



**PUBLIC WORKS COMMISSION MEETING AGENDA**

**TUESDAY, MAY 26, 2026 AT 5:30 PM**

**COUNCIL CHAMBERS, SECOND FLOOR, MUNICIPAL BUILDING - 106 JONES STREET,  
WATERTOWN, WI 53094**

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**1. CALL TO ORDER**

**2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT**

*Each individual who would like to address the Committee will be permitted up to three minutes for their comments*

**3. REVIEW AND APPROVE MINUTES**

A. Public Works Commission minutes from May 12, 2026

**4. BUSINESS**

A. Review and take possible action: Approve and award Well #9 rehabilitation project to Municipal Well & Pump

B. Review and take possible action: Award 2028 Downtown Main Street Reconstruction Professional Real Estate Services Contract

C. Review and take possible action: Sidewalk Repair Orders for 404 N. Second Street, 131 Riverlawn Avenue, 139 Riverlawn Avenue, 143 Riverlawn Avenue, 210 Riverlawn Avenue, and 211 Riverlawn Avenue

**5. ADJOURNMENT**

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [cityclerk@watertownwi.gov](mailto:cityclerk@watertownwi.gov) phone 920-262-4000*

*A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only*

# PUBLIC WORKS COMMISSION

Tuesday, May 12, 2026

5:30 p.m.

The Public Works Commission met at the above date and time. The following members were present: Alderpersons Ken Berg, Myron Moldenhauer, Gina Nitecki, and Tony Arnett, Citizen member Pete Thompson. Absent: none. Also present: City Staff Andrew Beyer, Pete Hartz, Stacy Winkelman, Nathan Williams.

1. **Call to order.** Chairperson Arnett called the meeting to order at 5:30 p.m.
2. **Comments and Suggestions from Citizens Present.** - None.
3. **Review and take possible action. Minutes of PWC meeting of April 28th, 2026.** Mr. Berg moved to approve the minutes as submitted, seconded by Mr. Thompson. Motion carried by unanimous voice vote.
4. **Discuss and take possible action: The Solid Waste Rate Study, presentation by Ehlers** – Solid Waste rates have not been adjusted since 2019 are not sufficient to fund projected costs or capital needs. Two scenarios were presented – a large increase in the first 2 years to fund capital needs with cash and a much smaller increase every year for the next 10 years using borrowing to fund capital needs. Mr. Arnett urged the adoption of the much smaller annual increase, and to put it in place for 5 years, with another review at that time. Commission members concurred. Staff will prepare a resolution to that effect to bring back to the Commission.
5. **Review and approve: 2025 Compliance Maintenance Annual Report (CMAR) – Wastewater** Utility permit to discharge summary – The annual report had very good ratings. The one area of deficiency was because of discrepancy in the sizing standards used by the State in that area, which do not match the standards currently applied in the State-approved facilities plan. Mr. Thompson moved to recommend the report to Council and Ms. Nitecki seconded. Motion carried by unanimous voice vote.
6. **Review & discuss: 2028 Labaree Street STP Urban Project** – This street reconstruction (including water and sewer) is slated for 2028 and would be partially funded by a State grant. Special consideration is being made to have Riverside Park accessible for Riverfest.
7. **Review & take possible action: Lighting for downtown Main Street 2028 Reconstruction Project** – Following Commission action earlier this year to look at an alternative vendor for lighting for the Main Street reconstruction project, the previously approved vendor came back with a dramatically reduced price that matched the alternative vendor.
8. **Review and take possible action: Draft Functional Classification Map Review** – The only update to the map was to adjust the boundary area. No street classifications changed. Mr. Berg moved to approve the map, seconded by Mr. Moldenhauer. Motion carried by unanimous voice vote.
9. **Adjournment.** Mr. Thompson moved to adjourn, seconded by Ms. Nitecki. Motion carried by unanimous voice vote at 6:15pm.

Respectfully submitted,

Tony Arnett, Chairperson

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

# MEMO

To: Public Works Commission

From: Tim Hayden, Assistant Water Systems Manager

Date: May 11, 2026

Subject: Well #9 Rehabilitation – Contractor Selection Recommendation

## Background

The City of Watertown Water Utility issued a Request for Proposals (RFP) on April 14, 2026, with proposals originally due April 28, 2026, for the rehabilitation of Municipal Well #9. The project scope includes pump removal and inspection, well televising, mechanical rehabilitation via airburst/air shock treatment in the open borehole, chemical treatment using NSF 60-approved products, pump reinstallation, disinfection per NR 812.41(1), yield testing, and bacteriological sampling, all in compliance with Wisconsin Administrative Code NR 811 and NR 812. A final report summarizing before-and-after performance and coordination of all required notifications with the Wisconsin DNR are also required. Well #9 is a 690-foot, 20-inch diameter vertical turbine well constructed in 2001, equipped with a 100 HP, 460V, 3-phase motor, with a rated capacity of approximately 1,200 GPM.

Addendum No. 1 was issued on May 1, 2026, to clarify existing field conditions and ensure that all proposals were based on consistent and accurate information. The addendum confirmed that the Aquastream VF system referenced in the original bid form is not currently installed in Well #9, and that a Lakos Sand Separator installed during prior rehabilitation work remains in operation. Proposals were revised to reflect these conditions, and the submission deadline was extended to May 11, 2026, at 11:00 AM. Two proposals were received by that deadline: Municipal Well & Pump (MWP) of Waupun, WI, and Water Well Solutions Wisconsin, LLC (WWS) of Oconomowoc, WI.

## Proposal Evaluation

Proposals were evaluated against the criteria established in the RFP, with primary consideration given to price and the ability to make a complete cost comparison. MWP submitted a fully itemized project estimate covering all anticipated scope items, which allowed for a straightforward evaluation of total project cost. WWS structured their submission as a lump sum base bid with extensive unit-priced add-ons, and did not provide pricing for all bid form items. Both contractors are qualified and experienced in municipal well rehabilitation.

To establish a consistent basis for price comparison, MWP's quantities were applied to WWS's unit prices, with WWS's maximum quoted chemical treatment cost of \$15,000 used to represent



# MEMO

the highest potential cost exposure. The results are summarized in the Financial Impact section below.

## Financial Impact

The table below reflects the full project scope using consistent quantities for both contractors, with WWS’s maximum chemical treatment cost applied.

Cost Category	Municipal Well & Pump	Water Well Solutions
Base / Mobilization, Pull, Reinstall, Test & Sample	\$22,390	\$15,600
Well Televising (2x)	\$2,700	Bundled
Bearings & Shaft Sleeves	\$8,120	\$9,425
Column Pipe & Bowl Assembly	\$16,910	\$17,207
Lakos Sand Separator	\$10,120	\$13,407
Airburst Equipment, Treatment & Chemical (max)	\$10,180	\$25,690
Sand Blast Epoxy Coat ID & OD (250 VF)	\$8,300	Not Priced*
Other (Stuffing Box, Air Lines)	\$925	\$950
<b>Total (Normalized)</b>	<b>\$80,345</b>	<b>\$82,279+*</b>

\* WWS listed the sand blast epoxy coat item as “TBD – Quantity Dependent” without a unit price. MWP priced this work at \$33.20/VF x 250 feet = \$8,300. WWS chemical treatment reflects the maximum of the quoted range of \$5,000–\$15,000; MWP provided a fixed price of \$2,910.

The normalized comparison above reflects the full scope of work using consistent quantities for both contractors. MWP’s chemical treatment was priced as a fixed amount, while WWS provided a range dependent on findings at the time of service.

## Recommendation

When both proposals are evaluated using consistent quantities and WWS’s maximum chemical treatment cost, MWP represents the lower overall cost to the Utility. MWP also provided fixed pricing for all scope items, which supports more predictable project budgeting.

We recommend that the Well #9 Rehabilitation contract be awarded to Municipal Well & Pump of Waupun, Wisconsin, for a total project proposal cost not to exceed \$80,345.00.

**RESOLUTION  
DRINKING WATER WELL #9 REHABILITATION**

**SPONSOR: ALDERPERSON ARNETT  
FROM: PUBLIC WORKS COMMISSION**

**WHEREAS**, the City of Watertown water utility owns and operates nine different drinking water wells used in the supply and production of clean drinking water for the City of Watertown; and,

**WHEREAS**, City Well #9 is due for rehabilitation in the planned maintenance program that includes this type of maintenance work, and other work as needed; and,

**WHEREAS**, Water Department staff solicited 3 contractors, and posted an RFP for quotes to rehab and rehabilitate City Well #9 with a defined scope and received qualified quotes from two local contractors which are listed; and,

<u>Contractor</u>	<u>Well #5 Base Price</u>	<u>Well #5 Supplemental items</u>	<u>Total Cost</u>
Municipal Well & Pump	\$22,390	\$57,955	\$80,345
Water Well Solutions	\$15,600	\$66,679+	\$82,279+

**WHEREAS**, Municipal Well and Pimp has provided similar work on our well rehabilitation projects in the past and is qualified for this work for total cost of the base bid, and supplemental items; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:** that the proper City Official be and are hereby authorized to approve an agreement with Municipal Well & Pump of Waupun, Wisconsin not to exceed \$80,345.

The funding for said project to come from account #03-99-99-98

	<i>YES</i>	<i>NO</i>
DAVIS		
LAMPE		
BERG		
NITECKI		
BLANKE		
SMITH		
ARNETT		
HAASE		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

ADOPTED June 2, 2026

\_\_\_\_\_  
CITY CLERK

APPROVED June 2, 2026

\_\_\_\_\_  
MAYOR

**(June 2, 2026) Exhibit #**

# MEMO

## Engineering Division of the Public Works Department

**To:** Alderperson Arnett & Commission Members  
**From:** Andrew Beyer, P.E.  
**Date:** May 26, 2026  
**Subject:** Review and take possible action: Award 2028 Downtown Main Street Reconstruction Professional Real Estate Services Contract

### Background

The Engineering Division prepared and advertised a Request for Proposals (RFP) for professional real estate acquisition services associated with the 2028 Downtown Main Street Reconstruction Project. The project corridor consists of Main Street (STH 19), from Church Street to Market Street, and is being completed in coordination with the Wisconsin Department of Transportation (WisDOT).

