



**AGENDA
BELOIT CITY COUNCIL
100 State Street, Beloit WI 53511
City Hall Forum – 7:00 p.m.
Monday, June 3, 2013**

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. SPECIAL ORDERS OF THE DAY/ANNOUNCEMENTS
4. PUBLIC HEARINGS
 - a. Resolution authorizing a **Conditional Use Permit** to allow the expansion of an existing gas station with underground fuel tanks in a Wellhead Protection Overlay District for the properties located at 903, 911, and 915 Broad Street (Christensen)
Plan Commission recommendation for approval 4-0
 - b. Resolution authorizing a **Conditional Use Permit** to allow a church in a R1-B, Single-family Residential District, for the property located at 1227 Liberty Avenue (Christensen)
Plan Commission recommendation for approval 4-0
5. CITIZENS PARTICIPATION
6. CONSENT AGENDA

All items listed under the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which event the item will be removed from the General Order of Business and considered at this point on the agenda.

 - a. Approval of the **Minutes** of the Regular Meeting of May 20, 2013 (LeMire)
 - b. Resolution approving the City of Beloit's **Offer to Purchase** 150 Depot Street and authorizing the execution of the same (Casper) Refer to the Plan Commission
 - c. Application for a **Conditional Use Permit** to allow office space in the CBD-1, Central Business District – Core, for First National Bank, located at 405 and 413 E. Grand Avenue and 413 and 417 State Street (Christensen) Refer to the Plan Commission
 - d. Application for a **Conditional Use Permit** to allow a wireless communication tower in a C-2/MRO, Neighborhood Commercial/Milwaukee Road Overlay District, for the property located at 2600 Cranston Road (Christensen) Refer to the Plan Commission
 - e. Application for a **Zoning Map Amendment** to change the zoning district classification of the property located at 2293 Prairie Avenue, from C-1, Office District, to C-2, Neighborhood Commercial District (Christensen) Refer to the Plan Commission
 - f. Application for a **Conditional Use Permit** to allow a conversion from one legal nonconforming use (passenger vehicle storage) to another nonconforming use (motor vehicle wholesale sales) in a R-1B, Single-family Residential District, for the property located at 920 Keeler Avenue (Christensen) Refer to the Plan Commission

- g. Application for the renewal of a **Class “B” Beer and “Class B” Liquor License** for the Fraternal Order of Eagles #557, d/b/a/ Beloit Eagles Club, located at 302 State Street, Ronald Minnick, new Agent (LeMire) Refer to ABLCC
- h. Resolution approving the renewal of an **Annual Mobile Home Park License** for the property located at 2601 Colley Road (LeMire)
- i. Resolution approving the **Renewal of Alcohol Beverage Licenses** for the License Period July 1, 2013 through June 30, 2014 (LeMire)
ABLCC recommendation for approval 6-0
- j. Resolution approving a new **Class “B” Beer and “Class B” Liquor License** for Merrill and Houston’s Steak Joint, LLC, located at 500 Pleasant Street, Jayme Braasch, new Agent (LeMire) ABLCC recommendation for approval 6-0
- k. Resolution approving a **Change of Agent** for the Cheese People of Beloit, LLC, located at 431 East Grand Avenue, from Lloyd Smith, to Jill DeLisle Smith (LeMire)
ABLCC recommendation for approval 6-0
- l. Resolution approving a **Change of Agent** for La Casa Grande, Inc., located at 618 Fourth Street, from Ron Ross to Andrew Boros-Kazai (LeMire)
ABLCC recommendation for approval 6-0

7. ORDINANCES - None

8. APPOINTMENTS – None

9. COUNCILOR ACTIVITIES AND UPCOMING EVENTS

10. CITY MANAGER’S PRESENTATION

- a. Parks and Recreation Presentation on **Summer Activities** (Ramsey/Waite)

11. REPORTS FROM BOARD AND CITY OFFICERS

- a. Resolution amending the **2013 Operating Budget** for Focus on Energy Grant and authorizing the Transfer of Funds from the General Fund Contingency Reserve Account (Boysen)
- b. Resolution adopting the **2014 City of Beloit Strategic Plan** (Arft)
- c. Resolution approving the **Compliance Maintenance Annual Report (2012)** (Mathos)

12. ADJOURNMENT

** Please note that, upon reasonable notice, at least 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk’s Office at 364-6680, 100 State Street, Beloit, WI 53511.

Dated: May 29, 2013
Rebecca Houseman LeMire
City of Beloit City Clerk
<http://www.ci.beloit.wi.us>

You can watch this meeting live on Charter PEG channel 98 or digital channel 992. Meetings are rebroadcast during the week of the Council meeting on Tuesday at 1:00 p.m., Thursday at 8:30 a.m. and Friday at 1:00 p.m.

RESOLUTION
AUTHORIZING A CONDITIONAL USE PERMIT TO ALLOW
THE EXPANSION OF AN EXISTING GAS STATION WITH UNDERGROUND
FUEL TANKS IN A WELLHEAD PROTECTION OVERLAY DISTRICT,
FOR THE PROPERTIES LOCATED AT 903, 911, & 915 BROAD STREET

WHEREAS, the application of Joe Stadelman of Angus Young Associates, on behalf of Bindi R. Inc., for a Conditional Use Permit to allow the expansion of an existing gas station with underground fuel tanks in a Wellhead Protection Overlay District, for the properties located at 903, 911, & 915 Broad Street, having been considered by the City Council of the City of Beloit, Wisconsin at a public hearing held for that purpose and due notice of said hearing having been given by publication as appears by the Proof of Publication on file in the office of the City Clerk.

NOW, THEREFORE, BE IT RESOLVED THAT, the City Council of the City of Beloit, Rock County, Wisconsin does hereby grant a Conditional Use Permit to allow the expansion of an existing gas station with underground fuel tanks in a Wellhead Protection Overlay District, for the properties located at 903, 911, & 915 Broad Street in the City of Beloit, for the following described premises:

Lots 2, 3, & 5 of Hall's Subdivision, being part of Block 55 of the Original Plat, all situated in the City of Beloit, County of Rock, State of Wisconsin (a/k/a 903, 911, & 915 Broad Street). Said parcels contain 0.5 acre, more or less.

As a condition of granting the Conditional Use Permit, the City Council does hereby stipulate the following conditions and restrictions upon the Conditional Use, which are hereby deemed necessary for the public interest:

1. This Conditional Use Permit authorizes the replacement of the existing underground fuel tanks on the property located at 903 Broad Street as part of a comprehensive redevelopment that includes the construction of a new 2,310 square-foot convenience store, a new canopy over realigned gas pumps, the reconfiguration of the driveways, and numerous site improvements on the properties located at 903, 911, & 915 Broad Street.
2. The applicant and/or owner shall provide copies of all federal, state, and local facility operation approval or certificates and on-going environmental monitoring results to the City.
3. The applicant shall establish the fuel system, monitoring system, and safety procedures that are described and illustrated in the application and attachments.
4. The applicant shall prepare, file, and maintain a current contingency plan which details the response to any emergency which occurs at the facility, including notifying municipal, county, and state officials.
5. Prior to issuance of a Building Permit for this project, the applicant shall obtain an Architectural Review Certificate and a Certificate of Zoning Compliance. The applicant shall combine the parcels before these certificates will be issued.

6. Any major changes in the adopted conditions or use of the property shall be approved by the Plan Commission and City Council by amending this Conditional Use Permit. The Director of Planning & Building Services may approve minor changes administratively.

Adopted this 3rd day of June 2013.

BELOIT CITY COUNCIL

Charles M. Haynes, Council President

ATTEST:

Rebecca Houseman LeMire, City Clerk

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL

Topic: Conditional Use Permit Application for the properties located at 903, 911, & 915 Broad Street

Date: June 3, 2013

Presenter(s): Julie Christensen

Department: Community Development

Overview/Background Information:

Joe Stadelman of Angus Young Associates, on behalf of Bindi R. Inc., has filed an application for a Conditional Use Permit to allow the expansion of an existing gas station with underground fuel tanks in a Wellhead Protection Overlay District, for the properties located at 903, 911, & 915 Broad Street.

Key Issues (maximum of 5):

- The City Council adopted the Wellhead Protection Ordinance on April 1, 2013. While new underground fuel tanks are prohibited in the Wellhead Protection Overlay District, existing nonconforming businesses are eligible to seek a Conditional Use Permit in order to expand.
 - The owner of the Clark Station at 903 Broad Street has acquired the adjacent, vacant parcels located at 911 & 915 Broad Street and has proposed the redevelopment of all three parcels. The applicant has proposed the construction of a new 2,310 square-foot convenience store, a new canopy over realigned gas pumps, the reconfiguration of the driveways, the replacement of all underground fuel tanks, and numerous site improvements. The existing store and canopy will be demolished.
 - The existing tank system consists of three single-walled steel tanks with a combined capacity of 25,000 gallons of unleaded gasoline. The tanks and single-walled lines were installed between 1969 and 1979, and according to the applicant's consultants, the tanks are beyond their life expectancy. The proposed tank system consists of three double-walled fiberglass tanks with a combined capacity of 32,000 gallons of unleaded gasoline and diesel, along with double-walled poly lines. The proposed tank system includes a monitoring system that will continuously monitor the tanks and lines for leaks. The system will be inspected annually.
 - The Wellhead Technical Review Committee met on May 6, 2013 to consider this request and voted unanimously (4-0) to recommend approval of the requested Conditional Use Permit. The Plan Commission reviewed this item on May 22, 2013 and voted unanimously (4-0) to recommend approval of the Conditional Use Permit, subject to the six conditions recommended by Planning staff.
-

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

- Consideration of this request supports Strategic Goal #5.
-

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- **Reduce dependence upon fossil fuels – N/A**
 - **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature – N/A**
 - **Reduce dependence on activities that harm life sustaining eco-systems – N/A**
 - **Meet the hierarchy of present and future human needs fairly and efficiently – N/A**
-

Action required/Recommendation:

- City Council consideration and action on the proposed Resolution
-

Fiscal Note/Budget Impact: N/A

Attachments: Resolution and Staff Report to the Plan Commission

CITY OF BELOIT

REPORT TO THE BELOIT CITY PLAN COMMISSION



Meeting Date: May 22, 2013

Agenda Item: 4

File Number: CU-2013-06

Applicant: Joe Stadelman, Angus Young Associates

Owner: Bindi R. Inc.

Location: 903, 911, & 915 Broad Street

Existing Zoning: C-3, Community Commercial District & WPO, Wellhead Protection Overlay District

Existing Land Use: Gas Station & Vacant Land

Total Area: 0.5 Acre

Request Overview/Background Information:

Joe Stadelman of Angus Young Associates, on behalf of Bindi R. Inc., has filed an application for a Conditional Use Permit to allow the expansion of an existing gas station with underground fuel tanks in a Wellhead Protection Overlay District, for the properties located at 903, 911, & 915 Broad Street.

Key Issues:

- The City Council adopted the Wellhead Protection Ordinance on April 1, 2013. While new underground fuel tanks are prohibited in the Wellhead Protection Overlay District, existing nonconforming businesses are eligible to seek a Conditional Use Permit in order to expand.
- The owner of the Clark Station at 903 Broad Street has acquired the adjacent, vacant parcels located at 911 & 915 Broad Street and has proposed the redevelopment of all three parcels. The applicant has proposed the construction of a new 2,310 square-foot convenience store, a new canopy over realigned gas pumps, the reconfiguration of the driveways, the replacement of all underground fuel tanks, and numerous site improvements. The existing store and canopy will be demolished.
- The existing tank system consists of three single-walled steel tanks with a combined capacity of 25,000 gallons of unleaded gasoline. The tanks and single-walled lines were installed between 1969 and 1979, and according to the applicant's consultants, the tanks are beyond their life expectancy.
- The proposed tank system consists of three double-walled fiberglass tanks with a combined capacity of 32,000 gallons of unleaded gasoline and diesel, along with double-walled poly lines. The proposed tank system includes a monitoring system that will continuously monitor the tanks and lines for leaks. The system will be inspected annually.
- The Wellhead Technical Review Committee met on May 6th to consider this request and voted unanimously (4-0) to recommend approval of the requested Conditional Use Permit.
- The attached **Location & Zoning Map** shows the location of the subject properties and the underlying zoning of the surrounding area. The entire area is included in the WPO District. The adjacent zoning and land uses are as follows:
 - North: C-1, Office District; Single- and Two-Family Dwellings
 - South: C-3, Community Commercial District; Commercial (Walgreen's)
 - East: C-1, Office District; Two-Family Dwelling
 - West: C-3, Community Commercial District; Auto Repair
- The City's Landscape Code does not require a landscape buffer between the subject properties and the adjacent residential uses because all of the affected properties have a Commercial (C) zoning district classification.
- Prior to issuance of a Building Permit, the applicant will need to submit detailed site & architectural plans for Planning staff review and approval.
- A preliminary site plan, environmental report, fuel system description, spill plan, tank diagrams, and application are attached to this report.
- The City's Review Agents have reviewed this application and have not submitted any comments or concerns.
- The attached Public Notice was sent to twelve nearby property owners. As of this writing, staff has been contacted by one nearby property owner who supports this project.
- **Findings of Fact**

Based on Section 2-504 of the Zoning Ordinance, the Plan Commission shall make a recommendation based on the following considerations:

- a. *Whether the establishment, maintenance, or operation of the conditional use will be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;*
 - The proposed replacement of outdated fuel tanks with a state-of-the-art tank and monitoring system will diminish the potential for wellhead contamination.

- b. *Whether the conditional use will be injurious to the use and enjoyment of other property in the immediate vicinity for purposes already permitted;*
 - The proposed gas station and convenience store are permitted in the C-3 district.
- c. *Whether the conditional use will substantially diminish or impair property values within the neighborhood of the subject property;*
 - On the contrary, the proposed improvement of this commercial property is likely to enhance property values within the area.
- d. *Whether the establishment of the conditional use will impede the normal and orderly development and improvement of the surrounding property;*
 - The surrounding area is fully developed.
- e. *Whether the exterior architectural design or site layout of the proposed conditional use is so dissimilar or otherwise incompatible with existing or proposed development in the immediate neighborhood that it will cause a depreciation in property values;*
 - The proposed architectural design and site layout are compatible with the existing development with respect to design, materials, and function.
- f. *Whether adequate utilities, access roads, drainage or other necessary facilities will be available to serve the proposed use at the time of its occupancy or use;*
 - Adequate facilities and infrastructure are available to serve the conditional use.
- g. *Whether adequate measures will be taken to minimize traffic congestion; and*
 - The existing southern driveway that conflicts with the Broad Street traffic lanes will be removed and a new driveway near the eastern end of the site will be installed, thereby reducing congestion and improving the safety of this intersection.
- h. *Whether the conditional use will comply with all applicable regulations of the Zoning Ordinance.*
 - The conditional use will comply with all other applicable regulations of the Zoning Ordinance.

Consistency with Comprehensive Plan and Strategic Plan:

The City's Comprehensive Plan recommends Community Commercial uses for the subject properties, and the underlying C-3 zoning district classification is consistent with this recommendation. Consideration of this request supports City of Beloit Strategic Goal #5.

Sustainability:

- **Reduce dependence upon fossil fuels** – N/A
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** – N/A
- **Reduce dependence on activities that harm life sustaining eco-systems** – N/A
- **Meet the hierarchy of present and future human needs fairly and efficiently** – N/A

Staff Recommendation:

The Planning & Building Services Division recommends **approval** of a Conditional Use Permit to allow the expansion of an existing gas station with underground fuel tanks in a Wellhead Protection Overlay District, for the properties located at 903, 911, & 915 Broad Street, based on the above Findings of Fact and subject to the following conditions:

1. This Conditional Use Permit authorizes the replacement of the existing underground fuel tanks on the property located at 903 Broad Street as part of a comprehensive redevelopment that includes the construction of a new 2,310 square-foot convenience store, a new canopy over realigned gas pumps, the reconfiguration of the driveways, and numerous site improvements on the properties located at 903, 911, & 915 Broad Street.
2. The applicant and/or owner shall provide copies of all federal, state, and local facility operation approval or certificates and on-going environmental monitoring results to the City.
3. The applicant shall establish the fuel system, monitoring system, and safety procedures that are described and illustrated in the application and attachments.
4. The applicant shall prepare, file, and maintain a current contingency plan which details the response to any emergency which occurs at the facility, including notifying municipal, county, and state officials.
5. Prior to issuance of a Building Permit for this project, the applicant shall obtain an Architectural Review Certificate and a Certificate of Zoning Compliance. The applicant shall combine the parcels before these certificates will be issued.
6. Any major changes in the adopted conditions or use of the property shall be approved by the Plan Commission and City Council by amending this Conditional Use Permit. The Director of Planning & Building Services may approve minor changes administratively.

Fiscal Note/Budget Impact: N/A

Attachments: Location & Zoning Map, Photos, Site Plan, Application & Attachments, Public Notice, and Mailing List.

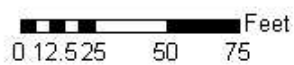
Location & Zoning Map

903 Broad Street

CU-2013-06



1 inch = 60 feet



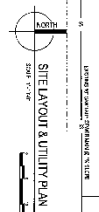
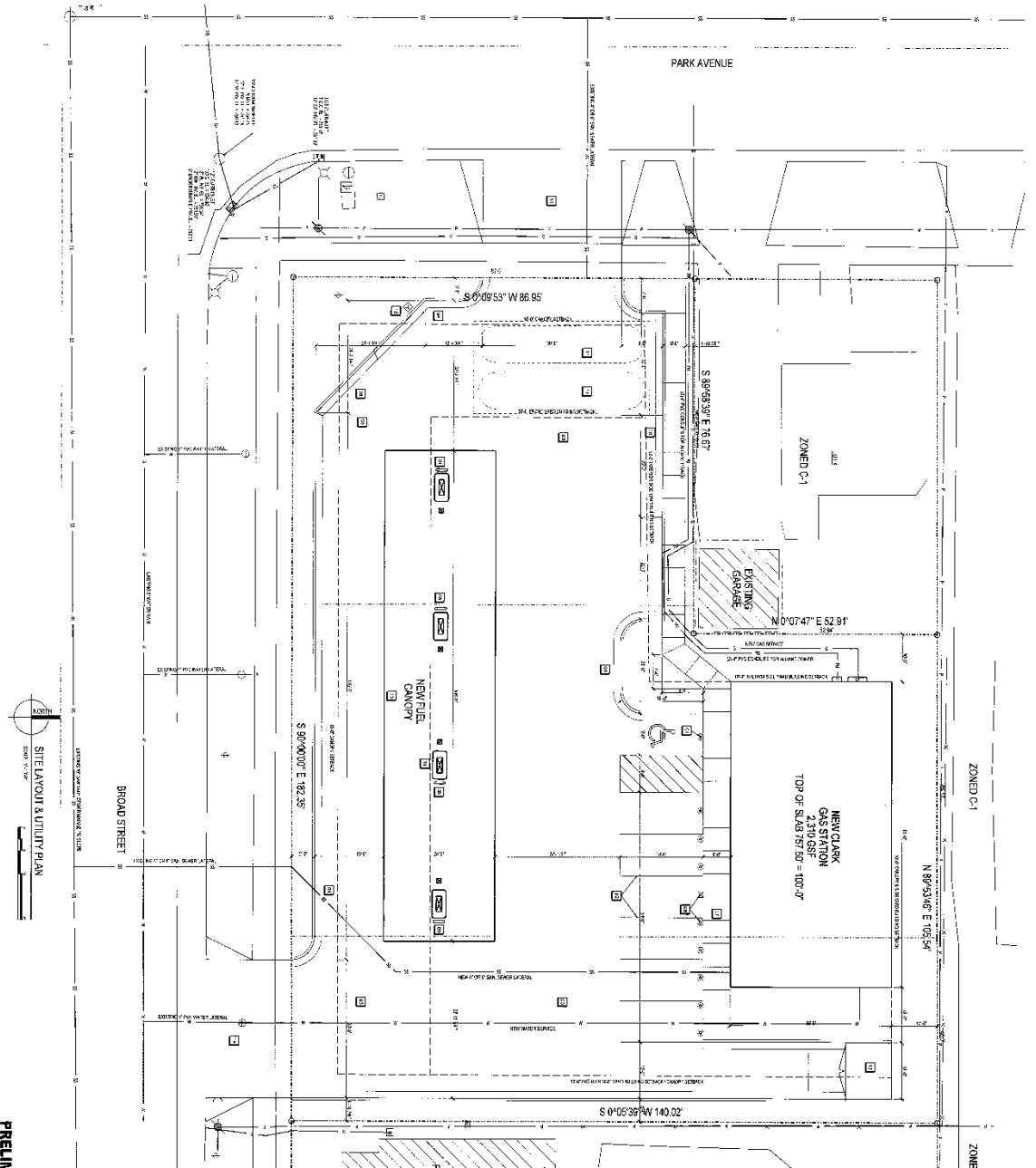
Legend

- COB Parcels
- Zoning District

Map prepared by: Drew Pennington
Date: April 2013
For: City of Beloit Planning & Building Services
Date of Aerial Photography: March 2011

PLANNING & BUILDING SERVICES DIVISION





PRELIMINARY - NOT FOR CONSTRUCTION

- 1. ALL DIMENSIONS UNLESS OTHERWISE NOTED ARE IN FEET AND INCHES TO THE NEAREST 1/8".
- 2. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD OR TO THE CENTERLINE OF THE STRUCTURE UNLESS OTHERWISE NOTED.
- 3. ALL DIMENSIONS ARE TO THE OUTSIDE EDGE OF THE CURB OR TO THE OUTSIDE EDGE OF THE STRUCTURE UNLESS OTHERWISE NOTED.
- 4. ALL DIMENSIONS ARE TO THE INSIDE EDGE OF THE CURB OR TO THE INSIDE EDGE OF THE STRUCTURE UNLESS OTHERWISE NOTED.
- 5. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD OR TO THE CENTERLINE OF THE STRUCTURE UNLESS OTHERWISE NOTED.
- 6. ALL DIMENSIONS ARE TO THE OUTSIDE EDGE OF THE CURB OR TO THE OUTSIDE EDGE OF THE STRUCTURE UNLESS OTHERWISE NOTED.
- 7. ALL DIMENSIONS ARE TO THE INSIDE EDGE OF THE CURB OR TO THE INSIDE EDGE OF THE STRUCTURE UNLESS OTHERWISE NOTED.
- 8. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD OR TO THE CENTERLINE OF THE STRUCTURE UNLESS OTHERWISE NOTED.
- 9. ALL DIMENSIONS ARE TO THE OUTSIDE EDGE OF THE CURB OR TO THE OUTSIDE EDGE OF THE STRUCTURE UNLESS OTHERWISE NOTED.
- 10. ALL DIMENSIONS ARE TO THE INSIDE EDGE OF THE CURB OR TO THE INSIDE EDGE OF THE STRUCTURE UNLESS OTHERWISE NOTED.

- 1. NEW/RECLAM CANOPY
- 2. EXISTING CONCRETE
- 3. TOP OF SLAB 787.50' = 100'-0"
- 4. ...
- 5. ...
- 6. ...
- 7. ...
- 8. ...
- 9. ...
- 10. ...

903 Broad Street Clark Gas Station

Project Name:	903 Broad Street Clark Gas Station
Client:	Bachmann Construction
Architect:	Angus Young Architecture
Site Area:	11,388 sq. ft.
Structure Area:	2,370 sq. ft.
Roof Area:	1,378 sq. ft.
Foundation:	1,632 sq. ft.
Concrete:	242 cu. yd.
Reinforcing Steel:	42,424 lbs.
Insulation:	3,000 sq. ft.
Windows:	120
Doors:	12
Lighting:	100
Plumbing:	100
Electrical:	100
Mechanical:	100
Other:	100
Total Estimated Base Investment:	1,388,000

DEBERTHOLME

CALL TOLL FREE 1-800-242-4611
 MILWAUKEE AREA 414-259-1181
 FAX A LOCALITE 1-800-338-3880
 TDD (HEARING IMPAIRED) 1-800-542-2289
 ONLINE: www.debertholme.com

903 Broad Street Clark Gas Station

ARCHITECTURE
 ENGINEERING
 INTERIOR DESIGN

355 So. 9th Street, Grand Rapids, MI 49504-4182
 Tel: 616.971.1225 Fax: 616.971.7840
 www.angusyoung.com

PROJECT NUMBER: C101

APPROVED BY: [Signature]

DATE: 3/20/13

BY: [Signature]

DATE: 3/20/13

903 BROAD STREET CLARK GAS STATION

BACHMANN CONSTRUCTION

BELOIT, WI

Angus Young

Architecture
 Engineering
 Interior Design

REVISIONS

NO.	DATE	DESCRIPTION

ANGUS YOUNG & ASSOCIATES, P.C. All Rights Reserved

CITY of BELOIT

Neighborhood Planning Division

100 State Street, Beloit, WI 53511 Phone: (608) 364-6700 Fax: (608) 364-6609

Conditional Use Permit Application

(Please Type or Print)

File Number: CU-2013-06

1. Address of subject property: 903, 911, 915 Broad Street

2. Legal description:

If property has not been subdivided, attach a copy of the complete legal description from deed.

Property dimensions are: 182 feet by 140 feet = 21,475 square feet.

If more than two acres, give area in acres: _____ acres.

3. Tax Parcel Number(s): 13650695, 13650700, 13650705

4. Owner of record: BINDI R INC Phone: (608) 365-6208

903 BROAD ST BELOIT, WI 53511-

(Address)

(City)

(State)

(Zip)

5. Applicant's Name: Joseph J. Stadelman, VP Angus-Young Associates

555 South River Street, Janesville, WI 53548

(Address)

(City)

(State)

(Zip)

(608) 756-2326

(608) 751-1546

joes@angusyoung.com

(Office Phone #)

(Cell Phone #)

(E-mail Address)

6. All existing use(s) on this property are:

Convenience Store and Motor Vehicular Fuel Dispensing

7. **THE FOLLOWING ACTION IS REQUESTED:**

A Conditional Use Permit for: Existing Facility Requiring a Conditional Use

in a(n) Well Head Protection District

Zoning District.

To allow the expansion of an existing gas station's underground fuel tanks.

DP

8. All the proposed use(s) for this property will be:

Principal use:

Convenience Store and Vehicular Motor Fuel Dispensing

Secondary use:

None

Accessory use:

9. Project timetable: Start date: 6/15/2013 Completion date: 11/30/2013

10. I/We represent that I/we have a vested interest in this property in the following manner:

- Owner
- Leasehold, length of lease: _____
- Contractual, nature of contract: Architect of Record.
- Other, explain: _____

The applicant's signature below indicates the information contained in this application and on all accompanying documents is true and correct.

I/We, the undersigned, do hereby respectfully make application for and petition the City Plan Commission and City Council to grant the requested action for the purpose stated herein. I/We represent that the granting of the proposed request will not violate any of the required standards of the Zoning Ordinance of the City of Beloit. I/We also agree to abide by all applicable federal, state and local laws, ordinances, rules, and regulations.

<u>R. B. Patel</u> (Signature of Owner)	<u>Rajesh Kumar Patel</u> (Print name)	<u>11-25-13</u> (Date)
 (Signature of Applicant, if different)	<u>Joseph J. GRAEDELMAN</u> (Print name)	<u>4-25-13</u> (Date)

In order for your request to be heard and considered in a timely manner, you must submit the completed application, and all accompanying documents, to the Neighborhood Planning Division for acceptance by the filing deadline date prior to a scheduled Plan Commission meeting.

This application must be submitted with one copy of a scaled drawing showing the layout of the proposed development in accordance with all code requirements, and the \$275.00 application fee. Applicants will also be charged a fee for mailing public notices at the rate of \$0.50 per notice. An invoice for this fee will be sent to the applicant and these costs are typically between \$5.00 and \$15.00.

To be completed by Planning Staff

Filing fee: \$275.00 Amount paid: \$275.00 Meeting date: May 22, 2013

No. of notices: _____ x mailing cost (\$0.50) = cost of mailing notices: \$ _____

Application accepted by: Don Livingston Date: 4/25/13

General Engineering Company
P.O. Box 340
916 Silver Lake Drive
Portage, WI 53901



Engineers • Consultants • Inspectors

608-742-2169 (Office)
608-742-2592 (Fax)
gec@generalengineering.net
www.generalengineering.net

April 25, 2013

Mr. Drew Pennington
Director of Planning and Building Services
City of Beloit
100 State Street
Beloit, WI 53511

RE: Wellhead Ordinance
Conditional Use Permit
Clark Station
903 Broad Street
Beloit, Wisconsin

Dear Mr. Pennington,

The purpose of this letter is to outline the environmental issues regarding the existing tank system associated with the Clark Station, located at 903 Broad Street, in the City of Beloit, Wisconsin.

Currently, three underground storage tanks are registered to the Clark Station site as in use. The tanks consist of one 10,000-gallon tank, and two 7,500-gallon tanks, all containing unleaded gasoline. The underground storage tanks are single-walled steel tanks with single wall product lines, which were installed between 1969 and 1979. These tanks are beyond their life expectancy.

Before 1980 storage tanks were primarily single-walled steel tanks and because steel is highly corrosive, especially underground, there were high levels of leaks and ruptures occurring from steel tanks. If gasoline leaks into the ground there are major environmental concerns for the surrounding areas including health and safety risks from drinking petroleum contaminated water from private wells for residents, ecological impacts and groundwater contamination. Before 1980, leak detection devices were not used and leaks occurred often and without knowledge of the operators of those tanks.

The current owner of the property is requesting to remove the existing tanks and piping and upgrading it with a new system, which will include double wall fiberglass tanks and double wall poly product lines. The upgraded tank system and lines will be continuously monitored for leaks with a monitoring system, outlined in the attached Metco Correspondence. Additional upgrades to the tank system and piping is also outlined in the METCO correspondence attached.

On April 23, 2013, General Engineering Company along with Kitson Environmental Services advanced six soil probes, to depth ranging from 10 to 20 feet below the ground surface, around the existing tanks, the dispensers and on the adjacent property. The locations of the soil probes were limited based on the estimated location of the tanks, piping lines, electrical lines and water

Portage • Black River Falls • La Crosse



Consulting Engineering • Structural Engineering • Building Design • Environmental Services • Building Inspection • GIS Services
Grant Procurement & Administration • Land Surveying • Zoning Administration • Mechanical, Electrical, & Plumbing Services



and sewer laterals. However, based on preliminary field data, there was no indication of petroleum affected soils in any of the soil samples collected from the soil probes. Soil samples were collected and submitted for laboratory analysis to Pace Analytical of Green Bay, Wisconsin for the presence of gasoline range organics (GRO) and petroleum volatile organic compounds (PVOC). Analytical results are expected to be completed by the second week of May 2013. Once the analytical results are received from the laboratory, a Limited Phase II Environmental Site Assessment Report will be completed documenting the results from the Phase II activities.

However, based on the preliminary Phase II Environmental Site Assessment field results, there is no indication at this time that the existing tank system has leaked. However, at the time of the underground storage tank upgrade, proper tank site assessment sampling will be performed to document soils directly beneath the existing tank system, piping and dispensers. The dangers associated with an unreported leak from the single walled tanks and piping will be diminished, and the upgraded underground storage tank system will be installed. The likelihood of an undetected leak occurring from a properly installed upgraded system is significantly less.

If you have any questions, or need any further information, please contact me at 608-742-2169.

Respectfully submitted,

GENERAL ENGINEERING COMPANY



Lynn M. Bradley
Environmental Project Manager

Enclosures



FUEL SYSTEMS

Excellence through experience

102 Enterprise Drive - PO Box 448 - Hillsboro, WI 54634

800.236.0448 - Fax 608.489.2389 - www.metcohq.com

Greg Smithback
Bachmann Construction
1201 S. Stoughton Rd.
Madison, WI 53716



Re Beloit Clark, Well head protection

Dear Greg,

Well head protection in regards to the petroleum storage and dispensing system proposed for the above mentioned site is to be accomplished in several ways.

The existing system is comprised of single wall steel tanks and single wall steel product lines that were installed in 1969 & 1979. The existing system will be removed.

The new system will be double wall fiberglass tanks and double wall poly product lines. The tanks and lines will be continuously monitored for leaks with a Veeder Root TLS 350 monitoring system.

Tanks will be tested continuously with the CSLD feature for a .2 GPH leak rate with a threshold of .1 GPH. Product lines will be continuously tested with the PLLD feature for the same rates. Additionally, containment sumps will be install at submersible pump piping connections on top of tanks and under dispensers. All sumps will have sump sensors to monitor for presence of any liquid. All interstitial space in double wall equipment will be monitored with sensors also.

Audible and visual alarms will notify operator as to any alarm condition. Product line alarms will also shut down pumping operations until alarm is resolved.

Tank fills will have auto shut off valves to prevent overfill and spill containment manholes to contain drips when disconnecting delivery hoses.

All material, equipment and installation shall be approved by State of Wisconsin DSPS for compliance with chapter 310.

Also operators are required to be trained in "A-B Operator Training". This provides for routine monthly inspections. Complete system will be inspected annually by qualified technicians for functionality as per Wis DSPS.

Attached are Class A-B & C checklists, Spill Kit contents, DNR spill response & reporting procedures, and a compliance calendar with monthly checklists.

If you should have any questions, please call.

Bill Danforth
METCO Fuel Systems
Cell 608-386-1882

Spill Response Plan

Site Name: Beloit Clark

Site Address: 903 Broad St.

Site City, State, Zip: Beloit, WI

Primary Contact & Phone #: Raj Patel 608-365-6208

Consult the site drawing that shows where hazardous materials and waste, spill kits, drains, and exits are located (attached).

Response Actions in the Case of a Spill:

- 1) Notify **emergency contact(s)**: owner, manager, etc.
- 2) Use absorbent materials, such as kitty litter and absorbent diapers to contain the spill.
- 3) Cover/block any drains in the spill area to prevent material from entering into the sewer, storm water system or septic.
- 4) If possible, clean up the spill using absorbent materials. Collect these absorbent materials and treat as hazardous waste.
- 5) If the spill is too large, call **Emergency Response Agencies** listed below.

Emergency Contacts

Owner: Raj Patel Phone: 608-365-6208

Manager: _____ Phone: _____

Other: _____ Phone: _____

Other: _____ Phone: _____

Emergency Response Agencies

Fire/Police: 911

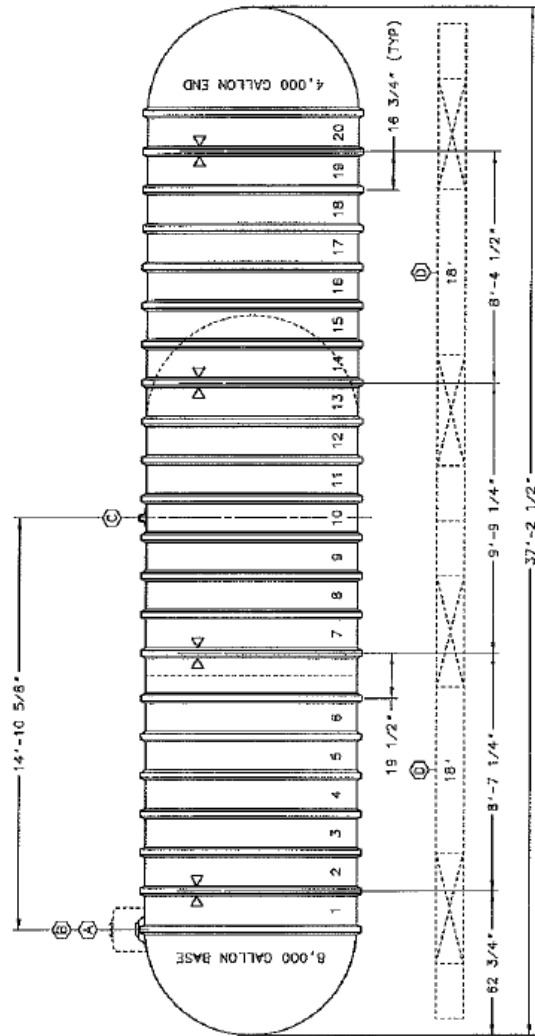
Department of Natural Resources Spill Response: (800) 943-0003

(For spills over 5 gallons on hard surface or
over 1 gallon on soft surface)

(For spills that reach storm and/or sewer drains)

XERXES
a xer company

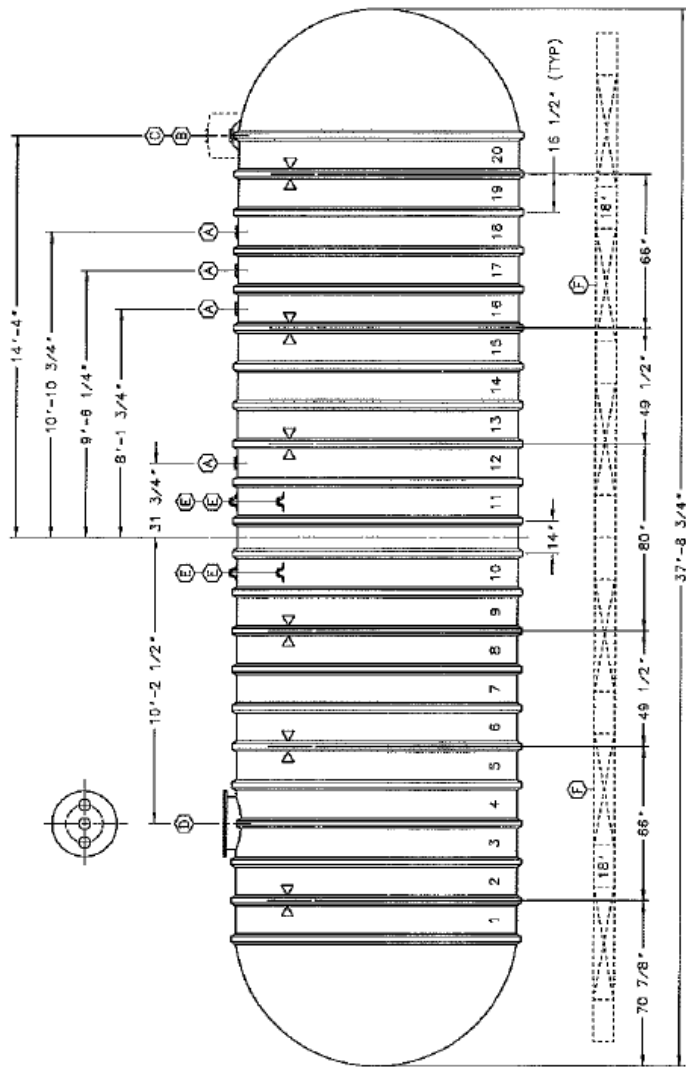
TITLE 8' DIA. DOUBLE-WALL
MURKIN COMPARTMENT
CAP. 8,000 x 4,000 GALLONS
DATE 1-21-04 (DR. NO. S11-007-04)



(A)	4" NPT MONITOR FITTING
(B)	OPTIONAL 18" DIA. HYDROSTATIC MONITORING RESERVOIR WITH 4" NPT FITTING
(C)	LIFTING LUG
(D)	OPTIONAL 18" PREFABRICATED CONCRETE DEADMAN (4 DEADMEN REQUIRED PER TANK)
(X)	HOLD DOWN STRAP LOCATION

XERXES
a xel company

TITLE
10' DIA. DOUBLE-WALL
CAP. 20,000 GALLONS
DATE 1-12 BR. NO. S11-012.06



ITEM	QTY	DESCRIPTION
(A)	4	4" NPT SERVICE FITTING WITH 12"x12" STRIKER PLATE
(B)	1	4" NPT MONITOR FITTING
(C)	1	OPTIONAL 18" DIA. HYDROSTATIC MONITORING RESERVOIR WITH 4" NPT FITTING
(D)	1	OPTIONAL 18" DIA. MANWAY WITH 3-4" NPT FITTINGS IN COVER & 4-12"x12" STRIKER PLATES
(E)	4	LIFTING LUG
(F)	4	OPTIONAL 18" PREFABRICATED CONCRETE DEADMAN
(X)	6	HOLD DOWN STRAP LOCATION



NOTICE TO THE PUBLIC

May 1, 2013

To Whom It May Concern:

Joe Stadelman of Angus Young Associates, on behalf of Bindi R. Inc., has filed an application for a Conditional Use Permit to allow the expansion of an existing gas station with underground fuel tanks in a Wellhead Protection Overlay District, for the property located at:

903 Broad Street.

While new underground fuel tanks are prohibited in the Wellhead Protection Overlay District, existing nonconforming businesses are eligible to seek a Conditional Use Permit in order to expand. The owner of the Clark Station at 903 Broad Street has acquired the adjacent, vacant parcels located at 911 & 915 Broad Street and has proposed the demolition of the existing store and canopy and the construction of a new store, gas pumps, and canopy on all three parcels. A copy of the applicant's preliminary site plan is attached to this notice.

The following public hearings will be held regarding this proposed Conditional Use Permit:

City Plan Commission: Wednesday, May 22, 2013, at 7:00 PM, or as soon thereafter as the matter can be heard in The Forum, Beloit City Hall, 100 State Street.

City Council: Monday, June 3, 2013, at 7:00 PM, or as soon thereafter as the matter can be heard in The Forum, Beloit City Hall, 100 State Street.

THE PUBLIC IS INVITED TO ATTEND THESE HEARINGS.

We are interested in your opinion.

Anyone bringing handouts to the Plan Commission meeting must bring ten (10) copies and submit them to the Recording Secretary before the meeting begins. Staff is unable to leave the meeting area to make copies.

For additional information, please contact Drew Pennington in the Planning & Building Services Division at (608) 364-6711 or penningtond@ci.beloit.wi.us. Comments will be accepted via telephone, email, and U.S. Mail.

COLE WG BELOIT WI LLC
P O BOX 1159
DEERFIELD, IL 60015

VALENTI MIDWEST INC
3450 BUSCHWOOD PARK DR STE 195
TAMPA, FL 33618

BINDI R INC
903 BROAD ST
BELOIT, WI 53511

MARVIN MAUEL
925 BROAD ST
BELOIT, WI 535116350

MURMACS 845 BROAD STREET LLC
1300 HARVEY ST
BELOIT, WI 535114014

GARY WEINKAUF
1822 EMERSON ST
BELOIT, WI 53511

DAVID FROEMMING
928 W PECK ST
WHITEWATER, WI 53190

GEORGE PANTUSO
318 HARRISON AVE
BELOIT, WI 53511

LORRAINE WITKINS
2625 IVA CT UNIT 22
BELOIT, WI 53511

TLC PROPERTIES INC
5101 HWY 51 SOUTH
JANESVILLE, WI 53546

NATALIA KHARITONOVA
912 E. GRAND AVENUE
BELOIT, WI 53511

WILLIAM & DIANNE
ZAWADZKI
9998 TYBOW TRL
ROSCOE, IL 61073

JUAN PAGAN
7805 CANNELLWOOD DR
SOUTH BELOIT, IL 61080

RESOLUTION
AUTHORIZING A CONDITIONAL USE PERMIT TO ALLOW A
CHURCH IN AN R-1B, SINGLE-FAMILY RESIDENTIAL DISTRICT,
FOR THE PROPERTY LOCATED AT 1227 LIBERTY AVENUE

WHEREAS, the application of Garry Hutchinson, on behalf of New Life Tabernacle, for a Conditional Use Permit to allow a church in an R-1B, Single-Family Residential District, for the property located at 1227 Liberty Avenue, having been considered by the City Council of the City of Beloit, Wisconsin at a public hearing held for that purpose and due notice of said hearing having been given by publication as appears by the Proof of Publication on file in the office of the City Clerk.

