

It is expected that a Quorum of the Personnel Committee, Administration Committee, 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**  
**Board of Public Works**  
**Third Floor Council Chambers**  
**140 Main Street, Menasha**  
**July 18, 2016**  
**6:30 PM**  
**or immediately following the Common Council**

**AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [July 5, 2016](#)

D. ACTION ITEMS

1. [Street Use Application – Otto Grunski Runski; Saturday, August 13, 2016; 6:00 AM – 11:00 AM \(City of Menasha\)](#)
2. [Street Use Application – Labor Day Parade/Labor Temple Coop Association; Monday, September 5, 2016; 9:30 AM – 10:30 AM \(Fox Valley Area Labor Council\)](#)
3. [Water Street Trail Easement](#)
4. [Exploration of City of Menasha and Menasha Joint School District Offices at 100 Main Street](#)

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  
Board of Public Works  
Third Floor Council Chambers  
140 Main Street, Menasha  
July 5, 2016  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Vice-Chairman Collier at 7:55 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Nichols, Taylor, Collier, Keehan, Zelinski, Spencer, Benner

EXCUSED: Alderman Krautkramer

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Kloehn, PRD Tungate, Randy Thomson (Twisted Pistons Inc), Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [June 6, 2016](#)

Moved by Ald. Keehan seconded by Ald. Nichols to approve minutes.

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Street Use Application – Twisted Pistons Cruise In; Thursday, August 18, 2016; 12:00 PM – 10:00 PM \(Twisted Pistons, Inc.\)](#)

PC Styka explained the event is similar to previous years. The street use application has been approved by all required departments.

Randy Thomson, representing Twisted Pistons Inc, explained the event is a car show with music and food vendors. They promote it as a family friendly event. The Menasha Farm Fresh Market will be set up on Milwaukee Street on this day.

Moved by Ald. Taylor seconded by Ald. Benner to recommend to Common Council Street Use Application for Twisted Pistons Cruise In on Thursday August 18, 2016 from 12:00 PM – 10:00 PM (Twisted Pistons, Inc).

Motion carried on voice vote.

2. [Street Use Application – Ganther Race the Lake; Sunday, August 14, 2016; 6:45 AM – 9:15 AM \(DuTriRun\)](#)

PC Styka explained the event is taking the same route as previous years. Racine Street Bridge traffic will be down to one lane during the street closure. The street use application has been approved by all required departments.

Moved by Ald. Taylor seconded by Ald. Keehan to recommend to Common Council Street Use Application for Ganther Race the Lake on Sunday August 14, 2016 from 6:45 AM – 9:15 AM (DuTriRun).

Motion carried on voice vote.

3. [Authorization to Execute Intergovernmental Agreement to Satisfy Eligibility for Recycling Consolidation Grant for Calendar Year 2017](#)

Mayor Merkes explained DNR Recycling Consolidation Grant. The grant is for additional recycling fund for the Winnebago County consortium communities.

Moved by Ald. Taylor seconded by Ald. Keehan to recommend to Common Council Authorization to Execute Intergovernmental Agreement to Satisfy Eligibility for Recycling Consolidation Grant for Calendar Year 2017.

Motion carried on voice vote.

4. [Authorization to Execute WisDOT State Municipal Agreement Regarding US10 / WIS441 and Racine Road Interchange Landscaping](#)

Mayor Merkes explained the agreement is about the City maintaining the landscaping in the roundabout at Racine Road and US10/WIS441 interchange. This will allow the City to include additional landscaping in the roundabout. There has been discussion to include a welcome sign on City property in front of Calder Stadium.

