

CITY OF STURGEON BAY
FINANCE/PURCHASING & BUILDING COMMITTEE
TUESDAY JANUARY 25, 2022
Council Chambers, City Hall - 421 Michigan Street
4:00pm

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: Amendment to the Joint City-County Revolving Loan Fund Manual.
5. Consideration of: City Donation of Land in the Industrial Park.
6. Consideration of: Surplus Property.
7. Consideration of: Professional Services for Bradley Lake Restoration Project.
8. Consideration of: Watermain Replacement Cost Share Proposal.
9. Consideration of: Sale of Home, Accessory Buildings and Approximately 1.75 acres at 1317 Shiloh.
10. Convene in closed session in accordance with the following exemptions:

Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e)

- a. Consideration of: Sale of Home, Accessory Buildings and Approximately 1.75 acres at 1317 Shiloh.

Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Committee may adjourn in closed session.

11. Review bills.
12. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Notice is hereby given that a majority of the City Committees may be present at this meeting to gather information about a subject over which they have decision-making responsibility. If a quorum of a Committee, does attend, this may constitute a meeting of the aforementioned Committee and is noticed as such, although no formal action will be taken at this meeting.

Posted:
Date: 01/21/22
Time: 11:15am
By: TM

Finance/Purchasing & Building Committee Members:
Helen Bacon, Chair
Seth Wiederanders, Vice Chair
Dan Williams



MEMORANDUM

Date: January 18, 2022

To: City of Sturgeon Bay

WJS From: Julie Schmelzer, Director of Business Development, DCEDC

Re: Sturgeon Bay Door County Economic Development (SBDCEd) Revolving Loan Fund Manual

The Door County Economic Development Corporation (DCEDC) administers the SBDCEd revolving loan fund, as well as three other loan funds. With the exception of the SBDCEd fund, DCEDC requires loan payments to be made by ACH transmittal. Such process results in loans being paid on time, and saves staff and the DCEDC accountant time by not having to remind loan recipients their payment is due. The proposed manual amendments, herein, also ensure consistency amongst programs.

The SBDCEd loan fund manual is the only loan fund manual administered by the DCEDC which does not specify how payments are to be made, nor does it require payments to be made by ACH. DCEDC requests the City of Sturgeon Bay require payments to be made by ACH only.

Additionally, the manual explains all loans ('regular' and 'micro-loan') are to be accompanied by a non-refundable fee. However, although the 'regular' loan program explains the application fee is \$100, the manual is silent as to what the fee is for the micro-loan program. Staff recommends the manual be amended to make it clear the fee applies to both programs, and, since the same amount of time is involved in processing the applications, that fee also be \$100.

You'll note on page 2 of the attached proposed amendment document, number 10, DCEDC also proposes language about a late fee. The 'regular' loan verbiage requires a late fee, so requiring a late fee for the micro-loan makes both programs consistent.

Amending the SBDCEd manual requires approval of both the City and the County of Door. On January 17, 2022 the County did approve the proposed amendments to the manual. The DCEDC Board likewise approved the amendments. DCEDC requests the City of Sturgeon Bay also approve the amendments.

Att. Proposed Amendments

PROPOSED AMENDMENTS TO THE SBDCEC POLICIES AND PROCEDURES MANUAL

FEES AND PAYMENTS

There is no allowance or requirement the loan recipient pay their loan electronically. To ensure the loan is paid on schedule, and, to make record keeping consist amongst the various loan programs, it is recommended a section be added to the program manual requiring payments be made electronically.

DCEDC proposes a line be added to Section 4.1, *Revolving Loan Fund*, RLF Terms and Conditions, Section 7. Repayment:

7. Repayment: Monthly payments required. **ACH transaction shall be set up for all payments.** Under special circumstances, payment of interest and/or principal may be deferred for a period of time not to exceed twelve (12) months.

In addition, Section 5.5 *Application Fee*, requires all applications to be accompanied by a non-refundable fee, yet there is no fee listed for the Micro-Loan Fund.

For the Revolving Loan Fund, there is an application fee clearly defined in Section 4.1, under RLF Terms and Conditions, Sub 3, Interest Rate & Fees (emphasis underlined below):

The interest rate, rate floor, and fees will be established to provide a margin that will compensate for DCEDC's administrative costs. The DCEDC may negotiate the interest rate as appropriate given the risk level, qualitative job creation, community impact, and competitive financing terms. The application fee of \$100 should be submitted with the application and is non-refundable. In addition, the closing fee is 1.0% of the loan amount. Late fees will be 5.0% of the outstanding amount will be levied for payments that are more than fifteen (15) days overdue with a minimum of \$25 and maximum of \$250. The Revolving Loan Fund Committee will have final review and approval of the rate when the loan is presented.

However, it is not clear for the Micro-Loan Fund (Section 4.2) if there is a fee or what it is. In this section there is no mention of an application fee or other fees. Because it is its own section, the reader doesn't default to Section 4.1; therefore, DCEDC recommends the following (in red) be added to Section 4.2:

Terms and Conditions: *Loan terms and conditions shall be based on need and ability to repay. It is the intent of the Micro loan to be as flexible as possible while operating in accordance with prudent lending policies. Standards shall include the following:*

1. Loan Size: \$5,000 to \$25,000
2. Matching Funds: Matching funds shall be a minimum of 20% of the project costs.
3. Interest Rate. The interest rate shall be determined by the DCEDC loan committee.

4. Loan Terms. Not to exceed 5 years. Consideration shall be given to the type of assets pledged.
5. Collateral. Collateral is required and will usually take the form of a security interest in all of the applicant's assets. Real estate and equipment are common assets pledged.
6. Personal Guarantees. Unlimited personal guarantees are required from any person with a 20% or greater ownership interest in the business.
7. Repayment. Monthly payments are required. Under special circumstances, payment of interest and/or principal may be deferred with Board approval for a period of time not to exceed twelve (12) months. Requests for consideration to extend deferred payments may be considered by the Board on an annual basis. Interest only loans should be reviewed a minimum of every six (6) months. Loans that defer principal and interest should be monitored every month until payments resume whereby the next review should be scheduled within six (6) months. **ACH transaction shall be set up for payments.**
8. Prepayment. There shall not be any prepayment penalties.
9. Business Location. Loans shall be approved by the DCEDC Revolving Loan Fund Committee with knowledge and consideration of the location of the business. It is expected that businesses will remain at the location identified in the loan request. Businesses must remain in Door County for the term of the loan; businesses owning (not leasing) their location of operation must obtain DCEDC Revolving Loan Committee approval for relocation plans.
10. Fees. **Fees will be established to provide a margin that will compensate for DCEDC's administrative costs. The DCEDC may negotiate the interest rate as appropriate given the risk level, qualitative job creation, community impact, and competitive financing terms. The application fee of \$100 should be submitted with the application and is non-refundable. In addition, the closing fee is 1.0% of the loan amount. Late fees will be 5.0% of the outstanding amount will be levied for payments that are more than fifteen (15) days overdue with a minimum of \$25 and maximum of \$250. The Revolving Loan Fund Committee will have final review and approval of the rate when the loan is presented.**

EXECUTIVE SUMMARY

Title: Request for Donation of City-Owned Property – Leeward St and Keel Ct

Background: The Door County Economic Development Corporation is attempting to bring a modular housing manufacturing facility to Door County. The intent is to provide more affordable housing in the region and train workers in the construction trades. They are partnering with NWTC, the homebuilders association and local schools and are applying for grant funds to get the project started. They would like to place the manufacturing facility in the industrial park and are requesting the donation of two lots fronting on Keel Court and Leeward Street. The donation of land would be the City's contribution to the project and would improve the chances of receiving the grant.

Fiscal Impact: The two lots requested total 3.83 acres. The industrial park policy on the sale of lots is to charge \$30,000 per acre with \$10,000 per acre received at the time of closing and the balance paid after three years. Some or all of the balance can be forgiven based upon job creation and property value creation. Most projects meet the requirements and, thus, pay only the \$10,000 per acre. Assuming the project meets the property value/employment incentives, then the value of the land donation to the City is \$38,300.

Options: The City could:

1. Agree to donate the proposed lots
2. Find alternative land to donate.
3. Reject the donation request and look to sell the parcels using the normal policies.

Other Considerations: The proposed use fits the industrial park. However, there are a lot of questions to be answered prior to ensuring that the project will work at the site. A site plan/building plan has not been created yet, so there is a possibility that the building and rest of the development will not work on these lots.

Prior to selling lots that are adjacent to large manufacturers the City often checks to see whether the proposed lots would be needed for expansion of those manufacturers. Wiretech is to the west of the proposed lots. That company does have additional land to expand into, but it would be wise to verify that a large expansion that would need those lots is not imminent. If the Wiretech has a short-term need for the lots, then perhaps alternative land could be donated to the project.

Recommendation: The proposed DCEDC project has merit and the value of the City's contribution is reasonable given the potential benefits. But more is needed regarding the specifics of the project and the grant. Thus, staff recommends a tentative agreement to participate in the grant project through the donation of land. As the project becomes clearer the tentative agreement can be formalized.

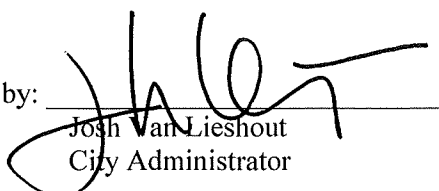
Prepared by:


Martin Olejniczak

Community Development Director

1-21-2022
Date

Reviewed by:


Josh Van Lieshout
City Administrator

1/21/22
Date



MEMORANDUM

Date: January 20, 2022

To: City of Sturgeon Bay Finance Committee

[Signature] From: Julie Schmelzer, Director of Business Development

Re: City Donation of Land in the City Industrial Park

The Door County Economic Development Corporation (DCEDC) is working on a plan to partner with the Northeast Wisconsin Technical College, Door County Homebuilders Association, and participating school districts to try to address the county's affordable housing issue, and, the lack of construction workers in the county and Northeast Wisconsin. In particular, we are proposing a modular home manufacturing facility whereby the homes are built by Homebuilder Apprentices who are enrolled at NWTC, Sturgeon Bay Campus. By building the homes on a production scale, and utilizing students, we believe the home costs can be kept to a minimum and in turn have an affordable price point between \$99,000 and \$159,000.

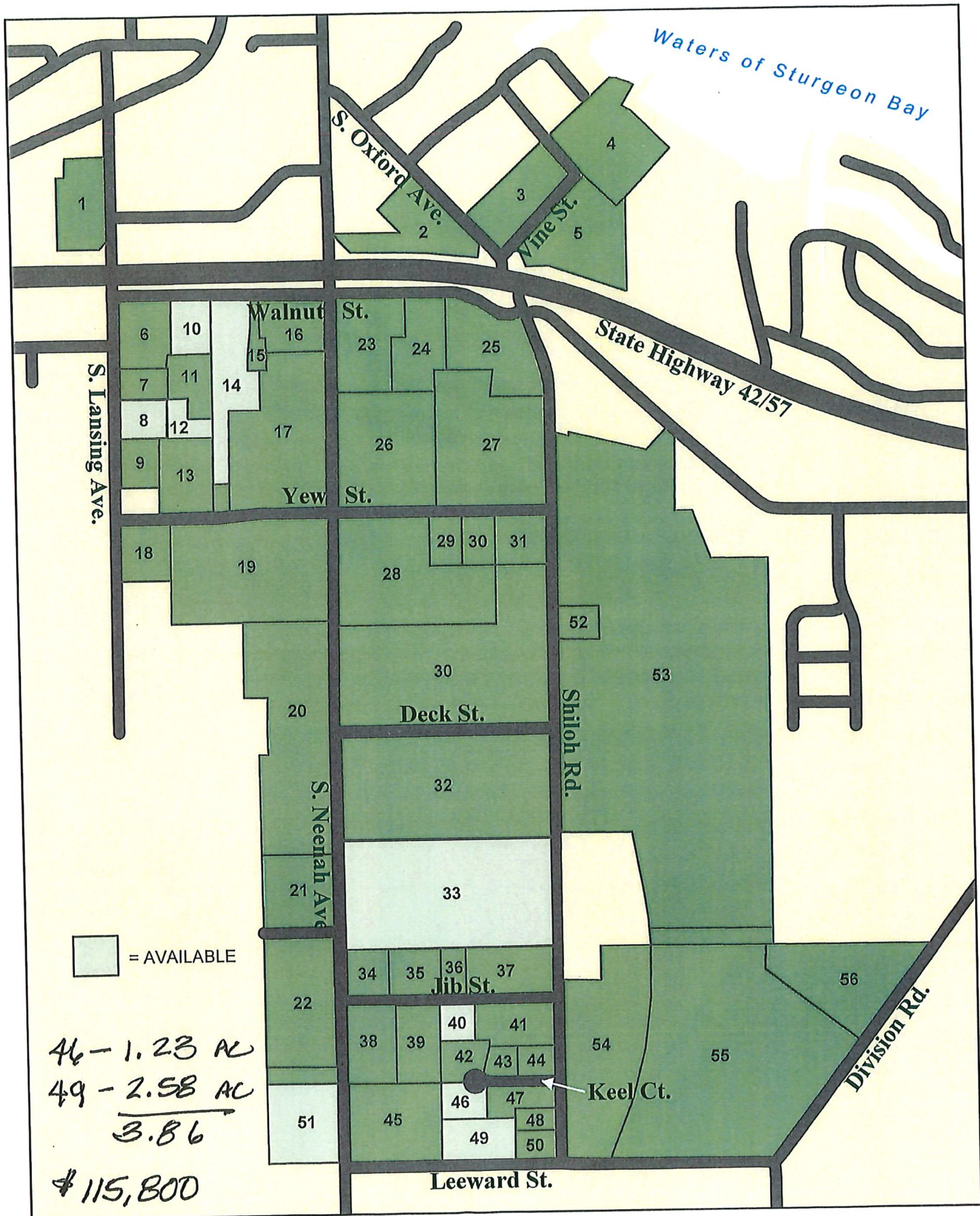
DCEDC is in the process of applying for grants to build the proposed facility. Ideally, the facility would be located in the City of Sturgeon Bay Industrial Park, where the facility can easily be accessed by suppliers and the prospective workforce. DCEDC is not in a position to purchase land, and hereby request the City of Sturgeon Bay donate land for the facility. Any city contribution will help advance the success of the grants in that it will be considered an in-kind contribution/leverage funding for the grants.

