



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Final

### City Council

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Tuesday, June 19, 2018

6:30 PM

Council Chambers, City Hall  
Use lower level glass door.

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#### 1. Roll Call

*Ald. Skinner, Ald. E. Payne and Ald. C. Payne arrived after ID#18-0960 the Approval of Minutes.*

**Present:** 13 - Pieper, Skinner, Cummings, Perry, C. Payne, Manion, Thieme, Johnson, Helgestad, Rodriguez, D. Lemke, E. Payne and Wells

**Absent:** 2 - Bartels and Boyle

#### 2. Pledge of Allegiance

*Jack Peters, Boy Scout Troup 599 led the Pledge of Allegiance.*

#### 3. Public Comment

*Tariq Akmut, 2032 Empire Dr., spoke in favor of a new Municipal Building.  
Mike Walsh, 2412 Kestrel, spoke against a new City Hall.*

#### 4. Approval of Minutes

[ID#18-0960](#) Minutes from June 5, 2018

**Attachments:** [ccmn180605 draft](#)

##### **ID#18-0960 Minutes from June 5, 2018**

**Aye:** 10 - Pieper, Cummings, Perry, Manion, Thieme, Johnson, Helgestad, Rodriguez, D. Lemke and Wells

**Absent:** 5 - Bartels, Skinner, C. Payne, Boyle and E. Payne

### **Consent Agenda**

*The Consent Agenda passed by unanimous consent with no items removed or added.*

### **1. Other Boards and Commissions**

[#18-0601](#) Approve proposed Field Grow Agreement with Johnson's Nursery, Inc. and Leaves Inspired for the provision of trees.

**Attachments:** [Common Council Cover Sheet - Johnson Nursery Contract 2018.pdf](#)  
[Common Council Cover Sheet - Leaves Inspired Contract 2018.pdf](#)

[ID#18-0783](#) Firewall Configuration Policy - FINAL

**Attachments:** [ITSec 1 FIREWALL CONFIGURATION POLICY FINAL.pdf](#)

[ID#18-0784](#) System and Password Policy - FINAL

**Attachments:** [ITSec 2 SYSTEM AND PASSWORD POLICY FINAL.pdf](#)

[ID#18-0785](#) Storing Sensitive Data Policy - FINAL

**Attachments:** [ITSec 3 STORING SENSITIVE DATA POLICY FINAL.pdf](#)

[ID#18-0786](#) Transmission of Sensitive Data Policy - FINAL

**Attachments:** [ITSec 4 TRANSMISSION OF SENSITIVE DATA POLICY FINAL.pdf](#)

[ID#18-0787](#) Antivirus Policy - FINAL

**Attachments:** [ITSec 5 ANTIVIRUS POLICY FINAL.pdf](#)

[ID#18-0788](#) Vulnerability Scanning Policy - FINAL

**Attachments:** [ITSec 6 VULNERABILITY SCANNING POLICY FINAL.pdf](#)

[ID#18-0856](#) Approval of 2018 Urban Mass Transit Operating Assistance Agreement with the State of Wisconsin Department of Transportation

**Attachments:** [Agenda Cover Sheet -Approval of WisDOT 2018 Operating Agreement.pdf](#)  
[Waukesha 2018 85.20.pdf](#)

## **2. Plan Commission**

[PC18-0067](#) Racine Avenue - Extra territorial Certified Survey Map

**Attachments:** [Racine CSM Completed.pdf](#)  
[Racine Ave. CSM Cover Sheet.pdf](#)

[PC18-0070](#) Aeroshade, 433 Oakland Avenue - Certified Survey Map

**Attachments:** [Aeroshade.PDF](#)  
[Aeroshade Cover Sheet.pdf](#)

### **3. Standing Committees**

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

[ID#18-0864](#) Review and act on a request to move \$5,180 from Police Department CIP (Fund 400 Opticop) to Park, Recreation, and Forestry CIP (Fund 400 Keyless Entry for Park Buildings).

