

**WALNUT GROVE HOMES ASSOCIATION**  
**Madison, Wisconsin**

**January 6, 2003**

MEETING BEGAN: 6:35 P.M.

ATTENDING

BOARD MEMBERS: Rick Conne, Kristi Holden, Bill Kloster, Colette Kreuser, Kathy McComb,  
Steve Suleski, Lauren Thliveris

NOT PRESENT: Randy Wade

MINUTES: December 2, 2002 minutes approved.

COMMITTEE REPORT ITEMS:

TREASURER (Kristi Holden)

- Only two homeowners have yet to pay 2002 dues.
- Discussion about proposed 2003 budget to be presented at annual meeting. Board approved budget attached.

ARCHITECTURAL CONTROL (Lauren Thliveris)

- No report.

GREENWAYS (Bill Kloster)

- No report.

SOCIAL (Debra Wynne)

- No report.

BLOCK CAPTAINS (Kathy McComb)

- Kathy raised question of when appreciation party for block captains should be held; Kathy will bring suggestion of date to annual meeting.

NEWSLETTER (Colette Kreuser)

- Newsletter did not get out in December. It will go out later this week. Colette will update information about stop sign issue and City Council meeting in late January.

CORRESPONDENCE:

None.

OLD BUSINESS:

- Traffic Issues: Rick appeared in front of City Traffic Commission to seek approval of stop sign at Farmington/Westfield intersection. Voted down. Rick will now appear at City Council meeting on January 28<sup>th</sup> to attempt to overturn City Traffic Commission decision and approve stop sign. Board discussed use of petitions and attendance at City Council meeting to show support for stop sign.

NEW BUSINESS:

- Annual Meeting will be held at Alicia Ashman Library at 7:00 P.M. on Monday, January 27<sup>th</sup>. Rick is still working on the agenda.
- Boys & Girls Club project near Jefferson Middle School moved back at least a year due to need for legislation to allow project to move forward.

NEXT MEETING DATES:

Monday, January 27, 2003 at 7:00 P.M. Annual Meeting  
Location: Alicia Ashman Library

February 3, 2003 at 6:30 P.M. Board Meeting and Election  
of Officers

Location: Alicia Ashman Library

MEETING ADJOURNED: 7:20 P.M.

---

Steve Suleski, Secretary

**WALNUT GROVE HOMES ASSOCIATION**  
**Madison, Wisconsin**

**January 27, 2003 Annual Meeting Board Minutes**

**Meeting Began:** 7:00 pm

**Attending Board Members:** Rick Conne, Randy Wade, Bill Kloster, Colette Kreuser, Kathy McComb, Debra Wynne, Lauren Thliveris

**Not Present:** Steve Suleski, Kristi Holden

**Minutes:**

- Minutes from the January 28, 2002 Annual Meeting were approved by acclamation.

**Committee Report Items:**

**Treasurer (Rick Conne for Kristi Holden)**

- Rick Conne review the WGHA Statement of Assets and Liabilities dated December 31, 2002. Assets totaled \$36,387 with \$2,650 in the WGHA Park Fund. There were no liabilities.
- Rick summarized the 2002 budget of \$12,830 and expenditures of \$8,623. Expenditures were less than budget for Greenways and Social Events.
- Rick also reviewed the proposed 2003 budget of \$13,260. Lot assessments will remain at the current level of \$40.
- With a motion by Dan Esser and second by Jack Lohrentz, the 2003 budget was approved.

**Architectural Review (Lauren Thliveris)**

- Lauren Thliveris summarized the activities of her Architectural Review committee. On questioning she noted that small satellite dishes were no longer being subjected to architectural review. No recent activity.

**Greenways (Bill Kloster)**

- Bill Kloster summarized Greenway activities during the past year and noted that major activities were replacement of greenway lamps and a volunteer tree trimming effort during the Earth Day time frame.
- Bill indicated that a major activity for 2003 will involve contracting with a tree service to conduct major tree trimming work beyond the capability of individual home owners.

- Bill also discussed the possibility of hiring young people in the neighborhood to do all or part of the Greenway lawn mowing. Discussion centered on liability and paperwork issues related to doing this.

#### **Social (Debra Wynne)**

- Debbie Wynne summarized the social activities conducted by the WGHA.

#### **Newsletter (Colette Kreuser)**

- Colette indicated that she would be leaving the WGHA Board and that this will be her final meeting.
- Rick Conne recognized Colette for her fine work on the WGHA Newsletter.

#### **Block Captains (Kathy McComb)**

- Kathy provided a brief report on activities.

#### **Correspondence**

- None

#### **Old Business**

- **Traffic Issues:** Rick Conne summarized the recent test of a traffic calming circle at Westfield and Farmington and noted that the immediate neighbors had voted down the installation of the circle. He indicated that the WGHA Board would continue its efforts to have a stop sign installed at that location. Rick indicated that center median barriers may still be installed at Westfield and Colony. Rick also noted that he had drafted a letter in support of a traffic light on Gammon Road and Tree Lane across from the James Madison Memorial High School.

#### **New Business/Miscellaneous**

- **WGHA Website:** Lauren Thliveris reported on development activities she had undertaken for a WGHA website. Its domain name will be "WGHA.US."
- She discussed possible website features such as links to Sauk Creek and Wexford sites, back issues of the newsletter, links to city sites, access to WGHA architectural guidelines and legal covenants.
- There was discussion of whether the directory should be featured on the site or just names and addresses of residents.
- **Report by Alder Paul Skidmore:** Alder Skidmore provided an extensive discussion of issues in the Walnut Grove neighborhood, district and city including traffic, emergency medical services, leaf pick up, parks, and police protection.
- **Dental Health Associates Expansion:** Owners and representatives from Dental Health Associates expressed a desire to expand their operations in the general area of their existing buildings on Old Sauk Road. They provided several examples of how they might coordinate their new construction in a manner which would also include Walbridge Academy adjacent to the existing Mad Town Twisters Building. Neighbors present indicated concern about a change in zoning from R1.



**WALNUT GROVE HOMES ASSOCIATION**  
**Madison, Wisconsin**

**February 3, 2003**

MEETING BEGAN: 6:40 P.M.

ATTENDING

BOARD MEMBERS: Rick Conne, Bill Kloster, Kathy McComb, Steve Suleski, Lauren Thliveris, Randy Wade, Debra Wynne

NOT PRESENT: Kristi Holden

MINUTES: January 6, 2003 minutes approved.

COMMITTEE REPORT ITEMS: None.

ELECTION OF OFFICERS (same as last year):

President	-	Rick Conne
Vice President	-	Randy Wade
Treasurer	-	Kristi Holden
Secretary	-	Steve Suleski
Greenways	-	Bill Kloster
Block Captains	-	Kathy McComb
Social	-	Debra Wynne
Newsletter	-	Vacant

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS:

- Jim Bean has threatened an action against the Board and the Wynne's regarding their fence and its height.
- Homeowner on Millstone has requested that WGHA begin to mow Greenway near their home among other things. Rick will respond.
- Kathy brought up issue about neighbors' complaints regarding trash cans being left out for several days.

NEXT MEETING DATE: Monday, March 3, 2003 at 6:30 P.M. Board Meeting  
Location: Alicia Ashman Library

MEETING ADJOURNED: 6:55 P.M.

---

Steve Suleski, Secretary

**WALNUT GROVE HOMES ASSOCIATION**  
**Madison, Wisconsin**

**April 7, 2003**

MEETING BEGAN: 6:35 P.M.

**ATTENDING**

**BOARD MEMBERS:** Rick Conne, Kristi Holden, Bill Kloster, Kathy McComb, Steve Suleski,  
Lauren Thliveris, Randy Wade, Debra Wynne

**NOT PRESENT:** None

**MINUTES:** February 3, 2003 minutes approved.

**COMMITTEE REPORT ITEMS:**

**TREASURER (Kristi Holden)**

- Kristi reported that dues have been coming in very well this year—only 22 remain outstanding. She also reported on new City storm water and electric bill. About \$2,000 in checking and remainder in savings account (about \$9,000). See attached report.

**ARCHITECTURAL CONTROL (Lauren Thliveris)**

- Lauren reported that two proposals are ongoing: One approval for new siding on tudor-style home on Foxborough Circle; second proposal for elimination of balcony on Greenhaven Circle.

**GREENWAYS (Bill Kloster)**

- Lawn mowing service informed us that price has gone up \$5 per mowing. No deposit requested this year so far. Also checking to see how much savings if certain areas of Greenway were mowed by neighbors.
- Bill will also seek quote from them on fertilizing.
- Bill has checked part of Greenway for lighting problems; two lights are out so far.
- Considering Greenway clean-up and trimming to occur during the second or third Saturday in June.

**SOCIAL (Debra Wynne)**

- Considering possibility of not holding garage sale this year. Will wait to see if anyone complains about this idea.
- Also, will probably not hold Easter Egg Hunt this year either.

**BLOCK CAPTAINS (Kathy McComb)**

- Kathy reported on success of recently held Block Captain Party at Nitty Gritty. About 40 people attended.
- All block captain positions are currently filled.

