District Building Forms" of the Madison General Ordinances is amended by amending therein the following:

	DC	**UOR**	**UMX**	**DR1**	**DR2**
Single-Family Attached		✓	✓	✓	✓
Live/Work Building	✓	✓	✓		

10. Table 28F-1 entitled "Employment Districts" within Section 28.082 entitled "Employment District Uses" of the Madison General Ordinances is amended by amending therein the following:

"**Table 28F-1**

Employment Districts							
	TE	**SE**	**SEC**	**EC**	**IL**	**IG**	**Supplemental Regulations Sec. 28.151**
Transportation Uses							
Taxicab, ~~or~~ limousine, or bus business	C				C	P"	

11. Subsection (5) entitled “Master Plan” of Section 28.087 entitled “Employment Campus District” of the Madison General Ordinances is amended as follows:

“(5) Master Plan.
A master plan for each employment campus shall be prepared as part of any rezoning submittal. The plan must be approved by the Plan Commission and include the following:

(a) A site plan, including:

1. Conceptual plan showing lots and approximate building footprints, parking and service areas.
2. Landscape plan and landscape design standards.
3. Street layout and street design standards.
4. Signage and street graphics standards.
5. Stormwater management plan.

(b) Plan submittal and review procedures for individual sites within the campus.

(c) A parking plan, meeting standards of this chapter for automobile and bicycle parking.

~~(d) A Transportation Demand Management Plan, which must also be approved by the Traffic Engineer. The Plan shall include measurable goals, strategies, and actions to encourage travelers to use alternatives to driving alone, especially at congested times of day. Strategies and actions may include, but are not limited to, carpools and vanpools; public and private transit; promotion of bicycling, walking, and other non-motorized travel; flexible work schedules; and parking management programs to substantially reduce automobile trips. The TDM Plan shall be managed by a property owners' association or other entity acceptable to the Director of the Department of Planning and Community and Economic Development. This association shall provide annual reports on the implementation of the TDM Plan to the Traffic Engineer.~~

12. Table 28G-1 within Section 28.091 entitled “Special District Uses” of the Madison General Ordinances is amended by amending therein the following:

“**Table 28G-1**

	A	**UA**	**CN**	**PR**	**AP**	**MC**	**Supplemental Regulations Sec. 28.151**
Retail Sales and Services							
ATM				P	P		

Bicycle-sharing facility	P	P	P	P	P	P	Y
Farmers' market	C	C		P			Y
Civic and Institutional Uses							
Civic auditorium complex				C			
Cemetery				C			
Community center				C"			

13. Paragraph 2. entitled "Proposed Conditions" of Subdivision (c) entitled "Facilities Plan" of Subsection (5) entitled "Contents of Master Plan" of Section 28.097 entitled "Campus-Institutional District" of the Madison General Ordinances is amended as follows:

"2. Proposed Conditions

a. Future needs/capital improvements.

b. Phasing of proposed improvements.

c. Future land uses and buildings.

d. Building Form (building type, height, bulk, etc.).

e. Landscape treatment.

f. Open-space areas and other open-space uses.

g. Relationship to transportation/access plan (parking, ~~transportation demand management,~~ etc.)."

14. Subdivision (d) of Subsection (2) entitled "Standards for Approval of Zoning Map Amendment" of Section 28.098 entitled "Planned Development District" of the Madison General Ordinances is amended as follows:

"(d) The PD District plan shall not create traffic or parking demands disproportionate to the facilities and improvements designed to meet those demands. ~~A traffic demand management plan may be required as a way to resolve traffic and parking concerns. The Plan shall include measurable goals, strategies, and actions to encourage travelers to use alternatives to driving alone, especially at congested times of day. Strategies and actions may include, but are not limited to, carpools and vanpools; public and private transit; promotion of bicycling, walking and other non-motorized travel; flexible work schedules and parking management programs to substantially reduce automobile trips.~~"

15. Subdivision (f) entitled "Side and Rear Yard Garage Replacement" of Subsection (1) of Section 28.131 entitled "Accessory Buildings and Structures on Lots Used Exclusively for Residential and Mixed-Use Purposes" of the Madison General Ordinances is amended as follows:

"(f) Side and Rear Yard Garage Replacement. A detached garage located in a side or rear yard may be replaced within the existing setbacks provided that:

1. The garage is replaced within one (1) year of demolition.

2. The location and size of the existing or demolished garage shall be verified by the Zoning Administrator.

3. The replaced garage shall not exceed twenty-four (24) feet in length or width.

4. Neither the length, width, nor height of the replaced garage shall be more than two (2) feet greater than the length, width, or height of the demolished garage.

5. No side of the enlarged structure is moved closer to any lot line with which there is a non-conforming setback.

~~6. The replaced garage shall not exceed the maximum size allowed under Sub. (2)(b) above.~~"

16. Section 28.151 entitled "Applicability" of the Madison General Ordinances is amended by amending therein the following:

"Automobile Body Shop, Automobile Sales and Rental, Automobile Service Station, Automobile Repair Station, Convenience Store.

(a) All automobile servicing and repair activities shall be carried on within an enclosed building.

(b) No automobile servicing and repair activities may take place between the hours of 7:00 p.m. and 7:00 a.m. unless all of the building's windows and doors are closed.

(c) A convenience store shall not be located within one thousand nine hundred eighty (1,980) feet distance of three (3) or more existing convenience stores, as measured along the center lines of streets.

(d) The following activities and equipment are allowed outside if located within the rear yard and building envelope, and at least fifty (50) feet from a residential zoning district:

1. Storage of vehicle parts and refuse.

2. Temporary storage of vehicles during repair and pending delivery to the customer.

3. Vacuuming and cleaning.

(e) Outside storage or parking of any disabled, wrecked, or partially dismantled vehicle is not allowed for a period exceeding ten (10) days during any thirty (30) day period.

(f) No building, structure, canopy, gasoline pump, or storage tank shall be located within twenty-five (25) feet of a residential zoning district. In the NMX, DC, UMX and TSS Districts, this requirement may be modified as part of the conditional use approval so that pump islands are located in front of the building if provides more effective circulation, aesthetics or buffering of neighboring uses.

~~(g) In the NMX, DC, UMX and TSS Districts, the requirement in (g) above, may be modified as part of the conditional use approval so that pump islands are located in front of the building if provides more effective circulation, aesthetics or buffering of neighboring uses.~~"

"Clinic-Health.

(a) In the IL Districts, Clinic-Health uses shall not exceed five thousand (5,000) square feet in floor area.

~~(b)~~ ~~For uses established in employment districts, the applicant shall submit a Transportation Demand Management plan to be approved by the Traffic Engineer and Madison Metro Transit Manager, to be kept on file with the Zoning Administrator.~~"

"~~Colleges and Universities. For uses established in employment districts and commercial and mixed-use districts, the applicant shall submit a Traffic Demand Management plan to be approved by the Traffic Engineer and to be kept on file with the Zoning Administrator.~~"

"Physical, Occupational, or Massage Therapy.

(a) In the IL Districts, Physical, Occupational, or Massage Therapy uses shall not exceed five thousand (5,000) square feet in floor area.

~~(b)~~ ~~For uses established in employment districts, the applicant shall submit a Transportation Demand Management plan to be approved by the Traffic Engineer and Madison Metro Transit Manager, to be kept on file with the Zoning Administrator.~~"

"School, Arts, Technical or Trade.

(a) A facility established after the effective date of this ordinance within a predominantly residential or mixed-use area shall have vehicular access to a collector or higher classification street.

(b) Where the use is conditional, an appropriate transition area between the use and adjacent property may be required, using landscaping, screening, and other site improvements consistent with the character of the neighborhood.

(c) With the exception of facilities located in industrial districts, all activities shall occur within enclosed buildings.

~~(d)~~ ~~For uses established in employment districts, the applicant shall submit a Traffic Demand Management plan to be approved by the Traffic Engineer and to be kept on file with the Zoning Administrator.~~"

17. Paragraph 6. of Subdivision (a) of Subsection (6) entitled "Approval Standards" of Section 28.183 entitled "Conditional Uses" of the Madison General Ordinances is repealed.

18. Paragraphs 7. through 17. of Section Subdivision (a) of Subsection (6) entitled "Approval Standards" of Section 28.183 entitled "Conditional Uses" of the Madison General Ordinances are hereby renumbered to 6. through 16., respectively.

19. Section 28.211 entitled "Definitions" of the Madison General Ordinances is amended by amending therein the following:

"Cemetery. Any land, including any mausoleum on the land, that is used for the burial of human remains."

"Taxicab, ~~or~~ Limousine, or Bus Business. A service which offers transportation in passenger automobiles, ~~and~~ vans, or busses to persons including those who have a disability in

return for remuneration. The business may include facilities for dispatching, servicing, repairing, and fueling the taxicabs, ~~or~~ vans or busses."

"~~Transportation Demand Management (TDM). Measures, including but not limited to carpooling, vanpooling, public transit bicycling, walking, telecommuting, and compressed or deviated work schedules, that reduce individual vehicle trips and promote alternatives to single occupant vehicle use especially at peak commuting times.~~"

"~~Transportation Management Association. A membership group of owners and/or tenants of residences or places of employment within close proximity that provides support and administration for a Transportation Demand Management program operated for the benefit of its members.~~"

EDITOR'S NOTE:

Paragraph 6. of Subdivision (a) of Subsection (6) entitled "Approval Standards" of Section 28.183 entitled "Conditional Uses" of the Madison General Ordinances currently reads as follows:

> "6. Measures, which may include transportation demand management (TDM) and participation in a transportation management association have been or will be taken to provide adequate ingress and egress, including all off-site improvements, so designed as to minimize traffic congestion and to ensure public safety and adequate traffic flow, both on-site and on the public streets."

PLANNING DIVISION STAFF REPORT

December 11, 2023

PREPARED FOR THE PLAN COMMISSION

Proposal: **Zoning Text Amendment**

Legistar File ID #: 80803 (Fix Minor Errors)

Prepared By: Planning and Zoning Staff

80803 – This amendment is a series of clean up type changes throughout the zoning code. The proposed ordinance does not make substantive changes to the zoning code but instead corrects errors currently found in Chapter 28. It includes corrections to past drafting oversights, typos, and similar changes. This list summarizes the proposed changes:

1) 28.032, Table 28 C-1, Make single family attached dwelling (3-4 dwelling units) a permitted use in the TR-P district. Single family attached dwelling (5-8 dwelling units) and single family attached dwelling (>8 dwelling units) are permitted in the TR-P district so it appears not allowing single family attached dwelling (3-4 dwelling units) was a drafting error.
2) 28.032 Table 28 C-1, Make single family attached dwelling (5-8) dwelling units a permitted use in the TR-V2 district. Single family attached up to eight units is already listed as a permitted use in TR-V2 under 28.048 (2). This change will correct this drafting error.
3) 28.033 Residential District Building Forms Chart – Add check mark for "three-unit building" building form for TR-U1, TR-U2 and TR-P. Three-unit dwellings are allowed in these districts, but the building form appears to have been missed.
4) 28.039 – Fix typo from "wells" to "walls."
5) 28.061 Table 28D-2, Remove "Y" under Supplemental Regulations column for "Small appliance repair." There is no supplemental regulation for this use.
6) 28.061 Table 28D-2, Remove "Y" under Supplemental Regulations column for "Small engine repair." There is no supplemental regulation for this use.
7) 28.061 Table 28D-2 – Remove "Storage locker (personal)" use under Retail Sales and Services because the use is listed twice in the use table.
8) Add "bus business" use to "taxicab or limousine business" use throughout Chapter 28. The use was in our pre-2013 zoning code and appears to have been inadvertently not included in the new code.
    a. 28.061 Table 28D-2
    b. 28.082 Table 28F-1
    c. 28.0211 – Add to definition
9) 28.061 Table 28D-2, Remove "Y" under Supplemental Regulations column for "Colleges and universities." The only Supplemental regulation is about Transportation Demand Management Plans and is being removed. The City started a TDM program in summer 2023. The program is in Chapter 16 and administered by Traffic Engineering.
10) 28.061 Table 28D-2, "Class 2 Collocations" change from C to P in TSS district. The State has set a very high bar for us to deny a collocation. All other districts have this use as a permitted use. It appears TSS was missed.

11) 28.062 Table 28D-3 Mixed Use and Commercial Building Forms, Add "Three-Unit Building" as a row item. Three-unit buildings are allowed as a conditional use in some Mixed-use and Commercial Districts and a permitted use in RMX, but the building form is missing from the chart.

12) 28.066(2)(d) Remove TDM language. The City started a TDM program in summer 2023. The program is in Chapter 16 and administered by Traffic Engineering.

13) 28.069 RMX district – Remove different side yard setback for one-story buildings because the code requires all buildings in the district to be two-story.

14) 28.072 Table 28E-2 – Add "windows" to "Vehicle access sales and service" use. This corrects a typo.

15) 28.073 Downtown Building Forms, Add checks for "Single-Family Attached" and "Live/Work Building" as allowable building forms in the zoning districts where these uses, and therefore forms, are allowed. This was missed with previous code changes.

16) 28.087(5)(d) Remove TDM reference. The City started a TDM program in summer 2023. The program is in Chapter 16 and administered by Traffic Engineering.

17) 28.091 Table 28G-1, Add "Bicycle-sharing facility" as a permitted use in all Special Districts. It's a permitted use in all other zoning districts but was inadvertently missed for Special Districts when the use was added to the code.

18) 28.091 Table 28G-1, Add "Cemetery" as a conditional use in the Parks and Recreation (PR) district. Most cemeteries are located within the Conservancy (CN) district where is it not an allowed use. PR is a more appropriate district for the use. Adding the use to PR will allow cemeteries to rezone to the district if needed in the future.

19) 28.097(5)(c)2.g. Remove TDM reference. Covered by TDM Program.

20) 28.098(2)(d) Remove TDM reference. Covered by TDM Program.

21) 28.131 – Remove 28.131(1)(f)6. The reference is to a part of the code that no longer exists.

22) 28.151 Supplemental Regulations for "Automobile Body Shop, Automobile Sales and Rental, Automobile Service Station, Automobile Repair Station, Convenience Store." The supplemental regulation under (g) references a part of the code that no longer exists. Combine supplemental regulations under one sub so that the reference to (g) is no longer needed.

23) 28.151 Supplemental Regulations. Edits to remove references to TDM in supplemental regulations for:

    a. Clinic-Health

    b. Colleges and Universities

    c. Physical, Occupational, or Massage Therapy

    d. School, Arts, Technical or Trade

24) 28.183(6)(a)6. Remove TDM reference. Covered by TDM Program. Renumber subsequent subsections.

25) 28.211 Definitions – add definition for "Cemetery."

26) 28.211 – Remove definitions for “Transportation Demand Management” and “Transportation Management Association.” Covered by TDM Program.

Staff supports this amendment.

City of Madison

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

Master

File Number: 80828

File ID:	80828	**File Type:**	Ordinance	**Status:**	Council Public Hearing
Version:	1	**Reference:**		**Controlling Body:**	PLAN COMMISSION
				File Created Date :	11/14/2023
File Name:	State Street Rezoning			**Final Action:**	

Title: Creating Section 28.022-00660 of the Madison General Ordinances to change the zoning of property located at 118 State Street from PD (Planned Development) District to DC (Downtown Core) District. (District 4)

Notes: 6820StateStRz

		CC Agenda Date:	01/09/2024
		Agenda Number:	12.
Sponsors:	Planning Division	**Effective Date:**	
Attachments:	80828-118 State Street.pdf, Link to Cond Use File 80432	**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	11/15/2023	Michael Haas	Approved as to Form	12/5/2023
1	2	11/15/2023	Maggie McClain	Approve	12/5/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	11/14/2023	Referred for Introduction				
	Action Text:	This Ordinance was Referred for Introduction					
	Notes:	Plan Commission (Public Hearing - 12/11/23), Common Council (1/9/24)					
1	COMMON COUNCIL	11/21/2023	Refer For Public Hearing	PLAN COMMISSION		12/11/2023	Pass
	Action Text:	A motion was made by Currie, seconded by Figueroa Cole, to Refer For Public Hearing to the PLAN COMMISSION. The motion passed by voice vote/other.					

1	PLAN COMMISSION	12/11/2023	RECOMMEND TO COUNCIL TO ADOPT - PUBLIC HEARING	Pass

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

Notes: On a motion by Alder Duncan, seconded by Sheppard, the Plan Commission found the standards met and recommended approval of the zoning map amendment to the Common Council. The motion to recommend approval passed by voice vote/ other.

Text of Legislative File 80828

Fiscal Note

No City appropriation required.

Title

Creating Section 28.022-00660 of the Madison General Ordinances to change the zoning of property located at 118 State Street from PD (Planned Development) District to DC (Downtown Core) District. (District 4)

Body

DRAFTER'S ANALYSIS: This ordinance amendment rezones property located at 118 State Street from PD (Planned Development) District to DC (Downtown Core) District to allow conversion of building into nightclub.

****

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

1. Map Amendment 00660 of Section 28.022 of the Madison General Ordinances is hereby created to read as follows:

“28.022-00660. The following described property is hereby rezoned to DC (Downtown Core) District.

Part of Lots 2 and 3,Block 77, Original (Prichette) Plat of Madison, City of Madison, Dane County, Wisconsin, more particularly described as follows: Commencing at the Easternmost Corner of said Block 77 on the North Line of State Street; thence Westerly 136.5 feet west along said North line to the Point of Beginning; thence North at Right Angles to State Street, 60 feet; thence East parallel with State Street 3.5 feet; thence Northeasterly at right angles to N Carroll Street, 50 feet, more or less, to the Southwest line of N Carroll Street; thence Northwesterly along the right of way of N Carroll Street, 37.5 feet; thence Southwesterly at right angles to N Carroll Street, 52 feet; thence Southeasterly parallel to N Carroll Street, 20 feet; thence Southwesterly at right angles to N Carroll Street, 15 feet; thence South at right angles to State Street, 60 feet to the North line of State Street; thence Easterly along the right of way of State Street, 20.5 feet, more or less, to the Point of Beginning. Said described parcel contains 3,294 square feet, more or less.”

REQUEST FOR AMENDMENT TO THE MADISON GENERAL ORDINANCES

TO: Michael R. Haas, City Attorney

Proposed/Current Section No. _____

Amendment: x
Repeal: _____
Creation: _____

FROM: Tim Parks, Planning Division

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: 21 November 2023

Referral(s): Plan Commission: 11 December 2023; Common Council: 9 January 2024

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 118 State Street Alder District 4

From PD District To DC District

Proposed Use: Rezone property to allow conversion of building into nightclub

By Direction Of: _____ Date: 14 November 2023

City of Madison

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

Master

File Number: 80829

File ID:	80829	**File Type:**	Ordinance	**Status:**	Council Public Hearing
Version:	1	**Reference:**		**Controlling Body:**	PLAN COMMISSION
				File Created Date :	11/14/2023
File Name:	South Mills Street Rezoning			**Final Action:**	

Title: Creating Section 28.022-00661 of the Madison General Ordinances to change the zoning of property located at 29 South Mills Street from CI (Campus Institutional) District to TSS (Traditional Shopping Street) District. (District 13)

Notes: 6821SMillsStRz

		CC Agenda Date:	01/09/2024
		Agenda Number:	13.
Sponsors:	Planning Division	**Effective Date:**	
Attachments:	29 S Mills Street.pdf, Link to Demo ID 80430, Link to Cond Use ID 80431, Alder Evers Comments 12-11-23.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	11/15/2023	Michael Haas	Approved as to Form	12/5/2023
1	2	11/15/2023	Maggie McClain	Approve	12/5/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	11/14/2023	Referred for Introduction				
	Action Text:	This Ordinance was Referred for Introduction					
	Notes:	Plan Commission (Public Hearing - 12/11/23), Common Council (1/9/24)					
1	COMMON COUNCIL	11/21/2023	Refer For Public Hearing	PLAN COMMISSION		12/11/2023	Pass
	Action Text:	A motion was made by Currie, seconded by Figueroa Cole, to Refer For Public Hearing to the PLAN COMMISSION. The motion passed by voice vote/other.					

1	PLAN COMMISSION	12/11/2023	RECOMMEND TO COUNCIL TO ADOPT - PUBLIC HEARING	Pass

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

Notes: On a motion by Alder Duncan, seconded by Sheppard, the Plan Commission found the standards met and recommended approval of the zoning map amendment to the Common Council. The motion to recommend approval passed by voice vote/ other.

Text of Legislative File 80829

Fiscal Note

No City appropriation required.

Title

Creating Section 28.022-00661 of the Madison General Ordinances to change the zoning of property located at 29 South Mills Street from CI (Campus Institutional) District to TSS (Traditional Shopping Street) District. (District 13)

Body

DRAFTER'S ANALYSIS: This ordinance amendment rezones property located at 29 South Mills Street from CI (Campus Institutional) District to TSS (Traditional Shopping Street) District to allow redevelopment of Neighborhood House with mixed-use development.

****

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

1. Map Amendment 00661 of Section 28.022 of the Madison General Ordinances is hereby created to read as follows:

“28.022-00661. The following described property is hereby rezoned to TSS (Traditional Shopping Street) District.

Lot 1, Triangle Plat, City of Madison, Dane County, Wisconsin. Said parcel contains 28,431 square feet (0.65 acres)”

REQUEST FOR AMENDMENT TO THE MADISON GENERAL ORDINANCES

TO: Michael R. Haas, City Attorney

Proposed/Current Section No. _____

Amendment: x
Repeal: _____
Creation: _____

FROM: Tim Parks, Planning Division

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: 21 November 2023

Referral(s): Plan Commission: 11 December 2023; Common Council: 9 January 2024

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 29 S Mills Street Alder District 13

From CI District To TSS District

Proposed Use: Rezoning to allow redevelopment of Neighborhood House with mixed-use development

By Direction Of: _____ Date: 14 November 2023

From:	Evers, Tag
To:	Plan Commission Comments
Subject:	29 S. Mills St
Date:	Monday, December 11, 2023 5:11:42 PM

Dear Plan Commissioners,

My apologies for the late comment.

I fully support the proposed approval of rezoning from CI to TSS, Demolition Permit, and Conditional Use to demolish the current Neighborhood House community center to construct a six-story mixed-use building containing a 16.300 square foot community center and 60 apartments.

I humbly request your support for this critically-important project.

Thank you.

Tag

Tag Evers

DISTRICT 13 ALDER
CITY OF MADISON
(608) 424-2580
district13@cityofmadison.com

Subscribe to my blog at www.cityofmadison.com/council/district13/blog

City of Madison

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

Master

File Number: 80830

File ID:	80830	**File Type:**	Ordinance	**Status:**	Items Referred
Version:	1	**Reference:**		**Controlling Body:**	PLAN COMMISSION
				File Created Date :	11/14/2023
File Name:	Sherman Avenue Wheeler Road Rezoning			**Final Action:**	

Title: Creating Section 28.022-00662 of the Madison General Ordinances to change the zoning of property located at 5001-5105 North Sherman Avenue and 1904 Wheeler Road from A (Agricultural) District and SR-C1 (Suburban Residential-Consistent 1) District to PR (Parks and Recreation) District. (District 18)

Notes: 6822NShermanWheelerRz

		CC Agenda Date:	11/21/2023
		Agenda Number:	14.
Sponsors:	Planning Division	**Effective Date:**	
Attachments:	5001-5105 N Sherman Ave.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	11/15/2023	Michael Haas	Approved as to Form	12/5/2023
1	2	11/15/2023	Maggie McClain	Approve	12/5/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	11/14/2023	Referred for Introduction				
	Action Text:	This Ordinance was Referred for Introduction					
	Notes:	Plan Commission (Public Hearing - 12/11/23), Common Council (1/9/24)					
1	COMMON COUNCIL	11/21/2023	Refer For Public Hearing	PLAN COMMISSION			Pass
	Action Text:	A motion was made by Currie, seconded by Figueroa Cole, to Refer For Public Hearing to the PLAN COMMISSION. The motion passed by voice vote/other.					
1	PLAN COMMISSION	12/11/2023	Refer	PLAN COMMISSION			Pass

Action Text: A motion was made by Duncan, seconded by Sheppard, to Refer to the PLAN COMMISSION. The motion passed by voice vote/other.

Notes: On a motion by Alder Duncan, seconded by Sheppard, the Plan Commission referred the zoning map amendment to a future meeting (no date specified). The motion passed by voice vote/other.

Text of Legislative File 80830

Fiscal Note

No City appropriation required.

Title

Creating Section 28.022-00662 of the Madison General Ordinances to change the zoning of property located at 5001-5105 North Sherman Avenue and 1904 Wheeler Road from A (Agricultural) District and SR-C1 (Suburban Residential-Consistent 1) District to PR (Parks and Recreation) District. (District 18)

Body

DRAFTER'S ANALYSIS: This ordinance amendment rezones property located at 5001-5105 North Sherman Avenue and 1904 Wheeler Road from A (Agricultural) District and SR-C1 (Suburban Residential-Consistent 1) District to PR (Parks and Recreation) District to allow reconstruction and expansion of a golf driving range (outdoor recreation).

****

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

1. Map Amendment 00661 of Section 28.022 of the Madison General Ordinances is hereby created to read as follows:

“28.022-00662. The following described property is hereby rezoned to PR (Parks and Recreation) District.

Lot 1, Certified Survey Map 14762, and other lands in the Northwest 1/4 of the Northwest 1/4 and the Northeast 1/4 of the Northwest 1/4, Section 19; and the Southwest 1/4 of the Southwest 1/4, Section 18; all in T8N, R10E, City of Madison, Dane County, Wisconsin, more particularly described as follows:
Commencing at the Northwest Corner of said Section 19; thence S87°28'22"E, 33.00 feet to the East right of way line of N Sherman Avenue and the Point of Beginning; thence N02°04'54"E, 150.40 feet along said East right of way; thence S85°42'49"E, 268.85 feet; thence S04°09'41"W, 343.33 feet; thence S78°11'48"E, 236.52 feet; thence S88°59'56"E, 209.33 feet; thence S00°24'16"E, 33.01 feet; thence N89°35'44"E, 163.01 feet; thence S00°24'16"E, 71.32 feet; thence S29°09'44"E, 312.42 feet; thence S70°52'07"E, 82.51 feet; thence S13°18'14"W, 116.08 feet; thence S02°01'24"E, 366.97 feet; thence S82°13'40"E, 245.82 feet; thence S02°20'37"E, 191.57 feet to the North right of way line of Wheeler Road; thence N88°48'14"W, 947.23 feet along said North right of way line; thence N02°08'44"E, 982.67 feet; thence N75°23'10"W, 325.90 feet; thence N88°59'52"W, 105.65 feet to the East right of way line of N Sherman Avenue; thence N02°02'33"E, 286.01 feet along said East right-of-way line to the Point of Beginning; Said described parcel contains 857,038 square feet, or 19.675 acres.”

REQUEST FOR AMENDMENT TO THE MADISON GENERAL ORDINANCES

TO: Michael R. Haas, City Attorney

Proposed/Current Section No. _____

Amendment: x
Repeal: _____
Creation: _____

FROM: Tim Parks, Planning Division

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: 21 November 2023

Referral(s): Plan Commission: 11 December 2023; Common Council: 9 January 2024

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 5001-5105 N Sherman Avenue and 1904 Wheeler Road Alder District 18

From A and SR-C1 District To PR District

Proposed Use: Create two lots by CSM to allow reconstruction and expansion of a golf driving range (outdoor recreation) on proposed Lot 2, with existing place of worship on proposed Lot 1

By Direction Of: _____ Date: 14 November 2023

City of Madison

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

Master

File Number: 81263

File ID:	81263	**File Type:**	Petition	**Status:**	Introduced to Common Council
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	12/12/2023
File Name:	Attachment - Marty Century Farm, Town of Middleton			**Final Action:**	

Title: Petition received in the Madison City Clerk's Office on December 11, 2023 regarding attachment from the Town of Middleton to the City of Madison.

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	15.
Sponsors:		**Effective Date:**	
Attachments:	Attachment Petition	**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	12/12/2023	Referred for Introduction				
	Action Text:	This Petition was Referred for Introduction					
	Notes:	Common Council (1/23/24)					

Text of Legislative File 81263

Title

Petition received in the Madison City Clerk's Office on December 11, 2023 regarding attachment from the Town of Middleton to the City of Madison.

RECEIVED
DEC 11 2023
MADISON CITY CLERK

PETITION FOR ATTACHMENT
BY UNANIMOUS CONSENT
(Wis. Stat. § 66.0307)

TO: CITY OF MADISON
Attn: City Clerk
210 MARTIN LUTHER KING JR. BLVD,
RM 103
MADISON, WI 53703

TOWN OF MIDDLETON
Attn: Town Clerk
7555 West Old Sauk Road
Verona, WI 53593

Pursuant to Section 12.01 of the September 29, 2003, FINAL CITY OF MADISON AND TOWN OF MIDDLETON COOPERATIVE PLAN, the undersigned petitions the City of Madison for attachment as follows:

1. The undersigned are all the owners of the real property located within the territory described in the attached Exhibit A (the "Territory").
2. The undersigned unanimously petition the Common Council of the City of Madison, a municipal corporation located in Dane County, Wisconsin, to attach the Territory from the Town of Middleton to the City of Madison.
3. A scale map of the Territory to be attached as Exhibit B.
4. The tax parcel affected by the attachment is 038/0708-354-9030-9.
5. The area of the Territory is 1,748,578 square feet, 40.142 acres, or 0.06272 square miles.
6. The current population is zero.
7. The number of electors is zero.
8. There are no dwellings.
9. The undersigned states and affirms its unanimous approval of the proposed attachment.

MARTY CENTURY FARM FAMILY LIMITED PARTNERSHIP

By: Ronald R Marty
Name: Ronald R Marty
Title: General Partner

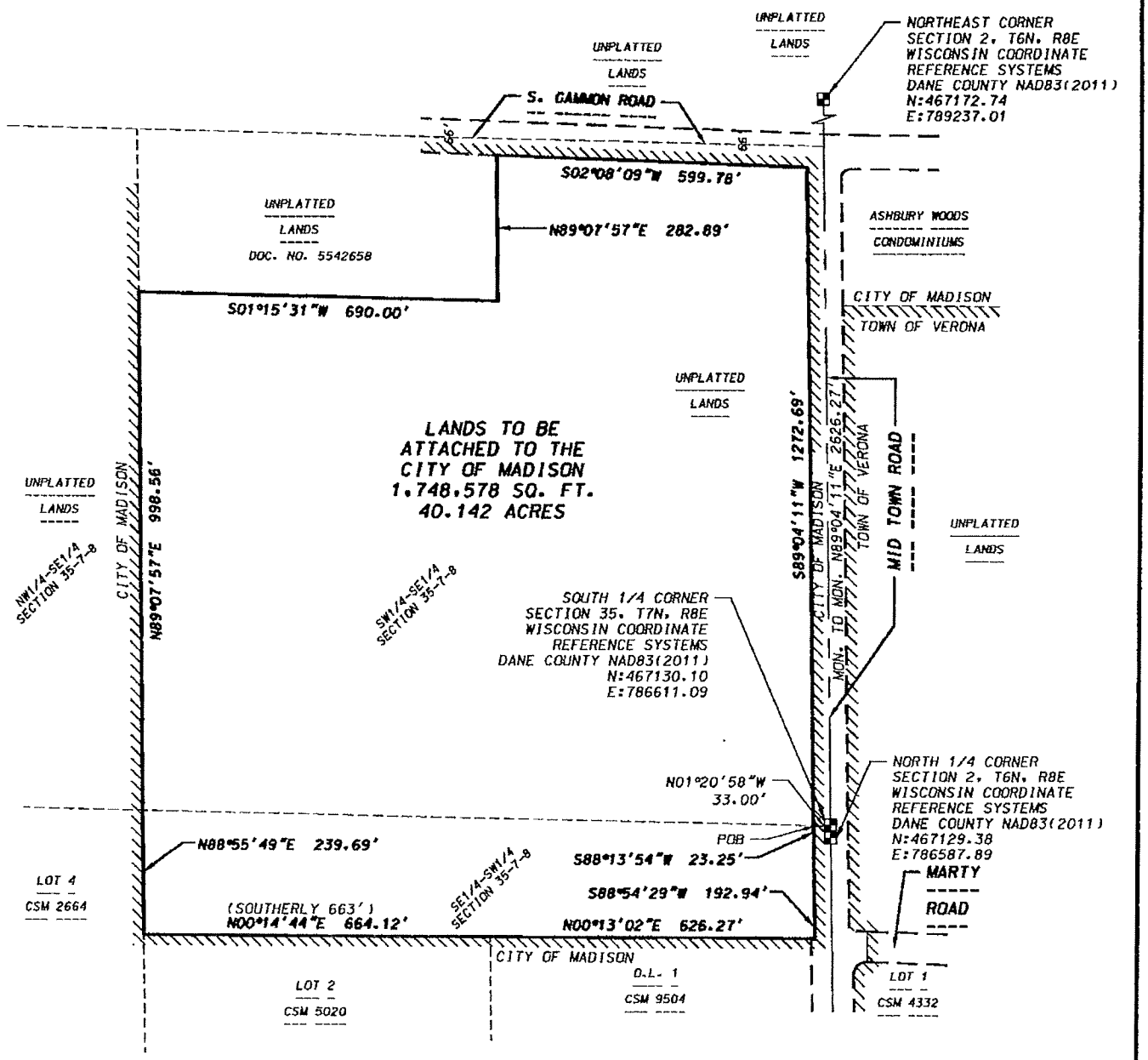
Date: 10/13/2023

EXHIBIT "A"

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

A parcel of land located in the SW1/4 of the SE1/4 and the SE1/4 of the SW1/4 of Section 35, T7N, R8E, Town of Middleton, Dane County, Wisconsin to-wit:
Commencing at the South 1/4 corner of said Section 35; thence N01°20'58"W, 33.00 feet to a point on the North right-of-way line of Mid Town Road and the existing corporate limits of the City of Madison, also being the point of beginning; thence S88°13'54"W, 23.25 feet along said North right-of-way line and corporate limits; thence S88°54'29"W, 192.94 feet along said North right-of-way line and corporate limits to the Southeast corner of Outlot 1, Certified Survey Map No. 9504; thence N00°13'02"E, 626.27 feet along the East line of said Outlot 1 and corporate limits to the Northeast corner of said Outlot 1; thence N00°14'44"E, 664.12 feet along the East line of Lot 2, Certified Survey Map No. 5020 and said corporate limits; thence N88°55'49"E, 239.69 feet along the South line of Lot 4, Certified Survey Map No. 2664 and the North line of the said SE1/4 of the SW1/4 said corporate limits; thence N89°07'57"E, 998.56 feet along the North line of the said SW1/4 of the SE1/4 said corporate limits; thence S01°15'31"W, 690.00 feet; thence N89°07'57"E, 282.89 feet to a point on the West right-of-way line of S. Gammon Road and said corporate limits; thence S02°08'09"W, 599.78 feet along said West right-of-way line and corporate limits to a point on the North right-of-way line of Mid Town Road; thence S89°04'11"W, 1272.69 feet along said North right-of-way line and corporate limits to the point of beginning. Containing 40.142 acres.

EXHIBIT "B"
LANDS TO BE ATTACHED TO THE CITY OF MADISON
SCALE MAP



LEGEND

EXISTING CORPORATE LIMITS OF THE CITY OF MADISON

GRID NORTH
WISCONSIN COUNTY COORDINATE SYSTEM (DANE ZONE)
THE SOUTH LINE OF THE SE1/4 OF SECTION 35, T7N, R8E
BEARS S89°04'11"E

0 300

Scale 1" = 300'

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: 10-06-23

F.N.: 23-07-109

City of Madison

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

Master

File Number: 81280

File ID:	81280	**File Type:**	Petition	**Status:**	Introduced to Common Council
Version:	1	**Reference:**		**Controlling Body:**	Clerk's Office
				File Created Date :	12/14/2023
File Name:	Annexation- Cherokee Park (golf course and clubhouse), Town of Westport			**Final Action:**	

Title: Petition received in the Madison City Clerk's Office on December 14, 2023 regarding annexation from the Town of Westport to the City of Madison.

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	16.
Sponsors:		**Effective Date:**	
Attachments:	Annexation Petition_12-14-23, Amended Petition_01-04-24	**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	12/14/2023	Referred for Introduction				
	Action Text:	This Petition was Referred for Introduction					
	Notes:	Common Council (1/23/24)					

Text of Legislative File 81280

Title

Petition received in the Madison City Clerk's Office on December 14, 2023 regarding annexation from the Town of Westport to the City of Madison.

PETITION FOR DIRECT ANNEXATION

Pursuant to Wis. Stat. § 66.0217(2), the undersigned, being the owners of all of the lands both in area and assessed valuation, and there being no electors within the territories which are shown on the scale maps attached hereto as Exhibit A, and legally described on the attached Exhibit B, do hereby petition to annex said territory from the Town of Westport, Dane County, Wisconsin, to the City of Madison, Dane County, Wisconsin, with such annexation to be effective on January 31, 2024. The population of said territory is zero (0) and there are zero (0) electors residing within the territory.

Upon annexation to the City of Madison, the City of Madison may designate a temporary zoning classification which is consistent with the City of Madison Zoning code.

	PROPERTY OWNER	ELECTOR
By: _____	X	

Dennis Tiziani, President
Cherokee Park, Inc.
13 Cherokee Circle
Madison, WI 53704

Date: December 5, 2023

4895-0043-0363

RECEIVED
DEC 14 2023
MADISON CITY CLERK

Prepared for:
Cherokee Park, Inc.
5000 N. Sherman Ave.
Madison, WI 53704

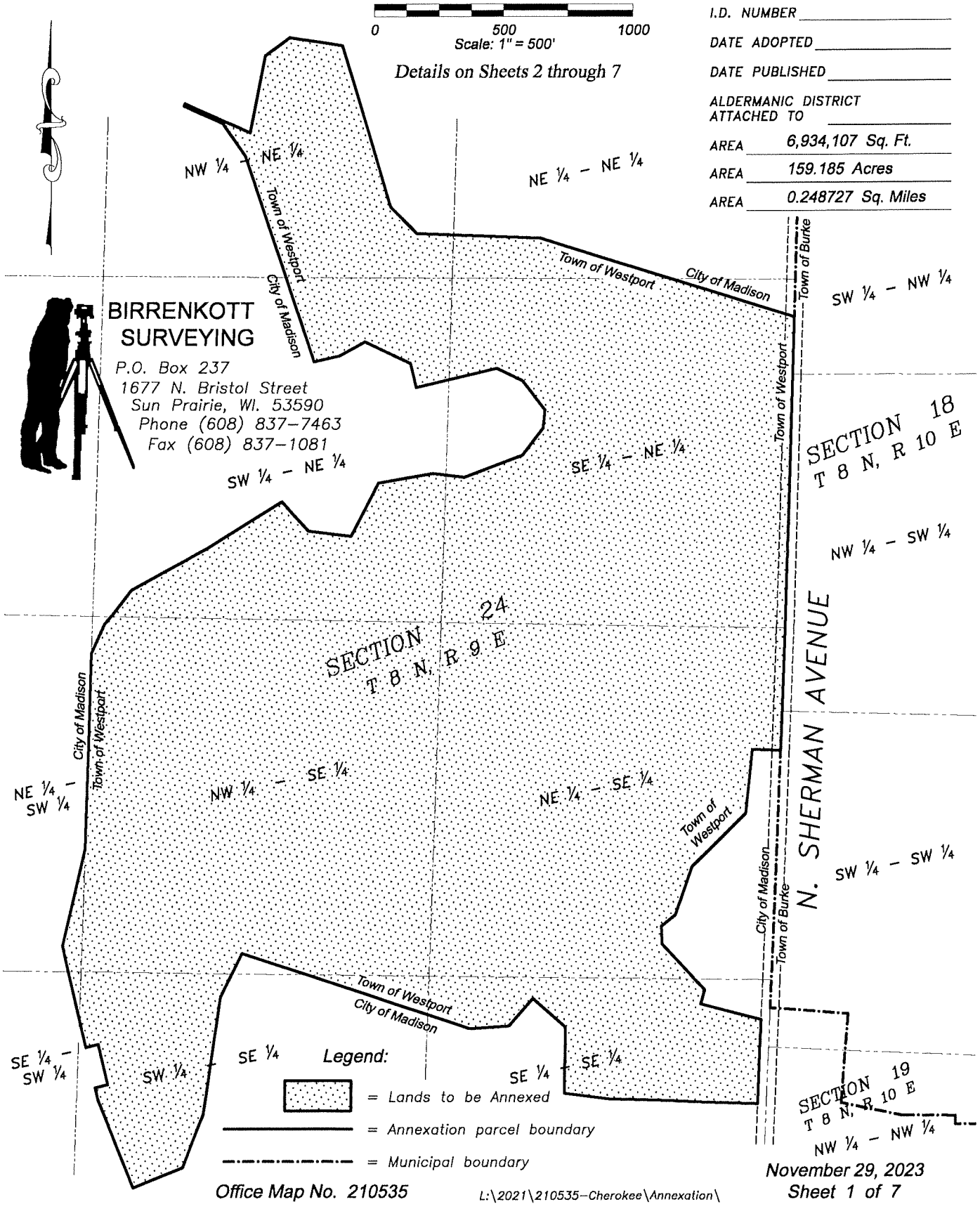
Exhibit A
SCALE MAP

0 500 1000
Scale: 1" = 500'

Details on Sheets 2 through 7

ANNEXATION TO THE CITY OF MADISON

ORDINANCE NUMBER _____
I.D. NUMBER _____
DATE ADOPTED _____
DATE PUBLISHED _____
ALDERMANIC DISTRICT ATTACHED TO _____
AREA 6,934,107 Sq. Ft.
AREA 159.185 Acres
AREA 0.248727 Sq. Miles



Office Map No. 210535 L:\2021\210535–Cherokee\Annexation\

November 29, 2023
Sheet 1 of 7

Exhibit A

SCALE MAP

LINE	BEARING	DISTANCE
L1	S02°04'46"W	469.76'
L2	N87°55'38"W	108.13'
L3	S05°39'33"W	246.09'
L4	S45°03'18"W	290.57'
L5	S18°57'44"W	196.71'
L6	S50°26'53"W	68.54'
L7	S02°55'50"E	69.52'
L8	S43°04'00"E	239.42'
L9	S15°03'52"W	56.76'
L10	S75°20'36"E	239.51'
L11	S02°00'56"W	105.27'
L12	S02°04'36"W	218.40'
L13	N88°03'24"W	567.06'
L14	N82°56'19"W	175.25'
L15	N00°33'48"E	254.69'
L16	N48°49'14"W	168.86'
L17	S40°57'59"W	140.30'
L18	S86°03'30"W	152.90'
L19	N71°40'47"W	921.38'
L20	S25°46'16"W	187.00'
L21	S08°02'53"W	456.14'
L22	S21°16'30"W	220.34'

LINE	BEARING	DISTANCE
L23	S67°42'14"W	205.42'
L24	N22°14'44"W	364.60'
L25	N13°27'21"W	49.09'
L26	N76°32'39"E	50.00'
L27	N13°33'36"W	160.00'
L28	S76°29'12"W	50.00'
L29	N13°30'48"W	300.00'
L30	N12°47'26"W	102.65'
L31	N12°58'52"E	384.90'
L32	N01°42'26"E	748.15'
L33	N24°00'57"E	124.93'
L34	N41°22'30"E	55.06'
L35	N37°33'58"E	110.35'
L36	N61°11'09"E	331.51'
L37	N57°52'38"E	339.81'
L38	S41°56'15"E	150.38'
L39	S82°58'04"E	164.48'
L40	N27°26'06"E	229.51'
L41	N80°03'10"E	211.84'
L42	S83°19'27"E	123.00'
L43	N69°33'48"E	240.66'
L44	N37°49'21"E	131.87'

LINE	BEARING	DISTANCE
L45	N05°44'52"E	70.43'
L46	N38°09'20"W	141.80'
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L48	S76°47'00"W	320.00'
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L50	N64°54'42"W	195.00'
L51	S61°03'28"W	111.00'
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L53	N18°22'58"W	830.00'
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L56	N24°14'26"E	9.79'
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L59	N53°11'17"E	117.12'
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L61	S81°21'54"E	162.79'
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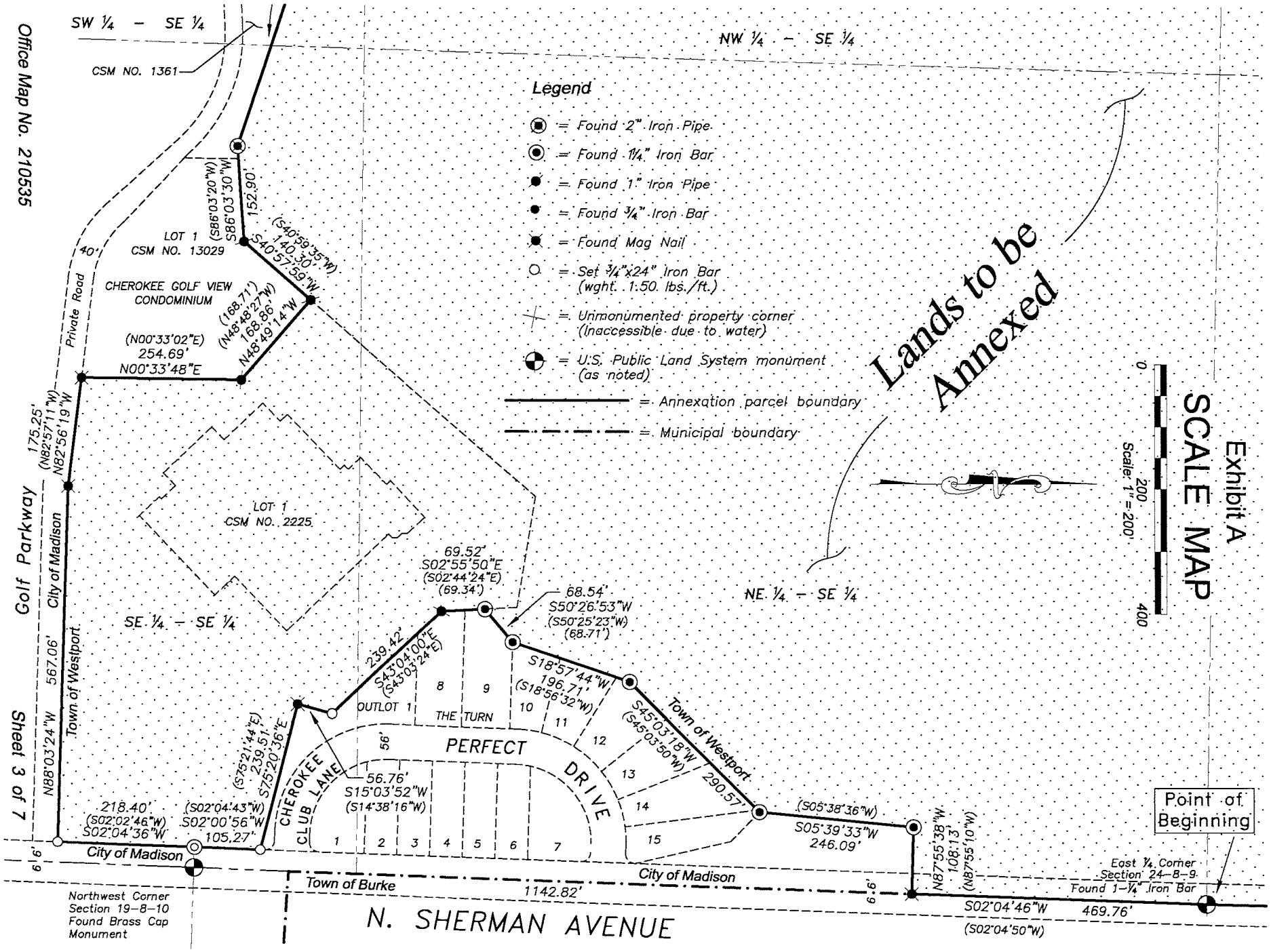
L64	S87°43'21"E	479.89'
L65	S72°43'04"E	1020.59'
L66	S01°37'04"W	220.34'
L67	S01°36'22"W	973.84'

Office Map No. 210535

L:\2021\210535–Cherokee\Annexation\

November 29, 2023
Sheet 2 of 7

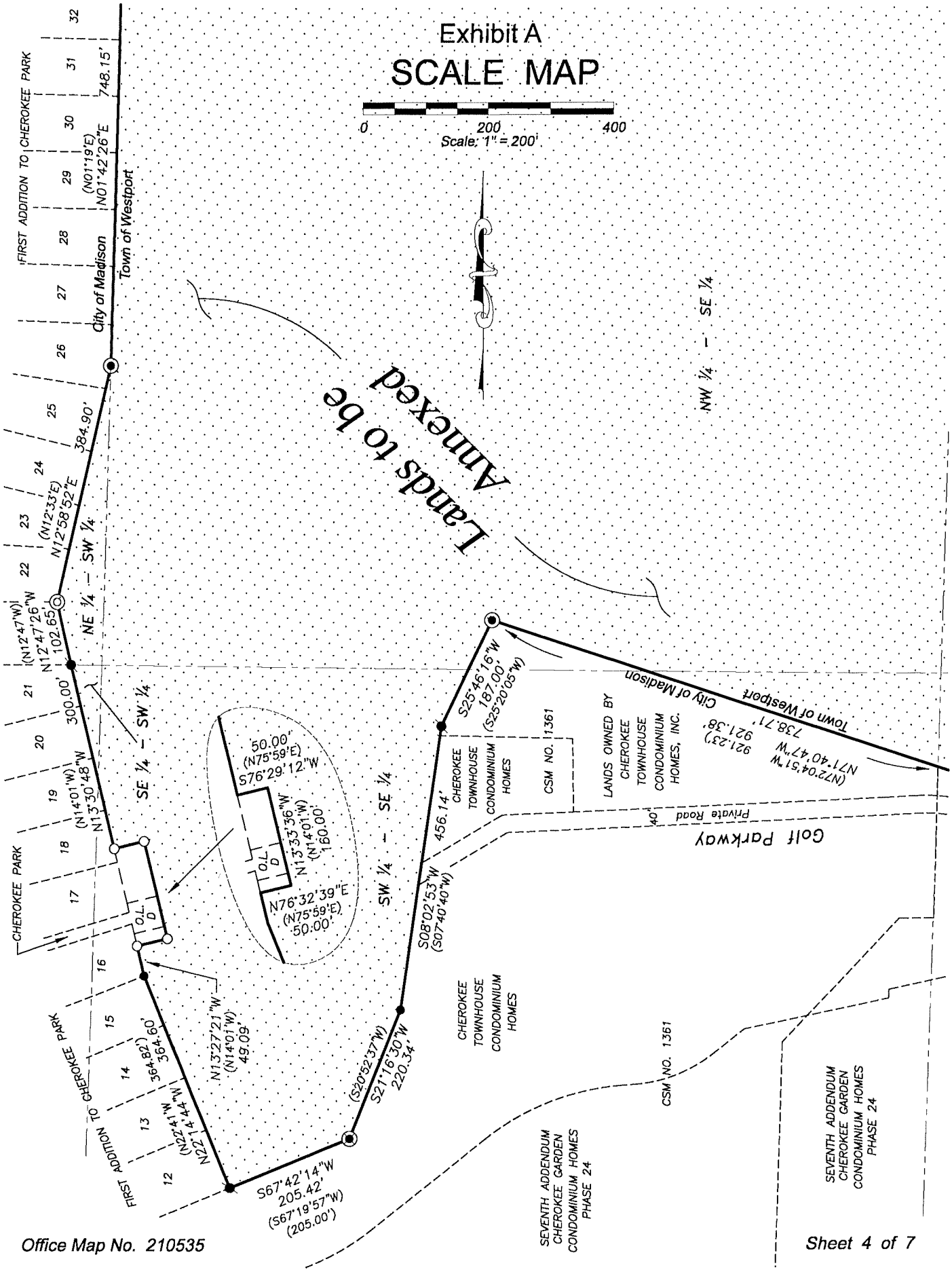


Office Map No. 210535

Sheet 3 of 7

Exhibit A

SCALE MAP



Office Map No. 210535

Sheet 4 of 7

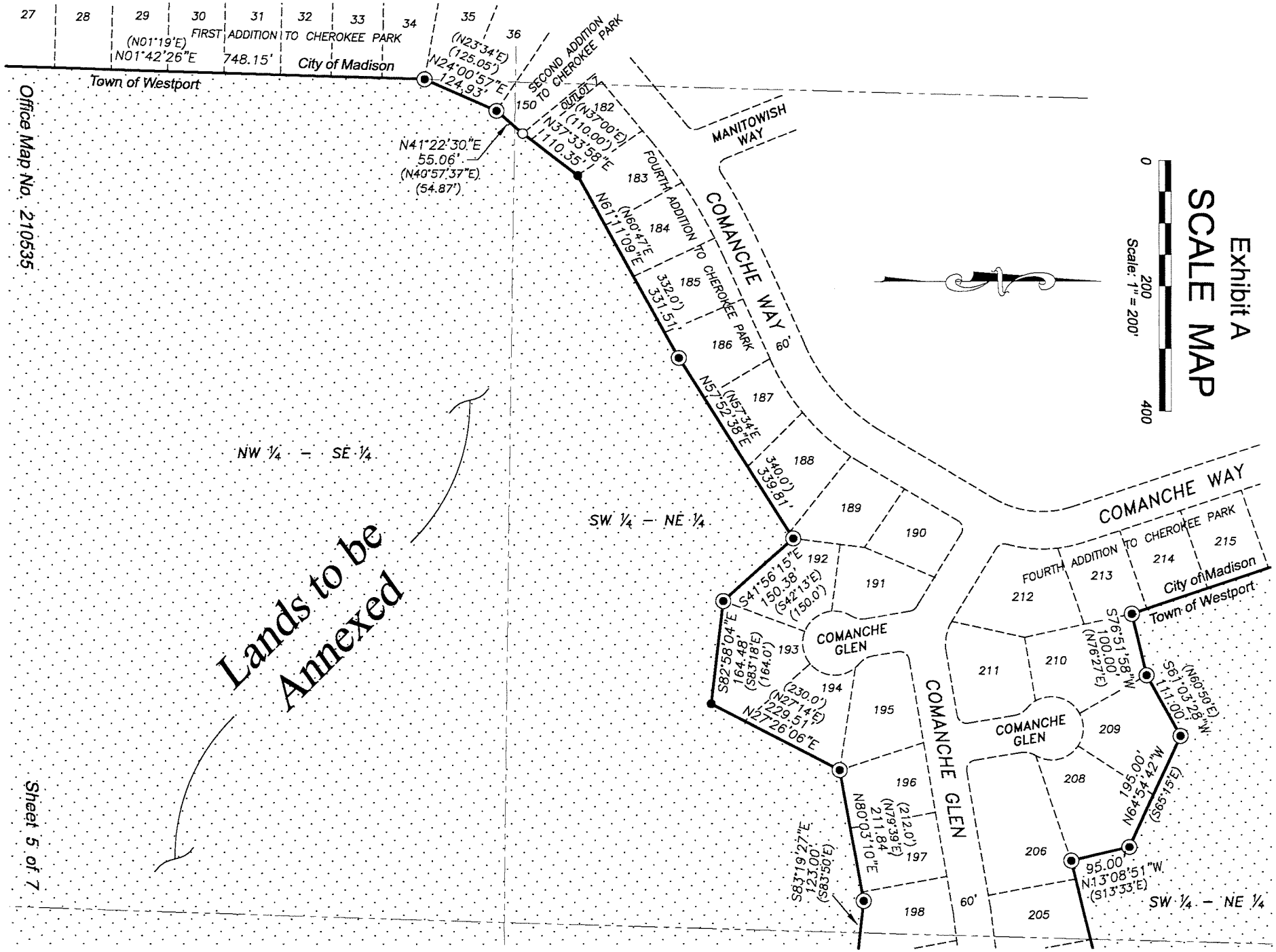


Exhibit A
SCALE MAP
0
200
400
Scale: 1" = 200'
Lands to be Annexed
Office Map No. 210535
Sheet 5 of 7
Town of Westport
City of Madison
FIRST ADDITION TO CHEROKEE PARK
SECOND ADDITION TO CHEROKEE PARK
FOURTH ADDITION TO CHEROKEE PARK
COMANCHE WAY
MANITOWISH WAY
COMANCHE GLEN
NW ¼ – SE ¼
SW ¼ – NE ¼
N01°42'26"E
748.15'
N24°00'57"E
124.93'
N41°22'30"E
55.06'
N37°33'58"E
110.35'
N61°11'09"E
331.51'
N57°52'38"E
339.81'
S41°56'15"E
150.38'
S82°58'04"E
164.48'
N27°26'06"E
229.51'
N80°03'10"E
211.84'
S83°19'27"E
123.00'
S76°51'58"W
100.00'
S61°03'28"W
111.00'
N64°54'42"W
195.00'
N13°08'51"W
95.00'

Exhibit A

SCALE MAP

0 200 400

Scale: 1" = 200'

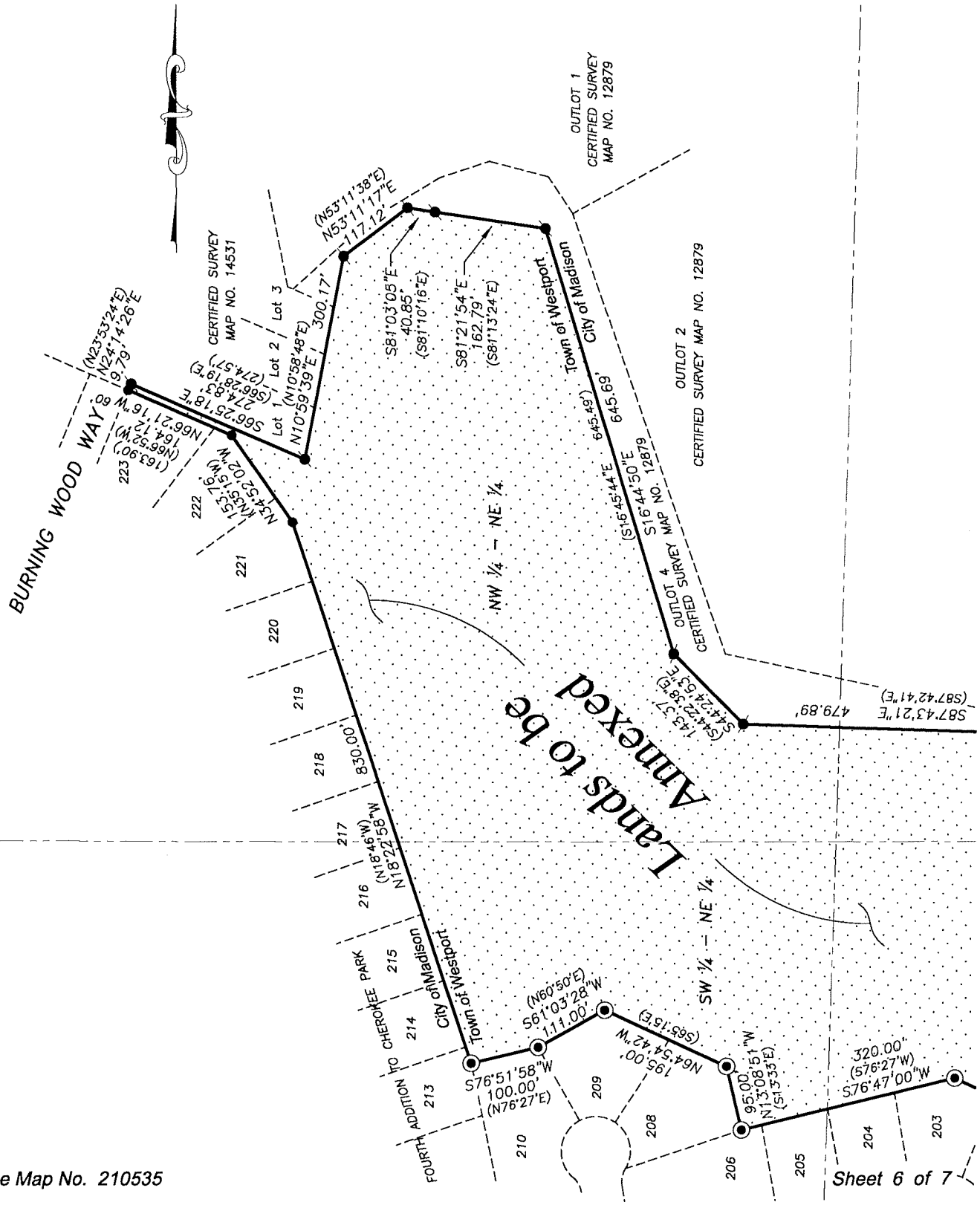
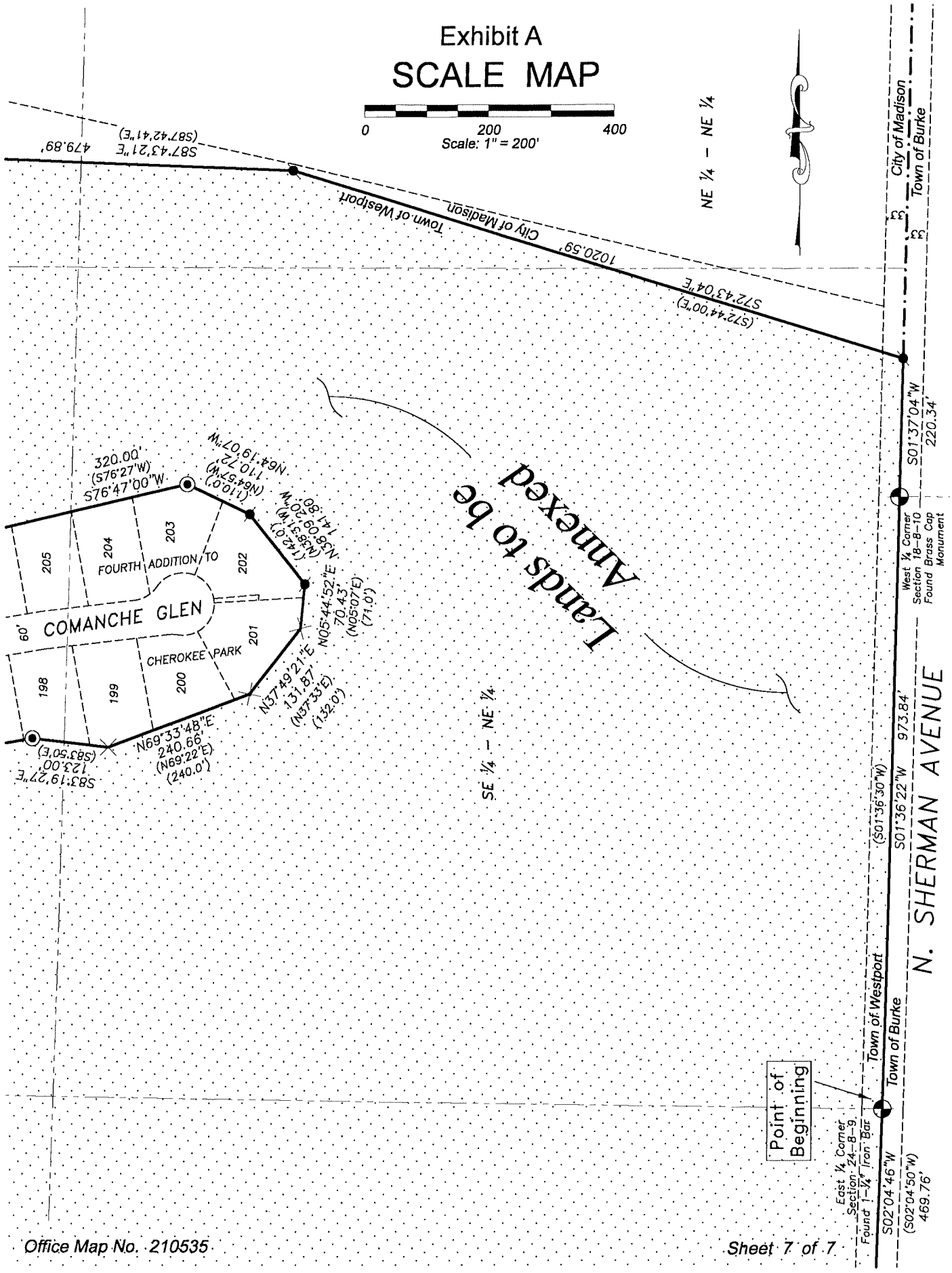


Exhibit A

SCALE MAP



Office Map No. 210535

Sheet 7 of 7

Exhibit B

Legal Description:

Part of Certified Survey Map No. 2225, as recorded in Volume 9 of Certified Survey Maps of Dane County on Pages 16-18, and other lands located in the Northwest ¼ of the Northeast ¼, the Northeast ¼ of the Northeast ¼, the Southwest ¼ of the Northeast ¼, the Southeast ¼ of the Northeast ¼, the Northwest ¼ of the Southeast ¼, the Northeast ¼ of the Southeast ¼, the Southwest ¼ of the Southeast ¼, the Southeast ¼ of the Southeast ¼, the Northeast ¼ of the Southwest ¼, and the Southeast ¼ of the Southwest ¼, Section 24, T8N, R9E, Town of Westport, Dane County, Wisconsin described as follows:

Beginning at the East ¼ Corner of said Section 24; thence S02°04'46"W (recorded as S02°04'50"W), 469.76 feet along the East line of said Southeast ¼ to the plat line of The Turn subdivision; thence N87°55'38"W (rec. as N87°55'10"W), 108.13 feet along said plat line; thence continuing along said plat line S05°39'33"W (rec. as S05°38'36"W), 246.09 feet; thence continuing along said plat line S45°03'18"W (rec. as S45°03'50"W), 290.57 feet; thence continuing along said plat line S18°57'44"W (rec. as S18°56'32"W), 196.71 feet; thence continuing along said plat line S50°26'53"W, 68.54 feet (rec. as S50°25'23"W, 68.71 feet); thence continuing along said plat line S02°55'50"E, 69.52 feet (rec. as S02°44'24"E, 69.34 feet); thence continuing along said plat line S43°04'00"E (rec. as S43°03'24"E), 239.42 feet; thence continuing along said plat line S15°03'52"W (rec. as S14°38'16"W), 56.76 feet; thence continuing along said plat line thence S75°20'36"E (rec. as S75°20'36"E), 239.51 feet to the West right-of-way line of North Sherman Avenue; thence S02°00'56"W (rec. as S02°04'43"W), 105.27 feet along said right-of-way line; thence continuing along said right-of-way line S02°04'36"W (rec. as S02°02'46"W), 218.40 feet to the North line of Golf Parkway, a private road; thence N88°03'24"W, 567.06 feet; thence continuing along said North line N82°56'19"W (rec. as N82°57'11"W), 175.25 feet to an Easterly line of Certified Survey Map No. 13029 said Easterly line also an Easterly line of Cherokee Golf View Condominium; thence N00°33'48"E (rec. as N00°33'02"E), 254.69 feet along said Easterly line to a Northerly line of said Certified Survey Map No. 13029 and Cherokee Golf View Condominium; thence N48°49'14"W, 168.86 feet (rec. as N48°48'27"W, 168.71 feet) along said Northerly line; thence continuing along said Northerly line S40°57'59"W (rec. as S40°59'35"W), 140.30 feet; thence continuing along said Northerly line and its Westerly extension S86°03'30"W (rec. as S86°03'20"W), 152.90 feet, said Westerly extension being the Northerly line of lands owned by Cherokee Townhouse Condominium Homes, Inc.; thence N71°40'47"W, 921.38 feet (rec. as N72°04'51"W, 921.23 feet) along said Northerly line, the Westerly 738.71 feet of said Northerly line being the Northerly line of Certified Survey Map No. 1361; thence S25°46'16"W (rec. as S25°20'05"W), 187.00 feet along a Westerly line of said Certified Survey Map No. 1361; thence continuing along said Westerly line S08°02'53"W (rec. as S07°40'40"W), 456.14 feet, said Westerly line also a Westerly line of Cherokee Townhouse Condominium Homes; thence continuing along said Westerly line S21°16'30"W (rec. as S20°52'37"W), 220.34 feet; thence continuing along

Exhibit B

said Westerly line S67°42'14"W, 205.42 feet (rec. as S67°19'57"W, 205.00 feet) to the Easterly line of the plat of First Addition to Cherokee Park; thence N22°14'44"W, 364.60 feet (rec. as N22°41'W, 364.82 feet) along said Easterly line; thence N13°27'21"W (rec. as N14°01'W), 49.09 feet; thence N76°32'39"E (rec. as N75°59'E), 50.00 feet; thence N13°33'36"W (rec. as N14°01'W), 160.00 feet; thence S76°29'12"W (rec. as S75°59'W), 50.00 feet to said Easterly line; thence N13°30'48"W (rec as. N14°01'W), 300.00 feet along said Easterly line to the South line of Outlot B, Cherokee Park; thence N12°47'26"W (rec. as N12°47'W), 102.65 feet along the Easterly line of said Outlot B to the Southeast corner of Lot 22 and the Easterly line of said First Addition to Cherokee Park; thence N12°58'52"E (rec. as N12°33'E), 384.90 feet along said Easterly line; thence continuing along said Easterly line N01°42'26"E (rec. as N01°19'E), 748.15 feet; thence continuing along said Easterly line N24°00'57"E, 124.93 feet (rec. as N23°34'E, 125.05 feet) to the Southeast corner of Lot 150, Second Addition to Cherokee Park; thence N41°22'30"E, 55.06 feet (rec. as N40°57'37"E, 54.87 feet) along the Easterly line of said Lot 150 to the Southeast corner of Outlot 7 and the Easterly line of Fourth Addition to Cherokee Park; [the next 21 courses are along said Easterly line of Fourth Addition to Cherokee Park ending at the Easterly right-of-way line of Burning Wood Way] thence N37°33'58"E, 110.35 feet (rec. as N37°00'E, 110.00 feet); thence N61°11'09"E, 331.51 feet (rec. as N60°47'E, 332.0 feet); thence N57°52'38"E, 339.81 feet (rec. as N57°34'E, 340.0 feet); thence S41°56'15"E, 150.38 feet (rec. as S42°13'E, 150.0 feet); thence S82°58'04"E, 164.48 feet (rec. as S83°18'E, 164.0 feet); thence N27°26'06"E, 229.51 feet (rec. as N27°14'E, 230.0 feet); thence N80°03'10"E, 211.84 feet (rec. as N79°39'E, 212.0 feet); thence S83°19'27"E (rec. as S83°50'E), 123.00 feet; thence N69°33'48"E, 240.66 feet (rec. as N69°22'E, 240.0 feet); thence N37°49'21"E, 131.87 feet (rec. as N37°33'E, 132.0 feet); thence N05°44'52"E, 70.43 feet (rec. as N05°07'E, 71.0 feet); thence N38°09'20"W, 141.80 feet (rec. as N38°31'W, 142.0 feet); thence N64°19'07"W, 110.72 feet (rec. as N64°57'W, 110.0 feet); thence S76°47'00"W (rec. as S76°27'W), 320.00 feet; thence N13°08'51"W (rec. as N13°33'W), 95.00 feet; thence N64°54'42"W (rec. as N65°15'W), 195.00 feet; thence S61°03'28"W (rec. as S60°50'W), 111.00 feet; thence S76°51'58"W (rec. as S76°27'W), 100.00 feet; thence N18°22'58"W (rec. as N18°46'W), 830.00 feet; thence N34°52'02"W (rec. as N35°15'W), 153.76 feet; thence N66°21'16"W, 164.12 feet (rec. as N66°52'W, 163.90 feet) to the Easterly right-of-way line of Burning Wood Way; thence N24°14'26"E (rec. as N23°53'24"E), 9.79 feet along a Southerly line of Certified Survey Map No. 14531; thence continuing along said Southerly line S66°25'18"E, 274.83 feet (S66°28'19"E, 274.57 feet); thence N10°59'39"E (rec. as N10°58'48"E), 300.17 feet along said Southerly line and the Southerly line of Outlot 4, Certified Survey Map No. 12879; thence N53°11'17"E (rec. as N53°11'38"E), 117.12 feet along the Southerly line of said Outlot 4; thence continuing along said Southerly S81°03'05"E (rec. as S81°10'16"E), 40.85 feet; thence continuing along said Southerly line S81°21'54"E (rec. as S81°13'24"E), 162.79 feet; thence continuing along said Southerly line S16°44'50"E, 645.69 feet (rec. as S16°45'44"E, 645.49 feet); thence continuing along said Southerly line S44°24'53"E (rec. as S44°22'38"E), 143.37 feet; thence continuing along said Southerly line S87°43'21"E (rec. as S87°42'41"E), 479.89 feet; thence continuing along said Southerly line S72°43'04"E (rec. as S72°44'00"E), 1020.59 feet to the East line of said Northeast

Exhibit B

¼; thence S01°37'04"W, 220.34 feet along said East line to the West ¼ Corner of Section 18, T8N, R10E; thence continuing along said East line S01°36'22"W (rec. as S01°36'30"W), 973.84 feet to the aforesaid East ¼ Corner of Section 24 and the point of beginning. Containing 6,934,107 square feet, or 159.185 acres, or 0.248727 square miles; Subject to a 33-foot public road right of way over the Easterly portion thereof for North Sherman Avenue.

FOLEY

FOLEY & LARDNER LLP

ATTORNEYS AT LAW

SUITE 5000
150 EAST GILMAN STREET
MADISON, WI 53703-1482
POST OFFICE BOX 1497
MADISON, WI 53701-1497
608.257.5035 TEL
608.258.4258 FAX
WWW.FOLEY.COM

WRITER'S DIRECT LINE
608.258.4781
kannen@foley.com

CLIENT/MATTER NUMBER
129353-0101

December 14, 2023

Via Hand Delivery

City Clerk's Office
210 Martin Luther King Jr. Blvd, Room 103
Madison, WI 53703

Re: Cherokee Park, Inc. - Original Petition for Direct Annexation

Dear City Clerk:

On behalf of our client, Cherokee Park, Inc., please find the enclosed original copy of the Petition for Direct Annexation related to lands owned by Cherokee Park, Inc. in the Town of Westport.

Sincerely,

Kelsey E. Annen

KEA:kmh
Enclosure

AMENDED PETITION FOR DIRECT ANNEXATION

Pursuant to Wis. Stat. Sec. 66.0217(2), a petition for direct annexation, dated December 5, 2023, was filed with the City of Madison Clerk on December 14, 2023, by Cherokee Park, Inc. to annex lands from the Town of Westport, Dane County, Wisconsin to the City of Madison, Dane County, Wisconsin. An error was subsequently discovered in the scale map and legal description attached thereto. Accordingly, Exhibit A, the scale map, and Exhibit B, the legal description of the lands to be annexed, of such original petition for direct annexation are hereby replaced in their entirety by the respective attachments to this amended petition for direct annexation.

Accordingly, the undersigned, being the owners of all the lands both in area and assessed valuation, and there being no electors within the territories which are shown on the amended scale maps attached hereto as Exhibit A, and legally described on the attached Exhibit B, do hereby petition to annex said territory from the Town of Westport, Dane County, Wisconsin to the City of Madison, Dane County, Wisconsin, with such annexation to be effective on January 31, 2024. The population of said territory is zero (0) and there are zero (0) electors residing within the territory.

Upon annexation to the City of Madison, the City of Madison may designate a temporary zoning classification which is consistent with the City of Madison Zoning code.

	PROPERTY OWNER	ELECTOR
By: _____	X	

Dennis Tiziani, President
Cherokee Park, Inc.
13 Cherokee Circle
Madison, WI 53704

Date: January 3, 2024

RECEIVED
JAN 04 2024
MADISON CITY CLERK

4883-1301-5706

Exhibit A

Scale Map

(*See attached*.)

Prepared for:
Cherokee Park, Inc.
5000 N. Sherman Ave.
Madison, WI 53704

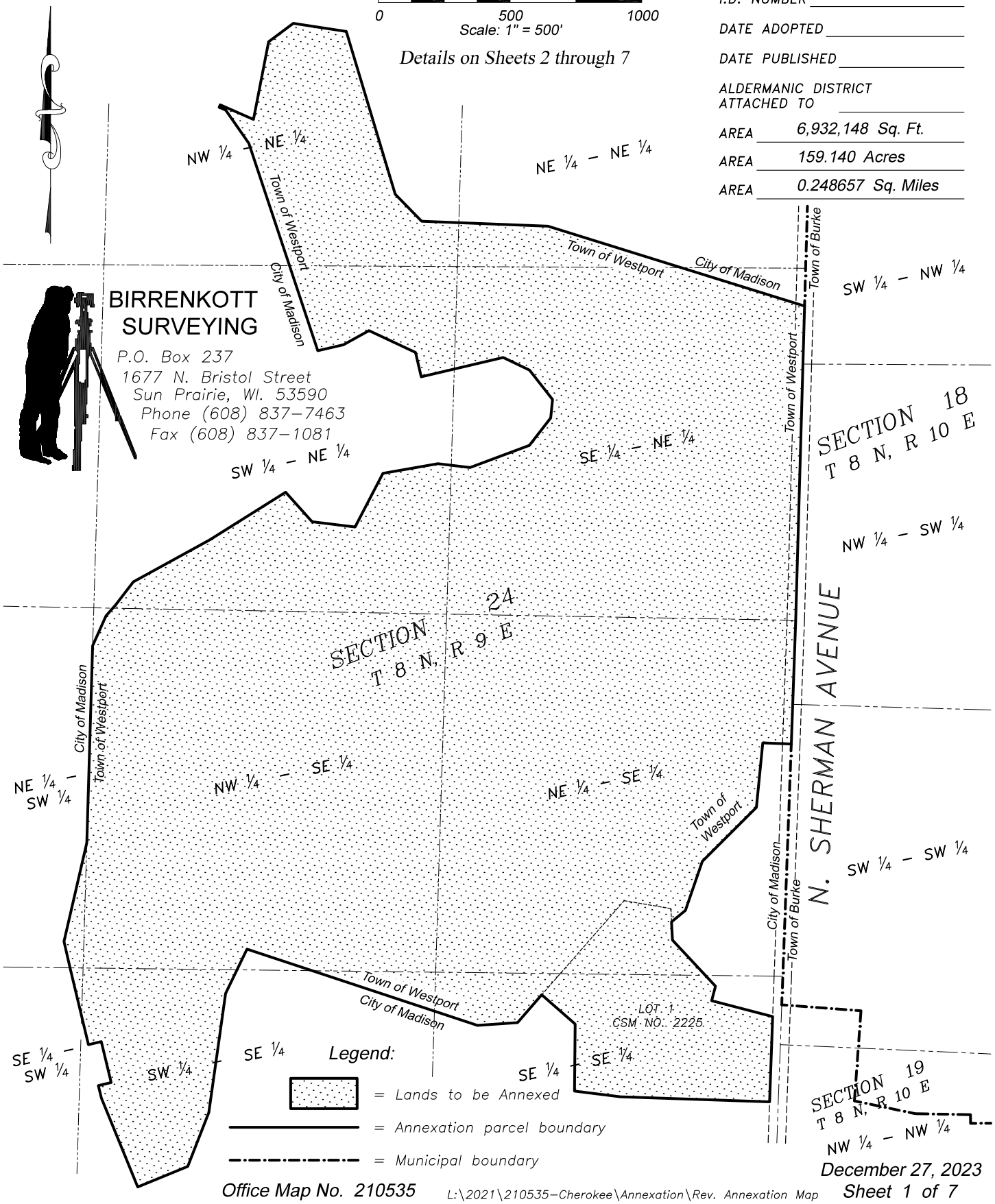
Exhibit A
SCALE MAP

0 500 1000
Scale: 1" = 500'

Details on Sheets 2 through 7

ANNEXATION TO THE CITY OF MADISON

ORDINANCE NUMBER _____
I.D. NUMBER _____
DATE ADOPTED _____
DATE PUBLISHED _____
ALDERMANIC DISTRICT ATTACHED TO _____
AREA 6,932,148 Sq. Ft.
AREA 159.140 Acres
AREA 0.248657 Sq. Miles

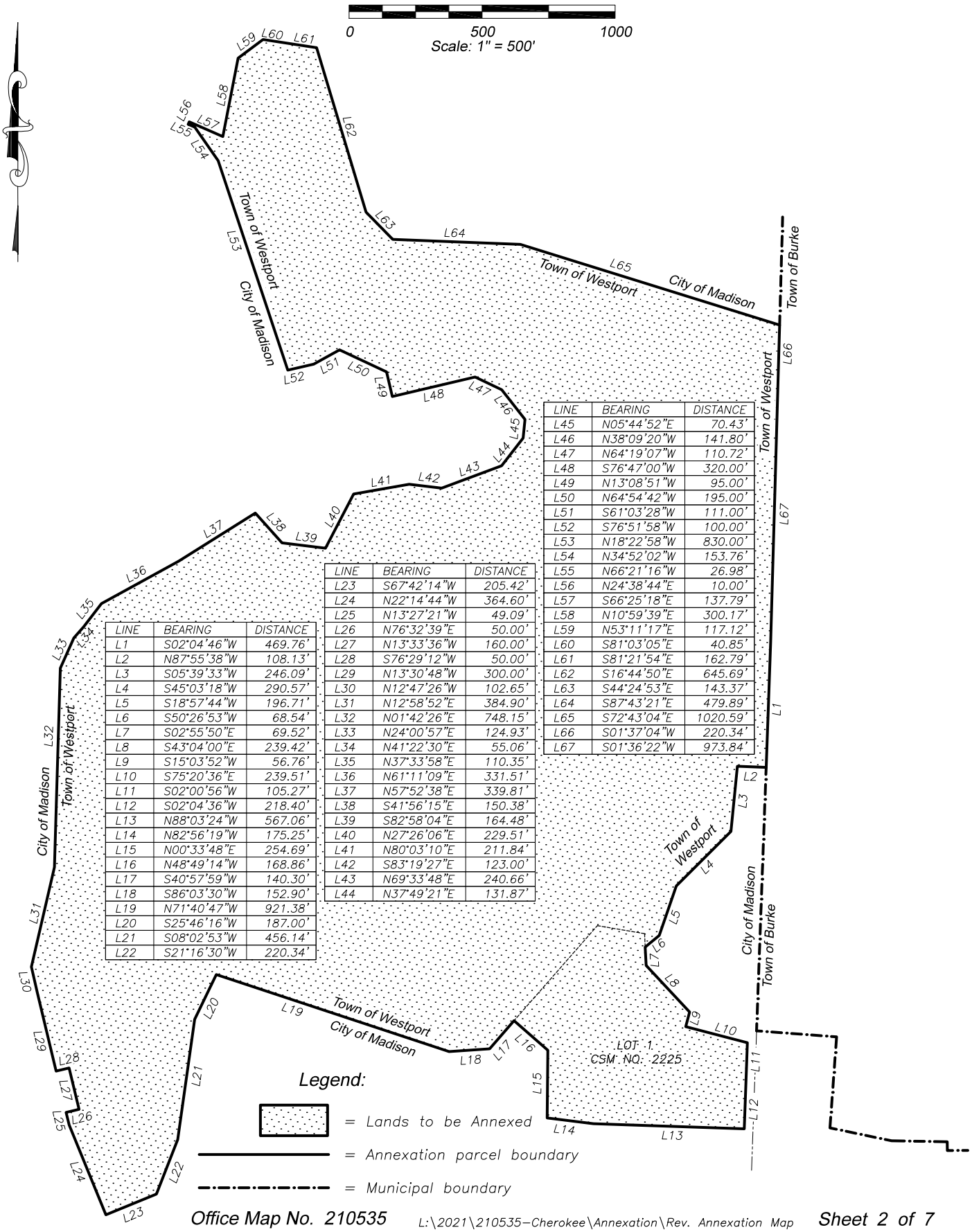


Office Map No. 210535 L:\2021\210535-Cherokee\Annexation\Rev. Annexation Map

December 27, 2023
Sheet 1 of 7

Exhibit A

SCALE MAP



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L7	S02°55'50"E	69.52'
L8	S43°04'00"E	239.42'
L9	S15°03'52"W	56.76'
L10	S75°20'36"E	239.51'
L11	S02°00'56"W	105.27'
L12	S02°04'36"W	218.40'
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L51	S61°03'28"W	111.00'
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L53	N18°22'58"W	830.00'
L54	N34°52'02"W	153.76'
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L66	S01°37'04"W	220.34'
L67	S01°36'22"W	973.84'

Office Map No. 210535 L:\2021\210535-Cherokee\Annexation\Rev. Annexation Map Sheet 2 of 7

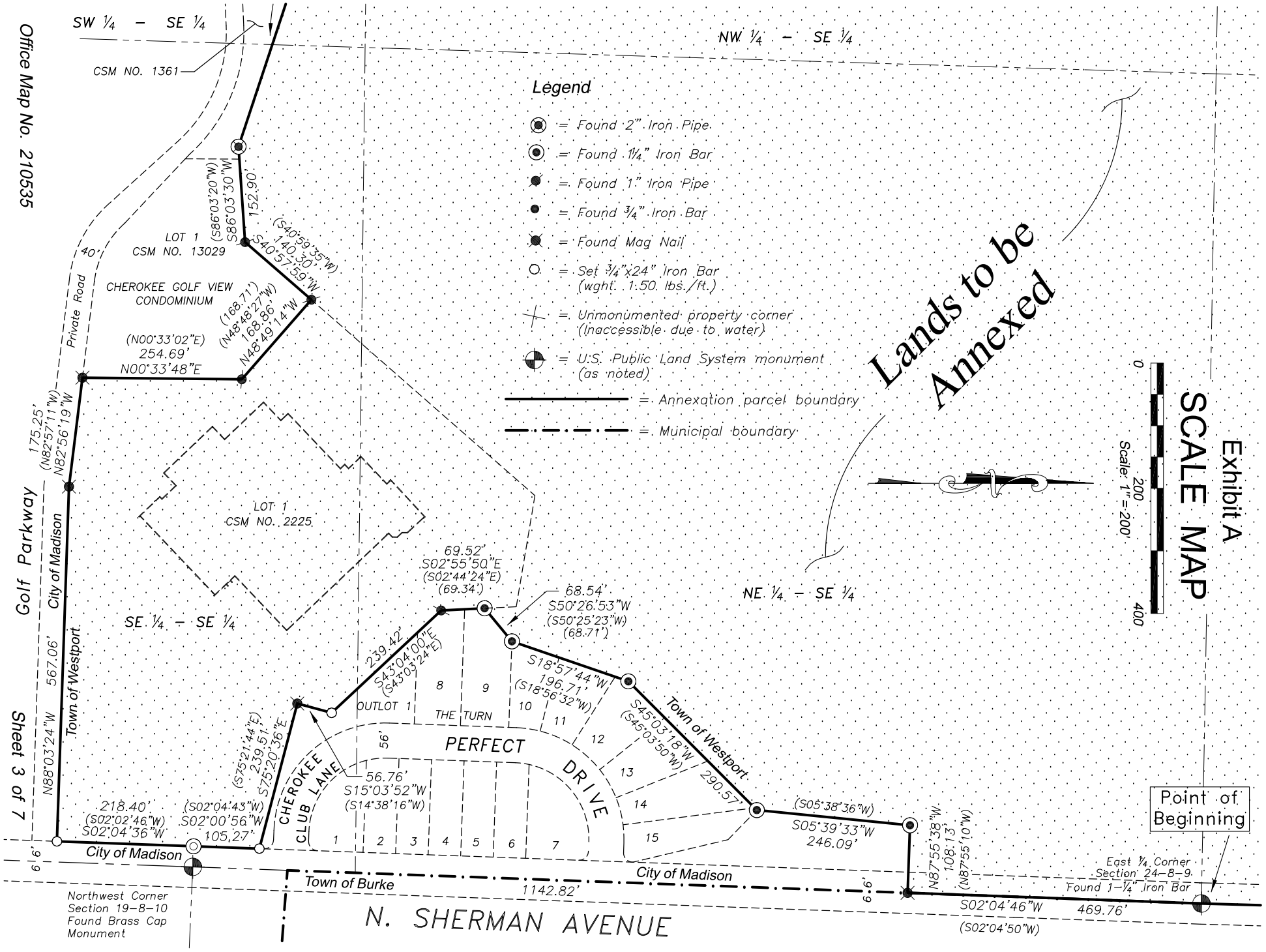
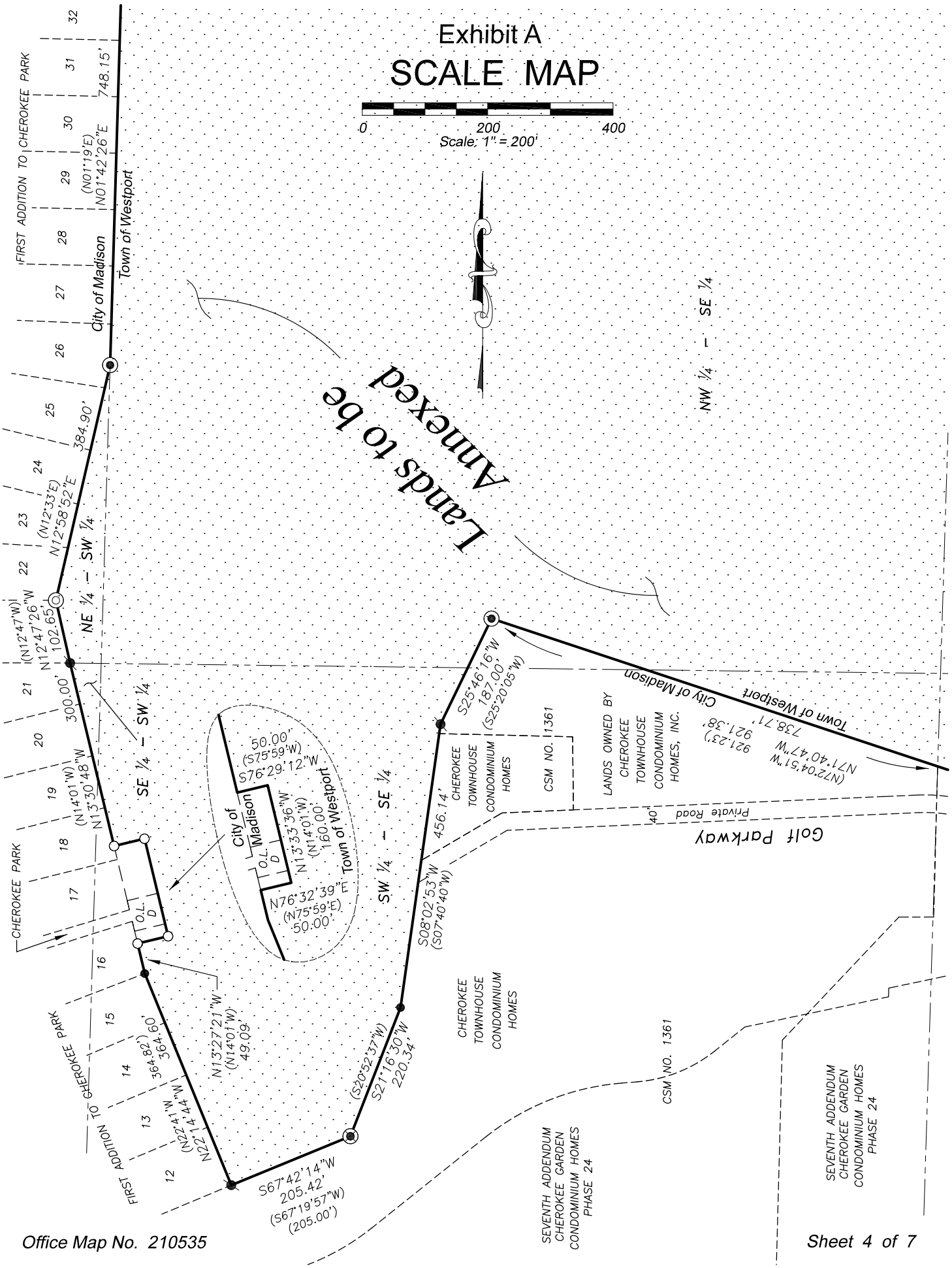


Exhibit A
SCALE MAP
Scale: 1" = 200'
0
200
400
Lands to be Annexed
Legend
= Found 2" Iron Pipe
= Found 1¼" Iron Bar
= Found 1" Iron Pipe
= Found ¾" Iron Bar
= Found Mag Nail
= Set ¾"x24" Iron Bar (wght. 1.50 lbs./ft.)
= Unmonumented property corner (Inaccessible due to water)
= U.S. Public Land System monument (as noted)
= Annexation parcel boundary
= Municipal boundary
SW ¼ – SE ¼
NW ¼ – SE ¼
NE ¼ – SE ¼
SE ¼ – SE ¼
CSM NO. 1361
LOT 1
CSM NO. 13029
CHEROKEE GOLF VIEW CONDOMINIUM
Private Road
40'
LOT 1
CSM NO. 2225
Golf Parkway
City of Madison
Town of Westport
Town of Burke
N. SHERMAN AVENUE
PERFECT DRIVE
CHEROKEE CLUB LANE
THE TURN
OUTLOT 1
Point of Beginning
East ¼ Corner Section 24–8–9 Found 1–¼" Iron Bar
Northwest Corner Section 19–8–10 Found Brass Cap Monument
152.90'
(S86°03'20"W)
S86°03'30"W
140.30'
(S40°59'35"W)
S40°57'59"W
168.86'
(168.71')
(N48°48'27"W)
N48°49'14"W
254.69'
(N00°33'02"E)
N00°33'48"E
175.25'
(N82°57'11"W)
N82°56'19"W
567.06'
N88°03'24"W
218.40'
(S02°02'46"W)
S02°04'36"W
105.27'
(S02°04'43"W)
S02°00'56"W
239.51'
(S75°21'44"E)
S75°20'36"E
56.76'
S15°03'52"W
(S14°38'16"W)
239.42'
S43°04'00"E
(S43°03'24"E)
69.52'
S02°55'50"E
(S02°44'24"E)
(69.34')
68.54'
S50°26'53"W
(S50°25'23"W)
(68.71')
S18°57'44"W
196.71'
(S18°56'32"W)
S45°03'18"W
(S45°03'50"W)
290.57'
(S05°38'36"W)
S05°39'33"W
246.09'
N87°55'38"W
108.13'
(N87°55'10"W)
S02°04'46"W
469.76'
(S02°04'50"W)
1142.82'
56'
6.6'
9'
9'

Exhibit A

SCALE MAP



Office Map No. 210535

Sheet 4 of 7

Exhibit A

SCALE MAP

0 200 400

Scale: 1" = 200'

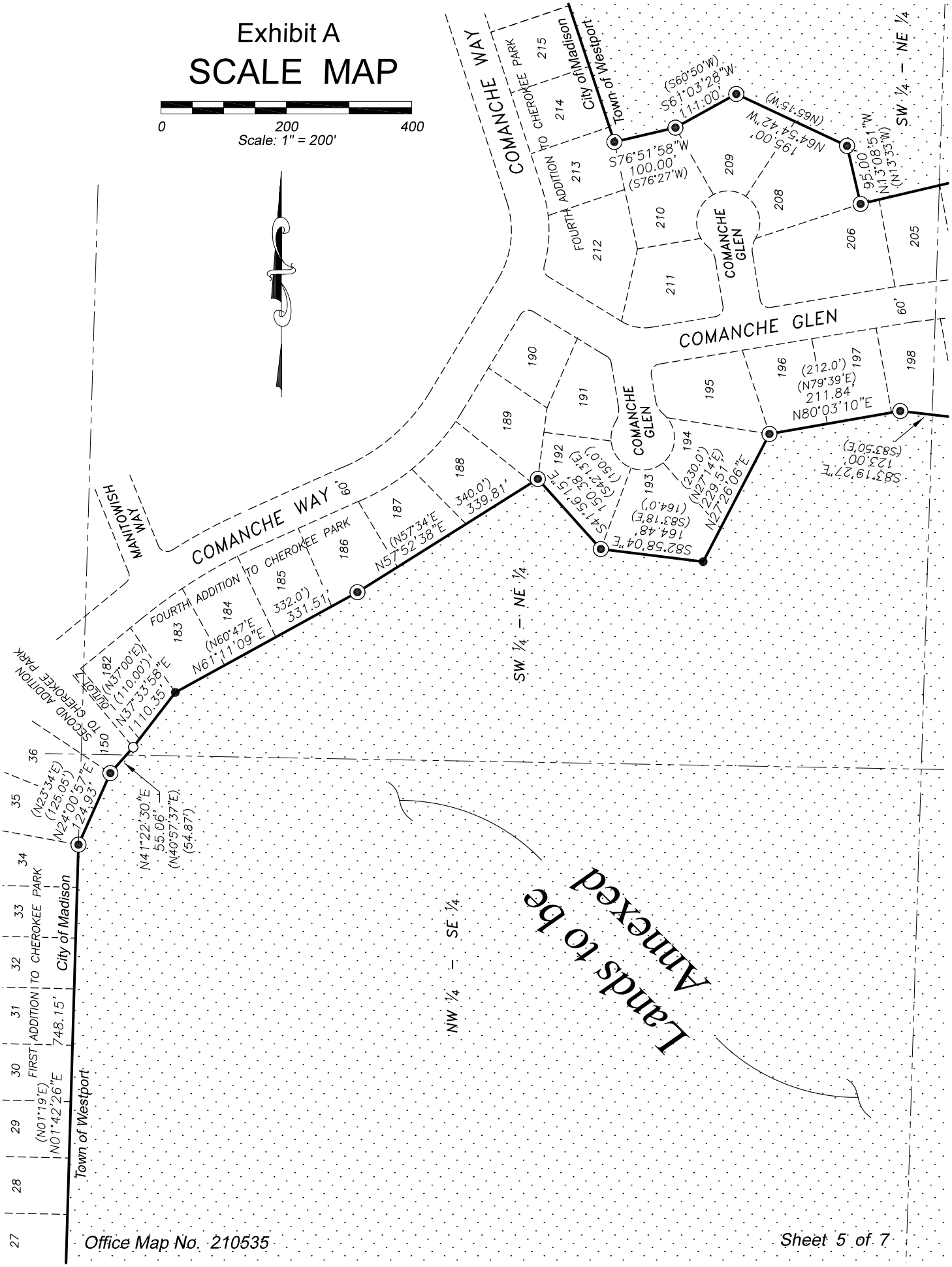
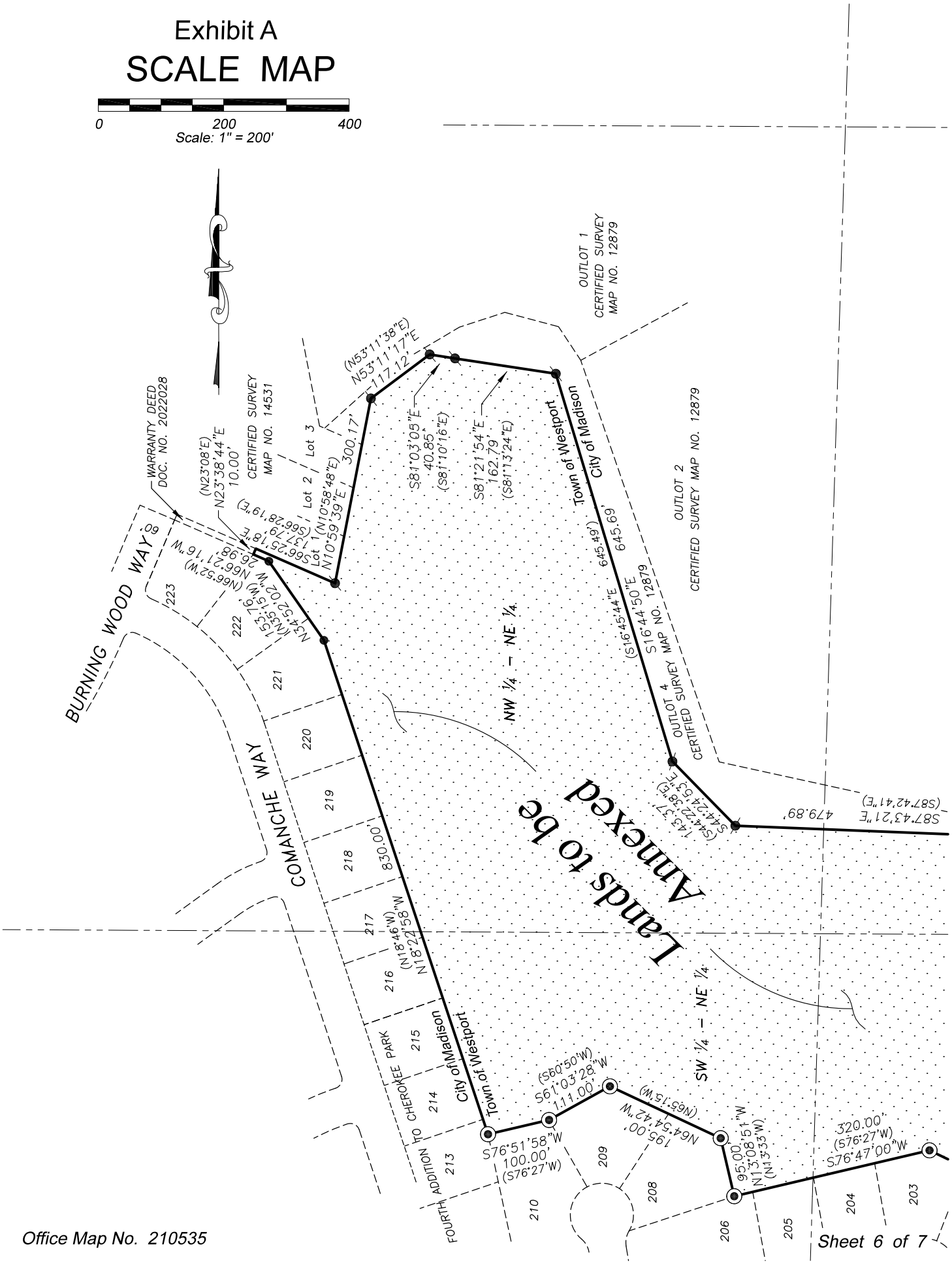


Exhibit A

SCALE MAP

0 200 400

Scale: 1" = 200'

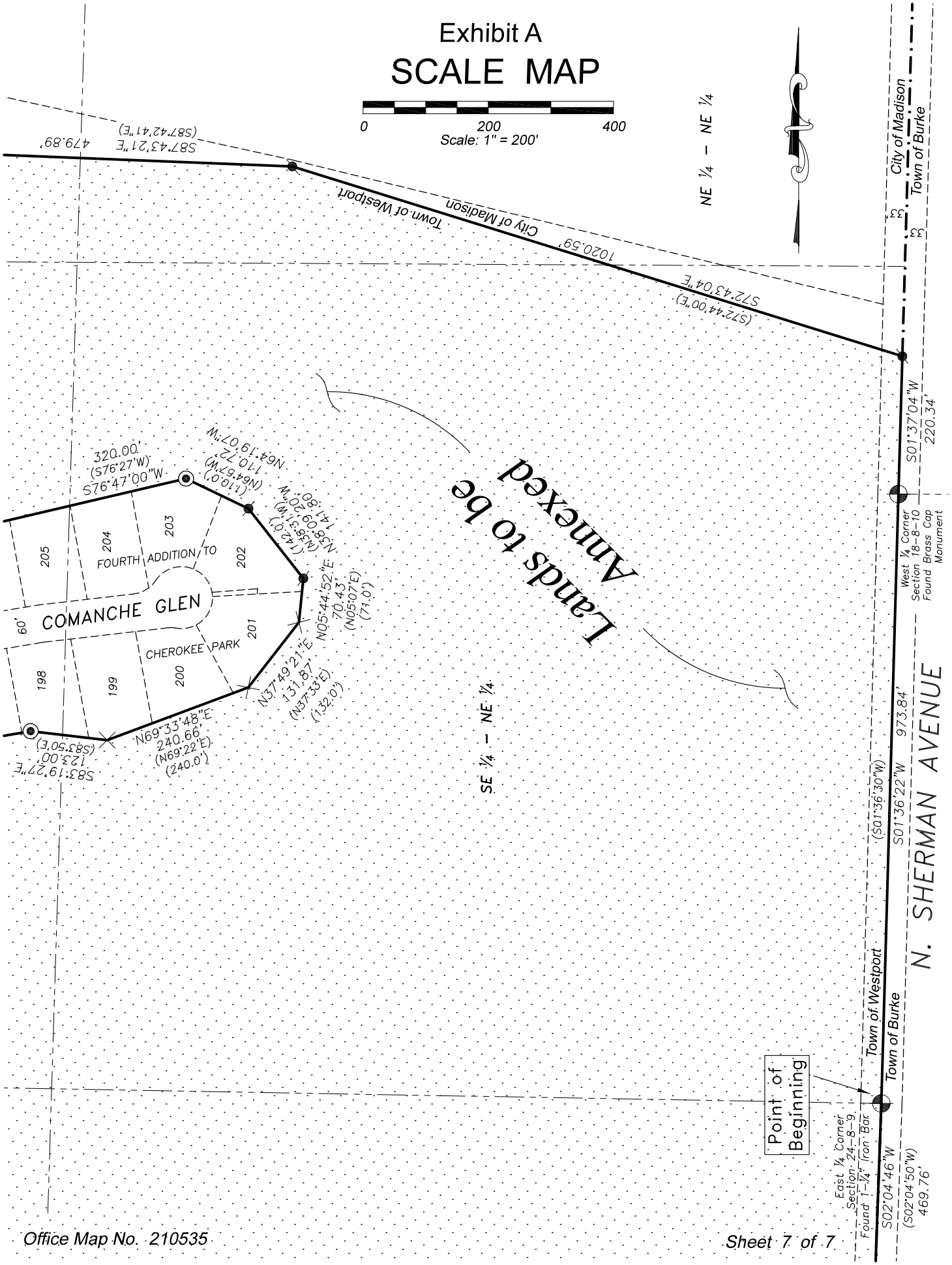


Office Map No. 210535

Sheet 6 of 7

Exhibit A

SCALE MAP



Office Map No. 210535

Sheet 7 of 7

Exhibit B

Legal Description

Legal Description:

Part of Certified Survey Map No. 2225, as recorded in Volume 9 of Certified Survey Maps of Dane County on Pages 16-18 as Document No. 1494556, and other lands located in the Northwest ¼ of the Northeast ¼, the Northeast ¼ of the Northeast ¼, the Southwest ¼ of the Northeast ¼, the Southeast ¼ of the Northeast ¼, the Northwest ¼ of the Southeast ¼, the Northeast ¼ of the Southeast ¼, the Southwest ¼ of the Southeast ¼, the Southeast ¼ of the Southeast ¼, the Northeast ¼ of the Southwest ¼, and the Southeast ¼ of the Southwest ¼, Section 24, T8N, R9E, Town of Westport, Dane County, Wisconsin described as follows:

Beginning at the East ¼ Corner of said Section 24; thence S02°04'46"W (recorded as S02°04'50"W), 469.76 feet along the East line of said Southeast ¼ to the plat line of The Turn subdivision; thence N87°55'38"W (rec. as N87°55'10"W), 108.13 feet along said plat line; thence continuing along said plat line S05°39'33"W (rec. as S05°38'36"W), 246.09 feet; thence continuing along said plat line S45°03'18"W (rec. as S45°03'50"W), 290.57 feet; thence continuing along said plat line S18°57'44"W (rec. as S18°56'32"W), 196.71 feet; thence continuing along said plat line S50°26'53"W, 68.54 feet (rec. as S50°25'23"W, 68.71 feet); thence continuing along said plat line S02°55'50"E, 69.52 feet (rec. as S02°44'24"E, 69.34 feet); thence continuing along said plat line S43°04'00"E (rec. as S43°03'24"E), 239.42 feet; thence continuing along said plat line S15°03'52"W (rec. as S14°38'16"W), 56.76 feet; thence continuing along said plat line S75°20'36"E (rec. as S75°21'44"E), 239.51 feet to the West right-of-way line of North Sherman Avenue; thence S02°00'56"W (rec. as S02°04'43"W), 105.27 feet along said right-of-way line; thence continuing along said right-of-way line S02°04'36"W (rec. as S02°02'46"W), 218.40 feet to the North line of Golf Parkway, a private road; thence N88°03'24"W, 567.06 feet along said North line; thence continuing along said North line N82°56'19"W (rec. as N82°57'11"W), 175.25 feet to the Easterly line of Certified Survey Map No. 13029, said Easterly line also the Easterly line of Cherokee Golf View Condominium; thence N00°33'48"E (rec. as N00°33'02"E), 254.69 feet along said Easterly line to the Northerly line of said Certified Survey Map No. 13029, said Northerly line also the Northerly line of said Golf View Condominium; thence N48°49'14"W, 168.86 feet (rec. as N48°48'27"W, 168.71 feet) along said Northerly line; thence continuing along said Northerly line S40°57'59"W (rec. as S40°59'35"W), 140.30 feet; thence continuing along said Northerly line and its Westerly extension S86°03'30"W (rec. as S86°03'20"W), 152.90 feet, said Westerly extension being the Northerly line of lands owned by Cherokee Townhouse Condominium Homes, Inc.; thence N71°40'47"W, 921.38 feet (rec. as N72°04'51"W, 921.23 feet) along said Northerly line, the Westerly 738.71 feet of which also being the Northerly line of Certified Survey Map No. 1361; thence S25°46'16"W (rec. as S25°20'05"W), 187.00 feet along the Westerly line of said Certified Survey Map No. 1361 and said Cherokee Townhouse Condominium Homes, Inc., lands; thence along the Westerly line of said Certified Survey Map No. 1361, said Westerly line also being the Westerly line of Cherokee Townhouse Condominium Homes, S08°02'53"W (rec. as S07°40'40"W), 456.14 feet; thence continuing along said Westerly line S21°16'30"W (rec. as S20°52'37"W), 220.34 feet; thence continuing along said Westerly line S67°42'14"W, 205.42

feet (rec. as S67°19'57"W, 205.00 feet) to the Easterly line of the plat of First Addition to Cherokee Park; thence N22°14'44"W, 364.60 feet (rec. as N22°41'W, 364.82 feet) along said Easterly line; thence continuing along said Easterly line N13°27'21"W (rec. as N14°01'W), 49.09 feet; thence N76°32'39"E (rec. as N75°59'E), 50.00 feet; thence N13°33'36"W (rec. as N14°01'W), 160.00 feet; thence S76°29'12"W (rec. as S75°59'W), 50.00 feet to said Easterly line; thence N13°30'48"W (rec as N14°01'W), 300.00 feet along said Easterly line to the Southeast corner of Outlot B, Cherokee Park; thence N12°47'26"W (rec. as N12°47'W), 102.65 feet along the Easterly line of said Outlot B to the Southeast corner of Lot 22 and the Easterly line of said First Addition to Cherokee Park; thence N12°58'52"E (rec. as N12°33'E), 384.90 feet along said Easterly line; thence continuing along said Easterly line N01°42'26"E (rec. as N01°19'E), 748.15 feet; thence continuing along said Easterly line N24°00'57"E, 124.93 feet (rec. as N23°34'E, 125.05 feet) to the Southeast corner of Lot 150, Second Addition to Cherokee Park; thence N41°22'30"E, 55.06 feet (rec. as N40°57'37"E, 54.87 feet) along the Easterly line of said Lot 150 to the Southeast corner of Outlot 7 and the Easterly line of Fourth Addition to Cherokee Park; [the next 21 courses are along said Easterly line of Fourth Addition to Cherokee Park ending at the Easterly line of those lands described in Warranty Deed, Doc. No. 2022028] thence N37°33'58"E, 110.35 feet (rec. as N37°00'E, 110.00 feet); thence N61°11'09"E, 331.51 feet (rec. as N60°47'E, 332.0 feet); thence N57°52'38"E, 339.81 feet (rec. as N57°34'E, 340.0 feet); thence S41°56'15"E, 150.38 feet (rec. as S42°13'E, 150.0 feet); thence S82°58'04"E, 164.48 feet (rec. as S83°18'E, 164.0 feet); thence N27°26'06"E, 229.51 feet (rec. as N27°14'E, 230.0 feet); thence N80°03'10"E, 211.84 feet (rec. as N79°39'E, 212.0 feet); thence S83°19'27"E (rec. as S83°50'E), 123.00 feet; thence N69°33'48"E, 240.66 feet (rec. as N69°22'E, 240.0 feet); thence N37°49'21"E, 131.87 feet (rec. as N37°33'E, 132.0 feet); thence N05°44'52"E, 70.43 feet (rec. as N05°07'E, 71.0 feet); thence N38°09'20"W, 141.80 feet (rec. as N38°31'W, 142.0 feet); thence N64°19'07"W, 110.72 feet (rec. as N64°57'W, 110.0 feet); thence S76°47'00"W (rec. as S76°27'W), 320.00 feet; thence N13°08'51"W (rec. as N13°33'W), 95.00 feet; thence N64°54'42"W (rec. as N65°15'W), 195.00 feet; thence S61°03'28"W (rec. as S60°50'W), 111.00 feet; thence S76°51'58"W (rec. as S76°27'W), 100.00 feet; thence N18°22'58"W (rec. as N18°46'W), 830.00 feet; thence N34°52'02"W (rec. as N35°15'W), 153.76 feet; thence N66°21'16"W (rec. as N66°52'W), 26.98 feet to the Easterly line of those lands described in Warranty Deed, Doc. No. 2022028 [end of 21 courses]; thence N23°38'44"E (rec. as N23°08'E), 10.00 feet along said Easterly line to the Southerly line of Certified Survey Map No. 14531; thence S66°25'18"E (rec. as S66°28'19"E), 137.79 feet along said Southerly line; thence N10°59'39"E (rec. as N10°58'48"E), 300.17 feet along the Easterly line of said Certified Survey Map No. 14531 and the Easterly line of Outlot 4, Certified Survey Map No. 12879; thence N53°11'17"E (rec. as N53°11'38"E), 117.12 feet along the Southerly line of said Outlot 4; thence continuing along said Southerly line S81°03'05"E (rec. as S81°10'16"E), 40.85 feet; thence continuing along said Southerly line S81°21'54"E (rec. as S81°13'24"E), 162.79 feet; thence continuing along said Southerly line S16°44'50"E, 645.69 feet (rec. as S16°45'44"E, 645.49 feet); thence continuing along said Southerly line S44°24'53"E (rec. as S44°22'38"E), 143.37 feet; thence continuing along said Southerly line S87°43'21"E (rec. as S87°42'41"E), 479.89 feet; thence continuing along said Southerly line S72°43'04"E (rec. as S72°44'00"E), 1020.59 feet to the East line of said Northeast ¼; thence S01°37'04"W, 220.34 feet along said East line to the West ¼ Corner of Section 18, T8N, R10E; thence continuing along said East line S01°36'22"W (rec. as S01°36'30"W), 973.84 feet to the aforesaid East ¼ Corner of Section 24 and the point of beginning; Containing 6,932,148 square feet, or 159.140 acres, or 0.248657 square miles;

Subject to a 33-foot public road right of way over the Easterly portion thereof for North Sherman Avenue.

Tax Parcel Numbers:

066/0809-244-9580-0
066/0809-244-9542-0
066/0809-244-9580-0
066/0809-244-9000-4
066/0809-244-8500-1
066/0809-243-8370-0
066/0809-244-8001-0
066/0809-241-9000-7
066/0809-241-9501-0
066/0809-241-8720-0
066/0809-241-8245-0

City of Madison

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Master

File Number: 81027

File ID:	81027	**File Type:**	Appointment	**Status:**	Unfinished Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	11/29/2023
File Name:	1-9-2024 Resident committee appointments			**Final Action:**	

Title: Report of the Mayor submitting resident committee appointments (introduction12-5-2023; action 1-9-2024).

Notes:

CC Agenda Date: 12/05/2023

Agenda Number: 17.

Sponsors:

Effective Date:

Attachments:

Enactment Number:

Author: Satya Rhodes-Conway

Hearing Date:

Entered by: ldcosta@cityofmadison.com

Published Date:

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Mayor's Office	11/29/2023	Referred for Introduction				
	Action Text:	This Appointment was Referred for Introduction					
	Notes:	Confirm 1-9-2023					
1	COMMON COUNCIL	12/05/2023	Refer to a future Meeting to Confirm	COMMON COUNCIL			Pass
	Action Text:	A motion was made by Currie, seconded by Figueroa Cole, to Refer to a future Meeting to Confirm to the COMMON COUNCIL. The motion passed by voice vote/other.					
	Notes:	Confirm 1/9/24					

Text of Legislative File 81027

Title

Report of the Mayor submitting resident committee appointments (introduction12-5-2023; action 1-9-2024).

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."

DISABILITY RIGHTS COMMISSION

LARRY D. LOVE (14th A.D.) - appoint to the remainder of a three-year term to the position of Adult City Resident succeeding Lisa A. Jameson. Larry Love is a principal at Badger Ridge Middle School. He has a Ph.D. in special education and has served as a supervisor of school-based special education programs. He has volunteered as both a parent advocate and youth mentor.
TERM EXPIRES: 4-30-2025

CASEY T. EDMONDS-ESTES (6th A.D.) - appoint to the remainder of a three-year term to the position of Adult City Resident succeeding Jane Nemke. Casey Edmonds-Estes is a software developer for Epic Systems. He has experience in accessible design, working on technology to help those with sensory disabilities.
TERM EXPIRES: 4-30-2024

LYNN A. OLSON (12th A.D.) - appoint to the remainder of a three-year term to the position of Adult City Resident succeeding Barbara Vedder. Lynn Olson is an artist and seasonal gardener. She has held numerous roles over the years, most recently as an operations specialist at River Food Pantry. She has experience serving on committees, working collaboratively to bring about positive outcomes.
TERM EXPIRES: 4-30-2024

MADISON DEVELOPMENT CORPORATION BOARD OF DIRECTORS

*REBECCA PROCHASKA, Mazomanie - appoint to the remainder of a two-year term to the position of Business/Financial Representative succeeding Anne L.N. Morrison.
TERM EXPIRES: 6-4-2025

Rationale: Rebecca Prochaska is the president and CEO of Potter Lawson, Inc. - a women-owned firm and the oldest architecture firm in Madison. Potter Lawson has worked on numerous affordable housing projects and are a leader in sustainable design. Projects in Madison include partnering on the Triangle redevelopment, Ella Apartments and multiple buildings in Research Park. Clients include Exact Sciences, American Family and WHEDA.

Potter Lawson has also designed several non-profit headquarters in Madison, including United Way of Dane County and Madison Area Rehabilitation Center (MARC).
Rebecca Prochaska serves on the board of the YMCA of Dane County and previously served on the Madison Public Market Foundation.

VENDING OVERSIGHT COMMITTEE

ASHLEIGH M. HACKER (17th A.D.) - appoint to the position of Resident member. Ashleigh Hacker currently holds the Alternate member position which was recently eliminated. She has served since 11-1-2022.
TERM EXPIRES: 6-1-2026

Respectfully submitted,

Satya Rhodes-Conway
Mayor

City of Madison

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

Master

File Number: 81394

File ID:	81394	**File Type:**	Appointment	**Status:**	Mayoral Business
Version:	1	**Reference:**		**Controlling Body:**	Mayor's Office
				File Created Date :	01/03/2024
File Name:	1-23-2024 Resident committee appointments			**Final Action:**	

Title: Report of the Mayor submitting resident committee appointments (introduction 1-9-2024; action 1-23-2024).

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	18.
Sponsors:		**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:	Satya Rhodes-Conway	**Hearing Date:**	
Entered by:	ldcosta@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Mayor's Office	01/03/2024	Referred for Introduction				
	Action Text:	This Appointment was Referred for Introduction					
	Notes:	Confirm 1/23/24					

Text of Legislative File 81394

Title

Report of the Mayor submitting resident committee appointments (introduction 1-9-2024; action 1-23-2024).

Body

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

COMMITTEE ON AGING

RHONDA D. SMILLIE (3rd A.D.) - appoint to the remainder of a three-year term to the position of Member (55+ Years of Age) succeeding Donna Bryant. Rhonda Smillie is a retired U.S. Army Officer. During her tenure, she served in numerous positions including deputy director of Military Personnel Management and legislative liaison, Office of the Chief-Army Reserve. She also has a Masters in Gerontology.
TERM EXPIRES: 10-1-2024

CAITLYN LIU (6th A.D.) - appoint to the remainder of a three-year term to the position of Member succeeding Blinda H. Beason. Caitlyn Liu is an analytics program manager with SSM Health. Her previous work experience includes serving as a budget & policy analyst with the Wisconsin Medicaid Program at the Department of Health Services. She also recently served on the Dane County Human Services Board.
TERM EXPIRES: 10-1-2025

EARLY CHILDHOOD CARE AND EDUCATION COMMITTEE

CLAIRE E. LIND (16th A.D.) - reappoint to a three-year term to the position of Specialist in Child Care Field. First appointed 12-4-2018.
TERM EXPIRES: 9-30-2026

HOUSING STRATEGY COMMITTEE

JULIA L. MATTHEWS (12th A.D.) - appoint to the remainder of a three-year term to the position of Resident Member succeeding Hanif L. Nu'Man. Julia Matthews is a program analyst-research for the University of Wisconsin Madison - Center for Tobacco Research and Intervention. She served on Alpha Chi Sigma's housing board and has been active with the Emerson East Neighborhood Association. She also ran for the district 12 alder seat in 2023.
TERM EXPIRES: 4-30-2024

WATER UTILITY BOARD

ERIC J. CALLISTO (11th A.D.) - appoint to the remainder of a five-year term to the position of Member succeeding Michael Dailey. Eric Callisto is an attorney with Michael Best and Friedrich whose practice areas include energy, water, utility regulation. He previously served on the Public Service Commission of Wisconsin, appointed by Governor Jim Doyle. He also served as the agency's chief operating officer.
TERM EXPIRES: 9-30-2024

Respectfully submitted,

Satya Rhodes-Conway
Mayor

City of Madison

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

Master

File Number: 81394

City of Madison

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Master

File Number: 81064

File ID:	81064	**File Type:**	Report	**Status:**	Presidential Business
Version:	1	**Reference:**		**Controlling Body:**	Council Office
				File Created Date :	11/30/2023
File Name:	Confirming the Madison Common Council meeting formats through June 18, 2024			**Final Action:**	

Title: Confirming the Madison Common Council meeting formats through June 18, 2024:
1/23/24 - Hybrid (Virtual & CCB 201)
2/13/24 - Hybrid (Virtual & CCB 201)
3/5/24 - Hybrid (Virtual & CCB 201)
3/19/24 - Hybrid (Virtual & CCB 201)
4/16/24 - **Hybrid (Virtual & MMB 215)**
5/7/24 - Hybrid (Virtual & CCB 201)
5/21/24 - Hybrid (Virtual & CCB 201)
6/4/24 - Hybrid (Virtual & CCB 201)
6/18/24 - Hybrid (Virtual & CCB 201)

Notes:

		CC Agenda Date:	
		Agenda Number:	19.
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	11/30/2023	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 81064

Title
Confirming the Madison Common Council meeting formats through June 18, 2024:
1/23/24 - Hybrid (Virtual & CCB 201)
2/13/24 - Hybrid (Virtual & CCB 201)
3/5/24 - Hybrid (Virtual & CCB 201)
3/19/24 - Hybrid (Virtual & CCB 201)
4/16/24 - **Hybrid (Virtual & MMB 215)**
5/7/24 - Hybrid (Virtual & CCB 201)
5/21/24 - Hybrid (Virtual & CCB 201)
6/4/24 - Hybrid (Virtual & CCB 201)
6/18/24 - Hybrid (Virtual & CCB 201)

City of Madison

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Master

File Number: 80728

File ID:	80728	**File Type:**	License	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	ALCOHOL LICENSE REVIEW COMMITTEE
				File Created Date :	11/08/2023
File Name:				**Final Action:**	

Title: Operator License Application
Kacper Lupa

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	20.
Sponsors:		**Effective Date:**	
Attachments:	LICOPR-2023-00690 App_Redacted.pdf, LICOPR-2023-00690 Background Report_Redacted.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	ALCOHOL LICENSE REVIEW COMMITTEE	11/22/2023	Refer	ALCOHOL LICENSE REVIEW COMMITTEE		12/20/2023	Pass
	Action Text:	A motion was made by Farley, seconded by Knox Jr., to Refer to the ALCOHOL LICENSE REVIEW COMMITTEE. The motion passed by voice vote/other.					
1	ALCOHOL LICENSE REVIEW COMMITTEE	12/20/2023	RECOMMEND TO COUNCIL TO PLACE ON FILE - REPORT OF OFFICER				Pass

Action Text: A motion was made by Westra, seconded by Barushok, to RECOMMEND TO COUNCIL TO PLACE ON FILE - REPORT OF OFFICER. The motion passed by voice vote/other.

Text of Legislative File 80728

Title

Operator License Application
Kacper Lupa

Operator Application for Licenses to expire

For individuals selling or serving alcohol, pursuant to Madison General Ordinance 38.05. **Fees are not refundable.**

Second-Year Operator License Fee $45.00

Office use:	LICOPR-2023-00690	BST Date

Filling out your application

- An Operator License is a privilege, not a right. **Any false answers or omissions may result in the denial of your application.**
- This application must be filled out acurately and completely.
- If you have any doubt as to whether to include the facts of a specific incident it is recommended that you disclose the informaton.
- If you are unsure about how to respond to any questions on this form, check with the City Clerk for clarification.
- Your application will not be processed until you deal with outstanding warrants.
- You can obtain information regarding your arrest and conviction record from the police department, the court with which your interacted, or the Wisconsin Circuit Court Access website at

Review of your application

- The Madison Police Department will perform a background check to verify that the information you have provided is complete and accurate.
- If there are concerns about your arrest and /or conviction record as it relates to your application, or if it appears that you falsified or omitted information from your application, you may be called to appear before the Alcohol License Review Committee.
- If you are asked to appear but choose not to do so, your application may be denied.
- *Meetings of the Alcohol License Review Committee are open to the public and televised.*

First Name	M. I.	Last Name
Kacper		Lupa

Residence: Street Address	City	State	Zip
[redacted]	Fitchburg	WI	53711

Phone	Date of Birth	Birth Place (City, State)	Sex
[redacted]	[redacted]	Pozna, Poland	Male

Driver's License Number (State & Number)	Place of employment and phone#	Email Address
[redacted]		[redacted]

Other names, aliases or birthdates ever used:

Cities and States lived in since age 18, including where you now reside:		From:	To:
fitchburg	wisconsin		09/25/2023

Arrest and Conviction Record

Since your 17th birthday, have you been convicted of a felony or misdemeanor? (Including criminal traffic offenseses?)	☐ Yes	☑ No
As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?	☐ Yes	☑ No
Have you ever been convicted by a military court-martial?	☐ Yes	☑ No
Have you ever been convicted of disorderly conduct that involved violence against another person?	☐ Yes	☑ No

List Any Pending Citations, Tickets, or Criminal Charges

Year	Location	Charge	At the time of the incident were you under the influence of alcohol and /or other	Did the incident occur in or around an establishment that serves alcohol?

List All Citations, Tickets, Municipal/Ordinance Violations and Criminal Convictions (Excluding Parking Tickets). Attach additional paper if necessary.

Year	Location	Charge	At the time of the incident were you under the influence of alcohol and /or other	Did the incident occur in or around an establishment that serves alcohol?

Application must be notarized.

The undersigned affirms that he/she made complete and true answers to each question and understands tht his/her past record will become part of this application and that the applicant applying for an Operator License is a Wisconsin resident.

Subscribed and sworn before me
this_____day of _____, 20____

_____
Applicant's Signature

_____
Notary Public

To be filled out by the Madison Police Department

☐ Subject has no Criminal Arrest Record with either the Wisconsin State Crime Bureau or with the Madison Police Department

☐ Files indicate that subject has the attached Criminal Arrest Record

_____
Madison Police Department Authorized Signature

_____
Date

Kacper F Lupa : [redacted]

Guideline(s) 3(~~a~~)(b), 5

State	Date	Description	Pending	Conviction	Fel/Misd/Ord
WI	07/11/2019	Underage Drinking - Possess 17-20 (2nd) WI DNR Sauk Co 19FO867		08/26/2019	Forf U
WI	06/08/2019	Underage Drinking- Posses- 17-20 (2nd) UW Madison PD Dane County 19FO1101		07/18/2019	Forf U

Completed by: [redacted] **Date Completed:** 10/24/2023

_____ Submit to Council

_____ Additional Info Required/ Resubmit application

_____ Submit to ALRC

_____ Other Action: _____

Captain Initials: _____ Date: 10/25/23

City of Madison

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

Master

File Number: 80729

File ID:	80729	**File Type:**	License	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	ALCOHOL LICENSE REVIEW COMMITTEE
				File Created Date :	11/08/2023
File Name:				**Final Action:**	

Title: Operator License Application
Edwin M Henderson

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	21.
Sponsors:		**Effective Date:**	
Attachments:	LICOPR-2023-00476 App_Redacted.pdf, LICOPR-2023-00476 Background Report_Redacted.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	ALCOHOL LICENSE REVIEW COMMITTEE	11/22/2023	Refer	ALCOHOL LICENSE REVIEW COMMITTEE			Pass

Action Text: A motion was made by Farley, seconded by Knox Jr., to Refer to the ALCOHOL LICENSE REVIEW COMMITTEE. The motion passed by voice vote/other.

1	ALCOHOL LICENSE REVIEW COMMITTEE	12/20/2023	RECOMMEND TO COUNCIL TO GRANT WITH CONDITIONS - REPORT OF OFFICER	Pass

Action Text: A motion was made by Reece, seconded by Westra, to RECOMMEND TO COUNCIL TO GRANT WITH CONDITIONS - REPORT OF OFFICER. The motion passed by voice vote/other.

Condition: Applicant must have their probation agent submit a letter in support of the application.

Appearance by Edwin Henderson

Notes: Condition: Applicant must have their probation agent submit a letter in support of the application.

Text of Legislative File 80729

Title

Operator License Application
Edwin M Henderson

Operator Application for Licenses to expire 6/30/2024

For individuals selling or serving alcohol, pursuant to Madison General Ordinance 38.05. **Fees are not refundable.**

☒ Operator License ($45).

☐ Operator License with two month Provisional License issued today ($60).

Office use:	LICOPR-2023- 00476	BST Date 03/08/23

Filling out your application

- An Operator License is a privilege, not a right. **Any false answers or omissions may result in the denial of your application.**
- This application must be filled out accurately and completely.
- If you have any doubt as to whether to include the facts of a specific incident it is recommended that you disclose the information.
- If you are unsure about how to respond to any questions on this form, check with the City Clerk for clarification.
- Your application will not be processed until you deal with outstanding warrants.
- You can obtain information regarding your arrest and conviction record from the police department, the court with which you interacted, or the Wisconsin Circuit Court Access website at www.wcca.wicourts.gov/index.xsl (*CCAP may not provide a comprehensive list of ALL arrests and convictions).*

Review of your application

- The Madison Police Department will perform a background check to verify that the information you have provided is complete and accurate.
- If there are concerns about your arrest and/or conviction record as it relates to your application, or if it appears that you falsified or omitted information from your application, you may be called to appear before the Alcohol License Review Committee.
- If you are asked to appear but choose not to do so, your application may be denied.
- *Meetings of the Alcohol License Review Committee are open to the public and televised.*

First Name	M. I.	Last Name
Edwin	M	Henderson

Residence: Street Address	City	State	Zip
[redacted]	Madison	WI	53713

Phone	Date of Birth	Birth Place (City, State)	Sex
[redacted]	[redacted]	Madison, WI	Male

Driver's License Number (State & Number)	Place of employment and phone #	Email Address
[redacted]		[redacted]

Other names, aliases or birthdates ever used: None

Cites and States lived in since age 18, including where you now reside:	From:	To:
Houston, TX	From: Feb 2020	To: March 2021
Madison, WI	From: Jun 1999	To: Feb 2020
Madison, WI	From: March 2021	To: now
	From:	To:

-over-

Arrest and Conviction Record

Since your 17th birthday, have you ever been convicted of a felony or misdemeanor? (Including criminal traffic offenses)	☑ Yes	☐ No
As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?	☐ Yes	☑ No
Have you ever been convicted by a military court-martial?	☐ Yes	☑ No
Have you ever been convicted of disorderly conduct that involved violence against another person?	☐ Yes	☑ No

List Any Pending Citations, Tickets, or Criminal Charges

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?

List All Citations, Tickets, Municipal/Ordinance Violations and Criminal Convictions

(Excluding Parking Tickets). Attach additional paper if necessary.

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?
June 2011	madison	taking of persons	no	yes
Jan 2017	Madison	theft	no	no
Oct 2018	madison	DUI	yes	no

Application must be signed.

The undersigned acknowledges that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000, and understands that his/her past record will become part of this application and that the applicant applying for an Operator License is a Wisconsin resident.

Applicant's Signature

6 Oct/30/23
Date

To be filled out by the Madison Police Department

☐ Subject has no Criminal Arrest Record with either the Wisconsin State Crime Bureau or with the Madison Police Department
☐ Files indicate that subject has the attached Criminal Arrest Record

Madison Police Department Authorized Signature

Date

Edwin M Henderson : [redacted]

Guideline(s) /

State	Date	Description	Pending	Conviction	Fel/Misd/Ord
WI	12/26/2017	Resisting/Obstruction Officer Dane Co 18CM2237 MPD		05/03/2022	Misd A
WI	12/02/2018	OWI 1st MPD		01/02/2016	Ord
WI	7/1/2020	Attempt Theft-Movable Property from Person/Corpse		04/06/2022	Felony G

Completed by: [redacted] **Date Completed:** 8/9/2023

_____ Submit to Council

_____ Additional Info Required/ Resubmit application

_____ Submit to ALRC

_____ Other Action: _____

Captain Initials: _____ Date: 8/16/23

City of Madison

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

Master

File Number: 80953

File ID:	80953	**File Type:**	License	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	ALCOHOL LICENSE REVIEW COMMITTEE
				File Created Date :	11/21/2023
File Name:				**Final Action:**	

Title: Change of Agent
Sass Madison LLC • dba Sass of Madison • 10 W Mifflin St
New Agent: Joseph Perkins
Class B Combination Liquor & Beer
Police Sector 406 (District 4)

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	22.
Sponsors:		**Effective Date:**	
Attachments:	LICLIB-2022-00375 Agent Change 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	ALCOHOL LICENSE REVIEW COMMITTEE	11/22/2023	Refer	ALCOHOL LICENSE REVIEW COMMITTEE		12/20/2023	Pass

Action Text: A motion was made by Barushok, seconded by Knox Jr., to Refer to the ALCOHOL LICENSE REVIEW COMMITTEE. The motion passed by voice vote/other.

One registration in support.

1	ALCOHOL LICENSE REVIEW COMMITTEE	12/20/2023	RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER	Pass

Action Text: A motion was made by Reece, seconded by Westra, to RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER. The motion passed by voice vote/other.

One registration in support.

Text of Legislative File 80953

Title

Change of Agent
Sass Madison LLC • dba Sass of Madison • 10 W Mifflin St
New Agent: Joseph Perkins
Class B Combination Liquor & Beer
Police Sector 406 (District 4)

Liquor/Beer Agent

City of Madison Clerk
210 MLK Jr Blvd, Room 103
Madison, WI 53703

licensing@cityofmadison.com
608-266-4601

(Agenda Item Number) –if change-

(Legistar file number) –if change-

LICLIB-2022-00375
(License number)

4-VERVEER
(Alder District # and Name)

Office Use Only

Class A: ☐ Beer, ☐ Liquor, ☐ Cider
Class B: ☒ Beer, ☒ Liquor,
☒ Class C Wine

- This application is for Liquor/Beer Agents for new alcohol licenses and for a change of Liquor/Beer Agent to an existing alcohol license.
  - If you are a **new** agent for a **new** license, there is no charge.
  - If this is a **change of agent**, there is a $10.00 charge.
- Please include a **background check form** and copy of your **picture ID** with this application.
- Please include documentation that you have taken **Beverage Server Training** or have held an **Operator's License** within the last two years.

To be completed by Corporate Officer or Member of LLC

I, Joseph Perkins, officer/member for Sass Madison (Corp/LLC),

doing business as Sass Madison, authorize and appoint Joseph Perkins
Changing to Tutto with a Touch of Sass
Name

as the liquor/beer agent for the premise located at 10 W Mifflin St 110.

Penalty for materially false application information: Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000.

Signature of corporate officer/member, Date 10/16/23

To be completed by appointed Liquor/Beer Agent

I, Joseph Perkins, appointed liquor/beer agent for Sass Madison (Corp/LLC),

being first duly sworn, affirm that I have full authority and control of the premise described

in this license, and I am involved in the actual conduct of the business as an employee, or have a direct

financial interest in the business of the licensee. The percent of the business I own is 100 %.

☐ I have included a copy of my photo ID and Beverage Server Training certificate/Operator's license.

Penalty for materially false application information: Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000.

Signature of corporate Agent, Date 10/16/23

REV 09/2018

☐ Form submitted by mail/e-mail
Office Use Only

City of Madison

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

Master

File Number: 81148

File ID:	81148	**File Type:**	License	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	ALCOHOL LICENSE REVIEW COMMITTEE
				File Created Date :	12/05/2023
File Name:				**Final Action:**	

Title: 21+ Entertainment License
North Central Management Inc • dba Moxy by Marriott Madison Downtown
Capacity (in/out): 836/0
823 E Washington Ave • Agent: Sheri Straka
Class B Combination Liquor & Beer • 3% alcohol, 1% food, 96% other
Police Sector 408 (District 6)

Notes:			
		CC Agenda Date:	
		Agenda Number:	23.
Sponsors:		**Effective Date:**	
Attachments:	LICENT-2023-00743 App_Redacted.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	ALCOHOL LICENSE REVIEW COMMITTEE	12/20/2023	RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER				Pass

Action Text: A motion was made by Carter, seconded by Westra, to RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER. The motion passed by voice vote/other.

Two registrations in support.

Text of Legislative File 81148

Title

21+ Entertainment License
North Central Management Inc • dba Moxy by Marriott Madison Downtown
Capacity (in/out): 836/0
823 E Washington Ave • Agent: Sheri Straka
Class B Combination Liquor & Beer • 3% alcohol, 1% food, 96% other
Police Sector 408 (District 6)

Entertainment License

Permanent

City of Madison Clerk
210 MLK Jr Blvd, Room 103
Madison, WI 53703

licensing@cityofmadison.com
608-266-4601

(Agenda Item Number)

(Legistar file number)

LICENT- 2023-00743
(License number)

(Alder District #) (Police Sector)
Office Use Only

~~Class A: ☐ Beer, ☐ Liquor, ☐ Cider~~
Class B: ☐ Beer, ☒ Liquor,
☐ Class C Wine

Type of entertainment license: ■ Entertainment License (21+) ☐ Visual & Performing Arts License (18+)

Licensed Premises Information

This application modifies existing alcohol license number (if applicable): _____ (Class B license only)

Business dba Name: Moxy by Marriott Madison Downtown

Licensed Address: 823 E. Washington Avenue, Madison, WI 53703

Premise Capacity: 836 Liquor/Beer Agent Name: Sheri Straka

40 % Alcohol, 58 % Food, 2 % Other Alder, District #: _____ Police Sector: _____

Corporate Information

Business Legal Name (as on WI State Sellers Permit): North Central Management, Inc.

Business Mailing Address: PO Box 620994

Business Contact Name, Position: Christine Hoebel, Transaction Manager

Business Phone: 608-836-6060 Business Email: choebel@ncghospitality.com

Corporate Officers, Partners, or Sole Proprietor's information:

Name	Address	Title
See attached		

■ Security Plan attached *(21+ must complete page 2, 18+ must completed pages 2 and 3)*

☐ I have contacted Zoning (zoning@cityofmadison.com, 608-266-4551) for necessary approvals.

■ I certify that this information is true and correct to the best of my knowledge.

X _____ Signature Date 10/19/2023

☒ Orange sign and business card issued

☒ "License Renewals & Changes" brochure with next steps issued

Office Use Only

NORTH CENTRAL MANAGEMENT, INC.
List of Directors & Officers

- David A. Lenz
  Director, Founder and Chairman
  [redacted]

- Kris Lenz
  Director
  [redacted]

- Jeffrey S. Lenz
  Chief Executive Officer & Stockholder
  [redacted]

- Mark E. Lenerz
  Chief Financial Officer
  [redacted]

- Andrew B. Inman
  Chief Development Officer
  [redacted]

- Eric A. Rottier
  Chief Operating Officer
  [redacted]

- Catherine M. Gillman
  Vice President & General Counsel
  [redacted]

- Katherine A. Marron
  Vice President of Marketing & Communications & Stockholder
  [redacted]

- Kimberly Richter
  Vice President Community & Investor Relations & Stockholder
  [redacted]

- Jen Yakimicki Guimond
  Vice President of Revenue
  [redacted]

Entertainment and Security Information

Live entertainment includes (check all that apply): ■ Live Music ■ Disc Jockey ☐ Designated Dance Floor

Live entertainment does not include non-amplified or acoustic music performed by a single artist, or performances where an uncompensated patron sings along with a machine that plays pre-recorded music, commonly known as karaoke.

Type of live entertainment to be offered: Live music or a DJ may perform in the lobby bar.

Number of security personnel and how they will be utilized: Overnight security personnel to maintain order throughout the hotel

Description of clothing to identify security personnel: Security uniform

Plan to handle control and clearance of the parking lot during hours of operation and at closing time: Parking will be available in the Livingston Street Ramp and operated by a 3rd party valet service

How will the entrance line be managed and controlled: Hotel employees will monitor the front entrance door to the hotel

Plan for unruly patrons, intoxicated patrons, and physical disturbances: Follow all guidelines as outlined in the alcohol training for the state of Wisconsin

Underage drinking and fake ID plan: All bartenders will take an alcohol training class that will address under age drinking and fake ID's

Plan to control and supervise patrons under twenty-one (21) years of age: All bartenders will take an alcohol training class that will address under age drinking and fake ID's

How will orderly appearance and operation of the premises be maintained in regard to litter and noise: Our facilities will be cleaned and monitored multiple times per day

Management Personnel

Name	Date of Birth	Name	Date of Birth
Sheri Straka	[redacted]		
April Sponem			

City of Madison

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

Master

File Number: 81149

File ID:	81149	**File Type:**	License	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	ALCOHOL LICENSE REVIEW COMMITTEE
				File Created Date :	12/05/2023
File Name:				**Final Action:**	

Title: Change of Agent
Kwik Trip Inc • dba Kwik Trip 951 • 6702 Raymond Rd
New Agent: Rebecka Lohr
Class A Beer, Class A Cider
Police Sector 123 (District 20)

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	24.
Sponsors:		**Effective Date:**	
Attachments:	LICLIA-2017-00826 Agent Change App (3).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	ALCOHOL LICENSE REVIEW COMMITTEE	12/20/2023	RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER				Pass

Action Text: A motion was made by Barushok, seconded by Reece, to RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER. The motion passed by voice vote/other.