Moved by Ald. Taylor seconded by Ald. Keehan to recommend to Common Council Authorization to Execute WisDOT State Municipal Agreement Regarding US10/WIS441 and Racine Road Interchange Landscaping.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 8:15 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC  
City Clerk



### STREET USE APPLICATION

Event: Otto Grunski Runski  
 Sponsored by: City of Menasha  
 Responsible Person: Brian Tugate  
 Address: 140 mainst.  
Menasha, WI 54952

Street Use Date: AUG. 13, 2016  
 Start Time: 6:30 a.m.  
 End Time: 10:30 a.m.  
 Number of Units: \_\_\_\_\_  
 (Parades)

Email Address: btugate@ci.menasha.wi.us Phone: 967-3640  
 Street Route: see attached wins  
 Description of Use (attach map)

**Liability insurance has been secured in the amount of \$ N/A with the City of Menasha named as the additional insured. This is primary insurance.**  
 Insurance Company CUMIS Policy No. \_\_\_\_\_  
 (Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured).

Date: 6-22-16 Applicant's Signature: Brian Tugate

**Permit Fee:** Each application for a Street Use Permit shall be accompanied by a fee of \$25.00 along with a Special Event Fee of \$25. Please make checks payable to City of Menasha.

**Note to events planning to use City Parks and/or greenspace:** Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

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**TO BE COMPLETED BY CITY STAFF (Revised April 3, 2015)**

Scheduled Park & Recreation Board Review Date: \_\_\_\_\_  
 Not Required:  Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

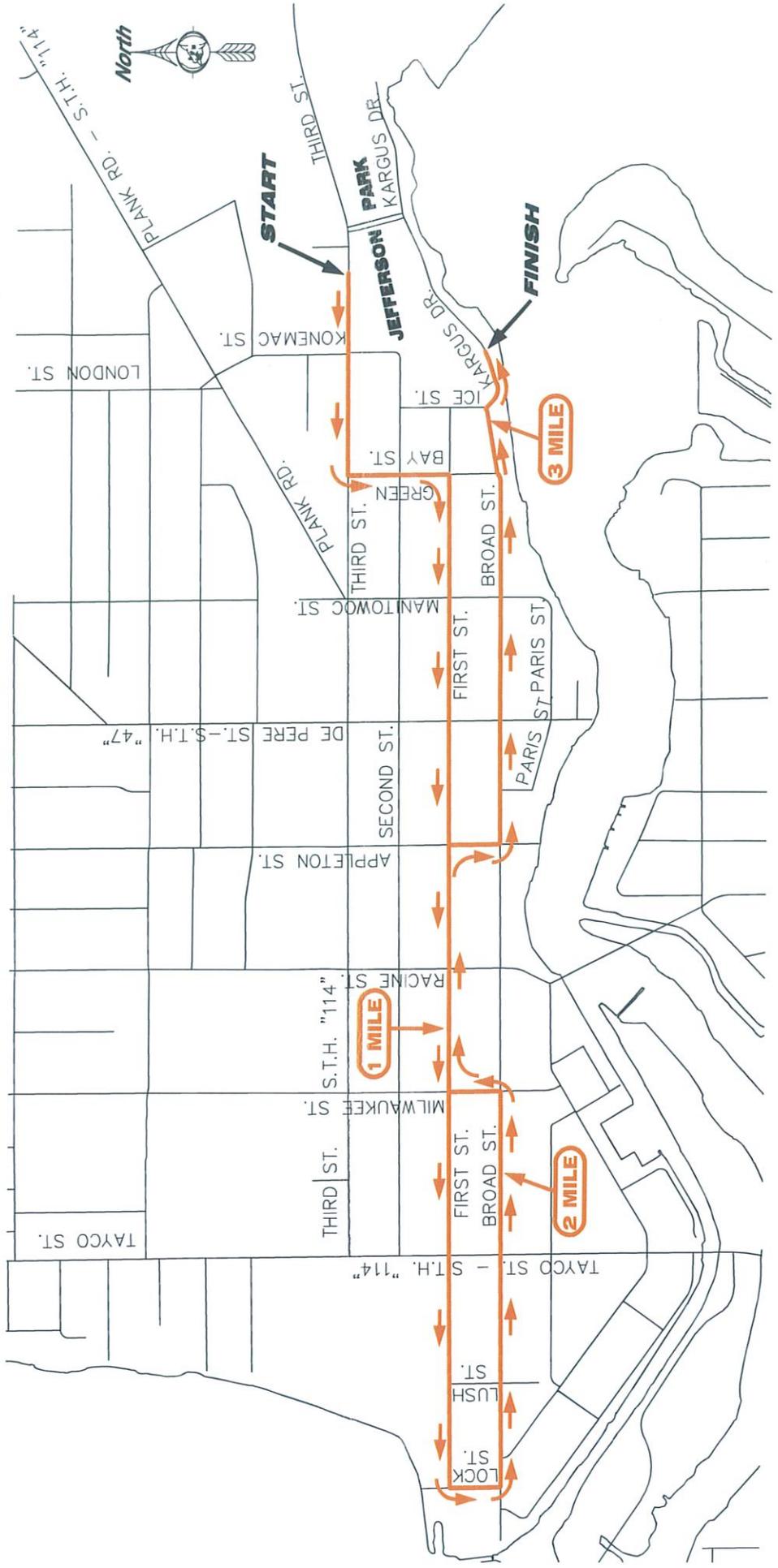
Scheduled Common Council Review Date: 8/11/16  
 Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

