

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

**CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
March 7, 2011
6:45 PM
or immediately following Common Council
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Administration Committee, 2/21/11](#)
- D. ACTION ITEMS
 - 1. [Extension of Listing Agreement with Core Development for Lake Park Villas Phase II Vacant Lots \(held 2/21/11\)](#)
- E. ADJOURNMENT

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

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
February 21, 2011
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Wisneski at 8:23 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Alderman Taylor, Wisneski, Langdon, Hendricks, Zelinski, Englebert, Benner,
Roush

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Lt. Brunn, DPW Radtke, CDD Keil,
Dpty Treasurer Sassman, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Administration Committee, 2/7/11](#)

Moved by Ald. Zelinski, seconded by Ald. Roush to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. [Underground Storage Tanks Insurance Proposal](#)

CA/HRD Captain and Dpty Treasurer Sassman explained cities with underground storage tanks are regulated by the DNR. The cities must demonstrate financial ability in the case of leak. In the past the City of Menasha relied on its bond rating to demonstrate financial ability. Since the City's bond rating has dropped another way to demonstrate financial ability is needed. Staff looked at options available and taking out insurance was the most practical. The request went to four insurance companies and three met some or all the specifications. Staff is recommending going with Commerce & Industry-via Chartis as they met the specifications in the request and have the lowest premium. It is suggested to include the terrorist coverage in the insurance. The cost for the insurance has not been budgeted for. DPW Radtke said there are two underground storage tanks at the Public Works Facility and two at the Marina. The cost of the insurance premium for the tanks at PWF could come from the PWF fund and recovered through and additional cost for equipment use. It was suggested the premium for the Marina tanks could be set up the same way.

CA/HRD Captain explained by ordinance the Administration Committee is responsible for making insurance decisions. The Committee will need to select a carrier so staff can move forward on purchasing the insurance.

Moved by Ald. Englebert, seconded by Ald. Roush to approve Underground Storage Tanks Insurance with Commerce & Industry-via Chartis for the amount of \$3,646 including the terrorist coverage for an additional \$90.

Motion carried on roll call 8-0.

2. [Extension of Listing Agreement with Core Development for Lake Park Villas Phase II Vacant Lots](#)

CDD Keil explained the listing agreement is for the vacant 64 lots in Lake Park Villas Phase II. It was asked how the development agreement with The Ponds of Menasha would affect the extension of the listing agreement with Core Development. CDD Keil explained there were two listing contracts with Core Development. One covered the undeveloped land and other the vacant 64 lots of Lake Park Villas Phase II. The development agreements with Lexington Homes, d/b/a The Ponds of Menasha and Cypress Home will result in the sale of all the undeveloped land, and hence there is no need to list that property. Until the discussion of the development agreement with the Ponds of Menasha LLC during the Common Council meeting, staff was unaware that Lexington Homes was interested in being the listing agent for the lots in Phase II.

Moved by Ald. Benner, seconded by Ald. Roush to hold this item.

3. [R-8-11 A Resolution Regarding the Official Depositories of the City of Menasha](#)

Dpty Treasurer Sassman and Mayor Merkes explained this resolution allows the City and Utilities the flexibility to use all financial institutes that have a presence in the City of Menasha. It doesn't change the way business is done. There is no cost to implement.

Moved by Ald. Hendricks, seconded by Ald. Zelinski to recommend approval to Common Council.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Benner, seconded by Ald. Langdon to adjourn at 8:49 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi ,WCMC

