



**\*AMENDED\* AGENDA  
BELOIT CITY COUNCIL  
100 State Street, Beloit WI 53511  
City Hall Forum – 7:00 p.m.  
Tuesday, January 17, 2017**

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. SPECIAL ORDERS OF THE DAY/ANNOUNCEMENTS
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 for the property located at 1405 Madison Road and 1402 Townline Avenue from Neighborhood Commercial to Community Commercial (Christensen) Plan Commission recommendation for approval 6-0  
First Reading
  - b. Resolution authorizing a Planned Unit Development (PUD) - Master Land Use Plan, to allow mini-storage units and duplexes, for property located at 1405 Madison Road and 1402 Townline Avenue (Christensen) Plan Commission recommendation for approval 6-0
  - c. Proposed Ordinance amending the Zoning District Map to change the Zoning District Classification of the properties located at 14 Madison Road and 1402 Townline Avenue, from C-2, Neighborhood Commercial District to Planned Unit Development (PUD) (Christensen) Plan Commission recommendation for approval 6-0 First Reading
5. CITIZEN 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 December 19, 2016 (Stottler)
- b. Application for a Class "B" Beer and Reserve "Class B" Intoxicating Liquor Licenses for HRNS V Entertainment LLC., d/b/a Adiktion, 1310 Cranston Road, Edgardo Garrido Mateos, Agent (Stottler) Refer to ABLCC
- c. Resolution Combining Polling Places for February 21, 2017 Spring Primary Election (Stottler)
- d. Resolution authorizing Final Payment of Public Works Contract C15-10, Canterbury Crossover (Boysen)
- e. Resolution authorizing Final Payment of Public Works Contract C16-13, Stateline Sewer and Water Extensions (Boysen)

## 7. ORDINANCES

- a. Proposed Ordinance to amend Section 25.04(4)(d) of the Code of General Ordinances of the City of Beloit pertaining to Officials authorized to Issue Citations (Christensen) First Reading
- b. Proposed Ordinance to repeal Section 1.51(3)(f) and to amend Section 1.58(7) of the Code of General Ordinances of the City of Beloit pertaining to the Municipal Court (Krueger) First Reading
- c. Proposed Charter Ordinance to Combine the Offices of the City Clerk and the City Treasurer, to repeal and recreate Section 1.24 and to repeal Section 1.26 of the Code of General Ordinances for the City of Beloit (Miller) First Reading
- d. Proposed Ordinance to amend Section 1.88(7)(a) of the Code of General Ordinances of the City of Beloit pertaining to the regular meeting time for the Police and Fire Commission (Krueger) First Reading

## 8. APPOINTMENTS

The individuals named below have been nominated for a seat on a city board, committee or commission. Each nomination is subject to confirmation by the City Council. Approval of appointments will be accomplished by one motion unless a council member requests to take up a nomination separately, in which event the nomination will be removed from the General Order of Business and considered at this point on the agenda

- a. Appointment Review Committee  
Lynn Vollbrecht, (replacing Mardell Jacobsen) to a term ending December 31, 2019

## 9. COUNCILOR ACTIVITIES AND UPCOMING EVENTS

## 10. CITY MANAGER'S PRESENTATION

## 11. REPORTS FROM BOARDS AND CITY OFFICERS

- a. Resolution Authorizing Extension of Lease Agreement with Congressman Mark Pocan (Krueger)
- b. Resolution awarding Contract C16-21R and amending the 2016 Capital Improvements Budget to provide additional funding for the Beloit Public Library Blender Café Project (Dimassis)
- c. Resolution waiving Right of First Refusal for Midstates Bedding Company, 1500 Lee Lane (Krueger)
- d. The City Council will adjourn into closed session pursuant to Wis. Stats. 19.85 (1)(c) to consider the employment, promotion, compensation, or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility (Luther)

## 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: January 11, 2017  
Lorena Rae Stottler  
City of Beloit City Clerk  
[www.beloitwi.gov](http://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 Tuesday at 1:00 p.m.; Thursday at 8:30 a.m.; and Friday at 1:00 p.m.

**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 Neighborhood Commercial to Community Commercial:

Lot 1 of Certified Survey Map Document No. 991634 as recorded in Volume 11 on Pages 538-539 of the Certified Survey Maps of Rock County, located in the City of Beloit, County of Rock, State of Wisconsin (also known as 1405 Madison Road). Said parcel contains 0.404 acre, more or less.

Lot 1 of Certified Survey Map Document No. 1349992 as recorded in Volume 20 on Pages 381-383 of the Certified Survey Maps of Rock County, located in the City of Beloit, County of Rock, State of Wisconsin (also known as 1402 Townline Avenue). Said parcel contains 3.546 acres, more or less.

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**City Council of the City of Beloit**

\_\_\_\_\_  
David F. Luebke, Council President

Attest:

\_\_\_\_\_  
Lorena Rae Stottler, City Clerk

Published this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Effective this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

01-611100-5231-\_\_\_\_\_

# CITY OF BELOIT

## REPORTS AND PRESENTATIONS TO CITY COUNCIL

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**Topic:** Comprehensive Plan Amendment – 1405 Madison Road & 1402 Townline Avenue

**Date:** January 17, 2017

**Presenter(s):** Julie Christensen

**Department(s):** Community Development

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**Overview/Background Information:**

R.H. Batterman, on behalf of Jeff Adleman, has submitted an application requesting an amendment to the Future Land Use Map (Map 10) of the City of Beloit Comprehensive Plan.

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**Key Issues:**

- The applicant has proposed the following amendment to the Future Land Use Map (Map 10) of the City's Comprehensive Plan:
    - 1405 Madison Road & 1402 Townline Avenue – From *Neighborhood Commercial* to *Community Commercial*.
  - This request is related to the applicant's submittal of the attached Planned Unit Development (PUD) Master Land Use Plan for a redevelopment project involving the construction of storage unit buildings and duplexes on the properties located at 1405 Madison Road & 1402 Townline Avenue. The applicant is also seeking a rezoning from C-2, Neighborhood Commercial to PUD.
  - The subject properties are currently planned and zoned for Neighborhood Commercial uses, which is intended to encourage neighborhood-scale residential, office, institutional, and smaller-scale commercial uses to serve the surrounding neighborhoods. The applicant's proposed storage unit development is not allowed by the existing Neighborhood Commercial recommendation and C-2 zoning classification.
  - The requested Community Commercial future land use recommendation would allow the subject properties to be rezoned to a higher intensity commercial district such as C-3, Community Commercial. To address concerns about the range of commercial uses allowed in C-3, the applicant has requested a zoning classification of PUD, which would limit the uses of the property to storage units & duplexes exclusively.
  - **Land Use Analysis – Proposed Community Commercial Amendment**  
As shown on the attached map, this request involves a small commercial parcel with a vacant structure at 1405 Madison Road and a larger vacant parcel adjacent to an elementary school and single-family homes. The establishment of a higher intensity commercial district surrounded by residential, institutional, and neighborhood commercial properties is not ideal from a planning perspective. However, Planning staff believes that the proposed PUD, which will limit the property uses to self-service storage units accessible only from Madison Road and duplexes that will provide a buffer between the storage units and school, is compatible with the existing surrounding uses. In other words, staff can support this proposed plan amendment because it is tied to a specific development proposal that provides clarity and certainty to the neighborhood while bringing reinvestment and development activity to the Madison Road corridor. The proposed plan amendment fits the existing neighborhood land use pattern of intense uses along Madison Road (e.g. gas station), transitioning to lower intensity uses to the north.
  - The Plan Commission held a public hearing to consider the requested amendment on December 7, 2016 and voted unanimously (6-0) to recommend approval of the proposed amendment.
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**Action required/Recommendation:**

- City Council consideration and 1<sup>st</sup> reading of the proposed Ordinance
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**Fiscal Note/Budget Impact:** N/A

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**Attachments:** Ordinance and Staff Report to the Plan Commission

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# CITY OF BELOIT

## REPORT TO THE BELOIT CITY PLAN COMMISSION

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**Meeting Date:** December 7, 2016

**Agenda Item:** 4

**File Number:** RPB-2016-11

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### **Request Overview/Background Information:**

R.H. Batterman, on behalf of Jeff Adleman, has submitted an application requesting the following amendment to the Future Land Use Map (Map 10) of the City of Beloit Comprehensive Plan: 1405 Madison Road & 1402 Townline Avenue – From *Neighborhood Commercial* to *Community Commercial*. Wisconsin's Comprehensive Planning Law, §66.1001 of the Wisconsin Statutes, was signed into law in 1999. 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 plan. 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. If the Plan Commission votes to recommend approval of the proposed amendment, the attached Resolution will be forwarded to the City Council for consideration on January 17, 2017.

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### **Key Issues:**

- This request is related to the applicant's submittal of the attached Planned Unit Development (PUD) Master Land Use Plan for a redevelopment project involving the construction of storage unit buildings and duplexes on the properties located at 1405 Madison Road & 1402 Townline Avenue. The applicant is also seeking a rezoning from C-2, Neighborhood Commercial to PUD.
- The subject properties are currently planned and zoned for Neighborhood Commercial uses, which is intended to encourage neighborhood-scale residential, office, institutional, and smaller-scale commercial uses to serve the surrounding neighborhoods. The applicant's proposed storage unit development is not allowed by the existing Neighborhood Commercial recommendation and C-2 zoning classification.
- The requested Community Commercial future land use recommendation would allow the subject properties to be rezoned to a higher intensity commercial district such as C-3, Community Commercial. To address concerns about the range of commercial uses allowed in C-3, the applicant has requested a zoning classification of PUD, which would limit the uses of the property to storage units & duplexes exclusively.
- **Land Use Analysis – Proposed Community Commercial Amendment**
  - As shown on the attached map, this request involves a small commercial parcel with a vacant structure at 1405 Madison Road and a larger vacant parcel adjacent to an elementary school and single-family homes. The establishment of a higher intensity commercial district surrounded by residential, institutional, and neighborhood commercial properties is not ideal from a planning perspective. However, Planning staff believes that the proposed PUD, which will limit the property uses to self-service storage units accessible only from Madison Road and duplexes that will provide a buffer between the storage units and school, is compatible with the existing surrounding uses. In other words, staff can support this proposed plan amendment because it is tied to a specific development proposal that provides clarity and certainty to the neighborhood while bringing reinvestment and development activity to the Madison Road corridor. The proposed plan amendment fits the existing neighborhood land use pattern of intense uses along Madison Road (e.g. gas station), transitioning to lower intensity uses to the north.

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### **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 Goals #1 & #3.

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**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**

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**Staff Recommendation:**

The Planning & Building Services Division recommends **approval** of the following amendment to the Future Land Use Map (Map 10) of the City's Comprehensive Plan:

1. 1405 Madison Road & 1402 Townline Avenue – From *Neighborhood Commercial* to *Community Commercial*.

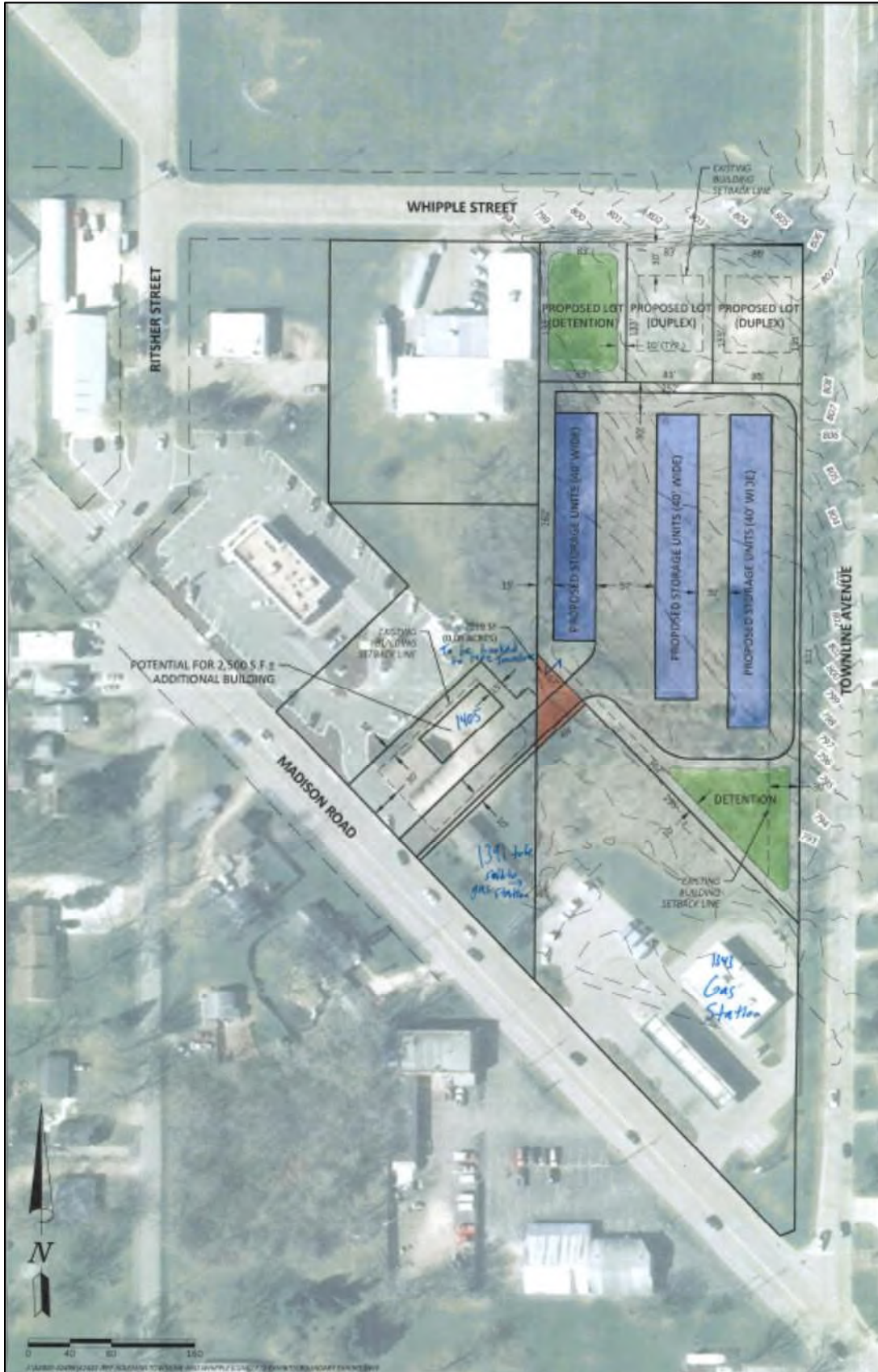
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**Fiscal Note/Budget Impact:** N/A

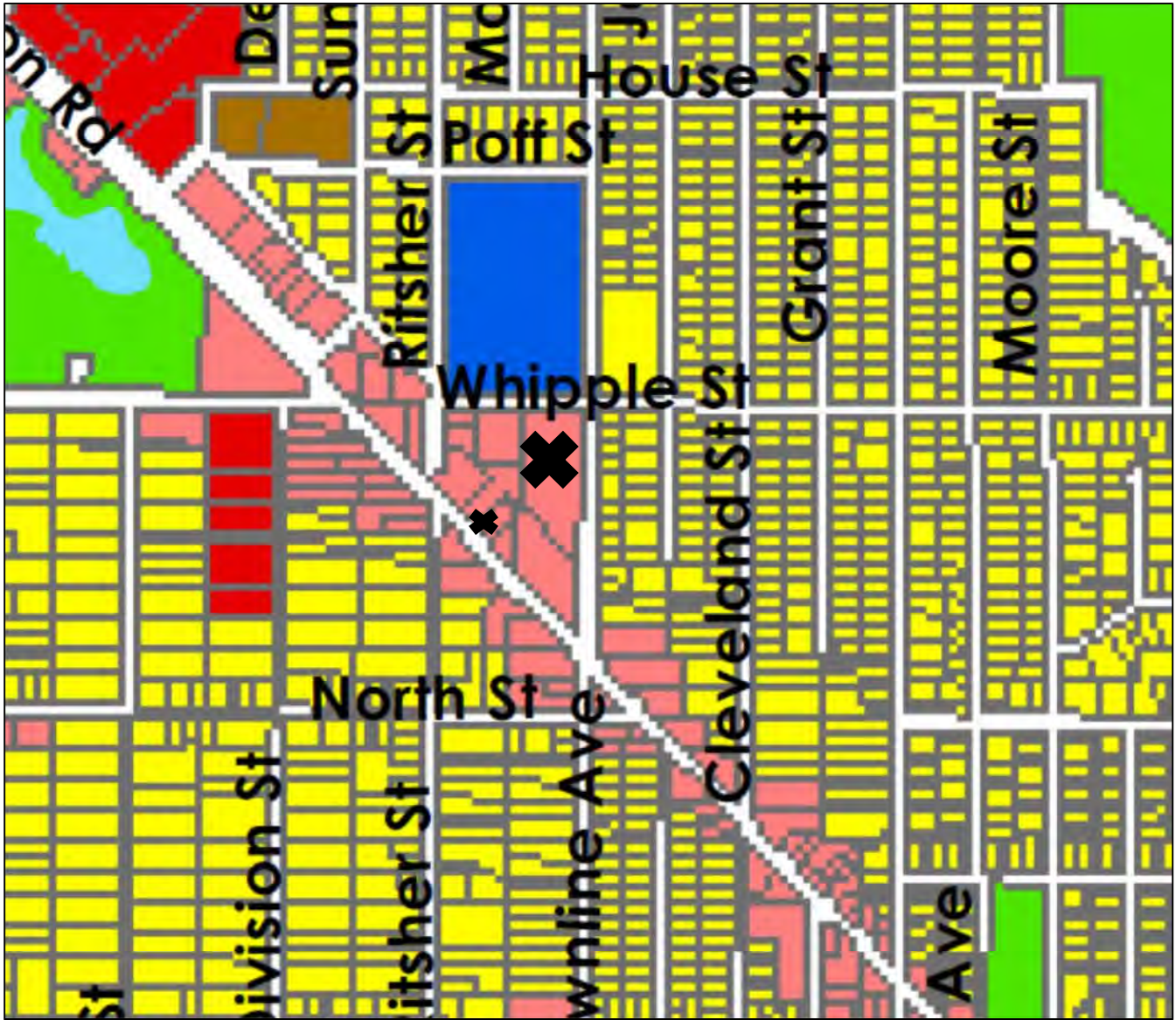
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**Attachments:** PUD Plan, FLU Map, Public Notice, Mailing List, and Resolution.

# Proposed PUD – Master Land Use Plan



# Map 10, Future Land Use (Narrowed to Subject Properties)



**Map Legend**

- Municipal Boundaries
- City of Beloit/Town of Tangle
- Boundary Adjustment Area
- Interstate Highway
- County Highway
- Existing Roads
- Potential Future Major Collector/Arterial Roads
- Railroads
- Surface Water

**Future Land Use Categories**

- Agricultural
- Single Family Residential - Exurban
- Single Family Residential - Urban
- Two-Family/Townhouse Residential
- Mixed Residential
- Planned Neighborhood
- Office
- Planned/Mixed Use
- Neighborhood Commercial
- Community Commercial
- Downtown
- Business Park
- General Industrial
- Institutional/Community Services
- Environmental Corridor
- Parks and Open Spaces
- Long Range Urban Growth Area
- Right-of-Way

**Map Notes:**

1. Planned Neighborhoods should include areas of the following:
2. Single Family - Urban (see legend for details)
3. Planned Neighborhood
4. Institutional/Community Services
5. Community Services
6. Planned Commercial
7. Parks and Open Space

**Scale:** 0, 0.25, 0.5, 1 Miles

**Date:** March 15, 2008  
**Source:** City of Beloit, Rock County

**City of Beloit**  
 Comprehensive Plan  
**Map 10:**  
 Future Land Use





## **NOTICE TO THE PUBLIC**

November 16, 2016

To Whom It May Concern:

R.H. Batterman, on behalf of Jeff Adleman, has submitted an application requesting the following amendment to the Future Land Use Map (Map 10) of the City of Beloit Comprehensive Plan:

1. 1405 Madison Road & 1402 Townline Avenue – From *Neighborhood Commercial* to *Community Commercial*.

This request is related to the applicant's submittal of a Planned Unit Development (PUD) Master Land Use Plan for a redevelopment project involving the construction of storage unit buildings and duplexes on the properties located at 1405 Madison Road & 1402 Townline Avenue. The applicant is also seeking a rezoning from C-2, Neighborhood Commercial to PUD.

