



**AGENDA
BELOIT CITY COUNCIL
100 State Street, Beloit WI 53511
City Hall Forum – 7:00 p.m.
Monday, June 2, 2014**

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. SPECIAL ORDERS OF THE DAY/ANNOUNCEMENTS
 - a. Proclamation in recognition of **National Neighborworks® Week**, June 7-14, 2014 (Chip Hart, Neighborhood Housing Services Board President)
 - b. Proclamation recognizing June 4, 2014 as **Day of Kindness** (Steve McNeal, School District of Beloit)
4. PUBLIC HEARINGS
 - a. Proposed Ordinance amending the Future Land Use Map of the **City of Beloit Comprehensive Plan** to change the future land use designation of the property located at 1601 Gateway Boulevard from Planned Neighborhood to Parks and Open Space, and to change the future land use designation of the property located at 1801 Gateway Boulevard from Planned Neighborhood to Business Park (Christensen)
Plan Commission recommendation for approval 4-0
First Reading, suspend rules for Second Reading
 - b. Proposed Ordinance amending **Zoning District Map** to change the zoning district classification of the property located at 1601 Gateway Boulevard from R-1A, Single-family Residential District, to PLI, Public Lands and Institutions District, and to change the zoning district classification of the property located at 1801 Gateway Boulevard from R-1A, Single-family Residential District, to C-1, Office District (Christensen)
Plan Commission recommendation for approval 4-0
First Reading, suspend rules for Second Reading
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 19, 2014 (Elson)
 - b. Resolution approving **Renewal of Alcohol Beverage Licenses** for License Period July 1, 2014 – June 30, 2015 (Elson)
ABLCC recommendation for approval 5-0

- c. Resolution approving **Class “B” Beer and “Class C” Wine License** for Royal Enterprizes, LLC, d/b/a Mama Lou's Shrimp & BBQ Smokehouse, located at 315 State Street, James H. Bennett, Agent (Elson)
ABLCC recommendation for approval 5-0
- d. Resolution approving **Change of Agent** for Mead-Allen Post #2306, Veterans of Foreign Wars of the United States, d/b/a VFW Club, located at 2711 Afton Road, from Wayne Bown to Ronald J. Becker (Elson)
ABLCC recommendation for approval 5-0
- e. Resolution approving **Change of Agent** for Speedway, LLC, d/b/a Speedway #4087, located at 148 Liberty Avenue, from Megan Biggerstaff to Susan Keough (Elson)
ABLCC recommendation for approval 5-0
- f. Application for **Transfer** of Class “B” Beer and “Class B” Liquor License Fraternal Order of Eagles Beloit 557, Inc. d/b/a Eagles Club from 302 State Street to 863 Fifth Street (Elson) Refer to ABLCC
- g. Application for a **Class “B” Beer and “Class B” Liquor License** for Amethyst Inc. d/b/a (to be determined), located at 302 State Street (Elson) Refer to ABLCC
- h. Application for the renewal of a **Class “B” Beer and Reserve ”Class B” Liquor License** for BMC Property Management, d/b/a Rivals Sports Bar and Grill, located at 443 East Grand Avenue (Elson) Refer to ABLCC
- i. Resolution approving the renewal of an **Annual Mobile Home Park License** for the property located at 2601 Colley Road (Elson)
- j. Application for **Construction of a Boat Dock** and related improvements within Riverside Park- West (1055 Third Street) (Christensen) Refer to Plan Commission
- k. Resolution awarding **Public Works Contract C14-06**, Ritscher Sanitary Relay (Boysen)
- l. Resolution authorizing **Final Payment** of Public Works Contract C13-04, Pohlman Field Concourse Rehab (Boysen)
- m. Application for **Traffic Signal Easement** for 856 Fourth Street (Boysen)
Refer to Plan Commission

7. ORDINANCES

- a. Proposed Ordinance to repeal and recreate Chapter 10 of the Code of General Ordinances of the City of Beloit relating to the **Electrical Code** (Christensen)
Second Reading
- b. Proposed Ordinance to amend sections of the Code of General Ordinance of the City of Beloit pertaining to **Wastewater Pretreatment System** (Simplot) Second Reading
- c. Proposed Ordinance to amend the Table of Contents, Sections 27.01(1), 27.02, 27.03(2), 27.03(4), 27.04, 27.11, 27.15, 27.16, 27.18(2), 27.18(5), 27.19(2), 27.19(4) and 27.20; to create Section 27.15(3)(c); and repeal section 27.20 of Chapter 27 of the Code of General Ordinances of the City of Beloit as it relates to **Private Wells** (Boysen)
First Reading

8. APPOINTMENTS –none

9. COUNCILOR ACTIVITIES AND UPCOMING EVENTS

10. CITY MANAGER'S PRESENTATION

a. **Summer Library Club** (SLC) (Schomber/Kakuske)

11. REPORTS FROM BOARD AND CITY OFFICERS

a. Resolution adopting the **City of Beloit Strategic Plan** for 2015 (Arft)

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 28, 2014
Jelene J. Ahrens, WCMC
City of Beloit Deputy City Clerk
www.beloitwi.gov

You can watch this meeting live on Charter PEG digital channel 992. Meetings are rebroadcast during the week of the Council meeting on Wednesday at 8:30 a.m. and Thursday at 9:00 a.m. and the following Monday at 8:00 p.m.

WHEREAS, National NeighborWorks® Week was initiated in 1984 by a United States congressional resolution cosponsored by more than 240 members of Congress and signed by President Reagan;

WHEREAS, the formal introduction of National NeighborWorks® Week occurred in the spring of 1986 and began an annual, national celebration held the first through the second Saturday in June; and

WHEREAS, National NeighborWorks® Week is a celebration of neighborhood pride and unity among organizations in more than 4,414 urban, suburban, and rural communities across the country; and

WHEREAS, National NeighborWorks® Week celebrates the efforts of local organizations working with partners and volunteers to create healthier communities; and

WHEREAS, Neighborhood Housing Services of Beloit, a NeighborWorks® organization, has worked in the City of Beloit, for thirty-five years.

NOW THEREFORE, THE CITY COUNCIL PRESIDENT OF THE БЕЛОIT CITY COUNCIL does hereby proclaim the week of June 7 through June 14, 2014, to be **NATIONAL NEIGHBORWORKS® WEEK** in the City of Beloit, Wisconsin, and urges all citizens to participate in the activities planned by Neighborhood Housing Services of Beloit, specifically to visit their display at the Beloit Farmers Market on Saturday, June 7th and attend their Neighborhood Picnic at the Neighborhood Housing Services office at 520 W. Grand Avenue on Wednesday, June 11th.

Declared this 2nd day of June 2014.

Mark Spreitzer, President
Beloit City President

ATTEST: _

Judith A. Elson, Deputy City Clerk

WHEREAS, the City of Beloit is committed to celebrating the role simple kindness plays in encouraging authentic caring connections in the schools, businesses, and the community; and

WHEREAS, in the heart of all of us lies the power of kindness and by using this power we promote healthy behaviors and positive attitudes; and

WHEREAS, we seek to cultivate compassion within our community through our youth by teaching them to make a difference through kindness; and

WHEREAS, through participating in a day of kindness, members of the greater Beloit Community are reminded of the positive ripple effects of benevolence; and

WHEREAS, citizens are encouraged to tap into their own human spirit and share kindness with one another thereby nourishing and strengthening our community; and

WHEREAS, all genuine acts of kindness, big or small, can make a difference in our community and our world;

NOW, THEREFORE, BE IT PROCLAIMED that the Council President of the City of Beloit does hereby proclaim June 4, 2014 as a “**DAY OF KINDNESS**,” to demonstrate our commitment to the community, in the spirit of compassion, kindness, and goodwill towards all persons.

Presented this 2nd day of June, 2014.

Mark Sprietzer, Council President

ATTEST:

Judith A. Elson, Deputy City Clerk

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE
CITY OF БЕЛОIT COMPREHENSIVE PLAN**

The City Council of the City of Beloit, Rock County, Wisconsin do ordain as follows:

Section 1. The Future Land Use Map (Map 10) of the City of Beloit Comprehensive Plan, adopted in §12.015 of the Code of General Ordinances of the City of Beloit, is hereby amended as follows:

The future land use category of the following described land is hereby changed from Planned Neighborhood to Parks and Open Space:

Part of the NE ¼ and NW ¼ of Section 28, T1N, R13E north of Eagles Ridge Plat 1 and southeast of CSM Vol. 27, pages 193-195; south and east of Gateway Boulevard, located in the City of Beloit, County of Rock, State of Wisconsin (also known as 1601 Gateway Boulevard, parcel number 22810010).

The future land use category of the following described land is hereby changed from Planned Neighborhood to Business Park:

Part of SW ¼ of the SE ¼ of Section 21, also part of the NW ¼ of the NE ¼ and part of the SE ¼ of the NE ¼ and part of the SW ¼ of the NE ¼ and part of the SE ¼ of the NW ¼ of Section 28, all located in the City of Beloit, County of Rock, State of Wisconsin (also known as 1801 Gateway Boulevard, parcel number 28810015).

Section 2. This ordinance shall take effect and be in force upon its passage and publication.

Adopted this 2nd day of June, 2014.

City Council of the City of Beloit

Mark Spreitzer, Council President

Attest:

Judith A. Elson, Deputy City Clerk

Published this _____ day of _____, 2014.

Effective this _____ day of _____, 2014.

01-611100-5231-_____

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Comprehensive Plan Amendments

Date: June 2, 2014

Presenter(s): Julie Christensen

Department(s): Community Development

Overview/Background Information:

The City of Beloit submitted an application requesting two amendments to the Future Land Use Map (Map 10) of the City of Beloit Comprehensive Plan. The history of the City's Comprehensive Plan, along with information on Wisconsin's Comprehensive Planning law, can be found in the attached Staff Report to the Plan Commission.

Key Issues (maximum of 5):

- The applicant is requesting the following amendments to the Future Land Use Map (Map 10) of the City's Comprehensive Plan:
 - 1601 Gateway Boulevard – From Planned Neighborhood to Parks and Open Space.
 - 1801 Gateway Boulevard – From Planned Neighborhood to Business Park
- The following table describes the status of the subject properties:

Property	Current Land Use	Zoning Class	Future Land Use	Proposed Future Land Use
1601 Gateway	Agricultural	R-1A, Single-Family Residential	Planned Neighborhood	Parks and Open Space
1801 Gateway	Agricultural	R-1A, Single-Family Residential	Planned Neighborhood	Business Park

- If the requested amendments are approved, the applicant would be able to rezone the 1801 Gateway Boulevard to C-1, Office District, and 1601 Gateway Boulevard to PLI, Public Lands and Institutions.
- The Plan Commission held a public hearing to consider the requested amendments on April 23, 2014, and voted unanimously (4-0) to adopt the attached Resolution, which recommends approval of the requested amendments to the Comprehensive Plan.

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 #4*.

Sustainability:

- **Reduce dependence upon fossil fuels** – The proposed amendments may reduce dependence upon fossil fuels by increasing the likelihood of retail sales & service uses in close proximity to relatively dense housing and existing transportation routes.
- **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 1st and 2nd reading of the proposed Ordinance

Fiscal Note/Budget Impact: N/A

Attachments: Ordinance, Plan Commission Resolution, Public Notice, and Staff Report to the Plan Commission.

**RESOLUTION
RECOMMENDING APPROVAL OF AMENDMENTS TO THE
CITY OF БЕЛОIT COMPREHENSIVE PLAN**

WHEREAS, the Plan Commission of the City of Beloit recommended approval of the Comprehensive Plan of the City of Beloit (the Plan) on January 23, 2008, and the City Council of the City of Beloit approved an Ordinance adopting the Plan on March 17, 2008; and

WHEREAS, the Plan may be amended and changed in the years following adoption, particularly in instances where the Plan is becoming irrelevant or contradictory to emerging policies or trends, or does not provide specific advice or guidance on an emerging issue; and

WHEREAS, "Amendments" are generally defined as minor changes to the Plan's maps or text; and

WHEREAS, the City Council of the City of Beloit approved a Resolution to Adopt a Process for Amending the City of Beloit Comprehensive Plan on February 1, 2010; and

WHEREAS, the approved process directs the Plan Commission to hold a public meeting on the proposed amendments, and following said public meeting, make a recommendation by Resolution to the City Council by majority vote of the entire Commission.


NOW, THEREFORE, BE IT RESOLVED that the Plan Commission of the City of Beloit, Rock County, Wisconsin, hereby recommends approval of the following amendments to the Future Land Use Map (Map 10) of the City of Beloit Comprehensive Plan:

1. 1601 Gateway Boulevard (Parcel No. 22810010) – From Planned Neighborhood to Parks and Open Space.
2. 1801 Gateway Boulevard (Parcel No. 22810015) – From Planned Neighborhood to Business Park.

Adopted this 23rd day of April, 2014.


James Faragher, Plan Commission Chairman

ATTEST:


Julie Christensen,
Community Development Director



NOTICE TO THE PUBLIC

April 24, 2014

To Whom It May Concern:

The City of Beloit Plan Commission has recommended approval of the following amendments to the Future Land Use Map (Map 10) of the City of Beloit Comprehensive Plan:

1. 1601 Gateway Boulevard – From Planned Neighborhood to Parks and Open Space
2. 1801 Gateway Boulevard – From Planned Neighborhood to Business Park

Information regarding the location, zoning, and land use of these properties is available for public review in the Planning & Building Services Division on the third floor of City Hall, 100 State Street.

The Plan Commission's recommendation will be reviewed by the City Council, which will hold the following public hearing regarding the proposed amendments:

City Council (Public Hearing): Monday, June 2, 2014, 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 THIS HEARING.

We are interested in your opinion.

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

For additional information, please contact Stephanie Hummel in the Planning & Building Services Division at (608) 364-6708 or hummels@beloitwi.gov. Comments will be accepted via telephone, email, and U.S. Mail.

CITY OF BELOIT

REPORT TO THE BELOIT CITY PLAN COMMISSION



Meeting Date: April 23, 2014

Agenda Item: 3

File Number: RPB-2014-03

Request Overview/Background Information:

The City of Beloit has submitted an application requesting two amendments to the Future Land Use Map (Map 10) of the City of Beloit Comprehensive Plan.

Wisconsin's Comprehensive Planning Law, §66.1001 of the Wisconsin Statutes, was signed into law in 1999. This legislation is commonly known as Wisconsin's "smart growth" law, although the law does not prescribe or require a particular type of development pattern. The Comprehensive Planning law requires all cities, towns, and villages that regulate land use through land use ordinances (e.g. zoning) to adopt a Comprehensive Plan. Comprehensive Plans are intended to guide development and redevelopment over a 20-year timeframe. The law also requires that land use decisions be consistent with the adopted plan, a requirement that became effective in 2010.

The Beloit City Council approved the City's Comprehensive Plan in March 2008 after an extensive public participation program. All land use decisions made by the City of Beloit, including any actions regarding official mapping, local subdivision regulation, and zoning regulations, must be consistent with the plan. The Beloit City Council established a process for amendments (minor changes) to the Comprehensive Plan on February 1, 2010. The state law requires that the Plan be updated at least once every ten years. As opposed to an amendment, an update is often a substantial re-write of the entire document and maps.

This public meeting of the Plan Commission serves as the second step in the process to amend the Comprehensive Plan. If the Plan Commission votes to recommend approval of the proposed amendments, the attached Resolution will be forwarded to the City Council for consideration during the regularly scheduled meeting on June 2, 2014.

Key Issues:

- The Plan Commission recently approved the attached CSM to subdivide a city-owned lot into 1601 Gateway Boulevard (8.6 acres) and 1801 Gateway Boulevard (35.4 acres).
- The City is proposing the following amendments to the Future Land Use Map (Map 10) of the City's Comprehensive Plan:
 - 1601 Gateway Boulevard – From Planned Neighborhood to Parks and Open Space.
 - 1801 Gateway Boulevard – From Planned Neighborhood to Business Park
- These properties are vacant land and are currently used for agricultural purposes. The lands surrounding the properties are also vacant agricultural land except the single-family residential development to the south of 1601 Gateway Boulevard. Both properties are current zoned R-1A, Single-Family Residential.
- The City intends to market 1801 Gateway Boulevard for Business Park Development. The property at 1601 Gateway Boulevard will be retained as open space to act as a buffer between the commercial site and the residential properties to the south.
- If the requested amendments are approved, the applicant will rezone 1801 Gateway Boulevard to C-1, Office District, and 1601 Gateway Boulevard to PLI, Public Lands and Institutions.
- A Location/Land Use/Zoning Map and the Future Land Use Map are attached to this report.

Consistency with Comprehensive Plan and Strategic Plan:

- The City's compliance with the Comprehensive Planning law's consistency requirement is the impetus for this request.
- 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 proposed amendments may reduce dependence upon fossil fuels by increasing the likelihood of retail sales & service uses in close proximity to relatively dense housing and existing transportation routes.
- **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 the following proposed amendments to the Future Land Use Map (Map 10) of the City's Comprehensive Plan:

1. 1601 Gateway Boulevard – From Planned Neighborhood to Parks and Open Space.
2. 1801 Gateway Boulevard – From Planned Neighborhood to Business Park.

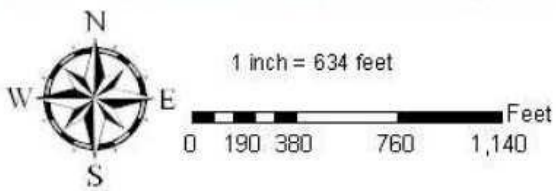
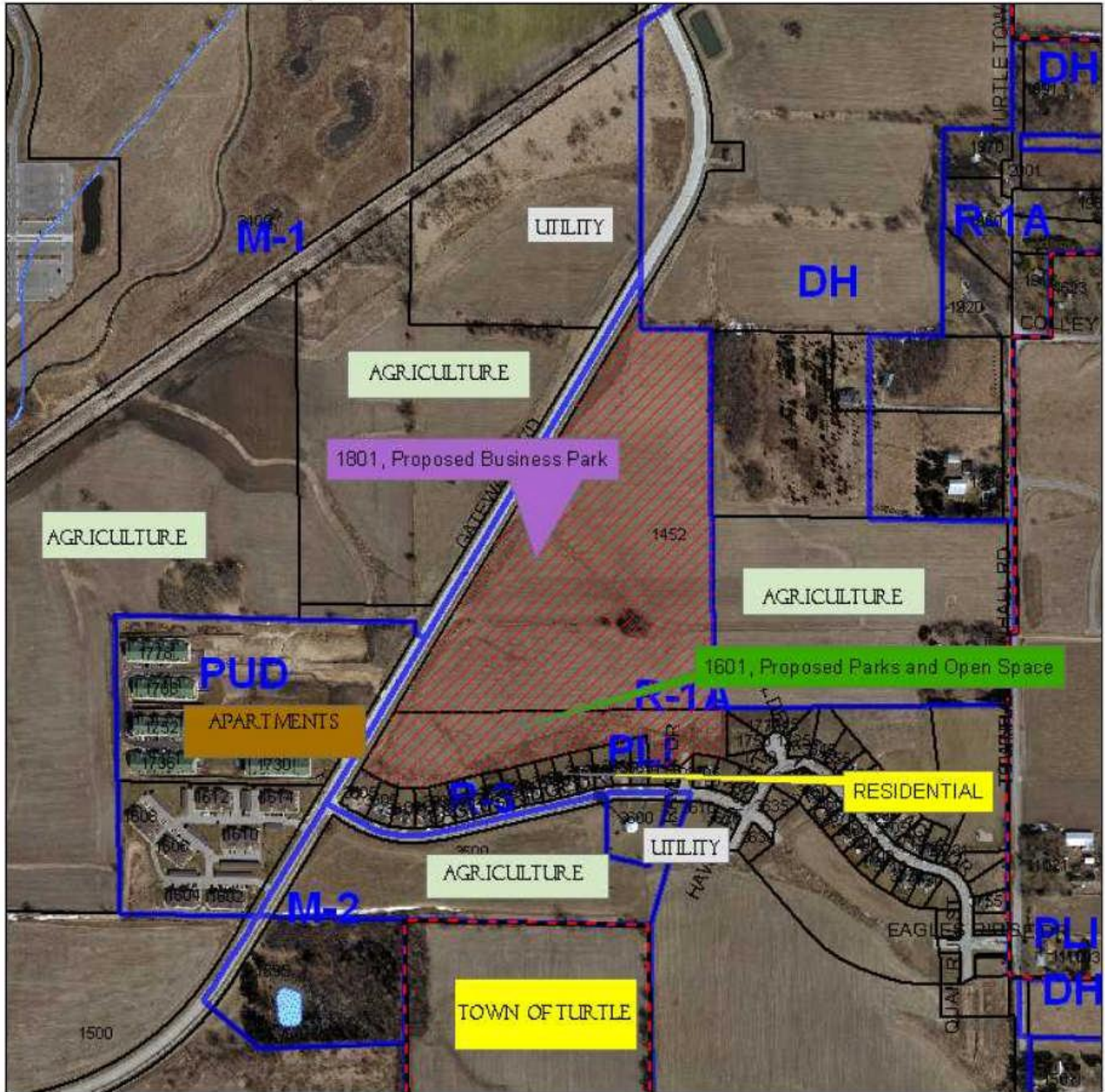
Fiscal Note/Budget Impact: N/A

Attachments: Location/Land Use/Zoning Map, Future Land Use Map, CSM, Public Notice, Mailing List, and Resolution.

