



136 North Monroe Street, Waterloo, Wisconsin 53594-1198  
Phone (920) 478-3025  
Fax (920) 478-2021

**PUBLIC NOTICE OF A COMMITTEE MEETING  
OF THE COMMON COUNCIL OF THE CITY OF WATERLOO**

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and to the news media, that the following meeting will be held.

**COMMITTEE:** Public Works & Property Committee

**DATE:** Thursday, October 7, 2010 **TIME:** 6:30 p.m.

**LOCATION:** Council Chambers of the Municipal Building, 136 N. Monroe Street

1. Roll Call And Call To Order
2. Approval The Committee Minutes For September 2, 2010
3. Citizen Input
4. Communications And Miscellaneous Business
  - a. 2010 Street & Utility Project (Portions Of Hiawatha Trail & Indian Hills Drive) – Final Update
  - b. Hiring Process For DPW Worker I Position
  - c. Clerk/Treasurer Fox Lane Communication – Alderperson Cotting's September 28th Stewardship Grant Award Meeting With County Officials
5. Unfinished Business
6. New Business
  - a. Community Development Block Grant – EAP Project (Acquisition Of Certain Properties In Floodplain) – Proposal For Services, Land Service Company of Wisconsin
  - b. Community Development Block Grant – EAP Project (Acquisition Of Certain Properties In Floodplain) – SAA Concept Plan
7. Future Agenda Items And Announcements
8. Adjourn

Mo Hansen  
Clerk/Treasurer

Committee Members: Forman, Abell and Sievert

Printed, Posted, E-mailed and Distributed: October 1, 2010


Please note: it is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.



**CITY OF WATERLOO PUBLIC WORKS COMMITTEE MINUTES  
COUNCIL CHAMBERS  
September 2, 2010**

1. **Roll Call And Call To Order.** Alderperson Forman called the meeting to order at 6:00 p.m. Committee members present – Forman, Abell and Sievert. Others present – Mayor Thompson, Utility Superintendent Gene Weihert, Keri Sellnow and Clerk/Treasurer Hansen.
2. **Approval The Committee Minutes For August 5, 2010.** **Motion:** Moved by Sievert, second by Abell to approve the meeting minutes as presented. **Voice Vote:** Motion carried.
3. **Citizen Input.** None.
4. **Communications And Miscellaneous Business**
  - a. **2010 Street & Utility Project (Portions Of Hiawatha Trail & Indian Hills Drive) – Update.** **Discussion:** Hansen said the contractor had requested and had been granted a ten day extension to complete the project. No action taken.
  - b. **CDBG-EAP Project (Acquisition Of Certain Properties In Floodplain) – Update.** **Discussion:** No new information. No action taken.
  - c. **Hiring Process For DPW Worker I Position.** **Discussion:** Hansen informed the committee that eighty applications were received, that five individuals had been interviewed by the Public Works Director and the Clerk/Treasurer and that the Public Works Director was following up with a second interview next Saturday. It was expected that the position would be filled soon. No action taken.
  - d. **Clerk/Treasurer Fox Lane Communication.** **Discussion:** Hansen forwarded a handout with an estimate for asphalt and an estimate for double chip sealing for the private drive. Thompson questioned why the City was interested in improving a private drive. Hansen noted that improvements to Fox Lane were included in the Garman/Knowlton Stewardship Fund Award. No action taken.
5. **Unfinished Business**
  - a. **Acceptance Of Property Donation - 120 West Madison Street (item on hold per Mayor).** **Discussion:** Thompson said Bill Springer had acquired the property and that it was no longer being offered as a donation. No action taken.
  - b. **Consideration Of 2011 Proposed Street Projects For Budget & Planning Purposes.** **Discussion:** The committee reviewed the Schreiber Anderson & Associates (SAA) handout. Gene Weihert raised no objection to the 2011 proposal and noted that Waterloo Water & Light was working on an Inflow and Infiltration study which should be taken into consideration when determining future street projects. **Motion:** Moved by Forman, seconded by Abell to direct SAA to proceed with the design work for a 2011 street & utility project to include portions of Rood Avenue and Adams Street as described in the August 24, 2010 memorandum presented by SAA. **Roll Call Vote:** Ayes: Forman, Abell & Sievert. Noes: None. Motion carried.
6. **New Business.** None.
7. **Future Agenda Items And Announcements.** None.
8. **Adjourn.** **Motion:** Sievert moved, seconded by Abell to adjourn. **Voice Vote:** Motion carried. Time was approximately 6:20 p.m.

