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| **Image result for wisconsin roads and buildingsWisDOT Real Estate News** | |
| Post date | For internal WisDOT Real Estate staff and consultants only! |

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| 06/07/18  Staff changes | ***Staff changes***   * Darla Doescher, nc region, retired. * Dennis Rhodes, ne region, retired. * Michael Marchese, central bureau, new student intern. * Nicholas Thyseen, central bureau, new student intern. * Tracy Pearson, sw region-La Crosse, accepted position of litigation coordinator. |
| 06/0718  REPM/Form updates | ***Latest*** [*REPM*](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm.aspx) ***&*** [*RE Form*](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm-forms.aspx) ***updates***  Reminder – News about any policy and procedural updates per the REPM and related form updates will be posted and will remain posted on the homepage of the REPM for six (6) months, then will drop off. It is each users’ individual responsibility to periodically go to the online version of the REPM to look for special announcements and to stay abreast of important update information. We try to repeat some information in the RE News as a reminder and in other communications for clarification where needed, but the REPM is the ‘official publication’ for formal policy information and procedural guidance.  REPM/Form updates   * [Categorical Exclusion Checklist Guidance](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/cnslt-rsrces/environment/cecguidxcsland.pdf) - not an "RE" form new 04/18   + Goes with [Categorical Exclusion Checklist (CEC)](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/cnslt-rsrces/environment/2015-cec.docx) - also not an "RE" form * [Conceptual Stage Relocation Plan Template](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/conceptual-plan-boiler-plate.docx) (unnumbered; environmental) link added 03/18 * [Relocation Appeal Process](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/RE1035-relo-appeal-process.docx) (RE1035) updated address 03/18 * [Rights of Landowners Under Wis Eminent Domain Law](https://doa.wi.gov/Legal/32.05_May%202018.pdf) [Wis Stats 32.05] updated 05/18 * Wis Relocation Rights [business](https://doa.wi.gov/Legal/Business%20Relocation_May%202018.pdf) [Wis Stats 32.185-32.27 & Wis Adm Code Ch 92] updated 05/18 * Wis Relocation Rights [residential](https://doa.wi.gov/Legal/Residential%20Relocation_May%202018.pdf) [Wis Stats 32.185-32.27 & Wis Adm Code Ch 92] updated 05/18   REPM language updates   * [Section 2.4 - Appraisal Field Work](http://apwmad0p4145:37108/dtsdManuals/re/repmchap2/2-4-appraisal-field-work.pdf)updated 03/18 * [Section 2.6 - Appraisal Formats](http://apwmad0p4145:37108/dtsdManuals/re/repmchap2/2-6-appraisal-formats.pdf)updated 03/18 * [Section 2.8 - Common Appraisal Problems](http://apwmad0p4145:37108/dtsdManuals/re/repmchap2/2-8-common-appraisal-problems.pdf) updated 03/18 * [Section 2.10 - Appraisal Waiver Valuation Methods](http://apwmad0p4145:37108/dtsdManuals/re/repmchap2/2-10-waiver-of-appraisal-provision.pdf) updated 03/18 * [Section 2.12 - Review Appraiser Standards, Responsibilities and Qualifications](http://apwmad0p4145:37108/dtsdManuals/re/repmchap2/2-12-review-appraisers-standards.pdf) updated 03/18 * [Section 3.4 - Early and Advanced Acquisitions](http://apwmad0p4145:37108/dtsdManuals/re/repmchap3/3-4-donations-temp-interests-right-of-entry.pdf) updated 03/18 * [Sub-Section 5.4.4 - Expenses Incidental to Property Transfer](http://wisconsindot.gov/dtsdManuals/re/repmchap5/5-4-residential-moving-payments.pdf) updated 03/18   Also see   * [Real Estate Delegation Table](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/delegation-table.docx) updated 06/18 |
| 06/07/18  READS updates | ***Key READS updates*** *-* Dozens of fixes/enhancements made since last fall, most notably:   * Added a new "READS Relocation Parcel Checklist" under the Parcel->Relocation->Documents tab. Template can be viewed from REPM/Forms page, see [READS Relocation Parcel Checklist](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/reads-relo-parcel-checklist.docx) (unnumbered). * Modified the "Log Report" to provide a tool to assist with deleting all but the most current version of a document, especially in the case of recorded documents. The report shows documents in each parcel log on a project sorted by document type and date. * You can now generate the [Statement to Construction Engineer](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/READS1528.pdf) (RE1528 - READS template) on a project basis containing a document for each parcel within the project. * The READS Log "remembers" where you were. For example, if you go to page 7 and view/edit a document, when you click Cancel, you will go back to page 7. * Sort buttons have been added to column headers on READS screens and reports. * In case you missed it, you can now click the "show all" box in the READS logs and avoid log pages altogether. |
| 06/07/18  Payment requests | ***Fiscal Year-End READS payments and project balances***  Re-sending this as a reminder… Just a couple of things to keep in mind as we approach the end of the fiscal year (June 30th): 1) June 19th is the last date you can submit a payment request to get a check by the 4th of July. 2) If you run one of the PeopleSoft queries to find a project balance, be sure to put FY2018 in the Budget Reference field. This will give you the actual project balance. (After July 1st, you’ll put FY2019 in the Budget Reference field.) Let me know if you need help with the PeopleSoft queries. Let me know if you have any questions, thanks!  Becky Sorensen  WisDOT – DTSD Real Estate; (608) 267-3856  4822 Madison Yards Way, 5th Floor South, Madison, WI |
| 06/07/18  W9’s for rent loss and litigation payments | ***W9 forms for rent loss and litigation payments***  Here is a quick update/review of our process for rent loss and litigation payments:   1. Payment requests for those payment types are created the same way as the incidental payment type. You pick the payee/vendor from the STAR vendor table pop-up in READS. 2. If your payee isn’t listed in the STAR vendor table, they’ll have to fill out a W9 form (see: <http://dotnet/fiscalservices/docs/irs-w9.pdf>). 3. We recently lost Anita (Joy) Prado to another state agency, so you can email the completed W9 forms to me now ([rebecca.sorensen@dot.wi.gov](mailto:rebecca.sorensen@dot.wi.gov)) and I’ll forward them as appropriate. I’ll also let you know when your payee/vendor is in the STAR vendor table. If you prefer, you can now send your completed W9 forms directly to [DOTDBMFiscalServices@dot.wi.gov](mailto:DOTDBMFiscalServices@dot.wi.gov). Include the following blurb in your email: *“This person/business is not providing services to DOT.”* That blurb eliminates the need for the additional STAR Vendor Information form. Someone from Fiscal Services will let you know when your vendor has been added to PeopleSoft. Keep in mind the fiscal services folks aren’t the least bit familiar with READS and wouldn’t know how or when the vendor information appears in READS, but I’ve noticed it seems to update overnight. So, once you’ve been notified that your vendor is in PeopleSoft, you can do your READS payment request the next day. If you’d rather not deal directly with Fiscal Services, feel free to keep sending your forms and questions to me. 4. FYI, I’ve started sending litigation checks to DOJ via UPS overnight because our incoming and outgoing inter-d mail now goes thru a sorting/distribution facility on the other side of town, which has added days to inter-d delivery. Happily, this delay was temporary. Inter-d mail going out of Hill Farms now arrives at DOJ the next business day.   Becky Sorensen  WisDOT – DTSD Real Estate; (608) 267-3856  4822 Madison Yards Way, 5th Floor South, Madison, WI |
| 06/07/18  WisDOT Secretary Letterhead | ***Updated WisDOT Secretary Letterhead***  For internal staff, from our dotnet [Administrative items](http://dotnet/dtsd/technical/realestate/admin.htm) page, look for [Letterhead](file://dotnetdocsp/docs/dtsd/technical/realestate/techdir/wisdot-ltrhd-secretary.docx) - WisDOT blank template Word |
| 06/07/18  Interesting reads | ***Some suggested reading...*** IRWA/[Right of Way Magazine](https://www.irwaonline.org/members/publications/archives-2015-present/)   * [Scenic Easements](https://eweb.irwaonline.org/eweb/upload/web_mar_apr_18_ScenicEasement.pdf); [Serious Impacts of Encroachments](http://www.irwaonline.org/eweb/upload/web_mayjun_18_YoungPro.pdf);[Understanding Your Puzzle Piece](https://eweb.irwaonline.org/eweb/upload/web_mayjun_18_TeamBuilding.pdf); [Wetlands](https://eweb.irwaonline.org/eweb/upload/web_mayjun_18_Wetlands.pdf); and, [Rethinking Fee Simple](https://eweb.irwaonline.org/eweb/upload/web_mayjun_18_FeeSimple.pdf).   We’d also like to give a little “shout-out” to Kema Williams, sw region, for being a published in the IRWA magazine. She was mentioned in the Scenic Easements article. Our very own, Ed Singer, from sw region and now with WisDOT Rails & Harbors, is also mentioned. Congrats Kema and Ed! |
| 06/07/18  Upcoming training | ***Internal training ‘FREE’*** (by invitation only; approval required)   * Right of Way Acquisition/Negotiation Training presented by FHWA’s Marshall Wainwright; 8:30 am – 4:00 pm; Chem Lab Training Rm at Madison Truax Bldg, across parking lot from sw regional office. * Remember also to forward [Sherry Miner](mailto:sherry.miner@dot.wi.gov) information about Real Estate related meetings, events, training, user groups, conferences, and other need to know dates and information to be added to our internal statewide [Real Estate calendar](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/calendar.docx). |
| 06/07/18  Appraisal master contract groups ending/starting | ***New appraisal master contract groups starting 07/01/18***  Reminder: Our current grouping of appraisal master contracts will close effect June 30, and the newly solicited/newly approved appraisal master contract grouping starts effective July 1. Internal staff only can view all current approved master contracts from our [Contracts](http://dotnet/dtsd/technical/realestate/contracts/index.htm) page on the dotnet; once there, look for Real Estate’s [all-inclusive master contracts list](file://dotnetdocsp/docs/dtsd/technical/realestate/contracts/re-all-master-contract-list.xls) Excel. |
| 03/09/18  Appraisal master contract open solicitation | ***Important for all interested appraiser consultants (new and returning)***  A new solicitation for Real Estate appraisal services through the WisDOT master contract process goes live at about noon on March 14, 2018. Deadline to apply with notice of interest (NOIs) materials will be by no later than posted time (TBA) on March 28, 2018 - *Late applications cannot be considered.*   * Selections will be posted April 30th. This new appraisal services master contract grouping will become effective on July 1, 2018. Note important system/application process changes! If you are a consultant, make sure you’ve already signed-up and are set to go in the new WisDOT Masterworks system!!!   New!!! All NOIs (application materials) for master contracts must be submitted electronically using WisDOT’s new [Masterworks](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/contracts/masterworks.aspx). If any consultant firms have not yet created an account in Masterworks, you must do this first, before you can apply, using [this sign-up form](https://wisdot.masterworkslive.com/Modules/MWISDOT/ConsultantRegistration.aspx).  See these consultant specific quick start guides:   * [Assign roles](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/cnslt-rsrces/contracts/masterworks/quick-guides/assignRoles.pdf) * [Contract approval](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/cnslt-rsrces/contracts/masterworks/quick-guides/contractApproval.pdf)   Also see:   * [Masterworks manual - consultant](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/cnslt-rsrces/contracts/masterworks/mw-consultant.pdf) * [Masterworks manual - consultant administrator](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/cnslt-rsrces/contracts/masterworks/mw-consultant-admin.pdf) * [Summary of consultant roles and permissions in Masterworks](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/cnslt-rsrces/contracts/masterworks/cnslt-roles.pdf)   NOTE: If you are unsure if your firm has a consultant administrator contact established; or, if have any other questions or issues with the new Masterworks system, please send an email directly to this address: [WisDOTmasterworks@dot.wi.gov](mailto:WisDOTmasterworks@dot.wi.gov). |
| Updated 02/16/18  Hill Farms move | ***Hill Farms move day...*** Real Estate/Utilities/Access folks will be moving to ***new*** Hill Farms building on **February 27, 2018**. Beginning then, use these updated addresses:  **Inter-D US Mail** *(same PO & Zip)* **GPS Street Address**  FirstName LastName FirstName LastName Wisconsin Department of Transportation  WisDOT – DTSD Real Estate WisDOT – DTSD Real Estate 4822 Madison Yards Way  4822 Madison Yards Way 4822 Madison Yards Way Madison, WI 53707  5th Floor South 5th Floor South  Madison PO Box 7986  Madison WI 53707-7986  *For internal staff only:* [Hill Farms project information](http://dotnet/facilities/management/hf-project-info.htm) |
| 02/18  Appraisal master contracts | * ***Must have info for all interested appraiser consultants & regional RE staff***   A new solicitation for Real Estate appraisal services through the WisDOT master contract process goes live at about noon on March 14, 2018. Deadline to apply with notice of interest (NOIs) materials will be by no later than posted time (TBA) on March 28, 2018. Selections will be posted April 30th. This new appraisal services master contract grouping will become effective then on July 1, 2018.  Important system/application changes! All NOIs (application materials) must be submitted electronically using WisDOT’s new [Masterworks](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/contracts/masterworks.aspx). If any consultant firms have not yet created an account in Masterworks, use [this sign-up form](https://wisdot.masterworkslive.com/Modules/MWISDOT/ConsultantRegistration.aspx). If you are unsure if your firm has a consultant administrator contact [WisDOTmasterworks@dot.wi.gov](mailto:WisDOTmasterworks@dot.wi.gov). *See quick start guides:*   * [Masterworks quick start guide - consultant](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/cnslt-rsrces/contracts/masterworks/mw-consultant.pdf) * [Masterworks quick start guide - consultant administrator](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/cnslt-rsrces/contracts/masterworks/mw-consultant-admin.pdf) * [Summary of consultant roles and permissions in Masterworks](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/cnslt-rsrces/contracts/masterworks/cnslt-roles.pdf) |
| 02/18  2018 consultant wage rates | ***$$$pecial*** [consultant notices](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/notices/default.aspx)  “The maximum escalation factor for 2018 is 1.7% WisDOT reviews the factor annually and makes revisions as appropriate. This factor is effective immediately for new negotiations. Consultants may apply wage escalation to estimates of work to be performed based on the relationship of the consultant's normal cycle for wage increases and the timing of work performed under the contract. Current pay rates along with dates of anticipated increases should be shown in supporting fee computations in accordance with FDM 8-10 Attachment 30.1. (Jan. 11, 2018)” |
| 02/18  REPM/Form updates | ***For everyone -* Latest** [REPM](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm.aspx) **&** [RE Form](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm-forms.aspx) **updates...**  Important reminder!!! - Per standard practice, key REPM language and/or form updates will be formally announced on the cover (homepage) of the REPM. Any announcements specific to policy and procedural updates as included in the REPM and to any related forms will remain posted on the cover (homepage) of the REPM for six (6) months, then will drop off. It is each users’ individual responsibility to periodically go to the online version of the REPM to look for special announcements and to stay abreast of important update information. We try to repeat some information in the RE News as a reminder and in other communications for clarification where needed, but the REPM is the ‘official publication’ for formal policy information and procedural guidance.   * Per our WisDOT Real Estate management team, effective 01/26/18, we’ve suspended use of the current Real Estate Customer Surveys and survey process. Regions are no longer required and, in fact, should have already ceased mailing or emailing customer surveys to property owners as part of our WisDOT highway projects. We are in the process of updating READS and related parts of the REPM to reflect this immediate procedural change. As a replacement, we are in the final stage of rolling out a simplified/easy-access and more broad-based survey tool that once finalized, will simply be posted to our WisDOT/RE [Highway Projects & Your Property](http://apwmad0p4145:37108/Pages/doing-bus/real-estate/hghwys-yourland/default.aspx) page.   + Customer Satisfaction Survey - Appraisal Acquisition (RE1020 - READS template) deleted/obsolete 01/26/18   + Customer Satisfaction Survey - Nominal Acquisition (RE1021 - READS template) deleted/obsolete 01/26/18   + Customer Satisfaction Survey - Relocation (RE1022 - READS template) deleted/obsolete 01/26/18 * Wisconsin required DOA publications/brochures updated   + [Rights of Landowners Under Wis Eminent Domain Law](https://doa.wi.gov/Legal/32.05_September%202017.pdf) [Wis Stats 32.05]  updated 09/17, but not posted by DOA until 01/18   + Wis Relocation Rights - [business](https://doa.wi.gov/Legal/Business%20Relocation_September%202017.pdf) [Wis Stats 32.185-32.27 & Wis Adm Code Ch 92] updated 09/17, but not posted by DOA until 01/18   + Wis Relocation Rights - [residential](https://doa.wi.gov/Legal/Residential%20Relocation_September%202017.pdf) [Wis Stats 32.185-32.27 & Wis Adm Code Ch 92] updated 09/17, but not posted by DOA until 01/18   *Two procedrual changes coming soon!* 1) Watch for announcements and REPM guidance increasing the base waiver of appraisal threshold; and, 2) changes to valuation amounts for surplus property. |
| 02/18  Staff changes | ***Staff changes...***   * Tyler Wenig – Statewide acquistion and litigation coordinator has left for a career in the big city of Chicago; former Madison central/bureau office   + Note: In this interim period, all activities relating to REPM/Chapter 3: [Acquisition](http://apwmad0p4145:37108/dtsdManuals/re/repmchap3/chapter3.pdf) and Chapter 4: [Litigation](http://apwmad0p4145:37108/dtsdManuals/re/repmchap4/chapter4.pdf) are being handled by [Norman Pawelczyk](mailto:norman.pawelczyk@dot.wi.gov); 608-266-2362 * Shirley Bradley – Statewide right of way certification coordinator has retired; former Madison central/bureau office   + Note: In this interim period, all activities per REPM/[3.10 Right of Way Certification Process](http://apwmad0p4145:37108/dtsdManuals/re/repmchap3/3-10-rw-cert-process.pdf) are being handled by [Patti Cronin](mailto:patti.cronin@dot.wi.gov) 608-267-4877 (alternate [Norman Pawelczyk](mailto:norman.pawelczyk@dot.wi.gov)) * Erin Kube – SW real estate specialist has moved to a new position outside of RE, but still within WisDOT; former SW region |
| 02/18  Interesting reads | ***Some suggested winter reading...***   * IRWA/[Right of Way Magazine](http://www.rightofwaymagazine-digital.org/rightofway/january_february2018#pg1): Of particular interest, see article *“Just Compensation: The Art of Winning”* pg 29 and *“Leveraging URA Tools to Improve Parcel Deliver”* pg 32. |
| 12/17  Surplus property activity $$$ | ***For everyone - Help spread the word*** 🗣  Tell friends, neighbors, interested paying customers ☺ to visit our comprehensive ‘WisDOT Surplus land and property for sale or lease’ site at [http://wisconsindot.gov/Pages/doing-bus/real-estate/landsales/default.aspx](http://apwmad0p4145:37108/Pages/doing-bus/real-estate/landsales/default.aspx). To view specific parcels and structures currently advertised as available for sale or lease, visit each regional page for details:   * [North Central](http://apwmad0p4145:37108/Pages/doing-bus/real-estate/landsales/landsales-nc.aspx) - Adams, Florence, Forest, Green Lake, Iron, Langlade, Lincoln, Marathon, Marquette, Menominee, Oneida, Portage, Price, Shawano, Vilas, Waupaca, Waushara and Wood * [Northeast](http://apwmad0p4145:37108/Pages/doing-bus/real-estate/landsales/landsales-ne.aspx) - Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Marinette, Oconto, Outagamie, Sheboygan and Winnebago * [Northwest](http://apwmad0p4145:37108/Pages/doing-bus/real-estate/landsales/landsales-nw.aspx) - Ashland, Barron, Bayfield, Buffalo, Burnett, Chippewa, Clark, Douglas, Dunn, Eau Claire, Jackson, Pepin, Pierce, Polk, Rusk, Sawyer, St. Croix, Taylor, Trempealeau and Washburn * [Southeast](http://apwmad0p4145:37108/Pages/doing-bus/real-estate/landsales/landsales-se.aspx) - Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington and Waukesha * [Southwest](http://apwmad0p4145:37108/Pages/doing-bus/real-estate/landsales/landsales-sw.aspx) - Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Jefferson, Juneau, La Crosse, Lafayette, Monroe, Richland, Rock, Sauk and Vernon   Download, print, and otherwise make available our informational sheet on [How WisDOT sells surplus lands](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/selling-surplus-land.pdf); you can also send this as an attachment via email or by simply linking to it. |
| 12/17  WI Statewide Parcel App | [cid:image002.jpg@01D36507.9C409150](https://maps.sco.wisc.edu/Parcels/)***For everyone – updated DOA app news!***  The Wisconsin Department of Administration/State Cartographer’s Office recently updated the Wis Statewide Parcel App – check it out: [Wisconsin Statewide Parcel App](http://maps.sco.wisc.edu/Parcels/); [Wisconsin Statewide Parcel Map REST Services](http://mapservices.legis.wisconsin.gov/arcgis/rest/services/WLIP); [Wisconsin Statewide Parcel Map Webpage](http://www.sco.wisc.edu/parcels/data/) (for statewide downloads (as file geodatabase), individual county downloads, schema documentation, zoning data downloads, and more). |
| 12/17  Good reads! | ***For acquisition agents, appraisers, and relocation practitioners***  We like to gather a few good reads for you from time to time, and here are some suggestions:   * [Court of Appeals Decision; Appeal No. 2016AP2000](https://www.wicourts.gov/ca/opinion/DisplayDocument.pdf?content=pdf&seqNo=198717) Timothy P. Otterstatter, Plaintiff-Appellant, v. City of Watertown, Defendant-Respondent. This court of appeals decision is a recent example of a right to take case being challenged. The case deals with several acquisition, appraisal, and relocation issues, including a right to take challenge. Definitely worth a read! * IRWA’s [Right of Way](http://www.rightofwaymagazine-digital.org/rightofway/november_december2017?pg=1#pg1) magazine (Nov/Dec issue): [Who are your customers?](http://www.rightofwaymagazine-digital.org/rightofway/november_december2017?pg=15#pg15) * IRWA’s [Right of Way](http://www.rightofwaymagazine-digital.org/rightofway/november_december2017?pg=1#pg1) magazine (Nov/Dec issue): [The Nuts and Bolts of Drafting Easements](http://www.rightofwaymagazine-digital.org/rightofway/november_december2017?pg=27#pg27) |
| 12/17  REPM updates | ***For everyone – Latest REPM/Form updates***   * [Agriculture Use and Occupancy Agreement](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/RE1014-ag-lease.pdf) (RE1014) (READS template) (09/17) – updated per compliance with DOT Order 1050.2A - Standard Title VI/Non-Discrimination Assurances * [Farm - Owner Occupant](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/RE1039fo-farmowner.pdf) (RE1039fo - paper only) (11/17) * [Farm - Tenant Occupant](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/RE1039ft-farmtenant.pdf) (RE1039ft - paper only) (11/17) * [Quit Claim Deed - State Purchase](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/RE1562-quit-claim-deed-state-pur.pdf) (RE1562) (READS template) (09/17) - Important update! This deed has been corrected to reinstate required appeal language, which was inadvertently and mistakenly deleted at some point. * [Quit Claim Deed - State Grantor](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/RE1563-quit-claim-deed-state-grantor.pdf) (RE1563) (READS template) (09/17) – updated per compliance with DOT Order 1050.2A - Standard Title VI/Non-Discrimination Assurances. * [Searching Expenses Record](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/READS1960.pdf) (RE1960) (READS template) (11/17) - some updates on form; see email from Kassandra Walbrun dated October 31, 2017 for some reminders and tips. |
