

**VILLAGE OF WINDSOR
BOARD RESOLUTION 2018-23**

**AUTHORIZING A LEASE WITH THE UNITED STATES POSTAL SERVICE FOR THE MORRISONVILLE
POST OFFICE, 4676 COUNTY ROAD DM, MORRISONVILLE**

WHEREAS, the United States Post Office (Post Office) leases space from the Village of Windsor (Village) for the operation of the Morrisonville Post Office; and

WHEREAS, the Post Office desires to continue to lease from the Village (Parcel 196/0910-062-4045-6) under the attached terms; and

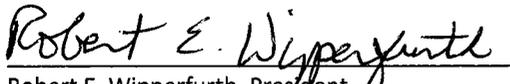
WHEREAS, the Village supports the continuation of a lease for the Post Office in Morrisonville;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Windsor as follows:

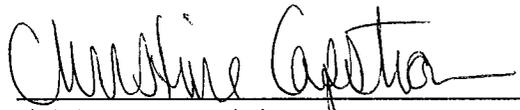
The Village President, Village Attorney and Staff are hereby authorized and directed to negotiate a lease with the United States Post Office for the Morrisonville Post Office, 4676 County Rd. DM, under terms acceptable to the Village President and Village Attorney.

The above and foregoing Resolution was duly adopted at a meeting of the Village Board of the Village of Windsor held on March 19, 2018, by a vote of 5 in favor and 0 opposed.

VILLAGE OF WINDSOR


Robert E. Wipperfurth, President

Attested by:


Christine Capstran, Clerk

INCORPORATED BY REFERENCE:

Lease proposal



3/2/2018

PLEASE RETURN LEASE PACKAGE WITHIN 1 MONTH

RE: Morrisonville, WI 53571-9998 - Main Office #565630-001

Dear Lessor(s):

We are pleased to present the following proposal to lease for space at the subject property. We appreciate your cooperation and look forward to working with you. Please see the proposed terms below.

Your current lease expires on 9/30/18. We would like to propose the following rental rate for the new lease:

10/01/2018-9/30/2023 \$5,000.00/year

Renewal Option: 10/01/2023-9/30/2028 \$5,500.00/year

***With 30 Day termination right given to USPS.**

Please provide the following documents:

• W9 – Enclosed

• Signing Authority

President or designated member. Only one signature page is included. If you need more members to sign, please make extra copies.

Notwithstanding the validity of the terms and conditions set forth herein, Tenant shall not be contractually bound until the proposed lease has received all customary approvals, and all related lease documents have been completed and signed by both parties.

If you have any questions, please contact me to discuss. **Please do not make any written changes on the lease.** If you are agreeable to the terms of the new lease, **please sign both copies and mail both back to me, along with the other requested forms.**

Sincerely,

Patricia Webb
Real Estate Specialist
United States Postal Service
Patricia.L.Webb2@usps.gov
336-544-3826

All owners of record are advised to read the lease thoroughly to ensure that each party is in total agreement with its terms and conditions. Although the terms and conditions may generally be the same, some changes may have been made to bring the lease into compliance with the current standard postal format. Do not assume that this lease is identical to our existing contract with you. Owners should make no changes to this lease without consultation and approval of the Contracting Officer.