

It is expected that a Quorum of the Personnel Committee, Board of Public Works, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
September 8, 2009
6:45 PM
AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Administration Committee, 8/17/09](#)

D. ACTION ITEMS

1. [Appeal of Denial of Operator's License – Dylan Kollman](#)
2. [Offer to Purchase Lake Park Villa garage by Lake Park Villas-Phase 2-Homeowners Association, Inc.](#)

E. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
August 17, 2009
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Wisneski at 5:40 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Zelinski, Englebert, Benner, Pamerter, Taylor, Wisneski, Pack, Hendricks

ALSO PRESENT: Mayor Merkes, Atty Rich Carlson, PC Stanke, DPW Radtke, CDD Keil,
C/T Stoffel, Bldg. Super Alix, Clerk Galeazzi, and the Press

C. MINUTES TO APPROVE

1. Administration Committee, 8/3/09

Moved by Ald. Pack, seconded by Ald. Pamerter to approve minutes

Motion carried on voice vote

D. ACTION ITEMS

1. Review proposals for municipal building lighting fixture upgrades

Building Superintendent Alix explained the summary the proposals to replace lighting fixtures in municipal buildings. Faith Technology and Orion/Cummings were the two proposals that took into account most of the lighting fixtures in the City's buildings and were the closest in cost. Staff is recommending the City purchase the Orion six bulb fixture directly and have DPW staff install at Public Works Facility. The modular design of these fixtures will allow staff to easily look at adding controls to the lighting system and can be moved to a new facility when needed. Also, contract with Faith Technologies to retrofit the existing light fixtures for the rest of the Public Works Facility, the Public Protection Facility, the Senior Center and City Hall.

Mayor Merkes explained the no-interest loan from WPP1 as a means of paying for the project. The projected annual savings would pay for the project in approximately three years. Staff is also looking at replacement of street lights using this program.

Moved by Ald. Taylor, seconded by Ald. Englebert to recommend to Common Council the City Purchase the Orion six bulb fixture for the Public Works Facility, installation done by the Dept. of Public Works staff and contract with Faith Technologies to retrofit the existing light fixtures for the rest of the Public Works Facility, the public Protection Facility, the Senior Center and City Hall.
Motion carried on voice vote

2. Request to extend repayment of Winnebago County Industrial Development Board Loan – Advanced Tooling Specialists

CDD Keil explained Advance Tooling Specialists is requesting a two years extension of their Industrial Development Board loan with Winnebago County. The City holds a mortgage on the property as has issued a promissory note to the Winnebago County Industrial Development Board pledging the repayment of the borrowed funds. The City needs to approve the request before the Industrial Development Board will consider the request.

Moved by Ald. Taylor, seconded by Ald. Pack to recommend to Common Council a two year interest only extension for Advance Tooling Specialist.
Motion carried on voice vote

E. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Pack to adjourn at 6:00 p.m.

Motion carried on voice vote.

Respectfully submitted by
Deborah A. Galeazzi, WCMC
City Clerk

To whom it may concern

My name is Dylan Kollman, this is a letter to appeal the decision to deny my application for an operators license in the City of Menasha. The convictions that are said to relate to the alcohol beverage licensing activity are a felony delivery of THC and a misdemeanor possession of THC on July 6 2000 and a misdemeanor possession of THC on July 19 2004. In 2000 I was sentenced to 6 months in jail at the Huber center and 3 years probation. I was released from probation in November of 2002, 8 months early. In 2004 I was sentenced to 2 years of probation I also completed an out-patient drug treatment program and was released from probation without incident in 2006. I have been issued an operators license in Grand Chute with these convictions and have not had any problem issues. I have learned hard lessons from my past and have no intention of reliving them. It is my hope the information in this letter will assist you to approve my appeal. Thank you for your time.

Dylan Kollman


RECEIVED

SEP 02 2009

CITY OF MENASHA
BY dg



Menasha

July 9, 2009

Mr. Dylan M. Kollman
54 ½ Racine St., Apt. 3
Menasha WI 54952

RE: Operator License

Dear Mr. Kollman:

The City of Menasha background investigation in connection with your application for an operator's license indicates four convictions. The first conviction was a misdemeanor disorderly conduct on August 28, 1997. The second conviction was a felony manufacture/ delivery of THC on July 6, 2000. The third conviction was a misdemeanor possession, also on July 6, 2000. The fourth conviction was a misdemeanor possession on July 19, 2004.

Section 125.04(5)(b) Wisconsin Statutes provides that no license may be issued to a person who has been convicted of a felony which substantially relates to the alcohol beverage licensing activity, and that no license may be issued to a person who is a habitual offender (more than one conviction which substantially relates to the alcohol beverage licensing activity).

Felony manufacture / delivery of THC and misdemeanor possession substantially relate to the alcohol beverage licensing activity. Thus, you are not qualified for an operator's license.

If the above-referenced convictions are incorrect or inaccurate, please call or write with an explanation or clarification.

You may appeal this denial of an operator's license to the City of Menasha. Please contact the City Clerk if you contemplate such an appeal.

Sincerely yours,



Richard J. Carlson

RJC/lkf

Enc.

cc: P.C. Stanke
Clerk Galeazzi
Mayor Merkes

WB-13 VACANT LAND OFFER TO PURCHASE

1 **ATTORNEY DRAFTING THIS OFFER ON** 08/31/09 [DATE] IS ~~(AGENT OF SELLER)~~ (AGENT OF BUYER) ~~(DUAL AGENT)~~ STRIKE TWO

2 **GENERAL PROVISIONS** The Buyer, Lake Park Villas--Phase 2--Homeowners' Association, Inc.