| 12/17  BEM READS Survey | ***For READS users; an optional BEM survey***  [BEM Systems](https://bemsys.com/)Hey READS users! BEM Systems, through PAECETrak, is the company responsible for delivering our READS system. They have developed a short end-user survey that is totally optional for you to complete, but we think the results could be of value to WisDOT. Take a couple minutes to complete the survey, so they can continue to better serve our needs. Thank you!   * Start survey now <https://www.surveymonkey.com/r/THWWFWSX>. |
| 12/17  RE statewide calendar | ***For everyone – 2018 statewide Real Estate calendar entries***  A reminder! As we move towards 2018, remember to keep forwarding [Sherry Miner](mailto:sherry.miner@dot.wi.gov) information about important Real Estate related meetings, events, upcoming training, user groups, conferences, and other need to know dates and information to be added to our internal statewide [Real Estate calendar](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/calendar.docx). |
| 12/17  2017 Statewide RE Conference | ***2017 Statewide Real Estate Training Conference – final wrap-up...***   * Thank you again to EVERYONE who participated and made this event possible ☺   View and download [presentation materials](ftp://ftp.dot.wi.gov/dtsd/bts/realestate/dot-re-conf-2017/) (Note: Not all items presented are available for download.) |
| 07/31/17  ‘New’ DOA expired check policy | ***Subject: ‘New’ expired check policy from DOA***  When a property owner has held onto one of our checks for more than one year after the check date and then wants a new check, the expired check must be sent to Becky Sorensen so she can include it with her request to DOA for a new check. Please include a note with the expired check indicating you want it reissued. Note: Do not write anything on the check.  **Becky Sorensen**,Financial Specialist  DTSD/BTS/Real Estate - Hill Farms, Madison |
| 07/31/17  Interesting reads | ***Some suggested summer reading...***   * [AASHTO Journal](http://www.aashtojournal.org/Pages/Default.aspx) * [Public Roads](http://www.fhwa.dot.gov/publications/publicroads/index.cfm) * IRWA/Right of Way Magazine: [Do We Have Time for That?](http://www.irwaonline.org/eweb/upload/web_jul_aug_16_Time.pdf) By Steve Chastain, SR/WA * WisDOT FDM 2-5-1: Chap 2/Sec 5 [Program vs. Project Management](http://apwmad0p4145:37108/rdwy/fdm/fd-02-05.pdf#fd2-5-1) * WisDOT FDM Attachment 1.1 [Project Management Terms](http://apwmad0p4145:37108/rdwy/fdm/fd-02-01-att.pdf#fd2-1a1.1) * WisDOT FDM Attachment 1.2 [WisDOT Acronyms](http://apwmad0p4145:37108/rdwy/fdm/fd-02-01-att.pdf#fd2-1a1.1) * WisDOT REPM / [Definitions](http://apwmad0p4145:37108/dtsdManuals/re/repm/repmdefinitions.pdf) * WisDOT Library / Transportation journals - [reading room](http://apwmad0p4145:37108/Pages/about-wisdot/research/lib/reading-room.aspx) * WisDOT’s [Connector newsletter](http://apwmad0p4145:37108/Pages/about-wisdot/newsroom/newsletters/connector.aspx) * WisDOT [News releases](http://apwmad0p4145:37108/Pages/about-wisdot/newsroom/default.aspx) * FHWA [Innovator](http://www.fhwa.dot.gov/hfl/innovator/) * FHWA [Focus](http://www.fhwa.dot.gov/publications/focus/index.cfm) * Transportation Info Center/UW Madison [Crossroads](https://epd.wisc.edu/tic/topics-and-resources/crossroad-newsletter-archives/) * [Transportation rules within the Wisconsin Administrative Code](http://docs.legis.wisconsin.gov/code/admin_code/trans) * [Wisconsin Statutes](http://docs.legis.wisconsin.gov/statutes/prefaces/toc) (in numerical order) * [TRB Publications Index](http://pubsindex.trb.org/) |
| 07/31/17  Modern interactive signature styles | ***Update your look...*** Here’s an idea! Take a fresh look at your signature block; does it represent today’s technology? Your professional image? Think about an update! *Suggested format...*  **John F. Smith**  **Image result for signature stylesReal Estate Specialist**  **WisDOT/Real Estate –** [**Highway projects and your property**](http://apwmad0p4145:37108/Pages/doing-bus/real-estate/hghwys-yourland/default.aspx)  **4802 Sheboygan Ave., Rm 501**  **P.O. Box 7986**  Signature Styles  **Madison, WI 53707-7986**  **608-2XX-XXXX**   |  | | --- | |  | |
| 07/31/17  Bookmark these three webpages!   |  | | --- | | Only three web places you need to know about for WisDOT Real Estate.  If anything is missing, we can get it posted.  Email updates to: [DOT DTSD BTS Statewide Real Estate](mailto:btsrealestate@dot.wi.gov) | | |  |  |  | | --- | --- | --- | | #1) **WisDOT dotnet Real Estate home**  **For staff**  **dotnet Home** Internal staff only: <http://dotnet/dtsd/technical/realestate/index.htm>  **For consultants**  **Key tools for internal RE staff all in one place:**   * Acquisition * Appraisal * Contacts * Contracts * Litigation * Local public agency oversight * Miscellaneous / general ‘must have’ tools * Property management * Quick links * READS * Real Estate Program Manual w/Forms * Relocation * Statutes * Surplus lands * Title search tools * Training resources | #2) **Real Estate's "go to" site for our consultants**  Internet linkWorld Wide Web [http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/default.aspx](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/default.aspx)  **Key tools for RE consultants all in one place:**   * Department-wide consultant tools * General resources - 'must-have' RE specific materials * Highway projects and your property * Local Public Agency (LPA) – acquisition guidance * RE Newsletter * READS access * REPM w/Forms * Solicitation instructions / special consultant notices * Solicitation schedule / current postings * Statewide RE map * Statewide RE phone list * Surplus land and property for sale or lease postings * Title search resources * Utilities | #3) **Welcome to highway projects and your property**  **For public**  Internet link World Wide Web [http://wisconsindot.gov/Pages/doing-bus/real-estate/hghwys-yourland/default.aspx](http://apwmad0p4145:37108/Pages/doing-bus/real-estate/hghwys-yourland/default.aspx)  **Key tools for RE citizens/customers all in one place:**   * WisDOT InternetContacts – Doing business w/WisDOT RE * Info – basic federal citizen rights * Info – basic WI citizen rights * Related highway RE information – permits; projects; partnerships * Rights of landowners / relocation rights pamphlets * Solicitation and general consultant tools/information * Statewide WisDOT Real Estate contacts   **For public**   * Surplus land and property for sale or lease   **WisDOT Real Estate Mission:** To provide customer focused real estate leadership and guidance in support of division and department goals for a quality statewide transportation system. | |
| 06/15/17  Staff changes | ***Staff changes...***  Haley Dengel – New Utility Intern; Madison centra/bureau office  Jesse Lucas – New RE intern; Madison central/bureau office  Kelly Becker – New LTE; SW region (La Crosse office)  Kent Gross – New RE agent in NE region  Petar Djordjevic – New RE intern; Madison central/bureau office  Scott Damuth – SE region is retiring after 27 yrs w/WisDOT (46 total yrs of service); thank you Scott **☺**.  Ward Anderson – Former LTE; statewide relocation services (headquartered in NE region) recently passed away; Ward will be greatly missed ☹. |
| 06/15/17  REPM and form updates | ***For everyone -* Latest REPM & form updates...**  [REPM](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm.aspx):   * [Chapter 10 Outdoor Advertising Signs](http://apwmad0p4145:37108/dtsdManuals/re/repmchap10/chapter10.pdf) (06/17) - 45 pages; all new! * [Section 5.7 Business Move Expenses](http://apwmad0p4145:37108/dtsdManuals/re/repmchap5/5-7-business-moving-expenses.pdf) (06/17) - no policy change; just rewrite of subject areas 5.7.10 and 5.7.11 for purpose of better clarity.   [REPM](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm.aspx)/[Forms](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm-forms.aspx) (includes: approved informational handouts; worksheet, etc.)  *These are each a part of Chapter 10 - Outdoor Advertising Signs (paper only):*   * [Appendix A](http://apwmad0p4145:37108/dtsdManuals/re/repmchap10/appendix-a-sign-flowchart.docx): Flowchart for Acquiring or Relocating Off-Premise Signs (best viewed if printed on 11x17 paper; or, can be resized down to 11x15 (legal size) * [Appendix B](http://apwmad0p4145:37108/dtsdManuals/re/repmchap10/appendix-b-proposed-realighnment-ltr.docx): Sample (5r) letter; Notice of Proposed Realignment of Sign * [Appendix C](http://apwmad0p4145:37108/dtsdManuals/re/repmchap10/appendix-c-ch10-definitions.docx): Definitions specific or pertinent to REPM/Chapter 10 * [Appendix D](http://apwmad0p4145:37108/dtsdManuals/re/repmchap10/appendix-d-sign-inventory-maint-notice.docx): Sign Inventory Maintenance Notification (RE2242) * [Appendix E](http://apwmad0p4145:37108/dtsdManuals/re/repmchap10/appendix-e-ratio-worksheet.docx): Worksheet for determining ratio of outdoor advertising sign repair costs to replacement costs (RE2240)   *These are each a part of Chapter 5 - Relocation:*   * [Residential - Tenant Occupant](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/RE1039rt-residtenant.pdf) (RE1039rt - paper only) updated 06/17 * [Tangible Loss & Substitute Use - Relocation Worksheets](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/RE1050-tangible-loss-substitute-wrkst.docx) (RE1050 - paper only) new 06/17 |
| 06/15/17  JO Tips | ***For everyone -* See highlighted area in “red” below; we thought we should share this step again as a reminder to everyone; per REPM.** 3.9.7 Notice of Jurisdictional Offer ([s. 32.05(4) Wis. Stats.](http://nxt.legis.state.wi.us/nxt/gateway.dll?f=templates&fn=default.htm&vid=WI:Default&d=stats&jd=32.05(4))) The notice may be given by personal service similar to the service of a circuit court summons, or it may be transmitted by certified mail. If service is by mail, "service" shall be deemed completed on the date of mailing. The 20-day performance period is computed by excluding the first day and including the last day. If the 20th day falls on a weekend or legal holiday, the due date is the next regular business day. Note: Prior to issuing the JO, it should be reviewed by the regional litigation coordinator for accuracy. When the owner is a minor or incompetent person, the JO shall be served upon his/her legal guardian. If there is no guardian, proceed under [s. 32.15, Wis. Stats.](http://nxt.legis.state.wi.us/nxt/gateway.dll?f=templates&fn=default.htm&vid=WI:Default&d=stats&jd=32.15), to have a guardian to be appointed. The condemnor is liable for the reasonable fees of such special guardian. If the owner or mortgagee is unknown or cannot be found, these procedures must be followed:   1. Ask Clerk of Courts in county where property is located if there is an official county newspaper. 2. Request publication of a legal notice in that newspaper. A JO is a Class 1 notice, meaning it requires one insertion. 3. Get “affidavit of publishing” from newspaper. 4. Coordinate date of publication to ensure that date of JO is same as date of publication. Ensure manager/supervisor’s name is printed on JO as issuer. 5. Wait 20 days.   File Lis Pendens within 14 days of JO publication. |
| 06/15/17  Master contracts | ***Consultant master contracts* - Several RE contracts end June 30th; and, the new full-service eminent domain RE master contract grouping starts July 1st.**  DTSD/Consultant Services will update our Work Order Request forms as soon as possible. As a quick reference tool for internal staff only, see [all-inclusive master contracts list](file://dotnetdocsp/docs/dtsd/technical/realestate/contracts/re-all-master-contract-list.xls) Excel. Each current NOI is linked under the vendor name. Contracts are grouped by effective date and by type (e.g., appraisal, eminent domain [full service], etc.). List is updated as needed. For any crossed-out names, “no” work orders may be issued until further notice. |
| 06/15/17  RE1532 (09/2016 - READS template) | *C:\Users\dotssm\AppData\Local\Temp\SNAGHTML29268d29.PNG****For anyone producing the PCA form* - Important!**  To ensure project cost information gets processed as needed, everyone MUST be using the [Project Cost Allocation / Encumbrance](http://apwmad0p4145:37108/Documents/formdocs/READS1532.pdf) (RE1532 - READS template) (dated: 09/2016). This means every PCA form must be generated directly from within READS. The most current READS template for the PCA is dated 09/2016 and uses the number, RE1532. Sorry, but any other version/any other date/any other form number cannot be accepted. |
| 06/15/17  New! WisDOT’s Consultant contract management system -Masterworks | ***For consultants and program admns (anyone working with consultant contracts)* - WisDOT’s new Masterworks is here!**  A message went out to all consultants from the Consultant Services mailbox to let them know that WisDOT’s new Masterworks contract management program has gone live. A separate message was sent to consultant admins to inform them how to get set up for the June 28th publication. See full message in attached email from WisDOT Consultant Services. In addition, there are examples, exercises, and quick start guides. Consultants go here for more on Masterworks: [http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/contracts/masterworks.aspx](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/contracts/masterworks.aspx); internal staff, see: <https://wisdot.sharepoint.com/sites/dtsd/bpd/cspm/csu/SitePages/Masterworks.aspx>. |
| 06/15/17  End of FY master contract deadlines | ***For consultant activities and contract specialists* - new Chap 84 FY deadlines.**  The attached Fiscal Year End Memo from OPFI introduces new deadlines pertaining to [Chapter 84](http://docs.legis.wisconsin.gov/statutes/statutes/84.pdf) contracts that we did not have prior to PeopleSoft. Because there is no throwback period for encumbrance transactions in PeopleSoft, OPFI has introduced a new cutoff date for Chapter 84 contracts as well as a period when we cannot sign any contracts, work orders, or change orders.   * No contracts (other than construction engineering), work orders, construction engineering authorization to proceed letters, or amendments can be signed in the central office or the region after Friday, June 23. If there are extraordinary circumstances, it may be possible for me to sign something on June 26-28, but don’t count on it. * All work orders, construction engineering authorization to proceed letters, or amendments signed in a region/statewide bureau must be on their way to central office by the close of business on Friday, June 23. * New contracts (other than construction engineering), unsigned work orders and amendments in the central office that have not been signed by June 23 will be held until after the July 4 holiday and encumbered as FY18 contracts.   Contracts, work orders and amendments to be signed by me in central office for encumbrance in FY18 should be clearly marked when they are submitted. We will not be signing FY 18 contracts until after July 4. If there are FY18 contracts that need to be executed by me prior to July 5, I need to know about them as soon as possible so we can work out an appropriate solution. Under the current contract approval process along with the new encumbrance cutoff, it is unlikely that new contracts received by DTIM after Wednesday, June 7 will be encumbered in FY17.    Randy Knoche, CPA Chief of Audit and Contract Administration  Bureau of State Highway Programs Wisconsin Department of Transportation (608) 266-1824 |
| 06/15/17  READS letterhead updates | ***For everyone – WisDOT letterhead updates/fixes in READS***  You may have noticed some slight differences lately to WisDOT letterheads’ coming out of READS and that is because the template has been updated slightly. READS is still having some trouble figuring out how to specify a normal top margin on page 2 of two-page letters. For now, you will continue to have to modify the header in Word after the letter generates for any two or more page letters. |
| 06/15/17  SharDocs folders – the protocol and the benefits | ***For all internal WisDOT RE staff only! -* Clean up underway for SharDocs folders, see** [**\\mad00fph\N4Public\BTS\RealEstate\ShareDocs**](file://mad00fph/N4Public/BTS/RealEstate/ShareDocs)  “Hi” all; secret ShareDocs folder police here ☺ - First, let us just say that it’s good our ShareDocs folder system has become such a popular place for people to store stuff; however, we MUST keep it organized, cleaned-up, and cleaned-out. Most important, we should be using the ShareDocs folder ONLY as a place to store and share meeting handouts. WisDOT ShareDocs file folders were established and named as such for staff to recognize them as being the place to save and share meeting handouts, special event presentations, etc. While not a perfect communication or storage solution, it is a reasonable way to keep a record of what was handed out at meetings. It is easy to use and pretty slick for gathering and sharing all your meeting related materials. One strict rule is that if/when you do save docs under the SharDocs folders, you must indicate on those copies if they are being shared in a “draft” format, or “for discussion only,” or as “final” approved copy.  Feel free to create other shared work material folders in other areas of our N drive as needed. But, please do NOT place items under the ShareDocs folder structure unless it is truly for a meeting (a regular and recognized workgroup activity; some special events okay).  Best practice is for meeting facilitators to save discussion materials to a BTS/RealEstate/ShareDocs file folder; then, simply provide a link to that folder in the email invite you create to attendees; this would be instead of attaching docs directly to emails. Simply linking to the ShareDocs folder is the easiest, most cost-efficient and uniform way to share materials, see:   * Getting Started [\\mad00fph\N4Public\BTS\RealEstate\ShareDocs\get-started](file://mad00fph/N4Public/BTS/RealEstate/ShareDocs/get-started); * How to Name Folders [\\mad00fph\N4Public\BTS\RealEstate\ShareDocs\get-started\How-to-Name-Folders.doc](file://mad00fph/N4Public/BTS/RealEstate/ShareDocs/get-started/How-to-Name-Folders.doc); and, * How to Search [\\mad00fph\N4Public\BTS\RealEstate\ShareDocs\get-started\How-to-Search.doc](file://mad00fph/N4Public/BTS/RealEstate/ShareDocs/get-started/How-to-Search.doc). |
| 06/15/17  WisDOT writing style guide | ***For everyone* - here again is our official *‘WisDOT Style Guide for Print Products & Webpages’*** *(rev. Feb. 2015)*. Happy reading ☺  See: [http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/tools/style.aspx](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/tools/style.aspx)  *“The Wisconsin Department of Transportation style guide is for WisDOT employees and contractors who prepare department information for publication. This includes print materials, PowerPoint presentations, and websites. In some cases, guidelines for web documents may differ from those of print documents. This resource is designed to give the department's public information products a consistent, uniform look and style. Our goal is to produce and provide clear and concise informational materials, which are easily understood by our customers. If you have additional questions or need clarification on writing style, the Office of Public Affairs staff is here to help. Contact OPA at (608) 266-3581 or send us an email.”*  Related tips and additional info for internal staff only at <http://dotnet/opa/opapolicies.htm>. |
| 06/01/17  REPM and form updates | ***For everyone - Latest REPM & form updates...***   * [REPM Intro/Overview](http://apwmad0p4145:37108/dtsdManuals/re/repm/repmintro.pdf) section has been updated to incorporate Code of Federal Regulations 23 CFR §710.201 Grantee and subgrantee responsibilities describing * (a) Program oversight; (b) Organization; and, (c) ROW manual updates; updated terminology and other references throughout to clarify key points. For a better flow of information, significant reorganization and rearranging has also been done throughout for better information flow. * Watch for REPM/Chapter 10: Outdoor Advertising Signs (billboards) – *coming soon!*  |  | | --- | | *Email message per Becky Sorensen:* If you create READS payment requests, you’ll want to take a look at the updated [Payment Request Checklist](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/RE1002-pay-request-checklist.docx). At first glance, it doesn’t look any different than the one you’ve been using, but this latest version does include quite a few tweaks PLUS a list of helpful tips, reminders, and answers to common questions. Here are a few highlights:   * *NEW!* You no longer need to combine all payment supporting docs into one bundle! Yes, you read that correctly! Just be sure the supporting docs are in the READS log. * *#1 Reason for Check Delays:* Wrong names on conveyance documents. Please update your Participants screens in READS *before* generating conveyance documents. * *See the revised* [*Chapter 7*](http://apwmad0p4145:37108/dtsdManuals/re/repmchap7/chapter7.pdf) in the REPM (Real Estate Program Manual) for descriptions and examples of payment types; also see [Real Estate Payments Quick Reference Guide](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/re-payment-guide-by-statute.pdf).   As always, let me know if you have any questions.  *Consultants: Please forward this new information to your staff who create READS payment requests. Thank you!*  Becky Sorensen |  * [Payment Request Checklist](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/RE1002-pay-request-checklist.docx) (RE1002) has been updated and expanded to include a supplement. See copy of email notice... |
| 06/01/17  DocuSign Pilot | ***For everyone - DocuSign pilot.***  We are piloting the use of DocuSign for Purchase Agreements and for other possible uses. Early indications are this will be a good tool, but right now, we only have licenses for handful of NE region staff. Mitch Burki of our NE region reports, *“One example of this technology that has been tested with very positive results has been where we need to follow-up with property owners on W-9 information.”*   * + Notes: Standards and best practices as we move forward in expanding our use of DocuSign will be to continue completing all available and established form fields as they currently exist directly in READS. Meaning, please limit the use of DocuSign features to only the signature and date field boxes. DocuSign is also not applicable at this time and should not be used on any documents needing to be notarized. |
| 06/01/17  READS tips, tricks... | ***READS - Latest tips, tricks, etc....***   * READS Log   + Recorded copies of documents should be barcode scanned into the Log. Consultants must select Document Type “Conveyance” when attaching recorded copies of documents.   + “Show All” check box (top right of log screen) allows you scroll through all log entries.   + After selecting “Show All”, search within the log by using ‘ctrl+f’.   + Avoid saving emails as ‘.msg’ files for log; rather, save emails as a PDF before uploading.   + Remember to remove duplicates, drafts, etc. that are not needed from the log.   + The “Replace” button is ONLY for replacing a Word .docx file with another Word .docx Word file. To replace a Word .docx with a PDF, delete the Word .docx and attach the new PDF.   + We have two barcode scanning coversheet options now from the project log. 1) Scan to “project” log as usual. 2) Create 1 coversheet for every parcel in the project at once. Useful when scanning hardcopy deeds to the parcel logs for an entire project. * Avoid using “Open Latest” from the READS document screen. This option will only open the last generated document. It ignores scanned copies of the document. * When staff roles changes, remember to make role related updates in READS. * READS ticklers: ‘Completed Task’ tickler is working as expected. Other READS tickler functions are still being tweaked and not fully functional. * Shirley Bradley, BTS-RE (central bureau Madison) continues to generate emails to the regions to prompt you in beginning the project closing process. * Litigation coordinators are reminded to check the calculated appeal end date when multiple conveyances are recorded on a parcel.   The full READS User Group meeting minutes (from May 2017 meeting) can be opened, viewed, and printed directly from here...    Internal staff will also be able to access the full meeting minutes now and in the future from our Bureau of Technical Services/Real Estate SareDocs 2017 READS (May) meeting folder at: [\\mad00fph\n4public\BTS\RealEstate\ShareDocs\2017\READS-May](file://mad00fph/n4public/BTS/RealEstate/ShareDocs/2017/READS-May). |
