



**AGENDA  
BELOIT CITY COUNCIL  
100 State Street, Beloit WI 53511  
City Hall Forum – 7:00 p.m.  
Monday, October 15, 2012**

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. SPECIAL ORDERS OF THE DAY/ANNOUNCEMENTS
  - a. Proclamation declaring October 15, 2012 **White Cane Safety Day** (Haynes)
4. PUBLIC HEARINGS
  - a. **2013 Community Development Block Grant (CDBG) Proposed Budget and Annual Action Plan** (Christensen)  
Community Development Authority recommendation for approval 4-0
  - b. **2013 HOME Investment Partnerships Proposed Budget** (Christensen)  
Community Development Authority recommendation for approval 4-0
  - c. **2013 Operating, Library, and Capital Improvements Proposed Budgets** (Arft/York)  
(Budget available for review at [www.ci.beloit.wi.us](http://www.ci.beloit.wi.us))
  - d. Resolution approving an **Amendment to the 2011 and 2012 HOME Budget** related to Community Housing Development Organization (CHDO) funding (Christensen)
5. CITIZENS' PARTICIPATION
6. CONSENT AGENDA

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

- a. Approval of the **Minutes** of the Regular Meeting of October 1 and the Special Meeting of October 4, 2012 (Houseman)
- b. Proposed ordinance to amend section 11.2.5(e)(2) of the **Zoning Ordinance**, Chapter 19 of the Code of General Ordinances of the City of Beloit relating to retail sales/service accessory uses (Christensen) Refer to Plan Commission
- c. Resolution approving a **Class "A" Beer** License for S & S Express Mart, Inc., d/b/a S & S Express Mart, Inc., Harjinder Samra, Agent, located at 1407 Liberty Avenue (Houseman) ABLCC recommendation for approval 7-0

- d. Resolution approving a “**Class A**” **Liquor** License (requested addition to an existing Class “A” Beer License) for Samra & Singh Inc., d/b/a Beloit Mobil, Harjinder Samra, Agent, located at 1902 Shopiere Road (Houseman)  
ABLCC recommendation for approval 4-3
- e. Resolution approving a “**Class A**” **Liquor** License (requested addition to an existing Class “A” Beer License) for Rollette Oil Co. Inc., located at 1451 Madison Road, Paul R. Simon, Agent (Houseman)  
ABLCC recommendation for approval 4-3
- f. Resolution approving **Change of Agent** for Beloit Express Inc., d/b/a Holiday Inn Express, located at 2790 Milwaukee Road, from Brenda Gould to Kelsey Szudy (Houseman) ABLCC recommendation for approval 7-0
- g. Resolution approving a temporary construction **Easement Agreement** between the City of Beloit and Hendricks Commercial Properties, LLC for the property located at 425 Broad Street (Flesch)  
Plan Commission recommendation for approval 6-0

7. ORDINANCES- none

8. APPOINTMENTS

9. COUNCILOR ACTIVITIES AND UPCOMING EVENTS

10. CITY MANAGER'S PRESENTATION

11. REPORTS FROM BOARD AND CITY OFFICERS

- a. Resolution approving the **Stateline Area Bike and Pedestrian System Plan** (Flesch)  
(Plan available for review at [www.ci.beloit.wi.us](http://www.ci.beloit.wi.us))  
Plan Commission recommendation for approval 6-0

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: October 10, 2012  
Rebecca S. Houseman  
City of Beloit City Clerk  
<http://www.ci.beloit.wi.us>

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

**WHEREAS**, blindness and severe visual impairment affect approximately 200,000 Wisconsin residents; and

**WHEREAS**, the majority of these persons use a travel aid, such as a white cane or dog guide; and

**WHEREAS**, these travel aids are universally recognized as symbols representing loss of vision; and

**WHEREAS**, people who operate motor vehicles must be alert for visually impaired pedestrians.

**NOW, THEREFORE, THE CITY COUNCIL PRESIDENT OF THE CITY OF BELOIT** does hereby proclaim Monday, October 15, 2012 as “**WHITE CANE SAFETY DAY**” in Beloit and urge operators of motor vehicles to be acutely aware of visually impaired pedestrians and obey the Wisconsin laws that protect them.

Presented this 15<sup>th</sup> day of October, 2012.

