



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Draft

### City Council

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Tuesday, March 16, 2021

6:30 PM

Common Council: Council Chambers

Public: In Person (Limited Capacity) or Virtual

[https://waukesha-wi.zoom.us/webinar/register/WN\\_BWcg8bDZ](https://waukesha-wi.zoom.us/webinar/register/WN_BWcg8bDZ)

TBKucgJgkJJZdQ

Web ID: 970 1796 1068

Passcode: 489260

Phone: 877-853-5247

Register for Public Comment by 4 pm

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#### 1. Roll Call

*Ald. Jack Wells and Ald. C. Payne attended via Zoom. Ald. Cassie Rodriguez presided over the meeting in the Mayor's absence.*

**Present:** 14 - Pieper, Bartels, Cummings, Manion, Rodriguez, D. Lemke, E. Payne, Wells, Moltzan, Miller, R. Lemke, C. Payne, Browne and McElderry

**Absent:** 1 - Johnson

#### 2. Pledge of Allegiance

#### 3. Public Comment

*Jacob Jansen, 195 Debbie Drive & 1519 N. Grandview spoke requesting changes to the City ordinance on fireworks laws.*

#### 4. Approval of Minutes

##### A. [ID#21-1914](#) Minutes from March 2, 2021

**Attachments:** [ccmn 210302 draft.pdf](#)

**A motion was made by Ald. Cummings, seconded by Ald. E. Payne, to approve the Minutes from March 2, 2021. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Bartels, Cummings, Manion, D. Lemke, E. Payne, Wells, Moltzan, Miller, R. Lemke, C. Payne, Browne and McElderry

**Absent:** 1 - Johnson

### Consent Agenda

*The Consent Agenda passed by unanimous consent with no changes.*

### 1. Other Boards and Commissions

## **2. Plan Commission**

### **3. Standing Committees**

#### **A. Finance Committee - Ald. Pieper**

#### **B. Building & Grounds Committee - Ald. E. Payne**

- A. [ID#21-1684](#) Install a No Trucking over 3 ton on Center Road from CTH I (Lawnsdale Road) to Corporate Drive.

**Sponsors:** Public Works

**Attachments:** [Cover Sheet 21-1684 No Truck Over 3 Ton on Center Rd](#)  
[B and G Resolution RTC for the 03-16-21 CC Meeting CONSENT AGENDA](#)

- B. [ID#21-1818](#) Rescind the existing parking zone on Martin Street that says No Parking, 11:45am to 1:00pm, Sept. 1 to May 30, Except Saturdays, Sundays and Holidays.

**Sponsors:** Miller

**Attachments:** [Cover Sheet 21-1818 Rescind Parking Zone on Martin St](#)  
[B and G Resolution RTC for the 03-16-21 CC Meeting CONSENT AGENDA](#)

- C. [ID#21-1819](#) Install a No Parking zone on Chicago Avenue from Spring Street to the east boundary (amended to be up to the west side of the driveway) of 517 Chicago Avenue on the south side of the road.

**Sponsors:** E. Payne

**Attachments:** [Cover Sheet 21-1819 Approve No Parking Zone on Chicago from Spring to 517 Chicago](#)  
[B and G Resolution RTC for the 03-16-21 CC Meeting CONSENT AGENDA](#)

