

Not to Exceed \$5,100,000
City of Manitowoc, Wisconsin
Revenue Bonds, Series 2024
(The Manitowoc Lutheran High School Federation, Incorporated Project)

CHECKLIST FOR CITY OF MANITOWOC, WISCONSIN (the “Issuer”)

ITEM	ACTION TO BE TAKEN BY ISSUER	DATE ACTION TAKEN
1. Husch Blackwell LLP (“HB”) provides Procedure Letter to City of Manitowoc, Wisconsin (“Issuer”).	N/A	February 26, 2024
2. HB provides Fee Estimate Letter to City Clerk of Issuer and Wisconsin Economic Development Corporation (“WEDC”).	City Clerk signs Fee Estimate Letter and returns to HB.	February 26, 2024
3. HB / Borrower provide Job Estimate to Issuer, WEDC and union representatives (if any).	N/A	February 26, 2024
4. HB provides Initial Resolution (inducement resolution) to Issuer.	City Clerk includes Initial Resolution in Finance Committee/Common Council packets and on respective agendas.	February 26, 2024
5. City Clerk provides Notice of Meeting to consider Initial Resolution. Must include job information. See Procedure Letter for required language.	City Clerk provides notice of meeting, including required job language to comply with Wisconsin open meetings law.	Notice of meeting provided by City for March 8, 2024 & March 18, 2024 meetings
6. Finance Committee considers Initial Resolution.	Finance Committee considers Initial Resolution.	March 8, 2024
7. Common Council considers Initial Resolution.	Common Council considers Initial Resolution.	March 18, 2024
8. HB publishes Notice to Electors.	City Clerk calls Kate L. Albrecht at HB (414-978-5516) to confirm adoption of Initial Resolution.	March 19, 2024
9. HB provides a copy of Initial Resolution and publication date of Notice to Electors to WEDC.	City Clerk mails copy of signed Initial Resolution to Kate L. Albrecht.	March 19, 2024
10. HB provides Issuer with Final Resolution and other documents.	City Clerk includes Final Resolution in Finance Committee/Common Council packets and on respective agendas. Issuer reviews documents.	TBD
11. City Clerk provides Notice of Meeting to consider Final Resolution. Final Resolution considered approximately 4 weeks after publication of Notice to Electors (#8 above); however, bonds cannot be issued sooner than 30 days after publication of Notice to Electors.	City Clerk provides notice of meeting to comply with Wisconsin open meetings law.	TBD
12. HB publishes TEFRA Notice at least 7 days prior to meeting date.	City Clerk includes Notice of Public Hearing on Common Council agenda.	TBD
13. Issuer holds TEFRA public hearing and considers Final Resolution.	Common Council holds TEFRA public hearing, Finance Committee/Common Council consider Final Resolution, and City signs and returns all bond documents provided by HB to Kate L. Albrecht.	TBD
14. Closing (Issuer does not attend closing; signature pages will be sent to Issuer prior to closing)	N/A - HB will send a closing book to Issuer upon closing.	TBD

Husch Blackwell LLP
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