APPROVAL:  
 Police Dept. BTG Fire Dept. \_\_\_\_\_ Public Works Dept. CB City Attorney PKC



# GRUNSKI RUNSKI RACE MAP

## 5K RACE







### STREET USE APPLICATION

Event: LABOR Day Parade/Labor Temple Coop Association

Sponsored by: Fox Valley Area Labor Council

Responsible Person: Hugh Sloan

Address: P.O. Box 186  
Menasha, WI 54952

Street Use Date:	<u>9-5-16</u>
Start Time:	<u>9:30 A.M.</u>
End Time:	<u>10:30 A.M.</u>
Number of Units:	<u>50</u>
(Parades)	

Email Address: hugh.sloan@unitedwayfoxcities.org Phone: 920-735-5463

Street Route: See Attached Letter. Line up on Broad St.  
Description of Use (attach map) both east + west of Milwaukee

**Liability Insurance has been secured in the amount of \$ 2,000,000 with the City of Menasha named as the additional insured. This is primary insurance.**

Insurance Company Badger Mutual Ins. Co. Policy No. 00520-12705  
(Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured).

Date: 7/7/16 Applicant's Signature: Hugh A Sloan

*pd/c #7620  
CS*

**Permit Fee:** Each application for a Street Use Permit shall be accompanied by a fee of \$25.00 along with a Special Event Fee of \$25. Please make checks payable to City of Menasha.

**Note to events planning to use City Parks and/or greenspace:** Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

**TO BE COMPLETED BY CITY STAFF (Revised April 3, 2015)**

Scheduled Park & Recreation Board Review Date: \_\_\_\_\_

Not Required:  Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Scheduled Common Council Review Date: 8/1/16

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

APPROVAL:

Police Dept. [Signature] Fire Dept. [Signature] Public Works Dept. [Signature] City Attorney [Signature]



# Fox Valley Area Labor Council AFL-CIO

P.O. Box 186  
Menasha, Wisconsin 54952-0186  
920-727-1790 Phone  
920-727-1794 Fax  
[www.wi.aflcio.org/foxvalley](http://www.wi.aflcio.org/foxvalley)



July, 2016

To: Labor Day Parade Participants

**The Fox Valley Area Labor Council is preparing for its 2016 observance of Labor Day.**

This will be our **34<sup>th</sup> Annual Celebration**. One of the highlights of this event is the Parade through the Cities of Neenah and Menasha on **Monday, September 5, 2016**. Would you be interested in celebrating along with us by taking part in this year's Parade?

The Parade will begin in Menasha at Curtis Reed Square at 10:00 a.m. Please have your entry at the parking lot area of Germania Hall, 320 Chute Street, Menasha WI., by 9:30 a.m. for line-up instructions.

The Parade will travel west down Main Street in Menasha. It will proceed to Tayco Street in Menasha and then head south, crossing both the Tayco Street and Washington Street Bridges. We will enter Neenah on Commercial Street and continue south. At Main Street, in downtown Neenah, the Parade will turn right and head west to the intersection of Church Street and Main Street where the Parade will end.