As Main Street is a connecting highway through the City of Watertown, WisDOT looks to local project sponsors (City) to pursue and acquire necessary real estate interests associated with project improvements. Based on correspondence with WisDOT, it is staff's understanding that professional services and fees associated with real estate acquisition are reimbursable to the City through the State/Municipal Financial Agreement (SMFA) for the project.

The project currently includes approximately 89 Temporary Limited Easements (TLEs). No permanent acquisition of private property is anticipated for the project at this time. The intent of the TLEs is to authorize the contractor to temporarily access adjacent private property to complete project improvements, including grading transitions, sidewalk and terrace tie-ins, and maintaining access to buildings abutting the public right-of-way during construction.

The City received two proposals from qualified firms for the requested services. Proposals were reviewed and ranked using the City's modified Qualifications-Based Selection (QBS) process. Based on proposal review, project understanding, and relevant WisDOT acquisition experience, staff recommends contracting with the top-ranked firm, MSA Professional Services.

### Project Scope

The proposed professional real estate services contract includes:

# MEMO

- Project and parcel preparation services
- Preparation of nominal payment parcel reports
- Negotiation services for Temporary Limited Easements
- Parcel closing and acquisition documentation
- Utility release of rights coordination
- Close-out documentation and file management
- Project management and coordination with WisDOT and City staff

The acquisition effort is anticipated to involve a significant amount of coordination with downtown businesses and property owners due to the constrained corridor and close proximity of buildings and site improvements to the public right-of-way. MSA Professional Services has indicated that they can meet all required project deadlines associated with real estate acquisition activities and project delivery.

## Budget Goal

4. Involve those who are impacted before making decisions.
5. Encourage community growth by assessing opportunities, involving ALL stakeholders, environmental needs, modern code and policy priorities.

## Financial Impact

The submitted cost proposal from MSA Professional Services is in the amount of \$168,875. Based on correspondence with WisDOT and the project delivery process for connecting highway projects, it is staff's understanding that eligible acquisition-related professional services are reimbursable to the City through the project SMFA.

The proposed cost includes project sales study services, nominal payment parcel reports, parcel negotiation and closing services, project management, and close-out documentation associated with all required temporary limited easements. The attached proposal and cost breakdown from MSA Professional Services are included for review.

## Recommendation

The Public Works Department recommends awarding the contract for Professional Real Estate Services associated with the 2028 Downtown Main Street Reconstruction Project to MSA Professional Services in the amount not to exceed \$168,875. MSA demonstrated a strong understanding of WisDOT real estate acquisition procedures, downtown corridor coordination challenges, and project delivery requirements associated with WisDOT projects.

### Potential Motion

Motion to award the Contract for Professional Real Estate Services for the 2028 Downtown Main Street Reconstruction Project to MSA Professional Services in an amount not to exceed \$168,875.

# PROPOSAL TO PROVIDE PROFESSIONAL REAL ESTATE SERVICES FOR

## STH 19

*C Watertown, Main Street | Church Street to Market Street*

*Project ID: 3050-01-78 & 3050-01-79*



**Prepared for:**

City of Watertown

May 14, 2026



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May 14, 2026

Ritchie Piltz, Engineering Project Manager  
 City of Watertown  
 rpiltz@watertownwi.gov

Re: Proposal to Provide Professional Real Estate Services for STH 19 | C Watertown, Main Street | Church Street to Market Street | Project ID: 3050-01-78 & 3050-01-79

Dear Ritchie,

Thank you for the opportunity to submit a proposal to provide real estate services in conjunction with the City of Watertown's important STH 19 Project. MSA Professional Services, Inc. (MSA) is excited at the prospect of working on this project. We understand that selecting a team requires thoughtful consideration and we feel we are uniquely positioned to assist the City with this project.

- **First**, this project will fit neatly into our current workload schedule. We have several large projects that just finished allowing us to be available to start work on this project as soon as possible.
- **Second**, MSA has one of the largest right-of-way teams in the state. We have a total of nine individuals dedicated to Wisconsin highway right-of-way acquisition projects. Our team has many years of experience and is specialized in completing jobs of all sizes and levels of complexity.
- **Third**, our focus on Wisconsin right-of-way acquisition means you gain the advantage of our decades of experience and knowledge. We are truly a full turnkey firm and will provide all services necessary to manage and complete this project, including collaboration with WisDOT for oversight.
- **Finally**, we use technology to help expedite the acquisition process. We have in-house online Notary Public services so we can notarize documents for capable owners anywhere. We use Simplifile to record the documents in hours instead of days. We leverage GIS based dashboards for project status tracking. This helps our team complete the projects quicker and more efficiently.

#### OUR TEAM

**Peter Miesbauer** is the team leader of the real estate team. Peter has been involved in real estate acquisition for Wisconsin public agencies since 1998 and has worked all over the state. He can be reached at: 1702 Pankratz Street, Madison, WI 53704 | (608) 242-6641 | pmiesbauer@msa-ps.com

**Katherine Venske** is our Real Estate Project Manager in our Madison Office. She has managed numerous successful projects around the State of Wisconsin, including City of Janesville, City of Beaver Dam, La Crosse County, Village of Weston and Marinette County to name a few. Katherine's area of expertise is local agency projects with WisDOT involvement and oversight. Through her many years of managing these projects she has developed close relationships with the WisDOT Regional LPA Real Estate Coordinators and anticipates their expectations and requirements.

MSA has three real estate professionals, or negotiation agents, we plan to use for this project, that are located in our Madison and Appleton Offices. In addition to their strong negotiation skills, we feel each brings something unique to our team. For example, **Scott Frinak** has years of utility experience, which helps when working with utility companies. **Pam Heineck's** previous experience with managing a title company brings an advanced understanding of property title. **Jodie Buchinger's** experience with WisDOT means she is the expert on their policies and procedures.

Finally, we have **Alexis Walker**, a real estate assistant who is dedicated to providing administrative support for the entire team. Her contributions cannot be overstated. She is responsible for completion of all documents and letters, as well as data entry, and file and folder organization. Together, we feel we have the best, most capable team in the state.

We also have three additional staff to assist the planned project team if necessary. Jessie Prien, Heidi Krusensterna, and Tammy Loka.

For valuation services, we have partnered with **Aari Roberts** of **AJ Appraisals** to complete the project Sales Study. Aari is an expert in his field, is WisDOT approved, and is very familiar with all state and federal requirements. Our team has worked together successfully on many right-of-way projects.

### OUR APPROACH

We have assisted numerous cities, counties, and villages with completing their right-of-way acquisition projects. We are proud to say this is what we do! With more than 100 years of combined experience, MSA's real estate staff has both knowledge and experience in abundance. All services provided will be in conformance with Wisconsin Statutes of Eminent Domain and all appropriate regulations and policies. All work will be performed in accordance with generally accepted standards of the profession and requirements contained in the current WisDOT Real Estate Program Manual, Wisconsin Statute Chapter 32, and the Federal Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended.

For such an important project, it is essential to develop a reasonable and achievable plan to make sure of its success. Please see our anticipated Project Schedule. For this project, we feel utilizing WisDOT's Nominal Payment Process will work perfectly to get this project moving as quickly as possible.

- The Nominal Payment Process is a good option for non-complex and temporary acquisition. It allows for negotiations to begin quickly, without the completion of an appraisal. However, this process must be finalized by mutual agreement. We plan to utilize this method for all parcels.
- Property owner meeting – with projects like these we like to plan a Property Owner “Blitz” meeting in a location near to the project. This encourages owners to come with questions and concerns. We also are Notary Publics and can act as their Notaries and encourage them to sign documents with us.

MSA submits this proposal with the understanding and commitment that our staff and subconsultants will be available to accomplish this project within realistic timetables, as determined by the City. Our team has the capacity to handle this project for the City and provide excellent service. We look forward to the opportunity to continue our professional relationship with the City of Watertown and to work on this important project. If you have any questions, please do not hesitate to contact us.

Sincerely,  
MSA Professional Services, Inc.



Peter Miesbauer  
Real Estate Team Leader  
(608) 242-6641 | pmiesbauer@msa-ps.com



Katherine Venske  
Real Estate Project Manager  
(608) 242-6600 | kvenske@msa-ps.com



## MSA PROFESSIONAL SERVICES | FIRM QUALIFICATIONS

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. **It's more than a project. It's a commitment.**

MSA's roots reach back to 1919. Once a rural land survey company, our firm now consists of more than 500 engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high-quality, cost-effective solutions. With 17 offices throughout the midwest, MSA prioritizes the relationships we have developed with our local communities.

### REAL ESTATE SERVICES

MSA's real estate team is comprised of nine individuals: Peter Miesbauer as team leader, Katherine Venske and Jessie Prien as project managers, Jodie Buchinger, Scott Frinak, Heidi Krusensterna and Pam Heineck as "Agents" or Real Estate Professionals. All are listed as WisDOT approved real estate negotiators, an important milestone for WisDOT funded projects. Tammy Loka and Alexis Walker provide the most important aspect, administrative support. Our real estate professionals often work alongside MSA designers to review right-of-way impacts to property owners, and they also work for many municipalities throughout Wisconsin, acquiring right-of-way for projects designed by others. Our team has a master contract with WisDOT for completing full-service right-of-way activities, including appraisal and relocation. In addition, we were the selected firm to acquire the right-of-way for the IH 41 mega project in Outagamie and Brown Counties. This is the single largest acquisition project in recent memory.

