

# MONTHLY REPORTS JANUARY 2025

Updates from City Departments and Monthly Activities



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CITY OF FITCHBURG, WISCONSIN



# Administration Monthly Report

**For the Month of: January 2025**

## **Meetings**

Held 1:1 meetings with each of the 16 department heads  
Attended Development Team meetings  
Attended weekly update meetings with Mayor  
Held DH meetings for Council agenda review and roundtable discussion  
Attended monthly League of Municipalities Administrator Zoom meeting  
Attended various developer meetings  
Held monthly meetings with Community Resource Team, Traffic/Safety Team, Buildings & Grounds, and Park, Recreation & Forestry staff  
Attended Finance, Council & Personnel meetings  
Attended DCCVA meeting  
Met with City of Verona, Trinity Management  
Attended bi-weekly Hub construction meetings  
Attended weekly communication meetings

## **Staff Projects**

Worked with staff on various projects and policies including but not limited to: Fitch-Rona IGA update, Area H Storm Water Pond, Gorman housing proposal, Police Impact Fee, Uptown Hills TIF, Request Tracker/OpenGov, team building, IAFF negotiations, Country View Mobile Home Park Community, Teen Center, WPPA, PD staffing, Strategic Plan, and Sustainability Plan.

## **Events and Collaboration with Businesses & Residents**

Provided a monthly video update and Council meeting recap for residents via FACTv  
Attended MVV Ceremony



# Assessing Monthly Department Report

For the Month of: January 2025

## Inspections Completed Over the Past Month

- 99 full inspections completed
- 202 exterior inspections completed
- 43 inspections of new construction properties on 01/02/2025
- Tagging of non-responsive properties ongoing

## Projects Completed Over the Past Month

- 207 inspection request letters sent out
- Completed all new construction inspections
- Completed annual mobile home inspections and review
- Held 1:1's with all staff

## Major Projects in Progress

- Work to complete processing and validation of 2024 sales
- Field inspections for properties that sold and/or taken out permits in January-October
- Inspections of properties not visited in over 5 years
- Inspections of rural residential and farm properties
- Continued sketching of floorplans of properties not visited in several years
- Tagging and conducting exterior inspections on properties that have not responded to request for inspection
- Continued work on properties currently in litigation
- Review of neighborhoods for data consistency and accuracy
- Work on parcel splits and combinations
- Review of properties with agricultural land use value
- Recruitment of Property Appraiser I and Deputy City Assessor

## Projects in the Next Month

- Continued inspections on properties that have sold, have had permits taken out, or have not been recently visited
- Continued review of new construction properties and ongoing work-in-progress properties
- Reporting on 2024 sales to the Department of Revenue
- Interviews for Property Appraiser I and Deputy City Assessor



# Building Inspection Monthly Department Report

For the Month of: January 2025

## All Permits Issued

108 Permits

## Commercial Projects

0 New Commercial

5 Alterations/Repairs/Other

## Residential Permits

10 New Single Family

0 New Two Family

2 Multi-Family (119 Units)

91 Residential Alterations/Additions/Other

## Total Construction Value (All Permits)

\$35,886,228



## Clerk Monthly Department Report

For the Month of: January 2025

### Elections

- Processed nomination papers for candidates running on the January 7<sup>th</sup> deadline.
- Established with the County that a February primary election is needed in Fitchburg for District 3 Seat 5 and State Superintendent.
- Drew names of candidates for placement on the February ballot.
- Updated contests and local candidates running for election in WISVOTE voter program.
- Worked with County on process of required reporting of election results by ward based on the City's population increase to over 35,000 per State Statutes.
- Established in-person/early voting hours at City Hall.
- Published Type E Notice in official newspaper of absentee voting instructions.
- Processed 1,481 absentee ballots to meet the statutory mailing deadline. Ballots for the February primary were delivered by the County on January 24<sup>th</sup> and were required to be mailed out on January 28<sup>th</sup> to voters that have an absentee request on file.
- On average, 30 absentee ballot requests have been coming in daily after the January 28<sup>th</sup> statutory mailing deadline. These daily requests require a 24-hour turnaround time to mail out the ballots.
- In-person absentee voting in the Clerk's Office for the February 18<sup>th</sup> primary begins on Tuesday, February 4<sup>th</sup> and ends on Friday, February 14<sup>th</sup>.
- Recruited 4 new Chief Election Inspectors due to vacancy at Dist.1 polling location and addition of a 7<sup>th</sup> polling location in 2026.
- Began work on scheduling of Special Voting Deputies to service 6 assisted living facilities for absentee voting for the February primary election.
- Conducted first of two visits of Special Voting Deputies to assisted living facilities on January 29<sup>th</sup>.
- Began work on scheduling of election inspectors and chiefs to staff 6 polling locations on election day for the February primary.
- Coordination for set-up of the City's 6 polling locations with election inspectors, City staff and contact person for the 6 polling locations.
- Coordination for assistance with public testing of voting equipment
- Met with Activities Director for Quarry Ridge to service residents with Special Voting Deputies beginning with the April election. This will create 7 assisted living facilities serviced for absentee voting for all future elections.
- Sent reminders to candidates required to file campaign finance reports.

## Licensing

- Issued 616 Pet Licenses
- Issued 24 Operators Licenses
- Routed and Issued 1 new alcohol license for Zaffarano Ristorante, formerly the Tuscany
- Issued Secondhand Article Dealer renewal license for Quicksave Games, LLC

## Special Projects

- Participated in meetings with team members on creation and routing process of event licenses in OpenGov software program.
- Began implementation of event license applications in OpenGov software program.

## Other

- Processed 8 Open Records Requests

## Staff

- Monthly individual team member meetings were held.
- Attended pre-election training preparations webinar.
- Team member attended ERG meeting.
- Team members created agendas for two (2) PSHS and Common Council meetings and monthly COW meetings.
- Clerk attended bi-weekly PSHS and Common Council meetings.
- Team member Stephanie Martinez earned her notary public commission.



# Economic Development Monthly Report

For the Month of: January 2025

## Economic Development

Paid bill from business luncheon, Ehlers – Uptown Hills TIF request, Bowman Plaza TIF, General Beverage TIF requests, Prospects – Realta Fusion, WI Latino Chamber of Wisconsin, Wisconsin Health and Educational Facilities Authority, prepared CEDA agenda, minutes and meeting packet.

## Business/Developer Outreach

31 business and/or developer contacts, several which required additional outreach or follow up.

## Community Development

Prepared presentation for Cesta and Active Women's Group.

## Housing

Gorman & Company proposal, Rent to Own open records request, JT Klein senior housing, finalize Fitchburg Efficiency Navigator contract language, met with Trinity Management, internal meeting to discuss approach and process for Fitchburg Housing funds, toured and met with the staff at the Sunshine Place, met with Mitch, Director, Economic Justice Institute & Neighborhood Law Clinic and Jack Pearson regarding revision of housing ordinances, Habitat for Humanity, Madison Area Community Land Trust, The Road Home, Landlord/Property Management Engagement Committee, pre-approval and referral/resolution for Efficiency Navigator program.

## Prospects/RFP

WEDA/MadREP Project Jaguar

## Meetings

Housing Advisory Committee meeting, CEDA meeting, met with Vandewalle & Associates – Fitchburg Housing Plan, City in Motion update, Comp Plan, Zoning Code, met with staff on draft Sustainability Plan, Badger Prairie Network, Wise Software, Developer Roundtable discussion, Healthy Neighborhood Grant discussion, 1915 Presentation and Q&A session, Community Resource Team meeting, zoning discussion with Planning & Zoning staff, attended FCVBB Fitchburg Focus.

## **Marketing/Tourism**

Cesta and Fitchburg Active Women's Group presentations, FCVBB Biz After Hours, Delta Beer Lab

## **Other**

Fitchburg Lighting ordinance



Patrick Anderson, EMS Chief

101 Lincoln Street  
 Verona, WI 53593  
 608-497-2909 (Business Office)  
 608-845-9455 (Fax)  
 www.fitchronaems.com

# Chief's Report

## February-2025

EMS Calls for Service				
Month	2023	2024	2025	Change from Previous Year
January	432	412	491	19%
February	359	386		
March	411	384		
April	376	382		
May	391	414		
June	403	469		
July	359	457		
August	440	464		
September	445	431		
October	414	464		
November	405	454		
December	423	467		
<b>Total</b>	<b>4,858</b>	<b>5,184</b>	<b>491</b>	<b>19.2%</b>

Estimate for 2025 6178

Special Reporting	Jan-25	Jan-24
Naloxone Administration	0	5
Car 15/17 Responses	9	1
Out of Resources	2025	2024
All trucks on calls -January	25	20
Mutual Aid Required	2	45 Total

Runs by Municipality				
Municipality	Jan-25	Jan-24	Year to Date	Percent of Total Runs to Date
City of Fitchburg	344	290	344	70%
City of Verona	113	99	113	23%
Town of Verona	10	5	10	2%
City of Madison	3	8	3	1%
Belleville (District)	10	1	10	2%
Mount Horeb (Dist)	9	3	9	2%
Other	2	6	2	0%

Fractile Times for Previous Month		
	Service Median (in minutes)	90th Percentile (in minutes)
Notified to Enroute	1.53	2.76
En Route to Arrived on Scene	4.77	8.42
Notified to Arrived on Scene	6.59	10.14
On scene to Transporting	14.08	23.51
Transporting to Destination	14.48	22.57
At Destination to Unit in Service	11.73	18.08

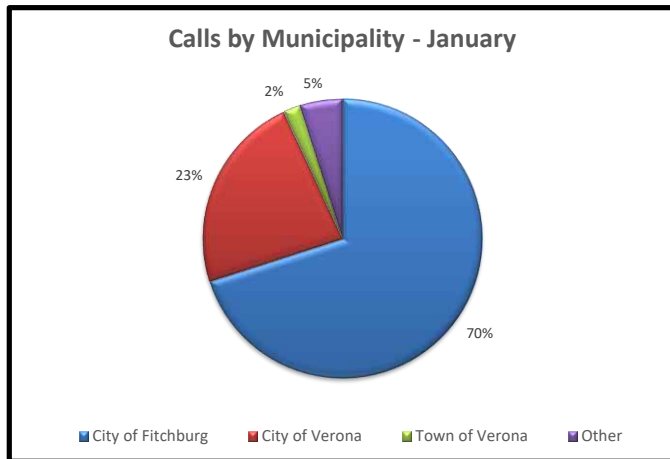
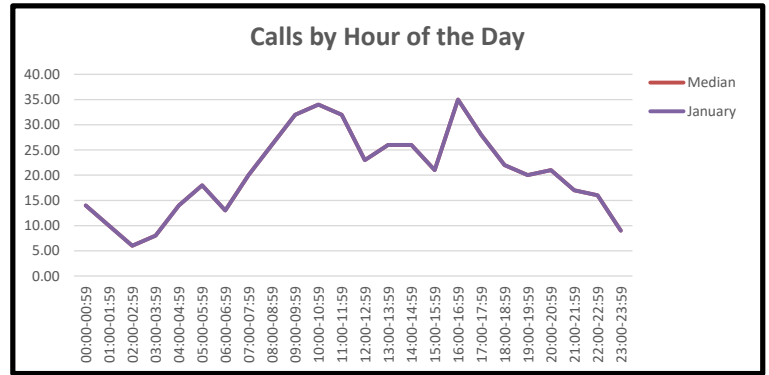
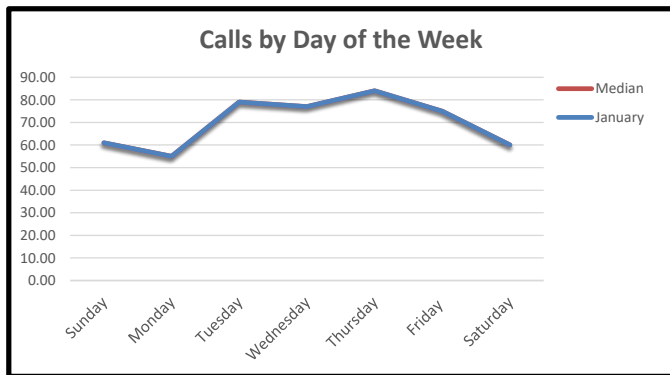
Average calls per day - Previous Year (2024)	14.16
Average calls per day - Year to date	15.84

### Community Events January 9th - February 10th

Turning Point - Adults with Disabilities Station Tours and Career Exposure  
 Hands- only CPR at Fitchburg Library

Chief Anderson and Chief Mlekush (FFD)  
 DC Dostalek and LT Imhoff

### Statistics



Top 70% Dispatch Reasons for Calls for Service - January			
Previous Month	Current Month	Complaint	Percentage
2	1	Sick Person	20.57 %
1	2	Falls	19.76 %
3	3	Breathing Problems	9.78 %
5	4	Chest Pain	6.52 %
4	5	Unknown Problem	6.52 %
6	6	Unconscious/Fainting	4.89 %
8	7	Seizure	3.67 %
			%
			71.71 %

Calls by Station - January		
Station	Count	Percentage
Verona	134	27%
FB Sta 2	193	39%
FB Sta 3	164	33%

## Financial Report

### A/R Aging (as of January 31st, 2025)

	0-30	31-60	61-90	91-120	121-180	180+	Total
3Rivers	\$9,511	\$4,436	\$3,308	\$268	\$378	\$262,146	\$280,046
EMS MC	\$976,739	\$277,399	\$264,396	\$99,306	\$142,789	\$96,245	\$1,856,874
Total	\$986,250	\$281,834	\$267,704	\$99,574	\$143,166	\$358,391	\$2,136,919
Current %	<b>46.2%</b>	<b>13.2%</b>	<b>12.5%</b>	<b>4.7%</b>	<b>6.7%</b>	<b>16.8%</b>	<b>100.0%</b>
Goals	40.0%	20.0%	10.0%	7.0%	8.0%	3.0%	

### Cash on Hand

	1/31/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
Checking/Market	\$ 2,042,486.12	\$ 1,020,644.17	\$ 1,141,202.29	\$ 1,021,841.95	\$ 901,283.83
Savings	\$ 51,437.57	\$ 52,940.69	\$ 17,462.58	\$ (1,503.12)	\$ 33,974.99
Oak Bank - CD 8518	\$ 150,931.43	\$ 150,931.43	\$ 150,931.43	\$ -	\$ -
Oak Bank - CD 0852	\$ 100,000.00	\$ 100,000.00	\$ 100,993.45	\$ -	\$ (993.45)
Oak Bank - CD 1824	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ -	\$ -
WISC Funds	\$ 283,735.23	\$ 267,737.27	\$ 255,994.61	\$ 15,997.96	\$ 27,740.62
<b>Total Cash</b>	<b>\$ 2,828,590.35</b>	<b>\$ 1,792,253.56</b>	<b>\$ 1,866,584.36</b>	<b>\$ 1,036,336.79</b>	<b>\$ 962,005.99</b>

### Assigned Fund Balances - Oak Bank

	1/31/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
FAP Funds (Restricted)	\$ 6,271.13	\$ 9,367.13	\$ -	\$ (3,096.00)	\$ 6,271.13
2024 EPIC Grant	\$ 580.00	\$ 580.00	\$ -	\$ -	\$ 580.00
Falls Prevention Grant	\$ 23,500.00	\$ -	\$ -	\$ 23,500.00	\$ 23,500.00
Labor Contract Funds	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ -	
<b>Total Assigned Funds</b>	<b>\$ 54,351.13</b>	<b>\$ 33,947.13</b>	<b>\$ 24,000.00</b>	<b>\$ 20,404.00</b>	<b>\$ 30,351.13</b>

### Assigned Fund Balances - WISC - Health Retirement Account Funds

	1/31/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
Money Market	\$ 664.80	\$ 662.62	\$ 632.67	\$ 2.18	\$ 32.13
Investment Acct	\$ 283,070.43	\$ 267,074.65	\$ 255,361.94	\$ 15,995.78	\$ 27,708.49
<b>Total Assigned Funds</b>	<b>\$ 283,735.23</b>	<b>\$ 267,737.27</b>	<b>\$ 255,994.61</b>	<b>\$ 15,997.96</b>	<b>\$ 27,740.62</b>

### January Donations

None

### February Milestones

Lane Mathson completed his 1-year probation as an FTE  
 Jamison Brinkmann - 1 Year LTE  
 Matt Heredia - 1 Year LTE

### Comparables - Calls for Service

Service	2018	2019	2020	2021	2022	2023	2024	Percent Change 2023-2024
Fitch-Rona EMS	3245	3443	3505	4184	4267	4858	5184	7.6%
Middleton EMS	1825	1969	1898	2254	2543	2715		6.8%
Sun Prairie EMS	2839	3165	3213	3368	3692	4424	4961	14.5%

### Other Updates

Replacement ambulance delivery (2023/2025) expected to be February 11th  
 2024 Financial Audit scheduled for 2/13

### SHOUT OUTS

Shout out to Sara and Ryan D from a patient's daughter for feeding her mother's cat and easing her anxiety about her transport to the ER!  
 Thanks for LT Schnabel for assisting with the Fitchburg Fire Intern Interviews



# FACTv Monthly Department Report

For the Month of: January 2025

## Current Productions

- 27 Productions completed in January
- 25 Meetings completed in January
- 20 (1 show per day) Talking Fitchburg updates in December
- 25 Productions scheduled for February
- 26 Meetings scheduled for February

## Upcoming Productions

- HNI Spotlight Videos
- Lunch N Learn- 3 Show Tapings in February
- TF Council Recap Show
- Still Standing- Community Producer Show
- Wonders of Physics
- TF Department of Ag., Trade, and Consumer Protection
- TF Better Business Bureau
- What's Happening at the Fitchburg Senior Center
- Two TF Hy-Vee Health Segments

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv Marketing Videos
- Fitchburg Police Department Video Projects- Spotlight Series
- Fitchburg Fire Department Video Projects (On Hold)
- McGaw Park Tree Tour Video- Completed
- Refuse, Recycling, Brush, Yard waste Pickup Video- Completed
- Fitch-Rona EMS Staff Photo- In Progress
- Government 101
- HNI Spotlight Series Videos

## Department Projects

- Fitchburg Room AV Update Project- coming soon
- FSC Dinning Room AV Project- coming soon
- FACTv Marketing Project 2024- started sharing weekly update about FACTv and Talking Fitchburg

## Department Focus

- FACTv Marketing Project 2024- move this project to 2025

### 2025 City of Fitchburg Waste Update Video



### Fitchburg Senior Center Emergency Meal Kit Story





# Finance Monthly Department Report

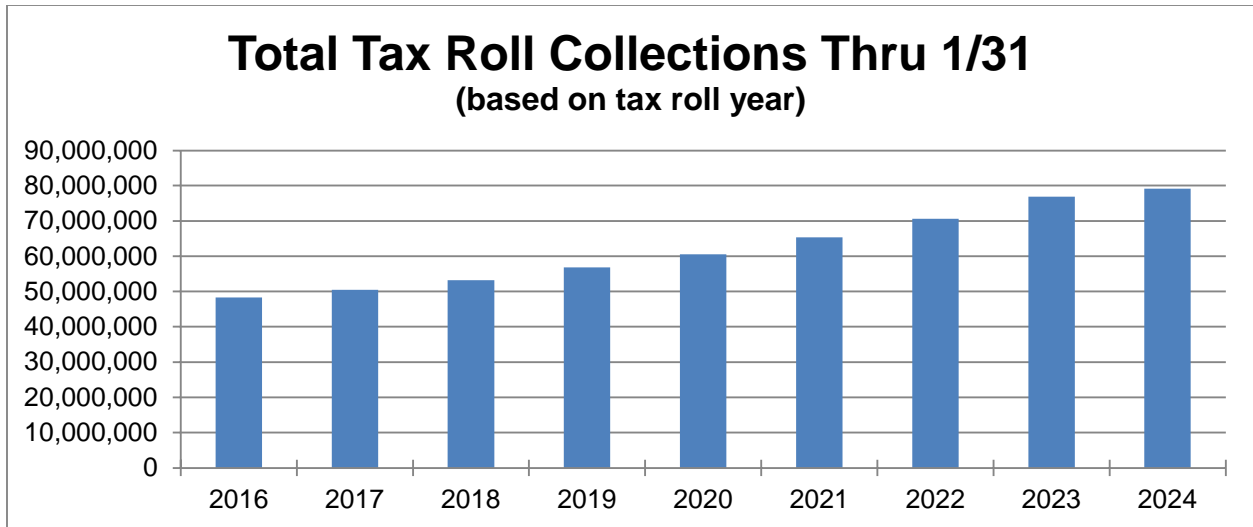
For the Month of: January 2025

## Routine Finance Cycles

- Tax collection went well overall. Tax settlement for collections through December 31<sup>st</sup> was completed without issue on January 15<sup>th</sup>. Some statistics below:

	2016 tax roll	2017 tax roll	2018 tax roll	2019 tax roll	2020 tax roll	2021 tax roll	2022 tax roll	2023 tax roll	2024 tax roll
Total Collections	\$48,326,675	\$50,440,828	\$53,216,344	\$56,822,552	\$60,520,334	\$65,316,235	\$70,607,430	\$76,856,802	\$79,117,586
Refunds Issued	77	249	243	99	176	84	244	70	78
# of Tax Bills Issued	8,212	8,212	8,429	8,601	8,885	9,036	9,207	9,573	8,906
% of Total Roll									
12/31	38.3%	40.4%	37.2%	40.3%	36.0%	28.4%	40.4%	26.5%	26.6%
1/31	30.2%	27.8%	33.3%	30.0%	33.1%	39.7%	29.0%	41.5%	41.3%
Total Collections	68.5%	68.2%	70.5%	70.3%	69.1%	68.1%	69.5%	68.0%	67.9%
By Payment Type									
Online	0.28%	0.44%	0.31%	0.84%	3.56%	2.91%	5.09%	4.43%	6.65%
Cash	0.08%	0.08%	0.08%	0.09%	0.06%	0.11%	0.09%	0.12%	0.14%
Checks	99.64%	99.48%	99.61%	99.08%	96.38%	96.99%	94.81%	95.45%	93.20%

- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued submitted to Finance Committee and Council. Quarterly COPS grant reports submitted.
- End of year processes have begun. W-2s and 1099s were issued. Payroll system has been rolled-over for the new year and COLA increases calculated, reviewed, and imported. Annual reconciliation and documentation will be a priority over the next couple months. Final audit fieldwork is scheduled for mid-March.
- Several special payroll runs were completed including WPPA clothing allowance, IAFF clothing allowance, longevity payments, and Commission/etc. per diems.
- 2025 Adopted Budget document was posted to the City's website: <https://www.fitchburgwi.gov/DocumentCenter/View/27744/2025-Adopted-Budget---Fitchburg-WI>
- 2025-2034 Capital Improvements Plan (as revised by the 2025 budget) was updated and posted to the City's website: <http://www.fitchburgwi.gov/176/Capital-Improvement-Plan>
- Prepared the declaration of intent to reimburse certain costs with borrowed funds.
- Participated in a variety of conference calls with the League of Wisconsin Municipalities to learn about recent legislative and other activities.
- Fourth quarter room tax collection included \$125,631 collected from eleven operators.



### Special Projects

- Participated in discussions and information gathering for union negotiations.
- Met with various staff to discuss purchasing policies, CIP projects, grant opportunities, and staff proposals.
- Various meetings to discuss payroll questions and employee handbook updates.
- Held a pre-proposal conference for the HR/Timekeeping/Payroll services RFP. Received six responses to the RFP. Consultant worked to redact identifying information and submitted the responses to the evaluation team as available. Demonstrations with the top providers are tentatively scheduled for March.
- Worked with legal and administration to propose changes to the Fitchrona EMS Intergovernmental Agreement.
- Participated in discussions about an Area H Stormwater Pond special charge or special assessment.
- Met with the Mayor, Finance Committee Chair, and City Administrator to discuss the 2020A and 2021A debt issuance and anticipated arbitrage rebate. Worked with the City's investment advisor to identify the process needed to invest unspent bond proceeds in tax-exempt investments to reduce the anticipated arbitrage rebate.
- Various TID development incentives and strategies were discussed and reviewed. Contracted with Ehlers to complete a pro-forma review for a future General Beverage building. Council action will be required prior to the execution of any Development Agreements.
- Completed the mandatory ESAC training for equitable sharing.
- Participated in various discussions about affordable housing strategies.
- Participated in a discussion with Administration and the Sustainability Specialist about the upcoming Sustainability Plan update.
- Revised budget carryover guidelines to include building and equipment maintenance to account for peaks and valleys in unanticipated repairs. This change should allow the City to budget less conservatively each year.

## Staff

- Weekly, bi-weekly, monthly, and quarterly team meetings were held.

## Statistics

	2023	2024	Current Month	YTD 2025	Projected 2025
Special Assessment Letters	496	538	45	45	525
Payroll Payments					
Checks	141	151	15	15	150
ACH Payments	7,327	7,523	715	715	7,400
Cash Receipts (non-tax)					
Utility Billing	30,435	29,046	5,658	5,658	30,000
Library	202	231	15	15	225
General*	41,922	5,379	611	611	5,400
OpenGov*	-	845	204	204	850
Budget Amendments					
Administrative Approval	68	55**	5	5	50
Council Action	49	53**	5	5	50
Purchasing Transactions					
Accounts Payable Checks	1,796	1,979	183	183	2,000
Purchasing Card Payments	4,169	4,262	385	385	4,200
Invoices Generated					
General Customer Invoices	497	475	54	54	500
Quarterly/Annual Utility Bills	30,085	30,744	-	-	31,000
Final Utility Bills	630	675	97	97	675

\*with the implementation of OpenGov, most permit payments are imported as a single daily transaction rather than individual payments

\*\*additional amendments may be completed for 2024 as the end of year process continues into 2025



**FITCHBURG FIRE DEPARTMENT** >>>

**MONTHLY UPDATE** >>>

*JANUARY 2025*



# FITCHBURG FIRE DEPARTMENT

## MONTHLY REPORT

FOR THE MONTH OF JANUARY

### CALLS FOR SERVICE

EMERGENCY MEDICAL SERVICES ASSIST

**\* 169**

STILL ALARM

**67**

MOTOR VEHICLE ACCIDENTS

**2**

STRUCTURE FIRES

**1**

TOTAL CALLS THIS MONTH

**259**

TOTAL CALLS FOR THE YEAR

**259**

**2024**

TOTAL CALLS THIS MONTH

**255**

TOTAL CALLS FOR THE YEAR

**255**

**2025**

AVERAGE RESPONSE TIME FOR THE MONTH:

**6 mins 14 secs**

### STAFFING

CAREER STAFF

**19**

\*Approved staffing = 20

PAID ON CALL FIREFIGHTERS

**20**

\*Approved staffing = 50

INTERN FIREFIGHTERS

**6**

\*Approved staffing = 6

SUPPORT STAFF

**8**

\*Approved staffing = 10

TOTAL MEMBERS **53**

### AT A GLANCE

INSPECTIONS

**0**

PUBLIC EDUCATION EVENTS

**3**

TRAINING HOURS

**376**



## STRUCTURE FIRE OVERVIEW

The Department responded to a total of 1 structure fire this past month.

Compared to last month:

Structure Fire calls are down one from last month.

*DATE*

*LOCATION*

*FIRE DESCRIPTION*

01/12/2025

2229 Rosenberry Road

Apartment Fire

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 3 public education event this past month.

- 01/29/2025 - Fire Extinguisher Training at Station 1
- 01/30/2025 - Station 2 Tour with Turning Point
- 01/31/2025 - Station 2 Tour with Turning Point

## PERSONNEL NOTES

- Leave of Absence: Stewart

## RECRUITMENT

- **POX firefighter recruitment process:**
  - Recommendations
- **Intern firefighter recruitment process:**
  - Recommendations
- **Fire Chief recruitment process:**
  - Applications Received

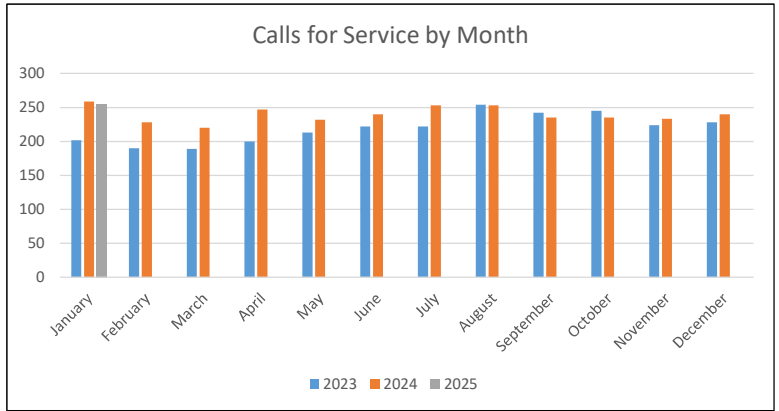


**FITCHBURG FIRE DEPARTMENT**  
 Interim Fire Chief Chad Grossen  
 5791 Lacy Road Fitchburg, WI 53711  
 Station: 608-270-7070 Fax: 608-270-7041  
 www.fitchburgwi.gov/fire

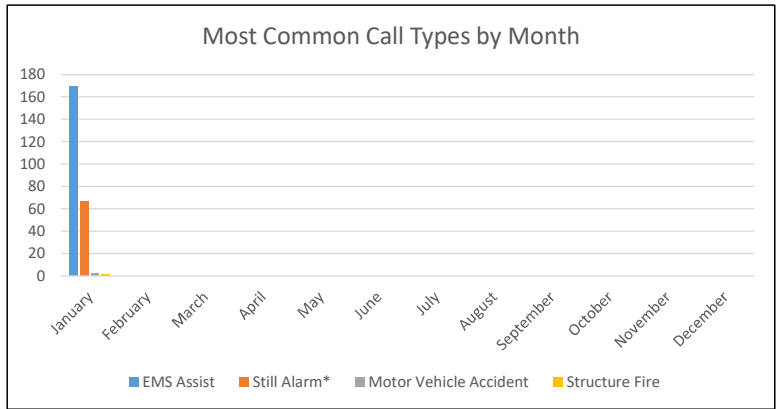


**Fire Department Activity Report**  
 As of January 31, 2025

Calls for Service by Month				
Month	2023	2024	2025	Change
January	202	259	255	-2%
February	190	228		-100%
March	189	220		-100%
April	200	247		-100%
May	213	232		-100%
June	222	240		-100%
July	222	253		-100%
August	254	253		-100%
September	242	235		-100%
October	245	235		-100%
November	224	233		-100%
December	228	240		-100%
Total	2631	2875	255	127%
Projection				

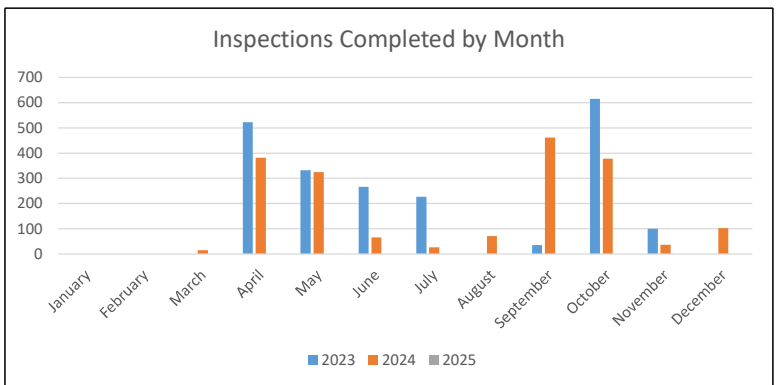


Most Common Call Types by Month				
Month	EMS Assist	Still Alarm*	Motor Vehicle Accident	Structure Fire
January	169	67	2	1
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				



\*Still Alarms include: Alarm Sounding, Car Fires, Odor Investigations

Inspections Completed by Month			
Month	2023	2024	2025
January	0	0	
February	0	0	
March	0	15	
April	522	382	
May	332	324	
June	266	66	
July	227	27	
August	0	70	
September	35	462	
October	615	378	
November	101	37	
December	0	102	
Total	2098	1863	0



**FIRE DEPARTMENT STAFFING REPORT**  
As of January 31, 2025

	Authorized Headcount	Number of Members	Light Duty / On Leave	TOTAL	+/- Headcount	M/F	Black	Hispanic	Asian	Two or More
<b>Career Staff</b>	<b>20</b>			<b>19</b>						
Chiefs	5	4	0	4	-1	4 / 0	0	0	0	0
Lieutenants	5	5	0	5	0	3 / 0	0	0	0	0
Firefighters	9	9	0	9	0	11 / 0	0	1	0	1
Admin Services Mng	1	1	0	1	0	0 / 1	0	1	0	0
<b>Part-Time Staff</b>	<b>66</b>			<b>34</b>						
Chiefs (POX)	2	1	0	1	-1	1 / 0	0	0	0	0
Lieutenants (POX)	3	0	0	0	-3	0 / 0	0	0	0	0
Firefighters (POX)	45	19	0	19	-26	18 / 2	0	1	1	1
Intern Staff	6	6	0	6	0	3 / 2	0	0	0	0
Support Staff	10	8	0	8	-2	8 / 1	0	0	1	0
<b>Total</b>	<b>86</b>	<b>53</b>	<b>0</b>	<b>53</b>	<b>-33</b>	<b>46 / 6</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>2</b>

**PERSONNEL NOTES**

- Leave of Absence: Stewart

Demographics		
Female	6	12.7%
Male	47	87.3%
White	46	87.3%
Black	0	0.0%
Hispanic	3	5.5%
Asian	2	3.7%
Other/Multi-Racial	2	3.7%

**RECRUITMENT**

- POX firefighter recruitment process:
  - Recommendations
- Intern firefighter recruitment process:
  - Recommendations
- Fire Chief recruitment process:
  - Applications closed

**PROMOTIONS**

-

**FIREFIGHTER OVERTIME**

Month	Total Hours
Jan	435
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sep	
Oct	
Nov	
Dec	
<b>TOTAL HRS</b>	<b>435</b>

**YEAR-TO-DATE MANDATES**

Month	# of Mandates	Total Hours
Jan	0	0
Feb		
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
<b>TOTAL HOURS:</b>		<b>0</b>
<b>TOTAL MANDATES:</b>		<b>0</b>

**CURRENT MONTH MANDATES**

Date	Firehouse	Position	Hours



# Human Resources Monthly Department Report

**For the Month of: January 2025**

## **Projects & Initiatives**

- The City's first Mission, Vision, Values (MVV) Recognition Ceremony was held on January 29<sup>th</sup>. This was a beautiful event celebrating four employees nominated by their peers in meeting one of the City's core values. This was an after-hours event in the Chambers where they were invited to bring their families and accept an award. Congratulations to Amy Jordan (Service), Joyce Frey (Teamwork), Scott Yarbrough (Innovation) and Misty Dodge (Accountability)!
- We have a tentative agreement with the Police union. Ratification will be on February 19, 2025. If the union votes to approve the new contract, it will go to Council for final approval in March.
- Continued work on the Fire Chief recruitment. We had 28 applicants and a panel that went through the applications and scored them to help us bring the applications down to a more manageable size for interviews. The two-day process will be March 5<sup>th</sup> and 6<sup>th</sup>. Save the date for the public reception the evening of March 6<sup>th</sup> from 6:30 – 8:30 pm at a location to be finalized at the 2/12/25 PFC meeting.
- The City's first all staff Engagement survey and the ERG's Workplace Culture survey closed at the end of January. We had well over 100 responses on both surveys. We will be starting work in February/March to go through all the feedback submitted.
- Personnel Committee met in January to approve a reclassification of Senior Project Engineer, Ben Schulte, to Principal Engineer.

## **Permanent Hires and Promotions**

- Paul Goplin -Utility Maintenance Worker
- Ryan Crawley – Utility Maintenance Worker
- Shawn Close – Community Center & Recreation Coordinator

## **Current Permanent Recruitments**

- Police Officer – Interviews held, will be taking conditional offers to the February PFC. 4 current vacancies.
- Building Maintenance Technician/Lead Custodian – Background steps
- Deputy City Assessor – Application period closes 2/16/25
- Property Appraiser – Application period closes 2/16/25

## **Turnover of Permanent Employees**

- Police Officer – resignation
- Deputy City Assessor – resignation
- Property Appraiser – resignation (going to City of Madison Ec. Development Department)

### Workers Compensation Claims

- Police Department (4)
- Fire Department (1)

Pictures from the MVV Recognition Ceremony! Watch the recorded ceremony on FACTv!





# Information Technology Monthly Department Report

For the Month of: January 2025

## Projects

The IT team is working on:

- Computer replacements continue
- Wireless access points replacements in progress
- Virtual infrastructure updates
- Windows updates
- Network hardware updates in progress at Fire 2

## Other Items

- Assisted in the setup and installation of new Police Interview Room equipment.
- Clerks OpenGov forms, 5 license processes moved from paper method.
- Sound permit, Special and Large-Scale Events, Temporary Class B Picnic, Temporary Operator's and Residential Neighborhood Event Street Use
- Added AutoCAD LT `25 to Company Portal

## GIS Initiatives

- Fly Dane 2024 Update (New imagery end of this week or early next week!)
- New Parks woodlot in Terravessa
- Discovery Path, Jamestown Quarry Addressing
- Sustainability Plan Meeting
- Curb Ramps Update (PW/Council)
- Remove TID 4 from TID Districts feature class and republished to AGO (Finance)

## Statistics

ServiceDesk

197 Helpdesk tickets were processed, 41 remain open.



## Legal Monthly Department Report

For the Month of: January 2025

### Development/Land Use Update

- Bowman Plaza TIF discussions

### Other

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials for municipal and Circuit Court cases
- Country View Mobile Home Park issues
- Fitch-Rona IGA update
- Area H Storm Water Pond
- Impact Fee Waiver
- CLE Hours
- TIF for Housing Funds



# Library Monthly Department Report

For the Month of: January 2025

## Monthly Visits

Monthly Visits – 11,107

## Checkouts/Renewals/Holds

Checkouts – 20,211

Renewals – 5,777

Holds Filled – 7,810

## Programming for Adults

Adult Programs – 6

Adult Program Attendees – 70

## Programming for Kids

Youth Programs – 30

Youth Program Attendees – 684

Youth Self Directed Programs – 2

Youth Self Directed Attendees – 270

Teen Programs – 2

Teen Program Attendees – 3

Teen Self Directed Programs – 1

Teen Self Directed Attendees – 20

## Outreach

Programs – 1

Program Attendees – 17

## Computer & Wireless Sessions

Computer Sessions – 491

Wireless Sessions – 30,287

## Meeting Room Reservations

Meeting Room Reservations – 78

## Overdrive Checkouts

Overdrive eBook Checkouts – 2,625

Overdrive Audio Checkouts – 3,486

Kids brightened up a dark winter day by attending glow-in-the-dark painting in our black lit room.



Participants in the Midwest Mujeres Wellness Day create vision boards and learn to make a healthy yogurt snack.



Skelly and Wishbone are ready for some winter fun with a new hand-knit beanie and super-sized snowballs!





# Parks, Rec. & Forestry Monthly Department Report

For the Month of: January 2025

## Parks

- Park/Forestry Operations included in Public Works report.

## Forestry

### Urban Forestry

- Collected bids for the 2025 spring burn project. Put together and circulated the bid tab to all bidders, awarded the bid, put together and circulated the contract for signatures.
- Wrote the RFP for the Strategic Urban Forestry Management Plan. Put it on Quest, advertised it in the WSJ and emailed it to interested contractors and all the contractors on the DNR Urban Forestry Consultants list. Answered questions from interested parties.
- Facilitated a Tree Advisory Meeting
- Participated in an Urban Forestry Today webinar on “3 trees, 30% canopy, 3000 meters to a park”.
- Put together the spring tree planting project. Put it out to bid on Quest. Emailed the project to all vendors who have bid on this in the past.
- Selected tree planting locations/species for the Arbor Day event in Huegel Jamestown Park.
- Attended a CVMIC leadership training on “Recruiting and Hiring” as part of the Perfecting Leadership certification program.
- Watched a Parks Commission meeting.
- Marked approximately 44 trees for removal in the Kyle Steigert Greenway.
- Worked on a presentation for the Wisconsin Parks and Recreation Association Conference.
- Met with Steve Arnold to discuss the removal of a declining tree near his house.
- Met with Steve Arnold to discuss the removal of trees in the Kyle Steigert Greenway.
- Inspected ash trees. Marked trees for removal as appropriate.
- Marked trees for removal in the Southdale neighborhood.
- Attended an Employee Resource Group meeting.
- Facilitated the removal of 2 hazardous trees in Seminole Glen Park by a contractor.
- Edited the DNR’s Urban Forest Products Technical Guide.
- Met with the Sustainability Specialist about Sustainability Plan implementation.
- Marked Callery pear trees for removal as appropriate.
- Responded to resident’s requests for service. Particularly dead/declining ash trees.

### Naturalist

- Communicated with Dane County and volunteers about ordering free plants from Ripple Effects.
- Received bids for the 2025 City of Fitchburg Spring Burn project.
- Spread donated seed in SC Johnson Park.

### **Volunteer Coordination**

- Helped clean prairie seed for Wildwood South Prairie Park.
- Cleaned and organized seed for McGaw entrance prairie.

### **Recreation**

- Finalized order for Community Center table & chair replacement project.
- Interviewed candidates for Recreation Program Coordinator position.
- Park shelter rentals opened on January 2.
- Updated park shelter rental and Community Center rental fees.
- Youth Basketball – schedule Jan./Feb. practice schedules, and schedule officials for games.
- No School Day Programming on January 20 – Winter Sensory Scientists.
- Monthly meeting with Activenet account manager.
- Youth Volleyball League practices began in early January.
- Work on Free Community Puzzle Swap initiative.
- Coordinate youth dance rehearsal/recital details.
- Emailed Adult Volleyball League registration information to returning teams.
- Instructional Youth Basketball programs held on Sundays in January.
- Payments for various program instructors.
- Community Center rental inquiries and reservations.
- January Rec program revenue to date (1/27) = \$7,636.00
- January CC rental revenue to date (1/27) = \$2,910.00
- January Shelter/athletic facility rental revenue to date (1/27) = \$12,035.00

### **Projects-Park Commission**

- Attended monthly Park & Recreation, Building, and Grounds meeting with City Administration.
- Held monthly update meeting with City Forester/Naturalist.
- Had 1 locate/meeting with family at Oak Hall Cemetery.
- Attended biweekly construction meeting regarding the HUB project.
- Interviewed nine candidates on January 8<sup>th</sup> for Recreation Coordinator position.
- Attended bid opening for park projects: Tower Hill Park shelter renovation, McKee Farms Park exterior renovation, and McGaw Pickleball court expansion.
- Coached Recreation hoops classes on Sundays for 4- & 5-year-olds along with 6- & 7-year-olds.
- Met with Sustainability Specialist and Parks Maintenance Supervisor to discuss Parks role in the City's sustainability plan.
- Discussed 2025 park projects with Administration and Mayor.
- Attended BOPW to discuss Tower Hill Park shelter renovation, McKee Farms Park exterior renovation, and McGaw Pickleball court expansion.



# Planning & Zoning Monthly Department Report

For the Month of: January 2025

## Plan Commission Applications Processed

- A. [Public Hearing and Consideration of Rezone RZ-2578-25](#) Request by Edward J Cody, to Rezone Property from A-X (Exclusive Agriculture) to R-R (Rural Residential) to Allow for a Rural Residence Located off Borchert Road **Approved**
- B. [Certified Survey Map CS-2576-25](#) Request by Sean O'Brien, Agent for Green-Tech Land Company LLC, to Obtain Certified Survey Map Approval to Create 4 Parcels, Including 2 Buildable Lots, from 1 Existing Outlot in Nine Springs on Property Located off Haight Farm Road **Approved**
- C. [Certified Survey Map CS-2577-25](#) Request by Peter Osman, Agent for John D Gehl Living Trust, to Approve a Certified Survey Map to Divide 1 Existing Lot into 2 Lots on Property Associated with 5693 Wilshire Drive **Approved**
- D. [ADR - Noble Knight Games Expansion](#) Request by Jeff Davis, Agent for Leeder Enterprises LLC, to Obtain Architectural Design Review Approval for a Proposed Expansion to the Existing Commercial Building on Property Associated with 2835 Commerce Park Drive. **Approved**
- E. [ADR - Jamestown Chase Bank](#) Request by Jenifer Santos, Agent for Wingra Real Estate LLC, to Obtain Architectural Design Review Approval for a Proposed Chase Bank in the Jamestown Quarry Neighborhood on Property Located off McKee Road. **Approved**
- F. [ADR - Jamestown McDonald's](#) Request by Dan Olson, Agent for Wingra Real Estate LLC, to Obtain Architectural Design Review Approval for a Proposed McDonald's Located in the Jamestown Quarry Neighborhood on Property Located off McKee Road. **Approved**
- G. [ADR - Jamestown Chick-Fil-A](#) Request by Joe Vavrina, Agent for Wingra Real Estate LLC, to Obtain Architectural Design Review Approval for a Proposed Chick-Fil-A in the Jamestown Quarry Neighborhood on Property Located off McKee Road. **Postponed to the February 18<sup>th</sup> Plan Commission meeting.**
- H. [Ordinance 2024-O-37](#) Creating Outdoor Lighting Regulations by Creating Chapter 28 of Fitchburg General Code of Ordinances **Approved with amendment to Sec. 28.9(2) replacing the phrase "manifest injustice" with "unreasonable hardship," subject to review by the City Attorney.**
- I. [Resolution R-229-24](#) Accepting Public Sidewalk Easements in the Fourth Addition to Terravessa Plat **Approved**

## Applications Processed

Type	2023 Totals	2024 Totals	January	February	March	April	May	June	July	August	September	October	November	December
Architectural Design Review	12	15	3											
Rezone / Conditional Use Permit	21	31	1											
Certified Survey Map	18	7	2											
Comprehensive Development Plan Preliminary Plat	4	6	-											
Final Plat	5	7	-											
Other	41	41	2											
Variance	0	1	-											
Telecommunications Facilities Permit	0	0	-											
SmartCode Article 3	1	1	-											
SmartCode Article 5	36	64	3											
Architectural Design Review Admin.	17	11	-											
Sign Permits	52	44	5											
Zoning Permits	195	220	5											
Early Start Permits	55	81	3											
Zoning Letters	14	17	2											
<b>Totals</b>	<b>471</b>	<b>546</b>	<b>26</b>											

## Neighborhood Plans

- Staff finalized a response to a petition from Greenfield neighbors and a letter from the Friends of Waubesa Wetlands. Staff is working to reschedule the final Greenfield Steering Committee meeting.
- The South Stoner Neighborhood Plan draft is under review by staff. Staff is also considering options for sanitary sewer service in South Stoner.

### Healthy Neighborhoods Programs

- The Healthy Neighborhoods Advisory Committee met in January to review the City's Strategic Plan draft and continued work on the Healthy Neighborhoods Strategic Plan.
- Staff is bringing on a new Neighborhood Navigator. We will now have two Neighborhood Navigators.
- The county informed staff that the Early Childhood zone has increased from only the Leopold Elementary School zone to all of Fitchburg. This expansion allows the neighborhood navigators to work in all four of Fitchburg's priority neighborhoods.

### Sustainability

- Staff continues pushing towards finalization of the Sustainability Plan, meeting with department heads and other staff to discuss implementation and next steps.
- Staff is working with MSA and Bicycle & Pedestrian Commission on update of Fitchburg's Bicycle and Pedestrian Plan, to be completed this year.
- Staff continues to work with the FGM team on sustainability elements of under-design Police Services Facility.
- Staff attended Green Tier Legacy Communities all-member meeting focusing on urban forestry.
- Staff is beginning 2024 updates to Fitchburg municipal energy benchmarking and renewable energy analysis report, and Green Tier Legacy Communities annual member report.

### Agricultural & Rural Affairs

- The Agricultural & Rural Affairs Committee met to review and approve a rezone off Borchert Road.
- The committee urged staff to finalize the proposed well ordinance and submit to the committee's agenda in February.

### Other

- Development Team Meetings:
  - a. Sun Valley Apartments
  - b. Newcomb – Seminole Apartments



# MONTHLY UPDATE

## January 2025

# MONTHLY UPDATE | JANUARY



## CALL FOR SERVICE OVERVIEW

The Department handled 956 citizen-generated calls for service.

Officers initiated 1,460 calls.

### Compared to last month:

Citizen-generated calls decreased by 85. Officer-initiated calls increased by 79.

### Compared to last January:

Citizen-generated calls decreased by 120. Officer-initiated calls increased by 435.

## CRIME

### PROPERTY CRIME

- Five burglaries were reported this month.
- Three vehicles were reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There were no reports of a shooting or shots fired this month.
- Six firearms were seized as evidence this month.
- There were two robberies reported.

### DOMESTIC VIOLENCE

- Officers investigated seven domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**Burglary | 1/11** | Fitchburg officers were dispatched to a business in the 2500 block of Rimrock Road for the report of a burglary. Officers on scene discovered the suspect stole tools from the business to gain access into the underground parking garage. Once in the parking garage, the suspect forced entry into a vehicle, stealing a handgun magazine, knife, and a watch. Through law enforcement investigative efforts, the suspect, a 22-year-old Madison man, was identified as the suspect and taken into custody by an outside agency. Charges of Burglary – Building, Criminal Damage to Property, and Theft were referred to the Dane County District Attorney’s Office for review.

**Disorderly Conduct | 1/16** | Fitchburg officers were dispatched to the report of a disturbance occurring in the 2400 block of High Ridge Trail. The caller was reporting her husband was intoxicated and she had locked herself and her three children in a bedroom. Investigation revealed the male had arrived at the residence intoxicated and could not enter through the locked door. He then proceeded to pound on the residence windows in an attempt to get the female to open the door. With that not being successful, he then forcibly broke down the residence door and gained

## MONTHLY UPDATE | JANUARY



entry into the home. The male, a 33-year-old Fitchburg resident, was subsequently arrested and booked into the Dane County Jail on the charge of Domestic Disorderly Conduct.

**Felon in Possession of Firearm, Receiving Stolen Property/Firearm | 1/17** | Officers were dispatched to a preserve the peace in the 2300 block of Traceway Drive. The male caller stated he needed assistance getting into a residence because his girlfriend was not allowing him in to pick up his items. When officers made contact with the girlfriend, she revealed the male subject was in possession of a stolen firearm that was currently located in a vehicle in the parking lot of the residence. Officers then contacted the male in the parking lot who stated he did not possess a firearm and was not affiliated with a vehicle on the property. While officers were conducting a data search in their patrol vehicle, they observed the male approach a vehicle, open the door, retrieve something from the vehicle, and then sprint away from the location. Other Fitchburg officers responded to the area to begin searching for the male, whom they located a short distance away and detained. A Dane County Canine unit responded to the scene to assist Fitchburg officers in retracing the male's path of travel to search for any articles the male may have discarded. While doing so, a firearm was located lying on top of the ice in a frozen creek bed on the property. The detained male was subsequently arrested and booked into the Dane County Jail on charges of Felon in Possession of Firearm and Possession of Stolen Property – Firearm.

**Aggravated Battery, Disorderly Conduct, Possession of Marijuana | 1/20** | The Fitchburg Communications Center received a report of a stabbing that had occurred in the 2300 block of High Ridge Trail. Investigation revealed a group of individuals were consuming alcohol together when a verbal altercation occurred two males. The verbal altercation then turned physical with one male throwing a flower vase at the other's head, striking him causing a laceration. The two then began to physically fight with one another when one produced a pocketknife and stabbed the other male five times in the back. The victim was transported to a local hospital by EMS with non-life threatening injuries. The suspect, a 51-year-old Madison man, was arrested and booked into the Dane County Jail on charges of Aggravated Battery (while armed) and Disorderly Conduct (while armed).

**Intimidate Victim, Battery, Disorderly Conduct | 1/23** | The Fitchburg Communications Center received the report of a 911 call with a female stating they needed EMS. When dispatch attempted to confirm the address with the caller, the call was hung up. An officer was able to contact the caller via phone and attempt to gather more information. During this phone call, a male took the phone and began to speak to the officer. The male then became uncooperative and hung the phone up. Officers arrived on scene and made contact with both parties involved. They observed bruising to the female's face and concluded a physical altercation had taken place between the male and female. The male admitted he had struck the female in the face. The male, a 21-year-old Fitchburg man, was subsequently arrested and booked into the Dane County Jail on charges of Strangulation & Suffocation, Intimidate Victim, Domestic Battery (x2), and Domestic Disorderly Conduct (x2).

**Carrying Concealed Weapon, Go Armed with Firearm While Intoxicated, OWI 2<sup>nd</sup> | 1/26** | A Fitchburg officer on routine patrol conducted a traffic stop on a vehicle that had no registration plates affixed to it. The driver and sole occupant of the vehicle displayed signs of impairment. The officer asked the driver to exit the vehicle so a vehicle search and field sobriety tests could be conducted. During the vehicle search, a loaded firearm was located in the center console. A data

## MONTHLY UPDATE | JANUARY



search of the driver yielded no Concealed Carry Weapons permit being issued to him. After field sobriety tests were conducted, the driver was arrested and booked into the Dane County Jail on charges of CCW Violation, Go Armed with Firearm While Intoxicated, and OWI 2<sup>nd</sup>.

**Carrying Concealed Weapon, Disorderly Conduct (while armed) | 1/26 |** Fitchburg officers were dispatched to Blackhawk Church for the report of an unwanted person who was armed with a firearm. The caller reported to dispatch that there was a person in the building who was in possession of a firearm and was in a disagreement with church members. After officers arrived on scene, the armed male, a 33-year-old Fitchburg man, became uncooperative and evasive with officers' questioning. Officers detained the male and while doing so, located a firearm in a shoulder holster under the male's jacket. It was determined the male did not have a Concealed Carry Weapon permit and he was ultimately arrested and booked into the Dane County Jail on the charges of Carry Concealed Weapon and Disorderly Conduct (while armed).

Case Number	Date	Location	Alder District	Incident Description
25-00002	1/1/2025	McKee Rd/Spoke Dr	1	OWI 1 <sup>st</sup>
25-00015	1/1/2025	5400 Williamsburg Way	1	Domestic/Family Trouble
25-00018	1/1/2025	Caddis Bend/Fish Hatchery Rd	2	OWI 1 <sup>st</sup> , Unreasonable/Imprudent Speed
25-00036	1/1/2025	Seminole Hwy/Sentinel Pass	1	OWI 1 <sup>st</sup>
25-00088	1/2/2025	2600 Holstein Ln	3	2 <sup>nd</sup> Degree Sexual Assault
25-00127	1/2/2025	6000 Viroqua Dr	1	Armed Robbery
25-00201	1/3/2025	6200 Limestone Ln	4	3 <sup>rd</sup> Degree Sexual Assault
25-00208	1/3/2025	Sub-Zero Pkway/Buds Dr	4	Domestic/Family Trouble
25-00351	1/5/2025	5200 Williamsburg Way	1	OWI 1 <sup>st</sup> , Hit and Run
25-00356	1/5/2025	2700 Pheasant Ridge Trl	3	2 <sup>nd</sup> Degree Sexual Assault
25-00371	1/6/2025	McKee Rd/Verona Rd	1	OWI 1 <sup>st</sup> , Vehicle Flee/Elude, Reckless Driving, Resisting Officer, Possess Drug Paraphernalia, Bail Jumping
25-00455	1/7/2025	McKee Rd/Verona Rd	1	OWI 1 <sup>st</sup> , Fail/Obey Traffic Signal
25-00562	1/8/2025	1200 Post Rd	2	Burglary
25-00628	1/8/2025	5600 Norfolk Dr	1	Domestic/Family Trouble
25-00638	1/8/2025	1200 Post Rd	2	Burglary
25-00651	1/9/2025	1900 Greenway Cross	2	Domestic/Family Trouble
25-00711	1/9/2025	2700 Wayfair Cir	4	Shots Fired
25-00754	1/10/2025	100 Deer Valley Rd	3	OWI 1 <sup>st</sup> , Operating while Suspended

# MONTHLY UPDATE | JANUARY



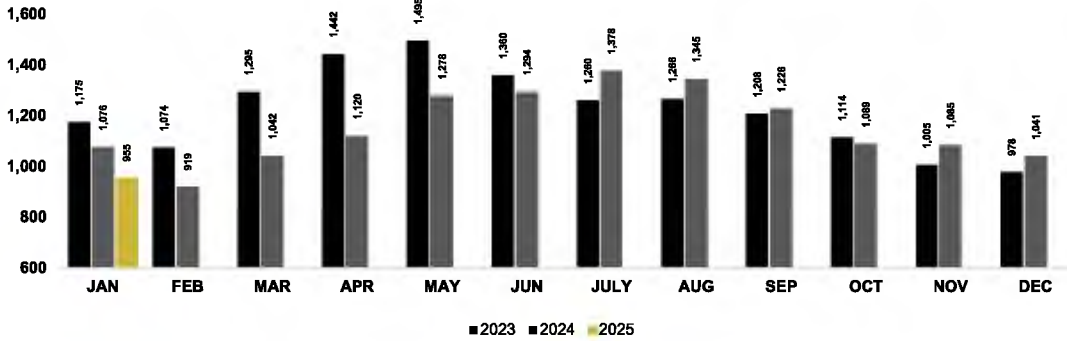
25-00833	1/11/2025	2500 Rimrock Rd	3	Burglary, Criminal Damage to Property, Possession of Burglariou Tools
25-00834	1/11/2025	5600 King James Ct	1	Theft of Auto
25-00862	1/11/2025	5600 Norfolk Dr	1	Domestic/Family Trouble
25-00893	1/12/2025	McKee Rd/Woods Edge Rd	1	OWI 1 <sup>st</sup> , Possession of Cocaine
25-00935	1/12/2025	2100 CTH MM	4	Domestic/Family Trouble
25-00936	1/12/2025	2100 CTH MM	4	Domestic/Family Trouble
25-00948	1/13/2025	USH 12/Park St	-	OWI 1 <sup>st</sup> , Driving Wrong Way on Divided Highway, Operate w/o Valid License
25-01091	1/15/2025	USH 12/Fish Hatchery Rd	-	OWI 1 <sup>st</sup> , Possession of Methamphetamine
25-01248	1/16/2025	2800 Endive Dr	3	Burglary, Theft
25-01284	1/16/2025	2400 High Ridge Trl	2	Domestic/Family Trouble
25-01324	1/17/2025	2300 Traceway Dr	2	Felon in Possession of Firearm, Receiving Stolen Property/Firearm
25-01337	1/17/2025	2900 Fish Hatchery Rd	3	Robbery, Intimidate Victim, Theft of Auto, Disorderly Conduct
25-01339	1/16/2025	4500 Aztec Trl	1	Theft from Auto
25-01427	1/18/2025	2600 Holstein Ln	3	Domestic/Family Trouble
25-01447	1/19/2025	2900 Cahill Main	2	Domestic/Family Trouble
25-01473	1/19/2025	6100 McKee Rd	1	OWI 4 <sup>th</sup> (felony)
25-01561	1/20/2025	5600 Norfolk Dr	1	Battery, Disorderly Conduct
25-01566	1/20/2025	2300 High Ridge Trl	2	Aggravated Battery, Disorderly Conduct, Possession of Marijuana
25-01684	1/22/2025	2200 High Ridge Trl	2	Theft of Auto
25-01785	1/23/2025	5100 Anton Dr	1	Battery, Disorderly Conduct, Intimidate Victim
25-01890	1/25/2025	Seminole Hwy/Lumley Rd	-	OWI 1 <sup>st</sup> , Possession of Marijuana, Possess Open Intoxicants
25-01951	1/25/2025	Anton Dr/Williamsburg Way	1	OWI 2 <sup>nd</sup> , Hit and Run, Possess Drug Paraphernalia/THC
25-01957	1/26/2025	McKee Rd/Verona Rd	1	Carrying Concealed Weapon, Go Armed with Firearm While Intoxicated, OWI 2 <sup>nd</sup>
25-01985	1/26/2025	5900 Astor Dr	4	Carrying Concealed Weapon, Disorderly Conduct (while armed)
25-02002	1/26/2025	2900 Woods Edge Way	1	OWI 1 <sup>st</sup> , Possession of Marijuana
25-02009	1/26/2025	Stonecreek Dr/Mader Dr	-	OWI 1 <sup>st</sup> , Violate Red Light, Unreasonable/Imprudent Speed
25-02298	1/30/2025	McKee Rd/Seminole Hwy	4	OWI 3 <sup>rd</sup> , Ignition Interlock Device Tampering

Incident descriptions reflect preliminary classifications that may change over the course of the investigation.

# FITCHBURG POLICE DEPARTMENT MONTHLY ACTIVITY January 2025

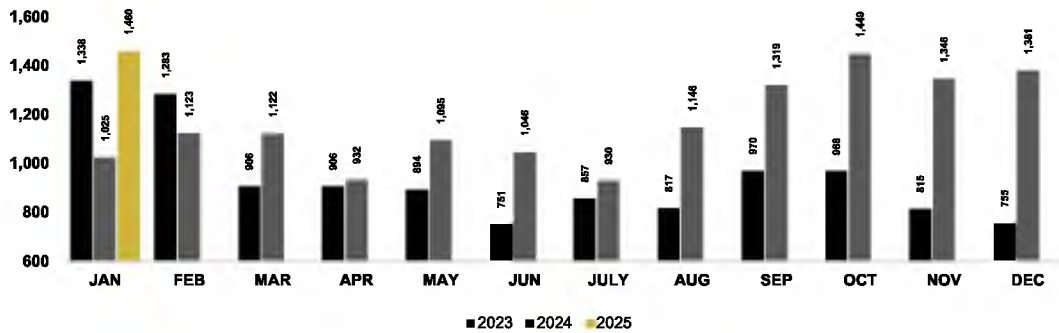


## CITIZEN GENERATED CALLS FOR SERVICE



2024 YTD	2025 YTD	YTD % +/-
1,076	955	-11

## OFFICER INITIATED CALLS FOR SERVICE



2024 YTD	2025 YTD	YTD % +/-
1,025	1,460	42

## NOTABLE INCIDENTS

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 YTD	2025 YTD	YTD % +/-
Abduction/FI	2	0	0	4	1	2	1	1	1	1	0	0	0												2	0	-100
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0												0	0	0
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0												0	0	0
Robbery	0	1	0	0	0	0	2	0	0	1	1	2	2												0	2	100
Sexual Assault	3	0	1	0	1	1	3	0	0	1	1	2	2												3	2	-33
Aggravated Assault	3	5	2	3	5	5	7	3	4	5	5	6	1												3	1	-67
Burglary	5	3	4	3	4	0	4	3	3	2	4	4	5												5	5	0
Theft of Auto	3	4	5	2	2	2	2	2	4	2	8	2	3												3	3	0
Theft from Auto	4	3	2	9	12	7	9	13	14	0	3	4	1												4	1	-75

- Notable incidents excludes unfounded incidents. It also aggregates to the highest offense within a single incident.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 YTD	2025 YTD	YTD % +/-
Theft of Auto	3	4	5	2	3	2	2	2	4	2	8	2	4												3	4	33
Shots Fired	0	0	0	3	0	1	0	2	1	2	0	0	0												0	0	0
Domestic	19	10	7	21	11	20	19	13	25	10	15	9	7												19	7	-63

- These 3 categories include a count of all incidents were the related offense occurred whether or not it was the highest offense.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 YTD	2025 YTD	YTD % +/-
Traffic Crashes	70	41	54	38	54	37	39	51	44	56	49	50	44												70	44	-37

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 YTD	2025 YTD	YTD % +/-
Officer Initiated	49	105	130	139	151	150	72	118	231	213	133	154	223												49	223	355
Traffic Monitoring	283	504	501	303	405	373	374	427	426	600	503	547	591												283	591	109



# Public Works Monthly Department Report

For the Month of: January 2025

## Transportation/Transit

- Met with Sub-Zero to kick off reconstruction of Basswood Dr. and Buds Dr.
- Met with Economic Development Department to kick off reconstruction of Bryant Rd.
- Finished City-wide sign inventory with over 4,000 signs.
- Coordinated with various City departments on resurfacing of City Hall parking lots for the 2025 Streets Resurfacing project and finalized plans for February bidding.
- Updated 2025 ARPA Street Resurfacing plans for construction.
- Attended Rimrock Rd. resurfacing kickoff meeting.
- Attended Safe Streets for All grant kickoff meeting with the Greater Madison Metropolitan Planning Organization (MPO) staff.
- Attended MPO Technical Advisory Committee meeting.
- Awarded Syene Rd. Phase 2 construction and inspection contracts as well as received authorization from Council to make payments to Wisconsin Department of Transportation (WisDOT) for Phase 3. In addition, staff met with the Verona School District and property owners along Syene Rd. to discuss construction.
- Assisted Madison Metro Transit with design of Fitchrona Road bus U-turn location to enable additional bus service near Orchard Pointe.

## Stormwater

- The total maximum daily load (TMDL) water quality modeling update has been completed. Staff are working to obtain maintenance agreements and as-built drawings for private best management practices (BMPs) to allow for additional BMPs to be included in the model.
- Presented results from the TMDL project at the January Committee of the Whole (COW) meeting.
- Attended Green Tier Clear Water quarterly meeting.
- Staff are continuing to update stormwater asset information in GIS software.
- Staff has been working to organize project financial documentation for plant value updates.
- Bid documents have been finalized for the 2025 Stormwater Facility Dredging and Maintenance project.
- Finalized inlet repairs and culvert replacements for the 2025 Streets Resurfacing project.
- Promoted the 2025 Plant Dane Native Plant Sale and Rain Garden Coaching Session event.

- Met with staff to discuss stormwater requirements for the Bryant Rd. reconstruction project.
- Met with vegetation management consultant to discuss 2025 priorities.
- Began to negotiate scope of work with Emmons & Olivier Resources, Inc. (consultant) for regional infiltration basin project.
- Finalized engineering services scope with Strand Associates, Inc. (consultant) for the Yarmouth Greenway Stabilization project.

## Utilities

- Well 12 Drilling: Finished drilling through Mount Simon to Granite. Total depth of the well is 1,033’.
- Tower D: Re-submitted right of way permit to WisDOT. Executed contracts.
- Aztec Trail and Sentinel Pass Water Main Replacements: Finished drafting drawings.
- Syene Interceptor Phase II: Reviewed proposals, selected consultant, drafted agreement, and submitted resolution for approval of contract. Approval of the agreement is scheduled for the February 11, 2025, Common Council meeting.
- Fish Hatchery Road WM Replacement: Released project for bid on January 9<sup>th</sup> and opened bids on January 29<sup>th</sup>. Award to Speedway Sand & Gravel is scheduled for the February 25, 2025, Common Council meeting.
- Water Service Line Identification: Continued work on the inventory.
- Sanitary Sewer Televising: Reviewed 2024 sanitary sewer televising reports. Inserted all missing sanitary televising information into GIS.
- Well Reports: Added 2024 information to well reports.
- Water System Emergency Reponse Procedures: Completed annual update.
- Sanitary Sewer Cleaning: Started 2025 cleaning. The City cleans 1/3 of the sanitary sewer system each year.
- Large Meter Replacements: Continued installation of 1.5” and 2” meters. The Utility is averaging installation of 3 to 4 meters per week.
- Meter Radio Installations: Continued installations in new construction.
- New Hires: Hired two Utility Maintenance Workers.
- Water System Repairs:
  - January 14, 2025 - Repaired a joint leak along Triverton Pike Dr. and Mckee Rd.
  - January 16, 2025 - Fixed a three-inch service valve and repaired service line for 4543 Thurston Ln.
  - January 21, 2025 - Installed a six-inch band clamp along Aztec Tr.
  - January 27, 2025 - Repaired a bell joint leak caused by a rock adjacent to 5888 Persimmon Dr.
  - January 31, 2025 - Replaced an eight-inch band clamp along Fish Hatchery Rd. and Lacy Rd.

## **Parks**

- McGaw Pickelball Courts: Opened Bids January 10<sup>th</sup>. Project is on the Council agenda for approval on February 11<sup>th</sup>.
- McKee Shelter Siding: Opened Bids January 10<sup>th</sup>. Project is on the Council agenda for approval on February 11<sup>th</sup>.
- Tower Hill Shelter: Opened Bids January 10<sup>th</sup>. Project is on the Council agenda for approval on February 11<sup>th</sup>.
- McKee Farms Park: Surveyed inclusive playground for open shelter addition.
- Performed daily park rounds for McKee Farms Park shelter.
- Emptied trash and recycling containers citywide.
- Placed mulch in area of Sunnyside Dog Park where willow trees were removed.
- Cleared snow from McKee Farms Park ice rink eight times.
- Removed dead or fallen trees in S. Johnson Park.
- Worked on winter mower maintenance, and serviced Morbark chipper.
- Train pruned trees in the Stoner Prairie and Crescent Crossing neighborhoods.
- Removed two large trees from the HUB site.
- Removed trees in Chicory Meadows Park.
- Removed eight trees on Rothmore Ln. and Edenberry St.
- Completed approximately 18 forestry work orders.
- Four snow removal events.
- Started pruning terrace trees in the Highlands of Seminole neighborhood.
- Picked trash out of Fish Hatchery Rd. medians.

## **Building & Grounds**

- Fitchburg HUB: Continued concrete masonry unit (CMU) installation, roof deck installation, installation of mechanical, electrical and plumbing, etc.
- Police Station: Continued work on plans and specifications.
- EV Charging Stations: Worked on obtaining quotes.
- Library: Repaired solenoid valve on shampoo machine.
- Community Center & Public Works: Worked on quotes for floor waxing.
- Fire Station 1: Repaired fire panel.
- Fire Station 2: Diagnosed heat pump repairs.
- Fire Station 3: Repaired two toilet flush valves.
- Police Station: Hung bulletin board.
- Maintenance Position: Completed interviews.
- Two snow/ice removal events.

## **Refuse & Recycling**

- Updated the Fitchburg Recycling Guide for 2025 changes.
- Discussed possibility of completing winter 2025 waste sort with Pellitteri.

- Worked on signage and information for expanded recycling services at the drop-off site. Polystyrene dumpster will accept plastic films and other plastic materials at a date TBD in 2025. Additional service to be provided at no cost.
- Continued collection of holiday string lights at City Hall.

## Streets

- Two people worked for four days feeding the contractor's yard waste grinder.
- Performed vehicle maintenance on 15 vehicles/equipment and made 13 vehicle/equipment repairs.
- Repaired street signs as needed.
- Patched potholes.
- Tarred manholes.
- Performed two Christmas tree pick-ups, which totaled 1,114 trees.
- Worked five weather events with a total of 3.75" of snow.
- Removed damaged bus shelter that was on Post Rd. and Traceway Dr. Moved unused bus shelter from King James Way to Post Rd. and Traceway Dr.
- Submitted the annual Tier II report through the Wisconsin Hazmat Online Planning and Reporting System.
- Received bids for three snowplow truck equipment builds.
- Patched three water main breaks.
- Had four new tires installed on the Case 621 loader.

## Other

- Developments:
  - Highfield (Phase IA): Reviewed warranty punchlist.
  - Highfield (Phase 4): Continued grading. Utilities to start in February.
  - Inspiration at Swan Creek: Worked on punchlist items.
  - Jamestown: Finalized letter of credit (LOC), developer paid assessments/MMSD fees, recorded plat, executed SIA, TADI updated the Traffic Impact Analysis, issued Owner Approval Letters, reviewed water main plans, and worked with Dane County on the geometric design of Jamestown Way/Fitchrona Road intersection.
  - Nine Springs: Reviewed and received LOC renewal.
  - Oak Meadow Reserve: Reviewed Covenant Conditions and Restrictions and LOC estimate.
  - Ochalla: Reviewed warranty punchlist.
  - Terravessa (3<sup>rd</sup> Addition): Reviewed and updated warranty punchlist.
  - Terravessa (4<sup>th</sup> Addition): Sidewalk easements approved and recorded. Received bond renewal.
  - ThermoFisher: Plat recorded, SIA and Assignment.
  - Commercial Developments: Continued follow-up on occupancy punchlists.
  - Planning & Building Permit Reviews: Completed approximately ten reviews.

- Neighborhood Plans: Reviewed information for the Greenfield and South Stoner Prairie Neighborhood Plans.
- Plant Value: Began plant value work.
- Engineering Internships: Worked with HR to post three engineering internships.

Various water distribution system repairs.



Trimmed trees in McGaw Park.



Calibrated the salters on the snowplow trucks with the new calibration scale.





# Senior Center Monthly Department Report

For the Month of: January 2025

## Programs

### 7 New 1X Programs

- AARP Tax Help
- Digital Sherpa – Tech Skills
- Downsizing with Ease
- Pickleball Injury Prevention
- Hitchhiking Across America
- Lunch & Learns

### 31 ongoing programs

#### E-Newsletters Subscriptions

1,557 (December) 1,592 current subscribers through January

**Total Foot Traffic 8am-4pm** – 4950 (FacilitySight, people counter software)

## Meals

**Congregate Meals:** 595

**Home Delivered Meals:** 886

**Grand Total:** 1480

## Case Management

**New client referrals:** 3

**Case Management clients served:** 100

**Medicaid clients served:** 15

#### Client trends and other notables

- Saw ongoing trends with older adults who are unable to afford housing; spent significant time finding/coordinating resources to ensure adults do not move into homeless shelters.
- Continue coordinating Housing Search Clinic with Joining Forces for Families social workers.
- Wellness visits with older adults to make sure they are safe and have heat.

## Volunteer Program Update

New Volunteers	Position	Started	Other
K.C.	Host	Yes	
J.R.	Spanish Social Group/ Bingo Caller/ Meal Driver	Yes	Spanish Speaker
V.M.	Driver Escort	Yes	
J.F.	Musician/ Special Events	No	
B.S.	Driver Escort	Yes	

**Volunteer Replacements in January:** 10 (number of volunteers that were unable to fulfill their commitments and required a replacement)

### On-going Recruitment Efforts

Next-door, Facebook, Senior Center website, Fitchburg Citizens Facebook page, What's Happening video.

## Other

- Attended re-occurring meetings: Department Head, Deputy Administrator, Bi-weekly staff, Commission on Aging Well, Fitchburg Senior Center Friends, Multi-Cultural Work Group, Dane County Focal Point Directors, Wisconsin Association of Senior Centers, Talking Fitchburg, Highline Management.
- Meeting with UW Extension regarding class offerings at the Senior Center.
- Continued communication with DANenet regarding free computers and trainings.
- Meeting with Social Workers to review Dane County contract requirements for 2025.
- Attended Special Employee Recognition ceremony in support of Amy Jordan who received the service award.
- Held an offsite team building event.
- Reviewed and updated Senior Center emergency policies.
- Worked with multi culture group to create a 2025 calendar of various cultural events/celebrations to highlight throughout the year.

“Twinning” at the Senior Center



# MONTHLY REPORTS FEBRUARY 2025

Updates from City Departments and Monthly Activities



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CITY OF FITCHBURG, WISCONSIN



# Administration Monthly Report

**For the Month of: February 2025**

## **Meetings**

Held 1:1 meeting with each of the 16 department heads  
Attended Development Team meetings  
Attended weekly update meetings with Mayor  
Held DH meetings for Council agenda review and roundtable discussion  
Attended monthly League of Municipalities Administrator Zoom meeting  
Attended various developer meetings  
Held monthly meetings with Community Resource Team, Traffic/Safety Team, Buildings & Grounds, and Park, Recreation & Forestry staff  
Attended Finance and Council meetings  
Attended DCCVA meeting and Metro Municipal Partners meeting  
Met with Promega, Village of Oregon and Sara Investments  
Attended weekly communication meetings

## **Staff Projects**

Worked with staff on various projects and policies including but not limited to: WPPA negotiations, housing proposal, Country View Mobile Home Park, Fitch-Rona IGA update, Council handbook, pickleball court expansion & lights, Bowman Plaza TID, Bowman Plaza TIF, Quantum employee survey, Sustainability Plan, history wall, municipal vehicle registration fee, Police Impact Fee, Strategic Plan, and Gorman housing proposal.

## **Events and Collaboration with Businesses & Residents**

Provided a monthly video update and Council meeting recap for residents via FACTv.  
Attended Ehler's Conference and WCMA Conference.



# Assessing Monthly Department Report

For the Month of: February 2025

## Inspections Completed Over the Past Month

- 36 full inspections completed
- 83 exterior inspections completed
- Tagging of non-responsive properties ongoing

## Projects Completed Over the Past Month

- Six inspection request letters sent out.
- Completed annual sales processing and reporting to the Department of Revenue.
- Mailed 527 income and expense surveys to commercial properties.
- Held interviews for Property Appraiser I and Deputy City Assessor positions.
- Completed annual mobile home reports.
- Completed all parcel splits and combinations.
- Held 1:1's with all staff.

## Major Projects in Progress

- Field inspections for properties that sold and/or taken out permits in 2024.
- Inspections of properties not visited in over five years.
- Inspections of rural residential and farm properties.
- Continued sketching of floorplans of properties not visited in several years.
- Tagging and conducting exterior inspections on properties that have not responded to request for inspection.
- Continued work on properties currently in litigation.
- Review of neighborhoods for data consistency and accuracy.
- Review of properties with Agricultural land use value.

## Projects in the Next Month

- Complete all remaining field work and processing.
- Onboard Property Appraiser I and Deputy City Assessor.
- Attend local realtor's office meeting to speak about the work of the Assessing department.
- Prepare for upcoming mediation and trials.
- Review property tax exemption requests.

## Staffing & Accomplishments

- Extend job offers for both Property Appraiser I and Deputy City Assessor positions.
- All staff attended Critical Communications in the Assessment Profession training.
- Chris attended Ehlers Public Finance Seminar.



# Building Inspection Monthly Department Report

For the Month of: February 2025

## All Permits Issued

84 Permits

## Commercial Projects

0 New Commercial

8 Alterations/Repairs/Other

## Residential Permits

2 New Single Family

0 New Two Family

1 Multi-Family (8 Units)

74 Residential Alterations/Additions/Other

## Total Construction Value (All Permits)

\$5,841,994



## Clerk Monthly Department Report

For the Month of: February 2025

### Elections

- In-person absentee voting for the February Primary took place February 4<sup>th</sup> through February 14<sup>th</sup>. Staff assisted 215 residents with in-person absentee voting.
- Conducted second of two visits of Special Voting Deputies to six assisted living facilities on February 3<sup>rd</sup>.
- Conducted public test of voting equipment on February 10<sup>th</sup> as noticed in paper.
- Administered the February 18, 2025, Spring Primary Election.
- Citywide turnout was 15%.
- Total participation was 3,219.
- 1,079 residents voted absentee.

<b>Total Eligible Voters -</b>	<b>20,319</b>
<b>Total Votes Cast Citywide -</b>	<b>3,219</b>
<b>Total Absentees -</b>	<b>1,079</b>
<b>Total Voter Turnout - %</b>	<b>15%</b>

#### **No provisional ballots**

- Conducted Municipal Board of Canvass on February 24<sup>th</sup> to certify the election results.
- Drew names of candidates for lot placement on the April ballot.
- Updated contests and local candidates running for election in WISVOTE voter program.
- Established in-person/early voting hours at City Hall for April Election.
- Published Type E Notice in official newspaper of absentee voting instructions.
- Completed working on schedules for in-person absentee voting at City Hall.
- Completed working on schedules for absentee voting in assisted living facilities.
- Began training four new Chief Election Inspectors due to vacancy at District 1 polling location and addition of a 7<sup>th</sup> polling location in 2026.
- Completed working on scheduling of election inspectors and chiefs to staff six polling locations on election day for the April Election.
- Coordination for set-up of the City's six polling locations with election inspectors, city staff and contact person for the six polling locations.
- Coordination for assistance with public testing of voting equipment for April Election.

- Sent reminders to candidates required to file campaign finance reports for April Election.

## **Permits**

- Processed and approved four sound permits, including the Jess Lex Homes, Blackhawk Church Picnic, SSM Health's Volunteers Picnic and the Fitchburg Farmers Market.

## **Licensing**

- Issued 143 pet licenses.
- Issued five operators licenses .

## **Special Projects**

- Assisted with interview process for Deputy City Assessor.

## **Other**

- Processed five open records requests.

## **Staff**

- Attended post-election day training webinar.
- Team members created agendas for two PSHS and Common Council meetings and monthly COW meetings.
- Clerk attended bi-weekly PSHS and Common Council meetings.



# Economic Development Monthly Report

For the Month of: February 2025

## Economic Development

Placon Midwest Disaster Relief Bonds, prepared CEDA agenda and packet, submitted comments on South Stoner Prairie Plan, and investigated an amendment to TID 18.

## Business/Developer Outreach

23 business and/or developer outreach. Several required additional outreach or follow-up.

## Community Development

Submitted mail delivery issues to the USPS.

## Housing

Fitchburg Housing Plan RFP, JT Klein senior housing, North Pointe Development Uptown Hills townhome workforce housing, Regional Housing Executive Team meeting, Housing Ordinances, Own it Black Wealth, Bowman Plaza, prepared budget carryover requests, prepared and submitted resolution, referral and contract for Phase II – Project I of the Efficiency Navigator program, and worked with Ehlers on Uptown Hills deferred loan analysis.

## Meetings

CEDA, Housing Plan budget meeting, Baker-Tilly, JFF community team meeting, Community Resource Team meeting, Housing Advisory Committee, Mark Roffers-Verona Area School District, Leopold Neighborhood Resource Team meeting, Lunch Up (update), Sara Investments, Wisconsin Latino Chamber, Bryant Road meetings, Sub-Zero, attended weekly staff meeting, weekly pre-development team meeting, weekly Development Team meeting, met with Gorman and Co. on housing proposal, monthly Economic Development meeting with Administration, met with Finance on Pickleball lighting, internal meeting to discuss TID request, attended Department Head meetings, attended Chamber Board meeting, internal meeting on housing proposal, attended Fitchburg Focus, and toured property listed for sale with existing business.

### **Marketing/Tourism**

History Wall work group, prepared Buxton reports for grocer and cold call outreach, assisted finance with a hotel room tax payment, and revised the development update presentation.

### **Professional Development**

Ehlers conference, Strengthening Renters' Rights: A Primer on State and Local Tenant Protections Webinar, and CFR 2/27 State and Local Policy.

### **Other**

Presentation to Fitchburg Active Women's Group, Property Appraiser interview, and Curds of Wisdom.



Patrick Anderson, EMS Chief  
 101 Lincoln Street  
 Verona, WI 53593  
 608-497-2909 (Business Office)  
 608-845-9455 (Fax)  
 www.fitchronaems.com

# Chief's Report

## March-2025

EMS Calls for Service				
Month	2023	2024	2025	Change from Previous Year
January	432	412	491	19%
February	359	386	472	22%
March	411	384		
April	376	382		
May	391	414		
June	403	469		
July	359	457		
August	440	464		
September	445	431		
October	414	464		
November	405	454		
December	423	467		
<b>Total</b>	<b>4,858</b>	<b>5,184</b>	<b>963</b>	<b>20.7%</b>

Estimate for 2025 6259

Special Reporting	Feb-25	Feb-24
<b>Naloxone Administration</b>	<b>5</b>	<b>2</b>
<b>Car 15/17 Responses</b>	<b>19</b>	<b>12</b>
<b>Out of Resources</b>	<b>2025</b>	<b>2024</b>
All trucks on calls - February	29	27
Mutual Aid Required	7	45 Total

Runs by Municipality				
Municipality	Feb-25	Feb-24	Year to Date	Percent of Total Runs to Date
City of Fitchburg	307	262	651	68%
City of Verona	126	99	239	25%
Town of Verona	17	10	27	3%
City of Madison	9	5	12	1%
Belleville (District)	3	4	13	1%
Mount Horeb (Dist)	5	3	14	1%
Other	5	4	7	1%

Fractile Times for Previous Month		
	Service Median (in minutes)	90th Percentile (in minutes)
Notified to Enroute	1.42	2.58
En Route to Arrived on Scene	4.85	10.01
Notified to Arrived on Scene	6.57	11.42
On scene to Transporting	14.00	24.68
Transporting to Destination	15.33	23.71
At Destination to Unit in Service	11.53	17.03

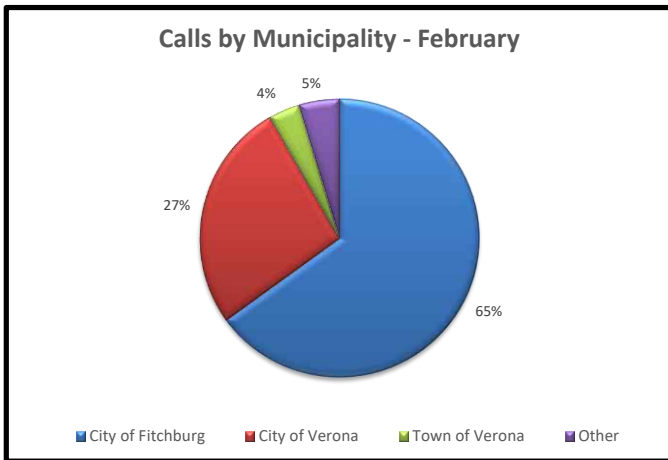
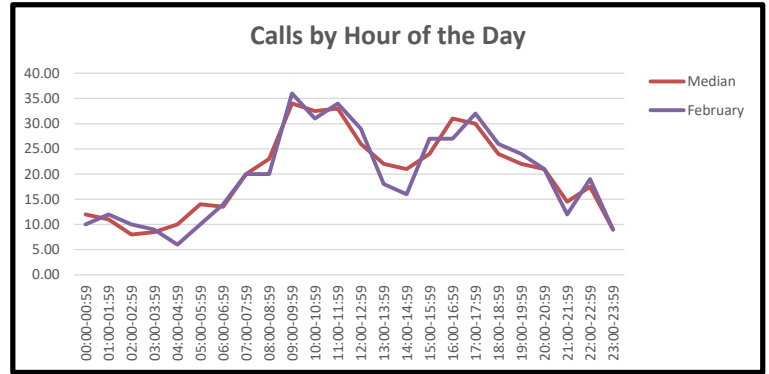
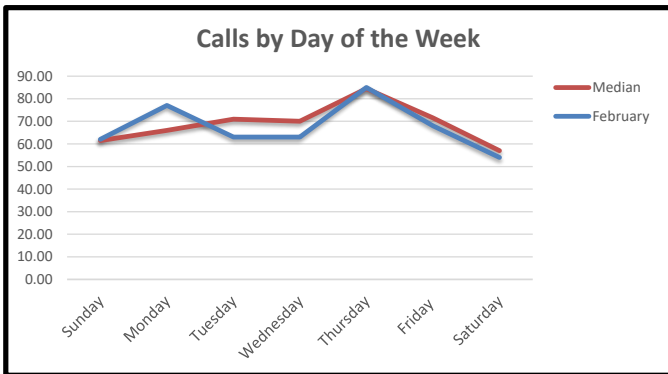
Average calls per day - Previous Year (2024)	14.16
Average calls per day - Year to date	16.32

### Community Events February 11th - March 10th

CPR/First Aid Course with Operating Plasterers and Cement Masons  
 Hand's Only CPR and Stop the Bleed at Eagle School  
 EMS Career talk, CPR, and Stop the Bleed with Briarpatch Youth  
 Hand's Only CPR and Stop the Bleed at Fitchburg and Verona Libraries

Sara, Kristy, Patrick  
 Sara and Kat F  
 Patrick and Ike  
 Jeff

### Statistics



Top 70% Dispatch Reasons for Calls for Service - February			
Previous Month	Current Month	Complaint	
2	1	Falls	23.31 %
1	2	Sick Person	22.25 %
3	3	Breathing Problems	8.69 %
4	4	Chest Pain	7.42 %
6	5	Unconscious/Fainting	6.78 %
5	6	Unknown Problem	4.66 %
			%
			%
			73.11 %

Calls by Station - February			
Station	Count	Percentage	
Verona	141	30%	
FB Sta 2	189	40%	
FB Sta 3	152	32%	

### Financial Report

AR Aging (as of February 28th, 2025)

	0-30	31-60	61-90	91-120	121-180	180+	Total
3Rivers	\$4,201	\$2,917	\$2,965	\$3,308	\$2,159	\$304,225	\$319,775
EMS MC	\$1,018,192	\$344,246	\$170,161	\$178,828	\$134,606	\$106,483	\$1,952,517
Total	\$1,022,393	\$347,164	\$173,126	\$182,136	\$136,765	\$410,708	\$2,272,292
Current %	45.0%	15.3%	7.6%	8.0%	6.0%	18.1%	100.0%
Goals	40.0%	20.0%	10.0%	7.0%	8.0%	3.0%	

### Cash on Hand

	2/28/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
Checking/Market	\$ 1,899,638.54	\$ 2,042,486.12	\$ 1,141,202.29	\$ (142,847.58)	\$ 758,436.25
Savings	\$ 74,992.48	\$ 51,437.57	\$ 17,462.58	\$ 23,554.91	\$ 57,529.90
Oak Bank - CD 8518	\$ 150,931.43	\$ 150,931.43	\$ 150,931.43	\$ -	\$ -
Oak Bank - CD 0852	\$ 100,000.00	\$ 100,000.00	\$ 100,993.45	\$ -	\$ (993.45)
Oak Bank - CD 1824	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ -	\$ -
WISC Funds	\$ 284,648.65	\$ 283,735.23	\$ 255,994.61	\$ 913.42	\$ 28,654.04
<b>Total Cash</b>	<b>\$ 2,710,211.10</b>	<b>\$ 2,828,590.35</b>	<b>\$ 1,866,584.36</b>	<b>\$ (118,379.25)</b>	<b>\$ 843,626.74</b>

### Assigned Fund Balances - Oak Bank

	2/28/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
FAP Funds (Restricted)	\$ 6,271.13	\$ 9,367.13	\$ -	\$ (3,096.00)	\$ 6,271.13
2024 EPIC Grant	\$ 580.00	\$ 580.00	\$ -	\$ -	\$ 580.00
Falls Prevention Grant	\$ 23,500.00	\$ -	\$ -	\$ 23,500.00	\$ 23,500.00
Labor Contract Funds	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ -	
<b>Total Assigned Funds</b>	<b>\$ 54,351.13</b>	<b>\$ 33,947.13</b>	<b>\$ 24,000.00</b>	<b>\$ 20,404.00</b>	<b>\$ 30,351.13</b>

### Assigned Fund Balances - WISC - Health Retirement Account Funds

	2/28/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
Money Market	\$ 667.04	\$ 664.80	\$ 632.67	\$ 2.24	\$ 34.37
Investment Acct	\$ 283,981.61	\$ 283,070.43	\$ 255,361.94	\$ 911.18	\$ 28,619.67
<b>Total Assigned Funds</b>	<b>\$ 284,648.65</b>	<b>\$ 283,735.23</b>	<b>\$ 255,994.61</b>	<b>\$ 913.42</b>	<b>\$ 28,654.04</b>

### February Donations

None

### March Milestones

Mandy Hollis -- LTE EMT - 4-years  
 | Thomasz Wood - LTE Paramedic - 1-year

### Comparables - Calls for Service

Service	2018	2019	2020	2021	2022	2023	2024	Percent Change 2023-2024
Fitch-Rona EMS	3245	3443	3505	4184	4267	4858	5184	7.6%
Middleton EMS	1825	1969	1898	2254	2543	2715		6.8%
Sun Prairie EMS	2839	3165	3213	3368	3692	4424	4961	14.5%

### Other Updates

New ambulances are in service as Medic 47 and Medic 43. Have transition "old" Medic 43 to Medic 41  
 Working on onboarding a new LTE - Kathy Anderson  
 2024 Audit done on 2/13. Should have report by April  
 Multiple staff complete an Active Shooter Incident Management (ASIM) course with Verona Police, Fire, and the School District on 2/27

### SHOUT OUTS

Thank you to Andrew Jensen for removing all the graphics on the old ambulance prior to it going to auction  
 Thank you to Chip and Devon for assisting with mounting equipment to get the new ambulances ready for service  
 Staff at Encompass Health for their care with a critical patient and assisting EMS



# FACTv Monthly Department Report

For the Month of: February 2025

## Current Productions

- 30 productions completed in February.
- 24 meetings completed in February.
- 20 (1 show per day) Talking Fitchburg updates in February.
- 25 productions scheduled for March.
- 26 meetings scheduled for March.

## Upcoming Productions

- HNI Spotlight Videos
- Lunch N Learn- 2 Show Tapings in March
- Fitchburg Rec. Dance Recital
- TF Fitchburg Fireflies 4H Group Community Story
- International Women's Day Celebration Latino Chamber
- TF Council Recap Show
- TF Department of Ag, Trade, and Consumer Protection
- TF Better Business Bureau
- What's Happening at the Fitchburg Senior Center
- Two TF Hy-Vee Health Segments (Aryn is leaving Hy-Vee)

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv Marketing Videos
- Fitchburg Police Department Video Projects- Spotlight Series (On-Hold)
- Fitchburg Fire Department Video Projects (On-Hold)
- Fitchburg Fire Department Fire Hydrant Video- Completed
- Fitch-Rona EMS Staff Photo- In Progress
- Government 101
- HNI Spotlight Series Videos

## Department Projects

- Fitchburg Room AV Update Project- coming soon.
- FSC Dining Room AV Project- coming soon.
- FACTv Marketing Project 2024- started sharing weekly update about FACTv and Talking Fitchburg.

## Department Focus

- FACTv Marketing Plan

TF: Fitchburg Fireflies share their story about helping others with hygiene kits.



Fitchburg Chamber Update at a new gym in Fitchburg.



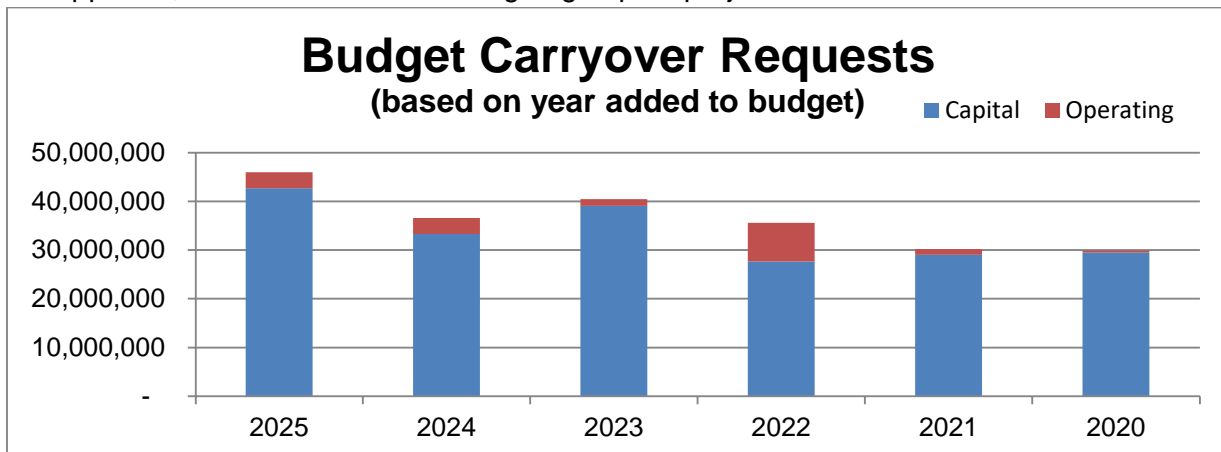


# Finance Monthly Department Report

For the Month of: February 2025

## Routine Finance Cycles

- Tax settlement was completed without issue on 2/20. DNR PILOT was distributed 2/15 without issue. Special assessments/special charges for other districts were distributed. All remaining tax refunds were issued and mailed. Mobile home lottery credit filing submitted.
- Debt payments were completed without issue.
- Annual reconciliation and documentation for 2024 will be a priority over the next couple months. Final audit fieldwork is scheduled for mid-March with Finance Committee presentation tentatively scheduled for the second meeting in May.
- The CIP adoption schedule was approved by the Council. Began worksheet roll-overs.
- Late notices were mailed for 998 delinquent utility accounts or about 12% of total customers.
- November and December 2024 Treasurer Reports prepared and shared with Finance Committee.
- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued submitted to Finance Committee and Council.
- Annual equitable sharing agreement and certification was filed with the Department of Treasury.
- Participated in a variety of conference calls with the League of Wisconsin Municipalities to learn about recent legislative and other activities.
- Reviewed expenditures of bond proceeds and completed transfers of funding.
- Compiled annual budget carryover requests and compared the requests to the established guidelines. A total of \$46 million in projects is recommended for Council approval, most of which is for on-going capital projects.



## Special Projects

- Participated in discussions and information gathering for union negotiations.
- Met with various staff to discuss purchasing policies, CIP projects, grant opportunities, budget amendments, and staff proposals.
- Various meetings to discuss payroll questions and employee handbook updates.
- Reviewed proposals for the HR/Timekeeping/Payroll services RFP. Held some initial interviews. Demonstrations with the top three providers are tentatively scheduled for late April. The schedule is about a month behind the original plan.
- Various TID development incentives and strategies were discussed and reviewed. Council action will be required prior to the execution of any Development Agreements.
- Participated in various discussions about affordable housing strategies.
- Met with other departments regarding open records requests.
- Participated in discussions about revising the Fitchrona Intergovernmental Agreement.
- Worked with various staff on strategies and processes for off-site electric vehicle charging for City vehicles.
- Applied park improvement fees and park fees in lieu of land dedication to the HUB project, generally in order of when the funds were received, in order to meet spend-down requirements.
- Discussed the impact fee needs assessment and analysis for creating a new police impact fee. Council action will be required to implement this new fee.
- Calculated spend-down of ARPA funds and TID closure excess increment funds on authorized projects.

## Staff

- Weekly, bi-weekly, monthly, and quarterly team meetings were held.
- Finance Director attended the annual public finance seminar hosted by Ehlers.
- Finance Director attended the annual conference planning board retreat for the Wisconsin Government Finance Officers Association (WGFOA).
- Participated in panel interviews for a new Deputy City Assessor.

**Statistics**

	<b>2023</b>	<b>2024</b>	<b>Current Month</b>	<b>YTD 2025</b>	<b>Projected 2025</b>
Special Assessment Letters	496	538	28	73	525
Payroll Payments					
Checks	141	151	9	24	150
ACH Payments	7,327	7,523	533	1,248	7,400
Cash Receipts (non-tax)					
Utility Billing	30,435	29,046	561	6,219	30,000
Library	202	231	16	31	225
General*	41,922	5,379	377	988	5,400
OpenGov*	-	845	59	263	850
Budget Amendments					
Administrative Approval	68	57	1	6	50
Council Action	49	53	8	13	50
Purchasing Transactions					
Accounts Payable Checks	1,796	1,979	177	360	2,000
Purchasing Card Payments	4,169	4,262	333	718	4,200
Invoices Generated					
General Customer Invoices	497	475	11	65	500
Quarterly/Annual Utility Bills	30,085	30,744	-	-	31,000
Final Utility Bills	630	675	38	135	675

\*with the implementation of OpenGov, most permit payments are imported as a single daily transaction rather than individual payments



# FITCHBURG FIRE DEPARTMENT



# MONTHLY UPDATE



FEBRUARY 2025



# FITCHBURG FIRE DEPARTMENT

## MONTHLY REPORT

FOR THE MONTH OF FEBRUARY

### CALLS FOR SERVICE

EMERGENCY MEDICAL SERVICES ASSIST

**\* 153**

STILL ALARM

**38**

MOTOR VEHICLE ACCIDENTS

**9**

STRUCTURE FIRES

**1**

TOTAL CALLS THIS MONTH

**228**

TOTAL CALLS FOR THE YEAR

**487**

**2024**

TOTAL CALLS THIS MONTH

**237**

TOTAL CALLS FOR THE YEAR

**492**

**2025**

AVERAGE RESPONSE TIME FOR THE MONTH:

**6 mins 5 secs**

### STAFFING

CAREER STAFF

**19**

\*Approved staffing = 20

PAID ON CALL FIREFIGHTERS

**20**

\*Approved staffing = 50

INTERN FIREFIGHTERS

**5**

\*Approved staffing = 6

SUPPORT STAFF

**8**

\*Approved staffing = 10

TOTAL MEMBERS **52**

### AT A GLANCE

INSPECTIONS

**31**

PUBLIC EDUCATION EVENTS

**1**

TRAINING HOURS

**317**



## STRUCTURE FIRE OVERVIEW

The Department responded to a total of 1 structure fire this past month.

Compared to last month:

Structure Fire calls are down one from last month.

*DATE*

*LOCATION*

*FIRE DESCRIPTION*

02/10/2025

421 Hunters Cove Way

Mutual Aid - City of  
Verona, Building Fire

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 1 public education event this past month.

- 02/18/2025 - Fire Extinguisher Training at Station 1

## PERSONNEL NOTES

- Leave of Absence: Stewart

## RECRUITMENT

- **POX firefighter recruitment process:**
  - Recommendations
- **Fire Chief recruitment process:**
  - Applications Received





# Human Resources Monthly Department Report

**For the Month of: February 2025**

## **Projects & Initiatives**

- Sarah Masa-Myers welcomed baby boy #2 to the family! Congratulations, Sarah!
- Drafted the tracked changes collective bargaining agreement for Police with final approval on March 11, 2025.
- Continued work with the Police & Fire Commission on the Fire Chief process with in-person activities the first week of March.
- Held annual bilingual testing for all staff.
- Attended the Dane County Job Center as a featured employer and the Latino Academy of Workforce Development job fair to share our openings.
- Amy has been very busy with all the summer seasonal openings.
- HR completed building an Exit Survey in Quantum (the same software used for the Employee Engagement and Workplace Culture surveys).
- Completed the 2024 HR Annual Report. The [Annual Report](#) is our year in review.
- Completed the OSHA 300 Report, (a summary of all employee injuries in the prior year).
- Held our quarterly safety team meeting and discussed the following:
  - A test of AlertMedia will be sent out to all staff.
  - The Police department is working on an all-staff Active Shooter training.
  - CVMIC's Risk Reimbursement Program and ideas for ways to use those funds.
  - Cleaning protocol of public areas.

## **Permanent Hires and Promotions**

- Ana Lopez De Moreno -Went from Evening Custodian to Full-Time (effective 3/3/25)
- Michael Harvey – Building Maintenance Technician & Lead Custodian (starts on 3/31/25)
- John Seaman – Property Appraiser I (starts on 3/31/25)
- Ian Sullivan – Deputy City Assessor (starts on 4/1/25)

## **Current Permanent Recruitments**

- Police Officer – Three conditional offers extended; one vacancy would remain if all three are hired.
- Fire Chief – Three finalists determined and decision will be made at the March 19, 2025 Police and Fire Commission meeting but won't be public until the background is completed in April.
- Evening Custodian – Currently accepting applications

## Turnover of Permanent Employees

- Recreation Coordinator – Resignation
- Building Maintenance Technician & Lead Custodian - Retirement

We said farewell to Building Maintenance Technician & Lead Custodian, Dan Ohm who has sailed off into retirement!





# Information Technology Monthly Department Report

For the Month of: February 2025

## Projects

The IT team is working on:

- Computer replacements continue
  - FACTv, Finance
- Virtual Infrastructure Updates
- Windows Updates

## Other Items

- Adjustments to OpenGov for Clerks and Building Inspection
- Fire #2 firewall configuration
- New user creations
- Auto attendant – Planning
- UDE data migration finished
- Alert Media user update
- Upgrades to backup systems
- Brute Force attack remediation
- New vehicle calendar resource

## GIS Initiatives

- Cemetery data update
- Monthly maintenance tasks
- SRF Consulting data request (future land use)
- Employee/public viewer layer list alphabetized
- Deploy SARCOP Local Solution/Quick Capture template
- Added 2025 Rules, Regs, Pricing PDF to website
- WLIA Conference
- New dashboard for web application usage

## Statistics

ServiceDesk - 213 Helpdesk tickets were processed.



## Legal Monthly Department Report

For the Month of: February 2025

### Development/Land Use Update

- Bowman Plaza TIF discussions
- Uptown Hills Development

### Other

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials for municipal and Circuit Court cases
- Country View Mobile Home Park issues
- Attended MAI Planning Meeting at League
- Attended Ehlers Conference
- Weekly Municipal Attorney Conference



# Library Monthly Department Report

For the Month of: February 2025

## Monthly Visits

Monthly Visits – 10,119

## Checkouts/Renewals/Holds

Checkouts – 17,274

Renewals – 5,444

Holds Filled – 6,131

## Programming for Adults

Adult Programs – 9

Adult Program Attendees – 74

## Programming for Kids

Youth Programs – 30

Youth Program Attendees – 831

Youth Self Directed Programs – 2

Youth Self Directed Attendees – 270

Teen Programs – 2

Teen Program Attendees – 4

Teen Self Directed Programs – 1

Teen Self Directed Attendees – 20

## Outreach

Programs – 2

Program Attendees – 63

## Computer & Wireless Sessions

Computer Sessions – 489

Wireless Sessions – 25,909

## Meeting Room Reservations

Meeting Room Reservations – 66

## Overdrive Checkouts

Overdrive eBook Checkouts – 2,400

Overdrive Audio Checkouts – 3,030

Our smallest patrons enjoying a trip to the beach despite the chilly February weather.



The Nakoma Heights Homework Club was having fun making Valentines with our Outreach Librarian Minda.



Our new puzzle table on the second floor has become a popular spot for patrons to relax.





# Parks, Rec. & Forestry Monthly Department Report

**For the Month of: February 2025**

## **Parks**

- Park/Forestry Operations included in Public Works report.

## **Forestry**

### **Urban Forestry**

- Awarded the 2025 spring burn project. Facilitated an early start to burn season if the weather cooperates.
- Collected and scored proposals for the Strategic Urban Forestry Management Plan. Put together the contract and offered it to Eocene Environmental Group.
- Facilitated a Tree Advisory meeting.
- Participated in an Urban Forestry Today webinar on urban soils and tree selection.
- Collected bids for the spring tree planting project. Put together a bid tab and offered contract to the lowest bidder.
- Made a revised tree plan for the Arbor Day event in Huegel-Jamestown Park in case federal grant funds do not come through.
- Participated in a Parks Commission meeting.
- Participated in a Common Council meeting.
- Presented the “Moving Fitchburg Forward, the City of Fitchburg’s Urban Forestry program” at the Wisconsin Parks and Recreation Conference.
- Attended the Wisconsin Arborist Association annual meeting and trade show.
- Inspected ash trees and marked trees for removal as appropriate.
- Attended an Employee Resource Group meeting.
- Received a Million Trees Grant from the Alliant Energy Center.
- Met with the DNR to go over grant expectations, reporting, and communication.
- Met with members of the public to identify the trees present in the Kyle Stiegert Greenway.
- Marked Callery pear trees for removal as appropriate.
- Responded to resident’s requests for service, particularly dead/declining ash trees.

