



## Wisconsin Land Information Program County Retained Fee/Grant Report

### Instructions:

If your county has accepted a grant under s. 16.967(7) WIS STATS or retained any fees under s.59.72(5)(b) WIS STATS, submission of this report to the Wisconsin Department of Administration, Division of Intergovernmental Relations is required by June 30<sup>th</sup> of the following year in accordance with s. 59.72(2)(b) WIS STATS.

|                                                           |                                                        |                                                         |
|-----------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------------|
| County<br><b>GreenLake</b>                                | County FIPS<br><b>047</b>                              | Recording Period:<br>From Jan. 1, 2025 To Dec. 31, 2025 |
| Name of Land Information Officer<br><b>Gerald Stanuch</b> | Email Address<br><b>gstanuch@greenlakecountywi.gov</b> | Phone Number<br><b>920-294-4174</b>                     |

|                                                                                                                                                                       |                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1. Amount awarded in WLIP grants under s. 16.967(7) Wis. Stats. in the reporting period (Jan. 1 – Dec. 31, 2025)                                                      | <b>\$ 93,472.00</b>  |
| 2. Amount of document recording fees retained under s. 59.72(5) Wis. Stats. for land information in the reporting period at \$8 per document (Jan. 1 – Dec. 31, 2025) | <b>\$ 29,704.00</b>  |
| 3. Total amount of grants and retained fees provided through the WLIP in 2025                                                                                         | <b>\$ 123,176.00</b> |

### Brief narrative or bulleted summary of 2025 land information activities:

Green Lake County's land records modernization continues to move forward. Funds have allowed in-house work by the GIS Specialist to continue digital parcel mapping. The parcel mapping is now in an ongoing maintenance mode including integration of re-established PLSS (Public Land Survey System) corners.

The WLIP Grant funds were used to re-establish PLSS corners that have been unidentified for many decades. These PLSS corners provide the foundation for accurate digital parcel mapping.

Funds were used toward a part-time County Surveyor to file survey documents.

A modified DSM elevation model was created from existing LiDAR.

Updated 2025 ortho aerial imagery was collected.

Website development and maintenance is an on-going process. A hub format is being used to improve user ease of access to Land Records applications.

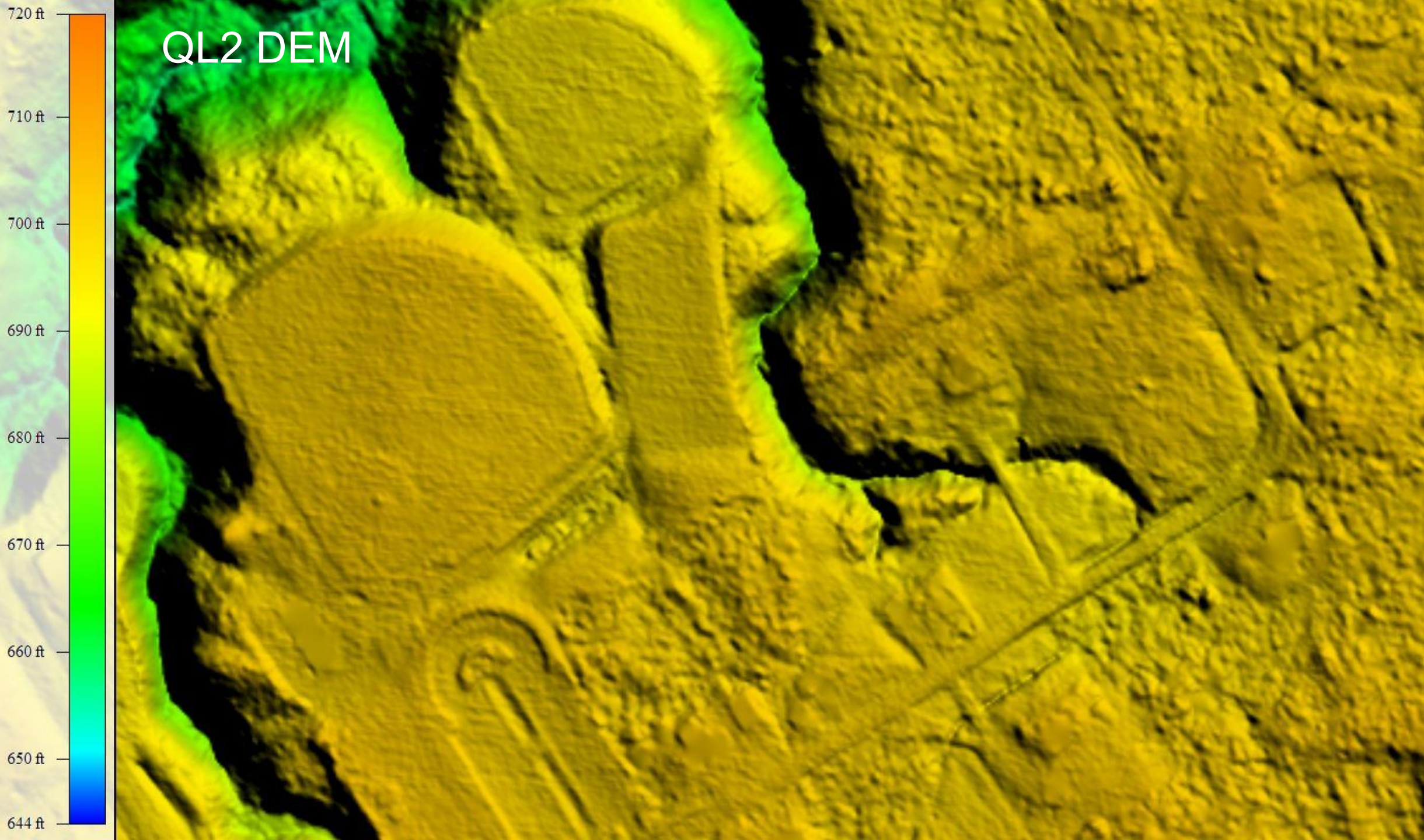
Education and Training Grant funds continue to be used for a variety of opportunities that benefit Green Lake County's effort to modernize land records and make them available to public and private entities.

**Wisconsin Land Information Program  
County Retained Fee/Grant Report – Continued**

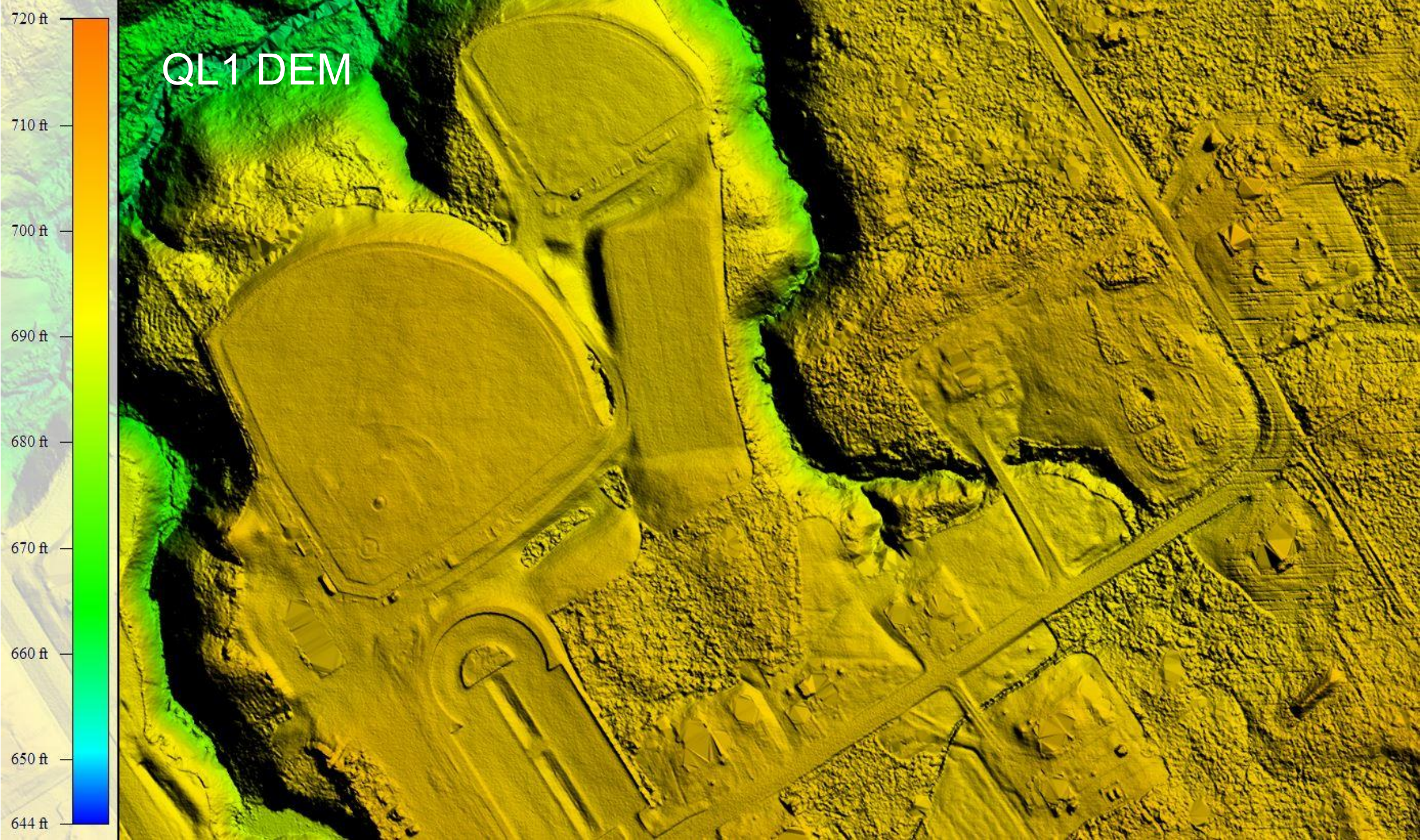
| <b>Land Info Spending Category</b><br>▼                                                                                                                                                                                                                         | <b>Project Title(s)</b><br>Expand the height of rows if you have multiple projects in a spending category. Row height will automatically expand as you type. Do not delete rows. Add rows only for "Other." | <b>Land Info Plan Citations</b><br>Page number reference | <b>Project Cost</b><br>Note unit cost and project total for each project | <b>Total Cost for Spending Category</b><br>( <u>ONE</u> total per Spending Category) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Digital Parcel Mapping</b>                                                                                                                                                                                                                                   | Parcel mapping ongoing maintenance and re-established PLSS integration                                                                                                                                      | p. 22                                                    | 417 hours x \$60 by in-house GIS Specialist                              | 25,000.00                                                                            |
| <b>PLSS</b>                                                                                                                                                                                                                                                     | Remonumented section corners with survey-grade coordinates<br>2023 BB (9 at \$1,400)                                                                                                                        | p. 22                                                    | Contract with Grothman<br>\$12,600                                       | 12,600.00                                                                            |
| <b>Other Parcel Work</b>                                                                                                                                                                                                                                        | County Surveyor – scan, index, and file survey plats                                                                                                                                                        | p. 28                                                    | 135 hours x \$75 by contracted County Surveyor                           | 10000.00                                                                             |
| <b>LIDAR</b>                                                                                                                                                                                                                                                    | Ayres, DSM                                                                                                                                                                                                  | p. 24                                                    |                                                                          | 3,500.00                                                                             |
| <b>Orthoimagery</b>                                                                                                                                                                                                                                             | Countywide Aerial Imagery<br>20,000 Land Info - SI grant waiver<br>856 Land Info - retained fees<br>(37,544 NG911 grant)<br>(10,000 NMM non-metallic mining)<br>(68,400)                                    | p. 24                                                    | Contract with Ayres (WROC)<br>\$20,000<br>\$856                          | 20,856.00                                                                            |
| <b>Address Points</b>                                                                                                                                                                                                                                           |                                                                                                                                                                                                             |                                                          |                                                                          | 0.00                                                                                 |
| <b>Street Centerlines</b>                                                                                                                                                                                                                                       |                                                                                                                                                                                                             |                                                          |                                                                          | 0.00                                                                                 |
| <b>Software</b>                                                                                                                                                                                                                                                 | -GPS surveying equipment, Emlid Flow Survey<br>-GIS Online                                                                                                                                                  | p. 26                                                    | \$240<br>\$161.64                                                        | 401.64                                                                               |
| <b>Hardware</b>                                                                                                                                                                                                                                                 |                                                                                                                                                                                                             |                                                          |                                                                          |                                                                                      |
| <b>Website Development/ Hosting Services</b>                                                                                                                                                                                                                    | Maintain existing websites, portals, services, and back-end databases while developing new features                                                                                                         | p. 20                                                    | 167 hours x \$60 by in-house GIS Specialist                              | 10,000.00                                                                            |
| <b>Administrative Activities and Management</b>                                                                                                                                                                                                                 | -Large format printer supplies<br>-Outreach (County Fair etc.)<br>-Office chair, camera, office supplies<br>-Survey GPS monument marker posts (HARN)                                                        | p. 27<br>p. 27<br>p. 26<br>p. 26                         | \$768.10<br>\$1,962.37<br>\$762.58<br>\$1,480.58                         | 4,973.63                                                                             |
| <b>Training and Education</b>                                                                                                                                                                                                                                   | -WLIA Annual Conference<br>-EWUG Annual Conference<br>-WSLS Annual Institute<br>-WCSA<br>-Training materials<br>-UW GeoSpatial Summit                                                                       | p. 26                                                    | \$1,458.40<br>\$626<br>\$779<br>\$250<br>\$203.17<br>\$19.50             | 3,336.07                                                                             |
| <b>Other</b>                                                                                                                                                                                                                                                    |                                                                                                                                                                                                             |                                                          |                                                                          | 0.00                                                                                 |
| <b>TOTAL</b>                                                                                                                                                                                                                                                    |                                                                                                                                                                                                             |                                                          |                                                                          | <b>\$ 90,667.34</b>                                                                  |
| Amount of retained fees and grants <b>spent</b> on land records modernization in the reporting period<br>Note: Total may be more or less than the amount of grants awarded and fees retained in 2025, because some funds may be carried over from year to year. |                                                                                                                                                                                                             |                                                          |                                                                          |                                                                                      |

