



A G E N D A
CITY OF WAUPUN BOARD OF PUBLIC WORKS
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, October 08, 2019 at 4:30 PM

CALL TO ORDER

ROLL CALL

PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS--*State name, address, and subject of comments.*
(2 Minutes)

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS

CONSIDERATION - ACTION

- [1.](#) Approve minutes of the September 10, 2019 Board of Public Works meeting.
- [2.](#) Recommendation to the Council on the ordinance change to add a stop sign at the intersection of Seymour St. and Taft Ln.
- [3.](#) Real estate acquisition service RFP for phase 2 of Madison St construction Lincoln St. to Doty St.

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.



DRAFT MINUTES
CITY OF WAUPUN BOARD OF PUBLIC WORKS
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, September 10, 2019 at 4:30 PM

CALL TO ORDER

Chairman Mielke called the meeting of the Board of Public Works to Order at 4:30pm.

ROLL CALL

Board members present on roll call are Chairman Mielke, Alderman Matoushek, Alderman Vossekuil, Deputy Chief Rasch, Public Works Director Daane, and City Clerk Hull. No members are absent.

Other Staff in attendance are Mayor Nickel.

Audience present is Dr. Jeff Champion and Courtney and Isiah McGinnis.

PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS

No member of the public appeared before the Board.

FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS

The next regularly scheduled meeting of the Board of Public Works is October 8, 2019 at 430pm in the City Hall Council Chambers, if needed.

CONSIDERATION - ACTION

1. Approve minutes from the July 9, 2019 meeting.

Daane informs the Board that he did order the dump box, as was discussed at the July 9, 2019 meeting.

Motion Vossekuil, second Matoushek to approve the July 9, 2019 minutes of the Board of Public Works.
Motion carried 6-0.

2. Retaining wall at 500 S. Grove St.

Courtney and Isiah McGinnis of 500 S Grove are in attendance. Isiah McGinnis made contact with Daane relating to the retaining wall which lies on the corner of Lincoln and Grove. This wall was constructed in 2000 as part of the Lincoln Street construction. Public Works has provided some maintenance of the wall since construction. McGinnis has made request of maintenance on this wall as it is leaning and provides a hazard for the public, especially the school children, walking past. He has received a quote from Sticks and Stones of \$1800-\$2200 for this repair. Daane believes at some point this is to turn into the home owner's responsibility as this resides on the property side. Vossekuil feels the McGinnis purchased the home with the failing wall and should be their responsibility.

Motion Vossekuil, second Matoushek to deny the request, from Isiah and Courtney McGinnis, for the City to provide maintenance repairs on the retaining wall located on their property of 500 S. Grove Street, Waupun.
Motion carried 5-1 with Rasch voting Nay.

3. Handicapped Parking stall at 129 N. Madison St. (Champion Dentistry).

Dr. Jeff Champion, of Champion Dentistry at 129 N Madison Street, is before the Board in request of a designated handicapped parking stall and signage in the street in front of his business, due to lack of street parking. Daane feels with the new Madison Street construction, the home owner across the street received a double wide approach, which may alleviate some of the parking problems. Daane recommends tabling this item for a future date if needed. City staff will view the area and ask Dr. Champion to report any on going issues, if any.

4. Establish fall yard waste pick-up dates. (October 14 - November 15, 2019)

Daane informs the Board that the dates of the fall yard waste removal are October 14 to November 15, weather permitting.

Daane also comments that bulk pick up will be October 7-9, on the day of your normal garbage collection.

5. Discuss fees for contractors that use the yard waste drop off site for brush and grass.

Discussion of assessing a fee to contractors who drop off brush and limbs at the City Garage site is heard. Daane states communities are charging for these services. There has been a large increase in the volume being dumped and its possible it's not all debris from the City limits. Other municipalities are charging an annual fee to contractors and provide a tag to place in their window. Attorney VandeZande is in agreement and will prepare an agreement on the direction of the Board. The Board makes request for Attorney VandeZande to prepare an agreement and return at a future meeting for consideration.

6. Roadbotics Demo video and discussion as a tool moving forward.

Roadbotics has a street rating tool that can be uploaded into our GIS program. Annual cost is \$5000; a 3 year contract is \$4500 each year; and a 5 year contract is \$4000 each year. Daane states municipalities are required by the DOT to turn in their street ratings every other year. This year it is due. Daane intends to place this in the budget and try this system for a one-year trial to not be locked. Board agrees.

ADJOURNMENT

Motion Hull, second Matoushek to duly call the meeting adjourned at 5:30pm.

ORDNANCE NUMBER 19-

AN ORDINANCE TO AMEND CHAPTER SIX OF THE MUNICIPAL CODE
OF THE CITY OF WAUPUN ENTITLED "TRAFFIC CODE."

THE COMMON COUNCIL OF THE CITY OF WAUPUN, DO ORDAIN:

SECTION 1: Section 6.03(2) of the Waupun Municipal Code entitled
"Other Intersection Controls" is amended to add the following subsections:

(bk) Stop signs shall be placed at the intersection of Seymour St.
and Taft Ln. so that traffic proceeding west on Seymour St. shall stop before
entering the intersection.

SECTION 3: This Ordinance shall be in full force and effect upon its
passage and publication as provided by law.

Enacted this _____ day of _____, 2019.

Julie Nickel
Mayor

ATTEST:

Angela Hull
City Clerk



AGENDA SUMMARY SHEET

MEETING DATE: 10/2/19

TITLE: Real estate acquisition service RFP for phase 2 of Madison St construction Lincoln St. to Doty St.

AGENDA SECTION: Recommended from Boards

PRESENTER: Director of Public Works
Jeff Daane

DEPARMTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Follow Street Plan	\$59,175 (\$66,175 if disputed)	

ISSUE SUMMARY:

The City received a grant for S. Madison St. from E. Lincoln St. to Doty St. The city needs to hire a real estate acquisition firm to acquire TLE and PLE's for this project. We solicited proposals for this work.