| 06/01/17  Title search contract progress | ***For everyone – Progress on the Real Estate title search contract.***  The core central bureau RE office title services contract committee met again this week to discuss and summarize responses we received from the greater committee, and we are happy to report that good progress is being made. Thank you everyone who took the time to respond with issues and suggestions to be included in our new RE title services contract. We are continuing to moving forward towards a new and much improved RE title services contract. |
| 06/01/17  Appraisal tips | ***For appraisers – Larger parcel vs. separate entity discussion; these need to be truly separate.***  The part taken is NOT the same as separate entity; but separate entity is a sub-set of the part taken. Every appraisal should have a larger parcel discussion and should indicate whether a separate entity, which has its own standalone value, exists or not. See REPM/Section [2.6](http://apwmad0p4145:37108/dtsdManuals/re/repmchap2/2-6-appraisal-formats.pdf) – Appraisal Format and Sub-Sections [2.2.1](http://apwmad0p4145:37108/dtsdManuals/re/repmchap2/2-2-rules-of-just-compensation.pdf) - Separate Entity and [2.2.2](http://apwmad0p4145:37108/dtsdManuals/re/repmchap2/2-2-rules-of-just-compensation.pdf) - Contributory Value of Part Taken. The discussions of the larger parcel, the part taken and separate entity will be refined in the coming months as the REPM is updated. |
| 06/01/17  User groups | ***For internal staff primarily - A review of TSS & Real Estate user group protocol and best practices.***  A reminder for user groups of common framework, format, organization, expectations, membership and makeup:   * A designated regional TS chief should be included on the invite and should attend each meeting. * Any handouts or other materials presented at meetings for discussion must be clearly marked as either “DRAFT” “For Discussion Only” or as “Final” as appropriate. * Anyone wishing to attend, must clear it with their immediate supervisor, and must let the organizer know if you are planning to attend. * Attendees are responsible and expected to communicate key points back to their closest peers, managers and/or workgroups. * Consultants must request permission to attend from organizer and, otherwise, will be invited on an ad hoc basis. * Meeting minutes (notes) should be taken and provide enough detail to document decisions, action plans and deadlines for activities. Meeting minutes approved at the previous meeting should be posted to each user group’s dotnet page. * Organizers should post draft agendas (as they are developing and continue to get updated) and will post final agendas internally to the appropriate respective dotnet pages of: [Access management](http://dotnet/dtsd/access/index.htm); [Acquisition](http://dotnet/dtsd/technical/realestate/acquisition/index.htm); [Appraisal](http://dotnet/dtsd/technical/realestate/appraisal/index.htm); [Contracts](http://dotnet/dtsd/technical/realestate/contracts/index.htm); [Litigation](http://dotnet/dtsd/technical/realestate/litigation/index.htm); [Local Public Agency (LPA) information](http://apwmad0p4145:37108/Pages/doing-bus/local-gov/astnce-pgms/aid/lpa-re-info.aspx); [Property management](http://dotnet/dtsd/technical/realestate/propertymanage/index.htm); [Relocation](http://dotnet/dtsd/technical/realestate/relocation/index.htm); and [Surplus lands](http://dotnet/dtsd/technical/realestate/surplus/index.htm). Meeting minutes should be posted (or linked from the ShareDocs folders) to these same internal (dotnet) webpages. * Our Wisconsin FHWA (federal) Real Estate rep should be invited to attend and participate. * The supervisor responsible for the user group will work in coordination with the organizer and should help to actively facilitate the meeting; monitor progress of the agenda; maintain order; acknowledge decisions made; and, clarify action plans. * User group organizers will typically be one of the central bureau (Madison office) statewide coordinators (a.k.a., statewide facilitators). The organizer can decide on location, format, and largely the content of the meeting(s), depending on needs and issues needing to be addressed as well as needs and interests of the group. Organizers should communicate location, call-in and other meeting information, to include the proposed agenda, as early as practical. For consistency, meeting organization details (location, call-in numbers, background or support info, handouts, etc.) should be included directly onto and made a part of each agenda as basic information. Organizers will also be responsible for reserving and coordinating all reservations, equipment, technology needs, instructions to attendees, etc. * User groups should be sized appropriate for the work needing to be completed. Size of user groups is not one size fits all. That being said, typically, each region is expected to participate and should send a representative(s). To help reduce costs and maximize staff time, WisDOT best practice is to limit in-person attendance and instead, adopt a ‘train the trainer’ standard. Staff attending will therefore be responsible for actively participating and should expect to represent the needs of their region or their workgroup. Regional reps should find a substitute if they cannot make a meeting as expected. |
| 06/01/17  Good sense tips | ***For everyone – “A Conference Call in Real Life”*** (Requires **YouTube** access; speakers on/volume up▲)  Click, listen and learn **☺**:  <https://www.youtube.com/watch?v=DYu_bGbZiiQ&feature=em-share_video_user>   * #1 issue and reminder! For anyone not currently speaking, PLEASE know how to use the “mute” button! * Again, everyone not currently talking should ALWAYS have their personal speakers muted, and best practice would be for any satellite speakers to be muted as well if they are near anyone who does not actually have the floor to be speaking. * Appoint a moderator as well as a technical (equipment) troubleshooter and otherwise, someone to act as the “voice traffic controller,” prior to the call. * Everyone involved should try to limit as much background noise as possible. * For all participants, don’t be afraid of silence, and remember silence doesn’t always imply consent or agreement. If appropriate, invite follow-up through a more private or personal means. * For all participants, keep side conversations to a minimum. * For participants sitting around the room, if there are satellite speakers, PLEASE be reminded and careful about private side conversations. We tend to forget those small satellite speakers can pick up side conversations; and, the extra chatter/extra background noise adds to the difficulties for others to hear the main point of the conversation. * For participants, review handouts, prepare ahead, and be present. Try to limit those situations where you have to say, “I’m sorry, I wasn’t paying attention; could you repeat the question?” * For speakers, remember some people may not recognize your voice. Even if you think, “everyone knows me,” best practice is to begin by saying, *“This is...”* * Get a good headset; and, know how to use it – test everything prior to calls. * Have a backup plan and method available to connect, just in case original call plan fails. * Organizers and speaks should make a point to speak directly to call-in participants to ensure engagement and continued participation. * Presenter should know how to mute main connection and tell participants do the same. * Test connections and know how main call features work prior to any live conference call. * Try to avoid speakerphones, if possible, because they echo and present clarity challenges. |
| 04/11/17  REPM language & REPM/form updates | ***Property managers; appraisers; and, acquisition agents (as needed) -*** REPM language and form updates. Users should start using the updated forms immediately and do create time to review the update to REPM/6.5 (it is long, complex, and detailed).  REPM form updates:   * [Appraisal Order Request - Surplus Parcel](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/RE1046-appr-order-req-surplus.docx) (RE1046 - paper only) (03/17) - Small updates made throughout, but most updates are to terminology; we also now have an area to suggest the surplus property appraisal report format and to apply a preliminary marketing category determination. * [Appraisal Report Complex - Surplus Property](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/RE1008-appraisal-rpt-complex-surplus.docx) (RE1008) (03/17) - Significant updates throughout. Please review! (Note: previous name, 'Appraisal Report [Standard Detailed Format Surplus Parcel]'). * [Appraisal Report Non-Complex - Surplus Property](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/RE1006-appr-rpt-noncomplex-surplus.docx) (RE1006 - paper only) (03/17) - Significant updates were also made to this template. (Note: previous name, 'Appraisal Report Short Format Surplus Parcel'); on 03/03/17, two additional check boxes were added to cert statement area. * [Assessed Valuation Method Spreadsheet](http://apwmad0p4145:37108/dtsdManuals/re/repmchap6/assessed-value-spreadsheet.xlsx) (03/17) - Brand new! To be used for surplus property valuations; instructions per updated REPM/6.5. * [Average Unit of Comparison Valuation Spreadsheet](http://apwmad0p4145:37108/dtsdManuals/re/repmchap6/avg-compare-method-spreadsheet.xlsx) (02/17) - Brand new! To be used for surplus property valuations; instructions are per updated REPM/6.5.   REPM language updates:   * [Section 6.5 Surplus Land Disposal](http://apwmad0p4145:37108/dtsdManuals/re/repmchap6/6-5-surplus-land-disposal.pdf) (03/17) - Please review and pay especially close attention to terminology changes. Significant updates to surplus valuation methods and processes are described in this updated section; also see related surplus appraisal forms (RE1046; RE1006; RE1008; Average Unit of Comparison Valuation Spreadsheet; and, Assessed Valuation Method Spreadsheet - each linked above); additional updates have been included throughout this REPM section specific to surplus land disposal processes, associated letters and template documents.   Questions, comments, etc. for any of these updates should be directed to BTS-RE, either [Greg Thompson](mailto:gregory.thompson@dot.wi.gov); (608) 261-8618 or [Sherry Miner](mailto:sherry.miner@dot.wi.gov); (608) 266-2370. |
| 04/11/17  Acquisition FAQ project | ***For acquisition agents -*** We recently came across a list of WisDOT Real Estate FAQs that appears to have been developed years ago, but we believe would have value today. As such, we have started an initiative to update it for staff to use as tool and to better our outreach to the public. We will post it to our [WisDOT/RE highway projects and your property](http://wisconsindot.gov/dtsdManuals/re/re-staffresources/For%20acquisition%20agents%20-%20We%20recently%20came%20across%20a%20list%20of%20WisDOT%20Real%20Estate%20FAQs%20that%20appears%20to%20have%20been%20developed%20years%20ago,%20but%20we%20believe%20would%20have%20value%20today.%20As%20such,%20we%20have%20started%20an%20initiative%20to%20update%20it%20for%20staff%20to%20use%20as%20tool%20and%20to%20better%20our%20outreach%20to%20the%20public.%20%20We%20will%20post%20it%20to%20our%20WisDOT/RE%20highway%20projects%20and%20your%20property.%20Patti%20has%20offered%20to%20start%20the%20ball%20rolling%20for%20the%20update%20process.%20Her%20plan%20is%20to%20draft%20an%20update,%20have%20some%20key%20folks%20review%20it,%20and%20amend%20as%20necessary.%20As%20part%20of%20this%20effort,%20we%20are%20asking%20the%20regions%20to%20submit%20some%20of%20the%20more%20frequent%20or%20difficult%20questions,%20and%20of%20course,%20we%20would%20like%20to%20hear%20your%20response%20so%20we%20can%20add%20those%20to%20this%20list%20of%20FAQ%20(and%20answers).%20Our%20hope%20is%20for%20this%20simple%20exercise%20to%20provide%20some%20uniformity%20while%20still%20allowing%20flexibility%20and%20ultimately%20produce%20another%20tool%20for%20helping%20to%20create%20better%20communications%20between%20our%20agents%20and%20property%20owners). Patti has offered to start the ball rolling for the update process. Her plan is to draft an update, have some key folks review it, and amend as necessary. Our goal is that this simple tool will help the staff and provide both uniformity and flexibility in communicating with the public. We welcome your comments and suggestions.  Patti Cronin, BTS-RE, LTE  Wisconsin Department of Transportation  [patti.cronin@dot.wi.gov](mailto:Patti.cronin@dot.wi.gov) (608) 267-4877 |
| 04/11/17  DOR property assessment resources | C:\Users\dotssm\Desktop\revenue_logo.png***For property managers and appraisers -*** A reminder from Tyler about some key assessment-related resources from the Wisconsin Department of Revenue (DOR). Feel free to reach out to Tyler if you have any questions.   * [eRETR PAD](https://prd.wamsidp.wisconsin.gov/nidp/idff/sso?id=DORLogin&sid=0&option=credential&sid=0) - property assessment data; accessed with WAMS credentials, with additional restricted access points typically only granted to state and municipal assessors. * [eRETR public look-up](https://propertyinfo.revenue.wi.gov/WisconsinProd/search/commonsearch.aspx?mode=owner) - be sure to ‘accept’, then click ‘RETR Search’ tab to select how you want to search (best to search by address). * [Guide for Property Owners](https://www.revenue.wi.gov/DOR%20Publications/pb060.pdf) - updated regularly; can be good resource for assessment and property tax questions. * [Municipal Assessor List](https://www.revenue.wi.gov/DOR%20Publications/assrlist.pdf) - updated annually.   Tyler C, Wenig, Statewide RE Acquisition & Litigation Coordinator  Wisconsin Department of Transportation  [TylerC.Wenig@dot.wi.gov](mailto:TylerC.Wenig@dot.wi.gov); (608) 266-2053 |
| 04/11/17  Surplus property marketing plan updates | Wisconsin Imagemap***For property management, but all staff can help in our marketing efforts -*** Starting May 1st, we will be running a READS report on the first of every month to update the regional surplus property marketing plans and then posting that updated information to the public. Our WisDOT surplus land and property website is organized by region with additional featured listings that come and go. Watch for changes and updates in May.  See[How WisDOT sells surplus lands](http://apwmad0p4145:37108/Documents/doing-bus/real-estate/landsales/selling-surplus-land.pdf) (printable).  To view specific parcels and structures currently advertised as available for sale or lease, either click the regional area of interest within the map on right or use these text links below:   * [North Central](http://apwmad0p4145:37108/Pages/doing-bus/real-estate/landsales/landsales-nc.aspx) - Adams, Florence, Forest, Green Lake, Iron, Langlade, Lincoln, Marathon, Marquette, Menominee, Oneida, Portage, Price, Shawano, Vilas, Waupaca, Waushara and Wood * [Northeast](http://apwmad0p4145:37108/Pages/doing-bus/real-estate/landsales/landsales-ne.aspx) - Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Marinette, Oconto, Outagamie, Sheboygan and Winnebago * [Northwest](http://apwmad0p4145:37108/Pages/doing-bus/real-estate/landsales/landsales-nw.aspx) - Ashland, Barron, Bayfield, Buffalo, Burnett, Chippewa, Clark, Douglas, Dunn, Eau Claire, Jackson, Pepin, Pierce, Polk, Rusk, Sawyer, St. Croix, Taylor, Trempealeau and Washburn * [Southeast](http://apwmad0p4145:37108/Pages/doing-bus/real-estate/landsales/landsales-se.aspx) - Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington and Waukesha * [Southwest](http://apwmad0p4145:37108/Pages/doing-bus/real-estate/landsales/landsales-sw.aspx) - Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Jefferson, Juneau, La Crosse, Lafayette, Monroe, Richland, Rock, Sauk and Vernon   For general questions, contact WisDOT's statewide surplus land sales program coordinator: Mark Krause; Bureau of Technical Services/Real Estate; [mark.krause@dot.wi.gov](mailto:mark.krause@dot.wi.gov) (608) 266-2572. |
| 04/11/17  Communications | ***For everyone -*** A short lesson in communications from our WisDOT training director: *“Don’t try to fix it; I just need you to listen.”* (Requires **YouTube** access; speakers on/volume up▲)   * Click, listen and learn **☺**: <https://www.youtube.com/watch?v=-4EDhdAHrOg> |
| 04/11/17  Ag land valuation resources | ***For valuation experts -*** Patt recently reminded us about this helpful website for agricultural related information, see: [USDA – National Agricultural Statistics Service](https://www.nass.usda.gov/index.php) info. Once to the site, search by state, and use the publications link (on far right), which will get you to Land Sales, and the annual statistics bulletin. Rental rates for Wisconsin agricultural land are also reported on this website.  Patricia (Patt) Massino, Real Estate Specialist Sr.  WisDot Real Estate; NC Region, Rhinelander Office  [patricia.massino@dot.wi.gov](mailto:patricia.massino@dot.wi.gov); (715) 365-5766 |
| 04/11/17  Importance of designating recorded conveyances in READS | ***Anyone who uses READS -*** As you probably already know, READS is the official location for WisDOT recorded acquisition documents. Other systems are now counting on these documents being in READS. Up until now, we were doing great just making sure parcel documents made it to READS. Now, it is important that we correctly designate the recorded copies of documents so that users of other systems and GIS may locate them. For WisDOT staff, recorded copies of documents should be barcode scanned into the Parcel Log; for consultants, you must select Document Type “Conveyance” when attaching recorded copies of documents to the Parcel Log. The attached instructions provide more detail. Thank you for making sure we follow this process going forward.    Drew Kottke, Right-of-Way Systems Engineer, PE, PLS  Wisconsin Department of Transportation  [drew.kottke@dot.wi.gov](mailto:drew.kottke@dot.wi.gov); (608) 267-9074 |
| 04/11/17  READS ehelps | ***Anyone who uses READS -*** Great news from Camille for eHelps submitters! You are now able to attach a document(s) directly to an eHelp when it is created. This feature should help simplify your explanation and documentation of any problems.  Camille Wilcox, READS IT Consultant Specialist  Wisconsin Department of Transportation  [camille.wilcox@dot.wi.gov](mailto:camille.wilcox@dot.wi.gov); (608) 266-9490 |
| 04/11/17  READS ehelps | ***Staff changes:***   * Joel A. Swanson is the new Real Estate program associate for our Madison/SW region office. * Jessie Prien, Rhinelander/NC office is on special assignment to the Secretary’s office to perform reviews on transportation improvement projects and to make recommendations on efficiencies and cost savings. |
| 03/15/17  REPM language & REPM/form updates | ***Everyone -*** Latest REPM language and form updates...  REPM form updates:   * [Agreement for Purchase and Sale of Real Estate - Short form](http://apwmad0p4145:37108/Documents/formdocs/READS1895.pdf) (RE1895) (02/17) - removed preprinted witness signature blocks, but where a witness is desired or required, witness(es) signature should be clearly and separately shown and should be identified as "Witness to the signature of the grantor." * [Agreement for Purchase and Sale of Real Estate - Long form](http://apwmad0p4145:37108/Documents/formdocs/READS1618.pdf) (RE1618) (02/17) - removed preprinted witness signature blocks, but where a witness is desired or required, witness(es) signature should be clearly and separately shown and should be identified as "Witness to the signature of the grantor." * [Appraisal Report Non-Complex - Surplus Property](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/RE1006-appr-rpt-noncomplex-surplus.docx) (RE1006 - paper only) (03/17) - in February, significant format updates were made (previous form name, 'Appraisal Report Short Format Surplus Parcel'); on 03/03/17, two check boxes were added to cert statement area. Full REPM instructions are still pending, but users should already be using the 03/17 posted update. Questions to BTS-RE/[Greg Thompson](mailto:gregory.thompson@dot.wi.gov); 608-261-8618. * [Payment Request Checklist](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/RE1002-pay-request-checklist.docx) (RE1002 - paper only) (01/17) - a few more minor changes due to STAR. * [Residential Relocation Information - Residential Owner](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/RE1039ro-residowner.pdf) (RE1039ro) (01/17) - updated to mirror required changes and better explain information.   REPM language updates:   * Chapter 5/[Sub-Section 5.3.6 Relocation Advisory Services](http://apwmad0p4145:37108/dtsdManuals/re/repmchap5/5-3-relocation-advisory-services.pdf) (02/17) - identifies a 60-day timeframe of displacee appeals to WisDOT after written denial notification as permissible under federal code. * Sections 2.9; 2.10; 3.1; 3.3; 3.4; 3.5; 3.6; 3.8; 4.2; 6.4; and 6.5 (12/16) - each section has minor updates due to having READS step-by-step processes being removed; READS step-by-step processes will instead will be found only within the [READS reference and training manual](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/cnslt-rsrces/re/reads/trainingref.pdf). * [Section 7.0 Making Payment Requests](http://apwmad0p4145:37108/dtsdManuals/re/repmchap7/7-0-payment-requests.pdf) (12/16) - removed step-by-step READS specific processing activities, updated miscellaneous areas as needed, rearranged sentences and paragraphs for better flow, and included some expanded definitions specific to payment types.   Questions, comments, recommendations for [REPM](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm-forms.aspx) language updates can come to [Sherry Miner](mailto:sherry.miner@dot.wi.gov); 608-266-2370.  For help with new or updated RE forms to be available in a *‘paper only’* format, contact [Sherry Miner](mailto:sherry.miner@dot.wi.gov); 608-266-2370. For help with new or updated RE forms to be available as a *‘READS only’* template, contact [Camille Wilcox](mailto:camille.wilcox@dot.wi.gov) (READS consultant); 608-266-9490. Copies of all current approved WisDOT RE *"paper only"* as well as read only *"READ templates"* will be posted to the REPM/[Forms](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm-forms.aspx) page for reference and for use as appropriate. Only those forms currently posted in a *"paper only"* format may be downloaded and completed directly from the REPM/Forms page; all others shown in a PDF format and listed as a *"READS template"* must be generated within READS. Any version of a form not otherwise identified on the REPM/Forms page is not authorized for use except by special permission. Any form specific to local projects, should be obtained from the [LPA Manual](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/lpa-manual.aspx)/[LPA Forms](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/lpa-forms.aspx). |