# Comparisons of new QL1 Lidar to older QL2 Lidar

QL2 DEM



QL1 DEM



# QL1 Profile

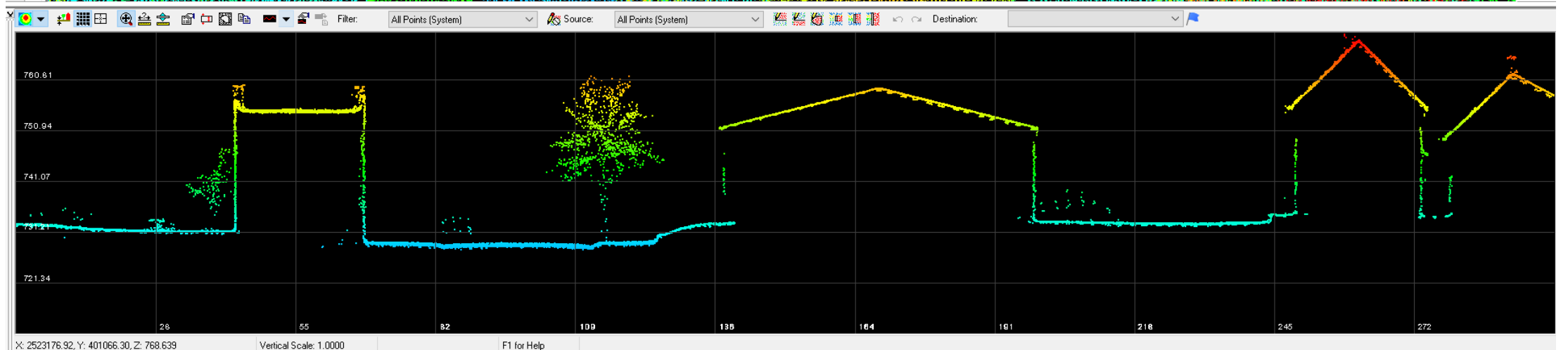
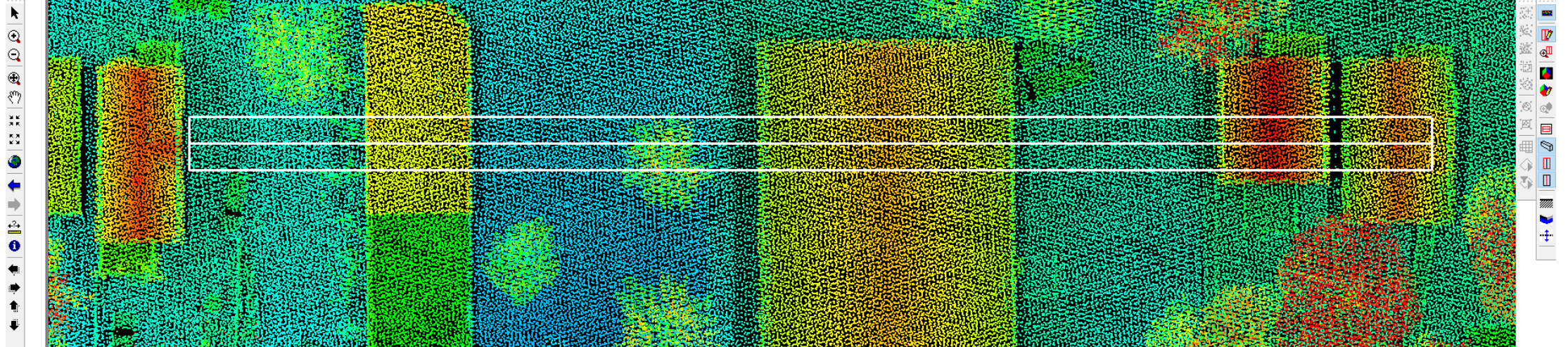
LP360

File Edit View Help

Active LAS Layer: LAS Layer\_1 189,218 Points (100.00%) Filters: All Points (System) Source: All Points (System) Destination: 2 Ground

Jump Amount (%): Target:

Control Points: None Elevation Field: Drive Mode: Layer: [None]



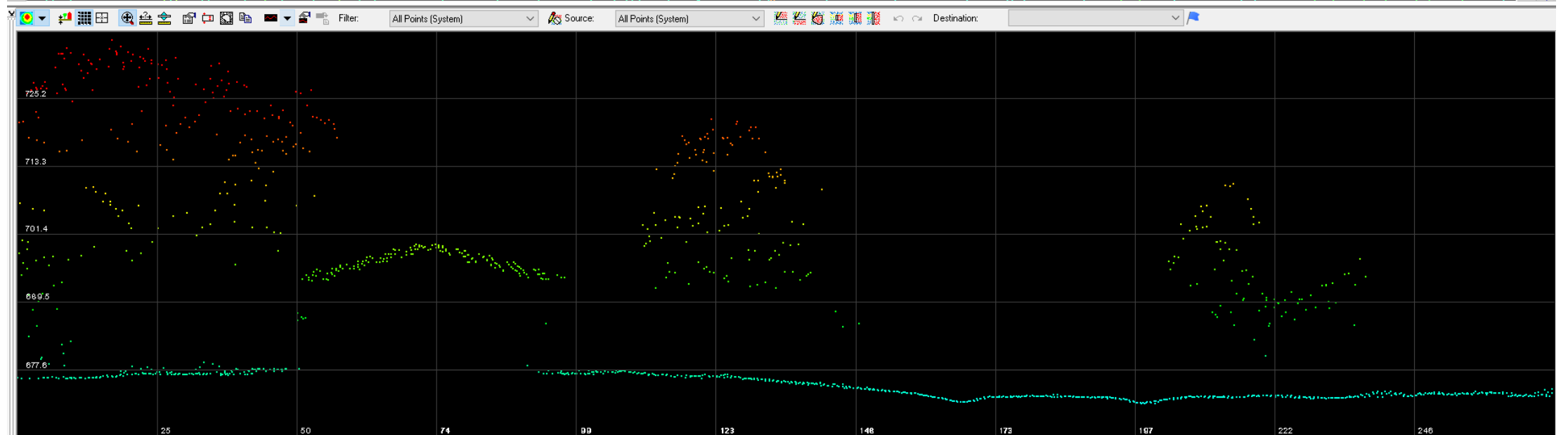
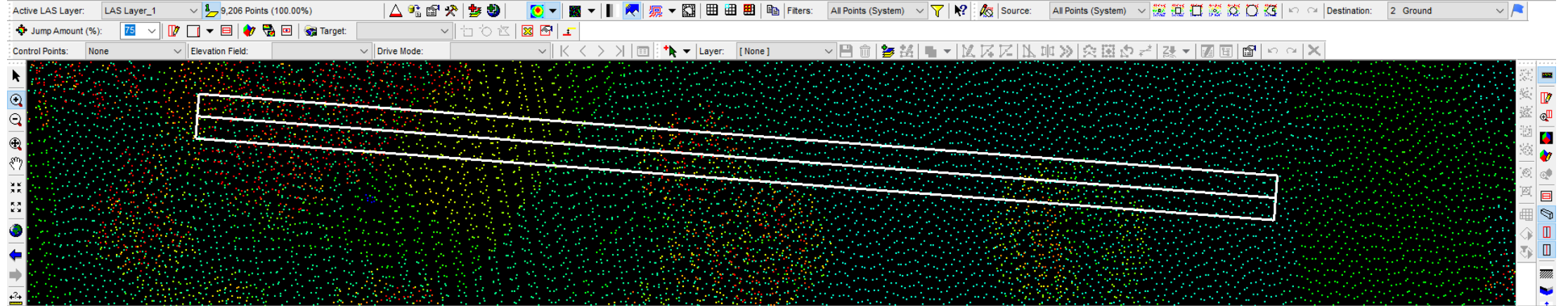
X: 2523176.92, Y: 401066.30, Z: 768.639 Vertical Scale: 1.0000 F1 for Help 2523041.45 401093 Feet 1:279

Drawing map complete.

# QL2 Profile

LP LP360

File Edit View Help



Drawing map complete.