One registration in support.

Text of Legislative File 81149

Title

Change of Agent
Kwik Trip Inc • dba Kwik Trip 951 • 6702 Raymond Rd
New Agent: Rebecka Lohr
Class A Beer, Class A Cider
Police Sector 123 (District 20)

Liquor/Beer Agent

City of Madison Clerk
210 MLK Jr Blvd, Room 103
Madison, WI 53703

licensing@cityofmadison.com
608-266-4601

Class A: ☒ Beer, ☐ Liquor, ☒ Cider
Class B: ☐ Beer, ☐ Liquor,
☐ Class C Wine

(Agenda Item Number) –if change-

(Legistar file number) –if change-

LICLIA-2017-00826
(License number)

(Alder District # and Name)
Office Use Only

- This application is for Liquor/Beer Agents for new alcohol licenses and for a change of Liquor/Beer Agent to an existing alcohol license.
  - If you are a **new** agent for a **new** license, there is no charge.
  - If this is a **change of agent**, there is a $10.00 charge.
- Please include a **background check form** and copy of your **picture ID** with this application.
- Please include documentation that you have taken **Beverage Server Training** or have held an **Operator's License** within the last two years.

To be completed by Corporate Officer or Member of LLC

I, Donald P. Zietlow, officer/member for Kwik Trip, Inc. (Corp/LLC),

doing business as Kwik Trip 951, authorize and appoint Rebecka L. Lohr
Name

as the liquor/beer agent for the premise located at 6702 Raymond Rd., Madison, WI.

Penalty for materially false application information: Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000.

Scott P. Zietlow, 11-10-23
Signature of corporate officer/member *Date*
Scott P. Zietlow

RECEIVED
NOV 17 2023
MADISON CITY CLERK

To be completed by appointed Liquor/Beer Agent

I, Rebecka L. Lohr, appointed liquor/beer agent for Kwik Trip, Inc. (Corp/LLC),

being first duly sworn, affirm that I have full authority and control of the premise described

in this license, and I am involved in the actual conduct of the business as an employee, or have a direct

financial interest in the business of the licensee. The percent of the business I own is 0 %.

☒ I have included a copy of my photo ID and Beverage Server Training certificate/Operator's license.

Penalty for materially false application information: Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000.

X Rebecka L. Lohr, X 11/10/2023
Signature of corporate Agent *Date*
Rebecka L. Lohr

REV 09/2018

☐ Form submitted by mail/e-mail
Office Use Only

City of Madison

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

Master

File Number: 81150

File ID:	81150	**File Type:**	License	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	ALCOHOL LICENSE REVIEW COMMITTEE
				File Created Date :	12/05/2023
File Name:				**Final Action:**	

Title: Entity Reorganization
Portillo's Hot Dogs LLC • dba Portillo's Hot Dogs
7230 West Towne Way
Class B Beer, Class C Wine
Police Sector 124 (District 9)
Add one new officer, remove one officer

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	25.
Sponsors:		**Effective Date:**	
Attachments:	LICLIB-2021-00136 Officer Change 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	ALCOHOL LICENSE REVIEW COMMITTEE	12/20/2023	RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER				Pass

Action Text: A motion was made by Barushok, seconded by Reece, to RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER. The motion passed by voice vote/other.

One registration in support.

Text of Legislative File 81150

Title

Entity Reorganization
Portillo's Hot Dogs LLC • dba Portillo's Hot Dogs
7230 West Towne Way
Class B Beer, Class C Wine
Police Sector 124 (District 9)
Add one new officer, remove one officer

Change of Officers

City of Madison Clerk
210 MLK Jr Blvd, Room 103
Madison, WI 53703
licensing@cityofmadison.com
608-266-4601

Class A: ☐ Beer, ☐ Liquor, ☐ Cider
Class B: ☑ Beer, ☐ Liquor,
☑ Class C Wine

(Agenda Item Number)

(Legistar file number)

(License number)

9 - CONKLIN
(Alder District # and Name)

Office Use Only

- This application is to inform the city of any changes in corporate structure.
- **The fee** for filing this application is $25.00.
- Please include a completed a **Background Investigation Form** and copy of a **picture ID** for each **new** officer/member/director with this application (not necessary for title changes).

Licensed Premises Information

This application modifies existing alcohol license number: LICLIB-2021-00136

Business dba Name: Portillo's Hot Dogs

Licensed Address: 7230 West Towne Way, Madison,WI 53719

Liquor/Beer Agent Name: Julio Pitre

Alder, District #: Nikki Conklin, District 9

Corporate Information

Business Legal Name (as on WI State Sellers Permit): Portillo's Hot Dogs, LLC

Business Mailing Address: 2001 Spring Road, Suite 400, Oak Brook, IL 60523

Business Contact Name, Position: Elizabeth Hackett, License and Governance Program Manager

Business Phone: 630-954-3773

Business Email: ehackett@portillos.com

List New Officers/Members/Directors, if applicable (attach background check form for each):	
Name	Title
Kelly M. Kaiser	General Counsel & Secretary
Officers/Members/Directors who will no longer hold their positions:	
Name	Former Title
Susan B. Shelton	General Counsel & Secretary

continued on page two -OVER

Do any of the officers/members/directors possess any interest or control in any other Class A, B or C license?
☐No ☑Yes, explain: ____See Attached List_____

After this change, how many total officers/members/directors will be in the organization?:
___3_____

Will this change alter your business plan? ☑ No ☐Yes, please attach new business plan with application.

Penalty for materially false application information: Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000.

Michelle Hook
Authorized Signature

11/14/2023
Date

☐ Form submitted by mail/e-mail
Office Use Only

PORTILLO'S HOT DOGS, LLC LIQUOR LICENSES

Address	Governing Body	License/Permit Number
235 E. North Ave., Glendale Heights 60139	State of Illinois	1A-0005904
	Village of Glendale Heights	23-C-05*
155 S. Rte. 83, Elmhurst 60126	State of Illinois	1A-0004881
	City of Elmhurst	21 00020490
170 W. North Ave., Northlake 60164	City of Northlake	23-0921
	State of Illinois	1A-0019987
1500 Butterfield Rd., Downers Grove 60515	Village of Downers Grove	LQ-000048
	State of Illinois	1A-0008763
134 E. Lake Street, Bloomingdale 60108	Village of Bloomingdale	2209
	State of Illinois	1A-1138376
806 W. Dundee Rd., Arlington Heights 60004	Village of Arlington Heights	E-20
	State of Illinois	1A-0019988
950 E. Ogden Ave., Naperville 60540	City of Naperville	1267
	State of Illinois	1A-0005908
7740 W. Roosevelt Rd., Forest Park 60130	Village of Forest Park	28
	State of Illinois	1A-0008762
1500 Busse Highway, Elk Grove Village 60007	Village of Elk Grove Village	2368
	State of Illinois	1A-0008765
611 E. Golf Rd., Schaumburg 60173	Village of Schaumburg	69473
	State of Illinois	1A-0008759
950 S. Barrington Rd., Streamwood 60107	Village of Streamwood	LIQ-000168
	State of Illinois	1A-0016692
1992 W. Jefferson, Naperville 60540	City of Naperville	1266
	State of Illinois	1A-0005907
13130 S. Cicero, Crestwood 60445	Village of Crestwood	23-0461
	State of Illinois	1A-0005906
221 E. Townline Rd., Vernon Hills 60061	Village of Vernon Hills	2022-213
	State of Illinois	1A-0005905
15900 S. Harlem Ave., Tinley Park 60477	State of Illinois	1A-0034184
	Village of Tinley Park	L-011023
8832 W. Dempster, Niles 60714	State of Illinois	1A-0111078
	Village of Niles	4
5532 S. Harlem Ave., Summit 60501	State of Illinois	1A-0036494
	Village of Summit	5
531 N. Randall Rd., Batavia 60510	State of Illinois	1A-0040596
	City of Batavia	23-54
855 Cog Cir., Crystal Lake 60014	State of Illinois	1A-0049165
	City of Crystal Lake	2023-62
2810 Route 34, Oswego 60543	State of Illinois	1A-0111080
	Village of Oswego	LIC-000443-2022
3895 E. Main St., St. Charles 60174	State of Illinois	1A-0055095
	City of St. Charles	8225-1
4020 W. 95th St., Oak Lawn 60453	State of Illinois	1A-0056085
	Village of Oak Lawn	12889L
1155 Brook Forest Ave., Shorewood 60431	State of Illinois	1A-0061709
	Village of Shorewood	28
9400 Skokie Blvd., Skokie 60077	State of Illinois	1A-1134501
	Village of Skokie	94-E1 B/W
1780 DeKalb Ave., Sycamore 60178	City of Sycamore	2023B-CLLQ-106
	State of Illinois	1A-0065170
555 East 81st Ave, Merrillville, IN. 46410	State of Indiana	RR4532102
7195 Kingery Highway, Willowbrook, Il 60527	Village of Willowbrook	LL23-0184
	State of Illinois	1A-0079250
100 W. Ontario, Chicago 60610	City of Chicago	39473
	State of Illinois	1A-0008761
6102 W. Grand Ave. (Route 132 #607) Gurnee, IL 60031	Village of Gurnee	1265
	State of Illinois	1A-1128087
8390 La Palma Ave., Buena Park, CA 90620	State of California	41 591685*
12840 Day St., Moreno Valley, CA 92553	State of California	41 590621*
1748 W. Brandon Blvd., Brandon, FL 33510	State of Florida	BEV3911863
520 W. Taylor St., Chicago, IL 60607	City of Chicago	2433065
	State of Illinois	1A-1130173
17685 Bluemound Rd., Brookfield, WI 53008	City of Brookfield	Beer: 2021-7 Wine: 2021-2
	State of Illinois	1A-1131077
134 E. Boughton Rd., Bolingbrook, IL 60440	Village of Bolingbrook	23L-056
	State of Illinois	1A-1131076
2306 E. Lincoln Highway, New Lenox, IL 60451	Village of New Lenox	LL-22-0030
	State of Illinois	1A-1131353
1020 S. Randall Road, Elgin, IL 60123	City of Elgin	22-00026261
2102 E. Fowler Ave., Tampa, FL 33612	State of Florida	BEV3911965
6090 East State Street, Rockford, IL 61108	State of Illinois	1A-1131480
	City of Rockford	22267
	State of Illinois	1A-1131747
17500 Halsted Street, Homewood, IL 60430	Village of Homewood	23-21
65 S McClintock Dr., Tempe, AZ 85281	State of Arizona	1207A679
	City of Tempe	LIQ-21-00487
10574 N. 90th Street, Scottsdale, AZ 85258	State of Arizona	1207A678
	City of Scottsdale	1128087
700 Lake Cook Road, Deerfield, IL 60015	State of Illinois	1A-1132082
	Village of Deerfield	11
7308 W. Lawrence Ave, Harwood Heights, IL 60706	Village of Harwood Heights	LL23-0312
	State of Illinois	1A-1132621
2306 N. Prospect Ave., Champaign, IL 61822	City of Champaign	R-0035-17
	State of Illinois	1A-1134037
8705 W. Sura Lane, Greenfield, WI 53228	City of Greenfield	CB23-0042
8450 Hudson Road, Woodbury, MN 55125	City of Woodbury/State of Minnesota	ONSH23-72
1900 W. Golf Rd., Rolling Meadows, IL 60008	City of Rolling Meadows	1857
	State of Illinois	1A-1134874
202 N. Landmark Drive, Normal, IL 61761	Town of Normal	2022-23-037
	State of Illinois	1A-1135099
9201 E. 116th Street, Fishers, IN 46037	State of Indiana	RR2936469
12251 Elm Creek Blvd. N, Maple Grove, MN 55369	City of Maple Grove/State of Minnesota	23-047
5102 N. Main Street, Mishawaka, IN 46545	State of Indiana	RR7139305
4412 N. Rockwood Rd., Peoria, IL 61615	City of Peoria	797
	State of Illinois	1A-1137671
8150 US 31, Indianapolis, IN 46227	State of Indiana	RR4936200
10444 E. US 36, Avon, IN 46123	State of Indiana	RR32-34476
4505 East Towne Blvd., Madison, WI 53704	City of Madison	LICLIB-2018-00866
1800 County Road B2, Roseville, MN 55113	City of Roseville/State of Minnesota	71219
2741 E. 53rd Street, Davenport, IA 52807	State of Iowa	BW0096547
10331 W. McDowell Rd., Avondale, AZ 85392	City of Avondale	12070006828
	State of Arizona	12070006828
295 W. Coliseum Blvd., Fort Wayne, IN 46805	State of Indiana	RR0236666
3343 W. Addison, Chicago, IL 60618	City of Chicago	2647654
	State of Illinois	1A-1146149
3400 Freedom Drive, Springfield, IL 62703	City of Springfield	0576E 2023
	State of Illinois	1A-1146291
7715 W. Palm Parkway, Orlando, FL 32836	State of Florida	BEV5813773
17125 N. 79th Ave., Glendale, AZ 85308	City of Glendale	600000014-L12
	State of Arizona	12070013540
870 E. State Road 32, Westfield, IN 46074	State of Indiana	RR2937011
7230 West Towne Way, Madison, WI 53704	City of Madison	LICLIB-2021-00136
2302 Tyrone Blvd. N, St. Petersburg, FL 33710	State of Florida	BEV6214694
8041 W. Irlo Bronson Memorial Highway, Kissimmee, FL 34747	State of Florida	BEV5903715
2650 S. Market St., Gilbert, AZ 85295	State of Arizona	12070019333
	Town of Gilbert	ALC000630-05-2022
4560 Destination Drive, The Colony, TX 75056	State of Texas	BG-20069094
1403 US 41, Schererville, IN 46375	State of Indiana	RR4538765
3761 E. Broadway Blvd., Tucson, AZ 85716	State of Arizona	12100021638
	City of Tucson	T3081208
1955 N. Central Expy, Allen, TX 75013	State of Texas	BG-200092305
4200 S. Cooper St., Arlington, TX 76015	State of Texas	BG-200092461
	City of Arlington	23-015655
	Tarrant County	BG-200092461
20745 E. Walnut Rd., Queen Creek, AZ 85142	State of Arizona	12070023693 (inactive)
	Town of Queen Creek	6108
1801 S. Randall Rd, Algonquin, IL 60102	Village of Algonquin	2023/2024 F 09
	State of Illinois	1A-1155681
3300 S. Cicero, Cicero, IL 60608	Town of Cicero	202
	State of Illinois	1A-1155679
1251 E. Highway 50, Clermont, FL 34711	State of Florida	BEV4503553

City of Madison

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

Master

File Number: 81151

File ID:	81151	**File Type:**	License	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	ALCOHOL LICENSE REVIEW COMMITTEE
				File Created Date :	12/05/2023
File Name:				**Final Action:**	

Title: Entity Reorganization
Portillo's Hot Dogs LLC • dba Portillo's Hot Dogs
4505 East Towne Blvd
Class B Beer
Police Sector 631 (District 17)
Add one new officer, remove one officer

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	26.
Sponsors:		**Effective Date:**	
Attachments:	LICLIB-2018-00866 Officer Change 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	ALCOHOL LICENSE REVIEW COMMITTEE	12/20/2023	RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER				Pass

Action Text: A motion was made by Barushok, seconded by Reece, to RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER. The motion passed by voice vote/other.

No registration in support.

Text of Legislative File 81151

Title
Entity Reorganization
Portillo's Hot Dogs LLC • dba Portillo's Hot Dogs
4505 East Towne Blvd
Class B Beer
Police Sector 631 (District 17)
Add one new officer, remove one officer

Change of Officers

City of Madison Clerk
210 MLK Jr Blvd, Room 103
Madison, WI 53703
licensing@cityofmadison.com
608-266-4601

Class A: ☐ Beer, ☐ Liquor, ☐ Cider
Class B: ☑ Beer, ☐ Liquor,
☐ Class C Wine

(Agenda Item Number)

(Legistar file number)

(License number)

17 - MADISON
(Alder District # and Name)

Office Use Only

- This application is to inform the city of any changes in corporate structure.
- **The fee** for filing this application is $25.00.
- Please include a completed a **Background Investigation Form** and copy of a **picture ID** for each **new** officer/member/director with this application (not necessary for title changes).

Licensed Premises Information

This application modifies existing alcohol license number: LICLIB-2018-00866

Business dba Name: Portillo's Hot Dogs

Licensed Address: 4505 East Towne Blvd., Madison, WI 53704

Liquor/Beer Agent Name: Julio Pitre Alder, District #: Sabrina V. Madison, District 17

Corporate Information

Business Legal Name (as on WI State Sellers Permit): Portillo's Hot Dogs, LLC

Business Mailing Address: 2001 Spring Road, Suite 400, Oak Brook, IL 60523

Business Contact Name, Position: Elizabeth Hackett, License and Governance Program Manager

Business Phone: 630-954-3773 Business Email: ehackett@portillos.com

List New Officers/Members/Directors, if applicable (attach background check form for each):	
Name	Title
Kelly M. Kaiser	General Counsel & Secretary
Officers/Members/Directors who will no longer hold their positions:	
Name	Former Title
Susan B. Shelton	General Counsel & Secretary

continued on page two -OVER

Do any of the officers/members/directors possess any interest or control in any other Class A, B or C license?

☐No ☑Yes, explain: N/A

After this change, how many total officers/members/directors will be in the organization?: 3

Will this change alter your business plan? ☑No ☐Yes, please attach new business plan with application.

Penalty for materially false application information: Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000.

Michelle Hook
Authorized Signature

11/14/2023
Date

☐ Form submitted by mail/e-mail
Office Use Only

PORTILLO'S HOT DOGS, LLC LIQUOR LICENSES

Address	Governing Body	License/Permit Number
235 E. North Ave., Glendale Heights 60139	State of Illinois	1A-0005904
	Village of Glendale Heights	23-C-05*
155 S. Rte. 83, Elmhurst 60126	State of Illinois	1A-0004881
	City of Elmhurst	21-00020490
170 W. North Ave., Northlake 60164	City of Northlake	23-0921
	State of Illinois	1A-0019987
1500 Butterfield Rd., Downers Grove 60515	Village of Downers Grove	LQ-000048
	State of Illinois	1A-0008763
134 E. Lake Street, Bloomingdale 60108	Village of Bloomingdale	2209
	State of Illinois	1A-1138376
806 W. Dundee Rd., Arlington Heights 60004	Village of Arlington Heights	E-20
	State of Illinois	1A-0019988
950 E. Ogden Ave., Naperville 60540	City of Naperville	1267
	State of Illinois	1A-0005908
7740 W. Roosevelt Rd., Forest Park 60130	Village of Forest Park	28
	State of Illinois	1A-0008762
1500 Busse Highway, Elk Grove Village 60007	Village of Elk Grove Village	2368
	State of Illinois	1A-0008765
611 E. Golf Rd., Schaumburg 60173	Village of Schaumburg	69473
	State of Illinois	1A-0008759
950 S. Barrington Rd., Streamwood 60107	Village of Streamwood	LIQ-000168
	State of Illinois	1A-0016692
1992 W. Jefferson, Naperville 60540	City of Naperville	1266
	State of Illinois	1A-0005907
13130 S. Cicero, Crestwood 60445	Village of Crestwood	23-0461
	State of Illinois	1A-0005906
221 E. Townline Rd., Vernon Hills 60061	Village of Vernon Hills	2022-213
	State of Illinois	1A-0005905
15900 S. Harlem Ave., Tinley Park 60477	State of Illinois	1A-0034184
	Village of Tinley Park	L-011023
8832 W. Dempster, Niles 60714	State of Illinois	1A-0111078
	Village of Niles	4
5532 S. Harlem Ave., Summit 60501	State of Illinois	1A-0038494
	Village of Summit	5
531 N. Randall Rd., Batavia 60510	State of Illinois	1A-0040596
	City of Batavia	23-54
855 Cog Cir., Crystal Lake 60014	State of Illinois	1A-0049165
	City of Crystal Lake	2023-62
2810 Route 34, Oswego 60543	State of Illinois	1A-0111080
	Village of Oswego	LIC-000443-2022
3695 E. Main St., St. Charles 60174	State of Illinois	1A-0055095
	City of St. Charles	8225-1
4020 W. 95th St., Oak Lawn 60453	State of Illinois	1A-0056085
	Village of Oak Lawn	12889L
1155 Brook Forest Ave., Shorewood 60431	State of Illinois	1A-0061709
	Village of Shorewood	28
9400 Skokie Blvd., Skokie 60077	State of Illinois	1A-1134501
	Village of Skokie	94-E1 B/W
1780 DeKalb Ave., Sycamore 60178	City of Sycamore	2023B-CLLO-106
	State of Illinois	1A-0065170
555 East 81st Ave. Merrillville, IN 46410	State of Indiana	RR4532102
7195 Kingery Highway, Willowbrook, Il 60527	Village of Willowbrook	LL23-0184
	State of Illinois	1A-0079250
100 W. Ontario, Chicago 60610	City of Chicago	39473
	State of Illinois	1A-0008761
6102 W. Grand Ave. (Route 132 #607) Gurnee, IL 60031	Village of Gurnee	1265
	State of Illinois	1A-1128087
8390 La Palma Ave., Buena Park, CA 90620	State of California	41 591685*
12840 Day St., Moreno Valley, CA 92553	State of California	41 590621*
1748 W. Brandon Blvd., Brandon, FL 33510	State of Florida	BEV3911663
520 W. Taylor St., Chicago, IL 60607	City of Chicago	2433065
	State of Illinois	1A-1130173
17685 Bluemound Rd., Brookfield, WI 53008	City of Brookfield	Beer: 2021-7 Wine: 2021-2
	State of Illinois	1A-1131077
134 E. Boughton Rd., Bolingbrook, IL 60440	Village of Bolingbrook	23L-056
	State of Illinois	1A-1131076
2306 E. Lincoln Highway, New Lenox, IL 60451	Village of New Lenox	LL-22-0030
	State of Illinois	1A-1131353
1020 S. Randall Road, Elgin, IL 60123	City of Elgin	22-00026261
2102 E. Fowler Ave., Tampa, FL 33612	State of Florida	BEV3911965
6090 East State Street, Rockford, IL 61108	State of Illinois	1A-1131480
	City of Rockford	22267
17500 Halsted Street, Homewood, IL 60430	State of Illinois	1A-1131747
	Village of Homewood	23-21
65 S McClintock Dr., Tempe, AZ 85281	State of Arizona	1207A679
	City of Tempe	LIQ-21-00487
10574 N. 90th Street, Scottsdale, AZ 85258	State of Arizona	1207A678
	City of Scottsdale	1128087
700 Lake Cook Road, Deerfield, IL 60015	State of Illinois	1A-1132082
	Village of Deerfield	11
7308 W. Lawrence Ave, Harwood Heights, IL 60706	Village of Harwood Heights	LL23-0312
	State of Illinois	1A-1132621
2306 N. Prospect Ave., Champaign, IL 61822	City of Champaign	R-0035-17
	State of Illinois	1A-1134037
8705 W. Sura Lane, Greenfield, WI 53228	City of Greenfield	CB23-0042
8450 Hudson Road, Woodbury, MN 55125	City of Woodbury/State of Minnesota	ON5N23-72
1900 W. Golf Rd., Rolling Meadows, IL 60008	City of Rolling Meadows	1857
	State of Illinois	1A-1134874
202 N. Landmark Drive, Normal, IL 61761	Town of Normal	2022-23-037
	State of Illinois	1A-1135099
9201 E. 116th Street, Fishers, IN 46037	State of Indiana	RR2936469
12251 Elm Creek Blvd. N, Maple Grove, MN 55369	City of Maple Grove/State of Minnesota	23-047
5102 N. Main Street, Mishawaka, IN 46545	State of Indiana	RR7139305
4412 N. Rockwood Rd., Peoria, IL 61615	City of Peoria	797
	State of Illinois	1A-1137671
8150 US 31, Indianapolis, IN 46227	State of Indiana	RR4936200
10444 E. US 36, Avon, IN 46123	State of Indiana	RR32-34476
4505 East Towne Blvd., Madison, WI 53704	City of Madison	LICLIB-2018-00866
1800 County Road B2, Roseville, MN 55113	City of Roseville/State of Minnesota	71219
2741 E. 53rd Street, Davenport, IA 52807	State of Iowa	BW0096547
10331 W. McDowell Rd., Avondale, AZ 85392	City of Avondale	1207000828
	State of Arizona	1207000828
295 W. Coliseum Blvd., Fort Wayne, IN 46805	State of Indiana	RR0236666
3343 W. Addison, Chicago, IL 60618	City of Chicago	2647854
	State of Illinois	1A-1146149
3400 Freedom Drive, Springfield, IL 62703	City of Springfield	0576E 2023
	State of Illinois	1A-1146291
7715 W. Palm Parkway, Orlando, FL 32836	State of Florida	BEV5813773
17125 N. 79th Ave., Glendale, AZ 85308	City of Glendale	600000014-L12
	State of Arizona	12070013540
870 E. State Road 32, Westfield, IN 46074	State of Indiana	RR2937011
7230 West Towne Way, Madison, WI 53704	City of Madison	LICLIB-2021-00136
2302 Tyrone Blvd. N, St. Petersburg, FL 33710	State of Florida	BEV6214694
8041 W. Irlo Bronson Memorial Highway, Kissimmee, FL 34747	State of Florida	BEV5903715
2650 S. Market St., Gilbert, AZ 85295	State of Arizona	12070019333
	Town of Gilbert	ALC000830-05-2022
4560 Destination Drive, The Colony, TX 75056	State of Texas	BG-20069094
1403 US 41, Schererville, IN 46375	State of Indiana	RR4538765
3761 E. Broadway Blvd., Tucson, AZ 85716	State of Arizona	12100021638
	City of Tucson	T3081208
1955 N. Central Expy, Allen, TX 75013	State of Texas	BG-200092305
4200 S. Cooper St., Arlington, TX 76015	State of Texas	BG-200092461
	City of Arlington	23-015655
	Tarrant County	BG-200092461
20745 E. Walnut Rd., Queen Creek, AZ 85142	State of Arizona	12070023693 (inactive)
	Town of Queen Creek	6108
1801 S. Randall Rd, Algonquin, IL 60102	Village of Algonquin	2023/2024 F 09
	State of Illinois	1A-1155681
3300 S. Cicero, Cicero, IL 60608	Town of Cicero	202
	State of Illinois	1A-1155679
1291 E. Highway 50, Clermont, FL 34711	State of Florida	BEV4503553

City of Madison

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

Master

File Number: 81152

File ID:	81152	**File Type:**	License	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	ALCOHOL LICENSE REVIEW COMMITTEE
				File Created Date :	12/05/2023
File Name:				**Final Action:**	

Title: Change of Licensed Conditions
Sriram Retails 3 LLC • dba Regent Street Mini Mart
1401 Regent St • Agent: Meenu Kaushal
Class A Beer, Class A Liquor
Police Sector 205 (District 13)
Request to revise condition 2 to allow for sale of single cans no larger than 24oz.

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	27.
Sponsors:		**Effective Date:**	
Attachments:	LICPCH-2023-00748 App (2).pdf, Vilas Neighborhood Support for ALRC Agenda Item #10 on 12_20_23.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	ALCOHOL LICENSE REVIEW COMMITTEE	12/20/2023	RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER				Pass

Action Text: A motion was made by Farley, seconded by Barushok, to RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER. The motion passed by voice vote/other.

One registration in support.

Text of Legislative File 81152

Title

Change of Licensed Conditions
Sriram Retails 3 LLC • dba Regent Street Mini Mart
1401 Regent St • Agent: Meenu Kaushal
Class A Beer, Class A Liquor
Police Sector 205 (District 13)
Request to revise condition 2 to allow for sale of single cans no larger than 24oz.

Change of Conditions

Fee: $25.00

City of Madison Clerk
210 MLK Jr Blvd, Room 103
Madison, WI 53703

licensing@cityofmadison.com
608-266-4601

Class A: Beer, Liquor, Cider
Class B: Beer, Liquor, Class C Wine

208

(Agenda Item Number)

(Legistar file number)

LICPCH-2023-00748
(License number)

13 (Alder District #) 205 (Police Sector)

Office Use Only

Licensed Premises Information

This application modifies existing alcohol license number: __LIC-2023-00306_____

Business dba Name: ___Regent Street Mini Mart_____

Licensed Address: __1401 Regent Street, Madison, WI - 53711_____

Premise Capacity: _____ Liquor/Beer Agent Name: __Meenu Kaushal_____

____% Alcohol, ____% Food, ____% Other Alder, District #: _____ Police Sector: _____

Corporate Information

Business Legal Name (as on WI State Sellers Permit): ___SRIRAM RETAILS 3 LLC_____

Business Mailing Address: __934 West Main St, Sun Prairie, WI - 53590_____

Business Contact Name, Position: ___Meenu Kaushal / Owner_____

Business Phone: ___6083618529_____ Business Email: __meenukshl@gmail.com_____

Description of Change to Conditions: _____

A motion was passed restricting the sale of any single cans at the ALRC hearing. However, neighborhood association restrictions were discussed and approved for sale of single cans not bigger than 24oz. Those restrictions were also approved by the Police Captain. All other new businesses which were opened within last six years in the neighborhood have the similar restrictions, no sale of single cans **bigger than 24oz**. This was all discussed and agreed in the ALRC meeting as well. At this time we are requesting to change those restriction for us all well.

_____ , _____10/31/2023_____
Authorized Signature *Date*

REV 09/2018

☐ Orange sign and business card issued
☐ "License Renewals & Changes" brochure with next steps issued

Office Use Only

City of Madison
Class A Beer
Class A Liquor
License No. LICLIA-2023-00306

SRIRAM RETAILS 3 LLC
REGENT ST MINI MART
LIQUOR/BEER AGENT: MEENU KAUSHAL
1401 REGENT ST
MADISON, WI 53711

Expiration Date 06/30/2024
Date Issued 09/06/2023

Mayor

Maribeth Witzel-Behl
City Clerk

PURSUANT TO SECTION 38 OF THE MADISON GENERAL ORDINANCES AND CHAPTE OF THE WISCONSIN STATE STATUTES.

Premises: @3200sq. ft. building. Alcoholic beverages stored in the back of the store and solc cash registers near front of store. Records kept in manager's office. No outdoor seating.

Council granted on 7/11/2023 with the following conditions:
1. Sales of alcohol shall be limited to beer, wine, and cider.
2. There shall be no sale of single bottles or cans of beer or cider.
3. There shall be no sale of kegs.

Expiration Date 06/30/2024

Not Transferable. Post entire license in a conspicuous place.

June 30, 2024

SRIRAM RETAILS 3 LLC
934 W MAIN ST
SUN PRAIRIE WI 53590

From: VNA President
To: licensing
Cc: Evers, Tag
Subject: Vilas Neighborhood Support for ALRC Agenda Item #10 on 12/20/23
Date: Monday, December 18, 2023 1:09:42 PM

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Dear ALRC (copy Alder Evers, D13):

In regards to the proposed change to the license for the Regent Mini-Mart at 1401 Regent St. (ALRC Agenda Item #10; legislar #81152), the Vilas Neighborhood Association (VNA) supports the change as requested by the applicant. This change remains consistent with the restrictions initially requested by the VNA last June and is consistent with the recommendation of the VNA Council adopted on 6/21/23 that was previously provided to ALRC (pasted below for reference).

Thanks for your consideration,
-Doug Carlson, VNA President

"With regards to the liquor license application for the Regent Mini-Mart proposed at 1401 Regent Street (file # 78163, ALRC agenda item # 57 on 6/21/23), the Vilas Neighborhood Association (VNA) Council recommends to the ALRC that the license be granted with the following conditions:

1. *Sale of beer and wine only. No liquor.*
2. *No sales of alcohol in containers larger than 25 oz.*
3. *No keg sales.*

These conditions are consistent with the liquor license that was approved in 2022 for Laura Garden at 1403 Regent St. and for the Kwik Trip at 1421 Monroe Street." The VNA Council vote was 4 in favor, 1 opposed (did not want liquor restriction), and 1 abstain (opposed to alcohol expansion, but did not want to specifically oppose this license).

City of Madison

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

Master

File Number: 81153

File ID:	81153	**File Type:**	License	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	ALCOHOL LICENSE REVIEW COMMITTEE
				File Created Date :	12/05/2023
File Name:				**Final Action:**	

Title: Entity Reorganization
C & W Restaurant of Madison LLC • dba Takumi Restaurant
4323 East Towne Blvd
Class B Combination Liquor & Beer
Police Sector 631 (District 17)
New entity name: C & W Restaurant of Madison Inc

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	28.
Sponsors:		**Effective Date:**	
Attachments:	C & W Restaurant of Madison Change of Entity Name.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	ALCOHOL LICENSE REVIEW COMMITTEE	12/20/2023	RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER				Pass

Action Text: A motion was made by Barushok, seconded by Reece, to RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER. The motion passed by voice vote/other.

One registration in support.

Text of Legislative File 81153

Title

Entity Reorganization
C & W Restaurant of Madison LLC • dba Takumi Restaurant
4323 East Towne Blvd
Class B Combination Liquor & Beer
Police Sector 631 (District 17)
New entity name: C & W Restaurant of Madison Inc

213

State of Wisconsin
DEPARTMENT OF FINANCIAL INSTITUTIONS
Division of Corporate & Consumer Services

FILING FEE $150.00

Please check box for (Optional) Expedited service ☑ + $25.00

FORM **1000**
Mandatory

ARTICLES OF CONVERSION

Sec. 178.1144, 179.1144, 180.1161(5), 181.1164, or 183.1044, Wis. Stats.

Article 1. CONVERTING ENTITY:

Entity Name: C & W Restaurant of Madison LLC		
Indicate (X) Entity Type	☐ General Partnership (Ch. 178, Wis. Stats.) ☐ Limited Liability Partnership (Ch. 178, Wis. Stats) ☐ Limited Partnership (Ch. 179, Wis. Stats.) ☐ Limited Liability Limited Partnership (Ch. 179, Wis. Stats.) ☐ Business Corporation (Ch. 180, Wis. Stats.) ☐ Nonstock Corporation (Ch. 181, Wis. Stats.) ☑ Limited Liability Company (Ch. 183, Wis. Stats.)	Organized under the laws of Wisconsin (state or country)

Article 2. CONVERTED ENTITY:

Entity Name: C & W Restaurant of Madison Inc		
Indicate (X) Entity Type	☐ General Partnership (Ch. 178, Wis. Stats.) ☐ Limited Liability Partnership (Ch. 178, Wis. Stats) ☐ Limited Partnership (Ch. 179, Wis. Stats.) ☐ Limited Liability Limited Partnership (Ch. 179, Wis. Stats.) ☑ Business Corporation (Ch. 180, Wis. Stats.) ☐ Nonstock Corporation (Ch. 181, Wis. Stats.) ☐ Limited Liability Company (Ch. 183, Wis. Stats.)	Organized under the laws of Wisconsin (state or country)

Article 3. The Plan of Conversion was approved and adopted by the converting entity in accordance with its governing law. The Plan of Conversion is on file at the principal office of the converted entity. Upon request, a copy of the Plan of Conversion will be provided to any interest holder of the converting entity.

2732848-1 417E31J

Article 4. Special provisions - continued (select only if applicable):

☐ The converting entity is a nonstock corporation, general partnership, limited liability partnership, limited partnership, or limited liability limited partnership organized under Wisconsin law, and at least one partner or member did not vote for or consent to the transaction. *If this box is checked, refer to sections 178.1161, 179.1161, or 181.1180 of the Wisconsin Statutes, as applicable, and select one of the two statements below:*

☐ The transaction will materially increase the current or potential obligations of the non-consenting partner or member with respect to any entity in the conversion or treat the non-consenting partner or member's interests in a manner different from interests of the same class held by any other partner or member.

☐ The transaction will not materially increase the current or potential obligations of the non-consenting partner or member with respect to any entity in the conversion, nor treat the non-consenting partner or member's interests in a manner different from interests of the same class held by any other partner or member.

Required attachments: You must attach the organizational documents of the converted entity, if any. As used herein, the term "organizational documents" refers an entity's articles of incorporation, articles of organization, statements of qualification, certificates of limited partnership, and similar documents that create and govern the entity and must be filed as public records under applicable law.

Optional attachments: The converting entity may—but is not required to—include additional provisions relating to the conversion in these articles. Attach any optional provisions on additional pages as needed.

EXECUTION: These articles of conversion must be signed by the converting entity identified in Article 1 above.

Executed on 11/10/2023 (Date)

(Signature)

Wei Xia (Printed name)

Select or enter the appropriate title of the person executing the document.

For a Business Corporation
Title: ☐ President ☐ Secretary
☐ Other officer title: _____

For a Limited Partnership or Limited Liability Limited Partnership
Title: ☐ General Partner

For all other entity types, a person authorized to sign on behalf of the entity.
Title: Owner

This document was drafted by Christine Shan, CPA
(Name the individual who drafted the document)

(Optional) This document has a **delayed** effective date: _____
(up to 90 days after received date)

City of Madison

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

Master

File Number: 81284

File ID:	81284	**File Type:**	License	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	ALCOHOL LICENSE REVIEW COMMITTEE
				File Created Date :	12/15/2023
File Name:				**Final Action:**	

Title: Request to extend license issuance beyond the 180 day limit under MGO 38.05
C & W Restaurant of Madison LLC • dba Takumi Restaurant
4323 East Towne Blvd • Agent: Rong Chen
Estimated Capacity (in/out): 192/130
Class B Combination Liquor & Beer • 15% alcohol, 82% food, 3% other
Police Sector 631 (District 17)

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	29.
Sponsors:		**Effective Date:**	
Attachments:	FW_ Takumi ALRC Meeting 20 December.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	ALCOHOL LICENSE REVIEW COMMITTEE	12/20/2023	RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER				Pass

Action Text: A motion was made by Barushok, seconded by Reece, to RECOMMEND TO COUNCIL TO GRANT - REPORT OF OFFICER. The motion passed by voice vote/other.

One registration in support.

Text of Legislative File 81284

Title

Request to extend license issuance beyond the 180 day limit under MGO 38.05
C & W Restaurant of Madison LLC • dba Takumi Restaurant
4323 East Towne Blvd • Agent: Rong Chen
Estimated Capacity (in/out): 192/130
Class B Combination Liquor & Beer • 15% alcohol, 82% food, 3% other
Police Sector 631 (District 17)

From: licensing
To: Verbick, Jim
Subject: FW: Takumi ALRC Meeting 20 December
Date: Friday, December 1, 2023 9:33:34 AM

From: Amanda Chen <amandachen1681@hotmail.com>
Sent: Thursday, November 30, 2023 11:59 PM
To: licensing <licensing@cityofmadison.com>
Subject: Fwd: Takumi ALRC Meeting 20 December

Caution: This email was sent from an external source. Avoid unknown links and attachments.

To City of Madison

Takumi Restaurant becoming Niji Asian Cuisine

License was requested for name transfer, and because of this will also require a issuance deadline extension.

Please add to december 20th ALRC agenda

Thank you
Amanda

City of Madison

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

Master

File Number: 80967

File ID:	80967	**File Type:**	Appointment	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PARK COMMISSIONERS
				File Created Date :	11/21/2023
File Name:	Approving Park Commission President Member Appointment to the Facilities, Programs and Fees Subcommittee of the Board of Park Commissioners			**Final Action:**	

Title: Approving Park Commission President Member Appointment to the Facilities, Programs and Fees Subcommittee of the Board of Park Commissioners

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	30.
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	12/13/2023	RECOMMEND TO COUNCIL TO CONFIRM UNDER SUSPENSION OF MGO 2.055 - MISC. ITEMS				Pass

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

Text of Legislative File 80967

Title

Approving Park Commission President Member Appointment to the Facilities, Programs and Fees Subcommittee of the Board of Park Commissioners

Body
Facilities Programs & Fees Subcommittee
Catie McDonald (District 12) - appoint to the position of Park Commission Member of the Facilities, Programs and Fees Subcommittee. She is completing Chandra Miller Fienen's term.
TERM EXPIRES WITH TERM ON BOARD OF PARK COMMISSIONERS: 4/30/2024

City of Madison

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

Master

File Number: 80833

File ID:	80833	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	11/14/2023
File Name:	Awarding Public Works Contract No. 9377, University Avenue Box Repair - 2023.			**Final Action:**	

Title: Awarding Public Works Contract No. 9377, University Avenue Box Repair - 2023. (District 5)

Notes: Kyle Frank

		CC Agenda Date:	
		Agenda Number:	31.
Sponsors:	BOARD OF PUBLIC WORKS	**Effective Date:**	
Attachments:	9377BidOpeningTab.pdf, 9377.pdf	**Enactment Number:**	
Author:	Jim Wolfe, City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	12/27/2023	Robert Mulcahy	Delegated	
Notes:	Delegated: Out Of Office				
1	2	1/2/2024	Ryan Pennington	Delegated	
1	3	1/2/2024	Robert Mulcahy	Approve	1/8/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	11/14/2023	Refer	BOARD OF PUBLIC WORKS	11/20/2023	12/13/2023	
	Action Text:	This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 11/20/2023					
1	BOARD OF PUBLIC WORKS	11/20/2023	Refer	BOARD OF PUBLIC WORKS	12/13/2023	12/13/2023	Pass
	Action Text:	A motion was made by Stern, seconded by Clausius, to Refer to the BOARD OF PUBLIC WORKS and should be returned by 12/13/2023. The motion passed by voice vote/other.					

1	BOARD OF PUBLIC WORKS	12/13/2023	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass

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

Text of Legislative File 80833

Fiscal Note

The proposed resolution authorizes awarding the contract for the University Avenue Box Repair - 2023 at a total estimated cost of $696,320 including contingency. Funding for the project is available in Munis #11168-84-174. No additional appropriation is required.

Title

Awarding Public Works Contract No. 9377, University Avenue Box Repair - 2023. (District 5)

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. 9377) for itemization of bids.

UNIVERSITY AVENUE BOX REPAIR - 2023
CONTRACT NO. 9377
DATE: 11/9/23
PREQUALIFICATION: 501

CONTRACTORS	TOTAL BID	PREQUALIFICATION STATUS
Engineering Estimate	$500,340.00	
Speedway Sand & Gravel, Inc.	$644,737.00	OK
R. G. Huston Co., Inc.	$684,700.00	OK
Norcon Corporation - Deemed Non-Responsible	$523,030.00	OK
Zenith Tech, Inc. - No Qualifications by Deadline	*$1,027,850.00*	*Qualifications Not Provided as Required*

PROJECT	CONTRACTOR	AMOUNT OF BID
CONTRACT NO. 9377 UNIVERSITY AVENUE BOX REPAIR		
	SPEEDWAY SAND & GRAVEL, INC.	$644,737.00

Acct. No. 11168-84-174: 54445 (91345)	$644,737.00
Contingency 8%+	51,583.00
Sub-Total	
GRAND TOTAL	$696,320.00

City of Madison

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

Master

File Number: 81162

File ID:	81162	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	12/06/2023
File Name:	Accepting street and terrace improvements constructed by Private Contract for 408 E Washington Avenue – The Continental, Private Contract No. 9013.			**Final Action:**	

Title: Accepting street and terrace improvements constructed by Private Contract for 408 E Washington Avenue - The Continental, Private Contract No. 9013 (District 2).

Notes: Amy

		CC Agenda Date:	01/09/2024
		Agenda Number:	32.
Sponsors:	BOARD OF PUBLIC WORKS	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:	Jim Wolfe, City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	12/15/2023	Robert Mulcahy	Approve	12/20/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	12/06/2023	Refer	BOARD OF PUBLIC WORKS	12/13/2023	12/13/2023	
	Action Text:	This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 12/13/2023					
1	BOARD OF PUBLIC WORKS	12/13/2023	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text:	A motion was made by Williams, seconded by Kliems, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.					

Text of Legislative File 81162

Fiscal Note

No City Funds required. Private contract.

Title

Accepting street and terrace improvements constructed by Private Contract for 408 E Washington Avenue - The Continental, Private Contract No. 9013 (District 2).

Body

WHEREAS, Wash Haus Development, LLC, has satisfactorily completed the installation of street and terrace improvements by private contract, in accordance with the City of Madison Standard Specifications for Public Works Construction, in: 408 E Washington Avenue - The Continental.

NOW, THEREFORE, BE IT RESOLVED

That said street and terrace improvements adjacent to 408 E Washington Avenue - The Continental are hereby accepted.

City of Madison

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

Master

File Number: 81165

File ID:	81165	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	12/06/2023
File Name:	Accepting sanitary sewer, storm sewer, and street improvements (excluding bituminous surface pavement) constructed by Private Contract In Springs at Pleasant View, Private Contract No. 8948.			**Final Action:**	

Title: Accepting sanitary sewer, storm sewer, and street improvements (excluding bituminous surface pavement) constructed by Private Contract In Springs at Pleasant View, Private Contract No. 8948 (District 1).

Notes: Amy

		CC Agenda Date:	01/09/2024
		Agenda Number:	33.
Sponsors:	BOARD OF PUBLIC WORKS	**Effective Date:**	
Attachments:	8948 Springs at Pleasant View Sanitary Schedule A Unit Cost.pdf, 8948 Springs at Pleasant View Storm Schedule A Unit Cost.pdf, 8948 Street Schedule A excluding bituminous.pdf	**Enactment Number:**	
Author:	Jim Wolfe, City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	12/15/2023	Robert Mulcahy	Approve	12/20/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	12/06/2023	Refer	BOARD OF PUBLIC WORKS	12/13/2023	12/13/2023	
	Action Text: This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 12/13/2023						
1	BOARD OF PUBLIC WORKS	12/13/2023	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass

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

Text of Legislative File 81165

Fiscal Note

No City Funds required. Private contract.

Title

Accepting sanitary sewer, storm sewer, and street improvements (excluding bituminous surface pavement) constructed by Private Contract In Springs at Pleasant View, Private Contract No. 8948 (District 1).

Body

WHEREAS, CONTINENTAL 479 FUND LLC, has satisfactorily completed the installation of sanitary sewer, storm sewer, and street improvements (excluding bituminous surface pavement) by private contract, in accordance with the City of Madison Standard Specifications for Public Works Construction, in: Springs at Pleasant View.

NOW, THEREFORE, BE IT RESOLVED

1. That said sanitary sewer, storm sewer, and street improvements (excluding bituminous surface pavement) be and are hereby accepted.

2. That said sanitary sewer improvements are hereby assigned to the Madison Sewer Utility for ownership and maintenance and that the attached Schedule "A" representing the actual cost of construction of these improvements shall be reflected in the Madison Sewer Utility's "Utility Plant In Service".

SANITARY SEWER ACCOUNTING DATA

A)	Total Contract Value (including Engineering and Miscellaneous Costs)	$	179,971.28
B)	Contributions in Aid of Construction:		
	a) Public Sewer Components	$	179,971.28
	b) Sewer Laterals	$	-0-
C)	Investments in Capital (MSU Share)	$	-0-
D)	Total Plant Value	$	179,971.28

3. That said storm sewer improvements are hereby assigned to the Madison Storm Water Utility for ownership and maintenance and that the attached Schedule "A" representing the actual cost of construction of these improvements shall be reflected in the Madison Storm Water Utility's "Utility Plant In Service".

Increase in Total Plant Value per Schedule “A” $278,208.00.

4. That the street improvements, **excluding the bituminous pavement**, on the following streets be and are hereby accepted:

- Mansion Hill Ave from S Pleasant View Road to Mica Road.
- Mansion Hill Ave Roundabout from Mica Road to Mansion Hill Ave.
- Mica Road from 454' S of Mansion Hill to Mansion Hill Avenue.
- Mansion Hill Ave Roundabout from Mica Road to Mansion Hill Ave.
- Mansion Hill Ave from Mica Road to 228' NE of Blakton Drive.
- Mansion Hill Ave Roundabout from Mica Road to Mansion Hill Ave.
- Mica Road from Mansion Hill Ave to 741' N of Mansion Hill.
- Mansion Hill Ave Roundabout from Mansion Hill Ave to Mica Road.

The attached Schedule "A" representing the actual cost of construction of these improvements, which shall increase the street infrastructure value for Project No. 12526 by $ 533,925.01 for a useful life of 40 years.

SANITARY SEWER PLANT VALUE
(Schedule 'A' / Sanitary Structures)

Springs at Pleasant View

8948 / 12526

STRUCTURES

Description	Quantity	Unit	Unit Cost	Total Cost
4' DIAM SAS	9	EA	$ 6,000.00	$ 54,000.00
Engineering @ 12%				$ 6,480.00
Total Cost			$ 6,720.00	$ 60,480.00
Engineering @ 12%				
Total Cost				
Engineering @ 12%				
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Engineering @ 12%				
Total Cost				
Engineering @ 12%				
Total Cost				
GRAND TOTAL COST				$ 60,480.00

Prepared By: EEA

Total Sanitary Sewer Improvments: $ 179,971.28

Date: 11/13/2023

SANITARY SEWER PLANT VALUE
(Schedule 'A' / Sanitary Pipes)

Springs at Pleasant View

8948 / 12526

PIPES

Description	Quantity	Unit	Unit Cost	Total Cost
8" PVC	238	LF	$73.68	$ 17,535.84
Engineering @ 12%				$ 2,104.30
Total Cost			$ 82.52	$ 19,640.14
10" PVC	1210	LF	$ 73.68	$ 89,152.80
Engineering @ 12%				$ 10,698.34
Total Cost			$ 82.52	$ 99,851.14
Engineering @ 12%				
Total Cost				
Engineering @ 12%				
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Engineering @ 12%				
Total Cost				
GRAND TOTAL COST				$ 119,491.28

Prepared By: EEA
Date: 11/13/2023

STORM SEWER PLANT VALUE
(Schedule 'A' / Storm Structures)

Springs at Pleasant View

8948 / 12526

STRUCTURES

Description	Quantity	Unit	Unit Cost	Total Cost
H Inlet	10	EACH	$ 3,000.00	$ 30,000.00
Engineering @ 12%				$ 3,600.00
Total Cost			$ 3,360.00	$ 33,600.00
3X3 SAS	14	EACH	$ 3,000.00	$ 42,000.00
Engineering @ 12%				$ 5,040.00
Total Cost			$ 3,360.00	$ 47,040.00
5X5 SAS	4	EACH	$ 3,000.00	$ 12,000.00
Engineering @ 12%				$ 1,440.00
Total Cost			$ 3,360.00	$ 13,440.00
Terrace Inlet Type II	2	EACH	$ 3,000.00	$ 6,000.00
Engineering @ 12%				$ 720.00
Total Cost			$ 3,360.00	$ 6,720.00
18" RCP Apron End	2	EACH	$ 3,000.00	$ 6,000.00
Engineering @ 12%				$ 720.00
Total Cost			$ 3,360.00	$ 6,720.00
24" RCP Apron End	1	EACH	$ 3,000.00	$ 3,000.00
Engineering @ 12%				$ 360.00
Total Cost			$ 3,360.00	$ 3,360.00
36" RCP Apron End	1	EACH	$ 3,000.00	$ 3,000.00
Engineering @ 12%				$ 360.00
Total Cost			$ 3,360.00	$ 3,360.00
Engineering @ 12%				
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Total Cost				
Engineering @ 12%				
Total Cost				
Engineering @ 12%				
Total Cost				
GRAND TOTAL COST				$ 114,240.00

Prepared By: EEA

Total Storm Sewer Improvements: $ 278,208.00

Date: 11/13/2023

STORM SEWER PLANT VALUE
(Schedule 'A' / Storm Pipes)

Springs at Pleasant View

8948 / 12526

PIPES

Description	Quantity	Unit	Unit Cost	Total Cost
12" RCP	384	LF	$ 50.00	$ 19,200.00
Engineering @ 12%				$ 2,304.00
Total Cost			$ 56.00	$ 21,504.00
18" RCP	1428	LF	$ 50.00	$ 71,400.00
Engineering @ 12%				$ 8,568.00
Total Cost			$ 56.00	$ 79,968.00
24" RCP	268	LF	$ 50.00	$ 13,400.00
Engineering @ 12%				$ 1,608.00
Total Cost			$ 56.00	$ 15,008.00
30" RCP	381	LF	$ 50.00	$ 19,050.00
Engineering @ 12%				$ 2,286.00
Total Cost			$ 56.00	$ 21,336.00
36" RCP	467	LF	$ 50.00	$ 23,350.00
Engineering @ 12%				$ 2,802.00
Total Cost			$ 56.00	$ 26,152.00
Engineering @ 12%				
Total Cost				
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Engineering @ 12%				
Total Cost				
GRAND TOTAL COST				$ 163,968.00

Prepared By: EEA
Date: 11/13/2023

STREET PLANT VALUE

DOES NOT INCLUDE BITUMINOUS SURFACE
WITH SIDEWALK

Springs at Pleasant View
12526

STREET

Description	From	To	Quantity	Unit	Unit Cost	Total Cost
Mansion Hill Ave	**S Pleasant View Road**	**Mica Road**	614	LF		$ 74,674.68
Type 'C' pavement 51' wide			*Engineering @ 12%*			$ 8,960.96
MS Link 26534				***Total Cost***		$ 83,635.64
Mansion Hill Ave Roundabout	**Mica Road**	**Mansion Hill Ave**	25	LF		$ 37,500.00
Type 'C' pavement 23' wide			*Engineering @ 12%*			$ 4,500.00
MS Link 26607				***Total Cost***		$ 42,000.00
Mica Road	**454' S of Mansion Hill**	**Mansion Hill Ave**	480	LF		$ 58,377.60
Type 'B' pavement 36' wide			*Engineering @ 12%*			$ 7,005.31
MS Link 26536				***Total Cost***		$ 65,382.91
Mansion Hill Ave Roundabout	**Mica Road**	**Mansion Hill Ave**	25	LF		$ 37,500.00
Type 'C' pavement 23' wide			*Engineering @ 12%*			$ 4,500.00
MS Link 26608				***Total Cost***		$ 42,000.00
Mansion Hill Ave	**Mica Road**	**228' NW of Blakton Drive**	550	LF		$ 66,891.00
Type 'C' pavement 36' wide			*Engineering @ 12%*			$ 8,026.92
MS Link 26533				***Total Cost***		$ 74,917.92
Mansion Hill Ave Roundabout	**Mica Road**	**Mansion Hill Ave**	25	LF		$ 37,500.00
Type 'C' pavement 23' wide			*Engineering @ 12%*			$ 4,500.00
MS Link 26609				***Total Cost***		$ 42,000.00
Mica Road	**Mansion Hill Ave**	**741' N of Mansion Hill**	745	LF		$ 90,606.90
Type 'B' pavement 36' wide			*Engineering @ 12%*			$ 10,872.83
MS Link 26535				***Total Cost***		$ 101,479.73
Mansion Hill Ave Roundabout	**Mansion Hill Ave**	**Mica Road**	25	LF		$ 37,500.00
Type 'C' pavement 23' wide			*Engineering @ 12%*			$ 4,500.00
MS Link 26606				***Total Cost***		$ 42,000.00
			Engineering @ 12%			
				Total Cost		
			Engineering @ 12%			
				Total Cost		
			Engineering @ 12%			
				Total Cost		
			Engineering @ 12%			
				Total Cost		
			Engineering @ 12%			
				Total Cost		
			Engineering @ 12%			
				Total Cost		
GRAND TOTAL COST						$ 493,416.20

TOTAL STREET IMPROVEMENTS $ 533,925.01

Prepared By: aek
Date: 11/16/2023

f:\enroot\priv_cont\contract finalization\schedule a\streets\8948 Street Schedule A excluding bituminous.xls

STREET PLANT VALUE
SIDEWALKS

Springs at Pleasant View
12526

SIDEWALK

Description	Limits	Limits	Quantity	Unit	Unit Cost	Total Cost
Mansion Hill Ave	**S Pleasant View Road**	**Mica Road**	587	SF		$ 4,795.79
5' sidewalk			*Engineering @ 12%*			$ 575.49
MS Link 26534				***Total Cost***		$ 5,371.28
Mansion Hill Ave	**S Pleasant View Road**	**Mica Road**	587	SF		$ 4,795.79
10' sidewalk			*Engineering @ 12%*			$ 575.49
MS Link 26534				***Total Cost***		$ 5,371.28
Mansion Hill Ave	**Mica Road**	**228' NW of Blakton Drive**	610	SF		$ 4,983.70
5' sidewalk			*Engineering @ 12%*			$ 598.04
MS Link 26533				***Total Cost***		$ 5,581.74
Mansion Hill Ave	**Mica Road**	**228' NW of Blakton Drive**	593	SF		$ 4,844.81
10' sidewalk			*Engineering @ 12%*			$ 581.38
MS Link 26533				***Total Cost***		$ 5,426.19
Mica Road	**454' S of Mansion Hill**	**Mansion Hill Ave**	385	SF		$ 3,145.45
5'sidewalk			*Engineering @ 12%*			$ 377.45
MS Link 26536				***Total Cost***		$ 3,522.90
Mica Road	**454' S of Mansion Hill**	**Mansion Hill Ave**	385	SF		$ 3,145.45
5'sidewalk			*Engineering @ 12%*			$ 377.45
MS Link 26536				***Total Cost***		$ 3,522.90
Mica Road	**Mansion Hill Ave**	**741' N of Mansion Hill**	640	SF		$ 5,228.80
5'sidewalk			*Engineering @ 12%*			$ 627.46
MS Link 26535				***Total Cost***		$ 5,856.26
Mica Road	**Mansion Hill Ave**	**741' N of Mansion Hill**	640	SF		$ 5,228.80
5'sidewalk			*Engineering @ 12%*			$ 627.46
MS Link 26535				***Total Cost***		$ 5,856.26
			Engineering @ 12%			
				Total Cost		
			Engineering @ 12%			
				Total Cost		
			Engineering @ 12%			
				Total Cost		
			Engineering @ 12%			
				Total Cost		
GRAND TOTAL COST						$ 40,508.81

Prepared By: aek
Date: 11/16/2023

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City of Madison

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

Master

File Number: 81166

File ID:	81166	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	12/06/2023
File Name:	Accepting sanitary sewer and street improvements (excluding bituminous surface pavement) constructed by Private Contract In 5133 University Avenue, Private Contract No. 9021			**Final Action:**	

Title: Accepting sanitary sewer and street improvements (excluding bituminous surface pavement) constructed by Private Contract In 5133 University Avenue, Private Contract No. 9021 (District 19).

Notes: Amy

		CC Agenda Date:	01/09/2024
		Agenda Number:	34.
Sponsors:	BOARD OF PUBLIC WORKS	**Effective Date:**	
Attachments:	5133 University Ave Sanitary Schedule A Unit Cost UPDATED Mar2023.pdf, 9021 Street Schedule A excluding bituminous.pdf	**Enactment Number:**	
Author:	Jim Wolfe, City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	12/15/2023	Robert Mulcahy	Approve	12/20/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	12/06/2023	Refer	BOARD OF PUBLIC WORKS	12/13/2023	12/13/2023	
	Action Text:	This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 12/13/2023					
1	BOARD OF PUBLIC WORKS	12/13/2023	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text:	A motion was made by Williams, seconded by Kliems, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.					

Text of Legislative File 81166

Fiscal Note
No City Funds required. Private contract.

Title
Accepting sanitary sewer and street improvements (excluding bituminous surface pavement) constructed by Private Contract In 5133 University Avenue, Private Contract No. 9021 (District 19).

Body
WHEREAS, DEGEN & ASSOCIATES, LLC, has satisfactorily completed the installation of sanitary sewer and street improvements (excluding bituminous surface pavement) by private contract, in accordance with the City of Madison Standard Specifications for Public Works Construction, in: 5133 University Avenue.

NOW, THEREFORE, BE IT RESOLVED

1. That said sanitary sewer and street improvements (excluding bituminous surface pavement) be and are hereby accepted.

2. That said sanitary sewer improvements are hereby assigned to the Madison Sewer Utility for ownership and maintenance and that the attached Schedule "A" representing the actual cost of construction of these improvements shall be reflected in the Madison Sewer Utility's "Utility Plant In Service".

SANITARY SEWER ACCOUNTING DATA

A)	Total Contract Value (including Engineering and Miscellaneous Costs)	$	95,930.91
B)	Contributions in Aid of Construction:		
	a) Public Sewer Components	$	95,930.91
	b) Sewer Laterals	$	-0-
C)	Investments in Capital (MSU Share)	$	-0-
D)	Total Plant Value	$	95,930.91

3. That the street improvements, **excluding the bituminous pavement**, on the following streets be and are hereby accepted:

- University Avenue Sidewalk from Flambeau Road to University Row.

The attached Schedule "A" representing the actual cost of construction of these improvements, which shall increase the street infrastructure value for Project No. 13464 by $ 6,742.40 for a useful life of 40 years.

SANITARY SEWER PLANT VALUE
(Schedule 'A' / Sanitary Pipes)

5133 University Ave

9021 / 13464

PIPES

Description	Quantity	Unit	Unit Cost	Total Cost
12"	220	LF	$389.33	$ 85,652.60
Engineering @ 12%				$ 10,278.31
Total Cost			$ 436.05	$ 95,930.91
Engineering @ 12%				
Total Cost				
Engineering @ 12%				
Total Cost				
Engineering @ 12%				
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Engineering @ 12%				
Total Cost				
Engineering @ 12%				
Total Cost				
GRAND TOTAL COST				$ 95,930.91

Prepared By: EEA
Date: 11/13/2023

STREET PLANT VALUE
SIDEWALKS

5133 University Avenue
13464

SIDEWALK

Description	Limits	Limits	Quantity	Unit	Unit Cost	Total Cost
University Avenue Sidewalk	**Flambeau Road**	**University Row**	860	SF	$ 7.00	$ 6,020.00
5' sidewalk			*Engineering @ 12%*			$ 722.40
MS Link 5989				***Total Cost***		$ 6,742.40
			Engineering @ 12%			
				Total Cost		
			Engineering @ 12%			
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				Total Cost		
			Engineering @ 12%			
				Total Cost		
			Engineering @ 12%			
				Total Cost		
GRAND TOTAL COST						$ 6,742.40

Prepared By: aek
Date: 11/22/2023

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City of Madison

City of Madison
Madison, WI 53703
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File Number: 81170

File ID:	81170	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	12/06/2023
File Name:	Awarding Public Works Contract No. 8711, Harvey Street and Schmitt Place Assessment District - 2023.			**Final Action:**	

Title: Awarding Public Works Contract No. 8711, Harvey Street and Schmitt Place Assessment District - 2023. (District 5)

Notes: Steve Sonntag

		CC Agenda Date:	01/09/2024
		Agenda Number:	35.
Sponsors:	BOARD OF PUBLIC WORKS	**Effective Date:**	
Attachments:	BidOpeningTab 8711.pdf, 8711.pdf	**Enactment Number:**	
Author:	Jim Wolfe, City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	12/27/2023	Robert Mulcahy	Delegated	
Notes:	Delegated: Out Of Office				
1	2	1/2/2024	Ryan Pennington	Delegated	
1	3	1/2/2024	Robert Mulcahy	Approve	1/8/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	12/06/2023	Refer	BOARD OF PUBLIC WORKS	12/13/2023	12/13/2023	
	Action Text:	This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 12/13/2023					
1	BOARD OF PUBLIC WORKS	12/13/2023	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text:	A motion was made by Williams, seconded by Kliems, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.					

Text of Legislative File 81170

Fiscal Note

The proposed resolution authorizes awarding the contract for the Harvey Street and Schmitt Place Assessment District - 2023 at a total estimated cost of $1,141,141, including contingency. Funding for the project is available in Munis #14081. No additional appropriation is required.

Title

Awarding Public Works Contract No. 8711, Harvey Street and Schmitt Place Assessment District - 2023. (District 5)

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. 8711) for itemization of bids.

HARVEY STREET AND SCHMITT PLACE ASSESSMENT DISTRICT - 2023
CONTRACT NO. 8711
DATE: 11/30/23
PREQUALIFICATION: 275, 310

CONTRACTORS	TOTAL BID	PREQUALIFICATION STATUS
S&L Underground, Inc.	$1,056,614.70	OK
Capitol Underground, Inc.	$1,073,217.54	OK
Integrity Grading & Excavating, Inc.	$1,220,709.25	OK
Engineering Estimate	$1,321,681.00	
Parisi Construction, LLC	$1,368,331.74	OK
R. G. Huston Co., Inc.	$1,414,000.00	OK
Speedway Sand & Gravel, Inc.	$1,492,808.71	OK

PROJECT	CONTRACTOR	AMOUNT OF BID

CONTRACT NO. 8711
HARVEY STREET AND SCHMITT PLACE ASSESSMENT DISTRICT – 2023

S&L UNDERGROUND, INC.		$1,056,614.70

Acct. No. 14081-402-170: 54410 (91350)	$465,715.48
Contingency 8%+	37,255.52
Sub-Total	$502,970.00
Acct. No. 14081-402-174: 54445 (91345)	$69,824.25
Contingency 8%+	5,585.75
Sub-Total	$75,410.00
Acct. No. 14081-84-174: 54445 (91345)	$35,022.86
Contingency 8%+	2,797.14
Sub-Total	$37,820.00
Acct. No. 14081-83-173: 54445 (91345)	$283,097.63
Contingency 8%+	22,652.37
Sub-Total	$305,750.00
Acct. No. 14081-86-179: 54445 (91360)	$202,954.48
Contingency 8%+	16,235.52
Sub-Total	$219,190.00
GRAND TOTAL	$1,141,141.00

City of Madison

City of Madison
Madison, WI 53703
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File Number: 81171

File ID:	81171	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	12/06/2023
File Name:	Declaring the City of Madison's intention to exercise its police powers establishing the Rutledge Street Assessment District - 2024			**Final Action:**	

Title: Declaring the City of Madison's intention to exercise its police powers establishing the Rutledge Street Assessment District - 2024. (District 6)

Notes: Nashaly Gutierrez

		CC Agenda Date:	01/09/2024
		Agenda Number:	36.
Sponsors:	Marsha A. Rummel	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:	Jim Wolfe, City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	12/15/2023	Robert Mulcahy	Approve	12/20/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	12/06/2023	Refer	BOARD OF PUBLIC WORKS	12/13/2023	12/13/2023	
	Action Text: This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 12/13/2023						
1	BOARD OF PUBLIC WORKS	12/13/2023	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text: A motion was made by Williams, seconded by Kliems, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.						

Text of Legislative File 81171

Fiscal Note

No City Funds required.

Title

Declaring the City of Madison's intention to exercise its police powers establishing the Rutledge Street Assessment District - 2024. (District 6)

Body

BE IT HEREBY RESOLVED:

1. That the Common Council of the City of Madison hereby establishes an assessment district known as the Rutledge Street Assessment District - 2024, all in accordance with Section 66.0701 (formerly Section 66.62) of the Wisconsin State Statutes and Section 4.09 of the Madison General Ordinances.

2. That the contemplated purposes of this assessment district is to remove and replace the sanitary sewer main and laterals, water main, storm sewer main and laterals, base course, curb and gutter, driveway aprons, asphalt pavement, pavement marking, signs, as well as improve pedestrian crossings, and spot replace sidewalk as needed Rutledge Street from Riverside Drive to Division Street.

3. That the benefited properties shall have the opportunity to pay the special assessments which may be levied as a result of this assessment district in eight (8) annual installments, subject to the current interest rate in effect at the time of establishment of the special assessment.

4. That the City Engineer is hereby directed to prepare a report consisting of preliminary or final plans and specifications; an estimate of the entire cost of the proposed work or improvements within the assessment district; a schedule of proposed assessments, constituting an exercise of police power of the City of Madison; and a statement that the property against which the assessments are proposed is benefited.

5. That upon completion of this aforesaid report, the City Engineer shall proceed in accordance with Section 4.09 of the Madison General Ordinances.

City of Madison

City of Madison
Madison, WI 53703
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File Number: 81172

File ID:	81172	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	12/06/2023
File Name:	Approving future phase contract for public improvements required to serve the 6337 Odana Road Certified Survey Map to be undertaken by the Developer, Private Contract No. 9368 (District 19)			**Final Action:**	

Title: Approving future phase contract for public improvements required to serve the 6337 Odana Road Certified Survey Map to be undertaken by the Developer, Private Contract No. 9368 (District 19)

Notes: Tim Troester

		CC Agenda Date:	01/09/2024
		Agenda Number:	37.
Sponsors:	BOARD OF PUBLIC WORKS	**Effective Date:**	
Attachments:	9368 exhibit.pdf	**Enactment Number:**	
Author:	Jim Wolfe, City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	12/15/2023	Robert Mulcahy	Approve	12/20/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	12/06/2023	Refer	BOARD OF PUBLIC WORKS	12/13/2023	12/13/2023	
	Action Text:	This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 12/13/2023					
1	BOARD OF PUBLIC WORKS	12/13/2023	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text:	A motion was made by Williams, seconded by Kliems, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.					

Text of Legislative File 81172

Fiscal Note

No City Funds required. Private contract.

Title

Approving future phase contract for public improvements required to serve the 6337 Odana Road Certified Survey Map to be undertaken by the Developer, Private Contract No. 9368 (District 19)

Body

WHEREAS, the developer, ORR Property Group, LLC., has received the City of Madison's conditional approval to create a one-lot certified survey of property located at 6323 to 6425 Odana Road; and,

WHEREAS, Section 16.23(9) of the Madison General Ordinances requires the developer to install the public improvements necessary to serve the subdivision; and,

WHEREAS, Section 16.23(9) of the Madison General Ordinances allows the developer to install the improvements in construction phases provided that a Declaration of Conditions, Covenants, and Restrictions is executed for those lots included in future construction phases until such time as surety is provided to the City to guarantee the installation of the public improvements to serve said lots; and,

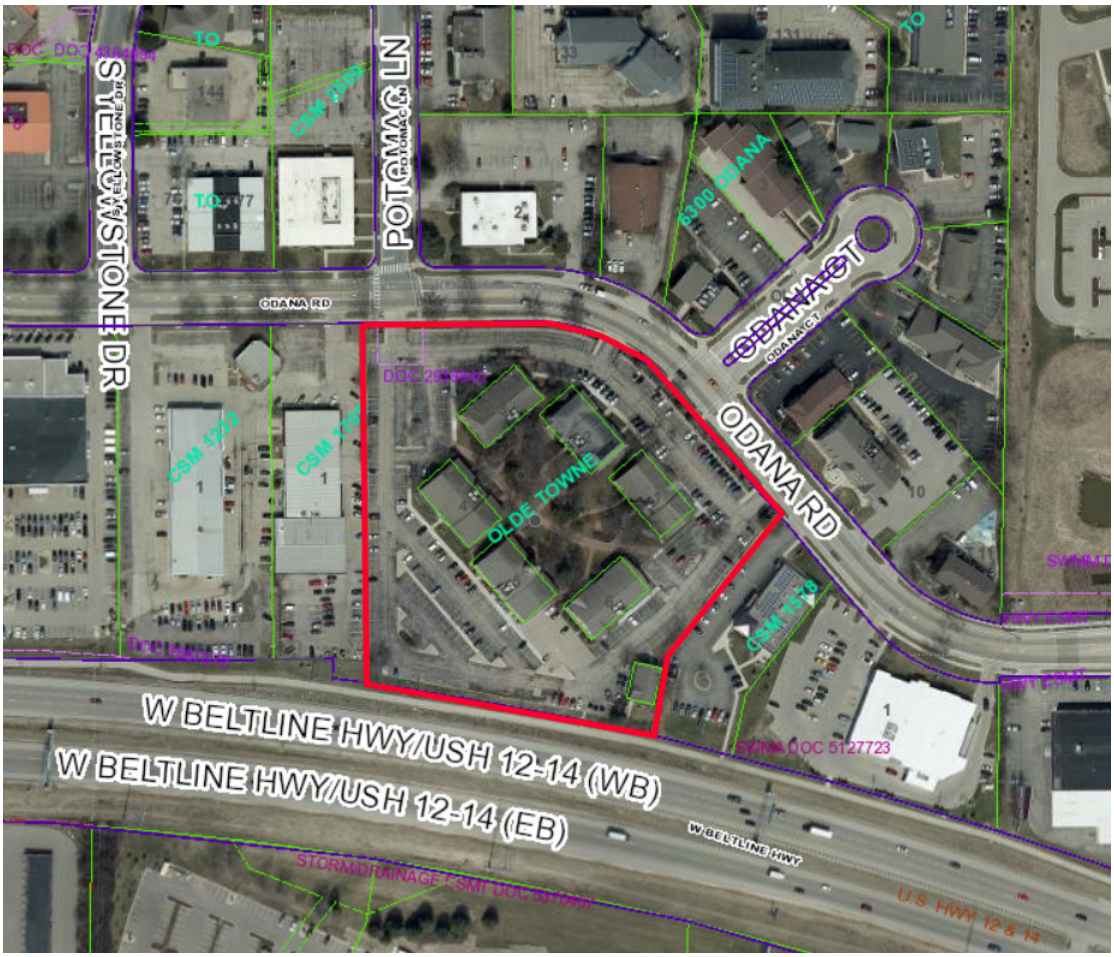
NOW, THEREFORE, BE IT RESOLVED:

1. That the Mayor and City Clerk are hereby authorized and directed to execute a Future Phase Contract For the Construction of Public Improvements That Will be Accepted by the City of Madison For 6337 Odana Road CSM - Future Phase, with ORR Property Group, LLC.

2. That the developer is authorized to construct the public improvements in accordance with the terms of the Future Phase 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: Reimbursement not to exceed the statutory limit for the cost of street improvements that benefit the City and abut lands owned by the City, in accordance with Section 16.23(9)(d)(6)(d).

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.

6337 Odana Road CSM – Future Phase
Contract 9368
MUNIS 14907
Developer: ORR Property Group, LLC



Summary of Improvements:

- ORR Property Group, LLC is doing a one-lot certified survey map at properties located at6323 to 6425 Odana Road.

- This item is approval of a Future Phase Developer Agreement to satisfy conditions of approval to allow for recording of the certified survey map.

- Approval of public improvements for construction and the developer agreement contract to allow construction of the public improvements will be presented to the Board of Public Works and Common Council at a later time when ORR Property Group, LLC is ready to proceed with redevelopment of the property.

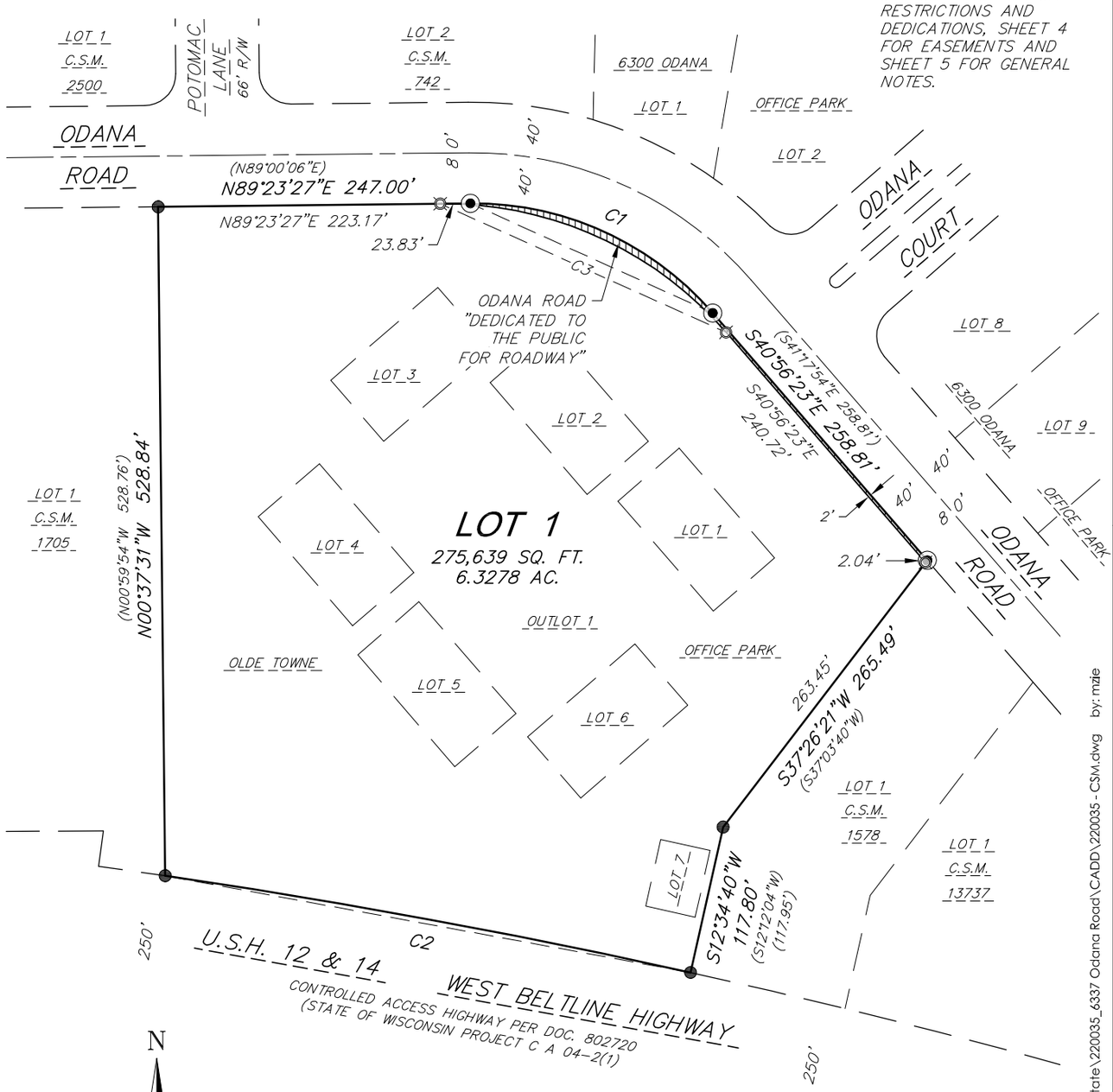
CERTIFIED SURVEY MAP No._____

ALL OF LOTS 1–7 AND ALL OUTLOT 1, OLDE TOWNE OFFICE PARK, AS RECORDED IN VOLUME 46 OF PLATS, ON PAGE 11, AS DOCUMENT NUMBER 1515870, DANE COUNTY REGISTRY AND LOCATED IN THE SW 1/4 OF THE NE 1/4 AND THE NW 1/4 OF THE SE 1/4 OF SECTION 25, T07N, R08E, CITY OF MADISON, DANE COUNTY, WISCONSIN

0 120 240

SCALE: 1" = 120'

NOTE: SEE SHEET 2 FOR SECTION TIE DETAIL AND THE CURVE DATA, SEE SHEET 3 FOR SITE RESTRICTIONS AND DEDICATIONS, SHEET 4 FOR EASEMENTS AND SHEET 5 FOR GENERAL NOTES.



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SURVEY LEGEND

- ⊙ FOUND 1–1/4" ø IRON ROD
- ● FOUND 3/4" ø IRON ROD
- ⌾ 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

BEARINGS ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, DANE COUNTY, WISCONSIN, THE SOUTH LINE OF THE NE 1/4 OF SEC. 25–07–08 MEASURED AS BEARING N89°37'48"E

30 Sep 2023 - 2:10p M:\SARA Investment Real Estate\220035_6337 Odana Road\CADD\220035 - CSM.dwg by: mzie

vierbicher planners | engineers | advisors Phone: (800) 261-3898	FN: 220035 DATE: 09/30/2023 REV: Drafted By: MZIE Checked By: DPER	SURVEYED FOR: SARA Investment Real Estate, LLC 1955 Atwood Avenue, Suite 201 Madison, WI 53704	C.S.M. No._____ Doc. No._____ Vol._____ Page_____	SHEET 1 OF 6

City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 81173

File ID:	81173	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	12/06/2023
File Name:	Awarding Public Works Contract No. 8762, Hammersley Road Resurfacing Assessment District - 2024.			**Final Action:**	

Title: Awarding Public Works Contract No. 8762, Hammersley Road Resurfacing Assessment District - 2024. (District 10)

Notes: Aaron Canton

		CC Agenda Date:	01/09/2024
		Agenda Number:	28.*
Sponsors:	BOARD OF PUBLIC WORKS	**Effective Date:**	
Attachments:	BidOpeningTab 8762.pdf, 8762.pdf	**Enactment Number:**	
Author:	Jim Wolfe, City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	12/27/2023	Robert Mulcahy	Delegated	
Notes:	Delegated: Out Of Office				
1	2	1/2/2024	Ryan Pennington	Delegated	
1	3	1/2/2024	Robert Mulcahy	Approve	1/8/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	12/06/2023	Refer	BOARD OF PUBLIC WORKS	12/13/2023	12/13/2023	
	Action Text:	This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 12/13/2023					
1	BOARD OF PUBLIC WORKS	12/13/2023	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text:	A motion was made by Williams, seconded by Kliems, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.					

Text of Legislative File 81173

Fiscal Note

The proposed resolution authorizes awarding the contract for the Hammersley Road Resurfacing Assessment District - 2024 at a total estimated cost of $4,826,520, including contingency. Funding for the project is available in Munis #13924. No additional appropriation is required.

Title

Awarding Public Works Contract No. 8762, Hammersley Road Resurfacing Assessment District - 2024. (District 10)

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. 8762) for itemization of bids.

HAMMERSLEY ROAD RESURFACING ASSESSMENT DISTRICT - 2024
CONTRACT NO. 8762
DATE: 11/30/23
PREQUALIFICATION: 275,310

CONTRACTORS	TOTAL BID	PREQUALIFICATION STATUS
Capitol Underground, Inc.	$4,469,002.93	OK
S&L Underground, Inc.	$4,659,489.99	OK
R. G. Huston Co., Inc.	$5,064,000.00	OK
Engineering Estimate	$5,211,499.75	
Parisi Construction, LLC	$5,345,194.05	OK
Speedway Sand & Gravel, Inc.	$5,652,868.71	OK

PROJECT	CONTRACTOR	AMOUNT OF BID

CONTRACT NO. 8762
HAMMERSLEY ROAD RESURFACING ASSESSMENT DISTRICT – 2024

CAPITOL UNDERGROUND, INC.		$4,469,002.93

Acct. No. 13924-402-170: 54410 (91396)	$1,467,790.75
Contingency 8%+	117,419.25
Sub-Total	$1,585,210.00
Acct. No. 13924-402-172: 54440 (91226)	$109,748.00
Contingency 8%+	8,782.00
Sub-Total	$118,530.00
Acct. No. 13924-402-174: 54445 (91345)	$152,668.30
Contingency 8%+	12,211.70
Sub-Total	$164,880.00
Acct. No. 13924-84-174: 54445 (91345)	$547,081.54
Contingency 8%+	43,768.46
Sub-Total	$590,850.00
Acct. No. 13924-83-173: 54445 (91345)	$1,223,242.34
Contingency 8%+	97,857.66
Sub-Total	$1,321,100.00
Acct. No. 13924-86-179: 54445 (91360)	$968,472.00
Contingency 8%+	77,478.00
Sub-Total	$1,045,950.00
GRAND TOTAL	$4,826,520.00

City of Madison

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

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File Number: 81176

File ID:	81176	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	12/06/2023
File Name:	Approving plans and specifications for public improvements necessary for the project known as 3802 Kipp Street and authorizing construction to be undertaken by the Developer, Private Contract No. 9496			**Final Action:**	

Title: Approving plans and specifications for public improvements necessary for the project known as 3802 Kipp Street and authorizing construction to be undertaken by the Developer, Private Contract No. 9496 (District 16)

Notes: Brenda Stanley

		CC Agenda Date:	01/09/2024
		Agenda Number:	39.
Sponsors:	BOARD OF PUBLIC WORKS	**Effective Date:**	
Attachments:	9496 Exhibit - 3802 Kipp Street.pdf	**Enactment Number:**	
Author:	Jim Wolfe, City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	12/15/2023	Robert Mulcahy	Approve	12/20/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	12/06/2023	Refer	BOARD OF PUBLIC WORKS	12/13/2023	12/13/2023	
	Action Text:	This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 12/13/2023					
1	BOARD OF PUBLIC WORKS	12/13/2023	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text:	A motion was made by Williams, seconded by Kliems, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.					

Text of Legislative File 81176

Fiscal Note
No City Funds required. Private contract.

Title
Approving plans and specifications for public improvements necessary for the project known as 3802 Kipp Street and authorizing construction to be undertaken by the Developer, Private Contract No. 9496 (District 16)

Body
WHEREAS, the developer, Advanced Building Corporation, has received the City of Madison's conditional approval for a 11,940 square foot building with parking lot and loading area at 3802 Kipp Street, 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 3802 Kipp Street, with Advanced Building Corporation.

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

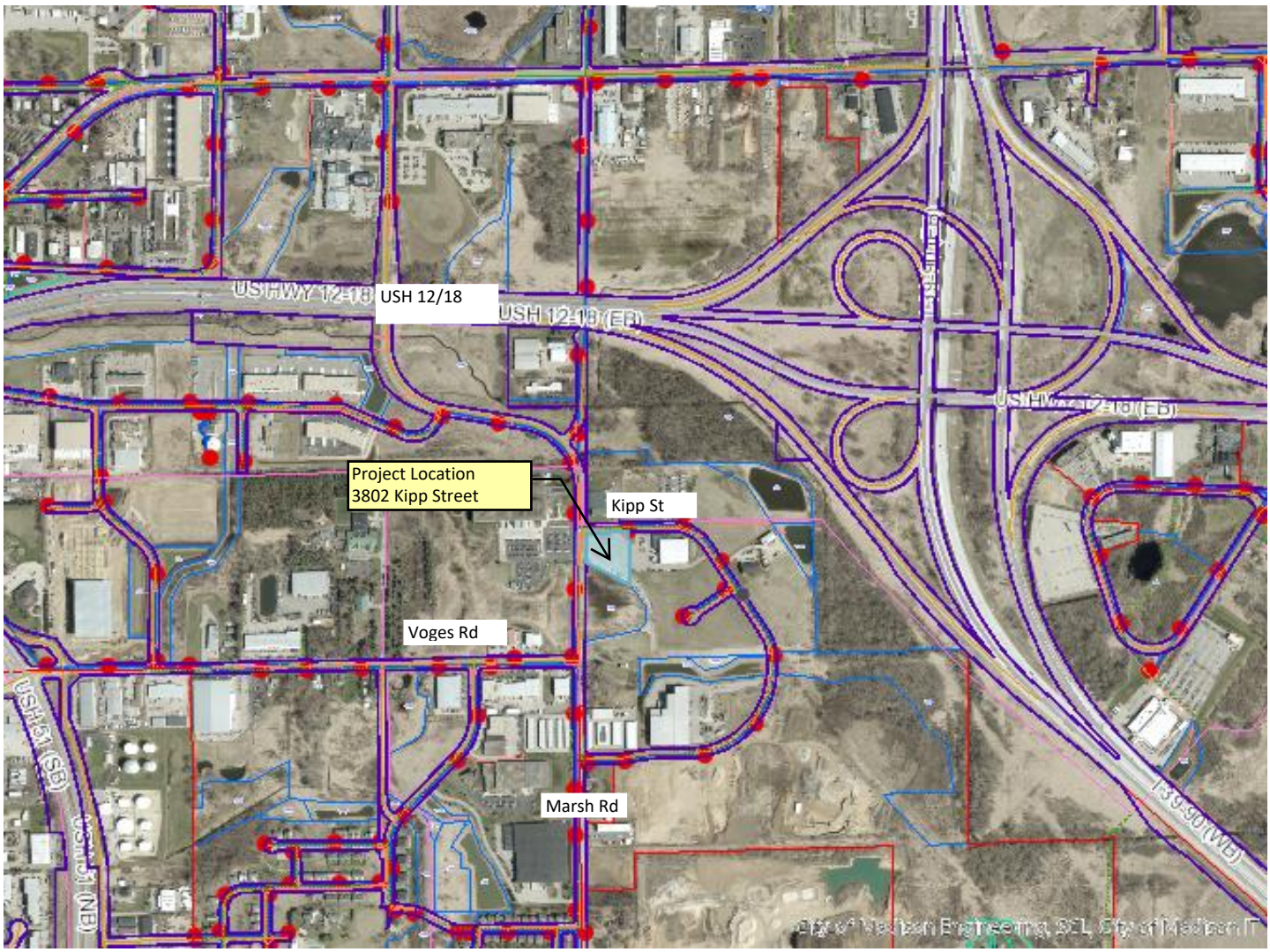
4. That the Mayor and City Clerk are hereby authorized to sign and grant easements or right-of-way release or procurement documents, maintenance agreements or encroachment agreements, as necessary and grant or accept dedication of lands and/or easements from/to the Developer/Owner for public improvements 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 for the purposes of obtaining financing in a form to be approved by the City Attorney.

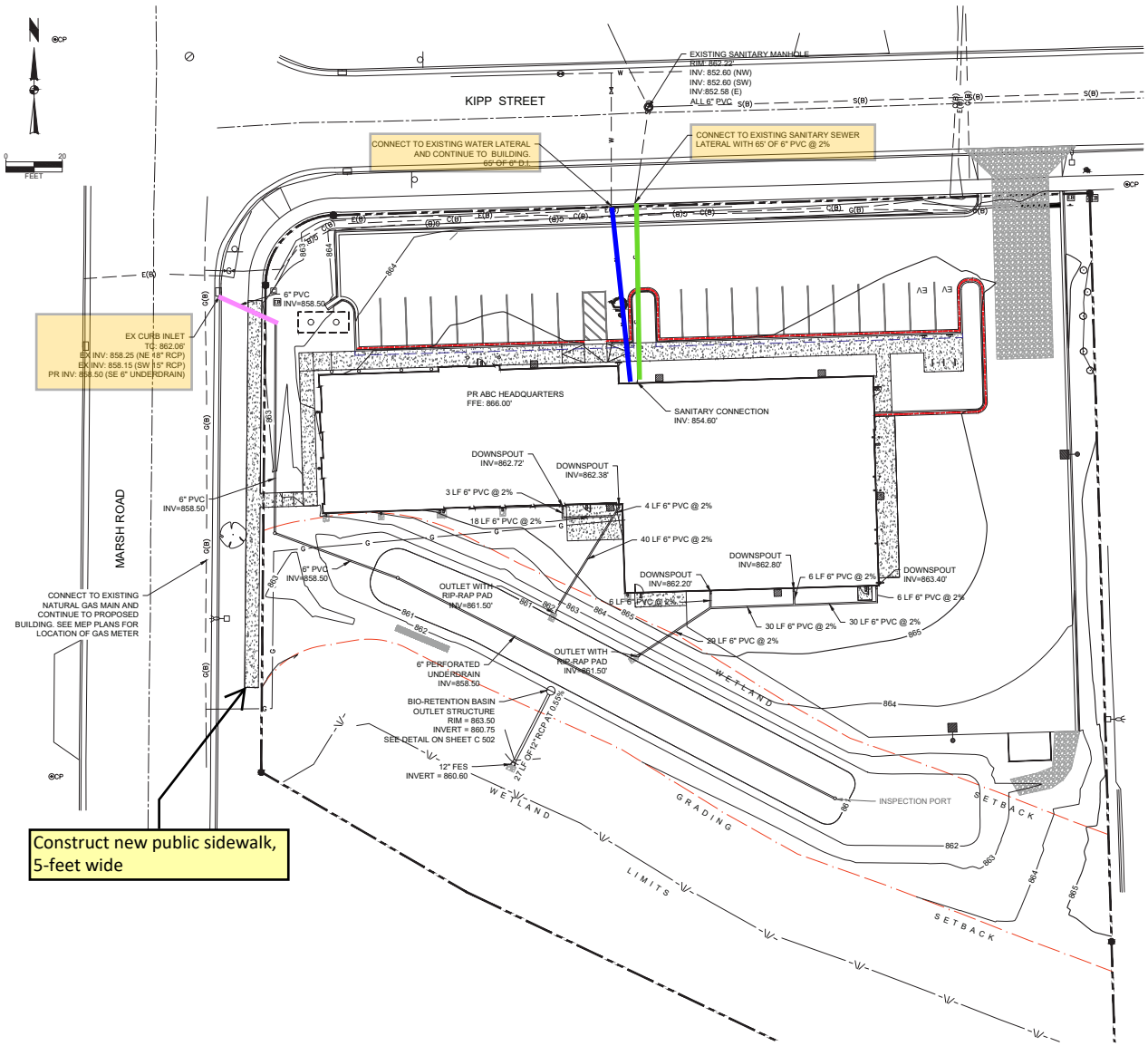
<u>3802 Kipp Street</u>
Private Development Agreement
Contract: 9496, Project: 15017
Project Entity: Advanced Building Corporation

Project Location



Private Developer Agreement Work

- Construction of new public sidewalk on Marsh Road adjacent to 3802 Kipp Street.
- Private water, sanitary, and storm connections into public infrastructure.
- Existing public tree protection.



WATER DISTRIBUTION NOTES

1. BRING ALL SITE UTILITIES TO 5' OUTSIDE OF THE BUILDING LINE WITH THE EXCEPTION OF THE WATER SERVICE. EXTEND WATER SERVICE INTO THE BUILDING AND UP TO THE FLANGE FOR THE WATER METER.
2. SEPARATION OF WATER AND SEWER: PROVIDE A MINIMUM HORIZONTAL SEPARATION OF 10 FEET BETWEEN ALL WATER AND SEWER LINES. PROVIDE A MINIMUM SEPARATION OF 18 INCHES AT ALL WATER LINE AND SEWER LINE CROSSINGS.
3. WATERMAIN DEPTH: MAINTAIN 7.0 FEET OF COVER OVER THE TOP OF THE WATER LINES TO THE FINISHED GRADE. VERIFY ELEVATION OF PROPOSED AND EXISTING WATER LINES AT ALL UTILITY CROSSINGS. INSTALL THE WATER LINES AT GREATER DEPTHS IN ORDER TO CLEAR STORM SEWERS, SANITARY SEWERS, OR OTHER UTILITIES AS REQUIRED. INCLUDE COSTS TO LOWER WATER LINES IN THE BASE BID.
4. WATERMAIN AND LATERALS 4" OR LARGE FOR THE SITE SHALL BE CLASS 52 DUCTILE IRON THAT CONFORM TO THE REQUIREMENTS OF AMERICAN NATIONAL STANDARD FOR DUCTILE IRON PIPE, CENTRIFUGALLY CAST, FOR WATER (ANSI/AWWA C151/A21.51 - LATEST REVISION).
5. COORDINATE BUILDING UTILITY CONNECTION LOCATIONS AT 5 FT. OUT FROM THE PROPOSED BUILDING WITH THE INTERIOR PLUMBING CONTRACTOR PRIOR TO CONSTRUCTION. VERIFY WATER AND SEWER SERVICE LOCATIONS AND ELEVATIONS WITH THE MECHANICAL ENGINEER PRIOR TO CONSTRUCTION.
6. THE LOCATIONS OF EXISTING UTILITIES SHOWN ON THIS PLAN ARE FROM RECORD INFORMATION. THE ENGINEER DOES NOT GUARANTEE THAT ALL EXISTING UTILITIES ARE SHOWN OR, IF SHOWN, EXIST IN THE LOCATIONS INDICATED ON THE PLAN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ASCERTAIN THE FINAL VERTICAL AND HORIZONTAL LOCATION OF ALL EXISTING UTILITIES (INCLUDING WATER AND SEWER LINES AND APPURTENANCES). NOTIFY THE ENGINEER OF ANY DISCREPANCIES

SANITARY SEWER NOTES:

1. PIPE: USE SOLID-CORE, SDR-35, ASTM D3034 (OR APPROVED EQUAL) POLYVINYL CHLORIDE (PVC) PLASTIC PIPE FOR ALL DESIGNATED PVC SANITARY SEWER SERVICES. JOINTS FOR ALL SANITARY SEWER SHALL HAVE PUSH-ON JOINTS WITH ELASTOMERIC GASKETS. USE OF SOLVENT CEMENT JOINTS IS ALLOWED FOR BUILDING SERVICES. SOLVENT CEMENT JOINTS IN PVC PIPE MUST INCLUDE USE OF A PRIMER WHICH IS OF CONTRASTING COLOR TO THE PIPE AND CEMENT. PIPE WITH SOLVENT CEMENT JOINTS SHALL BE JOINED WITH PVC CEMENT CONFORMING TO ASTM D2564. LAY ALL PVC PIPE ON A CONTINUOUS GRANULAR BED. INSTALLATION MUST COMPLY WITH ASTM D2321.
2. CLEANOUTS: INSTALL CLEANOUTS ON ALL SANITARY SEWER SERVICES. THE DISTANCE BETWEEN CLEANOUTS IN HORIZONTAL PIPING SHALL NOT EXCEED 100 FEET FOR PIPES 4-INCH AND OVER IN SIZE. CLEANOUTS SHALL BE OF THE SAME NOMINAL SIZE AS THE PIPES THEY SERVE. INCLUDE FROST SLEEVES AND CONCRETE FRAME AND PIPE SUPPORT. INSTALL A METER BOX FRAME AND SOLID LID (NEENAH R-1914-A, OR APPROVED EQUAL) OVER ALL CLEANOUTS.
3. THE MINIMUM DEPTH OF COVER FOR SANITARY SEWER WITHOUT INSULATION IS 5 FEET. INSULATE SANITARY SEWER SERVICES AT LOCATIONS WHERE THE DEPTH OF COVER IS LESS THAN 5 FEET. PROVIDE A MINIMUM INSULATION THICKNESS OF 2 INCHES. THE INSULATION MUST BE AT LEAST 4 FEET WIDE AND CENTERED ON THE PIPE. INSTALL THE INSULATION BOARDS 6 INCHES ABOVE THE TOPS OF THE PIPES ON MECHANICALLY COMPACTED AND LEVELED PIPE BEDDING MATERIAL. USE HIGH DENSITY, CLOSED CELL, RIGID BOARD MATERIAL EQUIVALENT TO DOW STYROFOAM HI-40 PLASTIC FOAM INSULATION.
4. TRACER WIRE: LOCATING REQUIREMENTS - A MEANS TO LOCATE BURIED UNDERGROUND EXTERIOR NON METALLIC SEWERS/MAINS MUST BE PROVIDED WITH TRACER WIRE OR OTHER METHODS IN ORDER TO BE LOCATED IN ACCORD WITH THE PROVISIONS OF THE WISCONSIN STATUTES 182.0175(2R) AND THE WISCONSIN DEPARTMENT OF COMMERCE COMM 82.30(11)(H).

STORM DRAINAGE NOTES:

1. UNLESS OTHERWISE INDICATED, USE REINFORCED, PRECAST, CONCRETE MAINTENANCE HOLES AND CATCHBASINS CONFORMING TO ASTM C478, FURNISHED WITH WATER STOP RUBBER GASKETS AND PRECAST BASES. JOINTS FOR ALL PRECAST MAINTENANCE HOLE SECTIONS SHALL HAVE CONFINED, RUBBER "O"-RING GASKETS IN ACCORDANCE WITH ASTM C923. THE INSIDE BARREL DIAMETER SHALL NOT BE LESS THAN 48 INCHES.
2. ALL JOINTS AND CONNECTIONS TO CATCHBASINS OR MANHOLES SHALL BE WATERTIGHT. USE RESILIENT RUBBER SEALS, WATERSTOP GASKETS, OR APPROVED EQUAL. CEMENT MORTAR JOINTS ARE NOT ALLOWED.
3. USE HDPE SOLID WALL PIPE WHEN CALLED OUT ON THE PLANS.
4. PVC PIPE: USE SOLID-CORE, SDR-35, ASTM D3034 POLYVINYL CHLORIDE (PVC) PIPE FOR DESIGNATED PVC STORM SEWER SERVICES 4 TO 15-INCHES IN DIAMETER. USE SOLID-CORE, SDR-35, ASTM F679 POLYVINYL CHLORIDE (PVC) PIPE FOR DESIGNATED PVC STORM SEWER SERVICES 18 TO 27-INCHES IN DIAMETER. JOINTS FOR ALL STORM SEWER SHALL HAVE PUSH-ON JOINTS WITH ELASTOMERIC GASKETS. USE OF SOLVENT CEMENT JOINTS IS ALLOWED FOR BUILDING SERVICES. SOLVENT CEMENT JOINTS IN PVC PIPE MUST INCLUDE USE OF A PRIMER WHICH IS OF CONTRASTING COLOR TO THE PIPE AND CEMENT. PIPE WITH SOLVENT CEMENT JOINTS SHALL BE JOINED WITH PVC CEMENT CONFORMING TO ASTM D2564. LAY ALL PVC PIPE ON A CONTINUOUS GRANULAR BED. INSTALLATION MUST COMPLY WITH ASTM D2321.
5. INSTALL DETECTABLE UNDERGROUND MARKING TAPE DIRECTLY ABOVE ALL PVC, POLYETHYLENE, AND OTHER NONCONDUCTIVE UNDERGROUND UTILITIES AT A DEPTH OF 457 MM (18 INCHES) BELOW FINISHED GRADE, UNLESS OTHERWISE INDICATED. BRING THE TAPE TO THE SURFACE AT VARIOUS LOCATIONS IN ORDER TO PROVIDE CONNECTION POINTS FOR LOCATING UNDERGROUND UTILITIES. INSTALL BLUE RHINO TRIVIEW FLEX TEST STATIONS, OR APPROVED EQUAL, WITH BLACK CAPS AT EACH SURFACE LOCATION.
6. TRACER WIRE: LOCATING REQUIREMENTS - A MEANS TO LOCATE BURIED UNDERGROUND EXTERIOR NON METALLIC SEWERS/MAINS MUST BE PROVIDED WITH TRACER WIRE OR OTHER METHODS IN ORDER TO BE LOCATED IN ACCORD WITH THE PROVISIONS OF THESE CODE SECTIONS AS PER 182.0175(2R) OF THE STATUTES.

*Private water, sanitary, and storm connections into public infrastructure.
*Construction of new public sidewalk on Marsh Road

MARK	REVISION	DATE	BY

Engineer: SJA | Checked By: SJA | Scale: 1" = 20'
Technician: MW | Date: 06-22-2023 | T-R-S: T7N-R10E-S26
Project No: 122.1584.30 | Sheet C 401

ABC HEADQUARTERS - 3802 KIPP ST.
MADISON, WI
UTILITY PLAN

SNYDER & ASSOCIATES, INC.
5010 VOGES ROAD
MADISON, WISCONSIN 53718
608-838-0444 | www.snyder-associates.com

SNYDER & ASSOCIATES

Project No: 122.1584.30
Sheet C 401

City of Madison

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

Master

File Number: 81178

File ID:	81178	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	12/06/2023
File Name:	Approving plans and specifications and authorizing the Board of Public Works to advertise and receive bids for 2024 Semi-Permanent Epoxy Pavement Marking.			**Final Action:**	

Title: Approving plans and specifications and authorizing the Board of Public Works to advertise and receive bids for 2024 Semi-Permanent Epoxy Pavement Marking. (Citywide)

Notes: Tim Stella

		CC Agenda Date:	01/09/2024
		Agenda Number:	40.
Sponsors:	BOARD OF PUBLIC WORKS	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:	Jim Wolfe, City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	12/15/2023	Robert Mulcahy	Approve	12/20/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	12/07/2023	Refer	BOARD OF PUBLIC WORKS	12/13/2023	12/13/2023	
	Action Text:	This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 12/13/2023					
1	BOARD OF PUBLIC WORKS	12/13/2023	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text:	A motion was made by Williams, seconded by Kliems, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.					

Text of Legislative File 81178

Fiscal Note

The proposed resolution approves plans and specifications and authorizes the Board of Public Works to advertise and receive bids for 2024 Semi-Permanent Epoxy Pavement Marking. The total estimated cost of the project is $190,000. Funding is available in the 2024 Traffic Engineering Adopted Operating Budget (Munis 45300-54410). No additional appropriation is required.

Title

Approving plans and specifications and authorizing the Board of Public Works to advertise and receive bids for 2024 Semi-Permanent Epoxy Pavement Marking. (Citywide)

Body

BE IT RESOLVED,

1) That the plans and specifications for 2024 Semi-Permanent Epoxy Pavement Marking, 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.

City of Madison

City of Madison
Madison, WI 53703
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File Number: 81179

File ID:	81179	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	12/06/2023
File Name:	Declaring the City of Madison's intention to exercise its police powers establishing the Madison's Starker Avenue Assessment District - 2024.			**Final Action:**	

Title: Declaring the City of Madison's intention to exercise its police powers establishing the Madison's Starker Avenue Assessment District - 2024. (District 16)

Notes: Rachel Dudley

		CC Agenda Date:	01/09/2024
		Agenda Number:	41.
Sponsors:	Jael Currie	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:	Jim Wolfe, City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	12/15/2023	Robert Mulcahy	Approve	12/20/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	12/07/2023	Refer	BOARD OF PUBLIC WORKS	12/13/2023	12/13/2023	
	Action Text: This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 12/13/2023						
1	BOARD OF PUBLIC WORKS	12/13/2023	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text: A motion was made by Williams, seconded by Kliems, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.						

Text of Legislative File 81179

Fiscal Note

No City Funds required.

Title

Declaring the City of Madison's intention to exercise its police powers establishing the Madison's Starker Avenue Assessment District - 2024. (District 16)

Body

BE IT HEREBY RESOLVED:

1. That the Common Council of the City of Madison hereby establishes an assessment district known as the Starker Avenue Assessment District - 2024, serving Starker Avenue from Woodvale Drive to Droster Road all in accordance with Section 66.0701 (formerly Section 66.62) of the Wisconsin State Statutes and Section 4.09 of the Madison General Ordinances.

2. That the contemplated purposes of this assessment district is to remove and replace the sanitary sewer main and laterals, water main, storm sewer main and laterals, base course, asphalt pavement, pavement marking, as well as improve pedestrian crossings, and spot replace curb and gutter, sidewalk, and driveway aprons as needed Starker Avenue from Woodvale Drive to Droster Road.

3. That the benefited properties shall have the opportunity to pay the special assessments which may be levied as a result of this assessment district in eight (8) annual installments, subject to the current interest rate in effect at the time of establishment of the special assessment.

4. That the City Engineer is hereby directed to prepare a report consisting of preliminary or final plans and specifications; an estimate of the entire cost of the proposed work or improvements within the assessment district; a schedule of proposed assessments, constituting an exercise of police power of the City of Madison; and a statement that the property against which the assessments are proposed is benefited.

5. That upon completion of this aforesaid report, the City Engineer shall proceed in accordance with Section 4.09 of the Madison General Ordinances.

City of Madison

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

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File Number: 81181

File ID:	81181	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	12/06/2023
File Name:	Approving plans and specifications and authorizing the Board of Public Works to advertise and receive bids for Bikeways 2023: Path Resurfacing.			**Final Action:**	

Title: Approving plans and specifications and authorizing the Board of Public Works to advertise and receive bids for Bikeways 2023: Path Resurfacing. (District 10 and District 20)

Notes: Mario Galindez

		CC Agenda Date:	01/09/2024
		Agenda Number:	42.
Sponsors:	BOARD OF PUBLIC WORKS	**Effective Date:**	
Attachments:	Exhibit #1-Street_UWArbEntrPath.pdf, Exhibit #2-LakesideCycleTrack.pdf, Exhibit #3-ElverParkPath.pdf, Exhibit #4-SherryParkStormImprovements.pdf, Bikeways_2023_BPWnotes_12-06-2023.pdf	**Enactment Number:**	
Author:	Jim Wolfe, City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	12/19/2023	Robert Mulcahy	Approve	12/20/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	12/07/2023	Refer	BOARD OF PUBLIC WORKS	12/13/2023	12/13/2023	
	Action Text: This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 12/13/2023						
1	BOARD OF PUBLIC WORKS	12/13/2023	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass

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

Text of Legislative File 81181

Fiscal Note

The proposed resolution approves plans and specifications and authorizes the Board of Public Works to advertise and receive bids for the Bikeways 2023: Path Resurfacing. The total estimated cost of the project is $558,000. Funding is available in MUNIS projects #14336-403-172 ($415,000), #14336-403-174 ($115,000), and #13936-51-130 ($28,000). No additional appropriation is required.

Title

Approving plans and specifications and authorizing the Board of Public Works to advertise and receive bids for Bikeways 2023: Path Resurfacing. (District 10 and District 20)

Body

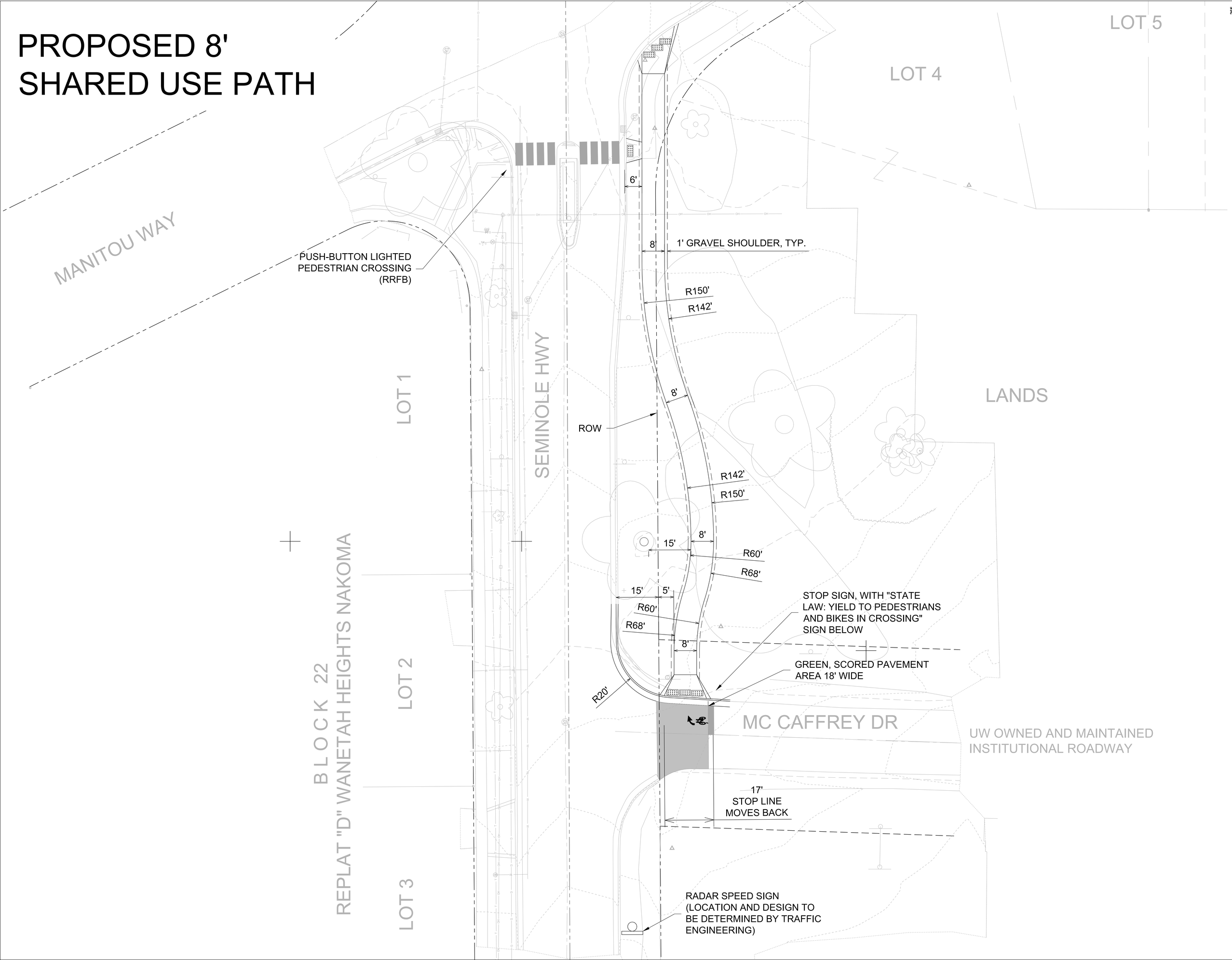
BE IT RESOLVED,

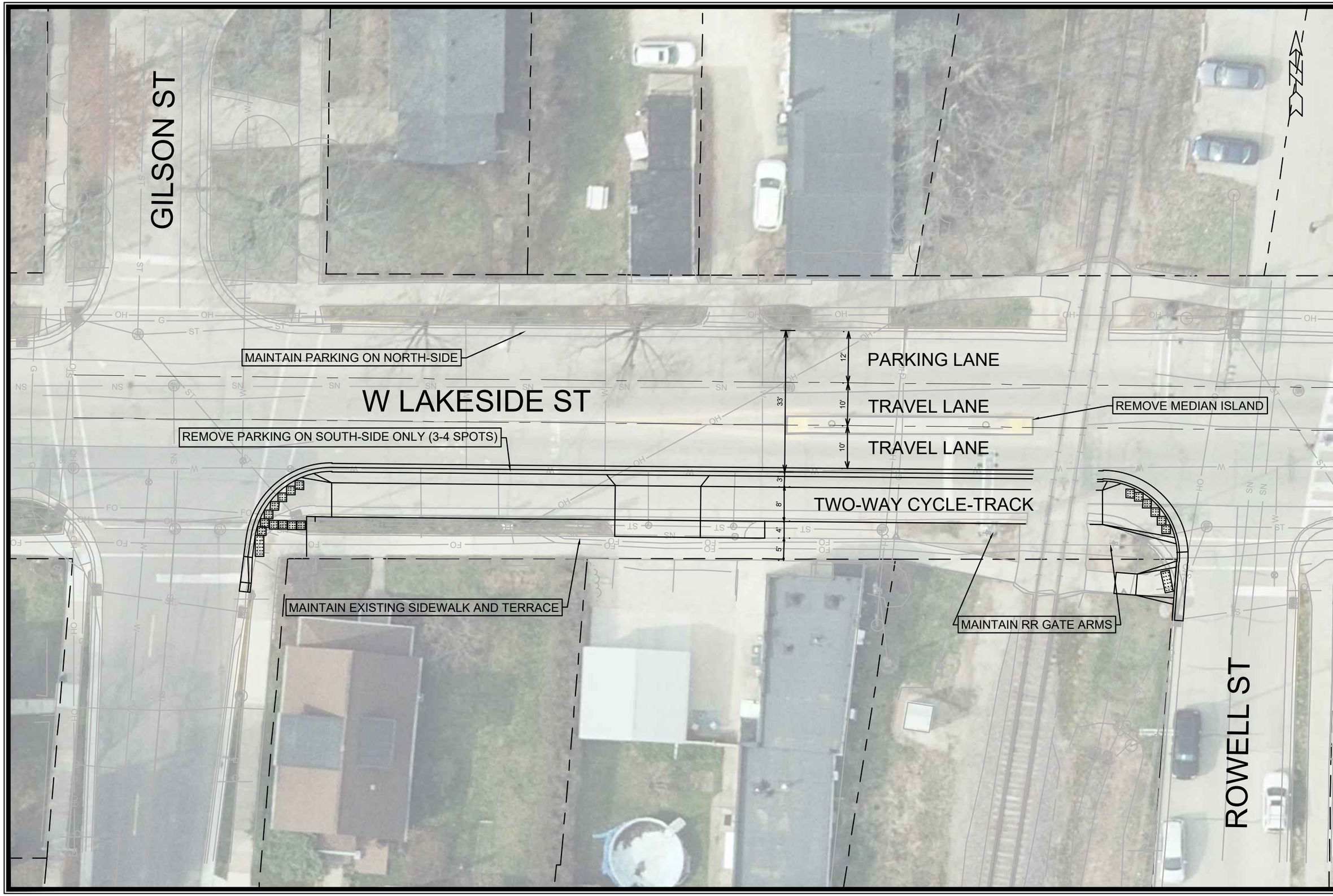
1) That the plans and specifications for Bikeways 2023: Path Resurfacing, be and are hereby approved.

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.

PROPOSED 8' SHARED USE PATH





MARK	REVISION	DATE	BY
###	###	###	###
###	###	###	###
###	###	###	###
###	###	###	###

Designed By: #### Date: 7/27/2023 1:43 PM Scale: ####

CONTRACT NO: ####

\\Gisserver\data\DESIGN\Projects\14336\CAD\Streets\14336EN-Street_WLakesideSt.dwg

####

MARK	REVISION	DATE	BY
###	###	###	###
###	###	###	###
###	###	###	###
###	###	###	###

Designed By: ### Date: 8/16/2023 12:18 PM Scale: ########## 1

14336

CONTRACT NO: ##### ##########

ELVER PATH OVERVIEW

BIKEWAYS 2023

M:\DESIGN\Projects\14336\CAD\Streets\14336EN-Street_ElverPath.dwg

CITY OF MADISON WISCONSIN

14336

1

Pipe Under Bike Path

200 100 0 200 Feet

N W E S

Bikeways 2023: Path Resurfacings

Project Engineer	Mario Galindez ph: 266-4095 email: mgalindez@cityofmadison.com

Project Limits

District 10: Alder Yannette Figueroa Cole	UW Arboretum Entrance Path
District 10: Alder Yannette Figueroa Cole	Lakeside Cycletrack
District 20: Alder Harrington-McKinney	Elver Park Resurfacing

Paths	**Existing**	**Proposed**
UW Arboretum Entrance Path		
Construction Type	New Asphalt Path	
Pavement Rating	n/a	n/a
Width	n/a	8-ft
Surface Type	n/a	Asphalt
Lakeside Cycletrack		
Construction Type	New Concrete Cycletrack, partial reconstruction of 1 (one) block of lakeside	
Pavement Rating	n/a	n/a
Width	10.5 ft parking lane	8-ft path, 2.5' terrace
Surface Type	Asphalt	Concrete
Elver Park Resurfacing		
Construction Type	Pulverize and Shape	
Pavement Rating	6	NA
Width	5-7 ft	5-8 ft
Surface Type	Asphalt	Concrete

Sherry Park Drainage Improvements

Pipe Under Bike Path	Poor conditions due to flow across path	37' 6" PVC Culvert + Asphalt Patch

Assessment Policy

No Assessments

Schedule

Advertise for bids	1/11/2024
Anticipated Construction Start	May
Approximate Duration	Approx. 6-8 weeks

Path Resurfacings Costs

Total Cost:	$555,597.66

Correspondence

Held Virtual Public Informational Meeting on August 17, 2023. Coordinated design and easement of UW Arboretum Path with UW Madison staff. Coordinating with Railroad for Lakeside cycletrack, and with the Parks department for the Elver Park resurfacing

City of Madison

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

Master

File Number: 81182

File ID:	81182	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	12/06/2023
File Name:	Accepting street and terrace improvements constructed by Private Contract for 1002 E Washington Ave – Stone House, Private Contract No. 7652			**Final Action:**	

Title: Accepting street and terrace improvements constructed by Private Contract for 1002 E Washington Ave - Stone House, Private Contract No. 7652 (District 6)

Notes: Amy

		CC Agenda Date:	01/09/2024
		Agenda Number:	43.
Sponsors:	BOARD OF PUBLIC WORKS	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:	Jim Wolfe, City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	12/15/2023	Robert Mulcahy	Approve	1/3/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	12/07/2023	Refer	BOARD OF PUBLIC WORKS	12/13/2023	12/13/2023	
	Action Text:	This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 12/13/2023					
1	BOARD OF PUBLIC WORKS	12/13/2023	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text:	A motion was made by Williams, seconded by Kliems, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.					

Text of Legislative File 81182

Fiscal Note

No City Funds required. Private contract.

Title

Accepting street and terrace improvements constructed by Private Contract for 1002 E Washington Ave - Stone House, Private Contract No. 7652 (District 6)

Body

WHEREAS, 1010 Residential, LLC, has satisfactorily completed the installation of street tree planting and street improvements by private contract, in accordance with the City of Madison Standard Specifications for Public Works Construction, in: 1002 E Washington Ave - Stone House.

NOW, THEREFORE, BE IT RESOLVED

That said street and terrace improvements adjacent to 1010 Residential, LLC are hereby accepted.

City of Madison

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

Master

File Number: 81206

File ID:	81206	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	BOARD OF PUBLIC WORKS
				File Created Date :	12/07/2023
File Name:	Approving Schedule Of Assessments For Blue Harvest Lane, Feather Edge Drive, & Soaring Sky Run Assessment District - 2023.			**Final Action:**	

Title: Approving Schedule Of Assessments For Blue Harvest Lane, Feather Edge Drive, & Soaring Sky Run Assessment District - 2023. (District 1)

Notes: Reid Stiteley

		CC Agenda Date:	01/09/2024
		Agenda Number:	44.
Sponsors:	BOARD OF PUBLIC WORKS	**Effective Date:**	
Attachments:	13893 BPW Notes 12.13.23.pdf, 13893 Plan Overview.pdf, 13893_Preliminary Assessments.pdf, 13893_Parks Special Assessment Waiver.pdf	**Enactment Number:**	
Author:	Jim Wolfe, City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	12/18/2023	Robert Mulcahy	Approve	12/20/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	12/07/2023	Refer	BOARD OF PUBLIC WORKS	12/13/2023	12/13/2023	
	Action Text:	This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 12/13/2023					
1	BOARD OF PUBLIC WORKS	12/13/2023	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass
	Action Text:	A motion was made by Williams, seconded by Stern, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.					

Text of Legislative File 81206

Fiscal Note

The proposed resolution modifies RES 23-00102 (Legistar #75598) adopted February 7, 2023 to include special assessments for the Blue Harvest Lane, Feather Edge Drive, & Soaring Sky Run Construction. The total estimated cost of the project is $2,174,000, unchanged from RES 23-00102, comprised of $2,028,053.92 in City Funds and $145,946.08 in special assessments. City Funds are available in Munis 13893. No additional appropriation is required.

Title

Approving Schedule Of Assessments For Blue Harvest Lane, Feather Edge Drive, & Soaring Sky Run Assessment District - 2023. (District 1)

Body

The Board of Public Works and the City Engineer having made reports of all proceedings in relation to the improvement of Blue Harvest Lane, Feather Edge Drive, & Soaring Sky Run Assessment District - 2023 pursuant to a resolution of the Common Council, RES-2023-00710 ID No.80656, adopted 11/21/2023 which resolution was adopted thereto, and the provisions of the Madison General Ordinances and the Wisconsin Statutes in such case made and provided, and the Common Council being fully advised.

The Blue Harvest Lane, Feather Edge Drive & Soaring Sky Run Construction project has been previously approved pursuant to a resolution of the Common Council, Resolution No. RES-23-00102, ID No 75598 adopted 2/7/2023

BE IT RESOLVED:

1. 1. That the City at large is justly chargeable with and shall pay the sum of $2,028,053.92 of the entire cost of said improvement, and that the sum assigned to each separate parcel, as indicated on the attached schedule of assessment, is hereby specially assessed upon each such parcel.
2. That the Common Council determines such special assessments to be reasonable.
3. That the work or improvement be carried out in accordance with the reports as finally approved.
4. That such work or improvement represents an exercise of the police power of the City of Madison.
5. That the schedule of assessements in the Report of the Board of Public Works and the Report of the City Engineer for the above named improvement be and are hereby approved
6. That the due date by which all such special assessments shall be paid in full is October 31st of the year in which it is billed, or,
7. That such special assessments shall be collected in eight (8) equal installments, with interest thereon at 3.0 percent per annum, except those special assessments paid in full on or before October 31st of that year.
8. That the Mayor and City Clerk are hereby authorized to accept dedication of lands and/or easements from the Developer/Owner for public improvements located outside of existing public fee title or easement right-of-ways.

INSTALLMENT ASSESSMENT NOTICE

Notice is hereby given that a contract has been (or is about to be) let for Blue Harvest Lane, Feather Edge Drive, & Soaring Sky Run Assessment District - 2023, and that the amount of the special assessment therefore has been determined as to each parcel of real estate affected thereby and a statement of the same is on file with the City Clerk; it is proposed to collect the same in eight (8) installments, as provided for by Section 66.0715 of the Wisconsin Statutes, with interest thereon at 3.0 percent per annum; that all assessments will be collected in installments as above provided except such assessments on property where the owner of the same has paid the assessment to the City Treasurer on or before the next succeeding November 1st.

NOTICE OF APPEAL RIGHTS

"Pursuant to Sec.4.09(14), Madison General Ordinances, as authorized by Sec. 66.0701(2), Wisconsin Statutes, any person against whose land a special assessment has been levied by this resolution has the right to appeal therefrom in the manner prescribed in Sec. 66.0703(12), Wisconsin Statutes, within forty (40) days of the day of the final determination of the Common Council, said date being the date of adoption of this resolution."

Blue Harvest Lane, Feather Edge Drive, & Soaring Sky Run Assessment District - 2023

Project Engineer	Reid Stiteley 608-266-4093	Alder: Duncan (District 1)
Project Limits	Blue Harvest Ln (new) & Feather Edge Dr (extension): Meadow Rd to Soaring Sky Run Soaring Sky Run (extension): Feather Edge to undeveloped lot	

Street	**Existing**	**Proposed**
Project Type: New Construction		
Last Surfaced	Soaring Sky Run - 2019 (crack seal)	Extend
Pavement Rating	8 out of 10	Extend pavement
Curb Rating	9 out of 10	Extend curb
Surface Type	Asphalt	Asphalt
Width/Lanes	28' - 2 way	Match Existing

Sidewalk

Install new sidewalk along south side of Feather Edge Dr. Extend existing sidewalk on Soaring Sky Run.

Shared-Use Path

Install new 10' asphalt path from Mid Town Rd to north Municipal Limits, connect spur to Soarking Sky Run, and along south side of Blue Harvest Ln to Meadow Rd.

Storm Sewer	**Existing**	**Proposed**
Install new storm on Blue Harvest ln and Feather Edge Dr. Extend existing storm, install new box culvert, and install stormwater basin on Soarking Sky Run. Install new pipe culverts for shared-use path.		
Size	12"	12", 15", 18", 24", 3'x6' box culvert
Material	RCP	RCP
Year	2004	2024

Sanitary Sewer	**Existing**	**Proposed**
Extend sanitary main on Soaring Sky Run.		
Size	12"	8"
Material	PVC	PVC
Year	2012	2024

Water Main	**Existing**	**Proposed**
Extend water main on Soaring Sky Run.		
Size	8"	8"
Material	Ductile Iron	Ductile Iron
Year	2002	2024

Parking

Existing Parking Conditions: On-street parking adjacent to curb
Proposed Parking: Parking on both sides

Street Lighting & Signals	**Existing**	**Proposed**
Street Lighting	URD Street Lighting (Alliant)	Install lighting for shared-use path. Separate URD Street lighting by Alliant
Signals	None	None

Tree Removals

No anticipated removals at this time

Costs

Total Cost	$2,174,000.00	
Adjacent Property Assessments	$145,946.08	Future City Parks Asessment (single parcel)
City Share	$2,028,053.92	

Assessment Policy

New street construction 50% of new street

Assessments payable in one lump sum or over a period of 8 years, with 4% interest charged on unpaid balance

Schedule

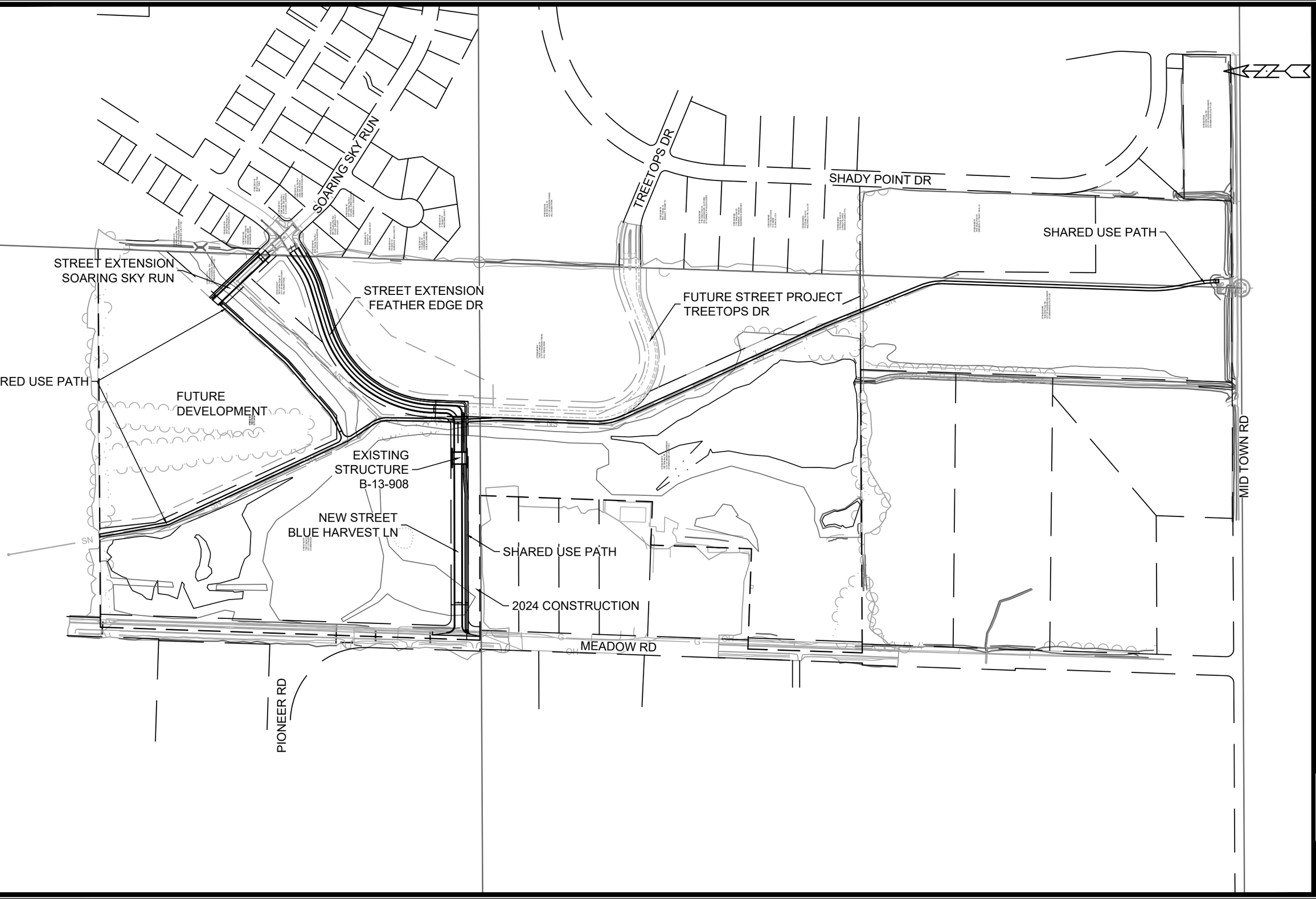
Anticipated Start Date	Spring 2024
Project duration	Approximately 5 Months

Correspondence None

(Continued on Back)

See attached project map

(Continued on Back)



MARK	REVISION	DATE	BY
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Designed By: RES | Date: 12/4/2023 3:02 PM | Scale: 1:300_XREF

13893

PROJECT OVERVIEW

BLUE HARVEST LANE, FEATHER EDGE DRIVE, & SOARING SKY RUN ASSESSMENT DISTRICT - 2023 MADISON, WI

CONTRACT NO: 8317

M:\DESIGN\Projects\13893\CAD\Streets\13893EN-PnP.dwg

13893

PO-1

City of Madison Engineering Division - Schedule of Assessments

Date: 12/13/2023
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

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

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

Master

File Number: 81395

File ID:	81395	**File Type:**	Ordinance	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	CITY ATTORNEY
				File Created Date :	01/03/2024
File Name:	Community Nominations to PCOB			**Final Action:**	

Title: Amending Section 5.20(3)(a)3. of the Madison General Ordinances related to nominations to the Police Civilian Oversight Board to modify the process for community organizations to nominate members of the PCOB.

Notes: 6832PCOBNominations

		CC Agenda Date:	01/09/2024
		Agenda Number:	45.
Sponsors:	Yannette Figueroa Cole	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:	Michael Haas	**Hearing Date:**	
Entered by:	mglaeser@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Michael Haas	Approved as to Form	1/23/2024
1	2	1/3/2024	Elizabeth York	Approve	1/23/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	01/03/2024	RECOMMEND TO COUNCIL TO ADOPT UNDER SUSPENSION OF MGO 2.055 - REPORT OF OFFICER				

Action Text: This Ordinance was RECOMMEND TO COUNCIL TO ADOPT UNDER SUSPENSION OF MGO 2.055 - REPORT OF OFFICER

Notes: Request to adopt under suspension made at 12/28/23 meeting of the Police Civilian Oversight Board.

Text of Legislative File 81395

Fiscal Note

No fiscal impact.

Title

Amending Section 5.20(3)(a)3. of the Madison General Ordinances related to nominations to the Police Civilian Oversight Board to modify the process for community organizations to nominate members of the PCOB.

Body

DRAFTER'S ANALYSIS: This ordinance modifies the process for community organizations to nominate members of the Police Civilian Oversight Board (PCOB). The current ordinance requires that designated community organizations submit three names for consideration by the Mayor and Council and allows the Mayor and Council Leadership to make an appointment from a pool of other eligible applicants if the organization does not submit three names. The PCOB was established in 2020 and the terms of some of the original members have expired or will expire shortly. This ordinance would permit designated organizations to re-nominate an individual who it had previously nominated and whose term is expiring if that individual is interested in continuing to serve, rather than submitting names of two additional individuals in addition to the incumbent's name.

****

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

1. Paragraph 3. of Subdivision (a) entitled "Members" of Subsection (3) entitled "Board Composition" of Section 5.20 entitled "Police Civilian Oversight Board" of the Madison General Ordinances is amended as follows:

"3. Nominated by community-based organizations. The Mayor and Common Council, in collaboration with the Department of Civil Rights, shall seek nominations from a designated set of nine (9) community-based organizations that have an interest in civil rights, immigrant rights, disability rights/mental health, racial equity and social justice, and that also have an interest in the safety of the city and criminal justice reform. Priority shall be given to organizations with budgets under $1 million. The designated set of organizations shall be initially created in conjunction with the adoption of this Ordinance and the Monitor, Board, and Common Council shall ensure that it is updated at least every two (2) years. Each community-based organization shall submit three (3) names and applications to the Mayor and Common Council, except that an organization may re-nominate a member whose term is expiring without submitting three names. The Mayor and Common Council shall appoint one (1) person nominated by each organization. In the event that a community organization or organizations does not submit three (3) nominations when requested or does not re-nominate a current member, the Mayor and Council Leadership shall make an appointment from the pool of any eligible applications to submit for confirmation to the Common Council."

City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 81387

File ID:	81387	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	Clerk's Office
				File Created Date :	01/03/2024
File Name:				**Final Action:**	

Title: Establishing in-person absentee voting locations for the 2024 Spring Primary and Spring Election.

Notes:

CC Agenda Date: 01/09/2024

Agenda Number: 46.

Sponsors: Satya V. Rhodes-Conway, Yannette Figueroa Cole, Marsha A. Rummel, Derek Field, Sabrina V. Madison, Michael E. Verveer, Kristen Slack, Regina M. Vidaver, MGR Govindarajan And John W. Duncan

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: echristianson@cityofmadison.com

Published Date:

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Robert Mulcahy	Approve	1/23/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Clerk's Office	01/03/2024	RECOMMEND TO COUNCIL TO ADOPT UNDER SUSPENSION OF MGO 2.055				

Action Text: This Resolution was RECOMMEND TO COUNCIL TO ADOPT UNDER SUSPENSION OF MGO 2.055

Text of Legislative File 81387

Fiscal Note

The City Clerk's 2024 Operating Budget includes funding for the Spring Primary and Spring Election. No additional appropriation is required.

Title

Establishing in-person absentee voting locations for the 2024 Spring Primary and Spring Election.

Body

WHEREAS, exercising the right to vote is an essential component of a healthy democracy; and

WHEREAS, the goal of the Madison City Clerk's Office is that each eligible voter will be able to cast a ballot and have that ballot counted; and

WHEREAS, absentee ballots cast at in-person absentee voting sites are less likely than absentee ballots sent via mail to be rejected at the polls due to a missing voter signature, missing witness signature, or incomplete witness address; and

WHEREAS, it is inequitable to limit in-person absentee voting to Madison residents who are able to obtain transportation and pay for parking downtown; and

WHEREAS, in-person absentee voting can provide greater accessibility for voters who encounter barriers to voting by mail or voting at the polls on Election Day; and

WHEREAS, offering in-person absentee voting at multiple sites throughout the City may further racial equity for residents who have not historically been involved in the voting process;

NOW, THEREFORE, BE IT RESOLVED, that the City of Madison chooses to make in-person absentee voting more accessible and equitable by establishing multiple locations for in-person absentee voting; and

BE IT FURTHER RESOLVED that the following locations are designated as City of Madison in-person absentee voting sites for the 2024 Spring Primary and Spring Election:

1. Warner Park Community Recreation Center, 1625 Northport Dr
2. Olbrich Gardens, 3330 Atwood Ave
3. Edgewood College - Wingra Commons, 1000 Edgewood College Dr
4. UW- Madison Union South, 1308 W Dayton St
5. UW- Madison Memorial Union, 800 Langdon St
6. Eagle Heights Community Center, 611 Eagle Heights Dr
7. UW - Madison Health Sciences Learning Center, 750 Highland Ave
8. Madison College Truax Campus, 1701 Wright St
9. Madison College Goodman South Madison Campus, 2429 Perry St
10. Alicia Ashman Library, 733 N High Point Rd
11. Central Library, 201 W Mifflin St
12. Goodman South Madison Library, 2222 S Park St
13. Hawthorne Library, 2707 E Washington Ave
14. Lakeview Library, 2845 N Sherman Ave
15. Meadowridge Library, 5726 Raymond Rd
16. Monroe Library, 1705 Monroe St.
17. Pinney Library, 516 Cottage Grove Rd
18. Sequoya Library, 4340 Tokay Blvd
19. Badger Rock Neighborhood Center, 501 E Badger Rd
20. Centro Hispano, 810 W Badger Rd
21. Freedom, Inc., 2110 Luann Ln
22. East Madison Community Center, 8 Straubel Court
23. Hmong Institute, 4402 Femrite Dr

24. Global Market & Food Hall, 2161 Zeier Rd
25. Lussier Community Education Center, 55 S Gammon Rd
26. Urban League Southwest Employment Center, 1233 McKenna Blvd
27. Urban League Greater Madison, 2222 S Park St
28. Boys & Girls Club - Allied, 4619 Jenewein Rd
29. Catholic Multicultural Center, 1862 Beld St
30. Bridge - Lake Point - Waunona Neighborhood Center, 1917 Lake Point Dr
31. Rebalanced - Life Wellness Association Men's Health & Education Center, 588 Grand Canyon Dr
32. Elver Park Neighborhood Center, 1201 McKenna Blvd
33. Christ the Solid Rock Baptist Church/Lake Edge United Church of Christ, 4200 Buckeye Rd
34. Fountain of Life Church, 633 W Badger Rd

City of Madison

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Madison, WI 53703
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Master

File Number: 81390

File ID:	81390	**File Type:**	Resolution	**Status:**	Council New Business
Version:	2	**Reference:**		**Controlling Body:**	Clerk's Office
				File Created Date :	01/03/2024
File Name:				**Final Action:**	

Title: Designating City of Madison Polling Locations for the 2024 Spring Primary.

Notes:

CC Agenda Date: 01/09/2024

Agenda Number: 47.

Sponsors: Satya V. Rhodes-Conway, Yannette Figueroa Cole, Marsha A. Rummel, Derek Field, Sabrina V. Madison, Kristen Slack, Regina M. Vidaver, MGR Govindarajan And John W. Duncan

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: jverbick@cityofmadison.com

Published Date:

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Robert Mulcahy	Approve	1/9/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Clerk's Office	01/03/2024	RECOMMEND TO COUNCIL TO ADOPT UNDER SUSPENSION OF MGO 2.055				

Action Text: This Resolution was RECOMMEND TO COUNCIL TO ADOPT UNDER SUSPENSION OF MGO 2.055

Text of Legislative File 81390

Fiscal Note

The City Clerk's 2024 Operating Budget includes funding to support four elections in 2024. No additional appropriation is required.

Title

Designating City of Madison Polling Locations for the 2024 Spring Primary.

Body

WHEREAS, the Common Council must establish polling locations at least 30 days before an election; and

WHEREAS, some City of Madison voters have a primary for Middleton/Cross-Plains School Board, and two County Board Supervisor seats on February 15, 2022; and

WHEREAS, 16 facilities have generously agreed to open their doors to facilitate the democratic process on Election Day;

NOW, THEREFORE, BE IT RESOLVED, that the following locations are designated as polling places for the February 2024 Spring Primary:

Ward	Polling Location
1, 155	Westminster Senior Apts, 6160 Dell Dr
56	Nicholas Recreation Center, 797 W Dayton St
57	Gordon Dining & Event Center, 770 W Dayton St
58	Smith Hall, 35 N Park St
59	Union South, 1308 W Dayton St
63	First Congregational Church, 1609 University Ave
64	Blessed Sacrament Catholic Church, 2111 Rowley Ave
95	Anana Elementary School, 6323 Woodington Way
100	Urban League SW Employment Ctr, 1233 McKenna Blvd
101, 113, 156	Elver Park Shelter, 1250 McKenna Blvd
102	Elver Neighborhood Center/WI Youth Company, 1201 McKenna Blvd
109	Fire Station #12, 400 South Point Rd
114, 118, 139, 140, 141	Blackhawk Church, 9620 Brader Way
115, 137	Lussier Community Education Ctr, 55 S Gammon Rd
117	Attic Angel Association, 640 Junction Rd
119	Middleton United Church of Christ, 645 Schewe Rd

City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 80671

File ID:	80671	**File Type:**	Ordinance	**Status:**	Items Referred
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL EXECUTIVE COMMITTEE
				File Created Date :	11/01/2023
File Name:	Common Council Vacancies			**Final Action:**	

Title: Amending Sections 2.03(3) and (5) of the Madison General Ordinances related to filling Common Council vacancies to amend the process for filling Common Council vacancies.

Notes: 6817FillCCVacancies

		CC Agenda Date:	12/05/2023
		Agenda Number:	3.
Sponsors:	Nasra Wehelie	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:	Michael Haas	**Hearing Date:**	
Entered by:	mglaeser@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	11/1/2023	Michael Haas	Approved as to Form	11/21/2023
1	2	11/1/2023	Elizabeth York	Approve	11/21/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	11/01/2023	Referred for Introduction				
	Action Text:	This Ordinance was Referred for Introduction					
	Notes:	Common Council Executive Committee (11/21/23), Common Council (12/5/23)					
1	COMMON COUNCIL	11/07/2023	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	Action Text:	A motion was made by Currie, seconded by Figueroa Cole, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.					

1	COMMON COUNCIL EXECUTIVE COMMITTEE	11/21/2023	Re-refer		Pass
	Action Text:	A motion was made by Figueroa Cole, seconded by Evers, to re-refer to the COMMON COUNCIL EXECUTIVE COMMITTEE 12/5/23 meeting and 1/9/24 Common Council meeting. The motion passed by voice vote/other.			
1	COMMON COUNCIL	12/05/2023	Re-refer	COMMON COUNCIL EXECUTIVE COMMITTEE	Pass
	Action Text:	A motion was made by Currie, seconded by Figueroa Cole, to Re-refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.			