Price

The "base" price for GJMA is \$68,850, which includes an appraisal for all 7 fee parcels. Additional appraisals (if needed) for the TLE parcels would cost \$550 each.

The "base" price for The Highland Group to complete the 33 parcels is \$44,175. This doesn't include any appraisal parcels (assumes all parcels accept the nominal offer). For an apples to apples comparison with GJMA, if you assume the 7 Fee parcels go to an appraisal process, then The Highland Group's proposed fee increases to \$51,175 (\$900 for each appraisal plus \$100 objective review for each appraisal). Additional appraisals (if needed) for the TLE parcels would cost \$1,000 each. Note that if a partial release of mortgage is required for the fee parcels, an appraisal may be necessary.

Also note that in addition to the costs shown in the proposals, the City will occur the following costs:

1. The real estate cost for the Fee/TLE
2. Second appraisals (if the property owner exercises their right to get a second appraisal)

STAFF RECOMENDATION:

Select the Highland Group's Right of Way Acquisition proposal of \$44,175 (\$51,175 if disputed), plus land acquisition costs not to exceed \$15,000.

ATTACHMENTS:

MOTIONS FOR CONSIDERATION: Select the Highland Group's Right of Way Acquisition proposal of \$44,175 (\$51,175 if disputed), plus land acquisition costs not to exceed \$15,000.
Select GJMA's Right of Way Acquisition proposal of \$68,850, plus land acquisition costs not to exceed \$15,000.

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G.J. Miesbauer & Associates, Inc.
RIGHT OF WAY ACQUISITION SPECIALISTS

October 1, 2019

Thomas Lanser, PE
Gremmer & Associates, Inc.
93 South Pioneer Road, Suite 300
Fond du Lac, WI 54935

Re: Project ID 6998-05-05, Madison Street
City of Waupun
Proposal for Real Estate Services

Dear Mr. Lanser:

Thank you for the opportunity to submit a proposal for the real estate acquisition for the Madison Street project. From the information you provided, I understand there are up to 33 parcels to be acquired; divided into 7 permanent interest or appraisal parcels and 26 TLEs or nominal payment parcels. This parcel count includes one PLE acquisition that may be excluded from the Right of Way Plat and acquired with a separate relocation order. This proposal includes my fees for acquisition services as well as my sub-consultant fee for preparation of a Sales Study and Appraisal Reports. All services will be in conformance with Wisconsin Statutes regulations and policies and will follow the requirements the WisDOT Real Estate Program Manual. In addition, all acquisitions will meet appropriate State and Federal laws, policies and guidelines.

I am the primary contact for the firm and will assume the role of project manager and primary acquisition agent for the project. I can be reached at:

2918 Marketplace Drive, Suite 108, Madison, WI 53719
608-424-3330; 608-219-1197; peter@gjmiesbauer.com

Patrick Wagner of Quality Valuation Service will prepare the required Sales Study and Appraisals for this project. Mr. Roberts is a Wisconsin Certified Residential Appraiser and is qualified to complete this work. I have worked with him on numerous highway projects and have come to rely on him for quality reports. For the purpose of this proposal, I will assume all 7 appraisal reports will require an Abbreviated Standard Appraisal report.

I have worked on many similar LPA projects and have developed a good relationship the WisDOT SW region Local Program R/E Coordinator. In addition to being responsible for all aspects of the acquisition process, I will function as the "middle man" between the City and WisDOT to ensure all WisDOT requirements are met. In addition, I am very familiar with WisDOT READS system having utilized it on numerous prior projects. I will ensure all documentation for this project is generated from or entered into the READS system.

Initially, the first item to be completed is the Design Study Report (DSR) and Relocation Order with right of way plat. You have identified the limited amount of time available to acquire all parcels and hoped that some acquisition or valuation work could begin before the DSR and Relo Order are completed. Ideally, both items should be completed and approved. The DSR details the justification for the project and the Relocation Order authorizes the City to acquire the new right of way needed. Without both these documents in place, it is difficult to begin the process to acquire the new right of way. In addition, WisDOT will not fund a project that “begins the negotiation process” or “incurs right of way expenditures” before the DSR and Relocation Order is approved. There is some gray area in this language, and I believe some activities can be started in advance. However, this must be done cautiously. If too much is done too far in advance, the end result can be a delay in the process. I believe the Sales Study can be completed and even some aspect of the Nominal Payment Parcel Report (NPPR). But finalizing of the NPPR should wait until after the Relocation Order is approved and filed.

Once the Sales Study is completed and approved, I will complete the NPPR. This report establishes the offering prices for all the nominal parcels. After approval of this document by the City, nominal offers will be presented to property owners, in person whenever possible. I am a staunch believer that offers should be presented in person to the property owner in order to better explain the situation / project and address any questions or concerns they may have. This does demand additional initial effort to issue all the offers, but ultimately pays dividends with a larger percentage of property owners accepting the transaction on a voluntary basis.

If the owner is in agreement, a Nominal Payment Waiver of Appraisal form and conveyance document is signed by the owner and the parcel is acquired. If the owner is not in agreement with the offer but is open to negotiating for the new right of way, I will continue my negotiations until a mutually agreeable conclusion is reached. Any nominal parcels that cannot be acquired via the nominal payment process must be “converted” to an appraisal parcel and the more conventional acquisition process used.

The conventional appraisal process will be utilized for the remaining parcels. After completion of the appraisal report, my firm will perform the required review of the report before submittal to the City for approval as an offering price. Once approved, I will present the offer to the property owners, in person whenever possible. If an agreement cannot be reached, the property owner has the right to obtain a 2nd appraisal report. We will review any owner's appraisals and make a recommendation to the City for consideration. I will continue to negotiate with them to obtain the best, fair price for each parcel. **I feel strongly that it is best practice to maintain the goal to reach an agreement with the owner and avoid utilizing condemnation to acquire the parcel, when reasonably possible.**



G.J. Miesbauer & Associates, Inc.