2522867.68 441089 Feet 1:290

# 3DEP Timeline, 2025-27



July - September 2025: Budgeting discussions

**September 2025:** Sign letter of intent to be part of 3DEP grant

January-Feb 2026: Grant award notification and contracting

March - May 2026: Lidar flight occurs

June 2026 – October 2027: Lidar processing and USGS QC/approval

Winter 2027/Spring 2028: Lidar enhancement processing and delivery





## Green Lake County, WI Media Conversion Agreement

**Clint Heitz**  
**Partner Relationship Manager**  
**Office: (563) 345-1239**  
**Mobile: (563) 200-2598**  
**Email: [clinth@fidlar.com](mailto:clinth@fidlar.com)**

# Green Lake County, WI

## Statement of Work

| Book Type                               | Volume Range             | # of Books |
|-----------------------------------------|--------------------------|------------|
| Mortgage Books - Bound                  | Vols. A-Z, 26-51 portion | 47         |
| Mortgage Books - Mechanical, Typed      | Vols. 38,42,45,47,49     | 5          |
| Mortgage Books - Mechanical, Photostat  | Vols. 52-95              | 44         |
| Satisfaction & Assignment Books - Bound | Vols. 1-20               | 20         |
|                                         |                          |            |

\*\*DRIVE SPACE REQUIRED: 7.59GB\*\*



## Investment Summary: Fidlar Services Description

### ✓ ***Scan & Capture***

Professionally trained and qualified personnel, utilizing state-of-the-art scanning equipment and processes, will scan the books. During this phase, the following activities will occur: travel, configuration of scanning equipment and computer peripherals, inventory, inspection, handling and scanning, and content inspection. The end result is a set of digitized images that will be enhanced and imported into your system.

### ✓ ***Image Cropping, Border Removal & Image Enhancements***

Utilizing customizable and automated image enhancement software, excess borders will be removed and the images will be enhanced into a usable state. Pages with multiple documents on a page will have unwanted documents masked, so that only one document is visible at a time. Page numbers, page margins, and the overall format of the page will not be changed. Images will go through single inspection at 98.5% accuracy.

### ✓ ***Grouping/Naming of Images***

The images will be grouped into unique documents and named with the appropriate document number. The accuracy of grouping/naming is 98.5%. AVID will offer the county the ability to manipulate images returned from their imaging project for cleanup purposes: moving, copying, splitting and deleting images. Images that cannot be corrected using AVID and require further manipulation, will be done so at the county's expense.

### ✓ ***Indexing Services (Optional, See Page 6)***

If you would like to include CONDOR indexing services to this contract, please fill out page six and select the necessary type of indexing within the CONDOR Addendum.

### ✓ ***Project Resources Management & Import***

Fidlar utilizes many resources in the management of the complete project from start to finish. This includes coordinating and scheduling all project resources, importation of all document images and document number index files into your Fidlar system, and configuring your Fidlar system for immediate access to newly imported documents via Laredo, Tapestry, and AVID. The imported documents will also be made available for back indexing in AVID if desired.



## Estimated Investment Summary: Professional Services Rendered

In exchange for products and services outlined in this Professional Services Agreement, Green Lake County agrees to pay Fidlar Technologies the total amount due in the following payment schedule:

- ✓ **Scan, Capture, & Image Processing** **\$77,675.58**
  - **Includes Scanning, Image Cropping, Border Removal, Image Enhancements & Grouping/Naming of Images**
- ✓ **Project Resource Management & Import** **\$12,945.93**

**TOTAL INVESTMENT** **\$90,621.51**

**\*Totals are based on 24-hour on-site access for scanning (Estimated Days On-Site: 5).**

**\*\*Total Investment is based on estimated quantities. Final invoice will reflect actual quantities.**

### Billing Milestones

1. 25% due upon signing of this Professional Services Agreement.  
[\\$ 22,655.38](#)
2. 50% due upon scanning completion.  
[\\$ 45,310.76](#)
3. Balance due upon completion of importing of documents/images (based on actual quantities of scanned and processed images), with prior approval by County Recorder if the total investment exceeds the estimate.  
[\\$ 22,655.37 \(\\*\\*Estimated\)](#)

**\*\* Your final invoice will be charged based upon the final document count after grouping and naming. This charge may vary from the estimated count found during discovery.**

These payments are not "deferred payments" under section 3.10 and are subject to County's statutory claims procedure.



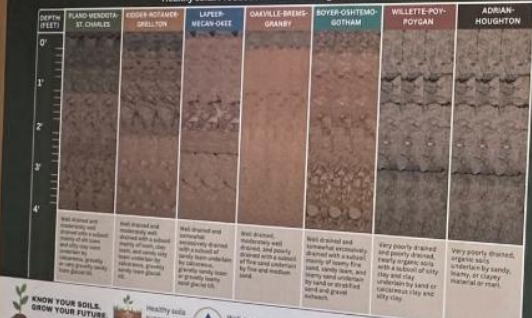
Green Lake Area Chamber of Commerce





# GREEN LAKE COUNTY GENERAL SOILS

Soil Profiles 0-4 Feet  
Healthy soils. Productive fields. A strong future.



**KNOW YOUR SOILS. GROW YOUR FUTURE.**

Healthy soils support crop production.

Well-managed soils protect our water and environment.

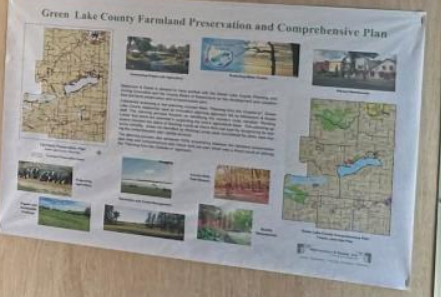
Sustainable practices today protect our land for tomorrow.

**GREEN LAKE COUNTY Wisconsin**

## THE VALUE OF SHORELAND ZONING



## Green Lake County Farmland Preservation and Comprehensive Plan



Peter Tonn Enterprises LLC, dba I39 Supply

N6100 Johnson Rd  
Portage, WI 53901  
(608)742-6223  
office@i39supply.com  
www.i39supply.com



## Invoice

Bill To:

Green Lake County Land Conservation

Ship To:

Invoice #: INV-0016235

Invoice Date: 2/12/2026

Due Date: 2/12/2026

SALES REP

How did you hear about us?

P.O. Number:

AAF

| Item           | Description                                                                                                                                                                                                                                                                                                                                           | Qty | Rate      | Amount     |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------|------------|
| Dark Horse ... | 8.5 x 18 Enclosed 2500 Series (GREEN LAKE COUNTY)<br>Vin # TBD<br>- Color: White<br>- 90" int height<br>- 84" Door height<br>- V-Nose<br>- Tandem 3500 Drop Axles<br>- Rear Ramp Door with 2' Beavertail<br>- 36" Curbside man door with 78" height with rv latch, deadbolt and key lock. (NO BAR LATCH)<br>- Curbside Vendor Window 4' x 8' with Gas | 1   | 11,850.00 | 11,850.00T |

**Subtotal**

**Sales Tax (0.0%)**

**Payments/Credits**

**Balance Due**

**Total**

### FOR DEALER USE ONLY

\*Received Maintenance, Greasing, Lug Check Information  
\*Received Certificate of Origin  
\*Informed of Trailer Warranty

X: \_\_\_\_\_

Thank you for your business! We appreciate any and all feedback on our Google listing.  
Don't forget to like us on Facebook and follow us on Instagram.  
Cheers!

Peter Tonn Enterprises LLC, dba I39 Supply

N6100 Johnson Rd  
Portage, WI 53901  
(608)742-6223  
office@i39supply.com  
www.i39supply.com



Invoice #: INV-0016235

Invoice Date: 2/12/2026

Due Date: 2/12/2026

## Invoice

Bill To:

Green Lake County Land Conservation

Ship To:

SALES REP

How did you hear about us?

P.O. Number:

AAF

| Item  | Description                                                                                                                                                                                                                                           | Qty | Rate   | Amount  |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------|---------|
|       | Struts. Please plywood over inside as this will be for a display on the outside only and do not need the cut out pass through.<br>CALL ME IF THIS DOESN'T MAKE SENSE<br>- Flip Down Leg/Stabilizer jacks underneath rear of trailer<br>- Bogie Wheels |     |        |         |
| Misc. | ADDED HEIGHT (Trailer will be 90" door height and 84" door height)                                                                                                                                                                                    |     | 500.00 | 500.00T |

Due to Manufactuer surcharges, we can not guarantee pricing on any trailer not currently in stock.

### FOR DEALER USE ONLY

\*Received Maintenance, Greasing, Lug Check Information  
\*Received Certificate of Origin  
\*Informed of Trailer Warranty

X: \_\_\_\_\_

|                  |             |
|------------------|-------------|
| Subtotal         | \$12,350.00 |
| Sales Tax (0.0%) | \$0.00      |
| Payments/Credits | \$0.00      |
| Balance Due      | \$12,350.00 |
| Total            | \$12,350.00 |

Thank you for your business! We appreciate any and all feedback on our Google listing.  
Don't forget to like us on Facebook and follow us on Instagram.  
Cheers!

July 7, 2026

Gerald Stanuch  
GIS Specialist/LIO  
Green Lake County  
920-294-4174

Re: Green Lake County – lidar project profile 2026-2028

Dear Gerald,

Thank you for the opportunity to present this lidar project profile to Green Lake County. This letter includes information for planning for your next lidar project, including federal funding opportunities, lidar base specifications, and enhancements and derivatives for your consideration. We are proposing a QL1 Lidar project starting next year and culminating in 2028.

### Lidar Project

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Lidar technology has been used in Wisconsin since the early 2000's for high accuracy topographic mapping. Green Lake County's most recent Lidar project was collected at QL2 specifications in 2018. There have been changes in the landscape and infrastructure development over that time. In addition, advancements in lidar technology and federal funding opportunities sped up the timeline for updating Lidar across Wisconsin. The 2026 lidar projects will be the most accurate countywide datasets in Wisconsin due to improved technology and new specifications.

Justifications for updating lidar to updated specs:

- Unique opportunity for funding a QL1 lidar project
- Recent and sustained success with federal partnerships
- Applying for a federal grant with a group of counties improves likelihood of success
- USGS-3DEP partnerships are funded for 2026
- Current Lidar will be 8 years old

### Fox River Watershed - Opportunity for Federal Funding across the Region

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A group of counties within the Fox River Watershed in Wisconsin are planning to apply for 3DEP funding to help fund Lidar in 2026. This group is made up of counties that are flying Lidar to achieve Quality Level 1 standards. The group application for funding is built on the success of 3DEP funding that we secured in 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, and 2025 for Wisconsin Lidar projects. The USGS is now prioritizing regional lidar projects, mostly to achieve hydrography consistency within watersheds. This approach strengthens regional applications and also causes standalone county applications to be less desirable to be awarded federal funding. The Fox River Watershed application will be a desired geography to be considered for partner funding and has already been identified by federal partners as an area of interest for 3DEP funding.

