



## MEMORANDUM

DATE: April 17, 2024

TO: Water Commission

FROM: Daniel Duchniak, General Manager

RE: Approve The Purchase of Land for the Future Water Utility Headquarters/Operations Center

In January 2022, the Utility hired Kueny Architects to complete a Facility Space Study including a review of our current headquarters building. The purpose of the study was to determine if the current facility would meet the future needs of our operations given the capital investment needed for regular maintenance. We also wanted to review the safety issues of our operations staff related to the modifications to traffic flow on North Street.

The study concluded that it would be more cost effective for the Utility to construct a new building rather than modify the existing site. This was reported to the Water Commission during a presentation at the April 2022 Water Commission meeting. Utility staff began to plan for a future building or major renovations to the existing facility with the 2022 budget and financial plan. Maintenance activities on the existing building were also deferred following the study.

Staff began to analyze a number of properties and have concluded the property on Chapman Drive would be the best location for the new headquarters building. This location would place us in close proximity to the Department of Public Works and the Clean Water Plant. It also has good access to main road arterials in the city for dispatching of our crews allowing for quicker response times during emergencies.

Staff has worked with the current owner of the Chapman Drive parcel and has negotiated an agreement to purchase the approximately 11 acre parcel for \$750,000. The agreement calls for \$50,000 of earnest money and provides for a 6 month "inspection" period that allows the Utility to complete its due diligence on the property and apply for Construction Authorization from the Public Service Commission.

I look forward to your review and approval at the Water Commission meeting on April 18, 2024.

**Recommended Motion:** Approve Purchase of approximately 11.098+/- acres of undeveloped land, Waukesha County Tax Parcel #1332001008; referred to as Chapman Drive, Waukesha, Wisconsin for \$750,000 for Future Water Utility Headquarters/Operations Center, subject to attorney review.