#### Our expertise includes:

- Identifying the Scope of Work
- Cost Estimation
- Title Work Review/Clearing
- Analyzing Property Acquisition Impacts
- Attending Public Involvement Meetings
- Reviewing Right-of-Way Acquisition Plats
- Preparation of Expanded Sales Studies
- Negotiations - Nominal to the Most Complex
- Administration of the Relocation Program
- Minimize Risk to Clients
- Use of READS
- Use of Simplifile for Recording
- Real Estate Right-of-Way Certifications
- Knowledge of Eminent Domain Laws, Codes and Policies

**MAIN OFFICE WHERE WORK WILL BE CONDUCTED**

1702 Pankratz Street  
Madison, WI 53704

**APPLETON, WI**

2901 E. Enterprise Avenue  
Suite 500  
Appleton, WI 54913

**BARABOO, WI**

1230 South Boulevard  
Baraboo, WI 53913

**BEAVER DAM, WI**

201 Corporate Drive  
Beaver Dam, WI 53916

**CEDAR RAPIDS, IA**

6045 Rockwell Drive NE  
Suite A  
Cedar Rapids, IA 52402

**CHAMPAIGN, IL**

2001 S 1<sup>st</sup> Street  
Suite 110  
Champaign, IL 61820

**DES MOINES, IA**

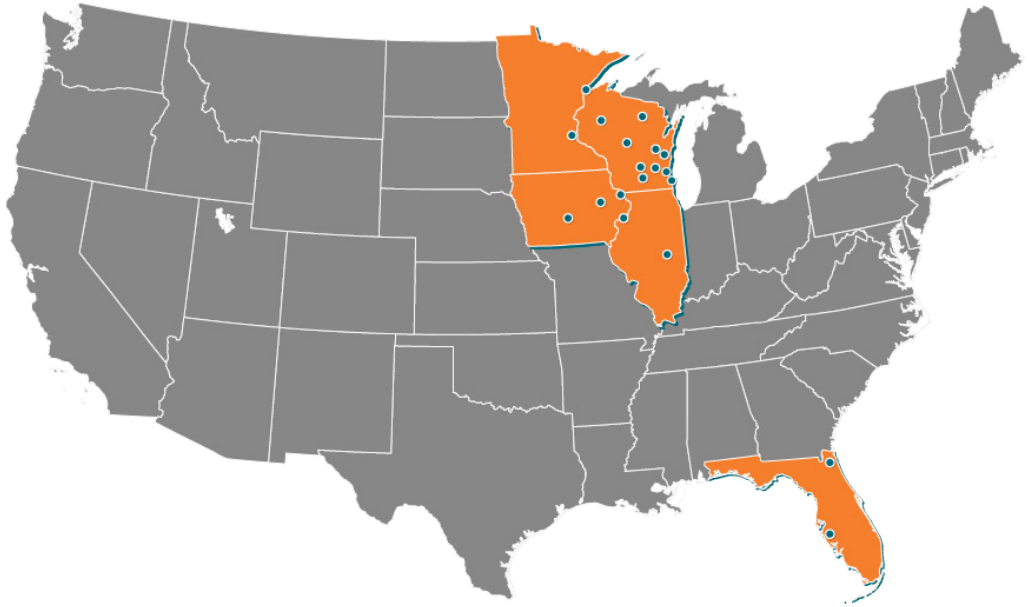
601 E. Locust Street  
Suite 105  
Des Moines, IA 50309

**DUBUQUE, IA**

400 Ice Harbor Drive  
Suite 110  
Dubuque, IA 52001

**DULUTH, MN**

332 W. Superior Street  
Suite 600  
Duluth, MN 55802



**JACKSONVILLE, FL**

3030 Hartley Road  
Suite 290  
Jacksonville, FL 32257

**KIEL, WI**

116 Fremont Street  
Kiel, WI 53042

**MADISON, WI**

1702 Pankratz Street  
Madison, WI 53704

**MARSHFIELD, WI**

146 North Central Avenue  
Suite 201  
Marshfield, WI 54449

**MEQUON, WI**

12308 Corporate Parkway  
Suite 400  
Mequon, WI 53092

**MILWAUKEE, WI**

247 W. Freshwater Way  
Suite 200  
Milwaukee, WI 53204

**QUAD CITIES, IA**

2117 State Street  
Suite 200  
Bettendorf, IA 52722

**RHINELANDER, WI**

1835 North Stevens Street  
Rhineland, WI 54501

**RICE LAKE, WI**

11 E. Marshall Street  
Suite 201  
Rice Lake, WI 54868

**SARASOTA, FL**

1970 Main Street  
Sarasota, FL 34236

**ST. PAUL, MN**

60 Plato Boulevard E.  
Suite 140  
St. Paul, MN 55107

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FUNCTION OR TASK	NAME	EXPERIENCE (YRS)
Real Estate Project Manager	Katherine Venske	13 yrs
Preparation of Parcel Files	Katherine Venske	13 yrs
	Alexis Walker	1 yr
Preparation of Status Spreadsheets	Katherine Venske	13 yrs
	Alexis Walker	1 yr
Preparations of Nominal Value Offers	Katherine Venske	13 yrs
	Scott Frinak	25 yrs
	Jodie Buchinger	7 yrs
	Pam Heineck	10 yrs
Complete Acquisition Services	Katherine Venske	13 yrs
	Scott Frinak	25 yrs
	Jodie Buchinger	7 yrs
	Pam Heineck	10 yrs
Recording all Appropriate Documents	Pam Heineck	10 yrs
	Alexis Walker	1 yr
Title Search Services	City or WisDOT to provide	N/A
Complete Appraisal Services	Aari Roberts	32 yrs
Preparation of R/W Certifications	Alexis Walker	1 yr
Appraisal Objective Reviews	Scott Frinak	25 yrs





## RELATED KNOWLEDGE & EXPERTISE

### EXPERIENCE WITH LOCAL ROAD PROJECTS

- In the past five years alone, MSA staff members have completed more than 50 road projects to WisDOT standards following the requirements of the WisDOT Facilities Development Manual. Many of these projects involved real estate acquisitions.
- MSA has completed design and real estate acquisition services for similar reconstruction projects on similar project sites, schedules, and time constraints.
- MSA has completed several large real estate projects recently, for both WisDOT and other local public agencies.
- MSA has completed several projects in the area with similar project sites, schedules, and time constraints.

### CAPABILITIES | PROJECT MANAGEMENT

The depth and breadth of experience and resource capability that MSA employs will provide the City of Watertown with quantifiable value throughout the project delivery process. The primary form of this value is time. We are familiar with the acquisition delivery process related to highway right-of-way projects. We have established a good working relationship with the staff at the WisDOT southwest region real estate staff. This allows us to keep project delivery moving efficiently by anticipating needs and recognizing requirements for the acquisition-related letters, documents, and approvals.

Fewer questions and requests for information improves turnaround time on reviews and approvals and aids in an efficient project delivery. This, in turn, takes less time out of your day, wondering or asking what that status is.

We also have implemented a specific and formal QA/QC process for our acquisition deliverables. The value that this provides the City of Watertown is a targeted use of resources at MSA. Letters, documents, and appraisals/sales studies are reviewed by independent, experienced staff at MSA. This effort to make improvements at each stage pays dividends in reducing our acquisition costs, potentially lower land costs, and lower risk of potential litigation, all of which is the very definition of value that the City can realize by working with MSA.

### TEAMWORK

The real estate acquisition team, led by Peter Miesbauer, is comprised of highly available real estate acquisition specialists who regularly work with engineers and technicians with experience in road design. The benefit of this depth of experience and number of knowledgeable staff members is the ability to better understand the “whys” of the road approach design aspects, to better explain to the landowners the need for the acquisition.



**CTH A**  
MARINETTE COUNTY, WI



Marinette County needed to reconstruct CTH A from Rosa Avenue to CTH X in the Village of Crivitz and the Town of Stephenson. MSA was selected to acquire 92 Parcels, 15 Temporary Limited Easement only parcels and the remaining 77 Parcels were Fee and Fee/TLE parcels. Our team had a total of 15 months to acquire the necessary right-of-way in order to meet the timeline established by WisDOT.

The project had several complications including redesign, plat amendments, hostile owners and obtaining Partial Release of Mortgages from large, uncooperative banks. MSA coordinated with SEH - the project engineer, Marinette County, WisDOT and the appraisal team to maneuver these obstacles. Our negotiators held property owner meetings in person, made numerous trips to meet with owners on their properties to address concerns, navigated moving offers from nominal offers to appraisal offers and executed several Jurisdictional Offers to obtain all the necessary land in time for the project to be completed and funding to be secured. The project will be constructed in 2026.

**REFERENCE INFORMATION**  
Eric Burmeister | Marinette County Highway Commissioner  
Marinette County Highway Department  
501 Pine Street | Peshtigo, WI 54157  
(715) 732-7474 | eburmeister@marinettecounty.com



**MADISON STREET**  
BEAVER DAM, WI



The City of Beaver Dam has plans to reconstruct Madison Street from Chatham Street to Rowell Street in the 2026 construction season. MSA engineers completed the design, and the City engaged the Real Estate team to acquire the necessary right-of-way, ensuring a seamless workflow. The project consisted of 42 Parcels: 40 TLE only parcels, 1 Permanent Limited Easement, and 1 fee parcel. We utilized the nominal payment process for all but one parcel. The project used STP Urban funding and included coordination with WisDOT for their oversight.

The real estate team held a project blitz meeting at the City of Beaver Dam Hall after initial offers were sent to owners. This method was used to engage as many of the owners as quickly as possible in an effort to provide completion in the eight month project window. Unfortunately, owner project concerns and objections with the project created a timeline concern. Our team coordinated with the City of Beaver Dam and the project appraiser to flip many nominal parcels to appraisals. An additional challenge involved a late design change, adding an additional parcel with 3 months left in the project timeline. MSA negotiators worked diligently, finding contact information, knocking on doors and completing Jurisdictional offers in order to complete the project in time for the start of construction. The City was pleased with our efforts in making another successful project.

**REFERENCE INFORMATION**  
Todd Janssen, PE | Director of Engineering  
City of Beaver Dam  
205 South Lincoln Avenue | Beaver Dam, WI 53916  
(920) 887-4600 | tjanssen@ci.beaverdam.wi.gov



## US 51 REAL ESTATE ACQUISITION

### WISDOT SW REGION

The Wisconsin Department of Transportation (WisDOT) is reconstructing US 51 from I-39/90 east of Stoughton to US 12/18 north of McFarland in Dane County. The corridor has been divided into multiple segments, and MSA was selected to provide right-of-way acquisition services for the downtown Stoughton segment. This portion of the project requires the acquisition of more than 80 parcels, with a combination of temporary limited easements (TLEs) and fee acquisitions. Many of the properties have historical significance.

To expedite the acquisition process, MSA implemented the nominal payment process on all parcels at the outset. This approach accelerated the initiation of negotiations and supported a coordinated “property owner blitz” meeting strategy. MSA assigned a dedicated team of five staff members to the project, including three experienced real estate agents. This staffing approach reduced the number of parcels assigned to each agent, enabling a more personalized and proactive negotiation process, including frequent in-person meetings with property owners.