### Lidar advancements since 2018

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- Point density increases
  - QL2 equates to 2 points per square meter
  - QL1 equates to 8 points per square meter
- Vertical accuracy improves to 10 cm RMSEz
- Data supports 1-ft contour interval, 1-ft pixel DEM, and generation of countywide 3D buildings
- Improved above ground classifications

## Lidar Data Deliverables

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Base USGS QL1 project datasets and reports:

- Base classified point cloud (does not include buildings or veg), LAS format
- Hydro flattening breaklines (100-ft streams and 2 acre ponds), ESRI shapefile format
- Bare earth DEM, 32-bit floating point grid
- Vertical accuracy report (NVA and VVA)
- Data acquisition and processing QC reports
- Tile schematic, ESRI shapefile format

## Wisconsin Recommended Lidar Enhancement Package

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- Improved hydro breaklines (20-ft and wider streams and 2 acre and larger ponds)
- 1-ft contours (topologically cleaned, all types)
- Automated classification of buildings and vegetation
- Bare earth dataset – class 2 ground points only
- Intensity imagery
- Digital surface model

## Additional Lidar Enhancements and Derivatives for consideration

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- Ayres Lidar Online web application
- Further improved hydro breaklines (8-ft streams, 1-acre ponds)
- 2D building outlines
- 2D Tree Canopy generated from High vegetation classified points
- 6% / 12% / 20%+ countywide slope model
- Culvert collection and hydro-enforced DEM
- \*Closed depression mapping
- \*Accumulated Flow model and catchments
- \*EVAAL Soil Erosion Vulnerability Assessment
- \*Agricultural Conservation Planning Framework datasets
- Slope Indicators
- Tree heights
- Min/Max building heights
- Highway Modeler (road cross sections)
- Flood Hazard Viewer application

\*Requires culverts to be collected as a prerequisite

## Cost Breakdown – QL1 Lidar with 3DEP funding

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The Green Lake County Lidar project area is shown as Exhibit A at the end of this proposal. The AOI is a custom buffer around the county boundary. The lidar figures are pending successful USGS grant application. We have listed the expected project cost breakdown below. County fees are in **bold**.

Base Project to meet QL1 specs for 386 sq miles at \$281 per sq mile: \$108,466.00

- USGS and other partners: \$66,006.00
- Green Lake County cost share: **\$42,460.00**

Wisconsin Recommended Lidar Enhancement Package: **\$41,200.00**

- Improved hydro breaklines
- 1-ft contours
- Automated classification of buildings and vegetation
- Bare earth dataset
- Intensity imagery
- Digital surface model

Ayres Lidar Online: **\$11,000.00** year 1; \$3,200 each subsequent year

Conservation Enhancement Package: **\$67,700.00 total**

- Further improved hydro breaklines: \$16,700
- Culvert Collection and Hydro-enforced DEM: \$22,800
- Closed depression mapping: \$9,800
- Flow accumulation and catchment mapping: \$14,900
- Slope Model (6%-12%, 12%-20%, 20%+): \$3,500

Additional Lidar enhancements and derivatives for consideration:

- 2D building outlines: \$24,200
- 2D tree canopy polygons: \$17,300
- \*EVAAL: \$16,200
- \*ACPF datasets: \$23,800
- Slope Indicators: \$6,700
- Highway Modeler (road cross sections): \$12,200
- Flood Hazard Viewer application: \$6,400
- Tree heights: \$10,600
- Min/Max building heights: \$6,700

### Contracting and Invoicing

The County would enter into a partnership agreement with WI DOA – WLIP for the USGS 3DEP cost share amount. Green Lake County would contract directly with Ayres Associates for the lidar enhancements and derivatives. The invoicing to the County would be split between 2026, 2027, and 2028 as shown below.

|      |                                                          |              |
|------|----------------------------------------------------------|--------------|
| 2026 | QL1 Lidar base project cost share:                       | \$ 42,460.00 |
| 2027 | Recommended Enhancements Package and Ayres Lidar Online: | \$ 52,200.00 |
| 2028 | Conservation Enhancement Package:                        | \$ 67,700.00 |

### Timeline

The lidar base project would be acquired under a USGS contracting vehicle. Ayres is a subconsultant on the base project for lidar editing and land survey phases. Once the USGS has performed QA/QC on the base project deliverables from its contractor, the datasets will be approved, and the County will receive a copy of the deliverables. Ayres will begin the enhancement and derivative processing as soon as the base data is available. Final deliverables from Ayres will be ready 8 months after USGS accepts the base project deliverables. The lidar enhancements and derivatives delivery timeline is expected to be between the winter of 2027 and summer of 2028.

Thank you for your consideration regarding this important project for Green Lake County. If you have any questions about the proposed services, please feel free to contact me at 715.306.0134.

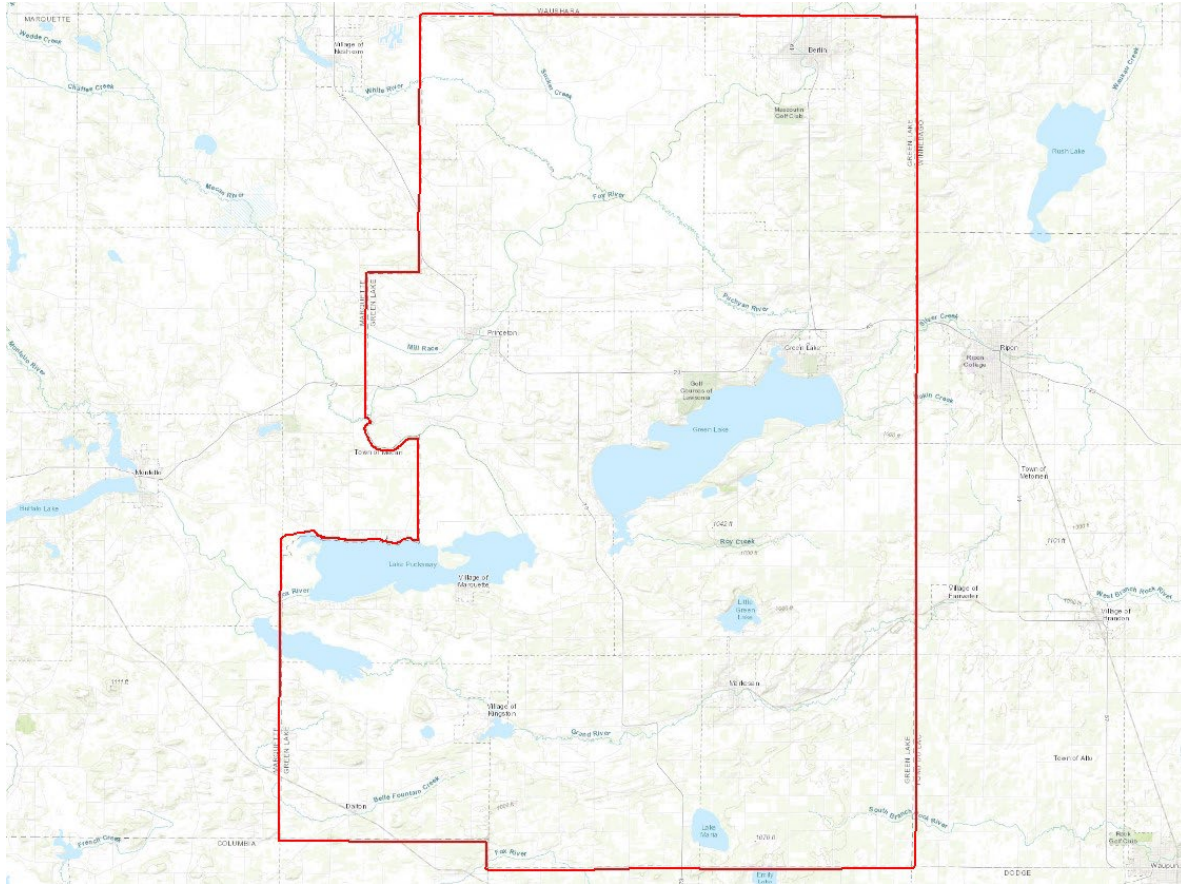
Sincerely,



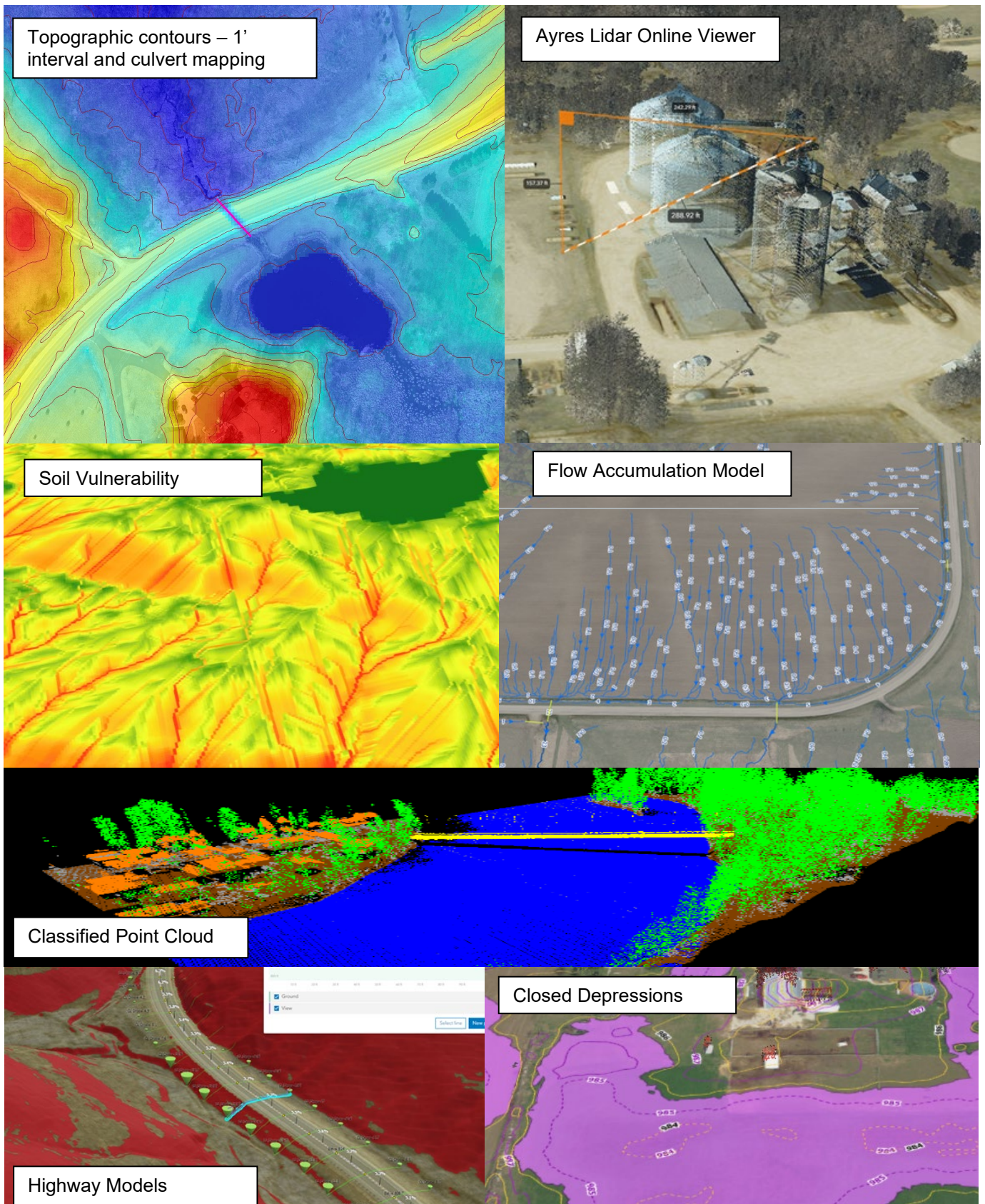
Niklas Anderson, GISP  
Ayres Associates  
Geospatial Project Manager  
Direct: 715.306.0134  
AndersonN@AyresAssociates.com