NOW, THEREFORE, BE IT RESOLVED THAT, the City Council of the City of Beloit, Rock County, Wisconsin does hereby grant a Conditional Use Permit to allow a church in an R-1B, Single-Family Residential District, for the property located at 1227 Liberty Avenue in the City of Beloit, for the following described premises:

Lot 1 of Certified Survey Map No. 1702425, as recorded in Volume 28, Pages 170-171, Certified Survey Maps of Rock County (a/k/a 1227 Liberty Avenue, City of Beloit, Rock County, Wisconsin). Said parcel contains 25,856 square feet or .5936 acres.

As a condition of granting the Conditional Use Permit, the City Council does hereby stipulate the following conditions and restrictions upon the Conditional Use, which are hereby deemed necessary for the public interest:

1. This Conditional Use Permit authorizes the establishment of a church within the existing building on the property located at 1227 Liberty Avenue, if the other conditions are satisfied.
2. The max seating capacity shall be four times the number of stalls in the off-street parking lot. **The applicant shall submit a parking lot striping plan for Planning staff review and approval before making any changes to the existing lot. Max occupancy shall be established after review of the striping plan and the attached dwelling unit plans.**
3. The applicant shall stripe all proposed parking stalls a minimum of 9-feet in width by 18-feet in length. Parking stalls must be striped in epoxy paint that is white in color and shall be maintained during the tenure of the property owner.
4. The applicant shall establish one handicap accessible parking stall and aisle for the off-street parking lot. This accessible parking stall shall be van-accessible and include an 8-foot wide access aisle abutting the designated parking stall, and shall be striped in epoxy paint that is blue in color. The accessible parking stall must also include an ADA parking sign.
5. The applicant shall provide concrete wheel stops for each off-street parking stall. The concrete wheel stops shall be positioned in a way that preserves a four (4) foot walkway

- between parked vehicles and the building.
6. The applicant shall meet the minimum aisle width requirements specified in Section 8-113 of the Zoning Code.
 7. All trash and recycling containers shall be enclosed. The applicant must obtain an Architectural Review Certificate prior to the establishment of a dumpster enclosure on the subject property.
 8. Foundation plantings shall be established and maintained on the south and west sides of the building on the subject property during the tenure of the property owner.
 9. The applicant shall obtain an Architectural Review Certificate and Sign Permit prior to the establishment or replacement of outdoor signage for the subject property.
 10. Any major changes in the adopted conditions or use of the property shall be approved by the Plan Commission and City Council by amending this Conditional Use Permit. The Planning and Building Services Director may approve minor changes administratively and allow accessory structures and uses that comply with and meet all of the standards and requirements of the City of Beloit Municipal Code.

Adopted this 3rd day of June 2013.

BELOIT CITY COUNCIL

Charles M. Haynes, Council President

ATTEST:

Rebecca Houseman LeMire, City Clerk

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Conditional Use Permit Application for the property located at 1227 Liberty Avenue

Date: June 3, 2013

Presenter(s): Julie Christensen

Department: Community Development

Overview/Background Information:

Garry Hutchinson, on behalf of New Life Tabernacle, has filed an application for a Conditional Use Permit to allow a church in an R-1B, Single-Family Residential District, for the property located at 1227 Liberty Avenue.

Key Issues (maximum of 5):

- In 2009, a Conditional Use Permit (CUP) was granted for this property to allow a day care center as the principal use and civic and religious assembly as a secondary use, but the owner did not establish the uses and the CUP expired.
- Because the principal use of the property was changed in 2009 from a church to a day care center, a Conditional Use Permit is required before a church can be reestablished in a residential district. The applicant recently purchased the property and desires to establish a church as the principal use.
- Due to the relatively small off-street parking lot, Planning staff is recommending a condition of approval that will establish the maximum capacity of the church based upon the number of stalls in the parking lot.
- The Plan Commission reviewed this request on May 22, 2013 and voted unanimously (4-0) to recommend approval of the Conditional Use Permit, subject to the conditions recommended by Planning staff. Planning staff has modified condition #2 based upon concerns expressed by the Plan Commission and staff's discovery that the applicant intends to construct a dwelling unit within the church building.

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

- Consideration of this request supports Strategic Goal #5.

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- **Reduce dependence upon fossil fuels** – The reuse of this building may potentially reduce dependence upon fossil fuels by increasing the availability of a church in close proximity to existing neighborhoods. The adaptive reuse of this building will capitalize on the embodied energy that is present in the building.
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** – N/A
- **Reduce dependence on activities that harm life sustaining eco-systems** – N/A
- **Meet the hierarchy of present and future human needs fairly and efficiently** – N/A

Action required/Recommendation:

- City Council consideration and action on the proposed Resolution

Fiscal Note/Budget Impact: N/A

Attachments: Resolution and Staff Report to the Plan Commission

CITY OF BELOIT

REPORT TO THE BELOIT CITY PLAN COMMISSION

Meeting Date: May 22, 2013

Agenda Item: 5

File Number: CU-2013-05

Applicant: Garry Hutchinson

Owner: New Life Tabernacle, Inc.

Location: 1227 Liberty Avenue

Existing Zoning: R-1B, Single-Family Residential District

Existing Land Use: Vacant Building

Parcel Size: .59 Acre

Request Overview/Background Information:

Garry Hutchinson, on behalf of New Life Tabernacle, has filed an application for a Conditional Use Permit to allow a church in an R-1B, Single-Family Residential District, for the property located at 1227 Liberty Avenue.

The attached **Location and Zoning Map** shows the location of the parcel involved in this application. The adjacent zoning and land uses are as follows:

- North: R-1B, Single-Family Residential District; Single-family dwellings
- South: R-1B, Single-Family Residential District; Single-family dwellings
- East: R-1B, Single-Family Residential District; Single-family dwellings
- West: PLI, Public Lands and Institutions District; Hinckley Park

Churches are a conditional use in R-1B districts. The justification for requiring a Conditional Use Permit is to allow the City Council to evaluate how the proposed use will affect the surrounding land uses. If the proposed use is approved, the City Council is authorized to impose conditions it deems necessary to reduce or minimize any potential adverse effects on surrounding properties.

Key Issues:

- The subject property is located at the intersection of Liberty Avenue and Moore Street, and is across the street from Hinckley Park.
- In 2009, a Conditional Use Permit (CUP) was granted to allow a day care center as the principal use and civic and religious assembly as a secondary use, however, the owner did not establish the use and the CUP expired.
- Because the principal use of the property was changed in 2009 from a church to a day care center, a Conditional Use Permit is required before a church can be reestablished in a residential district.
- Mr. Hutchinson recently purchased the property and desires to establish a church as the principal use.
- The proposed church would operate on Sundays from 9am to 9pm, and three days during the week from 8am to 5pm.
- Mr. Hutchinson has intentions to renovate the interior of the building and make a number of site improvements to the exterior of the property, which includes restriping the off-street parking lot, increasing the driveway apron from 16-feet to 20-feet, and updating landscaping and signage.
- Evergreen bushes have been removed from the west side of the property, near the ground sign. Staff recommends that plants be placed around the foundation of the building on the south and west sides due to high visibility from both streets.
- The subject property includes a building that was constructed in 1950, two signs, an unenclosed dumpster, and an off-street parking lot that is accessible from Moore Street. The unenclosed dumpster will have to be screened from view.
- The off-street parking lot contains an estimated thirteen (13) parking stalls including one accessible parking stall. No concrete wheel stops are present in any of the parking stalls.
- Currently, no seats or pews are present in the building; however, Mr. Hutchinson has proposed to place 80-seats in the building for services after renovating the interior of the building. A floor plan is included in this report.
- The Zoning Ordinance requires one parking stall per four seats, which would be 20 parking stalls. In addition, 1-parking stall must be made accessible and all parking stalls must be provided with a concrete wheel stop.
- According to the Traffic Engineer, the proposed facility will generate 141 vehicle trips during peak hours on Sunday. Both Moore Street and Liberty Avenue are capable of handling the traffic.
- If the Conditional Use Permit is authorized, the applicant will proceed with minor changes to the exterior of the building.
- Staff sent the attached Public Notice to nineteen nearby property owners. As of this writing, staff has not received any comments or questions about the proposed use.
- Several photographs of the subject property are attached to this report.

- Public facilities and infrastructure exist in this area and the property receives the full range of municipal services.
- All City review agents have reviewed this Conditional Use Permit application and do not have any comments or concerns regarding the proposed conditional use.
- Findings of Fact

Based on Section 2.5.4 of the Zoning Ordinance, the Plan Commission shall make a recommendation based on the following considerations:

- a. *Whether the establishment, maintenance, or operation of the conditional use will be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;*
 - The establishment, maintenance, and operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare.
- b. *Whether the conditional use will be injurious to the use and enjoyment of other property in the immediate vicinity for purposes already permitted;*
 - The proposed conditional use will not negatively impact the enjoyment of the surrounding properties.
 - An institutional use at this location has co-existed with the surrounding residential neighborhood for many years.
- c. *Whether the conditional use will substantially diminish or impair property values within the neighborhood of the subject property;*
 - The conditional use will not substantially diminish or impair property values within the neighborhood of the subject property.
 - The occupancy and exterior improvement of the subject property will have a positive impact on property values.
- d. *Whether the establishment of the conditional use will impede the normal and orderly development and improvement of the surrounding property;*
 - The surrounding area is already developed. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property.
- e. *Whether the exterior architectural design or site layout of the proposed conditional use is so dissimilar or otherwise incompatible with existing or proposed development in the immediate neighborhood that it will cause a depreciation in property values;*
 - All exterior changes will be subject to the Architectural Review Code, which will ensure compatibility with the immediate neighborhood.
- f. *Whether adequate utilities, access roads, drainage or other necessary facilities will be available to serve the proposed use at the time of its occupancy or use;*
 - Adequate facilities and infrastructure are available to serve the proposed use.
- g. *Whether adequate measures will be taken to minimize traffic congestion; and*
 - The proposed conditional use will not cause traffic congestion. In addition, the applicant intends to widen the driveway apron and restripe the off-street parking lot to increase the number of parking stalls, which may improve the internal traffic flow and circulation of the site.
- h. *Whether the conditional use will comply with all applicable regulations of this chapter (the Zoning Ordinance).*
 - The conditional use will comply with all other applicable regulations of the Zoning Ordinance.

Consistency with Comprehensive Plan and Strategic Plan:

The City's Comprehensive Plan designates this property for long-term single-family residential uses. However, the Comprehensive Plan states that single-family residential areas should include limited institutional uses (e.g. churches). The proposed conditional use is consistent with the City's Comprehensive Plan.

Consideration of this request supports City of Beloit Strategic Goal #5.

Sustainability: (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines)

- **Reduce dependence upon fossil fuels** – The reuse of this building may potentially reduce dependence upon fossil fuels by increasing the availability of a church in close proximity to existing neighborhoods. The adaptive reuse of this building will capitalize on the embodied energy that is present in the building.
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** – N/A
- **Reduce dependence on activities that harm life sustaining eco-systems** – N/A
- **Meet the hierarchy of present and future human needs fairly and efficiently** – N/A

Staff Recommendation:

The Planning and Building Services Division recommends **approval** of a Conditional Use Permit to allow a church use in an R-1B, Single-Family Residential District, for the property located at 1227 Liberty Avenue, based on the above Findings of Fact and subject to the following conditions:

1. This Conditional Use Permit authorizes the establishment of a church within the existing building on the property located at 1227 Liberty Avenue, if the other conditions are satisfied.
2. The max seating capacity shall be four times the number of stalls in the off-street parking lot.
3. The applicant shall stripe all proposed parking stalls a minimum of 9-feet in width by 18-feet in length. Parking stalls must be striped in epoxy paint that is white in color and shall be maintained during the tenure of the property owner.
4. The applicant shall establish one handicap accessible parking stall and aisle for the off-street parking lot. This accessible parking stall shall be van-accessible and include an 8-foot wide access aisle abutting the designated parking stall, and shall be striped in epoxy paint that is blue in color. The accessible parking stall must also include an ADA parking sign.
5. The applicant shall provide concrete wheel stops for each off-street parking stall. The concrete wheel stops shall be positioned in a way that preserves a four (4) foot walkway between parked vehicles and the building.
6. The applicant shall meet the minimum aisle width requirements specified in Section 8-113 of the Zoning Code.
7. All trash and recycling containers shall be enclosed. The applicant must obtain an Architectural Review Certificate prior to the establishment of a dumpster enclosure on the subject property.
8. Foundation plantings shall be established and maintained on the south and west sides of the building on the subject property during the tenure of the property owner.
9. The applicant shall obtain an Architectural Review Certificate and Sign Permit prior to the establishment or replacement of outdoor signage for the subject property.
10. Any major changes in the adopted conditions or use of the property shall be approved by the Plan Commission and City Council by amending this Conditional Use Permit. The Planning and Building Services Director may approve minor changes administratively and allow accessory structures and uses that comply with and meet all of the standards and requirements of the City of Beloit Municipal Code.

Fiscal Note/Budget Impact: N/A

Attachments: Location & Zoning Map, Property Photos, Floor Plan, Parking Plan, Application, Public Notice, and Mailing List.

Location & Zoning Map

1227 Liberty Avenue

CU-2013-05



1 inch = 64 feet



Legend	
	Zoning District
	Parcels

Map prepared by: Michael D. Lofton II
Date: April 2013
For: City of Beloit, Planning & Building Services
Date of Aerial Photography: April 2011

PLANNING & BUILDING SERVICES DIVISION

**Parking Lot
(As viewed from Moore Street)**

**South Side of Building
(As viewed from Liberty Avenue)**





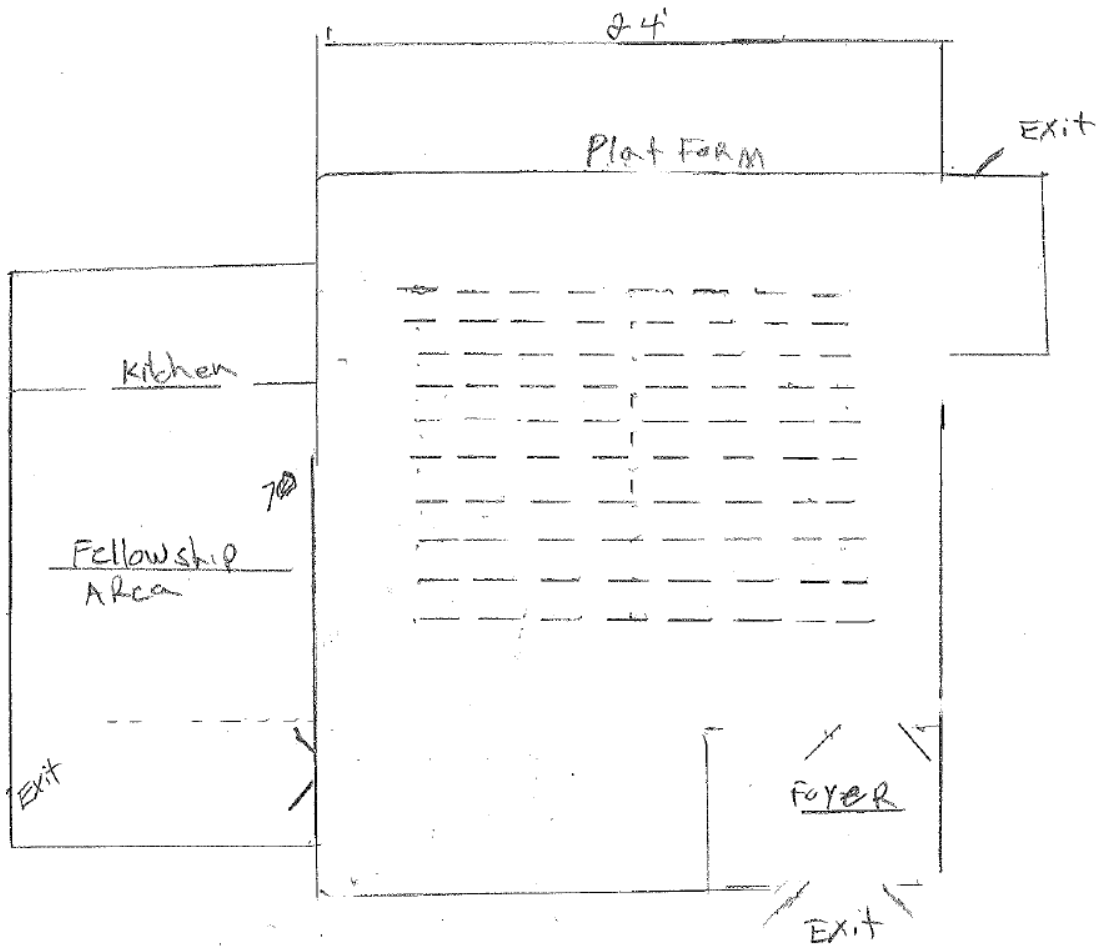
**Ground Sign
(As viewed from Moore Street)**



**Pole Sign
(As viewed from Liberty Avenue)**



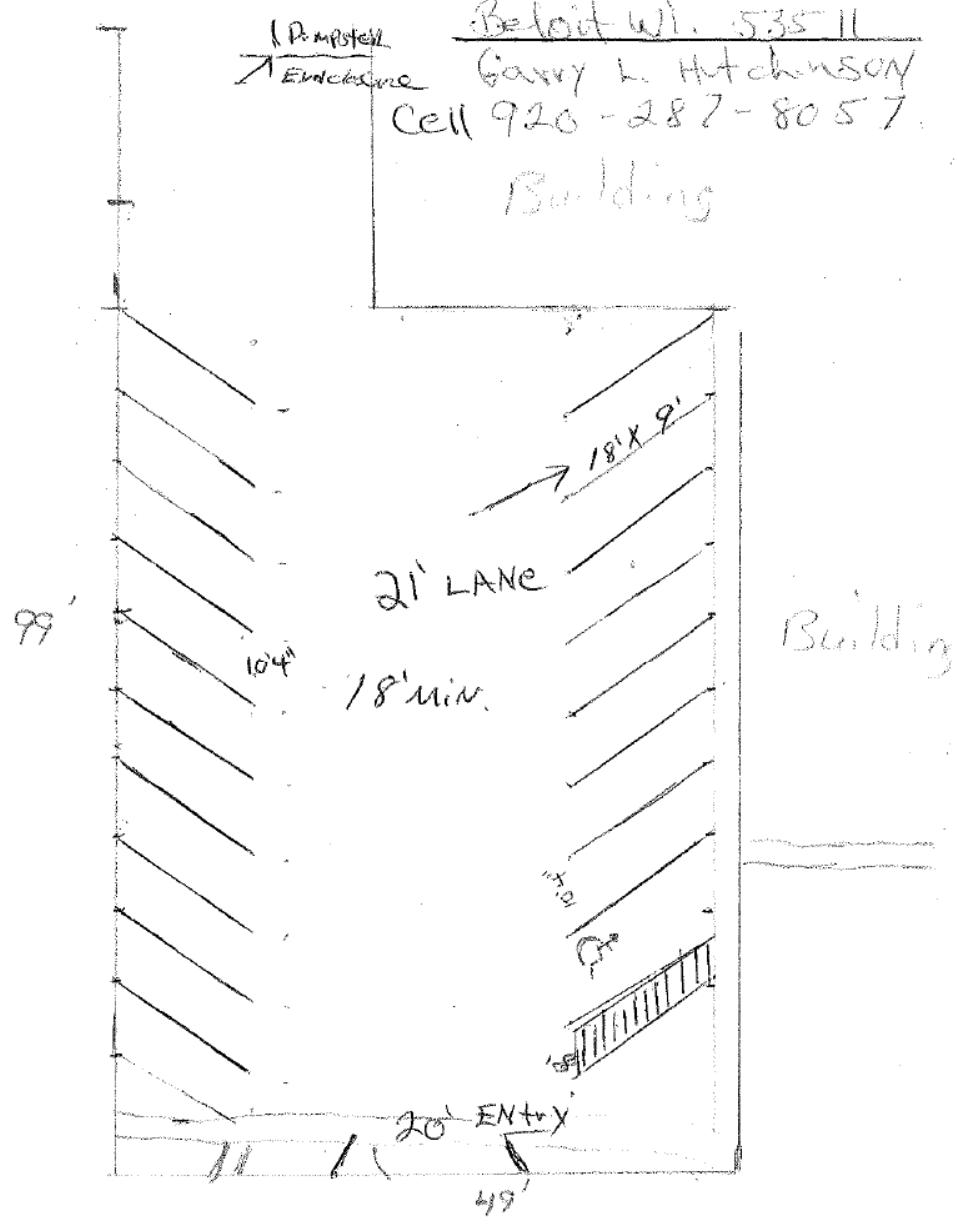
New Life TABERNACLE
1227 Liberty Ave.
Beloit WI 53511
Garry L. Hutchinson
920-287-8057



Floor Plan

AARON RENVICK
Cell 920-287-1910
30
9'3"

New Life Tabernacle
1227 Liberty Ave
Beloit WI. 53511
Garry L. Hutchinson
Cell 920-287-8057
Building



Parking Plan

CITY of BELOIT

Planning and Building Services Division

100 State Street, Beloit, WI 53511 Phone: (608) 364-6700 Fax: (608) 364-6609

Conditional Use Permit Application

(Please Type or Print)

File Number: CU-2013-05

1. Address of subject property: 1227 Liberty AVE.

2. Legal description: Lot 1 CMO Vol 28 Page 170-171

If property has not been subdivided, attach a copy of the complete legal description from deed.

Property dimensions are: _____ feet by _____ feet = _____ square feet.

If more than two acres, give area in acres: _____ acres.

3. Tax Parcel Number(s): 12740679

4. Owner of record: Associated Bank, N.A. Phone: 414-283-2303

330 E. Kilbourn Ave. Milwaukee WI 53202

(Address)

(City)

(State)

(Zip)

New life Tabernacle

5. Applicant's Name: Garry L. Hutchinson DBA ~~Associated Bank~~

647 Fairway Cir Jefferson WI 53549

(Address)

(City)

(State)

(Zip)

(Office Phone #)

1 920 287 8057 1 (Cell Phone #)

1AKedr7@yahoo.com (E-mail Address)

6. All existing use(s) on this property are:

7. THE FOLLOWING ACTION IS REQUESTED:

A Conditional Use Permit for: Church use

in a(n) R1B Zoning District.

8. All the proposed use(s) for this property will be:

Principal use: Church use

Secondary use: Residential / Ministry use

Accessory use:

9. Project timetable: Start date: April 28-2013 Completion date: _____

10. I/We) represent that I/we have a vested interest in this property in the following manner:

- () Owner
- () Leasehold, length of lease: _____
- () Contractual, nature of contract: will be closing on property in 5 days
- () Other, explain: _____

The applicant's signature below indicates the information contained in this application and on all accompanying documents is true and correct.

I/We, the undersigned, do hereby respectfully make application for and petition the City Plan Commission and City Council to grant the requested action for the purpose stated herein. I/We represent that the granting of the proposed request will not violate any of the required standards of the Zoning Ordinance of the City of Beloit. I/We also agree to abide by all applicable federal, state and local laws, ordinances, rules, and regulations.

Kimberly McCann Kimberly McCann / 4/23/13
(Signature of Owner) (Print name) for Associated Bank (Date)
[Signature] Garry Hutchinson April-18-2013
(Signature of Applicant, if different) (Print name) (Date)
New Life Tabernacle New Life Tabernacle

In order for your request to be heard and considered in a timely manner, you must submit the completed application, and all accompanying documents, to the Planning and Building Services Division for acceptance by the filing deadline date prior to a scheduled Plan Commission meeting.

This application must be submitted with one copy of a scaled drawing showing the layout of the proposed development in accordance with all code requirements, and the \$275.00 application fee. Applicants will also be charged a fee for mailing public notices at the rate of \$0.50 per notice. An invoice for this fee will be sent to the applicant and these costs are typically between \$5.00 and \$15.00.

To be completed by Planning Staff	
Filing fee: <u>\$275.00</u>	Amount paid: <u>\$275.00</u> Meeting date: <u>May 22, 2013</u>
No. of notices: _____	x mailing cost (\$0.50) = cost of mailing notices: \$ _____
Application accepted by: <u>Michael P. Lofton</u>	Date: <u>4/26/13</u>



City of
BELOIT, Wisconsin
Division of Planning and Building Services

CITY HALL • 100 STATE STREET • BELOIT, WI 53511

Office: 608/364-6700 • Fax: 608/364-6609

www.ci.beloit.wi.us

Equal Opportunity Employer

NOTICE TO THE PUBLIC

May 9, 2013

To Whom It May Concern:

Gary Hutchinson, on behalf of New Life Tabernacle, has filed an application for a Conditional Use Permit to allow a church in an R-1B, Single-Family Residential District, for property located at:

1227 Liberty Avenue.

The building located at 1227 Liberty Avenue was previously used as a day care center. Churches are a conditional use in the R-1B District.

The following public hearings will be held regarding this proposed Conditional Use Permit:

City Plan Commission: Wednesday, May 22, 2013, at 7:00 PM, or as soon thereafter as the matter can be heard in The Forum, Beloit City Hall, 100 State Street.

City Council: Monday, June 3, 2013, at 7:00 PM or as soon thereafter as the matter can be heard in The Forum, Beloit City Hall, 100 State Street.

THE PUBLIC IS INVITED TO ATTEND THESE HEARINGS.

We are interested in your opinion.

Anyone bringing handouts to the Plan Commission meeting must bring ten (10) copies and submit them to the Recording Secretary before the meeting begins. Staff is unable to leave the meeting area to make copies.

For additional information, please contact Michael Lofton in the Planning and Building Services Division at (608) 364-6708 or loftonm@ci.beloit.wi.us. Comments will be accepted via telephone, email, and U.S. Mail.

JENNIFER SCHINDLER
1044 LINCOLN AVE
BELOIT, WI 535115022

JAMES HOEY
1045 MOORE ST
BELOIT, WI 535115041

JAMES E & PAULETTE L JACKSON
1044 MOORE ST
BELOIT, WI 53511

LARRY WELLS
1204 LIBERTY AVE
BELOIT, WI 53511

JAYMEE B & BARBARA A STEPHENS
1220 LIBERTY AVE
BELOIT, WI 53511

CHRISTOPHER M & KATHLEEN A
FARLINGER
2410 GREENWOOD DR
JANESVILLE, WI 53546

DOUGLAS CASH
P O BOX 1317
BELOIT, WI 535121317

JAIME WADEL
1201 LIBERTY AVE
BELOIT, WI 535115001

RAJMONDA KAJA
1207 LIBERTY AVE
BELOIT, WI 53511

NEIGHBORHOOD HOUSING SERVICES
OF BELOIT INC
520 W GRAND AVE
BELOIT, WI 53511

MARTIN PROPERTIES OF JANESVILLE
LLC
4619 N CTY RD H
JANESVILLE, WI 53548

ROGER NULL
P O BOX 1081
BELOIT, WI 535121081

CABIN FEVER ENTERPRISE LLC
P O BOX 861
BELOIT, WI 535120861

DIANA RAMSEY
1123 MOORE ST
BELOIT, WI 53511

MIKAL J & BRANDY BRICKSON
1128 LINCOLN AVE
BELOIT, WI 53511

THAD D & AMANDA D REGENOLD
1129 MOORE ST
BELOIT, WI 53511

SEAN HOEY
1132 LINCOLN AVE
BELOIT, WI 53511

ROBERT CAPLES
1135 MOORE ST
BELOIT, WI 535114110

MARY HARTKE
1136 LINCOLN AVE
BELOIT, WI 535114329



PROCEEDINGS OF THE BELOIT CITY COUNCIL
100 State Street, Beloit WI 53511
Monday, May 20, 2013

Presiding: Charles M. Haynes
Present: Sheila De Forest, Chuck Kincaid, Kevin D. Leavy, David F. Luebke, and Mark Spreitzer
Absent: James E. Van De Bogart

1. The meeting was called to order at 7:02 p.m. in the Forum at Beloit City Hall.
2. PLEDGE OF ALLEGIANCE
3. SPECIAL ORDERS OF THE DAY/ANNOUNCEMENTS
 - a. Vice President Spreitzer presented a proclamation declaring May 19-25, 2013, as **National Public Works Week** to Gregory Boysen, Director of Public Works. Mr. Boysen thanked the Council and the community for their support. File 7148
 - b. Vice President Spreitzer presented a proclamation declaring May 19-25, 2013, as **Emergency Medical Services Week** to Fire Chief Bradley Liggett. Chief Liggett stated they are celebrating 39 years paramedic service and that a new CPR machine is going into service which will provide greater care to residents of the City of Beloit. File 7148
 - c. City Manager Arft explained the application process for Top Project of 2012 award and said that he is very proud of the design of the Public Housing Redevelopment Project. He acknowledged the major role that Cathy Pollard played in administering this project. Vice President Spreitzer presented *The Daily Reporter's Top Project of 2012 Award* to Cathy Pollard, Beloit Housing Authority Director. Ms. Pollard thanked the Council for their support of this project.
4. PUBLIC HEARINGS – none
5. CITIZENS PARTICIPATION – none
6. CONSENT AGENDA

Councilor Spreitzer and Councilor De Forest asked that item 6.e. be removed from the Consent Agenda. Councilor Luebke made a motion to adopt the Consent Agenda, which consists of items 6.a. through 6.d. and 6.f. Councilor Leavy seconded, and the motion carried that the Consent Agenda consisting of items 6.a. through 6.d. and 6.f. be accepted, approved, adopted, or referred and acted upon as required by state and local codes by a vote of 6-0.

- a. The **Minutes** of the Regular Meeting of May 6, 2013, were approved.
- b. The application for a **Conditional Use Permit** to allow a gas station expansion in the Wellhead protection District for the property located at 903 Broad Street was referred to the Plan Commission. File 8591
- c. The application for a **Conditional Use Permit** to allow a church use in an R-1B, Single-family Residential District, for property located at 1227 Liberty Avenue was referred to the Plan Commission. File 8394
- d. The Resolution awarding Public Works **Contract C13-11**, Concrete Pavement Repair, was adopted. File 8592
- f. The resolution accepting the FY-2012 **Homeland Security/Advanced SWAT Training Grant** and authorizing the execution thereof was adopted. File 7947
- e. Police Chief Norm Jacobs presented a resolution authorizing the City of Beloit to apply for a **COPS 2013 Hiring Grant** and increase the Police Department's authorized strength to seventy-three with

notice of a successful application. He said that the grant would provide funding for a three year period and that the position must be retained for a fourth year. Chief Jacobs stated the funds would be used to hire a new patrol officer and move a more-experienced officer to the new intermediate school as a School Resource Officer. Councilor Spreitzer asked about the City's cost to fund and maintain the position and the level of reimbursement from the School District. Chief Jacobs responded that the City will have to maintain the position for four years. He said that the School District pays 75% for the 180 days the officer works in the school and that the grant amount declines over three years. Councilor De Forest asked if the number of officers on the street would remain the same even despite expected retirements, and Chief Jacobs said that future cuts would be from the school resource officer program. Councilor Luebke said that the School Resource Officers are a wonderful addition to schools. Councilor Luebke made a motion to authorize the application for the COPS Grant, and Councilor De Forest seconded. The motion carried 6-0. File 8593

7. ORDINANCES

- a. Community Development Director Julie Christensen presented a proposed ordinance amending the **Zoning District Map** of the City of Beloit to change the zoning district classification of the properties located at 1500 and 1505 Gateway Boulevard from R-3, Low-density Multi-family Residential District, to M-1, Limited Manufacturing District. It was noted that the Plan Commission recommended approval 6-0. Ms. Christensen stated Beloit Economic Development Corporation Executive Director Andrew Janke applied to change the zoning of these properties because the majority of requests for proposals for building sites have been for manufacturing uses. Councilor Spreitzer made a motion to enact the ordinance, and Councilor Kincaid seconded. The motion carried 6-0. File 8583 Ordinance 3491

8. APPOINTMENTS

President Haynes announced the openings and submitted the following appointments to the City Committees, Boards, and Commissions for approval. The appointments were approved on a motion by Councilor Leavy and a second by Councilor Spreitzer. The motion carried 6-0.

- a. **Board of Appeals:** Merlin Bussan and Carolyn H. Hansen for terms ending May 31, 2016. File 6130
- b. **Plan Commission:** Angela P. Moore for a term ending April 30, 2018. File 6064

9. COUNCILOR ACTIVITIES AND UPCOMING EVENTS

- Councilor Luebke said that it is nice to see the Farmers Market in full swing. He said that he attended the Historical Society annual dinner and the Hackett School ground-breaking where a student handed him a note saying "We will take care of our school."
- Councilor De Forest congratulated the Public Works employees and the Emergency Responders for their service to the City of Beloit and is looking forward to the 40th year celebration of the paramedics. She stated she was touched by the sight of the Beloit Memorial football team, along with other volunteers, putting up American flags along Riverside Drive in honor of the Veterans on the Vets Roll trip.
- Councilor Spreitzer said he enjoyed attending Art Walk in downtown Beloit and the Tri-State Alliance Summit on regional economic development cooperation.
- Councilor Haynes reminded the public to attend the Welcome Home Ceremony for the Veterans returning from the Vets Roll trip to Washington, D.C. on May 22nd.

10. CITY MANAGER'S PRESENTATION

- a. Community and Housing Services Director Teri Downing presented the annual **Code Enforcement** presentation. She explained the systematic rental inspection programs including single-family interior, multi-family interior, and exterior. Councilor De Forest suggested this report be put on the City's website and commended Ms. Downing and her staff for their hard work. Councilor De Forest inquired about the possibility of delaying inspections for units that have not had violations within the

past year. Ms. Downing said that there have been internal discussions regarding this possibility but that a decision has not been made yet. Council De Forest asked if Ms. Downing thought that enforcement consistency among inspectors has increased, and Ms. Downing stated that staff has become more consistent. Councilor Kinkaid asked what the City was doing about abandoned, foreclosed, bank-owned, and vacant properties. Ms. Downing stated they can order the clean-up of the property; however, if the owners do not comply, the City will hire a contractor and assess the property owner. Councilor Spreitzer asked how the responsibility for tenant issues and landlord issues are determined, and Ms. Downing said that the Inspectors work with both the tenants and the landlords and that the Municipal Code differentiates responsibilities.

11. REPORTS FROM BOARD AND CITY OFFICERS

- a. Finance and Administrative Services Director Paul York presented a Resolution Awarding the Sale of **General Obligation Bonds** in an amount not to exceed \$7,735,000, Bond Series 2013D for the purpose of paying the cost of street improvement projects; cost of park and public grounds projects; cost of refunding obligations of the City on the Build America Bonds. Mr. York introduced Michael Harrigan of Ehlers & Associates to report on the sale of the bonds. Mr. Harrigan stated the Credit Profile from Standard & Poor's was rated A+ because of the City's steady development and diversification of its tax and employment base, strong general fund reserves, and good financial management. Councilor Luebke made a motion to adopt the resolution, and Councilor Leavy seconded. The Council voted unanimously by roll call to adopt the Resolution 6-0. File 8570
- b. Fire Chief Brad Liggett presented the Resolution amending the 2013 Operating Budget for Staffing for Adequate Fire and Emergency Response (**SAFER) Grant Program Award**. Chief Liggett said the performance period is July 3, 2013, through July 2, 2015, with no requirement to retain the positions at the end of the grant. Councilor De Forest made a motion to adopt the resolution, and Councilor Leavy seconded. The motion carried 6-0. File 8529
- c. Mr. York presented a resolution authorizing the Transfer of Funds and **Amending the 2013 Operating Budget** for cost of living and merit salary increases and cost to implement the new non-represented pay and classification plan. Mr. York explained that the budget was passed prior to the completion of the pay and classification study but that sufficient funds were included in the budget to implement the program. Councilor Leavy made a motion to adopt the resolution, and Councilor Luebke seconded. The motion carried 6-0. File 8570
- d. Ms. Christensen presented a resolution approving a **Cooperative Agreement** with the City of Janesville for Commercial and Electrical Building Inspection Services. Ms. Christensen stated the proposed agreement allows the City of Beloit and the City of Janesville to share resources while Beloit's certified Commercial Electrical and Building Inspector is temporarily out of the office. Councilor Leavy made a motion to adopt the resolution, and Councilor Luebke seconded. The motion carried 6-0. File 8594
- e. Public Works Director Greg Boysen presented a resolution supporting the proposed Infrastructure Improvements in the City of Beloit related to the **Ho-Chunk Nation's Planned Economic Development Project**. Mr. Boysen said these bids are very competitive and that only 5% are awarded. Councilor Leavy made a motion to adopt the resolution, and Councilor Luebke seconded. Councilor De Forest asked Mr. Boysen to clarify that this is only a letter of support and does not obligate the City for any future financial commitment, and Mr. Boysen confirmed. The motion carried 6-0. File 8525

12. At 8:37 p.m. Councilor Leavy made a motion to adjourn the meeting, and Councilor De Forest seconded. The motion carried 6-0.

Rebecca Houseman LeMire, City Clerk

www.ci.beloit.wi.us

Date approved by Council:

CITY OF БЕЛОIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Resolution approving the City's Offer to Purchase 150 Depot Street and authorizing execution of same.

Date: June 3, 2013

Presenter(s): Thomas R. Casper

Department(s): City Attorney

Overview/Background Information:

In recent years the City has acquired most of the land on the south side of Shirland Avenue between the river and the Subway restaurant. Those City acquisitions included the prior Country Store West store/gas station, the railroad right of way and the Granary building. Structures remaining on the properties have been removed and the City needs to cap the site, particularly the gas station site. 150 Depot Street is shown on the attached map and is a small lot directly behind the prior Country Store West store/gas station site. The owner of 150 Depot Street has indicated an interest in selling this vacant lot to the City for \$1,000. Acquisition of this lot will tend to resolve drainage issues that could occur from the capping if the City was not able to include 150 Depot Street in the project.

Key Issues (maximum of 5):

1. The City will obtain outright ownership of 150 Depot Street.
2. The City will pay \$1,000 plus normal closing costs.

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

Consideration of this request supports Strategic Goal #1.

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- Reduce dependence upon fossil fuels N/A
- Reduce dependence on chemicals and other manufacturing substances that accumulate in nature N/A
- Reduce dependence on activities that harm life sustaining eco-systems N/A
- Meet the hierarchy of present and future human needs fairly and efficiently N/A

If any of the four criteria are not applicable to your specific policy or program, an N/A should be entered in that space.

Action required/Recommendation:

Refer to Plan Commission

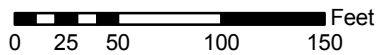
Fiscal Note/Budget Impact:

The City will expend approximately \$1,200 for the acquisition.



Location & Zoning Map

150 Depot Street

RPB-2013-08



Legend

-  Parcels
-  Zoning District

Map prepared by: Julie Christensen

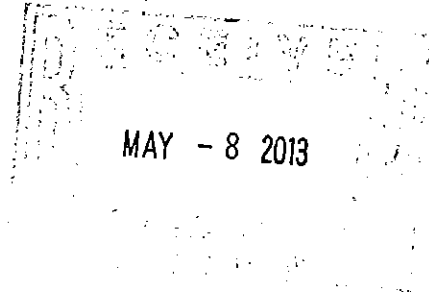
Date: May 2013

For: City of Beloit Planning & Building Services

Date of Aerial Photography: April 2011

PLANNING & BUILDING SERVICES DIVISION

James
Grafft



May 6, 2013

Michael F. Flesch, P.E.
Department of Public Works
2400 Springbrook Court
Beloit, WI 53511

Reference: 150 Depot Street

Dear Mr. Flesch,

Please find enclosed the signed copy of the vacant land offer to purchase. Please keep me advised on any developments.

Sincerely,

A handwritten signature in cursive script, appearing to read "James Grafft".