The donation request is for Lots 46 and 49, totaling 3.86 acres (see attached map). The two lots together would provide adequate manufacturing and storage space, as well as allow for an entry only off Keel Ct., and an exit only onto Leeward St., allowing for easier transport of the fabricated homes.

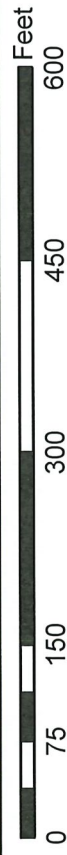
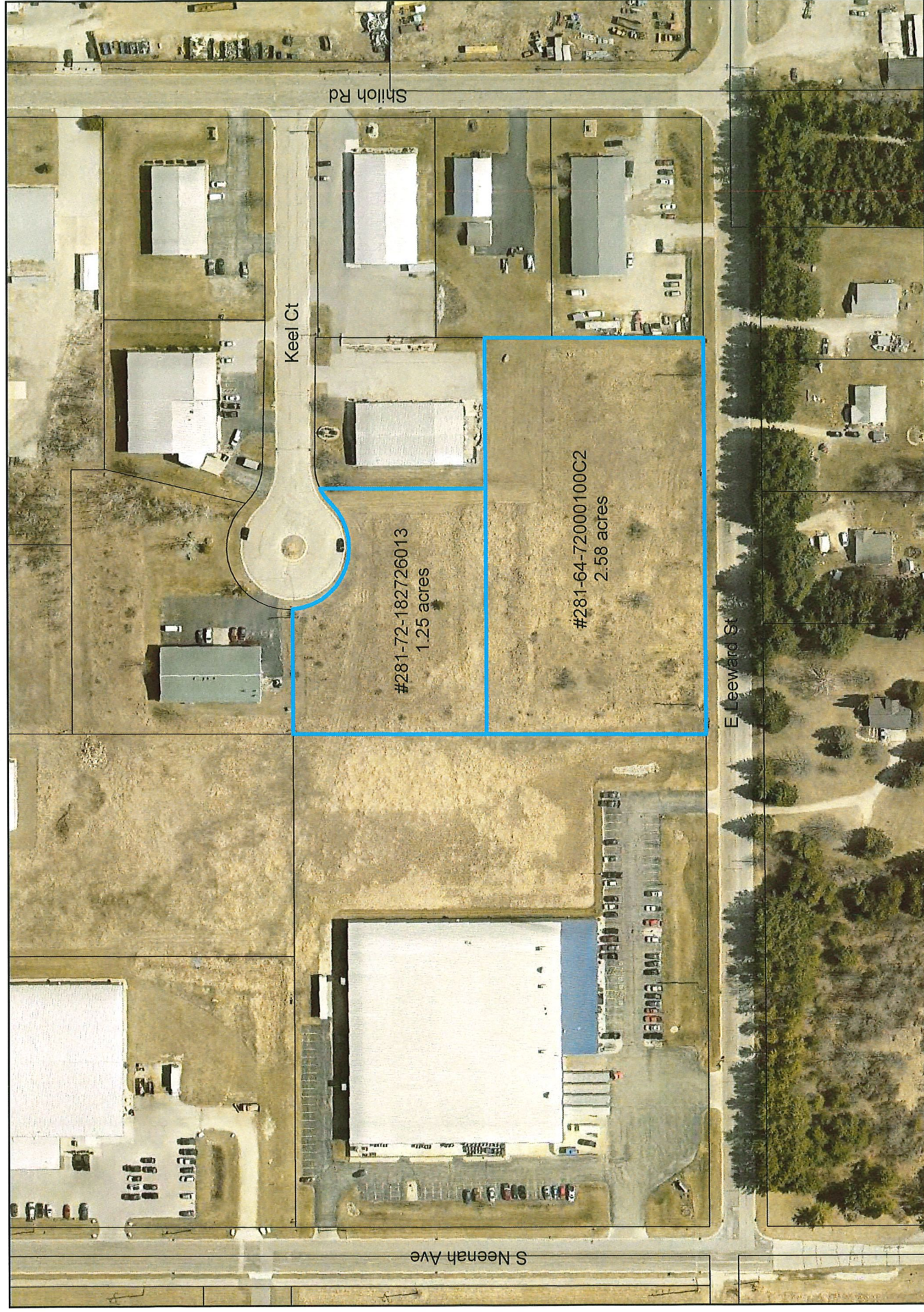
We appreciate your consideration in this matter, and hope we can add the City of Sturgeon Bay to the list of participants trying to further this project and addressing both housing and workforce needs in our community.

Att. Map

Cc: Steve Jenkins, Executive Director



Proposed Parcels for Donation - DCEDC Modular Home Manufacturing Facility Grant



January 20, 2022

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EXECUTIVE SUMMARY

TITLE: Surplus property

BACKGROUND: As per the City's purchasing policy, when a department head determines that items are no longer useful the items should be submitted to the City Administrator who shall determine whether the items can be used by other departments, and if not, the list shall be submitted to the Finance/Purchasing and Building Committee for consideration of declaring the items as surplus. Once the items are declared surplus, it is the City Administrator's responsibility to determine the best method to achieve liquidation at the highest value on behalf of the City.

Please find attached a list of property that department heads have deemed as surplus.

FISCAL IMPACT: \$0

OPTIONS:

- 1) Declare the Ricoh copier on the attached list as surplus, which will allow the City Administrator to determine the best means of liquidation.
- 2) Do not declare the Ricoh copier on the attached list as surplus and continue to store it.

RECOMMENDATION:

Declare the Ricoh copier on the attached list as surplus.

PREPARED BY:

Valerie J. Clarizio
Valerie J. Clarizio
Finance Director/City Treasurer

1/20/22
Date

APPROVED BY:

Joshua Van Lieshout
City Administrator

Date

Surplus List								
Department	City Tag #	Make	Model #	Serial #	Year Acquired	General Condition	Original Cost	Location of item
Administration	675	Ricoh	C4503	E174MB12034	2015	Poor	\$7,995.00	City Hall - 2nd Floor

1/20/2022

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Executive Summary

Date: 18 January 2022

Title: Professional Services for Bradley Lake Restoration Project

Background: In 2021 the City received approval from National Fish and Wildlife Foundation and Fund for Lake Michigan to change the scope of work associated with already approved grants for the restoration project. This project is to make improvements along the eastern shoreline of Bradley Lake. On January 17th, 2022 Foth Infrastructure & Environment, LLC proposed an Agreement for Professional Services for the Bradley Lake restoration project. The proposal covers all phases of the project:

Phase 1 – Project Management and Meetings	\$6,500
Phase 2 – Permitting	\$10,500
Phase 3 – Final Design/Plans/Specifications	\$11,000
Phase 4 – Ecological Design Services	\$5,800
Phase 5 – Bidding and Contract Award	\$8,700
Total:	\$42,500

Fiscal Impacts: The 2022 budget line 10-510-000-59025 has \$400,000 budgeted for this project.

Recommendation: Staff fully supports approving the proposal for professional services.

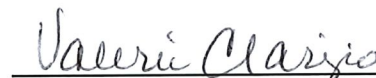
Prepared By:



Mike Barker
Municipal Services Director

Date: 18 JAN 2022

Reviewed By:



Valerie Clarizio
Finance Director

Date: 1/18/22

Reviewed By:



Josh VanLieshout
City Administrator

Date: 1/18/22

**STANDARD FORM OF ADDENDUM
(Agreement for Professional Services)**

This Agreement shall be an addition to, and subject to the conditions contained in that Agreement for Services dated April 16, 2001 between Foth Infrastructure & Environment, LLC (ENGINEER), and

City of Sturgeon Bay (OWNER).

WHEREAS the OWNER wishes to engage the ENGINEER to provide various services as described below, in accordance with ENGINEER procedures, standards, and normal billing practices, and

WHEREAS the project to which such services apply is referred to as the PROJECT and described generally as follows: Perform engineering and consulting services for the Bradley Lake restoration project

WHEREAS the ENGINEER has agreed to perform such work.

NOW, THEREFORE, and in consideration of the above, the ENGINEER and the OWNER do hereby agree and covenant as follows:

SECTION 1 – PROJECT UNDERSTANDING

The OWNER requested that Foth perform engineering services to acquire a grant funding reallocation for the currently authorized amounts. The reallocation was approved by the regulatory agencies, as such, the OWNER is now requesting engineering services to prepare the required permits, design, and construction documents, and to provide bidding assistance. Foth has teamed with RES to provide support on planting lists, habitat enhancement, and aquatic biology. Foth and RES are collectively referred to as the “ENGINEER” in this proposal.

SECTION 2 – SERVICES

ENGINEER proposes to assist OWNER with the following tasks:

Phase 1 – Project Management and Meetings. The ENGINEER will organize and attend project coordination meetings to support the execution of the project. We anticipate that the meetings will be conducted virtually. A project kickoff meeting and two progress meetings with the OWNER have been budgeted. The ENGINEER will prepare meeting notes and track actions items. The meetings will include a mix of OWNER personnel and the Foth/RES team as necessary to support the agenda items.

Phase 2 – Permitting. The ENGINEER will coordinate with permitting agencies to determine permitting needs, compile appropriate information and documentation, and prepare the permits required for the project as presently conceptualized and approved

through the grant reallocation process. The required permits are anticipated to include the following:

- ◆ WDNR Endangered Resources (ER) Review Request
- ◆ WDNR Nationwide Permit (Chapter 30)
- ◆ USACE Nationwide Permit 27 – Aquatic Habitat Restoration
- ◆ Stormwater Notice of Intent (NOI)
- ◆ Wetland Permit

Per the WDNR, the Wisconsin Pollutant Discharge Elimination System (WPDES) Permit is not required as long as any process water remains within the project area, which is the anticipated case. The associated cost of this phase will need to be re-evaluated after permitting needs have been confirmed. A change request will be submitted if changes to the scope and budget are required by the agencies. Permit fees are not included in the budget.

Phase 3 – Final Design/Plans/Specifications. The ENGINEER will prepare the final design based on the feasibility plan that was developed during the grant reallocation phase of the project. The design will identify the extent of the improvements and will include a plan view(s) of the demolition and the improvement limit. The design will be based on topographic data already collected at the site. The plan will also include a representative typical cross section(s) and details of the construction materials.

Technical Specifications will be prepared in standard Divisional format using EJCDC. A technical specification review meeting will be conducted with the client at or about the pre-final stage of the design (95%).

The ENGINEER will prepare an opinion of the probable construction cost for the project. The opinion will include an appropriate contingency for planning purposes. The cost opinion will be prepared in Microsoft Excel format based on unit cost and appropriate lump sum amounts for associated work items.

Phase 4 – Ecological Design Services. The ENGINEER will perform the services included in the attached scope from our team member RES. Foth will manage and coordinate the services to result in a compiled set of construction documents.

Phase 5 – Bidding and Contract Award. The Engineer will prepare Bidding and Contract Documents including an instruction of bidders, special provisions, the bidders schedule of prices submittal, standard conditions of the construction contract, and the Agreement between the OWNER and the Contractor. It is assumed that the OWNER will provide the ENGINEER with the Standard Conditions and the Agreement format.

The ENGINEER will manage and perform the following services in cooperation with the OWNER upon completion of Phases 3 and 4 or as directed by the OWNER thereafter. Assist in advertising and obtaining bids through “Quest” on-line bidding services and local procurement requirements. Provide bid documents in an electronic for distribution.

Receive and reply at bidder questions/ and issue clarifications/addenda. Prepare for and attend a virtual Pre-Bid Conference. Assist the OWNER in receiving and opening bids. Tabulate bids, evaluate bids, and issue a recommendation of award to the OWNER. Construction engineering services beyond these as listed is not included in the scope or budget.

SECTION 3 – COMPENSATION

Phase	Description	Cost
Phase 1	Project Management and Meetings	\$6,500
Phase 2	Permitting	\$10,500
Phase 3	Final Design/Plans/Specifications	\$11,000
Phase 4	Ecological Design Services	\$5,800
Phase 5	Bidding and Contract Award	\$8,700
	TOTAL:	\$42,500

SECTION 4 – TIMETABLE

Foth anticipates the following schedule including time to interact with agencies on their schedule. These duration are from notice to proceed:

Phase 1 – On-going through Phase 5

Phase 2 – On-going through Phase 5, or as determined by agency review and approval duration

Phase 3 – 5 weeks

Phase 4 – Concurrent with Phase 3

Phase 5 – 5 weeks

SECTION 5 – SPECIAL CONDITIONS

All other provisions of that Agreement referred to above shall remain in force unless otherwise modified or deleted above.


Note that this proposal encompasses services through contract award, as identified in Phases 1 through 5, and does not include construction management or oversight. If the OWNER requests such services, associated scope and cost would be provided in a separate proposal.

IN WITNESS WHEREOF the parties hereto set their hands and seals dated this

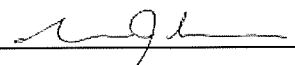
_____ day of _____, 2022.