## Exhibit A

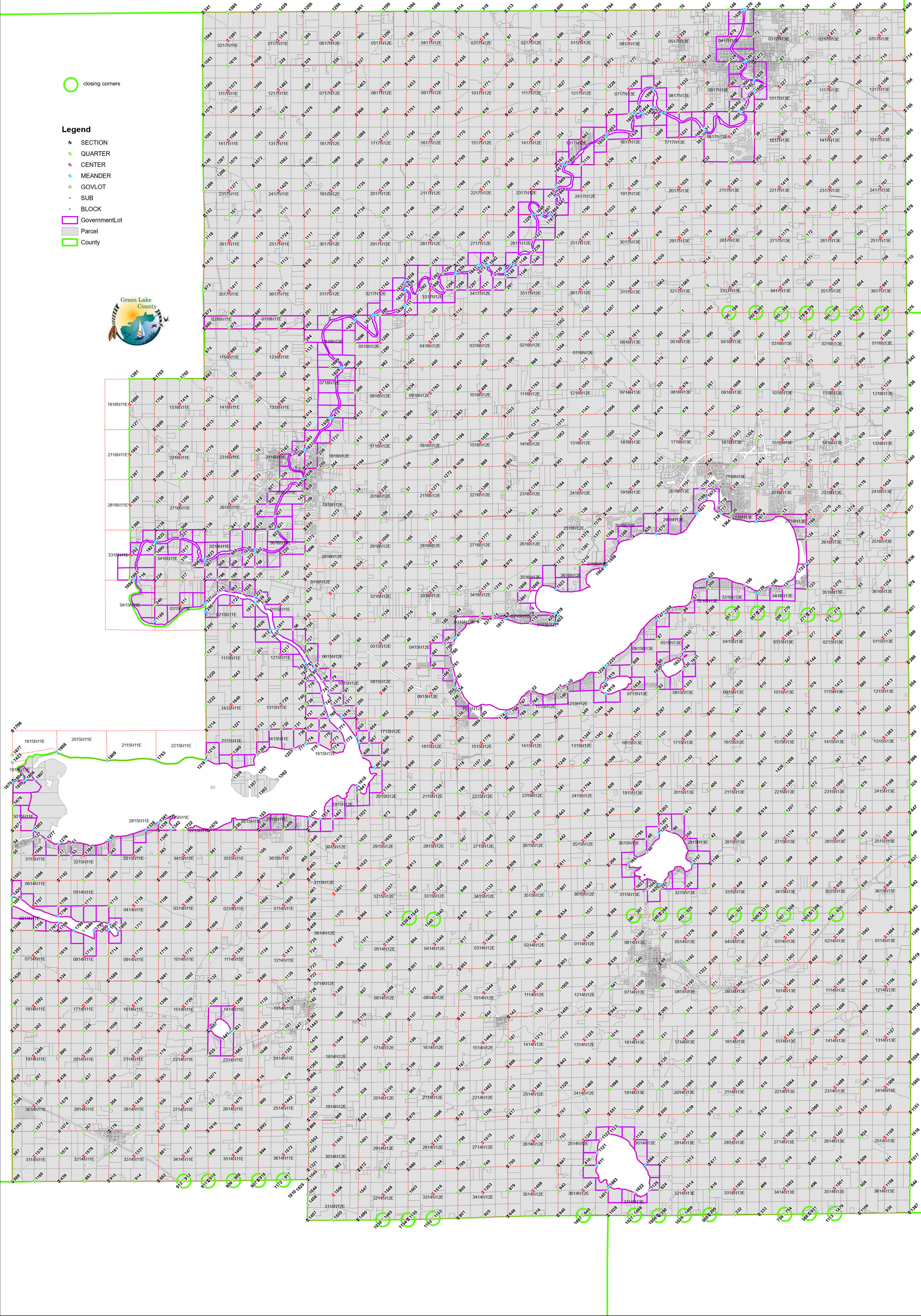
### Project Boundary



## Lidar Derivative Datasets



PLSS (Public Land Survey System) Corners



# BEAR GRAPHICS

THE ONE SOURCE SOLUTION FOR PRINTING NEEDS

## Quotation

### PROPOSAL FOR

Green Lake County-Planning/Zoning/Surveying  
Al Shute, Jerry Stanuch  
Green Lake, WI 54941  
PH:920-294-4175. Fax: 920-492-4104.

### PROPOSED BY

Marty Fannin  
Appleton, WI 54914  
PH/Fax: 920-364-9478  
voice mail: 1-800-325-8094 ext: 142

### SUBJECT

Green Lake County Road Map  
24 x 36 flat size. Printed 4 color process 2 sides  
8 accordion folds and 2 right angle folds ( same as sample )

### DATE PREPARED

12-12-2008

| QUANTITY                                                                                                          | DESCRIPTION                                       | UNIT PRICE | AMOUNT                      |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------|-----------------------------|
| 5,000                                                                                                             | map as described above. 60# uncoated paper stock. | Lot Price: | \$3686.66<br>(74 cents/ea.) |
| 7,000                                                                                                             | same as above                                     | Lot Price: | \$4413.33<br>(63 cents/ea.) |
| 10,000                                                                                                            | same as above                                     | Lot Price: | \$5353.33<br>(54 cents/ea.) |
| *Delivery: 15-20 working days after proof approval. We will lose 4 working days because of the upcoming holidays. |                                                   |            |                             |
| *Split billing available to accommodate 2008 & 2009 budgets                                                       |                                                   |            |                             |

### COMMENTS

-Pricing based upon final review of customer supplied artwork/disk/file.  
-Pricing includes 1 proof shipped to customer for approval. Additional proofs at customers expense, + freight.  
-Pricing valid until January 31, 2009

### SALESPERSON

Marty Fannin

### DATE OF PROPOSAL

December 12, 2009

### PHONE NUMBER

see above.

### TERMS

30 DAYS

### F.O.B.

Sioux City, IA

### DELIVERY DAYS

15-20 working days

### PROP. IS EFF. UNTIL

1-31-2009

All proposed prices are for immediate acceptance unless otherwise stated, and are subject to change without notice. Shipment will be made as indicated after receipt of confirming order or return of approved proofs.

### Order Acceptance

Please enter our order for the items specified above.

### PURCHASER

BY

DATE

## BEAR GRAPHICS

THE ONE SOURCE SOLUTION FOR PRINTING NEEDS

Marty Fannin

Specializing in Business Forms • Letterhead • Envelopes  
Brochures • Labels • Calendars • Promotional Products

1808 West Pine Street  
Appleton, WI 54914  
mfannin@beargraphics.com

1.800.325.8094 ext. 142  
Phone/Fax 920.364.9478  
www.beargraphics.com

**From:** Jeff Blanner <jeff@governmentformsandsupplies.com>

**Sent:** Tuesday, June 23, 2026 10:31 AM

**To:** Stanuch, Gerald <gstanuch@greenlakecountywi.gov>

**Subject:** RE: Quote Information

Gerald,

My apologies for the delay! This was a tough one to track down!

I have quoted this as a repeat of your last job with the new art you sent.

5000 Green County Maps- \$4965

7000 Green County Maps- \$5675

Let me know if you have any questions and how you would like to proceed. Obviously this has increased a bit since 2008, but not terribly I thought 😊

Thank you and have a great rest of your day!



**Jeff Blanner**  
National Account Manager  
toll free: 844-224-3338  
[www.governmentformsandsupplies.com](http://www.governmentformsandsupplies.com)

Proud Member: W.M.C.A. Wisconsin Municipal Clerks Assoc.

Proud Supporter: W.C.C.A. Wisconsin County Clerks Assoc. • W.C.T.A. Wisconsin County Treasurers Assoc.  
M.T.A.W. Municipal Treasurers Assoc. of WI • W.C.C.O. Wisconsin County Constitutional Officers



Friday, June 12, 2026

Estimate #: 218047

**Gerald Stanuch**

Green Lake County Highway Department

Green Lake WI 54941

We are pleased to submit the following estimate as requested, based on the specifications provided. Please note price is subject to review of art and good for 30 days.

**Description:**

Green Lake County Road Map  
24 x 36 flat folded to 4 x 8  
4/4 process, bleeds  
60# White Uncoated Opaque Text  
Print, trim, accordian fold 8 times, right angle fold 2 times, shrink wrap in 25's and pack 250 qty per carton

\*Price does not include shipping\*

**We understand that you will be providing:**

File

| Quantity | 5,000    | 5,500    | 6,000    | 6,500    | 7,000    |
|----------|----------|----------|----------|----------|----------|
| Price    | 7,201.57 | 7,421.28 | 7,634.17 | 7,886.59 | 8,099.65 |

If you have any questions or need further information, please email or call your representative. Thank you for the opportunity.

*House Accounts*

Your signature below is approval to proceed with project at indicated price based upon noted specifications. All quotes subject to availability and prevailing price of materials at time of order.

Customer Approval

Date

Accepted Payment methods include credit card (3.5% fee), ach or check.  
Please contact [accounting@burtonmayer.com](mailto:accounting@burtonmayer.com) for terms.

N88W13901 Main Street, Suite 200 Menomonee Falls, Wisconsin 53051  
262.781.0770 | FAX 262.251.1550 | [sales@burtonmayer.com](mailto:sales@burtonmayer.com)

**From:** Jim Robeson <jimr@envision-ink.com>  
**Sent:** Friday, August 21, 2026 10:00 AM  
**To:** Stanuch, Gerald <gstanuch@greenlakecountywi.gov>  
**Subject:** Re: Road Maps

Size: 24" x 36  
Stock: 60# offset  
Ink: 4 color 2 sides  
Bindery: fold to 4" x 8"

1,000 = \$2883  
2,000 = \$3419  
3,000 = \$3918

Jim Robeson  
Envision-Ink Printing Solutions  
2730 W American Drive  
Neenah, WI 54956  
920-485-1971  
Cell: (920) 379-7700



3041 Glendale Ave.  
Green Bay, WI 54313

August 19, 2026

Green Lake County  
571 CTY RD A  
Green Lake, WI 54941

## QUOTATION #349379

Description: Map

Quantity: varies - see below

Size: 24 x 36 folded to 8x4

Prep: Print ready PDF provided

Proof: PDF

Stock: 60# white offset text

Ink: 4/4, no bleeds

Bindery: Trim, fold, band in 25's, bulk box

Delivery: FOB Green Lake, WI

Price:

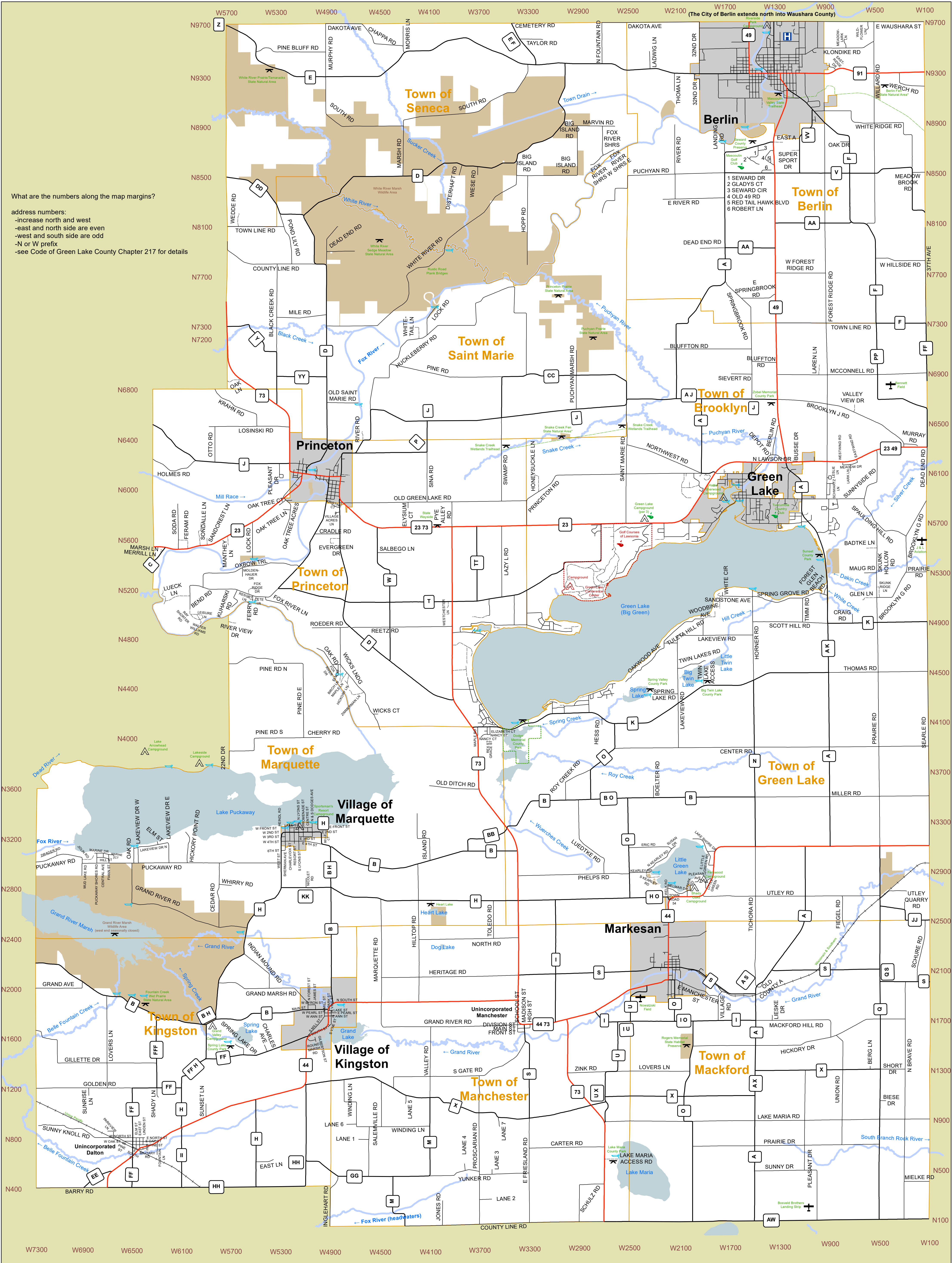
| Quantity | Price      | \$/unit  |
|----------|------------|----------|
| 1,000    | \$1,517.28 | \$1.5173 |
| 2,000    | \$1,930.29 | \$0.9651 |
| 3,000    | \$2,329.91 | \$0.7766 |
| 4,000    | \$2,743.88 | \$0.6860 |
| 5,000    | \$3,141.78 | \$0.6284 |

Thank you for the opportunity to provide you with this quotation.

**Prices are valid for 30 days.**

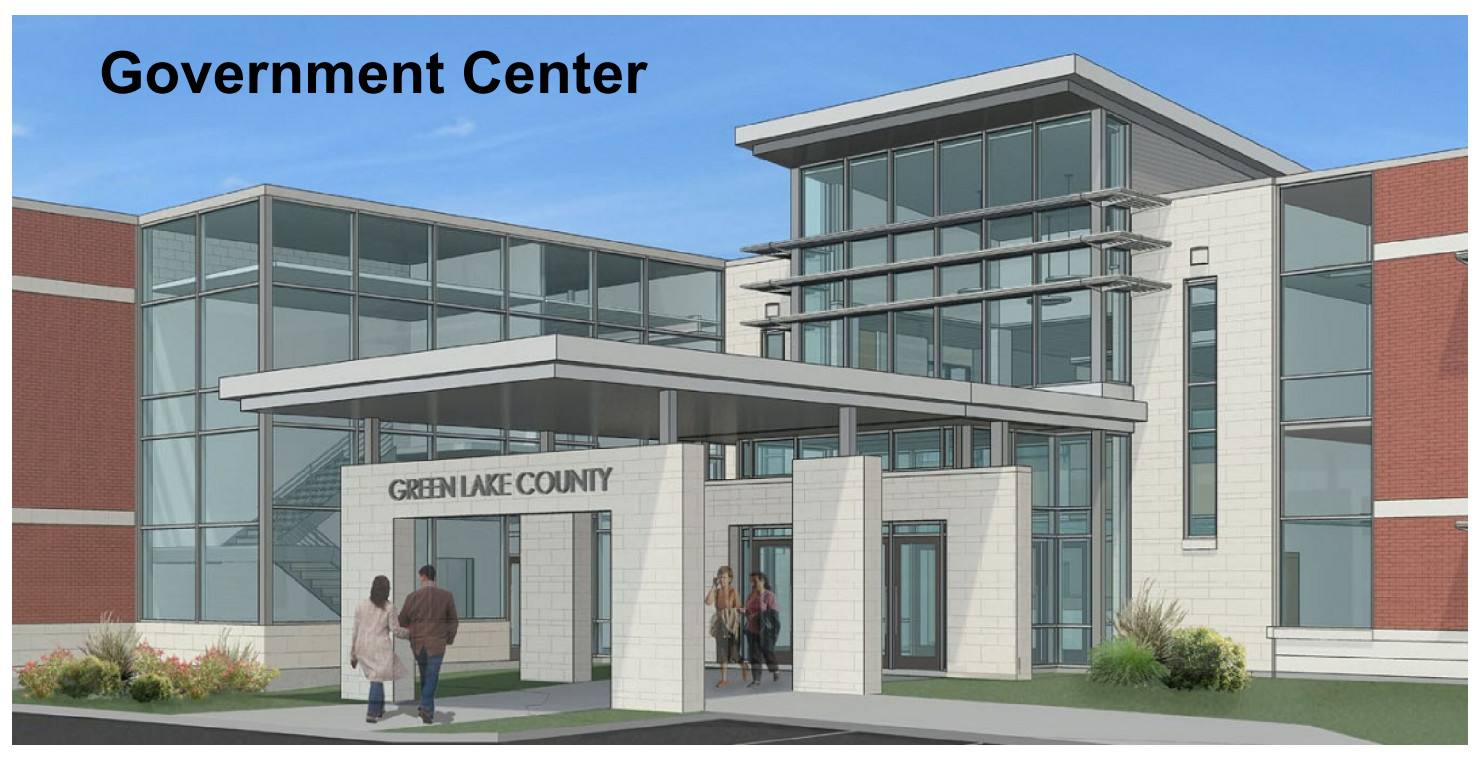
Lisa Williamsen / Phone: (920) 680-3627 / [lisa@ipgprints.com](mailto:lisa@ipgprints.com)

*Credit Card Payments will be charged a 3.25% processing convenience fee.*



What are the numbers along the map margins?

address numbers:  
-increase north and west  
-east and north side are even  
-west and south side are odd  
-N or W prefix  
-see Code of Green Lake County Chapter 217 for details



### Legend

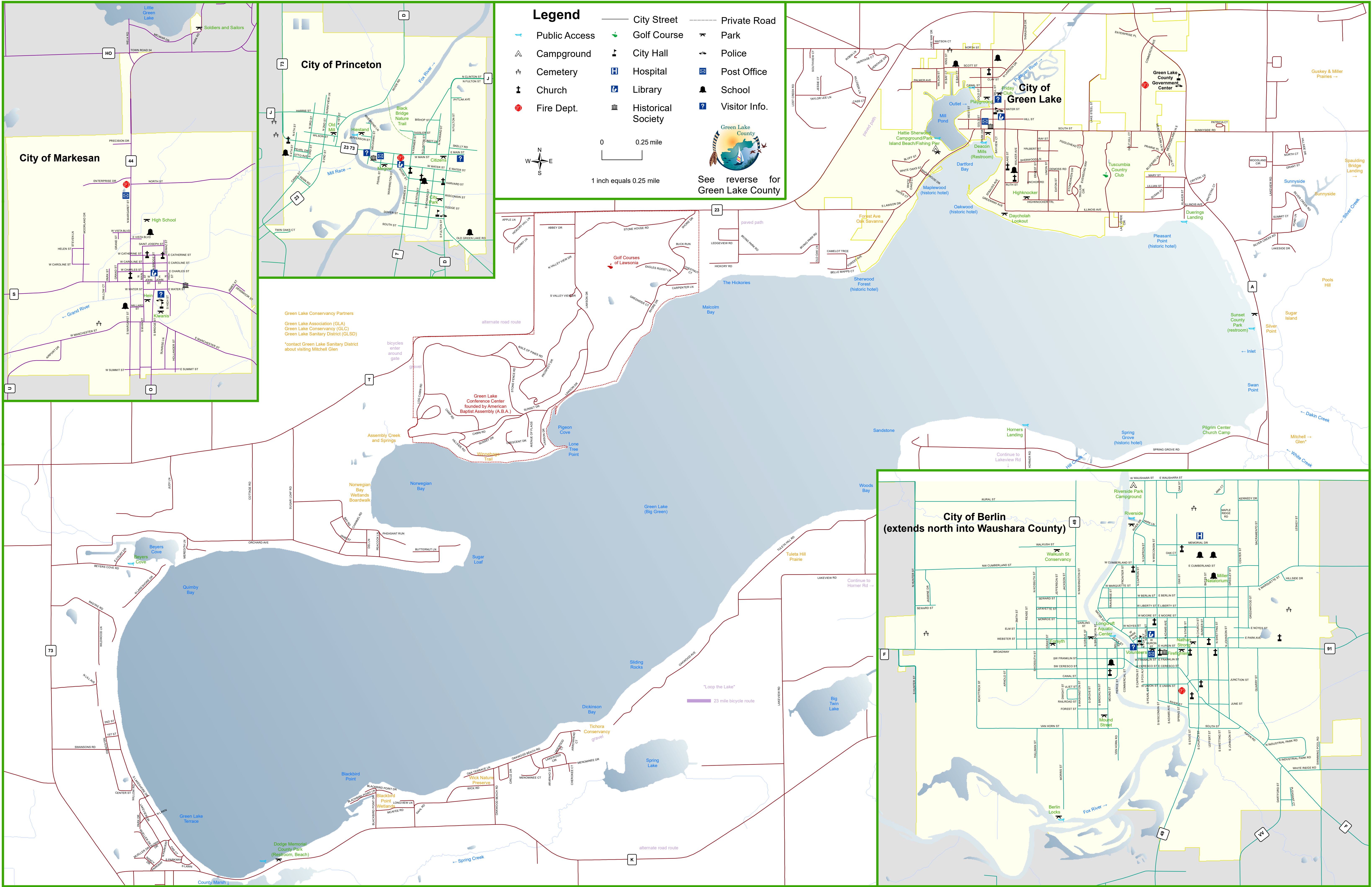
|                      |                            |
|----------------------|----------------------------|
| ✈ Airstrip (private) | — State Road               |
| 🚶 Public Access      | — County Road              |
| ⛳ Campground         | — City, Village, Town Road |
| 🏌 Golf Course        | — Private Road             |
| 🏥 Hospital           | — Trail                    |
| 🏞 Recreation Area    | — Railroad                 |