### **Naturalist**

- Discussed the details of the 2025 City of Fitchburg Spring Burn project to Good Oak.
- Spread donated seed in McGaw Park entrance.

### **Volunteer Coordination**

- Ordered volunteer supplies for 2025.
- Made plans to start a volunteer project in McGaw Park area 1 in March.

## Recreation

- CC/Recreation Program Coordinator, Shawn Close, started on February 3.
- Youth Basketball games on Saturdays along with weeknight practices.
- No School Day Programming on February 17 – Block Builders: LEGO Fun.
- Monthly meeting with Activenet account manager.
- Youth Volleyball programming on Sundays.
- Met with Shelley Reynolds from CAPA to discuss pickleball programming.
- Free Community Puzzle Swap scheduled for Thursday, February 27, 5:00-6:00 p.m.
- Distributed youth dance costumes. Rehearsal & Recital on March 1<sup>st</sup> & 2<sup>nd</sup> at Oregon Performing Arts Center.
- Created schedules for Spring Adult Volleyball Leagues and coordinated referees.
- Opened registration for youth soccer.
- Met with Youth Enrichment League to discuss summer program options.
- Sent out Athletic Facility Reservation information to 2024 users.
- Work on details for various summer programs. Registration opens in early March.
- Posted summer seasonal jobs with HR.
- Payments for various program instructors.
- Community Center rental inquiries and reservations.
- February Rec. program revenue to date (2/23) = \$7,404.00
- February CC rental revenue to date (2/23) = \$1,350.00
- February shelter/athletic facility rental revenue to date (2/23) = \$7,675.00

## Projects-Park Commission

- Attended monthly Park & Recreation, Building, and Grounds meeting with City Administration.
- Held monthly update meeting with City Forester.
- Attended biweekly construction meeting regarding the HUB project.
- Met with engineering department staff and Parks Maintenance Supervisor to discuss potential expansion of soccer fields at McKee towards the east of the current fields.
- Attended Finance Committee and Common Council meetings in which the Tower Hill park shelter renovation, McKee Parks shelter siding, McGaw Park pickleball expansion, and Forestry Management Plan were all approved.
- Met with Engineering Department to ensure that we are recording expenses for the HUB project and keeping solid records for reimbursement through the Dane County Grant we received (up to \$150,000).
- Spoke with DNR grant specialist to determine if we might have a good project for a submittal.
- Met with EOR – we are working on park plan concepts for Hartung property.
- Met with staff to discuss potential CIP projects.
- Participated in a Zoom meeting to discuss park design for the Highfields Reserve development.



## Planning & Zoning Monthly Department Report

For the Month of: February 2025

### Plan Commission Applications Processed

- \*A. [Public Hearing and Consideration of Rezone RZ-2583-25](#) Request by Ayesha Liaqat, Agent for Hoophoe Holdings LLC, to Rezone Properties from R-L (Low Density Residential) to PDD-GIP (Planned Development District – General Implementation Plan) to Allow for a Proposed Condominium Multi-Family Residential Development on Property Associated with 2735 Rimrock Road. (packet updated) Postponed to the March 18<sup>th</sup> meeting.
  
- B. [Public Hearing and Consideration of Conditional Use CU-2581-25](#) Request by Jay Hutchinson, Agent for Beo Mor Farm LLC, to Modify a Rural Event Venue Conditional Use Permit to Construct an Auxiliary Building in Conjunction with the Existing Facility on Property Associated with 5735 Adams Road. **Approved.**
  
- C. [ADR - Four Winds Farm Auxiliary Building](#) Request by Jay Hutchinson, Agent for Beo Mor Farm LLC, to Obtain Architectural Design Review Approval to Construct an Auxiliary Building in Conjunction with the Existing Rural Event Venue Facility on Property Associated with 5735 Adams Road. **Approved.**
  
- D. [Public Hearing and Consideration of Conditional Use CU-2582-25](#) Request by Dan Olson, Agent for Wingra Real Estate LLC, to Obtain a Conditional Use Permit to Allow an Electronic Menu Board Sign of 20 Square Feet or Less in Conjunction with the Proposed McDonald's Facility in the Jamestown Quarry Neighborhood on Property Located off McKee Road. Postponed indefinitely.
  
- E. [Certified Survey Map CS-2580-25](#) Request by Brad McClain, Agent for University of Wisconsin Credit Union, to Obtain Approval to Consolidate 1 Existing Lot and 1 Existing Outlot into 1 New Lot on Property Located at 2885 Fish Hatchery Road. **Approved.**
  
- F. [Certified Survey Map CS-2579-25](#) Request by Jeff Meyer, Agent for William Ryan Homes Wisconsin Inc., to Obtain Approval to Subdivide the Existing Lot into 1 Lot and 1 Outlot on Property Associated with 5944 Astor Drive. **Approved.**



## Neighborhood Plans

- Staff finalized a response to a petition from Greenfield neighbors and a letter from the Friends of Waubesa Wetlands. Staff is working to reschedule the final Greenfield Steering Committee meeting.
- The Greenfield Neighborhood Plan draft is expected to be complete in mid-March.
- The South Stoner Neighborhood Plan draft is under review by staff. Following any necessary changes, staff will schedule the final steering committee meeting.

## Healthy Neighborhoods Programs

- The Healthy Neighborhoods Advisory Committee met in February to discuss the Healthy Neighborhoods Strategic Plan update. The City's Housing Initiatives and Programs Specialist provided an overview of the City's housing programs and priorities.
- The neighborhood navigators attended an orientation with Dane County's Early Childhood Program.
- Staff processed the final reports for the 2024 Healthy Neighborhoods Grant Program. Payment request forms have been submitted for ten of the fourteen grantees.
- The application window for the 2025 Healthy Neighborhoods Grant Program closed on February 10<sup>th</sup>. Staff received and processed nineteen applications. Staff prepared for the March 5<sup>th</sup> Healthy Neighborhoods Advisory Committee meeting. At this meeting, the grant applicants will have the opportunity to briefly present their proposal.
- Staff is planning for focus groups/neighborhood events for the Healthy Neighborhoods Strategic Plan jointly with the Economic Development Department's Housing Study.

## Sustainability

- Staff is working with MSA and the Bicycle & Pedestrian Commission on an update of Fitchburg's Bicycle and Pedestrian Plan, to be completed this year.
- Staff continues to work with the FGM team on sustainability elements of under-design Police Services Facility.
- Staff finalized Sustainability Plan and implementation matrix/plan, readying for discussions at the March 2025 RCC and Common Council meetings.
- Staff attended RENEW Wisconsin's 2025 Renewable Energy Summit at Monona Terrace.
- Staff met with BCycle's new General Manager for the Madison-area system and discussed closing out Fitchburg's TAP Grant-funded station expansions this year.
- Staff attended sustainability breakfast forum on alternate transportation in Dane County, hosted by Sustain Dane.

### **Agricultural & Rural Affairs**

- The Agricultural & Rural Affairs Committee met to review and approve a conditional use permit and architectural design review for Four Winds Farm.
- The committee discussed next steps to enact the well ordinance update.
- The committee is planning for the 2025 Agricultural Listening Session. It will be held at Four Winds Farm, 5735 Adams Road, March 26, 2025, at 4 p.m.

### **Other**

- Development Team Meetings:
  - a. LifePoint – Lacy & E. Cheryl
  - b. Bowman Plaza
  - c. Uptown Stormwater Discussion
  - d. Latino Chamber of Commerce



**MONTHLY UPDATE**  
February 2025

# MONTHLY UPDATE | FEBRUARY



## CALL FOR SERVICE OVERVIEW

The Department handled 883 citizen-generated calls for service.

Officers initiated 1,283 calls.

### Compared to last month:

Citizen-generated calls decreased by 73. Officer-initiated calls decreased by 177.

### Compared to last February:

Citizen-generated calls decreased by 36. Officer-initiated calls increased by 160.

## CRIME

### PROPERTY CRIME

- One burglary was reported this month.
- No vehicles were reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There was one report of a shooting or shots fired this month.
- Six firearms were seized as evidence this month.
- There were no robberies reported.

### DOMESTIC VIOLENCE

- Officers investigated three domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**OWI 5<sup>th</sup> Offense, Possess Drug Paraphernalia, Felony Bail Jumping | 2/3** | Fitchburg officers responded to a motor vehicle accident at Rimrock Road and Moorland Road. While officers were in contact with the driver who caused the crash, they detected signs of impairment. Field sobriety tests were conducted and officers made the decision to place the driver under arrest for operating a motor vehicle while impaired. The driver, a 41-year-old DeForest man, was arrested and booked into the Dane County Jail for OWI 5<sup>th</sup> offense and two counts of Felony Bail Jumping. He was also cited for Inattentive Driving and Operate Vehicle without Insurance.

**Battery, Intimidate Victim, Disorderly Conduct | 2/3** | Fitchburg officers were dispatched to the 2300 block of Traceway Drive for the report of a disturbance between a male and female. The victim reported to officers that she and her boyfriend were arguing when her boyfriend slapped her across the face, causing her to fall to the ground. The victim sustained a bruise to her face as a result of this action. The offender, a 35-year-old Fitchburg man, was arrested and booked into the Dane County Jail on the charges of Battery, Intimidate Victim, Disorderly Conduct, and Felony Bail Jumping.

## MONTHLY UPDATE | FEBRUARY



**Possession of Cocaine, Possession of Methamphetamine, Possession of Narcotic Drugs, Felony Bail Jumping | 2/4** | Fitchburg officers were dispatched to a business for the report of an unconscious person in a vehicle. Contact was made with the operator and passenger of the vehicle where it was discovered the operator of the vehicle had a valid warrant and open court cases with set bail conditions. The passenger of the vehicle also had open court cases with set bail conditions. After investigation, both subjects, a 39-year-old Oregon woman and a 33-year-old McFarland woman, were arrested for violating their set bail conditions. During a search incident to arrest and a search of the involved vehicle, officers located various items of drug paraphernalia, cocaine, methamphetamine, and other narcotic drugs. The two women were booked into the Dane County Jail on charges of Possession of Cocaine, Possession of Methamphetamine, Possession of Narcotic Drugs and Paraphernalia, and Bail Jumping (Felony and Misdemeanor).

**Weapons Violation/Shots Fired | 2/6** | Officers were dispatched to the report of a weapons violation in the 2600 block of Country Rose Court. It was reported to dispatch that a subject had been shot in the leg with a firearm. The victim was transported by Fitch-Rona EMS to a local hospital where they received medical treatment for the injury. The incident remains under investigation by the Fitchburg Police Department.

**OWI, Possession of Amphetamine/Psilocin | 2/16** | While monitoring traffic on US Highway 14, an officer observed a vehicle traveling at a high rate of speed. The officer conducted a traffic stop on the vehicle and observed the driver display signs of intoxication. After field sobriety tests were conducted, the driver was placed under arrest for operating while under the influence. A search of the vehicle incident to arrest yielded illegal narcotic drugs. Subsequently, the driver, a 22-year-old Brooklyn man, was booked into the Dane County Jail on charges of Possession of Methamphetamine (felony) and Possession of Psilocin.

Case Number	Date	Location	Alder District	Incident Description
FP25-02463	2/1/2025	Rimrock Rd/Oregon Rd	3	OWI 1st
FP25-02514	2/1/2025	2000 Pike Dr	2	Battery, Disorderly Conduct, Possession of Drug Paraphernalia
FP25-02537	2/2/2025	4500 Jenewein Rd	1	Disorderly Conduct - Domestic
FP25-02578	2/2/2025	5500 Caddis Bend	2	Domestic/Family Trouble
FP25-02621	2/3/2025	Rimrock Rd/Moorland Rd	3	OWI 5th, Possess Drug Paraphernalia, Felony Bail Jumping
FP25-02669	2/3/2025	2300 Traceway Dr	2	Battery, Intimidate Victim, Disorderly Conduct
FP25-02679	2/4/2025	2700 Novation Pkwy	3	Domestic/Family Trouble
FP25-02681	2/4/2025	2700 Novation Pkwy	3	Domestic/Family Trouble
FP25-02686	2/4/2025	2900 Triverton Pike Dr	2	Possession of Cocaine, Possession of Methamphetamine, Possession of Narcotic Drugs, Felony/Misdemeanor Bail Jumping
FP25-02731	2/5/2025	2700 Novation Pkwy	3	Domestic/Family Trouble
FP25-02744	2/5/2025	1200 Post Rd	3	Burglary

# MONTHLY UPDATE | FEBRUARY



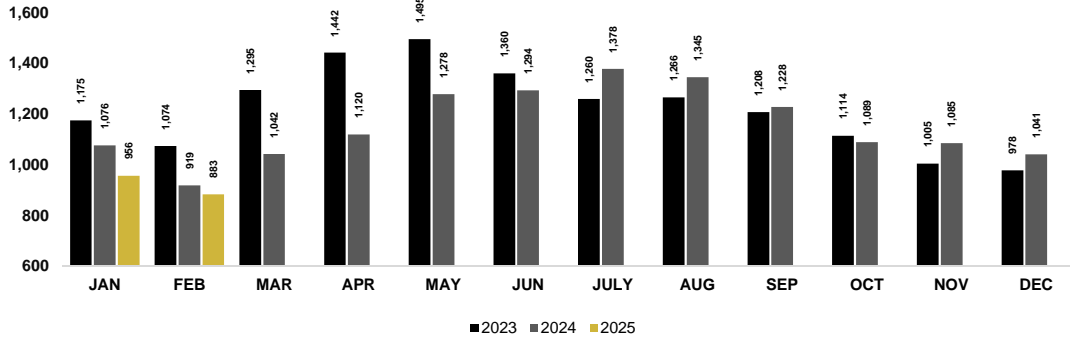
<b>FP25-02850</b>	2/6/2025	5100 E Cheryl Pkwy	3	Domestic/Family Trouble
<b>FP25-02908</b>	2/6/2025	2600 Country Rose Ct	3	Shots Fired
<b>FP25-02993</b>	2/8/2025	6200 McKee Rd	4	OWI 3rd, Ignition Interlock Device Tampering
<b>FP25-03201</b>	2/10/2025	5600 Williamsburg Way	1	Domestic/Family Trouble
<b>FP25-03221</b>	2/11/2025	Fish Hatchery Rd/Traceway Dr	3	OWI 1st
<b>FP25-03445</b>	2/14/2025	3000 Cahill Main	2	Domestic/Family Trouble
<b>FP25-03494</b>	2/15/2025	2400 Tawhee Dr	1	Domestic/Family Trouble
<b>FP25-03566</b>	2/16/2025	Lacy Rd/E Cheryl Pkwy	3	OWI, Possess Methamphetamine & Psilocin
<b>FP25-03602</b>	2/17/2025	Fish Hatchery Rd/Ochalla Dr	3	OWI 1st
<b>FP25-03633</b>	2/17/2025	2500 Pheasant Ridge Trl	3	Battery, Disorderly Conduct
<b>FP25-03670</b>	2/17/2025	2300 Traceway Dr	2	Disorderly Conduct
<b>FP25-03840</b>	2/19/2025	Irish Ln/East Hill Dr	3	OWI 2nd, Operating While Revoked
<b>FP25-03938</b>	2/20/2025	2300 Chalet Gardens Rd	1	Disorderly Conduct
<b>FP25-03967</b>	2/21/2025	Verona Rd/Raymond Rd	1	OWI 1st
<b>FP25-04050</b>	2/22/2025	E Badger Rd/Rimrock Rd	3	OWI 1st
<b>FP25-04124</b>	2/23/2025	Greenway Cross/Eggiman Rd	2	CCW, Possession of Drug Paraphernalia
<b>FP25-04158</b>	2/23/2025	2400 Chalet Gardens Ct	1	Domestic/Family Trouble
<b>FP25-04298</b>	2/25/2025	McKee Rd/Commerce Park Dr	1	OWI 2nd
<b>FP25-04383</b>	2/26/2025	S Park St/Buick St	n/a	CCW, Possession of Marijuana
<b>FP25-04448</b>	2/26/2025	5700 Niagara Ct	4	Domestic/Family Trouble
<b>FP25-04531</b>	2/27/2025	Leopold Way/Whispering Pines Way	2	OWI 1st
<b>FP25-04538</b>	2/28/2025	5100 CTH M	4	OWI 1st
<b>FP25-04563</b>	2/28/2025	6200 Limestone Ln	4	Battery, Disorderly Conduct
<b>FP25-04576</b>	2/28/2025	3500 Breckenridge Ct	3	Domestic/Family Trouble

Incident descriptions reflect preliminary classifications that may change over the course of the investigation.

# FITCHBURG POLICE DEPARTMENT MONTHLY ACTIVITY February 2025

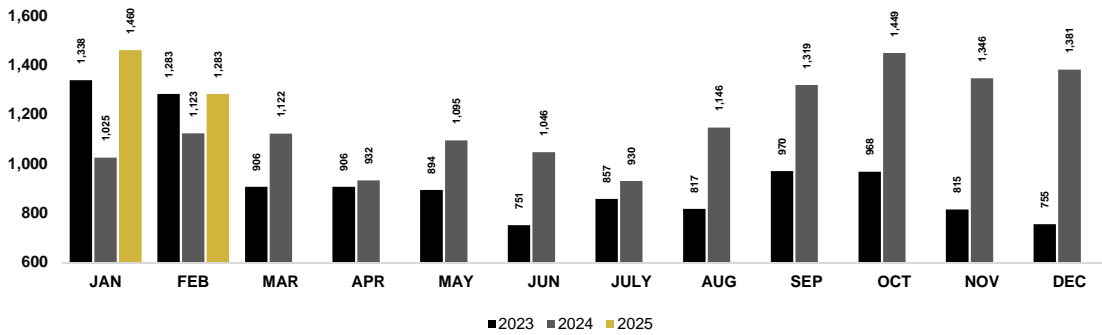


## CITIZEN GENERATED CALLS FOR SERVICE



2024 YTD	2025 YTD	YTD % +/-
1,995	1,839	-8

## OFFICER INITIATED CALLS FOR SERVICE



2024 YTD	2025 YTD	YTD % +/-
2,148	2,743	28

## NOTABLE INCIDENTS

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 YTD	2025 YTD	YTD % +/-
Abduction/FI	2	0	0	4	1	2	1	1	1	1	0	0	0	0											2	0	-100
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0											0	0	0
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0											0	0	0
Robbery	0	1	0	0	0	0	2	0	0	1	1	2	2	0											1	2	100
Sexual Assault	3	0	1	0	1	1	3	0	0	1	1	2	2	1											3	3	0
Aggravated Assault	3	5	2	3	5	5	7	3	4	5	5	6	1	2											8	3	-63
Burglary	5	3	4	3	4	0	4	3	3	2	4	4	5	1											8	6	-25
Theft of Auto	3	4	5	2	2	2	2	2	4	2	8	2	3	0											7	3	-57
Theft from Auto	4	3	2	9	12	7	9	13	14	0	3	4	1	1											7	2	-71

- Notable incidents excludes unfounded incidents. It also aggregates to the highest offense within a single incident.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 YTD	2025 YTD	YTD % +/-
Theft of Auto	3	4	5	2	3	2	2	2	4	2	8	2	4	0											7	4	-43
Shots Fired	0	0	0	3	0	1	0	2	2	1	2	0	0	1											0	1	0
Domestic	19	10	7	21	11	20	19	13	25	10	15	9	7	3											29	10	-66

- These 3 categories include a count of all incidents were the related offense occurred whether or not it was the highest offense.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 YTD	2025 YTD	YTD % +/-
Traffic Crashes	70	41	54	38	54	37	39	51	44	56	49	50	44	54											111	98	-12

Officer Initiated	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 YTD	2025 YTD	YTD % +/-
Traffic Monitoring	49	105	130	139	151	150	72	118	231	213	133	154	223	140											154	363	136
Traffic Stop	283	504	501	303	405	373	374	427	426	600	503	547	591	505											787	1096	39



# Public Works Monthly Department Report

For the Month of: February 2025

## Transportation/Transit

- Held 2025 Road Surface Maintenance kickoff meeting.
- Attended the Syene Road Phase 3 preconstruction conference on February 27, 2025, held by WisDOT.
- Attended the County Materials Oconomowoc plant tour to learn about manhole and concrete pipe manufacturing on February 28, 2025.
- Attended Greater Madison Metropolitan Planning Organization (MPO) Technical Committee Meeting. The following items were discussed:
  - I 39/90/94 Expansion Project added to Regional Transportation Plan (RTP).
  - USH 51 Reconstruction Project added to RTP.
  - North/South Bus Rapid Transit (N/S BRT) updated in RTP to reflect Locally Preferred Alternative.
  - Updated scoring criteria for STBG Transportation Alternatives Set Aside Program grant.
- Attended CTH MM monthly design meeting held by Dane County.
- Attended BRT bi-weekly design meetings.
- Held meetings with Badger Sporting Goods, Kavanaugh Restaurant Supply, and Zimbrick Automotive regarding the Bryant Road Reconstruction project.
- Reviewed and approved 7 right of way (ROW) Permits for driveways, electrical services, and communications services.

## Stormwater

- Developed groundwater level monitoring plan for Goose Lake area. Anticipate installation of monitoring wells and weather station to occur in April.
- Continued discussions with landowner's engineers regarding the proposed Area H regional retention pond and proposed alternatives.
- Reviewed South Stoner Prairie and Greenfield Neighborhood plans and discussed wetland implications with Wisconsin Department of Natural Resources (DNR) staff.
- Prepared draft Municipal Separate Storm Sewer System (MS4) annual report.
- Met with Dane County, DNR, Madison Metropolitan Sewerage District (MMSD), and City of Madison staff to discuss potential Nine Springs E-Way improvement projects including legacy sediment removal, stream re-meandering, and wetland restoration.
- Attended quarterly Madison Area Municipal Stormwater Partnership (MAMSWaP) and Green Tier meetings.

- Completed onsite visit of Seminole Glen wetland kettles with Heartland Ecological to discuss controlled burn details and restoration recommendations.
- Met with Drainage Doctors to discuss their new best management practices (BMP) maintenance tracking software, MetaBMP.
- Prepared a presentation on the City of Fitchburg Stormwater Utility for the February 26, 2025, Committee of the Whole meeting.

## Utilities

- Well No. 12: Finished all testing at Well No. 12. Finalized review of pump house plans and sent to Strand.
- Tower D: Submitted Architectural Design Review (ADR) for approval in March. Held a preconstruction meeting on February 5, 2025. Construction is scheduled to begin in April.
- Aztec Trail and Sentinel Pass Water Main Replacements: Drafted DNR permits.
- Syene Interceptor Phase II: Awarded design services to Vierbicher. Held kickoff meeting on February 14, 2025.
- Fish Hatchery Road Water Main Replacement: Awarded construction of the project to Speedway Sand and Gravel.
- Tower E T-Mobile: Finalized draft amendment to extend license for communication equipment on Tower E for another 25 years. Council approved amendment.
- Tower E AT&T: Requested proposals from consultants to review and inspect AT&T's 2025 upgrade project.
- Water Main Oversizing: Complete oversizing cost calculations for developments and submitted requests for payment.
- Water Service Line Identification: Continued work on the inventory.
- Sanitary Sewer Televising: Finalized list of repairs.
- Sanitary Sewer Cleaning: Continued 2025 cleaning. The City cleans 1/3 of the sanitary sewer system each year.
- Large Meter Replacements: Continued installation of 1.5" and 2" meters. The Utility is averaging installation of 3 to 4 meters per week.
- Meter Radio Installations: Continued installations in new construction.
- Water System Repairs:
  - February 3, 2025 - Repaired water main break (8-inch main) at Fish Hatchery Road & Lacy Road.
  - February 25, 2025 – Repaired water main (6-inch) within Mckee Farms Park at Chapel Valley.

## Parks

- McGaw Pickleball Courts: Contracts are being routed for signatures.
- McKee Farms Park Shelter Siding: Contracts are being routed for signatures.
- Tower Hill Shelter: Contracts are being routed for signatures.

- Stoner Prairie Park Improvements: Scheduled preconstruction meeting. Potentially start construction end of April.
- Performed daily park rounds for McKee Farms Park restrooms.
- Emptied trash and recycling containers citywide.
- Performed ice rink maintenance on McKee Farms Park ice rink.
- Stump ground and restored various stumps in parks.
- Performed maintenance on mowers to ready them for mowing season.
- Continued tree pruning in Highlands of Seminole.
- Worked five winter weather events.
- Removed two large ash trees on Crescent Rd.
- Mowed prairie medians on Fish Hatchery Rd.
- Made repairs to plumbing fixtures in McKee Farms Park shelter after water main break.
- Opened bids for the Rimrock and Southdale playground replacements.
- Started design on the Chicory Meadows Tennis Court Replacement project.

### **Building & Grounds**

- Fitchburg HUB: Masonry work continued. Installed roof.
- Police Station: Continued design work. G.O. Loop started drilling the test well for the geothermal system.
- EV Charging Stations: Two charging stations to be installed starting in March (one in Library garage and one in City Hall garage).
- Library: Worked on in-floor heating valves. Cleaned carpets in two rooms. Cleaned mechanical room. Replaced water valve on shampoo machine.
- Community Center: Carpet cleaned in Fitchburg room.
- Public Works Facility: Replaced blower on hot water heater.
- Helped deliver, set up, and take down polling sites.
- Worked two winter weather events.
- Fire Station 2: Repaired switch on roof top unit.

### **Refuse & Recycling**

- Recycled 716 lbs. of holiday string lights.
- Began compiling data for the Recycling Activities Annual Report.

### **Streets**

- Patched potholes citywide, as weather permitted.
- Helped deliver, set up, and take down polling sites.
- Worked five winter weather events, which included an ice event and 5.75" of snow.
- Shoveled bus stops after snow events.

- Performed vehicle maintenance on three vehicles/equipment and made four vehicle/equipment repairs.
- Completed mailbox repairs from snow removal damage.
- Cleaned shop and offices weekly.
- Maintained recycling center.

## Other

- Developments:
  - Highfield (Phase 4): Started installation of utilities.
  - Inspiration at Swan Creek: Worked on punchlist items.
  - Jamestown Quarry: Continued discussions and reviews for required street and signal improvements.
  - Oak Meadow Reserve: Reviewed plans and set up preconstruction meeting.
  - Ochalla: Sent out warranty punchlist review.
  - Terraveasa: Reviewed storm and plat letter of credit (LOC) estimates.
  - Terravessa (2<sup>nd</sup> Addition, and 3<sup>rd</sup> Addition): Reviewed LOC estimate.
- Commercial Developments: Continued follow-up on occupancy punchlists.
- Planning & Building Permit Reviews: Completed approximately 11 reviews.
- Neighborhood Plans: Reviewed information for the Greenfield and South Stoner Prairie Neighborhood Plans.
- Budget: Complete budget carryovers and review of open purchase orders.
- Plant Value: Completed plant value.
- Interns: Attended the UW-Platteville Career Fair. Interviewed candidates for the Transportation, Environmental and Utility Intern positions. Selected three candidates.
- Training: An Engineering Technician and Project Engineer (Utilities) attended the distribution and groundwater course at Moraine Park Technical College.

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Installed bench in McKee Farms Park, donated by the Lions Club.



Constructed a temporary roundabout at the intersection of Greenway Cross and Coho St.



Painted rusty plow truck rims.





# Senior Center Monthly Department Report

For the Month of: February 2025

## Programs

### 9 New One Time Programs

- Valentines Party
- Joint Pain 101
- Call For Action Channel 3 (Lunch & Learn)
- Fraud & Scams – Better Business Bureau (Lunch & Learn)
- Stony the Road Story – Black History Month program (Lunch & Learn)
- Computer Scams
- Tax Help

### 31 Ongoing Programs

#### E-Newsletters Subscriptions

1,592 (January) 1,610 current subscribers through February

Monthly Foot Traffic – 4425

Avg. Daily Foot Traffic - 221

## Meals

Congregate Meals: 659

Home Delivered Meals: 815

Grand Total: 1474

## Volunteer Program Update

New Volunteers	Position	Started
C.D.	Meal Driver	Yes
S.G.	Kitchen Assistant, Hostess, Gardener	Yes
G.H.	Host	Yes
P.L.	Blood Pressure Clinic Nurse	No
L.G.	Instructor- Ukelele	Yes

**Volunteer Replacements in February:** February is a difficult month to schedule volunteers. We had over 25 open meal routes that needed drivers due to many of our “regular”

volunteers heading out of state for vacation. We also had several open shifts in the kitchen. Our volunteers came through for us and filled ALL the open routes and shifts with the help of the Nutrition Site Assistant helping with a few meal routes and helping in the kitchen.

### **Recruitment Efforts**

**Social media:** Facebook, Senior Center website, Fitchburg Citizens Facebook page, email blasts to current volunteers.

## **Case Management**

**New client referrals:** 9

**Case Management clients served:** 91

**Medicaid clients served:** 14

### **Client trends and other notables**

- Several residents were victims of scams resulting in issues being able to afford food & housing.
- Ongoing need for affordable housing. Several apartments have alerted case managers that there will be non-renewals issued to older adult clients, resulting in them potentially becoming homeless.
- Case Managers continue coordination with Joining Forces for Families for the Housing Clinic at Boys & Girls Club.
- Case Managers continue to have regular office hours at senior apartment buildings, building rapport and providing assistance to residents.

## **Admin/Other**

- Attended re-occurring meetings: Department Head, Deputy Administrator, bi-weekly staff, Commission on Aging Well, Fitchburg Senior Center Friends, Multi-Cultural Work Group, Dane County Focal Point Directors, Wisconsin Association of Senior Centers, Talking Fitchburg, and Highline Management.
- Continued communication with DANenet regarding free computers and trainings.
- Finalized agreement with LPI who will be taking on the publishing and printing of our newsletter.
- Continued work and discussions at the Commission level on ideas and initiatives for future growth of our department.



Meal Drivers delivered donated flowers to homebound clients for Valentines Day!

Black History Month Lunch & Learn event, Stony the Road Story, drew a huge crowd.



# MONTHLY REPORTS MARCH 2025

Updates from City Departments and Monthly Activities



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CITY OF FITCHBURG, WISCONSIN



# Administration Monthly Report

**For the Month of: March 2025**

## Meetings

Held 1:1 meeting with each of the 16 department heads  
Attended Development Team meetings  
Attended weekly update meetings with Mayor  
Held DH meetings for Council agenda review and roundtable discussion  
Attended monthly League of Municipalities Administrator Zoom meeting  
Attended various developer meetings  
Held monthly meetings with Community Resource Team, Traffic/Safety Team, Buildings & Grounds, and Park, Recreation & Forestry staff  
Attended Finance, Council, Committee of the Whole, and Personnel meetings  
Met with MMSD, Verona, and WI Dept. of Corrections  
Participated in Fire Chief interview process  
Attended weekly communication meetings

## Staff Projects

Worked with staff on various projects and policies including but not limited to: Kyle Stiegert Greenway, Quantum employee survey, Council handbook, Bowman Plaza TIF, South Stoner Prairie Neighborhood Plan, Greenway Terrace, Country View Mobile Home Park, FitchRona EMS, Safe Kids, Communication Plan, municipal vehicle registration fee, and Police Impact Fee.

## Events and Collaboration with Businesses & Residents

Provided a monthly video update and Council meeting recap for residents via FACTv.  
Attended Fitchburg Faith & City Leaders meeting.  
Attended business visit with Sub-Zero Group.  
Attended Fire Chief public reception.



# Assessing Monthly Department Report

For the Month of: March 2025

## Inspections Completed Over the Past Month

- 59 full inspections completed
- 120 exterior inspections completed
- Tagging of non-responsive properties ongoing

## Projects Completed Over the Past Month

- Onboarded new Deputy City Assessor and Property Appraiser I
- Staff presented on assessments and revaluations at Coldwell Banker weekly meeting
- Completed field work of all permit and sales inspections
- Held 1:1's with all staff

## Major Projects in Progress

- Inspections of properties not visited in over 5 years
- Inspections of rural residential and farm properties
- Continued sketching of floorplans of properties not visited in several years
- Tagging and conducting exterior inspections on properties that have not responded to request for inspection
- Continued work on properties currently in litigation
- Review of neighborhoods for data consistency and accuracy
- Review of properties with Agricultural land use value

## Projects in the Next Month

- Prepare for upcoming trials
- Review property tax exemption requests
- Complete remaining small amount of field work
- Complete data entry and processing on remaining properties
- Begin income and expense analysis
- Begin sales and neighborhood analysis
- Begin revaluation level projects

## Staffing & Accomplishments

- Deputy City Assessor and Property Appraiser I began and the department is back to being fully staffed



# Building Inspection Monthly Department Report

For the Month of: March 2025

## All Permits Issued

128 Permits

## Commercial Projects

1 New Commercial  
11 Alterations/Repairs/Other

## Residential Permits

8 New Single Family  
4 New Two Family  
0 Multi-Family (8 Units)

104 Residential Alterations/Additions/Other

## Total Construction Value (All Permits)

\$9,012,343



## Clerk Monthly Department Report

For the Month of: March 2025

### Elections

- Began work on scheduling of election inspectors and chiefs to staff 6 polling locations on election day for the April election.
- Published Type E Notice in official newspaper of absentee voting instructions.
- Met with residents at Quarry Ridge Retirement community on the process of being served by special voting deputies for absentee voting beginning in April and all future elections.
- Sent reminders to current alders of the last Common Council date for this term.
- Coordination for the set-up of the City's 6 polling locations with election inspectors, City staff and contact persons for the 6 polling locations.
- Conducted first of two visits of Special Voting Deputies to assisted living facilities on March 12<sup>th</sup>.
- Processed 2,164 absentee ballots to meet the statutory mailing deadline. Ballots for the April Election were delivered by the County on March 7<sup>th</sup> and were required to be mailed out on March 11<sup>th</sup> to voters that have an absentee request on file.
- On average, 100 absentee ballot requests have been coming in daily after the March 11<sup>th</sup> statutory mailing deadline. These daily requests require a 24-hour turnaround time to mail out the ballots.
- Conducted second of two visits of Special Voting Deputies to assisted living facilities on March 17<sup>th</sup>.
- In-person absentee voting for the April Election took place March 18<sup>th</sup> through March 28<sup>th</sup>. Staff assisted 3,232 residents with in-person absentee voting.
- Coordination of assistance with public testing of voting equipment.
- Conducted public test of Election equipment on March 24<sup>th</sup> as noticed in the paper.
- Audited 6,298 absentee ballots at end of in-person absentee voting and assembled election equipment and materials to be dropped off at 6 polling locations for the April 1st Election.
- Continued training 4 new Chief Election Inspectors due to vacancy at Dist.1 polling location and addition of a 7<sup>th</sup> polling location in 2026.
- Administered the April 1, 2025, Spring Election.
- The Citywide turnout was 71% compared to the April 4, 2023 Election turnout of 62%, making this the largest State Spring Election to date.
- Total participation was 14,485.
- 6,298 voted by absentee ballot.

Total Eligible Voters -	20,330
Total Votes Cast Citywide -	14,485
Total Absentees -	6,298
Total Voter Turnout - %	71%

No provisional ballots.

### Permits

- Processed and approved 3 sound permits, including the Crohn's and Colitis event and the Fitchburg Police Department Community Night Out event.

### Licensing

- Issued 98 pet licenses.
- Issued 8 operators licenses.
- Sent out reminders for business alcohol license renewals.

### Other

- Processed 10 open records requests.

### Staff

- The Clerk, Deputy Clerk and Municipal Clerk Assistant attended the Wisconsin Municipal Clerks Association District 4 meeting.
- Team members created agendas for one (1) PSHS and Common Council meetings and monthly COW meetings.
- The Clerk attended PSHS and Common Council meetings.



# Economic Development Monthly Report

For the Month of: March 2025

## Economic Development

- Discussed a previous RFI with the Wisconsin Economic Development Corporation (WEDC)
- Supplied the Finance Department with employment data from 2014 and 2024
- Collected data for the TID 18 Amendment
- Updated the Development Update report
- Prepared the agenda for the upcoming CEDA meeting

## Business/Developer Outreach

24 business and/or developer contacts, several needing additional follow up or sharing of information

## Community Development

Met with PD to discuss Community Night Out and had contact with USPS

## Housing

- Held a prospect meeting for the Greenway Terrace project
- Reviewed the Housing RFP
- Completed and distributed the RFP proposal to various vendors
- Received Letters of Intent to submit from four consulting firms
- Conducted a pre-submittal Q&A meeting for the Housing RFP
- Received RFP submissions from seven consultant firms
- Reviewed and ranked submissions, narrowing the pool to four finalists
- Assembled the Housing RFP review and interview panel
- Met with the owner of a duplex property on Lacy Road

## Prospects/RFP

- Met with a prospect regarding the potential re-use of the former Benvenuto's site
- Responded to a prospect inquiry concerning environmental concerns
- Sent cold call letters to two restaurant prospects, including relevant Buxton reports

- Reached out to a bakery through a cold call and followed up with marketing materials and a development update

## Meetings

- Toured Sub-Zero
- Attended the South Stoner Prairie Neighborhood meeting
- Participated in the Finance and Council meeting on the Efficiency Navigator contract
- Joined an OpenGov meeting regarding the transition of hotel room tax reporting
- Reviewed the Bowman Plaza TID request
- Attended the Greenfield Neighborhood meeting
- Met with representatives from the UPS Store, Jango Bio, Olive Tree Condo, and Evergreen
- Participated in the JT Klein public meeting and the Community Resource Team meeting
- Held a meeting with Marilyn Fell regarding Lacy Road
- Met with the property owners at 2917 Fish Hatchery Road
- Attended Department Head and weekly Development Team meetings, as well as regular staff meetings
- Participated in the lunch update with Madison Schools
- Met with Community Development Program Coordinator to discuss upcoming Housing Forums
- Attended the Syene Interceptor meeting
- Met with Uptown Hills regarding parking concerns
- Attended Fitchburg Biz After Hours
- Met with the property owner on Rolfsmeyer Road
- Held meetings with Samina Kahn and Wangard Partners
- Met with the owner of Madison Area Drone
- Met with staff to review Neighborhood Navigator shirt designs
- Met with Avante Properties

## Marketing/Tourism

- Met with Minuteman to finalize logo thread colors
- Drafted and sent an email to the hotel operator outlining the transition to OpenGov for hotel room tax reporting
- Distributed email and IT instructions to hotel operators and owners regarding the system conversion
- Held a meeting with Destination Madison and the Madison Area Sports Commission

## Professional Development

TRC Rental Rights Training and WI Housing First Coalition Book Club

**Other**

Presented a Housing Presentation at the Fitchburg Senior Center Lunch and Learn



Patrick Anderson, EMS Chief

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www.fitchronaems.com

# Chief's Report

## April-2025

### EMS Calls for Service

Month	2023	2024	2025	Change from Previous Year
January	432	412	491	19%
February	359	386	472	22%
March	411	384	421	10%
April	376	382		
May	391	414		
June	403	469		
July	359	457		
August	440	464		
September	445	431		
October	414	464		
November	405	454		
December	423	467		
<b>Total</b>	<b>4,858</b>	<b>5,184</b>	<b>1384</b>	<b>17.0%</b>

Estimate for 2025 6067

Special Reporting	Mar-25	Mar-25
<b>Naloxone Administration</b>	<b>1</b>	<b>2</b>
<b>Car 15/17 Responses</b>	<b>9</b>	<b>3</b>
<b>Out of Resources</b>	<b>2025</b>	<b>2024</b>
All trucks on calls - March	22	19
Mutual Aid Required	11	45 Total

### Runs by Municipality

Municipality	Mar-25	Mar-24	Year to Date	Percent of Total Runs to Date
City of Fitchburg	275	259	926	67%
City of Verona	114	97	353	26%
Town of Verona	11	9	38	3%
City of Madison	4	4	16	1%
Belleville (District)	7	3	20	1%
Mount Horeb (Dist)	5	7	19	1%
Other	5	5	12	1%

### Fractile Times for Previous Month

	Service Median (in minutes)	90th Percentile (in minutes)
Notified to Enroute	1.45	2.60
En Route to Arrived on Scene	4.62	8.53
Notified to Arrived on Scene	6.23	9.71
On scene to Transporting	13.22	23.69
Transporting to Destination	15.80	23.83
At Destination to Unit in Service	10.80	16.83

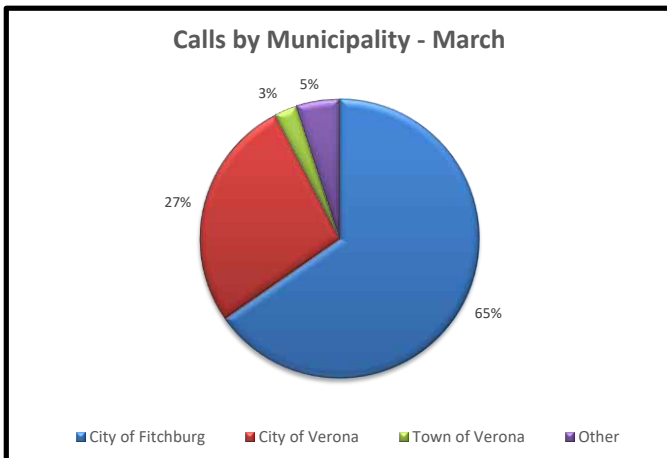
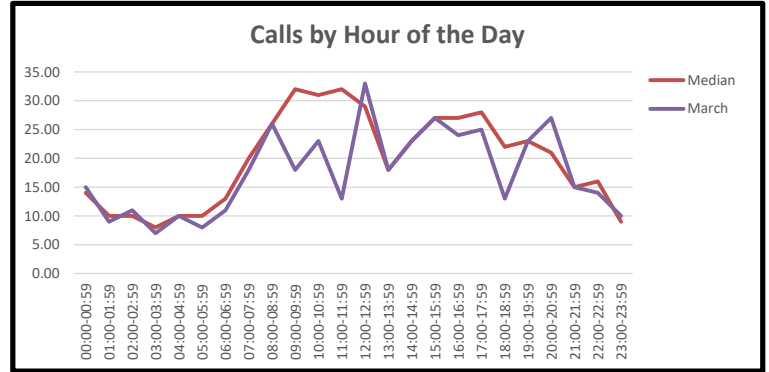
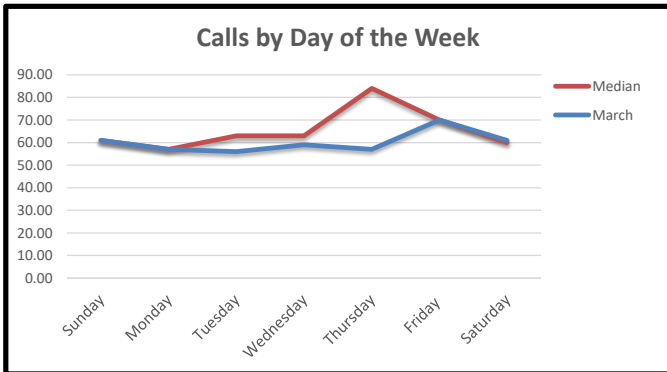
Average calls per day - Previous Year (2024)	14.16
Average calls per day - Year to date	15.38

### Community Events March 11th - April 9th

Lunch and Learn - Falls Prevention - Madison Senior Center
CPR at the Verona Library
CPR/First Aid for Pertzborn
EMS support for Fitchburg Fire House Burn
Madison College Career Fair
Impact Christian Academy - Hands-only CPR/AED

Jeff
Jeff and Sara
Chip, Sara, and Mandy
Kristy and Ross
Jeff
Patrick

### Statistics



Top 70% Dispatch Reasons for Calls for Service - March			
Previous Month	Current Month	Complaint	
1	1	Falls	19.95 %
2	2	Sick Person	16.86 %
5	3	Unconscious/Fainting	6.65 %
3	4	Breathing Problems	6.41 %
4	5	Chest Pain	6.41 %
6	6	Unknown Problem	5.46 %
	7	Seizure	4.75 %
	8	Traffic Incident	4.28 %
			<b>70.77 %</b>

Calls by Station - March		
Verona	122	29%
FB Sta 2	162	38%
FB Sta 3	135	32%

## Financial Report

### A/R Aging (as of March 31st, 2025)

	0-30	31-60	61-90	91-120	121-180	180+	Total
3Rivers	\$5,688	\$2,729	\$2,018	\$3,344	\$1,660	\$153,092	\$168,530
EMS MC	\$1,034,374	\$393,928	\$194,843	\$87,051	\$156,986	\$141,511	\$2,008,694
Total	\$1,040,062	\$396,657	\$196,861	\$90,395	\$158,646	\$294,602	\$2,177,223
Current %	<b>47.8%</b>	<b>18.2%</b>	<b>9.0%</b>	<b>4.2%</b>	<b>7.3%</b>	<b>13.5%</b>	<b>100.0%</b>
Goals	40.0%	20.0%	10.0%	7.0%	8.0%	3.0%	

### Cash on Hand

	3/31/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
Checking/Market	\$ 1,804,356.63	\$ 1,899,638.54	\$ 1,074,017.26	\$ (95,281.91)	\$ 730,339.37
Savings	\$ 247,388.42	\$ 74,992.48	\$ 17,501.47	\$ 172,395.94	\$ 229,886.95
Oak Bank - CD 8518	\$ 150,931.43	\$ 150,931.43	\$ 150,931.43	\$ -	\$ -
Oak Bank - CD 0852	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -
Oak Bank - CD 1824	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ -	\$ -
WISC Funds	\$ 285,671.13	\$ 284,648.65	\$ 258,134.68	\$ 1,022.48	\$ 27,536.45
<b>Total Cash</b>	<b>\$ 2,788,347.61</b>	<b>\$ 2,710,211.10</b>	<b>\$ 1,800,584.84</b>	<b>\$ 78,136.51</b>	<b>\$ 987,762.77</b>

### Assigned Fund Balances - Oak Bank

	3/31/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
FAP Funds (Restricted)	\$ 179,994.45	\$ 6,271.13	\$ -	\$ 173,723.32	\$ 179,994.45
2024 EPIC Grant	\$ 580.00	\$ 580.00	\$ -	\$ -	\$ 580.00
Falls Prevention Grant	\$ 23,472.61	\$ 23,500.00	\$ -	\$ (27.39)	\$ 23,472.61
Labor Contract Funds	\$ 24,000.00	\$ 24,000.00	\$ -	\$ -	\$ 24,000.00
<b>Total Assigned Funds</b>	<b>\$ 228,047.06</b>	<b>\$ 54,351.13</b>	<b>\$ -</b>	<b>\$ 173,695.93</b>	<b>\$ 228,047.06</b>

### Assigned Fund Balances - WISC - Health Retirement Account Funds

	3/31/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
Money Market	\$ 669.52	\$ 667.04	\$ 638.07	\$ 2.48	\$ 31.45
Investment Acct	\$ 285,001.61	\$ 283,981.61	\$ 257,496.61	\$ 1,020.00	\$ 27,505.00
<b>Total Assigned Funds</b>	<b>\$ 285,671.13</b>	<b>\$ 284,648.65</b>	<b>\$ 258,134.68</b>	<b>\$ 1,022.48</b>	<b>\$ 27,536.45</b>

### April Donations

\$100 from a Town of Verona resident

### April Milestones

Daria Diebele - 1 year  
 Thomas Heumann - 2 Years  
 Spencer Nett - 2- Years  
 Jonah Van Der Weide - 1 Year

### Comparables - Calls for Service

Service	2018	2019	2020	2021	2022	2023	2024	Percent Change 2023-2024
Fitch-Rona EMS	3245	3443	3505	4184	4267	4858	5184	7.6%
Middleton EMS	1825	1969	1898	2254	2543	2715		6.8%
Sun Prairie EMS	2839	3165	3213	3368	3692	4424	4961	14.5%

### Other Updates

### SHOUT OUTS

Thank you DC Anders for assisting a resident removing a ring without having to cut it!



# FACTv Monthly Department Report

For the Month of: March 2025

## Current Productions

- 27 Productions completed in March.
- 23 Meetings completed in March.
- 20 (1 show per day) Talking Fitchburg updates in March.
- 35 Productions scheduled for April.
- 26 Meetings scheduled for April.

## Upcoming Productions

- City-wide Waterway Cleanups
- Lunch N Learn- 2 Show Tapings in April
- FSC- taping two programs: Dr Zorba and POW Camps Presentation
- Fitchburg Historical Society Spring Meeting
- Ribbon Cutting Midwest Financial Group
- Mayor's Listening Session
- TF Council Recap Show
- TF Department of Ag., Trade, and Consumer Protection
- TF Better Business Bureau
- What's Happening at the Fitchburg Senior Center

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv Marketing Videos
- Fitchburg Police Department Video Projects- Spotlight Series (On Hold)
- Fitchburg Fire Department Video Projects (On Hold)
- Fitch-Rona EMS Staff Photo- Completed
- Government 101- TBA
- HNI Spotlight Series Videos- Completed

## Department Projects

- Fitchburg Room AV Update Project- coming soon.
- FSC Dinning Room AV Project- coming soon.
- FACTv Marketing Project 2024- started sharing weekly update about FACTv and Talking Fitchburg.

## Department Focus

- FACTv Marketing Plan

### Fitchburg Senior Center Lunch and Learn Series



### Promega Spring Art Showcase Symposium



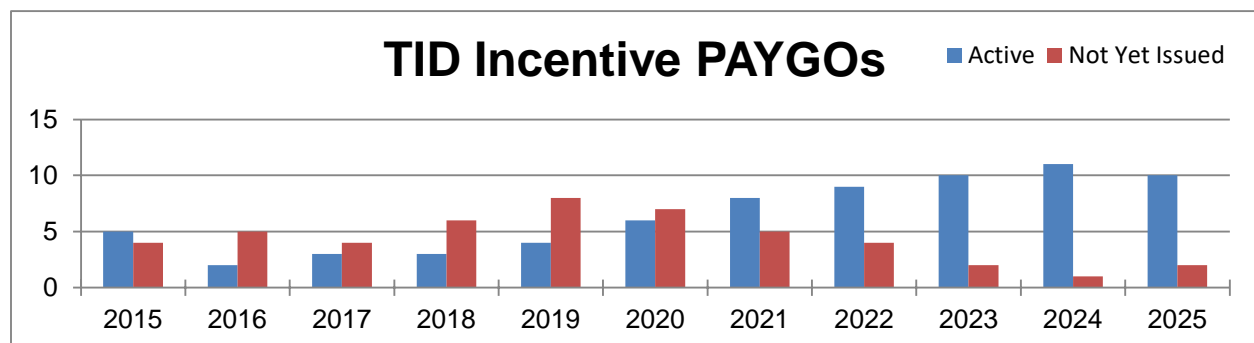


# Finance Monthly Department Report

For the Month of: March 2025

## Routine Finance Cycles

- Debt payments were completed without issue. TID PAYGO incentives were paid without issue, though six of the ten active PAYGO payments had to be reduced to match the available increment per the bond documents. These reductions were mostly the result of decreasing tax rates, full repeal of the personal property tax, and lower than anticipated property values. A full accounting on the calculations used to determine the reductions was provided to the two developers that requested additional details.
- Annual reconciliation and documentation for 2024 completed in preparation for final audit fieldwork completed mid-March. Positive feedback on accuracy and responsiveness received from the auditors. The Final Annual Comprehensive Finance Report (ACFR) will be prepared and presented to the Finance Committee in June.
- Capital Improvement Plan (CIP) worksheets were distributed to Departments. Held several meetings with various Departments to discuss the CIP process and requests. Compilation of requests and discussions with the Mayor to occur in April and May. Mayor's Proposed CIP to be released in June.
- A total of 7,632 quarterly utility bills generated with 5,219 being mailed and 2,413 being emailed due to customers opting out of paper bills.
- January 2025 Preliminary Treasurer's Report was prepared and shared with the Finance Committee.
- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued submitted to Finance Committee and Council.
- Amended the 2024 Statement of Taxes to remove certain special charges.
- Participated in a variety of conference calls with the League of Wisconsin Municipalities to learn about recent legislative and other activities.
- 23 trickle credits were calculated and issued for homes that were at risk of pipe freezing and required to keep minimal flow continuing throughout the winter.



## Special Projects

- Participated in discussions and information gathering for union negotiations. The WPPA 2025-2027 contract was ratified by the Union and approved by the Council. New pay rates were updated in the payroll system. Retroactive pay amounts were calculated and paid.
- Added time tracking for the urban forestry management plan in the payroll software to comply with new grant requirements.
- Held some additional initial interviews with HR/Timekeeping/Payroll software providers. Demonstrations with the top three providers are scheduled for April.
- Participated in discussions and information gathering about the proposed new vehicle registration fee.
- Met with various staff to discuss purchasing policies, CIP projects, grant opportunities, budget amendments, and staff proposals.
- Various meetings to discuss payroll questions and employee handbook updates.
- Various TID development incentives and strategies were discussed and reviewed. Council action will be required prior to the execution of any Development Agreements.
- Participated in various discussions about affordable housing strategies.
- Participated in discussions about revising the Fitchrona Intergovernmental Agreement.
- Worked with various staff on strategies and processes for off-site electric vehicle charging for City vehicles.
- Calculated the compensated absences obligation for 2024 based on new requirements under GASB 101.
- Digitized all utility payment files and connected the forms to the billing software. Purged the forms that were no longer active.
- Upgraded CIP software to the new cloud version.
- Issued the TID incentive PAYGO for Arlo Apartments. The total incentive was decreased from \$780,000 to \$747,067 based on the actual project costs.
- Met with a potential new investment advisor to facilitate the purchase of tax-exempt investments. This change in investment strategy would reduce the expected arbitrage rebate on the 2021A debt issuance.
- Discussed potential updates to the existing Financial Policy Guidelines and Investment Policy. Recommended updates will be presented to Council for consideration in May.

## Staff

- Weekly, bi-weekly, monthly, and quarterly team meetings were held.

**Statistics**

	<b>2023</b>	<b>2024</b>	<b>Current Month</b>	<b>YTD 2025</b>	<b>Projected 2025</b>
Special Assessment Letters	496	538	75	148	525
Payroll Payments					
Checks	141	151	9	33	150
ACH Payments	7,327	7,523	597	1,845	7,400
Cash Receipts (non-tax)					
Utility Billing	30,435	29,046	1,120	7,339	30,000
Library	202	231	43	74	225
General*	41,922	5,379	338	1,326	5,400
OpenGov*	-	845	98	361	850
Budget Amendments					
Administrative Approval	68	57	4	10	50
Council Action	49	53	2	15	50
Purchasing Transactions					
Accounts Payable Checks	1,796	1,979	145	505	2,000
Purchasing Card Payments	4,169	4,262	381	1,099	4,200
Invoices Generated					
General Customer Invoices	497	475	6	71	500
Quarterly/Annual Utility Bills	30,085	30,744	7,632	7,632	31,000
Final Utility Bills	630	675	52	175	675

\*with the implementation of OpenGov, most permit payments are imported as a single daily transaction rather than individual payments



**FITCHBURG FIRE DEPARTMENT** >>>

**MONTHLY UPDATE** >>>

MARCH 2025



# FITCHBURG FIRE DEPARTMENT MONTHLY REPORT

FOR THE MONTH OF MARCH

## CALLS FOR SERVICE

EMERGENCY MEDICAL  
SERVICES ASSIST

\* 105

STILL ALARM

80

MOTOR VEHICLE  
ACCIDENTS

7

STRUCTURE FIRES

0

TOTAL CALLS THIS MONTH

220

TOTAL CALLS FOR THE YEAR

707

2024

TOTAL CALLS THIS MONTH

235

TOTAL CALLS FOR THE YEAR

727

2025

AVERAGE RESPONSE TIME FOR THE MONTH:

6 mins 30 secs

## STAFFING

CAREER  
STAFF

19

\*Approved staffing = 20

PAID ON CALL  
FIREFIGHTERS

18

\*Approved staffing = 50

INTERN  
FIREFIGHTERS

5

\*Approved staffing = 6

SUPPORT  
STAFF

8

\*Approved staffing = 10

TOTAL MEMBERS **50**

## AT A GLANCE

INSPECTIONS

361

PUBLIC EDUCATION  
EVENTS

1

TRAINING HOURS

368



## STRUCTURE FIRE OVERVIEW

The Department responded to no structure fires this past month.

Compared to last month:

Structure Fire calls are down one from last month.

*DATE*

*LOCATION*

*FIRE DESCRIPTION*

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 1 public education event this past month.

- 03/30/2025 - Station Tour at Station 3

## PERSONNEL NOTES

- Resignation received from Thomasz Wood

## RECRUITMENT

- **POX firefighter recruitment process:**
  - No Updates
- **Fire Chief recruitment process:**
  - Offer accepted, pending background check





# Human Resources Monthly Department Report

For the Month of: March 2025

## Projects & Initiatives

- The Fire Chief two-day recruitment process was held March 5<sup>th</sup> and 6<sup>th</sup>. This process entailed a professional panel interview, meet and greet with the Mayor & City Administrator, meet and greet with the Fire Department, City tour, PFC interview and public reception. We have an accepted conditional offer and hope to finalize the offer at the April 16<sup>th</sup> PFC meeting. A big thank you to the Fire Department and FACTv for their assistance with this process!
- We shared the [Employee Engagement survey results](#) with all staff and presented to the Personnel Committee on March 12, 2025. There is much work to be done with action planning in 2025 to help us improve our low engagement areas. Overall, we have a largely engaged workforce and are more engaged than other public sector employers and are close to the engagement levels of those employees working for the Best Places to Work. Impressive!
- We held 7 meetings of the PFC in the first quarter of 2025. Typically, this number is 3. This was due to the Fire Chief process and a complaint to the PFC.
- The 2024 Total Compensation Statements were completed and rolled out for City staff. The Total Compensation Statements take several hours to complete.

## Permanent Hires and Promotions

- Evelyn Stenseng – Recreation & Community Center Coordinator

## Current Permanent Recruitments

- Police Officer – One lateral offer being finalized; will interview again next month.
- Library Assistant II – Currently accepting applications
- Evening Custodian – Currently accepting applications

## Turnover of Permanent Employees

- Police Officer – Going to City of Madison
- Library Assistant II – Scheduling conflicts

## Workers' Compensation Claims

- Fire (1)
- Police (2)

March 4<sup>th</sup> was World Engineering Day.  
A big thank you to our incredible Engineering team.



International Women's Day was on March 8<sup>th</sup>.





# Information Technology Monthly Department Report

For the Month of: March 2025

## Projects

The IT team is working on:

- Computer replacements continue
  - Pole Shed
- Virtual Infrastructure updates
- Windows updates

## Other Items

- NVR update
- VMS Client updates
- Network Monitor upgrade
- HR OnBase form updates
- Detective phone replacements
- Quarterly Hotel Tax form
- Combined the Temp. Operators and regular Operators into one OpenGov form
- Public Works iPads

## GIS Initiatives

- OpenGov and Parcel updates
- Utility Backup from AGO to GDB
- AMC Theater Map (FD)
- Boys and Girls Club Buffer Map (Clerks/Admin)
- Sidewalk maintenance zones split (PW)
- COW meeting presentation
- Official Traffic Map Tickets
- Resident Open Data Request
- 5-year resurfacing CIP Map for PW

ServiceDesk  
227 Helpdesk tickets were processed.



## Legal Monthly Department Report

For the Month of: March 2025

### Development/Land Use Update

- Bowman Plaza TIF discussions
- Uptown Hills Development
- Deferred Loan Program research

### Other

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials for municipal and Circuit Court cases
- Country View Mobile Home Park issues
- Weekly Municipal Attorney Conference
- PFC citizen complaint



# Library Monthly Department Report

For the Month of: March 2025

## Monthly Visits

Monthly Visits – 11,965

## Checkouts/Renewals/Holds

Checkouts & Renewals – 25,961

Holds Filled – 6,847

## Programming for Adults

Adult Programs – 8

Adult Program Attendees – 61

## Programming for Kids

Youth Programs – 37

Youth Program Attendees – 826

Youth Self Directed Programs – 5

Youth Self Directed Attendees – 805

Teen Programs – 3

Teen Program Attendees – 32

Teen Self Directed Programs – 1

Teen Self Directed Attendees – 20

## Outreach

Programs – 1

Program Attendees – 30

## Computer & Wireless Sessions

Computer Sessions – 606

Wireless Sessions – 37,978

## Meeting Room Reservations

Meeting Room Reservations – 71

## Overdrive Checkouts

Overdrive eBook Checkouts – 2,724

Overdrive Audio Checkouts – 3,296

A great turnout for Ramadan story hour and crafts.



Skelly and Wishbone celebrated St. Patrick's Day!



Teen patrons enjoying a night of pizza and virtual reality.





# Parks, Rec. & Forestry Monthly Department Report

For the Month of: March 2025

## Parks

- Park/Forestry Operations included in Public Works report.

## Forestry

### Urban Forestry

- Awarded the 2025 spring tree planting project to SRB trees.
- Cross checked the collected developer deposits with the spring tree planting project.
- Facilitated a Tree Advisory meeting
- Participated in an Urban Forestry Today webinar on Urban Woodlot Management.
- Watched a Parks Commission meeting.
- Watched a Common Council meeting.
- Met with the Urban Tree Alliance to discuss the status of the IRA funded tree planting projects. The Southdale and Huegel-Jamestown projects will move forward. Reviewed the scope, scale, role and responsibilities for the stakeholders of each project.
- Inspected ash trees and marked trees for removal as appropriate.
- Attended an Employee Resource Group meeting.
- Participated in the “Leadership Challenge Workshop” and “Policy Development” as part of the CVMIC Perfecting Leadership Certification Program.
- Translated the Rimrock and Southdale playground survey into Spanish and helped get the surveys out to the public for comment.
- Met with stakeholders at the Kyle Stiegert Greenway to go over possible tree removal /prairie installation.
- Interviewed with FACTv “Talking Fitchburg” about spring tree planting events.
- Participated in an interview panel for the Parks and Forestry assistant position.
- Met with a representative from the Million Trees Grant program to discuss roles and responsibilities for the City of Fitchburg 2025 grant project.
- Organized a tree planting event at Sunnyside Dog Park. Put together a tree planting plan and ordered nursery stock.
- Met with residents to tour McGaw Park.
- Met with volunteers and Public Works staff in Chicory Meadows Park to select grant funded tree planting locations. Selected tree species to be a planted and a date for the tree planting event.
- Responded to a resident’s request to inspect private dead trees.
- Responded to resident’s requests for service. Particularly dead/declining ash trees.

### Naturalist

- Facilitated the 2025 City of Fitchburg Spring Burn project with Good Oak Ecological Services.
- Made signs to encourage people to donate plants to McGaw and Wildwood South Prairie Parks through the Dane County Ripple Effects program. The Chicory Meadows, Wildwood South, and McGaw Park projects were 100% funded.

**Volunteer Coordination**

- Met with volunteers in Chicory Meadows Park to organize the 2025 tree planting event funded by an Alliant Energy Million Tree Grant. Put together a tree planting plan and ordered the trees.
- Ordered volunteer supplies for 2025.
- Met with volunteers in McGaw Park to talk about continued work in Area 1.

**Recreation**

- Hosted end of season 4<sup>th</sup> grade girls' basketball tournament on March 8.
- Monthly meeting with Activenet account manager.
- Created Google survey for Southdale and Rimrock playground projects.
- Met with Shelley Reynolds from CAPA to discuss pickleball programming.
- Summer programs opened for registration on March 3.
- Youth Dance rehearsal & recital on March 1<sup>st</sup> & 2<sup>nd</sup> @ Oregon Performing Arts Center.
- Created pending reservations for athletic facility reservation requests.
- Adult Volleyball league play began in early March.
- Interview applicants for summer seasonal positions.
- Payments for various program instructors.
- Community Center rental inquiries and reservations.
- March Rec. program revenue to date (3/25) = \$29,906.00
- March CC rental revenue to date (3/25) = \$1,700.00
- March shelter/athletic facility rental revenue to date (3/25) = \$5,225.00

**Projects-Park Commission**

- Attended monthly Park & Recreation, Building, and Grounds meeting with City Administration.
- Held monthly update meeting with City Forester/Naturalist.
- Had 1 locate/meeting with family at Oak Hall Cemetery.
- Attended biweekly construction meeting regarding the HUB project.
- Attended Finance Committee and Common Council meetings to discuss Park Department over budget spending in 2024.
- Met with EOR – we are working on park plan concepts for Hartung property.
- Participated in a Zoom meeting to discuss park design for the Highfields Reserve development – Castlebar Park.
- Met with Dan Larson at Nine Springs Golf Course to discuss CIP projects.
- Met with FACTv at the HUB to take pictures and videos of progress to date.
- Met with Corp Team to discuss expansion to Quarry Ridge Recreational areas trails.
- Helped with summer seasonal Forestry/Parks Assistant position.
- Distributed playground project surveys for both Rimrock and Southdale Parks.



# Planning & Zoning Monthly Department Report

For the Month of: March 2025

## Plan Commission Applications Processed

- A. [Public Hearing and Consideration of Ordinance 2025-O-02 & Plan Commission Resolution PCR-01-25](#) Adopting and Recommending the Spring 2025 Amendment to the Comprehensive Plan, Amending Map 4.3 Future Land Use Plan Map for Property Located off Nesbitt Road from BUS (Business) to HDR (High Density Residential) **Approved**
- B. [Rezone RZ-2583-25](#) Request by Ayesha Liaqat, Agent for Hoopoe Holdings LLC, to Rezone Properties from R-L (Low Density Residential) to PDD-GIP (Planned Development District – General Implementation Plan) to Allow for a Proposed Condominium Multi-Family Residential Development on Property Associated with 2735 Rimrock Road (Postponed from February 18, 2025 Plan Commission Meeting) **Approved, with 14 conditions after striking condition #4. ~~The applicants will continue to explore, to the extent practical, mechanisms to ensure connectivity to the property to the north and consider what instruments can be used for the long-term benefit of both parcels.~~**
- C. [Public Hearing and Consideration of Conditional Use CU-2585-25](#) Request by Jayson Jones, Agent for the City of Fitchburg, to Permit a Conditional Use for a Utility and Governmental Facility, Specifically a Water Tower, on Property Associated with 4974 Lacy Road **Approved**
- D. [ADR - Lacy Road Water Tower](#) Request by Jayson Jones, Agent for City of Fitchburg, to Obtain Architectural Design Review for a Proposed Water Tower on Property Associated with 4974 Lacy Road **Approved**
- E. [Final Plat FP-2584-25](#) Request by Kevin Pape, Agent for Green-Tech Land Company LLC, to Obtain Final Plat Approval to Allow the Subdivision of 1 Outlot into 6 New Parcels, Including 2 Buildable Lots, on Property Located off E Cheryl Parkway and Lacy Road **Approved**
- F. [ADR - Jamestown Crew Car Wash](#) Request by Katherine Rayner, Agent for Wingra Real Estate LLC, to Obtain Architectural Design Review Approval to Approve a Proposed Car Wash Facility on Property in the Jamestown Quarry Neighborhood Located off McKee Road. **Approved**
- G. [ADR - Illuminus Senior Housing Remodel](#) Request by Megan Viske, Agent for ILI Senior Housing - Chapel Valley Road Inc, to Obtain Architectural Design Review to



Architectural Design Review Admin.	17	11	-	-	-										
Sign Permits	52	44	5	5	1										
Zoning Permits	195	220	5	15	10										
Early Start Permits	55	81	3	10	3										
Zoning Letters	14	17	2	1	-										
<b>Totals</b>	<b>471</b>	<b>546</b>	<b>26</b>	<b>51</b>	<b>27</b>										

**Neighborhood Plans**

- Staff reviewed the first draft of the Greenfield Neighborhood Plan. Once the revisions are complete, staff will reschedule the final Greenfield Steering Committee meeting.
- The South Stoner Neighborhood Plan draft revision is complete. Staff posted the draft for public comments on the City’s website: [South Stoner Prairie Neighborhood Plan | Fitchburg, WI - Official Website](#)
- The South Stoner Neighborhood Plan Steering Committee will hold its final meeting on Thursday, April 17<sup>th</sup> at 5:00 PM, Fitchburg City Hall.
- Staff will share the drafts of both neighborhood plans with Plan Commission at the earliest opportunity.

**Healthy Neighborhoods Programs**

- The Healthy Neighborhoods Advisory Committee met in March for presentations by the applicants for the 2025 Healthy Neighborhoods Grant Program. The committee and staff evaluated the applications.
- The Healthy Neighborhoods Advisory Committee will meet on April 30<sup>th</sup> to discuss and approve the 2025 grants. Staff expects that Council will review the grants on May 13<sup>th</sup>.
- The neighborhood navigators collaborated with the housing navigators and Neighborhood Resource Team meetings.
- Staff met with the Sun Prairie Neighborhood Navigator leadership to exchange information and explore opportunities to coordinate efforts.
- Staff continues to build a calendar of community events as a resource for the neighborhood navigators.
- Staff continues to plan for focus groups/neighborhood events for the Healthy Neighborhoods Strategic Plan jointly with the Economic Development Department’s Housing Study.

## Sustainability

- Staff submitted the Sustainability Plan to Council for discussion at the March 11 meeting, and made final revisions following conversation and feedback.
- Work continued on the Bicycle & Pedestrian Plan update. Staff completed a working session with the contractor and planning team to evaluate existing network and priorities and identify gaps.
- Staff completed the 2024 annual report for participation in DNR-led Green Tier Legacy Communities.
- Staff continued working on 2024 municipal energy benchmarking report and renewable energy analysis.
- Staff met with BCycle leadership, making plans for final 2025 station additions as part of Transportation Alternatives Program grant.
- Staff advised regarding EV charging and finance considerations with relevant departments, to support expanding municipal EV fleet.
- With neighboring municipalities, staff presented collaborative work at the 2025 Growing Sustainable Communities Conference in Dubuque.

## Agricultural & Rural Affairs

- The Agricultural & Rural Affairs Committee met on March 26<sup>th</sup> for the Agricultural Listening Session. Mayor Arata-Fratta, Alder Bill Jetzer and Fitchburg staff attended.

## Department Notables

- Community Development Planner attended the American Planning Association's Annual Conference.

## Other

- With the support of the Human Resources team, staff interviewed and offered the position to the 2025 planning intern. The intern is expected to start on May 27<sup>th</sup>. The first project the intern will lead is the Ag Preservation Re-zone and ordinance update. Dane County/State of Wisconsin granted Fitchburg a two-year extension. Not completing this work could mean that Fitchburg's farmers lose Farmland Preservation Tax Credits.
- Staff is also working closely with the WI Department of Natural Resources to update Fitchburg's Floodplain Ordinance. This must be completed by June 2025.
- The Development Team Meetings:
  - a. Jamestown Quarry Pre-Construction
  - b. Area H – Uptown Stormwater
  - c. Synergy Construction Group



**MONTHLY UPDATE**  
March 2025

# MONTHLY UPDATE | MARCH



## CALL FOR SERVICE OVERVIEW

The Department handled 1,129 citizen-generated calls for service.

Officers initiated 1,471 calls.

### Compared to last month:

Citizen-generated calls increased by 246. Officer-initiated calls increased by 188.

### Compared to last March:

Citizen-generated calls increased by 87. Officer-initiated calls increased by 349.

## CRIME

### PROPERTY CRIME

- No burglaries were reported this month.
- Five vehicles were reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There were no reports of a shooting or shots fired this month.
- Five firearms were seized as evidence this month.
- There were no robberies reported.

### DOMESTIC VIOLENCE

- Officers investigated nine domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**Battery/Threat to LE Officer, Battery, Resisting Officer | 3/9** | Fitchburg officers were dispatched to the report of a disturbance. A witness reported that a male was assaulting a female in a vehicle. Officers arrived on scene and attempted to intervene, but the male suspect was uncooperative with officers and fled. Officers were able to take the suspect into custody where he then became combative, kicking an officer in the chest and causing a cut to her finger while being placed in the squad car. The victim was interviewed and reported the suspect had thrown an object at her, causing injury. The suspect, a 26-year-old Madison man, was booked into the Dane County Jail on the charges of Battery/Threat to LE Officer, Resisting/Obstructing an Officer, and Domestic Disorderly Conduct.

**False Imprisonment, Disorderly Conduct | 3/12** | Officers were dispatched to the report of a disturbance between a male and female. The female victim reported to officers her ex-boyfriend followed her to her residence and made her get into his truck while showing a handgun. The male suspect then held her against her will in his vehicle while driving around. He later dropped the female off and Fitchburg officers located him where he was then arrested. The 21-year-old

## MONTHLY UPDATE | MARCH



Fitchburg man was booked into the Dane County Jail on charges of False Imprisonment and Disorderly Conduct (while armed).

**Battery, Disorderly Conduct | 3/15** | Officers responded to the 3600 block of Breckenridge Court for a 911 call where a male stated he had been hit in the face. Once in contact with the male caller, he stated he had gotten into an argument with his child's mother. During the argument, the female had struck him in the face with a phone charging cord, causing a cut on his lip. Ultimately the female, an 18-year-old Fitchburg resident, was arrested and booked into the Dane County Jail on charges of Domestic Battery and Domestic Disorderly Conduct.

**Operating While Intoxicated, Resisting Officer | 3/31** | The Fitchburg Police Department received a report from a male subject who stated they were being followed in their vehicle by an intoxicated female operating a vehicle. Before this occurred, the reporting party and the alleged intoxicated female had engaged in an argument where the male had been punched in the face by the female. Fitchburg officers arrived in the area and located the female in her vehicle. The female displayed signs of impairment and refused field sobriety tests. While officers were attempting to place the female under arrest, she physically resisted. Ultimately, the 27-year-old Fitchburg woman was booked into the Dane County Jail on the charges of Operating While Intoxicated, Resisting/Obstructing an Officer, and Domestic Disorderly Conduct.

Case Number	Date	Location	Alder District	Incident Description
25-04687	3/1/2025	4900 Chalet Gardens Rd	1	Battery, Disorderly Conduct
25-04733	3/2/2025	3300 Leopold Way	2	Battery, Disorderly Conduct
25-04951	3/5/2025	2900 Fish Hatchery Rd	3	Disorderly Conduct
25-05013	3/6/2025	Verona Rd/Williamsburg Way	1	OWI 2nd, Ignition Interlock Device Tampering
25-05156	3/7/2025	2700 Pheasant Ridge Trl	3	Unlawful Phone Use
25-05206	3/8/2025	Lacy Rd/Mica Rd	3	OWI
25-05271	3/9/2025	E Badger Rd/Pheasant Ridge Trl	3	Battery/Threat to LE Officer, Battery, Resisting Officer
25-05321	3/9/2025	McKee Rd/Chapel Valley Rd	2	OWI
25-05337	3/10/2025	McKee Rd/Osmundsen Rd	4	OWI 2nd, Possess Amphetamine/Drug Paraphernalia, Carrying Concealed Weapon
25-05385	3/10/2025	5500 Cheryl Dr	2	OWI
25-05456	3/11/2025	5100 Anton Dr	1	Sexual Assault
25-05562	3/12/2025	5500 Williamsburg Way	1	False Imprisonment, Disorderly Conduct
25-05589	3/13/2025	Longford Ter/Rothmore Ln	2	OWI 3rd
25-05788	3/15/2025	3600 Breckenridge Ct	3	Battery, Disorderly Conduct
25-05779	3/15/2025	Fitchrona Rd/McKee Rd	2	OWI

# MONTHLY UPDATE | MARCH



<b>25-05879</b>	3/16/2025	McKee Rd/Nesbitt Rd	4	OWI
<b>25-05881</b>	3/16/2025	High Ridge Trl/Fish Hatchery Rd	2	OWI
<b>25-05885</b>	3/16/2025	Fish Hatchery Rd/Greenway Cross	3	OWI 2nd, Ignition Interlock Device Tampering
<b>25-06069</b>	3/18/2025	Williamsburg Way/S Whitney Way	1	OWI 2nd
<b>25-06346</b>	3/22/2025	Fish Hatchery Rd/Post Rd	2	OWI
<b>25-06434</b>	3/23/2025	Verona Rd/USH 12	n/a	OWI 3rd, Possess Drug Paraphernalia
<b>25-06541</b>	3/24/2025	Whitney Way/Thrush Ln	n/a	OWI
<b>25-06548</b>	3/23/2025	5700 Richmond Dr	1	Sexual Assault
<b>25-06636</b>	3/25/2025	Prairie Edge Way	2	Battery, Disturbance
<b>25-06904</b>	3/27/2025	5100 Aurora Ave	3	OWI, Possess Open Intoxicants
<b>25-06910</b>	3/28/2025	Fish Hatchery Rd/Glacier Valley Rd	3	OWI, Possession of Amphetamine
<b>25-07023</b>	3/28/2025	1300 USH 14	4	OWI 2nd, Resisting Officer
<b>25-07026</b>	3/28/2025	Ochalla Dr/Fish Hatchery Rd	3	OWI, Possession of Marijuana
<b>25-07115</b>	3/30/2025	2200 High Ridge Trl	2	Domestic/Family Trouble
<b>25-07249</b>	3/31/2025	2900 Fish Hatchery Rd	3	OWI, Resisting Officer

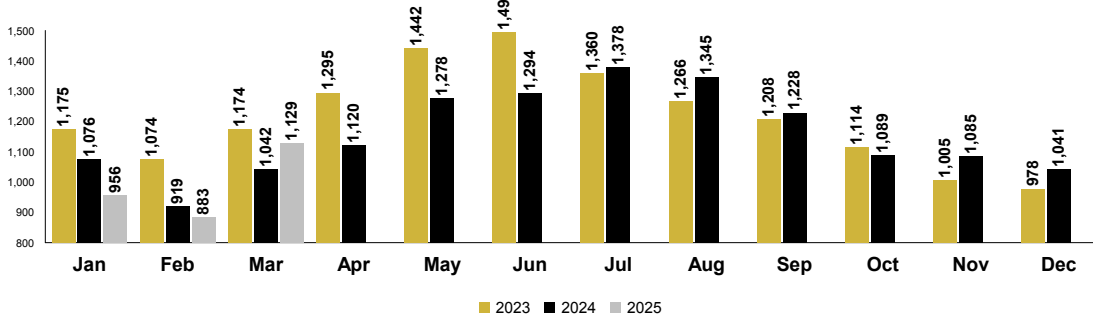
Incident descriptions reflect preliminary classifications that may change over the course of the investigation.

# Fitchburg Police Department

MONTHLY ACTIVITY March of 2025

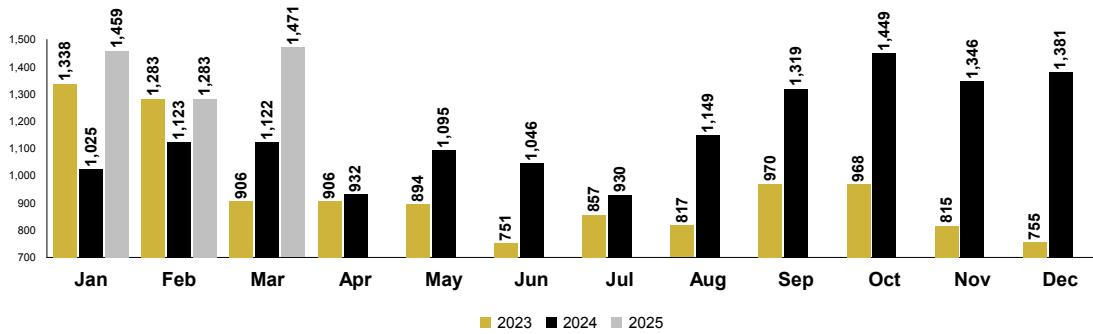


## CITIZEN GENERATED CALLS FOR SERVICE



2024 YTD	2025 YTD	YTD % +/-
3,037	2,968	-2.3%

## OFFICER INITIATED CALLS FOR SERVICE



2024 YTD	2025 YTD	YTD % +/-
3,270	4,213	28.8%

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Abduction/FI	2	0	0	4	1	2	1	1	1	1	0	0	0	0	1										2	1	-50.0%
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0										0	0	0.0%
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0										0	0	0.0%
Robbery	0	1	0	0	0	0	2	0	0	1	1	2	2	2	0										1	2	100.0%
Sexual Assault	3	0	1	0	1	1	4	0	1	0	2	3	2	1	4										4	7	75.0%
Aggravated Assault	3	5	2	3	5	5	7	3	4	4	4	9	1	2	1										10	4	-60.0%
Burglary	5	3	4	3	4	0	4	4	2	2	5	5	5	1	0										12	6	-50.0%
Theft of Auto	3	4	5	2	2	2	1	2	4	2	8	2	3	0	5										12	8	-33.3%
Theft from Auto	4	3	2	9	12	7	9	14	19	0	3	4	1	1	1										9	3	-66.7%
	Notable incidents excludes unfounded incidents. It also aggregates to the highest offense within a single incident.																								50	31	-38.0%

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Theft of Auto	3	4	5	2	2	2	2	2	4	2	8	2	4	0	5										12	9	-25.0%
Shots Fired	1	0	0	3	0	1	0	3	4	1	2	0	1	1	0										1	2	100.0%
Domestic	19	10	7	22	11	20	20	13	25	10	16	10	7	3	9										36	19	-47.2%
These 3 categories include a count of all incidents were the related offense occurred whether or not it was the highest offense.																											

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Traffic Crash	70	41	54	38	54	37	39	51	45	59	52	52	45	55	41										165	141	-14.5%

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Officer Initiated																											
Traffic Monitoring	49	105	130	139	151	150	72	118	231	213	133	154	223	140	218										284	581	104.6%
Traffic Stop	283	504	501	303	405	373	374	427	426	600	503	547	590	505	671										1,288	1,766	37.1%



# Public Works Monthly Department Report

For the Month of: March 2025

## Transportation/Transit

- Held Syene Road Phase 2 pre-construction conference on March 4, 2025, and approved shop drawings.
- Construction on Syene Road Phase 3 began on March 24, 2025, with clearing and grubbing. Attended weekly construction progress meetings and addressed several issues with traffic control plan.
- Attended update meeting for Dane County CTH MM Resurfacing project.
- Reviewed South Stoner Prairie Neighborhood Plan.
- Reviewed Greenfield Neighborhood Plan.
- Attended Weekly North South Bus Rapid Transit (NS BRT) Public Involvement Team Meetings to develop Public Involvement strategy for BRT project.
- Performed vision studies at Commerce Park Dr. and Lacy Rd., Tonto Tr. and Fitchrona Rd., and four locations along E. Cheryl Parkway near Swan Creek.
- Attended the Bike and Pedestrian Plan Working Session on March 14, 2025.
- Attended Atticus Way preconstruction conference for City of Madison project on Red Arrow Tr.
- Reviewed 60% plans for Police Services Facility.
- Attended Ag and Rural Affairs Listening Session at Four Winds Farms and answered resident questions on March 26, 2025.
- Began Transportation Impact Analysis (TIA) Training to assist in reviewing TIAs for new developments.

## Stormwater

- Attended Madison Area Municipal Stormwater Partnership (MAMSWaP) and Yahara Watershed Improvement Network (WINS) quarterly meetings.
- Submitted request for reduced annual adaptive management payments and reimbursement from past overpayments to Yahara WINS.
- Continued discussions with landowner's engineers regarding the proposed Area H regional retention pond and proposed alternatives.
- Completed and submitted the annual Municipal Separate Storm Sewer System (MS4) Annual Report for permit compliance.
- Provided coaching assistance and rain garden event for Dane County residents.
- Held kickoff meeting for the Yarmouth Greenway Streambank Restoration project.
- Continued to update stormwater infrastructure attributes in GIS.

- Received National Environmental Policy (NEPA) review from Environmental Protection Agency (EPA) for Crescent Road Stormwater Improvements project. A categorical exclusion determination was provided.
- Discussed stormwater management for the proposed Edgewood Athletics Campus with developer's engineer and Dane County.
- Promoted spring waterway cleanup events.
- Met with City of Madison and Yahara WINS representatives to discuss potential phosphorus reduction projects in the Dunn's Marsh watershed.

## Utilities

- Well No. 12: Reviewed City's 60% specifications/drawing comments with Strand. Continued work on pump house design.
- Tower D: Held preconstruction meeting. Received Wisconsin Department of Transportation (WisDOT) right of way permit. Construction is scheduled to begin in April.
- Aztec Trail and Sentinel Pass Water Main Replacements: Finalized/stamped drawings and finalized/submitted Wisconsin Department of Natural Resources (DNR) permit applications.
- Syene Interceptor - Phase II: Met with Hartung to discuss alignment through their property. Determined ultimate service area for the Syene Interceptor and worked with planning on future land uses within the ultimate service area. Submitted relocation order for needed easements on 5098 Haight Farm Road.
- Fish Hatchery Road Water Main Replacement: Executed contracts.
- Madison Metropolitan Sewerage District (MMSD): Met with engineering consultant to discuss the next phase of the MMSD's Interceptor replacement project, west of Fitchrona Road.
- Tower E T-Mobile: Sent approved license amendment to T-Mobile for signature.
- Tower E AT&T: Awarded review and inspection services for AT&T's 2025 upgrade project to Strand. Drafted agreement.
- Tower C T-Mobile: Drafted license amendment with T-Mobile to extend their lease another 25 years and submitted to Council for approval.
- Cross Connection Control: Finalized and submitted annual report to DNR.
- Private Well Ordinance: Finalized draft of private well ordinance changes to allow homes more than 150 feet away from the right of way on agricultural property to use new private wells for potable use.
- Water Service Line Identification: Continued work on the inventory.
- iPads: Purchased new iPads for Utility staff to use in the field. These iPads will improve maintenance reporting/work order efficiencies.
- Sanitary Sewer Cleaning: Continued 2025 cleaning. The City cleans 1/3 of the sanitary sewer system each year.
- Large Meter Replacements: Continued installation of 1.5" and 2" meters. The Utility is averaging installation of 3 to 4 meters per week.
- Meter Radio Installations: Continued installations in new construction.

- Water System Repairs: None.

## **Parks**

- McGaw Pickleball Courts: Held preconstruction meeting on March 25, 2025.
- McKee Farms Park Shelter Siding: Held preconstruction meeting on March 20, 2025.
- Tower Hill Shelter: Held preconstruction meeting on March 26, 2025.
- Stoner Prairie Park Improvements: Preconstruction meeting scheduled for April 8, 2025.
- Assisted Streets with taking down snowflakes from street light poles. Maintenance Worker attended Commercial Driver's License (CDL) training for the full month of March.
- Performed rounds for McKee Farms Park and Huegel Park restrooms.
- Emptied parks trash and recycling containers city wide.
- Continued pruning the Highlands of Seminole neighborhood.
- Installed GFCI outlets in the McKee Farms Park shelter.
- Located, stump ground and restored 105 tree stumps.
- Performed playground inspections on all city playgrounds and made repairs, as necessary.
- Developed request for proposals (RFP) and posted publicly professional services documents for the Southdale Park Improvements project.
- Developed RFP and posted publicly for professional services documents McKee Farms Park Kids Crossing Replacement project.
- Removed 3 damaged trees.
- Held interviews for seasonal Park staff positions.
- Maintenance Worker attended Flagger Safety course held by Cities and Villages Mutual Insurance Company (CVMIC).
- Opened McKee Farms Park tennis courts and McGaw pickleball courts for the season.
- Started pruning trees and mulching around City Hall campus.

## **Building & Grounds**

- Fitchburg HUB: Construction continued.
- Police Station: Reviewed 60% plans and specifications.
- EV Charging Stations: 2 – 48 amp charging stations have been installed, one in the City Hall garage and the other in the Library garage. Working on obtaining quotes for installation of the next two EV chargers.
- Installed two sets of blinds for Police Dept.
- Completed filter changes at City Hall.
- Completed interviews for part time cleaning position.
- New Building Maintenance Technician & Lead Custodian started.
- Working on obtaining quotes for next 2 EV chargers installs.

- Working on obtaining quotes for Library wall removal project.
- Started City Hall air handler software replacement.
- Cleaned carpet in two meeting rooms at the Community Center.

## Refuse & Recycling

- Submitted application for organics management grant through Dane County Department of Waste and Renewables.
- Promoted the 2025 Spring Recycling Event, which is on April 12<sup>th</sup> at the City Hall Campus.
- Discussed potential for pilot project involving in-cart sensors. Provided project team with letters of support from City and Pellitteri.

## Streets

- Patched potholes citywide.
- Helped set up and take down for an election.
- Took down snowflakes from street light poles.
- Performed vehicle maintenance on six vehicles/equipment and made 21 vehicle/equipment repairs.
- Street sign repair and installation citywide.
- Swept 80 tons of material from the streets.
- Hauled sweepings to the landfill.
- Installed lockers in the men's locker room.
- Hauled 150 tons of salt from Cottage Grove to shop.
- Two winter weather events totaling 2.8" of snow.
- Took delivery of the last of the seasonal salt.
- Streets crew attended a mandatory flagger safety class thru CVMIC in Wauwatosa.
- Repaired mailboxes that were damaged during ice event.

## Other

- Developments:
  - Highfield (Phase 4): Continued installation of utilities.
  - Inspiration at Swan Creek: Worked on punchlist items.
  - Jamestown Quarry: Continued discussions and reviews for required water main, street and signal improvements. Drafted and executed engineering agreement with KL for signal design review. Reviewed submittals and held quality control meeting with Integrity.
  - Oak Meadow Reserve: Reviewed/approved construction drawings, held preconstruction meeting, and reviewed submittals.
  - Ochalla: Contractor continued work on warranty punchlist.
  - Terravessa, Terravessa (2<sup>nd</sup> Add), Terravessa (3<sup>rd</sup> Add) and Terravessa (4<sup>th</sup> Add – Phase I): Contractor continued work on punchlist items.

- Terravessa (4<sup>th</sup>) - Phase II: Reviewed/approved construction drawings, held preconstruction meeting and reviewed submittals. Construction scheduled to begin in early April.
  - CIP: Drafted CIP worksheets.
  - Commercial Developments: Continued follow-up on occupancy punchlists.
  - Planning & Building Permit Reviews: Completed approximately 13 reviews.
  - Neighborhood Plans: Reviewed draft South Stoner Prairie Neighborhood Plan and draft Greenfield Neighborhood Plan.
  - Interns: Finalized offers for three summer engineering interns.
- 

The first annual Public Works potluck was held on March 7, 2025.



The Terravessa sanitary sewer lift station was repaired on March 25, 2025. Pump was plugged with asphalt and rags.





## Senior Center Monthly Department Report

For the Month of: March 2025

### Programs

#### 10 New One-time Programs

- St. Patrick's Day Party – Live Band
- Wills, Trusts & Enhanced Planning
- Housing Initiatives & United Way (Lunch & Learn)
- Travel Series – Joe Fahey
- Welcome to Medicare – Saturday program
- Social Discussion Group
- UW Research Study Group – Improving ICU Care



#### 31 Ongoing Programs

#### E-Newsletters Subscriptions

1,610 (February) and 1,632 current subscribers through March

**Monthly Foot Traffic** – No data pulled due to in-person voting (2 weeks)

**Avg. Daily Foot Traffic** - No data pulled due to in-person voting (2 weeks)

### Meals

**Congregate Meals:** 666

**Home Delivered Meals:** 858

**Grand Total:** 1524

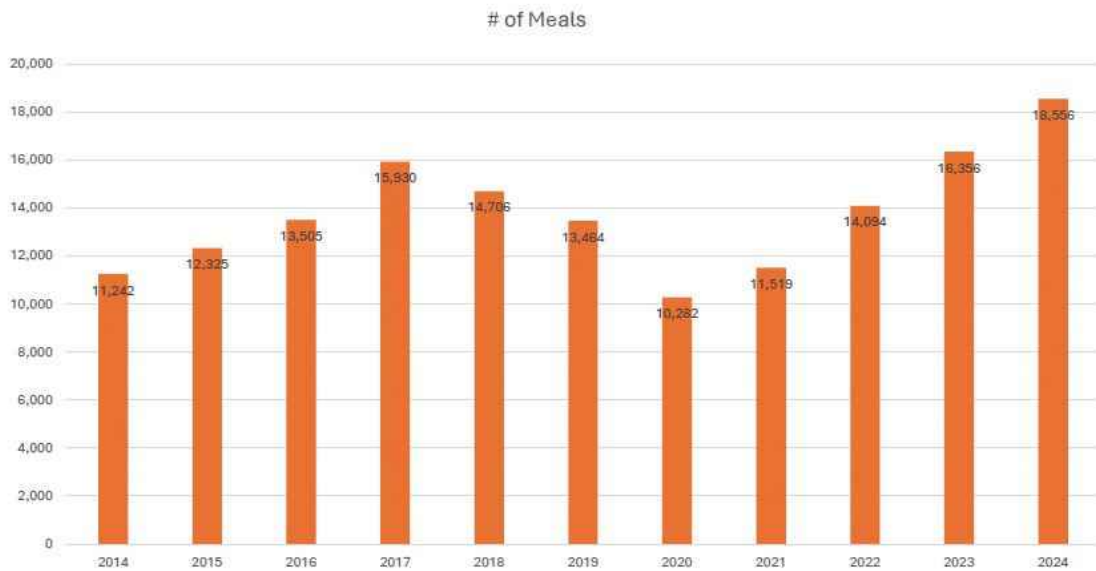
#### Noteworthy:

March is Meals on Wheels Month. This is a great time to educate everyone on the impact the Senior Nutrition Program has for older adults. Please watch the video created with the help of **Fitchburg Access Community Television - FACTv**. FACTv followed our volunteer Erin (who also happens to be the daughter of Governor Tony Evers) and Mayor Julia Arata-Fratta on one of our meal routes. <https://youtu.be/7WH7LbWXEMs>

This is what a decade of serving home delivered and congregate meals has looked like in Fitchburg. Look at the histogram below to see how much we've grown. You will also notice the dip in meals in 2020, when we were only able to home deliver meals due to Covid. Senior Nutrition Program Fitchburg Facts:

- In 2024, the FSC served 18,556 meals to older adults in Fitchburg. (Congregate and home delivered meals.)
- The FSC utilizes ten different volunteers each day to take care of the duties of setting up, serving and delivering meals.
- The FSC has five meal routes that go out each day to deliver meals to our most vulnerable older adults in Fitchburg.
- We partner with local grade schools on a “decorated meal bags project.” Children decorate the paper meal bags given to our home delivered meal clients, to add a little sunshine to their day.

## 10 Year History



### Volunteer Program Update

**New Volunteers: 2**

New Volunteers	Position	Started
K.B.	Technology Tutor	Yes
K. B.	Special Events Volunteer	Will start on 4/27/25

**Volunteer Replacements in November: 8** (number of volunteers that were unable to fulfill their commitments and required a replacement)

**Recruitment Efforts:**

Media & Social Media: Special edition on FACTv, Next-Door, Facebook, Senior Center website, Fitchburg Citizens Facebook page.

## Case Management

**New client referrals: 6**

**Case Management clients served: 92**

**Medicaid clients served: 12**

**Client trends and other notables:**

- Regular office hours held at Senior apartment complexes
- Housing clinic w/JFF held two times at Boys & Girls Club
- Connecting low-income clients with free, refurbished laptops through DANEnet
- Clients struggling with mental health require significant, ongoing assistance

## Other

- Attended reoccurring meetings: Department Head, Deputy Administrator, bi-weekly staff, Commission on Aging Well, Fitchburg Senior Center Friends, Multi-Cultural Workgroup, Dane County Focal Point Directors, Wisconsin Association of Senior Centers, Talking Fitchburg, Highline Management.
- Attended Faith Leaders meeting.
- Presented at COW for Meals on Wheels month.
- Begin work on Dane County 2026 budget request.
- Worked on agenda for the April working meeting with COAW members to develop an outreach plan.
- Met with LPi representatives to discuss details of moving our newsletter to their publishing company.
- Continued communication with DANEnet regarding free computers and trainings.

# MONTHLY REPORTS APRIL 2025

Updates from City Departments and Monthly Activities



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CITY OF FITCHBURG, WISCONSIN



# Administration Monthly Report

**For the Month of: April 2025**

## Meetings

Held a 1:1 meeting with each of the 16 department heads  
Attended Development Team meetings  
Attended weekly update meetings with Mayor  
Held DH meetings for Council agenda review and roundtable discussion  
Attended monthly League of Municipalities Administrator Zoom meeting  
Attended WCMA Region meeting  
Attended various developer meetings  
Attended IDAC meeting  
Held monthly meetings with Community Resource Team, Traffic/Safety Team, Buildings & Grounds, and Park, Recreation & Forestry staff  
Attended Finance, Council, Committee of the Whole, and Council Organizational Meeting  
Met with iHeart, Gebhardt Development, Frostwood Farms, and Restoring Roots  
Participated in multiple CIP meetings  
Attended weekly communication meetings  
Attended the first of a three-part series of webinars hosted by 3CMA on communications

## Staff Projects

Worked with staff on various projects and policies including but not limited to: IAFF mediation, Police Facility, Sustainability Plan, Gorman proposal, Council handbook, housing programs, Uptown Stormwater, Country View Mobile Home Park, zoning code/housing initiatives, history wall, S. Syene Road ongoing issues, Wildwood South Park, and levy limit.

## Events and Collaboration with Businesses & Residents

Provided a monthly video update and Council meeting recap for residents via FACTv.  
Attended Greater Madison Chamber of Commerce IceBreaker event.  
Toured the HUB with contractor and Mayor.  
Attended Quantum training.  
Briefly met with the Take Your Kids to Work Day attendees.  
Attended the spring WCMA annual conference and an AI webinar.



# Assessing Monthly Department Report

For the Month of: April 2025

## Inspections Completed Over the Past Month

- 22 full inspections completed
- 84 exterior inspections completed

## Projects Completed Over the Past Month

- Completed all remaining field work for 2025 assessment roll
- Training for new Deputy City Assessor and Property Appraiser I
- Completed review of agricultural parcels
- Completed data entry and processing on remaining inspected properties
- Completed CIP budget request
- Held 1:1's with all staff

## Major Projects in Progress

- Continued work on properties currently in litigation
- Prep for trial for Excessive Assessment lawsuit
- Neighborhood and sales analysis
- Income and expense analysis
- Finalizing 2025 assessment roll valuations
- Quality control checks
- Review of tax exemption requests

## Projects in the Next Month

- Complete valuations for 2025 assessment roll
- Deposition for upcoming court
- Complete quality control checks on assessment roll
- Complete 2025 assessment ratio study
- Present revaluation and assessment information to Common Council
- Hold assessment informational session and Q&A at Senior Center
- Talk about revaluation and assessments on Talking Fitchburg



# Building Inspection Monthly Department Report

For the Month of: April 2025

## All Permits Issued

175 Permits

## Commercial Projects

1 New Commercial  
15 Alterations/Repairs/Other

## Residential Permits

10 New Single Family  
2 New Two Family  
0 Multi-Family (8 Units)

147 Residential Alterations/Additions/Other

## Total Construction Value (All Permits)

\$12,549,501



## Clerk Monthly Department Report

For the Month of: April 2025

### Elections

- Administered the April 1, 2025, spring election.
- The citywide turnout was 71% compared to April 4, 2023, election turnout of 62%. This was the largest state spring election to date.
- Total participation was 14,485.
- 6,298 voted by absentee. No provisional ballots.

Total Eligible Voters	20,330
Total Votes Cast Citywide	14,485
Total Absentees	6,298
Total Voter Turnout - %	71%

- Held Municipal Board of Canvas immediately after the close of Polls on Election night.
- Delivered election materials to the County and the School District per Statutes.
- Held required Municipal Board of Canvas on Monday April 7<sup>th</sup> at 8:30 a.m. No provisional ballots were issued on Election Day but still required to meet per Statutes.
- Began work on certifying the election results and recording voter participation.
- Reorganized election equipment and materials in preparation for the 2026 spring Election.
- Began work on payroll for hours accumulated by Election Inspectors for the spring election cycle.
- Sent oaths, Certification of Election, and payroll forms to newly elected alders.

### Permits

- Processed and approved 12 sound permits, including:
  - PuppyUP Madison
  - Big Strides for Autism
  - Walk to End Epilepsy
  - United Cerebral Palsy Family Frolic
  - Festa Italia
  - Concerts at McKee
  - Agora Art Fair

## Licensing

- Issued 66 pet licenses.
- Issued 8 operators licenses.
- Reached out and began processing alcohol license applications.

## Board of Review

- Began working with the City Assessor to determine open book and first meeting dates.
- Updated forms and guides for the 2025 filing year.
- Coordinated two members' attendance for in-person training in compliance with state law.

## Other

- Processed 16 open records requests.
- Welcoming and onboarding of newly elected and re-elected Common Council members.
- Welcoming of new and reappointed Commission and Committee Members.
- Updated member information in OnBase for record retention.

## Staff

- Team members created agendas for (2) PSHS and (3) Common Council meetings and monthly COW meetings.
- The clerk attended PSHS and Common Council meetings.



# Economic Development Monthly Report

For the Month of: April 2025

## Economic Development

- Provided information on permitting for a food cart.
- Put together marketing packets and USBs.
- Reviewed the South Stoner Prairie Neighborhood Draft and made edits.
- Prepared CEDA agenda and meeting packet.
- Contacted possible business luncheon speaker.
- Drafted resolution for Bowman Plaza TIF request.
- Provided Finance with updated demographic information for Fitchburg.
- Fitchburg Biz After Hours at the Loxley

## Business/Developer Outreach

- Contacted the owner of the La Hispana Grocery on Williamsburg Way regarding opening day.
- Setup meeting with iHeart
- Contact with:
  - Popeye's franchisee
  - Mid-America Real Estate
  - JG Development, Avante Properties, Synergy Group
  - Loxley, Continental Properties, Tyson Hall – Foseid
  - Payne & Dolan/Walbec, Davey Schutz, Gebhardt Development
  - Benjamin, Cathy Aspinwall, Industrial development prospect – Nick Unger
  - Holmes Bobberschmidt - Phil Sveum, Newcomb Construction
  - Key Commercial Real Estate, Chris Gosch, KSW Construction
  - Benvenuto's prospect and The UPS Store

## Community Development

- Worked on business recruitment for the Community Night Out.
- Contacted the USPS regarding mail delivery issues.
- Phone call with Jessica Price regarding joint grant applications update.
- Contacted Madison Community Development regarding daycare.
- Homebuyer Round Table Workshop at the Fitchburg Public Library.

## Housing

- Housing project for developer.
- Outreach to attorneys for housing programs legal services.
- Sent Oakbrook a housing plat.

- Attended Turning the Key to Homeownership.
- Boundless Tiny Homes
- Met with Olivia Williams regarding Madison Community Land Trust.
- Met with Kaba Bah
- Olive Tree development
- Gorman Affordable Housing proposal.

### **Prospects/RFP**

- Contacted Bernie Lange regarding hotel prospect.
- Set up meeting with Accipiter Properties.
- Prepared RFI for Project Farwell.
- Provided MG & E prospect sites.

### **Meetings**

- Met with Sustainability Specialist and Administration regarding the Sustainability Plan.
- Attended Jorge's Farewell Event at the Latino Chamber.
- Met with Mayor regarding housing programs funding.
- Internal meeting regarding deferred loans.
- Met with iHeart Media.
- Attended the SSPN Steering Committee meeting.
- Attended weekly staff & development team meetings, department head, HAC, Community Resource Team, CEDA, Fitchburg history wall and Memorial Day planning meetings.
- Regional Housing Strategy Executive Committee
- Zoning Code and Housing Initiatives
- Webinar ADU's with 1000 Friends of Wisconsin
- Low-Income Housing Tax Credits 101 for Bankers
- Restoring Roots, Quantum Training, Uptown stormwater, and BioForward annual meeting.

### **Professional Development**

- Buxton training
- Attended the InBusiness Real Estate and Construction Symposium
- 2026 CDBG/Home RFP Workshop
- ICS-100c Introduction to Incident Command System

### **Other**

Organized filing, attended the GMCC IceBreaker, interviewed housing consultants for housing plan, attended Madison Forward Fund and presented to the Crossing.