WB-3 VACANT LAND LISTING CONTRACT - EXCLUSIVE RIGHT TO SELL

1 **SELLER GIVES BROKER THE EXCLUSIVE RIGHT TO SELL THE PROPERTY ON THE FOLLOWING TERMS:**
2 ■ **PROPERTY DESCRIPTION:** Street address is: All current Platted Lots, Lake Park Villas Phase II
3 in Section _____ in the City of Menasha, County of Calumet,
4 Wisconsin. Insert additional description, if any, at lines 254-261 or attach as an addendum per lines 262-264.
5 ■ **LIST PRICE:** _____ Dollars (\$ Exhibit 1 Attached).
6 ■ **INCLUDED IN LIST PRICE:** Seller is including in the list price the Property, all Fixtures not excluded on lines 10-11,
7 and the following items: _____
8 _____
9 ■ **NOT INCLUDED IN LIST PRICE: CAUTION:** Identify Fixtures to be excluded by Seller or which are rented and will
10 continue to be owned by the lessor. (See lines 212-217): _____
11 _____
12 ■ **GOVERNMENTAL AND CONSERVATION PROGRAMS:** Seller represents that all or some of the Property is
13 enrolled in the following governmental conservation, farmland, environmental, land use or use restricting programs,
14 agreements or conservation easements, (county, state or federal): _____
15 _____
16 ■ **USE VALUE ASSESSMENT:** Seller represents that (all or some of the Property) (none of the Property) **STRIKE**
17 **ONE** has been assessed as agricultural property under use value law.
18 ■ **SPECIAL ASSESSMENTS:** Seller represents that the Property is subject to the following special assessments:
19 _____
20 ■ **SPECIAL ZONING, LAND USE OR DEVELOPMENT RESTRICTIONS:** Seller represents that the Property is
21 subject to the following special zoning, land use, development restrictions or other conditions affecting the Property:
22 Planned Unit Development
23 ■ **MARKETING:** Seller authorizes and Broker agrees to use reasonable efforts to procure a buyer for the Property.
24 Seller agrees that Broker may market Seller's personal property identified on lines 7-8 during the term of this Listing.
25 Broker's marketing may include: Signs on Individual Lots & subdivision signs provided by City,
26 information signs/boxes, website www.livelakepark.com, and MLS.
27 Broker may advertise the following special financing and incentives offered by Seller: As agreed upon by both
28 parties. Seller has a duty to cooperate with Broker's marketing
29 efforts. See lines 84-90 regarding Broker's role as marketing agent and Seller's duty to notify Broker of any potential
30 buyer known to Seller. Seller agrees that Broker may market other properties during the term of this Listing.
31 ■ **OCCUPANCY:** Unless otherwise provided, Seller agrees to give buyer occupancy of the Property at time of closing.
32 Unless otherwise agreed, Seller agrees to have the Property free of all debris and personal property except for
33 personal property belonging to current tenants, sold to buyer or left with buyer's consent.
34 ■ **COOPERATION, ACCESS TO PROPERTY OR OFFER PRESENTATION:** The parties agree that Broker will work
35 and cooperate with other brokers in marketing the Property, including brokers from other firms acting as subagents
36 (agents from other companies engaged by Broker - See lines 148-151) and brokers representing buyers. Cooperation
37 includes providing access to the Property for showing purposes and presenting offers and other proposals from these
38 brokers to Seller. Note any brokers with whom Broker shall not cooperate, any brokers or buyers who shall not be
39 allowed to attend showings, and the specific terms of offers which should not be submitted to Seller: _____
40 _____
41 **CAUTION:** Limiting Broker's cooperation with other brokers may reduce the marketability of the Property.
42 ■ **EXCLUSIONS:** All persons who may acquire an interest in the Property as a Protected Buyer under a prior listing
43 contract are excluded from this Listing to the extent of the prior broker's legal rights, unless otherwise agreed to in writing.
44 Within seven days of the date of this Listing, Seller agrees to deliver to Broker a written list of all such prospective buyers.
45 The following other buyers are excluded from this Listing until _____ **INSERT DATE** :
46 _____
47 These other buyers are no longer excluded from this Listing after the specified date unless, on or before the specified date,
48 Seller has either accepted an offer from the buyer or sold the Property to the buyer.
49 ■ **COMPENSATION TO OTHERS:** Broker offers the following commission to cooperating brokers: 50% of Listing
50 Broker's Commission. (Exceptions if any): _____
51 ■ **COMMISSION:** Broker's commission shall be _____ **8%**
52 Seller shall pay Broker's commission, which shall be earned, if, during the term of this Listing:
53 1) Seller sells or accepts an offer which creates an enforceable contract for the sale of all or any part of the Property;
54 2) Seller grants an option to purchase all or any part of the Property which is subsequently exercised;
55 3) Seller exchanges or enters into a binding exchange agreement on all or any part of the Property;
56 4) A transaction occurs which causes an effective change in ownership or control of all or any part of the Property; or