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 following public meetings will be held regarding the proposed amendment:

**City Plan Commission:** Wednesday, December 7, 2016, 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 (Public Hearing):** Tuesday, January 17, 2017, 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 MEETINGS.**

**We are interested in your opinion.**

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

***For additional information, please contact Drew Pennington, AICP in the Planning & Building Services Division at (608) 364-6711 or [penningtond@beloitwi.gov](mailto:penningtond@beloitwi.gov). Comments will be accepted via telephone, email, and U.S. Mail.***

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

Frank Management Inc.  
2501 Morse Street  
Janesville, WI 53545

Dr. Tom Johnson  
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

Superintendent  
Clinton Community School District  
112 Milwaukee Road  
Clinton, WI 53525

Nick Dimassis  
Beloit Public Library Director  
**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.  
3800 Gateway Blvd #200  
Beloit, WI 53511

**RESOLUTION  
RECOMMENDING APPROVAL OF AN AMENDMENT 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 amendment, 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 amendment to the Future Land Use Map (Map 10) of the City of Beloit Comprehensive Plan:

1. 1405 Madison Road & 1402 Townline Avenue – From *Neighborhood Commercial* to *Community Commercial*.

Adopted this 7<sup>th</sup> day of December, 2016.

\_\_\_\_\_  
James Faragher, Plan Commission Chairman

ATTEST:

\_\_\_\_\_  
Julie Christensen,  
Community Development Director

**RESOLUTION**  
**AUTHORIZING A PLANNED UNIT DEVELOPMENT (PUD) MASTER**  
**LAND USE PLAN FOR THE PROPERTIES LOCATED AT**  
**1405 MADISON ROAD & 1402 TOWNLINE AVENUE**

**WHEREAS**, the application of R.H. Batterman, on behalf of Jeff Adleman, for approval of a Planned Unit Development (PUD) - Master Land Use Plan for the properties located at 1405 Madison Road & 1402 Townline Avenue, having been considered by the City Council of the City of Beloit, Wisconsin at a public hearing held for that purpose and due notice of said hearing having been given by publication as appears by the Proof of Publication on file in the office of the City Clerk.

**NOW, THEREFORE, IT IS HEREBY RESOLVED THAT**, the City Council of the City of Beloit, Rock County, Wisconsin does hereby approve a PUD - Master Land Use Plan for the properties located at 1405 Madison Road & 1402 Townline Avenue in the City of Beloit, for the following described premises:

Lot 1 of Certified Survey Map Document No. 991634 as recorded in Volume 11 on Pages 538-539 of the Certified Survey Maps of Rock County, located in the City of Beloit, County of Rock, State of Wisconsin (also known as 1405 Madison Road). Said parcel contains 0.404 acre, more or less.

Lot 1 of Certified Survey Map Document No. 1349992 as recorded in Volume 20 on Pages 381-383 of the Certified Survey Maps of Rock County, located in the City of Beloit, County of Rock, State of Wisconsin (also known as 1402 Townline Avenue). Said parcel contains 3.546 acres, more or less.

As a condition of approving the PUD - Master Land Use Plan, the City Council does hereby stipulate the following conditions and restrictions upon the development, which are hereby deemed necessary for the public interest:

1. This approval authorizes the construction of up to three storage unit buildings containing up to 140 units and two duplex buildings on the properties located at 1405 Madison Road & 1402 Townline Avenue as shown on the PUD – Master Land Use Plan. No other commercial or residential uses are allowed on the subject properties.
2. Prior to issuance of a Building Permit, the applicant shall record a Certified Survey Map (CSM) that consolidates the subject properties and the 2,200 square-foot parcel being purchased from an adjoining owner for driveway access. The duplexes may be placed on individual lots via CSM.
3. The building setbacks shall be those shown on the attached PUD – Master Land Use Plan. The maximum height shall be one story for the storage unit buildings and two stories for the duplex buildings.
4. Prior to issuance of a Certificate of Occupancy, the applicant shall, at applicant's cost, construct public sidewalks along Whipple Street in front of the duplexes and along Townline Avenue from Whipple Street to Madison Road.
5. The site plan shall include, and the applicant shall construct, a gated emergency-access-

- only driveway on Townline Avenue.
6. The proposed storage unit buildings shall be constructed using materials that are suitable for residential garages including vinyl siding, asphalt singles, and aluminum overhead doors. If a security fence is provided, it shall be vinyl-coated chainlink or better and may not include barbed wire.
  7. This development is limited to one pole or ground-mounted sign up to 100 square feet per face along Madison Road, and may not include wall signs on the storage unit buildings.
  8. Prior to issuance of a Building Permit for this project, the applicant shall submit a PUD Final Plan that reflects the conditions above and detailed site & architectural plans for Planning staff review and approval.
  9. Any major changes in the adopted conditions or use of the property shall be approved by the Plan Commission and City Council by amending this PUD – Master Land Use Plan. The Director of Planning & Building Services may approve minor changes administratively and allow accessory structures and uses that comply with and meet all of the standards and requirements of the City of Beloit Municipal Code.
  10. This development shall include a Landscape Strip along Townline Avenue to address neighborhood view & light trespass concerns.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**City Council of the City of Beloit**

\_\_\_\_\_  
David F. Luebke, Council President

Attest:

\_\_\_\_\_  
Lorena Rae Stottler, City Clerk

# CITY OF BELOIT

## REPORTS AND PRESENTATIONS TO CITY COUNCIL

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**Topic:** Planned Unit Development (PUD) - Master Land Use Plan for 1405 Madison Road & 1402 Townline Avenue

**Date:** January 17, 2017

**Presenter(s):** Julie Christensen

**Department:** Community Development

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### **Overview/Background Information:**

R.H. Batterman, on behalf of Jeff Adleman, has submitted an application for review and consideration of a Planned Unit Development (PUD) - Master Land Use Plan for the properties located at 1405 Madison Road & 1402 Townline Avenue. The applicant has also submitted an application for a Zoning Map Amendment to change the zoning district classification from C-2, Neighborhood Commercial District to PUD, Planned Unit Development District, for the properties located at 1405 Madison Road & 1402 Townline Avenue. A copy of the PUD - Master Land Use Plan is attached to this report.

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### **Key Issues (maximum of 5):**

- The applicant has submitted an application for a PUD – Master Land Use Plan for a redevelopment project involving the construction of storage unit buildings containing up to 140 storage units and duplexes on the properties located at 1405 Madison Road & 1402 Townline Avenue. As shown on the attachment, the proposed PUD – Master Land Use Plan involves the construction of two duplex buildings on the vacant property at the SW corner of Townline Avenue and Whipple Street (1402 Townline Avenue). The applicant has also proposed the construction of three self-service storage buildings on this vacant land, along with the construction of a driveway connection to the existing commercial property at 1405 Madison Road, which will be remodeled and expanded into an office building for this storage complex.
  - The PUD District is a special-purpose zoning district that permits greater flexibility in land planning and site design standards than conventional zoning districts and is intended to provide flexibility in architectural design and clustering of buildings. In this case, the proposed PUD would allow duplexes and storage units on one parcel, while limiting the allowable uses of the property to those explicitly shown on the approved PUD Plan.
  - The Fire Department has reviewed the proposed PUD – Master Land Use Plan and has requested a gated emergency-access-only driveway on Townline Avenue to allow adequate protection of the storage units. The City Engineer has reviewed the proposed PUD – Master Land Use Plan and has requested the installation of public sidewalks in front of the duplexes along Whipple Street and along Townline Avenue to allow the duplex residents to access the school and the businesses along Madison Road.
  - The proposed duplexes would face the school to the north (Whipple Street) and have 30-foot front building setbacks. The proposed storage units would have a street (Townline) building setback of 30 feet. The proposed storage unit driveway would connect to the existing shared driveway at 1405 Madison Road that also serves the adjacent McDonald's. The storage units would not be accessed via Townline Avenue.
  - The Plan Commission reviewed this item on December 7, 2016 and voted unanimously (6-0) to recommend approval of the PUD - Master Land Use Plan, subject to the nine conditions recommended by Planning staff and an additional condition requiring a Landscape Strip along Townline Avenue.
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### **Conformance to Strategic Plan:**

- Consideration of this request supports Strategic Goal #3.
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### **Sustainability:**

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

- City Council consideration and action on the proposed Resolution
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**Fiscal Note/Budget Impact:** N/A

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**Attachments:** Resolution and Staff Report to the Plan Commission

4.b PUD-2016-04, 1405 Madison Rd-1402 Townline Ave, Council Report

# CITY OF BELOIT

## REPORT TO THE BELOIT CITY PLAN COMMISSION



<b>Meeting Date:</b> December 7, 2016	<b>Agenda Items:</b> 5 & 6	<b>File Number:</b> PUD-2016-04 & ZMA-2016-05
<b>Applicant:</b> R.H. Batterman	<b>Owner:</b> Jeff Adleman (Accepted Offer to Purchase 1405 Madison Road)	<b>Location:</b> 1405 Madison Road & 1402 Townline Avenue
<b>Existing Zoning:</b> C-2, Neighborhood Commercial	<b>Existing Land Use:</b> Vacant Land & Building	<b>Parcel Size:</b> 0.4 Acre; 3.55 Acres

### Request Overview/Background Information:

R.H. Batterman, on behalf of Jeff Adleman, has submitted an application for review and consideration of a Planned Unit Development (PUD) - Master Land Use Plan for the properties located at 1405 Madison Road & 1402 Townline Avenue. The applicant has also submitted an application for a Zoning Map Amendment to change the zoning district classification from C-2, Neighborhood Commercial District to PUD, Planned Unit Development District, for the properties located at 1405 Madison Road & 1402 Townline Avenue. A copy of the PUD - Master Land Use Plan is attached to this report.

### Key Issues:

- The applicant has submitted an application for a PUD – Master Land Use Plan for a redevelopment project involving the construction of storage unit buildings containing up to 140 storage units and duplexes on the properties located at 1405 Madison Road & 1402 Townline Avenue.
- As shown on the attachment, the proposed PUD – Master Land Use Plan involves the construction of two duplex buildings on the vacant property at the SW corner of Townline Avenue and Whipple Street (1402 Townline Avenue). The applicant has also proposed the construction of three self-service storage buildings on this vacant land, along with the construction of a driveway connection to the existing commercial property at 1405 Madison Road, which will be remodeled and expanded into an office building for this storage complex.
- The PUD District is a special-purpose zoning district that permits greater flexibility in land planning and site design standards than conventional zoning districts and is intended to provide flexibility in architectural design and clustering of buildings. In this case, the proposed PUD would allow duplexes and storage units on one parcel, while limiting the allowable uses of the property to those explicitly shown on the approved PUD Plan.
- This PUD request is one of three land use applications needed for this project. The others are a change in the Future Land Use Map and a rezoning request from C-2, Neighborhood Commercial to PUD. All three applications will be reviewed on the same meeting schedule. If approved, these properties and a 2,200 square-foot triangular piece of the gas station parcel will be consolidated via Certified Survey Map (CSM).
- The attached Public Notice was sent to property owners within 300 feet of the subject property. As of this writing, staff has been contacted by one neighboring property owner who supports this project.
- The Fire Department has reviewed the proposed PUD – Master Land Use Plan and has requested a gated emergency-access-only driveway on Townline Avenue to allow adequate protection of the storage units.
- The City Engineer has reviewed the proposed PUD – Master Land Use Plan and has requested the installation of public sidewalks in front of the duplexes along Whipple Street and along Townline Avenue to allow the duplex residents to access the school and the businesses along Madison Road.
- The other Review Agents have not submitted any comments or concerns.
- Section 5-305 of the Zoning Ordinance requires the City Council to establish development standards during the PUD process. If approved, the PUD – Master Land Use Plan would be the conceptual approval of land use, building, and parking locations, with detailed civil site plans to follow for staff review & approval.
- The proposed duplexes would face the school to the north (Whipple Street) and have 30-foot front building setbacks. The proposed storage units would have a street (Townline) building setback of 30 feet. The proposed storage unit driveway would connect to the existing shared driveway at 1405 Madison Road that also serves the adjacent McDonald's. The storage units would not be accessed via Townline Avenue.
- Section 2-402(g) of the Zoning Ordinance allows for the approval of a PUD - if the following criteria can be met:
  - **The plan represents an improvement over what could have been accomplished through strict application of otherwise applicable standards, based on the purpose and intent of the Zoning Ordinance.** The proposed PUD plan will allow the redevelopment of two underutilized parcels with a combination of uses that are not allowed in the existing C-2 zoning classification. The proposed PUD

zoning classification is highly preferable to C-3, Community Commercial, as the PUD process allows the approval of a specific list of uses that ensures land use compatibility and neighbor certainty.

- **The PUD - Master Land Use Plan complies with the standards of Section 5-300.** See the Staff Recommendation section below.
- **Service providers will be able to provide necessary public services, facilities, and programs to serve the development proposed.** Provided the applicant is able to include the emergency access gate and public sidewalks requested by the Review Agents, the proposed development can be served by public facilities and services.
- **The development is consistent with and implements the planning goals and objectives contained in the Comprehensive Plan and other adopted policies and documents.** The proposed development will create four new dwelling units in close proximity to an elementary school, and will bring a significant redevelopment to an area that has experienced very limited redevelopment activity during the past decade. Planning staff will ensure that the storage units are designed to include elements such as siding, shingles, lighting, and fencing that are compatible with the adjacent residential and institutional uses.
- **The PUD - Master Land Use Plan is consistent with sound planning practice and the development will promote the general welfare of the community.** The proposed PUD will allow a significant redevelopment project that maintains appropriate buffers between the storage unit development and the adjacent school and homes. With respect to the Findings of Fact for a Zoning Map Amendment, the proposed PUD is compatible with existing nearby uses and the surrounding residential and institutional zoning classifications, and will allow redevelopment of two underutilized parcels.

---

**Sustainability:**

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

---

**Staff Recommendation:**

The Planning & Building Services Division recommends **approval** of the PUD - Master Land Use Plan and a Zoning Map Amendment to change the zoning district classification from C-2, Neighborhood Commercial District to PUD, Planned Unit Development District, for the properties located at 1405 Madison Road & 1402 Townline Avenue, based on consistency with the Comprehensive Plan and Zoning Ordinance and subject to the following conditions:

1. This approval authorizes the construction of up to three storage unit buildings containing up to 140 units and two duplex buildings on the properties located at 1405 Madison Road & 1402 Townline Avenue as shown on the PUD – Master Land Use Plan. No other commercial or residential uses are allowed on the subject properties.
2. Prior to issuance of a Building Permit, the applicant shall record a Certified Survey Map (CSM) that consolidates the subject properties and the 2,200 square-foot parcel being purchased from an adjoining owner for driveway access. The duplexes may be placed on individual lots via CSM.
3. The building setbacks shall be those shown on the attached PUD – Master Land Use Plan. The maximum height shall be one story for the storage unit buildings and two stories for the duplex buildings.
4. Prior to issuance of a Certificate of Occupancy, the applicant shall, at applicant's cost, construct public sidewalks along Whipple Street in front of the duplexes and along Townline Avenue from Whipple Street to Madison Road.
5. The site plan shall include, and the applicant shall construct, a gated emergency-access-only driveway on Townline Avenue.
6. The proposed storage unit buildings shall be constructed using materials that are suitable for residential garages including vinyl siding, asphalt singles, and aluminum overhead doors. If a security fence is provided, it shall be vinyl-coated chainlink or better and may not include barbed wire.
7. This development is limited to one pole or ground-mounted sign up to 100 square feet per face along Madison Road, and may not include wall signs on the storage unit buildings.
8. Prior to issuance of a Building Permit for this project, the applicant shall submit a PUD Final Plan that reflects the conditions above and detailed site & architectural plans for Planning staff review and approval.
9. Any major changes in the adopted conditions or use of the property shall be approved by the Plan Commission and City Council by amending this PUD – Master Land Use Plan. The Director of Planning & Building Services may approve minor changes administratively and allow accessory structures and uses that comply with and meet all of the standards and requirements of the City of Beloit Municipal Code.

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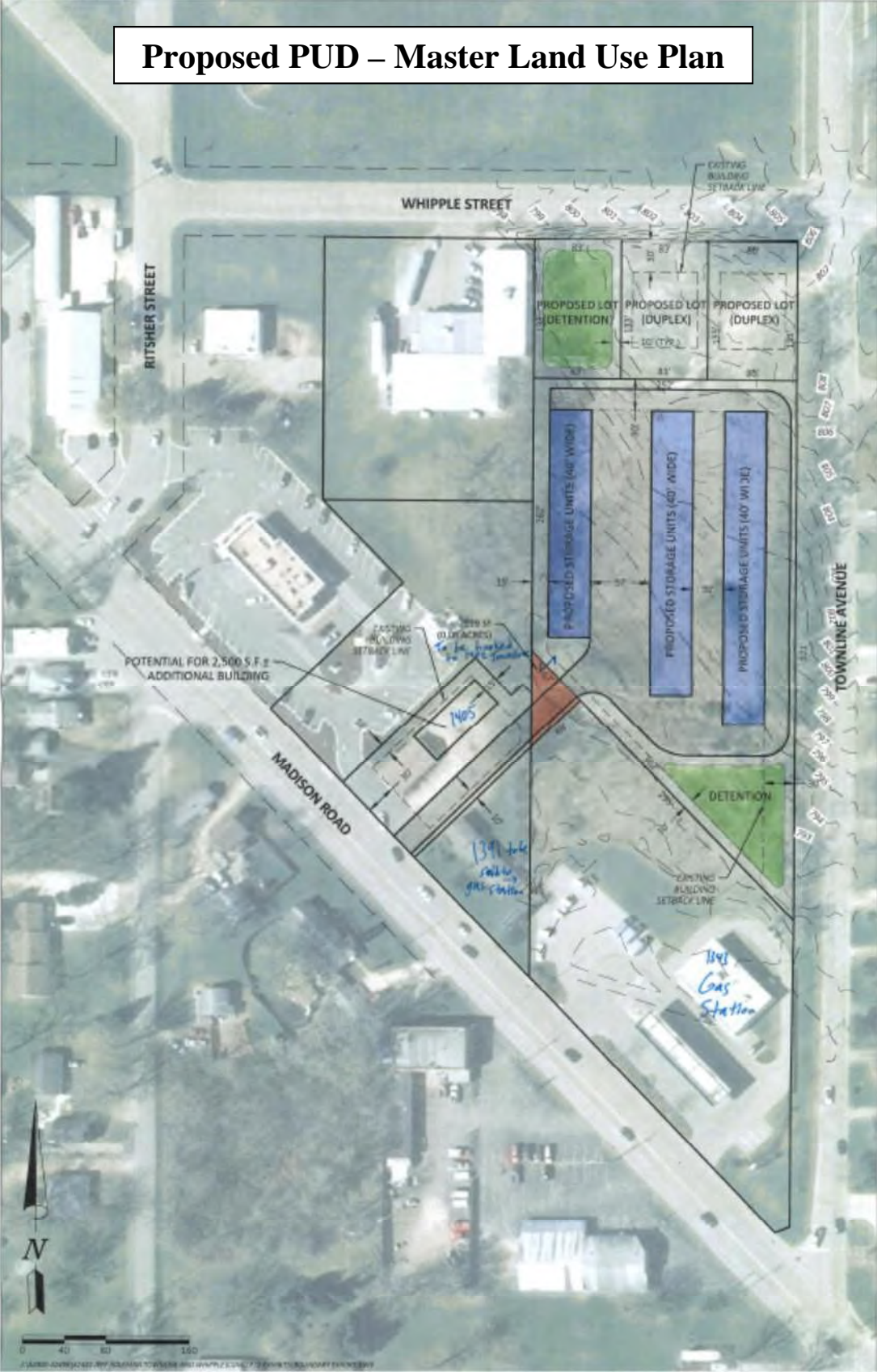
**Fiscal Note/Budget Impact:** N/A

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**Attachments:** Proposed PUD Plan, Photos, Applications, Public Notice, and Mailing List.