Patrick Anderson, EMS Chief

101 Lincoln Street  
 Verona, WI 53593  
 608-497-2909 (Business Office)  
 608-845-9455 (Fax)  
 www.fitchronaems.com

# Chief's Report

## May-2025

EMS Calls for Service				
Month	2023	2024	2025	Change from Previous Year
January	432	412	491	19%
February	359	386	472	22%
March	411	384	421	10%
April	376	382	475	24%
May	391	414		
June	403	469		
July	359	457		
August	440	464		
September	445	431		
October	414	464		
November	405	454		
December	423	467		
<b>Total</b>	<b>4,858</b>	<b>5,184</b>	<b>1859</b>	<b>18.9%</b>

Estimate for 2025 6162

Special Reporting	Apr-25	Apr-24
Naloxone Administration	1	5
Car 15/17 Responses	15	5
Out of Resources	2025	2024
All trucks on calls - April	25	16
Mutual Aid Required (to date)	16	45 Total

Runs by Municipality				
Municipality	Apr-25	Apr-24	Year to Date	Percent of Total Runs to Date
City of Fitchburg	312	266	1238	67%
City of Verona	125	92	478	26%
Town of Verona	10	4	48	3%
City of Madison	13	4	29	2%
Belleville (District)	7	4	27	1%
Mount Horeb (Dist)	8	5	27	1%
Other	0	2	12	1%

Fractile Times for Previous Month		
	Service Median (in minutes)	90th Percentile (in minutes)
Notified to Enroute	1.43	2.58
En Route to Arrived on Scene	4.92	10.35
Notified to Arrived on Scene	6.40	11.57
On scene to Transporting	13.32	22.16
Transporting to Destination	15.35	23.43
At Destination to Unit in Service	11.17	17.15

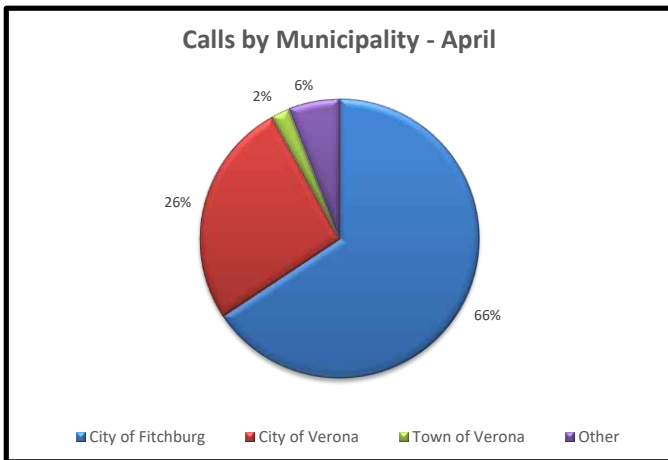
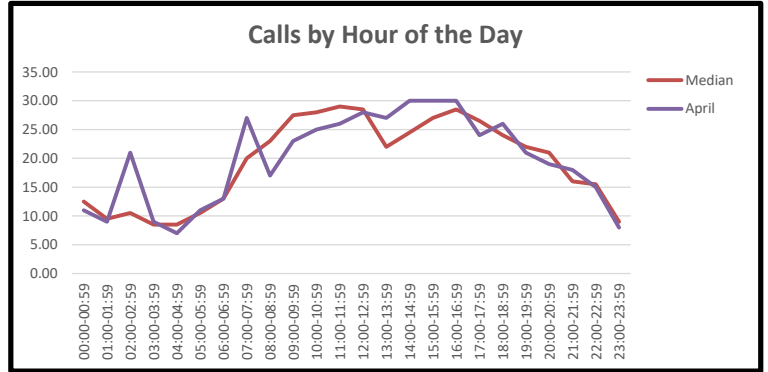
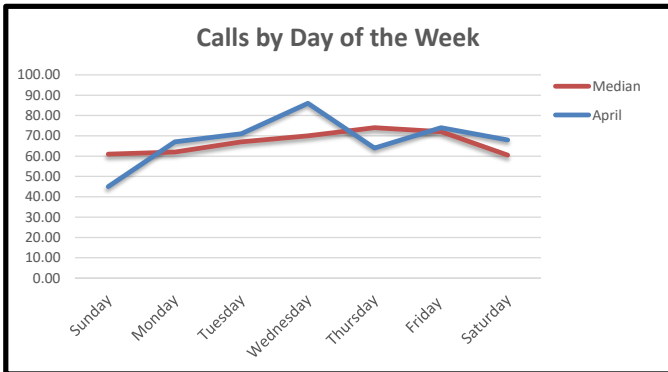
Average calls per day - Previous Year (2024)	14.16
Average calls per day - Year to date	15.49

### Community Events April 10th - May 5th

EMS Support for Verona FD house burn - training	
Stop-the-Bleed Training at Oak Bank	
CPR and First Aid course at 1901, Inc	
Chat with the Chief at the Verona Senior Center	

Kristy and Carlos	
Patrick and Chip	
Patrick	
Patrick	

### Statistics



Top 70% Dispatch Reasons for Calls for Service - April			
Previous Month	Current Month	Complaint	
1	1	Falls	22.74 %
2	2	Sick Person	17.74 %
5	4	Breathing Problems	8.84 %
3	3	Unconscious/Fainting	6.53 %
4	5	Chest Pain	6.11 %
6	6	Unknown Problem	5.47 %
	8	Traffic Incident	4.21 %
			%
			71.64 %

Calls by Station - April			
Verona	142		30%
FB Sta 2	141		30%
FB Sta 3	192		40%

## Financial Report

### A/R Aging (as of April 30th, 2025)

	0-30	31-60	61-90	91-120	121-180	180+	Total
EMS MC	\$1,066,977	\$439,443	\$185,190	\$112,578	\$147,692	\$94,939	\$2,046,819
Current %	52.1%	21.5%	9.0%	5.5%	7.2%	4.6%	100.0%
Goals	40.0%	20.0%	10.0%	7.0%	8.0%	3.0%	

### Cash on Hand

	4/30/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
Checking/Market	\$ 1,642,775.28	\$ 1,804,356.63	\$ 1,004,807.66	\$ (161,581.35)	\$ 637,967.62
Savings	\$ 229,390.95	\$ 247,388.42	\$ 27,391.02	\$ (17,997.47)	\$ 201,999.93
Oak Bank - CD 8518	\$ 150,931.43	\$ 150,931.43	\$ 150,931.43	\$ -	\$ -
Oak Bank - CD 0852	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -
Oak Bank - CD 1824	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ -	\$ -
WISC Funds	\$ 286,651.01	\$ 285,671.13	\$ 259,201.93	\$ 979.88	\$ 27,449.08
<b>Total Cash</b>	<b>\$ 2,609,748.67</b>	<b>\$ 2,788,347.61</b>	<b>\$ 1,742,332.04</b>	<b>\$ (178,598.94)</b>	<b>\$ 867,416.63</b>

### Assigned Fund Balances - Oak Bank

	4/30/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
FAP Funds (Restricted)	\$ 162,286.52	\$ 179,994.45	\$ 9,367.13	\$ (17,707.93)	\$ 152,919.39
2024 EPIC Grant	\$ 580.00	\$ 580.00	\$ -	\$ -	\$ 580.00
Falls Prevention Grant	\$ 22,752.75	\$ 23,472.61	\$ -	\$ (719.86)	\$ 22,752.75
Labor Contract Funds	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ -	\$ -
<b>Total Assigned Funds</b>	<b>\$ 209,619.27</b>	<b>\$ 228,047.06</b>	<b>\$ 33,367.13</b>	<b>\$ (18,427.79)</b>	<b>\$ 176,252.14</b>

### Assigned Fund Balances - WISC - Health Retirement Account Funds

	4/30/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
Money Market	\$ 671.92	\$ 669.52	\$ 640.77	\$ 2.40	\$ 31.15
Investment Acct	\$ 285,979.09	\$ 285,001.61	\$ 258,561.16	\$ 977.48	\$ 27,417.93
<b>Total Assigned Funds</b>	<b>\$ 286,651.01</b>	<b>\$ 285,671.13</b>	<b>\$ 259,201.93</b>	<b>\$ 979.88</b>	<b>\$ 27,449.08</b>

### April Donations

### May Milestones

Sara Imhoff - 23 Years (FTE)  
 Ryan Docky - 18 Years (FTE)  
 Andrew Jensen - 12 Years (FTE)

### Comparables - Calls for Service

Service	2018	2019	2020	2021	2022	2023	2024	Percent Change 2023-2024
Fitch-Rona EMS	3245	3443	3505	4184	4267	4858	5184	7.6%
Middleton EMS	1825	1969	1898	2254	2543	2715		6.8%
Sun Prairie EMS	2839	3165	3213	3368	3692	4424	4961	14.5%

### Other Updates

WI Medicaid Supplement Program funds open for application - Deadlines are the end of July for additional state funding  
 Funding Assistance Program (FAP) funds for SY2025 were significant. This will help to offset the purchase of new training equipment and durable equipment  
 Grant submitted to upgrade the EMS bikes to e-bikes and replace the current pop-up tent used for rehab with an inflatable shelter  
 Currently working through the application process for 25-27 Paramedic intern

### SHOUT OUTS

Shout to VFD crew BC Henrickson, LT Heredia, FF Gummer and Barrow for assistance on 4/11 with a lot of very sick patients  
 Shout out to Fitchburg Fire crew for taking a patient's groceries to their home after an accident that required transport  
 Shout to Ross by a peer for great compassion with some patients who had just fallen and needed assistance



# FACTv Monthly Department Report

For the Month of: April 2025

## Current Productions

- 37 productions completed in April.
- 27 meetings completed in April.
- 20 (1 show per day) Talking Fitchburg updates in April.
- 34 productions scheduled for May.
- 26 meetings scheduled for May.

## Upcoming Productions

- City-wide Waterway Cleanups
- Lunch N Learn- 2 Show Tapings in May
- Memorial Day Observance
- Hydrant Flushing Video
- Ribbon Cutting Crash Box Therapy
- Kids Building WI
- Older Americans Month Celebration
- Making Moves in May- Mayors on Housing
- Bike to Work Day with Mayor
- TF Council Recap Show
- TF Department of Ag., Trade, and Consumer Protection
- TF Better Business Bureau
- What's Happening at the Fitchburg Senior Center

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv Marketing Videos
- Fitchburg Police Department Video Projects- Spotlight Series
- Fitchburg Fire Department Video Projects (On Hold)
- Government 101- TBA
- Utilities Hydrant Flushing Video 101
- Utilities Sewer Cleanout Video 101

## Department Projects

- Fitchburg Room AV Update Project- RFP Coming
- FSC Dinning Room AV Project- RFP Coming
- FACTv Marketing Project 2024- started sharing weekly updates about FACTv and Talking Fitchburg.
- FACTv Wall Unit Project
- FACTv Studio Project

## Department Focus

- FACTv Marketing Plan

Fitchburg Earth Day Tree Planting 2025.



Fitchburg Senior Center Friends Pancake Breakfast.



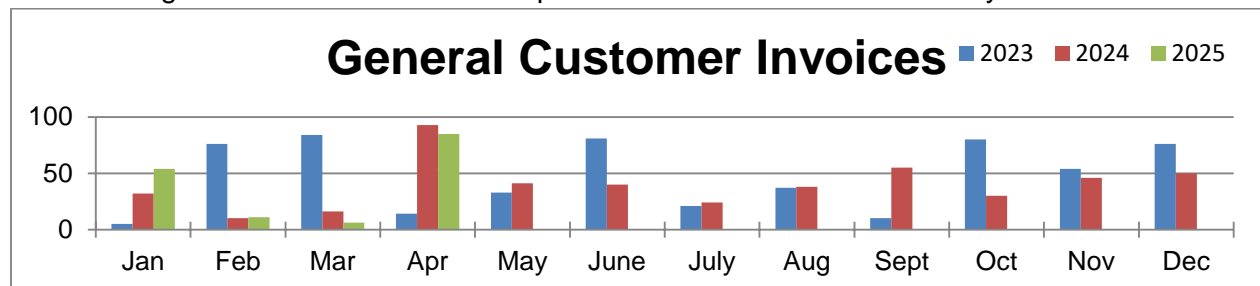


# Finance Monthly Department Report

For the Month of: April 2025

## Routine Finance Cycles

- Debt payments were completed without issue.
- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued submitted to Finance Committee and Council.
- Treasurer's Reports for January, February, and March 2025 were submitted to the Finance Committee. An updated, post-audit fieldwork December 2024 Treasurer's Report was also submitted.
- Completed first review of 2024 Annual Comprehensive Financial Report (ACFR). Prepared drafts of the statistical section, budget vs. actual schedules, management discussion and analysis, and various other documents to be included in the ACFR.
- Participated in various roundtable discussions held by the League of Wisconsin Municipalities to stay current on relevant issues.
- Capital Improvement Plan (CIP) requests were compiled and submitted to the Mayor. Several meetings were held with Department Heads, City Administration, and the Mayor to learn about the requests. Continued discussions with the Mayor will occur in May to identify priorities. The Mayor's Proposal is scheduled to be released in June.
- Utility billing collections for the first quarter bills included 3,257 PSN payments, 1,287 manually entered payments, and 1,037 ACH payments.
- The Water Utility's Public Service Commission (PSC) Annual Report was filed for 2024.
- The workers compensation audit and US Census Bureau annual survey were completed.
- The annual Expenditure Restraint Incentive Program (ERIP) filing was submitted to the State. The City is eligible for a payment in 2026, based on the 2025 budget. Submitted various budget amendments completed in 2024 to enhance flexibility for future years.
- The annual room tax filing SL-304 was submitted to the State and is available on the State's website: <https://ww2.revenue.wi.gov/VaultPublic/publish/rt/report.html>
- Distributions were made to the overlying jurisdictions for the Lottery Credit aid the City received directly from the State for residential properties. Distribution was also made to the Oregon School District for their portion of the mobile home Lottery Credit aid.



## Special Projects

- Met with various consultants and other departments to discuss a variety of affordable housing initiatives and programs.
- Various TID development incentives and strategies were discussed and reviewed. Council action will be required prior to the execution of any Development Agreements.
- Met with various staff to discuss purchasing policies, CIP projects, budget amendments, and staff proposals.
- The expenditures and obligations of the City's American Rescue Plan Act (ARPA) funds were reconciled. The SLFRF Compliance Report – Project and Expenditures Report as of March 31, 2025, was completed and filed. The City received a total aid of \$3,222,954.14 and \$2,562,184.54 of the funding had been spent as of the report date. The full \$3.2 million was obligated by the end of 12/31/24, as required. We continue to meet all the requirements of the program and are not expecting any recoupment.
- Participated in discussions and information gathering for union mediation.
- Held demonstrations with the top three providers for the HR/Timekeeping/Payroll software providers. Two of the vendors were then invited to participate in the next phase of discovery, which will occur in early June. Overall, the project is significantly delayed; however, staff believes it's more prudent to take our time with the project to ensure a positive end result.
- Received Council approval to work with a new investment advisor to facilitate the purchase of tax-exempt investments. Transfers were made to the new account.
- Submitted information to the State for the new vehicle registration fee.
- Participated in training on the employee engagement survey results.
- Completed workers compensation audit filing.

## Staff

- Weekly, bi-weekly, monthly, and quarterly team meetings were held.
- Finance Director and Accountant attended the Spring WGFOA conference with the theme "TIF Districts & Economic Development".

**Statistics**

	<b>2023</b>	<b>2024</b>	<b>Current Month</b>	<b>YTD 2025</b>	<b>Projected 2025</b>
Special Assessment Letters	496	538	38	186	525
Payroll Payments					
Checks	141	151	9	42	150
ACH Payments	7,327	7,523	609	2,454	7,400
Cash Receipts (non-tax)					
Utility Billing	30,435	29,046	5,581	12,920	30,000
Library	202	231	19	93	225
General*	41,922	5,379	427	1,753	5,400
OpenGov*	-	845	109	470	850
Budget Amendments					
Administrative Approval	68	57	4	14	50
Council Action	49	53	4	19	50
Purchasing Transactions					
Accounts Payable Checks	1,796	1,979	136	641	2,000
Purchasing Card Payments	4,169	4,262	328	1,427	4,200
Invoices Generated					
General Customer Invoices	497	475	85	156	500
Quarterly/Annual Utility Bills	30,085	30,744	7,632	7,632	31,000
Final Utility Bills	630	675	70	245	675

\*with the implementation of OpenGov, most permit payments are imported as a single daily transaction rather than individual payments



**FITCHBURG FIRE DEPARTMENT** >>>>

**MONTHLY UPDATE** >>>>

*APRIL 2025*



# FITCHBURG FIRE DEPARTMENT

## MONTHLY REPORT

FOR THE MONTH OF APRIL

### CALLS FOR SERVICE

EMERGENCY MEDICAL SERVICES ASSIST	STILL ALARM	MOTOR VEHICLE ACCIDENTS	STRUCTURE FIRES
<b>* 148</b>	<b>56</b>	<b>4</b>	<b>3</b>

TOTAL CALLS THIS MONTH

**247**

TOTAL CALLS FOR THE YEAR

**954**

**2024**

TOTAL CALLS THIS MONTH

**225**

TOTAL CALLS FOR THE YEAR

**952**

**2025**

AVERAGE RESPONSE TIME FOR THE MONTH:

**5 mins 32 secs**

### STAFFING

CAREER STAFF	PAID ON CALL FIREFIGHTERS	INTERN FIREFIGHTERS	SUPPORT STAFF
<b>19</b>	<b>18</b>	<b>5</b>	<b>8</b>

\*Approved staffing = 20

\*Approved staffing = 50

\*Approved staffing = 6

\*Approved staffing = 10

TOTAL MEMBERS **50**

### AT A GLANCE

INSPECTIONS	PUBLIC EDUCATION EVENTS	TRAINING HOURS
<b>479</b>	<b>1</b>	<b>485</b>



## STRUCTURE FIRE OVERVIEW

The Department responded to three structure fires this past month.

Compared to last month:

Structure Fire calls are up three from last month.

*DATE*

*LOCATION*

*FIRE DESCRIPTION*

04/02/2025

3685 CTH P

Mutual Aid - Town of Cross Plains, Barn Fire

04/18/2025

290 Prairie Heights Drive

Mutual Aid - City of Verona, Building Fire

04/22/2025

4613 Thurston Lane

Building Fire

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 1 public education event this past month.

- 04/17/2025 - Station Tour at Station 2

## PERSONNEL NOTES

## RECRUITMENT

- **POX firefighter recruitment process:**
  - No Updates





# Human Resources Monthly Department Report

For the Month of: April 2025

## Projects & Initiatives

- Held Take your Child to Work Day for the first time! This was a successful event for City employees to bring their kids to work and learn about their parent's profession and others in local government. Kudos to Sarah Masa-Myers who took the lead on this event! Full album from the event can be found here:  
I:\Interdepartmental\Employee\_Enrichment\Take Your Kid to Work Day 2025
- HR gave training to all department heads on the Quantum Employee Engagement results. Department heads have access to the software to analyze results and an action planning meeting will be held in May to identify two action items to enhance our employee engagement scores.
- Continued work with legal on the PFC citizen complaint.
- IAFF mediation was held. We are going to arbitration with the Fire union.
- HR participated in the demos for the three new Payroll/HRIS systems. If a system other than NeoGov is selected, there will be quite a bit of work ahead to transition all HR software systems, (recruitment/applicant tracking, performance management, and onboarding to a brand-new system).
- Held the City's quarterly safety meeting and touched on many items. [Safety Team Minutes – April 24.](#)
- Held Mayor's Intern interviews and developed the Intern's work plan. Intern is Ella Smith scheduled to start on May 19<sup>th</sup>.
- Participated in mock interviews after hours at Centro Hispano.
- A big kudos to Amy Tracy who runs all the seasonal/LTE/Intern recruitments. Every late winter/early spring, Amy manages several recruitments and hires about 25-30 seasonal employees (Engineering and Planning Interns, Recreation programming employees, Public Works summer seasonal, Fire Interns and more)! These are time consuming processes and requires superb attention to detail.

## Permanent Hires and Promotions

- Bethani Forster promoted to Library Assistant I.
- Scott Sarver – Fire Chief & Emergency Management Director (starts May 30)
- Sierra Hooper – Lateral Police Officer

## Current Permanent Recruitments

- Building Inspections Manager – interviews will be held May 22
- Police Officer – One vacancy – interviews will be held May 21.
- Library Assistant II – Interviewing stage
- Evening Custodian – Background stage

### Turnover of Permanent Employees

- Building Inspections Manager -Retirement
- Parks, Forestry and Recreation Director -Retirement
- Associate Planner – Relocating out of state

### Workers Compensation Claims

- Fire (1)
- Police (1)





# Information Technology Monthly Department Report

For the Month of: April 2025

## Projects

The IT team is working on:

- Computer replacements continue
  - HR (2), Parks (2), PD, Public Works, Maintenance, Finance
- Virtual Infrastructure updates
- Windows updates

## Other Items

- Temporary Phone setup for Senior Center
- VPN update for Police squads
- Offload MFA processing to third party
- Newly elected officials' setup
- Arbitrator configuration changes for PD
- Upgrade of backup software
- New document for Temp Class B Picnic application for Clerk's
- New functionality for the Appointed Member app
- HR/Payroll Demos
- CIP
- Continued changes to secure our network
- Created and deployed Marketplace Quarterly Tax Form in OpenGov for Finance

## GIS Initiatives

Highfield Reserve Phase II As-Builts into GIS (Do Signs/Street lights)

Updated Election Admin layers with new reps and dates

Geodatabase maintenance

Updated Alder Demographics App

Make Community Gardens dashboard public

Fix issue with address searching in the "Find My Information" application

Corrected discrepancy at cemetery with plot number of burial

ServiceDesk: 202 Helpdesk tickets were processed.



## Legal Monthly Department Report

For the Month of: April 2025

### Development/Land Use Update

- Deferred Loan Program research
- Affordable housing program research
- Assist PW with HUB construction contract change order

### Other

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials for municipal and Circuit Court cases
- Country View Mobile Home Park issues
- Weekly Municipal Attorney Conferences
- PFC Hearing – citizen complaint to PFC, hire outside counsel to represent PFC
- Attended State Democracy Research Initiative Panel with Mayor
- Attended and presented at Council Organizational meeting
- Review of No Parking ordinance with PW staff



# Library Monthly Department Report

For the Month of: April 2025

## Monthly Visits

Monthly Visits – 11,769

## Checkouts/Renewals/Holds

Checkouts & Renewals – 23,702

Holds Filled – 6,668

## Programming for Adults

Adult Programs – 15

Adult Program Attendees – 181

## Programming for Kids

Youth Programs – 26

Youth Program Attendees – 583

Youth Self Directed Programs – 2

Youth Self Directed Attendees – 298

Teen Programs – 2

Teen Program Attendees – 15

Teen Self Directed Programs – 1

Teen Self Directed Attendees – 20

## Outreach

Programs – 4

Program Attendees – 171

## Computer & Wireless Sessions

Computer Sessions – 554

Wireless Sessions – 39,605

## Meeting Room Reservations

Meeting Room Reservations – 77

## Overdrive Checkouts

Overdrive eBook Checkouts – 2,487

Overdrive Audio Checkouts – 3,095

### Photos with descriptions:

Minda, our Outreach Librarian, went to Reach Dane to participate in a bilingual story time and craft night.



Former UW Marching Band Director, Mike Leckrone, discussed his history as an educator, leader and motivator.





# Parks, Rec. & Forestry Monthly Department Report

For the Month of: April 2025

## Parks

- Park/Forestry Operations included in Public Works report.

## Forestry/Naturalist

- Continued to prepare for the 2025 spring tree planting project, making adjustments of ash trees that were not removed.
- Facilitated a Tree Advisory meeting.
- Participated in an Urban Forestry Today webinar on “Forest Pests of 2025.”
- Participated in a Tree Fund webinar on “Integrated Vegetation Management; Effects on Ground Beetles, Vegetation, and Native Birds.”
- Participated in a Parks Commission meeting in regards to Spring Tree Planting and the Strategic Urban Forestry Management Plan resolutions.
- Watched a Common Council meeting.
- Met with the Urban Tree Alliance to discuss the status of the IRA funded tree planting projects. Agreed to an additional tree planting project on Traceway Drive. Made a tree planting plan for these additional trees.
- Inspected ash trees and marked trees for removal as appropriate.
- Participated in the “Succession Planning Workshop” as part of the CVMIC Perfecting Leadership Certification Program.
- Met with Chicory Meadows volunteers in discuss the details of the Earth Day tree planting event.
- Drafted the Arbor Day proclamation.
- Picked up the nursery stock for the Earth Day tree planting event in Chicory Meadows and Sunnyside Dog Park.
- Called Digger’s Hotline for Arbor Day and Earth Day tree planting projects.
- Finalized details of tree planting locations for the Southdale canopy renovation project with the Urban Tree Alliance.
- Met with Eocene Environmental Group to get the Strategic Urban Forestry Management Plan project started.
- Picked up nursery stock for the Arbor Day tree planting events.
- Responded to a resident’s request to inspect private dead trees.
- Responded to resident’s requests for service regarding dead/declining ash trees.
- Facilitated additional burning in the McGaw entrance prairie and Gorman Wayside as the initial effort did not result in burning of the interior of the burn units.
- Made arrangements to pick up donated native seed.

## Volunteer Coordination

- Supplied volunteers with required supplies for the 2025 growing season.

## Recreation

- CC/Recreation Program Coordinator started on April 7 working part-time until mid-May.
- Monthly meeting with Activenet account manager.
- Spring soccer programs started in early April.
- Summer program registration.
- Created numerous pending reservations for athletic facility reservation requests.
- Spring session of youth dance classes started.
- Finalized summer staff.
- Payments for various program instructors.
- Met with Linor Raz to finalize details of Around the World in Dance program.
- Community Center rental inquiries and reservations.
- Coordinated spring Pickleball programs.
- Youth Enrichment League programs started (Grandmasters of Chess and Video Game Design)
- April Rec. program revenue to date (4/22) = \$6,508.00
- April CC rental revenue to date (4/22) = \$525.00
- April shelter/athletic facility rental revenue to date (4/22) = \$23,690.00

## Parks

- Attended monthly Park & Recreation and Building & Grounds meeting with City Administration.
- Held monthly update meeting with City Forester/Naturalist.
- Had 2 locates/meetings with families at Oak Hall Cemetery.
- Attended a biweekly construction meeting regarding the HUB project.
- Met with Dan Larson to discuss Nine Springs Golf Course operations and success strategies for upcoming CIP proposal.
- Prepared resolution and referrals for Rimrock Park playground replacement and Highfield Reserve Castlebar Park proposal.
- Met with staff to discuss maintenance plans for the HUB.
- Coached micro soccer program for the Recreation Department on Sunday afternoons.
- Met with David Carlson, Quarry Hill community gardens leader, to discuss additional plot locations that are needed at the gardens.
- Presented Park Commission's proposed CIP projects to the Mayor, City Administration, and Finance Director.
- Received proposals for Professional Service to help with construction plans for both McKee Kids Crossing replacement and Southdale Park future park plans.



# Planning & Zoning Monthly Department Report

For the Month of: April 2025

## Plan Commission Applications Processed

- A. [Public Hearing and Consideration of Rezone RZ-2590-25](#) Request by Paul Woodard, Agent for the City of Fitchburg, to Rezone Property from I-S (Specialized Industrial) to B-G (General Business) to Allow for a Municipal Police Services Facility on Property Associated with 5550 Research Park Drive **Approved.**
- B. [ADR - Fitchburg Police Services Facility](#) Request by Paul Woodard, Agent for the City of Fitchburg, to Obtain Architectural Design Review Approval for the Proposed Police Services Facility on Property Associated with 5550 Research Park Drive **Approved with an additional Condition #10 - "Minor architectural changes may be approved by the Zoning Administrator."**
- C. [Public Hearing and Consideration of Conditional Use CU-2587-25](#) Request by Chase Rettler, Agent for Edgewood College Inc, to Obtain Conditional Use for Recreational Facilities, Specifically Athletic Fields and Facilities Associated with a Private School, on Property Associated with 6027 Lacy Road **Approved.**
- D. [ADR - Edgewood College Athletic Fields](#) Request by Chase Rettler, Agent for Edgewood College Inc, to Obtain Architectural Design Review Approval for the Proposed Athletic Fields and Facilities on Property Associated with 6027 Lacy Road **Approved with an amendment to Condition #5 - "No games or contests shall begin after 9 pm with the intention to limit the times that the sports field lighting remains on past 10 pm. Lighting shall be provided in a manner that does not create considerable public nuisance on public ways or surrounding public properties."**
- E. [Public Hearing and Consideration of Conditional Use CU-2588-25](#) Request by Chris Kilen, Agent for TJM McKee Road LLC, to Allow Conditional Use for Light Industrial Uses, Specifically New Silos Associated with a Packaging Company, on Property Associated with 6124 McKee Road **Approved.**
- F. [ADR - EcoStar Silos](#) Request by Chris Kilen, Agent for TJM McKee Road LLC, to Obtain Architectural Design Review Approval for New Silos to Be Constructed with the Existing Facility Associated with 6124 McKee Road **Approved.**
- G. [Certified Survey Map CS-2586-25](#) Request by Marc Jones, Agent for Jones Family Syene Farm Trust, to Obtain Certified Survey Map Approval to Create 3 Lots, Including 2 Building Lots, on Property Associated with 2244 S. Syene Road **Approved.**

- H. [Final Plat FP-2589-25](#) Request by Tara Miller, Agent for Encore Homes Inc., to Obtain Final Plat Approval to Replat the Existing Outlot into 12 Buildable Lots on Property Located off Suelo Road in Terravessa [Approved](#).
- I. [ADR - Hartung Fields Lot 7 SIP](#) Request by Edward Hoyt, Agent for Hartung Brothers Inc., to Obtain Architectural Design Review for a Proposed Multi-Family Building on Property Associated with 2674 Botanical Drive [Approved](#).
- J. [ADR - McKee Kwik Trip Remodel](#) Request by Bjorn Berg, Agent for Kwik Trip Inc., to Obtain Architectural Design Review for a Proposed Exterior Remodel of the Gas Station Located at 6133 McKee Road [Approved](#).
- K. [Pre-Application - Seminole Lot 3](#) Request by Duane Johnson for Pre-Application Review of the Proposed Multi-Family Development Located on the Proposed Site Located at the Corner of S. Seminole Highway and Lacy Road [This item was for discussion only](#).
- L. [Ordinance 2025-O-07](#) Amending Chapter 30-67 Private Wells Prohibited and Chapter 40-90 Exclusive Agricultural Land Waiver [Postponed to the May 20<sup>th</sup> meeting](#). [Plan Commission requested that Public Works staff attend the May 20<sup>th</sup> meeting to explain the 150' requirement. Plan Commission also wants to know how many farm properties this ordinance impacts.](#)

## Healthy Neighborhoods Programs

- The Healthy Neighborhoods Advisory Committee met in April to review and approve the 2025 Healthy Neighborhoods Grants. Nineteen applications were received requesting \$244,299 in funding. The 2025 Grant Program has \$145,532 available in funding. The committee approved funding for thirteen organizations. Council will review the grants on May 13<sup>th</sup>.
- The neighborhood navigators and staff attended the Fitchburg Library Resource Fair.
- Staff continues to plan for focus groups/neighborhood events for the Healthy Neighborhoods Strategic Plan jointly with the Economic Development Department's Housing Study.

## Agricultural & Rural Affairs

- The Agricultural & Rural Affairs Committee met on April 15<sup>th</sup> to review a Certified Survey Map requested by Marc Jones and an ordinance, 2025-O-07. If approved, the ordinance will allow for the construction of a replacement well on agricultural-zoned land for human consumption and agricultural uses. The committee postponed the ordinance to the May meeting to allow staff time to gather additional information.

### Applications Processed

Type	2023 Totals	2024 Totals	January	February	March	April	May	June	July	August	September	October	November	December
Architectural Design Review	12	15	3	3	3	5								
Rezone / Conditional Use Permit	21	31	1	3	3	3								
Certified Survey Map	18	7	2	2	-	1								
Comprehensive Development Plan Preliminary Plat	4	6	-	-	-	-								
Final Plat	5	7	-	-	1	1								
Other	41	41	2	-	3	1								
Variance	0	1	-	-	-	-								
Telecommunications Facilities Permit	0	0	-	-	-	-								
SmartCode Article 3	1	1	-	-	-	1								
SmartCode Article 5	36	64	3	12	3	10								
Architectural Design Review Admin.	17	11	-	-	-	4								
Sign Permits	52	44	5	5	1	3								
Zoning Permits	195	220	5	15	10	18								
Early Start Permits	55	81	3	10	3	7								
Zoning Letters	14	17	2	1	-	1								
<b>Totals</b>	<b>471</b>	<b>546</b>	<b>26</b>	<b>51</b>	<b>27</b>	<b>55</b>								

### Neighborhood Plans

- Staff and MSA completed edits from the staff review of the Greenfield Neighborhood Plan.
- The Greenfield Neighborhood Plan Steering Committee will meet on Thursday, May 29, at 5 PM, in the Council Chambers.

- The South Stoner Neighborhood Plan Steering Committee held its final meeting on Thursday, April 17 at 5:00 PM, Fitchburg City Hall. The committee recommended approval of the plan.
- The drafts of both neighborhood plans is available for review at [Neighborhood Plans '23-'24 | Fitchburg, WI - Official Website](#) Staff will share the drafts of both neighborhood plans with Plan Commission at the earliest opportunity.

## Sustainability

- Council approved the Sustainability Plan on April 8<sup>th</sup>. Many thanks to the staff, elected officials, committee members, consultants, and supporters. Due to the team effort, Fitchburg has its first official sustainability plan.
- Work continued on the Bicycle & Pedestrian Plan update. A draft will be prepared for staff review in May.
- Staff is identifying potential B-Cycle station locations.

## Department Notables

- Sustainability staff welcomed a new baby girl to the team!



## Other

- Staff continues working closely with the WI Department of Natural Resources to update Fitchburg's Floodplain Ordinance. This must be completed by June 2025.
- The Development Team Meetings:
  - a. Department of Corrections – Juvenile Correctional Facility
  - b. Uptown Stormwater – Area H Pond
  - c. Synergy – Foseid Property
  - d. Boundless Tiny Homes
  - e. Olive Tree Condos (Rimrock)



**MONTHLY UPDATE**

April 2025

# MONTHLY UPDATE | APRIL



## CALL FOR SERVICE OVERVIEW

The Department handled 979 citizen-generated calls for service.

Officers initiated 1,287 calls.

### Compared to last month:

Citizen-generated calls decreased by 150. Officer-initiated calls decreased by 184.

### Compared to last April:

Citizen-generated calls decreased by 141. Officer-initiated calls increased by 355.

## CRIME

### PROPERTY CRIME

- One burglary was reported this month.
- Four vehicles were reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There were no reports of a shooting or shots fired this month.
- Five firearms were seized as evidence this month.
- There were two robberies reported.

### DOMESTIC VIOLENCE

- Officers investigated ten domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**OWI 5<sup>th</sup>, Ignition Interlock Device Tampering | 4/7** | Fitchburg officers were dispatched to the intersection of South Seminole Highway and Sentinel Pass for the report of a motor vehicle accident involving two vehicles. Officers made contact with the operators of both vehicles and determined there were no injuries. While officers were in contact with the offending vehicle, they detected the odor of intoxicants emanating from his person and observed that he had slurred speech. An OWI investigation was subsequently conducted and the offending driver was placed under arrest for operating a motor vehicle while intoxicated. The driver, a 58-year-old Madison man, was transported to the Dane County Jail and booked in on the charge of Operating While Intoxicated 5<sup>th</sup> offense. He was also cited for Ignition Interlock Device Tampering, Operating While Revoked, Operating with a Prohibited Alcohol Concentration 5<sup>th</sup> offense, and Automobile Following Too Closely.

**2nd Deg. Reckless Endangering Safety, Armed Robbery, Intentionally Point Firearm at Person, Substantial Battery | 4/13** | Fitchburg officers were dispatched to the report of a disturbance in the 2800 block of Index Road. It was reported to responding officers that a male

## MONTHLY UPDATE | APRIL



had been hit in the head with a gun after an argument during a soccer game. Upon arrival, it was learned the suspect had fled the scene. The victim suffered from a laceration to the back of his head and was transported by EMS to a local hospital. The laceration required four staples to close. Through further interviews and investigation, it was learned the suspect had possibly fled and was in the state of Texas. Local authorities in Texas were contacted and the suspect was eventually located and taken into custody by the Addison, Texas Police Department. The suspect, a 32-year-old Fitchburg man, was extradited back to Wisconsin and booked into the Dane County Jail on the charges of 2<sup>nd</sup> Degree Recklessly Endangering Safety, Armed Robbery with Threat of Force, Disorderly Conduct, 4 counts of Intentionally Point Firearm at Person, and Substantial Battery. Click [here](#) for more information on the investigation.

**Disorderly Conduct, Criminal Damage to Property | 4/20** | Fitchburg officers were dispatched to a domestic disturbance involving a person with a knife in the 2100 block of High Ridge Trail. The reporting party stated their mom and dad were arguing and one of them had a knife. After officers arrived on scene and conducted investigative interviews, it was determined a male and female started arguing over relationship issues. The female then obtained a knife and held it at her side. The male party then began pushing the female and damaging household items. Ultimately, the 32-year-old Madison man was arrested and booked into the Dane County Jail on the charges of Disorderly Conduct and Criminal Damage to Property.

**Disorderly Conduct, Failing to Stop, Resisting Officer | 4/23** | Fitchburg officers were dispatched to Kelley's Market for the report of a woman hitting a man with a bat and smashing cars. While officers were responding to the location, dispatch advised the suspect had left the scene. A responding officer located the vehicle and attempted a traffic stop on it to which the vehicle failed to stop and continued to travel. The vehicle eventually came to a stop and the female exited the vehicle, walking away from the officer and ignoring their commands. The officer was able to make contact with the female and decentralized her where she was then detained in handcuffs. The 34-year-old Madison woman was transported and booked into the Dane County Jail on charges of Disorderly Conduct, Failing to Stop, and Resisting an Officer.

Case Number	Date	Location	Alder District	Incident Description
FP25-07531	4/4/2025	2900 Fish Hatchery Rd	2	Disorderly Conduct, Felony Bail Jumping
FP25-07563	4/4/2025	2400 Post Rd	2	Burglary
FP25-07586	4/5/2025	John Nolen Dr/Rimrock Rd	n/a	OWI 4th
FP25-07587	4/5/2025	2400 Tawhee Dr	1	OWI
FP25-07643	4/5/2025	Fish Hatchery Rd/Post Rd	2	OWI
FP25-07653	4/5/2025	6200 McKee Rd	4	OWI 4th
FP25-07664	4/6/2025	Kapec Rd/King James Way	1	OWI
FP25-07682	4/5/2025	2900 Fish Hatchery Rd	3	Theft of Auto

# MONTHLY UPDATE | APRIL



<b>FP25-07703</b>	4/6/2025	1100 Whispering Pines Way	2	Disorderly Conduct, Trespassing
<b>FP25-07798</b>	4/7/2025	S Seminole Hwy/Sentinel Pass	1	OWI 5th, Ignition Interlock Device Tampering
<b>FP25-07802</b>	4/7/2025	6200 McKee Rd	4	OWI 3rd, Hit and Run
<b>FP25-08115</b>	4/10/2025	5400 Williamsburg Way	1	Theft of Auto
<b>FP25-08245</b>	4/12/2025	2800 Fish Hatchery Rd	3	OWI, Possess Open Intoxicants
<b>FP25-08290</b>	4/13/2025	USH 12/Todd Dr	n/a	OWI
<b>FP25-08292</b>	4/13/2025	2800 Index Rd	3	2nd Deg. Reckless Endangering Safety, Armed Robbery, Intentionally Point Firearm at Person, Substantial Battery
<b>FP25-08342</b>	4/14/2025	1900 Pike Dr	2	Sexual Assault
<b>FP25-08377</b>	4/14/2025	5100 Anton Dr	1	Battery, False Imprisonment, Disorderly Conduct
<b>FP25-08464</b>	4/16/2025	Grandview Blvd/Nottingham Way	n/a	OWI 2nd
<b>FP25-08529</b>	4/16/2025	4500 Thurston Ln	1	Sexual Assault
<b>FP25-08585</b>	4/17/2025	USH 14/USH 12	n/a	OWI 3rd
<b>FP25-08594</b>	4/17/2025	2300 High Ridge Trl	2	Armed Robbery, Battery, False Imprisonment
<b>FP25-08670</b>	4/18/2025	Cahill Main/Fish Hatchery Rd	3	OWI, Possession of Cocaine & THC
<b>FP25-08735</b>	4/20/2025	Fish Hatchery Rd/Ochalla Dr	2	OWI
<b>FP25-08741</b>	4/20/2025	McCoy Rd/USH 14	3	OWI
<b>FP25-08742</b>	4/20/2025	Rimrock Rd/E Badger Rd	3	OWI
<b>FP25-08745</b>	4/20/2025	2100 High Ridge Trl	2	Disorderly Conduct, Criminal Damage to Property
<b>FP25-08746</b>	4/20/2025	2900 Fish Hatchery Rd	3	Felon in Possession of Firearm, Strangulation/Suffocation, Battery, Disorderly Conduct
<b>FP25-08904</b>	4/23/2025	2900 Fish Hatchery Rd	2	Disorderly Conduct, Failing to Stop, Resisting Officer
<b>FP25-08980</b>	4/24/2025	2900 Fish Hatchery Rd	3	Theft of Auto
<b>FP25-09314</b>	4/20/2025	2900 Ochalla Dr	3	Sexual Assault

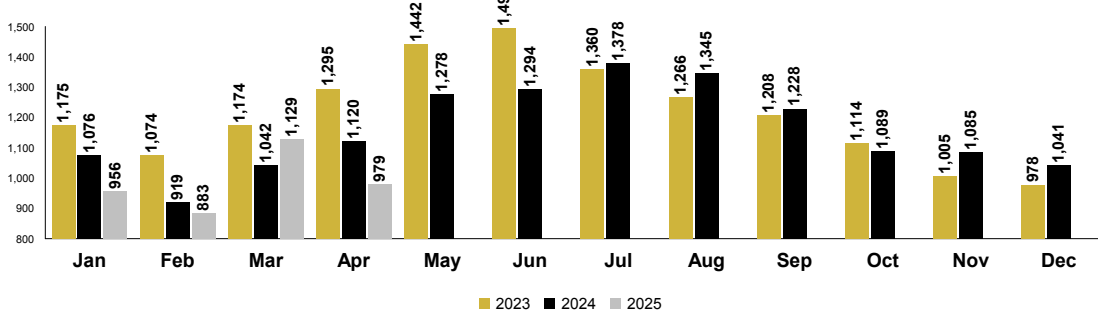
Incident descriptions reflect preliminary classifications that may change over the course of the investigation.

# Fitchburg Police Department

MONTHLY ACTIVITY April of 2025

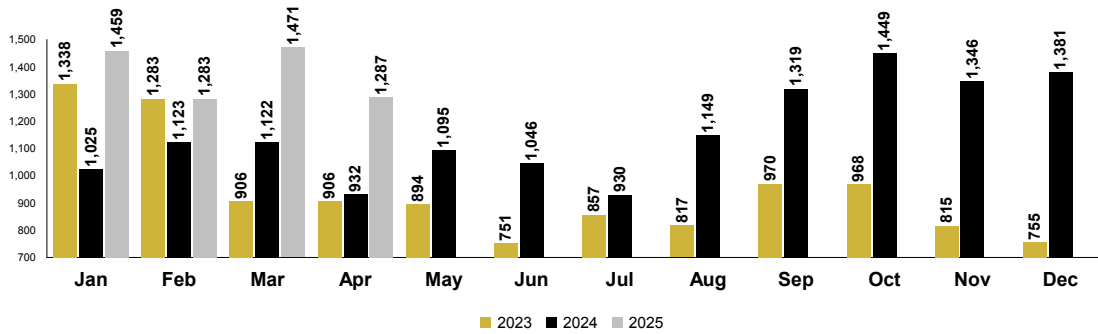


## CITIZEN GENERATED CALLS FOR SERVICE



2024 YTD	2025 YTD	YTD % +/-
4,157	3,947	-5.1%

## OFFICER INITIATED CALLS FOR SERVICE



2024 YTD	2025 YTD	YTD % +/-
4,202	5,500	30.9%

	2024												2025												2024 YTD	2025 YTD	YTD % +/-		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
Abduction/FI	2	0	0	4	1	2	1	1	1	1	0	0	0	0	1	2										6	3	-50.0%	
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0											0	0	0.0%
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0											0	0	0.0%
Robbery	0	1	0	0	0	0	2	0	0	1	1	2	2	0	0	2											1	4	300.0%
Sexual Assault	3	0	1	0	1	1	4	0	1	0	2	3	2	2	4	3											4	11	175.0%
Aggravated Assault	3	5	2	3	5	5	7	3	4	4	4	9	1	3	0	3											13	7	-46.2%
Burglary	5	3	4	3	4	0	4	4	2	2	5	5	5	1	0	1											15	7	-53.3%
Theft of Auto	3	4	5	2	2	2	1	2	4	2	8	2	3	0	5	4											14	12	-14.3%
Theft from Auto	4	3	2	9	12	7	9	14	19	0	3	4	1	1	1	2											18	5	-72.2%
Notable incidents excludes unfounded incidents. It also aggregates to the highest offense within a single incident.																									71	49	-31.0%		

	2024												2025												2024 YTD	2025 YTD	YTD % +/-		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
Theft of Auto	3	4	5	2	2	2	2	2	4	2	8	2	4	0	5	4											14	13	-7.1%
Shots Fired	1	0	0	3	0	1	0	3	4	1	2	0	1	1	0	0											4	2	-50.0%
Domestic	19	10	7	22	11	20	20	13	25	10	16	10	7	4	9	10											58	30	-48.3%
These 3 categories include a count of all incidents were the related offense occurred whether or not it was the highest offense.																													

	2024												2025												2024 YTD	2025 YTD	YTD % +/-			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec						
Traffic Crash	70	41	54	38	54	37	39	51	45	59	52	52	45	55	42	43												203	185	-8.9%

	2024												2025												2024 YTD	2025 YTD	YTD % +/-			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec						
Officer Initiated																														
Traffic Monitoring	49	105	130	139	151	150	72	118	231	213	133	154	223	140	218	142												423	723	70.9%
Traffic Stop	283	504	501	303	405	373	374	427	426	600	503	547	590	505	671	613												1,591	2,379	49.5%



# Public Works Monthly Department Report

For the Month of: April 2025

## Transportation/Transit

- Syene Rd. Phase 2
  - Commenced construction on April 21, 2025.
  - Pulverized roadway.
  - Stripped topsoil.
  - Paved access path for Kellymoss, Inc.
- Syene Rd. Phase 3
  - Began grading for roadway improvements.
  - Contractor stopped work because of poor subsurface soils and high groundwater.
  - Worked through several construction method changes to account for poor soils with the Wisconsin Department of Transportation (WisDOT), City geotechnical consultant, and project inspectors.
- Finished Transportation Impact Analysis Training through the Institute of Transportation Engineers.
- Attended Manual of Uniform Traffic Control Devices Webinar for new 11th Edition on April 17, 2025.
- Held kickoff meeting for the 2024 Sidewalk construction project continuation.
- 2025 Resurfacing Project
  - Held a pre-construction meeting on April 18, 2025.
  - Public Involvement Meeting Held on April 28, 2025.
  - Project anticipated to start May 19, 2025.
- Reviewed traffic signal plans for Jamestown Quarry development.
- Attended the District 3 Mayoral Listening Session on April 24, 2025, and gave update on the Syene Rd. construction.
- Attended the new Alder Public Works orientation meeting and discussed various projects.
- Reviewed and approved 25 right of way (ROW) permits for driveways, electrical services, and communications services.

## Stormwater

- Completed erosion control permit applications for city park projects.
- Held annual spring waterway cleanup event.
- Attended the Green Tier quarterly meeting, Salt Wise winter recap, and illicit discharge training.

- Gave a presentation on recycling and stormwater to a Girl Scout troop to help fulfill Municipal Separate Storm Sewer System (MS4) public outreach and education permit requirements.
- Sent letters to private properties making them aware of the stormwater utility credit program. Intent is to provide incentives for sites to sign stormwater maintenance agreements.
- Updated PermiTrack with recently constructed private BMPs.
- Continued to update GIS layers with attribute information for storm infrastructure.
- Continued to meet with developer's engineers to discuss stormwater management approach for Uptown.
- Received and reviewed draft survey of the Yarmouth Greenway and met with Wisconsin Department of Natural Resources (WDNR) waterways staff to discuss project approach and confirm the correct permitting.
- Submitted final grant request to the Environmental Protection Agency (EPA) for the Crescent Road Stormwater Improvements project. Finalized portion of project manual for procurement requirements. Will continue to work with Utility to compile project manual.
- Continued discussion with Promega about potential regional infiltration basin proposed to be located on their land.
- Finalized change order to enhance scope for the Fitchrona/Goose Lake Stormwater Improvements project.

## Utilities

- Well No. 12: Pump house design work continued.
- Tower D: Reviewed submittals.
- Well No. 4: Met with CTW to discuss project closeout and processed final pay application.
- Aztec Trail and Sentinel Pass Water Main Replacements: Worked on specifications.
- Syene Interceptor - Phase II: Relocation order approved by Council. Worked on ultimate service area. Worked with planning on land usage estimates.
- Fish Hatchery Road Water Main Replacement: Executed contracts and setup pre-construction meeting for May 1, 2025.
- Tower C T-Mobile: Sent approved license amendment to T-Mobile for signature.
- Water Contingency Plan: Finished annual review/update.
- Water Service Line Identification: Continued work on the inventory.
- Sanitary Sewer Cleaning: Continued 2025 cleaning. The City cleans 1/3 of the sanitary sewer system each year.
- Large Meter Replacements: Continued installation of 1.5" and 2" meters. The Utility is averaging installation of 3 to 4 meters per week.
- Meter Radio Installations: Continued installations in new construction.
- Started spring flushing.
- Water System Repairs:
  - Replaced the valve bolts on a water main valve on Edenberry Street.

## Parks

- McGaw Pickleball Courts: Construction starting soon.
- McKee Farms Park Shelter Siding: Construction starting soon.
- Tower Hill Shelter: Construction starting soon.
- Stoner Prairie Park Improvements: Construction to commence on May 5, 2025.
- Installed erosion control and tracking pad at Hatchery Hill Park for grading project.
- Relocated trees at Hatchery Hill Park.
- Pruned trees around City Hall.
- Painted soccer fields at McKee Farms Park, McGaw Park, and Tower Hill Park.
- Continued mulching City Hall, Library and park landscape areas.
- Opened all park restrooms for summer season.
- Prepared ball diamonds for summer season.
- Delivered multiple loads of mulch for volunteer park projects at Chicory Meadows, Huegel-Jamestown, and Sunnyside dog park.
- Prepped planting sites, picked up and delivered nursery stock for Arbor Day and Earth Day planting projects.
- Landscaped around the new Belmar Hills drinking fountain.
- Three large ash trees were removed on Tami Trail, and 11 other trees in various locations were also removed. All stumps ground and restored.
- Placed tree stakes for spring tree planting.
- Performed daily park rounds.
- Emptied trash and recycling containers throughout the parks.
- Began turning on drinking fountains and community garden spickets.
- Tilled community gardens at Swan Creek and Quarry Hill.
- Delivered mulch and compost to community gardens.

## Building & Grounds

- Fitchburg HUB: Construction continued. Started site improvements.
- Police Station: Submitted specification/drawing comments to architect. Design work continued. Worked to bring project estimate within budget.
- Started cooling tower and chiller at City Hall.
- Started condensers at Community Center and Senior Center.
- Removed tar from the lower wall at City Hall entrance.
- Completed air handler filter change at City Hall.
- Replaced exterior electrical disconnects for two condensers at Community Center.
- Trained new building maintenance technician and lead custodian.
- Shampooed two rooms at Community Center.
- Replaced faulty electric door strike at Senior Center.
- Put furniture out on patio at the Senior Center.

## Refuse & Recycling

- Applied for and was awarded food scrap diversion grant from Dane County Waste and Renewables.
- Held spring electronics recycling and shred event at civic campus on April 12, 2025.
- Submitted annual Responsible Unit (RU) recycling report to WDNR.

## Streets

- Patched potholes using 2.8 tons of cold blacktop.
- Help Clerks Department pick up voting materials.
- Hauled items for shred event to City Hall.
- Performed vehicle maintenance on eight vehicles/equipment and made seven vehicle/equipment repairs.
- Street sign repair and replacement as needed.
- Swept 52 tons of debris from the streets.
- Transported chairs for Senior Center to Wisconsin Public Surplus.
- Picked up apartment brush twice.
- Five streets team members attended illicit discharge training in Middleton.
- Brought three pieces of equipment to City Hall for Take Your Child to Work Day.
- Four concrete shelter pads were poured on Jenewein Road, Chalet Gardens Road, Deer Valley Road and Novation Parkway. Bus shelters were subsequently installed at Jenewein Road as well as Chalet Gardens Road.
- Hosted a Salt Wise winter recap at the Public Works Maintenance Facility.
- Paved an access path between West Clayton Road and Humes Lane using 80 tons of hot mix.
- Installed police only parking signs for the Police Department at City Hall.
- Graded a portion of Whalen Road shoulder.
- Removed snow equipment from some of the plow trucks.
- Shaved and restored terrace on Anton Drive to prevent erosion along sidewalk.
- Hauled 2,000 cubic yards of compost to farms on Whalen Rd. and Fitchburg Rd.

## Other

- Developments:
  - Highfield (Phase 4): Finished installation of utilities. Placed curb & gutter and sidewalk.
  - Inspiration at Swan Creek: Worked on punchlist items.
  - Jamestown Quarry: Continued discussions and reviews for required water main, street and signal improvements. Reviewed submittals and held preconstruction meeting. Integrity has begun earthwork.
  - Oak Meadow Reserve: Reviewed submittals. Began utility installations.
  - Ochalla: Contractor continued work on warranty punchlist.
  - Olive Tree: Drafted subdivision improvement agreement.

- Terravessa, Terravessa (2<sup>nd</sup> Add), Terravessa (3<sup>rd</sup> Add) and Terravessa (4<sup>th</sup> Add – Phase I): Contractor continued work on punchlist items.
  - Terravessa (4<sup>th</sup>) - Phase II: Finished utility installations. Working on street improvements.
  - Submitted Public Works CIP to Finance.
  - Commercial Developments: Continued follow-up on occupancy punchlists.
  - Planning & Building Permit Reviews: Completed approximately 13 reviews.
  - Neighborhood Plans: Met with Planning and MSA to review South Stoner Prairie and Greenfield Neighborhood plans.
- 

Installed large elliptical stormwater culvert on the Syene Road Phase 3 project.



Debris removed from water main during spring flushing.



Removed fallen tree along the fence of McGaw South ball diamond.





# Senior Center Monthly Department Report

For the Month of: April 2025

## Programs

### 8 New One Time Programs

- Pancake Breakfast
- Wisconsin POW Camps
- Weaving Your Legacy
- Friends Travel Show
- History Buff, Rich Fronek: Andrew Jackson
- Lunch & Learn: Frank Lloyd Wright,
- Lunch & Learn: OT/PT Benefits
- Celebrating Earth Day



**Record attendance  
602!**

### 31 Ongoing Programs

#### E-Newsletters Subscriptions

1,632 (March) and 1,649 current subscribers through April.

**Monthly Foot Traffic – 5,325**

**Avg. Daily Foot Traffic - 253**

## Meals

**Congregate Meals: 635**

**Home Delivered Meals: 880**

**Grand Total: 1515**

## Volunteer Program Update

9 new volunteers in April.

Volunteer Replacements in April: 10 (number of volunteers that were unable to fulfill their commitments and required a replacement)

Recruitment Efforts: Display case set up at the Senior Center focused on our volunteers and why they choose to volunteer at the center for the senior nutrition program.

Media & social media: Facebook, Senior Center Website, Fitchburg Citizens page



Volunteer Training: 3 volunteers trained as Senior Center Ambassadors.

Noteworthy: Annual Pancake Breakfast held on April 27<sup>th</sup>. This is a big operation with three shifts of volunteers and a lot of moving parts. The Volunteer Program Manager secured 68 volunteers for the event. Eleven of the volunteers were new to the Senior Center.

## Case Management

**New client referrals:** 13

**Case Management clients served:** 86

**Medicaid clients served:** 12

**Client trends and other notables:**

- Regular office hours are held at Senior apartment complexes.
- Housing clinic w/JFF held two times at Boys & Girls Club.
- Connecting low-income clients with free, refurbished laptops through DANEnet.
- Clients struggling with mental health require significant, ongoing assistance.
- Attended team meeting in Middleton focusing on isolation and working with Sheriffs Dept.

## Other

- Attended re-occurring meetings: Department Head, Deputy Administrator, bi-weekly staff, Commission on Aging Well, Fitchburg Senior Center Friends, Multi-Cultural Work Group, Dane County Focal Point Directors, Wisconsin Association of Senior Centers, Talking Fitchburg, Highline management.
- Facilitated and led meetings related to the 2026 Dane County Focal Point budget request.
- Held 2 Commission on Aging Well working meetings to further advance Department's 2025/26 Outreach plan.
- Attended CIP Meeting

- Met with LGBTQ+ Elder Advocate from OutReach to discuss Pride Month program.
- Represented Department at the District 3 Listening Session with the Mayor.
- Represented Department, along with 2 Senior Center Ambassadors, at the Library Resource Fair.
- Department offered an activity for youth that participated in Bring Your Child to Work Day.
- Held community wide Pancake Breakfast with record breaking number of attendees.



# MONTHLY REPORTS MAY 2025

Updates from City Departments and Monthly Activities



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CITY OF FITCHBURG, WISCONSIN



# Administration Monthly Report

**For the Month of: May 2025**

## Meetings

Held a 1:1 meeting with each of the 16 department heads  
Attended Development Team meetings  
Attended weekly update meetings with Mayor  
Held DH meetings for Council agenda review and roundtable discussion  
Attended monthly League of Municipalities Administrator Zoom meeting  
Attended WCMA Region 5 meeting  
Attended bi-weekly HUB construction meetings  
Attended various developer meetings  
Held monthly meetings with Community Resource Team, Traffic/Safety Team, Buildings & Grounds, and Park, Recreation & Forestry staff  
Attended Finance, Council, Committee of the Whole and Personnel meetings  
Met with Avante, Phil Sveum, Gorman Company, David Gevers, Tony Hartman  
Attended weekly communication meetings  
Attended 3CMA webinar

## Staff Projects

Worked with staff on various projects and policies including but not limited to: Capital Improvement Plan, PD staffing, Parks, LaFollette School of Public Affairs, Fitch-Rona EMS, IAFF mediation, Police facility, fireworks, housing programs, Country View Mobile Home Park, Monkeyshines, zoning code/housing initiatives, Kyle Stiegert Greenway, Kid's Crossing, Quarry Ridge, Building Inspection Manager interviews, Memorial Day, IGA and tower lease, Quantum, and Bike/Ped and Sustainability Plans.

## Events and Collaboration with Businesses & Residents

Provided a monthly video update and Council meeting recap for residents via FACTv.  
Attended meet and greet with AMC manager, Mayor, and Economic Development staff.  
Attended Advocacy in the AM and Crash Box Therapy ribbon cutting.  
Met with residents of the Country View Mobile Home Park.  
Attended the Forest Edge School crosswalk event.  
Attended the annual Memorial Day observance.



# Assessing Monthly Department Report

For the Month of: May 2025

## Inspections Completed Over the Past Month

- No inspections completed since field work was finished in April.

## Projects Completed Over the Past Month

- Completed residential sales analysis and valuation.
- Completed commercial sales analysis and valuation.
- Depositions completed for June court trial.
- Completed quality control of all parcels and assessments.
- Completed 2025 assessment ratio study.
- Presented revaluation informational presentation to Common Council.
- Held informational session/Q&A at Senior Center.
- Discussed revaluation and assessments on Talking Fitchburg.
- Completed review of tax exemption requests.
- Prep work for excessive assessment court trial.
- Held 1:1s with all staff

## Major Projects in Progress

- Mailing assessment notices
- Continued work on properties currently in litigation.
- Completion of assessment roll.
- Open Book
- Property inspections and reviews following Open Book
- Work on excessive assessment tax lawsuit currently in court trial.

## Projects in the Next Month

- Court trial for excessive assessment lawsuit.
- Open Book
- First meeting of the Board of Review.
- Issue determination letters following Open Book.
- Continued work on additional excessive assessment cases.
- CIP presentation to Finance Committee.

## Staffing & Accomplishments

- Property Appraiser I promoted to Property Appraiser II.



# Building Inspection Monthly Department Report

For the Month of: May 2025

## All Permits Issued

127 Permits

## Commercial Projects

1 New Commercial  
10 Alterations/Repairs/Other

## Residential Permits

3 New Single Family  
4 New Two Family  
1 Multi-Family (273 Units)

106 Residential Alterations/Additions/Other

## Total Construction Value (All Permits)

\$40,716,397



## Clerk Monthly Department Report

For the Month of: May 2025

### Elections

- Submitted finalized voter participation for the April Election to the State.
- Purged certain materials and supplies from the 2025 Spring Primary per Statute 7.23(1)(k).
- Submitted Election Day registration postcard data for the Spring Primary per Statute 6.275(1)(f).

### Permits

- Processed and approved 19 sound permits, including:
  - Annual Memorial Day Observance
  - Seminole Pool swim events
  - Quivey's Grove weddings and events
  - Race for Agrace Run/Walk event
  - Promise Walk for Preeclampsia

### Licensing

- Issued 43 pet licenses.
- Began review of operator's license application renewals
- Continued review and outreach on applications for businesses applying for alcohol license renewals.

### Special Projects

- Began organization of the lower lever storage closet.
- Began organization of the second-floor secured storage area.
- Team member continued work on scanning of documents to electronic version.

### Board of Review

- Began working on BOR meeting agenda and packet materials.
- Updated information on the city's website for the 2025 filing year.

## Other

- Processed 9 open records requests.
- Administered oath of office to new Fire Chief.

## Staff

- Team members created agendas for two (2) PSHS and two (2) Common Council meetings and monthly COW meetings.
- Clerk attended PSHS and Common Council meetings.



Clerk Tracy Oldenburg administering the oath to Fire Chief Scott Sarver.



# Economic Development Monthly Report

For the Month of: May 2025

## Economic Development

- Processed CEDA agenda, minutes and meeting packet.

## Business/Developer Outreach

- Contacted hotel operators regarding hotel room tax payments for Finance.
- Galway Properties, KSW Construction, Hatchery Hill
- Crash Box Therapy ribbon cutting
- Mike Thorson, Ned Hoyt, AMC Theaters, JG Development, Mortenson
- Foseid/Tyson Hall, Midwest Financial Group, Phil Sveum/Coldwell Banker
- Gorman & Company, Sub-Zero Group, Argus Ventures, Steve Doran, Synergy Group
- Forward Development Group, Chuck Redjinski, Oak Brook, Key Commercial
- Newcomb Construction, David Fahey, Saturday Properties, Walbec Group

## Community Development

- Review of the Greenfield Neighborhood Plan.

## Housing

- Drafted language for South Stoner Prairie Neighborhood Plan for appendix regarding the Housing Plan & City in Motion.
- Drafted Phase II Project 2 contract, resolution and pre-approval.
- Housing legal services RFP and proposals
- Meeting with Axley regarding housing legal services.
- Housing fund memo & meetings
- Smart Growth Greater Madison Housing Development Program

## Meetings

- Met with franchise owners of Popeye's, Asset Manager & GM for AMC Theatres
- Met with owners of the UPS Store
- Met with the Boys and Girls Club to discuss transportation to Community Night Out.
- Attended Memorial Day planning meeting
- Met with Susan and Brian regarding potential future sites for business.
- Met with JG Development
- Met with Jim Foseid and Tyson Hall regarding development.
- Attended weekly development team meetings and department head meetings
- Attended the GMCC Advocacy in the AM meeting
- Attended the Midwest Financial ribbon cutting

- Attended weekly staff meeting
- Met with Illuminus and Promega/Fitchburg Center
- SSPN Neighborhood Plan review and comments
- Southdale - Maloney Drive TID discussion
- Met with Ken Chin – Sports Infrastructure Partners
- Met with Trilogy regarding senior continuum of living development.
- Met with Fitchburg Planning on housing and economic development components of SSPN & GNP.
- Multiple meetings on Gorman home ownership proposal.
- Meeting with mobile home park residents.
- Attended Wisconsin Technology Council luncheon to hear Realta Fusion.
- Toured Sub-Zero group manufacturing facilities.
- Sports complex discussion and meetings
- Attended Greenfield Steering Committee meeting and Open House

### **Marketing/Tourism**

- Attended Fitchburg Focus – Destination Madison and the Tourism Economy
- FCVBB Board Meeting
- Reached out to ZEBRADOOG for proposal for Fitchburg history wall

### **Professional Development**

- ArcGIS Business Analyst
- Realta Fusion energy roundtable discussion
- Tour of Center for Black Excellence
- Attended the Urban League's Workforce and Economic Development Summit

### **Alder Contact/Projects**

- Prepared Midwest Financial ribbon cutting talking points for Mayor.
- Contacted grocer regarding opening for Alder.
- Met with Alder Micah LaDousa

### **Other**

Prepared program, press release, attended, assisted with set-up and take down for Memorial Day Observance, and organized lunch delivery for military members.

## Memorial Day Program



Fitchburg's Memorial Day  
Observance  
Monday, May 26, 2025 at 12:30 pm  
Veterans Memorial Park at  
Gorman Wayside

**Mr. Edward Murray**  
Keynote Speaker

***"The Hands That  
Touched the Heroes"***  
Theme



**WELCOME** — Ms. Julia Arata-Fratta, City of Fitchburg Mayor

**NATIONAL ANTHEM** — Performed by the Fitchburg Singers: Cindy Harrington, Karen Lee-Wahl, Nancy Johnson-Cramer and Sherry Birchall (guitar)

**MILITARY PRAYER**

**PROGRAM SPEAKER** — Mr. Edward Murray, Specialist 5, US Army, Retired

**LAYING OF THE COMMERATIVE WREATH** – Members of the Lt. Marion C. Craneffeld VFW Post 1318 of Fitchburg

**MILITARY CEREMONY** by Oregon/Brooklyn VFW Post 10272, Brooklyn/Oregon American Legion Post 160 Military Honor Guard, Color Guard & Rifleman

**CLOSING REMARKS** — Mayor Arata-Fratta

**GOD BLESS AMERICA**— Performed by the Fitchburg Singers: Cindy Harrington, Karen Lee-Wahl, Nancy Johnson-Cramer and Sherry Birchall (guitar)

A special thank you to the members of the Fitchburg Veterans Memorial Group for the efforts made to expand the memorial to recognize all Fitchburg Veterans.

We would also like to acknowledge Lt. Marion C. Craneffeld VFW Post 1318 of Fitchburg which is celebrating its 100 Anniversary.





Patrick Anderson, EMS Chief

101 Lincoln Street  
 Verona, WI 53593  
 608-497-2909 (Business Office)  
 608-845-9455 (Fax)  
 www.fitchronaems.com

# Chief's Report

## June-2025

EMS Calls for Service				
Month	2023	2024	2025	Change from Previous Year
January	432	412	491	19%
February	359	386	472	22%
March	411	384	421	10%
April	376	382	475	24%
May	391	414	411	-1%
June	403	469		
July	359	457		
August	440	464		
September	445	431		
October	414	464		
November	405	454		
December	423	467		
<b>Total</b>	<b>4,858</b>	<b>5,184</b>	<b>2270</b>	<b>14.9%</b>

Estimate for 2025 5959

Special Reporting	May-25	May-24
Naloxone Administration	4	2
Car 15/17 Responses	11	4
Out of Resources	2025	2024
All trucks on calls - April	13	18
Mutual Aid Required (to date)	23	45 Total

Runs by Municipality				
Municipality	May-25	May-24	Year to Date	Percent of Total Runs to Date
City of Fitchburg	270	272	1508	66%
City of Verona	118	110	596	26%
Town of Verona	10	11	58	3%
City of Madison	5	6	34	1%
Belleville (District)	2	2	29	1%
Mount Horeb (Dist)	4	6	31	1%
Other	2	7	14	1%

Fractile Times for Previous Month		
	Service Median (in minutes)	90th Percentile (in minutes)
Notified to Enroute	1.53	2.57
En Route to Arrived on Scene	4.83	9.14
Notified to Arrived on Scene	6.60	10.72
On scene to Transporting	13.98	22.91
Transporting to Destination	15.62	22.91
At Destination to Unit in Service	11.52	18.74

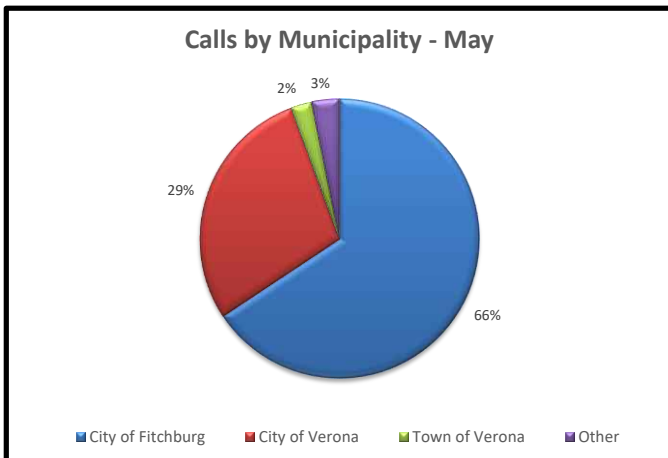
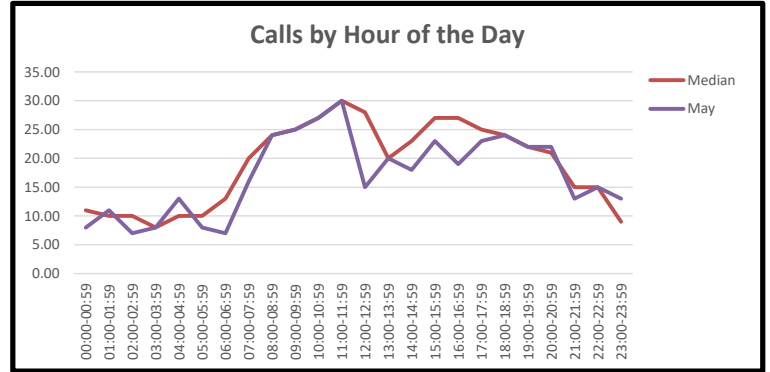
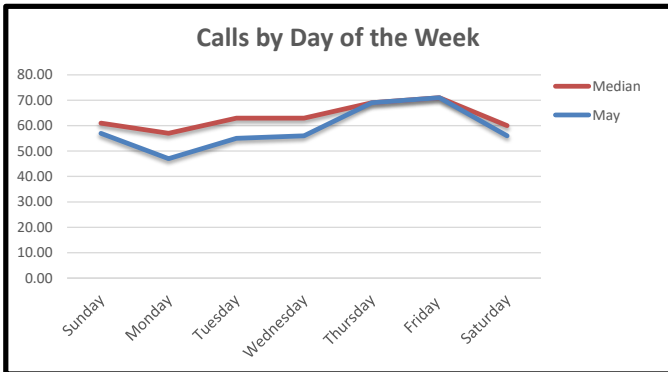
Average calls per day - Previous Year (2024)	14.16
Average calls per day - Year to date	15.03

### Community Events May 6th - June 9th

Assisted with UW Medical Student Disaster Training Day at Verona Fire Station
CPR/AED and Narcan Training for Verona Library Staff
Verona PD Bike Rodeo
Verona Fire House Burn Support
CPR/First Aid for 1901, Inc

Lane, Devon and on duty crews
Patrick
Patrick
Jamie
Sara and Kristy

### Statistics



Top 70% Dispatch Reasons for Calls for Service - May			
Previous Month	Current Month	Complaint	
1	1	Falls	18.49 %
2	2	Sick Person	16.55 %
5	6	Unknown Problem	7.54 %
3	5	Chest Pain	7.30 %
4	3	Breathing Problems	7.06 %
6	4	Unconscious/Fainting	5.84 %
		Seizure	4.87 %
		Traffic Incident	4.14 %
			<b>71.79 %</b>

Calls by Station - May		
Verona	118	29%
FB Sta 2	170	41%
FB Sta 3	122	30%

**Financial Report**

**A/R Aging (as of May 31st, 2025)**

	0-30	31-60	61-90	91-120	121-180	180+	Total
EMS MC	\$1,036,155	\$415,942	\$242,912	\$61,291	\$82,188	\$115,160	\$1,953,647
Current %	<b>53.0%</b>	<b>21.3%</b>	<b>12.4%</b>	<b>3.1%</b>	<b>4.2%</b>	<b>5.9%</b>	<b>100.0%</b>
Goals	40.0%	20.0%	10.0%	7.0%	8.0%	3.0%	100.0%

**Cash on Hand**

	5/30/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
Checking/Market	\$ 1,546,637.86	\$ 1,642,775.28	\$ 777,173.16	\$ (96,137.42)	\$ 769,464.70
Savings	\$ 230,218.49	\$ 229,390.95	\$ 51,521.52	\$ 827.54	\$ 178,696.97
Oak Bank - CD 8518	\$ 150,931.43	\$ 150,931.43	\$ 150,931.43	\$ -	\$ -
Oak Bank - CD 0852	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -
Oak Bank - CD 1824	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ -	\$ -
WISC Funds	\$ 287,660.16	\$ 286,651.01	\$ 260,308.14	\$ 1,009.15	\$ 27,352.02
<b>Total Cash</b>	<b>\$ 2,515,447.94</b>	<b>\$ 2,609,748.67</b>	<b>\$ 1,539,934.25</b>	<b>\$ (94,300.73)</b>	<b>\$ 975,513.69</b>

**Assigned Fund Balances - Oak Bank**

	5/30/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
FAP Funds (Restricted)	\$ 162,286.52	\$ 179,994.45	\$ 9,367.13	\$ (17,707.93)	\$ 152,919.39
2024 EPIC Grant	\$ 580.00	\$ 580.00	\$ -	\$ -	\$ 580.00
Falls Prevention Grant	\$ 22,752.75	\$ 23,472.61	\$ -	\$ (719.86)	\$ 22,752.75
Labor Contract Funds	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ -	\$ -
<b>Total Assigned Funds</b>	<b>\$ 209,619.27</b>	<b>\$ 228,047.06</b>	<b>\$ 33,367.13</b>	<b>\$ (18,427.79)</b>	<b>\$ 176,252.14</b>

**Assigned Fund Balances - WISC - Health Retirement Account Funds**

	5/30/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
Money Market	\$ 674.40	\$ 671.92	\$ 643.56	\$ 2.48	\$ 30.84
Investment Acct	\$ 286,985.76	\$ 285,979.09	\$ 259,664.58	\$ 1,006.67	\$ 27,321.18
<b>Total Assigned Funds</b>	<b>\$ 287,660.16</b>	<b>\$ 286,651.01</b>	<b>\$ 260,308.14</b>	<b>\$ 1,009.15</b>	<b>\$ 27,352.02</b>

**May Donations**

\$500 - St Christophers Council of Women - Verona

**June Milestones**

Mollie Jesberger - 23 years (LTE and FTE)  
 Ryan Robertson - 5 years (LTE and FTE)  
 Jamie Ennis - 5 years (LTE and FTE)  
 Cam Parman - 5 years (LTE)  
 Ava Montemayor - 2 year (Intern and New Graduate)  
 Katerina Thao - 1 year (Intern)  
**Tom Bates - 35 years (Volunteer)**

**Comparables - Calls for Service**

Service	2018	2019	2020	2021	2022	2023	2024	Percent Change 2023-2024
Fitch-Rona EMS	3245	3443	3505	4184	4267	4858	5184	7.6%
Middleton EMS	1825	1969	1898	2254	2543	2715		6.8%
Sun Prairie EMS	2839	3165	3213	3368	3692	4424	4961	14.5%

**Other Updates**

Donation from an area business to purchase two EMS E-Bikes and an inflatable/enclosed rehab shelter  
 Medicaid Supplement Payment Program (CPE) for 2023 submitted

**SHOUT OUTS**

Thank you to Jeremy and Nick from Fitchburg FACTv for a great EMS Week interview



# FACTv Monthly Department Report

For the Month of: May 2025

## Current Productions

- 36 productions completed in May.
- 26 meetings completed in May.
- 20 (1 show per day) Talking Fitchburg updates in May.
- 26 productions scheduled for June.
- 27 meetings scheduled for June.

## Upcoming Productions

- Verona Area School District Graduation
- Lunch N Learn- 2 Show Tapings in June
- Juneteenth Flag Raising
- Pride Month Flag Raising
- Parks Update
- Concerts at McKees
- Ribbon Cutting: Crash Box Therapy
- The Learning Experience Ribbon Cutting
- Festa Italia
- TF Council Recap Show
- TF Department of Ag, Trade, and Consumer Protection
- TF Better Business Bureau
- What's Happening at the Fitchburg Senior Center

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv Marketing Videos- On Going
- Fitchburg Police Department Video Projects- Spotlight Series
- Fitchburg Fire Department Video Projects (On Hold)
- Government 101- TBA
- Utilities Hydrant Flushing Video 101
- Utilities Sewer Cleanout Video 101

## Department Projects

- Fitchburg Room AV Update Project- RFP Coming
- FSC Dining Room AV Project- RFP Coming
- FACTv Marketing Project 2024- started sharing weekly updates about FACTv and Talking Fitchburg.
- FACTv Wall Unit Project
- FACTv Studio Project

## Department Focus

- FACTv Marketing Plan

Fitchburg Chamber Ribbon Cutting at Crash Box Therapy.



City of Fitchburg Memorial Day Observance 2025.



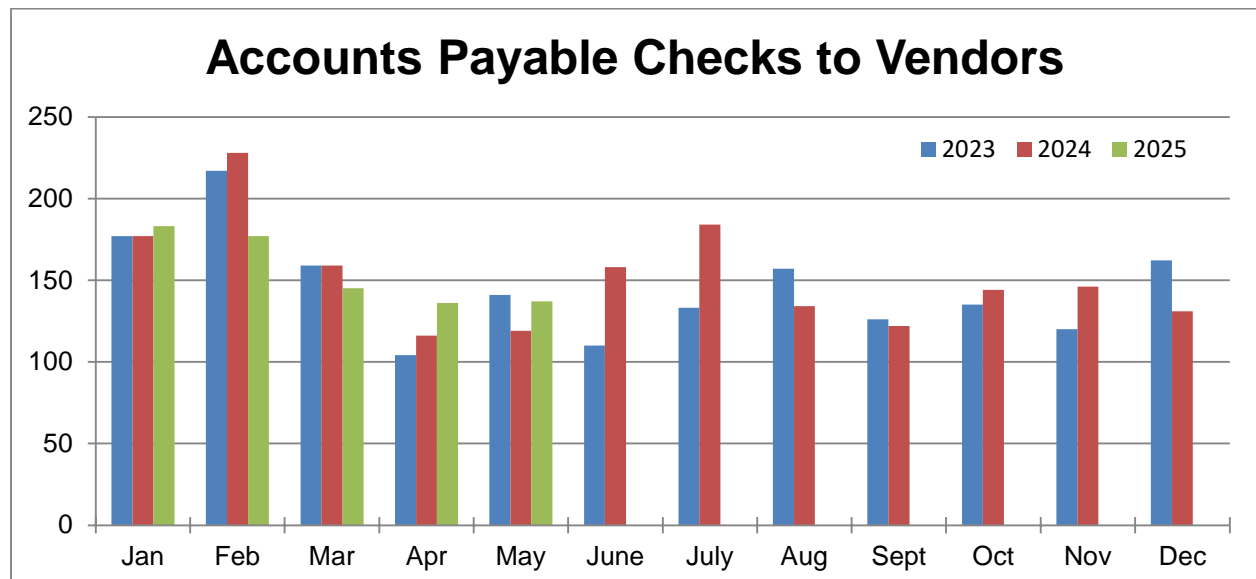


# Finance Monthly Department Report

For the Month of: **May 2025**

## Routine Finance Cycles

- Debt payments were completed without issue.
- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued submitted to Finance Committee and Council.
- Participated in various roundtable discussions held by the League of Wisconsin Municipalities to stay current on relevant issues.
- Completed our annual review with our main bank provider.
- Continued discussions with the Mayor regarding the Capital Improvement Plan (CIP) to identify priorities. The Mayor's Proposed CIP is scheduled to be released in June.
- Attended Finance Committee, Council, and Department Head meetings. Presented at the Committee of the Whole meeting regarding the CIP process and financial policy guidelines.
- Annual Form C filed with the Department of Revenue (DOR), which reports our annual revenues and expenditures in the format prescribed by the State. This report is used for comparisons between communities and for DOR calculations of various state programs.
- Worked with the external auditors on final drafts of the annual audit report. Completed drafts of many of the supporting documents and schedules.
- The schedule for adopting the 2026 Budget was approved by Council and is available on the City's website. <https://www.fitchburgwi.gov/DocumentCenter/View/28311/Budget-Schedule-2026>



## Special Projects

- A new credit card acceptance machine was installed.
- Met with various consultants and other departments to discuss a variety of affordable housing initiatives and programs.
- Various TID development incentives and strategies were discussed and reviewed. Council action will be required prior to the execution of any Development Agreements.
- Met with various staff to discuss purchasing policies, CIP projects, budget amendments, and staff proposals.
- Presented proposed revisions to the financial policy guidelines and investment policy to Council, with the assistance of our financial advisor. Both documents were approved by Council, as presented.
- Met with one of the new Alders as an introduction and to discuss City processes.
- Met with various residents to discuss City budgets and financial records.
- Participated in discussions and information gathering for anticipated union arbitration.
- Analyzed 2024A debt issuance spend-down requirements and prepared recommendations on strategies available to meet the requirements. A budget amendment resolution was submitted for Council consideration.
- Participated in an action planning session on the employee engagement survey results.
- Completed five-year arbitrage reporting for the 2019A debt issuance. The spend-down requirements were met and no arbitrage rebate to the federal government is required.
- Received approval from Council to submit a simplified water rate case request to the Public Service Commission (PSC). Submitted the required information to the PSC. If the request is approved, rates will increase by 3% with the impact on the average home of about \$6 per year. The new rates would be effective October 1, 2025.
- Submitted Form 990-T to request additional electric vehicle tax credits.

## Staff

- Weekly, bi-weekly, monthly, and quarterly team meetings were held.

**Statistics**

	<b>2023</b>	<b>2024</b>	<b>Current Month</b>	<b>YTD 2025</b>	<b>Projected 2025</b>
Special Assessment Letters	496	538	52	238	525
Payroll Payments					
Checks	141	151	13	55	150
ACH Payments	7,327	7,523	782	3,236	7,400
Cash Receipts (non-tax)					
Utility Billing	30,435	29,046	547	13,467	30,000
Library	202	231	13	106	225
General*	41,922	5,379	354	2,107	5,400
OpenGov*	-	845	110	580	850
Budget Amendments					
Administrative Approval	68	57	1	15	50
Council Action	49	53	4	23	50
Purchasing Transactions					
Accounts Payable Checks	1,796	1,979	137	778	2,000
Purchasing Card Payments	4,169	4,262	404	1,831	4,200
Invoices Generated					
General Customer Invoices	497	475	33	189	500
Quarterly/Annual Utility Bills	30,085	30,744	-	7,632	31,000
Final Utility Bills	630	675	66	311	675

\*with the implementation of OpenGov, most permit payments are imported as a single daily transaction rather than individual payments



**FITCHBURG FIRE DEPARTMENT** >>>

**MONTHLY UPDATE** >>>

MAY 2025



# FITCHBURG FIRE DEPARTMENT

## MONTHLY REPORT

FOR THE MONTH OF APRIL

### CALLS FOR SERVICE

EMERGENCY MEDICAL SERVICES ASSIST

**\* 121**

STILL ALARM

**77**

MOTOR VEHICLE ACCIDENTS

**7**

STRUCTURE FIRES

**2**

TOTAL CALLS THIS MONTH

**232**

TOTAL CALLS FOR THE YEAR

**1186**

**2024**

TOTAL CALLS THIS MONTH

**234**

TOTAL CALLS FOR THE YEAR

**1186**

**2025**

AVERAGE RESPONSE TIME FOR THE MONTH:

**5 mins 10 secs**

### STAFFING

CAREER STAFF

**20**

\*Approved staffing = 20

PAID ON CALL FIREFIGHTERS

**18**

\*Approved staffing = 50

INTERN FIREFIGHTERS

**5**

\*Approved staffing = 6

SUPPORT STAFF

**8**

\*Approved staffing = 10

TOTAL MEMBERS **51**

### AT A GLANCE

INSPECTIONS

**189**

PUBLIC EDUCATION EVENTS

**1**

TRAINING HOURS

**293**



## STRUCTURE FIRE OVERVIEW

The Department responded to two structure fires this past month.

Compared to last month:

Structure Fire calls are down one from last month.

*DATE*

*LOCATION*

*FIRE DESCRIPTION*

05/01/2025

2798 Endive Drive

Duplex Fire

05/11/2025

2547 Richardson St

Barn Fire

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 1 public education event this past month.

- 05/17/2025 - Kids Building Wisconsin

## PERSONNEL NOTES

- New interns to start on June 16th
- Chief Sarver has officially started

## RECRUITMENT

- **POX firefighter recruitment process:**
  - Interviews took place on June 14th

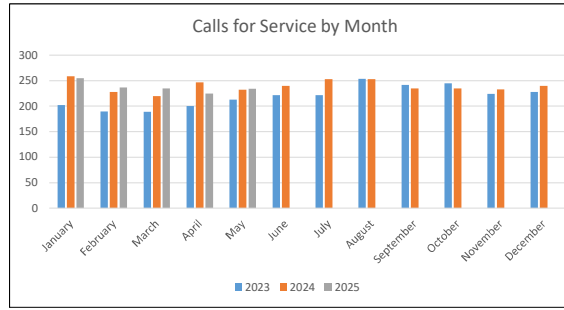


**FITCHBURG FIRE DEPARTMENT**  
 Interim Fire Chief Chad Grossen  
 5791 Lacy Road Fitchburg, WI 53711  
 Station: 608-270-7070 Fax: 608-270-7041  
 www.fitchburgwi.gov/fire

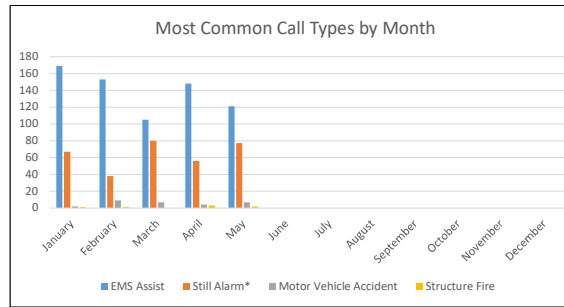


**Fire Department Activity Report**  
 As of May 31, 2025

Calls for Service by Month				
Month	2023	2024	2025	Change
January	202	259	255	-2%
February	190	228	237	4%
March	189	220	235	7%
April	200	247	225	-9%
May	213	232	234	1%
June	222	240		-100%
July	222	253		-100%
August	254	253		-100%
September	242	235		-100%
October	245	235		-100%
November	224	233		-100%
December	228	240		-100%
Total	2631	2875	1186	127%
Projection				

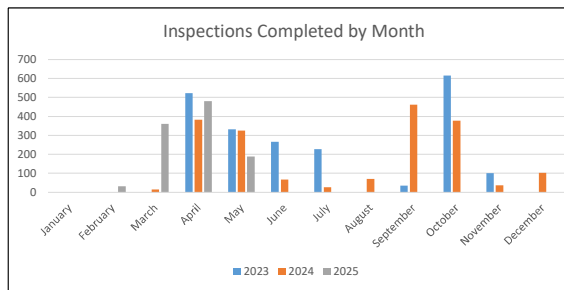


Most Common Call Types by Month				
Month	EMS Assist	Still Alarm*	Motor Vehicle Accident	Structure Fire
January	169	67	2	1
February	153	38	9	1
March	105	80	7	0
April	148	56	4	3
May	121	77	7	2
June				
July				
August				
September				
October				
November				
December				



\*Still Alarms include: Alarm Sounding, Car Fires, Odor Investigations

Inspections Completed by Month			
Month	2023	2024	2025
January	0	0	0
February	0	0	31
March	0	15	361
April	522	382	479
May	332	324	189
June	266	66	
July	227	27	
August	0	70	
September	35	462	
October	615	378	
November	101	37	
December	0	102	
Total	2098	1863	1060



**FIRE DEPARTMENT STAFFING REPORT**  
As of May 31, 2025

	Authorized Headcount	Number of Members	Light Duty / On Leave	TOTAL	+/- Headcount	M/F	Black	Hispanic	Asian	Two or More
<b>Career Staff</b>	<b>20</b>			<b>20</b>						
Chiefs	5	5	0	5	0	4 / 0	0	0	0	0
Lieutenants	5	5	0	5	0	3 / 0	0	0	0	0
Firefighters	9	9	0	9	0	11 / 0	0	1	0	1
Admin Services Mng	1	1	0	1	0	0 / 1	0	1	0	0
<b>Part-Time Staff</b>	<b>66</b>			<b>31</b>						
Chiefs (POX)	2	1	0	1	-1	1 / 0	0	0	0	0
Lieutenants (POX)	3	0	0	0	-3	0 / 0	0	0	0	0
Firefighters (POX)	45	17	0	17	-28	15 / 2	0	1	1	1
Intern Staff	6	5	0	5	-1	3 / 2	0	0	0	0
Support Staff	10	8	0	8	-2	8 / 1	0	0	1	0
<b>Total</b>	<b>86</b>	<b>51</b>	<b>0</b>	<b>51</b>	<b>-35</b>	<b>44 / 6</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>2</b>

**PERSONNEL NOTES**

- New interns to start on June 16th
- Chief Sarver has officially started
- 

Demographics		
Female	6	11.8%
Male	45	88.2%
White	44	86.3%
Black	0	0%
Hispanic	3	5.9%
Asian	2	3.9%
Other/Multi-Racial	2	3.9%

**RECRUITMENT**

- POX firefighter recruitment process:
  - interviews will take place on June 14

**PROMOTIONS**

-

**FIREFIGHTER OVERTIME**

**YEAR-TO-DATE MANDATES**

Month	2024 Total Hours	2025 Total Hours
Jan	214	435
Feb	287	428
Mar	449.5	634.75
Apr	246	535
May	250	643.25
Jun	239.5	
Jul	442	
Aug	320	
Sep	632	
Oct	824	
Nov	800	
Dec	572	
<b>TOTAL HRS</b>	<b>5276</b>	<b>2676</b>

Month	# of Mandates	Total Hours
Jan	0	0
Feb	0	0
Mar	2	20
Apr	1	24
May	2	20
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
<b>TOTAL HOURS:</b>		<b>64</b>
<b>TOTAL MANDATES:</b>		<b>5</b>

**CURRENT MONTH MANDATES**

Date	Firehouse	Position	Hours
5/3/25	2	FF	10
5/19/25	3	FF	10



# Human Resources Monthly Department Report

For the Month of: May 2025

## Projects & Initiatives

- Researched the Family Advantage program – a cost savings health insurance option. Spoke to other municipalities who have incorporated the program to learn about pros and cons and explored the feasibility of implementing it here in Fitchburg.
- Gathered Fire comparables as we move toward arbitration with the Fire union.
- Amy started scheduling annual audiogram testing for those in public safety and public works and onsite biometric screening.
- Personnel committee approved the reclassification of one Property Appraiser I to a Property Appraiser II.
- Sarah M&M is taking the lead on Youth Government Week! Save the date – last week of August 2025.
- Sarah M&M scheduled a therapy animal visit from Dogs on Call to celebrate Public Service Workers Appreciation week.
- Held engagement survey action planning meeting with department heads.
- Olson participated on hiring panel for the City of Middleton's HR Manager.

## Permanent Hires and Promotions

- Paul Scott promoted to Building Inspection Manager effective 7/7/25.
- Josh Harper promoted to Library Assistant II.
- David Wittkamp hired as our Evening Custodian.

\*Amy hired 27 seasonal staff in the last couple of months! This ranges from summer Parks and Recreation staff to several Interns.

## Current Permanent Recruitments

- Associate Planner – Interviewing stage
- Police Officer – One vacancy – conditional offer to be extended following 6/11/25 PFC meeting.

## Turnover of Permanent Employees

- Police Captain – Relocation out of state

## Workers Compensation Claims

- Public Works (1)

# Municipal Clerks Appreciation Week!

*Thank you to this mighty team of four for the endless hours they put into keeping the front desk in order, assisting every visitor to City Hall, and being an amazing resource for anything we need!*

**Tracy Oldenburg,  
City Clerk**

**Stephanie Martinez**



**Ruth Becker**

**Jami Erickson,  
Deputy City Clerk**



# Information Technology Monthly Department Report

For the Month of: **May 2025**

## Projects

The IT team is working on:

- Computer replacements continue
  - Public Works, Planning, Utility, tax collection
- Virtual infrastructure updates
- Windows updates

## Other Items

- Wi-Fi configurations for drone use
- Custom emails for Marketplace and hotel quarterly tax forms
- PDU and UPS network setup
- Fixed Mitel server backups
- Security updates to guest Wi-Fi
- Physical server moves
- Microsoft licensing renewal completed
- CVMIC IT roundtable
- Apply for cybersecurity grant
- HUB construction meetings
- Huegel-Jamestown Park camera repair
- Many new user setups
- Dictation software update
- Added base addresses to OpenGov and added locations to 300+ historical records
- Troubleshoot unintentional unsubscribes from Notify Me by employees

## GIS Initiatives

- Indoor city campus maps (MappedIn)
- Print large format pictures for PD press release
- Field maps tasks demo with PW/Parks
- Community garden maps markup
- Update HNI/city feature services with total households' data enrichments
- Cemetery data update
- Push updates from address memo to OpenGov/AccessDane after County update.
- Add some bordering Madison streets to our street name domain

263 Helpdesk tickets were received.



## Legal Monthly Department Report

For the Month of: May 2025

### Development/Land Use Update

- Deferred Loan Program research
- Affordable housing program research

### Other

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials for municipal and Circuit Court cases
- Country View Mobile Home Park issues
- Weekly Municipal Attorney Conferences
- Monkeyshines
- Radio Equipment Transfer IGA and Tower Lease
- DaneCom



# Library Monthly Department Report

For the Month of: May 2025

## Monthly Visits

Monthly Visits – 10,820

## Checkouts/Renewals/Holds

Checkouts & Renewals – 23,618

Holds Filled – 6,671

## Programming for Adults

Adult Programs – 10

Adult Program Attendees – 104

## Programming for Kids

Youth Programs – 26

Youth Program Attendees – 553

Youth Self Directed Programs – 2

Youth Self Directed Attendees – 269

Teen Programs – 2

Teen Program Attendees – 3

Teen Self Directed Programs – 1

Teen Self Directed Attendees – 15

## Outreach

Programs – 2

Program Attendees – 210

## Computer & Wireless Sessions

Computer Sessions – 475

Wireless Sessions – 37,184

## Meeting Room Reservations

Meeting Room Reservations – 55

## Overdrive Checkouts

Overdrive eBook Checkouts – 2,400

Overdrive Audio Checkouts – 3,413

The Friends of the Badger and Sugar River State Trails spoke about native and invasive species and how to identify them.



Members of the Wisconsin Metalsmiths instructed participants in techniques and skills to produce their own jewelry or art.



Kids and families from Reach Dane came to visit the library for a bilingual story time.





# Parks, Rec. & Forestry Monthly Department Report

**For the Month of: May 2025**

## **Parks**

Park/Forestry operations included in Public Works report.

## **Forestry**

### **Urban Forestry**

- Facilitated the 2025 spring tree planting project, planted 252 trees in new and existing developments.
- Watched a Parks Commission meeting.
- Facilitated a Tree Advisory meeting
- Facilitated Urban Tree Alliance and Operation Fresh Start planting 60 trees in Healthy Neighborhoods.
- Inspected ash trees. Marked trees for removal as appropriate.
- Updated the ash tree inventory.
- Facilitated the planting of 4 trees in tree pits on Stanley Park Place.
- Completed employee orientation for the Parks and Forestry summer intern.
- Participated in CVMIC “Strategic Planning and Visioning” training.
- Completed the CVMIC Perfecting Leadership certification program.
- Met with CORPS volunteers to determine tree impacts of a new bike jump feature.
- Met with Eocene Environmental Group to start the Strategic Urban Forestry Management Plan project.
- Picked up 3 additional trees for the Arbor Day tree planting, paid for by an ATC donation.
- Responded to a resident’s questions about spring tree planting.
- Responded to resident’s requests for service. Particularly dead/declining ash trees.

### **Naturalist**

- Picked up native plants donated to McGaw and Wildwood South Parks from the Dane County Ripple Effects program.
- Facilitated a native plant volunteer day at McGaw and Wildwood South Prairie Park.

### **Volunteer Coordination**

- Met with volunteers in McKee Farms Park, Chicory Meadows, and Noble Woods to discuss volunteer projects for 2025.
- Responded to a resident’s request to inspect private dead trees.

## **Recreation**

- CC/Recreation Program Coordinator started full time on May 7.
- Monthly meeting with Activenet account manager.
- WPRA Summer Discount Ticket sales started.
- Finalized details for summer youth volleyball programs.
- Begin coordination of youth baseball (T-ball, Coach Pitch, & Machine Pitch)
- Summer program registration. Promotion of programs via Facebook and emails.
- Created numerous pending reservations for athletic facility reservation requests.

- Managed payments for community garden plots.
- Adult Volleyball league play ended.
- Coordinate start dates for summer staff.
- Payments for various program instructors.
- Community Center rental inquiries and reservations.
- Coordinated summer Pickleball programs.
- May Rec. program revenue to date (5/27) = \$6,053.00
- May CC rental revenue to date (5/27) = \$520.00
- May shelter/athletic facility rental revenue to date (5/27) = \$14,185.00

### **Projects-Park Commission**

- Attended monthly Park & Recreation, Building, and Grounds meeting with City Administration.
- Held monthly update meeting with City Forester on related Urban Forestry items.
- Had 4 locates/meetings with families at Oak Hall Cemetery.
- Attended biweekly construction meeting regarding the HUB project.
- Met with Dan Larson to discuss NSGC operations and success strategies for upcoming CIP proposal.
- Attended Board of Public Works meeting to discuss Castlebar Park, part of the Highfield Reserve development.
- Attended Quarry Hill community gardens kick off meeting to meet with all gardeners.
- Provided Rec. Coordinator a short park tour focusing on park projects and park facilities that they will be assisting with reservations.
- Attended Finance Committee and Common Council meetings to discuss Rimrock playground and swing set replacement.
- Attended McKee siding replacement pre-construction meeting.
- Met with Pat McGaw to determine potential location for a memorial bench in McGaw Park.
- Attended presentations of 3 finalists for the Kids' Crossing Replacement Professional Services Project.



# Planning & Zoning Monthly Department Report

For the Month of: May 2025

## Plan Commission Applications Processed

- A. [Public Hearing and Consideration of Rezone RZ-2593-25](#) Request by Ayesha Liaqat, Agent for Hoopoe Holdings LLC, to Rezone Properties from PDD-GIP (Planned Development District – General Implementation Plan) to PDD-SIP (Planned Development District – Specific Implementation Plan) to Allow for a Proposed Condominium Multi-Family Residential Development on Property Associated with 2735 Rimrock Road **Approved with an amendment to remove items 3.a.iv. (g) and (h) from the conditions of approval.**
- B. [ADR - Olive Tree Condos SIP](#) Request by Ayesha Liaqat, Agent for Hoopoe Holdings LLC, to Obtain Architectural Design Review Approval for a Multi-Family Condominium Development on Property Associated with 2735 Rimrock Road. **Approved**
- C. [Public Hearing and Consideration of Conditional Use CU-2592-25](#) Request by Chris Schwarz, Agent for 2906 Marketplace LLC, to Allow Conditional Use for Construction Equipment Storage Uses on Property Associated With 2906 Marketplace Drive **Approved**
- D. [Certified Survey Map CS-2591-25](#) Request by Dan Day, Agent for Fahey Glen LLC, to Obtain Certified Survey Map Approval to Allow the Subdivision of 1 Existing Lot into 2 Lots in the Highfield Reserve Subdivision on Property Associated with 5380 W Fahey Glen **Approved with an amendment to Condition #13 removing the text "as designed" and replacing with "per city ordinances."**
- E. [ADR - Irish Fields Lot 270 Amendment](#) Request by Greg Held, Agent for Fahey Glen LLC, to Obtain Architectural Design Review Approval to Increase the Total Number of Units on Building 4 of the Irish Fields Development in the Highfield Reserve Subdivision on Property Associated with 5380 W Fahey Glen **Approved with an amendment to Condition #7 removing the text "as designed" and replacing with "per city ordinances."**
- F. [Ordinance 2025-O-07](#) Amending Chapter 30-67 Private Wells Prohibited and Chapter 40-90 Exclusive Agricultural Land Waiver **Approved with an amendment striking Item (3) "the nearest corner of the existing single family residential home is greater than 150 feet from the right-of-way," and removing the text "A-S Small Lot-Agriculture" from Item (4).**
- G. [Resolution R-91-25](#) Releasing a Temporary Limited Easement on Lot 2 of CSM 8023 (2747 S. Seminole Highway) **Approved**
- \* H. [Resolution R-92-25](#) Approving First Supplement and Fourth Amendment to the Agreement for Subdivision Improvements in the Plat of Highfield Reserve **Approved**

- I. [Plan Commission Elections](#) Election for Plan Commission Vice Chair as Well as Plan Commission Representatives to the Agriculture & Rural Affairs Committee and Transportation & Transit Commission. Elected as follows: Vice Chair Steven Heller, Shelley Malofsky as representative to Ag & Rural, and Alder Gabriella Gerhardt as representative to TTC.

**Applications Processed**

Type	2023 Totals	2024 Totals	January	February	March	April	May	June	July	August	September	October	November	December
Architectural Design Review	12	15	3	3	3	5	2							
Rezone / Conditional Use Permit	21	31	1	3	3	3	2							
Certified Survey Map	18	7	2	2	-	1	1							
Comprehensive Development Plan Preliminary Plat	4	6	-	-	-	-	-							
Final Plat	5	7	-	-	1	1	-							
Other	41	41	2	-	3	1	3							
Variance	0	1	-	-	-	-	-							
Telecommunications Facilities Permit	0	0	-	-	-	-	-							
SmartCode Article 3	1	1	-	-	-	1	-							
SmartCode Article 5	36	64	3	12	3	10	4							
Architectural Design Review Admin.	17	11	-	-	-	4	-							
Sign Permits	52	44	5	5	1	3	3							
Zoning Permits	195	220	5	15	10	18	16							
Early Start Permits	55	81	3	10	3	7	6							
Zoning Letters	14	17	2	1	-	1	1							
<b>Totals</b>	<b>471</b>	<b>546</b>	<b>26</b>	<b>51</b>	<b>27</b>	<b>55</b>	<b>38</b>							

## Neighborhood Plans

- The Greenfield Neighborhood Plan Steering Committee met on Thursday, May 29<sup>th</sup>, and recommended approval of the Plan to Council.
- The draft of both neighborhood plans are available for review at [Neighborhood Plans '23-'24 | Fitchburg, WI - Official Website](#). All comments, questions, and suggestions are due to the Planning staff by end of day on July 10<sup>th</sup>.
- Staff and MSA will present both plans at the June 17<sup>th</sup> Plan Commission meeting.
- Plan Commission and Council will consider adoption of the neighborhood plans in September.

## Healthy Neighborhoods Programs

- The Healthy Neighborhoods Advisory Committee met in May to review the city's Strategic Plan. The committee recommended approval of the Strategic Plan with amendments.
- The committee also reviewed data for the Healthy Neighborhoods Strategic Plan.
- Staff attended Kids Building Wisconsin on May 17<sup>th</sup>.
- Staff continues to plan for focus groups/neighborhood events for the Healthy Neighborhoods Strategic Plan jointly with the Economic Development Department's Housing Study.

## Sustainability

- Staff provided feedback to MSA for Bicycle & Pedestrian Plan draft.
- Staff attended Sustainability Leaders Collaborative meeting at the new Oregon Public Library.
- Staff met with Greater Madison MPO, discussed their Active Transportation Plan and our Bicycle & Pedestrian Plan and potential overlaps/synergies.
- Staff is finalizing outreach and application procurement for "Charge Up Dane County" EV infrastructure grant.

## Agricultural & Rural Affairs

- The Agricultural & Rural Affairs Committee met on May 20<sup>th</sup> on Ordinance 2025-O-07 Amending Chapter 30-67 Private Wells Prohibited and Chapter 40-90 Exclusive Agricultural Land Waiver.

## Department Notables

- The Planning team summer intern has started. The intern will be working on the updates of Farmland Preservation Zoning, preliminary mapping for the comprehensive plan, and other items as needed.

- Zack Jones, Associate Planner, accepted a new position in Kentucky, his home state. Best wishes to Zack!
- The Human Resource team posted the Associate Planner position. We received over thirty applications and interviews are scheduled for June 17<sup>th</sup>.

#### Other

- Fitchburg's Floodplain ordinance received approval from the Wisconsin Department of Natural Resources. The ordinance needs Council approval in July.
- The Development Team Meetings:
  - a. Potential UPS Store on Fish Hatchery
  - b. New development at Hartung Fields



**MONTHLY UPDATE**

May 2025

# MONTHLY UPDATE | MAY



## CALL FOR SERVICE OVERVIEW

The Department handled 1,149 citizen-generated calls for service.

Officers initiated 1,284 calls.

### Compared to last month:

Citizen-generated calls increased by 170. Officer-initiated calls decreased by 3.

### Compared to last May:

Citizen-generated calls decreased by 129. Officer-initiated calls increased by 189.

## CRIME

### PROPERTY CRIME

- No burglaries were reported this month.
- Three vehicles were reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There was one report of a shooting or shots fired this month.
- Three firearms were seized as evidence this month.
- There were no robberies reported.

### DOMESTIC VIOLENCE

- Officers investigated eight domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**First Degree Intentional Homicide | 5/6** | Around 1:00 a.m. on May 6, 2025, Fitchburg officers were dispatched to Monkeyshines Bar and Grill for the report of a disturbance in the parking lot. While officers were on scene, they learned a male had arrived at a local hospital with life-threatening stab wounds. The male was later pronounced deceased at the hospital. A 39-year-old man was later taken into custody at a residence in the city of Sun Prairie. For more information, please [click here](#) and [here](#).

**Strangulation & Suffocation, Battery, Disorderly Conduct | 5/9** | On May 9, 2025, Fitchburg officers were dispatched to an active physical disturbance occurring in the 2100 block of Red Arrow Trail. It was reported that a male and female were physically fighting in the front lawn of the residence and the female was yelling for someone to call 911. The female reported to officers that a verbal argument began between her and the male and the male then wrapped his arms around her body, not letting her go. The female was able to free herself from the male's grasp where she then fled and was able to exit the residence. The male caught up to the female in the front yard, threw her onto the ground, and began strangling her by placing one hand over her

## MONTHLY UPDATE | MAY



mouth and the other hand on her neck. It was at this time a bystander intervened and the male retreated to the apartment. After officers arrived on scene and conducted interviews with the involved parties, it was determined the 35-year-old Fitchburg man would be arrested for Strangulation & Suffocation, Battery, and Disorderly Conduct. He was ultimately booked into the Dane County Jail on these charges.

**Felon in Possession Firearm, CCW, Possess Drug Paraphernalia/Marijuana, Resisting Officer | 5/19** | While on routine patrol, a Fitchburg officer conducted a traffic stop on a vehicle for a registration violation. When conducting a Department of Transportation records check on the vehicle, it was determined the license plates did not return to the vehicle they were affixed to. While in contact with the occupants of the vehicle, a passenger was asked to exit the vehicle. The passenger began to comply and exited the vehicle. After the passenger was out of the vehicle, he immediately began to flee on foot from the traffic stop and a foot pursuit was initiated with him. Officers pursued the passenger who was eventually located and taken into custody. A search of the passenger's belongings resulted in the recovery of a loaded AR-15 pistol-style firearm. The passenger was discovered to be a convicted felon and was on active probation. The 21-year-old Fitchburg male was arrested and booked into the Dane County Jail on the charges of Felon in Possession of a Firearm, Carrying a Concealed Weapon, Resisting/Obstructing an Officer, and a Probation Violation. Another passenger of the vehicle was subsequently cited for Possession of Drug Paraphernalia/Marijuana. Please read the department's press release [here](#).

**OWI 5<sup>th</sup>, Possession of Marijuana, Ignition Interlock Device Tampering | 5/24** | On May 23, 2025, an officer conducted a traffic stop on a vehicle for a driving status violation. While in contact with the operator of the vehicle, the officer observed an open intoxicant container in the cup holder of the console. The officer requested the operator to exit the vehicle and when doing so, the operator needed to steady himself using his vehicle. Subsequently, the officer conducted an OWI investigation. After conducting standardized field sobriety tests and observing clues to indicate intoxication, the 54-year-old Madison man was arrested and booked into the Dane County Jail for 5<sup>th</sup> offense Operating While Intoxicated. He was also cited for Possession of Open Intoxicants, Possession of Marijuana, Ignition Interlock Device Tampering, and Indecent Conduct.