James Grafft

3723 EDGEWOOD DRIVE JANESVILLE, WI 53545

608-752-6630 (HOME) 608-752-9441 (OFFICE) 608-752-3528 (FAX)

WB-13 VACANT LAND OFFER TO PURCHASE

1 **BROKER DRAFTING THIS OFFER ON** 4/25/2013 [DATE] IS XXXXXXXXXXXXXXXX (AGENT OF BUYER) XXXXXXXXXXXX **[STRIKE TWO]**
2 **[GENERAL PROVISIONS]** The Buyer, The City of Beloit
3 offers to purchase the Property known as [Street Address] 150 Depot St, Tax Parcel 1354-0015
4 in the City of Beloit, County of Rock
5 Wisconsin, (Insert additional description, if any, at lines 179 - 187 or attach as an addendum, line 188), on the following terms:
6 ■ **PURCHASE PRICE:** One Thousand Dollars and Zero cents Dollars (\$ 1,000.00)
7
8 ■ **EARNEST MONEY** of \$ N/A accompanies this Offer and earnest money of \$ N/A
9 will be paid within _____ days of acceptance.
10 ■ **THE BALANCE OF PURCHASE PRICE** will be paid in cash or equivalent at closing unless otherwise provided below.
11 ■ **ADDITIONAL ITEMS INCLUDED IN PURCHASE PRICE:** Seller shall include in the purchase price and transfer, free and clear of
12 encumbrances, all fixtures, as defined at lines 15 - 18 and as may be on the Property on the date of this Offer, unless excluded at line 14,
13 and the following additional items: N/A
14 ■ **ITEMS NOT INCLUDED IN THE PURCHASE PRICE:** N/A
15 A "Fixture" is defined as an item of property which is physically attached to or so closely associated with land so as to be treated as part
16 of the real estate, including, without limitation, physically attached items not easily removable without damage to the Property, items
17 specifically adapted to the Property, and items customarily treated as fixtures including but not limited to all: perennial crops; garden
18 bulbs; plants; shrubs and trees. CAUTION: Annual crops are not included in the purchase price unless otherwise agreed at line 13.
19 ■ **ZONING:** Seller represents that the Property is zoned CBD-2
20 **[ACCEPTANCE]** Acceptance occurs when all Buyers and Sellers have signed an identical copy of the Offer, including signatures on
21 separate but identical copies of the Offer. CAUTION: *Deadlines in the Offer are commonly calculated from acceptance. Consider*
22 *whether short term deadlines running from acceptance provide adequate time for both binding acceptance and performance.*
23 **[BINDING ACCEPTANCE]** This Offer is binding upon both Parties only if a copy of the accepted Offer is delivered to Buyer on or
24 before June 7, 2013. CAUTION: *This Offer may be withdrawn prior to delivery of the accepted Offer.*
25 **[DELIVERY OF DOCUMENTS AND WRITTEN NOTICES]** Unless otherwise stated in this Offer, delivery of documents and written notices
26 to a Party shall be effective only when accomplished by one of the methods specified at lines 27 - 36.
27 (1) By depositing the document or written notice postage or fees prepaid in the U.S. Mail or fees prepaid or charged to an account with
28 a commercial delivery service, addressed either to the Party, or to the Party's recipient for delivery designated at lines 30 or 32 (if any),
29 for delivery to the Party's delivery address at lines 31 or 33.
30 Seller's recipient for delivery (optional): Scott Schneider for City of Beloit
31 Seller's delivery address: 2400 Springbrook Court, Beloit, WI 53511
32 Buyer's recipient for delivery (optional): Grafft Investments
33 Buyer's delivery address: PO Box 8468 Janesville, WI 53547
34 (2) By giving the document or written notice personally to the Party or the Party's recipient for delivery if an individual is designated at lines 30 or 32.
35 (3) ~~By fax transmission of the document or written notice to the following telephone number:~~
36 Buyer: (XXXXXXXXXX) XXXXXXXXXXXXXXXXXXXX Seller: (XXXXXXXXXX) XXXXXXXXXXXXXXXXXXXX
37 **[OCCUPANCY]** Occupancy of the entire Property shall be given to Buyer at time of closing unless otherwise provided in this Offer (lines
38 179 - 187 or in an addendum per line 188). Occupancy shall be given subject to tenant's rights, if any. Caution: Consider an agreement
39 which addresses responsibility for clearing the Property of personal property and debts, if applicable.
40 **[LEASED PROPERTY]** If Property is currently leased and lease(s) extend beyond closing, Seller shall assign Seller's rights under said
41 lease(s) and transfer all security deposits and prepaid rents thereunder to Buyer at closing. The terms of the (written) (oral) **[STRIKE ONE]**
42 lease(s), if any, are N/A
43 **[PLACE OF CLOSING]** This transaction is to be closed at the place designated by Buyer's mortgagee or Brabazon Title Co., Beloit, WI
44 no later than June 28, 2013 unless another date or place is agreed to in writing.
45 **[CLOSING PRORATIONS]** The following items shall be prorated at closing: real estate taxes, rents, private and municipal charges,
46 property owner's association assessments, fuel and N/A
47 Any income, taxes or expenses shall accrue to Seller, and be prorated, through the day prior to closing.
48 Net general real estate taxes shall be prorated based on (the net general real estate taxes for the current year, if known, otherwise on
49 the net general real estate taxes for the preceding year) (_____) **[STRIKE AND COMPLETE AS APPLICABLE]**
50 CAUTION: *If proration on the basis of net general real estate taxes is not acceptable (for example, completed/pending*
51 *reassessment, changing mill rate, lottery credits), insert estimated annual tax or other formula for proration.*
52
53 **[PROPERTY CONDITION PROVISIONS]**
54 ■ **PROPERTY CONDITION REPRESENTATIONS:** Seller represents to Buyer that as of the date of acceptance Seller has no notice
55 or knowledge of conditions affecting the Property or transaction (see below) other than those identified in Seller's Real Estate Condition
56 Report dated N/A, which was received by Buyer prior to Buyer signing this Offer and which is made a part of this Offer
57 by reference **[COMPLETE DATE OR STRIKE AS APPLICABLE]** and N/A
58 **[INSERT CONDITIONS NOT ALREADY INCLUDED IN THE CONDITION REPORT]**

59 A "condition affecting the Property or transaction" is defined as follows:

60 (a) planned or commenced public improvements which may result in special assessments or otherwise materially affect the Property
61 or the present use of the Property;

62 (b) completed or pending reassessment of the Property for property tax purposes;

63 (c) government agency or court order requiring repair, alteration or correction of any existing condition;

64 (d) any land division involving the subject Property, for which required state or local approvals had not been obtained;

65 (e) any portion of the Property being in a 100 year floodplain, a wetland or shoreland zoning area under local, state or federal laws;

66 (f) conditions constituting a significant health or safety hazard for occupants of Property;

67 (g) underground or aboveground storage tanks on the Property for storage of flammable or combustible liquids including but not limited to
68 gasoline and heating oil which are currently or which were previously located on the Property; *NOTE: Wis. Adm. Code, Chapter*
69 *Comm 10 contains registration and operation rules for such underground and aboveground storage tanks.*

70 (h) material violations of environmental laws or other laws or agreements regulating the use of the Property;

71 (i) high voltage electric (100 KV or greater) or steel natural gas transmission lines located on but not directly serving the Property;

72 (j) any portion of the Property being subject to, or in violation of, a Farmland Preservation Agreement under a County Farmland Preservation
73 Plan or enrolled in, or in violation of, a Forest Crop, Woodland Tax, Managed Forest, Conservation Reserve or comparable program;

74 (k) boundary disputes or material violation of fence laws (Wis. Stats. Chapter 90) which require the erection and maintenance of legal
75 fences between adjoining properties where one or both of the properties is used and occupied for farming or grazing purposes;

76 (l) wells on the Property required to be abandoned under state regulations (Wis. Adm. Code NR 112.26) but which are not abandoned;

77 (m) cisterns or septic tanks on the Property which are currently not servicing the Property;

78 (n) subsoil conditions which would significantly increase the cost of the development proposed at lines 271-272, if any, including, but not limited
79 to, subsurface foundations, organic or non-organic fill, dumpsites or containers on Property which contained or currently contain toxic or
80 hazardous materials, high groundwater, soil conditions (e.g. low load bearing capacity) or excessive rocks or rock formations on the Property;

81 (o) a lack of legal vehicular access to the Property from public roads;

82 (p) prior reimbursement for corrective action costs under the Agricultural Chemical Cleanup Program; (Wis. Stats. §94.73.)

83 (q) other conditions or occurrences which would significantly increase the cost of the development proposed at lines 271 to 272 or
84 reduce the value of the Property to a reasonable person with knowledge of the nature and scope of the condition or occurrence.

85 ■ **PROPERTY DIMENSIONS AND SURVEYS:** Buyer acknowledges that any land dimensions, total square footage/acreage figures,
86 or allocation of acreage information, provided to Buyer by Seller or by a broker, may be approximate because of rounding or other
87 reasons, unless verified by survey or other means. *CAUTION: Buyer should verify land dimensions, total square footage/acreage*
88 *figures or allocation of acreage information if material to Buyer's decision to purchase.*

89 ■ **ISSUES RELATED TO PROPERTY DEVELOPMENT:** WARNING: If Buyer contemplates developing Property for a use other than the
90 current use, there are a variety of issues which should be addressed to ensure the development or new use is feasible. Municipal and zoning
91 ordinances, recorded building and use restrictions, covenants and easements may prohibit certain improvements or uses and therefore should
92 be reviewed. Building permits, zoning variances, Architectural Control Committee approvals, estimates for utility hook-up expenses, special
93 assessments, charges for installation of roads or utilities, environmental audits, subsoil tests, or other development related fees may need
94 to be obtained or verified in order to determine the feasibility of development of, or a particular use for, a property. Optional contingencies
95 which allow Buyer to investigate certain of these issues can be found at lines 271 - 314 and Buyer may add contingencies as needed in
96 addenda (see line 188). Buyer should review any plans for development or use changes to determine what issues should be addressed
97 in these contingencies.

98 ■ **INSPECTIONS:** Seller agrees to allow Buyer's inspectors reasonable access to the Property upon reasonable notice if the inspections
99 are reasonably necessary to satisfy the contingencies in this Offer. Buyer agrees to promptly provide copies of all such inspection
100 reports to Seller, and to listing broker if Property is listed. Furthermore, Buyer agrees to promptly restore the Property to its original
101 condition after Buyer's inspections are completed, unless otherwise agreed in this Offer. An "inspection" is defined as an observation
102 of the Property which does not include testing of the Property, other than testing for leaking LP gas or natural gas used as a fuel source,
103 which are hereby authorized.

104 ■ **TESTING:** Except as otherwise provided, Seller's authorization for inspections does not authorize Buyer to conduct testing of the Property.
105 A "test" is defined as the taking of samples of materials such as soils, water, air or building materials from the Property and the laboratory
106 or other analysis of these materials. If Buyer requires testing, testing contingencies must be specifically provided for at lines 179 - 187 or
107 in an addendum per line 188. Note: Any contingency authorizing testing should specify the areas of the Property to be tested, the purpose
108 of the test, (e.g., to determine if environmental contamination is present), any limitations on Buyer's testing and any other material terms of
109 the contingency (e.g., Buyer's obligation to return the Property to its original condition). Seller acknowledges that certain inspections or tests
110 may detect environmental pollution which may be required to be reported to the Wisconsin Department of Natural Resources.

111 ■ **PRE-CLOSING INSPECTION:** At a reasonable time, pre-approved by Seller or Seller's agent, within 3 days before closing, Buyer shall
112 have the right to inspect the Property to determine that there has been no significant change in the condition of the Property, except for
113 changes approved by Buyer.

114 ■ **PROPERTY DAMAGE BETWEEN ACCEPTANCE AND CLOSING:** Seller shall maintain the Property until the earlier of closing or
115 occupancy of Buyer in materially the same condition as of the date of acceptance of this Offer, except for ordinary wear and tear. If, prior
116 to closing, the Property is damaged in an amount of not more than five percent (5%) of the selling price, Seller shall be obligated to repair
117 the Property and restore it to the same condition that it was on the day of this Offer. If the damage shall exceed such sum, Seller shall
118 promptly notify Buyer in writing of the damage and this Offer may be canceled at option of Buyer. Should Buyer elect to carry out this
119 Offer despite such damage, Buyer shall be entitled to the insurance proceeds relating to the damage to the Property, plus a credit towards
120 the purchase price equal to the amount of Seller's deductible on such policy. However, if this sale is financed by a land contract or a
121 mortgage to Seller, the insurance proceeds shall be held in trust for the sole purpose of restoring the Property.

122 ■ **FENCES** Wisconsin Statutes section 90.03 requires the owners of adjoining properties to keep and maintain legal fences in equal
123 shares where one or both of the properties is used and occupied for farming or grazing purposes. *CAUTION: Consider an agreement*
124 *addressing responsibility for fences if Property or adjoining land is used and occupied for farming or grazing purposes.*

125 ■ **DELIVERY/RECEIPT** Unless otherwise stated in this Offer, any signed document transmitted by facsimile machine (fax) shall be treated
126 in all manner and respects as an original document and the signature of any Party upon a document transmitted by fax shall be considered
127 an original signature. Personal delivery to, or actual receipt by, any named Buyer or Seller constitutes personal delivery to, or actual receipt
128 by Buyer or Seller. Once received, a notice cannot be withdrawn by the Party delivering the notice without the consent of the Party receiving
129 the notice. A Party may not unilaterally reinstate a contingency after a notice of a contingency waiver has been received by the other Party.
130 The delivery provisions in this Offer may be modified when appropriate (e.g., when mail delivery is not desirable (see lines 25 - 36)).
131 Buyer and Seller authorize the agents of Buyer and Seller to distribute copies of the Offer to Buyer's lender, appraisers, title insurance companies
132 and any other settlement service providers for the transaction as defined by the Real Estate Settlement Procedures Act (RESPA).

134 **TIME IS OF THE ESSENCE** "Time is of the Essence" as to: (1) earnest money payment(s); (2) binding acceptance; (3) occupancy; (4)
135 date of closing; (5) contingency deadlines **STRIKE AS APPLICABLE** and all other dates and deadlines in this Offer except:

136 _____ . If "Time is of the Essence"
137 applies to a date or deadline, failure to perform by the exact date or deadline is a breach of contract. If "Time is of the Essence" does
138 not apply to a date or deadline, then performance within a reasonable time of the date or deadline is allowed before a breach occurs.

139 **DATES AND DEADLINES** Deadlines expressed as a number of "days" from an event, such as acceptance, are calculated by excluding
140 the day the event occurred and by counting subsequent calendar days. The deadline expires at midnight on the last day. Deadlines
141 expressed as a specific number of "business days" exclude Saturdays, Sundays, any legal public holiday under Wisconsin or Federal
142 law, and other day designated by the President such that the postal service does not receive registered mail or make regular deliveries
143 on that day. Deadlines expressed as a specific number of "hours" from the occurrence of an event, such as receipt of a notice, are
144 calculated from the exact time of the event, and by counting 24 hours per calendar day. Deadlines expressed as a specific day of the
145 calendar year or as the day of a specific event, such as closing, expire at midnight of that day.

146 THE FINANCING CONTINGENCY PROVISIONS AT LINES 148 - 162 ARE A PART OF THIS OFFER IF LINE 148 IS MARKED,
147 SUCH AS WITH AN "X". THEY ARE NOT PART OF THIS OFFER IF LINE 148 IS MARKED N/A OR IS NOT MARKED.

148 **N/A** FINANCING CONTINGENCY: This Offer is contingent upon Buyer being able to obtain a
149 **INSERT LOAN PROGRAM OR SOURCE** first mortgage loan commitment as described below, within _____ days of acceptance of this
150 Offer. The financing selected shall be in an amount of not less than \$ _____ for a term of not less than _____ years,
151 amortized over not less than _____ years. Initial monthly payments of principal and interest shall not exceed \$ _____ .
152 Monthly payments may also include 1/12th of the estimated net annual real estate taxes, hazard insurance premiums, and private
153 mortgage insurance premiums. The mortgage may not include a prepayment premium. Buyer agrees to pay a loan fee not to exceed
154 _____ % of the loan. (Loan fee refers to discount points and/or loan origination fee, but DOES NOT include Buyer's other closing
155 costs.) If the purchase price under this Offer is modified, the financed amount, unless otherwise provided, shall be adjusted
156 to the same percentage of the purchase price as in this contingency and the monthly payments shall be adjusted as necessary to maintain
157 the term and amortization stated above. CHECK AND COMPLETE APPLICABLE FINANCING PROVISION AT LINE 158 OR 159.

158 **FIXED RATE FINANCING:** The annual rate of interest shall not exceed _____ %.

159 **ADJUSTABLE RATE FINANCING:** The initial annual interest rate shall not exceed _____ % . The initial interest rate shall
160 be fixed for _____ months, at which time the interest rate may be increased not more than _____ % per year. The maximum
161 interest rate during the mortgage term shall not exceed _____ % . Monthly payments of principal and interest may be adjusted
162 to reflect interest changes.

163 **LOAN COMMITMENT:** Buyer agrees to pay all customary financing costs (including closing fees), to apply for financing promptly, and
164 to provide evidence of application promptly upon request by Seller. If Buyer qualifies for the financing described in this Offer or other
165 financing acceptable to Buyer, Buyer agrees to deliver to Seller a copy of the written loan commitment no later than the deadline for loan
166 commitment at line 149. Buyer's delivery of a copy of any written loan commitment to Seller (even if subject to conditions) shall
167 satisfy the Buyer's financing contingency unless accompanied by a notice of unacceptability. CAUTION: BUYER, BUYER'S LENDER
168 AND AGENTS OF BUYER OR SELLER SHOULD NOT DELIVER A LOAN COMMITMENT TO SELLER WITHOUT BUYER'S PRIOR
169 APPROVAL OR UNLESS ACCOMPANIED BY A NOTICE OF UNACCEPTABILITY.

170 **SELLER TERMINATION RIGHTS:** If Buyer does not make timely delivery of said commitment, Seller may terminate this Offer if Seller
171 delivers a written notice of termination to Buyer prior to Seller's actual receipt of a copy of Buyer's written loan commitment.

172 **FINANCING UNAVAILABILITY:** If financing is not available on the terms stated in this Offer (and Buyer has not already delivered an
173 acceptable loan commitment for other financing to Seller), Buyer shall promptly deliver written notice to Seller of same including copies
174 of lender(s)' rejection letter(s) or other evidence of unavailability. Unless a specific loan source is named in this Offer, Seller shall then
175 have 10 days to give Buyer written notice of Seller's decision to finance this transaction on the same terms set forth in this Offer and this
176 Offer shall remain in full force and effect, with the time for closing extended accordingly. If Seller's notice is not timely given, this Offer shall
177 be null and void. Buyer authorizes Seller to obtain any credit information reasonably appropriate to determine Buyer's credit worthiness
178 for Seller financing.

179 **ADDITIONAL PROVISIONS/CONTINGENCIES**

180 Lot is being sold "As Is".
181 Before this offer can be considered binding, it must be approved by Beloit City Council and Beloit Plan Commission, as required.
182 _____
183 _____
184 _____
185 _____
186 _____
187 _____

188 **N/A** ADDENDA: The attached _____ is/are made part of this Offer.

189 **TITLE EVIDENCE**

190 **CONVEYANCE OF TITLE:** Upon payment of the purchase price, Seller shall convey the Property by warranty deed (or other
191 conveyance as provided herein) free and clear of all liens and encumbrances, except: municipal and zoning ordinances and
192 agreements entered under them, recorded easements for the distribution of utility and municipal services, recorded building and use
193 restrictions and covenants, general taxes levied in the year of closing and _____
194 _____

195 _____ (provided none of the foregoing prohibit present use of the Property), which constitutes merchantable title
196 for purposes of this transaction. Seller further agrees to complete and execute the documents necessary to record the conveyance.

197 ■ **FORM OF TITLE EVIDENCE:** Seller shall give evidence of title in the form of an owner's policy of title insurance in the amount of the
 198 purchase price on a current ALTA form issued by an insurer licensed to write title insurance in Wisconsin. **CAUTION: IF TITLE**
 199 **EVIDENCE WILL BE GIVEN BY ABSTRACT, STRIKE TITLE INSURANCE PROVISIONS AND INSERT ABSTRACT PROVISIONS.**
 200 ■ **PROVISION OF MERCHANTABLE TITLE:** Seller shall pay all costs of providing title evidence. For purposes of closing, title evidence
 201 shall be acceptable if the commitment for the required title insurance is delivered to Buyer's attorney or Buyer not less than 3 business
 202 days before closing, showing title to the Property as of a date no more than 15 days before delivery of such title evidence to be
 203 merchantable, subject only to liens which will be paid out of the proceeds of closing and standard title insurance requirements and
 204 exceptions, as appropriate. **CAUTION: BUYER SHOULD CONSIDER UPDATING THE EFFECTIVE DATE OF THE TITLE**
 205 **COMMITMENT PRIOR TO CLOSING OR A "GAP ENDORSEMENT" WHICH WOULD INSURE OVER LIENS FILED BETWEEN THE**
 206 **EFFECTIVE DATE OF THE COMMITMENT AND THE DATE THE DEED IS RECORDED.**

207 ■ **TITLE ACCEPTABLE FOR CLOSING:** If title is not acceptable for closing, Buyer shall notify Seller in writing of objections to title by
 208 the time set for closing. In such event, Seller shall have a reasonable time, but not exceeding 15 days, to remove the objections, and
 209 the time for closing shall be extended as necessary for this purpose. In the event that Seller is unable to remove said objections, Buyer
 210 shall have 5 days from receipt of notice thereof, to deliver written notice waiving the objections, and the time for closing shall be extended
 211 accordingly. If Buyer does not waive the objections, this Offer shall be null and void. Providing title evidence acceptable for closing does
 212 not extinguish Seller's obligations to give merchantable title to Buyer.

213 ■ **SPECIAL ASSESSMENTS:** Special assessments, if any, for work actually commenced or levied prior to date of this Offer shall be
 214 paid by Seller no later than closing. All other special assessments shall be paid by Buyer. **CAUTION: Consider a special agreement**
 215 **if area assessments, property owner's association assessments or other expenses are contemplated.** "Other expenses" are one-
 216 time charges or ongoing use fees for public improvements (other than those resulting in special assessments) relating to curb, gutter,
 217 street, sidewalk, sanitary and stormwater and storm sewer (including all sewer mains and hook-up and interceptor charges), parks, street
 218 lighting and street trees, and impact fees for other public facilities, as defined in Wis. Stat. § 66.55(1)(c) & (f).

219 **ENTIRE CONTRACT** This Offer, including any amendments to it, contains the entire agreement of the Buyer and Seller regarding the
 220 transaction. All prior negotiations and discussions have been merged into this Offer. This agreement binds and inures to the benefit of
 221 the Parties to this Offer and their successors in interest.

222 **DEFAULT**

223 Seller and Buyer each have the legal duty to use good faith and due diligence in completing the terms and conditions of this Offer. A
 224 material failure to perform any obligation under this Offer is a default which may subject the defaulting party to liability for damages or
 225 other legal remedies.

226 If Buyer defaults, Seller may:

- 227 (1) sue for specific performance and request the earnest money as partial payment of the purchase price; or
- 228 (2) terminate the Offer and have the option to: (a) request the earnest money as liquidated damages; or (b) direct Broker to return
 229 the earnest money and have the option to sue for actual damages.

230 If Seller defaults, Buyer may:

- 231 (1) sue for specific performance; or
- 232 (2) terminate the Offer and request the return of the earnest money, sue for actual damages, or both.

233 In addition, the Parties may seek any other remedies available in law or equity.

234 The Parties understand that the availability of any judicial remedy will depend upon the circumstances of the situation and the
 235 discretion of the courts. If either Party defaults, the Parties may renegotiate the Offer or seek nonjudicial dispute resolution instead of
 236 the remedies outlined above. By agreeing to binding arbitration, the Parties may lose the right to litigate in a court of law those disputes
 237 covered by the arbitration agreement.

238 **NOTE: IF ACCEPTED, THIS OFFER CAN CREATE A LEGALLY ENFORCEABLE CONTRACT. BOTH PARTIES SHOULD READ**
 239 **THIS DOCUMENT CAREFULLY. BROKERS MAY PROVIDE A GENERAL EXPLANATION OF THE PROVISIONS OF THE OFFER BUT**
 240 **ARE PROHIBITED BY LAW FROM GIVING ADVICE OR OPINIONS CONCERNING YOUR LEGAL RIGHTS UNDER THIS OFFER OR**
 241 **HOW TITLE SHOULD BE TAKEN AT CLOSING. AN ATTORNEY SHOULD BE CONSULTED IF LEGAL ADVICE IS NEEDED.**

242 **EARNEST MONEY**

243 ■ **HELD BY:** Unless otherwise agreed, earnest money shall be paid to and held in the trust account of the listing broker (buyer's agent
 244 if Property is not listed or seller if no broker is involved), until applied to purchase price or otherwise disbursed as provided in the Offer.
 245 **CAUTION: Should persons other than a broker hold earnest money, an escrow agreement should be drafted by the Parties**
 246 **or an attorney. If someone other than Buyer makes payment of earnest money, consider a special disbursement agreement.**

247 ■ **DISBURSEMENT:** If negotiations do not result in an accepted offer, the earnest money shall be promptly disbursed (after clearance
 248 from payor's depository institution if earnest money is paid by check) to the person(s) who paid the earnest money. At closing, earnest
 249 money shall be disbursed according to the closing statement. If this Offer does not close, the earnest money shall be disbursed according
 250 to a written disbursement agreement signed by all Parties to this Offer (Note: Wis. Adm. Code § RL 18.09(1)(b) provides that an offer
 251 to purchase is not a written disbursement agreement pursuant to which the broker may disburse). If said disbursement agreement has
 252 not been delivered to broker within 60 days after the date set for closing, broker may disburse the earnest money: (1) as directed by
 253 an attorney who has reviewed the transaction and does not represent Buyer or Seller; (2) into a court hearing a lawsuit involving the
 254 earnest money and all Parties to this Offer; (3) as directed by court order; or (4) any other disbursement required or allowed by law.
 255 Broker may retain legal services to direct disbursement per (1) or to file an interpleader action per (2) and broker may deduct from the
 256 earnest money any costs and reasonable attorneys fees, not to exceed \$250, prior to disbursement.

257 ■ **LEGAL RIGHTS/ACTION:** Broker's disbursement of earnest money does not determine the legal rights of the Parties in relation to this
 258 Offer. Buyer's or Seller's legal right to earnest money cannot be determined by broker. At least 30 days prior to disbursement per (1)
 259 or (4) above, broker shall send Buyer and Seller notice of the disbursement by certified mail. If Buyer or Seller disagree with broker's
 260 proposed disbursement, a lawsuit may be filed to obtain a court order regarding disbursement. Small Claims Court has jurisdiction over
 261 all earnest money disputes arising out of the sale of residential property with 1-4 dwelling units and certain other earnest money disputes.
 262 Buyer and Seller should consider consulting attorneys regarding their legal rights under this Offer in case of a dispute. Both Parties
 263 agree to hold the broker harmless from any liability for good faith disbursement of earnest money in accordance with this Offer or
 264 applicable Department of Regulation and Licensing regulations concerning earnest money. See Wis. Adm. Code Ch. RL 18. **NOTE:**
 265 **WISCONSIN LICENSE LAW PROHIBITS A BROKER FROM GIVING ADVICE OR OPINIONS CONCERNING THE LEGAL RIGHTS**
 266 **OR OBLIGATIONS OF PARTIES TO A TRANSACTION OR THE LEGAL EFFECT OF A SPECIFIC CONTRACT OR CONVEYANCE.**
 267 **AN ATTORNEY SHOULD BE CONSULTED IF LEGAL ADVICE IS REQUIRED.**

269 OPTIONAL PROVISIONS: THE PARAGRAPHS AT LINES 271 - 314 WHICH ARE PRECEDED BY A BOX ARE A PART OF THIS OFFER IF
270 MARKED, SUCH AS WITH AN "X". THEY ARE NOT PART OF THIS OFFER IF MARKED N/A OR ARE LEFT BLANK.

271 PROPOSED USE CONTINGENCY: Buyer is purchasing the property for the purpose of: _____
272 _____ This Offer is contingent upon Buyer obtaining the following:

273 Written evidence at (Buyer's) (Seller's) [STRIKE ONE] expense from a qualified soils expert that the Property is free of any subsoil
274 condition which would make the proposed development impossible or significantly increase the costs of such development.

275 Written evidence at (Buyer's) (Seller's) [STRIKE ONE] expense from a certified soils tester or other qualified expert that indicates that
276 the Property's soils at locations selected by Buyer and all other conditions which must be approved to obtain a permit for an acceptable private
277 septic system for: _____ [insert proposed use of Property; e.g., three

278 bedroom single family home] meet applicable codes in effect as of the date of this offer. An acceptable system includes all systems approved
279 for use by the State for the type of property identified at line 277. An acceptable system does not include a holding tank, privy, composting
280 toilet or chemical toilet or other systems (e.g. mound system) excluded in additional provisions or an addendum per lines 179 - 188.

281 Copies at (Buyer's) (Seller's) [STRIKE ONE] expense of all public and private easements, covenants and restrictions affecting the
282 Property and a written determination by a qualified independent third party that none of these prohibit or significantly delay or increase
283 the costs of the proposed use or development identified at lines 271 to 272.

284 Permits, approvals and licenses, as appropriate, or the final discretionary action by the granting authority prior to the issuance
285 of such permits, approvals and licenses at (Buyer's) (Seller's) [STRIKE ONE] expense for the following items related to the proposed
286 development _____

287 Written evidence at (Buyer's) (Seller's) [STRIKE ONE] expense that the following utility connections are located as follows (e.g.,
288 on the Property, at the lot line across the street, etc.): electricity _____; gas _____; sewer
289 _____; water _____; telephone _____; other _____

290 This proposed use contingency shall be deemed satisfied unless Buyer within _____ days of acceptance delivers
291 written notice to Seller specifying those items of this contingency which cannot be satisfied and written evidence substantiating why each
292 specific item included in Buyer's notice cannot be satisfied.

293 MAP OF THE PROPERTY: This Offer is contingent upon (Buyer obtaining) (Seller providing) [STRIKE ONE] a map of the Property prepared
294 by a registered land surveyor, within _____ days of acceptance, at (Buyer's) (Seller's) [STRIKE ONE] expense. The map shall identify the legal
295 description of the Property, the Property's boundaries and dimensions, visible encroachments upon the Property, the location of improvements,
296 if any, and: _____

297 _____ [STRIKE AND COMPLETE AS APPLICABLE] Additional map features
298 which may be added include, but are not limited to: specifying how current the map must be; staking of all corners of the Property; identifying
299 dedicated and apparent street, lot dimensions, total acreage or square footage, easements or rights-of-way. CAUTION: Consider the cost
300 and the need for map features before selecting them. The map shall show no significant encroachment(s) or any information materially
301 inconsistent with any prior representations to Buyer. This contingency shall be deemed satisfied unless Buyer, within five days of the earlier
302 of: 1) Buyer's receipt of the map, or 2) the deadline for delivery of said map, delivers to Seller, and to listing broker if Property is listed, a copy
303 of the map and a written notice which identifies the significant encroachment or the information materially inconsistent with prior representations.

304 INSPECTION CONTINGENCY: This Offer is contingent upon a qualified independent inspector(s) conducting an inspection(s), at
305 Buyer's expense, of the Property and _____
306 _____ which discloses no defects as defined below. This contingency shall be deemed satisfied

307 unless Buyer within _____ days of acceptance delivers to Seller, and to listing broker if Property is listed, a copy of the inspector's
308 written inspection report and a written notice listing the defects identified in the report to which Buyer objects. This Offer shall be null and
309 void upon timely delivery of the above notice and report. CAUTION: A proposed amendment will not satisfy this notice requirement.
310 Buyer shall order the inspection and be responsible for all costs of inspection, including any inspections required by lender or follow-up to
311 inspection. Note: This contingency only authorizes inspections, not testing, see lines 98 to 110. For the purposes of this contingency a defect
312 is defined as any condition of the Property which constitutes a significant threat to the health or safety of persons who occupy or use the
313 Property or gives evidence of any material use, storage or disposal of hazardous or toxic substances on the Property. Defects do not include
314 conditions the nature and extent of which Buyer had actual knowledge or written notice before signing this Offer.

315 This Offer was drafted on 4/25/2013 [date] by [Licensee and Firm] Scott Schneider, City of Beloit Project Engineer

316 (X) _____
317 Buyer's Signature ▲ Print Name Here: ► Social Security No. or FEIN ▲ Date ▲

318 (X) _____
319 Buyer's Signature ▲ Print Name Here: ► Social Security No. or FEIN ▲ Date ▲

320 EARNEST MONEY RECEIPT Broker acknowledges receipt of earnest money as per line 8 of the above Offer. (See lines 242 - 267)

321 _____ Broker (By)
322 SELLER ACCEPTS THIS OFFER. THE WARRANTIES, REPRESENTATIONS AND COVENANTS MADE IN THIS OFFER SURVIVE CLOSING AND
323 THE CONVEYANCE OF THE PROPERTY. SELLER AGREES TO CONVEY THE PROPERTY ON THE TERMS AND CONDITIONS AS SET FORTH
324 HEREIN AND ACKNOWLEDGES RECEIPT OF A COPY OF THIS OFFER.

325 (X) _____
326 Seller's Signature ▲ Print Name Here: ► Social Security No. or FEIN ▲ Date ▲

327 (X) _____
328 Seller's Signature ▲ Print Name Here: ► Social Security No. or FEIN ▲ Date ▲

329 This Offer was presented to Seller by _____ on _____, at _____ a.m./p.m.

330 THIS OFFER IS REJECTED _____ THIS OFFER IS COUNTERED [See attached counter] _____
331 Seller Initials ▲ Date ▲ Seller Initials ▲ Date ▲

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Conditional Use Permit Application for the properties located at 405 & 413 E. Grand Avenue and 413 & 417 State Street – Council Referral to the Plan Commission

Date: June 3, 2013

Presenter(s): Julie Christensen

Department: Community Development

Overview/Background Information:

First National Bank & Trust Company and Centre 1 Bancorp, Inc. have filed an application for a Conditional Use Permit to allow a ground-floor office use in the CBD-1, Central Business District – Core, for the properties located at 405 & 413 E. Grand Avenue and 413 & 417 State Street.

Key Issues (maximum of 5):

- This project involves a minor building addition over a portion of the plaza property (405 E. Grand Avenue) that will connect the existing office building located at 413-417 State Street to the newly acquired building located at 413 E. Grand Avenue. A Location & Zoning Map that highlights the affected properties is attached to this report.
 - The applicant has also commissioned a Certified Survey Map (CSM) to consolidate these parcels into two lots, which will be reviewed by the Plan Commission on June 5, 2013. The CSM will not be reviewed by the City Council because it does not involve the dedication of public right-of-way.
 - In accordance with Section 6.2.10 of the Zoning Ordinance, office uses in the Central Business District are permitted by-right above the ground floor but require a Conditional Use Permit on the ground floor. Uses in the Central Business District are exempt from the off-street parking requirements contained in the Zoning Ordinance.
 - If the requested Conditional Use Permit is approved, the applicant will be submitting detailed site & architectural plans for Planning staff review and approval.
 - The application, proposed floor plan, and proposed CSM are attached to this report.
-

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

- Consideration of this request supports Strategic Goal #5.
-

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- **Reduce dependence upon fossil fuels – N/A**
 - **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature – N/A**
 - **Reduce dependence on activities that harm life sustaining eco-systems – N/A**
 - **Meet the hierarchy of present and future human needs fairly and efficiently – N/A**
-

Action required/Recommendation:

- Referral to the Plan Commission for the June 5, 2013 meeting
 - This item will most likely return to the City Council for a public hearing and possible action on June 17, 2013
-

Fiscal Note/Budget Impact: N/A

Attachments: Location & Zoning Map, Floor Plan, CSM, & Application.

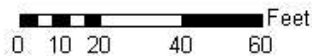
Location & Zoning Map

E. Grand Avenue & State Street

CU-2013-08



1 inch = 41 feet

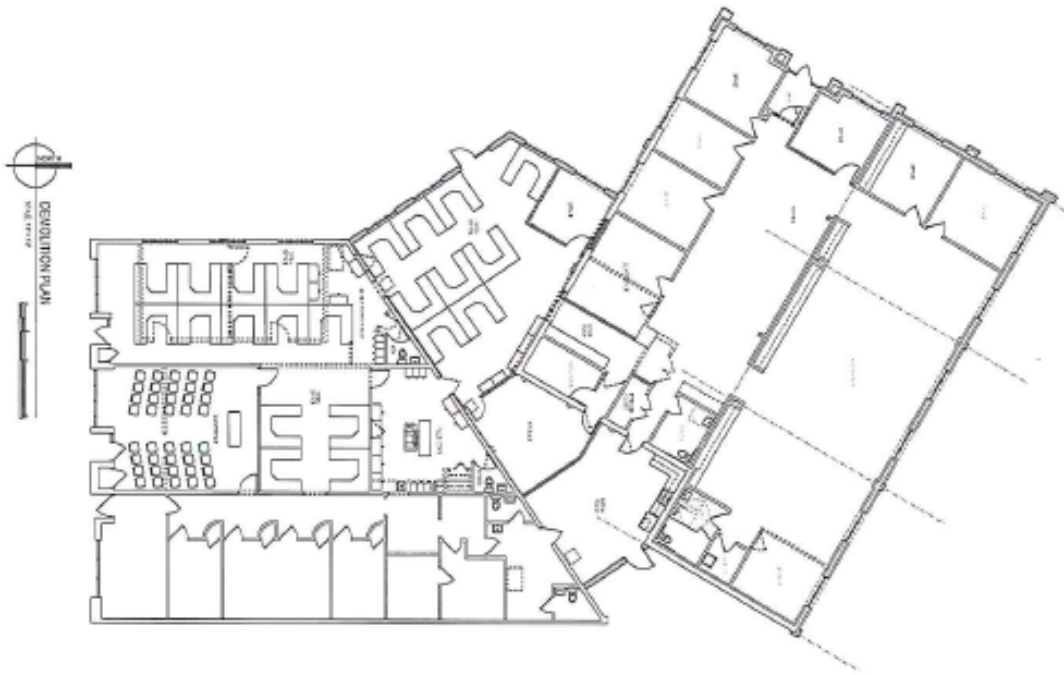


Legend

- COB Parcels
- Zoning District

Map prepared by: Drew Pennington
Date: May 2013
For: City of Beloit Planning & Building Services
Date of Aerial Photography: March 2011

PLANNING & BUILDING SERVICES DIVISION

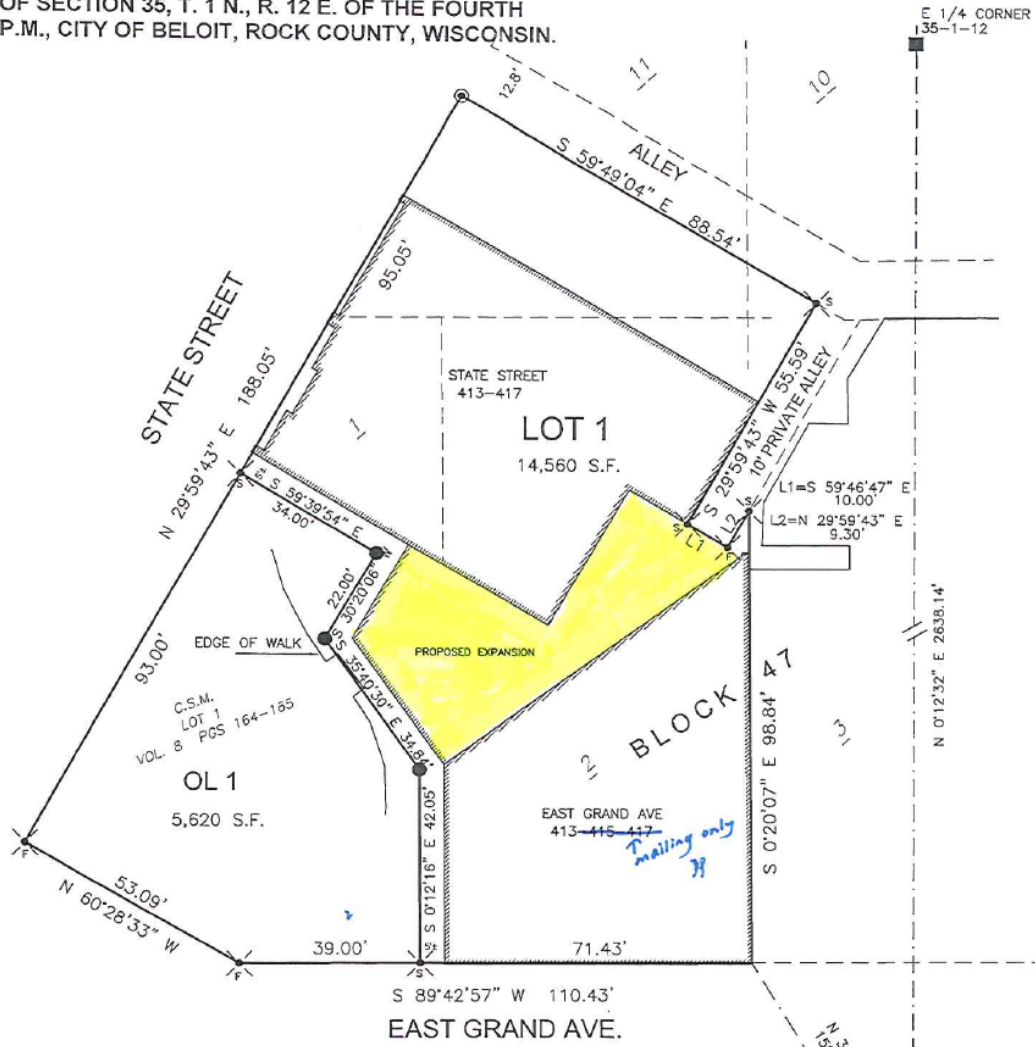


PRELIMINARY - NOT FOR CONSTRUCTION

<p>A101</p> <p>PROJECT NO.</p> <p>DATE</p> <p>SCALE</p> <p>1/8" = 1'-0"</p>	<p>FIRST NATIONAL BANK ANNEX BUILDING ADDITION FIRST NATIONAL BANK BELOIT, WISCONSIN</p>	<p>Angus Young Architects Engineering Interior Design</p> <p>1000 UNIVERSITY AVENUE, SUITE 100 BELOIT, WISCONSIN 53510 608.735.1234</p>	<table border="1"> <tr> <td>NO.</td> <td>REVISION</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	NO.	REVISION								
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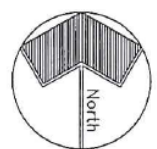
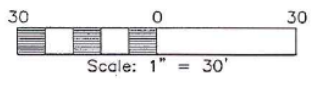
CERTIFIED SURVEY MAP OF

LOT 1 OF CERTIFIED SURVEY MAP DOC. #897617 AS RECORDED IN VOLUME 8 ON PAGES 164-165 OF CERTIFIED SURVEY MAPS, ALSO LOTS 1, 2 AND PART OF LOTS 3, 10 AND 11 OF BLOCK 47 OF THE ORIGINAL PLAT OF THE CITY OF БЕЛОIT MADE BY JOHN HOPKINS, BEING ALL A PART OF THE S.E. 1/4 OF SECTION 35, T. 1 N., R. 12 E. OF THE FOURTH P.M., CITY OF БЕЛОIT, ROCK COUNTY, WISCONSIN.



- Iron Rebar Set 3/4" x 24" (1.5 Lbs./Ft.)
- ⊙ Iron Pipes Found -X-X- Fences
- ⊙ Iron Rebar Found —■— Alum. Mon. Found
- ⊙ Drill Hole Found / Set

ORDER NO. 31553
BOOK xxx PAGE xx
DATE MAY 2, 2013
FOR FIRST NATIONAL BANK & TRUST
SHEET 1 OF 3



Batterman
engineers surveyors planners

2857 Bartells Drive 608.365.4464
Beloit, Wisconsin 53511 www.rhbatterman.com

File Name: J:\31551-31599\31553 1ST NATIONAL BANK\31553CSM.dwg

CITY of BELOIT
Planning and Building Services Division
 100 State Street, Beloit, WI 53511 Phone: (608) 364-6700 Fax: (608) 364-6609

Conditional Use Permit Application

(Please Type or Print) File Number: CU-2013-08

1. **Address of subject property:** 405, 413, 415, and 417 E. Grand Ave. and 413 and 417 State St.

2. **Legal description:** See attached proposed CSM and Letter Report

If property has not been subdivided, attach a copy of the complete legal description from deed.

Property dimensions are: _____ feet by _____ feet = _____ square feet.

If more than two acres, give area in acres: _____ acres.