Attest:

  
Morton Hansen  
Clerk\Treasurer



# City of Waterloo

Mo Hansen  
Clerk/Treasurer      Phone: 920.478.3025  
136 North Monroe Street      Fax: 920.478.2021  
Waterloo, WI 53594  
Email: [cityhall@waterloowis.com](mailto:cityhall@waterloowis.com)

**To:** Mayor Thompson & Council  
**From:** Mo Hansen, Clerk/Treasurer  
Gary Yerges, Public Works Director  
**Date:** September 23, 2010  
**Re:** Hiring of Department of Public Works Employee: Worker 1 Position – Chad Yerges

---

This position is funded as part of the 2010 budget. The filled position brings the total number of department employees to four.

### Hiring Process Background

The job announcement was posted on the municipal website, emailed to a Waterloo area contact list, published in the Courier, along with the Watertown newspaper. The job announcement was posted to the Wisconsin Department of Workforce Development's job center website.

Eighty applications were submitted. The Public Works Director and Clerk/Treasurer ranked all applicants and narrowed the field of candidates to five. Interviews were conducted and the candidates were ranked again. Background checks were conducted on two candidates.

Yerges has accepted an offer and has begun work October 4, 2010.

### Chad Yerges

Yerges is a graduate of Waterloo High School and has been employed as a Landscape Foreman and a Meat Cutter Supervisor.

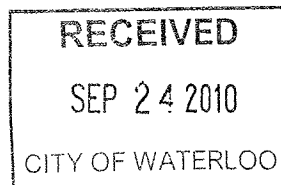


# Land Service Company

222 North Midvale Boulevard  
Madison, Wisconsin 53705

September 22, 2010

CITY OF WATERLOO  
Attn: Mo Hansen  
136 N Monroe St.  
Waterloo, WI 53594



Dear Mr. Hansen:

Thank you for contacting Land Service Company regarding a proposal to provide real estate services for the South Monroe Street and Van Holten Redevelopment projects. We believe we are well-suited to meet all of your real estate acquisition needs.

Enclosed you will find our Proposal for Services. It breaks out costs for the various components of the process and sets forth an estimated total cost (not to exceed) for the work. I have also included an overview of the acquisition process, which generally describes how we intend to approach the project and communicate with your office. Lastly, I have provided an overview of our company, which includes a list of our many clients, past and present.

Please contact me with any questions or comments you may have regarding this proposal. We are always excited to take on new projects and work with new clients. We look forward to an enjoyable and successful working relationship with the City of Waterloo.

Sincerely,

A handwritten signature in cursive script, appearing to read "Tom Leuker".

Tom Leuker  
President

Phone: 608.238.7300  
Fax: 608.238.7305

## **PROPOSAL FOR SERVICES**

**LAND SERVICE COMPANY OF WISCONSIN (LSC)**, proposes to provide **CITY OF WATERLOO (the City)** with skilled and experienced professional real estate, appraisal and relocation personnel to provide real estate acquisition services for the purchase of up to seven parcels of land in the South Monroe Street and Van Holten Redevelopment projects.

These services shall include but not be limited to landowner identification and title report, appraisal and appraisal review, document preparation, negotiation and acquisition, relocation assistance, recording of documents, and any other necessary work to be agreed upon by both parties.

The City shall provide oversight and final approval of matters of negotiation with affected landowners.

LSC shall furnish the necessary superintendence, labor, supplies, equipment, notaries and transportation for the professional execution and performance of work to be assigned. LSC personnel may be removed by the City upon one (1) week's notice for good reason.

Acquisition services shall be performed in accordance with procedures set forth in Chapter 32, Wisconsin Statutes, which governs the acquisition of real estate interests under Eminent Domain law. It is understood that all acquisitions will be voluntary and conducted without the threat of Eminent Domain.

LSC will pursue the work with diligence and cooperation and maintain complete project files and records as required by the City.

LSC shall report progress orally or in writing as required by the City.

LSC shall work as an Independent Contractor to the City.

### **INSURANCE**

LSC maintains insurance coverage for general liability, automobile liability, umbrella coverage, and worker's compensation/employer's liability. LSC also maintains professional liability coverage under separate policy. Insurance certificates are attached hereto.



## COMPENSATION FOR SERVICES

Real Estate Services shall be performed at the following rates:

RIGHT OF WAY AGENT	\$60.00 per Hour
MILEAGE	\$0.50 per mile or maximum allowable by IRS

LSC shall coordinate activities of title, appraisal, appraisal review, and relocation services. Associated fees shall be paid by LSC and billed to Waterloo at cost plus 10%.

LSC shall be reimbursed expenses as actual for all maps, copies, recording fees, telephone charges, or any other materials that may be required by Waterloo.