**OWI 1st (w/ Passenger <16yo), Possession of Methamphetamine | 5/29** | While on routine patrol, a Fitchburg officer observed a vehicle traveling with expired registration. A traffic stop was conducted on the vehicle. While in contact with the operator, the officer observed signs of impairment to include pinpoint pupils, profusely sweating, and having a difficult time keeping their eyes open and staying awake. The officer also observed two young children, ages 4 and 5, in the back seat of the vehicle. The officer determined to proceed with an OWI investigation based on these factors. After conducting standardized field sobriety tests and observing clues to indicate impairment, the 24-year-old Fitchburg woman was arrested and booked into the Dane County Jail on charges of OWI 1<sup>st</sup> (with Passenger <16 years old), Possess Drug Paraphernalia, and Possession of Methamphetamine.

# MONTHLY UPDATE | MAY



Case Number	Date	Location	Alder District	Incident Description
FP25-09548	5/1/2025	5100 Anton Dr	1	Battery, Disorderly Conduct
FP25-09553	5/1/2025	100 Brown Quail Ct	3	Disorderly Conduct
FP25-09598	5/2/2025	2900 Index Rd	3	OWI 2nd
FP25-09753	5/4/2025	2800 Coho St	2	OWI 1st
FP25-09907	5/5/2025	2800 Fish Hatchery Rd	2	OWI 3rd, Reckless Driving, Resisting Officer
FP25-09914	5/6/2025	6200 McKee Rd	4	1st Deg. Intentional Homicide
FP25-10142	5/9/2025	6100 McKee Rd	4	OWI 1st
FP25-10207	5/9/2025	2100 Red Arrow Trl	1	Strangulation & Suffocation, Battery, Disorderly Conduct
FP25-10251	5/10/2025	2400 S Whitney Way	1	Child Neglect, Disorderly Conduct, Bail Jumping - Misdemeanor
FP25-10278	5/11/2025	Fish Hatchery Rd/Greenway Cross	3	OWI 1st, Driving Wrong Way on Divided Highway
FP25-10843	5/18/2025	Woods Hollow Rd/E Cheryl Pkwy	3	OWI 1st
FP25-10847	5/18/2025	Fish Hatchery Rd/Post Rd	2	OWI 1st
FP25-10849	5/18/2025	4600 Crescent Rd	1	OWI 1st, Hit and Run
FP25-10924	5/19/2025	E Badger Rd/Rimrock Rd	3	Felon in Possession of Firearm, CCW, Possess Drug Paraphernalia/Marijuana, Resisting Officer
FP25-11131	5/21/2025	3000 Hartwicke Dr	2	Disorderly Conduct
FP25-11158	5/22/2025	McKee Rd/Kapec Rd	4	OWI 1st, Possession of Marijuana, Bail Jumping - Misdemeanor
FP25-11357	5/24/2025	Post Rd/Churchill Dr	2	OWI 5th, Possession of Marijuana, Ignition Interlock Device Tampering
FP25-11446	5/25/2025	Country Rose Ct/Deer Valley Rd	3	OWI 2nd, Ignition Interlock Device Tampering, Resisting Officer
FP25-11575	5/26/2025	CTH MM/Schuster Rd	4	OWI 3rd
FP25-11697	5/27/2025	Rimrock Rd/USH 12 EB Rimrock Rd Off Ramp	3	OWI 1st
FP25-11735	5/28/2025	2600 Pheasant Ridge Trl	3	Strangulation & Suffocation, Criminal Damage to Property, Battery, Disorderly Conduct
FP25-11767	5/29/2025	Fish Hatchery Rd/USH 12 EB	N/A	OWI 3rd, Possession of THC
FP25-11768	5/29/2025	Fish Hatchery Rd/Greenway Cross	2	OWI 1st (w/ Passenger <16yo), Possession of Methamphetamine
FP25-11848	5/30/2025	6200 McKee Rd	4	OWI 3rd, Lewd/Lascivious Behavior, Possession of Schedule II Drug
FP25-11963	5/31/2025	2900 Fish Hatchery Rd	3	Strangulation & Suffocation, Battery, Disorderly Conduct

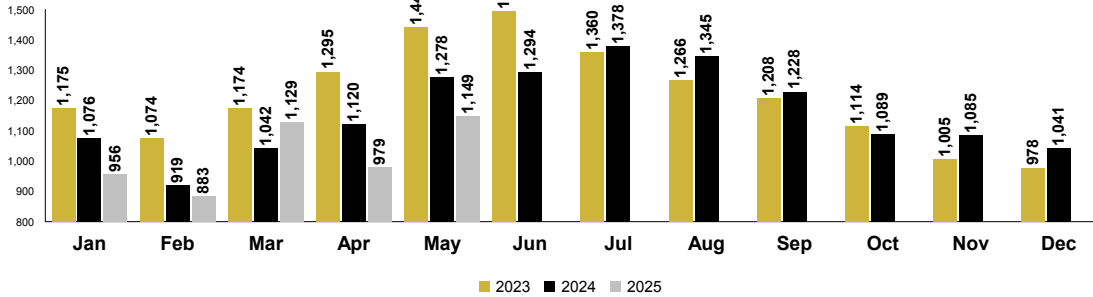
Incident descriptions reflect preliminary classifications that may change over the course of the investigation.

# Fitchburg Police Department

MONTHLY ACTIVITY May of 2025

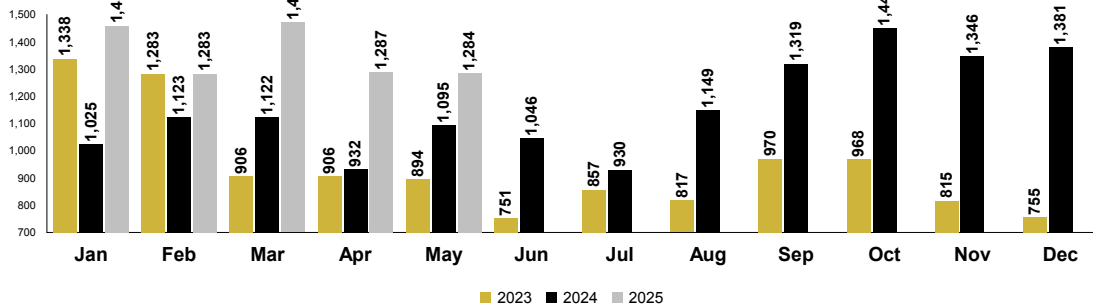


## CITIZEN GENERATED CALLS FOR SERVICE



2024 YTD	2025 YTD	YTD % +/-
5,435	5,096	-6.2%

## OFFICER INITIATED CALLS FOR SERVICE



2024 YTD	2025 YTD	YTD % +/-
5,297	6,784	28.1%

	2024												2025												2024 YTD	2025 YTD	% +/- YTD	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Abduction/FI	2	0	0	4	1	2	1	1	1	1	0	0	0	0	1	2	1								7	4	-42.9%	
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1								0	1	100.0%
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								0	0	0.0%
Robbery	0	1	0	0	0	0	2	0	0	1	1	2	2	0	0	2	0									1	4	300.0%
Sexual Assault	3	0	1	0	1	1	4	0	1	0	2	3	2	2	4	4	0									5	12	140.0%
Aggravated Assault	3	5	2	3	5	5	7	3	4	4	4	9	1	3	0	3	3									18	10	-44.4%
Burglary	5	3	4	3	4	0	4	4	2	2	5	5	5	1	0	1	0									19	7	-63.2%
Theft of Auto	3	4	5	2	2	2	1	2	4	2	8	2	3	0	5	4	3									16	15	-6.3%
Theft from Auto	4	3	2	9	12	7	9	14	19	0	3	4	1	1	1	2	3									30	8	-73.3%
Notable incidents excludes unfounded incidents. It also aggregates to the highest offense within a single incident.																									96	61	-36.5%	

	2024												2025												2024 YTD	2025 YTD	% +/- YTD	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Theft of Auto	3	4	5	2	2	2	2	2	4	2	8	2	4	0	5	4	3									16	16	0.0%
Shots Fired	1	0	0	3	0	1	0	3	4	1	2	0	1	1	0	0	1									4	3	-25.0%
Domestic	19	10	7	22	11	20	20	13	25	10	16	10	7	4	9	10	8									69	38	-44.9%
These 3 categories include a count of all incidents were the related offense occurred whether or not it was the highest offense.																												

	2024												2025												2024 YTD	2025 YTD	% +/- YTD	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Traffic Crash	70	41	54	38	54	37	39	51	45	59	52	52	45	55	42	44	49									257	235	-8.6%

	2024												2025												2024 YTD	2025 YTD	% +/- YTD	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Officer Initiated																												
Traffic Monitoring	49	105	130	139	151	150	72	118	231	213	133	154	223	140	218	142	163									574	886	54.4%
Traffic Stop	283	504	501	303	405	373	374	427	426	600	503	547	590	505	671	613	583									1,996	2,962	48.4%



# Public Works Monthly Department Report

For the Month of: May 2025

## Transportation/Transit

- Syene Road Phase 2
  - Contractor installed storm sewer and tested existing water main.
  - Coordinated with local businesses for continued access.
  - Coordinated with the Police Department for traffic enforcement in work zone.
- Syene Road Phase 3
  - Held several meetings with contractor and Wisconsin Department of Transportation (WisDOT) to resolve geotechnical and contract issues.
  - Dug several test pits to determine select crushed material depth for Change Order 1.
- Fish Hatchery Road
  - Reviewed a cost share agreement with Dane County for repairs to Fish Hatchery Road turn lanes as well as some spot repairs.
- Street Resurfacing
  - American Rescue Plan Act (ARPA) Resurfacing Project
    - Held preconstruction conference on May 7, 2025.
    - Removed damaged curb in Belmar neighborhood.
  - CIP #3319 Street Resurfacing Program
    - Removed and replaced damaged curb throughout city and City Hall parking lot.
    - Coordinated with Fire Department and City Hall departments regarding access.
- Vision Zero Resolution approved at the May 13, 2025, Common Council meeting and subsequently gave three media interviews regarding the Vision Zero Resolution.
- Held a Bus Rapid Transit (BRT) Open House on May 15, 2025, for approximately 15 attendees.
- Held several engineering review meetings with Sub-Zero and Strand for the Basswood Drive Reconstruction project.
- Attended Forest Edge Elementary civic engagement presentations and coordinated crosswalk painting for Mr. O's 4<sup>th</sup> grade class.
- Reviewed and approved 25 right of way (ROW) permits for driveways, electrical services, and communications services.

## Stormwater

- Installed groundwater monitoring well at Quarry Ridge Park and rain station on Fitchrona Road.
- Completed dry weather outfall inspections for Zone 3 of the city.
- Completed annual inspections for the majority of city-owned/maintained stormwater basins. Reviewed vegetation quality at contractually managed site.
- Advertised the 2025 Crescent Road Utility Improvements Project for bids.
- Attended Madison Area Municipal Stormwater Partnership (MAMSWaP), Green Tier, and Clean Lakes Alliance meetings.
- Finalized water quality modeling for Dunn's Marsh and discussed use of Dunn's Marsh in city model with Madison.
- Began inspections of rural culverts.
- Continued to update GIS layers with attribute information for stormwater infrastructure.
- Attended meeting with Madison Metropolitan Sewerage District (MMSD) regarding Nine Springs Valley Interceptor and potential coordination.
- Continued work with Strand Associates, Inc. on preparing draft plans for the Yarmouth Greenway stabilization project.
- Issued stop work order at Jamestown Quarry grading project and approved revised erosion control approach.
- Updated address list for private Best Management Practices (BMP) maintenance letter to be sent in June.
- Met with Drainage Doctors regarding their metaBMP software to replace Permitrack for erosion control and private BMP inspection tracking.

## Utilities

- Well No. 12: Pump house design work continued. The drilling contractor restored the site. Received water quality test reports.
- Tower D: Maquire Iron, Inc. continued work on foundation/steel design.
- Tower E AT&T: Finalized Strand's inspection and design review services agreement and routed for signatures.
- Belmar Water Main Replacements: finished specifications and advertised the bid. Bid opening is scheduled for June 9, 2025.
- Syene Interceptor (Phase II): Vierbicher continued work on design.
- Fish Hatchery Road Water Main Replacement: held pre-construction meeting on May 1, 2025. Horizontally directional drilled water main under Nine Springs Creek culvert pipes on Fish Hatchery Road.
- Nine Springs Valley Interceptor (NSVI): attended meetings with MMSD regarding their NSVI replacement project through Fitchburg. Provided information for anticipated future capacity needs.

- Water System Plan: Worked with Strand Associates, Inc. on an agreement to draft the Water System Plan required by the Wisconsin Department of Natural Resources (DNR). Plan needs to be complete before the end of the year.
- Compliance Maintenance Annual Report (CMAR) Report: drafted report.
- Meter Work Orders: Worked with Finance and Information Technology (IT) on a new work order process in OnBase for new meter/radio installations.
- Consumer Confidence Reports (CCR): Drafted CCR reports for each water system.
- Water Service Line Identification: Continued inventory work.
- Sewer Repairs (Eggiman & Pheasant): Worked to get quotes for sewer repairs. The top section of the sewer pipe has failed in two areas.
- Sanitary Sewer Cleaning: continued 2025 cleaning. The city cleans 1/3 of the sanitary sewer system each year.
- Large Meter Replacements: continued installation of 1.5" and 2" meters. The Utility is averaging installation of 3 to 4 meters per week.
- Meter Radio Installations: continued installations in new construction.
- Continued spring flushing.
- Water System Repairs: none.

## Parks

- McGaw Pickleball Courts: issued notice to proceed and commenced construction.
- McKee Farms Park Shelter Siding: approved amendment with AY for construction services siding work to begin in June.
- Tower Hill Shelter: approved amendment with AY for construction services and held meeting.
- Stoner Prairie Park Improvements: construction continued.
- Chicory Drive Tennis Courts: reviewed plans.
- Fitchburg HUB: continued work on building and site work.
- Finished starting up drinking fountains.
- Adjusted stormwater manholes at Hatchery Hill Park and finished filling Hatchery Hill Park with fill dirt from HUB site.
- Opened the Splash Pad at McKee Farms Park for summer on May 29, 2025.
- Tilled community gardens at Briarwood, Huegel Jamestown, and Swan Creek.
- Delivered mulch and compost to community gardens.
- Attended Par 3 meeting in Waunakee. Par 3 is a group of adjacent communities that get together to discuss parks topics.
- Two seasonal employees started working for summer.
- Repaired picnic tables.
- Prepared Gorman Wayside Veterans Memorial Park and Oak Hill Cemetery for Memorial Day.
- Started string trimming all parks citywide.
- Painted soccer fields at McKee Farms Park and Fahey Fields.
- Delivered electrical boxes and fencing for Festa Italia.

- Delivered picnic tables for pickleball tournament.
- Attended professional services interviews for Kids Crossing Playground Replacement project.
- Took delivery of new Bobcat Toolcat and Ford F-350.
- Performed daily park rounds.
- Emptied trash and recycling containers throughout the City's park system.
- Prepared 13 ball diamonds for play.

## **Building & Grounds**

- Fitchburg HUB: Construction continued. Started site improvements.
- Police Station: design work continued. Continued work to bring project estimate within budget.
- Police Evidence Roof: Jewell Associates Engineers, Inc. working on building assessment report.
- City Hall Renovations: drafted and released Request for Proposals (RFP) for design development services.
- Completed wall patching and painting of Library Tech room.
- Completed painting three rooms at Senior/Community Center.
- Shampooed Library youth area.
- Waxed floors at Community Center.
- Installed EV chargers at Library and City Hall garages.
- Replaced faulty smoke detector at Fire Station No. 3.

## **Refuse & Recycling**

- Ordered poly yard waste bags for sale to residents.

## **Streets**

- Installed 33 tons of hot mix in potholes, water main patches, and storm sewer repairs.
- Installed bus shelters on Deer Valley Road and Cahill Main.
- Advertised and opened three bids to purchase a new bucket truck.
- Performed vehicle maintenance on 14 vehicles/equipment and made 11 vehicle/equipment repairs.
- Swept 48 cubic yards of debris from the streets.
- Took 2011 GMC pick up to auction.
- Picked up apartment brush two times.
- Repaired the split rail fencing in Swan Creek around drainage ditches.
- Laid out and painted new crosswalks in Terravessa for a school project.
- Took delivery of four Ford Lighting EV trucks. Two for Engineering, one for Streets and one for Parks.
- Installed rain monitoring station on Fitchrona Road.

- Started string trimming ditches that the tractor can't navigate along No Oaks Ridge and between Fish Hatchery Road and Lyman Lane. Worked on string trimming guard rails along bridges.
- Hauled 510 cubic yards of yard waste from recycling center to compost yard.
- Repaired storm sewer sink holes on Cheryl Drive and Nesbitt Road.
- Attended Cities and Villages Mutual Insurance Company (CVMIC) safety training for blood borne pathogens.

## Other

- Developments:
  - Hartung: Reviewed Letter of Credit (LOC) calculation. Continued work on punchlist items.
  - Highfield (Phase 3): Reviewed LOC calculation.
  - Highfield (Phase 4): Finished landscaping and paving. Worked on punchlist.
  - Highfield Lot 270 CSM: Subdivision Improvement Agreement (SIA) supplement and amendment was drafted and approved. Interceptor fees were calculated and paid. Design and installation of infiltration facility improvements on Lot 271 were completed.
  - Inspiration at Swan Creek: Worked on punchlist items.
  - Jamestown Quarry: Approved Jamestown Way plans. Reviewed Jamestown roadway plans, submittals and held bi-weekly meetings. Currently grading the site.
  - Nine Springs: Reviewed Article III information.
  - Oak Meadow Reserve: Completed utility installations. Working on street improvements.
  - O'Brien: Temporary easement release.
  - Ochalla: Contractor continued work on warranty punchlist.
  - Olive Tree: SIA approved for Olive Tree. Reviewed plans and LOC calculation.
  - Stoner Prairie (1<sup>st</sup> Add): Worked on punchlist.
  - Sub-Zero (Basswood): Reviewed design options. Attended meetings with Sub-Zero, Strand and property owners that will be directly affected by this project.
  - Terravessa, Terravessa (2<sup>nd</sup> Add), Terravessa (3<sup>rd</sup> Add) and Terravessa (4<sup>th</sup> Add – Phase I): Contractor continued work on punchlist items.
  - Terravessa (4<sup>th</sup>) - Phase II: Installing street improvements.
- Commercial Developments: Continued follow-up on occupancy punchlists.
- Planning & Building Permit Reviews: Completed approximately 10 reviews.
- Environmental Engineering Intern and Utility Engineering Intern started.
- Website: Worked with GIS Coordinator on a project map for the Public Works website.

Repaired broken drainpipe for the McKee Farms Park splash pad.



Asphalt patch on Edenberry Street for a water main repair.



Using the vac truck to clean out the ditch outfalls adjacent to Cheryl Drive.





## Senior Center Monthly Department Report

For the Month of: May 2025

### Programs

#### 8 new one-time programs

- **Older Americans Month Celebration:** Honored *29 seniors aged 90+*!



- **Hand & Wrist Health Workshop:** Led by local expert *Dr. Christie* of Fitchburg.
- **Wood Carving Open House:** Welcomed *12 enthusiastic new participants!*
- **Bike Rides for Joe:** Launched in May, spearheaded by former mayor *Steve Arnold* — *15 riders hit the trails!*
- **Q&A with City Assessor:** An informative session with *Chris Leitz*.
- **Hearing Health Session:** Lunch & Learn - Presented by local audiologist *Dr. Veronica Heide*.
- **Spotlight on Just Dane:** Lunch & Learn - featuring *Linda Ketcham, Executive Director*.
- **NEW Building Resilience Group:** A self-led support circle for those navigating life after the loss of a spouse.
- **Veterans Support Group:** Gaining momentum with *5–6 participants* each month and engaging discussions and presenters.
- **Fitchburg Singers on Tour:** Sharing the joy of music with concerts across Fitchburg and nearby communities.

#### 31 ongoing programs

#### E-Newsletters Subscriptions

1,649 through April 2025. 1,660 current subscribers through May 2025

**Monthly Foot Traffic** – 5,019

**Avg. Daily Foot Traffic** - 239

## Meals

**Congregate Meals:** 617

**Home Delivered Meals:** 833

**Grand Total:** 1450

## Volunteer Program Update

Noteworthy: We had a new volunteer start last month as an iPhone/smart phone, iPad tutor. She holds "office hours" here every Friday. She's already helped several of our clients learn how to use their devices. The success of this new volunteer position has been incredible, and we hope to add more tech tutor volunteers to have regular office hours on different days of the week.

New Volunteers	Position	Started
B. S.	Driver Escort	5/1/2025
D. S.	Packing Buddy	5/1/2025
G. H.	Meal Driver	5/1/2025
	Grocery Shopper	5/1/2025
K. C.	Meal Driver	5/1/2025
S. J.	PD Support Group Leader	5/1/2025

## Case Management

**New client referrals:** 6

**Case Management clients served:** 90

**Medicaid clients served:** 16

**Client trends and other notables:**

- Attended Aging Advocacy Day, meeting with State legislators to advocate budget priorities
- Case Managers have been working closely with PD department, clients, and other family members supporting and preventing scams to residents in the community.
- Ongoing support to older adults at mobile home community to obtain access to resources; attended resident community meeting.
- Many hours have gone into assisting residents find/maintain affordable housing.
- Regular office hours held at Senior apartment complexes.
- Housing clinic w/JFF held at Boys & Girls Club two times/month.

**Admin/Other**

- Attended re-occurring meetings: Department Head, Deputy Administrator, bi-weekly staff, Commission on Aging Well, Fitchburg Senior Center Friends, Multi-Cultural Work Group, Dane County Focal Point Directors, Wisconsin Association of Senior Centers, Talking Fitchburg.
- Met with Memorial United Church of Christ co-pastors Kristin Gorton and Peter Morris to discuss their involvement in our Pride Month program.
- Met with Lucia Ledesma and Andrea Muniz from UNIDOS to discuss services for Spanish speaking older adults.
- Met with Jamie Goldberg, Clinical Assistant Professor at UW School of Social Work, to discuss our taking on a social worker intern this fall.
- Along with staff, attended Aging Advocacy Day at the State Capital.



Aging Advocacy Day visit with Senator Melissa Ratliff



Every summer we plant a PRIDE garden!

We want everyone to know that this is a safe place & everyone is welcome.

Many THANKS to K&A Greenhouse for their ongoing support each summer!



**In Memory of Paul Bariola**

These tomato plants were planted in memory of Paul Bariola.

Paul suggested the Senior Center (and many other places) with tons of fresh tomatoes every summer for over 15 years.

So many people benefitted from Paul's green thumb over the years. Paul was a master grower and volunteer. He gave well over 2000 hours of his time volunteering with us at the center. He was the guy I could call when I needed help with just about anything, and he was my friend.

Before Paul passed away, unexpectedly in March of 2022, he told me all he wanted to do, when he was feeling better, was to plant his tomatoes. On his behalf, I planted his tomatoes this summer, here.

Thank you to Paul's family (Bariola, Rachel & Paulina) for their generous memorial gift which made this and more years of tomatoes to come possible.

Paul is deeply missed, thought of often, and will never be forgotten. Rest in peace friend.

Kate

Harrell



IN LOVING Memory



All the tomatoes from this garden will benefit participants our Senior Nutrition Program, just like the tomatoes that Paul used to donate did.



# MONTHLY REPORTS JUNE 2025

Updates from City Departments and Monthly Activities



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CITY OF FITCHBURG, WISCONSIN



# Administration Monthly Report

For the Month of: June 2025

## Meetings

- Held a 1:1 meeting with each of the 16 department heads
- Attended Development Team meetings
- Attended weekly update meetings with Mayor
- Held DH meetings for Council agenda review and roundtable discussion
- Attended monthly League of Municipalities Administrator Zoom meeting
- Attended bi-weekly HUB construction meetings
- Attended various developer meetings
- Held monthly meetings with Community Resource Team, Buildings & Grounds, and Park, Recreation & Forestry staff
- Attended Finance, Council, Committee of the Whole, and Special CIP Finance meeting
- Met with Promega and Avante
- Attended weekly communication meetings
- Attended 3CMA webinar AI Strategies

## Staff Projects

Worked with staff on various projects and policies including but not limited to: Monkeyshines, Bowman Plaza, No Oaks Ranch, Community Equity Committee draft ordinance, dispatch services, Police facility, Country View Mobile Home Park, Capital Improvement Plan, PD staffing, Parks, housing programs, EMS IGA, and Uptown Hills.

## Events and Collaboration with Businesses & Residents

- Provided a monthly video update and Council meeting recap for residents via FACTv.
- Attended WCMA annual conference and The Learning Experience ribbon cutting.
- Participated in the Dane County Sheriff's Office Captain process.
- Attended the Pride and Juneteenth flag raising.



## Assessing Monthly Department Report

For the Month of: June 2025

### Inspections Completed Over the Past Month

- No inspections completed since field work was completed in April.

### Projects Completed Over the Past Month

- Mailed out assessment notices for 9,888 properties.
- Court trial for 2022 & 2023 assessments for multiple apartment properties.
- Held Open Book from June 9<sup>th</sup>-June 18<sup>th</sup>
  - 352 total inquiries
    - 75 total changes made during Open Book
- Mailed Open Book determination letters on 6/24/25.
- Submitted preliminary Municipal Assessment Report.
- Held 1:1s with all staff

### Major Projects in Progress

- Ongoing assessment discussions following Open Book.
- 2026 budget
- Preparing for Board of Review cases and objections.
- Preparation for an additional day of excessive assessment court trial.
- Continued work on properties in litigation.

### Projects in the Next Month

- First full meeting of the Board of Review
- Continued work on properties in litigation
- Beginning work on 2026 assessment roll



# Building Inspection Monthly Department Report

For the Month of: June 2025

## All Permits Issued

173 Permits

## Commercial Projects

2 New Commercial

9 Alterations/Repairs/Other

## Residential Permits

8 New Single Family

1 New Two Family

1 Multi-Family (52 Units)

152 Residential Alterations/Additions/Other

## Total Construction Value (All Permits)

\$24,457,042



# Clerk Monthly Department Report

For the Month of: June 2025

## Elections

- Began preliminary work on EDR postcards for the 2025 four-year voter record maintenance per State Statutes 6.50(2r)

## Permits

- Processed and approved five sound permits, including:
  - Promega summer picnic
  - Rusty Bee summertime bands
  - Badgerland Classic Softball Tournament

## Licensing

- Issued 30 pet licenses.
- Processed and approved 95 operators license application renewals.
- Processed and approved 66 new operator's license applications.
- Processed and approved 54 applications for businesses alcohol licenses.

## Special Projects

- Team member continued work on scanning documents to electronic versions.

## Board of Review

- Continued working on BOR meeting agenda and packet materials.
- Provided nine objection packet materials and provided information on BOR process for filling an objection.

## Other

- Processed six open records requests.
- Began work on 2026 operational budget.

## Staff

- Attended Generational Differences training.
- Swearing in three Fire Interns
- Team members created agendas for two PSHS and two Common Council meetings and monthly COW meetings.
- Clerk attended PSHS and Common Council meetings.



# Economic Development Monthly Report

For the Month of: June 2025

## Economic Development

- Development Update
- CEDA agenda, minutes and meeting packet
- GB memo for Ehlers
- Worked on 2025 budget
- Participated in City of Madison Business Walk

## Business/Developer Outreach

- 34 business/developer outreach contacts with several needing additional follow up or information.

## Community Development

- Resident outreach regarding mail delivery, set up meeting with USPS.
- Labyrinth Park idea

## Housing

- Housing Advisory Committee meeting
- Housing Fund memo
- Uptown Hills Deferred Loan
- Gorman Proposal
- Housing Plan Kickoff and Check-in meeting– Redevelopment Resources
- Prepared referral, resolution and preapproval for Phase II Project II of Efficiency Navigator program
- Regional Housing Executive Committee
- Dane County Regional Housing Annual Meeting

## Prospects/RFP

- Restaurant recruitment follow-up
- Physical therapy prospect
- City tour with prospect
- Hotel prospect

## Meetings

- Sports Complex meeting
- Bowman Plaza TIF meeting

- CDBG Commission
- Attended The Learning Experience daycare ribbon cutting
- Scheduled and attended hotel owner/operator meetings with FCVBB
- Attended June 24<sup>th</sup> Finance and Council meeting
- Met with Vandewalle to discuss launch of City in Motion update
- Attended weekly staff meetings, DH meetings, Development Team meetings & bi-monthly meeting with Promega
- Met with Sustain Dane on Phase II – Project II contract
- Met with USPS officials to discuss mail delivery issues and CPU
- Attended ECZ Community of Practice
- Met with Representative Randy Udell

### **Marketing/Tourism**

- Quivey's Grove 45<sup>th</sup> anniversary
- Worked at FCVBB golf outing
- Sports facilities conversations

### **Professional Development**

- Attended and exhibited at Wisconsin Technology Council Entrepreneurs Conference
- Completed WEDA Basic Economic Development course
- Strengthening Renters Rights webinar
- Tax Automation webinar
- Model Builder in ArcGIS webinar

### **Alder Contact/Projects**

- Contacted WLCC and FCVBB regarding ribbon cutting for La Hispana
- Provided Alder with employment estimates
- Met with Alder Logan Reigstad
- District 2 Listening Session
- History Wall - Zebradog

### **Other**

- Talking points and plaques for two ribbon cuttings



# FACTv Monthly Department Report

For the Month of: June 2025

## Current Productions

- 24 productions completed in June.
- 27 meetings completed in June.
- 20 (1 show per day) Talking Fitchburg updates in June.
- 27 productions scheduled for July.
- 21 meetings scheduled for July.

## Upcoming Productions

- |  |  |
|--|--|
| • Child Safety Seat Checks/<br>Community Event | • Alder Updates- LaDousa &<br>Reigstad                   |
| • Lunch N Learn- 2 Show Tapings in<br>July     | • TF Council Recap Show                                  |
| • Zafferano Ristorante Ribbon<br>Cutting       | • TF Department of Ag, Trade, and<br>Consumer Protection |
| • Briarpatch 8th Annual Youth Arts<br>Festival | • TF Better Business Bureau                              |
|  | • What's Happening at the Fitchburg<br>Senior Center     |

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv Marketing Videos- On Going
- Fitchburg Police Department Video Projects- Spotlight Series
- Fitchburg Fire Department Video Projects (On Hold)
- Government 101- TBA
- Utilities Hydrant Flushing Video 101
- Utilities Sewer Cleanout Video 101

## Department Projects

- Fitchburg Room AV Update Project- RFP Coming
- FSC Dining Room AV Project- RFP Coming
- FACTv Marketing Project 2024- started sharing weekly updates about FACTv and Talking Fitchburg.
- FACTv Wall Unit Project
- FACTv Studio Project

## Department Focus

- FACTv Marketing Plan

Fitchburg Chamber Ribbon Cutting at The Learning Experience.



Concerts at McKee Kickoff for 2025.





# Finance Monthly Department Report

For the Month of: June 2025

## Routine Finance Cycles

- Debt payments were completed without issue.
- Attended Finance Committee, Council, and Department Head meetings.
- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued submitted to Finance Committee and Council. April and May Treasurer's Reports presented to Finance Committee.
- Participated in various roundtable discussions held by the League of Wisconsin Municipalities to stay current on relevant issues.
- Multiple discussions resulted in the finalization of the Mayor's priorities for the Capital Improvement Plan (CIP). The final prioritization was incorporated into the Mayor's Proposed CIP and the document was released to the Council and public. A special Finance Committee meeting was held for Department Head discussions on the requests and a public hearing was held to hear feedback from the public on the proposals. Council proposed amendments to the CIP are due in July and CIP adoption is scheduled for early August. <http://www.fitchburgwi.gov/176/Capital-Improvement-Plan>
- The June Committee of the Whole (COW) featured a presentation from Ehler's, the City's external financial advisors, regarding the 10-year financial management plan (FMP) that was developed in coordination with staff and based on the Mayor's Proposed CIP. Using rough percentage change assumptions, all of the City's financial policies are expected to be met over the long-term; however, levy limits will likely be a significant constraint in both the long- and short-term. While these projections are very rough and preliminary, the levy limit gap for the 2026 budget is projected to be \$548,000 (slide 30 of the FMP presentation). Significant levy limit gaps also persist through the remaining 10 years of the plan. <https://www.fitchburgwi.gov/DocumentCenter/View/28428/2025-FMP-Final-Presentation>
- A total of 7,751 quarterly utility bills were generated with 5,313 being mailed and 2,438 being emailed due to customer opting-out of paper bills.
- Budget worksheets were prepared and distributed to Departments. Began calculating and researching additional budget inputs. Initial budget work is completed over the next two months with a first compiled draft of the budget submitted to the Mayor in August. Prioritization will occur with the Mayor in August and September with a Mayor's Proposed Budget issued in late September. <https://www.fitchburgwi.gov/DocumentCenter/View/28311/Budget-Schedule-2026>
- Worked with the public safety leaders to ensure the new public safety maintenance of effort (MOE) requirements and the new reporting required to the State to certify compliance were completed timely and accurately.

- The TID annual reports (Form PE-300) were submitted to the DOR. <https://ww2.revenue.wi.gov/VaultPublic/publish/tidar/report.html>. The required presentation to the Joint Review Board (JRB) will occur later in the year, likely in coordination with an anticipated TID #18 amendment.
- Completed the continuing disclosure questionnaires and submitted them to the financial advisor.
- The Annual Comprehensive Financial Report (ACFR), the final deliverable from the City's annual external audit, was completed. The Management Discussion and Analysis (MD&A) included at the front of the report is a narrative summary of the financial results, drafted by the City, and can be useful to readers of the report. The statistical section at the end of the report is also really useful for comparing the City's trends over the past ten years. The auditors presented the audit summary to the Finance Committee which included an unqualified or "clean" opinion. The ACFR was also submitted to the Government Finance Officers Association (GFOA) Certificate of Achievement program for excellence in financial reporting. Based on the City's receipt of the award for the past eight years, it is expected that the honor will again be awarded for this report.
  - 2024 ACFR: <https://www.fitchburgwi.gov/DocumentCenter/View/28325/City-of-Fitchburg-AUD-ACFR-FINAL-12-31-24>
  - Auditor Presentation: <https://www.fitchburgwi.gov/DocumentCenter/View/28326/C-Fitchburg-2024-Financial-highlights---meeting-handout>

## Special Projects

- Various meetings to discuss payroll questions and employee handbook updates.
- Participated in various affordable housing initiative conversations, including the deferred loan offered for the Uptown Hills development and the Gorman housing proposal.
- Various TID development incentives and strategies were discussed and reviewed. Council action will be required prior to the execution of any TID amendments, TID creations, or Development Agreements.
- Met with various staff to discuss purchasing policies, CIP projects, grant opportunities, budget amendments, and staff proposals.
- Held discovery meetings with the top two providers of a new payroll software. Also held initial demonstrations with three providers of advanced scheduling software.
- Met with the Department of Revenue about levy limits.

## Staff

- Weekly, bi-weekly, and monthly team meetings were held.
- Met with the new Fire Chief to discuss financial policies and practices.
- Met as a finance team to discuss the engagement survey results.
- Participated in generational differences training.

**Statistics**

	<b>2023</b>	<b>2024</b>	<b>Current Month</b>	<b>YTD 2025</b>	<b>Projected 2025</b>
Special Assessment Letters	496	538	52	290	525
Payroll Payments					
Checks	141	151	21	76	150
ACH Payments	7,327	7,523	527	3763	7,400
Cash Receipts (non-tax)					
Utility Billing	30,435	29,046	801	14,268	30,000
Library	202	231	27	133	225
General*	41,922	5,379	323	2,430	5,400
OpenGov*	-	845	120	700	850
Budget Amendments					
Administrative Approval	68	57	2	17	50
Council Action	49	53	3	26	50
Purchasing Transactions					
Accounts Payable Checks	1,796	1,979	137	915	2,000
Purchasing Card Payments	4,169	4,262	333	2,164	4,200
Invoices Generated					
General Customer Invoices	497	475	44	233	500
Quarterly/Annual Utility Bills	30,085	30,744	7,676	15,308	31,000
Final Utility Bills	630	675	75	386	675

\*with the implementation of OpenGov, most permit payments are imported as a single daily transaction rather than individual payments



**FITCHBURG FIRE DEPARTMENT** >>>

**MONTHLY UPDATE** >>>

*JUNE 2025*



# FITCHBURG FIRE DEPARTMENT MONTHLY REPORT

FOR THE MONTH OF APRIL

## CALLS FOR SERVICE

EMERGENCY MEDICAL  
SERVICES ASSIST

**\* 141**

STILL ALARM

**68**

MOTOR VEHICLE  
ACCIDENTS

**8**

STRUCTURE FIRES

**3**

TOTAL CALLS THIS MONTH

**240**

TOTAL CALLS FOR THE YEAR

**1426**

**2024**

TOTAL CALLS THIS MONTH

**254**

TOTAL CALLS FOR THE YEAR

**1440**

**2025**

AVERAGE RESPONSE TIME FOR THE MONTH:

**5 mins 16 secs**

## STAFFING

CAREER  
STAFF

**20**

\*Approved staffing = 20

PAID ON CALL  
FIREFIGHTERS

**19**

\*Approved staffing = 50

INTERN  
FIREFIGHTERS

**6**

\*Approved staffing = 6

SUPPORT  
STAFF

**8**

\*Approved staffing = 10

TOTAL MEMBERS **53**

## AT A GLANCE

INSPECTIONS

**87**

PUBLIC EDUCATION  
EVENTS

**3**

TRAINING HOURS

**593**



## STRUCTURE FIRE OVERVIEW

The Department responded to three structure fires this past month.

Compared to last month:

Structure Fire calls are up one from last month.

*DATE*

*LOCATION*

*FIRE DESCRIPTION*

06/23/2025

4501 Sentinel Pass

Garage Fire

06/26/2025

Mutual Aid (Springdale) - 8644 Davis Street

Building Fire

06/27/2025

Mutual Aid (Springdale) - 8644 Davis Street

Building Fire (rekindled)

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 3 public education events this past month.

- 06/01/2025 - Festa Italia
- 06/09/2025 - Station Tour for Reach Dane class
- 06/14/2025 - CI Pediatric Therapy Centers Summer Party

## PERSONNEL NOTES

- Resignation received from FF Schwoerer

## RECRUITMENT

- No updates

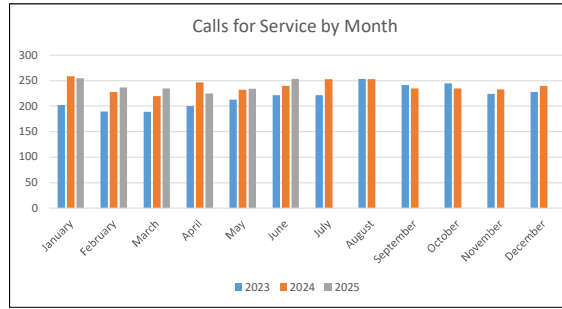


**FITCHBURG FIRE DEPARTMENT**  
 Fire Chief Scott Sarver  
 5791 Lacy Road Fitchburg, WI 53711  
 Station: 608-270-7070 Fax: 608-270-7041  
 www.fitchburgwi.gov/fire

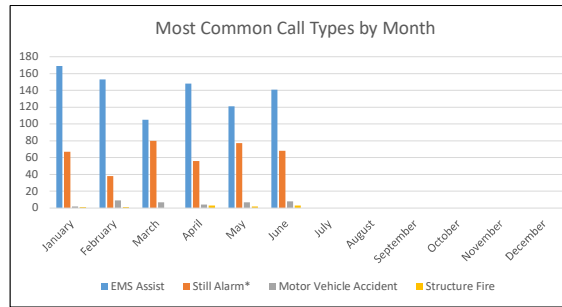


**Fire Department Activity Report**  
 As of June 30, 2025

Calls for Service by Month				
Month	2023	2024	2025	Change
January	202	259	255	-2%
February	190	228	237	4%
March	189	220	235	7%
April	200	247	225	-9%
May	213	232	234	1%
June	222	240	254	6%
July	222	253		-100%
August	254	253		-100%
September	242	235		-100%
October	245	235		-100%
November	224	233		-100%
December	228	240		-100%
Total	2631	2875	1440	127%
Projection				

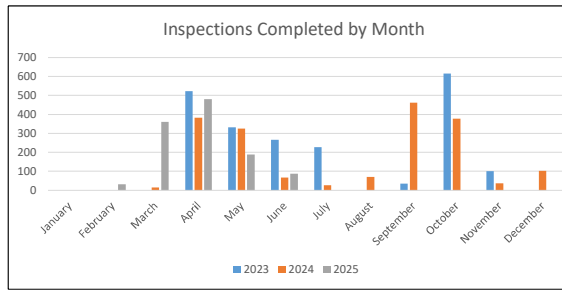


Most Common Call Types by Month				
Month	EMS Assist	Still Alarm*	Motor Vehicle Accident	Structure Fire
January	169	67	2	1
February	153	38	9	1
March	105	80	7	0
April	148	56	4	3
May	121	77	7	2
June	141	68	8	3
July				
August				
September				
October				
November				
December				



\*Still Alarms include: Alarm Sounding, Car Fires, Odor Investigations

Inspections Completed by Month			
Month	2023	2024	2025
January	0	0	0
February	0	0	31
March	0	15	361
April	522	382	479
May	332	324	189
June	266	66	87
July	227	27	
August	0	70	
September	35	462	
October	615	378	
November	101	37	
December	0	102	
Total	2098	1863	1147







# Human Resources Monthly Department Report

For the Month of: June 2025

## Projects & Initiatives

- Human Resources participated in the continued demos of the new payroll and HRIS systems.
- Coordinated all staff training by CVMIC on Generational Differences.
- Continued discussion and edits on the Community Equity Committee (CEC) ordinance and started work on a presentation to Council from the CEC.
- Coordinated retirement one-on-one meetings for employees with our deferred compensation provider.
- Audiogram testing for all public works and public safety employees was held; we have three employees who received a medical referral and may have a possible recordable hearing loss due to their occupation. We will review our current hearing protection PPE at the City's next safety team meeting in July.

## Permanent Hires and Promotions

- None

## Current Permanent Recruitments

- Police Captain – application period closed 6/29/25
- Associate Planner – conditional offer extended
- Police Officer – continuous recruitment

## Turnover of Permanent Employees

- None

## Workers Compensation Claims

- Fire (1)

Every June, the City of Fitchburg proudly raises the Pride and Juneteenth flags.





# Information Technology Monthly Department Report

For the Month of: **June 2025**

## Projects

The IT team is working on:

- Computer replacements continue
  - Planning, Court, Library, Records, Clerks, Econ Dev, Fire, Public Works (2), Police
- Virtual Infrastructure updates
- Windows updates
- New user setups

## Other Items

- UDE upload fix - PD
- Tasks related to Scott Endl retirement
- Adjusted filters/reports for Clerks in OpenGov
- Splash Pad emergency phone work
- Squads 22, 21, 19, 18 & 14 Reimaged
- Company Portal ArcGIS Pro version from 3.1.5 to 3.3.5
- Firewall firmware updates
- Switch firmware updates
- Community Center switch replacement
- Datacenter switch configuration
- iPad for Utility deployed
- Checkout laptop reconfigured
- Create document types in OnBase for Planning

## GIS Initiatives

- OpenGov MAT update/ParcelUpdate/OpenGov Map update.
- Spring tree planting plan GPS discussion and update with Parks.
- Water and Sanitary update/backup to geodatabase.
- GDB maintenance
- ESRI webinar
- Assist with Cemetery deeds

ServiceDesk: 249 Helpdesk tickets were received



## Legal Monthly Department Report

For the Month of: June 2025

### Development/Land Use Update

- Bowman Plaza TIF Request
- Uptown Hills Deferred Loan

### Other

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials for municipal and Circuit Court cases
- Country View Mobile Home Park issues
- Weekly Municipal Attorney Conferences
- Monkeyshines
- EMS IGA
- Attended Municipal Attorney Institute



# Library Monthly Department Report

For the Month of: June 2025

## Monthly Visits

Monthly Visits – 12,702

## Checkouts/Renewals/Holds

Checkouts & Renewals – 25,372

Holds Filled – 6,564

## Programming for Adults

Adult Programs – 7

Adult Program Attendees – 63

## Programming for Kids

Youth Programs – 30

Youth Program Attendees – 1,116

Youth Self Directed Programs – 2

Youth Self Directed Attendees – 365

Teen Programs – 1

Teen Program Attendees – 5

Teen Self Directed Programs – 1

Teen Self Directed Attendees – 40

## Outreach

Programs – 4

Program Attendees – 113

## Computer & Wireless Sessions

Computer Sessions – 451

Wireless Sessions – 36,717

## Meeting Room Reservations

Meeting Room Reservations – 48

## Overdrive Checkouts

Overdrive eBook Checkouts – 2,466

Overdrive Audio Checkouts – 3,161

Skelly and Wishbone are helping to "Color Our World" with happy little mountains and happy little trees for our Summer Reading Program!"



Margaret had so much interest in Parachute Play that she added a second program so everyone could have a chance to participate.



Laura Eyler of Thyme Savor Cuisine shares cooking techniques during the program Color Your World with Colorful Recipes.





# Parks, Rec. & Forestry Monthly Department Report

**For the Month of: June 2025**

## **Parks**

Park/Forestry operations included in Public Works report.

## **Forestry**

### **Urban Forestry**

- Started working on fall 2025 tree planting – ash replacements in City parks.
- Watched a Parks Commission meeting.
- Facilitated a Tree Advisory meeting.
- Watched a Common Council meeting.
- Participated in CVMIC generational differences training.
- Participated in a ERG meeting.
- Participated in a meeting in regards to tree conflicts and future parkland dedication in Nine Springs No Oaks Ranch.
- Met with Rich Hauer from Eocene Environmental Group to go over the survey questions for the Urban Forestry Strategic Management Plan.
- Inspected ash trees treated in 2023. Marked many for removal as they are infested with EAB.
- Worked on Million Trees grant reporting.
- Submitted a grant report to WI DNR for the Urban Forestry Strategic Management Plan.
- Finished turf replacement project in McGaw Park.
- Inspected storm damaged trees. Communicated with Public Works for tree removal priorities.
- Updated the ash tree inventory.
- Responded to resident's requests for service. Particularly dead/declining ash trees.

### **Naturalist**

- Picked up donated plants and delivered them to Chicory Meadows Park.
- Planted donated plants in McGaw, SC Johnson, and Swan Creek Parks.
- Pulled and sprayed Bird's Foot Trefoil (among other weeds) in Swan Creek and Harlan Hills Prairie. Filled in growing space with donated plants.
- Facilitated a high mowing of Wildwood South Prairie Park.
- Spread donated seeds in SC Jonson Park.
- Started to update the burn maps for 2027.

### **Volunteer Coordination**

- Met with volunteers in McKee Farms Park, Chicory Meadows, and Noble Woods to discuss volunteer projects for 2025.
- Purchased and delivered volunteer supplies.

## **Recreation**

- Monthly meeting with Activenet account manager.
- WPRA summer discount ticket sales.

- Post summer youth volleyball programs.
- T-ball, Coach Pitch and Machine Pitch baseball programs started.
- CPR & First Aid training for summer staff.
- Summer programs began on June 16. Promotion of programs via Facebook and email.
- Created numerous pending reservations for athletic facility reservation requests.
- Managed payments for Community Garden plots.
- Contacted various program instructors regarding Fall/Winter programming.
- Finalized details of Fall NFL flag football programs.
- Payments for various program instructors.
- Began work on VASD 2025/26 school facility requests.
- Community Center rental inquiries and reservations.
- Coordinated summer Pickleball programs.
- June Rec. program revenue to date (6/30) = \$12,611.00
- June CC rental revenue to date (6/30) = \$2,140.00
- June shelter/athletic facility rental revenue to date (6/30) = \$20,835.00

### **Projects-Park Commission**

- Stoner Prairie – Shelter is under construction and should be completed soon. Restrooms are being constructed with the new well. That work is ongoing and will be completed in 2026.
- Tower Hill – Work has started and is ongoing.
- McKee Siding – Work has started and is ongoing.
- McKee open air shelter at the inclusive playground – Staff is working on designs to fit with the existing theme of the splashpad. We anticipate a fall 2025 or spring 2026 construction depending on weather conditions.
- Kid's Crossing – Seeking approval from Council in July.
- McGaw Pickleball – Work has started and is ongoing.
- Chicory Meadows Courts – Project has been designed and is being reviewed by staff. We will be bidding the project soon with an anticipated summer/fall construction.
- Hatchery Hill grading – Site has been restored.
- Kyle Stiegert Greenway – Staff working with the applicants on the next steps.
- HUB – Under construction
- Rimrock playground – Approved and waiting for contract signatures.
- Southdale playground – Contract approved, playground in the process of being ordered.
- Southdale design – Seeking Council approval in July.



# Planning & Zoning Monthly Department Report

For the Month of: June 2025

## Plan Commission Applications Processed

- A. [Public Hearing and Consideration of Ordinance 2025-O-11 & Plan Commission Resolution PCR-02-25](#) Adopting the Greenfield Neighborhood Plan as an Amendment to Appendix A of the City of Fitchburg (Dane County, Wisconsin) Comprehensive Plan *Five people spoke in opposition. Fourteen registered in opposition. No action taken.*
- B. [Public Hearing and Consideration of Ordinance 2025-O-12 & Plan Commission Resolution PCR-03-25](#) Adopting the South Stoner Prairie Neighborhood Plan as an Amendment to Appendix A of the City of Fitchburg (Dane County, Wisconsin) Comprehensive Plan *No one spoke at the public hearing. No action taken.*
- C. [Public Hearing and Consideration of Rezone RZ-2597-25](#) Request by Lisa Krueger, Agent for Tim O'Brien, to Rezone Properties from R-R (Rural Residential) to PDD-GIP (Planned Development District - General Implementation Plan) to Allow for a Proposed Multifamily Residential Development on Property Associated with 2747 S. Seminole Highway *Approved.*
- D. [Public Hearing and Consideration of Conditional Use CU-2595-25](#) Request by Jeremy Williams, Agent for Justin Vondra, V6 LLC, to Allow Conditional Use for Horticultural Specialties and Landscape Sales and Service on Property Associated with 1839 County Highway MM *Approved as amended by Ag & Rural.*
1. *No other permit or approval is waived or deemed satisfied except for the approval provided herein.*
  2. *Approval is based on submitted application, plans and staff comments.*
  3. *Maplewood operations are limited to the area shown on the submitted plans with equipment storage in the existing building. With the exception that operations including wood storage, **wood processing** and mulch piles shall be removed from a buffer zone and along the driveway to the north. The buffer zone shall extend ~~40~~50-feet from the north property line and 50 feet from the east property line **and shall be maintained as mown grass or crops.***
  4. *The eastern building may only be used for the storage of **machinery and equipment exclusively.** If occupancy is desired, the building must be improved to commercial standards. In addition to a building permit for occupancy, the Building Inspector requires Dane County approval of the private sanitary system, proper egress and exit lighting, and ADA requirements.*
  5. *Existing live trees/woods on site shall remain.*

6. *Removal and burning of dead wood shall be compliant with Chapter 70-57 (Open Burning) of the Fitchburg Code of Ordinances.*
  7. *Hours of operation shall generally be between 7 am and 5 pm.*
- E. [Public Hearing and Consideration of Conditional Use CU-2596-25](#) Request by Mike Rupiper, Agent for the Promega Corporation, to Allow Conditional Use for the Construction and Maintenance of the Nevin Springs Boardwalk Built on Pilings, Including Limited Excavating and Filling in Wetland, on Property Associated with 5470 Gunflint Trail Approved.
- F. [Public Hearing and Consideration of Ordinance 2025-O-10](#) Amending Article X, Floodplain Overlay Zoning, of Chapter 22 Zoning Ordinance **Approved as amended: Adding "Division 3. - ADMINISTRATION" between Sec. 22-837 and Sec. 22-838.**
- G. [Minor PDD Amendment - Irish Fields](#) Request by Greg Held, Agent for Fahey Glen LLC, to Obtain a Minor PDD Modification to Allow for the Clarification and Minor Edits of the Irish Fields PDD-SIP, a Property Associated with Lot 271 and former Lot 270 (now Lots 1 and 2 of CSM 16786) of the Highfield Reserve Plat **Approved.**
- H. [Certified Survey Map CS-2594-25](#) Request by Ron Klaas, Agent for the Oregon School District, to Obtain Certified Survey Map Approval to Allow the Subdivision of an Existing Lot into 1 Single-Family Residential Lot and 1 Outlot on Property Associated with 3016 County Highway MM **Approved with amendment to add Condition #9. Add note: "No Access" across the frontage of CTH MM along Lot 1, except in the areas of the existing access location.**
- I. [Resolution R-110-25](#) Re-Approving Certified Survey Map Request CS-2543-24 (Resolution R-118-24) by Ayesha Liaqat, Agent for Hoopoe Holdings LLC, to Obtain Certified Survey Map Approval for the Purpose of Consolidating Two Existing Lots Into 1 Buildable Lot on Property Associated with 2735 Rimrock Road (Olive Tree Condos) **Approved.**
- J. [Resolution R-100-25](#) Adopting the 2026-2035 Capital Improvement Plan (CIP) **Approved.**

## Neighborhood Plans

- The drafts of both neighborhood plans area available for review at [Neighborhood Plans '23-'24 | Fitchburg, WI - Official Website](#) All comments, questions, and suggestions are due to the Planning staff by end of day on July 10<sup>th</sup>.
- Plan Commission held a public hearing for both plans on June 17<sup>th</sup>.

Applications Processed														
Type	2023 Totals	2024 Totals	January	February	March	April	May	June	July	August	September	October	November	December
Architectural Design Review	12	15	3	3	3	5	2	-						
Rezone / Conditional Use Permit	21	31	1	3	3	3	2	3						
Certified Survey Map	18	7	2	2	-	1	1	2						
Comprehensive Development Plan Preliminary Plat	4	6	-	-	-	-	-	-						
Final Plat	5	7	-	-	1	1	-	-						
Other	41	41	2	-	3	1	3	2						
Variance	0	1	-	-	-	-	-	-						
Telecommunications Facilities Permit	0	0	-	-	-	-	-	-						
SmartCode Article 3	1	1	-	-	-	1	-	-						
SmartCode Article 5	36	64	3	12	3	10	4	1						
Architectural Design Review Admin.	17	11	-	-	-	4	-	-						
Sign Permits	52	44	5	5	1	3	3	3						
Zoning Permits	195	220	5	15	10	18	16	18						
Early Start Permits	55	81	3	10	3	7	6	0						
Zoning Letters	14	17	2	1	-	1	1	3						
<b>Totals</b>	<b>471</b>	<b>546</b>	<b>26</b>	<b>51</b>	<b>27</b>	<b>55</b>	<b>38</b>	<b>32</b>						

**Healthy Neighborhoods Programs**

- The Healthy Neighborhoods Advisory Committee met in June to review the City’s Strategic Plan. The committee recommended approval of the Strategic Plan with amendments.
- The committee also reviewed data for the Healthy Neighborhoods Strategic Plan. Staff were able to collect and analyze census data specific to the four priority neighborhoods.
- Staff and the Neighborhood Navigators attended several priority neighborhood events including the Allied Drive Neighborhood Resource Team, Allied Food Pantry, Allied Parks Alive, and Leopold Park Alive.

## Sustainability

- Staff continued to manage the Bicycle & Pedestrian Plan.
- Staff are collecting data regarding the City's electric vehicles (EVs) including the number of vehicles and the number of chargers.
- The next step for the recently adopted Sustainability Plan is to develop steps for implementation. Staff are documenting the indicators of success for each of the 46 strategies.

## Agricultural & Rural Affairs

- The Agricultural & Rural Affairs Committee met on June 17<sup>th</sup>. The committee reviewed and approved conditional use permit request (CU-2595-25) by Jeremy Williams. The committee also discussed the neighborhood plans and new farm residences.

## Department Notables

- The interview team – Brad Sippel, Tim Voelker, John Crook, and Deanna Schmidt – interviewed seven applicants for the Associate Planner position. The selected applicant accepted the position and starts on July 28<sup>th</sup>. Thanks to the interview team and HR.

## Other

- Fitchburg's Floodplain Ordinance received approval from the Wisconsin Department of Natural Resources. The ordinance needs Council approval on July 22<sup>nd</sup>.
- Development Team Meetings:
  - a. LifePoint – Avante
  - b. Foseid Property - Populance
  - c. City on a Hill – Bowman Plaza



**MONTHLY UPDATE**  
June 2025

# MONTHLY UPDATE | JUNE



## CALL FOR SERVICE OVERVIEW

The Department handled 1,246 citizen-generated calls for service.

Officers initiated 1,025 calls.

### Compared to last month:

Citizen-generated calls increased by 97. Officer-initiated calls decreased by 259.

### Compared to last June:

Citizen-generated calls decreased by 48. Officer-initiated calls decreased by 21.

## CRIME

### PROPERTY CRIME

- Four burglaries were reported this month.
- One vehicle was reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There was one report of a shooting or shots fired this month.
- Four firearms were seized as evidence this month.
- There was one robbery reported.

### DOMESTIC VIOLENCE

- Officers investigated fourteen domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**Battery, Disorderly Conduct, Felony Bail Jumping x4, Misd. Bail Jumping x6 | 6/3** | Fitchburg officers were dispatched to a residence in the 3300 block of Leopold Way for the report of a physical fight occurring between two females. It was reported to dispatch that one of the females had a knife. When officers arrived on scene, they conducted interviews with the involved parties. After subsequent investigation, it was determined the offender, a 50-year-old La Crosse woman, was the predominant aggressor in the disturbance. She was arrested and booked into the Dane County Jail on the charges of Battery, Disorderly Conduct, 4 counts of Felony Bail Jumping and 6 counts of Misdemeanor Bail Jumping.

**Operating While Intoxicated 7<sup>th</sup>, Failure to Install IID | 6/7** | The Fitchburg Police Department received a report of two unconscious people in a running vehicle in the 2900 block of Ochalla Drive. Officers arrived on scene and determined the driver, a 64-year-old Madison man, to be intoxicated. It was determined the driver had six prior OWI convictions. He was ultimately arrested and booked into the Dane County Jail for the charge of Operating While Intoxicated 7<sup>th</sup> offense (felony) and cited for Failure to Install Ignition Interlock Device.

## MONTHLY UPDATE | JUNE



**Disorderly Conduct, Criminal Damage to Property, Felony Bail Jumping x2 | 6/14 |** Fitchburg officers were dispatched to a stalking complaint in the area of 2900 Fish Hatchery Road. The reporting party stated his ex-girlfriend was actively following him in her car. The male also reported that she “bumped” into his vehicle with hers twice while following him. Officers eventually were able to locate the female and received her statement in regards to the situation. Officers determined the female, a 27-year-old Madison woman, would be arrested and transported to the Dane County Jail for the charges of Disorderly Conduct (domestic), Criminal Damage to Property, Felony Bail Jumping x2, and Misdemeanor Bail Jumping.

**Felon in Possession of Firearm, Sale/Possess/Use/Transport Machine Guns, CCW, Possession of Cocaine/THC/Drug Paraphernalia, Felony Bail Jumping | 6/15 |** While on routine patrol, a Fitchburg officer observed a vehicle parked at McKee Farms Park with two occupants inside. On closer observation, the two occupants appeared to be unconscious and there was narcotics in plain view inside the vehicle. The officer initiated contact and detained the two occupants. A search of the vehicle was conducted and a loaded Glock firearm was located, along with illegal narcotics and a large sum of cash. The Glock firearm was affixed with a MCD (Machinegun Conversion Device), converting the firearm into a fully automatic weapon. The driver, a 31-year-old Milwaukee man, was arrested and booked into the Dane County Jail on the charges of Felon in Possession of a Firearm, Sale/Possess/Use/Transport Machine Guns, Carrying a Concealed Weapon, Felony Bail Jumping, Possession of Cocaine, and Possess w/ Intent THC. The passenger, a 41-year-old Milwaukee man, was also arrested and booked into the Dane County Jail on the charges of Felon in Possession of a Firearm – Party to a Crime, Possession of THC, and Possession of Drug Paraphernalia.

**2nd Deg. Recklessly Endangering Safety, Disorderly Conduct, Criminal Damage to Property | 6/22 |** Fitchburg officers were dispatched to the report of a rolling disturbance on McKee Road. The caller advised that she was being chased in her vehicle by her boyfriend. Officers observed the two vehicles traveling at a high rate of speed, in excess of 80 miles per hour, and witnessed them fail to stop for a red traffic signal at the intersection of McKee Road and Fish Hatchery Road. Once officers were able to catch up to the two vehicles, a traffic stop was conducted. It was learned through interviews that the male suspect had damaged multiple items in the victim’s apartment and made threats to burn the female’s residence down prior to the vehicle chase. The 42-year-old Madison man was subsequently arrested and booked into the Dane County Jail on the charges of 2<sup>nd</sup> Degree Recklessly Endangering Safety, Criminal Damage to Property (domestic), and Disorderly Conduct (domestic).

**False Imprisonment, Strangulation & Suffocation, Battery, Disorderly Conduct, Resisting Officer | 6/28 |** The Fitchburg Police Department received a report from a female stating she was strangled, assaulted and locked out of her residence by her boyfriend. The female advised officers that her boyfriend barricaded himself inside the residence with their two young children and pets. Due to the safety concerns of the young children still inside the residence with the suspect, officers forced entry into the apartment. The suspect was then located in a locked bedroom and officers verbally negotiated with him for over an hour before he peacefully surrendered. The children were safely recovered and no injuries occurred. The suspect, a 29-year-old Cottage Grove man, was arrested and booked into the Dane County Jail on charges of False Imprisonment, Strangulation

# MONTHLY UPDATE | JUNE



& Suffocation, Battery, Disorderly Conduct (domestic), Resisting/Obstructing Officer, Child Neglect x2, Intentionally Mistreat Animals, and Misdemeanor Bail Jumping.

Case Number	Date	Location	Alder District	Incident Description
FP25-12017	6/1/2025	6200 McKee Rd	1	OWI, Possess Drug Paraphernalia
FP25-12094	6/2/2025	1800 County Highway MM	4	Robbery, Battery, Disorderly Conduct
FP25-12200	6/3/2025	3300 Leopold Way	2	Battery, Disorderly Conduct, Felony Bail Jumping x4, Misd. Bail Jumping x6
FP25-12377	6/6/2025	Deer Valley Rd/Country Rose Ct	3	OWI, Operate Firearm While Intoxicated, Possess Open Intoxicants
FP25-12470	6/7/2025	300 W Beltline Frontage Rd	3	Burglary
FP25-12524	6/7/2025	2900 Ochalla Dr	3	OWI 7th, Failure to Install IID
FP25-12535	6/7/2025	2300 High Ridge Trl	2	Burglary
FP25-12592	6/8/2025	McCoy Rd/USH 14	3	OWI 2nd, Failure to Install IID
FP25-12766	6/11/2025	2600 Hazelwood Ct	3	Disorderly Conduct, Resisting Officer
FP25-12847	6/12/2025	S Fish Hatchery Rd/McKee Rd	3	OWI
FP25-12941	6/13/2025	4800 E Clayton Rd	3	OWI 4th, Resisting Officer
FP25-13040	6/14/2025	Latitude 43 St	3	4th Deg. Sexual Assault
FP25-13057	6/14/2025	3300 Leopold Way	2	Disorderly Conduct
FP25-13060	6/14/2025	2700 Fitchrona Rd	4	Burglary
FP25-13085	6/14/2025	2900 Fish Hatchery Rd	2	Disorderly Conduct, Criminal Damage to Property, Felony Bail Jumping x2
FP25-13095	6/15/2025	USH 12/Rimrock Rd	n/a	OWI, Possession of Marijuana
FP25-13116	6/15/2025	2900 Chapel Valley Rd	2	Felon in Possession of Firearm, Sale/Possess/Use/Transport Machine Guns, CCW, Possession of Cocaine/THC/Drug Paraphernalia, Felony Bail Jumping
FP25-13274	6/17/2025	2600 Osmundsen Rd	4	Disorderly Conduct, Criminal Damage to Property
FP25-13281	6/17/2025	2800 Eggiman Rd	2	Veh. Operator Flee/Elude Officer, Take & Drive w/o Consent, Resisting Officer
FP25-13288	6/17/2025	4600 Crescent Rd	1	Battery/Threat to LEO, Resisting Officer, Felony Bail Jumping
FP25-13599	6/22/2025	2700 Novation Pkwy	3	OWI
FP25-13605	6/22/2025	5700 Longford Ter	2	2nd Deg. Recklessly Endangering Safety, Disorderly Conduct, Criminal Damage to Property
FP25-13975	6/26/2025	2900 Fish Hatchery Rd	3	Theft from Auto
FP25-13979	6/26/2025	2900 Hardrock Rd	4	OWI 3rd
FP25-14083	6/28/2025	100 Deer Valley Rd	3	False Imprisonment, Strangulation & Suffocation, Battery, Disorderly Conduct, Resisting Officer

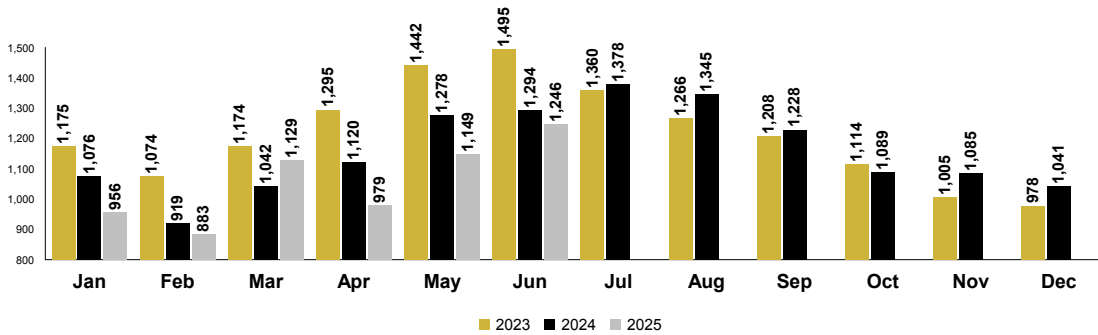
Incident descriptions reflect preliminary classifications that may change over the course of the investigation.

# Fitchburg Police Department

MONTHLY ACTIVITY June of 2025

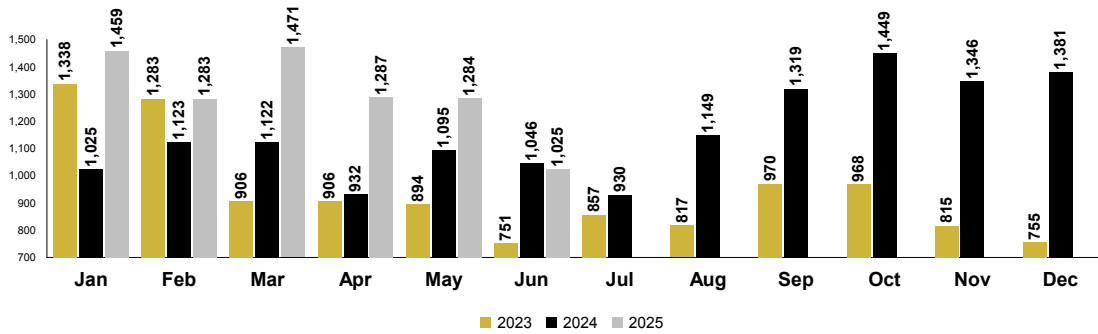


## CITIZEN GENERATED CALLS FOR SERVICE



2024 YTD	2025 YTD	YTD % +/-
6,729	6,342	-5.8%

## OFFICER INITIATED CALLS FOR SERVICE



2024 YTD	2025 YTD	YTD % +/-
6,343	7,809	23.1%

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Abduction/FI	2	0	0	4	1	2	1	1	1	1	0	0	0	0	1	2	1	1	9	5	-44.4%						
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	100.0%					
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%					
Robbery	0	1	0	0	0	0	2	0	0	1	1	2	2	0	0	2	0	1	1	5	400.0%						
Sexual Assault	3	0	1	0	1	1	4	0	1	0	2	3	2	2	4	4	0	1	6	13	116.7%						
Aggravated Assault	3	5	2	3	5	5	7	3	4	4	4	9	1	3	0	3	4	2	23	13	-43.5%						
Burglary	5	3	4	3	4	0	4	4	2	2	5	5	5	1	0	1	0	4	19	11	-42.1%						
Theft of Auto	3	4	5	2	2	2	1	2	4	2	8	2	3	0	5	4	3	1	18	16	-11.1%						
Theft from Auto	4	3	2	9	12	7	9	14	19	0	3	4	1	1	1	2	3	1	37	9	-75.7%						
<b>Total</b>																									113	73	-35.4%

Notable incidents excludes unfounded incidents. It also aggregates to the highest offense within a single incident.

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Theft of Auto	3	4	5	2	2	2	2	4	2	8	2	4	4	0	5	4	3	1	18	17	-5.6%						
Shots Fired	1	0	0	3	0	1	0	3	4	1	2	0	1	1	0	0	1	1	5	4	-20.0%						
Domestic	19	10	7	22	11	20	20	13	25	10	16	10	7	4	9	10	9	14	89	53	-40.4%						

These 3 categories include a count of all incidents were the related offense occurred whether or not it was the highest offense.

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Traffic Crash	70	41	54	38	54	37	39	51	45	59	52	52	45	55	42	44	51	52	294	289	-1.7%						

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Officer Initiated																											
Traffic Monitoring	49	105	130	139	151	150	72	118	231	213	133	154	223	140	218	142	163	153	724	1,039	43.5%						
Traffic Stop	283	504	501	303	405	373	374	427	426	600	503	547	590	505	671	613	583	355	2,369	3,317	40.0%						



# Public Works Monthly Department Report

For the Month of: June 2025

## Transportation/Transit

- Syene Rd Phase 2
  - Storm sewer installed from No Oaks Ridge to W. Clayton Rd., including roundabout at Central Park Place/Syene Rd.
  - Water main installed at Central Park Place/Syene Rd.
  - Undercut and grading were completed from No Oaks Ridge to Central Park Place.
- Syene Rd Phase 3
  - Change Order 1 approved.
  - Select crushed material placement and undercut.
- Street Resurfacing
  - American Rescue Plan Act (ARPA) Resurfacing Project.
    - Removed and replaced curbs on all streets.
    - Binder paved on Thurston Ln., Apache Dr., Jenewein Rd., and Cochise Tr.
  - CIP #3319 Street Resurfacing Program
    - Removed and replaced curbs on all streets.
    - Undercut completed on Marketplace Dr. (north of the fire station) and the Senior Center parking lot.
    - Binder and surface paved on Marketplace Dr. (north of the fire station) and the Senior Center parking lot.
- Completed grant applications for Irish Lane and Leopold Path projects with help from KL Engineering.
- Reviewed signal plans for the Jamestown Quarry Development.
- Attended Madison's Southwest Area Plan Walk and answered Fitchburg related questions.
- Attended CTH MM monthly progress meeting for Dane County's project.

## Stormwater

- Updated private best management practice owner/contact list and sent annual maintenance report reminder letters to property owners.
- Attended quarterly Yahara Watershed Improvement Network and Green Tier meetings.
- Scanned/organized stormwater maintenance agreements and linked to applicable properties in GIS.

- Completed inventory of rural culverts. Added several previously undocumented culverts to GIS and discovered several medium/low priority maintenance issues.
- Installed water level pressure transducer in Quarry Ridge Park monitoring well. Verified accuracy of collected data.
- Held bid opening for the Crescent Road Utility Improvements project.
- Prepared erosion control permit applications for city projects.
- Responded to, documented, and reported two illicit discharge complaints.
- Finalized bank stabilization locations for Yarmouth Greenway project.

## Utilities

- Well No. 12: Completed final review of pump house plans/specs and released the project for bid. Worked on radio survey. Completed well gamma logging.
- Tower D: Maquire Iron Inc. continued work on foundation/steel design.
- Tower E AT&T: Completed first review of drawings and studies.
- Belmar Water Main Replacements: Opened bids for this project. Bids will be rejected. Project will be rebid in the winter and constructed next year.
- Syene Interceptor (Phase II): Vierbicher continued work on design.
- Fish Hatchery Road Water Main Replacement: Completed water main installations and street repairs. Drafted punchlist.
- Nine Springs Valley Interceptor (NSVI): Attended meetings with Madison Metropolitan Sewerage District (MMSD) regarding their NSVI replacement project through Fitchburg.
- Water System Plan: Finalized agreement with Strand to complete the Water System Plan required by the Wisconsin Department of Natural Resources (DNR). The plan needs to be completed before the end of the year.
- Compliance Maintenance Annual Report (CMAR) Report: Submitted to DNR.
- Consumer Confidence Reports (CCR): Updated CCR reports on website and submitted them to the DNR.
- Water Service Line Identification: Continued inventory work.
- Sewer Maintenance Brochure: Drafted and distributed notice to all Terravessa residents about what not to put down drains.
- Sewer Repairs (Eggiman Rd. & Pheasant Ridge Trail): Received three quotes for sewer repairs. The top section of the sewer pipe has failed in two areas.
- Sanitary Sewer Cleaning: Continued 2025 cleaning. The City cleans 1/3 of the sanitary sewer system each year.
- Large Meter Replacements: Continued installation of 1.5" and 2" meters. The Utility is averaging installation of 3 to 4 meters per week.
- Meter Radio Installations: Continued installations in new construction.
- Travessa Lift Station: Rebuilt pump No. 3 and installed influent screen.
- Water System Repairs:
  - Curb stop and curb box replacement on Tower Hill Drive.

## Parks

- McGaw Pickleball Courts: Construction continued.
- McKee Farms Park Shelter Siding: Construction started.
- Tower Hill Shelter: Construction started.
- Stoner Prairie Park Improvements: Construction continued. Installed shelter.
- Chicory Drive Tennis Courts: Reviewed plans/specification. Project will be released for bid in early July.
- Fitchburg HUB: Continued work on building and site work.
- Finished grading, seeding, and mulching of Hatchery Hill Park.
- Held kickoff meeting for the inclusive playground gazebo project.
- Started removing asphalt and widening the Hawk Ridge Park paths.
- Set up and cleaned for Concerts at McKee.
- Rough mowed park areas for weed control.
- Set up and striped flag football field in McGaw Park.
- Removed a very large linden tree from Dorcas Circle.
- Removed a fallen tree from McGann Lane bike path.
- Cleaned up tree that fell out of Mickelson Woods.
- Removed split tree on King James Way.
- Striped soccer fields at McKee Farms Park and McGaw Park, as well as softball field foul lines.
- Delivered supplies for bike week events.
- Delivered mulch and compost to community gardens.
- Cleaned bike tunnels under McKee Rd. and under railroad bridge on Ski Lane.
- Continued string trimming parks.
- Performed daily park rounds.
- Emptied trash and recycling containers throughout the City's park system.
- Prepared 34 ball diamonds for play.
- Continued mowing parks and terraces.

## Building & Grounds

- Police Station: Completed final review of plans/specs and released for bid.
- Police Evidence Roof: Worked on contract for design services for the roof replacement.
- City Hall Renovations: Received proposals for professional services. Recommending O'Kroley 646 Design, LLC for these services.
- Hung blinds on City Hall meeting room door.
- Installed a new desk in Finance Dept.
- Started wall patching vacant offices at City Hall.
- Repaired heat pump at Fire Station No. 2.
- Met with contractors about Library wall demo.
- Met with MGE about installing an EV charger outside City Hall.

- Completed generator maintenance at all city buildings.
- Changed filters on Library rooftop unit.

## Refuse & Recycling

- Applied for DNR Solid Waste Transportation License for street sweepings disposal.
- Continued collection of plastic films at City Hall. Discussed plastic film collection with Pellitteri and are tentatively prepared to accept plastics films at the recycling drop off site starting September 1, 2025.
- Held food waste reduction event at Fitchburg Public Library on June 17, 2025.

## Streets

- Installed the Fitchburg summer banners on Fish Hatchery Road and McKee Road.
- Mowed a 10' pass on rural roads for visibility.
- Patched potholes citywide.
- Swept 25 tons of debris from the streets.
- Attended Cities and Villages Mutual Insurance Company (CVMIC) hearing conservation.
- Patched broken curbs on Timber Ridge Tr. and Marledge St.
- Hauled 575 cubic yards of yard waste from the recycle center to the processing area at the Public Works Maintenance Facility.
- Mowed Public Works Maintenance Facility weekly.
- Cleaned 11 bus shelters.
- Performed vehicle maintenance on eight vehicles/equipment and made seven vehicle/equipment repairs.

## Other

- Developments:
  - Hartung: Finalized Letter of Credit (LOC) reduction. Continued work on punchlist items.
  - Highfield (Phase IA): Finalized LOC reduction. Installed drain tile in infiltration facility.
  - Highfield (Phase 3): Finalized LOC reduction.
  - Highfield (Phase 4): Worked on punchlist.
  - Highfield Lot 270 CSM: Executed Subdivision Improvement Agreement (SIA).
  - Inspiration at Swan Creek: Worked on punchlist items.
  - Jamestown Quarry: Reviewed Jamestown roadway plans, submittals and held bi-weekly meetings. Currently installing utilities. Finalized agreement with KL Engineering for inspection services and submitted it for approval.
  - Nine Springs (7<sup>th</sup> Addition): Drafted SIA.
  - Oak Meadow Reserve: Completed public improvements. Worked on drafting punchlist.

- O'Brien: Temporary easement release.
  - Ochalla: Contractor continued work on warranty punchlist.
  - Olive Tree: Reviewed plans.
  - Silver Maple V – Reviewed plans.
  - Sub-Zero (Basswood): Reviewed plans.
  - Terravessa, Terravessa (2<sup>nd</sup> Add), Terravessa (3<sup>rd</sup> Add) and Terravessa (4<sup>th</sup> Add – Phase I): Contractor continued work on punchlist items.
  - Terravessa (4<sup>th</sup>) - Phase II: Installing street improvements. Received approval for pedestrian lights.
  - Uptown Hills: Drafted SIA.
  - Commercial Developments: Continued follow-up on occupancy punchlists.
  - Planning & Building Permit Reviews: Completed approximately 11 reviews.
  - Transportation Engineering Intern started.
- 

Construction started on the Tower Hill Park shelter.



Construction continued on the Stoner Prairie Park improvements.



Regraded shoulders along portions of Whalen Rd., Briarwood Ln., Syene Rd., Fitchburg Rd. and Goodland Park Rd.





# Senior Center Monthly Department Report

For the Month of: June 2025

## Programs

### 9 New One Time Programs

- **Party on the Patio:** A lively afternoon of live music, laughter, and community connection with a fantastic turnout.
- **Author Talk – An Apartment in Paris:** Wisconsin and Paris-based author David Benjamin captivated the audience with stories, wit, and behind-the-scenes insights into his work.
- **UW Medical Students – Fall Prevention:** A dynamic, hands-on session led by future healthcare professionals, offering practical strategies and safety tips for reducing fall risk.
- **Nutrition – A Physical Therapist's Perspective:** Attendees gained a unique look at how nutrition impacts movement, strength, and overall well-being, straight from a PT's lens.
- **Allyship in Action: Meaningful conversation and education** with representatives from Outreach LGBTQ+ and PFLAG, highlighting how to foster inclusive, supportive communities.
- **ADRC – Lunch & Learn Resources at Your Fingertips:** A valuable overview of local aging and disability resources, helping individuals and families connect with the support they need.
- **Jung's Garden Center –Lunch & Learn Tips & Tricks:** Gardening know-how and seasonal tips shared by the pros, inspiring attendees to dig into their own garden projects.
- **Rides for Joe:** This volunteer-led bike program continues to grow, welcoming new riders and promoting active living and social connection through scenic group rides.

### 31 Ongoing Programs

#### E-Newsletters Subscriptions

1,660 through May 2025. 1,672 current subscribers through June 2025

**Monthly Foot Traffic** – 4,745 (closed June 19)

**Avg. Daily Foot Traffic** - 237

## Meals

**Congregate Meals:** 622

**Home Delivered Meals:** 685

**Grand Total:** 1307

## Volunteer Program Update

New Volunteers	Position	Started
H.M.	Tech support/tutor	starts on July 9th

**Volunteer Replacements in June:** 7 (number of volunteers that were unable to fulfill their commitments and required a replacement)

**Recruitment Efforts:** Because our new iPhone/smart phone/iPad tutor has been so heavily utilized by older adults, recruitment efforts were made to recruit more volunteers to do this volunteer work. We will have another Tech Tutor start on July 9<sup>th</sup>. She will be putting in three full days a month, 8:00-4:00, with “office hours” in the dining room.

## Case Management

**New client referrals:** 3

**Case Management clients served:** 88

**Medicaid clients served:** 18

### Client trends and other notables:

- Meeting with City and Dane County staff regarding the next steps for residents of Country View Mobile Home Park.
- Attended/staffed housing search clinic at Allied Boys & Girls Club two times.
- Held office hours at all senior apartment complexes.
- Dispersed free laptops to clients in need through DANenet program.
- Connected with new in-home care agencies.

## Admin

- Attended re-occurring meetings: Department Head, Deputy Administrator, bi-weekly staff, Commission on Aging Well, Fitchburg Senior Center Friends, Dane County Focal Point Directors, Wisconsin Association of Senior Centers, Talking Fitchburg.
- Attended Generational Differences training.
- Met with furniture supply company, EBI, for dining room table/chair replacement.
- Interviewed UW students for social work intern position.
- Met with marketing firm to discuss updates to our senior center English & Spanish brochures.

- Presented at the Finance CIP meeting.
- Compiled Quantum survey results pertaining to Department.



# MONTHLY REPORTS JULY 2025

Updates from City Departments and Monthly Activities



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CITY OF FITCHBURG, WISCONSIN



# Administration Monthly Report

For the Month of: July 2025

## Meetings

- Held a 1:1 meeting with each of the 16 department heads
- Attended Development Team meetings
- Attended weekly update meetings with Mayor
- Held DH meetings for Council agenda review and roundtable discussion
- Attended monthly League of Municipalities Administrator Zoom meeting
- Attended bi-weekly HUB construction meetings
- Attended quarterly Safety Team meeting
- Attended various developer meetings
- Held monthly meetings with Community Resource Team, Buildings & Grounds, and Park, Recreation & Forestry staff
- Attended Finance, Council, and Committee of the Whole meetings
- Attended IDAC meeting and met with Avante and CVMIC
- Attended weekly communication meetings
- Attended 3CMA webinar Elevating Your Internal Communications

## Staff Projects

Worked with staff on various projects and policies including but not limited to: Hartung Park, Discovery Storage, Fitchburg Housing Plan, Syene and McCoy Road Intersection project, Country View Mobile Home Park, Bowman Plaza, EV Charging infrastructure, Metro Transit, Police Department reorganization, 2026 budget worksheets, Nine Springs Golf Course, Kyle Stiegert Greenway, parking lot signage, Hub furniture, cemetery locates and plot sales, EMS contract negotiations, community gardens, and CORP.

## Events and Collaboration with Businesses & Residents

- Provided a monthly video update, Park update, and Council meeting recap for residents via FACTv.



# Assessing Monthly Department Report

For the Month of: July 2025

## Inspections Completed Over the Past Month

- No inspections completed since field work was finished in April.

## Projects Completed Over the Past Month

- Completed final day of court trial for FTC Retail East et al excessive assessment lawsuit.
- Finalized ongoing assessment disputes from Open Book.
- Commenced 2025 Board of Review on July 24<sup>th</sup>.
  - 3 residential cases were heard
  - All 3 cases upheld the current assessed value.
- Attended Fitchburg Staff Housing Forum
- Completed 2026 budget.
- With assistance from legal counsel, completed discovery requests, response to interrogatories, and requests to admit for Hy-Vee lawsuit.
- Drafted and issued subpoenas for multiple commercial properties filing objections with Board of Review.
- Held 1:1s with all staff

## Major Projects in Progress

- Ongoing preparation and hearings for Board of Review cases and objections.
- Beginning work on the 2026 assessment roll.
- Continued work on properties in litigation.

## Projects in the Next Month

- Complete Board of Review
- Continued work on properties in litigation.
- Begin discovery and listing work for 2026 assessment roll.
- Begin field inspections and reviews for 2026 assessment roll.



# Building Inspection Monthly Department Report

For the Month of: July 2025

## All Permits Issued

206 Permits

## Commercial Projects

0 New Commercial	Construction Value	\$0
8 Alterations/Repairs/Other	Construction Value	\$500,601

## Residential Permits

9 New Single Family	Construction Value	\$4,639,105
1 New Two Family (2 units)	Construction Value	\$ 550,000
0 Multi-Family (0 Units)	Construction Value	\$ 0

New Residential Units=11 Residential Construct Value \$5,189,105

188 Residential Alterations/Additions/Other Alteration/Add/Repair Value \$9,186,280

## Total Value (All Permits)

\$14,837,214



# Clerk Monthly Department Report

For the Month of: July 2025

## Elections

- Continued to review voter registration applications and absentee ballot request applications. There are no elections this fall.
- Purged election materials from the April 1, 2025, spring Election in accordance with State Statute 7.23(1)(k)

## Permits

- Processed and approved 8 Sound Permits, including:
  - 2025 Madison Heart Walk
  - Wishing by the Bay
  - Whisper Walk
  - Terry Fox Run
  - HDSA Hope Run/ Walk
  - Four Winds Farm Food Truck Festival

## Licensing

- Issued 35 Pet Licenses.
- Processed and approved 25 Operators License application renewals.
- Processed and approved 25 new Operators License applications.
- Processed and approved a change of agent for Kwik Trip #959.

## Special Projects

- Team member continued work on scanning documents to electronic versions.

## Board of Review

- Coordinated first meeting of the Board of Review.
- Processed and documented objection forms from 16 Residential and 22 Commercial parcels.
- Coordinated the attendance of Board members.
- Coordinated attendance of three Residential Objectors to appear for hearings.

- Created agenda and packet materials for two Board of Review meetings.
- Attended the first meeting of the Board of Review.
- Processed three determination forms to the Objectors.
- Created minutes of the first meeting of the Board of Review.
- Coordinated second meeting date of the Board of Review.
- Coordinated the attendance of Board members for the second meeting date.
- Coordinated attendance of six Residential Objectors to appear for hearings.
- Board of Review is still in session

### **Other**

- Processed 11 Open Records requests.
- Continued work on 2026 operating budget.

### **Staff**

- Team member attend a weeklong training course at the 2025 WMCA Clerks Institute. This is the first year of a three-year course which takes place every July.
- Team members created agendas for one PSHS, one Common Council meeting, and monthly COW meeting.
- Team members attended DiSC training.
- The Clerk attended PSHS and Common Council meetings.



# Economic Development Monthly Report

For the Month of: July 2025

## Economic Development

- Prepared agenda, minutes and meeting packet for CEDA.
- Prepared 2026 budget.
- Prepared monthly report.
- Prepared draft invitation to business lunch.
- Prepared referral and resolution for the Bowman Plaza TIF request.

## Business/Developer Outreach

- 25 developer and/or business contacts, with several requiring additional follow up or outreach.

## Community Development

- Contacted USPS regarding Terravessa mailboxes being left open, Fitchburg Pharmacy not receiving mail for 2 days, and a resident not receiving mail for several weeks.
- Prepared final comments on the Greenfield Neighborhood Plan.

## Housing

- Prepared draft of Efficiency Navigator Window contract.
- Attended staff meeting with Redevelopment Resources.
- Provided a tour of Hartung Fields.
- Participated in a Housing interview with FACTv.
- Met with Olivia Williams with MACLT.
- Attended weekly meetings with Redevelopment Resources.
- Attended Regional Housing Strategy meeting.
- Attended Senior Focus Group.
- Attended the Country View Mobile Home meeting.
- Met staff at Allied Boys and Girls Club.
- Met with several property managers in the Healthy Neighborhoods.
- Met with Minda Mauer for a Housing discussion.
- Dropped off housing materials at area businesses.
- Participated in the Housing Plan update to the Common Council.

- Housing Tour – Central Park Place Apartments, Juniper Apartments, Lacy Ridge Townhomes.
- COW Housing Plan process meeting with Redevelopment Resources.

### **Meetings**

- Met with Keith and Greg with Ehlers regarding affordable housing units within a market rate development.
- Attended the Board of Public Works meeting regarding Efficiency Navigator project.
- Met with Iconica
- Met with Chamber staff to work on City in Motion Strategic Directions.
- Attended weekly staff and development team meetings.
- Attended department head meetings.
- Met with JT Klein regarding senior housing project.
- Attended Grand Appliance re-opening.
- FCVBB After Hours
- FCVBB Board Meeting

### **Marketing/Tourism**

- Contacted Sports World regarding shirt order.
- History Wall Scope – Zebradog
- Labyrinth Meditation Park idea.

### **Professional Development**

- Attended the Understanding the One Beautiful Bill Act and Impacts on the LITHC Industry webinar.



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 www.fitchronaems.com

# Chief's Report

## July-2025

EMS Calls for Service				
Month	2023	2024	2025	Change from Previous Year
January	432	412	491	19%
February	359	386	472	22%
March	411	384	421	10%
April	376	382	475	24%
May	391	414	411	-1%
June	403	469	458	-2%
July	359	457		
August	440	464		
September	445	431		
October	414	464		
November	405	454		
December	423	467		
<b>Total</b>	<b>4,858</b>	<b>5,184</b>	<b>2728</b>	<b>12.1%</b>

Estimate for 2025 5809

Special Reporting	Jun-25	Jun-24
Naloxone Administration	4	1
Car 15/17 Responses	20	10
Out of Resources	2025	2024
All trucks on calls - June	24	29
Mutual Aid Required (to date)	26	45 Total

Runs by Municipality				
Municipality	Jun-25	Jun-24	Year to Date	Percent of Total Runs to Date
City of Fitchburg	276	272	1784	65%
City of Verona	148	110	744	27%
Town of Verona	13	11	71	3%
City of Madison	2	6	36	1%
Belleville (District)	1	2	30	1%
Mount Horeb (Dist)	14	6	45	2%
Other	4	7	18	1%

Fractile Times for Previous Month		
	Service Median (in minutes)	90th Percentile (in minutes)
Notified to Enroute	1.30	2.51
En Route to Arrived on Scene	4.85	10.01
Notified to Arrived on Scene	6.45	11.83
On scene to Transporting	15.10	23.74
Transporting to Destination	16.67	24.24
At Destination to Unit in Service	11.68	18.98

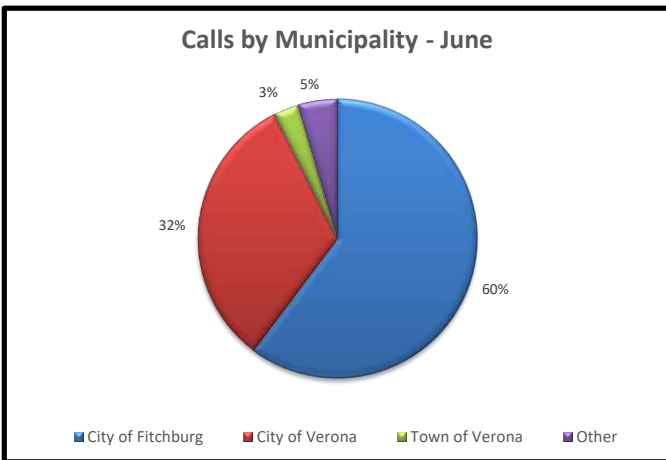
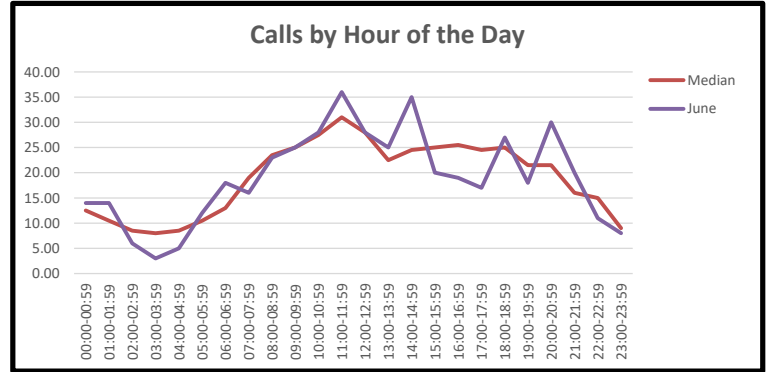
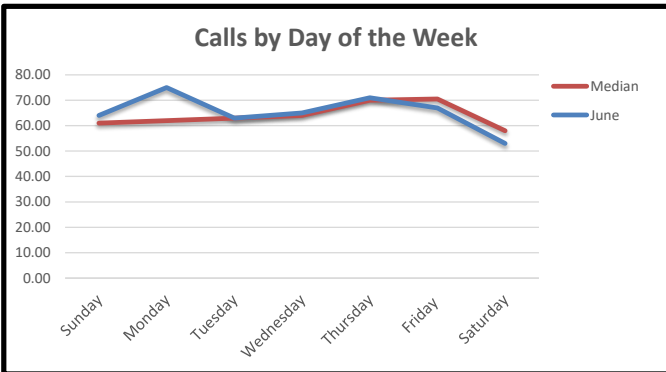
Average calls per day - Previous Year (2024)	14.16
Average calls per day - Year to date	15.07

### Community Events June 10th - July 9th

First Aid/CPR for City of Fitchburg Summer Rec employees  
 FREMS First Aid for Festival Foods Fireworks

Patrick and Jeff  
 Kristy and Sara

### Statistics



Top 70% Dispatch Reasons for Calls for Service - June			
Previous Month	Current Month	Complaint	
1	1	Falls	20.74 %
2	2	Sick Person	13.32 %
6	6	Unconscious/Fainting	9.39 %
3	5	Unknown Problem	8.08 %
5	3	Breathing Problem	7.86 %
4	4	Chest Pain	4.37 %
	5	Hemorrhage	4.15 %
8	6	Traffic Incident	4.15 %
			<b>72.06 %</b>

Calls by Station - June		
Verona	159	35%
FB Sta 2	189	41%
FB Sta 3	109	24%

**Financial Report**

**A/R Aging (as of June 30th 2025)**

	0-30	31-60	61-90	91-120	121-180	180+	Total
EMS MC	\$957,628	\$403,930	\$264,907	\$125,366	\$85,680	\$124,711	\$1,962,223
Current %	<b>48.8%</b>	<b>20.6%</b>	<b>13.5%</b>	<b>6.4%</b>	<b>4.4%</b>	<b>6.4%</b>	<b>100.0%</b>
Goals	40.0%	20.0%	10.0%	7.0%	8.0%	3.0%	100.0%

**Cash on Hand**

	6/30/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
Checking/Market	\$ 1,916,667.88	\$ 1,546,637.86	\$ 1,627,496.65	\$ 370,030.02	\$ 289,171.23
Savings	\$ 170,600.75	\$ 230,218.49	\$ 51,561.04	\$ (59,617.74)	\$ 119,039.71
Oak Bank - CD 8518	\$ 150,931.43	\$ 150,931.43	\$ 150,931.43	\$ -	\$ -
Oak Bank - CD 0852	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -
Oak Bank - CD 1824	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ -	\$ -
WISC Funds	\$ 468,752.46	\$ 287,660.16	\$ 261,387.13	\$ 181,092.30	\$ 207,365.33
<b>Total Cash</b>	<b>\$ 3,006,952.52</b>	<b>\$ 2,515,447.94</b>	<b>\$ 2,391,376.25</b>	<b>\$ 491,504.58</b>	<b>\$ 615,576.27</b>

**Assigned Fund Balances - Oak Bank**

	6/30/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
FAP Funds (Restricted)	\$ 80,177.50	\$ 162,286.52	\$ 9,367.13	\$ (82,109.02)	\$ 70,810.37
2024 EPIC Grant	\$ 22,160.00	\$ 580.00	\$ -	\$ 21,580.00	\$ 22,160.00
Falls Prevention Grant	\$ 22,752.75	\$ 22,752.75	\$ -	\$ -	\$ 22,752.75
Labor Contract Funds	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ -	\$ -
<b>Total Assigned Funds</b>	<b>\$ 149,090.25</b>	<b>\$ 209,619.27</b>	<b>\$ 33,367.13</b>	<b>\$ (60,529.02)</b>	<b>\$ 115,723.12</b>

**Assigned Fund Balances - WISC - Health Retirement Account Funds**

	6/30/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
Cash Management (CMS)	\$ 180,649.61	\$ 674.40	\$ 646.26	\$ 179,975.21	\$ 180,003.35
Investment Acct (IS)	\$ 288,102.85	\$ 286,985.76	\$ 260,740.87	\$ 1,117.09	\$ 27,361.98
<b>Total Assigned Funds</b>	<b>\$ 468,752.46</b>	<b>\$ 287,660.16</b>	<b>\$ 261,387.13</b>	<b>\$ 181,092.30</b>	<b>\$ 207,365.33</b>

**June Donations**

Patient donation \$100

**July Milestones**

Dale Dow - 28-years  
 Gary Salmela - 24-years  
 Andrew Jensen - 12-years  
 Nichole Newton - 6-years  
 Kathryn Floyd - 6 years  
 Justin Mitmoen - 6 years  
 Ryan Robertson - 5 years  
 Mollie Olson - 3-years  
 Lane Mathson - 2- years  
 Vanessa Kersten - 2-years  
 Ava Montemayor - 2 years

**Comparables - Calls for Service**

Service	2018	2019	2020	2021	2022	2023	2024	Percent Change 2023-2024
Fitch-Rona EMS	3245	3443	3505	4184	4267	4858	5184	7.6%
Middleton EMS	1825	1969	1898	2254	2543	2715		6.8%
Sun Prairie EMS	2839	3165	3213	3368	3692	4424	4961	14.5%

**Other Updates**

Medicaid Supplement Payment Program (CPE) for 2023 and24 submitted. Estimate about \$50,000 reimbursment per year

**SHOUT OUTS**

Thank you card from a patient to Brandon and Cam  
 Thank you card from a patient to Ryan D and Vanessa

Thank you to the Verona Fire Fighters Corbin, Brady, and Ellie for assisting with clearing out the supply room for the Oxygen Generator install



# FACTv Monthly Department Report

For the Month of: July 2025

## Current Productions

- 28 Productions completed in July
- 17 Meetings completed in July
- 20 (1 show per day) Talking Fitchburg updates in July
- 30 Productions scheduled for August
- 24 Meetings scheduled for August

## Upcoming Productions

- K9 Dargo Farewell Video, Retirement Coverage
- Lunch N Learn- 2 Show Tapings in July
- Community Night Out- Live from the park
- TF Storytime in the Sun
- TF Agora Art Fair
- TF Diaper Dash and Bash Preview
- BPNN Ribbon Cutting
- TF FPL Touch a Truck
- TF Council Recap Show
- TF Fitchburg Chamber Update
- TF Department of Ag., Trade, and Consumer Protection
- TF Better Business Bureau
- What's Happening at the Fitchburg Senior Center

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv Marketing Videos- On Going
- Fitchburg Police Department Video Projects- Spotlight Series
- Fitchburg Fire Department Video Projects (On Hold)
- Government 101- TBA
- Talking Fitchburg- New show format starting in September.

## Department Projects

- Fitchburg Room AV Update Project- RFP Coming
- FSC Dining Room AV Project- RFP Coming
- FACTv Marketing Project 2024- started sharing weekly updates about FACTv and Talking Fitchburg.
- FACTv Wall Unit Project
- FACTv Studio Project

## Department Focus

- FACTv Marketing Plan

Fitchburg Police Department K9 Drago Farewell Video



Community Night Out 2025





# Finance Monthly Department Report

For the Month of: July 2025

## Routine Finance Cycles

- Debt payments were completed without issue.
- Attended Finance Committee, Council, and Department Head meetings.
- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued submitted to Finance Committee and Council. June Treasurer's Reports presented to Finance Committee.
- Participated in various roundtable discussions held by the League of Wisconsin Municipalities to stay current on relevant issues.
- The Municipal Financial Report (MFR) for 2024 was submitted by the July 31<sup>st</sup> deadline.
- Submitted quarterly reporting for COPS grant and JAG grant.
- Second quarter room tax collection included \$161,248 collected from ten operators.
- The Council proposed amendments to the Capital Improvement Plan (CIP) were received and compiled. <http://www.fitchburgwi.gov/176/Capital-Improvement-Plan>
- The July Committee of the Whole (COW) included the annual budget context presentation from the Finance Director and additional conversation about budget priorities.
- Significant time was spent on the initial calculations for the 2026 budget including the personnel budget (about 70% of the total budget). Answered questions from departments and attended meetings to discuss budget process. Budget requests were received from Departments and steps to review and compile those requests was started. A compiled draft of the budget is submitted to the Mayor in August. Prioritization will occur with the Mayor in August and September with a Mayor's Proposed 2026 Budget issued in late September. <https://www.fitchburgwi.gov/DocumentCenter/View/28311/Budget-Schedule-2026>
- Received first dollar credit (\$709K) and school levy tax credit (\$8.0m) amounts from the State. Amounts will be remitted to the County in August. The benefit of requesting direct payment from the State is that the City can earn interest on the funds for about a month with minimal cost to then wire the funds to the County.
- Completed the questionnaires for the 2024 TID annual reports supplemental information.
- Renewed the System for Award Management (SAM) registration with no issues. This registration is required in order for the City to be eligible to apply for and receive grant funding.

## Special Projects

- Participated in various development conversations, including Bowman Plaza, JT Klien Senior Housing, and a possible amendment to TID #18.
- Met with various staff to discuss purchasing policies, CIP projects, grant opportunities, budget amendments, and staff proposals.
- Participated in various meetings to discuss payroll questions and employee handbook updates. Participated in discussions about active union negotiations.
- Held an additional discovery meeting with the top provider of a new payroll software.
- Met with State Representative Udell and his staff to discuss a possible levy limit bill to propose to the legislature.
- Researched and filed the City's first excise tax report and payment for electric vehicle charging.
- Received a check from the Federal government for the first two \$7,500 electric vehicle incentives. Many other incentive payments remain in process.
- Explored moving utility work-orders to a streamlined, electronic SharePoint process. The goal of the change is to improve efficiency and reduce errors.

## Staff

- Weekly, bi-weekly, and monthly team meetings were held.
- Attended the annual GFOA conference with a variety of sessions including practical accounting rule deep dives and big-picture leadership and communication sessions.
- Met with the new Building Inspector to discuss Finance Department processes and share information.

**Statistics**

	<b>2023</b>	<b>2024</b>	<b>Current Month</b>	<b>YTD 2025</b>	<b>Projected 2025</b>
Special Assessment Letters	496	538	52	342	525
Payroll Payments					
Checks	141	151	9	85	150
ACH Payments	7,327	7,523	623	4,386	7,400
Cash Receipts (non-tax)					
Utility Billing	30,435	29,046	5,866	20,134	30,000
Library	202	231	28	161	225
General*	41,922	5,379	474	2,904	5,400
OpenGov*	-	845	89	789	850
Budget Amendments					
Administrative Approval	68	57	3	20	50
Council Action	49	53	1	27	50
Purchasing Transactions					
Accounts Payable Checks	1,796	1,979	175	1,090	2,000
Purchasing Card Payments	4,169	4,262	310	2,457	4,200
Invoices Generated					
General Customer Invoices	497	475	20	253	500
Quarterly/Annual Utility Bills	30,085	30,744	-	15,308	31,000
Final Utility Bills	630	675	74	460	675

\*with the implementation of OpenGov, most permit payments are imported as a single daily transaction rather than individual payments



**FITCHBURG FIRE DEPARTMENT** >>>

**MONTHLY UPDATE** >>>

*JULY 2025*



# FITCHBURG FIRE DEPARTMENT

## MONTHLY REPORT

FOR THE MONTH OF APRIL

### CALLS FOR SERVICE

EMERGENCY MEDICAL SERVICES ASSIST

**\* 156**

STILL ALARM

**86**

MOTOR VEHICLE ACCIDENTS

**7**

STRUCTURE FIRES

**1**

TOTAL CALLS THIS MONTH

**253**

TOTAL CALLS FOR THE YEAR

**1679**

**2024**

TOTAL CALLS THIS MONTH

**272**

TOTAL CALLS FOR THE YEAR

**1712**

**2025**

AVERAGE RESPONSE TIME FOR THE MONTH:

**6 mins 33 secs**

### STAFFING

CAREER STAFF

**19**

\*Approved staffing = 20

PAID ON CALL FIREFIGHTERS

**19**

\*Approved staffing = 50

INTERN FIREFIGHTERS

**6**

\*Approved staffing = 6

SUPPORT STAFF

**8**

\*Approved staffing = 10

TOTAL MEMBERS **52**

### AT A GLANCE

INSPECTIONS

**14**

PUBLIC EDUCATION EVENTS

**3**

TRAINING HOURS

**422**



## STRUCTURE FIRE OVERVIEW

The Department responded to one structure fire this past month.

Compared to last month:

Structure Fire calls are down two from last month.

*DATE*

*LOCATION*

*FIRE DESCRIPTION*

07/21/25

2612 Pheasant Ridge Trail

Kitchen Fire

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 3 public education events this past month.

