



**A G E N D A**  
**CITY OF WAUPUN FACILITIES ADVISORY**  
**COMMITTEE**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, August 02, 2022 at 1:00 PM**

Call to order

Roll Call

**DISCUSSION**

- a. Scope of Neighborhood Investment Fund Grant
- b. Facilitated Discussion on Planning Process

**FUTURE MEETINGS**

**ADJOURNMENT**

*Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact City Clerk, Angela Hull at 920-324-7915.*

*Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.*

# NEIGHBORHOOD INVESTMENT FUND GRANT PROGRAM APPLICATION



The Neighborhood Investment Fund Grant Program is administered by the Wisconsin Department of Administration (DOA) and supported by up to \$200 million in American Rescue Plan Act of 2021 (ARPA) Federal funding. The purpose of this program is to provide funding to Wisconsin tribal and local units of government with funding for transformative community projects designed to offset impacts of COVID 19 for individuals in communities disproportionately impacted by the COVID-19 pandemic and/or qualified census tracts.

Additional details, including the Grant Announcement, a link to this Application, and Application Instructions are available on the program website: [www.doa.wi.gov/pages/NeighborhoodInvestment.aspx](http://www.doa.wi.gov/pages/NeighborhoodInvestment.aspx). Applicants must submit one (1) electronic copy of all required materials no later than November 4, 2021 at 2:00 PM Central Time via the electronic application portal. Please reach out to [NeighborhoodInvestmentFundProgram@wisconsin.gov](mailto:NeighborhoodInvestmentFundProgram@wisconsin.gov) with any questions regarding this form.

## SECTION 1.1. APPLICANT INFORMATION

Organization Legal Name: City of Waupun

Doing Business As (Optional): \_\_\_\_\_

Organization Street Address: 201 E. Main Street

Organization City: Waupun

Organization State: WI Organization Zip code: 53963

Contact Person: Kathy Schlieve Title: City Administrator/Dir. of Economic Development

Phone: 920-324-7912 Email: kathy@cityofwaupun.org

Organization Website, if any (URL): www.cityofwaupun.org

Please list the Wisconsin county(ies) in which the organization operates:

Dodge and Fond du Lac Counties

Neighborhood Investment Grant Program Application

**SECTION 1.1. APPLICANT INFORMATION** *(continued)*

Remit Contact Person (If different from contact person above): \_\_\_\_\_

Remit Organization Street Address: 201 E. Main Street

Remit City: Waupun

Remit State: WI

Remit Zip code: 53963

**SECTION 1.2. PROJECT SITE INFORMATION** - Address of Project Location

Project Site Street Address: 520 McKinley Street

Project Site City: Waupun

Project Site State: WI

Project Site Zip code: 53963

Neighborhood Investment Grant Program Application

**SECTION 2. NARRATIVE**

The purpose of this section is to provide the State with a basis for evaluating the application. This portion of the application will be scored so please answer all questions completely and please be specific when answering. Applicants shall concisely provide responses for EACH question. Applicants shall provide no more than 1750 characters (approximately 300 words) for each response.

**Neighborhood Investment Fund Narrative**

**2.1.1 Project Description.** Describe the issue or need that this project will address. The need must be related in whole or in part to one or more negative economic or health impacts of the COVID-19 pandemic. What population has been most impacted by this issue? Describe the geographic area the issue/need encompasses (local or regional). Provide documentation that identifies the need for this project (including demographic, socio-demographic, and economic evidence that supports your claims). **25 points.** *(1750 characters maximum, approx. 300 words)*

The Waupun Senior Center (WSC) serves those 62 years of age or older. According to the American Community Survey (ASC), the population of Waupun is 11,276. Approximately 2,229 (19.8%) of that population is age 62+(2019 ASC). WSC also serves the broader region, drawing people from rural, neighboring areas without a senior center. WSC provides a critical service to those 62+ by connecting people to resources, activities and nutrition to manage wellbeing and improve quality of life. Attendance at WSC was steadily increasing in 2019 (13,914 visits, + 7% over prior year) but WSC was forced to close on March 16, 2020 with the onset of COVID-19 and did not reopen until July 6, 2021. Attendance in 2020 dropped 62% due to the closure, and has yet to return to 2019 levels due to ongoing safety concerns and an inability to restore full programming due to facility space constraints. During the period of the closure, the WSC Director conducted outreach to seniors and found many who experienced challenges affecting their physical and mental wellbeing. Since reopening, a lack of space within WSC has made it difficult to social distance and resume full programming. Space constraints, accessibility and the need for a new senior center were identified in a 2020 city facility study. The current senior center is 3,800 square feet. The City must increase the space by 406% to accommodate demand in programming and provide proper social distancing space to protect the health of the 62+ population, who are at higher risks from COVID-19 but also social isolation and other conditions as result of their age.

Neighborhood Investment Grant Program Application

**2.1.2 Project Need.** Project meets an identifiable and quantifiable, community or regional need. Describe how this project will meet the need/issue described in question 2.1.1. **25 Points (1750 characters maximum, approx. 300 words)**

In order to continue to service the 62+ population, the City must expand the current facility to promote COVID safety protocols, including social distancing and proper sanitation. The City proposes to construct a new 14,532 sqft senior center on city-owned land, located at 520 McKinley Street. The proposed facility more than triples available square footage to overcome noted space constraints and improve accessibility challenges, enabling needed social distancing and sanitation practices throughout the facility. A larger facility will also allow additional programming that will build attendance at WSC to reduce isolation and food insecurity issues affecting those 62+. Within the current facility, only one event can be held at a time. A new facility would allow multiple events to occur at any time. For example, the current facility benefited from a donation of low-impact exercise equipment after a local gym patronized almost exclusively by those 62+ was forced to close due to COVID. The equipment has brought new programming and attendance to WSC but the equipment has compounded the facility space challenges and requires regular, daily movement to reconfigure a single, multi-purpose space needed to support varied programs at WSC. A larger facility would eliminate the need to continually reconfigure the space, thereby strengthening COVID protocols. The new facility would include dedicated space for exercise programming, programming of table games, art classes, lunch & learn sessions, technology classes, medical consultation/foot care, and expansion of county-provided congregate meal program and food pantry items. A new facility would also have the latest HVAC system to mitigate risks of spread of a virus through airflow.

## Neighborhood Investment Grant Program Application

**2.1.3 Project Readiness.** Is the proposed project “shovel-ready,” meaning will substantial work begin on the project in 2022 and will all work be completed by the end of December 31, 2024? Provide a narrative and timetable that describes the current status of the project, and future steps to implement this project within the timeframe established for this program. If the project involves construction or similar work, specifically identify the status of engineering/ architecture plans. Is the project ready to be bid? Please provide a summary of all permit and municipal approval and the status of those approvals. If applicable, are private developers and their financing secured and ready to proceed? **30 Points.** (3500 characters maximum, approx. 600 words)

The City bid and the Waupun Common Council has approved the bid and awarded a contract for site demolition, cleanup and preparation for the proposed site, located at 520 McKinley Street, Waupun. This includes the removal of an old school building, any needed site remediation, and work to make the site ready for redevelopment. That work will commence in quarter one of 2022 and complete by April of 2022.