3. **Tax Parcel Number(s):** 13530785; 13530865; 13530787; 13530860 (being combined as one parcel)

First National Bank & Trust Company and

4. **Owner of record:** Centre 1 Bancorp, Inc. Phone: 608-363-8062

345 E. Grand Avenue Beloit WI 53511
 (Address) (City) (State) (Zip)

5. **Applicant's Name:** First National Bank & Trust Company and Centre 1 Bancorp, Inc.

345 E. Grand Avenue, Beloit, WI 53511
 (Address) (City) (State) (Zip)

608-363-8062 / / /
 (Office Phone #) (Cell Phone #) (E-mail Address)

6. **All existing use(s) on this property are:** General office and administration

7. **THE FOLLOWING ACTION IS REQUESTED:**

A Conditional Use Permit for: First floor office space following the combination of the structures
 located on the above parcels in a(n) CBD-1 Zoning District.

8. **All the proposed use(s) for this property will be:**

Principal use: Office space following the combination of the buildings currently in place on the
above-described and relevant parcels.

Secondary use: _____

Accessory use: _____

9. Project timetable: Start date: June 1, 2013 Completion date: August 31, 2013

10. I/We represent that I/we have a vested interest in this property in the following manner:

- Owner
- Leasehold, length of lease: _____
- Contractual, nature of contract: _____
- Other, explain: _____

The applicant's signature below indicates the information contained in this application and on all accompanying documents is true and correct.

I/We, the undersigned, do hereby respectfully make application for and petition the City Plan Commission and City Council to grant the requested action for the purpose stated herein. I/We represent that the granting of the proposed request will not violate any of the required standards of the Zoning Ordinance of the City of Beloit. I/We also agree to abide by all applicable federal, state and local laws, ordinances, rules, and regulations.

Steven M. Eldred / Steven M. Eldred / 15-2-13
 (Signature of Owner) (Print name) (Date)

_____/_____/_____
 (Signature of Applicant, if different) (Print name) (Date)

In order for your request to be heard and considered in a timely manner, you must submit the completed application, and all accompanying documents, to the Planning and Building Services Division for acceptance by the filing deadline date prior to a scheduled Plan Commission meeting.

This application must be submitted with one copy of a scaled drawing showing the layout of the proposed development in accordance with all code requirements, and the \$275.00 application fee. Applicants will also be charged a fee for mailing public notices at the rate of \$0.50 per notice. An invoice for this fee will be sent to the applicant and these costs are typically between \$5.00 and \$15.00.

To be completed by Planning Staff		
Filing fee: \$275.00	Amount paid: <u>\$275.00</u>	Meeting date: <u>June 5, 2013</u>
No. of notices: _____	x mailing cost (\$0.50) = cost of mailing notices: \$ _____	
Application accepted by: <u><i>Draferington</i></u>	Date: <u>5/9/13</u>	



CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL

Topic: Conditional Use Permit Application for property located at 2600 Cranston Road – Council Referral to the Plan Commission

Date: June 3, 2013

Presenter(s): Julie Christensen

Department: Community Development

Overview/Background Information:

Jacob Bradt, on behalf First National Bank & Trust Company, has filed an application for a Conditional Use Permit to allow one 50-foot wireless communication tower in a C-2, Neighborhood Commercial District and MRO, Milwaukee Road Overlay District, for property located at 2600 Cranston Road.

Key Issues (maximum of 5):

- The applicant intends to establish a 50-foot wireless communication tower on the north side of the building.
- The purpose of the tower is to allow internal communication between the bank branches on East Grand Avenue and Madison Road.
- Wireless communications towers require a Conditional Use Permit in the C-2, Neighborhood Commercial District.

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

- Consideration of this request supports Strategic Goal #5.

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- Reduce dependence upon fossil fuels – N/A
- Reduce dependence on chemicals and other manufacturing substances that accumulate in nature – N/A
- Reduce dependence on activities that harm life sustaining eco-systems – N/A
- Meet the hierarchy of present and future human needs fairly and efficiently – N/A

Action required/Recommendation:

- Referral to the Plan Commission for the June 5, 2013 meeting.
- This item will most likely return to the City Council for a public hearing and possible action on June 17, 2013.

Fiscal Note/Budget Impact:

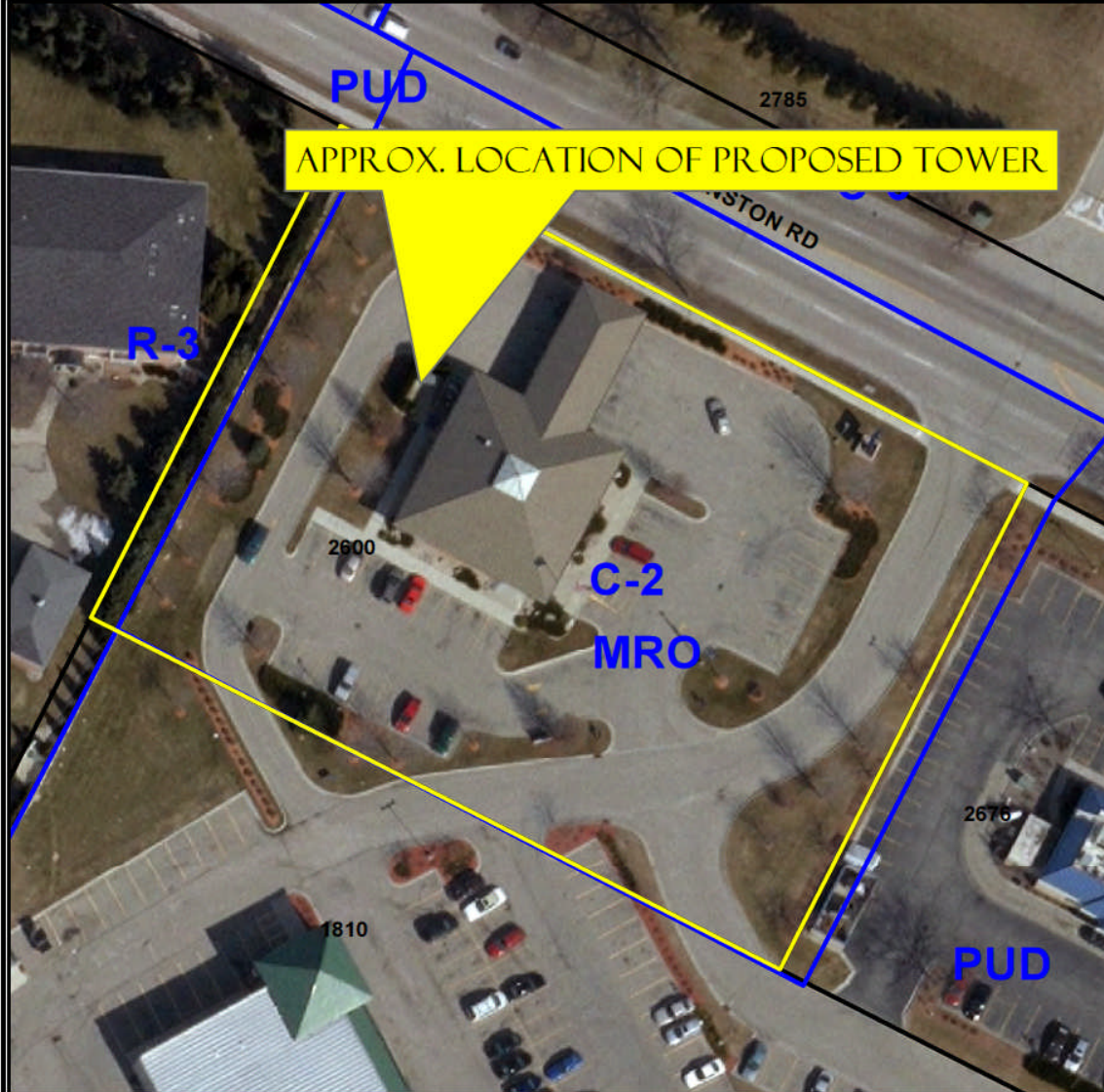
N/A

Attachments: Location and Zoning Map, Site Plan, and Application

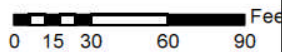
Location & Zoning Map

2600 Cranston Road

CU-2013-09



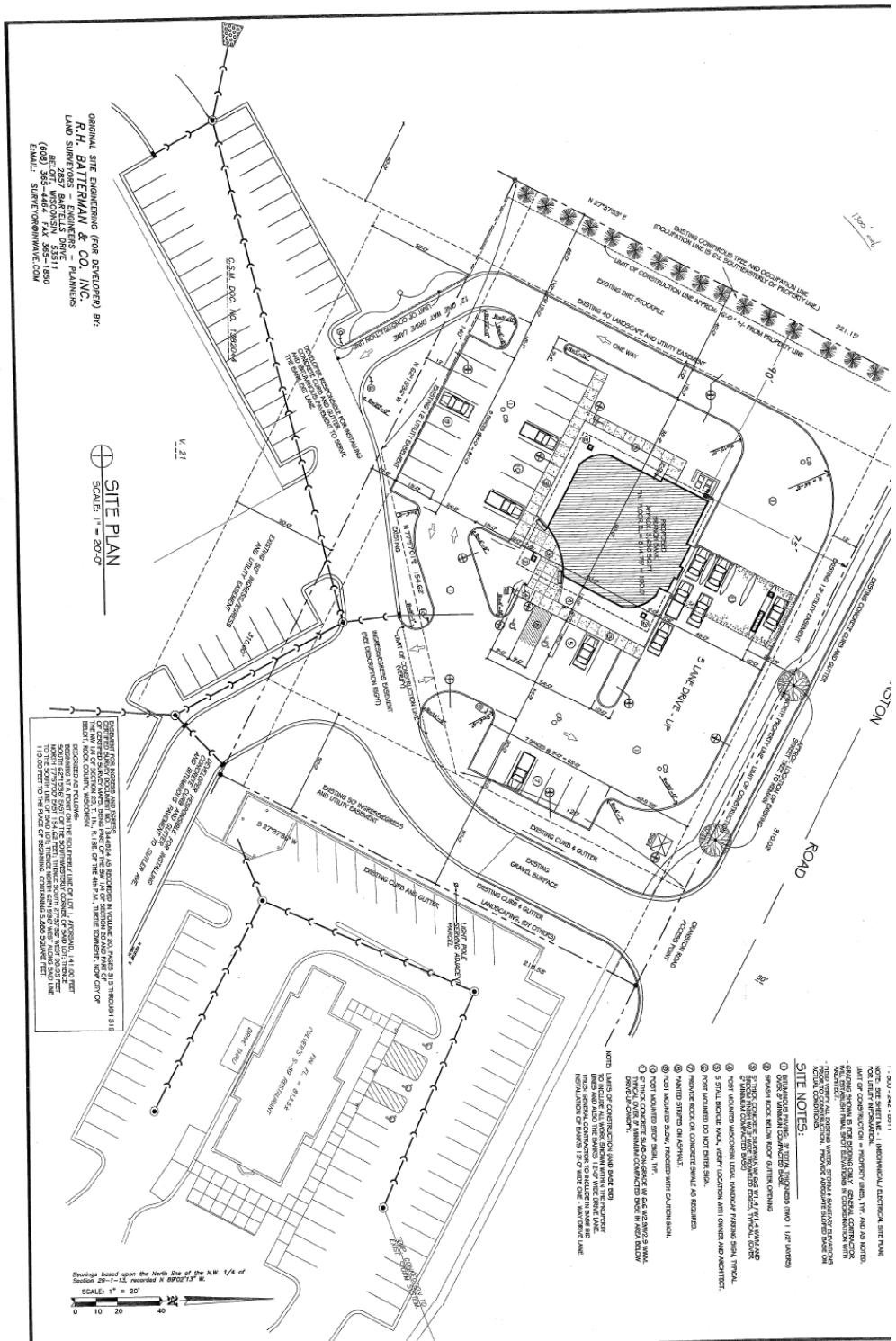
1 inch = 57 feet



Legend	
	Zoning District
	Parcels

Map prepared by: Michael D. Lofton II
Date: May 2013
For: City of Beloit, Planning & Building Services
Date of Aerial Photography: April 2011

PLANNING & BUILDING SERVICES DIVISION



ORIGINAL SITE ENGINEERING (FOR DEVELOPER) BY:
R.H. BATTERMAN & CO., INC.
 LAND SURVEYING ENGINEERS AND
 PLANNERS
 BELLEVUE, WISCONSIN 53511
 (608) 378-5310
 EMAIL: SURVEY@BHWC.COM

SITE PLAN
 SCALE: 1" = 20'

GENERAL NOTES:
 1. ALL DIMENSIONS UNLESS OTHERWISE NOTED ARE IN FEET AND INCHES.
 2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
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 9. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 10. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

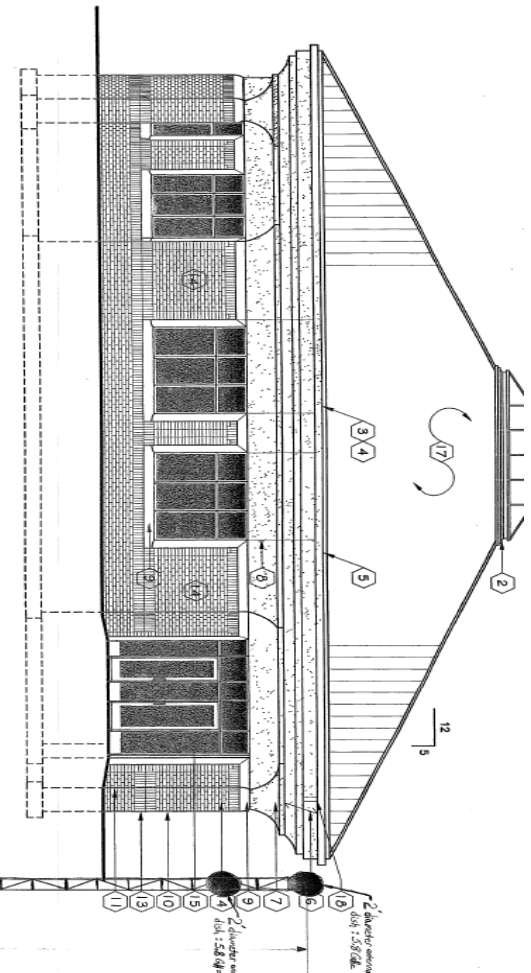
- NOTES:**
- 1. ALL DIMENSIONS UNLESS OTHERWISE NOTED ARE IN FEET AND INCHES.
 - 2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 - 3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
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 - 8. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 - 9. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 - 10. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

A1

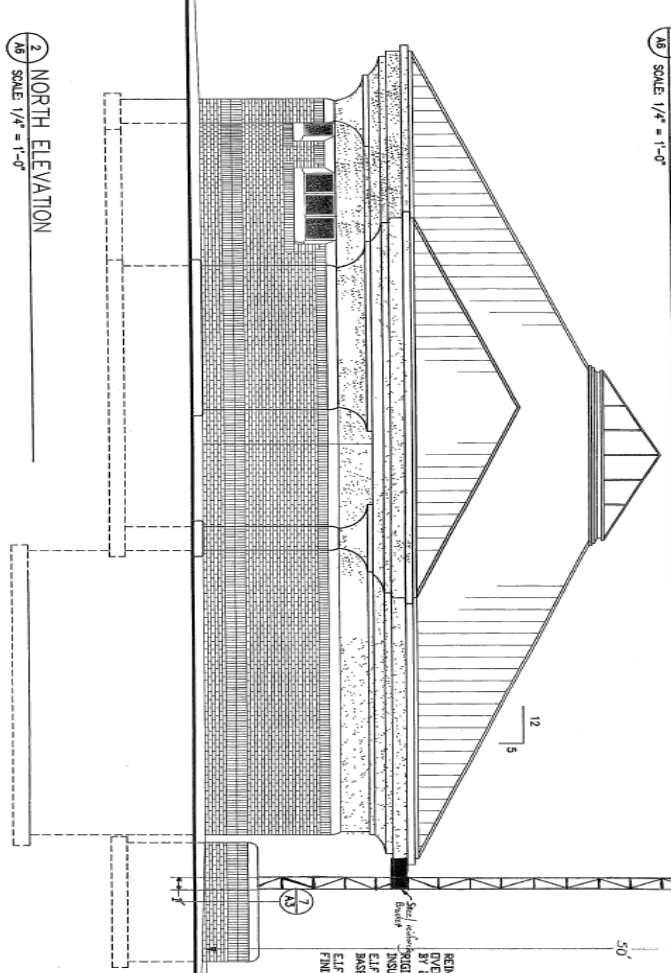
A NEW BANK BUILDING FOR:
FIRST NATIONAL BANK & TRUST COMPANY
 2600 CRANSTON ROAD
 BELOIT, WISCONSIN 53511

BRINK, KOLBERG & ASSOCIATES, LLC
 ARCHITECTURE SINCE 1972
 4506 REGENT STREET MADISON, WISCONSIN 53702
 PHONE: 608-233-9518 FAX: 608-233-5986

DATE: SEPTEMBER 8, 2000 REVISIONS: _____
 PROJECT NUMBER: 99.10
 PHASE: CONSTRUCTION DOCUMENTS

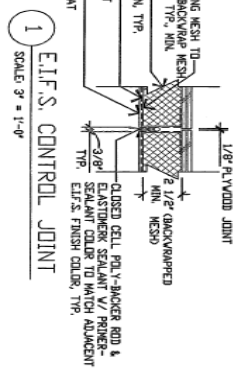


1 SOUTH ELEVATION
SCALE 1/4" = 1'-0"



2 NORTH ELEVATION
SCALE 1/4" = 1'-0"

- 2 PREFINISHED METAL FLASH VENT W/ INSECT SCREEN, TYP. SEE DETAIL.
- 3 PREFINISHED ALUMINUM DRIP EDGE, TYP.
- 4 8" PREFINISHED ALUMINUM TRIM, TYP.
- 5 PREFINISHED, CONTINUOUS ALUMINUM GUTTERS AND DOWNSPOUT SYSTEM, TYP.
- 6 DARK COLORED E.I.F.S. (EXTERIOR INSULATION AND FINISHING SYSTEM), TYP.
- 7 LIGHT COLORED E.I.F.S. (EXTERIOR INSULATION AND FINISHING SYSTEM), TYP.
- 8 E.I.F.S. CONTROL JOINT LOCATION, TYP. NOTE: VERTICAL JOINTS ON FASCIA TO CONTINUE ONTO SOFFIT.
- 9 PRECAST CONCRETE GULL TO HAVE DRIP EDGE, TYP.) EDWARDS CAST STONE, COLOR: BUFF, NUMBER: DC33 COLOR: GOLDEN BUFF MODULAR VELOUR TK, TYP.
- 10 DARKER COLORED BRICK, ENDICOTT CLAY PRODUCTS CO. COLOR: COPPERTONE MODULAR VELOUR TK, TYP.
- 11 MASONRY CONTROL JOINT LOCATION, TYP.
- 12 MASONRY SOLIDER COURSE, TYP.
- 13 STACK BOND BRICK, TYP.
- 14 ALUMINUM STAGEROOF SYSTEM, TYP. W/ 1" LOKK. THINNEED AND BRONZE TINTED GLASS, TYP. SYSTEM TO MATCH FULL BRICK/CLAY COATING WINDOW/SCREENING COLOR: F0111 TR0140
- 15 ALUMINUM CLAD WOOD TRIM FRAME WINDOWS
- 16 METAL ROOF SYSTEM, UVA CLAD KNAUF 500 FLUOROCARBON ALUMINUM MEDIUM BRONZE;
- 17 DOWNSPOUT STRIPS



A6	A NEW BANK BUILDING FOR: FIRST NATIONAL BANK & TRUST COMPANY 2600 GRANSTON ROAD BELOIT, WISCONSIN 53511	BRINK, KOLBERG & ASSOCIATES, LLC ARCHITECTURE SINCE 1972 4506 REGENT STREET MADISON, WISCONSIN 53705 PHONE: 608-233-5318 FAX: 608-233-5986
	PRD. NO. 9910	DATE: SEPTEMBER 6, 2000 PROJECT NUMBER: 9910 PHASE: PRELIMINARY

CITY of BELOIT

Planning and Building Services Division

100 State Street, Beloit, WI 53511 Phone: (608) 364-6700 Fax: (608) 364-6609

Conditional Use Permit Application

(Please Type or Print)

File Number: CU-2013-09

1. Address of subject property: 2600 Conston Road
2. Legal description: First National Bank & Trust Branch

If property has not been subdivided, attach a copy of the complete legal description from deed.

Property dimensions are: _____ feet by _____ feet = _____ square feet.

If more than two acres, give area in acres: _____ acres.

3. Tax Parcel Number(s): 22980780

4. Owner of record: First National Bank & Trust Phone: 608-363-8071
345 E. Grand Ave Beloit WI 53511
(Address) (City) (State) (Zip)

5. Applicant's Name: Jacob Bredt
8900 N 2nd St. Madisney Park IL 61115
(Address) (City) (State) (Zip)
815-847-3130 (Office Phone #) Jacob.B@entre.rock.com (E-mail Address)

6. All existing use(s) on this property are: Bank

7. THE FOLLOWING ACTION IS REQUESTED:

A Conditional Use Permit for: constructing an antenna tower (50')
in a(n) CL Zoning District.

8. All the proposed use(s) for this property will be:

Principal use: a bank

Secondary use: _____

Accessory use: _____

9. Project timetable: Start date: July 1st Completion date: July 8th

10. I/We represent that I/we have a vested interest in this property in the following manner:

- Owner
- Leasehold, length of lease: _____
- Contractual, nature of contract: _____
- Other, explain: _____

The applicant's signature below indicates the information contained in this application and on all accompanying documents is true and correct.

I/We, the undersigned, do hereby respectfully make application for and petition the City Plan Commission and City Council to grant the requested action for the purpose stated herein. I/We represent that the granting of the proposed request will not violate any of the required standards of the Zoning Ordinance of the City of Beloit. I/We also agree to abide by all applicable federal, state and local laws, ordinances, rules, and regulations.

[Signature] / Patrick Jacobs / 4/29/13
(Signature of Owner) (Print name) (Date)

[Signature] / Jacob Bradt / 4/19/13
(Signature of Applicant, if different) (Print name) (Date)

In order for your request to be heard and considered in a timely manner, you must submit the completed application, and all accompanying documents, to the Planning and Building Services Division for acceptance by the filing deadline date prior to a scheduled Plan Commission meeting.

This application must be submitted with one copy of a scaled drawing showing the layout of the proposed development in accordance with all code requirements, and the \$275.00 application fee. Applicants will also be charged a fee for mailing public notices at the rate of \$0.50 per notice. An invoice for this fee will be sent to the applicant and these costs are typically between \$5.00 and \$15.00.

To be completed by Planning Staff	
Filing fee: <u>\$275.00</u>	Amount paid: <u>\$275.00</u> Meeting date: <u>June 5, 2013</u>
No. of notices: _____	x mailing cost (\$0.50) = cost of mailing notices: \$ _____
Application accepted by: <u>Michael D. Loftis II</u>	Date: <u>5/10/13</u>

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Zoning Map Amendment Application for the property located at 2293 Prairie Avenue – Council Referral to the Plan Commission

Date: June 3, 2013

Presenter(s): Julie Christensen

Department: Community Development

Overview/Background Information:

Pastor Clifton White of Good News Christian Center has submitted an application for a Zoning Map Amendment to change the zoning district classification from C-1, Office District to C-2, Neighborhood Commercial District, for the property located at 2293 Prairie Avenue.

Key Issues (maximum of 5):

- The applicant intends to convert an existing message board sign into an Electronically Variable Message (EVM) Sign. EVM signs are prohibited in the C-1 district, but permitted by-right in the C-2 district.
 - If the requested rezoning is approved, the applicant intends to obtain a Sign Permit to allow this sign conversion.
 - The subject property is currently used as a church. Churches are a conditional use in the C-2 district. The existing church use will be allowed to continue if the requested rezoning is approved, but if the applicant intends to expand in the future, a Conditional Use Permit will be required at that time.
-

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

- Consideration of this request supports Strategic Goal #5.
-

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- Reduce dependence upon fossil fuels – N/A
 - Reduce dependence on chemicals and other manufacturing substances that accumulate in nature – N/A
 - Reduce dependence on activities that harm life sustaining eco-systems – N/A
 - Meet the hierarchy of present and future human needs fairly and efficiently – N/A
-

Action required/Recommendation:

- Referral to the Plan Commission for the June 5, 2013 meeting
 - This item will most likely return to the City Council for a public hearing and possible action on June 17, 2013
-

Fiscal Note/Budget Impact: N/A

Attachments: Application

CITY of BELOIT

PLANNING & BUILDING SERVICES DIVISION

100 State Street, Beloit, WI 53511

Phone: (608) 364-6700

Fax: (608) 364-6609

Zoning Map Amendment Application Form

(Please Type or Print)

File No.: ZMA-2013-08

1. Address of subject property: 2293 PRAIRIE AV., BELOIT, WI 53511

2. Legal description: Lot: 5 Block: 3 Subdivision: GREENFIELD
(If property has not been subdivided, attach a copy of the complete legal description from deed.)

Property dimensions are: 165 feet by 206 feet = 33976 square feet.

If more than two acres, give area in acres: _____ acres.

3. Tax Parcel Number(s): 266-2197-0585

4. Owner of record: GOOD NEWS CENTER Phone: 608/365-9339

2293 PRAIRIE AV., BELOIT WI 53511
(Address) (City) (State) (Zip)

5. Applicant's Name: PASTOR CLIFTON WHITE

525 RITSHER ST., BELOIT, WI 53511
(Address) (City) (State) (Zip)

608/365-9339 1 608/346-9222 1.cliftonwhite@me.com
(Office Phone #) (Cell Phone #) (E-mail Address)

6. **THE FOLLOWING ACTION IS REQUESTED:**

Change zoning district classification from: C-1 to: C-2

All existing uses on this property are: RELIGIOUS/CHURCH

7. All the proposed uses for this property are:

Principal use(s): CHURCH SERVICES/CHURCH ACTIVITIES

Secondary use(s): _____

Accessory use(s): _____

8. I/we represent that I/we have a vested interest in this property in the following manner:

- () Owner
- () Leasehold, Length of lease: _____
- () Contractual, Nature of contract: _____
- () Other, explain: SENIOR PASTOR / CORPORATE BOARD PRESIDENT

9. Individual(s) responsible for compliance with conditions (if any), if request is granted:

Name(s): PASTOR CLIFTON WHITE Phone: 608/362-8377
525 RITSHER ST., BELOIT WI 53511
(Address) (City) (State) (Zip)

The applicant's signature below indicates the information contained in this application and on all accompanying documents is true and correct.

I/we, the undersigned, do hereby respectfully make application for and petition the City Plan Commission and City Council to grant the requested action for the purpose stated herein. I/we represent that the granting of the proposed request will not violate any of the required standards of the Zoning Ordinance of the City of Beloit. I/we also agree to abide by all applicable federal, state and local laws, ordinances, rules, and regulations.

	/	/
<small>(Signature of Owner)</small>	<small>(Print name)</small>	<small>(Date)</small>
<u>Clifton C. White</u>	<u>CLIFTON C. WHITE</u>	<u>5-2-13</u>
<small>(Signature of Applicant, if different)</small>	<small>(Print name)</small>	<small>(Date)</small>

In order for your request to be heard and considered in a timely manner, you must submit the completed application and all accompanying documents to the Division for acceptance by the filing deadline date prior to a scheduled Plan Commission meeting. This application must be submitted with the \$275.00 application fee. Applicants will also be charged a fee for mailing public notices at the rate of \$0.50 per notice. An invoice for this fee will be sent to the applicant, and it is typically between \$5.00 and \$20.00.

To be completed by Planning Staff		
Filing Fee: \$275.00	Amount Paid: <u>\$275.00</u>	Meeting Date: <u>June 5, 2013</u>
Number of notices: _____ x mailing cost (\$0.50) = cost of mailing notices: \$ _____		
Application accepted by: <u>[Signature]</u>		Date: <u>5/3/13</u>
Date Notice Published: _____		Date Notice Mailed: _____



CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL

Topic: Conditional Use Permit Application for property located at 920 Keeler Avenue – Council Referral to the Plan Commission

Date: June 3, 2013

Presenter(s): Julie Christensen

Department: Community Development

Overview/Background Information:

Kenneth West has filed an application for a Conditional Use Permit to allow a conversion from one legal nonconforming use to another nonconforming use in an R-1B, Single-Family Residential District, for property located at 920 Keeler Avenue.

Key Issues (maximum of 5):

- According to the Zoning Ordinance, a legal nonconforming use may be changed to another nonconforming use if a Conditional Use Permit is obtained.
- The subject property is currently being used to store used passenger vehicles. This use of the property is legal nonconforming.
- The applicant would like to apply for a state motor vehicle wholesale dealer license to be able to sell used vehicles to dealerships.
- This zoning lot is 0.11 acres in area and contains a garage and a paved parking lot.

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

- Consideration of this request supports Strategic Goal #5.

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- Reduce dependence upon fossil fuels – N/A
- Reduce dependence on chemicals and other manufacturing substances that accumulate in nature – N/A
- Reduce dependence on activities that harm life sustaining eco-systems – N/A
- Meet the hierarchy of present and future human needs fairly and efficiently – N/A

Action required/Recommendation:

- Referral to the Plan Commission for the June 5, 2013 meeting.
- This item will most likely return to the City Council for a public hearing and possible action on June 17, 2013.

Fiscal Note/Budget Impact: N/A

Attachments: Zoning and Location Map, Application

Location & Zoning Map

920 Keeler Avenue

CU-2013-07



1 inch = 40 feet

0 5 10 20 30 Feet

Legend

- Zoning District
- Parcels

Map prepared by: Michael D. Lofton II
Date: May 2013
For: City of Beloit, Planning & Building Services
Date of Aerial Photography: April 2011

PLANNING & BUILDING SERVICES DIVISION

CITY of BELOIT

Planning and Building Services Division

100 State Street, Beloit, WI 53511 Phone: (608) 364-6700 Fax: (608) 364-6609

Conditional Use Permit Application

(Please Type or Print)

File Number: CU-2013-07

1. Address of subject property: 920 Keeler Ave. Beloit, WI 53511
2. Legal description: West 66 feet Lot 11, Block 1, Hacketts Fourth Addition
If property has not been subdivided, attach a copy of the complete legal description from deed.
Property dimensions are: 66 feet by 70.5 feet = 4,653 square feet.
If more than two acres, give area in acres: N/A acres.
3. Tax Parcel Number(s): 1256-0085
4. Owner of record: Kenneth B. West Phone: 608-290-5988
2440 Heather Terrace Beloit WI 53511
(Address) (City) (State) (Zip)
5. Applicant's Name: Kenneth B. West
2440 Heather Terrace Beloit WI 53511
(Address) (City) (State) (Zip)
608-290-5988 / 608-290-5988 / N/A
(Office Phone #) (Cell Phone #) (E-mail Address)
6. All existing use(s) on this property are: Storage of Autos to be transported to a Wholesale Dealer's Auction
7. **THE FOLLOWING ACTION IS REQUESTED:**
A Conditional Use Permit for: Wisconsin Wholesale License in a(n) Grandfathered B-5 Zoning District.
8. All the proposed use(s) for this property will be:
Principal use: To be able to obtain a Wisconsin Wholesale Dealer License and for the storage of automobiles that are to be
Secondary use: sold at a Wholesale Auction.
- NO RETAIL SALES -
Accessory use: Please see attached forms & pictures from the City of Beloit.

9. Project timetable: Start date: _____ Completion date: _____

10. I/We represent that I/we have a vested interest in this property in the following manner:

Owner

Leasehold, length of lease: _____

Contractual, nature of contract: _____

Other, explain: _____

The applicant's signature below indicates the information contained in this application and on all accompanying documents is true and correct.

I/We, the undersigned, do hereby respectfully make application for and petition the City Plan Commission and City Council to grant the requested action for the purpose stated herein. I/We represent that the granting of the proposed request will not violate any of the required standards of the Zoning Ordinance of the City of Beloit. I/We also agree to abide by all applicable federal, state and local laws, ordinances, rules, and regulations.

Kenneth B. West / KENNETH B. WEST / 5-3-13
 (Signature of Owner) (Print name) (Date)

_____/_____/_____
 (Signature of Applicant, if different) (Print name) (Date)

In order for your request to be heard and considered in a timely manner, you must submit the completed application, and all accompanying documents, to the Planning and Building Services Division for acceptance by the filing deadline date prior to a scheduled Plan Commission meeting.

This application must be submitted with one copy of a scaled drawing showing the layout of the proposed development in accordance with all code requirements, and the \$275.00 application fee. Applicants will also be charged a fee for mailing public notices at the rate of \$0.50 per notice. An invoice for this fee will be sent to the applicant and these costs are typically between \$5.00 and \$15.00.

To be completed by Planning Staff

Filing fee: \$275.00 Amount paid: \$275.00 Meeting date: June 5, 2013

No. of notices: _____ x mailing cost (\$0.50) = cost of mailing notices: \$ _____

Application accepted by: Michael D. Lofton \$ _____ Date: 5/3/13

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 07 01 2013 ending: 06 30 2014
(MM DD YYYY) (MM DD YYYY)

TO THE GOVERNING BODY of the: Town of Village of City of Beloit

County of Rock Aldermanic Dist. No. _____ (if required by ordinance)

CHECK ONE Individual Partnership Limited Liability Company
 Corporation/Nonprofit Organization

Complete A or B. All must complete C.

Applicant's Wisconsin Seller's Permit Number:	<u>456-0000527780-02</u>
Federal Employer Identification Number (FEIN):	<u>39-0254080</u>
LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>100</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input checked="" type="checkbox"/> Class B liquor	\$ <u>500</u>
<input type="checkbox"/> Reserve Class B liquor	\$
Publication fee	\$ <u>50</u>
TOTAL FEE	\$ <u>650</u> <u>PL</u>

A. Individual or Partnership:
 Full Name(s) (Last, First and Middle Name) Home Address Post Office & Zip Code

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company Fraternal Order of Eagles #557
 Address of Corporation/Limited Liability Company (if different from licensed premises) _____
 All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	<u>NATE HOPPER</u>	<u>1310 CLARY</u>	<u>Beloit</u>
Vice President/Member	<u>DENNIS KEENEY</u>	<u>817 BUFF</u>	<u>Beloit</u>
Secretary/Member	<u>ERK HOPPER</u>	<u>MARY ST</u>	<u>JANESVILLE</u>
Treasurer/Member	<u>RON MANNICK</u>	<u>1944 COTTAGE</u>	<u>Beloit, Wisc</u>
Agent	<u>RONALD MANNICK</u>	<u>1944 COTTAGE</u>	<u>Beloit, WI</u>
Directors/Managers	<u>TRUSTEES</u>		

C. 1. Trade Name BELOIT EAGLES CLUB Business Phone Number 6083640077
 2. Address of Premises 302 STATE ST Post Office & Zip Code BELOIT WISC 53511

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No
4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 2 STORY BUILDING WITH UPPER - LOWER
5. Legal description (omit if street address is given above): Bar, Social Room, Banquet room, Storage
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side Yes No
- b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side Yes No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain. Change of Agent + Officer positions Yes No
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. Yes No
9. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown under Section A or B above? [phone (608) 266-2776] Yes No
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? Yes No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME
 this 24 day of May, 20 13
[Signature]
 (Scribe/Notary Public)
 My commission expires 9-22-13

[Signature] Head Trustee
[Signature]
 (Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)
[Signature]
 (Officer of Corporation/Member/Manager of Limited Liability Company /Partner)
[Signature]
 (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK		
Date received and filed with municipal clerk	Date reported to council/board	Date license granted
<u>5-24-13</u>		
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town Village City of Beloit County of Rock

The undersigned duly authorized officer(s)/members/managers of Fraternal order of Eagles
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Fraternal order of Eagles
(trade name)
located at 302 State St.

appoints Ronald Minnick
(name of appointed agent)
1944 Cottage Beloit Wis.
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 18yr

Place of residence last year 1944 Cottage

For: Fraternal Order of Eagles
(name of corporation/organization/limited liability company)

By: [Signature]
(signature of Officer/Member/Manager)

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, RONALD Paul MINNICK, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 5-24-13
(signature of agent) (date) Agent's age _____

1944 Cottage Ave Beloit WI 53511
(home address of agent) Date of birth _____

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(date) (signature of proper local official) (town chair, village president, police chief)

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Minnick		RONALD		Paul	
Home Address (street/route)		Post Office		City	
1944 Cottage Ave				Bebit	
Home Phone Number		Age		Date of Birth	
608-295-5872					
				State	
				WI	
				Zip Code	
				53511	
				Place of Birth	
				Rockford	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- _____ of _____
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 18 yrs
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. _____
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)
- Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Retired/DIS.		Year 2000	
Employer's Name	Employer's Address	Employed From	To

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 24 day of May, 2013

[Signature]
(Clerk/Notary Public)

[Signature]
(Signature of Named Individual)

My commission expires 9-22-13



Printed on Recycled Paper

Wisconsin Department of Revenue

**RESOLUTION APPROVING
RENEWAL OF MOBILE HOME PARK LICENSE**

WHEREAS, Reeseville & Associates, LLC, has applied for renewal of the license to operate a Mobile Home Park, known as Springbrook Village, located at 2601 Colley Road for the period of July 1, 2013 – June 30, 2014.

THEREFORE, IT IS RESOLVED that the renewal is approved and the license shall be issued upon compliance with all City Ordinances.

Adopted this 3rd day of June 2013.

Charles M. Haynes, President

Attest:

Rebecca Houseman LeMire, City Clerk

**RESOLUTION APPROVING RENEWAL OF
ALCOHOL BEVERAGE LICENSES FOR
LICENSE PERIOD JULY 1, 2013 - JUNE 30, 2014**

WHEREAS, applications have been received for renewal for fermented malt beverage and intoxicating liquor licenses for licensing period July 1, 2013 to June 30, 2014 (see attached list); and

WHEREAS, the Alcohol Beverage License Control Committee recommends approval of these applications.

NOW, THEREFORE, BE IT RESOLVED that the renewal alcohol beverage license applications are approved.

Dated this 3rd day of June 2013.

Charles M. Haynes
President, City Council

Attest:

Rebecca Houseman LeMire, City Clerk



**ALCOHOL BEVERAGE LICENSE CONTROL COMMITTEE
RECOMMENDATION**

TO: Beloit City Council
FROM: Alcohol Beverage License Control Committee
DATE: May 14, 2013
SUBJECT: **Renewal Alcohol Licenses for period 7/1/13 - 6/30/14**

The Alcohol Beverage License Control Committee recommends the Beloit City Council approve the applications for new and renewal alcohol licenses and Change of Agents per attached listing.

Motion carried 6-0

Rebecca Houseman LeMire
City Clerk

NOTICE

APPLICATIONS FOR BEER/LIQUOR LICENSES
2013-2014

CLASS "B" BEER AND "CLASS B" LIQUOR

Adiktion – HRNS V Entertainment (Jaime Hernandez, Agent) Business Address: 1310 Cranston Rd., Home Address: 2137 Dee Run, Delavan, WI

Alarm Box - Kathleen A. Davis, Business Address: 925 Fourth St., Home Address: 1326 Hackett St.

Alumni House - MTT Enterprises, Ltd. (Teresa L. Grooms, Agent) Business Address: 863 Fifth St., Home Address: 104 S. Wright St., Orfordville, WI

Applebee's Neighborhood Grill & Bar - The Bloomin' Apple Beloit, LLC (Joshua Siebel, Agent) Business Address: 2680 Cranston Rd., Home Address: 334 S. Randall Ave., Janesville, WI

Bagels and More – Bagels & More, LLC (David J. Siekierski, Agent) Business Address: 324 State St., Home Address: 1632 Garfield Ave.

Beloit College - Pearsons Hall – Board of Trustees of Beloit College (Peter J. Kraemer, Agent) Business Address: 700 College St., Home Address: 435 Central Ave.

Beloit Snappers - Beloit Professional Baseball Association, Inc. (Matthew R. C. Bosen, Agent) Business Address: 2301 Skyline Dr., Home Address: 1740 Gateway Blvd.

Bitters Pub – Ming Fong, Business Address: 1309 Madison Rd., Home Address: 1841 Garfield Ave.

The Bop – Sicilians Restaurant & Pizzeria, Inc. (Daniel Ainger, Agent) Business Address: 530 East Grand Ave., Home Address: 2774 Boulder Ct.

The Brass Rail – CPRTB, LLC (Ryan Roberts, Agent) Business Address: 646 Fourth Street, Home Address: 2016 Bradley St.

Bump and Run – Dennis Quinn, Business Address: 1611 Hackett St., Home Address: 2350 Riverside Dr.

Bushel and Peck's – Jacqueline Gennett & Richard Horbaczewski, Business Address: 328 State St., Home Address: W8473 Smock Valley Rd., Monroe, WI

Carom Room – Dave Coles, Inc. (David L. Coles, Sr., Agent) Business Address: 614 East Grand Ave., Home Address: 942 Division St.

Cartunes Grill & Bar - Cartunes Grill & Bar, LLC (Janet Lynn Keeseey, Agent) Business Address: 2640 Prairie Ave., Home Address: 3045 South Petunia Lane

Club Ballyhoo – Tilley's Pizza House, Inc. (Teresa M. Donovan, Agent) Business Address: 900 Fourth St., Home Address: 17137 Avon Townline Rd., Brodhead, WI

Club Impulse - Aquarius Management Corporation (Wayne J. Pratt, Agent) Business Address: 132 West Grand Ave., Home Address: 838 Hackett St.

Coyotes Bar and Banquet – Coyotes of Rock Co. LLC (Brad Lawver, Agent) Business Address: 107 Dearborn St., Home Address: 711 Azalea Terr.

Deb's Town Club – Peterson's Town Club LLC, Debra E. Peterson, Business Address: 1900 St. Lawrence Ave., Home Address: 1925 Vernon Ave.

Diamond Lanes – Diamond Lanes, LLC (Daniel B. Bucholtz, Agent) Business Address: 1218 Cranston Rd., Home Address: 3430 S. Prairie Ave.

Domenico's - Domenico's Pizza and Restaurant, Inc. (Nathan Lipps, Agent) Business Address: 547 East Grand Ave., Home Address: 1105 Emerson Street NEW AGENT

End Zone Bar & Grill - Sandra Manning-Brown, Business Address: 616 Fourth St., Home Address: 1127 Ridgeway St.

The Filling Station – Gopher's Filling Station, LLC (Wendy Talignani, Agent) Business Address: 1414 Cranston Rd., Home Address: 1738 Dell Dr.

Grand Slam - Ruckert Investments, Inc. (Thomas A. Ruckert, Agent) Business Address: 173 West Grand Ave., Home Address: 2440 S. Clover Ln.