| 03/15/17  Staff changes | Image result for staff changes***Staff changes:***   * Brent Pickard is the new TSS Mgr for NW region; no RE supv hire yet to report. * Deb Stensland, starts on March 19 as the new NW RE supv; her headquarters will be in Superior office and serving Eau Claire. * Gavin Rao, Intern/LTE for BTS (Madison) has returned to his homeland of China. * Michael Jenders, Surplus Property Mgr for SE region is on extended military leave; Laura Sadler (consultant) is filling-in for Michael. * Rolanda Barnes, NW region has moved from Real Estate to PDS. * Sue Klokow, Contract Spec for BTS (Madison) is retiring this month.   ***Internal staff and supervisors’ are reminded of online WisDOT RE developed training resources.***  All internal WisDOT Real Estate staff should be aware of our [Training resources](http://dotnet/dtsd/technical/realestate/training/index.htm) link and our [All "in-house" developed original materials](http://dotnet/dtsd/technical/realestate/training/dotdeveloped.htm) dotnet site. This internal ‘staff only’ site contains a large library of past training resources that can be a key resource to new staff or to staff new to certain processes. All new RE staff should also visit our [New Real Estate employee information](http://dotnet/dtsd/technical/realestate/training/new-employee.htm) site for an overview of tools/information specific to RE business. As part of each new employee orientation, new staff and supervisors should also be using this pre-printed standard departmental [supervisor new employee checklist (DT1650)](file://dotdbmn/n2public/BMS/FORMS/DT1650.doc). Questions, ideas, and suggestions specific to RE staff training needs can be directed to either [Sherry Miner](mailto:sherry.miner@dot.wi.gov); 608-266-2370 or [Patti Cronin](mailto:patti.cronin@dot.wi.gov); 608-266-8534. |
| 03/15/17  *CARS update* | ***Everyone/Consultants especially -*** Issues and troubleshooting continues over invoicing in CARS. Please pay close attention to details where multiple subs are involved. Direct questions to regional consultant services staff. |
| 03/15/17  *Contract & work order delays* | ***Everyone -*** Until further notice, all new solicitations and consultant work orders must be vetted through the regional directors. Do anticipate some contracting/work order delays and overall slower turnaround times, and be aware that this extra review step may add extra days, possibly even weeks to your project delivery times. |
| 03/15/17  *New contract activity* | ***Everyone/Consultants especially*** *-* WisDOT has published the [March 2017 Bimonthly Consultant Solicitation](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/solicitations/default.aspx). The [Roster of Eligible Engineering Consultants](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/cnslt-rgistr/roster.pdf), [Contract Awards](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/selections/projectlist-17.pdf), and [Rolling Solicitation](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/slicitations/roller.pdf) have also been updated. [Selections](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/selections/sel-dsn.pdf) for the January 2017 solicitation have also been posted; these include Real Estate selections. Newly selected full service eminent domain Real Estate master contracts will start July 1st (current full service RE contracts will end June 30th). |
| 01/05/17  *READS tips & tricks* | ***READS access info/launch siteEveryone -*** The READS program contains data entry screens, documents, and letters. Sometimes a document does not look the way you expect. The most common reason is that necessary data fields have been left blank. Please enter the necessary information in READS before generating a document. For online help, consultant the “Documents and Letters” pages in the [READS training and reference manual](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/cnslt-rsrces/re/reads/trainingref.pdf) or try your local [READS contact](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/cnslt-rsrces/re/reads/contacts.pdf).  - - - - - - - - - - - - - - - - - - -  ***For relocation agents:*** On relocation screen in READS, remember to update the address on “Replacement tab” to reflect the new address; this tab is meant for replacement property info. |
| 01/05/17  *Payment message field in READS* | C:\Users\dotssm\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\CGWAGUJJ\Snagit1.png***Anyone making payment requests -*** When creating payment requests in READS, remember to use the **Payment Message** field to enter a reason for each payment and reference invoice #. Here are some simple, but good examples for what we need to see: tax parcel # for tax payments, loan # and property owner name for partial release fee payments, account # for utility payments, invoice # for vendor/incidental payments. For RE payment related questions, contact [Rebecca.Sorensen@dot.wi.gov](mailto:Rebecca.Sorensen@dot.wi.gov); (608)267-3856; DTSD/BTS-Real Estate, Madison. |
| 01/05/17  *See ORC, ‘The Acquirer’* | ***C:\Users\dotssm\AppData\Local\Temp\SNAGHTML4702e61f.PNGEveryone -*** We invite you to read, “[A Lay Person’s Guide to Inverse Condemnation](http://orcolan.com/files/onlinepub/newsletter/#1)”  Recommended by Norman Pawelczyk;  Article by Robert Merryman, Senior VP, Special Projects; O.R. Colan Associates, LLC |
| 01/05/17  *LPA consultants* | Image result for bank contact names***Current WisDOT approved LPA consultants -*** Please check your personal contact information on these lists and email [Sherry.Miner@dot.wi.gov](mailto:Sherry.Miner@dot.wi.gov) if anything needs updating:   * [Appraisal consultants](http://apwmad0p4145:37108/dtsdManuals/re/lpa-staffresources/lpa-appraiser-list.xls) - approved for use by LPAs * WisDOT LPA logo[LPA internal staff](http://apwmad0p4145:37108/dtsdManuals/re/lpa-staffresources/lpa-approved-staff/approved-internal-lpa-staff-list.xlsx) - local internal staff approved to perform right of way * [Negotiation/relocation consultants](http://apwmad0p4145:37108/dtsdManuals/re/lpa-staffresources/lpa-approved-staff/lpa-consultant-list.xls) - approved for use by LPAs   - - - - - - - - - - - - - - - - - -  ***To become a WisDOT approved LPA consultant,* contact** [**Kerry Paruleski**](mailto:kerry.paruleski@dot.wi.gov) **(414) 220-5461.**   * For more information, visit our [LPA Real Estate Acquisition Information](http://apwmad0p4145:37108/Pages/doing-bus/local-gov/astnce-pgms/aid/lpa-re-info.aspx) site; also see LPA Manual/[Chapter 2/Sub-section 2.2.1](http://apwmad0p4145:37108/dtsdManuals/re/lpa-manual/lpa-manual-ch2.pdf). Note: Future review/approval processes are currently under review and subject to change. |
| 01/05/17  *Action item –Send us your bank contact lists* | ***Image result for bank contact namesRegional support staff, project managers, and consultants -*** We have talked about it and now we are ready to get serious about exploring options for creating a centralized pool of contact names, address information, etc. for banks, mortgage companies and other financial institutions. We envision a tool that could be viewed and used by everyone and updated by everyone. If you have any specific ideas for making this happen, we would love to hear from you! This might be a perfect application for us to work with new collaborative programs such as SharePoint. This effort is to help expedite mortgage release processes, avoid duplication of efforts, and create efficiencies for sharing and transfer of information. For now, to get a better idea of what currently exist, please forward copies of your list(s) to [Sherry.Miner@dot.wi.gov](mailto:Sherry.Miner@dot.wi.gov) (608)266-2370; DTSD/BTS-Real Estate; Madison. Sherry will be the point of contact to review current resources and will help to coordinate a potentially new and better way of gathering and maintaining this kind of information. |
| 01/05/17  *FHWA sponsored training* | ***RE supervisors/managers/lead staff -*** We have an invitation from our local FHWA office to participate in a series of four webinars on the final rule covering highway regulation on acquisition, management and disposal of real property. There will be four webinars presented by FHWA’s Office of Real Estate Services (HEPR); each covering different areas of the rule updates and meant to assist our realty partners to understand the meaning and applicability of these comprehensive revisions (23 CFR parts 635, 710 & 810). For a description and registration link for each webinar, please see the attached doc; space is limited for each broadcast. For more information, contact FHWA/[rosemary.jones@dot.gov](file://fhwfile01.ad.dot.gov/HOME/jayne.prescott.ctr/Real%20Estate%20Webinars/Realty%20Webinars%202016/Electronic%20Notices%20and%20Offers/rosemary.jones@dot.gov); (202) 366-2042. |
| 01/05/17  *Scenic easement information* | ***Acquisition agents, access staff, appraisers, et al. -*** We have automated scenic easement information. Following the lead of our NW region, the forerunner of automating scenic easement information, our central Bureau of Technical Services-Real Estate (BTS-RE) has just completed a statewide project digitizing scenic easement files that is now available for use by all regions. The statewide scenic easement database includes individual easement deeds, locations by using Google Earth and includes project plats. All is stored in a public drive for everyone to access: [\\mad00fph\n4public\BTS\Scenic\_Easements\00\_Final\_Scenic\_Easements](file://mad00fph/n4public/BTS/Scenic_Easements/00_Final_Scenic_Easements). Reference the attached file for instructions. Specific questions can be directed to intern [Gavin.Rao@dot.wi.gov](mailto:Gavin.Rao@dot.wi.gov); (608) 266-0294. |
| 01/05/17  *New low value surplus property assessment method approved!* | ***Property managers -*** New low value valuation method approved and coming soon! **Image result for low value**After a formal proposal through the lean initiative, we have a new low value assessment method formally approved by the WisDOT Secretary et al. The proposal just approved promises excellent valuation conclusions while drastically cutting administrative costs and processing time. Idea was to create a quick and ease assessment method specifically for low value surplus properties *(valued at up to $15,000)* and deemed as non-marketable and/or limited marketable parcels. Very simply, the new process will be to use currently published, already professionally and locally assessed values, and simply adopt those assessed values as our surplus property market value. Once this method is fully implemented, we estimate being able to get low value properties out on the market with only an hour or two spent on the work effort and no additional admin costs versus the typical three-month turn-around process and sometimes more money spent than we could recapture using the old way. More details to follow; watch for REPM updates. Process will be applied to both inventoried and non-inventoried parcels.  Mark Krause, surplus property statewide coordinator says, “thanks to everyone” who contributed to this effort **☺** |
| 01/05/17  Follow-up to entering DOR as party of interest in READS | ***Anyone making entries in READS –*** See attached instructions; we now have a simple “how to” guide to copy the DOR address. Remember that when adding DOR as a participant or party of interest to any real estate transaction in READS, they need us to make certain that all mail and all other communications go to their designated central location, which must be: Wisconsin Department of Revenue; Attn: Brian Dischler; PO Box 8901; Madison, WI 53708-8901 |
| 01/05/17  Master contract quick facts and key upcoming opportunity | ***http://cdn.business2community.com/wp-content/uploads/2012/08/ConsultantServices21.jpgConsultants and staff -*** Quick facts and basic “how to” info about master contract solicitations. Consultants interested in renewing or pursuing new master contracts need to take personal responsibility to monitor WisDOT’s public postings. From WisDOT’s home page, look for DOING BUSINESS heading in upper blue ribbon; *click* to activate popup window and see dropdown list. In dropdown list, *scroll to highlight* Engineers and consultants topic; from here you get a second popup window with another dropdown list, *click* Solicitations. The [solicitations](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/solicitations/default.aspx) page shows all current (active) solicitations. Looking to left, there is one especially important link, see [bimonthly solicitation schedule](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/solicitations/sched.aspx). So long as you (the consultant) keep track of the dates in that bimonthly solicitation schedule, you should not miss any new master contract opportunity. WisDOT also post a [12 month rolling solicitation](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/slicitations/roller.pdf) list (projected solicitations), but that list is subject to change. When you do see a solicitation to which you are interested, take great care in reviewing [general instructions](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/solicitations/inst.aspx). Be aware that all NOI (Notice of Interest) application materials must be submitted electronically and most important – complete your NOI application according to the specific details of each individual posting; and, watch the deadlines! WisDOT will not send reminders about upcoming solicitation activities or deadlines to apply. Consultants should set ticklers for themselves of the dates in this [bimonthly solicitation schedule](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/solicitations/sched.aspx). Then, check the [solicitation](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/solicitations/default.aspx) page on each of those key dates to view current opportunities. |
| 01/05/17  *Surplus land program is generating money –* ***LOTS****!!!* | ***Property managers -*** Well done people **☺ ☺ ☺ -** Trending from WisDOT’s twitter page in December... |
| 11/18/16  New RE employee training *(for consultants too!)* | ***Everyone:* You asked for it and we responded!** We updated our “resources” presentation to try to create a ‘stand-alone’ online training tool, designed especially for new WisDOT Real Estate employees; new consultants can use this basic orientation tool as well. Staff can sit down at their computer, work at their own pace, and be able to get at least some basic and universal information about our most used, most needed, and required statewide WisDOT Real Estate tools and resources. This presentation would probably be most appropriate for someone within his or her first week of starting. Be aware that it will take at least 30 minutes to get through the material even quickly, and could take much longer to look at all the links and get more familiar with each of the tools and resources introduced. Since we can’t always get to everyone, all the time, we hope this online training will help to get everyone “on board” just a little faster and a little easier no matter where they located or what their actual job. Send comments to: [Sherry Miner](mailto:sherry.miner@dot.wi.gov); 608-266-2370  Here are your permanent links:   * **Internal WisDOT staff** - from our dotnet [Real Estate ‘Training resources’](http://dotnet/dtsd/technical/realestate/training/index.htm) page, go to [New Real Estate employee information](http://dotnet/dtsd/technical/realestate/training/new-employee.htm), and look for New[New Real Estate employee orientation](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/resources.pptx) PowerPoint. * **Consultants** - from your ‘[Bureau of Technical Services – Real Estate](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/default.aspx)’ launch page,  under the [General resources](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/re-staffresources.aspx) tab, look to bottom of page for [WisDOT Real Estate tools & resources](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/resources.pptx) - new employee/new consultant orientation **new!**   *Note: This presentation uses Microsoft PowerPoint and is best viewed in “slide show view.”* |
| 11/18/16  Acquisition agents | **Image*Acquisition/negotiation agents:*** Mr. Tyler Wenig, our new statewide acquisition/litigation coordinator based out of Madison, is tentatively planning for an acquisition/negotiation agent user group meeting to be held February 1-2; actual location still to be decided. If you are interested in being a part of this user group, please speak with your supervisor/manager. In addition, let Tyler know any topics of interest for the agenda.  [Tyler Wenig](mailto:tylerc.wenig@dot.wi.gov), 608-266-2053, WisDOT RE statewide acquisition coordinator |
| 11/18/16  DOR as party of interest in READS | ***Anyone making entries in READS:***  **~ Important processing news from Wisconsin Department of Revenue (DOR) ~**  When adding DOR as a participant or party of interest to any real estate transaction in READS, DOR needs all mail and all other communication to be received at a central location and has requested that we use only this address:  Wisconsin Department of Revenue  Attn: Brian Dischler  PO Box 8901  Madison, WI 53708-8901  *Please contact* [*Tyler Wenig*](mailto:tylerc.wenig@dot.wi.gov)*, 608-266-2053, WisDOT RE statewide acquisition coordinator with any questions.* |
| 11/18/16  Civil Rights; Title VI & ADA | ***Everyone:*** Over the next few months, we will be revisiting portions of our REPM, forms, and lease agreements to confirm and reaffirm standard Title VI assurances and non-discrimination provisions. WisDOT is committed to providing equal opportunity in all service delivery and prohibiting discrimination based upon protected group status. Equal opportunity in service delivery means: equal access to program services, benefits and treatment.  Title VI is the policy of the WisDOT to ensure full compliance with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. Title VI and related statutes require that no person in the United States shall, on the ground of race, color, national origin, sex, age, disability, low-income or limited English proficiency (LEP) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance. See: WisDOT’s [Title VI](http://apwmad0p4145:37108/Documents/doing-bus/civil-rights/titlevi-ada/title6-brochure.pdf) and [Title VI, Title VII and DBE](http://apwmad0p4145:37108/Documents/doing-bus/civil-rights/titlevi-ada/title6-title7-dbe-brochure.pdf) brochures. Also, see [FHWA Civil Rights](https://www.fhwa.dot.gov/civilrights/) web page. The [State Transportation Agency's (STA) Internal EEO Program](https://www.fhwa.dot.gov/civilrights/programs/shaieeo.cfm); [Title VI and Non-Discrimination](https://www.fhwa.dot.gov/civilrights/programs/tvi.cfm); and, [Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act of 1973 (504)](https://www.fhwa.dot.gov/civilrights/programs/ada.cfm) should all be looked at again for a refresher to all staff and consultants. A quick look at FHWA’s Civil Rights/[Policy Statements](https://www.fhwa.dot.gov/civilrights/policystmts/) is also a good resource for an overview, summary, and background on our commitments, assurances, and requirements. |
| 11/18/16  READS reports & macros | Related image***Project managers***- Thanks largely to the work of Audrey Demeter, consultant project manager; we have been able to upload two Excel macros needed to run the ‘*READS Relocation & Demolition Tracking Report’* and the ‘*Parcel Tracking Report*.’ Both reports also have new instructions. Everything is available to both internal staff and consultants. We’ve placed links to these materials in three different places for your convenience, go to any of these pages to get the required macros and instructions, see:   1. [REPM](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm.aspx)/[Forms](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm-forms.aspx) page, under section category of ‘Project related & misc. – includes litigation’ 2. [READS](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/reads.aspx) launch page, under ‘Training, help, tips & tricks’ section 3. Consultants have an additional convenience link on their [RE General Resources](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/re-staffresources.aspx) page, under ‘Must-have’ general info and RE specific materials section. |
| 11/18/16  READS guidance via REPM | READS system info***Everyone*** *-* Over the next few weeks we will be working to remove any step-by-step guidance specific to making READS entries from within our REPM. All updates to our REPM specific to READS matters will like be complete by the end of this calendar year. The [READS training and reference manual](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/cnslt-rsrces/re/reads/trainingref.pdf) is largely maintained by our vendor, BEM, and is considered the official location to find all current READS ‘how-to’ and ‘step-by-step’ details. We will not be making separate or special announcements specific to each area of READS ‘how to’ information being eliminated from the REPM. Instead, consider this your official notice watch for small changes to be occurring throughout the REPM due to the removal of READS specific processing information. |
| 11/18/16  LPA resources | ***LPA coordinators/MCs:*** As part of the FHWA outreach effort for federal-aid simplified, starting from [Federal-aid Essentials for Local Public Agencies](http://www.fhwa.dot.gov/federal-aidessentials/index.cfm), view the *Federal-aid Essentials Intro,* and see dropdown list under ‘I want to know more about...’ to access a large variety of common issues and topics. If you work with LPA projects, there are many resources here for you and especially for the local agencies.  Also be sure to check under each tab along the top: [About](http://www.fhwa.dot.gov/federal-aidessentials/essentials.cfm); [Federal-Aid Essentials Video Library](http://www.fhwa.dot.gov/federal-aidessentials/indexofvideos.cfm); [State Resources](http://www.fhwa.dot.gov/federal-aidessentials/stateresources.cfm) (w/link to [Wisdot assistance programs](http://apwmad0p4145:37108/Pages/doing-bus/local-gov/astnce-pgms/default.aspx) (we are under the [Other aid](http://apwmad0p4145:37108/Pages/doing-bus/local-gov/astnce-pgms/aid/default.aspx) button; then, look to the bottom under [Local Public Agency (LPA) real estate acquisition information](http://apwmad0p4145:37108/Pages/doing-bus/local-gov/astnce-pgms/aid/lpa-re-info.aspx)); and, [Outreach Materials](http://www.fhwa.dot.gov/federal-aidessentials/outreach.cfm).  WIsDOT LPA logo- - - - - - - - - - - - - - - - - -  Who can help with local right of way questions? Our Local Public Agency Real Estate (LPA RE) coordinator positions are currently held by Cindy Michalski serving our NC, NW & SW regions; Dawn Van Oudenhoven – NE; Bill Burki – SE; and, Kerry Paruleski is our statewide LPA coordinator; and, we have five regional management consultants (MC) that coordinate and oversee all LPA real estate related activities. The LPA RE coordinators and the MCs are available to assist local public agencies and other entities that acquire property for federal-aid transportation projects. These three manuals are ‘key’ guides to LPA real estate project related activities: [Local Public Agency (LPA) Manual for Right of Way Acquisition](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/lpa-manual.aspx); w/[LPA specific approved forms and letters](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/lpa-forms.aspx); the [Real Estate Program Manual](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm.aspx) (REPM); and, [Facilities Development Manual](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/rdwy/fdm.aspx) (FDM). |
| 11/18/16  Staff changes | Image result for staff changes***Staff changes:***   * Claudia Peterson, SE TS Mgr has retired. * James Robinette has taken over for Claudia as the new SE TS Mgr. * Mike Piller is the interim Real Estate supervisor for NW region; he and Wendy Maves can be contacted about basic administrative matters.   + Brent Stella, our NC RE supv is also helping and a ‘go to’ for RE specific business. * Paul Conlin, NW TS Mgr has also taken a new position. * Zach Martin, central bureau (Madison) office, new LTE for Access. |
| **To everyone!** | [http://wisconsindot.gov/PublishingImages/about-wisdot/who-we-are/dtsd/bto/511wi.png](http://www.511wi.gov/)As you are traveling, remember, 511 Wisconsin is a free 24/7 traveler information system that provides the motoring public with up-to-the-minute traffic information and access to over 400 traffic cameras statewide. The Wisconsin Department of Transportation's (WisDOT) 24/7/365 Statewide Traffic Operations Center (STOC) is constantly monitoring highways and providing information on: incidents; construction; travel times; road conditions; travel speeds; and, lane closures. Visit [www.511wi.gov](http://www.511wi.gov/), dial 511 or download the free 511 Wisconsin mobile app and receive customized notification alerts for highly traveled counties; follow on Twitter [@511WI](https://twitter.com/511WI) |