A preliminary layout and site plan have been completed and are included with this application. Full architectural and engineering drawings and plan review are not yet complete but are outlined in the schedule that follows. The proposed facility design was developed from information gathered, using a citizen participation process, to determine needs of a new Senior Center in the community and calls for 14,532 square feet of space for dedicated programming, exercise and congregant meal delivery. This space is 406% larger than existing WSC space. If awarded, the proposed project is anticipated to be completed by the third quarter of 2023 based on the following timeline and deliverables.

- February to April 2022, site demolition per bid specifications as approved by City Council.
- Design late December to May 2022 by Cedar Corporation.
- Review and approval of facility design by the Facilities Advisory Committee and the Waupun Common Council to occur no later than May 2022.
- Site plan review by City of Waupun Planning Commission no later than June 2022.
- State review of plans will coincide with design and bidding and take 4-6 weeks
- Bidding will take 3 weeks, with bid opening planned for late June 2022.
- Bid review will take 1 week.
- Council approval of lowest bid at first available Council meeting.
- Receive signed contract documents from contractors, anticipated to take 4-6 weeks, to include legal and administrative review.
- Start construction in late July/August 2022
- Projected 10-month build process.
- June 2023 would be anticipated project completion.

Neighborhood Investment Grant Program Application

**2.1.4 Capacity to Deliver.** Describe the staff capacity in place to deliver and complete the project within the identified timeline. Define what entity or organizations will be responsible to oversee all aspects of the project implementation, provide required reporting, and oversee all aspects of the project to completion. Identify organizational staff, consultants or contractors who will be key team members in the successful completion of the project. **10 Points (1750 characters maximum, approx. 300 words)**

The City of Waupun will contract with Cedar Corporation to design and oversee the construction work for this project. Cedar Corporation has worked extensively with the City on a Facility Plan, has guided public participation in that process and analyzed space needs to inform the work of this project. Cory Scheidler, A.I.A., Director of Architecture for Cedar Corporation is assigned to this project with a supporting staff member. Cory will oversee design, construction and completion of this project to City specification. Jeff Daane, Director of Public Works for the City of Waupun is responsible for city facility care and maintenance and will oversee progress of the project for the City to ensure city goals are achieved. Sarah Van Buren, Community & Economic Development Coordinator, will provide management support on the grant to ensure compliance with all reporting requirements is upheld. Michelle Kast, Finance Director for the City of Waupun, will provide financial oversight and will complete final review of all grant expenditures to ensure compliance with eligible costs requirements and ensure audit worthiness of the project. Rachel Kaminski, Recreation Program Coordinator for the city, will provide input where needed through the duration of the program to ensure the facility as designed meets the needs of patrons 62+. All City of Waupun staff are responsible for reporting progress to Kathy Schlieve, City Administrator, who is accountable to the Waupun Common Council and will provide routine updates to that group through the duration of the project to ensure successful completion.

Neighborhood Investment Grant Program Application

**2.1.5 Project Location** Projects that are focused on serving demographic or geographic communities disproportionately impacted by the COVID-19 pandemic and/or Qualified Census Tracts will receive **15 points possible**. Applicants should also attach a location map and/or site plan for the proposed project below in Attachment A.

This project is in or serves a Qualified Census Tract.

- The following link shows the Qualified Census Tracts in Wisconsin

<https://www.huduser.gov/portal/qct/1statetable.html?statefp=55.0&DDAYEAR=2022>

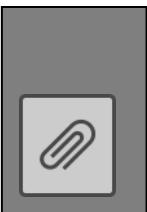
Specify Tract number: \_\_\_\_\_

If the project serves a community outside of a Qualified Census Tract, describe how the community served was disproportionately impacted by the COVID-19 pandemic. (1750 characters maximum, approx. 300 words)

The City of Waupun was disproportionately impacted by COVID-19, experiencing lost revenue in both 2020 and 2021, as a direct result of COVID-19. The City complied with mandated closures, which included all public parks, Waupun Senior Center (WSC) and congregate meal site, as well as the Waupun Public Library, and at times general-purpose government buildings. As a result of COVID-19, all programming and congregate meals were halted at WSC. While WSC opened as of July 16, 2021, it maintains COVID-19 safety protocols to ensure the health and safety of staff and patrons but fewer patrons frequent public facilities because of ongoing concern over the virus. The focus of this application is on WSC, a facility that exclusively serves patrons 62+. According to a study by the CDC Foundation, people 62+ were disproportionately affected by COVID-19. (NORC, January 6, 2021) That study found that as a result of COVID-19, seniors experienced social isolation and anxiety; lacked access to basic supplies and nutrition; possessed limited knowledge to access online services; and, experienced negative financial impacts and are also presumed by HUD to be Low/Moderate Income. City staff follow-up with members of WSC during the period of closure affirmed residents experienced these impacts due to increased and ongoing isolation. In addition, the community experienced closure of a privately owned gym and several restaurants that were gathering spaces for those 62+. This has lasting impact and further reduces opportunity for socializing and extends concern of isolation among this disadvantaged group. As services come back online, an ongoing threat of the virus continues to disproportionately affect those 62+ as a result.

The project does not serve a Qualified Census Tract and does not serve a community disproportionately impacted by the COVID-19 Pandemic.

**Attachment A: Site Plan**



Attach your Site Plan here.

Save and name the file with the following file name:

organization\_legal\_name\_Attachment\_A\_Site\_Plan



Neighborhood Investment Grant Program Application

**SECTION 3. BUDGET**

In Section 3, identify eligible expenses for which grant funding is requested. Provide a detailed budget. Matching funds are not required. If matching funds are a component of your project, provide information on the funding status, source and amount. **15 points possible.** Further details regarding eligible expenses can be found in the Grant Announcement. Applicants will attach the Project Budget Form in section 3.1 Attachment B for all eligible expenses.

Projects that maximize the impact of grant funds through leveraging of additional funding sources shall receive additional points. Projects that result in increased tax base, include private or public investment are encouraged. Please describe and document other sources of investment, both public and private in this project. **5 points possible.** Documentation of the status of these designations must be included, such as award letters, resolution to commit funds, approved municipal budget, developer letter of commitment and private financing confirmation. Applicants will attach all documentation as one attachment in Section 3.3, Attachment C.

**SECTION 3.1 Attachment B: Project Budget**



Attach your Project Budget here.

Please download and fill out the Budget from the Application Instructions at <https://doa.wi.gov/pages/NeighborhoodInvestment.aspx>. Save and name the file with the following file name:

organization\_legal\_name\_Attachment\_B\_Budget

**SECTION 3.2 BUDGET SUMMARY**

Please copy the totals from the Sub-total row of the Project Budget:

	Requested Grant Funds:	4995425
<input type="checkbox"/>	Match Funds:	122885
<input checked="" type="checkbox"/>	Check here if your project has Match Funds	
	Total Costs (auto populated):	5,118,310.00

**SECTION 3.3 Attachment C: Match Funding Source Supporting Documentation**



If required, attach your Match Funding Source Supporting Documentation here.