Location, Land Use, & Zoning Map

1601 & 1801 Gateway Boulevard

RPB-2014-03



Legend	
	Zoning District
	City Limits
	COB Parcels

Map prepared by: Stephanie Hummel
 Date: April 2014
 For: City of Beloit Planning & Building Services
 Date of Aerial Photography: March 2011

PLANNING & BUILDING SERVICES DIVISION

Map 10, Future Land Use (Narrowed to Subject Property)





1999527

RANDAL LEYES
REGISTER OF DEEDS
ROCK COUNTY, WI
RECORDED ON
03/18/2014 01:53:52PM

REC FEE: 30.00
EXEMPT #:
EXCLUSION CODE:
PAGES: 4

CERTIFIED SURVEY MAP

OF PART OF THE S.W. 1/4 OF THE S.E. 1/4 OF SECTION 21, ALSO PART OF THE N.W. 1/4 OF THE N.E. 1/4 AND PART OF THE S.E. 1/4 OF THE N.E. 1/4 AND PART OF THE S.W. 1/4 OF THE N.E. 1/4 OF SECTION 28, ALL SITUATED IN T. 1 N., R. 13 E., OF THE FOURTH P.M., CITY OF БЕЛОИТ, ROCK COUNTY, WISCONSIN

N 1/4 CORNER SECTION 28-1-13



BEARINGS BASED ON THE WISCONSIN COUNTY COORDINATE SYSTEM, ROCK DATUM THE NORTH LINE OF THE N.E. 1/4 OF SECTION 28-1-13 HAVING A BEARING OF S 88°42'46" E

UNPLATTED LAND

CSM VOL. 35 PG. 328-330
GATEWAY BOULEVARD

1
35.443 ACRES
1,543,893± SF

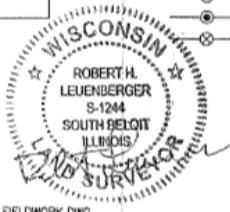
2
8.599 ACRES
374,558± SF

EAGLES RIDGE WEST PLAT NO. 1
EAGLES RIDGE PLAT NO. 1

Scale: 1" = 300'

- MONUMENT KEY
- Iron Rebar Set 3/4" x 24" (1.5 Lbs./Ft.)
 - ⊙ Iron Pipes Found
 - ⊗ 3/4" Iron Rebar Found
 - ⊠ 1 1/4" Round Iron Pin Found
 - ⊞ Conc. Mon. Found
 - ◇ C. I. Mon. Box/Pin

ORDER NO. 31613
BOOK 553 PAGE 39
DATE FEBRUARY 28, 2014
FOR CITY OF БЕЛОИТ
SHEET 1 OF 4



Batterman
engineers surveyors planners

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



Karry DeVault, Clerk
Town of Beloit
2871 S. Afton Rd.,
Beloit 53511

Frank Management Inc.
2501 Morse Street
Janesville, WI 53545

Janelle Marotz
School District of Beloit
1633 Keeler Avenue
Beloit, WI 53511

Deb Bennett, Clerk
Town of Turtle
6916 S. County Rd. J.
Beloit, WI 53511

Rock County Planning Director
Rock County Courthouse, Room 266
51 South Main Street,
Janesville, WI 53545

Dr. Dennis McCarthy
Beloit-Turner School District
1237 Inman Parkway
Beloit, WI 53511

City Clerk
City of South Beloit
519 Blackhawk Blvd. Suite 2
South Beloit, IL 61080

Dr. Pamela Kiefert, Superintendent
Clinton Community School District
112 Milwaukee Road
Clinton, WI 53525

Beloit Public Library Director
605 Eclipse Boulevard
Beloit, WI 53511
Via I/O Mail

Peter Herreid, Grant Administrator
Department of Administration
101 E. Wilson Street, 10th Floor
Madison, WI 53702-0001

Brad Austin
Corporate Contractors Inc.
655 3rd Street, Suite 101
Beloit, WI 53511

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE
ZONING DISTRICT MAP OF THE CITY OF БЕЛОIT**

The City Council of the City of Beloit, Rock County, Wisconsin do ordain as follows:

Section 1. The Zoning District Map of the City of Beloit, mentioned in the Zoning Code, Chapter 19 of the Code of General Ordinances of the City of Beloit, is amended as follows:

The following described land, also known as 1601 Gateway Boulevard, is hereby changed from R-1A, Single-Family Residential District, to PLI, Public Lands and Institutions District:

Part of the NE ¼ and NW ¼ of Section 28, T1N, R13E north of Eagles Ridge Plat 1 and southeast of CSM Vol. 27, pages 193-195; south and east of Gateway Boulevard, located in the City of Beloit, County of Rock, State of Wisconsin (also known as 1601 Gateway Boulevard, parcel number 22810010). Said parcel contains 8.599 acres, more or less.

The following described land, also known as 1801 Gateway Boulevard, is hereby changed from R-1A, Single-Family Residential District, to C-1, Office District:

Part of SW ¼ of the SE ¼ of Section 21, also part of the NW ¼ of the NE ¼ and part of the SE ¼ of the NE ¼ and part of the SW ¼ of the NE ¼ and part of the SE ¼ of the NW ¼ of Section 28, all located in the City of Beloit, County of Rock, State of Wisconsin (also known as 1801 Gateway Boulevard, parcel number 28810015). Said parcel contains 35.443 acres, more or less.

Section 2. This Ordinance shall take effect and be in force upon its passage and publication.

Adopted this 2nd day of June, 2014.

City Council of the City of Beloit

Mark Spreitzer, Council President

Attest:

Judith A. Elson, Deputy City Clerk

Published this ____ day of _____, 2014

Effective this ____ day of _____, 2014

01-611100-5231-_____

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Zoning Map Amendment Application for the properties located at 1601 & 1801 Gateway Boulevard

Date: June 2, 2014

Presenter(s): Julie Christensen

Department: Community Development

Overview/Background Information:

The City of Beloit has submitted an application for a Zoning Map Amendment to change the zoning district classification from R-1A, Single-Family Residential District, to C-1, Office District, for the property located at 1801 Gateway Boulevard and to PLI, Public Lands and Institutions District, for the property located at 1601 Gateway Boulevard.

Key Issues (maximum of 5):

- The applicant intends to market 1801 Gateway Boulevard for commercial uses. These uses are not allowed in the R-1A District. The property at 1601 Gateway Boulevard will be retained as open space to act as a buffer between the commercial site and the residential properties to the south.
 - The property located at 1801 Gateway Boulevard is 35.443 acres and the property located at 1601 Gateway Boulevard is 8.599 acres. Both properties have direct access to existing infrastructure along Gateway Boulevard.
 - This application is being processed congruently with the application to amend the Comprehensive Plan's Future Land Use Map to recommend Business Park for 1801 Gateway Boulevard and Parks and Open Space for 1601 Gateway Boulevard.
 - The Plan Commission reviewed this item on April 23, 2014 and voted unanimously (4-0) to recommend approval of this Zoning Map Amendment.
-

Consistency with Comprehensive Plan and Strategic Plan:

The Comprehensive Plan recommends Business Park uses and a zoning district classification of M-1, M-2, or C-1 for the subject properties. This proposed Zoning Map Amendment is consistent with the Comprehensive Plan, as required by Section 66.1001(3) of Wisconsin Statutes.

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 proposed amendments may reduce dependence upon fossil fuels by increasing the likelihood of retail sales & service uses in close proximity to relatively dense housing and existing transportation routes.
 - **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 1st and 2nd readings of the proposed Ordinance
-

Fiscal Note/Budget Impact: N/A

Attachments: Ordinance and Staff Report to the Plan Commission

CITY OF BELOIT

REPORT TO THE BELOIT CITY PLAN COMMISSION



Meeting Date: April 23, 2014

Agenda Item: 4

File Number: ZMA-2014-06

Applicant: City of Beloit

Owner: City of Beloit

Location: 1601 & 1801 Gateway Boulevard

Current Zoning: R-1A, Single-Family Residential District

Existing Land Use: Agricultural & Vacant Land

Parcel Size:

1601: 8.599 Acres

1801: 35.443 Acres

Proposed Zoning: PLI, Public Lands and Institutions District, and C-1, Office District

Request Overview/Background Information:

The City of Beloit has submitted an application for a Zoning Map Amendment to change the zoning district classification from R-1A, Single-Family Residential District, to C-1, Office District, for the property located at 1801 Gateway Boulevard and to PLI, Public Lands and Institutions District, for the property located at 1601 Gateway Boulevard.

The attached **Location & Zoning Map** shows the location of the subject properties and the zoning of the surrounding area. The adjacent zoning and land uses are as follows:

- North: DH, Development Holding District; Agricultural & Vacant Land
- South: R-1A, Single-Family Residential District; Single-Family Dwellings
- East: DH, Development Holding District; Agricultural & Vacant Land
- West: PUD, Planned Unit Development; Low-Rise Apartments; & M-1, Limited Manufacturing District; Agricultural & Vacant Lands

The Zoning Ordinance directs the Plan Commission to hold a hearing and make a recommendation regarding a Zoning Map Amendment when the specific site and context are suitable for the uses permitted in the proposed zoning district.

Key Issues:

- The applicant intends to market 1801 Gateway Boulevard for Business Park (office) uses. These uses are not allowed in the R-1A District. The property at 1601 Gateway Boulevard will be retained as open space to act as a buffer between the commercial site and the residential properties to the south.
- The property located at 1801 Gateway Boulevard is 35.443 acres and the property located at 1601 Gateway Boulevard is 8.599 acres.
- This application is being processed congruently with the application to amend the Comprehensive Plan's Future Land Use Map to recommend Business Park for 1801 Gateway Boulevard and Parks and Open Space for 1601 Gateway Boulevard.
- Planning staff mailed the attached Public Notice to the owners of nearby properties. As of this writing, staff has not received any comments.
- This application is being considered in accordance with the Zoning Map Amendment procedures contained in Section 2-300 of the Zoning Ordinance.
- **Findings of Fact** - Based on Section 2-304 of the Zoning Ordinance, the Plan Commission shall make a recommendation based on the following considerations:
 - a. *The existing use of property within the general area of the subject property;*
 - The subject properties are located near major employers such as Kettle Foods, Staples, and Kerry Ingredients, as well as residential developments. Although the surrounding properties remain in agricultural use, they are expected to develop as a mix of office and light industrial projects within the next decade. The PLI and C-1 classifications are compatible with existing and planned uses within the general area.
 - b. *The zoning classification of property within the general area of the subject property;*
 - The subject properties are adjacent to residential (PUD & R-1A) districts, as well as vacant and agricultural lands (DH & M-1). The PLI district will act as a buffer between the proposed office district and the existing residential districts to the south of the subject properties.
 - c. *The suitability of the subject property for the uses permitted under the existing zoning classification; and*

- The subject properties are suitable for the uses permitted in the R-1A district, but the applicant intends to market the subject properties for office development.
- d. *The trend of development and zoning map amendments in the general area of the subject property.*
- The Gateway Business Park and Eagles Ridge neighborhood have developed in a slow-but-steady fashion over the past decade. Recent nearby projects include a major addition to the Morse Group/Amp Electric building and major additions to the Kettle Foods processing and distribution facilities, along with the Alliant Energy substation.

Consistency with Comprehensive Plan and Strategic Plan:

The Comprehensive Plan currently recommends Planned Neighborhood for the subject properties. Upon approval from City Council, the Comprehensive Plan will recommend Parks and Open Space for 1601 Gateway Boulevard and Business Park for 1801 Gateway Boulevard. This proposed Zoning Map Amendment is consistent with the Comprehensive Plan, as required by Section 66.1001(3) of Wisconsin Statutes.

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 proposed amendments may reduce dependence upon fossil fuels by increasing the likelihood of retail sales & service uses in close proximity to relatively dense housing and existing transportation routes.
- **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:

Based upon the above Findings of Fact and the City's Comprehensive Plan, the Planning & Building Services Division recommends **approval** of a Zoning Map Amendment to change the zoning district classification from R-1A, Single-Family Residential District, to C-1, Office District, for the property located at 1801 Gateway Boulevard and to PLI, Public Lands and Institutions District, for the property located at 1601 Gateway Boulevard.

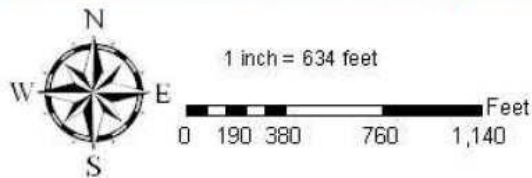
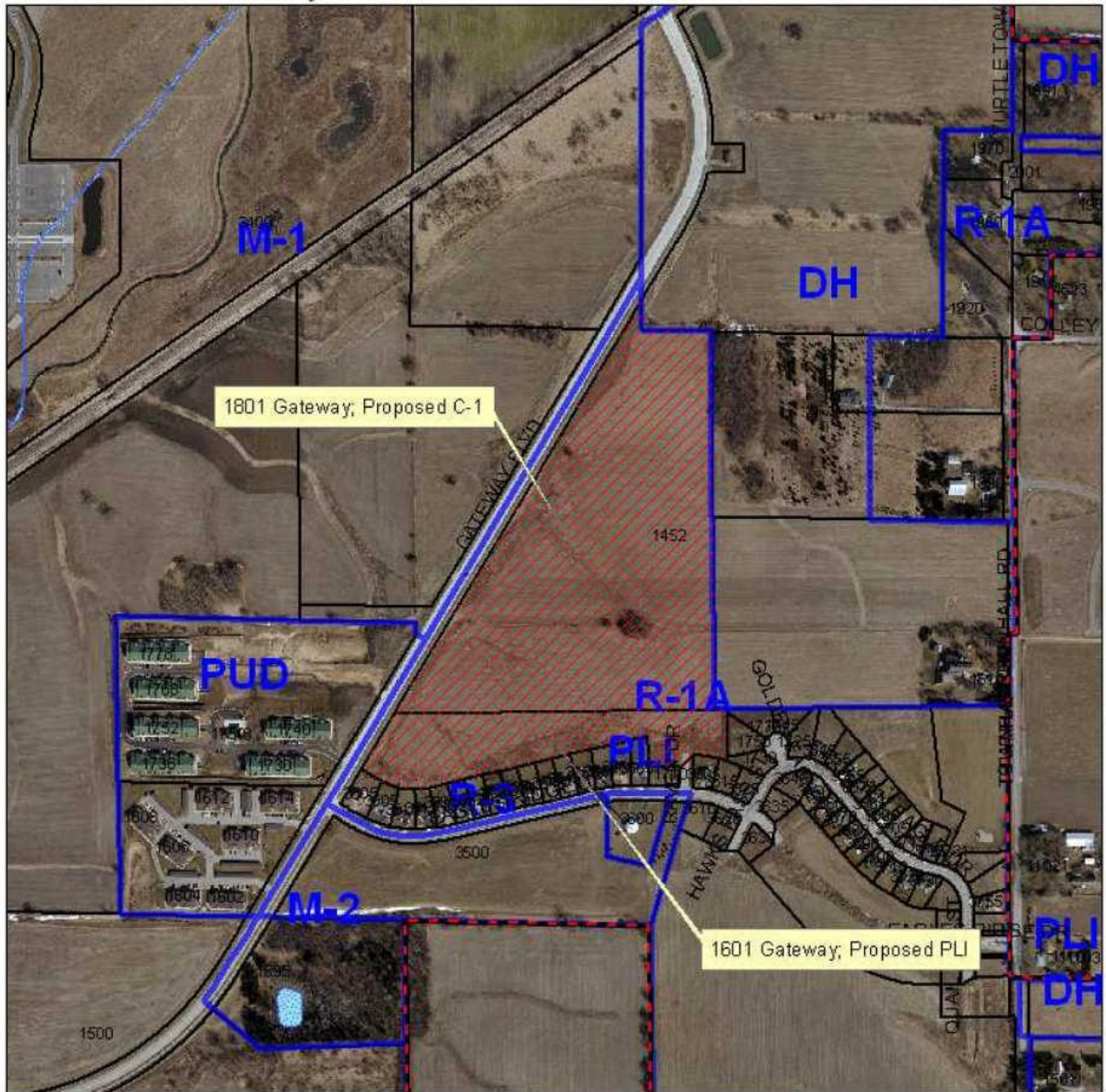
Fiscal Note/Budget Impact: N/A

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

Location & Zoning Map

1601 & 1801 Gateway Boulevard

ZMA-2014-06



Legend	
	Zoning District
	City Limits
	COB Parcels

Map prepared by: Stephanie Hummel
Date: April 2014
For: City of Beloit Planning & Building Services
Date of Aerial Photography: March 2011

PLANNING & BUILDING SERVICES DIVISION

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-2014-04

1. Address of subject property: 1401 & 1801 Gateway Blvd.

2. Legal description: Lot: _____ Block: _____ Subdivision: _____

(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): 22810010 & 22810015

4. Owner of record: City of Beloit Phone: _____

(Address)

(City)

(State)

(Zip)

5. Applicant's Name: City of Beloit

(Address)

(City)

(State)

(Zip)

(Office Phone #)

(Cell Phone #)

(E-mail Address)

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

Change zoning district classification from: R-1A to: PL1(1401) & (-1)(1801)

All existing uses on this property are: vacant

7. All the proposed uses for this property are:

Principal use(s): 1801: office

1401: vacant

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: _____


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

Name(s): _____ Phone: _____

(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.

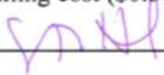
 / L.N. ARFT / 4-8-14

(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 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>n/a</u>	Meeting Date: <u>4/23/14</u>
Number of notices: _____	x mailing cost (\$0.50) = cost of mailing notices: \$ _____	
Application accepted by: 	Date: _____	
Date Notice Published: _____	Date Notice Mailed: _____	



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

April 11, 2014

To Whom It May Concern:

The City of Beloit has submitted an application for a Zoning Map Amendment to change the zoning district classification from R-1A, Single-Family Residential District, to C-1, Office District, for the property located at:

1801 Gateway Boulevard,

and to PLI, Public Lands and Institutions District, for the property located at:

1601 Gateway Boulevard.

The applicant intends to market 1801 Gateway Boulevard for Business Park development and retain 1601 Gateway Boulevard as open space to buffer between the Business Park development and southern residential properties.

The following public hearings will be held regarding this application:

City Plan Commission: Wednesday, April 23, 2014, 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 2, 2014, 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 Stephanie Hummel in the Planning & Building Services Division at (608) 364-6708 or hummels@beloitwi.gov. Comments will be accepted via telephone, email, and U.S. Mail.

MLG/BRC BELOIT LLC
ATTN: ANDY BRUCE
13400 BISHOPS LN STE 270
BROOKFIELD, WI 53005-6203

DAVID & JANA AHLES
3517 EAGLES RIDGE DR
BELOIT, WI 53511

HEUANE & LAN N LINSON
3509 EAGLES RIDGE DR
BELOIT, WI 53511

TRAN DUONG
3533 EAGLES RIDGE DR
BELOIT, WI 53511

NGUYEN K & THANH K HO AN
3541 EAGLES RIDGE DR
BELOIT, WI 53511

TIMOTHY J & JANET M BEFUS
3549 EAGLES RIDGE DR
BELOIT, WI 53511

BARBARA HAHN
3561 EAGLES RIDGE DR
BELOIT, WI 53511

DAVID LUNDAHL
1890 TOWNHALL RD
BELOIT, WI 53511-9801

JOSEPH R & BARBARA A SPENCER
3610 GATEWAY BLVD
BELOIT, WI 53511

TODD OCZUS
3521 EAGLES RIDGE DR
BELOIT, WI 53511

DZEMO & AMDIJE IMERI
3525 EAGLES RIDGE DR
BELOIT, WI 53511

KIEU & BE THI NGUYEN
3505 EAGLES RIDGE DR
BELOIT, WI 53511

ERIC MCILQUHAM
21984 45TH AVE
CADOTT, WI 54727

ENRIQUE PEREZ
3553 EAGLES RIDGE DR
BELOIT, WI 53511

GEORGE STATHOPOULOS
3565 EAGLES RIDGE DR
BELOIT, WI 53511

WISCONSIN POWER & LIGHT CO
4902 N BILTMORE LN STE 1000
ATTN: REAL ESTATE DEPT
MADISON, WI 53718-2148

JOHN A & JOE ANN OWENS
3513 EAGLES RIDGE DR
BELOIT, WI 53511

JAMES W & LOIS GUENTHER
12645 W BURLEIGH RD STE 20
BROOKFIELD, WI 53005

JOEL B & JEANNE D OTTO
3529 EAGLES RIDGE DR
BELOIT, WI 53511

JASON M & CANDI J VINCENT
3537 EAGLES RIDGE DR
BELOIT, WI 53511

DASURI LENA
3605 EAGLES RIDGE DR
BELOIT, WI 53511

CHINSON SIM
3557 EAGLES RIDGE DR
BELOIT, WI 53511

ROLF LUND
1610 TOWNHALL RD
BELOIT, WI 53511

HAWKS RIDGE APARTMENTS LLC
N7152 BOWERS RD
ELKHORN, WI 53121-3359



PROCEEDINGS OF THE BELOIT CITY COUNCIL
100 State Street, Beloit WI 53511
Monday, May 19, 2014

Presiding: Mark Spreitzer
Present: Sheila De Forest, Charles M. Haynes, Ana Kelly, Chuck Kincaid, Kevin Leavy, and David F. Luebke,
Absent: None

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. Councilor Haynes made a motion to accept the **resignation** of Councilor Leavy; Councilor Kelly seconded. Motion carried 7-0.
 - b. President Spreitzer and Vice-President Haynes presented to **Kevin Leavy** a plaque from a grateful community in appreciation for service on the Beloit City Council from April 2003 to April 2014. Councilor Leavy thanked his wife and children for their support. He thanked City Manager Larry Arft, City staff and Council for their support and the community for continuing to elect him. He challenged the Council to fill his seat with someone who represents the entire Beloit Community and who will continue to ask the tough questions of the staff and other Council members as that is how the City will grow.
4. PUBLIC HEARINGS
 - a. Community Development Director Julie Christensen presented a resolution authorizing a **Conditional Use Permit** to allow an Outdoor Seating Area and the outdoor sale, possession, and consumption of alcohol in a C-2, Neighborhood Commercial District, for property located at 1901 Liberty Avenue (Clara Bo and Gatsby Wine Bar). It was noted that Plan Commission recommended approval 5-0. Ms. Christensen said the property was previously the site of Liberty Inn and is being renovated, and that the property owner completed the Site Plan Review process and is in compliance with the City's Zoning Ordinance. She said the Board of Appeals has granted approval to install a privacy fence with a maximum height of 7'4" and the outdoor seating area was approved by the Plan Commission subject to conditions recommended by the Planning and Building Services Division. President Spreitzer opened and closed the public hearing. Councilor Haynes made a motion to adopt the resolution, and Councilor Leavy seconded. The motion carried 7-0. File 8639/8590
5. CITIZENS PARTICIPATION
 - a. Joe Wall, W7947 Townhall Road, Sharon WI, spoke as a rental property owner, and said he had concerns about the increasing gun violence in Beloit saying his tenants felt unsafe and were requesting more police presence.
 - b. Linda Garrett, 1241 Prairie Avenue, spoke of concerns about truancy and daytime curfew violations and suggested policies to re-examine the fine amounts and curfew violations. She distributed to the Councilors a letter from various Rock County agencies and individuals.
 - c. Gayle Hotchkiss, 2318 Park Meadow Drive, spoke as President of Beloit League of Women's Voters and encouraged the City to review the ordinance and policies regarding youth truancy.
 - d. Greg Schneider, 703 Milwaukee, spoke of concerns about the current truancy ordinance and to consider the consequences. Councilor Leavy asked that the City Manager hold a workshop in the near future.