57 5) A buyer is procured for the Property by Broker, by Seller, or by any other person, at no less than the price and on
 58 substantially the same terms set forth in this Listing and in the standard provisions of the current WB-13 VACANT
 59 LAND OFFER TO PURCHASE, even if Seller does not accept this buyer's offer. (See lines 222-225 regarding
 60 procurement.)

61 A percentage commission, if applicable, shall be calculated based on the purchase price if commission is earned under 1)
 62 or 2) above, or calculated based on the list price under 3), 4) or 5). A percentage commission shall be calculated on the
 63 fair market value of the Property exchanged under 3) if the exchange involves less than the entire Property or on the fair
 64 market value of the Property to which an effective change in ownership or control takes place, under 4) if the transaction
 65 involves less than the entire Property. Once earned, Broker's commission is due and payable in full at the earlier of closing
 66 or the date set for closing, unless otherwise agreed in writing. Broker's commission shall be earned if, during the term of
 67 the Listing, one owner of the Property sells, conveys, exchanges or options an interest in all or any part of the Property to
 68 another owner, except by divorce judgment.

69 NOTE: A sale, option, exchange or procurement of a buyer for a portion of the Property does not terminate the Listing as to
 70 any remaining Property.

71 ■ **EXTENSION OF LISTING:** The Listing term is extended for a period of one year as to any Protected Buyer. Upon
 72 receipt of a written request from Seller or a broker who has listed the Property, Broker agrees to promptly deliver to
 73 Seller a written list of those buyers known by Broker to whom the extension period applies. Should this Listing be
 74 terminated by Seller prior to the expiration of the term stated in this Listing, this Listing shall be extended for Protected
 75 Buyers, on the same terms, for one year after the Listing is terminated.

76 ■ **TERMINATION OF LISTING:** Neither Seller nor Broker has the legal right to unilaterally terminate this Listing absent a
 77 material breach of contract by the other party. Seller understands that the parties to the Listing are Seller and the Broker
 78 (firm). Agents (salespersons) for Broker (firm) do not have the authority to enter into a mutual agreement to terminate the
 79 Listing, amend the commission amount or shorten the term of this Listing, without the written consent of the agent(s)
 80 supervising broker. Seller and Broker agree that any termination of this Listing by either party before the date stated on
 81 line 269 shall be indicated to the other party in writing and shall not be effective until delivered to the other Party in
 82 accordance with lines 206-211. CAUTION: Early termination of this Listing may be a breach of contract, causing the
 83 terminating party to potentially be liable for damages.

84 ■ **SELLER COOPERATION WITH MARKETING EFFORTS:** Seller agrees to cooperate with Broker in Broker's
 85 marketing efforts and to provide Broker with all records, documents and other material in Seller's possession or control
 86 which are required in connection with the sale. Seller authorizes Broker to do those acts reasonably necessary to
 87 effect a sale and Seller agrees to cooperate fully with these efforts which may include use of a multiple listing service,
 88 Internet advertising or a lockbox system on Property. Seller shall promptly notify Broker in writing of any potential buyers
 89 with whom Seller negotiates during the term of this Listing and shall promptly refer all persons making inquiries
 90 concerning the Property to Broker.