| 10/19/16  Payment requests tips, tricks and messages | http://www.alphacardservices.com/images/AlphaCardServices/Icons/Payment-Processing.png***Acquisition agents and anyone involved in the payment request process -*** In case you missed these important messages, here they are again from Becky Sorensen.   * Since our STAR project went live, we have received some calls/emails from vendors and county/municipal government offices wondering what a check is for? When sending a check directly to a vendor, utility company, county or municipal government office, be sure that whatever you enter in the ‘Payment Message’ field is something that will make sense to the person receiving the check (the payee).   Example:  Vendor: Invoice #123ABC  Utility company: Account #1234567890  County/Muni government office: Town of \_\_\_\_\_ tax parcel #1234567890   * Question asked... *“What date to use for check sent to parcel owner when it is mailed directly to the parcel owner. For instance, the check cut date is there, but is it mailed out that day, the next day, or two days from then?”* Answer: *“Checks that go directly to a payee are mailed on the date that’s printed on the check.”* * When you ask for an acquisition check to be mailed directly to a business payee, please add *“Attention \_\_\_\_\_\_”* in the first mailing address line on your payment request; this would be the name of the individual with whom you’ve been negotiating. Why? Because, very often an acquisition check goes to a business’s central accounting department and those folks have no idea what the check is for. So, they contact DOA, who contacts DOT’s accounts payable office, who contacts Becky. It’s easy enough to find the parcel in READS and clear up the confusion once it gets to Becky, but only after involving a lot of people. |
| 10/19/16  Title search contract status and language | WisDOT real estate title searchs***Everyone involved title search work* -**The current title search contract will be extended until at least the end of this calendar year and probably later. Suzanne Kostic of the Business Services/Purchasing Unit is our “go to” for taking the lead in coordinating this contract update and will help us in working to develop new content. Suggestions/questions should be forwarded through either Becky Sorensen and/or Sherry Miner of our BTS-RE (central Madison bureau office).  In case you missed it, Becky Sorensen was also recently asked again to respond to a question that seems to continue regarding what our current contract says about how far back our title search has to go. She has attached item 14.4 from our current title contract for clarification. Note the yellow highlighted paragraph at the end of the page in the attachment, *“Contracted companies will be required to go back as far as necessary per any project requirements.”* This is for a reminder that every title company included on the current contract submitted their bid with this paragraph included in the Special Conditions of Bid (SCOB).     * See current [real property title search information](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/title-searches.aspx). |
| 10/19/16  Simplifile help/training | [https://simplifile.com/wp-content/uploads/logo.png](https://simplifile.com/)***For everyone recording docs via Simplifile -*** In case you missed it, here is a message from Drew Kottke. Simplifile has added some new training options:  1) Register for one of Simplifile’s regularly scheduled training sessions here: <https://attendee.gototraining.com/rt/6997469389996980481> (scroll to bottom of page to register). 2) Contact Simplifile trainers at [trainer@simplifile.com](mailto:trainer@simplifile.com) for one-on-one training; they will walk through your first e-recording(s) and additional features of the system. 3) You can also watch the training video at: <https://simplifile.com/landers/e-recording-training/>. Options 1 and 3 are for general user information and training. Both the video and live, on-line sessions take about 20 minutes. All of these resources are available on our website at: <https://simplifile.com/>. Login and look under HELP AND SUPPORT; scroll down to find videos. |
| 10/19/16  FHWA updates – *“Final Rule - CFR 635,710 & 810”* | dotfhwa***For supervisors, managers, statewide coordinators and everyone else -*** The FHWA headquarters has posted the Final Rule Legislation & Regulations to 23 CFR 635, 710 and 810, and they have also just posted several side-by-side comparison sheets (new: 10/14/16), see: <http://www.fhwa.dot.gov/real_estate/right-of-way/legislation/>.  These rule updates may affect R/W certification; general program administration, to include funding authorizations; project development; property management; acquisition alternatives; assistance programs; concession agreements; and, more! Please look at the side-by-side comparison sheets. Ask for help from supervisors, managers and statewide coordinators as needed in the interpretation and/or implementation of any key changes relating directly to your program area(s). On an as needed basis, we may need to create work groups to discuss in detail and make plans for implementation. Updates to the REPM and/or LPA Manuals will be necessary.   * Joel V. Batha, our local right of way program manager for FHWA tells us to watch for a series of upcoming webinars and expect some future FAQs to help identify and clarify key changes. |
| 10/19/16  REPM & REPM/Form updates | ***For everyone -*** These are the latest REPM language and form updates...   * [Project Costs Allocation/Encumbrance](http://apwmad0p4145:37108/Documents/formdocs/READS1532.pdf) (RE1532-READS template) (09/16) - STAR/PeopleSoft required another update to make uploads into READS. * Sub-Section [3.6.1 Satisfaction of Mortgage, Partial Release and Other Liens](http://apwmad0p4145:37108/dtsdManuals/re/repmchap3/3-6-parcel-closing-and-payment-procedures.pdf) (09/16) - updated to emphasize requirements for securing partial mortgage releases. * Chapter 5/[Sub-Section 5.7.4; paragraph - Other professional services](http://apwmad0p4145:37108/dtsdManuals/re/repmchap5/5-7-business-moving-expenses.pdf) (09/16) - corrected to clarify exclusions to professional services. * Section [Definitions](http://apwmad0p4145:37108/dtsdManuals/re/repm/repmdefinitions.pdf) (09/16) - added Ch.5 items and removed some obscure design related items. * [Payment Request](http://apwmad0p4145:37108/Documents/formdocs/READS1630.pdf) (RE1630-READS template) (09/16) - STAR/PeopleSoft required another update to make uploads into READS. * Scan to READS Coversheet for Parcel (RE0002) (09/16) - generated only via READS transactions. * Scan to READS Coversheet for Project (RE0001) (09/16) - generated only via READS transactions.   Questions and/or comments about REPM updates can come to Sherry Miner. |
| 10/19/16  LPA project guidance | WIsDOT LPA logo***For LPA projects -*** Here is what has been happening on the LPA side of things – to include some key training and changes to our partial mortgage release practices that you should know about if you work on LPA projects...   * Listen to our WisDOT LPA coordinator’s previously recorded live [webcast on partial mortgage releases](https://livestream.com/accounts/14475780/events/6310029) or view the self-paced/printable [Partial Mortgage Release Guidance](http://apwmad0p4145:37108/dtsdManuals/re/lpa-staffresources/lpa-partial-release-training-webcast.pptx) (updated 09/16).   + Also see, [Partial Release Owner Authorization](http://apwmad0p4145:37108/dtsdManuals/re/lpaforms/partial-release-owner-authorization-ltr.docx) (sample ltr) and [instructions](http://apwmad0p4145:37108/dtsdManuals/re/lpaforms/partial-release-instructions.docx) (updated 09/16) - to be used with [Partial Release of Mortgage](http://apwmad0p4145:37108/dtsdManuals/re/lpaforms/lpa1549.docx) (lpa1549). * LPA Manual/[Chapter 6.0 Negotiation Process](http://apwmad0p4145:37108/dtsdManuals/re/lpa-manual/lpa-manual-ch6.pdf) and the new 6.3.4 Clear Title (updated 08/16). |
| 10/19/16  Feature article | ***For everyone -*** The Wisconsin Taxpayers Alliance offers a variety of publications that may from time to time have topics and news of interest special to our WisDOT staff and consultants, see: <https://wistax.org/publications>. Of particular interest to our appraisers and valuation experts might be their [Focus Newsletter](https://wistax.org/publications/focus). Look for the August 12th – Vol. 15 publication and the article about property values being up by 3% statewide. |
| 10/19/16  Staff changes | ***Staff changes:***   * Lydia Terry of our NW region will be moving on to new and different adventures soon. * Mitch Burki just started in the NE region as our newest RE specialist. * Patti Cronin is new to the central bureau (our Madison BTS-RE office). Patti is working part-time as an LTE and her initial focus will be working to help coordinator training events, learn our payment processing to serve as back-up, and also learn our R/W certification process as back-up. * Stephen Sydow, already from WisDOT’s NW region, has accepted a new position with our Access Management section; Stephen will remain headquartered in the NW region, but now works for our central bureau (Madison office) and plans to spend a few days each week in Madison. * Troy Stapelmann, NW region, RE supervisor will be leaving us take a position with the Wisconsin DNR. * Tyler Wenig has just come on-board by way of DOR; Tyler is our new statewide acquisition/litigation coordinator and is headquartered in the central bureau, Madison BTS-RE office.   Welcome newcomers!!! We are going to miss you Troy and Lydia! |
| 08/10/16  CARS, PeopleSoft, STAR, etc. | Image result for key points***For project managers and consultants -***Some key points to note...   * Please be extra careful before submitting invoices in CARS because corrections have become very cumbersome due to the needed interface with PeopleSoft. * When invoices are sitting in some stage of “draft” in CARS, only certain (limited) people can actually see them. If you think you should have something in the que, please look and contact people as needed. * Only after an invoice has been paid by PeopleSoft will it eventually show-up back in CARS as being paid; currently it is taking approximately three days. * The WisDOT EAPS (Encumbrance/Accounts Payable System) is accurate to information in PeopleSoft. * The scanning project to get supporting contract documents into CARS is behind schedule. * Fewer paper copies of contracting documents are being required now; check with your regional Consultant Svcs staff on current requirements. * If an invoice says, “ACH” - This means that it has been approved for automatic check deposit. The automatic deposit feature is currently, however, an exception, rather than the norm. Once we move to the new ‘*eContracting****’*** system next year, automatic deposits for invoices should become the standard. * If there is any confusion relating to changes/adjustments in a firm’s overhead rate, contact [consultant.services@dot.wi.gov](mailto:consultant.services@dot.wi.gov). * Most inactive projects are now getting an extra penny ($.01) added as a precaution just to insure project funding remains open because PeopleSoft has an auto-default to close projects annually. * All payments to consultants are now being lumped together (non-itemized) due to PeopleSoft. * STAR reporting functions have been troublesome and therefore, reports/reporting is lagging in many areas. |
| 08/10/16  CARS invoicing and use of activity codes | ***Best practices for consultant invoices -*** In place of using the single project and default or catch-all activity code of 9999 for all activity on a project, once at the scoping and negotiation stage, firms should create a job costing work breakdown structure using WisDOT’s official consultant activity task list found in the [FDM/Chap 8 Consultant Services/Sec 10 Contract Negotiation](http://apwmad0p4145:37108/rdwy/fdm/fd-08-10.pdf#fd8-10) and then to [Attachment 1.3 - Consultant Activity Task List](http://apwmad0p4145:37108/rdwy/fdm/fd-08-10-001att.pdf). Only these currently posted activity codes will interface with the current CARS invoicing system. While WisDOT has not yet made activity code tracking mandatory, and as such, you may continue to use the default of 9999, a change is coming that will make it mandatory to show a breakdown of activity tasks once we move to the new ‘*eContracting****’*** system, which they tell us is tentatively scheduled to “go live” maybe early next year. With that, it is good practice to get into the habit of using the individual codes now for a more accurate reflection of your work. Here are a couple related reminders...   * Activity codes and tasks must match consultant activity task list. * When using multiple tasks under one activity code, show summary of hours. * CARS does not currently support special invoicing requirements for I39 team or any other that have them. |
| 08/10/16  CARS – temp approval process continues | http://www.grovebaptist.co.uk/images/temporary.jpg***For project managers approving consultant invoices in CARS -***Per Consultant Services, “Reminder to continue marking invoices as “Reviewed” in CARS. A lot of invoices need to be resent through PeopleSoft. We would appreciate your cooperation by continuing to mark good invoices as “Reviewed” until further notice. *CARS Administrator* |
| 08/09/16  STAR & READS | http://dailypracticeblog.com/wp-content/uploads/2012/01/5-Helpful-tips.jpg***STAR/READS payment transition process -*** In case you missed it see [Rebecca Sorensen email](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/star-reads-payments-some-clarifications.pdf) with additional helpful details and clarifications. |
| 08/02/16  Presentation – *“Do you have the right person for the job?”* | C:\Users\dotssm\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\Mike Bauman, Jim Makuski.jpg***For project managers, acquisition agents, & utility staff -*** At the [IRWA Wisconsin Badger Chapter 17](http://www.irwabadgerchapter.com/) meeting in Wausau this past June, Jim Makuski & Mike Baumann, both of WisDOT, discussed the importance of professionals working collaboratively to clear title. They put together a presentation focusing on two highway improvement projects in the NC region and led a discussion on the importance of working together on complex issues involving real estate and utilities. Lessons learned are to set a foundation to establish better communication for all stakeholders. Thanks Jim & Mike! See “[*Do you have the right person for the job?*](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/irwa-june-2016.pptx)” |
| 08/02/16  A message from FHWA – *“payment prior to possession”* requirement | dotfhwa***For project managers and acquisition agents -*** A message from Joel Batha. Given all the concern over these last few months regarding payment processing and the transition to STAR/PeopleSoft, Joel thought it might be timely to remind you and any other federal-aid subrecipients of the minimum requirements for property owner payment under the Uniform Act – the so called “payment prior to possession” requirement. 42 U.S.C. §4651 lists the various UA statutory minimum requirements. Subparagraph (4) provides,  *“No owner shall be required to surrender possession of real property before the head of the Federal agency concerned pays the agreed purchase price, or deposits with the court in accordance with section 3114(a) to (d) of title 40 [related to direct Federal acquisitions], for the benefit of the owner, an amount not less than the agency’s approved appraisal of the fair market value of such property, or the amount of the award of compensation in the condemnation proceeding for such property;”*  This requirement then codified through rule making, which resulted in the language of 49 CFR §24.102(j), *Payment before taking possession.* The regulation re-states the statute, as follows:  *“Before requiring the owner to surrender possession of the real property, the Agency shall pay the agreed purchase price to the owner, or in the case of a condemnation, deposit with the court, for the benefit of the owner, an amount not less than the Agency’s approved appraisal of the fair market value of such property, or the court award of compensation in the condemnation proceeding for the property. […]”*  Project managers and acquisition agents need to understand the requirement and comply with this minimum standard at all times.  Thank you from...  Joel V. Batha, Right-of-way/Civil Rights,  Federal Highway Administration; Madison, WI;  (608) 829-7519; email: [joel.batha@dot.gov](mailto:joel.batha@dot.gov). |
| 08/02/16  READS notes | http://techbeat.com/wp-content/uploads/2012/09/help_button5.jpg***For READS users -*** Reminders from Camille Wilcox, our in-house READS consultant expert.   * Please send ehelps whenever you need a project or parcel deleted from READS; we will delete them for you. * http://www.custom-build-computers.com/image-files/computer-slow.jpgSloooow READS? Sometimes, when users try to create custom reports in READS, if READS is not able to process certain criteria, the request can cause a high demand on usage. When this happens, if you don’t take personal action to stop the request, we may have to bring READS down as the administrator to clear the action. We are looking into how we can prevent these slowdowns; but for now, if you are trying to run a custom report in READS and if you do not receive a report within the normal time, PLEASE stop the report yourself from trying to run so not to overload the system. |
| 08/02/16  2017 Statewide RE Conference | ***For everyone -*** We are gearing up for another statewide conference. Tentatively, we are looking for it to be held in early fall 2017 and we welcome your thoughts, ideas, etc. Some early thoughts about location have been to hold the event in Madison, Stevens Point, or Wisconsin Dells. Please also tell us any preference you might have or suggestions specific to the actual conference site itself (hotel, etc.); and, do give us your thoughts on an overal timely theme, individual topics, keynote and breakout session speakers, etc., etc. Send ideas to [Sherry Miner](mailto:sherry.miner@dot.wi.gov); 608-266-2370.   * http://s4.evcdn.com/images/edpborder500/I0-001/029/850/683-2.png_/complimentary-real-estate-training-session-brentw-83.pngInternal staff only can still see presentations and review topics from past conferences from our internal dotnet [RE training](http://dotnet/dtsd/technical/realestate/training/dotdeveloped.htm) page, see:   + [Statewide Conference 2013](file://dotnetdocsp/docs/dtsd/technical/realestate/training/statewide-conf-2013)LAN folder   + [Statewide Conference 2015](file://dotnetdocsp/docs/dtsd/technical/realestate/training/statewide-conf-2015)LAN folder |
| 08/02/16  Updated relocation handout | http://www.manhattaned.org/images/GraphicLinks/1/relocation.png***For relocation agents –*** Our WisDOT/RE informational handout for [Business Owner - Owner Occupant](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/RE1039bo-busowner.pdf) (RE1039bo - paper only) was updated and posted to the [REPM](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm.aspx)/[Forms](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm-forms.aspx) page 07/16 (look for it under ‘Category: Relocation information handouts’). Please make sure you are downloading, referencing, and using this updated version. An updated Business Tenant Occupant (RE1039bt) informational handout will be posted in just a couple of days, and do watch for more relocation informational handout materials to be updated soon! |
| 07/19/16  READS template updates | REPM forms page***For everyone -*** These two READS only templates (forms) have been updated and are live within READS. The official version of each document is generated by the WisDOT READS system as part of your regular project. ‘Read only’ copies are available for viewing at [REPM](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm.aspx)/[Forms](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm-forms.aspx) page, see:   * [Payment Request](http://apwmad0p4145:37108/Documents/formdocs/READS1630.pdf) (RE1630 - READS template) (06/16) - updated due to STAR/PeopleSoft * [Project Costs Allocation / Encumbrance](http://apwmad0p4145:37108/Documents/formdocs/READS1532.pdf) (RE1532 - READS template) (06/16) - updated due to STAR/PeopleSoft. |
| 07/18/16  REPM update | https://encrypted-tbn3.gstatic.com/images?q=tbn:ANd9GcQRUZhgJfpXznN8aHDh-O_FskG1gqQEOpUHJgkFxluPYrcA73ht8w***For acquisition agents -*** Sub-Section [3.5.9 Trusts](http://apwmad0p4145:37108/dtsdManuals/re/repmchap3/3-5-conveyance-of-documents.pdf) (07/16) - Updates made to better clarify procedures relating to trust acquisitions and to reflect updates in the Wisconsin Trust Code; details added in the areas of [701.1012](http://docs.legis.wisconsin.gov/document/statutes/701.1012) Protection of persons dealing with trustee, and in [701.1013](http://docs.legis.wisconsin.gov/document/statutes/701.1013) Certification of trust. |
| 07/15/16  (see ‘New issue’ dated 07/18/16)  CARS temporary approval processes | ***For project managers involved in approving consultant invoices in CARS -***This message concerns marking invoices as “reviewed” in CARS. Per Consultant Services, “As we move forward with our integration to PeopleSoft, you no longer have an “Approve” button on any CARS invoices. We will take all ‘Reviewed’ invoices and mark as “Approved.” They will then be paid in PeopleSoft. We will take care of this action for you. \*If you have an invoice that is truly only “Reviewed,” let us know so we don’t pay it. The “Approve” button will re-appear. After you hit ‘Approve,’ the status will then change to ‘Approved – Sent to Accounting System.’ When you mark an invoice as ‘Reviewed’ we are in effect ‘Approving’ it. We will announce when the migration is complete.” *CARS Administrator*  *‘New Issue’ dated 07/18/16 – another note from Dan*   * On some invoices where project managers are supposed to be marking “Reviewed,” the “Review” button is missing. You can add invoices manually so long as you have an “Invoice Reviewer” role. |
| 07/15/16  (see ‘Check handling for new payment requests’ dated 07/18/16)  STAR & READS | ***STAR/READS payment process -*** See step-by-step instructions and view past webinar recordings online at [http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/reads.aspx](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/reads.aspx). Reminders: If you’re requesting that a check be mailed directly to the payee, use the “payment message” field to indicate reason for payment. Whatever you type in that field will print on the check stub. Copies of documents will not be mailed with checks anymore. When you create an incidental payment request, you’ll be linked to the STAR vendor table. Some vendors have multiple addresses, so be sure to select the address that matches what you see on the vendor’s invoice. Also be sure to enter the vendor’s invoice # in the “payment message” field. That tells the vendor what invoice or account to apply payment to. Finally, we have a temporary glitch -- If you are naming two payees on a check, you might have to add the word *“and”* between Payee 1 and Payee 2, but this not necessarily every time, just keep an eye on it ☺. For questions/issues, contact [rebecca.sorensen@dot.wi.gov](mailto:rebecca.sorensen@dot.wi.gov); (608) 267-3856.  *‘Check handling for new payment requests’ – another note from Becky*   * When you choose **WisDOT Central Office**, that means the check comes to me for distribution. I’ll forward the check to whomever created the payment request unless you indicate otherwise in the Comments section. The check date and check number will auto-fill in READS after the check is issued. * If you choose **Payee**, the check will go directly to the person(s) or business named on the check. I will not see those checks, but the check date and check number will auto-fill in READS after the check is issued. * STAR requires a **complete and valid mailing address** to appear on every check. This is true even if you choose WisDOT Central Office for the check handling. READS won’t let you save a payment request without a mailing address. The address on a check should always be the payee’s address. If more than one payee is named, READS will automatically fill in the address of the first payee you choose from the dropdown menu. |
| 07/15/16  safety equipment available | ***http://www.europlan.co.nz/assets/uploads/2015/10/Safety-First-840x390.pngUpdate to workplace safety training initiative for internal staff -*** Most regions and central bureau offices have updated and expanded our supply of personal safety equipment. Please remember make use of all available equipment. See our safety information [Risk Management Unit](http://dotnet/risk/) webpage on the dotnet (accessible to internal staff only) for a comprehensive resource of safety tips, announcements, reporting forms, guidelines and rules. As always, safety first! |