3 offers to purchase the Property known as ~~XXXXXX~~ See attached Addendum A

4 in the City of Menasha County of Calumet

5 Wisconsin, (insert additional description, if any, at lines 179 - 187 or attach as an addendum, line 188), on the following terms:

6 ■ **PURCHASE PRICE:** Eight Thousand

7 Dollars (\$ 8,000.00)

8 ■ **EARNEST MONEY** of \$ 0.00 accompanies this Offer and earnest money of \$ 0.00

9 will be paid within N/A days of acceptance.

10 ■ **THE BALANCE OF PURCHASE PRICE** will be paid in cash or equivalent at closing unless otherwise provided below.

11 ■ **ADDITIONAL ITEMS INCLUDED IN PURCHASE PRICE:** Seller shall include in the purchase price and transfer, free and clear of

12 encumbrances, all fixtures, as defined at lines 15 - 18 and as may be on the Property on the date of this Offer, unless excluded at line 14,

13 and the following additional items: Garage/storage structure located on the Property.

14 ■ **ITEMS NOT INCLUDED IN THE PURCHASE PRICE:** None.

15 A "Fixture" is defined as an item of property which is physically attached to or so closely associated with land so as to be treated as part

16 of the real estate, including, without limitation, physically attached items not easily removable without damage to the Property, items

17 specifically adapted to the Property, and items customarily treated as fixtures including but not limited to all perennial crops; garden

18 bulbs, plants; shrubs and trees. CAUTION: Annual crops are not included in the purchase price unless otherwise agreed at line 13.

19 ■ **ZONING:** Seller represents that the Property is zoned PUD

20 **ACCEPTANCE** Acceptance occurs when all Buyers and Sellers have signed an identical copy of the Offer, including signatures on

21 separate but identical copies of the Offer. CAUTION: *Deadlines in the Offer are commonly calculated from acceptance. Consider*

22 *whether short term deadlines running from acceptance Provide adequate time for both binding acceptance and performance.*

23 **BINDING ACCEPTANCE** This Offer is binding upon both Parties only if a copy of the accepted Offer is delivered to Buyer on or

24 before September 18, 2009 CAUTION: *This Offer maybe withdrawn prior to delivery of the accepted Offer.*

25 **DELIVERY OF DOCUMENTS AND WRITTEN NOTICES** Unless otherwise stated in this Offer, delivery of documents and written notices

26 to a Party shall be effective only when accomplished by one of the methods specified at lines 27 - 36

27 (1) By depositing the document or written notice postage or fees prepaid in the U.S. Mail or fees prepaid or charged to an account with

28 a commercial delivery service, addressed either to the Party, or to the Party's recipient for delivery designated at lines 30 or 32 (if any),

29 for delivery to the Party's delivery address at lines 31 or 33.

30 Seller's recipient for delivery (optional): Greg M. Keil

31 Seller's delivery address: City Hall, 140 Main Street, Menasha, Wisconsin 54952

32 Buyer's recipient for delivery (optional): Attorney Steven P. Krause

33 Buyer's delivery address: 15 Park Place, Suite 500, Appleton, Wisconsin 54914

34 (2) By giving the document or written notice personally to the Party or the Party's recipient for delivery if an individual is designated at lines 30 or 32.

35 (3) By fax transmission of the document or written notice to the following telephone number:

36 Buyer: (920) 739-2927 Seller: (920) 967-5272

37 **OCCUPANCY** Occupancy of the entire Property shall be given to Buyer at time of closing unless otherwise provided in this Offer (lines

38 179 - 187 or in an addendum per line 188). Occupancy shall be given subject to tenant's rights, if any. **Caution: Consider an agreement**

39 **which addresses responsibility for clearing the Property of personal property and debris, if applicable.**

40 **LEASED PROPERTY** If Property is currently leased and lease(s) extend beyond closing, Seller shall assign Seller's rights under said

41 lease(s) and transfer all security deposits and prepaid rents thereunder to Buyer at closing. The terms of the (written) (oral) ~~STRIKE ONE~~

42 lease(s), if any, are N/A. Property is not currently leased.

43 **PLACE OF CLOSING** This transaction is to be closed at the place designated by Buyer's mortgagee or Menasha City Hall,

44 Menasha, Wisconsin no later than November 20, 2009 unless another date or place is agreed to in writing.

45 **CLOSING PRORATIONS** The following items shall be prorated at closing: real estate taxes, rents, private and municipal charges,

46 property owner's association assessments, fuel and

47 Any income, taxes or expenses shall accrue to Seller, and be prorated, through the day prior to closing.

48 Net general real estate taxes shall be prorated based on (the net general real estate taxes for the current year, if known, otherwise on

49 the net general real estate taxes for the preceding year) (

50) ~~STRIKE AND COMPLETE AS APPLICABLE~~

51 **CAUTION: If proration on the basis of net general real estate taxes is not acceptable (for example, completed/pending**

52 **reassessment, changing mill rate, lottery credits), insert estimated annual tax or other formula for proration.**

53 **PROPERTY CONDITION PROVISIONS**

54 ■ **PROPERTY CONDITION REPRESENTATIONS:** Seller represents to Buyer that as of the date of acceptance Seller has no notice

55 or knowledge of conditions affecting the Property or transaction (see below) other than those identified in Seller's Real Estate Condition

56 Report dated:XXXXXXXXXXXXXXXXXXXX, which was received by Buyer prior to Buyer signing this Offer and which is made a part of this Offer