NEWSLETTER (Bob Ames)

- Colette Kreuser introduced Bob Ames to the Board. He will be taking over responsibility for the Newsletter.
- Planned date for next newsletter is May 15<sup>th</sup>. Copy deadline is May 9<sup>th</sup> or 10<sup>th</sup>.
- Contact information for Bob Ames:
  - o Email: [rames@starkhomes.com](mailto:rames@starkhomes.com)
  - o Cell: 347-1219
  - o Home: 836-1323
  - o Work: 836-9444, ext. 314
  - o Home: 836-9577

CORRESPONDENCE:

None.

OLD BUSINESS:

- Web page not yet up and running; should be soon.

NEW BUSINESS:

- Ken Mulry is police liaison to WGHA.
- Rick reported that there is a group home located at 10 Oxwood Circle. Rick and Paul, our Alder, checked into this. Paul gave a report to the Board; it was determined that the home was not in compliance with zoning. Order has been issued to correct situation by June 2, 2003, or it will be referred to City Attorney.
- Kathy McComb to plan a Board Dinner.

NEXT MEETING DATES:

Monday, May 5, 2003 at 6:30 P.M.

Location: Alicia Ashman Library

MEETING ADJOURNED: 7:35 P.M.

---

Steve Suleski, Secretary

**Walnut Grove Homes Association**  
**2003 Budget**

BUDGET

1st QTR 2nd QTR  
 ACTUAL

**Income**

Lot Assessments \$12,000

2/22/2003 3520

2/26/2003 3240

3/5/2003 1960

3/12/2003 1000

3/26/2003 520

4/1/2003 880

Reserve Contribution \$1,260

2/5/2003 1260

**Total Income \$13,260**

**11500 12380**

**Expenses**

Greenway Maintenance \$6,100

Social Events \$2,000

Annual Meeting 38

Utilities \$2,250

storm water & electric 662

Professional Services \$1,100

659

Insurance \$740

Insurance Payment 741

Web Page Development \$300

Newsletter \$310

Special Projects \$300

Miscellaneous \$160

**Total Expenses \$13,260**

**2100**



**WALNUT GROVE HOMES ASSOCIATION**  
**Madison, Wisconsin**

**May 5, 2003**

MEETING BEGAN: 6:35 P.M.

ATTENDING

BOARD MEMBERS: Robert Ames, Rick Conne, Kristi Holden, Bill Kloster, Steve Suleski,  
Lauren Thliveris, Randy Wade

NOT PRESENT: Kathy McComb, Debra Wynne

MINUTES: February 3, 2003 minutes approved.

COMMITTEE REPORT ITEMS:

TREASURER (Kristi Holden)

- Kristi reported that 20 homeowners have not yet paid 2003 dues; Clifton Gunderson will send out reminder notices.
- Proposal received to do garden work around our neighborhood signs; total of \$46 for plant materials, peat moss, etc.; motion to approve \$50 in expenditures for this purpose.

ARCHITECTURAL CONTROL (Lauren Thliveris)

- Update on siding project on Foxborough and balcony project on Greenhaven; both have proceeded according to plan.
- 7002 Farmington Way residents have removed front siding and began to install bay window; Lauren contacted them and requested that they stop construction until project approval and building permit obtained; she further requested that their builder contact her.

GREENWAYS (Bill Kloster)

- Bill found two young men interested in mowing portions of Greenway; our current mower will continue to do the rest.
- Our current mower will also apply fertilizer and herbicide; first application has already been laid down.
- Bill will use self-reporting form to report vandalism to three lights.
- Electrician has been contacted to repair them.

SOCIAL (Debra Wynne, not present)

- No report.

BLOCK CAPTAINS (Kathy McComb, not present)

- No report.

NEWSLETTER (Bob Ames)

- Bob will meet with Colette to discuss format, etc. for taking over Newsletter.

CORRESPONDENCE:

None.

OLD BUSINESS:

- Kristi raised issue of replacing our neighborhood signs; she and Deb Wynne will seek bids.
- 10 Oxwood Circle group home issue updated by Rick; Sheriff has issued order for residents to vacate by June 3<sup>rd</sup>; after that, eviction process will begin; Rick also suggested following up on removal of commercial van which is parked at the house; board considered alternatives for moving these issues along; Randy will write letter to City to make sure they understand WGHA's position on aggressive enforcement of the Sheriff's order; motion unanimously approved to send the letter to the City.
- Lauren reported that the website will be on line any day now; she is requesting comments on the look.

NEW BUSINESS:

- Robert Ames elected unanimously by Board to fill vacant board position and to head Newsletter Committee.

NEXT MEETING DATES: Monday, June 2, 2003 at 6:30 P.M.  
Location: Alicia Ashman Library

MEETING ADJOURNED: 7:30 P.M.

---

Steve Suleski, Secretary

**WALNUT GROVE HOMES ASSOCIATION**  
**Madison, Wisconsin**

**June 2, 2003**

MEETING BEGAN: 6:35 P.M.

**ATTENDING**

**BOARD MEMBERS:** Robert Ames, Kristi Holden, Bill Kloster, Kathy McComb, Steve Suleski,  
Randy Wade, Debra Wynne

**NOT PRESENT:** Rick Conne, Lauren Thliveris

**MINUTES:** May 5, 2003 minutes approved.

**COMMITTEE REPORT ITEMS:**

Lauren and Robert have decided to switch committee assignments.  
Lauren will do Newsletter and Robert will do Architectural Control.  
Board approved changes.

**TREASURER (Kristi Holden)**

- Eleven homeowners yet to pay 2003 dues.
- Current balances: \$895 checking; \$10,000 savings.
- CDs are coming due soon.

**ARCHITECTURAL CONTROL (Robert Ames)**

- Robert reported on request from 7313 Farmington regarding replacement of bay window and siding.
- Bill suggested that due to City budget cuts, inspections likely to be affected; as a result, we cannot count on notification of building projects to us by the City.

**GREENWAYS (Bill Kloster)**

- Invoice for \$340 submitted for lawn mowing (\$70) and fertilizer (\$270).
- Kathy and Lauren will bring invoices from kids who have mowed parts of the Greenway.
- Lights and poles that were broken on Greenway have been repaired; everything should be working now.
- Greenways clean-up scheduled for June 14<sup>th</sup>.

**SOCIAL (Debra Wynne)**

- Not much reaction to lack of garage sale sponsored by neighborhood.
- Art Cart coming to Walnut Grove this summer.
- Next social event is July 4<sup>th</sup> Parade at 10:00 AM.

BLOCK CAPTAINS ( Kathy McComb)

- No report.

NEWSLETTER (Lauren Thliveris, not present)

- No report; Newsletters distributed last week.

CORRESPONDENCE:

None.

OLD BUSINESS:

- Randy will follow up with City of Madison Zoning Administrator on June 3<sup>rd</sup> to make sure that 10 Oxwood Circle is inspected for compliance with zoning regulations; Randy also reported on State or County permits that may have to be obtained for facility to operate the way it is being run; also, Randy, Robert and Steve will review covenants and deed restrictions and other documents to determine whether any other issues are raised by this facility. (Note: A Laidlaw van is parked at 502 North Gammon and should be investigated.)
- Website report deferred until Lauren is in attendance.
- Neighborhood signs – no update, but Garden Club has been doing an excellent job beautifying areas around our existing sign areas
- Comment on stop signs and calming devices on Westfield and Farmington; Randy will ask Rick Conne to update.

NEW BUSINESS:

- Motion to change meeting time from 6:30 to 7:00 P.M. approved.
- McKee & Associates representative appeared to explain proposed purchase by Dental Health Associates of Bank Building on corner of Old Sauk and Gammon Roads. A two-story addition would be added to existing building. This would require amendment to existing Planned Unit Development; will also require City Council and Planning Commission approvals.

NEXT MEETING DATES:

Monday, August 4, 2003 at 7:00 P.M.

Location: Alicia Ashman Library

MEETING ADJOURNED: 7:55 P.M.

---

Steve Suleski, Secretary



Tuesday, May 20, 2003

Randall E. Wade  
18 Greenhaven Circle  
Madison, WI. 53717

George Carran  
City of Madison Zoning Administrator  
V215 Martin Luther King Jr. Blvd  
Rm. LL-100, Municipal Bldg. 53703-3352

Dear Mr. Carran:

I am Vice President of the Walnut Grove Homes Association (WGHA) and I am writing this letter on behalf of the Walnut Grove Homes Association Board. It has come to our attention that an assisted living facility of some type has been established in a single-family residence at 10 Oxwood Circle in the Walnut Grove Neighborhood. We are aware that your Department has inspected this facility and has issued an order requiring that the owners comply with R1 zoning restrictions which limit single-family residences to two unrelated occupants and an attendant.

Our association is very concerned that a non-conforming commercial facility such as this will have an adverse impact on the Walnut Grove Neighborhood. It is our understanding that the owners must be in compliance by June 3, 2003 or you will refer the case to the City Attorney for prosecution. We ask that you promptly follow up with this case on June 3 and keep us informed of your actions.

If you have any questions, I can be reached at 266-9498 during business hours and at 833-9641 during evenings and weekends.

Sincerely



Randall E. Wade  
WGHA Vice President

Cc: Walnut Grove Homes Association Board  
Paul Skidmore, 9<sup>th</sup> District Alderman

**WALNUT GROVE HOMES ASSOCIATION  
Madison, Wisconsin**

**July 14, 2003**

**Special Meeting of the Board of Directors**

MEETING BEGAN: 7:05 P.M.