Please gather all supporting documentation for match funds in one file and save and name the file with the following file name:

organization\_legal\_name\_Attachment\_C\_Funding\_Documentation

## Neighborhood Investment Grant Program Application

**SECTION 4. ATTESTATIONS AND REQUIRED SIGNATURE****Attestations**

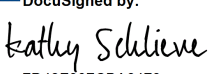
In accordance with applicable provisions of the Federal American Rescue Plan Act of 2021 and Equitable Recovery Grant Announcement provisions, eligible applicants must certify the following:

YES NO

X		1. The applicant is Wisconsin Tribe or local unit of government (City, Town, Village, County).
X		2. The organization will maintain for at least five years records sufficient to demonstrate that the expenses were compliant with applicable American Rescue Plan Act provisions.
X		3. The proposed project is located in or adjacent to a Qualified Census Tract, or will serve residents who live or work in the QCT, or the project community was disproportionately impacted by the COVID 19 pandemic
X		4. Work can begin on the proposed project in 2022 and will be completed by December 31, 2024.
X		5. The organization has exercised reasonable care and made all reasonable efforts to obtain and submit accurate information.

**Applicant Authorized Representative**

The signatory below certifies that, to the best of his/her knowledge and belief, the information contained in the ARPA Neighborhood Investment Fund Grant Program Application, including all attestations and attachments, is true, accurate and complete. The undersigned has authority to make the above attestations and the intent and legal authorization to agree to them on the organization's behalf.

DocuSigned by:  
Signature:   
7D43F007CBA8479...

Date: 11/11/2021 | 1:42 PM CSTName: Kathy SchlieveTitle: City Administrator/Director of Economic DevelopmentPhone: 920-324-7912Email: kathy@cityofwaupun.org

*Note: If more than one authorized representative is required to sign the application, please contact the program at [NeighborhoodInvestmentFundProgram@wisconsin.gov](mailto:NeighborhoodInvestmentFundProgram@wisconsin.gov) to add an additional authorization page.*

OPTION TO PURCHASE

Document Number:

Return Address: Vande Zande & Kaufman, LLP  
408 East Main Street  
P.O. Box 430  
Waupun, WI 53963  
(920) 324-2951  
dan@vklaw.us

Parcel ID Number: see attached Exhibit A

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THIS OPTION is made between the Waupun Historical Society, Inc., a Wisconsin corporation, a/k/a the Waupun Historical Society ("the Historical Society"), and the City of Waupun, a Wisconsin municipal corporation ("the City").

For valuable consideration, the receipt of which is acknowledged, the Historical Society grants to the City an exclusive option to purchase real estate more particularly described on the attached Exhibit "A," on the terms and conditions set forth below.

1. Option Grant, Term and Closing Deadline. The Historical Society grants to the City an exclusive Option to Purchase real estate located in Dodge County, Wisconsin more particularly described on the attached Exhibit "A," together with all improvements located on this real estate on this date (collectively identified as "the property") no later than March 13, 2020, at a cash purchase price identified in Section 2 below. If the City does not timely exercise this Option, then all rights granted under this Option shall terminate as of March 14, 2020 without further notice or action by any party. If this Option is timely exercised by the City, then closing shall take place at a date selected by the City, but no later than June 30, 2020.

2. Purchase Price. Should the City exercise this Option, then the purchase price of the property shall be the sum of Twenty Thousand Dollars and 00/100 (\$20,000.00), to be paid in cash on closing.

3. Notice of Election. Notice of election to purchase under this Option shall be given in writing by the City to the Historical Society. The Notice shall be personally delivered or sent by regular mail, postage prepaid, to the Historical Society at 520 McKinley Street, Waupun, WI, 53963. Notice of election to purchase shall be considered timely made if postmarked on or before March 13, 2020.

4. Terms of Sale. If the City exercises this Option, the Historical Society shall give evidence of title by means of an owner's policy of title insurance on a current ALTA form issued by an insurer licensed to write title insurance in Wisconsin. The City shall pay all costs of providing title evidence. For purposes of closing, title evidence shall be acceptable if the commitment for the required title insurance is delivered to the City or its attorney not less than five (5) business days before closing, showing title to the property as of a date no more than fifteen (15) days before delivery of such title evidence to be merchantable, subject only to mortgage or other liens, encumbrances and standard title insurance requirements and exceptions as appropriate. If title is not acceptable for closing, the City shall notify the Historical Society in writing of objections to title by the time set for closing. Any title defects shall be cleared within forty-five (45) days thereafter, or the City shall have the option to declare the purchase void. The conveyance shall be by Warranty Deed, showing no exceptions in warranty, except for those permitted to remain under the title commitment. Taxes and special assessments for the year of closing shall be paid by the City. Occupancy, legal and physical possession of the property shall

be delivered to the City at the time of closing, without exception. The Historical Society shall have all of its personal property, as well as any tenant personal property, completely removed from the property at the time of closing, without exception.

5. Access for Due Diligence Investigation. During the term of this Option, including any period of time after notice of election and prior to the closing deadline, the City shall be permitted to conduct such due diligence investigation, inspection and testing of the property and all structures and systems located on the property as the City in its sole discretion may deem appropriate. Such investigation, inspection and testing shall include, without limitation, an environmental audit performed by a qualified environmental firm. All such investigation, inspection and testing shall be arranged by the City at its sole expense. The Historical Society grants the City and its agents and invitees, full and complete access to the property for the purpose of exercising its due diligence investigation, inspection and testing, and the Historical Society agrees to fully cooperate in this respect, provided that this shall be at no cost to the Historical Society.

6. Written Amendment. No amendment to this Option shall be effective until all parties mutually agree in the form of a written instrument.

7. Entire Agreement, Merger and Construction. This Option when executed by all parties constitutes the entire agreement between the parties with respect to this subject matter, merges all discussions between them and supersedes and replaces any and every other prior or contemporaneous agreement, understanding or negotiation that may have existed between the parties. The parties agree that they are mutually responsible for the drafting of this Option.

8. Invalid Provision. If any provision of this Option is declared invalid or unenforceable, such provision shall be deemed modified to the extent necessary and possible to render it valid and enforceable. In any event, the unenforceability or invalidity of any provision shall not affect any other provision of this Option, and this Option shall continue in full force and effect, and be construed and enforced, as if such provision had not been included, or had been modified as stated above, as the case may be.

9. Governing Law. This Option shall be subject to and construed in accordance with the laws of the State of Wisconsin, without regard to its conflict of law principles.

10. Mediation of Disputes. The parties agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Option to mediation by a mediator mutually selected by the parties. The parties each agree to participate in the mediation process in good faith. The mediation process shall be conducted on a confidential basis, and shall be completed within one hundred and twenty (120) days. If such mediation is unsuccessful, then the parties may mutually agree to an alternative dispute resolution of their choice, or either party may seek to have the matter resolved by a court of competent jurisdiction.

11. Provisions to Run with Land. All rights and obligations provided here shall run with the land and shall be binding on and are for the benefit of the parties to this Option, together with their respective heirs, executors, administrators, successors, assigns and legal representatives.

12. Notice of Option. On this date the parties have caused a Notice of this Option to be prepared, which Notice shall be recorded with the Register of Deeds for Dodge County, Wisconsin in order to give public notice of this Option.

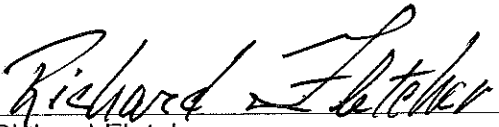
13. Authority to Bind. The individuals executing this Option each represent they are authorized to enter into this Option on behalf of the party or parties they represent and that they have full authority to bind the party or parties they represent with respect to all terms of this Option.