RIGHT OF WAY ACQUISITION SPECIALISTS

However, there are instances that an agreement still cannot be reached with the property owner and the City must acquire using its Eminent Domain Authority. We will prepare the necessary documents and letters for this and guide the City through this process.

My firm will prepare all documents needed for all aspects of the acquisition process using WisDOT latest LPA forms when appropriate. Negotiations will continue with property owners until agreements are reached or the owner refuses to convey the required new right of way.

A monthly progress report will be prepared and submitted to you. This report will include a summary of activities for the month and a project log indicating the status of each parcel and any problems encountered.

G.J. Miesbauer & Associates, Inc. is committed to providing the best possible service in a timely, effective and professional manner. We will be available to begin work on this project as soon as the Notice to Proceed is received and will take any and all reasonable efforts to have all parcels acquired by August 1, 2020. I have included a simple schedule to detail the potential milestones that would need to be reached in order to acquire all parcels in time.

I have attached a cost sheet detailing my fees for this project. Please feel free to contact me with any questions or comments regarding this sheet. Please note, for any nominal parcel that is converted to an appraisal parcel, the negotiation cost remains the same. In addition, all appraisals being proposed assume no significant improvement impacts (signs) or severance damages. In the event the scope of the acquisition changes from the what was discussed for this project, the scope of the appraisal may need to be adjusted at an additional cost. However, it is my goal to avoid contract amendments unless the design of the project changes from what has been explained.

Thank you for the opportunity to submit this proposal. I am looking forward to working with you. Please feel free to call with any further questions.

Sincerely,

Peter Miesbauer
GJ Miesbauer and Associates, Inc.



Milestone Property Acquisition Schedule

Madison Street, City of Waupun

Award of Contract – Notice to Proceed	10/15/2019
Completion of Sales Study.....	12/01/2019
Relocation Order/Plat approved.....	12/15/2019
Completion of NPPR.....	01/01/2020
Presentation of nominal offers.....	01/15/2020
Conversion of nominal parcels to appraisal.....	03/01/2020
Completion of appraisals for appraisal parcels (1 st round).....	01/15/2020
Presentation of offers for appraisal parcels.....	02/01/2020
Completion of appraisals for nominal parcels (2 nd round)	04/01/2020
Presentation of offers for all parcels.....	04/15/2020
Last 60 day period expires	06/15/2020
Last JO issued	07/01/2020
Last JO Expiration date.....	07/20/2020
Last Payment and Award of Damages made	08/01/2020



DATE
10/1/2019

Gremmer & Associates, Inc
Tom Lanser
93 South Pioneer Road, Suite 300
Fond du Lac, WI 54935

2918 Marketplace Dr., Ste 108 Madison, WI 53719 Phone # 608-424-3330 Fax # 866-334-1949 gjmiesbauer.com

THE HIGHLAND GROUP

October 2, 2019

City of Waupun
201 East Main Street
Waupun, WI 53963

VIA EMAIL

Attn: Mr. Jeff Daane
Director of Public Works

Re: Real Estate Acquisition Services
Madison Street Reconstruction
Doty Street – East Lincoln Street
Project I.D. 6998-05-05
City of Waupun
Dodge County

Dear Mr. Daane:

Transmitted herewith is The Highland Group's proposal to provide real estate acquisition professional services for the above referenced project. Within this proposal we have provided the City of Waupun with the information requested. This proposal includes all of Highland's payroll costs, taxes, insurance, travel expenses, project supplies, overhead and profit.

Please contact me at the telephone number contained herein if you have questions or require additional information.

Thank you for this opportunity to be of service.

Sincerely,
THE HIGHLAND GROUP



Stephen D. Simpson
Project Manager

SDS/SJL/rbh
Enclosures

Cc: Thomas Lanser, PE, Gremmer & Associates Inc.

CITY OF WAUPUN

REAL ESTATE ACQUISITION PROFESSIONAL SERVICES

MADISON STREET
DOTY STREET – EAST LINCOLN STREET

Proposal Date: October 2, 2019

CITY OF WAUPUN

REAL ESTATE ACQUISITION PROFESSIONAL SERVICES

MADISON STREET DOTY STREET – EAST LINCOLN STREET

Section		Page
TABLE OF CONTENTS		1
I.	LETTER OF TRANSMITTAL	2
II.	STATEMENT OF QUALIFICATIONS	3
1.	Credentials & Experience	3
2.	Recently completed work	10
3.	Project Approach	11
4.	Timeline	14
5.	Cost Proposal	15

I. LETTER OF TRANSMITTAL

Thank you for considering The Highland Group (Consultant) to provide appraisal and acquisition services for the referenced project.

Our scope of services will be as follows:

- Provide a Real Estate Project Manager
- Preparation of all individual parcel files
- Preparation of the Nominal Payment Parcel Report (NPPR) for the project
- Sales Study preparation
- Appraisal preparation, if required
- READS data entry and maintenance
- Objective Review of all appraisals
- Acquisition of all parcels
- Right-of-way Certification
- Recording of all documents as a pass through cost
- Monthly Progress Report

Compensation for all services indicated above is specified on page 15 of this proposal. It is understood and agreed that this fee will be adjusted if the scope of services changes.

The not to exceed fee is the full compensation to The Highland Group for services provided. It includes The Highland Group's payroll costs, taxes, insurance, overhead, vacation, holiday, subsistence pay, profit and all other indirect charges such as copies, mileage, telephone calls, maps, plats, zoning regulations, project related office supplies and attendance at the Preliminary Project Conference meeting. Additional meetings in person will be billed at the rate of \$100.00 per man-hour.

This proposal addresses the primary objectives set forth by the City of Waupun (City) as well as provides the manner in which Highland's assigned project personnel will accomplish each objective. In addition, this proposal contains information pertaining to Highland's overall qualifications, staff experience and resumes and a time-line depicting the project's critical dates. The Highland Group represents that they are qualified and able to perform the services required. Because of Highland's staff of experienced professionals, the City's involvement can be as much or as little as desired.