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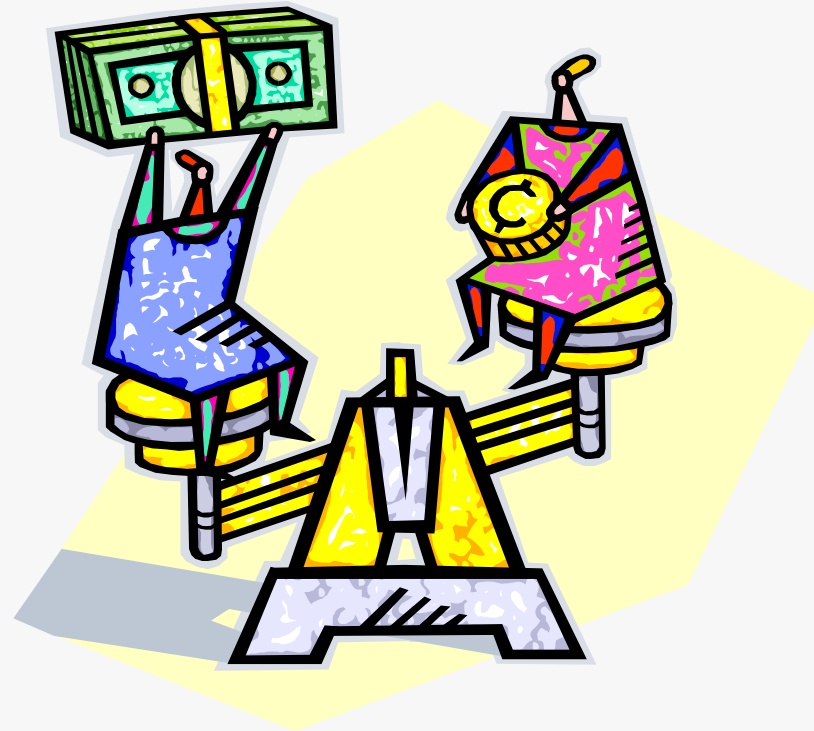
Charles M. Haynes, President  
Beloit City Council

ATTEST:

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Rebecca S. Houseman,  
City Clerk

# THE 2013 CITY OF BELOIT PROPOSED OPERATING AND CIP BUDGETS



# THE 2013 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) BUDGET FOR THE CITY OF BELOIT



# PROPOSED 2013 CDBG BUDGET

## PUBLIC SERVICE

		Amount Funded in 2012	Amount Requested for 2013	CDA Recommendation
Public Service: 15% cap = \$118,500				
1	Community Action – Fatherhood Initiative and Skills Enhancement	\$18,193	\$60,000	\$16,695
2	Family Services - The Key: Transitional Living Program	\$6,367	\$8,000	\$5,843
3	Family Services – Beloit Domestic Violence Center: Emergency Housing	\$6,367	\$7,000	\$5,843
4	Family Services – Home Companion Registry for Senior Personal Care	\$18,193	\$15,000	\$12,450
5	Family Services - Homelessness Prevention and Rapid Rehousing Project	\$4,548	\$15,000	\$8,419
6	Hands of Faith - Emergency Shelter for Homeless Families	\$6,822	\$9,000	\$6,261
7	Merrill Community Center - Youth and Senior Programs	\$18,193	\$20,000	\$16,695
8	NHS – Promoting and Preserving Homeownership through Education and Counseling	\$17,551	\$50,000	\$16,107
9	Stateline Literacy Council - Hispanic Outreach for Comprehensive Literacy	\$18,193	\$30,000	\$16,695
10	Voluntary Action Center - Beloit Senior Chore Service	\$6,367	\$7,202	\$5,843
<b>Total Public Services</b>		<b>\$120,794</b>	<b>\$221,202</b>	<b>\$110,852</b>

# PROPOSED 2013 CDBG BUDGET CITY PROGRAMS

		Amount Funded in 2012	Amount Requested for 2013	CDA Recommendation
Planning and Program Administration: 20% cap = \$136,020				
11	Fair Housing Activities	\$0	\$25,000	\$15,000
12	Program Administration (No Application Needed)	\$155,000	\$134,000	\$118,248
	Total Planning and Program Administration	\$155,000	\$159,000	\$133,248
Code Enforcement				
13	Comm. Dev. Dept. - Code Enforcement / Inspection	\$96,000	\$135,000	\$110,900
	Total Code Enforcement	\$96,000	\$135,000	\$110,900
Housing Rehabilitation				
14	Comm. Dev. Dept. - Housing Rehabilitation RLF		\$162,500	\$130,000
	Total Housing Rehabilitation	\$115,971	\$162,500	\$130,000
Economic Development				
15	Economic Development – Commercial/Industrial RLF	\$0	\$50,000	\$0
	Total Economic Development	\$0	\$50,000	\$0
	GRAND TOTAL	\$487,765	\$727,702	\$485,000
	Estimated 2013 CDBG Funds Available			\$485,000
	Surplus/Deficit			\$0

# PROPOSED 2013 CDBG BUDGET PROGRAM INCOME

		2012 Estimated	2013 Projected	CDA Recommendation
	Estimated Program Income			
15	Economic Development Revolving Loan Fund	\$35,000	\$63,000	\$63,000
16	Code Enforcement	\$200,000	\$74,100	\$74,100
17	Housing Rehabilitation Revolving Loan Fund	\$61,000	\$50,000	\$50,000
18	Neighborhood Housing Services	\$9,000	\$8,000	\$8,000
	Total Estimated Program Income	\$305,000	\$195,100	\$195,100
	Total 2013 CDBG Budget		\$680,100	\$680,100



# 2013 HOME PROGRAM CITY OF BELOIT



# **THE 2013 HOME PROGRAM FOR THE CITY OF BELOIT**

## **HOME Investment Partnerships Program (HOME)**

The City of Beloit is a member of the Rock County HOME Consortium. Each year, we are awarded HOME funds which can be used for different types of housing programs, including new construction, housing rehabilitation, and housing assistance.

For 2013, the recommendation is to award \$76,935 to the City's Housing Rehab Loan Program for both homeowner and rental rehab loans and award \$60,738 to a Community Housing Development Organization in Beloit early in 2013.