# Proposed PUD – Master Land Use Plan





# CITY of BELOIT

## Planning & Building Services Division

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

### PUD - Master Land Use Plan Application

(Please Type or Print)

File Number: PUD-2016-04

1. Address of subject property: 1405 MADISON RD., 1343 1/2 MADISON RD., 1402 TOWNLINE AVE.
2. Legal description: LOT 1 CSM VII P. 5386; LOT 1 CSM V 20P. 381; PARCEL A, ATTACHED  
If necessary attach a copy of the complete legal description.
3. Area of parcel in square feet or acres: ~~3.24~~ ACRES 4.00 ACRES
4. Tax Parcel Number(s): 12760005, 12760020, 12760010
5. Owner of record: JEFFREY ADLEMAN Phone: 289-6340  
PO Box 598 SOUTH BELOIT IL 61080  
(Address) (City) (State) (Zip)
6. Applicant's Name: ~~JEFFREY ADLEMAN~~ RH BATTERMAN - FRANK McKEARN  
2857 BARTELS DR. BELOIT WI 53511  
(Address) (City) (State) (Zip)  
(608) 365-4464 1 MA 1 FMCKEARN@RHBATTERMAN.COM  
(Office Phone #) (Cell Phone #) (E-mail Address)
7. All existing use(s) on this property are: VACANT LAND - RESIDENTIAL; B - COMMERCIAL
8. The applicant requests review and approval of a PLANNED UNIT DEVELOPMENT / Master Land Use Plan: in a(n) C-2 Zoning District.
9. A Preapplication Conference was held on: 8/18/16
10. All the proposed use(s) for this property will be:  
Principal use(s): STORAGE UNITS AND DUPLEXES  
Secondary use(s): \_\_\_\_\_
11. State how the proposed development differs from the type of development that would be permitted under the existing zoning regulations. CURRENT ZONING DOES NOT ALLOW STORAGE UNITS
12. Describe how the proposed development provides greater benefits to the City of Beloit than an otherwise permitted development. NEW HOUSING ON THE WEST SIDE OF THE CITY; DEVELOPMENT OF AN EMPTY LOT. INCREASED TAX BASE, POTENTIAL OF JOBS DURING CONSTRUCTION & PART OF RUNNING THE BUSINESS.

13. Project timetable: Start date: MARCH 2017 Completion date: Aug 2017

14. 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: OFFER TO PURCHASE
- Other, explain: \_\_\_\_\_

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

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

_____ (Signature of Owner)	_____ (Print name)	_____ (Date)
<u>Frank M. Kearn</u>	<u>Frank M<sup>e</sup>Kearn</u>	<u>11/1/16</u>
_____ (Signature of Applicant, if different)	_____ (Print name)	_____ (Date)

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

This application must be submitted with one copy of a scaled drawing showing the layout of the proposed development in accordance with all code requirements, and the \$200.00 application fee. Applicants will also be charged a fee for mailing public notices at the rate of \$0.50 per notice. An invoice for this fee will be sent to the applicant and these costs are typically between \$5.00 and \$15.00.

To be completed by Planning Staff		
Filing fee: <u>\$200.00</u>	Amount paid: <u>\$200.<sup>00</sup></u> <u>check # 62911</u>	Meeting date: <u>Dec. 7, 2016</u>
No. of notices: _____	x mailing cost (\$0.50) = cost of mailing notices: \$ _____	
Application accepted by: <u>Drew Pennington</u>		Date: <u>11/1/16</u>

# 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.: 2MA-2016-05

1. Address of subject property: 1405 Madison Rd, 1343 1/2 Madison Rd, 1402 Townline Ave.

2. Legal description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: LOT 1 CSA V 11 P. 53B  
(If property has not been subdivided, attach a copy of the complete legal description from deed.) LOT 1 (3M V 22 P. 38) & PARCEL A ATTACHED

Property dimensions are: \_\_\_\_\_ feet by \_\_\_\_\_ feet = \_\_\_\_\_ square feet.

If more than two acres, give area in acres: 3.44 4.00 acres.

3. Tax Parcel Number(s): 12760005, 12760010, 12760020

4. Owner of record: JEFFREY ADLEMAN Phone: 289-6340

PO Box 598

SOUTH BELOIT

IL

61080

(Address)

(City)

(State)

(Zip)

5. Applicant's Name: RH BATTERMAN - FRANK McKEARN

2857 BARTELS DR

BELOIT

WI

53511

(Address)

(City)

(State)

(Zip)

(608) 365-4464

1 M

1 F.McKEARN@RHbatterman.com

(Office Phone #)

(Cell Phone #)

(E-mail Address)

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

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

All existing uses on this property are: VACANT/UNDEVELOPED; B-COMMERCIAL

7. All the proposed uses for this property are:

Principal use(s): STORAGE UNITS AND DUPLEXES

Secondary use(s): N/A

Accessory use(s): N/A

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

(X) Owner

( ) Leasehold, Length of lease: \_\_\_\_\_

(X) Contractual, Nature of contract: OFFER TO PURCHASE

( ) Other, explain: \_\_\_\_\_

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

Name(s): JEFF ADLEMAN Phone: 608.289.6340

P.O. Box 598 South Beloit IL 61080  
(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.

_____ (Signature of Owner)	_____ (Print name)	_____ (Date)
<u>Frank McKeown</u> (Signature of Applicant, if different)	<u>Frank McKeown</u> (Print name)	<u>11/1/16</u> (Date)

In order for your request to be heard and considered in a timely manner, you must submit the completed application and all accompanying documents to the 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: <u>\$275.00</u>	Amount Paid: <u>\$275.00</u> Meeting Date: <u>Dec. 7, 2016</u>
Number of notices: _____	x mailing cost (\$0.50) = cost of mailing notices: \$ _____
Application accepted by: <u>Drew Pennington</u>	Date: <u>11/1/16</u>
Date Notice Published: _____	Date Notice Mailed: _____



## **NOTICE TO THE PUBLIC**

November 17, 2016

To Whom It May Concern:

R.H. Batterman, on behalf of Jeff Adleman, has submitted an application for review and consideration of a Planned Unit Development (PUD) - Master Land Use Plan for the properties located at:

**1405 Madison Road & 1402 Townline Avenue.**

The applicant has proposed a redevelopment project involving the construction of storage unit buildings and duplexes on the above-referenced properties. As shown on the attachment, the proposed PUD – Master Land Use Plan involves the construction of two duplex buildings on the vacant property at the SW corner of Townline Avenue and Whipple Street (1402 Townline Avenue). The applicant has also proposed the construction of three self-service storage buildings on this vacant land, along with the construction of a driveway connection to the existing commercial property at 1405 Madison Road, which will be remodeled and expanded into an office building for this storage complex. The applicant has also submitted an application for a Zoning Map Amendment from C-2, Neighborhood Commercial District to PUD District related to this project.

The following public hearings will be held regarding these applications:

**City Plan Commission:** Wednesday, December 7, 2016, 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:** Tuesday, January 17, 2017, 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.

*For additional information, please contact Drew Pennington, AICP in the Planning & Building Services Division at (608) 364-6711 or [penningtond@beloitwi.gov](mailto:penningtond@beloitwi.gov). Comments will be accepted via telephone, email, and U.S. Mail.*

A DELAWARE CORPORATION  
MCDONALDS REAL ESTATE CO  
45 STATE ST  
BELOIT, WI 53511

LESLIE HAMIL  
220 S 8TH  
SOUTH BELOIT, IL 61080

JUAN TREJO  
1400 RITSHER ST  
BELOIT, WI 53511

DAVID WHEELER  
1928 WHIPPLE ST  
BELOIT, WI 53511

GREGORY STEPHENSON  
1353 TOWNLINE AVE  
BELOIT, WI 535114168

JEFFREY & VICKIE LETCHER  
1418 JOHNSON ST  
BELOIT, WI 535113307

JOSEPH R & ANDREA M HALFERTY  
1430 JOHNSON ST  
BELOIT, WI 53511

FRED & JANET COURTNEY  
1437 JOHNSON ST  
BELOIT, WI 535113307

HOWARD H & PATRICIA A SAILING  
1448 JOHNSON ST  
BELOIT, WI 535113307

HAROLD HILLS  
1341 TOWNLINE AVE  
BELOIT, WI 535114168

PYARALI PUNJWANI BELOIT  
ENTERPRISES INC  
1343 MADISON RD  
BELOIT, WI 53511

QUIGLEY SMART ENTERPRISES  
1344 MADISON RD  
BELOIT, WI 535114078

JASON M & JULIA M RYAN  
1364 MADISON RD  
BELOIT, WI 53511

JENISE COLEMAN  
1418 RITSHER ST  
BELOIT, WI 53511

JANICE MONTERO  
1756 JACKSON ST  
BELOIT, WI 53511

RANDALL CHURCHILL  
8926 HWY 81  
BELOIT, WI 53511

DAVID J & ANDREA C HECKNER  
1812 WHIPPLE ST  
BELOIT, WI 53511

ALLEN FULL  
9501 S CREEK RD  
BELOIT, WI 53511

MATTHEW L & DIANNE L FINNEGAN  
P O BOX 41  
BELOIT, WI 535120041

MICHAEL WARBLOW  
1366 JOHNSON ST  
BELOIT, WI 535113307

THE MOUSE TAVERN INC  
1408 MADISON RD  
BELOIT, WI 535114042

DAVID HALL  
560 AZALEA TERR  
BELOIT, WI 535111602

JEFFERY ADLEMAN  
P O BOX 598  
SOUTH BELOIT, IL 61080

FEDERAL NATIONAL MORTGAGE  
ASSOCIATION  
P O BOX 650043  
DALLAS, TX 75265

SYNTHIA POTUZNİK  
1327 TOWNLINE AVE  
BELOIT, WI 53511

MATHEW W & REGINA M  
KLEINSCHMIDT  
1412 JOHNSON ST  
BELOIT, WI 535113307

RICHARD FESSENDEN  
1822 WHIPPLE ST  
BELOIT, WI 53511

BARBARA CASIDAY  
9501 S CREEK RD  
BELOIT, WI 53511

FREEDOM PROPERTY INVESTMENTS  
LLC  
1655 COPELAND AVE #130  
BELOIT, WI 53511

JEFFREY & VICKIE LETCHER  
1418 JOHNSON ST  
BELOIT, WI 535113307



LAURIE AMUNDSON  
1403 TOWNLINE AVE  
BELOIT, WI 535114156

JAMES A & CYNTHIA A FOGARTY  
122 S PRAIRIE  
ROCKTON, IL 61072

BRIAN & JULIA MAJERUS  
1447 RITSHER ST  
BELOIT, WI 535114072

HOLLY PERRY  
1436 JOHNSON ST  
BELOIT, WI 53511

MESSIAH LUTHERAN CHURCH  
1531 TOWNLINE AVE  
BELOIT, WI 535113245

SCHOOL DISTRICT OF BELOIT  
1633 KEELER AVE  
BELOIT, WI 53511

ANN O'MALLEY  
5709 WILLOW CREEK LN  
ROSCOE, IL 61073

STEVEN & CHERYL PINNOW  
1360 MADISON RD  
BELOIT, WI 535114078

**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 1405 Madison Road & 1402 Townline Avenue, is hereby changed from C-2, Neighborhood Commercial District to PUD, Planned Unit Development District:

Lot 1 of Certified Survey Map Document No. 991634 as recorded in Volume 11 on Pages 538-539 of the Certified Survey Maps of Rock County, located in the City of Beloit, County of Rock, State of Wisconsin (also known as 1405 Madison Road). Said parcel contains 0.404 acre, more or less.

Lot 1 of Certified Survey Map Document No. 1349992 as recorded in Volume 20 on Pages 381-383 of the Certified Survey Maps of Rock County, located in the City of Beloit, County of Rock, State of Wisconsin (also known as 1402 Townline Avenue). Said parcel contains 3.546 acres, more or less.

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

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2017.

**City Council of the City of Beloit**

\_\_\_\_\_  
David F. Luebke, Council President

Attest:

\_\_\_\_\_  
Lorena Rae Stottler, City Clerk

Published this \_\_\_\_ day of \_\_\_\_\_, 2017

Effective this \_\_\_\_ day of \_\_\_\_\_, 2017

01-611100-5231-\_\_\_\_\_

# CITY OF BELOIT

## REPORTS AND PRESENTATIONS TO CITY COUNCIL

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**Topic:** Zoning Map Amendment Application for 1405 Madison Road & 1402 Townline Avenue

**Date:** January 17, 2017

**Presenter(s):** Julie Christensen

**Department:** Community Development

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### Overview/Background Information:

R.H. Batterman, on behalf of Jeff Adleman, has submitted an application for a Zoning Map Amendment to change the zoning district classification from C-2, Neighborhood Commercial District to PUD, Planned Unit Development District, for the properties located at 1405 Madison Road & 1402 Townline Avenue.

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### Key Issues (maximum of 5):

- The applicant has submitted an application for a PUD – Master Land Use Plan for a redevelopment project involving the construction of storage unit buildings and duplexes on the properties located at 1405 Madison Road & 1402 Townline Avenue.
- As shown on the attachment, the proposed PUD – Master Land Use Plan involves the construction of two duplex buildings on the vacant property at the SW corner of Townline Avenue and Whipple Street (1402 Townline Avenue). The applicant has also proposed the construction of three self-service storage buildings on this vacant land, along with the construction of a driveway connection to the existing commercial property at 1405 Madison Road, which will be remodeled and expanded into an office building for this storage complex.
- This application is being considered in accordance with the Zoning Map Amendment procedures contained in Section 2-300 of the Zoning Ordinance.
- The Plan Commission reviewed this application on December 7, 2016 and voted unanimously (6-0) to recommend approval of this Zoning Map Amendment.

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### Consistency with Strategic Plan:

- Consideration of this request supports Strategic Goal #3.

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### Sustainability:

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

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### Action required/Recommendation:

- City Council consideration and 1<sup>st</sup> reading of the proposed Ordinance

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**Fiscal Note/Budget Impact:** N/A

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**Attachments:** Ordinance and Staff Report to the Plan Commission

# CITY OF BELOIT

## REPORT TO THE BELOIT CITY PLAN COMMISSION



<b>Meeting Date:</b> December 7, 2016	<b>Agenda Items:</b> 5 & 6	<b>File Number:</b> PUD-2016-04 & ZMA-2016-05
<b>Applicant:</b> R.H. Batterman	<b>Owner:</b> Jeff Adleman (Accepted Offer to Purchase 1405 Madison Road)	<b>Location:</b> 1405 Madison Road & 1402 Townline Avenue
<b>Existing Zoning:</b> C-2, Neighborhood Commercial	<b>Existing Land Use:</b> Vacant Land & Building	<b>Parcel Size:</b> 0.4 Acre; 3.55 Acres

### Request Overview/Background Information:

R.H. Batterman, on behalf of Jeff Adleman, has submitted an application for review and consideration of a Planned Unit Development (PUD) - Master Land Use Plan for the properties located at 1405 Madison Road & 1402 Townline Avenue. The applicant has also submitted an application for a Zoning Map Amendment to change the zoning district classification from C-2, Neighborhood Commercial District to PUD, Planned Unit Development District, for the properties located at 1405 Madison Road & 1402 Townline Avenue. A copy of the PUD - Master Land Use Plan is attached to this report.

### Key Issues:

- The applicant has submitted an application for a PUD – Master Land Use Plan for a redevelopment project involving the construction of storage unit buildings containing up to 140 storage units and duplexes on the properties located at 1405 Madison Road & 1402 Townline Avenue.
- As shown on the attachment, the proposed PUD – Master Land Use Plan involves the construction of two duplex buildings on the vacant property at the SW corner of Townline Avenue and Whipple Street (1402 Townline Avenue). The applicant has also proposed the construction of three self-service storage buildings on this vacant land, along with the construction of a driveway connection to the existing commercial property at 1405 Madison Road, which will be remodeled and expanded into an office building for this storage complex.
- The PUD District is a special-purpose zoning district that permits greater flexibility in land planning and site design standards than conventional zoning districts and is intended to provide flexibility in architectural design and clustering of buildings. In this case, the proposed PUD would allow duplexes and storage units on one parcel, while limiting the allowable uses of the property to those explicitly shown on the approved PUD Plan.
- This PUD request is one of three land use applications needed for this project. The others are a change in the Future Land Use Map and a rezoning request from C-2, Neighborhood Commercial to PUD. All three applications will be reviewed on the same meeting schedule. If approved, these properties and a 2,200 square-foot triangular piece of the gas station parcel will be consolidated via Certified Survey Map (CSM).
- The attached Public Notice was sent to property owners within 300 feet of the subject property. As of this writing, staff has been contacted by one neighboring property owner who supports this project.
- The Fire Department has reviewed the proposed PUD – Master Land Use Plan and has requested a gated emergency-access-only driveway on Townline Avenue to allow adequate protection of the storage units.
- The City Engineer has reviewed the proposed PUD – Master Land Use Plan and has requested the installation of public sidewalks in front of the duplexes along Whipple Street and along Townline Avenue to allow the duplex residents to access the school and the businesses along Madison Road.
- The other Review Agents have not submitted any comments or concerns.
- Section 5-305 of the Zoning Ordinance requires the City Council to establish development standards during the PUD process. If approved, the PUD – Master Land Use Plan would be the conceptual approval of land use, building, and parking locations, with detailed civil site plans to follow for staff review & approval.
- The proposed duplexes would face the school to the north (Whipple Street) and have 30-foot front building setbacks. The proposed storage units would have a street (Townline) building setback of 30 feet. The proposed storage unit driveway would connect to the existing shared driveway at 1405 Madison Road that also serves the adjacent McDonald's. The storage units would not be accessed via Townline Avenue.
- Section 2-402(g) of the Zoning Ordinance allows for the approval of a PUD - if the following criteria can be met:
  - **The plan represents an improvement over what could have been accomplished through strict application of otherwise applicable standards, based on the purpose and intent of the Zoning Ordinance.** The proposed PUD plan will allow the redevelopment of two underutilized parcels with a combination of uses that are not allowed in the existing C-2 zoning classification. The proposed PUD

zoning classification is highly preferable to C-3, Community Commercial, as the PUD process allows the approval of a specific list of uses that ensures land use compatibility and neighbor certainty.

- **The PUD - Master Land Use Plan complies with the standards of Section 5-300.** See the Staff Recommendation section below.
- **Service providers will be able to provide necessary public services, facilities, and programs to serve the development proposed.** Provided the applicant is able to include the emergency access gate and public sidewalks requested by the Review Agents, the proposed development can be served by public facilities and services.
- **The development is consistent with and implements the planning goals and objectives contained in the Comprehensive Plan and other adopted policies and documents.** The proposed development will create four new dwelling units in close proximity to an elementary school, and will bring a significant redevelopment to an area that has experienced very limited redevelopment activity during the past decade. Planning staff will ensure that the storage units are designed to include elements such as siding, shingles, lighting, and fencing that are compatible with the adjacent residential and institutional uses.
- **The PUD - Master Land Use Plan is consistent with sound planning practice and the development will promote the general welfare of the community.** The proposed PUD will allow a significant redevelopment project that maintains appropriate buffers between the storage unit development and the adjacent school and homes. With respect to the Findings of Fact for a Zoning Map Amendment, the proposed PUD is compatible with existing nearby uses and the surrounding residential and institutional zoning classifications, and will allow redevelopment of two underutilized parcels.

---

**Sustainability:**

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

---

**Staff Recommendation:**

The Planning & Building Services Division recommends **approval** of the PUD - Master Land Use Plan and a Zoning Map Amendment to change the zoning district classification from C-2, Neighborhood Commercial District to PUD, Planned Unit Development District, for the properties located at 1405 Madison Road & 1402 Townline Avenue, based on consistency with the Comprehensive Plan and Zoning Ordinance and subject to the following conditions:

1. This approval authorizes the construction of up to three storage unit buildings containing up to 140 units and two duplex buildings on the properties located at 1405 Madison Road & 1402 Townline Avenue as shown on the PUD – Master Land Use Plan. No other commercial or residential uses are allowed on the subject properties.
2. Prior to issuance of a Building Permit, the applicant shall record a Certified Survey Map (CSM) that consolidates the subject properties and the 2,200 square-foot parcel being purchased from an adjoining owner for driveway access. The duplexes may be placed on individual lots via CSM.
3. The building setbacks shall be those shown on the attached PUD – Master Land Use Plan. The maximum height shall be one story for the storage unit buildings and two stories for the duplex buildings.
4. Prior to issuance of a Certificate of Occupancy, the applicant shall, at applicant's cost, construct public sidewalks along Whipple Street in front of the duplexes and along Townline Avenue from Whipple Street to Madison Road.
5. The site plan shall include, and the applicant shall construct, a gated emergency-access-only driveway on Townline Avenue.
6. The proposed storage unit buildings shall be constructed using materials that are suitable for residential garages including vinyl siding, asphalt singles, and aluminum overhead doors. If a security fence is provided, it shall be vinyl-coated chainlink or better and may not include barbed wire.
7. This development is limited to one pole or ground-mounted sign up to 100 square feet per face along Madison Road, and may not include wall signs on the storage unit buildings.
8. Prior to issuance of a Building Permit for this project, the applicant shall submit a PUD Final Plan that reflects the conditions above and detailed site & architectural plans for Planning staff review and approval.
9. Any major changes in the adopted conditions or use of the property shall be approved by the Plan Commission and City Council by amending this PUD – Master Land Use Plan. The Director of Planning & Building Services may approve minor changes administratively and allow accessory structures and uses that comply with and meet all of the standards and requirements of the City of Beloit Municipal Code.