This strategy has proven highly effective. Nearly 80% of parcel acquisitions were successfully completed through voluntary agreements using the nominal payment process. The remaining parcels are on track to be acquired well in advance of the project’s scheduled letting.

## CTH XX REAL ESTATE ACQUISITION

### LA CROSSE COUNTY, WI

La Crosse County intends to reconstruct CTH XX from CTH OT to STH 35 in the Towns of Onalaska and Holland during the 2025 construction season. The purpose of the project is to improve the roadway by reconditioning the pavement, select intersections, and improving roadside drainage. MSA was retained to acquire the needed property rights for construction of the project. The project required the acquisition of 101 Parcels including Fee, Permanent Limited Easement (PLE), Fee & Temporary Limited Easement (TLE) or TLE only interests and utility coordination for seven utility parcels. Office hours were held for 2 consecutive days at the Town of Holland-Town Hall for landowners to schedule meetings with MSA right-of-way acquisition professionals to discuss the project.

The number of parcels created challenges finding contact information for non-responsive landowners. An approachable Town of Holland-Town Clerk knocking on doors and talking to neighbors was beneficial in uncovering contact information for the majority of the landowners. Negotiated settlements were reached with all 101 parcels.



### REFERENCE INFORMATION

Dione (Dee) Schumann | Real Estate Specialist  
Wisconsin Department of Transportation SW Region Real Estate | 2101 Wright Street | Madison, WI 53704  
(608) 246-3258 | [dione.schumann@dot.wi.gov](mailto:dione.schumann@dot.wi.gov)



### REFERENCE INFORMATION

Joe Langeberg, PE | Highway Commissioner  
La Crosse County Highway Department  
301 Carlson Road | West Salem, WI 54669  
(608) 786-3810 | [jlangeberg@lacrossecounty.org](mailto:jlangeberg@lacrossecounty.org)



## SUBCONSULTANTS

### AJ APPRAISALS AND REAL ESTATE, LLC FIRM QUALIFICATIONS

AJ Appraisals and Real Estate, LLC: N9204 West Road, Watertown, WI 53094 | (920) 253-7212

Aari Roberts has been involved with projects that involve the valuation and acquisition of land and other interests for highway projects, electric transmission lines, gas transmission lines, conservation uses and conservation easements. Highway project appraisals have been completed according to WisDOT and other applicable regulations. Acquisition of land and other interests for conservation uses and conservation easements have been completed according to the Uniform Appraisal Standards for Federal Land Acquisitions (Yellow Book). Aari has been hired by the acquiring agency as well as property owners. Agricultural, residential, industrial and vacant land appraisals have been completed for various entities.





**Peter Miesbauer**  
**REAL ESTATE TEAM LEADER**  
 YEARS OF EXPERIENCE: 26



*Peter is the real estate team leader and will provide support as necessary to complete the project and meet the schedule established by the City.*

Peter has 26 years of real estate acquisition and relocation experience. Before joining MSA, he served as the president and owner of G.J. Miesbauer & Associates, one of MSA's go-to partners for relocation assistance and added acquisition capacity on larger projects. Peter is on WisDOT's Certified Negotiator list and comes with a wealth of knowledge and contacts in the industry. Peter's experience is vast, having worked on numerous projects, both for local public agencies and WisDOT. His work has included project management, acquisition services, relocation services, property management, utility releases, pre-planning, plat review, and more.

#### Education

Various IRWA, FHWA, NHI and WisDOT Right-of-Way Classes and Courses

#### Registration

- Real Estate Sales License - WI
- International Right-of-Way Association, Wisconsin Chapter 17
- Approved WisDOT Transportation Negotiator
- Approved WisDOT Relocation Specialist
- Notary Public

#### Selected Project Experience

*Peter has worked on the following projects:*

- **City of Wausau**, 72<sup>nd</sup> Avenue - Business Camp Trail\*
- **City of Madison**, University Avenue\*
- **City of Fitchburg**, Fish Hatchery Road\*
- **City of Edgerton**, South Main Street\*
- **City of Reedsburg**, HMGP Flood Mitigation\*
- **Jefferson County**, HMGP Flood Mitigation\*
- **Columbia County**, Multiple Bridge Projects\*
- **City of Janesville**, Franklin Street Redevelopment\*
- **Village of Mount Pleasant**, Multiple Highway Projects\*
- **WisDOT**, I39/90 Team, Central Segment\*
- **City of Greenfield**, Edgerton Avenue\*
- **City of Greenfield**, 43<sup>rd</sup> Street\*
- **City of Omro**, Spruce Street\*
- **City of Waukesha**, North Grandview Boulevard\*
- **City of Wausau**, Thomas Street, Phase I and II\*
- **City of Monona**, Riverfront Development\*



**Katherine Venske**  
**REAL ESTATE PROJECT MANAGER**  
 YEARS OF EXPERIENCE: 13



*Katherine will be the project manager and will lead the negotiation team for this project. She will be the City's point of contact with MSA.*

Katherine has 13 years of experience as a real estate professional for highway, bridge and airport projects. She reviews title reports, prepares documents, reviews sales studies and appraisals, presents offer packets to owners, coordinates with utilities, coordinates mortgage releases, records conveyance documents including the completion of electronic transfer returns and closes out parcel files. Katherine has also attended municipal board meetings to explain the real estate process, explain offering prices and provide guidance on adjusted offers. She prides herself on going the extra mile for her clients whenever possible in order for a project to be completed successfully.

#### Registration

- Approved WisDOT Transportation Negotiator
- Notary Public
- International Right-of Way Association

#### Selected Project Experience

*Katherine has worked on the following projects:*

- **City of Marshfield**, Adler Road Trail
- **La Crosse County**, CTH XX-CTH OT-STH 35, CTH M, CTH SN Phase I & II
- **City of Onalaska**, Theater Road and County Road PH
- **Rock County**, CTH A, Phase II
- **Vernon County**, Cornell Lane Bridge, CTH T
- **City of Janesville**, Ruger Avenue, W. Milwaukee Street, W. Milwaukee Street Bridge, Randall and Racine Intersection and E. Milwaukee Street
- **City of Reedsburg**, S. Dewey Avenue
- **City of Beaver Dam**, E. Davis Street, Woodland Drive and N. Spring Street, Madison Street
- **Village of Hewitt**, Yellowstone Drive
- **City of Fond du Lac**, Arndt Street Bridge, STH 175 and Military Road
- **Town of Rib Mountain**, Trillium Lane
- **City of Verona**, CTH M and CTH PB
- **Washington County**, CTH C
- **City of Wausau**, Thomas Street
- **Marinette County**, CTH A
- **Dane County**, CTH A

\*Denotes experience prior to MSA.



**Scott Frinak**  
**REAL ESTATE ACQUISITION**  
**PROFESSIONAL**  
 YEARS OF EXPERIENCE: 25



*Scott will be assigned as an acquisition agent to complete the project and meet the schedule established by the City.*

Scott brings more than 25 years of real estate experience to the MSA acquisition team. He spent the past nine years with Spectrum negotiating and acquiring fiber optic easements throughout Wisconsin, Minnesota and Michigan. Prior to his tenure at Spectrum, Scott practiced for 17 years as a real estate broker and appraiser. Scott has completed the necessary training and courses to be added to the WisDOT approved negotiator lists. In addition, he has started the process of obtaining his Right-of-Way Agent certification from IRWA.

#### Registration

- International Right-of-Way Association Wisconsin Chapter 17
- Notary Public Approved
- WisDOT Negotiator

#### Selected Project Experience

*Scott has worked on the following projects:*

- **Brown and Outagamie Counties**, IH-41 Interstate Expansion
- **City of Beaver Dam**, Madison Street
- **Village of Schofield**, Marathon County
- **Town of Lebanon**, Morningside Drive
- **Racine County**, WisDOT USH 31
- **Marinette County**, CTH A



**Jodie Buchinger**  
**REAL ESTATE ACQUISITION**  
**PROFESSIONAL**  
 YEARS OF EXPERIENCE: 7



*Jodie will be assigned as an acquisition agent to complete the project and meet the schedule established by the City.*

Jodie brings a well-rounded background in managing real estate activities for large-scale transportation projects. In her previous role as a Real Estate Specialist – Senior with the Wisconsin Department of Transportation’s Northeast Region in Green Bay, she led real estate acquisition efforts for major corridor improvements involving hundreds of parcels. She collaborated with multidisciplinary teams—including engineers, appraisers, legal counsel, and consultants—to ensure timely, compliant, and cost-effective project delivery.

Her responsibilities included reviewing plats and construction plans to assess property impacts, analyzing title reports, and coordinating appraisal assignments across a variety of parcel types. She prepared acquisition documents, managed consultant contracts, and developed cost estimates to support project budgeting and funding updates. She applies a detail-oriented, efficient, and communicative approach to every phase of the acquisition process. Her experience managing consultant teams, preparing contract work orders, and maintaining project schedules and budgets makes her an asset to any real estate project team.

#### Education

B.S., Geomatics (Environmental Justice & Law Minor), Northern Michigan University  
 Various IRWA, FHWA, NHI and WisDOT right-of-way classes and courses

#### Registration

- Approved WisDOT Transportation Negotiator
- Notary Public
- International Right-of-Way Association, Chapter 17

#### Selected Project Experience

*Jodie has worked on the following projects:*

- **Outagamie and Brown County**, 1130-63-21 I-41 Majors, (328 Parcels)\*
- **Outagamie and Brown County**, 1130-63-22 I-41 Majors, (3 Parcels)\*
- **City of De Pere to Village of Allouez**, 4085-68-21 WI-57, (18 Parcels)\*



**Pam Heineck**  
**REAL ESTATE ACQUISITION  
 PROFESSIONAL**  
 YEARS OF EXPERIENCE: 10



*Pam will be assigned as an acquisition agent to complete the project and meet the schedule established by the City.*

Pam is a licensed real estate professional with over a decade of experience in title insurance, site acquisition, and real estate transactions, currently applying her expertise to MSA's real estate team. She excels at navigating regulatory frameworks and leading complex negotiations, including temporary and permanent easements, as well as fee acquisitions. Pam consistently delivers thoughtful, compliance-driven solutions that serve the public interest while fostering strong, respectful relationships with property owners and stakeholders.