6. CONSENT AGENDA

Councilor Luebke made a motion to adopt the consent agenda, which consists of items 6.a. through 6 d. Councilor De Forest seconded, and the motion carried by a vote of 7-0 that the Consent Agenda be accepted, approved, adopted, or referred and acted upon as required by state and local code.

- a. The **Minutes** of the Regular Meeting of May 5, 2014 were approved.
- b. The Resolution approving an **Amendment to the Class "B" Beer and "Class B" Liquor License** for the Hideout, LLC, d/b/a Clara Bo and Gatsby Wine Bar, located at 1901 Liberty Avenue, Scott Murray, Agent, to amend the licensed premises description to include an outdoor seating area was adopted. File 8590
- c. The Application for the renewal of a **Class "B" Beer and "Class C" Wine License** for Salvador's Restaurant, located at 907 Bayliss Avenue, Salvador Sanchez, Owner, was referred to ABLCC. File 8645
- d. The Resolution awarding **Public Works Contract C14-07**, Street Resurfacing was adopted. File 8646

7. ORDINANCES

- a. Ms. Christensen presented the proposed Ordinance to repeal and recreate Chapter 10 of the Code of General Ordinances of the City of Beloit relating to the **Electrical Code**. Ms. Christensen said the Deputy City Attorney prepared the ordinance with input from the Director of Planning and Building Services. She said the ordinance removes licensing requirements for licensed electrical contractors, and adds new re-inspection fees and numerous housekeeping items. She said most of the ordinance remains unchanged but fees are to be removed from the ordinance and moved to a fee resolution. Councilor Haynes made a motion to lay this item over to the June 2, 2014, meeting for a second reading, and Councilor Kincaid seconded. Motion carried 7-0. File 5423
- b. Pretreatment Coordinator Cheryl Simplot presented the proposed Ordinance to amend sections of the Code of General Ordinances of the City of Beloit pertaining to **Wastewater Pretreatment System**. Ms. Simplot said changes were made due to a recent Wisconsin Department of Natural Resources (DNR) audit. Councilor Spreitzer asked if users are aware of the changes; Ms. Simplot said that they were and that the City has a good relationship with them. Councilor Kincaid made a motion to lay this item over to the June 2, 2014, meeting for a second reading, and Councilor Luebke seconded. Motion carried 7-0. File 5303
- c. Public Works Director Greg Boysen presented the proposed Ordinance to establish a **3-hour Parking Time Limit** for the entire Angel Museum Parking Lot except handicap accessible and staff designated stalls. It was noted that Traffic Review Committee recommended approval 5-0. Mr. Boysen said that this was administrative change to exempt the staff parking stalls from the 3-hour time limit. Councilor Luebke moved to suspend the rules and offer a second reading of the ordinance, Councilor Haynes seconded. The motion carried 7-0. On the merits of the ordinance, Councilor De Forest made a motion to enact. Councilor Leavy seconded, and the motion carried 7-0. File 7791 Ordinance 3533
- d. Mr. Boysen presented the proposed Ordinance to establish **No-Parking** on Ironworks Drive and Third Street. It was noted that Traffic Review Committee recommended approval 5-0. Mr. Boysen said that the request was made by R.H. Batterman on behalf of their client Universal Company and will remove parking on both sides of the street. Councilor Luebke moved to suspend the rules and offer a second reading of the ordinance, Councilor Haynes seconded. Councilor De Forest asked if the request was because of concerns with truck deliveries and Mr. Boysen responded that they had experienced difficulties with their large trucks. On the merits of the ordinance, Councilor Haynes made a motion to enact. Councilor Leavy seconded and the motion carried 7-0. File 7791 Ordinance 3534

8. APPOINTMENTS

President Spreitzer announced the openings and submitted the following appointments to the City committees, boards, and commissions for approval. Councilor De Forest made a motion to approve the appointments, and Councilor Luebke seconded. The motion carried 7-0.

- a. **Appointment Review Committee:** Mardell Jacobsen, for a term ending December 31, 2016. File 6261
- b. **Board of Appeals:** Randall Fiore, for a term ending May 31, 2017. File 6130

- c. **Business Improvement District (Downtown Beloit Association):** Meghan Moss, for a term ending December 31, 2016. File 6716

9. COUNCILOR ACTIVITIES AND UPCOMING EVENTS

- a. Councilor Luebke said that he attended the 40th Anniversary of the Paramedic Program at the Fire Department. He reminded citizens of the groundbreaking for the new Fran Fruzen School, and said it's the first school to be built with referendum funds.
- b. Councilor De Forest thanked the residents who spoke on the truancy policies and ordinance and hoped that they will continue to stay involved in the discussion and attend any workshop scheduled in the future. She congratulated Beloit College and Blackhawk Technical College graduates and thanked all who made Vets Roll possible and especially to the Finnegan family. She expressed her gratitude to those who organized the NAACP Statewide Education Summit this past Saturday. She enjoyed attending and hearing wonderful speakers who shared their concerns on how to address the achievement gap for children of color. She said she was grateful to be a member of the NAACP. She thanked Councilor Leavy and said that they were going to miss him.
- c. Councilor Kincaid urged everyone to go to Big Hill Park in the spring while the flowers are blooming and everything is green stating that it is a great place to visit.
- d. Councilor Haynes said that Councilor Leavy defines the role of a city councilor and that Councilor Haynes wants to model his own tenure after Councilor Leavy. He said Councilor Leavy taught him what it means to be committed to the community and that it has been a profound honor to serve beside him.
- e. President Spreitzer said that he attended the 40th Anniversary of the Paramedic Program, the Artwalk, the NAACP Education Summit, and he was looking forward to the ground breaking of the new intermediate school. He also attended the Beloit College graduation and congratulated the 2014 on their commencement. He thanked Councilor Leavy for his service and leadership and said that he always brings a passion to what is being discussed and doing what he thinks is the best for the community.

10. CITY MANAGER'S PRESENTATION

- a. Parks and Leisure Services Director Brian Ramsey and Recreation Supervisor Spencer Waite presented the **Parks and Recreation Division's Summer Activities**. Mr. Ramsey provided information regarding the existing parks. Mr. Waite presented statistics and information on park rentals and the summer park programs and activities for children, adults, families and seniors. He said this year the WPLA tournament, which is a mid- and senior-amateur golf tournament, will be held at the Krueger Golf Course. Mr. Ramsey said Bucky's Bunker, the new concessionaire, is doing an outstanding job and he thanked the Council for their support.
- b. 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; and she reviewed examples of violations. Councilor De Forest asked if inspections were being spread out for multiple properties for landlords. Ms. Downing said that they are trying to spread it out over the year. Councilor De Forest asked what the protocol was regarding tenant and landlord issues regarding unfit designation. Deputy City Attorney Elizabeth Krueger said the tenant is usually cited on housekeeping and hoarding issues.

11. REPORTS FROM BOARD AND CITY OFFICERS

- a. Ms. Christensen presented the resolution authorizing the Schedule of Fees for Chapter 10 of the Code of General Ordinances for the City of Beloit related to the **Electrical Codes**. Councilor Luebke made a motion to adopt the resolution, and Councilor Leavy seconded. Motion carried 7-0. File 5423
- b. City Manager Larry Arft presented the resolution approving an attempt to fill a **Vacancy in the Office of City Councilor**, setting a date, time and place for a meeting to review applications and select applicants, and a further meeting to approve applicant questionnaire and interview applicants to fill the vacancy. He reviewed the ordinance and timeline proposed for the process which included: A Class 1 notice to be placed in the Beloit Daily News on May 20 advising the public of the opening and application availability and deadline of June 4 at 5 p.m. for submissions to the City Clerk's office; a special meeting on June 5 at 6 p.m. to review applications and select finalists; a special meeting on June 9 at 6 p.m. to review and approve written questionnaires,

conduct public interviews and vote to select a new councilor. Mr. Arft noted that the Council was under no obligation to fill the seat if they were not satisfied with the applicant pool. President Spreitzer made a motion to amend the resolution to change the time to 4 p.m. for the June 5, 2014 meeting. Councilor Kincaid moved to approve the resolution as amended, and Councilor De Forest seconded. The motion carried 7-0. File 5187

12. At 9:15 p.m., Councilor Leavy made a motion to adjourn the meeting, and Councilor Haynes seconded. The motion carried 7-0.

Jelene J. Ahrens, WCMC
Deputy City Clerk

www.beloitwi.gov

Date approved by Council:

**RESOLUTION APPROVING RENEWAL OF
ALCOHOL BEVERAGE LICENSES FOR
LICENSE PERIOD JULY 1, 2014 - JUNE 30, 2015**

WHEREAS, applications have been received for renewal for fermented malt beverage and intoxicating liquor licenses for licensing period July 1, 2014 to June 30, 2015 (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 2nd day of June 2014.

Mark Spreitzer
President, City Council

Attest:

Judith A. Elson, Deputy City Clerk



**ALCOHOL BEVERAGE LICENSE CONTROL COMMITTEE
RECOMMENDATION**

TO: Beloit City Council

FROM: Alcohol Beverage License Control Committee

DATE: May 13, 2014

SUBJECT: Renewal Alcohol Licenses for period 7/1/14 – 6/30/15

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

Motion carried 5-0.

Rebecca Houseman LeMire
City Clerk

NOTICE

APPLICATIONS FOR BEER/LIQUOR LICENSES 2014-2015

CLASS "B" BEER AND "CLASS B" LIQUOR

Adiktion – HRNS V Entertainment (Edgardo Garrido, Agent) Business Address: 1310 Cranston Rd., Home Address: 2506 N. Pontiac Dr., Janesville, 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 (John Winkelmann III, Agent) Business Address: 700 College St., Home Address: 626 Church St.

Beloit Snappers - Beloit Professional Baseball Association, Inc. (Seth E. Flolid, Agent) Business Address: 2301 Skyline Dr., Home Address: 220 W. Grand Ave.

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: 2228 E. West Hart Rd.

Bucky's Bunker – D&D Buck LLC (Daniel B. Bucholtz, Agent), Business Address: 1611 Hackett St., Home Address: 3430 S. Prairie Ave.

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 Keesey, Agent) Business Address: 2640 Prairie Ave., Home Address: 3045 South Petunia Lane

Clara Bo and Gatsby Wine Bar – The Hideout LLC (Scott Murray, Agent) Business Address: 1901 Liberty Ave., Home Address: 1517 Parker Ct., Janesville

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 D. Lipps, Agent) Business Address: 547 East Grand Ave., Home Address: 1105 Emerson St. **NEW AGENT**

Eagles Club - Fraternal Order of Eagles Beloit 557, Inc. (Ronald Minnick, Agent) Business Address: 302 State St., Home Address: 1944 Cottage Avenue

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. (Agent) Business Address: 2790 Milwaukee Rd., Home Address: 671 Yates Ave. **NEW AGENT PENDING**

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.

Merrill & Houston’s Steak Joint – Merrill & Houston’s Steak Joint, LLC (Jayme Braatz, Agent) Business Address: 500 Pleasant St., Home Address: 2220 E. Easy St.

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 – Pitchers Mound LTD LLC (Robert Lee Lewis, Agent) Business Address: 2745 Prairie Ave., Home Address: 1924 Grandview Dr.

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

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'Hanaahan'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 (Ronald J. Becker, Agent) Business Address: 2711 Afton Rd., Home Address: 1735 S. River Rd., Janesville. **NEW AGENT**

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 Castle – Hourglass Media, LLC, (John Wittnebel, Agent) Business Address: 501 Prospect St., Home Address: 10320 W. County Rd. K, Beloit

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

The Cheese People of Beloit – The Cheese People of Beloit LLC, Andrea Levine, Agent, Business Address: 431 E. Grand Ave., Home Address: 950 ½ Sherwood Dr., NE

Clancy's Sports Lounge & Grill – Clancy L. Smith, Business Address: 201 Short Street, Home Address: 204 Middle Street **NEW TRADE NAME**

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

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 (Syed Hussaini, Agent) Business Address: 2883 Milwaukee Rd., Home Address: 7819 W. State Rd., 81, Beloit.

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

CVS Pharmacy #8534 – Wisconsin CVS Pharmacy, LLC. (Nancy Klatt, Agent) Business Address: 1063 Fourth St., Home Address: 1746 Dell Dr.

CVS Pharmacy #5600 – Wisconsin CVS Pharmacy, LLC (Agent) Business Address: 2149 Prairie Ave., Home Address: 916 Grant St. **NEW AGENT PENDING**

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

Piggly Wiggly – Guzman’s Supermarket, LLC (Miguel Guzman, Sr., Agent) Business Address: 1827 Prairie Avenue, Home Address: 5989 St. Lawrence Avenue

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 (Michael A. Lane, Jr., Agent) Business Address: 2785 Milwaukee Rd., Home Address: 773 Oak St., Neenah, WI 54956

Walgreens #06096 – Walgreen Co. (Jacqueline Shaffer, Agent) Business Address: 1901 Prairie Ave., Home Address: 2229 S. Marion Ave., Janesville

Walgreens #12136 – Walgreen Co. (Jennifer Boyle, Agent) Business Address: 910 Broad St., Home Address: 945 Benton Ave., 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 Dr.

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

Casey's General Store #3316 – Casey's Marketing Company (Nancy Gollmer, Agent)
Business Address: 2350 Cranston Rd., Home Address: 135 Sunset Terr., Darlington, WI

Clark Gas Station – Bindi R Inc. (Jay Gravitt, Agent) Business Address: 903 Broad St.,
Home Address, 424 Prospect St.

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

Pilot Travel Center #289 – Pilot Travel Centers LLC (David Hauck, Agent) Business
Address: 3001 Milwaukee Rd., Home Address: 949 Central Ave.

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 (Susan Keough, Agent)
Business Address: 148 Liberty Ave., Home Address: 825 Carolyn Dr., East. **NEW AGENT**

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.

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

Restaurant La Fuente, Jesus Garcia, Business Address: 946 Wisconsin Ave., Home Address: 946 ½ Wisconsin Ave.,

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

**RESOLUTION APPROVING A CLASS “B” BEER
AND “CLASS C” WINE LICENSE**

WHEREAS, an application has been received for a Class “B” Beer and “Class C” Wine License for Royal Enterprizes, LLC d/b/a Mama Lou’s Shrimp & BBQ Smokehouse, James H. Bennett, Jr., Agent, located at 315 State Street;

WHEREAS, the Alcohol Beverage License Control Committee recommended approval of this Class “B” Beer and “Class C” Wine License for the 2014-2015 license year.

NOW, THEREFORE, BE IT RESOLVED that the Class “B” Beer and “Class C” Wine License for Royal Enterprizes, LLC, d/b/a Mama Lou’s Shrimp & BBQ Smokehouse, James H. Bennett Jr., Agent, located at 315 State Street is hereby approved.

Dated this 2nd day of June 2014.

Mark Spreitzer, City Council President

ATTEST:

Judith A. Elson, Deputy City Clerk



**ALCOHOL BEVERAGE LICENSE CONTROL COMMITTEE
RECOMMENDATION**

TO: Beloit City Council

FROM: Alcohol Beverage License Control Committee

DATE: May 13, 2014

**SUBJECT: Royal Enterprizes LLC, d/b/a Mama Lou's Shrimp & BBQ
Smokehouse**

The Alcohol Beverage License Control Committee recommends approval to the City Council of the Change of new Class "B" Beer and "Class C" Wine License of Mama Lou's Shrimp & BBQ Smokehouse, 315 State Street, James H. Bennett, Jr., Agent.

Motion carried 5-0.

Rebecca Houseman LeMire
City Clerk

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning 7-1 20 14
ending 6-30 20 15

TO THE GOVERNING BODY of the: Town of } Beloit
 Village of }
 City of }
County of Rock Aldermanic Dist. No. _____ (if required by ordinance)

Applicant's Wisconsin Seller's Permit Number:	<u>456102856431-02</u>
Federal Employer Identification Number (FEIN):	<u>45-5425920</u>
LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>100</u>
<input checked="" type="checkbox"/> Class C wine	\$ <u>100</u>
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
Publication fee	\$ <u>50 - PD 4-11-14</u>
TOTAL FEE	\$

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): ROYAL ENTERPRISES LLC (d/b/a) MAMA Lou's SHRIMP & BBQ SMOKEHOUSE

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>pres. JAMES BENNETT</u>	<u>410 PORTLAND AVE</u>	<u>Beloit WI 53511</u>
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent	<u>James H. Bennett Jr</u>		
Directors/Managers			

3. Trade Name MAMA Lou's SHRIMP & BBQ SMOKEHOUSE Business Phone Number 630 863-5320
4. Address of Premises 315 State St - Beloit WI Post Office & Zip Code 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 WISCONSIN and date 6-5-2012 of registration.
- (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.) STORE FRONT: 1300 SQ FT - FAST FOOD RESTAURANT

10. Legal description (omit if street address is given above): see # 4 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? The Little BISTRO
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. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? 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 11th day of April, 20 14
Judith A. Elson
(Clerk/Notary Public)
My commission expires 8-21-17

James H. Bennett Jr
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)
James H. Bennett Jr
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)
James H. Bennett Jr
(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 provisional license issued	Signature of Clerk / Deputy Clerk
<u>4-11-14</u>			
Date license granted	Date license issued	License number issued	

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 Royal Enterprises
(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 Mama Lou's Shrimp & BBQ Smokehouse
(trade name)

located at 315 State St. Beloit WI 53511

appoints James Bennett
(name of appointed agent)
410 Portland Ave. 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? 2 1/2 yrs
Place of residence last year 2000 Greenview Dr. Beloit WI 53511

For: Royal Enterprises, LLC
(name of corporation/organization/limited liability company)
By: James H Bennett Jr
(signature of Officer/Member/Manager)
And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, James Bennett Jr
(print/type agent's name), hereby accept this appointment as agent for the 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.

James Bennett Jr 4-7-2014 Agent's age _____
(signature of agent) (date)
410 Portland Ave. 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)	
BENNETT JR		JAMES		HENRY	
Home Address (street/route)		Post Office	City	State	Zip Code
410 Portland Ave			Beloit	WI	53511
Home Phone Number		Ann	Date of Birth	Place of Birth	
630 863-5320				Louisville Ky	

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.
- Director/Pres/Agent of Royal Enterprises, LLC (dba) MAMA Lou's Bar Smokehouse
(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? 2 1/2 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 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
Universal Mortgage	Schmaberger, FL	87'	91'
Stellick & Associates	E Dundee, IL	91	99'

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 11th day of April, 2014

Judith A. Elson
(Clerk/Notary Public)

James H Bennett Jr
(Signature of Named Individual)

My commission expires 8-21-17



Printed on Recycled Paper

Wisconsin Department of Revenue

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

WHEREAS, the Agent of record for Mead-Allen Post #2306, Veterans of Foreign Wars of the United States, d/b/a VFW Club, located at 2711 Afton Road, is Wayne Bown; and

WHEREAS, Mead-Allen Post #2306, Veterans of Foreign Wars of the United States, d/b/a VFW Club, has requested and the Alcohol Beverage License Control Committee has recommended that the Agent be changed to Ronald J. Becker.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Beloit that the Agent for the alcohol beverage license for the Mead-Allen Post #2306, Veterans of Foreign Wars of the United States, d/b/a VFW Club, located at 2711 Afton Road, is hereby changed to Ronald J. Becker.

Dated this 2nd day of June 2014.

BELOIT CITY COUNCIL

Mark Spreitzer, City Council President

Attest:

Judith A. Elson, Deputy City Clerk



**ALCOHOL BEVERAGE LICENSE CONTROL COMMITTEE
RECOMMENDATION**

TO: Beloit City Council
FROM: Alcohol Beverage License Control Committee
DATE: May 13, 2014
SUBJECT: Change of Agent, VFW Mead-Allen Post #2306

The Alcohol Beverage License Control Committee recommends approval to the City Council of the Change of Agent for VFW Club, 2711 Afton Road, to Ronald J. Becker,

Motion carried 5-0.

Rebecca Houseman LeMire
City Clerk

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

Original Corp

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 Mead-Allen VFW Post 2306
(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

Mead-Allen VFW Post 2306
(trade name)

located at 2711 S. Afton Rd, Beloit, WI

appoints RONALD JAY BECKER
(name of appointed agent)

1735 S. WILLARD AVE. JANESVILLE, WI 53546
(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? 56 yrs

Place of residence last year 1735 S. WILLARD AVE. JANESVILLE WI 53546

For: MEAD-ALLEN VFW Post 2306
(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 JAY BECKER, 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] 3/27/14
(signature of agent) (date)

Agent's age _____

1735 S. WILLARD AVE. JANESVILLE WI
(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 04/29/14 by [Signature] Title Captain BRO
(date) (signature of proper local official) (town chair, village president, police chief)

**AUXILIARY QUESTIONNAIRE
ALCOHOL BEVERAGE LICENSE APPLICATION**

*Print
Copy Sign*

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
BECKER		RONALD		JAY	
Home Address (street/route)		Post Office		City	State
1735 S. WILLARD AVE.				JANESVILLE	WI
Home Phone Number		Age	Date of Birth	Place of Birth	
608-201-0172					

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.
- BAR AGENT of VFW of AMERICA MEAD-ALLEN post 2306
(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? 56 yrs.
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
GENERAL METALS	1000 INDUSTRIAL AVE. JANESVILLE	JAN 81	APRIL 09
FAIR BANKS MOORE'S	PARK AVE. BELoit	JUNE 78	JAN 81

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 27 day of March, 2014

[Signature]
(Notary Public)

[Signature]
(Signature of Named Individual)

My commission expires 8-21-17



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

WHEREAS, the Agent of record for Speedway LLC, d/b/a Speedway #4087, located at 148 Liberty Avenue, is Megan Biggerstaff; and

WHEREAS, Speedway LLC, d/b/a speedway #4087, has requested and the Alcohol Beverage License Control Committee has recommended that the Agent be changed to Susan Keough.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Beloit that the Agent for the alcohol beverage license for Speedway LLC, d/b/a Speedway #4087, located at 148 Liberty Avenue, is hereby changed to Susan Keough.