**Sponsors:** Police Department, Parks and Recreation & Forestry

**Indexes:** Opticop; transfer

**Attachments:** [Cover Sheet - CIP Camera fund movement PD and PRF.pdf](#)

[ID#18-0893](#) Review and Act on a request to add wireless connectivity for WRO and Saratoga Parks and amend the 2018 CIP budget by \$15,000.

**Attachments:** [Cover Sheet -WRO and Saratoga Parks Wireless Project.pdf](#)

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

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

##### 1. Licenses

[ID#18-0904](#) INVITED Bartender Applications - June 11, 2018

**Attachments:** [Bartenders 2018.06.11](#)

[ID#18-0905](#) Bartender Applications - June 11, 2018

**Attachments:** [Bartenders 2018.06.11](#)

[ID#18-0906](#) INVITED Other Applications - June 11, 2018

**Attachments:** [Other Licenses 6.11.18](#)

[ID#18-0907](#) Other Applications - June 11, 2018

**Attachments:** [Other Licenses 6.11.18](#)

**D. Human Resources - Ald. Thieme****E. Board of Public Works - Dr. Fred Abadi**

[ID#18-0879](#) Resolution declaring official intent to reimburse expenditures for Wastewater Collection System Improvements for the Greenmeadow Interceptor Project.

**Sponsors:** Public Works

**Attachments:** [18-0879\\_BPW\\_Agenda\\_Cover\\_Sheet\\_CWFL\\_Resolution.pdf](#)  
[18-0879\\_CWFL\\_2018\\_RESOLUTION.pdf](#)

*Resolution #: 41-18*

[ID#18-0880](#) Resolution to Demolish 200-310 Delafield St.

**Sponsors:** Public Works

**Attachments:** [18-0880\\_BPW\\_Res\\_Demo\\_200-310\\_Delafield.pdf](#)

*Resolution #: 42-18*

[ID#18-0885](#) Review and act on the Contract Amendment No. 2 with Donohue & Associates, Inc., for post design services for the Greenmeadow Interceptor Project.

**Sponsors:** Public Works

**Attachments:** [18-0885\\_BPW\\_Agenda\\_Cover\\_Sheet\\_Donohue\\_Amendment\\_2.pdf](#)  
[18-0885\\_Amendment\\_2\\_to\\_Standard\\_Agreement\\_-\\_CRS\\_w\\_fee\\_schedule.pdf](#)

[ID#18-0886](#) Review and act on the Consultant for Construction Management Services for the Greenmeadow Interceptor Sewer Project.

**Sponsors:** Public Works

**Attachments:** [18-0886\\_BPW\\_Agenda\\_Cover\\_Sheet\\_-\\_Greenmeadow\\_Interceptor\\_Construction\\_Management\\_Services.pdf](#)  
[18-0886\\_Greenmeadow\\_Interceptor\\_Construction\\_Management\\_Services\\_Fees.pdf](#)

[ID#18-0887](#) Review of WDNR Compliance Maintenance Annual Report (CMAR) for the year 2017 and Adoption of Resolution by Common Council.

**Sponsors:** Public Works

**Attachments:** [18-0887 BPW Agenda Cover - CWP 2017 CMAR.pdf](#)  
[18-0887 CMAR 2017 report BPW cover letter draft.pdf](#)  
[18-0887 CMAR 2017 validated.pdf](#)  
[18-0887 Resolution COMPLIANCE MAINTENANCE ANNUAL REPORT.pdf](#)

*Resolution #: 43-18*

[ID#18-0888](#) Approve Storm Water Management Practice Maintenance Agreement between Woodland Hills Development by Belman, Inc., and the City of Waukesha.

**Sponsors:** Public Works

**Attachments:** [18-0888 BPW Agenda Cover Sheet - Woodland Hills.pdf](#)  
[Woodland Hills revised SWMA 06-05-2018.pdf](#)

[ID#18-0889](#) Review and act on Contract Amendment No. 1 (time extension) with Ayres Associates Inc. for the 2018 Woodfield Dam Removal Project to match DNR Grant Approval Process.

**Sponsors:** Public Works

**Attachments:** [18-0889 BPW Agenda Cover Sheet -Woodfield Dam - rev.pdf](#)  
[Ayres Extension\\_062012018 Mod1.pdf](#)

[ID#18-0890](#) Approve Storm Water Management Practice Maintenance Agreement between Kohl's and the City of Waukesha.