- 07/04/2025 - Fourth of July Parades
- 07/14/2025 - Amigos en Azul Car Seat Event with SafeKids
- 07/30/2025 - BGCDC Career Exploration Panel

## PERSONNEL NOTES

- Resignation received from FF Mielke and Parman

## RECRUITMENT

- Career Firefighter process has opened

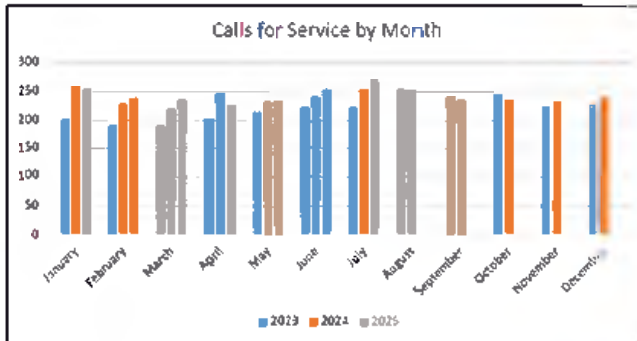


FITCHBURG FIRE DEPARTMENT  
 Fire Chief Scott Sarver  
 5791 Lacy Road Fitchburg, WI 53711  
 Station: 608-270-7070 Fax: 608-270-7041  
 www.fitchburgwi.gov/fire

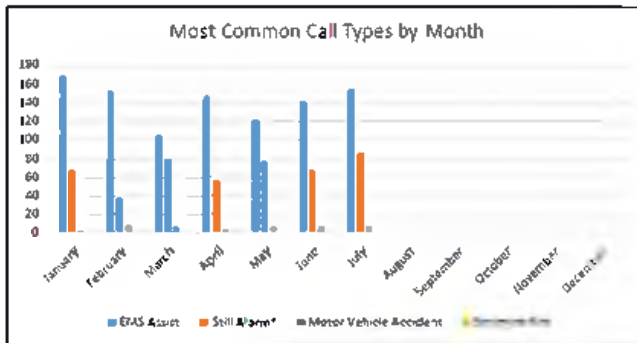


Fire Department Activity Report  
 As of July 31, 2025

Calls for Service by Month				
Month	2023	2024	2025	Change
January	200	202	255	-2%
February	190	228	237	4%
March	189	205	235	7%
April	200	247	225	-9%
May	217	212	234	1%
June	222	240	254	6%
July	237	253	272	8%
August	234	251		-100%
September	242	235		-100%
October	245	236		-100%
November	224	233		100%
December	228	240		-100%
Total	2631	2875	1712	127%

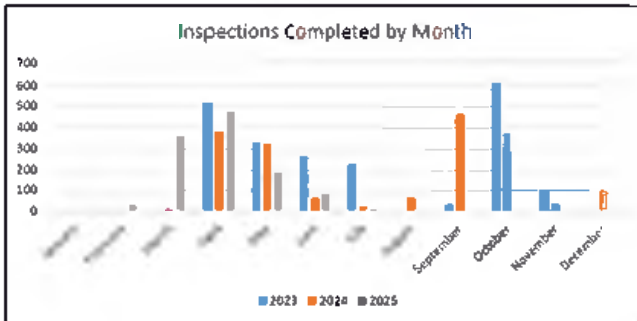


Most Common Call Types by Month				
Month	EMS Assist	Still Alarms*	Motor Vehicle Accident	Structure Fire
January	169	67	2	1
February	153	38	9	1
March	105	80	7	0
April	148	56	4	3
May	121	77	7	2
June	141	68	8	3
July	156	86	7	1
August				
September				
October				
November				
December				



\*Still Alarms include: Alarm Sounding, Car Fires, Odor Investigations

Inspections Completed by Month			
Month	2023	2024	2025
January	0	0	0
February	0	0	31
March	0	15	263
April	522	382	475
May	332	324	189
June	266	66	87
July	227	27	14
August	0	70	
September	35	42	
October	615	175	
November	101	37	
December	0	103	
Total	2098	1563	1161



**FIRE DEPARTMENT STAFFING REPORT**  
As of July 31, 2025

	Authorized Headcount	Number of Members	Light Duty/ On Leave	TOTAL	± Headcount	M/F	Black	Hispanic	Asian	Two or More
<b>Career Staff</b>	20			19						
Chiefs	5	5	0	5	0	4 / 0	0	0	0	0
Leutenants	5	5	0	5	0	3 / 0	0	0	0	0
Firefighters	8	8	0	8	-1	11 / 0	0	1	0	1
Admin Services Mng	1	1	0	1	0	0 / 1	0	1	0	0
<b>Part-Time Staff</b>	06			15						
Chiefs (POX)	2	1	0	1	-1	1 / 0	0	0	0	0
Leutenants (POX)	3	0	0	0	-3	0 / 0	0	0	0	0
Firefighters (POX)	45	18	0	18	-27	15 / 3	0	1	1	1
Intern Staff	6	6	0	6	0	5 / 1	0	0	0	0
Support Staff	10	8	0	8	-2	8 / 1	0	0	1	0
<b>Total</b>	<b>66</b>	<b>50</b>	<b>0</b>	<b>52</b>	<b>-34</b>	<b>47 / 6</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>2</b>

**PERSONNEL NOTES**

- Resignation received from FF Meke and FF Parnan

Demographics		
Female	2	11.8%
Male	48	90.2%
White	45	90.2%
Black	0	0%
Hispanic	3	5.9%
Asian	2	3.9%
Other/Multi-Racial	1	2.0%

**RECRUITMENT**

- Career Firefighter application process opened

**INITIATIVES**

**FIREFIGHTER OVERTIME**

Month	2024 Total Hours	2025 Total Hours
Jan	214	435
Feb	287	428
Mar	449.5	634.75
Apr	246	535
May	250	643.25
Jun	239.5	543
Jul	442	976
Aug	320	
Sep	632	
Oct	824	
Nov	800	
Dec	572	
<b>TOTAL HRS</b>	<b>5276</b>	<b>4301</b>

**YEAR-TO-DATE MANDATES**

Month	# of Mandates	Total Hours
Jan	0	0
Feb	0	0
Mar	2	10
Apr	1	21
May	2	10
Jun	3	30
Jul	4	58
Aug		
Sep		
Oct		
Nov		
Dec		
<b>TOTAL HOURS:</b>		<b>132</b>
<b>TOTAL MANDATES:</b>		<b>10</b>

**CURRENT MONTH MANDATES**

Date	Firehouse	Position	Hours
7/3/25	1	FF	10
7/3/25	2	FF	10
7/3/25	2	FF	24
7/3/25	2	FF	14



# Human Resources Monthly Department Report

For the Month of: July 2025

## Projects & Initiatives

- HR held 15 stay interviews with all department heads. Feedback was shared with Administration and the Mayor. In addition, a summary of exit meetings with former staff and turnover was shared. We are experiencing another record year of low turnover at 8%. Our highest year for turnover was in 2022 with 19%. Our 5-year average is 11%.
- Completed work on HR's 2026 budget.
- In just one week, Youth Government week had full registration. A big kudos to Sarah Masa-Myers who has taken the lead on this initiative.
- The City's Safety team met to discuss the following:
  - The City's safety maps which show exits, fire extinguishers, fire alarms, first aid kits and AED locations are ready. Thank you to our GIS Coordinator, Dakota Dorn who put these together. The team had some suggested edits and then we can display them for employees.
  - An audit of the City's panic alarms was completed. Two alarms did not work. Chief Anderson has updated any expired AED pads and will check these on a regular basis. The AED on 2<sup>nd</sup> floor break room was moved up to the 3<sup>rd</sup> floor. PulsePoint has an active listing of where people can find our AED's.
  - We discussed using CVMIC's risk reimbursement program to purchase PPE for Public Works including hard hats with chin straps, high visibility Class 3 sweatshirts, noise cancelling headphones and earbuds. We also talked about using it for high visibility bibs for the Police Department.
  - The Police department will be working on providing Active Shooter training to staff.
  - We will be looking to hold a scheduled fire drill at all non-Fire City facilities both during normal business hours and after hours where Fire can audit and see if employees are meeting in the correct meeting areas, exiting the buildings, and are accounted for. First, we need communication to share with staff on where they should be going as a meeting spot.

## Permanent Hires and Promotions

- Dan Hauck – Associate Planner

## Current Permanent Recruitments

- Career Firefighter – Accepting applications
- Accounting Clerk 1 – Accepting applications
- Police Captain – Background steps

- Police Officer – Continuous recruitment with interviews planned for September

### **Turnover of Permanent Employees**

- Accounting Clerk I – Relocation
- Career Firefighter (2) – One to Milwaukee Fire Department and the other will be the EMS Chief for Mazomanie

### **Workers Compensation Claims**

- Police Department (3)
- Fire Department (1)
- Public Works (1)



# Information Technology Monthly Department Report

For the Month of: July 2025

## Projects

- Computer replacements continue
- Virtual infrastructure updates
- Windows updates
- New user setups
- FACTv switch deployment
- FACTv UPS / Network monitoring / Notifications

## Other Items

- Website user account clean-up
- Committee laptop updates
- Building Inspection moves
- Backup software upgrade
- Wi-Fi firmware updates
- Switch upgrades at Fire #2
- Firewall firmware upgrades
- Fixed AlertMedia provisioning

## GIS Initiatives

- ESRI user/training conference
- Library safety maps
- Process new sales and file deeds
- Water main and hydrants feature editing
- Added new plat addresses for Silver Maple V and Paxton Place V
- Strategic Forestry Management Plan interview

## ServiceDesk

200 Helpdesk tickets were received.



## Legal Monthly Department Report

For the Month of: July 2025

### Development/Land Use Update

- Bowman Plaza Agreement

### Other

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials for municipal and Circuit Court cases
- Country View Mobile Home Park issues
- Weekly Municipal Attorney Conferences
- Monkeyshines
- EMS IGA



# Library Monthly Department Report

For the Month of: July 2025

## Monthly Visits

Monthly Visits – 13,823

## Checkouts/Renewals/Holds

Checkouts & Renewals – 27,760

Holds Filled – 6,767

## Programming for Adults

Adult Programs – 7

Adult Program Attendees – 39

## Programming for Kids

Youth Programs – 37

Youth Program Attendees – 1,204

Youth Self Directed Programs - 2

Youth Self Directed Attendees – 478

Teen Programs – 2

Teen Program Attendees – 13

Teen Self Directed Programs - 1

Teen Self Directed Attendees - 20

## Outreach

Programs – 9

Program Attendees – 209

## Computer & Wireless Sessions

Computer Sessions – 520

Wireless Sessions – 47,319

## Meeting Room Reservations

Meeting Room Reservations – 59

## Overdrive Checkouts

Overdrive eBook Checkouts – 2,564

Overdrive Audio Checkouts – 3,324

Our 2nd floor redesign project is making progress with 8 brand new Agati study pods available for use!



Thanks to the hard work of the Master Gardeners, the pollinator garden is thriving and attracting many monarch butterflies and caterpillars this year.



James the Magician dazzles our summer readers with some afternoon magic!





# Parks, Rec. & Forestry Monthly Department Report

**For the Month of: July 2025**

## **Parks**

Park/Forestry operations included in Public Works report.

## **Forestry**

### **Urban Forestry**

- Started working on fall 2025 tree planting – ash replacements in City parks.
- Met with Urban Tree Alliance about planting trees in the Maple Lawn Heights neighborhood and Traceway Drive. Marked 10 tree planting location on Traceway Drive and 32 in Maple Lawn Heights.
- Participated in a Kyle Stiegert Greenway meeting.
- Completed 2026 budget documents.
- Completed WI DNR grant reporting documents and worked on Million Trees grant.
- Watched a Common Council, Parks Commission, and Committee of the Whole meeting.
- Participated in CVMIC DiSC training.
- Interview with FACTv about the Urban Forestry Strategic Management Plan process and the on-going survey.
- Started using the new Trimble GPS equipment to update the park tree inventory.
- Attended the Wisconsin Arborist Association summer conference.
- Participated in the Urban FIA data training in the City of Madison.
- Translated the Urban Forestry Strategic Management Plan survey into Spanish.
- Facilitated stakeholder engagement for the Strength, Weakness, Opportunities, and Threats analysis for City of Fitchburg forestry operations for the Urban Forest Strategic Management Plan.
- Rescheduled the August TAC meeting to accommodate a technology upgrade.
- Inspected ash trees treated in 2023. Marked many for removal as they are infested with EAB.
- Weeded the turf replacement project in McGaw Park.
- Selected and ordered tree for Youth Government Week & selected planting location.
- Inspected storm damaged trees and communicated tree removal priorities with Public Works.
- Updated the tree inventory with the trees planted this spring.
- Responded to residents' requests for service, particularly dead/declining ash trees.

### **Naturalist**

- Planted donated plants in McGaw, SC Johnson, and Swan Creek Parks.
- Picked up weeds in Wildwood South, McGaw, and Chicory Meadows Park.
- Facilitated a high mowing of Wildwood South Prairie Park.
- Spread donated seeds in Swan Creek and McGaw Parks.
- Continued to update the burn maps for 2026.

### **Volunteer Coordination**

- Met with volunteers in Nobel Woods to discuss the July 26th work day.

- Purchased and delivered volunteer supplies.

## Recreation

- Monthly meeting with Activenet account manager.
- WPRA Summer discount ticket sales.
- T-ball, Coach Pitch and Machine Pitch baseball programs ended in late July.
- Created numerous pending reservations for athletic facility reservation requests.
- Scheduled Coding programs for Fall/Winter.
- Promotion of programs, facilities, & services as part of Park & Rec. month.
- Youth volleyball programs held @ Glacier Edge School (July 22-24).
- Gathered information for 2026 budget.
- Finalized details for Fall/Winter youth dance programs.
- Met with representative from Youth Enrichment League to discuss program offerings.
- Sent registration information to returning teams for Adult Volleyball Leagues.
- Created weekly park shelter rentals/ball diamond preparation reports.
- Payments for various program instructors.
- Began work on Fall Program Guide.
- Puzzle Swap on July 23.
- Submitted VASD 2025/26 school facility requests.
- Community Center rental inquiries and reservations.
- Continue to add summer Pickleball programs.
- July Rec. program revenue to date (7/28) = \$11,438.00
- July CC rental revenue to date (7/28) = \$3,220.00
- July shelter/athletic facility rental revenue to date (7/28) = \$7,730.00

## Projects-Park Commission

- Stoner Prairie – Improvements are complete except for punch list items. A future ribbon cutting is being planned for the park. Well-house construction may start in late 2025 and could be completed in 2026. The well-house will include a public bathroom for the park and will have power for the outlets in the shelter. Staff are in the process of ordering picnic tables for the shelter.
- Tower Hill – Work is ongoing and we anticipate the project will be completed in the fall.
- McKee Siding – Work continues and may be completed in a few weeks.
- McKee open air shelter at the inclusive playground – Staff is working on designs to fit with the existing theme of the splash pad. We anticipate a fall 2025 or spring 2026 construction depending on weather conditions.
- Kid's Crossing – Council approved a design contract with Parkitecture on July 22nd. Staff are working on getting signed/executed contracts.

- McGaw Pickleball – Work continues, weather has had some impacts on schedule but we still anticipate a fall completion. A Pickleball group will be hosting three (3) events with a food truck this fall to encourage people to play.
- Castlebar Park – Pre-construction meeting has occurred; construction will start shortly.
- Chicory Meadows Courts – Before Council on August 12th.
- Hatchery Hill grading – Site has been restored and project is complete.
- Kyle Stiegert Greenway –Staff working with the applicants on the next steps.
- Hub – Under construction.
- Rimrock playground – Existing play equipment has been removed; new equipment should be installed in the coming weeks.
- Southdale playground – Contract approved, playground in the process of being ordered. Most likely the playground will be installed in the fall.
- Southdale design – Council approved, waiting on getting signed/executed contracts.



# Planning & Zoning Monthly Department Report

For the Month of: **July 2025**

## Plan Commission Applications Processed

- A. [Public Hearing and Consideration of Rezone RZ-2599-25](#) Request by Jason Griswold, Agent for C & B Development LLC to Rezone (RZ-2599-25) Properties from PDD-SIP (Planned Development District – Specific Implementation Plan) to PDD-SIP (Planned Development District – Specific Implementation Plan) to Allow for Virtual Indoor Golf and Lounge with Commercial Kitchen Available for Rental to Food Trucks, on Property Associated with 2949 Triverton Pike Drive **Approved**
- B. [Public Hearing and Consideration of Rezone and Conditional Use RZCU-2600-25](#) Request by Dave DiMarco, Agent for Sierra West II, LLC, to Rezone (RZCU-2600-25) from the PDD-GIP (Planned Development District – General Implementation Plan) District to the R-H (High-Density Residential) District in Conformance with the Current Site Development and Use, on Property Associated with 3620 Breckenridge Court **Approved**
- C. [Public Hearing and Consideration of Conditional Use CU-2598-25](#) Request by Jayson Jones, Agent for the City of Fitchburg, to Allow Conditional Use for the Construction of a Municipal Well and Park Facilities, with a Rear Setback of 25 Feet, on Property Zoned Low-Density Residential (R-L) Associated with 2765 Wayfair Street **Approved**
- D. [ADR - Fitchburg Well No. 12](#) Request by Jayson Jones, Agent for the city of Fitchburg, to Obtain Architectural Design Review Approval for the Construction of a Municipal Well and Park Facilities, on Property Located at 2765 Wayfair Street **Approved**
- E. [ADR - LifePoint at Nine Springs](#) Request by Matthew Manning, Agent for UW-LifePoint, to Obtain Architectural Design Review Approval for a Proposed Inpatient Rehabilitation Hospital in the Nine Springs on Property Located at the Corner of E. Cheryl Parkway and Greenmarket Place. **Approved**
- F. [ADR - Corner Stone Village Condominiums](#) Request by Zoe Barnes, Agent for Corner Stone Village Condominiums, to Obtain Architectural Design Review Approval for Exterior Renovations **Approved**
- G. [ADR - Western Great Lakes](#) Request by Ross Treichel, Agent for Western Great Lakes Finishing Trades Institute Fund, to Obtain Architectural Design Review Approval for Exterior Renovations on Property Associated with 2919 Commerce Park Drive **Approved**

- H. [Pre-App - JT Klein Orchard Pointe Proposed Multifamily Planned Development District](#) Request by Danny Afable, Agents for JT Klein Inc., to Obtain Pre-Application Review for a Proposed Planned Development District on Property off Nesbitt Road **Approved**
  
- I. [Early Issuance of Permits - Uptown Hills Workforce Housing Development](#) Request by Sean O'Brien, Agent for Uptown Hills-Fitchburg LLC, to Obtain an Early Issuance of Permits for Uptown Hills Workforce Housing Development on Property Associated with 5078 Haight Farm Road **Approved**
  
- J. [Resolution R-106-25](#) Approving Agreement for Subdivision Improvements in the Plat of Seventh Addition to Nine Springs (Postponed from June 24, 2025, Common Council Meeting) **Approved**

## Neighborhood Plans

- The drafts of both neighborhood plans are available for review at [Neighborhood Plans '23-'24 | Fitchburg, WI - Official Website](#). All comments, questions, and suggestions were due to the Planning staff by end of day on July 10<sup>th</sup>. Staff will review the comments and prepare a response.
- The neighborhood plans, with any proposed amendments, will be presented to the Plan Commission and Council in September.

## Healthy Neighborhoods Programs

- The Healthy Neighborhoods Advisory Committee met in July to hear presentations from the 2024 Healthy Neighborhoods Grant Program awardees. Presenters were as follows: Allied Food Pantry, Active Youth Wisconsin, The River Food Pantry, Catholic Multicultural Center, and the Madison Reading Project.
- Staff and the Neighborhood Navigators attended several priority neighborhood events including the Allied Drive Neighborhood Resource Team, Allied Food Pantry, Allied Parks Alive, Leopold Park Alive, and Fountains Apartment Community Event.

## Sustainability

- Staff placed the last BCycle stations to complete the buildout of BCycle under the current agreement and grant.
- Staff continued to manage the Bicycle & Pedestrian Plan.
- Staff are collecting data regarding the City's electric vehicles (EVs), including the number of vehicles and the number of chargers.
- Staff continue to develop the next steps for implementation of the Sustainability Plan by documenting the indicators of success for each of the 46 strategies.

- The City was awarded a complimentary one-year [US Green Building Council](#) membership at the Silver level. The membership allows the city to draw on the wide range of sustainability resources provided by the US Green Building Council, including staff training.

**Applications Processed**

Type	2023 Totals	2024 Totals	January	February	March	April	May	June	July	August	September	October	November	December
Architectural Design Review	12	15	3	3	3	5	2	-	4					
Rezone / Conditional Use Permit	21	31	1	3	3	3	2	3	4					
Certified Survey Map	18	7	2	2	-	1	1	2						
Comprehensive Development Plan Preliminary Plat	4	6	-	-	-	-	-	-	-					
Final Plat	5	7	-	-	1	1	-	-	-					
Other	41	41	2	-	3	1	3	2	2					
Variance	0	1	-	-	-	-	-	-	-					
Telecommunications Facilities Permit	0	0	-	-	-	-	-	-	-					
SmartCode Article 3	1	1	-	-	-	1	-	-	-					
SmartCode Article 5	36	64	3	12	3	10	4	1	4					
Architectural Design Review Admin.	17	11	-	-	-	4	-	-	1					
Sign Permits	52	44	5	5	1	3	3	3	6					
Zoning Permits	195	220	5	15	10	18	16	18	9					
Early Start Permits	55	81	3	10	3	7	6	0	2					
Zoning Letters	14	17	2	1	-	1	1	3	-					
<b>Totals</b>	<b>471</b>	<b>546</b>	<b>26</b>	<b>51</b>	<b>27</b>	<b>55</b>	<b>38</b>	<b>32</b>						

### **Agricultural & Rural Affairs**

- The Agricultural & Rural Affairs Committee did not meet in July.

### **Department Notables**

- Dan Hauck started on July 28<sup>th</sup> as the Associate Planner.

### **Other**

- The Council approved Fitchburg's Floodplain Ordinance on July 22<sup>nd</sup>. The city is now in compliance with the WI Department of Natural Resources and the Federal Emergency Management Agency requirements regarding floodplain management.
- Development Team Meetings:
  - a. GiGi's Playhouse
  - b. Jamestown Quarry
  - c. Quivey's Grove
  - d. Avante – E. Cheryl and Lacy
  - e. Housing Plan Focus Group
  - f. Uptown Hills



**MONTHLY UPDATE**

July 2025

# MONTHLY UPDATE | JULY



## CALL FOR SERVICE OVERVIEW

The Department handled 1,213 citizen-generated calls for service.

Officers initiated 1,172 calls.

### Compared to last month:

Citizen-generated calls decreased by 33. Officer-initiated calls increased by 147.

### Compared to last July:

Citizen-generated calls decreased by 165. Officer-initiated calls increased by 242.

## CRIME

### PROPERTY CRIME

- One burglary was reported this month.
- Five vehicles were reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There was one report of a shooting or shots fired this month.
- Five firearms were seized as evidence this month.
- There was one robbery reported.

### DOMESTIC VIOLENCE

- Officers investigated fifteen domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**OWI, Possess Drug Paraphernalia, Possession of Marijuana | 7/12** | While on routine patrol, a Fitchburg officer observed a vehicle make an illegal U-turn at the intersection of Lacy Road and Research Park Drive. The officer also noted that the vehicle's registration had expired as of March 31, 2025, and conducted a traffic stop. Upon making contact, the officer observed signs of impairment in the driver, along with drug paraphernalia visible in plain view inside the vehicle. Following an OWI investigation, a 28-year-old Fitchburg man was arrested for Operating While Intoxicated (1st Offense). Additionally, a charge of Possession of a Schedule II Controlled Substance was referred to the Dane County District Attorney's Office.

**Disorderly Conduct While Armed | 7/13** | Fitchburg Police officers responded to a report of a weapons violation in the 2600 block of Pheasant Ridge Trail. A caller reported that a male subject had brandished a firearm in a parking lot before fleeing the scene in a vehicle. Through interviews, officers learned that two individuals had met to discuss a potential vehicle transaction when a disagreement escalated. During the argument, one individual drew a firearm and threatened the other before leaving in a vehicle. Responding officers quickly located the vehicle and contacted

## MONTHLY UPDATE | JULY



the suspect. Following an investigation, a 24-year-old Madison man was arrested and booked into the Dane County Jail for Disorderly Conduct While Armed.

**OWI 3<sup>rd</sup>, Felon in Possession of Firearm, Carrying Concealed Weapon, Go Armed with Firearm While Intoxicated | 7/13** | While on routine patrol, a Fitchburg officer observed a vehicle that was driving on the centerline of the road. Shortly after this, the officer observed the vehicle fail to stop for a red traffic signal. The officer then conducted a traffic stop on the vehicle for these traffic violations. While in contact with the driver, the officer observed indicators of impairment in the driver and subsequently conducted an OWI investigation due to this. During a subsequent search of the vehicle, officers recovered two handguns. The driver was found to be a convicted felon. The front passenger was also identified as a convicted felon, and the rear driver-side passenger was also identified and interviewed. The driver admitted to ownership of one of the firearms. The driver, a 35-year-old Beloit man, was arrested and booked into the Dane County Jail on the charges of Operating While Intoxicated (3<sup>rd</sup> offense), Felon in Possession of Firearm, Go Armed with Firearm While Intoxicated, and Carrying Concealed Weapon. The front passenger, a 36-year-old Beloit man, was arrested and booked into the Dane County Jail on the charges of Felon in Possession of Firearm and Carrying a Concealed Weapon. The rear passenger, a 31-year-old Sun Prairie man, was arrested and booked into the Dane County Jail on the charge of Carrying a Concealed Weapon.

**Disorderly Conduct | 7/15** | The Fitchburg Police Department responded to a disturbance involving a dispute between City staff and a resident regarding property on City land. Following the interaction, staff reported hearing a loud bang they believed to be a gunshot, though no weapon was seen. An investigation determined the shots fired complaint was unfounded. A 54-year-old Fitchburg resident was cited for disorderly conduct.

**Burglary, Theft | 7/21** | A Fitchburg officer responded to a burglary report at a residence in the 2700 block of Pheasant Ridge Trail. The resident reported returning home to find a patio door open, a window screen removed, and items missing from the residence. The investigation remains ongoing.

**OWI with Passenger under 16 years old, Carrying Concealed Weapon, Bail Jumping | 7/24** | A Fitchburg police officer on routine patrol observed a vehicle traveling at a high rate of speed and initiated a traffic stop. During the stop, the officer detected the odor of marijuana coming from the vehicle and noticed an unrestrained young child seated in the front passenger seat. The driver also showed signs of alcohol impairment. A subsequent search of the vehicle revealed a loaded handgun and a quantity of marijuana. The driver, a 32-year-old Madison man, was arrested and booked into the Dane County Jail on charges of Operating While Intoxicated (with a passenger under 16), Carrying a Concealed Weapon, and Misdemeanor Bail Jumping.

**Robbery, Battery | 7/27** | Fitchburg officers responded to a reported strong-armed robbery near Greenway Cross and Eggiman Road. The victim reported being confronted by two women, physically struck, and having their phone taken during the incident. The investigation remains ongoing.

# MONTHLY UPDATE | JULY



Case Number	Date	Location	Alder District	Incident Description
25-14378	7/2/2025	Seminole Hwy/Clover Ct	1	OWI 2nd, Bail Jumping
25-14655	7/5/2025	2900 Richardson St	2	OWI 3rd, Hit and Run
25-14874	7/8/2025	3000 Yarmouth Greenway Dr	2	Theft of Auto
25-15017	7/9/2025	6000 McKee Rd	4	OWI
25-15107	7/11/2025	2500 High Ridge Trl	2	Theft of Auto
25-15177	7/12/2025	Fish Hatchery Rd/Cahill Main	3	OWI, Possess Drug Paraphernalia, Possession of Marijuana
25-15178	7/12/2025	McKee Rd/Fish Hatchery Rd	2	OWI
25-15180	7/12/2025	1900 Greenway Cross	2	OWI
25-15229	7/13/2025	McKee Rd/Chapel Valley Rd	2	OWI
25-15265	7/13/2025	2600 Pheasant Ridge Trl	3	Disorderly Conduct While Armed
25-15285	7/13/2025	Verona Rd/Williamsburg Way	1	OWI 3rd, Felon in Possession of Firearm, Carrying Concealed Weapon, Go Armed with Firearm While Intoxicated
25-15339	7/14/2025	1900 Pike Dr	2	Theft from Auto
25-15342	7/14/2025	1900 Pike Dr	2	Theft of Auto
25-15426	7/15/2025	5500 Lacy Rd	3	Disorderly Conduct
25-15777	7/20/2025	2700 Novation Pkwy	3	Theft of Auto
25-15783	7/20/2025	McKee Rd/S Seminole Hwy	4	OWI
25-15835	7/21/2025	McKee Rd/Dorchester Way	4	OWI
25-15852	7/21/2025	2700 Novation Pkwy	3	Theft from Auto
25-15874	7/21/2025	2700 Pheasant Ridge Trl	3	Burglary, Theft
25-15980	7/23/2025	100 E Badger Rd	3	Theft from Auto
25-16108	7/23/2025	3000 Cahill Main	2	Theft of Auto
25-16131	7/24/2025	2800 Fish Hatchery Rd	2	OWI w/ Passenger <16 years old, Carrying Concealed Weapon, Bail Jumping
25-16216	7/25/2025	5600 King James Ct	1	Strangulation & Suffocation, Battery, Disorderly Conduct
25-16256	7/26/2025	2900 Hardrock Rd	4	OWI 3rd
25-16338	7/27/2025	Greenway Cross/Eggiman Rd	2	Robbery, Battery

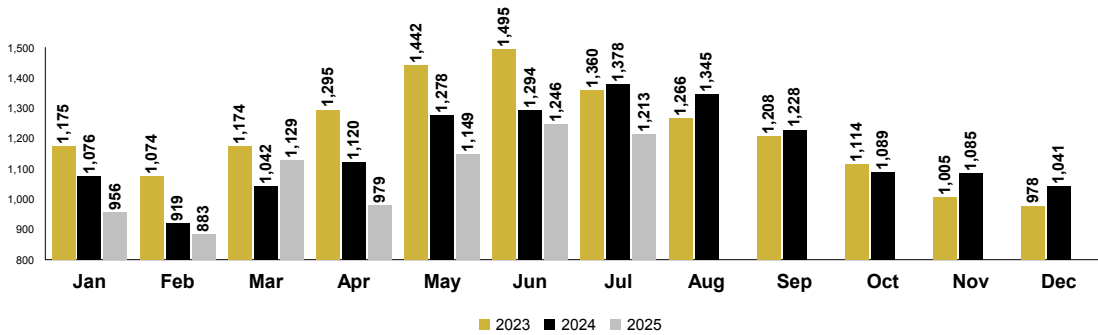
Incident descriptions reflect preliminary classifications that may change over the course of the investigation.

# Fitchburg Police Department

MONTHLY ACTIVITY July of 2025

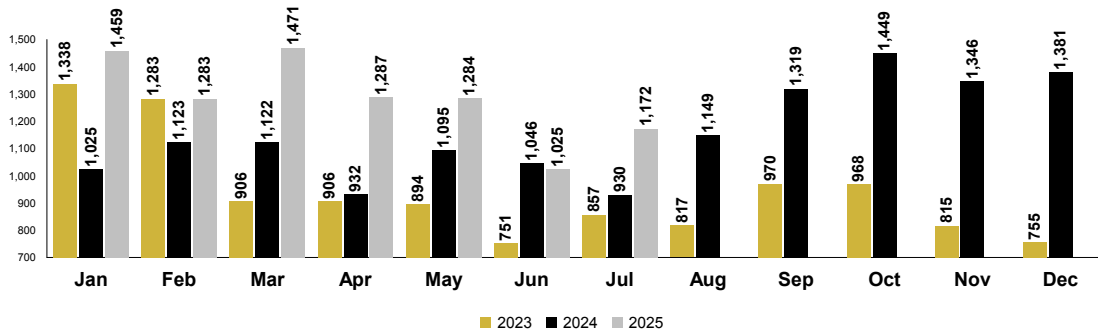


## CITIZEN GENERATED CALLS FOR SERVICE



2024 YTD	2025 YTD	YTD % +/-
8,107	7,555	-6.8%

## OFFICER INITIATED CALLS FOR SERVICE



2024 YTD	2025 YTD	YTD % +/-
7,273	8,981	23.5%

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Abduction/FI	2	0	0	4	1	2	1	1	1	1	0	0	0	0	1	2	1	1	0	10	5	-50.0%					
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	100.0%					
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%					
Robbery	0	1	0	0	0	0	2	0	0	1	1	2	2	0	0	2	0	1	1	3	6	100.0%					
Sexual Assault	3	0	1	0	1	1	4	0	1	0	2	3	2	2	4	4	0	1	0	10	13	30.0%					
Aggravated Assault	3	5	2	3	5	5	7	3	4	4	4	9	1	3	0	3	4	2	1	30	14	-53.3%					
Burglary	5	3	4	3	4	0	4	4	2	2	5	5	5	1	0	1	1	4	1	23	13	-43.5%					
Theft of Auto	3	4	5	2	2	2	1	2	4	2	8	2	3	0	5	4	3	2	5	19	22	15.8%					
Theft from Auto	4	3	2	9	12	7	9	14	19	0	3	4	1	1	1	2	3	2	3	46	13	-71.7%					
<b>Total</b>																									141	87	-38.3%

Notable incidents excludes unfounded incidents. It also aggregates to the highest offense within a single incident.

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Theft of Auto	3	4	5	2	2	2	2	4	2	8	2	4	4	0	5	4	3	2	5	20	23	15.0%					
Shots Fired	1	0	0	3	0	1	0	3	4	1	2	0	1	1	0	0	1	1	0	4	4	0.0%					
Domestic	19	10	7	22	11	20	20	13	25	10	16	10	7	4	9	10	9	14	15	109	68	-37.6%					

These 3 categories include a count of all incidents were the related offense occurred whether or not it was the highest offense.

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Traffic Crash	70	41	54	38	54	37	39	51	45	59	52	52	45	55	42	44	51	53	50	333	340	2.1%					

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Officer Initiated																											
Traffic Monitoring	49	105	130	139	151	150	72	118	231	213	133	154	223	140	218	142	163	153	149	796	1,188	49.2%					
Traffic Stop	283	504	501	303	405	373	374	427	426	600	503	547	590	505	671	613	583	355	439	2,743	3,756	36.9%					



# Public Works Monthly Department Report

For the Month of: July 2025

## Transportation/Transit

- Syene Rd. Phase 2
  - Worked on grading roads and undercuts.
  - Poured curb and gutter from roundabout to south project limits and backfilled curb and gutter.
- Syene Rd. Phase 3
  - Continued road grading and undercuts.
  - Began work on pond excavation. Worked through select crushed quantities.
- Street Resurfacing
  - American Rescue Plan Act (ARPA) Resurfacing Project.
    - Paving completed throughout the project. Approximately 2 miles of total paving.
  - CIP #3319 Street Resurfacing Program
    - Paving completed throughout the project. Approximately 2.5 miles of total paving.
- Street Maintenance
  - 2025 Surface Maintenance Project advertised and bids received.

## Stormwater

- Rejected bids for the Crescent Road Stormwater Improvements project. Project will be rebid in winter of 2025 with construction to occur spring/summer of 2026.
- Had discussions with several private Best Management Practice (BMP) owners regarding the reminder letters sent out last month and required maintenance responsibilities.
- Reviewed existing stormwater management plans to determine stormwater performance standard requirements for proposed developments.
- Completed 2026 Operating Budget requests.
- Began working with Finance regarding stormwater utility rate increase. Started drafting memo regarding rate change with comparison of rates with peer communities.
- Held progress meeting with AECOM and Ruekert-Mielke regarding Fitchrona Road/Goose Lake Stormwater Improvements project. Plan to complete culvert work this winter.

- Identified locations in the City with 50+ year old storm sewer. Intend to televise older sections of storm sewer along with storm sewer in streets planned for resurfacing.
- Worked on finalizing stormwater facility maintenance project plans and specifications.
- Reviewed vegetation at stormwater facilities under ecological services contracts.
- Began beta testing online Erosion Control and Stormwater Management (ECSWM) permit applications submittal process through OpenGov.
- Updated existing Total Maximum Daily Load (TMDL) WinSLAMM models with newly constructed private BMPs.
- Completed soil testing for nutrient management plan of park playing fields.
- Completed sediment depth testing of select wet ponds.

## Utilities

- Well No. 12: Pump house project was advertised in July. Bid opening is on August 4, 2025.
- Tower D: Maquire Iron Inc. mobilized to site, installed erosion control and began grading the site.
- Tower E AT&T: AT&T worked on plan and study updates to address City comments.
- Syene Interceptor (Phase II): Vierbicher continued work on design. Relocation order approved by Council.
- Fish Hatchery Road Water Main Replacement: Completed all punchlist items.
- Nine Springs Valley Interceptor (NSVI): Madison Metropolitan Sewerage District (MMSD) continued design work and coordination with communities.
- Water System Plan: Strand began work on this plan. The plan needs to be completed before the end of the year.
- Water Service Line Identification: Continued inventory work.
- Sewer Repairs (Eggiman Rd. & Pheasant Ridge Trail): Awarded repair work to South Central Construction.
- Sanitary Sewer Cleaning: Continued 2025 cleaning. The City cleans 1/3 of the sanitary sewer system each year.
- Large Meter Replacements: Continued installation of 1.5" and 2" meters. The Utility has 12 meters left to install.
- Meter Radio Installations: Continued installations in new construction.
- Terravessa Lift Station: Rebuilt pump No. 3 and installed influent screen.

## Parks

- McGaw Pickleball Courts: Construction continues. Final base grading complete and asphalt placed.
- McKee Farms Park Shelter Siding: Construction continues. Anticipate completing in August.
- Tower Hill Shelter: Construction continues. Exterior concrete and roof complete. Working on the inside of the building.

- Stoner Prairie Park Improvements: Reviewed and drafted punchlist. Anticipate opening in August.
- Chicory Meadows Tennis Courts: Opened bids on July 28, 2025. Received one bid from Parisi Construction. Currently going through approval process to select which option to proceed with.
- Fitchburg HUB: Construction continues. Installed terrazzo floors and began installing playground equipment.
- Finished undercutting and grading Hawk Ridge bike path. Path has since been paved.
- Delivered picnic tables for the Building Inspection Department's 4<sup>th</sup> of July cookout.
- Cleaned up fallen trees at Arrowhead, Greenfield, Hillside Heights parks, along with Irish Lane.
- Removed erosion control from Hatchery Hill Park.
- Complete asphalt path repairs at Belmar and Tower Hill parks.
- Removed the fallen tree from King James Way.
- Repaired broken restroom door at McKee Farms Park.
- Set up for Concerts at McKee - McKee Farms Park.
- Removed split tree from Quarry Hill Park.
- Restored edges of new asphalt bike paths at McKee Farms Park.
- Trimmed overhanging brush and weeds along Cannonball Trail.
- Picked up brush and weed piles at Nobel Woods.
- Delivered mulch and compost to community gardens.
- Rough mowed tall grass areas with weed problems.
- Performed daily park rounds.
- Emptied trash and recycling throughout the parks.
- Continued mowing parks and terraces.
- Completed the second round of string trimming.
- Prepared 58 ball diamonds for play.
- Striped soccer fields and foul lines at McKee Farms and McGaw parks.

## **Building & Grounds**

- Police Station: Opened bids on July 29, 2025. J.P. Cullen provided the lowest responsive bid. Currently working through the approval process.
- Police Evidence Roof: Worked on design for roof replacement.
- City Hall Renovations: Awarded design services to O'Kroley 646 Design, LLC.
- Completed painting the Building Inspection office.
- Completed painting of Police office.
- Completed painting and wall repair to Library remodel areas.
- Continue working with Madison Gas & Electric (MGE) on outside EV charging station.
- Repaired refrigerant valve on Senior Center air conditioner condenser.
- Cleaned patio at Senior Center.

- Repaired entrance door closer at City Hall.
- Replaced several light bulbs at City Hall.

## **Refuse & Recycling**

- Investigated other food waste diversion opportunities. Met with Dane County Waste & Renewables to discuss participation in their new Food Scrap Stop program.
- Continued discussion on updating the Disaster Debris Management Plan. Compiled relevant Wisconsin Department of Natural Resources (WDNR) and Environmental Protection Agency (EPA) publication regarding separation and storage of different debris types.
- Attended meeting on revision to state administrative code regarding refuse and recycling requirements for responsible units. Began drafting revised ordinance language. Ordinance revision must be completed by spring of 2026.

## **Streets**

- Laid out and painted crosswalks along East Cheryl Pkwy. and repainted existing crosswalks along East Cheryl Pkwy. in Swan Creek.
- Continued to mow 10' path on rural sections of road and mow wild parsnip before it goes to seed.
- Removed the existing approach to bus stop pad on Chalet Gardens Rd. due to severe cracking and poured new concrete approach.
- Two maintenance workers fed wood chips and yard waste into the contractor's grinder for three days.
- Ordered new street name plates for the former Town of Madison area to make them consistent with the rest of Fitchburg.
- Painted yellow curb in front of fire hydrants on the north side of McKee Rd., between Seminole Hwy. and Fish Hatchery Rd.
- Cleared vegetation around inlets to storm water facilities in Swan Creek for inspection access.
- Ordered concrete pipe for Maloney Trl. and Adams Rd. culvert replacement.
- On-call person came in on three different occasions for large tree branches in the road. Two on East Hill Dr. and one on King James Way. Worked with Parks to clean up and remove the entire tree on East Hill Dr.
- Performed vehicle maintenance on five vehicles/equipment and made nine vehicle/equipment repairs.
- Rebuild light fixtures for MGE to reinstall.
- Completed street sign repairs citywide.
- Swept 50 cubic yards of debris from streets.
- Shoveled 12.5 tons of hot mix. This includes potholes and path repairs in Belmar and Tower Hill parks.
- Helped Parks grade path in Hawks Ridge Park and helped haul spoils.

**Other**

- Developments:
  - Hartung: Continued work on punchlist items.
  - Highfield (Phase 3): Worked on warranty concrete repair work.
  - Highfield (Phase 4): Worked on punchlist.
  - Highfield (Phase 5): Reviewed plans.
  - Inspiration at Swan Creek: Finished punchlist items. Accepted improvements.
  - Jamestown Quarry: Reviewed Jamestown roadway plans, submittals, held bi-weekly meetings, and drafted sidewalk easement. Currently installing utilities. Executed agreement with KL Engineering for inspection services.
  - Nine Springs (7<sup>th</sup> Addition): Subdivision Improvement Agreement (SIA) approved and executed.
  - Oak Meadow Reserve: Worked on punchlist.
  - O'Brien: Temporary easement released.
  - Ochalla: Contractor finished warranty punchlist items. The only remaining item is storm facility maintenance.
  - Olive Tree: Reviewed plans.
  - Paxton Place V – Reviewed plans.
  - Silver Maple V – Finalized plan reviews.
  - Sub-Zero (Basswood): Released project for bid. Strand worked on Certified Survey Map (CSM).
  - Terravessa, Terravessa (2<sup>nd</sup> Add), Terravessa (3<sup>rd</sup> Add) – Contractor continued work on punchlist items.
  - Terravessa (4<sup>th</sup> Add – Phase I): Contractor removed and replaced warranty concrete items.
  - Terravessa (4<sup>th</sup>) - Phase II: Contractor completed installation of improvements. Reviewed and drafted punchlist.
  - Terravessa (5<sup>th</sup>) – Worked through plat/improvement requirements.
  - Uptown Hills: Executed SIA and reviewed plans/Letter of Credit (LOC) estimates.
- Commercial Developments: Continued follow-up on occupancy punchlists.
- Planning & Building Permit Reviews: Completed approximately 13 reviews.
- The second Utility Engineering Intern started.

Removed large fallen branch over Hartwicke bike path.



Removed existing playground at Rimrock Park to prepare for new playground.



Cut the section of blacktop from the Capitol City trail crossing on Seminole Highway and regraded ditch and installed blacktop flume for the purpose of removing the standing water problem at the Rapid Rectangular Flashing Beacon (RRFB) crossing.





# Senior Center Monthly Department Report

For the Month of: July 2025

## Programs

### 6 New One-time Programs

- Crossing Bridges Series
  - Urn Placement Options: Honoring a Life
  - Lunch & Learn - Exploring the Journey of Local Authors
  - Lunch & Learn - Myths & Truths About Kidney Disease
  - Blood Drive
  - The Road to Marital Success
  - Let's Talk Housing
- 31 ongoing programs

### E-Newsletter Subscriptions

1,665 through June 2025. 1,676 current subscribers through July 2025

**Monthly Foot Traffic** – 6001 (Closed July 4)

**Avg. Daily Foot Traffic** – 273

**Worth Mentioning** - Senior Center's first ever edition of the newsletter published in color!

Let's Talk about Housing with Redevelopment Resources



Intergenerational Woodcarving



## Meals

**Congregate Meals:** 654

**Home Delivered Meals:** 733

**Grand Total:** 1387

## Volunteer Program Update

July	Position	Notes	Started
S. Z.	Tech support/tutor	Interviewed on 7/16/25	July 28th
V. G.	Tech support/tutor	Interviewed on 7/22/25	July 24th
R. W.	Bingo Callers	Interviewed on 7-21-25	Sept. 4th
Al.R.	Offered position of tech tutor	Interviewed on 7-22-25 Email sent on 8-4-25	
Am. R.	Offered position of tech tutor	Interviewed on 7-22-25 Email sent on 8-4-25	
L. B.	Offered position of Driver Escort/Meal Driver	Interviewed on 7-28-25 Email sent on 8-07-25	

**Onboarding Volunteers:** This month was all about setting up times to interview potential volunteers and then properly training and orientating the volunteers who started at the Senior Center.

**Volunteer Replacements in July:** 11 (number of volunteers unable to fulfill commitments and required a replacement)

## Case Management

**New client referrals:** 9

**Case Management clients served:** 90

**Medicaid clients served:** 18

### Client trends and other notables:

- Challenging case management situations involving unhoused older adults as well as clients experiencing medical emergencies that required urgent, hands-on intervention by case managers.
- Assisting clients at mobile home park in search of alternative housing which is being met with roadblocks, mainly from clients themselves and funding.
- Supporting older adults in the community in coordination with JFF for housing needs through housing clinic at Boys & Girls Club.

- Ongoing hours at apartment complexes including but not limited to Highline, Limerick, Novation, Mckee Farms Park and Chapel Valley.
- Attending Dane County case management meetings
- Ongoing assistance and referral for medical equipment throughout the county.
- Meetings with new home care agencies.

## Administration

- Re-occurring meetings: Department Head, Deputy Administrator, bi-weekly staff, Commission on Aging Well, Fitchburg Senior Center Friends, Dane County Focal Point Directors, Wisconsin Association of Senior Centers, Talking Fitchburg.
- Facilitated 3rd Commission on Aging Well working meeting
- Attended DiSC training
- Attended City Housing Forum offered to departments.
- Attended meeting regarding mobile home park.
- Completed and submitted budget proposal.
- Met with furniture company for dining room table/chair replacement.
- Met with staff to share Quantum survey results pertaining to Department.

**Meet Sofia**  
**our**  
**TECH TUTOR**

Conoce Sofia, Nuestra  
Tutora De Tecnologia

**BILINGUAL**

*Horario de Trabajo*  
A partir de  
Lune 28  
Julio -  
Agosto

**PIDELE AYUDA A SOFIA!**  
Cada Lunes y Martes  
10:00 a.m. to 2:00 p.m.

**ASK SOFIA FOR HELP!**  
Every Monday & Tuesday  
10:00 a.m. to 2:00 p.m.

# MONTHLY REPORTS AUGUST 2025

Updates from City Departments and Monthly Activities



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CITY OF FITCHBURG, WISCONSIN



# Administration Monthly Report

For the Month of: August 2025

## Meetings

- Held a 1:1 meeting with each of the 16 department heads
- Attended Development Team meetings
- Attended weekly update meetings with Mayor
- Held DH meetings for Council agenda review and roundtable discussion
- Attended monthly League of Municipalities Administrator Zoom meeting
- Attended WCMA Region 5 meeting
- Attended bi-weekly HUB construction meetings
- Attended various developer meetings
- Held monthly meetings with Community Resource Team, Buildings & Grounds, and Park, Recreation & Forestry staff
- Attended Finance, Council, and Committee of the Whole meetings
- Met with Promega
- Attended DH engagement survey action planning meeting
- Attended weekly communication meetings and department budget presentation meetings
- Attended AI Policy workgroup and large audience meeting planning meetings
- Met with McGaw pickleball group

## Staff Projects

Worked with staff on various projects and policies including but not limited to: city staff restructure, Police Department reorganization, Country View Mobile Home Park, 2026 budget, Bowman Plaza, IAFF, sewer backup claim, vehicle registration fee, Ag Park, Olive Tree project, communication plan, Rosecommons park bench, FitchRona contract negotiations, and HUB furniture purchase.

## Events and Collaboration with Businesses & Residents

- Provided a monthly video update, Park update, and Council meeting recap for residents via FACTv.
- Attended Community Night Out
- Attended Stoner Prairie Park ribbon cutting



# Assessing Monthly Department Report

For the Month of: August 2025

## Inspections Completed Over the Past Month

- No inspections completed since field work was finished in April.

## Projects Completed Over the Past Month

- Attended Board of Review meetings on August 1<sup>st</sup> and August 28<sup>th</sup>
  - 2025 Board of Review case stats
    - 15 Residential Objections
      - 12 values upheld by BOR
      - 2 withdrawn
      - 1 property resolved prior to BOR
    - 21 Commercial Objections
      - 7 properties resolved prior to BOR
      - 14 properties waived to Circuit Court
- Reached resolution with property owner currently in Circuit Court to dismiss 2024 complaint.
- Attended AI Workgroup meeting.
- Completed 2026 budget presentation to Mayor.
- Participated in Youth Government Week activity.
- Held 1:1s with all staff.

## Major Projects in Progress

- Filing Municipal Assessment Report and additional tasks to close out 2025 assessment year.
- Field work and inspections for 2026 assessment roll.
- Market Drive updates
- Cross training in commercial valuation and parcel splits and combinations.
- Continued work on properties in litigation.

## Projects in the Next Month

- Continued work on properties in litigation.
- Continued discovery and listing work for 2026 assessment roll.
- Continued field inspections and reviews for 2026 assessment roll.



# Building Inspection Monthly Department Report

For the Month of: August 2025

## All Permits Issued

180 Permits

## Commercial Projects

0 New Commercial	Construction Value	\$0
11 Alterations/Repairs/Other	Construction Value	\$5,003,743

## Residential Permits

2 New Single Family	Construction Value	\$856,444
0 New Two Family (2 units)	Construction Value	\$0
0 Multi-Family (0 Units)	Construction Value	\$0

New Residential Units= 2

167 Residential Alterations/Additions/Other	Alteration/Add/Repair Value	\$3,586,563
---	-----------------------------	-------------

## Total Value (All Permits)

\$9,446,750



## Clerk Monthly Department Report

For the Month of: August 2025

### Elections

- Continued to review voter registration applications and absentee ballot request applications. There are no elections this fall.

### Permits

- Processed and approved 14 sound permits, including:
  - Diaper Dash & Bash
  - Ironman Full Event
  - Ironman 70.3 Event
  - Birdie Derby
  - 3 Sheeps Beer Run
  - National Senior Center Month Event

### Licensing

- Issued 28 Pet Licenses.
- Processed and approved 21 Operators License application renewals.
- Processed and approved 10 new Operators License applications.
- Processed and approved two change of agents for Kwik Trip #957 and #1166.
- Processed and approved a change of agent for The Loxley.

### Special Projects

- Team member continued work on scanning of documents to electronic version .

### Board of Review

- Coordinated attendance of five residential objectors to appear for hearings.
- Created agenda and packet materials for the Board of Review.
- Attended the second meeting of the Board of Review.
- Processed five determination forms to the objectors.
- Created minutes of the second meeting of the Board of Review.
- Coordinated third meeting date of the Board of Review.

- Coordinated the attendance of Board members for the third meeting date.
- Coordinated attendance of 3 residential objectors to appear for hearings and waiver requests for twenty-two commercial properties.
- Created agenda and packet materials for the third meeting of the Board of Review.
- Attended the third meeting of the Board of Review.
- Processed three determination forms to the residential objectors and twenty-two commercial waiver requests.
- Created minutes of the third meeting of the Board of Review.
- Board of Review adjourned sine die on August 28, 2025.
- Filed all determination forms with the State as required.

### **Other**

- Processed 5 Open Records requests.
- Attended presentation of 2026 Operational Budget with the Mayor.

### **Staff**

- Two team members attend a 3-day training course at the 2025 WMCA Clerks Conference.
- Team members created agendas for two PSHS and two Common Council meetings and monthly COW meeting.
- Clerk attended PSHS and Common Council meetings.



# Economic Development Monthly Report

For the Month of: August 2025

## Economic Development

- Prepared agenda, minutes, meeting packet for CEDA meeting.
- Review and edits to City in Motion scope of services contract.
- Provided update to Strategic Directives to Vandewalle.
- Bowman Plaza Redevelopment TIF request approved.
- Fitchburg Focus Development update.
- TID # 18 Amendment – Ehlers discussion.

## Business/Developer Outreach

30 business/developer contacts with several requiring additional outreach, follow-up or sharing of information.

## Community Development

- Attended Community Night Out
- Attended GMAPCC PCC Day
- Drafted press release and media information for Stoner Prairie Park ribbon cutting.

## Housing

- Housing Forums: Oasis Café, McKee Farms Park Splashpad, Southdale Park End of Summer Resource Fair.
- Home For Everyone Conference
- Conducted surveys at Boys and Girls Club food pantry, Allied Park Resource Fair and Fountains Apartments.
- Olive Tree Discussion

## Meetings

- Met with Ehlers regarding workforce within market rate program.
- Met regarding Bowman Plaza TID request.
- Met with Keith Hammersley
- Sports Facilities discussion
- Attended Fitchburg Focus, BPW meeting and AI Policy workgroup.
- Met with Juan, new Executive Director of the WLCC
- Attended weekly development team meetings
- Met with Rob Gottschalk regarding scope of service contract.
- Met with Avante regarding workforce within market rate program.

- Met with Department of Human Services and Redevelopment Resources
- Community Resource Fair
- Attended DHS update
- CDBG Commission Meeting
- Participated in the Residential Zoning Community Tour
- Promega Bi-Monthly Meeting

### **Professional Development**

- ACT meeting

### **Alder Contact/Projects**

- Neighborhood visits with Alders Reigstad and LaDousa.
- District 1 Listening Session – Development Update



Patrick Anderson, EMS Chief

101 Lincoln Street  
 Verona, WI 53593  
 608-497-2909 (Business Office)  
 608-845-9455 (Fax)  
 www.fitchronaems.com

# Chief's Report

## September-2025

EMS Calls for Service				
Month	2023	2024	2025	Change from Previous Year
January	432	412	491	19%
February	359	386	472	22%
March	411	384	421	10%
April	376	382	475	24%
May	391	414	411	-1%
June	403	469	458	-2%
July	359	457	483	6%
August	440	464	431	-7%
September	445	431		
October	414	464		
November	405	454		
December	423	467		
<b>Total</b>	<b>4,858</b>	<b>5,184</b>	<b>3642</b>	<b>8.9%</b>

Runs by Municipality				
Municipality	Aug-25	Aug-24	Year to Date	Percent of Total Runs to Date
City of Fitchburg	261	318	2373	65%
City of Verona	119	117	980	27%
Town of Verona	70	18	101	3%
City of Madison	6	3	47	1%
Belleville (District)	3	3	37	1%
Mount Horeb (Dist)	14	4	68	2%
Other	8	1	36	1%

Fractile Times for Previous Month		
	Service Median (in minutes)	90th Percentile (in minutes)
Notified to Enroute	1.48	2.58
En Route to Arrived on Scene	4.98	9.73
Notified to Arrived on Scene	6.52	11.48
On scene to Transporting	12.63	22.51
Transporting to Destination	16.40	23.87
At Destination to Unit in Service	11.57	18.08

Special Reporting	Aug-25	Aug-24
Naloxone Administration	5	2
Car 15/17 Responses	5	15
Out of Resources	2025	2024
All trucks on calls - August	18	29
Mutual Aid Required (to date)	39	45 Total

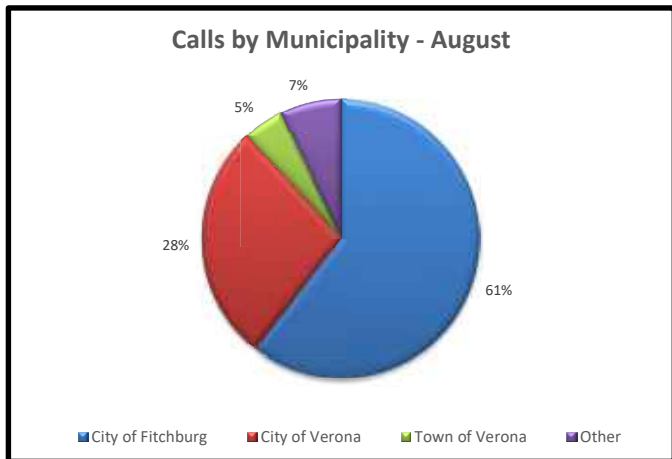
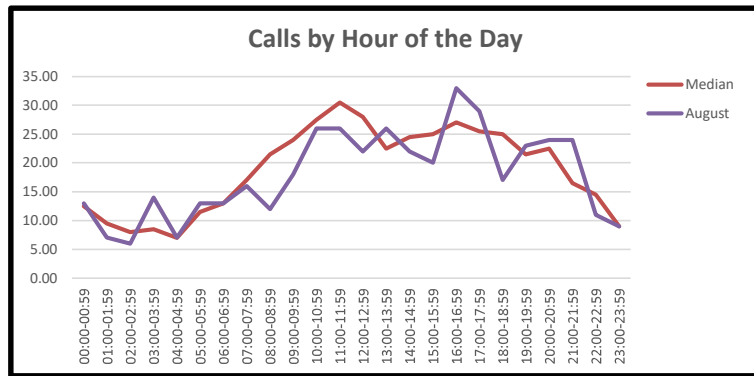
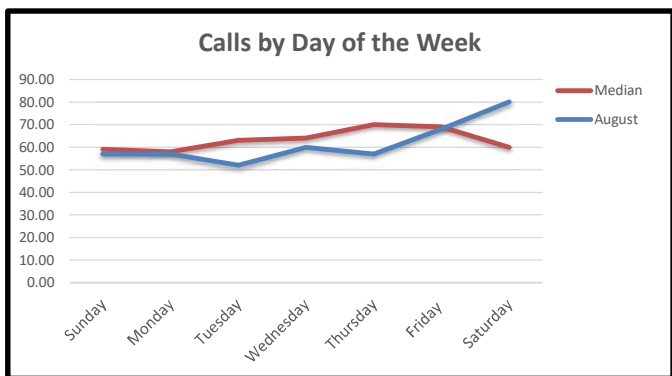
Average calls per day - Previous Year (2024)	14.16
Average calls per day - Year to date	14.99

### Community Events August 17 -September

Youth Government Jobs - Fitchburg	
VASD Back-to-School Event	
VAHS Football	
VAHS Cross Country Invitational	
Fitchburg Library - Hands Only CPR	

Patrick	
Lane and Jonah	
Lane, Macayla, and Kristy	
Jamson, Jamie, Jeremy, Kristy, and Austin	
Patrick	

### Statistics



Top 70% Dispatch Reasons for Calls for Service - August			
Previous Month	Current Month	Complaint	Percentage
2	1	Falls	19.72 %
1	2	Sick Person	16.01 %
3	6	Unknown Problem	8.82 %
4	5	Unconscious/Fainting	6.73 %
6	3	Chest Pain	6.26 %
5	4	Breathing Problems	5.34 %
8	5	Traffic Incident	3.94 %
	6	Fire Incident	3.71 %
			<b>70.53 %</b>

Calls by Station - August		
Station	Count	Percentage
Verona	139	32%
FB Sta 2	165	38%
FB Sta 3	126	29%

**Financial Report**

**A/R Aging (as of August 31st 2025)**

	0-30	31-60	61-90	91-120	121-180	180+	Total
EMS MC	\$911,294	\$399,209	\$197,035	\$88,460	\$142,434	\$111,160	\$1,849,593
Current %	<b>49.3%</b>	<b>21.6%</b>	<b>10.7%</b>	<b>4.8%</b>	<b>7.7%</b>	<b>6.0%</b>	<b>100.0%</b>
Goals	40.0%	20.0%	10.0%	7.0%	8.0%	3.0%	100.0%

**Cash on Hand**

	8/29/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
Checking/Market	\$ 1,629,662.38	\$ 1,758,339.46	\$ 1,455,468.55	\$ (128,677.08)	\$ 174,193.83
Savings	\$ 136,555.94	\$ 169,440.36	\$ 96,768.64	\$ (32,884.42)	\$ 39,787.30
Oak Bank - CD 8518	\$ 200,000.00	\$ 150,931.43	\$ 150,931.43	\$ 49,068.57	\$ 49,068.57
Oak Bank - CD 0852	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -
Oak Bank - CD 1824	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ -	\$ -
WISC Funds	\$ 893,824.45	\$ 890,681.82	\$ 263,640.20	\$ 3,142.63	\$ 630,184.25
<b>Total Cash</b>	<b>\$ 3,160,042.77</b>	<b>\$ 3,269,393.07</b>	<b>\$ 2,266,808.82</b>	<b>\$ (109,350.30)</b>	<b>\$ 893,233.95</b>

**Assigned Fund Balances - Oak Bank**

	8/29/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
FAP Funds (Restricted)	\$ 78,869.64	\$ 78,869.64	\$ 9,367.13	\$ -	\$ 69,502.51
2024 EPIC Grant	\$ 12,086.03	\$ 22,160.00	\$ 46,167.81	\$ (10,073.97)	\$ (34,081.78)
Falls Prevention Grant	\$ -	\$ 22,448.82	\$ -	\$ (22,448.82)	\$ -
Labor Contract Funds	\$ 23,205.00	\$ 24,000.00	\$ 24,000.00	\$ (795.00)	\$ (795.00)
<b>Total Assigned Funds</b>	<b>\$ 114,160.67</b>	<b>\$ 147,478.46</b>	<b>\$ 79,534.94</b>	<b>\$ (33,317.79)</b>	<b>\$ 34,625.73</b>

**WISC Investments**

	8/29/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
HRA Cash Management (CMS)	\$ 182,056.73	\$ 181,425.02	\$ 649.05	\$ 631.71	\$ 181,407.68
HRA Investment Acct (IS)	\$ 290,200.03	\$ 289,151.88	\$ 262,991.15	\$ 1,048.15	\$ 27,208.88
Unassigned Fund Balance	\$ 421,567.69	\$ 420,104.92	\$ -	\$ 1,462.77	\$ -
<b>Total Assigned Funds</b>	<b>\$ 893,824.45</b>	<b>\$ 890,681.82</b>	<b>\$ 263,640.20</b>	<b>\$ 3,142.63</b>	<b>\$ 630,184.25</b>

**August Donations**


**September Milestones**

Brandon Ryan - 14 Years  
Desiree Heimbecker - 3 Years

**Comparables - Calls for Service**

Service	2018	2019	2020	2021	2022	2023	2024	Percent Change 2023-2024
Fitch-Rona EMS	3245	3443	3505	4184	4267	4858	5184	7.6%
Middleton EMS	1825	1969	1898	2254	2543	2715	2769	6.8%
Sun Prairie EMS	2839	3165	3213	3368	3692	4424	4961	14.5%

**Other Updates**


**SHOUT OUTS**

Thank you card from a patient for Jeremy Owen and Jamie Ennis  
Thank you to Chip for transitioning over and figuring out the layout for the new bike medic bags.




# FACTv Monthly Department Report

For the Month of: August 2025

## Current Productions

- 30 Productions completed in August.
- 25 Meetings completed in August.
- 20 (1 show per day) Talking Fitchburg updates in August.
- 28 Productions scheduled for September.
- 26 Meetings scheduled for September.

## Upcoming Productions

- Ribbon Cutting: Grateful Hearts  
Childcare & Preschool
- Lunch N Learn- 2 Show Tapings in  
August
- Promega Fall Art Showcase
- TF Police Facilities  
Groundbreaking
- TF Celebrate National Senior  
Center Month with the Fitchburg  
Senior Center
- Juniper Apartments Ribbon Cutting  
& Grand Opening
- BPNN Ribbon Cutting
- TF Fall Fest Fitchburg Farmers  
Market
- TF Council Recap Show
- TF Fitchburg Chamber Update
- TF Department of Ag, Trade, and  
Consumer Protection
- TF Better Business Bureau
- Mayor's Listening Session - D4
- What's Happening at the Fitchburg  
Senior Center

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv Marketing Videos- On-Going
- Fitchburg Police Department Video Projects- Spotlight Series
- Fitchburg Fire Department Video Projects (On Hold)
- Government 101- TBA
- Talking Fitchburg- New show format starting in September.

## Department Projects

- Fitchburg Room AV Update Project- UPDATE- Now on Hold until 2026
- FSC Dining Room AV Project- UPDATE- Sending out for bids
- FACTv Wall Unit Project- UPDATE- Now on hold until City Hall space needs  
assessment is completed.
- FACTv Studio Project- UPDATE- Now on hold until City Hall space needs  
assessment is completed.

## Department Focus

- FACTv Marketing Plan

Fitchburg Police Department Facility Groundbreaking



Promega Fall Art Showcase



**Promega Fall Art Showcase**  
BioPharmaceutical Technology Center, September 9, 2024

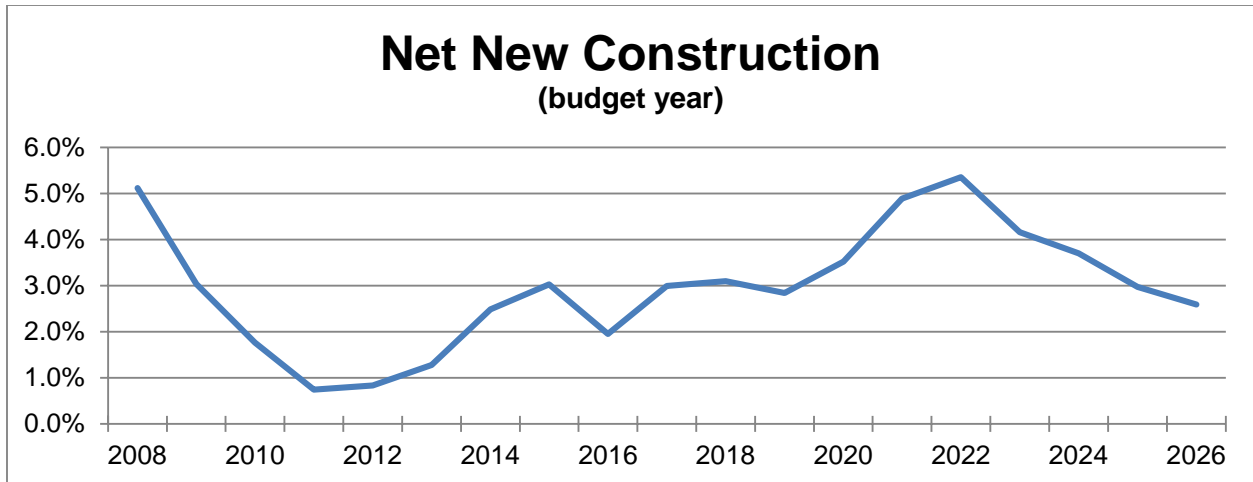


# Finance Monthly Department Report

For the Month of: August 2025

## Routine Finance Cycles

- Debt payments were completed without issue.
- Attended Finance Committee, Council, and Department Head meetings.
- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued submitted to Finance Committee and Council. July Treasurer's Reports presented to Finance Committee.
- Participated in various roundtable discussions held by the League of Wisconsin Municipalities to stay current on relevant issues.
- Submitted unclaimed property report to Dane County. The amount was higher this cycle than usual due to the large batch of police unclaimed evidence from the past several years.
- Annual continuing disclosure report was completed and filed with the Municipal Securities Rulemaking Board. [Municipal Securities Rulemaking Board: EMMA](#)
- Council proposed amendments to the Capital Improvement Plan (CIP) were published to the website. A public hearing was held to hear feedback on the proposals. The amendments were voted upon and the final CIP was adopted. The final document is available on the City's website. <http://www.fitchburgwi.gov/176/Capital-Improvement-Plan>.
- Personnel Budget Proposals for the 2026 budget were received from Department Heads. The proposals included 3 career ladder/reclassification requests for existing staff, 12 requests for 2026, and 45 requests for 2027-2030. The first compiled draft of the budget was submitted to the Mayor and meetings were held with each Department Head to learn about the requests and ask questions. Continued conversations with the Mayor about prioritization and continued work on preparing the various documents included in the budget.
- Submitted workers compensation payroll information as a part of the annual renewal.
- Remitted the first dollar credit and school levy tax credit amounts from the State to the County. Received payment from the County for the final settlement of the 2024 property tax roll.
- Net new construction (the primary driver of levy limits) was \$160 million or 2.589%. Equalized values as of 1/1/25 (and used for tax bills to pay for the 2026 budget) were released at TID-in of \$6.7 million (increase of 8.7%) and TID-out of \$6.3 million (increase of 7.3%).



### Special Projects

- Participated in various development conversations, including Bowman Plaza, JT Klein Senior Housing, a possible amendment to TID #18, and a new affordable housing initiative. Engaged Ehlers to assist with the analysis and reporting. Council action will be required prior to the execution of any TID amendments or Development Agreements.
- Met with various staff to discuss purchasing policies, CIP projects, grant opportunities, budget amendments, and staff proposals.
- Participated in various meetings to discuss payroll questions and employee handbook updates. Participated in discussions about active union negotiations.
- Audit fieldwork completed for the ARPA grant fund examination. Submitted the final report to the U.S. Treasury.
- Explored the use of OpenGov for metered hydrants.
- Continued discussions with Representative Udell's office on an idea to encourage more types of affordable housing through the levy limit adjustment. Advocated for an increase in the public bidding requirements under State Statute.

### Staff

- Weekly, bi-weekly, and monthly team meetings were held.
- Posted the Account Clerk I position due to an employee resignation.

**Statistics**

	<b>2023</b>	<b>2024</b>	<b>Current Month</b>	<b>YTD 2025</b>	<b>Projected 2025</b>
Special Assessment Letters	496	538	49	391	525
Payroll Payments					
Checks	141	151	9	94	150
ACH Payments	7,327	7,523	554	4,940	7,400
Cash Receipts (non-tax)					
Utility Billing	30,435	29,046	636	20,770	30,000
Library	202	231	17	178	225
General*	41,922	5,379	253	3,157	5,400
OpenGov*	-	845	55	844	1,000
Budget Amendments					
Administrative Approval	68	57	5	25	50
Council Action	49	53	1	28	50
Purchasing Transactions					
Accounts Payable Checks	1,796	1,979	156	1,246	2,000
Purchasing Card Payments	4,169	4,262	364	2,821	4,200
Invoices Generated					
General Customer Invoices	497	475	43	296	500
Quarterly/Annual Utility Bills	30,085	30,744	-	15,308	31,000
Final Utility Bills	630	675	77	537	675

\*with the implementation of OpenGov, most permit payments are imported as a single daily transaction rather than individual payments



**FITCHBURG FIRE DEPARTMENT** >>>

**MONTHLY UPDATE** >>>

*AUGUST 2025*



# FITCHBURG FIRE DEPARTMENT

## MONTHLY REPORT

FOR THE MONTH OF AUGUST

### CALLS FOR SERVICE

EMERGENCY MEDICAL SERVICES ASSIST

**\* 128**

STILL ALARM

**100**

MOTOR VEHICLE ACCIDENTS

**4**

STRUCTURE FIRES

**2**

TOTAL CALLS THIS MONTH

**253**

TOTAL CALLS FOR THE YEAR

**1932**

**2024**

TOTAL CALLS THIS MONTH

**247**

TOTAL CALLS FOR THE YEAR

**1959**

**2025**

AVERAGE RESPONSE TIME FOR THE MONTH:

**6 mins 29 secs**

### STAFFING

CAREER STAFF

**20**

\*Approved staffing = 20

PAID ON CALL FIREFIGHTERS

**19**

\*Approved staffing = 50

INTERN FIREFIGHTERS

**6**

\*Approved staffing = 6

SUPPORT STAFF

**7**

\*Approved staffing = 10

TOTAL MEMBERS **52**

### AT A GLANCE

INSPECTIONS

**69**

PUBLIC EDUCATION EVENTS

**4**

TRAINING HOURS

**468**



## STRUCTURE FIRE OVERVIEW

The Department responded to two structure fire this past month.

Compared to last month:

Structure Fire calls are up one from last month.

*DATE*

*LOCATION*

*FIRE DESCRIPTION*

08/12/25

Mutual Aid (Monona) - 320 W Broadway

Building Fire

08/21/25

Mutual Aid (Town of Dunkirk) - 2660 Oak Lawn Rd.

Building Fire

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 5 public education events this past month.

- 08/04/2025 - Library Touch-a-Truck Event
- 08/13/2025 - Community Night Out Event
- 08/15/2025 - Latino Youth Academy
- 08/25/2025 - Youth Government Week
- 08/27/2025 - Station Tour at Firehouse 2

## PERSONNEL NOTES

- Resignation received from FF Franke

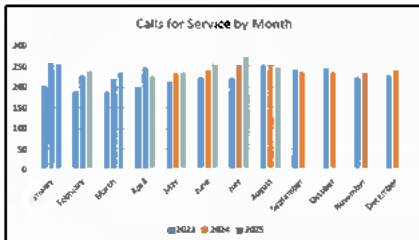
## RECRUITMENT

- Career Firefighter process is ongoing
- POX Firefighter process has opened

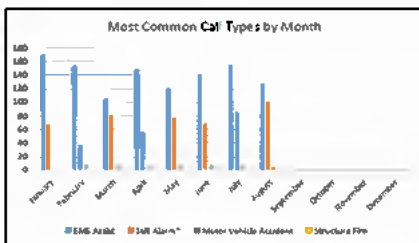


**Fire Department Activity Report**  
 As of August 31, 2025

Calls for Service by Month				
Month	2023	2024	2025	Change
January	202	259	255	7%
February	290	228	237	4%
March	169	220	235	7%
April	200	267	225	-9%
May	213	232	234	1%
June	222	240	254	6%
July	222	253	272	8%
August	254	253	247	2%
September	262	235		-100%
October	265	235		-100%
November	224	233		-100%
December	228	240		100%
<b>Total</b>	<b>2631</b>	<b>2875</b>	<b>1959</b>	<b>127%</b>

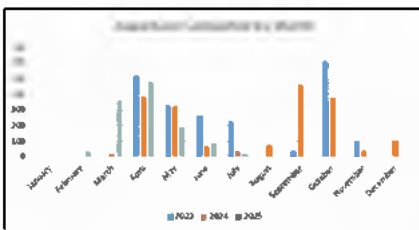


Most Common Call Types by Month				
Month	EMS Aides	Small Alarm*	Motor Vehicle Accident	Structural Fire
January	169	67	2	1
February	153	38	9	1
March	205	80	7	0
April	148	56	4	3
May	121		7	2
June	141		8	3
July	256		7	1
August	128	300	4	2
September				
October				
November				
December				



\*Alarm include: Alarm Car Fires, Odor investigations

Inspections Completed by Month			
Month	2023	2024	2025
January	0	0	0
February	0	0	31
March	0	15	361
April	522	382	479
May	332	324	188
June	266	66	87
July	127	27	14
August	0	70	
September	35	462	
October	615	378	
November	101	37	
December	0	102	
<b>Total</b>	<b>2090</b>	<b>1065</b>	<b>1361</b>



**FIRE DEPARTMENT STAFFING REPORT**  
As of August 31, 2025

	Authorized Headcount	Number of Members	Light Duty / On Leave	TOTAL	± Headcount	M/F	Black	Hispanic	Asian	Two or More
<b>Career Staff</b>										
Firefighters	32	32	0	32	0	4 / 0	0	0	0	0
Firefighters	3	3	0	3	0	3 / 0	0	0	0	0
Firefighters	1	1	0	1	0	0 / 0	0	0	0	0
Firefighters (M/F)	1	1	0	1	0	0 / 1	0	0	0	0
Firefighters (M/F)	66	66	0	66	0	1 / 0	0	0	0	0
Firefighters (M/F)	1	1	0	1	0	0 / 0	0	0	0	0
Lieutenants (POX)	0	0	0	0	0	0 / 0	0	0	0	0
Firefighters (POX)	18	18	0	18	0	15 / 3	0	0	0	0
Intern Staff	6	6	0	6	0	5 / 1	0	0	0	0
Support Staff	1	1	0	1	0	0 / 1	0	0	0	0
<b>Total</b>	<b>96</b>	<b>96</b>	<b>0</b>	<b>96</b>	<b>-34</b>	<b>47 / 6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**PERSONNEL NOTES**

- Reassigned (vacant) New PP Position

-

**RECRUITMENT**

- Career Firefighter application process still ongoing
- POX application process opened

Demographics		
Female	6	1.1%
Male	90	98.9%
White	88	91.7%
Black	0	0%
Hispanic	0	0%
Asian	0	0%
Other/Multi-Racial	2	2.3%

**PERFORMANCE**

-

**FIRE FIGHTER EQUIPMENT**

Month	2024 Total Hours	2025 Total Hours
Jan	214	228
Feb	227	228
Mar	449.5	634.75
Apr	228	228
May	228	643.25
Jun	228	649
Jul	228	579
Aug	228	584.5
Sep	632	
Oct	228	
Nov	208	
Dec	572	
<b>TOTAL HRS</b>	<b>4128</b>	<b>4885.5</b>

**TRAINING HOURS**

Month	# of Mandates	Total Hours
Jan	0	0
Feb	0	0
Mar	2	30
Apr	2	30
May	2	30
Jun	1	30
Jul	4	60
Aug	6	302
Sep		
Oct		
Nov		
Dec		
<b>TOTAL HOURS:</b>		<b>382</b>
<b>TOTAL MANDATES:</b>	<b>18</b>	

**CURRENT MONTH SCHEDULE**

Date	Officer	Position	Hours
8/1/25	1	Off	16
8/2/25	1	Off	16
8/3/25	1	Off	16
8/17/25	1	Off	16
8/27/25	1	Off	16
8/31/25	1	Off	16



# Human Resources Monthly Department Report

For the Month of: August 2025

## Projects & Initiatives

- HR held our second annual Youth Government Days. It was a huge success with 20 middle school-aged kids signed up within the first week of registration! This couldn't have been possible without the talented department staff who shared their professions with the kids. Thank you, Sarah Masa-Myers, for all your great leadership of this initiative!
- The Mayor's Ad Hoc Community Equity Committee gave a presentation at the August 12<sup>th</sup> council meeting and was officially approved to be a new formal committee! HR is staff contact for this new committee.
- HR and other City staff had our first meeting of the Artificial Intelligence (AI) workgroup and drafted the City's AI policy. The policy has been submitted to legal and IT for further review. We are currently gathering input from departments on the specific AI platforms they use in their work.
- HR participated in mock interviews at Centro Hispano.
- HR participated in Community Night Out to share employment opportunities and assist with the scavenger hunt for the youth.
- HR worked with Admin on the City staff restructuring including the communication to City staff and preparations for the September Personnel Committee to approve the various changes. The work continues with filling of positions, processing reclassifications, title changes and job description updates.

## Permanent Hires and Promotions

- Aaron Chapin – Police Captain
- Anna Linberg – Accounting Clerk I

## Current Permanent Recruitments

- Parks & Forestry Manager – Accepting applications
- Code Enforcement Inspector I, II or III – Interview stage
- Public Works Maintenance Worker (Streets) – Accepting applications
- Detective Sergeant – Accepting applications (internal promotion due to PD reorg.)
- Shift Lieutenant – Accepting applications (internal promotion due to PD reorg.)
- Support Specialist I and III – Interview stage (internal process due to PD reorg.)
- Career Firefighter – Awaiting PFC approval to hire one Career Firefighter
- Police Officer – Two in the background check process

## Turnover of Permanent Employees

- Code Enforcement Inspector I – Left for higher pay in the private sector
- Public Works Maintenance Worker – Retirement

### A few snaps from Youth Government Days





# Information Technology Monthly Department Report

For the Month of: August 2025

## Projects

The IT team is working on:

- Computer replacements continue
  - Finance, Public Works
- Virtual infrastructure updates
- Wi-Fi firmware updates
- Datacenter switch replacement
- Switch upgrades Fire #2
- Firmware upgrades
- Wildcard SSL certificate replacement
- Windows updates
- New user setups

## Other Items

- Fixed Alert Media provisioning
- Configured new Mitel phones
- Created auto-attendant tree for Public Works
- Continued working on OnBase scanning issues
- Various Senior Center support
- Deployed new cells phones for Fire
- PD I-Pro support
- Prep for eCopy upgrades
- Various support for Police Facility and re-organization

## GIS Initiatives

- ArcGIS Hub optimizations
  - Map extent of layers configured to make searching by location easier.
  - Configured and added/removed download options for open data.
  - Scheduled nightly updates for all open data layers.
- Development application updates/edits for Planning.
- Develop methodology for calculating % complete of sweeping zone, time/color-based symbology.

ServiceDesk

267 Helpdesk tickets were received.



## Legal Monthly Department Report

For the Month of: August 2025

### Development/Land Use Update

- Bowman Plaza Agreement

### Other

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials for municipal and Circuit Court cases
- Country View Mobile Home Park issues
- Weekly Municipal Attorney Conferences
- Sewer backup claim
- 2026 Budget
- Board of Review



# Library Monthly Department Report

For the Month of: August 2025

## Monthly Visits

Monthly Visits – 12,868

## Checkouts/Renewals/Holds

Checkouts & Renewals – 25,905

Holds Filled – 6,725

## Programming for Adults

Adult Programs – 6

Adult Program Attendees – 52

## Programming for Kids

Youth Programs – 21

Youth Program Attendees – 980

Youth Self Directed Programs - 2

Youth Self Directed Attendees – 487

Teen Programs – 2

Teen Program Attendees – 5

Teen Self Directed Programs - 1

Teen Self Directed Attendees - 20

## Outreach

Programs – 9

Program Attendees – 704

## Computer & Wireless Sessions

Computer Sessions – 531

Wireless Sessions – 46,619

## Meeting Room Reservations

Meeting Room Reservations – 49

## Overdrive Checkouts

Overdrive eBook Checkouts – 2,605

Overdrive Audio Checkouts – 3,290

The Living Room is open! The Technology Center transformation is complete. We now have a cozy reading and study area!



Author Michelle Wildgen joined our Wednesday Morning Book Discussion to speak about her book “Wine People”.



Families getting a close up look at the Fitchburg fire truck during our Touch a Truck event.





# Parks, Rec. & Forestry Monthly Department Report

**For the Month of: August 2025**

## **Parks**

Park/Forestry operations included in Public Works report.

## **Forestry**

### **Urban Forestry**

- Completed the fall 2025 tree planting plan. Posted it on Quest and emailed the project to past bidders.
- Compiled fall tree planting project bids into a bid tab. Awarded project and facilitated the signing of the contract.
- Watched a Parks Commission and Common Council meeting.
- Watched the personnel reorganization meeting and started preparing to move the Urban Forester and Naturalist position to Public Works.
- Selected the tree species to plant in Maple Lawn Heights and Traceway Drive and communicated this to the Urban Tree Alliance.
- Continued to facilitate a donation to start the vegetation management (herbicide spray and possible burn) for the Kyle Stiegert Greenway.
- Facilitated a session of Youth Government Week including planting a tree.
- Facilitated a TAC meeting.
- Worked on WI DNR grant reporting documents.
- Attended Community Night Out and the Southdale Resource Fair to promote the Urban Forestry Strategic Management Plan process and the on-going survey.
- Continued to update the tree inventory using the Trimble GPS equipment.
- Assisted with the development of a new work order system.
- Reviewed the SWOT analysis for City of Fitchburg forestry operations for the Urban Forest Strategic Management Plan.
- Continued to Inspected ash trees and update the ash inventory. Marked many for removal as they are infested with EAB.
- Worked on Million Trees grant reporting.
- Picked up the last tree for the Million Trees Grant project.
- Responded to resident requests for service. Particularly dead/declining ash trees.

### **Naturalist**

- Planted donated plants in McGaw, SC Johnson, and Swan Creek Parks.
- Picked up weeds in Wildwood South, McGaw, and Chicory Meadows Park.
- Facilitated a high mowing of Wildwood South Prairie Park.
- Spread donated seeds in Swan Creek and McGaw Parks.
- Continued to update the burn maps for 2026.

### **Volunteer Coordination**

- Purchased and delivered volunteer supplies.

## Recreation

- Monthly meeting with Activenet account manager.
- WPRA Summer Discount Ticket sales.
- Exit interviews with summer Rec. staff.
- Free Art Cart program held @ McKee Farms Park on August 9. The program was offered via partnership with the Madison Museum of Contemporary Art.
- Created Fall Program Guide.
- Finalized coaches for NFL Flag Football teams. Formed teams and ordered jerseys.
- Attended flag football travel league organizational meeting.
- Created game schedules for the various travel flag football leagues with other local Rec. Departments.
- Babysitter Training was held on August 14.
- Scheduled Fall programs with Youth Enrichment League.
- Collected equipment from coaches at the end of the youth baseball season.
- Worked with instructor (Limor) on adding new Kids Workshops this Fall.
- Managed pending reservations for athletic facility and park shelter reservation requests.
- Attended Resource Fair @ Southdale Park on August 14.
- Begin work on winter basketball programming.
- Finalized schedules for Adult Volleyball Leagues (3).
- Created weekly park shelter rentals/ball diamond preparation reports.
- Payments for various program instructors.
- Community Center rental inquiries and reservations.
- August Rec. program revenue to date (8/21) = \$13,975.00
- August CC rental revenue to date (8/21) = \$4,055.00
- August Shelter/athletic facility rental revenue to date (8/21) = \$6,375.0

## Projects-Park Commission

- Stoner Prairie – Shelter ribbon cutting occurred on August 25<sup>th</sup>. Restrooms are being constructed with the new well. That work is ongoing and could be completed in 2026.
- Tower Hill – Work is ongoing and anticipated to be completed sometime in September or October.
- McKee Siding – Work has started and is ongoing. Work should be completed in September.
- McKee open air shelter at the inclusive playground – staff is working on designs to fit with the existing theme of the splashpad. We anticipate a fall 2025 or spring 2026 construction depending on weather conditions.
- Kid's Crossing Design – Project has started. Parkitecture attended the Community National Night Out event and has started obtaining feedback on the new design.

- McGaw Pickleball – Work has started and is ongoing. Staff anticipate a potential late September completion date.
- Chicory Meadows Courts – Project was awarded for the construction of a new full basketball court, full tennis court, and two (2) pickleball courts. The project is anticipated to start in the coming weeks.
- Kyle Stiegert Greenway – Staff working with the applicants on the next steps.
- Hub – Under construction.
- Rimrock playground – Playground is installed, mulch will be installed the week of August 25th. Staff looking at making changes to the park fence.
- Southdale playground – Contract approved, playground has been ordered, and staff anticipates a Fall installation.
- Southdale design – Approved and design work will begin soon.



# Planning & Zoning Monthly Department Report

For the Month of: August 2025

## Plan Commission Applications Processed

- A. [Public Hearing and Consideration of Ordinance 2025-O-17](#) Amending Chapter 22 of the Fitchburg Code of Ordinances by Creating Chapter 22 Section 22-8 - Requirements Regarding Solar Energy Collection Systems, Repealing and Recreating Chapter 22 Article Ii Division 4 – R-M Medium Density Residential, Creating Chapter 22 Article Ii Division 9 – R-H High Density Urban District, Creating Chapter 22 Article Ii Division 10 – Uses Applicable to all Residential Districts, Repealing and Recreating Chapter 22 Article Iii Division 3 – B-G General Business District; and Amending Chapter 22 Article Vii Division 2 Section 22-651 – Definitions. **Approved with the following two amendments:**  
In Sec. 22-113, add "(6) Cooperative housing with up to ten (1) individuals."  
In Sec. 22-225, add "(5) Cooperative housing"  
In Sec. 22-266, remove "(4) Cooperative housing"
- B. [Public Hearing and Consideration of Conditional Use CU-2601-25](#) Request by Torry van Slyke, Agent for EDF Power Solutions DSP, to Grant Conditional Use for a Solar Utility Use on Property Located at 2404 Mutchler Road **Approved**
- C. [Public Hearing and Consideration of Rezone RZ-2602-25](#) Request by Ross Treichel, Agent for Sketchworks Architecture, to Rezone Property from PDD-GIP (Planned Development District – General Implementation Plan) to PDD-SIP (Planned Development District – Specific Implementation Plan) to Allow for a Proposed Business Development, Gigi's Playhouse, on Property Associated with 2693 Botanical Drive **Approved**
- D. [ADR - GiGi's Playhouse](#) Request by Ross Treichel, Agent for Sketchworks Architecture, to Obtain Architectural Design Review Approval to Allow for a Proposed Business Development, GiGi's Playhouse, on Property Associated with 2693 Botanical Drive **Approved**
- E. [Public Hearing and Consideration of Rezone RZ 2603-25](#) Request by Ehan Whitney, Agent for City on a Hill, to Rezone Properties from PDD-GIP (Planned Development District - General Implementation Plan) PDD\_SIP (Planned Development District - Specific Implementation Plan) to Allow for Religious and Related Development on Property Associated with 2924 Fish Hatchery Road **Approved**
- F. [ADR - City on a Hill Expansion](#) Request by Ehan Whitney, City on a Hill, to Obtain Architectural Design Review Approval for the Expansion of City on a Hill Church, on Property Located at 2924 Fish Hatchery Road **Approved**

- G. [Certified Survey Map CS-2604-25](#) Request by Michael Ziehr, Agent for City on a Hill, Kelley Williamson Company, and Bowman Farms, to Join Lots and Create Shared Easements for a Commercial Development on Property Associated with 2924 Fish Hatchery Road [Approved](#)
- H. [Public Hearing and Consideration of Rezone RZ-2605-25](#) Request by Duane Johnson, Agent for Knothe & Bruce Architects, to Rezone Property from PDD-GIP (Planned Development District - General Implementation Plan) PDD\_SIP (Planned Development District - Specific Implementation Plan) to Allow for a Multifamily Residential Development on Property Associated with 2747 S. Seminole Highway [Approved](#)
- I. [ADR - Newcomb Seminole Development - Building A](#) Request by Duane Johnson, Agent for Knothe & Bruce Architects, to Obtain Architectural Design Review Approval for a Multifamily Residential Development on Property Associated with 2747 S. Seminole Highway [Approved](#)
- J. [Certified Survey Map CS-2606-25](#) Request by Gus Newcomb, Agent for Newcomb Construction, to Allow the Subdivision of 1 Existing Lot into 4 Lots for a Multifamily Development on Property Associated with 2747 S. Seminole Highway [Approved with an amendment to remove item #11. An updated traffic impact analysis is required.](#)
- K. [Certified Survey Map CS-2607-25](#) Request by Sub Zero to Obtain Certified Survey Map Approval to Allow the End of the Cul-de-Sac of Basswood Drive to Shift West Approximately 90-Feet. [Approved](#)
- L. [Early Issuance of Permits - LifePoint at Nine Springs](#) Request by Matthew Manning, agent for LifePoint Health and the University of Wisconsin, to Obtain Early Issuance of Permits for LifePoint on Property Located at the Corner of Greenmarket Place and E. Cheryl Parkway [Approved](#)
- M. [Resolution R-135-25](#) Accepting a Perpetual Easement for Public Sidewalk Purposes on Outlot 4 in the Jamestown Quarry Plat [Approved](#)
- N. [Resolution R-142-25](#) A Resolution Releasing Public Utility Easements on Lot 2 of CSM 9356 and Lot 1 of CSM 13261 along Basswood Drive [Approved](#)
- O. [Resolution R-143-25](#) Granting an Underground Electric Easement on Outlot 7 in Fahey Fields (McGaw Park) [Approved](#)
- P. [Resolution R-154-25](#) Accepting a Public Pedestrian/Bike Path Easement and Maintenance Agreement and Assignment on Lot 66, Outlot 41, and Outlot 42 in Seventh Addition to Nine Springs [Approved](#)

### Applications Processed

Type	2023 Totals	2024 Totals	January	February	March	April	May	June	July	August	September	October	November	December
Architectural Design Review	12	15	3	3	3	5	2	-	4	3				
Rezone / Conditional Use Permit	21	31	1	3	3	3	2	3	4	4				
Certified Survey Map	18	7	2	2	-	1	1	2		3				
Comprehensive Development Plan Preliminary Plat	4	6	-	-	-	-	-	-	-	-				
Final Plat	5	7	-	-	1	1	-	-	-	-				
Other	41	41	2	-	3	1	3	2	2	6				
Variance	0	1	-	-	-	-	-	-	-	-				
Telecommunications Facilities Permit	0	0	-	-	-	-	-	-	-	-				
SmartCode Article 3	1	1	-	-	-	1	-	-	-	-				
SmartCode Article 5	36	64	3	12	3	10	4	1	4	-				
Architectural Design Review Admin.	17	11	-	-	-	4	-	-	1	-				
Sign Permits	52	44	5	5	1	3	3	3	6	3				
Zoning Permits	195	220	5	15	10	18	16	18	9	3				
Early Start Permits	55	81	3	10	3	7	6	0	2	3				
Zoning Letters	14	17	2	1	-	1	1	3	-	-				
<b>Totals</b>	<b>471</b>	<b>546</b>	<b>26</b>	<b>51</b>	<b>27</b>	<b>55</b>	<b>38</b>	<b>32</b>	<b>32</b>	<b>25</b>				

### Neighborhood Plans

- The neighborhood plans, with any proposed amendments will be presented to Plan Commission and Council in September.
- Staff completed the review of the public comments and revised the neighborhood plans as necessary.
- Staff issued public notices for the neighborhood plan public hearings at Plan Commission, September 16, and Council, September 23.

## Healthy Neighborhoods Programs

- The Healthy Neighborhoods Advisory Committee met in August to hear presentations from the 2024 Healthy Neighborhoods Grant Program awardees. Presenters were as follows: Big Brothers Big Sisters, Boys & Girls Club of Dane County, Latino Academy of Workforce Development, Second Harvest Foodbank of Southern WI, Active Youth Wisconsin, and the Road Home Dane County.
- Staff continued to write the Healthy Neighborhoods Strategic Plan.

## Sustainability

- Staff is finalizing the Bicycle & Pedestrian Plan.
- Staff supported updates to the zoning ordinance that will facilitate solar development in Fitchburg.
- Staff continue to develop the next steps for implementation of the Sustainability Plan by documenting the indicators of success for each of the 46 strategies.

## Agricultural & Rural Affairs

- The Agricultural & Rural Affairs Committee meet in August to re-review and approval the conditional use permit for Sunnyside Solar. The committee also discussed a proposal for a new home proposed by Mark Copus on Byrne Road.

## Other

- The August Development Team Meetings:
  - a. Cesta Terravessa
  - b. Populance – Foseid Property
  - c. Avante – Lido, new building at E. Cheryl and Lacy
  - d. Gervasi- Bar and restaurant
  - e. Jamestown Quarry



**MONTHLY UPDATE**

**August 2025**

# MONTHLY UPDATE | AUGUST



## CALL FOR SERVICE OVERVIEW

The Department handled 1,146 citizen-generated calls for service.

Officers initiated 1,162 calls.

### Compared to last month:

Citizen-generated calls decreased by 67. Officer-initiated calls decreased by 11.

### Compared to last August:

Citizen-generated calls decreased by 199. Officer-initiated calls increased by 13.

## CRIME

### PROPERTY CRIME

- One burglary was reported this month.
- Two vehicles were reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There were no reports of a shooting or shots fired this month.
- One firearm was seized as evidence this month.
- There were no robberies reported.

### DOMESTIC VIOLENCE

- Officers investigated thirteen domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**Child Abuse, Battery, OWI (1<sup>st</sup> w/ passenger <16yo) | 8/3** | On August 3, 2025, officers responded to a disturbance at a residence in the 2200 block of High Ridge Trail. It was reported an altercation had occurred during a family gathering. During the incident, a juvenile sustained a minor injury after an intoxicated family member attempted to drive them from the location. Officers observed signs of intoxication in the individual who attempted to drive. That subject, a 33-year-old Fitchburg woman, was taken into custody and booked into the Dane County Jail on charges of Child Abuse Recklessly Cause Harm and Battery. She was also cited for OWI 1<sup>st</sup> offense with passenger <16 years old.

**Fatal Crash Investigation | 8/7** | On August 7, 2025, Fitchburg Police officers were dispatched to the 2600 block of South Seminole Highway for the report of a two-vehicle crash. Upon arrival, officers discovered that a motorcycle had struck the side of a SUV that was turning into a driveway while delivering pizzas. The driver of the SUV claimed to not have seen the motorcycle before turning into the driveway. The operator of the motorcycle, a 54-year-old male Verona resident, was transported to a local hospital with life-threatening injuries, and was later pronounced

## MONTHLY UPDATE | AUGUST



deceased by the Dane County Medical Examiner's Office. The driver of the SUV was cited for Failure to Yield Resulting in Death and consented to an evidentiary blood draw. The Dane County Sheriff's Office Crash Reconstruction Team responded to the scene to take measurements and data from the SUV. The Village of Oregon Police Department also assisted in the investigation.

**Intentionally Point Firearm at Person, Battery, Possession of Cocaine | 8/13** | On August 13, 2025, officers responded to a disturbance at a fast-food restaurant involving a fight and a firearm. The investigation revealed that a customer entered an employee-only area, sparking a confrontation with staff that escalated into a physical altercation outside. During the fight, another individual displayed a handgun, causing the parties to separate before fleeing the scene. Officers later located and detained the suspect connected to the firearm, recovering a stolen gun and suspected narcotics during the arrest. This suspect, a 45-year-old Madison man, was booked into the Dane County Jail on the charges of Intentionally Point Firearm at Person, Receiving Stolen Firearm, and Possession of Cocaine. Video evidence and follow-up investigatory efforts identified the other individual involved in the altercation. This individual, a 22-year-old Middleton man, was issued a Notice to Appear for the charges of Battery and Disorderly Conduct.

**Strangulation & Suffocation, Battery, Disorderly Conduct | 8/14** | On August 14, 2025, Fitchburg Police officers responded to a domestic disturbance at a residence in the 4600 block of Thurston Lane. The victim reported that her boyfriend returned home intoxicated, became violent, and assaulted her by grabbing her, pinning her down, and placing his forearm on her neck and hand over her mouth, restricting her ability to breathe. The boyfriend fled the scene before officers arrived. Officers observed visible injuries on the victim. Charges for Strangulation and Suffocation, Battery, and Disorderly Conduct were referred to the Dane County District Attorney's Office against the 34-year-old Fitchburg man.

**Operating While Intoxicated 4th offense | 8/18** | Fitchburg officers were dispatched to the Verona Road off ramp to McKee Road for the report of a vehicle stopped in the lane of travel with an unconscious male in the driver's seat. When officers arrived on scene, they observed the vehicle was still in drive and the unconscious male had his foot on the brake. Officers also observed an open alcohol container in the cup holder as well as a bottle of alcohol sitting on the passenger seat. After several minutes, officers were able to rouse the male and have him exit the vehicle. The driver, a 66-year-old Fitchburg man, admitted to consuming alcohol that day and after subsequent field sobriety testing, was arrested and booked into the Dane County Jail for Operating While Intoxicated 4<sup>th</sup> offense (Felony).

# MONTHLY UPDATE | AUGUST



Case Number	Date	Location	Alder District	Incident Description
FP25-16820	8/3/2025	2200 High Ridge Trl	2	Child Abuse, Battery, OWI (1st w/ passenger <16yo)
FP25-16826	8/3/2025	Fish Hatchery Rd/Ochalla Dr	2	OWI
FP25-16922	8/4/2025	2900 King James Way	1	Burglary, Theft
FP25-17081	8/6/2025	200 Ski Ct	3	Theft from Auto
FP25-17134	8/6/2025	2500 Rimrock Rd	3	Theft from Auto
FP25-17190	8/7/2025	5100 E Cheryl Pkwy	3	Theft of Auto
FP25-17374	8/10/2025	Fish Hatchery Rd/USH 12	2	OWI
FP25-17580	8/13/2025	Fish Hatchery Rd/Caddis Bend	2	OWI
FP25-17584	8/13/2025	E Cheryl Pkwy/Fish Hatchery Rd	3	OWI
FP25-17650	8/13/2025	2800 Fish Hatchery Rd	2	Intentionally Point Firearm at Person, Battery, Possession of Cocaine
FP25-17712	8/14/2025	4600 Thurston Ln	1	Strangulation & Suffocation, Battery, Disorderly Conduct
FP25-17798	8/16/2025	2700 Fitchrona Rd	1	OWI
FP25-17877	8/17/2025	Cheryl Dr/Lyman Ln	2	OWI
FP25-17970	8/18/2025	Verona Rd/McKee Rd	1	OWI 4th
FP25-18021	8/19/2025	2800 Woods Edge Ct	4	Theft of Auto
FP25-18064	8/19/2025	3000 Triverton Pike Dr	2	Theft from Auto
FP25-18090	8/19/2025	6200 McKee Rd	4	OWI 4th
FP25-18330	8/23/2025	2900 Fish Hatchery Rd	2	OWI
FP25-19241	8/24/2025	4600 Crescent Rd	1	2nd Deg. Sexual Assault, Battery

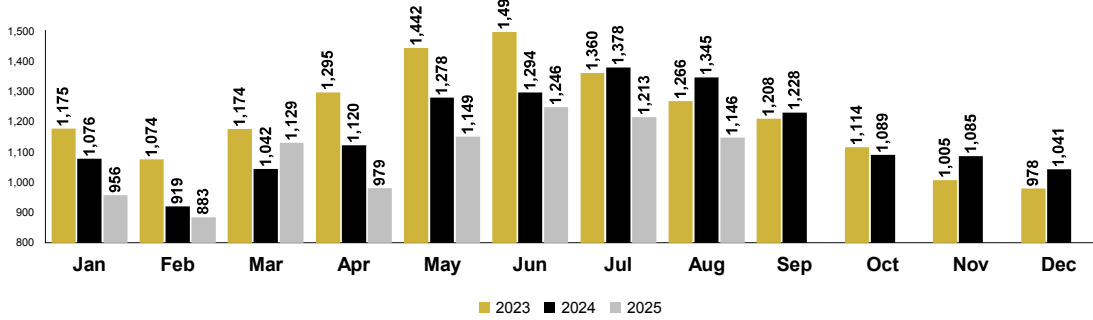
Incident descriptions reflect preliminary classifications that may change over the course of the investigation.

# Fitchburg Police Department

MONTHLY ACTIVITY August of 2025

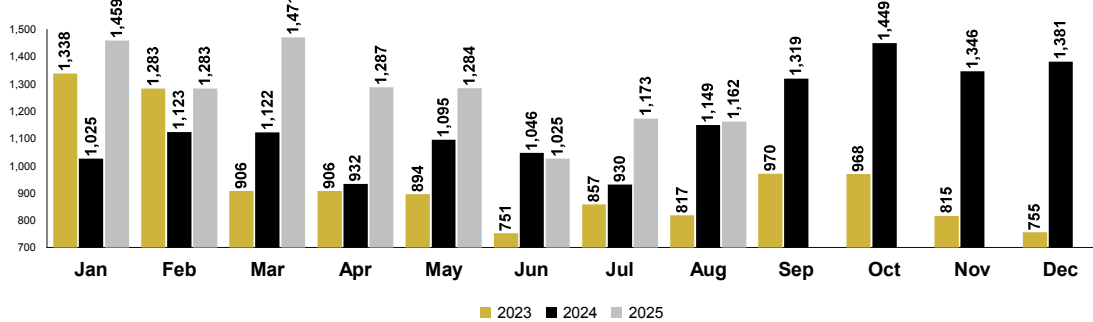


## CITIZEN GENERATED CALLS FOR SERVICE



2024 YTD	2025 YTD	YTD % +/-
9,452	8,701	-7.9%

## OFFICER INITIATED CALLS FOR SERVICE



2024 YTD	2025 YTD	YTD % +/-
8,422	10,144	20.4%

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Abduction/FI	2	0	0	4	1	2	1	1	1	1	0	0	0	0	1	2	1	1	0	0	11	5	-54.5%				
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	100.0%				
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%				
Robbery	0	1	0	0	0	0	2	0	0	1	1	2	2	0	0	2	0	1	1	0	3	6	100.0%				
Sexual Assault	3	0	1	0	1	1	4	0	1	0	2	3	2	2	4	4	0	1	0	1	10	14	40.0%				
Aggravated Assault	3	5	2	3	5	5	7	3	4	4	5	9	1	3	0	3	4	2	1	3	33	17	-48.5%				
Burglary	5	3	4	3	4	0	4	4	2	2	5	5	5	1	0	1	1	4	1	1	27	14	-48.1%				
Theft of Auto	3	4	5	2	2	2	1	2	4	2	8	2	3	0	5	4	3	2	5	2	21	24	14.3%				
Theft from Auto	4	3	2	9	12	7	9	14	19	0	3	4	1	1	1	2	3	2	3	2	60	15	-75.0%				
Notable incidents excludes unfounded incidents. It also aggregates to the highest offense within a single incident.																									165	96	-41.8%

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Theft of Auto	3	4	5	2	2	2	2	4	2	8	2	4	0	5	4	3	2	5	2	22	25	13.6%					
Shots Fired	0	0	0	3	0	1	0	2	1	2	0	1	1	1	0	0	1	1	0	0	6	4	-33.3%				
Domestic	19	10	7	22	11	20	20	13	25	10	18	11	7	5	10	11	10	15	14	13	122	85	-30.3%				
These 3 categories include a count of all incidents were the related offense occurred whether or not it was the highest offense.																											

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Traffic Crash	70	41	54	38	54	37	39	51	45	59	52	52	45	55	42	44	51	53	51	37	384	378	-1.6%				

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Officer Initiated																									914	1,325	45.0%
Traffic Monitoring	49	105	130	139	151	150	72	118	231	213	133	154	223	140	218	142	163	153	149	137	3,170	4,186	32.1%				
Traffic Stop	283	504	501	303	405	373	374	427	426	600	503	547	590	505	671	613	583	355	439	430							



# Public Works Monthly Department Report

For the Month of: August 2025

## Transportation/Transit

- Syene Rd Phase 2
  - Completed curb and gutter.
  - Completed lower layer pavement.
  - Commenced finish grading and seeding.
  - Completed sidewalk.
- Syene Rd Phase 3
  - Continued pond excavation.
  - Continued rough grading of roadway.
  - Completed storm sewer installation.
- Fitchrona Rd. Reconstruction
  - Transportation project plat completed by surveyor.
  - Sanitary sewer replacement coordinated with engineer.
- Street Resurfacing
  - American Rescue Plan Act (ARPA) Resurfacing Project
    - Punch list work and general clean up.
  - CIP #3319 Street Resurfacing Program
    - Punch list work and general clean up.
- Street Maintenance
  - Crack seal completed on chip seal roads.
  - Crack seal only roads partially completed.
- Attended several budget meetings.
- Attended US 18/151 Corridor Study Kickoff.
- Coordinated with Metro Transit on expansion of Routes 65 and 75.
- Attended Bus Rapid Transit (BRT) coordination meeting at City of Madison Mayor's Office.
- Attended bi-weekly BRT Design meetings.
- Conducted exit interview for summer intern.
- Participated in Youth Government Week activities.