#### **C. Ordinance & License Committee - Ald. Johnson**

##### 1. Licenses

- A. [ID#21-1898](#) Other Applications Invited

**Attachments:** [OTHER LICENSES 3-8-21](#)

- B. [ID#21-1899](#) Other Applications

**Attachments:** [OTHER LICENSES 3-8-21](#)

- C. [ID#21-1900](#) Bartender/Operator

**Attachments:** [OPERATOR LICENSES 3-8-21](#)

#### **D. Human Resources - Ald. Manion**

#### **E. Board of Public Works - Dr. Fred Abadi**

- A. [ID#21-1833](#) Review and act on the proposed amendment to the Memorandum of Contract between the City and water softener optimizer companies.
- Sponsors:** Public Works
- Attachments:** [Cover Sheet 21-1833\\_BPW Agenda Cover-Optimization Contract Amendment](#)  
[21-1833 Amended Optimization Contract Draft 3-4-21](#)
- B. [ID#21-1840](#) Review and act on Contract Change Order No. 1 with Clark Dietz, Inc., for the Pebble Valley Pump Station Evaluation and Upgrade project.
- Sponsors:** Public Works
- Attachments:** [Cover Sheet 21-1840 BPW Agenda Cvr-CCO1-Clark Dietz-Pebble Valley Pump Station Design](#)  
[21-1840 CCO1-Clark Dietz-Pebble Valley Pump Station Design](#)
- C. [ID#21-1841](#) Review and act on Contract Change Order No. 2 with Donohue & Associates, Inc., for the Westside Pump Station Consolidation Analysis and Design project.
- Sponsors:** Public Works
- Attachments:** [Cover Sheet 21-1841\\_BPW Agenda Cvr-CCO2-Donohue-West Side Pump Station Consolidation](#)  
[21-1841 CCO2-Donohue-West Side Pump Station Consolidation](#)
- D. [ID#21-1847](#) Approve Storm Water Management Practice Maintenance Agreement between City of Waukesha and Kwik Trip, Inc. for property located at 1700 Pewaukee Road.
- Sponsors:** Public Works
- Attachments:** [Cover Sheet 21-1847\\_BPW Agenda Cover-Kwik Trip, Inc. SW Agreement](#)  
[21-1847 Kwik Trip 527 Storm Water Maintenance Agreement](#)

- E. [ID#21-1848](#) Approve Storm Water Management Practice Maintenance Agreement between City of Waukesha and ZRH, LLC, a Delaware limited liability company, successor to ZRH, a Wisconsin general partnership a/k/a ZRH LLP, a Wisconsin limited liability partnership (aka Kwik Trip site) for property located at 1809 W. St. Paul Avenue.
- Sponsors:** Public Works
- Attachments:** [Cover Sheet 21-1848 BPW Agenda Cover-ZRH, LLC SW Agreement](#)  
[21-1848\\_City Maintenance Agreement - Sample Wet Basin 373 Waukesha](#)  
[21-1848 Exhibit B - City Maintenance](#)  
[21-1848 Exhibit C - City Maintenance Agreement - Maintenance Plan 373 Waukesha](#)
- F. [ID#21-1849](#) Approve Storm Water Management Practice Maintenance Agreement between City of Waukesha and Kwik Trip, Inc. for property located at 2106 S. West Ave.
- Sponsors:** Public Works
- Attachments:** [Cover Sheet 21-1849 BPW Agenda Cover-Kwik Trip, Inc. SW Agreement](#)  
[21-1849 Kwik Trip 970 City Maintenance Agreement](#)
- G. [ID#21-1850](#) Approve Storm Water Management Practice Maintenance Agreement between City of Waukesha and Mandell Group Properties, LLC, for the property located along W. St. Paul Avenue and east of the intersection of W. St. Paul Avenue and Fuller Street.
- Sponsors:** Public Works
- Attachments:** [Cover Sheet 21-1850 BPW Agenda Cover-Mandell Group Properties, LLC SW Agreement](#)  
[21-1850 St. Paul Apts Maintenance Agreement](#)
- H. [ID#21-1863](#) Review and act on the selection of the vendor for the Police Department Furniture project at no cost to the City, subject to City Attorney contract approval.
- Sponsors:** Public Works
- Attachments:** [Cover Sheet 21-1863 BPW Agenda Cvr-BSI PD Furniture WPD\\_BSI\\_Design Agreement 122920](#)

- I. [ID#21-1864](#) Review and act on the updated Right of Way Plat for the 2022 STP West St. Paul Avenue Project, WisDOT Project ID: 2718-04-71.

**Sponsors:** Public Works

**Attachments:** [Cover Sheet 21-1864 BPW Agenda Cover-St. Paul Ave 2022 Reconstruction project Updated PLAT 21-1864 Updated Plat St Paul 27180421 TPP](#)

- J. [ID#21-1865](#) Review and act on the Contract Amendment 1 for the New Berlin Bike Trail Phase II Design with KL Engineering.