Holiday Inn Express – Beloit Express, Inc. (Kelsey Szudy, Agent) Business Address: 2790 Milwaukee Rd., Home Address: 30 S. Madison St., #14, Evansville, WI

Jersey's Bar & Grill – Jerseys, Inc. (Tiffany Abraham, Agent) Business Address: 2770 Milwaukee Rd., Home Address: 1725 Burton St.

The Last Lap - Last Lap, Inc. (James W. Sandmire, Agent) Business Address: 1028 Mary St., Home Address: 1206 Townline Ave.

Liberty Inn – Singles Family Enterprises, Inc. (Casey T. Singles, Agent) Business Address: 1901 Liberty Ave., Home Address: 2056 Riverside Drive.

Mike's Roadhouse – Cupcake Investments, LLC (Michael J. Fink, Agent) Business Address: 614 Broad St., P. O. Box 272, Home Address: 1940 Fairfax Ave.

The Mouse Tavern & Restaurant - Mickey Mouse Tavern, Inc. (Thomas R. Roehl, Agent) Business Address: 1408 Madison Rd., Home Address: 755 Petunia Ln.

Patti's Road Dawg Pub – PRD Saloon of Beloit, Inc. (Patti Vance, Agent) Business Address: 2956 Milwaukee Rd., Home Address: 5133 E. County Rd. S.

Pitchers Mound – Beloit Neighbors, LLC (Terrence Nass, Agent) Business Address: 2745 Prairie Ave., Home Address: 2942 S. Iris Dr.

Pizza Hut – Rockford Pizza, LLC (Juan Mendoza Ochoa, Agent) Business Address: 2787 Prairie Ave., Home Address: 1527 Tamarack Lane, Janesville NEW AGENT

The Rock Bar & Grill - Hospitality on the Rock, Inc. (Jason A. Agate, Agent) Business Address: 101 Maple Ave., Home Address: 2734 Park Avenue

Rooney's Pub & Grub - Kline's Club 88, Inc. (Kim Eggers, Agent) Business Address: 65 Portland Ave., Home Address: 1746 Moore St.

Sara's Pub – Sara's Pub, Inc. (Shpezime Fadilovski, Agent) Business Address: 1565-1567 Madison Rd., Home Address: 3605 Eagles Ridge Dr.

The 615 Club – P and G of Beloit, Inc. (Gregory L. Hatley, Agent) Business Address: 615 Broad St., Home Address: 1710 Morgan Terr.

Suds O'Hanahan's Irish Pub – Suds O'Hanahan's, Irish Pub, Inc. (Thomas L. Hankins, Agent) Business Address: 433, 435 East Grand Ave., Home Address: 1804 Henderson Ave.

Thirsty Badger Bar & Grill – Draeving Companies (Michael Draeving, Sr., Agent) Business Address: 2683 Prairie Ave., Home Address: 11836 S. Co. Rd. H, Beloit (Not issued to date)

Turtle Tap - Turtle Tap, LTD (Curtis Brannon, Agent) Business Address: 1344 East Grand Ave., Home Address: 2108 East Ridge Rd.

VFW Club – Mead-Allen Post #2306 Veterans of Foreign Wars of the United States (Wayne C. Bown, Agent) Business Address: 2711 Afton Rd., Home Address: 2220 West Hart Rd.

CLASS "B" BEER AND RESERVE "CLASS B" LIQUOR

Alibi Bar & Grill – BRBK LLC, (Bonnie R. Kunde, Agent) Business Address: 1180 Madison Road, Home Address: 2480 Riverside Dr.

The Cheese People of Beloit – The Cheese People of Beloit LLC, Jill Delise-Smith, Agent, Business Address: 431 E. Grand Ave., Home Address: 2217 E. Luther Rd., Janesville NEW AGENT

Center Court – Kandu Industries, Inc. (Rodney Oksuita, Agent) Business Address: 100 Eclipse Center, Home Address: 4500 Indian Lake Dr., Janesville

La Casa Grande - Casa Grande, Inc. (Andrew Boros-Kazai, Agent) Business Address: 618 Fourth St., Home Address: 917 Bushnell Street. NEW AGENT.

Rivals Bar & Grill – BMC Property Management LLC (Michael Jero, Agent) Business Address: 443 East Grand Ave., Home Address: 862 Petunia Lane.

Rose's Soulfood – Clancy L. Smith, Business Address: 201 Short Street, Home Address: 204 Middle Street

CLASS "A" BEER AND "CLASS A" LIQUOR

Aldi #48 - Aldi, Inc. (James Crouch, Agent) Business Address: 2780 Milwaukee Rd., Home Address: 946 Elm St.

Badger Spirits – Badger Spirits LTD (Alice Blue, Agent) Business Address: 2621 Prairie Ave., Home Address: 2077 S. Pow Wow Trail

Beloit Mobil on the Run – NDGAS LLC (Connie M. Gunning, Agent) Business Address: 2883 Milwaukee Rd., Home Address: 1601 E. Ridge Rd.

Cornellier Superstore - Cornellier Limited (Brad Lee Lawver) Business Address: 2909 Ford St., Home Address: 711 Azalea Terrace

CVS Pharmacy #8534 – Wisconsin CVS Pharmacy, LLC. (Judy A. Thomas, Agent) Business Address: 1063 Fourth St., Home Address: 2203 Staborn Dr.

CVS Pharmacy #5600 – Wisconsin CVS Pharmacy, LLC (Kimberly Kitchens, Agent) Business Address: 2149 Prairie Ave., Home Address: 1010 Bushnell St.

Madison Road BP – Beloit Enterprises, Inc. (Gary O. Shoemaker, Agent) Business Address: 1343 Madison Road, Home Address: 14402 W. State Rd. 81, Brodhead

Tobacco Shack – Akshar Brahma, Inc. (Jignesh DeSai, Agent) Business Address: 1212 Cranston Rd., Home Address: 2777 N. Robinson Dr., #3

Wal-Mart Supercenter #2532 - Wal-Mart Stores East, LP (Scott F. Greschner, Agent) Business Address: 2785 Milwaukee Rd., Home Address: 1778 Gateway Blvd.

Walgreens #06096 – Walgreen Co. (Jessica Reavis, Agent) Business Address: 1901 Prairie Ave., Home Address: 128 W. Hidden Tr., #202., Elkhorn

Walgreens #12136 – Walgreen Co. (Brenda Neumann, Agent) Business Address: 910 Broad St., Home Address: 1107 W. State St., Janesville

Walgreens #11528 – Walgreen Co. (Tammy Patterson, Agent) Business Address: 1531 Madison Rd., Home Address: 1969 Virginia St.

Woodman's Food Market - Woodman's Food Market, Inc. (Peter J. Mentele, Agent) Business Address: 1877 Madison Rd., Mailing Address of Corporation: 2631 Liberty Lane, Janesville 53545-0741, Home Address: 2701 S. Paddock Rd.

CLASS "A" BEER

Beloit Citgo – Profuel Seven (Akhir Kang, Agent) Business Address: 1888 Shopiere Rd.,
Home Address: 2764 Kadlec Drive

Beloit Mobil – Samra & Singh, Inc. (Harjinder S. Samra, Agent) Business Address: 1902
Shopiere Rd., Home Address: 1985 Pebble Dr.

Liberty Mobil – S & S Express Mart, Inc. (Harjinder Samra, Agent) Business Address: 1407
Liberty Ave., Home Address: 1985 Pebble Drive

Pilot Travel Center #289 – Pilot Travel Centers LLC (Juanita Cardinal, Agent) Business
Address: 3001 Milwaukee Rd., Home Address: 625 Cornelia St., Janesville, WI 53545

Rollette Oil #1 - Rollette Oil Co., Inc. (Paul R. Simon, Agent) Business Address: 1451
Madison Rd., Home Address: 911 Suffolk Dr., Janesville

Speedway #2086 - Speedway LLC Owned by MPC Investment LLC (Ann M. Edgecomb,
Agent) Business Address: 1107 Liberty Ave., Home Address: 2185 Linway Dr.

Speedway #4087 - Speedway LLC Owned by MPC Investment LLC (Megan Biggerstaff,
Agent) Business Address: 148 Liberty Ave., Home Address: 2464 Pioneer Dr.

Speedway #4293 - Speedway LLC Owned by MPC Investment LLC (Sheryl LaTronico,
Agent) Business Address: 2781 Milwaukee Rd., Home Address: 1931 Harrison Ave.

Star Quick Mart (Pradip Patel, Agent) Business Address: 2158 Prairie Ave., Home Address:
1896 Murphy Woods Rd.

Tex's Grocery – Tex's Grocery, LLC (Fred Papendorf, Agent) Business Address: 1909 St.
Lawrence Ave., Home Address: 6395 W. Cleophas Rd.

CLASS "B" BEER

Beloit College Coughy Haus - Beloit College (Steven Oliveri, Agent) Business Address: 708 Clary St., Home Address: 700 College St., Box 203.

Taqueria Azteca – Ruben Rosas, Business Address: 1910 Shopiere Rd., Home Address: 2543 Sunshine Ln.

Tony & Maria's - Antonino Piccione, Jr., Business Address: 1181 Madison Rd., Home Address: 1201 Madison Rd.

The Turtle Tap, LTD - Turtle Baseball Association, Inc. (Curtis Brannon, Agent) Business Address: 136 Dearborn Ave., Home Address: 2108 E. Ridge Rd.

CLASS "B" BEER AND "CLASS C" WINE

Beloit Fine Arts Incubator – Beloit Fine Arts Incubator, Inc. (Ben Henthorn, Agent) Business Address: 520 East Grand Ave., Home Address: 1113 B Bushnell St.

Happy Wok – Happy Wok Corporation (Mei Tjoe Kwan, Agent) Business Address: 2627 Prairie Ave., Home Address: 2160 Mandi Ln.

La Kebrada Restaurant – La Kebrada Restaurant Corp. (Jaime Hernandez, Agent), Business Address: 2648 Prairie Ave., Home Address: 21347 Deer Run, Delavan

The Little Bistro – The Little Bistro LLC (Christine Neumann, Agent) Business Address: 315 State St., Home Address: 944 West St.

Little Mexico of Beloit, LLC, (Fernando Garcia, Agent), Business Address, 2787 Milwaukee Rd., Home Address: 1984 Mason Road

Salvador's Restaurant - Salvador Z. Sanchez, Business Address: 907 Bayliss Avenue, Home Address: 2112 Roosevelt Ave.

Vince's Pizza - Vince's Pizza, Inc. (Vincenzo Gabriele, Agent) Business Address: 1050 Hackett St., Home Address: 1560 Cleveland St.

**RESOLUTION APPROVING CLASS "B" BEER AND
"CLASS B" LIQUOR LICENSE**

WHEREAS, an application has been received for a Class "B" Beer and "Class B" Liquor License for Merrill & Houston's Steak Joint, LLC, d/b/a Merrill & Houston's Steak Joint located at 500 Pleasant Street, and

WHEREAS, the Alcohol Beverage License Control & Advisory Committee recommends approval for a Class "B" Beer and "Class B" Liquor License.

NOW, THEREFORE, BE IT RESOLVED, that the Class "B" Beer and "Class B" Liquor License for Merrill & Houston's Steak Joint, LLC, d/b/a Merrill & Houston's Steak Joint, located at 500 Pleasant Street, Jayme Braasch, Agent is hereby approved.

Dated this 3rd day of June 2013.

Charles M. Haynes, City Council President

ATTEST:

Rebecca Houseman LeMire, City Clerk



**ALCOHOL BEVERAGE LICENSE CONTROL COMMITTEE
RECOMMENDATION**

TO: Beloit City Council
FROM: Alcohol Beverage License Control Committee
DATE: May 14, 2013
SUBJECT: Merrill & Houston's Steak Joint, 500 Pleasant Street

The Alcohol Beverage License Control Committee recommends the Beloit City Council approve the new license for Merrill & Houston's Steak Joint and new Agent as Jayme Braasch for license period beginning July 1, 2013.

Motion carried 6-0

Rebecca Houseman LeMire
City Clerk

ORIGINAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning JULY 1 20 13 ;
ending JUNE 30 20 14

TO THE GOVERNING BODY of the: Town of } BELOIT
 Village of }
 City of }

County of ROCK Aldermanic Dist. No. _____ (if required by ordinance)

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY
 CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): MERRILL & HOUSTON'S STEAK JOINT, LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>MANAGER + CEO DIANE M. HENDRICKS</u>	<u>ONE ABC PKWY</u>	<u>BELOIT 53511</u>
Vice President/Member	<u>PRESIDENT ROBERT GERBITZ</u>	<u>W325N7098 CLEARWATER DR.</u>	<u>MERTON 53029</u>
Secretary/Member	<u>SECRETARY CARLA SWAIN</u>	<u>630 RICE DR.</u>	<u>BELOIT 53511</u>
Treasurer/Member			
Agent	<u>JAYME BRAASCH</u>	<u>1402 CLARY ST.</u>	<u>BELOIT WI 53511</u>
Directors/Managers			

3. Trade Name MERRILL & HOUSTON'S STEAK JOINT Business Phone Number 608-363-1110
4. Address of Premises 500 PLEASANT ST. Post Office & Zip Code BELOIT 53511

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) Corporate/limited liability company applicants only: Insert state WI and date 10/22/12 of registration. Yes No
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No
- (NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) RESTAURANT BANQUET ROOMS OF BELOIT INN + ROOMS IN HOTEL.

10. Legal description (omit if street address is given above): _____
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
(b) If yes, under what name was license issued? _____
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864]. Yes No
13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776] Yes No
14. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME
this 14 day of December, 2012
Aileen Mauch
(Clerk/Notary Public)

[Signature]
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)
[Signature]
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)
[Signature]
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>4-16-13</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Applicant's Wisconsin Seller's Permit Number.	
Federal Employer Identification Number (FEIN):	
LICENSE REQUESTED ▶	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Wholesale beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
Publication fee	\$ <u>50.00 PER 4-16</u>
TOTAL FEE	\$

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town Village City of Beloit County of Rock

The undersigned duly authorized officer(s)/members/managers of Merrill & Houston's Steak Joint, LLC
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Merrill & Houston's Steak Joint
(trade name)

located at 500 Pleasant Street, Beloit, WI 53511

appoints Jayme Braasch
(name of appointed agent)

1402 Clary Street, Beloit, WI 53511
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 31 yrs

Place of residence last year 1402 Clary Street, Beloit, WI 53511

For: Merrill & Houston's Steak Joint, LLC
(name of corporation/organization/limited liability company)

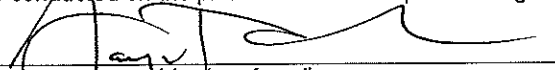
By:  - Robert Gerbitz President
(signature of Officer/Member/Manager)

And: Carla Swain, Secretary Carla Swain
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Jayme Braasch, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

 4-16-13 Agent's age _____
(signature of agent) (date)

1402 Clary Street, Beloit WI 53511 Date of birth _____
(home address of agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(date) (signature of proper local official) (town chair, village president, police chief)

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)	(middle name)	Social Security Number	
Swain		Carla	Ann		
Home Address (street/route)		Post Office	City	State	Zip Code
630 Rice Drive			Beloit	WI	53511
Home Phone Number		Age	Date of Birth	Place of Birth	
N/A				Appleton, Wis.	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
 - A member of a partnership which is making application for an alcohol beverage license.
 - Secretary-Officer of Merrill & Houston's Steak Joint, LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 66 years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. _____
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery/winery permit or wholesale liquor manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)
6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Hendricks Holding Co., Inc	690 Third St, Suite 300, Beloit, WI	2009	Present
ABC Supply Co., Inc	One ABC Parkway, Beloit, WI	1984	2009

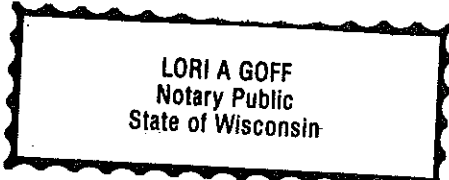
The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 16 day of April, 2013
Lori A. Goff
(Clerk/Notary Public)

Carla Swain
(Signature of Named Individual)

My commission expires 6-5-16



AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name) BRAASCH		(first name) JAYME	(middle name) L.	Social Security Number	
Home Address (street/route) 1402 CLARY ST		Post Office	City BELDIT	State WI	Zip Code 53511
Home Phone Number 608.207.9536		Age	Date of Birth	Place of Birth MADISON, WI	

The above named individual provides the following information as a person who is (check one):

Applying for an alcohol beverage license as an individual.

A member of a partnership which is making application for an alcohol beverage license.

AGENT of MERRILL + HOUSTON'S STEAK JOINT, LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 31 yrs.
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. _____
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery/winery permit or wholesale liquor manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)
- Named individual must list in chronological order last two employers.

Employer's Name Filling Station Bar	Employer's Address 1414 CRANSTON RD., BELDIT, WI	Employed From MAY 2009	To MAY 2012
Employer's Name Liberty INN	Employer's Address 1901 E. LIBERTY AVE., BELDIT WI	Employed From Feb 2007	To MARCH 2010

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 6th day of December, 2012

Aileen Maeltzer
(Clerk/Notary Public)

My commission expires 5-12-13

Jayme L. Braasch
(Signature of Named Individual)



Printed on Recycled Paper

Wisconsin Department of Revenue



AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)		Social Security Number	
HENDRICKS		DIANE		H.			
Home Address (street/route)		Post Office		City		State	Zip Code
ONE ABC PKWY				BELDIT		WI	53511
Home Phone Number			Age	Date of Birth		Place of Birth	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Manager/CEO of MERRILL + HOUSTON'S STEAK JOINT, LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? _____
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. _____
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery/winery permit or wholesale liquor manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Hendricks Holding Co., INC.	690 Third St, Suite 300, Beloit, WI	2009	Present
ABC Supply Co., Inc.	One ABC Parkway, Beloit, WI	1982	Present

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

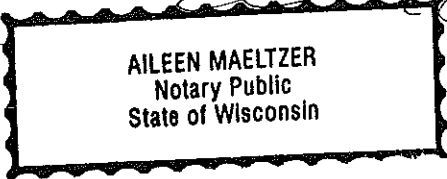
Subscribed and sworn to before me

this 14 day of December, 2012

Aileen Maeltzer
(Clerk/Notary Public)

[Signature]
(Signature of Named Individual)

My commission expires 5-12-13



Wisconsin Department of Revenue

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name) (first name) (middle name)			Social Security Number		
GERBITZ ROBERT J					
Home Address (street/route)		Post Office	City	State	Zip Code
W325N7098 Clearwater Dr.			Merton	WI	53029-9722
Home Phone Number		Age	Date of Birth	Place of Birth	
408 302 7288				Milwaukee	

The above named Individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
 - A member of a partnership which is making application for an alcohol beverage license.
 - OFFICER - President of MERRILL + HOUSTON'S STEAK JOINT LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 43 YEARS
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery/winery permit or wholesale liquor manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
LANG INVESTMENTS	574 WELLS ST. DEARBORN, MI	1998	2008
Intrepid Development	Oconomowoc, WI	1994	1998

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void; and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 7 day of Dec., 2012
Aileen Maeltzer
(Clerk/Notary Public)

[Signature]
(Signature of Named Individual)

My commission expires 5.12.13

AILEEN MAELTZER
Notary Public
State of Wisconsin



Printed on Recycled Paper
Wisconsin Department of Revenue



HENDRICKS
COMMERCIAL
PROPERTIES

www.hendricksgroup.net

April 16, 2013

Rebecca S. Housman
City Clerk
City of Beloit
100 State Street
Beloit, WI 53511

Dear Ms. Housman:

This letter is to notify you that as of January 1, 2013 Hendricks Riverfront, LLC became a subsidiary of Merrill & Houston's Steak Joint, LLC. Contingent upon receiving the liquor license from the City of Beloit in the name of Merrill & Houston's Steak Joint, LLC, Hendricks Riverfront, LLC will give up their existing liquor license and ultimately will become a dissolved entity.

If you have any questions in regards to this request, please feel free to contact me at 608-302-7288.

Kind regards,

A handwritten signature in black ink, appearing to read 'R. Gerbitz', written over a horizontal line.

Rob Gerbitz
Officer of Hendricks Riverfront, LLC and President and COO of Hendricks Commercial Properties, LLC

**RESOLUTION APPROVING CHANGE OF AGENT
ALCOHOL BEVERAGE LICENSE**

WHEREAS, the agent of record for The Cheese People of Beloit, LLC, d/b/a The Cheese People of Beloit, located at 431 East Grand Avenue is Lloyd Smith; and

WHEREAS, The Cheese People of Beloit, LLC, has requested and the Alcohol Beverage License Control Committee has recommended that the agent be changed to Jill DeLisle Smith

NOW, THEREFORE, IT IS RESOLVED that the new agent for The Cheese People of Beloit, LLC, d/b/a The Cheese People of Beloit, located at 431 East Grand avenue is Jill DeLisle Smith

Dated this 3rd day of June, 2013.

Charles M. Haynes, President
Beloit City Council

Attest:

Rebecca Houseman LeMire, City Clerk



**ALCOHOL BEVERAGE LICENSE CONTROL COMMITTEE
RECOMMENDATION**

TO: Beloit City Council

FROM: Alcohol Beverage License Control Committee

DATE: May 14, 2013

SUBJECT: Change of Agent at The Cheese People of Beloit, 431 East Grand Avenue

The Alcohol Beverage License Control Committee recommends the Beloit City Council appoint Jill DeLisle Smith as Agent for The Cheese People of Beloit, 431 East Grand Avenue.

Motion carried 6-0

Rebecca Houseman LeMire
City Clerk

original

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town Village City of Beloit County of Rock

The undersigned duly authorized officer(s)/members/managers of The Cheese People of Beloit LLC
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as The Cheese People of Beloit
(trade name)

located at 431 E. Grand Ave

appoints Jill DeLisle Smith
(name of appointed agent)

2217 East Luther Road, Janesville WI 53545
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 1 year

Place of residence last year 2217 East Luther Road, Janesville WI 53545

For: The Cheese People of Beloit LLC
(name of corporation/organization/limited liability company)

By: [Signature]
(signature of Officer/Member/Manager)

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Jill DeLisle Smith, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] _____
(signature of agent) (date) Agent's age _____

2217 East Luther Road, Janesville WI 53545 _____
(home address of agent) Date of birth _____

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 5/14/13 by [Signature] Title Police Chief
(date) (signature of proper local official) (town chair, village president, police chief)

Capt. Scione

Original

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
DeLisle Smith		Jill			
Home Address (street/route)		Post Office	City	State	Zip Code
2217 Luttrell Road			Tomahawk	WI	53545
Home Phone Number		Age	Date of Birth	Place of Birth	
781-603-9295				Quincy, MA	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Agent of The Cheese People of Beloit LLC (Name of Corporation, Limited Liability Company or Nonprofit Organization) which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 1 year
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. _____
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
The Cheese People of Beloit	431 E. Grand Ave Beloit WI 53511	05-01-12	Present
Jackson Hewitt	201 S. Common Rd. Madison WI 53719	11-01-12	Present

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me
 this 15th day of April, 2013
Jelene J. Ahrens
 (Notary Public)
 My commission expires 10-11-15

Jill DeLisle Smith
 (Signature of Named Individual)



**RESOLUTION APPROVING CHANGE OF AGENT
ALCOHOL BEVERAGE LICENSE**

WHEREAS, the agent of record for Casa Grande, Inc. d/b/a La Casa Grande, located at 618 Fourth Street is Ron Ross; and

WHEREAS, La Casa Grande, has requested and the Alcohol Beverage License Control Committee has recommended that the agent be changed to Andrew Boros-Kazai

NOW, THEREFORE, IT IS RESOLVED that the new agent for La Casa Grande, Inc., d/b/a La Casa Grande, located at 618 Fourth Street is Andrew Boros-Kaza

Dated this 3rd day of June 2013.

Charles M. Haynes, President
Beloit City Council

Attest:

Rebecca Houseman LeMire, City Clerk



**ALCOHOL BEVERAGE LICENSE CONTROL COMMITTEE
RECOMMENDATION**

TO: Beloit City Council
FROM: Alcohol Beverage License Control Committee
DATE: May 14, 2013
SUBJECT: Change of Agent at La Casa Grande, 618 Fourth Street

The Alcohol Beverage License Control Committee recommends the Beloit City Council appoint Andrew Boros-Kazai as Agent for La Casa Grande, 618 Fourth Street.

Motion carried 6-0

Rebecca Houseman LeMire
City Clerk

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town Village City of Beloit County of Rock

The undersigned duly authorized officer(s)/members/managers of Casa Grande, Inc.
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Casa Grande Inc. (DBA: LA CASA GRANDE)
(trade name)

located at 618 4th Street Beloit, WI 53511

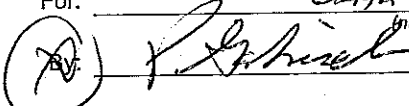
appoints Andrew Boros-Kazi
(name of appointed agent)
917 Bushnell St Beloit, WI 53511
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? Yes No
How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 24 Years


Place of residence last year 917 Bushnell St

For: Casa Grande, Inc.
(name of corporation/organization/limited liability company)

(signature of Officer/Member/Manager)
And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Andrew Boros-Kazi, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

 4/29/13 Agent's age _____
(signature of agent) (date)
917 Bushnell St Beloit, WI 53511 Date of birth _____
(home address of agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 5/14/13 by Norm Jacobs Title Police Chief
(date) (signature of proper local official) (town chair, village president, police chief)

Original Copy

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name) Boros-Kozai		(first name) Andrew	(middle name) A	
Home Address (street/route) 917 Bushnell St.		Post Office	City Beloit	State WI Zip Code 53511
Home Phone Number 608-365-2470		Age	Date of Birth	Place of Birth Yankton, SD

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Em Agent of La Casa Grande
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 24 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify. (Name of Wholesale Licensee, or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name La Casa Grande	Employer's Address 618 4th Street	Employed From 6-11	To 4-13
Employer's Name Domenicos	Employer's Address 647 E. Grand Avenue	Employed From 6-11	To 4-13

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 29 day of April, 2013

Julie J. Ahrens
(Clerk/Notary Public)

My commission expires 10-11-15

[Signature]
(Signature of Named Individual)



Printed on Recycled Paper

Wisconsin Department of Revenue

Summer Activities 2013

City of Beloit PARK OPERATIONS



- FACILITIES
- 924 Acres of Parkland
- 39 Park Sites
- 18 Shelters
- 16 Buildings
- 25 Playgrounds
- 157 Park Signs & Landscaping Beds
- 15 Natural Area and/ or Special Use Areas
- 28 Recreation Bike/ Walking Trails

Krueger Pool



- Swim Team
- Water Aerobics
- Pool Rentals
- Birthday Parties
- Swimming Lessons

Family and Adult Leagues

- Co-Ed Kickball
- Co-Ed Wiffleball



Youth Activities



- Big Hill Adventure Camp
- Fishing at the Lagoon
- USTA Play Tennis Lessons
- Wacky Wednesdays Camp
- Critter Crazy Camp
- Cook 'N Craft
- Challenger Soccer Camps
- Showstoppers Youth Pom Poms
- Playground Summer Fun
- Camp KidStage
- Punt, Pass, Kick NFL
- Welty Environmental Center Programs

Special Events

- 40+ Softball Daze
- Co-Ed Softball Tournament
- Wiffleball Tournament
- Kickball Tournament
- Skateboard Competition
- City Softball Tournament
- Packer Backer Trip
- Bean Bag Tournament
- Under .500 Softball Tournament



WPRA Ticket Sales



- Green Bay Packers Hall of Fame
- Milwaukee Public Museum
- Milwaukee's Dome Theatre
- Mt. Olympus Water and Theme Park
- Milwaukee Zoo
- Noah's Ark Family Park
- Pirate's Cove Adventure Golf
- Six Flags Great America
- Big Foot Zipline Tour

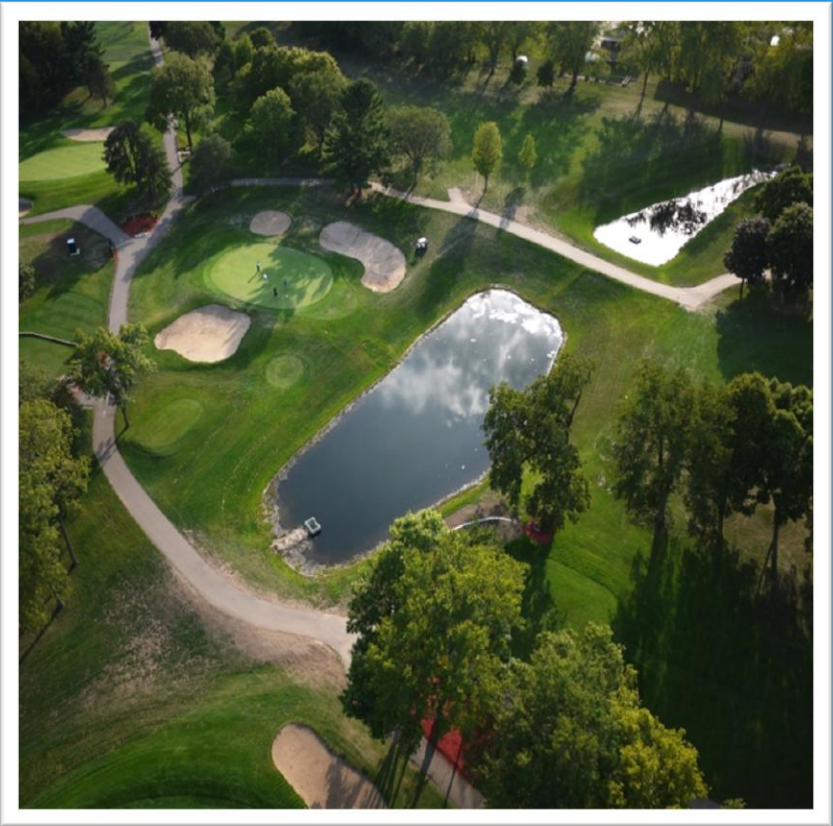
Grinnell Hall Senior Center



- Senior Theatre Group
- Cards groups
- Quilting and Journaling Classes
- Exercise programs
- Reflexology
- Rock County Nutrition Program
- Summer Picnics
- Golden-Aires singing group
- Tax preparations (AARP)

Krueger Haskell Golf Course

- Season Passes
- Junior Golf Programs
- Father-Child Golf Tournament
- Junior Golf League
- Junior City Golf Tournament
- Junior S.W.A.N.I. Tournament
- Men's City Golf Tournament



Riverside Rentals



- Season lasts from May to September
- Paddle boats, kayaks, tandem bikes and fishing
- Concessions available
- Purchased 2 new Tandem bikes and 4 new paddle boats in 2013

Rotary River Center

- 2008: 155
- 2009: 152
- 2010: 159
- 2011: 169
- 2012: 166



Park Shelters



- 2008: 239
- 2009: 231
- 2010: 256
- 2011: 272
- 2012: 303

Park Shelter Rental Information

- 13 Shelters available to rent on a first come first serve basis.
- Rentals available May 1st – October 1st , reservations begin the first business day of current year.
- Reservations made through the Leisure Services Office, located at 1003 Pleasant St, 608-364-2890.
- Reservations must be made in person.
- To view available Park Shelters on-line visit www.ci.beloit.wi.us .

**RESOLUTION
AMENDING THE 2013 OPERATING BUDGET FOR FOCUS ON
ENERGY GRANT AND AUTHORIZING THE TRANSFER OF FUNDS
FROM THE GENERAL FUND CONTINGENCY RESERVE ACCOUNT**

WHEREAS, the City adopted the 2013 Operating Budget on November 5, 2012; and,

WHEREAS, the City of Beloit under the Focus on Energy, Wisconsin's statewide program for energy efficiency and renewable energy was awarded an incentive under the 2013 Renewable Energy Competitive Incentive Program (RECIP) in the amount of \$5,610 for DPW Utilities and Engineering Facility Garage wood heating and \$5,610 for DPW Operation Facility Garage wood heating for a total of \$11,220; and

WHEREAS, the Beloit City Council supports the development of cost saving innovation applications in renewable energy technology within the City of Beloit.

NOW, THEREFORE, BE IT RESOLVED the 2013 Operating Budget of the City of Beloit is hereby amended to adjust the costs for the biomass heaters to reflect the award of \$11,220 funding under the 2013 Renewable Energy Competitive Incentive Program (RECIP).

FUNDING SOURCES:

<u>Grant Award-Focus on Energy Program Award</u>	
01707259-436002	(\$11,220)
<u>Heating Savings</u>	
01707259-5322	(\$6,900)
<u>Contingency Reserve Account</u>	
01611901-5244	<u>(\$29,080)</u>
Total	<u>(\$47,200)</u>

EXPENDITURES:	<u>Original</u>	<u>Amended</u>	<u>Difference</u>
<u>DPW OPERATIONS</u>			
01707259-5533	\$0	\$47,200	<u>\$47,200</u>
Total			<u>\$47,200</u>

Dated at Beloit, Wisconsin, this 3rd day of June 2013.

Charles M. Haynes, Council President

ATTEST:

Rebecca Houseman LeMire, City Clerk

CITY OF БЕЛОIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Permission to amend the 2013 Operating budget and transfer funds from the Contingency budget.

Date: June 3, 2013

Presenter(s): Greg Boysen

Department(s): Public Works/Operations

Overview/Background Information:

The City applied for and received an \$11,200 grant from Focus on Energy which is affiliated with Alliant Energy. The money will be used to offset the costs associated with the Department of Public Works Operation facility garage (2) heaters. The Department of Public Works Utility and Engineering Facility will fund the installation of (1) garage Biomass Heater through the Utility budget for their facility. The use of biomass in heating for both facilities is beneficial because it uses our cities urban forest residuals or waste stream from regular operations to produce heat with less effect on our environment than fossil fuels.

Key Issues (maximum of 5):

1. The Operations Administrative budget cannot cover the additional funds necessary to implement the biomass project.
2. The Utility budget can cover the costs to implement the biomass project for their facility.
3. The resolution would authorize the City Manager to amend the Operating budget and transfer funds from the Contingency Reserve account to the Operation Administrative budget to cover the balance of the biomass project.
4. The project would reduce the Natural gas consumption for the Operations Facility by 70% and the Utilities Facility by 75%.
5. The project would assist the City of Beloit and surrounding communities to reduce the costs of disposal of Emerald Ash Borer wood waste and also utilize the City's Urban Forestry waste wood.

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

1. As an eco-friendly municipality, focus on the sustainable stewardship of City resources, services and infrastructure; to protect both our built and natural environment and enhance the quality of life for current and future generations.
 - The opportunity to install biomass heaters in the Operation Facility through the Focus on Energy Grant and city funds will focus on sustainable stewardship as a means of heating the facility while reducing costs to the facility.

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- **Reduce dependence upon fossil fuels**
This Incentive program will reduce our gas consumption for both facilities thereby reducing our use of fossil fuels.
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature**
This type of energy production has positive effect on our environment because it reduces our carbon footprint.
- **Reduce dependence on activities that harm life sustaining eco-systems**
The program will reduce the use of fossil fuels while at the same time utilizing our waste stream and residuals generated from our urban forest.
- **Meet the hierarchy of present and future human needs fairly and efficiently**
Biomass heating can offset fossil fuels and promote the sustainable use of natural resources.

Action required/Recommendation:

Staff recommends that the Council vote in favor of amending the 2013 Operating budget and transfer funds from the Contingency Reserve account to cover costs associated with this project.

Fiscal Note/Budget Impact:

Request \$29,080 from cities Contingency fund, operating saving \$6,900, total project for Operating Facility is \$47,200.

RESOLUTION
ADOPTING THE CITY OF BELOIT STRATEGIC PLAN FOR 2014

WHEREAS, the success of a local government depends on a well defined Strategic Plan and a dedication to its implementation; and,

WHEREAS, the Beloit City Council held a workshop on May 13, 2013, to modify and reaffirm its vision, mission, goals, and key strategic objectives for 2014; and,

WHEREAS, each of the city's departments presented their Strategic Plans to the Council at the workshop on May 13, 2013; and,

WHEREAS, the Beloit City Council wishes to build on the past efforts of the Strategic Plan; and,

WHEREAS, as the City of Beloit remains abreast of our changing environment, the needs of our citizens, continuously searching for methods to improve the efficiency of service delivery, and improving the quality of work being produced by City staff.

NOW, THEREFORE, BE IT RESOLVED by the Beloit City Council that the City of Beloit Strategic Plan for 2014 as attached hereto is hereby adopted including the following Vision and Mission Statements, along with Goals to support the Strategic Plan.

VISION STATEMENT

Greater Beloit – The gem of the Rock River Valley, embracing sustainable public policy, service delivery, and development in ways that protect the natural and built environment, enhance economic competitiveness and create a high quality living experience for current and future generations.

MISSION STATEMENT

The City of Beloit celebrates its proud heritage, diverse culture, entrepreneurial spirit and stewardship of a high quality of life; employing sustainable practices to continue its resurgence as the gem of the Rock River Valley.

GOALS

1. As an eco-municipality, focus on the sustainable stewardship of City resources, services and infrastructure; to protect both our built and natural environment and enhance the quality of life for current and future generations.
2. Continue competitive and sustainable economic development focused on workforce development, as well as business retention and recruitment to fully serve the business and entrepreneurial community resulting in private investment and job creation.

3. Proactively partner with individuals and businesses to promote a safe and healthy community, minimize personal injury, prevent loss of life and protect property and natural resources.
4. Collaborate with other jurisdictions and organizations to foster effective and efficient service delivery, reducing cost for taxpayers and stimulating regional prosperity.
5. Apply sound, sustainable practices to promote a high quality community through historic preservation, community revitalization, and successful new development.

Dated at Beloit, Wisconsin, this 3rd day of June 2013.

Charles M. Haynes
President of the Council

Attest:

Rebecca Houseman LeMire
City Clerk

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Adoption of 2014 Strategic Plan

Date: June 3, 2013

Presenter(s): Larry Arft, City Manager

Department(s): Finance and Administrative Services

Overview/Background Information: Each year as a prelude to developing the next year's budget, city staff updates their departmental Strategic Plans and identifies Strategic Objectives for the ensuing year. In addition, during this process, the city's Vision Statement, Mission Statement, and Goals are reviewed and, if needed, are updated to ensure they remain current and abreast of the city's changing environment and are on track to meet the needs of the departments and the community. City staff met on May 7 to update the departmental Strategic Plans. This meeting was followed by a workshop with the City Council on May 13 to seek input from the Council, modify, and reaffirm the city's vision, mission, goals, and strategic objectives for 2014. Based on this workshop, the Strategic Plan has been updated for 2014 and is recommended for Council approval. Once approved, the Strategic Plan will be incorporated into and implemented as part of the 2014 budget. The Strategic Plan will be posted and accessible on the city's website.

Key Issues (maximum of 5):

1. Each year as part of the city's budget preparation process the Strategic Plan is updated so that it properly reflects the city's changing environment, the needs of its citizens, identifies ways for the city to operate more efficiently, and improves the quality of work being produced by city staff.
2. As part of this planning process, departments have identified their key strategic objectives for 2014 which have been incorporated into the Strategic Plan.

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

1. As an eco-municipality, focus on the sustainable stewardship of City resources, services and infrastructure; to protect both our built and natural environment and enhance the quality of life for current and future generations.
2. Continue competitive and sustainable economic development focused on workforce development as well as business retention and recruitment to fully serve the business and entrepreneurial community resulting in private investment and job creation.
3. Proactively partner with individuals and businesses to promote a safe and healthy community, minimize personal injury, prevent loss of life, and protect property and natural resources.
4. Collaborate with other jurisdictions and organizations to foster effective and efficient service delivery, reducing cost for taxpayers and stimulating regional prosperity.
5. Apply sound, sustainable practices to promote a high quality community through historic preservation, community revitalization, and successful new development.

Sustainability (Briefly comment on the sustainable long-term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- **Reduce dependence upon fossil fuels** N/A
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** N/A
- **Reduce dependence on activities that harm life sustaining eco-systems** N/A
- **Meet the hierarchy of present and future human needs fairly and efficiently** N/A

If any of the four criteria are not applicable to your specific policy or program, an N/A should be entered in that space.

Action required/Recommendation:

Staff recommends Council adoption of the attached Resolution approving the 2014 Strategic Plan.

Fiscal Note/Budget Impact:

As much as practical, the Strategic Plan will be incorporated in the 2014 budget for each department.

2014 STRATEGIC PLAN

**CITY OF
BELOIT**

2014 City of Beloit Strategic Plan

- I. Introduction Memo: Pages 1 - 2
- II. 2014 Vision/Mission Statements & Goals: Pages 3 - 4
- III. Departmental Strategic Plans for Fiscal Year 2014
Pages: 5 - 88

City Manager: 5 – 10

Department of Public Works: 11

Engineering: 12 - 14

Operations: 15 - 21

Parks & Leisure Services: 22 - 26

Transit: 27

Wastewater Utility: 28 - 29

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June 3, 2013

City Council
City of Beloit
Beloit, Wisconsin

Dear City Councilors:

It is my pleasure to submit to you the Departmental Strategic Plans and Objectives and Key Strategic Objectives for the City of Beloit for fiscal year 2014. One of the first steps in our annual budget planning process is to revisit and review our strategic plans and objectives. It is important that we annually review our Strategic Plan in order to ensure that we remain abreast of and on track with our changing environment. A Strategic Plan is a tool that provides for the establishment of long term goals, annual objectives and detailed actions/strategies that address issues related to performance, productivity, community and required statutory services. It also provides the Council an opportunity to develop strategic objectives for staff implementation.

On May 3rd, 2013, the management team submitted their departmental Strategic Plans and Objectives for 2014 to the City Manager for Council consideration. These were prepared based on the City's proposed Vision/Mission Statements and Goals for 2014 and are contained in this document.

This Strategic Plan Document consists of the following four sections:

- I. Introductory Section
- II. Adopted Vision/Mission Statements and Goals
- III. Departmental Strategic Plans for Fiscal Year 2014

Introductory Section

The introductory section includes this transmittal letter which briefly explains the need for public sector Strategic Planning. Strategic Planning is a process of investigation, learning, and implementation in a collaborative environment that encourages the organization to progress and evolve. It is used by local governments as a means of:

- identifying issues and challenges
- encourage creativity and innovation
- ensure efficient use of resources
- develop greater degree of cooperation and collaboration

- defines roles, responsibilities and accountability
- tied to budget program performance
- serves as the basis for funding requests and clarifies the City's intent and use of funds

Vision/Mission Statements and Goals

This section lists the Vision/Mission Statements and Goals which were provided for on the May 14th Strategic Plan Workshop.

Departmental Strategic Plans for Fiscal Year 2014

Each department has prepared and submitted departmental strategic plan/objectives for FY 2014. These are contained in Section III of the workbook.