Each project team member understands the City's technical and procedural requirements to assure that the work each individual produces will be exemplary. Highland will conduct staff meetings to assure that our personnel have a thorough understanding of the standards governing the project. The Highland Group has an experienced project team that is backed by a fully trained support staff.

We are well aware of the time frame allotted for the completion of this project. We are committed to successfully complete this project for the City on time and within budget.

We are available to begin this project immediately.

II. STATEMENT OF QUALIFICATIONS

1. Credentials & Experience

Acquisition Services

THE HIGHLAND GROUP
110 N. Third Street
Watertown, WI 53094
920/262-2150
FAX 920/262-2152
steve@highlandgrp.org

Appraisal Services

STREETLAND LLC
623 Broken Arrow Road
Wausau, WI 54401
715/573-1986
dlebrun@streetlandllc.com

Project management and all negotiation activities will be conducted out of the Watertown office with Stephen D. Simpson as our contact person. All appraisal activities will be conducted out of the Wausau office.

The Highland Group is an S corporation, based in Watertown, Wisconsin. Highland is a full service consultant company to the transportation, telecommunications and utility industries. Highland provides the following services:

- Fee, Easement and Lease Acquisition
- Appraisal Preparation and Appraisal Review
- Relocation Assistance
- Property Management

Stephen D. Simpson, the owner of The Highland Group, started working in the right of way industry in 1981. While working for a major oil and gas corporation he oversaw the acquisition of easements for salt water disposal, natural gas and crude oil pipelines and various other easements associated with the oil and gas industry. In 1992 he assumed the position of Regional Manager for the Wisconsin office of Linderlake Corporation Field Services Group, a right of way acquisition firm based in Alsip, Illinois.

After three years presence in Watertown, the principals of Linderlake discontinued their operations in Wisconsin. At this point, Mr. Simpson formed a new land acquisition service company, The Highland Group, to complete the unfinished contracts. Since its inception, The Highland Group has successfully acquired in excess of 5,100 parcels for Federal, State and locally funded projects under Wis. Stats. Ch. 32.

The Highland Group is certified as a Disadvantage Business Enterprise (DBE) and is eligible to participate on Federal and locally financed projects sponsored by Milwaukee County and Federal projects with the Wisconsin Unified Certification Program which includes Milwaukee County, Wisconsin Department of Transportation, Dane County and the City of Madison.

The Highland Group's staff consists of Steve Simpson, Negotiator/Project Manager, Sarah Lamp, Negotiator/Relocation Specialist and Ms. Reneé Held, the company's Document Specialist. The Highland Group's team also includes Darrin LeBrun of Streetland LLC to prepare the appraisals required for assignments. **Steve and Sarah are on the Statewide List of approved LPA Fee Negotiation and/or**

Relocation Consultants. Darrin is also on the Statewide List of approved LPA Fee Appraisal Consultants.

The Highland Group is comprised of a seasoned team of real estate specialists and support staff that are committed to providing timely and quality service to our clients. Our team includes senior level staff with expertise in real estate acquisition for highway improvement projects. The project personnel have the necessary technical and specialized skills, as well as the competence and experience to complete projects within established parameters of time and budget.

Project Manager/Negotiator – Mr. Stephen Simpson serves as the project liaison between the agency and Highland in the role of Project Manager. He is available for acquiring the parcels needed for the project if desired. Steve has 36 years of experience in the Right-of-Way Industry. Since the Watertown office was established in 1992, Steve has functioned as Project Manager on title, appraisal/appraisal review, relocation assistance and acquisition projects for the Wisconsin Department of Transportation Northeast Region, Southeast Region and Southwest Region, as well as numerous county and municipal transportation departments. Steve has experience in negotiating agreements at city, county, state and federal levels since 1981. In addition to his governmental agency work, he has performed acquisitions on a wide variety of projects for private industry, including telecommunications and major oil and gas exploration companies.

Negotiator/Relocation Specialist – Ms. Sarah Lamp, has ten years experience as a relocation/negotiation specialist. Sarah has negotiated the acquisition and provided relocation services for the Wisconsin Department of Transportation Northeast Region, Waukesha County Transportation Department, Village of Mount Pleasant for the Foxconn related projects and the City of Waupun. She has also negotiated parcels for the Wisconsin Department of Transportation, Southeast Region, the City of Kenosha, Kenosha County, Racine County, Rock County, Washington County, the Village of Pleasant Prairie, and Fond du Lac County. She has acquired approximately 560 parcels for local and county municipal transportation departments.

Sarah has successfully relocated many displaced person(s) and businesses. Some of the displacees include the relocation of twelve (12) residential families and eleven (11) businesses on Janesville Road in the City of Muskego for the reconstruction of CTH "L" in Waukesha County and the relocation of ten (10) residential families for the Foxconn related projects in the Village of Mount Pleasant. Sarah has experience with the preparation of Conceptual Stage and Acquisition Stage Relocation Plan(s) including submittal of amendments for multiple phases of a project and early acquisition of relocation parcels. She developed the Conceptual Stage Relocation for 14 residential parcels and 8 business parcels for STH 32 in Racine County. She also developed the Acquisition Stage Relocation Plan for the WisDOT Northeast Region STH 15 Hortonville Bypass consisting of 18 residential relocations and 3 business relocations and successfully relocated eight (8) residential families and two (2) move only relocations for that project.

Sarah currently assists the Statewide Relocation Facilitator at WisDOT-BTS in the review of business relocation claims and computations. She assisted with the full revision of Chapter 5 of the Real Estate Program Manual to accommodate ACT 243 2018 and associated documents utilized by relocation specialists statewide assuring compliance with both State and Federal statutes. She is also assisting with updating relocation procedures for both state and LPA projects.

Documents Specialist – Since 1992, Ms. Reneé Held has prepared appraisal reports, acquisition documents, tracking reports, updating computer files and the like. Reneé has the responsibility for the preparation of the acquisition documents for the field staff and is experienced in the preparation of documents for local public agencies, Wisconsin Department of Transportation and private industry. Ms.