## Stormwater

- Staff worked on preparing a request for proposal for 2026-2028 vegetation management services for stormwater utility facilities.
- Continuing to work with GIS staff to develop and implement GIS based work-order system and street sweeping tracker applications.

- Staff have identified several locations to complete storm sewer televising. Goal is to televise storm sewers over 50 years old and storm sewer in locations planned for resurfacing in the next five years.
- Responded to several residents regarding drainage issues following heavy rain event.
- Reviewed annual reports for private stormwater best management practices.
- Added stormwater maintenance agreements to GIS and created new storm easement GIS layer.
- Reviewed proposed stormwater management plans and clarified stormwater requirements for several proposed developments.
- Delivered four Adopt-A-Storm Drain cleaning kits.
- Worked on drafting a memo regarding a proposed stormwater utility rate increase.
- Presented to a group of middle school students for Government Week on stormwater basics and the purpose of stormwater best management practices.

## Utilities

- Well No. 12: Pump house project bid opening was held on August 4, 2025. Prices came in high. Removing the open-air shelter area and rebidding the project is in discussions.
- Tower D: Maquire Iron Inc. installed water main and began work on the footings and foundation.
- Tower E AT&T: AT&T worked on plan and study updates to address City comments.
- Syene Interceptor (Phase II): Vierbicher continued work on design.
- Nine Springs Valley Interceptor (NSVI): Madison Metropolitan Sewerage District (MMSD) continued design work and coordination with communities.
- Water System Plan: Strand continued work on this plan. The plan needs to be completed before the end of the year.
- Water Service Line Identification: Continued inventory work.
- Sewer Repairs (Eggiman Rd. & Pheasant Ridge Trail): Completed repair work.
- Sanitary Sewer Cleaning: Continued 2025 cleaning. The City cleans 1/3 of the sanitary sewer system each year. Drafted a sewer cleaning brochure for residents.
- Distributed "What not to put in your sewers" brochure to Terrevalsa residents in apartments. Notices were sent to all other residents in Terravessa earlier this year.
- Large Meter Replacements: Continued installation of 1.5" and 2" meters. The Utility has 5-6 meters left to install.
- Meter Radio Installations: Continued installations in new construction.
- Participated in Youth Government Week activities.
- Watermain System Repairs:
  - Repaired a water main along Nutone St. on August 1, 2025.

## Parks

- McGaw Pickleball Courts: Construction continues. Fencing completed, shade structures installed, landscaping near completion.

- McKee Farms Park Shelter Siding: Construction continues. Only punch list items remain.
- Tower Hill Shelter: Construction continues with interior work. Epoxy floors completed and windows cut in.
- Stoner Prairie Park Improvements: Completed. Ribbon cutting was held on August 25, 2025.
- Chicory Meadows Tennis Courts: Approval of one tennis court, two pickleball courts and a full court basketball court. The preconstruction meeting is scheduled for September 5, 2025.
- Fitchburg HUB: Construction continues. Interior light fixtures hung, sound baffles completed, exterior concrete started, and playground installed.
- Cleaned up large fallen oak at Hawk Ridge Park.
- Participated in the Touch-A-Truck event at the Library.
- Finished restoring new asphalt path at Hawk Ridge Park.
- Cleaned all trash and recycling cans throughout the parks.
- Mulched Quarry Hill playground.
- Prepared McKee Farms Park for Community Night Out event.
- Set up and painted flag football fields at McGaw Park.
- Prepped bench pads at Fitchburg Springs and McGaw Park.
- Trimmed low hanging tree problems citywide.
- Delivered picnic tables to Terravessa Park for neighborhood party.
- Hauled excess black dirt from McGaw pickleball project to the Public Works Maintenance Facility.
- Participated in Youth Government Week activities.
- Painted soccer fields at McKee Farms Park.
- Prepared 16 softball diamonds for games.
- Continued mowing parks and terraces citywide.
- Performed daily park rounds.
- Emptied trash and recycling throughout the parks.

## **Building & Grounds**

- Police Station: Awarded construction contract to J.P. Cullen at the August 26, 2025, Common Council meeting.
- Police Evidence Roof: Worked on the design for roof replacement.
- City Hall Renovations: Began improvement and space needs review.
- Repaired broken underground wires for outdoor City Hall lights.
- Painted Community Center bathroom.
- Painted Senior Center bathroom.
- Shampooed Senior Center dining room carpet.
- Relocated two library stacks into new space.
- Removed large signage at Library. Repaired wall and painted.
- Completed roof top unit filter change at Fire Station No. 3.

- Repainted floor in Community Center kitchen.
- Cleaned gutters between Community Center and City Hall.
- Removed old parking signage outside the Police Department.
- Attended HVAC training at the HUB.
- Replaced the condenser and coil for air conditioning at Fire Station No. 1.

## **Refuse & Recycling**

- Staff completed the 2026 Wisconsin Department of Natural Resources (WDNR) Responsible Unit Recycling Grant application.
- Created decals for the new plastic film and polystyrene dumpster. Dumpster still anticipated for delivery in September.
- Staff are beginning to complete the review and update of city refuse and recycling accounts ahead of 2026 solid waste charges.

## **Streets**

- Participated in the Touch-A-Truck event at the Library.
- Patched in front of the new curbs that did not get surfaced in the Belmar neighborhood.
- Repaired the streetlights that were not working on Fish Hatchery Road and McKee Road.
- Installed two new concrete bus pads on Kapec Road.
- Asphalt installation for two sewer line replacements on Eggiman Road and Pheasant Lane.
- Installed new bus route signs as well as removed seven bus stops that have been eliminated.
- Cleaned gravel from the storm inlets on Crescent Rd. and removed inlet baskets.
- On-call people came in two times to remove fallen trees. One was on McKee Road and the other was on Irish Lane.
- Paved a water main patch on Nutone St.
- Assisted Building Maintenance with concrete removal at City Hall.
- Tared the cracks and trip hazards at the Lacy Rd. and Osmundsen Rd. intersection. The school crosswalk was also repainted.
- Painted yellow curbs and crosswalks in the Stoner Prairie neighborhood.
- Sealed concrete driveway aprons on Gold Ct. This was for three driveways that were replaced as part of the street resurfacing project.
- Assisted Parks with installation of concrete pads.
- Mowed the long grasses in the medians on Lacy Rd. and Frisee Dr. for visibility at intersections.
- Swept 15 cubic yards of debris from the streets.
- Performed vehicle maintenance on two vehicles/equipment and made twelve vehicle/equipment repairs. Started to DOT inspect and service the plow trucks.

**Other**

- Developments:
    - Hartung: Continued work on punchlist items.
    - Highfield (Phase 3): Worked on warranty concrete repair work. Completed surface paving.
    - Highfield (Phase 4): Worked on punchlist.
    - Highfield (Phase 5): Reviewed plans.
    - Inspiration at Swan Creek: Worked on Sassafrass Dr. asphalt repairs.
    - Jamestown Quarry: Reviewed Jamestown roadway plans, submittals, held bi-weekly meetings. Contractor is currently working on Jamestown Way.
    - Nine Springs (7<sup>th</sup> Addition): Worked on plat approval items.
    - Oak Meadow Reserve: Worked on punchlist.
    - O'Brien: Temporary easement release approved.
    - Olive Tree: Continued work on plan approval.
    - Paxton Place V: Held preconstruction meeting.
    - Silver Maple V: Installed additional water/sanitary services.
    - Sub-Zero (Basswood Dr.): Approved bids. Worked through Certified Survey Map (CSM) requirements.
    - Terravessa, Terravessa (2<sup>nd</sup> Add), Terravessa (3<sup>rd</sup> Add) – Contractor continued work on punchlist items.
    - Terravessa (4<sup>th</sup> Add – Phase I): Contractor worked to get site ready for paving.
    - Terravessa (4<sup>th</sup>): Phase II: Worked on punchlist items. Phase approved.
    - Terravessa (5<sup>th</sup>): Worked through plat/improvement requirements.
    - Uptown Hills: Worked on preliminary construction items.
  - Commercial Developments: Continued follow-up on occupancy punchlists.
  - Planning & Building Permit Reviews: Completed approximately 15 reviews.
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Repaired an 8-inch water main along Pembroke Drive on August 12, 2025.



Completed new playground installation at Rimrock Park.



Installed a 24" culvert with end walls on Maloney Tr., just west of Blue Grass Ln.





# Senior Center Monthly Department Report

For the Month of: August 2025

## Programs

### 8 New One-time Programs

- Successful Brat Lunch (Friends Fundraiser)
- Cyber Security
- Email Basics
- Microsoft Word
- Lunch & Learn – Mayor Julia Arata-Fratta
- Lunch & Learn – Dine with Your Alderperson
- Decoupage Vases – Art Class
- Author Talk – The Adventures of Coco Mia
- 31 ongoing programs

Last month was a busy and productive one, with a variety of events hosted by the Senior Center. The Friends Fundraiser was a great success, thanks to the popular Brat Lunch. The center also hosted several educational workshops to help seniors sharpen their skills, including sessions on Cyber Security, Email Basics, and Microsoft Word.

Community engagement was strong with two popular "Lunch & Learn" events featuring local leaders: one with Fitchburg Mayor Julia Arata-Fratta and another with a "Dine with Your Alderperson" event. For those with a creative side, an art class on Decoupage Vases was a highlight, and an Author Talk featuring "The Adventures of Coco Mia" offered a literary treat. In addition to these specific events, we also ran 31 ongoing programs throughout the month, and our online subscriber list grew by 45 new subscribers!

### E-Newsletters Subscriptions

1,676 through July 2025. 1,721 current subscribers through August 2025.

**Monthly Foot Traffic – 6235**

**Avg. Daily Foot Traffic – 297**

## Meals

**Congregate Meals: 592**

**Home Delivered Meals: 662**

**Grand Total: 1253**

## Volunteer Program Update

New Volunteer	Position	Notes	Started
O.J.	Host	Interviewed on 08/11/25	21-Aug
A.C.	Driver Escort	Interviewed on 08/01/2025	8/14/2025

**Onboarding Volunteers:** Two new volunteers started this month.

**Volunteer Program Challenge:** Hiring high school aged children to volunteer has its benefits as well as drawbacks. As the school year got closer, the two students who were offering tech tutoring services, without notice, cut the time they initially agreed to volunteer. Advertisements about the tech help these girls were here to do became obsolete, yet clients were still showing up hoping for their help.

**Volunteer Replacements in August:** 16 (number of volunteers that were unable to fulfill their commitments and required a replacement without notice).

## Case Management

**New client referrals:** 15

**Case Management clients served:** 89

**Medicaid clients served:** 12

### Client trends and other notables:

- Coordinating a major move in a senior subsidized building with dozens of residents temporarily relocating into a hotel. Move includes getting volunteers to assist with packing, managing mental health concerns, physical barriers involved with moving, and many hours working with property managers, families, and clients.
- Assisting clients who have become homeless to navigate the next steps transitioning into living in a shelter and providing connections & resources.
- Assisting several clients on the verge of being unhoused including mediating with landlords, families, and community resources to find resolutions.
- Working with several high-needs client situations with numerous barriers to transition from independent living and into more appropriate living care.
- Supporting older adults in community in coordination with JFF for housing needs through housing clinic at Boys & Girls Club.
- Ongoing hours at apartment complexes including but not limited to Highline, Limerick, Novation, Mckee Park and Chapel Valley.
- Attending Dane County case management meetings.
- Ongoing assistance and referral for medical equipment throughout the county.

## Administration

- Re-occurring meetings: Department Head, Deputy Administrator, bi-weekly staff, Commission on Aging Well, Fitchburg Senior Center Friends, Dane County Focal Point Directors, Wisconsin Association of Senior Centers, Talking Fitchburg.
- Attended budget meetings for the City and for Dane County.
- Attended meeting regarding the mobile home park tenants.
- Held Commission on Aging Well work meeting.
- Met with Allied Wellness Center staff as part of COAW Outreach Plan.
- Staff represented the department at the Summer Resource Fair in Southdale and at Community Night Out.
- Spoke at District 1 Listening Session.



# MONTHLY REPORTS SEPTEMBER 2025

Updates from City Departments and Monthly Activities



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CITY OF FITCHBURG, WISCONSIN



# Administration Monthly Report

For the Month of: September 2025

## Meetings

- Held a 1:1 meeting with each of the 16 department heads
- Attended Development Team meetings
- Attended weekly update meetings with Mayor
- Held DH meetings for Council agenda review and roundtable discussion
- Attended monthly League of Municipalities Administrator Zoom meeting
- Attended bi-weekly HUB construction meetings
- Attended various developer meetings
- Held monthly meetings with Community Resource Team, Buildings & Grounds, and Park, Recreation & Forestry staff
- Attended Finance, Council, Committee of the Whole, Parks Commission, and Personnel meetings
- Met with Gorman & Co., CARPC, Dale Osborn, and David Gevers
- Attended weekly communication meetings and the two-night Finance budget presentation meetings

## Staff Projects

Worked with staff on various projects and policies including but not limited to city staff restructure, Ag Park, Chicory Meadows courts, sounds permits, door upgrades, community gardens, Sustainability, 2026 budget, staffing, UW Health Kids lease, City Hall Space Needs Study, Police Department reorganization, development and housing, TIF request, resident concerns, alder vacancy, Fire Department contract arbitration, Country View Mobile Home Park, and communication plan.

## Events and Collaboration with Businesses & Residents

- Provided a monthly video update, Park update, and Council meeting recap for residents via FACTv.
- Attended Police Services Facility groundbreaking
- Attended Juniper Apartments ribbon cutting



## Assessing Monthly Department Report

For the Month of: September 2025

### Inspections Completed Over the Past Month

- 96 full inspections completed
- 10 exterior inspections completed

### Projects Completed Over the Past Month

- Submitted final 2025 Municipal Assessment Report and all other 2025 final reports.
- Trained staff in final reporting processes and procedures.
- Began inspections and related processing/listing work for 2026 assessment roll.
- Continued commercial training for Deputy City Assessor.
- Completed 2026 budget presentation to Finance Committee.
- Held 1:1s with all staff

### Major Projects in Progress

- Field work and inspections for 2026 assessment roll.
- Market Drive / Sketching software troubleshooting, testing, and working towards resolution.
- Cross training in commercial valuation and parcel splits and combinations.
- Continued work on properties in litigation.

### Projects in the Next Month

- Continue work on properties in litigation.
- Continue discovery and listing work for 2026 assessment roll.
- Continue field inspections and reviews for 2026 assessment roll.



# Building Inspection Monthly Department Report

For the Month of: September 2025

## All Permits Issued

204 Permits

## Commercial Projects

1 New Commercial	Construction Value	\$0
9 Alterations/Repairs/Other	Construction Value	\$1,013,854

## Residential Permits

4 New Single Family	Construction Value	\$2,170,000	BI Fees Pd \$7,533
0 New Two Family (2 units)	Construction Value	\$0	
1 Multi-Family (0 Units)	Construction Value	\$2,850,000	BI Fees Pd \$6,778
New Residential Units= 16			

189 Residential Alterations/Additions/Other Alteration/Add/Repair Value \$3,239,638

## Total Value (All Permits)

\$9,273,492



## Clerk Monthly Department Report

For the Month of: September 2025

### Elections

- Continued to review voter registration and absentee ballot request applications. There are no elections this fall.

### Permits

Processed and approved 5 sound permits, including:

- Walk to Defeat ALS
- Czar's Promise
- Diwali Celebration
- Ninebark at the Moon

### Licensing

Issued 31 pet licenses:

Unspayed Females: 2

Spayed females: 11

Neutered Males: 11

Unneutered Males: 3

Service Dogs: 4

- Processed and approved one operator license application renewal, ten new operator's license applications, and a new alcohol license for Blue Plate Catering and Country Inn & Suites.

### Special Projects

- Team member continued work on scanning of documents to electronic version.
- Attended first meeting and walk-through on City Hall remodel project and the space needs for the Clerk's Department.
- Worked with I.T. Department on adding license applications for Short Term Rentals and Sales on Public Streets to the OpenGov program.
- Began process for timeline and publication notice of vacant Alder seat

## Other

- Processed 22 open records requests.
- Attended presentation of 2026 Operational Budget with the Finance Committee

## Staff

- Team members created agendas for two PSHS and two Common Council meetings and monthly COW meetings.
- Clerk attended PSHS and Common Council meetings.
- Attended groundbreaking ceremony for new Police Facility Building.



# Economic Development Monthly Report

For the Month of: **September**

## Economic Development

- Prepared referral and resolution for the Vandewalle update to the City in Motion
- Prepared minutes, agenda and packet for the CEDA meeting
- Finalized Bowman Plaza TID request
- Lido Apartments – Referral, Resolution, TIF Development Agreement
- Sports Facilities Discussion
- Met on Jamestown Quarry
- Attended the Grateful Heart Daycare Ribbon Cutting

## Business/Developer Outreach

- 31 business and/or developer contacts. Several required additional outreach, follow up or sharing of information.

## Community Development

- Assisted with the Police Department groundbreaking: press release, media information, staff meetings, set-up and clean-up

## Housing

- Efficiency Navigator meeting
- Juniper Apartments Ribbon Cutting & Grand Opening
- Research on land bank and acquisition RFP's and best practices
- Fitchburg Housing Data Discussion with Building Inspection, GIS, Planning

## Meetings

- Attended weekly staff meetings
- Met with WEDC and Fitchburg business
- Took HR on tour of the city
- Met with Gorman staff
- Fitchburg Housing Study Check-in
- Regional Housing Executive Committee

- Community Resource Team Meeting
- Housing Plan Steering Committee Meeting
- Housing Plan Presentation to Committee of the Whole
- Country View MHP Meeting
- Housing Advisory Committee Meeting
- Meeting with Dane County Human Services
- Met with Chase regarding Juniper ribbon cutting
- Met with the Realtors Association to plan the Funders Forum on November 13<sup>th</sup>
- Met City Hall Space Needs consultant
- FCVBB Biz After Hours – Flight

### **Marketing/Tourism**

- History Wall Proposal – Council agenda

### **Professional Development**

- Attended the WOMEN reception at Findorff hosted by Wis Tech Council
- Attended Opportunity Zone 2.0 webinar

### **Alder Contact/Projects**

- Prepared plaque for Grateful Hearts ribbon cutting
- Alder District 4 Listening Session



Patrick Anderson, EMS Chief

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608-845-9455 (Fax)  
www.fitchronaems.com

# Chief's Report

## September-2025

### EMS Calls for Service

Month	2023	2024	2025	Change from Previous Year
January	432	412	491	19%
February	359	386	472	22%
March	411	384	421	10%
April	376	382	475	24%
May	391	414	411	-1%
June	403	469	458	-2%
July	359	457	483	6%
August	440	464	431	-7%
September	445	431	447	4%
October	414	464		
November	405	454		
December	423	467		
<b>Total</b>	<b>4,858</b>	<b>5,184</b>	<b>4089</b>	<b>8.3%</b>

Estimate for 2025 5614

Special Reporting	Sep-25	Sep-25
<b>Naloxone Administration</b>	<b>4</b>	<b>2</b>
<b>Car 15/17 Responses</b>	<b>9</b>	<b>7</b>
<b>Out of Resources</b>	<b>2025</b>	<b>2024</b>
All trucks on calls - September	<b>23</b>	<b>20</b>
Mutual Aid Required (to date)	<b>44</b>	<b>45 Total</b>

### Runs by Municipality

Municipality	Sep-25	Sep-24	Year to Date	Percent of Total Runs to Date
City of Fitchburg	276	280	2649	65%
City of Verona	129	109	1109	27%
Town of Verona	12	15	113	3%
City of Madison	9	11	56	1%
Belleville (District)	4	8	41	1%
Mount Horeb (Dist)	10	5	78	2%
Other	7	3	43	1%

### Fractile Times for Previous Month

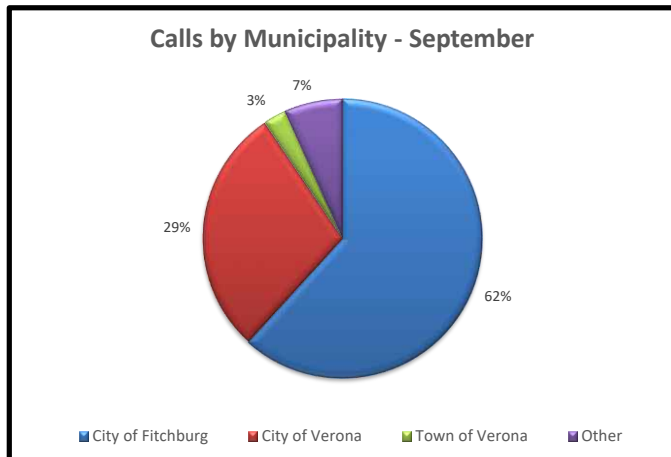
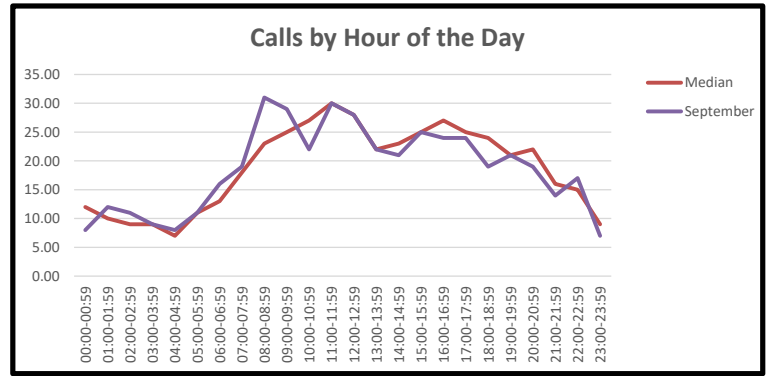
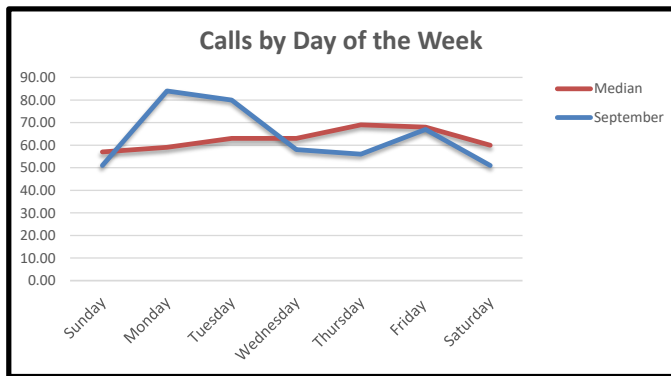
	Service Median (in minutes)	90th Percentile (in minutes)
Notified to Enroute	1.35	2.37
En Route to Arrived on Scene	6.33	10.85
Notified to Arrived on Scene	4.78	9.17
On scene to Transporting	13.12	24.20
Transporting to Destination	16.65	23.35
At Destination to Unit in Service	11.28	17.55

Average calls per day - Previous Year (2024)	14.16
Average calls per day - Year to date	14.98

### Community Events September 19 - October 15

Verona Fire Open House	Lane and Garrett
Hands Only CPR - Verona Library	Sara
VAHS Football	Kristy, Macayla, Patrick
Sugar Creek PTO Fun Run	Chanse and Lane
Fitchburg Fire Open House	Jamie and Mollie O
Breakthrough T1D Run Run/Walk	Sara and Kristy
Truck-Tober - Verona	Ross and Mandy
Stop the Bleed - Fitchburg	Jeff
Falls Prevention Presnetation	Jeff

### Statistics



Top 70% Dispatch Reasons for Calls for Service - September			
Previous Month	Current Month	Complaint	
2	1	Sick Person	18.34 %
1	2	Falls	17.45 %
4	6	Unknown Problem	8.50 %
3	5	Breathing Problems	7.86 %
6	3	Chest Pain	6.71 %
5	4	Unconscious/Fainting	5.59 %
	5	Seizure	3.36 %
	6	Traumatic Injury	3.13 %
			<b>70.94 %</b>

Calls by Station - September		
Verona	139	32%
FB Sta 2	156	36%
FB Sta 3	148	34%

## Financial Report

### A/R Aging (as of September 30, 2025)

	0-30	31-60	61-90	91-120	121-180	180+	Total
EMS MC	\$1,104,626	\$245,751	\$226,491	\$104,425	\$108,874	\$105,747	\$1,895,914
Current %	<b>58.3%</b>	<b>13.0%</b>	<b>11.9%</b>	<b>5.5%</b>	<b>5.7%</b>	<b>5.6%</b>	<b>100.0%</b>
Goals	40.0%	20.0%	10.0%	7.0%	8.0%	3.0%	100.0%

### Cash on Hand

	9/30/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
Checking/Market	\$ 1,435,552.61	\$ 1,629,662.38	\$ 1,322,281.96	\$ (194,109.77)	\$ 113,270.65
Savings	\$ 122,845.13	\$ 136,555.94	\$ 52,407.50	\$ (13,710.81)	\$ 70,437.63
Oak Bank - CD 8518	\$ 200,000.00	\$ 150,931.43	\$ 150,931.43	\$ 49,068.57	\$ 49,068.57
Oak Bank - CD 0852	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -
Oak Bank - CD 1824	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ -	\$ -
WISC Funds	\$ 896,849.02	\$ 893,824.45	\$ 264,709.90	\$ 3,024.57	\$ 632,139.12
<b>Total Cash</b>	<b>\$ 2,955,246.76</b>	<b>\$ 3,110,974.20</b>	<b>\$ 2,090,330.79</b>	<b>\$ (155,727.44)</b>	<b>\$ 864,915.97</b>

### Assigned Fund Balances - Oak Bank

	9/30/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
FAP Funds (Restricted)	\$ 74,646.52	\$ 78,869.64	\$ 9,367.13	\$ (4,223.12)	\$ 65,279.39
2024 EPIC Grant	\$ 6,246.03	\$ 12,086.03	\$ 580.00	\$ (5,840.00)	\$ 5,666.03
Falls Prevention Grant	\$ -	\$ 22,448.82	\$ -	\$ (22,448.82)	\$ -
Labor Contract Funds	\$ 20,157.00	\$ 23,205.00	\$ 24,000.00	\$ (3,048.00)	\$ (3,843.00)
<b>Total Assigned Funds</b>	<b>\$ 101,049.55</b>	<b>\$ 136,609.49</b>	<b>\$ 33,947.13</b>	<b>\$ (35,559.94)</b>	<b>\$ 67,102.42</b>

### WISC Investments

	9/30/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
HRA Cash Management (CMS)	\$ 182,664.76	\$ 182,056.73	\$ 654.54	\$ 608.03	\$ 182,010.22
HRA Investment Acct (IS)	\$ 291,208.63	\$ 290,200.03	\$ 264,055.36	\$ 1,008.60	\$ 27,153.27
Unassigned Fund Balance	\$ 422,975.63	\$ 421,567.69	\$ -	\$ 1,407.94	\$ -
<b>Total Assigned Funds</b>	<b>\$ 896,849.02</b>	<b>\$ 893,824.45</b>	<b>\$ 264,709.90</b>	<b>\$ 3,024.57</b>	<b>\$ 632,139.12</b>

### September Donations

### October Milestones

Chanse Kaczmariski - 30 years  
 Ross Williams - 18 years  
 Greg Bailey - 15 years  
 Jeremy Owen - 7 years  
 Chris Backus - 6 years  
 John Uebelacker - 6 years  
 Jesus Villagomez - 6 years  
 Macayla Quinn - 3 years

### Comparables - Calls for Service

Service	2018	2019	2020	2021	2022	2023	2024	Percent Change 2023-2024
Fitch-Rona EMS	3245	3443	3505	4184	4267	4858	5184	7.6%
Middleton EMS	1825	1969	1898	2254	2543	2715	2769	6.8%
Sun Prairie Fire/ EMS	2839	3165	3213	3368	3692	4424	4961	14.5%

### Other Updates

Oxygen generator up and running  
 Durable items ordered for the 6th ambulance to be fully stocked by the end of the year  
 Onboarding 3 new LTEs

### SHOUT OUTS

Thank you card to Jeff for Falls Prevention talk with McFarland Area Aging group



# FACTv Monthly Department Report

For the Month of: September 2025

## Current Productions

- 22 Productions completed in September.
- 26 Meetings completed in September.
- 20 (2 shows per day \*& New Format Started on 9/15/25) Talking Fitchburg updates in September.
- 38 Productions scheduled for October.
- 25 Meetings scheduled for October.

## Upcoming Productions

- Hispanic Heritage Month Luncheon
- Lunch N Learn- 2 Show Tapings in September
- Oak Bank Great Pumpkin Giveaway
- Fire Department Open House
- TF 5 Fire Prevention Safety Week segments taped and shared
- FFD Pinning and Awards Ceremony
- TF Dane County Food Scrap Stop Event
- CEDA Fitchburg Business Appreciation Luncheon
- TF UW Health Groundbreaking
- Chamber Bike the Burg Wrap Up
- TF Birdie Derby Preview Interview
- TF Council Recap Show
- TF Fitchburg Chamber Update
- TF Department of Ag, Trade, and Consumer Protection
- TF Better Business Bureau

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv Marketing Videos- On Going
- Fitchburg Police Department Video Projects- Spotlight Series & Monthly Building Updates
- Fitchburg Fire Department- Day and Life of a Firefighter
- Talking Fitchburg- New show format starting September 15- Two shows- TF Updates and TF Digest.

## Department Projects

- Fitchburg Room AV Update Project- UPDATE- Now on Hold Until 2026
- FSC Dining Room AV Project- UPDATE- Sending out for bids
- FACTv Wall Unit Project- On hold until space needs assessment complete.
- FACTv Studio Project- On hold until space needs assessment complete.

## Department Focus

- FACTv Marketing Plan

Pickleball Courts Expansion at McGaw Park Ribbon Cutting.



Fitchburg Chamber "Bike the Burg" Awards and wrap-up 10-8-25.



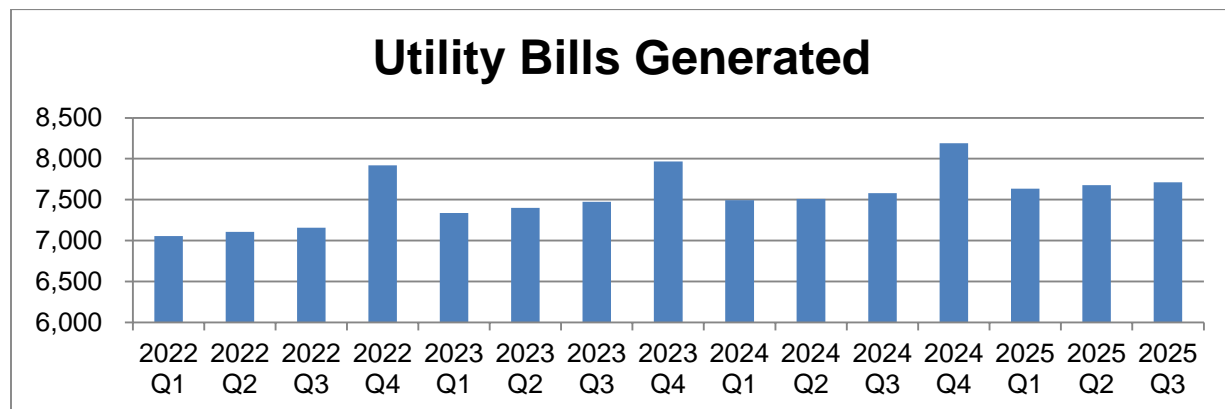


# Finance Monthly Department Report

For the Month of: September 2025

## Routine Finance Cycles

- Debt payments were completed without issue. TID PAYGO incentives were paid without issue.
- Attended Finance Committee, Council, and Department Head meetings.
- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued submitted to Finance Committee and Council.
- Participated in various roundtable discussions held by the League of Wisconsin Municipalities to stay current on relevant issues.
- Continued conversations with the Mayor about prioritization of requests in the 2026 budget and continued work on preparing the various documents included in the budget. Final decisions were shared by the Mayor and implemented. The full budget document was prepared and reconciled. The Mayor's Proposed 2026 Budget was released to the public. The proposed budget summary and public hearing notice was published in the paper, as required by Statute. <http://www.fitchburgwi.gov/1998/Financial-Records-Reports>
- Updated information for participating municipalities regarding the levy limit adjustment available for Fitchrona EMS.
- Annual continuing disclosure report filed on EMMA and shared with the Finance Committee (<https://emma.msrb.org/>).
- Moody's released an Issuer Comment with the City's updated financial statistics.
- Completed property insurance renewal.
- Balanced and closed out 2024 tax roll.
- Total of 7,710 quarterly utility bills generated with 5,253 being mailed and 2,457 being emailed due to customers opting-out of paper bills.



## Special Projects

- Participated in various development conversations, including Bowman Plaza, JT Klien Senior Housing, Lido Apartments, a possible amendment to TID #18, and a new affordable housing initiative. Council action will be required prior to the execution of any TID amendments or Development Agreements.
- Met with various staff to discuss purchasing policies, CIP projects, grant opportunities, and budget amendments.
- Participated in various meetings to discuss payroll questions and employee handbook updates. Participated in discussions about active union negotiations. Worked with HR, Administration, and the Police Department on the implementation of the Police reorganization.
- Proposed a change in Finance Committee reporting to reduce administrative burden while still meeting the transparency goal. The Committee accepted the proposal in September and the change will be implemented in October.
- Tested and implemented a change in process for the use of contingency funds when change-orders are created on pre-approvals. The change is expected to improve the information available to users with minimal impact on the Finance Department.
- Submitted six PC-201 forms to request a chargeback to the overlying jurisdictions for assessment claims paid in the past year. The Department of Revenue (DOR) will make a final determination in mid-November.
- Continued contract and statement of work negotiations with the preferred vendor for new HR/Timekeeping/Payroll software. The contract is scheduled for Council consideration in October. If approved, implementation will start near the end of 2025 with implementation occurring over the following nine-ten months.
- Met with consultant to discuss Finance Department space needs.

## Staff

- Weekly, bi-weekly, and monthly team meetings were held.
- Finance Director and Accountant attended the Fall Wisconsin Government Finance Officers Association (WGFOA) conference, which had a theme of Budgeting and Fiscal Sustainability.
- Interviewed candidates for the Account Clerk I position that was vacant due to an employee resignation. Hired the top candidate who started in September. Began on-boarding and training the new employee.

**Statistics**

	<b>2023</b>	<b>2024</b>	<b>Current Month</b>	<b>YTD 2025</b>	<b>Projected 2025</b>
Special Assessment Letters	496	538	40	431	525
Payroll Payments					
Checks	141	151	9	103	150
ACH Payments	7,327	7,523	532	5,472	7,400
Cash Receipts (non-tax)					
Utility Billing	30,435	29,046	922	21,692	30,000
Library	202	231	11	189	225
General*	41,922	5,379	378	3,535	5,400
OpenGov*	-	845	42	886	1,000
Budget Amendments					
Administrative Approval	68	57	3	28	50
Council Action	49	53	7	35	50
Purchasing Transactions					
Accounts Payable Checks	1,796	1,979	138	1,384	2,000
Purchasing Card Payments	4,169	4,262	305	3,126	4,200
Invoices Generated					
General Customer Invoices	497	475	66	362	500
Quarterly/Annual Utility Bills	30,085	30,744	7,710	23,018	31,000
Final Utility Bills	630	675	43	580	675

\*with the implementation of OpenGov, most permit payments are imported as a single daily transaction rather than individual payments



**FITCHBURG FIRE DEPARTMENT** >>>

**MONTHLY UPDATE** >>>

SEPTEMBER 2025



# FITCHBURG FIRE DEPARTMENT

## MONTHLY REPORT

FOR THE MONTH OF SEPTEMBER

### CALLS FOR SERVICE

EMERGENCY MEDICAL SERVICES ASSIST

**\* 139**

STILL ALARM

**73**

MOTOR VEHICLE ACCIDENTS

**6**

STRUCTURE FIRES

**0**

TOTAL CALLS THIS MONTH

**235**

TOTAL CALLS FOR THE YEAR

**2167**

**2024**

TOTAL CALLS THIS MONTH

**239**

TOTAL CALLS FOR THE YEAR

**2198**

**2025**

AVERAGE RESPONSE TIME FOR THE MONTH:

**5 mins 52 secs**

### STAFFING

CAREER STAFF

**19**

\*Approved staffing = 20

PAID ON CALL FIREFIGHTERS

**18**

\*Approved staffing = 50

INTERN FIREFIGHTERS

**6**

\*Approved staffing = 6

SUPPORT STAFF

**6**

\*Approved staffing = 10

TOTAL MEMBERS **49**

### AT A GLANCE

INSPECTIONS

**262**

PUBLIC EDUCATION EVENTS

**5**

TRAINING HOURS

**327**



## STRUCTURE FIRE OVERVIEW

The Department responded to no structure fires this past month.

Compared to last month:

Structure Fire calls are down two from last month.

*DATE*

*LOCATION*

*FIRE DESCRIPTION*

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 5 public education events this past month.

- 09/12/2025 - Forest Edge Back-to-School Cookout Event
- 09/13/2025 - American Heart Association Heart Walk
- 08/15/2025 - Diaper Dash 5K
- 09/22/2025 - Stoner Prairie Public Education Event
- 09/27/2025 - Grand opening for The Learning Experience

## PERSONNEL NOTES

- Retirement from Div Chief Wunsch

## RECRUITMENT

- Career Firefighter application process still ongoing
- POX Battalion Chief applications received
- POX Firefighter application process opened

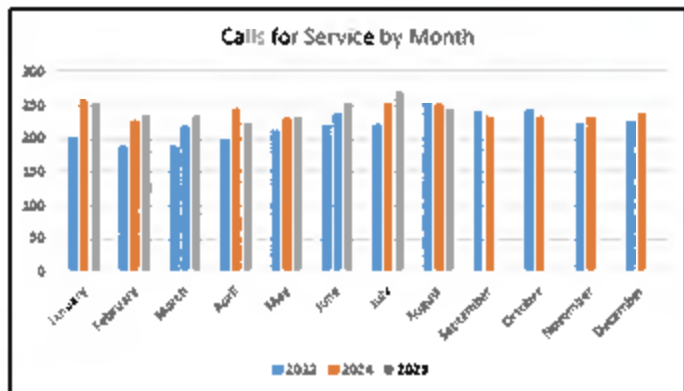


**FITCHBURG FIRE DEPARTMENT**  
 Fire Chief Scott Sarver  
 5701 Lacy Road Fitchburg, WI 53711  
 Station: 608-270-7070 Fax: 608-270-7041  
 www.fitchburgwi.gov/fire

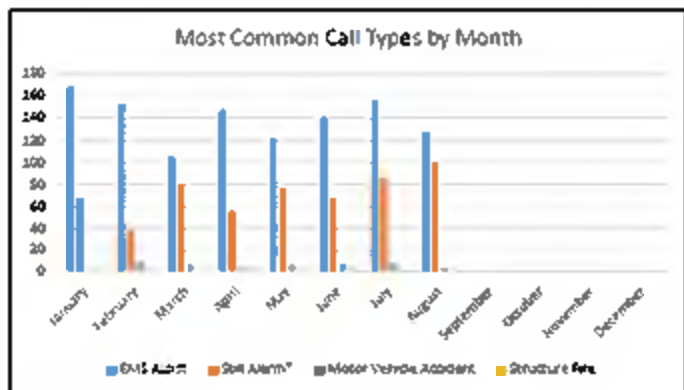


**Fire Department Activity Report**  
 As of September 30, 2025

Month	2023	2024	2025	Change
January	202	259	255	-2%
February	183	228	257	4%
March	188	229	235	7%
April	200	247	225	-8%
May	218	282	294	1%
June	222	248	254	8%
July	232	252	272	8%
August	254	255	247	-2%
September	242	235	238	2%
October	285	285		-100%
November	274	253		-100%
December	228	248		-100%
<b>Total</b>	<b>2631</b>	<b>2875</b>	<b>2798</b>	<b>127%</b>

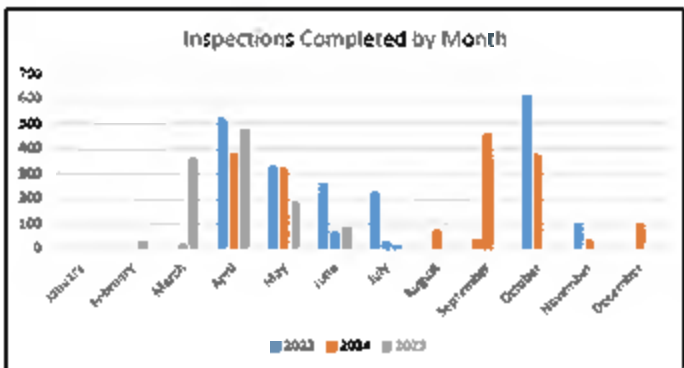


Month	EMS Assist	Soft Alarm*	Motor Vehicle Accident	Structure Fire
January	108	67	2	1
February	158	38	9	1
March	108	80	7	0
April	148	56	4	3
May	121	77	7	2
June	141	68	8	3
July	156	88	7	1
August	128	108	4	2
September	158	75	6	0
October				
November				
December				



\*Soft Alarms include: Alarm Sounding, Car Fires, Odor Investigations

Month	2023	2024	2025
January	0	0	0
February	0	0	31
March	0	25	362
April	522	382	479
May	332	324	189
June	266	86	87
July	227	37	24
August	0	70	262
September	26	462	
October	919	378	
November	102	37	
December	0	102	
<b>Total</b>	<b>2098</b>	<b>1863</b>	<b>1423</b>



**FIRE DEPARTMENT STAFFING REPORT**  
As of September 30, 2025

	Authorized Headcount	Number of Members	Light Duty / On Leave	TOTAL	± Headcount	MF	Black	Hispanic	Asian	Two or More
<b>Career Staff</b>	<b>20</b>			<b>19</b>						
Chiefs	5	5	0	5	0	4/0	0	0	0	0
Lieutenants	5	5	0	5	0	3/0	0	0	0	0
Firefighters	9	8	0	8	-1	11/0	0	1	0	0
Admin Services/Mng	1	1	0	1	0	0/1	0	1	0	0
<b>Part-Time Staff</b>	<b>66</b>			<b>30</b>						
Chiefs (POX)	0	0	0	0	-2	0/0	0	0	0	0
Lieutenants (POX)	0	0	0	0	-3	0/0	0	0	0	0
Firefighters (POX)	45	18	0	18	-27	15/3	0	1	1	1
Intern Staff	6	6	0	6	0	5/1	0	0	0	0
Support Staff	10	6	0	6	-4	5/1	0	0	0	0
<b>Total</b>	<b>86</b>	<b>44</b>	<b>0</b>	<b>49</b>	<b>-37</b>	<b>43/6</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>1</b>

**PERSONNEL NOTES**

- Retirement from Div Chief Wunsch

Demographics		
Female	6	12.2%
Male	43	87.8%
White	44	89.8%
Black	0	0%
Hispanic	3	6.1%
Asian	1	2.0%
Other/Multi-Racial	1	2.0%

**RECRUITMENT**

- Career Firefighter application process still ongoing
- POX Battalion Chief applications received
- POX Firefighter application process opened

**PROMOTIONS**

**FIREFIGHTER OVERTIME**

**YEAR-TO-DATE MANDATES**

Month	2024 Total Hours	2025 Total Hours
Jan	214	435
Feb	287	428
Mar	449.5	634.75
Apr	246	535
May	250	643.25
Jun	259.5	658
Jul	457	976
Aug	320	584.5
Sep	632	628
Oct	824	
Nov	600	
Dec	572	
<b>TOTAL HRS</b>	<b>5276</b>	<b>5334.5</b>

Month	# of Mandates	Total Hours
Jan	0	0
Feb	0	0
Mar	2	20
Apr	1	24
May	2	20
Jun	1	10
Jul	4	58
Aug	6	102
Sep	5	60
Oct		
Nov		
Dec		
<b>TOTAL HOURS:</b>		<b>298</b>
<b>TOTAL MANDATES:</b>		<b>25</b>

**CURRENT MONTH MANDATES**

Date	Firehouse	Position	Hours
9/7/25	Firehouse 3	Driver	10
9/7/25	Firehouse 2	Driver	10
9/8/25	Firehouse 3	Driver	10
9/12/25	Firehouse 2	Driver	10
9/27/25	Firehouse 3	Driver	24



# Human Resources Monthly Department Report

For the Month of: September 2025

## Projects & Initiatives

- Personnel met and approved the following updates:
  - Police Department reorganization adding new classifications of Support Specialist 1, Support Specialist II and Support Specialist III. Two of the Police Telecommunicators were reclassified as Support Specialists through an internal competitive process. All Police Records Specialists were retitled to Support Specialist II. We added a Support Services Supervisor and Emily Shunk was approved to be reclassified to this new Supervisor position.
  - The PD reorganization resulted in the City's first ever layoffs of two Police Telecommunicators. Thank you, team Dispatch, for all the years of dedication and good work.
  - Approval to add a Shift Lieutenant and Detective Sergeant. Both new positions and processes were approved by the Police & Fire Commission and posted internally for competition.
  - Approval to retitle the Parks, Forestry and Recreation Director to a Parks & Forestry Manager. Movement of the oversight of Recreation resulted in this classification moving down one pay grade. Approved retitling of the Community Center/Recreation Director to a Community Center/Recreation Manager.
  - Approval of adding a new classification of Community Services Director and reclassifying Jill McHone into this new classification.
  - Updated the City's compression policy.
  - HR launched the Mayoral Award and MVV recognition ceremony nominations. This is a peer-to-peer nomination process.
  - HR held our annual retreat that involved shadowing Code Inspector Jack Pearson as we learned about the work our Building Inspection team does in the field and we went on a City economic development tour with Joyce Frey to learn about new Fitchburg developments and businesses. Of course, stopping to visit a few Fitchburg businesses during our time together – Tati's, Promega for lunch and Chocolate Shoppe Ice Cream. Friday, September 26<sup>th</sup> was HR Professional's Day.

## Current Permanent Recruitments

- Public Works Maintenance Worker (Streets) – Accepting applications
- Parks & Forestry Manager – Interview stage
- Code Enforcement Inspector I, II or III – Interview stage
- Detective Sergeant – Interview stage
- Shift Lieutenant – Interview stage
- Police Officer – Two in the background check process

### Turnover of Permanent Employees

- Police Officer – to work in his hometown’s Police Department
- Library Assistant II – gained full-time Library job at UW
- Streets Maintenance Worker – retirement (congratulations, Lonnie)!

### Workers Compensation Claims

- Recreation (1)
- Police Department (2)

### Some highlights from HR Retreat Day 2025





# Information Technology Monthly Department Report

For the Month of: September 2025

## Projects

The IT team is working on:

- Computer replacements continue
- Virtual Infrastructure updates
- Windows updates
- New user setups
- Datacenter cutover
- Wildcard SSL certificate replacement
- Firewall HA configuration sync
- Datacenter switch replacement
- "The Hub" network configurations (Firewall/Switching/Wireless)

## Other Items

- Created auto-attendant tree for Public Works
- Work on OnBase scanning issues
- Distribution list updates for Police
- Rolled out new OpenGov for PW (ECSWM)
- New form in OpenGov for Clerks
- Created base Community Garden form in OpenGov
- Created GSA data import for this year
- New PD phone tree

## GIS Initiatives

- Parks staff presentation/training on Workorder System
- PASER training for PW/Engineering
- Debris Management meeting with PW, FD, and Dane County
- Fitchburg Housing Data meeting
- Address Management Solution training
- 10-minute walk to park statistic for Mayor's office

ServiceDesk

231 Helpdesk tickets were received.



## Legal Monthly Department Report

For the Month of: September 2025

### Development/Land Use Update

- Lido Development

### Other

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials for municipal and Circuit Court cases
- Police Department Reorganization
- Weekly Municipal Attorney Conferences
- Country View Mobile Home ongoing issues
- City Hall Space Study
- 2026 Budget
- Development and Housing Updates Meeting
- Alder Vacancy



# Library Monthly Department Report

For the Month of: September 2025

## Monthly Visits

Monthly Visits – 11,079

## Checkouts/Renewals/Holds

Checkouts & Renewals – 18,168

Holds Filled – 6,368

## Programming for Adults

Adult Programs – 10

Adult Program Attendees – 72

## Programming for Kids

Youth Programs – 38

Youth Program Attendees – 985

Youth Self Directed Programs - 2

Youth Self Directed Attendees – 342

Teen Programs – 3

Teen Program Attendees – 12

Teen Self Directed Programs - 1

Teen Self Directed Attendees - 20

## Outreach

Programs – 1

Program Attendees – 12

## Computer & Wireless Sessions

Computer Sessions – 523

## Meeting Room Reservations

Meeting Room Reservations – 63

## Overdrive Checkouts

Overdrive eBook Checkouts – 2,378

Overdrive Audio Checkouts – 3,311

Author Veronica Hinke shares information about recipes from the era of “The Great Gatsby” while attendees sampled them.



Author Samira Álvarez reads her book, *Ási Respiro*, during Mis Emociones bilingual story time.



Skelly and Wishbone are celebrating National Library Card Sign-up Month by getting their very own library cards.





# Parks, Rec. & Forestry Monthly Department Report

For the Month of: August 2025

## Parks

Park/Forestry operations included in Public Works report.

## Forestry

### Urban Forestry

- Awarded the fall 2025 tree planting project to SRB trees. Facilitated a start date of late September / early October.
- Watched Parks Commission, Personnel & Plan Commission meetings.
- Finished and submitted the 2025 Million Trees Grant report.
- Facilitated an open house for the Urban Forest Strategic Management Plan.
- Participated in the American Forest “Cultivate a Team, Share a Dream” urban tree equity webinar.
- Transitioned existing work orders and added current tree removal work orders to the Field Maps work order system.
- Inspected trees and shrubs in the Oak Meadow greenway. Discussed tree / shrub removal with the Capitol Heights neighbors to facilitate native vegetation.
- Reviewed the 2026 operating budget
- Facilitated the Urban Tree Alliance to plant trees in the Maple Lawn Heights neighborhood and Traceway Drive. Selected tree species and made maps of tree planting locations.
- Reviewed the site plan for the Kyle Stiegert Greenway.
- Completed WI DNR grant reporting documents.
- Continued to use the Trimble GPS equipment to update the street and park tree inventory.
- Consulted with the City of Madison regarding changes to their tree preservation ordinances.
- Mailed all the paper copies of the Urban Forestry Strategic Management Plan survey to the consultant.
- Facilitated a TAC meeting. Changed the October meeting to December to accommodate the Urban Forestry Strategic Plan schedule.
- Inspected ash trees treated in 2023. Marked many for removal as they are infested with EAB.
- Updated the tree inventory with the trees planted this spring.
- Responded to residents’ requests for service regarding dead/declining ash trees.

### Naturalist

- Picked up weeds in Wildwood South and Chicory Meadows Park
- Facilitated a high mowing of Wildwood South Prairie Park.
- Started collecting native seed.
- Weeded the native plant area in McGaw Park.
- Finished updating the burn maps for 2026.

## Volunteer Coordination

- Facilitated the planting of 6 donated pagoda dogwoods in Sunnyside Dog Park.
- Consulted with the Chicory Meadows volunteers about receiving a donation of bare root trees from the Dane County gravel bed.

## Recreation

- Monthly meeting with Activenet account manager.
- NFL Flag Football games started in early September. The season will end in mid-October.
- Held flag football referee training on September 6.
- Finalized fall Activity Guide.
- Promoted fall programs via Facebook and emails (Activenet)
- WPRA Discount ticket sales ended in mid-August. Tickets sold are noted below.
  - Milwaukee Zoo Adult = 66
  - Milwaukee Zoo Child = 38
  - Mt Olympus = 393
  - Noah's Ark = 335
  - Land of Natura = 104
- Opened registration for youth basketball programs.
- Ordered t-shirts for fall soccer programs.
- Youth dance classes begin September 24.
- Scheduled fall/winter programs with Youth Enrichment League.
- Meeting to discuss sound permit process. Working to add custom questions to online park shelter reservation requests regarding amplified sound.
- Managed pending reservations for athletic facility and park shelter reservation requests.
- Adult Volleyball Leagues started in early September. The season runs through mid-November. League play is on Monday & Thursday evenings.
- Created weekly park shelter rentals/ball diamond preparation reports.
- Payments for various program instructors.
- Community Center rental inquiries and reservations.
- September Rec program revenue to date (9/23) = \$6,451.00
- September CC rental revenue to date (9/23) = \$1,375.00
- September Shelter/athletic facility rental revenue to date (9/23) = \$5,960.00

## Projects-Park Commission

- Stoner Prairie – Restrooms and other amenities are still being considered for the site but the timing is unknown due to construction costs.
- Tower Hill – Work is ongoing and anticipated to be completed sometime in October.
- McKee Siding – Work is complete with some punch list items remaining.
- McKee open air shelter at the inclusive playground – Staff is working on designs to fit with the existing theme of the splashpad. We anticipate a spring 2026 construction depending on weather conditions.
- Kid's Crossing Design – Project has started. Parkitecture is working on getting a survey of the site and will start design concepts soon.
- McGaw Pickleball – Work is completed with electric and punch list items remaining.

- Chicory Meadows Courts – Under construction with project completion planned for June of 2026.
- Kyle Stiegert Greenway –Staff working with the applicants on the next steps.
- Hub – Under construction and substantial completion is planned in November.
- Rimrock playground – Work is complete.
- Southdale playground – Contract approved, playground has been ordered, and Staff anticipates an October installation.
- Southdale design – Project has started. EOR is working on getting a survey of the park.
- Swan Creek Courts – Staff is working on an agreement with the consultant.



# Planning & Zoning Monthly Department Report

For the Month of: September 2025

## Plan Commission Applications Processed

- A. [Public Hearing and Consideration of Ordinance 2025-O-11 & Plan Commission Resolution PCR-02-25](#) Adopting the Greenfield Neighborhood Plan as an Amendment to Appendix A of the City of Fitchburg (Dane County, Wisconsin) Comprehensive Plan **Approved with amendments: 1) staff recommended changes including changing the area of Medium High Density Residential in the SE portion of the neighborhood to Medium High Density Residential/Business Park flex space, and 2) requesting staff to edit Housing Strategy 1.1 to consider amending the comprehensive plans to allow a greater diversity of housing types in low and medium density districts.**
  
- B. [Public Hearing and Consideration of Ordinance 2025-O-12 & Plan Commission Resolution PCR-03-25](#) Adopting the South Stoner Prairie Neighborhood Plan as an Amendment to Appendix A of the City of Fitchburg (Dane County, Wisconsin) Comprehensive Plan **Approved with amendments: 1) staff recommended changes, and 2) requesting staff to edit Housing Strategy 1.1 to consider amending the comprehensive plans to allow a greater diversity of housing types in low and medium density districts.**
  
- C. [Public Hearing - Rezone RZ-2609-25](#) Request by Danny Afable, Agent for JT Klein, to Rezone Property from B-G (General Business) to PDD-GIP (Planned Development District - General Implementation Plan) to Allow for a Proposed Multifamily Residential Development on Property Associated with Orchard Pointe Lot 11 – To Be Postponed to a Later Date Public Hearing only. **No action taken.**
  
- D. [Public Hearing - Comprehensive Development Plan CDP-2610-25](#) Request by Danny Afable, Agent for JT Klein, to Amend the Orchard Pointe Comprehensive Development Plan to Allow for a Multifamily Residential Development on Property Associated with Orchard Pointe Lot 11 – To Be Postponed to a Later Date Public Hearing only. **No action taken.**
  
- E. [Public Hearing and Consideration of Conditional Use CU-2608-25](#) Request by Leigh Streit, Agent for the Wisconsin Department of Corrections, to Grant a Conditional Use Permit for a Juvenile Corrections Facility on Property Adjacent to 4986 County Hwy M **Approved.**
  
- F. [ADR - Juvenile Corrections Facility](#) Request by Leigh Streit, Agent for the Wisconsin Department of Corrections, to Obtain Architectural Design Review Approval to Allow for a Juvenile Corrections Facility on Property Adjacent to 4986 County Hwy M **Approved**

- G. [ECSWM Permit - Outlot 4, CSM 15033](#) Erosion Control Stormwater Management Permit Request by Bruce Hollar, Agent for Thermo Fisher Scientific, to Allow Land Disturbing Activity on a 17.96 Acre Parcel Along Spoke Dr (Outlot 4 CSM 15033) [Postponed to the October Plan Commission meeting with a request for the City Forester to evaluate the quality of trees on the site.](#)
- H. [Final Plat FP-2611-25](#) Request by Michelle Burse, Agent for Fitchburg Lands LLC, to Approve a Final Plat for the 5th Addition to Terravessa to Allow the Subdivision of 59 Lots, Including 50 Buildable Lots, in the Terravessa Neighborhood [Approved.](#)
- I. [Certified Survey Map CS-2612-25](#) Request by Randall Hess to Divide 1 Existing Lot Into 2 Lots on Property Associated with 2640 Osmundsen Road [Approved.](#)
- J. [Resolution R-162-25](#) Approving Relocation Order and TPP Related to Reconstruction of Fitchrona Road (Tonto Trail to Nesbitt Road) [Approved.](#)
- K. [Resolution R-167-25](#) Releasing a Temporary Sanitary Sewer Easement and a Portion of a Sanitary Sewer and Water Main Easement on Lot 115 in the First Addition to Oak Meadow Plat [Approved.](#)

**Applications Processed**

Type	2023 Totals	2024 Totals	January	February	March	April	May	June	July	August	September	October	November	December
Architectural Design Review	12	15	3	3	3	5	2	-	4	3	1			
Rezone / Conditional Use Permit	21	31	1	3	3	3	2	3	4	4	1			
Certified Survey Map	18	7	2	2	-	1	1	2		3	1			
Comprehensive Development Plan Preliminary Plat	4	6	-	-	-	-	-	-	-	-	-			
Final Plat	5	7	-	-	1	1	-	-	-	-	1			
Other	41	41	2	-	3	1	3	2	2	6	7			
Variance	0	1	-	-	-	-	-	-	-	-	-			
Telecommunications Facilities Permit	0	0	-	-	-	-	-	-	-	-	-			
SmartCode Article 3	1	1	-	-	-	1	-	-	-	-	1			

SmartCode Article 5	36	64	3	12	3	10	4	1	4	1	2			
Architectural Design Review Admin.	17	11	-	-	-	4	-	-	1	-	1			
Sign Permits	52	44	5	5	1	3	3	3	6	1	5			
Zoning Permits	195	220	5	15	10	18	16	18	9	5	13			
Early Start Permits	55	81	3	10	3	7	6	0	2	3	7			
Zoning Letters	14	17	2	1	-	1	1	3	-	-	1			
<b>Totals</b>	<b>471</b>	<b>546</b>	<b>26</b>	<b>51</b>	<b>27</b>	<b>55</b>	<b>38</b>	<b>32</b>	<b>32</b>	<b>26</b>	<b>41</b>			

### Neighborhood Plans

- Plan Commission and Council approved the Greenfield and South Stoner Prairie Neighborhood Plans.
- Staff is completing some minor amendments to the appendixes prior to finalizing the plans.

### Healthy Neighborhoods Programs

- The Healthy Neighborhoods Advisory Committee did not meet in September. The committee will meet in October to review 1) the mid-year check-in with 2025 Healthy Neighborhood Grantee; 2) data collection and analysis for the strategic plan; 3) requirements for the 2026 Healthy Neighborhood Grant Program; and 4) Urban Forestry Council Award.
- Staff continued to write the Healthy Neighborhoods Strategic Plan.

### Sustainability

- The Bicycle & Pedestrian Plan is complete except for minor edits. Staff is working through the timeline for adoption.
- Staff continue to develop the next steps for implementation of the Sustainability Plan by documenting the indicators of success for each of the 46 strategies.
- Staff submitted R-173-25 for referral. This resolution would allow the City of Fitchburg to participate in the Wisconsin Local Government Climate Coalition. The Coalition supports the efforts of local governments to decarbonize and promote resilience.

### Agricultural & Rural Affairs

- The Agricultural & Rural Affairs Committee did not meet in September. They will meet in October to review the Farmland Preservation Map update.

### Department Notables

- Council enacted zoning ordinance amendments to facilitate solar and housing development in the city.

## Other

- The September Development Team Meetings:
  - a. Tri-North Shop Building on Rolfsmeyer Road



**MONTHLY UPDATE**  
September 2025

# MONTHLY UPDATE | SEPTEMBER



## CALL FOR SERVICE OVERVIEW

The Department handled 1,056 citizen-generated calls for service.

Officers initiated 1,157 calls.

### Compared to last month:

Citizen-generated calls decreased by 90. Officer-initiated calls decreased by 5.

### Compared to last September:

Citizen-generated calls decreased by 172. Officer-initiated calls decreased by 162.

## CRIME

### PROPERTY CRIME

- One burglary was reported this month.
- Four vehicles were reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There were no reports of a shooting or shots fired this month.
- Five firearms were seized as evidence this month.
- There were no robberies reported.

### DOMESTIC VIOLENCE

- Officers investigated fifteen domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**Felon in Possession of Firearm, Disorderly Conduct | 9/3** | Officers were dispatched to a residence in the 4500 block of Sentinel Pass for the report of a disturbance. The caller reported feeling afraid due to threats and the actions of an intoxicated in-home caregiver at the residence. The caller informed dispatch that the caregiver was throwing items around the home and had a firearm in their bedroom. A firearm was located in the bedroom of the caregiver. After interviews and investigation into the matter, officers arrested a 60-year-old Fitchburg man, who was later booked into the Dane County Jail for the charges of Felon in Possession of a Firearm and Disorderly Conduct.

**Carrying Concealed Weapon, Go Armed with Firearm While Intoxicated, OWI | 9/16** | Fitchburg patrol officers were requested by EMS to respond to a business parking lot in the 6200 block of Nesbitt Road for a person that was unconscious behind the wheel of a vehicle. EMS members believed the male to be intoxicated. Once on scene, officers were informed by the individual that he had three firearms in his vehicle. He was also exhibiting signs of intoxication. Subsequently, the individual, a 71-year-old Madison male, was arrested and booked into the Dane

## MONTHLY UPDATE | SEPTEMBER



County Jail for the charges of Go Armed with Firearm While Intoxicated and Carrying a Concealed Weapon. He was also cited for Operating While Under the Influence (1<sup>st</sup> offense).

**Theft of Auto, Possession of THC, Criminal Damage to Property | 9/22** | Fitchburg officers were dispatched to a reported vehicle theft in progress at a residence in the 3300 block of Leopold Way. The caller told dispatch he saw an individual enter his roommate's vehicle and drive it away from the residence. Shortly after Fitchburg officers responded, the Madison Police Department located the occupied vehicle within their jurisdiction. When officers attempted contact, several individuals exited the vehicle and fled on foot. Five suspects, all juveniles between the ages of 14 and 16, were apprehended. Each was charged with Operate Motor Vehicle without Owner's Consent. One individual also faces additional charges of Criminal Damage to Property and Possession of THC.

**Strangulation & Suffocation, Battery, Disorderly Conduct | 9/27** | The Fitchburg Police Department responded to a report of a disturbance between a boyfriend and girlfriend at a residence in the 2000 block of Traceway Drive. At the time of the report, the victim was receiving medical treatment at a local hospital for injuries sustained during the incident. The victim reported that the suspect battered her, including placing his hands around her neck. Officers were unable to make contact with the suspect the night of the report. However, the following day, a Fitchburg officer observed a vehicle associated with the suspect and conducted a traffic stop. The suspect was located and taken into custody without incident. The suspect, a 36-year-old Fitchburg man, was booked into the Dane County Jail on the charges of Strangulation and Suffocation, Battery, and Disorderly Conduct.

# MONTHLY UPDATE | SEPTEMBER



Case Number	Date	Location	Alder District	Incident Description
FP25-19017	9/1/2025	5400 Williamsburg Way	1	Disorderly Conduct
FP25-19062	9/1/2025	5500 Williamsburg Way	1	Battery, Disorderly Conduct
FP25-19221	9/3/2025	4500 Sentinel Pass	1	Felon in Possession of Firearm, Disorderly Conduct
FP25-19468	9/7/2025	CTH MM/Lacy Rd	3	OWI
FP25-19481	9/7/2025	2600 Country Rose Ct	3	Battery, Disorderly Conduct
FP25-19490	9/7/2025	5100 Anton Dr	1	Battery, Disorderly Conduct
FP25-19613	9/8/2025	CTH MM/E Clayton Rd	3	OWI
FP25-19618	9/8/2025	5100 E Cheryl Pkwy	3	OWI
FP25-19711	9/9/2025	2600 S Seminole Hwy	4	Disorderly Conduct
FP25-20004	9/13/2025	2900 Index Rd	3	Intimidate Victim, Disorderly Conduct
FP25-20277	9/15/2025	6000 Basswood Dr	4	Theft from Auto
FP25-20202	9/16/2025	6200 Nesbitt Rd	4	Carrying Concealed Weapon, Go Armed w/ Firearm While Intoxicated, OWI
FP25-20238	9/17/2025	Williamsburg Way/Anton Dr	1	Possess Drug Paraphernalia, Possess THC, OWI, Resist Officer
FP25-20313	9/17/2025	6200 Limestone Ln	4	Bail Jumping (Misd.), Disorderly Conduct
FP25-20555	9/21/2025	2400 Post Rd	3	Theft of Auto
FP25-20607	9/22/2025	3300 Leopold Way	2	Theft of Auto, Possession of THC, Criminal Damage to Property
FP25-20771	9/24/2025	2600 Pheasant Ridge Trl	3	Disorderly Conduct
FP25-21034	9/28/2025	3000 County Hwy MM	3	Burglary
FP25-21041	9/27/2025	6300 Quarry Vista Dr	4	Theft from Auto
FP25-21144	9/27/2025	2000 Traceway Dr	2	Strangulation & Suffocation, Battery, Disorderly Conduct

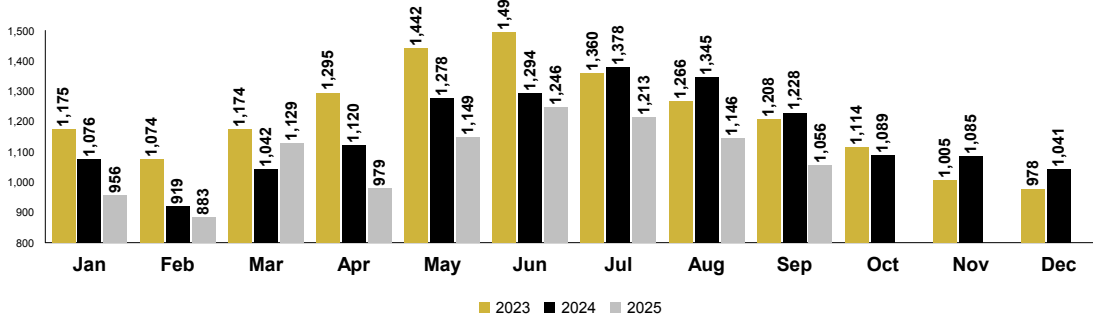
Incident descriptions reflect preliminary classifications that may change over the course of the investigation.

# Fitchburg Police Department

MONTHLY ACTIVITY September of 2025

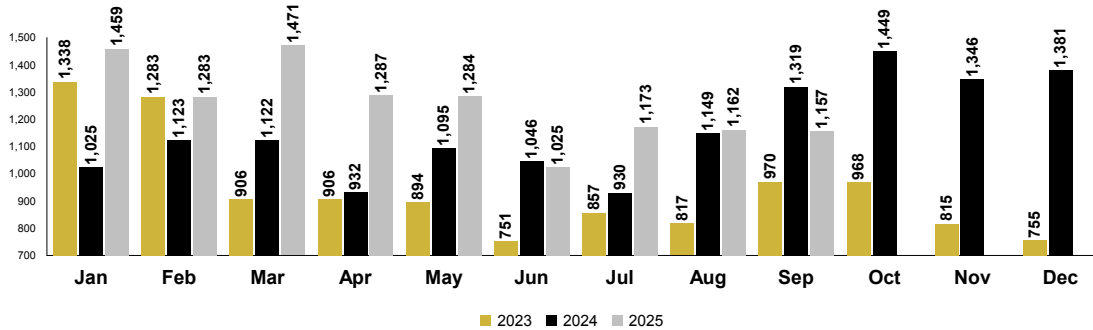


## CITIZEN GENERATED CALLS FOR SERVICE



2024 YTD	2025 YTD	YTD % +/-
10,680	9,757	-8.6%

## OFFICER INITIATED CALLS FOR SERVICE



2024 YTD	2025 YTD	YTD % +/-
9,741	11,301	16.0%

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Abduction/FI	2	0	0	4	1	2	1	1	1	1	0	0	0	0	1	2	1	1	0	0	0	0	0	0	12	5	-58.3%
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	100.0%
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
Robbery	0	1	0	0	0	0	2	0	0	1	1	2	2	0	0	2	0	1	1	0	0	0	0	0	3	6	100.0%
Sexual Assault	3	0	1	0	1	1	4	0	1	0	2	3	2	2	4	4	0	1	0	1	0	1	0	11	14	27.3%	
Aggravated Assault	3	5	2	3	5	5	7	3	4	4	5	9	1	3	0	3	4	2	1	3	2			37	19	-48.6%	
Burglary	5	3	4	3	4	0	4	4	2	2	5	5	5	1	0	1	1	4	1	1	1	1		29	15	-48.3%	
Theft of Auto	3	4	5	2	2	2	1	2	4	2	8	2	3	0	5	4	3	2	5	2	4			25	28	12.0%	
Theft from Auto	4	3	2	9	12	7	9	14	19	0	3	4	1	1	1	2	3	2	3	3	2			79	18	-77.2%	
Notable incidents excludes unfounded incidents. It also aggregates to the highest offense within a single incident.																									196	106	-45.9%

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Theft of Auto	3	4	5	2	2	2	2	4	2	8	2	4	0	0	5	4	3	2	5	2	4			26	29	11.5%	
Shots Fired	0	0	0	3	0	1	0	2	2	1	2	0	1	1	0	0	1	1	0	0	0	0	0	8	4	-50.0%	
Domestic	19	10	7	22	11	20	20	13	25	10	18	11	7	5	10	11	10	15	14	14	15			147	101	-31.3%	
These 3 categories include a count of all incidents were the related offense occurred whether or not it was the highest offense.																											

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Traffic Crash	70	41	54	38	54	37	39	51	45	59	52	52	45	55	42	44	51	53	51	38	40			429	419	-2.3%	

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Officer Initiated																											
Traffic Monitoring	49	105	130	139	151	150	72	118	231	213	133	154	223	140	218	142	163	153	149	137	154			1,145	1,479	29.2%	
Traffic Stop	283	504	501	303	405	373	374	427	426	600	503	547	590	505	671	613	583	355	439	430	350			3,596	4,536	26.1%	



# Public Works Monthly Department Report

For the Month of: September 2025

## Transportation/Transit

- Street Resurfacing
  - American Rescue Plan Act (ARPA) Resurfacing Project
    - Completed punch list and clean up.
  - CIP #3319 Street Resurfacing Program
    - Completed punch list and clean up.
- Syene Rd. Reconstruction
  - Phase 2
    - Completed paving, landscaping, plantings, signage, pavement marking. Held punch list walkthrough. Road was opened to traffic on September 19, 2025.
  - Phase 3
    - Completed pond excavation and clay liner placement, electrical conduit, streetlight wiring, traffic signal wiring and detection, concrete curb and gutter, sidewalk, driveway aprons, light pole bases, topsoil. Consulted with WisDOT and CGC regarding clay repair of clay liner fissure.
- Fitchrona Rd. Reconstruction: Reviewed and referred AECOM Contract Amendment 2 including sanitary sewer design. Met with Town of Verona for project updates and cost-share agreement discussion. Held monthly real estate project meeting and began real estate negotiations.
- Street Maintenance: Continued crack sealing, chip sealing, and pavement marking.
- Bus Rapid Transit: Attended design meetings. Discussed changing stations from center running to side running for cost-saving reasons.
- Performed bike and ped count at Woods Hollow/E. Cheryl and Promega driveway crosswalks.
- Attended McKee Rd. (CTH PD) maintenance responsibility meeting with Dane County.
- Attended District 4 Listening Session to provide updates on Fitchrona Road and Irish Lane projects.
- Worked with GIS department to develop mapping and phone apps for bi-annual Pavement Surface Evaluation and Rating (PASER) ratings.

## Stormwater

- Finalized plans and specifications for the 2025 Stormwater Utility Facility Maintenance project. Project includes dredging of the Quarry Hill pond and remediation of the Techlands infiltration basin. Bids open in October.
- Reviewed updated modeling of the Goose Lake – Fitchrona Road watershed. Revised modeling indicates flood reductions can be achieved by improving conveyance between Goose Lake and Dane County Wetlands, even absent improved conveyance to Badger Mill Creek. Continued efforts focused on design of new Goose Lake outlet.
- Continued work on Yarmouth Greenway Streambank stabilization project.
- Advanced 2026-2029 vegetation management Request for Proposals (RFP) and Stormwater Utility televising RFP. RFPs anticipated to be released in October.
- Reviewed draft regional stormwater management plan for the Uptown Fitchburg area.
- Worked with GIS staff on street sweeping/work order applications. Received approval for iPad purchase to be used by Streets Department.
- Reviewed annual stormwater maintenance report submittals.
- Identified concrete culvert headwall replacement project for 2026. Reviewed files for as-built drawings and hydrology/hydraulics information.
- Completed peak flow calculations for culverts targeted for replacement next year (Lisa Ln., Adams Rd.).

## Utilities

- Well No. 12: Worked with Strand on an Amendment for redesigning the pump house without the open-air shelter as well as a time extension.
- Tower D: Maquire Iron Inc. worked on footings and foundation.
- Tower E AT&T: AT&T worked on plan and study updates to address City comments.
- Syene Interceptor (Phase II): Reviewed plans, specifications and the design report.
- Nine Springs Valley Interceptor (NSVI): Madison Metropolitan Sewerage District (MMSD) continued design work and coordination with communities.
- Water System Plan: Strand continued work on this plan. The plan needs to be completed before the end of the year.
- Water Service Line Identification: Continued inventory work. Inventory needs to be submitted to the DNR in October.
- Sanitary Sewer Cleaning: Continued 2025 cleaning. The City cleans 1/3 of the sanitary sewer system each year. This work is approximately 95% complete.
- Valve Turning: Continued turning valves. The City turns 1/5 of the system valves each year. This work will be completed in October.
- Large Meter Replacements: Continued installation of 1.5” and 2” meters. As of October 1, 2025, the Utility has 3 meters left to install.
- Meter Radio Installations: Continued installations in new construction.
- Commenced watermain flushing on September 22, 2025.
- Watermain System Repairs: None.

## Parks

- Chicory Meadows Tennis Courts: Finalized contracts. Held preconstruction meeting on September 5, 2025. Construction started on September 15, 2025. Asphalt to be installed in October.
- Fitchburg HUB: Construction continues. Bike track is installed as well as restoration around it, playground surface is complete, parking lot curb & gutter is installed, court piers are installed, etc. Contractor is working on parking lot and court grading, light installations, concrete sidewalk/path work, restoration of raingardens, and fencing.
- McGaw Pickleball Courts: The ribbon cutting was held October 8, 2025. Court lighting addition is currently under review for approval.
- McKee Farms Park Shelter Siding: Completed construction.
- Stoner Prairie Park Improvements: Shelter ceiling is scheduled to be painted in October.
- Swan Creek Tennis Courts: Finalized agreement with Fred Kolkmann for design of court replacements.
- Tower Hill Shelter: Interior construction continued. Doors and windows are scheduled to be installed in October.
- Poured new bench pads at Rosecommons, Fitchburg Springs and McKee Farms Park tennis courts.
- New chain link fence installed at Rimrock Park.
- Repaired asphalt path at McKee Farms Park due to roots growing through the asphalt.
- Installed new asphalt path at Rimrock Park to playground.
- Staked tree locations for fall tree planting.
- Installed culvert and berm in McKee Farms Park ice rink.
- Delivered picnic tables to Senior Center for event.
- Removed old mulch and installed new in Rosecommons and Western Hills parks.
- Delivered mulch to Chicory Meadows, Swan Creek and Quarry Hill parks.
- Dug out and installed new lime in Stoner Prairie ball diamond.
- Prepared 13 ball diamonds for play.
- Painted fields at McKee Farms Park and Fahey Fields.
- Continued mowing parks and terraces citywide.
- Performed daily park rounds.
- Emptied trash and recycling throughout the parks.

## Building & Grounds

- Police Station: Issued Notice to Proceed on September 15, 2025. Held preconstruction meeting on September 25, 2025. Construction is scheduled to begin on October 13, 2025. Completion date is April 15, 2027.
- Police Evidence Roof: Worked on the design for roof replacement.
- City Hall Renovations: Architect met with each department to review space needs.

- Repaired condenser fan motor at Community Center.
- Power washed concrete at Library patio.
- Hung signs for Police Department.
- Shampooed children's area at Library.
- Worked with contractor for fire panel monitoring at City Hall and Library.
- Repaired damaged underground power to City Hall light bollards.
- Replaced several CFL bulbs to LED at City Hall.
- Ran 4-hour test on Fire Station No. 2 repaired heat pump.

## **Refuse & Recycling**

- Finalized Food Scrap Stop location and start date. Food scrap collections carts will be located near the Swan Creek Park shelter beginning October 28, 2025.
- Drafted 2026 Solid Waste Collection Calendar.
- Attended Disaster Debris Management meeting with Dane County Waste & Renewables and Fitchburg staff.
- Renewed Wisconsin Department of Natural Resources (WDNR) solid waste transportation license for 10/1/25 through 9/30/26.
- Renewed WDNR composting license for 10/1/25 through 9/30/26.

## **Streets**

- Painted yellow curb in front of fire hydrants citywide, as time permitted.
- Changed out the street name signs in the former Town of Madison area to make them consistent with the rest of the City of Fitchburg.
- Laid out and painted new crosswalks on Seminole Hwy. and Whalen Rd. for the Badger State trail crossings.
- Assisted Building Maintenance with the installation of a concrete section at City Hall.
- Assisted Parks with concrete pads at McKee Farms Park and McGaw Park. Paved a path in McKee Farms Park as well as installed a new path in Rimrock Park.
- Removed a failed metal culvert on Adams Road and installed a concrete culvert.
- Extended the double yellow pavement marking on Whalen Rd. to work with the new crosswalk.
- Streets went to the Greenfield Equipment Expo.
- Swept 46 cubic yards of debris from the streets.
- Hauled 180 cubic yards of yard waste from the drop off site to the compost area.
- Cleaned up a fallen tree at the far east end of Noble Dr.
- Made 12 vehicle repairs and DOT inspected four of the snowplow trucks.

**Other**

- Developments:
  - Crescent: Reviewed warranty punchlists. Contractor worked on remaining items.
  - Gusto! Development: Review plans. Issued owner approval letters.
  - Hartung: Contractor continued work on punchlist items. Completed surface paving.
  - Highfield (Phase 3): Completed surface paving.
  - Highfield (Phase 4): Contractor continued work on punchlist items. Reviewed and approved surety reduction.
  - Highfield (Phase 5): Reviewed plans. Issued owner approval letters.
  - Jamestown Quarry: Approved roadway plans. Held preconstruction meeting for roadway improvements on September 4, 2025. Contractor is currently working on Jamestown Way, utilities within Fitchrona Road and boring the water main across McKee Road. Approved new security amount and received updated letter of credit. Recorded sidewalk easement. Majority of public improvements will be completed in 2026.
  - Nine Springs (7<sup>th</sup> Addition): Worked on plat approval items and finalizing Subdivision Improvement Agreements (SIA) / Easement agreements.
  - No Oaks Ranch: Reviewed preliminary plat.
  - Oak Meadow Reserve: Contractor continued work on punchlist items. Drafted and received Council approval of water and sewer easement releases.
  - Olive Tree: Reviewed and approved plans.
  - Paxton Place V: Completed water and sanitary lateral abandonments on Suelo Rd. and repaved the road.
  - Sub-Zero (Basswood Dr.): Held preconstruction meeting on September 3, 2025. Worked through utility conflicts and rock depths. Reviewed Certified Survey Map (CSM). Utility easement releases were approved and recorded. Construction will be delayed until next Spring to allow time for the utilities to be relocated this fall.
  - Terravessa, Terravessa (2<sup>nd</sup> Add), Terravessa (3<sup>rd</sup> Add): Contractor continued work on punchlist items.
  - Terravessa (4<sup>th</sup>) Phase I: Completed surface paving.
  - Terravessa (4<sup>th</sup>) Phase II: Contractor continued work on punchlist items.
  - Terravessa (5<sup>th</sup>): Reviewed final plat.
  - Uptown Hills: Approved plans.
- Commercial Developments: Continued follow-up on occupancy punchlists.
- Planning & Building Permit Reviews: Completed approximately 9 reviews.

Removed old sand and installed new in McKee Farms Park and McGaw Park's volleyball courts.



Installed new bus pad on Greenway Cross, adjacent to Park Bank.



Removed and reinstalled the blacktop apron in front of the salt shed to keep in compliance with regulatory requirements for salt storage.





# Senior Center Monthly Department Report

For the Month of: September 2025

## Programs

8 New 1X Programs

- National Senior Center Month Event
- Windows 10 to Windows 11
- Embracing Mindfulness/Lunch & Learn
- Health & Memory Loss/Lunch & Learn
- Ukulele Lessons – Kick Off
- UW PLATO Lecture Series
- ADRC Cognitive Screenings
- ADRC Brain Health Awareness
- Alzheimer's Association presentation in Spanish
- 31 ongoing programs

September activities included our National Senior Center Month Event. Technology was addressed with a session on transitioning from Windows 10 to Windows 11. Health and wellness offerings featured Embracing Mindfulness, discussions on Health & Memory Loss, and ADRC Brain Health Awareness programs, including ADRC Cognitive Screenings. Educational opportunities were provided through the UW PLATO Lecture Series, and a new activity was launched with Ukulele Lessons. These special events took place alongside 31 ongoing programs.

### E-Newsletters Subscriptions

1,721 through August 2025. 1,738 current subscribers through September 2025.

**Monthly Foot Traffic** – 5433 – closed Labor Day

**Avg. Daily Foot Traffic** – 259

## Meals

Congregate Meals: 679

Home Delivered Meals: 729

**Total:1,408**

## Volunteer Program Update

September	Position	Notes	Started
K. W.	Meal Driver	Interviewed on 09/03/25	9/11/25
K. S.	Front Desk	Interviewed on 08/29/2025	9/9/2025
D. L.	Photographer	Interviewed on 9-3-2025	9/12/2025
J. G.	Phone Friend	Interviewed on 8/29/25	9/5/2025
L. N.	Tech Tutor	Interviewed on 9/9/2025	9/10/2025
E. H.	Tech Tutor	Interviewed on 9/9/2025	9/15/2025
N. N.	Driver Escort	Interviewed on 9/9/2025	9/20/2025
R. O.	Tech Tutor	Interviewed on 9/15/25	10/2/2025
L.B.	Meal Driver/ Kitchen Assistant	Interviewed on 7/28/25 Email sent on 8/7/25 Response on 9/11/25	To Start in January
T. P.	Tech Tutor	Interviewed on 9/12/2025	9/17/2025

**Onboarding Volunteers:** September was a busy month of onboarding ten new volunteers.

**Volunteer Program Challenge:** Volunteer Program Manager is working with UW-Madison as a Community-Based Learning Supervisor for 3<sup>rd</sup> & 4<sup>th</sup> year students in the Social Work 422 “Social Issues in Aging” class. In addition to welcoming the students, we also gained three new drivers to the program. Part of onboarding Driver Escorts and Home Delivered Meal drivers are connecting them with our partner agency, RSVP. After they have interviewed here, they go through another screening process with RSVP. RSVP then offers our volunteers extra insurance and mileage reimbursement. The challenge this month was to get all the new volunteers in for interviews, finding placements for them and getting them started on the schedule. It is typical for us to have maybe two or three new volunteers in a month, but not ten. Following up with all these volunteers to make sure they understand expectations, give feedback, and check in to confirm that they are comfortable and still want to commit to the plan we set up at their interview is the next step in onboarding.

**Volunteer Replacements in August:** Only 7 (number of volunteers that were unable to fulfill their commitments and required a replacement without notice).

**Volunteer Recruitment:** Have taken down most posts/signs recruiting volunteers, for now so time can be spent on current and the newest volunteers.

## Case Management

New client referrals:14

Case Management clients served: 90

Medicaid clients served: 12

### Client trends and other notables:

- Assisted clients in relocating to hotel for a major apt. renovation.
- Assisted client who ended up in a different state and found to be incompetent and needing guardianship. Coordination with APS, Hospital in NC and family.
- Social work intern started, yearlong commitment. Training and onboarding.
- Working with several high-needs client situations with numerous barriers to transition from independent living and into more appropriate living care.
- Supporting older adults in community in coordination with JFF for housing needs through housing clinic at Boys & Girls Club.
- Ongoing hours at apartment complexes including but not limited to Highline, Limerick, Novation, Mckee Park and Chapel Valley.
- Attending Dane County case management meetings.
- Ongoing assistance and referral for medical equipment.

## Administration

- Re-occurring meetings: Department Head, Deputy Administrator, bi-weekly staff, Commission on Aging Well, Fitchburg Senior Center Friends, Dane County Focal Point Directors, Wisconsin Association of Senior Centers, Talking Fitchburg.
- Advocated at Dane County Budget Hearing to restore cuts made to case management program.
- Met individually with staff to review job descriptions.
- On-boarded UW Social Work intern.
- Met with architect for city hall project to discuss community center space center needs.
- Interviewed on Channel 15 morning show highlighting senior center month.
- Held Commission on Aging Well working meeting.
- Presented at District 4 Listening Session.

# MONTHLY REPORTS OCTOBER 2025

Updates from City Departments and Monthly Activities



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CITY OF FITCHBURG, WISCONSIN



# Administration Monthly Report

For the Month of: October 2025

## Meetings

- Held a 1:1 meeting with each of the 16 department heads
- Attended Development Team meetings
- Attended weekly update meetings with Mayor
- Held DH meetings for Council agenda review and roundtable discussion
- Attended monthly League of Municipalities Administrator Zoom meeting and DCCVA virtual roundtable
- Attended bi-weekly HUB construction and Police Services Facility meetings
- Attended various developer meetings
- Held monthly meetings with Community Resource Team, Buildings & Grounds, and Park, Recreation & Forestry staff
- Attended Finance, Council, Committee of the Whole, and Parks Commission
- Met with Promega, Oregon staff, CARPC, Avante, Phil Sveum, David Gevers
- Attended weekly communication meetings and the two-night Finance budget presentation meetings
- Met with VFW staff to collaborate on Memorial Day programming
- Met with the Fitchburg Chamber to begin planning the 2025 Holiday Lights & Jubilee

## Staff Projects

Worked with staff on various projects and policies including but not limited to city staff restructure, TID closure projects, UW Health Kids Safety Center, water utility borrowing, Ag Park, third floor staffing, HUB ribbon cutting, Syene Road ribbon cutting, Lido Developer Agreement, Dane County dispatching, city hall remodel, communication plan, Mayor Awards, alder vacancy, tuition policy, Southdale Park, 2026 budget, staffing, development and housing, resident concerns, Tower Hill shelter, Fire Department contract arbitration, Country View Mobile Home Park, and AI workgroup.

## Events and Collaboration with Businesses & Residents

- Provided a monthly video update, Park update, and Council meeting recap for residents via FACTv.
- Attended Hispanic Heritage Luncheon, annual Fitchburg business appreciation luncheon, UW Health, UnityPoint Health LifePoint groundbreaking, FitchRona EMS annual meeting, and McGaw Pickleball Courts ribbon cutting.



# Assessing Monthly Department Report

For the Month of: October 2025

## Inspections Completed Over the Past Month

- 66 full inspections completed
- 67 exterior inspections completed

## Projects Completed Over the Past Month

- Resolved major ongoing software issue with a temporary workaround until MarketDrive offers permanent fix.
- Mailed out 268 inspection request letters.
- Held 1:1s with all staff.

## Major Projects in Progress

- Field work and inspections for 2026 assessment roll.
- Processing and listing data changes for 2026 assessment roll.
- Ongoing review of sales and permit records to add inspections of properties to review for 2026 assessment roll.
- Cross training in commercial valuation and parcel splits and combinations.
- Continued work on properties in litigation.

## Projects in the Next Month

- Continued work on properties in litigation.
- Continued discovery and listing work for 2026 assessment roll.
- Continued field inspections and reviews for 2026 assessment roll.
- Review of agricultural use valued properties.
- Begin planning and data collection for annual review of new construction properties.
- Attend Wisconsin Association of Assessing Officers Executive Board meeting.
- Begin revamping of Assessing pages on City's website.

## Staffing & Accomplishments

- Two staff members attended Municipal Assessor's Institute.
- City Assessor appointed as Vice President of the Wisconsin Association of Assessing Officers.



# Building Inspection Monthly Department Report

For the Month of: October 2025

## All Permits Issued

194 Permits

## Commercial Projects

2 New Commercial                      Construction Value    \$133,096,474

6 Alterations/Repairs/Other            Construction Value    \$15,190,780

## Residential Permits

8 New Single Family                      Construction Value    \$3,599,757

1 New Two Family (2 units)              Construction Value    \$800,000

0 Multi-Family (0 Units)                  Construction Value    \$0

New Residential Units=10

Residential Alterations/Additions/Other    Alteration/Add/Repair Value \$3,682,458

## Total Value (All Permits)

\$156,369,469



# Clerk Monthly Department Report

For the Month of: October 2025

## Elections

- Continued to review Voter Registration Applications and Absentee Ballot request applications. There are no elections this fall.
- Began work on updating Adler candidate paperwork for the April 2026 Election.

## Permits

Processed and approved three sound permits, including:

- St. James School Spartan Stampede
- Get Festive with Agora
- Boys & Girls Club Youth of the Year Gala

## Licensing

- Issued 15 pet licenses:  
Unspayed females: 8  
Spayed females: 2  
Unneutered males: 4  
Cats: 1
- Processed and approved one operator license application renewal.
- Processed and approved eight new operator's license applications.
- Processed and approved renewal license for Quicksave Games, LLC.

## Special Projects

- Team member continued work on scanning documents to electronic versions.
- Attended a meeting on discussion of City Hall remodel project.
- Prepared packet materials for candidates for vacant Alder seat position.

## Other

- Processed ten open records requests.
- Attended presentation of 2026 Operational Budget with the Finance Committee

## Staff

- Team members created agendas for two PSHS and two Common Council meetings and monthly COW meetings.
- Clerk attended PSHS and Common Council meetings.
- Attended tour of the new Hub facility
- Team member earned Certification as a Wisconsin Certified Professional Clerk.



# Economic Development Monthly Report

For the Month of: October 2025

## Economic Development

- UPS Store TIF request
- General Beverage TIF request
- Lido Apartments TIF request for extraordinary costs and workforce within market rate housing.
- JT Klein TIF request
- City in Motion Preparation with Vandewalle & Associates

## Business/Developer Outreach

- 41 business and/or developer contacts with several requiring additional outreach or follow-up.

## Community Development

- Fitchburg Business Appreciation Luncheon Business luncheon – provided chamber with invite database, ordered decoration and flowers, met with Promega regarding menu, worked with Scott on video, prepared the presentation, coordinated the door prizes, speaker information, panel information, outreach to elected officials, setup and cleanup.
- Attended the GMCC Annual Dinner
- Prepared and sent out press release for pickleball ribbon cutting.
- Toured the Hub
- Coordinated History Wall Proposal with ZEBRADOG
- Attended Urban Cabaret Dinner

## Housing

- Lido Apartments Project and TIF Development Agreement – Workforce within Market Rate, Shared workforce within market rate program with Cory Frank and Mark Fairchild.
- Attended Housing Plan Steering Committee meeting
- Update from Redevelopment Resources
- Met with Caleb Hein regarding Home buying classes in Fitchburg.
- Attended Homebuyers Roundtable Team
- Country View Mobile Home discussion
- Met with Summit Credit Union regarding downpayment assistance.

- Met with the City of Madison regarding the various assistance programs.
- Met with Forward Community Investments.
- Attended meeting with David Gevers.
- Met with participants regarding the Funders Forum.
- Housing Advisory Committee Meeting-workgroup sessions on land banking.

## Meetings

- UW Health, UnityPoint Health-Meriter, Lifepoint Health Rehabilitation hospital groundbreaking.
- Attended weekly staff meetings.
- Attended Development team, Department Head, and Community Resource Team meetings.
- Met with Jason Scott, WEDC
- Attended the Bike the Burg Challenge Closing event.
- Attended meeting with Progress for Black Women.
- Met with Realtors Association for the Funders Forum.
- Met with Ehlers on TID request.
- Met with VFW to discuss Memorial Day.
- Met with Vandewalle on City in Motion update.
- Met with Misty on Efficiency Navigator funding.
- TID JRB Annual Meeting
- CDBG Commission Meeting

## Professional Development

- Attended the BioForward Health Summit – a two-day event.

## Other

- Talking points for rehabilitation hospital

### 2025 Fitchburg Business Appreciation Luncheon





Patrick Anderson, EMS Chief

101 Lincoln Street  
 Verona, WI 53593  
 608-497-2909 (Business Office)  
 608-845-9455 (Fax)  
 www.fitchronaems.com

# Chief's Report

## November-2025

EMS Calls for Service				
Month	2023	2024	2025	Change from Previous Year
January	432	412	491	19%
February	359	386	472	22%
March	411	384	421	10%
April	376	382	475	24%
May	391	414	411	-1%
June	403	469	458	-2%
July	359	457	483	6%
August	440	464	431	-7%
September	445	431	447	4%
October	414	464	482	4%
November	405	454		
December	423	467		
<b>Total</b>	<b>4,858</b>	<b>5,184</b>	<b>4571</b>	<b>7.9%</b>

Estimate for 2025 5591

Special Reporting	Oct-25	Oct-24
<b>Naloxone Administration</b>	<b>7</b>	<b>3</b>
<b>Car 15/17 Responses</b>	<b>10</b>	<b>4</b>
<b>Out of Resources</b>	<b>2025</b>	<b>2024</b>
All trucks on calls - October	31	19
Mutual Aid Required (to date)	46	45 Total

Runs by Municipality				
Municipality	Oct-25	Oct-24	Year to Date	Percent of Total Runs to Date
City of Fitchburg	286	299	2935	64%
City of Verona	152	105	1261	28%
Town of Verona	20	20	133	3%
City of Madison	8	9	64	1%
Belleville (District)	1	9	42	1%
Mount Horeb (Dist)	7	8	85	2%
Other	8	14	51	1%

Fractile Times for Previous Month		
	Service Median (in minutes)	90th Percentile (in minutes)
Notified to Enroute	1.46	2.61
En Route to Arrived on Scene	4.73	9.24
Notified to Arrived on Scene	6.40	10.89
On scene to Transporting	13.75	22.33
Transporting to Destination	15.95	24.18
At Destination to Unit in Service	11.28	18.15

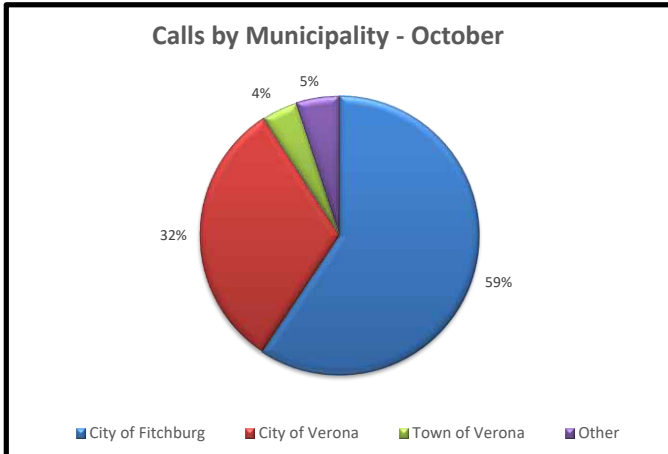
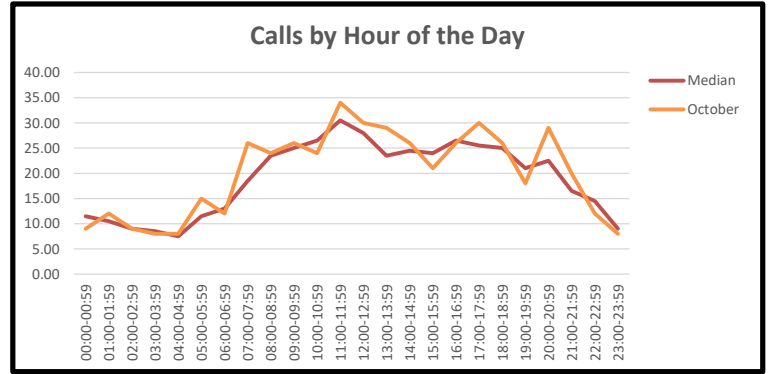
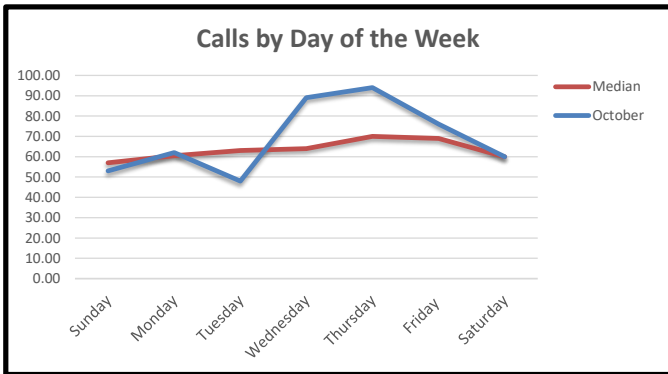
Average calls per day - Previous Year (2024)	14.16
Average calls per day - Year to date	15.04

### Community Events October 16 - November 11th

- Stop the Bleed Course at Verona Library
- Verona High School Cross County Sectional
- EMS Support for Verona Fire House Burn
- Hands Only CPR at the Fitchburg Library
- CPR/Stop the Bleed with Fitchburg Library Staff
- AED/CPR at St. James Church
- Falls Prevention Talks

- Jeff
- Sara, Lane, Mollie O, Kristy, Austin
- Sara, Kristy
- Jeff
- Patrick
- Patrick
- Jeff

### Statistics



Top 70% Dispatch Reasons for Calls for Service - October			
Previous Month	Current Month	Complaint	Percentage
2	1	Falls	20.54 %
1	2	Sick Person	20.33 %
5	6	Chest Pain	6.85 %
6	5	Unconscious/Fainting	6.64 %
3	3	Unknown Problem	6.22 %
	4	Traffic Incident	6.02 %
	5	Hemorrhage	5.19 %
			%
			<b>71.79 %</b>

Calls by Station - October		
Station	Calls	Percentage
Verona	173	36%
FB Sta 2	164	34%
FB Sta 3	145	30%

**Financial Report**

**A/R Aging (as of October 31st, 2025)**

	0-30	31-60	61-90	91-120	121-180	180+	Total
EMS MC	\$925,914	\$383,383	\$144,184	\$175,143	\$121,901	\$185,072	\$1,935,597
Current %	<b>47.8%</b>	<b>19.8%</b>	<b>7.4%</b>	<b>9.0%</b>	<b>6.3%</b>	<b>9.6%</b>	<b>100.0%</b>
Goals	40.0%	20.0%	10.0%	7.0%	8.0%	3.0%	100.0%

**Cash on Hand**

	10/31/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
Checking/Market	\$ 1,282,707.57	\$ 1,435,552.61	\$ 1,147,760.06	\$ (152,845.04)	\$ 134,947.51
Savings	\$ 120,760.51	\$ 122,845.13	\$ 52,652.46	\$ (2,084.62)	\$ 68,108.05
Oak Bank - CD 8518	\$ 200,000.00	\$ 200,000.00	\$ 150,931.43	\$ -	\$ 49,068.57
Oak Bank - CD 0852	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -
Oak Bank - CD 1824	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ -	\$ -
WISC Funds	\$ 899,909.44	\$ 896,849.02	\$ 265,756.17	\$ 3,060.42	\$ 634,153.27
<b>Total Cash</b>	<b>\$ 2,803,377.52</b>	<b>\$ 2,955,246.76</b>	<b>\$ 1,917,100.12</b>	<b>\$ (151,869.24)</b>	<b>\$ 886,277.40</b>

**Assigned Fund Balances - Oak Bank**

	10/31/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
FAP Funds (Restricted)	\$ 74,095.52	\$ 74,646.52	\$ 9,367.13	\$ (551.00)	\$ 64,728.39
2024 EPIC Grant	\$ 6,246.03	\$ 6,246.03	\$ 580.00	\$ -	\$ 5,666.03
Labor Contract Funds	\$ 18,222.50	\$ 20,157.00	\$ 24,000.00	\$ (1,934.50)	\$ (5,777.50)
<b>Total Assigned Funds</b>	<b>\$ 98,564.05</b>	<b>\$ 101,049.55</b>	<b>\$ 33,947.13</b>	<b>\$ (2,485.50)</b>	<b>\$ 64,616.92</b>

**WISC Investments**

	10/31/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
HRA Cash Management (CMS)	\$ 183,279.63	\$ 182,664.76	\$ 657.33	\$ 614.87	\$ 182,622.30
HRA Investment Acct (IS)	\$ 292,230.44	\$ 291,208.63	\$ 265,098.84	\$ 1,021.81	\$ 27,131.60
Unassigned Fund Balance	\$ 424,399.37	\$ 422,975.63	\$ -	\$ 1,423.74	\$ -
<b>Total Assigned Funds</b>	<b>\$ 899,909.44</b>	<b>\$ 896,849.02</b>	<b>\$ 265,756.17</b>	<b>\$ 3,060.42</b>	<b>\$ 634,153.27</b>

**October Donations**

\$700 Donation from a patient

**November Milestones**

Jeff Dostalek - 10-years  
Eric Anderson - 4 Years

**Comparables - Calls for Service**

Service	2018	2019	2020	2021	2022	2023	2024	Percent Change 2023-2024
Fitch-Rona EMS	3245	3443	3505	4184	4267	4858	5184	7.6%
Middleton EMS	1825	1969	1898	2254	2543	2715	2769	6.8%
Sun Prairie Fire/ EMS	2839	3165	3213	3368	3692	4424	4961	14.5%

**Other Updates**

Should have Med 41 stocked with all the durable equipment by the end of the year to have 6-fully stocked trucks

**SHOUT OUTS**



# FACTv Monthly Department Report

For the Month of: October 2025

## Current Productions

- 35 Productions completed in October.
- 26 Meetings completed in October.
- 20 (2 shows per day & New Format Started on 9/15/25) Talking Fitchburg updates in October.
- 26 Productions scheduled for November.
- 23 Meetings scheduled for November.

## Upcoming Productions

- Fitchburg Historical Society Annual Fall Meeting
- Veterans Day Celebration
- City of Fitchburg Funders Program
- Lunch N Learn- 2 Show Tapings in November
- Fitchburg Singers Annual Taping
- TF FPD Stuff the Squad
- Hub Grand Opening/Ribbon Cutting
- RRFB/Crosswalk Safety Video
- TF Council Recap Show
- TF Fitchburg Chamber Update
- TF Department of Ag, Trade, and Consumer Protection
- TF Better Business Bureau

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv Marketing Videos- On Going
- Fitchburg Police Department Video Projects- Spotlight Series & Monthly Building Updates
- Fitchburg Fire Department- Day in the Life of a Firefighter
- Talking Fitchburg- New show format starting on September 15- Two shows- TF Updates and TF Digest.

## Department Projects

- Fitchburg Room AV Update Project- UPDATE- Now on Hold until 2026
- FSC Dining Room AV Project- UPDATE- Sending out for quotes.
- FACTv Wall Unit Project- On Hold until space needs assessment complete.
- FACTv Studio Project- On Hold until space needs assessment complete.

## Department Focus

- FACTv Marketing Plan

CEDA Business Luncheon 2025.



Fitchburg Public Safety Building Construction Update.



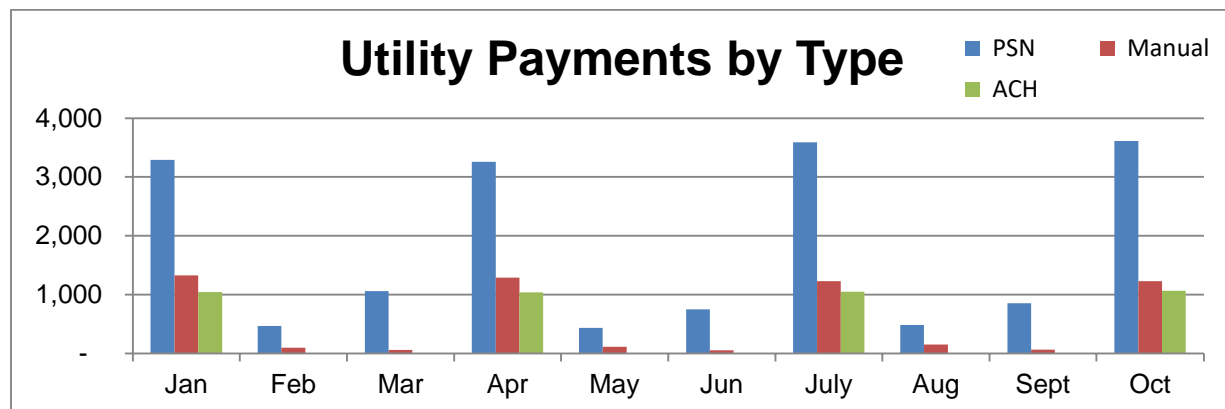


# Finance Monthly Department Report

For the Month of: October 2025

## Routine Finance Cycles

- Debt payments were completed without issue.
- Attended Finance Committee, Council, and Department Head meetings.
- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued submitted to Finance Committee and Council. The August Treasurer's Report was submitted to Finance Committee.
- Participated in various roundtable discussions held by the League of Wisconsin Municipalities to stay current on relevant issues.
- A special Finance Committee meeting was held over two nights for Department Head discussions on the 2026 budget requests and a public hearing was held to hear feedback from the public on the proposals. Council proposed amendments to the budget were discussed, received, compiled, and released to the public. Discussion occurred on the proposed amendments at the October Committee of the Whole (COW) meeting. Adoption of the budget and establishment of the property tax levy is scheduled for November. <http://www.fitchburgwi.gov/1998/Financial-Records-Reports>
- Submitted resolution authorizing the levy limit adjustment available for Fitchrona EMS.
- Certified police, fire, and refuse costs to the State for the annual Payment of Municipal Services (PMS) program.
- Third quarter room tax collection included \$179,057.47 collected from 10 operators.
- Attended tax collection kick-off meeting coordinated by Dane County.
- In anticipation of the upcoming tax roll certification process, 394 utility customer and 79 co-signor letters were mailed about delinquent balances.