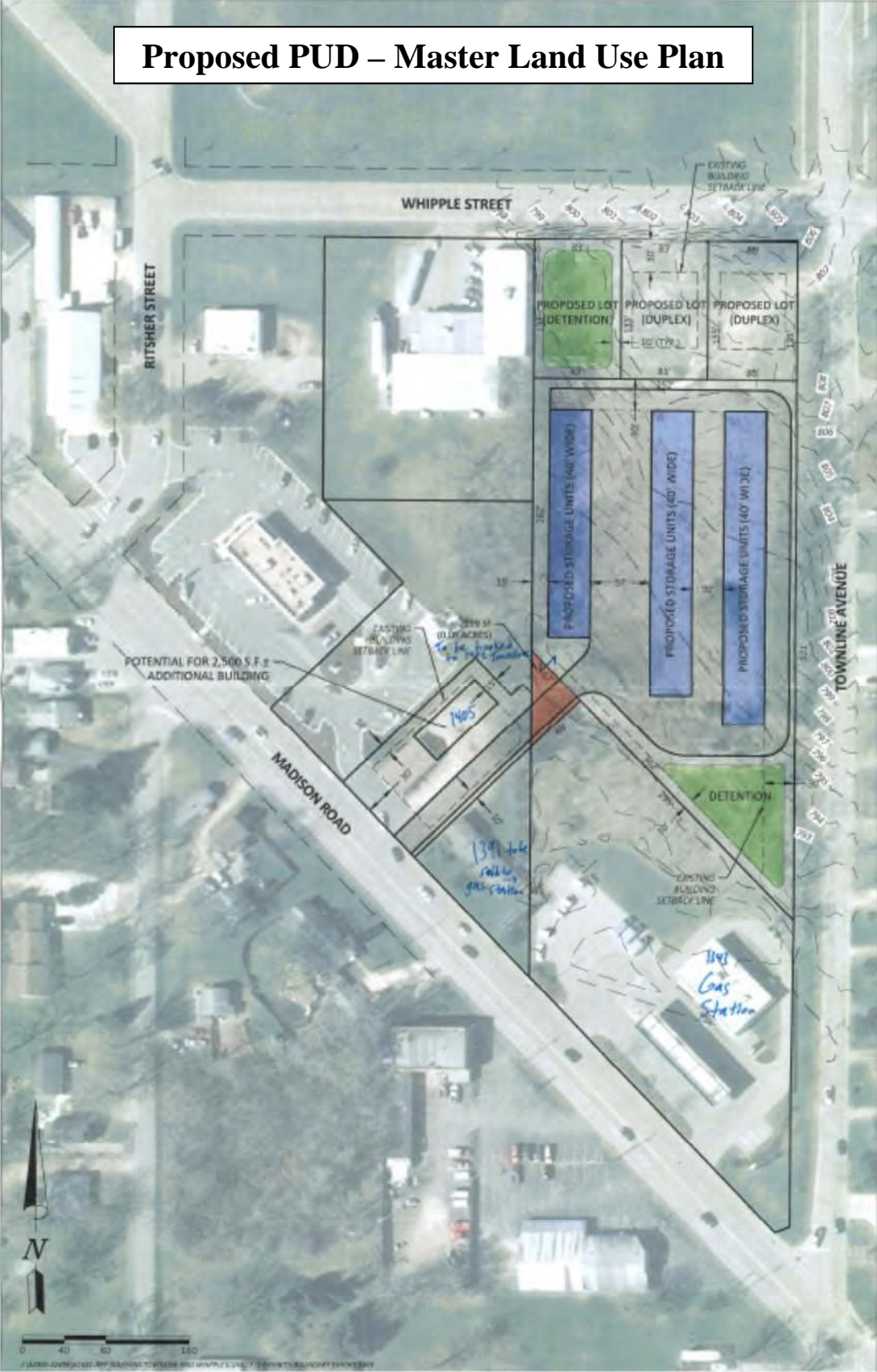
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**Fiscal Note/Budget Impact:** N/A

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**Attachments:** Proposed PUD Plan, Photos, Applications, Public Notice, and Mailing List.

# Proposed PUD – Master Land Use Plan





# CITY of BELOIT

## Planning & Building Services Division

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

### PUD - Master Land Use Plan Application

(Please Type or Print)

File Number: PUD-2016-04

1. Address of subject property: 1405 MADISON RD., 1343 1/2 MADISON RD., 1402 TOWNLINE AVE.
2. Legal description: LOT 1 CSM VII P. 5386; LOT 1 CSM V 20P. 381; PARCEL A, ATTACHED  
If necessary attach a copy of the complete legal description.
3. Area of parcel in square feet or acres: ~~3.24~~ ACRES 4.00 ACRES
4. Tax Parcel Number(s): 12760005, 12760020, 12760010
5. Owner of record: JEFFREY ADLEMAN Phone: 289-6340  
PO Box 598 SOUTH BELOIT IL 61080  
(Address) (City) (State) (Zip)
6. Applicant's Name: ~~JEFFREY ADLEMAN~~ RH BATTERMAN - FRANK McKEARN  
2857 BARTELS DR. BELOIT WI 53511  
(Address) (City) (State) (Zip)  
(608) 365-4464 1 MA 1 FMCKEARN@RHBATTERMAN.COM  
(Office Phone #) (Cell Phone #) (E-mail Address)
7. All existing use(s) on this property are: VACANT LAND - RESIDENTIAL; B - COMMERCIAL
8. The applicant requests review and approval of a PLANNED UNIT DEVELOPMENT / Master Land Use Plan: in a(n) C-2 Zoning District.
9. A Preapplication Conference was held on: 8/18/16
10. All the proposed use(s) for this property will be:  
Principal use(s): STORAGE UNITS AND DUPLEXES  
Secondary use(s): \_\_\_\_\_
11. State how the proposed development differs from the type of development that would be permitted under the existing zoning regulations. CURRENT ZONING DOES NOT ALLOW STORAGE UNITS
12. Describe how the proposed development provides greater benefits to the City of Beloit than an otherwise permitted development. NEW HOUSING ON THE WEST SIDE OF THE CITY; DEVELOPMENT OF AN EMPTY LOT. INCREASED TAX BASE, POTENTIAL OF JOBS DURING CONSTRUCTION & PART OF RUNNING THE BUSINESS.



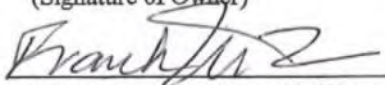
13. Project timetable: Start date: MARCH 2017 Completion date: Aug 2017

14. 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: OFFER TO PURCHASE
- Other, explain: \_\_\_\_\_

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

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

(Signature of Owner)	(Print name)	(Date)
	<u>Frank McKern</u>	<u>11/1/16</u>
(Signature of Applicant, if different)	(Print name)	(Date)

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

This application must be submitted with one copy of a scaled drawing showing the layout of the proposed development in accordance with all code requirements, and the \$200.00 application fee. Applicants will also be charged a fee for mailing public notices at the rate of \$0.50 per notice. An invoice for this fee will be sent to the applicant and these costs are typically between \$5.00 and \$15.00.

To be completed by Planning Staff	
Filing fee: <b>\$200.00</b>	Amount paid: <u>\$200.<sup>00</sup></u> Meeting date: <u>Dec. 7, 2016</u> <small>Check # 629116</small>
No. of notices: _____	x mailing cost (\$0.50) = cost of mailing notices: \$ _____
Application accepted by: <u>Draw Pennington</u>	Date: <u>11/1/16</u>

# 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-2016-05

1. Address of subject property: 1405 Madison Rd, 1343 1/2 Madison Rd, 1402 Townline Ave.

2. Legal description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: LOT 1 CSM V 11 P. 53B  
(If property has not been subdivided, attach a copy of the complete legal description from deed.) LOT 1 CSM V 22 P. 331 & PARCEL A ATTACHED

Property dimensions are: \_\_\_\_\_ feet by \_\_\_\_\_ feet = \_\_\_\_\_ square feet.

If more than two acres, give area in acres: 3.44 4.00 acres.

3. Tax Parcel Number(s): 12760005, 12760010, 12760020

4. Owner of record: JEFFREY ADLEMAN Phone: 289-6340

PO Box 598

SOUTH BELOIT

IL

61080

(Address)

(City)

(State)

(Zip)

5. Applicant's Name: RH BATTERMAN - FRANK MCKEAN

2857 BARTELS DR

BELOIT

WI

53511

(Address)

(City)

(State)

(Zip)

(608) 365-4464

1 M

1 FMCKEAN@RHBATTERMAN.COM

(Office Phone #)

(Cell Phone #)

(E-mail Address)

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

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

All existing uses on this property are: VACANT/UNDEVELOPED; B-COMMERCIAL

7. All the proposed uses for this property are:

Principal use(s): STORAGE UNITS AND DUPLEXES

Secondary use(s): N/A

Accessory use(s): N/A

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

(X) Owner

( ) Leasehold, Length of lease: \_\_\_\_\_

(X) Contractual, Nature of contract: OFFER TO PURCHASE

( ) Other, explain: \_\_\_\_\_

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

Name(s): JEFF ADLEMAN Phone: 608.289.6340

P.O. Box 598 South Beloit IL 61080  
(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.

_____ (Signature of Owner)	_____ (Print name)	_____ (Date)
<u>Frank McKeown</u> (Signature of Applicant, if different)	<u>Frank McKeown</u> (Print name)	<u>11/1/16</u> (Date)

In order for your request to be heard and considered in a timely manner, you must submit the completed application and all accompanying documents to the 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: <u>\$275.00</u>	Amount Paid: <u>\$275.00</u> Meeting Date: <u>Dec. 7, 2016</u>
Number of notices: _____	x mailing cost (\$0.50) = cost of mailing notices: \$ _____
Application accepted by: <u>Drew Pennington</u>	Date: <u>11/1/16</u>
Date Notice Published: _____	Date Notice Mailed: _____



## NOTICE TO THE PUBLIC

November 17, 2016

To Whom It May Concern:

R.H. Batterman, on behalf of Jeff Adleman, has submitted an application for review and consideration of a Planned Unit Development (PUD) - Master Land Use Plan for the properties located at:

**1405 Madison Road & 1402 Townline Avenue.**

The applicant has proposed a redevelopment project involving the construction of storage unit buildings and duplexes on the above-referenced properties. As shown on the attachment, the proposed PUD – Master Land Use Plan involves the construction of two duplex buildings on the vacant property at the SW corner of Townline Avenue and Whipple Street (1402 Townline Avenue). The applicant has also proposed the construction of three self-service storage buildings on this vacant land, along with the construction of a driveway connection to the existing commercial property at 1405 Madison Road, which will be remodeled and expanded into an office building for this storage complex. The applicant has also submitted an application for a Zoning Map Amendment from C-2, Neighborhood Commercial District to PUD District related to this project.

The following public hearings will be held regarding these applications:

**City Plan Commission:** Wednesday, December 7, 2016, 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:** Tuesday, January 17, 2017, 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.

*For additional information, please contact Drew Pennington, AICP in the Planning & Building Services Division at (608) 364-6711 or [penningtond@beloitwi.gov](mailto:penningtond@beloitwi.gov). Comments will be accepted via telephone, email, and U.S. Mail.*

A DELAWARE CORPORATION  
MCDONALDS REAL ESTATE CO  
45 STATE ST  
BELOIT, WI 53511

LESLIE HAMIL  
220 S 8TH  
SOUTH BELOIT, IL 61080

JUAN TREJO  
1400 RITSHER ST  
BELOIT, WI 53511

DAVID WHEELER  
1928 WHIPPLE ST  
BELOIT, WI 53511

GREGORY STEPHENSON  
1353 TOWNLINE AVE  
BELOIT, WI 535114168

JEFFREY & VICKIE LETCHER  
1418 JOHNSON ST  
BELOIT, WI 535113307

JOSEPH R & ANDREA M HALFERTY  
1430 JOHNSON ST  
BELOIT, WI 53511

FRED & JANET COURTNEY  
1437 JOHNSON ST  
BELOIT, WI 535113307

HOWARD H & PATRICIA A SAILING  
1448 JOHNSON ST  
BELOIT, WI 535113307

HAROLD HILLS  
1341 TOWNLINE AVE  
BELOIT, WI 535114168

PYARALI PUNJWANI BELOIT  
ENTERPRISES INC  
1343 MADISON RD  
BELOIT, WI 53511

QUIGLEY SMART ENTERPRISES  
1344 MADISON RD  
BELOIT, WI 535114078

JASON M & JULIA M RYAN  
1364 MADISON RD  
BELOIT, WI 53511

JENISE COLEMAN  
1418 RITSHER ST  
BELOIT, WI 53511

JANICE MONTERO  
1756 JACKSON ST  
BELOIT, WI 53511

RANDALL CHURCHILL  
8926 HWY 81  
BELOIT, WI 53511

DAVID J & ANDREA C HECKNER  
1812 WHIPPLE ST  
BELOIT, WI 53511

ALLEN FULL  
9501 S CREEK RD  
BELOIT, WI 53511

MATTHEW L & DIANNE L FINNEGAN  
P O BOX 41  
BELOIT, WI 535120041

MICHAEL WARBLOW  
1366 JOHNSON ST  
BELOIT, WI 535113307

THE MOUSE TAVERN INC  
1408 MADISON RD  
BELOIT, WI 535114042

DAVID HALL  
560 AZALEA TERR  
BELOIT, WI 535111602

JEFFERY ADLEMAN  
P O BOX 598  
SOUTH BELOIT, IL 61080

FEDERAL NATIONAL MORTGAGE  
ASSOCIATION  
P O BOX 650043  
DALLAS, TX 75265

SYNTHIA POTUZNIK  
1327 TOWNLINE AVE  
BELOIT, WI 53511

MATHEW W & REGINA M  
KLEINSCHMIDT  
1412 JOHNSON ST  
BELOIT, WI 535113307

RICHARD FESSENDEN  
1822 WHIPPLE ST  
BELOIT, WI 53511

BARBARA CASIDAY  
9501 S CREEK RD  
BELOIT, WI 53511

FREEDOM PROPERTY INVESTMENTS  
LLC  
1655 COPELAND AVE #130  
BELOIT, WI 53511

JEFFREY & VICKIE LETCHER  
1418 JOHNSON ST  
BELOIT, WI 535113307

LAURIE AMUNDSON  
1403 TOWNLINE AVE  
BELOIT, WI 535114156

JAMES A & CYNTHIA A FOGARTY  
122 S PRAIRIE  
ROCKTON, IL 61072

BRIAN & JULIA MAJERUS  
1447 RITSHER ST  
BELOIT, WI 535114072

HOLLY PERRY  
1436 JOHNSON ST  
BELOIT, WI 53511

MESSIAH LUTHERAN CHURCH  
1531 TOWNLINE AVE  
BELOIT, WI 535113245

SCHOOL DISTRICT OF BELOIT  
1633 KEELER AVE  
BELOIT, WI 53511

ANN O'MALLEY  
5709 WILLOW CREEK LN  
ROSCOE, IL 61073

STEVEN & CHERYL PINNOW  
1360 MADISON RD  
BELOIT, WI 535114078



**PROCEEDINGS OF THE BELOIT CITY COUNCIL**  
**100 State Street, Beloit WI 53511**  
**City Hall Forum – 7:00 p.m.**  
**Monday, December 19, 2016**

Presiding: David F. Luebke  
Present: Sheila De Forest, Regina Dunkin, Kevin Leavy, Mark Preuschl, Marilyn Sloniker  
Absent: Regina Hendrix

1. President Luebke called the meeting to order at 7:00 p.m. in the Forum at Beloit City Hall.
2. PLEDGE OF ALLEGIANCE
3. SPECIAL ORDERS OF THE DAY/ANNOUNCEMENTS - None
4. PUBLIC HEARINGS
  - a. Community Development Director, Julie Christensen, presented a resolution authorizing a Conditional Use Permit to allow a 6-story hotel building, in a C-3, Community Commercial District for property located at 3022 Ford Street Richard Steldt, on behalf of KDN Hospitality LLC, has filed an application for a Conditional Use Permit to allow a 6-story hotel building in a C-3, Community Commercial District, for the property located at 3022 Ford Street. The applicant has proposed the redevelopment of the subject property, which is a former lumberyard at the SW corner of the I-43 & I-39/90 interchange. This height request is related to the proposed reconstruction of this interchange, which contemplates elevated on-ramps to southbound I-39/90 from Milwaukee Road and I-43 southbound that will be immediately adjacent to the subject property. The applicant has proposed the construction of a 127-unit hotel building with an overall height of 6 stories/73 feet above grade. While the hotel use is permitted by-right in the C-3 district, the maximum height in the C-3 district is 4 stories/55 feet unless exceeded through review and approval of a Conditional Use Permit. The subject property is surrounded by interstate highway right-of-way to the north and east. The DOT has informed the property owner that they intend to acquire at least 1.6 acres for additional right-of-way related to the interchange reconstruction project. As part of this project, Ford Street may be reconstructed into a cul-de-sac. A Public Notice was sent to 4 nearby property owners. Planning staff has not received any comments. At Plan Commission's request, notices were also sent to the owners of 2784, 2786, 2790, & 2800 Milwaukee Rd. The Plan Commission reviewed this item on December 7, 2016 and voted unanimously (7-0) to recommend approval of the Conditional Use Permit, subject to these four conditions:
    - This approval authorizes the construction of a 127-unit hotel building with an overall height of up to 6 stories/73 feet above grade on the subject property.
    - Prior to issuance of a Building Permit for this hotel, all of the existing buildings on the subject property shall be demolished and the site cleared.
    - Prior to issuance of a Building Permit for this hotel, the applicant shall submit detailed site & architectural plans for Planning staff review and approval.
    - Any major changes in the adopted conditions or use of the property shall be approved by the Plan Commission and City Council by amending this Conditional Use Permit. The Director of Planning & Building Services may approve minor changes administratively.President Luebke opened the public hearing. No one spoke. President Luebke closed the public hearing. Councilors De Forest and Leavy made a motion to approve the resolution as presented. Motion carried. File 8582
5. CITIZEN PARTICIPATION
  - a. Stacey J. Huels, Co-Founder and Chairman of TRU Aseptics Ingredients, introduced himself as the new business owner locating at 2924 Wyetta Drive, Beloit. With him this evening was business partner Jim Hurley who will be the CEO when the facility closes later this week. He explained that he is excited to close this deal and thanked several partners involved in making this business opportunity happen. They are excited to hiring upwards of 40 people at this facility in the next year.

The company has been around for nearly 120 years and employs more than 100 people to date. He said he has felt very welcomed by everyone and is looking forward to a long future with Beloit.

## 6. CONSENT AGENDA

Councilor De Forest asked to have item d. removed. Councilors Preuschl and Sloniker made a motion to adopt consent items a. through c. as presented. Motion carried.