**Sponsors:** Public Works

**Attachments:** [18-0890 BPW Agenda Cover Sheet - Kohls.pdf](#)  
[18-0890 City Maintenance Agreement - 2018-05-10.pdf](#)

### **End of Consent Agenda**

#### **5. New Business**

[ID#18-0957](#) Update on initial design process for new or remodeled City Hall

**Attachments:** [2018-06-19 Presentation - Common Council Initial-Waukesha City Hall](#)

[ID#18-0745](#) Authorize a Reimbursement Resolution allowing the City to declare its official intent to reimburse expenditures of up to \$1,936,574 for the water system improvements on Main Street from N. Barstow Street to Lombardi Way

**Sponsors:** Water Utility

**Indexes:** Resolution

**Attachments:** [SDWLP Reimbursement Resolutions Memo.pdf](#)  
[Reimbursement Resolution - Main Street.pdf](#)

*Resolution #: 44-18*

**A motion was made by Ald. Pieper, seconded by Ald. Helgestad to Approve and Authorize a Reimbursement Resolution allowing the City to declare its official intent to reimburse expenditures of up to \$1,936,574 for the water system improvements on Main Street from N. Barstow Street to Lombardi Way. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Skinner, Cummings, Perry, C. Payne, Manion, Thieme, Johnson, Helgestad, Rodriguez, D. Lemke, E. Payne and Wells

**Absent:** 2 - Bartels and Boyle

[ID#18-0746](#) Authorize a Reimbursement Resolution allowing the City to declare its official intent to reimburse expenditures of up to \$1,266,001 for the water system improvements on Moreland Blvd from Michigan Avenue to Summit Avenue

**Sponsors:** Water Utility

**Indexes:** Resolution

**Attachments:** [Reimbursement Resolution - Moreland Blvd.pdf](#)

*Resolution #: 45-18*

**A motion was made by Ald. Pieper, seconded by Ald. Helgestad to Approve and Authorize a Reimbursement Resolution allowing the City to declare its official intent to reimburse expenditures of up to \$1,266,001 for the water system improvements on Moreland Blvd from Michigan Avenue to Summit Avenue. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Skinner, Cummings, Perry, C. Payne, Manion, Thieme, Johnson, Helgestad, Rodriguez, D. Lemke, E. Payne and Wells

**Absent:** 2 - Bartels and Boyle

[ID#18-0747](#) Authorize a Reimbursement Resolution allowing the City to declare its official intent to reimburse expenditures of up to \$798,672 for the water system improvements on Motor Avenue from Fairview Avenue to Mountain Avenue

**Sponsors:** Water Utility

**Indexes:** Resolution

**Attachments:** [Reimbursement Resolution - Motor Ave.pdf](#)

*Resolution #: 46-18*

**A motion was made by Ald. Pieper, seconded by Ald. Helgestad to Approve and Authorize a Reimbursement Resolution allowing the City to declare its official intent to reimburse expenditures of up to \$798,672 for the water system improvements on Motor Avenue from Fairview Avenue to Mountain Avenue. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Skinner, Cummings, Perry, C. Payne, Manion, Thieme, Johnson, Helgestad, Rodriguez, D. Lemke, E. Payne and Wells

**Absent:** 2 - Bartels and Boyle

[ID#18-0780](#) Review and act on a request by the police department to accept the donation of an armored utility vehicle (Humvee) from the Wisconsin 10-33 Program.

**Sponsors:** Police Department

**Indexes:** donation; Humvee

**Attachments:** [Cover Sheet - Humvee Donation.pdf](#)

**A motion was made by Ald. Pieper, seconded by Ald. Helgestad to Approve request by the police department to accept the donation of an armored utility vehicle (Humvee) from the Wisconsin 10-33 Program. The motion carried by the following vote:**

**Aye:** 12 - Pieper, Skinner, Cummings, Perry, C. Payne, Manion, Thieme, Johnson, Helgestad, D. Lemke, E. Payne and Wells

**Nay:** 1 - Rodriguez

**Absent:** 2 - Bartels and Boyle

[ID#18-0871](#) Review and act on a request by the Police Department for pre-authorization to purchase one (1) Ford Unmarked SWAT Van for replacement in 2019.