## Special Projects

- Participated in various development conversations, including Bowman Plaza, JT Klien Senior Housing, Lido Apartments, a possible amendment to TID #18, Syncopation development, and new affordable housing initiatives. Assisted in the drafting of the Development Agreement for Lido Apartments that included both extraordinary costs and the City's first affordable housing within market rate building offset payments. Engaged Ehlers, the City's financial advisors, for a pro-forma review of a proposed new development in TID #11 named Syncopation. Council action will be required prior to the execution of any TID amendments or Development Agreements.
- Met with various staff to discuss purchasing policies, CIP projects, grant opportunities, and budget amendments.
- Participated in various meetings to discuss payroll questions and employee handbook updates. Participated in discussions about active union negotiations. Two severance payments were made to employees as a part of the police department reorganization.
- Several 2025 budget amendments were drafted and submitted for approval as a strategy to balance the 2026 budget.
- Negotiated a contract and scope of work with UKG for the new payroll/HR software. The contract was approved by Council and signed. Implementation will start near the end of 2025 with a tentative go-live date of October 1, 2026.
- An unclaimed property request was submitted to the Department of Revenue on behalf of the former Town of Fitchburg. The \$85 balance from 1988 was received by the City. Thank you to the resident who located the unclaimed property and shared its existence with us.
- We received the final electric vehicle registration identification numbers from the IRS. Once the IRS tax form is released for the new year, the \$7,500 per vehicle rebate will be requested. A total of eleven vehicles are expected to be eligible for the vehicle rebate over the several years the program has been available to local governments. Two rebates have been received, two rebates have been submitted but not yet received, and seven rebates will be submitted with the next round.
- Over 100 special assessment notices were generated and mailed for the 2024/2025 sidewalk program. Property owners have 60 days to pay in full, without interest. Alternatively, an installment method could be elected and the payments would begin on the 2026 tax roll and subject to a 3.97% interest rate.

## Staff

- Weekly, bi-weekly, monthly, and quarterly team meetings were held.
- Assisted with and attended the annual business luncheon.

**Statistics**

	<b>2023</b>	<b>2024</b>	<b>Current Month</b>	<b>YTD 2025</b>	<b>Projected 2025</b>
Special Assessment Letters	496	538	37	468	525
Payroll Payments					
Checks	141	151	11	114	150
ACH Payments	7,327	7,523	793	6,265	7,400
Cash Receipts (non-tax)					
Utility Billing	30,435	29,046	5,905	27,597	30,000
Library	202	231	20	209	225
General*	41,922	5,379	476	4,011	5,400
OpenGov*	-	845	59	945	1,000
Budget Amendments					
Administrative Approval	68	57	6	34	50
Council Action	49	53	8	43	50
Purchasing Transactions					
Accounts Payable Checks	1,796	1,979	189	1,573	2,000
Purchasing Card Payments	4,169	4,262	375	3,501	4,200
Invoices Generated					
General Customer Invoices	497	475	84	446	500
Quarterly/Annual Utility Bills	30,085	30,744	-	23,018	31,000
Final Utility Bills	630	675	63	643	675

\*with the implementation of OpenGov, most permit payments are imported as a single daily transaction rather than individual payments



**FITCHBURG FIRE DEPARTMENT** >>>

**MONTHLY UPDATE** >>>

OCTOBER 2025



# FITCHBURG FIRE DEPARTMENT

## MONTHLY REPORT

FOR THE MONTH OF OCTOBER

### CALLS FOR SERVICE

EMERGENCY MEDICAL SERVICES ASSIST

**\* 150**

STILL ALARM

**92**

MOTOR VEHICLE ACCIDENTS

**10**

STRUCTURE FIRES

**1**

TOTAL CALLS THIS MONTH

**235**

TOTAL CALLS FOR THE YEAR

**2402**

**2024**

TOTAL CALLS THIS MONTH

**261**

TOTAL CALLS FOR THE YEAR

**2459**

**2025**

AVERAGE RESPONSE TIME FOR THE MONTH:

**5 mins 25 secs**

### STAFFING

CAREER STAFF

**20**

\*Approved staffing = 20

PAID ON CALL FIREFIGHTERS

**17**

\*Approved staffing = 50

INTERN FIREFIGHTERS

**5**

\*Approved staffing = 6

SUPPORT STAFF

**6**

\*Approved staffing = 10

TOTAL MEMBERS **48**

### AT A GLANCE

INSPECTIONS

**305**

PUBLIC EDUCATION EVENTS

**10**

TRAINING HOURS

**542**



## STRUCTURE FIRE OVERVIEW

The Department responded to one structure fire this past month.

Compared to last month:

Structure Fire calls are up one from last month.

*DATE*

*LOCATION*

*FIRE DESCRIPTION*

10/26/25

Mutual Aid (City of Stoughton) - 214 W MAIN ST

Building Fire

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 10 public education events this past month.

- 10/2/2025 - Station Tour - Learn N Play Family Child Care
- 10/5/2025 - Annual Open House
- 10/10/2025 - Fire Extinguisher Training - The Waterford
- 10/10/2025 - Engine Visit at Mariposa Learning Center
- 10/16/2025 - Station Tour - City Hall Members
- 10/20/2025 - Station Tour
- 10/20/2025 - Engine Visit at Stoner Prairie
- 10/22/2025 - Engine Visit at La Petite Academy
- 10/25/2025 - Engine Visit to Dias de los Muertos Celebration Event at Tapatios Resturant
- 10/25/2025 - Engine Visit to Ninebark Neighborhood Block Party

## PERSONNEL NOTES

- Resignation received from FF Emily Schwarzenberger

## RECRUITMENT

- POX Battalion Chief applications received
- POX Firefighter application process opened

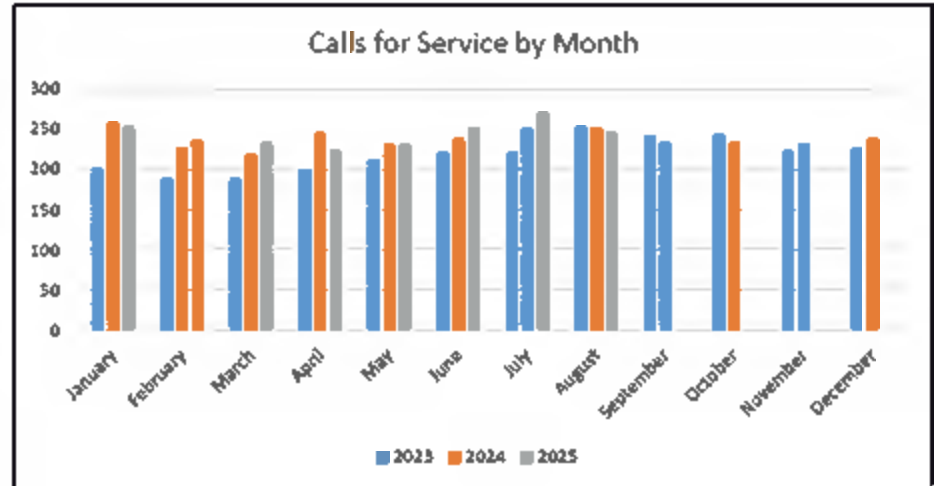
## PROMOTIONS

- FF Clara Davel promoted from intern to career firefighter

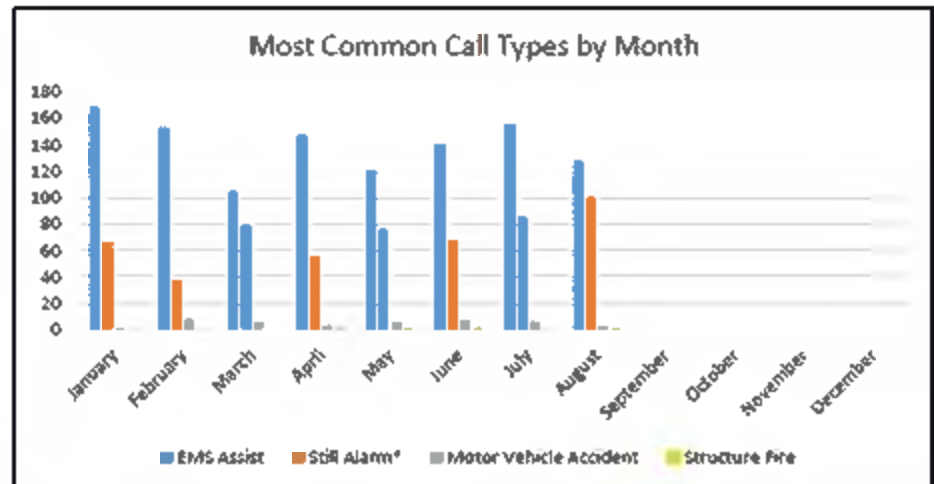


## Fire Department Activity Report As of October 31, 2025

Calls for Service by Month				
Month	2023	2024	2025	Change
January	202	259	255	-2%
February	190	228	237	4%
March	189	220	235	7%
April	200	247	225	-9%
May	213	232	234	1%
June	222	240	254	6%
July	222	253	272	8%
August	254	253	247	-2%
September	242	235	239	2%
October	245	235	261	11%
November	224	233		-100%
December	228	240		-100%
<b>Total</b>	<b>2631</b>	<b>2875</b>	<b>2459</b>	<b>127%</b>

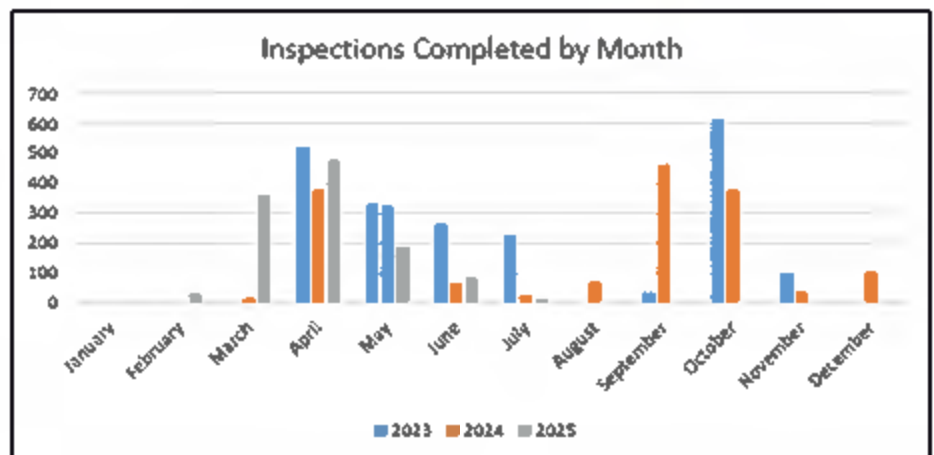


Most Common Call Types by Month				
Month	EMS Assist	Still Alarm*	Motor Vehicle Accident	Structure Fire
January	169	67	2	1
February	153	38	9	1
March	105	80	7	0
April	148	56	4	3
May	121	77	7	2
June	141	68	8	3
July	156	86	7	1
August	128	100	4	2
September	139	73	6	0
October	150	92	10	1
November				
December				



\*Still Alarms include: Alarm Sounding, Car Fires, Odor Investigations

Inspections Completed by Month			
Month	2023	2024	2025
January	0	0	0
February	0	0	31
March	0	15	361
April	522	582	479
May	332	324	189
June	266	66	87
July	227	27	14
August	0	70	69
September	35	462	262
October	615	378	305
November	101	37	
December	0	102	
<b>Total</b>	<b>2098</b>	<b>1863</b>	<b>1797</b>



**FIRE DEPARTMENT STAFFING REPORT**  
As of October 31, 2025

	Authorized Headcount	Number of Members	Light Duty / On Leave	TOTAL	All-Headcount	MF	Black	Hispanic	Asian	Two or More
<b>Career Staff</b>	<b>20</b>			<b>20</b>						
Chiefs	5	5	0	5	0	4/0	0	0	0	0
Lieutenants	5	5	0	5	0	3/0	0	0	0	0
Firefighters	9	9	0	9	0	11/1	0	1	0	0
Admin Services Mng	1	1	0	1	0	0/1	0	1	0	0
<b>Part-Time Staff</b>	<b>66</b>			<b>28</b>						
Chiefs (POX)	2	0	0	0	-2	0/0	0	0	0	0
Lieutenants (POX)	3	0	0	0	-3	0/0	0	0	0	0
Firefighters (POX)	45	17	0	17	-28	16/2	0	1	1	1
Intern Staff	6	5	0	5	-1	5/0	0	0	0	0
Support Staff	10	6	0	6	-4	5/1	0	0	0	0
<b>Total</b>	<b>96</b>	<b>48</b>	<b>0</b>	<b>48</b>	<b>-36</b>	<b>43/5</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>1</b>

**PERSONNEL NOTES**

- Resignation received from FF Emily ~~Carver~~ Carverberger

Demographics		
Female	5	9.3%
Male	43	84.3%
White	43	84.3%
Black	0	0%
Hispanic	3	5.9%
Asian	1	2.0%
Other/Multi-Racial	1	2.0%

**RECRUITMENT**

- POX Battalion Chief process ongoing
- POX Firefighter process ongoing

**PROMOTIONS**

- FF Clara Davel promoted from intern to career firefighter

**FIREFIGHTER OVERTIME**

**YTD-TO-DATE MANDATES**

Month	2024 Total Hours	2025 Total Hours
Jan	234	435
Feb	380	428
Mar	449.5	634.75
Apr	346	536
May	250	643.25
Jun	238.5	548
Jul	442	575
AUG	520	584.5
Sep	632	440
Oct	824	864
Nov	800	
Dec	572	
<b>TOTAL HRS</b>	<b>5278</b>	<b>5798.5</b>

Month	# of Mandates	Total Hours
Jan	0	0
Feb	0	0
Mar	3	30
Apr	1	24
May	2	30
Jun	1	10
Jul	4	58
AUG	8	182
Sep	5	64
Oct	4	84
Nov		
Dec		
<b>TOTAL HOURS:</b>		<b>547</b>
<b>TOTAL MANDATES:</b>		<b>25</b>

**CURRENT MONTH MANDATES**

Date	Firehouse	Position	Hours
10/5/25	Firehouse 3	Aerial Driver	10
10/12/25	Firehouse 2	Officer	14
10/12/25	Firehouse 2	Officer	10
10/26/25	Firehouse 2	Officer	10



# Human Resources Monthly Department Report

For the Month of: October 2025

## Projects & Initiatives

- Open enrollment launched for health, dental, vision and the accident benefit. All changes effective January 1, 2026.
- Continued work with the Police reorganization. Held the promotional process for Detective Sergeant, Shift Lieutenant and Police Sergeant.
- Parks & Forestry Manager recruitment process completed. Started scheduling all the new department head onboarding meetings for Eric Schreiner.
- Amy and Sarah met with Concentra for a site visit. Concentra is the provider we use for pre-employment physical and drug testing for City employees. We learned that Concentra can be an additional place where we can send employees who have workplace injuries during normal business hours. We are currently reviewing our protocol for Police and Fire physicals.
- The Artificial Intelligence (AI) workgroup met to discuss some last-minute questions to address with legal on the AI draft policy. This policy will help give guidance and best practices to City employees who use AI.
- Amy attended the 2025 Society of Human Resources Management (SHRM) Conference in Wisconsin Dells.

## Permanent Hires and Promotions

- Eric Schreiner – Parks & Forestry Manager
- Ariana Ridgely transferred to Detective Sergeant
- Logan Brown promoted to Patrol Lieutenant
- Clara Davel promoted to Career Firefighter
- Jada Flannery – Code Enforcement Inspector I

## Current Permanent Recruitments

- Public Works Maintenance Worker (Streets) – Offer extended
- Patrol Sergeant – Offer to be approved at the November PFC meeting.
- Police Officer – One in the background check process; more interviews early December.
- Utility Billing Assistant – Accepting applications \*
- Senior Center Case Manager – Accepting applications\*
- Public Works Utility Maintenance worker – Accepting applications\*

\*These positions are NEW in the 2026 budget.

## Turnover of Permanent Employees

- IT Specialist - Resignation

## Workers' Compensation Claims

- Assessing (1)

We had a wonderful time celebrating Lonnie Tracy's retirement from the City. Lonnie was a Streets Maintenance Worker with us for over 16 years. Congratulations!





# Information Technology Monthly Department Report

For the Month of: October 2025

## Projects

The IT team is working on:

- Computer replacements continue
- Virtual Infrastructure updates
- Windows updates
- New user setups
- Firewall configurations for new commission member
- Surveillance camera installs at the HUB

## Other Items

- OpenGov Reporting
- Physical workstations setups for PD Re-Org
- iPad setups for Work Order system (PW)
- Removal/Cleanup of Winscribe from all Patrol/MDM phones
- Setup and configuration for new cell phones (PD)
- Work on ArcGIS Enterprise Build
- UPS replacement Public Works maintenance facility
- Copier deployment City Hall Clerks and Fire 1
- One on Ones with staff

## GIS Initiatives

- Parks staff presentation/training on Workorder system
- Run pavement assessment notebook for PW
- Sanitary laterals feature class updates with address of lateral
- Future Landuse updates meeting
- Add Fall 2025 trees to the inventory for Forestry
- Publish city-owned parcels with "Manager" field
- Work Order system, setup, configuration, and training (PW)

ServiceDesk

227 Helpdesk tickets were received.



## Legal Monthly Department Report

For the Month of: October 2025

### Development/Land Use Update

- Lido Development

### Other

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials for municipal and Circuit Court cases
- Weekly Municipal Attorney Conferences
- Country View Mobile Home ongoing issues
- Presented Legal budget at Finance Committee meeting
- Alder Vacancy
- Development and Housing Updates Meeting
- Attended Fitchburg Business Appreciation luncheon



# Library Monthly Department Report

For the Month of: October 2025

## Monthly Visits

Monthly Visits – 12,805

## Checkouts/Renewals/Holds

Checkouts & Renewals – 24,387

Holds Filled – 6,732

## Programming for Adults

Adult Programs – 12

Adult Program Attendees – 93

## Programming for Kids

Youth Programs – 33

Youth Program Attendees – 891

Youth Self Directed Programs - 3

Youth Self Directed Attendees – 470

Teen Programs – 3

Teen Program Attendees – 15

Teen Self Directed Programs - 1

Teen Self Directed Attendees - 20

## Outreach

Programs – 3

Program Attendees – 230

## Meeting Room Reservations

Meeting Room Reservations – 83

## Overdrive Checkouts

Overdrive eBook Checkouts – 2,389

Overdrive Audio Checkouts – 3,149

Kids hard at work decorating their Haunted Gingerbread Houses.



UW-Madison Professor of Medicine Dr. Steve Barczi speaking to patrons on the basic principles of sleep, health consequences of impaired sleep and basic strategies for optimizing sleep.



Skelly and Wishbone are celebrating Halloween with their spooky fun costumes!





# Parks, Rec. & Forestry Monthly Department Report

For the Month of: October 2025

## Parks

Park/Forestry operations included in Public Works report.

## Forestry

### Urban Forestry

- Facilitated fall tree planting in City of Fitchburg Parks and Maple Lawn Heights.
- Watched a Parks Commission and Common Council meeting.
- Finished and submitted the 2026 Million Trees Grant application.
- Continued to work on the Urban Forestry Strategic Management Plan
- Attended the Wisconsin Arborist Association Fall Seminar
- Facilitated the UW Extension / WI DNR Urban Forestry Workshop on invasive species in McGaw Park.
- Participated in the American Forest “Urban Forestry is a Public Service” urban tree equity webinar.
- Continued to work on the transition to the Field Maps work order system.
- Submitted a Partnership award nomination to the Urban Forestry Council Awards committee.
- Participated in WI DNR air spade root excavation demonstration.
- Facilitated a tree donation from Dane County for Chicory Meadows Park.
- Facilitated tree preservation during the construction of the Chicory Meadows tennis courts and the police facility.
- Consulted with the City of Madison regarding changes to their tree preservation ordinances.
- Inspected ash trees treated in 2023 and 2024. Marked many for removal as they are infested with EAB.
- Started working on spring 2026 tree planting.
- Updated the tree inventory with the trees planted this spring. Updated existing data points as appropriate.
- Responded to residents’ requests for service. Particularly dead / declining ash trees.

### Naturalist

- Finished seed collection

### Volunteer Coordination

- Facilitated the planting of four trees in Chicory Meadows Park.

## Recreation

- Monthly meeting with Activenet account manager.
- NFL Flag Football end of season tournaments on Saturday, October 18. Host

communities were DeForest & Verona. Fitchburg Recreation staff worked at the tournament in Verona.

- Met with Ann who will be filling in as a Yoga instructor in Evelyn's absence.
- Promoted Fall programs via Facebook and emails (Activenet).
- Registration opened for all youth basketball programs.
- Recruitment for Youth Basketball Gym Attendant position.
- Various Fall programs underway include youth dance, soccer, martial arts, coding, Zumba, robotics, video game design, youth basketball camp, and adult volleyball.
- Met with Alan Hopfensperger to discuss Youth Volleyball League (5th -8th Grade). Leagues are now open for registration.
- Scheduled Winter programs with Youth Enrichment League.
- Coordinated details of Fly-Tying classes with Southern Wisconsin Chapter of Trout Unlimited. Classes will begin in January.
- Added custom question to online park shelter reservation requests regarding amplified sound.
- Managed pending reservations for athletic facility and park shelter reservation requests. The park shelter rental season ends October 31.
- Hosted Monster Clay Makers Programs on no-school days for MMSD (Oct 16) and VASD (Oct 23)
- Created weekly park shelter rentals/ball diamond preparation reports.
- Payments for various program instructors.
- Community Center rental inquiries and reservations.
- October Rec program revenue to date (10/24) = \$7,248.00
- October CC rental revenue to date (10/24) = \$975.00
- October Shelter/athletic facility rental revenue to date (10/24) = \$1,775.00

## Projects-Park Commission

- Stoner Prairie – Restrooms and other amenities are still being considered for the site but the timing
- is unknown due to construction costs. Aluminum picnic tables for the covered shelter were recently ordered.
- Tower Hill – Work is completed, with punch list items remaining.
- McKee open air shelter at the inclusive playground – Staff is working on designs to fit with the existing theme of the splashpad. We anticipate a spring 2026 construction depending on weather conditions.
- Kid's Crossing Design – Project has started. Parkitecture is working on getting a survey of the site and has started creating design concepts.
- McGaw Pickleball – Lighting has been approved, the goal is to have lights installed by the end of 2025.
- Chicory Meadows Courts – Under construction with project completion planned for June of 2026.
- Kyle Stiegert Greenway –Staff working with the applicants on an agreement and final plans.

- Hub – Under construction and substantial completion is planned in November. A ribbon cutting and open house is planned for November 24th from 3:00 PM to 6:00 PM.
- Southdale playground – New playground has been installed and is open.
- Southdale design – Project has started. EOR is working on getting a survey of the park.
- Swan Creek Courts – Project is currently in design with an anticipated winter bidding.



# Planning & Zoning Monthly Department Report

For the Month of: October 2025

## Plan Commission Applications Processed

- A. [Public Hearing and Consideration of Ordinance 2025-O-24 & Plan Commission Resolution PCR-04-25](#) Adopting and Recommending the Fall 2025 Amendment to the Comprehensive Plan, Amending Map 4.3 Future Land Use Plan Map and Text on Page 4-17 to Incorporate a New Medium-High Density Residential (MHDR) Land Use Category and Amend the Text of Page 4-17 of That Plan for the High Density Residential (HDR) Future Land Use Category Approved PCR-04-25 with amendment to 9-15 housing units per acre. **Recommended approval of Ord. 2025-O-24, with amendment to 9-15 housing units per acre. Plan Commission regards 16-20 housing units per acre as facilitating multifamily and not the type of housing that is more desirable: small-lot single-family and townhouse housing.**
- B. [Public Hearing and Consideration of Ordinance 2025-O-25 & Plan Commission Resolution PCR-05-25](#) Adopting and Recommending the Fall 2025 Amendment to the Comprehensive Plan, Amending Map 4.3 Future Land Use Plan Map for Property Located off Fitchrona Road in Section 6, City of Fitchburg in Dane County, Wisconsin (Outlot 3 of Jamestown Quarry) from MDR (Medium Density Residential) to HDR (High Density Residential) **Approved**
- C. [Public Hearing and Consideration of Comprehensive Development Plan CDP-2610-25](#) Request by Danny Afable, Agent for JT Klein, to Amend the Orchard Pointe Comprehensive Development Plan to Allow for a Multifamily Residential Development on Property Associated with Orchard Pointe Lot 11 **Approved**
- D. [Public Hearing and Consideration of Rezone RZ-2609-25](#) Request by Danny Afable, Agent for JT Klein, to Rezone Property from B-G (General Business) to PDD-GIP (Planned Development District - General Implementation Plan) to Allow for a Proposed Multifamily Residential Development on Property Associated with Orchard Pointe Lot 11 **Approved**
- E. [Public Hearing and Consideration of Comprehensive Development Plan CDP-2616-25](#) Request by Chris Dawson, Agent for Fitchburg Partners LLC, to Amend the Jamestown Quarry Comprehensive Development Plan to Allow for a Commercial and Residential Development on Property Located off Fitchrona Road **Approved with amendment to remove condition #6.**
- F. [Public Hearing and Consideration of Rezone RZ-2617-25](#) Request by Chris Dawson, Agent for Fitchburg Partners, LLC, to Amend the PDD-SIP (Planned Development District - Specific Implementation Plan) for Property Located off Fitchrona Road **Approved**

- G. [Certified Survey Map CS-2615-25](#) Request by Jim Klassy to Approve a Certified Survey Map to Create 2 Lots Out of 1 Existing Lot Associated with 2160 Fitchburg Road [Approved](#)
- H. [Public Hearing and Consideration of Rezone RZ-2614-25](#) Request by Jim Klassy to Rezone Property from A-X (Exclusive Agriculture) to R-R (Rural Residential) on Property Associated with 2160 Fitchburg Road [Approved](#)
- I. [Public Hearing and Consideration of Conditional Use CU-2613-25](#) Request by Jim Klassy to Grant a Conditional Use Permit for a Farm Consolidation at 2160 Fitchburg Rd [Approved](#)
- J. [ECSWM Permit - Outlot 4, CSM 15033](#) Erosion Control Stormwater Management Permit Request by Bruce Hollar, Agent for Thermo Fisher Scientific, to Allow Land Disturbing Activity on a 17.96 Acre Parcel Along Spoke Dr (Outlot 4 CSM 15033) [Approved](#)
- K. [ADR - 701 Rolfsmeyer Drive Storage Building](#) Request by Andrew Schoenherr, Agent for TriNorth, to Obtain Architectural Design Review Approval for a Storage Building on Property Associated with 701 Rolfsmeyer Drive [Approved](#)
- L. [ADR - Thermo Fisher Loading Dock](#) Request by Colin Meisel, Agent for Thermo Fisher Scientific, to Obtain Architectural Design Review Approval to Allow for a Proposed Loading Dock on Property Associated with 5225 Verona Road [Approved](#)
- M. [Early Issuance of Permits - Lido Apartments](#) Request by Sarah V. Church Agent for Avante Properties to Obtain Early Issuance of Permits for the Lido Apartments located at 5091 Lacy Road [Approved](#)
- N. [Preliminary Plat PP-2618-25](#) Request by Michelle Burse, Agent for No Oaks Ranch, LLC, to Approve a Preliminary Plat to Create 168 Parcels, Including 141 Buildable Lots, on Property North of Lacy Road and West of Highway 14 - to be [Postponed to the November 18<sup>th</sup> Plan Commission meeting.](#)
- O. [Resolution R-187-25](#) Farmland Preservation Plan Map Amendments [Approved](#)
- P. [Resolution R-190-25](#) Approving Agreement for Subdivision Improvements in the Gusto! Development CSM [Approved](#)
- Q. [Resolution R-192-25](#) Accepting a Public Traffic Signal Easement on Outlot 3 in Jamestown Quarry [Approved](#)

### Applications Processed

Type	2023 Totals	2024 Totals	January	February	March	April	May	June	July	August	September	October	November	December
Architectural Design Review	12	15	3	3	3	5	2	-	4	3	1	2		
Rezone / Conditional Use Permit	21	31	1	3	3	3	2	3	4	4	1	4		
Certified Survey Map	18	7	2	2	-	1	1	2		3	1	1		
Comprehensive Development Plan Preliminary Plat	4	6	-	-	-	-	-	-	-	-	-	2		
Final Plat	5	7	-	-	1	1	-	-	-	-	1	-		
Other	41	41	2	-	3	1	3	2	2	6	7	7		
Variance	0	1	-	-	-	-	-	-	-	-	-	-		
Telecommunications Facilities Permit	0	0	-	-	-	-	-	-	-	-	-	-		
SmartCode Article 3	1	1	-	-	-	1	-	-	-	-	1	-		
SmartCode Article 5	36	64	3	12	3	10	4	1	4	1	2	9		
Architectural Design Review Admin.	17	11	-	-	-	4	-	-	1	-	1	1		
Sign Permits	52	44	5	5	1	3	3	3	6	1	5	1		
Zoning Permits	195	220	5	15	10	18	16	18	9	5	13	23		
Early Start Permits	55	81	3	10	3	7	6	0	2	3	7	10		
Zoning Letters	14	17	2	1	-	1	1	3	-	-	1	1		
<b>Totals</b>	<b>471</b>	<b>546</b>	<b>26</b>	<b>51</b>	<b>27</b>	<b>55</b>	<b>38</b>	<b>32</b>	<b>32</b>	<b>26</b>	<b>41</b>	<b>61</b>		

### Comprehensive Plan & Zoning Code Update

- Staff are meeting with department heads to identify how the pace and location of long-term urban growth impact their work.
- Staff are preparing the request for proposal for the comprehensive plan and zoning code update.
- Staff are reviewing the history of the expansion of the urban service area and urban development.

## Healthy Neighborhoods Programs

- The Healthy Neighborhoods Advisory Committee met in October to review 1) the mid-year check-in with 2025 Healthy Neighborhood Grantee; 2) data collection and analysis for the strategic plan; 3) requirements for the 2026 Healthy Neighborhood Grant Program; and 4) Urban Forestry Council Award.
- Staff continued to write the Healthy Neighborhoods Strategic Plan.
- Staff are assisting with the Hub ribbon cutting and open house.

## Sustainability

- The Bicycle & Pedestrian Plan is complete except for minor edits. Staff are working through the timeline for adoption.
- Staff continue to develop the next steps for implementation of the Sustainability Plan by documenting the indicators of success for each of the 46 strategies.
- City of Fitchburg joined the Wisconsin Local Government Climate Coalition. Staff attended the coalition's Members' Summit in Baraboo to discuss new initiatives.
- With the updated solar zoning code now in place, staff are working with SolSmart to support the city's efforts.
- Staff attended the Capital Area Regional Planning Coalition's Fall Forum.

## Agricultural & Rural Affairs

- The Agricultural & Rural Affairs Committee met to review and approve a farm consolidation (Rezone, conditional use permit and certified survey map) at 2160 Fitchburg Road on property owned by Daryl Hageman.
- Staff prepared and the Committee approved amendment to the City's Farmland Preservation Map. The amendments recognize the adoption of the two neighborhood plans – Greenfield and South Stoner – and conform to the state requirements for the farmland preservation program.

## Other

- Staff processed two Minor Comprehensive Plan amendments: Medium-High Future Land Use and Jamestown Quarry High Density Residential
- The October Development Team Meetings:
  - a. Agrace Renovations
  - b. Jamestown Quarry
  - c. Osborn Farm Concept



**MONTHLY UPDATE**  
**October 2025**

# MONTHLY UPDATE | OCTOBER



## CALL FOR SERVICE OVERVIEW

The Department handled 1,018 citizen-generated calls for service.

Officers initiated 981 calls.

### Compared to last month:

Citizen-generated calls decreased by 38. Officer-initiated calls decreased by 176.

### Compared to last October:

Citizen-generated calls decreased by 71. Officer-initiated calls decreased by 468.

## CRIME

### PROPERTY CRIME

- Nine burglaries were reported this month.
  - Five of which were attempted burglaries.
- Two vehicles were reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There were no reports of a shooting or shots fired this month.
- Three firearms were seized as evidence this month.
- There were no robberies reported.

### DOMESTIC VIOLENCE

- Officers investigated eight domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**2<sup>nd</sup> Degree Reckless Endangering Safety, Battery, Disorderly Conduct | 10/9** | Fitchburg officers were dispatched to a residence in the 2600 block of Pheasant Ridge Trail after a caller reported being attacked by a neighbor with a knife. Officers learned that the incident began when the involved parties' children were engaged in a physical altercation at a nearby park. One of the adults intervened to separate the juveniles, prompting the parent of the other child to confront them. The confrontation between the two adults escalated into a physical fight, during which a knife was produced and swung at the victim. A 37-year-old Fitchburg woman was arrested and booked into the Dane County Jail on charges of Second Degree Recklessly Endangering Safety, Battery, and Disorderly Conduct.

**False Imprisonment | 10/11** | Officers received a walk-in complaint regarding a disturbance that occurred at a residence in the 5100 block of Central Park Place. The reporting party stated that her boyfriend restrained her from leaving the residence. She told officers that the boyfriend arrived at her home and blocked a door, preventing her from exiting. During the incident, the

## MONTHLY UPDATE | OCTOBER



victim contacted another individual via FaceTime, and the boyfriend left after hearing that person say they were coming over. The suspect, a 19-year-old Madison man, was later arrested and booked into the Dane County Jail on a charge of False Imprisonment.

**Strangulation & Suffocation, Bail Jumping, Theft, Disorderly Conduct | 10/20 |** Fitchburg officers were dispatched to a residence in the 5100 block of Anton Drive for a reported disturbance between a boyfriend and girlfriend. The girlfriend told officers that during an argument, her boyfriend took her phone and strangled her with his hand and a pillow. He then left the residence, taking her cell phone with him. A 24-year-old Madison man was later arrested and booked into the Dane County Jail on charges of Strangulation and Suffocation, Felony Bail Jumping, Theft, and Disorderly Conduct.

**4th Degree Sexual Assault, Felony Bail Jumping, Child Neglect | 10/23 |** Fitchburg officers were dispatched to the area of Beltline Self Storage for a report of a female who stated she had been sexually assaulted by a known individual while at a nearby bar. During the investigation, officers learned that two children, ages 5 and 1, had been left unattended in a vehicle while the female and the other individual consumed intoxicants at the bar. As a result of the investigation, a 56-year-old Madison man was arrested and booked into the Dane County Jail on charges of Fourth-Degree Sexual Assault and Felony Bail Jumping. The 27-year-old female, who is the mother of the children, was also arrested and booked into the Dane County Jail on charges of Child Neglect and an active arrest warrant.

# MONTHLY UPDATE | OCTOBER



Case Number	Date	Location	Alder District	Incident Description
FP25-21453	10/3/2025	S Seminole Hwy/Sub-Zero Pkwy	4	OWI
FP25-21486	10/4/2025	2200 Branson Rd	4	OWI, Possession of Cocaine
FP25-21499	10/4/2025	E Cheryl Pkwy/Lacy Rd	3	OWI (3rd), Hit & Run
FP25-21526	10/4/2025	3300 Leopold Way	2	Burglary
FP25-21572	10/5/2025	3300 Leopold Way	2	Battery, Bail Jumping, Disorderly Conduct
FP25-21707	10/7/2025	2700 Norwich St	4	Burglary
FP25-21750	10/8/2025	4500 Jenewein Rd	1	Felon in Possession of Firearm
FP25-21856	10/9/2025	2600 Pheasant Ridge Trl	3	2nd Deg. Reckless Endangering Safety, Battery, Disorderly Conduct
FP25-21936	10/10/2025	2500 Rimrock Rd	3	Theft of Auto
FP25-21960	10/11/2025	2900 Cahill Main	2	OWI
FP25-21964	10/11/2025	800 USH 151	1	OWI
FP25-21999	10/11/2025	5100 Central Park Place	3	False Imprisonment
FP25-22000	10/7/2025	2400 High Ridge Trl	2	1st Deg. Child Sexual Assault
FP25-22016	10/11/2025	2900 Cahill Main	2	OWI
FP25-22025	10/12/2025	2100 High Ridge Trl	2	OWI
FP25-22240	10/15/2025	6100 Nesbitt Rd	4	Battery
FP25-22263	10/15/2025	300 W Beltline Hwy Frontage Rd	3	OWI
FP25-22521	10/19/2025	4600 Thurston Ln	1	Theft from Auto
FP25-22572	10/20/2025	5100 Anton Dr	1	Strangulation & Suffocation, Felony Bail Jumping, Theft, Disorderly Conduct
FP25-22709	10/23/2025	400 W Beltline Hwy Frontage Rd	3	4th Deg. Sexual Assault, Felony Bail Jumping, Child Neglect

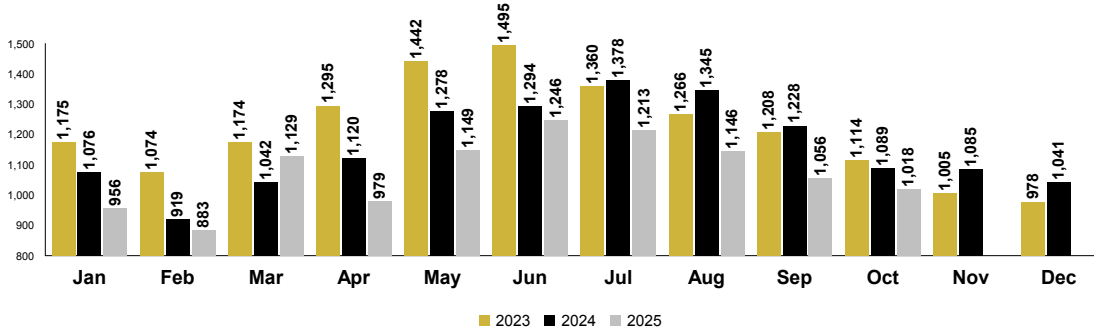
Incident descriptions reflect preliminary classifications that may change over the course of the investigation.

# Fitchburg Police Department

MONTHLY ACTIVITY October of 2025

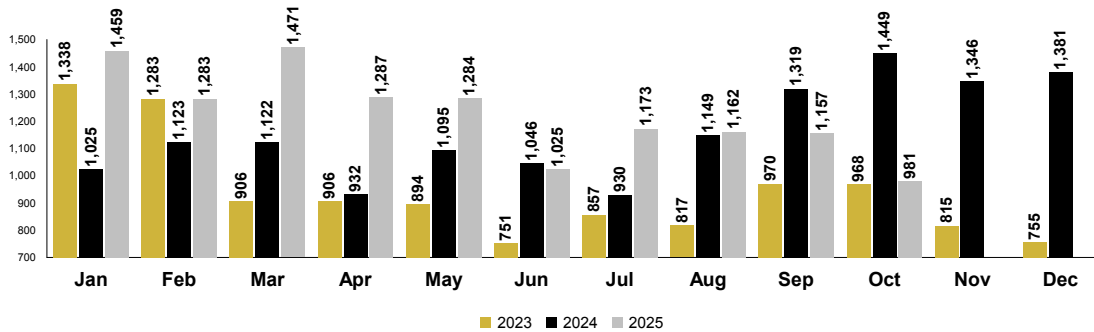


## CITIZEN GENERATED CALLS FOR SERVICE



2024 YTD	2025 YTD	YTD % +/-
11,769	10,775	-8.4%

## OFFICER INITIATED CALLS FOR SERVICE



2024 YTD	2025 YTD	YTD % +/-
11,190	12,282	9.8%

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Abduction/FI	2	0	0	4	1	2	1	1	1	1	0	0	0	0	1	2	1	1	0	0	0	0	1	13	6	-53.8%	
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	100.0%	
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
Robbery	0	1	0	0	0	0	2	0	0	1	1	2	2	0	0	2	0	1	1	0	0	0	0	4	6	50.0%	
Sexual Assault	3	0	1	0	1	1	4	0	1	0	2	3	2	2	4	4	0	1	0	1	0	2	11	16	45.5%		
Aggravated Assault	3	5	2	3	5	5	7	3	4	4	5	9	1	2	0	3	4	2	1	3	1	3	41	20	-51.2%		
Burglary	5	3	4	3	4	0	4	4	2	2	5	5	5	1	0	1	1	4	1	1	3	9	31	26	-16.1%		
Theft of Auto	3	4	5	2	2	2	1	2	4	2	8	2	3	0	5	4	3	2	5	2	3	2	27	29	7.4%		
Theft from Auto	4	3	2	9	12	7	9	14	19	0	3	4	1	1	1	2	3	2	3	3	2	1	79	19	-75.9%		
<b>Notable incidents excludes unfounded incidents. It also aggregates to the highest offense within a single incident.</b>																									206	123	-40.3%

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Theft of Auto	3	4	5	2	2	2	2	4	2	8	2	4	0	5	4	3	2	5	2	3	2	28	30	7.1%			
Shots Fired	0	0	0	3	0	1	0	2	2	1	2	0	1	1	0	0	1	1	0	0	0	0	9	4	-55.6%		
Domestic	19	10	7	22	11	20	20	13	25	10	18	11	7	5	10	11	10	15	14	14	15	8	157	109	-30.6%		

These three categories include a count of all incidents were the related offense occurred whether or not it was the highest offense.

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Traffic Crash	70	41	54	38	54	37	39	51	45	59	52	52	45	55	42	44	51	54	51	38	40	44	488	464	-4.9%		

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Officer Initiated																									1,358	1,590	17.1%
Traffic Monitoring	49	105	130	139	151	150	72	118	231	213	133	154	223	140	218	142	163	153	149	137	154	111	4,196	4,881	16.3%		
Traffic Stop	283	504	501	303	405	373	374	427	426	600	503	547	590	505	671	613	583	355	439	430	350	345					



# Public Works Monthly Department Report

For the Month of: October 2025

## Transportation/Transit

- Finished bi-annual Pavement Surface Evaluation and Rating (PASER) ratings on 145 miles of roadway.
- Syene Road Reconstruction
  - Phase 2
    - Punchlist items completed.
  - Phase 3
    - Binder and surface paving completed.
    - Pavement markings completed.
    - Traffic signals and streetlights installed and tested.
    - Guardrail installed.
- Fitchrona Road Reconstruction: Sent offer letters to all residents for property acquisition. Held five meetings with residents. Reviewed plans and added sanitary sewer design to plan sheets. Held utility coordination meeting.
- Bus Rapid Transit: Attended bi-weekly design meetings. Worked through changes to side-running stations on Fish Hatchery Road. Discussed property needs for southern charger with real estate and legal teams.
- Held meeting with MG&E regarding upcoming City and MG&E project coordination.
- Attended Greater Madison Metropolitan Planning Organization (MPO) Technical Committee Meeting.
- Attended Capital Area Regional Planning Commission (CARPC) – MPO Fall Forum.
- Met with Nine Springs group regarding the Traffic Impact Analysis (TIA) requirements for the No Oaks Ranch development.
- Attended Perry Street Overpass Public Involvement Meeting.
- Coordinated with Community Development Specialist on traffic data for Housing Study.
- Attended UW Life Point groundbreaking and City of Fitchburg Business Appreciation Lunch.

## Stormwater

- Opened bids for the 2025 Stormwater Utility Facility Maintenance project on October 16, 2025. Three bids were received. Project includes work on the Quarry Hill pond and Techlands infiltration basin. Anticipate completing work this winter.
- Released 2026-2028 vegetation management Request for Proposals (RFP). Proposals will be reviewed on November 21, 2025.

- Continued work on storm sewer televising RFP.
- Began putting together plans for the Schumann Storm Sewer Upsizing project. Staff collected additional survey in project area.
- Completed final stormwater modeling for the Fitchrona Road/Goose Lake stormwater improvements project. Pulled water level monitoring devices for the winter.
- Attended quarterly Yahara Watershed Improvement Network (WINS) meeting.
- Investigated failure of a concrete headwall at McKee Farms Park. Negotiated proposal with consultant for design services to replace the headwall.
- Completed flow calculations for the 2026 culvert replacements.

## Utilities

- Well No. 12: Amendment No. 1 for redesigning the pump house was approved. Strand Associates, Inc. worked on new renderings.
- Tower D: Maquire Iron Inc. completed footings and foundations and began welding the steel.
- Tower E AT&T: Reviewed AT&T's updated plans and studies.
- Syene Interceptor (Phase II): Vierbicher Associates, Inc. updated the plans and specifications. The City drafted the front-end documents for the specifications.
- Tower Hill Water Main Replacements: Began survey work for the design of water main replacements on Barbara Drive, Lyman Lane, Florann Drive, and Tower Hill Drive.
- Nine Springs Valley Interceptor (NSVI): Madison Metropolitan Sewerage District (MMSD) continued design work and coordination with communities.
- Water System Plan: Strand Associates, Inc. submitted draft documents for review. The plan needs to be completed before the end of the year.
- Water Service Line Identification: Continued inventory work. Inventory needs to be submitted to the Wisconsin Department of Natural Resources (DNR) later this year.
- Sanitary Sewer Cleaning: The City cleans 1/3 of the sanitary sewer system each year. This work is 100% complete.
- Sanitary Sewer Root Cutting: The Utility began root cutting.
- Valve Turning: The City turns 1/5 of the system valves each year. This work is completed.
- Large Meter Replacements: As of October 1, 2025, the Utility has 1 meter left to install.
- Meter Testing: The Utility began 1.5" and 2" meter testing. 1.5" and 2" meters are required to be tested every four years.
- Meter Radio Installations: Continued installations in new construction.
- Completed watermain flushing on October 22, 2025.
- Watermain System Repairs:
  - Repaired an 8-inch water main break at 5879 Woods Edge Way on October 2, 2025.

## Parks

- Chicory Meadows Tennis Courts: Construction continued, courts paved, restoration started. Fencing and court surfacing on hold until spring.
- Fitchburg HUB: Court pavement marking will be completed next Spring due to manufacturer requirements. A punchlist walk-through for the building was completed on October 16, 2025. Sullivan substantially completed the building on October 23, 2025, and the site improvements on October 30, 2025.
- McGaw Pickleball Courts: Court lighting addition was approved. On hold until poles and fixtures arrive.
- Swan Creek Tennis Courts: Coordinating soil borings.
- Tower Hill Shelter: Completed punch list items. Opened shelter on October 22, 2025.
- Stoner Prairie Park Shelter: Wood ceiling was sealed in October.
- Removed old playground and excavated for new playground equipment at Southdale Park.
- Installed new playground mulch in King James Way Park, Terravessa, Seminole Glen, Briarwood, and Stoner Prairie east playgrounds.
- Repaired waterline leak for Wildwood South drinking fountain.
- Installed new pickleball nets at McGaw Park pickleball courts.
- Removed multiple trees and ground stumps at Fire Station.
- Cleaned up fallen tree at Chicory Meadows Park.
- Shut down and blew out drinking fountains and community garden water lines.
- Shut down and blew out splash pad.
- Assisted with interviews for full-time Streets Maintenance Worker position.
- Installed new donated park bench in Rosecommons Park.
- Prepped Quarry Ridge for dirt from police station to be hauled in.
- Forestry mowed and treated black locust sprouts in Swan Creek, Quarry Hill, and Nobel Drive.
- Contracted out the sealing of the new Stoner Prairie Park outdoor shelter ceiling.

## Building & Grounds

- Police Station: Finalized Audio-Visual (AV) contract documents and released for bid. Released material testing RFP and received four proposals. Construction began on October 13, 2025. J.P. Cullen installed site fencing and erosion control, stripped topsoil, graded the site, worked on staging and began excavations. The completion date for this project is April 15, 2027.
- Police Evidence Roof: Worked on the design for roof replacement.
- City Hall Renovations: Architect continued work on building and space needs.
- Continued working on Fire Station No. 2 heat pump.
- Shampooed all Library carpets.
- Cell dialer for fire panel installed at HUB.
- Completed installing new signs and posts around City Hall parking areas.

- Repaired door trim and jam for City Hall meeting room.
- Maintenance on floor machines at Library.
- Cut down brush around air conditioning condenser at Police evidence building.
- Power washed concrete wall at Senior Center.

## Refuse & Recycling

- Held Food Scrap Stop launch event at the Swan Creek Park shelter. Approximately 40-50 people attended the event. As of November 6, 2025, there were 115 people registered for the Swan Creek Park site.
- Finalized 2026 Solid Waste Calendar.
- Finalized solid waste tax list for 2026.

## Streets

- Streets crew attended a monthly Cities and Villages Mutual Insurance Company (CVMIC) safety training for slips, trips, and falls as well as fire extinguisher training.
- Finished mowing ditch lines in the rural areas.
- Excavated to inspect a sink hole on East Cheryl Pkwy. A void was found and filled prior to blacktopping.
- Assisted engineering with the bi-annual PASER ratings.
- Patched potholes citywide when time allowed.
- Added more gravel to the shoulders along McCoy Road, Syene Road and Whalen Road.
- Installed a blacktop flume in the terrace on Ashbourne Drive to help with a ponding issue on the sidewalk.
- Installed the final bus shelter on Red Arrow Trail.
- Hauled 1,000 cubic yards of yard waste from the drop off center to the compost area.
- Advertised and conducted interviews for the vacant Streets Maintenance Worker position. Four candidates were brought in for a skills assessment.
- The replacement mower tractor was delivered.
- Swept 480 cubic yards of material from the streets.
- Repaired 12 vehicles/equipment and performed vehicle maintenance on four vehicles/equipment.

## Other

- Developments:
  - Crescent: Completed warranty punchlists and released security. Calculated sidewalk costs for Seminole Hwy. and released the difference between the sidewalk costs and the amount held in escrow.
  - Gusto Development: Drafted and approved Subdivision Improvement Agreement (SIA).

- Hartung: Contractor continued work on punchlist items. Completed pavement markings.
- Highfield (Phase 3): Contractor continued work on warranty punchlist items.
- Highfield (Phase 4): Contractor continued work on punchlist items.
- Highfield (Phase 5): Reviewed plans. Received MMSD approval.
- Jamestown Quarry: MG&E and Alliant worked on gas/electric installations. Partially completed bike path adjacent to Lot 5, completed installation of the storm sewer lateral to OL 1, paved patch on Fitchrona, and worked on erosion control items. Opened Fitchrona Road. Attended scheduled meetings with developer. Traffic signal easement was finalized and approved.
- Nine Springs (7<sup>th</sup> Addition): Executed/recorded SIA and path agreements/assignments as well as MMSD deed restriction.
- No Oaks Ranch: MSA continued working on the preliminary plat comments.
- Oak Meadow Reserve: In warranty period.
- Olive Tree: On hold.
- Silver Maple Phase V: Completed water/sanitary service lateral splits for duplexes.
- Sub-Zero (Basswood Drive): Worked on utility relocations. Opened Basswood Drive. Submitted water main easement for December approval.
- Terravessa, Terravessa (2<sup>nd</sup> Add), Terravessa (3<sup>rd</sup> Add): Contractor continued work on punchlist items.
- Terravessa (4<sup>th</sup>) Phase I: Contractor continued work on punchlist items.
- Terravessa (4<sup>th</sup>) Phase II: Contractor continued work on punchlist items.
- Terravessa (5<sup>th</sup>): Reviewed drawings.
- Uptown Hills: Held preconstruction meetings, executed material testing proposal & reviewed submittals.
- Commercial Developments: Continued follow-up on occupancy punchlists.
- Planning & Building Permit Reviews: Completed approximately 10 reviews.

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After 16 years of keeping the streets of Fitchburg clean and safe as a Streets Maintenance Worker, Lonnie Tracy retired on October 1, 2025.



Repaired a 6-inch water main break on Sahara Circle on October 25, 2025.



Sullivan completed the basketball court paving, parking lot paving, restoration, and tree planting in October at the HUB Facility.





# Senior Center Monthly Department Report

For the Month of: October 2025

## Programs

### Nine New One-Time Programs:

- Halloween with James the Magician
- Ballroom Basics for Balance & Ballroom Halloween Party
- Lotería (Mexican Bingo) Unidos
- Advance Planning – UW Hospitals & Clinics - Lunch & Learn
- All about Agrace Hospice - Lunch & Learn
- Victory over Japan Day presentation - Bob Block
- Crafting with Christine - autumn decoupage coasters
- 31 ongoing programs



← An average Wednesday at the Center

Functional Fitness class



**E-Newsletters Subscriptions**

1,738 through September 2025. 1,761 current subscribers through October 2025.

**Monthly Foot Traffic – 5610**

**Avg. Daily Foot Traffic – 245**

**Meals**

**Congregate Meals: 861**

**Home Delivered Meals: 870**

**Grand Total: 1,731**

**Volunteer Program Update**

October	Position	Notes	Started
Mohamed Ashraf	Group Leader, Tech Tutor, Driver Escort	Application 10/17/25, attempting to find something he can do as he doesn't have a car.	not yet started
Audrey McIntosh	Meal Driver, Kitchen Assistant, Grocery Shopper, Data Entry	Application 10/28/25	not yet started
Mike McIntosh	Driver Escort, Client Assistant	Application 10/28/25	not yet started
Gregory Wanek	Driver Escort	Application on 10/28/25	not yet started

**Volunteer Program Challenge:** We were informed by our partnering agency, RSVP, that the mileage reimbursement rate for our volunteers who deliver meals or take people to and from doctor appointments is being cut by 25 cents. Most of our volunteers do not rely on this reimbursement for miles driven, however, this may affect some of our drivers. We will be monitoring this and noting any volunteer resignations that happen due to this change in reimbursement.

**Volunteer Replacements in August:** Eleven (number of volunteers that were unable to fulfill their commitments and required a replacement without notice)

## Case Management

New client referrals: 8

Case Management clients served: 93

Medicaid clients served: 13

### Client trends and other notables:

- Ongoing support for numerous residents in a senior HUD apartment complex having to relocate temporarily into a hotel.
- Training and mentoring Social Work intern.
- Working with several time-consuming clients with high needs including out-of-state coordination with hospitals and resources to ensure client's safety.
- Continuous problem solving for clients in need of affordable housing, assisting them to transition into shelters or coordinate with resources for eviction court.
- Attended and served clients at Housing Search Clinic, working with Joining Forces for Families and Allied Food Pantry.

## Administration

- Re-occurring meetings: Department Head, Deputy Administrator, Bi-weekly staff, Commission on Aging Well, Fitchburg Senior Center Friends, Dane County Focal Point Directors, Wisconsin Association of Senior Centers, Talking Fitchburg.
- Met with new Highline Senior Apartment Manager.
- In preparation of the re-structuring of departments, met with Chad, Recreation Manager, and Jessica, Community Outreach Coordinator.
- Met with Mayor on the restructuring plan.
- Began reviewing rental & program fee policies.
- Worked with M&M Interiors on redesign of social work office to accommodate new staff coming on board in January.
- Served on the interview panel for the Parks & Forestry Manager interviews.
- Toured the HUB.
- Collaborated with UNIDOS to offer a Bi-lingual bingo event and a discussion group.
- Held Commission on Aging Well working meeting.

# MONTHLY REPORTS NOVEMBER 2025

Updates from City Departments and Monthly Activities



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CITY OF FITCHBURG, WISCONSIN



# Administration Monthly Report

**For the Month of: November 2025**

## Meetings

- Held a 1:1 meeting with each of the 16 department heads
- Attended Development Team meetings
- Attended weekly update meetings with Mayor
- Held DH meetings for Council agenda review and roundtable discussion
- Attended monthly League of Municipalities Administrator Zoom meeting and WCMA Region 5 meeting, DCCVA virtual roundtable
- Attended bi-weekly HUB construction and Police Services Facility meetings
- Attended various developer meetings
- Held monthly meetings with Community Resource Team and Buildings & Grounds staff
- Attended Finance, Council, Committee of the Whole, Personnel and Parks Commission meetings
- Met with Seminole Pool group, Promega and Village of Oregon representatives
- Attended weekly communication and Joint Review Board meetings
- Coordinated the Mayor's Award presentation ceremony and the HUB ribbon cutting event
- Attended the Veterans Memorial Group meeting

## Staff Projects

Worked with staff on various projects and policies including but not limited to city staff restructure, TID closure projects, third floor staffing, HUB ribbon cutting, Syene Road ribbon cutting, Lido Developer Agreement, History Wall, Oregon/Verona/Fitchburg District, city hall remodel, communication plan, remote work, Mayor Awards, alder vacancy, police services facility, development and housing, resident concerns, Fire Department contract arbitration, and Country View Mobile Home Park.

## Events and Collaboration with Businesses & Residents

- Provided a monthly video update and Council meeting recap for residents via FACTv.
- Attended HUB ribbon cutting, Syene Road ribbon cutting, Oregon School District Superintendent feedback session, Funders Forum, and City in Motion kickoff.



# Assessing Monthly Department Report

For the Month of: November 2025

## Inspections Completed Over the Past Month

- 86 full inspections completed.
- 65 exterior inspections completed.

## Projects Completed Over the Past Month

- Mailed out 274 inspection request letters.
- Attended Comprehensive Planning input meeting.
- Attended Wisconsin Association of Assessing Officers Executive Board meeting.
- Held 1:1s with all staff

## Major Projects in Progress

- Field work and inspections for 2026 assessment roll
- Processing and listing data changes for 2026 assessment roll.
- Ongoing review of sales and permit records to add inspections of properties to review for 2026 assessment roll.
- Cross training in commercial valuation and parcel splits and combinations.
- Continued work on properties in litigation.
- Revamp of Assessing pages on city's website.

## Projects in the Next Month

- Continued work on properties in litigation.
- Continued discovery and listing work for 2026 assessment roll.
- Continued field inspections and reviews for 2026 assessment roll..
- Begin planning and data collection for annual review of new construction properties.
- Field inspections on all partially constructed new construction properties.
- Attend Wisconsin Association of Assessing Officers Planning and Management committee meeting.
- Attend training on wetland and contaminated property identification and valuation.

**CITY OF FITCHBURG - BUILDING INSPECTION DEPARTMENT**

**PERMITS ISSUED - 2023 - 2024 -2025**

	<b>New Single Family</b>	<b>New Two Family</b>	<b>Construction Value 1&amp;2 Family</b>	<b>New Multi-Family</b>	<b>Multi-Family Units</b>	<b>Construction Value Multi-Family</b>	<b>Total Living Units</b>	<b>New Commercial</b>	<b>Construction Value Commercial</b>	<b>Alteration/Repairs Residential</b>	<b>Alteration/Repairs Commercial</b>	<b>Value ALL Permits including Alteration/Repairs</b>	<b>Building Inspection Permit Fees for ALL Permits</b>
<b>January</b>	10	0	\$4,318,193	2	119	\$29,850,000	129	0	0	91	5	\$35,886,228	\$89,234
<b>February</b>	2	0	\$1,062,278	1	8	\$1,600,000	10	0	0	73	8	\$5,841,994	\$51,481
<b>March</b>	8	4	\$5,943,576	0	0	\$0	16	1	\$350,000	104	11	\$9,012,343	\$58,457
<b>April</b>	10	2	\$5,268,674	0	0	\$0	14	1	2,000,000	147	15	\$12,949,101	\$79,924
<b>May</b>	5	4	\$4,611,671	1	273	\$33,000,000	268	0	\$0	106	9	\$40,706,900	\$164,008
<b>June</b>	8	1	\$3,780,853	1	52	\$10,660,000	62	2	\$5,616,000	152	9	\$24,457,042	\$88,239
<b>July</b>	9	1	\$5,189,105	0	0	\$0	11	0	\$0	188	8	\$14,875,987	\$124,890
<b>August</b>	2	0	\$856,444	0	0	\$0	2	0	\$0	167	11	\$9,446,750	\$61,015
<b>September</b>	4	0	\$2,170,000	1	12	\$2,850,000	16	0	\$0	189	9	\$9,273,492	\$63,731
<b>October</b>	8	1	\$4,399,757	0	0	\$0	10	2	\$133,096,474	177	6	\$156,369,469	\$237,120
<b>November</b>	8	4	\$5,596,837	0	0	\$0	16	1	\$1,000,000	127	6	\$9,461,032	\$59,535
<b>December</b>													
<b>2025</b>	<b>74</b>	<b>17</b>	<b>\$43,197,388.00</b>	<b>6</b>	<b>464</b>	<b>\$77,960,000</b>	<b>554</b>	<b>7</b>	<b>\$142,062,474</b>	<b>1521</b>	<b>5</b>	<b>\$318,819,306</b>	<b>\$1,077,634</b>
<b>2024</b>	<b>99</b>	<b>22</b>	<b>\$55,370,597</b>	<b>14</b>	<b>323</b>	<b>\$65,534,385</b>	<b>466</b>	<b>6</b>	<b>\$32,571,989</b>	<b>1150</b>	<b>105</b>	<b>\$196,260,700</b>	<b>\$867,972</b>
<b>2023</b>	<b>82</b>	<b>19</b>	<b>\$42,632,750</b>	<b>8</b>	<b>436</b>	<b>\$75,521,354</b>	<b>556</b>	<b>4</b>	<b>\$51,110,641</b>	<b>1011</b>	<b>98</b>	<b>\$208,603,759</b>	<b>\$1,620,079</b>
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>



# Clerk Monthly Department Report

For the Month of: November 2025

## Elections

- Continued to review voter registration applications and absentee ballot request applications. There are no elections this fall.
- Began processing alder candidate paperwork for the April 2026 Election.

## Licensing

- Processed and approved 7 new operator's license applications
- Processed and approved new alcohol licenses for Springhill Suites and Fairway Lounge.
- Processed and approved renewal license for EZPawn, LLC.

## Special Projects

- Team Member continued work on scanning of documents to electronic version

## Other

- Processed 11 open records requests.
- Attended 2026 operational budget meeting with the Common Council.
- Performed swearing in of newly appointed Alder to Dist. 4 Seat 8.
- Onboarded new Parks and Forestry Manager.

## Staff

- Team members created agendas for two PSHS and two Common Council meetings and monthly COW meeting.
- Clerk attended PSHS and Common Council meetings.
- Clerk and Deputy Clerk attended WMCA Dist. 4 meeting.
- Clerk and Deputy Clerk attended Wisconsin Elections Commission training on updates to Badger Books.
- Attended open house and ribbon cutting event at the new HUB.



# Economic Development Monthly Report

For the Month of: November 2025

## Economic Development

- TID Joint Review Board annual meeting
- City in Motion – project team meetings, stakeholder slide review and kick off meeting setup and cleanup
- Exchanged updates with the Wisconsin Latino Chamber of Commerce

## Business/Developer Outreach

- 23 business/development contacts with several requiring additional outreach and follow up.

## Community Development

- Prepared press release and media information for the ribbon cutting of the HUB.

## Housing

- Attended the BPW meeting to discuss Community Change Funding request
- Attended two-day WHEDA conference
- Funders Forum on Smart Growth & down payment assistance
- Development & Housing Updates standing meeting
- Housing Plan update meeting with Redevelopment Resources
- Attended Sustain Dane Summit
- Attended Dane County UCC informational meeting
- Attended CDBG meeting

## Prospects/RFP

- Met with Deanna and Melissa regarding The Hive

## Meetings

- Met with Madison Metropolitan School District on Fitchburg growth within their boundary.

- History Wall Workgroup
- OpenGov Reports, Sustain Dane
- Country View Mobile Home
- Community Resource Team
- JFF team meeting
- Met with Ruedebusch Development on Nobel Drive parcels
- Attended Finance & Council meetings
- Attended weekly development team meeting
- Attended department head meetings
- Met with staff individually and with entire department
- Monthly meeting with Administrator Brecklin
- Monthly meeting with Mayor Arata-Fratta
- Weekly meeting with Public Works, Planning and Administration
- Attended artepup ribbon cutting
- Attended Dane Buy Local press conference

### **Marketing/Tourism**

- Attended the WTC Early-Stage Symposium – 2-day conference

### **Alder Contact/Projects**

- Prepared artepupp plaque
- Prepared list of new businesses for Mayor's project



Patrick Anderson, EMS Chief

101 Lincoln Street  
 Verona, WI 53593  
 608-497-2909 (Business Office)  
 608-845-9455 (Fax)  
 www.fitchronaems.com

# Chief's Report

## December-2025

EMS Calls for Service				
Month	2023	2024	2025	Change from Previous Year
January	432	412	491	19%
February	359	386	472	22%
March	411	384	421	10%
April	376	382	475	24%
May	391	414	411	-1%
June	403	469	458	-2%
July	359	457	483	6%
August	440	464	431	-7%
September	445	431	447	4%
October	414	464	482	4%
November	405	454	410	-10%
December	423	467		
<b>Total</b>	<b>4,858</b>	<b>5,184</b>	<b>4981</b>	<b>6.3%</b>

Estimate for 2025 5508

Special Reporting	Nov-25	Nov-24
Naloxone Administration	1	5
Car 15/17 Responses	9	7
Out of Resources	2025	2024
All trucks on calls - November	26	22
Mutual Aid Required (to date)	51	45 Total

Runs by Municipality				
Municipality	Nov-25	Nov-24	Year to Date	Percent of Total Runs to Date
City of Fitchburg	265	289	3200	64%
City of Verona	118	131	1379	28%
Town of Verona	13	11	146	3%
City of Madison	6	5	70	1%
Belleville (District)	2	8	44	1%
Mount Horeb (Dist)	3	7	88	2%
Other	3	3	54	1%

Fractile Times for Previous Month		
	Service Median (in minutes)	90th Percentile (in minutes)
Notified to Enroute	1.47	2.70
En Route to Arrived on Scene	4.77	8.59
Notified to Arrived on Scene	6.37	10.34
On scene to Transporting	14.40	24.55
Transporting to Destination	15.53	24.51
At Destination to Unit in Service	11.03	17.20

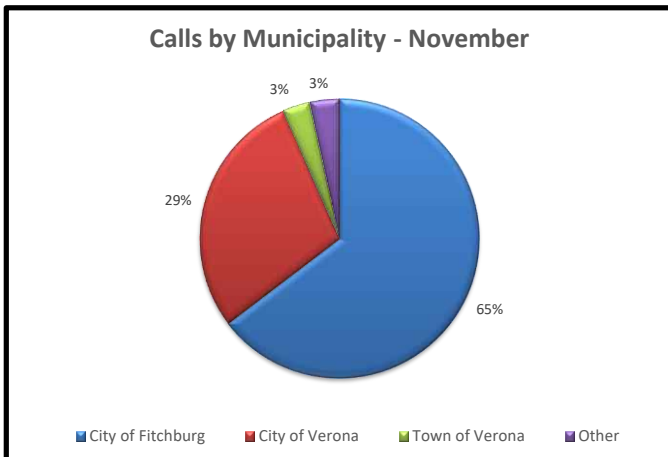
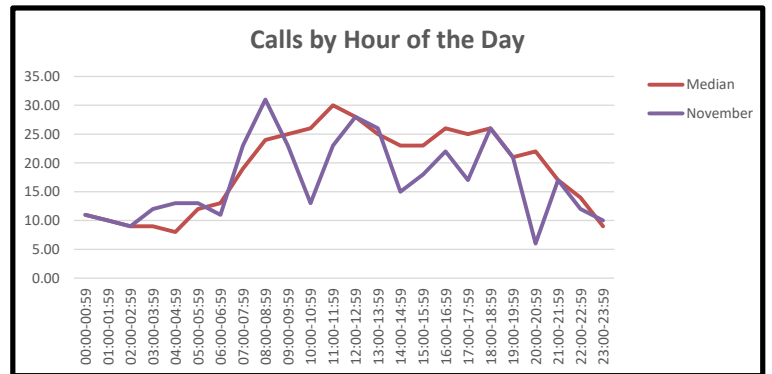
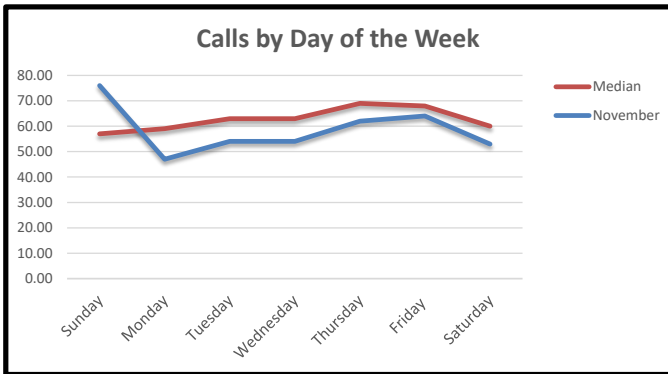
Average calls per day - Previous Year (2024)	14.16
Average calls per day - Year to date	14.91

### Community Events November 12th - December 15th

- Falls Prevention Presentations
- Fitchburg Tour of Holiday Lights
- Child and Infant CPR for Verona Library Staff
- Hands Only CPR - Verona Library

- Jeff
- Sara and Kristy
- Patrick
- Sara

### Statistics



Top 70% Dispatch Reasons for Calls for Service - November			
Previous Month	Current Month	Complaint	Percentage
2	1	Falls	19.02 %
1	2	Sick Person	16.59 %
5	6	Breathing Problems	8.78 %
6	5	Chest Pain	7.32 %
3	3	Unknown Problem	6.34 %
	4	Traffic Incident	5.12 %
	5	Hemorrhage	4.39 %
		Transfer/Interfacility	3.66 %
			<b>71.22 %</b>

Calls by Station - November		
Station	Calls	Percentage
Verona	126	31%
FB Sta 2	157	38%
FB Sta 3	127	31%

**Financial Report**

**A/R Aging (as of November 30th, 2025)**

	0-30	31-60	61-90	91-120	121-180	180+	Total
EMS MC	\$736,898	\$456,407	\$263,384	\$69,911	\$202,770	\$187,131	\$1,916,501
Current %	<b>38.5%</b>	<b>23.8%</b>	<b>13.7%</b>	<b>3.6%</b>	<b>10.6%</b>	<b>9.8%</b>	<b>100.0%</b>
Goals	40.0%	20.0%	10.0%	7.0%	8.0%	3.0%	100.0%

**Cash on Hand**

	11/28/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
Checking/Market	\$ 1,106,809.42	\$ 1,282,707.57	\$ 1,086,806.54	\$ (175,898.15)	\$ 20,002.88
Savings	\$ 120,608.53	\$ 120,760.51	\$ 52,894.32	\$ (151.98)	\$ 67,714.21
Oak Bank - CD 8518	\$ 200,000.00	\$ 200,000.00	\$ 150,931.43	\$ -	\$ 49,068.57
Oak Bank - CD 0852	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -
Oak Bank - CD 1824	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ -	\$ -
WISC Funds	\$ 899,909.44	\$ 896,849.02	\$ 266,748.39	\$ 3,060.42	\$ 633,161.05
<b>Total Cash</b>	<b>\$ 2,627,327.39</b>	<b>\$ 2,800,317.10</b>	<b>\$ 1,857,380.68</b>	<b>\$ (172,989.71)</b>	<b>\$ 769,946.71</b>

**Assigned Fund Balances - Oak Bank**

	11/28/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
FAP Funds (Restricted)	\$ 73,105.37	\$ 74,095.52	\$ 9,367.13	\$ (990.15)	\$ 63,738.24
2024 EPIC Grant	\$ 6,246.03	\$ 6,246.03	\$ 580.00	\$ -	\$ 5,666.03
Labor Contract Funds	\$ 18,222.50	\$ 18,222.50	\$ 24,000.00	\$ -	\$ (5,777.50)
<b>Total Assigned Funds</b>	<b>\$ 97,573.90</b>	<b>\$ 98,564.05</b>	<b>\$ 33,947.13</b>	<b>\$ (990.15)</b>	<b>\$ 63,626.77</b>

**WISC Investments**

	10/31/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
HRA Cash Management (CMS)	\$ 183,279.63	\$ 182,664.76	\$ 659.84	\$ 614.87	\$ 182,619.79
HRA Investment Acct (IS)	\$ 292,230.44	\$ 291,208.63	\$ 266,088.55	\$ 1,021.81	\$ 26,141.89
Unassigned Fund Balance	\$ 424,399.37	\$ 422,975.63	\$ -	\$ 1,423.74	\$ -
<b>Total Assigned Funds</b>	<b>\$ 899,909.44</b>	<b>\$ 896,849.02</b>	<b>\$ 266,748.39</b>	<b>\$ 3,060.42</b>	<b>\$ 633,161.05</b>

**November Donations**

Donation from Placon
----------------------

**December Milestones**

Chip Hankley - 5 years
Hayden Latsch - 5 Years

**Comparables - Calls for Service**

Service	2018	2019	2020	2021	2022	2023	2024	Percent Change 2023-2024
Fitch-Rona EMS	3245	3443	3505	4184	4267	4858	5184	7.6%
Middleton EMS	1825	1969	1898	2254	2543	2715	2769	6.8%
Sun Prairie Fire/ EMS	2839	3165	3213	3368	3692	4424	4961	14.5%

**Other Updates**

Four new LTEs onboarded in December will be ready to start in January
Belleville EMS will be covering the Village of New Glarus starting 12/29. We will continue to provide the closest ALS to BLEMS within their new response area

**SHOUT OUTS**

Thank you to all the Full and Part-Time staff who were able to pick up all the open hours over the holidays and short-notice openings
---



# FACTv Monthly Department Report

For the Month of: November 2025

## Current Productions

- 23 productions completed in November.
- 23 meetings completed in November.
- 17 (2 shows per day & new format Started on 9/15/25) Talking Fitchburg updates in November.
- 20 productions scheduled for December.
- 15 meetings scheduled for December.

## Upcoming Productions

- |   |   |
|---|---|
| • Police Food Drive pickup                  | • FPD Pinning Ceremony                                |
| • Shop with a Cop                           | • RRFB/ Crosswalk Safety Video                        |
| • City of Fitchburg Funders Program         | • Holiday Lights Tour & Jubilee                       |
| • Lunch N Learn- 2 show tapings in December | • TF Council Recap Show                               |
| • GiGi's Playhouse groundbreaking           | • TF Fitchburg Chamber update                         |
| • Annual Property Tax Breakdown Interviews  | • TF Department of Ag, Trade, and Consumer Protection |
|   | • TF Better Business Bureau                           |

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv Marketing Videos- On Going
- Fitchburg Police Department Video Projects- Spotlight Series & Monthly Building Updates
- Fitchburg Fire Department- Day and Life of a Firefighter
- Communications Plan

## Department Projects

- FSC Dining Room AV Project- UPDATE- Contractor picked and TBA on construction.
- FACTv Wall Unit Project- On Hold until space needs assessment complete.
- FACTv Studio Project- On Hold until space needs assessment complete.
- Communications meeting with all departments and set up plans for 2026

## Department Focus

- FACTv Marketing Plan
- City-wide Communications build-up

City of Fitchburg Hub Ribbon Cutting.



Annual Property Tax Breakdown Interview.



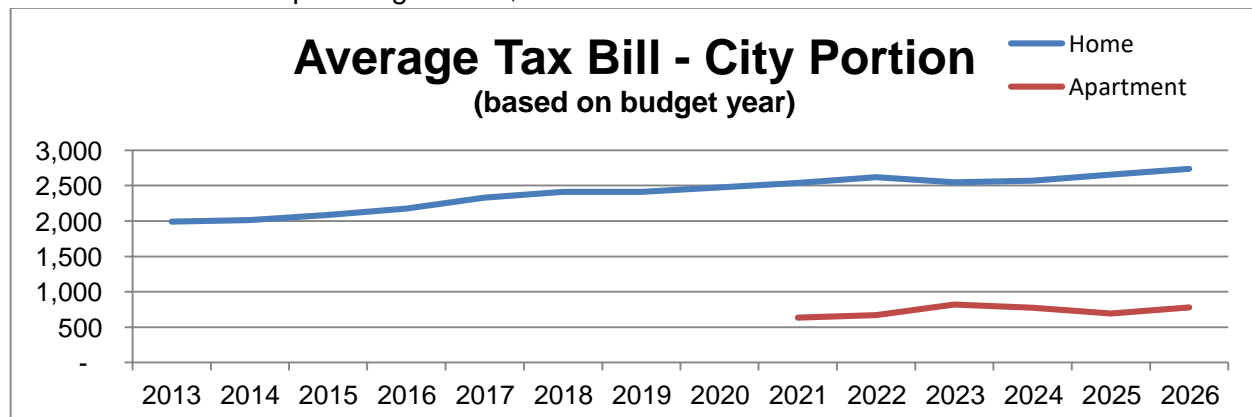


## Finance Monthly Department Report

For the Month of: November 2025

### Routine Finance Cycles

- Debt payments were completed without issue.
- Attended Finance Committee, Council, and Department Head meetings.
- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued were submitted to Finance Committee and Council. The September Treasurer's Report was submitted to Finance Committee.
- Participated in various roundtable discussions held by the League of Wisconsin Municipalities to stay current on relevant issues.
- Met with various staff to discuss purchasing policies, CIP projects, grant opportunities, and budget amendments.
- Worked with HR to compile and submit the CVMIC Risk Reduction Grant.
- Distributed sabbatical notices to eligible employees and began preparing for 2026 payroll updates.
- The annual write-offs of bad debt were completed in compliance with the policy and reported to Finance Committee.
- The supplemental TID annual reports for 2024 were formally presented to the Joint Review Board (JRB). In summary, all of the City's TIDs are financially healthy. <http://www.fitchburgwi.gov/1998/Financial-Records-Reports>
- Confirmed and submitted the special assessments and special charges to the County. Tax bills are expected to be mailed in early- to mid-December.
- A public hearing was held to hear feedback from the public on the Council proposed amendments to the 2026 Mayor's Proposed Budget. Each amendment was voted upon, the final 2026 budget was adopted, and the 2025 property tax levy was set. The final City property tax levy is \$32,726,746, an increase of 2.5%. Remaining levy capacity estimated on adoption night was \$43.



## Special Projects

- Participated in various development conversations, including JT Klein Senior Housing, Lido Apartments, a possible amendment to TID #18, Syncopation development, and new affordable housing initiatives. Engaged Ehlers, the City's financial advisors, for a pro-forma review of a proposed new development in TID #10 centered on a UPS store. Council action will be required prior to the execution of any TID amendments or Development Agreements.
- Participated in various meetings to discuss payroll questions and employee handbook updates. Participated in discussions about active union negotiations. Revised the training and travel, sick leave over max, and sick leave at retirement policies in coordination with HR and the Personnel Committee. All three policy changes include items that will streamline City processes and reduce administrative burden.
- Wired additional TID closure excess increment for TIDs #6 and #15 to the overlying jurisdictions.
- Completed the accounting for the ARPA funds. All of the grant funds have been spent but there remains some interest revenue earnings that are earmarked for a future project.
- Assisted in drafting the ordinance change to re-title certain positions and reporting lines, in accordance with current structure.
- Attended a kick-off meeting with UKG, the City's new payroll provider. Compiled the information requested to start the transition. Discovery and implementation is expected to occur over the next several months.
- Met with Planning staff to discuss the upcoming comprehensive plan update.

## Staff

- Weekly, bi-weekly, monthly, and quarterly team meetings were held.
- Hired three LTE staff to assist with tax collection, all returning employees.
- Reviewed the 27 applications received for the new part-time utility billing specialist. Interviews are planned for December with a hire date in January.
- Prepared job description and budget amendment for a proposed new Finance Specialist – Procurement/Budget position. This position will report within the Finance Department but will primarily focus on Public Works procurement and accounting tasks.
- Met with the new Parks and Forestry Manager to discuss Finance Department processes and share information.

**Statistics**

	<b>2023</b>	<b>2024</b>	<b>Current Month</b>	<b>YTD 2025</b>	<b>Projected 2025</b>
Special Assessment Letters	496	538	31	499	525
Payroll Payments					
Checks	141	151	9	123	150
ACH Payments	7,327	7,523	529	6,794	7,400
Cash Receipts (non-tax)					
Utility Billing	30,435	29,046	326	27,923	30,000
Library	202	231	17	226	250
General*	41,922	5,379	302	4,313	5,000
OpenGov*	-	845	59	1,004	1,070
Budget Amendments					
Administrative Approval	68	57	3	37	50
Council Action	49	53	6	49	55
Purchasing Transactions					
Accounts Payable Checks	1,796	1,979	186	1,759	2,000
Purchasing Card Payments	4,169	4,262	432	3,933	4,500
Invoices Generated					
General Customer Invoices	497	475	11	457	500
Quarterly/Annual Utility Bills	30,085	30,744	-	23,018	31,000
Final Utility Bills	630	675	42	685	700

\*with the implementation of OpenGov, most permit payments are imported as a single daily transaction rather than individual payments



**FITCHBURG FIRE DEPARTMENT** >>>

**MONTHLY UPDATE** >>>

NOVEMBER 2025



# FITCHBURG FIRE DEPARTMENT

## MONTHLY REPORT

FOR THE MONTH OF NOVEMBER

### CALLS FOR SERVICE

EMERGENCY MEDICAL SERVICES ASSIST

**\* 136**

STILL ALARM

**76**

MOTOR VEHICLE ACCIDENTS

**12**

STRUCTURE FIRES

**3**

TOTAL CALLS THIS MONTH

**233**

TOTAL CALLS FOR THE YEAR

**2635**

**2024**

TOTAL CALLS THIS MONTH

**230**

TOTAL CALLS FOR THE YEAR

**2689**

**2025**

AVERAGE RESPONSE TIME FOR THE MONTH:

**6 mins 15 secs**

### STAFFING

CAREER STAFF

**20**

\*Approved staffing = 20

PAID ON CALL FIREFIGHTERS

**17**

\*Approved staffing = 50

INTERN FIREFIGHTERS

**5**

\*Approved staffing = 6

SUPPORT STAFF

**6**

\*Approved staffing = 10

TOTAL MEMBERS **48**

### AT A GLANCE

INSPECTIONS

**224**

PUBLIC EDUCATION EVENTS

**1**

TRAINING HOURS

**443**



## STRUCTURE FIRE OVERVIEW

The Department responded to three structure fire this past month.

Compared to last month:

Structure Fire calls are up two from last month.

*DATE*

*LOCATION*

*FIRE DESCRIPTION*

11/6/25

2927 Fish Hatchery Road

Apartment Fire

11/16/25

5148 Anton Drive

Building Fire

10/26/25

Mutual Aid (City of Madison) - 1011 Stewart Street

Building Fire

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 1 public education event this past month.

- 11/26/25 - Blood Drive for Oak Bank at Station 2

## PERSONNEL NOTES

•

## RECRUITMENT

- Intern process ongoing

## PROMOTIONS

•

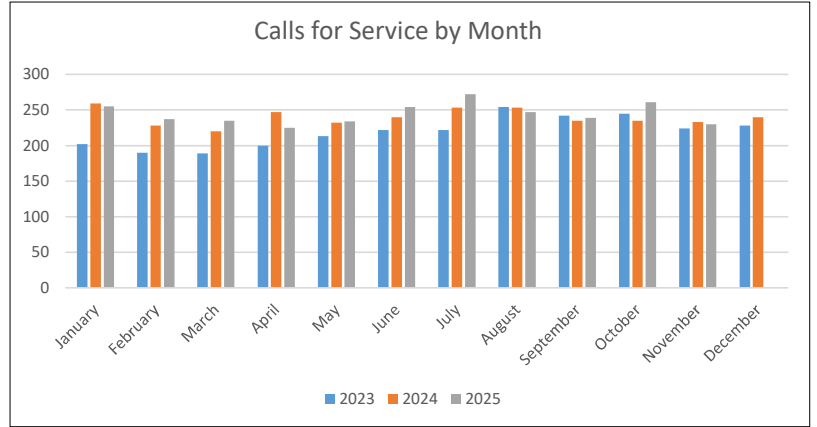


**FITCHBURG FIRE DEPARTMENT**  
 Fire Chief Scott Sarver  
 5791 Lacy Road Fitchburg, WI 53711  
 Station: 608-270-7070 Fax: 608-270-7041  
 www.fitchburgwi.gov/fire

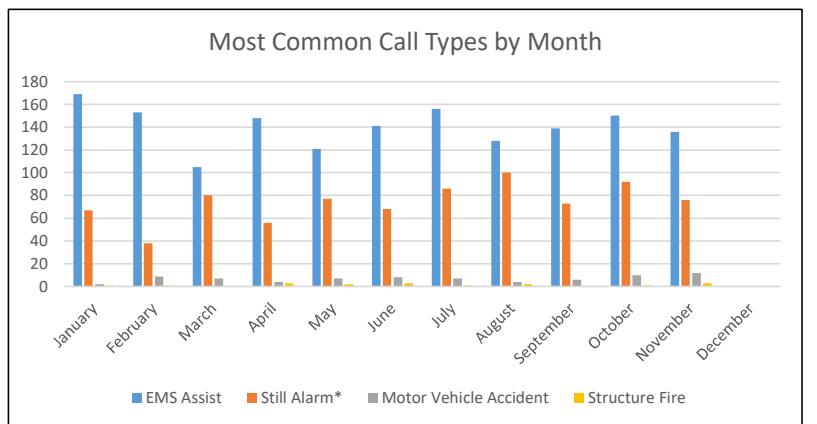


**Fire Department Activity Report**  
 As of November 30, 2025

Calls for Service by Month				
Month	2023	2024	2025	Change
January	202	259	255	-2%
February	190	228	237	4%
March	189	220	235	7%
April	200	247	225	-9%
May	213	232	234	1%
June	222	240	254	6%
July	222	253	272	8%
August	254	253	247	-2%
September	242	235	239	2%
October	245	235	261	11%
November	224	233	230	-1%
December	228	240		-100%
<b>Total</b>	<b>2631</b>	<b>2875</b>	<b>2689</b>	<b>127%</b>

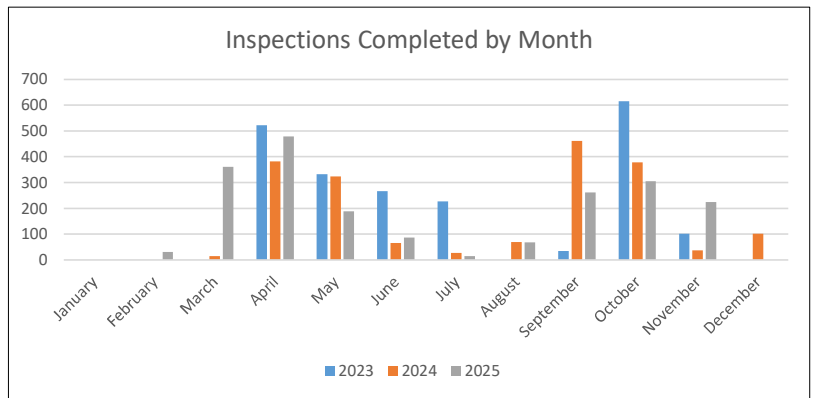


Most Common Call Types by Month				
Month	EMS Assist	Still Alarm*	Motor Vehicle Accident	Structure Fire
January	169	67	2	1
February	153	38	9	1
March	105	80	7	0
April	148	56	4	3
May	121	77	7	2
June	141	68	8	3
July	156	86	7	1
August	128	100	4	2
September	139	73	6	0
October	150	92	10	1
November	136	76	12	3
December				



\*Still Alarms include: Alarm Sounding, Car Fires, Odor Investigations

Inspections Completed by Month			
Month	2023	2024	2025
January	0	0	0
February	0	0	31
March	0	15	361
April	522	382	479
May	332	324	189
June	266	66	87
July	227	27	14
August	0	70	69
September	35	462	262
October	615	378	305
November	101	37	224
December	0	102	
<b>Total</b>	<b>2098</b>	<b>1863</b>	<b>2021</b>



**FIRE DEPARTMENT STAFFING REPORT**  
As of November 30, 2025

	Authorized Headcount	Number of Members	Light Duty / On Leave	TOTAL	+/- Headcount	M/F	Black	Hispanic	Asian	Two or More
<b>Career Staff</b>	<b>20</b>			<b>20</b>						
Chiefs	5	5	0	5	0	4 / 0	0	0	0	0
Lieutenants	5	5	0	5	0	3 / 0	0	0	0	0
Firefighters	9	9	0	9	0	11 / 1	0	1	0	0
Admin Services Mng	1	1	0	1	0	0 / 1	0	1	0	0
<b>Part-Time Staff</b>	<b>66</b>			<b>28</b>						
Chiefs (POX)	2	0	0	0	-2	0 / 0	0	0	0	0
Lieutenants (POX)	3	0	0	0	-3	0 / 0	0	0	0	0
Firefighters (POX)	45	17	0	17	-28	15 / 2	0	1	1	1
Intern Staff	6	5	0	5	-1	5 / 0	0	0	0	0
Support Staff	10	6	0	6	-4	5 / 1	0	0	0	0
<b>Total</b>	<b>86</b>	<b>48</b>	<b>0</b>	<b>48</b>	<b>-38</b>	<b>43 / 5</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>1</b>

**PERSONNEL NOTES**

- 
- 
- 

Demographics		
Female	5	9.8%
Male	43	84.3%
White	43	84.3%
Black	0	0%
Hispanic	3	5.9%
Asian	1	2.0%
Other/Multi-Racial	1	2.0%

**RECRUITMENT**

- Intern process ongoing

**PROMOTIONS**

- 

**FIREFIGHTER OVERTIME**

Month	2024 Total Hours	2025 Total Hours
Jan	214	435
Feb	287	428
Mar	449.5	634.75
Apr	246	535
May	250	643.25
Jun	239.5	649
Jul	442	976
Aug	320	584.5
Sep	632	449
Oct	824	464
Nov	800	711.5
Dec	572	
<b>TOTAL HRS</b>	<b>5276</b>	<b>6510</b>

**YEAR-TO-DATE MANDATES**

Month	# of Mandates	Total Hours
Jan	0	0
Feb	0	0
Mar	2	20
Apr	1	24
May	2	20
Jun	1	10
Jul	4	58
Aug	6	102
Sep	5	64
Oct	4	44
Nov	4	59
Dec		
<b>TOTAL HOURS:</b>		<b>401</b>
<b>TOTAL MANDATES:</b>		<b>29</b>

**CURRENT MONTH MANDATES**

Date	Firehouse	Position	Hours
11/1/25	Firehouse 2	Driver	10
11/23/25	Firehouse 2	Driver	10
11/24/25	Firehouse 2	Firefighter	24
11/30/25	Firehouse 3	Aerial Driver	15



# Human Resources Monthly Department Report

For the Month of: November 2025

## Projects & Initiatives

- The remaining reorganization updates to job descriptions, NeoGov, and OnBase were made. As of December 8, 2025, all updates discussed and approved earlier this year are completed, (Recreation & Community Services; Police Department; FACTv to Communications; new reporting for Sustainability Specialist and Community Development Program Coordinator, etc.).
- Open enrollment launched for Flexible Spending.
- New department head onboarding for Eric Schreiner.
- 90 days check in with Chief Sarver and Paul Scott in their new roles.
- We held our first Community Equity Advisory Committee meeting. The committee approved land acknowledgment prior to city-owned property ribbon cuttings.
- Amy and Sarah attended the Traceway Hub ribbon cutting. We are very excited about this new community gathering place!
- Personnel Committee approved the following:
  - Adding the classification of Finance Specialist – Procurement/Budget to pay grade H.
  - Updating the classification title of the Community Media Services Manager to Communications Manager. Title change only.
  - Approval of the following policy updates in the Employee Handbook:
    - Travel & Training updates.
    - Sick Leave Payout at retirement to allow full payout with no maximum limit.
    - Increase of paid parental leave from two weeks to three weeks.
    - Duress alarms internal procedure removed and also removed any references to Police Telecommunicator which we no longer have.
  - Request to amend the City Administrator employment agreement to allow the Mayor discretion with merit increases which also lines up the language to mirror the City Attorney's employment agreement. Olson presented this to the Finance Committee and Council.

## Permanent Hires and Promotions

- Craig Spangler promoted to Police Sergeant
- Jason Harbort – Streets Maintenance Worker
- Noelle Franzone – Library Assistant II

## Current Permanent Recruitments

- \*Custodian (both PT and FT) – Interviewing stage
- \*Fire Lieutenant – Internal promotional process was held on December 3<sup>rd</sup>. Recommended promotion will be presented to PFC in December.

- Police Officer – Interviews were held December 4<sup>th</sup>. Recommended hires will be recommended at PFC in December.
- \*Utility Billing Assistant – Interviews held and two candidates invited back for 2<sup>nd</sup> interviews \*
- \*Senior Center Case Manager – Offer accepted
- \*Public Works Utility Maintenance worker – Interviewing stage\*

\*These positions are NEW in the 2026 budget, therefore, will start in January 2026

### Turnover of Permanent Employees

- Police Officer - resignation

### Workers' Compensation Claims

- Police (1)

HR had a little team building craft time getting our festive sweaters all ready for the December employee luncheon!





# Information Technology Monthly Department Report

For the Month of: November 2025

## Projects

The IT team is working on:

- Computer replacements continue
- Virtual infrastructure updates
- Windows updates
- HUB clean up and finalization

## Other Items

- OpenGov Reporting Education
- New OpenGov forms BI
- Redeployed PD cash register computer
- HUB cameras completed
- Data restore UDE
- Replacement of failed server hard drive
- Department changes applied to multiple systems
- Community Garden form
- PW iPad connectivity troubleshooting
- PD equipment installations and moves

## GIS Initiatives

- Work Order system edits
- Add in Sweeper 17 new sweep areas
- GIS walkthrough with Eric S.
- Monthly maintenance tasks
- Updates to PASER map values and symbology for PW
- New public facing viewer and employee only editor for community gardens
- The HUB indoor mapping project

ServiceDesk

183 Helpdesk tickets were received.



## Legal Monthly Department Report

For the Month of: November 2025

### Development/Land Use Update

- 

### Other

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials for municipal and Circuit Court cases
- Weekly Municipal Attorney Conferences
- Country View Mobile Home ongoing issues



# Library Monthly Department Report

For the Month of: November 2025

## Monthly Visits

Monthly Visits – 10,524

## Checkouts/Renewals/Holds

Checkouts & Renewals – 21,239

Holds Filled – 5,579

## Programming for Adults

Adult Programs – 12

Adult Program Attendees – 79

## Programming for Kids

Youth Programs – 28

Youth Program Attendees – 732

Youth Self Directed Programs - 2

Youth Self Directed Attendees – 382

Teen Programs – 2

Teen Program Attendees – 9

Teen Self Directed Programs - 1

Teen Self Directed Attendees - 20

## Outreach

Programs – 2

Program Attendees – 85

## Computer & Wireless Sessions

Computer Sessions – 458

## Meeting Room Reservations

Meeting Room Reservations – 69

## Overdrive Checkouts

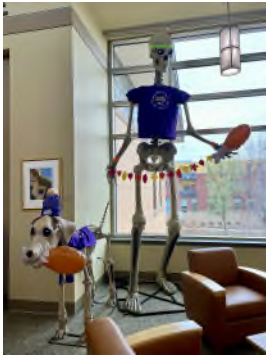
Overdrive eBook Checkouts – 2,564

Overdrive Audio Checkouts – 3,324

A newly created hug getting ready to be mailed in time for World Kindness Day.



Skelly and Wishbone are all decked out to participate in this year's Birdie Derby in Fitchburg!



Our cutest little turkeys dancing around at Get Your Wiggles Out.





# Planning & Zoning Monthly Department Report

For the Month of: November 2025

## Plan Commission Applications Processed

□

- \*A. [Public Hearing and Consideration of Conditional Use CU-2619-25](#) Request by Andrew Petersen, Agent for Fury Athletics of Madison, to Obtain a Conditional Use Permit Under Sec. 22-397(7) for a Business on Property Associated with 6130 Cottonwood Drive **Approved with the following amendments:**
1. No other permit or approval is waived or deemed satisfied except for the approval provided herein.
  2. Permitted uses include: athletic training and classes, with accessory uses of office, small retail shop, and storage. ~~Special events are allowed with approximately 40 persons two-three times per year.~~
  3. Normal maximum occupancy of 45-50 persons. ~~Larger events are permitted approximately 2-3 times per year.~~ Major competitions events are not permitted.
  4. Normal business hours are 5 pm - 9 pm Monday-Thursday, and weekends between 9 am - 9 pm.
  5. Signage shall comply with the Chapter 26 sign ordinance.
  6. Any exterior work or alterations to lighting, landscaping, or site design will require ADR approval prior to issuance of permits.
  7. A building permit is required for the proposed interior modifications.
  8. Applicant's responsibility to comply with all Public Works and Fire Department requirements.
- B. [Preliminary Plat PP-2618-25](#) Request by Michelle Burse, Agent for No Oaks Ranch, LLC, to Approve a Preliminary Plat to Create 168 Parcels, Including 141 Buildable Lots, on Property North of Lacy Road and West of Highway 14 **Approved with the addition of the following condition:**  
17. Rename the east-west portion of Swing Street.
- C. [Certified Survey Map CS-2620-25](#) Request by Leigh Streit, Agent for the Wisconsin Department of Corrections, to Join 3 Parcels Into 1 Lot on Property Adjacent to 4986 County Hwy M **Approved with the addition of the following condition:**  
9. Plan Commission recommends waiving the requirement under Sec.24-3(e)(1) that the entire parcel owned by the applicant be included in the Certified Survey Map.
- D. [ADR - German Auto Expansion](#) Request by James McFadden, Agent for German Auto House LLC, to Obtain Architectural Design Review Approval for a Proposed Expansion to an Existing Car Sales and Service Facility on Property Associated with 3000 Rimrock Road. **Approved**

- E. [Pre-App - Irish 1855 Residential Development](#) Request by Ron Klaas, Agent for Irish 1855 LLC, to Obtain Pre-Application Review for a Proposed Residential Development on property described as Outlot 2 CSM 14487, at Notre Dame Drive and Quarry Hill Drive [No action taken on this item.](#)
- F. [Resolution R-191-25](#) Accepting a Public Water Main Easement on Buds Drive [Approved](#)
- G. [Resolution R-196-25](#) Resolution to Discontinue and Vacate a Portion of Basswood Drive, in the City of Fitchburg, Dane County, Wisconsin, Pursuant to Section 66.1003(4) of the Wisconsin Statutes [Approved](#)
- \*H. [Resolution R-220-25](#) Granting an Underground Electric Easement on Lot 20 in Second Addition to Fitchburg Research Park for the Police Services Facility [Approved](#)

**Applications Processed**

Type	2023 Totals	2024 Totals	January	February	March	April	May	June	July	August	September	October	November	December	(2025)
Architectural Design Review	12	15	3	3	3	5	2	-	4	3	1	2	1		27
Rezone / Conditional Use Permit	21	31	1	3	3	3	2	3	4	4	1	4	1		29
Certified Survey Map	18	7	2	2	-	1	1	2		3	1	1	1		14
Comprehensive Development Plan Preliminary Plat	4	6	-	-	-	-	-	-	-	-	-	2	1		33
Final Plat	5	7	-	-	1	1	-	-	-	-	1	-	-		3
Other	41	41	2	-	3	1	3	2	2	6	7	7	4		37
Variance	0	1	-	-	-	-	-	-	-	-	-	-	-		0
Telecommunications Facilities Permit	0	0	-	-	-	-	-	-	-	-	-	-	-		0
SmartCode Article 3	1	1	-	-	-	1	-	-	-	-	1	-	-		2
SmartCode Article 5	36	64	3	12	3	10	4	1	4	1	2	9	4		42
Architectural Design Review Admin.	17	11	-	-	-	4	-	-	1	-	1	1	1		8
Sign Permits	52	44	5	5	1	3	3	3	6	1	5	1	3		36

Zoning Permits	195	220	5	15	10	18	16	18	9	5	13	23	20		152
Early Start Permits	55	81	3	10	3	7	6	0	2	3	7	10	4		55
Zoning Letters	14	17	2	1	-	1	1	3	-	-	1	1	1		11
<b>Totals</b>	<b>471</b>	<b>546</b>	<b>26</b>	<b>51</b>	<b>27</b>	<b>55</b>	<b>38</b>	<b>32</b>	<b>32</b>	<b>26</b>	<b>41</b>	<b>61</b>	<b>41</b>		<b>410</b>

### Comprehensive Plan & Zoning Code Update

- Staff continued meetings with department heads to identify how the pace and location of long-term urban growth impacts their work.
- Staff will meet with Plan Commission in December to review the RFP.

### Healthy Neighborhoods Programs

- Staff prepared a resolution to increase the Healthy Neighborhoods Grant program maximum grant from \$15,000 to \$25,000 and incentivize service at the yet-to-be-named “HUB”.
- Staff are exploring creating a micro-grant program to support community building in Priority Neighborhoods.
- Staff continued to write the Healthy Neighborhoods Strategic Plan.
- Staff assisted with the yet-to-be-named “HUB”. ribbon cutting and open house.

### Sustainability

- The Bicycle & Pedestrian Plan is complete except for minor edits. Staff submitted the plan for approval and adoption.
- Staff continue to develop the next steps for implementation of the Sustainability Plan by documenting the indicators of success for each of the 46 strategies.
- Staff attended the Sustain Dane Summit.
- Staff continued to support the implementation of EV charging for the City.

### Agricultural & Rural Affairs

- The Agricultural & Rural Affairs Committee met to review and approve a Certified Survey Map for Wisconsin Department of Corrections Juvenile Facility proposed off County Highway M.
- The Committee also discussed the upcoming Comprehensive Plan update.

### Other

- One staff member successfully completed a UW-Madison course, Municipal Engineering Fundamentals for Non-Engineers.
- The November Development Team Meetings:
  - a. Jamestown Quarry
  - b. Bowman Plaza
  - c. Syncopation – Foseid Property



**MONTHLY UPDATE**  
November 2025

# MONTHLY UPDATE | NOVEMBER



## CALL FOR SERVICE OVERVIEW

The Department handled 915 citizen-generated calls for service.

Officers initiated 655 calls.

### Compared to last month:

Citizen-generated calls decreased by 103. Officer-initiated calls decreased by 326.

### Compared to last November:

Citizen-generated calls decreased by 170. Officer-initiated calls decreased by 691.

## CRIME

### PROPERTY CRIME

- No burglaries were reported this month.
- Two vehicles were reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There was one report of a shooting or shots fired this month.
- Five firearms were seized as evidence this month.
- There were no robberies reported.

### DOMESTIC VIOLENCE

- Officers investigated twelve domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**Strangulation & Suffocation, False Imprisonment, Battery | 11/1** | Fitchburg officers were dispatched to the Mainstay Suites Hotel for a report of a physical disturbance between a couple. The female involved told officers that she and her boyfriend began arguing over a text message on her phone. When she attempted to leave the hotel room, the male restrained her on a bed, strangled her, and bit her. He fled the scene in a vehicle before officers arrived.

A few days later, on November 4, the 37-year-old Sun Prairie man turned himself in at the Dane County Jail, where he was booked on charges of Strangulation & Suffocation, False Imprisonment, Battery, Disorderly Conduct, and Misdemeanor Bail Jumping.

## MONTHLY UPDATE | NOVEMBER



**2<sup>nd</sup> Degree Recklessly Endangering Safety, Criminal Damage to Property, Disorderly Conduct | 11/14** | Officers were dispatched to 2346 Chalet Gardens Road for a reported disturbance in which the caller stated her boyfriend was using his car to ram her vehicle with her inside. While responding, officers learned the suspect had an active felony warrant, but both he and the victim left the scene before police arrived. The suspect and his vehicle were later located and stopped by the Madison Police Department. Through interviews and investigation, probable cause was established for the suspect's arrest for Second Degree Recklessly Endangering Safety, Criminal Damage to Property, and Disorderly Conduct. The suspect, a 31-year-old Madison man, was arrested by the Madison Police Department on the probable cause and transported to the Dane County Jail.

**Intentionally Point Firearm at Person, Carrying Concealed Weapon, Battery, Disorderly Conduct | 11/15** | Officers responded to a residence in the 5600 block of King James Court for a reported disturbance involving a person pointing a firearm at another individual. A witness told officers that a physical altercation had occurred between several people and that someone had made a statement about "not being afraid to shoot." After conducting interviews and obtaining statements, officers arrested a 30-year-old Fitchburg man, who was booked into the Dane County Jail on charges of Battery and Disorderly Conduct. A 27-year-old Madison woman was also arrested and booked into the Dane County Jail on charges of Intentionally Pointing a Firearm at a Person and Carrying a Concealed Weapon.

**Operating While Under the Influence (3<sup>rd</sup>) | 11/24** | A Fitchburg officer on routine patrol observed a vehicle stopped in the middle of the roadway. As the officer followed the vehicle, it committed multiple traffic violations, including failing to stop at posted stop signs and deviating from its lane of travel. The officer initiated a traffic stop, and while pulling over, the vehicle struck an unoccupied parked car. After observing signs of impairment, officers conducted field sobriety tests on the driver, a 39-year-old Oregon man, who was subsequently arrested for Operating While Under the Influence (3<sup>rd</sup> offense) and Operating with a Prohibited Alcohol Concentration (3<sup>rd</sup> offense).