On behalf of the management team we are looking forward to working with the Council on the development of the City's Strategic Plan for FY 2014. This is an exciting opportunity to chart the future of the City and marks the beginning of the FY 2014 Budget process.

Sincerely,



Paul E. York
Finance and Administrative Services Director

VISION STATEMENT

Greater Beloit – The gem of the Rock River Valley, embracing sustainable public policy, service delivery and development in ways that protect the natural and built environment, enhance economic competitiveness and create a high quality living experience for current and future generations.

MISSION STATEMENT


The City of Beloit celebrates its proud heritage, diverse culture, entrepreneurial spirit and stewardship of a high quality of life; employing sustainable practices to continue its resurgence as the gem of the Rock River Valley.

CITY OF BELOIT

2014 STRATEGIC PLAN

Beloit City Council Vision/Mission Statements and Goals 2014

1. As an eco-municipality, focus on the sustainable stewardship of City resources, services and infrastructure; to protect both our built and natural environment and enhance the quality of life for current and future generations.
2. Continue competitive and sustainable economic development focused on workforce development, as well as business retention and recruitment to fully serve the business and entrepreneurial community resulting in private investment and job creation.
3. Proactively partner with individuals and businesses to promote a safe and healthy community, minimize personal injury, prevent loss of life and protect property and natural resources.
4. Communicate and partner with other jurisdictions and organizations to coordinate effective and efficient service delivery and stimulate regional prosperity.
5. Apply sound, sustainable practices to promote a high quality community through historic preservation, community revitalization and new development.

During the Council Workshop the Departments also identified key departmental initiatives for year 2014 recommended to Beloit City Council for Consideration. These Key Initiatives are identified with an .

CITY OF BELOIT

2014 STRATEGIC PLAN

City Manager Department

Department: City Manager

City of Beloit Strategic Goal: 1, 2 & 4

Program: Provide efficient, effective management of day to day government services and operations

Objective:

Provide efficient, effective and economical day to day management of City operations and public services, with special attention given to on-going analysis and modifications necessary to maximize productivity and efficiency.

Action Steps:

1. Direct involvement in the detailed evaluation of all budget submittals for both the operating and capital budgets.
2. Continue working with Department Directors analyzing operations and administrative support systems to ensure efficiency and effectiveness.
3. Continue to provide support for elected officials, including development of detailed staff reports and research as needed to assist Councilors with their important public policy responsibilities.
4. Continue working with Department Directors to search for all available revenues, including Federal and State grants to maximize resources available to support Municipal operations and infrastructure upgrades.
5. Coordinate with Human Resources to fully implement the new compensation/classification plan in 2014.

Mission Statement:

The City of Beloit celebrates its proud heritage, diverse culture, entrepreneurial spirit and stewardship of a high quality of life; employing sustainable practices to continue its resurgence as the gem of the Rock River Valley.

Department: City Manager

City of Beloit Strategic Goals: 1 & 2

Program: Continue the Manager's involvement in economic development activities

Objective:

Continue the Manager's direct involvement in economic development activities on a City-wide basis. The strategic plan prepared and submitted by the Economic Development Department provides a more detailed analysis of the various elements of the City's economic development program.

Action Steps:

1. Efforts will continue to market the Gateway Business Park and related parcels, including additional lands acquired by the City in 2012.
2. Now that the City has bought out its private sector partner, NAI-MLG Commercial, the City has accelerated marketing and sales efforts and will continue to recruit business development for the park and adjacent parcels.
3. Business retention will continue to be a major goal of the City, working with local businesses to help them grow and expand their operations, while staying within the Greater Beloit Area.
4. Continue to work on office, business and residential development and redevelopment in the downtown City Center area.
5. We will continue to work with the developer as construction is completed on the 400 Block of Grand Avenue redevelopment (Phoenix Project).
6. Continue to work closely with the Greater Beloit Economic Development Corporation (GBEDC) and Rock County 5.0 to further explore the enhanced regional cooperation that has evolved as a result of these economic development initiatives.



Department: City Manager **City of Beloit Strategic Goals:** 2 & 4
Program: Continue to work on the casino development as needed

Objective:

Continue a close dialogue (and collaboration) with the Ho Chunk Nation as they pursue s Bureau of Indian Affairs approval for their fee-to-trust application to build a land based casino in the City of Beloit.

Action Steps:

1. Continue close communication with the Ho Chunk Nation to provide whatever support or assistance is deemed necessary to help move the application toward approval by the Bureau of Indian Affairs (BIA).
2. Be available to provide direct assistance, including periodic travel to Washington, D.C. to communicate directly with the Bureau of Indian Affairs and the U.S. Department of the Interior.
3. Work with the Nation as they finalize development plans and we jointly prepare a Development Agreement to better coordinate both on-site development and off-site infrastructure improvements needed to support this important project.
4. If Federal approvals are received for the casino, work closely with the Nation to obtain the Governor's concurrence so that the project can be moved forward toward implementation.

Department: City Manager

City of Beloit Strategic Goal: 2

Program: Manage the City's sustainability program, including the eco-municipality "green" program and the E-Government initiatives.

Objective:

The City Council's 2007 adoption of an eco-municipality program and subsequent steps undertaken by the City to implement the "natural step process" started a positive trend toward the use of sustainable practices in all public policy decisions. The City will continue the strong focus on implementing E-Government and "green" initiatives, focusing on reducing costs and environmental stewardship in 2014.

Action Steps

1. Continue utilizing the modified staff report and take other steps as necessary to ensure that decisions made by operating departments or staff recommendations coming to City Council incorporate specific information about the sustainability of those public policy choices.
2. Continue to expand electronic communications within the organization to replace paper documents whenever possible.
3. Work with Public Works regarding their study and evaluation of alternative fuels and alternative heating of the Operations and Utilities and Engineering building.
4. Continue to utilize an employee-based sustainability committee to review and implement viable "green" practices wherever possible within the organization to continue to reduce the City's carbon footprint and promote good environmental stewardship. Efforts will include continued grantsmanship activities.

Department: City Manager

City of Beloit Strategic Goals: 1 & 3

Program: Public Information

Objective:

Provide accurate, objective and timely information on services and events in the City of Beloit.

We anticipate continuing with the weekly publication of the Beloit Report and monthly production of Beloit Today and other media events on a consistent basis.

Action Steps

1. Weekly publication of the “Beloit Report”
2. Monthly production of the “Beloit Today” show
3. Weekly contact with “Beloit Daily News” reporters
4. Write and post press releases, policies, meeting notices and minutes of City Council meetings and the “Beloit Today” show on the City’s website
5. Continued upgrades on the City’s website, providing more documents, information and easier routing for the public’s use.
6. Continue to promote the e-mail notification service, which is part of the City’s website and allows residents to “sign up” for e-mail notifications whenever items of interest to that individual are posted or updated on the City’s website.
7. Post information on the Cable Access Message Board as needed. Assist other departments to post information as needed.
8. Assist the Cable Access television station with planning technical upgrades as needed.
9. Promote the City through public education.
10. Promote the City of Beloit via social media outlets.

Department: City Manager

City of Beloit Strategic Goals: 2 & 5

Program: Maintain communications and a positive working relationship with other local government partners.

Objective:

The City of Beloit has built strong working relationships with all the local governments in the Stateline area. This year, efforts will continue to focus on direct communication between the City Council and various governing boards to discuss shared service delivery to ensure the most productive use of available resources. Meetings held in 2012 and 2013 produced positive results and efforts will continue in 2014.

Action Steps:

1. Continue the dialogue at the staff level that produced some positive results, particularly with regard to joint purchasing in 2013.
2. We will continue to collaborate with the City of South Beloit and Beloit 2020 related to the City Center Connections Initiative.
3. Continue monthly meetings with Janesville and Rock County officials, maintaining the positive and collaborative relationship that has developed in recent years.
4. Continue our extensive program of collaboration and cooperation with the Beloit School District to assist the district in any reasonable manner to promote and encourage educational opportunities, facilitate truancy and daytime curfew enforcement, and to support the districts new facilities program recently approved by district voters.
5. Schedule a series of joint meetings between the Council and the boards of surrounding jurisdictions.
6. Continue collaboration with local stakeholders and communication with the Wisconsin Department of Transportation that has evolved over the past several months as planning and design for the important Interstate Highway 39/90 improvement project moves toward construction.

CITY OF BELOIT

2014 STRATEGIC PLAN

Department of Public Works

City of Beloit Strategic Goal: 1

Program: General Management

Objective:

Complete Departmental self - assessment using American Public Works Association (APWA) recommended Management Practices.

Action Steps:

1. Document all Departmental practices in national APWA format.

Objective:

Develop recommendation for Department wide work order system.

Action Steps:

1. Inventory all work order systems currently used in the Department and evaluate potential expansion of use of available features for all Department functions.
2. Finalize recommendation of Department wide work order system.

Mission Statement:

The Department of Public Works exists to serve the public need through cost effective operations and quality service, while providing for enhanced public safety and quality of life for today and tomorrow.

CITY OF BELOIT

2014 STRATEGIC PLAN

Department of Public Works

City of Beloit Strategic Goal: 1

Program: Engineering/Administration

Objective:

To provide engineering services and technical support to other governmental agencies and the general public that improves public welfare and the quality of life. Complete signal and light repairs in a timely fashion. Contaminated sites evaluated and remediated.

Action Steps:

1. Oversee environmental assessments and remediation of environmentally impacted properties.
2. Plan for installation and repair of traffic and street lights in a timely manner.
3. Perform semiannual maintenance inspection of traffic signal controller systems.
4. Design infrastructure improvements cost effectively and with sound engineering judgment.
5. Review of Development plans for compliance with City standards and ordinances.
6. Staff Traffic Review Committee's monthly meetings.
7. Update Cadastral Mapping monthly or as needed.
8. Maintain City Works Software and assist existing and new users as needed.

Mission Statement:

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CITY OF BELOIT

2014 STRATEGIC PLAN

Department of Public Works

City of Beloit Strategic Goal: 1

Program: Engineering/CIP

Objective:

To develop recommendations for and administer the Capital Improvement Program. Completion of CIP projects within budget.

Action Steps:

1. Prepare schedule for each project.
2. Assign staff to projects.
3. Evaluate staffing needs to meet project schedules.
4. Monitor and evaluate project.
5. Monitor and evaluate contractor performance.

Mission Statement:

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CITY OF BELOIT

2014 STRATEGIC PLAN

Department of Public Works

City of Beloit Strategic Goal: 1

Program: Engineering/ Metropolitan Planning Organization (MPO) Transportation Planning

Objective:

To maintain a cooperative, continuous and comprehensive area wide transportation planning program and promote a forum for resolution of regional transportation issues.

Complete required plans and updates on time.

Action Steps:

1. Hold quarterly meetings of the Technical and Policy Committees.
2. Implement the Long Range Transportation Plan.
3. Update the Six Year Transportation Improvement Plan.

Mission Statement:

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CITY OF BELOIT

2014 STRATEGIC PLAN

Department of Public Works

City of Beloit Strategic Goal: 1

Program: Operations/Administration

Objective:

Develop a staff that performs efficiently and safely.

Develop policies, and standard operating procedures to improve efficiency and cost effectiveness of work tasks.

Action Steps:

1. Develop a list of budget savings, meeting with individual work groups.
2. Complete Evaluation tools to evaluate all staff based on individual performance measures.
3. Develop 5 year Capital Improvement Projects and 2014 Operating Budgets.
4. Coordinate all Parks and Operations training including orientations.
5. Coordinate the DPW Safety Committee; ensure safe working practices are followed.

CITY OF BELOIT

2014 STRATEGIC PLAN

Department of Public Works

City of Beloit Strategic Goal: 1

Program: Operations / Stores

Objective:

Utilize MUNIS Work Order Module to record and track maintenance and operating cost/activity for each piece of equipment. Control the physical aspects of handling inventory. Ensure the City receives the maximum value for each public dollar spent through quarterly comparisons, bidding, quotes and state contracts. Continue to research sustainable projects and options for the city through fleet services.

Action Steps:

1. Track parts work orders and monthly fuel report.
2. Provide a centralized area for materials, equipment parts, maintenance supplies, fuel etc. for all departments.
3. Increase the store usage for all city departments to encourage cooperative purchasing while reducing overall city cost.
4. Coordinate purchasing with other municipalities and or Beloit School District for maximum value for each dollar spent.
5. Update storeroom procedures, purge slow moving inventory, complete annual inventory count.

Mission Statement:

The Department of Public Works exists to serve the public need through cost effective operations and quality service, while providing for enhanced public safety and quality of life for today and tomorrow.

CITY OF BELOIT

2014 STRATEGIC PLAN

Department of Public Works

City of Beloit Strategic Goal: 1

Program: Operations / Street / Traffic Safety

Objective:

Ensure motorist and pedestrian safety minimize hazards for all street and right-of-way Operations.

Events and/or projects coordinated and completed with appropriate response times.

Action Steps:

1. Evaluate, establish target area for signs and street projects.
2. Review quarterly with work group and develop work plan and time line.
3. Complete projects.
4. Continue to monitor Automatic Vehicle Location (AVL) program in vehicles to reduce down time of staff and reduce mileage of vehicles.
5. Refine and implement a public education plan to educate residents on selected operations.
6. Update all personal protective hazard assessments.
7. Develop/update standard operating procedures.

Mission Statement:

The Department of Public Works exists to serve the public need through cost effective operations and quality service, while providing for enhanced public safety and quality of life for today and tomorrow.

CITY OF BELOIT

2014 STRATEGIC PLAN

City of Beloit Strategic Goal: 1

Program: Operations / Forestry

Objective:

Ensure motorist and pedestrian safety minimize hazards for all street and right-of-way Operations through high quality urban forest management, with events and/or projects coordinated and completed with appropriate response times.

Action Steps:

1. Evaluate, establish target area for tree projects.
2. Review quarterly with work group and develop work plan and time line.
3. Complete projects.
4. Continue implementation of intergovernmental coordinated Emerald Ash Bore (EAB) management program.
5. Implement grant assisted wood burning furnace installations in selected public works facilities.
6. Develop a public relations plan to educate residents on selected operations.
7. Update all personal protective hazard assessments.
8. Develop/update standard operating procedures.

Mission Statement:

The Department of Public Works exists to serve the public need through cost effective operations and quality service, while providing for enhanced public safety and quality of life for today and tomorrow.

CITY OF BELOIT

2014 STRATEGIC PLAN

Department of Public Works

City of Beloit Strategic Goal: 1

Program: Operations / Snow

Objective:

Provide cost effective and environmentally sound clearing and removal of snow & ice resulting in safe travel.

Utilize both anti-icing and de-icing strategies blending of products including organic materials.

As a premier snow & ice program in North America continue to mentor other communities.

Action Steps:

1. Minimize hazards of slippery road, sidewalk conditions encountered by motorists and pedestrians.
2. Reduce economic losses to the community and industry caused by workers unable to get to their jobs or make deliveries.
3. Restore traveling conditions for the convenience of the general public as soon as possible after each winter storm event.
4. Provide a level of service that is cost effective, fiscally and environmentally responsible.
5. Develop cooperation and collaboration strategies with area communities and private providers within the city.

Mission Statement:

The Department of Public Works exists to serve the public need through cost effective operations and quality service, while providing for enhanced public safety and quality of life for today and tomorrow.

CITY OF BELOIT

2014 STRATEGIC PLAN

Department of Public Works

City of Beloit Strategic Goal: 1

Program: Operations / Fleet

Objective:

Establish efficient and cost effective delivery of fleet services by providing departments with safe, reliable, economical and environmentally sound transportation and related support services that are responsive to the needs of customer departments and that conserve vehicle and equipment investments.

Action Steps:

1. Track equipment work orders and post work orders monthly.
2. Research additional sustainable projects applicable to fleet including alternative fueling systems.
3. Monitor and maintain the equipment replacement scoring model to reflect optimum replacement of each vehicle.
4. Review and make recommendations for the equipment reserve account, annually with Division Directors and Finance.
5. Update procedures, purge slow moving parts inventory, complete annual inventory count.

Mission Statement:

The Department of Public Works exists to serve the public need through cost effective operations and quality service, while providing for enhanced public safety and quality of life for today and tomorrow.

CITY OF BELOIT

2014 STRATEGIC PLAN

Department of Public Works

City of Beloit Strategic Goal: 1

Program: Operations / Recycling/Solid Waste

Objective:

Maintain a sustainable Recycling and Solid Waste Program through efficient curbside and drop off collection of recyclables and solid waste for 13,072 residences, 23 Americans with Disabilities Act (ADA) customers and 14 City Facilities. Coordinate the intergovernmental relationship with Beloit & Turtle Township. Department of Natural Resources (DNR) funding secured, and diversion rate achieved.

Action Steps:

1. Continue to develop procedures for improvement and efficiency, develop timeline for changes.
2. Continue to discuss route and procedure changes with work group based on current routes and tonnages.
3. Complete Department of Natural Resources (DNR) grant reporting.
4. Research commodity brokers for commingled containers and other commodities as needed.
5. Implement electronics recycling and clean sweep programs for City residents.
6. Continue to monitor the state of economy and the effects of both budgets.
7. Research and develop new sustainable practices that are economically feasible.
8. Implement results of feasibility study of cart collection refuse system.
9. Look at recycling alternatives.

Mission Statement:

The Department of Public Works exists to serve the public need through cost effective operations and quality service, while providing for enhanced public safety and quality of life for today and tomorrow.

CITY OF BELOIT

2014 STRATEGIC PLAN

Department of Public Works

City of Beloit Strategic Goal: 1

Program: Parks & Leisure Services Division: Parks & Administration

Objective:

- Maintain our current city parks and related facilities in a clean, safe, and attractive manner.
- Implement the Parks & Open Space Plan that identifies future improvements to existing parks and facilities.

Action Steps:

1. Maintain our park mowing program.
2. Maintain landscaping beds in our parks and streetscape areas within the city.
3. Complete necessary park repairs and general maintenance.
4. Complete graffiti removal within 48 hours of notice.
5. Complete routine inspections of parks and playgrounds.
6. Work with schools and volunteer groups that provide seasonal park clean-up assistance.
7. Prepare and schedule park improvement project as designated with the annual CIP Plan.
8. Seek assistance from other Divisions and/or Departments in preparing for the implementation of each project.
9. Hire contractors to complete projects and/or specialized maintenance services.
10. Annually, review the CIP Plan with the Parks & Recreation Commission and seek their advisement regarding prioritization of these projects and other future projects that they would like the department to consider implementing.
11. Assist in Snow Removal Operations.

Mission Statement:

The Department of Public Works exists to serve the public need through cost effective operations and quality service, while providing for enhanced public safety and quality of life for today and tomorrow.

CITY OF BELOIT

2014 STRATEGIC PLAN

Department of Public Works

City of Beloit Strategic Goal: 1

Program: Parks & Leisure Services Division: Recreation Operations

Objective:

- Provide recreational & athletic programs.
- Provide related recreational services to community organizations.
- Maintain clean, safe, and attractive facilities.
- Market programs and services.

Action Steps:

1. Implement a diverse variety of recreational and/or athletic programs that are not a duplication of other service providers.
2. Create a seasonal Recreation Program Guide inclusive of all our services and program offerings.
3. Work cooperatively with local civic organizations that use our parks and recreational facilities, including but not limited to the following groups:
 - Beloit Youth Hockey Association
 - Beloit Memorial High School / SD of Beloit
 - Beloit International Film Festival (BIFF)
 - Beloit Snappers
 - Visit Beloit
 - Friends of the Riverfront
 - Downtown Beloit Association
4. Operate and expand our services offered at the Lagoon Concessions.
5. Oversee and promote our park rental reservation system for Park Shelters and the Rotary River Center.
6. Operate recreational facilities for public use, and complete repairs and facility improvements as warranted at the Ice Arena, Krueger Pool, the Lagoon Concessions, and the Rotary River Center.

Mission Statement:

The Department of Public Works exists to serve the public need through cost effective operations and quality service, while providing for enhanced public safety and quality of life for today and tomorrow.

CITY OF BELOIT

2014 STRATEGIC PLAN

Department of Public Works

City of Beloit Strategic Goal: 1

Program: Parks & Leisure Services Division: Grinnell Hall Senior Center

Objective:

- Coordinate and implement programming for a diversified senior population.
- Operate and manage Grinnell Hall as a special use facility for Senior Citizens.

Action Steps:

1. Seek additional community partners, allowing us to increase programming economically.
2. Continue to partner with the Rock County Council on Aging Nutrition Program.
3. Continue to partner with American Association of Retired Persons (AARP) to provide affordable tax assistance to seniors.
4. Coordinate and implement the annual Beloit Senior Fair.
5. Partner with Rock County Senior Volunteer Program (RSVP) to greatly increase the distribution of the monthly newsletter, thereby attracting new members.
6. Search and obtain grants that will provide financial assistance to the center in purchasing supplies and/or equipment that will benefit programs and/or the operations of the facility.
7. Relocate the Supervisor's office to the front of the building which will create a more user-friendly atmosphere to visitors, as well as increase safety and security of the staff and users of the building.
8. Continue to work cooperatively with the Grinnell Hall Advisory Board of Directors regarding the operations of the building and program offerings.

Mission Statement:

The Department of Public Works exists to serve the public need through cost effective operations and quality service, while providing for enhanced public safety and quality of life for today and tomorrow.

CITY OF BELOIT

2014 STRATEGIC PLAN

Department of Public Works

City of Beloit Strategic Goal: 1

Program: Parks & Leisure Services Division: Golf Operations

Objective:

- Manage an 18 hole, public golf course facility.
- Provide general golf related programming and services for leagues, tournaments, and special events.
- Provide a golf facility for High School competition/play.

Action Steps:

1. Sustain our standard maintenance program.
2. Strategically market the golf course.
3. Increase the number of rounds played annually.
4. Increase the annual revenue.
5. Provide golf merchandise for sale at the Clubhouse.
6. Through our customers, continue to evaluate the quality of the services, operations, and maintenance of the golf facility.
7. Through our customers, continue to evaluate the concessionaire and their services that will enhance the golf operations.
8. Annually, survey the rate structure at other golf courses within the region and compare our services and pricing schedule.
9. Recommend financing alternatives as deemed necessary in order to meet the fiscal needs of the golf course.
10. Provide staff training as warranted.
11. Conduct monthly meetings with the Golf Course Advisory Committee.
12. Complete an Annual Report of the Golf Course Operations and annually review this report with the Golf Advisory Committee along with recommendations regarding the operations for the following fiscal year.

Mission Statement:

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CITY OF BELOIT

2014 STRATEGIC PLAN

Department of Public Works

City of Beloit Strategic Goal: 1

Program: Parks & Leisure Services Division: Cemetery Operations

Objective:

- Manage and maintain the general operations of the city owned cemeteries.
- Provide general cemetery services.

Action Steps:

1. Contract and hire ground maintenance services to mow and trim cemeteries.
2. Track and record all cemetery services.
3. Review and recommend services fee structure.
4. Keep records as required by State Statue.
5. Update our database for platting of the cemetery plots and clerical software files.
6. Enhance public relations through appropriate staff training and sensitive marketing techniques at the annual Senior Fair.
7. Twice a year (spring & fall) schedule and implement a cemetery clean-up program as outlined within the Cemetery Rules & Regulations Manual.
8. Provide appropriate assistance to Funeral Homes in scheduling funerals and our services.
9. Maintain and care for all grave sites as allocated within the Perpetual Care program.

Mission Statement:

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CITY OF BELOIT

2014 STRATEGIC PLAN

Department of Public Works

City of Beloit Strategic Goal: 1

Program: Transit - Transit Development Plan

Objective:

Continued growth of ridership and revenue.

Action Steps:

1. Evaluate operating expense per revenue hour.
2. Evaluate operating expense per revenue passengers – excludes transfers.
3. Increase total revenue per operating expenses.
4. Maintain revenue passengers per revenue hour.
5. Maintain revenue passengers per capita.
6. Maintain revenue hours per capita.
7. Develop, implement and evaluate safety and customer service trainings.
8. Decrease current passenger complaints.
9. Develop and evaluate a customer service survey.
10. Monitor on-time performance to establish a realistic standard for City Transit Service.

Mission Statement:

The Department of Public Works exists to serve the public need through cost effective operations and quality service, while providing for enhanced public safety and quality of life for today and tomorrow.

CITY OF BELOIT

2014 STRATEGIC PLAN

Department of Public Works

Department: Public Works

City of Beloit Strategic Goal: 1

Program: Wastewater Utility Operations

Objective:

- Effectively manage the economic and environmental performance of the Water Pollution Control Facility (WPCF), sanitary sewer collections system and industrial pre-treatment program
- Comply with all National Pollutant Discharge Elimination System (NPDES) requirements
- Comply with all Environmental Protection Agency (EPA) requirements for Industrial Pretreatment Program
- Upgrade and maintain all system equipment for reliable and efficient operation
- Minimize odors emitted from the WPCF
- Effectively manage commercial inspection and permitting program
- Minimize sanitary sewer collections system backups

Action Steps:

1. Operate the WPCF wastewater treatment plant to economically meet discharge permit limits, including all lab analyses and regulatory reporting.
2. Maintain critical equipment at the WPCF and pump stations to ensure reliable, cost effective system-wide operation.
3. Continue to pursue alternative methods for beneficial reuse of bio-solids with Mallard Ridge Landfill, agricultural land owners, etc.
4. Continue to explore WPCF phosphorous discharge reduction options.
5. Complete quarterly hot-spot and bi-annual system wide collections system cleaning.
6. Continue to clear and maintain off-road sewer easements to ensure access for maintenance and emergencies.
7. Repair and/or line collections system segments and manholes to reduce Inflow and Infiltration (I&I) thereby reducing overall system operating costs.

Mission Statement:

The Department of Public Works exists to serve the public need through cost effective operations and quality service, while providing for enhanced public safety and quality of life for today and tomorrow.

8. Utilize TV truck and gear to improve sewer televising capabilities and rehab procedures.
9. Perform industrial/commercial inspections and monitor reports to ensure discharge permit compliance.
10. Re-issue permits to Significant Industrial User's and other businesses on schedule.
11. Continue mercury minimization program and participation in Rock County Rx Roundup.
12. Expand public education programs utilizing PW Foxx mascot, Public Works Week activities, local media, community events, etc.

CITY OF BELOIT

2014 STRATEGIC PLAN

Department of Public Works

City of Beloit Strategic Goal: 1

Program: Water Utility Operations.

Objective:

- Continue to manage the safe and economic performance of the public water system.
- Comply with the Safe Drinking Water Act
- Meet all domestic, industrial and fire protection water supply demands
- Maintain reliable well and pumping system operation
- Maintain reliable distribution system operation
- Provide accurate customer sales metering and billing

Action Steps:

1. Operate the water production and storage system components to efficiently provide all domestic, process and fire protection water demands.
2. Manage water treatment systems and monitor water quality to ensure public health and safety.
3. Exercise and maintain all valves/hydrants and periodically flush the distribution system.
4. Continue pump station maintenance program to annually rehabilitate two wells and one booster station.
5. Implement water main replacement program to eliminate under-sized main, replace break-prone segments, close loops, etc.
6. Replace Traverse City hydrants and install Storz connections to speed Fire Department response.
7. Expand meter testing and periodic exchange program to ensure compliance with the Reduction of Lead in Drinking Water Act and provide for accurate customer billing.
8. Continue upgrades to Sensus Automated Meter Reading system by meter transmitter upgrades to FlexNet, relocating premise transmitters outside, upgrading base stations, adding base or repeater stations as necessary.
9. Reduce lost and unaccounted-for water to below 14%.
10. Implement cross-connection and private well programs including modifications to Water Utility Ordinance Chapter 27.

Mission Statement:

The Department of Public Works exists to serve the public need through cost effective operations and quality service, while providing for enhanced public safety and quality of life for today and tomorrow.

CITY OF BELOIT

2014 STRATEGIC PLAN

Department of Public Works

City of Beloit Strategic Goal: 1

Program: Storm Water Utility Operations.

Objective:

- Continue to manage the economic and environmental performance of the Storm Water Utility
- Reduce storm water pollution to protect surface water bodies and groundwater supply
- Comply with all State & Federal storm water regulations
- Comply with Wisconsin Pollution Discharge Elimination System (WPDES) MS4 permit requirements

Action Steps:

1. Partner with neighboring communities through the Rock River Stormwater Group to educate the citizens of the Rock River Watershed as to storm water pollution concerns.
2. Partner with citizens and community organizations to clean existing and reduce future pollution to the storm water conveyance system.
3. Detect and eliminate illicit discharges.
4. Administer the storm water pollution prevention program used at all municipal facilities.
5. Improve storm water conveyance system through effective preventative maintenance.
6. Televis storm water conveyance system prior to street construction projects to assure system integrity.
7. Track construction site erosion control inspections and enforcement actions.
8. Monitor all City owned non-structural storm water facilities.
9. Monitor all major storm sewer outfalls.
10. Develop plan for beneficial reuse of street sweepings per Department of Natural Resources (DNR) guidance.

Mission Statement:

The Department of Public Works exists to serve the public need through cost effective operations and quality service, while providing for enhanced public safety and quality of life for today and tomorrow.

CITY OF BELOIT

2014 STRATEGIC PLAN

Fire Department

2014 Strategic Goals:

1. Through all mitigation, preparedness, response, and recovery strategies continue communicating a plan for community risk reduction.
2. To maintain recruitment, retention, and career development programs that address community expectation and invests in our most valuable resource, our human resources.
3. To collaborate with critical regional partners on regional community risk reducing efforts.
4. Address increase service demands and citizen and employee safety concerns by recommending a fiscally responsible plan for adequate staffing levels which maintain basic community expectation.
5. Maintain the highest standard of care in emergency medical services through a continuous evolution of program evaluation and improvement.

Vision:

To have every citizen engage in a commitment to safe life behaviors and strategies influenced by fire department community risk reduction programs.

Mission Statement:

The Beloit Fire Department is dedicated to maintaining a proactive approach to community risk reduction. Our every action must focus on reducing risk to lives and property in the Greater Beloit Area.

Department: Fire

Fire Department Strategic Goal: 4 & 5

Division: Administration

City of Beloit Goal: 1 & 3

Program: Fire Department Staffing

Objective:

Implement a multifaceted approach to increase general fund appropriations to absorb Staffing for Adequate Fire & Emergency Response Grant (SAFER) grant funded positions by July 2, 2015.

Action Steps:

1. Re-apply for SAFER Grant by 1/1/2015.
2. Implement legislative adjustments in levy limits and expenditure restraint caps to permit appropriation to retain grant positions by July 2, 2014.
3. Increase general fund appropriations 1 FTE per year for 5 years to absorb the positions.

Objective: To study the recruiting and hiring process and to revise the process to provide for maximum efficiency and recruitment candidates for on demand hiring.

Action Steps:

1. Determine best practices to identify candidates that are the best fit for the Beloit Fire Department by 12/31/2013.
2. Determine critical components to the process and set expected timelines for a typical hiring process components by February 28, 2014.
3. Amend Police and Fire Commission Rules by March 31, 2014.
4. Conduct revised hiring process as determined by this study process.

CITY OF BELOIT

2014 STRATEGIC PLAN

Fire Department

Fire Department Strategic Goals: 1 & 3

Division: Prevention

City of Beloit Strategic Goals: 1 & 3

Program: Public Education

Objective:

Continue providing public education and prevention programs to the community to the extent that resources allow. Schedule public education program delivery to target locations such as large occupancy apartment facilities, elderly housing, childcare locations, and during Fire Prevention Week. Also, continue posting public service announcements periodically and when a problem area is identified.

Action Steps:

1. Develop 2014 fire prevention plan by December 2013.
2. Provide public education personnel with the resource required to meet Performance Measure by June 2014.
3. Complete and assign public education service announcement plan by January 2014.

Vision:

To have every citizen engage in a commitment to safe life behaviors and strategies influenced by fire department community risk reduction programs.

Mission Statement:

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CITY OF BELOIT

2014 STRATEGIC PLAN

Fire Department

Fire Department Strategic Goals: 1 & 3

Division: Fire & Rescue

City of Beloit Strategic Goals: 1 & 3

Program: Emergency Response

Objective:

To maintain core services, through continual program evaluation, and resource management.

Action Steps:

1. Evaluate all service variables by 12/2014.
2. Continuously prioritize what services can be provided based upon daily staffing levels throughout the year.
3. Evaluate budget impact of service reduction quarterly.
4. Make adjustment to the service delivery plan as resources allow.

Objective:

Increase the City of Beloit's Fire Suppression Rating from 3 to 2.

Action Steps:

1. Evaluate the City of Beloit 2011 Insurance Service Organization (ISO) rating report to identify deficient ratings by 6/14.
2. Determine practicality and cost benefit of expending resources needed to address deficient issues by 12/14.
3. Determine a plan and process to address deficient issues by 1/13.
4. Begin process of resolving identified deficient issues by 6/14.
5. Request ISO reevaluation by 12/14.

Vision:

To have every citizen engage in a commitment to safe life behaviors and strategies influenced by fire department community risk reduction programs.

Mission Statement:

The Beloit Fire Department is dedicated to maintaining a proactive approach to community risk reduction. Our every action must focus on reducing risk to lives and property in the Greater Beloit Area.

Objective:

Explore the feasibility of developing an Emergency Management Assistance Compact (EMAC) team.

Action Steps:

1. Explore infrastructure and cost responsibilities. Complete.
 2. Discuss deployment and response requirement. Complete.
 3. Identify pool of employees committed to training and deployment requirements by 12/31/2014.
 4. Create training, equipment, and deployment plan by 6/15.
 5. Become deployment ready by 12/31/15.
-

Objective:

Inventory and upgrade Self Contained Breathing Apparatus and Inline Respirator Systems by 12/31/2014

Action Steps:

1. Identify SCBA resources needs and prepare specifications for public bidding process by March 31, 2014.
 2. Publish and complete public bid selection process by July 1, 2014.
 3. Place order by July 30, 2014.
 4. Receive, label, inventory, train and place in service new SCBA by 12/31/2014.
-

Objective:

Inventory and upgrade department hydraulic powered extrication equipment by 12/31/2015.

Action Steps:

1. Identify through regional collaboration gaps in extrication capacity, and identify aging/failing equipment by April 1, 2014.
2. Submit CIP request as indicated in the 2014 Budget Calendar.
3. Identify Hydraulic Extrication Tool resource needs and prepare specifications for public bidding process by March 31, 2015.
4. Publish and complete public bid selection process by July 1, 2015.
5. Place order by July 30, 2015.
6. Receive, label, inventory, train and place in service new SCBA by 12/31/2015.

CITY OF BELOIT

2014 STRATEGIC PLAN

Fire Department

Fire Department Strategic Goals: 4 & 5

Division: Ambulance

City of Beloit Strategic Goals: 1 & 3

Program: Employee Safety & Health, Paramedic Retention

Objective: To use technology and job tools to reducing work related injuries caused by lifting by 30% by July 1, 2015.

Action Steps:

1. Define costs for retrofitting all department ambulances with a Stryker Power Lift System by July 1, 2013.
2. Complete CIP process for acquisition of the Stryker Lift System by July 1, 2013.
3. Purchase and place in service the ambulance cots for Stryker Lift System by December 31, 2013.
4. Purchase and place in service the Automatic Load System by July 1, 2014.
5. Evaluate impact of Stryker Lift System in the reduction of lifting injuries through 2014 and 2015.

Vision:

To have every citizen engage in a commitment to safe life behaviors and strategies influenced by fire department community risk reduction programs.

Mission Statement:

The Beloit Fire Department is dedicated to maintaining a proactive approach to community risk reduction. Our every action must focus on reducing risk to lives and property in the Greater Beloit Area.

Program: Quality Assurance and Best Practices

Objective: To complete a review and revision of Emergency Medical Services general orders by December 31, 2014.

Action Steps:

1. Review current general orders for accuracy and correct language.
 2. Define changes that are needed to the general orders.
 3. Ensure accuracy and compliance with all necessary mandates related to EMS operations.
-

CITY OF BELOIT

2014 STRATEGIC PLAN

Police Department

City of Beloit Strategic Goal: 3

Program: Administration

Objective: Maintain Commission of Accreditation for Law Enforcement Agencies (CALEA) Accreditation.

- All files updated to current CALEA standards
- All files reviewed for adequate proofs of compliance

Action Steps:

1. Early 2014 multi-week maintenance effort.
2. Late 2014 file review

City of Beloit Strategic Goal: 3

Program: Administration

Objective: Increase the number of School Resource Officers by one.

- Make appropriate budget enhancements.

Action Steps:

1. Verify commitment of School District of Beloit to support costs associated with their portion to fund a third School Resource Officer.
2. Review available grants.
3. Fill the SRO position from available resources.
4. Begin a new hiring process to fill an empty patrol position.

Mission Statement:
Reduce disorder through problem solving and community cooperation.

CITY OF BELOIT

2014 STRATEGIC PLAN

Police Department

City of Beloit Strategic Goal: 3

Program: Patrol Division

Objective:

Maintain/Lower Crash Rate.

- Operating While Intoxicated (OWI) Enforcement
- Time/Date/Place Targeted Speed Enforcement

Action Steps:

1. Use city crash data along with complaints from citizens, and officer observation, to choose targeted locations for increased enforcement of traffic laws by the area officer.
2. Participate with Wisconsin Department of Transportation crash reduction grant programs offering funding for overtime officer enforcement of traffic laws related to speeding or impaired driving.

***Mission
Statement:
Reduce disorder
through problem
solving and
community
cooperation.***

CITY OF BELOIT

2014 STRATEGIC PLAN

Police Department

City of Beloit Strategic Goal: 3

Program: Drug & Gang

Objective: Drug and Gang Enforcement.

- Perform Drug Related Search Warrants
- Seize Contraband
- Community Education

Action Steps:

1. Develop probable cause for search warrants on targeted residents.
2. Take control from suspects, contraband from search warrants and arrests.
3. Participate with FBI Safe Street Task Force.
4. Provide community education programs pertaining to drug and or gang prevention education.

City of Beloit Strategic Goal: 3

Program: Detective Bureau

Objective: Develop and arrest suspects of crime.

- Maintain consistent crime clearance rate.

Action Steps:

1. Build rapport with the criminal community.
2. Group crime and investigate incidents thoroughly through prosecution.

***Mission Statement:
Reduce disorder through problem solving and community cooperation.***

City of Beloit Recommended Strategic Goal: 3

Program: Support Services

Objective: Improve internal communication of policies, training, and their storage

Action Steps:

1. Study software capable of maintaining and disseminating General Orders
2. Purchase, install and train for new systems

CITY OF BELOIT

2014 STRATEGIC PLAN

Community Development Department

City of Beloit Strategic Goal: 5

Program: Planning Services: Comprehensive Plan Review and Update

Objective:

To ensure that the Comprehensive Plan reflects the goals and objectives of the City of Beloit. Review the Comprehensive Plan and recommend updates to the Plan Commission and City Council.

Action Steps:

1. Review the Comprehensive Plan and the Future Land Use Plan in particular to ensure that it reflects the City's current goals and objectives.
2. Identify any proposed changes and present to the Plan Commission.
3. If changes are endorsed by the Plan Commission, notify the adjacent municipalities and stakeholders in our community.
4. Present proposed amendments to the City Council for their consideration.

Mission Statement:

The Community Development Department forms partnerships with diverse community residents, organizations, businesses and developers to provide housing programs, promote quality planning and development and encourage investment and renewal that guides the future of our City and creates a high quality, livable community for all.

City of Beloit Strategic Goal: 5

Program: Planning and Building Services – Public Information

Objective:

Increase resident awareness of proposed zoning changes.

Performance Measure:

Increase in the number of residents who receive notice of zoning changes.

Action Steps:

1. Extend courtesy notification by mail to 300 feet from the site location or subject property.
 2. Continue the use of the City's website for public notices to make all residents aware of the zoning applications.
 3. Install a sign on the subject property or site location which indicated that a rezoning or conditional use request is under consideration with a phone number and e-mail to contact with questions and/or concerns.
-

City of Beloit Strategic Goal: 5

Program: Planning Services: Land Use Planning and Regulation

Objective:

To promote and protect public health, safety, morals, comfort, convenience, and welfare of existing and future residents of the City. Review and approve all development and redevelopment against the City's land use plans and ordinances, and coordinate Plan Commission, City Council, Board of Appeals, and Landmarks Commission review of applicable projects.

Action Steps:

1. Review and approve all industrial, commercial, institutional, and multi-family residential developments and alterations.
 2. Prepare Agendas, Minutes, and Staff Reports for Plan Commission, Landmarks Commission, and Board of Appeals meetings.
 3. Prepare reports to the City Council, along with Resolutions and Ordinances pertaining to land use actions.
 4. Initiate and resolve enforcement actions dealing with violations of land use ordinances.
 5. Communicate with citizens, businesses, property owners, developers, and others regarding land use and development questions and concerns.
-

City of Beloit Strategic Goal: 5

Program: Building Services: Building Inspection and Permit Issuance

Objective:

To promote public health & safety while stabilizing and increasing property values through the regulation and inspection of new buildings, building additions, building alterations, and other miscellaneous projects.

Action Steps:

1. Review and approve applications for Building, Plumbing, Electrical, HVAC, Fence, Chicken, and other permits.
2. Inspect building projects as necessary to ensure compliance with applicable building codes.
3. Monitor neighborhoods for unauthorized work and initiate enforcement actions as necessary.
4. Communicate with citizens and contractors regarding building permit and code questions.

CITY OF BELOIT

2014 STRATEGIC PLAN

Community Development Department

City of Beloit Strategic Goal: 5

Program: Systematic City-wide Code Enforcement and Rental Inspection Program

Objective:

Systematically inspect properties on a City-wide basis and improve the appearance of the neighborhoods.

Action Steps:

1. Evaluate inspector assignments. Change inspector assignments as needed.
2. Inspectors will drive by and inspect the exterior of every property in the City.
3. Track inspections using the MUNIS system.
4. Assign rental inspections to the appropriate inspector.
5. Complete interior rental inspections and track inspections using the MUNIS system.

City of Beloit Strategic Goal: 5

Program: Neighborhood Stabilization Program

Objective:

Administer the Neighborhood Stabilization Program to meet program goals set by the state and federal governments. Reduce the number of vacant foreclosed homes in the hardest hit neighborhoods.

Action Steps:

1. Use Neighborhood Stabilization Program funds to purchase, remodel and sell foreclosed properties to households earning 120 percent or less of county median income.
2. Demolish properties that are beyond repair.
3. Work with the City of Janesville, Neighborhood Housing Services and Family Services to implement the grant.

Mission Statement:

The Community Development Department forms partnerships with diverse community residents, organizations, businesses and developers to provide housing programs, promote quality planning and development and encourage investment and renewal that guides the future of our City and creates a high quality, livable community for all.