Text of Legislative File 80671

Fiscal Note

Any fiscal impacts are anticipated to be minimal. Beginning in 2025, alders will be elected to staggered terms with some alders being on the ballot every year. No appropriation is required.

Title

Amending Sections 2.03(3) and (5) of the Madison General Ordinances related to filling Common Council vacancies to amend the process for filling Common Council vacancies.

Body

DRAFTER'S ANALYSIS: This ordinance requires the Common Council Executive Committee to rank its top two preferred candidates to fill a vacancy in the position of alder. It also requires that, when a vacancy occurs on or prior to November 15th, that a special election be held at the following Spring Election to elect a successor to the appointed alder.

****

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

1. Subsection (3) of Section 2.03 entitled "Procedure to Fill Vacancies on the Common Council" of the Madison General Ordinances is amended as follows:

"(3) The Common Council Executive Committee shall review the applications and, following opportunities for personal candidate interviews, shall recommend to the Common Council a candidate selected for confirmation to fill the vacancy. <u>If more than one individual applies for the position, the Committee shall rank at least its top two preferred candidates.</u> If the Common Council Executive Committee is unable to agree on a candidate to recommend, it may recommend more than one candidate, or it may reopen the application process to seek additional applicants."

2. Subsection (5) of Section 2.03 entitled "Procedure to Fill Vacancies on the Common Council" of the Madison General Ordinances is amended as follows:

"(5) ~~The~~ <u>If a vacancy occurs after November 15th of the first year of an alder's term, the</u> appointed and confirmed candidate shall serve until an alderperson is elected pursuant to sec. 17.23(1), Wis. Stats. and is qualified. <u>If a vacancy occurs on or prior to November 15th of the first year of an alder's term, the appointed and confirmed candidate shall serve until an alderperson is elected at a special election scheduled on the same day as the Spring Election of the following year.</u>"

City of Madison

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

Master

File Number: 80671

City of Madison

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

Master

File Number: 80824

File ID:	80824	**File Type:**	Ordinance	**Status:**	Items Referred
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL EXECUTIVE COMMITTEE
				File Created Date :	11/14/2023
File Name:	Floor Introduction			**Final Action:**	

Title: Amending Section 2.05(1)(b) related to Introduction of Business of the Madison General Ordinances to clarify the referral process for items introduced from the floor.

Notes: 6818FloorIntroduction

		CC Agenda Date:	11/21/2023
		Agenda Number:	49.
Sponsors:	Michael E. Verveer	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:	Michael Haas	**Hearing Date:**	
Entered by:	mglaeser@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	11/15/2023	Michael Haas	Approved as to Form	12/5/2023
1	2	11/15/2023	Elizabeth York	Approve	12/5/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	11/14/2023	Referred for Introduction				
	Action Text: This Ordinance was Referred for Introduction						
	Notes: Common Council Executive Committee (12/5/23), Common Council (1/9/24)						
1	COMMON COUNCIL	11/21/2023	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	Action Text: A motion was made by Currie, seconded by Figueroa Cole, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.						

Text of Legislative File 80824

Fiscal Note
No fiscal impact.
Title
Amending Section 2.05(1)(b) related to Introduction of Business of the Madison General Ordinances to clarify the referral process for items introduced from the floor.
Body
DRAFTER'S ANALYSIS: This ordinance will clarify that a matter introduced from the floor may be referred to a board, commission or committee and return to the Common Council for action. This option is consistent with the Council's historic practice and provides for greater transparency in the referral process.

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

1. Subdivision (b) of Subsection (1) of Section 2.05 entitled "Introduction of Business" of the Madison General Ordinances is amended as follows:

"(b) Any business to be referred may be introduced from the floor and shall be in writing and delivered to the Clerk. If no fiscal note is prepared, any business introduced from the floor will be referred to the Finance Director for a fiscal note. Any matter introduced from the floor shall be either (i) referred to the next Common Council meeting for action or (ii) ~~automatically~~ referred to the next Common Council meeting ~~and be placed on the agenda as if for introduction~~, solely for the purpose of additional referrals <u>or (iii) referred to a Sub-unit and to a subsequent Common Council meeting for action</u>."

City of Madison

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

Master

File Number: 80687

File ID:	80687	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	Department of Planning and Community and Economic Development
				File Created Date :	11/02/2023
File Name:	CSM - 6701 Manufacturers Dr			**Final Action:**	

Title: Approving a Certified Survey Map of property owned by SOGAN, LLC located at 6701 Manufacturers Drive (District 17).

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	50.
Sponsors:	Planning Division	**Effective Date:**	
Attachments:	Application.pdf, Letter of Intent.pdf, 6701 Manufacturers Dr CSM.pdf, Conditional Approval Letter.pdf	**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	tparks@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/4/2024	Maggie McClain	Approve	1/23/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Department of Planning and Community and Economic Development	01/03/2024	RECOMMEND TO COUNCIL TO ADOPT UNDER SUSPENSION OF MGO 2.055 - REPORT OF OFFICER				

Action Text: This Resolution was RECOMMEND TO COUNCIL TO ADOPT UNDER SUSPENSION OF MGO 2.055 - REPORT OF OFFICER

Text of Legislative File 80687

Fiscal Note
No City appropriation required.

Title
Approving a Certified Survey Map of property owned by SOGAN, LLC located at 6701 Manufacturers Drive (District 17).

Body
WHEREAS a Certified Survey Map of property owned by SOGAN, LLC located at 6701 Manufacturers 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
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: SOGAN, LLC Representative, if any: Neil Peters-Michaud
Street address: 6701 Manufacturers Drive City/State/Zip: Madison / WI / 53704
Telephone: 608-316-6637 Email: npm@cascade-assets.com

Firm Preparing Survey: Quam Engineering, LLC Contact: Matthew Hoglund
Street address: 4604 Siggelkow Road, Suite A City/State/Zip: McFarland / WI / 53558
Telephone: 608-838-7750 / 608-692-7220 Email: mhoglund@quamengineering.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: 6701 Manufacturers Drive, Madison WI 53704
Tax Parcel Number(s): 251/0810-162-0118-9
Zoning District(s) of Proposed Lots: IL School District: De Forest

- **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	2	0	5.5601

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	2	0	5.5601

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: Ryan D Quam Signature: Ryan Quam

Date: 10/30/23 Interest In Property On This Date: Agent for Owner (Buyer/Seller)

QUAM ENGINEERING, LLC
Residential and Commercial Site Design Consultants

LETTER OF INTENT

To: City of Madison Planning Division
Madison Municipal Building, Suite 017
Madison, WI 53701

October 30, 2023

Project: 6701 Manufacturers Drive – Certified Survey Map & Warehouse

Contacts:

Owner/Seller: Sogan, LLC
6701 Manufacturers Drive
Madison, WI 53704
Attn: Neil Peters-Michaud
npm@cascade-assets.com
608-316-6637

Owner/Buyer Brothers Desserts
6801 Manufacturers Drive
Madison, WI 53704
Attn: Adam Winkler
adamwinkler@brothersdesserts.com
949-655-0080 x 201

Building Design: Excel Engineering
100 Camelot Drive
Fond du Lac, WI 54935
Attn: Jim Krizenesky
jim.krizenesky@excelengineer.com
920-926-9800

Contractor: Newcomb Construction Company, Inc.
999 Fourier Drive #102
Madison, WI 53717
Attn: Bret Newcomb
bret@newcombbuilds.com
608-833-5220

Civil Engineering & Surveyor: Quam Engineering, LLC
4604 Siggelkow Road, Suite A
McFarland, WI 53558
Attn: Ryan Quam, P.E.
rquam@quamengineering.com
608-838-7750

Property Data:
Legal Description:

Tancho Business Park, Lot 1.

Lot Area: 105,010 square feet± or 2.41 acres± (Total Existing Lot: 242,198 sq. ft. or 5.56 acres±)
Tax Parcel No.: 251/0810-162-0118-9

Project Description:
Construct a 45,000 SF storage warehouse located at Manufacturers Drive. This new facility would support the existing Scheop's Ice Cream facility at 6801 Manufacturer's Drive by storing ice cream packaging materials and provide office space for warehouse management and operations staff of roughly 8-10 people.

Anticipated Project Schedule:
Construction will begin Spring 2024, with substantial completion by January 2025.

Zoning Data:
Current Zoning: IL Industrial
Current use: Manufacturing

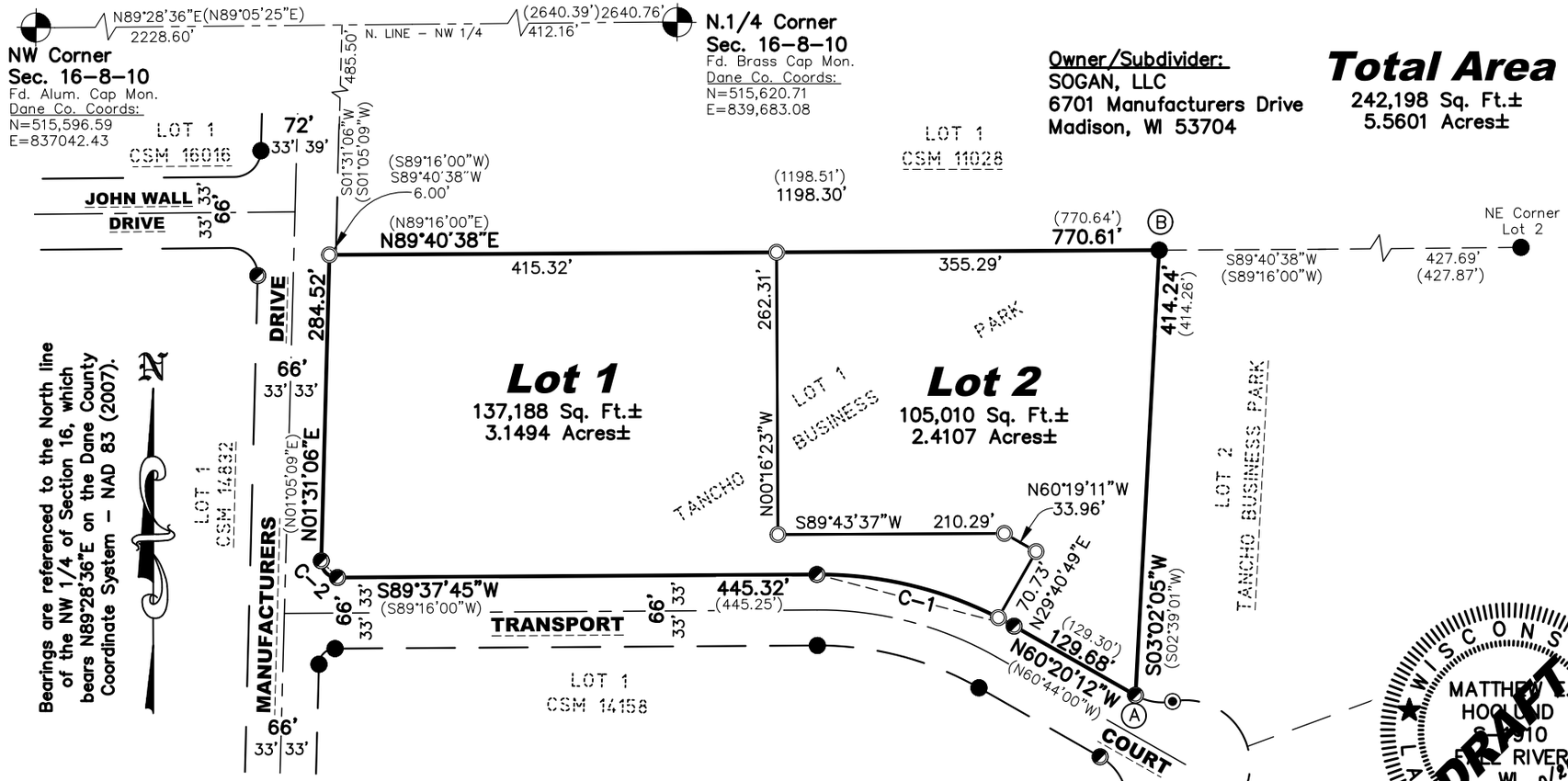
DANE COUNTY
CERTIFIED SURVEY MAP

Lot 1, Tancho Business Park, being a part of the NE 1/4 of the NW 1/4 & the NW 1/4 of the NE 1/4, Section 16, T.8N., R.10E., City of Madison, Dane County, Wisconsin.

C.S.M. No. _____

Doc. No. _____

Vol. _____ Page _____



NOTES

1. See Sheet 2 for Easements.
2. See Sheet 3 for Buildings & Surface Details.

GRAPHIC SCALE

0 75 150 300

(IN FEET)

Ⓐ Also a fd. 1" iron pipe lies S89°39'27"W, 0.38' from the corner.
Ⓑ The fd. 3/4" rebar lies S03°02'05"W, 0.08' from the corner.
Also a fd. 1" iron pipe lies S31°47'01"W, 0.21' from the corner.

CURVE DATA TABLE

CURVE	RADIUS	DELTA	LENGTH	CHORD	Tangent Bearings
C1	366.00'	29°58'55"	191.52'	N75°18'04"W - 189.34'	N60°18'37"W - S89°42'29"W
Lot 1	366.00'	27°22'28"	174.86'	N76°36'18"W - 173.21'	
Lot 2	366.00'	02°36'27"	16.66'	N61°36'50"W - 16.66'	
C2	15.00'	92°25'30"	24.20'	N44°04'10"W - 21.66'	S89°43'05"W - N02°08'35"E

WISCONSIN MATTHEW E. HOOLAND S-2910 FOX RIVER WI LAND SURVEYOR
DRAFT 10/30/2023

LEGEND

- Found 3/4" Rebar
- Found 1–1/4" Rebar
- Found 1" Iron Pipe
- Set 3/4" by 24" Iron Rebar Weighing 1.5 lbs./ft.
- (110.50') Record Data (if different)
- Boundary Lines per this Survey
- Lot/Survey Line of Record
- Existing R/W Line
- Section Line
- Center Line
- Platted Setback line

QUAM ENGINEERING, LLC
4604 SIGGLEKOW ROAD – SUITE A McFARLAND, WI 53558
608–838–7750 www.quamengineering.com

Project # BD–14–23

SHEET 1 OF 7

DANE COUNTY CERTIFIED SURVEY MAP # _____

Lot 1, Tancho Business Park, being a part of the NE 1/4 of the NW 1/4 & the NW 1/4 of the NE 1/4, Section 16, T.8N., R.10E., City of Madison, Dane County, Wisconsin.

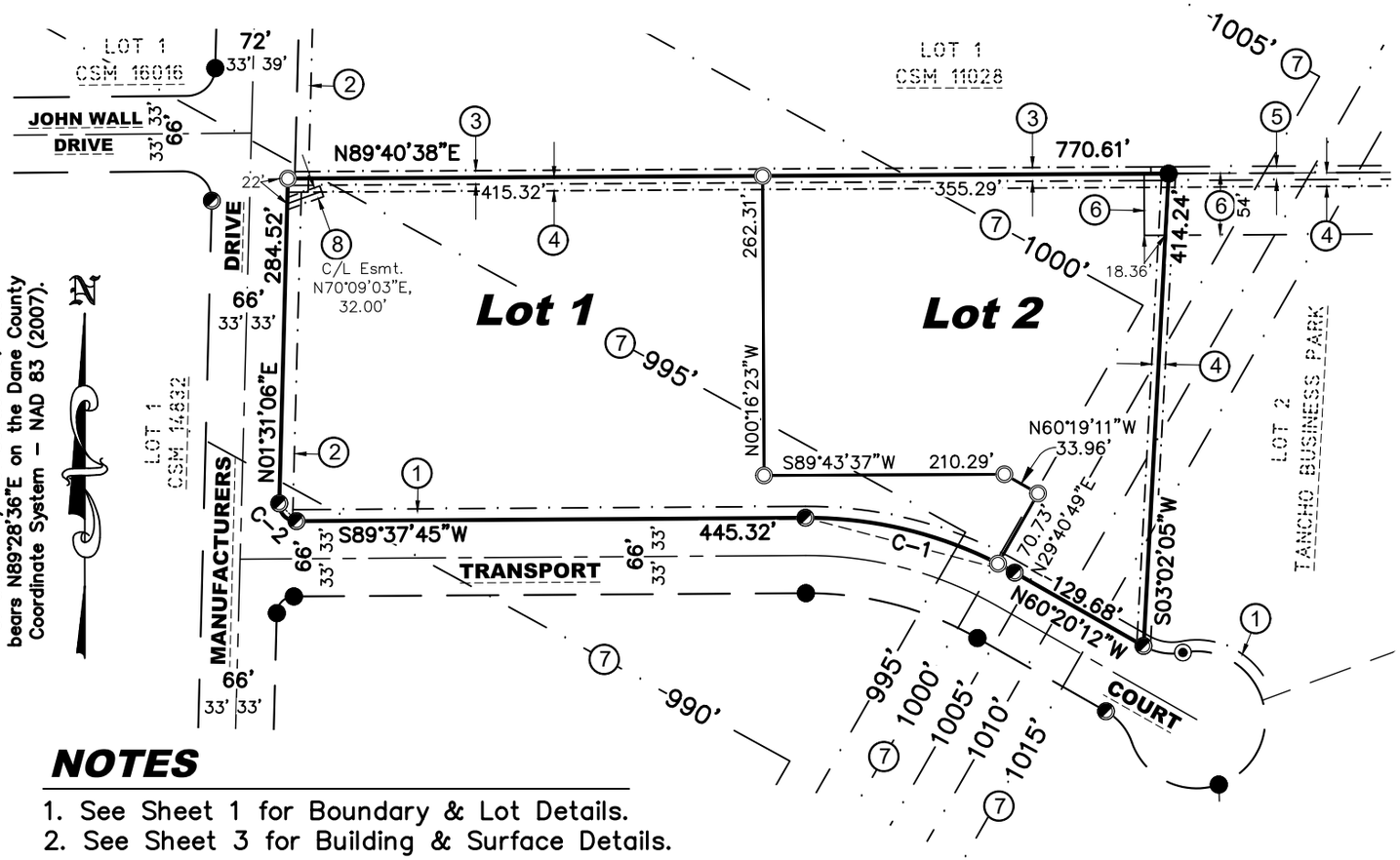
C.S.M. No. _____

Doc. No. _____

Vol. _____ Page _____

EASEMENTS DETAILS

Bearings are referenced to the North line of the NW 1/4 of Section 16, which bears N89°28'36"E on the Dane County Coordinate System – NAD 83 (2007).



NOTES

1. See Sheet 1 for Boundary & Lot Details.
2. See Sheet 3 for Building & Surface Details.

EASEMENTS

1. 10' Public Utility Easement per Tancho Business Park.
2. 12' Public Utility Easement per CSM 11028.
3. 12' Public Drainage Easement per CSM 11028.
4. 12' Public Drainage Easement per Note 5)(a) per Tancho Business Park.
5. 12' Public Drainage Easement per Note 5)(b) per CSM 11028.
6. Private Drainage Easement per Document No. 3899799.
7. Avigation Easement per Document No. 2794376 (NAVD'29 Datum)
8. 10' MG&E Electric Easement per Document No. 4145433

GRAPHIC SCALE

0 75 150 300

(IN FEET)

Lots 1 and 2 are subject to the the Deed Restrictions recorded as Document No. 3899797 (and as amended by Affidavit of Correction recorded as Document No. 4022153)

LEGEND

- Found 3/4" Rebar
- Found 1–1/4" Rebar
- Found 1" Iron Pipe
- Set 3/4" by 24" Iron Rebar Weighing 1.5 lbs./ft.
- (110.50') Record Data (if different)
- Boundary Lines per this Survey
- Lot/Survey Line of Record
- Existing R/W Line
- Section Line
- Center Line
- Platted Setback line

Owner/Subdivider:
SOGAN, LLC
6701 Manufacturers Drive
Madison, WI 53704

WISCONSIN MATTHEW E. HOLLAND S-2910 FOX RIVER, WI LAND SURVEYOR

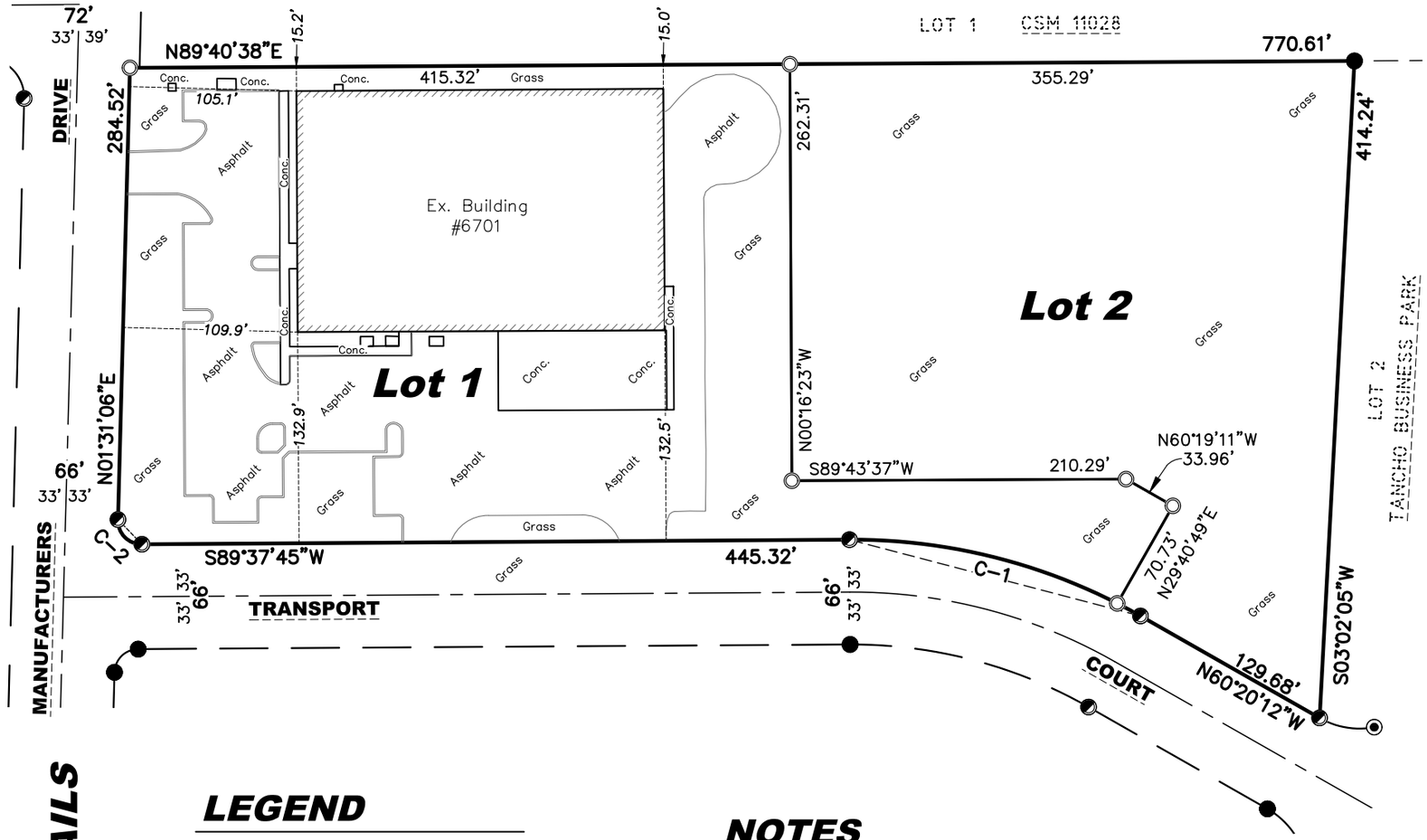
DRAFT 10/30/2025

SHEET 2 OF 7

DANE COUNTY CERTIFIED SURVEY MAP # _____

Lot 1, Tancho Business Park, being a part of the NE 1/4 of the NW 1/4 & the NW 1/4 of the NE 1/4, Section 16, T.8N., R.10E., City of Madison, Dane County, Wisconsin.

BUILDING & SURFACE DETAILS



LEGEND

- Found 3/4" Rebar
- Found 1-1/4" Rebar
- Found 1" Iron Pipe
- Set 3/4" by 24" Iron Rebar Weighing 1.5 lbs./ft.
- Boundary Lines per this Survey
- Lot/Survey Line of Record
- Existing R/W Line
- Section Line
- Center Line
- 105.1' Bldg. Dimension Line (right angles to Boundary)

NOTES

1. See Sheet 1 for Boundary & Lot Details.
2. See Sheet 2 for Easement Details.

GRAPHIC SCALE

0 50 100 200

(IN FEET)

Owner/Subdivider:
SOGAN, LLC
6701 Manufacturers Drive
Madison, WI 53704

WISCONSIN MATTHEW E. HOOLAND S-2310 EAU CLAIRE, WI LAND SURVEYOR
DRAFT 10/30/2025

Bearings are referenced to the North line of the NW 1/4 of Section 16, which bears N89°28'36"E on the Dane County Coordinate System – NAD 83 (2007).

C.S.M. No. _____

Doc. No. _____

Vol. _____ Page _____

SHEET 3 OF 7

Drawn By: MEH
Project # BD-14-23

DANE COUNTY
CERTIFIED SURVEY MAP #_____

Lot 1, Tancho Business Park, being a part of the NE 1/4 of the NW 1/4 & the NW 1/4 of the NE 1/4, Section 16, T.8N., R.10E., City of Madison, Dane County, Wisconsin.

SURVEYOR'S CERTIFICATE:

I, Matthew E. Hoglund, Professional Land Surveyor, do hereby certify to the best of my knowledge and belief that I have surveyed, divided, and mapped the following Certified Survey of Lot 1 of Tancho Business Park, recorded in Volume 58-075B of Plats on Pages 381 and 382 as Document No. 4052274, being located in the Northeast one-quarter of the Northwest one-quarter and the Northwest one-quarter of the Northeast one-quarter, Section 16, Township 8 North, Range 10 East, City of Madison, Dane County, Wisconsin.

Said parcel contains 242,198 square feet or 5.5601 acres, more or less, and is subject to all easements and agreements, if any, of record and/or fact.

I further certify, to the best of my knowledge and belief, that this map is a correct representation of all exterior boundaries of the land surveyed and the subdivision thereof made; that I have made such survey, land division, and map by the direction of Neil Peters-Michaud of SOGAN, LLC, the owner of said land; that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes and the City of Madison Subdivision Regulations in surveying, dividing, and mapping the same.

Dated this 30th day of October, 2023.

WISCONSIN MATTHEW E. HOGLUND S-1910 FOX RIVER WI LAND SURVEYOR DRAFT

_____
Quam Engineering, LLC
By: Matthew E. Hoglund
P.L.S. S-1910

CITY PLAN COMMISSION CERTIFICATE:

Approved for recording per the Secretary of the City of Madison Plan Commission.

_____ _____ _____,
By: Matthew Wachter, Date
Secretary of the Plan Commission

CITY OF MADISON COMMON COUNCIL 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 _____, 20___, and 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 _____, 20___.

_____
Maribeth Witzel-Behl, City Clerk
City of Madison, Dane County, Wisconsin

C.S.M. No. _____

Doc. No. _____

Vol. _____ Page _____

Drawn By: MEH
Project # BD-14-23

DANE COUNTY
CERTIFIED SURVEY MAP #_____

Lot 1, Tancho Business Park, being a part of the NE 1/4 of the NW 1/4 & the NW 1/4 of the NE 1/4, Section 16, T.8N., R.10E., City of Madison, Dane County, Wisconsin.

OWNER'S CERTIFICATE:

SOGAN, LLC, a Wisconsin Limited Liability Company, duly organized and existing under and by virtue of the laws of the State of Wisconsin, 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 this map. SOGAN, LLC does further certify that this map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

City of Madison

IN WITNESS WHEREOF, the said SOGAN, LLC has caused these presents to be

signed by _____, its _____ and

_____, its _____at _____, _____,

on this _____, day of _____, 20__.

In the presence of: _____ Title: _____
Print Name:

_____ Title: _____
Print Name:

STATE OF WISCONSIN)
COUNTY DANE) SS

Personally came before me this ___ day of _____, 20___, _____,

and _____ of the above named Company, to me known to be the person(s) who executed the foregoing instrument, and to me known to be the _____ and _____of said Company and acknowledged that they executed the foregoing instrument as such officer(s) as the deed of said Company, by its authority.

(Notary Seal) _____ Notary Public, _____, Wisconsin

My commission expires _____.

WISCONSIN
MATTHEW E.
HOOLAND
S-2910
PEWAUKEE
WI
10/30/2023
LAND SURVEYOR
DRAFT

C.S.M. No. _____

Doc. No. _____

Vol. _____ Page _____

Drawn By: MEH
Project # BD-14-23

DANE COUNTY
CERTIFIED SURVEY MAP #_____

Lot 1, Tancho Business Park, being a part of the NE 1/4 of the NW 1/4 & the NW 1/4 of the NE 1/4, Section 16, T.8N., R.10E., City of Madison, Dane County, Wisconsin.

CONSENT OF CORPORATE MORTGAGEE:

Oak Bank, a bank duly organized and existing under and by virtue of the laws of the State of Wisconsin, as mortgagee of the above-described land, does hereby consent to the surveying, dividing, mapping, and dedication of the land described on this Certified Survey Map, and does hereby consent to the above certificate of SOGAN, LLC, owner.

IN WITNESS WHEREOF, the said Oak Bank has caused these presents to be signed by its

authorized representative listed below at _____, Wisconsin and its

corporate seal affixed on the _____day of _____, 20___.

_____

_____

By: Title:

STATE OF WISCONSIN)
_____COUNTY) SS

Personally came before me this ___ day of _____, 20___,

_____, its _____ of the above named corporation, to me known to be the person(s) who executed the foregoing instrument, and to me known to be such authorized representative of said corporation, and acknowledged that _____ executed the foregoing instrument as such officer as the deed of said corporation, by its authority.

(Notary Seal) _____ Notary Public, _____, Wisconsin

My commission expires _____.

WISCONSIN LAND SURVEYOR
MATTHEW E. HOGLUND
S-2910
FOX RIVER, WI
10/30/2023
DRAFT

C.S.M. No. _____

Doc. No. _____

Vol. _____ Page _____

Drawn By: MEH
Project # BD-14-23

DANE COUNTY
CERTIFIED SURVEY MAP #_____

Lot 1, Tancho Business Park, being a part of the NE 1/4 of the NW 1/4 & the NW 1/4 of the NE 1/4, Section 16, T.8N., R.10E., City of Madison, Dane County, Wisconsin.

CONSENT OF CORPORATE MORTGAGEE:

Pacific Coast Bankers' Bank (dba PCBB), a bank duly organized and existing under and by virtue of the laws of the State of Wisconsin, as mortgagee of the above-described land, does hereby consent to the surveying, dividing, mapping, and dedication of the land described on this Certified Survey Map, and does hereby consent to the above certificate of SOGAN, LLC, owner.

IN WITNESS WHEREOF, the said Pacific Coast Bankers' Bank has caused these presents to be signed by its authorized representative(s) listed below at

_____, _____ and its

corporate seal affixed on the _____day of _____, 20___.

Pacific Coast Bankers' Bank (dba PCBB)

_____

By: Title:

_____

By: Title:

STATE OF WISCONSIN)
_____ _COUNTY) SS

Personally came before me this ___ day of _____, 20___,

_____, its _____ and

_____, its _____of the above named corporation, to me known to be the person(s) who executed the foregoing instrument, and to me known to be such authorized representative of said corporation, and acknowledged that _____ executed the foregoing instrument as such officer as the deed of said corporation, by its authority.

(Notary Seal) _____ Notary Public, _____, _____.

My commission expires _____.

WISCONSIN
MATTHEW E. HOOLUND
S-2910
FOX RIVER, WI
10/30/2025
DRAFT
LAND SURVEYOR

REGISTER OF DEEDS CERTIFICATE:

Received for recording this ___ day of _____, 20___, at _____ o'clock __M. and

recorded in Volume _____of Certified Survey Maps on Pages _____

as Document No. _____.

C.S.M. No. _____

_____
Kristi Chlebowski, Dane County Register of Deeds

Doc. No. _____

Vol. _____ Page _____

SHEET 7 OF 7

Department of Planning & Community & Economic Development
Planning Division
Heather Stouder, Director
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd
P.O. Box 2985
Madison, Wisconsin 53701-2985
Phone: (608) 266-4635
www.cityofmadison.com

December 8, 2023

Matthew Hoglund
Quam Engineering, LLC
4604 Siggelkow Road, Suite A
McFarland, WI 53558
VIA EMAIL

RE: LNDCSM-2023-00039; Legistar ID 80687 – Certified Survey Map – 6701 Manufacturers Drive

Matthew Hoglund,

Your two-lot certified survey of property located at 6701 Manufacturers Drive, Section 16, Township 08N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned Industrial Limited (IL) District. 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 261-9127 if you have questions regarding the following four (4) items:

1. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. (MGO 16.23(9)(d)(4)

2. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm contact either Tim Troester (West) at 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). (POLICY)

3. Add a note to the CSM: Each lot shall be individually responsible for compliance with Madison Ordinance Chapter 37 requirements.

   Add a note to the CSM: No change in grades shall be allowed without the approval of the City Engineer.

4. The lots created are interdependent with regard to drainage based on prior approved plansets. An inter-lot drainage agreement shall be drafted by the applicant and submitted to Engineering for review and approval and shall be recorded at the register of deeds against both lots.

Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following one (1) item:

5. Developer shall provide a recorded copy of any joint driveway ingress/egress and crossing easements and shall be noted on face of plan.

Please contact Assistant Zoning Administrator Jennifer Kirchgatter at 266-4429 if you have questions regarding the following one (1) item:

6. Show the distance between the existing building at 6701 Manufacturers Dr and the proposed east property line separating Lot 1 and Lot 2.

Please contact Jeff Belshaw of the Water Utility at 261-9835 if you have questions regarding the following one (1) item:

7. Upon development, a separate water service lateral and water meter will be required to serve each parcel. The water laterals shall be directly connected to the public water main with the shut-off valve located in the public right-of-way (per PSC 185.52 (2)). A water lateral is not required if the parcel remains undeveloped.

Please contact Julius Smith of the City Engineering Division – Mapping Section at 264-9276 if you have questions regarding the following fourteen (14) items:

8. Any portion(s) of a public easement that is intended to be released shall be released by separate document prepared by City Office of Real Estate Services. Contact Jule Smith of Engineering Mapping (jsmith4@cityofmadison.com, 608-264-9276) to coordinate the Real Estate project, and associated information and fees required. If any release is required prior to recording of the plat, acknowledgement of the release and document number shall be noted on the face of the plat.

   Prepare a legal description, exhibit and provide require fees to release the Public Drainage easement per CSM 11028 along the North line of the Parcel. There is no public water conveyed in this easement.

9. Cite the Document No. of the Plat and/or CSM that set forth any easement.

10. Coordinate and request from the utility companies serving this area the easements required to serve this development. Those easements shall be properly shown, dimensioned and labeled on the final plat.

11. Insert standard language pre MGO 16.23(9)(d)2.a. verbatim. When done, all of the previous non-exclusive easements for drainage easements are released and new drainage easements defined by the current proposed Certified Survey Map or Plat.

    This will eliminate both Easement (4) and (5) Remove the plotted portions of these easements and remove both (4) and (5) from the easements that are listed.

12. Provide for review, comprehensive reciprocal easements and agreements including, but not limited to, access, parking, utilities, common areas, storm management that are necessary to accomplish the land division or site development as proposed prior to final sign off. The document(s) shall be executed and recorded immediately subsequent to the CSM recording and prior to building permit issuance.

    Show the provided proposed private easements for Access, utilities and ect on the face of the CSM and delineate them as required per 236 if recorded prior to recording the CSM. If they are to recorded post CSM Provide the complete draft with easement language for all of the easements and revise the current exhibits to reference this Land Division.

13. Release portion of Easement set forth both in CSM 11028 and Document 3899799 that is being developed over. Additionally the document shall be updated to address the current use conditions from Lots 1 and 2 of this Land Division immediately after this CSM has been recorded. Provide a draft of the release and updated conditions Prior to sign off.

14. Show the Flow Arrow restrictions from both the Tancho Plat and the underlying CSM 11028 cite which instrument the arrow is from or from both and list the document no. for each. additionally state the restriction language on the CSM for both prior land divisions as well and cite them.

15. Add Notes that this CSM is Subject to Notes 3 and 7 from CSM 11028 Document No. 3895552 And Notes 3 and 7 from Tancho Business Park Document No. 4052274. Fully cite the text in each note on the CSM.

16. Additionally note that easement (6) was per CSM 11028 and cite its Document No. 3895552.

17. 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 any required U.S. public land survey monument record provided to the County Surveyor’s Office, or, in instances where a public the monuments and witness ties area recovered under A-E 7.08(1g), the Surveyor shall provide to the City of Madison monument condition reports (with current tie sheet attached) for all Public Land Survey monuments, including center of sections of record, used in this survey, to Julius Smith (JSmith4@cityofmadison.com) of City Engineering, Land Information.

18. In accordance with Section s. 236.18(8), Wisconsin Statutes, the Applicant shall reference City of Madison WCCS Dane Zone, 1997 Coordinates on all PLS corners on the Plat or Certified Survey Map in areas where this control exists. The Surveyor shall identify any deviation from City Master Control with recorded and measured designations. Visit the Dane County Surveyor's Office (web address https://www.countyofdane.com/PLANDEV/records/surveyor.aspx) for current tie sheets and control data that has been provided by the City of Madison.

19. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM in pdf format must be submitted 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.

20. Underline CSM 14158

21. Submit to Jule Smith, prior to Engineering sign-off of the subject plat, 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, preferably closed polylines for lot lines, shall be void of gaps and overlaps and match the final recorded plat:

    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 shown on the plat including wetland & floodplain boundaries.)

    NOTE: This Transmittal is a separate requirement from the required Engineering Streets Section for design purposes. The Developer/Surveyor shall submit new updated final plat, electronic data for any changes subsequent to any submittal.

Please contact Andy Miller of the Office of Real Estate Services at 261-9983 if you have any questions regarding the following seven (7) items:

22. OWNER'S CERTIFICATION

    Prior to 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. When possible, the executed original hard stock recordable CSM shall be presented at the time of 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. MORTGAGEE/VENDOR CERTIFICATION

    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). If a mortgage or other financial instrument is reported in record title, but has been satisfied or no longer encumbers

the lands or ownership within the CSM boundary, a copy of a recorded satisfaction or release document for said instrument shall be provided prior to CSM approval sign-off.

24. CERTIFICATE AND CONSENT REQUIREMENTS

a. If any portion of the lands within the CSM boundary are subject to an Option to Purchase or other Option interest, include a Certificate of Consent for the option holder and have it executed prior to CSM sign-off if said ownership interest meets the criteria set forth by Wis. Stats. Sec. 236.34 and Sec. 236.21(2)(a).

b. 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.

25. REAL ESTATE TAXES

As of December 1, 2023, 2022 real estate taxes are paid for the subject property, and 2023 tax amounts are not yet available. Per 236.21(3) Wis. Stats. and 16.23(5)(g)(1) Madison General Ordinances, the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording.

26. SPECIAL ASSESSMENTS

As of December 1, 2023, there are no 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 Madison General Ordinance Section 16.23(5)(g)1.

27. TITLE REPORT UPDATE

Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report via email to Andy Miller in the ORES (acmiller@cityofmadison.com), as well as the survey firm preparing the proposed CSM. The report shall search the period subsequent to the initial title report, dated September 27, 2023, 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. 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.

28. ADDITIONAL REQUIREMENTS

a. Depict, dimension, name, note and/or identify by document number all relevant easements, declarations, plans, conditions, agreements, and other documents cited in record title and the updated title report, and include relevant notes from plats or CSMs of record.

b. Depict and dimension all existing improvements including, but not limited to: buildings, drives, parking lots, encroachments, wells, septic systems, etc. located within the CSM boundary.

c. If all parties of interest agree that certain easements from prior plats or CSM's of record are no longer necessary, the release documents for said easements shall be recorded prior to CSM approval sign-off, with the recording information for the release included as a Note on the proposed CSM.

Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.

A resolution approving the CSM and authorizing the City to sign it and any other documents related to the proposed land division will be reviewed by the Common Council at its January 9, 2024 meeting. Please now follow the procedures listed below for your certified survey map:

1. 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.

2. 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.

3. 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 243-0554.

Sincerely,

Lisa McNabola

Lisa McNabola
Planner

cc: Brenda Stanley, City Engineering Division
Julius Smith, City Engineering Division–Mapping Section
Sean Malloy, Traffic Engineering
Andy Miller, Office of Real Estate Services
Jeff Belshaw, Water Utility
Jenny Kirchgatter, Zoning

City of Madison

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

Master

File Number: 80861

File ID:	80861	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	FINANCE COMMITTEE
				File Created Date :	11/15/2023
File Name:	Authorizing the allocation of up to $4 million of City Affordable Housing Funds to the Community Development Authority of the City of Madison (CDA), or an affiliate LLC, to help finance Phase 1 redevelopment of the Triangle public housing site, including			**Final Action:**	

Title: Authorizing the allocation of up to $4 million of City Affordable Housing Funds to the Community Development Authority of the City of Madison (CDA), or an affiliate LLC, to help finance Phase 1 redevelopment of the Triangle public housing site, including demolition of the existing 163-unit Brittingham Apartments and construction of an equivalent number of replacement dwelling units, and authorizing the Mayor and the City Clerk to enter into a Loan Agreement. (District 13)

Notes:			
		CC Agenda Date:	01/09/2024
		Agenda Number:	51.
Sponsors:	Satya V. Rhodes-Conway, Tag Evers, Nikki Conklin, Dina Nina Martinez-Rutherford, Kristen Slack, MGR Govindarajan, Isadore Knox Jr. And Regina M. Vidaver	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:	Linette Rhodes	**Hearing Date:**	
Entered by:	kpetershack@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	11/15/2023	Maggie McClain	Approve	12/5/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

1	Community Development Division	11/14/2023	Referred for Introduction			
	Action Text:	This Resolution was Referred for Introduction				
	Notes:	Finance (11/27/23), Community Development Block Grant (12/7/23), Common Council (1/9/24)				
1	COMMON COUNCIL	11/21/2023	Refer	FINANCE COMMITTEE	11/27/2023	Pass
	Action Text:	A motion was made by Currie, seconded by Figueroa Cole, to Refer to the FINANCE COMMITTEE. The motion passed by voice vote/other.				
	Notes:	Additional referral to Community Development Block Grant Committee				
1	FINANCE COMMITTEE	11/21/2023	Referred	COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE	12/07/2023	
	Action Text:	This Resolution was Referred to the COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE				
1	FINANCE COMMITTEE	11/27/2023	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER			Pass
	Action Text:	A motion was made by Currie, seconded by Vidaver, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.				
1	COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE	12/07/2023	Return to Lead with the Recommendation for Approval	FINANCE COMMITTEE		Pass
	Action Text:	A motion was made by Miller and seconded by Alder Martinez-Rutherford to recommend Approval of Authorizing the allocation of up to $4 million of City Affordable Housing Funds to the Community Development Authority of the City of Madison (CDA), or an affiliate LLC, to help finance Phase 1 redevelopment of the Triangle public housing site, including demolition of the existing 163-unit Brittingham Apartments and construction of an equivalent number of replacement dwelling units, and authorizing the Mayor and the City Clerk to enter into a Loan Agreement. (District 13). Motion passed unanimously.				

Text of Legislative File 80861

Fiscal Note

The proposed resolution approves the award of up to $4.0 million from the Affordable Housing Fund to the Community Development Authority's (CDA) Triangle Redevelopment capital project (Munis project 14696) in 2024. The Community Development Division (CDD) 2024 Capital Budget includes $20.0 million in funding for the Affordable Housing - Development Projects (Munis project 14938) to support these projects like the Triangle Redevelopment project. Any financial assistance for this project secured after adoption of this resolution will reduce the contribution from the Affordable Housing Fund. No additional City appropriation required.

Title

Authorizing the allocation of up to $4 million of City Affordable Housing Funds to the Community Development Authority of the City of Madison (CDA), or an affiliate LLC, to help finance Phase 1 redevelopment of the Triangle public housing site, including demolition of the existing 163-unit Brittingham Apartments and construction of an equivalent number of replacement dwelling units, and authorizing the Mayor and the City Clerk to enter into a Loan Agreement. (District 13)

Body

BACKGROUND

The Madison Community Development Authority (CDA)'s redevelopment plan for its 12 acre site bounded by South Park, Regent Street and W. Washington, known as "the Triangle", includes five phases of development that will replace 362 existing housing units, currently subsidized through Public Housing and Section 8 programs, with about 1,200 units of mixed-income housing. Phase 1 includes the redevelopment of approximately 163 units of

housing that will replace Brittingham Apartments and the CDA Triangle property management office. The development budget for Phase 1 was included in the City's Adopted 2024 Capital Budget. Phases 2, 3, 4, and 5 are included in the Horizon List as CDA continues to explore options with HUD and refine the project budget.

The total development cost of all project phases is projected to exceed $300 million, with the majority of funds coming from Section 42 tax credits, tax-exempt housing bonds, and private debt held by CDA-controlled LLCs that will be created for each building. The total local share of costs for the whole development is still to be determined.

Section 18 of the Housing Act of 1937 authorizes the demolition and disposition of Public Housing, with administrative steps set forth in 24 CFR 970.17(c) prescribed by the U.S. Department of Housing and Urban Development (HUD), including an application process. The Rental Assistance Demonstration ("RAD") Program/Section 18 Blend regulations promulgated by HUD allow Public Housing Authorities the ability to combine and utilize a variety of available resources to redevelop properties and provide predictable annual subsidies.

Consistent with the HUD regulations and in keeping with the CDA's Five-Year Plan objective for the period commencing January 2020, CDA staff submitted an application to HUD in March 2023 for the disposition of Brittingham Apartments utilizing a RAD/Section 18 Blend. Upon receiving RAD and Special Applications Center ("SAC") disposition approvals from HUD, 100% of the resulting Project units will be removed from CDA's public housing inventory and converted to the Section 8 Project-Based Voucher Program. SAC approval provides the added benefit of allowing CDA to apply for 4% low-income housing tax credits and other public and private funding sources to help finance the Phase 1 redevelopment.

The CDA-controlled LLCs that will be created for Phase 1 and subsequent phases will be subject to land use restriction agreements (LURAs) and other long-term Low Income Housing Tax Credit (LIHTC) requirements. The overall Triangle redevelopment project will preserve existing affordable housing through the replacement of aging Public and Multifamily Housing units with modern, efficient homes and amenities, as well as significantly expand CDA's housing portfolio at the Triangle site.

ACTION

WHEREAS, the Madison Community Development Authority of the City of Madison (CDA) is the City's statutory housing authority and redevelopment authority under Wisconsin Statutes § 66.1335, and serves as a Public Housing Authority (PHA) for housing units subsidized by the U.S. Department of Housing and Urban Development (HUD); and,

WHEREAS, Section 18 of the Housing Act of 1937 authorizes the demolition and disposition of Public Housing, in adherence with administrative steps of 24 CFR 970.17(c) prescribed by HUD, and subject to HUD approval; and,

WHEREAS, in keeping with the CDA's Five-Year Plan objective for the five-year period commencing January 2020, CDA staff submitted an application to HUD, which was approved in March 2023, for the disposition of Brittingham Apartments utilizing a Rental Assistance Demonstration (RAD) Program/Section 18 Blend; and,

WHEREAS, upon receiving RAD and Special Applications Center ("SAC") disposition approvals from HUD, 100% of the resulting Project units are able to be removed from CDA's public housing inventory and converted to the Section 8 Project Based Voucher Program; and,

WHEREAS, SAC approval will further allow CDA to apply for 4% low-income housing tax credits and other public and private funding sources to help finance the Phase 1

redevelopment; and,

WHEREAS, the CDA-controlled LLCs that will be created for Phase 1 and subsequent phases will be subject to land use restriction agreements (LURAs) and other long-term Low Income Housing Tax Credit (LIHTC) requirements; and,

WHEREAS, the overall Triangle redevelopment project will preserve the existing supply of affordable housing through the replacement of aging Public and Multifamily Housing units with modern, efficient homes and amenities, as well as significantly expand CDA's housing portfolio at the Triangle site; and,

WHEREAS, CDA has requested up to $4 million in City Affordable Housing Funds (AHF) in order to leverage other public and private sources for Phase 1 and subsequent phases, and the project is consistent with the criteria and intent of the AHF administered by the Community Development Division; and,

WHEREAS, up to $4 million of Affordable Housing Fund dollars authorized in the City's Adopted 2024 Capital Budget is planned for use to support housing developments sponsored by the City of Madison or CDA, such as those described in this resolution; and,

WHEREAS, any receipt of financial assistance from other funding sources, e.g., Federal HOME Investment Partnership Program, that occurs subsequent to the adoption of this resolution, may be used to reduce the financial contribution to the project from AHF, so that AHF funds remain available to support other projects.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council approves awarding up to $4,000,000 in Affordable Housing Funds to the Community Development Authority, or an affiliate LLC, to help finance Phase 1 redevelopment of the Triangle public housing site, including demolition of the existing 163-unit Brittingham Apartments, and construction of an equivalent number of replacement dwelling units; and,

BE IT FURTHER RESOLVED, that the City will provide the funds to the CDA and/or its assigns in the form of loan, repayable upon the sale, transfer or change in use of the property; and that the loan will be secured by a mortgage and a promissory note; and,

BE IT FINALLY 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, and to comply with and perform the obligations of the City hereunder.

City of Madison

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

Master

File Number: 80422

File ID:	80422	**File Type:**	Report	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	LANDMARKS COMMISSION
				File Created Date :	10/17/2023
File Name:				**Final Action:**	

Title: 2229 Eton Ridge - Landmark Nomination (District 5)

Notes:

CC Agenda Date: 01/09/2024

Agenda Number: 52.

Sponsors:

Effective Date:

Attachments: 80422 - 2229 Eton Ridge landmark nomination 10-16-23, 80422 - 2229 Eton Ridge landmark nomination 11-28-23, 80422 - 2229 Eton Ridge STAFF REPORT 12-4-23, MTHP Comments 11-30-23, Mallon Comments 12-1-23, Staff Presentation 12-4-23, Public Comment Registration List 12-4-23, 80422 LC Report 12-4-23, 80422 - 2229 Eton Ridge Preservation Planner Memo to Common Council 1-9-24

Enactment Number:

Author:

Hearing Date:

Entered by: afollensbee@cityofmadison.com

Published Date:

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	LANDMARKS COMMISSION	11/06/2023	Refer	LANDMARKS COMMISSION			Pass

Action Text: A motion was made by Morrison, seconded by Ely-Ledesma, to Refer the item to the December 4, 2023 Landmarks Commission meeting. The motion passed by voice vote/other.

1	LANDMARKS COMMISSION	12/04/2023	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass

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

Text of Legislative File 80422

Title

2229 Eton Ridge - Landmark Nomination (District 5)

LC

Complete all sections of this application, making sure to note the requirements on the accompanying checklist (reverse).

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

City of Madison
Planning Division
215 Martin Luther King Jr Blvd, Ste 017
PO Box 2985
Madison, WI 53701-2985
(608) 266-4635

1. LOCATION

Project Address: 2229 Eton Ridge, Madison, WI **Alder District:** 5

2. PROJECT

Project Title/Description: Kathryn Clarenbach Family Residence Landmark Nomination

This is an application for: *(check all that apply)*

☐ **New Construction/Alteration/Addition in a Local Historic District or Designated Landmark** *(specify)*:
☐ Mansion Hill ☐ Third Lake Ridge ☐ First Settlement
☐ University Heights ☐ Marquette Bungalows ☐ Landmark

☐ **Land Division/Combination in a Local Historic District or to Designated Landmark Site** *(specify)*:
☐ Mansion Hill ☐ Third Lake Ridge ☐ First Settlement
☐ University Heights ☐ Marquette Bungalows ☐ Landmark

☐ **Demolition**

☐ **Development adjacent to a Designated Landmark**

☐ **Variance from the Historic Preservation Ordinance (Chapter 41)**

☑ **Landmark Nomination/Rescission or Historic District Nomination/Amendment**
(Please contact the Historic Preservation Planner for specific Submission Requirements.)

☐ **Informational Presentation**

☐ **Other** *(specify)*:

DPCED USE ONLY

Legistar #:

DATE STAMP

3. APPLICANT

Applicant's Name: Gary Tipler **Company:** Tipler & Associates

Address: 807 Jenifer Street, Madison, WI 53703
Street City State Zip

Telephone: 608-852-4695 **Email:** garytip8778@gmail.com

Property Owner *(if not applicant)*: Laura Phillips

Address: 2229 Eton Ridge, Madison, WI 53705
Street City State Zip

Property Owner's Signature: [signature] **Date:** 10/17/23

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 (Sec. 2.40, MGO). 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.

4. APPLICATION SUBMISSION REQUIREMENTS *(see checklist on reverse)*

All applications must be filed by 12:00pm on the submission date with the Preservation Planner. Applications submitted after the submission date *or* incomplete applications will be postponed to the next scheduled filing time. Submission deadlines can be viewed here: https://www.cityofmadison.com/dpced/planning/documents/LC_Meeting_Schedule_Dates.pdf

APPLICATION SUBMISSION REQUIREMENTS CHECKLIST:
In order to be considered complete, every application submission shall include at least the following information unless otherwise waived by the Preservation Planner. **All application materials should be submitted electronically to landmarkscommission@cityofmadison.com.** Please note that an individual email cannot exceed 20 MB.

- ☑ Landmarks Commission Application w/signature of the property owner.
- ☐ Narrative Description/Letter of Intent addressed to the Landmarks Commission, describing the location of the property and the scope of the proposed project.
  - ☐ Photographs of existing conditions;
  - ☐ Photographs of existing context;
  - ☐ Photographs of comparable historic resources within 200 feet of subject property;
  - ☐ Manufacturer's product information showing dimensions and materials.
- ☐ Architectural drawings reduced to 11" x 17" or smaller pages which may include:
  - ☐ Dimensioned site plans showing siting of structures, grading, landscaping, pedestrian and vehicular access, lighting, mechanicals, signage, and other features;
  - ☐ Elevations of all sides showing exterior features and finishes, subsurface construction, floor and roof;
  - ☐ Floor Plan views of levels and roof;
  - ☐ For proposals of more than two (2) commercial or residential or combination thereof units, a minimum of two (2) accurate street-view normal perspectives shown from a viewpoint of no more than five (5) feet above existing grade.
- ☐ Any other information requested by the Preservation Planner to convey the aspects of the project which may include:
  - ☐ Perspective drawing
  - ☐ Other _____

Landmarks Commission staff will preliminarily review projects related to the construction of additions and/or new construction with Zoning staff in order to determine the completeness of the submission materials. Applicants are encouraged to contact Zoning staff to discuss projects early in the process to ensure the project considered by the Landmarks Commission meets Zoning requirements.

CONTACT THE PRESERVATION PLANNER:
Please contact the Preservation Planner with any questions.

City of Madison Planning Division
215 Martin Luther King Jr Blvd, Suite 017
PO Box 2985 (mailing address)
Madison, WI 53701-2985
landmarkscommission@cityofmadison.com
(608) 266-6552

HISTORIC RESOURCE NOMINATION

Please refer to either the Landmark or Historic District Nomination Form Preparation Guide for instructions on completing this form.

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this form, please call (608) 266-4635

Landmarks Commission
City of Madison Planning Division
215 Martin Luther King, Jr. Blvd.
PO Box 2985
Madison, WI 53701-2985
(608) 266-6552

1.) Identification of Historic Resource

Resource type (choose one): ☒ Landmark ☐ Historic District

Common Name
Kathryn Clarenbach Family Residence

Historic Name
Kathryn Clarenbach Family Residence, originally Edward and M. Helen Samp Residence

Current Use
Residence

Location of Historic Resource
Street Address
2229 Eton Ridge, Madison, Wisconsin 53726

Parcel Number(s)
070921411040

Legal Description
Hillington Subdivision, Block 38, Lot 6

2.) Form Prepared By

Name and Title
Gary Tipler

Organization Represented
Madison Trust for Historic Preservation

807 Jenifer Street, Madison, WI 53703	608-852-4695
Address	*Telephone Number*

garytip8778@gmail.com
Email Address

As the preparer of this document, I am signing below to signify that I believe this document is complete and contains true and accurate information.

	Gary Tipler	10/16/2023
Signature	*Printed Name*	*Date Submitted*

3.) General Historical Data

Original Owner	*Original Use*
Edward and M. Helen Samp	Residence
Architect/Builder/Designer	*Architectural Style*
Unknown	Colonial Revival
Date of Construction/Period of Significance	*Moved or Original Site?*
Constructed 1924 Period of Significance August 1, 1960-march 4, 1994	Original

Physical Condition (excellent, good, fair, poor, deteriorated, ruins)

Excellent

4.) Describe Present and Original Character and Features

Location
The Kathryn Clarenbach Family Residence, 2229 Eton Ridge, Madison, is located within the West Lawn Heights Historic District, which was listed on the Wisconsin State Register of Historic Places on October 17, 1997, and on the National Register on March 5, 1998.

Siting
The Kathryn Clarenbach Family Residence is sited on an interior lot of 6,000 square feet on the south side of Eton Ridge. The house is set back slightly from the street in conformance with its neighbors. The primary façade faces north. There is a driveway on the east side of the house leading to a one-story garage wing at the rear. A narrow side yard is on the west side of the house. A rear yard slopes from the house down toward the rear of the lot.

Exterior
The two-story Colonial Revival house is generally symmetrical in appearance. It is a wooden clapboard house set on a cast concrete foundation. The front (north) façade has a central entrance flanked by double-hung windows on each side with similar second-story windows above the windows below and the entrance. A gabled roof tops the house with the end gables facing the sides, and a projecting eave with soffit and fascia. The entrance door pavilion projects slightly and is trimmed with flat wood sheathing and a parapet-type entablature of panels and moldings across the top. The door is paneled and there is a fan light above with narrow sidelights and panels below them that frame the door. The floor is raised above a concrete stoop with iron side rails and with two steps down to a concrete walk leading to the public sidewalk. The upper sashes of the double-hung windows have four-over-four lights separated by muntins. There are wood blinds with shutter dogs and hinges on each of the façade windows. Chimneys crown the roof, where gables face the sides of the lot. A window planter box held with brackets is located beneath the first-floor windows.

The east and west sides of this side-gabled wing are very similar. A brick masonry chimney extends through the roof on the east side, separating in symmetrical patterns paired horizontal fixed-sash windows on the first floor, double-hung windows on the second and quarter-round windows in the attic. On the west side of the building there is no chimney on wall and it only pierces the roof on this side. There is a horizontal fixed-sash window on the front half and paired double-hung windows on the rear half of the first floor, and small paired hinged single-sash windows in the attic with three-over-three lights. Both sides have gable returns of fascia and soffits. The west chimney is a false one that achieves façade symmetry.

The rear wing adjoins the west side of the rear wall of the house. It consists of a two-story section of a single-wide room depth – a room that possibly was a second-floor, three-season porch originally, and a one-story extension that serves the double-doored garage. A roof ridge joins the main roof of the house, though below that of the front of the house. The roof cornice of fascia and soffits is below that of the main house roof, as well. On the west wall of the rear wing extension is a paired window to serve the second-floor room, a lowered paired window to serve the breakfast nook of the kitchen and a window to serve the garage. On the rear walls of the rear wing, a gable end features a narrow attic venting window and has modest returns on the wall and a horizontal trim joining them below, which paired double-hung windows and a centered second floor door opens to a nearly flat deck above part of the garage. A simple spindled rail with corner posts edges the deck. From the garage, a single double-hung window faces the rear yard. On the east side of the rear of the main part of the house a single window is on the second floor and a set of paired windows is on the first floor. On the east side of the rear wing a set of paired windows is on the second floor and a set of two garage doors – one newer and the other original -- and a former raised passage door to the kitchen which no longer has a rear stair to serve it. The drive and rear pad are set at a lower level than the first floor. The rear yard slopes abruptly at first, and gradually toward the rear. Trees and shrubs are largely on the periphery of the lot.

Interior

A front entrance vestibule has a door separating it from the large living room that runs from front to back on the east side of the house. The stair to the second floor is straight ahead from the entrance. A wide doorway opens to the dining room on the front west quarter of the first floor from the living room. The kitchen door is at the rear wall of the dining room. The kitchen occupies part of the rear west part of the house. At the southwest corner of the kitchen is a small breakfast nook. A stair to the basement from the kitchen is beneath the stair to the second floor. A door from the kitchen leads to a stair to the garage. From the stair landing to the second floor is the access to the rear room, originally a likely three-season-porch. A few more steps up and back toward the front of the house is a short hallway to the left toward a small corner bedroom and a bathroom. The three other bedrooms occupy a corner of the house, a small central hall also provides access to a steep stair to the attic.

The house has plaster walls throughout except for the three-season room, which has paneling likely dating to the 1960s. The first floor has oak flooring except for linoleum in the kitchen, and red, purple, green and blue-gray slate in the entrance vestibule. There are dark-stained baseboards, doors, door and window casing, and trims throughout. A finely turned Colonial newel post and narrow balusters define the stair. A dark reddish-brown textile brick fireplace with an arched masonry opening and a simple wood mantel is centered on the east living room wall. An extension of the mantle to the south/rear wall is the top of the built-in bookcase cabinets. The bookcase cabinets have twelve-pane glazed doors.

The kitchen appears to be largely original to an earlier time, unknown. The cabinets and the trims may always have been painted.

The dates of light fixtures throughout are unknown

5.) Describe Significance of Property and Conformance to Designation Criteria
Per MGO 41.07 or 41.10:

☐ (a) The landmark/district is associated with broad patterns of cultural, political, economic, or social history of the nation, state, or community.
☐ (b) The landmark/district is associated with the lives of important persons, and/or with important events in national, state, or local history.
☐ (c) The landmark/district encompasses an area of particular archaeological or anthropological significance.
☐ (d) The landmark/district embodies the distinguishing characteristics of an architectural type inherently valuable for its representation of a period, style, or method of construction, or of indigenous materials or craftsmanship.
☐ (e) The landmark/district is representative of the work of a master builder, designer, or architect.

Introduction
The house at 2229 Eton Ridge is being nominated as a Madison Landmark, under Criterion B for its association with Kathryn "Kay" Clarenbach, a local, state, and national leader of the Women's Movement.

The period of significance is from 1960-1994, reflecting the time that the house was home to Kathryn Clarenbach and her family. This covers the date that the family moved in to the home on August 1, 1960 until her passing on March 4, 1994.

Significance
The house at 2229 Eton Ridge is significant to Madison, the state, and the nation, for its association with the work of Kathryn "Kay" Clarenbach, who was a principal leader in the development of the "second wave" of the feminist or modern women's movement in Wisconsin and the United States.[1]

The house is closely associated with her life and work. It was at her home where she did much of her organizational work on each and every one of her tasks and projects to increase opportunities and equity for women. She wrote letters, speeches, position papers at this house; planned events, held meetings, and entertained and housed guests here, including state and national leaders of the emerging modern women's movement.[2]

Kathryn Clarenbach's defining roles within the second wave of the feminist or modern women's movement that arose during the 1960s and 1970s were the creation of organizational structure and support for many of the functions of the movement, its institutions and its organizations.

Her leadership within the Wisconsin Governor's Commission on the Status of Women (from 1962 to 1979) lead to her work in educating and advising women's commissions and organizations throughout

[1] On the "second wave" of the women's movement. Following World War II, when male veterans rejoined the workforce, many employers released their female employees, who often returned to female-only service jobs or to housekeeping and rearing children. Technology simplified housekeeping, the post-war baby boom was maturing, and women sought higher education and career development. While working outside the home had previously been common for lower income women and women of color, this social shift led to more middle-class white women wanting to enter the workforce.
[2] Author's conversation with Janet (Clarenbach) Mallon, June, 2022. Email exchange with David Clarenbach and Janet Mallon, August 20, 2023.

the nation. In 1975, Clarenbach served as executive director of the National Commission on the Observance of International Women's Year. She was subsequently appointed as the Deputy Coordinator of the National Women's Conference Committee that took place in Houston in November 1977.

Clarenbach was a founder and first chair of the National Organization for Women (NOW) in 1966 and of the Wisconsin Women's Network in 1980. The house also served as the office for the fledgling National Organization for Women during its first year, beginning in June, 1966.

In these roles, Clarenbach used education as the underlying method of furthering the goals of the movement. She informed and motivated women on the challenges and opportunities for improvement for women in domestic, civic, and work environments. As an expert in political science and economics, she frequently made the case that women played a critical role in the economy. She did this by organizing surveys, workshops, and conferences; making speeches; producing many publications; and by providing interviews and written statements for state, local and national newspapers and radio media.

Her efforts catalyzed self-evaluation in the women she influenced, their engagement in community groups and developed local leadership that broadly contributed to the grassroots growth of the Women's Movement. With a calm, certain and insightful manner she was able to forge coalitions that bridged the disparate associations of long-established women's associations and those of the emerging feminist movement.

State and national politicians and feminist leaders recognized Clarenbach for her organizational and leadership skills and abilities, but she was also widely appreciated as being "kind, thoughtful and concerned for others, warm, gracious, fun-loving, witty and full of humor," which was useful in brokering alliances and moving forward women's issues, according to friend and colleague Connie Threinen. She emphasized the importance of balancing family life with her career, and described her marriage as a partnership that allowed for both parties to have a career and support their children.[3] Her devotion to family life and developing its balance with career was one of the principal themes in her work, which culminated in her book *The Marriage Partnership*, published in 1979.

During her entire illustrious career in aiding the development of the modern women's movement, Clarenbach conducted much of her work at home at 2229 Eton Ridge. She and Henry worked to maintain a balance between careers and family life. When offered a faculty position, Clarenbach chose a three-quarter-time position in consideration of her family. She added, "I got into some very bad habits of bringing work home, so I put three-quarter time in the office and then another three quarters at home." [4] Janet and David noted that she frequently "took advantage of the relative quiet and tranquility of her home work spaces, whether at the kitchen or dining table, living room recliner, the picnic table or lawn chair in the back yard with a glass of iced coffee and her yellow legal pad." She also did this "during her Washington and later New York positions, to compose and focus on her writing tasks."[5]

In her speeches Clarenbach often spoke of her primary commitment to family – maintaining a working partnership with her husband Henry and raising three children. She provided discerning guidance and standards for her children to achieve their goals, largely in public service. For instance, her eldest

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[3] Connie Threinen, "Kathryn Clarenbach was Advocate and Pioneer for Women's Rights." *The Stateswoman*. April-June, 1994, 2.

[4] "Documenting the Midwestern Origins of the Twentieth Century Women's Movement." State Historical Society of Wisconsin, Project 1231A, Tapes 56-57. Mss 823, Box 2. 1-2. Transcripts of oral history interviews with Pat Calchina are noted hereafter as KC transcripts. KC transcripts. November 3, 1987, 229.

[5] Author's conversation with Janet (Clarenbach) Mallon, June, 2022. Email exchange with David Clarenbach and Janet Mallon, August 20, 2023.

daughter Sara had worked on case research for a divorce law case book by Ruth Bader Ginsburg.[6] Sara became an attorney in California, providing services to Spanish-speaking communities. In her retirement, Sara directed community engagement and media relations for Salud, an organization that provides medical care for indigent communities. David became Wisconsin's youngest State Representative at age 20 in 1974 and served nine terms in the Wisconsin State Assembly, five as Speaker Pro Tem. He ushered in the first statewide gay rights bill in the nation. After leaving office in 1992, he served as executive director of the Gay and Lesbian Victory Fund, a national civil rights fundraising organization in Washington, D.C. Kathryn's youngest daughter Janet became a New York State science teacher, grades 7-12, with certifications in biology, earth science, and general science.

Concurrent with Kathryn's work on the national stage of the growing women's movement, Henry was politically involved, serving as a delegate to the 1968 Democratic Convention in Chicago and was active in the anti-war movement of the 1960s. His participation in the rallies and protests with David had an energizing effect that would become part of David's mission to effect change in his work as an elected official at the county and state levels. Henry retired from his real estate business in 1977 due to the advance of Parkinson's disease and was cared for at home. He died in June, 1987.

During the last years of her mother's life, Sara left her job in California to live at the Eton Ridge house to help David care for their mother. During this time, Sara also worked on David's congressional campaign.

Kathryn Clarenbach died at home with family by her side on March 4, 1994.

Early Life and Education

Kathryn "Kay" Dorothy (Frederick) Clarenbach (1920-94) was born on October 7, 1920, in Sparta, Wisconsin, to Nina Vivian Hubbell and Alexander Ernst Frederick. She was the third of four children and the only daughter.

Kathryn Clarenbach was inspired by her parents. She reminisced, "My mother had been a country school teacher… She was a natural teacher, and all four of us had a built-in tutor… she read every afternoon… and wrote for an hour every morning… She loved researching and writing her papers for the Sparta Literary Club." She served as the only woman on the Sparta School Board for many years. "I never thought of my mother as being especially independent, modern, or liberated. But within the context of her life and times I realize now that she was all three." [7]

Kathryn Clarenbach's parents encouraged her to read and write at an early age and graduated valedictorian in her class from Sparta High School in 1937 at age 16. She came to Madison that year to study political science, earned a BA (1941), MA (1942) and PhD (1946) degrees in political science at the University of Wisconsin.[8]

She met political science graduate student classmate Henry G. Clarenbach while at the university studying political science and economics. He had received his bachelor's degree from the University of Kansas. They were married on September 5, 1946. Ten days later she began teaching at Purdue University (1946-47), then moved to New York City to live with Henry where he was pursuing his master's degree at Columbia University. There she served as Executive Secretary of the Ethical Society's Encampment for Citizenship in New York City (1947-48). She also taught at Olivet College (1950-52) in

[6] KC transcripts. November 17, 1987, 334.

[7] Constance Threinen. "Kathryn Clarenbach," *Wisconsin Women: A Gifted Heritage*. American Association of University Women, Wisconsin State Division. 1982, 209.

[8] Introduction and Abstract, Oral History Interview with Kathryn Clarenbach, September 5, 1991, Madison, Wisconsin. "Documenting the Midwestern Origins of the Twentieth Century Women's Movement."

Olivet, Michigan. When they moved to Missouri for a year, she held a position on the state board of the Missouri League of Women Voters. During these years, they had three children: Sara (b.1949), David (b.1953) and Janet (b.1957).[9]

Stirring the Pot

Longing for a university community, Kathryn and Henry chose to live in Madison. Henry bought the house at 2229 Eton Ridge for $20,000 from Edward and M. Helen Samp and they moved in on August 1, 1960.

In her first year in Madison, Kathryn Clarenbach taught political science at Edgewood College and Henry got a job in Madison working for the American Cancer Society, then worked for Patrick Lucy's real estate company. Henry opened an office just blocks away on Regent Street at Allen so that he could be home when the children returned from school. The couple supported each other's careers in their marriage partnership, of which Kathryn spoke and wrote about throughout her life.[10] There was a network of neighbors who helped each other with child care, knowing of Kathryn's work to promote education and equality for women.

Kathryn indicated an interest in working at the University of Wisconsin to her neighbors, most of whose husbands had university-related work. She worked with Elva Trump, along with several other neighborhood women, on a "paying" clerical project for the American College Testing Program (ACT) headed by her neighbor, University of Wisconsin Registrar Paul L. Trump. Upon completion, the group took other collaborative projects including editing a compendium of laws affecting women for the 50 states, a project for Shirley Abrahamson, a faculty member, researcher and lecturer in constitutional law and political science at the UW Law School.[11] In this project, Clarenbach became aware that the challenges that women commonly faced were broadly embedded in law. In Wisconsin, there were 380 provisions that treated women differently from men. This realization became a driving force in the development of her commitment to effect change through her work. [12]

While at a neighborhood picnic in that first summer on Eton Ridge, she spoke with Ted Shannon and Harold Motross, who worked with University of Wisconsin-Extension. They spoke of the Minnesota Plan for continuing education for mature women, suggested that Clarenbach volunteer and contact Martha Peterson, the Dean of Women at the University of Wisconsin-Madison. Shannon and Clarenbach later worked together at the UW Extension.[13]

In 1961, Clarenbach met Martha Peterson at a Mortarboard luncheon and briefed her on the Minnesota Plan. Peterson invited her to attend weekly Extension staff meetings to discuss prospects for such a program. Clarenbach volunteered to canvas maturing women to establish their interest in continuing education. After an initial letter polling several hundred Madison-area women with connections to the university, the program garnered so much interest that Clarenbach moved from interviewing individuals to proposing a conference to engage many more women. For the women who responded, she found an abundant need for them to become more productive, to complete or continue their educations, and re-enter the workforce. She saw the need to remove impediments to women's professional growth that

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[9] Ibid.

[10] *The Marriage Partnership.* Wisconsin. Governor's Commission on the Status of Women, 1978.

[11] Louise Marston, "Competent, Well-Trained Mothers Stay Home-for Pay!" *Wisconsin State Journal*. October 1, 1961, 98.

[12] KC transcripts. March 10, 1989, 26. (Transcripts of oral history interviews are noted as KC transcripts.)

[13] KC transcripts. November 3, 1987, 223.

were imposed by policies of employers and industry and the laws that govern them, and thereby expand women's contributions to society and the economy.[14]

Peterson and Clarenbach met with University of Wisconsin Vice-President of Academic Affairs Fred Harrington who approved funds to plan the conference as well as to develop a continuing education plan for women for the university. That evening Peterson offered Clarenbach a five-month, part-time job for the project. After consulting Henry on logistics with the family, eagerly accepted.[15]

Along with Ruth Doyle of the Dean of Women's Office, Clarenbach planned the Conference on Continuing Education of Woman that was held February 29, 1963, at the Wisconsin Center on the University campus. For the key-note speaker, she booked Dr. Virginia Senders, the lead organizer and coordinator of the University of Minnesota Plan for Continuing Education of Women in Minneapolis. Break-out sessions covered educational needs for cultural enrichment, job opportunities, nursing, medical technology, teacher education and social work.[16]

The needs identified at the conference break-out discussions included: counseling and orientation, promoting the potential for women to work part or full time to families and employers, developing the plan to integrate with the university framework, programs be developed statewide, and that training and employer participation be part of the plan.[17]

Based on the conference and planning project, Kathryn Clarenbach developed a plan for a statewide response to President John F. Kennedy's Commission on the Status of Women, and create a basis for establishing a Wisconsin commission. As a result, she was offered an ongoing position as the first Director of University Education of Women (1962-67) in the office of Martha Peterson, the Dean of Women.[18]

Clarenbach had noted the development of the Kennedy administration's Commission on the Status of Women in 1961, per the recommendation of Assistant US Secretary of Labor, Esther Peterson, who had followed the example of the United Nations in 1946.[19] The commission's charge was to examine problems and opportunities for women in commerce, education and society with a focus on legislative and employment discrimination against women. The commission's report, "American Woman," was completed in October 1963, recommending that each state establish an analogous commission, long after Clarenbach had begun her work.[20]

Kathryn Clarenbach's Achievements in the Development of the Women's Movement

Kathryn "Kay" Clarenbach served as the director of University Education of Women (1962-67), and as a University of Wisconsin-Extension Specialist for Continuing Education for Women (1967-72).
It was from these positions that she was able to accomplish considerable organizational work in developing educational conferences, news releases, and publications to benefit the education of women.

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[14] KC transcripts. November 3, 1987, 223-226.
[15] KC transcripts. November 3, 1987, 226-227.
[16] "Education Conference Set for Tuesday on 'U' Campus," *Wisconsin State Journal*. February 19, 1962, 14.
[17] Samuel C. Reynolds, "U.W. Session Charts Use of Talents, Women's Power Isn't Underestimated," *Wisconsin State Journal*. February 21, 1962, 11.
[18] KC transcripts. November 3, 1987, 229.
[19] Op. cit., Library of Congress, American Memory. Women of Protest: Photographs from the Records of the National Woman's Party, 5. Immediately following World War II in 1946, the National Woman's Party was instrumental in the establishment of a permanent United Nations Commission on the Status of Women.
[20] "Presidential Commission on the Status of Women." https://en.wikipedia.org/wiki/Presidential.

Clarenbach created, acquired funding for, and served as the director of the Carnegie-sponsored E.B. Fred Fellowship Program at the University of Wisconsin to enable women to acquire their Ph.D.'s. She stimulated changes in policies and practices necessary to create an effective program.[21]

In 1962, Clarenbach began work to create the organizational structure and basis for a Wisconsin Commission on the Status of Women. Clarenbach had followed the work of Esther Peterson and recommended to Governor Reynolds a year of planning to establish credibility and demonstrate the need for developing a state commission, and hold a statewide conference. Clarenbach booked Peterson as the keynote speaker at the February 1963, Professional Opportunities Conference for about 50 leaders of Wisconsin women's organizations. At the conference, there was unanimous approval for a statewide commission, which Clarenbach believed could do more for women than the university.

In March, 1963, Clarenbach met with Geraldine Hinkle, administrative assistant to the Dean of Letters and Sciences at the University of Wisconsin and state president of Business and Professional Women (BPW), who had participated in the Professional Opportunities Conference, and with Marguerite Gilmore, head of the regional office of the Women's Bureau of the US Labor Department. The three of them met with Wisconsin Governor John Reynolds to pitch the idea of a state Status of Women Commission. Reynolds was an admirer of Elanor Roosevelt, who had been Kennedy's figurative chair of his commission, and immediately embraced the idea. Clarenbach proposed that a statewide conference first be held to "compare the findings of the Kennedy commission with the circumstances in Wisconsin and so that other local leadership could emerge."[22]

Reynolds asked Clarenbach to chair a committee to plan the statewide conference that was held in February, 1964. Over 300 women from across the state attended the conference to discuss education, job training, employment, pay equity, child care and health care. Clarenbach produced a comprehensive report on the issues and a proposal for a Governor's Commission on the Status of Women. Governor Reynolds readily approved it and asked her to chair the commission.

From the beginning of her work in this area, Clarenbach made the effort to reach women of all walks, from the educated, white women associated with traditional women's clubs, to the racially diverse, disadvantaged, working, poor and rural women. Her work at finding appointments for the Wisconsin Governor's Commission represented her ideals. Catherine Conroy, a founder of the Communications Workers of America, was asked by Clarenbach to serve on the commission to represent union women. "Kay conscientiously looked for women from all around the state, from all walks of life, minority women. She was really conscientious about having a truly representative commission." [23] Commission appointments were confirmed by Governor Reynolds by May 1964.

The Wisconsin commission had no budget for its first ten years, however university administrators encouraged Clarenbach to use university resources with respect to premises of the Wisconsin Idea.[24] Clarenbach had identified the issues, how the committees would be set, key areas of concern and

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[21] Wisconsin Women's Network and the Wisconsin Women's Council. *A Tribute to Kay Clarenbach: 25 Years, Looking Back, Moving Forward. October 20, 1988, Sheraton Inn, Madison, Wisconsin*. (Madison: The Network, 1988.)
Connie Threinen, "Kathryn Clarenbach was Advocate and Pioneer for Women's Rights." Stateswoman. April-June, 1994, 2.
[22] KC transcripts. November 3, 1987, 242-243.
[23] Jamakaya. *Like Our Sisters Before Us: Women of Wisconsin Labor*. (Milwaukee: Wisconsin Labor History Society, 1998), 30.
[24] KC transcripts. November 3, 1987, 261.

knowledge of the talent and resources around the state Due to her organizational skills and hard work, Clarenbach claimed the Wisconsin commission was "light years ahead of the other states that had to start from scratch."[25]

Under Clarenbach's leadership, "the Commission articulated issues of importance to women and gained public support for much of the change, which has taken place in Wisconsin's laws and practices relating to women," according to the Wisconsin Women's Network. The commission identified 280 provisions in state statutes that treated men and women differently, held speaking engagements and workshops throughout the state, met with legislators and lobbied for changes and improvements to laws governing women, and brought about significant changes in Wisconsin state law.[26]

Of her work to change Wisconsin state laws and subsequently those of other states through her work, Clarenbach said: "It not only changed my life, it has subsequently become my life."[27]

By 1967, all 50 states had commissions on the status of women established by the Business and Professional Women's (BPW) Foundation, other women's organizations and state governments, though some had been established in name only, had incomplete representation of prospective constituencies, and little structure.[28] Clarenbach responded to the patchwork of commissions by writing and producing a manual, published by the US Department of Labor, to provide states and cities with recommendations for structure, funding, media development, education, and engaging constituencies of women's and business groups alike.[29]

On June 30, 1966, at the third National Conference of Commissions on the Status of Women in Washington, D.C., which she had helped organize**,** Kathryn Clarenbach and 28 women founded the National Organization for Women (NOW). It was to be a private organization similar to the National Association of Colored People (NAACP) with the intent of working outside of the government to change policies and enact laws to benefit women. The action was sparked by the failure of representatives of the Women's Bureau of the US Labor Department, the sponsor of the event, acting on behalf of the Equal Employment Opportunity Commission (EEOC) to take up proposals by conference attendees to enforce protection against discrimination in employment based on sex (gender discrimination), which the National Women's Party had successfully lobbied to have included in Title VII. Subsequently the law was enacted to cover discrimination on the basis of race, color, religion, sex, or national origin and the EEOC was intended to enforce it.[30]

Clarenbach had privately appealed to Women's Bureau staff previously on that proposal to enforce the protection against gender discrimination, but without success.[31]

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[25] KC transcripts. November 3, 1987, 246.
[26] Wisconsin Women's Network and the Wisconsin Women's Council, *A Tribute to Kay Clarenbach: 25 Years, Looking Back, Moving Forward*. October 20, 1988, Sheraton Inn, Madison, Wisconsin. (Madison, WI: The Network, 1988).
[27] KC transcripts. November 3, 1987, 242.
[28] National Association of Commissions for Women, "Our History." https://www.nacw.org/history.html.
[29] Kathryn F. Clarenbach and Marian L. Thompson. *Handbook for State and City Commissions on the Status of Women.* Madison. WI: University of Wisconsin-Extension, 1968.
[30] Op. cit., Library of Congress, American Memory. Women of Protest: Photographs from the Records of the National Woman's Party, 5.
[31] KC transcripts. November. 17, 1987, 270; Toni Carabillo, Judith Meuli and June Bundy Csida. *Feminist Chronicles, 1953-1993.* (Los Angeles: Women's Graphics 1993), 18-30. 10, 12, 13, 19, 20, 24, 28, 29, 30, 34.

On the evening of June 30, the 28 women met in the hotel room of Betty Friedan, author of *The Feminine Mystique*, established the organization's purpose statement and name, then discussed its organizational management. Clarenbach was nominated as a temporary chair due to her appeal to moderate women and feminist activists, alike. She agreed to serve the position, to appoint and guide the temporary steering committee that planned NOW's founding conference in October, 1966.

Of the 196 women present at the October NOW conference who were listed as founders, 134 were from the Mid-West, the result of Clarenbach's regional networking from her previous work at the state level in Wisconsin and the relationships she had established with journalists.[32]

On a phone call, NOW steering committee member, Yale University law professor and attorney Dr. Pauli Murray asked Clarenbach if she would serve as NOW's first elected chair.[33] Though Clarenbach was unable to attend the conference, she agreed to serve.[34] She was elected as chair of NOW, a position she held until 1970, along with Betty Friedan as president. During the first year, the organization was housed at the Clarenbach home on Eton Ridge.[35]

Under Clarenbach's guidance, NOW membership and local chapters grew across the country. In 1967, she suggested that "local chapters... may turn out to be the major action vehicles as well as the route to membership involvement." She had supported simple founding criteria for membership – that prospective members reject racism and sexism. She believed that a key way to encourage membership was "through its numerous task forces, ranging in subject from women in the media to religion to child care." The task forces each had a chairperson and issued statements that outlined NOW's action agenda and statements that "are basic documents of philosophy and will only reflect NOW thinking when they become the products of many minds…" [36]

Under Clarenbach's leadership, NOW was able to effect change at a national level. In October, 1968, NOW persuaded President Lyndon Johnson to amend Executive Order 11246, which prohibited federal contractors from discriminating on the basis of race, color, religion and national origins, to add prohibition of discrimination based on sex.[37]

Due to the wide recognition of Clarenbach's highly-organized Wisconsin Commission on the Status of Women and her outreach on assisting state and city commissions, Catherine East of the Women's Bureau of the Department of Labor asked Clarenbach to serve as the first chair of the Interstate Association of Commissions on the Status of Women in 1970, by. She served until 1972, helping groups to organize in many other states, regions, and territories. The organization was renamed the National Association of Commissions for Women in 1975, which expanded its role to serve city and county

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[32] Carabillo, *Feminist Chronicles, 1953-1993,* 24, 25. Analoyce Clapp, a contributor to the Milwaukee Sentinel, covered the first Wisconsin conference; KC transcripts. Nov. 17, 1987, 272, 273, 276; Gerda Lerner, *Living with History/Making Social Change*. (Chapel Hill: University of North Carolina Press, 2009), 89; Dorothy Witte Austin of the *Milwaukee Journal* was asked by Clarenbach to cover the NOW organizational conference in October, 1966.

[33] In 1965, Dr. Pauli Murray was the first African American individual to receive a JSD from Yale Law School. She was member of the President's Commission the Status of Women and a one-time protégé of Eleanor Roosevelt. https://www.womenshistory.org/education-resources/biographies/pauli-murray; Carabillo, *Feminist Chronicles*, 11, 15.

[34] KC transcripts. November 17, 1987, 267.

[35] Author's interview with David Clarenbach, May 23, 2022.

[36] Stephanie Gilmore, *Groundswell, Grassroots Feminist Activism in Postwar America.* (New York: Routledge, 2013), 66.

[37] Annis Pratt and Florence Howe, editors, *The Politics of Women's Studies: Testimony from Thirty Founding Mothers*. (New York: Feminist Press. City University of New York, 2000), 85.

commissions. In 1968, Clarenbach had foreseen the expansion of these commissions and had written and published a guide for communities to establish state and local commissions.[38]

Concurrent with her state and national involvements, were many civic contributions. Clarenbach served as the first lay chair of the Board of Trustees (1968-72) and later a member of the President's Advisory Council (1977-80) of Alverno College, a four-year liberal arts women's college in Milwaukee. She noted that one of her greatest achievements was getting its first woman president appointed.[39]

At the University of Wisconsin while teaching political science, Clarenbach served as a founding member of the Association of Women Faculty in 1970. She was elected to its governing board in 1971. She worked with Joan I. Roberts, a visiting assistant professor who taught the first women's history class at the university. They organized faculty and staff to develop a Women's Studies program that was approved in 1975. As part of the growth of the program, noted historian Gerda Lerner came to Madison in 1980 to develop the first PhD program in Women's Studies. Lerner soon became friends with Clarenbach and documented much of her work and that of women who contributed to the development of the modern Women's Movement in the Mid-West.[40]

In 1971, Women's Movement leaders Gloria Steinem, Bella Abzug, and Betty Friedan planned to create an organization to help train and elect women to political offices and called upon Clarenbach to chair the organizational conference. The recognition of her abilities to find accord across various factions led to her participation in the establishment of the National Women's Political Caucus.

Clarenbach was engaged in the work of several committees, boards and commission during the nationwide abortion debates of the early 1970s. Her most noted involvement was that as president of the Interstate Association of Commissions on the Status of Women, she became a signatory on the original *amicus curiae* briefs in the Roe v. Wade case in 1973, in support of abortion rights.[41]

Clarenbach began working on marital property reform in 1974 while serving as chair of the Wisconsin Commission on the Status of Women following the failure of the referendum to approve an equal rights amendment to the Wisconsin State Constitution. The commission undertook educating and engendering support of the property rights movement and the recognition of value for women's unpaid domestic work among women's organizations at the state and national levels by publishing books and pamphlets.

In 1975, Clarenbach and the Commission created an ad hoc committee of legislators, practitioners, law professors, University of Wisconsin-Extension staff and representatives of citizen groups, including the League of Women Voters, to study alternative laws governing spousal property rights and make recommendations for reform. Clarenbach asked Wisconsin Assembly Representative Mary Lou Munts to take the legislative lead divorce and equal property rights reform. Munts led the efforts through years of legislative committee hearings to eventually secure the law's passage in March, 1984.[42]

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[38] Kathryn F. Clarenbach and Marian L. Thompson, *Handbook for State and City Commissions on the Status of Women*. (Madison: University of Wisconsin-Extension, 1968.)
[39] Sister Joel Reed, President, Alverno College, "Tribute to Kay Clarenbach." Alverno College, March 12, 1994. Clarenbach family collection.
[40] Op. cit., Pratt and Howe, editors, *The Politics of Women's Studies.* 85, 86.
[41] Sara Clarenbach, National Women's Hall of Fame Nomination of Kathryn F. Clarenbach. February, 1996. Clarenbach family collection; KC transcripts. March 10, 1989, 36, 37.
[42] June Miller Weisberger, "The Wisconsin Marital Property Act: Highlights of the Wisconsin Experience in Developing a Model for Comprehensive Common Law Property Reform," *Wisconsin Women's Law Journal*, Vol. 1, Spring, 1985, 24-29; KC transcripts. November 17, 1987, 324, and March 10, 1989, 36, 37.

In 1975, Clarenbach was asked and agreed to serve as executive director of the National Commission on the Observance of International Women's Year at the recommendation of Catherine East of the Woman's Bureau and at the request of peace and women's rights activist US Representative Bella Abzug. The National Commission on the Observance of International Women's Year was created by presidential decree to promote it following the United Nations designation of 1975 as International Women's Year and March 8 as International Women's Day, in 1972. Subsequently, Clarenbach was also appointed to the position of Deputy Coordinator of the National Women's Conference Committee to take place in Houston in November 1977. She planned 56 state and territorial conventions to identify issues of concern to women and select delegates in preparation for the National Women's Conference.[43]

Clarenbach had often spoken of the parallel efforts of the civil rights work of these groups and stated that the goals and achievements of the work for women's rights could not succeed without their mutual support. The success of her outreach efforts was well noted among the participants at the Houston conference. Clarenbach made a particularly strong effort to engage Black, Hispanic, Asian, and Native American women's groups from the 56 states and territories. For example, in Wisconsin, four regional events were held for rural women whose concerns revealed "the diversity of needs of rural women from farm wife entrepreneurs to Spanish-speaking migrants to tribal women on reservations." In 1977, more than 1,200 Wisconsin women convened in Madison to elect delegates to the National Women's Conference held that June in Houston.[44]

The National Women's Conference featured working sessions and prominent speakers including Coretta Scott King, First Lady Betty Ford, and former First Ladies Lady Bird Johnson and Pat Nixon. Referred to as a constitutional convention for women with over 18,000 observers in attendance, the 1,442 elected delegates "were asked to identify the barriers that prevent women from participating fully and equally in all aspects of national life, to develop recommendations on how to remove those barriers and to establish a timetable for achieving those goals. Roughly 130,000 women participated in making those decisions in state meetings prior to the conference." The delegates drafted a national plan for federal action to remove barriers to equal treatment of women in 26 areas, including education, health, and childcare.[45] According to University of Wisconsin History Professor Gerda Lerner, "That was the biggest gathering of women and women's organizations in the 20th century."[46]

Clarenbach managed the preparation of a high-quality illustrated report, *The Spirit of Houston*, *The First National Women's Conference: An Official Report to the President, the Congress and the People of the United States*. It was published as a book in March, 1978, and submitted to President Carter and the US Congress.[47] During the two-year-long planning effort, she was on leave from the university and

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[43] KC transcripts. November 17, 1987, 325, 326.

[44] Genevieve G. McBride, editor, *Women's Wisconsin: From Native Matriarchies to the New Millenium*. (Madison, WI: Wisconsin Historical Society Press, 2005), 445.

[45] *Wisconsin Women & the National Plan of Action: Resolutions Adopted at the Wisconsin State Meeting & the National Women's Conference, 1977*. (Madison, WI: Wisconsin Governor's Commission on the Status of Women, 1978).

[46] "A Mother of Women's Rights", Judy Mann, Washington Post. March 16, 1994, Editorial page.

[47] "National Commission on the Observance of International Women's Year," https://en.wikipedia.org/wiki/National_Commission_on_the_Observance_of_International_Womens%27s_Year.; Gerald R. Ford, Executive Order 11832, Establishing a National Conference on the Observance of International Women's Year 1975. Gerhard Peters and John T. Wooley, eds., The American Presidency Project. https://www.presidency.ucsb.edu/node/241456; Jimmy Carter, National Commission on the Observance of International Women's Year, 1975 "Appointment of Members and Presiding Officer of the Commission, Peters and Wooley, eds., American Presidency Project, https://www.presidency.ucsb.edu/node/243434.

commuted between Washington, DC, and her home each week to be with her family, during which times she wrote "constantly and vigorously … with diligence and focus" for the projects.[48]

Several other accomplishments by Kathryn Clarenbach are worth noting:

- In 1971, the Equal Rights Amendment (ERA), originally proposed in 1923 to guarantee equal legal rights for all American citizens without regard to sex, was reintroduced and overwhelmingly approved by Congress, then submitted to states for ratification. Wisconsin was one of the first states to ratify, the ERA in April 1972, partly due to the broad educational work throughout the state by Kathryn Clarenbach. The ratification by 38 states over the following ten years fell short by three states.[49] It failed due to the controversy that fueled both opposition and support of the women's movement.[50]

- In 1977, the Wisconsin Legislature passed the landmark "no-fault" divorce law that was more equal and less stressful for women and children that Clarenbach had championed since 1967.[51] It was the first of its kind in the nation and became a model for several other states. She inspired women professors in the law school to research divorce law and draft a model law, and worked with a coalition of women's organizations to build support for it.

- In 1977, Clarenbach served as a principal consultant to the National Advisory Council on Women's Educational Programs and authored the booklet, *Educational Needs of Rural Women and Girls, Report of the National Advisory Council on Women's Educational Programs*.

- In 1978, after Governor Lee Dreyfus abruptly ended the Governor's Commission on the Status of Women, Clarenbach and long-time friend and colleague Constance Threinen, led the founding of the Wisconsin Women's Network (WWN). The organization continued the work to advance women's rights and became a coalition of over 100 Wisconsin organizations. Threinen had worked with Clarenbach since their earliest projects at the University of Wisconsin-Extension, in Women's Education Resources and was her "her right-hand woman" according to Denise Matyka, a friend of both women and who served on WWN's board.[52]

- In 1981, Clarenbach served as president of NOW's Legal Defense and Education Fund, "dedicated to advancing women's rights and gender equality in equal education opportunities, fairness in the courts, ending gender-based violence, workplace equality and economic empowerment."[53]

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[48] Email exchange with David Clarenbach and Janet Mallon, August 20, 2023.
[49] National Organization for Women, "Chronology of the Equal Rights Amendment 1923-1996." https://now.org/resource/chronology-of-the-equal-rights-amendment-1923-1996.
[50] The National Archives, "Martha Griffiths and the Equal Rights Amendment," https://www.archives.gov/legislative/features/griffiths; Support for the Equal Rights Amendment was levied by women's groups led by the National Organization for Women and advocates Bella Abzug, Betty Friedan and Gloria Steinem. ERA support dissipated due to organized opposition led by Phyllis Schlafly and conservative groups.
[51] Joseph A. Ranney, Attorney at Law, "Traditional values and no-fault divorce," Articles on Wisconsin Legal History, https://www.wicourts.gov/courts/history/article45.htm.
[52] Constance Threinen, Biography files of Kathryn Clarenbach, Threinen Family Collection; Author's conversation with Denise Matyka, April 30, 2023; *1994 Wisconsin Women's Network Awards Dinner Honoring Constance Fuller Threinen, Stateswoman of the Year*. November 17. 1994.
[53] Legal Momentum. NOW's Legal and Educational Defense Fund was founded in 1970 and renamed Legal Momentum in 2004. https://www.legalmomentum.org/about-us/history.

- In 1982-83, she served as Vice-President of the Southwest-Wisconsin Coalition of Labor Union Women, and helped to organize and raise funds for the National Forum for Women and its Woodstock Conference Center in Illinois.

- In 1983, Governor Tony Earl named Clarenbach to the Wisconsin Women's Council, created by state statute to carry on some of the work that the Commission for the Status of Women had done. She served on the Council until 1986.[54]

As to Clarenbach's efforts to educate the public and promote reform, she gave as many as 40 speeches a year to business, industry and women's organizations in Wisconsin and across the country.[55] She developed working relationships with media contacts as the go-to person on women's issues and legislation. Beginning in the early 1970s, she often preferred working behind the scenes, so that her associates could represent the movement. She produced, wrote or edited nearly 30 publications for the UW-Extension and the Wisconsin Commission on the Status of Women, and produced two documentary films for public television, "Never Underestimate the Power of a Woman" (1972) and "NOW: Her Story" (1983). From 1979 to 1983, she was a familiar weekly voice on Wisconsin Public Radio's *Morning People*.

One of the outstanding achievements to which Clarenbach contributed was the passage in March 1984 by the Wisconsin Legislature of the 1983 AB 200, the Marital Property Reform Bill, signed into law by Governor Earl on April 4, 1984. Wisconsin was the first state to adopt a version of the Uniform Marital Property Act that served as a model for several other states.

Following her retirement in 1987, she participated in a series of taped interviews over several years, arranged by her friend, colleague and women's historian Gerda Lerner as a part of an oral history project to document the women's movement origins in Wisconsin and the Mid-West. The principal interviewer was Pat Calchina. The recordings and transcripts provide a valuable and unparalleled resource of previously unpublished stories of the women's movement.

Many awards recognized Kathryn Clarenbach for her exemplary and tireless work on behalf of furthering women's rights and improving opportunities for women.[56]

> We must all, whether woman or man, critically examine the culture in which we live and act, and do battle against the culturally destructive forces of which sexism and racism are among the more obnoxious in order to help build a responsible and creative society.
>
> — Kathryn Clarenbach, October 20, 1988.[57]

Summary

Under Kathryn Clarenbach's leadership as a staff and civic volunteer, her work on commissions and women's organizations engaged the public, established communications and coalitions, and created records, educational documents and policy papers that articulated issues of importance to women. Her

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[54] Women's Council Programs - 1983 to present. State of Wisconsin Women's Council. https://womenscouncil.wi.gov/Pages/AboutUs/History.aspx.

[55] KC transcripts. November 17, 1987, 306.

[56] Op. cit., Threinen, "Kathryn Clarenbach," *Wisconsin Women: A Gifted Heritage*. 307. Awards included the Milwaukee Sentinel, Woman of the Year, 1967; Wisconsin NOW, Woman of the Year, 1980; B'nai B'rith Human Rights Award; Wisconsin Civil Libertarian of the Year, WCLU; First Annual Human Relations Award, Hall of Respect, Madison Public Schools; and a naming of two floors of Elizabeth Waters Hall of the University of Wisconsin.

[57] *Wisconsin Women's Network and the Wisconsin Women's Council, A Tribute to Kay Clarenbach: 25 Years, Looking Back, Moving Forward*. October 20, 1988, Sheraton Inn, Madison, Wisconsin. (Madison: The Network, 1988.)

work helped gain public support for much of the change that was undertaken in laws and practices relating to women in Wisconsin and throughout the United States. In her speeches and writings, she emphasized the importance of serving all women of all races, ethnic heritages, abilities and means, young and old, rich and poor, urban and rural, conservative and liberal alike.

Her dignified bearing and academic credentials lent credibility to her positions on the demands of the evolving feminist and women's rights movement factions. As a founder and foremost organizer of many organizations, she served as a facilitator and mediator who bridged the gaps between traditional women's groups and feminist activists, with cool confidence, humor and grace.

Kathryn Clarenbach's achievements were exemplary in her family life, her organizational and educational work and should be acknowledged by the designation of the house in which she lived, conducted much of her work and raised her family, as a Madison landmark.

> Kay was the foremost organizer of the modern women's movement, recognized as such by all who worked with her. She usually acted behind the scenes, modestly and without drawing attention to herself, the inspirer of others, the facilitator, the mediator of conflicts, the reliable, sustaining force without which there is no social change.
>
> — Gerda Lerner, Kathryn Clarenbach's memorial service. Madison, WI. March 12, 1994.

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7.) Additional Information

See attached photographs

2229 ETON RIDGE The Kathryn Clarenbach Family Residence

Drive and front view looking southwest

Front entrance looking southeast

Rear view looking northwest

Front view looking southeast

Kathryn Clarenbach, c. 1969. Wisconsin State Journal

Clarenbach, Betty Friedan, c. 1968

Gov. Reynolds, Wisconsin Commission on the Status of Women, c. 1963.

David Clarenbach, Gov. Jerry Brown, 1980.

HISTORIC RESOURCE NOMINATION

Please refer to either the Landmark or Historic District Nomination Form Preparation Guide for instructions on completing this form.

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this form, please call (608) 266-4635

Landmarks Commission
City of Madison Planning Division
215 Martin Luther King, Jr. Blvd.
PO Box 2985
Madison, WI 53701-2985
(608) 266-6552

1.) Identification of Historic Resource

Resource type (choose one): ☒ Landmark ☐ Historic District

Common Name
Kathryn Clarenbach Family Residence

Historic Name
Kathryn Clarenbach Family Residence, originally Edward and M. Helen Samp Residence

Current Use
Residence

Location of Historic Resource
Street Address
2229 Eton Ridge, Madison, Wisconsin 53726

Parcel Number(s)
070921411040

Legal Description
Hillington Subdivision, Block 38, Lot 6

2.) Form Prepared By

Name and Title
Gary Tipler

Organization Represented
Madison Trust for Historic Preservation

807 Jenifer Street, Madison, WI 53703	608-852-4695
Address	*Telephone Number*

garytip8778@gmail.com
Email Address

As the preparer of this document, I am signing below to signify that I believe this document is complete and contains true and accurate information.

	Gary Tipler	10/16/2023
Signature	*Printed Name*	*Date Submitted*

3.) General Historical Data

Original Owner	*Original Use*
Edward and M. Helen Samp	Residence
Architect/Builder/Designer	*Architectural Style*
Unknown	Colonial Revival
Date of Construction/Period of Significance	*Moved or Original Site?*
Constructed 1924 Period of Significance August 1, 1960-March 4, 1994	Original

Physical Condition (excellent, good, fair, poor, deteriorated, ruins)

Excellent

4.) Describe Present and Original Character and Features

Location
The Kathryn Clarenbach Family Residence, 2229 Eton Ridge, Madison, is located within the West Lawn Heights Historic District, which was listed on the Wisconsin State Register of Historic Places on October 17, 1997, and on the National Register on March 5, 1998.

Siting
The Kathryn Clarenbach Family Residence is sited on an interior lot of 6,000 square feet on the south side of Eton Ridge. The house is set back slightly from the street in conformance with its neighbors. The primary façade faces north. There is a driveway on the east side of the house leading to a one-story garage wing at the rear. A narrow side yard is on the west side of the house. A rear yard slopes from the house down toward the rear of the lot.

Exterior
The two-story Colonial Revival house is generally symmetrical in appearance. It is a wooden clapboard house set on a cast concrete foundation. The front (north) façade has a central entrance flanked by double-hung windows on each side with similar second-story windows above the windows below and the entrance. A gabled roof tops the house with the end gables facing the sides, and a projecting eave with soffit and fascia. The entrance door pavilion projects slightly and is trimmed with flat wood sheathing and a parapet-type entablature of panels and moldings across the top. The door is paneled and there is a fan light above with narrow sidelights and panels below them that frame the door. The floor is raised above a concrete stoop with iron side rails and with two steps down to a concrete walk leading to the public sidewalk. The upper sashes of the double-hung windows have four-over-four lights separated by muntins. There are wood blinds with shutter dogs and hinges on each of the façade windows. Chimneys crown the roof, where gables face the sides of the lot. A window planter box held with brackets is located beneath the first-floor windows.

The east and west sides of this side-gabled wing are very similar. A brick masonry chimney extends through the roof on the east side, separating in symmetrical patterns paired horizontal fixed-sash windows on the first floor, double-hung windows on the second and quarter-round windows in the attic. On the west side of the building there is no chimney on the wall and it only pierces the roof on this side. There is a horizontal fixed-sash window on the front half and paired double-hung windows on the rear half of the first floor, and small paired hinged single-sash windows in the attic with three-over-three lights. Both sides have gable returns of fascia and soffits. The west chimney is a false one that achieves façade symmetry.

The rear wing adjoins the west side of the rear wall of the house. It consists of a two-story section of a single-wide room depth – a room that possibly was a second-floor, three-season porch originally, and a one-story extension that serves the double-door garage. A roof ridge joins the main roof of the house, though below that of the front of the house. The roof cornice of fascia and soffits is below that of the main house roof, as well. On the west wall of the rear wing extension is a paired window to serve the second-floor room, a lowered paired window to serve the breakfast nook of the kitchen and a window to serve the garage. On the rear walls of the rear wing, a gable end features a narrow attic venting window and has modest returns on the wall and a horizontal trim joining them below, which paired double-hung windows and a centered second floor door opens to a nearly flat deck above part of the garage. A simple spindled rail with corner posts edges the deck. From the garage, a single double-hung window faces the rear yard. On the east side of the rear of the main part of the house a single window is on the second floor and a set of paired windows is on the first floor. On the east side of the rear wing a set of paired windows is on the second floor and a set of two garage doors – one newer and the other original -- and a former raised passage door to the kitchen which no longer has a rear stair to serve it. The drive and rear pad are set at a lower level than the first floor. The rear yard slopes abruptly at first, and gradually toward the rear. Trees and shrubs are largely on the periphery of the lot.

Interior

A front entrance vestibule has a door separating it from the large living room that runs from front to back on the east side of the house. The stair to the second floor is straight ahead from the entrance. A wide doorway opens to the dining room on the front west quarter of the first floor from the living room. The kitchen door is at the rear wall of the dining room. The kitchen occupies part of the rear west part of the house. At the southwest corner of the kitchen is a small breakfast nook. A stair to the basement from the kitchen is beneath the stair to the second floor. A door from the kitchen leads to a stair to the garage. From the stair landing to the second floor is the access to the rear room, originally a likely three-season-porch. A few more steps up and back toward the front of the house is a short hallway to the left toward a small corner bedroom and a bathroom. The three other bedrooms occupy a corner of the house, a small central hall also provides access to a steep stair to the attic.

The house has plaster walls throughout except for the three-season room, which has paneling likely dating to the 1960s. The first floor has oak flooring except for linoleum in the kitchen, and red, purple, green and blue-gray slate in the entrance vestibule. There are dark-stained baseboards, doors, door and window casing, and trims throughout. A finely turned Colonial newel post and narrow balusters define the stair. A dark reddish-brown textile brick fireplace with an arched masonry opening and a simple wood mantel is centered on the east living room wall. An extension of the mantle to the south/rear wall is the top of the built-in bookcase cabinets. The bookcase cabinets have twelve-pane glazed doors.

The kitchen appears to be largely original to an earlier time, unknown. The cabinets and the trims may always have been painted.

The dates of light fixtures throughout are unknown.

5.) Describe Significance of Property and Conformance to Designation Criteria
Per MGO 41.07 or 41.10:

☐ (a) The landmark/district is associated with broad patterns of cultural, political, economic, or social history of the nation, state, or community.
☒ (b) The landmark/district is associated with the lives of important persons, and/or with important events in national, state, or local history.
☐ (c) The landmark/district encompasses an area of particular archaeological or anthropological significance.
☐ (d) The landmark/district embodies the distinguishing characteristics of an architectural type inherently valuable for its representation of a period, style, or method of construction, or of indigenous materials or craftsmanship.
☐ (e) The landmark/district is representative of the work of a master builder, designer, or architect.

Introduction
The house at 2229 Eton Ridge is being nominated as a Madison Landmark, under Criterion B for its association with Kathryn "Kay" Clarenbach, a local, state, and national leader of the Women's Movement.

The period of significance is from 1960-1994, reflecting the time that the house was home to Kathryn Clarenbach and her family. This covers the date that the family moved in to the home on August 1, 1960 until her passing on March 4, 1994.

Significance
The house at 2229 Eton Ridge is significant to Madison, the state, and the nation, for its association with the work of Kathryn "Kay" Clarenbach, who was a principal leader in the development of the "second wave" of the feminist or modern women's movement in Wisconsin and the United States.[1]

The house is closely associated with her life and work. It was at her home where she did much of her organizational work on each and every one of her tasks and projects to increase opportunities and equity for women. She wrote letters, speeches, position papers at this house; planned events, held meetings, and entertained and housed guests here, including state and national leaders of the emerging modern women's movement.[2]

Kathryn Clarenbach's defining roles within the second wave of the feminist or modern women's movement that arose during the 1960s and 1970s were the creation of organizational structure and support for many of the functions of the movement, its institutions and its organizations.

Her leadership within the Wisconsin Governor's Commission on the Status of Women (from 1962 to 1979) led to her work in educating and advising women's commissions and organizations throughout

[1] On the "second wave" of the women's movement. Following World War II, when male veterans rejoined the workforce, many employers released their female employees, who often returned to female-only service jobs or to housekeeping and rearing children. Technology simplified housekeeping, the post-war baby boom was maturing, and women sought higher education and career development. While working outside the home had previously been common for lower income women and women of color, this social shift led to more middle-class white women wanting to enter the workforce.
[2] Author's conversation with Janet (Clarenbach) Mallon, June, 2022. Email exchange with David Clarenbach and Janet Mallon, August 20, 2023.

the nation. In 1975, Clarenbach served as executive director of the National Commission on the Observance of International Women's Year. She was subsequently appointed as the Deputy Coordinator of the National Women's Conference Committee that took place in Houston in November 1977.

Clarenbach was a founder and first chair of the National Organization for Women (NOW) in 1966 and of the Wisconsin Women's Network in 1980. The house also served as the office for the fledgling National Organization for Women during its first year, beginning in June, 1966.

In these roles, Clarenbach used education as the underlying method of furthering the goals of the movement. She informed and motivated women on the challenges and opportunities for improvement for women in domestic, civic, and work environments. As an expert in political science and economics, she frequently made the case that women played a critical role in the economy. She did this by organizing surveys, workshops, and conferences; making speeches; producing many publications; and by providing interviews and written statements for state, local and national newspapers and radio media.

Her efforts catalyzed self-evaluation in the women she influenced, their engagement in community groups and developed local leadership that broadly contributed to the grassroots growth of the Women's Movement. With a calm, certain and insightful manner she was able to forge coalitions that bridged the disparate associations of long-established women's associations and those of the emerging feminist movement.

State and national politicians and feminist leaders recognized Clarenbach for her organizational and leadership skills and abilities, but she was also widely appreciated as being "kind, thoughtful and concerned for others, warm, gracious, fun-loving, witty and full of humor," which was useful in brokering alliances and moving forward women's issues, according to friend and colleague Connie Threinen. She emphasized the importance of balancing family life with her career, and described her marriage as a partnership that allowed for both parties to have a career and support their children.[3] Her devotion to family life and developing its balance with career was one of the principal themes in her work, which culminated in her book *The Marriage Partnership*, published in 1979.

During her entire illustrious career in aiding the development of the modern women's movement, Clarenbach conducted much of her work at home at 2229 Eton Ridge. She and Henry worked to maintain a balance between careers and family life. When offered a faculty position, Clarenbach chose a three-quarter-time position in consideration of her family. She added, "I got into some very bad habits of bringing work home, so I put three-quarter time in the office and then another three quarters at home." [4] Janet and David noted that she frequently "took advantage of the relative quiet and tranquility of her home work spaces, whether at the kitchen or dining table, living room recliner, the picnic table or lawn chair in the back yard with a glass of iced coffee and her yellow legal pad." She also did this "during her Washington and later New York positions, to compose and focus on her writing tasks."[5]

In her speeches Clarenbach often spoke of her primary commitment to family – maintaining a working partnership with her husband Henry and raising three children. She provided discerning guidance and

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[3] Connie Threinen, "Kathryn Clarenbach was Advocate and Pioneer for Women's Rights." *The Stateswoman*. April-June, 1994, 2.

[4] "Documenting the Midwestern Origins of the Twentieth Century Women's Movement." State Historical Society of Wisconsin, Project 1231A, Tapes 56-57. Mss 823, Box 2. 1-2. Transcripts of oral history interviews with Pat Calchina are noted hereafter as KC transcripts. KC transcripts. November 3, 1987, 229.

[5] Author's conversation with Janet (Clarenbach) Mallon, June, 2022. Email exchange with David Clarenbach and Janet Mallon, August 20, 2023.

standards for her children to achieve their goals, largely in public service. For instance, her eldest daughter Sara had worked on case research for a divorce law case book by Ruth Bader Ginsburg.[6] Sara became an attorney in California, providing services to Spanish-speaking communities. In her retirement, Sara directed community engagement and media relations for Salud, an organization that provides medical care for indigent communities. David became Wisconsin's youngest State Representative at age 20 in 1974 and served nine terms in the Wisconsin State Assembly, five as Speaker Pro Tem. He ushered in the first statewide gay rights bill in the nation. After leaving office in 1992, he served as executive director of the Gay and Lesbian Victory Fund, a national civil rights fundraising organization in Washington, D.C. Kathryn's youngest daughter Janet became a New York State science teacher, grades 7-12, with certifications in biology, earth science, and general science.

Concurrent with Kathryn's work on the national stage of the growing women's movement, Henry was politically involved, serving as a delegate to the 1968 Democratic Convention in Chicago and was active in the anti-war movement of the 1960s. His participation in the rallies and protests with David had an energizing effect that would become part of David's mission to effect change in his work as an elected official at the county and state levels. Henry retired from his real estate business in 1977 due to the advance of Parkinson's disease and was cared for at home. He died in June, 1987.

During the last years of her mother's life, Sara left her job in California to live at the Eton Ridge house to help David care for their mother. During this time, Sara also worked on David's congressional campaign.

Kathryn Clarenbach died at home with family by her side on March 4, 1994.

Early Life and Education

Kathryn "Kay" Dorothy (Frederick) Clarenbach (1920-94) was born on October 7, 1920, in Sparta, Wisconsin, to Nina Vivian Hubbell and Alexander Ernst Frederick. She was the third of four children and the only daughter.

Kathryn Clarenbach was inspired by her parents. She reminisced, "My mother had been a country school teacher… She was a natural teacher, and all four of us had a built-in tutor… she read every afternoon… and wrote for an hour every morning… She loved researching and writing her papers for the Sparta Literary Club." She served as the only woman on the Sparta School Board for many years. "I never thought of my mother as being especially independent, modern, or liberated. But within the context of her life and times I realize now that she was all three." [7]

Kathryn Clarenbach's parents encouraged her to read and write at an early age and graduated valedictorian in her class from Sparta High School in 1937 at age 16. She came to Madison that year to study political science, earned a BA (1941), MA (1942) and PhD (1946) degrees in political science at the University of Wisconsin.[8]

She met political science graduate student classmate Henry G. Clarenbach while at the university studying political science and economics. He had received his bachelor's degree from the University of Kansas. They were married on September 5, 1946. Ten days later she began teaching at Purdue University (1946-47), then moved to New York City to live with Henry where he was pursuing his

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[6] KC transcripts. November 17, 1987, 334.

[7] Constance Threinen. "Kathryn Clarenbach," *Wisconsin Women: A Gifted Heritage*. American Association of University Women, Wisconsin State Division. 1982, 209.

[8] Introduction and Abstract, Oral History Interview with Kathryn Clarenbach, September 5, 1991, Madison, Wisconsin. "Documenting the Midwestern Origins of the Twentieth Century Women's Movement."

master's degree at Columbia University. There she served as Executive Secretary of the Ethical Society's Encampment for Citizenship in New York City (1947-48). She also taught at Olivet College (1950-52) in Olivet, Michigan. When they moved to Missouri for a year, she held a position on the state board of the Missouri League of Women Voters. During these years, they had three children: Sara (b.1949), David (b.1953) and Janet (b.1957).[9]

Stirring the Pot

Longing for a university community, Kathryn and Henry chose to live in Madison. Henry bought the house at 2229 Eton Ridge for $20,000 from Edward and M. Helen Samp and they moved in on August 1, 1960.

In her first year in Madison, Kathryn Clarenbach taught political science at Edgewood College and Henry got a job in Madison working for the American Cancer Society, then worked for Patrick Lucy's real estate company. Henry opened an office just blocks away on Regent Street at Allen so that he could be home when the children returned from school. The couple supported each other's careers in their marriage partnership, of which Kathryn spoke and wrote about throughout her life.[10] There was a network of neighbors who helped each other with child care, knowing of Kathryn's work to promote education and equality for women.

Kathryn indicated an interest in working at the University of Wisconsin to her neighbors, most of whose husbands had university-related work. She worked with Elva Trump, along with several other neighborhood women, on a "paying" clerical project for the American College Testing Program (ACT) headed by her neighbor, University of Wisconsin Registrar Paul L. Trump. Upon completion, the group took other collaborative projects including editing a compendium of laws affecting women for the 50 states, a project for Shirley Abrahamson, a faculty member, researcher and lecturer in constitutional law and political science at the UW Law School.[11] In this project, Clarenbach became aware that the challenges that women commonly faced were broadly embedded in law. In Wisconsin, there were 380 provisions that treated women differently from men. This realization became a driving force in the development of her commitment to effect change through her work. [12]

While at a neighborhood picnic in that first summer on Eton Ridge, she spoke with Ted Shannon and Harold Motross, who worked with University of Wisconsin-Extension. They spoke of the Minnesota Plan for continuing education for mature women, suggested that Clarenbach volunteer and contact Martha Peterson, the Dean of Women at the University of Wisconsin-Madison. Shannon and Clarenbach later worked together at the UW Extension.[13]

In 1961, Clarenbach met Martha Peterson at a Mortarboard luncheon and briefed her on the Minnesota Plan. Peterson invited her to attend weekly Extension staff meetings to discuss prospects for such a program. Clarenbach volunteered to canvas maturing women to establish their interest in continuing education. After an initial letter polling several hundred Madison-area women with connections to the university, the program garnered so much interest that Clarenbach moved from interviewing individuals to proposing a conference to engage many more women. For the women who responded, she found an abundant need for them to become more productive, to complete or continue their education, and re-

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[9] Ibid.

[10] *The Marriage Partnership.* Wisconsin. Governor's Commission on the Status of Women, 1978.

[11] Louise Marston, "Competent, Well-Trained Mothers Stay Home-for Pay!" *Wisconsin State Journal*. October 1, 1961, 98.

[12] KC transcripts. March 10, 1989, 26. (Transcripts of oral history interviews are noted as KC transcripts.)

[13] KC transcripts. November 3, 1987, 223.

enter the workforce. She saw the need to remove impediments to women's professional growth that were imposed by policies of employers and industry and the laws that govern them, and thereby expand women's contributions to society and the economy.[14]

Peterson and Clarenbach met with University of Wisconsin Vice-President of Academic Affairs Fred Harrington who approved funds to plan the conference as well as to develop a continuing education plan for women for the university. That evening Peterson offered Clarenbach a five-month, part-time job for the project. After consulting Henry on logistics with the family, eagerly accepted.[15]

Along with Ruth Doyle of the Dean of Women's Office, Clarenbach planned the Conference on Continuing Education of Women that was held February 29, 1963, at the Wisconsin Center on the University campus. For the key-note speaker, she booked Dr. Virginia Senders, the lead organizer and coordinator of the University of Minnesota Plan for Continuing Education of Women in Minneapolis. Break-out sessions covered educational needs for cultural enrichment, job opportunities, nursing, medical technology, teacher education and social work.[16]

The needs identified at the conference break-out discussions included: counseling and orientation, promoting the potential for women to work part or full time to families and employers, developing the plan to integrate with the university framework, programs be developed statewide, and that training and employer participation be part of the plan.[17]

Based on the conference and planning project, Kathryn Clarenbach developed a plan for a statewide response to President John F. Kennedy's Commission on the Status of Women, and created a basis for establishing a Wisconsin commission. As a result, she was offered an ongoing position as the first Director of University Education of Women (1962-67) in the office of Martha Peterson, the Dean of Women.[18]

Clarenbach had noted the development of the Kennedy administration's Commission on the Status of Women in 1961, per the recommendation of Assistant US Secretary of Labor, Esther Peterson, who had followed the example of the United Nations in 1946.[19] The commission's charge was to examine problems and opportunities for women in commerce, education and society with a focus on legislative and employment discrimination against women. The commission's report, "American Woman," was completed in October 1963, recommending that each state establish an analogous commission, long after Clarenbach had begun her work.[20]

Kathryn Clarenbach's Achievements in the Development of the Women's Movement

Kathryn "Kay" Clarenbach served as the director of University Education of Women (1962-67), and as a University of Wisconsin-Extension Specialist for Continuing Education for Women (1967-72). It was from

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[14] KC transcripts. November 3, 1987, 223-226.

[15] KC transcripts. November 3, 1987, 226-227.

[16] "Education Conference Set for Tuesday on 'U' Campus," *Wisconsin State Journal*. February 19, 1962, 14.

[17] Samuel C. Reynolds, "U.W. Session Charts Use of Talents, Women's Power Isn't Underestimated," *Wisconsin State Journal*. February 21, 1962, 11.

[18] KC transcripts. November 3, 1987, 229.

[19] Op. cit., Library of Congress, American Memory. Women of Protest: Photographs from the Records of the National Woman's Party, 5. Immediately following World War II in 1946, the National Woman's Party was instrumental in the establishment of a permanent United Nations Commission on the Status of Women.

[20] "Presidential Commission on the Status of Women." https://en.wikipedia.org/wiki/Presidential.

these positions that she was able to accomplish considerable organizational work in developing educational conferences, news releases, and publications to benefit the education of women.

Clarenbach created, acquired funding for, and served as the director of the Carnegie-sponsored E.B. Fred Fellowship Program at the University of Wisconsin to enable women to acquire their Ph.D.'s. She stimulated changes in policies and practices necessary to create an effective program.[21]

In 1962, Clarenbach began work to create the organizational structure and basis for a Wisconsin Commission on the Status of Women. Clarenbach had followed the work of Esther Peterson and recommended to Governor Reynolds a year of planning to establish credibility and demonstrate the need for developing a state commission, and hold a statewide conference. Clarenbach booked Peterson as the keynote speaker at the February 1963, Professional Opportunities Conference for about 50 leaders of Wisconsin women's organizations. At the conference, there was unanimous approval for a statewide commission, which Clarenbach believed could do more for women than the university.

In March, 1963, Clarenbach met with Geraldine Hinkle, administrative assistant to the Dean of Letters and Sciences at the University of Wisconsin and state president of Business and Professional Women (BPW), who had participated in the Professional Opportunities Conference, and with Marguerite Gilmore, head of the regional office of the Women's Bureau of the US Labor Department. The three of them met with Wisconsin Governor John Reynolds to pitch the idea of a state Status of Women Commission. Reynolds was an admirer of Elanor Roosevelt, who had been Kennedy's figurative chair of his commission, and immediately embraced the idea. Clarenbach proposed that a statewide conference first be held to "compare the findings of the Kennedy commission with the circumstances in Wisconsin and so that other local leadership could emerge."[22]

Reynolds asked Clarenbach to chair a committee to plan the statewide conference that was held in February, 1964. Over 300 women from across the state attended the conference to discuss education, job training, employment, pay equity, child care and health care. Clarenbach produced a comprehensive report on the issues and a proposal for a Governor's Commission on the Status of Women. Governor Reynolds readily approved it and asked her to chair the commission.

From the beginning of her work in this area, Clarenbach made the effort to reach women of all walks, from the educated, white women associated with traditional women's clubs, to the racially diverse, disadvantaged, working, poor and rural women. Her work at finding appointments for the Wisconsin Governor's Commission represented her ideals. Catherine Conroy, a founder of the Communications Workers of America, was asked by Clarenbach to serve on the commission to represent union women. "Kay conscientiously looked for women from all around the state, from all walks of life, minority women. She was really conscientious about having a truly representative commission." [23] Commission appointments were confirmed by Governor Reynolds by May 1964.

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[21] Wisconsin Women's Network and the Wisconsin Women's Council. *A Tribute to Kay Clarenbach: 25 Years, Looking Back, Moving Forward. October 20, 1988, Sheraton Inn, Madison, Wisconsin*. (Madison: The Network, 1988.)
Connie Threinen, "Kathryn Clarenbach was Advocate and Pioneer for Women's Rights." Stateswoman. April-June, 1994, 2.
[22] KC transcripts. November 3, 1987, 242-243.
[23] Jamakaya. *Like Our Sisters Before Us: Women of Wisconsin Labor*. (Milwaukee: Wisconsin Labor History Society, 1998), 30.

The Wisconsin commission had no budget for its first ten years, however university administrators encouraged Clarenbach to use university resources with respect to premises of the Wisconsin Idea.[24] Clarenbach had identified the issues, how the committees would be set, key areas of concern and knowledge of the talent and resources around the state. Due to her organizational skills and hard work, Clarenbach claimed the Wisconsin commission was "light years ahead of the other states that had to start from scratch."[25]

Under Clarenbach's leadership, "the Commission articulated issues of importance to women and gained public support for much of the change, which has taken place in Wisconsin's laws and practices relating to women," according to the Wisconsin Women's Network. The commission identified 280 provisions in state statutes that treated men and women differently, held speaking engagements and workshops throughout the state, met with legislators and lobbied for changes and improvements to laws governing women, and brought about significant changes in Wisconsin state law.[26]

Of her work to change Wisconsin state laws and subsequently those of other states through her work, Clarenbach said: "It not only changed my life, it has subsequently become my life."[27]

By 1967, all 50 states had commissions on the status of women established by the Business and Professional Women's (BPW) Foundation, other women's organizations and state governments, though some had been established in name only, had incomplete representation of prospective constituencies, and little structure.[28] Clarenbach responded to the patchwork of commissions by writing and producing a manual, published by the US Department of Labor, to provide states and cities with recommendations for structure, funding, media development, education, and engaging constituencies of women's and business groups alike.[29]

On June 30, 1966, at the third National Conference of Commissions on the Status of Women in Washington, D.C., which she had helped organize**,** Kathryn Clarenbach and 28 women founded the National Organization for Women (NOW). It was to be a private organization similar to the National Association of Colored People (NAACP) with the intent of working outside of the government to change policies and enact laws to benefit women. The action was sparked by the failure of representatives of the Women's Bureau of the US Labor Department, the sponsor of the event, acting on behalf of the Equal Employment Opportunity Commission (EEOC) to take up proposals by conference attendees to enforce protection against discrimination in employment based on sex (gender discrimination), which the National Women's Party had successfully lobbied to have included in Title VII. Subsequently the law was enacted to cover discrimination on the basis of race, color, religion, sex, or national origin and the EEOC was intended to enforce it.[30]

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[24] KC transcripts. November 3, 1987, 261.

[25] KC transcripts. November 3, 1987, 246.

[26] Wisconsin Women's Network and the Wisconsin Women's Council, *A Tribute to Kay Clarenbach: 25 Years, Looking Back, Moving Forward*. October 20, 1988, Sheraton Inn, Madison, Wisconsin. (Madison, WI: The Network, 1988).

[27] KC transcripts. November 3, 1987, 242.

[28] National Association of Commissions for Women, "Our History." https://www.nacw.org/history.html.

[29] Kathryn F. Clarenbach and Marian L. Thompson. *Handbook for State and City Commissions on the Status of Women.* Madison. WI: University of Wisconsin-Extension, 1968.

[30] Op. cit., Library of Congress, American Memory. Women of Protest: Photographs from the Records of the National Woman's Party, 5.

Clarenbach had privately appealed to Women's Bureau staff previously on that proposal to enforce the protection against gender discrimination, but without success.[31]

On the evening of June 30, the 28 women met in the hotel room of Betty Friedan, author of *The Feminine Mystique*, established the organization's purpose statement and name, then discussed its organizational management. Clarenbach was nominated as a temporary chair due to her appeal to moderate women and feminist activists, alike. She agreed to serve the position, to appoint and guide the temporary steering committee that planned NOW's founding conference in October, 1966.

Of the 196 women present at the October NOW conference who were listed as founders, 134 were from the Midwest, the result of Clarenbach's regional networking from her previous work at the state level in Wisconsin and the relationships she had established with journalists.[32]

On a phone call, NOW steering committee member, Yale University law professor and attorney Dr. Pauli Murray asked Clarenbach if she would serve as NOW's first elected chair.[33] Though Clarenbach was unable to attend the conference, she agreed to serve.[34] She was elected as chair of NOW, a position she held until 1970, along with Betty Friedan as president. During the first year, the organization was housed at the Clarenbach home on Eton Ridge.[35]

Under Clarenbach's guidance, NOW membership and local chapters grew across the country. In 1967, she suggested that "local chapters... may turn out to be the major action vehicles as well as the route to membership involvement." She had supported simple founding criteria for membership – that prospective members reject racism and sexism. She believed that a key way to encourage membership was "through its numerous task forces, ranging in subjects from women in the media to religion to child care." The task forces each had a chairperson and issued statements that outlined NOW's action agenda and statements that "are basic documents of philosophy and will only reflect NOW thinking when they become the products of many minds…" [36]

Under Clarenbach's leadership, NOW was able to effect change at a national level. In October 1968, NOW persuaded President Lyndon Johnson to amend Executive Order 11246, which prohibited federal contractors from discriminating on the basis of race, color, religion and national origins, to add prohibition of discrimination based on sex.[37]

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[31] KC transcripts. November. 17, 1987, 270; Toni Carabillo, Judith Meuli and June Bundy Csida. *Feminist Chronicles, 1953-1993.* (Los Angeles: Women's Graphics 1993), 18-30. 10, 12, 13, 19, 20, 24, 28, 29, 30, 34.

[32] Carabillo, *Feminist Chronicles, 1953-1993,* 24, 25. Analoyce Clapp, a contributor to the Milwaukee Sentinel, covered the first Wisconsin conference; KC transcripts. Nov. 17, 1987, 272, 273, 276; Gerda Lerner, *Living with History/Making Social Change*. (Chapel Hill: University of North Carolina Press, 2009), 89; Dorothy Witte Austin of the *Milwaukee Journal* was asked by Clarenbach to cover the NOW organizational conference in October, 1966.

[33] In 1965, Dr. Pauli Murray was the first African American individual to receive a JSD from Yale Law School. She was a member of the President's Commission the Status of Women and a one-time protégé of Eleanor Roosevelt. https://www.womenshistory.org/education-resources/biographies/pauli-murray; Carabillo, *Feminist Chronicles*, 11, 15.

[34] KC transcripts. November 17, 1987, 267.

[35] Author's interview with David Clarenbach, May 23, 2022.

[36] Stephanie Gilmore, *Groundswell, Grassroots Feminist Activism in Postwar America.* (New York: Routledge, 2013), 66.

[37] Annis Pratt and Florence Howe, editors, *The Politics of Women's Studies: Testimony from Thirty Founding Mothers*. (New York: Feminist Press. City University of New York, 2000), 85.

Due to the wide recognition of Clarenbach's highly-organized Wisconsin Commission on the Status of Women and her outreach on assisting state and city commissions, Catherine East of the Women's Bureau of the Department of Labor asked Clarenbach to serve as the first chair of the Interstate Association of Commissions on the Status of Women in 1970, by. She served until 1972, helping groups to organize in many other states, regions, and territories. The organization was renamed the National Association of Commissions for Women in 1975, which expanded its role to serve city and county commissions. In 1968, Clarenbach had foreseen the expansion of these commissions and had written and published a guide for communities to establish state and local commissions.[38]

Concurrent with her state and national involvements, were many civic contributions. Clarenbach served as the first lay chair of the Board of Trustees (1968-72) and later a member of the President's Advisory Council (1977-80) of Alverno College, a four-year liberal arts women's college in Milwaukee. She noted that one of her greatest achievements was getting its first woman president appointed.[39]

At the University of Wisconsin while teaching political science, Clarenbach served as a founding member of the Association of Women Faculty in 1970. She was elected to its governing board in 1971. She worked with Joan I. Roberts, a visiting assistant professor who taught the first women's history class at the university. They organized faculty and staff to develop a Women's Studies program that was approved in 1975. As part of the growth of the program, noted historian Gerda Lerner came to Madison in 1980 to develop the first PhD program in Women's Studies. Lerner soon became friends with Clarenbach and documented much of her work and that of women who contributed to the development of the modern Women's Movement in the Midwest.[40]

In 1971, Women's Movement leaders Gloria Steinem, Bella Abzug, and Betty Friedan planned to create an organization to help train and elect women to political offices and called upon Clarenbach to chair the organizational conference. The recognition of her abilities to find accord across various factions led to her participation in the establishment of the National Women's Political Caucus.

Clarenbach was engaged in the work of several committees, boards and commissions during the nationwide abortion debates of the early 1970s. Her most noted involvement was that as president of the Interstate Association of Commissions on the Status of Women, she became a signatory on the original *amicus curiae* briefs in the Roe v. Wade case in 1973, in support of abortion rights.[41]

Clarenbach began working on marital property reform in 1974 while serving as chair of the Wisconsin Commission on the Status of Women following the failure of the referendum to approve an equal rights amendment to the Wisconsin State Constitution. The commission undertook educating and engendering support of the property rights movement and the recognition of value for women's unpaid domestic work among women's organizations at the state and national levels by publishing books and pamphlets.

In 1975, Clarenbach and the Commission created an ad hoc committee of legislators, practitioners, law professors, University of Wisconsin-Extension staff and representatives of citizen groups, including the League of Women Voters, to study alternative laws governing spousal property rights and make

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[38] Kathryn F. Clarenbach and Marian L. Thompson, *Handbook for State and City Commissions on the Status of Women*. (Madison: University of Wisconsin-Extension, 1968.)

[39] Sister Joel Reed, President, Alverno College, "Tribute to Kay Clarenbach." Alverno College, March 12, 1994. Clarenbach family collection.

[40] Op. cit., Pratt and Howe, editors, *The Politics of Women's Studies.* 85, 86.

[41] Sara Clarenbach, National Women's Hall of Fame Nomination of Kathryn F. Clarenbach. February, 1996. Clarenbach family collection; KC transcripts. March 10, 1989, 36, 37.

recommendations for reform. Clarenbach asked Wisconsin Assembly Representative Mary Lou Munts to take the legislative lead divorce and equal property rights reform. Munts led the efforts through years of legislative committee hearings to eventually secure the law's passage in March, 1984.[42]

In 1975, Clarenbach was asked and agreed to serve as executive director of the National Commission on the Observance of International Women's Year at the recommendation of Catherine East of the Woman's Bureau and at the request of peace and women's rights activist US Representative Bella Abzug. The National Commission on the Observance of International Women's Year was created by presidential decree to promote it following the United Nations designation of 1975 as International Women's Year and March 8 as International Women's Day, in 1972. Subsequently, Clarenbach was also appointed to the position of Deputy Coordinator of the National Women's Conference Committee to take place in Houston in November 1977. She planned 56 state and territorial conventions to identify issues of concern to women and select delegates in preparation for the National Women's Conference.[43]

Clarenbach had often spoken of the parallel efforts of the civil rights work of these groups and stated that the goals and achievements of the work for women's rights could not succeed without their mutual support. The success of her outreach efforts was well noted among the participants at the Houston conference. Clarenbach made a particularly strong effort to engage Black, Hispanic, Asian, and Native American women's groups from the 56 states and territories. For example, in Wisconsin, four regional events were held for rural women whose concerns revealed "the diversity of needs of rural women from farm wife entrepreneurs to Spanish-speaking migrants to tribal women on reservations." In 1977, more than 1,200 Wisconsin women convened in Madison to elect delegates to the National Women's Conference held that June in Houston.[44]

The National Women's Conference featured working sessions and prominent speakers including Coretta Scott King, First Lady Betty Ford, and former First Ladies Lady Bird Johnson and Pat Nixon. Referred to as a constitutional convention for women with over 18,000 observers in attendance, the 1,442 elected delegates "were asked to identify the barriers that prevent women from participating fully and equally in all aspects of national life, to develop recommendations on how to remove those barriers and to establish a timetable for achieving those goals. Roughly 130,000 women participated in making those decisions in state meetings prior to the conference." The delegates drafted a national plan for federal action to remove barriers to equal treatment of women in 26 areas, including education, health, and childcare.[45] According to University of Wisconsin History Professor Gerda Lerner, "That was the biggest gathering of women and women's organizations in the 20th century."[46]

Clarenbach managed the preparation of a high-quality illustrated report, *The Spirit of Houston*, *The First National Women's Conference: An Official Report to the President, the Congress and the People of the United States*. It was published as a book in March, 1978, and submitted to President Carter and the US

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[42] June Miller Weisberger, "The Wisconsin Marital Property Act: Highlights of the Wisconsin Experience in Developing a Model for Comprehensive Common Law Property Reform," *Wisconsin Women's Law Journal*, Vol. 1, Spring, 1985, 24-29; KC transcripts. November 17, 1987, 324, and March 10, 1989, 36, 37.

[43] KC transcripts. November 17, 1987, 325, 326.

[44] Genevieve G. McBride, editor, *Women's Wisconsin: From Native Matriarchies to the New Millenium*. (Madison, WI: Wisconsin Historical Society Press, 2005), 445.

[45] *Wisconsin Women & the National Plan of Action: Resolutions Adopted at the Wisconsin State Meeting & the National Women's Conference, 1977*. (Madison, WI: Wisconsin Governor's Commission on the Status of Women, 1978).

[46] "A Mother of Women's Rights", Judy Mann, Washington Post. March 16, 1994, Editorial page.

Congress.[47] During the two-year-long planning effort, she was on leave from the university and commuted between Washington, DC, and her home each week to be with her family, during which times she wrote "constantly and vigorously … with diligence and focus" for the projects.[48]

Several other accomplishments by Kathryn Clarenbach are worth noting:

- In 1971, the Equal Rights Amendment (ERA), originally proposed in 1923 to guarantee equal legal rights for all American citizens without regard to sex, was reintroduced and overwhelmingly approved by Congress, then submitted to states for ratification. Wisconsin was one of the first states to ratify the ERA in April 1972, partly due to the broad educational work throughout the state by Kathryn Clarenbach. The ratification by 38 states over the following ten years fell short by three states.[49] It failed due to the controversy that fueled both opposition and support of the women's movement.[50]
- In 1977, the Wisconsin Legislature passed the landmark "no-fault" divorce law that was more equal and less stressful for women and children that Clarenbach had championed since 1967.[51] It was the first of its kind in the nation and became a model for several other states. She inspired women professors in the law school to research divorce law and draft a model law, and worked with a coalition of women's organizations to build support for it.
- In 1977, Clarenbach served as a principal consultant to the National Advisory Council on Women's Educational Programs and authored the booklet, *Educational Needs of Rural Women and Girls, Report of the National Advisory Council on Women's Educational Programs*.
- In 1978, after Governor Lee Dreyfus abruptly ended the Governor's Commission on the Status of Women, Clarenbach and long-time friend and colleague Constance Threinen, led the founding of the Wisconsin Women's Network (WWN). The organization continued the work to advance women's rights and became a coalition of over 100 Wisconsin organizations. Threinen had worked with Clarenbach since their earliest projects at the University of Wisconsin-Extension, in Women's Education Resources and was her "her right-hand woman" according to Denise Matyka, a friend of both women and who served on WWN's board.[52]

- In 1981, Clarenbach served as president of NOW's Legal Defense and Education Fund, "dedicated to advancing women's rights and gender equality in equal education opportunities,

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[47] "National Commission on the Observance of International Women's Year," https://en.wikipedia.org/wiki/National_Commission_on_the_Observance_of_International_Womens%27s_Year.; Gerald R. Ford, Executive Order 11832, Establishing a National Conference on the Observance of International Women's Year 1975. Gerhard Peters and John T. Wooley, eds., The American Presidency Project. https://www.presidency.ucsb.edu/node/241456; Jimmy Carter, National Commission on the Observance of International Women's Year, 1975 "Appointment of Members and Presiding Officer of the Commission, Peters and Wooley, eds., American Presidency Project, https://www.presidency.ucsb.edu/node/243434.

[48] Email exchange with David Clarenbach and Janet Mallon, August 20, 2023.

[49] National Organization for Women, "Chronology of the Equal Rights Amendment 1923-1996." https://now.org/resource/chronology-of-the-equal-rights-amendment-1923-1996.

[50] The National Archives, "Martha Griffiths and the Equal Rights Amendment," https://www.archives.gov/legislative/features/griffiths; Support for the Equal Rights Amendment was levied by women's groups led by the National Organization for Women and advocates Bella Abzug, Betty Friedan and Gloria Steinem. ERA support dissipated due to organized opposition led by Phyllis Schlafly and conservative groups.

[51] Joseph A. Ranney, Attorney at Law, "Traditional values and no-fault divorce," Articles on Wisconsin Legal History, https://www.wicourts.gov/courts/history/article45.htm.

[52] Constance Threinen, Biography files of Kathryn Clarenbach, Threinen Family Collection; Author's conversation with Denise Matyka, April 30, 2023; *1994 Wisconsin Women's Network Awards Dinner Honoring Constance Fuller Threinen, Stateswoman of the Year*. November 17. 1994.

fairness in the courts, ending gender-based violence, workplace equality and economic empowerment."[53]

- In 1982-83, she served as Vice-President of the Southwest-Wisconsin Coalition of Labor Union Women, and helped to organize and raise funds for the National Forum for Women and its Woodstock Conference Center in Illinois.
- In 1983, Governor Tony Earl named Clarenbach to the Wisconsin Women's Council, created by state statute to carry on some of the work that the Commission for the Status of Women had done. She served on the Council until 1986.[54]

As to Clarenbach's efforts to educate the public and promote reform, she gave as many as 40 speeches a year to business, industry and women's organizations in Wisconsin and across the country.[55] She developed working relationships with media contacts as the go-to person on women's issues and legislation. Beginning in the early 1970s, she often preferred working behind the scenes, so that her associates could represent the movement. She produced, wrote or edited nearly 30 publications for the UW-Extension and the Wisconsin Commission on the Status of Women, and produced two documentary films for public television, "Never Underestimate the Power of a Woman" (1972) and "NOW: Her Story" (1983). From 1979 to 1983, she was a familiar weekly voice on Wisconsin Public Radio's *Morning People*.

One of the outstanding achievements to which Clarenbach contributed was the passage in March 1984 by the Wisconsin Legislature of the 1983 AB 200, the Marital Property Reform Bill, signed into law by Governor Earl on April 4, 1984. Wisconsin was the first state to adopt a version of the Uniform Marital Property Act that served as a model for several other states.

Following her retirement in 1987, she participated in a series of taped interviews over several years, arranged by her friend, colleague and women's historian Gerda Lerner as a part of an oral history project to document the women's movement origins in Wisconsin and the Midwest. The principal interviewer was Pat Calchina. The recordings and transcripts provide a valuable and unparalleled resource of previously unpublished stories of the women's movement.

Many awards recognized Kathryn Clarenbach for her exemplary and tireless work on behalf of furthering women's rights and improving opportunities for women.