Dated this 2nd day of June 2014.

BELOIT CITY COUNCIL

Mark Spreitzer, President

Attest:

Judith A. Elson, Deputy City Clerk



**ALCOHOL BEVERAGE LICENSE CONTROL COMMITTEE
RECOMMENDATION**

TO: Beloit City Council
FROM: Alcohol Beverage License Control Committee
DATE: May 13, 2014
SUBJECT: Change of Agent, Speedway #4087

The Alcohol Beverage License Control Committee recommends approval to the City Council of the Change of Agent for Speedway #4087, 148 Liberty Avenue to Susan Keough.

Motion carried 5-0.

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 of Beloit County of Rock
 City

The undersigned duly authorized officer(s)/members/managers of Speedway 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 Speedway 4087
(trade name)

located at 148 Liberty Avenue

appoints Susan Carol Keough
(name of appointed agent)
825 Carolyn Drive East, 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? Lifetime

Place of residence last year 825 Carolyn Drive East, Beloit WI 53511

For: Speedway LLC
(name of corporation/organization/limited liability company)

By: David E. Pall David E. Pall, Secretary for Speedway LLC
(signature of Officer/Member/Manager)

And: R. L. Edmiston Ronald L. Edmiston, Treasurer Speedway LLC
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Susan Carol Keough, 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.

Susan Keough 4-11-14 Agent's age _____
(signature of agent) (date)
825 Carolyn Drive East, 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 04/29/14 by Don M. Rie Title Captain BPD.
(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)	
KEOUGH		SUSAN		CAROL	
Home Address (street/route)		Post Office	City	State	Zip Code
825 CAROLYN DRIVE EAST		BELOIT	BELOIT	WI	53511
Home Phone Number		Age	Date of Birth	Place of Birth	
(608) 362-0805					

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.

Susan C Keough, Agent of Speedway 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? Lifetime
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
Speedway LLC	PO Box 1500, Springfield OH 45501	01/24/2014	Present
Employer's Name	Employer's Address	Employed From	To
Stop N Go	907 E Inman Parkway, Beloit WI	2013	01/2014

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 11th day of April, 2014
Jelina J. Adams
(Clerk/Notary Public)

My commission expires 10-11-15

Susan C. Keough
(Signature of Named Individual)
 Susan C. Keough, Agent for Speedway LLC



RETAIL LICENSE TRANSFER -- PREMISES TO PREMISES

Wisconsin Department of Revenue

FEE \$ _____

APPLICATION FOR TRANSFER OF LICENSES FOR SALE OF FERMENTED MALT BEVERAGES AND/OR INTOXICATING LIQUOR FROM ONE PREMISES TO ANOTHER

Beloit, Wisconsin
5/22, 20 14

To the governing body of the City Village Town of Beloit
County of Rock Wisconsin.

The undersigned hereby applies for a transfer of Class B license from 302 State St
(present location) to 863 5th Street
(proposed location)

on or about June 30 - July 15
(date)

1. APPLICANT: (print name and address plainly)

- (a) Full name of applicant Fraternal Order Of Eagles
- (b) Address 302 STATE ST.

2. LOCATION AND DESCRIPTION OF PREMISES TO WHICH APPLICATION FOR TRANSFER IS MADE: Describe building or buildings where alcohol beverages are to be sold, served and stored.

- (a) Street number 863 5TH STREET BELOIT, WISC.
- (b) Trade name of establishment ALUMINI HOUSE
- (c) Physical description of building, buildings and/or land area comprising licensed premises.
Entirety of the tavern banquet room.

(d) Legal description (omit if street address is given above.) _____

(e) Is any other business conducted on same premises? Yes No If so, what? _____

(f) Was this location licensed for beer or liquor during the past year? Yes No

(g) Give name and address of previous licensee.
MTT Enterprises, LTD

(h) Will the previous licensee surrender its license? Yes No

ALL APPLICANTS FOR TRANSFER OF CLASS B LICENSES MUST ANSWER THE FOLLOWING:

3. If granted, state any interest, directly or indirectly, that any brewer, bottler, wholesaler, manufacturer, or rectifier will hold in the premises for which you are applying

NONE

4. If you do not own the fixtures, state the manner, terms and conditions under which said fixtures are held

WE OWN THE FIXTURE

α [Signature]
(Signature)

State of Wisconsin }
County of Rock } ss.

(I) (We), Brian Hein and N/A
being first duly sworn on oath says that (he/she is) (they are) the person(s) above named and that the answers to the questions in each instance are complete and true.

α [Signature]

Subscribed and sworn to before me this

May, 20 14
[Signature]
Rock County, Wis.
My Commission Expires is permanent



CLASS OF BUSINESS

Name _____

Original Location _____

Ward _____

Proposed Location _____

Ward _____

License No. _____

Treasurer's Receipt No. _____

Filed _____

Submitted to Council or Board _____

Approved _____ Date _____

Denied _____ Date _____

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 7-1-2014 ending: 6-30-2015
(MM DD YYYY) (MM DD YYYY)

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

County of Rox 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>456-0002527980-02</u>	
Federal Employer Identification Number (FEIN): <u>39-0264080</u>	
LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B 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>2500-PAY-28-14</u>
TOTAL FEE	\$

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 Fraternat order of Eagle 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>DENNIS KEENEY</u>	<u>817 BLUFF BELoit</u>	
Vice President/Member	<u>DONNIE MOE</u>		
Secretary/Member	<u>RON MINNIC</u>	<u>1944 COTTAGE BELoit</u>	
Treasurer/Member	<u>RON MINNIC</u>	<u>1944 COTTAGE BELoit</u>	
Agent	<u>RON MINNIC</u>		
Directors/Managers	<u>BRIAN HEIM</u>	<u>119 MOORE ST.</u>	

C. 1. Trade Name Beloit Eagles Club Business Phone Number 608-364-0077
 2. Address of Premises 302 STATE ST Post Office & Zip Code 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. 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 28th day of April, 20 14
[Signature]
(Clerk/Notary Public)
 My commission expires 8-31-14

[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>4-28-14</u>	Date reported to council/board <u>5-3-14</u>	Date license granted <u>6-2-14</u>
License number issued <u>NA</u>	Date license issued	Signature of Clerk / Deputy Clerk

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning June 30 20 14 ;
ending June 30 20 15 ;

TO THE GOVERNING BODY of the: Town of }
 Village of } Beloit
 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): Ametrust Inc.

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>President</u>	<u>Joseph Hansen</u>	<u>2516 Clifcorn Beloit, WI 53511</u>
Vice President/Member	<u>V.P.</u>	<u>Jeanette Hansen</u>	<u>2516 Clifcorn Beloit, WI 53511</u>
Secretary/Member			
Treasurer/Member	<u>Treasurer</u>	<u>Brianne Hansen</u>	<u>1711 Morgan Ter. Beloit, WI 53511</u>
Agent	<u>Joseph Hansen 2516 Clifcorn Dr. Beloit, WI 53511</u>		
Directors/Managers			

3. Trade Name To be determined Business Phone Number To be determined
4. Address of Premises 302 STATE ST. Post Office & Zip Code BELOIT, WI 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 5/2014 of registration.
(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.) Bar areas, Coolers, back storage room - locked (2nd Floor)
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? Eagles Club
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. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? 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 21st day of May, 20 14

(Clerk/Notary Public)

My commission expires 8-21-17

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>5-22-14</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

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 Ametnust 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 TO be determined
(trade name)

located at 302 STATE STREET

appoints Joseph Hansen
(name of appointed agent)

2516 Clifcorn DR 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).
~~Belmonte~~

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? 29 years

Place of residence last year 2516 Clifcorn DR BELoit, WI 53511

For: Ametnust Inc.
(name of corporation/organization/limited liability company)
By: Joseph Hansen
(signature of Officer/Member/Manager)
And: Jeannette Hansen
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Joseph Hansen, 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.

Joseph Hansen 5-22-2014 Agent's age _____
(signature of agent) (date)
2516 Clifcorn DR 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)	
HANSEN		Joseph		Christopher	
Home Address (street/route)		Post Office	City	State	Zip Code
2516 Clifcorn DR			Beloit	WI	53511
Home Phone Number		Age	Date of Birth	Place of Birth	
608-365-8427					

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.
- President & Agent of Ametrust, Inc
(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? 29 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)
- Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Property Mgmt Svcs	2516 Clifcorn Dr Beloit	1990	2014
Winn Appraisal	Janesville, WI	1991	1993

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 22 day of May, 2014

Judith A. Elson
(Clerk/Notary Public)

Joseph Hansen
(Signature of Named Individual)

My commission expires 8-21-17



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)	
HANSEN		Jeanette		Eileen	
Home Address (street/route)		Post Office	City	State	Zip Code
2516 Clifcorn DR			Beloit	WI	53511
Home Phone Number		Age	Date of Birth	Place of Birth	
608-365-8427				Beloit, 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.

Vice President of Amethyst Inc.
(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? 52 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)
- Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Staples	1810 Sutler Ave	2000	2003
Prop. Mgmt. Svcs	2516 Clifcorn DR	2003	2014

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 22 day of May, 2014

[Signature]
(Clerk/Notary Public)

Jeanette Hansen
(Signature of Named Individual)

My commission expires 8-21-17



Printed on Recycled Paper

Wisconsin Department of Revenue

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 7/1/14 ending: 6/30/15
(MM DD YYYY) (MM DD YYYY)

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

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.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name) Home Address Post Office & Zip Code
MCCASLIN BRADLEY STEVEN 15515 WALNUT LN S. BELOT IL 61080

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company BMC PROPERTY MANAGEMENT

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 BRAD STEVEN MCCASLIN 15515 WALNUT LN SOUTH BELOT IL 61080
 Vice President/Member _____
 Secretary/Member _____
 Treasurer/Member _____
 Agent MICHAEL DENNIS JERO 862 PETUNIA LN BELOT WI 53511
 Directors/Managers _____

C. 1. Trade Name RIVALS SPORTS BAR & GRILL Business Phone Number 608 299 8580

2. Address of Premises 443 E. GRAND AVE Post Office & Zip Code 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.) NO CHANGES

5. Legal description (omit if street address is given above): _____

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. 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 23rd day of May, 20 14

[Signature]
(Clerk/Notary Public)

My commission expires 8-21-17

[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>5-23-14</u>	Date reported to council/board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

456-102 7883629-02

Applicant's Wisconsin Seller's Permit Number: <u>1027883629</u>	
Federal Employer Identification Number (FEIN): <u>45-5425736</u>	
LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class B liquor	\$
<input checked="" type="checkbox"/> Reserve Class B liquor	\$ 600
Publication fee	\$ 50
TOTAL FEE	\$ 650

**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, 2014 – June 30, 2015.

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

Adopted this 2nd day of June 2014.

Mark Spreitzer, President

Attest:

Judith A. Elson, Deputy City Clerk

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Construction of a Boat Dock and Related Improvements Within Riverside Park – West (1055 Third Street) – Council Referral to the Plan Commission

Date: June 2, 2014

Presenter(s): Julie Christensen

Department(s): Community Development

Overview/Background Information:

The City of Beloit Engineering Division has requested that the Plan Commission and City Council review the proposed plans for the construction of a boat dock and related improvements within Riverside Park – West located at 1055 Third Street.

Key Issues (maximum of 5):

- The proposed boat dock is 5 feet in width and 40 feet in length, and will consist of wood-plastic composite decking on permanent steel piles.
 - This project also involves the construction of a new sidewalk leading from the existing path to the new dock. The sidewalk will comply with ADA requirements related to slope.
 - A project map, rendering, and specifications are attached to this report.
-

Conformance to Strategic Plan (List key goals this action would support and 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:

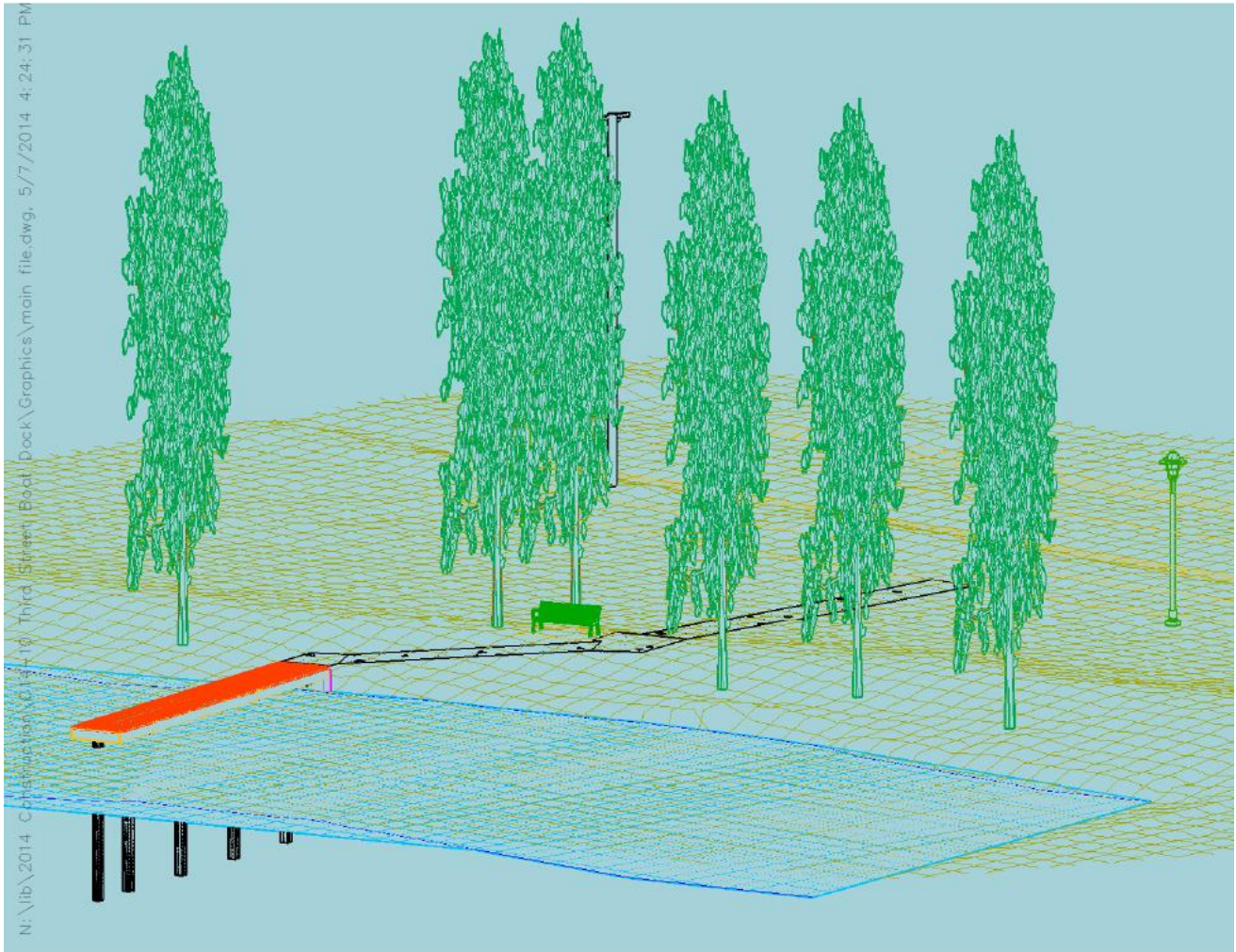
- Referral to the Plan Commission for the June 4, 2014 meeting
 - This item will most likely return to the City Council for review and possible action on June 16, 2014
-

Fiscal Note/Budget Impact: This \$33,000 project is included in the 2014 CIP.

Attachments: Project Map, 3D Rendering, & Specifications.



N:\lib\2014-Construction\014-10 Third Street Boat Dock\Graphics\main_012.dwg, 5/7/2014 4:27:09 PM





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Overview

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It's all about durability

Sun, sea, sand and salt a problem? Not for DockSider. This composite decking plank stands up to all the elements that come with docks, marinas, pools and other near-water applications, and even heavily used public places like boardwalks, theme parks, stadiums and universities. DockSider is rot and warp-resistant and splinter-free, with a unique 24-inch on-center span, which is great for commercial applications.

- Colors: Cedar and Gray
- VertiGrain™ surface pattern
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- 25-year limited warranty for residential applications
- Square edge

- Square Shouldered profile
- Actual dimensions: 1.25" x 5.5"

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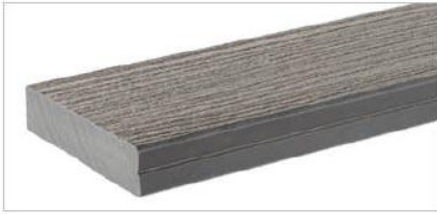
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*Solid profile planks can be grooved if desired (with the exception of ReliaBoard). To groove boards, use TimberTech's [CONCEAL oc Router Bit](#) and hidden fastener clips to achieve the look of a fastener-free surface.



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**RESOLUTION
AWARDING PUBLIC WORKS CONTRACT C14-06
Ritsher Sanitary Relay**

WHEREAS, on May 21, 2014, one competitive bid was received, the low bid being from E & N Hughes Co., and;

WHEREAS, This project will replace failed sewer pipe in the 1000 block of Ritsher Street and;

WHEREAS, E & N Hughes Co. is a qualified bidder;

NOW, THEREFORE, BE IT RESOLVED, by the City of Beloit City Council that Contract C14-06, Ritsher Sanitary Relay, be, and hereby is, awarded to E & N Hughes Co., Monroe, WI, in the following amounts:

E & N Hughes Co.
P.O. Box 408
Monroe, WI 53566

Base Bid	\$84,229.10
Allowance for Change Orders and/or Extra Work	<u>\$11,770.90</u>
TOTAL PROJECT COST	\$96,000.00

AND IT IS FURTHER RESOLVED, that the amount of \$96,000.00, be, and hereby is, funded as follows:

P2304633-5523-2014 Sanitary Sewer	\$55,000.00
P2902187-5514-2014 Street Maintenance	\$41,000.00

Dated at Beloit, Wisconsin, this 2nd day of June, 2014.

BELOIT CITY COUNCIL

Mark Spreitzer, President

ATTEST:

Judith A. Elson, Deputy City Clerk

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Award of Contract C14-06, Ritsher Sanitary Relay

Date: June 2, 2014

Presenter(s): Greg Boysen, Public Works Director

Department(s): Public Works/ Engineering

Overview/Background Information:

This project will replace failed sewer pipe in the 1000 block of Ritsher Street.

Key Issues (maximum of 5):

1. One bid was received for this project. The low bid of \$84,229.10 was from E & N Hughes Co. and is 3.8% less than the engineer's estimate of \$89,812.78.
2. E & N Hughes Co. is considered a responsible bidder for this project.
3. The costs for this project are as follows: \$84,229.10 for construction, \$ 11,770.90 for Change Orders or extra work, for a total of \$96,000.00.

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

1. **Develop a high quality community through the responsible stewardship and enhancement of City resources to further Beloit's resurgence as a gem of the Rock River Valley.**

This project will preserve the quality of life in Beloit by maintaining the functionality of this sanitary sewer main while reducing its maintenance cost.

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**
Upon completion of these repairs, the service period between cleanings will be extended.
- **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**
The improved sanitary sewer will meet the present and future human needs by extending the life of the utility, and by reducing the frequency of required maintenance.

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:

The Engineering Division recommends awarding this Public Works Contract to E & N Hughes Co. in the amount of \$84,229.10.

Fiscal Note/Budget Impact:

Funding is available in the 2014 Capital Improvement Plan.

CITY OF BELOIT

DEPARTMENTAL CORRESPONDENCE

TO: Mike Flesch
FROM: Andy Hill, Project Engineer 
DATE: May 21, 2014
SUBJECT: Bid Results for Contract C14-06
Ritsher Sanitary Relay

Pursuant to advertisements placed May 6 and May 13, bids were received until 2:00 PM on May 21 for the Ritsher Sanitary Relay. Two envelopes were submitted and opened, but only one of them was found to be complete. A bid from Bradford Contractors, LLC was found to be missing the Non-Collusion Certificate as required by the Information for Bidders. The price was not read, and the envelope was returned to the bidder. A tabulation of bids is attached.

One responsive bid was received for this project as follows:

1. E & N Hughes Co. Monroe, WI	\$ 84,229.10
Engineer's Estimate	\$ 89,812.78

Upon review of the Contractor's Proof of Responsibility Statement, E & N Hughes Co. is determined to be a responsible bidder.

I recommend that the contract be awarded to E & N Hughes Co. of Monroe, WI. The following is a breakdown of the proposed project cost:

COSTS

E & N Hughes Co. Base Bid	\$ 84,229.10
Allowance for Change Orders and/or Extra Work	<u>\$ 11,770.90</u>
TOTAL PROJECT COST	\$ 96,000.00

PROJECT INFORMATION

This project will replace failed sewer pipe in the 1000 block of Ritsher Street.