City of Beloit Strategic Goal: 1 and 5

Program: Neighborhood Revitalization

Objective:

Work with Neighborhood Housing Services (NHS), Community Action, and the neighborhood groups to revitalize our existing Central City neighborhoods. Provide housing rehabilitation loans in our older neighborhoods.

Action Steps:

1. Partner with Community Action on issues in the Merrill Neighborhood where they are rehabbing houses.
 2. Partner with NHS on efforts in the Westside, Shore Drive, Merrill and College neighborhoods.
 3. Provide rehab loans in the City's neighborhoods.
 4. Do a targeted mailing on the housing rehab program to Westside, Shore Drive, Merrill and College neighborhoods.
-

City of Beloit Strategic Goal: 1 and 5

Program: Lead Hazard Reduction

Objective:

Contingent upon receiving funding, implement a program to utilize funds from the Lead Hazard Reduction Grant to make more homes in the City of Beloit lead safe. Administer funding program to deal with lead issues.

Action Steps:

1. Work with the City of Janesville, Rock County and the State of Wisconsin Department of Health Services to implement the grant.
 2. Work with the Rock County Health Department to address lead poisoning issues at residences where children have been poisoned.
 3. Encourage home owners and landlords to participate in the program to make their homes lead safe for children.
-

City of Beloit Strategic Goal: 5

Program: Neighborhood Redevelopment

Objective:

Promote redevelopment of City-owned and other vacant lots in the City of Beloit. Increase the tax base in the City's existing neighborhoods.

Action Steps:

1. Publicize the availability of the vacant lots owned by the City.
 2. Make these properties available to infill builders or to prospective residents interested in building a single family home or expanding their lot.
 3. Purchase vacant lots from Rock County during the foreclosure process in September, 2013.
-

City of Beloit Strategic Goal: 5

Program: Fair Housing

Objective:

Work with Equal Opportunities and Human Relation Commission to review fair housing cases and provide fair housing education to lenders, realtors, landlords, and residents.

Action Steps:

1. Provide Fair Housing training and outreach to the public and social service agencies.
2. Provide Fair Housing brochures and flyers to appropriate social service agencies in the City.
3. Continue to address issues and strategies identified in the Analysis of Impediments to Fair Housing.

CITY OF BELOIT

2014 STRATEGIC PLAN

Community Development Department

City of Beloit Strategic Goal: 1 and 5

Program: Community Development Block Grant (CDBG)

Objective:

Provide the City and local agencies with funds to help meet the needs of low- and moderate-income residents and eliminate slums and blight.

Action Steps:

1. Prepare CDBG contracts for agencies which were awarded funds for 2013.
2. Administer the CDBG program for 2013.
3. Hold a public application and planning process for 2014 funds.
4. Prepare the Annual Plan for submission to HUD.
5. Continue to address issues and strategies identified in the City's Consolidated Plan.
6. Submit the Annual Plan and CDBG Budget to HUD by November 15.

Mission Statement:

The Community Development Department forms partnerships with diverse community residents, organizations, businesses and developers to provide housing programs, promote quality planning and development and encourage investment and renewal that guides the future of our City and creates a high quality, livable community for all.

CITY OF BELOIT

2014 STRATEGIC PLAN

Community Development Department

City of Beloit Strategic Goal: 1 and 5

Program: HOME Investment Partnership Program (HOME)

Objective:

Provide affordable housing options to the City's low and moderate-income households.

Action Steps:

1. Prepare HOME contracts with the Community Housing Development Organizations (CHDOs) receiving HOME funds in 2013.
2. Work with CHDOS to ensure funds are expended.
3. Administer the Housing Rehab loan program.
4. Budget funding for 2014 programs that increase the availability of or accessibility to affordable housing in the City of Beloit.
5. Submit information to Janesville for the Annual Plan for submission to HUD.

Mission Statement:
The Community Development Department forms partnerships with diverse community residents, organizations, businesses and developers to provide housing programs, promote quality planning and development and encourage investment and renewal that guides the future of our City and creates a high quality, livable community for all.

CITY OF BELOIT

2014 STRATEGIC PLAN

Community Development Department

City of Beloit Strategic Goal: 5

Program: Section 8 Family Self-Sufficiency Program

Objective:

Continue to develop resources which meet the needs of Section 8 tenants. Continue to assist tenants in working toward their goals and graduating from the Self-Sufficiency (FSS) Program.

Action Steps:

1. Apply for 2014 Family Self-Sufficiency Coordinator Grant.
2. Ongoing case management for current and future Section 8 FSS participants.
3. Continue to develop networks with agencies and businesses in Beloit, Janesville, and Rock County.
4. Plan and coordinate ongoing workshops and seminars for participants.
5. Continue to market program to agencies, participants, applicants, and businesses.
6. Continue to monitor participant progress and to assure participants are working toward identified goals.

Mission Statement:
The Community Development Department forms partnerships with diverse community residents, organizations, businesses and developers to provide housing programs, promote quality planning and development and encourage investment and renewal that guides the future of our City and creates a high quality, livable community for all.

City of Beloit Strategic Goal: 5

Program: Section 8 Homeownership Program

Objective:

Continue and broaden Section 8 Homeownership Program as part of above Family Self Sufficiency grant and separately for those residents who wish to participate through December 31, 2014.

Action Steps:

1. Continue to train staff on Housing Choice Voucher Homeownership Program.
 2. Continue to seek out resources to assist participants with financial problems and debt reconstruction.
 3. Continue to develop partnerships with local banks for financing of homes.
 4. Continue to partner with Neighborhood Housing Services (NHS) to provide homeownership classes.
 5. Support program with continued staffing and training.
-

City of Beloit Strategic Goal: 5

Program: Public Housing Rehab Projects

Objective:

To monitor and maintain all reporting requirements for Phase 1 and Phase 2 tax credit projects. To maintain the physical condition of both Phase 1 and Phase 2 properties.

Action Steps:

1. Complete a spreadsheet of all reporting requirements.
 2. Organize debt service and reporting requirements on a monthly and quarterly basis.
 3. Implement an Inspection Schedule to monitor the interior and exterior conditions of the newly rehabbed/constructed units.
 4. Implement a pro-active maintenance schedule to maintain the interiors and exteriors of the units.
-

City of Beloit Strategic Goal: 5

Program: Public Housing Family Self-Sufficiency (FSS)

Objective:

To network with other service agencies. To set agency standards in order to provide services which are comprehensive and culturally competent.

Action Steps:

1. Continue addressing Customer Service issues with staff.
2. Continue tenant participation in Self-Sufficiency workshops and seminars..
3. Disseminate useful information to tenants regarding available services, employment opportunities, and educational opportunities.
4. Partner with other agencies to sponsor events that enhance the lives of PH tenants and Section 8 participants.
5. Conduct Focus Group discussions with Public Housing residents to assess needs.

CITY OF BELOIT

2014 STRATEGIC PLAN

Beloit Public Library

City of Beloit Strategic Goal:

Service Response: Connecting to the Online World: Public Internet Access

Objectives:

- Online Library resources will be invaluable tools for library customers, both internally, and externally.

Action Steps:

1. Update the Library website to improve functionality and form, including a mobile site and app.
2. Pursue a RockCat app, as well as next-gen cataloging technologies and additional record access points.
3. Implement intentional and focused marketing featuring Library technologies, including access, programs/educational opportunities, and resources.

Mission Statement:

Improve the quality of life in our community by providing resources and services that stimulate lifelong personal enrichment, enjoyment, reading, and learning.

City of Beloit Strategic Goal:

Service Response: Create Young Readers: Emergent Literacy

Objectives:

- Young children and their caregivers will have access to resources designed to encourage the development of emergent literacy.
- The Beloit Public Library will provide age-appropriate programming designed to encourage the development of early literacy skills in young children.

Action Steps:

1. Increase the book/audio book kit collection.
 2. Expand parenting collection to include materials designed to assist parents in developing emergent literacy skills in their children.
 3. Develop new and further explore existing partnerships with community agencies such as medical facilities, daycares, and preschools.
 4. Utilize programs, such as story time, to teach parents techniques to use with their children to encourage the development of pre-reading skills.
 5. Implement intentional and focused marketing featuring Library programs for young children and families.
-

City of Beloit Strategic Goal:

Service Response: Adult and Teen Literacy

Objectives:

- Adults and teens in Beloit will have easy access to print and electronic materials to aid them in reaching their personal literacy goals.
- Adults and teens will have opportunities to participate in literacy-related programming.

Action Steps:

1. Offer GED guidance programs in conjunction with community agencies.
 2. Research and utilize non-traditional means, such as gaming and media, to encourage and promote teen literacy.
 3. Annually, provide programs for adults to address related concerns, such as computer literacy, information fluency, and basic citizen education.
 4. Pursue a partnership with School District of Beloit to coordinate and promote library resources, reading incentives, and teen programming.
 5. Implement intentional and focused marketing featuring Library programs related to adult and teen literacy.
-

City of Beloit Strategic Goal:

Service Response: Make Career Choices: Job and Career Development

Objectives:

- Adults and teens will have access to career related materials and resources.
- Adults and teens will have access and necessary computer training/assistance for resume development, job searching, and online applications.
- The Beloit Public Library will work with community agencies to offer unique, job and career-related opportunities to library customers.

Action Steps:

1. Create a career center including a collection of materials for career research/job seekers, promotions, ads, etc. Offer applicable technologies: copier, fax, scanner, access to computers, etc.
 2. Develop a job-seekers webpage that offers links to programs and websites that are career-related; create a short-cut desktop icon on all public internet computer stations.
 3. Promote existing databases and research additional resources.
 4. Install resume-building software on public internet computers and utilize the computer lab to offer additional resume-building classes.
 5. Continue to pursue and utilize Library Services and Technology Act (LSTA) funding for public computer classes.
 6. Implement a mock-interview program using members of the professional community to allow adults and teens to practice their interview skills.
 7. Pursue partnerships (such as Blackhawk Tech, Dress for Success) to offer computer classes, job fairs, resume guidance and clothing drives.
 8. Implement intentional and focused marketing featuring Library programs and services related to job searching and career development.
-

City of Beloit Strategic Goal:

Service Response: Make Informed Decisions & Satisfy Curiosity: Health, Wealth, Life Choices & Lifelong Learning

Objectives:

- Residents will have access to reliable information and guest lecturers to help make life decisions.
- Residents will find resources and opportunities to help them explore topics of personal interest.

Action Steps:

1. Annually, provide at least 2 educational/wellness programs for adults per month. Programs will be planned and promoted in a time-frame appropriate for marketing.
2. Utilize displays to feature library materials and promote national celebrations, such as Money Smart Week.
3. Utilize the display spaces in the front lobby to promote library programs or collections and to encourage customers to explore their personal interests.
4. Annually, host a series of programs for adults and teens on specific topics, such as financial literacy, new technologies, social media, health and wellness, current topics, etc.
5. Revitalize the Teen Advisory Board and work with this group to provide teen-friendly programs of high interest.
6. Expand existing displays and book discussions, utilizing technologies such as blogs and Skype to broaden opportunities for participation.
7. Evaluate the quality and attendance of children's programs, as well as customer satisfaction. (2012) Implement appropriate changes in an effort to increase program attendance by 10%. (2013+)
8. Implement a well-organized planning and marketing strategy for reaching intended audiences for adult, teen, and youth programs.

CITY OF BELOIT

2014 STRATEGIC PLAN

Economic Development Department

Department: Economic Development

City of Beloit Strategic Goal: 2

Program: Participate in the countywide formal Business Retention & Expansion Program.

Objective: Conduct BRE interviews. Constantly update master list of major employers and track BRE calls.

Action Step:

1. Conduct two calls each month in the Greater Beloit area.



Department: Economic Development

City of Beloit Strategic Goal: 2

Program: Effectively utilize all local, state and federal incentives to leverage private investment and job retention/creation.

Objective: Create, Implement, Manage, and Evaluate Tax Incremental Finance Districts. TID's effectively utilized and managed.

Action Steps:

1. Track all legislative attempts to change TID laws at the state level. Lobby for and against any appropriate or inappropriate proposals.
2. Ensure that all TID funded developer incentives comply with TID guidelines.
3. Submit to Council and overlying districts required audit reports.
4. Develop a strategy to enhance the performance of underperforming TID's.
5. Manage and promote Community Development Zone (CDZ) tax credit incentive program.

Mission Statement:

To improve the economic vitality of the City of Beloit in order to build a better quality of life for all its citizens.

Department: Economic Development

City of Beloit Strategic Goal: 2

Program: Provide staff support for Greater Beloit Economic Development Corporation, Downtown Beloit Association, Beloit Fine Arts Incubator, Greater Beloit Chamber of Commerce, and Visit Beloit.

Objective: Enhance communication between Vision Beloit partners. All Vision Beloit partners coordinating activities, avoiding redundancies.

Action Steps:

1. Continue to serve as Executive Director of the Greater Beloit Economic Development Corporation (GBEDC).
 2. Attend Downtown Beloit Association (DBA) Board Meetings and events.
 3. Attend Beloit Fine Arts Incubator (BFAI) Board Meetings and events.
 4. Attend Chamber Board Meetings and events.
 5. Attend Visit Beloit Board Meetings and events.
 6. Continue to co-locate offices with other partner organizations at the Vision Beloit.
 7. Meet monthly with Vision Beloit partners to review and update GBEDC's Strategic Plan.
-

Objective: Continue to leverage the advantages of collaborating with regional economic development partners. City of Beloit is able to fully access the resources provided by participating with regional economic development collaborations.

Action Steps:

1. Participate in Rock County 5.0 (fundraising and program implementation)
 2. Participate in Rock County Development Alliance (implementation of ED strategies)
 3. Participate in Tri-State Alliance (WI, IL and IA transportation infrastructure advocacy)
 4. Participate in Thrive (Madison-based, 8-county regional economic development organization)
 5. Participate in I-39 Logistics Corridor (Bi-State cooperative marketing effort)
-



Department: Economic Development

City of Beloit Strategic Goal: 2

Program: Continue efforts to attract new development that will increase the tax base, leverage private investment and create living wage jobs.

Objective: Track and document economic development activity, reporting results to City Council on a quarterly and annual basis. Data collected and reported.

Action Steps:

1. Gather and report data on tax base growth.
 2. Gather and report data on number of jobs created/retained.
 3. Gather and report data on number of development agreements entered into.
 4. Gather and report data on net increase of new commercial and industrial square footage.
 5. Gather and report data on Request for Information (RFI) activity.
-

Objective: Maintain the ability to respond rapidly to site selection RFI's. Respond to all RFI's by deadline or within 48 hours.

Action Steps:

1. Maintain an electronic database of available sites, community fact, labor force data, etc.
 2. Continue to cross-train staff to respond to short turnover during the ED Director's absence.
 3. Coordinate RFI process with major ED partners.
 4. Continue to provide staff with the ability to make "in field decisions" on incentive packages.
-



Objective: Promote Development in the Gateway project area. Number of acres sold.

Action Steps:

1. Continue to support and monitor Gateway infrastructure development.
2. Continue in-house efforts to market Gateway property.
3. Include Gateway options in all appropriate RFI's.
4. Manage and promote Gateway Development Opportunity Zone (DOZ) tax credit incentive program.
5. Respond to all prospect information requests.
6. Package incentives according to policies and resources.
7. Assisting with efforts to develop single and multi-family housing.
8. Promote virtual buildings project.
9. Promote the park's "shovel ready certification".
10. Promote business cost calculator.

Objective: Continue to market remaining property in the Willowbrook and I-90 Industrial Park.
Number of acres sold.

Action Steps:

1. Package and distribute information on available parcels.
 2. Include Industrial Park options on all appropriate RFI's.
 3. Respond to all prospect information requests.
 4. Package incentives according to policies and resources.
-

Objective: Enhance the Choose Beloit Initiative. New and existing employees of area companies are aware of Beloit quality of life and housing opportunities.

Action Steps:

1. Finalize the development of initiative.
 2. Identify partners and fund program.
 3. Launch initiative.
 4. Measure results.
 5. Initiate brand study with city strategic partners.
-

Objective: Implement Milwaukee Road, Gateway, Fourth Street Corridor and First Impressions Projects. Initial projects budgeted in the CIP and implemented in 2013-2017.

Action Steps:

1. Identify projects.
 2. Budget for projects.
 3. Construct improvements.
-

Department: Economic Development

City of Beloit Strategic Goal: 2

Program: Proactive Marketing

Objective: Continue a proactive marketing campaign.

Action Steps:

1. Continue to use the comprehensive marketing strategy.
 2. Attend and participate in appropriate trade shows.
 3. Consider attending quarterly Chicago broker/site selector contact visits.
 4. Market to targeted industry clusters.
 5. Encourage commercial brokers to participate in real estate commission MOU.
-

Department: Economic Development

City of Beloit Strategic Goal: 2

Program: DBA to create an economic climate that retains and attracts businesses that compliment and support each other and enhance the value of Downtown.

Objective: Initiate and manage an aggressive, proactive and targeted downtown business recruitment program. Number of new businesses locating in Downtown Beloit.

Action Steps:

1. Canvas the region for new business candidates.
 2. Match needs of candidates with existing vacant properties.
 3. Continue to market properties for lease and sale.
 4. Consider developing new marketing campaign.
-

Objective: Take advantage of the opportunities created by the Phoenix Building project.

Action Steps:

1. Redevelop site opens.
 2. Market commercial/housing opportunities.
-

Objective: Find an appropriate reuse for the vacated Kerry, East Grand property. New tenants/owner occupy/redevelop former Kerry facilities.

Action Steps:

1. Refer to Downtown Redevelopment Plan.
2. Determine potential partners and investors.

CITY OF BELOIT

2014 STRATEGIC PLAN

City Attorney

Department: City Attorney

City of Beloit Strategic Goal: 1

Program: Legal Services

Objective:

Providing high quality legal services to assist the City of Beloit in accomplishing its vision of providing a high quality of life and a productive economic environment in a diverse community.

Providing effective and timely delivery of legal services to the City Council and Staff.

Action Steps:

1. Enforce city ordinances in a firm, fair and effective manner for the preservation of a high quality of life for all residents of the City of Beloit.
2. Assist the City in drafting and negotiating development agreements and other contracts which foster or promote economic development and job creation.
3. Provide reliable and effective legal representation for the City in all civil litigation brought by or against the City.
4. Provide prompt and reliable legal research and legal advice to the City, its elected officials, employees, boards, committees, and commissions.
5. Prepare city ordinances which are legally and constitutionally sound and effective in preserving and protecting a high quality of life for the residents of the City.
6. Review the City's contracts with vendors, public works contractors, professional service providers, and other governmental entities to assure compliance with the law and for the protection of the City's assets and resources.

Mission Statement:

Providing creative and effective legal services which protect the City's assets and facilitate the City's commitment to continue its resurgence as the gem of the Rock River.

CITY OF BELOIT

2014 STRATEGIC PLAN

Finance & Administrative Services Department

Vision:

An innovative Department providing dedicated exceptional customer service using available resources and delivering quality services to a diverse workforce and community.

2014 Finance & Administrative Services Department

Strategic Goals:

- 1: Promote an environment for our customers that encourage positive results.
- 2: Administer and protect City resources.
- 3: Enhance efficiency by creatively using available resources.
- 4: Expand interdepartmental and intergovernmental communication and cooperation.

Mission Statement:

We advocate and provide effective stewardship of City resources for individuals, businesses and agencies by enforcing regulatory compliance and delivering quality administrative services.

CITY OF BELOIT

2014 STRATEGIC PLAN

Finance & Administrative Services Department

Department: Finance & Administration

City of Beloit Strategic Goals: 1 & 3

Department Goal: 1

Program: City Clerk – Elections

Objective:

Successfully administer four elections in 2014 and ensure continued voter confidence in the election process.

Action Steps:

1. Prior to each election, order ballots, prepare and print poll lists, prepare and print voter lists, prepare and pack supplies and materials for each of nine polling places, and test election equipment.
2. Prepare and publish all public notices as required by law.
3. Prepare training sessions prior to each election and train up to 150 election inspectors regarding changes to election laws, security requirements, and internal procedures.
4. Process absentee ballot requests; train Special Voting Deputies, and process absentee ballots for care facilities.
5. Update and maintain voter records through the Statewide Voter Registration System (SVRS) software and the physical voter records located in our office.
6. Work with Public Works employees to ensure safe and secure delivery of equipment, machines, and ballots to the polling places.
7. Work closely with School District staff and principals to identify new voting procedures at the newly-remodeled schools used as polling places.

Mission Statement:

We advocate and provide effective stewardship of City resources for individuals, businesses and agencies by enforcing regulatory compliance and delivering quality administrative services.

8. Within 30 days of each election, prepare voter reports by ward and an election cost analysis to be submitted to the Government Accountability Board (G.A.B.).
 9. Conduct numerous voter registration training sessions for area groups and citizens and participate in a possible county-wide Special Registration Deputy training class in early 2014.
 10. Prepare information packets for those interested in running for City Council and act as a resource for interpretation of state election laws and procedures.
 11. Review nomination papers of candidates, certify ballot status, and assist candidates with proper filing requirements and obligations.
-

Department: Finance & Administration

City of Beloit Strategic Goals: 1 & 3

Department Goal: 3

Program: City Clerk – Licensing

Objective:

Consider implementing the MUNIS business licensing module for the 2014 license cycle.

Action Steps:

1. Review existing MUNIS Business License module used by the Water Resources Division with staff in 2013.
 2. Determine if implementation for the Clerk's office's licenses and permits would increase efficiency and convenience and simplify record-keeping.
 3. If found to increase efficiency and effectiveness, begin the process of moving records to MUNIS database; create license templates; and train staff.
 4. If determination is made to use MUNIS, it would be implemented for the 2014 license year.
-

Department: Finance & Administration

City of Beloit Strategic Goals: 1 & 3

Department Goal: 1 & 4

Program: City Clerk – City Council Meetings

Objective:

Review options for the possibility of automating the creation and distribution of the City Council agenda, packet, and minutes.

Action Steps:

1. Contact various vendors and gather information on software that will automate the City Council packet process.
 2. Review demonstrations of products and determine their usefulness within the City's existing hardware and resources (i.e. audio and video equipment in the Forum, Laserfiche, etc.).
 3. Consult with our Information Systems Division to ensure any software is high-quality and compatible with existing technology infrastructure.
 4. Determine if efficiency added by the automation of this process is worth the cost of the software product or subscription to the service.
 5. If the final software product is viable, begin purchase and implementation process in 2014. Implementation may include significant training for City Clerk staff, Division and Department Directors, and other staff members who prepare items for the City Council.
-

Department: Finance & Administration

City of Beloit Strategic Goals: 1 & 3

Department Goal: 1

Program: City Clerk – Board of Review

Objective:

Successfully coordinate the 2014 Board of Review process.

Action Steps:

1. Meet with the City Assessor's office in February to create a schedule for the Board of Review initial meeting and hearings.
2. Coordinate the meeting schedule for commercial cases with a Court Reporter and the City Attorney.
3. Prepare 2014 Board of Review Procedural documents, including resources and forms for citizens who request to file an appeal.
4. Create, publish and post all required notices.
5. Find training opportunities for Board members and file affidavits of training with the Department of Revenue. At least one Board of Review member must be retrained in 2014.
6. Staff and record the hearings; prepare minutes, Determination Notices, and final documents.
7. Mail Determination Notices and file all documents as required by law.

Department: Finance & Administration

City of Beloit Strategic Goals: 1 & 3

Department Goal: 1

Program: City Clerk – Public Information & Record Keeping

Objective:

Protect and maintain official City records and act as a source for public information.

Action Steps:

1. Answer main and secondary phone lines into City Hall and provide requested information.
 2. Publish City's Official Information Directory twice in 2014.
 3. Provide support for the City's Volunteer Greeter Program.
 4. Prepare and administer Oaths of Office for all appointees to City Boards and Committees, Police and Fire Officers, Election Officials, and Elected Officials.
 5. Maintain the City's official seal and use appropriately.
 6. Send, process, and file all of the Statements of Economic Interest from City officers, employees, and Board and Committee members by April 30, 2014.
 7. Update the City's website, document center, and Laserfiche document imaging system with information regarding the City Council, City Clerk, Boards and Committees, Elections and Licensing pages.
 8. Maintain the City's Code of General Ordinances. Following enactment by City Council, arrange for incorporation of new Ordinances into the Municipal Code on the City's website in and in the official City of Beloit Municipal Code books.
 9. Maintain files of various official documents including contracts, agreements, deeds, easements, vehicle titles, oaths, historic City Council records, resolutions and ordinances and perform research as requested.
 10. Create and publish City Council agendas, public notices, packets, and minutes in a timely and professional manner.
 11. Assist the City Council President and members with meeting management issues and parliamentary procedure questions, and act as a resource for information during the meeting.
 12. Act as a resource for staff and other Boards, Commissions, and Committees with respect to meeting management, open meetings laws, agendas, and minutes.
-

Department: Finance & Administration

City of Beloit Strategic Goals: 1 & 3

Department Goal: 1 & 4

Program: City Clerk – Elections

Objective:

Prepare for the purchase of new voting equipment in 2015.

Action Steps:

1. The Clerk has been working with the Rock County Clerk since 2012 gathering preliminary information and making contact with election machine vendors.
 2. Research the specific equipment that has already been certified by the Government Accountability Board and those likely to be certified in the near future.
 3. Work with the Rock County Clerk and other Rock County jurisdictions to achieve savings through a countywide purchasing project.
 4. Make decision for purchase 2014 and execute in 2015 after the election cycle.
 5. Conduct training for staff, election officials, and the public prior to implementation in 2016.
-

Department: Finance & Administration

City of Beloit Strategic Goals: 1 & 3

Department Goal: 3

Program: City Clerk – Training and Professional Development

Objective:

Attend meetings, conferences, and training sessions to stay current on changes in federal and state laws, continue to develop professionally, and remain life-long learners.

Action Steps:

1. The Clerk will apply for the Certified Municipal Clerk designation through the Wisconsin Municipal Clerks Association (WMCA) in 2014.
2. The Clerk will apply for scholarships to attend the Treasurer's Completion portion of the University of Green Bay Municipal Clerks and Treasurers Institute in 2014.
3. The Clerk will apply for scholarships to attend the 2014 International Institute of Municipal Clerks (IIMC) annual conference in Milwaukee, Wisconsin.
4. The Clerk will attend the 2014 WMCA annual conference in Wisconsin.
5. A Deputy Clerk will attend either the WMCA annual conference or the UW-Green Bay Master Academy.
6. The Clerk and Deputy Clerks will attend various WMCA regional meetings.
7. The Clerk and Deputy Clerks will participate in election training webinars produced by the Government Accountability Board throughout the year.
8. The Clerk will continue enrolling in CVMIC supervisory training courses with the goal of obtaining a Certificate in Supervision.

CITY OF BELOIT

2014 STRATEGIC PLAN

Finance & Administrative Services Department

City of Beloit Strategic Goal: 1

City of Beloit Department Goal/s: 1 & 4

Program: Municipal Court -Fair and Reliable Adjudication of Cases

Objective: Court processes cases according to announced time standards, complies with schedules, pays individual attention to cases, makes clear decisions, and maintains institutional integrity.

Action Steps:

1. Conduct a systematic review of court notices and communications to ensure that the information presented is correct, clear, and understandable.
2. Continue to identify and implement process improvements that will allow the court to continue to respond to increased case filings and activity with current staff.
3. Continue regular communication with the Municipal Court Judge and reserve/substitute judges regarding court policies and procedures.
4. Continue periodic review of general sentencing criteria and procedures to ensure appropriateness to defendant population, prosecutorial and law enforcement conditions, and jail facilities.
5. Continue relationships and information sharing with Rock County municipal courts regarding court policies and procedures and updates in legislation and case law.
6. Conduct a systematic review of court policies and procedures and update them as required.
7. Identify methods to ensure an adequate level of funding to support the court's services such as the Daytime Curfew Program, Juvenile First Time Offender Program and Underage Alcohol Program.

Mission Statement:

We advocate and provide effective stewardship of City resources for individuals, businesses and agencies by enforcing regulatory compliance and delivering quality administrative services.

City of Beloit Strategic Goal: 1**City of Beloit Department Goal/s: 1****Program:** Municipal Court - Court Accessibility to the Public

Objective: Ensure that court is accessible in terms of location, hours, physical setup, openness of proceedings, predictability and clarity of its procedures and that individuals appearing before the court are accorded with respect.

Action Steps:

1. Conduct a systematic review of court notices and communications to ensure that the information presented is correct, clear, and understandable.
2. Identify process and technological improvements that will improve access to case information, reduce waiting time and congestion at the court facility, and improve the payment processes.
3. Enhance the quality of customer service provided to citizens with business at the Municipal Court by continuing to provide on-going and regular customer service training to court staff.
4. Identify ways to streamline attorney access to the court through telephonic pre-trials and filings, dissemination of notices via fax and/or e-mail, etc.
5. Continue to utilize alternate payment options including the use of e-payment systems and credit card payments.

City of Beloit Strategic Goal: 1**City of Beloit Department Goal/s: 1& 4****Program:** Municipal Court - Effective Enforcement of Court Judgments

Objective: Maintain policies and procedures and business processes that foster and encourage compliance with court judgments. Maintain effective enforcement strategies in concert with the City Attorney's Office and the Police Department.

Action Steps:

1. Conduct a systematic review of court notices and communications to ensure that the information presented is correct, clear, and understandable.
2. Optimize the use of the Municipal Court Judge and reserve/substitute judges to absorb increases and declines in case volume and provide for more flexible service to the public.
3. Conduct a systematic review of court policies and procedures and update them as required.
4. Track defendant compliance with judgments at key stages in the judgment enforcement process.
5. Monitor collections and payments from customer deposit accounts daily for accuracy and timeliness, and promptly make necessary corrections or adjustments.
6. Continue to utilize non-traditional collection alternatives such as tax intercept program, suspension of driving privileges, wage assignment, and commitments.

City of Beloit Strategic Goal: 1**City of Beloit Department Goal/s: 2 & 3****Program:** Municipal Court - Accountability for Public Resources**Objective:** Court uses approved funds for purposes within its mission and authority, spends within allocated funds, and has a system for accounting for funds collected and spent.**Action Steps:**

1. Maintain the record of spending within (or less than) the established budget and for collecting funds according to established court and city procedures.
2. Maximize the use of technology to reduce transaction time and costs, increase the effectiveness of the collection function, and to enhance convenience to the public.
3. Continue the use of electronic data transfers between the court and other agencies.
4. Continue to streamline access to the court with City Attorney's office and Enforcement Divisions within the City of Beloit through dissemination of notices via fax and/or e-mail, direct access to data in TIPSS.
5. Conduct a quarterly review of progress in meeting the Court's strategic objectives.
6. Conduct a systematic review of court policies and procedures and update them as required.
7. Review the deposit schedule to identify opportunities for increases in fines to support court programs.
8. Monitor collections and payments from customer deposit accounts daily for accuracy and timeliness, and promptly make necessary corrections or adjustments.
9. 100% of accounting for case-related receipts and expenditures, and for court administration is accomplished through a reliable management information system.
10. Produce regular and ad hoc reports for use by Municipal Court Judge and management for use in the decision-making process.

City of Beloit Strategic Goal: 1**City of Beloit Department Goal/s: 1****Program:** Municipal Court - Enhanced Public Safety**Objective:** Court uses its sentencing powers to set into motion conditions that would make defendants more likely to change their legally unacceptable behavior.**Action Steps:**

1. Continue the use of a wide range of diversion programs, including community service and driver safety classes as a sentencing option for juveniles and other defendant groups, as appropriate.
2. Produce regular and ad hoc reports for use by Municipal Court Judge and management for use in the decision-making process.
3. Conduct an annual review and monitor the diversion programs.

CITY OF BELOIT

2014 STRATEGIC PLAN

Finance & Administrative Services Department

City of Beloit Strategic Goal: 4

Finance & Administrative Services Goal: 4

Program: Assessor's Office - Property Assessments

Objective:

Enhance our database to support functions such as Economic Development, Fire Inspection, Refuse Collection, Geographic Information Systems (GIS), Tax Collection and City Clerk processes.

Action Steps:

1. Continue to update property data in the Computer Assisted Mass Appraisal (CAMA) database.
 2. Continue to replace old photos with updated digital photos.
 3. Review property sales with interior inspections for the annual update of the assessment-pricing model.
 4. Provide ownership, assessment information and tax estimates to Economic Development and others as requested.
-

Mission Statement:

We advocate and provide effective stewardship of City resources for individuals, businesses and agencies by enforcing regulatory compliance and delivering quality administrative services.

Department: Finance & Administration

City of Beloit Strategic Goal: 1

Finance & Administrative Services Goal: 2

Program: Assessor's Office - Property Assessments

Objective:

Improve customer service by exhibiting excellent public relations and inform citizens.

Action Steps:

1. Provide open records access to all our property records on the City of Beloit webpage.
 2. Use website to provide taxpayers with general information about the assessment process.
 3. Continue to take pro-active measures to enhance public support by utilizing the city website to provide information.
 4. Conduct Board of Review according to Statute in cooperation with the City Clerk's office.
 5. Continue to meet Department of Revenue (DOR) guidelines and deadlines.
-

Department: Finance & Administration

City of Beloit Strategic Goal: 4

Finance & Administrative Services Goal: 4

Program: Assessor's Office - Property Assessments

Objective:

Update 2014 assessments while maintaining standards outlined by Wisconsin State Statutes and completing the 2014 assessments within the statutory time period.

Action Steps:

1. Follow & meet statutory dates regarding the assessment process.
 2. Continue to contract for assessor of record duties.
 3. Contract services to expedite the conversion of all property sketches into the valuation system.
 4. Update assessments based on Wisconsin Department of Revenue *Property Assessment Manual* standards.
 5. Convert residential property values to the Wisconsin Manual process for 2014 assessed values.
 6. Mail assessment notices in compliance with statutory guidelines.
 7. Use the Department of Revenue electronic on-line filing for all applicable reports.
-

Department: Finance & Administration

City of Beloit Strategic Goal: 3

Finance & Administrative Services Goal: 3

Program: Assessor's Office - Property Assessments

Objective:

Update CAMA (Computer Assisted Mass Appraisal) software.

Action Steps:

1. Continue to work with Devnet on upgrades and updates to make the software more efficient.
 2. Enhance our processes with the features within the software.
 3. Work with Devnet to ensure software complies with Wisconsin Statutes, state forms and reports.
 4. Work with Devnet on state mandates for assessment roll and property characteristic exports.
 5. Rely on Devnet to ensure the quality of the software is being used to the maximum potential.
-

Department: Finance & Administration

City of Beloit Strategic Goal: 3

Finance & Administrative Services Goal: 4

Program: Assessor's Office - Property Assessments

Objective:

Implement the Mass Appraisal Report as required by Department of Revenue
Uniform Standards of Professional Appraisal Practice (USPAP)

Action Steps:

1. Maintain all data required for reporting.
 2. Promote and maintain the public trust.
 3. Review each process, seeking more efficient and effective ways to accomplish the tasks.
 4. Assemble the processes into a single document that can be passed along for viewing.
-

Department: Finance & Administration

City of Beloit Strategic Goal: 1

Finance & Administrative Services Goal: 2

Program: Assessor's Office- Property Assessments

Objective:

Develop a procedure manual to identify and document assessment functions.

Action Steps:

1. Each staff member will identify the various assessment functions within their job description.
2. Document the steps taken for each function.
3. Review each process and seek more efficient and effective ways to accomplish their tasks.
4. Assemble the processes into a single document that can be shared by any member of the staff.
5. Continue to update the current work process calendar created by current staff and incorporate specific dates required by the Department of Revenue into it.

CITY OF BELOIT

2014 STRATEGIC PLAN

Finance & Administrative Services Department

City of Beloit Strategic Goals: 1

Finance & Administrative Department Goal(s): 1 & 2

Administer and protect City Resources

Program: Human Resources - Recruit and retain personnel.

Objective:

Formalize workforce planning efforts for City-wide consistency.

Output: Procedure or user's guide developed for department use in workforce planning efforts.

Outcome: 80% of departments have completed action plans to prepare for expected retirements over the next five years.

Action Steps:

1. Assess leadership commitment to workforce planning.
2. Research workforce planning efforts of other municipalities.
3. Create and introduce "user's guide" for departments/divisions use in forecasting workforce needs.
4. Analyze workforce needs to identify current and future gaps.

Mission Statement:

We advocate and provide effective stewardship of City resources for individuals, businesses and agencies by enforcing regulatory compliance and delivering quality administrative services.

Department: Finance & Administration

City of Beloit Strategic Goal(s): #1

Finance & Administrative Department Goal(s): #4

Program: Human Resources - Staff Development and Training

Objective:

Improve communication among City departments and staff to increase effectiveness and efficiency of operations.

Output: 80% rating of training of good or better in communications.

Outcome: 20% increase of rating of good or better for communications.

Action Steps:

1. Create a communications committee to recommend methods and tools to increase effectiveness of communications.
2. Research communication methods/tools to increase effective delivery of messages.
3. Assess current perception of communications among City staff and departments.
4. Implement training on how to communicate effectively.
5. Re-assess perception of communication among City staff and departments.

CITY OF BELOIT

2014 STRATEGIC PLAN

Finance & Administrative Services Department

City of Beloit Council Goal: 1 & 4

City of Beloit Departmental Goal: 2

Program: Treasury – Maximize collection of delinquent debts owed to City

Objective:

Evaluate, monitor and pursue the collection of outstanding debts owed to City by effectively and efficiently utilizing every resource available to decrease debt and increase revenue.

Action Steps:

1. Consistently conduct a monthly review of all delinquent invoices and/or charges due to determine how and what measures to take in pursuit of collection.
2. Conduct a monthly review all South Beloit sewer utility accounts, determine status and forward all delinquencies to H. E. Stark to pursue collection.
3. Forward monthly South Beloit delinquent utility accounts to the South Beloit City Clerk to ensure that delinquencies are satisfied prior to property transferal and/or sale.
4. Issuance of monthly ageing report for invoices that are generated but remain unpaid are provided to Division and/or Department heads for their review. Information from them will be utilized to determine how staff will proceed with the outstanding charges: collectible, doubtful to collect and/or write offs balances.
5. Continue to collaborate with collection agencies (H.E. Stark and Associated Collectors) on accounts that have been flagged and forwarded to them for collection purposes. Many accounts are forwarded directly to TRIP (tax refund intercept program) by staff.
6. Continue to collaborate with the Townships and the South Beloit City Clerk to obtain current customer billing information to maintain the integrity of our utility customer database.

Mission Statement:

We advocate and provide effective stewardship of City resources for individuals, businesses and agencies by enforcing regulatory compliance and delivering quality administrative services.

Department: Finance & Administration

City of Beloit Council Goal: 1

City of Beloit Departmental Goal: 2

Program: Treasury - Improving Internal Cash Controls

Objective:

Randomly audit all City facilities that receipt and/or handle cash for compliance of the City of Beloit cash handling policy and to ensure that the proper internal controls are in place and are being adhered to.

Action Steps:

1. Conduct random audits at all City facilities to ensure compliance with City policies.
 2. Conduct periodic training and update cash handlers on any new internal procedures and/or cash handling practices.
 3. Continue to review the City's internal control framework to ensure that cash handling processes and procedures are providing the proper control environment.
 4. Continue to enforce compliance with the City's Cash Handling Policy.
 5. Keep City staff abreast of any counterfeit monies being circulated in the community.
 6. Advise City staff of any US Treasury changes in the US currency.
 7. Encourage solicitation from City staff on issues affecting them regarding cash handling and/or internal control processes.
-

Department: Finance & Administration

City of Beloit Council Goal: 1

City of Beloit Departmental Goal: 1 & 4

Program: Treasury – Provide Exceptional Customer Service

Objective:

Provide support and assistance to our customers to strengthen the City's relationship to ensure a positive experience through quality customer service delivery.

Action Steps:

1. Provide continuous training to City staff on how to deliver and improve their customer service skills.
2. Anticipate customer needs and expectations more accurately.
3. Increase customer education on changes in City and State policies/procedures and/or PSC regulations.
4. Explore other payment options for our customers.
5. Solicit ongoing customer feedback to ensure customer satisfaction.
6. Assisting customers with oral and written language barriers.
7. Retain courteous, knowledgeable and efficient staff by providing the necessary effective training tools to accomplish this task.

CITY OF BELOIT

2014 STRATEGIC PLAN

Finance & Administrative Services Department

Department: Finance & Administration

City of Beloit Strategic Goal: 1

Departmental Goal: 2

Program: Accounting/Purchasing - Annual Audit and Financial Statements

Objective:

Maintain an accurate and timely yearly financial audit for City operations, Utilities, Single Audit, TIF's and BID (Business Improvement District) and prepare annual financial report in conformance with Government Finance Officers Association (GFOA) and Governmental Accounting Standards Board (GASB) by prescribed due dates.

Action Steps:

1. Prepare all necessary documents by April 1, 2014. Complete 2013 audit by June 30, 2014.
2. Continue to work with the auditors to adhere to new regulations and reporting requirements.
3. Continue to participate in Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting Program for the Comprehensive Annual Financial Report.
4. Continue to examine and evaluate the City's internal control framework to ensure proper procedures are in place to safeguard the City's assets and provide assurance of the integrity of the accounting and financial reporting systems.

Mission Statement:

We advocate and provide effective stewardship of City resources for individuals, businesses and agencies by enforcing regulatory compliance and delivering quality administrative services.

Department: Finance & Administration

City of Beloit Strategic Goal: 1

Departmental Goal: 1

Program: Accounting/Purchasing - Staff Development

Objective:

Increase knowledge and improve productivity of internal staff regarding policies and software applications to improve customer service and operational efficiency.

Action Steps:

1. Conduct MUNIS group-training sessions.
2. Conduct individualized MUNIS training sessions by department as requested.
3. Assist Human Resources regarding policy training.

CITY OF BELOIT

2014 STRATEGIC PLAN

Finance & Administrative Services Department

Department: Finance & Administrative Services

City of Beloit Strategic Goals: 1&3

Department Goal: 2&3

Program: Finance Administration - Budget/CIP Preparation and Control

Objective:

Prepare the annual operating budget in accordance with Wisconsin State Statutes and guidelines established by the National Advisory Council on State and Local Government Budgeting ensuring that the budget document meets the necessary criteria to qualify for the Government Finance Officer's Distinguished Budget Presentation Award. Prepare the annual capital budget and the 5-year Capital Improvement Plan based on the City's need for infrastructure improvements and capital equipment to serve the community, meet service demands, support of economic development initiatives and promoting the City's environmental and sustainability objectives.

Action Steps:

1. Begin CIP process in April and complete by July.
2. Begin Budget process in April and complete by end of September.
3. Conduct pre-budget meeting with Council in early June to establish priorities for the ensuing year's Budget and CIP.
4. Present the budget and CIP by the first Council meeting in October.
5. Schedule for Council consideration by first meeting in November.
6. Continue participation in the GFOA Distinguished Budget Presentation Award Program.