- a. The Minutes of the Regular meeting of December 5, 2016 were approved.
- b. A resolution cancelling the January 3, 2017 Regular Meeting of the City Council was approved. File 5187
- c. A resolution declaring official intent to reimburse expenditures from proceeds of 2017 borrowing was approved. File 8731
- d. City Engineer, Mike Flesch presented a resolution authorizing final payment of public works contract C16-12, Broad Street bridge deck repairs. Councilor De Forest asked Mr. Flesch to explain the issues that occurred with the repairs and asked him to confirm that the issues have been resolved and that the City is satisfied with the outcome. He explained that a few areas needed to be readdressed and they have been resolved and the City is satisfied with the repairs and there is a one year warranty. Councilors Preuschl and Sloniker made a motion to adopt the resolution as presented. Motion carried. File 8715

## 7. LICENSES

- a. City Clerk, Lori Stottler presented a resolution approving an Amendment to Licensed Premises for Class "B" Beer and "Class B" Liquor License for Wisco Kitchen, LLC, 302 State Street, Jacqueline Gennett, Agent. The applicant originally applied to license both the first and second floor of the building but has since sub-leased the first floor into a cross-fit workout center. The second floor will be limited to classes, workshops and private events. The ABLCC met on December 13, 2016 and voted 4-0 to recommend approval of the license amendment. Councilors Leavy and Dunkin made a motion to approve the resolution as presented. Motion carried. File 8721
- b. City Clerk, Lori Stottler presented a resolution granting an Extension for the Issuance of a Class "B" Beer and "Class B" Liquor license for Zachariah Robert Davis, d/b/a/ The New Pop House, 863 Fifth Street. Mr. Davis explained to the ABLCC that he has experienced issues with the Deed to the property and didn't want to make the expenditures until he knew he owned the property. He has been able to clear that hurdle and asked for a six month extension of time to get the business open. The ABLCC met on December 13, 2016 and voted 4-0 to recommend approval of an extension of six months. Councilors Leavy and Dunkin made a motion to approve the resolution as presented. Motion carried. File 8721
- c. City Clerk, Lori Stottler presented a resolution granting an Extension for the Issuance of a Class "B" Beer and "Class B" Liquor License for Palermo Enterprise, LLC, located at 618 Fourth Street, Olsie Ekleberry. Mr. Gabrielle is seeking his second extension since being granted the license on November 16, 2015. He has not begun work on the property but plans to do so after the first of the year. He told the ABLCC that he has had some extenuating circumstances with the loss of a friend whose business he's been assisting in the interim. He told the committee that a six month extension is all he needs to begin work right after the first of the year. The ABLCC met on December 13, 2016 and voted 4-0 to recommend approval of an extension of six months. Councilor De Forest asked Mr. Gabrielle if he understood the circumstances under which they are considering this extension as it is quite rare and the expectation is high. Mr. Gabrielle said he did understand. Councilors Leavy and Dunkin made a motion to approve the resolution as presented. Motion carried. File 8721

## 8. ORDINANCES - None

## 9. APPOINTMENTS

Councilor Preuschl asked to recuse himself on the appointment of Teala Marie Lamoreux due to a conflict of interest as that's his employer. Councilors De Forest and Leavy made a motion to approve the appointment of Teala Marie Lamoreux, Northwoods Premium, 314-B State Street (replacing Mary Widder as Resident at Large) for a term ending December 31, 2019 to the Business Improvement District Board. Motion Carried 5-0-1 with Councilor Preuschl abstaining. Councilors De Forest and Leavy made a motion to approve all remaining appointments as listed. Motion carried 6-0. File 6716

- a. Appointment Review Committee File 6261  
Incumbent Kurt Reynolds to a term ending December 31, 2019



- b. Business Improvement District (Downtown Beloit Association) Board File 6716  
Incumbent Meghan Moss (Owner Occupant) to a three year term ending December 31, 2019  
Incumbent Malinda Obershaw (Owner Occupant) to a three year term ending December 31, 2019  
Teala Marie Lamoreux, Northwoods Premium, 314-B State Street (replacing Mary Widder as Resident at Large) for a term ending December 31, 2019  
Jessica Hernandez, First National Bank and Trust Co., 345 E. Grand Ave., (replacing Elaine Ribarich as Owner Occupant) for a term ending December 31, 2019
- c. Community Development Authority File 6054  
Merlin Kenitzer, 3488 Field Crest Ct. (replacing Manuel Casares) to a term ending December 31, 2017  
Charlene DeBrock, 532 Lawton Ave., #2104 (replacing Tressie Webster) to a term ending December 31, 2020
- d. Equal Opportunities Commission File 7465  
John S. Emery, 1626 Oakwood Ave. (replacing Mike Zoril) to a term ending June 30, 2017
- e. Municipal Golf Committee File 7382  
Incumbent William Maze, Jr. to a term ending December 31, 2019

## 10. COUNCILOR ACTIVITIES AND UPCOMING EVENTS

- Councilor De Forest congratulated Josh Mohorko for his Eagle Scout project at East Lawn Cemetery of the Veteran's Memorial. She welcomed the other scouts in attendance tonight. She congratulated James Thompson on his new job and thanked him for his work at the Transit Department. His focus on customer service and commitment to coming to meetings and staying informed was noticed. She appreciated the implicit bias training that was provided by the City Manager and looks forward to further opportunities. She met with the logo consultant and attended the Downtown Beloit Association meeting.
- Councilor Sloniker attended the implicit bias training and found value in it. She also gave thanks for the DPW workers and others responsible for snow removal over the past two weeks.
- Councilor Dunkin also congratulated James Thompson for his service and wished him well in his new job. She wished everyone a happy holiday season.
- Councilor Preuschl noted that this was the last meeting of 2016 and expressed gratitude to the citizens, staff and businesses in Beloit and is appreciative of his role in helping making Beloit a great place to live.
- Councilor Leavy thanked James "Eric" Thompson for his service in Transit. He also thanked the crews who work in inclement weather and the street crews who keep our streets safe and clear for travel. He thanked Marc Perry for providing the implicit bias training to the council and lead staff members at the City.
- President Luebke attended a strategic planning meeting with City Manager Luther at the Beloit Historical Society as well as the community meeting at St. Thomas Church with the Police Department on police procedures.

## 11. CITY MANAGER'S PRESENTATION

- a. Economic Development Director Andrew Janke gave a quarterly update on Beloit and the surrounding area. Mr. Janke shared updates in the Economic Development Community starting with the Ironworks. Several additions include Ebates/FatWallet Expansion, Comply365, AccuLynx and Mastercraft all had expansions. The Stateline Family YMCA is scheduled for grand opening in spring of 2017. The Ironworks South Parking Lot Expansion was a critical component that offered approximately 90 new parking stalls. The Irontek facility is a business incubator that offers co-working spaces and a tech hub for startups and idea networking. He explained that the Beloit College Power House project seeks an adaptive reuse from a power generating facility to a campus activity and recreation center. This center would include a fitness center/pool/track, a health and wellness center, flexible meeting spaces, lecture hall/movie theatre and they are nearing their fundraising goal of \$38 million.  
Industrial Development updates encompass the regional area to include Altra Industrial Motion in South Beloit on Gardner Street; the Riverside Energy Center in the Town of Beloit; TreeHouse Foods (Formerly ConAgra) in South Beloit; DePont Expansion; the new TMD facility on Stateline Road which has lead to Phase II of the State Line Industrial Park; Midwest Refrigerated Services on Kennedy Drive; Snyders Lance who recently purchased Diamond Foods; Frito Lay Expansion Project and the new start-up company, TRU Aseptics Ingredients on Wyetta Drive. Mr. Janke covered other notable projects as the G5 Brewing Company being proposed on Gateway Boulevard

that will likely include a full restaurant; the Hendricks Family Heart Hospital & Packard Cardiology Clinic; and the proposed Holiday Inn Express on Ford Street by KDN Hospitality.

In Residential Development, the Beloit Senior Living opened this fall with the Cranston Elderly Care Facility coming spring of 2017. Hawk's Ridge Apartments are expanding with 400 additional units on Gateway Blvd. The Walnut Grove Condos are adding 6 buildings (12 units), some of which are pre-sold. And finally, the Eagles Ridge Subdivision is moving again with New Leaf Homes has built 13 of the 14 plans to construct more including newly platted Raven Drive Subdivision. These new home values range from \$154,000 to \$206,000.

Mr. Janke shared some of the Economic Development's marketing strategies and plans to attend trade shows. He updated the Council on Workforce Development Activity, Infrastructure projects and strategic initiatives. He ended by sharing some economic indicators showing that Beloit is headed in the right direction in that sales tax collections, Residential activities, electric meters and usage, and investments and projects are up, while industrial vacancies, unemployment rates, bankruptcies and foreclosures are down. Some discussion followed on ways that we can find skilled and trained workers via the CareerTek program at Beloit School District and other opportunities to recruit skilled workers from Blackhawk Technical College and UW-Rock County.

## 12. REPORTS FROM BOARDS AND CITY OFFICERS

- a. Community Development Director, Julie Christensen, presented a resolution approving a Subdivision Development Agreement between the City of Beloit and New Leaf Homes, LLC. On November 21, 2016, the City Council approved a 6-Lot Subdivision Plat known as the Final Plat of Eagles Ridge Plat No. 2, which includes the City-owned 1.8-acre land located at 1725 Raven Court and New Leaf Homes' previously platted residential lot located at 1710 Raven Court. This approval was subject to three conditions of approval, including a condition stating that the plat may not be recorded until a Development Agreement has been approved by Council. The Development Agreement is intended to satisfy this condition of approval. Once the Development Agreement has been approved by the City Council and executed, the Final Plat can be recorded and a real estate closing can be scheduled. The developer's engineering team is already designing the public improvements and has met with City staff for a pre-application meeting. Councilors De Forest and Preuschl made a motion to adopt the resolution as presented. Motion carried. File 8642
- b. Director of Finance and Administrative Services, Eric Miller, presented a resolution approving certain changes to the Schedule of Fees and Charges, and Rates for 2017 for the City of Beloit, Wisconsin. Each year, fees are reviewed and evaluated in the budget process and are routinely adjusted to offset increases in services and programs. These fees update the changes reflected in the budget adopted by the council last month. The City has not received approval from the PFC on the recent water rate study and will return to the Council for approval when that arrives. Councilors Sloniker and Dunkin made a motion to adopt the resolution as presented. Motion carried. File 8731
- c. Director of Finance and Administrative Services, Eric Miller, presented a resolution declaring Doubtful Accounts, authorizing amounts to be written off Write-off, and receiving and filing the 2016 Report of the Comptroller. The City's Administrative Policy for Doubtful Accounts and Accounts Written-off requires the City Comptroller (Finance and Administrative Services Director) to annually present to the City Council any account of \$5,000 or more that is considered doubtful and should be written off as uncollectible. The Community & Housing Services Director recommends 9 loans, made through the City of Beloit Rehabilitation Loan Program and funded through the CDBG and HOME programs, to be written off as uncollectible. The Economic Development Director recommends 1 loan, made through the Commercial and Industrial Loan Program and funded through the CDBG program, to be written off as uncollectible. The Director of Accounting recommends 2 delinquent utility accounts to be written off as uncollectible. All of the Community Development loans recommended for write off are due to the properties being foreclosed and resold, either by the bank or the county, and/or the lender being deceased. The Economic Development loan is recommended for write off because the lender's partnership fell apart and a notice of default was presented to lender. Communications ceased and a personal judgement was signed and filed in November. The utility accounts are being recommended for write off because the properties were sold to new owners by the County at the foreclosure sale and the new owners are not responsible to pay off delinquent utility bills. All reasonable efforts to collect the delinquent accounts have been exhausted at this time. Therefore, in accordance with the City's policy, the accounts are considered to be doubtful and should be written-off as uncollectible. Councilors De Forest and Leavy made a motion to adopt the resolution as presented. Motion carried. File 8695
- d. City Attorney, Elizabeth A. Krueger, presented a resolution Waiving Right of First Refusal for 2924 Wyetta Drive. The City was approached about the potential sale of 2924 Wyetta Drive. The City, by virtue of Declaration of Restrictive Covenants, has repurchase rights related to the property. The

City has no interest in exercising those rights and wishes to consent to the transfer of the property from Wild Aseptics, Inc., to TRU Beloit Properties, LLC. Declaration of Restrictive Covenants permits the City to exercise the Right of First Refusal related to the potential sale of 2924 Wyetta. The City has no interest in the property and wishes to consent to the sale of the property. This waiver accomplishes that purpose. Councilors De Forest and Sloniker made a motion to adopt the resolution as presented. Motion carried. File 6476

- e. Deputy Fire Chief, Joe Murray, presented a resolution approving an extended Contract for Statewide Structural Collapse Team Members between the City of Beloit and the State of Wisconsin. The State of Wisconsin has developed a capability for heavy rescue and collapse rescue response through a multidisciplinary statewide collapse rescue team. Wisconsin Emergency Management provides for this team through contracting with local municipalities for team membership. We have participated in this program since its inception in 2003. The resolution and contract presented, contains a revised contract that reflects an expanded mission within the skill sets of the original urban Search and Rescue Team Concept, removes the requirement to medically monitor members, and includes changes that provide for continued funding of the program, including change from maximum funding availability to minimum funding availability. This resolution will allow us to continue with this program over the next two years. This resolution will also allow us to execute successor agreements that do not contain substantive changes. Councilors Sloniker and Preuschl made a motion to adopt the resolution as presented. Motion carried. File 8534
- f. Economic Development Director Andrew Janke presented a resolution authorizing the Sale of an approximately 5.12 Acre portion of 1801 Gateway Boulevard to Gateway Brewing Company, LLC. Lee and Jill Gunderson are interested in purchasing a 5.12 acre site in the Gateway Business Park to develop a full restaurant and craft brewery to be called G5 Brewing Company, LLC. The primary business of G5 Brewing Company is a craft brewery that will produce craft beers from a 10 barrel brewing system. The 10 barrel brewing system will produce between 8 – 10 regular and seasonal beers. It is anticipated steady growth in beer production and could reach as many as 10,000 barrels annually. The craft brewing business will be combined with a 150-170 seat bar and restaurant, along with an outdoor beer garden. G5 Brewing is proposing 9,750 square foot building to accommodate the brewery and restaurant. The brewery itself initially will be 3,126 square feet with the potential to expand as product demand increases and market share increases. The remaining 6,600 square feet will be comprised of space for the restaurant, kitchen, bar, and seating areas. It is anticipated the business will employ between 50-70 full and part-time workers between the brewery and restaurant when fully operational. The proposed site at 1801 Gateway Boulevard is located directly across from NorthStar Medical Radioisotopes and is ideally suited for the proposed use. Currently the site is Zoned C-1 which is appropriate for the initial use. To accommodate the projected volume of growth in beer projection the City and the Buyers will jointly apply to rezone the property to M-1. The buyer will need to obtain a permit from the State of Wisconsin to operate the craft brewery and a license from the City to operate the bar/restaurant. Assuming a closing by the end of February 2017, the Gunderson's will utilize the winter to finalize their design, obtain permits and then hope to begin construction in the spring of 2017 and open by the fall of 2017. The negotiated price is \$25,600 and is scheduled to close soon. A CSM creating the parcel will be created and filed prior to closing. The City has the ability to repurchase the property at the sale price if construction does not begin on-site within one year of closing. Councilors Preuschl and De Forest made a motion to adopt the resolution as presented. Motion carried. File 8642

13. Councilors Preuschl and Sloniker made a motion to adjourn at 8:15 p.m. Motion Carried.

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Lorena Rae Stottler, City Clerk

[www.beloitwi.gov](http://www.beloitwi.gov)

Date approved by City Council: January 17, 2017

# CITY OF BELOIT

## REPORTS AND PRESENTATIONS TO CITY COUNCIL

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**Topic:** Application for a Class “B” Beer and Reserve “Class B” Intoxicating Liquor License for HRNS V Entertainment LLC, d/b/a Adiktion, 1310 Cranston Road, Edgardo Garrido Mateos, Agent

**Date:** January 17, 2017

**Presenter(s):** Lori Stottler

**Department(s):** City Clerk

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**Overview/Background Information:** On October 26, 2016, an application for a Class “B” Beer and Reserve “Class B” Intoxicating Liquor License for HRNS V Entertainment LLC, d/b/a Adiktion, 1310 Cranston Road, Edgardo Garrido Mateos, Agent, was made by Efrain Valencia. The application was reviewed by staff and found to be incomplete.

A certified letter was sent on November 16, 2016 which outlined several deficiencies with the application and provided instructions for rectifying the deficiencies. On December 12, 2016, the customer provided a completed application in order to be submitted to the City Council for referral to ABLCC.

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**Key Issues (maximum of 5):**

- HRNS V Entertainment LLC, d/b/a Adiktion, 1310 Cranston Road, Edgardo Garrido Mateos, Agent, is applying for a new Class “B” Beer and Reserve “Class B” intoxicating liquor license. The City currently has two Reserve licenses available and no regular licenses available.
- The application is to be referred by the City Council to the Alcohol Beverage License Control Committee for investigation and recommendation back to the City Council for a final decision.
- Upon City Council referral, the City Clerk will notify the Chief of Police, Chief of the Fire Department and Director of Planning and Building Services of each application, and these officials, or their designees, shall inspect or cause to be inspected each application and the premises, together with such other investigations shall be necessary to determine whether the applicant and the premises sought to be licensed comply with the regulations, ordinances and laws applicable thereto, and whether the applicant is a proper person to be the recipient of the license. This information will be included to the ABLCC for their review and recommendation.
- You may recall that this applicant’s former license was revoked by city council action on September 28, 2015.

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

N/A

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**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.):** N/A

- 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.

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**Action required/Recommendation:** Referral to the Alcohol Beverage License Control Committee for their February 14, 2017 will allow for the application to be reviewed by ABLCC for a recommendation that will return to the City Council on February 20, 2017.

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**Fiscal Note/Budget Impact:** The fee for a Reserve “Class B” intoxicating liquor license is \$10,000. Fees thereafter total \$600/year.

# ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning \_\_\_\_\_ 20 \_\_\_\_\_ ;  
 ending June 30 20 17

TO THE GOVERNING BODY of the:  Town of  
 Village of } Beloit, WI  
 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): HANS V. Entertainment LLC  
341 Lawn Terr Round Lake, IL 60073

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>Julian Valencia Tellez</u>	<u>341 Lawn Terr Round Lake, IL 60073</u>	<u>IL 60073</u>
Vice President/Member	<u>Erair Valencia Tellez</u>	<u>511 Lakewood Terr Round Lake, IL 60073</u>	<u>IL 60073</u>
Secretary/Member			
Treasurer/Member			
Agent	<u>Edgardo Garrido Mateos</u>	<u>2506 N. Pontiac Dr Janesville, WI 53540</u>	
Directors/Managers			

3. Trade Name ADIKTION Business Phone Number 847-774-9507

4. Address of Premises 1310 Cranston Rd, 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 11-11-16 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, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) bar area, dance floor, sitting area, storage room, stage,

10. Legal description (omit if street address is given above): \_\_\_\_\_
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year?  Yes  No  
 (b) If yes, under what name was license issued? \_\_\_\_\_

12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864]  Yes  No
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [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 21<sup>ST</sup> day of OCTOBER, 2016

Julian Valencia Tellez (Clerk/Notary Public)  
Erair Valencia Tellez (Officer of Corporation/Member/Manager of Limited Liability Company/Partner)  
Edgardo Garrido Mateos (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk <u>12-12-16</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Applicant's WI Seller's Permit No. / FEIN Number: <u>4510-1027466238-03 / 45-183250</u>	
<b>LICENSE REQUESTED</b>	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$
<input checked="" type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>50.00 - PAID</u> <span style="float: right;">12/12/16</span>
<b>TOTAL FEE</b>	\$

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name) <u>Valencia</u>		(first name) <u>Julian</u>		(middle name) <u>Tellez</u>	
Home Address (street/route) <u>341 Lawn Ter</u>		Post Office	City <u>Round Lake</u>	State <u>IL</u>	Zip Code <u>60073</u>
Home Phone Number <u>847-445-2640</u>		Age	Date of Birth	Place of Birth	

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

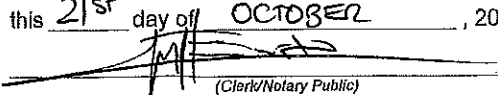
- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- President member of HRNS v. Entertainment/Adiktion  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit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


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

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

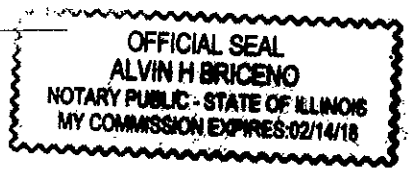
Employer's Name <u>Seli Brothers</u>	Employer's Address <u>24087 W. 11 Road 60 Graylake, IL</u>	Employed From <u>2010</u>	To <u>current</u>
Employer's Name <u>Rent mechanical</u>	Employer's Address <u>341 Lawn Ter Round Lake</u>	Employed From <u>2013</u>	To <u>current</u>

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 21<sup>st</sup> day of OCTOBER, 2016  
  
(Clerk/Notary Public)

  
(Signature of Named Individual)

My commission expires 02-14-2018



**AUXILIARY QUESTIONNAIRE  
ALCOHOL BEVERAGE LICENSE APPLICATION**

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Valencia		Efrain		Tellez	
Home Address (street/route)		Post Office	City	State	Zip Code
511 Lakewood			Round Lake	IL	60073
Home Phone Number		Age	Date of Birth	Place of Birth	
(847) 774-9507					

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 HRNS V. Entertainment LLC / Adiktion  
(Title/Position/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

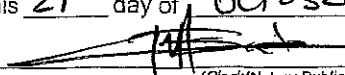
The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? Do not live in Wisconsin.
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.

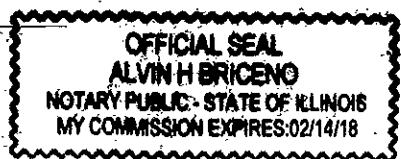
Employer's Name <u>Roofing Self employed.</u>	Employer's Address <u>511 Lakewood Round Lake</u>	Employed From <u>2005</u>	To <u>Current</u>
Employer's Name <u>Rent Mechanical</u>	Employer's Address <u>341 Lawn Ter Round Lake IL</u>	Employed From <u>2013</u>	To <u>Current</u>

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 21<sup>st</sup> day of OCTOBER, 2016  
  
(Clerk/Notary Public)

Efrain Valencia  
(Signature of Named Individual)

My commission expires 02-14-2018



Printed on Recycled Paper

Wisconsin Department of Revenue

**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, WI County of Rock

The undersigned duly authorized officer(s)/members/managers of HRNS V. Entertainment 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 Adiktion  
(trade name)

located at 1310 Cranston Rd Beloit, WI 53511

appoints Edgardo Garrido Mateos  
(name of appointed agent)

2506 N. Pontiac Dr 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).  
La Anteca Janesville WI

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? 7 Years

Place of residence last year \_\_\_\_\_

For: HRNS V. Entertainment LLC  
(name of corporation/organization/limited liability company)

By: Julian Valencia  
(signature of Officer/Member/Manager)

And: \_\_\_\_\_  
(signature of Officer/Member/Manager)

**ACCEPTANCE BY AGENT**

I, Edgardo Garrido Mateos, 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.