# 2013 HOME PROGRAM BUDGET

## 2013 Proposed HOME Budget

<b>Estimated Rock County HOME Consortium Budget</b>	<b>\$404,922</b>
City of Beloit's Share (19%)	\$76,935
Community Housing Development Organization (CHDO)'s Share (15%)	\$60,738
 <b>CDA Recommendation</b>	
City of Beloit's Share (19%)	
City of Beloit Housing Rehab Revolving Loan Fund	\$76,935
 CHDO's Share (15%)	
Will be determined in 2013	\$60,738
 <b>TOTAL</b>	 <b>\$137,673</b>

**PUBLIC HEARING  
ON THE 2013  
PROPOSED  
BUDGET**

Larry N. Arft, City Manager

Paul York, Director of Finance & Administration

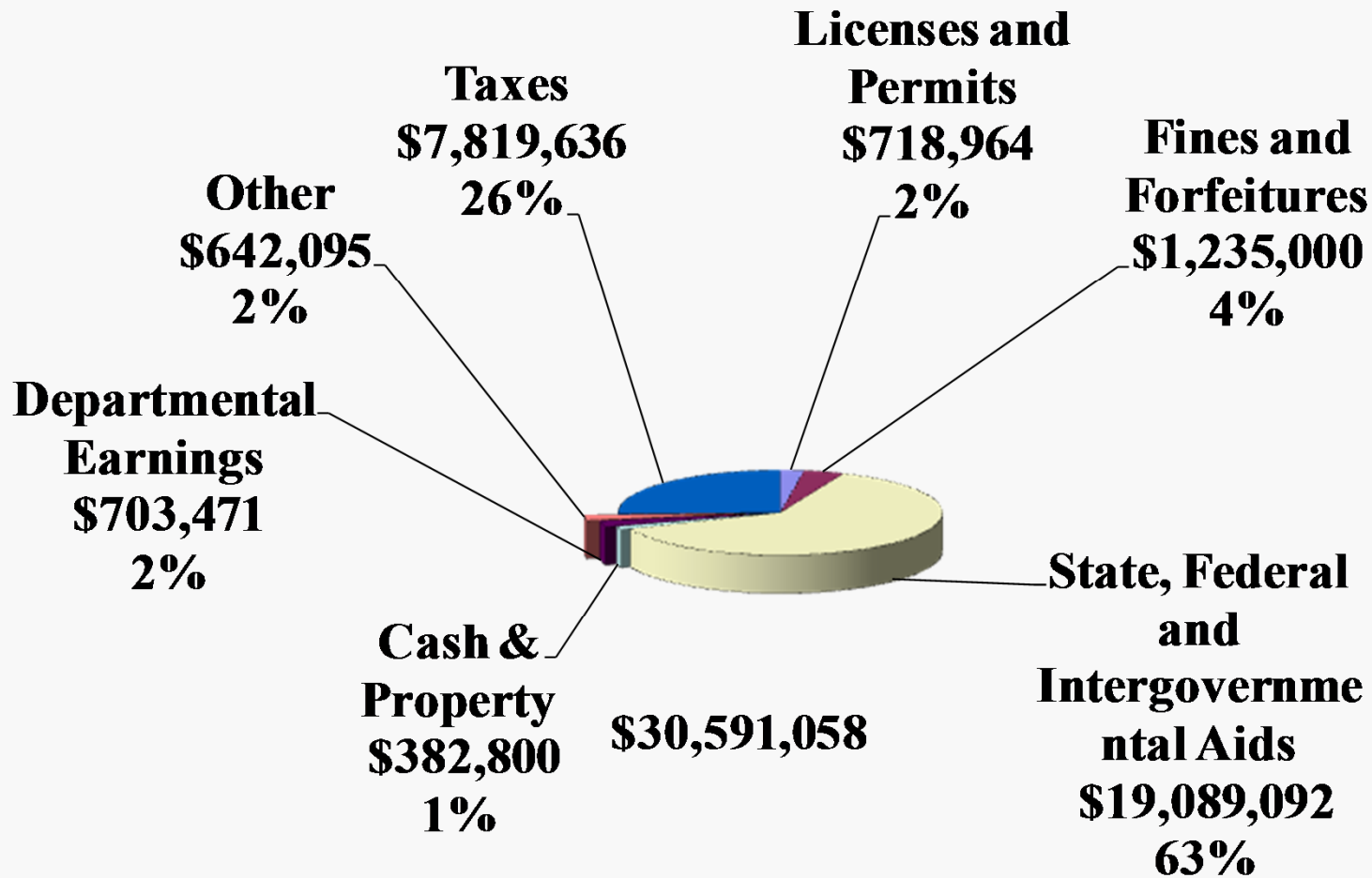
# 2013 BUDGET SUMMARY

- The City's proposed Budget for all funds, including the capital improvements budget, is \$91 million. This is a decrease of \$965,660 million or -1.05% from the 2012 Revised Budget.
- The General Fund Budget totals \$30.6 million. This is an increase of \$898,287 or 3.03% from the 2012 Budget.
- The Budgets for the Enterprise Funds total \$18.2 million, which is an increase of \$333,927 or 1.86% from the 2012 Budget.