57 by reference ~~COMPLETE DATE OR STRIKE AS APPLICABLE, AND~~XX

58 XXX

59 A "condition affecting the Property or transaction" is defined as follows: [page 2 of 5, WB-13]
60 (a) planned or commenced public improvements which may result in special assessments or otherwise materially affect the Property
61 or the present use of the Property;
62 (b) completed or pending reassessment of the Property for property tax purposes;
63 (c) government agency or court order requiring repair, alteration or correction of any existing condition;
64 (d) any land division involving the subject Property, for which required state or local approvals had not been obtained;
65 (e) any portion of the Property being in a 100 year floodplain, a wetland or a shoreland zoning area under local, state or federal laws;
66 (f) conditions constituting a significant health or safety hazard for occupants of Property;
67 (g) underground or aboveground storage tanks on the Property for storage of flammable or combustible liquids including but not limited to
68 gasoline and heating oil which are currently or which were previously located on the Property; **NOTE: Wis. Adm. Code, Chapter**
69 **Comm 10 contains registration and operation rules for such underground and aboveground storage tanks.**
70 (h) material violations of environmental laws or other laws or agreements regulating the use of the Property;
71 (i) high voltage electric (100 KV or greater) or steel natural gas transmission lines located on but not directly serving the Property;
72 (j) any portion of the Property being subject to, or in violation of, a Farmland Preservation Agreement under a County Farmland Preservation
73 Plan or enrolled in, or in violation of, a Forest Crop, Woodland Tax, Managed Forest, Conservation Reserve or comparable program;
74 (k) boundary disputes or material violation of fence laws (Wis. Stats. Chapter 90) which require the erection and maintenance of legal
75 fences between adjoining properties where one or both of the properties is used and occupied for farming or grazing purposes;
76 (l) wells on the Property required to be abandoned under state regulations (Wis. Adm. Code NR 112.26) but which are not abandoned;
77 (m) cisterns or septic tanks on the Property which are currently not servicing the Property;
78 (n) subsoil conditions which would significantly increase the cost of the development proposed at lines 271-272, if any, including, but not limited
79 to, subsurface foundations, organic or non-organic fill, dumpsites or containers on Property which contained or currently contain toxic or
80 hazardous materials, high groundwater, soil conditions (e.g. low load bearing capacity) or excessive rocks or rock formations on the Property;
81 (o) a lack of legal vehicular access to the Property from public roads;
82 (p) prior reimbursement for corrective action costs under the Agricultural Chemical Cleanup Program; (Wis. Stats. §94.73.)
83 (q) other conditions or occurrences which would significantly increase the cost of the development proposed at lines 271 to 272 or
84 reduce the value of the Property to a reasonable person with knowledge of the nature and scope of the condition or occurrence.
85 ■ **PROPERTY DIMENSIONS AND SURVEYS:** Buyer acknowledges that any land dimensions, total square footage/acreage figures,
86 or allocation of acreage information, provided to Buyer by Seller or by a broker, may be approximate because of rounding or other
87 reasons, unless verified by survey or other means. **CAUTION: Buyer should verify land dimensions, total square footage/acreage**
88 **figures or allocation of acreage information if material to Buyer's decision to purchase.**
89 ■ **ISSUES RELATED TO PROPERTY DEVELOPMENT:** WARNING: If Buyer contemplates developing Property or a use other than the
90 current use, there are a variety of issues which should be addressed to ensure the development or new use is feasible. Municipal and zoning
91 ordinances, recorded building and use restrictions, covenants and easements may prohibit certain improvements or uses and therefore
92 should be reviewed. Building permits, zoning variances, Architectural Control Committee approvals, estimates for utility hook-up expenses, special
93 assessments, charges for installation of roads or utilities, environmental audits, subsoil tests, or other development related fees may need
94 to be obtained or verified in order to determine the feasibility of development of, or a particular use for, a property. Optional contingencies
95 which allow Buyer to investigate certain of these issues can be found at lines 271 - 314 and Buyer may add contingencies as needed in
96 addenda (see line 188). Buyer should review any plans for development or use changes to determine what issues should be addressed
97 in these contingencies.
98 ■ **INSPECTIONS:** Seller agrees to allow Buyer's inspectors reasonable access to the Property upon reasonable notice if the inspections
99 are reasonably necessary to satisfy the contingencies in this Offer. Buyer agrees to promptly provide copies of all such inspection
100 reports to Seller, and to listing broker if Property is listed. Furthermore, Buyer agrees to promptly restore the Property to its original
101 condition after Buyer's inspections are completed, unless otherwise agreed in this Offer. An "inspection" is defined as an observation
102 of the Property which does not include testing of the Property, other than testing for leaking LP gas or natural gas used as a fuel source,
103 which are hereby authorized.
104 ■ **TESTING:** Except as otherwise provided, Seller's authorization for inspections does not authorize Buyer to conduct testing of the Property.
105 A "test" is defined as the taking of samples of materials such as soils, water, air or building materials from the Property and the laboratory
106 or other analysis of these materials. If Buyer requires testing, testing contingencies must be specifically provided for at lines 179 - 187 or
107 in an addendum per line 188. Note: Any contingency authorizing testing should specify the areas of the Property to be tested, the purpose
108 of the test, (e.g., to determine if environmental contamination is present), any limitations on Buyer's testing and any other material terms of
109 the contingency (e.g., Buyer's obligation to return the Property to its original condition). Seller acknowledges that certain inspections or tests
110 may detect environmental pollution which may be required to be reported to the Wisconsin Department of Natural Resources.
111 ■ **PRE-CLOSING INSPECTION:** At a reasonable time, pre-approved by Seller or Seller's agent, within 3 days before closing, Buyer shall
112 have the right to inspect the Property to determine that there has been no significant change in the condition of the Property, except for
113 changes approved by Buyer.
114 ■ **PROPERTY DAMAGE BETWEEN ACCEPTANCE AND CLOSING:** Seller shall maintain the Property until the earlier of closing or
115 occupancy of Buyer in materially the same condition as of the date of acceptance of this Offer, except for ordinary wear and tear. If, prior
116 to closing, the Property is damaged in an amount of not more than five per cent (5%) of the selling price, Seller shall be obligated to repair
117 the Property and restore it to the same condition that it was on the day of this Offer. If the damage shall exceed such sum, Seller shall
118 promptly notify Buyer in writing of the damage and this Offer may be canceled at option of Buyer. Should Buyer elect to carry out this
119 Offer despite such damage, Buyer shall be entitled to the insurance proceeds relating to the damage to the Property, plus a credit towards
120 the purchase price equal to the amount of Seller's deductible on such policy. However, if this sale is financed by a land contract or a
121 mortgage to Seller, the insurance proceeds shall be held in trust for the sole purpose of restoring the Property.
122 **FENCES** Wisconsin Statutes section 90.03 requires the owners of adjoining properties to keep and maintain legal fences in equal
123 shares where one or both of the properties is used and occupied for farming or grazing purposes. **CAUTION: Consider an agreement**
124 **addressing responsibility for fences if Property or adjoining land is used and occupied for farming or grazing purposes.**
125 **DELIVERY/RECEIPT** Unless otherwise stated in this Offer, any signed document transmitted by facsimile machine (fax) shall be treated
126 in all manner and respects as an original document and the signature of any Party upon a document transmitted by fax shall be considered
127 an original signature. Personal delivery to, or actual receipt by, any named Buyer or Seller constitutes personal delivery to, or actual receipt
128 by Buyer or Seller. Once received, a notice cannot be withdrawn by the Party delivering the notice without the consent of the Party receiving
129 the notice. A Party may not unilaterally reinstate a contingency after a notice of a contingency waiver has been received by the other Party.
130 **The delivery provisions in this Offer may be modified when appropriate (e.g., when mail delivery is not desirable (see lines 25 - 36).**
131 Buyer and Seller authorize the agents of Buyer and Seller to distribute copies of the Offer to Buyer's lender, appraisers, title insurance companies
132 and any other settlement service providers for the transaction as defined by the Real Estate Settlement Procedures Act (RESPA).