**Sponsors:** Public Works

**Attachments:** [Cover Sheet 21-1865 BPW Agenda Cvr-KL Engineering-2019 NB Connector Bike Trail Phase II 21-1865\\_KL Proposal Amend #1 New Berlin Trail 2.9.21](#)

### End of Consent Agenda

## 5. New Business

- A. [ID#21-1753](#) Review and act on approval of a Resolution Providing for the Sale of Approximately \$22,715,000 Note Anticipation Notes, Series 2021A.

**Sponsors:** Finance and City Administrator

**Attachments:** [2021A Note Anticipation Notes Resolution](#)

*Bradley Viegut, Managing Director at Baird, presented an overview on the borrowing and refunding items.*

**A motion was made by Ald. Pieper, seconded by Ald. Bartels, to approve Resolution # 2021-9 providing for the Sale of Approximately \$22,715,000 Note Anticipation Notes, Series 2021A. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Bartels, Cummings, Manion, D. Lemke, E. Payne, Wells, Moltzan, Miller, R. Lemke, C. Payne, Browne and McElderry

**Absent:** 1 - Johnson

- B. [ID#21-1884](#) Review and act on approval of a Resolution Providing for the Sale of Approximately \$31,545,000 General Obligation Promissory Notes, Series 2021B

**Sponsors:** Finance and City Administrator

**Attachments:** [2021B General Obligation Promissory Notes Resolution](#)

**A motion was made by Ald. Pieper, seconded by Ald. Bartels, to approve Resolution # 2021-10 providing for the Sale of Approximately \$31,545,000 General Obligation Promissory Notes, Series 2021B. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Bartels, Cummings, Manion, D. Lemke, E. Payne, Wells, Moltzan, Miller, R. Lemke, C. Payne, Browne and McElderry

**Absent:** 1 - Johnson

- C. [ID#21-1888](#) Review and act on approval of a Resolution Providing for the Sale of Approximately \$32,555,000 General Obligation Refunding Bonds, Series 2021C.

**Sponsors:** Finance and City Administrator

**Attachments:** [2021C General Obligation Refunding Bonds Resolution](#)

**A motion was made by Ald. Pieper, seconded by Ald. Bartels, to approve Resolution #2021-11 providing for the Sale of Approximately \$32,555,000 General Obligation Refunding Bonds, Series 2021C. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Bartels, Cummings, Manion, D. Lemke, E. Payne, Wells, Moltzan, Miller, R. Lemke, C. Payne, Browne and McElderry

**Absent:** 1 - Johnson

- D. [ID#21-1889](#) Review and act on approval of a Resolution Providing for the Sale of Approximately \$1,630,000 Taxable General Obligation Promissory Notes, Series 2021D.

**Sponsors:** Finance and City Administrator

**Attachments:** [2021D General Obligation Promissory Note Resolution](#)

**A motion was made by Ald. Pieper, seconded by Ald. Bartels, to approve Resolution # 2021-12 providing for the Sale of Approximately \$1,630,000 Taxable General Obligation Promissory Notes, Series 2021D. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Bartels, Cummings, Manion, D. Lemke, E. Payne, Wells, Moltzan, Miller, R. Lemke, C. Payne, Browne and McElderry

**Absent:** 1 - Johnson

- E. [ID#21-1890](#) Review and act on approval of a Resolution Providing for the Sale of Approximately \$5,000,000 Sewer System Revenue Bonds, Series 2021.

**Sponsors:** Finance and City Administrator

**Attachments:** [2021 Sewer System Revenue Bonds Resolution](#)

**A motion was made by Ald. Pieper, seconded by Ald. Bartels, to approve Resolution #2021-13 providing for the Sale of Approximately \$5,000,000 Sewer System Revenue Bonds, Series 2021. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Bartels, Cummings, Manion, D. Lemke, E. Payne, Wells, Moltzan, Miller, R. Lemke, C. Payne, Browne and McElderry

**Absent:** 1 - Johnson

## 6. Public Hearing

- A. [PC20-0117](#) Glen at Standing Stone, Rezoning – Proposal to rezone 40.2 acres of Land west of Tenny Ave. extended to Rm-1PUD, and 40.4 acres of land east of Tenny Avenue extended to Rs-3 PUD.