Please join us in the Parade and help make our Labor Day a successful event. Enclosed is a Parade entry form. Please fill it out and return by August 25, 2016 to:

**Fox Valley Area Labor Council, P.O. Box 186 Menasha, WI 54952**  
**Or return your form by email to: [sswes@earthlink.net](mailto:sswes@earthlink.net)**

Sincerely,

Mark Westphal, President



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/02/2018

<b>PRODUCER</b> Mayer & Associates 130 Main Street Suite 105 Menasha, WI 54952	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b> Labor Temple Coop Association 157 S Green Bay Rd P.O. Box 127 Neenah, WI 54955	INSURER A	Hedges Mutual Insurance Co.
	INSURER B	
	INSURER C	
	INSURER D	
	INSURER E	

### COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. ASSIGNMENT LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR. LTR.	SUB. NAME	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIC PER POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	00520-12705	02/13/2018	02/13/2017	EACH OCCURRENCE \$ 500,000 \$500,000 PER YEAR PRODUCTS (PER OCCURRENCE) \$ 50,000 AUTO EXP (Per Auto per year) \$ 5,000 PERSONAL & AUTO INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,500,000 INHERENTS - OCCURRING AGG \$ 500,000
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTO <input type="checkbox"/> NON-OWNED AUTOS  <b>DAMAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				COMBINED SINGLE LIMIT (Per occurrence) \$ BODILY INJURY (Per occurrence) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per occurrence) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY AGG \$
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/OWNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> SUIVANT FORY LIMITS <input type="checkbox"/> SUIVANT HR \$1. EACH OCCURRENCE \$ \$1. DISEASE - EMPLOYEES \$ \$1. DISEASE - POLICY LIMIT \$
		OTHER				

### DESCRIPTION OF OPERATIONS, LOCATIONS, VARIANTS, EXCLUSIONS, NOTED BY ENDORSEMENT, SPECIAL PROVISIONS

City of Menasha, its officers, agents & employees are NAMED AS ADDITIONAL INSURED AS RESPECTS THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED. Date of event: 06/02/2018, Labor Day Parade

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
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City of Menasha 160 Main St. Menasha, WI 54952	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDORSE TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER (MAILED TO THE LEFT) SUI FAILING TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Brian Becker
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

BADGER MUTUAL INSURANCE COMPANY

8950 Ed. 5-92

ADDITIONAL INSURED

NAMED INSURED Labor Temple Coop Association

POLICY # 00520-12705

EVENT DATE FROM 9/5/2016 TO 9/5/2016

INTEREST OF FUNCTION

Labor Day Parade and Cookout  
157 South Green Bay Rd  
Neenah, WI 54956  
09/05/16

NAME OF ADDITIONAL INSURED

Refer to GL841

City of Menasha  
140 Main St  
Menasha, WI 54952

City of Neenah  
211 Walnut Street  
Neenah, WI 54956

ADDITIONAL CHARGE \$ 100.00

**MEMORANDUM**

To: City of Menasha Board of Public Works  
From: Brian Tungate, Director of Parks, Recreation, Forestry and Cemeteries BT  
Date: 13 July 2016  
RE: Water Street Trail Easement

**Background**

In 1997, as part of an agreement vacating Water Street ROW between Broad Street and Barlow Street, the City of Menasha acquired a 15' easement along the shore of the Fox River Navigational Channel. The easement contains several restrictions including that if a walkway is constructed in the easement that it can not be used for "fishing, stopping, standing, or other such activities." More importantly, if Menasha fails to begin development of a walkway within 20 years the easement terminates. The easement will terminate in April of 2017 if construction does not commence by then.

With the opening of the Trestle Trail parking demand in the neighborhood has increased dramatically. The City proposes that parking could be installed at the intersection of Water & Barlow Streets to help meet demand for parking in the area.