133 PROPERTY ADDRESS: See Addendum A [page 3 of 5, WB-13]

134 **TIME IS OF THE ESSENCE** "Time is of the Essence" as to (1) earnest money payments, (2) binding acceptance, (3) closing, (4)

135 date of closing, (5) contingency deadlines. **STRIKE AS APPLICABLE** and all other dates and deadlines in this Offer except: none

136 other. If "Time is of the Essence"

137 applies to a date or deadline, failure to perform by the exact date or deadline is a breach of contract. If "Time is of the Essence" does

138 not apply to a date or deadline, then performance within a reasonable time of the date or deadline is allowed before a breach occurs.

139 **DATES AND DEADLINES** Deadlines expressed as a number of "days" from an event, such as acceptance, are calculated by excluding

140 the day the event occurred and by counting subsequent calendar days. The deadline expires at midnight on the last day. Deadlines

141 expressed as a specific number of "business days" exclude Saturdays, Sundays, any legal public holiday under Wisconsin or Federal

142 law, and other day designated by the President such that the postal service does not receive registered mail or make regular deliveries

143 on that day. Deadlines expressed as a specific number of "hours" from the occurrence of an event, such as receipt of a notice, are

144 calculated from the exact time of the event, and by counting 24 hours per calendar day. Deadlines expressed as a specific day of the

145 calendar year or as the day of a specific event, such as closing, expire at midnight of that day.

146 **THE FINANCING CONTINGENCY PROVISIONS AT LINES 148-162 ARE A PART OF THIS OFFER IF LINE 148 IS MARKED,**

147 **SUCH AS WITH AN "X". THEY ARE NOT PART OF THIS OFFER IF LINE 148 IS MARKED N/A OR IS NOT MARKED.**

148 **FINANCING CONTINGENCY:** This Offer is contingent upon Buyer being able to obtain a

149 **INSERT LOAN PROGRAM OR SOURCE** first mortgage loan commitment as described below, within _____ days of acceptance of this

150 Offer. The financing selected shall be in an amount of not less than \$ _____ for a term of not less than _____ years,

151 amortized over not less than _____ years. Initial monthly payments of principal and interest shall not exceed \$ _____.

152 Monthly payments may also include 1/12th of the estimated net annual real estate taxes, hazard insurance premiums, and private

153 mortgage insurance premiums. The mortgage may not include a prepayment premium. Buyer agrees to pay a loan fee not to exceed

154 _____ % of the loan. (Loan fee refers to discount points and/or loan origination fee, but DOES NOT include Buyer's other closing

155 costs.) If the purchase price under this Offer is modified, the financed amount, unless otherwise provided, shall be adjusted

156 to the same percentage of the purchase price as in this contingency and the monthly payments shall be adjusted as necessary to maintain

157 the term and amortization stated above. **CHECK AND COMPLETE APPLICABLE FINANCING PROVISION AT LINE 158 OR 159.**

158 **FIXED RATE FINANCING:** The annual rate of interest shall not exceed _____ %.

159 **ADJUSTABLE RATE FINANCING:** The initial annual interest rate shall not exceed _____ %. The initial interest rate shall

160 be fixed for _____ months, at which time the interest rate may be increased not more than _____ % per year. The maximum

161 interest rate during the mortgage term shall not exceed _____ %. Monthly payments of principal and interest may be adjusted

162 to reflect interest changes.