91 ■ **LEASED PROPERTY:** If Property is currently leased and lease(s) will extend beyond closing, Seller shall assign
 92 Seller's rights under the lease(s) and transfer all security deposits and prepaid rents (subject to agreed upon prorations)
 93 thereunder to buyer at closing. Seller acknowledges that Seller remains liable under the lease(s) unless released by
 94 tenant(s). CAUTION: Seller should consider obtaining an indemnification agreement from buyer for liabilities under the
 95 lease(s) unless released by tenants.

96 ■ **BROKER DISCLOSURE TO CLIENTS:**

97 **UNDER WISCONSIN LAW, A BROKER OWES CERTAIN DUTIES TO ALL PARTIES TO A TRANSACTION:**

- 98 (a) The duty to provide brokerage services to you fairly and honestly.
- 99 (b) The duty to exercise reasonable skill and care in providing brokerage services to you.
- 100 (c) The duty to provide you with accurate information about market conditions within a reasonable time if you request
 101 it, unless disclosure of the information is prohibited by law.
- 102 (d) The duty to disclose to you in writing certain material adverse facts about a property, unless disclosure of the
 103 information is prohibited by law. (See Lines 218-221)
- 104 (e) The duty to protect your confidentiality. Unless the law requires it, the broker will not disclose your confidential
 105 information or the confidential information of other parties. (See Lines 157-173)
- 106 (f) The duty to safeguard trust funds and other property the broker holds.
- 107 (g) The duty, when negotiating, to present contract proposals in an objective and unbiased manner and disclose the
 108 advantages and disadvantages of the proposals.

109 ■ **BECAUSE YOU HAVE ENTERED INTO AN AGENCY AGREEMENT WITH A BROKER, YOU ARE THE**
 110 **BROKER'S CLIENT. A BROKER OWES ADDITIONAL DUTIES TO A CLIENT:**

- 111 (a) The broker will provide, at your request, information and advice on real estate matters that affect your transaction,
 112 unless you release the broker from this duty.
- 113 (b) The broker must provide you with all material facts affecting the transaction, not just adverse facts.
- 114 (c) The broker will fulfill the broker's obligations under the agency agreement and fulfill your lawful requests that are
 115 within the scope of the agency agreement.
- 116 (d) The broker will negotiate for you, unless you release the broker from this duty.
- 117 (e) The broker will not place the broker's interests ahead of your interests. The broker will not, unless required by

118 law, give information or advice to other parties who are not the broker's clients, if giving the information or advice is
119 contrary to your interests.

120 (f) If you become involved in a transaction in which another party is also the broker's client (a "multiple representation
121 relationship"), different duties may apply.

122 ■ **MULTIPLE REPRESENTATION RELATIONSHIPS AND DESIGNATED AGENCY:**

123 ■ A multiple representation relationship exists if a broker has an agency agreement with more than one client who is a
124 party in the same transaction. In a multiple representation relationship, if all of the broker's clients in the transaction
125 consent, the broker may provide services to the clients through designated agency.

126 ■ Designated agency means that different salespersons employed by the broker will negotiate on behalf of you and the
127 other client or clients in the transaction, and the broker's duties will remain the same. Each salesperson will provide
128 information, opinions, and advice to the client for whom the salesperson is negotiating, to assist the client in the
129 negotiations. Each client will be able to receive information, opinions, and advice that will assist the client, even if the
130 information, opinions, or advice gives the client advantages in the negotiations over the broker's other clients. A
131 salesperson will not reveal any of your confidential information to another party unless required to do so by law.

132 ■ If a designated agency relationship is not in effect you may authorize or reject a multiple representation relationship.
133 If you authorize a multiple representation relationship the broker may provide brokerage services to more than one
134 client in a transaction but neither the broker nor any of the broker's salespersons may assist any client with
135 information, opinions, and advice which may favor the interests of one client over any other client. If you do not
136 consent to a multiple representation relationship the broker will not be allowed to provide brokerage services to more
137 than one client in the transaction.