For ENGINEER:

Foth Infrastructure & Environment, LLC

By: 
Name (Please print): Joe Liebau

Title: Client Team Leader

By: 
Name (Please print): Mike Stirk

Title: Lead Civil Engineer

For OWNER:

City of Sturgeon Bay

By: _____
Name (Please print): _____

Title: _____

By: _____
Name (Please print): _____

Title: _____

City of Sturgeon Bay
421 Michigan Street
Sturgeon Bay, WI 54235
jvanlieshout@sturgeonbaywi.org



Joshua J. Van Lieshout
City Administrator

920-746-6905 (Voice)
920-746-2905 (Fax)

Memorandum

To: Finance Committee

From: Josh Van Lieshout, Administrator

Re: Watermain replacement cost share proposal

Date: January 20, 2022

Item: Watermain replacement cost share proposal

Discussion: Land uses and customer demands, along with code changes sometimes make infrastructure that was thought to be sized for the future become obsolete before the end of its useful life. Kwik Trip, while planning for their utility needs discovered that a 490 foot section of watermain serving the project site is undersized and unable to support additional demands of the proposed store. The subject section of watermain represents a bottleneck or restriction of sorts. In order to have sufficient flow to meet demands, the current section of 6 inch pipe needs to be increased to an 8 inch pipe.

KwikTrip is asking for cost sharing in the replacement of this pipe. This is a reasonable request and represents a good value for the City. The section of watermain proposed to be replaced, while adequate for today, likely won't be in the future, as the land along and beyond Alabama Street is pursued for development and redevelopment. There is a current and future benefit to participating the replacement of this section of pipe.

If the Finance Committee were to evaluate the return on investment, it would be reasonable to conclude that the \$46,000 investment would pay back in the form of a greater assessed value (and taxable) to the taxing jurisdictions. If we consider all of the taxing jurisdictions, the project could have a payback in less than one year or, if just the city 5-7 years. This is the net of the current improvements on the site(s).

Options: There are a number of options, including:

- Accept the offer as written
- Counter the offer
- Reject the offer

Recommendation:

Recommend to the Common Council to accept the terms of the letter of understanding, cooperating with KwikTrip to replace a 490 foot section of watermain, ancillary valves, hydrant and services for a cost to the City not to exceed \$46,000.



Legal

PHONE 608-781-8988

FAX 608-793-6120

VIA E-MAIL

1626 Oak St., P.O. Box 2107
La Crosse, WI 54602

www.kwiktrip.com

December 21, 2021

Joshua J. Van Lieshout
CITY OF STURGEON BAY
421 Michigan Street
Sturgeon Bay, WI 54235

Re: Water Main Upgrade
Alabama Street

Dear Josh:

Regarding the necessary water main upgrade at Alabama Street, Sturgeon Bay, Wisconsin, this shall confirm the agreement between Kwik Trip, Inc. ("Kwik Trip") and the City of Sturgeon Bay ("City") as follows:

- 1) Kwik Trip shall be responsible for ordering, constructing and managing the water main upgrade project to remove approximately 490 feet of the existing water main on the west side of Alabama Street, which is 6 inches in diameter, and replace it with a water main that is 8 inches in diameter (hereinafter the "Project"). The scope of work for the Project includes the following: (a) installing two 8 inch valves; (b) installing one hydrant (to replace the existing hydrant at the intersection of 15th and Alabama); (c) installing one 6 inch hydrant valve; (d) installing water service for 1537 Alabama and Nightengale (moving curb stop across the street); (e) restoring any disturbed asphalt; (f) completing saw cutting; and (g) restoring any disturbed lawn. The final scope of work shall be provided to the City for review and approval prior to Kwik Trip's commencement of the Project.
- 2) The City shall reimburse Kwik Trip for one-half of the cost upon completion of the Project. Payment shall be remitted to Kwik Trip within thirty (30) days after the later of the following: (i) receipt by the City of a statement/invoice from Kwik Trip; or (ii) completion of the Project.
- 3) The City's share of the Project cost shall not exceed Forty-six Thousand and 00/100 Dollars (\$46,000.00). In the event that the total cost of the Project exceeds Ninety-two Thousand and 00/100 Dollars (\$92,000.00) Kwik Trip shall cover the excess cost.
- 4) This agreement is contingent upon Kwik Trip acquiring the properties located at 1567 Egg Harbor Road, 1601 Egg Harbor Road, 1611 Egg Harbor Road, 1629 Egg Harbor Road, 1614 Alabama Street, 1636 Alabama Street, and an unnamed parcel on Alabama Street, all in Sturgeon Bay, Wisconsin on terms satisfactory to Kwik Trip.

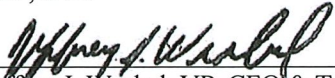
Joshua J. Van Lieshout
December 21, 2021
Page Two

I would appreciate it if you would obtain the signature below confirming the City's agreement to the contents of this letter and return a signed copy of this letter to me via facsimile at (608) 793-6120 or email to kklug@kwiktrip.com.

Thank you.

Very truly yours,

KWIK TRIP, INC.

By: 
Jeffrey J. Wrobel, VP, CFO & Treasurer

Agreed to this ____ day of _____, 2021:

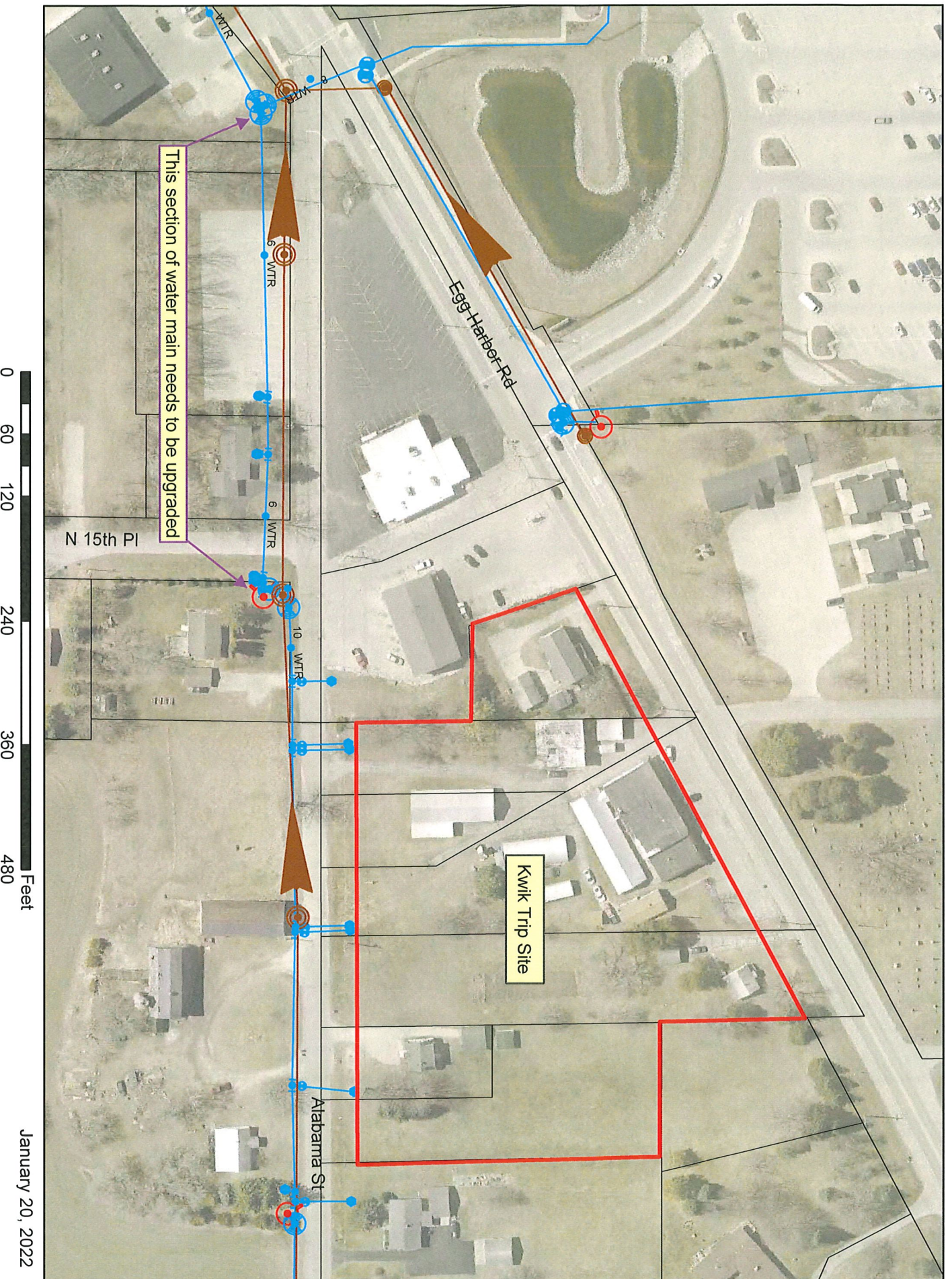
CITY OF STURGEON BAY

By: _____

Its: _____



Water Main Upgrade Needed for Kwik Trip Development



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City of Sturgeon Bay
421 Michigan Street
Sturgeon Bay, WI 54235
jvanlieshout@sturgeonbaywi.org



Joshua J. Van Lieshout
City Administrator

9

920-746-6905 (Voice)
920-746-2905 (Fax)

Memorandum

To: Finance Committee

From: Josh Van Lieshout, Administrator

Re: Sale of home, accessory buildings and approximately 1.75 acres at 1317 Shiloh Road

Date: January 20, 2022

Item: Sale of home, accessory buildings and approximately 2 acres at 1317 Shiloh Road

Discussion: Previously the Finance Committee and Common Council directed staff to conduct a sale of real property located at 1317 Shiloh Road. The sale was intended to separate the single-family home and accessory buildings from the remaining vacant (fallow) land.

The City placed the property for sale, received a number of inquiries from prospective buyers, many of whom toured the home and outbuildings and evaluated it for purchase. The City received one offer. That offer exceeds the minimum criteria specified.

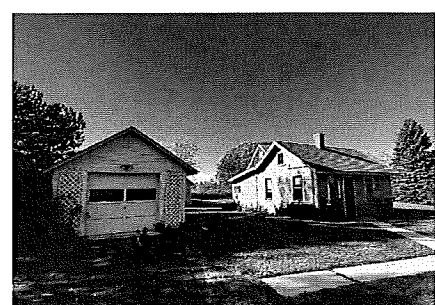
The Buyer is Turning Point Door County, LLC for a price of \$333,000 with one contingency, delay of connection to sanitary sewer and water no later than January 20, 2027.

Options: There are a number of options, including:

- Accept the offer as written
- Counter the offer
- Reject the offer

Recommendation:

Recommend to the Common Council to separate accept the offer, selling home and accessory buildings and approximately 1.75 acres for \$333,000 in "as-is" condition. Municipal water and sanitary sewer connections to occur no later than January 20, 2027.



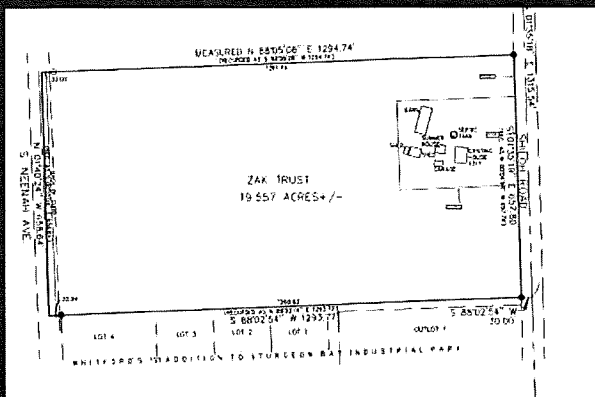
PROPERTY FOR SALE

In the Sturgeon Bay Industrial Park!

**1317 Shiloh Road
Sturgeon Bay, WI 54235**

**Home & outbuildings with approximately
1.75 acres**

- Minimum bid of \$325,000. *Offers must be submitted with 5% bid security.*
- Offers must be received at Sturgeon Bay City Hall, 421 Michigan Street, Sturgeon Bay Wisconsin no later than Thursday, December 30, 2021, at 12:00 p.m.
- Offers should be in a sealed envelope marked: Attention City Clerk, Offer to Purchase 1317 Shiloh Road Property.
- Property is for sale in "as-is" condition. No exceptions.
- Most advantageous offer will be selected.



Main Home:

- Approx. 2,000 sqft home
- 3+ Bedrooms
- 2 Full bathrooms
- Private well & septic

Outbuildings:

- Approx. 500 sqft cottage
- 14 x 22 detached garage
- 30 x 60 barn
- 12 x 20 shed

Zoning/Land use: Industrial



Contact information for this property:

Steve Jenkins, Executive Director

Door County Economic Development Corporation

920-743-3113 x3 | steve@DoorCountyBusiness.com



Dear Mr. VanLieshout,

Turning Point has been in business in Sturgeon bay for over four years. Our mission is to work with individuals that have cognitive, physical or social challenges to gain skills necessary to work and have independence in the community and live independently with support as needed. Housing is so limited in Sturgeon bay that the purchase of 1370 Shiloh Rd. would also allow us to provide new members the ability to live independently. Turning Point currently has contracts with DHS, Door county, all three managed care organization: Inclusa, Lakeland, and Iris

We would like to offer 333,000 for 1317 Shiloh Rd., as is with no contingencies. Earnest money of 40,000 accompanies this offer. We also understand the city wants to connect property to water and sewer, which would be done by Turning Point on or before January 20, 2027. We would run water and sewer lines to the cities mains and ask the city to connect at no charge to Turning Point.

Thank you for your consideration and response by January 20, 2022 would be appreciated

Sincerely,

Turning Point Door County, LLC

Timothy J Beck/CEO

TURNING POINT DC

Life Skills and Supported Employment Services – Serving Door and Kewaunee Counties

Website: www.turningpointdc.com Email: contact@turningpointdc.com

Telephone: 920.333.2104

WB-11 RESIDENTIAL OFFER TO PURCHASE

1 LICENSEE DRAFTING THIS OFFER ON December 15, 2021 (BUYER)

2 (AGENT OF SELLER/LISTING FIRM) (AGENT OF BUYER AND SELLER) STRIKE THOSE NOT APPLICABLE

3 The Buyer, Turning Point Door County, LLC,
4 offers to purchase the Property known as [Street Address] 1311 Shiloh Road

5
6 in the city of Sturgeon Bay, County
7 of Door Wisconsin (insert additional description, if any, at lines 537-542 or
8 in an addendum per line 563), on the following terms:

9 **PURCHASE PRICE** The purchase price is Three hundred thirty Three Thousand
10 00 Dollars (\$ 333,000).