14. Execution in Counterparts. This Option may be executed in two or more identical counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Option.

[The Remaining Portion of this Page is Left Blank]

Dated this 2<sup>nd</sup> day of March, 2020.

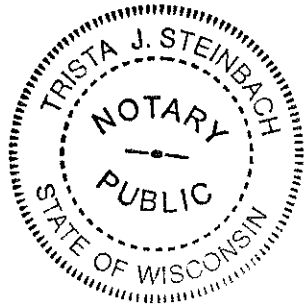
Waupun Historical Society, Inc., a/k/a  
Waupun Historical Society  
Owner

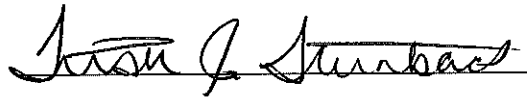
  
Richard Fletcher  
Authorized Agent

**ACKNOWLEDGMENT**

STATE OF WISCONSIN )  
  ) ss:  
FOND DU LAC COUNTY )

Personally appeared before me this day and year above written, Richard Fletcher, as authorized agent for the Waupun Historical Society, Inc., a Wisconsin corporation, a/k/a the Waupun Historical Society, to me know to be the person who executed the foregoing Option and acknowledge the same.





Notary Public, Wisconsin  
My Commission:





## EXHIBIT "A"

### DESCRIPTION OF OPTION LANDS

A part of the South West  $\frac{1}{4}$  of the North East  $\frac{1}{4}$  of Section 6, in Township 13 North of Range 15 East, Town of Chester, now City of Waupun, Dodge County, Wisconsin, described as follows: Commencing at the East  $\frac{1}{4}$  corner of said Section 6; thence South 84 degrees 58 minutes 45 seconds, 1319.3 feet to the Southeast corner of said South West  $\frac{1}{4}$  of the North East  $\frac{1}{4}$  of Section 6; thence North 0 degrees 17 minutes West along the Easterly line of said South West  $\frac{1}{4}$  of the North East  $\frac{1}{4}$  of Section 6, 366.90 feet; thence South 85 degrees 41 minutes 30 seconds West and parallel with the Southerly line of said South West  $\frac{1}{4}$  of the North East  $\frac{1}{4}$  of Section 6, 563.84 feet to the place of beginning of this description; thence continuing South 85 degrees 41 minutes 30 seconds West, 767.83 feet to the Westerly line of said South West  $\frac{1}{4}$  of the North East  $\frac{1}{4}$  of Section 6; thence North 0 degrees 18 minutes West along the Westerly line of said South West  $\frac{1}{4}$  of the North East  $\frac{1}{4}$  Section 6, 503.90 feet to the center of the Fox Lake Road and State Trunk Highway "68"; thence North 70 degrees 10 minutes East long said centerline, 812.89 feet; thence South 0 degrees 17 minutes East, 721.45 feet to the place of beginning of this description. Said described parcel contains 10.77 acres of land.

Subject to and reserving 33 feet off the South side of the within described premises to be used as and for a public road.

Excepting therefrom a part of the South West  $\frac{1}{4}$  of the North East  $\frac{1}{4}$ , Section 6, Township 13 North, Range 15 East, described as follows: Commencing at the East  $\frac{1}{4}$  corner of said Section 6, thence South 84 degrees 58 minutes 45 seconds West, 1319.30 feet; thence North 0 degrees 17 minutes West, 366.90 feet; thence South 85 degrees 41 minutes 30 seconds West, 563.84 feet to the beginning; thence continuing South 85 degrees 41 minutes 30 seconds West, 767.83 feet to the Westerly line of said North East  $\frac{1}{4}$ ; thence North 0 degrees 18 minutes West 503.90 feet along said Westerly line to the centerline of Fox Lake Road (State Truck Highway "68"); thence North 70 degrees 10 minutes East, 31.38 feet along said centerline; thence South 0 degrees 18 minutes East, 479.16 feet; thence North 85 degrees 41 minutes 30 seconds East, 767.84 feet; thence South 0 degrees 17 minutes West, 33.28 feet to the beginning.

That part of the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$  of Section 6, Township 13 North, Range 15 East, Town of Chester, Dodge County, Wisconsin, lying South of Highway 68, a/k/a Fox Lake Road, and East of Harris Creek, excepting therefrom lands conveyed for street purpose as described in Volume 419 of Records on page 125.

Also that part of vacated Mulder Street as described in Resolution #12-09-97-01 recorded in Volume 947 of Records on Page 389 and located in said Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ .

Lots 11, 12, 13, 14 and 15 Block 2, of Fletcher's Second Addition to the City of Waupun,  
Dodge County, Wisconsin.

Lots 5, 6, 7, 8, 9, 10 and 16, Block 2, of Fletcher's Second Addition to the City of Waupun,  
Dodge County, Wisconsin.

Property Address: 520 McKinley Street, Waupun, WI 53963

Tax Parcel Number: 292-1315-0524-104

## Closing Statement

**Buyer: City of Waupun**  
**Seller: Waupun Historical Society, Inc.**  
**Date: August 12, 2020**  
**Address: 520 McKinley Street, Waupun, WI**

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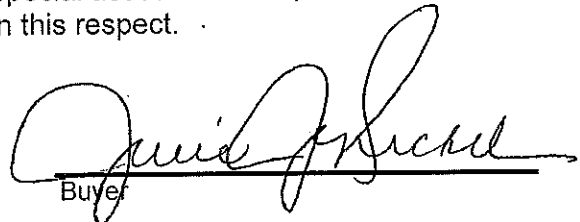
	<b>Credits To The Buyer</b>	<b>Charges To The Buyer</b>
Purchase Price		\$20,000.00
Earnest Money	0.00	
Real Estate Tax Proration	0.00	
Recording Fee: Deed		30.00
<i>Total Credits:</i>	0.00	20,030.00
<b>Total Due From Buyer:</b>	<b>\$20,030.00</b>	

	<b>Credits To The Seller</b>	<b>Charges To The Seller</b>
Balance Due From Buyer	20,030.00	
Earnest Money	0.00	
Transfer Fee		60.00
Recording Fee: Deed		30.00
Guaranty Title Services, Inc.		520.00
<i>Total Credits/Charges:</i>	20,030.00	610.00
<b>Balance Due Seller:</b>	<b>\$19,420.00</b>	

The Buyer shall be responsible for the unpaid special assessment of \$200.00 on the property, and shall hold the Seller harmless in this respect.

Approved:

  
 \_\_\_\_\_  
 Seller

  
 \_\_\_\_\_  
 Buyer

\_\_\_\_\_  
 Seller

\_\_\_\_\_  
 Buyer

### Chicago Title Insurance Company OWNER'S AFFIDAVIT AS TO CONSTRUCTION LIENS AND POSSESSION

**Please complete #2, 3, 4, 5, and 6. Date and sign this document.**

The undersigned, being first duly sworn on oath, hereby deposes and says:

1. That affiant is the owner of certain premises located at **520 McKinley Street, Waupun** in **DODGE** County, Wisconsin, more particularly described in **CHICAGO TITLE INSURANCE COMPANY COMMITMENT NO. 5-182809**

2. **Occupancy** That to the Owner's knowledge the property is at present used as:  
 Single Family Residential (1-4 family)       Condominium       Vacant Land  
 Multi-Unit Residence (5+ units)       Industrial       Commercial  
 PUD       Utility       Other: \_\_\_\_\_

3. **Construction Work** That during the period of six months immediately preceding the date of this affidavit:  
 No work has been done, no surveys or architectural or engineering plans have been prepared, and no materials have been furnished in connection with the erection, equipment, repair, protection or removal of any building or other structure on said premises or in connection with the improvement of said premises in any manner whatsoever. That there are no incomplete buildings, structures or other improvements situated thereon.