138 **INITIAL ONLY ONE OF THE THREE LINES BELOW:**

139 _____ I consent to designated agency.

140 _____ I consent to multiple representation relationships, but I do not consent to designated agency.

141 _____ I reject multiple representation relationships.

142 NOTE: YOU MAY WITHDRAW YOUR CONSENT TO DESIGNATED AGENCY OR TO MULTIPLE REPRESENTATION
143 RELATIONSHIPS BY WRITTEN NOTICE TO THE BROKER AT ANY TIME. YOUR BROKER IS REQUIRED TO DISCLOSE TO
144 YOU IN YOUR AGENCY AGREEMENT THE COMMISSION OR FEES THAT YOU MAY OWE TO YOUR BROKER. IF YOU HAVE
145 ANY QUESTIONS ABOUT THE COMMISSION OR FEES THAT YOU MAY OWE BASED UPON THE TYPE OF AGENCY
146 RELATIONSHIP YOU SELECT WITH YOUR BROKER YOU SHOULD ASK YOUR BROKER BEFORE SIGNING THE AGENCY
147 AGREEMENT.

148 ■ **SUBAGENCY:** The broker may, with your authorization in the agency agreement, engage other brokers who assist
149 your broker by providing brokerage services for your benefit. A subagent will not put the subagent's own interests
150 ahead of your interests. A subagent will not, unless required by law, provide advice or opinions to other parties if doing
151 so is contrary to your interests.

152 **PLEASE REVIEW THIS INFORMATION CAREFULLY. A broker or salesperson can answer your questions about
153 brokerage services, but if you need legal advice, tax advice, or a professional home inspection, contact an
154 attorney, tax advisor, or home inspector. This disclosure is required by section 452.135 of the Wisconsin statutes
155 and is for information only. It is a plain language summary of a broker's duties to you under section 452.133 (2) of
156 the Wisconsin statutes.**

157 ■ **CONFIDENTIALITY NOTICE TO CLIENTS:** Broker will keep confidential any information given to Broker in
158 confidence, or any information obtained by Broker that he or she knows a reasonable person would want to be kept
159 confidential, unless the information must be disclosed by law or you authorize Broker to disclose particular information.
160 Broker shall continue to keep the information confidential after Broker is no longer providing brokerage services to you.
161 The following information is required to be disclosed by law:

- 162 1) Material adverse facts, as defined in section 452.01 (5g) of the Wisconsin statutes (lines 218-221).
- 163 2) Any facts known by the Broker that contradict any information included in a written inspection report on the property
164 or real estate that is the subject of the transaction.

165 To ensure that the Broker is aware of what specific information you consider confidential, you may list that information
166 below (see lines 168-170). At a later time, you may also provide the Broker with other information you consider to be
167 confidential.

168 **CONFIDENTIAL INFORMATION:** _____
169 _____
170 _____

171 **NON-CONFIDENTIAL INFORMATION** (The following may be disclosed by Broker): _____
172 _____
173 _____

174 ■ ~~**SELLER'S DISCLOSURE REPORT:** Wisconsin Administrative Code Chapter RL 24 requires listing brokers to
175 make inquiries of the Seller on the condition of the Property and to request that Seller provide a written response to
176 Broker's inquiry. Seller agrees to complete a seller's disclosure report to the best of Seller's knowledge. Seller agrees
177 to amend the report should Seller learn of any defect(s) after completion of the report but before acceptance of a buyer's
178 offer to purchase. Seller authorizes Broker to distribute the report to all interested parties and their agents inquiring
179 about the Property and acknowledges that Broker has a duty to disclose all material adverse facts as required by law.~~