11 **INCLUDED IN PURCHASE PRICE** Included in purchase price is the Property, all Fixtures on the Property as of the date
12 stated on line 1 of this Offer (unless excluded at lines 20-23), and the following additional items:

13
14
15
16

17 **NOTE: The terms of this Offer, not the listing contract or marketing materials, determine what items are included**
18 **or not included.**

19 **NOT INCLUDED IN PURCHASE PRICE** Not included in purchase price is Seller's personal property (unless included at
20 lines 12-16) and the following:

21
22
23

24 **CAUTION: Identify Fixtures that are on the Property (see lines 27-37) to be excluded by Seller or which are rented**
25 **(e.g., water softeners or other water treatment systems, LP tanks, etc.) and will continue to be owned by the**
26 **lessor.**

27 "Fixture" is defined as an item of property which is physically attached to or so closely associated with land, buildings or
28 improvements so as to be treated as part of the real estate, including, without limitation, physically attached items not
29 easily removable without damage to the premises, items specifically adapted to the premises and items customarily
30 treated as fixtures, including, but not limited to, all: garden bulbs; plants; shrubs and trees; screen and storm doors and
31 windows; electric lighting fixtures; window shades; curtain and traverse rods; blinds and shutters; central heating and
32 cooling units and attached equipment; water heaters, water softeners and treatment systems; sump pumps; attached or
33 fitted floor coverings; awnings; attached antennas and satellite dishes (but not the component parts); audio/visual wall
34 mounting brackets (but not the audio/visual equipment); garage door openers and remote controls; installed security
35 systems; central vacuum systems and accessories; in-ground sprinkler systems and component parts; built-in appliances;
36 ceiling fans; fences; in-ground pet containment systems (but not the collars); storage buildings on permanent foundations
37 and docks/piers on permanent foundations.

38 **CAUTION: Exclude any Fixtures to be retained by Seller or which are rented (e.g., water softeners or other water**
39 **treatment systems, LP tanks, etc.) on lines 20-23 or at lines 537-542 or in an addendum per line 563).**

40 **BINDING ACCEPTANCE** This Offer is binding upon both Parties only if a copy of the accepted Offer is delivered to
41 Buyer on or before _____ Seller may keep

42 the Property on the market and accept secondary offers after binding acceptance of this Offer.

43 **CAUTION: This Offer may be withdrawn prior to delivery of the accepted Offer.**

44 **ACCEPTANCE** Acceptance occurs when all Buyers and Sellers have signed one copy of the Offer, or separate but
45 identical copies of the Offer.

46 **CAUTION: Deadlines in the Offer are commonly calculated from acceptance. Consider whether short term**
47 **Deadlines running from acceptance provide adequate time for both binding acceptance and performance.**

48 **CLOSING** This transaction is to be closed on or before January 20, 2022
49 _____ at the place selected by Seller,

50 unless otherwise agreed by the Parties in writing. If the date for closing falls on a weekend, or a federal or a state holiday,
51 the closing date shall be the next Business Day.

52 **CAUTION: To reduce the risk of wire transfer fraud, any wiring instructions received should be independently**
53 **verified by phone or in person with the title company, financial institution, or entity directing the transfer. The**
54 **real estate licensees in this transaction are not responsible for the transmission or forwarding of any wiring or**
55 **money transfer instructions.**

EARNEST MONEY

56 **EARNEST MONEY** of \$ 40,000 accompanies this Offer.
57 If Offer was drafted by a licensee, receipt of the earnest money accompanying this Offer is acknowledged.
58 **EARNEST MONEY** of \$ _____ will be mailed, or commercially, electronically
59 or personally delivered within _____ days ("5" if left blank) after acceptance.
60 All earnest money shall be delivered to and held by (~~listing Firm~~) (~~Buyer's agent's Firm~~) (third party identified as
61 Peninsula Title) **STRIKE THOSE NOT APPLICABLE** (listing Firm if none
62 chosen; if no listing Firm, then Buyer's agent's Firm; if no Firm then Seller).
63 **THE BALANCE OF PURCHASE PRICE** will be paid in cash or equivalent at closing unless otherwise agreed in writing.
64 **HELD BY:** Earnest money shall be delivered in accordance with lines 59-60 and held in the account of the party
65 identified on lines 61-63. If earnest money is held by a Firm, the Firm will hold the earnest money until applied to the
66 purchase price or disbursed as provided at lines 71-91.
67 **CAUTION: Should persons other than a Firm hold earnest money, an escrow agreement should be drafted by the**
68 **Parties or an attorney as lines 71-91 do not apply. If someone other than Buyer pays earnest money, consider a**
69 **special disbursement agreement.**
70 **DISBURSEMENT IF EARNEST MONEY HELD BY A FIRM:** If negotiations do not result in an accepted offer and the
71 earnest money is held by a Firm, the earnest money shall be promptly disbursed (after clearance from payer's depository
72 institution if earnest money is paid by check) to the person(s) who paid the earnest money. At closing, earnest money
73 shall be disbursed according to the closing statement. If this Offer does not close, the earnest money shall be disbursed
74 according to a written disbursement agreement signed by all Parties to this Offer. If said disbursement agreement has not
75 been delivered to the Firm holding the earnest money within 60 days after the date set for closing, that Firm may disburse
76 the earnest money: (1) as directed by an attorney who has reviewed the transaction and does not represent Buyer or
77 Seller; (2) into a court hearing a lawsuit involving the earnest money and all Parties to this Offer; (3) as directed by court
78 order; (4) upon authorization granted within this Offer; or (5) any other disbursement required or allowed by law. The Firm
79 may retain legal services to direct disbursement per (1) or to file an interpleader action per (2) and the Firm may deduct
80 from the earnest money any costs and reasonable attorneys' fees, not to exceed \$250, prior to disbursement.
81 **LEGAL RIGHTS/ACTION:** The Firm's disbursement of earnest money does not determine the legal rights of the Parties
82 in relation to this Offer. Buyer's or Seller's legal right to earnest money cannot be determined by the Firm holding the
83 earnest money. At least 30 days prior to disbursement per (1), (4) or (5) above, where the Firm has knowledge that either
84 Party disagrees with the disbursement, the Firm shall send Buyer and Seller written notice of the intent to disburse by
85 certified mail. If Buyer or Seller disagree with the Firm's proposed disbursement, a lawsuit may be filed to obtain a court
86 order regarding disbursement. Small Claims Court has jurisdiction over all earnest money disputes arising out of the sale
87 of residential property with one-to-four dwelling units. Buyer and Seller should consider consulting attorneys regarding
88 their legal rights under this Offer in case of a dispute. Both Parties agree to hold the Firm harmless from any liability for
89 good faith disbursement of earnest money in accordance with this Offer or applicable Department of Safety and
90 Professional Services regulations concerning earnest money. See Wis. Admin. Code Ch. REEB 18.
91 **TIME IS OF THE ESSENCE** "Time is of the Essence" as to: (1) earnest money payment(s); (2) binding acceptance; (3)
92 occupancy; (4) date of closing; (5) contingency Deadlines **STRIKE AS APPLICABLE** and all other dates and Deadlines in
93 this Offer except: _____
94 If "Time is of the Essence" applies to a date or Deadline,
95 failure to perform by the exact date or Deadline is a breach of contract. If "Time is of the Essence" does not apply to a
96 date or Deadline, then performance within a reasonable time of the date or Deadline is allowed before a breach occurs.
97 **REAL ESTATE CONDITION REPORT** Wisconsin law requires owners of property which includes one-to-four dwelling
98 units to provide Buyers with a Real Estate Condition Report. Excluded from this requirement are sales of property that has
99 never been inhabited, sales exempt from the real estate transfer fee, and sales by certain court-appointed fiduciaries, (for
100 example, personal representatives who have never occupied the Property). The form of the Report is found in Wis. Stat. §
101 709.03. The law provides: "§ 709.02 Disclosure . . . the owner of the property shall furnish, not later than 10 days after
102 acceptance of the contract of sale . . . , to the prospective Buyer of the property a completed copy of the report . . . A
103 prospective Buyer who does not receive a report within the 10 days may, within two business days after the end of that
104 10-day period, rescind the contract of sale . . . by delivering a written notice of rescission to the owner or the owner's
105 agent." Buyer may also have certain rescission rights if a Real Estate Condition Report disclosing defects is furnished
106 before expiration of the 10 days, but after the Offer is submitted to Seller. Buyer should review the report form or consult
107 with an attorney for additional information regarding rescission rights.
108 **PROPERTY CONDITION REPRESENTATIONS** Seller represents to Buyer that as of the date of acceptance Seller has
109 no notice or knowledge of Conditions Affecting the Property or Transaction (lines 116-178) other than those identified in
110 Seller's Real Estate Condition Report dated _____, which was received by Buyer prior to Buyer
111 signing this Offer and which is made a part of this Offer by reference **COMPLETE DATE OR STRIKE AS APPLICABLE**
112 and _____
113 _____
114 _____
115 **INSERT CONDITIONS NOT ALREADY INCLUDED IN THE CONDITION REPORT**

116 "Conditions Affecting the Property or Transaction" are defined to include:

117 a. Defects in the roof, basement or foundation (including cracks, seepage and bulges), electrical system, or part of the
118 plumbing system (including the water heater, water softener and swimming pool); or basement, window, or plumbing
119 leaks; overflow from sinks, bathtubs, or sewers; or other water or moisture intrusions or conditions.

120 b. Defects in heating and air conditioning system (including the air filters and humidifiers); in a wood burning stove or
121 fireplace; or caused by a fire in a stove or fireplace or elsewhere on the Property.

122 c. Defects related to smoke detectors or carbon monoxide detectors, or a violation of applicable state or local smoke
123 detector or carbon monoxide detector laws.

124 d. Defects in any structure, or mechanical equipment included as Fixtures or personal property.

125 e. Rented items located on the Property such as a water softener or other water conditioner system.

126 f. Defects caused by unsafe concentrations of, or unsafe conditions on the Property relating to radon, radium in water
127 supplies, lead in paint, soil or water supplies, unsafe levels of mold, asbestos or asbestos-containing materials or other
128 potentially hazardous or toxic substances on the Property; manufacture of methamphetamine or other hazardous or toxic
129 substances on the Property; or high voltage electric (100 KV or greater) or steel natural gas transmission lines located on
130 but not directly serving the Property.

131 **NOTE: Specific federal lead paint disclosure requirements must be complied with in the sale of most residential**
132 **properties built before 1978.**

133 g. Defects caused by unsafe concentrations of, unsafe conditions relating to, or the storage of, hazardous or toxic
134 substances on neighboring properties.

135 h. Property is served by a joint well; Defects related to a joint well serving the Property; or Defects in a well on the
136 Property or in a well that serves the Property, including unsafe well water.

137 i. A septic system or other private sanitary disposal system serves the Property; Defects in the septic system or other
138 sanitary disposal system on the Property; or any out-of-service septic system serving the Property not closed or
139 abandoned according to applicable regulations.

140 j. Underground or aboveground fuel storage tanks on or previously located on the Property; or Defects in the
141 underground or aboveground fuel storage tanks on or previously located on the Property. (The owner, by law, may have
142 to register the tanks with the Department of Agriculture, Trade and Consumer Protection at P.O. Box 8911, Madison,
143 Wisconsin, 53708, whether the tanks are in use or not. Department regulations may require closure or removal of unused
144 tanks.)

145 k. "LP" tank on the Property (specify in the additional information whether the tank is owned or leased); or Defects in an
146 "LP" tank on the Property.

147 l. Notice of property tax increases, other than normal annual increases, or pending Property reassessment; remodeling
148 that may increase the Property's assessed value; pending special assessments; or Property is within a special purpose
149 district, such as a drainage district, that has authority to impose assessments.

150 m. Proposed construction of a public project that may affect use of the Property; Property additions or remodeling
151 affecting Property structure or mechanical systems during Seller's ownership without required permits; or any land division
152 involving the Property without required state or local permits.

153 n. The Property is part of or subject to a subdivision homeowners' association; or the Property is not a condominium unit
154 and there are common areas associated with the Property that are co-owned with others.

155 o. Any zoning code violations with respect to the Property; the Property or any portion thereof is located in a floodplain,
156 wetland or shoreland zoning area; or the Property is subject to a shoreland mitigation plan required by Wisconsin
157 Department of Natural Resources (DNR) rules that obligates the Property owner to establish or maintain certain measures
158 related to shoreland conditions, enforceable by the county.

159 p. Nonconforming uses of the Property; conservation easements, restrictive covenants or deed restrictions on the
160 Property; or nonowners having rights to use part of the Property, including, but not limited to, rights-of-way and
161 easements other than recorded utility easements.

162 q. All or part of the Property has been assessed as agricultural land; has been assessed a use-value assessment
163 conversion charge; or payment of a use-value assessment conversion charge has been deferred.

164 r. All or part of the Property is subject to, enrolled in, or in violation of a farmland preservation agreement, Forest Crop
165 Law, Managed Forest Law, the Conservation Reserve Program, or a comparable program.

166 s. A dam is totally or partially located on the Property; or an ownership interest in a dam not located on the Property will
167 be transferred with the Property because the dam is owned by a homeowners' association, lake district, or similar group of
168 which the Property owner is a member.

169 t. No legal access to the Property; or boundary or lot line disputes, encroachments or encumbrances (including a joint
170 driveway) affecting the Property.

171 u. Federal, state, or local regulations requiring repairs, alterations or corrections of an existing condition; or any
172 insurance claims relating to damage to the Property within the last five years.