#### Education

Various NHI and WisDOT courses

#### Registration

- WI Licensed Real Estate Salesperson
- Notary Public
- WI Licensed Title Intermediary

#### Selected Project Experience

*Pam has worked on the following projects:*

- **City of Stoughton**, USH 51 – Fifth Street to Roby Road
- **Village of Cambridge**, STH 73 – USH 12 (CTH PQ)  
Koshkonong Creek Bridge, B-13-0910 Bridge Rehabilitation/  
Replacement
- **City of Janesville**, Ruger Avenue



**Alexis Walker**  
**REAL ESTATE ASSISTANT**  
 YEARS OF EXPERIENCE: 1



*Alexis will be the project administrative assistant and will enter data into READs and create the necessary documents to meet the schedule established by the City.*

Alexis provides the real estate team assistance with building and managing parcel files, entering necessary data into READs, document preparation, recording, parcel file close out and the completion of the WisDOT Local Program Certification. She provides excellent assistance to our team and helps to assure timely turnaround of documentation to complete our projects on time.

#### Selected Project Experience

*Alexis has worked on the following projects:*

- **Marinette County**, CTH A
- **City of Janesville**, Memorial Drive
- **Brown and Outagamie Counties**, IH 41
- **City of Stoughton**, USH 51
- **Dane County**, Walking Iron Trail
- **Dodge County**, Gold Star Memorial Trail
- **City of Middleton**, CTH M
- **City of Weston**, Adlerson and Jelinek Roundabout



## Subconsultant

### Aari Roberts

SALES STUDY AND APPRAISALS

YEARS OF EXPERIENCE: 32

*Aari will provide the Sales Study and appraisals, if needed.*

Aari has been involved with projects that involve the valuation and acquisition of land and other interests for highway projects, electric transmission lines, gas transmission lines, conservation uses and conservation easements. Highway project appraisals have been completed according to WisDOT and other applicable regulations.

#### Education

- B.S., Ag. Mech. and Management - University of Wisconsin, Madison
- A.A., Property Assessment/App. - Waukesha County Technical College
- A.A., Real Estate - Waukesha County Technical College
- International Right-of-Way Association (IRWA) Classes
- American Society of Farm Managers and Rural Appraisers
  - Rural Sales Analysis and Confirmation October 2015
- Appraisal Institute
  - Valuation of Conservation Easements, March 2009
  - Uniform App. Standards for Federal Land Acquisitions (Yellow Book), June 2007

#### Certification

- State of Wisconsin
  - Certified General Appraiser #734, August 1995
  - Brokers License #46981

#### Other Activities

- International Right of Way Association - August 1995 to present.
- National Board of Realtors - June, 1996 to present.
- Wisconsin Board of Realtors - June, 1996 to present.
- Jefferson County Board of Realtors – June, 1996 to present.
- Shorewest Realtors-January 2003 to Present.
- Town of Watertown Plan Commission, Chairman – April 2009 to Present
- Mediation Training – 40 hours April 2017

## CURRENT AVAILABILITY

KEY STAFF	FIRM	CURRENT COMMITMENTS	AVAILABILITY
Peter Miesbauer	MSA	IH 41, Outagamie and Brown Counties US 51, Dane County Various smaller local projects	60%
Katherine Venske	MSA	Memorial Drive, City of Janesville CTH M, City of Middleton Jelinek Avenue, Village of Weston Various smaller local projects	70%
Scott Frinak	MSA	IH 41, Outagamie County US 51, Dane County Various smaller local projects	80%
Jodie Buchinger	MSA	STH 76, Outagamie County CTH EE, Brown County US 51, Dane County	75%
Pam Heineck	MSA	IH 41, Outagamie County US 51, Dane County Various smaller local projects	80%
Alexis Walker	MSA	CTH M, City of Middleton IH 41, Outagamie County Memorial Drive, City of Janesville Various smaller local projects	75%

## AVAILABILITY | ABILITY TO PERFORM WORK

MSA has a broad array of personnel well suited to the specific needs of the City’s project. We can bring the necessary resources to complete a project this size in a timely fashion. In addition to personnel, MSA is committed to making the latest technology available to our employees. All 19 MSA offices are connected via a high speed wide-area network (WAN) that allows easy and rapid sharing of electronic data from one office to another.

MSA submits this proposal with the commitment that our staff and equipment will be available to accomplish the work in sequence and according to established timetables. Our team has the capacity to handle this project and provide excellent service.

MSA has a strong record of providing innovative and effective solutions for our clients. For each project, we select a team that has worked on similar-sized projects, and has the expertise to explore all viable alternatives.



## APPROACH | SCOPE OF SERVICES

Services shall consist of assisting the City of Watertown with real estate acquisition services for the STH 19 Project from Church Street to Market Street.

### PROJECT UNDERSTANDING

From the RFP supplied to MSA, it is our understanding:

- The project is a connecting highway project. It will be advertised and let by WisDOT. WisDOT oversight is anticipated.
- New right-of-way interests will be required from approximately 87 TLE only Parcels.
- The anticipated project start is June 1, 2026.
- The project has a PS&E date of November 1, 2027. Construction schedule is assumed to be in 2028.
- New right-of-way acquisitions are detailed on a supplied right-of-way plat. It is assumed this plat will be substantially similar to the final plat for the project.
- No acquisitions are required from State or Federal, Railroad, or Native American Tribe owned property.
- No advertising signs, either on-premise or off-premise, will be impacted by the acquisitions of the project.
- 1 utility parcel is identified on the right-of-way plat and the costs for acquiring this release of rights is included in the proposal.

### REAL ESTATE ACQUISITION SCOPE OF SERVICES

The Real Estate Acquisition Services will follow the Federal Uniform Relocation Act and Wisconsin State Statutes. All work will be performed in accordance with generally accepted standards of the profession and requirements contained in the current WisDOT Real Estate Program Manual, Wisconsin Statute Chapter 32, and the Federal Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended. The Nominal Payment Process will be attempted for all parcels. Any parcel that cannot be acquired by the nominal process will require an appraisal report at an additional cost.

### PROJECT PREPARATION

1. MSA will order and review the title and update(s) to determine correct ownership information.
2. Complete entry of project and parcel information into WisDOT's READS system.
3. MSA will create individual parcel folder(s) to function as the official record of documents and correspondence for each impacted property owner.
4. The City will approve and appropriately file a Relocation Order with right-of-way plat.
5. MSA will prepare and mail an introduction letter to all property owners along with the Property Owner's Rights brochure and information on the project, including:
  - Staking schedule (staking completed by others).

- Contact information for the MSA project negotiator and subconsultant appraiser.
  - Ownership Information Sheet – requesting property owner contact information.
6. Create parcel file and the property owner's packet of documents, commonly referred to as the offering price packet.

### EVALUATION AND SUBCONSULTANTS

1. Determination of values.
  - *Project Sales Study and Nominal Payment Parcel Report*
    - Aari Roberts, of AJ Appraisals and Real Estate, LLC will prepare the required Project Sales Study. This report will provide sales information to cover all property types, sizes, and uses contained within the project.
    - Using a completed and approved Sales Study, MSA will complete Nominal Payment Parcel Reports (NPPR) for each project, listing all parcels and estimating a compensation amount for each. This report will require approval by the City and WisDOT to establish the offers of just compensation.
    - The procedures for approving the NPPRs will be coordinated with the City and WisDOT.

### NEGOTIATIONS

1. MSA will:
  - Issue offering price packet to the property owner after the NPPR is approved.
  - Provide follow-up and continued negotiation with property owners to answer questions regarding the information provided. One meeting is anticipated with each property owner as requested to address concerns. Meetings are expected to be held at or near the property area. Blitz meetings will be set up at a local location to try to meet with as many owners at one time, our negotiators are Notary Publics and this will encourage agreement owners to come in and sign paperwork.
  - When a negotiated agreement has been reached, a payment request will be provided to the City. This request will include all pertinent documents including an IRS form W-9.
  - Regular updates will be provided to keep the City, WisDOT and design engineer informed of the progress and any negotiation issues.
  - If a negotiated settlement can't be reached using the nominal process, an appraisal report will be required to continue negotiations. MSA will coordinate with Aari

Roberts for the completion of an appraisal report and WisDOT for appraisal review. Cost for any required appraisal reports considered extra and not included in the cost of this proposal.

- Complete Administrative Revisions when applicable and will provide recommendations for any proposed increases to the initial offering price.

## CONDEMNATION

1. If parcel negotiations do not result in an acceptable agreement with the property owner, MSA will prepare condemnation documents for the City and WisDOT's review. They include:
  - *Jurisdictional Offer*. Issuance of this offer is the first step in this process. It is issued to the owner and all other parties of interest via certified mail and has a 20 day life.
  - *Notice of Lis Pendens*. This document provides notice of a pending title action and must be recorded with the register of deeds within 14 days.
  - *Award of Damages*. This functions as the conveyance document and is used to conclude the transaction if the owner rejects or ignores the Jurisdictional Offer. It is recorded with the register of deeds once payment is issued.

## CLOSING TRANSACTION

1. Prepare closing documents, real estate tax proration and closing statement.
2. When a negotiated settlement has been reached or condemnation initiated, a payment request will be provided to the City. MSA will distribute the check to the property owner.
3. Close the transaction with the property owner and provide payment along with copies of approved document(s).
4. Record conveyance and other transaction documents with the Dodge County Register of Deeds via Simplifile.com.

## PROJECT CLOSE-OUT

1. Parcel folder and file organization and clean-up.
2. Complete the parcel negotiation diary and upload all certification documents into READS.
3. Completion and submittal of the Local Public Agency Right-of-way Certification form.

## PROJECT MANAGEMENT AND ADMINISTRATION

### MSA Project Management

1. Perform quality assurance reviews.
2. Coordinate necessary real estate project tasks with the City and WisDOT.
3. Discuss with the City and WisDOT any issues that arise that could jeopardize on-time delivery or create increased acquisition costs.
4. Provide regular updates to the City, WisDOT and design engineer. Inform all parties of the progress and any negotiation issues.
5. Attend up to three in-person meetings with the City and WisDOT.
6. Provide recommendations to the City to resolve problematic or complex real estate issues.
7. Review that all project and parcel information has been entered in READS.
8. Complete and provide a Right-of-Way Certification to the City.
9. Complete general project and contract management duties.