ATTENDING

BOARD MEMBERS: Rick Conne, Kristi Holden, Bill Kloster, Kathy McComb, Steve Suleski,  
Randy Wade

NOT PRESENT: Robert Ames, Lauren Thliveris, Debra Wynne

PURPOSE:

The meeting was called to review a proposal by Dental Health Associates to purchase and add a significant addition to the M&I Bank/Atterbury & Riley building at the southwest corner of Gammon and Old Sauk Roads. Several residents from the neighborhood were present, as well as Alder Paul Skidmore. Dental Health Associates was represented by several of their dentists, McKee & Associates (the construction manager) and their architect. Questions were raised about the size of the addition, its impact on parking needs and area traffic, landscaping around the addition, and any future expansion plans that Dental Health Associates might have. After considerable discussion, the Board unanimously approved a resolution endorsing the project.

NEXT MEETING DATES: Monday, August 4, 2003 at 7:00 P.M.  
Location: Alicia Ashman Library

MEETING ADJOURNED: 8:25 P.M.

---

Steve Suleski, Secretary

**WALNUT GROVE HOMES ASSOCIATION**  
**Madison, Wisconsin**

**August 4, 2003**

MEETING BEGAN: 7:00 P.M.

**ATTENDING BOARD**

MEMBERS: Rick Conne, Kristi Holden, Bill Kloster, Lauren Thliveris, Randy Wade,  
Debra Wynne

NOT PRESENT: Robert Ames, Kathy McComb, Steve Suleski

MINUTES: June 2, 2003 minutes approved.

**COMMITTEE REPORT ITEMS:**

**TREASURER (Kristi Holden)**

- Quarterly report approved with changes listed below:
  - o \$25 to Garden Club for fall bulbs. This is a match in funds donated by the club. This will be funded from the Miscellaneous account.
  - o The Cds are now in the Sentinal fund
  - o The board dinner has been moved to special projects
  - o Additional expenses:
    - Electric: \$236.53
    - Lawn mowing: \$350.00 (professional)
    - Lawn mowing: \$140.00 (neighborhood)
    - Tree removal: \$290.13 and \$242.65
    - Parade supplies: \$49.59 (Fourth of July)
- Proposal to increase next year's greenway maintenance budget to provide for light post repair
- There are funds available (\$40.00/year) to the cul-de-sac circle areas for improvement and maintenance (see by-laws). They have not been accessed recently.

**ARCHITECTURAL CONTROL (Robert Ames, not present)**

- No report.

**GREENWAYS (Bill Kloster)**

- Two trees were taken out (see above items in Treasurer report)
- There was an estimate for \$8,000.00 needed to clean out the buckthorn and dead wood from the greenway areas
- Proposal to get estimates for basic and extended clean-up of the areas between now and the annual meeting. It is suggested that these funds come from the reserve assets, not the operating budget.

- Proposal to move the major greenway activities of tree removal and light post repair from the operating budget to the budget reserves. The greenway budget would fund only the lawn mowing and fertilizing activities.
- Proposal to replace all the old light posts next spring. This would require \$2,000 to \$3,000 for the replacement of the rotted, deteriorated posts and cracked lenses.
- Painting of the newer posts could be done this fall to prevent deterioration.
- Major greenway forest management proposal, as well as reviewing funding and recommendations for greenway maintenance, to be discussed at the annual meeting. This would perhaps involve hiring a consultant from the arboretum.

#### SOCIAL (Debra Wynne)

- Fourth of July parade was a success! Submitted bill for expenses (see treasurer's report).
- Need to set the date for the fall bonfire. Tentatively planned for October 4, 11 or 18.

#### BLOCK CAPTAINS ( Kathy McComb, not present)

- No report.

#### NEWSLETTER (Lauren Thliveris)

- Tentatively set date for the next publication of the newsletter to be September 18, 2003. The cutoff date for material submissions will be September 12, 2003. This will allow adequate time for the notification for the October bonfire.
- Web site needs to be addressed. Add newsletters, other general Walnut Grove information.

#### CORRESPONDENCE:

None.

#### OLD BUSINESS:

- 10 Oxwood Circle Adult Care Facility:
  - o A 60-day extension on City of Madison zoning violations was granted by the City Planning and Zoning Department, and comes due on 8/13/03. Randy will call on 8/14 to check status.
  - o The van is not in non-compliance with City Zoning.
  - o Susan Blount with the State Department of Health and Family Services has concluded that the facility is not in compliance with the State Health Codes. She has filed a cease and desist order..
  - o The owner has hired a lawyer.
- McKee and Associates:
  - o Proposal passed with overwhelming support
  - o Has been forwarded on to the City Planning Commission
  - o May be ready to move forward with work in October



NEW BUSINESS:

- None.

ALDER'S REPORT:

- Intersection of Gammon and Tree Lane will be upgraded. There will be no traffic signal, but the south-bound left turn lane will be eliminated into Jefferson. Traffic must use the next most southerly entrance between Jefferson and Memorial. The crosswalk is to be improved. Improvements will include accommodations for traffic lights if they are needed in the future.
- Police activity – crime has been reported in the Westfield area of Tamarack. See the report from Paul Skidmore.
- The City Council Ped/Bike Motor Vehicle Committee met and refused to act on the WGHA request for a stop sign at Farmington and Westfield despite testimony by Rick Conne and Alder Paul Skidmore. Paul will ask again for the 4-way stop, since Walnut Grove disagrees with this decision.

PROPOSED NEXT MEETING DATE

Tuesday September 9, 2003, 7:00 pm  
Dental Health Associates Offices  
7017 Old Sauk Road  
Basement meeting room

MEETING ADJOURNED: 8:50 P.M.

---

Steve Suleski, Secretary  
(Lauren Thliveris, acting)

**WALNUT GROVE HOMES ASSOCIATION**  
**Madison, Wisconsin**

**September 9, 2003**

MEETING BEGAN: 7:10 P.M.

**ATTENDING**

BOARD MEMBERS: Kristi Holden, Bill Kloster, Kathy McComb, Steve Suleski, Lauren Thliveris, Debra Wynne

NOT PRESENT: Robert Ames, Rick Conne, Randy Wade

MINUTES: August 4, 2003 minutes approved.

**COMMITTEE REPORT ITEMS:**

**TREASURER (Kristi Holden)**

- Six homeowners yet to pay 2003 dues; another notice will be sent to them.
- Current amount in reserves is \$30,836.

**ARCHITECTURAL CONTROL (Robert Ames, not present)**

- No report.

**GREENWAYS (Bill Kloster)**

- Two bills for mowing (\$360 and \$245) by neighborhood kids submitted.
- Bill hopes to complete inventory of all lights, spot painting where needed, and determine where repairs need to be made within the next few weeks.
- Bill will contact Mr. Bunders (our commercial lawnmower) to get the Greenway fertilized in the fall to help the grass recover from the drought.
- Bill has called an arborist to take down two trees on the Greenway off Millstone Road; he hasn't had calls returned yet; also, two oaks need to be pruned in November.

**SOCIAL (Debra Wynne)**

- Annual Bonfire at Walnut Grove Park is scheduled for Saturday, October 25; Deb will get the fire permit.

**BLOCK CAPTAINS (Kathy McComb)**

- Kathy thinks that we will be losing one block captain in the Farmington Way, Harwood Circle area; she will begin looking for a possible replacement.

#### NEWSLETTER (Lauren Thliveris)

- Cut off date for submitting articles for the next newsletter has been pushed back to September 26; Lauren expects the newsletter to be ready for delivery at least two or three weeks before the date of the Annual Bonfire.
- Lauren said she already has plenty of material for this edition of the newsletter, but more is welcome.

#### CORRESPONDENCE:

- Copy of a Cease and Desist Order against the owner of the property at 10 Oxwood Circle for running an illegal group home was sent to WGHA.

#### OLD BUSINESS:

- 10 Oxwood Circle Group Home was discussed, but no additional action was taken.

#### NEW BUSINESS:

- None.

#### NEXT MEETING DATES:

Monday, October 6, 2003 at 7:00 P.M.

Location: Alicia Ashman Library

Monday, November 3, 2003 at 7:00 P.M.

Location: Alicia Ashman Library

MEETING ADJOURNED: 7:45 P.M.

---

Steve Suleski, Secretary

Jim Doyle  
Governor

Helene Nelson  
Secretary



State of Wisconsin

Department of Health and Family Services

DIVISION OF DISABILITY AND ELDER SERVICES

1 WEST WILSON STREET  
P O BOX 7851  
MADISON WI 53707-7851

TTY: (608) 266-7376  
www.dhfs.state.wi.us

August 12, 2003

**CERTIFIED MAIL**  
**#7002 0460 0001 0368 6236**

**NOTICE and ORDER**

**ORDER TO CEASE AND DESIST**

Ms. Candy Pollock  
Mankind Support Services, Inc.  
6314 Odana Road  
Madison, WI 53719

Dear Ms Pollock:

**Re: Operation of an unlicensed adult family home  
located at 10 Oxford Court, Madison, Wisconsin**

This letter constitutes notice of violations of Wisconsin Statutes and Administrative Codes for operating an unregulated adult family home (AFH).

