

**PROPERTY OWNER CONTACT REPORT/ACQUISITION NOTES
ADMINISTRATIVE SETTLEMENT**

TRACT(S) _____

_____ IMPROVEMENT PROJECT

CITY OF OVERLAND PARK, KANSAS

PROJECT NUMBER _____

March 31, 2020 Received job from the City of Overland Park.

April 1, 2020 Set-up meeting with [Project Manager](#) to discuss project.

April 2, 2020 Opened file. Created hard copy and computer files.

April 3, 2020 Telephone meeting with [Project Manager](#) to get details of the project.

April 4, 2020 In-field inspection of project.

April 5, 2020 Prepare property owner contact report for project. Research ownership history and contact information.

April 6, 2020 Review appraisals.

April 7, 2020 Prepare offer letter.

April 8, 2020 Submit offer letter to [Project Manager](#) for review.

April 10, 2020 Receive approval from [Project Manager](#) in regards to offer letter. Meet with [Project Manager](#) at City Hall to pick up all easement documents, legal description exhibits and project maps.

April 11, 2020 Review easement documents, legal descriptions, maps and exhibits.

April 12, 2020 Complete easement acquisition agreements.

April 13, 2020 Mail out package to the landowner and attach easement documents that need to be executed, along with a W-9 and easement acquisition agreement. Offer letter for \$ for a SF permanent drainage easement, a SF temporary construction easement and a SF permanent sidewalk easement.

April 16, 2020 Telephone to and left message.

April 17, 2020 Telephone with He said he had not yet received the paperwork. I told him where it was sent and he said that was there management company with a registered agent for service. He said he would pick up everything from them and then get back to me.

April 20, 2020 Telephone with He verified receipt of all the paperwork and said he would review it and get back to me with any questions or concerns he might have.

April 21, 2020 Telephone with He wanted to verify that only three trees were being taken. I confirmed that was correct. He also wanted me to explain to him the difference in the various types of easements, which I did. He said he would be talking with and would get back with me after. He also said he had a meeting scheduled to talk with Project Manager to review the plans.

April 23, 2020 Telephone to and left message.

April 28, 2020 Telephone with He confirmed they had met with [Project Manager](#). He said the City was going to provide him a rendering of the mapping with topographical elevations for their review and consideration. He also said that several homeowners had reached out with concerns so he was setting up meetings with them to discuss the project.

April 29, 2020 Telephone with He verified receipt of the appropriate drawings from the City that he had requested.

May 1, 2020 Telephone with He indicated he had talked already with a couple of homeowners. He stated he was going out of town for a few days and would try to track down the remaining homeowners that had concerns upon his return.

May 5, 2020 Telephone to and left message.

May 6, 2020 Telephone with He indicated he had met already with most of the homeowners but was waiting to talk with one more and then he could get back to me with their overall response.

May 7, 2020 Telephone with He said they were wanting to receive additional compensation because he felt the amount offered would not allow them to do the work necessary for the updated landscaping and berm that would be required to remedy the changes made by the project. He stated they would settle for \$..... . I told him I would forward his counter-offer and concerns to the City for their consideration.

May 8, 2020 Telephone with [Project Manager](#). He said the City would be willing to increase the initial offer to \$..... which would raise the price paid for the cost to cure items (trees). I told him I would forward this to the landowner for their consideration.

May 9, 2020 Telephone with I let him know the City was not able to accept the \$..... counter offer made, but would increase their initial offer up to \$..... for full settlement. He stated he would discuss this with and get back to me with their decision.

May 10, 2020 Telephone with He stated they would accept the revised offer of \$..... for settlement. I told him I would get him revised paperwork to reflect the new agreement.

May 11, 2020 Prepare revised offer letter and Easement Acquisition Agreement increasing offer to \$..... and send to for his consideration.

May 12, 2020 Telephone with to verify receipt of the revised paperwork. He said he would get it notarized and signed. We set up a time for me to meet with him to pick up all of the executed documentation.

May 14, 2020 Meeting with to pick up all of the finalized paperwork.

May 15, 2020 Forward the executed paperwork to the City for processing. Close file.