173 v. A pier attached to the Property not in compliance with state or local pier regulations.

174 w. Current or previous termite, powder-post beetle or carpenter ant infestations or Defects caused by animal, reptile, or
175 other insect infestations.

176 x. Structure on the Property designated as an historic building; all or any part of the Property in an historic district; or one
177 or more burial sites on the Property.

178 y. Other Defects affecting the Property.

INSPECTIONS AND TESTING

Buyer may only conduct inspections or tests if specific contingencies are included as a part of this Offer. An "inspection" is defined as an observation of the Property, which does not include an appraisal or testing of the Property, other than testing for leaking carbon monoxide, or testing for leaking LP gas or natural gas used as a fuel source, which are hereby authorized. A "test" is defined as the taking of samples of materials such as soils, water, air or building materials from the Property for laboratory or other analysis of these materials. Seller agrees to allow Buyer's inspectors, testers and appraisers reasonable access to the Property upon advance notice, if necessary to satisfy the contingencies in this Offer. Buyer or licensees or both may be present at all inspections and testing. Except as otherwise provided, Seller's authorization for inspections does not authorize Buyer to conduct testing of the Property.

NOTE: Any contingency authorizing testing should specify the areas of the Property to be tested, the purpose of the test (e.g., to determine if environmental contamination is present), any limitations on Buyer's testing and any other material terms of the contingency.

Buyer agrees to promptly restore the Property to its original condition after Buyer's inspections and testing are completed unless otherwise agreed to with Seller. Buyer agrees to promptly provide copies of all inspection and testing reports to Seller. Seller acknowledges that certain inspections or tests may detect environmental pollution which may be required to be reported to the Wisconsin Department of Natural Resources.

☐ **INSPECTION CONTINGENCY:** This contingency only authorizes inspections, not testing (see lines 179-193).

(1) This Offer is contingent upon a Wisconsin registered or Wisconsin licensed home inspector performing a home inspection of the Property after the date on line 1 of this Offer which discloses no Defects.

(2) This Offer is further contingent upon a qualified independent inspector or independent qualified third party performing an inspection of _____ (list any Property component(s)

_____ (list any Property component(s) to be separately inspected, e.g., swimming pool, roof, foundation, chimney, etc.) which discloses no Defects.

(3) Buyer may have follow-up inspections recommended in a written report resulting from an authorized inspection, provided they occur prior to the Deadline specified at line 207. Inspection(s) shall be performed by a qualified independent inspector or independent qualified third party.

Buyer shall order the inspection(s) and be responsible for all costs of inspection(s).

CAUTION: Buyer should provide sufficient time for the home inspection and/or any specialized inspection(s), as well as any follow-up inspection(s).

This contingency shall be deemed satisfied unless Buyer, within _____ days ("15" if left blank) after acceptance, delivers to Seller a copy of the written inspection report(s) dated after the date on line 1 of this Offer and a written notice listing the Defect(s) identified in those report(s) to which Buyer objects (Notice of Defects).

CAUTION: A proposed amendment is not a Notice of Defects and will not satisfy this notice requirement.

For the purposes of this contingency, Defects do not include structural, mechanical or other conditions the nature and extent of which Buyer had actual knowledge or written notice before signing this Offer.

NOTE: "Defect" as defined on lines 449-451 means a condition that would have a significant adverse effect on the value of the Property; that would significantly impair the health or safety of future occupants of the Property; or that if not repaired, removed or replaced would significantly shorten or adversely affect the expected normal life of the premises.

■ **RIGHT TO CURE:** Seller (shall)(shall not) **STRIKE ONE** ("shall" if neither is stricken) have the right to cure the Defects.

If Seller has the right to cure, Seller may satisfy this contingency by:

(1) delivering written notice to Buyer within _____ ("10" if left blank) days after Buyer's delivery of the Notice of Defects stating Seller's election to cure Defects;

(2) curing the Defects in a good and workmanlike manner including obtaining applicable permits where required; and

(3) delivering to Buyer a written report detailing the work done and documenting compliance with permit requirements no later than three days prior to closing.

This Offer shall be null and void if Buyer makes timely delivery of the Notice of Defects and written inspection report(s) and:

(1) Seller does not have the right to cure; or

(2) Seller has the right to cure but:

(a) Seller delivers written notice that Seller will not cure; or

(b) Seller does not timely deliver the written notice of election to cure.

230 ☐ **RADON TESTING CONTINGENCY:** This Offer is contingent upon Buyer obtaining a current written report of the
231 results of a radon test at the Property performed by a qualified third party in a manner consistent with applicable EPA and
232 Wisconsin Department of Health Services (DHS) protocols and standards indicating the radon level is less than 4.0
233 picoCuries per liter (pCi/L), at (Buyer's) (Seller's) **STRIKE ONE** ("Buyer's" if neither is stricken) expense.
234 This contingency shall be deemed satisfied unless Buyer, within _____ days ("20" if left blank) after acceptance
235 delivers to Seller a written copy of the radon test results report indicating a radon level of 4.0 pCi/L or higher and written
236 notice objecting to the radon level in the report.

237 ☒ **RIGHT TO CURE:** Seller (shall)(shall not) **STRIKE ONE** ("shall" if neither is stricken) have the right to cure.

238 If Seller has the right to cure, Seller may satisfy this contingency by:

- 239 (1) delivering a written notice of Seller's election to cure within 10 days after delivery of Buyer's notice; and,
240 (2) installing a radon mitigation system in conformance with EPA standards in a good and workmanlike manner and by
241 giving Buyer a report of the work done and a post remediation test report indicating a radon level of less than 4.0
242 pCi/L no later than three days prior to closing.

243 This Offer shall be null and void if Buyer timely delivers the above written notice and report to Seller and:

- 244 (1) Seller does not have the right to cure; or
245 (2) Seller has the right to cure but:
246 (a) Seller delivers written notice that Seller will not cure; or
247 (b) Seller does not timely deliver the notice of election to cure.

248 **IF LINE 249 IS NOT MARKED OR IS MARKED N/A LINES 298-309 APPLY.**

249 ☐ **FINANCING COMMITMENT CONTINGENCY:** This Offer is contingent upon Buyer being able to obtain a written
250 _____ [loan type or specific lender, if any] first mortgage loan commitment as described
251 below, within _____ days after acceptance of this Offer. The financing selected shall be in an amount of not less than
252 \$ _____ for a term of not less than _____ years, amortized over not less than _____ years.
253 Initial monthly payments of principal and interest shall not exceed \$ _____. Buyer acknowledges that
254 lender's required monthly payments may also include 1/12th of the estimated net annual real estate taxes, hazard
255 insurance premiums, and private mortgage insurance premiums. The mortgage shall not include a prepayment premium.
256 Buyer agrees to pay discount points in an amount not to exceed _____% ("0" if left blank) of the loan. If Buyer is using
257 multiple loan sources or obtaining a construction loan or land contract financing, describe at lines 537-542 or in an
258 addendum attached per line 563. Buyer agrees to pay all customary loan and closing costs, wire fees, and loan origination
259 fees, to promptly apply for a mortgage loan, and to provide evidence of application promptly upon request of Seller. Seller
260 agrees to allow lender's appraiser access to the Property.

261 ☒ **LOAN AMOUNT ADJUSTMENT:** If the purchase price under this Offer is modified, any financed amount, unless
262 otherwise provided, shall be adjusted to the same percentage of the purchase price as in this contingency and the
263 monthly payments shall be adjusted as necessary to maintain the term and amortization stated above.

264 **CHECK AND COMPLETE APPLICABLE FINANCING PROVISION AT LINE 265 or 266.**

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

266 ☐ **ADJUSTABLE RATE FINANCING:** The initial interest rate shall not exceed _____%. The initial interest rate
267 shall be fixed for _____ months, at which time the interest rate may be increased not more than _____% ("2"
268 if left blank) at the first adjustment and by not more than _____% ("1" if left blank) at each subsequent
269 adjustment. The maximum interest rate during the mortgage term shall not exceed the initial interest rate plus
270 _____% ("6" if left blank). Monthly payments of principal and interest may be adjusted to reflect interest changes.

271 ☒ **SATISFACTION OF FINANCING COMMITMENT CONTINGENCY:** If Buyer qualifies for the loan described in this Offer
272 or another loan acceptable to Buyer, Buyer agrees to deliver to Seller a copy of a written loan commitment.

273 This contingency shall be satisfied if, after Buyer's review, Buyer delivers to Seller a copy of a written loan commitment
274 (even if subject to conditions) that is:

- 275 (1) signed by Buyer; or
276 (2) accompanied by Buyer's written direction for delivery.

277 Delivery of a loan commitment by Buyer's lender or delivery accompanied by a notice of unacceptability shall not satisfy
278 this contingency.

279 **CAUTION:** The delivered loan commitment may contain conditions Buyer must yet satisfy to obligate the lender
280 to provide the loan. Buyer understands delivery of a loan commitment removes the Financing Commitment
281 Contingency from the Offer and shifts the risk to Buyer if the loan is not funded.

282 ☒ **SELLER TERMINATION RIGHTS:** If Buyer does not deliver a loan commitment on or before the Deadline on line 251,
283 Seller may terminate this Offer if Seller delivers a written notice of termination to Buyer prior to Seller's Actual Receipt of
284 written loan commitment from Buyer.

285 ☒ **FINANCING COMMITMENT UNAVAILABILITY:** If a financing commitment is not available on the terms stated in this
286 Offer (and Buyer has not already delivered an acceptable loan commitment for other financing to Seller), Buyer shall
287 promptly deliver written notice to Seller of same including copies of lender(s)' rejection letter(s) or other evidence of
288 unavailability.

289 ☐ **SELLER FINANCING:** Seller shall have 10 days after the earlier of:

290 (1) Buyer delivery of written notice of evidence of unavailability as noted in lines 285-288; or

291 (2) the Deadline for delivery of the loan commitment set on line 251

292 to deliver to Buyer written notice of Seller's decision to finance this transaction with a note and mortgage under the same
293 terms set forth in this Offer, and this Offer shall remain in full force and effect, with the time for closing extended
294 accordingly.

295 If Seller's notice is not timely given, the option for Seller to provide financing shall be considered waived. Buyer agrees to
296 cooperate with and authorizes Seller to obtain any credit information reasonably appropriate to determine Buyer's credit
297 worthiness for Seller financing.

298 **IF THIS OFFER IS NOT CONTINGENT ON FINANCING COMMITMENT** Within _____ days ("7" if left blank) after
299 acceptance, Buyer shall deliver to Seller either:

300 (1) reasonable written verification from a financial institution or third party in control of Buyer's funds that Buyer has, at
301 the time of verification, sufficient funds to close; or

302 (2) _____ [Specify documentation Buyer agrees to deliver to Seller].
303 _____

304 If such written verification or documentation is not delivered, Seller has the right to terminate this Offer by delivering
305 written notice to Buyer prior to Seller's Actual Receipt of a copy of Buyer's written verification. Buyer may or may not
306 obtain mortgage financing but does not need the protection of a financing contingency. Seller agrees to allow Buyer's
307 appraiser access to the Property for purposes of an appraisal. Buyer understands and agrees that this Offer is not subject
308 to the appraisal meeting any particular value, unless this Offer is subject to an appraisal contingency, nor does the right of
309 access for an appraisal constitute a financing commitment contingency.

310 ☐ **APPRAISAL CONTINGENCY:** This Offer is contingent upon Buyer or Buyer's lender having the Property
311 appraised at Buyer's expense by a Wisconsin licensed or certified independent appraiser who issues an appraisal report
312 dated subsequent to the date stated on line 1 of this Offer, indicating an appraised value for the Property equal to or
313 greater than the agreed upon purchase price.

314 This contingency shall be deemed satisfied unless Buyer, within _____ days after acceptance, delivers to Seller a
315 copy of the appraisal report indicating an appraised value not equal to or greater than the agreed upon purchase price,
316 and a written notice objecting to the appraised value.

317 **RIGHT TO CURE:** Seller (shall) (shall not) **STRIKE ONE** ("shall" if neither is stricken) have the right to cure.

318 If Seller has the right to cure, Seller may satisfy this contingency by delivering written notice to Buyer adjusting the
319 purchase price to the value shown on the appraisal report within _____ days ("5" if left blank) after Buyer's delivery of
320 the appraisal report and the notice objecting to the appraised value. Seller and Buyer agree to promptly execute an
321 amendment initiated by either Party after delivery of Seller's notice, solely to reflect the adjusted purchase price.

322 This Offer shall be null and void if Buyer makes timely delivery of the notice objecting to appraised value and the written
323 appraisal report and:

324 (1) Seller does not have the right to cure; or

325 (2) Seller has the right to cure but:

326 (a) Seller delivers written notice that Seller will not adjust the purchase price; or

327 (b) Seller does not timely deliver the written notice adjusting the purchase price to the value shown on the appraisal
328 report.

329 **NOTE: An executed FHA, VA or USDA Amendatory clause may supersede this contingency.**

330 ☐ **CLOSING OF BUYER'S PROPERTY CONTINGENCY:** This Offer is contingent upon the closing of the sale of
331 Buyer's property located at _____
332 no later than _____ (the Deadline). If closing does not occur by the Deadline, this

333 Offer shall become null and void unless Buyer delivers to Seller, on or before the Deadline, reasonable written verification
334 from a financial institution or third party in control of Buyer's funds that Buyer has, at the time of verification, sufficient
335 funds to close or proof of bridge loan financing, along with a written notice waiving this contingency. Delivery of verification
336 or proof of bridge loan shall not extend the closing date for this Offer.