On May 21, 2003 and August 6, 2003 a Licensing Certification Specialist from the Department of Health and Family Services conducted an unannounced complaint investigation at 10 Oxford Court, Madison, Wisconsin. While at the home, it was learned that Mankind Support Services, Inc., of Madison, Wisconsin, was providing supportive, personal and nursing services to three residents in the home. The following information was obtained from observation, staff interviews and record reviews:

The home is a two-story structure with three bedrooms on the second floor and one bedroom on the first floor. None of the home's exits are ramped to support a wheelchair. Residents 1, 2 and 3 live in the home with a live-in staff person and other support staff available during normal or standard awake hours. The three residents are unrelated and have diagnoses of brain injury. Two residents are ambulatory and one must use a wheelchair to ambulate.

It appears that staff of Mankind Support Service, Inc., is providing full services of daily living care for the three residents. The services provided include, but are not limited to, medication administration, 24-hour supervision, health monitoring, meal preparations, personal care services, transportation services, etc.



Resident 1's diagnoses are open head injury, legally blind and uses a wheelchair to ambulate. Resident 2's diagnoses are brain injury, behavior problems, is a known wanderer, and is ambulatory. Resident 3's diagnoses are traumatic brain injury, depression, history of stomach ulcer, history of inguinal hernia, alcohol abuse, and is ambulatory.

Wis. Stat. § 50.01(1)(b), defines an "adult family home" as:

A place where 3 or 4 adults who are not related to the operator reside and receive care, treatment or services that are above the level of room and board and that may include up to 7 hours per week of nursing care per resident. "Adult family home" does include a place that is specified in sub. (1g)(a) to (d), (f) or (g).

Wis. Admin. Code § HFS 88.02(5), defines an "adult family home" or "home" as:

[A] place where 3 or 4 adults not related to the licensee reside in which care, treatment or services above the level of room and board but not including nursing care are provided to persons residing in the home as a primary function of the place except that it does not mean a place described in s. 50.01(1g)(a) to (d), Stats.

Wis. Stat. § 50.033(1m)(a), specifies that, "[n]o person may operate an adult family home unless the adult family home is licensed under this section." And, subsection (b), states that "[a] county department under s. 46.215, 46.22, 46.23, 51.42 or 51.437 may license an adult family home that is located in the county. The department shall license an adult family home in a county that elects not to license adult family homes."

### **ORDER TO CEASE AND DESIST**


Pursuant to Wis. Stat. § 50.33(1m)(a) and (b), the Wisconsin Department of Health and Family Services **HEREBY ORDERS** Candy Pollock of Mankind Support Services, Inc., **TO CEASE AND DESIST** the current illegal operation, including, but not limited to, providing personal care services and nursing services to residents in an unregulated home located at 10 Oxford Court, Madison, Wisconsin, or comply with requirements specified by Wis. Admin. Code ch. HFS 88 governing adult family homes.

Continued operation as an unlicensed adult family home may subject you to Wis. Stat. § 50.033(6), which states that "[a]ny person who violates this section or rules promulgated under s. 50.02(2)(am)2. may be fined not more than \$500 or imprisoned for not more than one year in the county jail or both."

Ms. Candy Pollock  
Mankind Support Services, Inc.  
Page 3 of 3  
August 12, 2003

If you have any questions, please contact Susan Blount, Regional Field Operations Supervisor at (608) 243-3868 or at 2917 International Lane, Suite 210, Madison, WI 53704.

Sincerely,

A handwritten signature in cursive script that reads "Kevin Coughlin" followed by a stylized flourish or initial.

Kevin Coughlin, Chief  
Assisted Living Section  
Bureau of Quality Assurance

cc: Facility File  
Jesús Garza, OLC  
Dane County Department of Human Services  
Bureau of Developmental Disability Services

**WALNUT GROVE HOMES ASSOCIATION**  
**Madison, Wisconsin**

**October 6, 2003**

MEETING BEGAN: 7:05 P.M.

**ATTENDING**

**BOARD MEMBERS:** Randy Wade, Robert Ames, Kristi Holden, Bill Kloster, Kathy McComb,  
Steve Suleski, Lauren Thliveris, Debra Wynne

**NOT PRESENT:** Rick Conne

**MINUTES:** September 9, 2003 minutes approved.

**COMMITTEE REPORT ITEMS:**

**TREASURER (Kristi Holden)**

- Five homeowners have yet to pay 2003 dues; Kristi continues to follow up.
- Will take money out of reserves for electrical repairs and tree removal.
- Current accounts: \$900 in checking; \$4,000 in savings.
- Pay additional amount for storm sewers; \$300 paid for this so far this year.
- Lauren submitted bill for lawn mowing and raised question about copying charges (Econoprint much cheaper than Kinkos).
- \$154 bill received from Walnut Grove Dr. residents for upkeep of circle; \$80 payment approved.
- Motion: Include in next year's budget \$40 for each circle for maintenance of neighborhood circles.
- Motion: To permit circles to spend up to two years of maintenance expense at any one time (i.e., \$80).
- Both motions approved.
- Still have money available in Greenway budget for maintenance; tree by lamp #9 needs to be removed.

**ARCHITECTURAL CONTROL (Robert Ames)**

- Larson construction project delayed because contractor ran off on them; won't be completed until November.
- Retaining wall on property on Walnut Grove built in right-of-way of City; and raised some other issues.
- Bob also suggested that he develop a form for applications for additions; all agreed that would be a good idea.
- Whayland's conditional approval for building addition pending approval of City for rear yard setback.
- 7702 Farmington property issues also discussed.

#### GREENWAYS (Bill Kloster)

- Bill reported finding six lights requiring repairs; of those, three need replacement; others may need new sensors; Bill will contact Academy Electric to make repairs.
- Bill also painted some of the light poles.
- Arborist quoted \$10,000 to correct area of Greenway that is covered with Buckthorn; several proposals are possible; Board decided that this should be a discussion topic for annual meeting; various proposals discussed.

#### SOCIAL (Debra Wynne)

- Bonfire scheduled for Saturday, October 25<sup>th</sup>; firewood already collected.

#### BLOCK CAPTAINS (Kathy McComb)

- No report.

#### NEWSLETTER (Lauren Thliveris)

- Last issue went out last week.
- Next newsletter scheduled to go out first week in January.
- Lauren had questions about what sorts of announcements for other organizations she should include in newsletter; Board discussed types of announcements.
- Motion: That paid advertising not be accepted for use in Newsletter; motion approved.

#### CORRESPONDENCE:

None.

#### OLD BUSINESS:

- Group Home at 10 Oxwood Circle – only two residents remain there so no zoning violation; Randy contacted Health & Human Services Dept. for what action they may take; he is still waiting for a reply.
- Website Update – Lauren would prefer emails to help her add more materials to web page. Additional items to add might be bylaws, newsletter, covenants and other information of general interest.

#### NEW BUSINESS:

- City Matching Funds – Two programs available (copies attached). Parks Capital Matching Funds Program and Madison Community Enhancement Program. Board discussed possibility of obtaining funds for neighborhood sign and other projects for public lands in our neighborhood.

#### ALDERMAN'S REPORT:

- Paul Skidmore provided his newsletter to Board (see attached); covered topics such as Mayor's new budget, capture of robbery ring, speeding problems, Club 7, Westfield/Farmington: Paul believes that to get stop sign will require a political effort.
- Other traffic controls in area also discussed.

- City likely to authorize referendum for expansion of Dejope Bingo hall to full casino; referendum would be held in Spring 2004.
- Wexford Ridge Neighborhood Center Open House on Wednesday, October 8<sup>th</sup> (see attached).

NEXT BOARD MEETINGS:

Monday, November 3, 2003 at 7:00 P.M.  
Location: Alicia Ashman Library

Monday, December 1, 2003 at 7:00 P.M.  
Location: Alicia Ashman Library

ANNUAL MEETING DATE:

Monday, January 26, 2004 at 7:00 P.M.  
Location: Alicia Ashman Library

MEETING ADJOURNED: 9:00 P.M.

---

Steve Suleski, Secretary



## Parks Capital Matching Funds Policy

Annually, the Parks Division designates up to \$50,000 in its Capital Matching Fund to match donated private money with public matching funds to accomplish public projects that benefit our community's park system.

Capital improvements by definition have a minimum useable life of ten years. Examples of capital improvement may include landscaping projects, tree plantings, site renovations, permanent equipment installations, etc.

The Parks Division shall conduct an annualized review of pending matching fund projects. Foremost consideration will be given to projects which enhance public usability and enjoyment for the park users, while maintaining fiscal control.

Matching funds can be used only in projects maintained by the Parks Division.

Project size and type should be appropriate to the park based on the Park and Open Space Plan and Park Master Plan as determined by the park staff and Park Commission. The donor will be apprised that donated items could be relocated or removed, based upon changes made in the P.O.S.P. and the Master Plan. Donations under \$5,000 may be matched with approval of the Parks Superintendent. Donations over \$5,000 require Parks Commission approval.

