



6.0 PROCEDURES UPON ACQUISITION

The following basic steps should be taken upon acquisition of a property:

- Any unoccupied improvements shall be immediately locked or otherwise secured by the regional staff. Vacant buildings may be boarded up.
- Appropriate WisDOT or public ownership signs should be posted.
- Arrangements shall be made for disconnecting utility services.
- Local law enforcement agencies shall be requested to patrol the areas to prevent theft or vandalism especially if improvements are acquired.
- Regional Real Estate staff shall inspect property immediately after surrender of occupancy. See sub-section 6.0.1 below for details.
- Site clearance activities shall commence. See sub-section 6.0.3 below regarding properties of historical interest and also see general site clearance procedures in Section 6.1 of this manual for details.

6.0.1 Inspection of Property Acquired

Regional Real Estate staff shall inspect a property immediately after surrender of occupancy to ascertain if the improvements and fixtures indicated in the appraisal reports and in the acquisition documents remain in place. If property is removed from the site without permission or payment, the person(s) conducting the removal of the property should be contacted to make payment. If necessary, the Office of General Counsel shall be contacted in regard to legal remedies of collection (such as judgments or liens) to recover the value of items illegally removed. The inspection may also make a basic determination as to the marketability of the various improvements and fixtures based upon revenues that may be derived versus estimated staff time, effort and resources expended to recover this revenue. For more information, review Section 6.5/sub-sections 6.5.7 Requirements for Every Surplus Property Disposal and 6.5.9 General Marketable Property Disposal. Also see sub-section 6.0.5 below for details on safety and health considerations.

6.0.2 Maintenance of Vacant Land

In the event seasonal maintenance (such as control of vegetation or snow removal) is necessary, arrangements may be made to have the work accomplished under a Day Labor Agreement with county forces with reimbursement out of Real Estate's property management funds. In most cases, it will be appropriate for the regional property manager to initiate a day labor agreement. The work may be reimbursed from either real estate or maintenance funds as deemed appropriate. If such maintenance functions are unable to be performed by county forces, private contractors may be retained to provide the services required using the same bidding or selection procedures required for similar service contracts.

6.0.3 Vacant or Improved Property of Historical Interest

In situations that may involve structures, improvements, or other items of potential historical interest or architectural merit or cultural resources, the Wisconsin Historical Society shall be given first opportunity to inspect the site prior to any action being taken that may disturb the site. Contact shall be in accordance with procedures as published in the Facilities Development Manual (FDM). Check the Design Study Report to determine if this section is applicable to any structures on the project. If a structure on the project has historical or architectural interest, its removal is done in cooperation with the State Historical Society, see FDM and use Review Archaeological/Historical Information (RE1635). If there is any question on a site or building possessing historical importance, have it inspected before WisDOT takes ownership.

6.0.4 Insurance on Acquired Buildings

The state is self-insured, and so applications for insurance of any kind do not need to be filed for any building or improvement acquired for highway purposes. Any claims for personal injury or property damage occurring on state-owned property should be referred to the WisDOT/Division of Business Management - Risk Management. Tenants on state-owned property are encouraged to maintain insurance on personal property.

6.0.5 Safety and Health Considerations

Smoke detectors and carbon monoxide detectors shall be placed in all rental buildings in compliance with all applicable public safety codes. A rodent control policy must be implemented. Inspection of premises for all building code violations is not necessary; however, you should be aware of standard fire stopping material in buildings constructed after 1962. Use of a two-way keyed deadbolt on WisDOT rentals is not allowed and must be replaced if present at the time of occupancy. Upon all criteria being met, the region must submit documentation to Bureau of Technical Services-Real Estate (BTS-RE), the DNR and local agencies verifying that the property is free and clear of rodents or other potential health hazards.

6.0.6 Conflict of Interest

Conveyance of any property acquired for highway purposes and under the jurisdiction of WisDOT is prohibited to any state employee, to a third party representing any employee, or to any county employee engaged in acquisition of such properties. No party representing the state may profit from the sale, resale, or trading of such property. Any activity in which the employee engages that involves a conflict of interest during their employment shall serve as a basis for disciplinary action and may include dismissal of the offending employee and actions against other involved parties representing the state. Any employee perceiving a potential conflict of interest shall follow all required policy of WisDOT, which includes discussing any potential conflict with their supervisor.