Held is responsible for the maintenance of the project files. Reneé is responsible for assuring that title reports are current and accurate and she is instrumental in securing the Partial Release of Mortgages needed to obtain clear title. Reneé is an integral member of the project team.

Project Appraiser – Mr. Darrin LeBrun, is a Certified General Appraiser with 22 years of experience in appraising real estate under Chapter 32. In the past two years, Darrin has completed over 200 appraisals on right-of-way acquisition projects for local public agencies. Mr. LeBrun holds appraisal certifications in Wisconsin, Michigan and Minnesota and is pre-qualified with both Michigan DOT and Minnesota DOT for Level 2 (Advanced) appraisals. He has passed all of the course work required for the MAI designation and will soon be completing the Appraisal Institute's comprehensive general exam. Mr. LeBrun has taken additional college course work in mathematics and computer programming, applying his knowledge of programming and statistics for his analysis of real estate markets. Darrin has experience serving as expert witness in trials and condemnation commission hearings.

STEPHEN D. SIMPSON

Project Manager/Negotiator

EDUCATION

- Bachelor of Business Administration – University of Oklahoma
- Effective Speaking, Human Relations and Relocation Courses
- WisDOT Eminent Domain Appraisal Seminar
- Pre-Trial preparation for Relocation Agents, Negotiators and Appraisers
- IRWA Course 501 – Residential Relocation Assistance
- IRWA Course 502 – Business Relocation
- IRWA Course 505 – Advanced Residential Relocation
- IRWA Course 205 – Bargaining Negotiations
- IRWA Course 401 – Appraisal of Partial Acquisitions

PROFESSIONAL LICENSES

Wisconsin Licensed Appraiser #932-004
Wisconsin Notary Public

PROFESSIONAL MEMBERSHIPS

International Right of Way Association – Badger Ch.
17

EXPERIENCE

Project Manager

Overall supervision of various projects in compliance with the Wisconsin Real Estate Program Manual for the Wisconsin Department of Transportation; Northeast Region, Southeast Region and Southwest Region. Duties on these projects included acquisition, title research, Acquisition Stage Relocation Plan and implementation and the supervision and review of appraisal and acquisition document preparation. Responsibilities included quality assurance, staff training and administration, scheduling and budgets, as well as functioning as liaison to the general public and the Department. Addressed and resolved contractual matters and developed budgets for new projects.

Responsible for overseeing the acquisition of copper and fiber telecommunications rights-of-way for various projects for TDS Telecom – Midwest Region (Madison, WI). The projects involved title research and acquisition of parcels as well as coordination with local officials and client company engineering and administration.

Relocation Specialist

Prepared the Acquisition Stage Relocation Plan for four residential units on Good Hope Road in Menomonee Falls, one business in Pleasant Prairie, two residential units on Rawson Avenue in the City of Franklin and one residential unit on CTH “ES” in Mukwonago. Served as relocation agent for the relocation of three families in Juneau, Wisconsin, four families in Menomonee Falls and assisted in the relocation of four additional families in Menomonee Falls.

Real Estate Specialist

Duties included developing and maintaining land acquisition programs for various clients. Responsible for functioning as liaison between various governmental agencies and private industry and the general public. Coordination with outside legal counsel, as well as subcontracting entities such as surveyors and brokers when required. Total financial accountability for the projects, including subcontractor procurement, project time and materials was also required.

Real Estate Review Appraiser

Reviewed appraisals prepared for the Wisconsin Department of Transportation, Winnebago County Highway Commission, Walworth County Highway Department, Kenosha County Department of Public Works, Waukesha County Transportation Department, Dodge County, the City of West Allis, the City of New Berlin, the City of South Milwaukee, the City of Oak Creek and the Village of Menomonee Falls.

SARAH J. LAMP

Real Estate Specialist

EDUCATION

- University of Wisconsin – Milwaukee, B.F.A. in Painting and Drawing and Art Education
- IRWA Course 501 – Residential Relocation
- IRWA Course 502 – Business Relocation
- IRWA Course 504 – Computing Replacement Housing Payments
- IRWA Course 506 – Advanced Business Relocation
- IRWA Course 100 – Principles of Land Acquisition
- NHI Course 141050 – Fed Aid R/W Requirements for LPAs

PROFESSIONAL MEMBERSHIPS

International Right of Way Association – Badger Ch. 17

PROFESSIONAL LICENSES

Wisconsin Notary Public

EXPERIENCE

Real Estate Specialist

Negotiated the acquisition of parcels for the Wisconsin Department of Transportation, Northeast Region and Southeast Region, Waukesha County Transportation Department, the City of Kenosha, Kenosha County, Racine County, Rock County, Fond du Lac County, Washington County and City of Waupun.

Relocation Specialist

Assisted in the development of Conceptual Stage Relocation Plan for the Wisconsin Department of Transportation Southwest Region for STH 32, developed the Acquisition Stage Relocation Plan for the Northeast Region for USH 14. Assisted in the relocation of twelve (12) residential families and eleven (11) commercial businesses on Janesville Road in the City of Muskego for the reconstruction of CTH "L" in Waukesha County. Developed the Acquisition Stage Relocation Plan for the Wisconsin Department of Transportation Northeast Region STH 15 Bypass and successfully relocated eight (8) residential families and two (2) move only relocations. Recently relocated four (4) residential relocations for the Waukesha West Bypass and nine (9) residential relocations for the Foxconn related projects for the Village of Mt. Pleasant.

Currently assisting the Bureau of Technical Services, Statewide Relocation Facilitator with review of business relocation claims and updating relocation procedures, including the Real Estate Program Manual and updates to the relocation portion of the Local Public Agency Manual.

Property Management

Oversight of demolition contracts for eight (8) raze and removals for the Wisconsin Department of Transportation Northeast Region STH 15 bypass. Currently assisting the Property Manager for the Northeast Region office selling surplus land for the past two and a half years.