**Tabulation of Bids
Contract C14-06
Ritsher Sanitary Relay
Bids Opened May 21, 2:00 PM**

				Engineer's Estimate		E & N Hughes Co. Monroe, WI	
Item No.	Bid Item Description	Quantity	Unit	Price	Extended	Price	Extended
1	Traffic Control	1	Block	\$2,500.00	\$2,500.00	\$4,130.00	\$4,130.00
2	Erosion Control Type B Inlet Protection	2	Each	\$138.00	\$276.00	\$25.00	\$50.00
3	Erosion Control Type D Inlet Protection	2	Each	\$250.00	\$500.00	\$115.00	\$230.00
4	Sawcut	686	LF	\$1.65	\$1,131.90	\$1.80	\$1,234.80
5	Excavation	390	CY	\$22.00	\$8,580.00	\$9.50	\$3,705.00
6	8" PVC Sanitary Sewer Pipe	392	LF	\$68.00	\$26,656.00	\$40.50	\$15,876.00
7	Lateral connection includes 8"x4" wye, 4" cap or Fernco adapter to 4" cast iron, 4" PVC, misc. fittings.	8	Each	\$250.00	\$2,000.00	\$334.00	\$2,672.00
8	Tree Clearing and grubbing	1	LS	\$2,650.00	\$2,650.00	\$4,500.00	\$4,500.00
9	Fire Hydrant assembly including 6" PVC lead pipe, fittings, 6" gate valve, tracer wire, and connection to main.	1	Each	\$4,215.00	\$4,215.00	\$6,683.00	\$6,683.00
10	Reconstruct Storm Inlet to accommodate R-3290-A valley grate, supply and install casting.	2	Each	\$1,300.00	\$2,600.00	\$901.00	\$1,802.00
11	30" Curb and Gutter	141	LF	\$25.00	\$3,525.00	\$32.00	\$4,512.00
12	HMA Pavement, Type E-0.3 Special, 1-3/4" Surface Course	210	Ton	\$65.00	\$13,650.00	\$73.00	\$15,330.00
13	HMA Pavement, Type E-0.3 Special, 3-1/4" Binder Course	107	Ton	\$65.00	\$6,955.00	\$76.00	\$8,132.00
14	Base Aggregate Dense, 1-1/4"	270	Ton	\$18.00	\$4,860.00	\$13.40	\$3,618.00
15	Sanitary MH	1	Each	\$2,250.00	\$2,250.00	\$2,420.00	\$2,420.00
16	Demolish and slurry fill existing Sanitary MH	1	LS	\$250.00	\$250.00	\$475.00	\$475.00
17	4" Thick PCC sidewalk	112	SF	\$6.25	\$700.00	\$7.50	\$840.00
18	Tactile surface ramp casting in 2' x 2' squares	6	Squares	\$125.00	\$750.00	\$157.00	\$942.00
19	Sod Lawn Restoration includes fertilizer topsoil and watering	176	SY	\$5.85	\$1,029.60	\$8.00	\$1,408.00
20	Rotomilling	1,157	SY	\$2.15	\$2,487.55	\$4.90	\$5,669.30
Total Proposal				\$87,566.05		\$84,229.10	

RESOLUTION
AUTHORIZING FINAL PAYMENT OF PUBLIC WORKS CONTRACT C13-04
POHLMAN FIELD CONCOURSE REHAB

WHEREAS, this project rehabilitated the concourse at Pohlman Field by replacing the deteriorated asphalt with new concrete, improved surface drainage and constructed a rain garden; and

WHEREAS, work under this contract has been completed satisfactorily and in conformance with the requirements of the contract; and

WHEREAS, the city engineer, comptroller, and attorney recommend final payment to the contractor.

NOW, THEREFORE, BE IT RESOLVED, by the City of Beloit City Council that RR Walton & Company, Ltd. Whitewater, Wisconsin be, and hereby is, paid \$1,964.48 for the final payment for Public Works Contract C13-04 Pohlman Field Concourse Rehab.

Dated at Beloit, Wisconsin, this 2nd day of June 2014.

BELOIT CITY COUNCIL

Mark Spreitzer, President

ATTEST:

Judith A. Elson, Deputy City Clerk

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Award Final Pay for C13-04, Pohlman Field Concourse Rehab

Date: June 2, 2014

Presenter(s) Greg Boysen, Public Works Director

Department(s): Public Works/Engineering

Overview/Background Information:

RR Walton & Company, Ltd. has completed construction of project C13-04 Pohlman Field Concourse Rehab, and has submitted all of the required paperwork and bonds. Final payment now needs to be issued.

This project rehabilitated the concourse at Pohlman Field by replacing the deteriorated asphalt with new concrete, improved surface drainage and constructed a rain garden.

Key Issues (maximum of 5):

1. RR Walton & Company, Ltd. was the low bidder for this project, and they have completed construction to the satisfaction of Engineering.
2. The contractor is due \$1,964.48 for the completion of the project.

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

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:

The Engineering Division recommends approval of the final payment to RR Walton & Company, Ltd. for \$1,964.48

Fiscal Note/Budget Impact:

Funds are available in the 2013 CIP budget.

CITY OF BELOIT
DEPARTMENTAL CORRESPONDENCE

TO: Michael Flesch, City Engineer

FROM: Bill Frisbee, Storm Water Engineer

DATE: December 11, 2013

SUBJECT: Final Payment Contract C13-04
Pohlman Field Concourse Rehab


The work on this project was completed on November 15, 2013. I have inspected the work and find it to be satisfactory and in compliance with the requirements of the contract. The contractor has asked for final payment. The project was inspected by city staff. The final payment quantities have been approved by the contractor.

The original contract amount was for \$72,130.84, and the final contract amount is \$75,018.54 which is a 4.0% increase. The increase in cost was primarily due to a slight increase in concrete area as well as asphalt patching. The increase was to make the walkways fit better into their surroundings. Payments to date under this contract total \$71,654.06. All lien waivers from subcontractors are on file.

Therefore, I recommend a final payment in the amount of \$1,964.48 be made to RR Walton & Company, Ltd.

CITY OF BELOIT
DEPARTMENTAL CORRESPONDENCE

TO: Bill Frisbee

FROM: Thomas R. Casper 

DATE: December 23, 2013

SUBJECT: **Final Payment Public Works Contract C13-04**
RR Walton & Company, Ltd.
Pohlman Field Concourse Rehab

I have reviewed the materials you sent over for final payment approval on the above contract. Everything appears in order and you may process the matter in your normal fashion.

/tdh
encs.



CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL

Topic: Traffic Signal Easement for 856 Fourth Street – Council Referral to the Plan Commission

Date: June 2, 2014

Presenter(s): Greg Boysen

Department: Public Works

Overview/Background Information:

The Public Works Department has requested that a permanent traffic signal easement be established in the northeast corner of the property located at 856 Fourth Street.

Key Issues (maximum of 5):

- The property owner is currently installing landscaping to the subject property as part of a Conditional Use Permit approved in October 2013. During this, a utility line was damaged.
 - The Public Works Department has requested an easement to allow maintenance of the existing traffic signal infrastructure located within the proposed easement.
-

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
-

Action required/Recommendation:

- Referral to the Plan Commission for the June 4, 2014 meeting.
 - This item will most likely return to the City Council for possible action on June 16, 2014.
-

Fiscal Note/Budget Impact:

N/A

Attachments:

Location and Zoning Map, Easement Exhibit, and Legal Description.

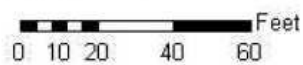
Location & Zoning Map

856 Fourth Street

RPB-2014-06



1 inch = 44 feet



Legend

- COB Parcels
- Zoning District

Map prepared by: Stephanie Hummel
Date: May 2014
For: City of Beloit Planning & Building
Date of Aerial Photography: March 2011

PLANNING & BUILDING SERVICES DIVISION

13510280

265.73

EXHIBIT 'A'

MICHELL'S ADD.

PORTLAND AV

City of Beloit-Utility Easement

192

132

10

11

58.67

13520815

13520810

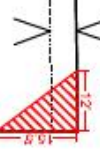
HANCHET & LAWRENCE'S ADD.

2010

9

66

13520505



127.25

FOURTH ST

66

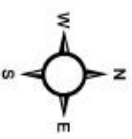
227.5

CITY OF

Rock County, Wisconsin

Legend

- CSM Boundary
- CSM Lot Line
- Corp Line
- Easement Line
- Geo Twp Line
- Lot Line
- Misc Line
- Parcel Line
- Railroad Centerline
- Railroad ROW
- Road Centerline
- Road ROW
- Section Line
- Sub Line 400
- Water Line



1 inch = 20 feet

THIS MAP DOES NOT REPRESENT A SURVEY. NO LIABILITY IS ASSUMED FOR ANY ERRORS OR OMISSIONS. THE CITY OF BELOIT OR ITS EMPLOYEES, OFFICIALS, MEMBERS, AGENTS, ADVISORS, CONTRACTORS, AND ONLY CONTRACTORS INFORMATION REQUIRED FOR LOCAL GOVERNMENT PURPOSES. SEE THE RECORDED DOCUMENTS FOR MORE DETAILED LEGAL INFORMATION.

Document Number

**CITY OF БЕЛОIT
UTILITY EASEMENT**
Document Title

This Agreement is made this ____ day of ____, 2014, by and between JLT LLC., and the City of Beloit, a Wisconsin municipal corporation, hereinafter referred to as the "CITY".

JLT LLC., its successors, assigns and licensees in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration, the receipt of which is hereby acknowledged, hereby grants to the CITY, a utility easement to construct, install, maintain, operate, repair, inspect or remove designated facilities over certain land owned by JLT LLC., described as follows:

A triangle of land in the NE corner of Lot 10, Hanchett & Lawrence's Addition, being 12.00 feet along the north property line, 15.50 feet along the east property line, and 19.60 feet more or less along the diagonal, containing 93 square feet.

See Exhibit 'A'

(Signature)

JLT LLC.

(Print Name)

(Date)

This space is reserved for recording data

Return to

City Engineer
City of Beloit
2400 Springbrook Court
Beloit, WI 53511

Parcel Identification Number/Tax Key Number

1352-0610

State of Wisconsin)
) ss.
County)

On the above date, this instrument was acknowledged before me by the named person(s).

(Signature, Notary Public, State of Wisconsin)

(Date Commission Expires)

(Print or Type Name, Notary Public, State of Wisconsin)

ORDINANCE NO. _____

AN ORDINANCE TO REPEAL AND RECREATE CHAPTER 10 OF THE CODE OF GENERAL ORDINANCES OF THE CITY OF БЕЛОIT RELATING TO THE ELECTRICAL CODE.

The City Council of the City of Beloit, Rock County, Wisconsin do ordain as follows:

Section 1. Chapter 10 of the Code of General Ordinances of the City of Beloit, is hereby repealed and recreated to read as follows:

“CHAPTER 10 ELECTRICAL CODE

10.01 ADOPTION OF STATE ELECTRICAL CODE. The Wisconsin Administrative Code, Safety and Professional Services (SPS) chapters 305 and 316, and any future amendments thereto, are hereby adopted and incorporated into this chapter by reference in order to secure uniform statewide regulation and enforcement of law relating to electricity. Those portions of the National Electrical Code (NEC) which are adopted by SPS 316, Wis. Admn. Code, and any future amendments thereto, are also adopted and incorporated into this chapter by reference.

10.02 CITY OF БЕЛОIT ELECTRICAL INSPECTOR.

- (1) **APPOINTMENT.** The City Manager shall appoint an Electrical Inspector pursuant to section 1.35 of this Municipal Code. The City may hire additional persons, as needed, to assist the Electrical Inspector in the performance of his/her duties.
- (2) **QUALIFICATIONS.** The Electrical Inspector shall meet the following qualifications:
 - (a) Shall be certified by the State of Wisconsin Department of Safety and Professional Services as:
 1. A Commercial Electrical Inspector; and
 2. A Uniform Dwelling Code Electrical Inspector; and
 3. A Master Electrician.
 - (b) Shall have a thorough working knowledge of the provisions of the Wisconsin Statutes, the Wisconsin Administrative Code, the National Electrical Code and the National Electrical Safety Code pertaining to electrical wiring and construction.

(3) DUTIES.

(a) Enforcement. The Electrical Inspector and his/her authorized representative shall enforce the provisions of this chapter, including all rules and regulations adopted by this chapter.

(b) Records. The Electrical Inspector and his/her authorized representative shall keep complete records of all applications received, permits issued, inspections made and other official work performed under the provisions of this chapter.

(4) CONDITIONS OF APPOINTMENT. The Electrical Inspector and his/her authorized representative shall have no financial interest in any concern engaged in electrical business in the City at any time while performing electrical inspection duties for the City of Beloit. Any violation of the provisions of this section shall be sufficient cause for dismissal.

(5) AUTHORITY.

(a) The Electrical Inspector or his/her authorized representative may, during reasonable hours, enter any dwelling, public building or place of employment in the discharge of his/her duties for the purpose of making inspections, re-inspections, or testing of electrical construction.

(b) If the Electrical Inspector or his/her authorized representative determines that any electrical installation or appliance is dangerous or unsafe, he/she may order the discontinuance of electrical service to the dangerous or unsafe electrical installation or appliance until that condition has been corrected. No person shall reconnect any equipment or restore electrical service thus cut off until written permission is given by the person ordering the disconnection of electrical service. The property owner where the dangerous or unsafe condition exists shall be notified of the disconnection of electrical service. Such notice shall be served upon the owner personally or shall be left at the owner's usual place of residence with a person of suitable age and discretion. Alternatively, the notice may be served by certified mail addressed to the owner at his/her last known address with postage prepaid. A copy of the notice shall also be posted in a conspicuous place on the premises where the unsafe or dangerous condition is found to exist.

10.03 PERMITS

- (1) PERMIT REQUIRED. No person shall commence electrical work in the City of Beloit until a permit is obtained in accordance with this chapter. Permits shall only be issued to an Electrical Contractor licensed by the State of Wisconsin, a person exempt under the provisions of §101.862(5) or (6), Wis. Stats., or to a homeowner as outlined below.
 - (a) The City shall issue permits for electrical work upon the filing of proper applications, which shall be made on forms furnished by the City and shall describe the nature of the work, as well as such other information as may be required for inspection. In no case shall any electrical work be done unless a permit has been obtained prior to the start of electrical work, unless a permit is not required pursuant to subsection (2) below. The City may require the applicant to furnish plans and specifications covering the work to be done. It shall be the responsibility of the property owner, as well as the electrician, to determine that a proper permit has been issued.
 - (b) A person who performs electrical work in a house which is owned and occupied by that person as a single-family residence may obtain an electrical permit under this section provided that:
 1. The homeowner submits plans and specifications to the Electrical Inspector for approval.
 2. The homeowner satisfies the Electrical Inspector that the homeowner has the ability and qualifications to install electrical wiring.
 3. The homeowner fills out a permit application for the electrical work.
 4. The homeowner executes an affidavit stating that:
 - a. The person owns the home;
 - b. The person will install the work described in the application for the permit; and
 - c. The person will not hire any other person to assist him/her with the electrical installation or perform any electrical work covered by the application.
- (2) EXEMPTIONS.
 - (a) No permit shall be required by the provisions of this chapter for:
 1. The usual operations of the local electrical utility company.
 2. Minor repair work such as repairing cords, switches, replacing fuses or changing lamp sockets.

3. Repairs made necessary for the proper maintenance of an existing installation.
 4. Electrical maintenance work performed by an industrial electrician in the plant of a shop of his/her employer.
- (b) All work performed under the exemptions in subsections shall be performed in full compliance with this chapter.
- (3) **DISPLAY OF PERMIT.** The permit shall be posted in a conspicuous place on the front of the building or structure where the work is being done. Such card shall be placed not more than 15 feet above adjacent grade, shall be unobstructed from public view and shall remain in place during the entire period of the work.
- (4) **WORK TO COMMENCE WITHIN SIX MONTHS.** When any electrical work for which a permit is issued is not started within six months from the date of the issuance of the permit, or if, after starting, there is a cessation of such work for more than six months, the permit shall lapse and be void, and no electrical work shall begin or resume until a new permit is obtained and fees paid. Where work has commenced within six months, the permit shall expire one year from the date the permit was issued. Where the work has been carried on with reasonable diligence, the permit may be renewed upon application for renewal and payment of the required renewal fee, the amount of which is established by City Council resolution.

10.04 FEES

- (1) Fees for permits for electrical work shall be established by City Council resolution.
- (a) If electrical work has been started before a permit is issued, the total fees for such permit shall be double the regular fee. Payment of any fee required by this subsection shall in no way relieve any person of the penalties that may be imposed for a violation of this chapter.
- (b) No further permits or renewal of permits shall be issued or inspections made to any person until any arrears in fees have been paid and all lawful orders of the Electrical Inspector have been complied with.
- (2) A re-inspection fee may be charged each time a re-inspection is necessary due to the failure to show for a scheduled inspection or the failure to correct faulty, defective or incomplete work identified during a

prior inspection. Re-inspection fees shall be established by City Council resolution.

10.05 ORDERS TO CORRECT VIOLATIONS

- (1) TIME FOR COMPLIANCE. The Electrical Inspector or his/her authorized representative shall issue orders requiring that electrical code violations be corrected within a specified time. The compliance time shall be not more than 30 days, depending upon the nature of the violation and the hazard involved.
- (2) DURATION OF ORDER. A written order to correct an electrical code violation shall remain in effect for 24 months from the date of issuance. A subsequent violation of an order or a continued failure to correct a violation identified in an order may result in the issuance of a municipal citation to the person to whom the order was issued.
- (3) CONTENT OF ORDERS. Whenever the Electrical Inspector or his/her authorized representative determines that there are reasonable grounds to believe that a violation of any provision of this chapter exists, he/she shall order the person responsible for the violation to correct the violation. The order shall be in writing and shall:
 - (a) Include a description of the real estate sufficient for identification;
 - (b) Specify the violation which exists and the remedial action required;
 - (c) Allow a reasonable time for the performance of any act it requires;
 - (d) Include the disclaimer required by §7.09(2) of this Municipal Code;
 - (e) Include a statement advising the person responsible that he or she may seek review or appeal the order in the manner provided in §1.15 of this Municipal Code.
- (4) SERVICE OF ORDERS.
 - (a) Orders to Correct Violations. Orders to correct electrical violations shall be served upon the owner of record by first class mail at the address listed with the Director of Planning and Building Services or by delivering the order to the owner personally. When the owner of record does not have an address listed with the Director of Planning and Building Services, the order may be served:
 1. By delivering the order to the owner personally; or

2. By first class mail addressed to the owner at the last known address as shown on the most recent property tax bill for the property affected by the order; or
 3. By posting the order in a conspicuous place on the exterior of the structure affected by the order.
- (b) Affidavit of Mailing. If an order is served by first class mail, the person serving the order shall execute an affidavit which should include the following:
1. The date upon which the order was mailed.
 2. An allegation that the envelope was postpaid.
 3. The name of the person to whom the envelope was addressed.
 4. The address on the envelope.
 5. That the order was enclosed within the envelope.
- (c) Notice to Purchasers. An owner shall notify a purchaser, in writing, that an order has been issued concerning a violation of this chapter, whenever the condition of the property giving rise to the order has not been corrected. Any owner who fails to give written notice to a purchaser, prior to acceptance of a written offer to purchase, of an order concerning the property shall be subject to a forfeiture as provided in §10.11 of this chapter. No owner may accept an offer to purchase which was made prior to the disclosure required by this subsection, unless the purchaser acknowledges receipt of a notice of outstanding orders and a willingness to proceed despite such knowledge.
- (5) **EXTENSION OF TIME TO COMPLY WITH ORDERS**. The owner or other responsible person may, prior to the expiration of the compliance time specified in the order, request an extension of compliance time. When the owner or other responsible person demonstrates that he is making a diligent effort to comply with the order, the Electrical Inspector or his/her authorized representative may extend the time for compliance for not more than 30 days.

10.06 STOP WORK ORDERS

- (1) Wherever any work is being done contrary to the provisions of this chapter or before having obtained a permit authorized by the City, the Electrical Inspector or his/her authorized representative may order the work stopped by notice in writing served upon the permittee, or his/her agent, or any contractor engaged in doing the work or causing such work to be done, or by posting such stop order in a conspicuous place on the premises and any person shall stop such work until authorized by the City to proceed with the work.
- (2) No person shall remove a stop order once posted or proceed with work after notice to stop work has been served or posted, and any person who shall remove such notice or continue work after such notice has been posted or served shall be subject to a penalty as provided in §25.04 of this Municipal Code.

10.07 TEMPORARY/EMERGENCY WORK.

- (1) **TEMPORARY WORK.** On applying for a permit for temporary electrical work, a specified period of time for which such wiring is to remain in service shall be stated. Service shall be cut off at the end of this period, or any time sooner when ordered by the Electrical Inspector, and shall not again be connected without written permission from the Electrical Inspector. All work installed under this section shall be installed, maintained and operated in a safe and workmanlike manner.
- (2) **EMERGENCY WORK.** In emergency work, the person doing or causing work to be done shall report the same to the Electrical Inspector immediately after beginning work, on forms furnished by the Electrical Inspector and such work shall be in accordance with this chapter. The Electrical Inspector may waive the double fee required by section 10.04(1)(a) if the Electrical Inspector is satisfied that an emergency existed insofar that the person doing or causing the work to be done could not obtain a permit prior to performing the work.

10.08 ELECTRICAL INSPECTION REQUIREMENTS. Upon completion of the electrical work and before any electrical work is hidden from view, the Electrical Inspector shall be notified that the electrical work is ready for inspection. The Electrical Inspector shall inspect the electrical work within two business days of the time that the Electrical Inspector receives notice that the work is complete. A contractor, employee or homeowner doing his/her own work as permitted by section 10.03(1)(b) shall be present for the final and all required inspections. If the Electrical Inspector finds that the electrical work complies with this chapter, the inspector shall approve the work and authorize concealment of the same. If the Electrical Inspector finds that the electrical work is incomplete or not in compliance with this chapter, the inspector shall issue an order to correct the

work within 10 days. Concealment of electrical work prior to inspection by the Electrical Inspector shall constitute a violation of this section. In addition, failure to comply with an order of an Electrical Inspector to correct a violation of this chapter shall constitute a violation of this section.

10.09 PROHIBITED PRACTICES.

- (1) **LICENSE REQUIRED.** No person shall perform electrical work within the City without first having obtained an Electrical Contractor's license from the State of Wisconsin. This section does not prohibit those exempt under §101.862(5) and (6), Wis. Stats., or a homeowner from performing electrical work in a house, when the house is owned and occupied by that person as a single-family residence provided a permit is obtained as required in section 10.03.
- (2) **IMPROPER USE OF LICENSE TO OBTAIN PERMIT.** It shall be unlawful for any person licensed by the State of Wisconsin to allow another to use his/her license, directly or indirectly, for the purpose of obtaining local electrical permits for others. It shall be unlawful for a person to use the license of another person licensed by the State of Wisconsin for the purposes of obtaining a permit under this chapter.
- (3) **UNLAWFUL USE.** It shall be unlawful for any person licensed by the State of Wisconsin to obtain a permit for work to be done by any person not connected with the licensee or in the employ of the licensee; or to allow his/her name to be used by any other person for the purpose of performing any work coming under the provisions of this chapter.
- (4) **FALSIFYING INFORMATION.** No person shall knowingly make any false statement in any document which is required by this chapter.