## ESTIMATED COST (NOT TO EXCEED)

Services will be billed on a time and material basis. The estimated cost for services (not to exceed) shall be:

Title Reports (7 parcels)	\$ 2,100
Appraisal (6 reports)	\$17,600
Appraisal Review	\$ 3,300
Relocation Plan	\$ 2,200
Business Relocation (2 parcels)	\$ 6,600
Negotiation (5 property owners)	\$12,500
Recording fees, other expenses	\$ 500
<b>TOTAL</b>	<b>\$44,800</b>

## BILLING

Waterloo shall be billed by LSC on a monthly basis for services and reimbursable charges. Waterloo agrees to promptly pay LSC by check. For any bill outstanding more than 30 days Waterloo may be billed interest at 18% per annum.

---

**CONTACT**

All correspondence and any other contact shall be directed to:

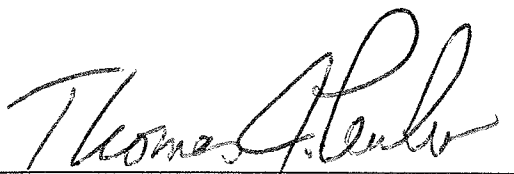
CITY OF WATERLOO  
Attn: Mo Hansen  
136 N Monroe St.  
Waterloo, WI 53594  
(920) 478-3025  
cityhall@waterloowi.us

LAND SERVICE COMPANY  
Attn: Tom Leuker  
222 N. Midvale Blvd.  
Madison, WI 53705  
(608) 238-7300  
tleuker@landservicecompany.com

**SUBMITTAL AND ACCEPTANCE**

This Proposal is hereby submitted, by  
LAND SERVICE COMPANY

This Proposal is hereby accepted, by  
CITY OF WATERLOO



Thomas J. Leuker, President

Date: 9-22-10

\_\_\_\_\_

Date: \_\_\_\_\_

## **OVERVIEW OF THE ACQUISITION PROJECT**

The City of Waterloo has identified seven properties it wishes to acquire for the South Monroe Street and Van Holten Redevelopment projects. These acquisitions will involve a total of 5 landowners. Land Service Company proposes to pursue acquisition of the desired properties in the following manner:

### **INITIAL CONTACT**

Land Service Company will meet with City officials to gain a full understanding of the scope of the project. This will include a discussion of the need for the project, any background information on the properties and their owners, how decision making will take place, dispute resolution, project timeline, and other matters germane to the projects.

The LSC agent will make an initial contact with all landowners, to describe the city's desire to purchase the subject properties, and to gauge the landowners' interest in selling. If there is interest, then the agent will describe how the acquisition process will work and alert the landowner to the next step, which will be the appraisal of the property. In some cases, plans will be made for an initial visit by a relocation specialist.

This approach is designed to have an open and honest conversation with the property owners, and to establish the agent as the primary point of contact. By pre-qualifying the interest of the property owner, unnecessary expenditures can be avoided on uninterested parties.

### **TITLE, APPRAISAL, AND RELOCATION**

If the landowner decides to move ahead, LSC will order a full title search on each of the subject properties. This search will not only determine the owner(s) of record, but also identify all known liens and encumbrances.

The appraiser, John Rolling, will then be notified to make contact with the landowners. He will inspect the property and prepare a full narrative appraisal, to be used as the basis for an initial offer. All appraisals will be reviewed by review appraiser Ronald Polacek.

The relocation specialist, Donald Spenner, will be contacted to prepare a relocation plan. He will contact the property owner to determine their situation and begin preparations for relocation assistance. It is anticipated that there will be one, and potentially two properties eligible for relocation assistance.

---

## **INITIAL OFFER**

All appraisals and the relocation plan will be submitted to Waterloo for review. Offers to purchase will be prepared based on the appraised value of the property.

The initial offer will be made to the landowner. They will be presented with an offer to purchase, the appraisal, a pamphlet describing the rights of landowners under Wisconsin Eminent Domain law, a list of landowners affected by the project, and a map of the project area. It will be explained to the landowner that all acquisitions will be voluntary and that the City of Waterloo does not intend to acquire any properties by exercising the right of eminent domain. However, in accordance with state statutes, the pamphlet must be given to the landowner and it serves as a useful guide for the acquisition process.

If the property is eligible for relocation assistance, the relocation specialist will also be at the meeting to describe how the relocation process works.

If the landowner accepts the offer, the agent will present the proper papers for signature and prepare for closing.

If the landowner does not accept the offer, he/she/they will be informed that they have the right to get a second appraisal, at the city's expense, provided that second appraisal is completed within 60 days of the initial offer.