163 **LOAN COMMITMENT:** Buyer agrees to pay all customary financing costs (including closing fees), to apply for financing promptly, and

164 to provide evidence of application promptly upon request by Seller. If Buyer qualifies for the financing described in this Offer or other

165 financing acceptable to Buyer, Buyer agrees to deliver to Seller a copy of the written loan commitment no later than the deadline for loan

166 commitment at line 149. **Buyer's delivery of a copy of any written loan commitment to Seller (even if subject to conditions) shall**

167 **satisfy the Buyer's financing contingency unless accompanied by a notice of unacceptability. CAUTION: BUYER, BUYER'S LENDER**

168 **AND AGENTS OF BUYER OR SELLER SHOULD NOT DELIVER A LOAN COMMITMENT TO SELLER WITHOUT BUYER'S PRIOR**

169 **APPROVAL OR UNLESS ACCOMPANIED BY A NOTICE OF UNACCEPTABILITY.**

170 **SELLER TERMINATION RIGHTS:** If Buyer does not make timely delivery of said commitment, Seller may terminate this Offer if Seller

171 delivers a written notice of termination to Buyer prior to Seller's actual receipt of a copy of Buyer's written loan commitment.

172 **FINANCING UNAVAILABILITY:** If financing is not available on the terms stated in this Offer (and Buyer has not already delivered an

173 acceptable loan commitment for other financing to Seller), Buyer shall promptly deliver written notice to Seller of same including copies

174 of lender(s)' rejection letter(s) or other evidence of unavailability. Unless a specific loan source is named in this Offer, Seller shall then

175 have 10 days to give Buyer written notice of Seller's decision to finance this transaction on the same terms set forth in this Offer and this

176 Offer shall remain in full force and effect, with the time for closing extended accordingly. If Seller's notice is not timely given, this Offer shall

177 be null and void. Buyer authorizes Seller to obtain any credit information reasonably appropriate to determine Buyer's credit worthiness

178 for Seller financing.

179 **ADDITIONAL PROVISIONS/CONTINGENCIES** This is a cash offer.

180 _____

181 _____

182 _____

183 _____

184 _____

185 _____

186 _____

187 _____

188 **ADDENDA:** The attached Addendum A is/are made part of this Offer.

189 **TITLE EVIDENCE**

190 **CONVEYANCE OF TITLE:** Upon payment of the purchase price, Seller shall convey the Property by warranty deed (or other

191 conveyance as provided herein) free and clear of all liens and encumbrances, except: municipal and zoning ordinances and

192 agreements entered under them, recorded easements for the distribution of utility and municipal services, recorded building and use

193 restrictions and covenants, general taxes levied in the year of closing and _____

194 _____

195 _____ (provided none of the foregoing prohibit present use of the Property), which constitutes merchantable title

196 for purposes of this transaction. Seller further agrees to complete and execute the documents necessary to record the conveyance.

197 ■ **FORM OF TITLE EVIDENCE:** Seller shall give evidence of title in the form of an owner's policy of title insurance in the amount of the
 198 purchase price on a current ALTA form issued by an insurer licensed to write title insurance in Wisconsin. **CAUTION: IF TITLE**
 199 **EVIDENCE WILL BE GIVEN BY ABSTRACT, STRIKE TITLE INSURANCE PROVISIONS AND INSERT ABSTRACT PROVISIONS.**
 200 ■ **PROVISION OF MERCHANTABLE TITLE:** Seller shall pay all costs of providing title evidence. For purposes of closing, title evidence
 201 shall be acceptable if the commitment for the required title insurance is delivered to Buyer's attorney or Buyer not less than 3 business
 202 days before closing, showing title to the Property as of a date no more than 15 days before delivery of such title evidence to be
 203 merchantable, subject only to liens which will be paid out of the proceeds of closing and standard title insurance requirements and
 204 exceptions, as appropriate. **CAUTION: BUYER SHOULD CONSIDER UPDATING THE EFFECTIVE DATE OF THE TITLE**
 205 **COMMITMENT PRIOR TO CLOSING OR A "GAP ENDORSEMENT" WHICH WOULD INSURE OVER LIENS FILED BETWEEN THE**
 206 **EFFECTIVE DATE OF THE COMMITMENT AND THE DATE THE DEED IS RECORDED.**

207 ■ **TITLE ACCEPTABLE FOR CLOSING:** If title is not acceptable for closing, Buyer shall notify Seller in writing of objections to title by
 208 the time set for closing. In such event, Seller shall have a reasonable time, but not exceeding 15 days, to remove the objections, and
 209 the time for closing shall be extended as necessary for this purpose. In the event that Seller is unable to remove said objections, Buyer
 210 shall have 5 days from receipt of notice thereof, to deliver written notice waiving the objections, and the time for closing shall be extended
 211 accordingly. If Buyer does not waive the objections, this Offer shall be null and void. Providing title evidence acceptable for closing does
 212 not extinguish Seller's obligations to give merchantable title to Buyer.

213 ■ **SPECIAL ASSESSMENTS:** Special assessments, if any, for work actually commenced or levied prior to date of this Offer shall be
 214 paid by Seller no later than closing. All other special assessments shall be paid by Buyer. **CAUTION: Consider a special agreement**
 215 **if area assessments, property owner's association assessments or other expenses are contemplated.** "Other expenses" are one-
 216 time charges or ongoing use fees for public improvements (other than those resulting in special assessments) relating to curb, gutter,
 217 street, sidewalk, sanitary and stormwater and storm sewer (including all sewer mains and hook-up and interceptor charges), parks, street
 218 lighting and street trees, and impact fees for other public facilities, as defined in Wis. Stat. § 66.55(1)(c) & (f).

219 **ENTIRE CONTRACT** This Offer, including any amendments to it, contains the entire agreement of the Buyer and Seller regarding the
 220 transaction. All prior negotiations and discussions have been merged into this Offer. This agreement binds and inures to the benefit of
 221 the Parties to this Offer and their successors in interest.

222 **DEFAULT**

223 Seller and Buyer each have the legal duty to use good faith and due diligence in completing the terms and conditions of this Offer. A
 224 material failure to perform any obligation under this Offer is a default which may subject the defaulting party to liability for damages or
 225 other legal remedies.