RENEÉ B. HELD

Documents Specialist

EDUCATION

- Graduate – Hartford Union High School, Hartford, Wisconsin
- Word Perfect 6.1 for Windows – Moraine Park Technical College
- Microsoft Word – Moraine Park Technical College

EXPERIENCE

Documents Specialist

Responsible for the final preparation of Before and After appraisals in MS Word format for the Wisconsin Department of Transportation highway acquisition and wetland mitigation projects. Duties included proofreading appraisal reports for grammar and spelling and data conversion of appraiser's reports into a D.O.T. – supplied computer format. In addition, is responsible for the preparation of acquisition documents for all projects.

Preparation of easement acquisition documents for several system expansion projects for TDS Telecom and its associated local operating companies in Central Wisconsin. Duties included preparation of acquisition documents and establishing a file management system for the accurate tracking of project property documents, both for public recording and archiving purposes. In addition, as a Notary Public, witnessed and notarized document execution in the course of easement acquisition.

Documents Clerk

Prepared final title reports from Title Specialist field reports for the State Highway 67 expansion project for the Wisconsin Department of Transportation, District Three.

Prepared Right-of-Way acquisition documents for system capacity expansion projects (fiber optic) for Illinois Bell Telephone on the Wisconsin/Illinois border.

Administrative Assistant

Duties varied and included purchasing, typist, receptionist, document preparation and general clerical support of regional operations office in Watertown, Wisconsin.

Secretary

Performed office management and general and project related clerical duties for a metal building contractor.

General office and real estate related clerical duties for two Wisconsin Real Estate Brokerage firms.

DARRIN J. LEBRUN

Appraiser/Negotiator

EDUCATION

- Bachelor of Science Geography, Land Use emphasis and English minor, University of Wisconsin – Eau Claire, 1989
- North Central Technical College – IT Software Developer Associates (In Progress)

Appraisal Institute

- Advanced Market Analysis – Highest & Best Use
- Advanced Income Capitalization
- Advanced Sales Comparison & Cost Approaches
- Uniform Appraisal Standards for Federal Land Acquisitions

International Right-of-Way Association

- Business Relocation Assistance
- Advanced Residential Relocation Assistance
- Easement Valuation
- Valuation of Contaminated Properties

PROFESSIONAL LICENSES

Wisconsin Certified General Appraiser No. 1041
Wisconsin Assessor 2 – No. WI17648CA
Minnesota CGA No. 40613336
Michigan CGA No. 1201008287
Wisconsin Notary Public

AGENCY QUALIFICATION

Wisconsin Department of Transportation

- Local Public Agency (LPA) Approved Appraisers
- LPA Approved Negotiators

Minnesota Department of Transportation

- Level 2 Advanced Appraiser

Michigan Department of Transportation

- Level 2 Advanced Appraiser

PROFESSIONAL MEMBERSHIPS

International Right of Way Association – Ch. 17
Appraisal Institute – Candidate for Designation

EXPERIENCE

Project Manager

Darrin LeBrun is the owner Streetland LLC. Prior Streetland, Darrin formed the real estate services section in 2000, where he was project manager and lead appraiser until March of 2017. Projects include appraisal and full-service real estate acquisition for local public agencies (LPA) the Wisconsin Department of Transportation (WisDOT) Bureau of Aeronautics (BOA) and WisDOT Bureau of Highway Real Estate (BHRE). Lead appraisal consultant and project manager for STH 93, Cedar Road to I-94; CTH R, Oriole Lane to Sherman Street, Marathon County; USH 10, Marshfield to Stevens Point; USH 12, IH-90/94 to STH 33; USH 41, Oconto to Peshtigo; USH 41 Oconto and Peshtigo Bypasses, STH 96 Reconstruction, Village of Little Chute; STH 26, N. County Line to Rosendale (STH 23); and USH 53, Livingston Street to West George Street, City of La Crosse.

Appraiser

Specializes in right-of-way acquisition appraisals to include complex acquisitions from commercial, industrial, agricultural, and residential properties. In its first year of operation, Streetland LLC has completed work on over 200 appraisals to include work on 69 parcels with 24 relocations for the N. Webster Avenue project in Green Bay. Darrin has been an expert witness providing testimony for work in condemnation proceedings. He has completed appraisals on tribal lands for Bureau of Indian Affairs, Office of the Special Trustee (OST). This includes work on the following reservations: Red Cliff, Bad River, Lac Courte Oreilles, Lac Du Flambeau, Keweenaw Bay, and Ho-Chunk lands. Has also appraised railroad corridors, contaminated properties, dairy farms and landlocked parcels.

Negotiator

Is knowledgeable in all aspects of the real estate acquisition process and has served as both a relocation agent and negotiator on smaller projects. Negotiator for four partial acquisitions from commercial properties for CTH HH, Holmgren Way to Ashland Avenue, Village of Ashwaubenon. Negotiated 21 partial acquisitions from residential properties for USH 53, Livingston Street to West George Street, City of La Crosse; and approximately 20 partial acquisitions along CTH P (Old USH 10) in Milladore and Auburndale in Wood County.

2. Similar work recently completed by the proposed Consultant team members.

Since the inception of The Highland Group in 1995, we have appraised and acquired in excess of 5,100 parcels for WisDOT and Local Public Agencies under Wis. Stat. Chapter 32. These parcels were acquired in accordance with WisDOT's Real Estate Program Manual and the LPA Manual.