### Extra Services not included in Scope of the Base

#### Estimated Costs:

1. Acquiring Agency Appraisal Reports for any Nominal Payment Parcels that require negotiation purposes beyond the nominal process
2. Difficult negotiations with any property owner requiring more than one additional meeting.
3. Efforts to obtain mortgage releases or releases of any other title encumbrance.
4. Efforts to identify encroachments, issue revocable occupancy permits or removal letters.

## SERVICES AND OTHER INFORMATION PROVIDED BY CLIENT

1. Property owner contact information, if available.
2. Timely approvals of Relocation Order and right-of-way plat, NPPR, appraisal, offering price report, payment request, etc. City's approval of these items is critical to keeping the project on schedule and acquiring the parcels by the desired right-of-way clear date.
3. Prepare Federal 1099-S or 1099-MISC Forms if payment is greater than \$600, as required.

## PROJECT SCHEDULE

Using the project start date and PS&E date from above, a draft milestone schedule is shown below.

TASK	TIMEFRAME
Contract approval / Notice to proceed	06/01/2026
Start-up meeting	06/10/2026
Intro letters issued	06/15/2026
Right-of-way staking / Parcel inspections	06/22/2026
Project sales study completed	07/17/2026
Completion of NPPR	07/31/2026
NPPR approval	08/25/2026
Presentation of nominal offers	09/11/2026
Conversion of nominal parcels to appraisal	11/16/2026
Completion of all appraisals for nominal parcels converted to appraisal parcels	01/15/2027
Approval of appraisals	02/08/2027
Presentation of all offers for appraisal parcels	02/19/2027
Last 60-day period expires	04/23/2027
Owner's appraisal consideration and revised offer recommendations	04/30/2027
Revised offer approved and issued - continued negotiations	05/21/2027
Last JO issued	09/07/2027
Last JO expiration date	09/27/2027
Last payment and award of damages made	10/01/2027

## COST

As requested in the RFP, our cost proposal for this project provided under separate cover.





**IT'S MORE THAN A PROJECT. IT'S A COMMITMENT.**

PROPOSAL TO PROVIDE PROFESSIONAL REAL ESTATE SERVICES FOR STH 19  
C WATERTOWN, MAIN STREET | CHURCH STREET TO MARKET STREET  
PROJECT ID: 3050-01-78 & 3050-01-79  
WATERTOWN, WI | MAY 14, 2026





# MSA

1702 Pankratz Street  
Madison, WI 53704  
(608) 242-7779  
www.msa-ps.com

## COST

Below is the proposed cost to provide professional real estate services for STH 19 | C Watertown, Main Street | Church Street to Market Street | Project ID: 3050-01-78 & 3050-01-79 in the City of Watertown, WI. A more detailed cost breakdown follows on the next page.

### COMPENSATION FOR THE WORK IS AS FOLLOWS:

Payment for Real Estate Acquisition services will be per each lump sum based on the amount identified below:

ITEM	METHOD OF PAYMENT	ESTIMATED NUMBER /PARCELS	UNIT COST	COST
<b>Consultants and Valuation Services</b>				
Project Sales Study	Each	1	\$3,000	\$3,000
Nominal Payment Parcel Report	Each	1	\$13,000	\$13,000
<b>Subtotal</b>				<b>\$16,000</b>
<b>Parcel Acquisition Service</b>				
Project / Parcel Preparation	Each	87	\$250	\$21,750
Nominal Parcel Negotiation	Each	87	\$950	\$82,650
Parcel Closing/Condemnation	Each	87	\$350	\$30,450
Close-out	Each	87	\$75	\$6,525
Utility Parcel Release of Rights	Each	1	\$1,500	\$1,500
<b>Subtotal</b>				<b>\$142,875</b>
<b>Management Services</b>				
Project Management	Each	1	\$10,000	\$10,000
<b>Grand Total</b>				<b>\$168,875</b>

*The number of affected parcels is approximate and may change upon the final plat. The invoicing and final costs will reflect the final number of parcels of each type.*

<b>MSA Professional Services</b>									
Date: 5/8/2026			<b>Team Lead</b>	<b>Sr. Professional</b>	<b>Proj Mgr</b>	<b>Professional II</b>	<b>Professional I</b>	<b>Assistant</b>	<b>Total Hours</b>
<b>Phase</b>	<b>Task</b>	<b>Description</b>	<b>Estimated Hours</b>	<b>Estimated Hours</b>	<b>Estimated Hours</b>	<b>Estimated Hours</b>	<b>Estimated Hours</b>	<b>Estimated Hours</b>	
	101	Project Preparation	0	0	9	33	33	137	<b>212</b>
	102	Nominal Payment Parcel Report	1	0	10	36	40	26	<b>113</b>
	103	Nominal Parcel Negotiation	0	0	72	224	164	168	<b>628</b>
	105	Utility Parcel Release of Rights (1)	0	0	3	6	0	3	<b>12</b>
	106	Closing Transaction	0	0	16	44	24	122	<b>206</b>
	107	Condemnation	0	0	6	20	20	34	<b>80</b>
	108	File Close-out	0	0	3	10	14	32	<b>59</b>
	301	Meetings with Agency; Project Coordination	4	0	12	8	8	0	<b>32</b>
	302	Contract Management	8	0	8	0	0	0	<b>16</b>
	303	Invoice and Billing	4	0	12	0	0	0	<b>16</b>
<b>Totals</b>			<b>17</b>	<b>0</b>	<b>151</b>	<b>381</b>	<b>303</b>	<b>522</b>	<b>1374</b>

**DRAFT RESOLUTION TO AWARD PROFESSIONAL REAL ESTATE SERVICES CONTRACT FOR THE 2028 DOWNTOWN MAIN STREET RECONSTRUCTION PROJECT TO MSA PROFESSIONAL SERVICES**

**SPONSOR: ALDERPERSON ARNETT  
FROM: PUBLIC WORKS COMMISSION**

**WHEREAS**, the City of Watertown, in coordination with the Wisconsin Department of Transportation (WisDOT), is proceeding with plan development of the 2028 Downtown Main Street Reconstruction Project from Church Street to Market Street along STH 19, a connecting highway; and,

**WHEREAS**, WisDOT requires local project sponsors to obtain necessary real estate interests for connecting highway projects, including Temporary Limited Easements (TLEs), as part of project delivery; and,

**WHEREAS**, the City of Watertown prepared and advertised a Request for Proposals for professional real estate acquisition services associated with the project and received two (2) proposals from qualified firms; and,

**WHEREAS**, the project includes approximately 89 Temporary Limited Easements and does not anticipate permanent property acquisition at this time; and,

**WHEREAS**, the Public Works Department Review Team evaluated and ranked the proposals using a Qualifications Based Selection process, considering project understanding, WisDOT acquisition experience, and qualifications; and,

**WHEREAS**, MSA Professional Services is the top ranked firm for said real estate acquisition project, and contract award is recommended; and,

**WHEREAS**, staff has confirmed that eligible acquisition related professional services are anticipated to be reimbursable through the State Municipal Financial Agreement (SMFA) for the project; and,

**WHEREAS**, the Public Works Commission has reviewed the proposal and supports awarding the contract to the recommended firm; and,

**WHEREAS**, funding for the professional services contract will be initially provided through the Annual Street Reserve Account and is anticipated to be reimbursed through the project SMFA; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:**

That the City of Watertown Common Council hereby authorizes the proper City officials to enter into an agreement for Professional Real Estate Services for the 2028 Downtown Main Street Reconstruction Project with MSA Professional Services in an amount not to exceed \$168,875. Funding for said project shall be from the Annual Street Reserve Account, 05-58-11-69, with reimbursement anticipated through the State Municipal Financial Agreement (SMFA).

DATE:	YES	NO
DAVIS		
LAMPE		
BERG		
NITECKI		
BLANKE		
SMITH		
ARNETT		
HAASE		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

ADOPTED June 2, 2026

\_\_\_\_\_

CITY CLERK

APPROVED June 2, 2026

\_\_\_\_\_

MAYOR



# MEMO

## Engineering Division of the Public Works Department

To: Chairperson Arnett and Commission Members

From: Andrew Beyer P.E., Director of Public Works/City Engineer

Date: May 20, 2026

Subject: Public Works Commission Meeting of May 26, 2026

Review and take possible action: Sidewalk Repair Orders for 404 N. Second Street, 131 Riverlawn Avenue, 139 Riverlawn Avenue, 143 Riverlawn Avenue, 210 Riverlawn Avenue, and 211 Riverlawn Avenue

### Background

Agenda Item:

Review and take possible action: Sidewalk Repair Orders for 404 N. Second Street, 131 Riverlawn Avenue, 139 Riverlawn Avenue, 143 Riverlawn Avenue, 210 Riverlawn Avenue, and 211 Riverlawn Avenue

#### BACKGROUND:

The Sidewalk Repair Notice for 404 N. Second Street was prepared following receipt of a tripping complaint at this location. The Sidewalk Repair Notices for 131, 139, 143, 210, and 211 Riverlawn Avenue were prepared following sidewalk inspections at tree removal locations.

Site Address	Estimated cost not to exceed
404 N. Second Street	\$1,540.62
131 Riverlawn Avenue	\$735.44
139 Riverlawn Avenue	\$513.54
143 Riverlawn Avenue	\$716.42
210 Riverlawn Avenue	\$1,711.80
211 Riverlawn Avenue	\$951.00



# MEMO

A repair inspection report for the property with a detailed estimate of cost to repair sidewalk is attached. Property owners who receive sidewalk repair notices have three options on how to move forward with the repair:

1. City contractor to complete repair. Property owner is invoiced following completion.
2. Property owner can hire their own contractor to replace sidewalk to city specifications.
3. Property owner can replace sidewalk to city specifications.

The Engineering Division is seeking approval to send letters via certified mail per Wisconsin State Statute noticing the property owners to repair sidewalk.

## Budget Goal

1. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
4. Maintains a safe and healthy community, with an eye toward future needs and trends

## Financial Impact

The total estimated costs listed above will initially be charged to the Sidewalk Reserve Account (05-58-11-73). The Engineering Division will then invoice the property owner for the total repair cost.

## Recommendation

The Public Works Department recommends issuing the sidewalk repair order for 404 N. Second Street for the aforementioned estimated cost.