**Attachments:** [Glen Rezoning Cover Sheet](#)  
[2020-06-09 Smart CSM - Village of Waukesha Outlots](#)  
[2020-11-18 CSM - Attachment E](#)  
[2020-11-13 Glen at Standing Stone Lplan Set](#)  
[2020-11-18 Landscape Plan - Attachment I](#)  
[150PRP03 STANDING STONE 2020-11-12](#)  
[550CLP03 STANDING STONE WEST 2020-09-01](#)  
[2020-11-18 Preliminary Plat - Attachment F](#)  
[Standing Stone Conditional Cert of No Objection 11 17 20](#)  
[2020-11-18 Engineering Plan Checklist - Attachment B](#)  
[2020-11-18 Sewer Plan Review - Attachment H](#)  
[CIVIL PLANS STANDING STONE-CONDOS 2020-11-12](#)  
[CIVIL PLANS STANDING STONE-EAST 2020-11-12](#)  
[CIVIL PLANS TENNY AVE 2020-11-12](#)  
[2020-11-18 Stormwater Management Plan - Attachment D](#)  
[Preliminary Stormwater Standing Stone COMPLETE REPORT 2020-11-12](#)  
[Standing Stone Rezoning Exhibit + Legal-120120](#)  
[Zoning petition Signed.12.7.20](#)  
[Glen Rezoning Dept. Comments](#)  
[DRAFT PUD Agreement -Glen at Standing Stone](#)

*Doug Koehler, Community Development Principle Planner, presented the Rezoning. The Public Hearing was opened. Alan Peters, 200 Executive Dr., Brookfield commented on behalf of the Glen and Standing Stone project indicating they were looking forward to the project. John Wahlen N30 W30252 Grey Hill Court, Pewaukee also spoke from the project indicating their excitement about building the neighborhood. There were no others present. The Public Hearing was closed.*

## 7. Action on Public Hearing

- A. [PC20-0117](#) Glen at Standing Stone, Rezoning – Proposal to rezone 40.2 acres of Land west of Tenny Ave. extended to Rm-1PUD, and 40.4 acres of land east of Tenny Avenue extended to Rs-3 PUD.

**Attachments:** [Glen Rezoning Cover Sheet](#)  
[2020-06-09 Smart CSM - Village of Waukesha Outlots](#)  
[2020-11-18 CSM - Attachment E](#)  
[2020-11-13 Glen at Standing Stone Lplan Set](#)  
[2020-11-18 Landscape Plan - Attachment I](#)  
[150PRP03\\_STANDING STONE\\_2020-11-12](#)  
[550CLP03\\_STANDING STONE WEST\\_2020-09-01](#)  
[2020-11-18 Preliminary Plat - Attachment F](#)  
[Standing Stone Conditional Cert of No Objection 11 17 20](#)  
[2020-11-18 Engineering Plan Checklist - Attachment B](#)  
[2020-11-18 Sewer Plan Review - Attachment H](#)  
[CIVIL PLANS\\_STANDING STONE-CONDOS\\_2020-11-12](#)  
[CIVIL PLANS\\_STANDING STONE-EAST\\_2020-11-12](#)  
[CIVIL PLANS\\_TENNY AVE\\_2020-11-12](#)  
[2020-11-18 Stormwater Management Plan - Attachment D](#)  
[Preliminary Stormwater Standing Stone COMPLETE REPORT\\_2020-11-12](#)  
[Standing Stone Rezoning Exhibit + Legal-120120](#)  
[Zoning petition Signed.12.7.20](#)  
[Glen Rezoning Dept. Comments](#)  
[DRAFT PUD Agreement -Glen at Standing Stone](#)

*There were no objections received by the Clerk's Office.*

**A motion was made by Ald. Miller, seconded by Ald. Cummings, to approve the Glen at Standing Stone, Rezoning - Proposal to rezone 40.2 acres of Land west of Tenny Ave. extended to Rm-1PUD, and 40.4 acres of land east of Tenny Avenue extended to Rs-3 PUD. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Bartels, Cummings, Manion, D. Lemke, E. Payne, Wells, Moltzan, Miller, R. Lemke, C. Payne, Browne and McElderry