337 ☐ **BUMP CLAUSE:** If Seller accepts a bona fide secondary offer, Seller may give written notice to Buyer that another
338 offer has been accepted. If Buyer does not deliver to Seller the documentation listed below within _____ hours ("72" if
339 left blank) after Buyer's Actual Receipt of said notice, this Offer shall be null and void. Buyer must deliver the following:

340 (1) Written waiver of the Closing of Buyer's Property Contingency if line 330 is marked;

341 (2) Written waiver of _____ (name other contingencies, if any); and
342 _____

343 (3) Any of the following checked below:

344 ☐ Proof of bridge loan financing.

345 ☐ Proof of ability to close from a financial institution or third party in control of Buyer's funds which shall provide
346 Seller with reasonable written verification that Buyer has, at the time of verification, sufficient funds to close.

347 Other: _____

348 _____
349 [insert other requirements, if any (e.g., payment of additional earnest money, etc.)]

350 **SECONDARY OFFER:** This Offer is secondary to a prior accepted offer. This Offer shall become primary upon
351 delivery of written notice to Buyer that this Offer is primary. Unless otherwise provided, Seller is not obligated to give
352 Buyer notice prior to any Deadline, nor is any particular secondary buyer given the right to be made primary ahead of
353 other secondary buyers. Buyer may declare this Offer null and void by delivering written notice of withdrawal to Seller prior
354 to delivery of Seller's notice that this Offer is primary. Buyer may not deliver notice of withdrawal earlier than _____ days
355 ("7" if left blank) after acceptance of this Offer. All other Offer Deadlines which run from acceptance shall run from the time
356 this Offer becomes primary.

357 **HOMEOWNERS ASSOCIATION** If this Property is subject to a homeowners association, Buyer is aware the Property
358 may be subject to periodic association fees after closing and one-time fees resulting from transfer of the Property. Any
359 one-time fees resulting from transfer of the Property shall be paid at closing by (Seller) (Buyer) **STRIKE ONE** ("Buyer" if
360 neither is stricken).

361 **CLOSING PRORATIONS** The following items, if applicable, shall be prorated at closing, based upon date of closing
362 values: real estate taxes, rents, prepaid insurance (if assumed), private and municipal charges, property owners or
363 homeowners association assessments, fuel and _____

364
365 **CAUTION: Provide basis for utility charges, fuel or other prorations if date of closing value will not be used.**

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

367 Real estate taxes shall be prorated at closing based on **CHECK BOX FOR APPLICABLE PRORATION FORMULA:**

368 ☒ The net general real estate taxes for the preceding year, or the current year if available (Net general real estate
369 taxes are defined as general property taxes after state tax credits and lottery credits are deducted) (NOTE: THIS
370 CHOICE APPLIES IF NO BOX IS CHECKED)

371 ☐ Current assessment times current mill rate (current means as of the date of closing)

372 ☐ Sale price, multiplied by the municipality area-wide percent of fair market value used by the assessor in the prior
373 year, or current year if known, multiplied by current mill rate (current means as of the date of closing)

374 ☐
375 **CAUTION: Buyer is informed that the actual real estate taxes for the year of closing and subsequent years may**
376 **be substantially different than the amount used for proration especially in transactions involving new**
377 **construction, extensive rehabilitation, remodeling or area-wide re-assessment. Buyer is encouraged to contact**
378 **the local assessor regarding possible tax changes.**

379 ☐ Buyer and Seller agree to re-prorate the real estate taxes, through the day prior to closing based upon the taxes
380 on the actual tax bill for the year of closing, with Buyer and Seller each owing his or her pro-rata share. Buyer shall,
381 within 5 days of receipt, forward a copy of the bill to the forwarding address Seller agrees to provide at closing. The
382 Parties shall re-prorate within 30 days of Buyer's receipt of the actual tax bill. Buyer and Seller agree this is a post-
383 closing obligation and is the responsibility of the Parties to complete, not the responsibility of the real estate Firms in this
384 transaction.

385 **TITLE EVIDENCE**

386 ■ **CONVEYANCE OF TITLE:** Upon payment of the purchase price, Seller shall convey the Property by warranty
387 deed (trustee's deed if Seller is a trust, personal representative's deed if Seller is an estate or other conveyance
388 as provided herein), free and clear of all liens and encumbrances, except: municipal and zoning ordinances and
389 agreements entered under them, recorded easements for the distribution of utility and municipal services, recorded
390 building and use restrictions and covenants, present uses of the Property in violation of the foregoing disclosed in Seller's
391 Real Estate Condition Report and in this Offer, general taxes levied in the year of closing and _____

392
393 _____ (insert other allowable exceptions from title, if any)
394 which constitutes merchantable title for purposes of this transaction. Seller shall complete and execute the documents
395 necessary to record the conveyance at Seller's cost and pay the Wisconsin Real Estate Transfer Fee.

396 **WARNING: Municipal and zoning ordinances, recorded building and use restrictions, covenants and easements**
397 **may prohibit certain improvements or uses and therefore should be reviewed, particularly if Buyer contemplates**
398 **making improvements to Property or a use other than the current use.**

399 ■ **TITLE EVIDENCE:** Seller shall give evidence of title in the form of an owner's policy of title insurance in the amount of
400 the purchase price on a current ALTA form issued by an insurer licensed to write title insurance in Wisconsin. Seller shall
401 pay all costs of providing title evidence to Buyer. Buyer shall pay the costs of providing the title evidence required by
402 Buyer's lender and recording the deed or other conveyance.

403 ■ **GAP ENDORSEMENT:** Seller shall provide a "gap" endorsement or equivalent gap coverage at (Seller's)(Buyer's)
404 **STRIKE ONE** ("Seller's" if neither stricken) cost to provide coverage for any liens or encumbrances first filed or recorded
405 after the commitment date of the title insurance commitment and before the deed is recorded, subject to the title insurance
406 policy conditions, exclusions and exceptions, provided the title company will issue the coverage. If a gap endorsement or
407 equivalent gap coverage is not available, Buyer may give written notice that title is not acceptable for closing (see lines
408 413-419).

409 ■ **DELIVERY OF MERCHANTABLE TITLE:** The required title insurance commitment shall be delivered to Buyer's
410 attorney or Buyer not less than 5 business days before closing, showing title to the Property as of a date no more than 15
411 days before delivery of such title evidence to be merchantable per lines 386-394, subject only to liens which will be paid
412 out of the proceeds of closing and standard title insurance requirements and exceptions, as appropriate.

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

420 ■ **SPECIAL ASSESSMENTS/OTHER EXPENSES:** Special assessments, if any, levied or for work actually commenced
421 prior to the date stated on line 1 of this Offer shall be paid by Seller no later than closing. All other special assessments
422 shall be paid by Buyer. "Levied" means the local municipal governing body has adopted and published a final resolution
423 describing the planned improvements and the assessment of benefits.

424 **CAUTION: Consider a special agreement if area assessments, property owners association assessments, special**
425 **charges for current services under Wis. Stat. § 66.0627 or other expenses are contemplated. "Other expenses"**
426 **are one-time charges or ongoing use fees for public improvements (other than those resulting in special**
427 **assessments) relating to curb, gutter, street, sidewalk, municipal water, sanitary and storm water and storm**
428 **sewer (including all sewer mains and hook-up/connection and interceptor charges), parks, street lighting and**
429 **street trees, and impact fees for other public facilities, as defined in Wis. Stat. § 66.0617(1)(f).**

430 **LEASED PROPERTY** If Property is currently leased and lease(s) extend beyond closing, Seller shall assign Seller's
431 rights under said lease(s) and transfer all security deposits and prepaid rents thereunder to Buyer at closing. The terms of
432 the (written) (oral) **STRIKE ONE** lease(s), if any, are _____

433 _____
434 _____ Insert additional terms, if any, at lines 537-542 or attach as an addendum per line 563.

435 **DEFINITIONS**

436 ■ **ACTUAL RECEIPT:** "Actual Receipt" means that a Party, not the Party's recipient for delivery, if any, has the document
437 or written notice physically in the Party's possession, regardless of the method of delivery. If the document or written
438 notice is electronically delivered, Actual Receipt shall occur when the Party opens the electronic transmission.

439 ■ **BUSINESS DAY:** "Business Day" means a calendar day other than Saturday, Sunday, any legal public holiday under
440 Wisconsin or Federal law, and any other day designated by the President such that the postal service does not receive
441 registered mail or make regular deliveries on that day.

442 ■ **DEADLINES:** "Deadlines" expressed as a number of "days" from an event, such as acceptance, are calculated by
443 excluding the day the event occurred and by counting subsequent calendar days. The Deadline expires at Midnight on the
444 last day. Additionally, Deadlines expressed as a specific number of Business Days are calculated in the same manner
445 except that only Business Days are counted while other days are excluded. Deadlines expressed as a specific number of
446 "hours" from the occurrence of an event, such as receipt of a notice, are calculated from the exact time of the event, and
447 by counting 24 hours per calendar day. Deadlines expressed as a specific day of the calendar year or as the day of a
448 specific event, such as closing, expire at Midnight of that day. "Midnight" is defined as 11:59 p.m. Central Standard Time.

449 ■ **DEFECT:** "Defect" means a condition that would have a significant adverse effect on the value of the Property; that
450 would significantly impair the health or safety of future occupants of the Property; or that if not repaired, removed or
451 replaced would significantly shorten or adversely affect the expected normal life of the premises.

452 ■ **FIRM:** "Firm" means a licensed sole proprietor broker or a licensed broker business entity.

453 ■ **PROPERTY:** Unless otherwise stated, "Property" means the real estate described at lines 4-8.

454 **INCLUSION OF OPTIONAL PROVISIONS** Terms of this Offer that are preceded by an OPEN BOX (☐) are part of
455 this offer **ONLY** if the box is marked such as with an "X". They are not part of this offer if marked "N/A" or are left blank.

456 **PROPERTY DIMENSIONS AND SURVEYS** Buyer acknowledges that any land, building or room dimensions, or total
457 acreage or building square footage figures, provided to Buyer by Seller or by a Firm or its agents, may be approximate
458 because of rounding, formulas used or other reasons, unless verified by survey or other means.

459 **CAUTION: Buyer should verify total square footage formula, total square footage/acreage figures, and land,**
460 **building or room dimensions, if material.**

461 **DISTRIBUTION OF INFORMATION** Buyer and Seller authorize the agents of Buyer and Seller to: (i) distribute copies of
462 the Offer to Buyer's lender, appraisers, title insurance companies and any other settlement service providers for the
463 transaction as defined by the Real Estate Settlement Procedures Act (RESPA); (ii) report sales and financing concession
464 data to multiple listing service sold databases; (iii) provide active listing, pending sale, closed sale and financing
465 concession information and data, and related information regarding seller contributions, incentives or assistance, and third
466 party gifts, to appraisers researching comparable sales, market conditions and listings, upon inquiry; and (iv) distribute
467 copies of this Offer to the seller, or seller's agent, of another property which Seller intends on purchasing.

468 **MAINTENANCE** Seller shall maintain the Property and all personal property included in the purchase price until the
469 earlier of closing or Buyer's occupancy, in materially the same condition as of the date of acceptance of this Offer, except
470 for ordinary wear and tear.

471 **PROPERTY DAMAGE BETWEEN ACCEPTANCE AND CLOSING** If, prior to closing, the Property is damaged in an
472 amount not more than five percent of the purchase price, other than normal wear and tear, Seller shall promptly notify
473 Buyer in writing, and will be obligated to restore the Property to materially the same condition it was in at the date on line 1
474 of this Offer. Seller shall provide Buyer with copies of all required permits and lien waivers for the lienable repairs no later
475 than closing. If the amount of damage exceeds five percent of the purchase price, Seller shall promptly notify Buyer in
476 writing of the damage and this Offer may be canceled at option of Buyer. Should Buyer elect to carry out this Offer despite
477 such damage, Buyer shall be entitled to the insurance proceeds, if any, relating to the damage to the Property, plus a
478 credit towards the purchase price equal to the amount of Seller's deductible on such policy, if any. However, if this sale is
479 financed by a land contract or a mortgage to Seller, any insurance proceeds shall be held in trust for the sole purpose of
480 restoring the Property.

481 **BUYER'S PRE-CLOSING WALK-THROUGH** Within three days prior to closing, at a reasonable time pre-approved by
482 Seller or Seller's agent, Buyer shall have the right to walk through the Property to determine that there has been no
483 significant change in the condition of the Property, except for ordinary wear and tear and changes approved by Buyer, and
484 that any defects Seller has agreed to cure have been repaired in the manner agreed to by the Parties.

485 **OCCUPANCY** Occupancy of the entire Property shall be given to Buyer at time of closing unless otherwise provided in
486 this Offer at lines 537-542 or in an addendum attached per line 563, or lines 430-434 if the Property is leased. At time of
487 Buyer's occupancy, Property shall be in broom swept condition and free of all debris, refuse, and personal property except
488 for personal property belonging to current tenants, or that sold to Buyer or left with Buyer's consent. Occupancy shall be
489 given subject to tenant's rights, if any.

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

493 If Buyer defaults, Seller may:

- 494 (1) sue for specific performance and request the earnest money as partial payment of the purchase price; or
495 (2) terminate the Offer and have the option to: (a) request the earnest money as liquidated damages; or (b) sue for
496 actual damages.

497 If Seller defaults, Buyer may:

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

500 In addition, the Parties may seek any other remedies available in law or equity. The Parties understand that the availability
501 of any judicial remedy will depend upon the circumstances of the situation and the discretion of the courts. If either Party
502 defaults, the Parties may renegotiate the Offer or seek nonjudicial dispute resolution instead of the remedies outlined
503 above. By agreeing to binding arbitration, the Parties may lose the right to litigate in a court of law those disputes covered
504 by the arbitration agreement.

