

IRWA BADGER CHAPTER 17 – 1st Quarter Executive Board Meeting  
December 11th, 2019, 4:30 P.M.  
Concourse Hotel, Madison, WI

- 1) Call to Order – 4:30 P.M.
- 2) Officer's Reports
  - a) Secretary – Minutes from September were approved and can be found on the website.
  - b) Treasurer's report/Finance Committee
    - i) Checking Account Balance as of 11/30/19 is \$9,984.81
    - ii) Positive Change of \$202.64 from September 9th.
    - iii) Money Market Account Balance as of 9/9/19 is \$16,641.21
    - iv) Interest accrued since 9/9/19 \$3.31
  - c) President's report -
    - i) Square (Credit card reader)
      - (1) good for regional meeting and chapter meetings
      - (2) 3.5% charge per transaction; 15% charge if entered manually
      - (3) Board voted to approve getting a square
    - ii) Professional of the Decade Award
      - (1) Board approved moving forward with Professional of the Decade Award
      - (2) Marian and Doug will handle
  - d) Past President's Report (Nominations and Awards)
    - i) Marian will be submitting for website of the year
    - ii) In order to qualify, website needs a video or animation
      - (1) Idea for 5 members answering questions was proposed and discussed.
      - (2) Michelle Somers will be submitting for newsletter of the year.
      - (3) Michelle Somers was also submitted for YP of the year.
- 3) Industry Committees and CoP Reports
  - a) Asset Management – Open – No Report
  - b) Environment – Marian Barnes, SR/WA and Tierney Lalor – NO report
  - c) Legislation – JJ Rolling and Bob Trapp – JJ presented one recent court decision will affect what is needed in acquisition appraisals.
  - d) Liaison – Nicole Smullen – No Report
  - e) Public Agencies – Jenny Frese – No report
  - f) Relocation – Beth Smith, SR/WA – No report
  - g) Survey and Engineering– Jacob Braun, WPS, ROW Agent – No Report
  - h) Transportation and Railroads – Norman Pawelczyk, SR/WA
    - i) WisDOT – Local Program – The WisDOT Local Public Agency (LPA) Manual has been updated. A recent webinar was presented related to these changes on the WisDOT Website – it will be posted soon. There is also a past Relocation webinar posted explaining the new law changes to relocation services in Wisconsin.
    - ii) Emergency Acquisition –
      - (1) WisDOT has developed a new document for Emergency Acquisitions
      - (2) "Agreement and Grant of Right of Entry for Emergency Construction Purposes Only"

- (3) This new document describes the emergency work to be done, provides timeline for the work, ensures owner will have all rights available to them, and provides language that further negotiations will occur in the future when final right of way needs are determined.
- (4) If anyone would like to use this document for an emergency acquisition outside of WisDOT please contact a representative from WisDOT.
- iii) Solicitation for Master Contract Appraisal Services
  - (1) Please check the WisDOT website in the “Doing Business” area for the upcoming Solicitations for Appraisal Services early 2020.
- iv) Wisconsin’s Freight Rail Day 2020
  - (1) “Freight Rail Day 2020: Investing in infrastructure” will be held Feb. 20, 2020, at the Monona Terrace Convention Center in Madison, Wisconsin. The event is presented by the Wisconsin Railroad Association. For more information, visit: <https://wisconsinrailroadassociation.com/index.html>.
- i) Utilities, Pipelines, Oil & Gas – Doug – No Report
- j) Valuation– Corey Sells – No Report
- 4) Service Committee Reports
  - a) Education-Emily Iacchei, Michelle Somers, Kathy Curren
    - i) 1. Thank you to Lisa Harrison for instructing Course 501 and 502 in October in Elkhart Lake. Course 501 had 13 Registrants; profit of \$1,000. Course 502 had 18 Registrants and a profit of \$1,700.
      - (1) There was one registrant who hasn’t paid for C501 & C502. HQ has no record of her paying and she didn’t register with the Chapter. To date, she hasn’t returned e-mails or phone calls. (Profits mentioned above are based upon missing registration)
    - ii) 2. Thank you to Mary Anne Marr for instructing Course 700, Intro to Property Management; there were 8 registrants.
    - iii) 3. SR/WA Study Session will be held in 2020. Tentatively scheduled for March 2020, but having difficult time finding an instructor for March. Already had 4 instructors decline due to scheduling conflicts. May need to move to May.
    - iv) 4. The education committee has a tentative course schedule for 2020.

March 2 - 4	Appleton	Red Lion Hotel	SR/WA Study Session & Exam	3	TBD	Quarterly Meeting	Michelle
March 4	Appleton	Red Lion Hotel	406B USPAP-7hr	1	John Rolling	Quarterly Meeting	Kathy
April 24	Green Bay	DOT-NE Region	604 Environmental Due Diligence	1	Marian Barnes	Region Forum	Michelle
May	TBD	TBD	901 Engineering Plan Development 902 Property Descriptions	2	Fred Easton	Quarterly Meeting	Michelle
September	TBD	TBD	431 Problems in the Valuation of Partial Acquisitions	1	John Rolling	Quarterly Meeting	Kathy
October	TBD	TBD	800 Principles of RE Law	2	TBD		Kathy
December	TBD	TBD	603 Understanding Environmental Contamination in RE	1	Marian Barnes	Quarterly Meeting	TBD

- b) Meetings/Programs – Laura Humphrey, Jenny Frese
  - i) See Meeting Coordinators report in Newsletter.
  - ii) Notable: Spring forum will be hosted by Chapter 17 in Green Bay, Wisconsin.
  - iii) Jenny will send budget for Spring Forum. Breakeven is about 35 registrants. Craig will need some help get sponsors.
  - iv) Laura Humphrey spoke regarding presentations for tomorrow's meeting and meeting going forward.
- c) Membership – Arlene Buttke, SR/WA

New Member(s) on the September 2019 Report:

Constance Franzen	Ayres Associates
Margaret Hegeman	WisDOT
Edward Kunz	WisDOT

New Member(s) following September 2019 Report, applications approved via email:

Matthew DesForge	WisDOT
Kevin Pape	Madison Gas & Electric
Karley Kvapil	Corre Inc
Megan Munden	Corre Inc
Steve Beversdorf	Madison Gas & Electric
Amanda Weaver	WisDOT

Member(s) pending approval

None

Total Members According to IRWA Roster, December 2019 182

- d) Newsletter – Michelle Somers, Connie Franzen
  - i) Newsletter will be submitted for Newsletter of Year
  - ii) Michelle Somers will reach out to Coleman Engineering and Axley Brynelson about yearly sponsorship for 2020.
  - iii) New Newsletter Editor as of January 2020 is Connie Franzen, Ayres.  
E-mail: [connie.franzen@wisconsinpublicservice.com](mailto:connie.franzen@wisconsinpublicservice.com)
- e) Web Site – Marian Barnes – See
- f) Professional Development – Doug Hartman
  - i) SR/WA form for continuing education will be at registration table.
  - ii) 1 member has recertified for SR/WA.
  - iii) New crop of SR/WA's working their way through the process.
- 5) Regional Report – Beth Smith – No Report
- 6) International Committee Reports
  - a) Jenny Frese, International Region 5 Rep. – Public Agency Committee. -No report
  - b) Corey Sells, International Region 5 Rep - Valuation Community of Practice – No Report
  - c) Dawn Neuy, International Region 5 Rep. – Utilities Committee. – No report

- 7) Other Business – DOT submitted two presentations at conference. John Rollings submitted to present regarding USPAP. CBRE submitted for one presentation related to ROW valuation.
- 8) Adjournment – 5:25