To create the safest environment for pedestrians and bikers to reach the trail from the parking area it is proposed that a connecting trail or sidewalk be constructed in one of two ways:

- Option A – would include a 5'-6' concrete walk along the waterfront within the easement described above. The walk would not function well for bicycle traffic, and would be run through the property owner's rear yard.
- Option B – would include an 8' asphalt trail (min width for 2 way traffic on a trail) along the ROW of both Broad Street and Barlow Street. This option could require a new easement.

**Fiscal Impact**

The cost of materials for either option A or B is less than \$4,000, with work to be completed by City employees. The cost of the materials for the parking area is \$4,500. If option A is chosen the work should be completed in 2016 to ensure that the easement does not expire, option B could be included in the 2017 budget. There are sufficient funds in the street construction budget for 2016.

**Recommendation**

City Staff recommends option B, due to the minimum width for a bike trail at 8' not being available in option A. If the Board of Public works agrees and recommends option B, City staff will complete a survey, design, and secure easements for construction in 2017 as part of the 2017 budget.

02 90 94

95

5'-6' OPTION "A"  
CONCRETE SIDEWALK

PROPOSED PARKING



02 90 94

OPTION "B"  
8' TRAIL

95  
EXISTING WALK  
TO BE REMOVED  
WITH OPTION "B"

PROPOSED PARKING





## MEMORANDUM

To: City of Menasha Board of Public Works  
From: Donald Merkes, Mayor  
Date: 13 July 2016  
RE: Exploration of City of Menasha and Menasha Joint School District offices at 100 Main Street

### **Background**

The Menasha Joint School District (MJSD) recently purchased the Harbor Place Building at 100 Main St to house the school district administrative offices. The district intends to use the space currently occupied by the administrative offices at Banta School to consolidate the bilingual program into one building as well as to allow the 4K program to be housed at neighborhood schools. The Harbor Place Building is approximately 33,000 sq feet and the MJSD requires approximately 15,000 sq feet of that space.

The City and MJSD currently cooperate in numerous ways and are continually discussing opportunities to strengthen both organizations by working together. The most visible current examples include the Health Department, Police/School Liaison Officers, and vehicle maintenance; however, there are numerous smaller examples like elections, Arbor Day, Bluejay Health and Wellness Center, & equipment sharing. By working in the same building, we anticipate there would be more opportunities for shared services, as well as improved customer service for residents in a one-stop shop.

The Menasha Joint School District has invited us to explore consolidating City and MJSD offices in the Harbor Place Building.

### **Financial Impact**

#### Taxes

100 Main Street was in TID #1, which closed at the end of 2015, so the parcel will be included in the general tax base for 2016. The 2016 value of 100 Main Street is \$ 1,478,500, which equates to approximately \$15,285 in annual city taxes. The associated parking lot is a separate parcel, and is in TID #10. The annual taxes (all taxing entities) on this parcel are approximately \$3,210, with the funds going to the TID.

If City Hall relocates, part of the loss of taxes from 100 Main Street could be offset by 140 Main Street being returned to the tax roll as a redevelopment site or sale of the existing building for other uses.

## Design

MJSD has a quote from Blue Design group for architectural design of their space for \$12,500, it is expected the City cost for architectural design would be similar.

## Build Out

MJSD estimates the cost for build out in their areas to be \$15-\$25 per sq foot. Being that there are no final designs at this point these numbers are estimates.

## Lease

MJSD is anticipating a lease rate of \$3 per square foot. This rate would be all inclusive including utilities, capital maintenance, ongoing building maintenance, and cleaning.

The City may be able to discontinue leases for spaces elsewhere that are more costly.

## Current Operating Expenses for 140 Main St

Public Works estimates that the operational expenses for City Hall average \$55,000 annually, and the Health Department \$35,000 annually. Furthermore, there are three major capital improvements projects expected for the building boiler, elevator, and backup generator, all of which are original to the building and expected to cost approximately \$262,000 to replace in the next 5 years.