\*contact WisDNR about visiting these sites

0

1 Miles

1/10 foot = 1 mile



Proposal to:

**Scan Survey Record Books & Index Cards On-Site**

Presented to:

**Green Lake County Treasurer  
571 County Road A  
Green Lake, WI 54941**

Presented by:

**US Imaging, Inc.  
400 S. Franklin Street  
Saginaw, MI 48607  
[www.us-imaging.com](http://www.us-imaging.com)**

Mark Lystiuk  
Midwest Account Manager  
[mlystiuk@us-imaging.com](mailto:mlystiuk@us-imaging.com)  
(563) 499-0756

December 29, 2025



December 29, 2025

Stefanie Meeker  
Green Lake County Treasurer  
571 County Road A  
Green Lake, WI 54941

US Imaging, Inc. is pleased to present this proposal to scan **Survey Record Books and Index Cards** on-site for Green Lake County. Our team will provide Green Lake County with an unparalleled combination of County expertise, proven processes, and state-of-the-art technology to provide the highest quality images and indexes possible. US Imaging has become America's premier County Conversion Service for the following reasons:

- **Experience** – US Imaging has been imaging media for 49 years and has served over 1,200 Counties nationwide.
- **Preserve & Scan Off-Site** – County Records are irreplaceable and extremely valuable; therefore, we prefer to perform services on-site. However, our facilities are fully equipped to perform all preservation and scanning duties off-site upon request. Documents can be securely transported and processed at our Dallas facility, maintaining full chain-of-custody and security protocols throughout. The integrated workflow ensures each document is physically stabilized first, then digitally captured and enhanced, and finally encapsulated and rehoused for permanent preservation.
- **100% File Integrity** – We will scan 100% of the file including the front and back of every page, all data on the folder, color photographs, post it notes, envelopes, binders, continuous forms, drawings, x-rays, and any 3D objects stored within the file.
- **Color & Bi-Tonal Images** – 100% of the media will be digitized in color at 300dpi and saved as both color JPEG images and black & white TIFF images.
- **Backsides** – 100% of the front and back of every page will be captured as a JPEG in Stage 1. In Stage 2, we will remove the blank backsides from the TIFF images to make viewing easier and reduce file space in the document management system.
- **ImageXpress** – A software utility that allows Counties to easily access the front and backside of all images in duplex thumbnail mode to quickly scroll through an entire file, view both TIFF & JPEG images, adjust JPEG grayscale contrast, crop, deskew, redact, mask, print, save or e-mail images as needed.
- **Backup** – US Imaging stores backup copies of images in climate-controlled vaults for disaster recovery and preservation, with 3 choices of media:
  1. External **Magnetic Hard Drives** that have a 5-year life expectancy.
  2. Archival quality **16mm Microfilm Rolls** that have a 500-year life expectancy.
  3. Archival quality **M-DISC Blu-ray Discs** that have a 1,000-year life expectancy.
- **Guarantee** – US Imaging provides the most legible images possible and will correct any issue for free, forever.

We appreciate the opportunity to present our services and look forward to working with you. If you have any questions, please call (563) 499-0756 or e-mail [mlystiuk@us-imaging.com](mailto:mlystiuk@us-imaging.com).

Sincerely,

A handwritten signature in cursive script that reads "Mark Lystiuk".

Mark Lystiuk  
Midwest Account Manager

**400 S. Franklin Street • Saginaw, MI 48607**  
**Phone: (989) 753-7933 • Fax: (989) 753-7333**

### **Green Lake County Requirements:**

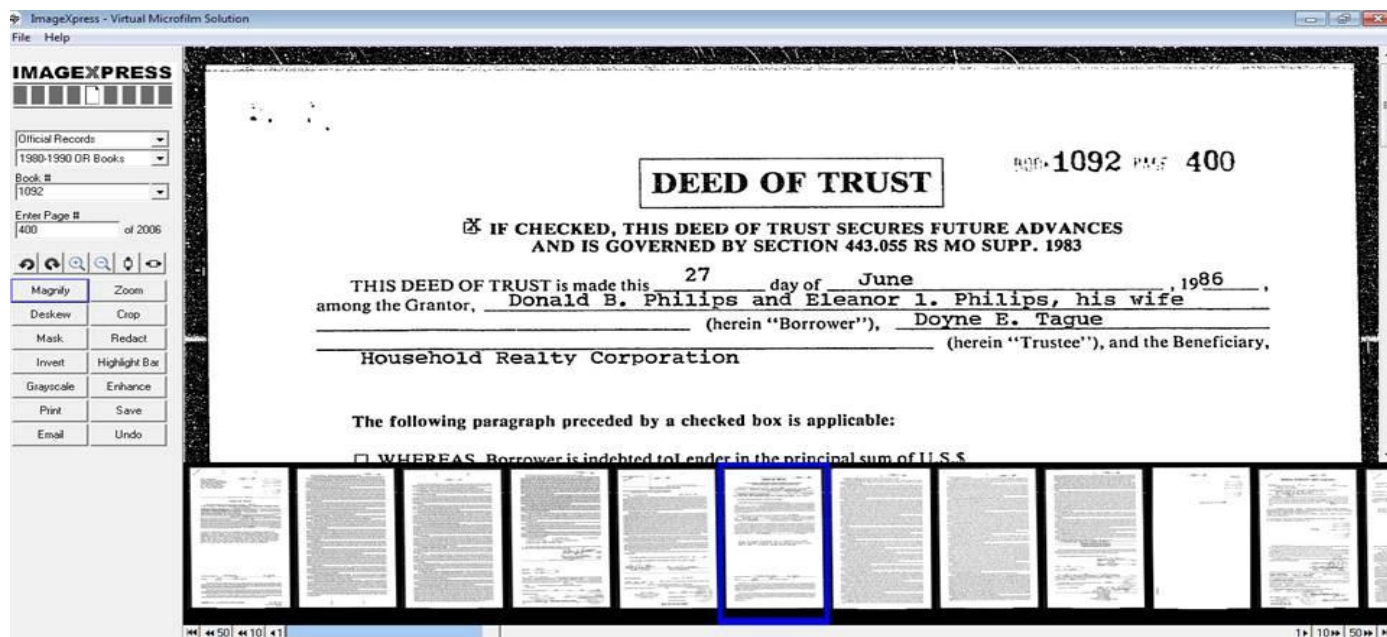
- **Work Area** - County will provide a 12' x 24' or two 12' x 12' (minimum) space(s) inside the County Building, near the vault, with access 24 hours per day, 7 days a week, electricity, lighting, internet access, and heat/air to allow on-site scanning.
- **Hardware** – County will allocate sufficient hard drive storage to import TIFF images into the system.
- **Import** – County will work with its software vendor to import images into the Records Management System (RMS). Import fees are separate from all proposed US Imaging fees.
- **Pilot** - County will inspect the first 1,000 images each time the media changes and approve image quality, naming, formatting, and index accuracy or request changes prior to completing Stage 2 and 3.

### **US Imaging Requirements:**

#### **Stage 1 – Capture and Automated Services**

- **On-Site Scanning** – We will provide all necessary hardware, software, staff, and project managers to perform scanning on-site 24 hours per day, 7 days a week. If access to the books is less than 24/7, the time and investment to complete will change according to the days and hours available.
- **Inventory** – US Imaging staff will create an inventory report of all the media types for the entire range of images that require capture. This online report will be utilized to track the progress of the project from start to finish.
- **Book Tracking** – Labels will be applied to the County's shelving units to identify the location where books are to be returned after scanning. Labels will be removed once scanning is completed.
- **Book Inspection** - If books or pages in mechanical binders require sorting or preparation, we can sort or prep them for \$47.50 per hour. If pages are too fragile to handle, we will bring this to the County's attention and recommend a Book Restoration and Binding Company.
- **Book Handling** - Books will be removed from shelves in sequential order. Bound pages will remain in the binder and placed in a custom book cradle during capture to hold two pages (left & right) open, flat, level, and in focus. Pages in mechanical binders that are smaller than 12" will be removed from the binders and fed through a document scanner. After scanning, pages will be placed back into mechanical binders, and books will be put back onto shelves in order.
- **Bound Book Scanning** – Pages within a bound (sewn or glued) binder will not be cut and the pages and binder will remain intact. Pages will be scanned on a book scanner at 300 dpi in color to capture all 16,777,216 colors on the original pages and saved as color JPEG images. Our Book Scanners will capture two pages (left & right) per image, utilize book cradles to hold pages level & a glass platen will flatten the pages to minimize spine curvature and allow the scanner to obtain consistent focus and sharpness.
- **Mechanical Book Scanning** – Handwritten, Typed, and Photostat pages are removed from mechanical binders and are scanned at 300dpi in color to capture all 16,777,216 colors on the original pages and saved as color JPEG images. Pages are fed through an automatic document feeder, which captures the front and back of the page simultaneously to create two individual JPEG images. Scanners will be cleaned each time vertical lines appear to minimize file size and eliminate data from being covered up.
- **Paper Scanning** – Media up to 12" x 25" will be scanned front and back at 300dpi and saved as color JPEG images. Media larger than 12" x 25" will be scanned separately with a planetary scanner, and media larger than 24" x 36" will be scanned on a wide format scanner. All images are inspected on a 27" portrait monitor during scanning to check for any overlapping or skewed pages. If an image appears to have a problem due to scanner settings or scanner error, it will be rescanned at no charge. All pages will be returned to their original folder post scan. The County will receive 100% of the color JPEG images, the front and back of all pages, regardless of content, to have an exact digital backup of the physical file
- **On-Site Content Inspection** – After scanning, our on-site staff will inspect 100% of the pages as 1"x1.5" thumbnail images to confirm that no pages have been double-fed, cut off, stretched, or contain scanner errors. Any pages with these issues will be rescanned at no charge before the on-site team leaves the premises. If pages are sequentially numbered within each book, our on-site staff will confirm that the quantity of images within each book directory matches the last page number within each book. If there are any mismatches between the number of images and the number of pages, they will be corrected if present or noted in the production report.
- **JPEG to TIFF Conversion** – All JPEG images will be converted to 300dpi single page Black & White TIFF images with Group IV compression. TIFF images will be sequentially numbered by a zero-filled 8-digit number and stored in folders named by the Document Type and Book #.