All requests for matched funding for capital improvements will be handled via a short application process by the donor in collaboration with the park staff. Applications for donations \$5,000 and over are due by August 15 for projects to be completed in the following year. Applications for under \$5,000 will be reviewed and processed in the order in which they are submitted to the Parks office. In addition they will be subject to a review of their impact, if any, on the operating budget.

Prior to final approval of a matching fund project, Parks will encourage the sponsor to communicate specifics concerning the project to the alderperson and the affected neighborhood and community groups. Aldermanic notification from Parks staff will be handled through the routing of the completed application.

Aldermanic notification does not guarantee approval of the proposed Parks Matching Fund Project. Notification to the alderperson is considered as an informational tool and courtesy to the council representative of a particular park district.

On occasion, matching funds may be used for memorials. Memorials must comply with the Park and Open Space Plan. The Parks Division reserves the right to refuse a proposed memorial. The Parks Division will make reasonable efforts to maintain memorials that are installed; however, it is not responsible when acts of nature occur. Plaques will not be matched by park funding. It is not a capital improvement. Park staff will provide appropriate options for plaque selection and the manner of installation. If the plaque is damaged, the donor will be responsible for its replacement or repair.

All gifts to the Parks Division become the property of the City of Madison, regardless if matched funding is established or not. Replacement of gifts or memorials lost or damaged will be at the discretion of the Parks Division.

Unique custom projects must add 25% of the donation to a trust fund for continued maintenance and repair.

The bidding or purchasing process will begin when the entire donation is received and matching funds are available. Construction will be completed as soon as seasonal restrictions allow.

The timeliness of proposed projects will depend on city money being available after all donations are received or the schedule of budget approval for additional money has been executed. A letter of credit from a financial institution may temporarily substitute for a payment in situations when the cash amount is not fully paid.

When setting priorities for both the matching fund and the Capital Budget approval process, Parks will remain sensitive to the fact that certain neighborhoods will be more capable than others in making contributions available for park improvements.

The Parks Division shall select projects for financial assistance in accordance with the following project priorities, which are not listed in order of preference.

- Projects involving volunteers, local cash donations or cooperation by two or more service clubs.
- Projects which serve the greatest population.
- Projects where the neighborhood has not recently received matching funds.
- Projects which meet needs and deficiencies identified in the Park and Open Space Plan.
- Projects which are designed to serve the recreational needs of elderly persons, minorities and disabled persons.
- Projects which provide multiple season, multiple activity use.
- Projects which correct a documented health or safety problem.
- Projects which involve two or more governmental agencies.

Contributions for non-capital improvements items are always welcome, however matched funding is not available for such donations.

*approved by Common Council 1/98*



## MADISON COMMUNITY ENHANCEMENT PROGRAM

FOR 2003

### PROGRAM DESCRIPTION

#### I. PURPOSE OF THE COMMUNITY ENHANCEMENT PROGRAM

The Madison Community Enhancement Program is designed to provide the means for the City and its neighborhood associations, business associations, and major community institutions to join in partnership with each other to make physical improvements that will enrich the lives of our citizens, enhance the identity and quality of life in our neighborhoods, and encourage the strengthening of a sense of community.

The Program provides matching grants for a wide variety of physical improvements. Some examples of eligible projects include the following:

- Neighborhood identity signs
- Re-forestation programs in neighborhoods or business districts
- Streetscape improvement projects, such as signs, banners, benches or perennial gardens
- Other items that will improve neighborhood livability and vitality

The Community Enhancement Program is generally intended for small-scale, high visibility capital projects that can be undertaken and completed quickly. Our goal is to have as many projects as possible ready to construct during the Summer of 2003. The City will work with applicants who need time and assistance to move their project ahead. The goal is to have projects constructed in a reasonable time frame so the neighborhood and community can point with pride to a completed project.

Applicants are encouraged to explore opportunities to include public art elements in their projects. We also encourage projects that will involve the youth of the neighborhood in the planning, design, and execution of the improvements. We will also give special preference to projects that are new and creative.

Please keep in mind that we anticipate more projects to be submitted than we can fund. Projects that require multi-year funding, or are of expanded scope, should be submitted through the capital budget process.

A limited amount of design assistance is available to applicants who request it. The design assistance will help the applicant refine the project scope and provide enough detail to receive

estimates for fabrication, construction, and/or installation.

## **II. ELIGIBLE APPLICANTS**

There are three types of applicants eligible for the Program – neighborhood associations, business associations and anchors. Private homeowners' associations and condominium associations are no longer permitted to receive CEP funds.

Each type and a brief description of the intentions for each are listed below:

### **A. Neighborhood Associations**

A neighborhood association is an organization officially recognized as such by the City of Madison. It should be constituted for the general welfare of and benefit to a neighborhood, or be a tenant council formed for an apartment or condominium community. The organization must have written by-laws, non-profit status, hold regularly scheduled meetings, and be open to all neighborhood residents. In areas in which a general-purpose neighborhood association does not exist, other non-profit organizations may be considered.

This component is designed to provide neighborhoods with the ability to make improvements to their common spaces. Projects that will be considered are those that will improve the appearance and livability of the community's streetscapes, gateways, and other community areas. Projects that will add to the security and safety of a neighborhood are also eligible.

These projects should be designed to create opportunities for residents to work or recreate together, or to develop a common identity and a sense of ownership or community.

### **B. Business Associations**

A business association is an organization constituted for the benefit of a neighborhood business district consisting of at least four block faces. It must have written by-laws, non-profit status, hold regularly scheduled meetings, and be open to the public.

This component is intended to provide business associations with the ability to make improvements to their business districts that will enhance the appearance, image, and function of their areas. Projects should be designed to ensure that business district and neighborhood associations are working together to make business districts strong, healthy and integral parts of urban neighborhoods.

### **C. Anchors**

An anchor is a non-profit institution or organization owning, operating, or actively involved in supporting a major facility in a neighborhood. Institutions eligible under

this category include parent/teacher organizations, schools, community centers, hospitals, museums or other public and private facilities. Other neighborhood institutions not listed here may be considered, but must apply through their neighborhood association.

This component is designed to provide institutions with the means to work with neighborhoods to develop into true neighborhood anchors. Projects that will enhance the aesthetic, functional and organizational relationship of institutions with the surrounding neighborhoods are encouraged. As with neighborhood projects, the involvement of the community in the planning of the activity is the hallmark of a good anchor project.

### **III. MATCHING REQUIREMENTS**

All proposed projects must be matched on a one-for-one basis. In other words, the applicant is responsible for a match that equals or is greater than the amount of grant funds requested. No City funds may be used as match nor can match used for the CEP program be used as match for other City funding. Non-City funds or other government agency funds may be used to meet all or a part of the match requirement for any project.

Different types of projects have different match requirements. They are as follows:

- If the applicant is a Neighborhood or Business Association, the applicant's match can include actual cash, in-kind services, pledges to work on the proposed project and/or pledges to work on another new neighborhood project, which are categories A., B., C., D. and/or E. listed below.
- If the applicant is an Anchor, all match must be from categories B and C (cash and donated materials and services).

#### **A. Project Management**

All applicants will be expected to manage the work and contractors. Applicants falling into the first category above can claim up to half of the amount requested as part of their match.

#### **B. Cash**

This category is the actual amount of cash that the neighborhood is going to use for the project to partially cover the price of services and materials. Cash must be in hand prior to the execution of the contract.

#### **C. Donated Goods and Services**



This category includes the value of donated materials and/or donated services. All donations must be documented as an attachment to the application. The attachment should include a written statement signed by the donor indicating a willingness to provide the donation and its value.

**D. Neighborhood Pledges**

If neighborhood residents are willing to participate in the construction and/or implementation of the project, such as tree planting, landscape bed preparation, etc., this can be counted as part of their match requirement. Volunteer hours should be calculated at a value of \$20/hour. The value and the specific method of participation of this pledge must be documented both as an attachment to the application and before reimbursement is made.

#### E. Community Pledges

Community pledges are designed for neighborhood organizations that are very active in working with families and individuals in their neighborhood but do not have a sufficient cash match. Such organizations may use volunteer efforts unrelated to the project to count as match for Community Enhancement Program projects. Examples include a neighborhood-sponsored youth sports event, or painting a house or landscaping a yard for a low-income or elderly household. **A community pledge project must be a new initiative.** Existing volunteer programs cannot be used as a community pledge. Hours spent as part of the "business" of the neighborhood association (neighborhood meetings, committee meetings, and social events) do not count as eligible volunteer hours.

Community Pledges should be carefully calculated based on real volunteer hours to be expended on neighborhood assistance. Volunteer time for purposes of this match is valued at \$20/hour. Such volunteer efforts must be carried out after the contract is signed and before the final reimbursement is made. Documentation of the completion of work will be required before a reimbursement is made.

#### IV. PROJECT SELECTION CRITERIA

All applications that meet the eligibility and matching requirements will be evaluated according to a set of criteria. The criteria for the 2003 program are designed to give priority to projects that meet the following:

- Project activities are recommended in an adopted master plan.
- Project is in the Community Development Block Grant area (map in Department of Planning & Development).
- Project is matched with Cash (the more cash you bring to the project, the better).
- Project match includes Community Pledges (the more the better).
- Applicant has not received funding through the Community Enhancement Program before.
- Project enhances the neighborhood's quality of life.
- Project is ready or nearly ready to commence.
- Project includes participation of youth.
- Project includes a public art component.
- Project will benefit the entire neighborhood.
- Project activities will be creative and different from projects approved in prior

years.