~~\_\_\_\_\_ That during the period of six months immediately preceding the date of this affidavit certain work has been done and materials furnished in connection with \_\_\_\_\_ State the general nature of the work) upon said premises in the approximate total sum of \$ \_\_\_\_\_, but that except as hereinafter stated all of said work and materials have been fully paid for and there are no claims or disputes in existence with reference thereto. All lien waivers related to said work are attached to this affidavit.~~

4. **Tenants** The following statement applies as to tenants and renters that occupy the property:  
 There are no tenants  
 There are tenants, but all have left the property or will leave as of closing date  
 One or more tenants will stay after this transaction is closed.

5. **Special Assessments** There are no unpaid special assessments, charges for water or sewer hookup or service, or other tax liens on the property, except: NONE

6. **Association Dues and Assessments** There are no association dues owed to my condominium or homeowner's association, except: NONE

This affidavit is made with the intention that **Chicago Title Insurance Company** will rely upon it in issuing the title policy referred to above. I agree to indemnify against loss caused by inaccuracies or omissions in the above information of which I am aware.

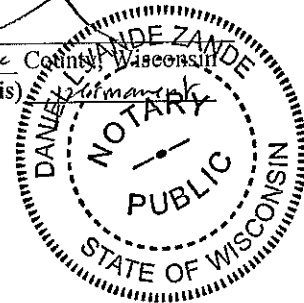
DATE SIGNED: August 12, 2020

**Waupun Historical Society**

By Kyle J Clark

SUBSCRIBED AND SWORN TO before me on August 12, 2020

Notary Public, Dodge County, Wisconsin  
My commission (expires) is 12/31/2021



This signature must exactly match signatures on the DEED or MORTGAGE & NOTE. If there is any variation (middle initial, nickname, Jr., Sr.) I am also known as:

\_\_\_\_\_  
(Print Name and sign)

\_\_\_\_\_  
(Print name and sign)

**PLEASE EXECUTE AT CLOSING.**  
This must be signed in the presence of a notary

WARRANTY DEED

Document Number:

Return Address: Vande Zande & Kaufman, LLP  
PO Box 430  
Waupun, WI 53963  
(920) 324-2951  
dan@vklaw.us

Parcel ID Number: see attached Exhibit "A"

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THIS WARRANTY DEED is between the Waupun Historical Society, Inc., a Wisconsin corporation, a/k/a the Waupun Historical Society ("the Grantor") and the City of Waupun, a Wisconsin municipal corporation ("the Grantee").

The Grantor, for value received, conveys to the Grantee, real estate located in Dodge County, Wisconsin ("the property"), more particularly described on the attached Exhibit "A," which is incorporated here by reference.

This is not homestead property of the Grantor.

This deed is given to carry out the terms of an option to purchase between the Grantor and Grantee with respect to the property, notice of which was recorded on March 6, 2020 as Document No. 1286654. The recording of this deed shall constitute a full and complete release of this option to purchase.

The Grantor warrants that title is good, indefeasible in fee simple and free and clear of encumbrances and will warrant and defend the same, except for the operation of zoning and municipal ordinances, easements, restrictions and rights of way of record, building restrictions and covenants of record, and deeds given for street, road or highway purposes.

Dated this 12<sup>th</sup> day of August, 2020.

Waupun Historical Society, Inc.,  
a/k/a Waupun Historical Society  
Grantor

By: Kyle J. Clark  
Kyle J. Clark  
Executive Director and Authorized Agent



**EXHIBIT "A"**

**PROPERTY DESCRIPTION**

Lots 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 and 16 of Block 2 of Fletcher's Second Addition to the City of Waupun, Dodge County, Wisconsin.

Property Address: 520 McKinley Street, Waupun, WI 53963

Tax Parcel Number: 292-1315-0523-106





**MINUTES**  
**CITY OF WAUPUN COMMON COUNCIL**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, November 09, 2021 at 6:00 PM**

**CALL TO ORDER**

Mayor Nickel called the meeting to order at 6:00pm.

**PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION**

Pledge of Allegiance is heard, followed by a moment of silence.

**ROLL CALL**

Council in attendance on roll call is:

**Virtually:** None

**In-Person:** Mayor Nickel, Alderman Kaczmarski, Alderman Langford, Alderman Bishop, Alderman Vanderkin, Alderman Matoushek

**Members absent and excused:** Alderman Westphal

Management Staff present is:

**Virtually:** Clerk Hull, Attorney VandeZande, Police Chief Loudon, Library Director Jaeger, Recreation Director Kaminski, Fire Chief Demaa, Utility Finance Director Stanek

**In-Person:** Director of Public Works Daane, Administrator Schlieve, General Utility Manager Brooks, Finance Director Kast

**Staff absent and excused:** None

City Staff present is:

**Virtually:** Community and Economic Development Coordinator VanBuren

**In-Person:** None

Audience in attendance is:

**Virtually:** Drew Novak, "Shirley"

**In-Person:** Commander Robert Patrouille, Commander Frank Mesa, Jason Whitford (201 Brandon St.), Mark and Kim Bunkoske (928 Rock Avenue)

Media in attendance:

**Virtually:** None

**In-Person:** Ken Thomas of the Daily Citizen

**PERSONS WISHING TO ADDRESS COUNCIL**--State name, address, and subject of comments. (2 Minutes)

**Commander Robert Patrouille and Commander Frank Mesa - Addition to Veteran's Wall located at Harris Mill Park, Waupun**

Commanders Patrouille and Mesa are making request to add on to the Veteran's Wall, located at Harris Mill Park, as they are running out of room for additional names. Funds for this construction are being donated, however, the City will be responsible for moving of the flag spot lights and podium. Commanders Patrouille and Mesa have talked with Public Works Director Jeff Daane and Building Inspector Sue Leahy. This construction requires site plan approval from the Plan Commission. As the Plan Commission does not meet during the month of November, Council is requested to approve the construction of the addition pending site plan approval.

Motion Bishop, second Matoushek to approve the construction of an addition to the Veteran's Wall located at Harris Mill Park, Waupun, contingent upon site plan approval by the Plan Commission. Motion carried 5-0 on roll call.

### **PUBLIC HEARING**

#### **Public Hearing-2022 City of Waupun Budget and Tax Levy**

Motion Vanderkin, second Matoushek to open the public hearing. Motion carried 5-0 on roll call. The Public Hearing is held for the 2022 Waupun budget, tax levy, and tax rates. Schlieve and Kast provide information on the proposed budget. Resolution 11-09-21-01 Adopting the 2022 Budget and Tax Levy is provided for consideration. The Resolution provides a levy amount of \$3,501,531.

#### **Close Public Hearing**

No audience participation for the public hearing is heard. Motion Matoushek, second Bishop to close the public hearing. Motion carried 5-0 on roll call.