| 07/15/16  Changes to object codes | ***For project managers and consultants -*** More changes to RE object codes due to PeopleSoft. Per email from Consultant Services: “We are modifying contract/work order and amendment checklist forms and signature pages to for new PeopleSoft ‘account code’ we will need. We will change current contract coming into the correct code at central office. For new RE contracts/work orders/and amendments, use the table below. The new checklist forms will also reduce the number of contracts you will need to send in (2 copies for state/3 copies for local contracts plus additional if multiple locals involved). Contracts will only go back to consultant, central files, and local municipalities. Region copy will be in CARS but does not need to be printed and put in region files. You can wait until we get the actual new form to change the number of copies.” *Sharon Bremser, Consultant Srvs, (608) 215-5317.*   |  |  |  |  | | --- | --- | --- | --- | | WisDOT Object Code | WisDOT Object Description | STAR Account # | STAR Account Description | | 5505 | REAL ESTATE APPRAISAL FEES | 8700000 | Special Purpose | | 5506 | REAL ESTATE CONTRACTUAL FEES | 8700229 | MC RE Contractual Fees | |
| 07/15/16  eReturns | [Electronic Real Estate Transfer (eRETR)](https://www.revenue.wi.gov/retr/index.html)***For everyone -*** We have been unable to obtain a copy of the eReturn webinar presented earlier this year on changes to filing requirements and processes; however, the Wis Dept of Revenue transfer return page at <https://www.revenue.wi.gov/retr/index.html> does offer a lot of good “how to info.” |
| 06/24/16  STAR & READS & payment requests | ***For READS users making payment requests -***As part of the new PeopleSoft STAR/READS payment request process...   * Some project fields will now be read-only, such as the county and construction ID. * To connect the real estate number to the proper construction number in PMP, enter the real estate number in the “Related R/E ID” field. Camille Wilcox is point of contact for READS vs. STAR issues. * For anyone who missed the READS webinars presented earlier introducing the new payment screens, those handouts can be viewed from the [READS launch](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/reads.aspx) webpage (under the training section): * View [new STAR payment request processes](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/cnslt-rsrces/re/reads/starpaymentrequests.pdf) * View all STAR training videos from [May 17](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/cnslt-rsrces/re/reads/starpaymentrequesttrng051716.mp4) and [May 19](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/cnslt-rsrces/re/reads/starpaymentrequesttrng051916.mp4) |
| 06/24/16  REPM/6.1 Site Clearance | ***For property managers* -** REPM/Section [1.6 Site Clearance](http://apwmad0p4145:37108/dtsdManuals/re/repmchap6/6-1-site-clearance.pdf) updated 06/16   * 6.1.1 General Requirements   + 6.1.1.1 [Police and Fire Training Policy on WisDOT Property w/Agreement](http://apwmad0p4145:37108/dtsdManuals/re/repmchap6/policefiretraining.docx) * 6.1.2 Site Clearance Process, Roles and Responsibilities   + 6.1.2.1 "Examples" Razing & Removal Forms/Docs/Materials - For Reference Only!   + 6.1.2.2 "Fill-Ready" Razing & Removal Forms/Docs/Materials - As Needed/Required   Questions and/or comments about the update can come to either Mark Krause, Surplus Land Sales Facilitator or Sherry Miner, REPM/Publications Editor. |
| 06/24/16  Title search contract status | WisDOT real estate title searchs***For everyone involved title search work* -**An updated title search contract is under development, but we are considering an extension to the current title search contract until the end of this calendar year or later; more to follow on potential contract extension details. Becky Sorensen and Sherry Miner are actively working to coordinate with Suzanne Kostic of our Purchasing Unit to get a new statewide title search contract. We are reviewing all current language in detail and potentially looking to make some significant adjustments, to include changes on how we administer the contract (like statewide vs. county by county). Becky has a list started of ideas, suggestions, issues to be addressed, and we know several regional staff are interested in helping to develop the new contract. We encourage you to send Becky or Sherry any suggestions or areas of outstanding issues you feel need to be addressed relating to title searches and the current title services contract. See current [real property title search information](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/title-searches.aspx). |
| 05/24/16  REPM update | ***For everyone -*** REPM/Section [1.7 Contracting for Real Estate Services](http://apwmad0p4145:37108/dtsdManuals/re/repmchap1/1-7-contracting-re-svcs.pdf) updated 05/16   * 1.7.0 General Overview   + 1.7.0.1 Roles, Authority and Contract Types   + 1.7.0.2 Processes Specific to WisDOT Real Estate * 1.7.1 Purchase Contracts (Chapter 16) Overview   + 1.7.1.1 Purchase Contracts for Real Estate1.7.1.2 Purchasing Real Estate (RE) Title Services * 1.7.2 Master Contracts (Chapter 84) Overview   + 1.7.2.1 Master Contracts for Real Estate   + 1.7.2.2 Appraisal/Appraisal Review Services (Low-Bid "Cost Per Unit")   + 1.7.2.3 Full Service and Other Specialty Real Estate Services * 1.7.3 Real Estate Contracting for Services Summary   Questions and/or comments about the update can come to Sherry Miner. |
| 05/24/16  READS template update | REPM forms page***For everyone -*** This READS only template (form) has been updated is now live in READS. The official version of this document is generated by the WisDOT READS system as part of your regular project. A ‘read only’ template version is available at [REPM](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm.aspx)/[Forms](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm-forms.aspx) page, see:   * [Ownership Information Record](http://apwmad0p4145:37108/Documents/formdocs/READS1861.pdf) (RE1861 - READS template) updated 05/16. |
| 05/04/16  New READS payment request screens! | http://www.alphacardservices.com/images/AlphaCardServices/Icons/Payment-Processing.png***For anyone involved in the payment request process -*** One of the STAR requirements is that all projects must be imported from FIIPS. READS users will no longer be able enter projects manually into READS. You will only be allowed to import them from FIIPS. Questions may be directed to Camille Wilcox and/or Becky Sorensen. |
| 05/04/16  Deeds in READS | https://encrypted-tbn1.gstatic.com/images?q=tbn:ANd9GcTGk3WMWkbFU1PjH_od01Xw-wIKa4iP3ezXPu1skkdisjSbUMsVyw***For everyone -*** Only the recorded copy of a deed is to be kept in READS permanently. Just a friendly reminder, when the recorded copy is attached to the parcel log, all other copies should be deleted from the parcel log. |
| 05/04/16  Surplus property sales break record! | http://www.sterlingsites.co/Admin/Content/News/record%20sales.jpg***Happy news and thank you to everyone who got us to this point* ☺ *-*** Performance measures: Mark Krause (a.k.a., “Mr. DOT”) provided a handout at the recent Property Managers User Group meeting showing our FY16 quarter totals by region for sales and rental income. We are happy to report that sales and lease of surplus property are doing outstanding! The goal for FY16 was set at 2.75 million, but we have already reached $4,709,381 with a surplus of $1,959,381. See all [surplus land and property for sale or lease](http://apwmad0p4145:37108/Pages/doing-bus/real-estate/landsales/default.aspx). We have several current featured listings along with our full marketing plan information. |
| 05/04/16  Leasing tips | http://www.legalwiz.com/wp-content/uploads/2016/04/lease.jpg***For anyone involved in negotiations over and/or responsible handling property leasing activities -*** Leasing tips: Everyone needs to put signed copies of leases into READS. A new lease should be signed every year. For residential leases, we also need to make sure the smoke detector agreement is signed by WisDOT and lessee. We also need to find out what the municipal building code is for the number of detectors required. A copy of the lessee’s insurance policy for the current year must also be in READS and in the regional files. |
| 05/02/16  LPA Manual form updates | LPA Manual***For LPA projects -*** These paper only LPA project form updates are available only from the [LPA Manual](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/lpa-manual.aspx)/[Forms](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/lpa-manual.aspx#forms) page and were updated 04/16 to comply with updated DOR and eReturn filing requirements; staff and consultants should be sure to be using only these currently posted versions when working on LPA projects, see: [Award of Damages](http://apwmad0p4145:37108/dtsdManuals/re/lpaforms/lpa1559.docx) (lpa1559); [Deed by Corporation](http://apwmad0p4145:37108/dtsdManuals/re/lpaforms/lpa1546.docx) (lpa1546); [Highway Easement](http://apwmad0p4145:37108/dtsdManuals/re/lpaforms/lpa1565.docx) (lpa1565); [Notice of Lis Pendens](http://apwmad0p4145:37108/dtsdManuals/re/lpaforms/lpa1547.docx) (lpa1547); [Personal Representative Deed](http://apwmad0p4145:37108/dtsdManuals/re/lpaforms/lpa1564.docx) (lpa1564); [Quit Claim Deed - State Purchase](http://apwmad0p4145:37108/dtsdManuals/re/lpaforms/lpa1562.docx) (lpa1562); [Quit Claim Deed by Corporation](http://apwmad0p4145:37108/dtsdManuals/re/lpaforms/lpa1548.docx) (lpa1548); [Temporary Limited Easement](http://apwmad0p4145:37108/dtsdManuals/re/lpaforms/lpa1577.docx) (lpa1577); [Temporary Right of Entry Easement](http://apwmad0p4145:37108/dtsdManuals/re/lpaforms/lpa1561.docx) (lpa1561); [Trustee's Deed](http://apwmad0p4145:37108/dtsdManuals/re/lpaforms/lpa1529.docx) (lpa1529); and, [Warranty Deed](http://apwmad0p4145:37108/dtsdManuals/re/lpaforms/lpa1560.docx) (lpa1560). |
| 05/02/16  REPM form updates | REPM forms page***For everyone -*** These paper only REPM form updates are available only from the [REPM](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm.aspx)/[Forms](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm-forms.aspx) page and were updated 04/16 to comply with updated DOR and eReturn filing requirements; staff and consultants should be sure to be using only these currently posted versions, see:   * [Award of Damages by County Highway Committee](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/RE1545-award-damages-hgwy-comm.docx) (RE1545 - paper only) * [Award of Damages by Statute Number](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/RE1559-award-damages-stat.docx) (RE1559 - paper only) * [Land Use Authorization for Scenic Easement](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/RE1570-land-use-auth-scenic-easement.docx) (RE1570 - paper only) * [Revocable Occupancy Permit](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/RE1551-revoc-occu-permit.docx) (RE1551 - paper only) * [Scenic Easement](http://apwmad0p4145:37108/dtsdManuals/re/repmforms/RE1569-scenic-easement.docx) (RE1569 - paper only) |
| 05/02/16  Surplus property marketing plans | ***For property managers -*** As a part of the environmental review, we must provide notice to the public of what we are selling. This is done, in part, by posting our marketing plans on the surplus lands webpage. Updated statewide marketing plans have been posted to the [surplus land and property for sale or lease](http://apwmad0p4145:37108/Pages/doing-bus/real-estate/landsales/default.aspx) website; these are in addition to individual featured listings, see current plans:   * NC [Marketing plan](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/nc-rn-region-marketing-plan0516.pdf) (effective 05/16) - Rhinelander area * NC [Marketing plan](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/nc-wr-region-marketing-plan0516.pdf) (effective 05/16) - Wisconsin Rapids area * NE [Marketing plan](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/ne-region-marketing-plan0516.pdf) (effective 05/16) - Northeast area * http://media.point2.com/p2a/htmltext/62d8/8521/ce52/ff18e4da89a079043536/original.jpgNW [Marketing plan](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/nw-eau-region-marketing-plan0516.pdf) (effective 05/16) - Eau Claire area * NW [Marketing plan](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/nw-sup-region-marketing-plan0516.pdf) (effective 05/16) - Superior area * SE [Marketing plan](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/se-region-marketing-plan0516.pdf) (effective 05/16) - Southeast area * SW [Marketing plan](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/sw-lac-region-marketing-plan0516.pdf) (effective 05/16) - La Crosse area * SW [Marketing plan](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/sw-mad-region-marketing-plan0516.pdf) (effective 05/16) - Madison area |
| 03/29/16  Appraisals and READS | ***For appraisal consultants -*** We are no longer accepting appraisals through ESubmit. Appraisal MUST be submitted through READS. Per current contract special provisions language, “CONSULTANT is required to use DEPARTMENT’s Real Estate Automated Data System (READS) to manage and complete work as part of this scope of services and Work Order Agreement. CONSULTANT will use READS to submit reports. Approval for READS access is required prior to submitting appraisal reports to DEPARTMENT. Once approved for READS access, CONSULTANT will log into READS and follow procedures for submitting reports via READS to the parcel appraisal log. CONSULTANT shall label each report whether it is a Draft, Revision or Final. All versions of each report must be submitted through READS; reports will remain indefinitely. ... CONSULTANT must also ensure final accepted version is uploaded into READS and is clearly marked as “Final.” |
| 03/29/16  REPM updates | ***For everyone -*** REPM/[Chapter 5](http://apwmad0p4145:37108/dtsdManuals/re/repmchap5/chapter5.pdf) (03/16) - This substantive update to Chapter 5: Relocation ensures compliance with MAP-21 benefit increases and provides policy and procedure updates associated with federal Uniform Act requirements. |
| 03/29/16  CFR reminders | https://www.911billing.net/uploads/content_files/financial_report.jpg***For consultants -*** CFR’s submittals by full-service consulting firms. Per Consultant Services, *“The Consultant Financial Report (CFR) facilitates the establishment of an indirect cost overhead rate and provides information used during contract negotiation and subsequent audit processes.”* Although the official policy of WisDOT and Real Estate is for NO reminders, we thought we’d sneak in a friendly prompt anyway - s*hhhh!!!* Actually, let’s call this a “best practices tip.” ☺ CFR’s for full-service contracts are due to WisDOT’s Audit Unit no later than five months from the end of a firm’s fiscal year, always have been/always will be. Typically, most firms’ fiscal year ends on 12/31. As such, a huge backup can occur in WisDOT’s Audit Unit because all the CFR’s tend to come in at around the same time, near the end of that five month grace period (usually during late May and June). To avoid possible delays in CFR approval and interruptions in our ability to enter into new Work Orders with you, we suggest early submittals. Refer to the WisDOT/Audit webpages for the current forms and requirements, see information at [http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rgistr/fncl-rpt.aspx](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rgistr/fncl-rpt.aspx). Thanks for the ~~reminder~~ *(oops!)* “tip” Sue Klokow! |
| 03/29/16  Highway projects and coordinating with airports | http://www.ogilvie-geomatics.co.uk/images/headers/new/transport.png***For everyone -*** Working near an airport? An airport’s property rights and regulatory authority can extend far beyond the end of the visible runway. In addition, FAA grant assurances require airports to go through a lengthy approval process prior to selling aeronautically obligated property. The approval process may take 1-2 years before a title transfer can occur. Most Wisconsin airports are owned by local units of government, with FAA funding and project administration provided by the Bureau of Aeronautics (BOA). If you need assistance with a highway project near an airport, please contact us. Each of the airports in Wisconsin’s state system is assigned to a BOA engineer or engineering specialist. Here is a link to our staff listing - [http://wisconsindot.gov/Pages/doing-bus/aeronautics/airports/proj-mngrs.aspx](http://apwmad0p4145:37108/Pages/doing-bus/aeronautics/airports/proj-mngrs.aspx). Your land surveying, mapping, real estate and land records contact in BOA is Diann Danielsen. Diann is the Bureau’s RE project manager, responsible for statewide land acquisition, property mapping, and airport boundary survey projects at airports in the Wisconsin airport system. Diann administers the Bureau’s land projects, develops statewide guidance and procedures, and provides technical assistance to airport managers, owners and consultants. She also maintains a permanent set of airport land records representing land acquisition, surveys and other record information from the time Wisconsin’s airport were established in the mid-20th century through today. If you have questions about airport property, land surveys or land acquisition – especially acquisition of airport property for WisDOT highway or LPA projects - contact Diann at [diann.danielsen@dot.wi.gov](mailto:diann.danielsen@dot.wi.gov); (608)-266-7109. |
| 03/29/16  FHWA web resources | ***For everyone -*** Looking for FHWA guidance? The FHWA has done a nice job in organizing [core highway topics](http://www.fhwa.dot.gov/resources/topics/) and you can expand that and look for specific topics of RE interest by going to the [alphabetical list of FHWA topics](http://www.fhwa.dot.gov/resources/topics/alpha.cfm). |
| 03/29/16  Excel tips & shortcuts | http://3.imimg.com/data3/KT/LX/MY-9870116/advanced-excel-training-service-in-chennai-250x250.png***For everyone -*** We use Excel here in Real Estate for much of what we do and this handy (printable) cheat sheet was obtained at a recent WisDOT sponsored training event that might prove helpful for some basic reminders; see [Excel tips, tricks and shortcuts](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/excel-tips-shortcuts.pdf). |
| 02/25/16  Another DOA update of our required brochures! | ***For everyone (acquisition and relocation agents especially)*** **-** DOA has made yet another update to all three of our required publications/brochures. The latest versions are dated February 2016. With these updates, you will notice that when viewing online, the second pages now appear upside down. That change was made to make printing and folding of the paper copies easier, but they are also impossible now to read in their entirety online. The only content change since the November redo was a correction of ~~60~~ to 20 days for the relocation order. Please start using the February 2016 updates.   * [Rights of Landowners Under Wisconsin Eminent Domain Law](http://doa.wi.gov/Documents/DEHCR/Relocation/WI_Eminent_Domain_Law32_05.pdf) [Wis Stats 32.05] *updated 02/16* * Wisconsin Relocation Rights - [residential](http://doa.wi.gov/Documents/DEHCR/Relocation/WI_Relocation_Rights_Residential.pdf) / [business](http://doa.wi.gov/Documents/DEHCR/Relocation/WI_Relocation_Rights_Business.pdf) [Wis Stats 32.185 - 32.27 & Wis Adm Code Ch 92] *updated 02/16* |
| 02/22/16  Job opportunities | http://www.callcentrehelper.com/images/stories/2010/change-185.gif***For everyone -*** You can search [Wisc.JOBS](http://wisc.jobs/public/job_search_list.asp?advsrch=1) for new WisDOT jobs! Current staff interested in a potential transfer opportunity, use the online [transfer request](http://2.selectsurvey.net/wisdot/TakeSurvey.aspx?SurveyID=TransferMain). |
| 02/16/16  New law relating to real estate transfer return fillings | [Wisconsin State Legislature](http://legis.wisconsin.gov/)***For everyone (acquisition agents especially) -*** On February 4th, [Senate Bill 279](http://docs.legis.wisconsin.gov/2015/proposals/sb279) was signed into law requiring the filing of real estate transfer returns (RETR) with the Wisconsin Department of Revenue (DOR) for all fee simple conveyances of property (excludes easements). A RETR is now required even if/where there is no filing fee required, but again, does NOT include easements. Leases may/may not be considered a conveyance, depending on length. The law change means process changes for us because we are now required to file electronic transfer returns with DOR on all fee simple conveyances prior to getting the conveyance recorded. A transfer return receipt must be included with the deed when it is recorded. The good news is that we still do not have to pay a transfer fee. Our s.77.25 (2r) exemption from paying the transfer return fee remains and the statutory references for easements (exempting from fee and return) are still ss.77.22(1) and 77.21(1). We will be working as quickly as possible to update our forms as needed to remove the now outdated statutory reference of s.77.255. Conveyances dated prior to transfer fee law are still exempt, but regions may need to work with each county Register of Deeds Office on recent projects to ensure compliance. Most counties have Feb. 6th as their compliance date; if you sent in deeds before or around then, you may need to make adjustments.  [Electronic Real Estate Transfer (eRETR)](https://www.revenue.wi.gov/retr/index.html)DOR administers the eRETR program at <https://www.revenue.wi.gov/retr/index.html>. See their new eRETR training videos viewable at <https://www.youtube.com/watch?v=2K7AiPhlfFY>.   * We have also put together our own frequently asked question doc (see [RETR-FAQs](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/retr-faqs.docx)) for our RE staff and consultants and we will continue to update this information as news develops and our processes become more standardized specific to our daily business. |
| 02/15/16  JO to Award Process | ***For everyone*** **-** We have a new tool! Mark Ruszkiewicz has put together a quick and easy cheat sheet/guide to use as a helpful quick reference tool, see our frequently asked question doc [Jurisdictional Offer (JO) to Award of Compensation Process](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/jo-quickguide.docx). *updated 02/17/2016* |
| 02/04/16  Email records for staff *and* consultants | ***For everyone -*** Email messages could be considered records. Internal staff recently received this reminder because of some internal changes to our email management system, but it is worth repeating AND this information also applies to consultants doing business for WisDOT. Here again are the highlights from the WisDOT staff bulletin. Consultants should take note and do need to follow this general guide as well. As you read and review your email messages daily, keep in mind:   * An email message that meets the definition of a record ***is*** a record and must be managed accordingly by each employee on an on-going basis following applicable records retention requirements. * The **content** of the message defines whether a message is a record. * An email message ***is*** a record if it provides evidence of the conduct of the agency's business. If the message is any of the following it is more than likely an agency record: * Approves or authorizes actions or expenditures. * Documents business decisions and discussions. * http://www.npi.ph/wp-content/uploads/ICON-Email-Management.pngHas value for other people or the work unit as a whole. * Involves negotiations on behalf of WisDOT. * Preserves the history of the department. * Represents formal communications among staff. * Sets policy or creates a precedent. |