**Absent:** 1 - Johnson

## **Reports**

### 8. Other Boards and Commissions

#### A. Transit Commission Report - Dr. Fred Abadi



- B. Water Utility Commission - Ald. Bartels
- C. Information Technology Board Report - Ald. Manion
- D. Landmarks Commission Report - Ald. Miller
- E. Redevelopment Authority Report - Ald. R. Lemke
- F. Parks, Recreation & Forestry Board Report - Ald. Johnson
- G. Library Board Report - Ald. Miller
- H. Cemetery Commission Report - Ald. Cummings
- I. Waukesha Housing Authority Report - Ald. Miller
- J. Community Development Block Grant Committee Report - Jennifer Andrews
- K. Public Art Committee Report - Ald. Moltzan
- 9. Plan Commission - Jennifer Andrews

- A. [PC20-0116](#) Glen at Standing Stone, Plat Review – Proposed 28 single-family lots, and 4 outlots located on 40.4 acres of land east of Tenny Avenue extended.

**Attachments:** [Glen Plat Cover Sheet](#)

[150PRP03\\_STANDING STONE\\_2020-11-12](#)

[550CLP03\\_STANDING STONE WEST\\_2020-09-01](#)

[2020-11-18 Preliminary Plat - Attachment F](#)

[Standing Stone Conditional Cert of No Objection 11 17 20](#)

[27677\\_20201120\\_doa\\_prelim\\_cert\\_plat](#)

[Glen Plat Dept. Comments](#)

**A motion was made by Ald. Miller, seconded by Ald. Cummings, to approve the Glen at Standing Stone, Plat Review - Proposed 28 single-family lots, and 4 outlots located on 40.4 acres of land east of Tenny Avenue extended. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Bartels, Cummings, Manion, D. Lemke, E. Payne, Wells, Moltzan, Miller, R. Lemke, C. Payne, Browne and McElderry

**Absent:** 1 - Johnson

- B. [PC20-0115](#) Glen at Standing Stone, Certified Survey Map - Proposed 43.5 acre CSM consisting of 1 lot and 4 outlots located north of Les Paul Parkway and east of Big Bend Road.

**Attachments:** [Glen CSM Cover Sheet](#)  
[2020-06-09 Smart CSM - Village of Waukesha Outlots](#)  
[2020-11-18 CSM - Attachment E](#)  
[Glen CSM Dept. Comments](#)

**A motion was made by Ald. Miller, seconded by Ald. McElderry, to approve the Glen at Standing Stone, Certified Survey Map - Proposed 43.5 acre CSM consisting of 1 lot and 4 outlots located north of Les Paul Parkway and east of Big Bend Road. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Bartels, Cummings, Manion, D. Lemke, E. Payne, Wells, Moltzan, Miller, R. Lemke, C. Payne, Browne and McElderry

**Absent:** 1 - Johnson

- C. [PC21-0007](#) 709 N. Hartwell Avenue, Certified Survey Map – A two-lot certified survey map to divide the former 709 Hartwell property between properties at 705 and 713 Hartwell Avenue

**Attachments:** [709 Hartwell Cover Sheet](#)  
[W1890CSMP1](#)  
[W1890CSMP2](#)  
[W1890CSMP3](#)  
[W1890CSMP4](#)  
[709 N. Hartwell Dept. Comments](#)

**A motion was made by Ald. Miller, seconded by Ald. C. Payne, to approve 709 N. Hartwell Avenue, Certified Survey Map - A two-lot certified survey map to divide the former 709 Hartwell property between properties at 705 and 713 Hartwell Avenue. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Bartels, Cummings, Manion, D. Lemke, E. Payne, Wells, Moltzan, Miller, R. Lemke, C. Payne, Browne and McElderry

**Absent:** 1 - Johnson

## 10. Standing Committees

- A. Finance Committee Report - Ald. Pieper
- B. Building & Grounds Committee Report - Ald. E. Payne
- C. Ordinance & License Committee Report - Ald. Johnson

- A. [ID#21-1901](#) Amend Municipal Code sec. 9.115 to allow delivery of packaged alcohol beverages to pick-up area in parking lot.