## V. PROJECT "DO'S AND DON'TS"

Applications for projects must meet the following requirements to be eligible for consideration

- All projects must benefit and be free and open to the general public.
- All projects must be compatible with adopted City plans and policies.
- All projects must be consistent with the standards of the Landmarks, Urban Design, or Park Commissions, or other Boards or Commissions as appropriate.
- All projects must use low-maintenance designs and include an ongoing maintenance proposal in the application.
- All applications must have neighborhood association endorsement where such an organization exists.
- All projects should be visible from the public realm and accessible to the general public.
- Costs associated with social events, such as dinners, lunches, receptions, etc., will not be funded through the Program.
- Routine maintenance will not be funded.
- Trash enclosures will not be funded, except as part of a much larger project in which the trash enclosure is a minor part.
- Replacement of existing items will not be funded unless the replacement is a great enhancement over the existing.
- On-going operating expenses, such as paying for staff or publishing a monthly newsletter, will not be funded.
- Playground equipment on City-owned or controlled lands or on school-owned land is not eligible for funding. Other improvements to City-owned or school-owned facilities are generally not eligible. Such proposals should be submitted directly to the responsible department. Exceptions may be granted where new and creative approaches, or exceptional public/private partnerships can be demonstrated, or where unique opportunities to enhance underutilized space are evident.
- Improvements identified as elements of an ongoing City service or replacement cycle or have budgetary authority in another agency's capital budget are generally not eligible. The goal of the Program is to provide an opportunity for improvements above and beyond City government's normal activities.

- The number and size of awards will be limited by the amount of available funding. We do encourage applicants to keep funding requests to \$25,000 or less. Applicants seeking more than \$25,000 in City funds should be aware that the City may manage the funding of these projects differently.
- Projects to be built on private property must identify an incorporated entity willing to assume all responsibility for project management, ownership and maintenance and all future liability.
- Projects must be able to be completed with the funding provided. No partial funding of longer-term projects will be considered.
- Plumbers and electricians hired as part of the project must be licensed.
- All labor funded through this Program will require compliance with the City's Prevailing Wage ordinance. The City's Affirmative Action Department will take care of most of the paperwork, but the budget must take into account paying contractors who will be able to meet the requirements. Items purchased are excluded from this requirement.
- Any applicable permit fees and approvals that may be required (e.g., street encroachment approval, and sign, building, footer/foundation, electrical and/or plumbing permits) are the responsibility of the applicant and should be included in the total project cost.

## **VI. PROCESS**

An application form is attached for your use. The following process will be followed for the 2003 Community Enhancement Program:

### **A. Application**

Applicants will complete an application form and attach supporting documentation as necessary. Please read all of the Program guidelines carefully before filling out the application form. It is an excellent idea to contact your Alder for their input while the application is being prepared.

It is extremely important to fill out the application form properly. If in doubt, ask questions. Department of Planning & Development staff will assist, where needed, as applications are developed.

### **B. Review**

All applications must be submitted to the Department of Planning & Development. Planning & Development staff will review applications and may negotiate with the applicant based on limitations of available resources or proposed implementation



methods.

A team comprised of representatives of the Planning and Real Estate Units of the Department of Planning & Development and of the Engineering, Parks, Affirmative Action, and Traffic Engineering Departments and two representatives of former successful CEP applicants will review and prioritize the applications. Applications may be referred to City boards and commissions for their review and approval.

**C. Selection**

The applications and staff report will be presented to the Board of Estimates who will make final project recommendations to the Common Council. The Common Council will make the final project selections.

**D. Schedule**

The schedule for the 2003 Program is as follows:

<b>November 2002</b>	Applications available.
<b>January 9, 2003</b>	Program workshop held at 7:00 p.m. in Room LL-130, Madison Municipal Building, 215 Martin Luther King Jr. Blvd.
<b>February 24, 2003</b>	All applications must be submitted to the
<b><i>Due Date</i></b>	Department of Planning & Development by 4:30 p.m.
<b>Feb. 24 – April 4, 2003</b>	Review of Community Enhancement Program applications for selection.
<b>ca. May 15, 2003</b>	Common Council ceremony to approve the project selection. Attendance by applicants is mandatory.



**after May 15, 2003**

Applicants and City develop and complete contracts. **Work cannot commence until the contract has been signed.** Once a project is selected, if progress is minimal or non-existent, the funding may be withdrawn.

**E. Project is undertaken**

After the contract has been signed, work may begin. The payments in this Program are paid to the applicant on a reimbursement basis. In other words, the applicant must have spent all its cash match and documented the expenditures to the City before reimbursement will be made. The City will also require documentation that work has met the Prevailing Wage ordinance before payments are made. Any activities or purchases not included in the original grant request will not be funded unless prior agreement has been made with the CEP staff.

**VII. 2003 PROGRAM BUDGET**

We are mailing the applications before the Council adopts the 2003 budget so that community groups can have more time to develop ideas for funding. The actual amount available for the Community Enhancement Program will be decided by the Common Council in November as part of the budget deliberations.

**VIII. FURTHER INFORMATION**

For more information please contact:

**Katherine H. Rankin**

**Department of Planning & Development**

**Phone: 608-266-6552**

**Fax: 608-267-8739**

**E-mail: [krankin@ci.madison.wi.us](mailto:krankin@ci.madison.wi.us)**

These documents are also available on the City's web site at  
<http://www.ci.madison.wi.us/neighborhoods/grantprogram.htm>

At this site you can also find information about other City of Madison grant programs of interest to neighborhoods.

*You're Invited To...*

# *Wexford Ridge Neighborhood Center's Open House!*

- 
- ***When:** 5pm-7pm Wednesday October 8<sup>th</sup>, 2003*
  - ***Where:** 7011 Flower Lane Apt. A/C (Flower Lane is off of Gammon Road between Mineral Point and Old Sauk)*
  - ***What:** Come see our newly redecorated center. Enjoy some light refreshments and some great company. Come out and meet your neighbors!*

*\*\*\*Contact Tracy @ 833.4979 for questions or more information.\*\*\**

# Wexford Ridge Neighborhood Center Partnership Proposal

## The Proposal

**Construct and operate a neighborhood center on the site of  
Jefferson Middle School and Memorial High School.**

### Benefits to Community

- improved community center facility, expanded programming
- increased youth access to educational resources
- increased sense of community & connection on the west side
- kids & youth engaged in positive activities

### Legal Framework

A Partnership between Madison Metropolitan School District (MMSD) and Wexford Ridge Neighborhood Center (WRNC). MMSD provides the land and WRNC provides the building. WRNC is responsible for the operation and maintenance of the facility.

### Physical Structure

A modest 10,000 square foot facility with multipurpose room, computer lab, child and youth program spaces, food pantry, kitchen, police office, and flexible meeting/instructional spaces. The facility will be built to school codes/specifications.

## PROGRAMS & ACTIVITIES

### Education & Development

- MATC English as a Second Language Classes
- MATC General Equivalency Diploma/Adult Basic Ed. Class
- Spanish For English Speakers
- Service Learning Opportunities (AmeriCorps/Student Internships)
- Computer Skills Courses
- Job Search and Career Planning Workshops
- Online Distance Learning Courses

### Children & Youth

- Preschool Reading Program
- Elementary After School Program & Summer Camp
- Wexford/Jefferson Youth Center After School & Summer Camp
- Project Teen Build Up Teen Leadership Organization
- MSCR Parent Toddler Dance and Arts Classes

### Resources & Recreation

- VITA Tax Preparation Assistance
- Food From Friends (free produce/bread program)
- Food Pantry
- MSCR Senior Programs
- Westside Neighborhood Association Coalition
- Community Meeting Space
- School-Police-Community Networking Meetings



# FREQUENTLY ASKED QUESTIONS ABOUT THE NEW CENTER PROJECT

## WHY BUILD A NEIGHBORHOOD CENTER?

- **The needs and resources are both significant, and a center will bring them together.**

Over the past few years, the lack of a neighborhood center in this area of the city has become painfully obvious. At this point almost half of the people who use WRNC's current facility come from other neighborhoods around the west side. While the number of struggling families around the west side grows, middle class individuals and families also are looking for a place to connect, share their skills and live out their community-oriented values. When they do come to us, they find the need and the potential self-evident.

Anyone who sees...

- ...fifteen adults practice conversational English or a dance group practice in a living room space, or
- ...eighteen elementary school students do an art project in an apartment living room, record a radio show in a bedroom, or bump elbows with each other as they try to do homework with tutors or read one-on-one with Retired Senior Volunteers Program Reading Buddies, or
- ...twenty middle school students trying to plan a community service project while sharing an open school cafeteria with the ping-pong club or do trust-building exercises in a classroom with breakable equipment, or
- ...seven GED students tiptoe through the summer camp kids eating breakfast in order to hold class in the back bedroom will easily see the effort people will put forward to improve their lives if we give them the chance and the potential that a modest but decent facility would provide for this area of the city.