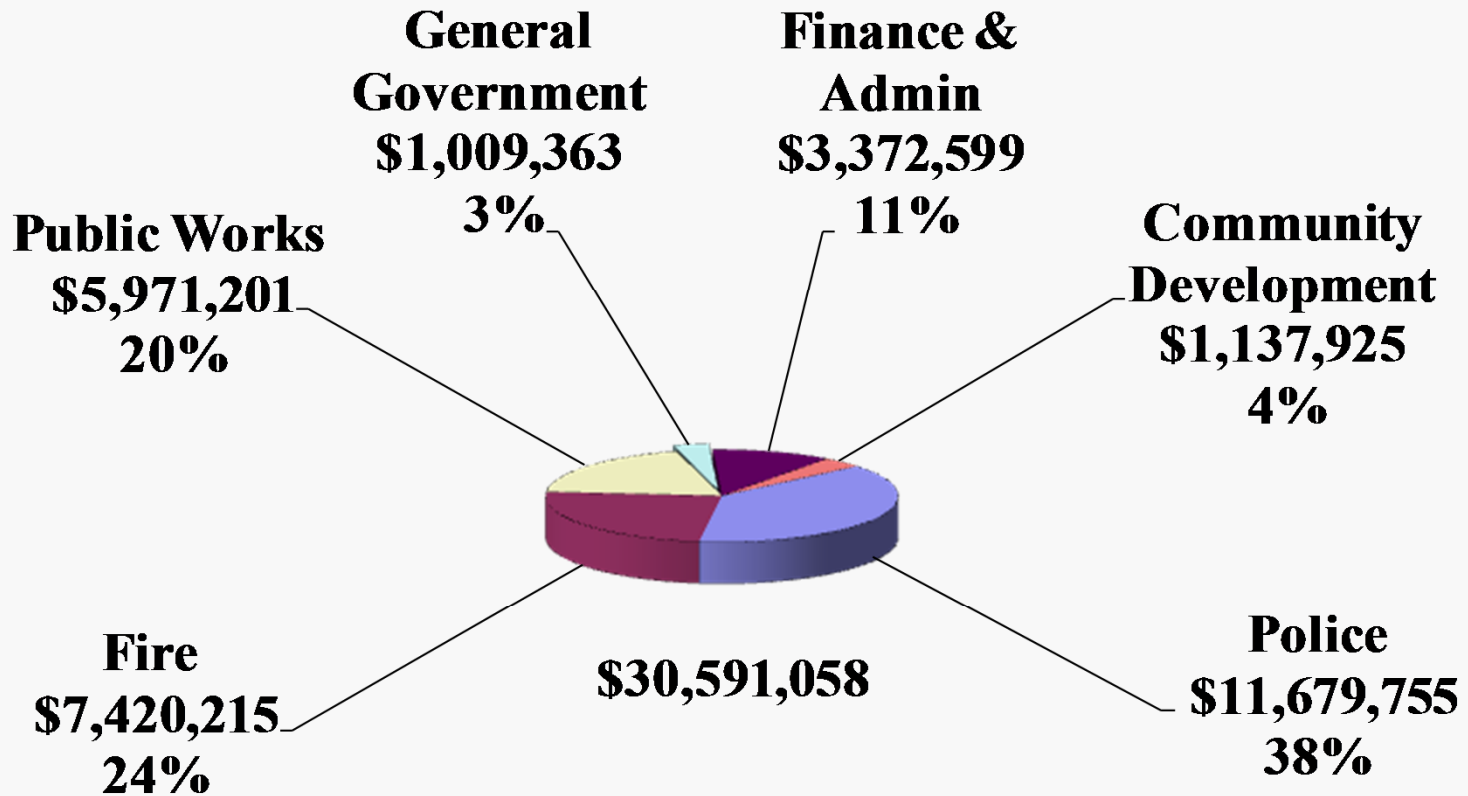
## Summary of 2013 Budget

	2012 Adopted Budget	2013 Proposed Budget	Change Amount	Percent Change
General Fund	\$ 29,692,771	\$ 30,591,058	\$ 898,287	3.03%
Debt Service Fund	\$ 7,008,638	\$ 6,381,916	\$ (626,722)	-8.94%
Special Revenue Funds	\$ 14,192,907	\$ 14,542,103	\$ 349,196	2.46%
Enterprise Funds	\$ 17,919,626	\$ 18,253,553	\$ 333,927	1.86%
<b>Total Operating Budget</b>	<b><u>\$ 68,813,942</u></b>	<b><u>\$ 69,768,630</u></b>	<b><u>\$ 954,688</u></b>	<b><u>1.39%</u></b>
Internal Service Funds	\$ 12,257,593	\$ 12,316,304	\$ 58,711	0.48%
<b>Total Budget with Internal Service Fund</b>	<b><u>\$ 81,071,535</u></b>	<b><u>\$ 82,084,934</u></b>	<b><u>\$ 1,013,399</u></b>	<b><u>1.25%</u></b>
Capital Improvements Budget	\$ 10,924,024	\$ 8,944,965	\$ (1,979,059)	-18.12%
<b>Grand Total Budget</b>	<b><u>\$ 91,995,559</u></b>	<b><u>\$ 91,029,899</u></b>	<b><u>\$ (965,660)</u></b>	<b><u>-1.05%</u></b>