**Attachments:** [Cover Sheet-Amend WMC 9.115.pdf](#)  
[9.115\(2021\) Memo with Ordinance.pdf](#)

*Second reading only.*

D. Human Resources Committee Report - Ald. Manion

11. Board of Public Works Report - Dr. Fred Abadi

- A. [ID#21-1830](#) Bids Received: Friday, February 26, 2021, at 11:00 a.m.  
Concrete Sidewalk Replacement - City Wide

The Board of Public Works recommends that the low bid from State Contractors, Inc., in the amount of \$543,140.00 be awarded.

**Sponsors:** Public Works

**Attachments:** [Bid Tab Concrete Sidewalk Replacement](#)

**A motion was made by Ald. Pieper, seconded by Ald. E. Payne, to approve the bid award for City Wide Concrete Sidewalk Replacement to State Contractors, Inc., on their low bid in the amount of \$543,140.00. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Bartels, Cummings, Manion, D. Lemke, E. Payne, Wells, Moltzan, Miller, R. Lemke, C. Payne, Browne and McElderry

**Absent:** 1 - Johnson

- B. [ID#21-1831](#) Bids Received: Friday, February 26, 2021, at 11:00 a.m.  
Concrete Pavement Patching and Concrete Sawing

The Board of Public Works recommends that the low bid from J&A Pohl, Inc., for the Concrete Pavement Patching and Concrete Sawing in the amount of \$452,514.00 be awarded.

**Sponsors:** Public Works

**Attachments:** [Bid Tab 2021 Concrete Pavement Patching](#)

**A motion was made by Ald. Pieper, seconded by Ald. E. Payne, to approve the bid award for Concrete Pavement Patching and Concrete Sawing to J & A Pohl, Inc., on their low bid in the amount of \$452,514.00. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Bartels, Cummings, Manion, D. Lemke, E. Payne, Wells, Moltzan, Miller, R. Lemke, C. Payne, Browne and McElderry

**Absent:** 1 - Johnson

12. Director of Public Works Report

13. City Attorney's Report

14. City Administrator's Report

A. [ID#21-1916](#) Report from the City Administrator

Attachments: [Admin Report 3-11-21](#)

15. Mayor's Report & Referrals

A. [ID#21-1917](#) Board and Committee Appointments

Attachments: [Letter for Council - March 16, 2021](#)

[Eric Huemmer Resume](#)

[Christine Davies D'Angelo Resume](#)

[Shannon Ishizaki Biography](#)

[Rose Lange Biography](#)

**A motion was made by Ald. E. Payne, seconded by Ald. Cummings, to approve the appointments of Eric Huemmer to the Park, Rec and Forestry Board, Kim Michalowski to the Board of Public Works and Transit Commission, Christine Davies D'Angelo to the Ethics Board, the Board of Zoning Appeals and the Board of Review, Shannon Ishizaki to the Community Development Block Grant Committee and Rose Lange to the Public Art Committee. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Bartels, Cummings, Manion, D. Lemke, E. Payne, Wells, Moltzan, Miller, R. Lemke, C. Payne, Browne and McElderry

**Absent:** 1 - Johnson

16. Referrals

*Ald. Peter Bartels to Public Works to move up a CIP repaving project for Silvernail Road from, at the minimum, University to Meadowbrook, moving up from 2023 to 2022.*

*Ald. Browne to Building & Grounds to please approve installation of signs that say "Turning Vehicles Yield to Pedestrians" at all 4 legs of the traffic signal at the intersection of E. Main Street & Manhattan Drive.*

*Ald. Dean Lemke to Building & Grounds to request a deaf child sign in the 300 block of Joris Ave. One of Dist. 13's residents, a toddler, is 23 months old and cannot hear.*

17. Adjournment

*Meeting adjourned at 7:55 p.m.*

Shawn Reilly, Mayor  
City of Waukesha

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact Fred Abadi, 48 hours prior to the meeting at 524-3600 or by the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.