**Sponsors:** Police Department

**Indexes:** SWAT; fleet replacement

**Attachments:** [Cover Sheet - SWAT Van.pdf](#)  
[2019 SWAT Van \(Fleet 54\) Purchase Worksheet.pdf](#)  
[2019 5-Year CIP Projection - POLICE - Fleet 54.pdf](#)

**A motion was made by Ald. Pieper, seconded by Ald. E. Payne to Approve request by the Police Department for pre-authorization to purchase one (1) Ford Unmarked SWAT Van for replacement in 2019. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Skinner, Cummings, Perry, C. Payne, Manion, Thieme, Johnson, Helgestad, Rodriguez, D. Lemke, E. Payne and Wells

**Absent:** 2 - Bartels and Boyle

[ID#18-0903](#) Review and act on approval of a Resolution Authorizing the Issuance and Sale of Up To \$684,275 Waterworks System Revenue Bonds, Series 2018A, And Providing For Other Details And Covenants With Respect Thereto.

**Sponsors:** Finance

**Indexes:** bond; Resolution; Water Utility

**Attachments:** [2018 SDW - Bond Resolution.pdf](#)

*Resolution #: 47-18*

**A motion was made by Ald. Pieper, seconded by Ald. Helgestad to Approve and adopt a Resolution Authorizing the Issuance and Sale of Up To \$684,275 Waterworks System Revenue Bonds, Series 2018A, And Providing For Other Details And Covenants With Respect Thereto. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Skinner, Cummings, Perry, C. Payne, Manion, Thieme, Johnson, Helgestad, Rodriguez, D. Lemke, E. Payne and Wells

**Absent:** 2 - Bartels and Boyle



[ID#18-0911](#) Review and Act on a request to amend the 2018 CIP for the Greenmeadow Interceptor Project in the amount of \$3,780,000.

**Sponsors:** Public Works

**Indexes:** sanitary; CIP; interceptor

**Attachments:** [Cover Sheet - Greenmeadow Budget Amendment.pdf](#)  
[2018 CIP - Sanitary Intercept Projects.pdf](#)

**A motion was made by Ald. Pieper, seconded by Ald. Helgestad to Approve amendment to the 2018 CIP for the Greenmeadow Interceptor Project in the amount of \$3,780,000. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Skinner, Cummings, Perry, C. Payne, Manion, Thieme, Johnson, Helgestad, Rodriguez, D. Lemke, E. Payne and Wells

**Absent:** 2 - Bartels and Boyle

[ID#18-0967](#) Consider disallowance of claim for personal injury damages of Thomas Nance.

**Sponsors:** Attorney's Office

**Attachments:** [Nance Cover Sheet.pdf](#)

*Ald. Pieper and Ald. E. Payne stepped out and were not present for the vote.*

**A motion was made by Ald. Thieme, seconded by Ald. Johnson to Approve disallowance of claim for personal injury damages of Thomas Nance. The motion carried by the following vote:**

**Aye:** 11 - Skinner, Cummings, Perry, C. Payne, Manion, Thieme, Johnson, Helgestad, Rodriguez, D. Lemke and Wells

**Absent:** 4 - Pieper, Bartels, Boyle and E. Payne

## 6. Public Hearing

[PC18-0059](#) Rezoning of 1116 E. Main Street.

**Attachments:** [Rezoning of 1116 E. Main Cover Sheet \(002\).pdf](#)

*The Public Hearings on PC18-0059 and PC18-0060 was opened. No speakers were present for comment. The Public Hearings were closed.*

[PC18-0060](#) Rezoning of City-owned property at the corner of E. Moreland Blvd. and Wolf Road.

**Attachments:** [Rezoning of E. Moreland Wolf Cover Sheet.pdf](#)

*The Public Hearings on PC18-0059 and PC18-0060 was opened. No speakers were present for comment. The Public Hearings were closed.*

## 7. Action on Public Hearing

[PC18-0059](#) Rezoning of 1116 E. Main Street.