# PROPOSED BUDGET – (OPERATING REVENUES GENERAL FUND 2013)



# PROPOSED BUDGET – (OPERATING EXPENSES GENERAL FUND 2013)

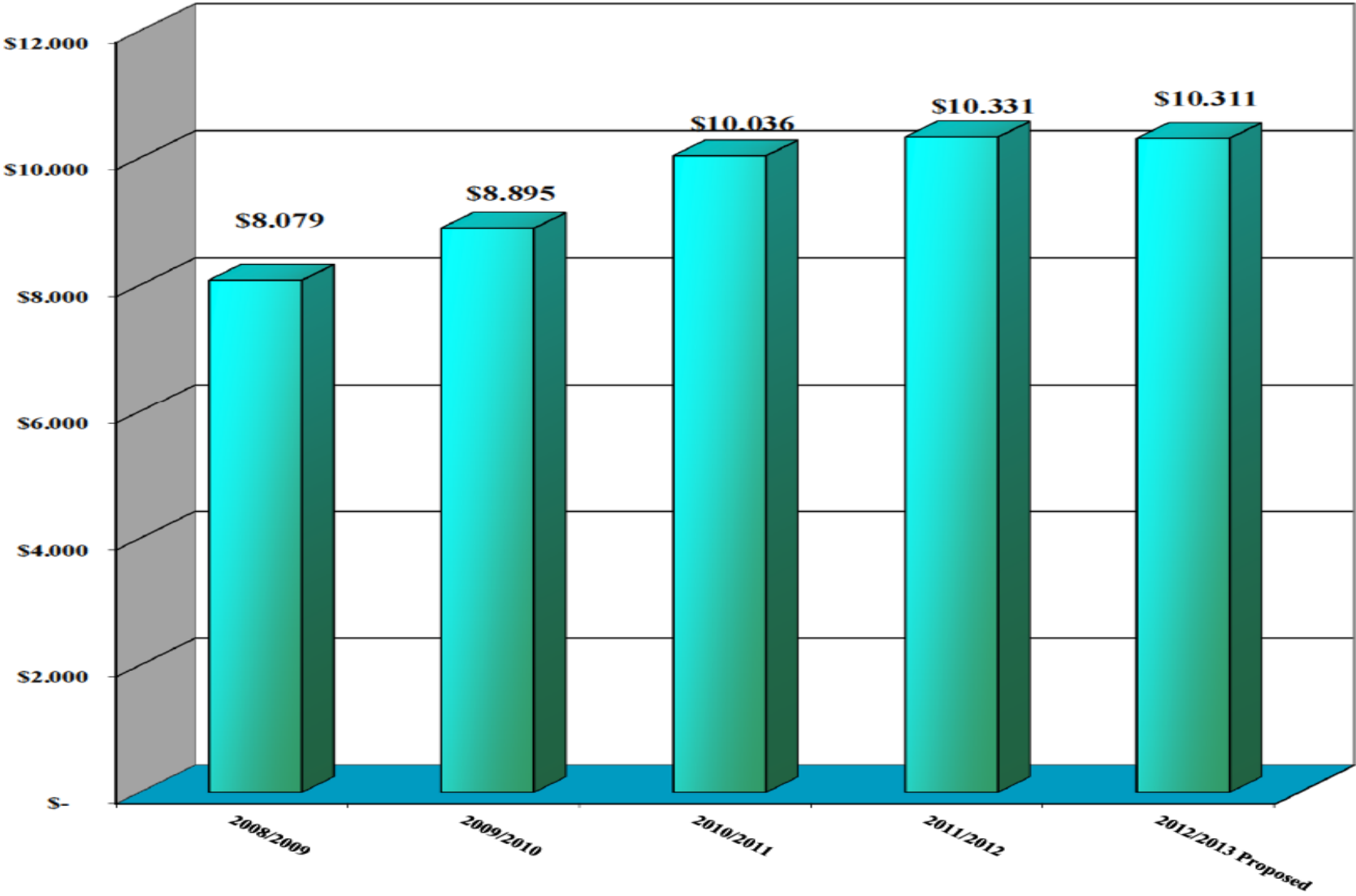




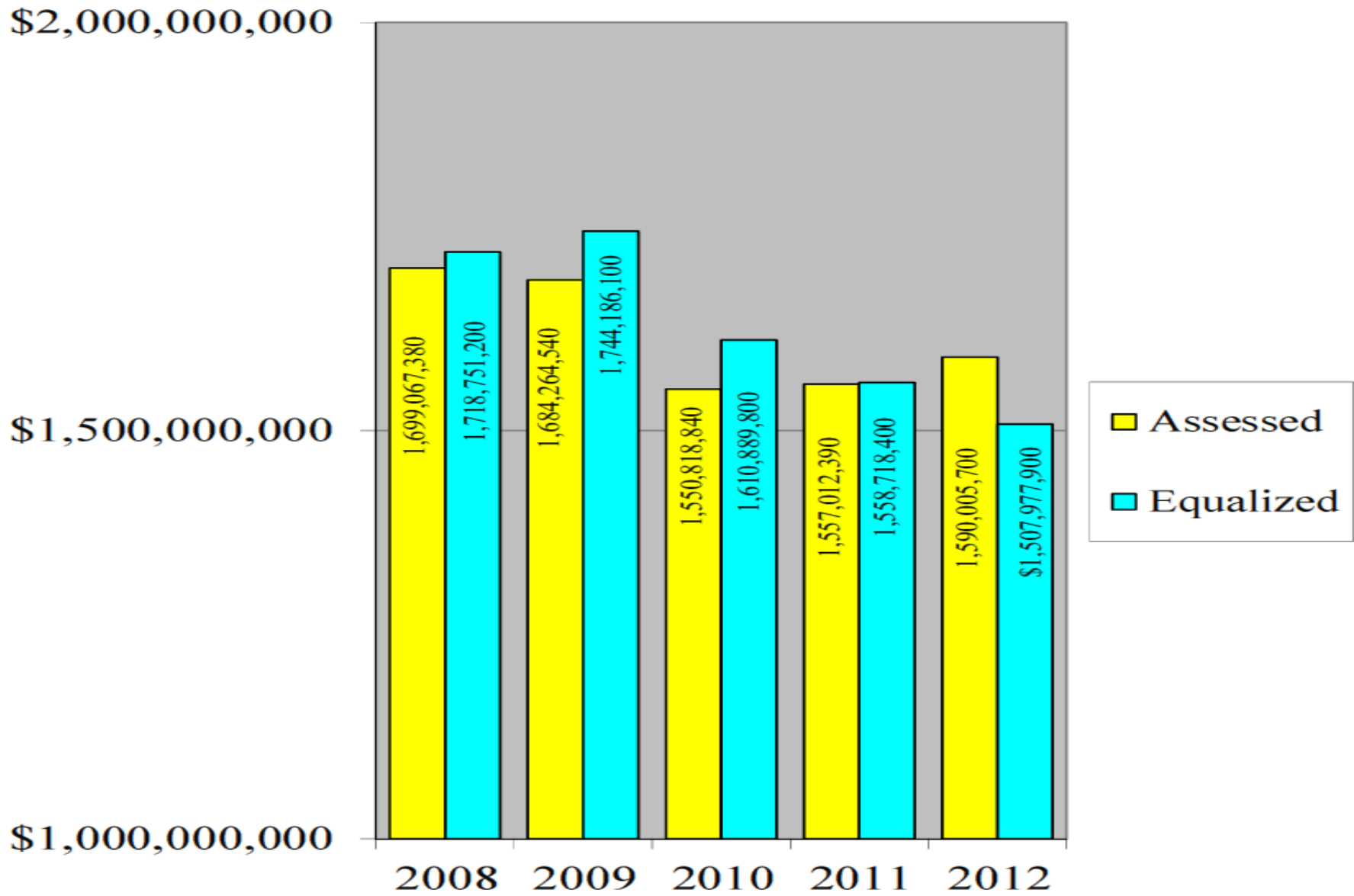
# PROPOSED MUNICIPAL TAX LEVY

2012 Payable 2013					
Proposed Municipal Tax Levy - All Funds					
	2011/2012 Adopted	2012/2013 Proposed	\$ Change	% Change	
General Fund Levy	\$6,158,253	\$6,736,336	\$578,083	9.39%	
Debt Service Levy	\$4,873,523	\$4,445,195	(\$428,328)	-8.79%	
Ambulance Levy	\$0	\$0	\$0	0.00%	
Mass Transit Levy	\$517,256	\$534,367	\$17,111	3.31%	
Public Library Levy	\$1,760,877	\$1,775,877	\$15,000	0.85%	
Police Grant-OJAI Beat Patrol	\$60,000	\$60,000	\$0	0.00%	
Police Grant-School Resources	\$56,000	\$56,000	\$0	0.00%	
Police Grant-Bulletproof Vest	\$3,500	\$3,500	\$0	0.00%	
Engineering Grant-MPO Traffic	\$25,000	\$25,000	\$0	0.00%	
Cemetery	\$20,000	\$20,000	\$0	0.00%	
<b>Total Property Tax Levy</b>	<b>\$13,474,409</b>	<b>\$13,656,275</b>	<b>\$181,866</b>	<b>1.35%</b>	
<b>Assessed Value *</b>	<b>\$1,557,012,390</b>	<b>\$1,590,005,700</b>	<b>\$32,993,310</b>	<b>2.12%</b>	
<b>Tax Rate WO/TIF</b>	<b>\$8.654</b>	<b>\$8.589</b>	<b>(\$0.065)</b>	<b>-0.75%</b>	
<b>Tax Rate W/TIF</b>	<b>\$10.331</b>	<b>\$10.311</b>	<b>(\$0.020)</b>	<b>-0.19%</b>	
<b>* 2012 Assessed Value Estimated</b>					

# City of Beloit Property Tax Rates 2008-2012



## Tax Base Growth for City of Beloit 2008-2012



# NEXT STEPS

- Public Hearing 10/15/12 7:00 p.m.
- Workshop on Proposed Fire Department Fees.
- On Agenda for Council Consideration 11/5/12

# COMMENTS & DISCUSSION

Questions,  
Comments  
And  
Discussion

# CITY OF BELOIT

## REPORTS AND PRESENTATIONS TO CITY COUNCIL

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**Topic:** Public Hearing on the 2013 Community Development Block Grant (CDBG) Proposed Budget and Annual Action Plan

**Date:** October 15, 2012

**Presenter(s):** Julie Christensen

**Department:** Community Development Authority

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

To maintain its eligibility for CDBG funding, each year, the City must submit an Annual Action Plan and CDBG budget. Both plans include specific objectives for housing, homelessness, public housing, and community development. The Plan also includes information on the CDBG process, affordable housing, and special needs populations.