226 If **Buyer defaults**, Seller may:

- 227 (1) sue for specific performance and request the earnest money as partial payment of the purchase price; or
- 228 (2) terminate the Offer and have the option to: (a) request the earnest money as liquidated damages; or (b) direct Broker to return
 229 the earnest money and have the option to sue for actual damages.

230 If **Seller defaults**, Buyer may:

- 231 (1) sue for specific performance; or
- 232 (2) terminate the Offer and request the return of the earnest money, sue for actual damages, or both.

233 In Addition, the Parties may seek any other remedies available in law or equity.

234 The Parties understand that the availability of any judicial remedy will depend upon the circumstances of the situation and the
 235 discretion of the courts. If either Party defaults, the Parties may renegotiate the Offer or seek nonjudicial dispute resolution instead of
 236 the remedies outlined above. By agreeing to binding arbitration, the Parties may lose the right to litigate in a court of law those disputes
 237 covered by the arbitration agreement.

238 **NOTE: IF ACCEPTED, THIS OFFER CAN CREATE A LEGALLY ENFORCEABLE CONTRACT. BOTH PARTIES SHOULD READ**
 239 **THIS DOCUMENT CAREFULLY. BROKERS MAY PROVIDE A GENERAL EXPLANATION OF THE PROVISIONS OF THE OFFER BUT**
 240 **ARE PROHIBITED BY LAW FROM GIVING ADVICE OR OPINIONS CONCERNING YOUR LEGAL RIGHTS UNDER THIS OFFER OR**
 241 **HOW TITLE SHOULD BE TAKEN AT CLOSING. AN ATTORNEY SHOULD BE CONSULTED IF LEGAL ADVICE IS NEEDED.**

242 **EARNEST MONEY**

243 ■ **HELD BY:** Unless otherwise agreed, earnest money shall be paid to and held in the trust account of the listing broker (buyer's agent
 244 if Property is not listed or seller if no broker is involved), until applied to purchase price or otherwise disbursed as provided in the Offer.
 245 **CAUTION: Should persons other than a broker hold earnest money, an escrow agreement should be drafted by the Parties**
 246 **or an attorney. If someone other than Buyer makes payment of earnest money, consider a special disbursement agreement.**

247 ■ **DISBURSEMENT:** If negotiations do not result in an accepted offer, the earnest money shall be promptly disbursed (after clearance
 248 from payor's depository institution if earnest money is paid by check) to the person(s) who paid the earnest money. At closing, earnest
 249 money shall be disbursed according to the closing statement. If this Offer does not close, the earnest money shall be disbursed according
 250 to a written disbursement agreement signed by all Parties to this Offer (Note: Wis. Adm. Code § RL 18.09(1)(b) provides that an offer
 251 to purchase is not a written disbursement agreement pursuant to which the broker may disburse). If said disbursement agreement has
 252 not been delivered to broker within 60 days after the date set for closing, broker may disburse the earnest money: (1) as directed by
 253 an attorney who has reviewed the transaction and does not represent Buyer or Seller; (2) into a court hearing a lawsuit involving the
 254 earnest money and all Parties to this Offer; (3) as directed by court order; or (4) any other disbursement required or allowed by law.
 255 Broker may retain legal services to direct disbursement per (1) or to file an interpleader action per (2) and broker may deduct from the
 256 earnest money any costs and reasonable attorneys fees, not to exceed \$250, prior to disbursement.

257 ■ **LEGAL RIGHTS/ACTION:** Broker's disbursement of earnest money does not determine the legal rights of the Parties in relation to this
 258 Offer. Buyer's or Seller's legal right to earnest money cannot be determined by broker. At least 30 days prior to disbursement per (1)
 259 or (4) above, broker shall send Buyer and Seller notice of the disbursement by certified mail. If Buyer or Seller disagree with broker's
 260 proposed disbursement, a lawsuit may be filed to obtain a court order regarding disbursement. Small Claims Court has jurisdiction over
 261 all earnest money disputes arising out of the sale of residential property with 1 - 4 dwelling units and certain other earnest money disputes.
 262 Buyer and Seller should consider consulting attorneys regarding their legal rights under this Offer in case of a dispute. Both Parties
 263 agree to hold the broker harmless from any liability for good faith disbursement of earnest money in accordance with this Offer or
 264 applicable Department of Regulation and Licensing regulations concerning earnest money. See Wis. Adm. Code Ch. RL 18. **NOTE:**
 265 **WISCONSIN LICENSE LAW PROHIBITS A BROKER FROM GIVING ADVICE OR OPINIONS CONCERNING THE LEGAL RIGHTS**
 266 **OR OBLIGATIONS OF PARTIES TO A TRANSACTION OR THE LEGAL EFFECT OF A SPECIFIC CONTRACT OR CONVEYANCE.**
 267 **AN ATTORNEY SHOULD BE CONSULTED IF LEGAL ADVICE IS REQUIRED.**

268 PROPERTY ADDRESS: See Addendum A [page 5 of 5, WB-13]

269 OPTIONAL PROVISIONS: THE PARAGRAPHS AT LINES 271 - 314 WHICH ARE PRECEDED BY A BOX ARE A PART OF THIS OFFER IF
270 MARKED, SUCH AS WITH AN "X". THEY ARE NOT PART OF THIS OFFER IF MARKED N/A OR ARE LEFT BLANK.

271 PROPOSED USE CONTINGENCY: Buyer is purchasing the property for the purpose of: Buyer's and Buyer's Members'
272 storage -- see Addendum A. This Offer is contingent upon Buyer obtaining the following:

273 Written evidence at (Buyer's) (Seller's) STRIKE ONE expense from a qualified soils expert that the Property is free of any subsoil
274 condition which would make the proposed development impossible or significantly increase the costs of such development.