With all of the people of goodwill in this area of the city looking for ways to share their resources and expertise and all of the children and families struggling to make their way, a community center that can bring them together is a clear and logical next step.

## WHY A PARTNERSHIP WITH THE SCHOOL DISTRICT?

- **Our shared goals and complementary strengths make for a powerful partnership.**

The mutual benefits of strengthening our already close relationship with the schools are clear. We share a commitment to developing healthy, informed, productive community members able to take care of themselves and one another, and we bring complementary assets to the partnership. The center's broad network of relationships among community members and community organizations will help the schools bring their wealth of resources to families and communities with whom the schools have trouble connecting.

More formally, the neighborhood center project will contribute to five of the six major school purposes identified in the *MMSD Strategic Plan 2000* by:

- **Improving student achievement** – by actively partnering with existing high quality, community-based afterschool programs to boost academic support particularly for minority and low income students.
- **Assuring a safe, respectful, and welcoming learning environment** – by engaging disconnected children and youth in positive, challenging activities in a environment that reflects their cultures and backgrounds and is visibly connected to their schools.
- **Strengthening community and family partnerships and communication** – by bringing the grassroots family/neighborhood relationships and non-profit networks nurtured by the neighborhood center into direct, ongoing communication and coordination with local schools.
- **Offering challenging, diverse and contemporary curriculum and instruction** – by offering opportunities for community-based service learning through an on-site neighborhood center.
- **Using resources efficiently and strategically** – by leveraging the above assets through a collaborative public-private partnership that does not require the commitment of MMSD operating budget funds.



# Wexford Ridge Neighborhood Center Partnership Proposal

## The Proposal

**Construct and operate a neighborhood center on the site of Jefferson Middle School and Memorial High School.**

### Benefits to Community

- improved community center facility, expanded programming
- increased youth access to educational resources
- increased sense of community & connection on the west side
- kids & youth engaged in positive activities

### Legal Framework

A Partnership between Madison Metropolitan School District (MMSD) and Wexford Ridge Neighborhood Center (WRNC). MMSD provides the land and WRNC provides the building. WRNC is responsible for the operation and maintenance of the facility.

### Physical Structure

A modest 10,000 square foot facility with multipurpose room, computer lab, child and youth program spaces, food pantry, kitchen, police office, and flexible meeting/instructional spaces. The facility will be built to school codes/specifications.

## PROGRAMS & ACTIVITIES

### Education & Development

- MATC English as a Second Language Classes
- MATC General Equivalency Diploma/Adult Basic Ed. Class
- Spanish For English Speakers
- Service Learning Opportunities (AmeriCorps/Student Internships)
- Computer Skills Courses
- Job Search and Career Planning Workshops
- Online Distance Learning Courses

### Children & Youth

- Preschool Reading Program
- Elementary After School Program & Summer Camp
- Wexford/Jefferson Youth Center After School & Summer Camp
- Project Teen Build Up Teen Leadership Organization
- MSCR Parent Toddler Dance and Arts Classes

### Resources & Recreation

- VITA Tax Preparation Assistance
- Food From Friends (free produce/bread program)
- Food Pantry
- MSCR Senior Programs
- Westside Neighborhood Association Coalition
- Community Meeting Space
- School-Police-Community Networking Meetings

# FREQUENTLY ASKED QUESTIONS ABOUT THE NEW CENTER PROJECT

## WHY BUILD A NEIGHBORHOOD CENTER?

- **The needs and resources are both significant, and a center will bring them together.**

Over the past few years, the lack of a neighborhood center in this area of the city has become painfully obvious. At this point almost half of the people who use WRNC's current facility come from other neighborhoods around the west side. While the number of struggling families around the west side grows, middle class individuals and families also are looking for a place to connect, share their skills and live out their community-oriented values. When they do come to us, they find the need and the potential self-evident.

Anyone who sees...

...fifteen adults practice conversational English or a dance group practice in a living room space, or

...eighteen elementary school students do an art project in an apartment living room, record a radio show in a bedroom, or bump elbows with each other as they try to do homework with tutors or read one-on-one with Retired Senior Volunteers Program Reading Buddies, or

...twenty middle school students trying to plan a community service project while sharing an open school cafeteria with the ping-pong club or do trust-building exercises in a classroom with breakable equipment, or

...seven GED students tiptoe through the summer camp kids eating breakfast in order to hold class in the back bedroom will easily see the effort people will put forward to improve their lives if we give them the chance and the potential that a modest but decent facility would provide for this area of the city.

With all of the people of goodwill in this area of the city looking for ways to share their resources and expertise and all of the children and families struggling to make their way, a community center that can bring them together is a clear and logical next step.

## WHY A PARTNERSHIP WITH THE SCHOOL DISTRICT?

- **Our shared goals and complementary strengths make for a powerful partnership.**

The mutual benefits of strengthening our already close relationship with the schools are clear. We share a commitment to developing healthy, informed, productive community members able to take care of themselves and one another, and we bring complementary assets to the partnership. The center's broad network of relationships among community members and community organizations will help the schools bring their wealth of resources to families and communities with whom the schools have trouble connecting.

More formally, the neighborhood center project will contribute to five of the six major school purposes identified in the *MMSD Strategic Plan 2000* by:

- **Improving student achievement** – by actively partnering with existing high quality, community-based afterschool programs to boost academic support particularly for minority and low income students.
- **Assuring a safe, respectful, and welcoming learning environment** – by engaging disconnected children and youth in positive, challenging activities in a environment that reflects their cultures and backgrounds and is visibly connected to their schools.
- **Strengthening community and family partnerships and communication** – by bringing the grassroots family/neighborhood relationships and non-profit networks nurtured by the neighborhood center into direct, ongoing communication and coordination with local schools.
- **Offering challenging, diverse and contemporary curriculum and instruction** – by offering opportunities for community-based service learning through an on-site neighborhood center.
- **Using resources efficiently and strategically** – by leveraging the above assets through a collaborative public-private partnership that does not require the commitment of MMSD operating budget funds.



## WHAT ARE THE BACKGROUND AND PROGRAMS OF WEXFORD RIDGE NEIGHBORHOOD CENTER?

**MISSION** – The mission of the Wexford Ridge Neighborhood Center (WRNC) is to provide programs, services and access to resources that promote personal growth and community well being, in response to neighborhood needs.

The Center, located on Madison's far westside in three renovated apartments in Wexford Ridge Apartments, offers programs and services to people from virtually every racial and ethnic group, age group and every continent. People come for any number of reasons – from an English class to an enriching place for their kids after school - and we give them a place to become leaders, act as role models and give back to their community.

As one of the smallest neighborhood centers in Madison and the only center on Madison's westside, Wexford Ridge Neighborhood Center has a longstanding reputation for doing high quality and creative work with limited space and funds. While our facility and budget may be small, our history of nurturing the skills, talents and passions of our people has created a foundation of leadership and community upon which we build excellent programs.

The programs offered by WRNC include after-school and summer enrichment programming, food pantry and fresh produce program and community-building events. We also host *English as a Second Language* classes, GED/Adult Basic Education classes, a dance troupe and events and training provided by collaborating community organizations. Equally importantly, the center provides a space for community members to organize their own programs such as Spanish and computer classes for adults.

## IF A NEW NEIGHBORHOOD CENTER IS BUILT, HOW WILL PROGRAMMING GROW AND DEVELOP?

- **Expand center programs and build on strong collaborations to bring in outside organizations**

***Expand and Improve After School and Summer Programs*** - state licensed & city accredited after school care for up to 35 elementary children in the immediate short term and up to 70 children as the program grows.

***Dedicated Youth Development Space*** - middle and high school students plan service projects, receive academic tutoring, participate in personal development workshops and creative expression performances.

***Quality, Flexible Spaces for Community Programs*** - more classes for all ages including English as a Second Language classes, parent-toddler dance classes, cooking/nutrition workshops, and senior craft groups.

***Community Access to Technology*** - more kids doing homework, more parents receiving vocational computer training, more seniors participating in one-on-one *Introduction to Computing* tutoring, more youth working on digital video projects and more young adults completing distance learning courses.

## HOW LARGE WILL THE FACILITY BE, WHEN WILL IT BE DONE AND HOW WILL IT BE FUNDED?

Our plan is to build a modest 11,000 square foot building – equaling about one-eighth of Jefferson Middle School. Our goal is to open the Center in 2005.

Construction will be funded by contributions from individuals, foundations and corporations. The operating budget will continue to be funded through a combination of individual donations, fundraising events, small grants and ongoing support from the United Way of Dane County, Madison Office of Community Services and Community Development Block Grant funding.

## WHAT ARE THE IMPLICATIONS FOR NEIGHBORS, TRAFFIC, PARKING AND THE CURRENT ATHLETIC FIELDS?

First, the land adjacent to Jefferson Middle School will give us adequate room to build without having to displace any playing fields or baseball diamonds. The only possibility of any move involves moving the ropes course from its current location to another on site.

Second, the location of building site means that we will not encroach on any residential borders, and neighbors will be happy to know that the current plan calls for additional parking spaces that we hope to share with the school.

Finally, aldermanic and police representatives are working to install a traffic light at Tree Lane and Gammon Road. Installation of a light at this intersection will facilitate a quicker exit from the school parking lot and will slow down speeders coming down the hill on Gammon Road.