505 **NOTE: IF ACCEPTED, THIS OFFER CAN CREATE A LEGALLY ENFORCEABLE CONTRACT. BOTH PARTIES**
506 **SHOULD READ THIS DOCUMENT CAREFULLY. THE FIRM AND ITS AGENTS MAY PROVIDE A GENERAL**
507 **EXPLANATION OF THE PROVISIONS OF THE OFFER BUT ARE PROHIBITED BY LAW FROM GIVING ADVICE OR**
508 **OPINIONS CONCERNING YOUR LEGAL RIGHTS UNDER THIS OFFER OR HOW TITLE SHOULD BE TAKEN AT**
509 **CLOSING. AN ATTORNEY SHOULD BE CONSULTED IF LEGAL ADVICE IS NEEDED.**

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

513 **NOTICE ABOUT SEX OFFENDER REGISTRY** You may obtain information about the sex offender registry and persons
514 registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at
515 <http://www.doc.wi.gov> or by telephone at (608) 240-5830.

516 **FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT (FIRPTA)** Section 1445 of the Internal Revenue Code (IRC)
517 provides that a transferee (Buyer) of a United States real property interest must pay or withhold as a tax up to 15% of the
518 total "Amount Realized" in the sale if the transferor (Seller) is a "Foreign Person" and no exception from FIRPTA
519 withholding applies. A "Foreign Person" is a nonresident alien individual, foreign corporation, foreign partnership, foreign
520 trust, or foreign estate. The "Amount Realized" is the sum of the cash paid, the fair market value of other property
521 transferred, and the amount of any liability assumed by Buyer.

522 **CAUTION: Under this law if Seller is a Foreign Person, and Buyer does not pay or withhold the tax amount, Buyer**
523 **may be held directly liable by the U.S. Internal Revenue Service for the unpaid tax and a tax lien may be placed**
524 **upon the Property.**

525 Seller hereby represents that Seller is not a Foreign Person. Buyer and Seller agree to comply with FIRPTA requirements
526 under IRC § 1445. No later than 15 days prior to the closing, Seller shall execute and deliver to Buyer, or a qualified
527 substitute (attorney or title company as stated in IRC § 1445), a sworn certification under penalties of perjury of Seller's

528 non-foreign status in accordance with IRC § 1445. Any representations made by Seller with respect to this issue shall
 529 survive the closing and delivery of the deed. If Seller fails to deliver certification of Seller's non-foreign status, Buyer shall
 530 be entitled to either: (1) withhold the amount required to be withheld pursuant to IRC § 1445 from amounts otherwise
 531 payable to Seller under this Offer; or, (2) terminate this Offer by written notice to Seller prior to closing. Buyer and Seller
 532 shall complete, execute, and deliver, on or before closing, any other instrument, affidavit, or statement needed to comply
 533 with FIRPTA, including withholding forms.
 534 Firms, Agents, and Title Companies are not responsible for determining FIRPTA status or whether any FIRPTA
 535 exemption applies. The Parties are advised to consult with their respective independent legal counsel and tax advisors
 536 regarding FIRPTA.

ADDITIONAL PROVISIONS/CONTINGENCIES**DELIVERY OF DOCUMENTS AND WRITTEN NOTICES**

543 Unless otherwise stated in this Offer, delivery of documents
 544 and written notices to a Party shall be effective only when accomplished by one of the authorized methods specified at
 545 lines 546-560.

546 (1) **Personal**: giving the document or written notice personally to the Party, or the Party's recipient for delivery if named at
 547 line 548 or 549.

548 Name of Seller's recipient for delivery, if any: Josh VanLieshout

549 Name of Buyer's recipient for delivery, if any: Timothy Beck

550 ☐ (2) **Fax**: fax transmission of the document or written notice to the following number:

551 Seller: () Buyer: ()

552 ☐ (3) **Commercial**: depositing the document or written notice, fees prepaid or charged to an account, with a
 553 commercial delivery service, addressed either to the Party, or to the Party's recipient for delivery, for delivery to the Party's
 554 address at line 557 or 558.

555 ☒ (4) **U.S. Mail**: depositing the document or written notice, postage prepaid, in the U.S. Mail, addressed either to the
 556 Party, or to the Party's recipient for delivery, for delivery to the Party's address.

557 Address for Seller: City of Sturgeon Bay, 421 Michigan St. Attn: Josh VanLieshout

558 Address for Buyer: 533 Michigan St, Sturgeon Bay, WI 54235

559 ☒ (5) **Email**: electronically transmitting the document or written notice to the email address.

560 Seller: vanlieshout@sturgeonbaywi.org Buyer: beckturningpoint@gmail.com

561 **PERSONAL DELIVERY/ACTUAL RECEIPT** Personal delivery to, or Actual Receipt by, any named Buyer or Seller
 562 constitutes personal delivery to, or Actual Receipt by, all Buyers or Sellers.

563 ☐ **ADDENDA**: The attached _____ is/are made part of this Offer.

564 This Offer was drafted by [Licensee and Firm] _____

565

566 (X) Timothy Beck Turning Point Door County, LLC 11/2/2021
 567 Buyer's Signature ▲ Print Name Here ▲ Date ▲

568 (X) _____
 569 Seller's Signature ▲ Print Name Here ▲ Date ▲

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

574 (X) _____
 575 Seller's Signature ▲ Print Name Here ▲ Date ▲

576 (X) _____
 577 Seller's Signature ▲ Print Name Here ▲ Date ▲

578 This Offer was presented to Seller by [Licensee and Firm] _____
 579 _____ on _____ at _____ a.m./p.m.

580 This Offer is rejected _____ This Offer is countered [See attached counter] _____
 581 Seller Initials ▲ Date ▲ Seller Initials ▲ Date ▲

SITE PLAN PROPOSED LOT - ZAK PROPERTY



DESCRIPTION: PROPOSED LOT - ZAK PROPERTY

A tract of land located in the Northeast one-quarter of the Southeast one-quarter, also known as Subdivision 73, of Section 18, Township 27 North, Range 26 East, City of Sturgeon Bay, Door County, Wisconsin and described as follows.

Commencing at the East one-quarter of said Section 18, thence S 01°35'18" E along the East line of the Southeast one-quarter of Section 18 658.61 feet, thence S 88°05'08" W 30.00 feet to the intersection with the westerly right-of-way line of Shiloh Road, thence S 01°35'18" E along said westerly right-of-way line 115.00 feet to the point of beginning, thence continue S 01°35'18" E along said westerly right-of-way line 240.00 feet, thence S 88°05'08" W 320.00 feet, thence N 01°35'18" W 240.00 feet, thence N 88°05'08" E 320.00 feet to the point of beginning.

Said tract contains 76.799 square feet (1.76 acres) of land.



SCALE



DATE: 01/20/1922
TIME: 13:04:33
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CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 02/01/2022

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
CITY HALL / FIRE & POLICE STN				
01761	ASSOCIATED TRUST COMPANY	GO REFUND BOND 12.30.13	01-000-920-70002	152.00
TOTAL CITY HALL / FIRE & POLICE STN				152.00
TOTAL GENERAL FUND				152.00
LAW/LEGAL				
03950	DAVIS KUELTHAU	11/21 GENERAL LEGAL MATTERS	01-110-000-55010	2,132.00
03950		11/21 RIGHT OF WAY ACQUISITION	01-110-000-55010	1,482.00
03950		11/21 NUSIANCE -515 FLORIDA	01-110-000-55010	931.00
03950		11/21 NUSIANCE PROP-965 OXFORD	01-110-000-55010	1,243.00
03950		12/21 GENERAL LEGAL MATTERS	01-110-000-55010	1,352.00
03950		12/21 RIGHT OF WAY MATTERS	01-110-000-55010	1,066.00
03950		12/21 NUSIANCE PR 515 FLORIDA	01-110-000-55010	1,716.00
03950		12/21 NUSIANCE PR 965 OXFORD	01-110-000-55010	260.00
03950		12/21 W SIDE WTR ENVIR MATTERS	01-110-000-55010	338.00
BUELOW	BUELOW, VETTER, BUIKEMA,	12/21 GENERAL LABOR MATTERS	01-110-000-57900	360.00
TOTAL				10,880.00
TOTAL LAW/LEGAL				10,880.00
CITY CLERK-TREASURER				
USBANK	US BANK	WGFOA 2022 ANNL DUES/CLARIZIO	01-115-000-55600	25.00
USBANK		TRAINING REG/REINHARDT	01-115-000-55600	25.00
USBANK		DUES RENEWAL/REINHARDT	01-115-000-55600	65.00
TOTAL				115.00
TOTAL CITY CLERK-TREASURER				115.00
COMPUTER				
03101	CDW GOVERNMENT, INC.	2 ADOBE PRO-HOUGAARD/JEANQURT	01-125-000-55550	788.10
USBANK	US BANK	POWER SUPPLIES	01-125-000-54999	245.80
USBANK		TRIMBLE INC SOFTWARE	01-125-000-55550	315.45
USBANK		ZOOM	01-125-000-55550	63.99
TOTAL				1,413.34
TOTAL COMPUTER				1,413.34
MUNICIPAL SERVICES ADMIN.				
USBANK	US BANK	HI VIS JACKET/SPETZ	01-145-000-55605	99.99
USBANK		WI SURVEYORS RENEWL/SPETZ	01-145-000-56000	180.00
TOTAL				279.99
TOTAL MUNICIPAL SERVICES ADMIN.				279.99

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CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 02/01/2022

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
CITY HALL				
KONE	KONE INC.	ANNUAL MAINTENANCE	01-160-000-58999	1,851.36
PULSE	PENINSULA PULSE	EMPLOYMENT ADVERT	01-160-000-54999	156.56
USBANK	US BANK	FAUCETS	01-160-000-54999	290.08
USBANK		VALVES	01-160-000-54999	28.95
TOTAL				2,326.95
TOTAL CITY HALL				2,326.95
GENERAL EXPENDITURES				
04656	DOOR COUNTY SOIL & WATER	NONMETALLIC MINING ANNL PERMIT	01-199-000-58900	342.00
US BANK	US BANK EQUIPMENT FINANCE	01/22 FIRE COPIER	01-199-000-55650	99.50
US BANK		01/22 FIRE COPY OVERAGE	01-199-000-55650	40.08
TOTAL				481.58
TOTAL GENERAL EXPENDITURES				481.58
POLICE DEPARTMENT				
13395	MID-STATES ORGANIZED CRIME	2022 ANNL MEMBERSHIP FEE	01-200-000-56000	150.00
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ASSORTED OFFICE SUPPLIES	01-200-000-51950	99.34
BUBRICKS		HVY DUTY STAPLER	01-200-000-51950	112.26
US BANK	US BANK EQUIPMENT FINANCE	12/21 RICOH COPIER 22 OF 48	01-200-000-55650	209.35
US BANK		12/21 COPY OVERAGE	01-200-000-55650	56.59
USBANK	US BANK	SUBSCRIPTION/EXPIRES 6.12.22	01-200-000-56000	74.90
USBANK		JUVENILE RECORD FILE STICKERS	01-200-000-51600	26.93
USBANK		MMBERSHIP RENEWAL/HOUGAARD	01-200-000-56000	100.00
USBANK		MEMBERSHIP RENEWAL/HENRY	01-200-000-56000	150.00
USBANK		BLUE LIFE SUPPORT REG/BRNKMN	01-200-000-55600	25.00
USBANK		BLUE LIFE SUPPORT REG/CRABB	01-200-000-55600	25.00
USBANK		BLUE LIFE SUPPORT REG/HAJNY	01-200-000-55600	25.00
USBANK		BLUE LIFE SUPPORT REG/SHEW	01-200-000-55600	25.00
USBANK		BLUE LIFE SUPPORT REG/SNOVER	01-200-000-55600	25.00
USBANK		HOMICIDE CONF REG/MIELKE	01-200-000-55600	225.00
USBANK		HARD DRIVE-FORENSIC LAB	01-200-000-55500	316.49
TOTAL				1,645.86
TOTAL POLICE DEPARTMENT				1,645.86
POLICE DEPARTMENT/PATROL				
03133	CELLCOM WISCONSIN RSA 10	12/21 CRADELPOINT PORT SEC CAM	01-215-000-58999	52.97
04266	DEPARTMENT OF MILITARY AFFAIRS	LESO 1033 PROGRAM ENROLLMNT	01-215-000-58999	250.00
04696	DOOR COUNTY TREASURER	12/21 FUEL CHARGES	01-215-000-51650	4,061.30
21450	THE UNIFORM SHOPPE	BADGE/PORTER	01-215-000-52900	99.95
21450		COLLAR BRASS/DADAM	01-215-000-52900	29.95
21450		NAMEPLATE/SGT CHEVRON-ENGEBOS	01-215-000-52900	29.90
23640	WISCONSIN DEPT OF JUSTICE	3 TIME ACCESS CHARGES	01-215-000-58999	180.00
23640		22 OFFICER SUPPORT CHARGES	01-215-000-58999	280.50
DEERCREE	DEER CREEK TECHNOLOGIES	DOCUMNT MGMNT SUBSCRIBE 2022	01-215-000-58999	375.00

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CITY OF STURGEON BAY
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INVOICES DUE ON/BEFORE 02/01/2022