The following is a partial list of projects completed by The Highland Group

Local Public Agencies –

City of Waupun

- Project I.D. #6090-26-23, STH 49, Main Street (93 parcels, 1 relocation)

City of Brookfield

- Project I.D. #2721-09-20, Burleigh/Lilly Road (21 parcels)
- Project I.D. #3240-08-20, Sheridan Road (24 parcels)

Fond du Lac County

- Project I.D. #4831-04-21, CTH VV, Fond du Lac (29 parcels)

City of Kenosha

- Project I.D. #3230-07-00, 75th Street (67 parcels)
- Project I.D. #3240-08-20, Sheridan Road (24 parcels)

Kenosha County Department of Public Works

- Project I.D. #2011-0116.13, CTH "G" (22 parcels)
- Project I.D. #2011-0116, CTH "G" (25 parcels)
- Project I.D. #3728-01-20, 22nd Avenue/CTH "Y" (12 parcels)
- Project I.D. #3766-01-22, CTH "E" (110 parcels)

Village of Mt. Pleasant

- Project I.D. # MP081717, RC092617, Foxconn (9 acquisition/relocation parcels)
- Project I.D. #TMP-008, Stuart Road, (49 parcels)
- Project I.D. #TMP-003, Pike River Restoration Project, Phase III (14 parcels)
- Project I.D. #TMP-002, Pike River Restoration Project, Phase II (10 parcels)
- Project I.D. #TMP-001, Pike River Restoration Project, Phase I (12 parcels)

City of New Berlin

- Project I.D. #K-362 & W-136, Moorland Blvd., (17 parcels)
- Project I.D. #2722-06-70, W. National Ave., (15 parcels)
- Project I.D. #2783-0-02, S. Calhoun Rd., (39 parcels)

Village of Pleasant Prairie

- Project I.D. #3729-00-04, 39th Avenue (18 parcels)

Racine County

- Project I.D. #3755-02-70, CTH "D", (45 parcels)
- Project I.D. #2704-02-73, CTH "C"/Airline Rd., (13 parcels)
- Project I.D. #2400-04-70, CTH "Y"/Meachem Rd., (43 parcels)

Rock County

- Project I.D. #41-0716.00, CTH "A" (57 parcels)
- Project I.D. #150533, CTH "MM" (16 parcels)
- Project I.D. #5989-02-85 & 3662-00-01, CTH "S" (63 parcels)

Washington County Highway Commission

- CTH "N" Reconstruction Project (21 parcels)

- CTH "Y" Reconstruction Project (27 parcels)
- CTH "X", "H"/"XX" Reconstruction Project (54 parcels)
- CTH "Q" Reconstruction Project (59 parcels)
- CTH "A" Reconstruction Project (104 parcels)

Waukesha County Transportation Department

- Project I.D. #2788-00-22, Waukesha West Bypass Phase II (49 parcels)
- Project I.D. #2788-00-22, Waukesha West Bypass relocations (5 parcels)
- Project I.D. #2788-00-22, Waukesha West Bypass Phase I (32 parcels)
- Project I.D. #2753-06-71, CTH "VV", Menomonee Falls (40 parcels)
- Project I.D. #2753-06-70, CTH "VV", Menomonee Falls (55 parcels, 1 relocation)
- Project I.D. #06-2380(13)(A), CTH "L", Muskego (28 parcels, 23 relocations)
- Project I.D. #04-2779(13), CTH "Y", New Berlin (36 parcels)

Wisconsin Department of Transportation –

Northeast Region

- Project I.D. #1114-10-21, STH 26, Rosendale (51 parcels)
- Project I.D. #1146-75-21, STH 15, Hortonville Bypass (10 early acquisition relocation parcels)
- Project I.D. #9532-03-21 & 9532-03-22, STH 160, Pulaski (72 parcels)
- Project I.D. #4075-20-21, STH 146, Little Chute (135 parcels)
- Project I.D. #4075-21-21, STH 96, Kaukauna (99 parcels)
- Project I.D. #9180-18-21, STH 22, Oconto Falls (93 parcels)

Southwest Region

- Project I.D. #6707-00-24, STH 146, Columbia County (27 parcels)
- Project I.D. #1066-02-21, I94, Dane County (32 parcels)

Southeast Region

- Project I.D. #4010-05-21, STH 144, Washington County (115 parcels)

3. Description of project approach and commitment to this project in order to ensure its successful and timely completion.

Immediately upon the project being awarded, our appraiser, Darrin LeBrun, will begin gathering data for the sales study.

As the real estate acquisition is locally funded, approvals of the sales study, Nominal Payment Parcel Report and any appraisals will be made by staff of the City. *Highland can provide an Appraisal Reviewer for an additional cost if the City will not be approving appraisal reports. **The appraisal reports will be prepared to State of Wisconsin Real Estate LPA Manual specifications.*** Any needed corrections will be made by our appraiser and the final reports will be approved by the City.

Due to the timeline of the project, Highland presumes that the establishment of landowner compensation shall be an ongoing process performed on a timely basis by the City taking a maximum of one (1) week to review and approve the Sales Study, Nominal Payment Parcel Report, and any nominal parcels that need to be appraised.

All appraisals will be performed to ensure that:

- ✓ Proper formats are utilized per the City contract
- ✓ Appraisals are complete to Manual standards
- ✓ Mathematical calculations are correct
- ✓ Fair market values are established for the takings

The actual format and level of documentation of an individual appraisal depends on the complexity of the appraisal itself, however, in each instance, it will be consistent with the format stated in the Manual and comply with the Uniform Standards of Professional Appraisal Practice.

The appraiser will be available to meet with the City, or its attorneys to provide expert witness testimony, as required, in the event that court appearances are necessary to determine the compensation for any particular parcel.

Acquisition Procedures

The negotiator's prime concern will be to acquire the necessary rights-of-way in a professional, competent manner while adhering to the guidelines established by the City and the Manual and to provide these services in accordance with project deadlines. We also realize that our negotiators will be viewed as direct extensions of the City when in contact with the affected landowners and the general public. In this respect, professionalism and honesty in these phases of public relations will be stressed and enforced by Highland.