> We must all, whether woman or man, critically examine the culture in which we live and act, and do battle against the culturally destructive forces of which sexism and racism are among the more obnoxious in order to help build a responsible and creative society.[56]
>
> — Kathryn Clarenbach, October 20, 1988.[57]

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[53] Legal Momentum. NOW's Legal and Educational Defense Fund was founded in 1970 and renamed Legal Momentum in 2004. https://www.legalmomentum.org/about-us/history.

[54] Women's Council Programs - 1983 to present. State of Wisconsin Women's Council. https://womenscouncil.wi.gov/Pages/AboutUs/History.aspx.

[55] KC transcripts. November 17, 1987, 306.

[56] Op. cit., Threinen, "Kathryn Clarenbach," *Wisconsin Women: A Gifted Heritage*. 307. Awards included the Milwaukee Sentinel, Woman of the Year, 1967; Wisconsin NOW, Woman of the Year, 1980; B'nai B'rith Human Rights Award; Wisconsin Civil Libertarian of the Year, WCLU; First Annual Human Relations Award, Hall of Respect, Madison Public Schools; and a naming of two floors of Elizabeth Waters Hall of the University of Wisconsin.

[57] *Wisconsin Women's Network and the Wisconsin Women's Council, A Tribute to Kay Clarenbach: 25 Years, Looking Back, Moving Forward*. October 20, 1988, Sheraton Inn, Madison, Wisconsin. (Madison: The Network, 1988.)

Summary

Under Kathryn Clarenbach's leadership as a staff and civic volunteer, her work on commissions and women's organizations engaged the public, established communications and coalitions, and created records, educational documents and policy papers that articulated issues of importance to women. Her work helped gain public support for much of the change that was undertaken in laws and practices relating to women in Wisconsin and throughout the United States. In her speeches and writings, she emphasized the importance of serving all women of all races, ethnic heritages, abilities and means, young and old, rich and poor, urban and rural, conservative and liberal alike.

Her dignified bearing and academic credentials lent credibility to her positions on the demands of the evolving feminist and women's rights movement factions. As a founder and foremost organizer of many organizations, she served as a facilitator and mediator who bridged the gaps between traditional women's groups and feminist activists, with cool confidence, humor and grace.

Kathryn Clarenbach's achievements were exemplary in her family life, her organizational and educational work and should be acknowledged by the designation of the house in which she lived, conducted much of her work and raised her family, as a Madison landmark.

> Kay was the foremost organizer of the modern women's movement, recognized as such by all who worked with her. She usually acted behind the scenes, modestly and without drawing attention to herself, the inspirer of others, the facilitator, the mediator of conflicts, the reliable, sustaining force without which there is no social change.
>
> —Gerda Lerner, Kathryn Clarenbach's memorial service. Madison, WI. March 12, 1994.

6.) List of Bibliographical References

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7.) Additional Information

Photographs

Drive and front view looking southwest. 2229 Eaton Ridge, 2023.

Front entrance looking southeast. 2229 Eaton Ridge, 2023.

Rear view looking northwest. 2229 Eaton Ridge, 2023.

Front view looking southeast. 2229 Eaton Ridge, 2023.

Historic Images

Kathryn Clarenbach. Wisconsin State Journal Archives. Undated.

Dr. Kathryn Clarenbach and Betty Friedan and at the second annual meeting of the National Organization for Women (NOW). November 19, 1967. Photo by Marcia Cohen.

Governor's Commission on the Status of Women. May 8, 1968. Milwaukee Sentinel. Gary Tipler collection.

David Clarenbach, California Governor Jerry Brown, Kathryn Clarenbach at 2229 Eton Ridge. 1980. David Clarenbach collection.

Clarenbach family. L-R: Janet, Kathryn, David, Henry, Sara. 1980. David Clarenbach collection.

PLANNING DIVISION STAFF REPORT

December 4, 2023

PREPARED FOR THE LANDMARKS COMMISSION

Project Name & Address:	**Kathryn Clarenbach Residence Landmark Nomination** **2229 Eton Ridge**
Application Type(s):	Review of local landmark nomination
Legistar File ID #	80422
Prepared By:	Heather Bailey, Preservation Planner, Planning Division
Date Prepared:	November 30, 2023

Background Information

Parcel Location/Information: The subject site contains one lot, addressed as 2229 Eton Ridge, and is located within the West Lawn Heights National Register Historic District.

Relevant Ordinance Sections:

41.07 DESIGNATING LANDMARKS.

(1) Designation. The Common Council, after considering the recommendation of the Landmarks Commission under sub. (5) below, may designate a landmark according to this section.

(2) Standards. A site, improvement, or site with improvements may be designated as a landmark if the proposed landmark meets any of the following:

(a) It is associated with broad patterns of cultural, political, economic or social history of the nation, state or community.

(b) It is associated with the lives of important persons or with important event(s) in national, state or local history.

(c) It has important archaeological or anthropological significance.

(d) It embodies the distinguishing characteristics of an architectural type inherently valuable as representative of a period, style, or method of construction, or of indigenous materials or craftsmanship.

(e) It is representative of the work of a master builder, designer or architect.

(3) Nomination. Any person may nominate a site, improvement, or site with improvements for designation as a landmark. The person shall submit the nomination to the City Planning Division, to the attention of the Preservation Planner, on a nomination form approved by the Landmarks Commission. The nomination shall clearly identify the proposed landmark, landmark site, and document why it qualifies under sub. (2). The Preservation Planner may ask the person to submit additional information and documentation as needed to complete or clarify the nomination. When the Preservation Planner determines that the nomination is complete, the Preservation Planner shall refer the nomination to the Landmarks Commission.

(4) Landmarks Commission Review and Public Hearing. Whenever the Landmarks Commission receives a complete, accurate nomination under sub. (3), the Commission shall review the nomination. As part of its review, the Commission shall publish a hearing notice according to Sec. 41.06 and hold a public hearing on the nomination. The Commission may also conduct its own investigation of the facts, as it deems necessary.

(5) Landmarks Commission Action. After the Landmarks Commission holds a public hearing and completes its review under sub. (4), the Commission shall report to the Common Council a recommendation supporting or opposing the proposed landmark designation. The Commission may recommend landmark designation subject to terms and conditions that are consistent with

this chapter. The Commission shall send a notice of the recommendation to each owner of record of each lot on which the proposed landmark is located at least ten (10) days before any meeting at which the Common Council may act on the Commission's recommendation.

(6) Common Council Action. After considering the Landmarks Commission's report recommendation under sub. (5), and based on the standards under sub. (2), the Common Council shall vote to designate or decline to designate the property as a landmark. The City Clerk shall promptly notify the Building Inspector and the City Assessor of each landmark designation. The City Clerk shall record the designation with the Dane County Register of Deeds at the City's expense.

(7) Voluntary Supplemental Restrictions. The Common Council may at any time supplement the terms of a landmark designation, pursuant to an agreement between the landmark owner and the Landmarks Commission, to enhance the preservation and protection of the landmark.

(8) Recognition of Landmarks. Whenever the Common Council designates a landmark under sub. (6), the Landmarks Commission shall affix a plaque identifying the property as a landmark to the landmark or landmark site. The plaque shall be placed so that it is easily visible to passing pedestrians. In the case of a landmark structure, the plaque shall include the accepted name of the landmark, the date of its construction, and other information that the Landmarks Commission considers appropriate. In the case of a landmark that is not a structure, the plaque shall include the common name of the landmark and other information that the Commission considers appropriate. If the Commission determines that because the landmark is ecologically or culturally sensitive a plaque would be inappropriate, no plaque is required. No person may remove or modify a plaque without approval of the Preservation Planner.

Analysis and Conclusion

The property at 2229 Eton Ridge is proposed for landmark designation and includes a residential structure built in 1924, which was the home of noted feminist leader, Kathryn Clarenbach. The nominator is making the argument that the structure is eligible for designation under Criterion B with a period of significant from August 1, 1960 to March 4, 1994, which encompasses the years that Clarenbach lived and worked at this location. The nomination was funded by the Madison Trust for Historic Preservation with the support of the property owner.

MGO 41.07(2) Criterion B: It is associated with the lives of important person, and/or with important events in national, state, or local history.

The nomination makes a well-documented case for the significance of Kathryn Clarenbach, who made significant contributions to the rights of women at the local, state, and national levels. The nomination covers the breadth of her career and ties Clarenbach's activities to the places where she was engaging in her work. Rather than simply being her residence, the family home was often her office and the site for various planning meetings for a number of activities, including serving as the initial base of operations for the National Organization of Women.

MGO 41.07(5) Landmarks Commission Action: "…the Commission shall report to the Common Council a recommendation supporting or opposing the proposed landmark designation. The Commission may recommend landmark designation subject to terms and conditions that are consistent with this chapter."

The Landmarks Commission is a referring entity for landmark nominations. The role of the Commission is to review the proposed nomination and decide if the nomination makes a successful case in relation to the criteria in the Ordinance. The Commission's recommendation is made to the Common Council, who will make a final determination on if the nomination meets the criteria for designation as a Madison landmark. The Commission should make specific findings for their recommendation of approval or denial. The Commission may recommend changes to the draft nomination.

Recommendation

Staff believes the standards for designating the property as a Madison landmark are met and recommend the Landmarks Commission refer the nomination to Common Council for designation as proposed.

MADISON TRUST
for Historic Preservation

P.O. Box 296
Madison, WI 53701-0296
(608) 441-8864
info@madisonpreservation.org
www.madisonpreservation.org

November 30, 2023

To: City of Madison Landmarks Commission

Re: Kathryn Clarenbach Family Residence (2229 Eton Ridge) landmark nomination
Landmarks Commission Meeting December 4, 2023 (Item 2), Legistar File No. 80422

Dear Commissioners,

Pursuant to the provisions of Sec. 41.07, MGO, the Madison Trust for Historic Preservation nominates the Kathryn Clarenbach Family Residence at 2229 Eton Ridge for designation as a Madison Landmark.

As summarized in the nomination itself, Kathryn Clarenbach was a key figure in the second wave of feminism, organizing the first and only National Women's Conference which was attended by 20,000 in Houston, Texas, and serving as the first chairperson of the National Organization of Women (NOW). Clarenbach organized and, for 15 years, chaired the Governor's Commission on the Status of Women (Wisconsin) and led Wisconsin legislative efforts relating to sexual assault, divorce and marital property.

The Kathryn Clarenbach Family Residence is already a contributing building in the National Register West Lawn Heights Historic District. It was constructed in 1924 and the current nomination identifies a period of significance from 1960 to 1994. This structure figured prominently in Madison's "Underrepresented Communities Historic Resource Survey Report" (2020) and satisfies the landmark designation criteria set forth in Sec. 41.07(2)(a) and (b) because it is "associated with broad patterns of cultural, political, economic, or social history of the nation, state, or community" and is "associated with the lives of important persons, and/or with important events in national, state, or local history."

The nomination was carefully prepared by Gary Tipler at the behest of the Madison Trust and is strongly supported by the Madison Trust.

Sincerely,

Rick Chandler

Rick Chandler
President, Madison Trust for Historic Preservation

Bailey, Heather

From: Janet Mallon <jacmallon575@gmail.com>
Sent: Friday, December 1, 2023 4:57 AM
To: Bailey, Heather
Cc: David Clarenbach; Gary Tipler
Subject: Kathryn F. Clarenbach landmark home consideration

Caution: This email was sent from an external source. Avoid unknown links and attachments.

I'm writing to Ms. Bailey and the Madison Landmark Commission to voice my support of Gary Tipler's recent proposal. The proposal is to designate Kathryn Clarenbach's Madison home at 2229 Eton Ridge as a landmark home. Kathryn Clarenbach (my mother) has contributed to and dedicated most of her life to equality and equal rights for women. As Mr. Tipler has thoroughly researched and documented, much of that planning was done at 2229 Eton Ridge.
Dr. Clarenbach's work had a wide range effect on not only Madison but on our nation as well.

Designating 2229 Eton Ridge as a Landmark Home would be a great tribute to not only the person, Kathryn F. Clarenbach, but to the environment and city where her work was done. I strongly support that designation.

Sincerely,
Janet A. Clarenbach Mallon

Retired Science Teacher
575 Liddle Harris Road
Putnam Station, NY. 12861
email: jacmallon575@gmail.com
cellphone: (518) 813-2758

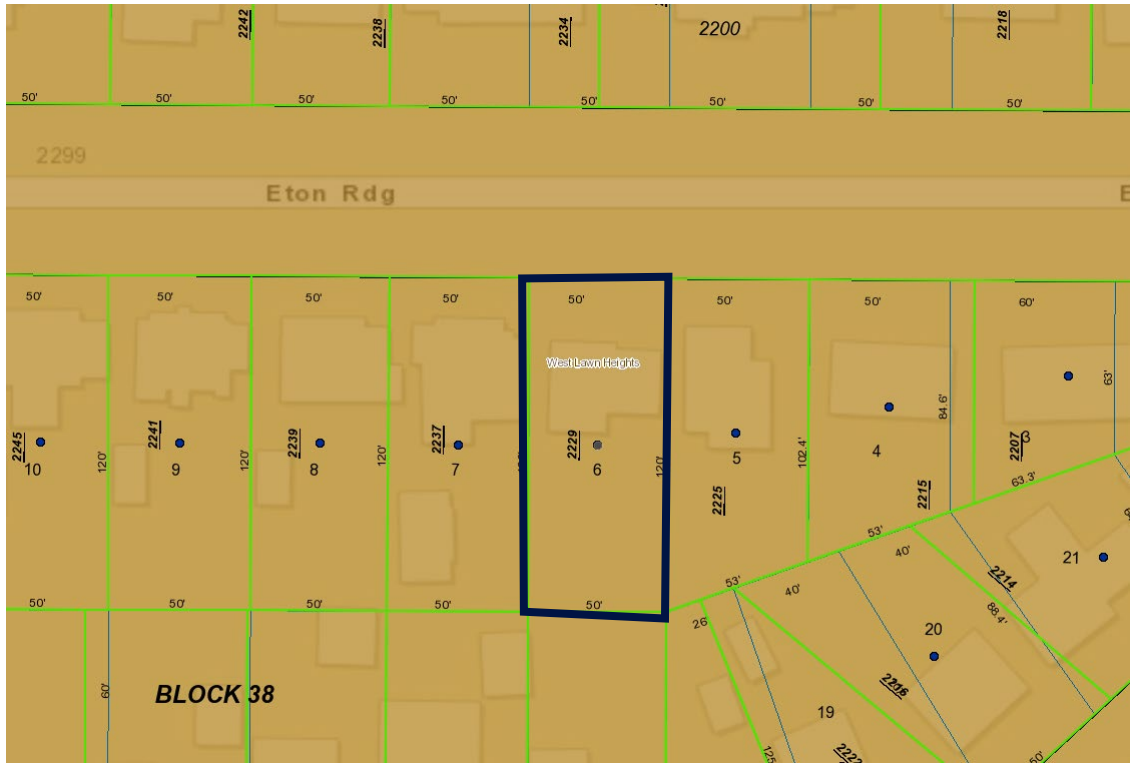
Sent from my iPhone

Landmark Nomination 2229 Eton Ridge

December 4, 2023

Proposed work

- Landmark designation for 2229 Eton Ridge
- Criterion B



Applicable Standards — MGO 41.07 Criterion B

<u>It is associated with the lives of important person or with important event(s) in national, state or local history</u>

- Home and office of Kathryn Clarenbach, August 1, 1960-March 4, 1994
- Clarenbach made significant contributions to the rights of women at the local, state, and national levels

Applicable Standards — MGO 41.07(5)

Landmarks Commission Action: "…the Commission shall report to the Common Council a recommendation supporting or opposing the proposed landmark designation. The Commission may recommend landmark designation subject to terms and conditions that are consistent with this chapter."

Staff Recommendation

Staff believes the standards for designating the property as a Madison landmark are met and recommend the Landmarks Commission refer the nomination to Common Council for designation as proposed.

Public Government Registrants Report

LOUISIANA HB 60 FIM - Louisiana Commission on Marriage

Date/Time	Role	Member	Decision	Organization/Jurisdiction	Cast	Count	Rule
Motion: Amd 1 Rep Rep Hodge - Lenhardt Substitute Amend 1							
2/11/24, 2:00:00 PM	Rep Rep Hodge - Lenhardt Substitute Amend 1	Tassin	Yea	Yea	Yea		
			Support / Opposed / Neither: 1 - 0 - 0				
Motion: Amd 1 Amendment Rep. Stephens - Amendment Amend 1							
2/11/24, 2:00:00 PM	Rep Rep Stephens - Amendment Amend 1	Tassin	Yea	Yea	Yea		
			Support / Opposed / Neither: 1 - 0 - 0				
Motion: Amd 1 Amendment Rep. Stephens - Amendment Amend 1 Amendment							
2/11/24, 2:00:00 PM	Rep Rep Stephens - Amendment Amend 1 Amendment	Tassin	Yea	Yea	Yea		
			Support / Opposed / Neither: 1 - 0 - 0				
Motion: Amd 1 Amendment Rep. Stephens - Amendment Amend 1 Amendment							
2/11/24, 2:00:00 PM	Rep Rep Stephens - Amendment Amend 1 Amendment	Tassin	Yea	Yea	Yea		
			Support / Opposed / Neither: 1 - 0 - 0				
Motion: Amd 1 Rep Rep Hodge - Lenhardt Substitute Amend 1							
2/11/24, 2:00:00 PM	Rep Rep Hodge - Lenhardt Substitute Amend 1

LANDMARKS COMMISSION MEETING REPORT

December 4, 2023

Agenda Item #:	2
Project Title:	2229 Eton Ridge - Landmark Nomination (District 5)
Legistar File ID #:	80422
Prepared By:	Heather Bailey, Preservation Planner
Members:	Present: Richard Arnesen, Edna Ely-Ledesma, Molly Harris, Katie Kaliszewski, Ald. Amani Latimer Burris, Jacob Morrison, and Maurice Taylor Excused: None

Summary

Gary Tipler, registering in support and wishing to speak

Kaliszewski opened the public hearing.

Bailey provided background information on the project. Tipler spoke about the nomination that they prepared.

Kaliszewski closed the public hearing.

Harris said that the proposal was very thoroughly researched and was an interesting story to read. She added that it demonstrated the significance of this individual and therefore the home, following Criterion B.

Kaliszewski thanked Tipler for completing the nomination.

Action

A motion was made by Harris, seconded by Arnesen, to Refer the landmark nomination to the Common Council for designation. The motion passed by voice vote/other.

PLANNING DIVISION STAFF REPORT

January 9, 2024

PREPARED FOR THE COMMON COUNCIL

Project Name & Address:	**Kathryn Clarenbach Residence Landmark Nomination** **2229 Eton Ridge**
Application Type(s):	Review of local landmark nomination
Applicant:	Gary Tipler
Legistar File ID #	80422
Prepared By:	Heather Bailey, Preservation Planner, Planning Division
Date Prepared:	December 12, 2023

Background Information

On December 4, 2023, the Landmarks Commission reviewed the draft landmark nomination for the property at 2229 Eton Ridge. ***Landmarks Commission recommended to Common Council that the nomination meets the criteria for designation under Criterion B for its association with the life and work of Kathryn Clarenbach from August 1, 1960 to March 4, 1994***. This nomination is coming forward at the request of the property owner and with funding for the nomination from the Madison Trust for Historic Preservation.

The Common Council must complete its own review, after considering the report from the Landmarks Commission, of if the proposed nomination meets the criteria for designation. Please see the Landmarks Commission Action Report for details of the discussion and also the staff report from that meeting, which evaluates the substance of the draft nomination.

MGO 41.07 Designating Landmarks

(2) Standards. A site, improvement, or site with improvements may be designated as a landmark if the proposed landmark meets any of the following:

- (a) It is associated with broad patterns of cultural, political, economic or social history of the nation, state or community.
- (b) It is associated with the lives of important persons or with important event(s) in national, state or local history.
- (c) It has important archaeological or anthropological significance.
- (d) It embodies the distinguishing characteristics of an architectural type inherently valuable as representative of a period, style, or method of construction, or of indigenous materials or craftsmanship.
- (e) It is representative of the work of a master builder, designer or architect.

(6) Common Council Action. After considering the Landmarks Commission's report recommendation under sub. (5), and based on the standards under sub. (2), the Common Council shall vote to designate or decline to designate the property as a landmark.

Possible Common Council Actions

The Common Council may take any of the following actions:

1. Adopt landmark nomination
   Findings: 2229 Eton Ridge is eligible as a Madison Landmark under 41.07(2)(b): significant person as the home and office of Kathryn Clarenbach, a key leader in the Women's Rights Movement, with a period of significance of August 1, 1960 to March 4, 1994.

2. Not Adopt landmark nomination
   Findings: The nomination does not meet the criteria for designation as a Madison Landmark.

City of Madison

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

Master

File Number: 80837

File ID:	80837	**File Type:**	Resolution	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	PUBLIC MARKET DEVELOPMENT COMMITTEE
				File Created Date :	11/14/2023
File Name:	Public Market Development Committee Dissolution			**Final Action:**	

Title: Authorizing the Dissolution of the Public Market Development Committee (District 12)

Notes:

CC Agenda Date: 01/09/2024

Agenda Number: 53.

Sponsors: Amani Latimer Burris, Marsha A. Rummel, Satya V. Rhodes-Conway, Yannette Figueroa Cole And Barbara Harrington-McKinney

Effective Date:

Attachments:

Enactment Number:

Author: George Reistad, Business Development Specialist

Hearing Date:

Entered by: cklawiter@cityofmadison.com

Published Date:

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	11/14/2023	Maggie McClain	Approve	12/4/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Economic Development Division	11/14/2023	Referred for Introduction				
	Action Text: This Resolution was Referred for Introduction						
	Notes: Public Market Development Committee (12/7/23), Common Council (1/9/24)						
1	COMMON COUNCIL	11/21/2023	Refer	PUBLIC MARKET DEVELOPMENT COMMITTEE			Pass
	Action Text: A motion was made by Currie, seconded by Figueroa Cole, to Refer to the PUBLIC MARKET DEVELOPMENT COMMITTEE. The motion passed by voice vote/other.						
1	PUBLIC MARKET DEVELOPMENT COMMITTEE	12/07/2023	RECOMMEND TO COUNCIL TO ADOPT		01/09/2024		Pass

Action Text: Chair Reynolds thanked PMDC members for their service and hard work. Questions related to future opportunities for involvement with the Public Market should be directed to the Madison Public Market Foundation.

A motion was made by Peterson and a second by Latimer Burris to recommend dissolution of the PMDC. The motion passed.

Text of Legislative File 80837

Fiscal Note

The proposed resolution would authorize the dissolution of the Public Market Development Committee. No City appropriation required.

Title

Authorizing the Dissolution of the Public Market Development Committee (District 12)

Body

WHEREAS, on July 5, 2011, the Common Council approved the creation of the "Madison Local Food Committee" to advise the Mayor and Common Council on initiatives that could help strengthen and support the local food economy (Legislative File # 22780); and

WHEREAS, on November 22, 2016, the Common Council approved changing the name of the "Madison Local Food Committee" to the "Public Market Development Committee" and refined the scope of the committee's work to focus on advancing the establishment of a public market in Madison (Legislative File # 44612); and

WHEREAS, members of the Local Food Committee and then the Public Market Development Committee -- in partnership with City leadership (Mayor and Common Council), EDD staff, and the Madison Public Market Foundation -- have worked diligently for more than 10 years to do the following:

- In 2013, secured $250,000 in funding authorized by the Common Council and selected Project for Public Spaces to create a business plan for the Madison Public Market, which included three phases: (1) visioning, asset mapping, and outreach to potential vendors and customers, (2) site exploration, and (3) creation of a detailed business plan, as well as a Racial Equity and Social Justice analysis of the project; and
- In 2016, adopted an implementation strategy that provided a framework for future work on the Madison Public Market project; and
- In 2017, launched the MarketReady Program and selected the Northside Planning Council as program operator; and
- In 2018, selected the Madison Public Market Foundation as the operator for the Madison Public Market; and
- Between 2019 and 2023, approved funding from multiple sources, including City TIF funding, Dane County funding, federal ARPA funding, and State of WI Neighborhood Investment Fund Program funding; and

WHEREAS, Legislative File # 44612 creating the Public Market Development Committee states that "*the Public Market Development Committee will be a temporary committee established to implement the Madison Public Market Project and to create a plan and timeline for the transition of operational control of the Public Market from the City to the non-profit operator, at which point the Public Market Development Committee will dissolve*"; and

WHEREAS, on October 17, 2023 the Madison Common Council authorized and adopted a

budget amendment that provided $1.64 million in funding to pay for the lowest bid received for public works construction of the Madison Public Market; and

WHEREAS, on October 19, 2023 the Dane County Board of Supervisors authorized and adopted a budget amendment that provided $1 million in funding to pay for furniture, fixtures, and equipment (FFE) for the Madison Public Market; and

WHEREAS, the public works construction contract for the Madison Public Market has been authorized and fully funded via Legislative File #80106.

NOW THEREFORE BE IT RESOLVED, that the Common Council thanks the Public Market Development Committee for its work on the implementation of the Madison Public Market, declares its duties complete, and hereby dissolves the Committee.

City of Madison

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

Master

File Number: 79700

File ID:	79700	**File Type:**	Claim	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	09/05/2023
File Name:	CLAIM: J. Carstensen - vehicle damage - $506.38.			**Final Action:**	
Title:	J. Carstensen - vehicle damage - $506.38.				
Notes:	EVL004910				
				CC Agenda Date:	01/09/2024
				Agenda Number:	54.
Sponsors:				**Effective Date:**	
Attachments:				**Enactment Number:**	
Author:				**Hearing Date:**	
Entered by:	mlloyd@cityofmadison.com			**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	COMMON COUNCIL	09/19/2023	Referred	Risk Manager		12/06/2023	
	Action Text:	This Claim was Refer to the Risk Manager					
1	Risk Manager	12/06/2023	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 79700

Title

J. Carstensen - vehicle damage - $506.38.

Body

Claim received 08/30/2023.

City of Madison

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

Master

File Number: 80997

File ID:	80997	**File Type:**	Claim	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	11/27/2023
File Name:	CLAIM: J. Egan - property damage - $723.49.			**Final Action:**	

Title: J. Egan - property damage - $723.49.

Notes: EVL005117

		CC Agenda Date:	01/09/2024
		Agenda Number:	55.
Sponsors:		**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	mlloyd@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	COMMON COUNCIL	12/05/2023	Referred	Risk Manager		01/02/2024	
	Action Text:	This Claim was Referred to the Risk Manager					
1	Risk Manager	01/02/2024	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 80997

Title

J. Egan - property damage - $723.49.

Body

Claim received 11/23/2023.

City of Madison

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

Master

File Number: 81015

File ID:	81015	**File Type:**	Claim	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	11/27/2023
File Name:	CLAIM: G. Bennett - property damage - more than $1.			**Final Action:**	

Title: G. Bennett - property damage - more than $1.

Notes: EVL005123

		CC Agenda Date:	01/09/2024
		Agenda Number:	56.
Sponsors:		**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	mlloyd@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	COMMON COUNCIL	12/05/2023	Referred	Risk Manager		12/06/2023	
	Action Text:	This Claim was Referred to the Risk Manager					
1	Risk Manager	12/06/2023	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 81015

Title

G. Bennett - property damage - more than $1.

Body

Claim received 11/21/2023.

City of Madison

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

Master

File Number: 81041

File ID:	81041	**File Type:**	Claim	**Status:**	Report of Officer
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	11/29/2023
File Name:	CLAIM: K. Benefield of AFNI for N. Blackmore - vehicle damage - $3,081.82.			**Final Action:**	

Title: K. Benefield of AFNI for N. Blackmore - vehicle damage - $3,081.82.

Notes: EVL004999

		CC Agenda Date:	01/09/2024
		Agenda Number:	57.
Sponsors:		**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	mlloyd@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	COMMON COUNCIL	12/05/2023	Referred	Risk Manager		01/02/2024	
	Action Text:	This Claim was Referred to the Risk Manager					
1	Risk Manager	01/02/2024	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 81041

Title

K. Benefield of AFNI for N. Blackmore - vehicle damage - $3,081.82.

Body

Claim received 11/28/2023.

City of Madison

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

Master

File Number: 81016

File ID:	81016	**File Type:**	Ordinance	**Status:**	Unfinished Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	11/28/2023
File Name:	Alder Pay Adjustments			**Final Action:**	

Title: Amending Section 3.50 of the Madison General Ordinances related to Salaries of Officials to update salaries for Alders.

Notes: 6823AlderPayAdjustments

		CC Agenda Date:	12/05/2023
		Agenda Number:	58.
Sponsors:	Yannette Figueroa Cole And Juliana R. Bennett	**Effective Date:**	
Attachments:	81016 Body	**Enactment Number:**	
Author:	Michael Haas	**Hearing Date:**	
Entered by:	mglaeser@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	11/28/2023	Michael Haas	Approved as to Form	12/18/2023
1	2	11/28/2023	Elizabeth York	Approve	12/18/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	11/28/2023	Referred for Introduction				
	Action Text:	This Ordinance was Referred for Introduction					
	Notes:	Common Council (1/9/24)					
1	COMMON COUNCIL	12/05/2023	Refer to a future Meeting to Adopt	COMMON COUNCIL			
	Action Text:	This Ordinance was Referred to a future Meeting to Adopt to the COMMON COUNCIL					
	Notes:	Adopt 1/9/24					

Text of Legislative File 81016

Fiscal Note

The proposed ordinance increases the annual salary of alders from $15,128 to $24,218 effective April 15, 2025. This ordinance also increases the annual salaries of the Common Council President from $18,407 to $29,467 and the Vice President from $16,319 to $26,124 effective April 15, 2025. Effective every two years thereafter, the salaries will be adjusted by a percentage equal to the percentage of any increases for managerial employees in the previous two years. The annual cost of the increase, including benefits is $204,000. The 2025 cost, including benefits is $147,600. Funding for the increase will need to be included in the 2025 adopted operating budget. No appropriation is required at this time.
The 2023 adopted operating budget included funding for a proposed increase to alder pay effective April 18, 2023, via Common Council amendment #13-SUB. Per the amendment, alder annual pay would increase from $14,904 to $20,604. The Council President's annual pay would increase from $18,135 to $25,071 and the Vice President's annual pay would increase from $16,078 to $22,226; both positions continuing to receive a premium based on the hourly rate differentials at that time. While the 2023 budget included funding for the pay increase, per Wisconsin Statutes, the increase must also be codified in ordinance passed by a three-fourths vote of all members of the Council. Passage of the ordinance failed, therefore, alder pay rates were not increased. The funding will lapse to the general fund reserves at the end of 2023.

Title

Amending Section 3.50 of the Madison General Ordinances related to Salaries of Officials to update salaries for Alders.

Body

DRAFTER'S ANALYSIS: This ordinance would increase the annual salary of alders to $24,218 effective April 15, 2025. Effective every two years thereafter, the salary of alders would be adjusted by a percentage equal to the percentage of any increases for managerial employees in the previous two years. This ordinance also increases the annual salaries of the Common Council President and Vice President effective April of 2025 with the same biannual adjustments.

****

Please see Legistar File No. 81016 Body in Attachments.

Legistar File No. 81016 Body

DRAFTER'S ANALYSIS: This ordinance would increase the annual salary of alders to $24,218 effective April 15, 2025. Effective every two years thereafter, the salary of alders would be adjusted by a percentage equal to the percentage of any increases for managerial employees in the previous two years. This ordinance also increases the annual salaries of the Common Council President and Vice President effective April of 2025 with the same biannual adjustments.

****

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

1. Section 3.50 entitled "Salaries of Mayor and Officials" of the Madison General Ordinances is amended as follows:

"(1) Pursuant to the provisions of Wis. Stat. § 62.09(6), and except as set forth in sub. (2) hereof, the salaries of City officers are hereby fixed at the rates hereafter indicated and shall not be increased or diminished during the term for which said officers are elected or appointed:

	Annual Salary
Members of the Board of Public Works, excluding the ~~Alderpersons~~ Alders and City employees, (each) per year	$100.00
Members of the Board of Review (each) per diem	$20.00

(a) ~~Alderpersons~~ Alders .
Effective the term that begins ~~April 21, 2015~~ April 15, 2025, the ~~Alderpersons'~~ Alders' salaries, except for that of President and Vice President of the Common Council, shall be ~~$12,692~~ $24,218. Effective the term that begins ~~April 18, 2017~~ April 20, 2027, and thereafter, that amount shall be adjusted by a percentage equal to the resultant percentages calculated two years previously for managerial employees pursuant to Sec. 3.54(9)(c), MGO, rounded to the nearest whole percentage, and shall be effective the second pay period in April of each year of the ~~Aldermanic~~ Alder term. ~~Alderpersons~~ Alders are paid on a bi-weekly basis consistent with the City's established payroll periods.

(b) Mayor.
Effective the term that begins April 20, 2011, the Mayor's salary shall be $125,500.44. Effective the term that begins April 21, 2015, that amount shall be adjusted by a percentage equal to the combined four (4) annual percentage changes calculated for managerial employees in the previous four (4) years pursuant to Sec. 3.54(9)(c), MGO. Thereafter that amount shall be adjusted by a percentage equal to the resultant percentages calculated four years previously for managerial employees pursuant to Sec. 3.54(9)(c), rounded to the nearest whole percentage, and shall be effective the second pay period in April of each year of the mayoral term. The Mayor is paid on a bi-weekly basis consistent with the City's established payroll periods.
Effective April 16, 2019, the Mayor shall be entitled to twenty (20) days of vacation in each year of the first four (4)-year term in office and twenty-five (25) days of vacation in each year of any subsequent consecutive four (4)-year term in office. Credited but unused vacation in excess of ten (10) days may be carried forward to the succeeding year. The Mayor shall be paid in full for credited but unused vacation existing on the day the Mayor leaves office. In addition to this

salary and vacation time, the benefit provided for in Sec. 3.54(27) of these ordinances shall be afforded to qualifying Mayors.

(c) President of the Common Council.
Effective the term that begins ~~April 21, 2015~~ April 15, 2025, the President's salary shall be ~~$15,444~~ $29,467. Effective the term that begins ~~April 18, 2017~~ April 20, 2027, thereafter, that amount shall be adjusted by a percentage equal to the resultant percentages calculated two years previously for managerial employees pursuant to Sec. 3.54(9)(c), MGO, rounded to the nearest whole percentage, and shall be effective the second pay period in April of each year of the Aldermanic term.

(d) Vice President of the Common Council.
Effective the term that begins ~~April 21, 2015~~ April 15, 2025, the Vice President's salary shall be ~~$13,692~~ $26,124. Effective the term that begins ~~April 18, 2017~~ April 20, 2027, thereafter, that amount shall be adjusted by a percentage equal to the resultant percentages calculated two years previously for managerial employees pursuant to Sec. 3.54(9)(c), MGO, rounded to the nearest whole percentage, and shall be effective the second pay period in April of each year of the Aldermanic term.

(2) Election to Refuse Salary. Pursuant to Wis. Stat. § 66.0505, the Mayor, any ~~alderperson~~ alder, the Mayor-elect or any ~~alderperson-elect~~ alder-elect may refuse to accept, in whole or in part, the salary that he or she is otherwise entitled to receive. The person refusing to accept such salary shall give notice to the City Clerk and Treasurer in the manner and at the times specified in, and the notice shall have the effects set forth in, Wis. Stat. § 66.0505."

City of Madison

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

Master

File Number: 80856

File ID:	80856	**File Type:**	Resolution	**Status:**	Unfinished Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	11/15/2023
File Name:	Awarding Accessible Taxi Cab Grant Funds			**Final Action:**	

Title: Awarding Accessible Taxi Cab Grant funds established by Resolution RES-23-00196 (Legistar File No. 75053) to Union Cab of Madison Cooperative (Union Cab) and Authorizing the Mayor and City Clerk to enter into a contract with Union Cab for the purchase of three accessible vehicles in accordance with the grant.

Notes: AccessibleTaxiGrant

		CC Agenda Date:	12/05/2023
		Agenda Number:	59.
Sponsors:	Dina Nina Martinez-Rutherford, Juliana R. Bennett, Derek Field, MGR Govindarajan And Charles Myadze	**Effective Date:**	
Attachments:	#109 80856 reg report 12.5 CC mtg.pdf	**Enactment Number:**	
Author:	Eric Finch	**Hearing Date:**	
Entered by:	mglaeser@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	11/15/2023	Ryan Pennington	Approve	12/5/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	11/15/2023	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Common Council (12/5/23)					
1	COMMON COUNCIL	11/21/2023	Refer to a future Meeting to Adopt	COMMON COUNCIL			Pass
	Action Text:	A motion was made by Currie, seconded by Figueroa Cole, to Refer to a future Meeting to Adopt to the COMMON COUNCIL. The motion passed by voice vote/other.					

1	COMMON COUNCIL	12/05/2023	Re-refer to a Future Meeting to Adopt	COMMON COUNCIL	Pass

Action Text: A motion was made by Figueroa Cole, seconded by Rummel, to Re-refer to a Future Meeting to Adopt to the COMMON COUNCIL. The motion passed by voice vote/other.

There was one registrant in support.

Notes: Adopt 1/9/24

Text of Legislative File 80856

Fiscal Note

A previous Resolution (Enacted RES-23-00196) amended the Transportation Department's 2023 Adopted Capital Budget, adding $250,000 in General Fund supported GO borrowing to support a new grant program, making grant funding available for the purpose of subsidizing the purchase of accessible taxi cabs. This resolution would award those funds.

Title

Awarding Accessible Taxi Cab Grant funds established by Resolution RES-23-00196 (Legistar File No. 75053) to Union Cab of Madison Cooperative (Union Cab) and Authorizing the Mayor and City Clerk to enter into a contract with Union Cab for the purchase of three accessible vehicles in accordance with the grant.

Body

WHEREAS, transportation is a critical civil rights issue for people with disabilities. The Americans with Disabilities Act (ADA), passed in 1990, was intended to ensure the equal treatment and equal access of people with disabilities and prohibit discrimination on the basis of disability. Despite this, the Disabled/disability community has experienced disparities in transportation services for decades; and,

WHEREAS, accessible and reliable transportation is necessary for the inclusion of people with disabilities in education, employment, recreation, and all other aspects of the community. Ensuring access to transportation promotes equity and opportunity for Madison's Disabled/disability community; and,

WHEREAS, the 2023 Capital budget was amended to include a new program in the Transportation Department with $250,000 in funding to support an accessible taxi cab grant program, supported by GO borrowing.

WHEREAS, the City of Madison Transportation Commission reviewed, amended, and approved the scoring criteria for the new grant program.

WHEREAS, Union Cab's grant application meets the criteria outlined in the grant and was the sole application received.

NOW, THEREFORE, BE IT RESOLVED that the Accessible Taxi Cab Grant funds established by Resolution RES-23-00196 (Legistar File No. 75053) be awarded to Union Cab of Madison Cooperative (Union Cab).

BE IT FURTHER RESOLVED that the Mayor and the City Clerk are authorized to execute necessary contracts pursuant to the grant program and approved scoring criteria in a form approved by the City Attorney for the purchase of three accessible vehicles.

EDITOR'S NOTE:

Working title: Awarding Accessible Taxi Cab Grant funds established ~~via~~ by Resolution RES-23-00196 (Legistar File No. 75053) to Union Cab of Madison Cooperative (Union Cab) and Authorizing the Mayor and City Clerk to enter into a contract with Union Cab for the purchase of three accessible vehicles in accordance with the grant.

Public Comment Registrants Report

12/05/2023 06:30 PM - Common Council				Representing Organization				Lobbying
Agenda Item Registered	Name	Support	Speaking	Y/N	Name(s)	Paid	Duties	Rep
AGENDA ITEM: 109 BY TITLE ONLY: Awarding Accessible Taxi Cab Grant funds established via Legistar File No. 75053 to Union Cab of Madison Cooperative (Union Cab) and Authorizing the Mayor and City Clerk to enter into a contract with Union Cab for the purchase of three accessible vehicles in accordance with the grant.								
109 12/05/23 06:54 AM	**Bill Carter** District: 12 2458 Pennsylvania Ave Madison, WI 53704	Support	Available to answer questions	Yes	Union Cab of Madison Cooperative 2458 Pennsylvania Ave Madison, WI 53704	No	Yes	No
		Support: 1 **Opposed**: 0 **Neither**: 0 Counts distinct registrants and removes duplicate votes						
		Total Registrants: 1						

City of Madison

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

Master

File Number: 81021

File ID:	81021	**File Type:**	Resolution	**Status:**	Unfinished Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	11/28/2023
File Name:	Naming Steven Espada Dawson as Madison's Poet Laureate			**Final Action:**	

Title: Naming Steven Espada Dawson as Madison's Poet Laureate

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	60.
Sponsors:	Satya V. Rhodes-Conway And Marsha A. Rummel	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:	Karin Wolf	**Hearing Date:**	
Entered by:	kwolf@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	11/29/2023	Maggie McClain	Approve	12/19/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Department of Planning and Community and Economic Development	11/28/2023	Referred for Introduction				
	Action Text: This Resolution was Referred for Introduction						
	Notes: Common Council (1/9/24)						
1	COMMON COUNCIL	12/05/2023	Refer to a future Meeting to Adopt	COMMON COUNCIL			
	Action Text: This Resolution was Referred to a future Meeting to Adopt to the COMMON COUNCIL						
	Notes: Adopt 1/9/24						

Text of Legislative File 81021

Fiscal Note

No City appropriation required.

Title

Naming Steven Espada Dawson as Madison's Poet Laureate

Body

WHEREAS, poetry tells the history of humanity and locates community at a particular point in time; and,

WHEREAS, poetry is a way of one human being reaching out to another across ages, across times, across cultures; and,

WHEREAS, poetry is a visual art form as much as it is music; and,

WHEREAS, knowledge of poetic traditions allows us to know more about our own culture and lives, and serves as a passport to other cultures and worlds; and,

WHEREAS, on November 9, 2023 the Madison Arts Commission met to vet Poet Laureate applicants and after careful consideration, with the current Poet Laureate's input, the Madison Arts Commission recommend Steven to serve as the next Madison Poet Laureate and Katrin Talbot as first runner up; and

WHEREAS, Steven is a first generation Mexican American, born to a single mother, poetry became a creative outlet for him and driving force for Dawson to become the first in his immediate family to graduate high school; and,

WHEREAS, after graduating from Purdue with an MFA in Creative Writing, he was awarded a Ruth Lily Fellowship from the Poetry Foundation allowing him to teach, judge, and edit poetry for multiple communities; and,

WHEREAS, from 2020 to 2022 Steven worked with the Austin Public Library Foundation supporting creative programming for undeserved youth including mentoring Austin's Youth Poet Laureate program, and serving as a Guest Lecturer for the Mayor's Book Club; and,

WHEREAS, in 2022 Steven moved to Madison, WI to receive a Jay C. and Ruth Hall Poetry Fellowship from the Wisconsin Institute for Creative Writing; and,

WHEREAS, Steven is committed to preserving the legacy of past Madison Poets Laureate by continuing to support the programs they created; and,

WHEREAS, the Madison Arts Commission enthusiastically supports the nomination of Steven as the next Poet Laureate of Madison;

NOW THEREFORE BE IT RESOLVED, that the Mayor and Common Council of the City of Madison, Wisconsin does hereby name Steven Espada Dawson Madison Poet Laureate effective January 15, 2024.

City of Madison

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

Master

File Number: 81286

File ID:	81286	**File Type:**	Ordinance	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	12/15/2023
File Name:	Marty Century Farms Attachment			**Final Action:**	

Title: Creating Section 15.01(658) of the Madison General Ordinances entitled "City Boundaries" and being part of the chapter entitled "Alder Districts and Wards" attaching to the 20th Alder District the property located in the Town of Middleton on the northside of Mid Town Road between Marty Road and South Gammon Road, creating Section 15.02(160) of the Madison General Ordinances to attach the property to Ward 160, and assigning a temporary zoning classification of Temp. A (Agricultural) District. (District 20)

Notes: 6825MartyCentFarmsAttach

		CC Agenda Date:	01/09/2024
		Agenda Number:	61.
Sponsors:	Satya V. Rhodes-Conway	**Effective Date:**	
Attachments:	Marty Century Farm Attachment Worksheet_Initial_12-14-23, Attachment Map	**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	12/21/2023	Michael Haas	Approved as to Form	1/4/2024
1	2	1/2/2024	Ryan Pennington	Approve	1/10/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	12/15/2023	Referred for Introduction				

Action Text: This Ordinance was Referred for Introduction
Notes: Common Council (1/23/24)

Text of Legislative File 81286

Fiscal Note

No additional City appropriation is required for the proposed parcel attachment. The 2022 property taxes collected by the Town of Middleton were $23.00. There is no revenue sharing agreement with this attachment.

Title

Creating Section 15.01(658) of the Madison General Ordinances entitled “City Boundaries" and being part of the chapter entitled “Alder Districts and Wards" attaching to the 20th Alder District the property located in the Town of Middleton on the northside of Mid Town Road between Marty Road and South Gammon Road, creating Section 15.02(160) of the Madison General Ordinances to attach the property to Ward 160, and assigning a temporary zoning classification of Temp. A (Agricultural) District. (District 20)

Body

DRAFTER’S ANALYSIS: This ordinance attaches the property located in the Town of Middleton on the northside of Mid Town Road between Marty Road and South Gammon Road in the Town of Middleton and assigns a temporary zoning classification of Temp. A (Agricultural) District.

****

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

An ordinance to create Subsection (658) 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”.

WHEREAS, a petition for attachment with scale map attached was filed with the City Clerk of Madison on December 11, 2023 and has been presented to the Madison Common Council requesting attachment of the below-described territory to the City of Madison from the Town of Middleton; said petition having been signed by the owners of all of the land in the territory and notice of property attachment having been given to the Town of Middleton; and

WHEREAS, investigation by the City of Madison discloses that as of this date the above representations are true, the Common Council now accepts the petition as sufficient and determines that the said attachment proceeding meets the requirements of the City of Madison and Town of Middleton Cooperative Plan approved pursuant to Wis. Stat. § 66.0307;

NOW, THEREFORE, the Common Council of the City of Madison do ordain as follows:

1. Subsection (658) 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 SW 1/4 of the SE 1/4 and the SE 1/4 of the SW 1/4 of Section 35, T7N, R8E, Town of Middleton, Dane County, Wisconsin to-wit:

Commencing at the South 1/4 corner of said Section 35; thence N01°20’58”W, 33.00 feet to a point on the North right-of-way line of Mid Town Road, also being the Point of Beginning; thence S88°13’54”W, 23.25 feet along said North right-of-way line; thence S88°54’29”W, 192.94 feet along said North right-of-way line to the Southeast corner of Outlot 1, Certified Survey Map 9504; thence N00°13’02”E, 626.27 feet along the East line of said Outlot 1 to the Northeast corner of said Outlot 1; thence N00°14’44”E, 664.12 feet along the East line of Lot 2, Certified Survey Map 5020; thence N88°55’49”E, 239.69 feet along the South line of Lot 4,

Certified Survey Map 2664 and the North line of the said SE 1/4 of the SW 1/4; thence N89°07'57"E, 998.56 feet along the North line of the said SW 1/4 of the SE 1/4; thence S01°15'31"W, 690.00 feet; thence N89°07'57"E, 282.89 feet to a point on the West right-of-way line of S Gammon Road; thence S02°08'09"W, 599.78 feet along said West right-of-way line to a point on the North right-of-way line of Mid Town Road; thence S89°04'11"W, 1272.69 feet along said North right-of-way line to the Point of Beginning. Said described property contains 1,748,578 square feet, 40.142 acres, or 0.06272 square miles."

2. Subsection (160) entitled "Ward 160" of Section 15.02 entitled "Wards and Ward Boundaries" of the Madison General Ordinances is created to read as follows:

"(160) Ward 160. A parcel of land located in the SW 1/4 of the SE 1/4 and the SE 1/4 of the SW 1/4 of Section 35, T7N, R8E, Town of Middleton, Dane County, Wisconsin to-wit: Commencing at the South 1/4 corner of said Section 35; thence N01°20'58"W, 33.00 feet to a point on the North right-of-way line of Mid Town Road, also being the Point of Beginning; thence S88°13'54"W, 23.25 feet along said North right-of-way line; thence S88°54'29"W, 192.94 feet along said North right-of-way line to the Southeast corner of Outlot 1, Certified Survey Map 9504; thence N00°13'02"E, 626.27 feet along the East line of said Outlot 1 to the Northeast corner of said Outlot 1; thence N00°14'44"E, 664.12 feet along the East line of Lot 2, Certified Survey Map 5020; thence N88°55'49"E, 239.69 feet along the South line of Lot 4, Certified Survey Map 2664 and the North line of the said SE 1/4 of the SW 1/4; thence N89°07'57"E, 998.56 feet along the North line of the said SW 1/4 of the SE 1/4; thence S01°15'31"W, 690.00 feet; thence N89°07'57"E, 282.89 feet to a point on the West right-of-way line of S Gammon Road; thence S02°08'09"W, 599.78 feet along said West right-of-way line to a point on the North right-of-way line of Mid Town Road; thence S89°04'11"W, 1272.69 feet along said North right-of-way line to the Point of Beginning.
Polling place at Elver Park Shelter, 1250 McKenna Boulevard."

3. Subsection (101) entitled "Ward 101" of Section 15.02 entitled "Wards and Ward Boundaries" of the Madison General Ordinances is created to read as follows:

"(101) Ward 101. Beginning at the point of intersection of the centerline of Raymond Road and the centerline of McKenna Boulevard; thence Northerly along the centerline of McKenna Boulevard to the centerline of New Washburn Way; thence Westerly along the centerline of New Washburn Way to the centerline of South High Point Road; thence Southerly along the centerline of South High Point Road to the North line of Section 2, Town 6 North, Range 8 East, Town of Verona, Dane County, Wisconsin, also being the approximate centerline of Mid Town Road; thence Easterly along the North line of said Section 2 and the North line of Section 1, Town 6 North, Range 8 East, Town of Verona, Dane County, Wisconsin, and becoming the approximate centerline of Raymond Road, to the point of beginning. Excepting therefrom the four (4) remaining Town of Middleton islands described as follows:

All of Lot 1, CSM 1949, being a part of the E½ of the NW¼ of Section 35, T07N R08E, Town of Middleton, Dane County, Wisconsin, excluding the right-of-way of South High Point Road, which was annexed to the City of Madison.

And

Part of the E½ of the SE¼ of Section 35, T07N R08E, Town of Middleton, Dane County, Wisconsin, more fully described as follows: Commencing at the South Quarter Corner

of said Section 35; thence N 88°39'24" E, 1334.33 feet along the south line of the said SE ¼ of Section 35 (also noted as S 88°37'30" W per McKee Annexation, City of Madison Ordinance #13005) to the intersection with the easterly right-of-way of South Gammon Road and the Point of Beginning of this description, said point lying S 88°39'24" W, 1291.74 feet from the Northeast Corner of Section 2, T6N, R8E; thence N 00°04'15" W, 33.01 feet along the said easterly right-of-way of South Gammon Road; thence Northerly, 1287 feet, more or less, along the said easterly right-of-way of South Gammon Road to the intersection with the North line of the South ½ of the said SE ¼ of Section 35; thence Northerly and Northeasterly along the Easterly and Southeasterly right-of-way line of South Gammon Road as located before vacation, to its point of intersection with the East line of the property described in Volume 1016 of Records on Page 553 in the Dane County Register of Deeds Office, said East property line also being the line that bears North from a point on the South line of the Northeast ¼ of the Southeast ¼ of said Section 35 that is 529.98 feet East of the center line of South Gammon Road, measured along the South line of the North ½ of the Southeast ¼ of said Section 35; thence South 501.60 feet along the said East property line of the last mentioned property and its Southerly prolongation to the North line of the Southeast ¼ of the Southeast ¼ of said Section 35; thence South 88°43'02" West, 43.00 feet, more or less, along the North line of the Southeast ¼ of the Southeast ¼ of said Section 35 to the Westerly line of the property acquired by the City of Madison for Elver Park, as described in Volume 65 of Records on Page 162 in the Dane County Register of Deeds Office; thence South 00°56'38" West, 850.79 feet along the said West line of the property acquired by the City of Madison for Elver Park to a point that is 470.79 feet North of the South line of the Southeast ¼ of said Section 35, measured along the Southerly prolongation of the last described East line of Elver Park; thence North 88°37'20" East, 380.95 feet; thence South 01°23'00" East, 377.79 feet to a point that is 50.00 feet North of the South line of the Southeast ¼ of said Section 35; thence South 88°37'31" West, 199.46 feet along a line that is parallel to and 50.00 feet North of the South line of the Southeast ¼ of said Section 35; thence South 56°07'22" West (previously recorded as South 56°07'31" West), along a line that is parallel with and 50.00 feet Northwesterly of, measured at right angles to, the center line of Raymond Road, 100 feet, more or less, to the North line of the Northeast ¼ of Section 2, Town 6 North, Range 8 East; thence S 88°37'30" W along said North line, 578.38 feet, to the Point of Beginning.

And

Part of the SE¼ of the SW¼ of Section 35 and the SW¼ of the SE¼ of Section 35, T07N R08E, Town of Middleton, Dane County, Wisconsin, more fully described as follows: Commencing at the South Quarter Corner of said Section 35; thence S 88°30'53" W, 217.82 feet along the south line of the SE ¼ of the SW ¼ of Section 35; thence N 00°08'28" W, 33 feet to the intersection with the northerly right-of-way of Mid Town Road and the Point of Beginning of this description; thence N00°08'28"W, 1290.49 feet to the Northeast corner of Lot 2 of Certified Survey No. 5020; thence North 88°31'30" East, 239.37 feet, along the South line of Lot 4, Certified Survey Map No. 2664, to the Southeast corner thereof; thence continue Easterly along the South line of the Northwest ¼ of the Southeast ¼ of said Section 35, 1275 feet, more or less, to its point of intersection with the Westerly right-of-way line of South Gammon Road; thence Southerly, 1287 feet, more or less, along the said westerly right-of-way of South Gammon Road to the intersection with the north right-of-way of Mid Town Road; thence Westerly 1487 feet, more or less, along the north right-of-way of Mid Town Road, being 33 feet north of and parallel with the south lines of the said SE ¼ of the SW ¼ and SW

¼ of the SE ¼ of Section 35, to the Point of Beginning.

And

Lot 2, CSM 7007 and parts of Lots 1 & 2, CSM 5020, located in part of the SE¼ of the SW¼ of Section 35, T07N R08E, Town of Middleton, Dane County, Wisconsin, more fully described as follows: Commencing at the Southwest Corner of said Section 35; thence N 88°54'11" E, along the South line of the said SW ¼, 1515.76 feet; thence N 01°17'46" E, 659.59 feet; thence N 88°54'11" E, 0.97 feet, to a point in the southerly line of Lot 1, CSM 5020 also being the Point of Beginning; thence N88°30'52"E, along the said southerly line, 303 feet, more or less, to the Southeast corner thereof; thence N05°54'46"E, 355.75 feet; thence N07°00'06"W, 62.67 feet; thence N30°17'03"W, 77.91 feet; thence N01°05'17"W, 114.46 feet to the Northeast corner of said Lot 1; thence N00°54'04"E, 66.06 feet to the North line of Lot 2, CSM 5020, also being the South line of the Valley Ridge Plat; thence S88°31'52"W, 447.31 feet along said North line, to the Easterly right-of-way line of South High Point Road; thence S 01°02'18" W, 455.50 feet along the said easterly right-of-way of South High Point Road and the Westerly line of Lots 1 and 2, CSM 5020; thence N 88°30'53" E, 7 feet, more or less along the said easterly right-of-way of said South High Point Road to the Northwest Corner of Lot 2, CSM 7007; thence S 00°53'22" W, along the said easterly right-of-way of South High Point Road, 124.21 feet, to the Southwest Corner of said Lot 2; thence S 88°42'56" E, along the South line of said Lot 2, 158.82 feet, to the Southeast corner thereof; thence S 01°16'13" W, along the East line of Lot 1, CSM 7007, 84.70 feet, to the Point of Beginning.

Excepting therefrom Wards 120, 142, and 160.

Polling place at Elver Park Shelter, 1250 McKenna Boulevard."

4. Subsection (20) entitled "Twentieth Alder District" of Section 15.03 entitled "Alder Districts" is amended to read as follows:

"(20) Twentieth Alder District. Wards 97, 98, 99, 100, 101, 102, 120, 136, 142, 151, 152, ~~and~~ 156, and 160."

5. 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.

Attachment Worksheet

[Initial, 14 December 2023]

Petition Name:	Marty Century Farm Attachment	
Dane County Address:	N/A	
Township:	Middleton	
Parcel Number(s):	**038/0708-354-9030-9**	
Date Filed with City Clerk:	11 December 2023	
Date Filed with Town:	8 December 2023 (by Certified Mail, per R. Proctor)	
Dept. of Administration Review:	None; Cooperative Plan	
Property Owner(s)		
Name:	Marty Century Farm Family Limited Partnership	
	Ronald R. Marty, General Partner	
Address:	3223 Marty Road	
	Madison, WI 53711	
Representative		
Name:	Robert C. Procter	
	Axley Attorneys	
Address:	2 E Mifflin Street, Suite 200	
	Madison, WI 53701-1767	
Surveyor		
Name:	Brett Stoffregan	
	D'Onofrio Kottke and Associates, Inc.	
Address:	7530 Westward Way	
	Madison, WI 53717	
County Zoning of Attached Land:	AT-5 (Agricultural Transition District)	
Existing Use(s) of Attached Land:	Undeveloped/vacant	
City Land Use Plan(s):	Comprehensive Plan (2023) – Park and Open Space (P) High Point-Raymond NDP (2017) – Park	
Zoning Upon Annexation:	**Temporary A (Agricultural District)**	
Central Urban Service Area:	In CUSA	
Madison Metropolitan Sewerage District Status:	Partially in MMSD	
Environmental Corridors:	Yes	
Square-Footage of Annexation:	1,748,578	
Acreage of Annexation:	40.142	
Square-Mileage of Annexation:	0.06272	

Dwelling Units:	0	
Population:	0	
Electors:	0	

Tax Information by Parcel/Year	**2022**		
	-9030-9		***2023 Parcel Information <u>Not</u> Available as of 14 December 2023***
Assessed Land Value:	$10,800.00		
Ass. Improvement Value:	$0.00		
Total Assessed Value:	$10,800.00		
Total Taxes for Year: (2022)	$198.79		
State of Wisconsin	*$0.00*		
Dane County	*$39.14*		
Town of Middleton	*$23.00*		
School District	*$127.41*		
Madison Area Technical College	*$9.24*		
Special Assessment:	$0.00		

Aldermanic District:	20 – Harrington-McKinney
Ward:	160 [NEW]
Polling Place:	Elver Park Shelter – 1250 McKenna Boulevard
Supervisory District:	29
Assembly District:	80
Senate District:	27
School District(s):	Verona Area School District (5901)

Electricity:	Wisconsin Power & Light/Alliant Energy (ID 6680)
Gas:	Madison Gas & Electric Company (MG&E) (ID 3270)
Trash Day:	6-B (Wednesday)
Telephone:	SBC Wisconsin (dba AT&T) (ID 6720) Mount Vernon (TDS, Inc.) (ID 3970)

Petition Before Council:	9 January 2024 (ID 81263)	*To Be Accepted:* 23 January 2024
Common Council		
Ordinance Introduction:	9 January 2024	
Plan Commission Date:	Not Required	
Ordinance Adoption:	23 January 2024 (Scheduled)	
Ordinance Number (ID):		
Effective Date:	29 January 2024 at 12:01 AM (Scheduled)	

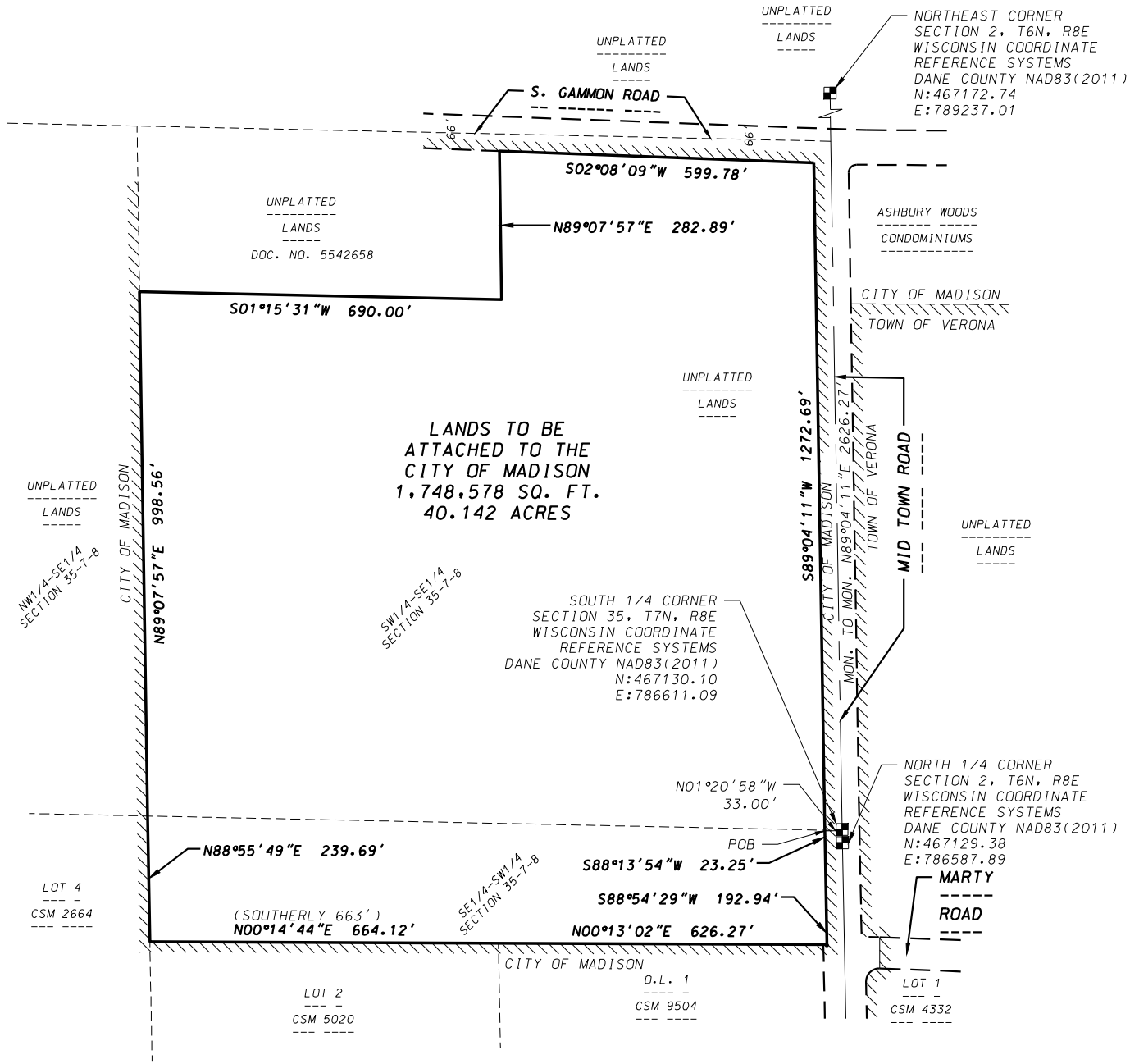
Legal Description:

A parcel of land located in the SW 1/4 of the SE 1/4 and the SE 1/4 of the SW 1/4 of Section 35, T7N, R8E, Town of Middleton, Dane County, Wisconsin to-wit:

Commencing at the South 1/4 corner of said Section 35; thence N01°20’58”W, 33.00 feet to a point on the North right-of-way line of Mid Town Road, also being the Point of Beginning; thence S88°13’54”W, 23.25 feet along said North right-of-way line; thence S88°54’29”W, 192.94 feet along said North right-of-way line to the Southeast corner of Outlot 1, Certified Survey Map 9504; thence

N00°13’02”E, 626.27 feet along the East line of said Outlot 1 to the Northeast corner of said Outlot 1; thence N00°14’44”E, 664.12 feet along the East line of Lot 2, Certified Survey Map 5020; thence N88°55’49”E, 239.69 feet along the South line of Lot 4, Certified Survey Map 2664 and the North line of the said SE 1/4 of the SW 1/4; thence N89°07’57”E, 998.56 feet along the North line of the said SW 1/4 of the SE 1/4; thence S01°15’31”W, 690.00 feet; thence N89°07’57”E, 282.89 feet to a point on the West right-of-way line of S Gammon Road; thence S02°08’09”W, 599.78 feet along said West right-of-way line to a point on the North right-of-way line of Mid Town Road; thence S89°04’11”W, 1272.69 feet along said North right-of-way line to the Point of Beginning. Said described property contains 1,748,578 square feet, 40.142 acres, or 0.06272 square miles.

EXHIBIT "B"
LANDS TO BE ATTACHED TO THE CITY OF MADISON
SCALE MAP



LEGEND

EXISTING CORPORATE LIMITS OF THE CITY OF MADISON

GRID NORTH
WISCONSIN COUNTY COORDINATE
SYSTEM (DANE ZONE)
THE SOUTH LINE OF THE SE1/4
OF SECTION 35, T7N, R8E
BEARS S89°04'11"E

0 300

Scale 1" = 300'

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: 10-06-23

F.N.: 23-07-109

City of Madison

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

Master

File Number: 81295

File ID:	81295	**File Type:**	Ordinance	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	12/21/2023
File Name:	Midpoint Meadows Rezone			**Final Action:**	

Title: Creating Section 28.022-00665 of the Madison General Ordinances to change the zoning of property located at 2150 Marty Road, 7751 Mid Town Road, and 7342-7362 Raymond Road from Temp. A (Agricultural) District to A (Agricultural) District, and creating Section 28.022-00666 of the Madison General Ordinances to change the zoning of property located at 2150 Marty Road, 7751 Mid Town Road, and 7342-7362 Raymond Road from Temp. A (Agricultural) District to TR-P (Traditional Residential-Planned) District, and creating Section 28.022-00667 of the Madison General Ordinances to change the zoning of property located at 2150 Marty Road, 7751 Mid Town Road, and 7342-7362 Raymond Road from Temp. A (Agricultural) District to CC-T (Commercial Corridor-Transitional) District. (District 1)

Notes: 6828MidpointMeadowsRezone

		CC Agenda Date:	01/09/2024
		Agenda Number:	62.
Sponsors:	Planning Division	**Effective Date:**	
Attachments:	2150 Marty Road	**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	12/21/2023	Michael Haas	Approved as to Form	1/10/2024
1	2	1/2/2024	Ryan Pennington	Approve	1/10/2024

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	12/21/2023	Referred for Introduction				

Action Text: This Ordinance was Referred for Introduction
Notes: Plan Commission (Public Hearing - 2/5/24), Common Council (2/13/24)

Text of Legislative File 81295

Fiscal Note
No City appropriation required.
Title
Creating Section 28.022-00665 of the Madison General Ordinances to change the zoning of property located at 2150 Marty Road, 7751 Mid Town Road, and 7342-7362 Raymond Road from Temp. A (Agricultural) District to A (Agricultural) District, and creating Section 28.022-00666 of the Madison General Ordinances to change the zoning of property located at 2150 Marty Road, 7751 Mid Town Road, and 7342-7362 Raymond Road from Temp. A (Agricultural) District to TR-P (Traditional Residential-Planned) District, and creating Section 28.022-00667 of the Madison General Ordinances to change the zoning of property located at 2150 Marty Road, 7751 Mid Town Road, and 7342-7362 Raymond Road from Temp. A (Agricultural) District to CC-T (Commercial Corridor-Transitional) District. (District 1)
Body
DRAFTER'S ANALYSIS: This ordinance amendment rezones property located at 2150 Marty Road, 7751 Mid Town Road, and 7342-7362 Raymond Road from Temp. A (Agricultural) District to A (Agricultural), TR-P (Traditional Residential-Planned), and CC-T (Commercial Corridor-Transitional) District for proposed “Midpoint Meadows” subdivision.

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

1. Map Amendment 00665 of Section 28.022 of the Madison General Ordinances is hereby created to read as follows:

“28.022-00665. The following described property is hereby rezoned to A (Agricultural) District.

A parcel of land located in the NE1/4 of the NW1/4 and the NW1/4 of the NE1/4 of Section 2, T6N, R8E, City of Madison, Dane County, Wisconsin to-wit:

Beginning at the North Quarter Corner of said Section 2; thence N88°13’54”E, 23.21 feet along the North line of the NE 1/4 of said Section 2 to the South Quarter Corner of Section 35, T7N, R8E; thence N89°04’11”E, 1003.64 feet along the North line of said NE 1/4 of said Section 2; thence S00°19’41”W, 649.27 feet; thence S56°30’55”W, 1539.59 feet; thence N01°56’59”E, 990.5 feet, more or less; thence S85°44’51”E, 4.78 feet; thence N02°13’54”E, 490.08 feet to the North line of the NW 1/4 of said Section 2; thence N88°54’29”E, 203.62 feet along said North line to the Point of Beginning. Said described area contains 30.77 acres, more or less.”

2. Map Amendment 00666 of Section 28.022 of the Madison General Ordinances is hereby created to read as follows:

“28.022-00666. The following described property is hereby rezoned to TR-P (Traditional Residential-Planned) District.

A parcel of land located in the NW1/4 of the NW1/4 and the NE1/4 of the NW1/4 of Section 2, T6N, R8E, City of Madison, Dane County, Wisconsin to-wit:

Beginning at the Northwest Corner of said Section 2; thence N89°40'29"E, 37.02 feet along the North line of said NW1/4 to the Southwest corner of Section 35, T7N, R8E; thence N88°54'29"E, 1353.20 feet along the North line of said NW1/4; thence Southerly along a curve to the right which has a radius of 555.00 feet and a chord which bears S11°57'17"W, 62.75 feet to a point of reverse curve; thence Southerly along a curve to the left which has a radius of 25.00 feet and a chord which bears S22°32'32"E, 30.60 feet to a point of reverse curve; thence Southeasterly along a curve to the right which has a radius of 1060.00 feet and chord which bears 54°39'33"E, 207.65 feet; thence S49°02'17"E, 147.24 feet to a point of curve; thence Easterly along a curve to the left which has a radius of 25.00 feet and a chord which bears N85°57'43"E, 35.36 feet; thence N40°57'43"E, 356.11 feet to a point of curve; thence Northeasterly along a curve to the right which has a radius of 216.00 feet and a chord which bears N50°44'02"E, 73.32 feet; thence N88°54'29"E, 255.70 feet along the North line of said NW1/4; thence S02°22'16"W, 249.67 feet along said Northerly extension and West line of Lot 1, Certified Survey Map 4332, to the Southwest corner of said Lot 1; thence S85°27'56"E, 35.18 feet along the South line of said Lot 1; thence S07°25'37"W, 222.26 feet to the Northwest corner of Lot 1, Certified Survey Map 11145; thence S18°13'52"W, 107.03 feet along the Westerly line of said Lot 1; thence S03°28'52"W, 67.92 feet along said Westerly line; thence S87°16'08"E, 36.00 feet along said Westerly line; thence S02°43'52"W, 27.64 feet along said Westerly line to the Southwest corner of said Lot 1; thence S86°11'28"E, 171.70 feet along the South line of said Lot 1 to the Southeast corner of Certified Survey Map No. 11145; thence S01°56'59"W, 635.31 feet;
thence S88°53'55"W, 2405.49 feet to the Northwest corner of Lot 2, Certified Survey Map 15452; thence N00°30'54"E, 1321.66 feet along the West line of said NW1/4 to the Point of Beginning. Said described area contains 68.094 acres."

3. Map Amendment 00667 of Section 28.022 of the Madison General Ordinances is hereby created to read as follows:

"28.022-00667. The following described property is hereby rezoned to CC-T (Commercial Corridor-Transitional) District.

A parcel of land located in the NW1/4 of the NW1/4 and the NE1/4 of the NW1/4 of Section 2, T6N, R8E, City of Madison, Dane County, Wisconsin to-wit:

Commencing at the Northwest Corner of said Section 2; thence N89°40'29"E, 37.02 feet along the North line of said NW1/4 to the Southwest corner of Section 35, T7N, R8E; thence N88°54'29"E, 1353.20 feet along the North line of said NW1/4 to the Point of Beginning; thence N88°54'29"E, 604.90 feet along said North line; thence Southwesterly along a curve to the left which has a radius of 216.00 feet and a chord which bears S50°44'02"W, 73.32 feet; thence S40°57'43"W, 356.11 feet to a point of curve; thence Westerly along a curve to the right which has a radius of 25.00 feet and a chord which bears S85°57'43"W, 35.36 feet; thence N49°02'17"W, 147.24 feet to a point of curve; thence Northwesterly along a curve to the left which has a radius of 1060.00 feet and chord which bears N54°39'33"W, 207.65 feet to a point of reverse curve; thence Northerly along a curve to the right which has a radius of 25.00 feet and a chord which bears N22°32'32"W, 30.60 feet to a point of reverse curve; thence Northerly along a curve to the left which has a radius of 555.00 feet and a chord which bears 11°57'17"E, 62.75 feet to the Point of Beginning. Said described area contains 2.488 acres."

City of Madison

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

Master

File Number: 81295

REQUEST FOR AMENDMENT TO THE MADISON GENERAL ORDINANCES

TO: Michael R. Haas, City Attorney

Proposed/Current Section No. _____

Amendment: x
Repeal: _____
Creation: _____

FROM: Tim Parks, Planning Division

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: 9 January 2024

Referral(s): Plan Commission: 5 February 2024; Common Council: 13 February 2024

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 2150 Marty Road; 7751 Mid Town Road; 7342-7362 Raymond Road Alder District 1

From Temp. A District To A, TR-P, and CC-T District

Proposed Use: Rezoning for proposed "Midpoint Meadows" subdivision

By Direction Of: _____ Date: _____

City of Madison

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

Master

File Number: 81315

File ID:	81315	**File Type:**	Ordinance	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	12/22/2023
File Name:	Engineering Hall Master Plan Amendment			**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 1410-1550 and 1415 Engineering Drive and 1509-1513 University Avenue to include specific plans for the College of Engineering. (District 5)

Notes: 6829AmendEngHallMasterPlan

		CC Agenda Date:	01/09/2024
		Agenda Number:	4.
Sponsors:	Planning Division	**Effective Date:**	
Attachments:	City_UW Zoning Map, Application, Letter of Intent, Project Plans	**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	12/22/2023	Michael Haas	Approved as to Form	1/11/2024
1	2	1/2/2024	Ryan Pennington	Approve	1/11/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	12/22/2023	Referred for Introduction				

Action Text: This Ordinance was Referred for Introduction
Notes: Plan Commission (Public Hearing - 2/5/24), Common Council (2/13/24)

Text of Legislative File 81315

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 1410-1550 and 1415 Engineering Drive and 1509-1513 University Avenue to include specific plans for the College of Engineering. (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 includes two projects for the College of Engineering on the portion of the Campus west of N Randall Avenue and south of Campus Drive and W Johnson Street, S-01 and S-02. The proposed amendment seeks to consolidate the two project sites to create a project for a 385,000 square-foot facility for the College of Engineering. The proposed project is shown in the amendment materials as "S-01/02, Engineering Drive 1410 - Replacement"; per the materials, the proposed building may be up to eight (8) stories tall. Demolition of the existing College of Engineering building at 1410 Engineering Drive is called for as a 'Phase 2 Removal' on page 178 of the adopted 2017/2019 Campus Master Plan for the University.

****

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 includes the demolition of 1410 Engineering Drive as a 'Phase 2 Removal'; and

WHEREAS the adopted campus master plan identifies two projects, S-01 and S-02 on the north side of Engineering Drive west of N Randall Aveue. Project S-01 was identified as a six-story, 271,667 square-foot Engineering Research Building Replacement, while S-02 was identified as a six-story, 169,901 square-foot replacement for the existing 1410 Engineering facility.

WHEREAS the University is seeking approval of an amendment to the campus master plan to consolidate the S-01 and S-02 projects to allow replacement of the 1410 Engineering Drive facility with a single, eight-story, 385,000 square-foot academic/ research facility for the College of Engineering, shown in the amended materials as S-01/ 02; and

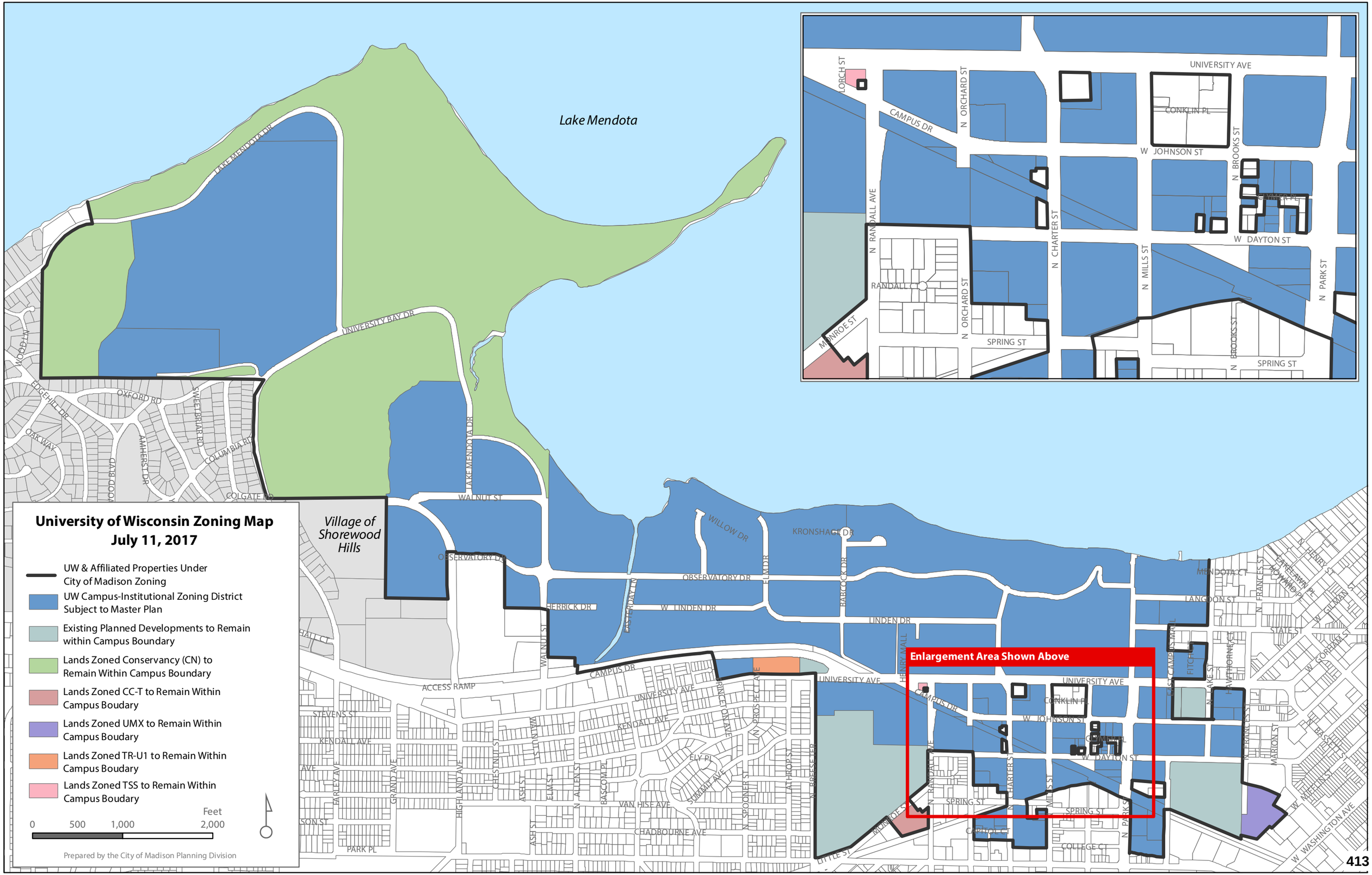
WHEREAS MGO Section 28.097(10) stipulates that no alteration of an approved Campus Master Plan shall be permitted unless approved by the Plan Commission; if the change or addition to the Campus Master Plan constitutes a substantial alteration of the original plan, a major alteration approved by the Common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

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

1. 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 the College of Engineering 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 NW 1/4 of the NE 1/4 of Section 22, T7N, R9E, City of Madison, Dane County, Wisconsin, more particularly described as follows:

Commencing at the North Quarter Corner of said Section 22; thence Southerly, 600 feet, more or less, along the West line of said NW 1/4 of the NE 1/4 of said Section 22 to the center of the intersection of University Avenue and said West line of said NW 1/4 of the NE 1/4 of Section 22 and the Point of Beginning; thence Easterly along the centerline of University Avenue, 675 feet, more or less, to the southwesterly line of the railroad right of way owned by the State of Wisconsin laying southwest of the right of way of Campus Drive and its northwesterly prolongation; thence Southeasterly along said southwesterly railroad right of way and prolongation a distance of 670 feet, more or less, to the westerly right of way of N Randall Avenue; thence Southerly along said westerly right of way 457 feet, more or less; thence N89°07'54"W, 573.09 feet, more or less; thence N00°21'21"E, 369.52 feet, more or less; thence N89°12'33"W, 430.82 feet, more or less; thence S00°00'24"E, 55.0 feet, more or less; thence N88°38'18"W, 250 feet, more or less, to the West line of the NW 1/4 of the NE 1/4 of said Section 22; thence N00°00'24"E along said West line of the NW 1/4 of the NE 1/4 of said Section 22 a distance of 430 feet, more or less, to the Point of Beginning. Said described amendment area contains 13.9 acres (606,193.1 square feet), more or less."


University of Wisconsin Zoning Map
July 11, 2017
UW & Affiliated Properties Under City of Madison Zoning
UW Campus-Institutional Zoning District Subject to Master Plan
Existing Planned Developments to Remain within Campus Boundary
Lands Zoned Conservancy (CN) to Remain Within Campus Boundary
Lands Zoned CC-T to Remain Within Campus Boudary
Lands Zoned UMX to Remain Within Campus Boudary
Lands Zoned TR-U1 to Remain Within Campus Boudary
Lands Zoned TSS to Remain Within Campus Boudary
0 500 1,000 2,000
Feet
Prepared by the City of Madison Planning Division
Lake Mendota
Village of Shorewood Hills
Enlargement Area Shown Above
UNIVERSITY AVE
CONKLIN PL
CAMPUS DR
N ORCHARD ST
W JOHNSON ST
N BROOKS ST
N RANDALL AVE
N CHARTER ST
W DAYTON ST
N MILLS ST
N PARK ST
RANDALL CT
MONROE ST
SPRING ST
LAKE MENDOTA DR
UNIVERSITY BAY DR
WOOD LN
EDGEHILL DR
OXFORD RD
SWEETBRIAR RD
OAK WAY
AMHERST DR
COLUMBIA RD
COLGATE RD
WALNUT ST
OBSERVATORY DR
WILLOW DR
KRONSHAGE DR
ELM DR
BABCOCK DR
HERRICK DR
W LINDEN DR
LINDEN DR
HENRY MALL
ACCESS RAMP
STEVENS ST
KENDALL AVE
HARRY AVE
GRAND AVE
HIGHLAND AVE
CHESTNUT ST
ASH ST
N ALLEN ST
BASCOM PL
VAN HISE AVE
CHADBOURNE AVE
PARK PL
ELY PL
SUMMIT AVE
N SPOONER ST
ATWOOD AVE
N BREESE TER
LITTLE ST
CAPITOL CT
COLLEGE CT
N PARK ST
MENDOTA CT
LANGDON ST
STATE ST
N FRANCES ST
W GILMAN ST
W GORHAM ST
W MIFFLIN ST
W WASHINGTON AVE
MARION ST
BASCOM MALL
N LAKE ST
FITCH CT
HAWTHORNE CT
HOWARD PL
HENRY CT
EYE AWN PL

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 12/11/23 11:30 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):

1410 Engineering Drive, 1415 Engineering Drive, 1500 Engineering Drive, 1525 Engineering Drive, 1550 Engineering Drive, 1509 University Avenue, 1513 University Ave

Title: UW-Madison College of Engineering Campus-Institutional District Master Plan Amendment

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 Major Alteration to a Campus-Institutional District Master Plan

3. Applicant, Agent, and Property Owner Information

Applicant name Aaron J. Williams Company Universities of Wisconsin (UWSA)

Street address 21 N. Park Street, STE 6101 City/State/Zip Madison, Wisconsin 53715-1211

Telephone 608-263-3023 Email aaron.williams@wisc.edu

Project contact person Bob Barr Company Continuum Architects + Planners

Street address 751 North Jefferson Street, STE 200 City/State/Zip Milwaukee, WI 53202

Telephone 414-220-9640 Email bob.barr@continuumarchitects.com

Property owner (if not applicant) The Board of Regents of the Universities of Wisconsin

Street address 1220 Linden Drive City/State/Zip Madison, Wisconsin 53706

Telephone NA Email aaron.williams@wisc.edu (Owner's Rep)

APPLICATION FORM (CONTINUED)

5. Project Description

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

Project is to amend the 2015 UW-Madison C-I District Master Plan in anticipation of a future Engineering Academic/Research Building. Amendment will revise existing graphics. Plan Commission approval w/Joint Campus and Design Review Board recommendations anticipated.

Proposed Square-Footages by Type:

Overall (gross): 1,045,000 Commercial (net): _____ Office (net): _____

Industrial (net): _____ Institutional (net): 1,045,000

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): 878,000 (20.2 Acres)

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

Surface Stalls: 10 Under-Building/Structured: 799 Electric Vehicle-ready[1]: TBD Electric Vehicle-installed[1]: TBD

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

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

Indoor (long-term): TBD Outdoor (short-term): TBD

Scheduled Start Date: 12/11/2023 **Planned Completion Date**: 02/23/2023 (Common Council)

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 Kevin Firchow Date November 7, 2023

Zoning staff Jenny Kirchgatter Date November 7, 2023

☐ **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 November 8, 2023

Neighborhood Association(s) Regent Neighborhood Association Date November 8, 2023

Business Association(s) NA Date NA

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

Name of applicant Aaron J. Williams Relationship to property Owner's Representative

Authorizing signature of property owner _____ Date 12/11/2023

WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON

December 11, 2023

Katie Bannon
Zoning Administrator
City of Madison
215 Martin Luther King, Jr. Blvd.
Madison, WI 53703

RE: UW-Madison College of Engineering Campus-Institutional District Amendment
1410, 1415, 1500, 1525, 1550 Engineering Drive, 1509, 1513 University Avenue

Dear Ms. Bannon,

This submittal is regarding a Campus-Institutional (C-I) District amendment 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 College of Engineering portion of the institution. Submittal materials are referencing 1410 Engineering Drive parcel and contain multiple buildings as the amendment looks at the entire twenty-acre area. All addresses except 1525 Engineering Drive are currently zoned C-I and will not change. 1525 Engineering, North Practice Field (greenspace) and Camp Randall North Green (greenspace) are within a Planned Development (PD) district. No zoning change is being requested through this application.

The amendment is being requested to accommodate the anticipated growth of the College of Engineering in both enrollment and programmatic space needs. The new facility deviates from a multiple phase project anticipated in the 2015 Campus Master Plan that had indicated 441,000 GSF across two buildings S-01 (271,667 GSF) and S-02 (169,091 GSF) into a single phase, slightly smaller development of 385,000 GSF. The change most prominently impacts the location and type of open space within the district. The attached materials are the result of an engaging process to accommodate the programmatic need while allowing flexibility within the district to preserve and enhance the open space character for the part of campus into the future. Note, the submittal includes both the redline pages to change and the final page exhibits.

Assumptions within the planning process include accommodations of current and future infrastructure locations, transportation, maintenance, stormwater, and service needs as well as creating a strong sense of place for students, faculty, staff, and visitors within the College of Engineering Campus. The open space verse building footprint ratios as well as overall gross square footage where intentionally kept similar to ensure campus guidelines and standards are met. 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. This amendment is needed currently to proceed forth with the planning and design of the College of Engineering Academic/Research Building which we are anticipating will be enumerated in the near term.

Facilities Planning & Management
University of Wisconsin-Madison 21 N. Park Street Madison, Wisconsin 53715-1211
+1 (608) 263-3000 fpm.wisc.edu

The proposed amendment was discussed at the UW-Madison Design Review Board on August 18, 2023, and October 17, 2023, and will go before the Joint Campus Area Committee on December 12, 2023. It will go back to both those committees upon referral from the Plan Commission. We are anticipating a formal approval from the Plan Commission on February 5, 2024, with Common Council approval on March 5, 2024. This approval will allow for the Engineering Academic/Research Building to then commence forth through the City of Madison Land Use Application process.

Application Materials:

- Application
- Letter of Intent
- Pre-Application Alder/Neighborhood Association Notification Reference
- Existing C-I District Master Plan Exhibits for Revision
- Proposed C-I District Master Plan Exhibits

Project Participants:

Owner:	**State of Wisconsin** **Agency: Universities of Wisconsin (formerly UW System)** Board of Regents Room 1860 Van Hise Hall 1220 Linden Drive Madison, Wisconsin 53706
Owner's Rep	**University of Wisconsin-Madison** Facilities Planning & Management 21 N. Park Street, Suite 6101 Madison, Wisconsin 53715-1211 Phone: 608-263-3023 Email: aaron.williams@wisc.edu Attn: Aaron Williams
Architect	**Continuum Architects + Planners** 751 North Jefferson Street, Suite 200 Milwaukee, Wisconsin 53202 Phone: 414-220-9640 Email: bob.barr@continuumarchitects.com Attn: Bob Barr
Landscape Architect	**SmithGroup** 44 East Mifflin Street, Suite 500 Madison, Wisconsin 53703 Phone: 608-327-4402 Email: tom.rogers@smithgroup.com Attn: Tom Rogers

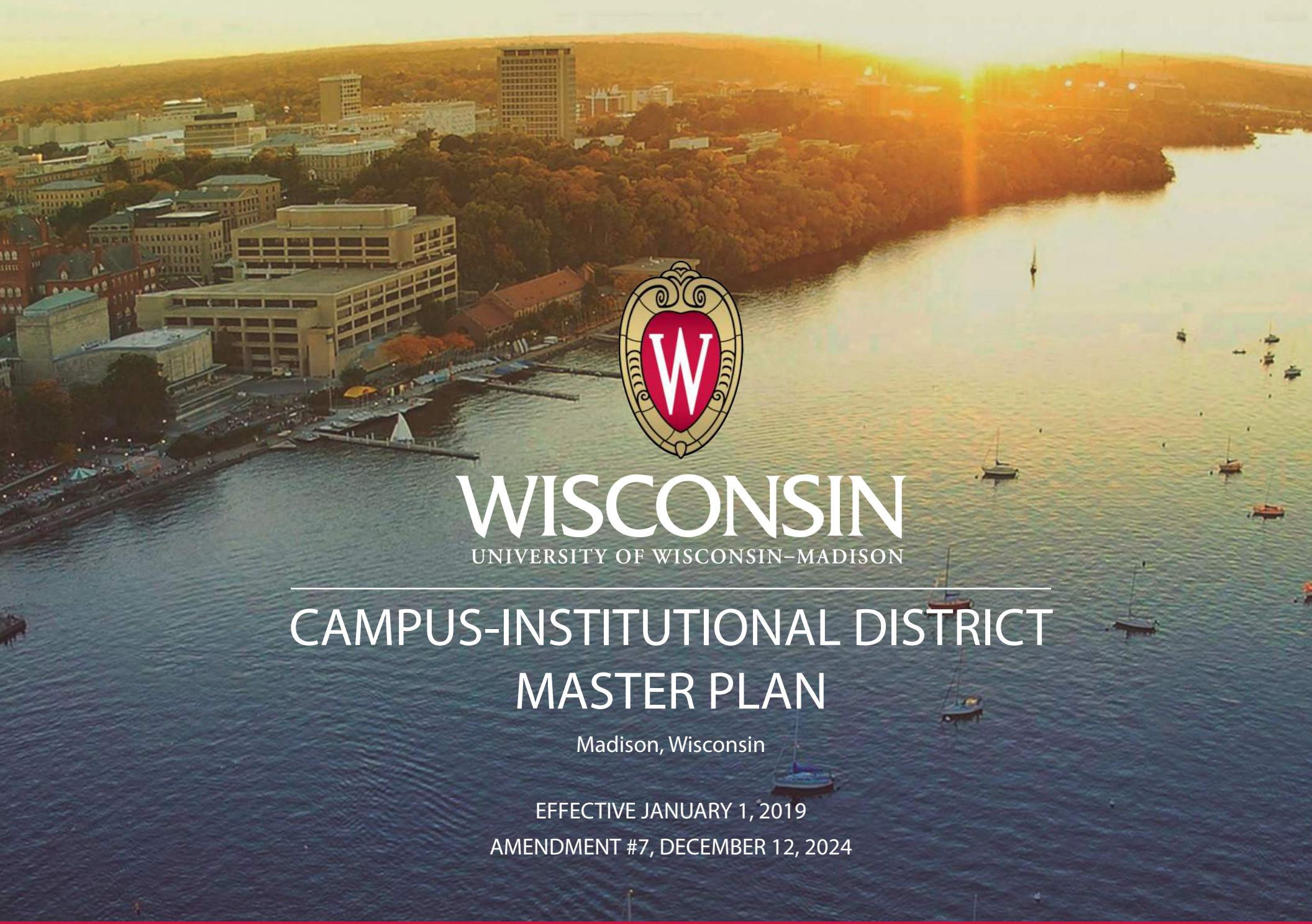
Project Schedule:

- Land Use Application Submittal	December 11, 2023
- Joint Campus Area Committee Informational	December 12, 2023
- UW-Madison Design Review Board Informational	December 19, 2023
- Plan Commission Referral Meeting	January 22, 2024
- UW-Madison Design Review Board Rec. to PC	January 16, 2024
- Joint Campus Area Committee Rec. to PC	January 25, 2024
- Plan Commission Meeting	February 5, 2024
- Common Council Meeting	March 5, 2024
- Land Use Application for new Engineering Building	April 2024

Please contact me at 608-263-3023 if you have any questions or need further information.
Thank you,

Aaron Williams, PLA, ASLA
Interim Director, Campus Planning & Landscape Architecture
Facilities Planning & Management, University of Wisconsin-Madison

cc: Wendy von Below, Division of Facilities Development Section Chief
Cathy O'Hara Weiss, University of Wisconsin, Capital Planning & Budget Principle Planner
Peter Schlecht, UW-Madison University Architect, Campus Planning & Design
Dennis Rodenberg, UW-Madison Project Manager
Bob Barr, Continuum Architects + Planners Project Manager
Tom Rogers, SmithGroup Landscape Architect



WISCONSIN

UNIVERSITY OF WISCONSIN–MADISON

CAMPUS-INSTITUTIONAL DISTRICT MASTER PLAN

Madison, Wisconsin

EFFECTIVE JANUARY 1, 2019

AMENDMENT #7, DECEMBER 12, 2024

EXTENDING OUR HISTORY-EMBRACING OUR FUTURE

4.3 Building Density Floor Area Ratios (FAR)

Density

The 2015 Campus Master Plan Update indicates the appropriate location and massing for future buildings. These sites are new construction on existing surface parking lots or removal of existing structures and construction on the same site. These building site opportunities represent the long-term capacity of campus, with a campuswide increase of capacity of over 4,747,000 gross square feet over existing inventory. The university will be able to grow and change for decades within the Campus Development Plan Boundary. The density of the Central Campus and Far West Campus areas will remain largely unchanged, and the density of the West and Near West Campus areas will increase moderately. With over half of the increased capacity, the density of South Campus will increase substantially, overtaking Central Campus as the most building dense area of campus.

Floor Area Ratio (FAR) is a method measuring density. It is calculated as the sum of the floor area (gross square foot, GSF) of all buildings in a district, divided by the size of the district. To better measure the activity concentration of each campus district,the building gross square feet of the floor area ratios of parking structures, Camp Randall, and the Kohl Center are not included in Figures 4-4 and 4-5.

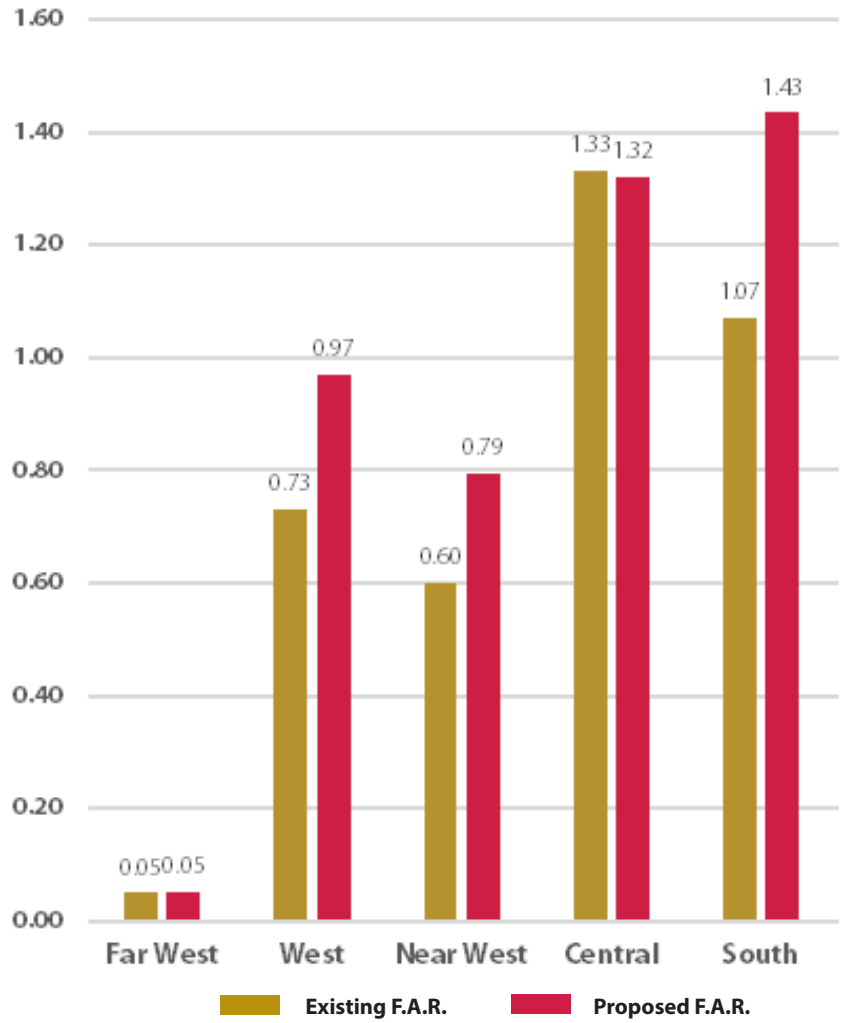


Figure 4-4 Floor Area Ratio – Existing and Proposed

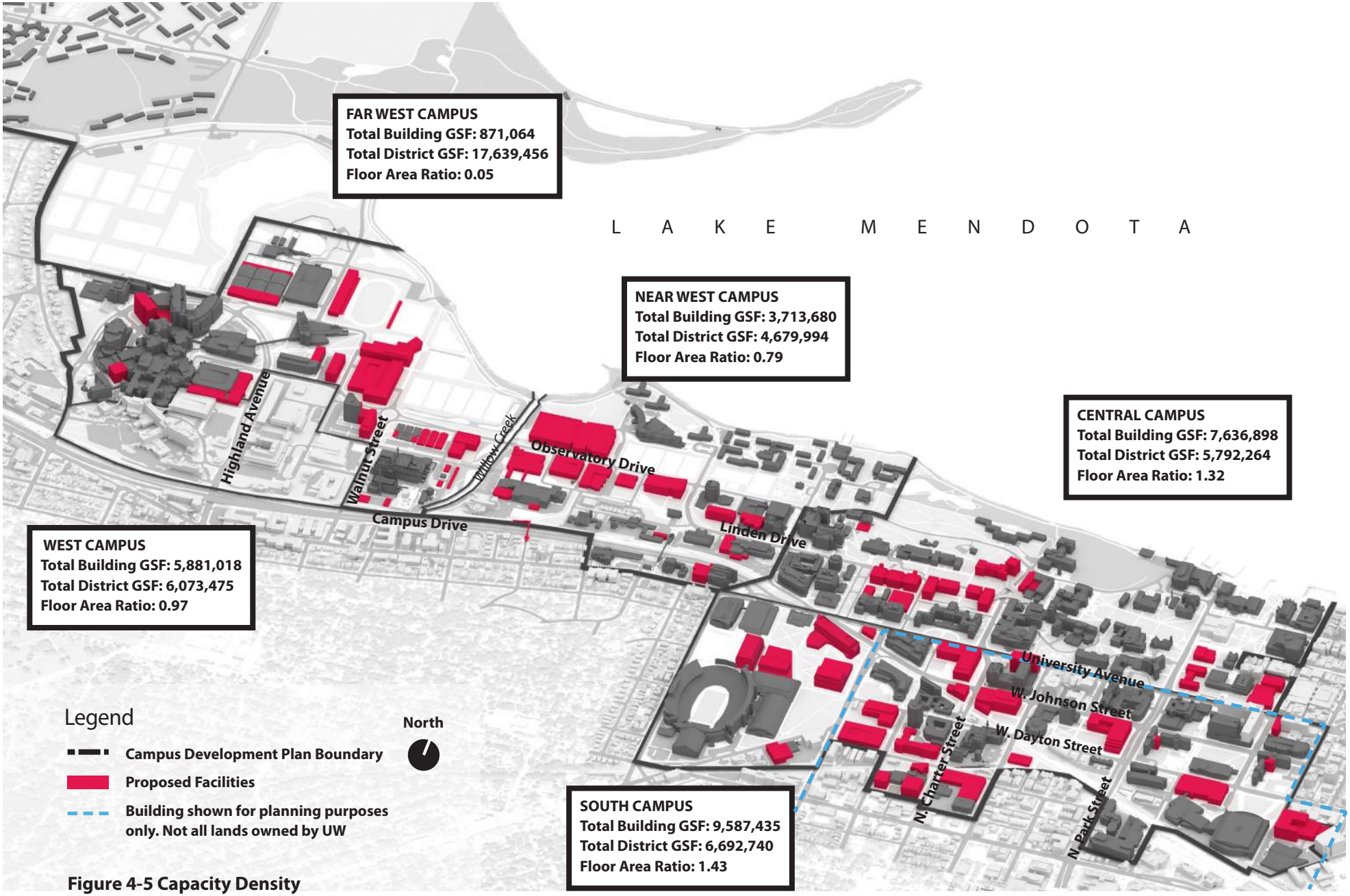


Figure 4-5 Capacity Density

Figure 4-12 Central Campus Illustration

South Campus

General goals for the South Campus district are:

- Maintain and develop the urban campus with higher and more dense buildings (8 to 10 stories tall between University Avenue and W. Dayton Street)
- Improve the pedestrian experience with deeper building setbacks, wider sidewalks, and streetscaping
- Site buildings to create large blocks of south-facing open space
- Maintain the existing street grid network, with the exception of one block of N. Brooks Street
- Design and program W. Dayton Street to be a festival street, related to programming at Union South, Camp Randall, and the Kohl Center
- Consolidate and move Physical Plant Services to the Lot 51 parking lot area
- Provide growth space for additional academic/research facilities by purchasing private parcels within the Campus Development Plan Boundary as they become available

The South Campus will accommodate the greatest share of university growth and change through a significant increase in density and activity. As the most urban area of campus is redeveloped, open spaces and pedestrian spaces are critical to improving the character of this disjointed campus area. This description of future redevelopment generally moves from west to east.

Concurrent with the preparation of the 2015 Campus Master Plan Update, the College of Engineering prepared a college-level facilities master plan that considered space utilization and needs, facility conditions, and the short and long-term vision for the college. The College of Engineering facilities master plan describes a short, mid, long, and extended vision for its facilities. The extended vision, incorporated into the 2015 Campus Master Plan Update, nearly completely reconstructs the southwest academic corner of campus. It is a bold vision that will take decades to implement, but will fundamentally change the effectiveness of the college, the density of South Campus, and the overall capacity of the campus.

The building changes are moderate in the short-term, transformational in the long-term. In the near term 1410 Engineering Drive will be replaced for the College of Engineering S-01/02. In the long term, the Engineering Research Building and Lot 17 are removed and replaced by a new Engineering Academic Building (S-23). The parking demand will be accommodated by spaces added in the south campus. Engineering Hall will be replaced by two structures (S-24 and S-25) and the new open space will create a pedestrian center that links to Camp Randall Memorial Park.

Wendt Commons facility will be removed, allowing Union South to connect through open space to Camp Randall Memorial Park and perhaps the underground expansion of Lot 80. No change in the Campus Development Plan Boundary is necessary to accommodate this revisioned engineering campus, but the university should purchase properties on the N. Dayton Street/N. Orchard Street/Spring Street/N. Randall Avenue block from willing sellers to accommodate future development.

University Research Park and WARF have recently purchased the building at 1403 University Avenue and established WID@1403, offering co-working, networking, and mentoring opportunities. The 2015 Campus Master Plan Update recommends a new and larger facility on the same site (S-22), to allow the programming to expand.

A Police and Security Facility Addition (S-18), constructed in 2017, provides private and open office space, conference and training spaces for the department, as well as a secure sally port entrance to the existing detainee unloading area so that officers have a safe area to load and unload detainees into the holding area. A new officer education facility (S-30) will co-locate Aerospace Studies, Naval Science, and Military Science on Monroe Street. Relocating Naval Science allows for future Wisconsin Energy Institute expansion, and relocating Military Science enables W-20.

The Brogden Psychology Building will need to be removed and Physical Plant services will need to be consolidated and moved to the Lot 51 area to make way for the construction of the second phase of the Wisconsin Institutes of Discovery (S-03B). The Meiklejohn House and Lot 13 will be replaced by an Academic/Research Building (S-28).

To the south, on N. Orchard Street just south of the Atmospheric, Oceanic and Space Sciences Building, is currently the site of two former residence halls, the Rust-Schreiner Hall complex. These buildings, currently used as swing space for a variety of on campus units, will be an academic facility (S-08A). No current academic program expansion is driving the need to purchase the remaining properties on this block. They do however remain of interest within the university's long range Campus Development Plan Boundary.

Figure 4-13 South Campus Building Key

Figure 4-14 South Campus Illustration

Table 4-1 Proposed Building Summary (continued)

District	Map Reference	Building Name	Building Use	Number of Floors	Total Gross Square Feet	Parking Spaces	Phase
	N-06A	Academic/Research (SMI Bardeen Med Sciences site)	Academic/ Research	6	144,000	–	2029-2035
	N-06B	Parking Structure (Under N-05B & N-06A)	Parking	2	194,400	550	2029-2035
	N-07	Academic/Research (445 Henry site)	Academic/ Research	3	30,000	–	2035+
	N-11A	Academic/Research (Mosse site north)	Academic/ Research	4	84,000	–	2029-2035
	N-11B	Parking Structure (Under N-11A and N-12A)	Parking	2	162,000	450	2029-2035
	N-12A	Academic/Research (Mosse site south)	Academic/ Research	5	135,000	–	2029-2035
	N-13B	Hamel Music Center P1&2	Academic	3	135,000	–	2017-2023
	N-13C	Music Phase 3	Academic	5	75,000	–	2029-2035
	N-14	Ingraham Hall Additions	Academic	4	56,000	–	2017-2023
	N-15	King Hall Greenhouse	Research	1	7,500	–	2035+
South							
	S-01/02	Engineering Drive 1410 – Replacement	Academic/ Research	8	385,000	–	2023-2029
	S-03B	Wisconsin Institute for Discovery, Phase 2	Research	6	392,000	–	2029-2035
	S-07	Zoology Research and Noland Hall	Academic/ Research	8	419,888	–	2035+
	S-08A	Academic/Research	Academic/ Research	2	22,000	–	2029-2035
	NS	Weeks Hall Addition	Research	1	5,000		
	NS	Academic/Research	Academic/ Research	6	150,000		
	S-09A	Primate Center & Harlow Expansion	Research	6	48,822	–	2035+

* Land not currently owned by the UW-Madison Board of Regents/affiliates and/or non C-I District zoning. Will need to adhere to City of Madison Conditional Use process.
NOTE: Refer to the University of Wisconsin-Madison Campus Master Plan Technical Document for additional south campus development information.
NS = Not Shown

Table 4-2 Proposed Landscape Summary, continued

Map Reference[1]	Category of Open Space Use	Location Description	New[2]	Comments	Phase
OS-N-10	Stormwater	Underground Treatment Stormwater Facility	*	Green infrastructure, superblock adjacent to Medical Sciences	3
OS-N-11	General Openspace	Bascom Hill Stormwater Landscape	*	Reduce lawn, implement green infrastructure	2
OS-N-12	Courts/Quads/Gardens	Library Mall (State Street to Langdon Street)		Redevelopment of Library Mall	2
OS-N-13	Courts/Quads/Gardens	Humanities Site Mall	*	Connecting East Campus Mall to N. Park Street (Lathrop)	3
OS-N-14	Streetscape	Campus Gateway Entry Sign	*	At Campus Drive/University Avenue center median	2
OS-S-01	Courts/Quads/Gardens	Engineering Campus Quad	*	Stormwater, open space improvements, connection to Camp Randall Memorial Park	4
OS-S-02	Recreation	Camp Randall North Practice Field	*	Minor addition	1
OS-S-03	Courts/Quads/Gardens	Union South Quadrangle & Open Space		Removal of Wendt Library (relocate)	4
NS	Courts/Quads/Gardens	Block South of Union South			
OS-S-05	Courts/Quads/Gardens	Campus/Orchard Surface Stormwater Facility	*	WID II, South Open Space	3
OS-S-06	Courts/Quads/Gardens	N. Mills Surface Stormwater Facility	*	Nolan Zoology Block Quadrangle	4
OS-S-07A	Streetscape	Dayton Street Green Infrastructure-Randall to Charter	*	Green street	1,2,3,4
OS-S-07B	Streetscape	Dayton Street Green Infrastructure-Charter to Park	*	Green street	1,2,3,4
OS-S-07C	Streetscape	Dayton Street Green Infrastructure-Park to Frances	*	Green street	1,2,3,4
OS-S-08	General Openspace	Witte Hall Yard	*	Open space improvements, stormwater	1
OS-S-09	General Openspace	Sellery Hall Yard	*	Open space improvements, stormwater	2
OS-S-10	Courts/Quads/Gardens	Grainger Hall Courtyard Redevelopment		Redo existing	2
OS-S-11	Streetscape	University Avenue Streetscape Enhancements		Incoordination with City/State/Fed's	4
OS-S-12	General Openspace	Railroad R/W Landscape Enhancement	*	Lessen visual impact of this corridor	2
NS	General Openspace	Art Building open space & sculpture garden			
OS-S-14	Streetscape	Campus Gateway Entry Sign		At 21 N. Park Street island	3
NS	Courts/Quads/Gardens	South Campus Quad			
1. Format: Open Space - Planning District - ID#					
2. New Recommendation, relative to 2005 Campus Master Plan					

NS = Not Shown

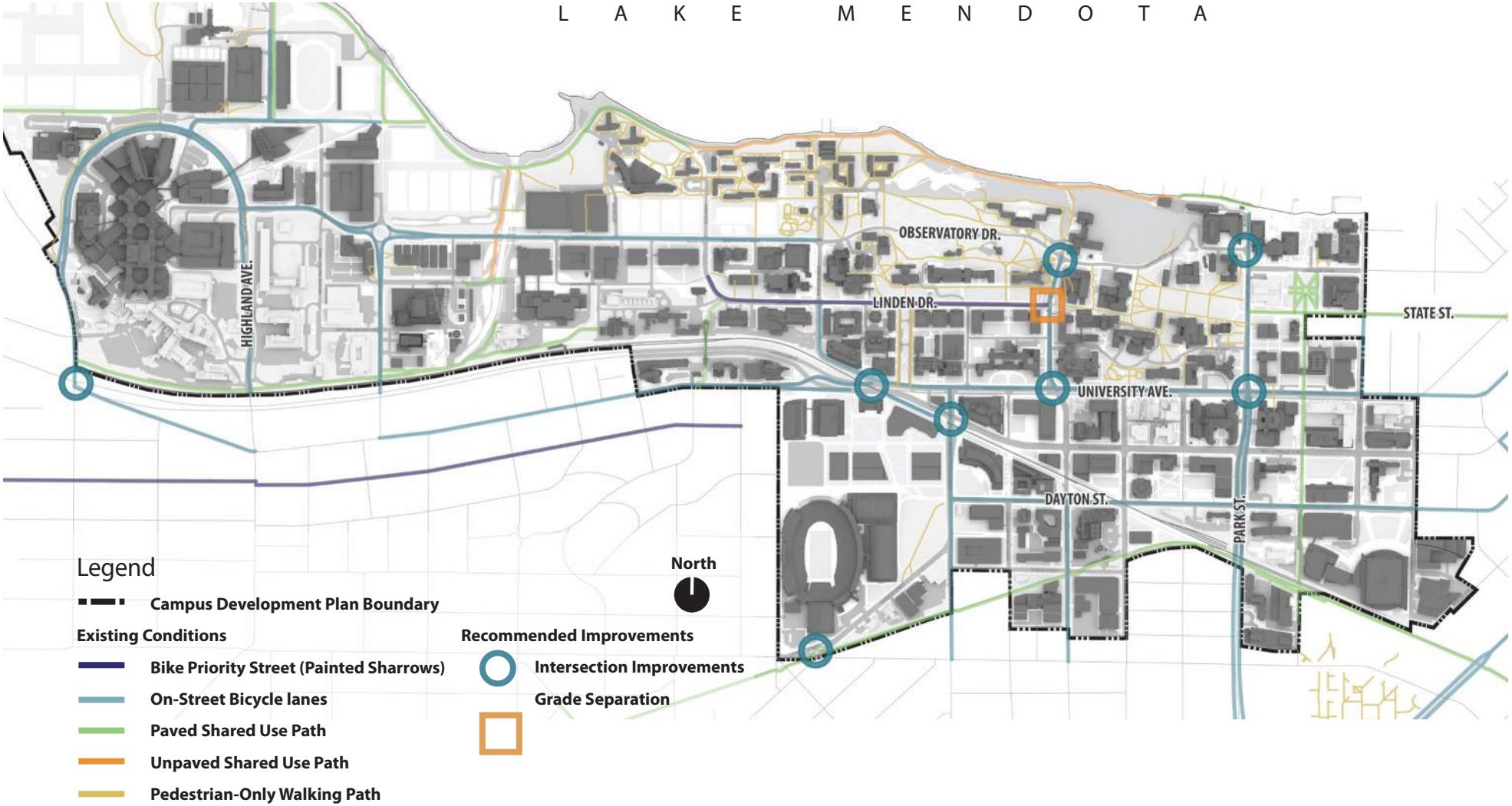


Figure 4-30 Locations of Recommended Intersection Improvements

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-01/02	Engineering Drive 1410 – Replacement	385,000
Total Building Space Gained			440,775
Parking Spaces Proposed			0 Spaces

Phase 2 – 2023 to 2029 Mid-Term Improvements

Total Building Space Removed	349,953
Total Building Space Gained	440,775
Phase 2 Total Net Change	(90,822)

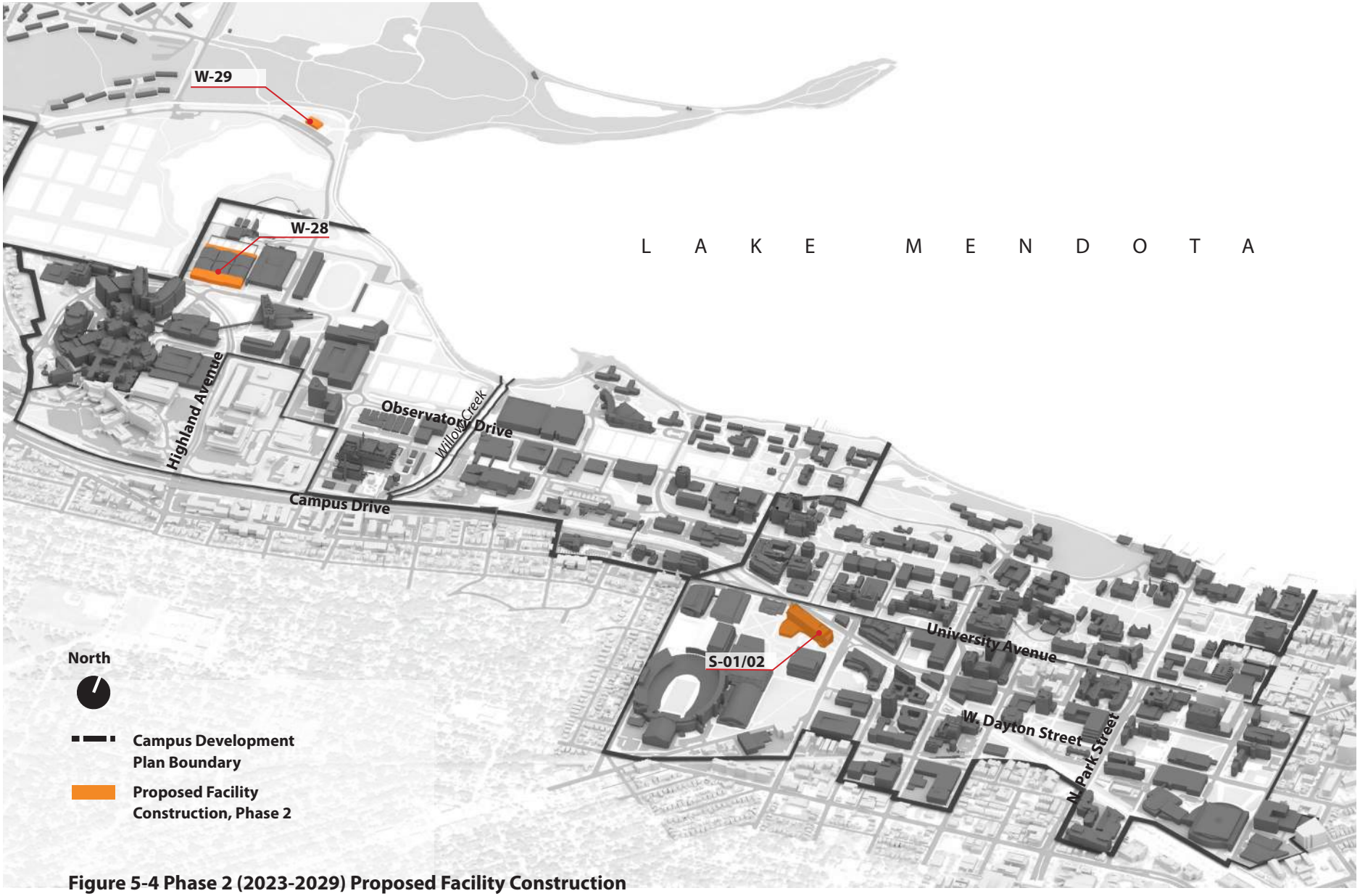


Figure 5-4 Phase 2 (2023-2029) Proposed Facility Construction

Figure 5-10 All Phases Proposed Facility Construction

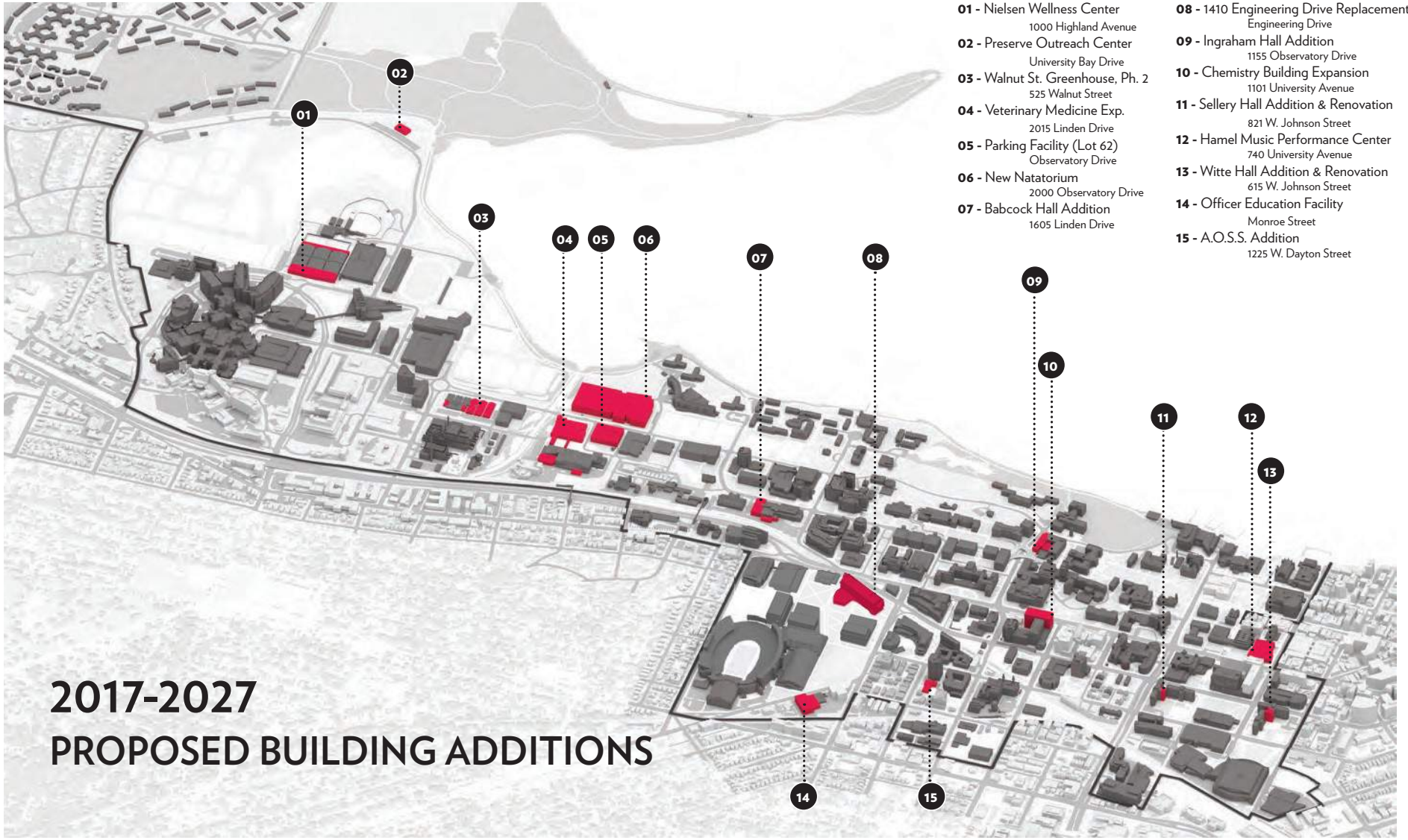


Figure 5-12 2017-2027 Proposed Building Additions

7.1 Campus Master Plan Graphic

The 2015 Campus Master Plan Update provides a framework for open space, circulation, land use relationships, and building placement. To achieve campus objectives, the master plan is envisioned as a flexible framework of land uses, open spaces, and infrastructure. Campus design guidelines ensure each major and minor campus decision is in support of the university's long-term mission, vision, and values. Implementation recommendations create an ambitious yet reasonable action plan.

The 2015 Campus Master Plan Update is not intended to be so constraining and prescriptive as to stifle creativity, analysis, and judgment. The plan and its graphics are not specific building or site designs and they should not predict design solutions. The design standards within this master plan allow flexibility and imagination while ensuring consistent, sustainable, and quality implementation. It is a baseline that guides project designers while allowing and encouraging creativity.

However, the 2015 Campus Master Plan Update should not be interpreted so loosely as to permit entirely different initiatives and conceptual directions. The goal is to achieve a balance between the 2015 Campus Master Plan Update and the mutual decisions that must be reached throughout each project's development process. The skillful use of this master plan by university planners, designers, reviewing agencies, and facility managers will result in a functional, memorable, and sustainable campus.

NOTE: UW-Madison Campus Master Plan graphic indicates development on parcels currenlty not owned by the Board of Regents or university affiliates. Refer to Section 4 for proposed developments specific to C-I District zoning.

Figure 7-1 Campus Master Plan

WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON
Picnic Point
L A K E M E N D O T A
Observatory Hill
Observatory Dr.
Babcock Dr.
Linden Dr.
Highland Ave.
Walnut St.
Campus Dr.
University Ave.
Breese Ter.
N. Randall Ave.
N. Charter St.
W. Johnson St.
N. Park St.
N. Lake St.
State St.
N. Frances St.
Regent St.

Building Siting & Massing

"University Hall (now Bascom Hall) on the crest of the Hill, and the two dormitories, North Hall and South Hall, at the right and the left. Too much credit cannot be given to the architect of these first buildings. Their simple, dignified style, correct proportions and honest treatment of materials gave the keynote for future work. Fewer regrets for present conditions would be felt had his example been followed more closely."

– Arthur Peabody, Supervising Architect,
"General Design of University of Wisconsin, d. 1908"

The massing of campus buildings, that is, the overall geometry of their perceived forms – footprint, height, and roof form – should demonstrate sensitivity to nearby buildings within their design neighborhoods as well as their adjacent land use (residential, commercial, institutional, recreation).

The shapes of future building footprints shown in the Master Plan represent broad guidelines. Existing building footprints throughout campus are predominantly simple geometrical shapes such as North Hall or a combination of these simple shapes to form more complex ones for larger buildings. The following architectural elements shall be considered in relationship to each other when creating architectural solutions:

- Build-To Lines
- Facade Organization
- Roofs
- Features
- Materials
- Views
- Miscellaneous Design Considerations

Each of these elements is further summarized (following) to give design teams a general intention for their application across campus. Refer to each individual campus design neighborhood for nuances and specifics to application of these summaries.

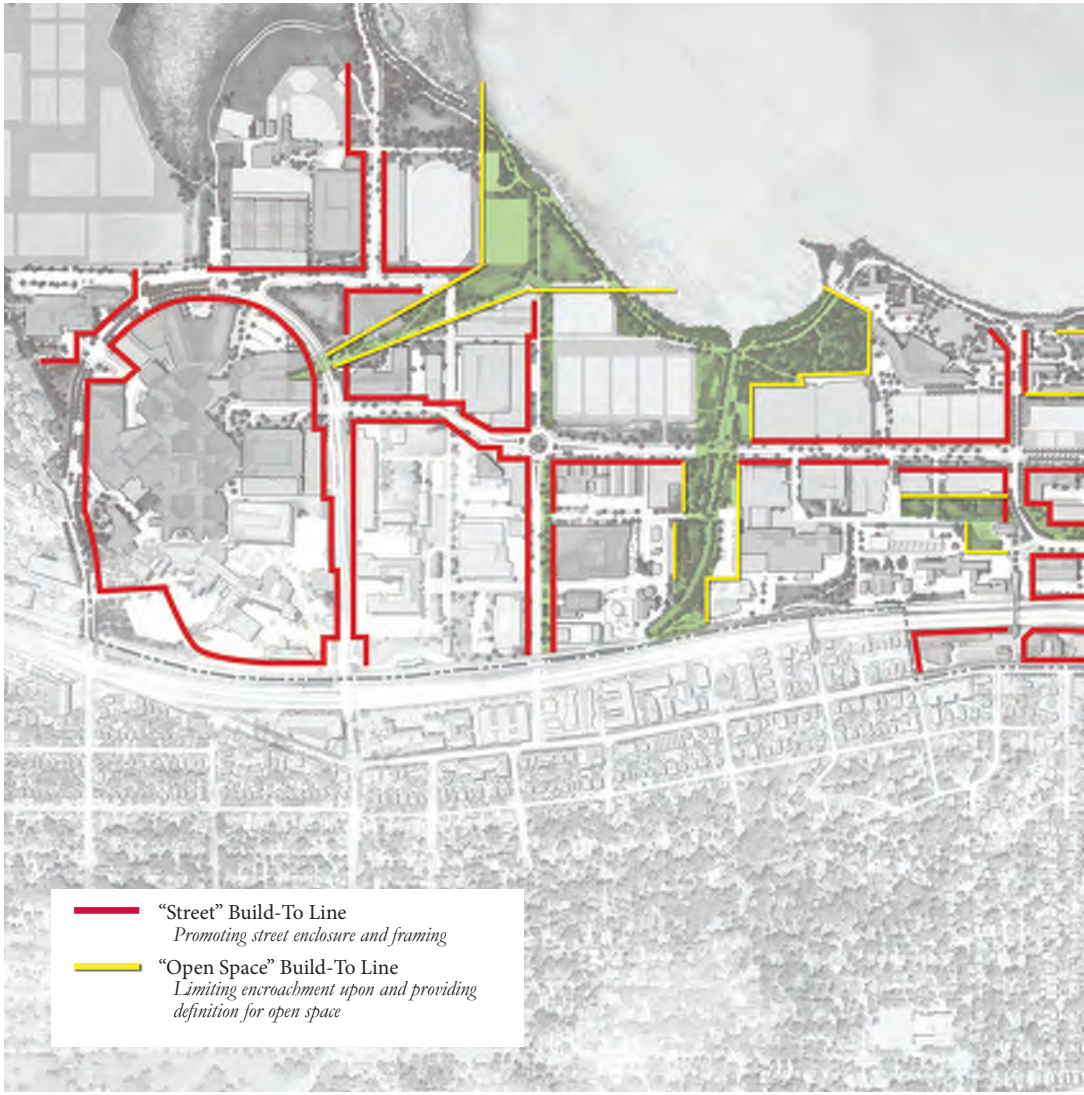


Figure 7-3 Build-to Limits

Build-To Lines:

The required build-to lines preserve/create strategic open space and/or promote streetscapes that are consistent with the desired character of the campus design neighborhoods, and reflect the context within which those neighborhoods are located. Build-to lines are determined from existing right-of-way lines or if no right-of-way exists from back of existing sidewalk edge. The area between these lines and the required build-to line shall be known as the buffer zone.

The alignment of future buildings shall follow the build-to lines established within each Design Neighborhood as identified in the Campus Design Guidelines & Standards document. Figure 7-3 indicates the following build-to line requirements:

Build-To lines

- Frontages along corridors, streets, multi-use paths, naturalized landscapes and open spaces.
- Intended to allow campus standard walkway widths, streetscape/site amenities, green infrastructure opportunities where appropriate and limiting encroachments upon campus natural areas and open spaces.
- A minimum 60% and no more than 80% of the structure shall be located at the build-to line. Offset from build-to line shall be 20% of adjacent buffer zone or 5' if not identified.
- Minor projections allowed such as eaves, fire escapes, water collection cisterns and planters, uncovered stairways, wheelchair ramps, and uncovered patios or balconies, may project into the required buffer zone (up to 20% of offset distance, i.e. 20' built-to offset from right-of-way would allow minor projections of up to 4' within the buffer zone).
- The following items are allowed to fully project into the buffer zone: Canopies, awnings, signage, and/or approved signature architectural features. Uncovered stairs and wheelchair ramps that lead to main building entrances assuming adequate walkway widths are met.

Building Heights

The following exhibit indicates the proposed maximum building heights within the campus development boundary. The heights are shown in the context of the following three plans:

- *University Avenue Corridor Plan (bounded by: ▪▪▪▪▪▪▪▪▪)*
  Adopted May 6, 2014 #32635
- *Regent Street - South Campus Neighborhood Plan (bounded by: ▪▪▪▪▪▪▪▪▪▪▪)*
  Adopted July 1, 2009 #09234
- *City of Madison Downtown Plan (bounded by: ▪▪▪▪▪▪▪▪▪)*
  Adopted July 17, 2012 #24468

Building heights for the UW-Madison campus are shown as a range between 15-17' floor to floor heights, depending on the ultimate program of the facility. Although an adopted plan may indicate a maximum 12 story building, the master plan graphic reflects a 10 story building to match the overall height desired for the area. Not all buildings will be built to the heights indicated, they are assigned more to define potential physical form of the campus and limit heights where views and or adjacencies dictate. Generally the primary arterials of University Avenue and W. Johnson Street are proposed to have taller buildings, while heights decrease as you transition to the neighborhoods and Lake Mendota.

Maximum building heights shall be for the entire physical structure of the building and include roof peaks, dormers, utility enclosures, photovoltaic arrays, etc. Building communication antennas and supporting infrastructure may exceed these heights per city of Madison ordinance requirements.

These heights do not represent rigid prescriptions, but instead a guide to what is considered appropriate for the context. In certain areas of campus, generally east of N. Charter Street, the Capitol View Preservation height limit governs the maximum height of buildings (WI Stat § 16.842 (2013 through Act 380). Proposed heights respect this statute.

NOTES:

1. *Colors relate to building heights.*
2. *Where discrepancies arise between adopted plans, most current plan takes precedent.*
3. *(x) Numbers indicate UW-Madison 2015 Campus Master Plan proposed maximum building heights. Floor quantities indicated equate to 15-17' floor to floor heights.*
4. *(x) Indicate proposed HIGHER maximum heights than approved plans.*
5. *(x) Indicate proposed LOWER maximum heights than approved plans.*
6. *"+2" Additional floors approved for exceptional design/LEED.*
7. *[1] Zoned Conservancy District, buildings not anticipated*
8. *[2] Viewshed agreement, any proposed buildings require additional approval.*

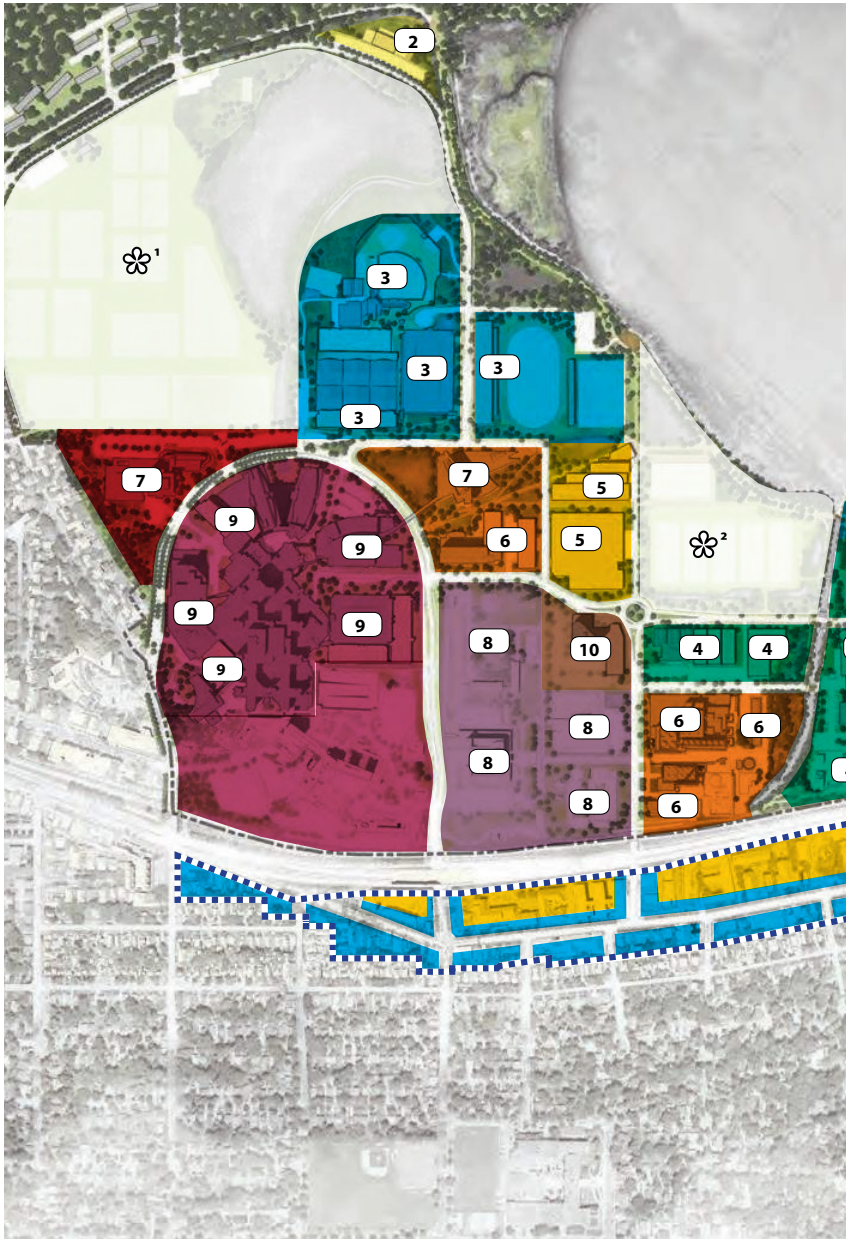


Figure 7-4 Proposed Building Heights

University Avenue Corridor Plan

Adopted May 6, 2014 #32635

- 4 Stories: 41-60'
- 5 Stories: 60+'

Regent Street - South Campus Neighborhood Plan

Adopted July 1, 2008 #09234

- 3 Stories: 46'
- 4 Stories: 60'
- 6 Stories: 88'
- 8 Stories: 116'
- 10 Stories: 144' (+2 bonus for LEED)
- 12 Stories: 172'
- 8 Stories Regent Plan / 12 Stories Downtown Plan*

*More recent plan takes priority

City of Madison Downtown Plan

Adopted July 17, 2012 #24468

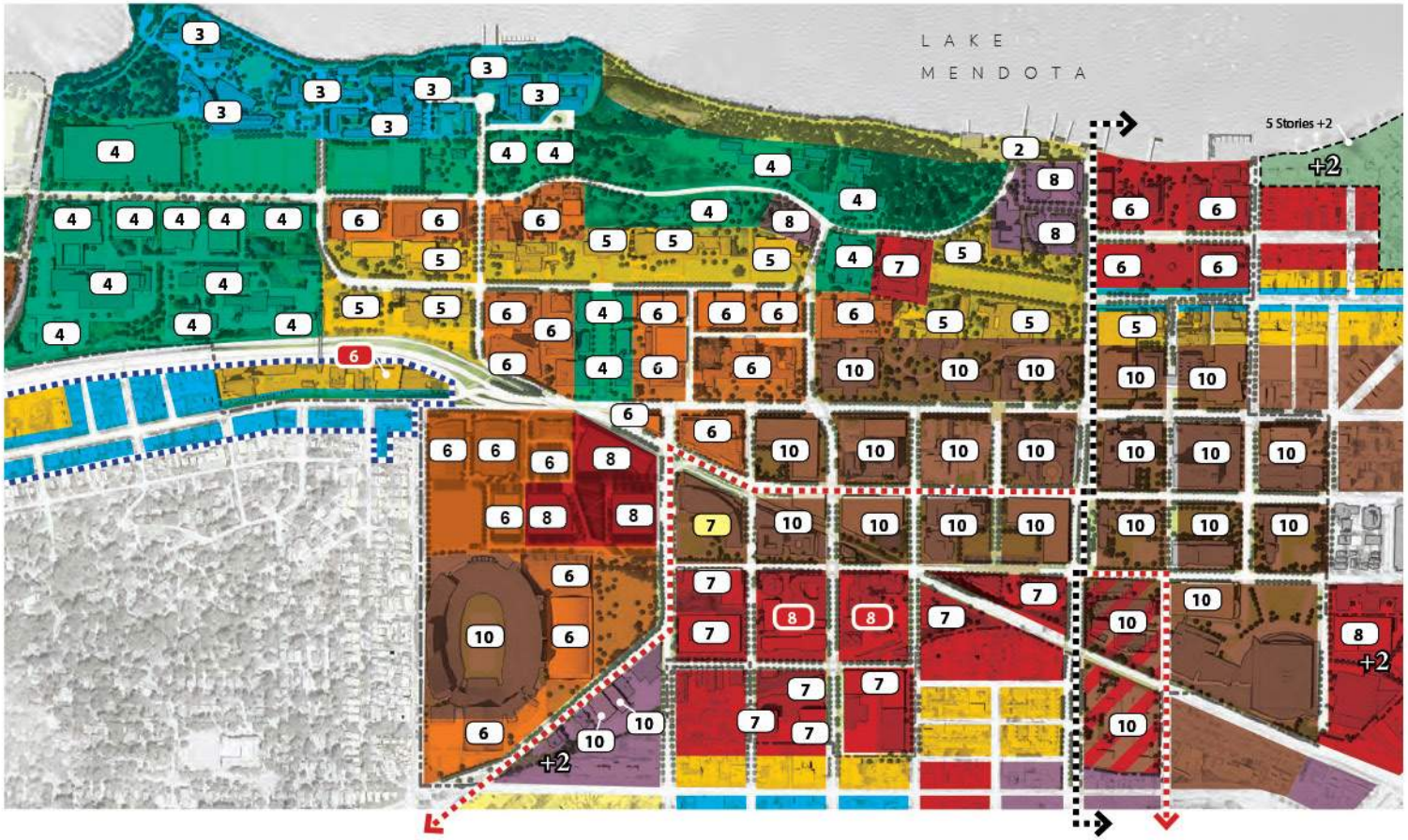
- 4 Stories: 44-60'
- 6 Stories: 64-88'
- 8 Stories: 84-116'
- 10 Stories: 104-144'
- 12 Stories: 124-172'
- 8 Stories Regent Plan / 12 Stories Downtown Plan

*More recent plan takes priority

UW-Madison Campus Master Plan

Effective January 1, 2019 #47245

- 2 — 2 Stories or max. 34'
- 3 — 3 Stories or max. 51'
- 4 — 4 Stories or max. 68'
- 5 — 5 Stories or max. 85'
- 6 — 6 Stories or max. 102'
- 7 — 7 Stories or max. 119'
- 8 — 8 Stories or max. 136'
- 9 — 9 Stories or max. 153'
- 10 — 10 Stories or max. 170'



Massing & Scale

- Buildings are to support the campus civic structure, giving architectural definition to the campus streets, quadrangles, and other open spaces. Buildings are to front directly onto these spaces and to support them by their form, massing, and the design of their facades.
- 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.
- Build out structures toward railroad right-of-way with the understanding this area may become a public transportation corridor in the future. Do not neglect the public face this corridor could play in the future.
- Provide larger, more meaningful open spaces framed by architecture with a strong indoor/outdoor relationship.
- Where buildings are set back at upper stories, use lower roofs as green roofs, balconies, terraces, and gardens.
- Buildings 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.