# MONTHLY UPDATE | NOVEMBER



Case Number	Date	Location	Alder District	Incident Description
FP25-23284	11/1/2025	2400 High Ridge Trl	2	Disorderly Conduct
FP25-23285	11/1/2025	5400 Caddis Bend	2	Strangulation & Suffocation, False Imprisonment, Battery
FP25-23442	11/3/2025	2900 Fish Hatchery Rd	3	Intentionally Point Firearm at Person, Disorderly Conduct, Possession of Cocaine & Drug Paraphernalia
FP25-23444	11/3/2025	2400 Chalet Gardens Ct	1	Aggravated Assault, Battery, Disorderly Conduct
FP25-23561	11/5/2025	Fish Hatchery Rd/High Ridge Trl	2	OWI
FP25-23587	11/6/2025	3300 Leopold Way	2	Disorderly Conduct
FP25-23701	11/7/2025	2900 Index Rd	3	Theft of Auto
FP25-23722	11/8/2025	5400 Williamsburg Way	1	Violate Domestic Abuse Injunction, Resisting/Obstructing Officer, Disorderly Conduct
FP25-23743	11/8/2025	2700 Novation Pkwy	3	Disorderly Conduct
FP25-23765	11/8/2025	Fish Hatchery Rd/McKee Rd	2	OWI, Possession of Marijuana
FP25-23772	11/9/2025	Lacy Rd/Central Park Pl	3	OWI
FP25-23948	11/12/2025	4900 Lacy Rd	3	Theft from Auto
FP25-23957	11/10/2025	2300 S Syene Rd	3	3rd Deg. Sexual Assault, Strangulation & Suffocation
FP25-24058	11/14/2025	2300 Chalet Gardens Rd	1	2nd Deg. Recklessly Endangering Safety, Criminal Damage to Property, Disorderly Conduct
FP25-24110	11/14/2025	McKee Rd/Fitchrona Rd	4	OWI
FP25-24116	11/15/2025	USH 12 EB/Fish Hatchery Rd	n/a	OWI
FP25-24143	11/15/2025	5600 King James Ct	1	Intentionally Point Firearm at Person, Carrying Concealed Weapon, Battery, Disorderly Conduct
FP25-24164	11/16/2025	E Cheryl Pkwy/Crinkle Root Dr	3	OWI
FP25-24246	11/17/2025	4800 Tat Soi Rd	3	Battery, Disorderly Conduct
FP25-24252	11/18/2025	5000 Stanley Park Pl	3	Theft from Auto
FP25-24287	11/18/2025	4600 Thurston Ln	1	Disorderly Conduct, Possession Drug Paraphernalia
FP25-24372	11/19/2025	2900 Fish Hatchery Rd	3	Theft from Auto
FP25-24436	11/19/2025	2900 Ochalla Dr	3	Theft from Auto
FP25-24492	11/22/2026	2800 Mickelson Pkwy	2	Theft from Auto
FP25-24618	11/24/2025	Post Rd/Coho St	2	OWI (3rd)
FP25-24627	11/25/2025	4500 Verona Rd	n/a	OWI

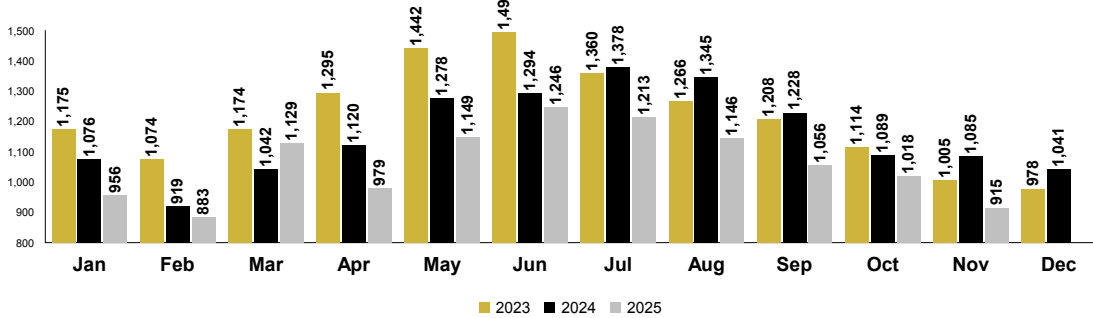
Incident descriptions reflect preliminary classifications that may change over the course of the investigation.

# Fitchburg Police Department

MONTHLY ACTIVITY November of 2025

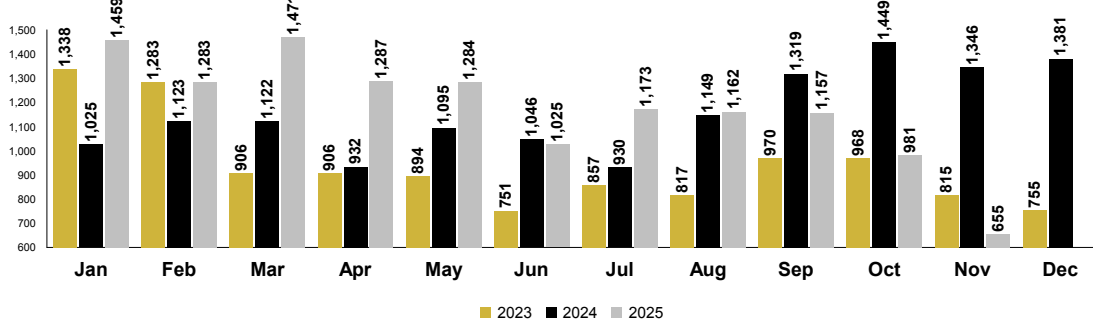


## CITIZEN GENERATED CALLS FOR SERVICE



2024 YTD	2025 YTD	YTD % +/-
12,854	11,690	-9.1%

## OFFICER INITIATED CALLS FOR SERVICE



2024 YTD	2025 YTD	YTD % +/-
12,536	12,937	3.2%

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Abduction/FI	2	0	0	4	1	2	1	1	1	1	0	0	0	0	1	2	1	1	0	0	0	1	0	13	6	-53.8%	
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	100.0%	
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
Robbery	0	1	0	0	0	0	2	0	0	1	1	2	2	2	0	0	2	0	1	1	0	0	0	5	6	20.0%	
Sexual Assault	3	0	1	0	1	1	4	0	1	0	2	2	2	2	4	5	0	1	0	1	0	2	1	13	18	38.5%	
Aggravated Assault	3	5	2	3	5	5	7	3	4	4	5	9	1	2	0	3	4	2	1	3	1	3	5	46	25	-45.7%	
Burglary	5	3	4	3	4	0	4	4	2	2	5	5	5	1	0	1	1	4	1	1	3	9	0	36	26	-27.8%	
Theft of Auto	3	4	5	2	2	2	1	2	4	2	8	2	3	0	5	4	3	2	5	2	3	2	4	35	33	-5.7%	
Theft from Auto	4	3	2	9	12	7	9	14	19	0	3	4	1	1	1	2	3	2	3	3	2	1	4	82	23	-72.0%	
Notable incidents excludes unfounded incidents. It also aggregates to the highest offense within a single incident.																									230	138	-40.0%

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Theft of Auto	3	4	5	2	2	2	2	4	2	8	2	4	0	5	4	3	2	5	2	3	2	2	2	36	32	-11.1%	
Shots Fired	0	0	0	3	0	1	0	2	2	1	2	0	1	1	0	0	1	1	0	0	0	0	1	11	5	-54.5%	
Domestic	19	10	7	22	11	20	20	13	25	10	18	11	7	5	10	11	10	15	14	14	15	8	12	175	121	-30.9%	
These 3 categories include a count of all incidents were the related offense occurred whether or not it was the highest offense.																											

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Traffic Crash	70	41	54	38	54	37	39	51	45	59	52	52	45	55	42	44	51	54	51	38	40	46	56	540	522	-3.3%	

	2024												2025												2024 YTD	2025 YTD	% +/- YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Officer Initiated																											
Traffic Monitoring	49	105	130	139	151	150	72	118	231	213	133	154	223	140	218	142	163	153	149	137	154	111	58	1,491	1,648	10.5%	
Traffic Stop	283	504	501	303	405	373	374	427	426	600	503	547	590	505	671	613	583	355	439	430	350	345	254	4,699	5,135	9.3%	



## Public Works Monthly Department Report

For the Month of: November 2025

### Transportation/Transit

- Syene Road Reconstruction – Finished punch list items on both Phase 2 and Phase 3. Remaining work to wait until spring. Budget amendment for Phase 3 select crushed material approved at the November 11, 2025, Council meeting.
- Fitchrona Road Reconstruction – Continued real estate acquisition, which is approximately 30% completed. Finalized sanitary sewer design for inclusion into plans and finalized other plan comments. Coordinated with dry utilities.
- Fish Hatchery Road Turn Lanes – Dane County completed turn lane improvements at East Cheryl Parkway and Lacy Road.
- Bus Rapid Transit – Coordinated surveying and geotechnical work on Fish Hatchery Road. Reviewed 60% Side-Running plans. Coordinated utility moves for Cahill Main and Triverton Pike stations. Coordinated real estate issues with City of Madison.
- Met with Promega representatives regarding crosswalks and Rectangular Rapid Flashing Beacons (RRFBs) for Promega campus.
- Reviewed building and grounds needs at Fire Stations and Public Works Maintenance Facility.
- Attended Comprehensive Plan kickoff meeting.
- Attended Wisconsin Department of Transportation (WisDOT) Beltline Planning and Environmental Linkages (PEL) Technical and Policy Advisory Committee Meeting and Public Information Meeting. Presented Fitchburg related items at Transportation and Transit Commission and Bicycle and Pedestrian Commission meetings.
- Met with Madison Gas and Electric (MGE) to coordinate Level 3 EV charging at City Hall.

### Stormwater

- Released storm sewer televising Request for Proposals (RFP). Proposals are anticipated to be opened December 18, 2025.
- Held preconstruction meeting for 2025 Stormwater Utility Facility Maintenance project. Work is anticipated to begin on December 8, 2025.
- Attended quarterly Madison Area Municipal Stormwater Partnership meeting.
- Opened vegetation management proposals. Selected Heartland Ecological for 2026-2028 contract.
- Met with Cornerstone Condo Association to discuss entering into a stormwater maintenance agreement.
- Continued drafting and design work on the Schumann Storm Sewer Upsizing project.

- Finalized review of Yarmouth Greenway Streambank Stabilization 60% plans. Adjusted stabilization approach at several locations to include vertical gabion baskets to limit tie-in disturbance.
- Continued work on culvert design for Fitchrona Road/Goose Lake project. Discussed project approach with Dane County Land & Water Resources Department.
- Reviewed private stormwater annual maintenance and inspection reports.

## Utilities

- Well No. 12: Strand Associates, Inc. continued work on redesign of the pump house without an open shelter area.
- Tower D: Maquire Iron Inc. continued welding work on the tower. They are currently building it in sections on the ground.
- Tower E AT&T: Completed plan and analysis reviews. AT&T is working to address City comments.
- Syene Interceptor (Phase II): Reviewed and submitted final design comments to Vierbicher. Met with affected property owner and discussed the easement/project with them.
- Fitchrona Sanitary Sewer: Drafted sanitary sewer replacement layout/design requirements on Fitchrona Road, from Madison Metropolitan Sewerage District's (MMSD) pump station to just north of Tonto Trail, for AECOM to incorporate into the Fitchrona Rd Reconstruction project.
- Tower Hill Water Main Replacements: Continued survey work and began generating plan and profile drawings for the water main replacements on Barbara Drive, Lyman Lane, Florann Drive, and Tower Hill Drive.
- Nine Springs Valley Interceptor (NSVI): MMSD continued design work and coordination with communities.
- Water System Plan: The City reviewed Strand's draft plan and provided comments. Strand will present this plan to the Board of Public Works on December 1, 2025. This plan needs to be finalized prior to the end of the year.
- Water Service Line Identification: Continued inventory work. The inventory needs to be submitted to the Wisconsin Department of Natural Resources (DNR) and letters need to be sent to property owners with unknown service materials before the end of the year.
- Sanitary Sewer Root Cutting: The Utility continued root cutting.
- Sanitary Sewer Televising: Finalized map defining 2025 sewer televising areas.
- 2026 Water Treatment Services: The City did not receive any proposals for these services. The request for proposals was re-released in November. Deadline to submit proposals is December 9, 2025.
- 2026 Water Testing: Received three quotes for this testing. Northern Lake provided the lowest quote.
- Large Meter Replacements: As of October 1, 2025, the Utility has one meter left to install.

- Meter Testing: The Utility continued 1.5" and 2" meter testing. 1.5" and 2" meters are required to be tested every four years.
- Meter Radio Installations: Continued installations in new construction.
- Watermain System Repairs: None

## **Parks**

- Chicory Meadows Tennis Courts: Fencing and court surfacing on hold until spring.
- Fitchburg HUB: Completed site punchlist walk through on November 5, 2025. Sullivan continued work on punchlist items and close out documents. A ribbon cutting ceremony was held on November 24, 2025. Parks Commission is anticipated to review proposed naming on January 8, 2025.
- McGaw Pickleball Courts: Court lighting addition was approved. On hold until poles and fixtures arrive.
- McKee Farms Park Open Air Shelter at Inclusive Playground: A rendering has been received and will be reviewed by staff.
- Quarry Ridge: A Memorandum of Understanding (MOU)/Land Use Agreement (LUA) agreement for the Capital Off Road Pathfinders (CORP) is being drafted by staff.
- Wildwood South: A budget amendment for resurfacing the tennis courts moved through the Council approval process.
- Kids Crossing Design: Anticipate receiving a conceptual rendering from Parkitecture in December.
- Kyle Stiegert Greenway: LUA has been drafted and is under staff review.
- Southdale Park Design: Emmons & Oliver Resources, Inc (EOR) is researching existing utilities for connection of the flow through spray feature.
- Swan Creek Tennis Courts: Soil borings anticipated to be completed in January.
- Rough mowed long grass areas in parks.
- Finished closing and blowing out park shelters.
- Picked up brush cut by volunteers at Chicory Meadows and Longford Pond.
- Made repairs on broken picnic tables.
- Pruned back overhanging brush on bike paths and sidewalk for snow removal operations.
- Pruned tree suckers in Highlands of Seminole, areas of Swan Creek, Crescent Crossing, and McKee Road and Fish Hatchery Road medians.
- Filled and prepared McKee Farms Park ice rink for the winter season.
- Serviced Morbark chipper and Toolcats.
- Performed snow removal operations for approximately 13" of snow on three occasions.
- Performed last mowing and string trimming round for season.
- Removed 30 trees.

## Forestry

- Completed fall tree planting in Maple Lawn Heights with the Urban Tree Alliance. Made plans to continue the Inflation Reduction Act (IRA) funded tree planting project in 2026.
- Watched a Parks Commission meeting.
- Met with the Planning Department in regards to the upcoming Comprehensive Plan update.
- Attended a Parks / Forestry / Public Works meeting.
- Facilitated the transition of Forestry from the Parks Department to Public Works.
- Submitted invoices/end of year accounting as appropriate.
- Continued to work on the Urban Forestry Strategic Management Plan rough draft.
- Participated in the American Forest “Tree Canopy: Compounding Interest” Urban Tree Equity webinar.
- Continued to work on the transition to the Field Maps work order system.
- Continued working on contract ash removals.
- Looked at tree conflicts for the 2026 paving contract.
- Facilitated a donation for prescribed burn on the Kyle Steigert Greenway.
- Inspected ash trees treated in 2023 and 2024. Marked many for removal as they are infested with EAB.
- Continued working on spring 2026 tree planting.
- Updated the tree inventory with the trees planted this fall.
- Responded to resident’s requests for service. Particularly dead/declining ash trees.
- Facilitated 2026 seed storage.
- Put the 2026 burn contract out to bid.
- Met with volunteers to discuss winter volunteer projects in Nobel Woods.

## Building & Grounds

- Police Station: Footing and foundation work began in November. Material testing services awarded to CGC, Inc. for this project. The City received one bid for the Audio-Visual (AV) work on November 13, 2025. The City will be rejecting this bid and is looking at bidding alternatives. The completion date for the Police Services Facility is anticipated April 2027.
- Police Evidence Roof: Jewell continued design work.
- City Hall Renovations: Architect continued work on building and space needs. They met with City staff to review needed improvements.
- Replaced broken toilet at Fire Station No. 1.
- Replaced broken window at Community Center.
- Drained cooling tower and shut down chiller at City Hall.
- Purchased cleaning supplies for HUB.
- Attended space needs meetings.
- Completed building walk arounds for repairs.

## Refuse & Recycling

- Continued food scrap collection at Swan Creek. Approximately 670 gallons (estimated ~2,500 lbs.) of food scrapshaves been collected.
- Added plastic film collection at the Recycling Drop off site.

## Streets

- Used both street sweepers to sweep 490 miles of roads and pick up 1,176 cubic yards of leaves.
- Moved 2,040 cubic yards of yard waste from the public drop off site to the compost area.
- Assembled all the plow trucks and made sure they were in safe operating condition.
- Touched up gravel shoulders on rural roads.
- Worked on putting hot tar around manhole covers and valve boxes that could catch the plow edge during snow removal operations.
- Responded three times to clear roads from approximately 13" of snow.
- Repaired streetlights throughout the City as well as rebuild fixtures for MGE to install.
- Helped with the Birdy Derby by setting out sign boards and supplying two trucks during the event for traffic control.
- Reviewed and practiced plow routes with new drivers.
- Serviced and repaired 15 pieces of equipment and vehicles.

## Other

- Developments:
  - Gusto Development: Executed Subdivision Improvement Agreement and reviewed drawings.
  - Hartung: Contractor continued work on punchlist items.
  - Highfield (Phase 3 & 4): Contractor continued work on punchlist items.
  - Highfield (Phase 5): Reviewed plans. Received DNR water and sanitary approvals.
  - Jamestown Quarry: Continued work on erosion control items.
  - Nine Springs (7<sup>th</sup> Addition): Work began on private improvements.
  - No Oaks Ranch Plat: MSA continued working on the preliminary plat comments.
  - No Oaks Ranch Certified Survey Map (CSM): Reviewed CSM.
  - Oak Meadow Reserve: In warranty period.
  - Olive Tree: On hold.
  - Sub-Zero (Basswood Dr): Public improvement work on hold until Spring. Sub-zero and Strand worked on Basswood vacation requirements.
  - Terravessa, Terravessa (3<sup>rd</sup> Add) & Terravessa (4<sup>th</sup>): Contractor continued work on punchlist items.
  - Terravessa (5<sup>th</sup>): Reviewed drawings.

- Uptown Hills: Held second preconstruction meeting, reviewed submittals, etc. S&L Underground installed water main along Haight Farm Road.
- Commercial Developments: Continued follow-up on occupancy punchlists.
- Planning & Building Permit Reviews: Completed approximately 10 reviews.

Water Tower D construction progress.



Installed a new concrete bus pad on East Cheryl Pkwy.





# Recreation & Community Services Monthly Report

For the Month of: November 2025

## Programs

Ten new one-time programs.

- Veterans Day Recognition Ceremony



- Indoor Walking – TOCA Soccer Center / Boys & Girls Club
- Holistic Wellness Yoga with Linda
- Tips & Tricks for Caregivers – Dr. Zorba Pastor
- Lunch & Learn - How to Sleep Better – UW Health Sleep Clinic
- Lunch & Learn - Celebrating Indigenous Month
- Managing Hip & Knee Arthritis – Dr. Chakravarty
- MIEA – Intro to Mindfulness
- Fitchburg Senior Center Friends – Travel Show
- AARP Smart Driver Course

31 on-going programs.

## E-Newsletters Subscriptions

1,761 through October 2025. 1,803 current subscribers through November 2025.

**Monthly Foot Traffic – 4863**

**Avg. Daily Foot Traffic – 250**

## Meals

Congregate Meals: 770

Home Delivered Meals: 644

**Grand Total: 1,404**

## Volunteer Program Update

October	Position	Notes	Started
A.M.	Meal Driver, Kitchen Assistant, Grocery Shopper, Data Entry	Forms for RSVP filled out & sent on 11-14-25	Will train in December
M.M.	Driver Escort, Client Assistant	Forms for RSVP filled out & sent on 11-14-25	Will train in December
G.W.	Driver Escort	Applicant had to retract his application as he now has a medical diagnosis that will keep him from volunteering.	May try to volunteer when medical condition is more stable.
C.R.	Meal Driver/ Driver Escort	Application filled out. Sent an email on 11-20-25	Waiting for a reply.
A.M.	New Pen pal program/ Bag decorator	Application filled out. Interview on 11-12-26	11/12/2026
M.B.	Client Assistant, Tech Tutor	Application filled out. Email sent on 11-22-26.	Waiting for a reply.

**Volunteer Program Challenge:** Replacement of volunteer medical driver.

**New Volunteer Positions:** New volunteer and group of friends have started a pen pal program with meal clients. This group will also decorate meal bags for home delivered clients.

**Volunteer Replacements in August:** 7 (number of volunteers that were unable to fulfill their commitments and required a replacement without notice)

## Case Management

New client referrals: 9

Case Management clients served: 89

Medicaid clients served: 14

### Client trends and other notables:

- Working on phase 2 of ongoing support towards numerous residents in a senior HUD apartment complex having to relocate temporarily into a hotel.
- Training and mentoring Social Work intern.

- Working with several time-consuming clients with high needs including out-of-state coordination with hospitals and resources to ensure client's safety.
- Attended and served clients at Housing Search Clinic, working with Joining Forces for Families and Allied Food Pantry.
- Giving Tree for low income/socially isolated clients, approx. 30 tags have gone out so far.
- Participating in advisory board for WREN (WI research and education network) for loneliness screening and social prescribing for older adults in the primary care setting.

## Recreation

### November Programs

- Adult Volleyball Leagues, 20 teams (Mon. = Women's, Mon. = Coed Int, Thur. = Coed Power)
- Youth Basketball Practices (2<sup>nd</sup>/3<sup>rd</sup> Grade & 4<sup>th</sup> Grade) 110 players
- Coding for Kids, 13
- Youth Dance (Pre-Ballet, Ballet, Jazz, & Hip Hop) 60
- Curious Crafters, 27
- DIY Leather Earring Workshop, 6
- Force Fitness, 24
- Yoga, 7
- Martial Arts, 5
- Robotics: Muscle Bots, 6
- Video Game Design, 5

### November Community Center Rentals

- Private rentals = Oak Hall (2), SP Dining (3), Syene, Fitchburg
- Fitchburg Non-Profit/Neighborhood Associations = Syene (3), Swan Creek (3), Stoner Prairie Dining (1), Fitchburg (1), Prairie View (1)

## Healthy Neighborhood Initiatives

- Attended the Allied, Leopold NRT meetings and the Madison 365 Leadership Summit.
- Began initial discussions about implementing a microgrant program.
- Interviewed for the Neighborhood Navigator position.
- Organized non-profits to attend the HUB opening and attended opening.
- Continued to work on and write the Healthy Neighborhoods Strategic Plan.

## Administration

- Re-occurring meetings: Department Head, Deputy Administrator, Bi-weekly staff, Commission on Aging Well, Fitchburg Senior Center Friends, Dane County Focal Point Directors, Wisconsin Association of Senior Centers, Talking Fitchburg.
- Held Commission on Aging Well working meeting to move forward outreach plan.
- Worked with M&M Interiors on accommodating new staff moving into social work office.
- Interviewed candidates for PT social work position.
- Held department restructuring meetings with recreation and HNI staff.
- Attended City Hall remodel meeting.
- Developing 2026 initiatives for new Community Services & Recreation Department.

# MONTHLY REPORTS DECEMBER 2025

Updates from City Departments and Monthly Activities



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CITY OF FITCHBURG, WISCONSIN



# Administration Monthly Report

For the Month of: December 2025

## Meetings

- Held a 1:1 meeting with each of the 16 department heads
- Attended Development Team meetings
- Attended weekly update meetings with Mayor
- Held DH meetings for Council agenda review and roundtable discussion
- Attended monthly League of Municipalities Administrator Zoom meeting and WCMA Region 5 meeting, DCCVA virtual roundtable
- Attended bi-weekly HUB construction and Police Services Facility meetings
- Attended various developer meetings
- Held monthly meetings with Community Resource Team and Buildings & Grounds staff
- Attended Finance and Council meetings
- Met with City of Verona representatives
- Attended weekly communication and Joint Review Board meetings
- Coordinated the Holiday Lights Tour event and the decorated City vehicles night on December 13 at Fire Station 1
- Met with Alder Lepper to onboard
- Met with Planning staff to provide Comprehensive Planning input

## Staff Projects

Worked with staff on various projects and policies including but not limited to TID closure projects, TIF requests, third floor staffing, sergeant pay, History Wall, remote work, Oregon/Verona/Fitchburg EMS District, city hall remodel & furniture, battalion chief staffing, development and housing, resident concerns, bike & pedestrian plan, community gardens, Fire Department contract arbitration, and Country View Mobile Home Park.

## Events and Collaboration with Businesses & Residents

- Provided a monthly video update and Council meeting recap for residents via FACTv.
- Attended the 2025 Employee Luncheon, the Fitchburg PD celebration, GiGi's Playhouse groundbreaking, Supreme Structures holiday event, Advocacy in the AM Mayor Panel, and the Holiday Lights Tour decorated city vehicles with Santa event.





## Assessing Monthly Department Report

For the Month of: December 2025

### Inspections Completed Over the Past Month

- 102 full inspections
- 24 exterior inspections
- 58 partial new construction properties inspected on 12/30/25

### Projects Completed Over the Past Month

- Mailed 178 inspection request letters.
- All staff attended training on wetland and contaminated site identification and valuation.
- Attended Wisconsin Association of Assessing Officers Planning and Management committee meeting.
- Prep work and coordination for annual new construction verification drive.
- Coordinated and collaborated with FACTv to have them do a ride along on one of our new construction inspection days.
- Held 1:1s with all staff.

### Major Projects in Progress

- Field work and inspections for 2026 assessment roll.
- Processing and listing data changes for 2026 assessment roll.
- Ongoing review of sales and permit records to add inspections of properties to review for 2026 assessment roll.
- Cross training in commercial valuation and parcel splits and combinations.
- Continued work on properties in litigation.
- Revamp of Assessing pages on City's website.

### Projects in the Next Month

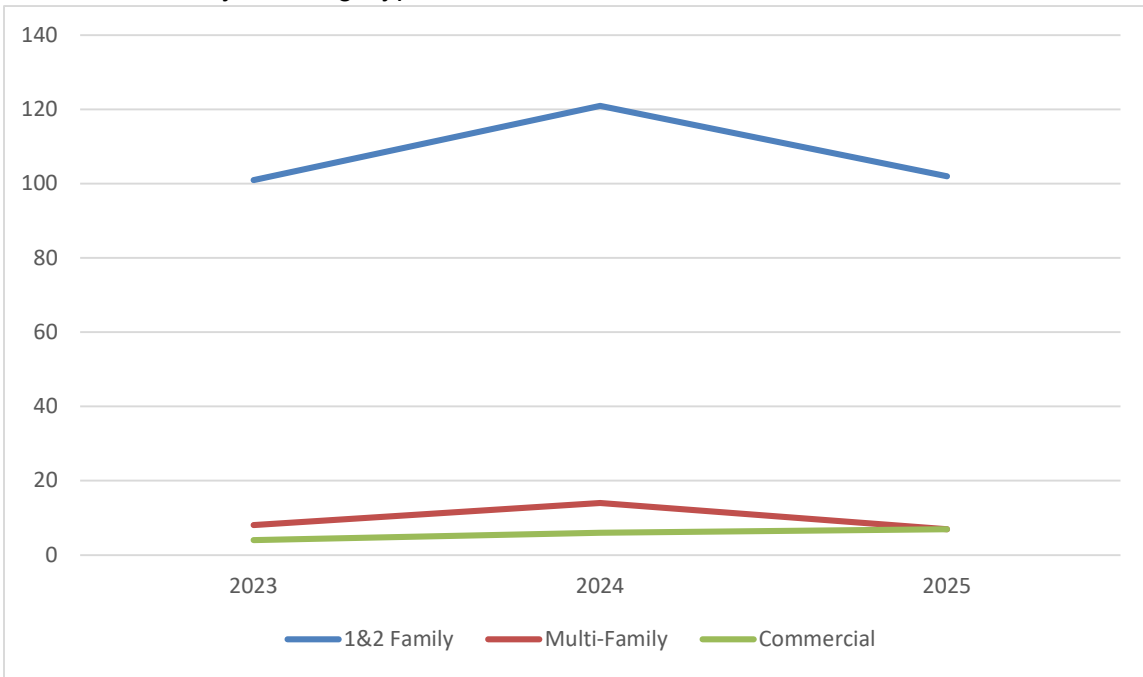
- Continued work on properties in litigation.
- Continued discovery and listing work for 2026 assessment roll.
- Continued field inspections and reviews for 2026 assessment roll.
- Field inspections on all partially constructed new construction properties.
- Attend Wisconsin Association of Assessing Officers Executive Board meeting.
- Complete all inspections and processing on properties sold in 2025.
- Report to Department of Revenue on 2025 sales.

**CITY OF FITCHBURG - BUILDING INSPECTION DEPARTMENT**

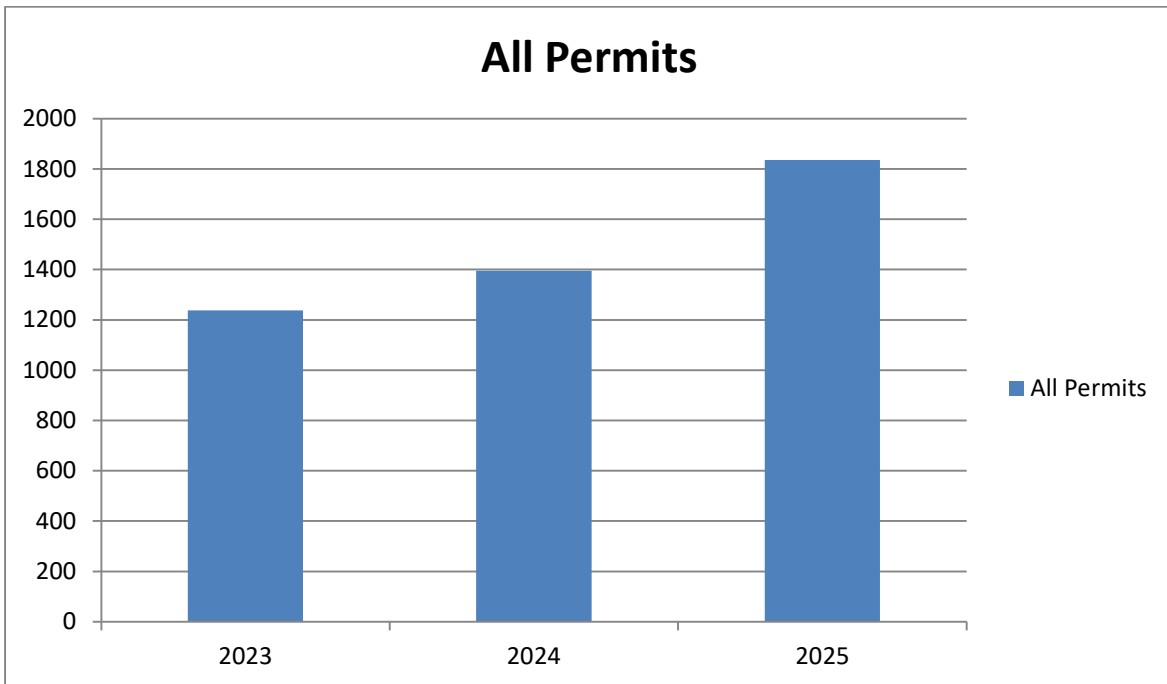
**PERMITS ISSUED - 2023 - 2024 -2025**

	New Single Family	New Two Family	Construction Value 1&2 Family	New Multi-Family	Multi-Family Units	Construction Value Multi-Family	Total Living Units	New Commercial	Construction Value Commercial	Alteration/Repairs Residential	Alteration/Repairs Commercial	Value ALL Permits including Alteration/Repairs	Building Inspection Permit Fees for ALL Permits
<b>January</b>	10	0	\$ 4,318,193	2	119	\$ 29,850,000	129	0	\$ -	91	5	\$ 35,886,228	\$89,234
<b>February</b>	2	0	\$ 1,062,278	1	8	\$ 1,600,000	10	0	\$ -	73	8	\$ 5,841,994	\$51,481
<b>March</b>	8	4	\$ 5,943,576	0	0	\$ -	16	1	\$ 350,000	104	11	\$ 9,012,343	\$58,457
<b>April</b>	10	2	\$ 5,268,674	0	0	\$ -	14	1	\$ 2,000,000	147	15	\$ 12,949,101	\$79,924
<b>May</b>	5	4	\$ 4,611,671	1	273	\$ 33,000,000	268	0	\$ -	106	9	\$ 40,706,900	\$164,008
<b>June</b>	8	1	\$ 3,780,853	1	52	\$ 10,660,000	62	2	\$ 5,616,000	152	9	\$ 24,457,042	\$88,239
<b>July</b>	9	1	\$ 5,189,105	0	0	\$ -	11	0	\$ -	188	8	\$ 14,875,987	\$124,890
<b>August</b>	2	0	\$ 856,444	0	0	\$ -	2	0	\$ -	167	11	\$ 9,446,750	\$61,015
<b>September</b>	4	0	\$ 2,170,000	1	12	\$ 2,850,000	16	0	\$ -	189	9	\$ 9,273,492	\$63,731
<b>October</b>	8	1	\$ 4,399,757	0	0	\$ -	10	2	\$ 133,096,474	177	6	\$ 156,369,469	\$237,120
<b>November</b>	8	4	\$ 5,596,837	0	0	\$ -	16	1	\$ 1,000,000	127	6	\$ 9,461,032.00	\$59,535
<b>December</b>	9	2	\$ 5,602,966	1	13	\$ 2,600,000	26	0	\$ -	97	5	\$ 9,892,377	\$53,619
<b>2025</b>	<b>83</b>	<b>19</b>	<b>\$ 48,800,354</b>	<b>7</b>	<b>477</b>	<b>\$ 80,560,000</b>	<b>580</b>	<b>7</b>	<b>\$ 142,062,474</b>	<b>1618</b>	<b>102</b>	<b>\$ 338,172,715</b>	<b>\$1,131,253</b>
<b>2024</b>	<b>99</b>	<b>22</b>	<b>\$ 55,370,597</b>	<b>14</b>	<b>323</b>	<b>\$ 65,534,385</b>	<b>466</b>	<b>6</b>	<b>\$ 32,571,989</b>	<b>1150</b>	<b>105</b>	<b>\$ 196,260,700</b>	<b>\$1,867,972</b>
<b>2023</b>	<b>82</b>	<b>19</b>	<b>\$ 42,632,750</b>	<b>8</b>	<b>436</b>	<b>\$ 75,521,354</b>	<b>556</b>	<b>4</b>	<b>\$ 51,110,641</b>	<b>1011</b>	<b>98</b>	<b>\$ 248,770,579</b>	<b>\$1,620,079</b>

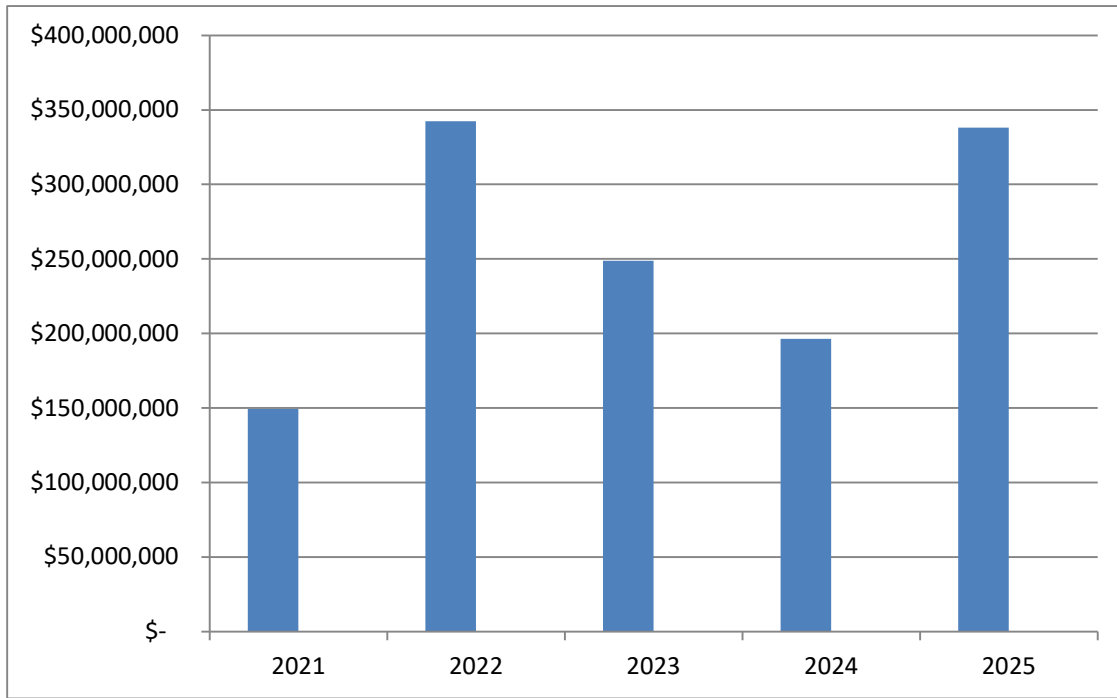
New Construction by Building Type



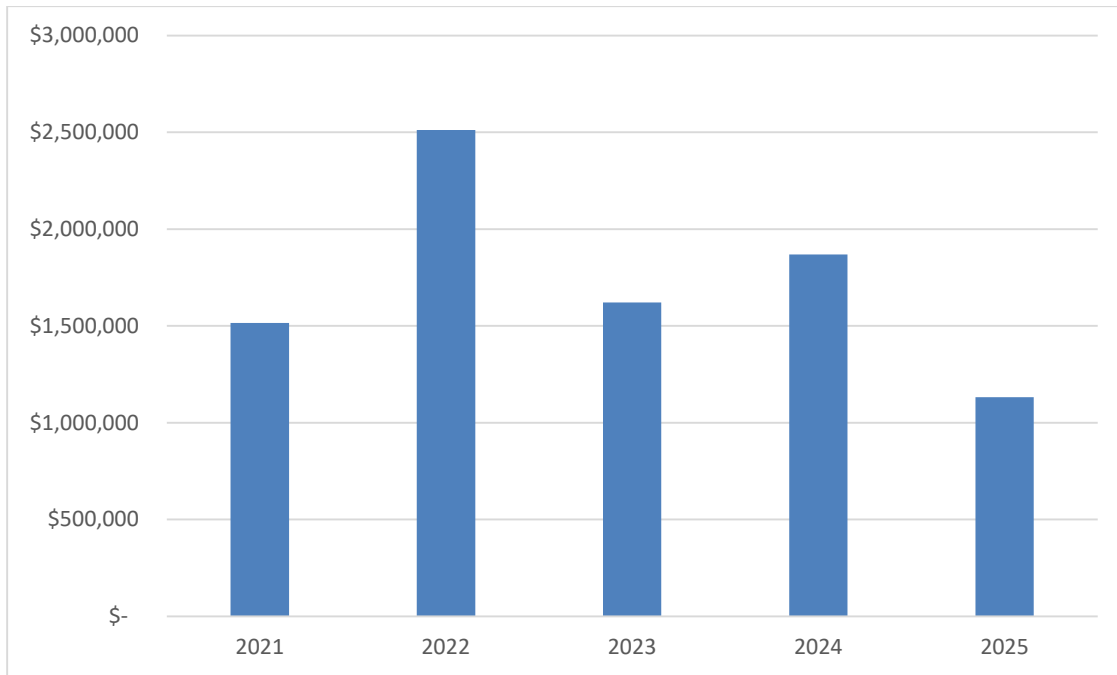
All Permits Issued



### Total Construction Value All Permits



### Total Fees Paid All Permits





## Clerk Monthly Department Report

For the Month of: December 2025

### Elections

- Continued to review voter registration applications and absentee ballot request applications. There are no elections this fall.
- Collected mayoral and alder candidate paperwork for the April 2026 Election.
- Checked all candidates' paperwork for completeness.
- Verified and cross-checked address information on all nomination paperwork.
- Updated the city website as candidate paperwork was turned in.
- We will have a county-wide February Primary for Circuit Court Judge Branch 1.
- We have will have a total of eight candidates on the April ballot. Two seats are running unopposed; the other seats will have two candidates running against each other on the April ballot.

### Special Projects

- Team member continued work on scanning documents to electronic versions.

### Other

- Processed four open records requests. Clerk's department processed 129 open records requests in 2025.

### Staff

- Team members created agendas for one PSHS and one Common Council meeting and monthly COW meeting.
- Clerk attended PSHS and Common Council meetings.

### Licensing

- Processed and approved two new operator's license applications.
- Processed and approved new alcohol licenses for Pancake Café Fitchburg 2, LLC., under new ownership.

## Licenses &amp; Permits Issued in 2025:

- 1,325 pet licenses
- 315 operator licenses
- 58 alcohol licenses
- 78 street/use event licenses
- 54 sound permits

<b><u>Pet Licenses Issued</u></b>	
Cats	143
Dogs	1130
Kennel Licenses - with 50 dogs total	6 = 52 tags
<b><u>Event Related Permits</u></b>	
Temporary Class B Beer/Wine Permits	6
Fireworks Displays	1
Large Scale Festival Events	These are combined with licenses below
Large Scale Street Events	14
Residential Neighborhood Street Events	3
Sound Permits	54



# Economic Development Monthly Report

For the Month of: December 2025

## Economic Development

- Participated in the Dane County Small Business Expo at the Black Business Hub
- Prepared the CEDA agenda, packet and meeting minutes
- Resolution for Ross Family Properties to apply for WEDC CDI grant
- TIF Requests – General Beverage, The UPS Store, JT Klein, Syncopation, and Jamestown Quarry

## Business/Developer Outreach

- 21 business/development contacts with several requiring additional outreach and follow up.

## Housing

- Met with Samina Khan regarding housing.
- Met with Fausto Rivera at FCI regarding housing programs.
- Attended Housing Study Check-in meeting with Redevelopment Resources.
- Met with Baker Tilly regarding housing programs.

## Prospects/RFP

- Met with Personal Trainer interested in Fitchburg.

## Meetings

- Attended Workforce Development Board of South-Central Wisconsin Annual Meeting.
- Attended the MVV nominations meeting.
- Attended weekly staff meetings, Development Team and Department Head meetings.
- Met with Sustain Dane to discuss final report for 2025.
- Met with Madison Development Corporation to discuss Venture/Debt Participation Agreement.
- Staff meeting regarding Efficiency Navigator Program for 2026.
- Met with staff and Finance to discuss Efficiency Navigator approval process changes.
- Attended the GMCC Advocacy in the AM, Fitchburg Focus, FCVBB Board meeting, JFF Community Team meeting, CDBG Meeting and RHS Executive Committee meeting.
- Attended monthly meeting with Administration.
- Attended internal development meeting with staff.
- Met with Keith Dahl to discuss TIF requests two times.

- Attended Comp Plan Input meeting and Country View Mobile Home Park meeting.
- Attended GiGi's Playhouse groundbreaking, Get Festive, Adesys, Fitchburg Biz After Hours, and JG Development event.



Patrick Anderson, EMS Chief  
 101 Lincoln Street  
 Verona, WI 53593  
 608-497-2909 (Business Office)  
 608-845-9455 (Fax)  
 www.fitchronaems.com

# Chief's Report

## January-2026

EMS Calls for Service				
Month	2023	2024	2025	Change from Previous Year
January	432	412	491	19%
February	359	386	472	22%
March	411	384	421	10%
April	376	382	475	24%
May	391	414	411	-1%
June	403	469	458	-2%
July	359	457	483	6%
August	440	464	431	-7%
September	445	431	447	4%
October	414	464	482	4%
November	405	454	410	-10%
December	423	467	453	-3%
<b>Total</b>	<b>4,858</b>	<b>5,184</b>	<b>5434</b>	<b>5.5%</b>

Estimate for 2025 5468

Special Reporting	Dec-25	Dec-24
Naloxone Administration	0	1
Car 15/17 Responses	6	5
Out of Resources	2025	2024
All trucks on calls - December	20	27
Mutual Aid Required (to date)	55	45 Total

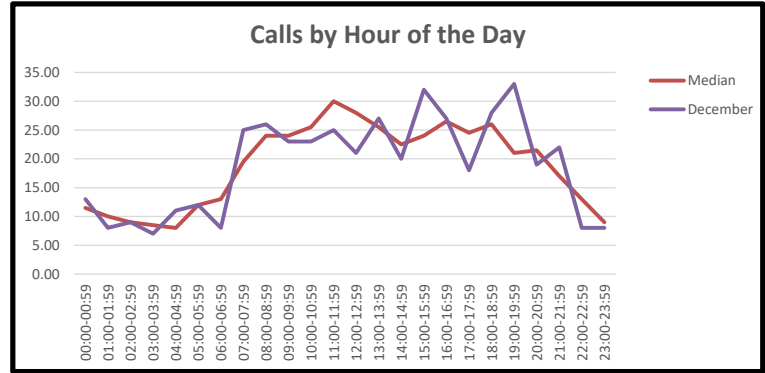
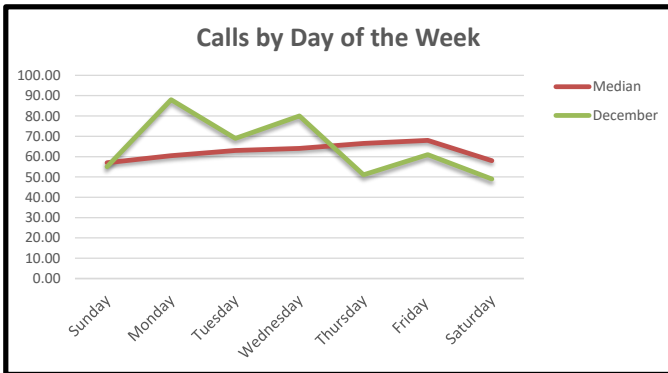
Runs by Municipality				
Municipality	Dec-25	Dec-24	Year to Date	Percent of Total Runs to Date
City of Fitchburg	305	305	3505	65%
City of Verona	115	113	1494	27%
Town of Verona	15	16	161	3%
City of Madison	5	10	75	1%
Belleville (District)	1	3	45	1%
Mount Horeb (Dist)	6	14	94	2%
Other	6	6	60	1%

Fractile Times for Previous Month		
	Service Median (in minutes)	90th Percentile (in minutes)
Notified to Enroute	1.47	2.67
En Route to Arrived on Scene	4.92	8.57
Notified to Arrived on Scene	6.50	10.13
On scene to Transporting	14.05	24.08
Transporting to Destination	16.21	23.75
At Destination to Unit in Service	10.99	16.40

Average calls per day - Previous Year (2024)	14.16
Average calls per day - Year to date	14.89

### Community Events December 16th - January 8th

### Statistics



Top 70% Dispatch Reasons for Calls for Service - December			
Previous Month	Current Month	Complaint	
1	1	Falls	20.97 %
2	2	Sick Person	15.67 %
3	6	Breathing Problems	9.93 %
4	5	Chest Pain	8.61 %
	3	Unconscious/Fainting	5.52 %
5	4	Unknown Problem	4.86 %
7	5	Hemorrhage	4.42 %
		Abdominal Pain	3.31 %
			<b>73.29 %</b>

Calls by Station - December		
Verona	143	32%
FB Sta 2	169	37%
FB Sta 3	139	31%

### Financial Report

#### A/R Aging (as of December 31st, 2025)

	0-30	31-60	61-90	91-120	121-180	180+	Total
EMS MC	\$849,704	\$255,047	\$252,288	\$144,192	\$183,416	\$270,887	\$1,955,535

Current %	43.5%	13.0%	12.9%	7.4%	9.4%	13.9%	100.0%
Goals	40.0%	20.0%	10.0%	7.0%	8.0%	3.0%	100.0%

### Cash on Hand

	12/31/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
Checking/Market	\$ 1,046,934.95	\$ 1,106,809.42	\$ 1,020,644.17	\$ (59,874.47)	\$ 26,290.78
Savings	\$ 285,832.66	\$ 120,608.53	\$ 52,940.69	\$ 165,224.13	\$ 232,891.97
Oak Bank - CD 8518	\$ 200,000.00	\$ 200,000.00	\$ 150,931.43	\$ -	\$ 49,068.57
Oak Bank - CD 0852	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -
Oak Bank - CD 1824	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ -	\$ -
WISC Funds	\$ 903,522.82	\$ 716,629.81	\$ 266,748.39	\$ 186,893.01	\$ 636,774.43
<b>Total Cash</b>	<b>\$ 2,736,290.43</b>	<b>\$ 2,444,047.76</b>	<b>\$ 1,791,264.68</b>	<b>\$ 292,242.67</b>	<b>\$ 945,025.75</b>

### Assigned Fund Balances - Oak Bank

	12/31/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
FAP Funds (Restricted)	\$ 238,473.01	\$ 73,105.37	\$ 9,367.13	\$ 165,367.64	\$ 229,105.88
2024 EPIC Grant	\$ 6,246.03	\$ 6,246.03	\$ 580.00	\$ -	\$ 5,666.03
Labor Contract Funds	\$ 17,984.00	\$ 18,222.50	\$ 24,000.00	\$ (238.50)	\$ (6,016.00)
<b>Total Assigned Funds</b>	<b>\$ 262,703.04</b>	<b>\$ 97,573.90</b>	<b>\$ 33,947.13</b>	<b>\$ 165,129.14</b>	<b>\$ 228,755.91</b>

### WISC Investments

	12/31/2025	Previous Month	Previous Year	Change from Prev Month	Change from Prev Year
HRA Investment Acct (IS)	\$ 477,474.67	\$ 292,230.44	\$ 266,748.39	\$ 185,244.23	\$ 210,726.28
Unassigned Fund Balance	\$ 426,048.15	\$ 424,399.37	\$ -	\$ 1,648.78	\$ -
<b>Total Assigned Funds</b>	<b>\$ 903,522.82</b>	<b>\$ 716,629.81</b>	<b>\$ 266,748.39</b>	<b>\$ 186,893.01</b>	<b>\$ 636,774.43</b>

### December Donations

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### January Milestones

Patrick Anderson - 25 Years  
Devon Anders - 1 Year

### Comparables - Calls for Service

Service	2019	2020	2021	2022	2023	2024	2025	Percent Change 2024-2025
Fitch-Rona EMS	3443	3505	4184	4267	4858	5184	5434	5.1%
Middleton EMS	1969	1898	2254	2543	2715	2769		
Sun Prairie Fire/ EMS	3165	3213	3368	3692	4424	4961		

### Other Updates


### SHOUT OUTS

Patient called to compliment the patient care received from Amy and Nichole  
Thank you to DC Anders and Dostalek for covering while I was gone for two weeks at the end of December




# FACTv Monthly Department Report

For the Month of: December 2025

## Current Productions

- 20 productions completed in December
- 14 meetings completed in December
- 17 (2 shows per day & new format started on 9/15/25) Talking Fitchburg updates in December
- 17 productions scheduled for January
- 24 meetings scheduled for January

## Upcoming Productions

- Monthly Police Services Facility building update
- Forward Physical Therapy ribbon cutting
- RRFB/ Crosswalk Safety Video
- TF Council Recap Show
- TF Fitchburg Chamber Update
- TF Department of Ag., Trade, and Consumer Protection
- TF Better Business Bureau

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv Marketing Videos- On Going
- Fitchburg Police Department Video Projects- Spotlight Series & monthly building updates
- Fitchburg Fire Department- Day and Life of a Firefighter
- Communications Plan

## Department Projects

- FSC Dining Room AV Project- UPDATE- Contractor picked and TBA on construction.
- FACTv Wall Unit Project- On Hold until space needs assessment complete.
- FACTv Studio Project- On Hold until space needs assessment complete.
- Communications meeting with all departments and setup plans for 2026.

## Department Focus

- FACTv Marketing Plan
- City-wide Communications build-up

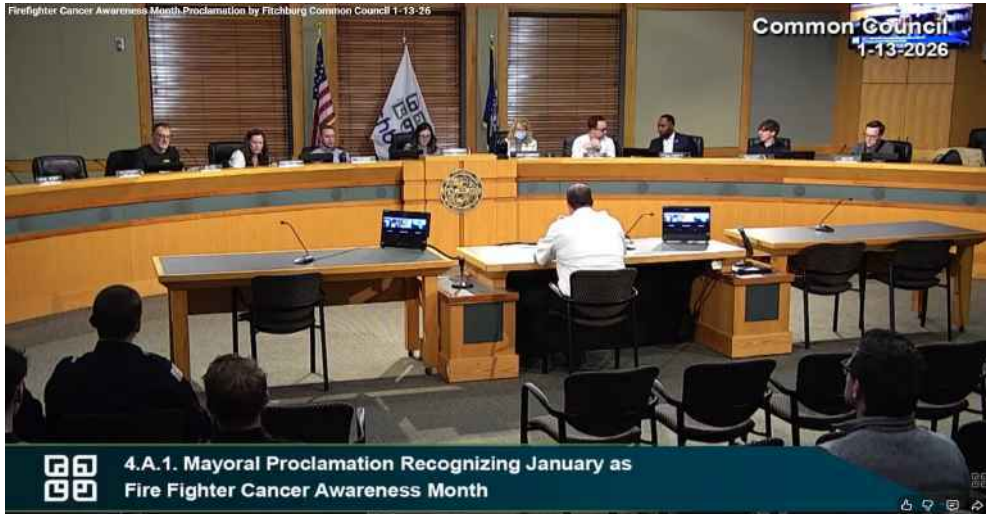
## Police Services Facility Monthly Update

Police Services Facility Construction Update - January 2026



## Common Council Meeting Mayoral Proclamation

Firefighter Cancer Awareness Month Proclamation by Fitchburg Common Council 1-13-26





# Finance Monthly Department Report

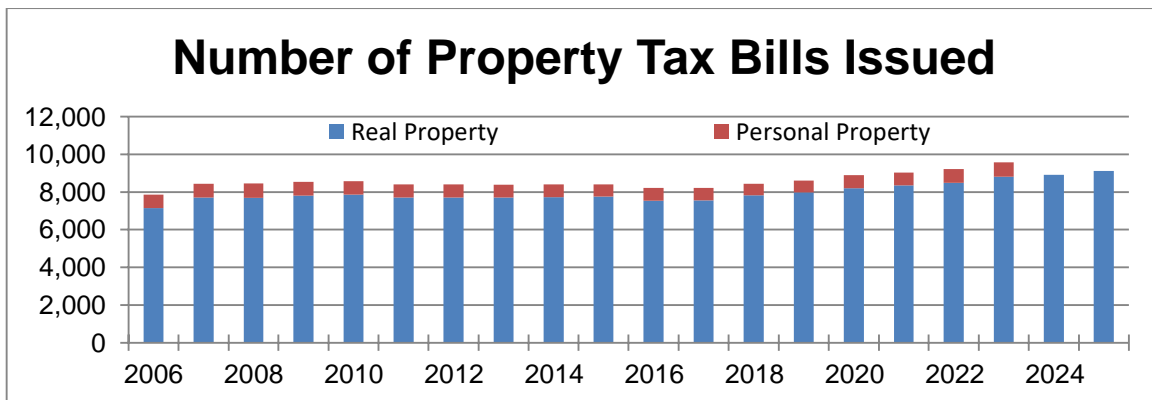
For the Month of: December 2025

## Routine Finance Cycles

- Debt payments were completed without issue.
- Attended Finance Committee, Council, and Department Head meetings.
- Monthly reports on purchasing cards and ACH transactions and semi-monthly reports on checks issued were submitted to Finance Committee and Council. The October Treasurer's Report was submitted to Finance Committee.
- Participated in various roundtable discussions held by the League of Wisconsin Municipalities to stay current on relevant issues.
- Met with various staff to discuss purchasing policies, CIP projects, and budget amendments.
- Submitted the annual sewer rate information and calculated the rate increase required. The average increase is about 3% with residential charges increasing \$1.50 per quarter and the usage rate increasing 13¢ per 1,000 gallons.
- Completed sick leave over max payments.
- Updated end-of-year information and checklists and distributed them to all Departments. 2025 close-out to occur over the next several months. The external auditors completed their preliminary fieldwork for the 2025 audit. This fieldwork focused on the financial processes and other preparation for the final fieldwork to occur in mid-March.
- Updated the 2026-2035 Capital Improvement Plan (CIP) as revised during the 2026 budget process: <https://www.fitchburgwi.gov/176/Capital-Improvement-Plan>
- Published the Adopted 2026 Operating Budget: <https://www.fitchburgwi.gov/1998/Financial-Records-Reports>
- Reconciled the final property tax roll with the County and reviewed sample tax bills to verify the calculations were done correctly. Revised and updated the tax bill insert to be more visually appealing and reader-friendly. Updated FAQs and other statistics that were shared with Council and on the website. Filed the Statement of Taxes (PA-632a), Referendum Data Worksheet (PA-687), Tax Increment Worksheet (PC-202), and Tax Roll Certificate (PA-601f). Filed the mill rate worksheet with the DNR for PILT payments. Filed the levy limit worksheet. The total tax roll, including the overlying jurisdictions, tax increment, special assessments/charges is \$126 million. A total of 9,105 property tax bills were mailed on December 11th, 4 days before statutory deadline of December 15th.

## Routine Finance Cycles (continued)

- Held interview with FACTv about tax collection process and how to calculate a tax bill.
  - 2025 Property Tax Bill Breakdown: <https://youtu.be/BBfGeuRWA4Q>
  - Property Tax Payment Frequently Asked Questions/Insert Overview: [https://www.youtube.com/watch?v=5ivWm\\_W1YOM](https://www.youtube.com/watch?v=5ivWm_W1YOM)
- Through December 31<sup>st</sup>, a total of \$39.7 million was collected in 4,435 transactions. The majority of the collections (94.7%) was by check. Online payments accounted for 5.1% with the remaining payments made in cash.



## Special Projects

- Participated in various development conversations, including JT Klein Senior Housing, Lido Apartments, a possible amendment to TID #17 and #18, Syncopation development, and new affordable housing initiatives. Engaged Ehlers, the City's financial advisors, for a pro-forma review of a proposed new development in TID #17 in Jamestown Quarry. Council action will be required prior to the execution of any TID amendments or Development Agreements.
- Participated in various meetings to discuss payroll questions and employee handbook updates. Participated in discussions about active union negotiations. Researched new 'no tax on overtime' provision. The IRS provided reporting relief to employers for 2025 but a communication to employees will be distributed in January to share information about the complex rules surrounding the provision.
- Held an introduction meeting with the project manager at UKG, the new timekeeping/payroll provider to be implemented in 2026.
- Worked with Economic Development to notify hotel owners about the room tax increase from 7% to 8% effective 1/1/26.
- Transferred MG&E costs for one DaneCom site to Dane County, effective 12/31/25.
- Worked with Building Inspection, Administration, and Legal to implement the new police facility impact fee and terminated fire facility impact fee.

### Special Projects (continued)

- Compiled the information to close-out the 2020A debt issuance. Final arbitrage reporting is expected in the first quarter of 2026. Analyzed 2024A debt issuance spend-down requirements and prepared recommendations on strategies available to meet the requirements. A budget amendment resolution was submitted for Council consideration. Reviewed 2025 debt service fund activity and submitted a budget amendment to Council to reduce future debt issuance with available funds. This strategy saves City taxpayers money on issuance and interest expenses.
- Worked with public works staff to assign solar costs for the new police facility to non-borrowed funds in order to maximize the available energy credit.

### Staff

- Weekly, bi-weekly, monthly, and quarterly team meetings were held.
- Held interviews for a new part-time Utility Billing Specialist. Hired an excellent candidate who will begin in early January 2026.
- Trained staff on the use of co-pilot and brainstormed possible uses.
- Attended annual Governmental GAAP Update webinar.
- Finance Director and Accountant attended Winter WGFOA conference with an Accounting theme. Key sessions included ethics and various GASB updates that will be effective in the near future.

### Statistics

	2021	2022	2023	2024	2025
Special Assessment Letters	730	625	496	538	537
Payroll Payments					
Checks	179	182	141	151	133
ACH Payments	6,974	7,038	7,327	7,523	7,299
Cash Receipts (non-tax)					
Utility Billing	23,336	28,522	30,435	29,046	28,928
Library	1,565	521	202	231	244
General*	36,809	44,692	41,922	5,379	4,710
OpenGov	-	-	-	845	1,053
Budget Amendments					
Administrative Approval	32	33	68	57	39
Council Action	29	40	49	53	57
Purchasing Transactions					
Accounts Payable Checks	1,353	1,478	1,796	1,979	1,886
Purchasing Card Payments	3,959	4,267	4,169	4,262	4,190
Invoices Generated					
General Customer Invoices	522	470	497	475	475**
Quarterly/Annual Utility Bills	27,674	29,162	30,085	30,744	31,439
Final Utility Bills	802	708	630	675	736

	2021	2022	2023	2024	2025
1099 Filings					
NEC	50	62	77	73	73
MISC	8	20	10	10	7
S	0	0	2	3	0
W-2 Filings	406	405	405	420	397
Utility Customers					
Water	7,239	7,387	7,563	7,698	7,849
Sewer	6,529	6,799	6,970	7,095	7,206
Stormwater	6,665	6,928	7,064	7,172	7,300
Tax Increment Districts (TID)					
Active Districts	7	8	8	9	9
Amended	-	-	-	-	-
Added	-	2	2	1	-
Closed	-	1	2	-	-
TID Development Incentives					
Active PAYGO	8	9	9	9	10
New PAYGO	3	2	3	-	1
Closed PAYGO	1	1	3	-	-
In Progress PAYGO	5	4	2	3	4
Projects Within Adopted Plan					
Capital Improvement Plan	105	116	120	122	130
ARPA/TID Investment Plan	-	58	68	71	-
Debt Service (in millions)					
Issued During Year	\$15.5	-	-	\$8.8	-
Outstanding as of 12/31	\$67.9	\$62.3	\$56.0	\$60.9	\$55.5
Limit Allowed by Statute	\$205.0	\$241.8	\$286.7	\$308.4	\$335.1
Limit Allowed by Policy	\$123.0	\$145.1	\$172.0	\$185.0	\$201.1
Moody's Credit Rating	Aa1	Aa1	Aa1	Aaa	Aaa
Expenditure Budgets (in millions)					
General Fund	\$22.6	\$24.5	\$27.0	\$31.4	\$34.9
Debt Service	\$12.6	\$7.4	\$8.3	\$7.3	\$9.0
Capital Projects Fund	\$12.1	\$7.4	\$20.0	\$35.5	\$25.7
All Other Funds	\$40.5	\$25.3	\$52.2	\$40.1	\$33.7
Total City	\$87.8	\$64.6	\$107.5	\$114.3	\$103.3

\*with the implementation of OpenGov, most permit payments are imported as a single daily transaction rather than individual payments

\*\*additional transactions may be completed for 2025 as the end of year process continues into 2026



**FITCHBURG FIRE DEPARTMENT** >>>

**MONTHLY UPDATE** >>>

*DECEMBER 2025*



# FITCHBURG FIRE DEPARTMENT

## MONTHLY REPORT

FOR THE MONTH OF DECEMBER

### CALLS FOR SERVICE

EMERGENCY MEDICAL SERVICES ASSIST

**\* 148**

STILL ALARM

**72**

MOTOR VEHICLE ACCIDENTS

**4**

STRUCTURE FIRES

**1**

TOTAL CALLS THIS MONTH

**240**

TOTAL CALLS FOR THE YEAR

**2875**

**2024**

TOTAL CALLS THIS MONTH

**256**

TOTAL CALLS FOR THE YEAR

**2945**

**2025**

AVERAGE RESPONSE TIME FOR THE MONTH:

**5 mins 34 secs**

### STAFFING

CAREER STAFF

**19**

\*Approved staffing = 20

PAID ON CALL FIREFIGHTERS

**26**

\*Approved staffing = 50

INTERN FIREFIGHTERS

**5**

\*Approved staffing = 6

SUPPORT STAFF

**6**

\*Approved staffing = 10

TOTAL MEMBERS **56**

### AT A GLANCE

INSPECTIONS

**59**

PUBLIC EDUCATION EVENTS

**2**

TRAINING HOURS

**203**



## STRUCTURE FIRE OVERVIEW

The Department responded to one structure fire this past month.

Compared to last month:

Structure Fire calls are down two from last month.

*DATE*

*LOCATION*

*FIRE DESCRIPTION*

12/31/25

2641 Botanical Drive

Structure Fire

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 2 public education events this past month.

- 12/6/25 - Intern open house at Firehouse 3
- 12/13/25 - Holiday lights at Firehouse 1

## PERSONNEL NOTES

- Retirement received from FF Wayne Aeschbach
- Resignation received from FF Jake Roche

## RECRUITMENT

- Battalion Chief process now open

## PROMOTIONS

- FF Garrett Christian promoted to Lieutenant

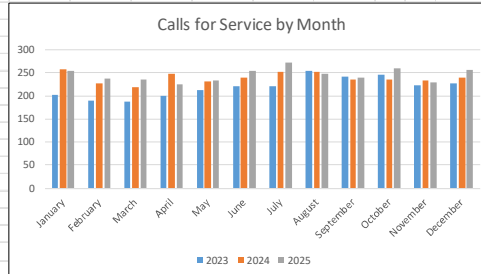


**FITCHBURG FIRE DEPARTMENT**  
 Fire Chief Scott Sarver  
 5791 Lacy Road Fitchburg, WI 53711  
 Station: 608-270-7070 Fax: 608-270-7041  
 www.fitchburgwi.gov/fire

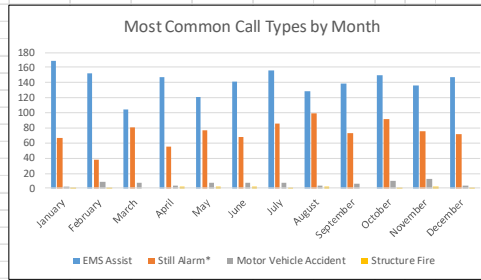


**Fire Department Activity Report**  
 As of December 31, 2025

Calls for Service by Month				
Month	2023	2024	2025	Change
January	202	259	255	-2%
February	190	228	237	4%
March	189	220	235	7%
April	200	247	225	-9%
May	213	232	234	1%
June	222	240	254	6%
July	222	253	272	8%
August	254	253	247	-2%
September	242	235	239	2%
October	245	235	261	11%
November	224	233	230	-1%
December	228	240	256	7%
<b>Total</b>	<b>2631</b>	<b>2875</b>	<b>2945</b>	<b>127%</b>

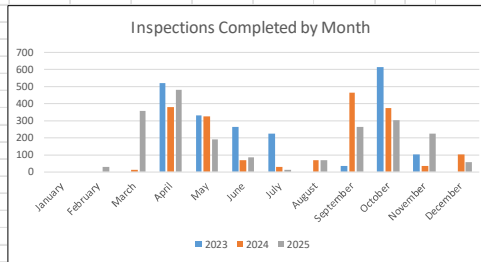


Most Common Call Types by Month				
Month	EMS Assist	Still Alarm*	Motor Vehicle Accident	Structure Fire
January	169	67	2	1
February	153	38	9	1
March	105	80	7	0
April	148	56	4	3
May	121	77	7	2
June	141	68	8	3
July	156	86	7	1
August	128	100	4	2
September	139	73	6	0
October	150	92	10	1
November	136	76	12	3
December	148	72	4	1



\*Still Alarms include: Alarm Sounding, Car Fires, Odor Investigations

Inspections Completed by Month			
Month	2023	2024	2025
January	0	0	0
February	0	0	31
March	0	15	361
April	522	382	479
May	332	324	189
June	266	66	87
July	227	27	14
August	0	70	69
September	35	462	262
October	615	378	305
November	101	37	224
December	0	102	59
<b>Total</b>	<b>2098</b>	<b>1863</b>	<b>2080</b>



**FIRE DEPARTMENT STAFFING REPORT**  
 As of December 31, 2025

	Authorized Headcount	Number of Members	Light Duty / On Leave	TOTAL	+/- Headcount	M/F	Black	Hispanic	Asian	Two or More
<b>Career Staff</b>	<b>20</b>			<b>19</b>						
Chiefs	5	5	0	5	0	4 / 0	0	0	0	0
Lieutenants	5	5	0	5	0	3 / 0	0	0	0	0
Firefighters	9	9	0	8	-1	11 / 1	0	1	0	0
Admin Services Mng	1	1	0	1	0	0 / 1	0	1	0	0
<b>Part-Time Staff</b>	<b>66</b>			<b>37</b>						
Chiefs (POX)	2	2	0	2	0	1 / 1	0	0	0	0
Lieutenants (POX)	3	0	0	0	-3	0 / 0	0	0	0	0
Firefighters (POX)	45	24	0	24	-21	22 / 2	0	1	1	1
Intern Staff	6	5	0	5	-1	5 / 0	0	0	0	0
Support Staff	10	6	0	6	-4	5 / 1	0	0	0	0
<b>Total</b>	<b>86</b>	<b>57</b>	<b>0</b>	<b>56</b>	<b>-30</b>	<b>43 / 5</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>1</b>

**PERSONNEL NOTES**

- Retirement received from FF Wayne Aeschbach
- Resignation received from FF Jacob Roche

**Demographics**

Female	6	11.8%
Male	50	98.0%
White	49	96.1%
Black	0	0%
Hispanic	4	7.8%
Asian	1	2.0%
Other/Multi-Racial	2	3.9%

**RECRUITMENT**

- Battalion Chief process ongoing

**PROMOTIONS**

- FF Garrett Christian promoted from Firefighter to Lieutenant

**FIREFIGHTER OVERTIME**

Month	2024 Total Hours	2025 Total Hours
Jan	214	435
Feb	287	428
Mar	449.5	634.75
Apr	246	535
May	250	643.25
Jun	239.5	649
Jul	442	976
Aug	320	584.5
Sep	632	449
Oct	824	464
Nov	800	711.5
Dec	572	657.5
<b>TOTAL HRS</b>	<b>5276</b>	<b>7167.5</b>

**YEAR-TO-DATE MANDATES**

Month	# of Mandates	Total Hours
Jan	0	0
Feb	0	0
Mar	2	20
Apr	1	24
May	2	20
Jun	1	10
Jul	4	58
Aug	6	102
Sep	5	64
Oct	4	44
Nov	4	59
Dec	6	102
<b>TOTAL HOURS:</b>	<b>503</b>	
<b>TOTAL MANDATES:</b>	<b>35</b>	

Month	Training Hours
Jan	376
Feb	317
Mar	368
Apr	485
May	293
Jun	593
Jul	422
Aug	468
Sep	327
Oct	542
Nov	443
Dec	203
<b>TOTAL HOURS:</b>	<b>4837</b>

Month	# of CRR Events
Jan	3
Feb	2
Mar	1
Apr	1
May	1
Jun	3
Jul	3
Aug	5
Sep	5
Oct	10
Nov	1
Dec	2
<b>TOTAL EVENTS:</b>	<b>37</b>

**CURRENT MONTH MANDATES**

Date	Firehouse	Position	Hours
12/6/25	Firehouse 2	FF	10
12/13/25	Firehouse 2	FF	10
12/22/25	Firehouse 2	Driver	10
12/25/25	Firehouse 2	Driver	24
12/27/25	Firehouse 3	Officer	24
12/28/25	Firehouse 3	Officer	24



# Human Resources Monthly Department Report

**For the Month of: December 2025**

## **Projects & Initiatives**

- Completed flexible spending account enrollment.
- Held the 2025 employee luncheon where we celebrated staff recognizing milestone anniversaries. You can view a slideshow of accomplishments and memories from the year here: [📄 2025 Luncheon.mp4](#)
- Held the Mission, Vision and Values (MVV) workgroup meeting where we went through the employee nominations and identified the four employees to be recognized next month at our annual MVV award ceremony.
- Masa-Myers submitted the annual ETF wellness grant request.
- Started work on pulling pay and benefit data from 10+ municipalities' union contracts going back 10 years in preparation for Fire Arbitration.
- Completed the 2026 cost-of-living pay adjustments and longevity pay increases for all staff.
- Completed ACA reporting and several end-of-year items.

## **Permanent Hires and Promotions**

- Paul Moniak – Police Officer
- Sarah Oestmann -Senior Center Case Manager\*
- Becki Munson-Salzwedel – Utility Billing Assistant\*
- Elizabeth Rienstra – Library Assistant
- Garrett Christian promoted to Fire Lieutenant\*
- Destiny Rose Nava Garcia – Library Assistant

\*These were new positions for 2026 and started in January 2026.

## **Current Permanent Recruitments**

- Custodian (both PT and FT) – Interviewing and offer stage
- Public Works Utility Maintenance worker – Offer stage
- Finance Specialist – Procurement & Budget – Just posted 1/12/26
- Fire Battalion Chief (full-time) – Posted 1/6/26
- Police Officer (continuous recruitment); looking to interview again in February

## **Turnover of Permanent Employees**

- Battalion Chief – left for the City of Janesville to be Deputy Chief
- Firefighter – Retirement

## Workers' Compensation Claims

- Police (1)
- Parks (1)

Our fantastic team of City employees at our annual Employee Luncheon



HR was a wreath for the holidays.  
City staff were encouraged to wear their most festive sweaters.





# Information Technology Monthly Department Report

For the Month of: December 2025

## Projects

The IT team is working on:

- Computer replacements continue
- Virtual Infrastructure Updates
- Windows Updates
- WNPDP Network Setup

## Other Items

- OpenGov – New BI forms
- Fire tablet deployed for Scott Sarver
- Squad 12 Laptop deployed
- Andrew Woodruff and Ian Sullivan new laptops
- WNPDP Tracs Prep
- WNPDP training laptops
- WNPDP training sessions

## GIS Initiatives

- Safety maps revisions from HR/Safety Team
- Update feature classes, maps, apps with new District 4 Seat 8 Alder
- Lead Service Line Inventory discussion and project launch
- Update Hartung Fields Utilities with Record Drawings
- Update employee and public viewers to include parcel # searching, enhance results.

ServiceDesk

214 Helpdesk tickets were received



## Legal Monthly Department Report

For the Month of: December 2025

### Development/Land Use Update

- 

### Other

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials for municipal and Circuit Court cases
- Weekly Municipal Attorney Conferences
- Police Department Impact Fee
- Country View Mobile Home ongoing issues
- Attended the annual employee luncheon.
- Attended recurring meetings with Administration, Mayor, and Department Heads
- Met with new alder for onboarding.
- Discussions with Madison about future transit facility on McKee Road
- Assist HR with recruitment/hiring matters.



# Library Monthly Department Report

For the Month of: December 2025

## Monthly Visits

Monthly Visits – 10,294

## Checkouts/Renewals/Holds

Checkouts & Renewals – 23,137

Holds Filled – 6,155

## Programming for Adults

Adult Programs – 7

Adult Program Attendees – 60

## Programming for Kids

Youth Programs – 26

Youth Program Attendees – 566

Youth Self Directed Programs - 4

Youth Self Directed Attendees – 566

Teen Programs – 2

Teen Program Attendees – 10

Teen Self Directed Programs - 1

Teen Self Directed Attendees - 20

## Outreach

Programs – 1

Program Attendees – 10

## Computer & Wireless Sessions

Computer Sessions – 491

## Meeting Room Reservations

Meeting Room Reservations – 54

## Overdrive Checkouts

Overdrive eBook Checkouts – 2,646

Overdrive Audio Checkouts – 3,202

Skelly and Wishbone are celebrating the holidays with a Dr. Seuss twist!



In December we had the exciting opportunity to host The Nutcracker Storytime with Madison Ballet Special Projects.



Lively discussion at Fantasy Book Club.





# Planning & Zoning Monthly Department Report

For the Month of: December 2025

## Plan Commission Applications Processed

□

- A. [Public Hearing and Consideration of Resolution R-243-25](#) Resolution by the City of Fitchburg City Council Granting an Exception to Secs. 62.23(7)(i), Wis. Stats., to Allow a Community Based Residential Facility at 5395 E. Cheryl Parkway, in the City of Fitchburg, Dane County, Wisconsin **Approved**
- B. [Public Hearing and Consideration of Rezone RZ-2621-25](#) Request by Danny Afable, Agent for JT Klein, to Rezone Property from PDD-GIP (Planned Development District - General Implementation Plan) to PDD-SIP (Planned Development District - Specific Implementation Plan) to Allow for a Proposed Multifamily Residential Development on Property Associated with Orchard Pointe Lot 11 **Approved**
- C. [Certified Survey Map CS-2622-25](#) Request by Danny Afable, Agent for JT Klein, to Approve a Certified Survey Map to Create 2 Lots Out of 1 Existing Lot on Property Associated with Orchard Pointe Lot 11 **Approved**
- D. [ADR - Orchard Pointe Multifamily](#) Request by Danny Afable, Agent for JT Klein, to Obtain Architectural Design Review Approval for a Storage Building on Property Associated with Orchard Pointe Lot 11 **Approved**
- E. [Certified Survey Map CS-2623-25](#) Request by Michelle Burse, Agent for No Oaks Ranch, LLC, to Approve a Certified Survey Map for Part of Outlot 2, CSM Number 15163 **Approved**
- F. [Pre-Application - Syncopation](#) Request by Christopher Gosch, Agent for Nine Springs Hills, Inc., to Obtain Pre-Application Review for a Proposed Mixed-Use Development on Property Described as Lot 3 of CSM 3535, and Lots 1 and 2 of CSM 3598, on County Highway MM **For discussion only**
- G. [Early Issuance of Permits - Gusto Apartments](#) Request by Bret Newcomb, Agent for Newcomb Construction Company, to Obtain Early Issuance of Permits for the Gusto Apartments Located at 2747 S. Seminole Hwy **Approved**



Type	2023 Totals	2024 Totals	January	February	March	April	May	June	July	August	September	October	November	December	2025 Totals
Architectural Design Review	12	15	3	3	3	5	2	-	4	3	1	2	1	1	28
Rezone / Conditional Use Permit	21	31	1	3	3	3	2	3	4	4	1	4	1	1	30
Certified Survey Map	18	7	2	2	-	1	1	2		3	1	1	1	2	16
Comprehensive Development Plan Preliminary Plat	4	6	-	-	-	-	-	-	-	-	-	2	1	-	3
Final Plat	5	7	-	-	1	1	-	-	-	-	1	-	-	-	3
Other	41	41	2	-	3	1	3	2	2	6	7	7	4	4	41
Variance	0	1	-	-	-	-	-	-	-	-	-	-	-	-	0
Telecommunications Facilities Permit	0	0	-	-	-	-	-	-	-	-	-	-	-	-	0
SmartCode Article 3	1	1	-	-	-	1	-	-	-	-	1	-	-	-	2
SmartCode Article 5	36	64	3	12	3	10	4	1	4	1	2	9	4	5	58
Architectural Design Review Admin.	17	11	-	-	-	4	-	-	1	-	1	1	1	-	8
Sign Permits	52	44	5	5	1	3	3	3	6	1	5	1	3	4	40
Zoning Permits	195	220	5	15	10	18	16	18	9	5	13	23	20	17	169
Early Start Permits	55	81	3	10	3	7	6	-	2	3	7	10	4	6	61
Zoning Letters	14	17	2	1	-	1	1	3	-	-	1	1	1	1	12
<b>Totals</b>	<b>471</b>	<b>546</b>	<b>26</b>	<b>51</b>	<b>27</b>	<b>55</b>	<b>38</b>	<b>32</b>	<b>32</b>	<b>26</b>	<b>41</b>	<b>61</b>	<b>41</b>	<b>41</b>	<b>471</b>

### Comprehensive Plan & Zoning Code Update

- Staff met with Plan Commission in December to review the RFP and received valuable feedback.
- Staff plans to release the RFP in mid-January 2026.

### Healthy Neighborhoods Programs

- Council approved a staff recommended resolution to increase the Healthy Neighborhoods Grant program maximum grant from \$15,000 to \$25,000 and incentivize service at the yet-to-be-named “Hub”.

- Staff continued exploring a micro-grant program to support community building in the Priority Neighborhoods.
- Staff continued to write the Healthy Neighborhoods Strategic Plan.
- Staff prepared the 2026 Healthy Neighborhoods Grant Program Cycle documents for review by the Healthy Neighborhoods Advisory Committee in January.
- Staff transitioned to the new Community Service Department.

### **Sustainability**

- The Bicycle & Pedestrian Plan is complete except for minor edits. The committee postponed action on the plan. The Community Equity Committee tabled the plan for further discussion.
- Staff continue to develop the next steps for implementation of the Sustainability Plan by documenting the indicators of success for each of the 46 strategies.
- Staff transitioned to the Administration department.

### **Agricultural & Rural Affairs**

- The Agricultural & Rural Affairs Committee did not meet in December.

### **Other**

- The December Development Team Meetings:
  - a. The Hive



**MONTHLY UPDATE**  
December 2025

# MONTHLY UPDATE | DECEMBER



## CALL FOR SERVICE OVERVIEW

The Department handled 947 citizen-generated calls for service.

Officers initiated 735 calls.

### Compared to last month:

Citizen-generated calls increased by 32. Officer-initiated calls increased by 80.

### Compared to last December:

Citizen-generated calls decreased by 94. Officer-initiated calls decreased by 646.

## CRIME

### PROPERTY CRIME

- Seven burglaries were reported this month.
  - Four burglaries were repeated burglaries. Suspect identifications and arrests have been made.
- One vehicle was reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There was one report of a shooting or shots fired this month.
- Five firearms were seized as evidence this month.
- There were no robberies reported.

### DOMESTIC VIOLENCE

- Officers investigated sixteen domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**Battery, Disorderly Conduct | 12/16** | Officers were dispatched to a residence in the 2600 block of Pheasant Ridge Trail for a report that a caller had been struck in the face by her husband. Upon arrival, officers determined the two parties had been involved in an argument over vehicle keys, during which the male half struck the victim in the face, causing a bloody lip and nose. The male, a 42-year-old Fitchburg man, was arrested and booked into the Dane County Jail on charges of Domestic Battery and Domestic Disorderly Conduct.

## MONTHLY UPDATE | DECEMBER



**OWI 3<sup>rd</sup>, Felony Bail Jumping | 12/20** | During routine patrol, a Fitchburg officer observed a vehicle traveling at a significantly high rate of speed and initiated a traffic stop. The driver displayed multiple indicators of impairment. Field sobriety tests were conducted and showed several signs of impairment. The driver, a 43-year-old Madison man, was arrested and booked into the Dane County Jail on charges of Operating While Intoxicated (3<sup>rd</sup> offense), Felony Bail Jumping, 3 counts of Misdemeanor Bail Jumping, Ignition Interlock Device Tampering, and Operating After Revocation.

**Homicide | 12/23** | View press release [HERE](#).

**Intimidate Victim, Battery, Disorderly Conduct, Criminal Damage to Property | 12/27** | Officers responded to a delayed report involving an ongoing domestic disturbance spanning several days at a residence in the 2000 block of Pike Drive. The victim reported repeated verbal abuse, controlling behavior, multiple physical assaults, and threats involving a knife. Officers observed and documented visible injuries consistent with the victim's account. The suspect, a 34-year-old Fitchburg man, was arrested and booked into the Dane County Jail on charges of Intimidate Victim, 3 counts of Battery, 2 counts of Disorderly Conduct While Armed, and Criminal Damage to Property.

# MONTHLY UPDATE | DECEMBER



Case Number	Date	Location	Alder District	Incident Description
FP25-25085	12/3/2025	5400 Williamsburg Way	1	Burglary, Disorderly Conduct, Criminal Damage to Property
FP25-25160	12/5/2025	300 W Beltline Hwy Frontage Rd	3	OWI, Disorderly Conduct
FP25-25223	12/5/2025	2600 S Seminole Hwy	4	Disorderly Conduct
FP25-25265	12/7/2025	2700 Pheasant Ridge Trl	3	Disorderly Conduct, Resisting Officer
FP25-25391	12/9/2025	2800 Oregon Rd	3	Disorderly Conduct
FP25-25536	12/11/2025	2400 Chalet Gardens Ct	1	Burglary, Theft
FP25-25661	12/13/2025	2900 Fish Hatchery Rd	3	OWI
FP25-25823	12/13/2025	4800 Jicama Rd	3	Burglary
FP25-25827	12/15/2025	2700 Ski Ln	3	Burglary, Criminal Damage to Property
FP25-25831	12/16/2025	1300 Post Rd	3	Theft from Auto
FP25-25835	12/16/2025	2600 Pheasant Ridge Trl	3	Battery, Disorderly Conduct
FP25-25850	12/16/2025	2100 CTH MM	4	Disorderly Conduct
FP25-25891	12/17/2025	2300 Chalet Gardens Rd	1	Disorderly Conduct, Possession Drug Paraphernalia
FP25-26012	12/18/2025	2600 Botanical Dr	4	Theft from Auto
FP25-26049	12/20/2025	Fish Hatchery Rd/Ann St	*	OWI 3rd, Felony Bail Jumping
FP25-26274	12/23/2025	2700 Pheasant Ridge Trl	3	Homicide
FP25-26278	12/24/2025	2400 Chalet Gardens Ct	1	Burglary, Bail Jumping, Resisting Officer
FP25-26289	12/24/2025	2800 Eggiman Rd	2	Disorderly Conduct, Probation Violation
FP25-26357	12/25/2025	3300 Leopold Way	2	Battery, Disorderly Conduct
FP25-26397	12/26/2025	1900 Greenway Cross	2	Disorderly Conduct, Bail Jumping
FP25-26413	12/27/2025	2800 Coho St	2	False Imprisonment, Disorderly Conduct
FP25-26415	12/27/2025	2000 Pike Dr	2	Intimidate Victim, Battery, Disorderly Conduct, Criminal Damage to Property
FP25-26446	12/28/2025	USH 12/USH 14	*	OWI
FP25-26511	12/25/2025	2300 High Ridge Trl	2	Burglary, Theft, Bail Jumping
FP25-26601	12/30/2025	2300 High Ridge Trl	2	Burglary, Criminal Damage to Property

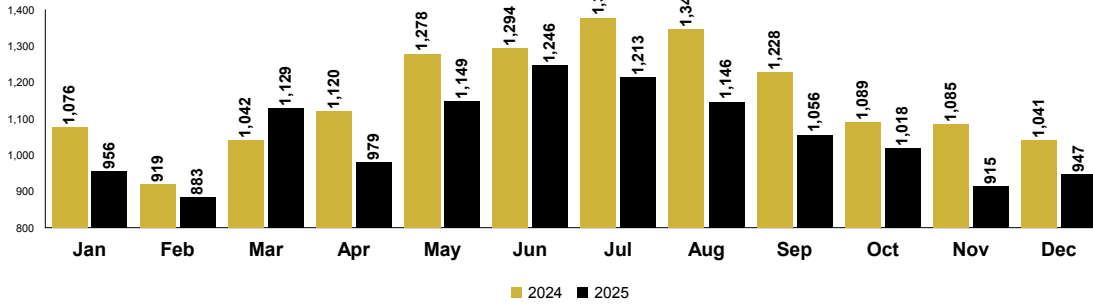
Incident descriptions reflect preliminary classifications that may change over the course of the investigation.

# Fitchburg Police Department

MONTHLY ACTIVITY December of 2025

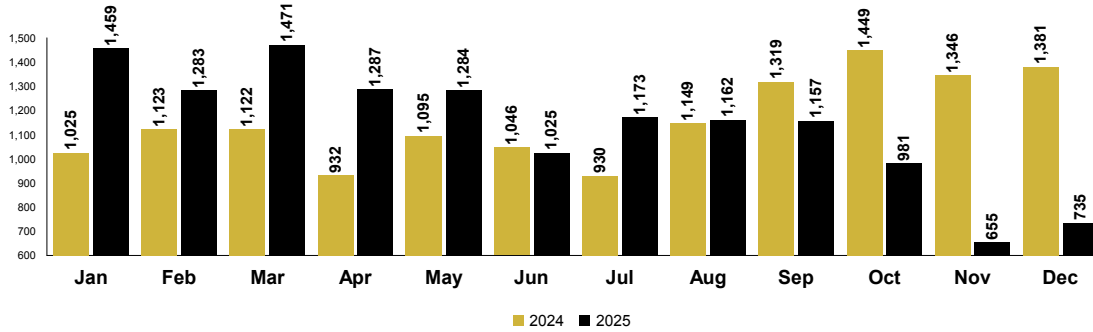


## CITIZEN GENERATED CALLS FOR SERVICE



2024	2025	% +/-
13,895	12,637	-9.1%

## OFFICER INITIATED CALLS FOR SERVICE



2024	2025	% +/-
13,917	13,672	-1.8%

	2024												2025												2024	2025	% +/-
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Abduction/FI	2	0	0	4	1	2	1	1	1	1	0	0	0	0	1	2	1	1	0	0	0	1	0	2	13	8	-38.5%
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	2	200.0%
Robbery	0	1	0	0	0	0	2	0	0	1	1	2	2	0	2	0	1	1	0	0	0	0	0	0	7	6	-14.3%
Sexual Assault	3	0	1	0	1	1	4	0	1	0	2	2	2	4	5	0	1	0	1	0	2	2	0	15	19	26.7%	
Aggravated Assault	3	5	2	3	5	5	7	3	4	4	5	9	1	2	0	3	4	2	1	3	1	3	5	3	55	28	-49.1%
Burglary	5	3	4	3	4	0	4	4	2	2	5	5	5	1	0	1	1	4	1	1	4	8	0	7	41	33	-19.5%
Theft of Auto	3	4	5	2	2	2	1	2	4	2	8	2	3	0	5	4	3	2	5	2	3	2	3	1	37	33	-10.8%
Theft from Auto	4	3	2	9	12	7	9	14	19	0	3	4	1	1	1	2	3	2	3	3	2	1	5	1	86	25	-70.9%
<b>Total</b>																									254	154	-39.4%

Notable incidents excludes unfounded incidents. It also aggregates to the highest offense within a single incident.

	2024												2025												2024	2025	% +/-
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Theft of Auto	3	4	5	2	2	2	2	4	2	8	2	4	0	5	4	3	2	5	2	3	2	1	2	38	33	-13.2%	
Shots Fired	0	0	0	3	0	1	0	2	2	1	2	0	1	1	0	0	1	0	0	0	0	1	1	11	6	-45.5%	
Domestic	19	10	7	22	11	20	20	13	25	10	18	11	7	5	10	11	10	15	14	14	15	8	13	16	186	138	-25.8%

These 3 categories include a count of all incidents were the related offense occurred whether or not it was the highest offense.

	2024												2025												2024	2025	% +/-
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Traffic Crash	70	41	54	38	54	37	39	51	45	59	52	52	45	55	42	44	51	54	51	38	40	46	56	63	592	585	-1.2%

	2024												2025												2024	2025	% +/-
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Officer Initiated																									1,645	1,671	1.6%
Traffic Monitoring	49	105	130	139	151	150	72	118	231	213	133	154	223	140	218	142	163	153	149	137	154	111	58	23	5,246	5,332	1.6%
Traffic Stop	283	504	501	303	405	373	374	427	426	600	503	547	590	505	671	613	583	355	439	430	350	345	254	197	5,246	5,332	1.6%



# Public Works Monthly Department Report

For the Month of: December 2025

## Transportation/Transit

- Fitchrona Road Reconstruction
  - Continued property acquisition negotiation.
  - Continued utility coordination with MGE, Spectrum, AT&T, and others.
  - Finalized sanitary sewer design with designer and Madison Metropolitan Sewerage District (MMSD).
- Completed annual Public Transit Assistance Program grant application requesting ~\$1.3 million in Wisconsin Department of Transportation (WisDOT) funding.
- Attended Bike and Pedestrian Commission Meeting to give updates on Public Works projects and traffic safety.
- Bus Rapid Transit (BRT)
  - Attended BRT planning and design meetings.
  - Continued property acquisition meetings with Madison real estate specialists.
- Attended CTH MM resurfacing coordination meetings.
- Continued coordination with Dane County regarding maintenance responsibilities and project schedules for County roads.

## Stormwater

- Received bids from four qualified contractors for the 2026 Storm Sewer Televising project. McVac Hydro-Excavating is the recommended contractor.
- The 2025 Stormwater Utility Facility Maintenance project started on December 8, 2025. Dredging of the Quarry Hill pond was completed in December. Work on the Techlands Basin is anticipated to begin in January.
- Attended quarterly Yahara Watershed Improvement Network (Yahara WINS) and Green Tier meetings.
- Held scoping meeting with Heartland Ecological regarding the 2026-2028 vegetation management contract.
- Inspected culverts/structures for 2026 street resurfacing.
- Continued drafting and design work on the Schumann Storm Sewer Upsizing project. Worked on Environmental Protection Agency (EPA) Community grant documents.
- Continued to work with Strand on Yarmouth Greenway Streambank Stabilization plans. Began gathering documentation for waterway permitting.
- Continued work on culvert design for Fitchrona Rd./Goose Lake project. Discussed project approach with Dane County Land & Water Resources Department.
- Continued review of private stormwater annual maintenance and inspection reports.

## Utilities

- Well No. 12: Strand Associates, Inc. continued work on redesigning the pump house without an open shelter area.
- Tower D: Maquire Iron Inc. continued welding work on the tower. They are currently building it in sections on the ground.
- Tower E AT&T: AT&T is working to address City comments.
- Syene Interceptor (Phase II): Finalized drawings and specifications and released for bid. Reviewed design report.
- Fitchrona Rd Sanitary Sewer: Worked with AECOM, Town of Verona, and MMSD on the sanitary sewer design.
- Tower Hill Water Main Replacements: Continued generating plan and profile drawings for the water main replacements on Barbara Drive, Lyman Lane, Florann Drive, and Tower Hill Drive.
- Nine Springs Valley Interceptor (NSVI): MMSD continued design work and coordination with communities.
- Water System Plan: Strand presented this plan to the Board of Public Works on December 1, 2025, and worked to finalize the plan.
- Water Service Line Identification: Submitted inventory to the Wisconsin Department of Natural Resources (DNR) and sent notices to property owners with water services constructed with unidentified materials.
- Sanitary Sewer: There was a sanitary sewer overflow adjacent to Fish Hatchery Road near the Nine Springs Creek crossing on December 1, 2025. Required DNR notifications and public notice have been issued.
- Sanitary Sewer Televising: Working to get 2025 identified sanitary sections televised.
- 2026 Water Treatment Services: Received two proposals for treatment services on December 9, 2025. Hawkins was determined to be the most qualified supplier at the lowest rates.
- Large Meter Replacements: The last meter was installed on December 29, 2025. Project is now complete.
- Meter Testing: The Utility continued 1.5" and 2" meter testing. 1.5" and 2" meters are required to be tested every four years.
- Meter Radio Installations: Continued installations in new construction.
- Watermain System Repairs: None

## Parks

- Plowed approximately 9" of snow over five snow events.
- Salted sidewalks and bike paths for one snow event.
- Cut down 51 trees – mostly ash trees. Work order system is being used and updated to track completed and planned removals.
- McKee Farms Park ice rink opened on December 5th for season.
- Removed snow from rink and coated with water multiple times.

- Lowered nets and locked gates on McKee Farms Park tennis courts and McGaw pickleball courts.
- Made various repairs to snow removal equipment.
- Installed new salter and warning lights on new toolcat.
- Purchased supplies for Quarry Ridge volunteers.
- Emptied trash and recycling throughout the parks.
- Assembled eight new aluminum picnic tables for Stoner Prairie Park shelter.
- Met with Finance Director to discuss Capital Funding accounts for 2026.
- Created progress tracking spreadsheets for completed and ongoing projects.
- Met with Parkitecture to discuss and plan conceptual designs for Kid's Crossing Playground.
- Reviewed plans and drafted land use agreement for proposed Kyle Steigert Greenway, which is a greenway addition to the Capital City Trail near Yarmouth Greenway.
- HUB: Continued work to closeout this project.
- Registered for the Wisconsin Parks & Recreation Association (WPRA) annual conference in February.
- Worked on designing bike pump track rules and grant requirements signage for the HUB.
- Reviewed draft Urban Forestry Management Plan and 2026 Ash Tree removal contract, which was facilitated by the City's Urban Forester/Naturalist.
- Land Use Agreement for the Capital Off Road Pathfinders (CORP) is being drafted for Quarry Ridge.
- Began planning for Quarry Ridge parking lot renovations. Researching Wisconsin Department of Natural Resources (WI DNR) wetland permitting requirements.
- Met with Recreation Department staff to discuss cross-department collaborations and planning.
- Began review of community garden application processes.
- Reviewed conceptual designs and utility access for flow-through spray feature at Southdale Park. Also researched potential for on-site water storage and recycling.
- Met with engineering staff to discuss installation of handicap accessible pathway at Hillside Heights Park. Project to be paired with the City's annual street resurfacing project.
- Created purchase order for Nine Springs Golf Course 2026 management contract.
- Facilitated grave site sales and burial/memorial installation scheduling at Oak Hall Cemetery.

## Forestry

- Watched the December 4, 2025 Parks Commission meeting.
- Attended the monthly Public Works/Engineering/Parks/Forestry and ERG meetings.
- Attended the biweekly Public Works Engineering meeting.
- Watched the American Public Works Association (APWA) Tech-Driven Trees; Advancing Urban Forestry with Technology webinar.

- Participated in two meetings with Eocene Environmental Group about the development of the Urban Forestry Strategic Management Plan rough draft.
- Continued to work on the Urban Forestry Strategic Management Plan rough draft. Also, facilitated distribution of the rough draft to a variety of stakeholders for comments. Directed comments to Eocene.
- Participated in a City Hall Remodel Update meeting.
- Facilitated the Tree Advisory Committee (TAC) meeting.
- Submitted an International Society of Arboriculture (ISA) Gold Leaf Award for the Arbor Day project at Huegel Jamestown.
- Participated in ArcGIS Online: Essential Workflows training.
- Met with the Heartland Ecological Group about the tree preservation plan for the Irish 1855 project.
- Submitted invoices/end of year accounting as appropriate.
- Continued to work on the transition to the Field Maps work order system.
- Inspected ash trees and marked trees for removal as appropriate.
- Finished the ash tree removal project bid documents. Advertised the bid documents on Quest, emailed them to interested parties, and placed an ad in the Wisconsin State Journal.
- Inspected ash trees treated in 2023 and 2024. Marked many for removal as they are infested with Emerald Ash Borer (EAB).
- Continued working on spring 2026 tree planting plan.
- Updated the tree inventory with the trees removed this winter.
- Responded to resident's requests for service. Particularly dead/declining ash trees.
- Assisted with cleaning seeds collected by volunteers.
- Answered questions from contractors on the 2026 burn project.

## **Building & Grounds**

- Police Station: Footing and foundation work continued in December. The City is rejecting the Audio Video (AV) bid and is working on alternative pricing. The completion date for the Police Services Facility is anticipated April 2027.
- Police Evidence Roof: Jewell continued design work.
- City Hall Renovations: Architect continued work on building and space needs. They continue to meet with City staff.
- Installed water filter at Police station.
- Worked with contractor on faulty hot water pump at Library.
- Replaced refrigerant valve on Library chiller.
- Attended interviews for part time custodian position.
- Several snow removals on City campus.
- Started filter changes at City Hall for air handlers.
- Completed maintenance on floor machines at City Hall and Library.

## Refuse & Recycling

- Continued food scrap collection at Swan Creek. Approximately 1,140 gallons (estimated ~4,200 lbs.) of food scraps has been collected since October 27, 2025.
- Started holiday string light collection.
- Reviewed options for drop-off site security.

## Streets

- The new Public Works Maintenance Worker started in Streets.
- Cleared eight snow/ice events. Bus stops were shoveled, and cleanup of snow was performed after the event, which included bridge clearing and parked cars.
- Serviced and repaired 14 pieces of equipment and vehicles.
- Two members of Streets attended the holiday lights tour and brought equipment.
- After each snow event, street signs were repaired citywide due to slide offs.
- Repaired mailboxes after snow events.

## Other

- Developments:
  - City on a Hill: Worked through Architectural & Design Review (ADR) site review comments with Engineer.
  - Gusto Development: Continued working through construction drawing comments.
  - Hartung: Contractor continued work on punchlist items.
  - Highfield (Phase 1B): Discussed plan with D'Onofrio, Kottke and Associates for addressing lack of infiltration in the storm facility within this phase.
  - Highfield (Phase 2): Released security.
  - Highfield (Phase 3 & 4): Reduced security for Phase 3. Contractor continued work on punchlist items.
  - Highfield (Phase 5): Reviewed plans.
  - Highfield (Phase 6): Worked with Engineer on drawing requirements.
  - Irish 1855: Reviewed plat.
  - Jamestown Quarry: Worked with JSD on Traffic Impact Analysis (TIA) requirements.
  - Nine Springs (7<sup>th</sup> Addition): Work continued on private improvements.
  - No Oaks Ranch CSM: Worked with MSA Professional Services, Inc. on Certified Survey Map (CSM) requirements.
  - No Oaks Ranch Plat: MSA Professional Services, Inc. continued working on the preliminary plat comments.
  - Oak Meadow Reserve: Reviewed security reduction.
  - Olive Tree: Attended Tax Increment Financing (TIF) meeting and reviewed public improvement pricing.

- Sub-Zero (Basswood Dr.): Public improvement work on hold until spring. Vacation of Basswood Dr. and the associated public water main easement was approved by Council in December.
- Terravessa, Terravessa (3<sup>rd</sup> Add) & Terravessa (4<sup>th</sup>): Contractor continued work on punchlist items.
- Terravessa (5<sup>th</sup>): Reviewed drawings and released owner approval letters.
- Uptown Hills: S&L Underground completed installation of water main along Haight Farm Road.
- Commercial Developments: Continued follow-up on occupancy punchlists.
- Planning & Building Permit Reviews: Completed approximately 3 reviews.

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Installed holiday snowflakes.



Two Public Works employees fed yard waste into a grinder for four and a half days.





# Recreation & Community Services Monthly Report

For the Month of: December 2025

## Programs

5 new one-time programs / 31 ongoing programs

- Holiday Extravaganza w/the Fitchburg Singers (Christmas)
- Indoor Walking subscriber list has reached over 80 participants
- The Giving Tree – 39 senior clients received gifts this holiday season
- Veterans Outreach Museum Tour
- Soulful Voices of Harmony – Lunch & Learn

## E-Newsletters Subscriptions

1,803 through November 2025. 1,831 current subscribers through December 2025

Monthly Foot Traffic – 4835

Avg. Daily Foot Traffic – 210

## Meals

Congregate Meals: 680

Home Delivered Meals: 757

Grand Total: 1,437

\*Emergency meals were purchased, packed and delivered to all our home delivered meal clients on Monday, December 22<sup>nd</sup>. These shelf-stable meals are offered to clients as an alternative food source, if weather doesn't allow us to deliver meals. Each bag contains the equivalent of three breakfast options, and four main meals. (See photo.)

## Volunteer Program Update

December	Position	Notes	Started
L.M.	Monday Hispanic Social Gathering group/ Quilting group	Application filled out. Email sent on 12/01/25 Interview on 12/05/25. Start date was supposed to be on 12/08/25, however, this volunteer reached out to say she wouldn't be starting until 12/15/25.	She didn't show up, will not be volunteering.
J.L.	Meal Driver/ Kitchen staff/ Special Events	First contact on 12/4/25 Interview set for 12/08/25. James cancelled. Rescheduled for 12/11/25	Started 12/18/2025
B.S.	Current volunteers, reassigned to be a meal driver, as this schedule will be very predictable.	Volunteer no longer wanted to be a driver escort, due to clients cancelling appointments, and it being unpredictable.	Will start in mid-March, after his travels and surgery.

C.R.	Meal Driver/ Driver Escort	Application filled out. Sent an email on 11-20-25. No reply. Sent another email on 12/10/25.	Waiting for a reply.
A.S.	Meal Driver- fill in	Alex expressed interest in volunteering on 12/04/25. Email was sent same day to schedule an interview. Another email was sent on 12/08/25 with the link to the volunteer application.	Waiting for a reply.
M.P.	Computer help request filled	Social Worker Amy Jordan put a request for a volunteer to help one of her clients with her computer.	

**Volunteer Program Challenge:** As volunteers age, we are encountering the onset of what I'm predicting of many retirements. Long-held volunteer weekly meal driver positions are potentially coming to an end. One meal driver, who's volunteered for over 30 years asked not to be scheduled during winter months, as he is fearful of falling while delivering meals. A week later, two more meal drivers resigned because they are struggling with knee, hip and mobility issues. To note: all these volunteers are at least 80 years old.

**Volunteer Success:** First, the volunteer Driver Escort we lost last month has agreed to be reassigned to being a Meal Driver. The predictability and consistency of a meal driver's schedule is a better fit for this volunteer. He will no longer have to deal with clients who cancel their appointments. Second, it was a true pleasure hosting three dedicated Social Work Class 422 students from the University of Wisconsin-Madison this past semester. As part of their commitment, each student volunteered for 25 hours, providing invaluable one-on-one tech support for older adults in our community. Meeting weekly for two-hour sessions, they patiently assisted seniors with a variety of technology challenges, from using their phones to navigating their iPads. Beyond the technical assistance, their presence offered clients the rare and enriching opportunity for meaningful intergenerational connection. The students were consistently attentive, supportive, and enthusiastic during their time with us, leaving a lasting positive impact.

**Additional duties:**

The Volunteer Program Manager dedicated several hours to supporting two outstanding volunteers, one current, one former—who are pursuing advanced degrees. The time was spent crafting comprehensive letters of recommendation for their graduate program applications.

Furthermore, as part of our ongoing partnership with the University of Wisconsin-Madison, detailed evaluations for each student volunteer were prepared for their course instructors. Significant time and care were invested in providing thoughtful, in-depth assessments to accurately reflect each student's contributions and performance.

**Volunteer Replacements in December: 11** (number of volunteers that were unable to fulfill their commitments and required a replacement without notice).

## Case Management

New client referrals: 13

Case Management clients served: 115

Medicaid clients served:11

### Client trends and other notables:

- Working with several clients who are transitioning into homelessness due to housing unaffordability.
- Concluded Medicare Part D plan finders during open enrollment.
- Mentor Social Work intern.
- Attended Housing Search Clinic with Joining Forces for Families.
- Coordinated and distributed Giving Tree presents to clients without family.
- Attended Dane County Homeless Service Consortium meeting to discuss housing crisis in Fitchburg.
- Case Management training with Dane County Focal Points. Training focused on caring for homeless older adults.

## Recreation

- Youth Basketball Practices (2<sup>nd</sup>/3<sup>rd</sup> Grade & 4<sup>th</sup> Grade) 110 players
- FORCE Fitness (Ages 18+) 26 participants
- Youth Dance (Pre-Ballet, Ballet, Jazz, & Hip Hop) 60 participants
- Coding for Kids – The Sequel (Ages 9 – 15) 9 participants
- Martial Arts (Grades 1st – 5th) 4 participants
- Arctic Wildlife Animal Explorers (Ages 6 – 10) 6 participants
- Babysitter Training (Ages 11 – 16) 8 participants
- Yoga (Ages 14+) 7 participants
- Zumba (Tues = 15 + Thurs = 8) 23 participants

### December Community Center Rentals

- Private rentals = Oak Hall (0), SP Dining (0), Syene (0), Fitchburg (2), Swan (2), Prairie View (0)
- Fitchburg Non-Profit/Neighborhood Associations = Syene (5), Swan Creek (0), SP Dining (3), Fitchburg (0), Prairie View (1), Oak Hall (0)

## Health Neighborhood Initiatives

- Attended the Allied, Leopold NRT meetings.
- Attended JFF/VASD Community Team meeting.
- Began community gardens discussion.
- Attended community dinner at Good Shepard Lutheran church.
- Attended Early Childhood Zones winter meeting