Edgardo Garrido M 10-22-16 Agent's age 16  
(signature of agent) (date)

2506 N Pontiac Dr Janesville WI 53546 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) <u>Garrido-Mateos, Edgardo</u>				
Home Address (street/route) <u>2506 N. Pontiac Dr.</u>		Post Office	City <u>Janesville</u>	State <u>WI</u>
Home Phone Number <u>608-201-2051</u>		Age	Date of Birth	Place of Birth

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

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- Agent of HANS V. Entertainment LLC/Adiktion  
(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? since 1997
- 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. La Arteca Janesville, WI  
(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. La Arteca Janesville, WI; Rock  
(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
<u>Self employed</u>	<u>2506 N. Pontiac Dr. Janesville</u>	<u>2011</u>	<u>current</u>
<u>La Arteca</u>	<u>401 W. Milwaukee St. Janesville, WI 53548</u>	<u>2015</u>	<u>current</u>

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 OCTOBER, 2016  
[Signature]  
(Clerk/Notary Public)

Edgardo Garrido M.  
(Signature of Named Individual)

My commission expires 12-29-18



Wisconsin Department of Revenue

COUNTY OF ROCK  
**CHARI VAWDA**  
Notary Public, State of Wisconsin



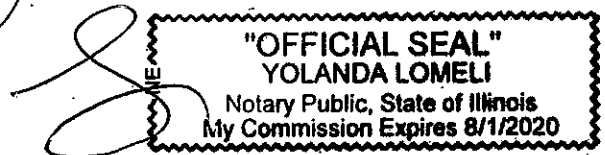
SUPPLEMENTAL QUESTIONNAIRE FOR AGENTS

You are required to provide the following information to the City of Beloit to assist in determining whether you meet the qualifications necessary to act as agent for the corporation or limited liability company that has submitted your appointment as agent. (Wis. Stats. 125.04(5) and (6)).

Please attach as many sheets as necessary to provide your answers to the questions below. Your notarized signature is required on the next page and constitutes your sworn statement that the information provided by you is truthful and accurate. It is also necessary that you have a corporate officer sign the second page and have that signature notarized also. The signing and notarization by the corporate officer constitutes a representation to the city that the corporation is requesting that the city rely on the information provided by the agent, which you attach.

QUESTIONS

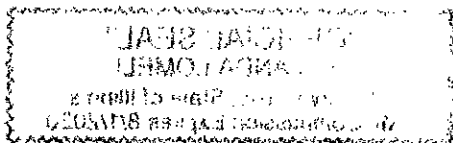
- 1. The law requires that the entity appointing you as agent vest in you, by properly authorized and executed written delegation, full authority and control of the premises described in the license or permit of the entity, and of the conduct of all business on the premises relative to alcohol beverages, that the license or permittee could have and exercise if it were a natural person. Please state in your own words how you intend to fulfill those duties and exercise your authority.
2. Please describe any previous experience you have had in retail alcohol sales. I have my own store in Janesville, WI called "Atteca"
3. Please state how many other people will be under your supervision and engaged in alcohol beverage business. I employ 8 people but only 3 of the 8 sell alcohol.
4. Please describe what type of training you will offer to those under your supervision, describe whether the training will be ongoing, and attach any written training materials or policy manuals you intend to rely on. Basic training following state laws.
5. Please describe in detail what training, policy, and procedures you intend to implement to ensure against underage sales.
6. Please describe what other employees will hold licenses to directly dispense alcohol.
7. Please describe whether you are going to be a full time employee and further state whether you either act as an alcohol agent for any other business or hold any other employment. Full time employee.



5.) I will be involved in hiring and training personnel to ensure that only a licensed server or permit is taking proper procedures indicated by law to individuals of age only. We will be checking for I.D.'s & wrist bands. & making check rounds to tables & seats.

6.) only myself & licensed bartenders will be serving alcohol & if current managers obtain a permit only then will they be allowed by myself to dispense alcohol.

1.) my plan to fulfill these duties consist of following all regulations to the dot required by the state of wisconsin. I will be making sure the President & vice President and all other members are following all guide lines. I have taken the course for sellers Permit and my knowledge is more extensive on what the law permits. I will be more involved in decision making when it comes to what type of events can be made at the "Adiktion".



8. Please state your intended hours or schedule of being physically present at the licensed premises. Your intended hours should be set on a daily, weekly, or monthly basis as appropriate. *I intend on being present all hours of days when there will be an ongoing event.*
9. Please state whether you understand that you can be personally given citations by the police department for such things as underage sales, open after hours, or other alcohol related violations even when you are not on the premises. *Yes I do understand I will be held liable for any citation.*
10. Please describe any alcohol related violations you have been charged with in the last five (5) years. Provide the date of the offense, the nature of the charge, and the disposition of the matter. If there are none, so state. *NO I have never been involved in any violations or charged with any.*
11. Please provide any other information you believe that the City of Beloit should be aware of in deciding whether you satisfactorily qualify to be an alcohol beverage agent. *I will follow all regulations & laws stated by the state of Wisconsin & the city of Beloit. I don't want to have any problems in my business so following & adhering to regulations is no problem.*

Edgardo Garrido M.  
Agent Signature  
Edgardo Garrido M.  
Print Agent Name

Subscribed and sworn to be this 22 day of OCTOBER, 2016.

**CHARI VAWDA**  
Notary Public, State of Wisconsin

Notary Public [Signature]  
My Commission Expires: 12-29-18  
COUNTY OF ROCK

[Signature]  
Corporate Officer Signature  
(Designate Office)

Print Corporate Officer Name

Subscribed and sworn to be this 22 day of October, 2016



Notary Public [Signature]  
My Commission Expires: 8/1/2020

**RESOLUTION COMBINING POLLING PLACES FOR  
FEBRUARY 21, 2017 SPRING PRIMARY ELECTION**

**WHEREAS**, the City of Beloit has 25 wards and uses nine polling places for elections; and

**WHEREAS**, a Spring Primary Election is scheduled for Tuesday, February 21, 2017; and

**WHEREAS**, voter turnout for this election is expected to be extremely low; and

**WHEREAS**, per §5.25(3) of the Wisconsin Statutes , the governing body shall establish the location of polling places at least 30 days prior to the election; and

**WHEREAS**, providing open and accessible polling places to the voters is critically important, as is considering the prudent use of City tax dollars, and combining polling places can result in savings of more than \$6,000.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Beloit does hereby combine polling places for the February 21, 2017 Spring Primary Election.

**BE IT FURTHER RESOLVED** that the regular nine polling places will be reduced to two, with voters in Wards 1-12 voting at the Beloit Historical Society (845 Hackett Street) and voters in Wards 13-25 voting at Central Christian Church (2460 Milwaukee Road), and all absentee ballots for Wards 1-25 being processed at City Hall by the Municipal Board of Absentee Canvassers and all efforts possible will be made to inform the voters of this temporary change.

Adopted this 17th day of January, 2017.

**City Council of the City of Beloit**

\_\_\_\_\_  
**David F. Luebke, President**

ATTEST:

\_\_\_\_\_  
Lorena Rae Stottler, City Clerk

# CITY OF БЕЛОIT

## REPORTS AND PRESENTATIONS TO CITY COUNCIL

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**Topic:** Combining Polling Places for February 16, 2016 Spring Primary Election

**Date:** January 17, 2017

**Presenter(s):** Lorena Rae Stottler

**Department(s):** City Clerk

---

### Overview/Background Information:

A Spring Primary Election will take place in the City of Beloit on February 21, 2017. It is likely that only one contest will be on the ballot in Beloit (State Superintendent of Public Instruction). In the past, elections with only one contest on the ballot have experienced extremely low voter turnout. Because of the low anticipated voter turnout, the Clerk's office is requesting that the City Council combine the regular nine polling places into two: one on the west side at the Beloit Historical Society, and on the east side at Central Christian Church. Voters who typically vote in Wards 1-12 will vote at the Beloit Historical Society, and voters who typically vote in Wards 13-25 will vote at Central Christian Church. All Absentee ballots will be processed on one machine at City Hall by the Municipal Board of Absentee Canvassers. Per Wisconsin Statute §5.25(3), the City Council shall establish the location of polling places at least 30 days prior to an election.

---

### Key Issues (maximum of 5):

- The Wisconsin Election Commission has announced the need for a Spring Primary Election.
  - There are no local contests scheduled to be on the February 21, 2017 (City Council, School Boards). However, the State Superintendent of Public Instruction contest has three (3) candidates and will require a primary.
  - The City Council adopted a resolution combining polling places for the Spring Primary Election for February 2016.
  - The last time polling places were combined was for the February 2016 Spring Primary with much success and without negative impact on the voting process. The cost savings were over \$8,800 including savings in the areas of personnel, computer programming costs, polling place rental, and copy and production costs of voting materials and notices.
  - The costs for election workers and training for a similar election using all nine polling places in April 2016 was \$18,360.25. The cost for election workers and training for February 2016 was \$5,200.71, which is significantly less than when all nine polling places are utilized.
  - Voters will be notified of the combination of polling places by various means including postings on doors of all polling places; public notices, press releases, and articles in the Beloit Daily News and Shopping News; postings on the City's website, at City Hall, the Beloit Public Library, and Grinnell Senior Center; and through information provided to the Beloit School District.
  - This model may continue to be used in the future for elections when turnout is anticipated to be extremely low. The February 16, 2016 Primary had a 4.76% turnout of eligible voters with the WI Justice of the Supreme Court on the ballot. This ballot will have the State Superintendent of Public Instruction and will see an equally low or lower turnout.
- 

### 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*, which focuses on the sustainable stewardship of City resources.

---

### Sustainability:

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

Combining polling places will save money while establishing one polling place on each side of the City for the convenience of voters.

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### Action required/Recommendation:

- City Council consideration and adoption of the proposed Resolution
- 

### Fiscal Note/Budget Impact:

The reduction in the number of polling places will save several thousand dollars in personnel and material costs.

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**Attachments:** Resolution

**RESOLUTION  
AUTHORIZING FINAL PAYMENT OF PUBLIC WORKS CONTRACT C15-10  
Canterbury Crossover**

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

**WHEREAS**, This project added 93' of 21" sanitary sewer and 26' of 8" sanitary sewer to bypass an existing four barrel inverted siphon.; 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 E & N Hughes Co. Inc. be paid \$1,487.84 as the final payment for Public Works Contract C15-10 Canterbury Crossover as recommended by the City Engineer.

Dated at Beloit, Wisconsin, this 17<sup>th</sup> day of January 2017.

**BELOIT CITY COUNCIL**

\_\_\_\_\_  
David F. Luebke, President

ATTEST:

\_\_\_\_\_  
Lorena Rae Stottler, City Clerk

# CITY OF BELOIT

## REPORTS AND PRESENTATIONS TO CITY COUNCIL



**Topic:** Final Payment for Contract C15-10, Canterbury Crossover

**Date:** January 17, 2017

**Presenter(s):** Gregory Boysen

**Department(s):** Public Works/ Engineering

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**Overview/Background Information:**

This project added 93' of 21" sanitary sewer and 26' of 8" sanitary sewer to bypass an existing four barrel inverted siphon.

---

**Key Issues (maximum of 5):**

1. The requirements of the contract have been completed to the satisfaction of the City.
2. The awarded contract amount was \$ 59,513.50  
Quantity increases and change orders \$ - 829.50  
Final contract total \$ 58,684.00  
Outstanding payment due \$ 1,487.84

The City Engineer, City Attorney, and Director of Accounting recommend that a final payment be made to E & N Hughes Co. Inc. in the amount of \$1,487.84

---

**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 preserves the quality of life in Beloit by maintaining the functionality of this sanitary sewer main while reducing its maintenance costs.

---

**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:**

Approval of the Resolution authorizing the Final Payment.

---

**Fiscal Note/Budget Impact:**

Adequate funding is available in the 2015 Capital Improvement Plan.



**CITY OF BELOIT**  
**DEPARTMENTAL CORRESPONDENCE**

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**TO:** Mike Flesch

**FROM:** Bill Frisbee, Storm Water Engineer

**DATE:** May 11, 2016

**SUBJECT:** Final Payment Contract C15-10  
Canterbury Crossover

The work on this project was completed on July 15, 2016. 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 \$59,513.50, and the final contract amount is \$58,684.00. The increase in cost was due to an additional fire hydrant and service lateral for Chicago Fittings. Payments to date under this contract total \$57,196.16, and all lien waivers from subcontractors are on file.

Therefore, I recommend a final payment in the amount of \$1,487.84 be made to E & N Hughes Co. Inc.

**CITY OF BELOIT**  
**DEPARTMENTAL CORRESPONDENCE**

---

**TO:** Bill Frisbee, Project Engineer

**FROM:** Elizabeth A. Krueger, City Attorney



**DATE:** January 10, 2017

**SUBJECT:** **Public Works Contract C15-10**  
**Canterbury Crossover**  
**E & N Hughes Co. Inc.**

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.

encs.

**RESOLUTION**  
**AUTHORIZING FINAL PAYMENT OF PUBLIC WORKS CONTRACT C16-13**  
**Stateline Sewer and Water Extension**

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

**WHEREAS**, This project extended an 8" sanitary sewer and a 12" water main to serve 2401 Stateline Road.; 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 Maddrell Excavating LLC be paid \$4,227.49 as the final payment for Public Works Contract C16-13 Stateline Sewer and Water Extension as recommended by the City Engineer.

Dated at Beloit, Wisconsin, this 17<sup>th</sup> day of January, 2017.

**BELOIT CITY COUNCIL**

\_\_\_\_\_  
David F. Luebke, President

ATTEST:

\_\_\_\_\_  
Lorena Rae Stottler, City Clerk

# CITY OF БЕЛОIT

## REPORTS AND PRESENTATIONS TO CITY COUNCIL



**Topic:** Final Payment for Contract C16-13, Stateline Sewer and Water Extension

**Date:** January 17, 2017

**Presenter(s):** Gregory Boysen

**Department(s):** Public Works/ Engineering

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**Overview/Background Information:**

This project extended an 8" sanitary sewer and a 12" water main to serve 2401 Stateline Road.

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**Key Issues (maximum of 5):**

1. The requirements of the contract have been completed to the satisfaction of the City.
2. The awarded contract amount was \$ 158,865.00  
Quantity increases and change orders \$ 6,062.50  
Final contract total \$ 164,927.50  
Outstanding payment due \$ 4,227.49

The City Engineer, City Attorney, and Director of Accounting recommend that a final payment be made to Maddrell Excavating LLC in the amount of \$4,227.49

---

**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 preserves the quality of life in Beloit by maintaining the functionality of this sanitary sewer main while reducing its maintenance costs.

---

**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:**

Approval of the Resolution authorizing the Final Payment.

---

**Fiscal Note/Budget Impact:**

Adequate funding is available in the 2016 Capital Improvement Plan.

**CITY OF BELOIT**  
**DEPARTMENTAL CORRESPONDENCE**

---

**TO:** Mike Flesch

**FROM:** Bill Frisbee, Storm Water Engineer

**DATE:** December 12, 2016

**SUBJECT:** Final Payment Contract C16-13  
Stateline Sewer and Water Extension

The work on this project was completed on July 31, 2016. 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 \$158,865.00, and the final contract amount is \$164,927.50. The increase in cost was due to additional pavement replacement in the driveway to the WPCF. Payments to date under this contract total \$160,700.01, and all lien waivers from subcontractors are on file.

Therefore, I recommend a final payment in the amount of \$4,227.49 be made to Maddrell Excavating LLC

**CITY OF BELOIT**  
**DEPARTMENTAL CORRESPONDENCE**

---

**TO:** Bill Frisbee, Storm Water Engineer

**FROM:** Elizabeth A. Krueger, City Attorney 

**DATE:** January 10, 2017

**SUBJECT:** **Final Payment Public Works Contract C16-13**  
**Stateline Sewer and Water Extensions**  
**Maddrell Excavating**

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.

encs.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND SECTION 25.04(4)(d) OF THE CODE OF GENERAL ORDINANCES OF THE CITY OF БЕЛОIT PERTAINING TO OFFICIALS AUTHORIZED TO ISSUE CITATIONS (Compliance Specialist Position)**

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

**Section 1.** Section 25.04(4)(d) of the Code of General Ordinances of the City of Beloit is hereby amended to include, in numerical order, the following additions and amendments to the list of city employees authorized to issue municipal citations for violation of city ordinances:

Chapter	Title	Enforcement Official
7	Property Maintenance Code	Director of Community and Housing Services; Building Inspector; Plumbing Inspector; Electrical Inspector; Inspection Official; <u>Compliance Specialist</u>
7.23(11)	Wood Piles	Director of Community and Housing Services; Inspection Official; <u>Compliance Specialist</u> ; Public Works Sustainability and Safety Coordinator
7.235	Weeds and Grasses	Director of Community and Housing Services; Inspection Official; <u>Compliance Specialist</u> ; Public Works Sustainability and Safety Coordinator
11	Streets and Sidewalks	Director of Public Works; Director of Community and Housing Services; Inspection Official; <u>Compliance Specialist</u> ; Public Works Sustainability and Safety Coordinator
13.04	Emergency Snow Removal Regulations	Community Services Officer; Inspection Official; <u>Compliance Specialist</u> ; Building Inspector; Fire Department Inspection Officials
14.06	Annual Rental Registration Certificates	Director of Community and Housing Services; Inspection Official; <u>Compliance Specialist</u> ; <del>Administrative Assistant in the Community Development Department and Housing Services Division; Administrative Assistant in the Planning and Building Services Division</del>
15.14	Abandoned or Unattended Refrigerators, Ice Boxes, etc Prohibited	Director of Community and Housing Services; Inspection Official; <u>Compliance Specialist</u> ; Public Works Sustainability and Safety Coordinator
15.165	Defecation of Dogs or Cats on Public and Private Property	Director of Community and Housing Services; Inspection Official; <u>Compliance Specialist</u> ; Public Works Sustainability and Safety Coordinator Community Services Officer; Animal Control Officer

Chapter	Title	Enforcement Official
15.18	Handbills and Bill Posting	Director of Community and Housing Services; Inspection Official; <a href="#">Compliance Specialist</a> ; Public Works Sustainability and Safety Coordinator
15.20	Littering Prohibited	Director of Community and Housing Services; Inspection Official; <a href="#">Compliance Specialist</a> ; Public Works Sustainability and Safety Coordinator
15.21	Storage of Junk Regulated	Director of Community and Housing Services; Inspection Official; <a href="#">Compliance Specialist</a> ; Public Works Sustainability and Safety Coordinator
16	Public Nuisances, except §§16.04, 16.07	Director of Community and Housing Services; Inspection Official; <a href="#">Compliance Specialist</a>
16.08	Smoking Prohibited	Fire Chief; Assistant Fire Chief; Deputy Fire Chief; Fire Captain; Fire Lieutenant; Acting Fire Lieutenant; Fire Department Inspection Officials; Inspection Official assigned to conduct Fire Inspections; Director of Community and Housing Services; Director of Planning and Building Services; CHS Inspection Official; <a href="#">Compliance Specialist</a> ; Building Inspector
17	Regulation of Solid Waste	Public Works Director; Director of Community and Housing Services; Inspection Official; <a href="#">Compliance Specialist</a> ; Public Works Sustainability and Safety Coordinator
19	Zoning Code	Director of Community Development; Director of Community and Housing Services; Director of Planning and Building Services; Inspection Official; <a href="#">Compliance Specialist</a> ; Planner
21	Mobile Homes and Travel Trailers	Director of Community and Housing Services; Building Inspector; Inspection Official; <a href="#">Compliance Specialist</a>
22	Wireless Communications Facilities	Director of Community and Housing Services; Director of Planning and Building Services; Inspection Official; <a href="#">Compliance Specialist</a> ; Building Inspector; Planner
30	Sign Control Regulations	Director of Planning and Building Services; Building Inspector; Director of Community and Housing Services; Inspection Official; <a href="#">Compliance Specialist</a> ; Planner
32	Historic Preservation	Director of Planning and Building Services; Director of Community and Housing Services; Building Inspector; Inspection Official; <a href="#">Compliance Specialist</a> ; Planner



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

Adopted this \_\_\_\_ day of January, 2017.