NOTES:

1. *Colors relate to building heights.*
2. *Where discrepancies arise between adopted plans, most current plan takes precedent.*
3. *(x) Numbers indicate UW-Madison 2015 Campus Master Plan proposed maximum building heights. Floor quantities indicated equate to 15-17' floor to floor heights.*
4. *(x) Indicate proposed HIGHER maximum heights than approved plans.*
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7. *[1] Zoned Conservancy District, buildings not anticipated*
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UW-Madison Campus Master Plan

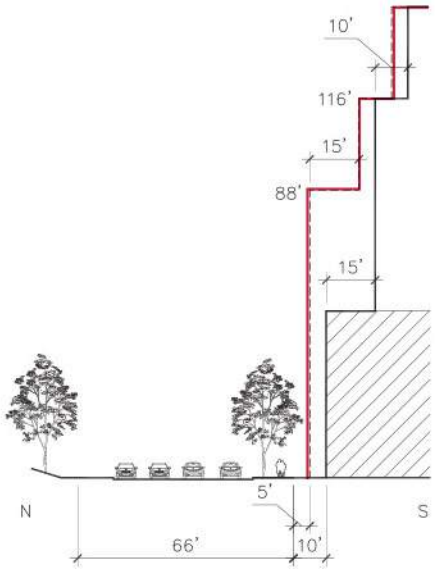
Effective January 1, 2019 #47245

- (2) 2 Stories or max. 34'
- (3) 3 Stories or max. 51'
- (4) 4 Stories or max. 68'
- (5) 5 Stories or max. 85'
- (6) 6 Stories or max. 102'
- (7) 7 Stories or max. 119'
- (8) 8 Stories or max. 136'
- (9) 9 Stories or max. 153'
- (10) 10 Stories or max. 170'

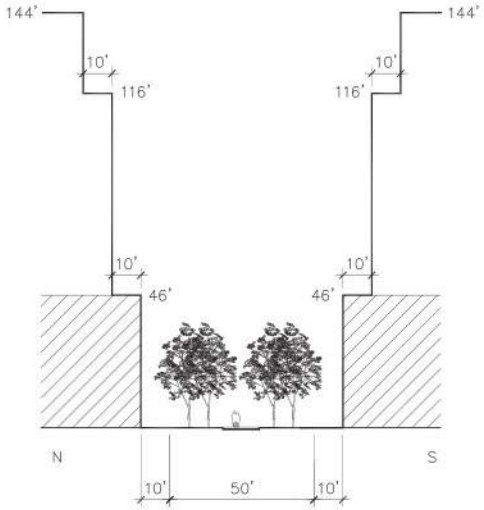
Building Heights

- Building heights are to generally match the urban context. Crescendo in height along the campus arterials of University Avenue and Johnson Street and become lower as Regent Street is approached.
- When directly abutting the community, building heights should not significantly exceed that of neighboring community buildings. Height differences shall be mitigated by orienting taller building masses toward the campus. Similarly, upper floors may be stepped back away from the street frontage.
- Buildings should generally have flat roofs with an emphasis on multiple planes.
- Consideration of accessible and/or highly visible green roofs shall be considered to create a greater availability of usable open space in the south campus.
- New development(s) should relate to the First Congregational Church at the southwestern corner of University Avenue and Breese Terrace with preservation of the sightline to the east. Articulation, mass, and scale will be important considerations in new building designs to ensure the relationship of the building to University Avenue is one that is pedestrian friendly.

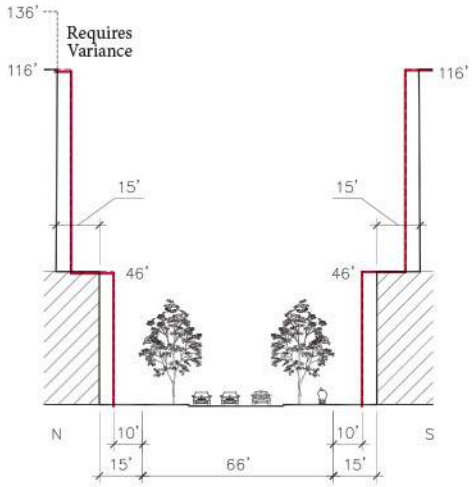
Regent Street-South Campus Neighborhood Plan
UW C-I District minimum height



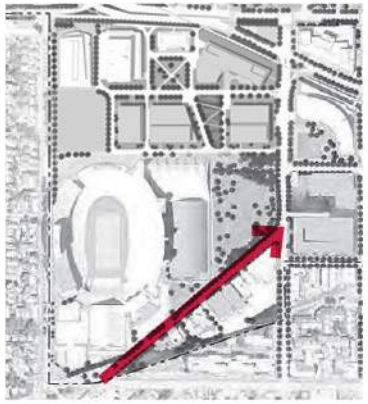
Monroe St. - Regent St. to N. Randall St.
(View Northeast)



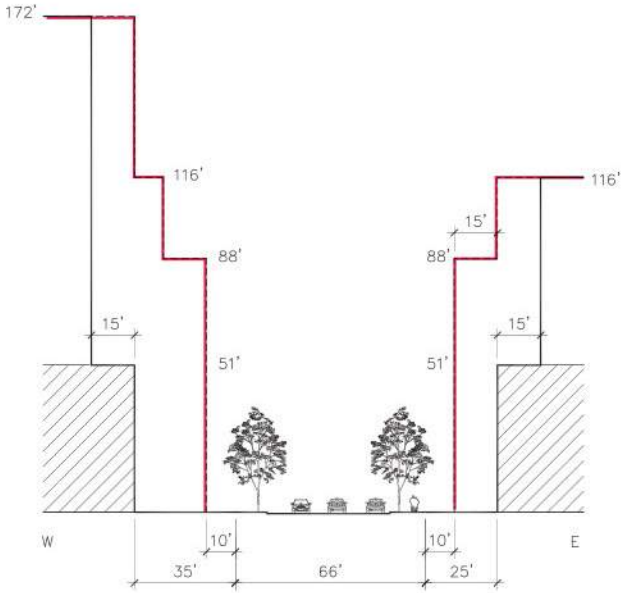
Bike Path - Regent St. to Kohl Center
(View Easterly)



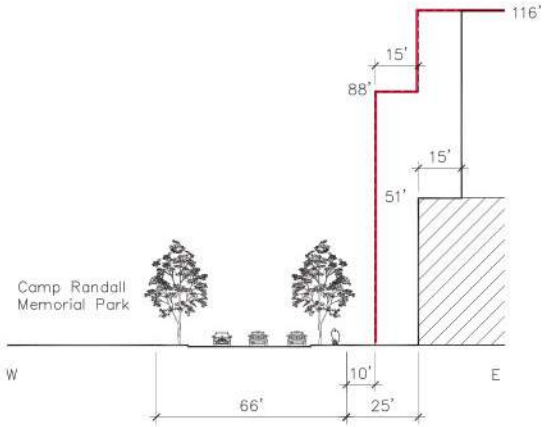
Spring St. - N. Randall St. to N. Mills St.
(View East)



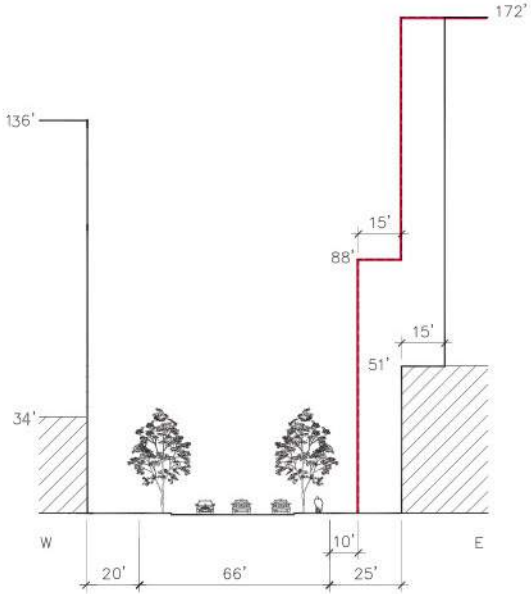
Regent Street-South Campus Neighborhood Plan
UW C-I District minimum height



N. Randall St. - Bike Path to Monroe St.
(View North)

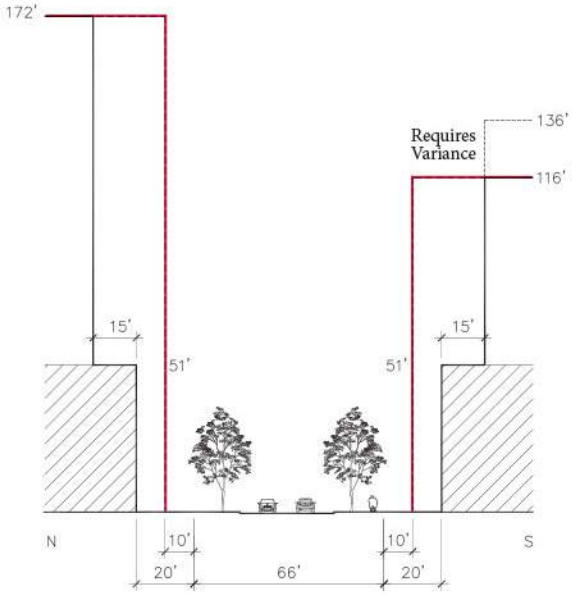


N. Randall St. - Monroe St. to W. Dayton St.
(View North)

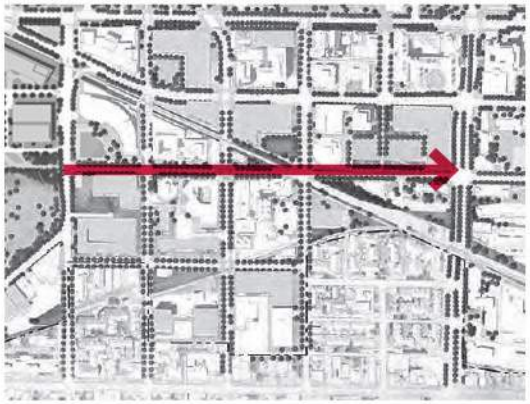


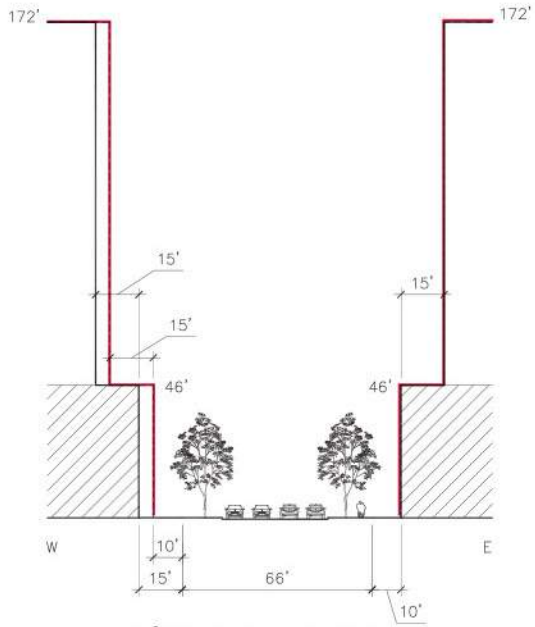
N. Randall St. - W. Dayton St. to University Ave.
(View North)

Regent Street-South Campus Neighborhood Plan
UW C-I District minimum height

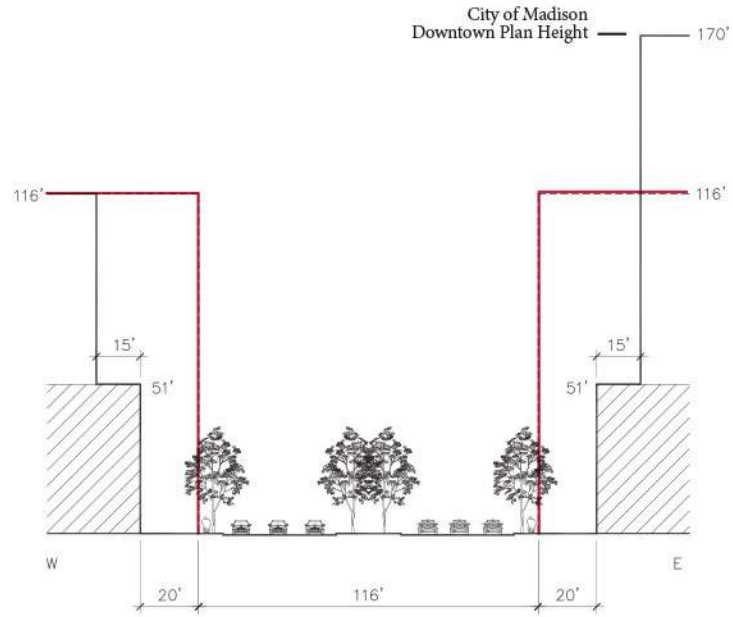


W. Dayton St. - N. Randall St. to Park St.
(View East)





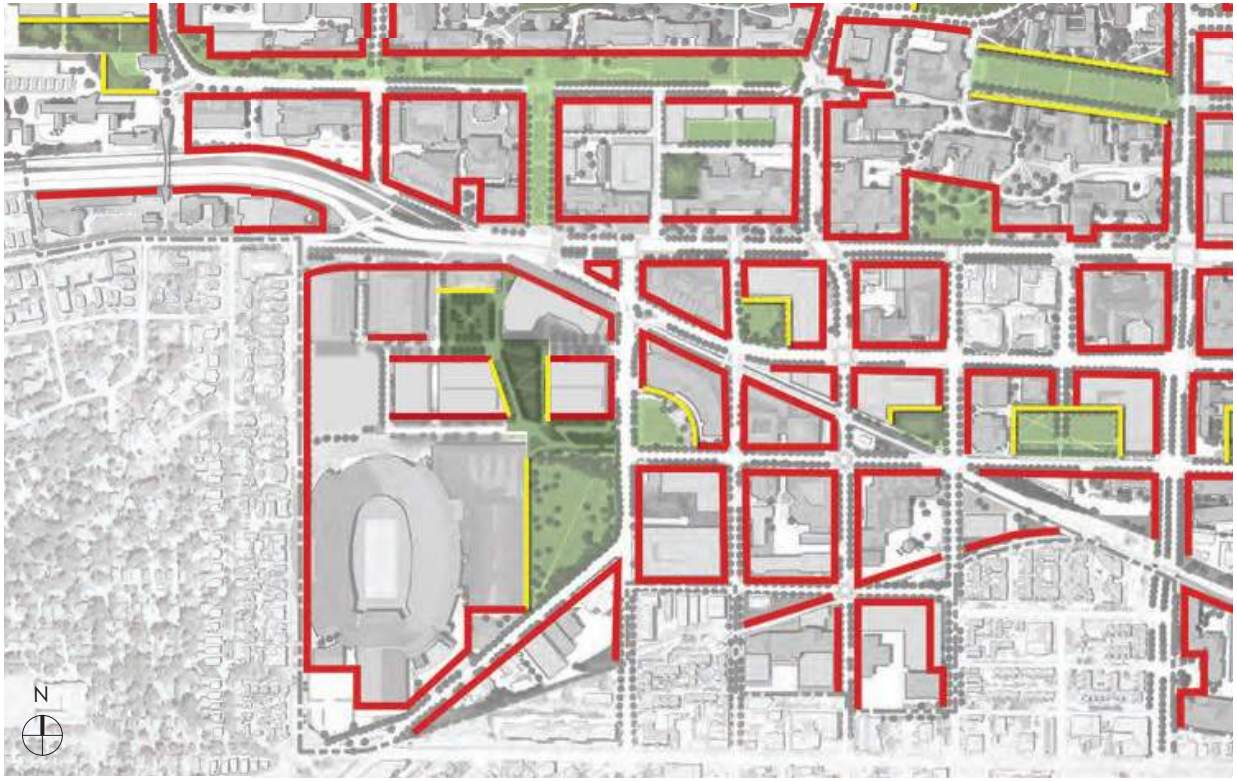
N. Brooks St. - W. Dayton St. to University Ave.
(View North)



Park St. - Railroad to W. Dayton St.
(View North)

Build-To Lines

- Refer to the Build-To Dimensions matrix for specific distances related to street frontages and major open space corridors.
- The primary build-to lines in the South Campus neighborhood involve interaction with the city of Madison right-of way.
- Build-to lines are given to prevent flat, expansive, lifeless street or open space facades. The majority of the building facade should be brought to the suggested build-to line while still achieving facade articulation and interest that is compatible within the neighborhood.
- Buildings should visually embrace the rail line and physically embrace the multi-use commuter path as prominent corridors of campus.



Note: *The placement of new buildings should respond to the alignment of adjacent buildings and adhere to the landscape framework plan which defines signature open space corridors. New buildings should be placed to engage and improve the quality of the campus landscape. While proposed buildings should be placed to maximize efficiency and use of the site, they should not block major pedestrian, habitat, stormwater, or visual corridors. Placement is ultimately dictated on a site by site basis to respond to the immediate context and ensure the building positively contributes to the whole of the campus.*

Build-To Dimensions

The neighborhood matrix references each of the streets within the campus design neighborhood and further identifies the nuances along that street frontage to provide guidance when determining architectural build-to limits. These limits ensure architectural framing of the street is occurring where appropriate, green space is preserved, and that a pleasing human-scaled pedestrian realm is created that allows for street activation and socialization.

- *Street Name: Name of street located within the neighborhood.*
- *Description: Segment of street in neighborhood, as widths and character may vary.*
- *Existing Corridor Width*: Identified existing width per Dane County mapping data.*
- *Orientation: What side of street segment guidelines are being applied.*
- *Build-To Line[1]: Distance from back of the sidewalk where majority of the building should interface.*
- *Building Ht. Max: As identified by neighborhood/city plans and per anticipated UW program need.*
- *Step Back Req'ts: Recommended story height at Build-To line/distance (feet) of step back.*
- *Stormwater[2]: Is the area between the sidewalk/path and street appropriate for green infrastructure.*

8. SOUTH CAMPUS NEIGHBORHOOD										
Street Name	Description	Corridor Width*	Orientation	Build-to Line[1]	RSSC Setback	Building Ht. Max [Min]	RSSC Ht. Max [Min]	Step Back Req'ts	RSSC Step Back Req'ts	Stormwater[2]
Campus Drive	West edge to University (incld. RR)	156'								
			S (W/E)	20'		6 [3]		None		NO
University Avenue	1848 University Ave. to Breese Ter.[3]	Varies	N	-		6 [3]		3rd & Above - Min. 15'		NO
	Intersection to N. Charter St.	100'								
			S	10'		4|6|10 [3]		5th & Above - Min. 15'		Buffer Only
	N. Charter St. to N. Francis St.	100'								
			S	10'		10 [3]		5th & Above - Min. 15'		Buffer Only
Engineering Drive	Lot 17 to N. Randall Ave.	109'	N	0'		8 [4]		None		NO
			S	0'		8 [2]		4th & Above - Min. 15'		NO
W. Johnson Street	N. Orchard St. to N. Park St.	68'	N	20'		10 [3]		8th & Above - Min. 15'		NO
			S	20'		10 [3]		4th & Above - Min. 15'		NO
W. Dayton Street	N. Randall Ave. to N. Park St.	66'	N	20'	10'	10 [3]	12 [3]	4th & Above - Min. 15'	none	YES
			S	20'	10'	7|8 [3]	8 [3]	4th & Above - Min. 15'	none	YES
Monroe Street	N. Breese Ter. to Randall Ave.	66'								
			S	10'	5'	10 - 170' [3]	10 [3]	4th/9th & Above - 15'/10'	7th - 15' & 9th - 10'	YES
Spring Street	N. Randall Ave. to N.Mills St.	66'	N	15'	10'	7 - 116' [3]	8 [3]	4th & Above - Min. 15'	4th - 15'	YES
			S	15'	10'	7 [3]	8 [3]	4th & Above - Min. 15'	4th - 15'	YES
Capitol Court	N. Orchard St. to N. Charter St.	30'	N	15'		6 [3]		None		NO
			S	0'		6 [3]		None		NO
N. Breese Terrace	University Ave. to Engineering Dr.	60'								
			E	10'		6|10 [3]		4th & Above - Min. 15'		NO
N. Randall Avenue	University Ave. to W. Dayton St.	66'	W	20'		8 - 136 [2]		None		NO
			E	25'	10'	10 - 120' [3]	12 [3]	4th & Above - Min. 15'	6th - 15'	NO
	W. Dayton St. to Monroe St.	66'								
			E	25'	10'	6 - 116' [3]	8 (116') [3]	4th & Above - Min. 15'	7th - 15'	NO
	Monroe St. to bike path	66'	W	35'	10'	10 - 170' [3]	12 (172') [3]	4th & Above - Min. 15'	7th -15' & 9th - 10'	NO
			E	25'	10'	6 - 116' [3]	8 (116') [3]	4th & Above - Min. 15'	7th - 15'	NO
N. Orchard Street	University Ave. to W. Dayton St.	66'	W	15'	10'	7 - 119' [3]	12 [3]	4th & Above - Min. 15'	4th - 15'	YES
			E	15'	10'	10 - 170' [3]	12 [3]	4th & Above - Min. 15'	4th - 15'	YES
	W. Dayton St. to Capitol Ct.	66'	W	15'	10'	7 [3]	8 [3]	4th & Above - Min. 15'	4th - 15'	YES
			E	15'	10'	7|8 [3]	8 [3]	4th & Above - Min. 15'	4th - 15'	YES
N. Charter Street	University Ave. to W. Dayton St.	66'	W	30'	10'	10 - 170' [3]	12 [3]	4th & Above - Min. 15'	4th - 15'	YES
			E	20'	10'	10 - 170' [3]	12 [3]	4th & Above - Min. 15'	4th - 15'	YES
	W. Dayton St. to south boundary	66'	W	20'	10'	7 - 116' [3]	8 [3]	4th & Above - Min. 15'	4th - 15'	YES
			E	20'	10'	7 - 116' [3]	8 [3]	4th & Above - Min. 15'	4th - 15'	YES
N. Mills Street	University Ave. to W. Dayton St.	66'	W	15'	10'	10 - 170' [3]	12 [3]	4th & Above - Min. 15'	4th - 15'	NO
			E	30'	10'	10 - 170' [3]	12 [3]	4th & Above - Min. 15'	4th - 15'	NO
	W. Dayton St. to College Ct.	66'	W	15'	10'	7 - 116' [3]	8 [3]	4th & Above - Min. 15'	4th - 15'	NO
			E	30'	10'	7 - 116' [3]	8 [3]	4th & Above - Min. 15'	4th - 15'	NO
N. Brooks Street	University Ave. to W. Dayton St.	66'	W	15'	10'	10 - 170' [3]	12 [3]	4th & Above - Min. 15'	4th - 15'	YES
			E	10'	10'	10 - 170' [3]	12 [3]	4th & Above - Min. 15'	4th - 15'	YES
N. Park Street	University Ave. to W. Dayton St.	120'	W	10'		10 [3]		4th & Above - Min. 15'		YES
	W. Dayton St. to railroad	120'	W	20'	0'	7 - 116' [3]	8 [3]	4th & Above - Min. 15'	none	YES

RSSC = Regent Street-South Campus Neighborhood Plan

* Corridor Width = Right-of-way width or if no right-of-way, back of sidewalk to back of sidewalk where right-of-way would typically be located.

[1] Right-of-way line or in the case of no right-of-way, the distance from back of sidewalk.

[2] Does the terrace condition support green infrastructure as part of the development of this area of street?

[3] New development shall relate to First Congretional Church at the southwestern corner of University and Breese, with preservation of the sightline to the east.

Key Plan

Landscape Principles

The South Campus Neighborhood is an increasingly urban and institutional neighborhood that is experienced primarily by streetscape.

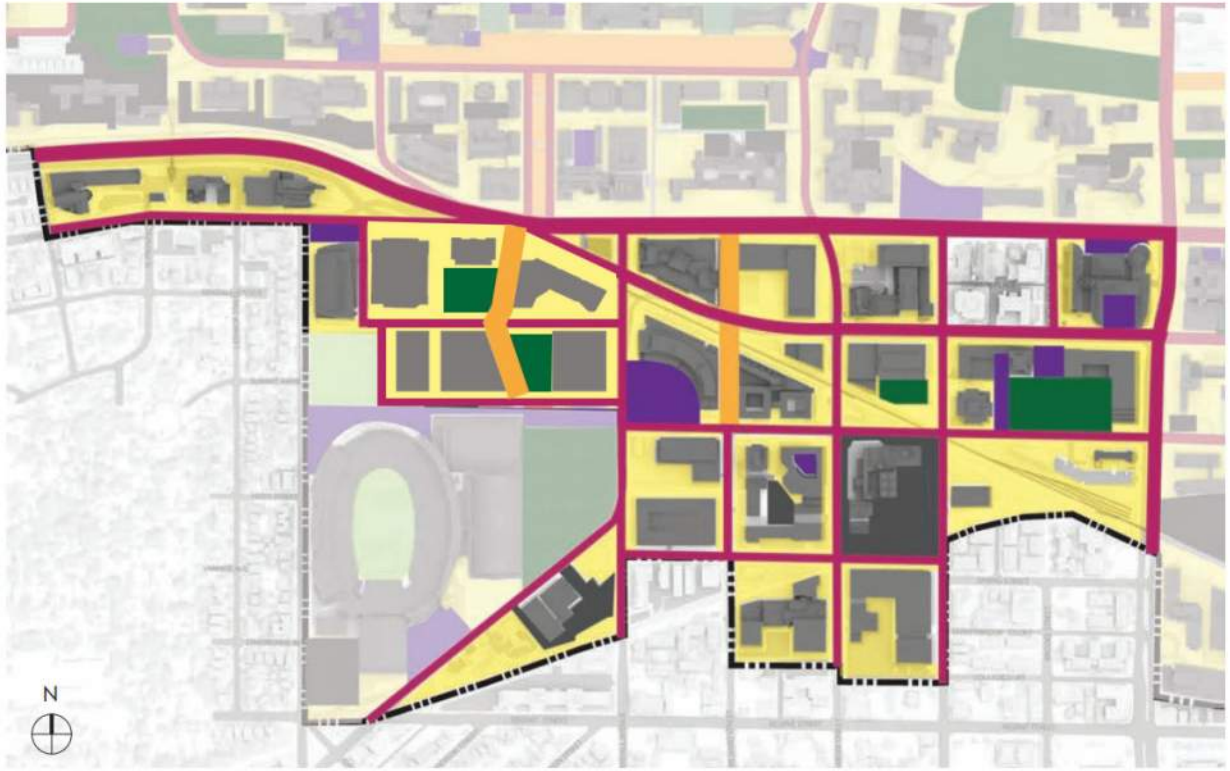
- Improve neighborhood streetscapes making them more walkable and sustainable.
- Plant a robust and contiguous urban tree canopy improving human comfort, while providing urban wildlife habitat and reducing the heat-island effect.
- Provide new campus open spaces for social interaction.
- Emphasis shall be placed on subgrade soils and infrastructure to support vegetative growth and to meet stormwater goals.

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

The South Campus Neighborhood is structured by the urban grid. Invest heavily in streetscapes to improve the landscape quality of the neighborhood.

- **Streetscapes:** Develop a clear hierarchy of streetscape treatments as defined in the Landscape Master Plan.
- **Campus fabric:** Urban character characterized by minimal building setbacks. Provide shade trees and understory planting between the building and sidewalk for human scale and comfort. Lawn areas are discouraged.
- **Campus green:** Flexible and programmable open spaces, these lawns should be designed with proper drainage and base materials to withstand heavy pedestrian use.
- **Courtyards, plazas, terraces, and gardens:** Courtyards and plazas should respond to the surrounding building architecture's general urban character. Planting may be native , but primarily ornamental.



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.*

PROCESS FOR AMENDMENTS

No alteration of an approved Campus Master Plan, including changes to the proposed use of identified open space areas and other open space uses, 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. Substantial changes to the plan will be determined by the City of Madison Director of Planning and Community and Economic Development, or designee, and must receive Common Council approval following a recommendation from the Plan Commission to become part of the approved Campus Institutional District Master Plan.

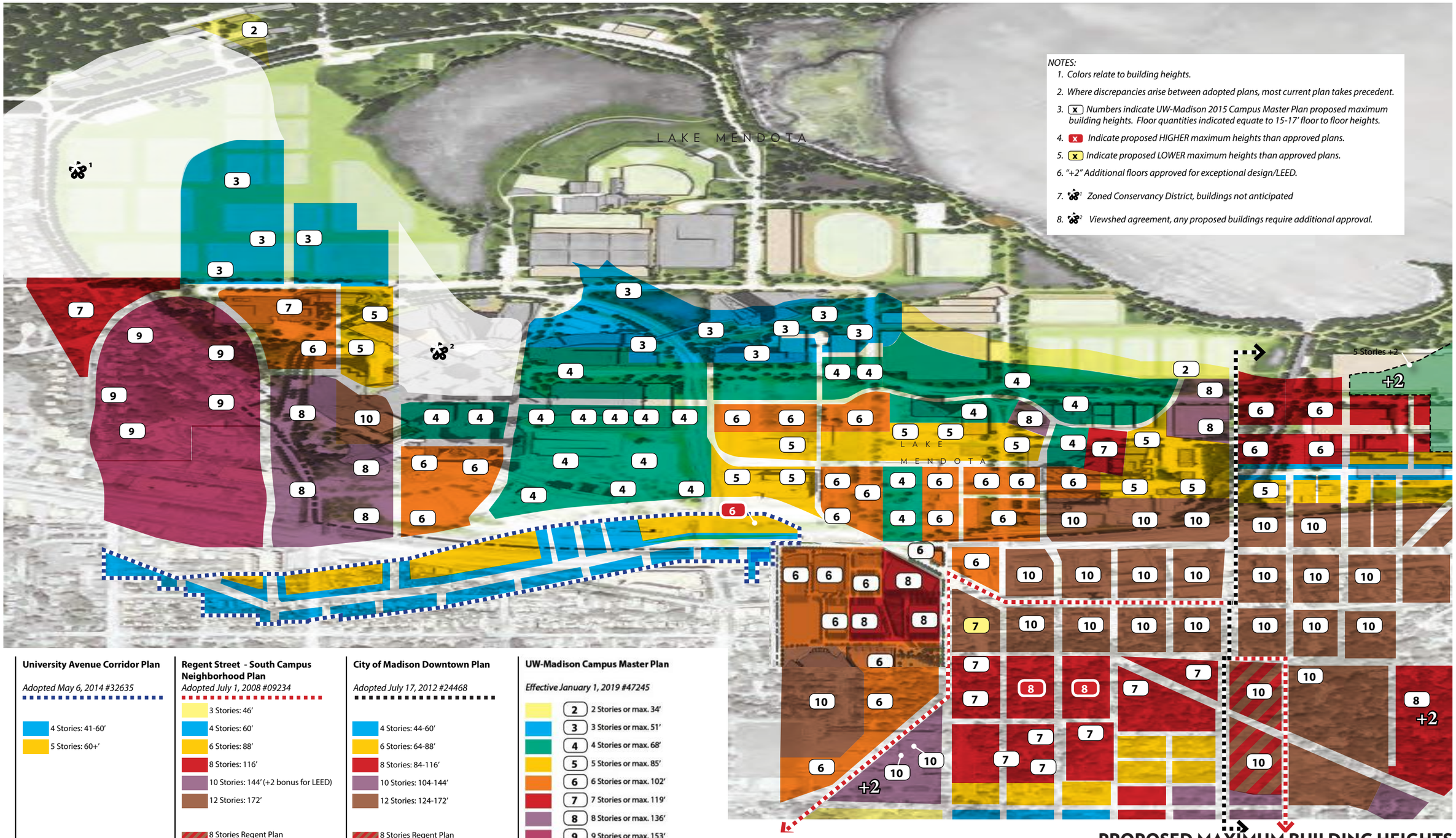
NOTE: All relevant sections of the Zoning Code and Madison General Ordinances, which may be amended from time to time, shall apply to this Campus Master Plan.

Amendments to the approved Campus Master Plan Update from 2018-2028

A7. South Campus Update

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.
Lake Mendota
Lakeshore Nature Preserve
Village of Shorewood Hills
City of Madison
Observatory Dr.
Highland Ave.
Walnut St.
University Ave.
W. Johnson St.
N. Randall Ave.
N. Park St.
Campus Development Plan Boundary
Existing Building
Proposed Building
North
0 250 500 1000

STREET & OPEN SPACE BUILD-TO LINES



NOTES:

1. Colors relate to building heights.
2. Where discrepancies arise between adopted plans, most current plan takes precedent.
3. (x) Numbers indicate UW-Madison 2015 Campus Master Plan proposed maximum building heights. Floor quantities indicated equate to 15-17' floor to floor heights.
4. (x) Indicate proposed HIGHER maximum heights than approved plans.
5. (x) Indicate proposed LOWER maximum heights than approved plans.
6. "+2" Additional floors approved for exceptional design/LEED.
7. [1] Zoned Conservancy District, buildings not anticipated
8. [2] Viewshed agreement, any proposed buildings require additional approval.

University Avenue Corridor Plan

Adopted May 6, 2014 #32635

- 4 Stories: 41-60'
- 5 Stories: 60+'

Regent Street - South Campus Neighborhood Plan

Adopted July 1, 2008 #09234

- 3 Stories: 46'
- 4 Stories: 60'
- 6 Stories: 88'
- 8 Stories: 116'
- 10 Stories: 144' (+2 bonus for LEED)
- 12 Stories: 172'
- 8 Stories Regent Plan / 12 Stories Downtown Plan*

*More recent plan takes priority

City of Madison Downtown Plan

Adopted July 17, 2012 #24468

- 4 Stories: 44-60'
- 6 Stories: 64-88'
- 8 Stories: 84-116'
- 10 Stories: 104-144'
- 12 Stories: 124-172'
- 8 Stories Regent Plan / 12 Stories Downtown Plan

*More recent plan takes priority

UW-Madison Campus Master Plan

Effective January 1, 2019 #47245

- 2 — 2 Stories or max. 34'
- 3 — 3 Stories or max. 51'
- 4 — 4 Stories or max. 68'
- 5 — 5 Stories or max. 85'
- 6 — 6 Stories or max. 102'
- 7 — 7 Stories or max. 119'
- 8 — 8 Stories or max. 136'
- 9 — 9 Stories or max. 153'
- 10 — 10 Stories or max. 170'

PROPOSED MAXIMUM BUILDING HEIGHTS

City of Madison

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

Master

File Number: 81305

File ID:	81305	**File Type:**	Ordinance	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	12/21/2023
File Name:	Cherokee Park Annexation			**Final Action:**	

Title: Creating Section 15.01(659) of the Madison General Ordinances entitled “City Boundaries" and being part of the chapter entitled “Alder Districts and Wards" annexing to the 18th Alder District nine parcels located in the Town of Westport generally addressed as 5000 North Sherman Avenue, creating Section 15.02(161) of the Madison General Ordinances to annex the property to Ward 161, amending 15.03(18) to add Ward 161 to Alder District 18, and assigning a temporary zoning classification of Temp. A (Agricultural) District. (District 18)

Notes: 6826CherokeeParkAnnex

		CC Agenda Date:	01/09/2024
		Agenda Number:	64.
Sponsors:	Satya V. Rhodes-Conway	**Effective Date:**	
Attachments:	Cherokee Park-TPC Annexation Worksheet_Initial_12-18-23, Annexation Map	**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	12/21/2023	Michael Haas	Approved as to Form	1/10/2024
1	2	1/3/2024	Ryan Pennington	Approve	1/10/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	12/21/2023	Referred for Introduction				

Action Text: This Ordinance was Referred for Introduction
Notes: Plan Commission (Public Hearing - 1/22/24), Common Council (1/23/24)

Text of Legislative File 81305

Fiscal Note
Fiscal note pending
Title
Creating Section 15.01(659) of the Madison General Ordinances entitled “City Boundaries" and being part of the chapter entitled “Alder Districts and Wards" annexing to the 18th Alder District nine parcels located in the Town of Westport generally addressed as 5000 North Sherman Avenue, creating Section 15.02(161) of the Madison General Ordinances to annex the property to Ward 161, amending 15.03(18) to add Ward 161 to Alder District 18, and assigning a temporary zoning classification of Temp. A (Agricultural) District. (District 18)
Body
DRAFTER’S ANALYSIS: This ordinance annexes nine parcels located in the Town of Westport generally addressed as 5000 North Sherman Avenue to the City of Madison and assigns a temporary zoning classification of Temp. A (Agricultural) District.
This ordinance shall take effect on January 31, 2024.

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

An ordinance to create Subsection (659) 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”.

WHEREAS, a petition for annexation with scale map attached was filed with the City Clerk of Madison on December 14, 2023 and has been presented to the Madison Common Council requesting annexation of the below-described territory to the City of Madison from the Town of Westport; said petition having been signed by the owners of all of the land in the territory, which lies contiguous to the City of Madison; and

WHEREAS, investigation by the City of Madison discloses that as of this date the above representations are true, and having been reviewed, the Common Council determines that the said annexation proceeding meets the requirements of the Wisconsin Statutes; and

WHEREAS, pursuant to Sec. 28.005, Madison General Ordinances, the annexed territory is declared to be in the Temp. A-Agricultural District;

NOW, THEREFORE, the Common Council of the City of Madison do ordain as follows:

1. Subsection (659) of Section 15.01 entitled “City Boundaries” of the Madison General Ordinances is created to read as follows:

“(659) Part of Certified Survey Map 2225 and other lands located in the Northwest 1/4 of the Northeast 1/4, the Northeast 1/4 of the Northeast 1/4, the Southwest 1/4 of the Northeast 1/4, the Southeast 1/4 of the Northeast 1/4, the Northwest 1/4 of the Southeast 1/4, the Northeast 1/4 of the Southeast 1/4, the Southwest 1/4 of the Southeast 1/4, the Southeast 1/4 of the Southeast 1/4, the Northeast 1/4 of the Southwest 1/4, and the Southeast 1/4 of the Southwest 1/4, Section 24, T8N, R9E, Town of Westport, Dane County, Wisconsin described as follows:

Beginning at the East Quarter Corner of said Section 24; thence S02°04'46"W (recorded as S02°04'50"W), 469.76 feet along the East line of said Southeast 1/4 to the plat line of

The Turn subdivision; thence N87°55'38"W (recorded as N87°55'10"W), 108.13 feet along said plat line; thence continuing along said plat line S05°39'33"W (recorded as S05°38'36"W), 246.09 feet; thence continuing along said plat line S45°03'18"W (recorded as S45°03'50"W), 290.57 feet; thence continuing along said plat line S18°57'44"W (recorded as S18°56'32"W), 196.71 feet; thence continuing along said plat line S50°26'53"W, 68.54 feet (recorded as S50°25'23"W, 68.71 feet); thence continuing along said plat line S02°55'50"E, 69.52 feet (recorded as S02°44'24"E, 69.34 feet); thence continuing along said plat line S43°04'00"E (recorded as S43°03'24"E), 239.42 feet; thence continuing along said plat line S15°03'52"W (recorded as S14°38'16"W), 56.76 feet; thence continuing along said plat line S75°20'36"E (recorded as S75°21'44"E), 239.51 feet to the West right-of-way line of North Sherman Avenue; thence S02°00'56"W (recorded as S02°04'43"W), 105.27 feet along said right-of-way line; thence continuing along said right-of-way line S02°04'36"W (recorded as S02°02'46"W), 218.40 feet to the North line of Golf Parkway, a private road; thence N88°03'24"W, 567.06 feet along said North line; thence continuing along said North line N82°56'19"W (recorded as N82°57'11"W), 175.25 feet to the Easterly line of Certified Survey Map 13029, said Easterly line also the Easterly line of Cherokee Golf View Condominium; thence N00°33'48"E (recorded as N00°33'02"E), 254.69 feet along said Easterly line to the Northerly line of said Certified Survey Map 13029, said Northerly line also the Northerly line of said Golf View Condominium; thence N48°49'14"W, 168.86 feet (recorded as N48°48'27"W, 168.71 feet) along said Northerly line; thence continuing along said Northerly line S40°57'59"W (recorded as S40°59'35"W), 140.30 feet; thence continuing along said Northerly line and its Westerly extension S86°03'30"W (recorded as S86°03'20"W), 152.90 feet, said Westerly extension being the Northerly line of lands owned by Cherokee Townhouse Condominium Homes, Inc.; thence N71°40'47"W, 921.38 feet (recorded as N72°04'51"W, 921.23 feet) along said Northerly line, the Westerly 738.71 feet of which also being the Northerly line of Certified Survey Map 1361; thence S25°46'16"W (recorded as S25°20'05"W), 187.00 feet along the Westerly line of said CSM 1361 and said Cherokee Townhouse Condominium Homes, Inc., lands; thence along the Westerly line of said CSM 1361, said Westerly line also being the Westerly line of Cherokee Townhouse Condominium Homes, S08°02'53"W (recorded as S07°40'40"W), 456.14 feet; thence continuing along said Westerly line S21°16'30"W (recorded as S20°52'37"W), 220.34 feet; thence continuing along said Westerly line S67°42'14"W, 205.42 feet (recorded as S67°19'57"W, 205.00 feet) to the Easterly line of the plat of First Addition to Cherokee Park; thence N22°14'44"W, 364.60 feet (recorded as N22°41'W, 364.82 feet) along said Easterly line; thence continuing along said Easterly line N13°27'21"W (recorded as N14°01'W), 49.09 feet; thence N76°32'39"E (recorded as N75°59'E), 50.00 feet; thence N13°33'36"W (recorded as N14°01'W), 160.00 feet; thence S76°29'12"W (recorded as S75°59'W), 50.00 feet to said Easterly line; thence N13°30'48"W (rec as N14°01'W), 300.00 feet along said Easterly line to the Southeast corner of Outlot B, Cherokee Park; thence N12°47'26"W (recorded as N12°47'W), 102.65 feet along the Easterly line of said Outlot B to the Southeast corner of Lot 22 and the Easterly line of said First Addition to Cherokee Park; thence N12°58'52"E (recorded as N12°33'E), 384.90 feet along said Easterly line; thence continuing along said Easterly line N01°42'26"E (recorded as N01°19'E), 748.15 feet; thence continuing along said Easterly line N24°00'57"E, 124.93 feet (recorded as N23°34'E, 125.05 feet) to the Southeast corner of Lot 150, Second Addition to Cherokee Park; thence N41°22'30"E, 55.06 feet (recorded as N40°57'37"E, 54.87 feet) along the Easterly line of said Lot 150 to the Southeast corner of Outlot 7 and the Easterly line of Fourth Addition to Cherokee Park; thence along said Easterly line of Fourth Addition to Cherokee Park for the next 21 courses, N37°33'58"E, 110.35 feet (recorded as N37°00'E, 110.00 feet); thence

N61°11'09"E, 331.51 feet (recorded as N60°47'E, 332.0 feet); thence N57°52'38"E, 339.81 feet (recorded as N57°34'E, 340.0 feet); thence S41°56'15"E, 150.38 feet (recorded as S42°13'E, 150.0 feet); thence S82°58'04"E, 164.48 feet (recorded as S83°18'E, 164.0 feet); thence N27°26'06"E, 229.51 feet (recorded as N27°14'E, 230.0 feet); thence N80°03'10"E, 211.84 feet (recorded as N79°39'E, 212.0 feet); thence S83°19'27"E (recorded as S83°50'E), 123.00 feet; thence N69°33'48"E, 240.66 feet (recorded as N69°22'E, 240.0 feet); thence N37°49'21"E, 131.87 feet (recorded as N37°33'E, 132.0 feet); thence N05°44'52"E, 70.43 feet (recorded as N05°07'E, 71.0 feet); thence N38°09'20"W, 141.80 feet (recorded as N38°31'W, 142.0 feet); thence N64°19'07"W, 110.72 feet (recorded as N64°57'W, 110.0 feet); thence S76°47'00"W (recorded as S76°27'W), 320.00 feet; thence N13°08'51"W (recorded as N13°33'W), 95.00 feet; thence N64°54'42"W (recorded as N65°15'W), 195.00 feet; thence S61°03'28"W (recorded as S60°50'W), 111.00 feet; thence S76°51'58"W (recorded as S76°27'W), 100.00 feet; thence N18°22'58"W (recorded as N18°46'W), 830.00 feet; thence N34°52'02"W (recorded as N35°15'W), 153.76 feet; thence N66°21'16"W (recorded as N66°52'W), 26.98 feet; thence N23°38'44"E (recorded as N23°08'E), 10.00 feet along said Easterly line to the Southerly line of Certified Survey Map 14531; thence S66°25'18"E (recorded as S66°28'19"E), 137.79 feet along said Southerly line; thence N10°59'39"E (recorded as N10°58'48"E), 300.17 feet along the Easterly line of said Certified Survey Map 14531 and the Easterly line of Outlot 4, Certified Survey Map 12879; thence N53°11'17"E (recorded as N53°11'38"E), 117.12 feet along the Southerly line of said Outlot 4; thence continuing along said Southerly line S81°03'05"E (recorded as S81°10'16"E), 40.85 feet; thence continuing along said Southerly line S81°21'54"E (recorded as S81°13'24"E), 162.79 feet; thence continuing along said Southerly line S16°44'50"E, 645.69 feet (recorded as S16°45'44"E, 645.49 feet); thence continuing along said Southerly line S44°24'53"E (recorded as S44°22'38"E), 143.37 feet; thence continuing along said Southerly line S87°43'21"E (recorded as S87°42'41"E), 479.89 feet; thence continuing along said Southerly line S72°43'04"E (recorded as S72°44'00"E), 1020.59 feet to the East line of said Northeast 1/4; thence S01°37'04"W, 220.34 feet along said East line to the West Quarter Corner of Section 18, T8N, R10E; thence continuing along said East line S01°36'22"W (recorded as S01°36'30"W), 973.84 feet to the aforesaid East Quarter Corner of Section 24 and the Point of Beginning. Said described area contains 6,932,148 square feet, or 159.140 acres, or 0.248657 square miles."

2. Subsection (161) of Section 15.02 entitled "Wards and Ward Boundaries" of the Madison General Ordinances is created to read as follows:

"(161) Part of Certified Survey Map 2225 and other lands located in the Northwest 1/4 of the Northeast 1/4, the Northeast 1/4 of the Northeast 1/4, the Southwest 1/4 of the Northeast 1/4, the Southeast 1/4 of the Northeast 1/4, the Northwest 1/4 of the Southeast 1/4, the Northeast 1/4 of the Southeast 1/4, the Southwest 1/4 of the Southeast 1/4, the Southeast 1/4 of the Southeast 1/4, the Northeast 1/4 of the Southwest 1/4, and the Southeast 1/4 of the Southwest 1/4, Section 24, T8N, R9E, Town of Westport, Dane County, Wisconsin described as follows:

Beginning at the East Quarter Corner of said Section 24; thence S02°04'46"W (recorded as S02°04'50"W), 469.76 feet along the East line of said Southeast 1/4 to the plat line of The Turn subdivision; thence N87°55'38"W (recorded as N87°55'10"W), 108.13 feet along said plat line; thence continuing along said plat line S05°39'33"W (recorded as S05°38'36"W), 246.09 feet; thence continuing along said plat line S45°03'18"W (recorded as S45°03'50"W), 290.57 feet; thence continuing along said plat line

S18°57'44"W (recorded as S18°56'32"W), 196.71 feet; thence continuing along said plat line S50°26'53"W, 68.54 feet (recorded as S50°25'23"W, 68.71 feet); thence continuing along said plat line S02°55'50"E, 69.52 feet (recorded as S02°44'24"E, 69.34 feet); thence continuing along said plat line S43°04'00"E (recorded as S43°03'24"E), 239.42 feet; thence continuing along said plat line S15°03'52"W (recorded as S14°38'16"W), 56.76 feet; thence continuing along said plat line S75°20'36"E (recorded as S75°21'44"E), 239.51 feet to the West right-of-way line of North Sherman Avenue; thence S02°00'56"W (recorded as S02°04'43"W), 105.27 feet along said right-of-way line; thence continuing along said right-of-way line S02°04'36"W (recorded as S02°02'46"W), 218.40 feet to the North line of Golf Parkway, a private road; thence N88°03'24"W, 567.06 feet along said North line; thence continuing along said North line N82°56'19"W (recorded as N82°57'11"W), 175.25 feet to the Easterly line of Certified Survey Map 13029, said Easterly line also the Easterly line of Cherokee Golf View Condominium; thence N00°33'48"E (recorded as N00°33'02"E), 254.69 feet along said Easterly line to the Northerly line of said Certified Survey Map 13029, said Northerly line also the Northerly line of said Golf View Condominium; thence N48°49'14"W, 168.86 feet (recorded as N48°48'27"W, 168.71 feet) along said Northerly line; thence continuing along said Northerly line S40°57'59"W (recorded as S40°59'35"W), 140.30 feet; thence continuing along said Northerly line and its Westerly extension S86°03'30"W (recorded as S86°03'20"W), 152.90 feet, said Westerly extension being the Northerly line of lands owned by Cherokee Townhouse Condominium Homes, Inc.; thence N71°40'47"W, 921.38 feet (recorded as N72°04'51"W, 921.23 feet) along said Northerly line, the Westerly 738.71 feet of which also being the Northerly line of Certified Survey Map 1361; thence S25°46'16"W (recorded as S25°20'05"W), 187.00 feet along the Westerly line of said CSM 1361 and said Cherokee Townhouse Condominium Homes, Inc., lands; thence along the Westerly line of said CSM 1361, said Westerly line also being the Westerly line of Cherokee Townhouse Condominium Homes, S08°02'53"W (recorded as S07°40'40"W), 456.14 feet; thence continuing along said Westerly line S21°16'30"W (recorded as S20°52'37"W), 220.34 feet; thence continuing along said Westerly line S67°42'14"W, 205.42 feet (recorded as S67°19'57"W, 205.00 feet) to the Easterly line of the plat of First Addition to Cherokee Park; thence N22°14'44"W, 364.60 feet (recorded as N22°41'W, 364.82 feet) along said Easterly line; thence continuing along said Easterly line N13°27'21"W (recorded as N14°01'W), 49.09 feet; thence N76°32'39"E (recorded as N75°59'E), 50.00 feet; thence N13°33'36"W (recorded as N14°01'W), 160.00 feet; thence S76°29'12"W (recorded as S75°59'W), 50.00 feet to said Easterly line; thence N13°30'48"W (rec as N14°01'W), 300.00 feet along said Easterly line to the Southeast corner of Outlot B, Cherokee Park; thence N12°47'26"W (recorded as N12°47'W), 102.65 feet along the Easterly line of said Outlot B to the Southeast corner of Lot 22 and the Easterly line of said First Addition to Cherokee Park; thence N12°58'52"E (recorded as N12°33'E), 384.90 feet along said Easterly line; thence continuing along said Easterly line N01°42'26"E (recorded as N01°19'E), 748.15 feet; thence continuing along said Easterly line N24°00'57"E, 124.93 feet (recorded as N23°34'E, 125.05 feet) to the Southeast corner of Lot 150, Second Addition to Cherokee Park; thence N41°22'30"E, 55.06 feet (recorded as N40°57'37"E, 54.87 feet) along the Easterly line of said Lot 150 to the Southeast corner of Outlot 7 and the Easterly line of Fourth Addition to Cherokee Park; thence along said Easterly line of Fourth Addition to Cherokee Park for the next 21 courses, N37°33'58"E, 110.35 feet (recorded as N37°00'E, 110.00 feet); thence N61°11'09"E, 331.51 feet (recorded as N60°47'E, 332.0 feet); thence N57°52'38"E, 339.81 feet (recorded as N57°34'E, 340.0 feet); thence S41°56'15"E, 150.38 feet (recorded as S42°13'E, 150.0 feet); thence S82°58'04"E, 164.48 feet (recorded as S83°18'E, 164.0 feet); thence N27°26'06"E, 229.51 feet (recorded as N27°14'E, 230.0

feet); thence N80°03'10"E, 211.84 feet (recorded as N79°39'E, 212.0 feet); thence S83°19'27"E (recorded as S83°50'E), 123.00 feet; thence N69°33'48"E, 240.66 feet (recorded as N69°22'E, 240.0 feet); thence N37°49'21"E, 131.87 feet (recorded as N37°33'E, 132.0 feet); thence N05°44'52"E, 70.43 feet (recorded as N05°07'E, 71.0 feet); thence N38°09'20"W, 141.80 feet (recorded as N38°31'W, 142.0 feet); thence N64°19'07"W, 110.72 feet (recorded as N64°57'W, 110.0 feet); thence S76°47'00"W (recorded as S76°27'W), 320.00 feet; thence N13°08'51"W (recorded as N13°33'W), 95.00 feet; thence N64°54'42"W (recorded as N65°15'W), 195.00 feet; thence S61°03'28"W (recorded as S60°50'W), 111.00 feet; thence S76°51'58"W (recorded as S76°27'W), 100.00 feet; thence N18°22'58"W (recorded as N18°46'W), 830.00 feet; thence N34°52'02"W (recorded as N35°15'W), 153.76 feet; thence N66°21'16"W (recorded as N66°52'W), 26.98 feet; thence N23°38'44"E (recorded as N23°08'E), 10.00 feet along said Easterly line to the Southerly line of Certified Survey Map 14531; thence S66°25'18"E (recorded as S66°28'19"E), 137.79 feet along said Southerly line; thence N10°59'39"E (recorded as N10°58'48"E), 300.17 feet along the Easterly line of said Certified Survey Map 14531 and the Easterly line of Outlot 4, Certified Survey Map 12879; thence N53°11'17"E (recorded as N53°11'38"E), 117.12 feet along the Southerly line of said Outlot 4; thence continuing along said Southerly line S81°03'05"E (recorded as S81°10'16"E), 40.85 feet; thence continuing along said Southerly line S81°21'54"E (recorded as S81°13'24"E), 162.79 feet; thence continuing along said Southerly line S16°44'50"E, 645.69 feet (recorded as S16°45'44"E, 645.49 feet); thence continuing along said Southerly line S44°24'53"E (recorded as S44°22'38"E), 143.37 feet; thence continuing along said Southerly line S87°43'21"E (recorded as S87°42'41"E), 479.89 feet; thence continuing along said Southerly line S72°43'04"E (recorded as S72°44'00"E), 1020.59 feet to the East line of said Northeast 1/4; thence S01°37'04"W, 220.34 feet along said East line to the West Quarter Corner of Section 18, T8N, R10E; thence continuing along said East line S01°36'22"W (recorded as S01°36'30"W), 973.84 feet to the aforesaid East Quarter Corner of Section 24 and the Point of Beginning.

Polling Place at TPC Wisconsin, 5000 N Sherman Avenue."

3. Subsection (18) entitled "Eighteenth Alder District" of Section 15.03 entitled "Alder Districts" of the Madison General Ordinances is amended to read as follows:

"(18) Eighteenth Alder District Alder District. Wards 33, 34, 35, 36, 37, 38, 39, ~~and~~ 129, and 161.

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.

5. This ordinance shall take effect on January 31, 2024.

Annexation/ Attachment Worksheet

[Initial, 18 December 2023]

Petition Name:	Cherokee Park, Inc. Annexation (TPC Wisconsin Golf Club and Clubhouse)
Township:	Westport
Date Filed with City Clerk:	14 December 2023
Date Filed with Town:	14 December 2023 (by mail per Kelsey Annen)
Dept. of Administration Review:	Pending

Parcel Information

County Parcel Number	***Dane County Address***	***Rural Zoning***	***Existing Use***
066/0809-244-9542-0	5000 N Sherman Ave	B1	TPC Wisconsin clubhouse, pool
066/0809-241-8720-0	N/A	RE-1	TPC Wisconsin golf course
066/0809-241-9000-7	N/A	RE-1	TPC Wisconsin golf course
066/0809-241-8245-0	N/A	RE-1	TPC Wisconsin golf course
066/0809-241-9501-0	N/A	RE-1	TPC Wisconsin golf course
066/0809-244-8500-1	N/A	RE-1	TPC Wisconsin golf course
066/0809-244-8001-0	N/A	RE-1	TPC Wisconsin golf course
066/0809-244-9580-0	N/A	RE-1	TPC Wisconsin golf course
066/0809-244-9000-4	N/A	RE-1	TPC Wisconsin golf course

Property Owner(s)	
Name:	Dennis Tiziani, President
	Cherokee Park, Inc.
Address:	13 Cherokee Circle
	Madison, WI 53704
Representative	
Name:	Shana Feuling Weber
	Foley & Lardner, LLP
Address:	150 E Gilman Street, Suite 5000
	Madison, WI 53703
Surveyor	
Name:	Birrenkott Surveying, Inc.
Address:	PO Box 237
	1677 N Bristol Street
	Sun Prairie, WI 53590

City Land Use Plan(s):	Comprehensive Plan (2023) – Park and Open Space (P) Cherokee Special Area Plan (2007) – Golf Course: Park, Open Space and Stormwater Management; Cherokee Country Club (Sub-Area 3): Low-Density Residential (less than 8 units/ acre) surrounding clubhouse
Zoning Upon Annexation:	**Temp. A (Agricultural Dist.)**

Central Urban Service Area:	In CUSA			
Madison Metropolitan Sewerage District Status:	In MMSD			
Environmental Corridors:	The golf course is located in mapped environmental corridor			
Square-Footage of Attachment:	6,934,107			
Acreage of Attachment:	159.185			
Square-Mileage of Attachment:	0.248727			
Dwelling Units:	0			
Population:	0			
Electors:	0			
Tax Information by Parcel/Year	**2023**			
	-9000-7	**-8720-0**	**-8245-0**	**-9501-0**
Assessed Land Value:	*$84,000.00*	*$49,100.00*	*$14,200.00*	*$214,200.00*
Ass. Improvement Value:	*$60,000.00*	*$120,000.00*	*$0.00*	*$360,000.00*
Total Assessed Value:	*$144,000.00*	*$169,100.00*	*$14,200.00*	*$574,200.00*
First Dollar Tax Credit	*$80.70*	*$80.70*	*$0.00*	*$80.70*
Total Taxes for Year: (2023)	**$2,689.28**	**$3,158.04**	**$265.20**	**$10,723.52**
State of Wisconsin	*$0.00*	*$0.00*	*$0.00*	*$0.00*
Dane County	*$628.80*	*$738.41*	*$62.01*	*$2,507.36*
Town of Westport	*$410.60*	*$482.17*	*$40.49*	*$1,637.27*
School District	*$1,468.68*	*$1,724.68*	*$144.83*	*$5,856.36*
Madison Area Technical College	*$133.25*	*$156.48*	*$13.14*	*$531.34*
Waunakee Fire District	*$47.95*	*$56.30*	*$4.73*	*$191.19*
Special Assessment:	$0.00	*$0.00*	*$0.00*	*$0.00*
Tax Information by Parcel/Year	**2023**			
	-8500-1	**-9000-4**	**-9580-0**	**-8001-0**
Assessed Land Value:	*$237,000.00*	*$48,300.00*	*$25,300.00*	*$193,400.00*
Ass. Improvement Value:	*$360,000.00*	*$0.00*	*$0.00*	*$180,000.00*
Total Assessed Value:	*$597,000.00*	*$48,300.00*	*$25,300.00*	*$373,400.00*
First Dollar Tax Credit	*$80.70*	*$0.00*	*$0.00*	*$80.70*
Total Taxes for Year: (2023)	**$11,149.33**	**$902.03**	**$472.49**	**$6,973.47**
State of Wisconsin	*$0.00*	*$0.00*	*$0.00*	*$0.00*
Dane County	*$2,606.92*	*$210.91*	*$110.48*	*$1,630.53*
Town of Westport	*$1,702.29*	*$137.72*	*$72.14*	*$1,064.71*
School District	*$6,088.90*	*$492.62*	*$258.04*	*$3,808.37*
Madison Area Technical College	*$552.44*	*$44.70*	*$23.41*	*$345.53*
Waunakee Fire District	*$198.78*	*$16.08*	*$8.42*	*$124.33*
Special Assessment:	*$0.00*	*$0.00*	*$0.00*	*$0.00*
Tax Information by Parcel/Year	**2023**			
	-9542-0			
Assessed Land Value:	*$45,400.00*			
Ass. Improvement Value:	*$1,734,300.00*			
Total Assessed Value:	*$1,779,700.00*			

First Dollar Tax Credit	*$80.70*			
Total Taxes for Year: (2023)	**$33,236.97**			
State of Wisconsin	*$0.00*			
Dane County	*$7,771.42*			
Town of Westport	*$5,074.64*			
School District	*$18,151.46*			
Madison Area Technical College	*$1,646.87*			
Waunakee Fire District	*$592.58*			
Special Assessment:	*$0.00*			

Political		
Alder District:	18 – Myadze	
Ward:	161 [NEW]	
Polling Place:	Cherokee Country Club* – 5000 N Sherman Avenue	
Supervisory District:	21	
Assembly District:	79	
Senate District:	27	
School District(s):	Waunakee Community School District (6181)	
Utilities and Services		
Electricity:	Madison Gas & Electric (ID 3270)	
Gas:	Madison Gas & Electric (ID 3270)	
Trash District (Day):	9-B (Friday)	
Telephone:	SBC Wisconsin (ID 6720)	
Common Council		
Petition Before Council:	9 January 2024 (ID 81280)	*Accepted:*
Ordinance Introduction:	9 January 2024	
Plan Commission Date:	22 January 2024 (Scheduled)	
Ordinance Adoption:	23 January 2024 (Scheduled)	
Ordinance Number (ID):		
Effective Date:	***12:01 AM on 31 January 2024 (by agreement with petitioner)***	

Legal Description:

Part of Certified Survey Map 2225 and other lands located in the Northwest 1/4 of the Northeast 1/4, the Northeast 1/4 of the Northeast 1/4, the Southwest 1/4 of the Northeast 1/4, the Southeast 1/4 of the Northeast 1/4, the Northwest 1/4 of the Southeast 1/4, the Northeast 1/4 of the Southeast 1/4, the Southwest 1/4 of the Southeast 1/4, the Southeast 1/4 of the Southeast 1/4, the Northeast 1/4 of the Southwest 1/4, and the Southeast 1/4 of the Southwest 1/4, Section 24, T8N, R9E, Town of Westport, Dane County, Wisconsin described as follows:

Beginning at the East Quarter Corner of said Section 24; thence S02°04'46"W (recorded as S02°04'50"W), 469.76 feet along the East line of said Southeast 1/4 to the plat line of The Turn subdivision; thence N87°55'38"W (recorded as N87°55'10"W), 108.13 feet along said plat line; thence continuing along said plat line S05°39'33"W (recorded as S05°38'36"W), 246.09 feet; thence continuing along said plat line S45°03'18"W (recorded as S45°03'50"W), 290.57 feet; thence continuing along said plat line S18°57'44"W (recorded as S18°56'32"W), 196.71 feet; thence continuing along said plat line S50°26'53"W, 68.54 feet (recorded as S50°25'23"W, 68.71 feet); thence

continuing along said plat line S02°55'50"E, 69.52 feet (recorded as S02°44'24"E, 69.34 feet); thence continuing along said plat line S43°04'00"E (recorded as S43°03'24"E), 239.42 feet; thence continuing along said plat line S15°03'52"W (recorded as S14°38'16"W), 56.76 feet; thence continuing along said plat line S75°20'36"E (recorded as S75°21'44"E), 239.51 feet to the West right-of-way line of North Sherman Avenue; thence S02°00'56"W (recorded as S02°04'43"W), 105.27 feet along said right-of-way line; thence continuing along said right-of-way line S02°04'36"W (recorded as S02°02'46"W), 218.40 feet to the North line of Golf Parkway, a private road; thence N88°03'24"W, 567.06 feet along said North line; thence continuing along said North line N82°56'19"W (recorded as N82°57'11"W), 175.25 feet to the Easterly line of Certified Survey Map 13029, said Easterly line also the Easterly line of Cherokee Golf View Condominium; thence N00°33'48"E (recorded as N00°33'02"E), 254.69 feet along said Easterly line to the Northerly line of said Certified Survey Map 13029, said Northerly line also the Northerly line of said Golf View Condominium; thence N48°49'14"W, 168.86 feet (recorded as N48°48'27"W, 168.71 feet) along said Northerly line; thence continuing along said Northerly line S40°57'59"W (recorded as S40°59'35"W), 140.30 feet; thence continuing along said Northerly line and its Westerly extension S86°03'30"W (recorded as S86°03'20"W), 152.90 feet, said Westerly extension being the Northerly line of lands owned by Cherokee Townhouse Condominium Homes, Inc.; thence N71°40'47"W, 921.38 feet (recorded as N72°04'51"W, 921.23 feet) along said Northerly line, the Westerly 738.71 feet of which also being the Northerly line of Certified Survey Map 1361; thence S25°46'16"W (recorded as S25°20'05"W), 187.00 feet along the Westerly line of said CSM 1361 and said Cherokee Townhouse Condominium Homes, Inc., lands; thence along the Westerly line of said CSM 1361, said Westerly line also being the Westerly line of Cherokee Townhouse Condominium Homes, S08°02'53"W (recorded as S07°40'40"W), 456.14 feet; thence continuing along said Westerly line S21°16'30"W (recorded as S20°52'37"W), 220.34 feet; thence continuing along said Westerly line S67°42'14"W, 205.42 feet (recorded as S67°19'57"W, 205.00 feet) to the Easterly line of the plat of First Addition to Cherokee Park; thence N22°14'44"W, 364.60 feet (recorded as N22°41'W, 364.82 feet) along said Easterly line; thence continuing along said Easterly line N13°27'21"W (recorded as N14°01'W), 49.09 feet; thence N76°32'39"E (recorded as N75°59'E), 50.00 feet; thence N13°33'36"W (recorded as N14°01'W), 160.00 feet; thence S76°29'12"W (recorded as S75°59'W), 50.00 feet to said Easterly line; thence N13°30'48"W (rec as N14°01'W), 300.00 feet along said Easterly line to the Southeast corner of Outlot B, Cherokee Park; thence N12°47'26"W (recorded as N12°47'W), 102.65 feet along the Easterly line of said Outlot B to the Southeast corner of Lot 22 and the Easterly line of said First Addition to Cherokee Park; thence N12°58'52"E (recorded as N12°33'E), 384.90 feet along said Easterly line; thence continuing along said Easterly line N01°42'26"E (recorded as N01°19'E), 748.15 feet; thence continuing along said Easterly line N24°00'57"E, 124.93 feet (recorded as N23°34'E, 125.05 feet) to the Southeast corner of Lot 150, Second Addition to Cherokee Park; thence N41°22'30"E, 55.06 feet (recorded as N40°57'37"E, 54.87 feet) along the Easterly line of said Lot 150 to the Southeast corner of Outlot 7 and the Easterly line of Fourth Addition to Cherokee Park; thence along said Easterly line of Fourth Addition to Cherokee Park for the next 21 courses, N37°33'58"E, 110.35 feet (recorded as N37°00'E, 110.00 feet); thence N61°11'09"E, 331.51 feet (recorded as N60°47'E, 332.0 feet); thence N57°52'38"E, 339.81 feet (recorded as N57°34'E, 340.0 feet); thence S41°56'15"E, 150.38 feet (recorded as S42°13'E, 150.0 feet); thence S82°58'04"E, 164.48 feet (recorded as S83°18'E, 164.0 feet); thence N27°26'06"E, 229.51 feet (recorded as N27°14'E, 230.0 feet); thence N80°03'10"E, 211.84 feet (recorded as N79°39'E, 212.0 feet); thence S83°19'27"E (recorded as S83°50'E), 123.00 feet; thence N69°33'48"E, 240.66 feet (recorded as N69°22'E, 240.0 feet); thence N37°49'21"E, 131.87 feet (recorded as N37°33'E, 132.0 feet); thence N05°44'52"E, 70.43 feet (recorded as N05°07'E, 71.0 feet); thence N38°09'20"W, 141.80 feet (recorded as N38°31'W, 142.0 feet); thence N64°19'07"W, 110.72 feet (recorded as N64°57'W, 110.0 feet); thence S76°47'00"W (recorded as S76°27'W), 320.00 feet; thence N13°08'51"W (recorded as N13°33'W), 95.00 feet; thence N64°54'42"W (recorded as N65°15'W), 195.00 feet; thence S61°03'28"W (recorded as S60°50'W), 111.00 feet; thence S76°51'58"W (recorded as S76°27'W), 100.00 feet; thence

N18°22'58"W (recorded as N18°46'W), 830.00 feet; thence N34°52'02"W (recorded as N35°15'W), 153.76 feet; thence N66°21'16"W (recorded as N66°52'W), 26.98 feet; thence N23°38'44"E (recorded as N23°08'E), 10.00 feet along said Easterly line to the Southerly line of Certified Survey Map 14531; thence S66°25'18"E (recorded as S66°28'19"E), 137.79 feet along said Southerly line; thence N10°59'39"E (recorded as N10°58'48"E), 300.17 feet along the Easterly line of said Certified Survey Map 14531 and the Easterly line of Outlot 4, Certified Survey Map 12879; thence N53°11'17"E (recorded as N53°11'38"E), 117.12 feet along the Southerly line of said Outlot 4; thence continuing along said Southerly line S81°03'05"E (recorded as S81°10'16"E), 40.85 feet; thence continuing along said Southerly line S81°21'54"E (recorded as S81°13'24"E), 162.79 feet; thence continuing along said Southerly line S16°44'50"E, 645.69 feet (recorded as S16°45'44"E, 645.49 feet); thence continuing along said Southerly line S44°24'53"E (recorded as S44°22'38"E), 143.37 feet; thence continuing along said Southerly line S87°43'21"E (recorded as S87°42'41"E), 479.89 feet; thence continuing along said Southerly line S72°43'04"E (recorded as S72°44'00"E), 1020.59 feet to the East line of said Northeast 1/4; thence S01°37'04"W, 220.34 feet along said East line to the West Quarter Corner of Section 18, T8N, R10E; thence continuing along said East line S01°36'22"W (recorded as S01°36'30"W), 973.84 feet to the aforesaid East Quarter Corner of Section 24 and the Point of Beginning. Said described area contains 6,932,148 square feet, or 159.140 acres, or 0.248657 square miles.

Prepared for:
Cherokee Park, Inc.
5000 N. Sherman Ave.
Madison, WI 53704

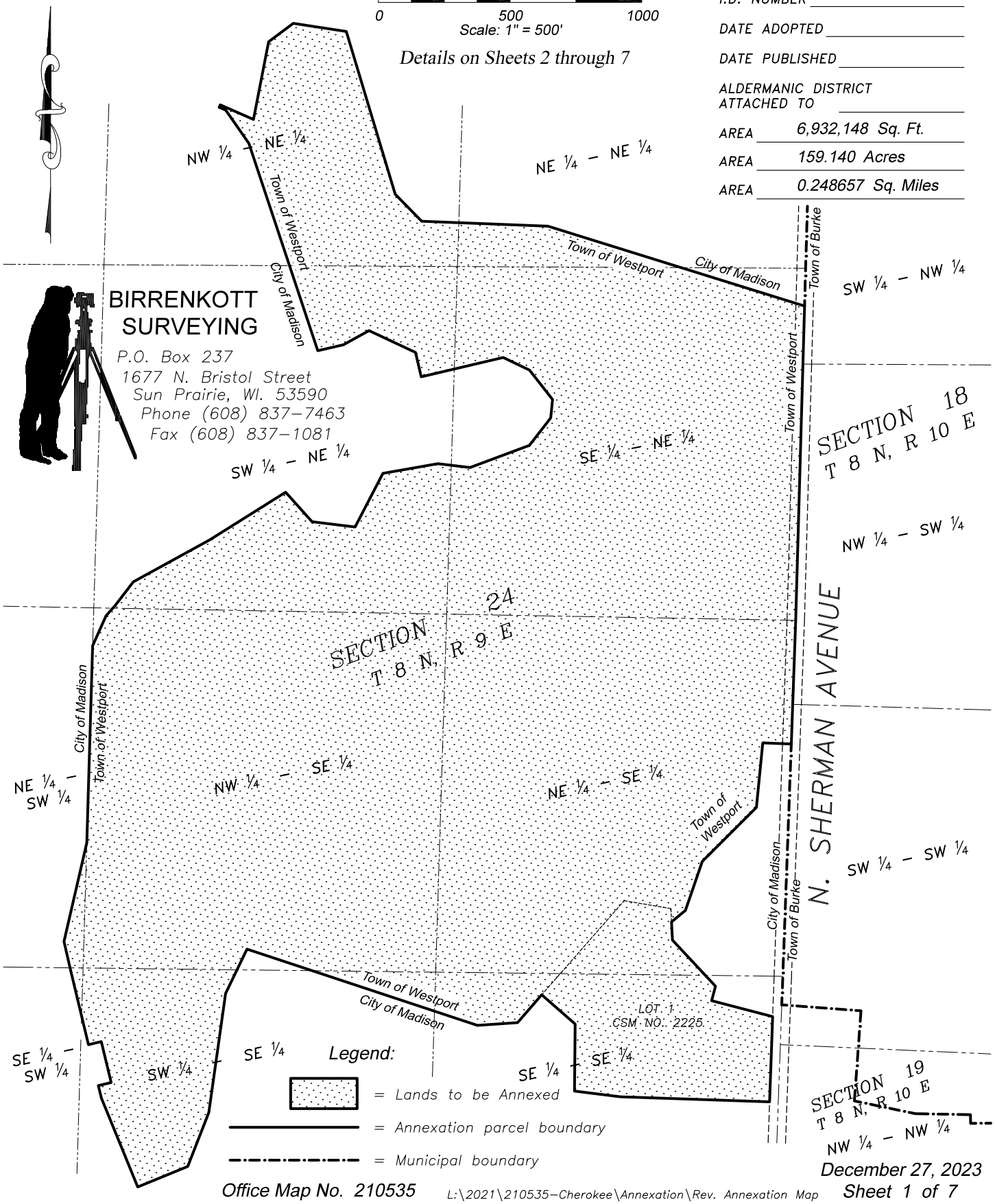
Exhibit A
SCALE MAP

0 500 1000
Scale: 1" = 500'

Details on Sheets 2 through 7

ANNEXATION TO THE CITY OF MADISON

ORDINANCE NUMBER _____
I.D. NUMBER _____
DATE ADOPTED _____
DATE PUBLISHED _____
ALDERMANIC DISTRICT ATTACHED TO _____
AREA 6,932,148 Sq. Ft.
AREA 159.140 Acres
AREA 0.248657 Sq. Miles



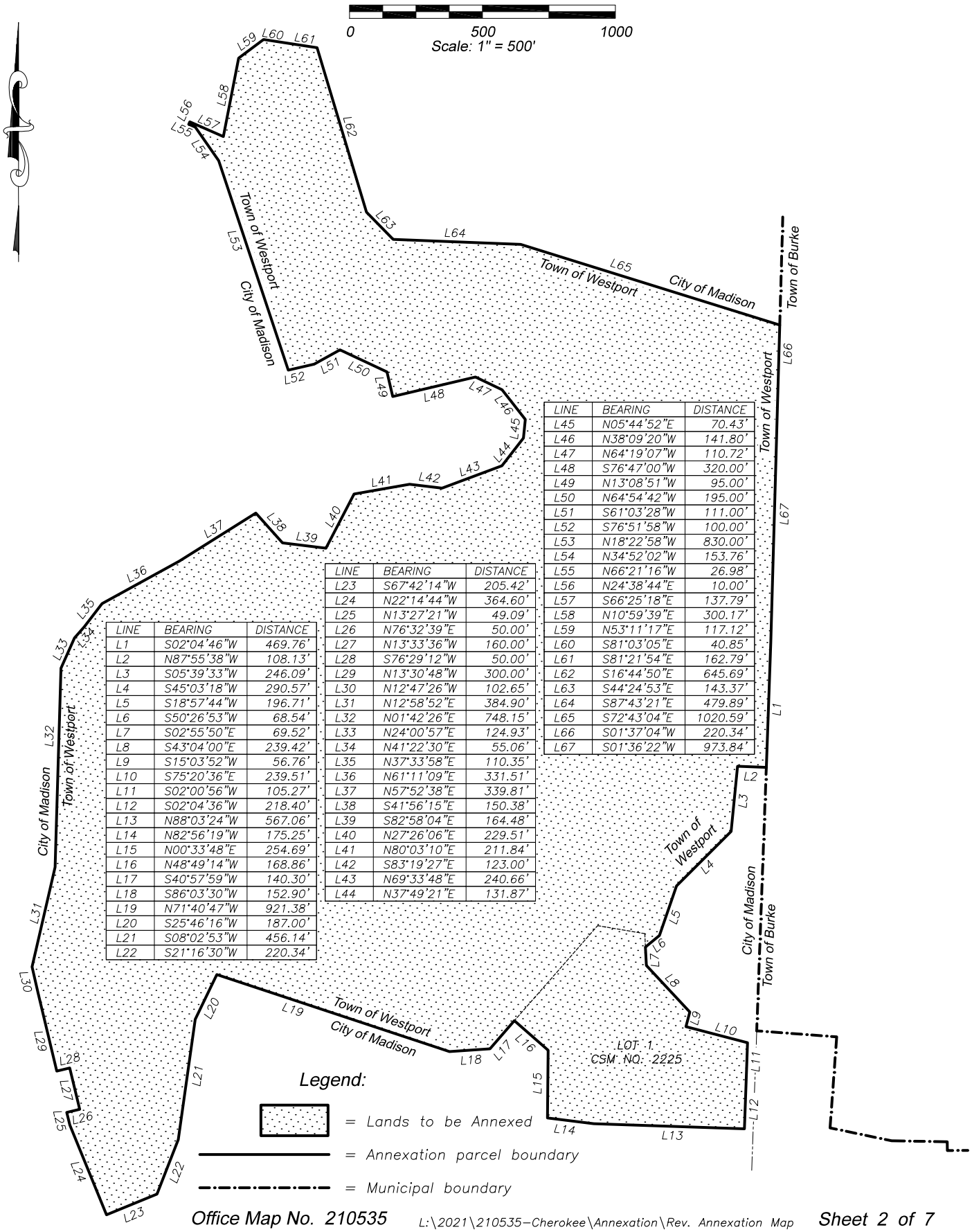
BIRRENKOTT SURVEYING
P.O. Box 237
1677 N. Bristol Street
Sun Prairie, WI. 53590
Phone (608) 837-7463
Fax (608) 837-1081

December 27, 2023

Office Map No. 210535 L:\2021\210535-Cherokee\Annexation\Rev. Annexation Map Sheet 1 of 7

Exhibit A

SCALE MAP



LINE	BEARING	DISTANCE
L1	S02°04'46"W	469.76'
L2	N87°55'38"W	108.13'
L3	S05°39'33"W	246.09'
L4	S45°03'18"W	290.57'
L5	S18°57'44"W	196.71'
L6	S50°26'53"W	68.54'
L7	S02°55'50"E	69.52'
L8	S43°04'00"E	239.42'
L9	S15°03'52"W	56.76'
L10	S75°20'36"E	239.51'
L11	S02°00'56"W	105.27'
L12	S02°04'36"W	218.40'
L13	N88°03'24"W	567.06'
L14	N82°56'19"W	175.25'
L15	N00°33'48"E	254.69'
L16	N48°49'14"W	168.86'
L17	S40°57'59"W	140.30'
L18	S86°03'30"W	152.90'
L19	N71°40'47"W	921.38'
L20	S25°46'16"W	187.00'
L21	S08°02'53"W	456.14'
L22	S21°16'30"W	220.34'

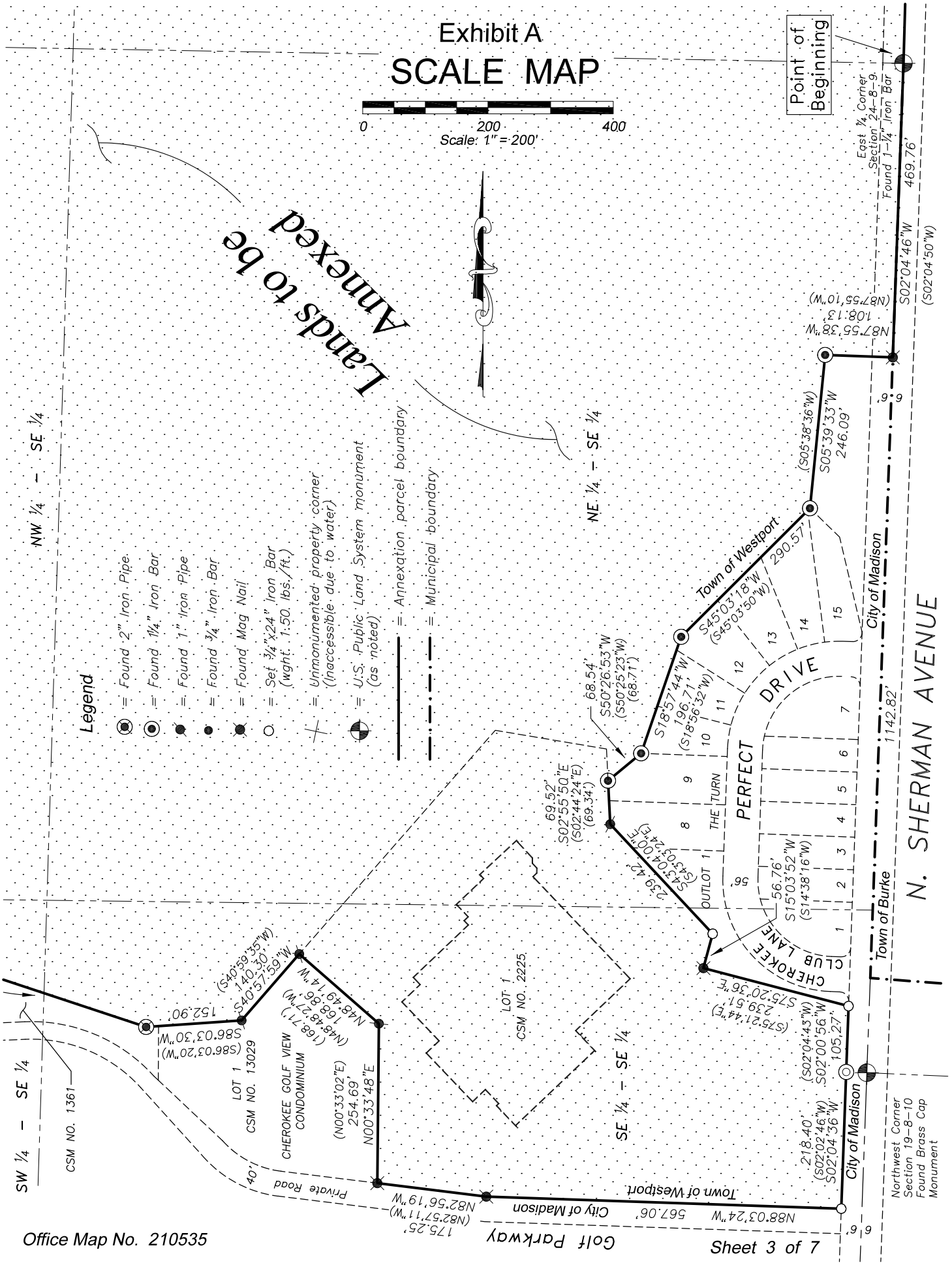
LINE	BEARING	DISTANCE
L23	S67°42'14"W	205.42'
L24	N22°14'44"W	364.60'
L25	N13°27'21"W	49.09'
L26	N76°32'39"E	50.00'
L27	N13°33'36"W	160.00'
L28	S76°29'12"W	50.00'
L29	N13°30'48"W	300.00'
L30	N12°47'26"W	102.65'
L31	N12°58'52"E	384.90'
L32	N01°42'26"E	748.15'
L33	N24°00'57"E	124.93'
L34	N41°22'30"E	55.06'
L35	N37°33'58"E	110.35'
L36	N61°11'09"E	331.51'
L37	N57°52'38"E	339.81'
L38	S41°56'15"E	150.38'
L39	S82°58'04"E	164.48'
L40	N27°26'06"E	229.51'
L41	N80°03'10"E	211.84'
L42	S83°19'27"E	123.00'
L43	N69°33'48"E	240.66'
L44	N37°49'21"E	131.87'

LINE	BEARING	DISTANCE
L45	N05°44'52"E	70.43'
L46	N38°09'20"W	141.80'
L47	N64°19'07"W	110.72'
L48	S76°47'00"W	320.00'
L49	N13°08'51"W	95.00'
L50	N64°54'42"W	195.00'
L51	S61°03'28"W	111.00'
L52	S76°51'58"W	100.00'
L53	N18°22'58"W	830.00'
L54	N34°52'02"W	153.76'
L55	N66°21'16"W	26.98'
L56	N24°38'44"E	10.00'
L57	S66°25'18"E	137.79'
L58	N10°59'39"E	300.17'
L59	N53°11'17"E	117.12'
L60	S81°03'05"E	40.85'
L61	S81°21'54"E	162.79'
L62	S16°44'50"E	645.69'
L63	S44°24'53"E	143.37'
L64	S87°43'21"E	479.89'
L65	S72°43'04"E	1020.59'
L66	S01°37'04"W	220.34'
L67	S01°36'22"W	973.84'

Office Map No. 210535 L:\2021\210535-Cherokee\Annexation\Rev. Annexation Map Sheet 2 of 7

Exhibit A

SCALE MAP



Office Map No. 210535

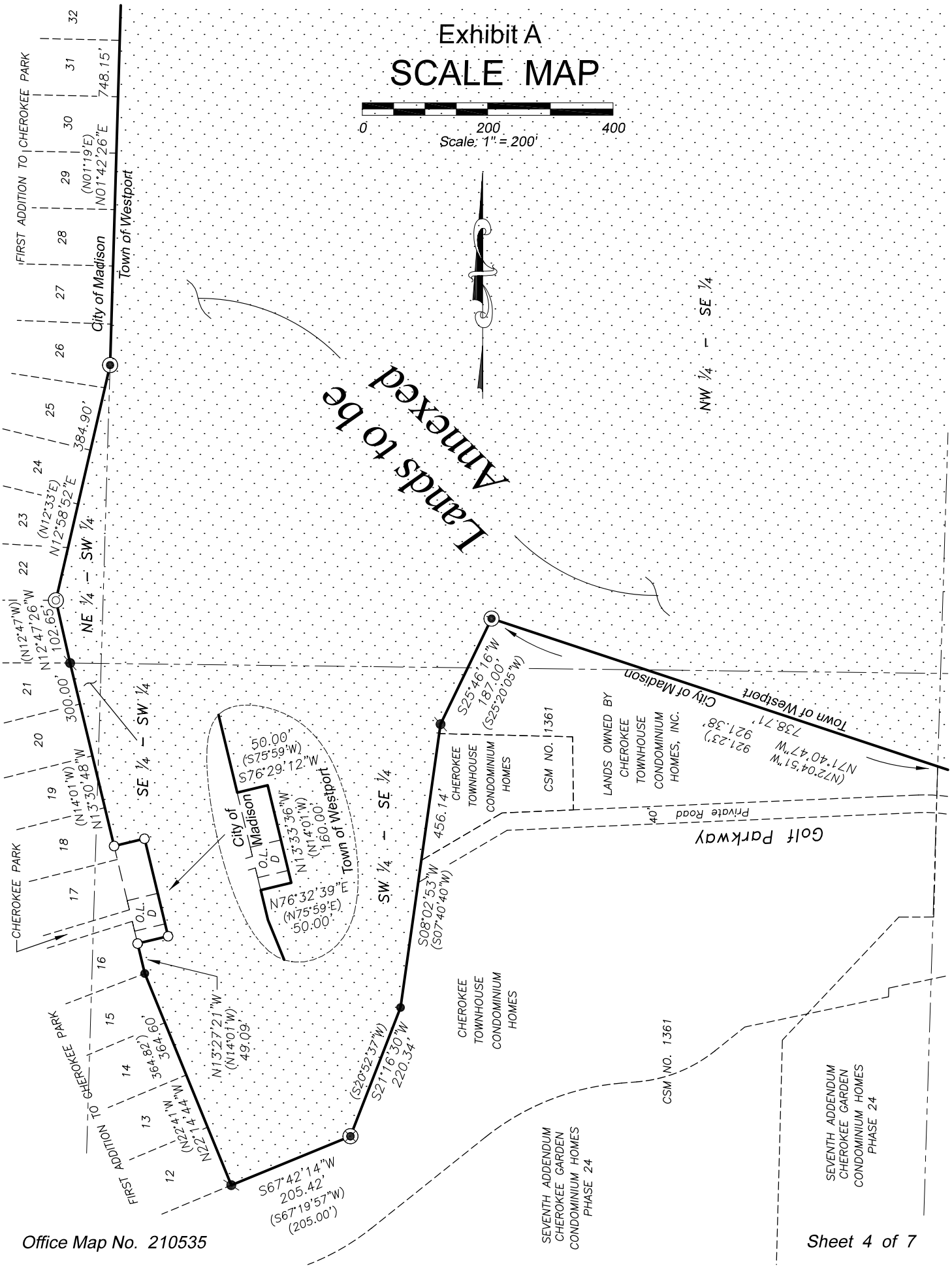
Sheet 3 of 7

Exhibit A

SCALE MAP

0 200 400

Scale: 1" = 200'



Office Map No. 210535

Sheet 4 of 7

Exhibit A

SCALE MAP

0 200 400

Scale: 1" = 200'

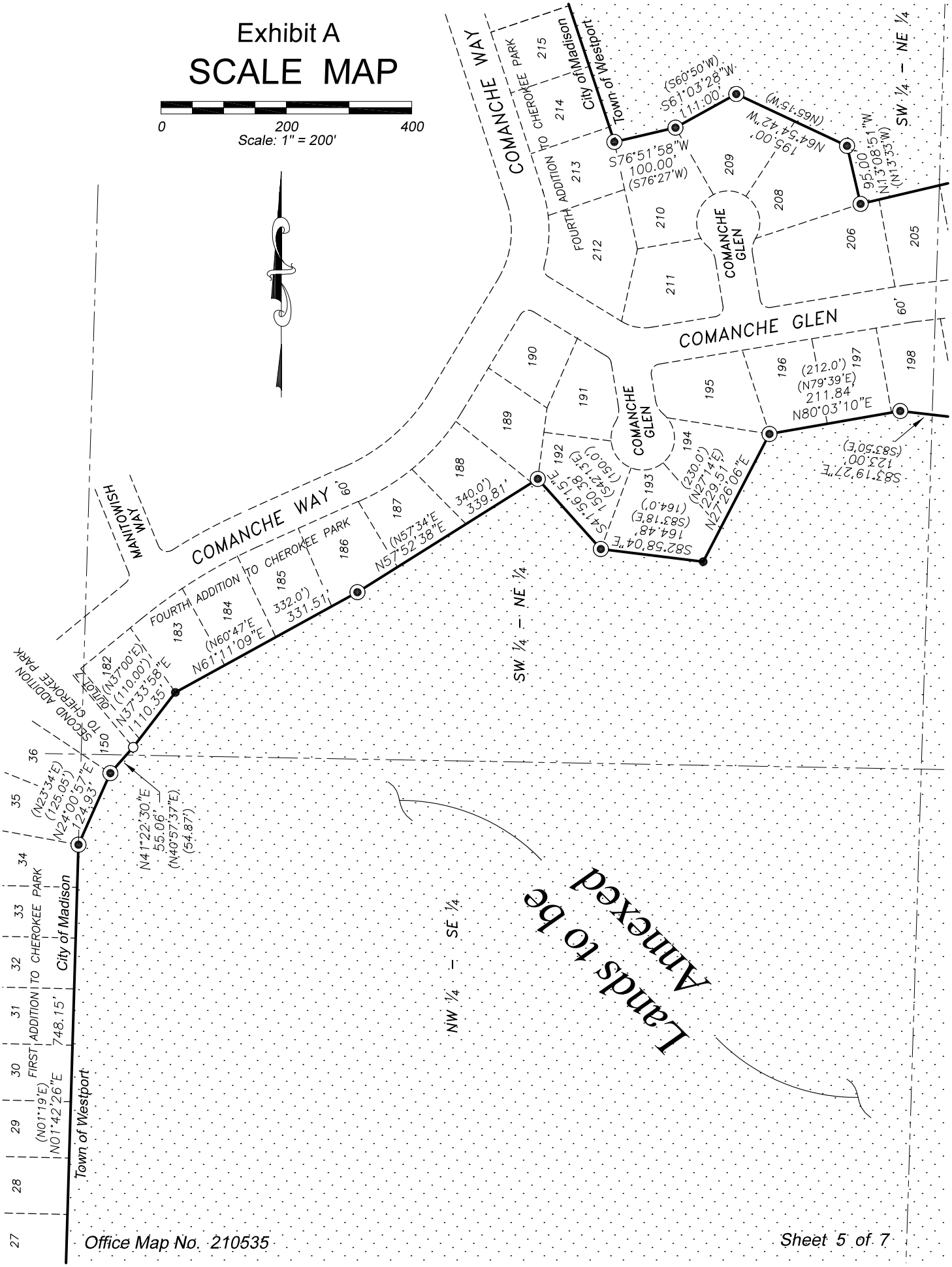
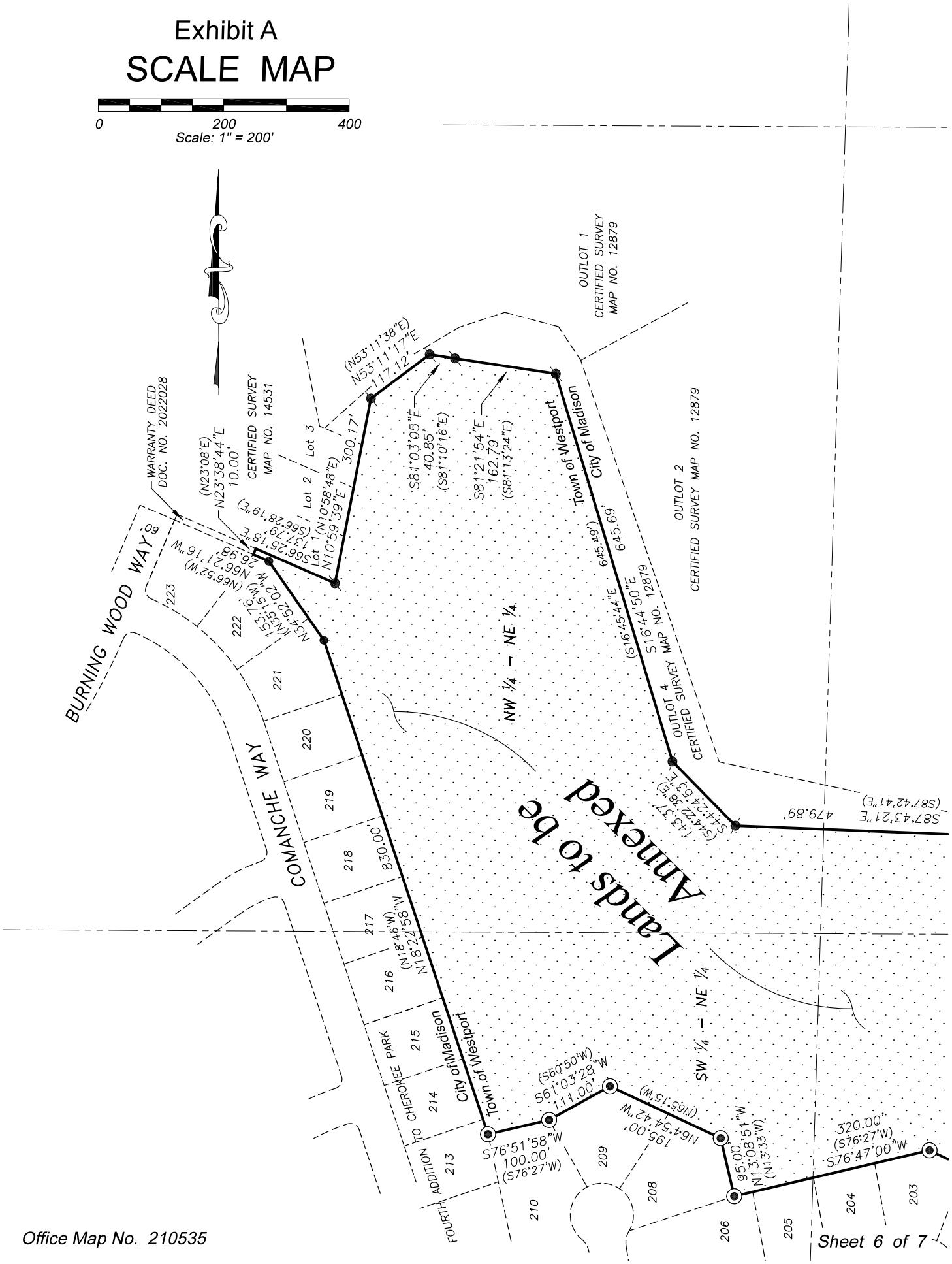


Exhibit A

SCALE MAP

0 200 400

Scale: 1" = 200'

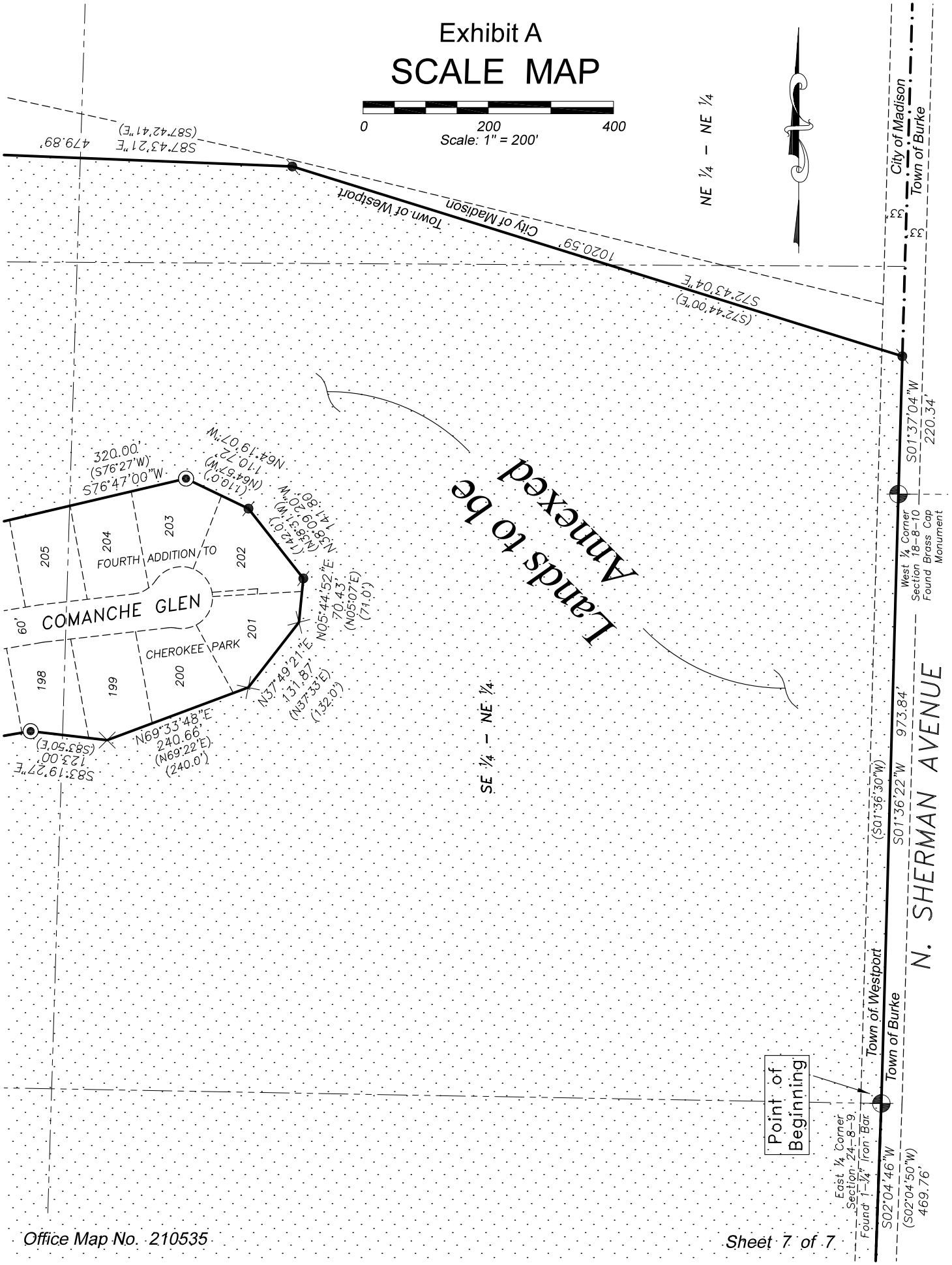


Office Map No. 210535

Sheet 6 of 7

Exhibit A

SCALE MAP



Office Map No. 210535

Sheet 7 of 7

City of Madison

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Madison, WI 53703
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Master

File Number: 81316

File ID:	81316	**File Type:**	Ordinance	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	12/22/2023
File Name:	Clarify Height Restriction in Urban Design District 8			**Final Action:**	

Title: Amending Section 33.24(15)(e)12.b. related to Upper-Level Development Standards of the Madison General Ordinances to clarify how stories are measured in Urban Design District 8. (Alder District 6)

Notes: 6827UDDClarifyHeight

		CC Agenda Date:	01/09/2024
		Agenda Number:	65.
Sponsors:	Marsha A. Rummel	**Effective Date:**	
Attachments:	UDD 8 Amendment Staff Memo.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	12/22/2023	Michael Haas	Approved as to Form	1/11/2024
1	2	1/2/2024	Ryan Pennington	Approve	1/11/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	12/22/2023	Referred for Introduction				

Action Text: This Ordinance was Referred for Introduction
Notes: Plan Commission (Public Hearing - 1/22/24), Urban Design Commission (1/10/24); Common Council (2/13/24)

Text of Legislative File 81316

Fiscal Note

No City appropriation required.

Title

Amending Section 33.24(15)(e)12.b. related to Upper-Level Development Standards of the Madison General Ordinances to clarify how stories are measured in Urban Design District 8. (Alder District 6)

Body

DRAFTER'S ANALYSIS: Urban Design District (UDD) 8 was adopted to implement the East Washington Avenue Capitol Gateway Corridor Plan. It includes relatively prescriptive standards related to various design elements, including building height. This proposed amendment clarifies how stories are measured as it relates to certain structured parking designs that would have limited visibility from East Washington Avenue. The proposed amendment only impacts a portion of the UDD 8, the portion that is in District 6 (Block 2b).

Floor-to-ceiling heights for structured parking are typically less than that of other habitable building floors. Three levels of structured parking are typically shorter than three levels of residential or office uses. UDD 8 currently includes measurements in terms of stories and feet, though it does not currently make a distinction based on the type of floor. Under the proposed amendment, internal structured parking that is screened and not be visible from East Washington would not count as an additional story. However, the underlying height in feet would not change. UDD 8 currently allows for a maximum 14-story building, if findings could be made to grant the necessary bonus stories. While the building appears to be a 14-story building from East Washington Avenue and the building would be below the maximum allowable height, it is considered 15 stories under the different methodology utilized in the Zoning Code based on a calculation of the parking levels.

****

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

1. Subparagraph b. of paragraph 12. entitled "Upper Level Development Standards" of Subdivision (e) entitled "Basis for Design Review" of Subsection (15) entitled "Urban Design District No. 8" of Section 33.24 entitled "Urban Design Commission" of the Madison General Ordinances is amended as follows:

"b. Bonus stories may be allowed as follows:

i. Two (2) bonus stories on Blocks 2c, 3b, 4b, 12b, 13b, 14a, 14b, 15, 16, 17c, and 18c.

ii. Three (3) bonus stories on Blocks 10a, 10b, 11a, 11b, 12a, and 13a, and a third bonus story on up to ten percent (10%) of the area of Block 4b.

iii. Four (4) bonus stories on up to fifteen percent (15%) of the area of Block 3b.

iv. Four (4) bonus stories are allowed on Block 2b by meeting the requirements of Sec. 33.24(e)(12)c. An additional two (2) stories, not to exceed six (6) total, can be provided if the applicant provides a combination of at least one item from c.(i) and at least three (3) items from c(ii). <u>Total stories are determined as those being visibly distinct stories when viewed from the East Washington Avenue façade. If partial parking level(s) do not appear as a separate story from East Washington Avenue and are recessed from the East Washington façade along a substantial portion of the building length, it shall not count as a separate story for the purposes of determining compliance with the UDD 8 story height requirements. The</u>

total measured building height in feet shall not exceed the heights allowed in 33.24(e)3. A maximum measured height of up to 171 feet is permitted for a 14-story building.

PLANNING DIVISION STAFF REPORT

January 10, 2024

PREPARED FOR THE URBAN DESIGN COMMISSION

Project: **Amending Urban Design District (UDD) 8 - MGO 33.24(15)(e)12.b.**

Review Type: UDD 8 Text Amendment – Common Council Referral

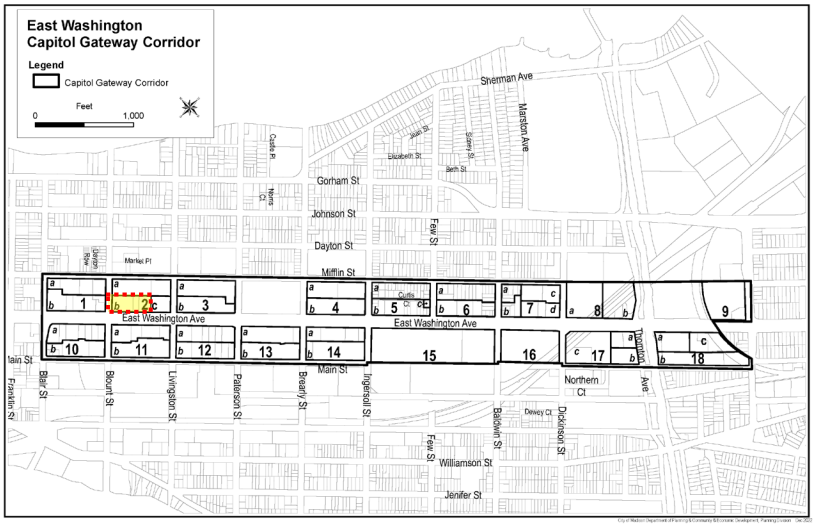
Legistar File ID #: 81316

Prepared By: Jessica Vaughn, AICP

Background Information

The Common Council has referred this text amendment to the Urban Design Commission (UDC) and Plan Commission (PC) for advisory recommendations. The Plan Commission is scheduled to review this item at their January 22, 2024, meeting and the Common Council is scheduled to consider this amendment at its February 13, 2024, meeting.

This amendment proposes changes to the Urban Design District 8 (UDD 8) - MGO 33.24 (15) and specifically, the "Upper Level Development Standards" to clarify how stories are determined in Block 2b as shown in the map at the right.



Background on UDD 8

UDD 8 was adopted in 2009 upon completion of the 2008 Capitol Gateway Corridor Plan. It is one of the eight districts that provide additional design/development regulations in the City. This ordinance is primarily enforced through the UDC, which is an approving body for development within these districts. UDD 8 is the most prescriptive of these districts. Due to the prescriptive nature of this district, there have been instances when block specific requirements have been revised to accommodate a specific development request.

Regarding the existing ordinance, UDD 8 includes block-specific development standards for each of the 18 numbered blocks. These blocks are further broken down into lettered sub blocks that also have unique development standards. These standards include height regulations (height in feet as well as story-height measurements) which may be more restrictive than those found in the underlying Zoning districts. Among UDD 8's other requirements are the standards for bonus stories under the "Upper Level Development" sub section.

Currently, there are no prescriptive requirements or definitions related to the measurement or determination of story-heights in UDD 8.

Summary of Proposed Amendment

This proposed amendment clarifies how stories are measured as it relates to certain structured parking designs that would have limited visibility from East Washington Avenue. The proposed amendment only impacts a portion of the UDD 8, the portion that is in District 6 (Block 2b).

UDD 8 currently includes height measurements in terms of stories and feet. It does not provide additional guidance on how parking levels or partial floors are calculated. Further, the code does not provide interpretation clarification based on how a building "reads" from the outside, how a floor level is used, or how the number of floors internal to a building translates to the exterior expression. For instance, floor-to-ceiling heights for structured parking are typically less than that of other habitable building floors because fewer building mechanical systems are needed in those spaces (i.e., ductwork, lighting, plumbing, etc.). So, while three levels of structured parking are typically shorter than three levels used for residential or office uses, both scenarios are currently considered the same number of stories under the Zoning Code. It is also possible to design a building to "read" as a certain number of stories from the outside, while a different number of stories is shown in section view or internal to the building. This could be done by fully wrapping a smaller building volume (i.e., parking floors) with a taller volume of habitable space (i.e., commercial space) to fully conceal the floors behind to create a more attractive street-facing façade. So, while the height of the building is not changing, the number of stories inside the building can be different from the number of stories being "read" on the outside. This is the basis of the proposed text amendment.

The proposed amendment clarifies the story-height measurement of a building in Block 2b if the internal structured parking is screened and not visible from East Washington Avenue. The amendment would clarify that this space would not count as a separate story for the purpose of determining compliance with the story-height regulations of UDD 8. However, from a massing standpoint, this ordinance does not change the underlying allowable height in feet.

UDD 8 currently allows for a maximum 14-story building, if findings could be made to grant the necessary bonus stories. As a result of this text amendment, while a building could appear to be a 14-story building from East Washington Avenue, and the building would be below the maximum allowable height, it could still be considered 15 stories under the different methodology utilized in the Zoning Code based on a calculation of the parking levels.

Finally, staff notes this request does not alter the maximum airport height requirements enforced by Dane County.

City of Madison

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Master

File Number: 81069

File ID:	81069	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	11/30/2023
File Name:	Position recreations and underfills - Metro Transit			**Final Action:**	
Title:	Position Recreations and Underfills - Metro Transit				
Notes:					
				CC Agenda Date:	01/09/2024
				Agenda Number:	66.
Sponsors:	Director of Human Resources			**Effective Date:**	
Attachments:	FC Memo for Metro staff changes 1-2024.doc			**Enactment Number:**	
Author:				**Hearing Date:**	
Entered by:	aschroeder@cityofmadison.com			**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/2/2024	Ryan Pennington	Approve	12/21/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Metro Transit	11/30/2023	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Finance Committee (1/16/24), Common Council (1/23/24)					

Text of Legislative File 81069

Fiscal Note

The proposed resolution recreates 2.0 FTE positions within Metro Transit. The annualized cost increase from these changes is $15,000 to $22,000. Metro intends to offset these additional costs in 2024 by under filling a vacant Transit Planner 3 and a vacant Transit Marketing and Customer Service Manager.

Title

Position Recreations and Underfills - Metro Transit

Body

Recreation of vacant Transit Account Clerk 3 position (#3057) in the Transit Accounting Technician 1 classification.

Recreation of vacant Employee Relations Assistant classification (#2812) in the Transit Customer Service Supervisor classification.

WHEREAS, Metro Transit's staffing needs going forward are changing in response to large projects and additional grants funding such as Bus Rapid Transit, fare collection and technology upgrades; and

WHEREAS, Metro Transit can make these changes in a budget neutral way by underfilling a vacant Transit Planner 3 position (#3437) as an Assistant Scheduler and underfilling a vacant Transit Marketing and Customer Service Manager position (#2885) in a position up to a Transit Marketing General Supervisor;

NOW, THEREFORE, BE IT RESOLVED, that the vacant Transit Account Clerk 3 position (#3057) in CG42, R11 be deleted and recreated as a Transit Accounting Technician 1, CG42, R13, in the permanent salary detail of the Transit Utility Operating Budget; and

BE IT FURTHER RESOLVED that the vacant Transit Operations Office Coordinator position (#2812) in CG43, R11 be deleted and recreated as a Transit Customer Service Supervisor, CG 44, R5 in the permanent salary detail of the Transit Utility Operating Budget.

To: Finance Committee

From: Justin Stuehrenberg, Metro Transit

Date: November 30, 2023

Re: Position Recreations and Underfills, Metro Transit

Metro Transit is requesting various position modifications as the agency changes and grows in response to Bus Rapid Transit and other large projects. These changes include recreating two positions in higher classifications and underfilling two positions so that these changes will be budget neutral. Metro Transit is requesting:

1. Delete vacant position (#2861) in the Transit Account Clerk 3 classification (CG42/R11) and recreate the position in the Transit Accounting Technician 1 classification (CG42/R13).

2. Delete vacant position (#2812) in the Transit Operations Office Coordinator classification (CG43/R11) and recreate that position in the Transit Customer Service Supervisor classification (CG44/R5).

3. Metro will underfill the vacant Transit Planner 3 position (#3437) in CG44/R10 as an Assistant Scheduler (CG44/R7).

4. Metro will underfill the vacant Transit Marketing and Customer Service Manager position (#2885) in CG44/R14 in a position up to a Transit Marketing General Supervisor (CG44/R10).

These changes to Metro Transit's Operating budget are virtually cost neutral, with a slight salary savings of approximately $1,800.

Position Details

Metro has a vacant Transit Account Clerk 3 position in the budget due to a recent promotion. Some of the duties of this position are being integrated into the work of other Transit Account Clerks as well as the overall work of Clerks at Metro decreasing due to things such as moving away from cash fares, resulting in decreased need for cash counting. Metro also recently promoted a Transit Accounting Technician 1 into a vacant Accountant position. The position was in the budget as an Accountant, and Metro also filled that position as an Accountant. The need for additional Accountants for increased procurement duties, backup for our Grants Administrator as well as audit support and general accounting are high due to increased federal grant funding and project work for Bus Rapid Transit construction and implementation, and fare and technology upgrade projects. However, there is still a need for a Transit Accounting Technician 1, primarily to support payroll and employment processing for over 300 Transit Operators.

Metro has a vacant Transit Operations Office Coordinator position in the Operations Unit. A similar position has been added in the Maintenance Unit and absorbed some of the duties. However, Metro has a need to restructure the Dispatch functions to clearly differentiate between

those doing direct supervision of the more than 300 Transit Operators and those doing work such as assigning and scheduling work to meet daily pull out. Recreating the vacant Transit Operations Office Coordinator position as a Transit Customer Service Supervisor position will help accomplish this as part of a larger plan to create more structure and employee support in the unit.

In Metro's Planning Unit, there is a vacant Transit Planner 3 position due to a recent promotion. Some of the duties of that position were reassigned to other Planners as well as integrated into the Transit Capital Project Coordinator position the employee was promoted into. With Metro's recent total network redesign, the upcoming implementation of Bus Rapid Transit, the addition of municipal partners, and requests for increased service from existing partners, Metro now has a need for more support in the area of scheduling.

Due to continuing and rapid changes to Metro's service in the form of the network redesign, fare collection, technology, and Bus Rapid Transit, Metro Transit has greater need for a position with a focus on functioning as a Public Information Officer, providing information, generating understanding, and creating excitement regarding these changes. Underfilling a Transit Marketing and Customer Service Manager position, vacant due to a promotion, as a Transit Marketing Specialist, can accomplish this goal.

Conclusion

As Metro Transit's service and new structure develops, staff needs evolve. Reviewing vacant positions to make sure they meet current needs will help Metro be successful with ongoing and future projects. Using a combination of position recreations and underfills has the benefit of allowing these changes to be budget neutral.

Editor's Note:

Compensation Group/Range*	2023 Annual Minimum (Step 1/Step 3)**	2023 Annual Maximum (Step 5)	2023 Annual Maximum (+12% longevity)
Transit Account Clerk **42/11**	50,808.94	59,776.60	66,949.74
Transit Accounting Tech **42/13**	54,013.44	63,545.30	71,170.84
Transit Ops Office Coord. **43/11**	52,711.36	59,771.66	66,944.28
Transit CS Supervisor **44/05**	63,132.68	73,197.28	81,980.86
Transit Mktg. Gen. Sup. **44/10**	76,378.38	91,791.44	102,806.34
Transit Marketing Mgr. **44/14**	91,791.44	110,504.42	123,764.94

*Salaries reflect current wages. Non-represented positions will receive a salary increase as of 12/24/23. Represented positions will receive a salary increase as of 1/1/24.
**Step 1 is reflected for non-represented positions. Due to an MOU with the Teamsters, represented employees start at Step 3.

cc: David Schmiedicke – Finance Director
Rachel Johnson – Chief Administrative Officer
Allisa Brown – Transit HR Manager
Emaan Abdel-Halim – Human Resources Service Manager
Erin Hillson – Human Resource Director
Kurt Rose – Employee & Labor Relations Manager
Tameaka Bryant – Employee & Labor Relations Specialist
Rick Roeth - Teamster Business Agent

City of Madison

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Master

File Number: 81075

File ID:	81075	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	11/30/2023
File Name:	Authorizing the City of Madison to enter into a Reference Program Agreement with Tyler Technologies, Inc.			**Final Action:**	

Title: Authorizing the City of Madison to enter into a Reference Program Agreement with Tyler Technologies, Inc.

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	67.
Sponsors:	Satya V. Rhodes-Conway	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:	Cory Johnson	**Hearing Date:**	
Entered by:	aalexandrescu@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	12/1/2023	Christine Koh	Approve	12/20/2023

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Finance Department	11/30/2023	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Finance Committee (1/16/24), Common Council (1/23/24)					

Text of Legislative File 81075

Fiscal Note
The proposed resolution authorizes an agreement between the City of Madison and Tyler Technologies, Inc. to allow the City of Madison to participate in a Reference Program. As part of the program, the City would receive training and technical assistance at no cost, in exchange

for acting as a reference for Tyler Technologies, Inc. for potential clients. There is no cost for the City's participation in the program. No additional appropriation required.

Title

Authorizing the City of Madison to enter into a Reference Program Agreement with Tyler Technologies, Inc.

Body

WHEREAS, the City has an existing sole source contract with Tyler Technologies, Inc., a public sector software provider, for the Enterprise Resource Planning (ERP) software system Munis; and,

WHEREAS, it is the goal of Tyler Technologies, Inc. to help their clients work toward their greatest potential; and,

WHEREAS, it is in the City's best interest to utilize the resources of Tyler Technologies, Inc. to expand the scope of the City's ERP system and what processes are being managed; and,

WHEREAS, Tyler Technologies, Inc. offers a "Reference Program" whereby clients will receive additional benefits on an annual basis in exchange for meeting with prospective clients to discuss the experience using Tyler Technologies, Inc. software; and,

WHEREAS, the City of Madison has been identified as a candidate for the Reference Program and would receive additional training and technical support at no cost in exchange for serving as a reference on behalf of Tyler Technologies, Inc.; and,

WHEREAS, the Reference Program could result in a potential profit to Tyler Technologies, Inc., and under City Ethics Code Madison General Ordinance 3.35(5)(b) using City resources for the profit of another is prohibited except where authorized by Common Council through this type of resolution; and

WHEREAS, the Reference Program begins in January and ends in December of each year, with the option for either party to terminate participation for any reason upon written notice; and,

WHEREAS, participants and benefits will be re-evaluated on an annual basis with the option to renew the agreement.

NOW, THEREFORE, BE IT RESOLVED, that the City of Madison Finance Director or designee is authorized to enter into a Reference Program Agreement with Tyler Technologies, Inc. for the 2024 calendar year, in a form approved by the City Attorney; and,

BE IT FINALLY RESOLVED, that the City Finance Director or designee may sign subsequent annual renewals if they determine the Reference Program is beneficial to the City.

City of Madison

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Master

File Number: 81090

File ID:	81090	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	12/01/2023
File Name:	Home Healthcare Report - 2023.11.30			**Final Action:**	

Title: Thanking the Disability Rights Commission Home Healthcare Workgroup and Accepting the final report and recommendations from the Disability Rights Commission.

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	68.
Sponsors:	Jael Currie	**Effective Date:**	
Attachments:	Home Healthcare Report - 2023.11.30.pdf	**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	mgibson@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	12/1/2023	Christine Koh	Delegated	
1	2	12/4/2023	Maggie McClain	Approve	12/7/2023

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	DISABILITY RIGHTS COMMISSION	12/01/2023	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Common Council (1/23/24)					

Text of Legislative File 81090

Fiscal Note

No City appropriation required.

Title

Thanking the Disability Rights Commission Home Healthcare Workgroup and Accepting the

final report and recommendations from the Disability Rights Commission.

Body

WHEREAS, Resolution RES-23-00218, Legistar File 76649, created the Disability Rights Commission Home Healthcare Workgroup; and,

WHEREAS, the Workgroup was given an extended deadline of December 1, 2023 to complete its work and issue its final report and recommendations to the Common Council; and,

WHEREAS, the Workgroup has been working diligently and now submits the final report and recommendations to the Common Council for review;

NOW, THEREFORE, BE IT RESOLVED, the Common Council accepts the finished work of the Disability Rights Commission Home Healthcare Workgroup and thanks them for their work.

Home Healthcare Report & Recommendations
Home Healthcare Workgroup
Disability Rights Commission
City of Madison
November 30, 2023

INTRODUCTION

On March 21, 2023, the Madison Common Council unanimously adopted a Resolution 76649 recognizing the need for a comprehensive response to the home healthcare crisis and directed the Disability Rights Commission, along with City staff and other relevant partners, to study the issue and report their findings to the Council.

The Workgroup membership included: Disability Rights Commissioners Joe Frost and Melissa Madole; Patti Becker, Survival Coalition/Community Living Alliance; Jason Beloungy, Access to Independence; Anna Gouker and Dawn Ziegler, Rage Fund; Melissa Mulliken, Developmental Disabilities Coalition; Marilee Adamski-Smith, ADAPT; and Disability Rights and Services Program Staff, Rebecca Hoyt and Carly Major.

The Workgroup recommends the following:

> **RECOMMENDATION 1:** Utilize current programs in the city budget to serve and address the needs of care recipients by providing incentives to care providers.
>
> **RECOMMENDATION 2:** Establish an information and referrals page on the City of Madison website to support access to care.
>
> **RECOMMENDATION 3:** Establish a grant for the development of a Care Network to connect care recipients with care providers.
>
> **RECOMMENDATION 4:** Create a community and media outreach campaign centering on the lived experiences of people with disabilities to reduce stigma and build awareness.
>
> **RECOMMENDATION 5:** Sponsorships for care providers needing certifications for specialized care.

The following items listed in the resolution were explored, but not pursued by the Workgroup:

1. The establishment of a clearinghouse where information shall be gathered and worked on.

Resolution 76649 did not provide funding for the establishment of a clearinghouse. The Department of Civil Rights developed an archive of research and meeting notes developed by this Workgroup in its place.

2. Connecting and developing a functioning plan to recruit immigrants and/or refugees from different countries.

After consideration of this proposal, the workgroup determined rather than focusing on a particular population, the workgroup will encourage policy proposals that benefit all care providers, whether paid or unpaid, by focusing on incentives that are provided regardless of gender, race, ethnicity, national origin, and immigration or refugee status.

BACKGROUND

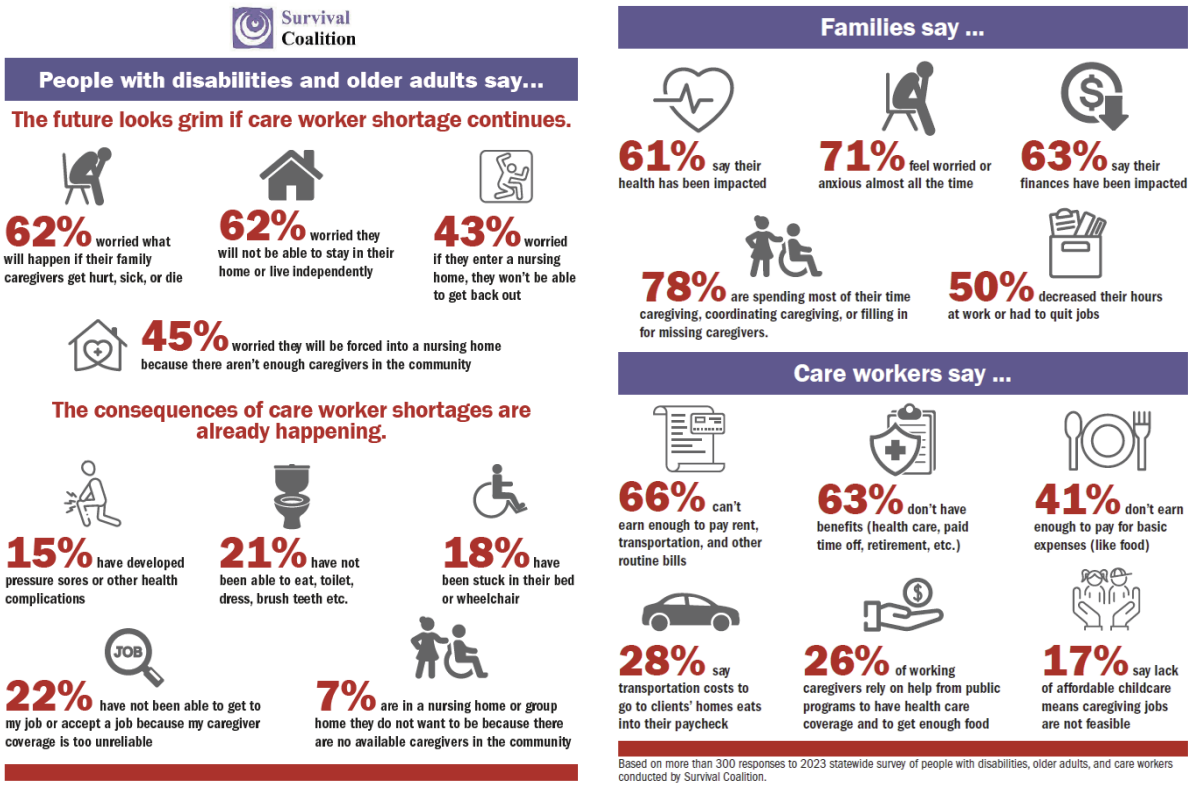
According to the United States Census Bureau, approximately 4.5 million Americans with illnesses and disabilities are cared for at home by aides, therapists, or nurses (New York Times, 2021). In-home care, or *home healthcare*, is where a person with a long-term health condition or disability receives general or specialized support to perform activities of daily living and to meet their health needs. In this report, we use the term *care provider* to describe anyone who provides care to anyone with a health condition or disability. The term *direct care professional* refers to individuals who provide support and care for wages. *Nonpaid care providers* are people who provide care to an adult without wages, usually a family member or loved one. A *care recipient* is a person who receives care to address their daily living needs. It is our intention to put forth recommendations that will benefit care recipients, nonpaid care providers, and direct care professionals.

Home healthcare services are essential to ensure that people with disabilities do not have to live in hospitals or other institutional settings. Care supports enable people with disabilities to meet their daily needs, participate in the community, and to work.

> *"Care workers are the workforce behind Wisconsin's workforce. Care workers keep people with disabilities and older adults out of hospitals, out of nursing homes, and living independently. They enable people with disabilities and their families to participate in the workforce"* (Survival Coalition, 2023).

In Wisconsin, there are an estimated 580,000 nonpaid care providers and more than 90,000 direct care professionals (Governor's Task Force, 2022). The Governor's Task Force on Caregiving Report projects that between 2015 and 2040, the population of Wisconsin residents ages 65 and older will increase by 72%, equating to 24% of the state population. As the population ages, the need for home healthcare will increase. However, there is currently a crisis in meeting the current demand for care.

Lack of care threatens the health and safety of people with disabilities and threatens their ability to live independently, to work, and to engage in community activities. Further, it poses a serious threat to the health, safety, and quality of life of people with disabilities.



According to a survey conducted by the Developmental Disabilities Coalition, providers in their membership are short 170.3 full time staff positions equating to 6812 hours per week of support that must be provided in overtime to meet the current need (Mulliken, 2022). Currently, direct care professionals experience low wages at least in part due to inadequate reimbursement in the long-term care system in Wisconsin. The average starting wage for direct care providers is $15.02 per hour, only slightly above the poverty wage in Dane County ($14.75) (Mulliken, 2022).

Additionally, one in four working-age adults provide care or financial assistance to an older family member, an adult child or other loved one with a disability, or a spouse with a long-term illness (WFCSA, 2021). According to the 2021 Caregiver Study, 56% of Wisconsin family caregivers (nonpaid care providers) reported that their current situation of balancing work and care was unstable. Working caregivers encounter difficulty balancing care and maintaining employment. For example, over half of working caregivers report needing to rearrange their work schedule, leave work early, use lunch breaks to provide care, and/or respond to emergency calls at work in order to maintain care for a family member or loved one (WFCSA, 2021). The 2022 Survival Coalition survey reports 40% of family caregivers left the workforce entirely and another 20% have had to reduce participation in the workforce to part-time.

The home healthcare crisis has been exacerbated by the COVID-19 pandemic. The pandemic has also widened disparities for care providers. “It is well documented that

minority populations and women experience disparities in access to health care, expectations to take on caregiving responsibilities, and opportunities for economic advancement. Paid care professionals and unpaid family caregivers, who are mostly women, were already experiencing all three of these inequities before the COVID-19 pandemic added a fourth. COVID-19 has resulted in higher rates of sickness and death for older people of color and in minority communities as a whole" (Governor's Task Force, 2022). According to the Governor's Task Force on Caregiving Report 61% of caregivers are women and over 81% are people of color (2022).

The City of Madison may not be able to directly affect the wages of direct care professionals or the loss of wages experienced by care recipients and nonpaid providers that results from this crisis. However, we believe that the City must explore opportunities to ease the financial burden these communities experience and to incentivize work in the home healthcare field.

> *"We need bold change…," said Beth Swedeen, Survival Coalition Co-Chair. "The consequences of doing nothing are astronomical to the state." "People who can live in the community are being forced into expensive Medicaid funded nursing homes because they can't find the little bit of help they need to stay independent. This is fiscally irresponsible, and incredibly cruel to individuals and families"* (Survival Coalition, 2023).

This report outlines the actions needed at the local level for the City of Madison to support our residents that give and receive care.

WORKGROUP RECOMMENDATIONS

RECOMMENDATION 1: *Utilize current programs in the city budget to serve and address the needs of care recipients by providing incentives to care providers*.

Nationally, home health aides, personal care workers or nursing assistants help more than 9.3 million older adults and people with disabilities live independently. In Wisconsin, 1 in 4 people in the workforce are leaving their jobs to care for a family member due to the home health workforce shortage (PHI, 2022). In Madison, the lack of care providers is directly affecting residents' ability to remain living in their own homes with the support they need. Lack of community investment in the direct care professional workforce will continue to erode the fabric necessary for the City of Madison to remain the welcoming, accessible and inclusive community it claims to be.

Direct care professionals are the workforce behind Wisconsin's workforce. Care workers keep people with disabilities and older adults out of hospitals, out of nursing homes, and living independently. They enable people with disabilities and their families to participate in the workforce and create community.

> *"Across the state families describe being forced to leave their jobs because there are no care workers to hire, compounding Wisconsin's overall worker shortage,"*

> *said Beth Swedeen, Survival Coalition Co-Chair. "Wisconsin can't afford to have skilled, experienced professionals—many in fields already experiencing shortages—leave the field, but that's exactly what's happening (2022).*

Lack of investment in the home health workforce has ripple impacts in every community in Wisconsin. In Madison, it means that individuals with disabilities are no longer able to live in their homes and neighborhoods. Aging Madisonians are forced to leave their neighborhood family homes in order to find the support they need. Madison based employers in all industries lose employees to family caregiving responsibilities. The National Alliance for Caregiving estimates the range for the impact on lost wages and pension benefits from $303,260 to $659,139 over caregivers' retirement years, with greater impact on women's wages (Schulz, 2016). For the direct care professionals who commit to remaining in a position with low wages, it means they will struggle with childcare costs, transportation, affordable housing, and compromise their own mental health and well-being.

The City of Madison vision of ***Inclusive, Innovative & Thriving, and mission to provide the highest quality service for the common good of our residents and visitors using the values of Equity, Civic Engagement, Well-Being, Shared prosperity and Stewardship*** is a solid guide to meeting the challenges of the care provider crisis. We have identified many current investments in the city budget that could be accentuated to more directly address this Madison home healthcare crisis.

The chart below includes several recommendations to further impact the lives of care providers through existing City programs.

Recommendation to Support Care Providers	Description (What)	Intended Impact (Why)	Required Action (How)	City Departments and examples of opportunities (Who)
Childcare Assistance	Increase availability of childcare tuition assistance to individuals identified as providing care in the City of Madison.	Care providers report challenges with paying for their own childcare costs. Additional options for assistance could increase recruitment and retention rates of this workforce.	Evaluate current offered childcare tuition assistance programs offered by City to ensure care providers have necessary access. Adjust policy and investment to meet need.	Community Development Division Child Care Tuition Assistance | Community Development, City of Madison, Wisconsin
Transportation Assistance	Offer reduced or free Madison Metro bus passes to individuals identified as providing care in the City of Madison.	Care providers report difficulty in accessing reliable transportation to obtain and/or maintain employment. Additional options for assistance could increase recruitment and retention rates of this workforce.	Direct Metro Transit to expand employer and campus bus pass program to include individuals identified as providing care in the City of Madison.	Metro Transit, City of Madison, Wisconsin Employer & Campus Pass Programs | Metro Transit, City of Madison, Wisconsin
Parking Permits	Offer street parking permits to individuals identified as providing care in City of Madison	Individuals using in-home supports often live in dense neighborhoods with limited street parking. Increasing access to street permits could increase recruitment and retention rates of this workforce.	Expand requirements for multiple permits to permit use of parking permits by care providers working inside a Madison residence.	Eligibility for Multiple Permits | Parking, City of Madison, Wisconsin

Neighborhood Connections	Ensure neighborhood centers are accessible to all to reduce isolation of paid and unpaid caregivers. (respite, community connections, informal caregiving, natural supports)	Isolation has shown to impact individuals' health and well-being. Madison's established network of Neighborhood centers offer services that would benefit both paid and unpaid caregivers.	Evaluate city funded neighborhood center program offerings to ensure people with disabilities, and their care providers have necessary access. Adjust policy and investment to meet need.	City-Funded Neighborhood Centers | Community Development, City of Madison, Wisconsin
Community Connection	Increase opportunities for neighbors to help neighbors. Create a program similar to Adopt A Block or Neighborhood Watch Program that would educate residents about the caregiver crisis, and facilitate opportunities for neighbors to help impacted neighbors.	Many people are challenged by wanting to help their neighbors, but not knowing where to start. Madison residents may be more likely to engage when there is a structure and development support for their effort.	Develop and implement a Madison Neighbor helping Neighbor program, using Madison Adopt a Block and Neighbor helping Neighbor framework from other cities as a model.	Adopt a Block Program | Mayor's Office, City of Madison, Wisconsin https://www.fairfaxcounty.gov/neighborhood-community-services/villages https://www.cityofbowie.org/206/Neighbors-Helping-Neighbors
Community Awareness and Recognition	Develop effort that partners with local businesses to offer discounts to individuals who identify as home care workers, similar to efforts for other essential workers during the pandemic. (teachers, hospital employees, military families, EMS, Fire Fighter)	Care providers are often overlooked and underappreciated by their community. Public recognition led by City leadership could raise the public's understanding of the work and appreciation for its contributions to the community.	Develop and implement a community awareness campaign that recognizes and celebrates the care providers working in Madison.	Women in Construction Week | Engineering, City of Madison, Wisconsin

Financial Education and Housing	Increase awareness of current and availability of additional financial education and housing or homeownership programs available to care providers	Care providers often meet the federal poverty levels necessary to qualify for financial education and/or housing assistance. Support provided to them stabilizes the workforce, and community networks.	Ensure that Care Providers, paid and unpaid are featured in marketing of any programs developed by City of Madison to further financial education and housing stability, or home ownership.	ttps://www.cityofmadison.com/dpced/community-development/housing/resources-for-homebuyers-and-property-owners https://ownitbbw.com/about/ https://www.uedawi.org/programs/bank-on-greater-milwaukee/

RECOMMENDATION 2: *Establish an information and referrals page on the City of Madison website to support access to care.*

Currently, it is difficult for care recipients to determine the availability of services and decipher the options of service providers. Resources are listed via several county and state organization's website platforms, including but not limited to, the Aging and Disability Resource Center (ADRC), Wisconsin Department of Health Services, and Medicaid/Medicare Insurance provider directories. These web resources are inconsistent and difficult to navigate. One must search different web links and documents in order to compile the information needed to make a decision based on one's own needs. Presently, there is outdated and incorrect information scattered across multiple platforms.

Because different programs have varying eligibility requirements and application processes, care recipients experience barriers in accessing care they are otherwise eligible to receive. Once an individual qualifies for services, there are additional obstacles to establishing services and connecting with care providers. Some examples may be finding a good caregiver fit, navigating this process while potentially coping with medical flares, having to self-train and coordinate communication, and self-advocating for insurance coverage. Types of care may include care coordinators, patient navigators, community health professionals and at-home care providers.

Another challenge for people who receive care experience is retaining care. People who receive care often directly employ their care providers. They receive little support for employing and managing direct care professionals. For example, a recipient of care only needs 10 hours of assistance during the week. However, most direct care professionals are seeking full time employment. Additionally, in the event of a conflict, there is no Human Resource Department to reach out to for assistance. Having resources available in one location would reduce barriers for Madison residents needing care or supporting individuals to navigate and access information as needed.

Policy Alternative:
Create a subsection/sub-tab under the City of Madison website in the Health and Safety and Live and Work menus for "Long-Term Care and Support" (similar to the Community Programs and Children & Youth sections). This will provide a more user-friendly way of navigating available public and private services. The page should include, at minimum, links and information for: Care Recipients, Self-Directed Care Employers, Nonpaid Care Providers, Direct Care Professionals, and Home Healthcare Agencies.

Anticipated Outcomes:
Having a user-friendly platform would allow Madison residents to obtain clear and concise information regarding available public and private services and their respective eligibility criteria. Access to accurate information will benefit care recipients by removing barriers related to awareness, application, eligibility, and coordination of care.

Activities:
The City will establish bid opportunities for a lead organization to develop a task group consisting of care recipients, direct care professionals, nonpaid care providers, family members of care recipients, representatives from home healthcare agencies and other professionals who work directly with individuals who need assistance from others to maintain living life in their own home. The task group would create an outline of accurate, current, and necessary information for individuals seeking and providing care. In addition, they may collaborate with the City of Madison Information Technology and Web Development staff to create and maintain the webpage.

Outline Example:

1. Live and Work & Health & Safety
    a. Long-Term Care Services and Supports/Home Health Care Supports / Supportive Home Care
        i. State Funded Resources
            1. Family Care
            2. IRIS
    b. Care Recipients/Self-Directed Care Employers
    c. Direct Care Providers
        i. Nonpaid Care Providers
        ii. Direct Care Professionals
    d. Home Healthcare Agencies
    e. Private Pay Resources

Budget:
The City of Madison ought to consider a competitive rate of payment to compensate the lead organization and members of the task group. The City may use best value judgment for projects under $10,000. For projects between $10,000 and $49,999, the city may obtain quotes from three potential providers. Though we do not anticipate the cost of this project to exceed $50,000, the City may use a Request for Proposals (RFPs) in situations where price is not the only important variable; quality, schedule, project design, and service may be variables of equal or greater importance. RFPs are most often used for purchases of services greater than $50,000. Additionally, Consultation may be needed with the City Information Technology Department to evaluate the cost of the project effort.

Evaluation:
The website should include an online survey created by the task group. The survey and web link shall also be disseminated amongst active associations and agencies such as Access to Independence, Community Living Alliance, Development Disabilities Coalition, Madison Senior Center, and Survival Coalition, IRIS Consultant and Fiscal Employer Agencies such as The Management Group (TMG), iLife, and GT-Independence, and Managed Care Organizations such as Inclusa, MyChoice, and iCare. Information should also be sought from personal networks to receive feedback

regarding ease of use, relevance of information, and if the information resulted in access to care.

The lead organization will use survey feedback and analytics to measure the efficacy of the content and subcategories. This will be done by working with a web server host or vendor to track monthly web traffic per site resource. They will then make adjustments as needed to facilitate ease of use and relevance of materials offered.

RECOMMENDATION 3: *Establish a grant for the development of a Care Network to connect recipients of care with care providers.*

The network would serve a similar function to established networks, such as Care.com. The main differences will be: 1) making it a free local platform to address common barriers to care for Madison residents, and 2) the network will serve care recipients and care providers by providing a platform for individuals to connect outside an employment contract.

Existing networks such as Care.com allow users to set parameters for certain types of care and hours. Direct care professionals looking for positions connect with care recipients and their networks of support. The Care Network would be open to people who do not have funds to pay for care and for those who wish to provide nonpaid care. For example, Neighbors helping Neighbors and students seeking academic credit for care hours. The Care Network may be an online forum or hosted by a nonprofit organization or community partner as an expansion of services.

The Care Network would address, but is not limited to, the following:

> Example 1: A care recipient needs direct care in the morning, but their provider cannot come. The care recipient can go on the network to seek a direct care provider looking for extra hours to take the shift. The Care Network would connect the care recipient with care providers who are looking for additional work.
>
> Example 2: A care recipient is looking for long-term services. The recipients of care would have the benefit of vetting their care provider through recommendations of other recipients of care.
>
> Example 3: A care recipient seeks recommendations from other care recipients on how to respond to a care provider showing up late or not showing up for a shift(s). The advantage would be learning from others in similar situations and helping to create a healthy environment for retaining stable direct care professional employment.

Example 4: A resident does their weekly grocery shopping on Sundays. The resident makes themselves available to shop for care recipients needing support while they are out and drop off groceries to the care recipient.

Example 5: A resident is the primary care provider for an older parent. They are able to connect with another resident(s) in a similar situation and develop an arrangement to support care for their parents so they each can have needed breaks and options.

Policy Alternative:
The establishment of a grant to develop a Care Network will benefit care recipients, people seeking care for a recipient, nonpaid care providers, and direct care professionals by offering a single point of contact to share the availability of care with those who require support. Care recipients can connect with care providers to fill in gaps where they may be without a care provider. Direct care professionals can also access employment opportunities if they are in need of additional work hours. This will serve as a means to create more stability for those direct care professionals seeking paid employment as direct care professionals. The grant should require that any organization recipient must have a certain percentage of its makeup to include people with disabilities who receive care. The reason is to ensure the Care Network addresses the needs of those who utilize the platform.

Other services the Care Network could offer include toolkits, training guides and a communication hub to access the collective knowledge of the community. Often care recipients lack experience or the ability to train their care providers. Providing easily accessible resources will increase the success of care partnerships. Using the Nextdoor app as a model for dialogs and exchanges, the Care Network will serve as a hub where users can ask questions, share resources, and best practice recommendations learned from each other's experiences.

Anticipated Outcomes:
Recipients of care and their network of support will have a dedicated place to connect with care providers. Care providers will be able to increase their network of support and professional care providers more easily will be able to increase work hours with updated care requests. Care providers will be better able to connect with individuals and share information about their services. Additionally, a resource hub will fill a gap in available information for nonpaid direct care providers.

Activities:
The City of Madison will need to acquire funding for this grant opportunity. A framework may be developed to build on existing partnerships with Dane County, the State, and federal partners including Center for Medicare and Medicaid Services (CMS), the Administration on Community Living (ACL), and the research entities within the US Department of Health and Human Services. Ideally, the Care Network will become a growing group of care recipients, direct care professionals, nonpaid care providers, family members of recipients of care recipients, representatives from home healthcare

agencies and other professionals who work directly with individuals who need assistance from others to maintain living life in their own home.

Budget:
The City of Madison should consult with local agencies and nonprofits to determine the cost of establishing and maintaining a Care Network including administration, staffing, outreach, and other resources. For projects between $10,000 and $49,999, the city may obtain quotes from three potential providers. Though we do not anticipate the cost of this project to exceed $50,000, the City may use Requests for Proposals (RFPs) in situations where price is not the only important variable; quality, schedule, project design, and service may be variables of equal or greater importance. RFPs are most often used for purchases of services greater than $50,000.