## **Opportunities**

### Existing Building

The site at 140 Main Street offers opportunity for commercial use just west of the current heart of downtown. Adding retail or residential opportunities to the site would assist in the revitalization and desirability of the western end of downtown, which is currently somewhat segregated from the eastern half of downtown.

### Shared Space

It is likely that one floor of the building could be used for shared training and meeting space. This provides for more cost effective use of spaces that are not in continual use, such as board rooms, conference rooms, and large training rooms.

### Staffing

By having the majority of City staff on one floor there are more opportunities for cooperative working environments between departments as well as coverage during vacations and other absences. There are also opportunities for City and MJSD staff to share expert knowledge and/or work with each other on special projects or using special equipment. Long term, this could lead to more cooperative arrangements with joint departments and services.

### Proximity

Currently the Health Department works closely with MJSDto provide school health services, staff training, and other health–related services. The Health Department also oversees Senior Center operations and provides health and wellness services. Being located at 100 Main would put their employees in much closer proximity to the Senior Center, and in the same building with the School District. In addition, the Health Department oversees the City Safety Program. Co-locating City offices will facilitate collaboration and communication with City Departments on safety-related responsibilities (e.g. safety committee meetings, training, and inspections).

### Downtown

Bringing the school district offices downtown will add further activity and allow visiting teachers to experience our downtown. It will allow the School District to help showcase Menasha during joint training opportunities with other districts and be the home of regional meetings for school officials in Northeast Wisconsin. Visitors will have opportunities to visit area businesses and cultural attractions.

### **Recommendation**

Authorize City of Menasha and Menasha Joint School District to explore a consolidated office complex at 100 Main Street and contract with Blue Design Group for architectural services.

The City and Menasha Joint School District staff would bring information regarding build out costs and a preliminary design to the Common Council for consideration as part of the 2017 budget process.



Office of Superintendent  
328 Sixth Street, P.O. Box 360  
Menasha, WI 54952

vanderheyden@mjsd.k12.wi.us  
Ph: (920) 967-1401  
Fax: (920-751-5038  
[www.mjsd.k12.wi.us](http://www.mjsd.k12.wi.us)

July 14, 2016

Dear Menasha Common Council,

The Menasha Joint School District wants to inform you that the District purchased the property at 100 Main St (Harbour Place). Below are reasons why we needed to move the District office and reasons why this building made sense:

- Bilingual program will be housed 100% at Banta. Right now it is split between two buildings.
- The District wanted to participate in the revitalizing of the downtown.
- The building provides the necessary space needed and the ability to house programs hosted outside of the District.
- Opportunity to lease out a floor to provide additional revenue to pay off the building faster.
- Create a stronger bond with City Hall.

Our District leadership team believes that the District and City Hall could have added benefits if City Hall would also move into the building. We are asking you to please explore the possibility of moving City Hall to the 100 Main Street location with us. The move would be an advantage to both organizations.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris L. VanderHeyden", written over a horizontal line.

Chris L. VanderHeyden  
Superintendent

A handwritten signature in black ink, appearing to read "Brian Adesso", written over a horizontal line.

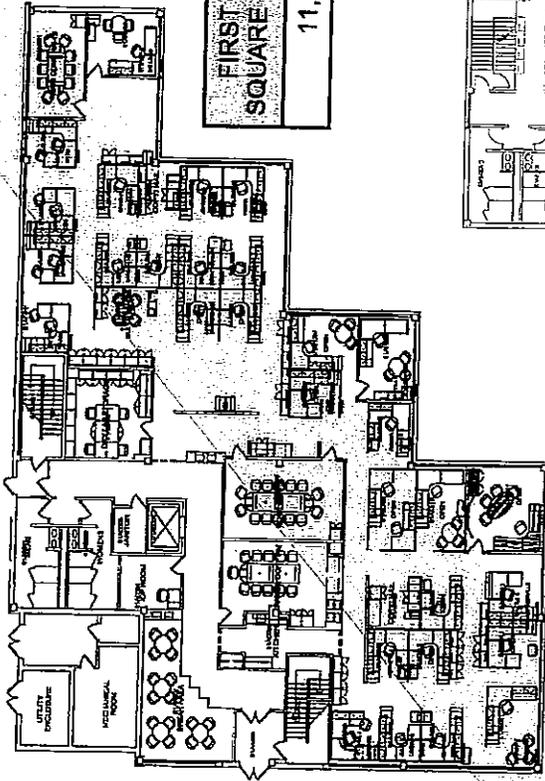
Brian Adesso  
Director of Business Services