We propose not to appraise any of the parcels up front but to include all parcels on the project in the Nominal Payment Parcel Report. After the Nominal Payment Parcel Report has been approved, a nominal offer will be mailed to the nominal owners. A meeting will be set up with the nominal owners 4 to 5 days after the mailing to discuss the offer and the project's affects on their property. During the first meeting, the negotiator will reiterate the purpose and extent of the project and **ensure that the landowner has received a copy of "The Rights of Landowners Under Wisconsin Eminent Domain Law"** brochure describing the land acquisition process and the owner's rights. The negotiator will present each landowner with an offering price letter in the amount that has been established and approved as just compensation for the property.

The value of these parcels will be determined using the Sales Study prepared for the project with \$250 set as the minimum nominal value used for Temporary Limited Easements. In an effort to expedite negotiations with landowners who do not accept the initial offer, we recommend that the final value of the remaining parcels be increased by 10% to 15 % and rounded up to the nearest \$50 increment. We feel that these offers will aid us in acquiring the majority of the parcels as Nominals. This strategy should also adequately protect the City from any owner that accepts the Nominal offer and later decides to appeal.

We may encounter an owner that will reject the Nominal offer and request an appraisal and then obtain a second appraisal in the hopes of financial gain that is greater than what the statute calls for, namely just compensation. In the event the owner is unwilling to accept the offer at this time or exercises their right to an appraisal, Darrin LeBrun of Streetland LLC will prepare a complete summary report.

Upon receiving an approved offering price report from the City for appraisals, the negotiator will begin to personally meet with the landowners to secure executed conveyance documents. If efforts to reach the landowner in person are not successful, or if the landowner resides out-of-state, the negotiator will contact the owner via certified mail. The initial letter will explain why the contact is being made, what improvements are involved, if any, and what property interest is required. In addition, an offer will be made with an explanation regarding the determination of value. Thorough instructions will be provided so that the landowner understands what actions are required of him/her for proper execution of the required documents.

Owners will have 60 days to obtain a second appraisal at the City's expense. The City is not obligated to pay for the appraisal fee if the owner's appraisal is not turned in within 60 days from the date the offer was made. However, the appraisal will be considered in order to determine just compensation. If a second appraisal is received from the landowner, the appraisal will be submitted to the City together with The Highland Group's review and recommendations. The owner's appraisal invoice will be submitted to the City for consideration.

Closings will be performed in accordance with the Manual. If a purchase agreement has been signed, the check will be delivered in person by the negotiator, who will provide the conveyance document and closing statement for signature by the landowner. If the conveyance document has been previously signed, the check and closing statement will be mailed to the owner via Certified Mail with instructions to sign and return the original closing statement.

To assist the City in assessing the progress of the negotiations, **Highland shall submit a written progress report to the City on a monthly basis.** It is our understanding from Kerry Paruleski, the Statewide LPA Coordinator that all local public agencies will be required to input data into WisDOT's Real Estate Automated Data System (READS) for projects overseen by the State regardless of where the funding is in the project. The Highland Group's staff is proficient in entering data into READS for acquisitions, relocations, property management and appraisal services and will input all project and parcel information for the Madison Street project into READS per the State's requirements.

For purposes of delivery of the final product, Highland will prepare a file for each affected parcel containing its original documents and submit the file to the City's Project Manager. Throughout the negotiation process, we realize the importance of providing meticulous negotiation diaries. Each contact will be thoroughly explained, dated and each diary form signed in accordance with WisDOT's requirements. Prior to submitting the project files to the City, all of the files will be reviewed for accuracy and completeness.

Condemnation

In the event a negotiated settlement cannot be reached with an owner who has received an appraisal, Highland will consult with the City to determine if the offer should be increased prior to issuing a Jurisdictional Offer. Highland will prepare a Jurisdictional Offer, Lis Pendens and Award of Damages for approval by the City's Project Manager. Highland personnel will be available to assist the City regarding settlement, pre-trial hearings and trial preparation. The appraiser will be prepared to defend his finding of value and to testify at the condemnation proceedings regarding the appraisal determination representing current fair market value.

If the statutory 20-day waiting period for the landowner to consider the Jurisdictional Offer expires or the owner rejects the Jurisdictional Offer, the negotiator will proceed to acquire the property interests needed for the project by issuing an Award of Damages.

4. Timeline

PROJECT MANAGEMENT SCHEDULE/TIMELINE

Completion of each step of the following timeline is contingent on the completion of staking the project by the date set forth below. Any delay in these tasks will delay each subsequent step.

City awards contract...	10/15/19
City mails introduction letters by...	10/21/19
City stakes project by...	TBD (after plat approval)
Sales Study completed by...	12/20/19
Nominal Parcels	
Nominal Payment Parcel Report Completed by...	12/20/19
City approves NPPR by...	12/31/19
Make all Nominal offers by...	1/10/20
Appraisal Nominal Parcels, if required	
Appraisals completed on or before...	2/28/20
City approves appraisals on or before...	3/6/20
Make all appraised offers on or before...	3/13/20
*owner's appraisal due 5/15/20	
Appraise nominal parcels by...	3/20/20
City approves appraised nominals on or before...	3/27/20
Make appraised nominal offers by...	4/3/20
Last day to send Jurisdictional Offer...	7/6/20
*JO's expire 7/30/20	
Take occupancy by...	7/31/20
Parcel acquired on or before...	8/1/20

5. Cost Proposal.

Service Provided	Method of Payment	Estimated Number	Unit Price	Total Estimated Cost
Appraisal Fees				
Nominal Payment Parcel Report	Lump Sum	1	\$3,300	\$3,300
Standard Abbreviated	Per Parcel	TBD	\$900	TBD
Objective Reviews	Per Parcel	TBD	\$100	TBD
Sales Study	Lump Sum	1	\$7,500	\$7,500
Acquisition Fees				
Negotiations	Per Parcel	33	\$975	\$32,175
Utility Conveyance of Rights	Per Parcel	TBD	\$975	TBD
Right of Way Certification	Lump Sum	1	\$1,200	\$1,200
Total				\$44,175

NOTE: Documents to be recorded will be sent to the Register of Deeds together with a letter from the City informing the ROD to invoice the City directly for the recording fees.