Evaluation:
Evaluation of grant activities may include reporting by the grant recipient on the number participants served and if the participation resulted in either access to needed information or access to care.

RECOMMENDATION 4: *Create a community and media outreach campaign centering on the lived experiences of people with disabilities to reduce stigma and build awareness.*

By sharing discussions of disability and disability justice, the broader community can share an understanding and appreciation of disability identity and involvement in a supportive environment. The media content and resources will provide unique and relevant content that is created and provided by those with disabilities to share their lived experiences. This will help to grow support that will be beneficial to the entire community. These activities may be developed in conjunction with Recommendation 3 or separately.

Policy Alternative:
Develop a partnership between the City of Madison, disability-focused organizations, medical/care agencies, and the broader community to share discussions, resources, and knowledge of topics pertinent to the disabled community and disability justice. Some steps toward this goal include:

1. Develop a partnership of local disability advocacy and disability justice organizations, as well as the broader community.
2. Build relationships with local media partners to utilize their print, television, and web media resources.
3. Host monthly meetings/webinars/podcasts focusing on disability-oriented discussions.
4. Collaborate with local medical, educational, and care organizations to develop a series of ongoing seminars, events, and content.

5. Develop supportive training materials (print, online, and training videos). Topics may include but not limited to, safety in the home, safe transfers, and sanitary practices during care.
6. Work with the Care Partnership.

Topics to educate on may include safety in the home, safe transfers, sanitary practices during care, and burnout prevention strategies. The goals of these programs are to organize care provider training seminars informed by the experience of care recipients for both paid and unpaid care providers hosted by care recipients, disability organizations, medical organizations and medical staff including local universities and hospitals. Increasing the competency of care providers via free and community-informed training will benefit the disability and care provider communities alike. The partnership may also offer training seminars and in-home training sessions when appropriate.

Anticipated Outcomes:
Individuals looking for support can seek resources, add to a growing pool of knowledge and awareness, and expand community involvement. Growing public awareness of the needs of this community will hopefully elicit further support and opportunities.

Activities:
The City of Madison will develop a Disability focused partnership initiative with community leaders, private and nonprofit organizations, and other related groups to host meetings and discussions that are centric to the home healthcare crisis. Web solutions will be developed for hosting discussions, meetings, and online content. The partnership can then curate and moderate online content. The partnership will also develop supportive training materials (print, online, and training videos).

Budget:
The City Information Technology Department may evaluate tenable resources and costs for web hosting and service options for virtual sessions and online content, among these options:

1. Teleconferencing services for hosting virtual meetings and seminars.
2. Message board services for hosting Q&A discussions relating to community-generated topics.
3. Wiki or Content Management System services for posting a core site, documents, and ongoing announcements.
4. Video hosting services for posting videos developed by the partnership, and recordings of meetings or seminars.
5. Comment/feedback services for gathering community feedback, and suggestions for future topics and further discussion.
6. Email lists and feeds that allow organizers to send/receive emails to any interested parties.
7. Allow subscribers to subscribe to announcements and updates.

Evaluation:
The efficacy of disability themed sessions and seminars can be measured through both qualitative and quantitative means. For example, attendance numbers per month, surveys capturing feedback, and suggestions of future topics of interest. Measuring efficacy of web-hosted discussions and materials by working with a web-service host or vendor, determining monthly web traffic, per site/resource and gathering feedback via online surveys.

Reports of attendance, survey feedback, and community input will be shared with the Disability Rights Commission.

RECOMMENDATION 5: *Sponsorships for care providers needing certifications for specialized care.*

There is a community need for trained professional care providers that is currently lacking. Care work is a low-wage occupation and the need for further training may strain care providers financially. Care recipients in this community sometimes need specialized help that requires additional training for care providers. A suggested approach to facilitate continued education for providers is to offer incentives to provide continued training.

Policy Alternative:
Working with the City, educational institutions and medical institutions in Madison and Dane County will develop financial and academic incentives to fund direct care provider training.

Anticipated Outcomes
By linking interested medical students with training incentives and residents needing care and support, the care needs of the broader community will be bolstered. This strategy will provide students and direct care professionals with some requisite academic credits and job experience. Financial incentives for people training in-home healthcare skills will result in a safer and more stable pool of care providers who support the needs of those requiring home healthcare.

Activities:
Partnerships will be developed with the University of Wisconsin system, Madison College/Madison Area Technical College, and local nursing and medical schools to develop academic incentives for participation in training on home healthcare and for providing home healthcare services, state and federal partners including Center for Medicare and Medicaid Services (CMS) and the Administration on Community Living (ACL). Additional partnerships can be formed with the local hospitals, clinics, and home healthcare agencies, to develop other incentives for more specialized training and home healthcare participation.

Consider opportunities for high school students, volunteers, and nonprofessionals to provide supplementary care options such as housekeeping and grocery assistance to earn credits or academic incentives.

Contact information can be gathered for potential care providers and care recipients interested in participating in this initiative.

To fund this initiative, a grant will be developed to provide financial incentives for participants undergoing home healthcare training.

Budget:
Working with the City budget office, local educational and medical institutions can determine what financial incentives could be developed to pay participants for attending training sessions or supplement the cost of training.

Evaluation:
By gathering reports and metrics from the University of Wisconsin system and local nursing and medical schools of the number of students participating, the efficacy of these programs can be evaluated. In addition, reports and metrics will be collected from partnerships with the local hospitals, clinics, and home healthcare agencies of the number of individuals participating.

Feedback will be acquired from individuals/ care recipients, in the community, and care providers that received training.

CONCLUSION:

Home healthcare must be a priority for the City of Madison. Now and in the coming years, the need for care will affect many of our residents. Former First Lady, Rosalyn Carter said, “There are only four kinds of people. Those who have been caregivers. Those who are currently caregivers. Those who will be caregivers, and those who will need a caregiver.”

The crisis in home healthcare is urgent. We urge the Common Council to build upon existing programs to provide incentives for new care providers and ease the financial strain on existing providers. We also recognize that the majority of recommendations included in this report require dedicated resources and funding to this pressing issue. While the workgroup explored a variety of alternatives, we find that the needs of Madison residents who receive and provide care cannot be met without budget allocation. We ask the Common Council to demonstrate their commitment to the disability community by implementing the recommendations in this report and ensuring they have the resources needed to be successful.

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City of Madison

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Master

File Number: 81293

File ID:	81293	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	12/20/2023
File Name:	Authorizing a non-competitive selection contract between LanguageLine Solutions for the provision of interpretation and translation services for the City of Madison, WI.			**Final Action:**	

Title: Authorizing a non-competitive selection contract between LanguageLine Solutions for the provision of interpretation and translation services for the City of Madison, WI.

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	69.
Sponsors:	Satya V. Rhodes-Conway	**Effective Date:**	
Attachments:	Language Line Solutions - Non-Competitive Selection Request - CC Approval Required December 2023.pdf	**Enactment Number:**	
Author:	Norman D. Davis, Kristy Kumar.	**Hearing Date:**	
Entered by:	mgibson@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/2/2024	Maggie McClain	Approve	1/15/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Civil Rights Department	12/26/2023	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Finance Committee (1/16/24), Common Council (1/23/24)

Text of Legislative File 81293

Fiscal Note

The proposed resolution authorizes execution of a non-competitive with LanguageLine Solutions at a cost to the City not to exceed $132,000 per year through the end of 2028. The Department of Civil Rights' 2024 Operating Budget includes $132,000 for this contract, and future operating budgets will include the contract amount. No additional City appropriation required.

Title

Authorizing a non-competitive selection contract between LanguageLine Solutions for the provision of interpretation and translation services for the City of Madison, WI.

Body

PREAMBLE

As a recipient of federal funds, the City of Madison is subject to Title II and Title IV of the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964 (which prohibits discrimination based on national origin), and Executive Order 13166, which mandates meaningful language access to City programs, services, and information. Meaningful access means that individuals are given adequate information and can understand the services and benefits available, can receive the services for which they are eligible, and can communicate the relevant circumstances of their situation to the service provider. In February of 2018, the Common Council approved the Language Access Plan created by the Department of Civil Rights as a response to these obligations. In order to provide these services in compliance with City contracting requirements, it is necessary for the Department of Civil Rights to enter into a contract with an appropriate interpretation and translation agency.

WHEREAS, the Department of Civil Rights desires to contract with LanguageLine Solutions beginning upon signature of the contract by the Mayor through December 31, 2028; and

WHEREAS, under sec. 4.26(4)(b), of the Madison General Ordinances if the aggregate amount of the fee for services exceeds $50,000 and the contract was not subject to a competitive bidding process, the contract shall meet one of the other requirements of sec. 4.26(4)(a) and be approved by the Common Council; and

WHEREAS, according to City purchasing guidelines governing Non-Competitive Selection, “a particular consultant [LanguageLine] 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.” Currently, LanguageLine provides on-demand interpretation, translation, and bilingual testing services for all City Departments and Divisions. Significant time and resources have been deployed to train city staff on LanguageLine language access procedures, services, and technology. The Department of Civil Rights worked with LanguageLine to develop a series of trainings to all City staff on LanguageLine’s on-demand interpretation services to support meaningful access. All departments and divisions have signage and language access cards from LanguageLine to comply with federal regulations and best practices. Changing providers for language access would require significant training time for all city staff to become aware of new policies and technology, which could lead to unintended consequences for those seeking language access services during the transition of vendors. It is economical and equitable to the City to retain the same consultant. A completed sole source application is on file.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Clerk are authorized to sign contract document(s) as needed with LanguageLine Solutions for these purposes not to exceed $132,000 per year.

City of Madison

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

Master

File Number: 81293

CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 12/20/2023

Requisition Number: (8 characters)

Requestor Name: Norman Davis

Requestor Phone Number:

Requestor Email: NDavis@cityofmadison.com

Fund: 3100 AGENCY FUND

Agency: 12 CIVIL RIGHTS

Major:

- [ ] 53*** Supplies/Goods
- [ ] 541** Utilities
- [ ] 542** Building/Facility Maintenance/Repair
- [ ] 543** Software/Equipment Maintenance/Repair
- [ ] 544** Public Works Maintenance/Repair
- [ ] 545** Training/HR-Related Services
- [x] 546** Consulting/Professional Services
- [ ] 548** Grants/Loans/Insurance/Other Services

Total Purchase Amount: $80,000.00

Vendor Name: LanguageLine Solutions

Product/Service Description: Video/telephone interpretation and translation

- [ ] **$50,000 and UNDER**
  This form will be sent to the Purchasing Supervisor for review.
- [x] **OVER $50,000**
  Complete this form and draft a resolution using the sample resolutions provided by the City Attorney to your Budget Analyst. **Your resolution will not be added to the Finance Committee agenda without this form.**

Check the box(es) for the exception criteria you feel are applicable:

- [ ] 1. Public exigency (emergency) will not permit the delay incident to advertising or other competitive processes.
- [ ] 2. The services or goods required are available from only one person or firm (i.e., **true** sole source).
- [ ] 3. The services are for professional services to be provided by attorneys.
- [ ] 4. The services are to be rendered by a university, college, or other educational institution.
- [ ] 5. No acceptable bids have been received after formal advertising.
- [ ] 6. Service fees are established by law or professional code.

- [x] 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.
- [ ] 8. Otherwise authorized by law, rule, resolution, or regulation. Explain:

- [ ] If procurement is being paid with Federal or State grant funds, the vendor was identified by name in the approved Grant Application. (OPTIONAL)

REASON FOR REQUEST

WHY A COMPETITIVE SELECTION PROCESS CANNOT BE USED:
Provide **detailed** explanation below. For a true sole source, provide all information to explain why this product or service can only be purchased from this vendor. For one-of-a-kind items not sold through distributors, explain the unique performance features of the product requested that are not available from any other product. For services, detail the unique qualifications this vendor possesses, or other reason(s) that meet the criteria selected above. Identify specific, measurable factors and qualifications.

Currently, LanuageLine Solutions provides on-demand interpretation, translation, and bilingual testing services for all City Departments and Divisions. Significant time and resources have been deployed to train city staff on LanguageLine Solutions language access procedures, services, and technology. The Department of Civil Rights worked extensively with LanguageLine Solutions to develop a series of trainings to all City staff on their on-demand interpretation services to support meaningful access. This video is accessible by all City staff and used for onboarding new staff. All departments and divisions have signage and language access cards from LanguageLine Solutions to comply with Federal regulations and best practices. LanguageLine Solutions provides bilingual testing to confirm language proficiency for our positions designated as bilingual which receive a pay differential. Changing providers for language access would require significant training time for all City staff to become aware of new policies and technology, which could lead to unintended consequences for those seeking language access services during the transition of vendors. It is economical and equitable to the City to retain the same consultant.

COMMENTS REGARDING PURCHASES OVER $50,000

The City of Madison has spent a total of $393,015 with Language Line Solutions since 2019. Of that amount, $233,309 was competitively selected through a formal RFP process, and the remaining $159,706 was non-competitively selected.

Date: 12/22/2023

Submit

City of Madison

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Madison, WI 53703
www.cityofmadison.com

Master

File Number: 81294

File ID:	81294	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	12/20/2023
File Name:	Authorizing the Mayor and the City Clerk to execute an amendment to the agreement with Robert Krebs, d/b/a/ The Madison Sailing Center to expand the area of the sailboat storage area at Warner Park for the years of 2024-2026 (District 18).			**Final Action:**	

Title: Authorizing the Mayor and the City Clerk to execute an amendment to the agreement with Robert Krebs, d/b/a/ The Madison Sailing Center to expand the area of the sailboat storage area at Warner Park for the years of 2024-2026 (District 18).

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	11
Sponsors:	Charles Myadze	**Effective Date:**	
Attachments:	Madison Sailing Center (2022-2026) (Amendment).pdf	**Enactment Number:**	
Author:	CJ Ryan	**Hearing Date:**	
Entered by:	nakulenko@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	12/21/2023	Robert Mulcahy	Approve	1/9/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Parks Division	12/20/2023	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Finance Committee (1/16/24), Board of Park Commissioners (1/10/24), Common Council (1/23/24)

Text of Legislative File 81294

Fiscal Note

The proposed resolution authorizes an amendment to the existing three (3) year agreement with the possibility of two (2) one-year renewals with Robert Krebs, d/b/a The Madison Sailing Center at Warner Park. The existing agreement was passed via RES 22-00193 (Legistar #70226) on March 29, 2022 and was enacted in May 2022. The proposed amendment expands the sailboat storage area by approximately 1429 square feet at Warner Park for the years of 2024-2026. With the amendment, projected revenues are expected to increase by $583 in 2024, $600 in 2025, and $680 in 2026. The new payment schedule with the increases will be: $6,408 in 2024; $6,600 in 2025; and, $6,855 in 2026. No additional appropriation is required.

Title

Authorizing the Mayor and the City Clerk to execute an amendment to the agreement with Robert Krebs, d/b/a/ The Madison Sailing Center to expand the area of the sailboat storage area at Warner Park for the years of 2024-2026 (District 18).

Body

WHEREAS, on May 24, 2022, the City and Robert Krebs, d/b/a The Madison Sailing Center, entered into an Operating Agreement for Warner Park Sailboat Storage and Instruction for the 2022-2026 Permit Years (the “Agreement”) which Agreement set forth the terms and conditions for Krebs’ use of the sailboat storage area at Warner Park (hereinafter, the “Premises”) to conduct rental, instructional and concession activities through 2026; and,

WHEREAS, Krebs desires to expand the Premises by approximately 1429 square feet, which the Parks Division is agreeable to, subject to the terms of the amendment.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Clerk are authorized to execute the First Amendment to the Operating Agreement for Warner Park Sailboat Storage and Instruction with Robert Krebs, d/b/a/ The Madison Sailing Center, for the expanded use of the sailboat storage area at Warner Park consistent with the First Amendment attached and incorporated hereto, in a format that is approved by the City Attorney.

FIRST AMENDMENT TO THE OPERATING AGREEMENT FOR WARNER PARK SAILBOAT STORAGE AND INSTRUCTION FOR THE 2022-2026 PERMIT YEARS

Between the City of Madison and Robert Krebs d/b/a The Madison Sailing Center

THIS AGREEMENT is entered into by and between the City of Madison, a municipal corporation (hereinafter referred to as "City"), and Robert Krebs d/b/a The Madison Sailing Center, a sole proprietorship (hereinafter referred to as "Permittee"), is effective as of the date by which both parties have signed hereunder.

WITNESSETH:

WHEREAS, on May 24, 2022, the City and the Permittee entered into the Operating Agreement for Warner Park Sailboat Storage and Instruction for the 2022-2026 Permit Years (the "Agreement") which Agreement set forth the terms and conditions for the Permittee's use of the sailboat storage area at Warner Park (hereinafter, the "Premises") to conduct rental, instructional and concession activities through 2026; and,

WHEREAS, Permittee desires to expand the Premises, which the Parks Division is agreeable to, subject to the terms of this amendment.

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 First Amendment to the Operating Agreement for Warner Park Sailboat Storage and Instruction for the 2022-2026 Permit Years ("First Amendment") is to set forth the terms and conditions upon which the City will allow Permittee to expand its use of the Warner Park sailboard storage area for Permittee's rental, instructional, and concession activities.

2. Attachment A of the Agreement is hereby replaced with Attachment A to this First Amendment, to reflect an expansion of the Premises by 11 percent.

3. Permittee is solely responsible for making any improvements needed to utilize the expanded area for Permittee's activities, including moving the propane tank, if necessary, and changing or moving the existing fence. Permittee shall obtain any necessary permits from the City to perform this work.

4. The payment schedule under Section 4.l. of the Agreement is amended as follows:

   "2024 $ 6,408.00 ~~5,825.00~~
   2025 $ 6,600.00 ~~6,000.00~~
   2026 $ 6,855.00 ~~6,175.00~~"

5. All other terms and conditions of the Agreement remain in effect.

IN WITNESS WHEREOF, the parties hereto have set their hands at Madison, Wisconsin.

ROBERT KREBS, d/b/a THE MADISON SAILING CENTER

_____ _____

Robert Krebs Date

FOR THE CITY OF MADISON

_____	_____
Satya Rhodes-Conway, Mayor	Date
_____	_____
Maribeth Witzel-Behl, City Clerk	Date

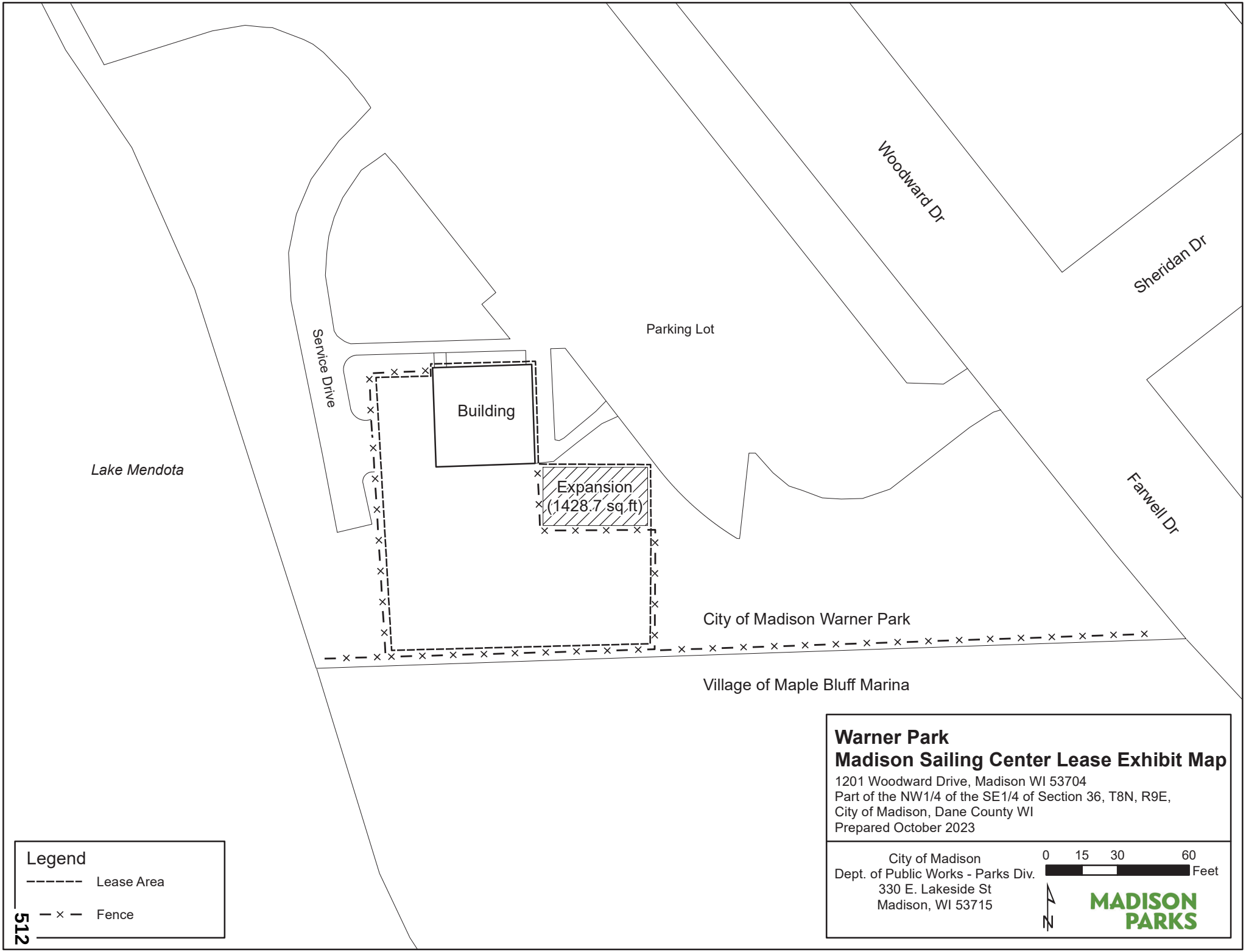
Countersigned:

Approved as to form:

_____	_____
David P. Schmiedicke, Finance Director	Date
_____	_____
Michael Haas, City Attorney	Date

Execution of this Agreement by City is authorized by Resolution Enactment No. RES_____, ID No. _____, adopted by the Common Council of the City of Madison on _____ and approved by the Board of Parks Commissioners at its meeting on _____.

ATTACHMENT A
Map of Premises



Warner Park
Madison Sailing Center Lease Exhibit Map

1201 Woodward Drive, Madison WI 53704
Part of the NW1/4 of the SE1/4 of Section 36, T8N, R9E,
City of Madison, Dane County WI
Prepared October 2023

City of Madison
Dept. of Public Works - Parks Div.
330 E. Lakeside St
Madison, WI 53715

City of Madison

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

Master

File Number: 81300

File ID:	81300	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	12/21/2023
File Name:	Authorizing the Mayor and the City Clerk to enter into an agreement with Dane County to provide Group Access Service for the City of Madison for the calendar year 2024.			**Final Action:**	

Title: Authorizing the Mayor and the City Clerk to enter into an agreement with Dane County to provide Group Access Service for the City of Madison for the calendar year 2024.

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	71.
Sponsors:	Dina Nina Martinez-Rutherford, MGR Govindarajan And Derek Field	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	sharnish@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Ryan Pennington	Approve	1/10/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Metro Transit	12/21/2023	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Transportation Commission (1/17/24), Finance Committee (1/16/24), Common Council (1/23/24)

Text of Legislative File 81300

Fiscal Note

Fiscal note pending

Title

Authorizing the Mayor and the City Clerk to enter into an agreement with Dane County to provide Group Access Service for the City of Madison for the calendar year 2024.

Body

WHEREAS, the City of Madison and Dane County cooperate on the funding of several special transportation programs, including Group Access Service for older adults and individuals with disabilities for group transportation such as congregate meals, group shopping and adult daycare, in the Metro Transit service area; and,

WHEREAS, the City of Madison is eligible to receive Section 85.20 (§85.20 Wis. Stats.) urban mass transit aids from the State of Wisconsin for eligible transit activities within the Metro Transit service area; and,

WHEREAS, Dane County's total anticipated net costs of the Group Access Service for 2024 is $334,490 for service within the Metro Transit service area; and,

WHEREAS, Metro Transit will pass through to Dane County an amount not to exceed $154,356 of State Section 85.20 funds with the remaining coming directly to Dane County from Highway Department funds;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and the City Clerk are authorized to enter into an agreement with Dane County to provide for a pass-through of Section 85.20 funds of approximately $154,356 for the calendar year 2024.

City of Madison

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Master

File Number: 81301

File ID:	81301	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	12/21/2023
File Name:	CUSA Expansion - Reiner NDP Area			**Final Action:**	

Title: Authorizing the City of Madison Planning Division to submit an application to the Capital Area Regional Planning Commission to expand the Central Urban Service Area to include properties located in the Reiner Neighborhood Development Plan area.

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	72.
Sponsors:	Sabrina V. Madison And Derek Field	**Effective Date:**	
Attachments:	Map 1	**Enactment Number:**	
Author:	Jeff Greger, Planner	**Hearing Date:**	
Entered by:	lheiser-ertel@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/2/2024	Maggie McClain	Approve	1/10/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Department of Planning and Community and Economic Development	12/21/2023	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Plan Commission (1/22/24), Common Council (2/13/24)

Text of Legislative File 81301

Fiscal Note

The proposed resolution authorizes the submission of an application to expand the Central Urban Service Area in the Reiner Neighborhood Development Plan area. The City will pay a

Capital Area Regional Planning Commission review fee of $3,500, which is included in the Planning Division 2024 Adopted Operating Budget. Additionally, the Madison Metropolitan Sewerage District charges a review fee of $1,450 for each annexation to their service area. The Madison Sewer Utility will pay these fees out of its operating budget and will recover the fees at the time properties connect to municipal sewer under MGO Sec. 35.02(10). City costs associated with urban development in the proposed expansion area will be included in future operating and capital budgets subject to Common Council approval. No additional City appropriation is required.

Title

Authorizing the City of Madison Planning Division to submit an application to the Capital Area Regional Planning Commission to expand the Central Urban Service Area to include properties located in the Reiner Neighborhood Development Plan area.

Body

PREAMBLE

The City of Madison Planning Division seeks approval to submit to the Capital Area Regional Planning Commission (CARPC) an application to expand the boundary of the Central Urban Service Area (CUSA) in the Reiner Neighborhood Development Plan (NDP) area. The expansion would add 77.3 acres to the CUSA. The proposed expansion is required for the City of Madison to provide sanitary sewer service to these properties.

MGO Sec. 16.02 (Legistar #46730) outlines the process for City applications to CARPC to expand the CUSA. Prior to submitting an application to CARPC, the Planning Division prepares the application and submits it to City Engineering, Traffic Engineering, Water Utility, Metro Transit, Parks Division, Madison Police Department and Madison Fire Department for input regarding the City's ability to provide services to the proposed expansion area and the associated cost.

After receiving input from each of the agencies listed above, the Planning Division submits to the Plan Commission the proposed application, the input provided by the City agencies and a resolution authorizing the Planning Division to submit the application to CARPC.

Giving due consideration to the input received from the City agencies, the cost of providing services to the proposed expansion area, and recommendations of the City of Madison Comprehensive Plan, and the Reiner NDP; the Plan Commission shall advise the Common Council whether the City is able to provide municipal services to the proposed CUSA expansion area and whether the proposed expansion is consistent with the City of Madison Comprehensive Plan and the Reiner NDP.

Upon receiving a recommendation from the Plan Commission, the Common Council shall consider whether expanding the CUSA is consistent with the health, welfare and the best interests of the City and act on the proposed authorizing resolution. If a majority of the members of the Common Council vote in favor of the proposed authorizing resolution, the Planning Division shall submit to CARPC the application to expand the CUSA.

WHEREAS, on June 20, 2023, the City of Madison adopted the Reiner (NDP); and

WHEREAS, development can only be served with sanitary sewer service if the lands are located within the CUSA; and

WHEREAS, the proposed CUSA expansion is consistent with the recommendations of the NDP which recommends Housing Mix 2, Housing Mix 3, Housing Mix 4, park, and institutional uses within the expansion area; and

WHEREAS, the proposed CUSA expansion is consistent with the recommendations of the 2023 City of Madison Comprehensive Plan which recommends Low-Medium Residential, Medium Residential, and Parks and Open Space uses in the expansion area; and

WHEREAS, the Plan Commission and Common Council have considered input from City Engineering, Traffic Engineering, Water Utility, Metro Transit, Parks Division, Madison Police Department and Madison Fire Department to determine the City's ability to provide municipal services and associated costs to serve the expansion area; and

WHEREAS, the Plan Commission and Common Council find that the City agencies can generally provide services to the expansion area; and

WHEREAS, the Common Council finds the expansion to be consistent with the health, welfare and best interests of the City.

NOW, THEREFORE BE IT RESOLVED, the Planning Division is hereby authorized by the Common Council to submit an application to CARPC to expand the CUSA in the Reiner NDP area.

BE IT FURTHER RESOLVED that the Common Council hereby adopts the boundaries of any wetlands or environmental corridors within the proposed CUSA expansion area.

Map 1: Expansion Area

City of Madison CUSA Expansion
January 2024

Proposed/Existing Environmental Corridor

Central Urban Service Area

CUSA Amendment Area

City of Madison

0 400 800 Feet

City of Madison Planning Division
Date: 12/20/2023

Source Info: Dane County LIO, Madison Planning Divis

Path: M:\Planning Division\Projects - Planning Department\CUSA\Felland_Road_2023\maps\mxds\Map_1_Expansion Area.mxd

City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 81302

File ID:	81302	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	12/21/2023
File Name:	Authorizing the Mayor and the City Clerk to enter into an agreement with Dane County to provide Volunteer Driver Escort Services for the City of Madison for the calendar year 2024.			**Final Action:**	

Title: Authorizing the Mayor and the City Clerk to enter into an agreement with Dane County to provide Volunteer Driver Escort Services for the City of Madison for the calendar year 2024.

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	73.
Sponsors:	Dina Nina Martinez-Rutherford And MGR Govindarajan	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	sharnish@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Ryan Pennington	Approve	1/10/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Metro Transit	12/21/2023	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Transportation Commission (1/17/24), Finance Committee (1/16/24), Common Council (1/23/24)

Text of Legislative File 81302

Fiscal Note

Fiscal note pending

Title

Authorizing the Mayor and the City Clerk to enter into an agreement with Dane County to provide Volunteer Driver Escort Services for the City of Madison for the calendar year 2024.

Body

WHEREAS, the city of Madison is eligible to receive State 85.20 (§85.20 Wis. Stats.) urban mass transit aids from the State of Wisconsin for eligible activities within the Metro Transit service area; and,

WHEREAS, Dane County's total anticipated cost of Volunteer Escort Services for senior citizens
(65 years old and older) and for individuals with disabilities is $257,964 from January 1, 2024 through December 31, 2024 for service within the Metro Transit service area; and,

WHEREAS, Metro Transit wishes to pass through to Dane County $71,000 of State 85.20 funds
with the remaining amount, of approximately $186,964, to be provided by Dane County from the
County General Purpose Revenue and other funds; and,

WHEREAS, the City and the County plan to maintain cooperative funding for this program, the purpose of which is to transport elderly and disabled individuals who are unable to use existing transportation or for whom no transportation resource is available; and,

WHEREAS, it is in the best interest of the City and the County to take advantage of the Section 85.20 funds for the full programs;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and the City Clerk are authorized to enter into an agreement with Dane County to provide for the pass-through of approximately $71,000 in Section 85.20 funds for the purpose of providing Volunteer Escort Services in the calendar year 2024 with the remaining amount of approximately $186,964 to be provided by Dane County from the County General Purpose Revenue and other funds.

City of Madison

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Master

File Number: 81303

File ID:	81303	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	12/21/2023
File Name:	CUSA Expansion - High Point-Raymond NDP area			**Final Action:**	

Title: Authorizing the City of Madison Planning Division to submit an application to the Capital Area Regional Planning Commission to expand the Central Urban Service Area to include the properties located in the High Point-Raymond Neighborhood Development Plan area.

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	74.
Sponsors:	John W. Duncan, Nasra Wehelie And Barbara Harrington-McKinney	**Effective Date:**	
Attachments:	Map 1	**Enactment Number:**	
Author:	Jeff Greger, Planner	**Hearing Date:**	
Entered by:	lheiser-ertel@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/2/2024	Maggie McClain	Approve	1/10/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Department of Planning and Community and Economic Development	12/21/2023	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Plan Commission (1/22/24), Common Council (2/13/24)

Text of Legislative File 81303

Fiscal Note

The proposed resolution authorizes the submission of an application to expand the Central

Urban Service Area in the High Point-Raymond Neighborhood Development Plan area. The City will pay a Capital Area Regional Planning Commission review fee of $3,500, which is included in the Planning Division 2024 Adopted Operating Budget. Additionally, the Madison Metropolitan Sewerage District charges a review fee of $1,450 for each annexation to their service area. The Madison Sewer Utility will pay these fees out of its operating budget and will recover the fees at the time properties connect to municipal sewer under MGO Sec. 35.02(10). City costs associated with urban development in the proposed expansion area will be included in future operating and capital budgets subject to Common Council approval. No additional City appropriation is required.

Title

Authorizing the City of Madison Planning Division to submit an application to the Capital Area Regional Planning Commission to expand the Central Urban Service Area to include the properties located in the High Point-Raymond Neighborhood Development Plan area.

Body

PREAMBLE

The City of Madison Planning Division seeks approval to submit to the Capital Area Regional Planning Commission (CARPC) an application to expand the boundary of the Central Urban Service Area (CUSA) in the High Point-Raymond Neighborhood Development Plan (NDP) area. The expansion would add 239 acres to the CUSA. The proposed expansion is required for the City of Madison to provide sanitary sewer service to two areas in the NDP area.

MGO Sec. 16.02 (Legistar #46730) outlines the process for City applications to CARPC to expand the CUSA. Prior to submitting an application to CARPC, the Planning Division prepares the application and submits it to City Engineering, Traffic Engineering, Water Utility, Metro Transit, Parks Division, Madison Police Department and Madison Fire Department for input regarding the City's ability to provide services to the proposed expansion area and the associated cost.

After receiving input from each of the agencies listed above, the Planning Division submits to the Plan Commission the proposed application, the input provided by the City agencies and a resolution authorizing the Planning Division to submit the application to CARPC.

Giving due consideration to the input received from the City agencies, the cost of providing services to the proposed expansion area, and recommendations of the City of Madison Comprehensive Plan, and the High Point Raymond Neighborhood Development Plan; the Plan Commission shall advise the Common Council whether the City is able to provide municipal services to the proposed CUSA expansion area and whether the proposed expansion is consistent with the City of Madison Comprehensive Plan and the High Point Raymond Neighborhood Development Plan.

Upon receiving a recommendation from the Plan Commission, the Common Council shall consider whether expanding the CUSA is consistent with the health, welfare and the best interests of the City and act on the proposed authorizing resolution. If a majority of the members of the Common Council vote in favor of the proposed authorizing resolution, the Planning Division shall submit to CARPC the application to expand the CUSA.

WHEREAS, on August 1, 2017, the City of Madison adopted an amendment to the High Point-Raymond NDP which covered the proposed expansion area; and

WHEREAS, development can only be served with sanitary sewer service if the lands are located within the CUSA; and

WHEREAS, the proposed CUSA expansion is consistent with the recommendations of the NDP which recommends Employment, Housing Mix 1, Housing Mix 2, Housing Mix 3, Housing Mix 4, and Park and Other Open Space uses within the expansion area, and

WHEREAS, the proposed CUSA expansion is consistent with the recommendations of the 2023 City of Madison Comprehensive Plan which recommends Low Residential, Low-Medium Residential, Medium Residential, Employment, and Parks and Open Space uses in the expansion area; and

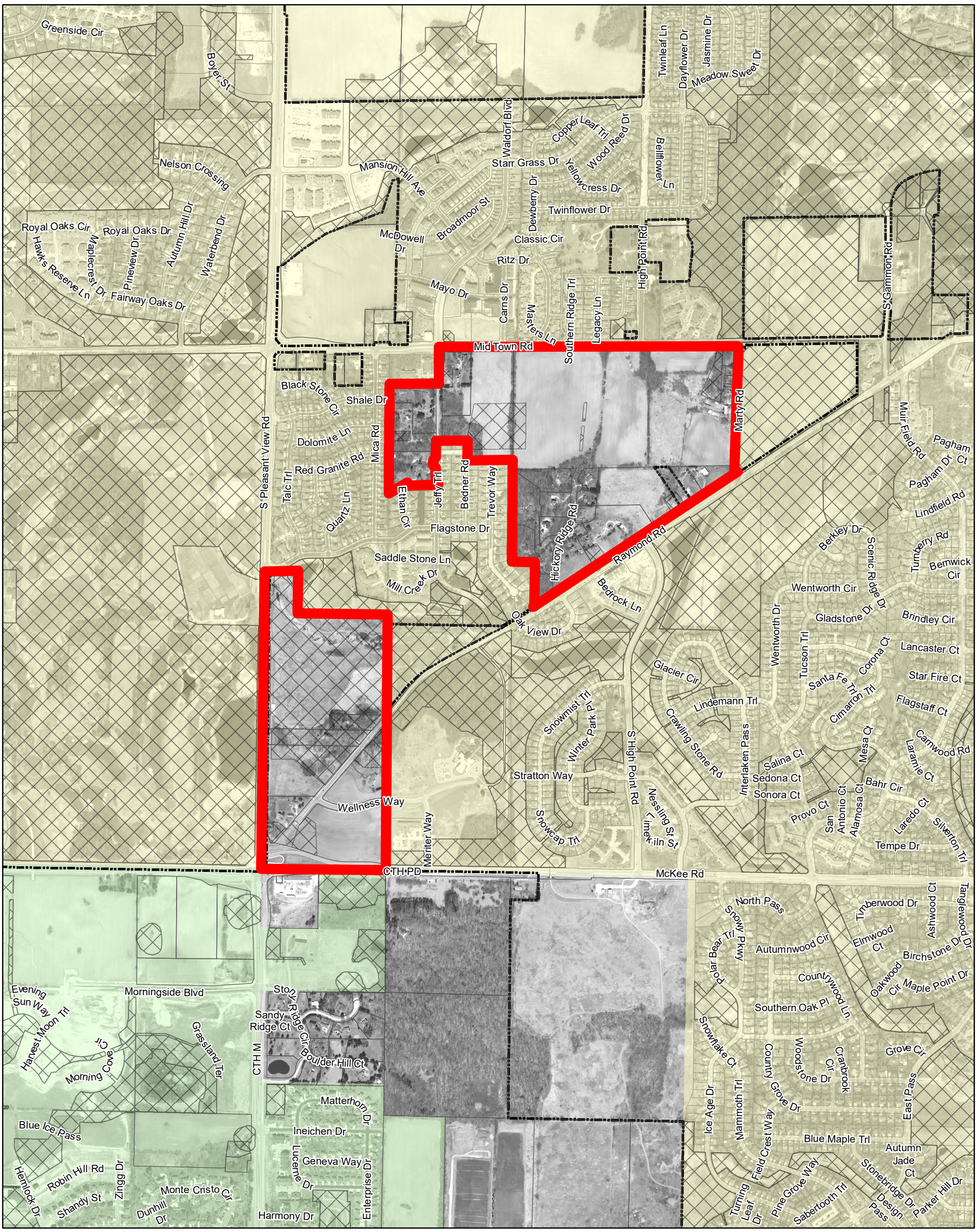
WHEREAS, the Plan Commission and Common Council have considered input from City Engineering, Traffic Engineering, Water Utility, Metro Transit, Parks Division, Madison Police Department and Madison Fire Department to determine the City's ability to provide municipal services and associated costs to serve the expansion area; and

WHEREAS, the Plan Commission and Common Council find that the City agencies can generally provide services to the expansion area; and

WHEREAS, the Common Council finds the expansion to be consistent with the health, welfare and best interests of the City.

NOW, THEREFORE BE IT RESOLVED, the Planning Division is hereby authorized by the Common Council to submit an application to CARPC to expand the CUSA in the High Point-Raymond NDP area.

BE IT FURTHER RESOLVED that the Common Council hereby adopts the boundaries of any wetlands or environmental corridors within the proposed CUSA expansion area.



Map 1: Expansion Area

City of Madison CUSA Expansion

January 2024

- Central Urban Service Area
- Verona Urban Service Area
- CUSA Amendment Area
- Proposed/ Existing Environmental Corridor
- City of Madison

0 1,000 2,000 Feet

City of Madison Planning Division
Date: 12/20/2023

Data Source(s): Madison Planning Division, Dane County
Document Path: M:\Planning Division\Projects - Planning Department\CUSA\High Point-Raymond 2023\Maps\MXD\Map 1A Expansion Area mxd

City of Madison

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

Master

File Number: 81304

File ID:	81304	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	12/21/2023
File Name:	Authorizing the Mayor and the City Clerk to enter into an agreement with Dane County for the purpose of providing Metro Transit with State 85.21 funding given to Dane County for the provision of accessible transportation for eligible persons within Metr			**Final Action:**	

Title: Authorizing the Mayor and the City Clerk to enter into an agreement with Dane County for the purpose of providing Metro Transit with State 85.21 funding given to Dane County for the provision of accessible transportation for eligible persons within Metro Transit's service area in the calendar year 2024.

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	75.
Sponsors:	Dina Nina Martinez-Rutherford, MGR Govindarajan And Derek Field	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	sharnish@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Ryan Pennington	Approve	1/10/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Metro Transit	12/21/2023	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Transportation Commission (1/17/24), Finance Committee (1/16/24), Common Council (1/23/24)

Text of Legislative File 81304

Fiscal Note

Fiscal note pending

Title

Authorizing the Mayor and the City Clerk to enter into an agreement with Dane County for the purpose of providing Metro Transit with State 85.21 funding given to Dane County for the provision of accessible transportation for eligible persons within Metro Transit's service area in the calendar year 2024.

Body

WHEREAS, the Wisconsin Department of Transportation provides State 85.21 (§85.21 Wis.Stats.) funding to Dane County for transit services for person who are seniors (65 years old or older) and / or persons with physical disabilities; and,
WHEREAS, each year Dane County provides Metro Transit with a portion of its 85.21 allocation to assist the Transit Utility in the operation of its paratransit services; and,
WHEREAS, funding for this program (§85.21) provides a revenue source for Metro's ADA Paratransit Program, a service required under the federal regulation and is estimated to fund in 2024 approximately 6417 trips for (un-specified) individuals; and,
WHEREAS, this program is an example of a model cooperative funding program to the mutual benefit of both transit and human services;
NOW, THEREFORE, BE IT RESOLVED that the Mayor and the City Clerk are authorized to enter into an agreement with Dane County to receive Specialized Transportation Assistance funding in an amount not to exceed $267,907 for the provision by Metro Transit of eligible ADA paratransit program services in the Transit Utility's ADA paratransit service area during the calendar year 2024.

City of Madison

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

Master

File Number: 81333

File ID:	81333	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	12/26/2023
File Name:				**Final Action:**	

Title: Authorizing the payment of goods from DMT Solutions Global Corporation dba Bluecrest on a cooperative contract of an automated absentee ballot mailing system for the City Clerk's Office prior to the delivery of all goods.

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	76.
Sponsors:	Satya V. Rhodes-Conway	**Effective Date:**	
Attachments:	proposal	**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	jverbick@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	12/26/2023	Robert Mulcahy	Delegated	
Notes:	Delegated: Out Of Office				
1	2	1/2/2024	Ryan Pennington	Delegated	
1	3	1/3/2024	Robert Mulcahy	Approve	1/8/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Clerk's Office	12/26/2023	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Common Council (1/23/24)					

Text of Legislative File 81333

Fiscal Note

The proposed resolution authorizes the City Clerk's Office to prepay $1,040,720 to DMT Solutions Global Corporation (Bluecrest) for the purchase of an end-to-end absentee ballot mailing system with earliest possible delivery in August 2024. Funding is available in Munis #1310020-53125, through a grant from the Center for Tech and Civic Life (adopted via Legistar #75287). No additional appropriation is required.

Title

Authorizing the payment of goods from DMT Solutions Global Corporation dba Bluecrest on a cooperative contract of an automated absentee ballot mailing system for the City Clerk's Office prior to the delivery of all goods.

Body

WHEREAS, the goal of the City Clerk's Office is that every eligible voter should be able to cast a ballot and have that ballot counted; and

WHEREAS, the City Clerk's Office continually seeks to improve the efficiency of their election administration and reduce errors that impact voters to cast a ballot and have that ballot counted; and

WHEREAS, the City Clerk's Office, by authorization of the Common Council (Legistar# 75287), accepted grants in the total of $1,500,000 from the Center for Tech & Civic Life in 2022 and 2023 for planning and operationalizing safe and secure election administration infrastructure; and

WHEREAS, the City Clerk's Office has toured election administration facilities across the country to guide their evaluation for ways to improve election administration; and

WHEREAS, the City Clerk's Office has identified the process of mailing and receiving absentee ballots as an area that could be significantly improved through the use of an automated system; and

WHEREAS, an end-to-end absentee ballot mailing system would reduce incidents of human error that occur when tens of thousands of ballots are mailed out each elections, such as an incorrect ballot, multiple ballots, or no ballot being sent to a voter; and

WHEREAS, DMT Solutions Global Corporation (Bluecrest) offers a unique end-to-end absentee ballot mailing system that includes folding the ballot, inserting the ballot, inserting instruction materials, inserting the return envelopes, printing voter information directly onto the envelopes, ensuring a voter is receiving the correct ballot style, and sorting and evaluating returned absentee ballot envelopes; and

WHEREAS, the goods for the absentee ballot mailing system from DMT Solutions Global Corporation (Bluecrest) are able to be purchased on a cooperative contract from NASPO; and

WHEREAS, while most of the equipment will be received by the City Clerk's Office before April 2024, DMT Solutions Global Corporation (Bluecrest) has estimated the earliest a system would possibly be fully delivered is in August 2024, resulting in a prepayment of about $1,040,720;

NOW, THEREFORE, BE IT RESOLVED, the Common Council authorizes the payment of goods for an absentee mailing system from DMT Solutions Global Corporation (Bluecrest) prior to the delivery of all goods;

AND, BE IT FURTHER RESOLVED, this use of grant funds will not be used: (i) to attempt to influence the outcome of any specific public election, or to participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of (or in opposition to) any candidate for public office; (ii) to attempt to influence the selection, nomination, election or appointment of any individual to any public office or office in a political organization within the meaning of Code Section 527(e)(2); (iii) for any activity that is in violation of federal, state or local law or any effort to induce or encourage violations of law or public policy; (iv) to cause any private inurement or improper private benefit to occur; or (v) in any manner inconsistent with charitable and educational purposes defined under Code Section

501(c)(3).

BLUECREST

From Data Through Delivery

ReliaVote Proposal for City of Madison, WI

Prepared by the Bluecrest Vote by Mail team of:

Karen Fraticola, Vote by Mail Regional Account Manager

Val Guyett, Vote by Mail Director

Craig Chapel, Vote by Mail Sorter Specialist

Relia-Vote **Solutions** Original Budgetary Proposal
$1,180,000.00

Ballot Management Software

Managing the process

1st Year Software Subscription
$20,000.00

The BMS Software will:

- Create a pick list
- Option: Print ballot on demand
- Create Mail Run Data File
- Assign ballot style (2D)
- Assign VR file names and addresses to that ballot style & send to the Inserter
- Create an automated reprint list

ReliaVote Inserter: $850,000.00

includes ballot feeder and 5 additional feeder for inserts
Includes Business Reply Envelope Printer to print Voter ID & Voter return address
Includes outside envelope printer for printing address Voter ID & IMB sent by BMS Software
Includes thickness detection to ensure all pieces accounted for
Laydown conveyor

Incoming Vote by Mail Sorter options

Elevate Sorter 18k speed sorter $280,000.00

With 16 bins. Witness- return address detection. Date & time stamp. Image envelope. Sort to ward level

Baum folder $30,000.00

Accurate legal sized ballot double-fold avoiding registration marks

Updates

- Finalized component pricing
  - Significant customization of inserter for full size BRE
  - Requirement for shop air
- Lead time
- Pricing spreadsheet
  - NASPO
  - Non NASPO

Relia-Vote **Solutions** Final NASPO Pricing
$1,398,199

November 17, 2023

Ballot Management Software

Managing the process

1st Year Software Subscription **$16,721**

1st Year Only Professional Services: **$17,470**

The BMS Software will:

- Create a pick list
- Create Mail Run Data File
- Support 2D barcode placement on ballots
- Create an automated reprint list of missing pieces

ReliaVote Inserter: **$1,040,720**

- Reconfigured with vacuum base (**requires shop air**) with 2 feeders to accommodate larger envelope
- 4 additional insert feeders on Inserter chassis
- Added final piece detector to confirm all required components are included
- Includes outside envelope Eagle printer for printing address Voter ID & IMB
- Exit camera to check postal barcode.
- Laydown conveyor

Incoming Vote by Mail Sorter options

Elevate Sorter 18k speed sorter **$292,942**

- 16 bins.
- Signature detect for both Voter & Witness signature
- Date & time stamp
- Image envelope
- Manual verification client software
- Sort to ward/ poll location level

Baum folder **$30,347**

- Folds up to 22”
- Easy set up with preset

City of Madison

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

Master

File Number: 81357

File ID:	81357	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/02/2024
File Name:	Recreate the 1.0 FTE position #4525 of Clerk Typist 2 (CG20, R6) as an Administrative Clerk 1 (CG20, R9) and reallocate the employee to the new position.			**Final Action:**	

Title: Recreate the 1.0 FTE position #4525 of Clerk Typist 2 (CG20, R6) as an Administrative Clerk 1 (CG20, R9) and reallocate the employee to the new position.

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	77.
Sponsors:	Director of Human Resources	**Effective Date:**	
Attachments:	PB Memo Senior Ctr Clerk Typist.pdf, Facility Operations Assistant_ PD Final.docx	**Enactment Number:**	
Author:	Julie Trimbell, Human Resources Analyst	**Hearing Date:**	
Entered by:	jortiz@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Maggie McClain	Approve	1/22/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Human Resources Department	01/02/2024	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Finance Committee (1/29/24), Personnel Board (1/17/24), Common Council (2/13/24)

Text of Legislative File 81357

Fiscal Note

The annualized cost of the proposed reclassification is $6,593 (including benefits). The impact

on the Community Development Division's 2024 Adopted Operating Budget is approximately $6,593. Costs associated with the reclassification will be absorbed within the agency's 2024 budget.

Title

Recreate the 1.0 FTE position #4525 of Clerk Typist 2 (CG20, R6) as an Administrative Clerk 1 (CG20, R9) and reallocate the employee to the new position.

Body

Resolution recreating the 1.0 FTE position #4525 of Clerk Typist 2 (CG20, R6) as an Administrative Clerk 1 (CG20, R9) within the permanent salary details of the Community Development Division Operating Budget, and reallocating the employee, G. Flesher, to the new position, thereof.

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: November 16, 2023

SUBJECT: Clerk Typist 2 – Community Development Division/Senior Center

The Human Resources Department received a request from Community Development Director Jim O'Keefe and Community Resources Manager Yolanda Shelton-Morris on January 13, 2023 to study the 1.0 FTE position #4525 of Clerk Typist 2 (CG 20, Range 6), currently filled by Gary Flesher. Upon reviewing the updated and prior position descriptions, the current class specification and other related class specifications, and conducting interviews with Gary and Yolanda, I recommend position #4525 be recreated as an Administrative Clerk 1 in CG20, Range 9.

Gary started with the Madison Senior Center in 2015 and has been a Clerk Typist 2 since that time. The Clerk Typist 2 class specification describes:

> …**routine** and responsible **clerical support** work in processing office records, data and materials based on the needs of the agency. Work may include direct contact with the public. [emphasis added]

This position is located at the front entrance of the Senior Center next to the front desk reception area. When the front desk is not staffed by volunteers or hourly staff, this position is responsible for customer service for all visitors and callers providing information and guidance, and processing registrations and payments. The position participates in interviewing and providing training and direction to the volunteer and hourly staff, and assists them as necessary. This position also manages the RecTrac database system, which lists all programming and schedules, registrations, room reservations, and payment information. The position is responsible for managing the DonorWorks database system, as well, with any donations they receive. In addition, this position creates graphic designs and logos for various promotional items, including the annual report, flyers, banners and fundraising materials.

This position has responsibility for opening and closing the facility, and providing tours to new visitors when necessary. Due to its location, the position ensures visitors comply with rules and safety precautions, addresses unruly behavior, and contacts public safety personnel, as needed. This position tends to be a central point of contact at the facility when there are issues or concerns related to facility maintenance, technology and room set up needs, and will assist with troubleshooting/resolution as able or contact other resources/vendors when needed.

The responsibilities of this position are higher than that of the Clerk Typist 2 classification and fall more in line with that of Administrative Clerk 1, which describes:

> …**responsible administrative support work** in the implementation and coordination of a **variety of office functions necessitating judgment, discretion, and initiative** in the

interpretation and application of policies, procedures and processes. Employees in this classification may serve as an agency/department/division payroll clerk, may be the first contact for purchasing, may be responsible for preparing meeting agendas or minutes in the Legistar system, or may perform other administrative tasks. Work is normally performed under the general supervision of a professional or administrative supervisor. **Employees may provide oversight to lower-level clerical employees** as assigned. [emphasis added]

For comparison, the graphic design work is similar to the Graphics Technician classification (CG20, Range 9) and Administrative Clerks in the Parks Division are using the RecTrac system. Also, the Library Assistant (CG32, Range 5) classification shows responsibilities of a similar nature including:

- Welcome and orient customers.
- Assist customers in understanding library services, procedures, resources and systems/technology.
- Provide instruction or tours to customers.
- Oversee the daily operations of a branch library or of a library service in the absence of a librarian or supervisor.
- Direct workflow, provide training and assistance to clerical and hourly staff and volunteers as directed.
- Maintain a safe and welcoming library environment.
- Troubleshoot equipment and/or report equipment problems within protocols. Provide related user support. Identify, resolve, and/or refer related user issues.

The Program Assistant 1 classification was also considered, however those positions are responsible for higher level specialized work in support of programs, including grant and budget work, application processes, boards/commissions, data and reporting, and office management. As this level of work is not associated with this position and the classifications previously mentioned in CG20, Range 9 and CG32, Range 5 show responsibilities of a similar level, it is appropriate to classify this position as an Administrative Clerk 1.

Based on the prior analysis of job responsibilities, I recommend recreating position #4525 as an Administrative Clerk 1 in CG20, Range 9 and reallocating the employee to the new position, within the Community Development Division budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Effective Date: 1/22/2023

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum +12% longevity
20/6	$46,641	$51,601	$57,793
20/9	$50,287	$56,542	$63,327

cc: Jim O'Keefe – Community Development Director
Yolanda Shelton-Morris - Community Resources Manager
Kurt Rose - Employee and Labor Relations Manager
Rick Marx - Employee Association Representative

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Gary Flesher

Work Phone: 608-267-8651

2. Class Title (i.e. payroll title):

Clerk/Typist 2 *Classification Change Request submitted 1/13/23

3. Working Title (if any):

Facility Operations Assistant

4. Name & Class of First-Line Supervisor:

Yolanda Shelton-Morris, Community Resources Manager

Work Phone: 608-266-6563

5. Department, Division & Section:

Department of Planning, Community & Economic Development
Community Development Division, Community Resources Unit

6. Work Address:

330 W Mifflin St, Madison, WI 53703

7. Hours/Week: 38.75

Start time: 8:00am **End time:** 4:30pm

8. Date of hire in this position:

January 2015

9. From approximately what date has employee performed the work currently assigned:

January 2023

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10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

This is a varied administrative and customer service work in the Madison Senior Center. Work involves such functions as providing direct customer service to the public in-person, online, and over the telephone. This position welcomes, orients, assists, and educates participants and visitors to the Senior Center so that they are easily able to access services and programs. This position assists in the coordination and monitoring of all aspects facility operations to ensure a safe and pleasant environment for all, addressing problematic behavior as necessary according to Center policies and procedures. This position involves producing promotional and program related materials such as flyers, art layouts, newsletters, invitations, brochures, advertisements and related visual communication materials.

11. Position Summary:

This position performs daily facility operations responsibilities to assist the Facility Supervisor and staff members such as, assisting with the set-up/teardown of informal recreation activities, reservations and events, complete facility walkthroughs as well as complete headcounts. This position serves as the first point of contact for patrons and access control for the facility. Providing excellent customer service and support to patrons by providing information about Madison Senior Center programs, services, and facility usage, is also expected of a Facility Operations Assistant. This includes providing customer service demonstration and instruction to volunteer greeters and receptions working at the front desk.

12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

50% **A. Front Desk Coordination and Administration**

1. Develop and maintain an exceptional experience for all customers and stakeholders, with particular emphasis on the needs and experience of older adults. Interact with customers in a positive and professional manner, providing information regarding the facility, programs, events, or other activities occurring within the facility.
2. Enroll all participants into the RecTrac system and work with outside vendor for technical assistance needs.
3. Respond to a variety of telephone, in-person, and email inquiries. Refer callers to the appropriate staff, City department, or community agency. Receive and relay messages. Receive incoming mail and route to appropriate staff.
4. Participate in proceduralized administrative (and related physical) tasks associated with Madison Senior Center services and programs, such as issuing payment receipts, processing registrations, and checking materials in or out.
5. Maintain manual and computerized records. Compose/create a variety of documents. Assist program participants in completing forms and applications.
6. Enforce rules, regulations, and safety precautions. Make sound judgement on unusual situations that may not be clearly articulated through policy. Handle difficult, sensitive, and escalated guest relation situations using appropriate conflict resolutions skills. Evaluate safety concerns and make recommendations for improvements including enforcement and evaluation of Madison Senior Center Behavior Policy.
7. Assist the Volunteer and Resource Coordinator with the hiring, onboarding, evaluation, and training of front desk volunteers.
8. Provide customer service instruction to team of volunteer greeters and receptionists that serve the front desk area
9. Serve as the back-up when needed, to set-up virtual programming and to send programming reminders to participants in the absence of the Older Adults Program and Outreach Coordinator.

25% **B. Facility Operations Coordination and Administration**

1. Prepare and update daily internal and external program and facility reservation schedules and other signage.
2. Coordinate room and facility reservations via RecTrac.
3. Conduct facility tours for individuals or groups. Assist groups with use of Madison Senior Center meeting spaces, equipment, and technology. Follow established guidelines for opening and closing the facility.
4. Collect fees, issue receipts, and perform money transactions associated with program registration or facility rental. Deliver payments to the Administrative Services Coordinator for processing.
5. Assist with the Madison Senior Center's building essential maintenance needs, troubleshooting, and modification to the Center's building infrastructure systems,

including the Center's lighting network. Assist with work with outside vendors for major specialized repairs or modifications to those systems.

6. Patrol and secure assigned areas of the facility for patron safety and well-being.
7. Serve as the point of contact, make decisions, and provide information as necessary for facility operations in the absence of the Facility Supervisor and Administrative Services Coordinator. Keep the Facility Supervisor and Administrative Services Coordinator apprised of any updates.

25% **C. Technology and Graphic Design Support**

1. Operate the Center's audio/visual and other "high tech" equipment not suited for direct use by clients or staff. Instruct staff and clients on the proper use of equipment, monitor use, and provide assistance as necessary.
2. Assist with the Madison Senior Center's computer network, video distribution systems, audio distribution systems, and VoIP telephone system. As requested, assist with outside vendors for major specialized repairs or modifications to those systems.
3. In consultation with other staff, provide design concepts and art layouts for advertisements, flyers, brochures, program posters and slides, newsletters, maps, annual reports, and related materials.
4. Organize and maintain information and resources for graphics and marketing activities.
5. Prepare displays for special events.
6. In consultation with other staff, use graphics programs to rework existing designs and occasionally produce materials such as self-mailers, flyers, brochures, program posters and slides, newsletters, and reports to coordinate with the agency's existing design style. Design and update logos and website as requested.

D. Other duties as assigned.

13. Primary knowledge, skills and abilities required:

Working knowledge of office procedures, methods, and equipment. Working knowledge of and ability to use computer software applicable to duties of the position, including Microsoft Office, other databases, and web-based programs.

Working knowledge of facility rental operations and procedures, including computer software applicable to the position.

Working knowledge of facility operation of equipment including but not limited to audiovisual equipment, kitchen appliances and janitorial equipment.

Ability to carry out administrative details efficiently and independently and meet deadlines.

Ability to work thoughtfully and patiently with a variety of different publics, especially with older adults. Ability to create a warm, inviting, and helpful environment.

Ability to communicate effectively both orally and in writing. Ability to follow written and oral instructions. Ability to explain procedures and policies to stakeholders. Ability to direct volunteer workers. Ability to perform detail-oriented tasks. Ability to maintain effective working relationships. Ability to maintain adequate attendance.

---

14. Special tools and equipment required:

15. Required licenses and/or registration:

WI Driver's license

16. Physical requirements:

Ability to frequently lift and/or carry heavy items up to 50 lbs. Ability to lift and carry materials, newsletters, audio-visual equipment such as TVs, computers, speakers, projectors. Ability to safely maneuver large pieces of furniture and equipment.

Ability to frequently walk, sit, stoop, reach and stand.

17. Supervision received (level and type):

The Manager or his/her designee assigns work, performed independently, and reviewed for overall results by the Manager.

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).

_____ _____

EMPLOYEE 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).

_____ _____

SUPERVISOR 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: 81358

File ID:	81358	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/02/2024
File Name:	Recreate the 1.0 FTE position #698 of Real Estate Development Specialist 3 (CG18, R10) as a Real Estate Development Specialist 4 (CG18, R12) and reallocate the employee to the new position.			**Final Action:**	

Title: Recreate the 1.0 FTE position #698 of Real Estate Development Specialist 3 (CG18, R10) as a Real Estate Development Specialist 4 (CG18, R12) and reallocate the employee to the new position.

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	78.
Sponsors:	Director of Human Resources	**Effective Date:**	
Attachments:	PB Memo Real Estate Development Specialist 3.pdf, Real Estate Development Specialist 4 PD.docx	**Enactment Number:**	
Author:	Julie Trimbell, Human Resources Analyst	**Hearing Date:**	
Entered by:	jortiz@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Maggie McClain	Approve	1/22/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Human Resources Department	01/02/2024	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Finance Committee (1/29/24), Personnel Board (1/17/24), Common Council (2/13/24)

Text of Legislative File 81358

Fiscal Note

The annualized cost of the proposed reclassification is $11,251 (including benefits). The impact on the Economic Development Division's 2024 Adopted Operating Budget is approximately $11,251. Costs associated with the reclassification will be absorbed within the agency's 2024 budget.

Title

Recreate the 1.0 FTE position #698 of Real Estate Development Specialist 3 (CG18, R10) as a Real Estate Development Specialist 4 (CG18, R12) and reallocate the employee to the new position.

Body

Resolution recreating the 1.0 FTE position #698 of Real Estate Development Specialist 3 (CG18, R10) as a Real Estate Development Specialist 4 (CG18, R12) within the permanent salary details of the Economic Development Operating Budget, and reallocating the employee, K. Koval, to the new position, thereof.

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: November 22, 2023

SUBJECT: Real Estate Development Specialist 3 – Economic Development Division

The Human Resources Department received a request from Economic Development Division (EDD) Director Matt Mikolajewski on August 23, 2023 to study the 1.0 FTE position #698 of Real Estate Development Specialist 3 (CG 18, Range 10), currently filled by Kris Koval, to determine if the position is properly classified based on the current job responsibilities assigned to the position. Upon reviewing the updated and prior position descriptions, the current class specification and progression series, and conducting interviews with Matt, Real Estate Development Supervisor Dan Rolfs, and Kris, I recommend recreating the position as a Real Estate Development Specialist 4 in CG18, Range 12 and reallocating the employee to the new position.

Kris was hired as a Real Estate Agent 3 in 2015, was reclassified as a Real Estate Specialist 3 in 2019 and reclassified again in 2020 to a Real Estate Development Specialist 3 with the creation of a new classification series. The Real Estate Development Specialist 3 class specification describes:

> …advanced-level professional financial analysis and project management work in the real estate field, including responsibility for the planning, coordination and implementation of economic development projects, and/or the City's Tax Incremental Financing (TIF) Program, and the review and analysis of public financing projects and instruments. The work is characterized by considerable independent judgment and discretion in the full range of real estate development activities and places emphasis on the more complex and discretionary elements of professional real estate development, including ongoing project management, and coordination with various ad-hoc inter/intra-departmental project teams. Work is performed under the general supervision of the Real Estate Supervisor.

Whereas the Real Estate Development Specialist 4 class specification describes:

> …advanced-level professional financial analysis and project management work in Real Estate Development Specialist series. Employees at this level are assigned **complex economic development projects**, and/or the City's Tax Incremental Financing (TIF) Program, and may incorporate **long-term complex projects**. The work is characterized by **considerable independent judgment and discretion** in the **full range of real estate development activities** and places emphasis on the more complex and discretionary elements of professional real estate development, including **ongoing project management, policy and program development**, and coordination with and/or **leadership of various ad-hoc inter/intra-departmental project teams**. Work is performed under the general supervision of the Real Estate Supervisor. [emphasis added]

The duties and responsibilities of the Real Estate Development Specialist 4 that differentiate it from level 3 are:

- All the duties and responsibilities of a Real Estate Development 3 but with a greater degree of skill, independence of action, and programmatic leadership.
- Manage complex community, economic, neighborhood, and redevelopment proposals involving the DPCED or the Community Development Authority. Serve as project manager for the administration of complex community, economic, and housing development proposals involving the City, private developers, and other funding partners, both public and private. Lead and coordinate professional staff for community, economic, and housing development projects on behalf of the DPCED, Economic Development Division, or the Community Development Authority.
- Direct, coordinate and administer the City's TID's. Prepare annual budget recommendations for all City tax increment districts. Document activities, maintain historical records, prepare executive summaries, and ensure that future contract conditions or "triggers" are implemented.

The majority of the work in this position includes real estate project management and asset management. This is highly technical work involving complex and long-term economic development projects, City-owned and mixed-use commercial space/properties, a multitude of legal documents, and various public, private, and non-profit stakeholders. Responsibilities of this position include the following:

- Property and asset management for City-owned commercial properties, such as Community Development Authority's (CDA) Village on Park. Development and tracking of operating budget.
- Develop, negotiate and manage various legal documents, such as leases, sub-leases, Purchase and Sale Agreements (PSAs), license agreements, operating agreements, Request for Proposals (RFPs), operating/parking easements, condominium declarations, Purchase of Service (POS) contracts, resolutions, etc.
- Manage redevelopment and capital improvement efforts, specifically at the Village on Park, including architectural services, tenant improvement work, renovations, demolition, design build specifications, plans, contracts, contract compliance, etc.
- Perform complex financial analysis and prepare executive summaries.
- Provide leadership to and coordinate with multiple stakeholders/external partners, including Madison Metropolitan School District (MMSD), UW-Madison, Urban League, and commercial entities, as well as other City agencies.
- Policy development for CDA financial policies to mitigate risks and recommend CDA commercial lease approval process. Develop parking policy for Village on Park.

As this position requires considerable independent judgment and discretion with respect to complex and long-term economic development projects, policy development, complex legal and financial analysis, leadership, and development of operating budgets, it is appropriate that it be placed in the highest level of the Real Estate Development Specialist series. As a result, I recommend recreating position #698 as a Real Estate Development Specialist 4 in CG 18, Range 12

and reallocating the employee to the new position, within the Economic Development Division budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Effective Date: 9/3/2023

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum +12% longevity
18/10	$76,402	$91,821	$102,840
18/12	$83,522	$100,833	$112,933

cc: Matt Wachter - Department of Planning, Community and Economic Development Director
Matt Mikolajewski – Economic Development Division Director
Dan Rolfs - Real Estate Development Supervisor

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

   Kris Koval

   Work Phone: 267-8723

2. Class Title (i.e. payroll title):

   REAL ESTATE DEVELOPMENT SPECIALIST 3

3. Working Title (if any):

   Real Estate Specialist 3

4. Name & Class of First-Line Supervisor:

   Dan Rolfs, REAL ESTATE DEVELOPMENT MANAGER

   Work Phone: 267-8722

5. Department, Division & Section:

   DEPARTMENT OF PLANNING & COMMUNITY & ECONOMIC DEVELOPMENT, ECONOMIC DEVELOPMENT DIVISION, OFFICE OF REAL ESTATE SERVICES

6. Work Address:

   215 MLK, ROOM 312

7. Hours/Week: 38.75

   Start time: 8:30 AM End time: 4:45 PM

8. Date of hire in this position:

   4/27/2015

9. From approximately what date has employee performed the work currently assigned:

   2019

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10. Position Summary:

    Position Summary: This is an advanced level professional real estate position encompassing the planning, coordination, and implementation of real estate related projects and transactions including leasing, sale and management of real property interests for the City, financial analysis, negotiation, deal structuring, and project management. This work is characterized by considerable independent judgment and discretion in the full range of real estate program activities including complex projects requiring specialized knowledge and experience. Work is performed under the general supervision of the Real Estate Supervisor and/or the oversight of higher level Real Estate Specialists.

    Movement to this level is based on workload demands and filling of positions may be accomplished by either reclassification or competition.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

30% A. Acquisition/Disposal

1. Acquire and sell real estate for the City through negotiation, drafting- letter of intents, purchase and sale agreements, development agreements, condominium documents, resolutionsand other documents related to the transaction.
2. Manage the transaction for the acquisition/sale of City real estate until closing.
3. Review title reports for liens, encumbrances and other conditions affecting title, facilitate the clearing of title as needed.
4. Determine and administer the process for the disposal of surplus property.

35% B. Asset Management

1. Provide asset management services for City and CDA owned real estate including budgeting, overseeing property management and leasing agents, reviewing common area billings/reconciliations, condominium documents and shared systems contracts, and managing capital improvement projects.
2. Negotiate, draft, obtain approvals, execute and administer leases with private entities. Conduct research on the market to determine if the economic terms included in a lease are reasonable, and run any financial analysis of scenarios if needed.

15% C. Project Management

1. Conduct site searches for City Real Estate projects.
2. Participate as a member of a City staff team to negotiate the level, terms, and conditions of City financial participation in proposed real estate and business development projects.
3. Serve as point person for complex real estate projects including leading interdepartmental teams.
4. Recommend potential financial structures for real estate projects (ex tax credits, debt).
5. Recommend deal structures for real estate projects such as: lease vs own, ground leasing, condominium and assist with the negotiation and drafting of legal documents.

10% D. Financial and Project Analysis

1. Conduct financial and feasibility analysis of real estate projects, including those requesting financial support from the City.
2. Oversee and/or prepare reports to determine suitability for development, economic feasibility, land use conformance, probability of project success, and other related information related to financial and project analysis.
3. Provide comprehensive reporting to staff colleagues and policy makers regarding findings of financial and project analysis.

10% E. General

1. Respond to real estate inquiries from general public and elected officials.
2. Make presentations on real estate projects to committees, boards and public.
3. Perform related work as assigned.
4. Attend training and develop skills.

12. Primary knowledge, skills and abilities required:

- Thorough knowledge of the theories, principles, practices, documents and laws applicable to real estate development
- Thorough knowledge of the theories, principles, and practices of commercial real estate finance (discounted cash flow, IRR, basic accounting)
- Working knowledge of governmental agency operations as they relate to real estate development activities.
- Thorough knowledge of the theories, principles, practices, documents and laws pertinent to real estate acquisition, leasing, and sale within a governmental context
- Knowledge of relocation practices and procedures.

- Working knowledge of property management considerations to include commercial lease development, property management factors, etc.
- Thorough knowledge of real estate market trends and data
- Ability to perform complex financial feasibility analysis relevant to the granting of public funding assistance (loans, grants, cost write-downs).
- Ability to use computer software applicable to the duties of the position.
- Skill in real estate market research and data analysis.
- Thorough knowledge of legal instruments relevant to real estate transactions including leases, purchase and sale agreements, and condominium.
- Skill in conducting real estate negotiations.
- Working knowledge of lease negotiations, drafting and administration.
- Ability to work with and communicate with a wide variety of people and groups.
- Ability to work effectively with multi-cultural populations.
- Ability to maintain effective working relationships.
- Ability to communicate effectively both orally and in writing
- Ability to organize facts and present them clearly in written or graphic form.
- Ability to lead and coordinate professional staff on a project basis.
- Ability to perform on-site inspections of buildings and property.
- Ability to maintain adequate attendance.

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13. Special tools and equipment required:

None

14. Required licenses and/or registration:

Possession of a valid driver's license or the ability to meet the transportation and mobility requirements of this position.

15. Physical requirements:

The incumbent will be expected to travel throughout the City to visit city-owned property or property under consideration for acquisition.

16. Supervision received (level and type):

Work is performed under the general supervision of the Real Estate Agent 4 and/or oversight of the Real Estate Supervisor.

17. Leadership Responsibilities:

This position:
- ☐ is responsible for supervisory activities (Supervisory Analysis Form attached).
- X has no leadership responsibility.
- ☐ provides general leadership (please provide detail under Function Statement).

18. 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).

EMPLOYEE _____ DATE _____

RETAIN COPIES FOR AGENCY FILE AND EMPLOYEE RECORDS

19. Supervisor Statement:

X 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).

Dan Rolfs _____ 27 Nov 2023 _____

SUPERVISOR DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.

City of Madison

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

Master

File Number: 81359

File ID:	81359	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/02/2024
File Name:	Recreate position #1726 of Planning GIS Specialist as a GIS Specialist 3 in CG 18, Range 10 and reallocate the employee, C. Stoughtenger, to the new position.			**Final Action:**	

Title: Recreate position #1726 of Planning GIS Specialist as a GIS Specialist 3 in CG 18, Range 10 and reallocate the employee, C. Stoughtenger, to the new position.

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	79.
Sponsors:	Director of Human Resources	**Effective Date:**	
Attachments:	PB Memo Planning GIS Specialist-Streets.pdf, Resolution Planning GIS Specialist to GIS Specialist 3.docx	**Enactment Number:**	
Author:	William Wick, Human Resources Analyst	**Hearing Date:**	
Entered by:	jortiz@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Robert Mulcahy	Approve	1/22/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Human Resources Department	01/02/2024	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Finance Committee (1/29/24), Personnel Board (1/17/24), Common Council (2/13/24)

Text of Legislative File 81359

Fiscal Note

The proposed resolution recreates position #1726 as a Planning GIS Specialist (Comp Group 18, Range 9) to a GIS Specialist 3 (Comp Group 18, Range 10) and reallocates the incumbent in position #1726 to the new position in the Streets Division Operating Budget. The annualized cost of this increase is between $3,786 and $5,529, including benefits. Costs associated with the recreation will be absorbed within the Streets Division's 2024 Operating Budget. No additional appropriation is required.

Title

Recreate position #1726 of Planning GIS Specialist as a GIS Specialist 3 in CG 18, Range 10 and reallocate the employee, C. Stoughtenger, to the new position.

Body

Resolution to delete position #1726 of Planning GIS Specialist in CG 18, Range 9 and recreate the position as a GIS Specialist 3 in CG 18, Range 10; and reallocate the employee (C. Stoughtenger) to the new position in the Streets Division operating budget, thereof.

TO: Personnel Board

FROM: Bill Wick, Human Resources

DATE: December 1, 2023

SUBJECT: Planning GIS Specialist – Streets Division

The Human Resources Department received a request from Streets Superintendent Charlie Romines on October 27, 2023 to study the 1.0 FTE position #1726 of Planning GIS Specialist (CG18, Range 09), currently filled by Cory Stoughtenger. Upon reviewing the updated position description, the current class specification, and other related class specifications, and having conducted interviews with Charlie and Cory, I recommend the following:

- Recreate position #1726 as a GIS Specialist 3 in CG18, R10; and
- Reallocate the employee, C. Stoughtenger, to the new position.

Position #1726 was recreated in March 2022 as a Planning GIS Specialist from an Administrative Clerk 1 position vacated due to an employee's retirement. Prior to the recreation of the position, Streets and Urban Forestry was leaning heavily on other divisions/departments for its mapping and data needs. Cory Stoughtenger was promoted into position #1726 on 8/7/2022 through an open and competitive recruitment process, after previously working in the Traffic Engineering Division as an Engineering Program Specialist 1 since September 2017, as a Civil Technician 2 from April 2015 to September 2017, and as a Civil Technician 1 from April 2014 to April 2015.

Subsequent to the recreation of position #1726 as a Planning GIS Specialist, a GIS Specialist classification series (GIS Specialist 1, 2, 3, and 4) was created in CG18, Ranges 6, 8, 10, and 12, respectively, in February 2023.

The classification specification for Planning GIS Specialist describes the work as:

> . . . **specialized technical and professional work in the development and application of** the Department of Planning and Community and Economic Development's (DPCED) **computerized mapping/geographic information system (hardware and software)**. The work involves **system management activities, providing technical support** to the Planning Division and other agencies in DPCED**, and utilizing the system to meet related information needs**. Under the general supervision of the Planning Division Director or a Principal Planner, **responsibilities include updating and maintaining related geographic databases for use by multiple City agencies; developing specialized databases and sources of information, as required; and conducting related technical analyses**. This classification also **provides related training; develops, tests, installs and documents new applications and systems; and coordinates data exchange and access with other agencies**. [emphasis added]

The classification specification for GIS Specialist 3 describes the work as:

> . . . **professional Geographic Information Systems (GIS) and Computer Aided Design (CAD) work to aid in workflow development, asset management, operations and overall data management**. Positions in this classification series are **usually found in the public works**, transportation and planning **divisions**. This **series is expected to**

cover multiple departments and agencies, so not all duties and responsibilities described below will be applicable to all departments. It is a general guide of basic duties and responsibilities.

This **progression series is structured to provide advancement from GIS Specialist 1 to GIS Specialist 2 and GIS Specialist 2 to GIS Specialist 3, as a function of the employee's career development and generally occurs after two years at each level**. Progression to a GIS Specialist 4 is not automatic, but rather is dependent upon the employee taking on additional duties and responsibilities as well as the needs of the department and is generally accomplished through competition or a position study.

GIS Specialist 3

This is **higher-level professional GIS/CAD work performed in the office and/or field in connection with the design, management, and construction of a wide variety of projects**. **Assignments are received from a** GIS Specialist 4 or **supervisor who generally defines the scope of the work, reviews progress periodically and upon completion**, and certifies the results, if necessary. This work may include a **significant role in project based work creation and some leadership responsibility on specific projects**, as assigned. The work is characterized by the **exercise of independent technical and professional judgment, the broader application of professional expertise, proficiency in the operational and procedural aspects of the work and City's processes, and with emphasis on the more technically complex and responsible activities**. **As an agency's sole GIS employee, serves as an operational subject matter expert for their respective agency staff by responding to technical and software questions, vetting issues, and determining resolutions**. [emphasis added]

Cory Stoughtenger has held the Planning GIS Specialist position in the Streets Division for approximately 16 months. The classification change request indicates the "position continues to grow, evolve, and expand, assuming additional duties and responsibilities. . . as the sole GIS professional for Streets and Urban Forestry, Cory continues to build accurate and current datasets from the ground up for use within the department and Citywide." Projects managed have included updates to the City's snow plow map, which is a public-facing resource that shows salt routes and if active plowing is occurring; TreeKeeper inventory management for the Forestry Section; Geofencing for large item collection; and a mowing layer for use by Engineering Division and Parks Division staff.

Consistent with the GIS Specialist progression series' creation and its language pertaining to advancement from GIS Specialist 2 to GIS Specialist 3, I recommend that position #1726 of Planning GIS Specialist in CG18/R09 be recreated as a GIS Specialist 3 in CG18/R10 and that employee Cory Stoughtenger be reallocated to the new position.

The necessary resolution to implement these recommendations has been drafted.

Editor's Note:

Effective Date: October 29, 2023

Compensation Group/Range	2024 Annual Minimum (Step 1)	2024 Annual Maximum (Step 5	2024 Annual Maximum +12% longevity
18/09	$76,149.84	$91,180.96	$102,122.68

18/10	$79,458.34	$95,494.62	$106,953.97

Cc: Charlie Romines, Streets Superintendent
Erin Hillson, HR Director
Emaan Abdel-Halim, HR Services Manager
Cory Stoughtenger, Planning GIS Specialist

Title
Recreate position #1726 of Planning GIS Specialist as a GIS Specialist 3 in CG 18, Range 10 and reallocate the employee, C. Stoughtenger, to the new position.

Resolution
Resolution to delete position #1726 of Planning GIS Specialist in CG 18, Range 9 and recreate the position as a GIS Specialist 3 in CG 18, Range 10; and reallocate the employee (C. Stoughtenger) to the new position in the Streets Division operating budget, thereof.

Compensation Group/Range	**2024 Annual Minimum** (Step 1)	**2024 Annual Maximum** (Step 5)	**2024 Annual Maximum** (+12% longevity)
18/09	$76,149.84	$91,180.96	$102,122.68
18/10	$79,458.34	$95,494.62	$106,953.97

City of Madison

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Master

File Number: 81361

File ID:	81361	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/02/2024
File Name:	Delete the classification of Crossing Guard Supervisor in CG18, R01 from the salary schedule; recreate the classification in CG18, R03; recreate position #2648 and #2659 in the new classification, and reallocate the employees to the new positions.			**Final Action:**	

Title: Delete the classification of Crossing Guard Supervisor in CG18, R01 from the salary schedule; recreate the classification in CG18, R03; recreate position #2648 and #2659 in the new classification, and reallocate the employees to the new positions.

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	80.
Sponsors:	Director of Human Resources	**Effective Date:**	
Attachments:	PB Memo TE Crossing Guard Supervisor 1-2024.pdf, Res TE Crossing Guard Supe 1-2024.docx	**Enactment Number:**	
Author:	Otis Harris, Human Resources Analyst	**Hearing Date:**	
Entered by:	jortiz@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Ryan Pennington	Approve	1/22/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Human Resources Department	01/02/2024	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction

Notes: Finance Committee (1/29/24), Personnel Board (1/17/24), Common Council (2/13/24)

Text of Legislative File 81361

Fiscal Note

Fiscal note pending

Title

Delete the classification of Crossing Guard Supervisor in CG18, R01 from the salary schedule; recreate the classification in CG18, R03; recreate position #2648 and #2659 in the new classification, and reallocate the employees to the new positions.

Body

Resolution to delete the classification of Crossing Guard Supervisor in CG18, R01 from the salary schedule; recreate the classification of Crossing Guard Supervisor in CG18, R03; recreate position #2648 and #2659 in the new classification within the permanent salary detail of the 2024 Traffic Engineering operating budget, and reallocate the employees (A. Stewart and N. Magallon) to the new positions respectively, thereof.

TO: Personnel Board

FROM: Otis Harris, Jr., Human Resources Analyst

DATE: 13 December 2023

SUBJECT: Crossing Guard Supervisor, Traffic Engineering Division

On August 24, 2023, The City of Madison's Director of Traffic Engineering Yang Tao, submitted a position study request to Human Resources for the Crossing Guard Supervisor classification, in Compensation Group (CG) 18, Range (R) 01; position #2659 is currently occupied by Nikolas Magallon and position #2648 is currently occupied by Alexander Stewart. This study requested a change the classification of both positions to CG 18 R 5 based on higher level responsibilities for more complex administrative, personnel management, program management and budget oversight of activities in relation to Traffic Engineering (TE) programming, management, contracting and coordination with vendors.

Recently, the Traffic Engineering Division acquired the Crossing Guard program from the Madison Police Department (MPD). Because of this program transfer, the responsibility and complexity of the role of the Crossing Guard Supervisors has increased. In order to maintain the operations, administrative, project and personnel management, Traffic Engineering shifted the full program management of the Crossing Guard program to the Crossing Guard Supervisors. The change in the work is logical and has been gradual. After a review of the updated position descriptions, meeting with the supervisor and employees, and upon a full analysis, I do recommend the following for the reasons outlined in this memo:

- Delete the classification of Crossing Guard Supervisor in CG 18, R01 from the salary schedule; and
- Recreate the classification of Crossing Guard Supervisor in CG 18, R03 in the salary schedule; and
- Recreate position numbers #2659 and #2648 in the recreated Crossing Guard Supervisor classification in CG 18 R03 in the permanent salary detail of the 2024 Traffic Engineering Division operating budget; and
- Reallocate the employees, Nikolas Magallon and Alexander Stewart, to the new positions respectively.

First, a review from the classification specification for the Crossing Guard Supervisor describes the work as:

> … **supervisory work in directing and controlling the activities of school Crossing Guards engaged in safely guiding children across various street crossings near public, private and parochial schools**. This position is responsible for: **maintaining work schedules, performing recordkeeping work, and maintaining adequate coverage at all crossings.** Supervisors may also fill in for Crossing Guards, as required…. [Emphasis added]

Upon creation of the position Crossing Guard Supervisor position focused primarily on supervising the work of Crossing Guards engaged in safely guiding children in school zones, payroll and recordkeeping administration, as well as responding to issues, concerns and public complaints related to the Crossing Guard program. However, with the transfer of the program to TE the needs of the Crossing Guard program have added new duties to include:

- Crossing Guard Supervisors are now responsible for conducting Crossing Guard traffic studies, compiling the data and assisting Traffic Engineers with the analysis. This includes added responsibility for making recommendations related to crossing guard locations and preparing information for presentations to the Transportation Commission.
- Crossing Guard Supervisors have taken a more involved role in the School Traffic Safety Committee, by assisting with reviews of traffic safety concerns at schools and making recommendations to resolved concerns, as well as assisting with developing educational materials related to school traffic safety.
- Crossing Guard Supervisors have taken on additional administrative duties for purchasing and procurement activities. This includes managing the uniform allowance program.
- Crossing Guard Supervisors have greater responsibility for the development of rules, policies and procedures for the program and are expected to bring recommendations to the Pedestrian Bicycle Administrator.
- Crossing Guard Supervisors developed changes to the Substitute Crossing Guard benefits structure. They also proposed changes to benefits in Appendix B and participated in the Meet and Confer process.
- Crossing Guard Supervisors have implemented ideas to improve the absence reporting protocol.
- Crossing Guard Supervisors are taking a lead role in doing a RESJI analysis of the current Crossing Guard placement criteria including making recommendations, preparing data and presenting information to the work group.
- Crossing Guard Supervisors now have increased independence in making decisions about personnel matters, since MPD functions with a different structure/chain of command. This meant the Crossing Guard Supervisors now take lead in personnel matters and work directly with HR Services and Labor Relations as needed.
- Crossing Guard Supervisors now also participate in Traffic Engineering management discussions including work planning efforts.
- Crossing Guard Supervisors draft press releases, social media posts, and provide write ups for news in print and do TV appearances.

These programmatic activities have been assigned as new responsibilities to current staff in the Crossing Guard Supervisor positions which aligned with the needed work. Now a review from the updated position description for the proposed Crossing Guard Supervisor classification, which describes the work as:

> …**responsible supervisory, field, administrative and program coordination work in the development and implementation of the Adult School Crossing Guard Program.** This position manages the activities of Adult School Crossing Guards engaged in safely guiding children across various street crossings near public, private and parochial schools. This position is responsible for **maintaining work schedules performing recordkeeping and maintaining adequate coverage** at all crossings**.** The employee will be the primary supervisor for half of the crossing guard staff and will **regularly be accessible in the field to engage with Crossing Guards, to facilitate communication, ensure safe practices and respond to any traffic safety concerns near the Crossing Guard locations**. This includes **development and clarification of policies, procedures, and ensuring that traffic safety best practices are maintained.** The work involves **coordination with other Traffic Engineering Initiatives focused on**

> **safe school travel such as Safe Routes to School.** Supervisors may also fill in for Crossing Guards, as required. This work is performed within the Pedestrian Bicycle Unit of Traffic Engineering and under the general supervision of the Pedestrian Bicycle Administrator. [Emphasis added]

Now a review of several classifications in comparison to the Crossing Guard Supervisor. These classifications were selected to showcase the level of staff management, programming, administrative assignments and fiscal responsibilities.

The Administrative Supervisor classification, in CG 18 R 3, which is similarly aligned with the work of the Crossing Guard Supervisor, describes that work as:

> …**responsible, supervisory support work relative to the development and implementation of divisional and/or departmental administrative programs and functions.** Employees in this class typically function as office managers responsible for the coordination of all administrative support including the supervision of administrative staffs. **Work is characterized by responsibility for a wide variety of administrative services (**such as the development and implementation of budgetary documentation and fiscal controls, personnel, purchasing, payroll, and the supervision of office clerical activities**); and/or direct responsibility for a comprehensive administrative program** requiring the development and integration of **diverse and complex operational data** inherent to unit operations**.** This work is performed with a high degree of independence and discretion. Under the general supervision of a department or division head, or high-level manager, **work is normally assigned in terms of program objectives and directives; and employees are responsible for establishing the necessary administrative procedures, methods and controls.** [Emphasis added]

Now a review from the Pedestrian and Bicycle Outreach Coordinator classification in CG 18 R 4, which describes the work as:

> …professional communication and education work on behalf of the City of Madison Traffic Engineering traffic safety initiative. The work involves **designing and producing public information, social media, community education, and internal communications materials and activities** for Traffic Engineering under the general supervision of the Pedestrian Bicycle Administrator. Duties include **public relations, public contact and customer service, social media, and maintaining internal/external communications and materials regarding traffic safety**. Work involves considerable judgment and discretion with relation to customer service and technical support.

And, finally a review from the Monona Terrace Assistant Operations Supervisor classification in CG 18 R 4, which describes the work as:

> **… responsible supervisory work in assisting in the management and oversight of operational activities** (e.g., event set-up, custodial and security) within the Operations Section of the Monona Terrace Community and Convention Center. Work includes **planning, coordinating, developing and overseeing daily operational services and** substantive involvement in **related administrative functions (e.g., development and implementation of building standards and policies; purchasing and inventory control; diverse recordkeeping; payroll; and emergency plan administration).** Under the direction of the Quality Improvement and Operations Manager, this position is characterized by **independent judgment and discretion** in providing for the **oversight of ongoing operational services during extended hours of operations.** [Emphasis added]

My analysis found that not only do the Crossing Guards supervisors have a higher level of supervisory expectation than previously when in MPD, but their scope of work has increased in complexity and responsibility. Their scope of work now include: conducting traffic studies, assisting traffic engineers with traffic data and analysis, preparing comprehensive information for presentations to the Transportation Commission, purchasing and procurement activities, overseeing the uniform allowance program, autonomy in personnel decisions (e.g. leading personnel matters and working directly with HR Services and Labor Relations as needed), drafting press releases, creating social media posts, providing write-ups for print news and TV appearances, work was previously done by a Public Information Officer. This work is similar to the Administrative Supervisor, as the scope of this classification includes direct responsibility for a comprehensive administrative program involving developing and integrating complex operational data, assignments are based on program objectives and directives; with employees being accountable for creating the appropriate procedures, methods and controls, overseeing multiple administrative services such as developing and implementing budgetary documentation and fiscal controls, managing personnel, purchasing and payroll.

The classifications in CG 18 R 4, including The Monona Terrace Assistant Operations Supervisor and Pedestrian and Bicycle Outreach Coordinator have broader scopes of responsibility than that of the Crossing Guard Supervisor position. The scope of work for the Monona Terrace Assistant Operations Supervisor includes oversight of operational activities during all hours of operation, as well as daily staff supervision and management of operational services. In addition, Monona Terrace Assistant Operations Supervisor has additional responsibilities which include developing and implementing building standards and policies and emergency plan administration. The work of the Pedestrian and Bicycle Outreach Coordinator includes managing the traffic safety initiative which requires specialized knowledge to educate and communicate with professionals and the public, creating a variety of communication materials and coordinating accompanying activities, including public information, social media, community education and internal communications.

As noted above, classifications in CG 18 R 4 have a greater scope or work and expectation of responsibility than the Crossing Guard Supervisor. While the Crossing Guard supervisors do manage a large staff spread out across the city, and have taken on new responsibilities as a result of the move to Traffic Engineering; they also operate within a very specific time of day and only during the school year. The additional specialized programmatic responsibilities make it appropriate for the Monona Terrace Assistant Operations Supervisor and the Pedestrian and Bicycle Outreach Coordinator to be in a higher classification than the Crossing Guard Supervisor. The Crossing Guard Supervisors work is assigned based on the City of Madison Traffic Engineering Division's internal review of their current organization and needs. These assignments enable the Traffic Engineering Division to continue to maintain a high level of service and enhance the overall operations. The structure of TE is different than that of MPD, with fewer support staff in TE which meant certain new duties taken on by the Crossing Guard Supervisors. The transfer of the Crossing Guard Program to TE was intended to make the program embeded in decisions surrounding traffic safety at schools. Many of the additional duties are in line with the goals of the transfer and are necessary to the success of this change.

Therefore, I recommend that the Crossing Guard Supervisor classification be recreated in CG18, Range 03; and position #2659 and #2648 be recreated in the new Grossing Guard Supervisor classification in the permanent salary detail of the 2024 Traffic Engineering Division operating budget, and reallocate the employees, N. Magallon and A. Stewart, respectively.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2024 Annual Minimum (Step 1)	2024 Annual Maximum (Step 5)	2024 Annual Maximum (+12% longevity)
18/01	$ 58,659	$ 66,023	$ 73,946
18/03	$ 61,468	$ 70,091	$ 78,502

cc:

Yang Tao – Director of Traffic Engineering
Erin Hillson - HR Director
Renee Callaway – Bicycle & Pedestrian Manager
Emaan Abdel-Halim – HR Services Manager
Niko Magallon – Employee
Alexander Stewart - Employee

Title

Delete the classification of Crossing Guard Supervisor in CG18, R01 from the salary schedule; recreate the classification in CG18, R03; recreate position #2648 and #2659 in the new classification, and reallocate the employees to the new positions.

Resolution

Resolution to delete the classification of Crossing Guard Supervisor in CG18, R01 from the salary schedule; recreate the classification of Crossing Guard Supervisor in CG18, R03; recreate position #2648 and #2659 in the new classification within the permanent salary detail of the 2024 Traffic Engineering operating budget, and reallocate the employees (A. Stewart and N. Magallon) to the new positions respectively, thereof.

Compensation Group/Range	2024 Annual Minimum (Step 1)	2024 Annual Maximum (Step 5)	2024 Annual Maximum (+12% longevity)
18/01	$ 58,659	$ 66,023	$ 73,946
18/03	$ 61,468	$ 70,091	$ 78,502

City of Madison

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

Master

File Number: 81362

File ID:	81362	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/02/2024
File Name:				**Final Action:**	

Title: Authorizing the Execution of an Amendment to the Amended and Restated Operating Easement at the Village on Park for the Goodman South Madison Library. (District 14)

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	81.
Sponsors:	Isadore Knox Jr.	**Effective Date:**	
Attachments:	Amended and Restated Operation and Easement Agreement.pdf	**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	echristianson@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/2/2024	Maggie McClain	Approve	1/22/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	COMMUNITY DEVELOPMENT AUTHORITY	01/02/2024	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Finance Committee (1/15/24), Common Council (1/23/24)

Text of Legislative File 81362

Fiscal Note

The proposed resolution authorizes the execution of an Amendment to the Amended and Restated Operating Easement at the Village on Park for the Goodman South Madison Library.

The resolution does not change costs or the methodology to allocate costs to the Goodman South Madison Library branch, estimated at $17,500 - $26,700 for 2023-2025 in Legislative File #71256 which authorized the amendment to the Operating Easement that included common area maintenance fees to be paid by the Library. No additional City appropriation required.

Title

Authorizing the Execution of an Amendment to the Amended and Restated Operating Easement at the Village on Park for the Goodman South Madison Library. (District 14)

Body

WHEREAS, the Goodman South Madison Library condo unit (the "Library") is subject to the South Madison Community Condominium Declaration, which was recorded on March 5, 2010 as Document No. 4639192 with the Dane County Register of Deeds (the "Declaration");

WHEREAS, the Declaration is subject to the Operation and Easement Agreement dated March 26, 2009 and amended on March 8, 2013, recorded as Document Numbers 4525865 and 4968445, respectively with the Dane County Register of Deeds (collectively the "Original OEA"), which created certain rights, privileges and easements and imposed certain restrictions, obligations and covenants affecting all of the real estate then described as Lots 1 and 2 of Certified Survey Map No. 12600, City of Madison, Dane County, Wisconsin (the "Property"); and

WHEREAS, following the recording of the Original OEA, the Property was subdivided to accommodate additional development, portions of the subdivided Property were conveyed to third parties and the Original OEA was amended to reflect those changes, as set forth in that certain First Amendment to Operation and Easement Agreement, dated March 8, 2013, recorded with the Dane County Register of Deeds on March 11, 2013, as Document No. 4968445 (the "First Amendment to OEA"); and

WHEREAS, following the recording of the First Amendment to the OEA, the Property was further divided to accommodate additional development; and

WHEREAS, following the subdivision of the Property, the First Amendment to Operation and Easement Agreement was further amended on August 6, 2022, recorded with the Dane County Register of Deeds on August 10, 2022, as Document No. 5854351 (the "Amended and Restated Operation and Easement Agreement") (Exhibit A); and

WHEREAS, the Parties, constituting all of the owners of the Development including the Library, desire to amend the Amended and Restated Operation and Easement Agreement as follows:

- (1) (g) Surface Parking. The term "Surface Parking" shall mean and refer to any vehicular parking stalls that are from time to time maintained within the Development, exclusive of (i) any parking stalls located within the Parking Garage, ~~and~~ (ii) any parking stalls located on the ACHC Parcel, and (iii) Ancillary Function Spaces.
- (1) (i) Ancillary Function Space. The term "Ancillary Function Space" shall mean and refer to any outdoor space reserved for exclusive use by an owner or their tenant that is necessary to support the primary function of the owner or tenant's interior space.
- (6) (e) The CDA shall have the right, without approval, to alter the Common Areas and to designate Ancillary Function Spaces on the CDA Parcel resulting in a diminution of Common Areas, provided the number of total parking spaces within the Common Areas are in accordance with the City Zoning ordinances and the approved Master Plan for the Village on Park.

NOW, THEREFORE, BE IT RESOLVED that the City's Common Council hereby adopts the foregoing recitals, and approves changes to the Amended and Restated Operation and Easement Agreement consistent with the Amended Terms.

BE IT FURTHER RESOLVED that the City's Common Council hereby authorizes the Mayor and City Clerk to execute and deliver the Amendment to the Amended and Restated OE and take any further action required to accomplish the purpose of this Resolution in a form approved by the City Attorney.

KRISTI CHLEBOWSKI
DANE COUNTY
REGISTER OF DEEDS

DOCUMENT #
5854351
08/10/2022 08:43 AM
Trans Fee:
Exempt #:
Rec. Fee: 30.00
Pages: 27
The above recording information verifies that this document has been electronically recorded and returned to the submitter.

AMENDED AND RESTATED OPERATION AND EASEMENT AGREEMENT

[NOTE: This instrument amends, supersedes and replaces that certain, Operation and Easement Agreement, recorded as Document No. 4525865 and the First Amendment thereto as Document No. 4968445 and that certain Amended and Restated Operation and Easement Agreement recorded as Document No. 5853611.]

THIS AMENDED AND RESTATED OPERATION AND EASEMENT AGREEMENT (this "Agreement") is made and entered into as of August 6, 2022, by and among the Community Development Authority of the City of Madison, a redevelopment authority created under Section 66.1333, Wis. Stats. ("CDA"); ULGMCED, LLC, a Wisconsin limited liability company ("ULGMCED"); ULGM Real Estate Holdings, Inc.; a Wisconsin non-stock corporation ("ULGM Holdings"); ACHC Facilities, Inc., a Wisconsin non-stock corporation ("ACHC"), and the City of Madison, a Wisconsin municipal corporation (the "City") (each, a "Party" and, collectively, the "Parties").

Recording Area

Return Address:

City of Madison Community Development Authority
Madison Municipal Building, Ste 161
215 Martin Luther King, Jr. Blvd.
Madison, Wisconsin 53703

Parcel Identification Numbers:

See attached Exhibit A

RECITALS:

WHEREAS, the CDA and ULGMCED entered into that certain Operation and Easement Agreement, dated March 26, 2009 and recorded with the Dane County Register of Deeds on April 1, 2009 as Document No. 4525865 (the "Original OEA"), whereby the CDA and ULGMCED created certain rights, privileges and easements and imposed certain restrictions, obligations and covenants affecting all of the real estate then described as Lots 1 and 2 of Certified Survey Map No. 12600, City of Madison, Dane County, Wisconsin (the "Property"), as currently described on the attached Exhibit A; and

WHEREAS, following the recording of the Original OEA, the Property was subdivided to accommodate additional development, portions of the subdivided Property were conveyed to third parties and the Original OEA was amended to reflect those changes, as set forth in that certain First Amendment to Operation and Easement Agreement, dated March 8, 2013, recorded with the Dane County Register of Deeds on March 11, 2013, as Document No. 4968445 (the "First Amendment to OEA"); and

WHEREAS, following the recording of the First Amendment to the OEA, the Property was further divided to accommodate additional development; and

WHEREAS, as of the date hereof, fee ownership of the Property is as follows:

(i) the CDA is the owner of Lot 1 of Certified Survey Map No. 15938 (the "CDA Parcel");

(ii) Lot 2 of Certified Survey Map No. 12790 (the "SMCC Parcel") is subject to a condominium form of ownership and divided into two units. The Owners of the two units are as follows:

ULGMCED is the owner of Unit 2 of South Madison Community Condominium (the "ULGMCED Unit");

the City is the owner of Unit 1 of South Madison Community Condominium (the "Library Unit");

(iii) ULGM Holdings is the owner of Lot 2 of Certified Survey Map No. 15938 (the "Hub Parcel"); and

(iv) ACHC is the fee owner of Lot 1 of CSM 13468 (the "ACHC Parcel").

(each, a "Parcel," and collectively, the "Parcels").

WHEREAS, the Parcels are each a part of an integrated development commonly known as The Village on Park (the "Development,") as depicted on the site plan attached hereto as Exhibit B;

WHEREAS, the Parties, constituting all of the owners of the Development, desire to amend and restate the Original OEA and First Amendment to OEA on the terms and conditions set forth herein.

AGREEMENT:

NOW, THEREFORE, the Parties agree as follows:

1. DEFINITIONS. For the purpose of this Agreement, the following terms shall have the following meaning:

a) Common Areas. The term "Common Areas" shall mean and include the Surface Parking, the Parking Garage, and all parts of the Development (exclusive of any area within the lot lines of the HUB Parcel, and the SMCC Parcel) that are from time to time devoted to vehicular parking, bicycle parking, approaches, exits, entrances, common sidewalks, crosswalks or other pedestrian walkways, incidental and interior roadways, parking islands, lighting fixtures, curbs, incidental and interior roadways, green space, seating areas and trellis, landscaped areas and other similar areas, common signage and other similar areas. Notwithstanding the foregoing, no portion of the ACHC Parcel shall be included as part of the Common Areas.

b) Non ACHC Parcels. The term "Non ACHC Parcels" shall mean and collectively include the CDA Parcel, the SMCC Parcel and the Hub Parcel.

b) Owner. The term "Owner" shall mean and include the respective owners, as the same may be changed from time to time, of the Parcels, and of any further redivision of said Parcels by platting, certified survey map or otherwise.

c) Parking Garage. The term "Parking Garage" shall mean and refer to the estimated 295-stall parking garage to be constructed, operated and maintained by the CDA along Hughes Place on the CDA Parcel.

d) Permittees. The term "Permittees" shall mean and refer to all franchisers, customers, employees, lessees, licensees and other business invitees of the Owners. The term "Permittee" shall refer to the franchisers, customers, employees, lessees, licensees and other business invitees of an Owner.

e) Private Storm Easement. The term "Private Storm Easement" is a private storm easement between the CDA and ULGM Holdings recorded as Document No. 5828906 in the City of Madison, Dane County, Wisconsin.

f) Private Utility Easement. The term "Private Utility Easement" is a private utility easement between the CDA and ULGM Holdings recorded as Document No. 5829267 in the City of Madison, Dane County, Wisconsin.

g) Surface Parking. The term "Surface Parking" shall mean and refer to any vehicular parking stalls that are from time to time maintained within the Development, exclusive of (i) any parking stalls located within the Parking Garage, and (ii) any parking stalls located on the ACHC Parcel.

h) Utility Facilities. The term "Utility Facilities" shall include telephone, gas, electric, water, storm sewer, sanitary sewer and other public utilities that service one or more Parcels as described below in Section 3.b.

2. DECLARATION OF CONDITIONS AND RESTRICTIONS. The Parties hereby subject the Parcels to the terms of this Agreement and agree that the Parcels shall be conveyed and transferred, whether in whole or in part, subject to the easements, covenants, conditions, and restrictions set forth in this Agreement. It is the purpose of this Agreement to create easements, and to place covenants, conditions, and restrictions on the use of the Parcels so that the intended commercial use of said Parcels may be maintained and controlled. The purpose of the restrictions herein is in furtherance of the general commercial use of the Parcels and shall be interpreted and construed consistent with that intention.

3. CREATION OF EASEMENTS AND COMMON AREAS.

a) Access and Parking Easements.

i. Each Party hereby grants to each other Party, for the benefit of the other Party and their Permittees, permanent non-exclusive easements over, upon and across those portions of the Development, which are from time to time developed and used as Common Areas, for the purposes of (i) pedestrian and vehicular access, ingress, egress, passage and traffic upon, over, across, and through such Common Areas; and (ii) for

parking for the Permittees of the CDA Parcel, the SMCC Parcel and the Hub Parcel. The Permittees of the ACHC Parcel shall not benefit from easements for parking.

ii. The ACHC Parcel shall be subject to permanent non-exclusive easements for the benefit of the Permittees of the Non ACHC Parcels, upon, over, across and through those portions of the ACHC Parcel which are from time to time developed and used for the purposes of pedestrian and vehicular access, ingress, egress, passage and traffic upon, over, across and through such areas.

iii. The Owners shall maintain reasonably unrestricted access at all times between the Parcels. No hedge, fence, wall or other barrier shall be erected between said Parcels except: (i) for the construction by the CDA for site improvements; and (ii) for the construction of any approved uses on any subdivision of the CDA Parcel; and (iii) by the City for any public improvements on the CDA parcel; and (iv) as is necessary to avoid public dedication of all or any portion of the Common Areas; and (v) as is necessary to permit the organized flow of vehicular and pedestrian traffic between the Parcels or for any other purpose consistent with the purpose of this Agreement. Any change in the design and configuration of the Common Areas shall be approved in writing by the Parties, their successors and assigns, which approval shall not be unreasonably withheld.

b) Utility and Storm Easements.

i. The CDA has approved a number of easements on the CDA Parcel that are either exclusive to one Parcel, shared between two Parcels or shared between the Non ACHC Parcels as described in the (i) ALTA survey prepared by Synder & Associates Inc. dated November 24, 2021; and (ii) the Private Utility Easement; and (iii) the Private Storm Easement. If any of the Owners require any future Utility Facilities easements on any other Owner's Parcel it shall submit said request in writing to the Owner for its approval. Any installation, maintenance, repair or replacement activities must be done in such a way as to minimize disturbance to and obstruction of the other adjacent Parcels. If any temporary easements are required on the adjacent Parcels, then the Owner performing the work shall receive written approval from said adjacent Parcels.

ii. Shared Easements and Infrastructure. The below portions of the below referenced easements and infrastructure are shared between the Non ACHC Parcels.

1. The Private Storm Easement. In the Private Storm Easement, the following infrastructure as defined/depicted in the Section and Exhibits noted below will benefit the Non ACHC Parcels: (i) the "Shared Stormwater Infrastructure" as defined in Section 1.b; legally defined Exhibit C; and depicted Exhibit B. A portion of the Shared Stormwater Easement Area as depicted in Exhibit B of the Private Storm Easement and included in the legal description in Exhibit C of the Private Storm Easement is on the Hub Parcel. ULGM Holdings permits the CDA to use said portion of the Shared Stormwater

Easement Area, if needed, to perform any repairs, maintenance and replacement work.

2. The Private Utility Easement. In the Private Utility Easement, the following infrastructure as defined/depicted in the Section and Exhibit noted below will benefit the Non ACHC Parcels: the "New Water Facilities" defined in Section 1.c, and depicted Exhibit B.

3. CDA Phase II Storm Site Work. As part of the master plan redevelopment of the CDA Parcel, the CDA will be installing at its cost new storm infrastructure in the Common Areas that will connect to Shared Stormwater Infrastructure and the existing storm infrastructure that will benefit the Non ACHC Parcels; collectively the Shared Stormwater Infrastructure, the existing storm infrastructure and any new storm infrastructure in the Common Areas that benefit the Non ACHC Parcels is defined as "Shared CA Storm Infrastructure".

4. CDA Phase II Utility Site Work. As part of the master plan redevelopment of the CDA Parcel, the CDA will be installing at its cost new water facilities in the Common Areas that will connect to New Water Facilities and the existing water facilities in the Common Areas that will benefit the Non ACHC Parcels; collectively the New Water Facilities, the existing water facilities and any new storm infrastructure in the Common Areas that benefit the Non ACHC Parcels is defined as "Shared CA Water Facilities".

5. The Shared CA Storm Infrastructure and the Shared CA Water Facilities are collectively defined as the "Shared CA Non ACHC Parcel Infrastructure" and are shown in the attached Exhibit C. The CDA Phase II new storm infrastructure and new water facilities shown in Exhibit C are in the design phase, and are shown in the general vicinity of where said items will be located.

6. After the CDA Phase II Storm Site Work and the CDA Phase II Utility Site Work is complete, the repairs, maintenance and replacement of the Shared CA Non ACHC Parcel Infrastructure, will be governed by this Agreement as follows:

   a. The CDA or its agents shall manage and coordinate any repair, maintenance and replacement work of the Shared CA Non ACHC Parcel Infrastructure, so that no

unreasonable interference occurs with respect to the operation on any Owner's Parcel.

b. The cost to repair, maintain or replace the Shared CA Non ACHC Parcel Infrastructure any right of way disturbed as a result of this work will be split between the Non ACHC Parcels. The Non ACHC Parcel Owners will be billed by their respective pro rata share of CAM Charges as outlined in Section 6.d below.

The CDA will send the Non ACHC Parcels Owners an invoice outlining the costs (if not included in the estimated CAM Charges), and the Non ACHC Parcel Owners shall pay the CDA within 30 days of receipt of the invoice. If any Non ACHC Parcels Owner fails to pay the CDA for its share of the costs within the due date of thirty (30) days of the written notice, such amount due to the CDA shall bear interest from the date when due until paid at the lesser of twelve percent (12%) per annum or the maximum rate permitted by law.

Notwithstanding the foregoing, in the event any portion of the Shared CA Non ACHC Parcel Infrastructure is damaged by improper or extraordinary use by a Party, the Party causing the damage shall repair the same at its sole cost and expense to substantially the same condition as existed prior to such damage, including any damage to the easement area, CDA Parcel, and any right of way disturbed as a result of such improper or extraordinary use.

No changes to, additions to or alterations of the Shared CA Non ACHC Parcel Infrastructure shall be allowed by the responsible Owner without the prior written approval of applicable plans and specifications by the CDA, and the CDA receives a certificate of insurance from the responsible Owners Grantee contractors per Section 7.h of this Agreement.

c) Storm Water Drainage Easement. Each Party hereby grants to each other Party, for the benefit of the other Party, their successors and assigns, a perpetual surface water drainage easement over the granting Party's Parcel. The easement will include and encompass the existing surface water drainage patterns and flow rates only and will not include significant changes or increases thereto.

4. PARKING COVENANTS.

a) ACHC Parcel. ACHC shall be required to maintain, on the ACHC Parcel, a minimum of 3.5 parking stalls per 1,000 square feet of floor space of the building located on the ACHC Parcel. ACHC shall have the right to place signage at locations and in such number as

agreed to by the CDA and ACHC, which signs shall indicate where ACHC's employees and visitors should park. The Owners shall reasonably work together to prevent the unauthorized parking from Permittees of the Non ACHC Parcels on the ACHC Parcel. ACHC shall be responsible for ensuring that its Permittees park only on the ACHC Parcel.

b) Non ACHC Parcels. Total Parking Stalls. The term "Total Parking Stalls" shall mean the total supply of the parking stalls in the Surface Parking areas and in the Parking Garage. The Total Parking Stalls are for the use of the Non ACHC Parcels Owners and Permittees only. Parking demand generated by the Hub Parcel for its tenants' employees and their customers shall not exceed 182 total stalls (the "Hub Total Parking Stalls") at any point in time. The Total Parking Stalls less the Hub Total Parking Stalls are allocated to the Permittees of the CDA Parcel and the SMCC Parcel.

It is the intent of the Non ACHC Parcel Owners to locate their employees and tenants in the Parking Garage per the allocation noted in Section 5.c. in order to keep the central Surface Parking stalls available for the customers and visitors of the Non ACHC Parcels. The Non ACHC Parcel Owners shall inform their tenants and employees (who are not issued a Parking Access Card as defined in Section 5) that they should not park in the prime central Surface Parking area, and shall park instead in the employee parking area, which is the Surface Parking area located near Ridgewood Way. The CDA reserves the right to substitute the employee parking area. If the Vehicle of any employees or tenants is parked in any part of the Surface Parking area other than the employee/tenant parking area(s) designated by the CDA, the CDA's security team reserves the right to issue a warning first and then a ticket if there is a repeat offense.

c) Surface Parking Signs. The Surface Parking stalls are non-exclusive to any Non ACHC Parcel Owner, and will not be reserved with signage. The Surface Parking stalls adjacent to the Non ACHC Parcels may be timed stalls to either 15-minute, 30-minute or 1 hour use (the "Timed Parking Stalls"), with the allocation among such categories to be determined by the CDA. The CDA shall manage the enforcement of the Timed Parking Stalls, and the installation of signs in these areas.

d) Rules and Regulations. The CDA shall enforce all of the above Parking Covenants and Rules (as defined in Section 6. e. below) through the security staff engaged by the CDA, and may ticket any violators.

5. PARKING GARAGE.

a) Applicability. The use and operation of the Parking Garage shall be subject to the terms and conditions of this Section 5. None of the provisions in this Section 5 shall be binding upon ACHC and none of the provision in this Section 5 shall encumber the Access Parcel.

b) Construction, Operation and Maintenance. The CDA shall construct the Parking Garage at its sole cost and expense. Following the initial construction, the CDA shall be responsible for the operation of the Parking Garage and shall at all times maintain the Parking Garage in good condition and repair, performing any replacement as may be necessary from time to time, subject to each Owners obligation to pay their Proportionate Share of the annual Parking

Garage Operating Expenses, which are included in the CAM Charges, as set forth in Section 6 below.

c) Use of Stalls; Proportionate Share. The following Owners shall have the right to use the specified total number of stalls listed in the table below within the Parking Garage only for the employees and tenants that work at their respective Parcels.

Owner	Total Garage Stalls	% of Total ("Proportionate Share")
CDA	157	53.22%
ULGM Holdings	97	32.88%
ULGMCED	22	7.46%
City (Library)	19	6.44%
Total	295	100%

The Owner's total number of Stalls in the Parking Garage may be reduced by the CDA in the event its capital funding approved is less than the cost of the Parking Garage, which results in changing the design and lowering the total number of stalls (the "Revised Parking Garage Total Stalls"). If this occurs, the new allocation total stalls to each Owner will equal the Revised Parking Garage Total Stalls multiplied by each Owner's Proportionate Share listed above.

By way of example, and subject to revision as described by the Revised Parking Garage Total Stalls, the above-referenced table shows the share of Parking Garage Stalls based on the Parking Garage having 295 stalls.

The CDA is providing the Owners with access cards to the Parking Garage (the "Parking Access Cards") per the total number of garage stalls noted in the above table to be used by the on-site staff and employees of the respective Owners only. The Owners shall furnish to the CDA of the license number of the Vehicle it assigns its Parking Access Cards to for monitoring purposes. Each Owner is responsible to track the allocated Parking Access Cards and obtain them back from any staff or employees it provides said Parking Access Cards to when they are no longer employed at the respective Parcels. The CDA may charge the Owner of $50 per card for any lost Parking Access Cards.

It is the intent of the parties to allocate the top levels of the Parking Garage to the tenants and employees of the Owners of the Non Access Parcels. The Owners shall inform their tenants and employees that they cannot park on the first level of the Parking Garage, and will be subject to ticketing. The CDA reserves the right to install a second card reader for the upper floors at the expense of the Owners. The CDA may allocate some of its Parking Garage Stalls on the first level of the Parking Garage for the use of the grocery store and the Non ACHC Parcels' visitors (the "Transient Users"), and will charge the Transient Users to use those stalls. The CDA may install parking signage for the grocery store's customers on the first level.

d) Operating Expenses. As used in this Agreement, the term "Parking Garage Operating Expenses" shall include, but not be limited to the following costs and expenses actually incurred by the CDA in each calendar year in the operation and maintenance of the Parking Garage:

Security; security monitoring and cloud storage; real estate taxes or payments in lieu of taxes for the Parking Garage; special assessments; janitorial supplies and labor; maintenance supplies and

labor; sweeping; floor cleanings; fire and life safety inspections and monitoring; elevator inspections; elevator phone lines; area of refuge monitoring and phone lines; trash removal; light fixtures supplies; signage (except for any sign that is exclusive to reserved parking for any particular Owner with the CDA's approval, the full cost of which shall be billed to such Owner); snow removal and salting; repair of vandalism; exterminating; water charges, which include storm water and urban forestry charges; electric charges; fire, casualty, and special form insurance premiums; and the maintenance, repairs and replacement of the following: security equipment; fire and life safety equipment and devices; elevators; area of refuge equipment; electrical infrastructure; light fixtures; access gate(s), card reader and pay station equipment (except for any equipment to reserved parking for any particular Owner, the full cost of which shall be billed to such Owner); FOB access cards; solar equipment (if added); mechanical systems; all heating, air conditioning, ventilation and service equipment in the electric and water pump rooms; telecommunication systems; fire extinguishers; doors and hardware; floors including any striping; façade; walls and ceilings; any sealing to surface areas-cracks, expansion joints, floors, beams and other concrete areas.

6. COMMON AREA MAINTENANCE AND MANAGEMENT.

a) Administration. Maintenance of the Common Areas shall be administered by the CDA, and the CDA shall use reasonable efforts to conduct such activities in such a manner so as to minimize disruption and inconvenience to the Owners and Permittees of the Development. The CDA shall be permitted to assign its administrative responsibilities hereunder to a third-party property manager of the CDA's choosing, in the CDA's sole discretion, provided, however, that no such assignment shall serve to relieve the CDA of its obligations hereunder.

b) Maintenance Practices. The CDA shall ensure that the following maintenance practices are followed in the Common Areas:

i. The surface and subsurface of the Common Areas shall be maintained, repaired and replaced in order to maintain it evenly covered with the type of materials and landscaping originally constructed thereon or such substitutes as are, in all respects, equal to such materials in terms of quality, appearance and durability;

ii. All Common Areas shall be maintained free of papers, debris, ice, snow (except as is necessary for seasonal and temporary storage) refuse and other hazards to persons using said Common Areas and shall be washed or thoroughly swept as required;

iii. All landscaped areas shall be maintained on an appropriate seasonal basis in a neat, uniform, high standard of appearance;

iv. Entrances, exits and directional signs and markers shall be maintained;

v. Any equipment, dividers fences or barricades located in the Common Areas shall be maintained in a clean and fully operational condition;

vi. Common Areas used for motor vehicular parking and driving shall be maintained in a level and smooth manner and shall be painted and repainted from time-to-

time as may be necessary to identify parking spaces, the type of parking and any traffic flow directions;

vii. Common Areas shall remain appropriately lighted, 24 hours per day, unless otherwise agreed to in writing by all Owners; and

viii. Bicycle parking areas shall be maintained as will be reasonably required from time to time.

c) Permissible Common Area Charges. Permissible Common Area charges (hereinafter "CAM Charges") shall include, but not be limited to, the following items and all other costs and expenses normally and customarily associated with maintenance of the Common Areas in accordance with the standards described in Paragraph 6.b) above:

i. Maintenance, repairs and replacement of Surface Parking, Parking Garage and drive areas, including striping and sealing;

ii. Maintenance, repairs and replacement of equipment, concrete walks, service walkways, pedestrian walkways, the central plaza/green space, dividers, barricades and concrete curbs located in the Common Areas;

iii. Snow and ice removal;

iv. Maintenance, repairs and replacement of landscaping, including grass, shrubs and trees;

v. Maintenance, repairs and replacement of parking lot fixtures and lighting standards, including bulb replacement and payment of charges for electricity;

vi. Premiums for public liability insurance and other insurances for the Common Areas;

vii. Maintenance, repairs and replacement of any monument signs or common signage for the Development and entrance, exit and directional signs and markers;

viii. Maintenance, repairs and replacement of all bicycle parking;

ix. Maintenance, repairs and replacement of fences, screen walls and brick piers;

x. Graffiti removal;

xi. Security services, including monitoring and cloud storage;

xii. Maintenance, repairs and replacement of security equipment.

xiii. Real estate taxes or payments in lieu of taxes for the land and improvements within the Common Areas.

xiv. Special assessments for public work adjacent to Common Areas; and storm water and urban forestry fees allocated to the Common Areas (if not separately assessed directly against the Common Areas, the allocation of charges described in this subparagraph xiv. shall be based on the total land area of the Common Areas in relation to the gross land area of the overall CDA Parcel of which the Common Areas are a part);

xvii. An administrative fee as may be charged by the CDA or its assignee in an amount not to exceed ten percent (10%) of all CAM Charges, exclusive of any charges for reserve accounts.

xviii. Janitorial supplies and labor, maintenance supplies and labor

xix. Costs associated with vandalism, extermination, fire, and casualty

xx. Parking Garage Operating Expenses listed in Section 5.

xxi. A replacement reserve for any anticipated capital replacement expenses over ten years.

d) Billing of CAM Charges.

i. With regard to the redivision of any of the Parcels into a condominium plat, the term "Owner" as used in this Paragraph 6.d) shall refer to the respective condominium unit owner.

ii. Each Owners shall pay their respective proportionate share as defined in the table below ("Proportionate Share") of the CAM Charges.

Each Owner's Proportionate Share of CAM Charges is listed below:

Owner	Proportionate Share of CAM Charges
CDA	53.22%
ULGM Holdings	32.88%
ULGMCED	7.46%
City (Library)	6.44%
Total	100.00%

Notwithstanding anything to the contrary set forth elsewhere herein, no CAM Charges shall be attributable to the ACHC Parcel nor payable by ACHC.

iii. The budget for CAM Charges shall be determined, in advance, by the CDA for each calendar year, and the CDA shall bill the Owners for their respective Proportionate Share in equal monthly installments over the calendar year.

iv. The Proportionate Share of CAM Charges billed to each Owner shall be paid on or before the first day of each calendar month. If the Owner's monthly CAM Charge payment is not received by the CDA by the third calendar month day, then the CDA may charge the Owner a late charge equal to five percent (5%) of the amount required to be paid. The foregoing provision for payment of a late charge shall not be construed to extend the date for payment of any sums required to be paid by Owner hereunder or to relieve Owner of its obligation to pay all such sums at the time or times herein stipulated. Owner further acknowledges that if any check given by Owner for payment of any amount due shall not be honored by the bank on which it is drawn for any reason, then CDA shall incur additional costs for collection and bookkeeping, and Owner therefore agrees to pay CDA upon demand the sum of $35.00 for each occurrence in addition to all other charges and amounts due.

In addition to the above provisions, the CDA shall have the right under this paragraph to send late CAM Charge payments to a collection agency and to the Wisconsin Department of Revenue pursuant to the State Debt Collection program under Wis. Stat 71.935; all fees relating thereto shall be paid by the delinquent Owner. At the conclusion of each calendar year, the CDA shall provide each Owner with an accounting of CAM Charges, which accounting shall provide a reconciliation of budgeted CAM Charges in comparison to actual CAM Charges. The amount of CAM Charges in each calendar year, if any, collected by the CDA in excess of actual expenditures, shall be credited to the budget for the following calendar year, and the shortage in each calendar year, if any, shall be charged to the Owners and become due within thirty (30) days of written notification and demand therefor.

e) Management of Common Areas. The CDA shall be solely responsible for the management of all Common Areas and improvements provided by the CDA for the common use of the Permittees of the Non ACHC Parcels, and the CDA shall have the right to establish, modify and enforce rules with respect to the Common Areas (the "Rules"), provided such Rules do not unreasonably interfere with the Owners rights granted hereunder, and Owners agree to cooperate with the CDA in enforcing the Rules. The Owners agree to share the Rules with their employees and tenants as part of their leases. The current Rules are attached to this Agreement, as Exhibit D.

The CDA shall have the right, without approval, to alter the Common Areas and to construct additions to or additional buildings on the CDA Parcel resulting in a diminution of Common Areas, provided the number of total parking spaces within the Common Areas are in accordance with the City zoning ordinances and the approved Master Plan for the Village on Park.

The CDA shall have the right to close temporarily parking areas or facilities, to discourage non-customer parking and to perform other acts in and to the areas and improvements as the CDA may deem advisable. The CDA shall have the right to designate certain Surface Parking areas for the parking of the Owner's employees and tenants that do not have a Parking Access Card so the central parking area is available to visitors and customers of the Non ACHC Parcel Owners.

7. MISCELLANEOUS.

a) Covenants Running with the Land. Unless otherwise expressly provided herein, all covenants, restrictions, benefits and burdens set forth in this Agreement shall be interpreted and construed as covenants running with the land, binding upon the Owners and Permittees, and their respective, successors and assigns and inuring to the benefit and enforceable by the Owners and Permittees and their respective successors and assigns.

b) Amendment/Termination. This Agreement and the obligations created herein may be amended or terminated only upon a written agreement executed by the then fee owners of all Parcels within the Development (and of any further redivision of said lots by platting, certified survey map or otherwise), or their respective successors or assigns.

c) Applicable Law. This Agreement shall be governed by, interpreted and construed in accordance with the laws of the State of Wisconsin.

d) Headings. The headings are for convenience and reference only and in no way define or limit the scope and content of this Agreement or in any way affect its provisions.

e) Relationship of Parties. Nothing contained in this Agreement shall be construed to make the Owners partners or joint ventures or to render an Owner liable for the debts or obligations of any other Owner, except as this Agreement expressly provides.

f) Notices. All notices to be given under the terms of this Agreement shall be signed by the person sending the same, and shall be sent by certified or registered mail, or electronic mail to the designated representatives listed below. When sending notices via electronic mail, said emails shall be sent to the email addresses provided below with an active read receipt and shall include a statement therein that the electronic mail constitutes notice under the terms of this Agreement.

To the CDA:	City of Madison 215 Martin Luther King, Jr. Blvd., LL-100 P. 0. Box 2983 Madison, WI 53701-2983 Attn.: Manager - Office of Real Estate Services Interim email address: mmikolajewski@cityofmadison.com
To ULGMCED:	Executive Director Urban League of Greater Madison, Inc. 2222 S. Park St. Madison, WI 53713 ranthony@ulgm.org
To the City:	City of Madison Attorney's Office 210 Martin Luther King, Jr. Blvd. Room 401 Madison, WI 53703

Attn.: attorney@cityofmadison.com

To: ULGM Holdings: Executive Director
Urban League of Greater Madison, Inc.
2222 S. Park St.
Madison, WI 53713
ranthony@ulgm.org

To: ACHC ACHC Facilities Inc.
Joanne Holland, Chief Financial Officer
2901 W Beltline Hwy Ste 120
Madison , WI 53713-4231
Joanne.Holland@accesshealthwi.org

Notice shall be deemed delivered (a) in the case of certified or registered mail, on the date when deposited in the United States Mail with sufficient postage to effect such delivery (b) in the case of electronic mail, notice shall commence on the date that electronic notice is sent. Either party may, by giving five (5) days written notice to the other party in the manner herein stated, designate any other address in substitution of the address shown above to which notices shall be given.

g) Indemnification.

The Owners shall be liable to and agrees to indemnify, defend and hold harmless the CDA and the City of Madison (the "City"), and their respective 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 CDA and/or the City or their respective 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 the CDA Parcel, including loss of use thereof, arising from, in connection with, caused by or resulting from the acts or omissions of an Owner or its Permittees, officers, officials, agents, , assigns, or subcontractors, resulting from the Owners or its Permittees, agents, assigns or subcontractors use of the Common Areas and/or in the performance of any provision in this Agreement, whether caused by or contributed to by the negligence of the CDA and/or the City, or its respective officers, officials, agents, or employees.

h) Insurance. Each Party and any of its authorized agents, and contractors performing work on the CDA Parcel or Common Areas thereon (other than the CDA and the City, who shall not be subject to the requirements of this paragraph) who makes use of any of the Common Areas or easements described in Section 3 shall carry commercial general liability and auto liability insurance, including but not limited to bodily injury, property damage, personal injury covering as insured the Owner and naming the CDA and the City, and their respective officers, officials, agents and employees as additional insureds, with a minimum limit of $1,000,000 per occurrence as may be adjusted, from time to time, by the City'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 the Agreement.

As evidence of this coverage, the Owner and any of its authorized agents and contractors shall furnish the CDA with a certificate of insurance on a form approved by the City, and, if requested by the City Risk Manager, the Owner and any of its authorized agents and contractors shall also provide copies of additional insured endorsements or policy to the CDA prior to the performance of any work approved by the CDA on the CDA Parcel. If the coverage required above expires while this Agreement is in effect, the Owner and any of its authorized agents and contractors shall provide a renewal certificate to the CDA for approval.

i) Enforcement. If any Party fails, refuses, or neglects to perform adequately its duties hereunder or to honor its obligations hereunder, the other Party shall, give written notice of such failure and if the Party receiving such notice fails to rectify or cure such failure within thirty (30) days of such notice, the other Party may, but are not required to, rectify or cure such failure and the noncomplying party shall, if the complying Party has elected to rectify or cure such default, promptly, upon presentation of invoice therefore, reimburse the performing Party(s) for the non-complying party's percentage share of cost incurred by the performing Party(s) in performing such work, plus an additional ten percent (10%) of the non-complying Party's percentage share of the cost thereof for overhead and administrative purposes. For any default not involving the payment of money, the other party may suspend performance of this Agreement and pursue whatever rights they may be entitled to pursue at law or in equity.

j) No Waiver. Failure or delay on the part of either Party to enforce any of the terms, covenants, conditions or agreements hereof shall not operate as a waiver thereof nor void or affect the right of the party to enforce the same upon any subsequent default or breach. Except as otherwise provided in this Agreement, the rights and remedies herein granted are cumulative and are in addition to any given by statutes, rules of law or otherwise and the use of one remedy shall not be taken to exclude or waive the right to the use of another.

k) Severability. In the event that any provision of this Agreement shall be held invalid or unenforceable, no other provision of this Agreement shall be effected by such holding, and all other remaining provisions of this Agreement shall continue in full force and effect pursuant to the terms hereof.

l) No Public Dedication. Nothing contained in this Agreement shall be deemed to constitute a gift or dedication of any portion of the Common Areas to the general public or for any public purpose whatsoever.

m) ULGM Holdings Leasing Restriction. Unless otherwise approved in writing by the CDA, ULGM Holdings and its successors shall not lease space in the Hub Building to a tenant (i) whose primary revenues from such space would be derived from sales of doughnuts, pastries, cookies, kringles, cakes, scones, muffins, rolls, brownies or coffee beverages while Lane's Bakery is a tenant; (ii) that is operating as a grocery or convenience store due to high parking demands; (iii) that is a current or future tenant at the CDA Parcel, unless approved by the CDA in writing; (iv) whose use conflicts with the zoning ordinances.

SIGNATURES ON THE NEXT PAGES

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the date first set forth above.

COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF MADISON
a community development authority created under Section 66.1335, Wis. Stats.

By: Claude Gilmore
Claude Gilmore, Chair

By: Matthew R Wachter
Matthew Wachter, Executive Director

AUTHENTICATION

The signatures of Claude Gilmore, Chair, and Matthew Wachter, Executive Director, of the Community Development Authority are hereby authenticated on this 2nd day of August, 2022.

By Kevin Ramakrishna

Kevin Ramakrishna

Member of the Wisconsin Bar

The execution of this document is authorized by Resolution No. 4472, File ID No.68720, adopted by the Community Development Authority of the City of Madison on December 9, 2021.

ULGMCED, LLC
a Wisconsin limited liability company

By: Urban League of Greater Madison, Inc.

By: _____
Ruben Anthony, President and CEO

STATE OF WISCONSIN)
) ss.
COUNTY OF DANE)

Personally came before me this 3rd day of August, 2022, the above named Ruben Anthony as President and CEO of the Urban League of Greater Madison, Inc., acting in such capacity and known by me to be the person who executed the foregoing instrument and acknowledged the same.

CHARISSA M. LOMONICO NOTARY PUBLIC STATE OF WISCONSIN

Charissa M. Lomonico
Name: Charissa M. Lomonico
Notary Public, State of Wisconsin
My commission ~~expires:~~ is permanent

ULGM REAL ESTATE HOLDINGS, INC.
a Wisconsin nonstock corporation

By: _____
Ruben Anthony, President

STATE OF WISCONSIN)
) ss.
COUNTY OF DANE)

Personally came before me this 3rd day of August, 2022, the above named Ruben Anthony as President of ULGM Real Estate Holdings, Inc., acting in such capacity and known by me to be the person who executed the foregoing instrument and acknowledged the same.

CHARISSA M. LOMONICO
NOTARY
PUBLIC
STATE OF WISCONSIN

Charissa M. Lomonico
Name: Charissa M. Lomonico
Notary Public, State of Wisconsin
My commission ~~expires:~~ is permanent

ACHC FACILITIES, INC.
a Wisconsin nonstock corporation

By: _____
Kenneth Loving, Chief Executive Officer

STATE OF WISCONSIN)
) ss.
COUNTY OF DANE)

Personally came before me this 4th day of August, 2022, the above named Kenneth Loving as Chief Executive Officer of ACHC Facilities, Inc., acting in such capacity and known by me to be the person who executed the foregoing instrument and acknowledged the same.

_____
Name: Adajo M. Foerster
Notary Public, State of Wisconsin
My commission expires: 11/26/2023

NOTARY PUBLIC
ADAJO M. FOERSTER
STATE OF WISCONSIN

CITY OF MADISON
a Wisconsin municipal corporation

By: _____
Satya Rhodes-Conway, Mayor

By: Maribeth Witzel-Behl
Maribeth Witzel-Behl, City Clerk

AUTHENTICATION

The signatures of Satya Rhodes-Conway, Mayor and Maribeth Witzel-Behl, City Clerk, of the City of Madison are hereby authenticated on this 1st day of August, 2022.

By Kevin Ramakrishna

Kevin Ramakrishna

Member of the Wisconsin Bar

Execution of this Agreement is authorized by Resolution Enactment No. RES-22-00403, File ID No. 71256, adopted by the Common Council of the City of Madison on May 24, 2022.

Drafted by the City of Madison Office of Real Estate Services Project No. 8071

MORTGAGEE CONSENT AND SUBORDINATION

The undersigned, Johnson Bank ("Bank"), as the holder of a mortgage or other security instrument affecting the real estate described within the Amended and Restated Operation and Easement Agreement (the "Easement") to which this Mortgagee Consent and Subordination is attached, does hereby consent to such Easement and subordinate the lien of Bank's mortgage to said Easement.

This Mortgagee Consent and Subordination is made as of the 5th day of August 2022.

BANK:

JOHNSON BANK, a Wisconsin banking corporation

By: Kristi A. Brereton
Kristi A. Brereton, Vice President

STATE OF WISCONSIN)
) ss.
COUNTY OF DANE)

Personally came before me this 4th day of August, 2022, the above-named Kristi A. Brereton as the Vice President of Johnson Bank, to me known to be the person who executed the foregoing instrument in such capacity and acknowledged the same.

JOANNA SPRAGIA
NOTARY PUBLIC
STATE OF WISCONSIN

Name: Joanna Spragia
Notary Public, State of Wisconsin
My commission expires: January 10, 2025

EXHIBIT A

Legal Description of the Property

The CDA Parcel

Lot 1 of Certified Survey Map No. 15938, Recorded March 2, 2022, in Volume 116 of Certified Survey Maps, Pages 325-332 as Document No. 5815813, , in the City of Madison, Dane County, Wisconsin.

Parcel No. 070935204069

The South Madison Community Condominium Parcel

Lot Two (2) of Certified Survey Map No. 12790, recorded as Document No. 4605498 in the City of Madison, Dane County, Wisconsin

Parcel No. 0709-352-0407-7

Library Parcel

Unit 1 of South Madison Community Condominium, a condominium located in the City of Madison, Dane County, Wisconsin.

Parcel No. 070935212012

Hub Parcel

Lot 2 of Certified Survey Map No. 15938, Recorded March 2, 2022, in Volume 116 of Certified Survey Maps, Pages 325-332 as Document No. 5815813, in the City of Madison, Dane County, Wisconsin.

Parcel No. 070935204093

ULGMCED Parcel

Unit 2 of South Madison Community Condominium, a condominium located in the City of Madison, Dane County, Wisconsin.

Parcel No. 070935212020

ACHC Parcel

Lot 1 of Certified Survey Map No. 13468, as recorded in Volume 87 of Certified Survey Maps, Pages 296-301 as Document No. 4968225, located in the southeast 1/4 and northeast 1/4 of the northwest 1/4 of Section 35, Township 7 North, Range 9 East, in the City of Madison, Dane County, Wisconsin.

Parcel No. 070935204085

EXHIBIT B

DEVELOPMENT SITE PLAN

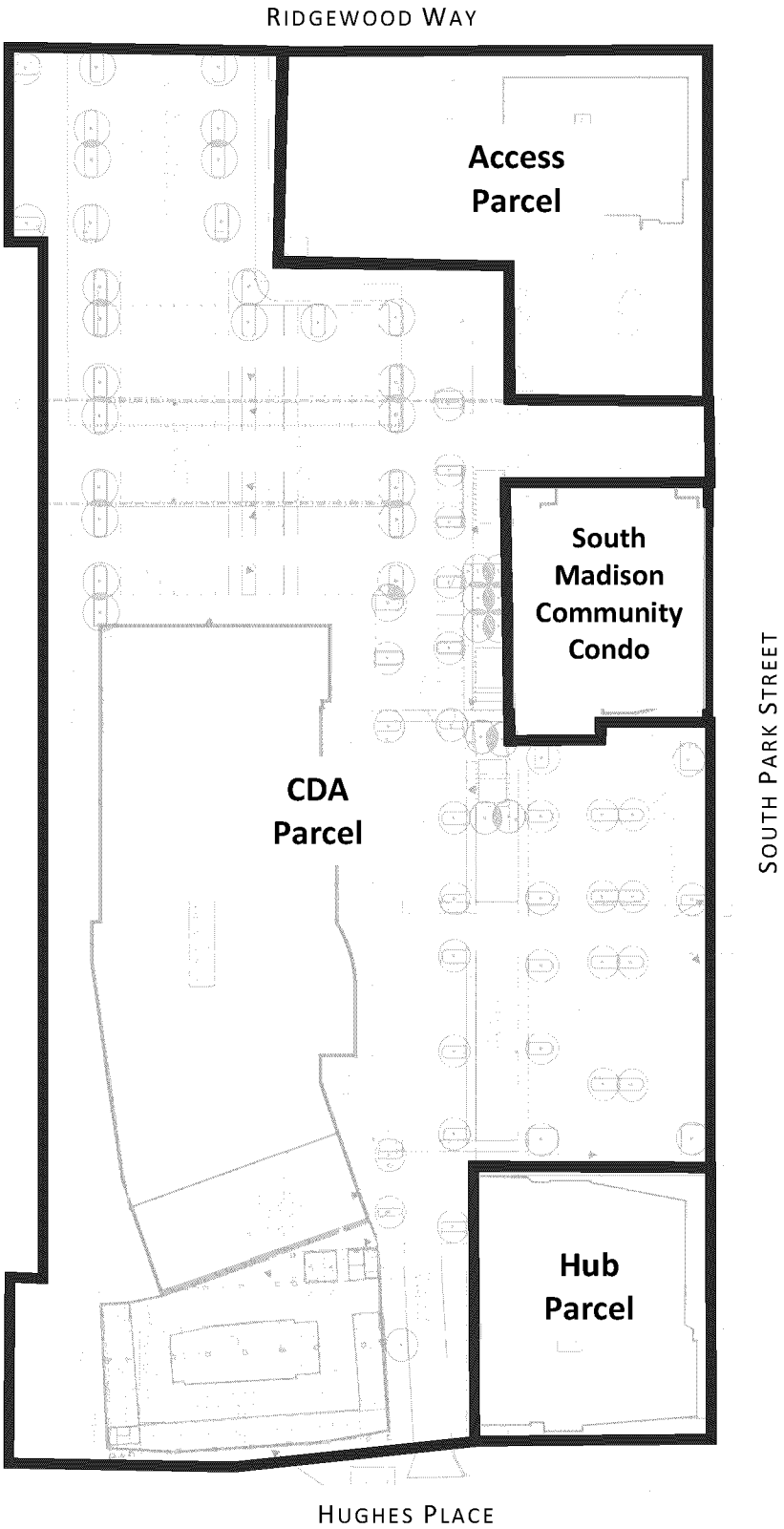
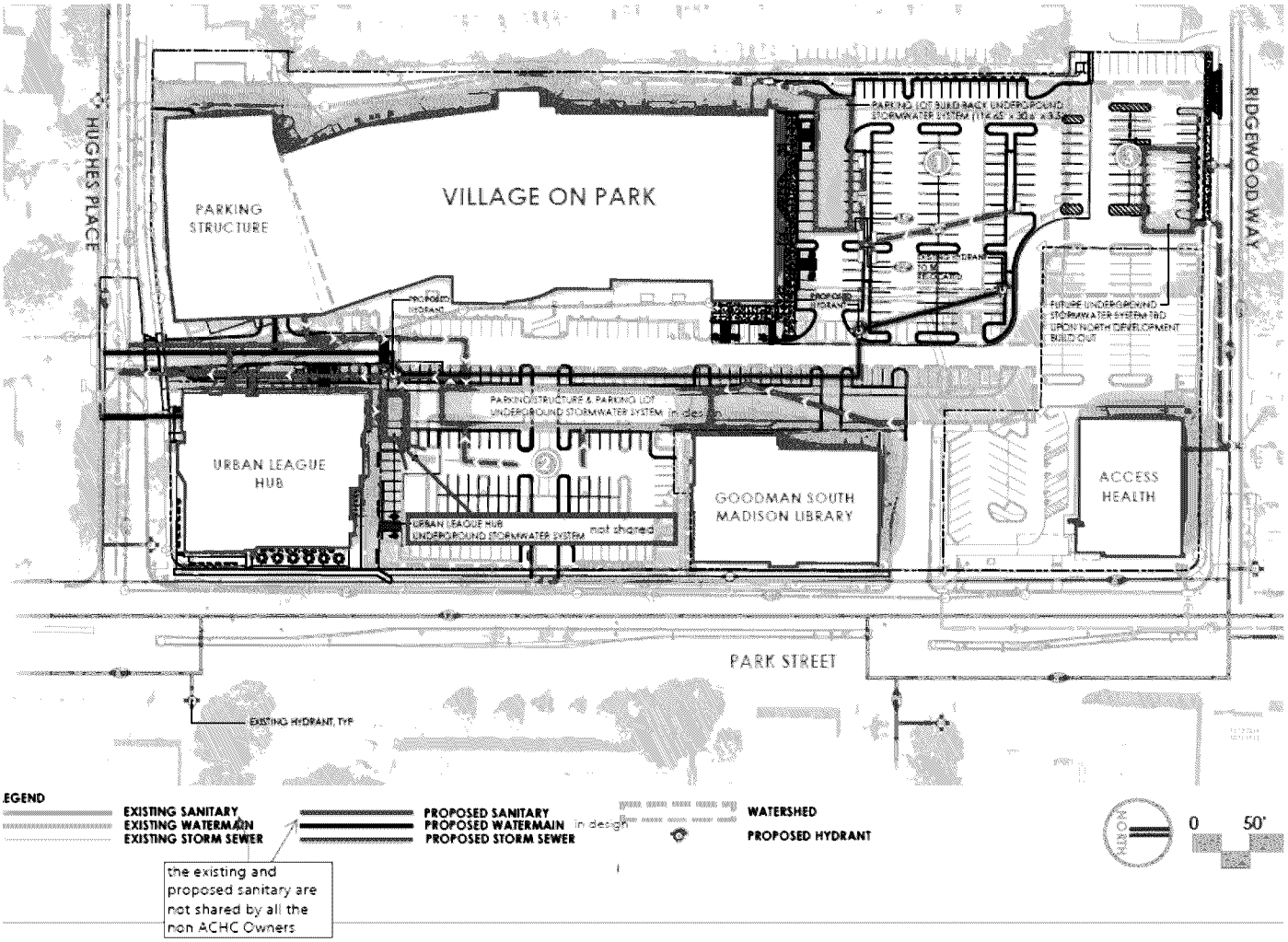


EXHIBIT C

Shared CA Non ACHC Parcel Infrastructure



DISCLAIMER: This exhibit is provided for the purpose of depicting spatial relationships. Viewers are directed to disregard any illegible text.