Mission Statement:

We advocate and provide effective stewardship of City resources for individuals, businesses and agencies by enforcing regulatory compliance and delivering quality administrative services.

Department: Finance & Administration

City of Beloit Strategic Goals: 1&3

Department Goals: 2&3

Program: Finance Administration - Investments/Portfolio Management

Objective:

To maximize the City's return on invested funds by implementing investment strategies that offer the greatest rate of return at the lowest risk of principal. Realizing investment yields equal to or greater than the benchmarks established in the City's Investment Policy.

Action Steps:

1. Maximize City cash flows and implement investment strategies that increase investment return on surplus cash funds.
2. Work with broker dealers in a manner that insures the City receives the best available rate of return on the investment of its surplus cash funds.
3. At all times, make investment decisions predicated on preserving the principal balance of surplus cash funds.
4. All investment decisions will be made in accordance with the City's Investment Policy.

City of Beloit Strategic Goals: 1&3

Department Goal: 2

Program: Develop a Long Term Financial Plan

Objective:

To better prepare for the City's financial future develop a Long-Term Financial Plan. Long-term financial planning is becoming more essential for local governments due to the lingering effects of the recession and uncertainty of the future economy. A LTFP helps to identify future financial challenges and opportunities through financial forecasting and analysis with a goal of financial sustainability. The initial Plan would be limited to the City's general fund and would cover a five year forecast period.

Action Steps:

1. Develop a financial environment analysis for the general fund to assess economic trends and identify critical issues.
2. Develop revenue and expenditure forecasts for the five year planning period using trend data and known facts.
3. Develop a financial balance analysis to estimate future fund balances.
4. Identify future imbalances and develop strategies that maintain long-term structurally balanced budgets.
5. There should be some degree of collaboration and cooperation among finance, administration elected officials and the public in the development of a LTFP.

CITY OF BELOIT

2014 STRATEGIC PLAN

Finance & Administrative Services Department

City of Beloit Strategic Goal: 1

Department Goal: 2

Program: Information Technology - Security

Objective:

Improve security, disaster recovery, and emergency preparedness to continue safeguarding city assets and electronic records.

Action Steps:

1. Perform security reviews and identify vulnerabilities.
2. Create disaster plans and test recovery procedures.
3. Create redundancy with alternative solutions.
4. Establish an off-site data storage area.
5. Standardize asset disposal procedures to protect data.

City of Beloit Strategic Goal: 4

Department Goal: 5

Program: Information Technology - Cooperative

Objective:

Establish relationships with other entities to utilize resources efficiently and effectively and reduce duplicated efforts through cooperation and communication.

Action Steps:

1. Reach out to local and county technology departments.
2. Discuss projects, request input, and follow-up with outcomes.
3. Expand preferred vendor lists from recommendations of other local government entities.
4. Expand communication links to other government technology departments.

Mission Statement:

We advocate and provide effective stewardship of City resources for individuals, businesses and agencies by enforcing regulatory compliance and delivering quality administrative services.

City of Beloit Strategic Goal: 1,5

Department Goal: 1,3

Program: Information Systems - Data Delivery Services

Objective:

Increase network stability and availability by revitalizing infrastructure to reduce recurring costs and improve customer service by providing faster access, larger bandwidth, and better reliability.

Action Steps:

1. Identify areas of failure and improve redundancy.
 2. Reduce wireless interference by providing licensed radio links.
 3. Remove and replace aging equipment.
 4. Expand the use of wireless transports for voice/data traffic.
 5. Consolidate and move network equipment to increase throughput.
-

City of Beloit Strategic Goal: 1,5

Department Goal: 1,3,6

Program: Information Technology – Web Services

Objective:

Increase data communications internally and externally by improving customer service through continued development of the city's website and domain.

Action Steps:

1. Obtain and secure a new, more manageable city owned domain name.
2. Increase information and services to the public via our Internet web site 24/7/365.
3. Expand information and services to our residential, business, and external visitors.
4. Expand the City's intranet to help all employees in delivering better customer service.

CITY OF BELOIT

2014 STRATEGIC PLAN

Finance & Administrative Services Department

Department: Finance & Administration

City of Beloit Strategic Goals: 1 & 3

Department Goals: 2 & 3

Program: General Services - Buildings and Grounds

Objective:

Provide an aesthetic, clean, and safe environment at selected municipal buildings and overall improving the condition of select buildings.

Action Steps:

1. Inspect facilities.
2. Repair problems timely.
3. Update the appearance of facilities.

Objective:

Reduce the risk of personal injury and property loss to the City of Beloit employees, citizens and visitors by providing a safe working and living environment.

Action Steps:

1. Inspect facilities.
 2. Institute repairs immediately.
 3. Safety training for employees.
-

Mission Statement:

We advocate and provide effective stewardship of City resources for individuals, businesses and agencies by enforcing regulatory compliance and delivering quality administrative services.

Objective:

Minimize exposure of City workers and operations to risk resulting from claims of damage, injury and liability.

Action Steps:

1. Inspect properties.
2. Safety and liability training for employees.
3. Accident review committee reviews accident reports

**RESOLUTION APPROVING THE
COMPLIANCE MAINTENANCE ANNUAL REPORT**

WHEREAS, the State of Wisconsin has established Chapter NR 208, Compliance Maintenance, and

WHEREAS, NR 208, Compliance Maintenance requires owners of publicly owned treatment works to take necessary actions to avoid water quality degradation and prevent violations of WPDES permit effluent limits; and

WHEREAS, Compliance Maintenance encourages actions which promote the owner's awareness and responsibility for wastewater treatment needs, maximize the useful life of sewerage systems through improved operation and maintenance and initiate formal planning, design and construction to prevent effluent violations; and

WHEREAS, the owners of publicly owned treatment works must submit a Compliance Maintenance Annual Report (CMAR) to the Wisconsin Department of Natural Resources (WDNR) on or before June 30th of each year; and

WHEREAS, the CMAR describes the physical conditions and the performance of the sewerage system during the previous calendar year and provides a treatment works owner with an objective analysis to determine whether a more detailed evaluation of the sewerage system shall be conducted; and

WHEREAS, the City of Beloit's 2012 CMAR has been completed and the point system score is 3.75 ; and

WHEREAS, NR 208 states that, "For point totals equal to or less than 3.00, the owner may evaluate and implement steps to address problems identified in the CMAR. The owner may initiate longer range planning for new, upgraded or additional treatment facilities";

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Beloit declares to the State of Wisconsin Department of Natural Resources that the following actions were taken by the Beloit City Council:

1. Reviewed the 2012 CMAR, which is attached to the Resolution.
2. Set forth actions necessary to maintain effluent requirements contained in the WPDES permit.

Adopted this 3rd day of June 2013.

Charles M. Haynes, City Council President

Attest:

Rebecca Houseman LeMire
City Clerk

CITY OF БЕЛОIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Water Pollution Control Facility 2012 Compliance Maintenance Annual Report

Date: 06/03/13

Presenter(s): Harry Mathos

Department(s): Public Works

Overview/Background Information: The purpose of the Wisconsin Department of Natural Resources Compliance Maintenance Annual Report is to evaluate the wastewater treatment system for problems or deficiencies. Management, operation and maintenance activities are described. Owners identify proposed actions to prevent violations of Water Pollution Discharge Elimination System permits and water degradation.

Key Issues (maximum of 5):

1. Promote the owner's awareness and responsibility for wastewater collection and treatment needs.
2. Maximize the useful life of wastewater treatment systems through improved operation and maintenance.
3. Initiate formal planning, design and construction for system upgrades.

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

The CMAR is a tool to identify strengths and potential weaknesses which can be used/corrected to protect the health, safety and environment of the Lower Rock River Watershed through effective pollution abatement. Key goals include:

1. Meet all WPDES permit criteria.
2. Identify and maintain adequate funding for operation, repair, upgrades and equipment replacement.
3. Identify potential deficiencies and develop compliance schedule.

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- **Reduce dependence upon fossil fuels:** The Water Resource Division (WRD) continuously seeks and identifies areas to utilize byproducts of the treatment process. As an example, the WRD utilizes the bio-gas (methane) generated in its anaerobic digestion process to fire boilers which, in turn, is used to heat buildings and digesters. This reduces the need and consumption of natural gas.
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature:** In order to prevent disease causing organisms from entering the Rock River, the WRD uses sodium hypochlorite/sodium bisulfite to disinfect the effluent. The current system has worked exceptionally well since the plant's inception however, alternative methods, such as ultra-violet radiation, are evaluated periodically to determine feasibility.
- **Reduce dependence on activities that harm life sustaining eco-systems:** The WRD is required by the EPA to create and implement a public awareness program to make citizens/rate payers aware of alternative activities to reduce the amount of harmful products discharged to the sanitary/storm sewer system. One such public service announcement was to request the minimization/elimination of phosphorus based cleaning products. This has allowed the WRD to reduce its effluent phosphorus contribution to the Rock River dramatically.
- **Meet the hierarchy of present and future human needs fairly and efficiently:** A properly operated and maintained wastewater treatment facility is critical to sustain and improve the Lower Rock River Watershed for current and future generations.

Action required/Recommendation:

Review and approve CMAR as written.

Fiscal Note/Budget Impact:

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility

Last Updated:
5/2/2013

Reporting Year: 2012

Influent Flow and Loading

Questions								
1.	Monthly average flows and (C)BOD loadings.							
	Influent No.701	Influent Monthly Average Flow, MGD	X	Influent Monthly Average (C)BOD Concentration on mg.l	X	8.34	=	Influent Monthly Average(C) BOD Loading, pounds/day
	January	3.249	X	564	X	8.34	=	15280
	February	3.254	X	624	X	8.34	=	16936
	March	3.476	X	646	X	8.34	=	18720
	April	3.438	X	785	X	8.34	=	22511
	May	3.407	X	658	X	8.34	=	18691
	June	3.285	X	634	X	8.34	=	17359
	July	3.200	X	542	X	8.34	=	14466
	August	3.353	X	680	X	8.34	=	19021
	September	3.173	X	654	X	8.34	=	17319
	October	3.258	X	768	X	8.34	=	20866
	November	3.406	X	853	X	8.34	=	24221
	December	3.409	X	929	X	8.34	=	26421
2.	Maximum month design flow and design (C)BOD loading.							
		Design	X	%	=	% of Design		
	Max Month Design Flow, MGD	11.3	x	90	=	10.17		
			x	100	=	11.3		
	Design (C)BOD, lbs./day	37200	x	90	=	33480		
			x	100	=	37200		

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility

Last Updated:
5/2/2013

Reporting Year: 2012

Influent Flow and Loading (Continued)

3. Number of times the flow and (C)BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent Flow	Number of times flow was greater than 90% of design	Number of times flow was greater than 100% of design	Number of times (C)BOD was greater than 90% of design	Number of times (C)BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each exceedance		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					0

4. Was the influent flow meter calibrated in the last year?

- Yes Enter last calibration date, MM/DD/YYYY
- No -explain

5. Sewer Use Ordinance

5.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

- Yes
- No

If No, please describe:

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility

Last Updated:
5/2/2013

Reporting Year: 2012

Influent Flow and Loading (Continued)

5.2 Was it necessary to enforce?

- Yes
- No

If Yes, please describe:

Two SIU's were issued citations for effluent permit violations for COD and pH violations. Also several commercials were cited for business permit violations (non-payment, etc.)

6. Septage Receiving

6.1 Did you have requests to receive septage at your facility?

Septic Tanks	Holding Tanks	Grease Traps
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

6.2 Did you receive septage at your facility? If yes, indicate volume in gallons

Septic Tanks	Holding Tanks	Grease Traps
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
gal	179300 gal	gal

6.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes

Investigating affects of quaternary amines from portable toilet dischargers on bio-P syatem.

7. Pretreatment

7.1 Did your facility experience operational problems, permit violations, biosolids quality concerns or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

- Yes
- No

If Yes, describe the situation and your community's response:

7.2 Did your facility accept hauled industrial wastes, landfill leachate, etc?

- Yes
- No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the plant from the discharge of hauled industrial wastes.

Hormel "bottoms" (food scraps).

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility

Last Updated:
5/2/2013

Reporting Year: 2012

Influent Flow and Loading (Continued)

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility

Last Updated:
5/3/2013

Reporting Year: 2012

Effluent Quality and Plant Performance ((C)BOD)

Questions

1. Monthly average effluent values, exceedances, and points for (C)BOD:

Outfall No.001	Monthly Average C(BOD) Limit (mg/L)	90% of Permit Limit >10 (mg/L)*	Effluent Monthly Average C(BOD) (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	25	22.5	6	1	0	0
February	25	22.5	6	1	0	0
March	25	22.5	6	1	0	0
April	25	22.5	7	1	0	0
May	25	22.5	7	1	0	0
June	25	22.5	5	1	0	0
July	25	22.5	7	1	0	0
August	25	22.5	7	1	0	0
September	25	22.5	7	1	0	0
October	25	22.5	7	1	0	0
November	25	22.5	7	1	0	0
December	25	22.5	8	1	0	0
* Equals limit if limit is <=10						
Months of Discharge/yr				12		
Points per each exceedance with 12 months of discharge:					7	3
Exceedances					0	0
Points					0	0
Total Number of Points						0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

2. If any violations occurred, what action was taken to regain compliance?

3. Was the effluent flow meter calibrated in the last year?

Yes - enter last calibration date, MM/DD/YYYY:

06/01/2012

No - explain:

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: **Beloit Wastewater Treatment Facility**

Last Updated:
5/3/2013

Reporting Year: **2012**

Effluent Quality and Plant Performance ((C)BOD) (Continued)

4.	What problems, if any, were experienced over the last year that threatened treatment?
5.	Other Monitoring and Limits
	<p>5.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as metals, pH, residual chlorine, or fecal coliform?</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No </p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Elevated ammonia levels in December. Corrected within three weeks.</div>
	<p>5.2 At any time in the past year was there an effluent acute or chronic whole effluent toxicity (WET) test?</p> <p> <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
	<p>5.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</p> <p> <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA </p> <p>Please explain unless not applicable:</p> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility

Last Updated:
5/1/2013

Reporting Year: 2012

Effluent Quality and Plant Performance (Total Suspended Solids)

Questions							
1.	Monthly average effluent values, exceedances, and points for TSS:						
	Outfall No.001	Monthly Average TSS Limit (mg/L)	90% of Permit Limit >10 (mg/L)*	Effluent Monthly Average TSS (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
	January	30	27	8	1	0	0
	February	30	27	9	1	0	0
	March	30	27	10	1	0	0
	April	30	27	15	1	0	0
	May	30	27	10	1	0	0
	June	30	27	6	1	0	0
	July	30	27	11	1	0	0
	August	30	27	9	1	0	0
	September	30	27	10	1	0	0
	October	30	27	8	1	0	0
	November	30	27	10	1	0	0
	December	30	27	16	1	0	0
	* Equals limit if limit is <=10						
	Months of Discharge/yr				12		
	Points per each exceedance with 12 months of discharge:					7	3
	Exceedances					0	0
	Points					0	0
	Total Number of Points						0
	<p>NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$</p>						
2.	If any violations occurred, what action was taken to regain compliance?						

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility

Last Updated:
5/1/2013

Reporting Year: 2012

Effluent Quality and Plant Performance (Phosphorus)

Questions					
1.	Monthly average effluent values, exceedances, and points for Phosphorus:				
	Outfall No.001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
	January	2	0.5	1	0
	February	2	0.5	1	0
	March	2	0.6	1	0
	April	2	0.8	1	0
	May	2	0.5	1	0
	June	2	1.2	1	0
	July	2	3.6	1	1
	August	2	1.0	1	0
	September	2	0.8	1	0
	October	2	0.5	1	0
	November	2	1.9	1	0
	December	2	1.2	1	0
	Months of Discharge/yr			12	
	Points per each exceedance with 12 months of discharge:				10
	Exceedances				1
	Total Number of Points				10
	<p>NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$</p>				
2.	If any violations occurred, what action was taken to regain compliance?				
	Identified source of quaternary amines (bioxide) and developed plan to eliminate source (portable toilets). Working with consultant to develop case study re: quaternary amines and its affect on bio P.				

Total Points Generated	10
Score (100 - Total Points Generated)	90
Section Grade	B

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: **Beloit Wastewater Treatment Facility**

Last Updated:
5/2/2013

Reporting Year: **2012**

Biosolids Quality and Management

	Questions	Points						
1.	<p>Biosolids Use/Disposal:</p> <p>1.1 How did you use or dispose of your biosolids?(Check all that apply)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Land Applied Under Your Permit <input type="checkbox"/> Publicly Distributed Exceptional Quality Biosolids <input type="checkbox"/> Hauled to Another Permitted Facility <input checked="" type="checkbox"/> Landfilled <input type="checkbox"/> Incinerated <input type="checkbox"/> Other <p>NOTE:If you do not remove biosolids from your system annually, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc, and if biosolids were land applied last year, please also check top box above.</p> <p>1.1.1 If you checked Other, Please describe:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>							
2.	<p>Land Application Site:</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <th colspan="2" style="text-align: center;">Last Year's Approved and Active Land Application Sites</th> </tr> <tr> <td style="width: 50%;">2.1.1 How many acres did you have?</td> <td style="width: 50%;">2.1.2 How many acres did you use?</td> </tr> <tr> <td style="text-align: center;">6150.50 acres</td> <td style="text-align: center;">1126 acres</td> </tr> </table> <p>2.2 If you did not have enough acres for your land application needs, what action was taken?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Last Year's Approved and Active Land Application Sites		2.1.1 How many acres did you have?	2.1.2 How many acres did you use?	6150.50 acres	1126 acres	
Last Year's Approved and Active Land Application Sites								
2.1.1 How many acres did you have?	2.1.2 How many acres did you use?							
6150.50 acres	1126 acres							
	<p>2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?</p> <p><input type="radio"/> Yes(30 points)</p> <p><input checked="" type="radio"/> No</p>	0						
	<p>2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No (10 points)</p> <p><input type="radio"/> N/A</p>	0						
3.	<p>Biosolids Metals</p> <p>Number of biosolids outfalls in your WPDES permit = 1</p> <p>3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year</p>							
BIOSOLIDS METALS CHARACTERISTICS								
Outfall:002 - Anaerobic Sludge								

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility

**Last Updated:
5/2/2013**

Reporting Year: 2012

Biosolids Quality and Management (Continued)

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	mg/kg on a dry weight basis												Times Exceeded			
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling	
arsenic		41	75	70			3.2						<7					1	0
cadmium		39	85	<1.2			.72						1					0	0
copper		1500	4300	<7.3			390						380					0	0
lead		300	840	<14			18						18					0	0
mercury		17	57	<.1			.54						1.4					0	0
molybdenum	60		75				20						19				0		0
nickel	336		420	56			22						21				0		0
selenium	80		100	<82			3.6						<17				0		0
zinc		2800	7500	290			610						600					0	0

	<p>3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel or selenium = 10</p>	10												
	<table border="1" style="margin: auto;"> <thead> <tr> <th colspan="3">Exceedance Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;">0</td> <td style="text-align: center;">0 Points</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;">1-2</td> <td style="text-align: center;">10 Points</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;">> 2</td> <td style="text-align: center;">15 Points</td> </tr> </tbody> </table>	Exceedance Points			<input type="radio"/>	0	0 Points	<input checked="" type="radio"/>	1-2	10 Points	<input type="radio"/>	> 2	15 Points	
Exceedance Points														
<input type="radio"/>	0	0 Points												
<input checked="" type="radio"/>	1-2	10 Points												
<input type="radio"/>	> 2	15 Points												
	<p>3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loadings at each land application site? (check applicable box)</p>	0												
	<ul style="list-style-type: none"> <input checked="" type="radio"/> Yes <input type="radio"/> No (10 points) <input type="radio"/> NA. Did not exceed limits or no HQ limit applies (0 points) <input type="radio"/> NA. Did not land apply biosolids until limit was met(0 points) 													
	<p>3.1.3 Number of times any of the metals exceeded the ceiling limits = 0</p>	0												
	<table border="1" style="margin: auto;"> <thead> <tr> <th colspan="3">Exceedance Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;">0</td> <td style="text-align: center;">0 Points</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;">1</td> <td style="text-align: center;">10 Points</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;">> 1</td> <td style="text-align: center;">15 Points</td> </tr> </tbody> </table>	Exceedance Points			<input checked="" type="radio"/>	0	0 Points	<input type="radio"/>	1	10 Points	<input type="radio"/>	> 1	15 Points	
Exceedance Points														
<input checked="" type="radio"/>	0	0 Points												
<input type="radio"/>	1	10 Points												
<input type="radio"/>	> 1	15 Points												
	<p>3.1.4 Were biosolids land applied which exceeded the ceiling limit?</p>	0												
	<ul style="list-style-type: none"> <input type="radio"/> Yes(20 points) <input checked="" type="radio"/> No (0 points) 													
	<p>3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?</p>													

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility

Last Updated:
5/2/2013

Reporting Year: 2012

Biosolids Quality and Management (Continued)

Questioning lab analysis for arsenic. We are confident there was an error in the lab analysis. Prior to and subsequent analyses indicate low arsenic levels. Unfortunately, we did not catch the questionable data and sample was tossed prior to discovery.

4. Pathogen Control(per outfall):

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit	F
Sample Dates:	1/1/2012 12:00:00 AM - 3/31/2012 12:00:00 AM
Density:	39733
Sample Concentrator Amount:	MPN/G TS
Process:	ANAER
Process Description:	35 to 40 days at 94 degrees.

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit	F
Sample Dates:	4/1/2012 12:00:00 AM - 6/30/2012 12:00:00 AM
Density:	28803
Sample Concentrator Amount:	MPN/G TS
Process:	ANAER
Process Description:	35 to 40 days at 94 degrees.

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: **Beloit Wastewater Treatment Facility**

Last Updated:
5/2/2013

Reporting Year: **2012**

Biosolids Quality and Management (Continued)

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit	F
Sample Dates:	10/1/2012 12:00:00 AM - 12/31/2012 12:00:00 AM
Density:	25861
Sample Concentrator Amount:	MPN/G TS
Process:	ANAER
Process Description:	35 to 40 days at 94 degrees.

4.1 If exceeded Class B limit or did not meet the process criteria at the time of land application(40 Points)

4.1.1 Was the limit exceeded or the process criteria not met at any time?

Yes
 No

If yes, what action was taken?

5. Vector Attraction Reduction(per outfall):0

Outfall Number:	002
Method Date:	3/31/2012 12:00:00 AM
Option Used To Satisfy Requirement:	INJ
Limit (if applicable):	
Results (if applicable):	
Outfall Number:	002
Method Date:	6/30/2012 12:00:00 AM
Option Used To Satisfy Requirement:	INJ
Limit (if applicable):	
Results (if applicable):	
Outfall Number:	002
Method Date:	12/31/2012 12:00:00 AM
Option Used To Satisfy Requirement:	INJ

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility

**Last Updated:
5/2/2013**

Reporting Year: 2012

Biosolids Quality and Management (Continued)

	Limit (if applicable): Results (if applicable):	
	5.1 If the limit or criteria was exceeded at the time of land application, 40 point 5.1.1 Was the limit exceeded or the process criteria not met at any time? <input type="radio"/> Yes <input checked="" type="radio"/> No If yes, what action was taken? <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	0
6.	Biosolids Storage:0	
	6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site? <input checked="" type="radio"/> >+ 180 days (0 points) <input type="radio"/> 150 - 179 days (10 points) <input type="radio"/> 120 - 149 days (20 points) <input type="radio"/> 90 - 119 days (30 points) <input type="radio"/> < 90 days (40 points) <input type="radio"/> Not Applicable (0 points)	0
	6.2 If you check Not Applicable above, explain why. <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	
7.	Issues:	
	7.1 Describe any outstanding biosolids issues with treatment, use or overall mgt? <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	

Total Points Generated	10
Score (100 - Total Points Generated)	90
Section Grade	B

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility

Last Updated:
5/1/2013

Reporting Year: 2012

Staffing and Preventative Maintenance (All Treatment Plants)

Questions	Points
1. Was your wastewater treatment plant adequately staffed last year?	
<input checked="" type="radio"/> Yes <input type="radio"/> No If No, please describe: <input style="width: 600px; height: 20px;" type="text"/> Could use more help/staff for: <input style="width: 600px; height: 20px;" type="text"/>	
2. Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?	
<input checked="" type="radio"/> Yes <input type="radio"/> No. Explain <input style="width: 600px; height: 20px;" type="text"/>	
3. Did your plant have a <u>documented AND implemented</u> plan for preventative maintenance on major equipment items?	0
<input checked="" type="radio"/> Yes (Continue with questions below) <input type="radio"/> No (40 points and go to question 6) If No, explain: <input style="width: 600px; height: 20px;" type="text"/>	
4. Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?	0
<input checked="" type="radio"/> Yes <input type="radio"/> No (10 points)	
5. Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?	0
<input checked="" type="radio"/> Yes <input type="radio"/> (Paper file system) <input type="radio"/> (Computer program) <input checked="" type="radio"/> (Both Paper and Computer) <input type="radio"/> No (10 points)	
6. Did your plant have a detailed O&M Manual that was used as a reference when needed?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
7. Rate the overall maintenance of your wastewater plant.	
<input checked="" type="radio"/> Excellent	

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility

**Last Updated:
5/1/2013**

Reporting Year: 2012

Staffing and Preventative Maintenance (All Treatment Plants) (Continued)

	<p> <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor </p> <p>Describe your rating:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Staff is dedicated to performing at a high level and takes ownership of facility. </div>	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility

Last Updated:
5/1/2013

Reporting Year: 2012

Operator Certification and Education

	Questions	Points
1.	<p>Did you have a designated operator-in-charge during the report year?</p> <p> <input checked="" type="radio"/> Yes (0 point) <input type="radio"/> No (20 points) </p> <p>Name: <input type="text" value="HARRY C MATHOS"/></p> <p>Certification No: <input type="text" value="05406"/></p>	0
2.	<p>In accordance with Chapter NR 114.08 and 114.09, Wisconsin Administrative Code, what grade and subclass(es) were required for the operator-in-charge to operate the wastewater treatment plant and what grade and subclass(es) were held by the operator-in-charge?</p> <p>Required: <input type="text" value="4 - ACEFGIJ; A - PRIMARY SETTLING; C - ACTIVATED SLUDGE; E - DISINFECTION; F - ANAEROBIC DIGESTION; G - MECHANICAL SLUDGE; I - PHOSPHORUS REMOVAL; J - LABORATORY"/></p> <p>Held: <input type="text" value="4 - ACEFGI; T - BHJ; 4 - A=PRIMARY SETTLING GRADE 4; C=ACTIVATED SLUDGE GRADE 4; E=DISINFECTION GRADE 4; F=ANAEROBIC DIGESTION GRADE 4; G=MECHANICAL SLUDGE GRADE 4; I=PHOSPHORUS REMOVAL GRADE 4; T - B=TRICKLING FILTER/RBC GRADE T; H=FILTRATION GRADE T; J=LABORATORY GRADE T"/></p>	
3.	<p>Was the operator-in-charge certified at the appropriate level to operate this plant?</p> <p> <input checked="" type="radio"/> Yes (0 point) <input type="radio"/> No (20 points) </p>	0
4.	<p>In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation & maintenance of the plant that includes one or more of the following options (check all that apply):</p> <p> 4.1 <input checked="" type="checkbox"/> one or more additional certified operators on staff 4.2 <input type="checkbox"/> an arrangement with another certified operator 4.3 <input type="checkbox"/> an arrangement with another community with a certified operator 4.4 <input type="checkbox"/> an operator on staff who has an operator-in-training certificate for your plant and is expected be certified within one year 4.5 <input type="checkbox"/> a consultant to serve as your certified operator 4.6 <input type="checkbox"/> None of the above (20 points) </p> <p>Explain: <input type="text"/></p>	0

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility

Last Updated:
5/1/2013

Reporting Year: 2012

Operator Certification and Education (Continued)

5.	If you had a designated operator-in-charge, was the operator-in-charge earning continuing education credits at the following rates?	
	Grades T, 1, and 2: <input type="radio"/> Averaging 6 or more CEUs per year <input type="radio"/> Averaging less than 6 CEUs per year Grades 3 and 4: <input type="radio"/> Averaging 8 or more CEUs per year <input checked="" type="radio"/> Averaging less than 8 CEUs per year Not applicable: <input type="radio"/> See Question 1.	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: **Beloit Wastewater Treatment Facility**

Last Updated:
5/3/2013

Reporting Year: **2012**

Financial Management

	Questions	Points
1.	Person Providing This Financial Information Name: <input style="width: 60%;" type="text" value="Laureen Presny"/> Telephone: <input style="width: 60%;" type="text" value="(608) 364-6686"/> E-Mail Address(optional): <input style="width: 60%;" type="text"/>	
2.	Are User Charge or other Revenues sufficient to cover O&M Expenses for your wastewater treatment plant AND/OR collection system ? <input checked="" type="radio"/> Yes (0 points) <input type="radio"/> No (40 points) If No, please explain: <input style="width: 60%; height: 20px;" type="text"/>	0
3.	When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: 2012 <input checked="" type="radio"/> 0-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> Not Applicable (Private Facility)	0
4.	Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system? <input checked="" type="radio"/> Yes <input type="radio"/> No (40 points)	0
REPLACEMENT FUNDS(PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 5)		
5.	Equipment Replacement Funds 5.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: 2012 <input checked="" type="radio"/> 1-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> Not Applicable Explain: <input style="width: 60%; height: 20px;" type="text"/>	0
	5.2 What amount is in your Replacement Fund? <div style="text-align: center;">Equipment Replacement Fund Activity</div>	
	5.2.1 Ending Balance Reported on Last Year's CMAR: \$2731399.81 5.2.2 Adjustments + \$0.00 if necessary (e.g., earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.) 5.2.3 Adjusted January 1st Beginning Balance \$2,731,399.81	

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility

**Last Updated:
5/3/2013**

Reporting Year: 2012

Financial Management (Continued)

	<p>5.2.4 Additions to Fund (e.g., portion of User Fee, earned interest, etc.) + \$0.00</p> <p>5.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 5.2.5.1 below*) - \$0.00</p> <p>5.2.6 Ending Balance as of December 31st for CMAR Reporting Year \$2,731,399.81</p> <p>(All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.)</p> <p>*5.2.5.1. Indicate adjustments, equipment purchases and/or major repairs from 5.2.5 above</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>													
	<p>5.3 What amount <u>should</u> be in your replacement fund? \$2,731,399.81</p> <p>(If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the HELP option button.)</p>													
	<p>5.3.1 Is the Dec. 31 Ending Balance in your Replacement Fund above (#5.2.6) equal to or greater than the amount that should be in it(#5.3)?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No Explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>													
6.	Future Planning													
	<p>6.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating or new construction of your treatment facility or collection system?</p> <p><input checked="" type="radio"/> Yes (If yes, please provide major project information, if not already listed below)</p> <p><input type="radio"/> No</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;">Project Description</th> <th style="width: 20%;">Estimated Cost</th> <th style="width: 20%;">Approximate Construction Year</th> </tr> </thead> <tbody> <tr> <td>Phosphorus removal enhancement.</td> <td style="text-align: right;">\$11,000,000.00</td> <td style="text-align: center;">2016</td> </tr> <tr> <td>Lift station upgrades</td> <td style="text-align: right;">\$2,500,000.00</td> <td style="text-align: center;">2017</td> </tr> <tr> <td>Digetser mixing</td> <td style="text-align: right;">\$2,600,000.00</td> <td style="text-align: center;">2017</td> </tr> </tbody> </table>	Project Description	Estimated Cost	Approximate Construction Year	Phosphorus removal enhancement.	\$11,000,000.00	2016	Lift station upgrades	\$2,500,000.00	2017	Digetser mixing	\$2,600,000.00	2017	
Project Description	Estimated Cost	Approximate Construction Year												
Phosphorus removal enhancement.	\$11,000,000.00	2016												
Lift station upgrades	\$2,500,000.00	2017												
Digetser mixing	\$2,600,000.00	2017												
7.	Financial Management General Comments:													

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility

**Last Updated:
5/17/2013**

Reporting Year: 2012

Sanitary Sewer Collection Systems

	Questions	Points
1.	<p>Do you have a Capacity, Management, Operation & Maintenance (CMOM) requirement in your WPDES permit?</p> <p style="margin-left: 40px;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </p>	
2.	<p>Did you have a <u>documented</u> (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance or CMOM program last calendar year?</p> <p style="margin-left: 40px;"> <input checked="" type="radio"/> Yes (go to question 3) <input type="radio"/> No (30 points) (go to question 4) </p>	0
3.	<p>Check the elements listed below that are included in your Operation and Maintenance (O&M) or CMOM program.:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Goals: Describe the specific goals you have for your collection system: <div style="border: 1px solid black; padding: 2px; margin-left: 20px; width: fit-content;">Maintain current programs with sufficient funding and staffing.</div> <input checked="" type="checkbox"/> Organization: Do you have the following written organizational elements (check only those that you have): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ownership and governing body description <input checked="" type="checkbox"/> Organizational chart <input checked="" type="checkbox"/> Personnel and position descriptions <input checked="" type="checkbox"/> Internal communication procedures <input checked="" type="checkbox"/> Public information and education program <input checked="" type="checkbox"/> Legal Authority: Do you have the legal authority for the following (check only those that apply): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Sewer use ordinance Last Revised MM/DD/YYYY <div style="border: 1px solid black; padding: 2px; margin-left: 10px;">06/01/2009</div> <input checked="" type="checkbox"/> Pretreatment/Industrial control Programs <input checked="" type="checkbox"/> Fat, Oil and Grease control <input checked="" type="checkbox"/> Illicit discharges (commercial, industrial) <input type="checkbox"/> Private property clear water (sump pumps, roof or foundation drains, etc) <input type="checkbox"/> Private lateral inspections/repairs <input type="checkbox"/> Service and management agreements <input checked="" type="checkbox"/> Maintenance Activities: details in Question 4 <input checked="" type="checkbox"/> Design and Performance Provisions: How do you ensure that your sewer system is designed and constructed properly? <ul style="list-style-type: none"> <input checked="" type="checkbox"/> State plumbing code <input checked="" type="checkbox"/> DNR NR 110 standards <input checked="" type="checkbox"/> Local municipal code requirements <input checked="" type="checkbox"/> Construction, inspection and testing <input type="checkbox"/> Others: 	

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility

Last Updated:
5/17/2013

Reporting Year: 2012

Sanitary Sewer Collection Systems (Continued)

	<p><input checked="" type="checkbox"/> Overflow Emergency Response Plan: Does your emergency response capability include (check only those that you have):</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Alarm system and routine testing <input checked="" type="checkbox"/> Emergency equipment <input checked="" type="checkbox"/> Emergency procedures <input checked="" type="checkbox"/> Communications/Notifications (DNR, Internal, Public, Media etc) <p><input checked="" type="checkbox"/> Capacity Assurance: How well do you know your sewer system? Do you have the following?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Current and up-to-date sewer map <input checked="" type="checkbox"/> Sewer system plans and specifications <input checked="" type="checkbox"/> Manhole location map <input checked="" type="checkbox"/> Lift station pump and wet well capacity information <input checked="" type="checkbox"/> Lift station O&M manuals <p>Within your sewer system have you identified the following?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Areas with flat sewers <input checked="" type="checkbox"/> Areas with surcharging <input checked="" type="checkbox"/> Areas with bottlenecks or constrictions <input checked="" type="checkbox"/> Areas with chronic basement backups or SSO's <input checked="" type="checkbox"/> Areas with excess debris, solids or grease accumulation <input checked="" type="checkbox"/> Areas with heavy root growth <input checked="" type="checkbox"/> Areas with excessive infiltration/inflow (I/I) <input checked="" type="checkbox"/> Sewers with severe defects that affect flow capacity <input checked="" type="checkbox"/> Adequacy of capacity for new connections <input checked="" type="checkbox"/> Lift station capacity and/or pumping problems <p><input checked="" type="checkbox"/> Annual Self-Auditing of your O&M/CMOM Program to ensure above components are being implemented, evaluated, and re-prioritized as needed.</p> <p><input type="checkbox"/> Special Studies Last Year (check only if applicable):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Infiltration/Inflow (I/I) Analysis <input type="checkbox"/> Sewer System Evaluation Survey (SSES) <input type="checkbox"/> Sewer Evaluation and Capacity Management Plan (SECAP) <input type="checkbox"/> Lift Station Evaluation Report <input type="checkbox"/> Others: 	
4.	<p>Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained:</p>	
	<p>Cleaning 50 % of system/year</p> <p>Root Removal 50 % of system/year</p> <p>Flow Monitoring 100 % of system/year</p> <p>Smoke Testing 1 % of system/year</p> <p>Sewer Line Televising 4.6 % of system/year</p>	

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility

Last Updated:
5/17/2013

Reporting Year: 2012

Sanitary Sewer Collection Systems (Continued)

Manhole Inspections	<input type="text" value="50"/>	% of system/year
Lift Station O&M	<input type="text" value="11"/>	# per L.S./year
Manhole Rehabilitation	<input type="text" value="4.2"/>	% of manholes rehabed
Mainline Rehabilitation	<input type="text" value="1.3"/>	% of sewer lines rehabed
Private Sewer Inspections	<input type="text" value="0"/>	% of system/year
Private Sewer I/I Removal	<input type="text" value="0"/>	% of private services

Please include additional comments about your sanitary sewer collection system below:

5. Provide the following collection system and flow information for the past year:

<input type="text" value="23.59"/>	Total Actual Amount of Precipitation Last Year
<input type="text" value="34.50"/>	Annual Average Precipitation (for your location)
<input type="text" value="172.81"/>	Miles of Sanitary Sewer
<input type="text" value="11"/>	Number of Lift Stations
<input type="text" value="0"/>	Number of Lift Station Failure
<input type="text" value="2"/>	Number of Sewer Pipe Failures
<input type="text" value="0"/>	Number of Basement Backup Occurrences
<input type="text" value="46"/>	Number of Complaints
<input type="text" value="3.318"/>	Average Daily Flow in MGD
<input type="text" value="3.476"/>	Peak Monthly Flow in MGD(if available)

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility

Last Updated:
5/17/2013

Reporting Year: 2012

Sanitary Sewer Collection Systems (Continued)

0.194

Peak Hourly Flow in MGD(if available)

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility

Last Updated:
5/17/2013

Reporting Year: 2012

Sanitary Sewer Collection Systems (Continued)

	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: left;">NUMBER OF SANITARY SEWER OVERFLOWS (SSO) REPORTED (10 POINTS PER OCCURRENCE)</th> </tr> <tr> <th style="width: 10%;">Date</th> <th style="width: 40%;">Location</th> <th style="width: 20%;">Cause</th> <th style="width: 30%;">Estimated Volume (MG)</th> </tr> <tr> <td colspan="4">NONE REPORTED</td> </tr> </table> <p>Were there SSOs that occurred last year that are not listed above?</p> <p style="margin-left: 20px;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p>If Yes, list the SSOs that occurred:</p> <div style="border: 1px solid black; padding: 5px; margin-left: 20px;"> There was an SSO on private property that we assisted with cleanup and future compliance. </div>	NUMBER OF SANITARY SEWER OVERFLOWS (SSO) REPORTED (10 POINTS PER OCCURRENCE)				Date	Location	Cause	Estimated Volume (MG)	NONE REPORTED				0
NUMBER OF SANITARY SEWER OVERFLOWS (SSO) REPORTED (10 POINTS PER OCCURRENCE)														
Date	Location	Cause	Estimated Volume (MG)											
NONE REPORTED														
	<p>PERFORMANCE INDICATORS</p> <p><input style="width: 50px;" type="text" value="0.00"/> Lift Station Failures(failures/ps/year)</p> <p><input style="width: 50px;" type="text" value="0.01"/> Sewer Pipe Failures(pipe failures/sewer mile/yr)</p> <p><input style="width: 50px;" type="text" value="0.00"/> Sanitary Sewer Overflows (number/sewer mile/yr)</p> <p><input style="width: 50px;" type="text" value="0.00"/> Basement Backups(number/sewer mile)</p> <p><input style="width: 50px;" type="text" value="0.27"/> Complaints (number/sewer mile)</p> <p><input style="width: 50px;" type="text" value="1.0"/> Peaking Factor Ratio (Peak Monthly:Annual Daily Average)</p> <p><input style="width: 50px;" type="text" value="0.1"/> Peaking Factor Ratio(Peak Hourly:Annual daily Average)</p>													
6.	<p>Was infiltration/inflow(I/I) significant in your community last year?</p> <p style="margin-left: 20px;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; height: 20px; margin-left: 20px;"></div>													
7.	<p>Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?</p> <p style="margin-left: 20px;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; height: 20px; margin-left: 20px;"></div>													

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility

**Last Updated:
5/17/2013**

Reporting Year: 2012

Sanitary Sewer Collection Systems (Continued)

8.	Explain any infiltration/inflow(I/I) changes this year from previous years?	
	Unusually dry 2012.	
9.	What is being done to address infiltration/inflow in your collection system?	
	CIPP lining, grouting of manholes, installed lock-down castings in low lying areas and spray lined manholes with concrete.	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility

Last Updated:

Reporting Year: 2012

WPDES No.0023370

GRADING SUMMARY				
SECTION	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent Loadings	A	4.0	3	12
Effluent Quality:BOD	A	4.0	10	40
Effluent Quality:TSS	A	4.0	5	20
Effluent Quality:P	B	3.0	3	9
Biosolids Mgt.	B	3.0	5	15
Prev.Maintenance.Staffing	A	4.0	1	4
Operator Certification	A	4.0	1	4
Financial Management	A	4.0	1	4
Collection Systems	A	4.0	3	12
TOTALS			32	120
GRADE POINT AVERAGE(GPA)=3.75		3.75		

Notes:

A = Voluntary Range

B = Voluntary Range

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Beloit Wastewater Treatment Facility **Last Updated:** **Reporting Year:** 2012

Resolution or Owner's Statement

NAME OF GOVERNING BODY OR OWNER	DATE OF RESOLUTION OR ACTION TAKEN
CITY OF BELOIT	06/03/2013
RESOLUTION NUMBER	
ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B, required for grade C, D, or F):	
Influent Flow and Loadings: Grade=A	
Effluent Quality: BOD: Grade=A	
Effluent Quality: TSS: Grade=A	
Effluent Quality: Phosphorus: Grade=B	
Biosolids Quality and Management: Grade=B	
Staffing: Grade=A	
Operator Certification: Grade=A	
Financial Management: Grade=A	
Collection Systems: Grade=A	
ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS (Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00) G.P.A. = 3.75	