275 Written evidence at (Buyer's) (Seller's) STRIKE ONE expense from a certified soils tester or other qualified expert that indicates that
276 the Property's soils at locations selected by Buyer and all other conditions which must be approved to obtain a permit for an acceptable private
277 septic system for: [insert proposed use of Property; e.g., three

278 bedroom single family home] meet applicable codes in effect as of the date of this offer. An acceptable system includes all systems approved
279 for use by the State for the type of property identified at line 277. An acceptable system does not include a holding tank, privy, composting
280 toilet or chemical toilet or other systems (e.g. mound system) excluded in additional provisions or an addendum per lines 179 - 188.

281 Copies at (Buyer's) (Seller's) STRIKE ONE expense of all public and private easements, covenants and restrictions affecting the
282 Property and a written determination by a qualified independent third party that none of these prohibit or significantly delay or increase
283 the costs of the proposed use or development identified at lines 271 to 272.

284 Permits, approvals and licenses, as appropriate, or the final discretionary action by the granting authority prior to the issuance
285 of such permits, approvals and licenses at (Buyer's) (Seller's) STRIKE ONE expense for the following items related to the proposed
286 development

287 Written evidence at (Buyer's) (Seller's) STRIKE ONE expense that the following utility connections are located as follows (e.g.,
288 on the Property, at the lot line across the street, etc.): electricity _____; gas _____; sewer
289 _____; water _____; telephone _____; other _____

290 ~~This proposed use contingency shall be deemed satisfied unless Buyer, within _____ days of acceptance delivers
291 written notice to Seller specifying those items of the contingency which cannot be satisfied and written evidence substantiating why each
292 specific item included in Buyer's notice cannot be satisfied.~~

293 MAP OF THE PROPERTY: This Offer is contingent upon Buyer obtaining (Seller providing) STRIKE ONE a map of the Property prepared
294 by a registered land surveyor, with STRIKE ONE days of acceptance, at (Buyer's) (Seller's) STRIKE ONE expense. The map shall identify the legal
295 description of the Property, the Property's boundaries and encroachments, visible encroachments upon the Property, the location of improvements,
296 Party; and: see attached Addendum A.

297 _____ STRIKE AND COMPLETE AS APPLICABLE Additional map features
298 which may be added include, but are not limited to: specifying how current the map must be; staking of all corners of the Property; identifying
299 dedicated and apparent streets, lot dimensions, total acreage or square footage, easements or rights-of-way. **CAUTION: Consider the cost
300 and the need for map features before selecting them.** The map shall show no significant encroachment(s) or any information materially
301 inconsistent with any prior representations to Buyer. This contingency shall be deemed satisfied unless Buyer, within five days of the earlier
302 of: 1) Buyer's receipt of the map, or 2) the deadline for delivery of said map, delivers to Seller, and to listing broker if Property is listed, a copy
303 of the map and a written notice which identifies the significant encroachment or the information materially inconsistent with prior representations.

304 INSPECTION CONTINGENCY: This Offer is contingent upon a qualified independent inspector(s) conducting an inspection(s), at
305 Buyers expense, of the Property and

306 _____ which discloses no defects as defined below. This contingency shall be deemed satisfied
307 unless Buyer within _____ days of acceptance delivers to Seller, and to listing broker if Property is listed, a copy of the inspector's
308 written inspection report and a written notice listing the defects identified in the report to which Buyer objects. This Offer shall be null and
309 void upon timely delivery of the above notice and report. **CAUTION: A proposed amendment will not satisfy this notice requirement.**
310 Buyer shall order the inspection and be responsible for all costs of inspection, including any inspections required by lender or follow-up to
311 inspection. Note: This contingency only authorizes inspections, not testing, see lines 98 to 110. For the purposes of this contingency a defect
312 is defined as any condition of the Property which constitutes a significant threat to the health or safety of persons who occupy or use the
313 Property or gives evidence of any material use, storage or disposal of hazardous or toxic substances on the Property. Defects do not include
314 conditions the nature and extent of which Buyer had actual knowledge or written notice before signing this Offer.

315 This Offer was drafted on 08 / 31 / 09 [date] by [Licensee and Firm] Attorney Steven P. Krause, KRAUSE & METZ

316 (X) _____ LAKE PARK VILLAS - PHASE II -
317 Buyer's Signature ▲ Print Name Here: HOMEOWNERS' ASSOCIATION, INC. Social Security No. or FEIN ▲ _____ Date ▲ _____

318 (X) _____ By: Gail L. Popp, President Social Security No. or FEIN ▲ _____ Date ▲ 08 / 31 / 2009
319 Buyer's Signature ▲ Print Name Here: Gail L. Popp, President Social Security No. or FEIN ▲ _____ Date ▲ _____

320 EARNEST MONEY RECEIPT _____ acknowledges receipt of earnest money as per line 8 of the above Offer. (See lines 242 - 267)
321 _____ (By) _____

322 SELLER ACCEPTS THIS OFFER. THE WARRANTIES, REPRESENTATIONS AND COVENANTS MADE IN THIS OFFER SURVIVE CLOSING AND
323 THE CONVEYANCE OF THE PROPERTY. SELLER AGREES TO CONVEY THE PROPERTY ON THE TERMS AND CONDITIONS AS SET FORTH
324 HEREIN AND ACKNOWLEDGES RECEIPT OF A COPY OF THIS OFFER.