EXHIBIT D

COMMON AREA "RULES"

These Common Area Rules apply to each Non ACHC Parcel Owner, and their Permittees. The Owners shall provide a copy of these Common Area Rules and any amendments to all of their employees and tenants.

1. No merchandise, machines, equipment or signs may be placed on the sidewalks, access drives, or other Common Areas.

2. No storage of materials, equipment, trailers or containers in the Common Areas is permitted.

3. No obstruction any sidewalks, drives, exits, entrances, in the Common Areas is allowed.

4. Smoking is not allowed in the Common Areas. If the Owners want to establish "smoking areas" they shall do so on their Lots.

5. No snow from any Owner's Parcel shall be deposited in the Common Areas.

6. No solicitation of business in the Common Areas, nor distribution of handbills, political flyers or other advertising materials to customers, nor the placement of the same in or on Vehicles in the Common Areas.

TRASH

7. The Common Areas shall be kept free and clear of rubbish, debris and other unsightly materials, and will not be obstructed, littered, defaced or misused in any manner.

8. No tenant of any Owner shall dump, dispose, or incinerate its garbage in the Common Areas. Tenants will utilize dumpsters belonging to the tenants located on the Parcel they are situated upon or the respective Owner's dumpster as authorized as part of its lease.

9. Owners or its Permittees shall not store any of its trash receptacles or bins in the Common Areas, or use any of the CDA's and/or tenant's trash bins.

PARKING

For purposes of these Common Area Rules "Vehicles" shall only mean licensed normal size passenger vehicles, motorcycles, SUV's and pickup trucks; however, Vehicles that are inoperable or in a state of disrepair are excluded from this definition.

10. Bicycles and Vehicles may only be parked in areas designated for such purpose, and shall park in one stripped parking space at a time. Negligently using more than one space or parking in unauthorized areas—driveways, sidewalks, landscaped areas, is strictly forbidden and subject to towing at the owner's expense without warning.

11. Timed Parking Stalls may not be circumvented by moving a Vehicle from one Timed Parking Stall to another Timed Parking Stall.

12. No servicing, repairing, cleaning, waxing or washing of Vehicles, except for such emergency repairs as may be necessary to start and move the Vehicle, shall be permitted to be performed in the Common Areas.

13. If an employee or tenant's Vehicle leaks oil onto the CDA Parcel, and the CDA security team can document it as the source of the oil damage, then the CDA can ask said Vehicle owner to pay for the removal of the oil stain.

14. No overnight parking of Vehicles is allowed on the Surface Parking area, without the CDA's permission.

15. No Owner or its employees or tenants shall invite to its Parcel, or permit the visit of, persons in such large numbers or under such conditions to interfere with the use and enjoyment of the Common Areas by the other Owners and their Permittees during peak business hours, which are defined as Monday through Friday 8:00 AM – 5:00 PM unless it receives the CDA's management company's approval.

16. Tenants and employees should not park on the first level of the Parking Garage. The security team will be monitoring this provision, and may ticket any tenant or employee that is violating this rule.

17. Any person who is provided a Parking Access Card, shall not lease it to another user, and must update the Owner who allocated said card to them when the car assigned to it changes. The Owner then shall inform the CDA's management company who will keep track of all the Parking Access Cards.

18. Loss or theft of any Parking Access Card must be reported to the CDA's management company immediately. Any passes reported as lost or stolen found to be in the possession of an unauthorized person shall be confiscated and the holder subject to revocation of parking privileges. Likewise, if any user is parking on the first level of the Parking Garage then the CDA may revoke parking privileges after providing a notice to the user.

19. The Parking Access Cards are valid 24 hours per day, 7 days per week, except the CDA may have different hours for its allocated Parking Access Cards and may charge for after business hours users.

SAFETY

20. Vehicle owners are responsible for securing their own Vehicles. The CDA will not be responsible for lost or stolen personal property from any Vehicle parked in the Common Areas or damage thereto.

21. No Loitering (as defined below) shall be permitted in the Common Areas, and each Owner shall not promote Loitering to occur in the Common Areas. The term "Loitering" is defined as the act of remaining in the Common Areas, for a protracted period of time without any apparent purpose by a person or persons who are not any of the following: (i) a customer or patron of any Owner; (ii) a vendor, contractor and/or service provider for any Owner; (iii) an employee, agent or volunteer for any Owner; or (iv) a tenant or other lawful occupant of any Owner. The CDA may take any reasonable actions to cause the removal of any person or persons Loitering in the Common Areas.

22. No alcoholic beverages or illegal drugs of any kind whatsoever shall be used, served, or sold on the Common Areas.

23. The CDA reserves the right to exclude or expel from the Property any person who, in CDA's judgment is intoxicated or under the influence of liquor or drugs or who is in violation of any of the Common Area Rules.

24. No firearms or weapons of any kind are allowed in the Common Areas unless it is an officer of the law or on duty security personnel with the appropriate credentials and the express permission from the CDA.

25. The CDA shall in all cases retain the right to control and prevent access thereto of all persons whose presence in the judgment of the CDA would be prejudicial to the safety, character, reputation and interests of the CDA, the Owners and their Permittees; provided that nothing herein contained shall be construed to prevent such access to persons with whom any the CDA, the Owners and their Permittees normally deals in the ordinary course of its business, unless such persons are engaged in illegal activities.

ENFORCEMENT

26. The CDA shall enforce these Common Area Rules in a non-discriminatory manner. If the CDA agrees to less burdensome or more favorable rules and regulations for the benefit of any other Owner or its' Permittees, then these Common Area Rules may be amended to include any such less burdensome or more favorable rules and regulations.

27. Vehicles parked in violation of any of the Rules or in violation of posted signs or markings will be subject to receiving a warning slip, being ticketed and towed at the Vehicle owner's expense. The CDA reserves the right to refuse to issue Parking Access Card to any person that an Owner assigns a card to who knowingly or willfully refuse to comply with these Rules or applicable laws

MODIFICATIONS

28. The CDA reserves the right to close a portion of the Common Areas in order to make repairs or perform maintenance services, or to alter, modify, re-stripe or renovate the same, or if required by casualty, strike, condemnation, act of God, Law or governmental requirement, or any other reason beyond the CDA's reasonable control

29. The CDA reserves the right to make reasonable additions and modification to the Common Area Rules that do not cause any Owner to incur additional monetary costs, unless due to default.

END OF RULES AND AGREEMENT

City of Madison

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

Master

File Number: 81363

File ID:	81363	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/02/2024
File Name:	Fringe Salon Spa Small Cap TIF Loan			**Final Action:**	

Title: Authorizing a loan to Fringe Salon Spa or its assigns in the amount of $80,000 to purchase a commercial property at 1423 South Park Street through the TID 51 Small Cap TIF loan program using TID #51 incremental revenue as authorized in the TID #51 Project Plan (RES-23-00208) adopted by the Common Council on March 7, 2023). (District 14)

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	82.
Sponsors:	Satya V. Rhodes-Conway	**Effective Date:**	
Attachments:	2024_01 Fringe Salon Spa_Loan Summary.pdf	**Enactment Number:**	
Author:	Michael Miller, Business Development Specialist	**Hearing Date:**	
Entered by:	cklawiter@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/2/2024	Maggie McClain	Approve	1/22/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Economic Development Division	01/02/2024	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Finance Committee (1/16/24), Common Council (1/23/24)					

Text of Legislative File 81363

Fiscal Note

The proposed resolution authorizes a Small Cap TIF Loan in the amount of $80,000 to Fringe

Salon Spa to purchase a commercial property at 1423 S Park St. At loan closing, the City shall disburse an amount equal to 15% of the principal amount of loan to MDC from Program funds for servicing, and 15% of the principal amount of the loan to MDC from Program funds for servicing and closing fees. The aggregate (30%) of all such loan fees for this loan will be $24,000.

The TID 51 Project Plan includes $1.5 million for Small Cap TIF Loans. The Common Council approved the TID 51 Project Plan in 2023 (RES-23-00208, Leg file 75809). Council further authorized Madison Development Corporation (MDC) to administer the program in TID 51 (RES-23-00470, Leg file 78323). Two other Small Cap TIF loans in TID 51 have been approved by Council: $212,500 (RES-23-00651, Leg file 80079) and $250,000 (RES-23-00776, Leg file 80813).

No additional City appropriation is required.

Title

Authorizing a loan to Fringe Salon Spa or its assigns in the amount of $80,000 to purchase a commercial property at 1423 South Park Street through the TID 51 Small Cap TIF loan program using TID #51 incremental revenue as authorized in the TID #51 Project Plan (RES-23-00208) adopted by the Common Council on March 7, 2023). (District 14)

Body

WHEREAS, the City of Madison has created the boundary and Project Plan for Tax Incremental District (TID) #51 on March 7, 2023 (RES-23-00208) File ID Number 75809; and

WHEREAS, the intent and purpose of the Project Plan, among other things, is to attract and retain business and employment in South Madison, as bounded by John Nolen Drive, Wingra Creek, Fish Hatchery Road, and the Beltline Highway; and

WHEREAS, business and property ownership is a vital pathway to economic empowerment and for Madison to make meaningful progress in addressing racial and gender disparities the City must go beyond programs focused on addressing basic needs, and direct more resources and strategies toward building wealth and economic empowerment among communities that are not sharing in the City's prosperity; and

WHEREAS, Fringe Salon Spa will operate its business out of this location. The businesses goal is to enrich our community and the world with healthy motivation about beauty and self-worth for over ten years; and

WHEREAS, Fringe Salon Spa would utilize Small Cap TIF program funds to assist with the acquisition of the property located at 1423 South Park Street, hereby meeting the requirements of the Small Cap TIF program; and

WHEREAS, the program guidelines stipulate through these funds borrowers may receive zero-percent (0%) loans, not to exceed $250,000, for the purpose of purchasing real estate, financing real estate improvements or not to exceed $150,000 for purchasing capital machinery and equipment and for each anniversary year of the Common Council authorization of the Loan, 20% of the original principle of the Loan is forgiven until the entire balance is forgiven at the end of five (5) years; and

WHEREAS, the City of Madison has a service contract with Madison Development Corporation

(MDC) to market the Program to eligible small businesses and MDC shall qualify all Borrowers for eligibility and credit-worthiness; and

WHEREAS, the MDC Loan Committee has recommended an investment of $80,000 of TID 51 Small Cap TIF loan program funds using TID #51 incremental revenue to this project.

NOW, THEREFORE BE IT RESOLVED, that the Common Council authorizes a $80,000 TID 51 Small Cap TIF loan program using TID #51 incremental revenue to Smart Cleaning Solutions and/or its assigns for the purchase of the property at 1423 South Park Street; and

BE IT FINALLY RESOLVED, that the Mayor and City Clerk are hereby authorized to execute a loan agreement and/or any other documents as may be necessary to effectuate the transaction, all of which are subject to the approval of the City Attorney.

CITY OF MADISON - SMALL CAP TIF PROGRAM
TID #51
January 2, 2024

BORROWER: 1423 South Park Street, LLC (d/b/a Fringe Salon Spa)

BUSINESS: Fringe Salon Spa, LLC

ADDRESS: 1423 S Park St, Madison, WI

PRINCIPALS: Tamara Brown

CREDIT REQUEST: $80,000 from Small Cap TIF Program - TID #51

AMORTIZATION: TIF: 5-year maturity, fully amortized

RATE: Small Cap TIF - 0% Fixed, 0% Closing Fee

PURPOSE: Real estate purchase of salon at 1423 S Park St. Madison WI

COLLATERAL: Subordinate GBSA on assets of Fringe Salon Spa LLC. Second mortgage on the subject property and Unlimited Personal Guarantee by Tamara Brown. Corporate Guarantee of 1423 South Park Street, LLC.

DISADVANTAGED BUSINESS

____ MBE
_X_ WBE
_X_ L-M-I Ownership
____ Other _____

TYPE OF BUSINESS

____ Basic
_X_ Neighborhood
Years in Operation: 13

LOCATION
Census Tract #0013.00

_No_ **Targeted L-M-I Census Tract**

JOB IMPACT
_9_ Number of Jobs Created

OTHER FUNDING
- PARK BANK, CITY OF MADISON COA GRANT, OWNER'S CASH

	Job Classification	Salary	#Hrs/Week
1.	Stylist	$18/hr	40+
2.	Aesthetician	$20/hr	40+

BACKGROUND

Fringe Salon Spa, LLC (Fringe Salon Spa), established in 2010, is an upscale full-service beauty salon dedicated to changing the expectation of the common ethnic salon experience. Fringe is currently in a business incubator located on Madison's west side at 654 Gammon Road. Tamara Brown is the principal owner with a staff of 6 and 3 vendors. Fringe believes its ability to produce new trends in hair, skin, and nails for the Black and Hispanic community, all while respecting their schedules has set them apart. Fringe Salon Spa retention totals rate was 85.85% in the first quarter of 2023 and maintains a rating over 4 stars.

The services offered by Fringe Salon Spa include:

- HAIR: cuts, relaxers, textured waves, colors, shampoo, conditioning, curling, extensions, waving, consultations.
- SKIN: facials, body waxing, massage, body treatments.
- NAILS: manicures, pedicures, polish, sculptured nails.

PROJECT DESCRIPTION

Fringe Salon Spa is looking to purchase the real estate at 1423 S Park St in Madison with the goal of growing its staff and renters while providing great salaries and benefits. The site was selected because of its convenience to the diverse demographic Fringe Salon Spa wishes to serve. Other business goals include expanding the salon staff and size through remodel updates and providing additional services like couple massages, body wraps, bathing/shower facilities, and the full spa experience to please all guests.

This credit request to the TIF Small Cap Lending Program represents a piece of gap financing for the project, which is estimated to cost $455,000. The founder is also seeking capital from Park Bank and has applied for the Commercial Ownership Assistance Grant through the City of Madison. The funding request is for purchase of the real estate at 1423 S Park St. The project is expected to create at least 9 full-time jobs within the first 24 months of operation.

BUDGET

Fringe Salon Spa, LLC

All Stack Holders
1423 S Park St, Madison

The breakdown is listed below:

Real Estate Purchase	$	455,000
Real Estate Improvements		-
Equipment		-
Working Capital		-
Total Costs	$	455,000
Less: Owner Contribution	$	11,250
Total Costs	$	443,750
Park Bank Bank	$	200,000
Madison Development Corporation (BLP)		50,000
Small Cap TIF - Lending Program		80,000
City of Madison Building Improvement Grant		-
City of Madison COA Grant		113,750
Total	$	443,750

Submitted By:
Tamara Brown

MANAGEMENT

Tamara Brown, Principal/Owner – Tamara has been in the Beauty Industry for over 24 years and has owned Fringe Salon Spa for 13 years, specializing in diverse hair textures, color, haircuts, and makeovers. Her mission is to bring a healthy motivation to beauty, self-wellness, and the absolute best in service. She attended the University of Arkansas Pine Bluff, Belleville Area College and completed Cosmetology School at Capri College in Madison. She has resided in Madison for over 30 years with her husband and three children. She currently serves on the Nehemiah Board of Trustees.

OWNERSHIP STRUCTURE

Fringe Salon Spa, LLC, is owned 100% by Tamara Brown. The MDC loans will be personally guaranteed by Tamara Brown and husband. The entity purchasing the property is 1423 South Park Street, LLC. Which is also owned 100% by Tamara Brown.

SUMMARY OF FINANCIAL STATEMENTS

Historical tax returns were provided for Fringe Salon Spa, LLC for the years 2020-2022 and interim through September 2023. These are estimated through 2025. The financials provided show a dip in income during 2020 due to the pandemic and a recovery in 2021 and 2022. Total sales in 2023 are estimated to increase by 27%.

Key Financial Ratios

Debt to Net Worth: 0.73*

Current: 1.04

Debt Coverage: .66*

*Using total debt including loan from the Small Cap TIF Program. The loan does not have debt service. The current ratio uses cash available and estimated liabilities after closing of the purchase.

*Debt service coverage ratio includes the net operating income and assumed debt service estimates over a 9-month period (Jan 2023 – Sept 2023).

ECONOMIC IMPACT

Total Positions	2023	2024	2025
Full-Time Positions	6	9	15

The project is expected to create 9 new full-time positions within the first two years. The company currently has 6 full-time employees.

RISKS

Economic conditions, changes in consumer preferences and unforeseen events like a pandemic can significantly impact salon revenues.

The MDC loan will be secured by the same assets as Park Bank. However, MDC and the City of Madison will hold a junior position to the private lender.

COLLATERAL

Second position on business assets of Fringe Salon Spa, LLC. Second mortgage on the subject property located at 1423 S Park St, Madison, WI (junior to Park Bank). Unlimited personal guarantee from Tamara and Curtis Brown (spouse). Tamara and Curtis Brown personal report a net-worth sufficient to cover the debt incurred by the real estate purchase. The guarantor's credit report shows an excellent payment history.

The subject property has a purchase price of $455,000. Total debt secured by real estate will be $330,000, which results in loan-to-value ratio of 72.5%. 1423 South Park Street, LLC will also provide a corporate guarantee.

1. Guarantors Credit Summary
   A review of Tamara Brown's credit history shows no delinquent accounts. The largest liability is the mortgage on Tamara's home. With significant equity using an estimated home value as of 2023. Other assets include an IRA, a personal vehicle, and cash.

TID-51 INTENT AND PURPOSE

The City of Madison established that the health of the Madison area economy is vital. It intends to continue to expand, stabilize and diversify its economic base. Madison also recognizes that the area encompassing South Madison is an essential part of the greater community.

In 2023, the City of Madison in collaboration with MDC established a lending program to review, underwrite, and provide recommendations for applicants. The program is structured as a forgivable loan program for qualifying businesses for the purposes of real estate purchases, improvements, and machinery. Loans are to be structured with 0% over a 5-year term. Eligible businesses are required to remain and keep ownership of the facility for at least 5 years. Whereas 20% of the principal amount is decreased each year.

RECOMMENDATION

Based on the company's business plan, collateral available and owner's credit history, the project meets the criteria and the economic development goals of the TID-51 Program and Business Loan Program. Staff recommends approval of $80,000 under MDC's TID-51 Loan Program. The TID-51 Recommendation is contingent on final approval by the City of Madison legal review and City of Madison Common Council. The recommendation is also contingent upon approval of a business loan by Park Bank in the amount of $200,000.

City of Madison

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

Master

File Number: 81366

File ID:	81366	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/02/2024
File Name:	Commercial Ownership Assistance Program Loan Fringe Salon Spa			**Final Action:**	

Title: Providing Fringe Salon Spa or its assigns a $113,750 loan to purchase a commercial property at 1423 South Park Street through the Commercial Ownership Assistance program funded by the TID 51 Small Business Development programs using TID #51 incremental revenue as authorized in the TID #51 Project Plan (RES-23-00208) adopted by the Common Council on March 7, 2023). (District 14)

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	83.
Sponsors:	Satya V. Rhodes-Conway	**Effective Date:**	
Attachments:	COA -654 S. Gammon Rd Fringe Salon Spa LLC (OC) - Concurrence Memo.pdf	**Enactment Number:**	
Author:	Michael Miller, Business Development Specialist	**Hearing Date:**	
Entered by:	cklawiter@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/2/2024	Maggie McClain	Approve	1/22/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Economic Development Division	01/02/2024	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Finance Committee (1/16/24), Common Council (1/23/24)					

Text of Legislative File 81366

Fiscal Note

The proposed resolution authorizes a Commercial Ownership Assistance Program no-interest loan in the amount of $113,500 to Fringe Salon Spa to purchase a commercial property at 1423 S Park St. The TID 51 Project Plan includes $1.5 million for Commercial Ownership Assistance Program loans. The Common Council approved the TID 51 Project Plan in 2023 (RES-23-00208, Leg file 75809). No additional City appropriation required.

Title

Providing Fringe Salon Spa or its assigns a $113,750 loan to purchase a commercial property at 1423 South Park Street through the Commercial Ownership Assistance program funded by the TID 51 Small Business Development programs using TID #51 incremental revenue as authorized in the TID #51 Project Plan (RES-23-00208) adopted by the Common Council on March 7, 2023). (District 14)

Body

WHEREAS, business and property ownership is a vital pathway to economic empowerment. For Madison to make meaningful progress in addressing racial and gender disparities the City must go beyond programs focused on addressing basic needs, and direct more resources and strategies toward building wealth and economic empowerment among communities that are not sharing in the City's prosperity; and

WHEREAS, Fringe Salon Spa an African American women owned business that will operate its business out of this location. The goal of the businesses is to enrich our community and the world with healthy motivation about beauty and self-worth for over ten years; and

WHEREAS, Fringe Salon Spa would utilize Commercial Ownership Assistance funds to assist with the acquisition of the property located at 1423 South Park Street, hereby meeting the requirements of the Commercial Ownership Assistance (COA) Program; and

WHEREAS, the COA program guidelines stipulate these funds can be no more than 25% of the total project package and all loan repayments are deferred until sale, cash-out refinance for other than property improvements, and the property is transferred or ceases to be a location for a business owned by the borrower. If any of the above happen within the first 7 years repayment of the full amount is required. If any of the above happen between years 7-15 repayment of one-half the borrowed amount will be required. If the applicant still owns the property after year 15, the original loan amount will be forgiven. There will be no interest rate; and

WHEREAS, the Director of the Department of Planning, Community, and Economic Development recommends an investment of $113,750 of Commercial Ownership Assistance Funds to this project.

NOW, THEREFORE BE IT RESOLVED, that the Common Council authorizes a $113,750 Commercial Ownership Assistance Program Loan to Fringe Salon Spa and/or its assigns for the purchase of the property at 1423 South Park Street; and

BE IT FINALLY RESOLVED, that the Mayor and City Clerk are hereby authorized to execute a loan agreement and/or any other documents as may be necessary to effectuate the transaction, all of which are subject to the approval of the City Attorney.

PUTTING DREAMS to WORK
Since 1987
WWBIC

Greater Milwaukee
1533 N. RiverCenter Drive
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Phone: 414.263.5450

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245 Main Street, Suite 102
Racine, WI 53403
Phone 262.898.5000

Northeast
1191 N. Casaloma Drive
Appleton, WI 54913
Phone: 920.944.2700

info@wwbic.com
wwbic.com

Date: 12/18/2023

City of Madison – Commercial Ownership Assistance Program

Lead Bank Approval Concurring Memo

Project: 654 S. Gammon Rd – Fringe Salon Spa LLC (OC)

Per Park Bank approval memo and supporting financial provided, WWBIC recommends concurring with Park Bank's credit approval decision with the following financing structure reflecting City of Madison's Commercial Ownership Assistance Program source of fund for $113,750 listed as the COA Grant in the Estimated Sources (25.00% of the project):

Sources and Uses:

Sources:		Uses:	
Park Bank Loan	$200,000/39.6%	Purch CRE	$455,000
TIF Grant	$ 90,000/17.8%	Closing Costs	$ 5,000
COA Grant	$ 113,750/22.5%	DDA Hold (TIF)	$ 25,000
MDC loan	$ 56,250/11.1%	Cash Out (TIF)	$ 20,000
Borrower Cash eq	$ 45,000/8.9%		
Total	**$505,000**		**$505,000**

Please let us know if you have any question!

Thank you very much!

Sincerely,

Michael Hetzel
e-signed:
WWBICe2023 12/18/23

Michael W Hetzel,
Director of Lending

City of Madison

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

Master

File Number: 81367

File ID:	81367	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/02/2024
File Name:	Adopting revisions to the City of Madison Personnel Rules to modernize related policies for improved flexibility, accessibility, transparency and efficiency of HR practices in conjunction with Results for America Fellowship focusing on creating quality jo			**Final Action:**	

Title: Adopting revisions to the City of Madison Personnel Rules to modernize related policies for improved flexibility, accessibility, transparency and efficiency of HR practices in conjunction with Results for America Fellowship focusing on creating quality jobs.

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	84.
Sponsors:	Director of Human Resources	**Effective Date:**	
Attachments:	Summary of Major Changes - Personnel Rules Rewrite.pdf, Personnel Rules Final Draft 11-2023 Redline Clean.pdf	**Enactment Number:**	
Author:	Emaan Abdel-Halim, Human Resources Services Manager	**Hearing Date:**	
Entered by:	jortiz@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Christine Koh	Approve	1/22/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Human Resources Department	01/02/2024	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Personnel Board (1/17/24), Common Council (2/13/24)					

Text of Legislative File 81367

Fiscal Note

Fiscal Note Pending

Title

Adopting revisions to the City of Madison Personnel Rules to modernize related policies for improved flexibility, accessibility, transparency and efficiency of HR practices in conjunction with Results for America Fellowship focusing on creating quality jobs.

Body

Whereas Section 3.53(3) of the MGO authorizes the Personnel Board to formulate rules and regulations for the administration of the City of Madison civil service system, subject to approval of the Common Council, and

Whereas the Personnel Rules are required to be reviewed and updated at least every five (5) years, and

Whereas, the current 2018 version of the Personnel Rules contains outdated gendered language and terminology updates, and

Whereas the City of Madison Human Resources was awarded a fellowship with Results for America to participate in the public sector quality jobs cohort and focused on the City's Personnel Rules five year review and update as the fellowship project, and

Whereas City of Madison employee associations and various staff actively engaged in work teams and focus groups to review and rewrite the sections of the Personnel Rules, and

Whereas the Summary of Major Changes document highlights the proposed updates and improvements to the Personnel Rules, and

Whereas proposed revisions to the Personnel Rules provide additional structure for board operations, promotes flexibility and accessibility for recruitment and classification processes, enhances communications with staff about HR processes, expands the ability to use trainee designations, and updates to layoff and furlough language to align with handbook practices.

Whereas revisions include an expansion the HR Director and Finance Director's authority to authorize simplified position changes and reallocations within predefined parameters without additional legislative approvals, and

Whereas, all the proposed updates are made with equity considerations and to further advance our workforce demographics to better reflect the community in which we serve, and

Whereas, the Personnel Board has reviewed and recommended adoption of updated City of Madison Personnel Rules, revised 2023, a copy of which is attached.

Now therefore be it resolved that the Common Council approves and adopts the City of Madison Personnel Rules, revised 2023.

CITY OF **MADISON**

Summary of Major Changes – Personnel Rules Rewrite

General:

Modernization of the Personnel Rules were foundationally about creating quality jobs in an equitable way while improving those rules and related practices to make them more flexible, accessible, transparent, and efficient for our applicants, employees, and hiring managers. Some of the general changes made throughout the document include creating more accessible language and removing gendered language throughout the document. Significant changes are summarized below.

Personnel Board:

- Adding a section on rules and procedures of the Personnel Board.

Positions/Classification:

- Allowing for simplified re-allocation process under certain parameters after Council delegation and with HR and Finance Director approval.
- Allowance of HR to approve double fills of up to 90 days, with run-out period explicitly not considered as double fill.
- Adding apprenticeships and their definition.
- Deleted Emergency Appointments, as they are redundant to Provisional Appointments and have not been used in the last decade.
- Adding clarification that civil service rules only apply to permanent appointments.
- Allowing for flexibility in meeting minimum qualifications timeline for development.
- Requiring the HR Department to share updates to the position study process with employees and supervisors regularly throughout the process.
- Striking language referring to change in Union or Association status being illogical to avoid negative outcomes for employees related to those changes. Adding language requiring posting of positions where representation group changes, except with agreement with the appropriate Union or Association.
- Providing a period of review for the employee and supervisor to submit corrections to the position study memo.
- Adding Compensation Group Table at the end of the Personnel Rules.
- Allowing acting appointments in all compensation groups.

Recruitment:

- Modifying Trainee training period to be consistent with probationary period.
- Allowing a pool of candidates to be shared across similar positions.
- Allowing current City of Madison partner programs to be applicants for Citywide job postings.
- Requiring job announcements to be accessible.

- Allowing timelines to be waived by the HR Director if they are pooled positions, outreach events, or are designated as not having minimum qualifications.
- Requiring posting of ability to access accommodations in the application process.
- Allowing the HR Director to change minimum qualifications for a position after posting, providing the new qualifications are posted for at least five days, without resorting to a failed recruitment and new process.
- Allowing a position to be filled as a Trainee if inadequate qualified applicants apply.
- Referring increased ranks where requested by the Hiring Manager. For some compensation groups, this change applies only to non-entry level positions or to recruitments where there is a meet and confer with the Association or Union.
- Reducing minimum timelines to 3 days, as is reflective of current email based communication timeframes, including the right to appeal, but adding notification of the right to appeal to all denials in the hiring process.
- Allowing reinstatement within two years, rather than one, and to City Employment, in general.
- Moving the minimum qualification screening appeal and required appeal process to be noticed.
- Allowing for extending of a probationary or trial period where there has been a failure to evaluate and train the employee in the initial probationary or trial period.

Layoff and Resignation

- Requiring the HR Department to meet with the employee in cases of layoff to discuss minimum qualifications, requiring certain information to be considered, and allowing for an appeal.
- Increasing the time by which a displaced employee has to work through placement options and allowing those employees to be red-circled.
- Allowing an employee recall rights to lower positions in the classification series they were laid off from.
- Allowing a recalled employee to submit an alternate recall date and allowing the HR Director to hear any related appeal.
- Removing the inability to be re-employed for failure to provide ten days of notice of resignation.
- Added furlough language in accordance with agreement with General Municipal Employees.

Performance Management and Discharge

- Significantly refocusing discipline on the performance management process.
- Rewriting the disciplinary grievance process to conform with Handbook grievance process, in conjunction with Meet and Confer Process.
- Adding a requirement for disciplinary tracking.
- Requiring safety issues to go through appropriate internal mechanisms and committees prior to appeal with the Personnel Board.

Personnel Rules

City of Madison, Wisconsin

Updated November, 2023

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1. INTRODUCTION

These rules are provided as the general guide to the administration of the City of Madison's Civil Service System.

The rules contained herein are developed by the Human Resources Director or designee, in cooperation with employee representatives, reviewed and recommended by the Personnel Board and approved by the Common Council. The provisions of all rules must be consistent with the provisions of the Madison General Ordinances (MGO). The rules pertain to the following matters:

1. The classification of all positions in the Civil Service on the basis of duties and qualifications.
2. The selection, employment, training, probation, promotion, suspension, demotion, layoff, and discharge of all persons in the civil service.
3. The establishment of standards for and the holding of examinations to test the relative capacity and fitness of persons to discharge the duties of the position to which appointments are sought.
4. The nature, use, and duration of eligible lists.
5. Rules for the conduct of disciplinary hearings by an Appeal Examiner and the conduct of appeals by the Personnel Board.

Where there exists a conflict between these Personnel Rules and the terms and conditions of any duly authorized labor contract or the Employee Benefits Handbook for General Municipal Employees, the terms of the labor contract or the Employee Benefits Handbook for General Municipal Employees control. Where Human Resources Director is referred to in this document, the acting authority may be either the Human Resources Director or an appointed designee.

2. PERSONNEL BOARD

A. Composition

The Personnel Board consists of five (5) members appointed by the Mayor, subject to confirmation by a majority of the members of the Common Council. No person appointed to the Board may hold any office or employment in City government. Members of the Board must be qualified electors of the City of Madison and serve without compensation. The members of the Board are also individuals who understand the need for and have knowledge of the merit system, and include at least one (1) member who is a representative of organized labor, provided that the representative of organized labor is not directly affiliated with any labor organization which has a contract with the City.

B. Appointment and Term

Members of the Board serve three (3)-year terms so that each year, there is a potential vacancy on the Board. Upon expiration of the term, the Mayor may

reappoint a Personnel Board member subject to confirmation by a majority of the members of the Common Council. The Board elects a member to serve as Chair of the Board who is a voting member of the Board in all matters. If the Chair is absent for a meeting, the Board will appoint a member to fill in as Acting Chair for the duration of the meeting. Vacancies are filled by appointment in the original manner for the unexpired term. Each member of the Board serves until a successor is appointed and confirmed.

C. Duties

The Personnel Board is authorized by the Madison General Ordinance to review and recommend rules for administration of the City of Madison Civil Service System.

D. Appeals

The Board hears appeals in any matter authorized pursuant to these Rules in accordance with the appeal procedures set forth herein; provided, however, that there will~~shall~~ be no appeal to the Board in any matter which is grieved or grievable under the Employee Benefits Handbook for General Municipal Employees or a labor agreement with the City.

E. Quorum

In dealing with matters relating to items 1-4 in the Introduction above, a three-person panel of the Board will be considered a quorum for decision-making purposes. However, if the issue concerns an appeal of a disciplinary hearing or changes to these Rules, a full Board must be present to make decisions. A full Board is defined as all sitting members of the Board at a given point in time.

F. Rules and Procedures

The Board shall develop and use a set of Rules and Procedures to govern itself and conduct its business. The Rules and Procedures will include the requirement of an Annual Organizational meeting each year. At its Annual Organizational meeting, the Board will elect a Chair and Vice-Chair. The Board will also approve or modify the meeting schedule (frequency, times, length, dates) provided by the Human Resources Services Manager which is based on the legislative calendar, and will designate whether meetings for the year will be conducted virtually or in person. The Board will make any updates to its Rules and Procedures at its Annual Organizational Meeting, as it deems necessary or appropriate.

3. APPOINTMENT TO POSITIONS IN CITY GOVERNMENT

A. Budgetary Requirements

The system of record for all budgeted positions at the City of Madison is Tyler MUNIS. Individual employee a~~A~~ppointments to permanent or limited-term positions generally require the existence of a budgeted, vacant position in MUNIS except under the provisions defined below:

1. Double-Fill

A double-fill occurs when two persons are appointed to one permanent, budgeted position. The Human Resources Director, with the approval of the Mayor, and of the Common Council if the term of appointment is more than ~~thirty~~ ninety (~~30~~90) business days, is authorized to double-fill any position. If a position is ~~being~~ double-filled due to the retirement of an employee who is using leave to extend the retirement date, and the length of the double-fill is greater than ~~30~~90 days;~~,~~ such double-fill approvals may be directly authorized by the Human Resources Director without Common Council approval, provided the double-fill begins no earlier than ~~30~~90 business days before the retiring employee's last day worked. Two employees can only double-fill in a position in the same classification.

2. Under-Fill or Lateral-Fill

An under-fill occurs when a person is appointed to a position in a classification with a salary range maximum ~~lower~~ less than the classification authorized in the budget. A lateral-fill occurs when a person is appointed to a position in a classification with a salary range maximum at the same level as authorized in the budget. Positions may be under-filled or lateral-filled without limitation and for an indefinite period of time. ~~Incumbent~~Employees in under-filled positions cannot assume that they will be moved to the budgeted level at a future date. As an example, these situations may occur when a hiring manager wants to flexibly adjust the position to allow incoming talent to grow into a higher level position over time.

3. Over-Fill

An over-fill occurs when a person is appointed to a position in a classification with a salary range maximum ~~higher~~ greater than the classification authorized in the budget. The Human Resources Director, with the approval of the Mayor, and of the Common Council if the term of appointment is more than thirty (30) business days, is authorized to over-fill any position.

4. Authorized Administrative Adjustments

At the discretion of the Human Resources Director and Finance Director, and with the delegated authority of the Common Council, agencies may be provided approval for position modifications and/or reallocations if those changes fall within the following parameters:

a. The positions are within the same compensation groups.
b. There is no creation of new classification required.
c. The modifications result in less than a total of $25,000 change in existing funding.
d. There is less than a .2 increase in FTE, no change in FTE, or a reduction of FTE.

B. Types of Positions

Every employee in City government will~~shall~~ be appointed to a position. The Human Resources Director will ensure that each position meets the definition of one of the appointment types listed below:

1. Permanent Position

A budgeted full-time or part-time position identified in the Classification Plan, of indefinite duration requiring continuous performance of a set of functions anticipated to last more than four (4) years for at least fifty percent (50%) of a regularly established full-time work week.

No permanent full-time City employee will~~shall~~ be permitted to hold more than one position in the City service except as approved by the Mayor.

2. Limited Term Position (LTE)

A budgeted part-time or full-time position which requires continuous employment for at least fifty percent (50%) of the regularly established full-time work week for the duration of a project or combination of projects which are anticipated to last less than four (4) years.

3. Hourly Position

A part-time or full-time position which requires work of a short-term, peak work load, or other non-permanent nature that would 1) require less than two years of half-time or more employment, or 2) require less than half-time employment on a continuous basis. These positions are budgeted based on total hours of work needed.

4. Seasonal Position

A non-budgeted position generally working full-time hours and generally lasting less than ~~six~~ eight (~~6~~8) months in duration.

5. Stagehand Position

A position filled by members of IATSE (International Alliance of Theatrical Stage Employees) on an as-needed basis.

6. Apprenticeship

Apprenticeships are permanent positions hired with a Trainee designation, which have some portion of their hours, salary or benefits budgeted to include a structured learning program.

C. Types of Appointments

Every employee in City government will~~shall~~ be appointed to a position. The Human Resources Director will ensure that each appointment meets the definition of one of the appointment types listed below:

1. Civil Service ~~or~~ (Permanent) Appointment

An appointment to a budgeted full-time or part-time permanent position as defined in B. above. All civil service or permanent appointments are made using the selection procedures outlined herein.

2. Non-Civil Service Appointment

An appointment made to fill a position in Compensation Group 19 or 21, or any other excluded Compensation Groups. Positions in Compensation Group 21 are filled using the selection procedures outlined in these rules, except for positions governed by the Police and Fire Commission or other Boards/Commissions as defined by Ordinance.

3. Limited Term Appointment

An appointment to a budgeted limited term position expected to last less than four (4) years. An appointment of this type will normally be made using the selection procedures outlined herein.

~~4. Emergency Appointment~~

~~An appointment to a permanent, LTE, or hourly/seasonal position for a period not exceeding thirty (30) business days for which the need could not have been anticipated. Emergency appointments may be made without using the selection procedures outlined herein.~~

~~5.~~4. Provisional Appointment

A temporary appointment to a position without using civil service procedures. Provisional appointments generally last for a period up to six (6) months, but may be extended at the request of the Human Resources Director or designee, with the approval of the Common Council for Compensation Group 21 positions. The Human Resources Director may approve provisional appointments on a limited basis while a position is being studied, in an emergency situation, during the leave of absence of a permanent employee, or while the Human Resources Department is actively working to fill a permanent position, and provisional appointments may be made without using the selection process outlined herein.

~~6.~~5. Acting Appointment

An appointment to a position which is made to fill a vacancy directly or indirectly created ~~under circumstances~~ when an employee holding a permanent position ~~shall have~~has ~~secured a~~an approved leave of absence of at least six (6) months duration and/or in the event that such employee ~~shall have~~ has been absent because of illness or injury for thirty (30) calendar days and it is reasonable to expect such employee will not return for an additional one hundred fifty (150) calendar days. Such vacancies ~~shall~~ will be filled in the same manner as permanent position vacancies, but with notice that the appointment is an acting appointment. Subject to the limits of this section, employees filling such vacancies ~~shall~~ will in all ways be treated as other selected employees except that such employees ~~shall~~ will have the designation Acting added to the job title. The probation or trial period begins immediately upon commencement of the acting appointment. ~~Should~~ If the employee holding permanent status in the position returns to work in that position, the Acting employee ~~shall~~ will return to the position ~~s/he~~they~~they~~ held prior to the acting appointment, and pay and other benefits to that employee ~~shall~~ will be as though no promotion to an acting appointment had occurred. ~~In the event that it is determined by~~If the Human Resources Director determines that the permanent employee will not return, the acting appointment will automatically become a permanent appointment, the employee will not have to serve an additional probation or trial period, and the employee's anniversary date will be considered the date the acting appointment commenced (unless the employee has not completed the original probation or trial period; in that case the employee must complete the probation or trial period before becoming permanent in the position.).

~~7.~~6. Hourly/Seasonal Appointment

An appointment made to fill an hourly or seasonal position. Such appointments may or may not be made using the selection processes outlined herein. The Human Resources Director, or designee, is authorized to determine whether the selection processes should be used.

~~8.~~7. Stagehand Appointment

An appointment made to fill a stagehand position.

~~9.~~8. Exceptions

Appointments under the foregoing definitions ~~shall~~ will be subject to the provisions of this section so far as practicable, but to the extent the Board finds it necessary to permit variances to meet temporary or recurring difficulties, it may establish temporary exceptions, provided that such exceptions ~~shall~~ will be based on the principles of merit. Repeated exceptions will cause the Board to review whether these rules need to be changed to adapt to changed circumstances.

4. CLASSIFICATION POLICIES AND PROCEDURES

The City of Madison strives to create and maintain an equitable classification and compensation plan that is routinely reviewed for efficiencies and innovations. The classification process is the method by which positions in City government are studied and, based on that study, assigned to classifications and salary ranges within the City's Classification and Compensation Plans. The classification process generally includes job analysis that leads to initial classification of a position, maintenance of the Classification and Compensation Plans, classification studies/surveys, position studies and trainee designations. The Human Resources Department will be responsible for maintaining the Classification and Compensation Plans in accordance with the policy and procedures outlined below.

A. Policy

1. The City recognizes the importance of a well-maintained Classification Plan and Compensation Plan in attracting the best qualified candidates for employment.
2. The City understands that without a well-defined method for classifying positions and moving positions and/or classifications within the Classification and/or Compensation Plans, retention of talented employees may be negatively impacted.
3. To this end, the City recognizes the importance of accurately describing the essential functions of a position for the following reasons:
   a. This allows for appropriate classification based on other positions within the same and other classifications that have similar duties or

level of responsibility and allows the City to ensure this is a streamlined classification system that ensures new classifications are created only when absolutely required due to the unique functions of the position~~;~~. When a new classification is created, the City will meet and confer with any impacted Employee Associations if the position is not recreated in the same representation group.

b. This allows the City to compare its positions with positions of a similar nature internally, with other public sector employers, and/or with employers in other industries to ensure wages are appropriate;

c. This allows the City to recruit qualified candidates for employment as the City will continue to remain competitive with its wages;

d. Focusing on appropriate and consistent methods for classifying and assigning positions to salary ranges will increase current employee retention as employees will understand that the City strives to remain competitive with other employers.

B. Procedures

1. Initial Classification

Based upon a comprehensive job analysis of duties and responsibilities, as well as required knowledge, skills, abilities, educational requirements, training requirements, necessary experience, and special qualifications, each position is assigned to a classification. If an appropriate classification does not exist within the Classification Plan, the Human Resources Director or designee will create a new classification, notify the employee/ association representatives, where applicable, and submit it for Board recommendation and final approval by the Common Council. The title of a classification ~~shall~~ will be the official title for every position allocated to that classification.

2. Development and Maintenance of the Classification and Compensation Plans

The Classification and Compensation Plans ~~shall~~ will be developed and maintained by the Human Resources Director or designee with the recommendation of the Board and final approval by the Common Council. Each permanent classification will have a classification specification detailing the general duties and responsibilities performed by the position or positions within the classification, as well as the knowledge, skills, abilities, training requirements, and special qualifications necessary to perform the duties of the position. A classification or group of classifications ~~shall~~ will be allocated to an appropriate salary range within the Compensation Plan. Recommendations on revisions to the plan ~~shall~~

will be formulated by the Human Resources Director or designee and submitted for Board consideration and Common Council approval.

a. Classification Specification Modification: In instances where a classification specification is not adequately descriptive of the current duties and responsibilities or the knowledge, skills, and abilities or training requirements of a position, the classification specification may be modified by the Human Resources Director or designee without Personnel Board or Common Council approval, provided such change does not result in a change of salary range.

b. Classification Study/Survey: The Human Resources Director or designee may initiate a study or survey of an existing classification or a group of classifications ~~to determine whether said classifications are assigned to the appropriate salary range in the Compensation Plan~~for any reason deemed necessary. The study may include an analysis of positions in the classification(s), comparison of existing levels of essential duties and responsibilities, internal comparison of wages, external wage surveys, or other means necessary to determine appropriate placement within the Compensation Plan.

c. Classification Plan Modifications: Modifications to the current Classification Plan may occur for the following reasons:
   i. The essential duties and responsibilities of the position or positions within the classification(s) have undergone significant material changes;
   ii. The existing classification(s) is/are inappropriately compensated;
   iii. An error was made in the original placement of a classification within the Classification Plan;
   iv. The classification specification no longer accurately identifies the required knowledge, skills, abilities, ~~.~~and/or special qualifications necessary for a position;
   v. The establishment of career ladders;
   vi. The inclusion and/or exclusion of positions;
   vii. To address issues with retention of employees or movement between classifications.
   viii. To address innovations or inconsistencies found in past ways of doing work.

d. Salary Adjustments after Modification: Modifications resulting in a change to the Classification Plan for filled positions may result in the following salary adjustments in the following situations:
   i. Reassignment of a classification to a higher salary range where duties and responsibilities have undergone significant material changes: If the ~~incumbent~~employee(s) meet(s) the minimum necessary qualifications for the new

classification, the ~~incumbent~~employee(s) will be reallocated to the new classification and will not be required to serve a trial period. The current ~~incumbent~~employee(s) may be placed at the step in the salary schedule closest to the ~~incumbent~~employee(s) salary prior to the movement, but not exceeding the maximum of the new salary range, and that, where possible, ensures at least a 5% increase in pay, and a new anniversary date will~~shall~~ be established. The increase will be retroactive to the first pay period following receipt of the study in Human Resources. The ~~incumbent~~employee(s) ~~shall~~ will move to the next higher step, where applicable, following six (6) months of service, and annually thereafter until the maximum step is reached.

If the ~~incumbent~~employee(s) do/does not meet the minimum necessary qualifications for the new classification, the ~~incumbent~~employee(s) will have six (6) months in which to obtain the qualifications (or an alternately agreed upon timeline suitable for meeting the ongoing service needs of the City) or the ~~incumbent~~employee(s) will be subject to the layoff procedures in the applicable labor contract or as described herein.

ii. Reassignment of a classification to a higher salary range where the duties and responsibilities have not undergone a substantial material change: ~~Incumbent~~Employees in the respective positions ~~shall~~will retain the same salary step and anniversary date in the new range. The increase will be retroactive to the first pay period following receipt of the study in Human Resources.

iii. Reassignment of a classification to a lower salary range: When an ~~incumbent~~employee's salary is greater than the maximum of the new salary range, the salary ~~shall~~will be "red circled." When an ~~incumbent~~employee's salary is less than or equal to the maximum of the new salary range, the ~~incumbent~~employee will be placed at the step closest to ~~his/her~~their ~~their~~ current salary, but without loss of pay, and with no change in anniversary date.

e. Personnel Board Action: Modification resulting in a change to the Classification Plan (e.g.: a change in salary range, classification title change, etc.) ~~shall~~ will be recommended by the Human Resources Director or designee to seek approval by the Board and Common Council. Agency~~Department~~ heads and affected employees will be informed of any action resulting in a change to the Classification Plan, including the reason for such change, prior to the change being presented to the Personnel Board.

3. Position Studies

When there are changes in the duties and responsibilities of an existing position, a ~~job analy~~position study~~sis~~ may be conducted to determine if the position is classified appropriately. The Human Resources Department is responsible for sharing updates to the position study process with employees and supervisors regularly throughout the process.

a. Submitting a Study Request: A study request may be submitted to the Human Resources Director or designee in one of the following ways:

i. The first-line supervisor or above may request that a position be studied for appropriate classification. For each position study request, the most recent employee check-in documents, the individual and/or agency work plan, and standard operating procedure documentation may be requested to support determination. The minimum required documentation includes:

(a) the position description that the employee(s) have been working under, signed and dated by the supervisor and employee(s);

(b) an updated position description reflecting the new position duties/responsibilities, signed and dated by the supervisor and employee(s); and

(c) Classification Change Worksheet, including the date upon which the employee(s) requested that the supervisor review the level of the position. The inclusion of a supervisor signature is not required to initiate a study request with HR. However, it is in the employee's best interest to have the Classification Change Worksheet signed by the Supervisor.~~.~~

ii. If the ~~incumbent~~employee of a position requests, in writing, that ~~her/his~~their supervisor review the level of the position and the supervisor takes no action within 30 calendar days or denies the request, the ~~incumbent~~employee may request that the position be studied by HR for appropriate classification. The minimum required documentation includes:

(a) the position description that the employee(s) have been working under, signed and dated by the supervisor and employee(s);

(b) an updated position description reflecting the new position duties/responsibilities, signed and dated by the supervisor and employee(s); and

(c) Classification Change Worksheet, including the date upon which the employee(s) requested that the supervisor review the level of the position.

b. If a position has been studied within the previous three (3) years, unless there has been a significant material change (e.g. a shift in responsibilities or requirements which substantially change the nature or function of the work performed) in the position's duties and responsibilities, the study request may be denied without further review.

c. Human Resources Analysis of the Study Request: Once a study request is received, the Human Resources Department will conduct a job analysis to determine the position's appropriate classification. Although the outcome of a study request may affect an employee's salary, it is important to remember that the position, and not the employee, is being studied. **Factors such as the employee's current pay rate, length of service, quantity of work, special training not related to the position, longevity, or performance are not factors that should affect judgments about the classification of the position.** ~~Similarly, quantity of work performed is not a factor unless the quantity is such that it affects the complexity or responsibility level of the position~~. Study of a position by the Human Resources Director or designee will include these steps:

i. Determine the actual essential duties and responsibilities currently assigned to the position. This should be accomplished by first ensuring that the updated position description accurately reflects the position's duties and responsibilities. This will often require a meeting with the supervisor(s) and affected employee(s). If discrepancies exist, the Human Resources Director or designee will resolve these discrepancies prior to accepting the final updated position description.

ii. Determine the appropriate classification. Positions routinely require performance of duties that are also performed by employees in different classifications in different salary ranges. In order to determine the appropriate classification, the duties and responsibilities of the position under review will be compared to the positions currently included in the same classification and salary range as well as other positions in proposed or related classifications and salary ranges. Considerations include but are not limited to:

(a) Technical knowledge;

(b) Specialized knowledge;

(c) Specialized training related to the position;

(d) Supervisory role and responsibility including number of employees and complexity of oversight;
(e) Managerial role and responsibility including number of employees and complexity of oversight;
(f) Budgetary authority;
(g) Programmatic authority;
(h) Decisional impact;
(i) Policy development;
(j) Policy interpretation;
(k) Autonomy;
(l) Required level of education;
(m) Required licenses/certifications;
(n) Required years of experience;
(o) Physical and mental demands of the position;
(p) Physical environment in which the position functions, including any hazardous conditions present;
(q) Compensation level of the position as compared to the relevant labor market.

It should be noted that number of employees supervised, in and of itself, does not justify reassignment to a different classification or pay range.

iii. Determine the nature of the changes that have occurred in the position duties and responsibilities: Changes in the essential duties and responsibilities of a position may result in reclassification or reallocation to a higher or lower salary range, a change in classification title only, or may result in no change at all. In order for changes to affect the level of the classification, the changes must be significant in relation to the current classification. Once it has been determined that changes have occurred and the changes are significant in relation to the classification, the following questions must be answered:

(a) Were the changes logical? Logical changes are changes that are reasonably related to the previous duties or responsibilities of the position when the position was initially classified. ~~A change that would affect the union representation status of a position will not be considered logical.~~
(b) Were the changes gradual? Gradual changes occur over a period of time greater than six months, represent less than one quarter of the duties of a position, and generally have been documented by updated position descriptions. Changes that occur abruptly as a result of reorganization, changes in equipment, or reassignment, and which represent

more than one quarter of the essential duties associated with a position are not considered gradual.

iv. Determine the appropriate action (reclassification, denial, create new classification ~~or reallocation~~): Once the classification study is complete, the position is placed within the classification and salary range that best reflects the majority of the duties performed by the position. It is then necessary to determine what happens to the ~~incumbent~~employee if the position is ~~encumbered~~filled. This is done using the determination of whether the changes to a position were logical and/or gradual.

v. If the position is reclassified into a new representation group, the position will be posted ~~for~~to fill rather than automatically reallocating the employee to the reclassified position;~~,~~ unless agreement to reallocate the employee is reached ~~with~~between the Union or Employee Association, the City, and employee~~, to reallocate the employee~~.

(a) Logical and gradual: If the changes in the duties and responsibilities were both logical and gradual, the position should be reclassified~~. Whenever a position is reclassified~~, and the ~~incumbent~~employee is reallocated to the new classification.

(b) Logical not gradual: If the changes in the duties and responsibilities were logical but fail to meet the criteria for gradual, the position should be reclassified. In this situation the ~~incumbent~~employee is reallocated to the new classification unless:

i. The ~~incumbent~~employee has not obtained the specified training, education, and/or experience required by the classification. In this case, the position will not be immediately reclassified. Rather, the ~~incumbent~~employee will be given six (6) months to achieve the minimum necessary qualifications for the new classification. If the ~~incumbent~~employee does so, the position will be reclassified at that time, and the ~~incumbent~~employee will be reallocated to the new classification. If the ~~incumbent~~employee fails to achieve the minimum necessary qualifications in six (6) months, absent extenuating circumstances, the position will be reclassified and filled in a competitive process and the

~~incumbent~~employee will be subject to the layoff procedures in the applicable labor contract or as described in Chapter 8 of this document.

ii. The ~~incumbent~~employee has not performed the assigned duties and responsibilities for at least six (6) months. In this case, the study will be postponed until the ~~incumbent~~employee has performed the new duties and responsibilities for at least six (6) months in order to ensure that the changes are permanent.

iii. The position is posted and filled through a competitive process.

(c) Not logical: If changes in the position fail to meet the criteria for logical change, a new position is created and the position should be ~~reallocated~~ reclassified and posted and filled in a competitive process. The ~~incumbent~~employee will have the opportunity to apply for the new position. If the ~~incumbent~~employee fails to be selected for the new position, the ~~incumbent~~employee will be subject to the layoff procedures in the applicable labor contract or as described herein at the time the new position is filled.

d. Position Study Outcomes: Position studies may result in a change in classification title, compensation group and/or salary range, or no change at all. Where the Human Resources Department has made a determination, the Human Resources Director or designee will submit a draft memo outlining the justification to the supervisor and employee affected by the change. The Supervisor and employee will have five (5) days to submit corrections in the memo before the Human Resources Department finalizes the memo. The supervisor or employee can request a delay to a future board meeting to resolve any outstanding issues before the study is processed by the Personnel Board.

i. Approval: ~~Where the Human Resources Department has determined that reclassification or reallocation is appropriate, or a position's classification title should be changed, the Human Resources Director or designee shall submit a report outlining the reasons why a change is necessary to the Board for approval, and a copy of the report will be sent to the supervisor and employee affected by the change.~~ The Board may approve or deny the recommendation. If the Board approves the recommendation, it will be forwarded to the Common

Council for final approval. If the Board denies the recommendation, it may be returned to the Human Resources Department for further study, including direction as to what information is lacking, or may be forwarded to the Common Council for a final determination.

ii. Denial: Where the Human Resources Department has determined that reclassification or reallocation is not appropriate, the Human Resources Director or designee ~~shall~~ will notify the requesting supervisor and ~~incumbent~~employee of the reasons for the denial in writing. The Board will receive notification of position studies denied since the last meeting of the Board.

iii. Request for Review: Employees ~~shall~~ will have the right to request review of the decision to either reclassify a position or deny it as the result of a study request. When deciding whether to request review of a decision, it is important to note that once the Board has taken action on a request to reclassify a position, an employee may no longer file a request to review the decision. Employees should inform the Human Resources Director of the intent to file a request for review as soon as possible in order to prevent Board action from occurring until after the review has been appropriately considered.

Initially, employees may request, in writing within ten (10) business days from the date of the final report from Human Resources, that the Human Resources Director review the decision. The employee request should include the reason(s) why the employee thinks the determination was made in error. The Human Resources Director will then have ten (10) business days from the date the request was received to respond to the employee in writing. The Human Resources Director ~~shall~~ will indicate whether the initial decision is upheld, overturned, or sent back for further study. The Human Resources Director may choose to include a report justifying the decision or may rely on the reasons previously given to the employee.

If the employee is challenging Human Resources denial of a possible reclassification/reallocation, and is not satisfied with the response from the Human Resources Director, the employee will have the right to appear before the Board. At that time, the Board may choose to uphold the Human Resources Director's decision or may send the matter back for further study, with instructions as to what needs to be looked at further. If the Board upholds the Human Resources Director's decision, the employee has no further right to review.

If the employee is challenging a position reclassification/ reallocation, and the employee is not satisfied with the response from the Human Resources Director, the employee may appear before the Board, ~~Board of Estimates~~Finance Committee, and/or the Common Council as appropriate.

e. Salary upon Reallocation: When the ~~incumbent~~employee is reallocated into the position after a reclassification, the following salary adjustments ~~shall~~ will apply:

i. Salary upon reallocation to a higher classification: The current ~~incumbent~~employee ~~shall~~ will be placed at the step in the salary schedule closest to the ~~incumbent~~employee(s) salary prior to the movement, but not exceeding the maximum of the new salary range, and that, where possible, ensures at least a 5% increase in pay. The increase will be retroactive to the first pay period following receipt of the study in Human Resources (the effective date). A new anniversary date ~~shall~~ will be established consistent with the effective date ~~-~~and the ~~incumbent~~employee ~~shall~~ will move to the next highest step, where applicable, following six (6) months of service, and annually thereafter until the maximum step is reached.

ii. Salary upon reallocation to a lower classification: Where the salary of the current ~~incumbent~~employee is greater than the maximum of the new range, the salary ~~shall~~ will be "red circled" and no increase ~~shall~~ will be authorized until the maximum of the new range exceeds the ~~incumbent~~employee's current salary. If the ~~incumbent~~employee's current salary is less than or equal to the maximum of the new range, the ~~incumbent~~employee will be placed in the step equal to or closest to the ~~incumbent~~employee's current salary within the new range without loss of pay. In either case, the ~~incumbent~~employee's anniversary date will not be changed.

4. Trainee Designation

a. Authorization: The Human Resources Director may authorize the use of a Trainee designation in the following situations:

i. When after a reasonable effort at recruitment the City is unable to recruit candidates with the necessary training and experience for a City position, applicants with less than the required experience and training may be hired as a Trainee.

ii. When a sufficient number of current City employees who have the potential to succeed in the position as determined

by the supervisor and are interested in acquiring more training, experience, and responsibility.

iii. In order to meet diversity and representation goals for the City.

iv. When a position has been posted as eligible for a Trainee if applicants do not meet minimum qualifications.

b. Salary Placement:

i. When a Trainee is hired from outside ~~the Civil Service~~of the organization, the salary range and step ~~shall~~ will be determined by the Human Resources Director upon review of the employee's training and experience.

ii. When a current City employee is hired into a Trainee position through a competitive or accommodation placement process, the salary range and step ~~shall~~ will be determined by the Human Resources Director and ~~shall~~ will be so established as to assure the employee no loss of salary or scheduled increases and be designed to at least equal the minimum of the objective range upon completion of the Trainee program.

iii. Upon reaching the minimum of the objective range of salary, employees ~~shall~~will advance through the salary range in accordance with the compensation provisions described herein. The anniversary date ~~shall~~will be the date the employee reached the minimum of the objective range.

c. Status of a Trainee:

i. An employee hired from outside ~~the Civil Service~~of the organization and designated as a Trainee may be released from City Service at any time for any reason, and the training period is considered the employee's original probationary period. ~~Following completion of the Trainee program, the employee shall serve a regular probation period as defined in Chapter 6 before being considered a permanent employee.~~

ii. A current City employee designated as a Trainee may be returned to ~~his/her~~their former position at any time for any reason if either the employee or the City so decides and provided the position still exists. If the employee's former position no longer exists, the employee will be subject to the layoff procedures in the applicable labor contract or as described herein. Following successful completion of the Trainee program, the employee ~~shall~~will not serve a trial period.

5. SELECTION POLICIES AND PROCEDURES

The selection process is the method by which a vacant position is filled through merit competition. Recruitment should be from qualified individuals from appropriate sources

in an effort to achieve a workforce representative of all segments of society; and selection and advancement should be determined solely on the basis of relative ability, knowledge and skills, after fair competition which assures that all receive equal opportunity. Merit is understood to include a broad array of lived and/or work experience, education, ability to work in particular environments, with diverse populations, and/or a variety of other position specific considerations. The selection process generally includes: a classification review, recruitment, screening for minimum qualifications, examination, establishing ~~ment of eligibility~~ eligible lists, ~~certification~~referral, interview, and appointment.

A. Classification Review

The Human Resources Director or designee ~~shall~~will assure that each permanent position is appropriately classified and adequately described by a current detailed position description prior to the initiation of recruitment.

B. Recruitment

The Personnel Board recognizes that each ~~vacant~~ open position requires an individual recruitment strategy in order to obtain the best pool of candidates with an optimal use of City funds. The Human Resources Department will be responsible for designing and implementing recruitment strategies in accordance with the policy and procedures listed below.

1. Policy

a. The City ~~shall~~will recruit from as wide ~~an~~ a geographic area as practical in order to balance its interests in promoting from within and in attracting the best qualified applicants for City employment, while increasing diversity of lived experience of the City workforce.

b. The Appointing Authority may request that the Human Resources Director conduct ~~a promotional examination~~a recruitment internal to the agency or division-wide where it is believed that a sufficient number of qualified candidates will apply for the position. With the Human Resources Director approval, a recruitment process and candidate pool may be used to fill a similar position, where a competitive process has been used in the initial recruitment.

c. The determination of whether a job announcement ~~shall~~will be restricted to City employees or open and competitive ~~shall~~will be made by the Human Resources Director after consultation with the Appointing Authority. If the position is in compensation group 15, 16, 20, 23, 32, 33, or 71 and is a non-entry level position which is determined to be posted open competitive, the Human Resources Director, or designee, will confer with the appropriate employee/ association representative. Entry-level positions are those positions that require no education or experience, and are either the first step of a formal or informal career progression or are not in a career

ladder program. If the position is in a job family that is underutilized, the Human Resources Director will consider the most appropriate method for increasing diversity in conjunction with meeting the operational needs of the City. The types of announcements include:

i. Open Competitive: Any individual authorized to work in the United States without sponsorship at the time of starting the position may apply.

ii. Citywide: Any City of Madison employee may apply, as well as anyone who is a part of a current City of Madison partnership Program, as defined by the Human Resources Director.

iii. Agency~~Department~~/Division: Any City of Madison employee within the ~~department~~ agency and/or division may apply.

iv. Bargaining Unit: As defined in labor agreements, only City of Madison employees in a certain bargaining unit may apply.

v. Compensation Group(s): Any City of Madison employee in the identified compensation Group(s) may apply.

vi. Any combination of the above.

2. Procedures

a. Submission of a Requisition: Upon deciding to fill a vacancy, ~~departments~~ agencies will submit a Requisition and updated position description to the Human Resources Department to request that a recruitment process be initiated. The Human Resources Department will then evaluate the position to ensure that it is appropriately classified and that the position is budgeted.

b. Equitable Hire Tool use: The Appointing Authority is encouraged to use the Equitable Hire Tool and Talent Acquisition Plan prior to posting a position to ensure effective recruitment processes are used.

~~b~~c. Posting: Once it has been determined that the position is accurately classified and budgeted, a job announcement will be created and the position will be posted. Job announcements will be at an accessible reading level and generally contain the following information:

i. Position Classification Title;

ii. Working Title;

iii. Type of appointment;

iv. Salary;

v. Nature of the work performed;

vi. Location of work-~~department~~agency, division;

vii. Work hours, including overtime requirements;

viii. Minimum qualifications;

ix. Training/experience requirements;

x. Special requirements;

~~xi. Residency requirements;~~

x~~ii~~i. Who is eligible to apply for the position, if it is limited to a certain group;

xi~~v~~. Application instructions; and when supplemental questions are required there will be adequate description of the mandatory nature of the supplemental questions, as well as the general process for evaluation of the submission.

xii~~v~~. Closing date for application.

d. Vacant positions ~~shall~~will be posted on the City web-site and on City bulletin boards or electronically delivered for a minimum of five (5) working days for Open and Competitive Postings, or for the duration of the job posting, whichever is shorter. The HR Director or designee may authorize an alternate posting time for employment outreach events. At all times positions will be posted for a period of time necessary for an applicant to submit a complete application. Alders will receive an email notifying them of vacancies.

e~~c~~. Advertising: The Human Resources Department may advertise in newspapers, periodicals, listservs, web sites, diverse professional association journals or other media deemed appropriate in order to attract the best qualified applicants. Advertisements need not be as comprehensive and/or inclusive as job announcements but should direct potential applicants to the Human Resources Department or the City web-site in order to see the job announcement and obtain additional information. The Human Resources Department will continue to work with the Department of Civil Rights in order to identify publications and design recruitment strategies aimed at promoting diversity within City government employment. The HR Department will keep a list of diverse organizations appropriate for recruitment.

f~~d~~. ~~*Diversity:* The Human Resources Department shall continue to work with the Department of Civil Rights in order to identify publications and design recruitment strategies aimed at promoting diversity within City government employment.~~

~~d~~e. Application: The Human Resources Director ~~shall~~will require persons applying for permanent appointment to file a completed on-line application form and submit as part of that application all other required materials no later than the closing date of the posting.

g. The Human Resources Director may, in connection with such application, require certificates of immigration or visa status, license certificates, educational achievement certificates, or any other documentation that bears upon an applicant's qualifications

or eligibility. Applicants will be notified of the ability to access accommodations for assistance in the application process. Entry level positions that are designated as not having minimum qualifications, are pooled positions with more than one vacancy, or are being filled at recruitment events may have timelines associated with the recruitment process waived by the Human Resources Director.

he~~f~~. Changes to a Position During the Recruitment or Selection Process: If there are any changes in the duties of a position that would affect the classification, compensation, or training and experience requirements of the position between the time of initial posting of the vacancy and the time of selection, the position ~~shall~~will not be filled at that time. Rather, a new requisition ~~shall~~will be submitted to the Human Resources Department and a new recruitment and selection process will be started. If the Human Resources Director approves, positions may be posted as "Trainee Eligible", which would allow a position to be filled at a trainee level if a candidate applies who is deemed qualified at a trainee level. The Human Resources Director may also approve a change to minimum qualifications if the recruitment has resulted in an inadequate pool of candidates, provided the position is reposted for a minimum of 5 business days.

if~~g~~. Posting Rights: An hourly employee in the classification of Management Intern or other position in an hourly classification functioning in a similar manner as determined by the Human Resources Director, or designee, retains the ability to apply for related positions that are otherwise limited to City employees for a period of 1 year following either graduation with their related Bachelor's or Master's degree, or completion of their employment with the City, whichever is later.

j. Other seasonal/hourly employees retain the ability to apply for positions that are otherwise limited to City employees for a period of six (6) months following completion of employment.

k. Every City office, division, or ~~department~~ agency ~~shall~~will, upon request, cooperate in the operation of the civil service system, including the temporary loan of personnel.

C. Screening for Minimum Qualifications

1. Applicant Screening

The Human Resources Department ~~shall~~will screen all applications to ensure that applicants possess the minimum qualifications required for the position unless the position is filled as a Trainee. Applicants not meeting the minimum qualifications will not be invited to continue in the selection process and will be notified in writing via email. The Human Resources Department ~~shall~~will ensure that:

a. ~~1.~~ The applicant has the required years of experience and/or the relevant degree as required in the job announcement; or

~~2.~~b. The applicant has a combination of education, training, and/or work and lived experience that can be demonstrated to result in possession of the knowledge, skills, and abilities necessary to perform the duties of the position, except where formal academic training is required for license or registration to practice or to establish recognized status in a profession as a requirement of the position.

c. Random selection may be used at any point in the selection process, as determined by the Human Resources Director, or designee, to create a more manageable pool of candidates for consideration.

2. Applicant's Right to Contest Exclusion from ~~the Selection Process~~Screening

An applicant eliminated from consideration at any time in the selection process will be so notified in writing via email by the Human Resources Department. The ~~employee~~applicant will be noticed of the ability to appeal elimination from consideration due to not meeting minimum qualifications will be notified of such at the time of elimination. An applicant, or their employee/association representative, where applicable, may contest exclusion from the selection process. However, only the applicant may submit, in writing (including via email) to the Human Resources Director or their designee, the reasons why the applicant believes they should not have been eliminated from the process due to a lack of meeting minimum qualifications. This letter must be received within three (3) business days after the date of the email informing the applicant of their elimination from the process~~ was generated~~. Time is of the essence as the recruitment/selection process will continue during this time. Upon receipt of such ~~a letter~~notification, the Human Resources Director or designee will review the applicant's file and determine whether to uphold the initial determination or whether to restore the applicant to the selection process. The applicant will be notified of the final determination in writing via email within five (5) business days from the date of the applicant's appeal email. The decision of the Human Resources Director or designee will be final, and an applicant will have no further rights to contest the decision.

D. Examination

The Human Resources Department ~~shall~~will develop and administer appropriate civil service examinations.

1. Types of Examination

The civil service examination may include one or more of the following forms of examination:

a. Achievement History Questionnaire (AHQ)/Supplemental Questions
b. Oral board interview
c. Written examination (e.g. multiple choice, ~~essay~~short answer, true/false, etc.)
d. Typing test
e. Performance test (e.g. lifeguards)
f. Resume screens; which are a comparative ~~analysis~~evaluation of resumes, using benchmarked criteria.
g. Comparative ~~analysis~~Evaluation
h. Application assessment
i. Other examinations designed to measure an applicant's ability to meet the minimum qualifications of a position

2. Examination Results

All applicants competing in a civil service examination ~~shall~~will be notified of the score achieved on the examination and whether the score will allow them to continue in the process. No applicant will be permitted to review the examination after it has been turned in to the exam monitor. No applicant will be permitted to review scored examination materials. The Human Resources Director may allow for all internal applicants who pass the exam and are placed on the eligibility list to be ranked in a single ranking and provided an opportunity to interview for the positions that are open and competitive postings at the Appointing Authority's request.

3. Security

The Human Resources Department ~~shall~~will use appropriate means to ensure the security of examination materials.

4. Accommodations

Under the Americans With Disabilities Act, Wisconsin Fair Employment Act and the Madison Equal Opportunities Ordinance, eligible applicants may, upon request, be provided with reasonable accommodations in testing and throughout the selection process.

5. Veterans Preference Points

In accordance with state law, veteran's preference points will be awarded to veterans and spouses of veterans as applicable.

6. Seniority Points

a. If a vacant position is being filled in CG16, 20, 32, 33, or 71, permanent General Municipal Employees in those compensation groups who apply for a position within that specific compensation group will receive one (1) seniority point for each full year of service. If a position is posted in either CG16 or CG20, permanent General Municipal Employees in both compensation groups will receive seniority points. Partial points will not be awarded.

b. If a vacant position is being filled in CG15 as part of an internal promotional process, the following process will be used:
i. Exam - The exam will have a maximum point factor of 33-1/3.
ii. Employee Evaluation - The evaluation factor will have a maximum point value of 33-1/3.
iii. Seniority - Each year of continuous full time service will be credited with one point up to a maximum of 33-1/3 years.
iv. The maximum possible composite score is 100.

7. Contracted Services

The City may contract or otherwise arrange for such technical or specialized services as may be necessary, including the giving of examinations, in connection with personnel selection, procedures and administration with adherence to civil service process and city procedures.

8. Grievance Procedure

Upon complaint from an employee applicant concerning the selection, referral, or disqualification procedure, the employee/association representative, where applicable, ~~shall~~will be allowed to examine all materials related to the selection in an effort to ensure a fair and equitable selection procedure. In no case will an applicant/employee be allowed to review such materials, and any review of materials by an employee/association representative will be considered confidential. Issues relating to the proper posting of positions (i.e. was the position posted on City bulletin boards?) and/or application of points to General Municipal Employees may be grieved under the grievance procedure in the MGO. Issues regarding the manner in which a position is posted (i.e. citywide v. compensation group), disqualification of candidates, or referral of candidates are not subject to the grievance procedure and may only be appealed as described in these rules.

E. Eligible Lists

An eligible list consists of candidates who have successfully completed and passed the applicable civil service exam(s) and are deemed qualified and eligible

for referral as determined by the Human Resources Director or designee. Eligible lists are valid for up to six (6) months, but may be extended for up to two and one-half (2 ½) years, when deemed appropriate, by the Human Resources Director or designee.

F. Insufficient Number of Qualified Applicants

In the event that an insufficient number of qualified applicants apply for a position or qualify after the examination, the Human Resources Director may re-announce the position, extend the date for filing applications for a specified period of time, approve a temporary appointment, fill the position on a trainee or apprenticeship basis, or if necessary, cancel the recruitment.

G. Referral

No Appointing Authority may select a candidate for any position who has not been referred for appointment by the Human Resources Director or designee.

1. Original Referral

The Human Resources Director or designee ~~shall~~will refer the names and addresses of at least the~~the~~ six (6) highest ranks of eligible candidates from the most appropriate eligible list. In the case of two (2) vacancies in the same classification, two (2) additional ranks ~~shall~~will be referred for each additional vacancy up to a maximum of twenty (20) ranks. Where there are fewer than four (4) candidates on the eligible list, those on the list ~~shall~~will be referred unless the Appointing Authority objects. If the Appointing Authority objects, a new recruitment process ~~shall~~will be initiated resulting in the creation of a new eligible list, and candidates who were previously referred will be required to go through the recruitment process again. A candidate's rank has significance only in that it allows a candidate to be referred for an interview. It does not imply any preference for the final selection.

In situations where a position falls in a job family that is underutilized, the Human Resources Director, or designee, ~~shall~~will refer the names and addresses of four (4) additional ranks to encourage the diversification of the workforce, for a total of the ten (10) highest ranks of eligible candidates from the most appropriate eligible list, as provided above. The Department of Civil Rights ~~shall~~will annually update the job family utilization data. ~~Hiring manager~~The Appointing Authority~~s~~ may request and be granted a larger pool of initial ranks for interview. Unless the position is an entry level position, the Human Resources Director or designee may only grant a larger pool of initial ranks for interview in Compensation Groups 16 and 20 after consultation with the employee/association representative.

2. Referral of Additional Names

If the Appointing Authority believes none of the referred candidates are appropriate for appointment, ~~s/he~~they ~~shall~~will document the reason(s) ~~s/he~~they believes the candidates are not appropriate and submit this documentation to the Human Resources Director along with a request that additional names be referred. The Human Resources Director, in consultation with the employee/association representative, where applicable, may refuse to refer additional candidates if ~~s/he~~they determine~~s~~ this provision is being used ~~to circumvent the merit principle or conflicts with applicable law~~inappropriately toward preferential or discriminatory treatment.

H. Interviews

All referred candidates ~~shall~~will be given the opportunity to interview with the Appointing Authority or ~~her/his~~their designee prior to the selection of any candidate for appointment. Candidates have a maximum of ~~five~~ three (~~5~~3) business days after the date the referral notice is emailed to contact the hiring agency to schedule an interview. The ~~five~~ three (~~5~~3) business days begins the business day after the email notice was sent. The hiring agency may initiate contacts with candidates but must allow at least ~~five~~ three (~~5~~3) business days after the date the referral notice is emailed for all candidates to contact the agency to schedule an interview. At no time is it proper for an agency to disqualify a candidate who is not available to interview sooner than ~~5~~3 business days after the date the referral notice is emailed. At the discretion of the Appointing Authority, more than one round of interviews may be conducted before a final selection is made. Secondary interviews are not required to comply with the above timelines. Appointing Authorities are required to make reasonable adjustments to timelines for candidates if interviews are scheduled with less than five days' notice. This timeline may be required to be up to five (5) business days to allow the accommodations process to complete.

I. Selection of Candidate

1. Reference Check

Following the interviews, the Appointing Authority or designee ~~shall~~will check the references of the prospective hire(s) prior to making a selection. Reference checks should be conducted in accordance with the City's reference check process located in Employeenet. City forms for completing a reference check can aid in completion of reference checks.

2. Criminal Background Check

When the Appointing Authority has made a selection, ~~s/he~~they should notify the Human Resources Department before making a job offer, and a background check may be initiated based on the position being filled to ensure that the selected candidate(s) has not been convicted of an offense, the circumstances of which is substantially related to the position being filled. If any candidate has been convicted of an offense which is substantially related to the position being filled, the candidate may be disqualified from further consideration for that position.

Hiring Managers are prohibited from using public or private means to obtain arrest and/or conviction information on candidates. Criminal background checks are only to be conducted by HR Staff in conjunction with the City Attorney's Office, except for candidates in the Police Department. If a current employee has been selected for a position similar to their current position, and a background check has been completed within the previous 4 years, no further background check is necessary. Background checks must be completed in accordance with APM 2-54.

J. Appointment Procedure

When the Human Resources Department has completed the background check and confirmed eligibility of the selected candidate(s), the Appointing Authority or designee ~~shall~~will make an offer of employment to the selected candidate(s). The Appointing Authority ~~shall~~will then notify the Human Resources Department of the individual(s) selected for appointment from the referred list of eligible candidates.

~~K. Applicant's Right to Contest Exclusion from the Selection Process~~

~~An applicant eliminated from consideration at any time in the selection process will be so notified in writing by the Human Resources Department. An applicant, or his/her~~their ~~employee/association representative, where applicable, may contest exclusion from the selection process. However, only the applicant may submit, in writing (including via email) to the Human Resources Director, the reasons why the applicant believes she/he should not have been eliminated from the process. This letter must be received within five (5) business days after the date the email informing the applicant of her/his elimination from the process was generated. Time is of the essence as the recruitment/selection process will continue during this time. Upon receipt of such a letter, the Human Resources Director or designee will review the applicant's file and determine whether to uphold the initial determination or whether to restore the applicant to the selection process. The applicant will be notified of the final determination in writing via email within another five (5) business days. The decision of the Human Resources Director or designee will be final, and an applicant will have no further rights to contest the decision.~~

~~L.~~K. Compensation

1. Initial Placement

New employees are placed at step one of the salary range, except as follows:

a. The Human Resources Director may authorize recruitment above the minimum of the range because of critical economic and employment conditions unless prohibited by handbooks. If authorized, the job announcement ~~shall~~will reflect that potential applicants may be hired above the minimum of the salary range.

b. The Human Resources Director may authorize hiring above the minimum unless prohibited by handbooks when the candidate selected has exceptional qualifications and/or experience. If this occurs, the job announcement ~~shall~~will reflect that potential applicants may be hired above the minimum of the salary range.

2. Advancement

Employees ~~shall~~will advance one (1) salary step following six (6) months of continuous employment in a permanent position and an additional step every 12 months thereafter until the maximum salary step is achieved.

3. Hourly/Seasonal Employee Compensation

Hourly/seasonal employees have their rate established either in collective bargaining agreements or the Ordinances and do not receive scheduled increases other than general increases applicable to the salary schedule as a whole.

4. LTE~~, Emergency,~~ and/or Provisional Appointments

LTE~~, emergency,~~ or provisionally appointed employees will have their salary set at the step closest to the employee's salary prior to the appointment, not to exceed the maximum of the new salary range, and that assures, when possible, a 5% increase in pay. These employees will also be entitled to the same employment benefits as a permanent employee.

~~M.~~L. Disqualification

The Human Resources Director can disqualify an applicant in the following situations, which will make them ineligible for the job applied for:

1. If the applicant does not meet the required qualifications for the position.
2. If the applicant has provided false information about important facts.

3. If the applicant has been fired by the City, resigned instead of being terminated.
4. If the applicant has given, paid, or promised money, services, or valuable items to someone to gain an unfair advantage in the selection process or appointment.
5. If the applicant has tried to gain an unfair advantage in the examination process.
6. If any applicant who, after warning, has violated APM 2-33 or APM 3-5 for bullying, abusive, or discriminatory behavior.
7. If the applicant has engaged in deceit or fraud during the application, certification, or selection process, or if they refuse to provide required testimony as mandated by law.

~~The Human Resources Director may refuse to examine an applicant, or after examination may refuse to refer as eligible any applicant who is found to lack any of the requirements established for the position for which the person has applied; or any applicant who had made a false statement of any material fact; or any applicant who has been terminated by the City or resigned or otherwise left employment in lieu of termination; or any applicant who directly or indirectly gave, paid or promised to give any money, service or other valuable thing to any person for or on account of, or in connection with, her/his selection process or appointment; or any applicant who has secured or attempted to secure any improper advantage in the examination process; or any applicant who has practiced or attempted to practice any deception or fraud in the selection process of any such application or certificate filed in connection with or in securing eligibility or appointment, or who refuses to furnish testimony as required by law.~~ Any applicant who commits any such act or acts ~~shall~~will, if hired, be subject to dismissal.

6. PROBATION AND TRIAL PERIOD

A. Probation Period

A newly hired employee ~~shall~~will serve a probation period of a minimum of six (6) months during which the employee's performance, conduct and general suitability will be critically evaluated to determine whether the employee ~~shall~~will be continued in service. The probation period may be extended for up to an additional six (6) months by the Appointing Authority. For certain complex supervisory, administrative or professional positions, a probation period of one (1) year may be recommended by the Appointing Authority at the time of the request to fill the position, subject to the approval of the Human Resources Director. This probation period may be extended for up to an additional twelve (12) months by the Appointing Authority, except for employees in CG15. The Appointing Authority ~~shall~~will notify the Human Resources Director of any extension of probation, including the length of such extension. During the probation period:

1. The Appointing Authority ~~shall~~will evaluate the employee after three (3) months of service and complete ~~a probation report~~ an Onboarding report.

This report ~~shall~~will be discussed with and signed by the employee. The Appointing Authority ~~shall~~will evaluate the employee again at least two (2) weeks prior to the completion of six (6) months of service, and complete~~-~~ an Onboarding report~~a probation report~~. If the employee is serving a six (6) month probation, this will be considered the final report and must be discussed with and signed by the employee. If an employee is serving a longer probation period, or if the Appointing Authority extends an employee's probation beyond six (6) months, ~~a probation report~~an Onboarding report ~~shall~~will be submitted every three (3) months for the duration of the probation. Each report ~~shall~~will be discussed with and signed by the employee. These reports are then filed with the Human Resources Director. The Human Resources Director may authorize an extension of the probationary period for additional training and/or evaluation in the initial probationary period to include where the Appointing Authority has initiated the release of the employee.

2. Employees may be terminated at any time for any non-discriminatory reason during the probation period or an extension thereof and such decision ~~shall~~will not be subject to appeal. If an employee is terminated, the Appointing Authority ~~shall~~will complete ~~a probation report~~an Onboarding report and indicate on the report the reason(s) for the dismissal.
3. The decision to extend a probation period may not be appealed.
4. An approved leave of absence without pay for an employee on probation ~~shall~~will act to extend the probation period by the length of time on leave.
5. A probation period may be shortened with the approval of the Appointing Authority and the Human Resources Director as long as the employee has served a minimum of six (6) months' probation.
6. Permanent status begins when an employee reports for work on the first work day following the completion of the probation period, regardless of when the final probation report is filled out and signed by the employee.

B. Trial Period

In cases of promotion, competitive transfer or competitive demotion an employee ~~shall~~will serve a six (6) month or twelve (12) month trial period as determined by the Appointing Authority. The employee's performance, conduct and general suitability will be critically evaluated during the trial period to determine whether the employee ~~shall~~will be continued in service. A trial period may be extended for up to an additional six (6) months by the Appointing Authority, except for employees in CG15. The Appointing Authority ~~shall~~will notify the Human Resources Director of any extension of a trial period, including the length of such extension. During the trial period:

1. The Appointing Authority ~~shall~~will evaluate the employee after three (3) months of service and complete an Onboarding report~~ trial period report~~. This report ~~shall~~will be discussed with and signed by the employee. The Appointing Authority ~~shall~~will evaluate the employee again at least two

(2) weeks prior to the completion of six (6) months of service, and complete a trial period report. If the employee is serving a six (6) month trial period, this will be considered the final report and must be discussed with and signed by the employee. If an employee is serving a longer trial period, or if the Appointing Authority extends an employee's trial period beyond six (6) months, ~~a trial period report~~an Onboarding report ~~shall~~will be submitted every three (3) months for the duration of the trial period and each report ~~shall~~will be discussed with and signed by the employee. These reports are then filed with the Human Resources Director.

2. At any time during the trial period, the employee ~~may~~ will be returned to ~~his/he~~their~~r~~ former position if either the employee or the Appointing Authority so decides to be returned, provided ~~and~~ the position still exists in the budget. Salary upon return ~~shall~~will be set no higher than it would be by normal progression had the employee not accepted the new position. The anniversary date for step increases ~~shall~~will remain as if the employee had not left the position. If the employee's former position no longer exists, the employee will be subject to the layoff procedures in the applicable labor contract or as described herein. The Human Resources Director may require an extension of a trial period where an Appointing Authority has failed to properly train and evaluate an employee in the initial ~~probationary~~trial period but where the Appointing Authority has initiated the release/return of the employee.
3. An employee on a trial period ~~shall~~will be entitled to a total of thirty (30) working days absence, including all paid and unpaid authorized leaves. Authorized leave in excess of thirty (30) working days will result in the trial period being extended automatically on a day-for-a-day basis. After thirty (30) working days, for the purpose of such extension, a day ~~shall~~will be defined as four (4) or more hours of authorized absence.
4. A trial period may be shortened with the approval of the Appointing Authority and the Human Resources Director as long as the employee has served a minimum of six (6) months.

7. DEMOTION, TRANSFER, PROMOTION, REINSTATEMENT, AND PLACEMENT

Current City employees may or may not be appointed to vacant positions through the standard selection process outlined above. This article outlines ways in which current City employees may obtain different positions within City government. In order to determine if the movement of an employee from one position to another position is a demotion, transfer, or promotion, salaries will be compared at step five (5) of the relevant salary ranges.

A. Demotion

There are three (3) types of demotion:

1. Voluntary Demotion

Without resorting to the selection process, a permanent employee, with approval of the Appointing Authority of the ~~department~~ agency with the vacancy and the Human Resources Director, may accept a voluntary demotion within the Appointing Authority's ~~department~~agency/division provided the employee possesses the minimum qualifications required for the vacant position as determined by the Human Resources Department, and successfully passes any required exams. Acceptance of the voluntary demotion ~~shall~~will be provided to the Human Resources Director in writing. In cases of voluntary demotion:

a. The employee immediately forfeits all rights to the position from which the employee was demoted;
b. The employee ~~shall~~will not serve a trial period and ~~shall~~will immediately assume permanent status in the new position;
c. The employee's salary may be "red circled" with the approval of the Human Resources Director. In cases where an employee's salary is not "red circled", the employee's salary ~~shall~~will be set at the step closest to the employee's salary prior to demotion. The employee's anniversary date for step increases ~~shall~~will remain the same.

2. Involuntary Demotion

Without resorting to the selection process, an employee may be subject to an involuntary demotion as a disciplinary action for just cause. An employee will not be demoted into a position for which ~~s/he~~they is not minimally qualified, as determined by the Human Resources Director. In cases of involuntary demotion:

a. The employee ~~shall~~will not serve a trial period and ~~shall~~will assume permanent status in the new position on the effective date of the change.
b. An employee who has been involuntarily demoted ~~shall~~will have ~~his/he~~their~~r~~ salary set at the same step in the new salary range as the employee's pay step prior to demotion. The employee's anniversary date for step increases ~~shall~~will remain the same. For example, an employee whose position is in Compensation Group 17, Range 10, step 3 who is demoted to a position in Compensation Group 17, Range 8 will be placed at step 3 of CG 17, Range 8.
c. Employees ~~shall~~will have the right to appeal an involuntary demotion in accordance with the appeal process described in Chapter 9.

3. Competitive Demotion

An employee may move from one permanent position to another permanent position in a lower salary range through the regular selection process outlined above. In cases of competitive demotion:

a. The employee ~~shall~~will serve a trial period in the new position. If the employee is returned to ~~her/his~~their former position during the trial period, but the employee's former position no longer exists, the employee will be subject to the layoff procedures in the applicable labor contract or as described herein;

b. The employee's salary ~~shall~~will be set at the step closest to the employee's salary prior to demotion but not exceeding the maximum of the new salary range, and the employee's anniversary date for step increases ~~shall~~will remain the same.

c. In Compensation Groups that allow for salary negotiation (CGs 17, 18, 19, 43, 44 and 21),~~,~~ salary and vacation may be negotiated in cases of competitive demotion.

4. Exclusions

a. The appointment of an employee to a position in a classification with a lower salary range maximum while the employee is serving a probation period in an original appointment ~~shall~~will be considered a new original appointment and the employee will begin a new probation period at that time.

b. The action by which a promoted employee is restored to ~~her/his~~their previous position and salary is not considered a demotion.

c. A salary reduction that does not involve a change in position or classification is not considered a demotion.

B. Transfer

There are three (3) types of transfer.

1. Voluntary Transfer

Without resorting to the selection process, a permanent employee, with approval of the Appointing Authority of the ~~department~~ agency with the vacancy and the Human Resources Director, may accept a voluntary transfer within the Appointing Authority's ~~department~~agency/division provided the employee possesses the minimum qualifications required for the position as determined by the Human Resources Department, and successfully passes any required exams. Acceptance of the voluntary transfer ~~shall~~will be provided to the Human Resources Director in writing. In cases of voluntary transfer:

a. The employee immediately forfeits all rights to the position from which the employee had been transferred;
b. The employee ~~shall~~will not serve a trial period and ~~shall~~will immediately assume permanent status in the new position on the effective date of the change.
c. The transfer ~~shall~~will not impact the employee's salary and anniversary date.

A Limited Term Employee may transfer from the LTE position into a vacant permanent position within the same classification with the approval of the HR Director and the Appointing Authority of the ~~department~~ agency with the vacancy.

2. Involuntary Transfer

An employee may be subject to an involuntary transfer for personnel reasons, including disciplinary actions for just cause, without following the selection process. An employee will not be transferred into a position for which ~~s/he~~they is not minimally qualified, as determined by the Human Resources Director. In cases of involuntary transfer:

a. The employee ~~shall~~will immediately assume permanent status in the new position on the effective date of the change.
b. The transfer ~~shall~~will not affect the employee's salary or anniversary date.
c. The employee ~~shall~~will have the right to appeal the involuntary transfer in accordance with Chapter 9.

3. Competitive Transfer

An employee may move from one permanent position to another permanent position in the same salary range through the regular selection process outlined in Chapter 5. In cases of competitive transfer:

a. The employee ~~shall~~will serve a trial period in the new position. If the employee is returned to ~~her/his~~their former position during the trial period, but the employee's former position no longer exists, the employee will be subject to the layoff procedures in the applicable labor contract or as described herein;
b. The transfer ~~shall~~will not affect the employee's salary and anniversary date.
c. In Compensation Groups that allow for salary negotiation (CGs 17, 18, 19, 43, 44, and 21), salary and vacation may be negotiated in cases of competitive transfer.

4. Exclusions

The appointment of an employee to a position in the same salary range as the employee's position classification while the employee is serving a probation period on an original appointment ~~shall~~will be considered a new original appointment. The employee will begin a new probation period at the start of the new position.

C. Promotion

The promotion of a current employee to a permanent position vacancy may occur only through the selection process outlined above. In cases of promotion:

1. The employee ~~shall~~will serve a trial period in the new position. If the employee is returned to ~~her/his~~their former position during the trial period, but the employee's former position no longer exists, the employee will be subject to the layoff procedures in the applicable labor contract or as described herein;
2. The employee's salary ~~shall~~will be set at the step closest to the employee's salary prior to promotion, but not exceeding the maximum of the new salary range, and that where possible, assures a 5% increase in pay. A new anniversary date ~~shall~~will be established and the first step increase in the new classification ~~shall~~will be effective the first work day of the bi-weekly pay period following six (6) months of service and annually thereafter until the maximum of the salary range is achieved. At the request of the Appointing Authority, the Human Resources Director may authorize hiring above the minimum when the selected employee has exceptional qualifications and/or experience. If this occurs, the job announcement ~~shall~~will reflect that potential applicants may be hired above the minimum of the salary range.
3. If an employee is promoted while on an original probation in a different position, the employee will begin a new original probation period and will not have rights to the former position if the employee does not successfully complete probation.

D. Reinstatement

The former ~~incumbent~~employee of a permanent represented and non-represented position may apply for reinstatement ~~to his or her former position~~ within ~~one~~ two (~~1~~2) years ~~of~~ from the date of ~~her/his~~their resignation from City employment. Reinstatement rules in Union represented compensation groups are subject to the terms of the applicable collective bargaining agreements. The position must be a vacancy currently authorized to be filled, and the former ~~incumbent~~employee must compete for the vacant position in accordance with the selection process outlined in Chapter 5. In cases of reinstatement:

1. The employee ~~shall~~will ~~not~~ serve a probation period unless they have returned to the City position they resigned from.
2. All rights and benefits in effect as of the date of ~~his or her~~ their resignation ~~shall~~will be restored, with benefits adjusted to reflect the absence from City employment.
3. Salary ~~shall~~will be set at the step in the range the employee had achieved prior to leaving City service in cases where they have returned to the City position they resigned from. If applicable, the first step increase will occur 12 months after the date of reinstatement.

E. Placement

In accordance with Federal, State, and Local laws, the City provides workplace accommodations to employees in accordance with the procedures outlined in APM 2-22, Workplace Accommodations. Workplace accommodations may include placement of an eligible employee into a vacant position at or below ~~her/his~~their current salary range when the employee meets the minimum qualifications and passes any exams required for the position. In cases of placement:

1. Following placement, the employee ~~shall~~will be evaluated to determine whether or not the employee is capable of performing the duties of the new position. If it is determined that the employee cannot perform the duties of the position because of reasons related to the placement, ~~s/he~~they will be removed from the position, allowed to use any available leave time, and returned to the placement process.
2. The employee's salary ~~shall~~will be set at the step closest to the employee's salary prior to placement and the employee's anniversary date for step increases ~~shall~~will remain the same.

8. LAYOFF, ~~AND~~ RECALL, AND FURLOUGH

A. Layoff

An Appointing Authority may layoff an employee or employees as a result of a shortage or stoppage of work or funds, functional reorganization, or the abolishing of positions. Before implementing a proposed layoff, the Appointing Authority ~~shall~~will confer with the Human Resources Director in order to assure compliance with the provisions of Ordinances, Personnel Rules, and applicable labor contracts. Unless otherwise described by a labor contract, layoff ~~shall~~will be by classification within the layoff unit. Highly specialized positions within a classification in CG18 and 44 may be exempt from layoff, as determined by the Human Resources Director. The employee with the least seniority in the classification being reduced ~~shall~~will be displaced first. If employees have equal lengths of service, then employees who reside in the City of Madison ~~shall~~will be laid off only after employees who do not reside in the City of Madison. The displaced employee may in turn displace the employee with the least City

seniority in a classification with an equal or lower salary range maximum within the layoff unit, provided that the displacing employee has more seniority than the least senior employee in the other classification and provided the displacing employee is otherwise qualified for the position. Employees who displace into classifications with a lower salary range maximum will not be required to serve a trial or probation period.

1. Minimum Qualifications

The minimum training and experience requirements for a position are established in the official class specification maintained by the Human Resources Department. The Human Resources Service Manager or designee ~~shall~~will determine whether the displacing employee meets said requirements for the position in question. The determination of the Human Resources designee ~~shall~~will be based on the official personnel record on file which ~~shall~~will include but not be limited to, the employee's applications for employment, City training records, and through conversations with the HR designee in layoff meetings. Employees have the responsibility to inform the Human Resources designee of any relevant experience, training, or education prior to their layoff meeting. These meetings will allow employees at least ~~72 hours~~three (3) business days to gather relevant work and education history. At the layoff meeting position option(s) will be discussed based on the information provided, and the employee will have the opportunity to ask questions. Employees ~~shall~~will have the right to appeal HR Director designee's placement determinations. Appeals must be filed within 24 hours.

~~The minimum training and experience requirements for a position are established in the official class specification maintained by the Human Resources Department. The Human Resources Director or designee shall determine whether the displacing employee meets said requirements for the position in question. The employee must take and pass any examination that is required for the position. The determination of the Human Resources Director shall be based upon the official personnel record on file in the Human Resources Department at the time and shall include, but not be limited to, the employee's original application for employment, any subsequent applications filed and kept, and records of training and education received while employed by the City. Each employee has a continuing duty to inform the Human Resources Director or designee of any relevant experience, training or education that was not City-sponsored. An employee shall have twenty-four (24) hours from the time of notification of displacement to present to the Human Resources Director any additional information regarding relevant experiences, training, and education. There shall be no appeal of the decision from the Human Resources Director.~~

2. Time Limits

Employees whose positions are being eliminated ~~shall~~will be given written notice of the action not less than fourteen (14) calendar days prior to the effective date. However, a junior employee ~~shall~~will receive no prior notice in case of a senior employee displacing a junior employee. Displaced employees ~~shall~~will have ~~forty-eight~~seventy-two ~~(48~~72) three (3) business days~~hours~~, exclusive of weekends, after receiving notice to exercise whatever options may be available to them, including displacement rights under this policy. If a decision is not made within the three (~~72~~48-hour3) day period, the displaced employee ~~shall~~will be deemed to have been laid off by the City. Employees who cannot displace into a lower position and therefore are to be laid off ~~shall~~will receive written notice of the action not less than fourteen (14) calendar days prior to the effective date.

3. Salary Placement

An employee who displaces into a position in a lower classification ~~shall~~will be placed at the salary step in the lower classification that most closely corresponds with but does not exceed the employee's salary at the time of displacement. Employees who are displaced by another employee as a function of a layoff process, who displaces into a lower classification, ~~shall~~will be "red circled" in their current salary.

4. Employees in a Classification Series

Employees who are in positions that are part of a classification series will be laid off by individual classifications within the series. For example, if there is a layoff in the Human Resources Analyst series, depending on the need of the ~~department~~agency, Human Resources Analysts 1 will be laid off in one group, Human Resources Analysts 2 will be laid off as a separate group, and Human Resources Analysts 3 will be a third separate group. The first group to be laid off will be the lowest in the classification series and employees will be laid off within these series based ~~off~~on City seniority with the employee with the least City seniority being laid off first. This process will follow as needed in sequential order.

5. Probationary and Temporary Employees

a. Employees serving their initial probation period who are displaced ~~shall~~will be terminated without displacement or recall rights.

b. ~~Emergency, p~~Provisional, limited-term, acting, or other temporary employees may be laid off or terminated at any time without the rights outlined in this Article. No permanent employee ~~shall~~will be laid off from any position while any ~~emergency~~, provisional,

limited-term, acting, or other temporary employee or probationary employee is continued in a position of the same classification in the layoff unit. Permanent employees serving a temporary appointment may choose to return to their permanent position instead of being laid off or terminated.

6. Reduction in Pay or Position

The Appointing Authority may, in collaboration with the Human Resources Department and the impacted employee, in lieu of layoff, demote an employee, reduce an employee's pay, or both. Any such reduction in pay and/or position ~~shall~~will conform to the salary schedule then in effect.

B. Recall

Employees who are laid off or displaced ~~shall~~will be placed on a recall list by classification for a period of twenty-four (24) months, after which time all recall rights are terminated. Employees who are part of a classification series have recall rights to lower classifications in the series then where they were originally placed. Should a vacancy authorized to be filled occur in the classification from which an employee was (or employees were) laid off or displaced, said employee(s) ~~shall~~will be recalled in order of seniority.

1. Change of Address

An employee who has been laid off ~~shall~~will complete the Change of Address or Telephone Form and turn it into agency~~departmental~~ Payroll Clerks~~and is on a recall list shall notify the Human Resources Department of any change of address~~. An employee to be recalled ~~shall~~will be notified by letter sent by certified mail addressed to the most recent address appearing on the City's records.

2. Acceptance or Rejection

An employee being recalled ~~shall~~will notify the Human Resources Director or designee of ~~her/his~~their acceptance or rejection of recall within seven (7) calendar days from the date of the employee's receipt of the certified letter of recall. The employee ~~and~~ ~~shall~~will report for work within fourteen (14) calendar days, or at a later date with the Appointing Authority's approval, after notifying the Human Resources Director that ~~s/he~~they accept~~s~~ the recall. If the employee's suggested recall date is not accepted by the Appointing Authority the employee can appeal the decision to the Human Resources Director. Appeals must be submitted within 24 hours. Failure to so notify, failure to so report, or the refusal of an offer of reemployment ~~shall~~will immediately terminate an employee's rights to recall.

3. Seniority

An employee placed on layoff status and recalled and/or rehired within twenty-four (24) months will retain ~~her/his~~their seniority and benefits level that ~~s/he~~they had as of the date of layoff. However, an employee will not receive additional ~~credit for time~~seniority during their time spent on layoff. For example, an employee with ten (10) years of seniority at the time of layoff, who returns after 1 ½ years of layoff, would have ten (10) years of seniority restored upon return.

4. Sick Leave

An employee placed on layoff status and recalled and/or rehired within twenty-four (24) months ~~shall be credited with the sick leave accumulated as of the date of layoff~~will return with the same number of sick leave hours they had at the time of layoff.

5. Salary Placement

An employee placed on layoff status and recalled to a position in the same classification within twenty-four (24) months ~~shall~~will have ~~her/his~~their salary set at the same step and longevity percentage in effect at the time of the layoff. The salary range ~~shall~~will be that established for the position at the time of recall. An employee placed on layoff status and rehired to a new City position within twenty-four (24) months ~~shall~~will have ~~her/his~~their salary set at the same longevity percentage and salary step in effect at the time of layoff with no accumulated credit for the time spent in layoff status.

C. Furlough Policy

1. Procedures

City ordinances, resolutions, the Personnel Rules and employee this Handbooks establish procedure for layoff. In lieu of layoffs that are consistent with such ordinances, resolutions, Personnel Rules and this employee Handbooks, the City may seek to furlough employees. The employee representatives (association) and the City's Human Resources Director or designee shall meet and confer before any furlough plan is implemented by the City. As a result of meeting and conferring, the Associations and City may agree to propose to the Common Council an agreed furlough plan, but agreement is not required prior to implementation by the Common Council unless an ordinance or resolution requires agreement. Any proposed furlough plan shall comply with the criteria and employee protections listed in the procedures listed below and be consistent with any applicable ordinance(s) or resolution(s) governing

the furlough process. Prior to implementation, any proposed furlough plan will be analyzed using one of the City's racial equity and social justice analysis tools and the results must be available to the Council at the time that it considers the proposed furlough plan. Modifications to this process must be approved by the Personnel Board, Finance Committee, and the Committee on Employee Relations after a meet and confer process.

2. Furlough Plan Criteria

Definition: A furlough is unpaid time away from work, in half-day or one-day increments based on the number of hours in the employee's regular workweek. A furlough differs from a layoff in that a furlough is unpaid time away from work for a defined period of time, after which, employees are entitled to return to their position. The maximum number of furlough days for any employee in any calendar year shall be five (5) days, unless the City and Association agree to a greater number within a single year, which shall not exceed ten (10) days.

3. Selection of Furlough Days ~~:~~

Citywide furloughs may be implemented on a specific schedule or implemented as citywide shut-down days, where all non-emergency services of the City are closed. Whether to implement citywide shut-down days will be discussed as part of the meet and confer process. Individual employees will be offered the opportunity to choose the schedule for their furlough days to the greatest extent possible. Citywide furlough days do not preclude the ability of employees to preselect furlough days with the agreement of their supervisor as described in the section "Work Schedules and Hours of Work," below.

4. Impact on Wages

No furloughed City employee will be allowed to use paid leave to avoid the unpaid furlough day. At their option, employees shall be permitted to spread the impact of furlough days across multiple pay periods and still use the time off consecutively. Impact on Benefit Status: Benefits that may be impacted by furloughs include WRS contributions and service time, sick leave accrual, wage insurance premiums, and deferred compensation contributions based on a percentage of wages. Furlough days will have no impact on vacation accrual dates or employee seniority. Furlough days will have no impact on an employee's date of service with the City.

5. Work Schedules and Hours of Work

Employee work schedules and hours of work will be altered to reflect the furlough days in either half-day or full-day increments. Employees will receive any required notice of such schedule change, consistent with any

other provisions of this employee Handbooks relating to scheduling. In no case will employees be given less than thirty (30) calendar days' notice before any furloughs. Supervisors are encouraged to work with employees to schedule furlough days at a mutually agreeable time so that employees may preselect furlough days, except when citywide shut-down day(s) have been agreed through this process, employees shall be furloughed on the shut-down day except emergency or necessary personnel. Employees shall not perform any work while on furlough, and employee workloads or time period needed to complete work will be adjusted in accordance with the time they are furloughed.

6. Impact on Leaves and Leave Status

If an employee is on leave that either removes them from the workforce or is of an intermittent nature, furlough days will still be assigned upon return to active status if the employee returns within the calendar year. Exceptions to this may be made on a case-by-case basis by the Human Resources Director, if such employees have absence without pay, which precludes implementation of furlough days (e.g., Disability Layoff). Recordkeeping and Payroll: Each department will record the assigned furlough days for departmental records. Furlough days will be entered into MUNIS as Furlough AWOP.

7. General Considerations

FLSA Requirements: Accurate time records will be kept for all employees during any week in which furlough days are assigned. Employees will be directed to perform no work during designated furlough days (or half-days). Exempt employees are directed not to work more than the standard number of hours for their workweek (38.75, 40 hours in a week, etc.) with a furlough day.

8. Disciplinary Suspensions

~~Disciplinary Suspensions:~~ No employee will be allowed to use unpaid suspensions as a substitute for assigned furlough days.

9. On-Call or Stand by status

Employees on either on-call or stand by status who are required to report on a furlough day will be paid in accordance with applicable City ordinances and Handbook provisions. Employees will be paid for actual hours worked. Any hours spent in furlough will count toward the assigned furlough, and the number of hours worked will be reassigned as furlough required hours on an alternate day.

10. Call-Ins

If an employee is called in to work on an assigned furlough day, they will be paid in accordance with applicable City ordinances and Handbook provisions.

11. Probationary Period/Trial Period

~~Probationary Period/Trial Period:~~ Probationary and trial periods will not be extended as a result of any furlough days served during the probationary or trial period.

~~C.~~D. Review

The decision to lay off or displace cannot be appealed or reviewed. The manner in which the layoff or displacement is implemented may be subject to review to the Personnel Board only if it is contrary to the provisions contained herein. Such review ~~shall~~will not delay the effective date of the layoff or displacement.

9. ~~DISCIPLINE~~MANAGING EMPLOYEE PERFORMANCE, SAFETY CONCERNS, AND APPEALS

A. Authority

1. ~~Discipline~~Performance Management

Performance management is the process of creating and maintaining a productive and efficient work environment where employees can meet their full potential. The City's Performance Management process is transparent, rooted in trauma informed supervision; centered on growth and development; and proactive and ongoing. This process begins during onboarding and continues throughout an employee's life cycle as expectations and goals are set; support and recognition is provided and review of performance occurs on a~~n~~ continuous basi~~e~~s.

The City utilizes several performance management tools including but not limited to; regular check-ins, annual check-ins, Team City awards, performance improvement plans, and discipline. Human Resource staff work with managers, supervisors, employees, and employee groups to determine the appropriate performance management tool for any given situation. Corrective action may be necessary to address when an employee fails to meet the standards expected of them. This corrective action can occur through coaching, accommodations, training, performance improvement plans, and/or discipline.

Performance improvement plans should be considered in situations when an employee is unable to meet the core functions of their position.

Discipline should be used when employees have shown the ability to complete the core position functions but show an unwillingness to complete these functions as directed.

Human Resource staff are available to assist City leaders with the appropriate next steps. When situations rise to the level of discipline any disciplinary action the City takes is to correct behavior and is not intended to be merely a punitive action.

Such disciplinary action will be administered pursuant to the standards of just cause and progressive discipline, except in cases of significant misconduct or when addressing employees who are probationary or in a trial period. Any Appointing Authority or agency head who is vested with disciplinary authority will be allowed full freedom in their action on such matters.

With the concurrence of the Human Resources Director, an Appointing Authority or agency head may place an employee on paid off-duty status in order to secure the workplace and/or the safety of employees, protect the integrity of the investigation, or for other appropriate reasons during an investigation of any alleged misconduct.

During the period of suspension of an employee or pending final action on appeal proceedings to review a suspension, demotion, or dismissal of an employee, the Appointing Authority may fill the vacancy created only by temporary appointment.

Agencies will develop a tracking mechanism in order to track the employee's name, policy violation or infraction, and discipline outcome which will be given to Human Resources to aid in the periodic review of process and practices with a racial equity and social justice lens.~~The City expects that all employees will come to work and follow work rules designed to protect the interests and safety of all clients, employees, and members of the general public. The City recognizes, however, that corrective action may be necessary when employees fail to meet the standards expected of them. The purpose of any disciplinary action that the City takes is to correct behavior and is not intended to be merely a punitive action. Such disciplinary action shall be administered pursuant to the standards of just cause, except for hourly/seasonal employees in CG15. Any Appointing Authority or department head who is vested with disciplinary or removal power shall be allowed full freedom in her/his action on such matters. With the concurrence of the Human Resources Director, an Appointing Authority or department head may place an employee on paid off-duty status in order to secure the workplace and/or the safety of employees, protect the integrity of the investigation, or for~~

~~other appropriate reasons during an investigation of any alleged misconduct.~~

~~During the period of suspension of an employee or pending final action on appeal proceedings to review a suspension, demotion, or dismissal of an employee, the Appointing Authority may fill the vacancy created only by temporary appointment.~~

2. Safety Concerns

Employees have the right to a safe work environment. Our City has a dedicated Safety Coordinator to assist the City and its agencies with addressing employee safety concerns. Many City agencies also have safety committees and some have dedicated safety staff. In the event that an employee is dissatisfied with the above mentioned processes they have the right to file a concern with their Appointing Authority. ~~If an employee believes the workplace is unsafe, s/he has the right to file a concern with his/her Appointing Authority.~~ This concern ~~shall~~will be in writing. An Appointing Authority, or designee, will have 10 working days from the receipt of the complaint to meet with the employee to discuss the matter. If the matter is not resolved to the employee's satisfaction, the employee may follow the appeal process outlined below.

B. Appeal

Disciplinary action taken by the Appointing Authority or designee against a permanent or non-probationary hourly/seasonal employee or the Appointing Authority's, or designee's, failure to address a safety concern to the employee's satisfaction, may be appealed in compliance with the time limits and procedures outlined below:

1. Initial Appeal

Grievances ~~shall~~will proceed in compliance with the time limits and procedures outlined below:

a.~~1~~. Employee representatives may confer with employer representatives on grievances filed pursuant to this section without loss of pay. However, the number of such employee representatives ~~shall~~will be limited to one (1) at Step One and two (2) at Step Two unless another number is mutually agreed upon by the parties.

2. All grievances must be submitted in writing within ten (10) days of the discipline giving rise to the grievance, or within ten (10) days of the time the employee knew, or should have known, about the discipline giving rise to the grievance with the exercise of reasonable diligence, but in no event more than thirty (30) days from the date of the occurrence; otherwise the right to file a grievance is forfeited and no grievance is deemed to exist.

3. Time limits set forth in the grievance procedure, with the exception of the initial time limit for filing a grievance, ~~shall~~will be exclusive of Saturdays, Sundays and holidays. Time limits for processing grievances from one step to another in the procedure may be extended by mutual agreement of the parties.
4. All grievances ~~shall~~will be subject to the following procedures.

Step One Grievance:

The grievance ~~shall~~will be reduced to writing and presented to the employee's immediate supervisor on the approved form with a copy sent to the Employee and Labor Relations Manager. Within ten (10) days of receipt of the grievance, the supervisor ~~shall~~will meet with the grievant(s) and the employee's representative to discuss the grievance. Within five (5) days following the date of this meeting, the supervisor ~~shall~~will furnish the employee with a written answer to the grievance, a copy of which ~~shall~~will be forwarded to the designated employee representative and the Employee and Labor Relations Manager.

Step Two Grievance:

The grievance ~~shall~~will be considered settled in Step One unless within five (5) days after the immediate supervisor's written answer is due, the grievance is again reduced to writing and presented to the ~~Department~~Agency/Division Head with a copy sent to the Employee and Labor Relations Manager. The ~~Department~~Agency/Division Head, or their designee, ~~shall~~will, within 10 days of receipt of the grievance, confer with the employee and employee's representative before making their determination. Within five (5) days following the date of this meeting, the ~~Department~~Agency/Division Head ~~shall~~will furnish the employee with a written answer to the grievance, a copy of which ~~shall~~will be forwarded to the designated employee representative and the Employee and Labor Relations Manager.

Step Three Grievance:

If the grievance is not settled at Step Two or if any grievance filed by the City cannot be satisfactorily resolved by conference with appropriate representatives of the employee, the parties may elect to proceed to mediation. If either party objects to mediation, the parties will proceed directly to arbitration.

2. Mediation

The purpose of mediation is to act as a means for the parties to communicate constructively, with the assistance of the mediator, on the issue(s) being disputed with a goal of resolving the issue using consensus based problem solving. For grievances proceeding to mediation the following procedures apply:

1. Within fifteen (15) days of the receipt of the ~~Department~~Agency/Division Head's decision at Step Two, any party wishing to pursue the grievance past Step Two can send a written "Request to Initiate Mediation" to the other party.
2. Within ten (10) days of the receipt of the "Request to Initiate Mediation," the City and the employee representative will endeavor to reach mutual agreement on a mediator. The mediator may come from the list of mediators supplied by the Wisconsin Employment Relations Commission or the Federal Mediation and Conciliation Service.
3. If no agreement is reached on a mediator, the parties by lot will select five (5) names from the mediator panel. The parties ~~shall~~will alternately eliminate names until the mediator is selected. The flip of a coin ~~shall~~will determine which party is to eliminate the first name. The parties ~~shall~~will immediately contact the selected person to ascertain the person's availability and willingness to undertake the mediation and ~~shall~~will notify the parties of acceptance. In the event of non-acceptance, the selection process will be repeated until a mediator is selected.
4. Each of the parties ~~shall~~will select their respective representative(s) to attend the mediation. Employee participants may have the grievant and two (2) employee representatives attend the mediation without loss of pay. Representatives must have the necessary authority to settle the grievance.
5. The procedure at the mediation will be determined by the mediator after consultation with the representatives.
6. No later than ten (10) days before the mediation, each party will notify the other party of the name(s) of those people who will appear at mediation, including that party's representative(s) and any other individuals it deems necessary to resolve the dispute.
7. No later than ten (10) days before the mediation, each party will simultaneously exchange with the other party, and send to the mediator:
   a. A summary of each party's position in the dispute and the relief requested, said summary to be no longer than 10 pages;
   b. Copies of all documents each party refers to in its summary.
8. To facilitate a successful resolution of the grievance at mediation, all parties agree, and understand, that mediation discussions are for the purpose of reaching a mutually acceptable resolution of the grievance. Accordingly, all parties agree that mediation discussions are confidential and may not be used by any party, in any way, at any subsequent arbitration. Further, all parties understand that they may not call the mediator as a witness in any subsequent arbitration. Notwithstanding the foregoing, nothing ~~shall~~will prevent any party from introducing documents at any subsequent arbitration that were utilized at mediation provided that the documents were not created during the mediation.
9. No formal record or transcript of the mediation will be made.
10. Payment of the mediator's fees and other reasonable expenses will be split equally between the parties to the mediation.

3. Final and Binding Arbitration

For grievances proceeding to final and binding arbitration, the following procedures apply:

1. Within fifteen (15) days after the close of mediation, if the parties were unable to settle the matter at mediation, any party may file a written notice of the intent to proceed to arbitration with the other party. The notice will identify the applicable handbook or policy provision, the grievance(s), the Agency and the employee involved. If notice is not filed within fifteen (15) days, the matter is deemed settled at Step Two.
2. If the parties cannot agree on an arbitrator, either party may request that the Wisconsin Employment Relations Commission (WERC) or Federal Mediation and Conciliation Service (FMCS) submit a list of five (5) arbitrators to both parties. Within five (5) days of the receipt of the WERC's or FMCS' list, either party may notify the WERC/FMCS, and the other party, of their intent to reject the entire WERC/FMCS list. The WERC/FMCS will submit a new list which will not duplicate the original list. The option to reject a list may only be exercised by each party once per grievance.
3. If no agreement is reached on an arbitrator, the parties by lot will select five (5) names from the arbitrator panel. The parties will alternately eliminate names until the arbitrator is selected. The flip of a coin will determine which party is to eliminate the first name. The parties will immediately contact the selected person to ascertain the person's availability and willingness to undertake the arbitration and will notify the parties of acceptance. In the event of non-acceptance, the selection process will be repeated until an arbitrator is selected.
4. An arbitrator must be picked and the arbitration must be scheduled within six (6) months from the date the last panel was submitted to the parties or the grievance will be moot. This provision will not be construed to mean that the arbitration hearing must take place within six (6) months, only that it be scheduled within six (6) months.

4. Hearing

The hearing will be held in Madison, Wisconsin at a time and place convenient to the parties at the earliest possible date after the arbitrator has been notified of their selection.

The grievant(s) and not more than two (2) employee representatives may be present at the hearing without loss of regular wages if the hearing is scheduled during their regularly scheduled workday. Not more than five (5) employees called by the employee or employee's representative as witnesses may appear at the hearing without loss of regular wages if the hearing is scheduled during the employees' regularly scheduled workday. Employees who appear as witnesses during their regularly scheduled

workday and do not testify at the hearing will not receive their regular wages unless the matter is settled during the course of the hearing.

The arbitrator ~~,~~will have the authority to administer oaths and to issue subpoenas at the request of the parties and will be responsible for the fair and orderly conduct of the hearing and the preservation of the record. Attorneys representing any party may issue a subpoena consistent with Wis. Stats. §805.07. Any party requesting a subpoena will be responsible for the fees associated with the subpoena. All testimony ~~shall~~will be taken under oath and ~~shall~~will be recorded stenographically or by a recording machine under the supervision and control of the arbitrator. The arbitrator ~~shall~~will take such evidence, as in their judgment is appropriate, for the disposition of the issue(s) presented. Statements of position may be made by the parties, documents may be submitted into evidence and witnesses may be called to testify.

The arbitrator ~~shall~~will have the initial authority to determine whether or not the dispute is procedurally arbitrable under this ordinance. If the dispute is procedurally arbitrable, the arbitrator ~~shall~~will proceed with the hearing and determine the merits of the dispute in accordance with this ordinance and the applicable sections of Chapter 788 of the Wisconsin Statutes. If the Wisconsin Statutes and City of Madison Ordinances are in conflict regarding any procedure for arbitration, the Wisconsin Statutes ~~shall~~will control.

In making their decision, the arbitrator ~~shall~~will neither add to, detract from, nor modify the language in any ordinance, personnel rule or work rule in arriving at a determination of the issue(s) presented. The arbitrator ~~shall~~will have no authority to change wage rates or salary schedules.

The arbitrator ~~shall~~will only decide the issue(s) submitted by the parties for arbitration and ~~shall~~will have no authority to determine any other issue. The arbitrator ~~shall~~will not submit observations of make declarations of opinion on matters that are not directly essential in reaching a determination of the issue(s) presented.

Fees and expenses for the arbitrator's services ~~shall~~will be borne equally by both parties.

5. Decision

The arbitrator ~~shall~~will submit ~~his or her~~ their decision affirming or reversing the action with their reasons in writing to the parties within sixty (60) calendar days of the close of the hearing or the submission of the parties' briefs, whichever is later. No decision may be retroactive for a period greater than thirty (30) days prior to the presentation of the

grievance in Step One. The decision of the arbitrator is final and binding without recourse to further appeal.

~~1. Notification~~

~~Any employee who has completed his or her probation period shall receive a written statement of the reason for any disciplinary action taken against her or him. A copy of the written statement shall be supplied by the disciplining or discharging authority to the Human Resources Director not later than three (3) calendar days after the effective date of such action. Employees are responsible for ensuring that any notice is provided to her/his employee/association representative, where applicable. However, notices of pre-determination hearings will be provided to an employee/association representative, where applicable.~~

~~If an employee has filed a safety concern, the employee shall receive a written statement outlining what the department/division intends to do to remedy the situation, if anything, within 10 working days of meeting with the employee. A copy of the written statement shall be supplied by the Appointing Authority, or designee, to the Human Resources Director not later than three (3) calendar days after the statement was provided to the employee. If the Appointing Authority or designee fails to meet with the employee within 10 working days of receipt of the original concern, the employee may proceed with the appeal process by submitting to Human Resources a copy of the original safety concern with the date it was submitted to the Appointing Authority or designee.~~

~~2. Written Reply~~

~~The employee, or her/his employee/association representative, where applicable, shall have ten (10) calendar days from the date of the presentation of the written statement to file a written reply with the Human Resources Director as an answer or protest to the taking of such action.~~

~~3. Appeal~~

~~Any employee, or her/his employee/association representative, where applicable, who has filed a written reply with the Human Resources Director may, within three (3) calendar days after filing such reply, file an additional written notice with the Human Resources Director requesting an appeal of the disciplinary action or the department/division response to the safety concern. The Human Resources Director, or designee, shall, without delay, file a copy of the written statement of the reason for the disciplinary action/safety concern response, the written reply of the employee or representative, and the notice requesting an appeal, with the Board for its information. Before providing the information to the Board, the Human Resources Director, or designee, will assign the appeal an identifying case number that will be used on all public documents when referring to the matter in question.~~

~~4. Selection of an Appeal Examiner~~

~~Within ten (10) calendar days of the receipt of the appeal described in 3 above, the Human Resources Director, or designee, shall schedule a conference for the selection of an Appeal Examiner by the parties. At this and all subsequent proceedings, the affected employee may be represented by counsel, or her/his employee/association representative, where applicable, and the Appointing Authority or department head shall be represented by the City Attorney or her/his assistant. During this conference, the Human Resources Director, or designee, will clarify the positions of the parties and will attempt to mediate a resolution to the dispute. If mediation fails, the parties may agree upon an Appeal Examiner. If no agreement is reached, the Human Resources Director, or designee, shall, randomly, select five (5) names from the Appeal Examiner panel. The parties shall alternately eliminate names until the Appeal Examiner is selected. The flip of a coin shall determine which party is to eliminate the first name. The Human Resources Director, or designee, shall immediately contact the selected Appeal Examiner to ascertain the person's availability and willingness to undertake the hearing and shall notify the parties of acceptance. In the event of non-acceptance, the Human Resources Director, or designee, will go to the last Appeal Examiner struck and ask that person to serve as Appeal Examiner and this process will be repeated until an Appeal Examiner is confirmed.~~

~~5. Hearing~~

~~The Human Resources Director, or designee, shall transmit all documents to the Appeal Examiner within five (5) calendar days of acceptance of the hearing. As soon as is practicable thereafter, the Human Resources Director or designee shall schedule dates and secure a room for the hearing. All hearings shall be held in a public building. The Appeal Examiner shall have the authority to administer oaths and to issue subpoenas at the request of the parties and shall be responsible for the fair and orderly conduct of the hearing and the preservation of the record. Any party requesting a subpoena will be responsible for the fees associated with the subpoena. All testimony shall be taken under oath and shall be recorded stenographically or by a recording machine under the supervision and control of the Appeal Examiner.~~

~~For hearings related to discipline or termination, the City shall have the burden of proof to substantiate and justify the action taken against the employee according to the standards of just cause by the preponderance of the evidence. The Appeal Examiner shall submit his or her determination affirming or reversing the action with the reasons therefore in writing to the Human Resources Director, and to the employee, counsel, or her/his employee/association representative, where applicable, within thirty (30) calendar days of the close of the hearing or the submission of the parties' briefs, if any, whichever is later.~~

~~For hearings related to safety concerns, the City shall have the burden of proof to justify its safety decision based on reasonableness of action. The Appeal~~

~~Examiner shall submit his or her determination affirming or reversing the action with the reasons therefore in writing to the Human Resources Director within thirty (30) calendar days of the close of the hearing or the submission of the parties' briefs, if any, whichever is later. The Human Resources Director shall mail a copy of the Appeal Examiner's determination to the last known address of each of the parties.~~

6~~7~~. Personnel Board Action

Within fourteen (14) calendar days of such mailing, either party may file with the Human Resources Director a written notice of appeal of the ~~Appeal Examiner~~Arbitrator's determination to the Board. Any such appeal ~~shall~~will be on the written record, the preparation of which ~~shall~~will be the responsibility of the party seeking the appeal. The appealing party ~~shall~~will supply a copy of the written record to the other party without charge. The written record ~~shall~~will be filed with the Human Resources Director within twenty (20) calendar days of the notice of appeal unless the Board extends such time. The Board ~~shall~~will receive no further evidence on the matter but may request additional briefs of the parties on matters which were raised before the ~~Appeal Examiner~~Arbitrator and ~~shall~~will permit the parties to provide briefs at the request of either party. The Board ~~shall~~will have the right to secure outside counsel if necessary during this process.

7~~8~~. Personnel Board Decision

Within sixty calendar (60) days of the receipt of the written record, the Board ~~shall~~will make and file its decision with the Human Resources Director. The Human Resources Director ~~shall~~will within five (5) calendar days mail a copy of the decision to the last known address of each of the parties. The ~~Appeal Examiner's~~Arbitrator's determination ~~shall~~will be affirmed if the Board determines that credible evidence in the record and subsequent briefs support it.

Deference ~~shall~~will be given by the Board to the decision of the ~~Appeal Examiner~~Arbitrator. If the determination is not supported by a majority of the Board, the Board may reverse the determination or modify it to serve the best interest of the City service.

In cases involving discipline or termination, either party may, within thirty (30) calendar days of the mailing of the Board's decision, commence judicial action to review the decision of the Board. If no party seeks judicial review within thirty (30) calendar days, the decision of the Board ~~shall~~will become final. In cases involving safety concerns, the decision of the Board is the final disposition of the matter.

~~C. Appeal Examiner~~

~~The City may contract with an Appeal Examiner to hear and determine appeals of disciplinary or discharge actions against City employees by any Appointing Authority, division or department head taken pursuant to this section, or the resolution of workplace safety concerns raised by an employee pursuant to this section. Any Appeal Examiner so engaged shall not be a City employee or entitled to any compensation or benefit other than those described herein:~~

~~1. Examiner List~~

~~The Human Resources Director, in cooperation with the employee/ association representatives, shall maintain a panel of at least fifteen (15) neutral individuals who have indicated a willingness to serve in such capacity and who are retired members of the judiciary, or currently on the list of arbitrators or mediators for the Wisconsin Employment Relations Commission or who are employed by the same as arbitrators or mediators.~~

~~2. Compensation~~

~~The Appeal Examiner shall be compensated at the Examiner's regular rate for the hearing and time spent composing the decision. Compensation for an Appeal Examiner will be split evenly between the City and the party appealing a disciplinary action or workplace safety concern.~~

~~D. Exceptions~~

~~The procedure contained in this subsection shall not apply to matters involving alleged discrimination, classification actions, layoff decisions, to amounts of salary increases, or to matters subject to a contractual grievance procedure.~~

10. RESIGNATION

~~A. Notice~~

An employee who voluntarily leaves City service ~~shall~~will be encouraged to submit written notice of resignation at least ten (10) business days prior to the effective date of resignation. The Appointing Authority or designee ~~shall~~will inform the employee of the City's exit interview process and will provide their Human Resource Analyst with the employee's follow up contact information if an exit interview is desired. ~~A permanent employee who voluntarily leaves City service shall submit a written notice of resignation at least ten (10) business days prior to the effective date of resignation. The Appointing Authority shall forward the letter of resignation to the Human Resources Department. Except for extenuating circumstances as determined by the Human Resources Director, failure of an employee to submit such timely resignation shall result in forfeiture of future employment eligibility.~~

~~B. Non-Permanent Employees~~

~~No letter of resignation shall be required~~.

11. REVIEW OF THE RULES

These rules will be reviewed as situations arise, or at least every five (5) years, and any proposed changes will be presented to the Personnel Board for review at that time. This review should be focused on equitable outcomes, collaborative and involve stakeholders at all levels of the organization including employee representatives.

12. GLOSSARY OF HUMAN RESOURCES TERMS

~~"Achievement History Questionnaire/Supplemental Questions" is an examination method that requires an applicant to respond to yes or no questions, multiple choice questions, or to describe, in writtenprovide written narrative fashion, the applicant's qualifications for a vacant positionresponses to specific job related questions. The questionnaire Supplemental Question is administered by the Human Resources Department and is designed to allow the applicant to present her/his background in the area of responsibility of the positionas part of the application process. Questionnaire Question responses are evaluated, as part of a testing process, by individuals with expertise in the job area to determine eligibility for certificationreferral to interview.~~

"Acting Appointment" is an appointment to a position ~~in Compensation Group 17, 18, 43 or 44~~ that is made to fill ~~a vacancy~~an open position directly or indirectly created when an employee holding a permanent position secured a leave of absence of at least six (6) months duration and/or in the event that such employee ~~shall~~will have been absent because of illness or injury for thirty (30) days and it is reasonable to expect such employee will not return for an additional one hundred fifty (150) days.

"Administrative Procedure Memorandum (APM)" is ~~one of a series of memoranda~~ a memo from ~~issued by~~ the Mayor's office to provide administrative information and directives. Major subject areas include: Finance and Accounting; Personnel; Administration; Supplies, Services and Equipment; Transportation and Traffic; and Buildings, Grounds and Lands.

"Americans with Disabilities Act (ADA)" is a federal law which gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government services, and telecommunications.

"Anniversary Date" is the date an employee starts in a position without impact on the person's overall seniority and is used to calculate when an employee receives step increases per the Compensation Plan. For instance, Employee A starts permanent full-time employment on 2/01/08. This is A's anniversary date until ~~s/he~~they reaches the top step. Thereafter, ~~s/he~~they essentially has no anniversary date until ~~s/he~~they gets promoted on 3/01/15. At that point, if A was placed at step 3, ~~her/his~~their anniversary date is 3/01/15 until ~~s/he~~they reaches the top step again.

"Applicant" is any individual who has completed the City of Madison application materials required for a~~-~~n open position~~vacancy~~.

"Applicant Pool" is a group of individuals who have completed the City of Madison application materials required for an open position~~ vacancy~~.

"Application Assessment" is a screening tool designed to examine an applicant's qualifications for an ~~vacant position~~open position. Applications are evaluated by

individuals with expertise in the job area and assigned points based on established criteria, as part of a testing process.

"Appointing Authority" means the Mayor, ~~Department~~ Agency ~~or Division head~~Head, commission, committee, board, or body having the power to appoint to or remove from ~~subordinate~~ lower-level positions in any City office, ~~department~~agency, commission, or board. An Appointing Authority may delegate the power of appointment to a ~~subordinate~~ lower-level position~~officer~~. In some cases, appointing authority is vested by state law in a board or commission.

"Appointment" is the offer and acceptance of a position in City government.

"Board" means Personnel Board.

"Candidate" is an applicant for an open ~~a vacant position who~~position who has been deemed to hold the minimum qualifications required for the position.

"Career Ladder" is the planned or intentional promotions in a job class based on increased complexity, knowledge, skill, and independence during an established time frame. For example, a Clerk 1 will be expected to move to a Clerk 2 after performing at an acceptable level for 2 years. ~~movement through a sequence of classes based on acquisition and application of knowledge, skills and abilities learned on the job and on an increase in the complexity and independence of the work. This type of movement is sometimes called "automatic progression" because all employees who are performing at an acceptable level are expected to move from one level to another in a standard established time frame.~~ Career ladder progressions must be specifically identified in the class specifications and typically require that the positions be budgeted at the full performance level. The class specification should also address what happens to an employee who fails to progress according to the career ladder.

"City of Madison Civil Service System" is the set of rules which define how positions are created, classified, and assigned to salary ranges, the different types of positions and appointments within City government, how a person can apply for and become appointed to a position, how employees can be moved within the Classification and Compensation Plans, employee performance management, how an employee can be removed from a position, the rights of the City to discipline its employees and the rights of employees to appeal disciplinary actions taken by the City.

"Civil Service Appointment" is an appointment to a budgeted full-time or part-time position identified in the Classification Plan of indefinite duration requiring continuous performance of a set of functions anticipated to last more than four (4) years for at least fifty percent (50%) of the regularly established full-time work week. The appointment is made in accordance with Civil Service selection procedures. The term "civil service appointment" and the term "permanent appointment" are used interchangeably

"Civil Service Examination" is a test designed to evaluate a candidate's knowledge, skills, and abilities in performing the duties of an open ~~a vacant~~ position and ensure that selection is based upon merit.

"Classification" is the grouping of positions having similar duties and responsibilities and requiring similar knowledge, skills, and abilities, education, training, and experience.

"Classification Plan" is the assignment of all positions to classifications within the Compensation Plan based on duties and responsibilities.

"Classification Reassignment" is the movement of an filled or vacant classification to a different salary range.

"Classification Series" is a grouping of related classifications that share some areas of qualifications, duties and responsibilities and have differences based on increases in those areas. Classification series often identify a career ladder or other progression pattern and typically include information about how employees move from one level to another and/or when competition is required. A classification series may be described in one consolidated classification specification or in separate but related classification specifications.

"Classification Specification" is a written description of the general duties and responsibilities associated with a classification as well as the knowledge, skills, and abilities, education, training/experience, and necessary special qualifications required of employees holding positions within the classification. The position standards set forth in the classification specification are descriptive and not restrictive—they ~~shall~~will not be ~~construed~~ used to limit or modify the power of the Appointing Authority to assign tasks or direct ~~and control~~ the work of employees under ~~her/his~~their supervision. The use of particular examples ~~shall~~will not be held to exclude others not mentioned that are of a similar kind or level and are not to imply that all those mentioned must be performed by all persons whose positions are so classified. This description of general duties, which is written by an HR professional, is the basis for a more specific set of duties (position description) usually written by a supervisor or manager in the appointing agency. There can be more than one position description for the same classification specification. For example, the classification specification could be Accountant 1. Someone at an agency could have a more specific position description describing the oversight of payroll and daily procurement transactions. Another employee could have a specific position description describing duties relating to large federal procurement projects and auditing.

"Classification Study" is a detailed analysis of a position, classification or group of classifications used to determine whether the current classification specifications accurately describe the work of the positions in the classification, whether new classifications are needed or whether classifications should be abolished, and/or whether classifications are assigned to an appropriate salary range.

"Comparative ~~Analysis~~Evaluation" is a screening tool designed to examine an applicant's qualifications for a vacant position. Applications are evaluated by Human Resources staff or individuals with expertise in the job area to determine eligibility, as part of a testing process~~, but instead of being rated by points,~~ the applicants are compared directly with other applicants to determine rank.

"Compensation Group" is a grouping of classifications identified by number and assigned to established salary ranges in the Compensation Plan. The groupings are generally based on similar knowledge, skills, abilities, experience, complexity, and independence of the classifications, as well as ~~shared attributes of the classifications, such as~~ bargaining unit status, supervisory/ professional requirement status, ~~department,~~agency, or other commonalities.

"Compensation Plan" is the assignment of classifications to compensation groups and salary ranges.

"Demotion" is the movement of an employee with permanent status from a position in one classification to a position in another classification that has a lower salary range maximum.

"Diversity" refers to the variety of differences among people in an organization, encompassing race and ethnicity, gender, ~~ethnic group,~~ age, sexual orientation, personality, tenure, organizational function, education, background and more.

"Eligible List" is a list of candidates who have ~~successfully completed~~passed ~~any~~ required civil service exam(s) and are ~~deemed eligible and~~ qualified to interview for an open~~for referral to a vacant~~ position by the Human Resources Director or designee.

~~*"Emergency Appointment"* An appointment to a limited term position, for a period not exceeding thirty (30) working days, for which the need could not have been anticipated.~~

"~~Encumbered~~ Filled position" is a permanent or limited term position budgeted ~~for the performance of identified duties~~ and filled by an employee.

"Equal Employment Opportunity" is equitable treatment in employment, promotion, training, and other personnel actions without regard to race and ethnicity, gender, age, sexual orientation, or any other protected classes.~~describes personnel actions including hire, tenure, or term and condition or privilege of employment being based on the ability to perform the duties and responsibilities assigned to the particular position without regard to age, race, creed or religion, color, disability, marital status, sex (gender), arrest or conviction record (unless the conviction is directly related to the duties and responsibilities of the position in question), national origin, ancestry, sexual orientation or political beliefs.~~

"Equal Employment Opportunity Commission (EEOC)" is the federal agency that enforces the Civil Rights Act of 1991, the Americans with Disabilities Act (ADA), and other employment-related civil rights laws.

"Essential Functions or Duties" refers to fundamental job duties required of the employee holding the position. These duties are described in the position description. Essential functions are identified to assist employers in complying with the ADA. Reasonable accommodations are based on the essential functions of a position.~~refers to fundamental job duties required of the employee holding the position, exclusive of marginal functions. Essential functions are identified to assist employers in complying with the ADA. Reasonable accommodations are based on the essential functions of a position, not the marginal functions.~~

"Evaluation Period" is the period of time, generally six (6) months, following an employee placement as the result of a reasonable accommodation during which the employer determines if the employee is performing at acceptable levels.

"FTE" refers to a full-time equivalent. A person working in a half-time position is considered to be working at 0.5 FTE.

"Highly Specialized Position" is a position that requires specific specialized skills, knowledge, training and education that cannot be readily or easily trained to other city staff within the agency ~~department~~ without a decrease or compromise in city services.

"Involuntary Demotion" is the involuntary movement of an employee to a position in another classification that has a lower salary range maximum without adherence to selection procedures.

"~~Job Analysis~~Position Study" is a detailed analysis of a position or group of positions used to determine the appropriate classification and salary range.

"Job Announcement" is the official Human Resources document used for the recruitment for a vacant position. While it closely parallels the class specification, it may be modified to describe a specific position and include such information as hours of work, method of selection, special types of appointments, ~~probation period,~~ need for a vehicle or licensing, and other requirements.

"Job Family" is a group of jobs closely related by similarities in wages or salaries, level of responsibility and comparability to existing federal job family definitions. The composition of each job family is based on the Department of Labor Dictionary of Occupational Titles and is determined by the Director of Civil Rights, in conjunction with the Human Resources Director, or designee.

"Knowledge, Skills and Abilities (KSAs)" are the desired attributes listed in job announcements and classification specifications needed for an employee to be successful in a position. These are used to determine minimum qualifications required for a position.

~~are the attributes listed in job announcements and classification specifications as requirements for a position that an applicant must possess in order to be considered qualified for participation in a recruitment process and other employment actions.~~

"Layoff" is a reduction in work force for any reason other than discipline.

"Layoff Unit" is generally an employee's ~~department~~agency, unless the ~~department~~ agency is divided into divisions, in which case the division represents the layoff unit.

"Limited Term Appointment" is an appointment to a budgeted part-time or full-time position which requires continuous employment for the duration of a project or projects anticipated to last less than four (4) years. This is also referred to as Limited Term Employment or a Limited Term Employee (LTE).~~at least 50% of the regularly established full-time work week for the duration of a project or projects anticipated to last less than four (4) years.~~

"Lower Classification" is a position in a classification with a lower salary range maximum than a different position in the Classification Plan.

"Memorandum of Understanding (MOU)" is a signed document confirming an agreement between a labor ~~union~~ Union or association and the Human Resources Director, or designee, generally designed to resolve a difference of interpretation or intent of a current labor contract or past practice.

"Non-Civil Service Appointment" is an appointment made to fill an open position ~~vacancy or a newly created position~~ that has been specifically excluded from the civil service system by the ordinances.

"Oral Board Interview" is ~~a structured oral examination~~a structured interview of applicants qualified to compete for a posted position. ~~The oral board interview is designed to allow the applicant to present her/his background in the area applicable to the position.~~ Oral Board Interviews are administered by the Human Resources Department and conducted by a panel of individuals who have expertise in the job area.

"Permanent Appointment" is an appointment to a budgeted full-time or part-time position ~~identified in the Classification Plan~~ of indefinite duration~~ requiring continuous performance of a set of functions anticipated to last more than four (4) years for at least fifty percent (50%) of the regularly established full-time work week.~~. The appointment is made in accordance with Civil Service selection procedures. The term "civil service appointment" and the term "permanent appointment" are used interchangeably

"Personnel Board" is a board consisting of five (5) members appointed by the Mayor, subject to confirmation by a majority of the members of the Common Council. The Personnel Board is authorized by the Madison General Ordinance to review and recommend rules for administration of the City of Madison Civil Service System.

"Person with a disability" is one who, for purposes of these rules:

(a) Has a physical or mental impairment which substantially limits one or more major life activities; or

(b) ~~h~~Has a record or history of such an impairment; or

(c) Is perceived by others as having such an impairment.

"Position" is a job budgeted on a full-time or part-time basis, comprising a set of duties and responsibilities performed by an employee.~~is the group or set of duties and responsibilities requiring the services of an employee, budgeted on a full-time or part-time basis.~~

"Position Allocation" is the placement of a position within a classification based on the essential duties assigned to the position following a job analysis.

"Position Description" is more detailed than a classification specification and describes a specific job, rather than a broad class of jobs. A position description is a written account of the following:

(a) The duties, functions and responsibilities assigned to a specific position and the percentage of time spent on each.

(b) The minimum necessary knowledge, skills, and abilities required to perform the functions of a position.