#### **Resolution Adopting the 2022 Budget and Tax Roll Levy**

Motion Bishop, second Matoushek to adopt Resolution 11-09-21-01 Adopting the 2022 Budget and Tax Levy. Motion carried 5-0 on roll call.

### **CONSENT AGENDA**

Motion Bishop, second Matoushek to approve the consent agenda. Motion carried 5-0 on roll call.

Alderman Westphal joins virtually at 6:45pm.

### **RESOLUTIONS AND ORDINANCES:**

#### **Resolution Authorizing & Providing for the Incurrence of Indebtedness for the Purpose of Providing a Portion of the Cost of Acquiring, Constructing, Enlarging, Improving, and/or Extending its Improvements to the City of Waupun Wastewater Treatment Plant & Facilities.**

Motion Matoushek, second Bishop to adopt Resolution 11-09-21-02 Authorizing and Providing for the Incurrence of Indebtedness for the Purpose of Providing a Portion of the Cost of Acquiring, Constructing, Enlarging, Improving, and/or Extending its Improvements to the City of Waupun Wastewater Treatment Plant & Facilities. Motion carried 6-0 on roll call.

#### **Resolution Authorizing the Issuance and Sale of \$5,000,000 Taxable Sewerage System Mortgage Revenue Bonds of the City of Waupun, Dodge and Fond Du Lac Counties, Wisconsin, and Providing for the Payment of the Bonds and Other Details with Respect to the Bonds**

Motion Bishop, second Matoushek to adopt Resolution 11-09-21-03 Authorizing the Issuance and Sale of \$5,000,000 Taxable Sewerage System Mortgage Revenue Bonds of the City of Waupun, Dodge and Fond Du Lac Counties, Wisconsin, and Providing for the Payment of the Bonds and Other Details with Respect to the Bonds. Motion carried 6-0 on roll call.

### **BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS**

#### **Board of Public Works Recommendation: Award Request for Proposal to Raze Building and Restore Lot at Former Central WI Christian Grade School -520 McKinley Street**

The City of Waupun received three requests for proposals for razing the building and restoring the lot at the former Central WI Christian Grade School, located at 520 McKinley Street: W & D Navis \$102,885; Robinson Brothers \$125,200; LinnCo \$207,965.

Motion Bishop, second Matoushek to award the proposal for the lowest bid from W&D Navis for \$102,885 to raze the building and restore the lot at 520 McKinley Street, Waupun. Motion carried 6-0 on roll call.

**CLOSED SESSION**

At 6:52pm, Motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (e) of the WI Statutes for Investing Public Funds to Develop City Owned Land in Waupun Industrial Park. Motion carried 6-0.

**OPEN SESSION**

At 7:43pm, Motion Vanderkin, second Bishop to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

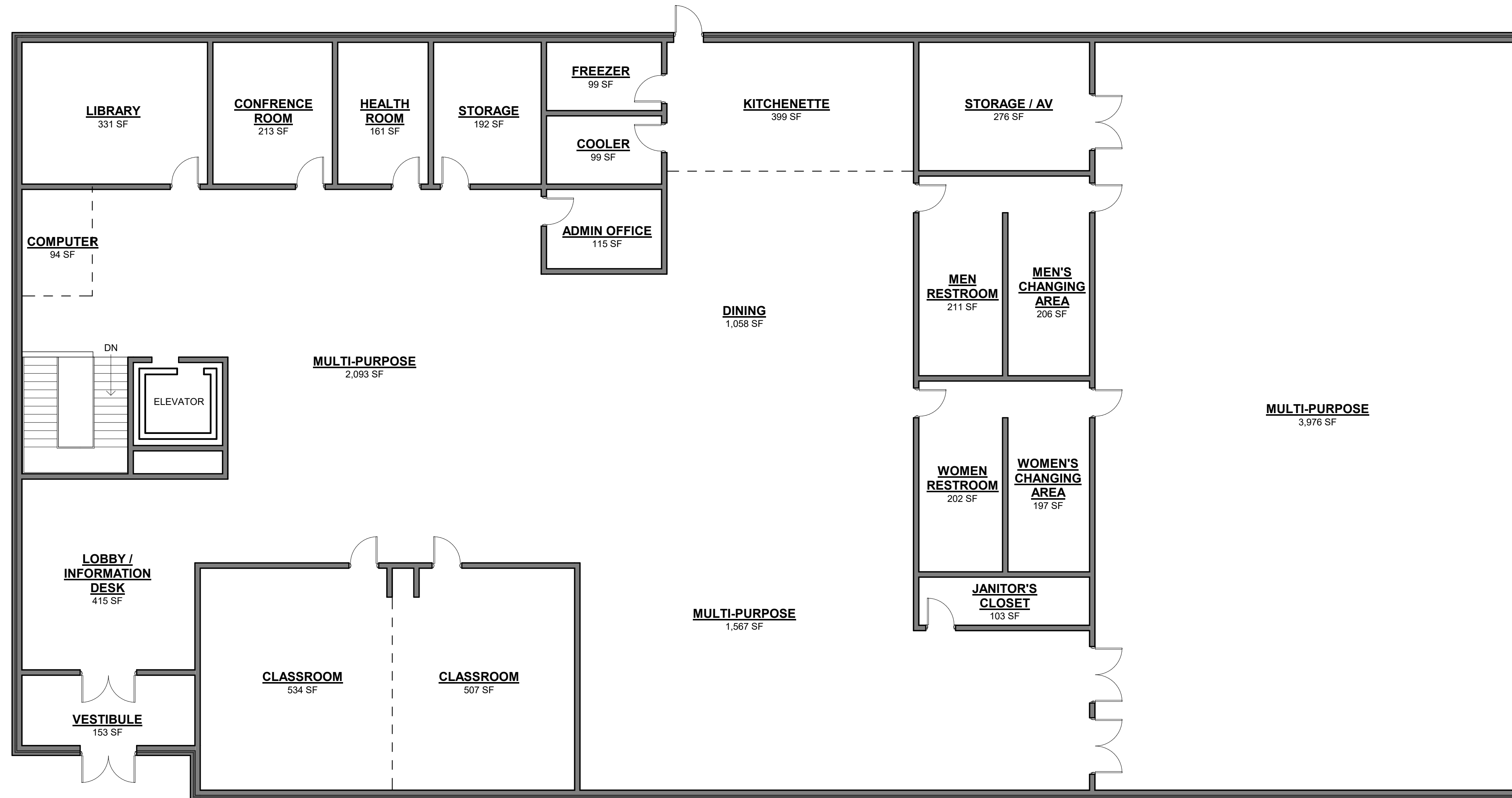
**ACTION FROM CLOSED SESSION**

No action is taken in open session.

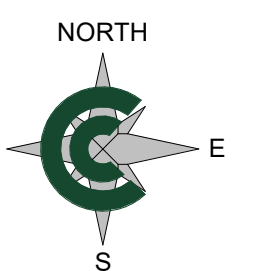
**ADJOURNMENT**

At 7:44pm, Motion Vanderkin, second Bishop to call the meeting adjourned. Motion carried 6-0.