180 ~~■ SELLER REPRESENTATIONS REGARDING DEFECTS: Seller represents to Broker that as of the date of this~~
 181 ~~Listing, if a seller's disclosure report or other form of written response to Broker's inquiry regarding the condition of the~~
 182 ~~Property has been made by the Seller, the Seller has no notice or knowledge of any defects affecting the Property other~~
 183 ~~than those noted on Seller's disclosure report or written response.~~

184 ~~**WARNING: IF SELLER REPRESENTATIONS ARE INCORRECT OR INCOMPLETE, SELLER MAY BE LIABLE FOR**~~
 185 ~~**DAMAGES AND COSTS.**~~

186 **■ OPEN HOUSE AND SHOWING RESPONSIBILITIES:** Seller is aware that there is a potential risk of injury, damage
 187 and/or theft involving persons attending an "individual showing" or an "open house." Seller accepts responsibility for
 188 preparing the Property to minimize the likelihood of injury, damage and/or loss of personal property. Seller agrees to
 189 hold Broker harmless for any losses or liability resulting from personal injury, property damage, or theft occurring
 190 during "individual showings" or "open houses" other than those caused by Broker's negligence or intentional
 191 wrongdoing. Seller acknowledges that individual showings and open houses may be conducted by licensees other
 192 than Broker, that appraisers and inspectors may conduct appraisals and inspections without being accompanied by
 193 Broker or other licensees, and that buyers or licensees may be present at all inspections and testing and may
 194 photograph or videotape Property unless otherwise provided for in additional provisions at lines 254-261 or in an
 195 addendum per lines 262-264.

196 **■ DEFINITIONS:**

197 **ADVERSE FACT:** An "adverse fact" means any of the following:

198 (a) A condition or occurrence that is generally recognized by a competent licensee as doing any of the following:

- 199 1) Significantly and adversely affecting the value of the Property;
- 200 2) significantly reducing the structural integrity of improvements to real estate; or
- 201 3) presenting a significant health risk to occupants of the Property.

202 (b) Information that indicates that a party to a transaction is not able to or does not intend to meet his or her
 203 obligations under a contract or agreement made concerning the transaction.

204 **DEADLINES - DAYS:** Deadlines expressed as a number of "days" from an event are calculated by excluding the day the
 205 event occurred and by counting subsequent calendar days.

206 **DELIVERY:** Delivery of documents or written notices related to this Listing may only be accomplished by:

- 207 1) giving the document or written notice personally to the party;
- 208 2) depositing the document or written notice postage or fees prepaid or charged to an account in the U.S. Mail or a
 209 commercial delivery system, addressed to the party, at the party's address (See lines 275, 281 and 287.);
- 210 3) electronically transmitting the document or written notice to the party's fax number (See lines 277, 283 and 289.); or,
- 211 4) as otherwise agreed in additional provisions on lines 254-261 or in an addendum to this Listing.

212 **FIXTURES:** A "fixture" is an item of property which is physically attached to or so closely associated with land so as to
 213 be treated as part of the real estate, including, without limitation, physically attached items not easily removable
 214 without damage to the premises, items specifically adapted to the premises, and items customarily treated as fixtures,
 215 including, but not limited to, all: perennial crops; garden bulbs; plants; shrubs and trees; and fences; storage buildings
 216 on permanent foundations and docks/piers on permanent foundations.

217 **CAUTION: Annual crops are not part of the purchase price unless otherwise agreed.**

218 **MATERIAL ADVERSE FACT:** A "material adverse fact" means an adverse fact that a party indicates is of such
 219 significance, or that is generally recognized by a competent licensee as being of such significance to a reasonable
 220 party, that it affects or would affect the party's decision to enter into a contract or agreement concerning a transaction
 221 or affects or would affect the party's decision about the terms of such a contract or agreement.

222 **PROCURE:** A buyer is procured when, during the term of the Listing, an enforceable contract of sale is entered into
 223 between the Seller and the buyer or when a ready, willing and able buyer submits to the Seller or the Listing Broker a written
 224 offer at the price and on substantially the terms specified in this Listing. A buyer is ready, willing and able when the buyer
 225 submitting the written offer has the ability to complete the buyer's obligations under the written offer. (See lines 57-60)

226 **PROPERTY:** Unless otherwise stated, "Property" means the real estate described at lines 2-4.