325 (X) _____ Social Security No. or FEIN ▲ _____ Date ▲ _____
326 Seller's Signature ▲ Print Name Here: _____

327 (X) _____ Social Security No. or FEIN ▲ _____ Date ▲ _____
328 Seller's Signature ▲ Print Name Here: _____

329 This Offer was presented to Seller by _____ on _____, _____, at _____ a.m./p.m.

330 THIS OFFER IS REJECTED _____ THIS OFFER IS COUNTERED [See attached counter] _____
331 Seller Initials ▲ _____ Date ▲ _____ Seller Initials ▲ _____ Date ▲ _____

ADDENDUM A TO VACANT LAND OFFER TO PURCHASE
BY LAKE PARK VILLAS-PHASE 2-HOMEOWNERS' ASSOCIATION, INC., "BUYER",
AND CITY OF MENASHA, "SELLER",
DATED AUGUST 31, 2009

ADDITIONAL PROVISIONS/CONTINGENCIES:

1. The Property which is the subject of the Offer is identified as "Lot 3" on the drawing attached hereto as Exhibit A-1. Seller shall cause to be prepared a proposed Certified Survey Map ("CSM") in a manner substantially similar to the drawing attached as Exhibit A-1. Provided that the transaction closes, Buyer shall reimburse Seller for one-fourth (1/4) of the cost of preparation of such CSM, however, such reimbursement shall under no circumstances exceed Four Hundred Fifty Dollars (\$450.00). By way of clarification, the proposed CSM shall show the following:

A. The extension of Whisper Falls Lane as a public street providing direct access to Lots 1, 2, and 3; and

B. The "relocation" of the bike/pedestrian trail on Lot 4 so that no portion of such proposed trail is located upon Lot 2 and that the only portion of such trail upon Lot 3 shall coincide with the northerly portion of the proposed driveway easement area.

Seller and Buyer acknowledge and agree that the bike/pedestrian easement area to be included on the CSM is for general public use. Seller and Buyer further acknowledge and agree, however, that the driveway easement area (with the exception of that portion of the driveway which coincides with the bike/pedestrian trail) shall be limited to City of Menasha employees' use for municipal purposes only and for members of Buyer to access the commercial lots to the east of Lot 4 of the CSM. Prior to the closing, Seller and Buyer shall negotiate in good faith a mutually satisfactory reciprocal easement agreement relative to such easement areas.

2. Seller and Buyer acknowledge that the Lots of the CSM shall be used for the following purposes and that the Seller shall amend its overall PUD plan for Lake Park Villas Subdivision, as necessary, to provide as follows:

A. Lots 1 and 2 shall be used for single family residential purposes only and such Lots shall be subject to all of the terms and conditions of the Restated Protective Covenants for Lake Park Villas (Calumet County Register of Deeds Document No. 405538), Amendment No. 1 thereto (Calumet County Register of Deeds Document No. 428533) and any and all subsequent amendments thereto relating to Lake Park Villas - Phase 2.

B. Lot 3 shall be used by Buyer for both inside and outside storage purposes by Buyer and by Buyer's members with any outside storage being limited to the following: Motor vehicles; boats; jet skis; both covered and uncovered trailers; recreational vehicles; pop-up campers. Buyer shall not allow any nonmember of Buyer to use Lot 3 for any purposes - storage or otherwise.

C. Lot 4 will not be developed in any manner other than the bike/pedestrian easement area and the driveway easement area as shown on the CSM and shall continue to be used for drainage purposes in coordination with and consistent with the overall drainage plan of Lake Park Villas Subdivision.

3. The Seller and Buyer acknowledge and agree that none of the garage/storage facility nor the silo structures currently located on Lot 3 of the proposed CSM were constructed by the City. Therefore, the City makes no representations nor warranties to Buyer relative to the construction or condition of such facility nor such silo structures. Buyer accepts the garage/storage facility in its "as is" condition and also accepts the silo structures in their "as is" condition. The City shall bear sole responsibility for the negotiation and ultimate procurement, prior to the closing, of a release of any and all claims related to the garage/storage facility from JLKP Investments, LLC, which may claim some interest in the garage/storage facility as a result of its purchase of various assets of Wisco Enterprises LLP in Calumet County, Wisconsin Case No. 06 CV 302/303. The Seller shall indemnify and hold Buyer harmless, from and against, all sums of money, actions, claims and demands (including reasonable attorneys' fees), whether known or unknown, which JLKP Investments, LLC may have, or may assert, relative to Lot 3 or the garage/ storage facility located thereon. Because of the matters set forth in this paragraph, Buyer has purposely presented its Offer on a Vacant Land Offer to Purchase form rather than a Commercial Offer to Purchase form.

4. Buyer shall not sell, transfer, assign, or convey in any manner (other than for mortgage lien purposes) the Property to anyone without prior written approval by Seller.

5. The closing of this transaction shall be contingent upon all of the following:

A. Review of the terms and conditions of the Offer by Seller's Plan Commission and the approval of the Offer by Seller's Common Council; and

B. Consent and approval by the members of Buyer in a manner consistent with its Bylaws (namely, approval in writing by at least two-thirds (2/3) of its members).

C. Mutually acceptable PUD amendment language for those matters set forth in paragraph 2 above.

Commercial Building Name
 Utility Building

Tax Class
 (1) Residential (2) Commercial (3) Manufacturing

Entrance Code
 (0) Gained (2) Refused (3) Estimated

Building Zip Code 54952 **Story Height** 1.00



Above Grade Section

Section Name	Stories	Perimeter (ft)	Total Area (sf)	Year Built	Expected Life	Years Remaining
Section 1	1.00	156	1,296	2003	35	10

Occupancies	Designed Use	Actual Use	Construction Class	Avg Height (ft)	Area (sf)	Area (%)	Quality
	Storage garage	Storage garage	Wood or steel framed exterior w	12.00	1,296	100.0%	Average

Component Description	Count	Stops	Area (sf)	Area (%)	Quality
Exterior walls					
HVAC					
Elevators					
Fire sprinklers					
Fire alarms					
Mezzanines					
Malls					
Balconies					