# HARBOUR PLACE

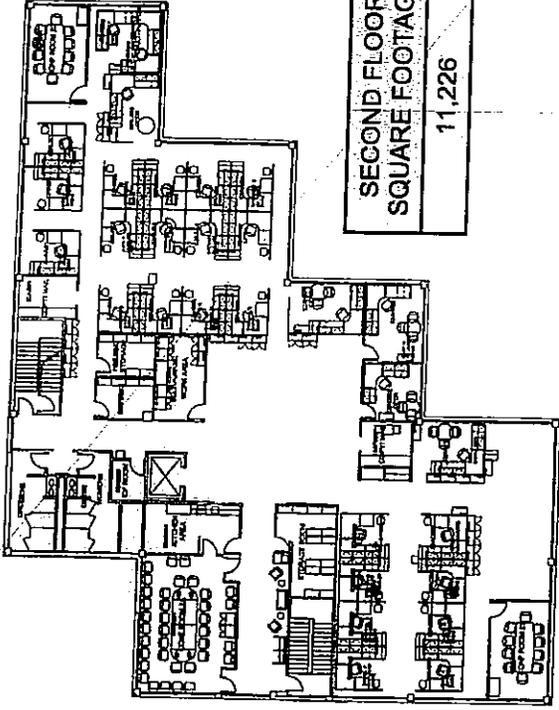
100 Main Street | Menasha, WI | 54952



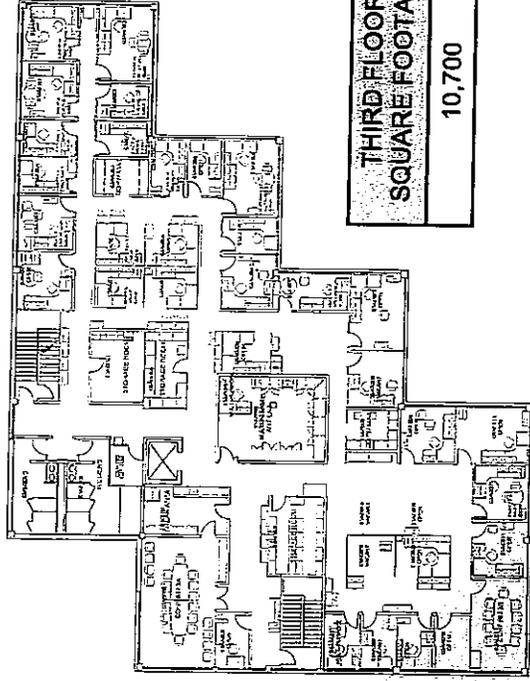
RECOMMENDING REAL ESTATE



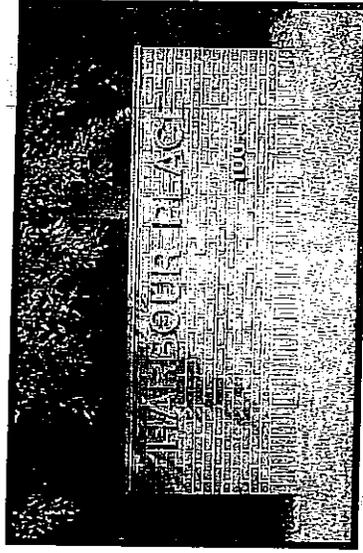
FIRST FLOOR  
SQUARE FOOTAGE  
11,226



SECOND FLOOR  
SQUARE FOOTAGE  
11,226



THIRD FLOOR  
SQUARE FOOTAGE  
10,700



**RE Commercial**  
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