Greetings from your Alder,

School has started again, and there are many students walking, running, skateboarding, and driving, near the schools. Please drive carefully in school zones, particularly before school, at lunch time, and after school, when many students are out. I am pleased to report that there has been some progress on the traffic problems at the intersection of Gammon Road and Tree Lane (next to Jefferson Middle School). Over the summer, the City Traffic Engineering Department completed some improvements that they hope will make the intersection safer and more "pedestrian friendly". Specifically, they 1) eliminated the left turn lane on south-bound Gammon Road (into Jefferson), 2) added a new, separate left turn lane on south-bound Gammon Road (into Memorial H.S.), and 3) widened the Gammon Road median and added a pedestrian "safety area". The Madison Police Department, the School District, Traffic Engineering, and I will be monitoring the intersection this next semester to see how well it works. It's too early to tell how successful these improvements will be. Therefore, we have not ruled out the possibility of requesting that a traffic signal be placed at this intersection if it continues to be unsafe for pedestrians. I would appreciate your opinion on these improvements. Please let me know how these changes affect traffic safety in the neighborhood.

A local group is attempting to increase the minimum wage in the City of Madison to \$7.75 per hour through a binding state referendum or a supermajority vote of the Madison Common Council. This would require local businesses to pay a minimum wage that is higher than the federal minimum wage. While I think that the Federal minimum wage is too low, there is some disagreement as to whether or not this local ordinance could, or should, pre-empt state or federal regulations. Another concern worth noting is the potential effect on businesses in different municipalities with different minimum wages. I would appreciate your input on this issue.

The City Council has begun deliberations on the 2004 City budget. For a number of reasons, this budget could be particularly challenging. I'm sure most of you recognize that the state budget crisis has resulted in drastic cutbacks of revenue sharing to municipalities and counties. Furthermore, the State is reducing the amount of money it reimburses to municipalities which provide services to tax-exempt state properties. The Mayor has released his proposed capital budget and will be releasing his operational budget in early October. The Mayor has asked all city departments to submit lean budgets to help decrease City spending. Specifically the Mayor has requested that the Police and Fire Departments submit budgets no greater than 2003; he has also requested that the other departments submit budgets that reflect a 2% cut from 2003. Due to inflation, previously negotiated labor agreements, and other factors, the Mayor's directive could result in cuts in services to City residents. The Mayor's proposed capital budget includes opening 5 new neighborhood parks in the City in 2004 (none of which are in the 9th district). His Capital Improvements Program (which is not part of the 2004 Budget) also includes opening additional new parks, at least one swimming pool, a new fire station, and a new police station in future years. If approved, these improvements could result in increases in the operational budget, and a possible property tax increase. While I support the development and operation of needed public facilities, I believe that we must be fiscally responsible. I plan to support funding for basic services (police, fire, E.M.S.) and most direct services (streets, parks, library, etc.). I think we need to look carefully at reasonable funding for non-profit community services and other programs. I would like to hear your opinions on the City Budget. What do you feel is important? What should the City fund? What can we cut back on? What can we do without? Would you like to see lower property taxes, even if it means a reduction in services? Would you like to see more services, even if means higher property taxes? Do you feel that your property taxes are too high, compared to the services you receive?

The Mayor will be publishing his operational budget proposal soon. You can view it on the City web site, [www.ci.madison.wi.us](http://www.ci.madison.wi.us), when it is available.

Thank you for your interest and support. Please feel free to contact me with questions, concerns, issues, or announcements (to be included in my newsletter) at:

Paul Skidmore  
13 Red Maple Trail  
Madison, WI 53717

**WALNUT GROVE HOMES ASSOCIATION  
Madison, Wisconsin**

**Monday November 3, 2003 Board Minutes**

**Meeting Began:** 7:00 p.m.

**Attending Board Members:** Rick Conne, Randy Wade, Bill Kloster Kathy McComb, Lauren Thliveris, Kristi Holden, Robert Ames

**Not Present:** Steve Suleski, Debra Wynne

**Minutes:** October 6, 2003 minutes approved

**Committee Report Items**

**Treasurer:**

- Three homeowners are still in arrears of 2003 dues (Rick Conne will investigate).

**Architectural Review**

- Remodeling project for Wayland residence approved.
- New home improvement form provided. Form will be publicized in next newsletter and installed on the WGHA website.

**Greenways**

- Bill Kloster presented several bills to be paid for miscellaneous tree trimming. One quote has been received by an arborist for cleaning up 6 feet on either side of Greenway for \$1875. A motion was made and approved to proceed with the Greenway trimming work and to provide a notice to homeowners.

**Social**

- Bonfire was a success. Turnout was very good.

**Newsletter**

- The next newsletter will be in the first week of January in order to publicize the Annual Meeting scheduled for January 26.

**Block Captains**

- Everything is current.

**Correspondence**

- None

**Old Business**



- Traffic islands have been marked for installation at Colony and Westfield. May be installed this Fall. More likely the work will be done next Spring.
- Alder Skidmore will ask the City Zoning Administrator to conduct another investigation of the number of residents at the health care facility at 10 Oxwood Circle.

#### **New Business/Miscellaneous**

- We will need replacements for at least two board members. Board members were asked to recruit new members for the Board.
- Tracy Benson, the community organizer for the Wexford Ridge Neighborhood Center made a presentation on the Center's programs and facility development proposals. The Center is proposing to develop a neighborhood center facility in the area of the Jefferson Middle School ropes course. The building would be about 11,000 sq. ft. Land will be leased from the School District and fully funded by the neighborhood center. The building will be built to school district specifications so school programs could be held there. Additional parking will be provided for both users of the Center and for school related events.

Holiday parties and other events could be held at the new Center building. There is a desire to add English as a second language and other courses which cannot be accommodated at the current location. There will also be the potential for Summer programs. An open house will be held from 3:30 pm. until 5:00 pm. Wednesday November 5 at the Center. Board members were encouraged to attend.

A meeting will be held by the Madison Public School Board on November 18 at Memorial High School for members of the neighborhood so that comments can be received on the Center's building proposal. WGHA will send out a leaflet publicizing the meeting.

- Alder Paul Skidmore reported on a number of issues: Paul will ask the City Parks Commission, and youth soccer association and other organizations to ask for a stop sign at Westfield and Farmington. On November 4 at 6:30 pm. the City Council will hold a hearing on the city budget. A city property tax levy cap will be discussed.

#### **Next Meeting Dates**

December 1

Annual meeting January 26

**Meeting Adjourned: 7:17 pm.**

Minutes Completed by

Randy Wade, Vice President

**WALNUT GROVE HOMES ASSOCIATION**  
**Madison, Wisconsin**

**December 1, 2003**

MEETING BEGAN: 7:05 P.M.

**ATTENDING**

BOARD MEMBERS: Robert Ames, Rick Conne, Bill Kloster, Kathy McComb, Steve Suleski,  
Lauren Thliveris, Randy Wade, Debra Wynne

NOT PRESENT: Kristi Holden

MINUTES: November 3, 2003 minutes approved.

**COMMITTEE REPORT ITEMS:**

**TREASURER (Kristi Holden, not present)**

- No report.

**ARCHITECTURAL CONTROL (Robert Ames)**

- No new projects.
- Whayland's project not yet begun.
- Larsen project progressing; outside work done, interior work next.
- Board members raised questions about progress of Wang house; finish work and siding matching needs to be completed; Robert will follow up with Wangs.

**GREENWAYS (Bill Kloster)**

- Bill needs WGHA Tax ID number for arborist; he hasn't heard confirmation from arborist regarding acceptance of his proposal and when work will be done.
- Oak trees can also be worked on now.
- Electrician has ordered necessary light heads and other equipment to repair broken lights.

**SOCIAL (Debra Wynne)**

- No report.

**BLOCK CAPTAINS (Kathy McComb)**

- Mary Bucknell has become block captain for Farmington Way/Westfield area.
- All other positions are currently filled.

**NEWSLETTER (Lauren Thliveris)**

- Next newsletter scheduled for distribution for first week of January; deadline for articles is December 15, 2003.
- Rick will submit article about Annual Meeting to be held on January 26, 2004.

- Lauren asked question whether we should allow neighborhood want ads in newsletter; Board agreed that we should accept them, restricted to WGHA neighbors.

CORRESPONDENCE:

None.

OLD BUSINESS:

- Traffic circles already installed near intersection of Westfield and Colony; question raised regarding maintenance of circles.
- Rick gave update on Wexford Ridge Neighborhood Center development. Approved by School Board Committee, subject to many contingencies. Still needs to be considered at School Board level. Not clear when final action will be taken.

NEW BUSINESS:

- No one has heard of anyone else interested in running for Board at Annual Meeting.
- Board tentatively decided not to hold monthly meeting in early January.
- Kathy raised question about putting out a new Neighborhood Directory; Board discussed process for updating.

NEXT MEETING DATES:

Annual Meeting  
January 26, 2004 at 7:00 P.M. (with snacks at 6:30 P.M.)  
Location: To be announced

Board Meeting  
Monday, February 2, 2004 at 7:00 P.M.  
Location: Alicia Ashman Library

MEETING ADJOURNED: 7:45 P.M.

---

Steve Suleski, Secretary