10.10 DEFINITIONS.

- (1) **ELECTRICAL CONTRACTOR.** Electrical Contractor means a person who has an active Electrical Contractor's license issued by the State of Wisconsin Department of Safety and Professional Services.
- (2) **ELECTRICAL MAINTENANCE.** Electrical maintenance includes only the necessary repairs to provide safe operation of previously installed electrical equipment within a plant, building or other structure.
- (3) **ELECTRICAL WORK.** Electrical work means and includes the installation or superintending of electrical wiring, devices and equipment for the production, modification, utilization or safeguarding of electrical energy as covered by the codes or regulations adopted in section 10.01 of this chapter.

10.11 PENALTY. Any person who is convicted of a violation of any provision of this chapter shall be subject to a forfeiture as provided in section 25.04 of this Municipal Code.”

Section 2. This ordinance shall take effect and be in force upon its passage and publication.

Adopted this 2nd day of June 2014.

BELOIT CITY COUNCIL

By: _____
Mark Spreitzer, President

ATTEST:

By: _____
Judith A. Elson, Deputy City Clerk

PUBLISHED: _____

EFFECTIVE DATE: _____

01-611100-5231- _____

tdh/ordinances/10 = ORD 140507 (14-1070)

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Ordinance to Repeal and Recreate the City of Beloit Electrical Code

Date: May 19, 2014

Presenter: Julie Christensen

Department:

Community Development

Overview/Background Information:

The Deputy City Attorney has prepared the attached Ordinance to repeal and recreate Chapter 10 of the Code of General Ordinances of the City of Beloit relating to the Electrical Code. The attached Ordinance includes a number of substantive changes, as well as numerous housekeeping items related to state agency changes, revised implementation procedures, and general organization. A revised Ordinance was prepared because the changes are too numerous to show in redline.

Key Issues (maximum of 5):

- Section 10.01 of the proposed Ordinance moves the adoption of the State Electrical Code to the forefront and replaces references to the Department of Commerce with Safety and Professional Services (SPS).
- Section 10.02 relates to the Electrical Inspector's duties and credentials, and includes only minor clarifications.
- Section 10.03 includes the permit requirements, which remain essentially unchanged, but also includes changes relating to permit display and permit expiration. The most significant change in the proposed Ordinance is the elimination of the City's Electrical License requirement in compliance with a new state law. Electrical contractors are now licensed exclusively by the state, and we will issue permits to contractors with the proper state license.
- Section 10.04 deals with fees and establishes a new re-inspection fee for no-show inspections and continuing violations. As noted in this section, the Electrical Permit fees have been moved to the accompanying Fee Resolution. With the exception of the re-inspection fee, the attached Fee Resolution includes only existing fees.
- Section 10.05 includes a more comprehensive process for issuing orders to correct violations, and includes specific timelines and service procedures.
- Section 10.06 formalizes the Stop Work Order process and aligns the Ordinance with existing practice.
- Section 10.07 relocates the temporary and emergency work provisions to their own section.
- Section 10.08 includes inspection requirements and is relatively unchanged, with the exception of increasing the inspection window between completion and inspection from 24 hours to 2 business days.
- Section 10.09 relocates prohibited practices to the rear of the Ordinance and includes more explicit descriptions.
- Section 10.10 relocates definitions to the rear of the Ordinance and includes revised definitions based upon the state licensing and agency changes.
- Section 10.11 relates to penalties and is unchanged.

Consistency with Strategic Plan:

- 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 1st reading of the proposed Ordinance

Fiscal Note/Budget Impact: The City will lose a minor revenue source due to the loss of Electrical License revenue as a result of this state mandate.

Attachments: Ordinance

ORDINANCE NO. _____

AN ORDINANCE TO AMEND SECTIONS OF THE CODE OF GENERAL ORDINANCES OF THE CITY OF БЕЛОIT PERTAINING TO WASTEWATER PRETREATMENT SYSTEM.

The City Council of the City of Beloit, Rock County, Wisconsin, do ordain as follows:

Section 1. Section 29.31(3)(a) of the Code of General Ordinances of the City of Beloit is hereby amended to read as follows:

“(a) Any user subject to a pretreatment standard shall submit a semiannual compliance report to the Environmental Staff by July 31 and January 31 of each year, unless required to do so more frequently by the pretreatment standard or by the City. The semiannual report shall be on a form approved by the City and shall include all information required by subsection (2) of this section. The compliance report required to be filed by January 31 shall include a list of all environmental control permits held by the user. These reports shall be signed by the user or the user's authorized representative and shall be certified by a qualified professional.”

Section 2. Section 29.10(2)(u) of the Code of General Ordinances of the City of Beloit is hereby created to read as follows:

“(u) Any pollutant, including oxygen demanding pollutants (BOD, etc.) released in a discharge at a flow rate and/or pollutant concentration which exceeds that allowed by the user's permit.”

Section 3. Section 29.13 of the Code of General Ordinances of the City of Beloit is hereby repealed and recreated to read as follows:

“29.13 SPECIFIC POLLUTANT LIMITATIONS. Unless otherwise allowed by a permit issued under this chapter, or waived pursuant to the provisions of §29.30(9), no person shall discharge wastewater which exceeds any of the following limits expressed as micrograms/Liter:

- (1) Arsenic, 200 µg /L
- (2) Cadmium, 700 µg /L

- (3) Chromium, 6,500 µg /L
- (4) Copper, 10,000 µg /L
- (5) Cyanide, 900 µg /L
- (6) Fats, Oils and Grease, 300,000 µg /L. SIUs may receive a limit expressed in pounds rather than micrograms/Liter.
- (7) Grease or Oil of Mineral Origin, 25,000 µg /L. SIUs may receive a limit expressed in pounds rather than micrograms/Liter.
- (8) Lead, 1,800 µg /L
- (9) Mercury, 25 µg /L. The City may use BMPs in lieu of numerical value or sampling under 40 CFR 403.18 to ensure compliance with the City's WPDES permit.
- (10) Nickel, 3,600 µg /L
- (11) Phosphorus, 8000 µg /L. SIUs may receive a limit expressed in pounds rather than micrograms/Liter.
- (12) Silver, 600 µg /L
- (13) Zinc, 10,000 µg /L"

Section 4. Section 29.30(9) of the Code of General Ordinances of the City of Beloit is hereby created to read as follows:

“(9) MONITORING WAIVER. The City may authorize a monitoring waivers for permittees that conforms to the requirements of Wisconsin Administrative Code NR 211.15(4)(b).”

Section 5. Section 29.30(3g) of the Code of General Ordinances of the City of Beloit is hereby created to read as follows:

“(3g) MONITORING AND ANALYSIS TO DEMONSTRATE CONTINUED COMPLIANCE. If sampling performed by a SIU indicates a violation of the user’s permit or this Chapter, the SIU shall notify the City within 24 hours of becoming aware of the violation. The SIU shall repeat the sampling and analysis and submit the results of the repeat analysis to the City within 30 days after becoming aware of the violation. This provision does not apply to SIUs that monitor multiple days each month nor does it supersede the requirement for SIUs to immediately report accidental discharges of high strength waste or large amounts of grease or as otherwise required by the user’s permit.”

Section 6. This ordinance shall be in force and take effect upon passage and publication.

Adopted this 2nd day of June, 2014.

BELOIT CITY COUNCIL

By: _____
Mark Spreitzer, President

ATTEST:

By: _____
Judith A. Elson, Deputy City Clerk

PUBLISHED: _____

EFFECTIVE DATE: _____

01-611100-5231- _____

tdh/ordinances/29.10, 29.13, 29.30, 29.31 = ORD 140507 (14-1062)

CITY OF BELOIT



REPORTS AND PRESENTATIONS TO CITY COUNCIL

Topic: Amendments to Chapter 29, Sewer Use Ordinance

Date: May 19, 2014

Presenter(s): Cheryl Simplot

Department(s): Water Resources

Overview/Background Information:

On March 27 and 28, 2014, the City's Industrial Pretreatment Program was audited by the Wisconsin Department of Natural Resources (WDNR). The WDNR noted that the City does very well in implementing its approved pretreatment program and is requiring only a few minor changes to the City's Sewer Use Ordinance as a result. Specifically, the City is required to address the following issues:

1. Require that Significant Industrial Users (SIUs) in the City to list all environmental permits in their annual report.
 2. Expressly provide that SIUs can exceed general specific pollutant limitations if it is allowed by their permit (ex. Frito Lay, Hormel). Larger industries have a pound limit instead of an ug/L (microgram/liter) limit for pollutants.
 3. Expressly provide that the City can utilize best management practices to reduce the mercury limit to allow the City to meet permit limitations. Change measurements in § 29.13 from milligrams per liter to micrograms per liter.
 4. Expressly provide that the City may authorize a monitoring waiver for SIUs that comply with federal and state regulations.
 5. Expressly provide that SIUs are required to notify the city within 24 hours of becoming aware of a violation and provide for retesting with the results being submitted to the City unless the SIU monitors monthly and sends the city a monthly report as required by permit (ex. Frito Lay, Hormel).
-

Key Issues (maximum of 5): See above. The changes requested in the draft ordinance are required by WDNR audit.

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.): The proposed ordinance will conform with the stated purpose of Goal #1 in furthering the responsible use of our resources and protecting the natural resources to the best of our abilities. It would further conform with the stated purpose of Goal #3 by promoting a safe and health community and protecting property and resources.

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:

The proposed ordinance has been reviewed by City Staff and it is recommended to Council for approval.

Fiscal Note/Budget Impact:

No additional impact on city budget.

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE TABLE OF CONTENTS, SECTIONS 27.01(1), 27.02, 27.03(2), 27.03(4), 27.04, 27.11, 27.15, 27.16, 27.18(2), 27.18(5), 27.19(2), 27.19(4) AND 27.20; TO CREATE SECTION 27.15(3)(c); AND REPEAL SECTION 27.20 OF CHAPTER 27 OF THE CODE OF GENERAL ORDINANCES OF THE CITY OF БЕЛОIT AS IT RELATES TO PRIVATE WELLS

The City Council of the City of Beloit, Rock County, Wisconsin, do ordain as follows:

Section 1. The Table of Contents for Chapter 27 of the Code of General Ordinances of the City of Beloit is hereby amended to read as follows:

“CHAPTER 27 - CITY WATER UTILITY

27.01	Purpose and Policy
27.02	Definitions
27.03	Management and Operation of Public Water Utility
27.04	Adoption of State Administrative Code
27.05	Connection to Public Water Utility
27.06	Water Meters
27.07	Retail Water Service
27.08	Wholesale Water Service
27.09	Bulk Water Sales
27.10	Limits on Expansion of Public Water Utility into Unincorporated Areas
27.11	South Beloit Water, Gas and Electric Company <u>Illinois-American Water Company</u>
27.12	Laying of Water Mains
27.13	Interference with Water Utility Prohibited
27.14	Cross-Connections
27.15	Construction and Operation of Private Water Wells
27.16	Mandatory Hookup
27.17	Discontinuance of Water Service
27.18	Abandonment of Unlicensed <u>Unpermitted</u> , Unused, Unsafe and Noncomplying Wells

27.19	Fees for Permits, Licenses and Water Analysis
27.20	Wellhead Protection <u>Reserved</u>
27.21	Penalties”

Section 2. Section 27.01(1) of the Code of General Ordinances of the City of Beloit is hereby amended to read as follows:

“(1) PURPOSE. The purpose of this chapter is to establish uniform requirements for the operation of the public water utility and to establish uniform requirements for the delivery of safe drinking water to the residents of the City of Beloit, Town of Turtle, Town of Beloit and the ~~South Beloit Water, Gas and Electric Company water~~Illinois-American Water Company utility.”

Section 3. Section 27.02 entitled “Definitions” of the Code of General Ordinances of the City of Beloit is hereby amended to add, in alphabetical order, the following terms and their definitions:

“Aquifer means a geological formation, group of formations or part of a formation composed of rock, sand or gravel capable of storing and yielding groundwater to wells and springs.

and

IAW means Illinois-American Water Company.”

Section 4. Section 27.02 entitled “Definitions” of the Code of General Ordinances of the City of Beloit is hereby amended to delete the following term and its definition:

~~“SBWG&E means South Beloit Water, Gas and Electric Company.”~~

Section 5. Section 27.03(2) of the Code of General Ordinances of the City of Beloit is hereby amended to read as follows:

“(2) RECORDS. All financial records of the public water utility shall be kept by the ~~Business Planning Department~~Finance and Administrative Services Department. All records pertaining to the operation and management of the public water utility shall be kept by the Public Works Director, or his/her designee.”

Section 6. Section 27.03(4) of the Code of General Ordinances of the City of Beloit is hereby amended to read as follows:

“(4) INSPECTION. Any employee or agent of the public water utility may enter, at any reasonable time, any place supplied with water by the public water utility for the purpose of inspecting, examining, reading, repairing, installing or removing water meters, water pipes, water fittings and other fixtures used by the water utility to supply water. Such entry shall be made in accordance with the provisions of §196.171, Wis. Stats. The Public Works Director, or his/her designee, shall keep a record of public water utility employees and agents authorized to enter a customer's premises under §196.171, Wis. Stats. If entry is refused, the public water utility employee or agent shall apply for a special inspection warrant pursuant to §66.0119, Wis. Stats.”

Section 7. Section 27.04 of the Code of General Ordinances of the City of Beloit is hereby amended to read as follows:

“27.04 ADOPTION OF STATE ADMINISTRATIVE CODES.

Chapters PSC 185, ~~COMM-81SPS 381~~ and ~~82382~~ and NR 809, 811 and 812, Wis. Adm. Code, are hereby adopted and incorporated into this chapter by reference, as if fully set forth herein.”

Section 8. Section 27.11 of the Code of General Ordinances of the City of Beloit is hereby amended to read as follows:

“27.11 ~~SOUTH BELOIT WATER, GAS AND ELECTRIC COMPANY~~ILLINOIS-AMERICAN WATER COMPANY.

The City has entered into an "Agreement for Provision of Wholesale Water Utility Service to South, Beloit, Water, Gas and Electric Company" dated June 16, 2003. IAW is the successor entity to South Beloit Water, Gas and Electric Company. The City will provide wholesale water utility services to SBWG&EIAW upon the terms and conditions set forth in that agreement and any subsequent amendments thereto.”

Section 9. Section 27.15 of the Code of General Ordinances of the City of Beloit is hereby amended to read as follows:

“27.15 CONSTRUCTION AND OPERATION OF PRIVATE WATER WELLS.

(1) ~~LICENSE PERMIT~~ TO CONSTRUCT HIGH CAPACITY PRIVATE WATER WELLS. No person may drill or construct a private high capacity water well in the City of Beloit without obtaining a permit to do so from the Wisconsin Department of Natural Resources. In this subsection "high capacity well" has the meaning prescribed by §281.34, Wis. Stats.

(2) ~~LICENSE PERMIT~~ TO CONSTRUCT OTHER PRIVATE WATER WELLS.

(a) ~~New Wells Producing Water for Human Consumption~~New Private Wells. No person may drill or construct a new private water well in the City of Beloit ~~for the purpose of providing water for human consumption~~ unless:

1. The building to be served by the new well is not located adjacent to an existing water main or within ~~a block where a water main exists~~400 feet of the nearest point from said building to any adjacent water main.
2. The well is not located in a "wellhead protection area" or in a zoning district where private wells are prohibited.
3. The property owner notifies the Wisconsin Department of Natural Resources of the location of the proposed well and pays the fee required by §281.34(3), Wis. Stats.
4. The property owner obtains a permit to drill or construct the new well from the Division of Planning and Building Services of the City of Beloit.

~~(b) — New Wells Producing Water Unfit for Human Consumption. No person may drill a new water well in the City of Beloit for the purpose of providing water which is unfit for human consumption unless:~~

- ~~1. — The well is not located in a "wellhead protection area" or in a zoning district where private wells are prohibited.~~

- ~~2. Human contact with the water produced by the new well does not pose a danger to the public health.~~
- ~~3. The property owner notifies the Wisconsin Department of Natural Resources of the location of the proposed well and pays the fee required by §281.34(3), Wis. Stats.~~
- ~~4. The property owner obtains a permit to drill or construct the new well from the Division of Planning and Building Services of the City of Beloit.~~

(3) **LICENSEPERMIT TO OPERATE PRIVATE WELLS, OTHER THAN HIGH CAPACITY WELLS.** No person shall operate a new or existing private water well, other than a high capacity water well, without first obtaining a licensepermit to do so. LicensesPermits for operation of wells shall be issued by the public water utility. The application for a well operation licensepermit shall be made on a form prescribed by the public water utility.

(a) Wells Producing Water Intended for Human ConsumptionPrivate Wells.

1. Regular licensepermit to operate a well producing water for human consumption. A licensepermit for wellsany well producing water intended for human consumption shall be issued for a 25-year term to the owner of the property upon which the well is located. No regular well operation licensepermit shall be issued unless:
 - a. The property owner obtained a license to construct the well, or the well was constructed before a license was required by law. The well and pump system shall be evaluated by a licensed well driller or pump installer and certified to comply with §NR 812, Wis. Adm. Code., prior to issuing the initial permit and no less than 10 years afterwards. Written documentation of compliance will be required before issuance of the permit.
 - b. There is no cross-connection between the private well and the public water system.
 - bc. A laboratory, certified by the State of Wisconsin, reports that the analysis of 2 samples of water produced from the well is bacteriologically safe and

meets the standards set forth in §NR 809.31, Wis. Adm. Code. In the alternative, the applicant can provide 2 samples of water produced from the well to the Wastewater Treatment Facility laboratory for analysis to determine that it is bacteriologically safe and meets the standards set forth in §NR 809.31, Wis. Adm. Code. If the applicant requests the Wastewater Treatment Facility laboratory to conduct the analysis, the applicant shall be required to pay the laboratory analysis fee prescribed by §27.19 of this chapter. A minimum of one safe sample is taken to establish that the water is bacteriologically safe.

~~e. There is no cross connection between the private well and the public water system.~~

~~d. The well and the pump installation meet the requirements of Ch. NR 812, Wis. Adm. Code.~~

ed. There is a demonstrated need for use of the well.

~~2. Temporary licenses to operate a well producing water intended for human consumption. If the applicant is unable to produce 2 samples of water from the well which meets the standards of subsection 3(a)(1) within 30 days of submission of the initial sample, the owner shall either abandon the well as provided in subsection (4) and §27.18 or shall apply for a temporary well operating license as provided in this subsection. The public water utility may issue a temporary operating permit upon the following terms and conditions:~~

~~a. The building served is not located adjacent to an existing water main or within a block wherein a water main exists.~~

~~b. The owner and all occupants of the premises are notified of the unsafe water test results.~~

~~c. The owner and all occupants of the premises are notified of the purposes for which the well water may be used.~~

~~d. No water from a well being operated under a~~

~~temporary license may be used for human consumption.~~

- ~~e. If the public water service becomes available to the property, the owner of the property shall immediately connect to the public water service and abandon the well.~~
- ~~f. Wisconsin Department of Natural Resources shall give written approval for use of the well.~~
- ~~g. There is no cross connection between the private well and the public water system.~~
- ~~h. The well and pump installation meet the requirements of Ch. NR 812, Wis. Adm. Code.~~
- ~~i. There is a demonstrative need for use of the well.~~

~~In any event, if a well for which a temporary license has been issued is unable to meet the standards prescribed in subsection (3)(a)(1) of this section within one year of the issuance of the temporary operating license, the owner of the well shall cause it to be abandoned in the manner described in subsection (4) and §27.18.~~

~~(b) License to Operate a Well Producing Water Which is Not Intended for Human Consumption. Licenses for wells producing water that is not intended for human consumption shall be issued for 2-year terms to the owner of the property upon which the well is located. No license shall be issued for operation of a well which produces water unfit for human consumption unless:~~

- ~~1. None of the water is used for human consumption.~~
- ~~2. The owner and all occupants of the premises are notified that the water is not fit for human consumption.~~
- ~~3. The owner and all occupants are notified of the purposes for which the well water may be used.~~
- ~~4. The Wisconsin Department of Natural Resources has given approval for use of the well for purposes other than human consumption.~~

- ~~5. The owner obtains a license from the public water utility.~~
- ~~6. Human contact with the water does not pose a danger to public health, welfare or safety.~~
- ~~7. There is no cross-connection between the private well and the public water system.~~
- ~~8. The well and pump installation meet the requirements of Ch. NR 812, Wis. Adm. Code.~~
- ~~9. There is a demonstrative need for use of the well.~~

~~If the owner of the property discontinues the use of the well for more than 12 months or fails to obtain a permit to operate the well, the well shall be abandoned as provided in subsection (4) and §27.18 of this chapter.~~

- (4) ABANDONMENT OF PRIVATE WELL. If the applicant is unable to meet the standards of subsection (3), the Public Works Director, or his/her designee, shall give the owner and occupant notice of the denial of the well operation license/permit, and shall issue an order to abandon the well in accordance with §27.18 of this chapter. If the Public Works Director, or his/her designee, determines that immediate abandonment of the well is necessary to protect the public health, the Public Works Director, or his/her designee, may have the well abandoned without prior notice to the owner or occupant. A written finding to that effect shall be filed with the City Treasurer and mailed immediately to the owner of the property at the owner's last known address and shown on the records of the City Assessor. If the owner or occupant fails to abandon the well within the time specified in the notice from the Public Works Director, or his/her designee, the Public Works Director, or his/her designee, shall cause the abandonment of the well and shall certify the expense of removal to the City Treasurer who shall assess the cost against the property as a special tax. The special tax shall be a lien on the property and shall be collected in the manner that other property taxes are collected.”

Section 10. Section 27.16 of the Code of General Ordinances of the City of Beloit is hereby amended to read as follows:

“27.16 MANDATORY HOOKUP.

The City wishes to assure the preservation of public health, comfort and safety. Therefore, pursuant to §281.45, Wis. Stats., the City requires that all buildings used for human habitation and located adjacent to a water main, or within a ~~block~~

~~to which a water main extends, 400 feet of the nearest point from said building to any adjacent water main,~~ be connected to the public water utility. If any person fails to comply with an order to connect a building used for human habitation to the public water utility for more than 10 days following receipt of the notice, the Public Works Director, or his/her designee, may cause the connection to be made and the expense thereof assessed as a special tax against the property. The owner may, within 30 days after completion of the work, file a written option with the City ~~Clerk~~Treasurer stating that he or she cannot pay the amount in one sum and asking that it be levied in not to exceed 5 equal annual installments and that the amount shall be so collected with interest at the rate not to exceed 15 percent per annum from the completion of the work, the unpaid balance to be a special tax lien. The City shall not order any connection as provided for herein affecting any building during any period of time when such building is receiving a deferral of special assessment under the provisions of §33.08(9) of the Code of General Ordinances of the City of Beloit unless a governmental authority with appropriate jurisdiction has determined that any private well serving the building has failed.”