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

1. The Annual Plan submitted to HUD must include how the City intends to allocate its CDBG funds. The process for preparing the CDBG budget includes the following steps: applications are available to agencies interested in applying for the CDBG funds; each applicant is required to present its application to the Community Development Authority (CDA); the CDA makes its recommendation to the City Council on how the CDBG funds should be allocated; a public hearing is held by the City Council; and adoption of the CDBG budget.
2. All recommended projects are consistent with the 2010-2014 Consolidated Plan and Annual Action Plan. The proposed budget is attached to this report. The CDA specified that the recommendation for funding EOHR at \$15,000 must include an education component to the fair housing activities.
3. All recommended projects are eligible CDBG activities and meet one of the three national objectives.
4. All projects will be incorporated into the 2013 Annual Action Plan which is submitted to HUD.
5. A notice was published in the Beloit Daily News and Stateline News announcing the beginning of the 30-day review period and the date of the public hearing. No comments from the public have been submitted to the Community Development Department at this time.

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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.):**

- Consideration of this request supports Strategic Goal #4.

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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** – Not applicable
- **Reduce dependence on chemicals and other manufacturing substances that accumulate**

**in nature** – Not Applicable

- **Reduce dependence on activities that harm life sustaining eco-systems** – Not Applicable
- **Meet the hierarchy of present and future human needs fairly and efficiently** – The CDA has proposed funding projects which meet the present and future needs of our low and moderate income population.

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**Action required/Recommendation:**

No Action – Hold Public Hearing Only

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**Fiscal Note/Budget Impact:**

Not Applicable

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**Attachments:**

Proposed 2013 CDBG budget, Public Hearing Notice, and Annual Action Plan

## 2013 Community Development Block Grant Budget Spreadsheet

	2012 Award	2013 Request	2013 Staff Recommendation	2013 CDA Recommendation
<b>Public Service: 15% cap =</b> <span style="float: right;"><b>\$118,500</b></span>				
1 Community Action - Fatherhood Initiative and Skills Enhancement	\$ 18,193	\$ 60,000	\$ 16,695	\$ 16,695
2 Family Services - The Key: Transitional Living Program	\$ 6,367	\$ 8,000	\$ 5,843	\$ 5,843
3 Family Services - Beloit Domestic Violence Center: Emergency Housing	\$ 6,367	\$ 7,000	\$ 5,843	\$ 5,843
4 Family Services - Home Companion Registry for Senior Personal Care	\$ 18,193	\$ 15,000	\$ 12,450	\$ 12,450
5 Family Services - Homelessness Prevention and Rapid Rehousing Project	\$ 4,548	\$ 15,000	\$ 8,419	\$ 8,419
6 Hands of Faith - Emergency Shelter for Homeless Families	\$ 6,822	\$ 9,000	\$ 6,261	\$ 6,261
7 Merrill Community Center - Youth and Senior Programs	\$ 18,193	\$ 20,000	\$ 16,695	\$ 16,695
8 NHS - Promoting and Preserving Homeownership through Education and Counseling	\$ 17,551	\$ 50,000	\$ 16,107	\$ 16,107
9 Stateline Literacy Council - Hispanic Outreach for Comprehensive Literacy	\$ 18,193	\$ 30,000	\$ 16,695	\$ 16,695
10 Voluntary Action Center - Beloit Senior Chore Service	\$ 6,367	\$ 7,202	\$ 5,843	\$ 5,843
<b>Total Public Services</b>	<b>\$ 120,794</b>	<b>\$ 221,202</b>	<b>\$ 110,852</b>	<b>\$ 110,852</b>
<b>Planning and Program Administration: 20% cap =</b> <span style="float: right;"><b>\$136,020</b></span>				
*11 Fair Housing Activities	\$ -	\$ 25,000	\$ 15,000	\$ 15,000
12 Program Administration (No Application Needed)	\$ 155,000	\$ 134,000	\$ 118,248	\$ 118,248
<b>Total Planning and Program Administration</b>	<b>\$ 155,000</b>	<b>\$ 159,000</b>	<b>\$ 133,248</b>	<b>\$ 133,248</b>
<b>Code Enforcement</b>				
13 Community Development Dept. - Code Enforcement / Inspection Program	\$ 96,000	\$ 135,000	\$ 110,900	\$ 110,900
<b>Total Code Enforcement</b>	<b>\$ 96,000</b>	<b>\$ 135,000</b>	<b>\$ 110,900</b>	<b>\$ 110,900</b>
<b>Housing Rehabilitation</b>				
14 Community Development Dept. - Housing Rehabilitation Revolving Loan Program	\$ 115,971	\$ 162,500	\$ 130,000	\$ 130,000
<b>Total Housing Rehabilitation</b>	<b>\$ 115,971</b>	<b>\$ 162,500</b>	<b>\$ 130,000</b>	<b>\$ 130,000</b>
<b>Economic Development</b>				
*15 Economic Development - Commercial and Industrial Revolving Loan Fund	\$ -	\$ 50,000	\$ -	\$ -
<b>Total Economic Development</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 487,765</b>	<b>\$ 727,702</b>	<b>\$ 485,000</b>	<b>\$ 485,000</b>
<b>CDBG Funds Available</b>	<b>\$ 487,765</b>	<b>\$ 485,000</b>	<b>\$ 485,000</b>	<b>\$ 485,000</b>
<b>Surplus/Deficit</b>	<b>\$ 0</b>	<b>\$ (242,702)</b>	<b>\$ (0)</b>	<b>\$ (0)</b>