227 **PROTECTED BUYER:** Means a buyer who personally, or through any person acting for such buyer: 1) delivers to Seller or
 228 Broker a written offer to purchase, exchange or option on the Property during the term of this Listing; 2) negotiates directly
 229 with Seller by discussing with Seller the potential terms upon which buyer might acquire an interest in the Property; or 3)
 230 attends an individual showing of the Property or discusses with Broker or cooperating brokers the potential terms upon
 231 which buyer might acquire an interest in the Property, but only if Broker delivers the buyer's name to Seller, in writing, no
 232 later than three days after the expiration of the Listing. The requirement in 3), to deliver the buyer's name to Seller in writing,
 233 may be fulfilled as follows: a) If the Listing is effective only as to certain individuals who are identified in the Listing, by the
 234 identification of the individuals in the Listing; or, b) if a buyer has requested that the buyer's identity remain confidential, by
 235 delivery of a written notice identifying the broker with whom the buyer negotiated and the date(s) of any showings or other
 236 negotiations.

237 **■ NON-DISCRIMINATION:** Seller and Broker agree that they will not discriminate against any prospective buyer on
 238 account of race, color, sex, sexual orientation as defined in Wisconsin Statutes, Section 111.32 (13m), disability,
 239 religion, national origin, marital status, lawful source of income, age, ancestry, familial status, or in any other unlawful
 240 manner.

241 ■ **EARNEST MONEY:** If Broker holds trust funds in connection with the transaction, they shall be retained by Broker in
 242 Broker's trust account. Broker may refuse to hold earnest money or other trust funds. Should Broker hold the earnest money
 243 Seller authorizes Broker to disburse the earnest money as directed in a written earnest money disbursement agreement
 244 signed by or on behalf of all parties having an interest in the trust funds. If the transaction fails to close and the earnest
 245 money is disbursed to Seller, then upon disbursement to Seller the earnest money shall be paid first to reimburse Broker for
 246 cash advances made by Broker on behalf of Seller and one half of the balance, but not in excess of the agreed commission,
 247 shall be paid to Broker as Broker's full commission in connection with said purchase transaction and the balance shall belong
 248 to Seller. This payment to Broker shall not terminate this Listing.

249 ■ **UTILITY AVAILABILITY:** Seller represents that the following utility connections are located as follows: (e.g. at the
 250 lot line, on the property, across the street, unknown, etc.): electricity at lot line ; gas at lot line ;
 251 municipal sewer at lot line ; municipal water at lot line ; telephone at lot line ;
 252 other ----- ; **STRIKE AND COMPLETE AS APPLICABLE**

253 ■ **ZONING:** Seller represents that the property is zoned: PUD/Single Family Residential

254 ■ **ADDITIONAL PROVISIONS:** Seller, at Seller's cost, shall update/improve the entry to the
 255 Lake Park Villas and add signage. Signage shall be completed by May 1, 2011. Landscaping
 256 to be completed May 1, 2011.

257 _____
 258 _____
 259 _____
 260 _____
 261 _____

262 ■ **ADDENDA:** The attached addenda Exhibit 1 (Lake Park Villas Phase II Lot Price List)

263 _____
 264 _____ is/are made part of this Listing.

265 ■ **NOTICE ABOUT SEX OFFENDER REGISTRY:** You may obtain information about the sex offender registry and
 266 persons registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at
 267 <http://www.widocoffenders.org> or by telephone at (608)240-5830.