Motion: Motion to issue the sidewalk repair order for 404 N. Second Street for the aforementioned estimated cost to be completed by August 1, 2026.

Attachments:

- Sidewalk Repair Order for 404 N. Second Street
- Sidewalk Repair Order for 131 Riverlawn Avenue
- Sidewalk Repair Order for 139 Riverlawn Avenue
- Sidewalk Repair Order for 143 Riverlawn Avenue
- Sidewalk Repair Order for 210 Riverlawn Avenue
- Sidewalk Repair Order for 211 Riverlawn Avenue



Andrew Beyer, P.E.  
920.262.4050

Maureen McBroom, ENV SP  
920.206.4264

Nathan Williams  
920.262.4052

Ritchie

Section 4, Item C.

920.262.4034

Christopher Newberry  
920.390.3164

Administrative Assistant  
Wanda Fredrick 920.262.4060

May 27, 2026

Tiffany Lynch  
404 N. Second Street  
Watertown, WI 53094

TAX PARCEL NUMBER: 291-0815-0412-034

Re: Sidewalk at 404 N. SECOND STREET, Watertown, WI

Dear PROPERTY OWNER:

Upon inspecting the sidewalk abutting your property at **404 N. SECOND STREET** after having received a complaint, our department has the marked sections of sidewalk **along N. Second Street** that have been found to be a hazard and in need of replacement.

According to City Code 457-3(A), the maintenance of the sidewalk is the responsibility of the abutting property owner.

By order of the Watertown Public Works Commission and affirmed by the Watertown Common Council, you are hereby notified to replace all marked sections of sidewalk according to City specifications.

You, as property owner, may:

- 1) Replace the sidewalk yourself, according to City specifications.
- 2) Hire your own sidewalk contractor to replace the sidewalk no later than August 28, 2026.
- 3) Have the City contractor complete the work for you at the prices listed on the enclosed estimate.

A permit is required for this sidewalk replacement. It can be taken out at the Engineering Department in the Municipal Building. There is no charge for this permit.

You have until **August 1, 2026** to repair this sidewalk. If, after this date the sidewalk is not replaced, a contractor hired by the City, shall repair the sidewalk and you will be invoiced for the cost. Any costs less than \$300.00 shall be paid in full sixty (60) days from billing date. Costs between \$300.00 and \$1,000.00 are due in full one (1) year after billing date. Costs greater than \$1,000.00 are due in two (2) equal annual payments; the first of which is due one (1) year from billing date and the second is due two (2) years from billing date. Unless previously paid, the costs will be collected as a special tax against the property.

Your sidewalk repair may need a Tree Protection Permit during Construction if adjacent to a city tree. Those permits are also issued at the Engineering Department in the Municipal Building. There is no charge for this permit.

Please advise us before **June 26, 2026**, of which method you plan to repair this sidewalk.

Thank you for your cooperation in this matter.

Sincerely,

*Ritchie Piltz*

Ritchie Piltz  
Engineering Project Manager

Enclosure

Via Certified Mail

Andrew Beyer, P.E.  
920.262.4050

Maureen McBroom, ENV SP  
920.206.4264

Nathan Williams  
920.262.4052

Ritchie Section 4, Item C.  
920.262.4034

Christopher Newberry  
920.390.3164

Administrative Assistant  
Wanda Fredrick 920.262.4060

**CITY CONTRACT PRICES**  
(Estimated Costs Only)

Estimate for: 404 N. SECOND STREET

<del>Remove existing concrete sidewalk (4"):</del>		Sq. ft. @	\$3.50/ Sq. ft. =	
<hr/>				<hr/>
<del>Remove existing concrete sidewalk (6"):</del>		Sq. ft. @	\$3.45/ Sq. ft. =	
<hr/>				<hr/>
Remove & Replace Concrete Sidewalk (4"):	97.2	Sq. ft. @	\$15.85/ Sq. ft. =	\$1,540.62
<hr/>				<hr/>
Remove & Replace Concrete Sidewalk (6"):		Sq. ft. @	\$17.50/ Sq. ft. =	
<hr/>				<hr/>
<b>REPLACEMENT ESTIMATED TOTAL AMOUNT</b>				<b>\$1,540.62</b>
				<hr/>

**NOTE: THIS IS ONLY A NOTICE. THIS IS NOT A BILL.**

**IMPORTANT: THIS NOTICE SHALL ACCOMPANY TRANSFER OF PROPERTY**





Andrew Beyer, P.E.  
920.262.4050

Maureen McBroom, ENV SP  
920.206.4264

Nathan Williams  
920.262.4052

Ritchie

Section 4, Item C.

920.262.4034

Christopher Newberry  
920.390.3164

Administrative Assistant  
Wanda Fredrick 920.262.4060

May 27, 2026

Jonathan C Sterling  
Pamela J Sterling  
131 Riverlawn Avenue  
Watertown, WI 53094

TAX PARCEL NUMBER: 291-0815-0324-015

Re: Sidewalk at 131 RIVERLAWN AVENUE, Watertown, WI

Dear PROPERTY OWNER:

Upon inspecting the sidewalk abutting your property at **131 RIVERLAWN AVENUE**, our department has the marked sections of sidewalk **along Riverlawn Avenue** that have been found to be a hazard and in need of replacement.

According to City Code 457-3(A), the maintenance of the sidewalk is the responsibility of the abutting property owner.

By order of the Watertown Public Works Commission and affirmed by the Watertown Common Council, you are hereby notified to replace all marked sections of sidewalk according to City specifications.

You, as property owner, may:

- 1) Replace the sidewalk yourself, according to City specifications.
- 2) Hire your own sidewalk contractor to replace the sidewalk no later than August 28, 2026.
- 3) Have the City contractor complete the work for you at the prices listed on the enclosed estimate.

A permit is required for this sidewalk replacement. It can be taken out at the Engineering Department in the Municipal Building. There is no charge for this permit.

You have until **August 1, 2026** to repair this sidewalk. If, after this date the sidewalk is not replaced, a contractor hired by the City, shall repair the sidewalk and you will be invoiced for the cost. Any costs less than \$300.00 shall be paid in full sixty (60) days from billing date. Costs between \$300.00 and \$1,000.00 are due in full one (1) year after billing date. Costs greater than \$1,000.00 are due in two (2) equal annual payments; the first of which is due one (1) year from billing date and the second is due two (2) years from billing date. Unless previously paid, the costs will be collected as a special tax against the property.

Your sidewalk repair may need a Tree Protection Permit during Construction if adjacent to a city tree. Those permits are also issued at the Engineering Department in the Municipal Building. There is no charge for this permit.

Please advise us before **June 26, 2026**, of which method you plan to repair this sidewalk.

Thank you for your cooperation in this matter.

Sincerely,

*Ritchie Piltz*

Ritchie Piltz  
Engineering Project Manager

Enclosure

Via Certified Mail

**CITY CONTRACT PRICES**  
(Estimated Costs Only)

Estimate for: 131 RIVERLAWN AVENUE

<del>Remove existing concrete sidewalk (4"):</del>		Sq. ft. @	\$3.50/ Sq. ft. =	
<del>Remove existing concrete sidewalk (6"):</del>		Sq. ft. @	\$3.45/ Sq. ft. =	
Remove & Replace Concrete Sidewalk (4"):	46.4	Sq. ft. @	\$15.85/ Sq. ft. =	\$735.44
Remove & Replace Concrete Sidewalk (6"):		Sq. ft. @	\$17.50/ Sq. ft. =	
<b>REPLACEMENT ESTIMATED TOTAL AMOUNT</b>				<b>\$735.44</b>

**NOTE: THIS IS ONLY A NOTICE. THIS IS NOT A BILL.**

**IMPORTANT: THIS NOTICE SHALL ACCOMPANY TRANSFER OF PROPERTY**





Andrew Beyer, P.E.  
920.262.4050  
Maureen McBroom, ENV SP  
920.206.4264  
Nathan Williams  
920.262.4052

Ritchie Section 4, Item C.  
920.262.4034  
Christopher Newberry  
920.390.3164  
Administrative Assistant  
Wanda Fredrick 920.262.4060

May 27, 2026

Michael P Powers  
Tami M Powers  
139 Riverlawn Avenue  
Watertown, WI 53094

TAX PARCEL NUMBER: 291-0815-0321-052

Re: Sidewalk at 139 RIVERLAWN AVENUE, Watertown, WI

Dear PROPERTY OWNER:

Upon inspecting the sidewalk abutting your property at **139 RIVERLAWN AVENUE**, our department has the marked sections of sidewalk **along Riverlawn Avenue** that have been found to be a hazard and in need of replacement.

According to City Code 457-3(A), the maintenance of the sidewalk is the responsibility of the abutting property owner.

By order of the Watertown Public Works Commission and affirmed by the Watertown Common Council, you are hereby notified to replace all marked sections of sidewalk according to City specifications.

You, as property owner, may:

- 1) Replace the sidewalk yourself, according to City specifications.
- 2) Hire your own sidewalk contractor to replace the sidewalk no later than August 28, 2026.
- 3) Have the City contractor complete the work for you at the prices listed on the enclosed estimate.

A permit is required for this sidewalk replacement. It can be taken out at the Engineering Department in the Municipal Building. There is no charge for this permit.

You have until **August 1, 2026** to repair this sidewalk. If, after this date the sidewalk is not replaced, a contractor hired by the City, shall repair the sidewalk and you will be invoiced for the cost. Any costs less than \$300.00 shall be paid in full sixty (60) days from billing date. Costs between \$300.00 and \$1,000.00 are due in full one (1) year after billing date. Costs greater than \$1,000.00 are due in two (2) equal annual payments; the first of which is due one (1) year from billing date and the second is due two (2) years from billing date. Unless previously paid, the costs will be collected as a special tax against the property.

Your sidewalk repair may need a Tree Protection Permit during Construction if adjacent to a city tree. Those permits are also issued at the Engineering Department in the Municipal Building. There is no charge for this permit.

Please advise us before **June 26, 2026**, of which method you plan to repair this sidewalk.

Thank you for your cooperation in this matter.