**CITY COUNCIL OF THE CITY OF БЕЛОIT**

By: \_\_\_\_\_  
David F. Luebke, President

ATTEST:

By: \_\_\_\_\_  
Lorena Rae Stottler, City Clerk

PUBLISHED: \_\_\_\_\_  
EFFECTIVE DATE: \_\_\_\_\_  
01-611100-5231- \_\_\_\_\_

tdh/ordinances/25.04(4)(d) = ORD 20170104 (16-1245)



# CITY OF BELOIT

## REPORTS AND PRESENTATIONS TO CITY COUNCIL

---

**Topic:** An Ordinance to Amend Section 25.04(4)(d) of the Code of General Ordinances of the City of Beloit Pertaining to Officials Authorized to Issue Citations (Compliance Specialist Position)

**Date:** January 17, 2017

**Presenter:** Julie Christensen

**Department:** Community Development

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### Overview/Background Information:

The Community Development Department has recently completed a restructuring of job responsibilities due to staff vacancies. A compliance specialist position was created to address many unmet needs of the department. This position will be responsible for assisting management with federal grant programs, oversight of the rental registration certificate program and as support to the inspection officials during times of high calls for service. As such, it is necessary to provide this position with the ability to issue citations of various code provisions.

---

### Key Issues (maximum of 5):

1. The Community Development Department has recently completed a restructuring of job responsibilities due to staff vacancies.
  2. The compliance specialist position is a hybrid position designed to be responsible for assisting management with federal grant programs, oversight of the rental registration certificate program and as support to the inspection officials during times of high calls for service.
  3. In order to conduct enforcement work, the code requires this position to be added to the enforcement officials in Chapter 25 of the Code.
- 

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

Approval of this project would conform with Goals # 1 and #2 to create and sustain safe and healthy neighborhoods as well as to create and sustain a high-performing organization.

---

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

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

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

---

### Action required/Recommendation:

Staff recommends approval of this ordinance amendment

---

### Fiscal Note/Budget Impact:

No fiscal impact as a result of this ordinance amendment.

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### Attachments:

Proposed Ordinance

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO REPEAL SECTION 1.51(3)(f) AND TO AMEND SECTION 1.58(7) OF THE CODE OF GENERAL ORDINANCES OF THE CITY OF БЕЛОIT PERTAINING TO THE MUNICIPAL COURT**

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

Section 1. Section 1.51(3)(f) of the Code of General Ordinances of the City of Beloit is hereby repealed.

Section 2. Section 1.58(7) of the Code of General Ordinances of the City of Beloit is hereby amended to read as follows:

(7) CLERK OF COURT. The Court shall be staffed by a Municipal Clerk of Court and such other deputy clerks as authorized by the City Council. Such employees shall be appointed in writing by the Municipal Judge and shall be under the supervision and control of the Municipal Judge. The Clerk of Court shall, before entering upon the duties of his or her office, take the oath provided by §19.01, Wis. Stats., as well as give a bond in the amount of \$2,000, the cost of which shall be paid by the City. The oath and bond shall be filed with the City Clerk.

Section 3. This ordinance shall be in force and take effect upon passage and publication.

Adopted this \_\_\_\_ day of January, 2017.

BELOIT CITY COUNCIL

By: \_\_\_\_\_  
David F. Luebke, President

ATTEST:

By: \_\_\_\_\_  
Lorena Rae Stottler, City Clerk

PUBLISHED: \_\_\_\_\_  
EFFECTIVE DATE: \_\_\_\_\_  
01-611100-5231- \_\_\_\_\_

# CITY OF BELOIT



## REPORTS AND PRESENTATIONS TO CITY COUNCIL

**Topic:** AN ORDINANCE TO REPEAL SECTION 1.51(3)(f) AND TO AMEND SECTION 1.58(7) OF THE CODE OF GENERAL ORDINANCES OF THE CITY OF BELOIT PERTAINING TO THE MUNICIPAL COURT

**Date:** January 17, 2017

**Presenter:** Elizabeth A. Krueger

**Department:** City Attorney

### Overview/Background Information:

Pursuant to statute and local ordinance, the Municipal Court is under the direction and control of the elected Municipal Court Judge. The City Council is responsible for determining and setting the budget for the Court.

City ordinance requires the Municipal Court to be an independent department. State law changes in 2009 impressed upon communities to respect the independent nature of the Municipal Court and vested with the Municipal Court Judge the responsibilities for hiring, termination and day-to-day work responsibilities of court personnel.

Judge Brooke Joos has requested that the ordinances related to the court be clarified. The proposed ordinance makes clear the direct supervisory authority for the employees that work within the Municipal Court by providing that those employees are to be under the direct supervision of the Municipal Court Judge. The Municipal Court Judge shall be responsible for the oversight of the employees within the Court, including performance appraisals and day-to-day operations of the Court.

### Key Issues (maximum of 5):

1. The City Council sets the budget for the Municipal Court, which is under the direction and control of the Municipal Court Judge.
2. The ordinance is intended to clarify the reporting relationships for those employees who work for the Municipal Court.

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

Approval of this project would conform with Goal #2 to create and sustain a high-performing organization.

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

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

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

### Action required/Recommendation:

Staff recommends approval of this ordinance amendment

### Fiscal Note/Budget Impact:

No fiscal impact as a result of this ordinance amendment.

### Attachments:

Proposed Ordinance

**CHARTER ORDINANCE NO. 10**

**A CHARTER ORDINANCE TO COMBINE THE OFFICES OF THE CITY CLERK AND THE CITY TREASURER, TO REPEAL AND RECREATE SECTION 1.24, AND TO REPEAL SECTION 1.26 OF THE CODE OF GENERAL ORDINANCES FOR THE CITY OF БЕЛОIT**

**Section 1. Offices Combined.** The City of Beloit, pursuant to Chapter 66 of the Statutes of the State of Wisconsin, hereby elects that as authorized by §62.09(3)(c), Wis. Stats., the charter for the City of Beloit is amended to provide that the offices of City Clerk and City Treasurer of the City of Beloit are consolidated into one office, henceforth to be known as the City Clerk/Treasurer.

**Section 2. Duties of the City Clerk/Treasurer.** The City Clerk/Treasurer shall perform all duties required of both offices of the City Clerk and the City Treasurer as provided by law and in addition shall perform those other duties as the City Manager requests of the City Clerk/Treasurer from time to time.

**Section 3. Section 1.24 of the Code of General Ordinances of the City of Beloit is hereby repealed and recreated to read as follows:**

**“1.24 CITY CLERK/TREASURER**

- (1) APPOINTMENT. The City Clerk/Treasurer shall be appointed by the City Manager for an indeterminate term. Any reference in this Code to City Clerk or City Treasurer shall mean the City Clerk/Treasurer.
- (2) DUTIES. The City Clerk/Treasurer shall perform the duties prescribed in §62.09(9) and (11), Wis. Stats., and such other duties as the City Manager shall prescribe and as contained within this Code.
- (3) SUPPORT STAFF. The City Manager may appoint such support staff who shall in the City Clerk/Treasurer’s absence or disability or in case of a vacancy shall perform the duties of the City Clerk/Treasurer and shall have power to administer oaths and affirmations. The City Clerk/Treasurer and his/her sureties shall be liable on his/her official bond for the acts of such support staff.”

**Section 4. Section 1.26 of the Code of General Ordinances of the City of Beloit is hereby repealed.**

**Section 5. Effective Date of Charter Ordinance; Referendum.** This charter ordinance shall take effect 60 days after its passage and publication unless within 60 days after such publication, a referendum petition as provided for in § 66.0101, Wis. Stats., shall be filed. In the event of the filing of such a petition in such manner, this ordinance shall not take effect until it is submitted to a referendum vote of the electors and approved by a majority vote of the electors voting thereon. Such petition and the proceedings for its submission shall be governed by subsections (2) through (6) of §9.20, Wis. Stats.

**Section 6. Clerk to Publish, File and Record.** Upon adoption of this charter ordinance, the City Clerk be and is hereby directed to publish this ordinance as a Class 1 notice under Chapter 985, Wis. Stats. The City Clerk is further directed to record and file this charter ordinance as required by §66.0101(3), Wis. Stats.

**Section 7. Repeal of Inconsistent Ordinances.** All ordinances, parts of ordinances or other legislative acts of the City in conflict with this ordinance are hereby repealed.

**Section 8. Effective Date of Changes to the Code of General Ordinances.** The sections of this ordinance that relate to the various provisions to the Code of General Ordinances for the City of Beloit shall be in full force and effect upon the effective date of Charter Ordinance Number 10.

Adopted this \_\_\_\_ day of January, 2017.

**CITY COUNCIL FOR THE CITY OF БЕЛОIT**

By: \_\_\_\_\_  
**David F. Luebke, President**

**ATTEST:**

By: \_\_\_\_\_  
**Lorena Rae Stottler, City Clerk**

PUBLISHED: \_\_\_\_\_  
EFFECTIVE DATE: \_\_\_\_\_  
01-611100-5231- \_\_\_\_\_

tdh/ordinances/Charter Ord #10, 1.24 and 1.26 ORD = 20170109 (17-1016)

# CITY OF БЕЛОIT



## REPORTS AND PRESENTATIONS TO CITY COUNCIL

**Topic:** A Charter Ordinance to Combine the Offices of the City Clerk and the City Treasurer, to Repeal and Recreate Section 1.24, and to Repeal Section 1.26 of the Code of General Ordinances for the City of Beloit.

**Date:** January 17, 2017

**Presenter:** Eric Miller

**Department:** Finance and Administrative Services  
Director

### Overview/Background Information:

Earlier this month, Lillian Morrow retired as the City Treasurer after 42 years of service to the City of Beloit. As part of staff's ongoing efforts to provide services to the residents of the city of Beloit in the most efficient and effective manner, I am proposing to combine the positions of City Clerk and City Treasurer. I highlighted the proposed changes to the council as part of the 2017 budget process. I will be restructuring the Divisions of the City Clerk, Accounting and Purchasing, and City Treasurer in early 2017.

State Statutes controls the combination of the positions of City Clerk and City Treasurer as they are statutory offices for Wisconsin cities. One of the statutory requirements is for the city council to pass a charter ordinance. A charter ordinance requires a vote of 2/3 of the governing body and there is a waiting period of 60 days after its passage and publication. During the 60-day waiting period, electors could file a petition that would require that the combination of the offices be put to a referendum vote of the electors. Such petition would need to be filed with the City Clerk's Office within the 60-day waiting period.

In addition to the charter ordinance, several changes are required to be made to the Code of General Ordinances. The changes to the Code of General Ordinances will become effective upon the effective date of the charter ordinance.

### Key Issues (maximum of 5):

1. The City Clerk and City Treasurer have been separate positions since the 1980s. Prior to that the positions were combined with other offices including several years with the designation of Finance Director/Clerk/Treasurer going back to the 1950s.
2. Current Treasurer, Lillian Morrow, recently retired after 42 years of service to the City of Beloit. The decision to combine the positions and restructure the two divisions was made as a way to provide better customer service, increase efficiencies, and recognize a positive budgetary impact. There are many examples from other peer municipalities who have successfully combined the positions.
3. The City Manager has appointed Lori Stottler as the Acting City Treasurer until such time that the changes to the ordinances become effective. Ms. Stottler will continue to report to Eric Miller, Director of Finance and Administrative Services.
4. The proposed legislation makes the necessary statutory changes to accomplish the combination of the offices.

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

Approval of this project would conform with Strategic Goal # 2 to create and sustain a high-performing organization.

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

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

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

### Action required/Recommendation:

Staff recommends approval of the proposed legislation

### Fiscal Note/Budget Impact:

The proposed ordinance and accompanied restructuring will result in a positive impact on the budget.

### Attachments:

Proposed Ordinance

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO AMEND SECTION 1.88(7)(a) OF THE CODE OF  
GENERAL ORDINANCES OF THE CITY OF БЕЛОIT PERTAINING  
TO THE REGULAR MEETING TIME FOR THE POLICE AND FIRE COMMISSION**

**Section 1. Section 1.88(7)(a) of the Code of General Ordinances of the City of Beloit is hereby amended to read as follows:**

“(a) Regular Meetings. Regular meetings of the commission shall be held at the location designated in the notice of the meeting, starting at a time no sooner than ~~5:00~~~~6:30~~ p.m. and no later than 8:00 p.m., on the fourth Monday of each month.”

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

Adopted this \_\_\_\_ day of January, 2017.

**CITY COUNCIL FOR THE CITY OF БЕЛОIT**

By: \_\_\_\_\_  
**David F. Luebke, President**

**ATTEST:**

By: \_\_\_\_\_  
**Lorena Rae Stottler, City Clerk**

PUBLISHED: \_\_\_\_\_  
EFFECTIVE DATE: \_\_\_\_\_  
01-611100-5231-\_\_\_\_\_



# CITY OF BELOIT



## REPORTS AND PRESENTATIONS TO CITY COUNCIL

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**Topic:** AN ORDINANCE TO AMEND SECTION 1.88(7)(a) OF THE CODE OF GENERAL ORDINANCES OF THE CITY OF BELOIT PERTAINING TO THE REGULAR MEETING TIME FOR THE POLICE AND FIRE COMMISSION

**Date:** January 17, 2017

**Presenter:** Elizabeth A. Krueger

**Department:** City Attorney

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### Overview/Background Information:

The members of the Police and Fire Commission recently adopted a resolution requesting the city council to consider a change to the ordinance related to the start time of the Commission's regular meetings. Specifically, the commission is requesting to change the start time of the meeting changed from 6:30 p.m. to 5:00 p.m. Commission members expressed a desire to have an earlier start time for the meetings to accommodate the various schedules of the commission members.

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### Key Issues (maximum of 5):

1. The members of the PFC are petitioning the city council to change the start time of the regular meetings from 6:30 p.m. to 5:00 p.m.
  2. The unanimous resolution supporting the recommendation is attached hereto.
- 

**Conformance to Strategic Plan** (List key goals this action would support and briefly discuss its impact on the City's mission.):  
Approval of this project would conform with Goal #2 to create and sustain a high-performing organization.

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**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

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### Action required/Recommendation:

The PFC is requesting approval of the ordinance amendment

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### Fiscal Note/Budget Impact:

No fiscal impact as a result of this ordinance amendment.

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### Attachments:

Proposed Ordinance  
Resolution recommending ordinance amendment

**RESOLUTION NUMBER 2016-07**

**RESOLUTION RECOMMENDING THE CITY COUNCIL TO AMEND SECTION 1.88(7)(a) OF THE CODE OF GENERAL ORDINANCES FOR THE CITY OF БЕЛОIT RELATING TO THE START TIME OF REGULAR MEETINGS OF THE POLICE AND FIRE COMMISSION**

**WHEREAS**, section 1.88(7)(a) of the Code of Ordinances for the City of Beloit calls for the regular meetings of the Police and Fire Commission to begin no sooner than 6:30 p.m. and no later than 8:00 p.m. on the fourth Monday of each month; and

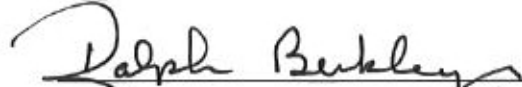
**WHEREAS**, it has been considered by the Commission and the Commission is recommending to the City Council that section 1.88(7)(a) of the Code of General Ordinances for the City of Beloit be amended to change the start time of the Commission meetings so that the ordinance would read as follows:

“(a) Regular Meetings. Regular meetings of the commission shall be held at the location designated in the notice of the meeting, starting at a time no sooner than 5:00 p.m.~~6:30 p.m.~~ and no later than 8:00 p.m., on the fourth Monday of each month.”

**NOW, THEREFORE, BE IT RESOLVED** that the Police and Fire Commission of the City of Beloit hereby resolves that the Commission does hereby formally recommend to the City Council of the City of Beloit that the section 1.88(7)(a) of the Code of General Ordinances of the City of Beloit be amended to read as indicated above.

Adopted this 28 day of November 2016.

**POLICE AND FIRE COMMISSION**



Ralph Berkley, Vice-President and  
President Pro Tem

Attest:



Marianne Marshall, Human Resources Director

January 17, 2017

**APPOINTMENT REVIEW COMMITTEE  
REPORT TO CITY COUNCIL  
APPOINTMENT RECOMMENDATION**

The undersigned David F. Luebke, duly elected President of the Beloit City Council, subject to confirmation by the Beloit City Council, does hereby appoint the following citizen members to the vacancies and terms indicated below, said appointments being pursuant to nominations made and approved by the Appointment Review Committee at the Regular meeting held January 9, 2017:

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David F. Luebke, President, Beloit City Council

**Appointments**

**Appointment Review Committee**

**Lynn Vollbrecht**, 317 Liberty Ave. (replacing Mardell Jacobsen) to a term ending December 31, 2019

**PLEASE ANNOUNCE THE FOLLOWING VACANCIES**

Alcohol Beverage License Control Committee (1 vacancy for Tavern League Rep.)  
Appointment Review Committee (1 vacancy)  
Board of Review (2 vacancies for regular and 2 vacancies for alternates)  
Municipal Golf Committee (1 vacancy for youth representative)

**RESOLUTION AUTHORIZING A LEASE EXTENSION  
FOR OFFICE SPACE WITH CONGRESSMAN MARK POCAN**

WHEREAS, Congressman Mark Pocan has requested to extend the current lease for approximately 117 square feet of office space at Beloit City Hall for use as a constituent services office; and

WHEREAS, the City currently has excess office space available and unused.

NOW, THEREFORE, BE IT RESOLVED that the attached "District Office Lease" agreement and the "District Office Lease Attachment" are hereby approved and the City Manager is hereby authorized to execute the same and to do all other things necessary to accomplish the purposes hereof.

Adopted this 17th day of January, 2017.

**City Council of the City of Beloit**

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**David F. Luebke, President**

**Attest:**

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**Lorena Rae Stottler, City Clerk**

# CITY OF BELOIT



## REPORTS AND PRESENTATIONS TO CITY COUNCIL

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**Topic:** RESOLUTION AUTHORIZING AN LEASE EXTENSION FOR OFFICE SPACE WITH CONGRESSMAN MARK POCAN

**Date:** January 17, 2017

**Presenter:** Elizabeth A. Krueger

**Department:** City Attorney

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### Overview/Background Information:

Congressman Mark Pocan's office has rented approximately 117 square feet of office space in City Hall for use as a constituent services office since 2013. Congressman Pocan's office has requested an additional extension with a lease expiration date of January 2, 2019. The attached lease documents have been agreed upon by staff and the City does have excess office space available at City Hall.

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### Key Issues (maximum of 5):

1. The lease payment will be \$350 per month with utilities and WiFi access included in the rent amount.
  2. The office will not be used for anything besides constituent services and no campaign activities are allowed.
  3. The lease term will expire at the end of the congressman's term, which is January 2, 2019.
- 

### 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

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### Action required/Recommendation:

Staff recommends approval of the resolution and proposed lease extension

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### Fiscal Note/Budget Impact:

The city will receive revenue of \$350/month for the term of the lease.

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### Attachments:

Resolution

Lease Amendment

*U.S. House of Representatives*

Washington, D.C. 20515

**District Office Lease Amendment**

(Page 1 of 2 – 115<sup>th</sup> Congress)

1. **Prior Lease Term.** The undersigned Landlord (“Lessor”) and Member of the U. S. House of Representatives (“Lessee”) agree that they previously entered into a District Office Lease (“Lease”) (along with the District Office Lease Attachment), which covered the period from 1/2/2015 to 1/2/2017 for the lease of office space located at City Hall, 100 State Street in the city, state and ZIP of Beloit, WI 53511.
2. **Extended Term.** If applicable, the above referenced Lease is extended through and including January 2, 2019. (This District Office Lease Amendment (“Amendment”) may not provide for an extension beyond January 2, 2019, which is the end of the constitutional term of the 115<sup>th</sup> Congress.)
3. **Rent and Any Other Changes.** The monthly rent for the extended term of the Lease shall now be \$350.00. All other provisions of the existing Lease shall remain unchanged and in full effect, except for the following additional terms, which are modified as indicated in the space below [If no additional terms are to be modified, write the word “NONE” below].

None

4. **District Office Lease Attachment for 115<sup>th</sup> Congress.** This Amendment shall have no force and effect unless and until accompanied by an executed District Office Lease Attachment for the 115<sup>th</sup> Congress and the District Office Lease Attachment for the 115<sup>th</sup> Congress attached hereto supersedes and replaces any prior District Office Lease Attachment.
5. **Counterparts.** This Amendment may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.
6. **Section Headings.** The section headings of this Amendment are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.

*[Signature page follows.]*

*U.S. House of Representatives*

Washington, D.C. 20515

**District Office Lease Amendment**

(Page 2 of 2 – 115<sup>th</sup> Congress)

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease Amendment as of the later date written below by the Lessor or the Lessee.