- **Automatic Crop & Deskew** - Each TIFF image will be run through a software program to remove solid black borders and automatically deskew crooked pages to reduce file size by approximately 25%. Despeckle is not performed on scanned images as it has a tendency to remove punctuation.
- **Automatic Polarity Reversal** – Each TIFF image will be automatically reversed. Black images with white text will be reversed to white images with black text. If Dual Polarity exists, it can be corrected with additional processing.
- **USB Hard Drives** – All single-page JPEG and the inspected, and cropped TIFF images will be copied to two sets of external USB Hard Drives. One set will be shipped to the County for review and on-site backup. One set will be stored at US Imaging for additional processing and off-site backup.
- **ImageXpress Software** – We will provide the County with a retrieval software program called *ImageXpress* that will allow the County to easily access images by book-page #, document #, quickly scroll through an entire book, roll, jacket or aperture card, view both TIFF & JPEG images, adjust JPEG grayscale contrast, crop, deskew, redact, mask, print, save or e-mail images as needed.



## Stage 2 – Manual Services and Format

- **Manual Excess Border Removal** – If AI cannot remove the excess border properly, our experienced staff will manually crop any remaining white borders, black borders, black lines, and shadows on the images. Manual cropping will be performed to provide a more accurate original page size, fewer bytes per image, and better performance of your system and the overall appearance of every image. No data or marginal notations will be removed from the image during this process.
- **Manual Group & Name** – During scanning, images are captured as single images and stored in folders by each Book #. If Computer Index data is not available, our staff will manually group individual images together as documents and name each document by the Book-Page # of the first page of each new document in a single pass.
- **Double Group, Name, & Verify** – Manual grouping and naming is prone to human errors, and we highly recommend double grouping and naming to eliminate them. A second indexer will group and name 100% of the images a second time. The documents and names identified by the first and second indexers will be compared electronically. Any mismatches will be inspected, verified, and corrected by a third indexer to guarantee the highest grouping and naming accuracy possible.
- **Formatting** – We will format images and indexes for remote importing into the County's RMS.
- **USB Hard Drives** – All formatted images will be copied to two sets of external USB Hard Drives. One set will be shipped to the County for import and on-site backup. One set will be copied to the Stage 1 drive and stored at US Imaging for off-site backup. US Imaging will also maintain a backup of the Poor Quality Image Report.

**Phase 1: Estimated Investment to Scan Index Cards On-Site**

**Data Cards (4"x6")**

|                |   |                                               |   |                   |
|----------------|---|-----------------------------------------------|---|-------------------|
| 859 Inches     | @ | 140 Cards per Inch                            | = | 120,260 Cards     |
| 120,260 Cards  | @ | 5% Cards with Backsides                       | = | 6,013 Backsides   |
| 120,260 Cards  | @ | 5,000 Cards Scanned per Hour (2 Scanners)     | = | 25 On-Site Hours  |
| 25 Hours       | @ | 22 Hours per Day <b>with 24 Hour Access</b>   | = | 2 On-Site Days    |
| 240,520 Images | @ | 400 Images per Gigabyte for Color JPEG Format | = | 602 GB for JPEG's |
| 126,273 Images | @ | 600 Images per Gigabyte for Color PDF Format  | = | 211 GB for PDF's  |

**Stage 1**

|               |   |                                                           |   |                |             |
|---------------|---|-----------------------------------------------------------|---|----------------|-------------|
|               |   | \$3,100.00 Travel & Setup for On-Site Scanning*           | = | \$1,550.00     |             |
| 2 Days        | @ | \$1,250.00 Per Day On-Site <b>with 24 Hour Access</b>     | = | \$2,500.00     |             |
| 0 Hours       | @ | \$47.50 Per Hour to Prep Cards for Scanning               | = | \$0.00         |             |
| 120,260 Cards | @ | \$0.07 Per Card to Scan & Inspect 300dpi Color JPEG Image | = | \$8,418.20     |             |
| 2 Drives      | @ | \$150.00 Per 1TB USB Hard Drive                           | = | \$300.00       | 23%         |
| 1 Shipment    | @ | \$35.00 Per USB Hard Drive Shipment                       | = | <u>\$35.00</u> | \$12,803.20 |

**Stage 2**

|                |   |                                                                              |   |                |             |
|----------------|---|------------------------------------------------------------------------------|---|----------------|-------------|
| 114,247 Images | @ | 0.05 Per Image to Delete Blank Backsides                                     | = | \$5,712.35     |             |
| 126,273 Images | @ | \$0.25 Per Image to Double Group & Name for 100% Index Accuracy <sup>1</sup> | = | \$31,568.25    |             |
| 126,273 Images | @ | \$0.05 Per Image to Convert JPEG to Color PDF                                | = | \$6,313.65     |             |
| 1 Drive        | @ | \$150.00 Per 1TB USB Hard Drive, Copying & Backup                            | = | \$150.00       | 67%         |
| 1 Shipment     | @ | \$35.00 Per USB Hard Drive Shipment                                          | = | <u>\$35.00</u> | \$38,066.90 |

**Total Estimated Investment = \$56,582.45**

\*The Travel & Setup Fee is discounted, and US Imaging will schedule the onsite scan for when we are in the geographical area.

<sup>1</sup>Index by Year (Main Directory), Municipality Code (Sub Directory), and Parcel # (File Name)

## Phase 2: Estimated Investment to Scan Survey Books On-Site

### **Bound Books**

|         |   |                                        |   |            |
|---------|---|----------------------------------------|---|------------|
| 2 Books | @ | 275 Pages per Book (Vols. 2-3) - Typed | = | 550 Images |
|---------|---|----------------------------------------|---|------------|

### **OS Mechanical Books**

|              |   |                                                        |   |                 |
|--------------|---|--------------------------------------------------------|---|-----------------|
| 1 Book       | @ | 620 Pages per Book (Vol. 1) - Typed, LAM               | = | 620 Images      |
| 550 Images   | @ | 700 Bound Images Scanned per Hour                      | = | 1 On-Site Hour  |
| 620 Images   | @ | 600 OS Mechanical Images Scanned per Hour (2 Scanners) | = | 2 On-Site Hours |
| 3 Hours      | @ | 22 Hours per Day <b>with 24 Hour Access</b>            | = | 1 On-Site Day   |
| 1,170 Images | @ | 400 Images per Gigabyte for Color JPEG Format          | = | 3 GB for JPEG's |
| 1,170 Images | @ | 600 Images per Gigabyte for Color PDF Format           | = | 2 GB for PDF's  |

### **Stage 1**

|              |   |                                                                          |   |               |          |
|--------------|---|--------------------------------------------------------------------------|---|---------------|----------|
|              |   | \$3,100.00 Travel & Setup for On-Site Scanning (Incl. in Phase 1)        | = | \$0.00        |          |
| 1 Day        | @ | \$1,250.00 Per Day On-Site <b>with 24 Hour Access</b> (Incl. in Phase 1) | = | \$0.00        |          |
| 550 Images   | @ | \$0.50 Per Bound Page to Scan 300dpi Color JPEG Image                    | = | \$275.00      |          |
| 620 Images   | @ | \$0.75 Per Oversize Mechanical Page to Scan 300dpi Color JPEG Image      | = | \$465.00      |          |
| 1,170 Images | @ | \$0.06 Per Image to Double Inspect Content On-Site for 100% Capture      | = | \$70.20       |          |
| 1 Drive      | @ | \$150.00 Per 1TB USB Hard Drive, Copying & Backup (Incl. in Phase 1)     | = | \$0.00        | 77%      |
| 1 Shipment   | @ | \$35.00 Per USB Hard Drive Shipment (Incl. in Phase 1)                   | = | <u>\$0.00</u> | \$810.20 |

### **Stage 2**

|              |   |                                                                        |   |               |          |
|--------------|---|------------------------------------------------------------------------|---|---------------|----------|
| 1,170 Images | @ | \$0.06 Per Image to Manually Remove Excess Borders                     | = | \$70.20       |          |
| 1,170 Images | @ | \$0.10 Per Image to Double Name by Book-Page # for 100% Index Accuracy | = | \$117.00      |          |
| 1,170 Images | @ | \$0.05 Per Image to Convert JPEG to Color PDF                          | = | \$58.50       |          |
| 1 Drive      | @ | \$150.00 Per 1TB USB Hard Drive, Copying (Incl. in Phase 1)            | = | \$0.00        | 23%      |
| 1 Shipment   | @ | \$35.00 Per USB Hard Drive Shipment (Incl. in Phase 1)                 | = | <u>\$0.00</u> | \$245.70 |

|                                   |   |                          |
|-----------------------------------|---|--------------------------|
| <b>Total Estimated Investment</b> | = | <b><u>\$1,055.90</u></b> |
|-----------------------------------|---|--------------------------|

### **INVESTMENT SUMMARY:**

#### **Please Check the Approved Phase(s):**

\_\_\_\_\_ Phase 1: Scan Index Cards On-Site = \$56,582.45

\_\_\_\_\_ Phase 2: Scan Survey Books On-Site = \$1,055.90

**Total Estimated Investment = \$57,638.35**

### **PAYMENT TERMS:**

US Imaging has successfully formatted images and indexes for importing into every Records Management System (RMS) on the market. Importing images and indexes into the County's RMS is a task of the system vendor, which is outside of our control. Thus, **all US Imaging invoices are due within 30 days**, regardless of whether the system vendor has imported the images and indexes into the RMS or not. If the system vendor requests image or index format modifications, US Imaging will do so as quickly as possible at **no charge**. US Imaging provides **ImageXpress** for Counties to inspect images and indexes prior to importing them into the County's RMS.

In exchange for the products and services outlined in this proposal, Green Lake County agrees to pay US Imaging, Inc. the total amount due within thirty (30) days from the date of the invoice. Any amounts outstanding will be assessed a finance charge of 1.5% per month on the unpaid balance. Discrepancies should be reported within fifteen (15) days of receipt.

US Imaging also reserves the right to collect monies owed in the event of nonpayment and recover any and all legal fees in addition to the unpaid balance.

### **ACCEPTANCE AND AUTHORIZATION:**

All services and prices are valid for one year from the proposal date unless otherwise extended and agreed upon by US Imaging and the County. The proposed quantities above are estimated; invoiced quantities will be actual. Invoices will be issued at the completion of each Stage or Hard Drive shipment. Document Indexing may be invoiced monthly upon delivery.

All hard drives, images, and indexes are the exclusive property of the County. US Imaging will not reproduce or distribute Green Lake County images and/or indexes to any other entity without the express consent of the County.

Green Lake County may designate acceptance of this proposal by the signature of a duly authorized officer of the company. Total costs for initial implementation and ongoing costs have been described herein.

During the term of this agreement, US Imaging, Inc. agrees to extend quoted per-item prices, terms, and conditions to all Government Agencies that may benefit from Cooperative Purchasing as applicable by their local and state regulations.

US Imaging's goal is to provide the highest quality images and indexes possible, and we perform every inspection and indexing task twice to achieve this goal. To uphold our reputation for quality and accuracy, US Imaging no longer performs single pass services, **all inspection and indexing services are performed twice, and any issue will be corrected for free, forever.**

#### **Accepted by County Green Lake County:**

Stefanie Meeker  
Treasurer  
571 County Road A  
Green Lake, WI 54941

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Accepted by US Imaging, Inc.:**

Mark Lystiuk  
Midwest Account Manager  
400 S. Franklin Street  
Saginaw, MI 48607

Signature:  \_\_\_\_\_

Date: December 29, 2025