Sincerely,

*Ritchie Piltz*

Ritchie Piltz  
Engineering Project Manager

Enclosure

Via Certified Mail

**CITY CONTRACT PRICES**  
(Estimated Costs Only)

Estimate for: 139 RIVERLAWN AVENUE

Remove existing concrete sidewalk (4"):		Sq. ft. @	\$3.50/ Sq. ft. =	
Remove existing concrete sidewalk (6"):		Sq. ft. @	\$3.45/ Sq. ft. =	
Remove & Replace Concrete Sidewalk (4"):	32.4	Sq. ft. @	\$15.85/ Sq. ft. =	\$513.54
Remove & Replace Concrete Sidewalk (6"):		Sq. ft. @	\$17.50/ Sq. ft. =	
<b>REPLACEMENT ESTIMATED TOTAL AMOUNT</b>				<b>\$513.54</b>

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Andrew Beyer, P.E.  
920.262.4050  
Maureen McBroom, ENV SP  
920.206.4264  
Nathan Williams  
920.262.4052

Ritchie Section 4, Item C.  
920.262.4034  
Christopher Newberry  
920.390.3164  
Administrative Assistant  
Wanda Fredrick 920.262.4060

May 27, 2026

Ruth E Richart  
3627 E Van Norman Avenue  
Cudahy, WI 53110

TAX PARCEL NUMBER: 291-0815-0321-053

Re: Sidewalk at 143 RIVERLAWN AVENUE, Watertown, WI

Dear PROPERTY OWNER:

Upon inspecting the sidewalk abutting your property at **143 RIVERLAWN AVENUE**, our department has the marked sections of sidewalk **along Riverlawn Avenue** that have been found to be a hazard and in need of replacement.

According to City Code 457-3(A), the maintenance of the sidewalk is the responsibility of the abutting property owner.

By order of the Watertown Public Works Commission and affirmed by the Watertown Common Council, you are hereby notified to replace all marked sections of sidewalk according to City specifications.

You, as property owner, may:

- 1) Replace the sidewalk yourself, according to City specifications.
- 2) Hire your own sidewalk contractor to replace the sidewalk no later than August 28, 2026.
- 3) Have the City contractor complete the work for you at the prices listed on the enclosed estimate.

A permit is required for this sidewalk replacement. It can be taken out at the Engineering Department in the Municipal Building. There is no charge for this permit.

You have until **August 1, 2026** to repair this sidewalk. If, after this date the sidewalk is not replaced, a contractor hired by the City, shall repair the sidewalk and you will be invoiced for the cost. Any costs less than \$300.00 shall be paid in full sixty (60) days from billing date. Costs between \$300.00 and \$1,000.00 are due in full one (1) year after billing date. Costs greater than \$1,000.00 are due in two (2) equal annual payments; the first of which is due one (1) year from billing date and the second is due two (2) years from billing date. Unless previously paid, the costs will be collected as a special tax against the property.

Your sidewalk repair may need a Tree Protection Permit during Construction if adjacent to a city tree. Those permits are also issued at the Engineering Department in the Municipal Building. There is no charge for this permit.

Please advise us before **June 26, 2026**, of which method you plan to repair this sidewalk.

Thank you for your cooperation in this matter.

Sincerely,

*Ritchie Piltz*

Ritchie Piltz  
Engineering Project Manager

Enclosure

Via Certified Mail

**CITY CONTRACT PRICES**  
(Estimated Costs Only)

Estimate for: 143 RIVERLAWN AVENUE

Remove existing concrete sidewalk (4"):		Sq. ft. @	\$3.50/ Sq. ft. =	
Remove existing concrete sidewalk (6"):		Sq. ft. @	\$3.45/ Sq. ft. =	
Remove & Replace Concrete Sidewalk (4"):	45.2	Sq. ft. @	\$15.85/ Sq. ft. =	\$716.42
Remove & Replace Concrete Sidewalk (6"):		Sq. ft. @	\$17.50/ Sq. ft. =	
<b>REPLACEMENT ESTIMATED TOTAL AMOUNT</b>				<b>\$716.42</b>

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Andrew Beyer, P.E.  
920.262.4050

Maureen McBroom, ENV SP  
920.206.4264

Nathan Williams  
920.262.4052

Ritchie

Section 4, Item C.

920.262.4034

Christopher Newberry  
920.390.3164

Administrative Assistant  
Wanda Fredrick 920.262.4060

May 27, 2026

Joseph Lee Hinkes  
Laura Lea Hinkes  
210 Riverlawn Avenue  
Watertown, WI 53094

TAX PARCEL NUMBER: 291-0815-0322-046

Re: Sidewalk at 210 RIVERLAWN AVENUE, Watertown, WI

Dear PROPERTY OWNER:

Upon inspecting the sidewalk abutting your property at **210 RIVERLAWN AVENUE**, our department has the marked sections of sidewalk **along Riverlawn Avenue** that have been found to be a hazard and in need of replacement.

According to City Code 457-3(A), the maintenance of the sidewalk is the responsibility of the abutting property owner.

By order of the Watertown Public Works Commission and affirmed by the Watertown Common Council, you are hereby notified to replace all marked sections of sidewalk according to City specifications.

You, as property owner, may:

- 1) Replace the sidewalk yourself, according to City specifications.
- 2) Hire your own sidewalk contractor to replace the sidewalk no later than August 28, 2026.
- 3) Have the City contractor complete the work for you at the prices listed on the enclosed estimate.

A permit is required for this sidewalk replacement. It can be taken out at the Engineering Department in the Municipal Building. There is no charge for this permit.

You have until **August 1, 2026** to repair this sidewalk. If, after this date the sidewalk is not replaced, a contractor hired by the City, shall repair the sidewalk and you will be invoiced for the cost. Any costs less than \$300.00 shall be paid in full sixty (60) days from billing date. Costs between \$300.00 and \$1,000.00 are due in full one (1) year after billing date. Costs greater than \$1,000.00 are due in two (2) equal annual payments; the first of which is due one (1) year from billing date and the second is due two (2) years from billing date. Unless previously paid, the costs will be collected as a special tax against the property.

Your sidewalk repair may need a Tree Protection Permit during Construction if adjacent to a city tree. Those permits are also issued at the Engineering Department in the Municipal Building. There is no charge for this permit.

Please advise us before **June 26, 2026**, of which method you plan to repair this sidewalk.

Thank you for your cooperation in this matter.

Sincerely,

*Ritchie Piltz*

Ritchie Piltz  
Engineering Project Manager

Enclosure

Via Certified Mail

**CITY CONTRACT PRICES**  
(Estimated Costs Only)

Estimate for: 210 RIVERLAWN AVENUE

<del>Remove existing concrete sidewalk (4"):</del>		Sq. ft. @	\$3.50/ Sq. ft. =		
<del>Remove existing concrete sidewalk (6"):</del>		Sq. ft. @	\$3.45/ Sq. ft. =		
Remove & Replace Concrete Sidewalk (4"):	108.0	Sq. ft. @	\$15.85/ Sq. ft. =		\$1,711.80
Remove & Replace Concrete Sidewalk (6"):		Sq. ft. @	\$17.50/ Sq. ft. =		
<b>REPLACEMENT ESTIMATED TOTAL AMOUNT</b>					<b>\$1,711.80</b>

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ENGINEERING DIVISION

Andrew Beyer, P.E.  
920.262.4050

Maureen McBroom, ENV SP  
920.206.4264

Nathan Williams  
920.262.4052

Ritchie

Section 4, Item C.

920.262.4034

Christopher Newberry  
920.390.3164

Administrative Assistant  
Wanda Fredrick 920.262.4060

May 27, 2026

Ivon Steinruck  
211 Riverlawn Avenue  
Watertown, WI 53094

TAX PARCEL NUMBER: 291-0815-0321-057

Re: Sidewalk at 211 RIVERLAWN AVENUE, Watertown, WI

Dear PROPERTY OWNER:

Upon inspecting the sidewalk abutting your property at **211 RIVERLAWN AVENUE**, our department has the marked sections of sidewalk **along Riverlawn Avenue** that have been found to be a hazard and in need of replacement.

According to City Code 457-3(A), the maintenance of the sidewalk is the responsibility of the abutting property owner.

By order of the Watertown Public Works Commission and affirmed by the Watertown Common Council, you are hereby notified to replace all marked sections of sidewalk according to City specifications.

You, as property owner, may:

- 1) Replace the sidewalk yourself, according to City specifications.
- 2) Hire your own sidewalk contractor to replace the sidewalk no later than August 28, 2026.
- 3) Have the City contractor complete the work for you at the prices listed on the enclosed estimate.

A permit is required for this sidewalk replacement. It can be taken out at the Engineering Department in the Municipal Building. There is no charge for this permit.

You have until **August 1, 2026** to repair this sidewalk. If, after this date the sidewalk is not replaced, a contractor hired by the City, shall repair the sidewalk and you will be invoiced for the cost. Any costs less than \$300.00 shall be paid in full sixty (60) days from billing date. Costs between \$300.00 and \$1,000.00 are due in full one (1) year after billing date. Costs greater than \$1,000.00 are due in two (2) equal annual payments; the first of which is due one (1) year from billing date and the second is due two (2) years from billing date. Unless previously paid, the costs will be collected as a special tax against the property.

Your sidewalk repair may need a Tree Protection Permit during Construction if adjacent to a city tree. Those permits are also issued at the Engineering Department in the Municipal Building. There is no charge for this permit.

Please advise us before **June 26, 2026**, of which method you plan to repair this sidewalk.

Thank you for your cooperation in this matter.

Sincerely,

*Ritchie Piltz*

Ritchie Piltz  
Engineering Project Manager

Enclosure

Via Certified Mail

**CITY CONTRACT PRICES**  
(Estimated Costs Only)

Estimate for: 211 RIVERLAWN AVENUE

<del>Remove existing concrete sidewalk (4"):</del>		Sq. ft. @	\$3.50/ Sq. ft. =		
<del>Remove existing concrete sidewalk (6"):</del>		Sq. ft. @	\$3.45/ Sq. ft. =		
Remove & Replace Concrete Sidewalk (4"):	60.0	Sq. ft. @	\$15.85/ Sq. ft. =		\$951.00
Remove & Replace Concrete Sidewalk (6"):		Sq. ft. @	\$17.50/ Sq. ft. =		
<b>REPLACEMENT ESTIMATED TOTAL AMOUNT</b>					<b>\$951.00</b>

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