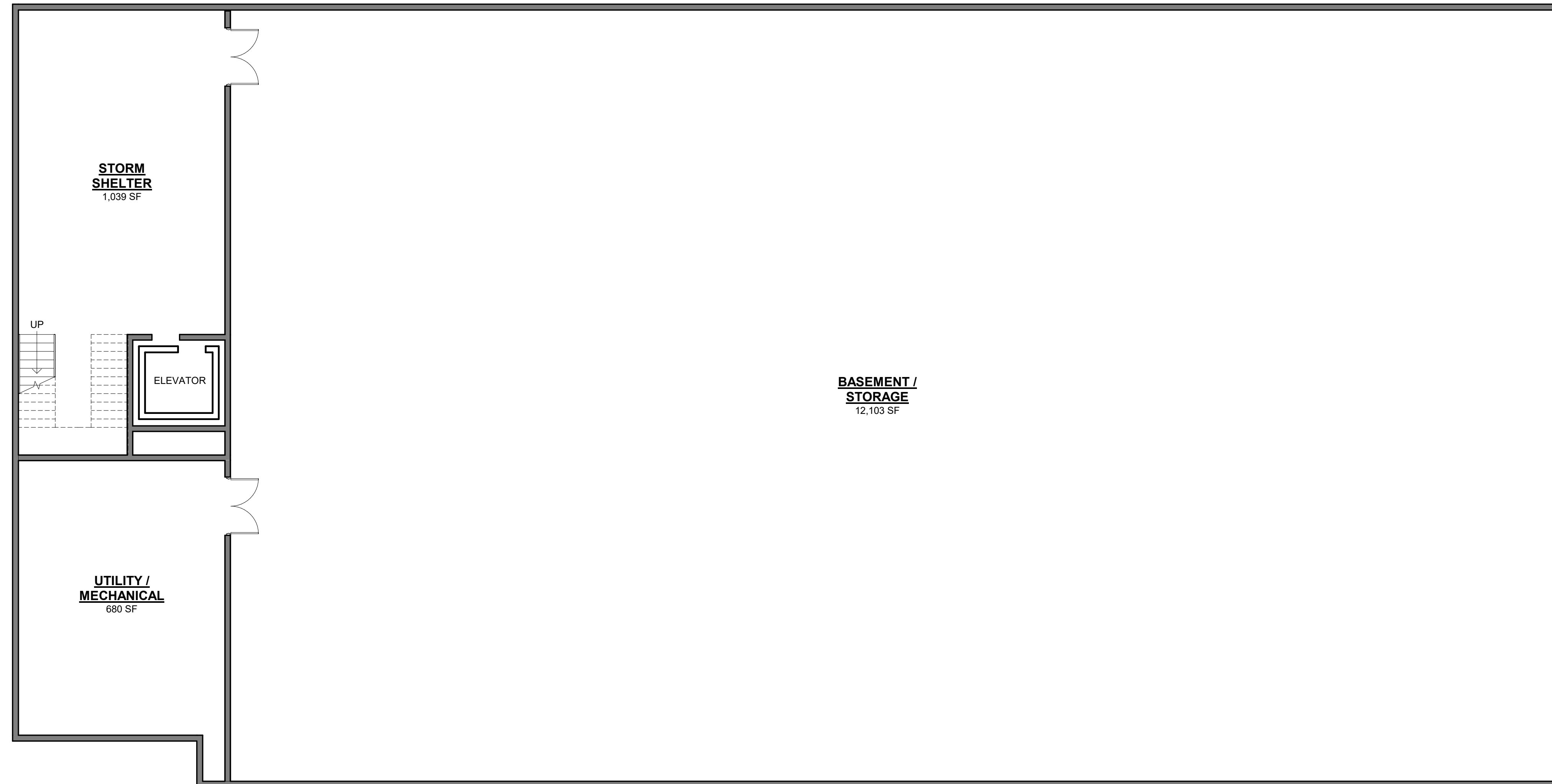
FIRST FLOOR - 14,532 SF  
LOWER LEVEL - 14,250 SF  
TOTAL: 28,782 SF



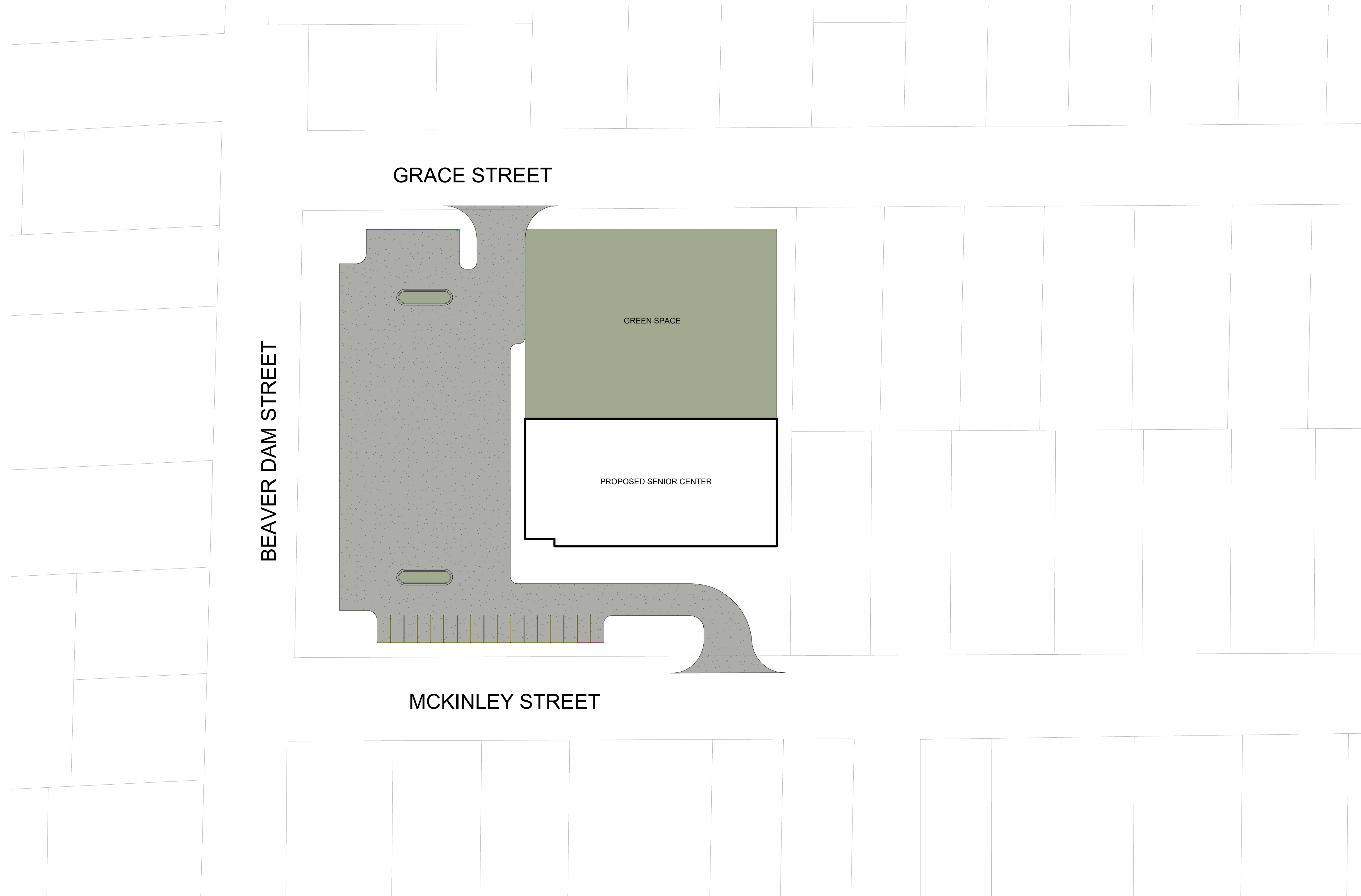
**FIRST FLOOR**  
1/8" = 1'-0"