**Attachments:** [Rezoning of 1116 E. Main Cover Sheet \(002\).pdf](#)

**A motion was made by Ald. Rodriguez, seconded by Ald. Skinner to approve the Rezoning Petition of 1116 E. Main Street RM-1 to RM PUD. The motion carried by the following vote:**

**Aye:** 12 - Pieper, Skinner, Cummings, Perry, C. Payne, Manion, Thieme, Johnson, Helgestad, Rodriguez, D. Lemke and Wells

**Nay:** 1 - E. Payne

**Absent:** 2 - Bartels and Boyle

[PC18-0060](#) Rezoning of City-owned property at the corner of E. Moreland Blvd. and Wolf Road.

**Attachments:** [Rezoning of E. Moreland Wolf Cover Sheet.pdf](#)

**A motion was made by Ald. Thieme, seconded by Ald. Skinner to approve the Rezoning at the corner of E. Moreland Blvd. and Wolf Road from R-1 to Rd-2. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Skinner, Cummings, Perry, C. Payne, Manion, Thieme, Johnson, Helgestad, Rodriguez, D. Lemke, E. Payne and Wells

**Absent:** 2 - Bartels and Boyle

## **Reports**

### 8. Other Boards and Commissions

- A. Transit Commission Report - Dr. Fred Abadi
- B. Water Utility Commission - Ald. Thieme
- C. Information Technology Board Report - Ald. Manion
- D. Landmarks Commission Report - Ald. Rodriguez
- E. Redevelopment Authority Report - Ald. Skinner
- F. Parks, Recreation & Forestry Board Report - Ald. Johnson
- G. Library Board Report - Ald. Helgestad
- H. Cemetery Commission Report - Ald. Boyle

## I. Waukesha Housing Authority Report - Ald. Rodriguez

## J. Community Development Block Grant Committee Report - Jennifer Andrews

[ID#18-0929](#) Approve a resolution reallocating a portion of the City's 2018 CDBG Funds.

**Attachments:** [2018 Reallocation Resolution for Dumpster and Streetscape Improvements.docx](#)

*Resolution # 48-18*

**A motion was made by Ald. Helgestad, seconded by Ald. Cummings to approve and adopt Resolution reallocating a portion of the City's 2018 CDBG Funds. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Skinner, Cummings, Perry, C. Payne, Manion, Thieme, Johnson, Helgestad, Rodriguez, D. Lemke, E. Payne and Wells

**Absent:** 2 - Bartels and Boyle

[ID#18-0930](#) Approve a resolution for the City's 2019 CDBG allocation.

**Attachments:** [2019 CDBG Allocation Resolutrion.docx](#)

*Resolution # 49-18*

**A motion was made by Ald. Helgestad, seconded by Ald. C. Payne to approve and adopt a Resolution for the City's 2019 CDBG allocation. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Skinner, Cummings, Perry, C. Payne, Manion, Thieme, Johnson, Helgestad, Rodriguez, D. Lemke, E. Payne and Wells

**Absent:** 2 - Bartels and Boyle

## K. Public Art Committee Report - Ald. C Payne

## 9. Plan Commission - Jennifer Andrews

[ID#18-0779](#) Creation of Tax Incremental District 24.

**Attachments:** [TID 24 Cover Sheet.pdf](#)  
[TID 24.pdf](#)  
[Final Project Plan TID 24 - June 5 2018.pdf](#)  
[Common Council Resolution TIF 24](#)

*Resolution # 50-18*

**A motion was made by Ald. Perry, seconded by Ald. C. Payne to approve and adopt the Resolution and Creation of Tax Incremental District 24. The motion carried by the following vote:**

**Aye:** 12 - Pieper, Skinner, Cummings, Perry, C. Payne, Thieme, Johnson, Helgestad, Rodriguez, D. Lemke, E. Payne and Wells

**Nay:** 1 - Manion

**Absent:** 2 - Bartels and Boyle

## 10. Standing Committees

A. Finance Committee Report - Ald. Pieper

B. Building & Grounds Committee Report - Ald. E. Payne

C. Ordinance & License Committee Report - Ald. Johnson

[ID#18-0910](#) Review and act on proposed amendments to Waukesha Municipal Ordinance 11.01(4), 11.01(5) and 11.01(9) – (11)