Section 11. Sections 27.18(2) and 27.18(5) of the Code of General Ordinances of the City of Beloit are hereby amended to read as follows:

“27.18 ABANDONMENT OF ~~UNLICENSEDUNPERMITTED~~, UNUSED, UNSAFE AND NONCOMPLYING WELLS.

- (2) MANDATORY ABANDONMENT. The owner of any property on which an ~~unlicensedunpermitted~~, unused, unsafe or noncomplying well or pump installation is located shall be required to abandon the same in compliance with Ch. NR 812, Wis. Adm. Code.
- (5) INSPECTION AND REPORT OF ABANDONMENT. Immediately after the well is filled, the owner's well driller shall file a report of well abandonment with the Division of Planning and Building Services. The report shall be made on a form prescribed by the Wisconsin Department of Natural Resources, currently DNR Form 3300.”

Section 12. Sections 27.19(2) and 27.19(4) of the Code of General Ordinances of the City of Beloit are hereby amended to read as follows:

“27.19 FEES FOR PERMITS, LICENSES AND WATER ANALYSIS.

- (2) OPERATING ~~LICENSE~~PERMIT. ~~There shall be no fee for any well operating license.~~There shall be a \$30.00 fee for any well operating permit. If the owner requests the ~~Wastewater Treatment Facility~~Water Pollution Control Facility laboratory to conduct analysis of a sample of water, the owner shall be required to pay the fees established by City

Council resolution.

~~(4) TEMPORARY OPERATION PERMIT. There shall be no fee for a temporary operating permit. If the owner requests the Wastewater Treatment Facility laboratory to conduct analysis of a sample of water, the owner shall be required to pay the fees established by City Council resolution.”~~

Section 13. Section 27.20 of the Code of General Ordinances of the City of Beloit is hereby repealed.

~~“27.20 RESERVED.27.20 WELLHEAD PROTECTION.~~

~~The Public Works Director shall develop a wellhead protection plan for the City's wells. The plan shall:~~

- ~~(1) Identify the parameters of the aquifer serving each of the wells in the public water utility.~~
- ~~(2) Identify any potential sources for contamination of the aquifer serving each of the City's wells.~~
- ~~(3) Identify primary and secondary wellhead protection areas for each well. The primary wellhead protection area will include areas where contamination of a well could occur in a relatively short period of time in the event of spills or other events that could cause contamination of the well. The secondary wellhead protection area will include areas where contamination of a well could occur, but over a longer period of time.”~~

Section 14. This ordinance shall be in force and take effect upon passage and publication.

Adopted this _____ day of _____, 2014.

BELOIT CITY COUNCIL

By: _____
Mark Spreitzer, President

ATTEST:

By: _____
Judith A. Elson, Deputy City Clerk

PUBLISHED: _____

EFFECTIVE DATE: _____

01-611100-5231-_____

tdh/ord/Ch 27=ord=140520 1643 (rdln) (13-1061)

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Water Resources Division Private Well Permitting and Abandonment Program

Date: 6/2/2014

Presenter(s): Harry Mathos

Department(s): Public Works

Overview/Background Information: The City of Beloit Water Utility is required to develop and implement a comprehensive private well permitting and abandonment program as indicated in the September 14, 2012 Wisconsin DNR Sanitary Survey Report. The program is designed to protect the utility's drinking water source from contaminants that may be introduced through inadequately designed/maintained or contaminated private wells.

Key Issues (maximum of 5):

1. The WI DNR requires municipal water systems to prevent unused, unsafe and noncomplying wells from contamination of aquifers used in the public drinking water supply.
2. Protect the water quality of the Beloit Water Utility's drinking water supply.
3. Provide for methodology to permit and monitor private wells within the corporate boundary of the City of Beloit.
4. Revision of Chapter 27 to reflect current NR rule and utility requirements including:
 - Revised Section 9(2)(a) to read - New Private Wells. No person may drill or construct a new private well in the City of Beloit unless:
 - Revised Section 9(2)(a)(1) to read – The building to be served by the new well is not located adjacent to an existing water main or within 400 feet of the nearest point from said building to any adjacent water main.
 - Removed Section 9(2)(b)(1-4).
 - Revised Section 9(3)(a) to read - Private Wells.
 - Revised Section 9(3)(a)(1) to read – Regular permit to operate a well. A permit for any well shall be issued for a 5-year term to the owner of the property upon which the well is located. No regular well operation permit shall be issued unless:
 - Revised Section 9(3)(a)(1)(a) to read – The well and pump system shall be evaluated by a licensed well driller or pump installer and certified to comply with NR 812, Wis. Adm. Code, prior to issuing the initial permit and no less than 10 years afterwards. Written documentation of compliance will be required before issuance of the permit.
 - Revised Section 9(3)(a)(1)(b) to read – There is no cross connection between the private well and the public water system.
 - Revised Section 9(3)(a)(1)(c) to read – A minimum of one safe sample is taken to establish that the water is bacteriologically safe.
 - Revised Section 9(3)(a)(1)(d) to read – There is a demonstrated need for the use of the well.
 - Removed Section 9(3)(a)(2)(a-i)
 - Removed from Section 9(3)(a)(2) – “In any event, if a well for which a temporary license has been issued is unable to meet the standards prescribed in subsection (3)(a)(1) of this section within one year of the issuance (sic) a temporary operating license, the owner of the well shall cause it to be abandoned in the manner described in section (4) and 27.18”.
 - Removed Section 9(3)(b)(1-9)
 - Removed from Section 9(3)(b) “If the owner of the property discontinues the use of the well for more than 12 months or fails to obtain a permit to operate the well, the well shall be abandoned as provided in subsection (4) and 27.18 of this chapter.
 - In Section 10, 27.16 MANDATORY HOOKUP replaced the phrase “a block to which a water main extends” with “400 feet of the nearest point from said building to any adjacent water main.
 - In Section 12, 27.19(2) FEES FOR PERMITS, LICENSES AND WATER ANALYSIS replaced the phrase “There shall be no fee for any well operating permit” with “There shall be a \$30.00 fee for any well operating permit”.
 - Removed Section 12(4).
 - In Section 13, 27.20 removed WELLHEAD PROTECTION and reserved.

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):
This program is a tool to identify, sample and analyze private wells to protect the health, safety and water quality of the Beloit Water Utility drinking water supply. Key goals include

1. Meet all drinking water standards.
2. Identify well locations and assure operability.
3. Enforcement of City of Beloit ordinances.

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:

- Meet the hierarchy of present and future human needs fairly and efficiently:

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: City Council consideration and adoption of the ordinance.

Fiscal Note/Budget Impact: Initial impact will be relatively minor since we'll be using in-house resources and staff. Absorbing the cost of initial bacteriological analyses will impact wastewater lab budget however, the fund will be able to cover any additional expenses.

Legend for redlined version of attached Ordinance:

Red – revisions made on 4/8/14 and 4/16/14 (prior to workshop);

Blue – revisions made on 5/13/14 (after workshop);

Burgundy – revisions made on 5/14/14 (after workshop);

Yellow Highlighting – all revisions made after the workshop.

**RESOLUTION
ADOPTING THE CITY OF БЕЛОIT STRATEGIC PLAN FOR 2015**

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 12, 2014, to modify and reaffirm its vision, mission, goals, and key strategic objectives for 2015; and,

WHEREAS, each of the city's departments presented their Strategic Plans to the Council at the workshop on May 12, 2014; 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 2015 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 2nd day of June 2014.

Mark Spreitzer
President of the Council

Attest:

Judith A. Elson
Deputy City Clerk

CITY OF БЕЛОIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Adoption of 2015 Strategic Plan

Date: June 2, 2015

Presenter(s): Larry N. Arft, City Manager

Department(s): City Manager

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 9 to update the departmental Strategic Plans. This meeting was followed by a workshop with the City Council on May 12 to seek input from the Council, modify, and reaffirm the city's vision, mission, goals, and strategic objectives for 2015. Based on this workshop, the Strategic Plan has been updated for 2015 and is recommended for Council approval. Once approved, the Strategic Plan will be incorporated into and implemented as part of the 2015 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 2015 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.

Action required/Recommendation:

Staff recommends Council adoption of the attached Resolution approving the 2015 Strategic Plan.

Fiscal Note/Budget Impact:

As much as practical, the Strategic Plan will be incorporated in the 2015 budget for each department.

2015 STRATEGIC PLAN

DRAFT

2015 STRATEGIC PLAN

**CITY OF
BELOIT**

2015 City of Beloit Strategic Plan

- I. Introduction: Pages 1-2
- II. 2015 Vision/Mission Statements & Goals: Pages 3 - 4
- III. Departmental Strategic Plans for Fiscal Year 2015
Pages: 5 - 92

City Manager: 5 – 10

City Attorney: 11

Economic Development: 12 - 16

Finance and Administrative Services: 17

City Clerk: 18 - 22

Municipal Court: 23 - 25

Assessor's Office: 26 – 29

Human Resources: 30 - 32

Treasury: 33 - 35

Accounting and Purchasing: 36 - 37

Information Systems: 38 – 40

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Parks & Leisure Services: 80 - 84

Transit: 85

Wastewater Utility: 86 - 87

Water Utility: 88

Storm Water Utility: 89

Library: 90 - 92

June 2, 2014

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 2015. 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 2nd, 2014, the management team submitted their departmental Strategic Plans and Objectives for 2015 to the City Manager for Council consideration. These were prepared based on the City's proposed Vision/Mission Statements and Goals for 2015 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 2015

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 12th Strategic Plan Workshop.

Departmental Strategic Plans for Fiscal Year 2015

Each department has prepared and submitted departmental strategic plan/objectives for FY 2015. These are contained in Section III of the workbook.

Sincerely,

Larry N. Arft
City Manager

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

2015 STRATEGIC PLAN

Beloit City Council Vision/Mission Statements and Goals 2015

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.

CITY OF BELOIT

2015 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 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. Continue participation in new employee orientations to personally meet all new employees and to reinforce the importance of the public trust and good customer relations.~~
Continue participating in new employee orientation to reinforce the importance of the public trust and customer relations in addition to retraining existing staff to improve their customer relations abilities.
6. Spend the time necessary to facilitate the training and orientation of the new Director of Finance and Administrative Services to be appointed 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 north of the actual park.
2. Continue to coordinate the planned development of the NorthStar Facility, even though there have been delays.
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. Continue to support Hendricks Commercial Properties with their city center focused redevelopment.
6. Continue to work closely with the 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 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 grant applications and a Development Agreement to better coordinate both the 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 continues to embrace the eco-municipality program and aspires to the "natural step process" and use of sustainable practices in all public policy decisions. ~~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 promoting environmental stewardship.

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 implementation of a department wide work order system that will facilitate a direct citizen "request for service" form available on the web site.
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 including the service request form and a Home Page “facelift” in 2015.
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. Continue promotion of email utility bill notifications.
8. Promote the City through public education.
9. 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.

Action Steps:

1. Continue the dialogue at the staff level that produced some positive past results.
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 remodeling and construction program.
5. Schedule joint meetings between the Council and the boards of surrounding jurisdictions, when appropriate.
6. Continue collaboration with local stakeholders and communication with the Wisconsin Department of Transportation that has evolved over the past several years as planning and design for the important Interstate Highway 39/90, I-43 Interchange improvement projects move toward construction.

CITY OF BELOIT

2015 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

2015 STRATEGIC PLAN

Economic Development Department

Department: Economic Development

City of Beloit Strategic Goal: 2 & 4

Program: Develop a program to improve customer service to the **small** business community.

Objective: Enhance communication and service between the **small** business community and City staff.

Action Step:

1. Form an internal committee.
2. Engage the business community via a business survey or focus group meeting to identify areas that need improvement.
3. Use input from business community to create a communication enhancement plan.
4. Create a business permitting check list.
5. Update permits, forms, processes, ordinances, etc. as required
6. Report outcomes to council.

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.
2. Follow up on identified concerns and issues.

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: 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, fund and promote Community Development Zone (CDZ) tax credit incentive program.
-

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 to coordinate 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 M~~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 MADREP (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, square footage developed, and jobs created.

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. Consider expanding the "Shovel Ready Certification".
-

Objective: Continue to market remaining property in the Willowbrook Industrial Park. Number of acres sold, square footage developed and jobs created.

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: Actively participate in the Greater Beloit Community Branding Project.

Action Steps:

1. Finalize the development of plan.
 2. Identify partners and delegate responsibilities.
 3. Launch initiative.
 4. Measure results.
-

Objective: Implement Milwaukee Road, Gateway, Fourth Street Corridor Projects. Initial projects budgeted in the CIP and implemented in 2014-2019.

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 countywide marketing campaign of the Gateway Business Park and the region via Rock County 5.0. Number of direct marketing activities involved in.

Action Steps:

1. Continue to use the comprehensive marketing campaign.
 2. Consider attend and participate in appropriate trade shows.
 3. Consider attend quarterly Chicago broker/site selector contact visits.
 4. Target market to targeted industry clusters.
 5. Encourage commercial brokers to participate in real estate commission MOU.
 6. Utilize the services of the Vision Beloit Marketing Coordinator.
-

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. Continue utilizing the 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 of vacated Kerry, West Grand properties or plan to raze property.

Action Steps:

1. Refer to Downtown Redevelopment Plan.
2. Determine potential partners and investors.

CITY OF BELOIT

2015 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.

2015 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

2015 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 two elections in 2015 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.
8. Within 30 days of each election, prepare voter reports by ward and an election cost analysis to be submitted to the

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.

Government Accountability Board (G.A.B.).

9. Conduct numerous voter registration training sessions for Special Registration Deputies.
 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: 1 & 4

Program: City Clerk – Elections

Objective:

Purchase new voting equipment in 2015.

Action Steps:

1. The Clerk has been working with the Rock County Clerk since 2012 gathering information, making contact with election machine vendors, and viewing demonstrations.
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 in late 2014 or early 2015 and execute in 2015. As of the date of this Plan, it is unclear if the new equipment will be used for the two spring elections in 2015 or for the 2016 election cycle.
5. Conduct comprehensive training for staff, election officials, and the public prior to implementation.

Department: Finance & Administration

City of Beloit Strategic Goals: 1 & 3

Department Goal: 1

Program: City Clerk – Board of Review

Objective:

Successfully coordinate the 2015 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 2015 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.
6. Staff and record the hearings; prepare minutes, Notices of Determination, and final documents.
7. Mail Notices of Determination 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 once in 2015.
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, 2015.
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: 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 scholarships to attend the Treasurer's Completion portion of the University of Green Bay Municipal Clerks and Treasurers Institute in 2015.
2. The Clerk will apply for scholarships to attend the 2015 International Institute of Municipal Clerks (IIMC) annual conference in Hartford, Connecticut.
3. The Clerk will attend the 2015 Wisconsin Municipal Clerks Association (WMCA) annual conference in La Crosse, Wisconsin.
4. A Deputy Clerk will attend either the WMCA annual conference or the UW-Green Bay Master Academy.
5. The Clerk and Deputy Clerks will attend various WMCA regional meetings.
6. The Clerk and Deputy Clerks will participate in election training webinars produced by the Government Accountability Board throughout the year.
7. The Clerk will continue enrolling in Cities and Villages Mutual Insurance Company (CVMIC) supervisory training courses with the goal of obtaining a Certificate in Supervision.

CITY OF BELOIT

2015 STRATEGIC PLAN

Finance & Administrative Services Department

City of Beloit Strategic Goal: 1

City of Beloit Department Goal/s: 1 & 4

Program: 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: 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: 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: 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: 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

2015 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 2015 assessments while maintaining standards outlined by Wisconsin State Statutes and completing the 2015 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 2015 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 using 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 in relation to preparing for a Revaluation.

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

2015 STRATEGIC PLAN

Finance & Administrative Services Department

City of Beloit Strategic Goals: #1

Finance and Administrative Department Goal: Enhance efficiency by creatively using available resources.

Program: Human Resources - Recruit and retain personnel.

Objective: Promote a proactive diverse environment to attract high quality candidates for vacancies and retain highly competent staff.

Action Steps:

1. Train hiring managers on workforce planning
2. Continue researching workforce planning efforts of other municipalities.
3. Update and maintain the “user’s guide” for departments/divisions use in forecasting workforce needs.
4. Continue to analyze workforce needs to identify current and future gaps.
5. Develop and implement an action plan for workforce gaps.

Objective: Promote a proactive diverse environment to attract high quality candidates for vacancies and retain highly competent staff.

Action Steps:

1. Create a succession plans for key positions.
2. Identify and recruit internal talent for development.
3. Promote career paths and encourage training opportunities.
4. Create a supportive work environment for growing 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.

~~City of Beloit Strategic Goals: #1~~

~~Finance and Administrative Department Goal: Enhance efficiency by creatively using available resources.~~

~~Program: Human Resources—Recruit and retain personnel.~~

~~Objective: Expand interdepartmental and intergovernmental communication and cooperation.~~

~~Action Steps:~~

- ~~1. Continue researching workforce planning efforts of other municipalities.~~
- ~~2. Update and maintain the “user’s guide” for departments/divisions use in forecasting workforce needs.~~
- ~~3. Continue to analyze workforce needs to identify current and future gaps.~~

Objective:

Promote a proactive diverse environment to attract high quality candidates for vacancies and retain highly competent staff.

Action Steps:

1. Review areas of underutilization in protected classes with hiring supervisors as openings occur to identify and target recruitment efforts.
2. Conduct City-wide diversity training to gain sensitivity to the needs of a diverse workforce and promote a culturally responsible organization.

Program: Human Resources – Labor Relations

Objective: Develop and maintain collective bargaining and labor relations strategies that will maintain operational flexibility in a changing economic climate.

Action Steps:

1. Establish strategic goals and priorities which safeguard City resources consistent with City policies; maintain maximum managerial flexibility; and strengthen the collaborative working relationships with labor representatives.
 2. Identify contract language in each collective bargaining agreement which acts as a barrier to change or limits management flexibility and seek to eliminate or modify identified barriers.
 3. Review grievances by bargaining units and/or divisions to identify patterns or concerns that may be addressed through negotiation or collaboration with managers, supervisors and labor representatives.
 4. As each contract settles, communicate new agreements or language changes to ensure agreements are implemented and administered effectively and accurately.
-

Program: Benefits Administration

Objective: Administer and protect City resources.

Action Steps:

1. Consider hiring a Benefits Coordinator position to assist in the administration of employee benefit plans.
2. Continue to engage WOW committee for wellness initiatives.
3. Develop a steering committee to make recommendations for cost savings to the City's current health plan while continuing to provide a competitive benefit program to City employees.
4. Review claims data for trends and identify areas to address or target to promote wellness initiatives.

CITY OF BELOIT

2015 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.

Department: Finance & Administration

City of Beloit Council Goal: 1

City of Beloit Departmental Goal: 2 & 3

Program: Treasury – Promote Technological Advances in Utility Statement Delivery (e-Statements) and Bill Payment Options

Objective: Reduce City’s monthly expenses to produce the (paper copy) utility statements by providing our customers with the ability to receive their utility statement via email (paperless). Also, increase cash flow by offering utility customers a variety of payment options including on-line capabilities.

Action Steps:

1. Develop a “Promotional” flyers to inform our utility customers on the availability and the user friendly on-line access of the enrollment process for e-Statements.
2. Encourage enrollment by distributing the flyers to our walk-in customers. By enrolling you can enhance security by eliminating your personal information from unsecured mailboxes.
3. Encourage on line bill payment via the Beloit Citizen Portal which is conveniently available 24x7. Customer has complete control of how much and what bills are paid.
4. Enroll in the ACH (Automatic Clearing House) monthly program to eliminate scheduling your payments on line. By enrolling you will authorize Beloit Utilities to automatically debit your savings/checking account on the due date indicated on your billing statement.
5. Encourage disbursement of an electronic check with your Financial Institution to eliminate the writing and mailing of your utility payments. VANCO Solutions, our Clearing House for versatile online payments, will retrieve, consolidate all payments and generate an electronic data file to import into MUNIS.
6. Encourage our customers to utilize the call in method of paying your utility bills with a debit and/or credit card. Our software allows staff to enter your card information in but once entered only the last 4 digits of the card are displayed on your credit card receipt. No other pertinent information is retained by staff or in the computer. This continues to be a very safe and secure option to pay all of your bills.

CITY OF BELOIT

2015 STRATEGIC PLAN

Finance & Administrative Services Department

Department: Finance & Administration

City of Beloit Strategic Goal: 1

Departmental Goal: 4

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 Officer's Association (GFOA) and Governmental Accounting Standards Board (GASB) by prescribed due dates.

Action Steps:

1. Prepare all necessary documents by April 1, 2015. Complete 2014 audit by June 30, 2015.
2. Continue to work with the auditors to adhere to new regulations and reporting requirements.
3. Continue to participate in Government Finance Officer's 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: 3
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.
-

Department: Finance & Administration
City of Beloit Strategic Goal: 1
Departmental Goal: 3
Program: Accounting/Purchasing – Purchasing Card

Objective:

Continue to increase knowledge and improve productivity of internal staff regarding the use of departmental purchasing cards to improve operational efficiency.

Action Steps:

1. Continue to review vendor payments currently processed by issuance of a check for small value items for possible conversion to the purchasing card process.
2. Attend annual user conference for the Wisconsin Public Sector Consortium.

CITY OF BELOIT

2015 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. Widen security reviews and identify vulnerabilities.
2. Refine disaster plans and test recovery procedures.
3. Expand redundancy through hardware upgrades.
4. Establish a partial cloud-based data storage area.
5. Refine asset disposal procedures to protect data.