FIRST FLOOR - 14,532 SF  
LOWER LEVEL - 14,250 SF  
TOTAL: 28,782 SF



LOWER LEVEL  
1/8" = 1'-0"



# PROJECT BUDGET & MATCHING FUNDS

CONTRACT #: \_\_\_\_\_  
*(Enter only after Award)*

GRANTEE: City of Waupun

DATE: 11/10/21

ACTIVITY	GRANT FUNDS	MATCH FUNDS <i>(if applicable)</i>	TOTAL COSTS <i>(by Activity)</i>
Land Acquisition		\$ 20,000.00	\$ 20,000.00
Demolition & Restoration of Lot		\$ 102,885.00	\$ 102,885.00
Center/Facility Construction	\$ 3,585,125.00		\$ 3,585,125.00
Site Improvements	\$ 345,000.00		\$ 345,000.00
Furniture, Fixtures & Equipment	\$ 293,308.00		\$ 293,308.00
Architectural/Engineering/Administration	\$ 738,992.00		\$ 738,992.00
Regulatory Fees	\$ 3,000.00		\$ 3,000.00
Grant Administration	\$ 30,000.00		\$ 30,000.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
<b>Sub-Total(s):</b>	<b>\$ 4,995,425.00</b>	<b>\$ 122,885.00</b>	<b>\$ 5,118,310.00</b>

Continued on the next page.

CONTRACT #:

(Enter only after Award)

GRANTEE: City of Waupun

DATE: 11/10/21

**Summarize the Match Funding sources and amounts for this Neighborhood Investment project:**

Source: <input type="text" value="City of Waupun"/>	Amount: \$ <input type="text" value="\$ 20,000.00"/>	Status: <input type="checkbox"/> Pending <input type="checkbox"/> Committed <input checked="" type="checkbox"/> Other <input type="checkbox"/> Applied <input checked="" type="checkbox"/> Secured/Awarded
Source: <input type="text" value="City of Waupun"/>	Amount: \$ <input type="text" value="\$ 102,885.00"/>	Status: <input type="checkbox"/> Pending <input type="checkbox"/> Committed <input checked="" type="checkbox"/> Other <input type="checkbox"/> Applied <input checked="" type="checkbox"/> Secured/Awarded
Source: <input type="text"/>	Amount: \$ <input type="text"/>	Status: <input type="checkbox"/> Pending <input type="checkbox"/> Committed <input type="checkbox"/> Other <input type="checkbox"/> Applied <input type="checkbox"/> Secured/Awarded
Source: <input type="text"/>	Amount: \$ <input type="text"/>	Status: <input type="checkbox"/> Pending <input type="checkbox"/> Committed <input type="checkbox"/> Other <input type="checkbox"/> Applied <input type="checkbox"/> Secured/Awarded
Source: <input type="text"/>	Amount: \$ <input type="text"/>	Status: <input type="checkbox"/> Pending <input type="checkbox"/> Committed <input type="checkbox"/> Other <input type="checkbox"/> Applied <input type="checkbox"/> Secured/Awarded

For any source with a status of "Other" provide a brief explanation (no more than a one-sentence narrative per source).

Land acquisition - (\$20,000) has been completed.  
 Demolition & Restoration of Lot costs - Included in the 2022 Budget (Council approved 11/9/21);  
 Bid to W&D Navis for this activity approved by Council on 11/9/21.

**Documentation to verify that all matching funds have been secured must be submitted in the Grant Application.**



**Certificate Of Completion**

Envelope Id: 2BC968E7746340CFA990ED48EE6243AB	Status: Completed
Subject: Application for Neighborhood Investment Fund	
Source Envelope:	
Document Pages: 31	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Neighborhood Investment Fund Program
Time Zone: (UTC-06:00) Central Time (US & Canada)	101 E. Wilson St.
	Madison, WI 53703
	NeighborhoodInvestmentFundProgram@wisconsin.gov
	IP Address: 66.190.46.250

**Record Tracking**

Status: Original	Holder: Neighborhood Investment Fund Program	Location: DocuSign
11/11/2021 11:06:19 AM	NeighborhoodInvestmentFundProgram@wisconsin.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: DOA	Location: DocuSign

**Signer Events**

Kathy Schlieve  
 kathy@cityofwaupun.org  
 Security Level:  
 DocuSign.email  
 ID: 1  
 11/11/2021 11:06:23 AM

**Signature**

DocuSigned by:  
  
 7D43F007CBA6479...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 66.190.46.250

**Timestamp**

Sent: 11/11/2021 11:06:22 AM  
 Viewed: 11/11/2021 11:07:43 AM  
 Signed: 11/11/2021 1:42:47 PM

**Electronic Record and Signature Disclosure:**  
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 ID: abe8fb4a-3bd5-4004-acfc-b6645d3bb4cd

**In Person Signer Events**

**Signature**

**Timestamp**

**Editor Delivery Events**

**Status**

**Timestamp**

**Agent Delivery Events**

**Status**

**Timestamp**

**Intermediary Delivery Events**

**Status**

**Timestamp**

**Certified Delivery Events**

**Status**

**Timestamp**

**Carbon Copy Events**

**Status**

**Timestamp**

Neighborhood Investment Fund Program (DO NOT CHANGE THIS FIELD)  
 neighborhoodinvestmentfundprogram@wisconsin.gov  
 Department of Administration  
 Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 11/11/2021 1:42:52 PM  
 Resent: 11/11/2021 1:42:56 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Kathy Schlieve  
 kathy@cityofwaupun.org  
 Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 11/11/2021 1:42:53 PM

**Electronic Record and Signature Disclosure:**

<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
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Not Offered via DocuSign

Sarah Van Buren  
sarah@cityofwaupun.org  
Security Level: Email, Account Authentication  
(None)

**COPIED**

Sent: 11/11/2021 1:42:53 PM  
Viewed: 11/11/2021 1:43:42 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Certified Delivered	Security Checked	11/11/2021 11:07:43 AM
Signing Complete	Security Checked	11/11/2021 1:42:47 PM
Completed	Security Checked	11/11/2021 1:42:53 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Carahsoft OBO Wisconsin Department of Administration:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [matthewj.limoges@wisconsin.gov](mailto:matthewj.limoges@wisconsin.gov)

**To advise Carahsoft OBO Wisconsin Department of Administration of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [matthewj.limoges@wisconsin.gov](mailto:matthewj.limoges@wisconsin.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from Carahsoft OBO Wisconsin Department of Administration**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [matthewj.limoges@wisconsin.gov](mailto:matthewj.limoges@wisconsin.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [matthewj.limoges@wisconsin.gov](mailto:matthewj.limoges@wisconsin.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Wisconsin Department of Administration as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Wisconsin Department of Administration during the course of your relationship with Carahsoft OBO Wisconsin Department of Administration.