**Attachments:** [Council Agenda Cover Sheet- O&L 6-11-18](#)

[Amended Ordinance Regarding Public Offenses, Sec. 11.01](#)

[Final Red Lined Version - O&L Agenda 6-11-18](#)

[Amended Ordinance Regarding Public Offenses Sec. 11.01](#)

*Ordinance 2-18*

**A motion was made by Ald. Johnson, seconded by Ald. Manion to approve the proposed amendments to Waukesha Municipal Ordinance 11.01(4), 11.01(5) and 11.01(9) - (11) with typo correction in the attachment. The motion carried by the following vote:**

**Aye:** 11 - Pieper, Skinner, Perry, C. Payne, Manion, Thieme, Johnson, Helgestad, D. Lemke, E. Payne and Wells

**Nay:** 2 - Cummings and Rodriguez

**Absent:** 2 - Bartels and Boyle

D. Human Resources Committee Report - Ald. Thieme

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

[ID#18-0881](#) Bids Received: Friday, June 1, 2018, at 11:00 A.M.  
2018 Pavement Crackfilling

The Board of Public Works recommends that the low bid from Denler, Inc., in the amount of \$216,750.00 be awarded.

**Sponsors:** Public Works

**Attachments:** [Bid Tab Crackfilling.pdf](#)

**A motion was made by Ald. Cummings, seconded by Ald. E. Payne to approve the bid award for Pavement Crackfilling to Denler, Inc., on their low bid in the amount of \$216,750.00. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Skinner, Cummings, Perry, C. Payne, Manion, Thieme, Johnson, Helgestad, Rodriguez, D. Lemke, E. Payne and Wells

**Absent:** 2 - Bartels and Boyle

[ID#18-0884](#) Bids Received: Tuesday, June 5, 2018, at 11:00 A.M.  
Greenmeadow Sanitary Interceptor Sewer

The Board of Public Works recommends that the low bid from Super Excavators, Inc., in the amount of \$18,461,976.00 be awarded.

**Sponsors:** Public Works

**Attachments:** [Bid Tab Greenmeadow.pdf](#)  
[Bid Tab Greenmeadow Alternate.pdf](#)

**A motion was made by Ald. E. Payne, seconded by Ald. Pieper to approve the bid award for Greenmeadow Sanitary Interceptor Sewer to Super Excavators, Inc., on their low bid in the amount of \$18,461,976.00. The motion carried by the following vote:**

**Aye:** 13 - Pieper, Skinner, Cummings, Perry, C. Payne, Manion, Thieme, Johnson, Helgestad, Rodriguez, D. Lemke, E. Payne and Wells

**Absent:** 2 - Bartels and Boyle

12. Director of Public Works Report

13. City Attorney's Report

14. City Administrator's Report

[ID#18-0955](#) Report from the City Administrator

**Attachments:** [Admin Report 6-15-18](#)

15. Mayor's Report & Referrals

[ID#18-0956](#) Board and Commission Appointments

**Attachments:** [Letter for Council, June 15, 2018](#)

[Resume- Dan Budde](#)

[Resume- Jason Romenesko](#)

**A motion was made by Ald. E. Payne, seconded by Ald. Helgestad to approve Attorney Thomas Schmitzer to the Ethics Board; Dave Burch and Kristin Robran to the Public Art Committee; and Robert Ford, Jason Romenesko, and Dan Budde to the Board of Building Appeals. The motion carried by the following vote:**

**Aye:** 12 - Pieper, Skinner, Cummings, Perry, C. Payne, Manion, Thieme, Johnson, Helgestad, D. Lemke, E. Payne and Wells

**Nay:** 1 - Rodriguez

**Absent:** 2 - Bartels and Boyle

## 16. Referrals

*There were no Referrals.*

## 17. Closed Session

*No Closed Session was held.*

## 18. Adjournment

*Adjourned at 9:12 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, FAX 524-3898, or by the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.