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: 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. Expand reach with local, county and state technology departments.
 2. Discuss projects, request input, and follow-up with outcomes.
 3. Refine preferred vendor lists from recommendations of other local government entities.
 4. Refine data/communication links to other government technology departments.
-

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. Reduce areas of failure and improve redundancy by replacing fatigued hardware.
2. Reduce wireless interference by providing licensed radio links, or change to cable.
3. Expand remote capabilities by adding a mix of wireless, cable and fiber connections.
4. Expand the use of wireless transports for voice/data traffic.
5. Consolidate and move network equipment to increase throughput and reduce energy.

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, domain and intranet.

Action Steps:

1. Finalize changes to 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 and IT Department intranet to help all employees in delivering better/faster customer service.

CITY OF BELOIT

2015 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 August.
2. Begin Budget process in May and complete by end of September.
3. Conduct pre-budget meeting with Council in mid-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 ~~four~~ 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 fund 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

2015 STRATEGIC PLAN

Finance & Administrative Services Department

Department: Finance & Administration

City of Beloit Strategic Goals: 1 & 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. Replace sidewalk slabs in and around City Hall.
- ~~4. Resolve gas meter problem at City Hall with Alliant Energy~~

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

CITY OF BELOIT

2015 STRATEGIC PLAN

Police Department

City of Beloit Strategic Goal: 3

Program: Support Services

Objective: Maintain Commission of Accreditation for Law Enforcement Agencies (CALEA/WILEAG) Wisconsin Law Enforcement Accreditation Group.

- All files updated to current CALEA/WILEAG standards
- All files reviewed for adequate proofs of compliance

Action Steps:

1. Early 2015 multi-week maintenance effort.
2. Spring on-site visit

City of Beloit Strategic Goal: 3

Program: Administration

Objective: Maintain current staffing level

Action Steps:

1. Verify retirements
2. Recruitment
3. Testing Process
4. Begin fifteen week training period.

Mission Statement:
Reduce disorder through problem solving and community cooperation.

CITY OF BELOIT

2015 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 Traffic 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.

Objective:

- Remove crime guns from circulation.

Action Steps:

1. Train officers in the characteristics of armed gunmen when offered.
2. Use available grant money for targeted patrols related to violent crime.

Mission

Statement:

Reduce disorder through problem solving and community cooperation.

CITY OF BELOIT

2015 STRATEGIC PLAN

Police Department

City of Beloit Strategic Goal: 3

Program: Drug & Gang

Objective: Disrupt Gang Activity.

- Perform Drug Related Search Warrants
- Seize Contraband
- Community Education

Action Steps:

1. Develop probable cause for search warrants on targeted residents.
2. Seize contraband using 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.
3. Use available grant money for overtime to investigate gun crime.

Mission Statement:
Reduce disorder through problem solving and community cooperation.

CITY OF BELOIT

2015 STRATEGIC PLAN

Fire Department

2015 Strategic Goals:

1. Through all mitigation, preparedness, response, and recovery strategies continue implementing 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.

Fire Department

Vision:

To have every citizen engage in a commitment to safe life behaviors and strategies influenced by fire department community risk reduction programs.

Fire Department

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.

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 (SAFER) grant funded positions by July 7, 2015.

Action Steps:

1. Re-apply for SAFER Grant by 1/1/2015.
2. Adopt a program enhancement for the 2015 general fund appropriations to increase funding for 5 FTE for 50% funding in 2015.
3. Adopt a program enhancement for the 2016 general fund appropriations to increase funding for 5 FTE for 100% funding in 2016.

Fire Department Strategic Goal: 1, 3 & 4**Division:** Administration**City of Beloit Strategic Goals:** 1 & 3**Program:** Public Relations & Community Awareness**Objective:**

Conduct a joint labor/management public relations campaign to promote an informed constituency of our all hazards emergency preparedness and response capacity and community need.

Action Steps:

1. By March 31, 2015 create and produce TV, radio, media campaign with a third party multi-media firm specializing in public safety education.
2. By February 15, 2015 develop print materials that identify and compare the difference in the workload, safety, and outcome between using 15, 16, and 17 personnel on the initial alarm of a fire incident.
3. By April 1, 2015 identify, develop, and produce a public canned speaking presentation on all hazards community risk within the City of Beloit.
4. By May 1, 2015 develop and produce canned public speaking presentations that focus on “What is an Emergency” and “When to Call”.
5. By May 1, 2015 develop and produce a canned public speaking fire safety presentation on “New Fire Behavior” focusing on the concepts of fire flow dynamics.
6. By June 1, 2015 develop and produce a canned public awareness presentation on all non-emergency functions and responsibilities of the fire department.
7. Promote and schedule public speaking engagements with area civic groups educating the public about fire and paramedic services completing at one public speaking engagement per month in 2015.
8. Utilizing Department Public Information Officers promptly report department activities both emergency and non-emergency to increase awareness of community through common media outlets.

Fire Department Strategic Goal: 2**Division:** Administration**City of Beloit Goal:** 1 & 3**Program:** Succession Planning & Leadership Development**Objective:**

Develop and implement a formal mentorship program to prepare employees for ascension to leadership in an effort to preserve organizational memory, grow our most valuable resource to maximum potential, and facilitate smooth transition of leadership when change occurs.

Action Steps:

1. Create a mentoring committee by January 1, 2015.
2. Review and revise all job descriptions in the department by July 1, 2015
3. Develop and create a program that produces a formal documented mentoring process for each job description in the fire department December 31, 2015
4. Conduct training on mentoring for the entire department by January 31, 2016
5. Conduct mock mentoring interactions through the First Quarter of 2016.
6. Evaluate final mentoring products across the organization by March 31, 2016.
7. Utilize mentoring products as they are developed for promotions or appointments that occur in the interim.

Fire Department Strategic Goal: 1 & 2**Division:** Administration**City of Beloit Goal:** 1 & 3**Program:** Organizational Communications**Objective:**

Improve communications throughout organization that facilitate growth of trust and the development of servant leadership.

Action Steps:

- Internal Communications-
 1. By January 1, 2015 schedule monthly meetings adjacent to department training with the Chief for open round table discussions.
 2. By January 1, 2015 the Chief will develop and implement regular coffee table discussions with line personnel.
 3. Beginning Second Quarter 2014 conduct quarterly staff meetings with the Captains.
 4. By March 1, 2015 conduct annual department expectations training.
- External Communications-
 1. By March 31, 2015 increase attendance of line personnel to City Council and Police & Fire Commission (PFC) Meetings.

Fire Department Strategic Goal: 1

Division: Administration

City of Beloit Goal: 1 & 3

Program: Department Commodities Management

Objective:

To develop efficiency and savings in the acquisition of fire department equipment, uniforms, and general commodities.

Action steps:

1. By January 30, 2015 review current inventory practices for all products utilized by the department.
2. By June 1, 2015 identify procurement efficiencies that will reduce inventory, maximize savings, improve product diversity and availability, and streamline order receipt and tracking procedures.
3. By July 1, 2015 revise department procurement policy and train personnel on its implementation and accountability.

CITY OF BELOIT

2015 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 2015 fire prevention plan by December 2014.
2. Provide public education personnel with the resource required to meet Performance Measure by June 2015.
3. Complete and assign public education service announcement plan by January 2015.

Fire Department Vision:

To have every citizen engage in a commitment to safe life behaviors and strategies influenced by fire department community risk reduction programs.

Fire Department 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:

Develop a comprehensive public education program that will better utilize current technological resources and social media sites in an effort to provide fire prevention education to a wider range of the Beloit population.

Action steps:

1. By January 31, 2015 develop a schedule of open houses for the department that will be aimed at providing educational information to the general public. The information presented can be related to Emergency Medical Staff (EMS) operations, fire pit use and burning regulations within the city, smoke/CO alarm maintenance, water safety, hydrant clearing in the winter, and fireworks use.
2. Beginning January 31, 2015 develop a fire prevention presentation that will be presented to various organizations, clubs, and service groups aimed specifically at fire prevention for adults in the community.
3. By March 1, 2015 develop a social media page on Facebook and or Twitter that will be used to relay pertinent fire prevention messages as well as other pertinent fire department information to the public.
4. By October 1, 2015 develop a plan to improve the fire department's web site so that it is current and up to date. A section on frequently asked questions related to burning regulations, fire pit use as well as other questions should be included in this web site update.

Department: Fire

Fire Department Strategic Goal: 1 & 3

Division: Fire Prevention

City of Beloit Goal: 1 & 3

Program: Fire Origin and Cause Investigation

Objective: To increase department's capacity to perform fire investigations compliant to National Fire Protection Association (NFPA) 921 by 33%.

Action steps:

1. Train all fire officers to the International Association of Arson Investigators (IAAI)- Fire Investigation Technician level by November 1, 2015.
2. Increase fire investigation personnel from 3 to 6 by June 1, 2015.
3. Develop and implement a strategic training plan to bring fire investigators to the IAAI Certified Fire Investigator level by February 1, 2015.
4. Provide monthly fire investigation training for all fire department personnel by 12/31/2015.
5. Develop an education assessment program for existing fire investigators to identify training needs February 1, 2015.

Objective: To increase department's prosecution rate for incendiary fires involving crime by 50%

Action steps:

1. Develop and coordinate partnerships between public safety agencies within Rock County to establish a county fire investigation unit by December 31, 2015.
2. Study the efficacy to create a Fire Marshals position within the fire department to oversee fire investigation by April 1, 2015.
3. Open communication with District Attorney by developing policies and education programs for prosecutors by June 1, 2015.
4. Develop and implement policies for law enforcement certification of department fire investigators March 1, 2015.
5. Develop and coordinate fire investigation training for local and surrounding agencies-stakeholders by June 1, 2015.

CITY OF BELOIT

2015 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 12/2015.
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 12/15.
4. Begin process of resolving identified deficient issues by 12/15.
5. Request ISO reevaluation by 12/16.

Fire Department

Vision:

To have every citizen engage in a commitment to safe life behaviors and strategies influenced by fire department community risk reduction programs.

Fire Department

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:

Inventory and upgrade Self Contained Breathing Apparatus and Inline Respirator Systems by 12/31/2015

Action Steps:

1. Identify SCBA resources needs and prepare specifications for public bidding process by December 31, 2014.
 2. Publish and complete public bid selection process by December 31, 2014.
 3. Place order by July 31, 2015.
 4. Receive, label, inventory, train and place in service new SCBA by 12/31/2015.
-

Objective:

Inventory and upgrade department hydraulic powered extrication equipment by 12/31/2016.

Action Steps:

1. Identify through regional collaboration gaps in extrication capacity, and identify aging/failing equipment by April 1, 2015.
 2. Submit CIP request as indicated in the 2015 Budget Calendar.
 3. Identify Hydraulic Extrication Tool resource needs and prepare specifications for public bidding process by March 31, 2016.
 4. Publish and complete public bid selection process by July 1, 2016.
 5. Place order by July 30, 2016.
 6. Receive, label, inventory, train and place in service new SCBA by 12/31/2016.
-

Objective:

Develop and implement a vehicle replacement plan for the departments aged fleet by 12/31/2015.

Action Steps:

1. Form and charter a joint labor management apparatus committee by 12/31/2014.
2. Complete an inventory and condition study of the fire department fleet by 12/31/2014.
3. Develop a revised replacement schedule to prioritize replacement of vehicles based on current condition and staggered year replacement to reduce impact to CIP Budget by 4/30/2015.
4. Submit CIP request as indicated in the 2015 Budget Calendar.
5. Identify specifications for replacement apparatus by 12/31/2015.

CITY OF BELOIT

2015 STRATEGIC PLAN

Fire Department

Fire Department Strategic Goals: 4 & 5

Division: Ambulance

City of Beloit Strategic Goals: 1 & 3

Objective: Better utilize our current technological capabilities to develop a process to decrease the amount of paper copies of EMS reports that are currently generated by ambulance calls.

Action steps:

1. By January 31, 2015 develop the ability to download all ECG strips to the patient care reports in Imagetrend. A training program on downloading ECG's will also be developed during this time period for all departmental personnel.
2. By February 28, 2015 complete the necessary training for all personnel on how to download ECG reports.
3. March 1, 2015 begin downloading the ECG's in to the patient care reports therefore eliminating the need to leave a QA copy of the reports at Beloit Hospital.
4. Beginning April 1, 2015 begin working with Beloit Health System IS to integrate the BFD Imagetrend reports so that it merges with Beloit Health System's Cerner program.

Fire Department

Vision:

To have every citizen engage in a commitment to safe life behaviors and strategies influenced by fire department community risk reduction programs.

Fire Department

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: Complete all data entry requirements needed in CodeStat to track patient cardiac arrest survival rates for educational and quality control purposes.

Action steps:

1. By January 1, 2015 assign a paramedic coordinator to obtain all cardiac arrest report information for patient care reports that have been uploaded in to CodeStat. The assigned coordinator will be able to access the administrative side of Imagetrend in order to complete this project by this date also.
2. By February 1, 2015 ensure that the assigned coordinator is proficient with all aspects of CodeStat and that they are able to use the program to obtain any needed information. This will be measured by the accuracy of data in the reports generated.
3. By July 1, 2015 check on the progress of the project and determine if a second coordinator may need to be assigned to the project in order to help with data entry.
4. As part of the QA process for cardiac arrest calls all personnel will receive a print-out summary report of the response personnel's performance. This will be implemented by September 30, 2015.
5. By December 1, 2015 assess the overall progress of the program. The goal will be to have 95% of all of the cardiac arrest cases downloaded in to the database.

Department: Fire

Fire Department Strategic Goals: 4 & 5

Division: Ambulance

City of Beloit Strategic Goals: 1 & 3

Program: Ambulance Replacement

Objective: Replace Ambulance 6209 with an updated chassis and box by June 2013.

Action Steps:

1. Revise the ambulance chassis and box specifications to include additions discovered by the past Ambulance Committee by January 1, 2015.
2. Send out ambulance specifications for the bid process by February 1, 2015.
3. Award the ambulance contract by February 28, 2015.
4. Take delivery of new ambulance by June 30, 2015.

CITY OF BELOIT

2015 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 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.
 6. Initiate Zoning Text Amendments in response to recent legislation and/or emerging issues.
-

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.
5. Improve inspection documentation systems using MUNIS software.

CITY OF BELOIT

2015 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 patrol and inspect the exterior of every property in the City.
3. Track inspections using the MUNIS system.
4. Assign interior rental inspections to the appropriate Inspector.
5. Complete interior rental inspections and track inspections using the MUNIS system.

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: Systematic City-wide Code Enforcement and Rental Inspection Program

Objective:

Provide consistency in enforcement among inspectors and procedures.

Action Steps:

1. Provide ongoing education to Inspection staff regarding interpretations of codes, inspection and notification procedures, proper documentation, and inspection requirements.
 2. Provide outreach and education to residents and rental property owners regarding property maintenance requirements under the City's Code of Ordinances.
 3. Maintain a Lead Inspection official position.
-

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. Continue to work with the City of Janesville, Neighborhood Housing Services and Family Services to implement the grant.
-

City of Beloit Strategic Goal: 1 and 5

Program: Neighborhood Revitalization

Objective:

Work with NHS, Community Action, and the neighborhood groups to revitalize our existing Central City neighborhoods. Provide housing rehabilitation loans in our older and low-moderate income 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.

City of Beloit Strategic Goal: 1 and 5

Program: Lead Hazard Reduction

Objective:

Implement a program to utilize funds from the Lead Hazard Control (LHC) Grant to make more homes in the City of Beloit lead safe. Administer funding program to reduce lead poisoning.

Action Steps:

1. Work with the City of Janesville, Rock County Planning, Rock County Health Department and the Department of Housing and Urban Development to implement the grant.
 2. Work with the Rock County Health Department to address lead poisoning issues at residences where children have been poisoned, and administer the Healthy Homes portion of the LHC Grant.
 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, 2014.
-

City of Beloit Strategic Goal: 5

Program: Fair Housing

Objective:

Work with Equal Opportunities 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. Facilitate the investigation and resolution of housing discrimination complaints in accordance with the City of Beloit's Chapter 20 Fair Housing Code.
4. Continue to address issues and strategies identified in the Analysis of Impediments to Fair Housing.

CITY OF BELOIT

2015 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 2015.
2. Administer the CDBG program for 2015.
3. Hold a public application and planning process for 2015 funds.
4. Prepare the Annual Plan for submission to Department of Housing and Urban Development (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.

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

2015 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 2015.
2. Work with CHDOS to ensure funds are expended.
3. Administer the Housing Rehab loan program.
4. 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

2015 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 build an Educational Life Skills Program which will meet the needs of residents. Continue to assist tenants in working toward their goals and graduating from the Self-Sufficiency (FSS) Program

Action Steps:

1. Apply for 2015 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. Continue to 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, 2015.

Action Steps:

1. Cross train Section 8 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: Beloit Apartment Redevelopment Phase 1 and Phase 2

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. Continue to follow the completed spreadsheet of all reporting requirements.
2. Continue to pay debt service on a quarterly basis.
3. Fund the Replacement Reserve accounts with Capital Fund Program monies in order to maintain properties.
4. Maintain the Inspection Schedule to monitor the interior and exterior conditions of the rehabbed/constructed units.
5. Maintain 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 Public Housing tenants and Section 8 participants.
5. Conduct Focus Group discussions with Public Housing residents to assess needs.

CITY OF BELOIT

2015 STRATEGIC PLAN

Department of Public Works

City of Beloit Strategic Goal: 1

Program: General Management

Objective:

Achieve American Public Works Association (APWA) Public Works Agency Accreditation.

Action Steps:

1. Refine 2014 Departmental self-assessment in accordance with APWA recommended Management Practices and submit to APWA for national Public Works Agency Accreditation.

Objective:

Implement 2014 recommendations related to Department wide work order systems.

Action Steps:

1. Expand and/or modify all work order systems currently used in the Department in accordance with 2014 evaluation recommendations.

Objective:

Evaluate obtaining “Bicycle Friendly Community” recognition from the League of American Bicyclists.

Action Steps:

1. Evaluate the City of Beloit’s current status of criteria compliance based upon existing conditions and current practices.
2. Identify plan for achieving “Bicycle Friendly Community” recognition for City Council consideration.

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

2015 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

2015 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. Evaluate project.
5. Evaluate contractor performance.

Mission Statement:

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CITY OF BELOIT

2015 STRATEGIC PLAN

Department of Public Works

City of Beloit Strategic Goal: 1

Program: Engineering/ Metropolitan Planning Program (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

2015 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 and or options, 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 2015 Operating Budgets.
4. Coordinate Parks and Operations training including orientations.
5. Coordinate the DPW Safety Committee; ensure safe working practices are followed.

Mission Statement:

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CITY OF BELOIT

2015 STRATEGIC PLAN

Department of Public Works

City of Beloit Strategic Goal: 1

Program: Operations / Stores

Objective:

Utilize a 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. Update storeroom procedures, purge slow moving inventory, complete annual inventory count.

Mission Statement:

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CITY OF BELOIT

2015 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 sign, and street projects.
2. Review quarterly with work group and develop work plan and time line.
3. Develop a public relations plan to educate residents on selected operations.
4. Continue to review/develop/update standard operating procedures.
5. Complete projects for Division and coordinate with entire Department on projects that might need assistance.

Mission Statement:

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CITY OF BELOIT

2015 STRATEGIC PLAN

Department of Public Works

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. Monitor grant assisted wood burning furnace installations in selected public works facilities.
6. Develop a public relations plan to educate residents on selected operations.

Mission Statement:

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CITY OF BELOIT

2015 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:

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CITY OF BELOIT

2015 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.

Mission Statement:

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CITY OF BELOIT

2015 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, 26 Americans with Disabilities Act (ADA) customers, 14 City Facilities and 18 School Facilities. Coordinate the intergovernmental relationship with Beloit & Turtle Township.
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. Look at recycling alternatives.

Mission Statement:

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CITY OF BELOIT

2015 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, playgrounds, park facilities.
6. Work with schools and volunteer groups that provide seasonal park clean-up assistance.
7. Prepare and schedule park improvement project(s) 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.
12. Provide assistance and support to Leisure Services in the delivery of safe & quality programs within city parks & facilities.

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

2015 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 primarily meet the growing needs of Beloit residents as well as citizens within the Stateline area that utilize our services.
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:
4. Beloit Youth Hockey Association
5. Beloit Memorial High School / SD of Beloit
6. Beloit International Film Festival (BIFF)
7. Beloit Snappers
8. Visit Beloit
9. Friends of the Riverfront
10. Downtown Beloit Association
11. Operate and expand our services offered at the Lagoon Concessions.
12. Oversee and promote our park rental reservation system for Park Shelters and the Rotary River Center.
13. 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:

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CITY OF BELOIT

2015 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. Cooperatively work with the Recreation staff to provide intergenerational programming.
6. Search and obtain grants that will provide financial assist to the center in purchasing supplies and/or equipment that will benefit programs and/or the operations of the facility.
7. Continue to make facility improvements as funding allows, that enhance the building's operations as related to programs and services.
8. Continue to work cooperatively with the Grinnell Hall Advisory Board of Directors regarding the operations of the building and program offerings.

Mission Statement:

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CITY OF BELOIT

2015 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 fee changes as deemed necessary in order to meet the fiscal revenue projections of operating 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

2015 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 Statute.
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

2015 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-excluded 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:

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CITY OF BELOIT

2015 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.

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.

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.
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

2015 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. **Implement Private Well Permitting and Abandonment Program.**
10. Reduce lost and unaccounted-for water to below 14%.

Mission Statement:

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CITY OF BELOIT

2015 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.

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

2015 STRATEGIC PLAN

Beloit Public Library

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. Implement intentional and focused marketing featuring library technologies, including access, programs/educational opportunities, and resources (downloadable formats and databases)

Mission Statement:
Improve the quality of life in our community by providing resources and services that stimulate lifelong personal enrichment, enjoyment, reading, and learning.

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.
-

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.
-

Service Response: Make Career Choices: Job and Career Development**Objectives:**

- 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. Install resume-building software on public internet computers and utilize the computer lab to offer additional resume-building classes.
2. Continue to pursue and utilize LSTA funding for public computer classes.
3. Implement a mock-interview program using members of the professional community to allow adults and teens to practice their interview skills.
4. Pursue partnerships (such as Blackhawk Tech, Dress for Success) to offer computer classes, job fairs, resume guidance and clothing drives.
5. Implement intentional and focused marketing featuring Library programs and services related to job searching and career development.

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. Implement a well-organized planning and marketing strategy for reaching intended audiences for adult, teen, and youth programs.