City of Beloit, Wisconsin

\_\_\_\_\_  
*Print Name of Lessor/Landlord/Company*

\_\_\_\_\_  
*Print Name of Lessee*

By: \_\_\_\_\_

*Lessor Signature*

Name: Lori S. Curtis Luther

Title: City Manager

\_\_\_\_\_  
*Lessee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

Attest:

\_\_\_\_\_  
Lorena Rae Stottler, City Clerk

***This District Office Lease Amendment must be accompanied with an executed District Office Lease Attachment.***

**District Office Lease Attachment**  
(Page 1 of 5 – 115<sup>th</sup> Congress)

**SECTION A**  
**(Lease Amenities)**

Section A designates whether the leased space will be the Member/Member-Elect's flagship (primary) office and sets forth the amenities provided by the Lessor to be included in the Lease. Except as noted below, the amenities listed are not required for all district offices.

**To be completed by the Member/Member-elect:**

- The leased space will serve as my flagship (primary) District Office.  
 The leased space will NOT serve as my flagship (primary) District Office.

**To be completed by the Lessor:**

- Amenities are separately listed elsewhere in the Lease.  
(The below checklist can be left blank if the above box is checked.)

The Lease includes (please check and complete all that apply):  
(Items marked with an asterisk and in bold are **required** for all flagship offices of Freshman Members of the 115<sup>th</sup> Congress.)

- \* **Broadband and/or Cable Access to the Leased Space (e.g. Comcast, Cox, Verizon, etc.).**  
(Verify broadband access by entering the address of the leased space at [www.broadbandmap.gov](http://www.broadbandmap.gov))
- \* **Interior Wiring CAT 5e or Better within Leased Space.**
- Lockable Space for Networking Equipment.
- Telephone Service Available.
- Parking.      \_\_\_\_\_ Assigned Parking Spaces  
                               \_\_\_\_\_ Unassigned Parking Spaces  
                               General Off-Street Parking on an As-Available Basis
- Utilities. Includes: heat, water, electric, wi-fi access \_\_\_\_\_
- Janitorial Services. Frequency: \_\_\_\_\_
- Trash Removal. Frequency: \_\_\_\_\_
- Carpet Cleaning. Frequency: \_\_\_\_\_
- Window Washing.    Window Treatments.
- Tenant Alterations Included In Rental Rate.
- After Hours Building Access.
- Office Furnishings. Includes: \_\_\_\_\_
- Cable TV Accessible. If checked, Included in Rental Rate:  Yes  No
- Building Manager.  Onsite  On Call Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.  
Copies may also be faxed to 202-225-6999.

**Print Form**

**Save Form**

**Clear Page**



## **District Office Lease Attachment**

(Page 2 of 5 – 115<sup>th</sup> Congress)

### **SECTION B (Additional Terms and Conditions)**

1. **Incorporated District Office Lease Attachment.** Lessor (Landlord) and Lessee (Member/Member-Elect of the U.S. House of Representatives) agree that this District Office Lease Attachment (“Attachment”) is incorporated into and made part of the Lease (“Lease”) and, if applicable, District Office Lease Amendment (“Amendment”) to which it is attached.
2. **Performance.** Lessor expressly acknowledges that neither the U.S. House of Representatives (the “House”) nor its Officers are liable for the performance of the Lease. Lessor further expressly acknowledges that payments made by the Chief Administrative Officer of the House (the “CAO”) to Lessor to satisfy Lessee’s rent obligations under the Lease – which payments are made solely on behalf of Lessee in support of his/her official and representational duties as a Member of the House – shall create no legal obligation or liability on the part of the CAO or the House whatsoever. Lessee shall be solely responsible for the performance of the Lease and Lessor expressly agrees to look solely to Lessee for such performance.
3. **Modifications.** Any amendment to the Lease must be in writing and signed by the Lessor and Lessee. Lessor and Lessee also understand and acknowledge that the Administrative Counsel for the CAO (“Administrative Counsel”) must review and give approval of any amendment to the Lease prior to its execution.
4. **Compliance with House Rules and Regulations.** Lessor and Lessee understand and acknowledge that the Lease shall not be valid, and the CAO will not authorize the disbursement of funds to the Lessor, until the Administrative Counsel has reviewed the Lease to determine that it complies with the Rules of the House and the Regulations of the Committee on House Administration, and approved the Lease by signing the last page of this Attachment.
5. **Payments.** The Lease is a fixed term lease with monthly installments for which payment is due in arrears on or before the end of each calendar month. In the event of a payment dispute, Lessor agrees to contact the Office of Finance of the House at 202-225-7474 to attempt to resolve the dispute before contacting Lessee.
6. **Void Provisions.** Any provision in the Lease purporting to require the payment of a security deposit shall have no force or effect. Furthermore, any provision in the Lease purporting to vary the dollar amount of the rent specified in the Lease by any cost of living clause, operating expense clause, pro rata expense clause, escalation clause, or any other adjustment or measure during the term of the Lease shall have no force or effect.
7. **Certain Charges.** The parties agree that any charge for default, early termination or cancellation of the Lease which results from actions taken by or on behalf of the Lessee shall be the sole responsibility of the Lessee, and shall not be paid by the CAO on behalf of the Lessee.
8. **Death, Resignation or Removal.** In the event Lessee dies, resigns or is removed from office during the term of the Lease, the Clerk of the House may, at his or her sole option, either: (a)

*Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.  
Copies may also be faxed to 202-225-6999.*

## **District Office Lease Attachment**

(Page 3 of 5 – 115<sup>th</sup> Congress)

terminate the Lease by giving thirty (30) days' prior written notice to Lessor; or (b) assume the obligation of the Lease and continue to occupy the premises for a period not to exceed sixty (60) days following the certification of the election of the Lessee's successor. In the event the Clerk elects to terminate the Lease, the commencement date of such thirty (30) day termination notice shall be the date such notice is delivered to the Lessor or, if mailed, the date on which such notice is postmarked.

9. **Term.** The term of the Lease may not exceed the constitutional term of the Congress to which the Lessee has been elected. The Lease may be signed by the Member-Elect before taking office. Should the Member-Elect not take office to serve as a Member of the 115<sup>th</sup> Congress, the Lease will be considered null and void.
10. **Early Termination.** If either Lessor or Lessee terminates the Lease under the terms of the Lease, the terminating party agrees to promptly file a copy of any termination notice with the Office of Finance, U.S. House of Representatives, O'Neill Federal Building, Suite 3220, Attn: Levi Matthews, Washington, D.C. 20515, and with the Administrative Counsel by e-mail at [leases@mail.house.gov](mailto:leases@mail.house.gov).
11. **Assignments.** Lessor shall not have the right to assign (by operation of law or otherwise) any of its rights, interests and obligations under the Lease, in whole or in part, without providing thirty (30) days prior written notice to Lessee, and any such purported assignment without such notice shall be void. Lessor shall promptly file a copy of any such assignment notice with the Administrative Counsel by e-mail at [leases@mail.house.gov](mailto:leases@mail.house.gov).
12. **Sale or Transfer of Leased Premises.** Lessor shall provide thirty (30) days prior written notice to Lessee in the event (a) of any sale to a third party of any part of the leased premises, or (b) Lessor transfers or otherwise disposes of any of the leased premises, and provide documentation evidencing such sale or transfer in such notice. Lessor shall promptly file a copy of any such sale or transfer notice with the Administrative Counsel by e-mail at [leases@mail.house.gov](mailto:leases@mail.house.gov).
13. **Bankruptcy and Foreclosure.** In the event (a) Lessor is placed in bankruptcy proceedings (whether voluntarily or involuntarily), (b) the leased premises is foreclosed upon, or (c) of any similar occurrence, Lessor agrees to promptly notify Lessee in writing. Lessor shall promptly file a copy of any such notice with the Office of Finance, U.S. House of Representatives, O'Neill Federal Building, Suite 3220, Attn: Levi Matthews, Washington, D.C. 20515, and with the Administrative Counsel by e-mail at [leases@mail.house.gov](mailto:leases@mail.house.gov).
14. **Estoppel Certificates.** Lessee agrees to sign an estoppel certificate relating to the leased premises (usually used in instances when the Lessor is selling or refinancing the building) upon the request of the Lessor. Such an estoppel certificate shall require the review of the Administrative Counsel, prior to Lessee signing the estoppel certificate. Lessor shall promptly provide a copy of any such estoppel certificate to the Administrative Counsel by e-mail at [leases@mail.house.gov](mailto:leases@mail.house.gov).

## **District Office Lease Attachment**

(Page 4 of 5 – 115<sup>th</sup> Congress)

15. **Maintenance of Common Areas.** Lessor agrees to maintain in good order, at its sole expense, all public and common areas of the building including, but not limited to, all sidewalks, parking areas, lobbies, elevators, escalators, entryways, exits, alleys and other like areas.
16. **Maintenance of Structural Components.** Lessor also agrees to maintain in good order, repair or replace as needed, at its sole expense, all structural and other components of the premises including, but not limited to, roofs, ceilings, walls (interior and exterior), floors, windows, doors, foundations, fixtures, and all mechanical, plumbing, electrical and air conditioning/heating systems or equipment (including window air conditioning units provided by the Lessor) serving the premises.
17. **Lessor Liability for Failure to Maintain.** Lessor shall be liable for any damage, either to persons or property, sustained by Lessee or any of his or her employees or guests, caused by Lessor's failure to fulfill its obligations under Sections 15 and 16.
18. **Initial Alterations.** Lessor shall make any initial alterations to the leased premises, as requested by Lessee and subject to Lessor's consent, which shall not be unreasonably withheld. The cost of such initial alterations shall be included in the annual rental rate.
19. **Federal Tort Claims Act.** Lessor agrees that the Federal Tort Claims Act, 28 U.S.C. §§ 2671-80, satisfies any and all obligations on the part of the Lessee to purchase private liability insurance. Lessee shall not be required to provide any certificates of insurance to Lessor.
20. **Limitation of Liability.** Lessor agrees that neither Lessee nor the House nor any of the House's officers or employees will indemnify or hold harmless Lessor against any liability of Lessor to any third party that may arise during or as a result of the Lease or Lessee's tenancy.
21. **Compliance with Laws.** Lessor shall be solely responsible for complying with all applicable permitting and zoning ordinances or requirements, and with all local and state building codes, safety codes and handicap accessibility codes (including the Americans with Disabilities Act), both in the common areas of the building and the leased space of the Lessee.
22. **Electronic Funds Transfer.** Lessor agrees to accept monthly rent payments by Electronic Funds Transfer and agrees to provide the Office of Finance, U.S. House of Representatives, with all banking information necessary to facilitate such payments.
23. **Refunds.** Lessor shall promptly refund to the CAO, without formal demand, any payment made to the Lessor by the CAO for any period for which rent is not owed because the Lease has ended or been terminated.
24. **Conflict.** Should any provision of this Attachment be inconsistent with any provision of the attached Lease or attached Amendment, the provisions of this Attachment shall control, and those inconsistent provisions of the Lease or the Amendment shall have no force and effect to the extent of such inconsistency.

### District Office Lease Attachment

(Page 5 of 5 – 115<sup>th</sup> Congress)

- 25. **Construction.** Unless the clear meaning requires otherwise, words of feminine, masculine or neuter gender include all other genders and, wherever appropriate, words in the singular include the plural and vice versa.
- 26. **Fair Market Value.** The Lease or Amendment is entered into at fair market value as the result of a bona fide, arms-length, marketplace transaction. The Lessor and Lessee certify that the parties are not relatives nor have had, or continue to have, a professional or legal relationship (except as a landlord and tenant).
- 27. **District Certification.** The Lessee certifies that the office space that is the subject of the Lease is located within the district the Lessee was elected to represent unless otherwise authorized by Regulations of the Committee on House Administration.
- 28. **Counterparts.** This Attachment may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.
- 29. **Section Headings.** The section headings of this Attachment are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease Attachment as of the later date written below by the Lessor or the Lessee.

City of Beloit Wisconsin

\_\_\_\_\_  
*Print Name of Lessor/Landlord*

\_\_\_\_\_  
*Print Name of Lessee*

By: \_\_\_\_\_  
*Lessor Signature*  
Name: Lori S. Curtis Luther  
Title: City Manager

\_\_\_\_\_  
*Lessee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

Attest: \_\_\_\_\_  
Lorena Rae Stottler, City Clerk

From the Member's Office, who is the point of contact for questions?

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_ E-mail \_\_\_\_\_@mail.house.gov

**This District Office Lease Attachment and the attached Lease or Amendment have been reviewed and are approved, pursuant to Regulations of the Committee on House Administration.**

Signed \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_\_  
(Administrative Counsel)

Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.  
Copies may also be faxed to 202-225-6999.

**RESOLUTION AWARDING CONTRACT C16-21R AND AMENDING THE 2016 CAPITAL IMPROVEMENTS BUDGET TO PROVIDE ADDITIONAL FUNDING FOR THE БЕLOIT PUBLIC LIBRARY BLENDER CAFE PROJECT**

**WHEREAS**, the adopted capital improvements budget for 2016 provided funding to the Beloit Public Library for the creation of the Blender Café and;

**WHEREAS**, project design and construction bid specifications were developed by the Library’s consulting architect and distributed to qualified contractors, and;

**WHEREAS**, this project will convert the Beloit Public Library Children's Preschool Area and Program Room into the Blender Café, and;

**WHEREAS**, on December 5, 2016 all bids from the original letting were rejected due to low bid being \$216,200 plus contingencies which was \$12,735.50 over the engineer’s estimates, and;

**WHEREAS**, on January 5, 2017, as a product of re-bidding the project, two competitive bids were received, the low bid being Klobucar Construction Co. Inc. for \$201,089 plus contingencies which is \$2,375.50 less than the engineer’s estimates, and;

**WHEREAS**, Klobucar Construction Co. Inc. is a qualified bidder, and;

**WHEREAS**, there was \$100,000 approved in the 2016 capital improvement budget, and;

**WHEREAS**, the Library Foundation will provide an additional \$130,600 of funding for the project in excess of the original \$100,000 approved in the 2016 Capital Budget, and;

**WHEREAS**, a budget amendment is required for the additional funding needed for this project,

**NOW, THEREFORE BE IT RESOLVED**, that Contract C16-21R, Beloit Public Library Blender Café Re-Bid, is hereby awarded to Klobucar Construction Co. Inc. Beloit, WI, in the following amounts:

Klobucar Construction Co. Inc.  
3217 E. Tortoise Ln  
Beloit, WI 53511

Base Bid	\$ 162,600.00
Additive Alternates A1 through A9 and E1	\$ 38,489.00
Allowance for Change Orders and/or Extra Work	\$ 29,511.00
<b>TOTAL PROJECT COST</b>	<b><u>\$ 230,600.00</u></b>

**BE IT FURTHER RESOLVED**, that funding for the project in the 2016 Capital Improvement Budget is amended and additional appropriation is authorized as follows:

**FUNDING SOURCES:**

P2919471-4501-2016 Beloit Public Library Blender Café -  
Foundation

**Original**

**Amended**

**Difference**

\$ 0

\$ 130,600

\$ 130,600

P2919471-4900-2016 Beloit Public Library Blender Café -  
City Funds

**\$100,000**

**\$ 100,000**

**\$ 0**

**TOTAL FUNDING SOURCES**

**\$100,000**

**\$ 230,600**

**\$ 130,600**

**EXPENDITURES:**

P2919471-5511-2016 Beloit Public Library Blender Café

**Original**

**Amended**

**Difference**

**\$100,000**

**\$ 230,600**

**\$ 130,600**

**TOTAL EXPENDITURES**

**\$100,000**

**\$ 230,600**

**\$ 130,600**

Dated at Beloit, Wisconsin this 17th day of January, 2017.

City Council of the City of Beloit

\_\_\_\_\_  
David F. Luebke, President

ATTEST:

\_\_\_\_\_  
Lorena Rae Stottler, City Clerk

# CITY OF БЕЛОIT

## REPORTS AND PRESENTATIONS TO CITY COUNCIL



**Topic:** Award of Contract C16-21R, Beloit Public Library Blender Café Re-Bid

**Date:** January 17, 2017

**Presenter(s):** Greg Boysen P.E., Public Works Director      **Department(s):** Public Works/ Engineering

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**Overview/Background Information:**

This project will convert the Beloit Public Library Children's Preschool Area and Program Room into the Blender Café.

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**Key Issues (maximum of 5):**

1. Two bids were received for this project. The low bid of \$ 201,089.00 was from Klobucar Construction Co. Inc. and is 1.2% less than the engineer's estimate of \$ 203,464.50. The low bid from the original letting, rejected on Dec. 5, 2016, was \$216,200.
2. Klobucar Construction Co. Inc. is considered a responsible bidder for this project.
3. The costs for this project are as follows: \$ 201,089.00 for construction, \$ 29,511.00 for Change Orders or extra work, for a total of \$ 230,600.00.
4. The City contributed \$100,000 through bond proceeds which was approved in the 2016 CIP. Any additional funding for the project is being provided by the Library Foundation in the amount of \$130,600.
5. The value engineering and re-bid process clarified specific costs for certain elements and resulted in bidders offering highly competitive prices for 10 additive alternates. All 10 additive alternates are now recommended for award.

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

**1. Create and sustain a high performing organization.**

This project partners with private business as well as other jurisdictions to enhance the use of the facility by attracting Library patrons and encouraging them to linger. This project will also serve as a learning institution which is a key goal of the Library.

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**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**  
The cafe will become a place to meet friends and nourish the body as well as the mind.

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

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**Action required/Recommendation:**

The Engineering Division recommends awarding this Public Works Contract to Klobucar Construction Co. Inc.

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**Fiscal Note/Budget Impact:**

The Library will fund \$100,000 from CIP bond proceeds approved in 2016 and the Library Foundation will fund the remaining portion of \$130,600.

# CITY OF BELOIT

## DEPARTMENTAL CORRESPONDENCE

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**TO:** Mike Flesch  
**FROM:** Andy Hill, Project Engineer   
**DATE:** January 05, 2017  
**SUBJECT:** Bid Results for Contract C16-21R  
Beloit Public Library Blender Café Re-Bid

Pursuant to advertisements placed December 15 and December 22, bids were received until 2:00 PM on January 5 for the Beloit Public Library Blender Café Re-Bid. A tabulation of bids is attached.

Two bids were received for this project as follows:

1. <b>Klobucar Construction</b>	<b>Beloit, WI</b>	<b>\$ 201,089.00</b> *Low
2. Gilbank Construction	Clinton, WI	\$ 205,840.00
Engineer's Estimate		\$ 203,464.50

Upon review of the Contractor's Proof of Responsibility Statement, Klobucar Construction is determined to be a responsible bidder.

I recommend that the base contract and all 10 additive alternates be awarded to Klobucar Construction of Beloit, WI. The following is a breakdown of the proposed project cost:

### COSTS

Base Bid	\$ 162,600.00
Additive Alternates A1 through A9 and E1	\$ 38,489.00
Allowance for Change Orders and/or Extra Work	\$ 29,511.00
<b>TOTAL PROJECT COST</b>	<b>\$ 230,600.00</b>

### PROJECT INFORMATION

This project will convert the Beloit Public Library Children's Preschool Area and Program Room into the Blender Café.



**Tabulation of Bids  
Contract C16-21R  
Beloit Public Library Blender Café Re-Bid  
Bids Opened January 5, 2:00 PM**

Item No.	Bid Item Description			Engineer's Estimate		Klobucar Construction Beloit, WI		Gilbank Construction Clinton, WI	
				Price	Extended	Price	Extended	Price	Extended
Base	General Conditions				\$168,250.00		\$162,600.00		\$173,900.00
A1	Acrylic Ceiling Blades				\$11,725.00		\$14,250.00		\$9,200.00
A2	Wood Framed Window Openings				\$3,237.50		\$3,625.00		\$2,850.00
A3	Rubber Cork Tile				\$3,515.00		\$3,530.00		\$3,500.00
A4	Quartz Countertops				\$4,000.00		\$4,825.00		\$3,175.00
A5	Display Shelving				\$1,777.00		\$1,954.00		\$1,600.00
A6	Mosaic Tile at Coffee Counter				\$620.00		\$840.00		\$400.00
A7	Ceramic Wall Tile				\$4,345.00		\$3,690.00		\$5,000.00
A8	Chalk Board Paint				\$537.50		\$510.00		\$565.00
A9	Circular Column Covers				\$3,152.50		\$3,355.00		\$2,950.00
E1	Decorative Lighting				\$2,305.00		\$1,910.00		\$2,700.00
<b>Total Proposal</b>					<b>\$203,464.50</b>		<b>\$201,089.00</b>		<b>\$205,840.00</b>