(c) Special tools and equipment needed to perform the job.

(d) Required licenses and/or registrations.

(e) Physical requirements

(f) The level and type of supervision received.

(g) Signature of supervisor and ~~incumbent~~employee (if not vacant)

(h) If the position is responsible for supervising other positions, a Supervisory Analysis Form outlining the position's supervisory responsibilities will be attached to the position description.

"Probation Period" is the time during which a newly hired employee's performance, conduct and general suitability for the job are critically evaluated to determine whether the employee ~~shall be continued in the service~~will be retained in the position.

"Promotion" is the movement of a permanent employee from one classification to another classification having a higher salary range maximum through the application of the Selection Process.

"Provisional Appointment" is a temporary appointment, for up to six (6) months, to a position for which there is no eligible list. Extensions can be granted by the Common Council at the request of the Human Resources Director or designee.

"Qualified ~~Individual~~ Person with a Disability" is an individual with a disability who meets the minimum requirements of a position and who, with or without a reasonable

accommodation, can perform the essential functions of the position that such individual holds or desires.

"Reallocation" is the movement of a budgeted position from one classification to another based upon:

(a) A logical and significant change in duties and responsibilities.
(b) The determination that a position is inappropriately compensated.
(c) The creation of a new classification.
(d) The deletion of an existing classification.
(e) A change in the level of accountability resulting from reorganization.
(f) The correction of an error in the previous assignment of a position.

~~Incumbent~~Employees may be reallocated with the position or the position may be posted and filled through the competitive process, depending on the reason for the reallocation.

"Reasonable Accommodation" is the adjustment or modification to a job duty, employment practice, or the work environment that makes it possible for a qualified individual with a disability to perform the essential function(s) of the position that they hold or desire.

~~*"Reassignment"* is the movement of an encumbered or vacant classification to a different salary range.~~

"Recall" is the act of returning a previously displaced or laid off employee to ~~her/his~~their previously held position and classification.

"Recall List" is a list compiled and kept by the Human Resources Director or ~~her/his~~their designee. Such lists are maintained by layoff unit and contain the name(s) of each employee laid off or displaced, the employee's address, classification, and the date the employee was laid off/displaced.

"Reclassification" is the movement of a filled~~n encumbered~~ position to a different classification based upon a significant logical and gradual change to the duties and responsibilities of that position.

"Red Circle" is the act of freezing a current employee's salary at the existing rate of pay prior to demotion until the salary level of the lower-level position meets or exceeds the employee's frozen rate of pay.

"Referral" is the process by which the Human Resources Director officially provides to the Appointing Authority the names of candidates from the eligible list who are eligible and qualified for appointment to a position being filled.

"Reinstatement" is the act of hiring the former employee of a permanent position within ~~five~~ two (2) ~~(5)~~ years of the date of resignation.~~is the act of hiring the former incumbent~~

~~of a permanent non-represented position to a vacant position within the same classification within one (1) year of the date of her/his resignation.~~

"Requisition" is the official document submitted online by a City Agency to the Human Resources Department requesting that a position be filled.

"Salary Advancement" is the process of moving an employee's pay upward through the steps within a salary range. Advancement occurs on the first day of the pay period following the completion of the months of service required for advancement.

"Salary Range" is the monetary value(s) associated with classifications of similar scope and responsibility as recorded in the Compensation Plan.~~is the monetary value associated with classifications of similar scope and responsibility as recorded in the Compensation Plan.~~

"Seniority" is a measure of an employee's time on the City payroll including time off for compensable periods of absence from duty such as vacation and sick leave and reduced by time on leave of absence without pay, time on layoff status, and time spent working at less than 1.0 FTE.

"Stagehand" is any person working under the terms of the IATSE labor agreement.

"Supplemental Questions" is an examination method that requires an applicant to respond to yes or no questions, multiple choice questions, or to provide written responses to specific job related questions. The Supplemental Question is administered by the Human Resources Department as part of the application process. Question responses are evaluated, as part of a testing process, by individuals with expertise in the job area to determine eligibility for referral to interview.

"Temporary employee" is an employee category encompassing emergency, provisional, limited term, and hourly/seasonal appointments.

"Trainee Designation" is a designation given to a position filled by an individual who does not currently have the minimum training and experience requirements to qualify for the position. The trainee designation gives the City the ability to place the employee in the position but with a plan to allow the individual to obtain the minimum training and experience requirements within a specified time frame.

"Trial Period" is the time during which a newly promoted employee or an employee who has been competitively selected for a lateral transfer or demotion has their performance, conduct and general suitability for the job critically evaluated to determine whether such employee ~~shall~~will be retained in the position. Upon successful completion of the trial period the employee ~~shall~~will be "permanent" in the new position. During the trial period the employee ~~shall~~will be returned to their former position if either the employee or the employer so decides and if the position still exists in the agency budget. If the position no longer exists, the employee will have any layoff rights that they would have had at the

time the position was eliminated.~~is the time during which a newly promoted employee or an employee who has been competitively selected for a lateral transfer or demotion has her/his performance, conduct and general suitability for the job critically evaluated to determine whether such employee shall be continued in the position. Upon successful completion of the trial period the employee shall be "permanent" in the new position. During the trial period the employee shall be returned to her/his former position if either the employee or the employer so decides and if the position still exists in the agency budget. If the position no longer exists, the employee will have any layoff rights that s/he would have had at the time the position was eliminated.~~

"Transfer" is the movement of a qualified employee from one classification to another classification within the same or similar salary range or from one position to another position within the same classification but in a different ~~department~~ agency or division.

"Vacancy" is either a newly created position or an existing position no longer occupied by an employee.~~is either a newly created position or an existing position no longer occupied by an incumbent.~~

"Voluntary Demotion" is the voluntary movement of an employee to a position in a lower classification without adherence to selection procedures. In order for an employee to receive a voluntary demotion, the employee must possess the minimum required qualifications for the new position and must receive approval of the Appointing Authority and the Hunan Resources Director.

City of Madison

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

Master

File Number: 81368

File ID:	81368	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/02/2024
File Name:	A Resolution amending the Public Health Operating Budget to accept Centers for Disease Control and Prevention "Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems" funding from the WI Department of Health Services			**Final Action:**	

Title: A Resolution amending the Public Health Operating Budget to accept Centers for Disease Control and Prevention "Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems" funding from the WI Department of Health Services

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	85.
Sponsors:	Yannette Figueroa Cole And Derek Field	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	KMayoh@publichealthmdc.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Elizabeth York	Approve	1/22/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	BOARD OF HEALTH FOR MADISON AND DANE COUNTY	01/02/2024	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction

Notes: Board of Health for Madison and Dane County (2/7/24), Finance Committee (1/16/24), Common Council (2/13/24)

Text of Legislative File 81368

Fiscal Note

The proposed resolution amends the Public Health operating budget to increase grant revenue and expenditures by $1,237,990 from the Centers for Disease Control and Prevention "Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems" funding from the WI Department of Health Services. The grant will be used to fund three existing project positions (described in the body of the resolution) from January 1, 2025 - November 30, 2027. The positions are funded by Public Health reserves in 2024.

Title

A Resolution amending the Public Health Operating Budget to accept Centers for Disease Control and Prevention "Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems" funding from the WI Department of Health Services

Body

WHEREAS, Public Health Madison and Dane County proposes accepting Centers for Disease Control and Prevention (CDC) "Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems (PHI) funding from the WI Department of Health Services (WI DHS); and

WHEREAS, the purpose of this grant is to support core infrastructure improvements in local health departments across three strategy areas: public health workforce, data modernization and foundational capabilities, as defined in the Foundational Public Health Services model; and

WHEREAS, the award amount is $1,237,990, with a funding period of December 1, 2022 through November 30, 2027; and

WHEREAS, Public Health proposes utilizing the grant funding to fund three existing project positions across the three strategy areas from January 1, 2025 - November 30, 2027, specifically:

- Position #3331 Public Health Supervisor - Lead efforts related to Access to Care, Linkages with Clinical Care, Language Access, and implementation of Electronic Health Record System;
- Position #3332 Public Health Supervisor - Lead efforts related to Community Partnership Development, Community Engagement, and Health Equity;
- Position #3346 Data Communications Coordinator - Analyze and translate complex statistics and data into visualizations and materials designed for public consumption; and

WHEREAS, the Intergovernmental Agreement creating the joint City-County health department requires approval of both the Dane County Board and the City Council for a new grant of over $50,000;

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Madison approves amending the Public Health operating budget to accept these funds; and

BE IT FINALLY RESOLVED, that the Director of Public Health-Madison and Dane County is authorized to enter into and sign a grant agreement with WI Department of Health Services for these funds and is authorized to expend these funds as outlined above.

City of Madison

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File Number: 81369

File ID:	81369	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/02/2024
File Name:	Authorization to accept additional grant funds from the Wisconsin Department of Children and Families for the Family Foundations Home Visiting Program and create a 1.0 FTE Public Health Nurse Position for the Nurse Family Partnership (NFP) Program			**Final Action:**	

Title: Authorization to accept additional grant funds from the Wisconsin Department of Children and Families for the Family Foundations Home Visiting Program and create a 1.0 FTE Public Health Nurse Position for the Nurse Family Partnership (NFP) Program

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	86.
Sponsors:	Yannette Figueroa Cole And Derek Field	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	KMayoh@publichealthmdc.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Elizabeth York	Approve	1/22/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	BOARD OF HEALTH FOR MADISON AND DANE COUNTY	01/02/2024	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction

Notes: Finance Committee (1/16/24), Board of Health for Madison and Dane County (2/7/24), Common Council (2/13/24)

Text of Legislative File 81369

Fiscal Note

The proposed resolution amends Public Health's 2024 operating budget by increasing grant revenue and expenditures by $141,360, authorizes Public Health to accept these additional grant funds from the Wisconsin Department of Children and Families (DCF) for the Family Foundations Home Visiting Program, and creates a 1.0 FTE Public Health Nurse position for the Nurse Family Partnership (NFP) Program. DCF is increasing funding allocated to Public Health in 2024 by $141,360 to fund the position.

Title

Authorization to accept additional grant funds from the Wisconsin Department of Children and Families for the Family Foundations Home Visiting Program and create a 1.0 FTE Public Health Nurse Position for the Nurse Family Partnership (NFP) Program

Body

WHEREAS, Public Health is a recipient of the Family Foundations Home Visiting Program (FFHVP) grant via the Wisconsin Department of Children and Families and has received this support since 2015 to fund perinatal home visiting programs; and

WHEREAS Public Health has determined that the Nurse Family Partnership (NFP) program is an evidence based, nurse delivered home visiting program supporting healthy pregnancies, healthy births, and life outcomes; and

WHEREAS, the Wisconsin Department of Children and Families is increasing funding allocated to Public Health in 2024 by $141,360 annually to add a 1.0 FTE project Public Health Nurse (PHN) Position in the NFP program to serve Madison and Dane County; and

WHEREAS, the NFP program has had a waitlist for the past year and this has delayed enrollment for clients. With the additional funding and PHN position, The NFP program will be able to enroll clients earlier in their pregnancy and support improving health outcomes; and

WHEREAS, Public Health will receive funding for this additional position through September 30, 2026; and

WHEREAS the Intergovernmental Agreement creating the joint City-County health department requires approval of both the Dane County Board and the City Council for the creation of any new positions;

NOW THEREFORE BE IT RESOLVED THAT the Common Council of the City of Madison approves amending the Public Health operating budget to accept these funds; and

BE IT FURTHER RESOLVED the Director of Public Health Madison and Dane County is authorized to sign the agreement for the amount and purpose outlined above;

BE IT FINALLY RESOLVED that the Common Council of the City of Madison approves the creation of the above position authority.

City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 81375

File ID:	81375	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/02/2024
File Name:	12913 Roth Street Future Park Land Acquisition			**Final Action:**	

Title: Authorizing the execution of a Purchase and Sale Agreement between the City of Madison and Karen L. Chrostowski for the City's acquisition of the properties located at 2248, 2250 and 2256 Roth Street, located in the City of Madison. (District 12)

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	15
Sponsors:	Charles Myadze And Satya V. Rhodes-Conway	**Effective Date:**	
Attachments:	12913 Agreement.pdf, Property Location Map.pdf	**Enactment Number:**	
Author:	Jennifer Frese, Real Estate Services Manager	**Hearing Date:**	
Entered by:	cklawiter@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Maggie McClain	Approve	1/22/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Economic Development Division	01/02/2024	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Board of Park Commissioners (1/10/24), Finance Committee (1/16/24), Common Council (1/23/24)

Text of Legislative File 81375

Fiscal Note

The proposed resolution authorizes the acquisition of property for future park land. The estimated acquisition cost is $240,000 plus an estimated $20,000 in additional real estate costs

for environmental site assessment, title work, miscellaneous closing costs, and staff time for a total amount of $260,000. Funding is authorized within the Parks Division's 2023 Adopted Capital Budget Land Acquisition Program #17128 (Munis projects #14935 and 14210).

Title

Authorizing the execution of a Purchase and Sale Agreement between the City of Madison and Karen L. Chrostowski for the City's acquisition of the properties located at 2248, 2250 and 2256 Roth Street, located in the City of Madison. (District 12)

Body

WHEREAS, Karen L. Chrostowski ("Seller") is the owner of three contiguous properties containing a total of 14,652 square feet of land and one single-family residential home, addressed as 2248, 2250 and 2256 Roth Street (together, the "Property"), which are legally described in Exhibit A of the attached Purchase and Sale Agreement ("Agreement"); and

WHEREAS, the City of Madison ("City") desires to purchase the Property for future park purposes consistent with the City's adopted Oscar Mayer Special Area Plan, which identifies the Property as park and open space"; and

WHEREAS, the Property is currently surrounded by the Kennedy Little League Fields, as shown in the Locator Map attached hereto, which lands are likely to be dedicated to the City for park purposes when the Oscar Mayer factory property develops; and

WHEREAS, the City and the Seller agree to the purchase price in the attached Agreement, as evidenced by the Seller's signature, which price is based on the appraised value estimate in an appraisal reviewed and approved by the City's Office of Real Estate Services.

NOW, THEREFORE, BE IT RESOLVED that the City's Common Council hereby authorizes the City's execution of the Agreement, as Buyer, substantially on the terms and conditions contained in the Agreement attached hereto.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Superintendent of the City of Madison Parks Division is authorized to execute any other documents as may be necessary to carry out the purposes of this resolution in a form approved by the City Attorney.

PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT ("Agreement") is entered into as of the 11th day of December, 2023, by and between the **City of Madison**, a Wisconsin municipal corporation ("Buyer") and **Karen L. Chrostowski** ("Seller").

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 (the "Parties") hereto covenant and agree as follows:

1. The Property. The Buyer shall purchase and the Seller shall sell and convey by Warranty Deed ("Deed") fee simple title to the three real properties located at 2248, 2250 and 2256 Roth Street, City of Madison, Dane County, Wisconsin, together with all improvements and fixtures located thereon and all appurtenances thereto (together, the "Property"), as legally described in attached Exhibit A.

2. Effective Date. The "Effective Date" shall be the later date of execution of this Agreement by the Seller or the Buyer, as indicated on above.

3. Purchase Price. The total purchase price of the Seller's interest in the Property ("Purchase Price") shall be Two Hundred Forty Thousand Dollars and 00/100 ($240,000.00). The Purchase Price shall be payable in cash at Closing, as defined herein, subject to the adjustments and prorations herein provided.

4. Personal Property. The transaction contemplated by this Agreement does not include any personal property.

5. Delivery of Documents. Within ten (10) days of the Effective Date, the Seller will reproduce at the Seller's expense and send, either electronically or by hard copy, to the Buyer at the Buyer's office, copies of the following documents (if applicable) in the Seller's possession or control: all plans/drawings, reports, service contracts, leases, environmental studies, title insurance policies, etc.

6. Limited Representations and Warranties; AS-IS Condition. Except as otherwise provided in this Agreement, 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 in Paragraph 9 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.

7. Due Diligence Period. The Buyer shall have sixty (60) days from the Effective Date ("Due Diligence Period") to review, test and inspect all aspects of the Property, at its sole cost and expense.

   Should the Buyer desire to close prior to the end of the Due Diligence Period, the Buyer may provide the Seller with written notice of its intent to do so. The provision of such notice by the Buyer shall not affect the terms contemplated in this Agreement, except that the Closing shall

occur on or before fifteen (15) days from the date the Seller receives such notice, unless the Parties agree in writing to another date.

The Due Diligence Period may be extended upon written agreement of the Parties.

8. Access to the Property. The Buyer and the Buyer's authorized agents, contractors, consultants and engineers shall be permitted access to the Property for the purpose of conducting inspections and testing, including but not limited to, a Phase 1 environmental site assessment of the Property at reasonable times with advance notice to the Seller. Further, Buyer shall not be entitled to undertake a Phase 2 environmental site assessment or undertake any invasive testing for environmental purposes at the Property unless: (i) the Phase 1 environmental site assessment for the Property discloses a recognized environmental condition for which a Phase 2 environmental site assessment is reasonably recommended by the environmental consultant, and (ii) the Seller provides its written consent for the Buyer to perform such Phase 2 environmental site assessment, which consent may not be unreasonably withheld. The Buyer shall repair, at the Buyer's sole cost and expense, all damages caused by any of its assessments and inspections so that the condition of the Property is returned to as good or better condition as existed prior to the assessment(s) and inspections.

9. Title Insurance. The Seller shall provide to the Buyer, at the Seller's expense, within thirty (30) days prior to Closing, a commitment from an agreed upon Title Company (the "Title Company") to issue an ALTA Owner's Title Insurance Policy 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 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 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.

10. Survey. Any survey of the Property including, but not limited to, an ALTA/NSPA Land Title Survey that meets the Minimum Standard Detail Requirements for ALTA/NSPS 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 9 shall be at the sole cost and expense of the Buyer.

11. Closing.

    a. Closing shall occur on or before fifteen (15) days from (a) the expiration of the Due Diligence Period; or (b) the date of the Seller's receipt of notice from the Buyer requesting an earlier date of Closing; or (c) such other date agreed to in writing by the Parties, at the office of the Title Company issuing the commitment for title insurance, unless the Parties agree in writing to an alternate Closing location.

    b. At or prior to Closing, the Seller agrees to execute and deliver to the Buyer the Deed prepared by the City, conveying the Property to the Buyer free and clear from all liens and

encumbrances, excepting the following: Municipal and zoning ordinances and agreements entered under them; recorded easements for the distribution of utility, municipal services; easements; recorded building and use restrictions and covenants; and general taxes levied in the year of Closing.

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. Real estate taxes applicable to the Property in the year of Closing shall be prorated between the Buyer and the Seller as of the date of Closing based upon the latest known assessment and latest known mill rate.

e. The Seller shall be responsible for the payment of any existing special or area assessments, sewer interceptor charges, or any other charges payable to any municipality or utility with regard to the Property as of the date of Closing, including unpaid 2022 property taxes and/or 2023 property taxes.

f. The Seller shall pay any Wisconsin Real Estate Transfer fee due in connection with the conveyance of the Property.

g. The Title Company shall prepare and deliver at Closing the receipt for the Wisconsin Real Estate Transfer Return due in connection with conveyance of the Property.

h. All costs charged by the Title Company to facilitate Closing shall be prorated between the Parties.

12. Notices. All notices to be given under the terms of this Agreement shall be signed by the person sending the same, and shall be sent by certified mail, return receipt requested and postage prepaid, to the address of the parties specified below. 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.

BUYER:
City of Madison
Economic Development Division
Office of Real Estate Services
Attention: Manager
Post Office Box 2983
Madison, WI 53701-2983
jfrese@cityofmadison.com & ores@cityofmadison.com

SELLER:
Karen L. Chrostowski
6685 County Hwy P
Dane, WI 53529
kchrostowski1969@gmail.com

Any party hereto may, by giving five (5) days written notice to the other party in the manner herein stated, designate any other address in substitution of the address shown above to which notices shall be given.

13. Representations. The Seller represents the following:

    a. No Prior Right to Purchase. No party has any option, right of first refusal or similar right to purchase all or any portion of the Property.

    b. No Adverse Possessors. There are no parties in possession of any portion of the Property as tenants at sufferance or trespassers.

    c. No Lessees. The Seller will represent that the Property is not currently leased and the Seller will agree that it shall not enter into any lease or rental agreement for the Property, or any portion thereof, during the Buyer's Due Diligence Period, as described in Paragraph 7, and through the date of Closing, without the prior written consent of the Buyer.

14. Entire Agreement. This Agreement contains the entire agreement between the Parties and any modification, alteration or addendum to this Agreement shall be valid only when written and executed by both Parties.

15. Miscellaneous.

    a. No Obligations to Third Parties. Except as otherwise expressly provided herein, the execution and delivery of this Agreement shall not be deemed to confer any rights upon, nor obligate any of the Parties hereto, to any person or entity other than the Parties.

    b. Benefit and Burden. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, executors, personal representatives, successors, and assigns. The provisions herein contained shall survive Closing and delivery of the Deed and shall not be merged therein.

16. 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.

17. 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.

18. 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.

19. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of or applicable to the State of Wisconsin.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the day and year first above written.

KAREN L. CHROSTOWSKI

By: Karen Chrostowski
(signature)

State of Wisconsin)
) ss.
County of Dane)

Personally came before me this 11th day of December, 2023, the above named Karen L. Chrostowski, known to me to be the person who executed the above and foregoing instrument and acknowledged the same.

RONNELL SCOTT NOTARY PUBLIC STATE OF WISCONSIN

Ronnell Scott
Notary Public, State of Wisconsin

RONNELL SCOTT
(print or type name)
Commission expires: August 3, 2026

CITY OF MADISON,
a Wisconsin municipal corporation

By: _____ Date:_____
Name: Satya Rhodes-Conway
Title: Mayor

By: _____ Date:_____
Name: Maribeth Witzel-Behl
Title: City Clerk

AUTHENTICATION

The signatures of Satya Rhodes-Conway, Mayor, and Maribeth Witzel-Behl, Clerk, on behalf of the City of Madison, are authenticated on this _____ day of _____, 202___.

_____
Doran Viste, Assistant City Attorney
Member of the Wisconsin Bar

Approved:

_____ _____
David Schmiedicke, Finance Director Date

Approved:

_____ _____
Eric Veum, Risk Manager Date

Approved as to form:

_____ _____
Michael Haas, City Attorney Date

Execution of this Purchase and Sale Agreement by the City of Madison is authorized by Resolution Enactment No. RES-24-_____, File I.D. No. _____, adopted by the Common Council of the City of Madison on the _____day of _____ 2024.

Drafted by the City of Madison Office of Real Estate Services Project No. 12913

EXHIBIT A
Legal Description of the Property

2248 Roth Street, Madison, WI 53711
Tax Key No.: 251/0810-314-0103-7

Part of Outlot 2 in of Woodland Park, being part of the Southeast Quarter of Section 31, Township 8 North, Range 10 East, in the City of Madison, Dane County, Wisconsin, described as follows: Beginning at a point on the North line of Roth Street; thence 308 feet East from the East line of Packers Avenue; thence Easterly 44 feet; thence Northerly 111 feet; thence Westerly 44 feet; thence Southerly 111 feet to the point of beginning, in the City of Madison, Dane County, Wisconsin.

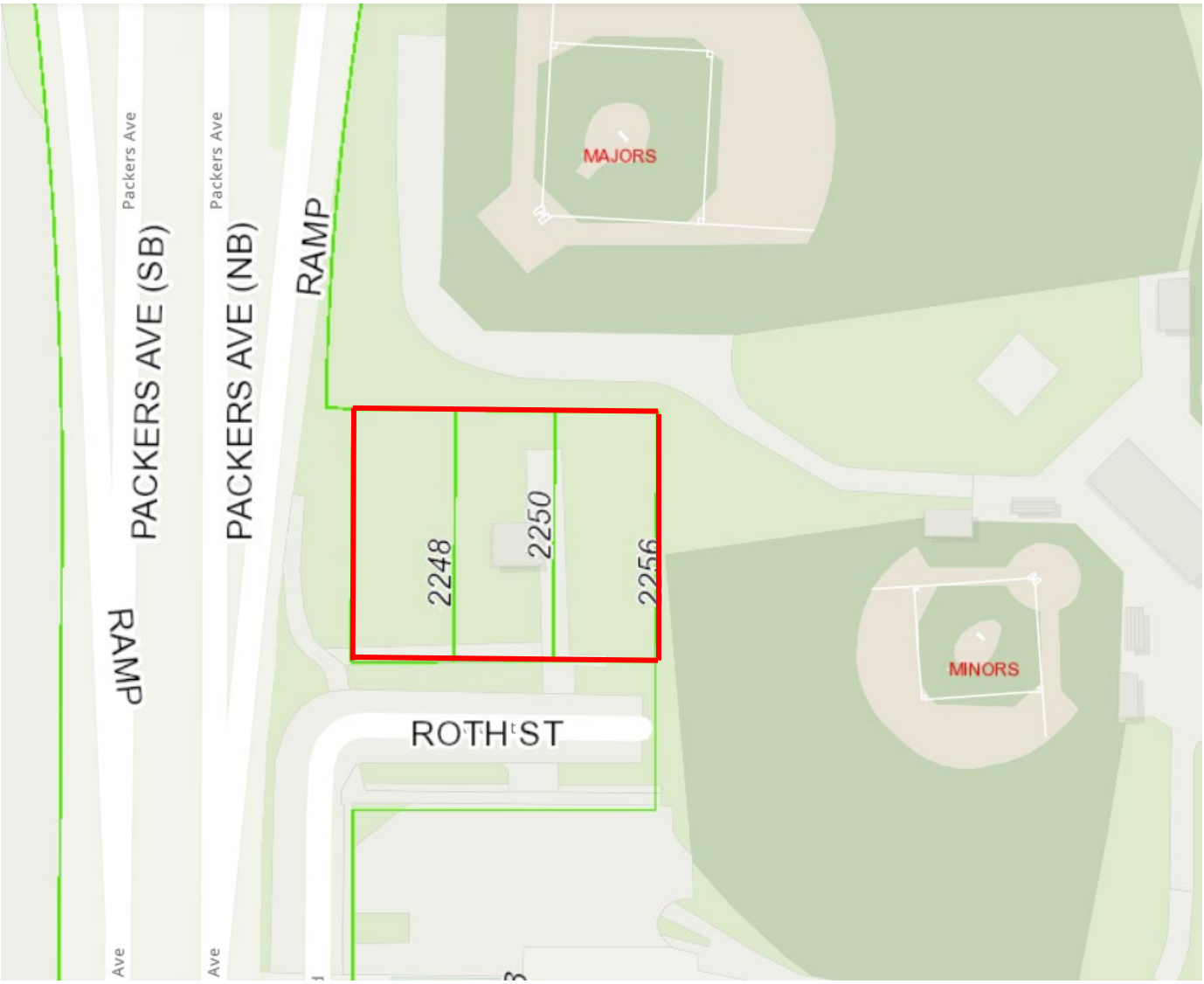
2250 Roth Street, Madison, WI 53711
Tax Key No.: 251/0810-314-0102-9

Part of Outlot 2 in of Woodland, being part of the Southeast Quarter of Section 31, Township 8 North, Range 10 East, in the City of Madison, Dane County, Wisconsin, described as follows: Beginning at a point on the North line of Roth Street; thence 352 feet East from the East line of Packers Avenue; thence Easterly 44 feet; thence Northerly 111 feet; thence Westerly 44 feet; thence Southerly 111 feet to the point of beginning.

2256 Roth Street, Madison, WI 53711
Tax Key No.: 251/0810-314-0101-1

Part of Outlot 2 in of Woodland, being part of the Southeast Quarter of Section 31, Township 8 North, Range 10 East, in the City of Madison, Dane County, Wisconsin, described as follows: Beginning at a point on the North line of Roth Street; thence 396 feet East from the East line of Packers Avenue; thence Easterly 44 feet; thence Northerly 111 feet; thence Westerly 44 feet; thence Southerly 111 feet to the point of beginning.

PROPERTY LOCATION MAP



City of Madison

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Madison, WI 53703
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Master

File Number: 81376

File ID:	81376	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/02/2024
File Name:	A Resolution authorizing a noncompetitive service contract of $150,000 of American Rescue Plan Local Fiscal Recovery Funds to President and Fellows of Harvard College, acting on behalf of the Taubman Center for State and Local Government at the Harvard Ke			**Final Action:**	

Title: A Resolution authorizing a noncompetitive service contract of $150,000 of American Rescue Plan Local Fiscal Recovery Funds to President and Fellows of Harvard College, acting on behalf of the Taubman Center for State and Local Government at the Harvard Kennedy School and authorizing The Board of Health for Madison and Dane County on behalf of Public Health Madison and Dane County to sign an agreement with them for the evaluation of the Community Alternative Response Emergency Services (CARES) Program

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	88.
Sponsors:	Yannette Figueroa Cole And Derek Field	**Effective Date:**	
Attachments:	Non-Competitive Selection Request	**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	KMayoh@publichealthmdc.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Elizabeth York	Approve	1/22/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	BOARD OF HEALTH FOR MADISON AND DANE COUNTY	01/02/2024	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Board of Health for Madison and Dane County (2/7/24), Finance Committee (1/16/24), Common Council (2/13/24)

Text of Legislative File 81376

Fiscal Note

The proposed resolution authorizes a noncompetitive service contract of $150,000 to President and Fellows of Harvard College, acting on behalf of the Taubman Center for State and Local Government at the Harvard Kennedy School. The contract will provide for an evaluation of the Community Alternative Response Emergency Services (CARES) Program and will be funded by a City of Madison award to Public Health Madison Dane County of American Rescue Plan Local Fiscal Recovery (ARPA) funds. No appropriation is required.

Title

A Resolution authorizing a noncompetitive service contract of $150,000 of American Rescue Plan Local Fiscal Recovery Funds to President and Fellows of Harvard College, acting on behalf of the Taubman Center for State and Local Government at the Harvard Kennedy School and authorizing The Board of Health for Madison and Dane County on behalf of Public Health Madison and Dane County to sign an agreement with them for the evaluation of the Community Alternative Response Emergency Services (CARES) Program

Body

WHEREAS the City of Madison agreed to award Public Health Madison Dane County $150,000 of American Rescue Plan Local Fiscal Recovery (ARPA) funds for the purpose of evaluating the Community Alternative Response Emergency Services (CARES) program; and

WHEREAS, awarding the funds in this way is consistent with the allowable uses for ARPA local fiscal recovery funds because it is in alignment with Expenditure Category 3 - Services to Disproportionately Impacted Communities 3.13 Social Determinants of Health; and

WHEREAS, Public Health Madison and Dane County would like to contract with the President and Fellows of Harvard College, acting on behalf of the Taubman Center for State and Local Government at the Harvard Kennedy School for this evaluation, based on their experience and expertise in this work; and

WHEREAS, under local purchasing policies, services over $50,000 that were not selected with a competitive process must be approved by the Common Council and this contract fits the exception under MGO sec. 4.26(4)(a)2., “the service required is available from only one person or firm” for the reasons stated in the attached Noncompetitive Selection Form; and

WHEREAS, the organization is strongly encouraged, when conducting procurement with this federal funding, to take all necessary affirmative steps to assure that minority businesses, women’s business enterprises and other disadvantaged and targeted businesses; and

WHEREAS the goals of the CARES program are to reduce patient contact with police and emergency rooms, provide patients with help specific to their needs, and connect patients with additional supportive services in the
Community; and

WHEREAS, the President and Fellows of Harvard College, acting on behalf of the Taubman Center for State and Local Government at the Harvard Kennedy School will be required to agree to federal terms and conditions and will be monitored as a recipients of federal ARPA funding as required by federal regulation and US Treasury Guidance; _

NOW, THEREFORE BE IT RESOLVED, the Common Council approves the President and Fellows of Harvard College, acting on behalf of the Taubman Center for State and Local Government at the Harvard Kennedy School as a subrecipient of $150,000 in ARPA state and local fiscal recovery funds, and authorizes Public Health to negotiate a non-competitive agreement with Harvard Kennedy School for the purposes described above, and the Public Health Director is authorized to sign the appropriate agreement(s) in a format approved by the City Attorney; and

BE IT FINALLY RESOLVED, the Common Council approves updating the original ARPA subrecipient agreement between the City of Madison and the Board of Health for Madison and Dane County on behalf of Public Health Madison and Dane County executed on July 28, 2022 reflecting the vendor details above.

CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 01/02/2024

Requisition Number: (8 characters)

Requestor Name: Kaileen Mayoh

Requestor Phone Number: 608-640-9135

Requestor Email: kmayoh@publichealthmdc.com

Fund: 6100 PUBLIC HEALTH MADISON DANE

Agency: 32 PUBLIC HEALTH MADISON DANE

Major:

- [ ] 53*** Supplies/Goods
- [ ] 541** Utilities
- [ ] 542** Building/Facility Maintenance/Repair
- [ ] 543** Software/Equipment Maintenance/Repair
- [ ] 544** Public Works Maintenance/Repair
- [ ] 545** Training/HR-Related Services
- [x] 546** Consulting/Professional Services
- [ ] 548** Grants/Loans/Insurance/Other Services

Total Purchase Amount: $150,000.00

Vendor Name: President and Fellows of Harvard College, acting on behalf of the Taubman...

Product/Service Description: Community Alternative Response Emergency Services (CARES) Program Ev...

- [ ] **$50,000 and UNDER**
  This form will be sent to the Purchasing Supervisor for review.
- [x] **OVER $50,000**
  Complete this form and draft a resolution using the sample resolutions provided by the City Attorney to your Budget Analyst. **Your resolution will not be added to the Finance Committee agenda without this form.**

Check the box(es) for the exception criteria you feel are applicable:

- [ ] 1. Public exigency (emergency) will not permit the delay incident to advertising or other competitive processes.
- [x] 2. The services or goods required are available from only one person or firm (i.e., **true** sole source).
- [ ] 3. The services are for professional services to be provided by attorneys.
- [x] 4. The services are to be rendered by a university, college, or other educational institution.
- [ ] 5. No acceptable bids have been received after formal advertising.
- [ ] 6. Service fees are established by law or professional code.

☐ 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.

☐ 8. Otherwise authorized by law, rule, resolution, or regulation. Explain:

☐ If procurement is being paid with Federal or State grant funds, the vendor was identified by name in the approved Grant Application. (OPTIONAL)

REASON FOR REQUEST

WHY A COMPETITIVE SELECTION PROCESS CANNOT BE USED:
Provide **detailed** explanation below. For a true sole source, provide all information to explain why this product or service can only be purchased from this vendor. For one-of-a-kind items not sold through distributors, explain the unique performance features of the product requested that are not available from any other product. For services, detail the unique qualifications this vendor possesses, or other reason(s) that meet the criteria selected above. Identify specific, measurable factors and qualifications.

PHMDC is seeking to sole source this project with the Harvard Kennedy School Government Performance Lab following an extensive consideration for the unique challenges and experience required to effectively support the evaluation of the CARES program. The program inherently has many complexities to both understanding its impacts but also having the ability and capacity to work with a multi-sector program. Harvard, specifically their Government Performance Lab (GPL), has extensive history not just in evaluation but specifically evaluation of government programs, which have particular challenges related to data collection, cross sector communication, and bridging a cohesive understanding of how public programs like CARES impact communities.

Since 2011, the GPL has completed more than 240 projects in 100 jurisdictions spanning 36 states, shifting over $6.2 billion in state and local funding towards results, and improving services reaching over 500,000 residents. In its first two years of operation, the GPL's Alternative 911 Emergency Response team directly supported 9 governments representing 17 jurisdictions in piloting or improving their alternative 911 emergency response programs. Lastly, GPL Director and principal investigator, Harvard Professor Jeffrey Liebman has led extensive evaluations of social programs and is well-suited to lead and advise on this evaluation.

Further, GPL is a distinctly useful partner through their previous and ongoing support through providing technical assistance to the CARES program. In 2023, Dane County Human Services was awarded a grant that was used to support CARES receiving technical assistance in program dissemination and improvement from GPL. This support has uniquely positioned GPL as an optimal evaluator by already having a detailed understanding of the program, as well as an existing data sharing agreement both of which will provide a greater and more efficient capacity to support program evaluation.

COMMENTS REGARDING PURCHASES OVER $50,000

The City of Madison has not previously paid the Harvard Kennedy School Government Performance Lab, so there is no Purchasing History to share.

Date: 01/03/2024

Submit

City of Madison

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

Master

File Number: 81377

File ID:	81377	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/02/2024
File Name:	11657 Disposal 1202 S Park Street			**Final Action:**	

Title: Authorizing the negotiation and execution of a Purchase and Sale Agreement between Eminent Development Corporation and/or an affiliate LLC ("Developer") and the City of Madison for the Developer's acquisition of the property located at 1202 S. Park Street for youth-centered housing development (the "Project"), and authorizing execution of a loan agreement for up to $2.0 million of American Rescue Plan Act funds allocated by the Common Council for the Project. (District 13)

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	89.
Sponsors:	Tag Evers, Nikki Conklin, Dina Nina Martinez-Rutherford And Derek Field	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:	Dan Johns, Housing Development Specialist	**Hearing Date:**	
Entered by:	cklawiter@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Maggie McClain	Approve	1/22/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Economic Development Division	01/02/2024	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction

Notes: Community Development Block Grant Committee (1/11/24), Finance Committee (1/16/24), Common Council (1/23/24)

Text of Legislative File 81377

Fiscal Note

The proposed resolution authorizes the execution of a Purchase and Sale Agreement between the City and Eminent Development Corporation for the property located at 1202 S Park St. The Adopted 2022 Capital Budget contains funds authorized for a Youth Centered Housing Development totaling $2,000,000 (Munis project #13776). This project is funded by the City's allocation of Coronavirus State and Local Fiscal Recovery Funds (SLFRF) authorized by the American Rescue Plan Act (ARPA) of 2021.

Title

Authorizing the negotiation and execution of a Purchase and Sale Agreement between Eminent Development Corporation and/or an affiliate LLC ("Developer") and the City of Madison for the Developer's acquisition of the property located at 1202 S. Park Street for youth-centered housing development (the "Project"), and authorizing execution of a loan agreement for up to $2.0 million of American Rescue Plan Act funds allocated by the Common Council for the Project. (District 13)

Body

WHEREAS, on December 5, 2017, the Common Council adopted RES-17-00928 (File I.D. 49685) to acquire 1202 S. Park Street (the "Property") to expand housing development opportunities, specifically for populations experiencing or at risk of homelessness; and,

WHEREAS, the City's 2022 Adopted Capital Budget directed the Community Development Division ("CDD") to pursue a youth-centered housing development, with units set aside for youth aging out of the foster care system and at risk of homelessness; and,

WHEREAS, pursuant to a Request for Proposals process administered by CDD during mid-2023, the Common Council adopted RES-23-00657 (File I.D. 80111) on October 17, 2023, approving the selection of JW Realty and Investments, Inc., or an affiliate LLC, subsequently identified as Eminent Development Corporation, as the selected developer (the "Developer") to undertake a youth-centered housing development (the "Project") on the Property, and authorizing negotiation of a Purchase and Sale Agreement between the City and Developer; and,

WHEREAS, City Office of Real Estate Services and CDD staff have drafted the Purchase and Sale Agreement ("Agreement") attached hereto as Exhibit - Agreement, to formalize the terms and conditions of the sale of the Property, as legally described in the Agreement, to the Buyer for consideration of One Dollar ($1.00), in support of the mixed income Project with an objective to create a set-aside of permanent housing units for youth who are exiting the foster care system; and,

WHEREAS, closing on the sale of the Property under the terms of said Agreement is contingent upon the execution and recording of a Loan Agreement with Buyer for American Rescue Plan Act funding in an amount of up to Two Million Dollars ($2,000,000.00), as allocated to the Project in the City's adopted 2022 Capital Budget by the Common Council, with such funds provided in exchange for a recorded land use restriction upon the Property with no expiration and enforced in perpetuity, and upon other conditions provided herein.

NOW, THEREFORE, BE IT RESOLVED that the City's Common Council hereby authorizes the City's execution of the Agreement subject to materially, though not exclusively, the terms and conditions found in the Agreement; and,

BE IT FURTHER RESOLVED that the Common Council hereby authorizes the preparation and execution of a Loan Agreement with Buyer for the aforementioned American Rescue Plan Act funds supporting Project development, upon the following terms:

Form of Loan

- The assistance be a 0% interest, long-term deferred loan payable upon sale or change in use of the property; and
- The developer shall apply the proceeds of the Loan to the expense of acquiring, constructing and/or rehabilitating the property which includes no fewer than 43 units to be used as affordable housing for income eligible households as specified above.
- The disbursement of City funds continues to remain contingent upon project developer demonstrating that it has secured financing sufficient to complete the project, including Low Income Housing Tax Credits (LIHTCs); that it has received from the City all necessary land use and permit approvals; and that it has satisfied any other City requirements or documentation; and
- The Loan will be secured by a subordinate mortgage, note and Land Use Restriction Agreement; and

Assignment

The loan shall not be assigned without permission of the City except for an assignment to an affiliate entity of the developer prior to loan closing.

Closing

- Prior to closing, the developer must submit to the City a standard ALTA commitment for a loan policy of title insurance in the amount of the Loan for such Property, which will be subject only to municipal and zoning ordinances and agreements entered under them, recorded easements for the distribution of utility and municipal services, mortgages, security agreements, assignments of leases and rents, regulatory and land use restriction agreements and an extended use commitment pursuant to Section 42 of the Internal Revenue Code, recorded building and use restrictions and covenants, taxes levied in the year of closing, and any other encumbrances acceptable to the City; and
- Provide evidence of property insurance as required by the Mortgage containing a standard loss payee endorsement identifying the City as mortgagee. Developer agrees to provide evidence of property insurance annually by February 10th or before expiration of current policy.; and,

BE IT STILL FURTHER RESOLVED, that the Council authorizes CDD staff to approve minor alterations to the proposed project, including to the number and mix of housing units, if such changes are deemed necessary to improve prospects for securing LIHTCs and/or comply with City land use requirements, but staff may not increase the level of City financial assistance committed without Council approval; and,

BE IT STILL FURTHER RESOLVED, that the execution of a Purchase and Sale Agreement, Loan Agreement and disbursement of City funds will be made contingent upon each project developer demonstrating that it has (1) secured financing sufficient to complete the project, including WHEDA LIHTCs; (2) received from the City all necessary land use and permit approvals; and,

BE IT FINALLY 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, and to comply with and perform the obligations of the City hereunder.

City of Madison

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

Master

File Number: 81388

File ID:	81388	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/03/2024
File Name:	Approving contract amendments with InSite Consulting Architects, LLC and Kalam Corporation to complete phase 2 work at the Royal Thai Pavilion, Olbrich Botanical Gardens			**Final Action:**	

Title: Approving contract amendments with InSite Consulting Architects, LLC and Kalam Corporation to complete phase 2 work at the Royal Thai Pavilion, Olbrich Botanical Gardens (District 15)

Notes: Amy Scanlon

		CC Agenda Date:	01/09/2024
		Agenda Number:	90.
Sponsors:	Dina Nina Martinez-Rutherford	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:	Jim Wolfe, City Engineer	**Hearing Date:**	
Entered by:	hfleegel@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Robert Mulcahy	Approve	1/4/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	01/03/2024	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Finance Committee (1/16/24), Common Council (1/23/24)

Text of Legislative File 81388

Fiscal Note

The proposed resolution authorizes two contract amendments to complete the phase 2 work at

the Royal Thai Pavilion structure. Both contractors have completed or are nearing completion of the phase 1 work (roof replacement), and it would be economical for the City to retain them for phase 2 (wood repairs and decorative finishes). The total estimated cost of the project (phases 1 and 2) is $1.4M. The project is authorized within Parks Division's Adopted 2023 Adopted Capital Budget within the Park Facility Improvement Program (Munis #17443), which allows for the City of Madison to accept funds from the University of Wisconsin-Madison for this purpose as "Private Contribution/Donation" of up to $1,600,000. No additional appropriation is required.

Title

Approving contract amendments with InSite Consulting Architects, LLC and Kalam Corporation to complete phase 2 work at the Royal Thai Pavilion, Olbrich Botanical Gardens (District 15)

Body

The Royal Thai Pavilion was a gift from the government of Thailand and the Thai Chapter of the Wisconsin Alumni Association to the University of Wisconsin - Madison;

Olbrich Botanical Gardens was chosen as the ideal setting to share this cultural treasure and the Royal Thai Pavilion is an asset to the City of Madison that encourages an understanding of the beauty and culture of Thailand;

The University and the City executed a Memorandum of Understanding in April 2001 that explains the Royal Thai Pavilion and Gardens will be maintained and preserved through a joint effort between the positions and processes of the City as funded by the University;

The Royal Thai Pavilion was constructed in Thailand and was shipped to the United States where the structure was reassembled in Madison starting on September 13, 2001 with a traditional Thai ceremony commemorating the raising of the first column;

Olbrich Botanical Gardens staff noted deteriorating conditions of the structure and a Request for Proposals was issued to prepare a conditions assessment report for the entire structure with priority focus on the conditions of the roof;

The City selected and contracted with InSite Consulting Architects, LLC for professional architectural and engineering services to prepare the conditions assessment report. Based upon this initial report, it was determined that the roof replacement project would be completed as phase 1 and the wood repairs and decorative finishes restoration project would be completed as phase 2;

The contract with InSite Consulting Architects, LLC was amended to increase services to include the preparation of construction documents and construction administration phases for the roof replacement project;

The City issued a Request for Bids for the roof replacement project and awarded the project to Kalam Corporation;

The roof replacement work is underway and near completion. As part of this work, Kalam Corporation has completely enclosed the structure with scaffolding (valued at $130,000) which allows the decorative surfaces in the gable ends to be easily viewed and accessed;

The contract with Kalam Corporation was amended to increase the cost of construction to allow for a change in the scope of work on the roof replacement project;

While doing the phase 1 work, Kalam Corporation provided a decorative finishes specialist to

conduct an on site assessment of the decorative finishes and prepare a report of the findings. This report will guide the work that is completed in phase 2;

Kalam Corporation and InSite Consulting Architects, LLC have discussed the phase 2 work with the City, and are willing to remain on site to complete phase 2 work utilizing the scaffolding that is already in place. Use of these contractors for the phase 2 work and the existing scaffolding will be economical to the City on the basis of time and money, especially compared to rebidding the work;

Phase 2 work will include additional services from InSite Consulting Architects, LLC to document the scope of wood repair and decorative finish restoration work using the decorative finishes report as a guide and Kalam Corporation would use those documents to prepare a proposal to complete the work with InSite Consulting Architects, LLC providing construction administration services;

As the restoration of the pavilion is to be funded by the University, the phase 2 contract amendments and work are subject to approval by the University and sufficient budgeting being provided for the project. The project is authorized within Parks Division's Adopted 2023 Adopted Capital Budget within the Park Facility Improvement Program (Major #17443), which allows for the City of Madison to accept funds from the University of Wisconsin-Madison for this purpose as "Private Contribution/Donation" of up to $1,600,000. No additional appropriations required at this time;

The Parks Division anticipates invoicing the UW for Phase 1 of the contract work upon completion of phase 1, which is anticipated in January 2024;

NOW THEREFORE BE IT HEREBY RESOLVED that, under MGO Sec. 4.26(4)(a)7 and (b), as the aggregate of the fees for services under both contracts will exceed $50,000 in total and the contract amendments for the phase 2 work will not be subject to a competitive process, the Common Council finds that InSite Consulting Architects, LLC and Kalam Corporation have both provided services on the Royal Thai Pavilion project and that it would be economical to the City on the basis of time and money to retain the same consultants for the phase 2 work that is necessary; and,

BE IT FINALLY RESOLVED that the the City Engineer and Finance Director and their representatives are authorized to execute contract amendments with Kalam Corporation and InSite Consulting Architects, LLC for phase 2 work at the Royal Thai Pavilion, provided that the proposals are found to be agreeable with University of Wisconsin - Madison and sufficient phase 2 project funding is provided by the University.

City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 81389

File ID:	81389	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/03/2024
File Name:	BY TITLE ONLY: Appointing XXXXX as Alder for District 19 to serve until the Spring 2025 election			**Final Action:**	

Title: BY TITLE ONLY: Appointing XXXXX as Alder for District 19 to serve until the Spring 2025 election

Notes: INTRODUCED BY TITLE ONLY AT 1/9/24 COMMON COUNCIL MEETING

		CC Agenda Date:	01/09/2024
		Agenda Number:	91.
Sponsors:	Jael Currie	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:	Council President Jael Currie	**Hearing Date:**	
Entered by:	imatthias@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Elizabeth York	Approve	1/23/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Council Office	01/03/2024	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Common Council Executive Committee (1/23/24), Common Council (1/23/24)

Text of Legislative File 81389

Fiscal Note

Fiscal note pending.

Title

BY TITLE ONLY: Appointing XXXXX as Alder for District 19 to serve until the Spring 2025 election

Body

City of Madison

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

Master

File Number: 81391

File ID:	81391	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/03/2024
File Name:	Approving the Application for a pedal-cab service operator license for Badger Bike Taxi Cab.			**Final Action:**	

Title: Approving the Application for a pedal-cab service operator license for Badger Bike Taxi Cab.

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	92.
Sponsors:	MGR Govindarajan, Dina Nina Martinez-Rutherford And Juliana R. Bennett	**Effective Date:**	
Attachments:	LICHDC-2023-00755 (002).pdf	**Enactment Number:**	
Author:	Keith Pollock	**Hearing Date:**	
Entered by:	ALarson2@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Ryan Pennington	Approve	1/23/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Traffic Engineering Division	01/03/2024	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Transportation Commission (1/17/24), Common Council (1/23/24)

Text of Legislative File 81391

Fiscal Note

Fiscal note pending

Title

Approving the Application for a pedal-cab service operator license for Badger Bike Taxi Cab.

Body

WHEREAS, Badger Bike Taxi has applied for a pedal-cab service operator license and 1 flat rate permit (vehicle);

WHEREAS, alcohol will not be allowed to be consumed by passengers or the driver while in this vehicle;

WHEREAS, the Division of Traffic Engineering has completed a thorough investigation of and concluded that the company meets eligibility criteria as listed under MGO (11.064 (b);

WHEREAS, any fixed route changes by Badger Bike Taxi would be subject to review by Traffic Engineering;

WHEREAS, this vehicle would be subject to all state laws and Madison Ordinances pertaining to bicycles;

WHEREAS, the City's Risk Manager has reviewed the applicant's liability insurance coverage and found that it complies with city ordinance;

NOW, THEREFORE, BE IT RESOLVED that the Common Council approves Badger Bike Taxi application to operate pedal cabs and approves its request for one flat rate permit in 2023.

LET IT FURTHER BE RESOLVED that Badger Bike Taxi Cab Application for a pedal-cab service operator license and one flat rate permit, subject to the provisions and conditions as stated above and the ordinances of the City of Madison, be approved.

LICHDC - 2023 - 00755

711

Pedal Cab Vehicle Operator License Application

Pursuant to Madison General Ordinance 11.06

Fee: $200/two years ($125/initial year) + $30/vehicle/year
Renewal Fee: $100/two years + $30/vehicle/year

1. Applicant Name Steven Anderson E-Mail Address anderson.steven13@gmail.com Home Phone # 443 531 0214
   Home Address 4200 University Ave Apt 105 Madison, WI 53705

2. Company Name Badger Bike Taxi LLC
   Business Address 4200 University Ave Apt 105 Madison, WI 53705
   Business Telephone Number 443 531 0214

3. Indicate method type of fare or gratuity collection (select or explain how customers are charged for trip):

   Gratuity/Tip _____
   Gratuity with Minimal Charge $10.00 + Gratuity
   Per hour charge _____
   Per mile charge _____
   Per Block _____
   Other- explain _____

4. Describe the pedal cab vehicle (Make, model, type, age).
   Make: Mainstreet Pedicab Model: Broadway
   Type: 2-3 Persons
   AGE: Brand new

6. Name of Insurance Company Couri Insurance Agency Inc.
   Name of Insurance Agent Dave Neuleib
   Business Address 379 W Main St. Waukesha, WI 53186
   Business Telephone Number 262-348 8077
   E-Mail Address dneuleib@couri.com

8. Is applicant a corporation, partnership or limited liability corporation (LLC)? X Yes _____ No

If yes, give names and addresses of board of directors, and address of corporation:

Name	Address
Steven Anderson	4200 University Ave Apt 105
	Madison, WI 53705

Does the applicant agree that he/she has read and is thoroughly familiar with the ordinances of the City of Madison pertaining to the licensing and regulating of pedal cabs in the City of Madison, and agrees to abide by these and all other ordinances of the City and laws of the State of Wisconsin?

X Yes _____ No

Subscribed and sworn before me

this 2 day of November, 2023.

Notary Public

My Commission Expires 05/05/2025.

AMARELI ARANDA
Notary Public
State of Wisconsin

Applicant's Signature

Pedal Cab Filing Affidavit

State of Wisconsin)
)
County of Dane)

Steven Anderson, being first duly sworn on oath, deposes and says:

1. That the affiant owns X, operates _____, or manages _____ a pedal cab business in the City of Madison, doing business as Badger Bike Taxi LLC.

2. That as of the date of this Affidavit, (Company Name) Badger Bike Taxi LLC, (Address) 4200 University Ave Apt 105 Madison, WI 53705, Madison, Wisconsin, doing business as Badger Bike Taxi LLC, was the owner of the vehicles listed on Schedule A shown on the reverse side of this Affidavit and incorporated herein.

3. That the schedule of fares to be charged in the operation of each of the vehicles as pedal cab is: (check boxes to indicate which pedal cab rates, gratuities, or minimum charges are applicable)

   _____ Gratuity only
   $10.00 Gratuity with mininal charge (list amount)
   _____ Per hour charge
   _____ Per Mile charge
   _____ Per trip charge

4. a) That attached to this Affidavit for deposit with the City Clerk is a Policy or Certificate of Liability Insurance specifying insurance coverage of the types and amounts required by Section 11.06(8) (b) of the Madison General Ordinances, and specifically indicating that said insurance coverage is applicable to the vehicle identified on the said Schedule A; and

   b) That also attached to said Policy or Certificate of Liability Insurance is a Certificate of Compliance from the State of Wisconsin Office of the Commissioner of Insurance showing the insurance company is licensed and authorized to transact pedal cab insurance coverage in the State of Wisconsin; and

   c) That said insurance policy contains a provision that the same may not be cancelled before the expiration of its term except upon thirty days' written notice to the City of Madison.

5. That this Filing Affidavit is made to comply with the provisions of Section 11.06 of the Madison General Ordinances described herein.

Subscribed and sworn before me

this 2 day of November, 2023.

Notary Public

My Commission Expires 05/05/2025.

Signature of person signing Affidavit under oath

AMARELI ARANDA
Notary Public
State of Wisconsin

Pedal Cab Vehicle List
Schedule A

Company Name Badger Bike Taxi LLC

Model Year	Class & Make	Owner/ Title Holder	Serial #	Permit #	Type of Service	Office Use Only						
						State Reg.	Ins.	Meter	Insp.	Mark.	Color	Permit Issued
23	Main Street	Badger Bike TAXI LLC	9K0134									

Office Use Only:

Rate allowed by operating license: Meter Zone Flat Limousine

Submission Date: _____ Last Rate Change Submitted: _____

Distribution:
† City Division of Traffic Engineering
† City Police Department

License # _____

403 Para-Transit Operating

405 Public Passenger Vehicle/Pedal Cab

406 Horse-Drawn Vehicle

408 Pedal Cab Service

Traffic Engineering Division
Yang Tao, PhD, PE, City Traffic Engineer

Madison Municipal Building
215 Martin Luther King Jr Blvd
Suite 109
P.O. Box 2986
Madison, Wisconsin 53701-2986
Phone: (608) 266-4761
Fax: (608) 267-1158
www.cityofmadison.com

November 6, 2023

City Clerk
Madison Municipal Bldg.
215 Martin Luther King Jr
Blvd #153,
Madison, WI 53701

Dear City Clerk:

Under MGO 11.06(2)(c), the City Traffic Engineer shall have the authority to issue a provisional license to Pedal-Cab operators pending final approval of the Common Council if the Pedal-Cab operator obtains a valid driver permit, provides proof of liability insurance coverage as required in Subsection (8) (b) of this ordinance, and passes a vehicle inspection.

The below pedicab operator has provided the required documentation and upon appropriate payment to the City Clerk's Office is authorized to receive a Provisional License to Engage in the Business of Transporting Passengers for hire- pedicab, and Pedal Cab Vehicle Permit.

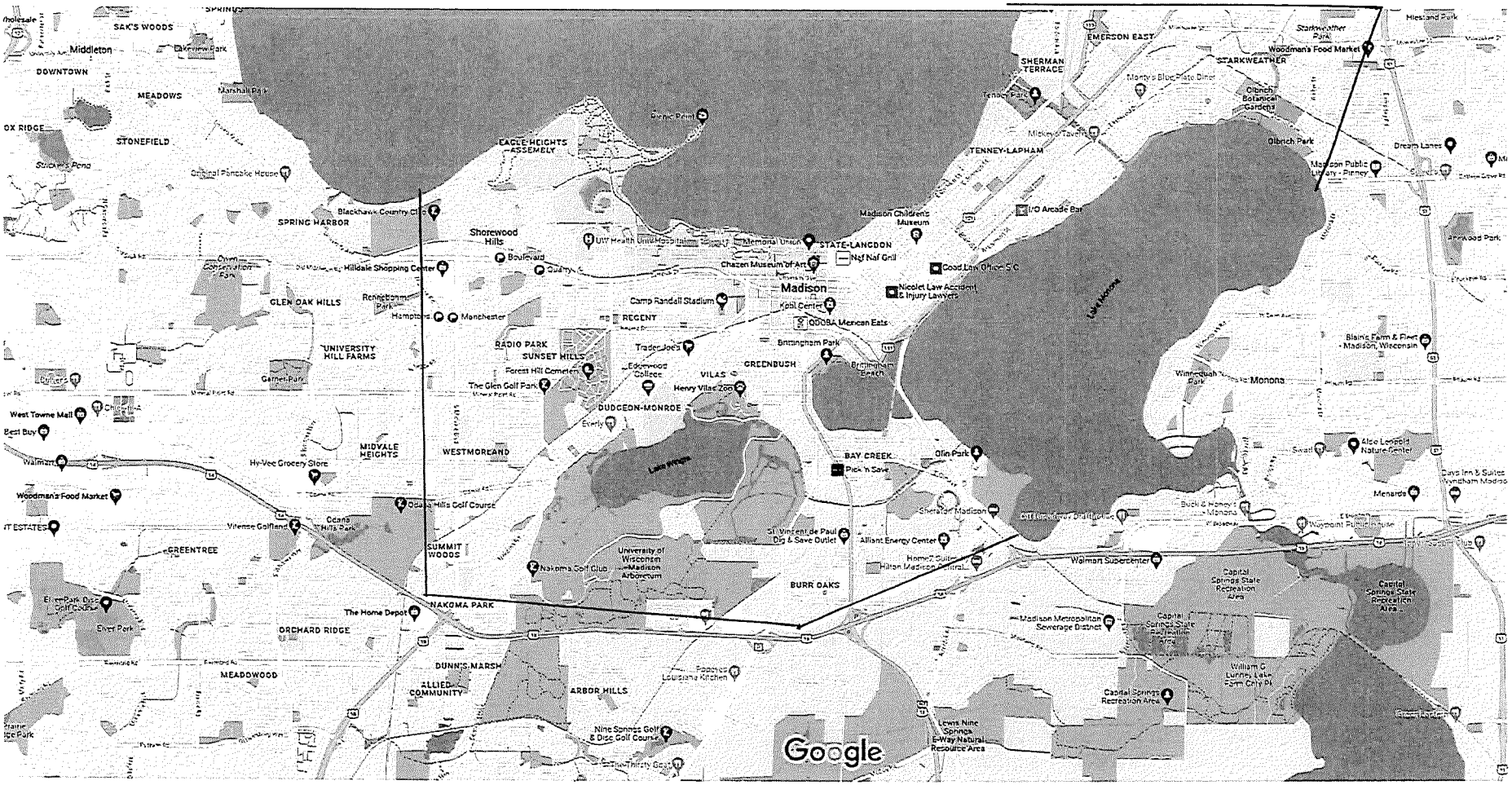
Steven Anderson
Badger Bike Taxi LLC
4200 University Ave #105
Madison, WI 53705

Sincerely,

for Yang Tao

Yang Tao, City Traffic Engineer

Google Maps



Map data ©2023 Google 2000 ft

718

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/01/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Couri Insurance Agency, Inc.
379 West Main Street
Waukesha WI 53186

CONTACT NAME: Dave Neuleib
PHONE (A/C, No, Ext): (262) 548-8077 FAX (A/C, No): (262) 542-6993
E-MAIL ADDRESS: dneuleib@couri.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Amwins-Kinsale Insurance Co	38920
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Badger Bike Taxi LLC
4200 University Ave #105
Madison WI 53705

COVERAGES **CERTIFICATE NUMBER:** CL2311113347 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	Y		0100266472-0	10/31/2023	10/31/2024	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 0
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					[ ] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Madison, its officers, officials and employees are additional insureds on a primary and non-contributory basis.

CERTIFICATE HOLDER

City of Madison
210 Martin Luther King Jr Dr
Madison WI 53703

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Dave Neuleib

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City of Madison

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

Master

File Number: 81392

File ID:	81392	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/03/2024
File Name:	Supporting and approving the City of Madison's application to the US Department of Transportation (USDOT) towards FY 2023-2024 ATTAIN grant program, the acceptance of the grant, and authorizing the Mayor and City Clerk to execute a grant agreement with US			**Final Action:**	

Title: Supporting and approving the City of Madison's application to the US Department of Transportation (USDOT) towards FY 2023-2024 ATTAIN grant program, the acceptance of the grant, and authorizing the Mayor and City Clerk to execute a grant agreement with USDOT or its designee, if awarded the grant.

Notes:			
		CC Agenda Date:	01/09/2024
		Agenda Number:	93.
Sponsors:	Satya V. Rhodes-Conway, Dina Nina Martinez-Rutherford, Juliana R. Bennett And Derek Field	**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:	Yang Tao	**Hearing Date:**	
Entered by:	ALarson2@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Ryan Pennington	Approve	1/23/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Traffic Engineering Division	01/03/2024	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction
Notes: Transportation Commission (1/17/24), Finance Committee (1/16/24), Common Council (1/23/24)

Text of Legislative File 81392

Fiscal Note
Fiscal note pending
Title
Supporting and approving the City of Madison's application to the US Department of Transportation (USDOT) towards FY 2023-2024 ATTAIN grant program, the acceptance of the grant, and authorizing the Mayor and City Clerk to execute a grant agreement with USDOT or its designee, if awarded the grant.
Body
WHEREAS, the City of Madison Traffic Engineering Division recommends pursuing federal funding for leveraging existing Smart City investments such as those made along the Smart Park Street Corridor to expand the safety, mobility and equity benefits in the City; and

WHEREAS, the City of Madison, Wisconsin Department of Transportation (WisDOT), University of Wisconsin in Madison (UW-Madison), and other partners have identified FY 2023-2024 Advanced Transportation Technologies and Innovative Mobility Deployment (ATTIMD) Program (also known as the ATTAIN Program) discretionary grant as a potential source for deployment of advanced transportation technologies to improve safety, mobility and equity, such as red light running warning and piloting next generation emergency vehicle traffic signal preemption and snowplow traffic signal priority; and

WHEREAS, the ATTAIN Grant Program will support deploying, installing, and operating advanced transportation technologies; and

WHEREAS, up to $120 million are available through the ATTAIN Grant Program in FY 2023-2024 to improve safety, mobility, efficiency, system performance, intermodal connectivity, and infrastructure return on investment; and

WHEREAS, the UDDOT Selection Criteria for ATTAIN Grant Program include #1 Technical Merit, #2 Staffing, and #3 Cost, which are of equal importance; and

WHEREAS, the USDOT may prioritize projects that address Biden Administration's Priorities (Safety, Climate Change and Sustainability, Equity, Workforce Development, Job Quality, and Wealth Creation) and DOT Focus Areas (State of Good Repair, Integration of Intelligent Transportation Systems with the Smart Grid and other energy distribution and charging systems, Advanced Public Transportation Systems, Efficiency of Freight Movement, ROUTES Initiative, Complete Trip Program, and Data Availability);

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Common Council supports the application to the USDOT/FHWA FY 2023-2024 ATTAIN grant program for funding of deployment of advanced transportation technologies to improve safety, mobility and equity, such as red light running warning and piloting next generation emergency vehicle traffic signal preemption and snowplow traffic signal priority;.

BE IT FURTHER RESOLVED that the City of Madison commits to funding the required local match, up to $200,000 in the 2025 and beyond Capital Budget, if awarded a grant through the ATTAIN Program; and

BE IT FURTHER RESOLVED that the Common Council authorizes the Director of Traffic Engineering to apply for the grant on behalf of the City and to accept the grant if awarded; and

BE IT FINALLY RESOLVED that the Common Council authorizes the Mayor and the City Clerk to enter into a grant agreement with USDOT or its designee, in a format approved by the City Attorney, for the USDOT ATTAIN Grant Program in the 2023-2024 funding opportunity.

City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 81396

File ID:	81396	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/03/2024
File Name:	Authorizing the Community Development Division to transfer the weather emergency respite hotel program contract from Friends of State Street Family to Catalyst for Change and authorizing the Mayor and City Clerk to enter into a contract with Catalyst for			**Final Action:**	

Title: Authorizing the Community Development Division to transfer the weather emergency respite hotel program contract from Friends of State Street Family to Catalyst for Change and authorizing the Mayor and City Clerk to enter into a contract with Catalyst for Change to administer the program.

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	1.
Sponsors:	Nikki Conklin And Dina Nina Martinez-Rutherford	**Effective Date:**	
Attachments:	FSSF to CFC Change Resolution.pdf	**Enactment Number:**	
Author:	Linette Rhodes	**Hearing Date:**	
Entered by:	kpetershack@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Maggie McClain	Approve	1/23/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Community Development Division	01/03/2024	Referred for Introduction				

Action Text: This Resolution was Referred for Introduction

Notes: Finance Committee (1/16/24), Community Development Block Grant Committee (1/11/24), Common Council (1/23/24)

Text of Legislative File 81396

Fiscal Note

Fiscal note pending.

Title

Authorizing the Community Development Division to transfer the weather emergency respite hotel program contract from Friends of State Street Family to Catalyst for Change and authorizing the Mayor and City Clerk to enter into a contract with Catalyst for Change to administer the program.

Body

BACKGROUND

Friends of State Street Family (FSSF) is a volunteer organization committed to providing essential support for unhoused individuals and families in Madison/Dane County. Historically, FSSF has raised private funds to help pay for short-term hotel stays for those unable to access emergency shelter facilities during extreme weather conditions. In the 2021 City of Madison Homeless Services funding application process, FSSF secured $45,000 to expand this service, beginning in 2022, with the understanding that the annual contract, like all of those authorized through that process, would be renewed annually until a new Request for Proposal (RFP) process was undertaken, which is planned for 2025.

However, the demands of operating a larger-scale respite hotel program strained FSSF's volunteer resources. The agency notified the City of Madison that it was unable to administer the funds for 2024. Community Development Division staff has identified an alternative agency, Catalyst for Change (CFC), to operate the hotel program in place of FSSF. CFC is an experienced street outreach provider that has supported FSSF's work in the past, and has also, in 2023 and now in 2024, been contracting with Dane County Human Services to administer a cold weather hotel program focused on serving families. That experience positions CFC to be able to take responsibility for the use of City funds to support short-term hotel stays for unsheltered homeless singles and for families with children. Given the circumstances of FSSF's unexpected departure, this will be a non-competitive selection. It involves a contract of less than $50,000.

ACTION

WHEREAS, the City's 2024 Adopted Operating Budget, approved by the Common Council on November 14, 2023 (Legistar #79918) contains $45,000 in City General Purpose Revenue (GPR) funds to continue to support a contract with Friends of State Street Family to operate a weather emergency respite hotel program; and,

WHEREAS, Friends of State Street Family recently informed the City that it could no longer operate the program in 2024 due to insufficient volunteer capacity; and,

WHEREAS, Catalyst for Change, a local non-profit service provider which currently contracts with the City to provide street outreach services for people experiencing unsheltered homelessness and also contracts with Dane County to operate a similar program for families, and is, therefore, a logical choice to operate the city's weather emergency respite hotel program.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council authorizes the Community Development Division to transfer responsibility for administering the weather emergency respite hotel program from Friends of State Street Family to Catalyst for Change until a new funding application process is undertaken; and,

BE IT FURTHER RESOLVED, that the Council authorizes the Mayor and City Clerk to execute a contract with Catalyst for Change in the amount of $45,000 a year to administer the program.

Title

Authorizing the Community Development Division to transfer the weather emergency respite hotel program contract from Friends of State Street Family to Catalyst for Change and authorizing the Mayor and City Clerk to enter into a contract with Catalyst for Change to administer the program.

Body

BACKGROUND

Friends of State Street Family (FSSF) is a volunteer organization committed to providing essential support for unhoused individuals and families in Madison/Dane County. Historically, FSSF has raised private funds to help pay for short-term hotel stays for those unable to access emergency shelter facilities during extreme weather conditions. In the 2021 City of Madison Homeless Services funding application process, FSSF secured $45,000 to expand this service, beginning in 2022, with the understanding that the annual contract, like all of those authorized through that process, would be renewed annually until a new Request for Proposal (RFP) process was undertaken, which is planned for 2025.

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ACTION

WHEREAS, the City's 2024 Adopted Operating Budget, approved by the Common Council on November 14, 2023 (Legistar #79918) contains $45,000 in City General Purpose Revenue (GPR) funds to continue to support a contract with Friends of State Street Family to operate a weather emergency respite hotel program; and,

WHEREAS, Friends of State Street Family recently informed the City that it could no longer operate the program in 2024 due to insufficient volunteer capacity; and,

WHEREAS, Catalyst for Change, a local non-profit service provider which currently contracts with the City to provide street outreach services for people experiencing unsheltered homelessness and also contracts with Dane County to operate a similar program for families, and is, therefore, a logical choice to operate the city's weather emergency respite hotel program.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council authorizes the Community Development Division to transfer responsibility for administering the weather emergency respite hotel program from Friends of State Street Family to Catalyst for Change until a new funding application process is undertaken; and,

BE IT FURTHER RESOLVED, that the Council authorizes the Mayor and City Clerk to execute a contract with Catalyst for Change in the amount of $45,000 a year to administer the program.

City of Madison

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

Master

File Number: 81418

File ID:	81418	**File Type:**	Resolution	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	01/03/2024
File Name:	Recreate the 1.0 FTE position #849 of Senior Center Volunteer Coordinator (CG20, R12) as a Senior Center Program Coordinator (CG18, R4).			**Final Action:**	

Title: Recreate the 1.0 FTE position #849 of Senior Center Volunteer Coordinator (CG20, R12) as a Senior Center Program Coordinator (CG18, R4).

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	95.
Sponsors:	Director of Human Resources	**Effective Date:**	
Attachments:	FinComm Memo Senior Ctr Volunteer Coord.pdf, Senior Center Program Coord PD.pdf	**Enactment Number:**	
Author:	Julie Trimbell, Human Resources Analyst	**Hearing Date:**	
Entered by:	jortiz@cityofmadison.com	**Published Date:**	

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/3/2024	Maggie McClain	Approve	1/23/2024

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Human Resources Department	01/03/2024	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Finance Committee (1/16/24), Common Council (1/23/24)					

Text of Legislative File 81418

Fiscal Note

Fiscal note pending.

Title

Recreate the 1.0 FTE position #849 of Senior Center Volunteer Coordinator (CG20, R12) as a Senior Center Program Coordinator (CG18, R4).

Body

Resolution recreating the 1.0 FTE position #849 of Senior Center Volunteer Coordinator (CG20, R12), currently vacant, as a Senior Center Program Coordinator (CG18, R4) within the permanent salary details of the Community Development Division Operating Budget, thereof.

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: November 16, 2023

SUBJECT: Senior Center Volunteer Coordinator – Community Development Division

The Human Resources Department received a request from Community Development Director Jim O'Keefe and Community Resources Manager Yolanda Shelton-Morris on October 9, 2023 to study the vacant 1.0 FTE position #849 of Senior Center Volunteer Coordinator (CG 20, Range 12). Upon reviewing the updated and prior position descriptions, the current class specification and other related class specifications, and conducting an interview with Yolanda, I recommend position #849 be recreated as a Senior Center Program Coordinator in CG18, Range 4.

Position #849 became vacant in June 2023 and as a result, was re-evaluated to determine the most appropriate classification to meet the needs at the Madison Senior Center. It was determined that an additional Senior Center Program Coordinator would provide the best opportunity to align with their mission of providing "opportunities for older adults to engage in healthy living education and activities in a relevant and inclusive community" through identification, creation and implementation of programs, events and services that support older adults and healthy aging. The Senior Center Program Coordinator classification describes:

> …responsible **professional** and administrative work in the **development, promotion, coordination, implementation, management, and evaluation of Madison Senior Center services, programs and activities**. The work involves responsibility for identifying needs, coordinating program development, and developing and maintaining community relations and marketing activities including newsletter, radio, and cable television program production. Under general supervision of the Senior Center Director, work involves the exercise of independent judgment and initiative in **management of programs and activities** of the Senior Center. [emphasis added]

There is currently one other Senior Center Program Coordinator at the Senior Center, however with the aging population in the Madison area, the growing needs of the community, and the need to reach other populations not previously served, it is necessary to expand programming and outreach efforts. This position will perform similar work as the other position and provide more opportunity for partnerships and collaboration with external entities to bring additional programs and services to older adults. As part of the Senior Center's evaluation of programming and services, one initiative is to expand programming by meeting participants where they are in the community, rather than only providing events and services at the downtown Senior Center location. Program coordination/development and community education/engagement will be the primary focuses of this position, but it will continue to retain some responsibility for service and volunteer coordination/administration.

Based on the proposed job responsibilities of the position, I recommend recreating position #849 as a Senior Center Program Coordinator. As the Senior Center Program Coordinator classification already exists in the City's classification scheme, recreation of a Senior Center Program Coordinator position within the Community Development Division operating budget may be authorized directly by the Finance Committee, according to Mayoral APM 2-4. Therefore, I recommend recreation of the 1.0 FTE Senior Center Volunteer Coordinator position #849 in CG20, Range 9 as a Senior Center Program Coordinator, CG18, Range 4, within the permanent salary detail of the Community Development Division operating budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum (+12% longevity)
20/12	$54,664	$61,302	$68,658
18/4	$61,035	$70,384	$78,830

cc: Jim O'Keefe – Community Development Director
Yolanda Shelton-Morris - Community Resources Manager
Kurt Rose - Employee and Labor Relations Manager
Rick Marx - Employee Association Representative

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

   Work Phone: 608-266-6290

2. Class Title (i.e. payroll title):

   Senior Center Program Coordinator

3. Working Title (if any):

   Older Adult Program and Outreach Coordinator

4. Name & Class of First-Line Supervisor:

   Yolanda Shelton-Morris

   Work Phone: 608-266-6563

5. Department, Division & Section:

   Department of Planning, Economic, & Community Development
   Community Development Division, Madison Senior Center

6. Work Address:

   330 W Mifflin Street, Madison, WI 53703

7. Hours/Week: 38.75

   Start time: 8:00 am End time: 4:30 pm

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

---

10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

    This position coordinates programs for older adults, including recreation activities, as well as educational workshops for service providers that increase awareness for the needs of older adults. The work involves building and maintaining relationships with various stakeholders, including senior groups, community service providers and older adults. This includes cultivating relationships throughout the community and educating the aging community about the Madison Senior Center's (MSC) programs and services.

11. Position Summary:

This Older Adults Program and Outreach Coordinator performs professional and administrative work in the development, promotion, coordination, implementation, management, and evaluation of programs, activities, and special events. This work involves responsibility for developing and leading the execution of a comprehensive outreach plan to increase program awareness, support engagement, build a network of community resources and link resource connection to older adults. Under general supervision of the Community Resources Manager, work involves the exercise of independent judgment and initiative in management of City of Madison funded programs and activities at the Senior Center and throughout the community. Work involves other duties as assigned.

12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

25% Program Coordination and Development

1. Develop, implement, coordinate, and maintain programs, services, and activities that support older adults in the City of Madison.
2. Develop appropriate programs and activities for multiple cohorts of older persons, addressing social, economic, intellectual, educational, spiritual, cultural, physical, and emotional aspects of aging.
3. Collaborate with program staff to coordinate new program development, identify knowledge experts, and orient facilitators and instructors.
1. Develop and implement of presentations and activities to engage Black, Indigenous and People of Color, LGBTQ+, and low-income older adults.
4. Establish schedules and methods for providing programs, services, and activities; recommend improvements or modifications; assist in developing and implementing programming policies and procedures.
5. Coordinate programs with community partners such as UW-Madison, Madison College, NewBridge, and WI Institute for Healthy Aging.

25% Community Education and Engagement

1. Develop, promote, and implement a range of successful aging outreach activities and events in collaboration with community centers and nonprofit agencies serving older adults.
2. Develop and implement an annual plan to build and sustain relationships with program stakeholders, including Aging Services providers, nonprofit organizations, and other community stakeholder partners.
3. Plan and deliver workshops that promote cultural awareness, engage Black, Indigenous and People of Color, LGBTQ+, and low-income older adults.
4. Recruit program participants and volunteers through tabling, outreach, and meetings.
5. Foster and maintain community partnerships to engage new participants, create new opportunities for successful aging programming, and promote volunteerism and program support.
6. Develop and distribute print and electronic information about successful aging programs, activities, and events available at the Madison Senior Center and throughout the community.

25% Service Coordination and Administration

1. Serve as primary point of contact for all service coordination requests and make timely and appropriate referrals to external service providers when applicable.
2. Create and maintain a resource directory of service providers and resources.
3. Create and maintain a database of participants and participant needs.
4. Proactively develop and arrange educational/preventative health programs and services for participants.
5. Develop and sustain partnerships with the Area Agency on Aging, the Aging and Disability Resource Center, community-based supportive service providers and other community stakeholders.

25% Volunteer Coordination and Administration

1. Identify volunteers and provide direction, coordination, and consultation for all volunteer and collaborative functions within the Madison Senior Center.

2. Serve as primary point of contact for all requests to volunteer/collaborate including, telephone, voicemail, email, and written requests and ensure a timely response.
3. Develop and maintain a comprehensive recruitment, orientation, training, retention, and recognition plan for individual and group volunteers.
4. Develop and maintain strong, positive relationships with collaborative partners ensuring that mutually agreed upon expectations are being met.
5. Develop and maintain complete and accurate records including volunteer policies, procedures, position descriptions, standards of conduct and, where applicable, criminal background checks.
6. Develop and provide to management monthly and annual reports on all individual and group volunteer activities to include number of volunteers, number of hours, and in-kind contribution value of service.
7. Collaborate with program staff in developing and maintaining a comprehensive list of involvement opportunities for individual and group volunteers and collaborative partnerships.

13. Primary knowledge, skills and abilities required:

- Working knowledge of programs, activities and special events that contribute to the well-being of senior adults from multiple segments of the community.
- Knowledge of community resources available to seniors, and those available to aid in Senior Center program development, and the ability to cultivate relationships with those agencies and individuals.
- Thorough knowledge of outreach, marketing, public relations and communication principles, techniques and practices.
- Thorough knowledge of methods used to schedule, organize and implement programs, services, activities, and special events.
- Working knowledge of methods used to prepare clear and concise narrative and statistical reports, maintain program and financial records, and to use survey instruments to assess participant needs and outcomes.
- Working knowledge of successful methods for securing resources and in-kind services for non-profit/government programs.
- Working knowledge of computer software applicable to the duties of the position, including word processing, spreadsheet, data based and desktop publishing computer applications.
- Working knowledge of methods used to promote programs and events, write accurate news releases and to review and edit the related work of others.
- Working knowledge of preparing and presenting effective informational presentations about the senior center to the community.
- Knowledge of budgeting and recordkeeping procedures and practices.
- Knowledge of cultural competence as evidenced by the ability to establish and maintain effective working relationships with diverse co-workers, community members and other partners; ability to consider different viewpoints and to interact effectively within multicultural settings; and, ability to understand and respect values, attitudes, beliefs, and mores that differ across cultures, and to consider and respond appropriately to these differences in all aspects of City staff work.
- Ability to recognize special service needs of seniors and provide referrals to appropriate social service agencies.
- Ability to diffuse situations and problem solve when conflicts arise.
- Ability to work effectively in a team setting by exhibiting self-motivation working cooperatively toward shared goals, completing assignments in a timely manner, and understanding the specific roles, responsibilities, and expectations of employees within a team.
- Ability to organize and prioritize own work within established deadlines, adhere to assigned work schedules and adapt to changes in work assignments.
- Ability to oversee and train volunteers and student interns.
- Ability to maintain adequate attendance.

This position requires work outside of normal business hours, evenings and weekends.

14. Special tools and equipment required:

None

15. Required licenses and/or registration:

WI driver's license

16. Physical requirements:

Ability to lift 30 pounds occasionally. Ability to sit at a computer in a traditional office setting.

17. Supervision received (level and type):

General supervision of Community Resources Manager.

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).

EMPLOYEE _____ 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).

SUPERVISOR _____ 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: 81109

File ID:	81109	**File Type:**	License	**Status:**	Council Public Hearing
Version:	1	**Reference:**		**Controlling Body:**	ALCOHOL LICENSE REVIEW COMMITTEE
				File Created Date :	12/04/2023
File Name:				**Final Action:**	

Title: Public Hearing - New License
The City of Four Lakes LLC • dba Super 8 Madison South
1602 W Beltline Hwy • Agent: Mitesh Patel
Estimated Capacity (in/out): 160/0
Class B Beer • 2% alcohol, 0% food, 98% other
Police Sector 308 (District 14)

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	96.
Sponsors:		**Effective Date:**	
Attachments:	LICLIB-2023-00736 App.pdf, LICLIB-2023-00736 Supplemental.pdf, 1602 W Beltline Hwy map.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	ALCOHOL LICENSE REVIEW COMMITTEE	12/20/2023	RECOMMEND TO COUNCIL TO RE-REFER - PUBLIC HEARING	ALCOHOL LICENSE REVIEW COMMITTEE			Pass

Action Text: A motion was made by Westra, seconded by Farley, to RECOMMEND TO COUNCIL TO RE-REFER - PUBLIC HEARING to the ALCOHOL LICENSE REVIEW COMMITTEE. The motion passed by voice vote/other.

Notes: Alcohol License Review Committee- Public Hearing (1/17/24), Common Council (2/13/24)

Text of Legislative File 81109

Title

Public Hearing - New License
The City of Four Lakes LLC • dba Super 8 Madison South
1602 W Beltline Hwy • Agent: Mitesh Patel
Estimated Capacity (in/out): 160/0
Class B Beer • 2% alcohol, 0% food, 98% other
Police Sector 308 (District 14)

Liquor/Beer License Application

City of Madison Clerk
210 MLK Jr Blvd, Room 103
Madison, WI 53703

licensing@cityofmadison.com
608-266-4601

(Agenda Item Number) _____

(Legistar file number) _____

(License number) LICLIB-2023-00736

(Alder District #) 14 (Police Sector) 308

Office Use Only

Class A: ☐ Beer, ☐ Liquor, ☐ Cider
Class B: ☒ Beer, ☐ Liquor,
☒ Class C Wine

Section A – Applicant

1. List the name of your ☐ Sole Proprietor, ☒ Partnership, ☐ Corporation/Nonprofit Organization or ☐ Limited Liability Company exactly as it appears on your State Seller's Permit.

   The city of four lakes llc

2. Trade Name (doing business as) Super 8 Madison South

3. Address to be licensed 1602 W Beltline hwy Madison WI 53713

4. Mailing address 1602 W Beltline hwy Madison WI 53713

5. Anticipated opening date _____

6. Is the applicant an employee or agent of, or acting of behalf of anyone except the applicant named in question 1?

   ☐ No ☒ Yes (explain)

   Owner

7. Does another alcohol beverage licensee or wholesale permitee have interest in this business? ☒ No ☐ Yes (explain)

Section B—Premises

8. Describe in words the building or buildings where alcohol beverages are to be sold and stored. Include all rooms including living quarters, if used, and any outdoor seating used for the sales, service, and/or storage of alcohol beverages and receipts. Alcohol beverages may be sold and stored only on the premises as approved by Common Council and described on license.

   We are gone a sell the beer at from front desk office, and we have back office storage there we can do the store the beers. We are gone a selling only over registerd guest not out side people Who are not registerd in hotel system. Drinking in Room or in lobby area, or out side by Pool area Bench.

9. *Applicants for on-premises consumption only.* Estimated capacity (patrons and employees):

   Indoor: 160 people Outdoor: _____

10. Describe existing parking and how parking lot is to be monitored.

    Open parking for registerd guest and we have 4 camers to monitored the parking lot area.

11. Was this premises licensed for the sale of liquor or beer during the past license year?

    ☒ No ☐ Yes, license issued to _____ (name of licensee)

Section C—Corporate Information

This section applies to corporations, nonprofit organizations, and Limited Liability Companies only. Sole proprietorships and partnerships, skip to Section D.

12. Name of liquor license agent Mitesh Patel
13. City, state in which agent resides wisconsin dells, Wisconsin
14. How long has the agent continuously resided in the State of Wisconsin? 4 years
15. Has the liquor license agent completed the responsible beverage server training course?

    ☒ No, but will complete prior to ALRC meeting ☐ Yes, date completed _____

16. State and date of registration of corporation, nonprofit organization, or LLC.

    Wisconsin

17. In the table below list the directors of your corporation or the members of your LLC.
    ☐ Attach background check forms for each director/member.

Title	Name	City and State of Residence
Owner	Dev B Patel	Sun prairie, WI 53590
Owner	Pankaj Patel	
Owner and Manger	Mitesh Patel	Wisconsin Dells Wi 53965

18. Registered agent for your corporation or LLC. This is your agent for service of process, notice or demand required or permitted by law to be served on the corporation. This is not necessarily the same as your liquor agent.

    Mitesh Patel

19. Is applicant a subsidiary of any other corporation or LLC?

    ☒ No ☐ Yes (explain) _____

20. Does the corporation, any officer, any director, any stockholder, liquor agent, LLC, any member, or any manager hold any interest in any other alcohol beverage license or permit in Wisconsin?

    ☒ No ☐ Yes (explain) _____

Section D—Business Plan

21. What type of establishment is contemplated?
    ☐ Tavern ☐ Nightclub ☐ Restaurant ☐ Liquor Store ☐ Grocery Store

    ☐ Convenience Store without gas pumps ☐ Convenience Store with gas pumps

    ☒ Other Hotel, Motel, Hospitality

22. Private organizations (clubs): Do your membership policies contain any requirement of "invidious" (likely to give offense) discrimination in regard to race, creed, color, or national origin? ☒ No ☐ Yes

23. Hours of operation: please enter opening and closing times in the table below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
(Class B only) Enter below any hours when food service will not be available, if applicable						
-	-	-	-	-	-	-

Section E—Consumption on Premises

This section applies to Class B and Class C applicants only. Class A license applicants (consumption off premises) may skip to Section F.

24. Indicate any other product/service offered. NONE

25. All restaurants and taverns serving alcohol must substantiate their gross receipts for food and alcohol beverage sales broken down by percentage. (Note: Non-alcoholic drinks are classified as "Food.") New establishments estimate percentages:
    2.0 % Alcohol 0.00 % Food 98 % Other

    If applicable, describe "Other": _____

    Do you have written records to document the percentages shown? ☒ No ☐ Yes
    You may be required to submit documentation verifying the percentages indicated.

26. Do you plan to have live entertainment? ☒ No ☐ Yes—what kind? _____

    _____

    If planned entertainment includes live music (except solo acoustic), a DJ, or a designated dance floor, please also complete an Entertainment License.

Section F—Required Contacts and Filings

27. I understand that liquor/beer license renewal applications are due April 15 of every year, regardless of when license was initially granted. ☐ No ☒ Yes

28. I understand that I am required to host an information session at least one week before the ALRC meeting. ☐ No ☒ Yes

29. I agree to contact the Alderperson for this location to discuss my application and to invite the Alderperson to my information session. ☐ No ☒ Yes

30. I agree to contact the Police Department District Captain for this location prior to the ALRC meeting. ☐ No ☒ Yes

31. I agree to contact the Deputy Clerk prior to the ALRC meeting. ☐ No ☒ Yes

32. I agree to contact the neighborhood association representative prior to the ALRC meeting. ☐ No ☒ Yes

33. I intend to operate under the alcohol license within 180 days of the Common Council granting this license. The license shall be considered surrendered if not issued within 180 days of being granted. ☐ No ☒ Yes

34. I understand we must file a Special Occupational Tax return (TTB form 5630.5) before beginning business. [phone 1-800-937-8864] ☐ No ☒ Yes

35. I understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in question 1, above. [phone 608-266-2776] ☐ No ☒ Yes

36. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ No ☒ Yes

Section G—Information for Clerk's Office

37. This application is for the license period ending June 30, 20 24.

38. State Seller's Permit 4 5 6 - 1 0 3 0 3 8 7 2 0 2 - 0 2

39. Federal Employer Identification Number 832-131-004

40. Who may we contact between 8 a.m. and 4:30 p.m. regarding this license?

Contact person Mitesh Patel

Business phone 708-646-9991 Business e-mail address super8madison007@gmail.com

Preferred language English

If needed, a qualified interpreter can be provided at no charge to you. Would you like an interpreter?
☐ Yes (language: _____)
☒ No (If you answer no and you do require an interpreter, the ALRC will refer your application to a subsequent meeting and this may delay your application process)

Si usted requiere o necesita un/a intérprete, nosotros podemos proveer un/a intérprete sin costo alguno. ¿Le gustaría tener un/a intérprete?
☐ Sí, lenguaje: _____
☐ No. Si usted escoge "no" en la solicitud/aplicación, y usted sí requiere un/a intérprete, el comité remitirá su solicitud para una nueva junta y esto puede atrasar el proceso de su solicitud.

41. Corporate attorney, if applicable: Name _____

Phone _____ E-mail _____

NOTICE: Completed application are due by noon of the third Monday (fourth, if the Clerk's office is closed on the third Monday) to get on the agenda for the proceeding months Alcohol License Review Committee. A completed application **must** be accompanied by the following items:

☐ Copy of State Seller's Permit (Not Business Tax Registration Certificate), ☒ Appointment of Agent (if Corp/LLC), ☒ Member background investigation forms, ☐ Articles of Incorporation (if Corp/LLC), ☐ Floor Plans, ☐ Copy of Lease, ☐ Business Plan, and ☐ Sample Menu (if applying for Class B license)

If required items are missing, the application will not be considered complete and will not be accepted by the Clerk's Office until all requirements are submitted. No exceptions are made.

Read carefully before signing: *Under penalty provided by law, the applicant states that the above information has been truthfully completed to the best of the knowledge of the signer. Signer agrees to operate the business according to law, and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. Lack of access to any portion of licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.*

Penalty for materially false application information: Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000.

mitesh patel
(Officer of Corporation/Member of LLC/Partner/Sole Proprietor)

09/28/2023
(Date)

Clerk's Office checklist for complete applications

☒ WI Seller's Permit Certificate (matching articles of incorporation)	☒ Background investigation form(s)	☒ Floor Plans
☒ FEIN	☐ Form ~~for~~ surrender of previous license	~~☐ Lease~~
☒ Written description of premises	☒ *Articles of Incorporation	☒ Business Plan
	☒ *Appointment of Agent	☐ **Sample Menu
	* Corporation/LLC only	** Class B only

Upon Application Submission, the Clerk's Office issued to the application:

☐ Orange sign ☐ Orange business card

☐ "Applying for a Liquor/Beer License in the City of Madison" brochure with contact information

Date complete application filed with Clerk's Office _____

Date of ALRC meeting _____ Date license granted by Common Council _____

Date provisional issued _____ Date license issued _____

Business Plan

Hi, The Purpose of applying for a Beer and Wine Saler license is to provide more amenities options to the guests who are staying in the hotel. We are trying to give the guests better options to choose over the location for their stay. We are going to sell the beer only to registered guests with valid ID cards.

December 2023 ALRC New License

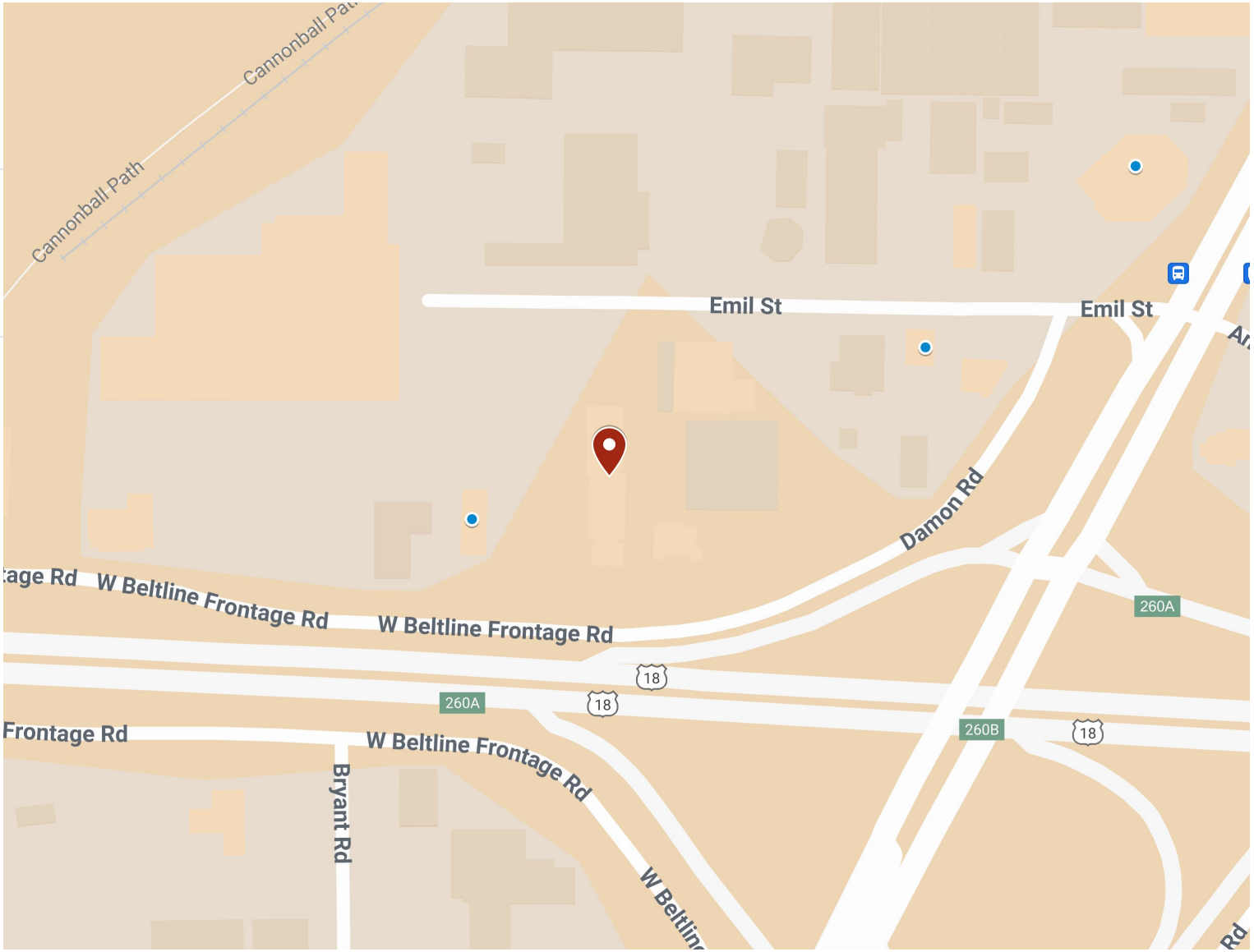
Existing Licenses.xlsx

All items

New Licenses.xlsx

All items

New licenses are drops, existing licenses are dots.



City of Madison

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

Master

File Number: 81317

File ID:	81317	**File Type:**	License	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	12/22/2023
File Name:				**Final Action:**	

Title: Public Hearing - New License
Mad Rabbit Cafe LLC • dba Mad Rabbit Cafe
805 Williamson St • Agent: Nathaniel Anger
Estimated Capacity (in/out): 24/10
Class B Beer, Class C Wine • 10% alcohol, 90% food
Police Sector 408 (District 6)

Notes:			
		CC Agenda Date:	01/09/2024
		Agenda Number:	97.
Sponsors:		**Effective Date:**	
Attachments:	LICLIB-2023-00811 App.pdf, LICLIB-2023-00811 Supplemental.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	12/22/2023	Referred for Introduction				

Action Text: This License was Referred for Introduction
Notes: Alcohol License Review Committee- Public Hearing (1/17/24), Common Council (2/13/24)

Text of Legislative File 81317

Title

Public Hearing - New License
Mad Rabbit Cafe LLC • dba Mad Rabbit Cafe
805 Williamson St • Agent: Nathaniel Anger
Estimated Capacity (in/out): 24/10
Class B Beer, Class C Wine • 10% alcohol, 90% food
Police Sector 408 (District 6)

744

(Agenda Item Number)

(Legistar file number)

LICLIB-2023-00811
(License number)

(Alder District #) (Police Sector)
Office Use Only

Liquor/Beer License Application

City of Madison Clerk
210 MLK Jr Blvd, Room 103
Madison, WI 53703

licensing@cityofmadison.com
608-266-4601

Class A: ☐ Beer, ☐ Liquor, ☐ Cider
Class B: ☐ Beer, ☐ Liquor,
☐ Class C Wine

Class B/C

Section A – Applicant

1. List the name of your ☐ Sole Proprietor, ☐ Partnership, ☐ Corporation/Nonprofit Organization or ☑ Limited Liability Company exactly as it appears on your State Seller's Permit.

   Mad Rabbit Cafe, LLC

2. Trade Name (doing business as) Mad Rabbit Cafe

3. Address to be licensed 805 Williamson St. Madison, WI, 53703

4. Mailing address 1842 Wallinford Dr. Sun Prairie, WI, 53590

5. Anticipated opening date Dec 20, 2023

6. Is the applicant an employee or agent of, or acting of behalf of anyone except the applicant named in question 1?

   ☑ No ☐ Yes (explain)

7. Does another alcohol beverage licensee or wholesale permitee have interest in this business? ☑ No ☐ Yes (explain)

Section B—Premises

8. Describe in words the building or buildings where alcohol beverages are to be sold and stored. Include all rooms including living quarters, if used, and any outdoor seating used for the sales, service, and/or storage of alcohol beverages and receipts. Alcohol beverages may be sold and stored only on the premises as approved by Common Council and described on license.

   Storage will be split between dry areas of the basement and reach in coolers in the kitchen. The building is a two-stery multi-use building facing Williamson st with entrances to the restaurant & the residence in the front. The residence will not be used by us. Service will include the first level dining room & a small portion of an outside patio (shared) in the back

9. *Applicants for on-premises consumption only.* Estimated capacity (patrons and employees):

Indoor: 24 Outdoor: 10

10. Describe existing parking and how parking lot is to be monitored.

2 spots for employees only. Street parking & neighborhood parking. Hourly monitoring from employees/management

11. Was this premises licensed for the sale of liquor or beer during the past license year?

☐ No ☑ Yes, license issued to La Kitchenette (name of licensee)

Section C—Corporate Information

This section applies to corporations, nonprofit organizations, and Limited Liability Companies only. Sole proprietorships and partnerships, skip to Section D.

12. Name of liquor license agent Nathaniel Anger

13. City, state in which agent resides Sun Prairie, WI

14. How long has the agent continuously resided in the State of Wisconsin? 1.5 years

15. Has the liquor license agent completed the responsible beverage server training course?

☑ No, but will complete prior to ALRC meeting ☑ Yes, date completed _____

16. State and date of registration of corporation, nonprofit organization, or LLC.

Wisconsin 5/10/2023

17. In the table below list the directors of your corporation or the members of your LLC.

☐ Attach background check forms for each director/member.

Title	Name	City and State of Residence
owner/CEO	Nathaniel Anger	Sun Prairie, WI

18. Registered agent for your corporation or LLC. This is your agent for service of process, notice or demand required or permitted by law to be served on the corporation. This is not necessarily the same as your liquor agent.

Nathaniel Anger

19. Is applicant a subsidiary of any other corporation or LLC?

☑ No ☐ Yes (explain) _____

20. Does the corporation, any officer, any director, any stockholder, liquor agent, LLC, any member, or any manager hold any interest in any other alcohol beverage license or permit in Wisconsin?

☑ No ☐ Yes (explain) _____

Section D—Business Plan

21. What type of establishment is contemplated?
☐ Tavern ☐ Nightclub ☑ Restaurant ☐ Liquor Store ☐ Grocery Store

☐ Convenience Store without gas pumps ☐ Convenience Store with gas pumps

☐ Other _____

22. Private organizations (clubs): Do your membership policies contain any requirement of "invidious" (likely to give offense) discrimination in regard to race, creed, color, or national origin? ☐ No ☐ Yes

23. Hours of operation: please enter opening and closing times in the table below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11am - 3pm	-	-	11am - 9pm	11am - 9pm	11am - 9pm	11am - 9pm
(Class B only) Enter below any hours when food service will not be available, if applicable						
-	-	-	-	-	-	-

Section E—Consumption on Premises

This section applies to Class B and Class C applicants only. Class A license applicants (consumption off premises) may skip to Section F.

24. Indicate any other product/service offered. N/A

25. All restaurants and taverns serving alcohol must substantiate their gross receipts for food and alcohol beverage sales broken down by percentage. (Note: Non-alcoholic drinks are classified as "Food.") New establishments estimate percentages:
10 % Alcohol 90 % Food _____ % Other

If applicable, describe "Other": _____

Do you have written records to document the percentages shown? ☑ No ☐ Yes
You may be required to submit documentation verifying the percentages indicated.

26. Do you plan to have live entertainment? ☑ No ☐ Yes—what kind? _____

_____

If planned entertainment includes live music (except solo acoustic), a DJ, or a designated dance floor, please also complete an Entertainment License.

Section F—Required Contacts and Filings

27. I understand that liquor/beer license renewal applications are due April 15 of every year, regardless of when license was initially granted. ☐ No ☑ Yes

28. I understand that I am required to host an information session at least one week before the ALRC meeting. ☐ No ☑ Yes

29. I agree to contact the Alderperson for this location to discuss my application and to invite the Alderperson to my information session. ☐ No ☑ Yes

30. I agree to contact the Police Department District Captain for this location prior to the ALRC meeting. ☐ No ☑ Yes

31. I agree to contact the Deputy Clerk prior to the ALRC meeting. ☐ No ☑ Yes

32. I agree to contact the neighborhood association representative prior to the ALRC meeting. ☐ No ☑ Yes

33. I intend to operate under the alcohol license within 180 days of the Common Council granting this license. The license shall be considered surrendered if not issued within 180 days of being granted. ☐ No ☑ Yes

34. I understand we must file a Special Occupational Tax return (TTB form 5630.5) before beginning business. [phone 1-800-937-8864] ☐ No ☑ Yes

35. I understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in question 1, above. [phone 608-266-2776] ☐ No ☑ Yes

36. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☑ No ☐ Yes

Section G—Information for Clerk's Office

37. This application is for the license period ending June 30, 2024.

38. State Seller's Permit 4 5 6 - 1 0 3 1 4 1 4 7 5 9 - 0 2

39. Federal Employer Identification Number 92-1540885

40. Who may we contact between 8 a.m. and 4:30 p.m. regarding this license?

Contact person Nathaniel Anger

Business phone 916-996-2809 Business e-mail address nate@themadrabbitcafe.com

Preferred language English

If needed, a qualified interpreter can be provided at no charge to you. Would you like an interpreter?

☐ Yes (language: _____)

☐ No (If you answer no and you do require an interpreter, the ALRC will refer your application to a subsequent meeting and this may delay your application process)

Si usted requiere o necesita un/a intérprete, nosotros podemos proveer un/a intérprete sin costo alguno. ¿Le gustaría tener un/a intérprete?

☐ Sí, lenguaje: _____

☐ No. Si usted escoge "no" en la solicitud/aplicación, y usted sí requiere un/a intérprete, el comité remitirá su solicitud para una nueva junta y esto puede atrasar el proceso de su solicitud.

41. Corporate attorney, if applicable: Name _____

Phone _____ E-mail _____

NOTICE: Completed application are due by noon of the third Monday (fourth, if the Clerk's office is closed on the third Monday) to get on the agenda for the proceeding months Alcohol License Review Committee. A completed application **must** be accompanied by the following items:

☑ Copy of State Seller's Permit (Not Business Tax Registration Certificate), ☑ Appointment of Agent (if Corp/LLC), ☑ Member background investigation forms, ☑ Articles of Incorporation (if Corp/LLC), ☑ Floor Plans, ☑ Copy of Lease, ☑ Business Plan, and ☑ Sample Menu (if applying for Class B license)

If required items are missing, the application will not be considered complete and will not be accepted by the Clerk's Office until all requirements are submitted. No exceptions are made.

Read carefully before signing: *Under penalty provided by law, the applicant states that the above information has been truthfully completed to the best of the knowledge of the signer. Signer agrees to operate the business according to law, and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. Lack of access to any portion of licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.*

Penalty for materially false application information: Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000.

_____ (Officer of Corporation/Member of LLC/Partner/Sole Proprietor)

12/6/23 (Date)

Clerk's Office checklist for complete applications		
☐ WI Seller's Permit Certificate (matching articles of incorporation) ☐ FEIN ☐ Written description of premises	☐ Background investigation form(s) ☐ Form for surrender of previous license ☐ *Articles of Incorporation ☐ *Appointment of Agent * Corporation/LLC only	☐ Floor Plans ☐ Lease ☐ Business Plan ☐ **Sample Menu ** Class B only

Upon Application Submission, the Clerk's Office issued to the application:

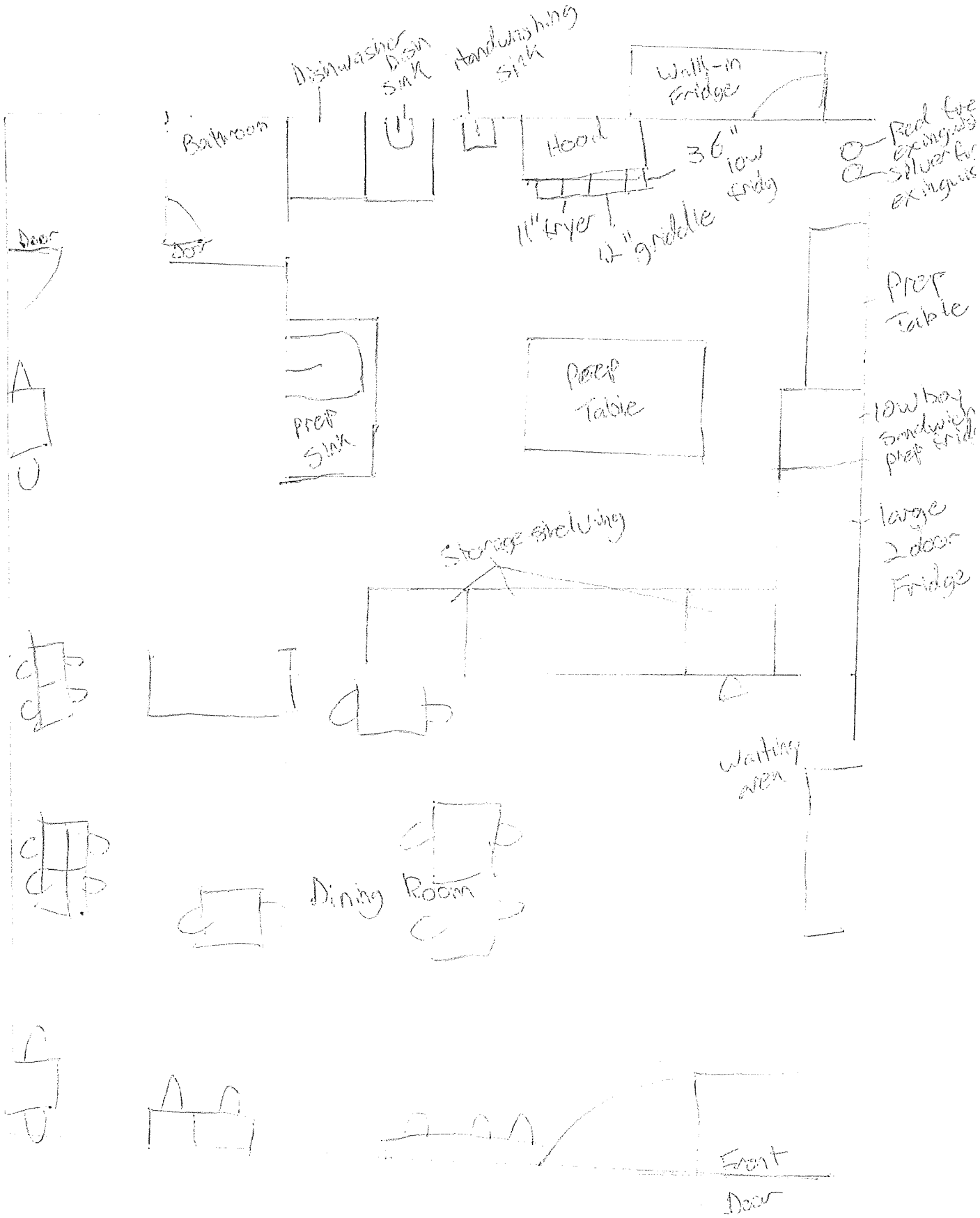
☐ Orange sign ☐ Orange business card

☐ "Applying for a Liquor/Beer License in the City of Madison" brochure with contact information

Date complete application filed with Clerk's Office _____

Date of ALRC meeting _____ Date license granted by Common Council _____

Date provisional issued _____ Date license issued _____


Dishwasher
Dish sink
Handwashing sink
Walk-in Fridge
Bathroom
Hood
36" low fridge
Red fire extinguisher
Silver fire extinguisher
11" fryer
12" griddle
Door
Door
Prep Table
Prep Table
Prep Sink
low boy sandwich prep fridge
large 2 door Fridge
Storage shelving
Waiting area
Dining Room
Front Door

Mad Rabbit Cafe

Share with the Rabbits

Sauced up Fries fries / kale pesto / house made chashew cheez

Loaded Fries fries / cashew ranch / chipotle sauce / house made cashew cheez / chorizo / sriracha

Fried Bunny-less Balls house made cashew cheez / sushi rice / panko / lemon herb dipping sauce

Cheez Board rotating boutique vegan cheeses from Rebel Cheese

Flatbreads (walnut chorizo or field roast)

The Californian Italian sausage / onions / peppers / kale pesto / house made cashew cheez

The Mojave chorizo / serrano's / onions / toasted almond chipotle pesto / house made cashew cheez

The Coneja Plana Romesco / caramelized onions / sliced mushroom / Rebel Cheese mozzarella

Name TBD kale pesto / artichoke hearts / mushroom / sun-dried tomatoes / olives / house made cashew cheez

Salads (add-on: avocado, grilled tofu, mushrooms)

The Mad-House Salad spring lettuce / cherry tomatoes / red onion / cucumber / shredded carrot / champagne vinaigrette

Greek Salad Chopped Romain / tomato / cucumber / bell pepper / red onion / olives / vegan feta / Greek salad dressing

Name TBD chopped romaine / artichoke hearts / peppers / tomatoes / mushrooms

Southwest Salad romaine / cherry tomatoes / bell peppers / corn / black beans / avocado / cilantro / crispy strips / chipotle dressing

Soup

Rotating weekly soup features

Burgers

The Mad Rabbit Burger lettuce / tomato / mayo / pickled onion / house made cashew cheez

The Smokehouse BBQ sauce / smokehouse mushrooms / onion rings / house made cashew cheez

The Freaky Kouneli lettuce / vegan feta sauce / red onion / tomato/ cucumber / olives / Greek dresssing

The Desert Cottontail chipotle pesto / smokehouse mushrooms / blistered serrano's / lettuce / house made cashew cheez

The Coneja Romesco / Caramelized Onions / vegan provolone / mayo / arugula

Sandos and Wraps:

No Harm, No Fowl fried chikin' / chipotle sauce / cabbage slaw / pickled onions / ranch

Buffalo Sando fried chikin' / buffalo sauce / lettuce / diced celery / ranch

Southwest Tofu Wrap grilled tofu / ranch / shredded lettuce / black beans / corn / roasted peppers / grilled onions / tortilla

Bahn Mi marinated and grilled tofu / pickled daikon and carrot / jalapeno / mayo / diced cucumber / cilantro

Fiesta Wrap chipotle sauce / cabbage slaw / seared chikin or grilled tofu / cashew ranch / tortilla

Beverages

BEER

Rotating Taps 9

Bottle & Can Selections

SIX POINT "THE CRISP" PILSNER 12oz BROOKLYN, NY	7
BROOKLYN CIDER HOUSE "ROSE'" CIDER 12oz BROOKLYN, NY	8
ALVARADO ST. "MAI TAI P.A." IPA 16oz MONTEREY, CA	9
TEMESCAL BREWING "HAZY" IPA 16oz OAKLAND, CA	9
PRAIRIE "BOMB" IMPERIAL STOUT 12oz KREBS, OK	13
DE GARDE "THE SERENE" SOUR ALE 750ml TILLAMOOK, OR	31
DUPONT "SAISON" FARMHOUSE ALE 375ml BELGIUM	12
HALF ACRE "DAISY CUTTER" PALE ALE 16oz CHICAGO, IL	8
UNTITLED ART "FLORIDA" YUZU SELTZER 12oz WAUKANEE, WI	8
ATHLETIC BREWING CO. *Non Alcoholic* "IPA" or "GOLDEN" 12oz SAN DIEGO, CA	7

All Wines and Vintages are subject to availability

Wine List

White

Chardonnay Laetitia Arroyo Grande Valley 2019 – $44.00

Sauvignon Blanc Vina Robles, Jardine, Paso Robles 2019 – $40.00

Pinot Grigio, Bollini, Veneto, Italy – $11.50

Red

Seghesio, Sonoma County – 2018 – $36.00

Cabernet Sauvignon, Tobin James Reserve, Paso Robles – $14.00

Merlot, Wild Horse, Paso Robles – $12.50

Zinfandel, Calcareus "Twisted Sisters", Paso Robles – $12.00

Sparkling

Zardetto, Prosecco Brut, Italy N.V. – $40.00

LaMarca, Prosecco, Italy N.V.- $24

Non-Alcoholic

Pepsi. Diet Pepsi, Mt. Dew, 7-Up, Rotating non-alcoholic beers

The Mad Rabbit Cafe
"mad with flavor, mad with fun"

Nathaniel Anger
Nateanger.rfr@gmail.com

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Vision 2
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The Team 2
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The Operation 8
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What is Mad Rabbit?

Mad Rabbit (MR) is a vegan restaurant and catering business, established in November 2022 owned by Nathaniel Anger (Nate). MR is licensed and operates in the greater Madison Wisconsin area. MR is also marketed as "14 Carrot Catering".

Mission

MR's mission is to offer high-quality, quickly executed, animal-free cuisine to the growing vegan population in the Greater Madison area while also appealing to non-vegans with food they won't believe is meat-free, dairy-free, and egg-free. MR's uses local, seasonal ingredients consistent with the farm to fork movement and offers vegan cuisine through its restaurant and at catered events.

Vision

MR's vision is to become the premier establishment for plant-based food and become a sought-after option for all diners in the Greater Madison area. MR strives to be the face of the new plant-based food movement that sets the bar for what meat-free/dairy-free food can be while measuring up to the dining expectations of a foodie city.

Values

- We believe harm-free dining experience can be fun.
- We believe that vegan cuisine sacrifices nothing in terms of flavor.
- We believe that anyone can afford to eat high-quality vegan cuisine.
- We believe in using local ingredients.
- We believe in minimizing our carbon footprint.
- We believe in being accessible to people from all walks of life.
- We believe in opening people's minds to the effects of food choices.
- We believe that animal life can be preserved effectively without sacrificing the joys of the human experience.

The Team

MR's Owner/Head of Operations Nathaniel Anger (Nate)

Nate grew up in Sacramento and was committed to the community. His passion for food began in high school when he entered the hotel catering industry and resulted in 15 years working in catering and fine dining restaurant management. During his nine years at the Citizen Hotel, Nate managed the daily operations for the catering and restaurant team including high-end weddings, corporate events and conventions, retirement parties, and holiday parties. He managed a staff of 30 servers and bartenders, kitchen staff, plus handled the administrative duties. Nate also absorbed "front of the house" management duties of the prestigious Grange Restaurant, working alongside some of the finest and most influential chefs in Sacramento.

Nate resigned his position as Food and Beverage Manager at the Grange Restaurant, and as Banquet Manager of the Citizen Hotel, to pursue his first plant-based food business, Rabbit Food Revolution. Rabbit Food Revolution Food Truck and Catering launched in early Spring of 2020. The COVID-19 pandemic and the chain of events that followed were an extreme challenge to the new business. However, due to the experience and well-received food the business made it through the most difficult business climate imaginable. RFR was

even able to turn a profit in their second year of operations and received multiple awards and accolades for its creative and tasty menu offerings. RFR closed in May of 2022 and sold to a new owner upon Nate and his family's move to Sun Prairie, Wisconsin.

MR's plan is to continue the style and tradition that started in Sacramento and thrive in their new home of Wisconsin by bringing their unique and elevated menu to the capital city. Experience, drive, and passion is the backbone of what made RFR special and will make MR an even better establishment.

MR's advisors are comprised of family, friends, and colleagues who are committed to MR's success.

- **Laurie Brown** (was Head Chef of Rabbit Food Revolution): Currently is a sous chef for an upscale traveling catering company and will function as advisor and trainer for MR.
- **Patty Moore** (BS Accounting, MBA): Currently a Senior Business Intelligence Consultant with Jack Henry and Associates; has been an advisor to two start-ups; and is a former credit union CEO and CFO. Patty offers accounting/financial/start-up expertise.
- **Levi Moore** (BA Digital Media, MS Information Systems): Currently a software engineer with Priority and has been a partner in a start-up. Levi offers web development expertise.
- **Allison Moore** (BA Media Communications): Self-employed marketing consultant and previously employed by United Way and Honey Agency. Allison offers social media and marketing expertise.

Industry and Market Analysis

Industry Profile

The restaurant industry consists of over 100 restaurants and bars of varying service styles and cuisine. From high level fine dining to quick service, from to-go all the way to beer garden restaurants, food trailers and home style cuisine. Madison cuisine tends to stay regionally focused to emphasize the local agriculture and dairy industry. Fish fry's are extremely common for Friday nights, cheese curds served in every restaurant and there is a rainbow of ethnic food from the south pacific, south America and Europe. Madison stays casual but has the talent and market for finer dining and has mass appeal for meat eaters, cheese heads, vegans, and vegetarians.

Competition

Because veganism has doubled in the past five years, food vendors are seizing the opportunity to offer vegan options. UW Madison has made it public that 20% of its campus menu is geared towards vegetarians and vegans. Almost any restaurant you walk into will have multiple plant-based options. Madison is slow to catch up to the vegan demand that we see throughout the country and state. Milwaukee and Madison both frequently show up on travel lists for the most vegan/vegetarian friendly cities in the US. Only a select few have stepped up to fill this demand and we plan to challenge their market share. These are our competitors in the plant-based market:

City of Madison

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

Master

File Number: 81318

File ID:	81318	**File Type:**	License	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	12/22/2023
File Name:				**Final Action:**	

Title: Public Hearing - New License
Campo Mar LLC • dba La Playita Tacos Y Mariscos
2601 W Beltline Hwy • Agent: Roger De La Cruz
Estimated Capacity (in/out): 65/0
Class B Beer • 25% alcohol, 75% food
Police Sector 308 (District 10)

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	98.
Sponsors:		**Effective Date:**	
Attachments:	LICLIB-2023-00816 App.pdf, LICLIB-2023-00816 Supplemental.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	12/22/2023	Referred for Introduction				

Action Text: This License was Referred for Introduction
Notes: Alcohol License Review Committee- Public Hearing (1/17/24), Common Council (2/13/24)

Text of Legislative File 81318

Title

Public Hearing - New License
Campo Mar LLC • dba La Playita Tacos Y Mariscos
2601 W Beltline Hwy • Agent: Roger De La Cruz
Estimated Capacity (in/out): 65/0
Class B Beer • 25% alcohol, 75% food
Police Sector 308 (District 10)

Liquor/Beer License Application

City of Madison Clerk
210 MLK Jr Blvd, Room 103
Madison, WI 53703

licensing@cityofmadison.com
608-266-4601

(Agenda Item Number) _____

(Legistar file number) _____

(License number) LICL1B.2023.00816

(Alder District #) 10 (Police Sector) 308

Office Use Only

Class A: ☐ Beer, ☐ Liquor, ☐ Cider
Class B: ☒ Beer, ☐ Liquor,
☐ Class C Wine

Section A – Applicant

1. List the name of your ☐ Sole Proprietor, ☐ Partnership, ☐ Corporation/Nonprofit Organization or ☒ Limited Liability Company exactly as it appears on your State Seller's Permit.
   Campo Mar LLC
2. Trade Name (doing business as) La Playita Tacos y Mariscos
3. Address to be licensed 2601 W. Beltline Hwy. Suite 106.
4. Mailing address Same. addres.
5. Anticipated opening date 02/05/24.
6. Is the applicant an employee or agent of, or acting of behalf of anyone except the applicant named in question 1?
   ☒ No ☐ Yes (explain)
7. Does another alcohol beverage licensee or wholesale permitee have interest in this business? ☒ No ☐ Yes (explain)

Section B—Premises

8. Describe in words the building or buildings where alcohol beverages are to be sold and stored. Include all rooms including living quarters, if used, and any outdoor seating used for the sales, service, and/or storage of alcohol beverages and receipts. Alcohol beverages may be sold and stored only on the premises as approved by Common Council and described on license.
   we have a room that we will use as an office which has the security and environment required. To protect alcoholic beverages. We only served beer To the customers at the tables. the place is 2015 square feet,

1-17-24 ALRC

9. *Applicants for on-premises consumption only.* Estimated capacity (patrons and employees):

Indoor: 65 Outdoor: 0

10. Describe existing parking and how parking lot is to be monitored.

Parking is shared with the other premises.

11. Was this premises licensed for the sale of liquor or beer during the past license year?

☒ No ☐ Yes, license issued to _____ (name of licensee)

Section C—Corporate Information

This section applies to corporations, nonprofit organizations, and Limited Liability Companies only. Sole proprietorships and partnerships, skip to Section D.

12. Name of liquor license agent Roger de la Cruz.

13. City, state in which agent resides Middleton WI

14. How long has the agent continuously resided in the State of Wisconsin? 3 years.

15. Has the liquor license agent completed the responsible beverage server training course?

☐ No, but will complete prior to ALRC meeting ☒ Yes, date completed Dec/05/22.

16. State and date of registration of corporation, nonprofit organization, or LLC.

Wisconsin 10/27/23.

17. In the table below list the directors of your corporation or the members of your LLC.

☐ Attach background check forms for each director/member.

Title	Name	City and State of Residence
President	Roger de la Cruz	Middleton WI.
Vice-President	Humberto Macias	Madison WI.
Secretary.	Johnatan Garcia	Fitchburg WI

18. Registered agent for your corporation or LLC. This is your agent for service of process, notice or demand required or permitted by law to be served on the corporation. This is not necessarily the same as your liquor agent.

Roger de la Cruz.

19. Is applicant a subsidiary of any other corporation or LLC?

☒ No ☐ Yes (explain) _____

20. Does the corporation, any officer, any director, any stockholder, liquor agent, LLC, any member, or any manager hold any interest in any other alcohol beverage license or permit in Wisconsin?

☒ No ☐ Yes (explain) _____

Section D—Business Plan

21. What type of establishment is contemplated?
☐ Tavern ☐ Nightclub ☒ Restaurant ☐ Liquor Store ☐ Grocery Store

☐ Convenience Store without gas pumps ☐ Convenience Store with gas pumps

☐ Other _____

22. Private organizations (clubs): Do your membership policies contain any requirement of "invidious" (likely to give offense) discrimination in regard to race, creed, color, or national origin? ☒ No ☐ Yes

23. Hours of operation: please enter opening and closing times in the table below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11am - 9PM	11am - 9PM	- close	11am - 9PM	11am - 9PM.	11am - 9PM	11am - 9PM.
(Class B only) Enter below any hours when food service will not be available, if applicable						
-	-	-	-	-	-	-

Section E—Consumption on Premises

This section applies to Class B and Class C applicants only. Class A license applicants (consumption off premises) may skip to Section F.

24. Indicate any other product/service offered. _____

25. All restaurants and taverns serving alcohol must substantiate their gross receipts for food and alcohol beverage sales broken down by percentage. (Note: Non-alcoholic drinks are classified as "Food.") New establishments estimate percentages:
25 % Alcohol 75 % Food 0 % Other

If applicable, describe "Other": _____

Do you have written records to document the percentages shown? ☒ No ☐ Yes
You may be required to submit documentation verifying the percentages indicated.

26. Do you plan to have live entertainment? ☒ No ☐ Yes—what kind? _____

_____

If planned entertainment includes live music (except solo acoustic), a DJ, or a designated dance floor, please also complete an Entertainment License.

Section F—Required Contacts and Filings

27. I understand that liquor/beer license renewal applications are due April 15 of every year, regardless of when license was initially granted. ☐ No ☒ Yes

28. I understand that I am required to host an information session at least one week before the ALRC meeting. ☒ No ☐ Yes

29. I agree to contact the Alderperson for this location to discuss my application and to invite the Alderperson to my information session. ☐ No ☒ Yes

30. I agree to contact the Police Department District Captain for this location prior to the ALRC meeting. ☐ No ☒ Yes

31. I agree to contact the Deputy Clerk prior to the ALRC meeting. ☐ No ☒ Yes

32. I agree to contact the neighborhood association representative prior to the ALRC meeting. ☐ No ☒ Yes

33. I intend to operate under the alcohol license within 180 days of the Common Council granting this license. The license shall be considered surrendered if not issued within 180 days of being granted. ☐ No ☒ Yes

34. I understand we must file a Special Occupational Tax return (TTB form 5630.5) before beginning business. [phone 1-800-937-8864] ☐ No ☒ Yes

35. I understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in question 1, above. [phone 608-266-2776] ☐ No ☒ Yes

36. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☒ No ☐ Yes

Section G—Information for Clerk's Office

37. This application is for the license period ending June 30, 2024.

38. State Seller's Permit 4 5 6 - 1 0 3 1 5 0 9 7 7 9 - 0 4

39. Federal Employer Identification Number 93-4141797

40. Who may we contact between 8 a.m. and 4:30 p.m. regarding this license?

Contact person Roger de la Cruz

Business phone 608-575-5875 Business e-mail address Rogerdelacruz19@Gmail.com

Preferred language Spanish.

If needed, a qualified interpreter can be provided at no charge to you. Would you like an interpreter?
☒ Yes (language: Spanish.)
☐ No (If you answer no and you do require an interpreter, the ALRC will refer your application to a subsequent meeting and this may delay your application process)

Si usted requiere o necesita un/a intérprete, nosotros podemos proveer un/a intérprete sin costo alguno. ¿Le gustaría tener un/a intérprete?
☒ Sí, lenguaje: Español.
☐ No. Si usted escoge "no" en la solicitud/aplicación, y usted sí requiere un/a intérprete, el comité remitirá su solicitud para una nueva junta y esto puede atrasar el proceso de su solicitud.

41. Corporate attorney, if applicable: Name _____

Phone _____ E-mail _____

NOTICE: Completed application are due by noon of the third Monday (fourth, if the Clerk's office is closed on the third Monday) to get on the agenda for the proceeding months Alcohol License Review Committee. A completed application **must** be accompanied by the following items:

☑ Copy of State Seller's Permit (Not Business Tax Registration Certificate), ☐ Appointment of Agent (if Corp/LLC), ☐ Member background investigation forms, ☑ Articles of Incorporation (if Corp/LLC), ☑ Floor Plans, ☐ Copy of Lease, ☐ Business Plan, and ☑ Sample Menu (if applying for Class B license)

If required items are missing, the application will not be considered complete and will not be accepted by the Clerk's Office until all requirements are submitted. No exceptions are made.

Read carefully before signing: *Under penalty provided by law, the applicant states that the above information has been truthfully completed to the best of the knowledge of the signer. Signer agrees to operate the business according to law, and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. Lack of access to any portion of licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.*

Penalty for materially false application information: Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000.

* _____ (Officer of Corporation/Member of LLC/Partner/Sole Proprietor)

12/14/23 (Date)

Clerk's Office checklist for complete applications		
☐ WI Seller's Permit Certificate (matching articles of incorporation) ☐ FEIN ☐ Written description of premises	☐ Background investigation form(s) ☐ Form for surrender of previous license ☐ *Articles of Incorporation ☐ *Appointment of Agent * Corporation/LLC only	☐ Floor Plans ☐ Lease ☐ Business Plan ☐ **Sample Menu ** Class B only

Upon Application Submission, the Clerk's Office issued to the application:

☐ Orange sign ☐ Orange business card

☐ "Applying for a Liquor/Beer License in the City of Madison" brochure with contact information

Date complete application filed with Clerk's Office _____

Date of ALRC meeting _____ Date license granted by Common Council _____

Date provisional issued _____ Date license issued _____

MEXICAN TACOS AND SEAFOOD MENU

TOSTADAS

Tostada de Ceviche $8.95
Tostada Brava a la Plancha
Seafood tostada cooked with our SPICY seasoning (shrimp, octopus and surimi), topped with onion, cilantro and avocado (served warm).

Tostada Sicaria *(served cold)* $7.95
Seafood tostada (shrimp, octopus and surimi) topped with tomato, cucumber, onion and avocado.

Ceviche de Pescado $6.95
Raw fish marinated in lime juice.

Ceviche de Camarón $7.95
Shrimp Ceviche.

Camarones Aguachile $8.95
Raw shrimp marinated in fresh lim juice and your choice of red or green SPICY sauce.

COCTELES

Coctél de Camarón $14.95
Shrimp cocktail.

Coctél de Camarón y Pulpo $17.95
Shrimp & octopus cocktail.

Mendigo $15.95
Shrimp broth with chopped octopus & shrimp (served warm).

PLATILLOS

Mojarra $15.95
Fried whole tilapia fish:
Fried, Garlic sauce or red devil spicy sauce.

Bolsa Culichi $16.95
Shirmp, potatoes, corn cooked in the moments with your favorite seasoning.
Nayarit sauce.
Al ajo / garlic sauce.

Chapuzón de Mariscos $21.95
Shrimp, octopus and seafood mix in our house Nayarit sauce.

Camarones Cucaracha $19.95
Dinner
Shrimp fried in spicy red sauce
Served with rice, salad and fries.

Filete Empapelado $18.95
Fish fiet w/shrimp, ctopus. green pepper, onion and nopal ateamed in foil in our special Nayarit sauce, served with rice and salad.

Pulpo al Gusto $25.95
Rice,salad,and fries.
Octopus cooked to your favorite style.
A la diabla Spicy sauce.
Al ajo garlic sauce.
A la mantequilla.
Nayarit style sauce.

Filete de Pescado al Gusto $18.95
Fish filet cooked to your liking
A la Plancha Griddled
Al Aio Garlic sauce
A la Diabla Spicy deviled sauce
Ranchero sauce
Nayarita Nayarita style.

Camarones al Gusto $19.95
Rice, salad and fries.
Shrimp with your choice of sauce or style.
*Al Ajo Garlic sauce.
A la Diabla Spicy deviled sauce
Empanizado Breaded.
Ranchero Ranchero style.
A La Mantequilla Buttery sauce.

Piña Rellena $19.95
Pineapple stuffed with shrimp, surimi and melted cheese. Served with, salad and fries.

MOLCAJETES

Molcajete Oaxaca $18.95
Chicken, shrimp, bacon, chorizo, poblano sauce, onions, oaxaca cheese, beans and guacamole

Molcajete Mar y Tierra $20.95
Steak, chicken, chorizo, shrimp, nopal, grilled green onions & cheese.

Molcajete de Mariscos $23.95
Shirmp "cucaracha", prawns, and chapuzón (shrimp & octopus).

ÓRDEN DE CEVICHE

Ceviche Clásico $12.95
Raw shrimp marinated in lime juice, cucumbe cilantro, tomato, chamoy sauce, red house sauce and tortilla chips.

Ceviche de Pulpo $14.95
Octopus, onion, cilantro, tomato, cucumber garrished with ave do slices.

Ceviche Verde $12.95
Raw shrimp marinated in lime juice onion, cilantro, tomato, cucumber & house red sauce, gamnished w/ avocado silices.

Ceviche Rojo $12.95
Raw shrimp marinated in lime juice onion, cilantro, tomato, cucumber & house red sauce, garnished w/ avocado slices.

Ceviche Molcajete $19.95
Includes surimi, scallops, shrimp & octopus w/ our-house red sauce, avocado slices.

AGUACHILES

Aguachiles Negros $20.95
Raw shrimp maninated with fresh lime, our special black sauce and chile de árbol.

Camarones Aguachile $20.95
Mango-Habanero
Shrimp in mango-habanero sauce.

Torre de Mariscos $22.95
Shrimp, surimi, scallops, octopus, tomato, onion cucumber, cilantro and avocado in spicy red sauce.
Or black sauce and chile de árbol.

CALDOS

Siete Mares. Seafood mix soup. $21.95
Camarón. Shrimp soup. $17.95
Langostinos. Prown soup. $19.95

BOTANAS

Botana Fria 23° $19.95
Seafood mix appetizer
(served cold).

Botana de Mejillones $19.95
Mussels Nayarit style.

Botana de Camarones Cucaracha $29.95
Shrimp fried in spicy red sauce.

Botana de Chapuzón de Mariscos $34.95
Shrimp, octopus and seafood mix in our house Nayarit sauce.

Botana de Langostinos Nayarit $39.95
Prawns in our house Nayarit sauce.

Chapuzón de Mariscos $39.95
Shrimp, octopus and seafood mix in our house Nayarit sauce, served with rice, salad and fries.

CONSUMER ADVISORY
Items marked with an asterisk (*) are served raw, undercooked or cooked to order. Consuming raw or undercooked meat, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness, especially if you have certain medical conditions.

AVISO AL CONSUMIDOR
Los artículos marcados con un asterisco (*) se sirven crudos, poco cocidos o son cocinados a pedido del cliente. El consumo de alimentos crudos o poco cocidos como carne, aves, mariscos o huevos puede aumentar el riesgo de enfermedades transmitidas por alimentos, especialemente si usted tiene ciertas condiciones médicas.

City of Madison

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

Master

File Number: 81319

File ID:	81319	**File Type:**	License	**Status:**	Council New Business
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL
				File Created Date :	12/22/2023
File Name:				**Final Action:**	

Title: Public Hearing - New License
The Le Le Group LLC • dba Ha Long Bay
1353 Williamson St • Agent: Jacqueline Le
Estimated Capacity (in/out): 100/0
Class B Combination Liquor & Beer • 15% alcohol, 85% food
Police Sector 410 (District 6)

Notes:

		CC Agenda Date:	01/09/2024
		Agenda Number:	99.
Sponsors:		**Effective Date:**	
Attachments:		**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	12/22/2023	Referred for Introduction				
	Action Text:	This License was Referred for Introduction					
	Notes:	Alcohol License Review Committee- Public Hearing (1/17/24), Common Council (2/13/24)					

Text of Legislative File 81319

Title

Public Hearing - New License
The Le Le Group LLC • dba Ha Long Bay
1353 Williamson St • Agent: Jacqueline Le
Estimated Capacity (in/out): 100/0
Class B Combination Liquor & Beer • 15% alcohol, 85% food
Police Sector 410 (District 6)

City of Madison

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

Master

File Number: 81107

File ID:	81107	**File Type:**	Claim	**Status:**	Risk Business
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	12/04/2023
File Name:	CLAIM: J. Vondra for Dirty Ducts Cleaning - vehicle damage - $500.			**Final Action:**	

Title: J. Vondra for Dirty Ducts Cleaning - vehicle damage - $500.

Notes: EVL005135

		CC Agenda Date:	01/09/2024
		Agenda Number:	100.
Sponsors:		**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	mlloyd@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 81107

Title

J. Vondra for Dirty Ducts Cleaning - vehicle damage - $500.

Body

Claim received 11/29/2023.

City of Madison

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

Master

File Number: 81116

File ID:	81116	**File Type:**	Claim	**Status:**	Risk Business
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	12/04/2023
File Name:	A. Trampf - vehicle damage - $431.06.			**Final Action:**	
Title:	A. Trampf - vehicle damage - $431.06.				
Notes:	EVL005136				
				CC Agenda Date:	01/09/2024
				Agenda Number:	101.
Sponsors:				**Effective Date:**	
Attachments:				**Enactment Number:**	
Author:				**Hearing Date:**	
Entered by:	mlloyd@cityofmadison.com			**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File 81116

Title

A. Trampf - vehicle damage - $431.06.

Body

Claim received 11/29/2023.

City of Madison

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Master

File Number: 81120

File ID:	81120	**File Type:**	Claim	**Status:**	Risk Business
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	12/04/2023
File Name:	CLAIM: B. Hassinger - Vehicle Damage - $17.916.08			**Final Action:**	
Title:	B. Hassinger - Vehicle Damage - $17,916.08				
Notes:	EVL005137				
				CC Agenda Date:	01/09/2024
				Agenda Number:	102.
Sponsors:				**Effective Date:**	
Attachments:				**Enactment Number:**	
Author:				**Hearing Date:**	
Entered by:	mlloyd@cityofmadison.com			**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File 81120

Title

B. Hassinger - Vehicle Damage - $17,916.08

Body

Claim received 12/01/2023.

City of Madison

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Madison, WI 53703
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Master

File Number: 81130

File ID:	81130	**File Type:**	Claim	**Status:**	Risk Business
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	12/04/2023
File Name:	CLAIM: M. Lindquist - property damage - $529.08.			**Final Action:**	
Title:	M. Lindquist - property damage - $529.08.				
Notes:	EVL005139				
				CC Agenda Date:	01/09/2024
				Agenda Number:	103.
Sponsors:				**Effective Date:**	
Attachments:				**Enactment Number:**	
Author:				**Hearing Date:**	
Entered by:	mlloyd@cityofmadison.com			**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File 81130

Title

M. Lindquist - property damage - $529.08.

Body

Claim received 12/04/2023.

City of Madison

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Madison, WI 53703
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Master

File Number: 81136

File ID:	81136	**File Type:**	Claim	**Status:**	Risk Business
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	12/04/2023
File Name:	CLAIM: L. Baker of Progressive Insurance for T. Putney - vehicle damage - $9.691.46.			**Final Action:**	

Title: L. Baker of Progressive Insurance for T. Putney - vehicle damage - $9,691.46.

Notes: Metro - Referred to TMI.

		CC Agenda Date:	01/09/2024
		Agenda Number:	104.
Sponsors:		**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	mlloyd@cityofmadison.com	**Published Date:**	

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File 81136

Title

L. Baker of Progressive Insurance for T. Putney - vehicle damage - $9,691.46.

Body

Claim received 12/1/2023.

City of Madison

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

Master

File Number: 81142

File ID:	81142	**File Type:**	Claim	**Status:**	Risk Business
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	12/05/2023
File Name:	CLAIM: C. Devitt of Clifford & Raihala, S.C. for J. Pioquinto Manuel - Personal Injury & Property Damage - $250,000			**Final Action:**	

Title: C. Devitt of Clifford & Raihala, S.C. for J. Pioquinto Manuel - Personal Injury & Property Damage - $250,000

Notes: EVL005141

		CC Agenda Date:	01/09/2024
		Agenda Number:	105.
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 81142

Title

C. Devitt of Clifford & Raihala, S.C. for J. Pioquinto Manuel - Personal Injury & Property Damage - $250,000

Body

Claim received 11/29/2023.

City of Madison

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Madison, WI 53703
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Master

File Number: 81146

File ID:	81146	**File Type:**	Claim	**Status:**	Risk Business
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	12/05/2023
File Name:	CLAIM: S. Redman - Vehicle Damage - $2277.28			**Final Action:**	
Title:	S. Redman - Vehicle Damage - $2,277.28				
Notes:	EVL005174				
				CC Agenda Date:	01/09/2024
				Agenda Number:	106.
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 81146

Title

S. Redman - Vehicle Damage - $2,277.28

Body

Claim received 12/20/2023.

City of Madison

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Master

File Number: 81147

File ID:	81147	**File Type:**	Claim	**Status:**	Risk Business
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	12/05/2023
File Name:	CLAIM: C. Devitt of Clifford & Raihala, S.C. for M. Aguirre de la O - Loss of Consortium - $100,000			**Final Action:**	

Title: C. Devitt of Clifford & Raihala, S.C. for M. Aguirre de la O - Loss of Consortium - $100,000

Notes: EVL005141

		CC Agenda Date:	01/09/2024
		Agenda Number:	107.
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 81147

Title

C. Devitt of Clifford & Raihala, S.C. for M. Aguirre de la O - Loss of Consortium - $100,000

Body

Claim received 11/29/2023.

City of Madison

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Madison, WI 53703
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Master

File Number: 81244

File ID:	81244	**File Type:**	Claim	**Status:**	Risk Business
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	12/08/2023
File Name:	CLAIM: S. Phillips - Bodily Injury and Pain and Suffering - $10,000			**Final Action:**	

Title: S. Phillips - Bodily Injury and Pain and Suffering - $10,000

Notes: Metro - Referred to TMI.

		CC Agenda Date:	01/09/2024
		Agenda Number:	108.
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 81244

Title

S. Phillips - Bodily Injury and Pain and Suffering - $10,000

Body

Claim received 12/06/2023.

City of Madison

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Master

File Number: 81248

File ID:	81248	**File Type:**	Claim	**Status:**	Risk Business
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	12/08/2023
File Name:	CLAIM: M. Mullikin - Property Damage - $500			**Final Action:**	
Title:	M. Mullikin - Property Damage - $500				
Notes:	EVL005150				
				CC Agenda Date:	01/09/2024
				Agenda Number:	109.
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 81248

Title

M. Mullikin - Property Damage - $500

Body

Claim received 12/07/2023.

City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 81298

File ID:	81298	**File Type:**	Claim	**Status:**	Risk Business
Version:	1	**Reference:**		**Controlling Body:**	Risk Manager
				File Created Date :	12/21/2023
File Name:	CLAIM: L. Anderson - Property Damage - $595.91			**Final Action:**	
Title:	L. Anderson - Property Damage - $595.91				
Notes:	EVL004987				
				CC Agenda Date:	01/09/2024
				Agenda Number:	110.
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 81298

Title

L. Anderson - Property Damage - $595.91

Body

Claim received 12/11/2023.