| 01/20/16  Appraisal special provisions update | http://damonday.com/wp-content/uploads/Contract-with-fine-print.gif***For consultants and project managers -*** We updated our [Appraisal Special Provisions](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/re-appraisal.docx) used in conjunction with appraisal master contracts and to be included with each new appraisal Work Order Agreement. Project managers should start using the 01/19/16 update immediately. Appraisal consultants will be expected to adopt the new provisions. This update was drafted, in part, to bring more attention to necessary collaboration/cooperation efforts with other staff and with property owners at varying key points. We also added is some USPAP verbiage that we thought was especially worth repeating specific to upholding professional standards, conduct and rules; and, we expanded some details to emphasize the requirement for consultants to perform quality control checks prior to submitting reports us. Contact [Sherry Miner](mailto:sherry.miner@dot.wi.gov) (608) 266-2370 for comments/questions.   * All of our current special provisions, including this appraisal update are posted, but are unfortunately available only from our dotnet (internal site). Internal staff should go here each time they start a new Work Order Agreement under the master contracting process, see all at <http://dotnet/dtsd/projdev/consultant/appraisal.htm>. |
| 01/19/16  Award of damages questions and answers | ***For everyone******-***A few Registers of Deeds offices have suggested again that we should be affixing our seal and notarizing the Award of Damages when filing. These issues tend to surface from time to time. In summary, here are some basic questions and answers:  Question #1 - Must we affix WisDOT's seal to an Award of Damages to be filed with a Registers of Deeds office?   * Answer - “No.” The seal is not required. While we have customarily and historically affixed our seal, it is NOT required. Under s. 32.05, the Award of Damages is filed to note in the public record that title to the property has passed from private ownership to the condemnor by operation of law. Awards of Damages are exempt from requirements of Chapter 706.   https://upload.wikimedia.org/wikipedia/commons/thumb/6/6f/Eo-scale2.png/200px-Eo-scale2.pngQuestion #2 - Must an Award of Damages be notarized?   * Answer - “No.” Awards of Damages are not conveyances and therefore, not subject to recording rules applicable to conveyances.   For more reading, see [OGC Memo 96-086; dated March 8, 1996](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/1996-seal-ogc-memo.docx). Questions and this information were revisited in November 2015 and OGC still had the same basic response. |
| 01/19/16  READS | ***For everyone******-***This is a STAR related change. READS production has been updated. Starting now, projects must be added to READS using the “Import FIIPS Project” button; see [note](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/reads-fiips-import-mandatory.pdf). |
| 01/12/16  Easements | ***For everyone******-***From Wisconsin Woodlands magazine, here is a reprint of an interesting [easement access and use agreement article](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/easement-access-article.pdf). With that, we thought we should take this opportunity to focus and continue on the topic of easements.  https://s3.amazonaws.com/sslattorneymarketing/wp-content/uploads/sites/19/2015/03/easement-example-690.jpgPer our REPM/Sub-Section 1.6.2 Interest Acquired: “The interest normally acquired for highway R/W is title in fee simple. The second most common interest acquired is a permanent limited easement for so long as the land is used for highway purposes. Other interests include: access rights - to either partial or total access restriction; restricted development easements - for right to prohibit additional construction of improvements on parcel; scenic easements - to restrict use of property, such as along Great River Road route to protect scenic views for overlook purposes, etc; and, temporary limited easements (TLE) - for special use of property, such as to cut and fill slopes beyond boundary of permanent R/W, for channel changes, temporary detours, etc.”  Next, looking at our [REPM in its entirety](http://apwmad0p4145:37108/dtsdManuals/re/repm/repm-all-chapters.pdf) (all 450+ pages), use the field glasses (binocular) icon (typically found to left of REPM bookmark list), enter the word “easement” into that search box. You should see 151 instances. Click each result found in the search to jump directly to that section for some more reading on easements. |
| 01/12/16  Training | http://www.realestateagenttrainingguide.com/wp-content/uploads/2013/05/Different-types-of-real-estate-agents2.jpg***For everyone -*** Here are some of our most preferred and popular training vendors. Depending on where you are at in your career and your individual training needs, consider some of these on demand/online classes. See highlighted/recommended classes as linked below. Registration processes and costs vary. For state employees, supervisory approval is necessary prior to registering for any course and standard purchasing procedures apply (work with your regional purchasing staff):   * + - * [**Appraisal Institute Online Education**](http://www.appraisalinstitute.org/education/online-education/) (homepage), then see: [Analyzing Operating Expenses](http://www.myappraisalinstitute.org/education/seminar_descrb/default.aspx?sem_nbr=OL-648%20&key_type=OOS); [Appraising Convenience Stores](http://www.myappraisalinstitute.org/education/seminar_descrb/default.aspx?sem_nbr=OL-765%20&key_type=OOS); [Basic Appraisal Principles](http://www.myappraisalinstitute.org/education/course_descrb/default.aspx?prgrm_nbr=OL-100%20&key_type=CO); [Basic Appraisal Procedures](http://www.myappraisalinstitute.org/education/course_descrb/default.aspx?prgrm_nbr=OL-101%20&key_type=CO); [Business Practices & Ethics](http://www.myappraisalinstitute.org/education/course_descrb/default.aspx?prgrm_nbr=OL-420X&key_type=CO); [Case Studies in Appraising Green Res Bldgs](http://www.myappraisalinstitute.org/education/course_descrb/default.aspx?prgrm_nbr=OL-827%20&key_type=CO) [Comparative Analysis](http://www.myappraisalinstitute.org/education/seminar_descrb/default.aspx?sem_nbr=OL-X002&key_type=OOS); [Cool Tools: New Tech for RE Appraisers](http://www.myappraisalinstitute.org/education/seminar_descrb/default.aspx?sem_nbr=OL-COOL&key_type=OOS); [Data Verification Methods](http://www.myappraisalinstitute.org/education/seminar_descrb/default.aspx?sem_nbr=OL-633%20&key_type=OOS); [Eminent Domain & Condemnation](http://www.myappraisalinstitute.org/education/seminar_descrb/default.aspx?sem_nbr=OL-663%20&key_type=OOS); [Gen Appraiser Market Analysis and Highest & Best Use](http://www.myappraisalinstitute.org/education/course_descrb/default.aspx?prgrm_nbr=OL-400G&key_type=CO); [Gen Appraiser Report Writing & Case Studies](http://www.myappraisalinstitute.org/education/course_descrb/default.aspx?prgrm_nbr=OL-405G&key_type=CO); [Gen Appraiser Sales Comparison Approach](http://www.myappraisalinstitute.org/education/course_descrb/default.aspx?prgrm_nbr=OL-401G&key_type=CO); [Gen Appraiser Site Valuation & Cost Approach](http://www.myappraisalinstitute.org/education/course_descrb/default.aspx?prgrm_nbr=OL-402G&key_type=CO); [Intro to Green Bldgs: Principles & Concepts](http://www.myappraisalinstitute.org/education/course_descrb/default.aspx?prgrm_nbr=OL-826%20&key_type=CO); [RE Finance Statistics & Valuation Modeling](http://www.myappraisalinstitute.org/education/course_descrb/default.aspx?prgrm_nbr=OL300GR&key_type=CO); [Res Market Analysis & Highest & Best Use](http://www.myappraisalinstitute.org/education/course_descrb/default.aspx?prgrm_nbr=OL-200R&key_type=CO); [Res Report Writing & Case Studies](http://www.myappraisalinstitute.org/education/course_descrb/default.aspx?prgrm_nbr=OL-203R&key_type=CO); [Res Sales Comparison & Income Approach](http://www.myappraisalinstitute.org/education/course_descrb/default.aspx?prgrm_nbr=OL-202R&key_type=CO); [Res Site Valuation & Cost Approach](http://www.myappraisalinstitute.org/education/course_descrb/default.aspx?prgrm_nbr=OL-201R&key_type=CO); [Small Hotel/Motel Valuation](http://www.myappraisalinstitute.org/education/seminar_descrb/default.aspx?sem_nbr=OL-660%20&key_type=OOS); [Subdivision Valuation](http://www.myappraisalinstitute.org/education/seminar_descrb/default.aspx?sem_nbr=OL-772%20&key_type=SO); and, [Thinking Outside the Form](http://www.myappraisalinstitute.org/education/seminar_descrb/default.aspx?sem_nbr=OL-825%20&key_type=SO).       * [**FHWA/Federal-aid Essentials for LPAs**](http://www.fhwa.dot.gov/federal-aidessentials/index.cfm) (homepage), then see: See [all videos](http://www.fhwa.dot.gov/federal-aidessentials/indexofvideos.cfm) w/special attention to these R/W presentations - [Intro to R/W Requirements & the Uniform Act](http://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=6); [Proj Development](http://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=50); [Prop Mgmnt](http://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=49); [Valuation](http://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=20); [Acquisition & Negotiation](http://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=19); [Relocation Assistance](http://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=21).       * [**IRWA University**](https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=118084&title=Home) (homepage), then see: 100-[Principles of Land Acquisition](https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=118084&PCAT=6853&CAT=8172); 103-[Ethics & R/W Way Prof](https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=118084&PCAT=6853&CAT=8173); 104-[Standards of Practice for R/W Prof](https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=118084&PCAT=6853&CAT=8174); 105-[Uniform Act Exec Summary](https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=118084&PCAT=6853&CAT=9777); 200-[Principles of RE Negotiation](https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=118084&PCAT=6853&CAT=8176); 203-[Alternative Dispute Resolution](https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=118084&PCAT=6853&CAT=8177); 205-[Bargaining Negotiations](https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=118084&PCAT=6853&CAT=8178); 303-[Managing Consultant Process](https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=118084&PCAT=6853&CAT=8180); 304-[When Public Agencies Collide](https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=118084&PCAT=6853&CAT=8181); 400-[Principles of RE Appraisal](https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=118084&PCAT=6853&CAT=8182); 403-[Easement Valuation](https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=118084&PCAT=6853&CAT=8184); 411-[Appraisal Concepts for Negotiator](https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=118084&PCAT=6853&CAT=9846); 503-[Mobile Home Relocation](https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=118084&PCAT=6853&CAT=10097); 600-[Environmental Awareness](https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=118084&PCAT=6853&CAT=8185); 606-[Environmental Process](https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=118084&PCAT=6853&CAT=8186); 700-[Intro to Prop/Asset Mgmnt](https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=118084&PCAT=6853&CAT=8188); 800-[Principles of RE Law](https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=118084&PCAT=6853&CAT=8189); 801-[US Land Titles](https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=118084&PCAT=6853&CAT=8190); 802-[Legal Aspects of Easements](https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=118084&PCAT=6853&CAT=8191); and, 900-[Principles of RE Engineering](https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=118084&PCAT=6853&CAT=8192).   Also, view our [full list of popular training vendors and training resources](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/onlinetraining.docx). Go to these vendor websites to search for current online real estate and related learning opportunities. |
| 11/11/15  Calendar updates | http://eogn.wdfiles.com/local--files/start/calendar_icon.png***For everyone -*** See “live” training and other events on our [RE calendar](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/calendar.docx); check often for updates. |
| 01/08/16  Master contracts | https://encrypted-tbn2.gstatic.com/images?q=tbn:ANd9GcT3sMN-S8MMiwFXG6hJ-NECqWKFsvY_TGmq5Nzmb7y2WTji5pZp***For consultants and consultant project team leaders -*** Watch [WisDOT’s bimonthly solicitation](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/solicitations/default.aspx) page for new contract opportunities.   * New! In addition to Certified General, we also now consider appraiser consultant applicants at a Certified Residential level. Each applicant is considered on an individual basis. |
| 01/07/16  DOT/RE job opportunities | Link to WiscJobs Home, Public Service careers in the State of Wisconsin***For everyone -*** Did you know that you can perform a variety of sorts for quickly finding key job opportunities as posted to the official state of Wisconsin government job site of [Wisc.Jobs](http://wisc.jobs/public/index.asp)? Example, here is a sort using all job categories, statewide, and for all types of work hours, but limited just to [DOT](http://wisc.jobs/public/job_search_list.asp?advsrch=1&selectAgency=206). Check the Wisc.Jobs site often for new opportunities here at DOT and watch those deadlines to apply! |
| 12/21/15  FDM update | ***To FDM users -*** Updates have been posted to the Facilities Development Manual (FDM) for 7-Access Control; 8-Consultant Services; 11-Design; 12-Right-of-Way Plat Development; 13-Drainage; 14-Pavements; 15-Plan Preparation; and, 19-Plans, Specs and Estimates. Revisions to FDM are summarized in red colored text boxes. The summary of current changes is in FDM/Table of Contents [http://wisconsindot.gov/rdwy/fdm/fd-00-00toc.pdf](http://apwmad0p4145:37108/rdwy/fdm/fd-00-00toc.pdf) (that link is also near top of FDM’s main page) and beneath each revised section, there’s an additional text box with a summary of updates just for that section. In the FDM, text boxes are also linked directly to the documents so you can review changes within the text. Revision information remains only until next update.   * Reminder: Revision information and updates to the [REPM](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm.aspx) are found on the main page (under Table of Contents). Each summary of an REPM revision/update remains posted for approximately six months. |
| 12/17/15  REPM update | REPM***For everyone -*** REPM / [Introduction](http://apwmad0p4145:37108/dtsdManuals/re/repm/repmintro.pdf) (12/15) - updated to better explain, summarize and expand upon: organizational information; state responsibilities; program oversight; assurances; update procedures; and, compliance responsibility w/references to applicable laws, rules and regulations as well as a summary of approval actions (including link to current [Stewardship and Oversight Agreement](http://apwmad0p4145:37108/dtsdManuals/re/repm/fhwa-wisdot-oversight-agreement.pdf)). |
| 12/07/15  Surplus property | ***From surplus property team -*** In our continuing efforts to increase exposure, we now have modified versions of our regional marketing plans posted to our public [Surplus land and property for sale or lease](http://apwmad0p4145:37108/Pages/doing-bus/real-estate/landsales/default.aspx) site; updates to be made quarterly. Each regional surplus land page has this new heading *“More properties region is actively working to sell,”* then see link(s) to marketing report(s). |
| 12/02/15  Diary Notes | ***For everyone -*** See short training on *‘*[*The Importance of Diary Notes*](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/diary-notes.pptx)*’* PowerPoint (also as a [printable PDF](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/diary-notes.pdf)) PDF |
| 11/20/15  Best practices | http://i.ytimg.com/vi/DPvNCMJmVtU/maxresdefault.jpghttp://postdocbp.org/wp-content/uploads/2013/08/Best-practices.png***For acquisition/relocation/property management staff (early acquisition issues) -*** Early and on-going communications/coordination between our varying RE groups is vital. Early acquisition activities, in particular, can create complications and so should include discussions amongst varying groups and individuals very early in the process. As a “best practice,” to streamline efforts, employ cost savings strategies, and avoid problems later, regions should consider (if not already doing) holding regular monthly meetings to discuss project tracking and developing issues. Our SE Real Estate region has a long-standing practice of doing this.   * For any properties where we are holding onto and managing buildings, our property managers need to work with WisDOT/Risk Management for separate insurance policies. * Remember that we also need a written contract on any property we lease, and any items as agreed that are to be removed by the property owner, need to be removed prior to the closing. |
| 11/20/15  Title search tips | ***For acquisition agents (or anyone working with titles and title search companies) -*** Acquisition agents need to understand what needs to be cleared and where to find it in the title report. Agents also need to be able to incorporate what is on the plat to match what is in the title, and to understand party of interest information (who is/who is not). For this, we can and should request an interpretation as to what needs to be cleared directly from the title company. This is considered part of the regular services that title companies provide. Each of our regions seem to have a little different structure as to who their “point” person is/should be for requesting initial title work, updates and communicating directly with our title companies.   * 1uyMpI4wWe can also ask title companies to run a report specific to MERS coordination. For this, we could expect to pay anywhere from $50-150; expect, however, that this information could take anywhere from one week to three months to obtain. Our NE Real Estate region has a practice of doing this. |
| 11/20/15  Objective reviews | ***For acquisition agents/appraisers/appraisal reviewers -*** Here is a quick review of the benefits and use of the objective review process. We have the Appraisal Objective Review ([RE1000](http://apwmad0p4145:37108/Documents/formdocs/READS1000.pdf)) and Appraisal Objective Review-Surplus Lands ([RE1048](http://apwmad0p4145:37108/Documents/formdocs/READS1048.pdf)) – both currently available as READS templates only. The objective review process is a good tool to help acquisition agents familiarize themselves with the appraisal prior to meeting with the property owner. During the review, if the acquisition agent finds a problem, they should typically go to the reviewer with questions. The agent can also enter their questions, etc. in the “comments” box directly on the form, to which the appraiser and/or review appraiser should try to address directly back to the agent. The object review process is also another important quality control step to which everyone plays an important role, see:   * REPM/[2.13.4 Objective Phase Appraisal](http://apwmad0p4145:37108/dtsdManuals/re/repmchap2/2-13-appraisal-review-guidelines.pdf) in detail; and, * http://cdn.xl.thumbs.canstockphoto.com/canstock7686623.jpgExcerpt from REPM/2.9 THE OFFERING PRICE for more on how/why the objective review is important and where it fits into our process*: “Upon completion and receipt of an appraisal report, the region must prepare an Offering Price Report and Submittal (RE1894) for every appraised parcel. The area to be acquired must correspond with the latest right of way plat. Any additional interests being acquired (TLE, PLE, access rights, etc.) should be noted. The area of a limited highway easement need not be indicated. The Offering Price Report and Submittal (RE1894) along with the Appraisal Objective Review (RE1000) and the appraisal are then submitted to a reviewer. Reviewer assignments will be made using the Appraisal Review Request (RE1010). Note: Regional staff and consultants must enter all appropriate and necessary data into the Real Estate Automated Data System (log on required to access READS), thus enabling many of these forms, reports and processes to be produced and managed directly within or from READS.”* |
| 11/20/15  USPAP link | ***For appraisers -*** The [2016-17 Uniform Standards of Professional Appraisal Practice (USPAP)](file://dotnetdocsp/docs/dtsd/technical/realestate/appraisal/2016-17uspap.pdf) is available online to internal staff *only* from our BTS/Real Estate – [Appraisal](http://dotnet/dtsd/technical/realestate/appraisal/index.htm) dotnet page. A subscription service is required, which is why we cannot provide the link to our [consultant RE launch site](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/default.aspx). |
| 11/20/15  Four key webpages | ***For everyone: tips on making the web simple -*** Even if you do not typically bookmark or save pages as a favorite, save these! Put a quick link on your toolbar and on your desktop (ask someone to help if you don’t know how to do this):   * For internal staff *only*, see [Real Estate](http://dotnet/dtsd/technical/realestate/index.htm) on dotnet * For LPAs, see [Local Public Agency (LPA) Real Estate Acquisition Information](http://www.wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/aid/lpa-re-info.aspx) * For our consultants, see your key tools at [Bureau of Technical Services – Real Estate](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/default.aspx) * For our public, see [Highway projects and your property](http://www.wisconsindot.gov/Pages/doing-bus/real-estate/hghwys-yourland/default.aspx), includes: [Surplus land and property for sale or lease](http://apwmad0p4145:37108/Pages/doing-bus/real-estate/landsales/default.aspx).   http://three-marketeers.co.uk/Resources/worldwideweb.pngEverything you need for Real Estate work should be able to be reached from one of these four key starting points. If it’s not there or no longer current, contact [Sherry Miner](mailto:sherry.miner@dot.wi.gov) (608) 266-2370 *and/or* whomever is listed as “Content owner” at the bottom of each page, and we will get that information included and up to date to make your life easier. |
| 11/17/15  Important master contract info | http://cdn.business2community.com/wp-content/uploads/2012/08/ConsultantServices21.jpg***For consultants -*** Quick facts, reminders and basic “how to” info about master contract solicitations. Consultants interested in renewing or pursuing new master contracts need to take personal responsibility to monitor WisDOT’s public postings. From WisDOT’s home page, look for DOING BUSINESS heading in upper blue ribbon; *click* to activate popup window and see dropdown list. In dropdown list, *scroll to highlight* Engineers and consultants topic; from here you get a second popup window with another dropdown list, *click* Solicitations. The [solicitations](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/solicitations/default.aspx) page shows all current (active) solicitations. Looking to left, there is one especially important link, see [bimonthly solicitation schedule](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/solicitations/sched.aspx). So long as you (the consultant) keep track of the dates in that bimonthly solicitation schedule, you should not miss any new master contract opportunity. WisDOT also post a [12 month rolling solicitation](http://apwmad0p4145:37108/Documents/doing-bus/eng-consultants/slicitations/roller.pdf) list (projected solicitations), but that list is subject to change. When you do see a solicitation to which you are interested, take great care in reviewing [general instructions](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/solicitations/inst.aspx). Be aware that all NOI (Notice of Interest) application materials must be submitted electronically and most important – complete your NOI application according to the specific details of each individual posting; and, watch the deadlines! WisDOT will not send reminders about upcoming solicitation activities or deadlines to apply. Consultants should set ticklers for themselves of the dates in this [bimonthly solicitation schedule](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/solicitations/sched.aspx). Then, check the [solicitation](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/solicitations/default.aspx) page on each of those key dates to view current opportunities. |