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	SQUAD TIRES	01-215-000-52850	4,981.32
USBANK	US BANK	LODGING/SNOVER	01-215-000-55600	412.00
USBANK		CAPTAIN BADGE/HOUGAARD	01-215-000-54999	119.22
USBANK		UNIFORM JACKET/HAJNY	01-215-000-52900	143.96
USBANK		STREET CRIME REG/JAGIELSKI	01-215-000-55600	450.00
USBANK		3 CE CERTIFICATION /MIELKE	01-215-000-55600	50.00
TOTAL				11,516.07
TOTAL POLICE DEPARTMENT/PATROL				11,516.07
POLICE DEPT. / INVESTIGATIONS				
ACCURINT	LEXISNEXIS RISK SOLUTIONS	12/21 CONTRACT FEE	01-225-000-57950	105.00
TOTAL				105.00
TOTAL POLICE DEPT. / INVESTIGATIONS				105.00
FIRE DEPARTMENT				
FIRE DEPARTMENT				
04696	DOOR COUNTY TREASURER	12/21 FUEL CHARGES	01-250-000-51650	1,627.05
15890	PACK AND SHIP PLUS	SHIPPING-UNIFORM ALTERATION	01-250-000-52950	15.59
18448	RENNERTS FIRE EQUIP SER INC	AIR VALVE REPAIR T712	01-250-000-53000	58.90
19880	STURGEON BAY UTILITIES	VACANT LOT-KOBISHOP PURCHASE	01-250-000-56675	37.32
20725	T R COCHART TIRE CENTER	FLAT TIRE REPAIR/CH701	01-250-000-53000	30.00
MUELLERA	ALLEN MUELLER	TRK 724 DECALS	01-250-000-53000	309.00
USBANK	US BANK	HOSE TEST KIT	01-250-000-52700	1,602.11
USBANK		BLUE CARD-ONLINE TRAINING	01-250-000-52700	1,155.00
USBANK		UNIFORM PANTS	01-250-000-52900	93.87
USBANK		FLOW METER INCREASE	01-250-000-52700	100.00
USBANK		UNIFORMS	01-250-000-52900	244.75
USBANK		UNIFORMS	01-250-000-52900	54.55
USBANK		UNIFORMS	01-250-000-52900	85.37
USBANK		FUEL CH10	01-250-000-51650	49.74
USBANK		UNIFORMS	01-250-000-52900	132.37
USBANK		IPASS	01-250-000-54999	125.00
USBANK		2022 PLANNER	01-250-000-54999	39.99
USBANK		IAFC MEMBERSHIP	01-250-000-56000	265.00
USBANK		UNIFORM TIE	01-250-000-52900	17.45
USBANK		2022 OFFICE CALENDARS	01-250-000-51950	105.00
USBANK		BUSINESS CARDS	01-250-000-52250	223.86
USBANK		RETIREMENT/PROMO RECEPTN ITEMS	01-250-000-52250	92.33
USBANK		FLASH DRIVES	01-250-000-52250	193.40
USBANK		MED GLOVES	01-250-000-52350	1,198.44
USBANK		RETIREMENT AWARD/M SMITH	01-250-000-52250	115.75
USBANK		CONFERENCE REG/MONTEVIDEO	01-250-000-55600	40.00
WARNER	WARNER-WEXEL LLC	MOP HEADS	01-250-000-54999	33.80
TOTAL FIRE DEPARTMENT				8,045.64
TOTAL FIRE DEPARTMENT				8,045.64

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
SNOW REMOVAL				
SNOW REMOVAL				
06012	FASTENAL COMPANY	NUTS	01-410-000-51400	52.44
06012		BOLTS	01-410-000-51400	178.02
06012		BOLTS	01-410-000-51400	328.52
06012		BOLTS	01-410-000-51400	289.82
13655	MONROE TRUCK EQUIPMENT, INC	STROBE LIGHTS	01-410-000-51400	409.44
13655		SALTER GEARBOX	01-410-000-51400	1,071.02
13655		SHIPPING	01-410-000-51400	64.39
13825	MORTON SALT	192.82 TON ROAD SALT	01-410-000-52400	14,154.91
GRAY'S	GRAY'S INC.	PLOW BLADE	01-410-000-51400	160.00
GRAY'S		DELIVERY	01-410-000-51400	85.00
MACQUEEN	MACQUEEN EQUIPMENT, LLC	TRACKLESS REPAIRS-PARTS	01-410-000-51400	4,913.85
MACQUEEN		TRACKLESS REPAIRS-LABOR	01-410-000-51400	3,001.74
MACQUEEN		TRACKLESS REPAIRS-SUBLET	01-410-000-51400	294.10
MACQUEEN		TRACKLESS REPAIRS-SHOP SUPPLIE	01-410-000-51400	105.00
USBANK	US BANK	ACTUATOR	01-410-000-51400	42.90
TOTAL SNOW REMOVAL				25,151.15
TOTAL SNOW REMOVAL				25,151.15
STREET MACHINERY				
04545	DOOR COUNTY COOPERATIVE/NAPA	FUEL FILTER	01-450-000-52150	18.34
04696	DOOR COUNTY TREASURER	12/21 FUEL 286.47 G	01-450-000-51650	807.27
04696		12/21 DSL FUEL 2167.25 G	01-450-000-51650	6,685.97
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	500 LUMEN ULTRA THIN RECHARGE	01-450-000-52150	51.95
ADVAUTO		LUBE/OIL FILTER	01-450-000-52150	62.60
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	TRANS FLUID	01-450-000-52150	13.98
O'REILLY		MEGACRIMP/HYD HOSE	01-450-000-52150	135.23
O'REILLY		SOLDER	01-450-000-52150	9.98
QUALITY	QUALITY TRUCK CARE CENTER INC	SENSOR	01-450-000-53000	157.24
QUALITY		SENSOR	01-450-000-53000	41.50
R0000655	TRANSMOTION, LLC	COUPLERS	01-450-000-53000	293.54
RIESTER	RIESTERER & SCNELL INC.	LOADER PARTS	01-450-000-52150	280.84
USBANK	US BANK	FILTERS	01-450-000-53000	522.58
USBANK		SOLAR LIGHTS	01-450-000-58999	79.98
USBANK		SOLAR LIGHTS	01-450-000-58999	65.98
USBANK		FUEL CHARGES	01-450-000-51650	66.46
USBANK		FUEL CHARGES	01-450-000-51650	65.00
TOTAL				9,358.44
TOTAL STREET MACHINERY				9,358.44
CITY GARAGE				
06012	FASTENAL COMPANY	SWITCH	01-460-000-54999	102.51
06012		VALVE WRENCH	01-460-000-54999	30.17
USBANK	US BANK	SANDERS & DISCS	01-460-000-52700	467.30
TOTAL				599.98
TOTAL CITY GARAGE				599.98

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
HIGHWAYS - GENERAL				
DAVIS	DAVID DAVIS	WORK BOOT REIMBURSE/DAVIS	01-499-000-56800	116.05
GIESSEMA	CASEY GIESSEMAN	WORK BOOT REIMBURSE/GEISSEMAN	01-499-000-56800	215.22
TOTAL				331.27
TOTAL HIGHWAYS - GENERAL				331.27
PARK & RECREATION ADMIN				
SWANK	SWANK MOTION PICTURES, INC	2022 MOVIES IN THE PARK	01-500-000-52250	4,145.00
TOTAL				4,145.00
TOTAL PARK & RECREATION ADMIN				4,145.00
PARKS AND PLAYGROUNDS				
04696	DOOR COUNTY TREASURER	12/21 FUEL 180.42G	01-510-000-51650	508.42
04696		12/21 DSL FUEL 21.91G	01-510-000-51650	67.59
USBANK	US BANK	MOWER BLADES	01-510-000-51900	73.00
USBANK		IMPACT WRENCH	01-510-000-52700	123.34
USBANK		BATTERY CHARGER	01-510-000-52700	77.72
USBANK		AIR HOSE REEL	01-510-000-52700	199.99
TOTAL				1,050.06
TOTAL PARKS AND PLAYGROUNDS				1,050.06
TOTAL GENERAL FUND				77,597.33
CAPITAL FUND				
CITY HALL				
CITY HALL EXPENSE				
02975	CAMERA CORNER	FRONT DOOR FOBS DPW	10-160-000-59040	561.49
12100	LAMPERT YARDS INC	JAMB MATERIALS-DPW WINDOW	10-160-000-59040	128.00
TOTAL CITY HALL EXPENSE				689.49
TOTAL CITY HALL				689.49
GENERAL EXPENDITURES				
14490	NEENAH FOUNDRY	LIDS/FRAME/GRATES SBU PORTION	10-199-000-51525	6,354.15
TOTAL				6,354.15
TOTAL GENERAL EXPENDITURES				6,354.15
PATROL				
PATROL				
AXON	AXON ENTERPRISES, INC.	BODY WORN CAMERAS	10-215-000-59050	19,254.00

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
PATROL				
PATROL				
TOTAL PATROL				19,254.00
TOTAL PATROL				19,254.00
FIRE DEPARTMENT				
EXPENSE				
PAULCONW	PAUL CONWAY SHIELDS	TURNOUT GEAR BOOTS	10-250-000-59050	171.01
USBANK	US BANK	FLIGHT TO PICK UP TRUCK/DIETMN	10-250-000-59060	333.20
TOTAL EXPENSE				504.21
TOTAL FIRE DEPARTMENT				504.21
STORM SEWERS				
EXPENSE				
14490	NEENAH FOUNDRY	LIDS/FRAME/GRATES CITY PORTION	10-300-000-59115	116.00
TOTAL EXPENSE				116.00
TOTAL STORM SEWERS				116.00
PARKS AND PLAYGROUNDS				
PARKS AND PLAYGROUNDS				
USBANK	US BANK	PICKLEBALL COURT WIND SCREENS	10-510-000-59075	1,560.00
TOTAL PARKS AND PLAYGROUNDS				1,560.00
TOTAL PARKS AND PLAYGROUNDS				1,560.00
MUNICIPAL DOCKS				
EXPENSE				
ROYLAN	ROLYAN BUOYS	4" SHALLOW AREA BUOYS	10-550-000-59075	2,060.00
ROYLAN		FREIGHT	10-550-000-59075	143.05
TOTAL EXPENSE				2,203.05
TOTAL MUNICIPAL DOCKS				2,203.05
TOTAL CAPITAL FUND				30,680.90
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
MANN	MANN COMMUNICATIONS, LLC	02.01.22 CONTRACT	21-000-000-55015	5,361.25
TOTAL CABLE TV / GENERAL				5,361.25
TOTAL CABLE TV / GENERAL				5,361.25
TOTAL CABLE TV				5,361.25

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INVOICES DUE ON/BEFORE 02/01/2022

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

TID #2 DISTRICT				
TID DISTRICT #2				
TID #2 A AREA BONDS - CITY				
01761	ASSOCIATED TRUST COMPANY	GO REFUND BOND 12.30.13	25-320-930-70002	52.25
			TOTAL TID #2 A AREA BONDS - CITY	52.25
TID #2 A AREA BONDS - DVL				
01761	ASSOCIATED TRUST COMPANY	GO REFUND BOND 12.30.13	25-320-931-70002	142.50
			TOTAL TID #2 A AREA BONDS - DVL	142.50
T2 ROAD PROJECTS				
01761	ASSOCIATED TRUST COMPANY	GO REFUND BOND 12.30.13	25-320-932-70002	128.25
			TOTAL T2 ROAD PROJECTS	128.25
			TOTAL TID DISTRICT #2	323.00
			TOTAL TID #2 DISTRICT	323.00
TID #4 DISTRICT				
TID #4 DISTRICT				
TID #4 DISTRICT				
03950	DAVIS KUELTHAU	11/21 CONTRACT MATTERS	28-340-000-55001	4,607.00
03950		12/21 GRANARY MATTERS	28-340-000-55001	3,068.00
03950		12/21 CONTRACT/DEV MATTERS	28-340-000-55001	208.00
JJSTECH	JJS TECHINICAL SERVICES	METHANE METERS	28-340-000-59050	36,777.96
			TOTAL TID #4 DISTRICT	44,660.96
			TOTAL TID #4 DISTRICT	44,660.96
			TOTAL TID #4 DISTRICT	44,660.96
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04696	DOOR COUNTY TREASURER	12/21 DSL FUEL 678.25 G	60-000-000-51650	2,094.25
			TOTAL SOLID WASTE ENTERPRISE FUND	2,094.25
			TOTAL SOLID WASTE ENTERPRISE FUND	2,094.25
			TOTAL SOLID WASTE ENTERPRISE	2,094.25
COMPOST SITE ENTERPRISE FUND				
COMPOST SITE ENTERPRISE FUND				
COMPOST SITE ENTERPRISE FUND				
19880	STURGEON BAY UTILITIES	VACANT LOT-KOBISHOP PURCHASE	64-000-000-58999	6.00
			TOTAL COMPOST SITE ENTERPRISE FUND	6.00
			TOTAL COMPOST SITE ENTERPRISE FUND	6.00
			TOTAL COMPOST SITE ENTERPRISE FUND	6.00
			TOTAL ALL FUNDS	160,723.69

MANUAL CHECKS

PITNEY BOWES 01/17/2022 Check # 89740 12/21 Postage Meter Statement Charges 01-199-000-57250	\$7,462.40
EMPLOYEE BENEFITS CORP. 01/17/2022 Check # 89741 FSA/COBRA/HRA 01-600-000-50510	\$181.00
NORTH SHORE BANK 01/17/22 Check # 89742 HRA Enrollment-Mike Smith 01-000-000-21530	\$30,475.18
PITNEY BOWES 01/17/2022 Check # 89743 01/22 Quarterly Meter Rental 01-199-000-57250	\$117.00
SUN LIFE 01/17/22 Check # 89744 02/22 Short- & Long-Term Disability 01-1000-000-21545	\$2,192.81
SPECTRUM 01/19/22 Check # 89808 12/21 Cable Statement Charges 01-160-000-58999	\$141.96
STURGEON BAY SCHOOL DISTRICT 01/20/22 Check # 89809 11/21 & 12/21 Mobile Home Tax Payment 01-000-000-41300	\$412.02
STURGEON BAY SCHOOL DISTRICT 01/20/22 Check # 89810 12/21 Mobile Home Tax Payment 01-000-000-41300	\$4,600.26
TOTAL MANUAL CHECKS	\$45,582.63

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

SUMMARY OF FUNDS:				
	GENERAL FUND	77,597.33		123,179.96
	CAPITAL FUND	30,680.90		
	CABLE TV	5,361.25		
	TID #2 DISTRICT	323.00		
	TID #4 DISTRICT	44,660.96		
	SOLID WASTE ENTERPRISE	2,094.25		
	COMPOST SITE ENTERPRISE FUND	6.00		

	TOTAL --- ALL FUNDS	160,723.69		206,306.32