268 ■ **TERM OF THE CONTRACT:** From the 7th ~~Dec~~ day of March ~~February~~, 2011
 269 up to and including midnight of the 5th ~~15th~~ day of December ~~November~~, 2011

270 ■ **READING/RECEIPT:** BY SIGNING BELOW, SELLER ACKNOWLEDGES RECEIPT OF A COPY OF THIS
 271 LISTING CONTRACT AND THAT HE/SHE HAS READ ALL FIVE PAGES AS WELL AS ANY ADDENDA AND ANY
 272 OTHER DOCUMENTS INCORPORATED INTO THE LISTING.

273 (x) _____ City of Menasha 02/16/2011
 274 Seller's Signature ▲ Print Name Here: ▲ Date ▲
 275 140 Main Street
 276 Menasha, WI 54952-3190 (920) 967-3651
 Seller's Address ▲ Seller's Phone # ▲

277 (920) 967-5272 gkeil@ci.menasha.wi.us
 278 Seller's Fax # ▲ Seller's E-Mail Address ▲

279 (x) _____ Print Name Here: ▲ Date ▲
 280 Seller's Signature ▲

281 _____
 282 Seller's Address ▲ Seller's Phone # ▲

283 _____
 284 Seller's Fax # ▲ Seller's E-Mail Address ▲

285 (x) _____ Kim Pischke/Kris Oates Core Commercial, Inc. 02/16/2011
 286 Agent for Broker ▲ Print Name Here: ▲ Broker/Firm Name ▲ Date ▲

287 4450 W Greenville Drive
 288 Appleton, WI 54913 (920) 205-9505
 Broker/Firm Address ▲ Broker/Firm Phone # ▲

289 (920) 734-0929 kimp@corewis.com
 290 Broker/Firm Fax # ▲ Broker/Firm E-Mail Address ▲

EXHIBIT 1

- Lot 18 \$44,900
 - Lot 19 \$44,900
 - Lot 20 \$44,900
 - Lot 21 \$44,900
 - Lot 22 \$44,900
 - Lot 23 \$44,900
 - Lot 24 \$44,900
 - Lot 25 \$44,900
 - Lot 26 \$44,900
 - Lot 39 \$35,900
 - Lot 40 \$39,900
 - Lot 41 \$44,900
 - Lot 42 \$44,900
 - Lot 45 \$44,900
 - Lot 48 \$39,900
 - Lot 49 \$39,900
 - Lot 50 \$39,900
 - Lot 52 \$44,900
 - Lot 53 \$35,900
 - Lot 54 \$35,900
 - Lot 55 \$35,900
 - Lot 56 \$35,900
 - Lot 61 \$39,900
 - Lot 62 \$39,900
 - Lot 64 \$35,900
 - Lot 66 \$39,900
 - Lot 67 \$39,900
 - Lot 68 \$39,900
 - Lot 69 \$39,900
 - Lot 70 \$35,900
 - Lot 71 \$35,900
 - Lot 72 \$35,900
 - Lot 73 \$35,900
 - Lot 74 \$35,900
 - Lot 75 \$35,900
 - Lot 76 \$35,900
 - Lot 79 \$39,900
 - Lot 80 \$39,900
 - Lot 81 \$39,900
 - Lot 82 \$39,900
 - Lot 88 \$39,900
 - Lot 89 \$44,900
 - Lot 90 \$44,900
 - Lot 91 \$39,900
 - Lot 93 \$44,900
 - Lot 94 \$35,900
 - Lot 95 \$44,900
 - Lot 99 \$39,900
 - Lot107 \$39,900
 - Lot108 \$39,900
 - Lot109 \$39,900
 - Lot110 \$39,900
 - Lot111 \$39,900
 - Lot112 \$39,900
 - Lot118 \$39,900
 - Lot120 \$39,900
 - Lot121 \$39,900
 - Lot122 \$39,900
 - Lot123 \$35,900
 - Lot 124 \$44,900
 - Lot125 \$44,900
 - Lot126 \$35,900
 - Lot130 \$35,900
 - Lot131 \$35,900
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