| 11/13/15  Records management | http://secure360.org/wp-content/uploads/2013/02/records-management-cloud.jpg***For everyone -*** Records management is the application of accepted practices and standards to control the creation, dissemination, utilization, organization, retrieval, retention, and eventual disposition of records. Records Retention/Disposition Authorization (RDA), also known as records retention schedule, is the policy that allows you to dispose of your records after a certain period. It outlines how long records are to be retained maintained and their disposition after a retention period has ended. Real Estate specific records management policy is according to [Real Estate’s RDA](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/RealEstateFunctionalRDArev.pdf). Additional interpretation and program specific records management questions can be addressed directly to our Real Estate statewide coordinators. Also, see WisDOT’s [Access to Records](http://apwmad0p4145:37108/Documents/records-access.pdf) (our open records policy notice).   * Internal staff *only* can and should review [records management](http://dotnet/bmsrecords/index.html) as available on our internal dotnet. * Internal staff should also be aware and reference our detailed [Open Records and Privacy Guide](http://dotnet/ogc/services/opinions/openrecguide0614.pdf). * Internal staff can direct general questions to your [WisDOT Records Coordinators](http://dotnet/bmsrecords/reccoor.htm).   Our current [Real Estate RDA](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/RealEstateFunctionalRDArev.pdf) sunsets November 2017. Central office will be putting together focus groups to talk about updates. Ideas/questions/issues to be addressed in the Real Estate RDA update can be forwarded at any time to [Sherry Miner](mailto:sherry.miner@dot.wi.gov). Sherry will collect your thoughts and address issues as work progresses. To learn more about policies, rules and guidelines that promote responsible records management practices, compliance, retention, preservation requirements, oversight and accountability, see [Public Records Board](http://publicrecordsboard.wi.gov/index.asp?locid=165). |
| 11/13/15  RE forms & templates | ***For everyone -*** Reminder: Real Estate paper only (fill-ready) forms are available for use and READS templates are available for viewing only through our Real Estate Program Manual/[Form](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm-forms.aspx) page. If a Real Estate fill-ready form or a READS template is not shown in our forms catalog, it is NOT authorized for public distribution, §15.04(1)(j) Wis. Stats. A form with a revision date or format anything other than those in our REPM forms catalog (as currently displayed on our REPM/Forms page) is NOT authorized for use, same rules/same policy for LPA Manual/[LPA forms](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/lpa-forms.aspx). If/when you do have a legitimate business need to alter a form (paper or READS generated) to something other than the current approved version, enter a comment into your diary notes to protect yourself and the department from future questions concerning business practices and state transactions.   * http://offsitewarehouse.com/offsitewp/wp-content/uploads/2012/01/stock-illustration-14462398-check-list-on-clipboard.jpgSherry Miner is the current “go to” and authorized sponsor for the management of our paper only (fill-ready) forms and Camille Wilcox (READS consultant) is the “go to” and authorized sponsor for READS templates. Both Sherry and Camille must also seek department-wide approval prior to actual publication, distribution and authorizing use of any new or updated forms.   + Per §16.97 (5p): *"Form" means any written material, by whatever means printed, generated or reproduced, with blank spaces left for the entry of additional information to be used for the purpose of providing information, collecting information or requiring action in any transaction involving this state.*   Per §16.97 (5s): *"Forms management" means the system of providing forms to accomplish necessary operations efficiently and economically, including analysis and design of forms, improvement of methods of procurement, distribution and disposition of forms and improvement of methods to keep to a reasonable level the public's duty to report. "Forms management" includes the elimination of unnecessary forms and of unnecessary data collection and standardizing, consolidating and simplifying forms and related procedures.* |
| 11/09/15  UC Guide update  and what we need to know | http://www.jerryleehatley.com/images/utilities/utilities.png***For acquisition staff and LPA staff mostly -*** The Guide to Utility Coordination ([UC Guide](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/util/ucguide.aspx)) has gone through a total overhaul, with the latest version dated June 2015. The UC Guide expands details of the Facilities Development Manual ([FDM](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/rdwy/fdm.aspx))/Chapter 18 to provide designers with detailed guidance on utility coordination during development of a highway improvement project. The UC Guide also explains how utility companies are involved with all phases of the highway improvement project planning, design and construction process. Topics of interest to real estate staff may include how WisDOT deals with utility land interests on highway projects, and who to contact if property owners have questions, such as *- what will happen to the utility lines on their side of the road?* Regional utility coordinators can provide that information, or if they do not know, they can provide the utility company contact information. To help in becoming just a little more familiar with utilities coordination processes, here then are a few random [excerpts from the updated UC Guide](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/uc-excerpts.docx), highlighting some key points like, how acquisitions are handled involving utilities and some excerpts as to when coordination is utmost important amongst our varying real estate transactions and key staff.  Note: These excerpts are only a sample of the information and guidance. See full [UC Guide](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/util/ucguide.aspx) for more information and for a continuation of the topics featured in the attached document. |
| 10/29/15  Project status | ***For everyone -*** The public, staff and consultants can keep current with [projects and studies by region](http://apwmad0p4145:37108/Pages/projects/by-region/default.aspx), which links to [511 Wisconsin Construction Projects](http://projects.511wi.gov/) page for viewing extended information about construction projects currently underway, which further links to the [511 Wisconsin website](http://www.511wi.gov/Web/) for real-time (live) conditions.   * The Statewide Transportation Improvement Program (STIP) also produces a four-year plan of highway and transit projects. Revised every year, the plan is a compilation of all highway (state or local) and transit (capital or operating) projects in urban and rural areas. See [STIP](http://apwmad0p4145:37108/Pages/doing-bus/local-gov/astnce-pgms/highway/stip.aspx) webpage. |
| 10/28/15  Need a translator? | ***For everyone -*** Google Translate **-** Ever find yourself on the phone or face to face with a community member where English is not his or her first language, and there is no immediate human interpreter available? From [Google Translate](https://translate.google.com/), you can type any text and get a translation *or* translate an entire document *or* copy the website address and get the entire website translated. 90+ languages are currently available. Take a look at our own public info page, [Highway projects and your property](http://apwmad0p4145:37108/Pages/doing-bus/real-estate/hghwys-yourland/default.aspx) (in English), then try some of these more common languages, such as [French](http://translate.google.com/translate?hl=en&sl=en&tl=fr&u=http%3A%2F%2Fwisconsindot.gov%2FPages%2Fdoing-bus%2Freal-estate%2Fhghwys-yourland%2Fdefault.aspx); [German](http://translate.google.com/translate?hl=en&sl=en&tl=de&u=http%3A%2F%2Fwisconsindot.gov%2FPages%2Fdoing-bus%2Freal-estate%2Fhghwys-yourland%2Fdefault.aspx); [Spanish](http://translate.google.com/translate?hl=en&sl=en&tl=es&u=http://wisconsindot.gov/Pages/doing-bus/real-estate/hghwys-yourland/default.aspx&sandbox=0&usg=ALkJrhhmlrtlEx4E5rQFl-bSiEhox10Vqw) to get a feel for the quality of translation. |
| 10/28/15  Writing guide | http://thumbs.dreamstime.com/z/style-guide-cursive-25084573.jpg***For everyone -*** When drafting letters, producing training materials, and putting together any other printed materials, remember to make use of and reference [WisDOT’s style guide](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/tools/style.aspx). |
| 10/20/15  More MLS resources wanted! | http://www.placeperfectrealty.com/images/mls.gif***For everyone -*** MLS and related listing service providers wanted! We have an ongoing need for good resources in searching for and finding good comparables. As such, we are always on the lookout for developing tools and new or enhanced MLS services or other listing service providers. Again, we are asking for your input in sharing ideas for few good all-inclusive MLS services or similar providers, who can provide us with easy access to detailed comparables, covering a wide variety of property types and, in a perfect world, provide all of this to us for “free.” But, as you also know, many of our local MLS services are limited in scope and typically limited to a relatively small area(s) to which they serve, and most also require specific licensing credentials or fees to access certain key parts to their information. In our continuing search for good listing service providers, we would prefer to find and use services offering statewide information, on a wide range of property types, and where access to that information is “free.” Look again at our internal [organizations and associations](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/organizations.docx) list and send any new and improved ideas.   * We have most general MLS services listed under section “M”, while some catering specifically to corporate listings and rural or farm properties are found elsewhere on list. Tell us if any information needs updating. Send tips, tricks and ideas for finding good, reliable and easy to access comparables to [DOT DTSD BTS Statewide Real Estate](mailto:DOTDTSDBTSStatewideRealEstate@dot.wisconsin.gov) or call (608) 266-2370. |
| 10/20/15  Title searches | ***For everyone -*** An updated title search contract under development. [Becky Sorensen](mailto:rebecca.sorensen@dot.wi.gov); (608) 267-3856 is gearing up to work in coordination with Suzanne Kostic of our Purchasing Unit to update our statewide title search contract, making adjustments to current language as needed, then soliciting for an updated grouping of interested statewide title search companies. Becky already has a list started of ideas, suggestions and issues to be addressed in the upcoming contract and, if you have not already done so, we encourage you to send Becky any suggestions and/or areas of outstanding issues you feel need to be addressed in the new contract.   * See current [real property title search information](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/title-searches.aspx) * WisDOT real estate title searchsStay tuned to developing trends happening throughout the regions and counties involving new e-recordings and services such as [Simplifile](https://simplifile.com/).   In case you missed it at our 2015 Statewide Real Estate Training Conference, see ‘[Title Search Training & Plats](ftp://ftp.dot.wi.gov/dtsd/bts/realestate/dot-re-conf-2015/PRESENTATIONS/M-TitleSearch-Stella/Title%20and%20Plats.pptx)’ as presented by Brent Stella and Angela Kneip. |
| 10/05/15  Appraisal – billboard (signs) contract language | ***For consultants and consultant project team leaders -*** We now have special provision contract language specific to [Appraisal - Billboards (signs)](http://dotnet/dtsd/projdev/consultant/docs/re-sign-appraisals.docx). In addition, all of our RE special provisions documents, used with master contracts and included with each new Work Order agreement, have recently been updated. All of our special provision contract inserts are available for download only from our dotnet (internal staff only web). Staff should use only the current posted version for all new Work Order drafts and consultants should be watching for and taking notice of any updates. Current policy is that appraisers can be hired either under our master contracts groupings using the full-service eminent domain grouping or through the low-bid process and our appraisal specific contracts.   * Our special provision docs are only posted to the dotnet; only internal staff can use this link to download the documents, see <http://dotnet/dtsd/projdev/consultant/appraisal.htm>; and, when needed, look for our new [Appraisal - Billboards (signs)](http://dotnet/dtsd/projdev/consultant/docs/re-sign-appraisals.docx) language.   billboard[2]Reminder: Prior to starting a new Work Order agreement, internal staff should review Real Estate’s [all-inclusive master contracts list](file://dotnetdocsp/docs/dtsd/technical/realestate/contracts/re-all-master-contract-list.xls) with current NOIs linked under each vendor’s name. Contracts are grouped by effective date and by type (e.g., appraisal, eminent domain [full service], etc.). List is updated as appropriate. For any crossed-out names, “no” work orders may be issued until further notice. |
| 10/01/15  Hunting and fishing on WisDOT land | https://d30y9cdsu7xlg0.cloudfront.net/png/97885-200.png***For everyone, especially property managers -*** We get questions about hunting, trapping, and other harvesting activities along our highways and on state owned land. Our [Bur. of Highway Maintenance](http://apwmad0p4145:37108/Pages/doing-bus/local-gov/hwy-mnt/default.aspx) (more info on web) provides guidance specific to these activities in the [Highway Maintenance Manual](http://apwmad0p4145:37108/Pages/doing-bus/local-gov/hwy-mnt/mntc-manual/default.aspx) / [Chapter 07-25-10 Harvesting Products of Nature](http://apwmad0p4145:37108/Documents/doing-bus/local-gov/hwy-mnt/mntc-manual/chapter07/07-25-10.pdf). Harvesting activities includes, but is not limited to, collecting seeds, harvesting berries and wild vegetables, fishing, trapping, and hunting.   * 1216168888[1]In summary, individuals may *not* hunt or set traps on WisDOT right of way, except where an individual or organization has previously secured a permit. Non-transportation related activities conducted on WisDOT right of way or owned lands are prohibited except for certain very limited activities as portrayed in the Highway Maintenance Manual or by other related guidance, rules and regulation. For example, individuals may harvest berries for non-commercial purposes and there is a list of DNR selected sites and locations where trapping and hunting is allowed without obtaining a WisDOT permit to access the land *(to view list, see ‘4.0 Hunting and Trapping Locations’)*. * Also, note their [winter maintenance](http://apwmad0p4145:37108/Pages/doing-bus/local-gov/hwy-mnt/winter-maintenance/default.aspx) info.   The [Bureau of Highway Maintenance](http://apwmad0p4145:37108/Pages/doing-bus/local-gov/hwy-mnt/default.aspx) (BHM) and its [Highway Maintenance Manual](http://apwmad0p4145:37108/Pages/doing-bus/local-gov/hwy-mnt/mntc-manual/default.aspx) provides more guidance to a wide variety of right of way maintenance issues. |
| 09/17/15  CARS | ***For consultants and project managers -*** The Contract Administration and Reports System ([CARS](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/contracts/cars.aspx)) continues to get updates and tweaks. All CARS questions/issues should be emailed to [WisDOTCARS@dot.wi.gov](mailto:WisDOTCARS@dot.wi.gov). Other reminders:   * When accessing CARS, use only Internet Explorer 10 or 11 (not Chrome/Firefox/Safari) * Attach supporting documents in a PDF format only. * [FDM](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/rdwy/fdm.aspx) / [Chapter 8 Consultant Services](http://apwmad0p4145:37108/rdwy/fdm/fd-08-00toc.pdf) provide detailed contracting guidance, note some recent updates, and everyone is asked to pay especially close attention to [8-5-3](http://apwmad0p4145:37108/rdwy/fdm/fd-08-05.pdf#fd8-5-3) Conflict of Interest.   [DOTview](http://dotnet/dotview/launch-dotview.htm) is not accessible to consultants, but plats are viewable in [READS](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/reads.aspx). |
| 09/16/15  Consultant RE webpage | ***House with a computer mouse wrapped around itFor consultants -*** We added more convenience links on Real Estate's new "go to" webpage and launch site for our consultants to make it easier for you to find important solicitation information, special consultant notices, and to quickly jump to all the department contract resources. See: [Bureau of Technical Services - Real Estate](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/default.aspx). |
| 08/26/16  More on master contracts and CFRs | ***For consultants and consultant project team leaders -*** Unfortunately, we do not send reminders to consultants about keeping current with their Consultant Financial Report (CFR). Here is WisDOT’s consultant services page detailing the CFR process: [http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rgistr/fncl-rpt.aspx](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rgistr/fncl-rpt.aspx); then, see [DT1865 Instructions](http://apwmad0p4145:37108/Documents/formdocs/dt1865-inst.doc). Rule - firms are to submit their Consultant Financial Report (CFR) to WisDOT annually and no later than five months after the end of their fiscal year. Remember that appraisers only are NOT required to maintain an approved CFR, so long as they only participate in our qualified low bid master contract process (this is why we developed that special hybrid low bid process). |
| 08/25/15  Full service master contracts require current CFRs | ***For consultants and consultant project team leaders -*** For any master contract firms with a full service contract, it is important to note that if you let your consultant financial record (CFR) expire, we will likely NOT be able to issue any new Work Orders with you until when/if you get your CFR up to date, reviewed and approved by WisDOT. Exceptions are sometimes possible depending on individual circumstances (such as, if it is because of our WisDOT internal auditor’s workload that we cannot keep up with the reviews and approvals). The CFR is used to establish an indirect cost overhead rate and provides information used during contract negotiation and subsequent audit processes. For questions, consultants may contact WisDOT’s Audit Supervisor at (608) 261-6270 or email [consultant.services@dot.wi.gov](mailto:consultant.services@dot.wi.gov). Also, see web info at [http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rgistr/fncl-rpt.aspx](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rgistr/fncl-rpt.aspx). |
| 08/13/15  RE news editors wanted! | 1024px-Accessories-text-editor***For everyone -*** We are looking for contributing editors! This is YOUR RE newsletter and each of you are encouraged to submit news clips, stories and items of interest for our RE news. Send news about new staff, new assignments, someone leaving☹, a time-saving process, changing procedures, developing trends, special tools, cool websites, maybe some kind words, a special “shout-out” or even some “no, no’s” if needed. Email [DOT DTSD BTS Statewide Real Estate](mailto:DOTDTSDBTSStatewideRealEstate@dot.wisconsin.gov); or, call (608) 266-2370 with ideas. |
| 08/12/15  Nationwide DOT search | ***For everyone -*** *Useful tips...*   * If looking for information from other state DOTs, Google offers this custom [state DOT search engine](https://www.google.com/cse/home?cx=006511338351663161139:cnk1qdck0dc). * Also, try Google’s custom search of [Wisconsin Transportation Information Search (WTIS)](https://www.google.com/cse/home?cx=016923400724939679832:vmv2xow5buq), searching 75+ 1uyMpI4wtransportation-related websites limited to just Wisconsin activities. |
| 08/11/15  Statewide property for sale | Wisconsin Imagemap***For everyone -*** Help spread the word on our surplus property sales efforts. This is one area that helps to bring much needed do$$ars into WisDOT ☺. Customers can see current advertised properties at [www.wisconsindot.gov](http://www.wisconsindot.gov); under the *‘Doing Business’* tab, click through dropdown for *‘Real estate / Right of way use’* and go directly to *‘Land and property for sale’* link. Here is the quick link [http://wisconsindot.gov/Pages/doing-bus/real-estate/landsales/default.aspx](http://apwmad0p4145:37108/Pages/doing-bus/real-estate/landsales/default.aspx). Listings are organized by region. Potential buyers can ask questions to [regional contacts](http://apwmad0p4145:37108/Pages/doing-bus/real-estate/landsales/landsales-contacts.aspx). For general info, direct people to our [How WisDOT sells surplus lands](http://apwmad0p4145:37108/Documents/doing-bus/real-estate/landsales/selling-surplus-land.pdf) publication. Print some extra copies to hand out as you travel about. |
| 08/04/15  Notaries | ***For everyone -*** This info is viewable to internal staff only, but can be printed/emailed to consultants as needed:   * List of internal statewide WisDOT staff having a Notary Public certification: see <http://dotnet/frontdoor/notaries.htm>. If you do not see your name, but do have a current certification and would like to add your contact info, make a request to the contact person listed at the bottom of that page. * Here also is our statewide list of WisDOT staff who can serve as interpreters: <http://dotnet/frontdoor/foreignlanguage.htm>. WisDOT staff may use this list of interpreters to provide any transportation related services. The list is arranged alphabetically by language, shows the office location of the employee, and notes whether they speak, read and write the language. |
| 07/01/15  CARS | ***For consultants and consultant project team leaders -*** All consultant invoices and evaluations must be entered and viewed directly from [CARS](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/contracts/cars.aspx). For internal WisDOT staff, the consultant evaluation mailbox is no longer available and it is not necessary to submit a PDF copy to the central office Real Estate. To complete and view RE evals via CARS, here is what you need to know:   * For general (full service) Real Estate project evals, complete ratings for all categories; * For appraiser and review appraiser evals, complete a rating for Quality of Work category only.   After entering a rating for a category, questions for that category appear on next page. However, if you enter a rating for a category not used for Real Estate, the next screen looks like questions missing. To avoid confusion, internal staff should use care to only fill in ratings for RE required categories as described here. For general help, try WisDOT’s training video, [Creating an Evaluation](https://www.youtube.com/watch?v=88J6W7k2kLE).  Also, remember to watch for notifications of pending invoices and consultant evaluation on your dashboard in the Contract Administration and Reports System ([CARS](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/contracts/cars.aspx)). Anyone still new to CARS can view online training from the [CARS application](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/contracts/cars.aspx) webpage. |
| 🕬 We are always looking for contributing editors! This is YOUR newsletter. Each of you are encouraged to submit news clips, news stories and special items of interest to be posted in our 24/7 online [RE news](http://apwmad0p4145:37108/dtsdManuals/re/re-staffresources/news.docx) (occasional special mass emails may also be happening). Send news for publication about new hires, changing work assignments, someone leaving ☹, a great new time-saving process, announcements about important changing procedures, ideas for the future and developing trends, special tools, law changes, cool websites, maybe even some kind words for a job well done, and once and a while there will probably be some need to post some quick “no, no reminders” to everyone; we can also do some special limited personal “shout-outs” and maybe even develop a regular feature for some kudos here and there..., *anything good to know is good to share* ☺. Send news items via email to: [DOT DTSD BTS Statewide Real Estate](mailto:DOTDTSDBTSStatewideRealEstate@dot.wisconsin.gov); or, call (608) 266-2370 with ideas, suggestions, and tips for an RE news story. | |