## **SECOND OFFER**

If the landowner decides to get a second appraisal, the agent will periodically follow up with the landowner to make sure that the appraisal will be completed within the allotted 60 days. Once the second appraisal is provided, the agent will then review the report, compare it to the first appraisal, and submit the appraisal to the City for review and recommendation.

The agent will then make a second offer to the landowner and attempt to reach an agreement. If the offer is not accepted, the agent will attempt to identify what the outstanding issues are. This will be communicated back to the City to determine whether an agreement can be reached.

---

## **ACCEPTANCE AND CLOSING**

Once negotiations have been successfully concluded, preparations will be made for closing. Closing will be scheduled to occur at a location of the City's choosing, either at the title company or at city hall.

Most of the subject properties are used for storage. The property owners will be required to remove all of their possessions from the building prior to closing. Following the clean out, the agent will meet with the landowner to inspect the property and determine whether the condition is suitable for closing.

## **RELOCATION ASSISTANCE**

If the property owner is eligible for relocation assistance, the relocation specialist will work with that property owner to locate a suitable replacement property and determine the dollar amount of relocation expenses. It is possible that the landowner will choose not to relocate and accept a financial settlement. All negotiations in this regard will be subject to City review and approval.

## **COMPLETION**

After all negotiations have been completed and transactions closed, all acquisition files will be turned over to the City for archiving.

---

# Land Service Company



222 North Midvale Boulevard  
Madison, Wisconsin 53705

Headquartered in Madison, Wisconsin, **LAND SERVICE COMPANY** has been serving utilities and government since 1972 as a *cost-effective provider of quality real estate services*. The company presently employs approximately 25 people, primarily acquisition agents working in the field for various clients.

The company's strength lies in real estate. LSC has extensive experience in many areas, including:

*Right of Way Acquisition*  
*Purchases and Sales of Fee Interests*  
*Appraisal and Review*  
*Relocation Assistance*

*Leasing*  
*Zoning and Permitting*  
*Abstracting*  
*Damage Settlement*

**Clients** Land Service Company has served a wide variety of clients, including:

**Utilities** - in the acquisition of land rights for electric, gas, water and telephone.

**Government agencies** - in securing rights of way for highway, utility and other projects.

**Telecommunications Firms** - in site acquisitions for wireless communications.

**Private Industry** - Obtaining land rights for wind farms and privately owned utility services.

A list of past and present clients can be found below.

The company's negotiation and appraisal professionals are well-versed in acquiring land rights in compliance with Chapter 32 of Wisconsin Statutes, Eminent Domain, which sets forth the requirements for condemnation on public and utility projects. The right of way agent's key role is to be an effective communicator, serving as a liaison between the client company, engineers, surveyors, construction contractors, regulatory agencies and - most importantly - landowners. In this role we stress the importance of gathering complete and accurate information, thoroughly maintaining contact diaries and field files and understanding the overall mission of the project. We serve as an advocate for landowners, treating them courteously, with honesty and integrity, and helping them to understand the acquisition and construction process.

With nearly 40 years of experience, Land Service Company has a well-established track record of professional service and client satisfaction. We look forward to being of service to you.

Phone: 608.238.7300  
Fax: 608.238.7305

---

## LAND SERVICE COMPANY CLIENTS – PAST AND PRESENT

We Energies - Wisconsin Gas Company  
American Transmission Company  
Alliant Energy – Wisconsin Power and Light Company  
Madison Gas and Electric Company  
Dairyland Power Cooperative  
Kinder Morgan - KN Energy  
Wisconsin Public Service Corporation  
ANR Pipeline Company  
Oneok Partners – Guardian Pipeline  
Calpine - Skygen Energy Corporation  
Enron – Badger Land Development Company  
Xcel Energy – Northern States Power Company  
American Electric Power Company  
EcoEnergy  
Acciona Wind Energy  
SBC Ameritech  
Verizon  
Mid-Plains Telephone  
Chequamegon Telephone Cooperative  
Data Tel Communications Service  
Henshue Construction  
McLeod USA  
U S Cellular  
SBA Communications  
Norlight Communications  
Adams Columbia Electric Cooperative  
Sun Prairie Water and Light Commission  
Gulf Interstate Engineering  
EN Engineering  
Power Engineers  
Capital Engineering  
Power Systems Engineering  
Kapitan Engineering  
The Staubach Company  
Brodhead Utilities  
Juneau Utilities  
Wisconsin Dells Water and Light Utility  
Muscodas Utilities  
Jo Carroll Energy Cooperative  
City of Middleton, Wisconsin  
City of Columbus, Wisconsin  
Village of Waunakee, Wisconsin  
City of Harmony, Minnesota  
Motorola  
Riverland Conservancy  
Wisconsin Department of Transportation  
Wisconsin DOT – Bureau of Aeronautics

---