	2012 Estimated Program Income	2012 Actual Program Income	2013 Projected Program Income	
<b>Estimated Program Income</b>				
17 Economic Development Revolving Loan Fund	\$40,000	\$ 35,000	\$ 63,000	\$ 63,000
18 Code Enforcement	\$200,000	\$ 200,000	\$ 74,100	\$ 74,100
19 Housing Rehabilitation Revolving Loan Fund	\$100,000	\$ 61,000	\$ 50,000	\$ 50,000
20 Neighborhood Housing Services	\$10,000	\$ 9,000	\$ 8,000	\$ 8,000
<b>Total Estimated Program Income</b>	<b>\$350,000</b>	<b>\$ 305,000</b>	<b>\$ 195,100</b>	<b>\$ 195,100</b>
<b>Total CDBG Budget</b>	<b>\$837,765</b>		<b>\$ 680,100</b>	<b>\$ 680,100</b>

Pub Service Cap = (2013 Grant + 2012 PI) x 15%	118,500
Planning Cap = (2013 Grant + 2013 PI ) x 20%	136,020

## **PUBLIC NOTICE**

The City of Beloit will submit its 2013 Annual Action Plan, and its list of projects funded with Community Development Block Grant (CDBG) funds to the Department of Housing and Urban Development (HUD) before November 15, 2012.

This notice is to inform the public that a 30-day comment period on the Annual Action Plan and list of projects to be funded begins October 1 and ends October 31, 2012. The CDBG Budget and Annual Action Plan are available for review in the Neighborhood Planning Division, Third Floor, City Hall, 100 State Street, between 8:00 AM and 5:00 PM, Monday through Friday. The CDBG Budget and Annual Plan will also be available during the above timeframe on the City's website at [www.ci.beloit.wi.us](http://www.ci.beloit.wi.us) under City Departments - Community Development and at the Beloit Public Library during normal business hours. A public hearing on the proposed allocation of \$485,000 in new 2013 CDBG funds and approximately \$300,000 in program income will be held on October 15, 2012 during the City Council meeting in The Forum of City Hall. The City Council will take action on this proposal on November 5, 2012.

For further information or to submit comments, contact Teri Downing in the Community Development Department at (608)364-6705 or by email at [downingt@ci.beloit.wi.us](mailto:downingt@ci.beloit.wi.us).

Published:  
Beloit Daily News, September 29, 2012  
Stateline News, September 30, 2012



# Fourth Program Year 2013 Action Plan

The CPMP 2013 Annual Action Plan includes the SF 424 and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. As of May 2006, the Executive Summary narratives are required.

## Narrative Responses

### GENERAL

**GRANTEE: City of Beloit**

**CON PLAN PERIOD: 2010 to 2014**

#### **Executive Summary (92.220(b))**

1. **The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.**

PY 2013 Action Plan Executive Summary:

#### **Specific Housing Objectives**

- Develop a variety of housing alternatives in order to satisfy a wider range of housing needs.
- Use the existing programs and resources to improve Beloit's older housing stock.
- Promote the conversion of rental to owner-occupied housing in neighborhoods with unusually high percentages of rental properties.
- Promote homeownership as an alternative to renting for qualified households.
- Support programs that enable homeowners to retain their homes, including foreclosure prevention programs.
- Support programs that enable elderly and disabled families to sustain and maintain homes.
- Support neighborhood revitalization efforts.

#### Evaluation of Past Performance

- The City of Beloit provided housing rehabilitation loans to low to moderate income homeowners and landlords renting to low to moderate income tenants. This program generates income and consequently continues to be available each year.
- The City of Beloit supported Neighborhood Housing Services' Foreclosure Prevention Program, which helps people stay in their homes.
- The City of Beloit supported the Senior Chore Service program and the Home Companion Registry which helps the elderly and disabled live independently in their homes.

#### **Public Housing Strategies**

- The BHA will work with Neighborhood Housing Services (NHS) to provide homeownership opportunities for its clients.
- The BHA will work with community partners to provide volunteer opportunities for BHA residents and applicants, which exposes the extremely low-income, low-income and moderate-income households to opportunities to increase their job training skills, people skills and self-esteem.
- The BHA will conduct strategic planning to address immediate capital needs with HUD's Capital Funds Program grant money. The BHA may have the opportunity to use other resources such as CDBG funds, HOPE VI funds, and WHEDA funds for longer-term projects such as the tax credit project now underway.
- The BHA will encourage extremely low-income, low-income and moderate-income families to utilize the least resistive housing opportunities available to them. They have a choice of programs that include public housing, Section 8 rental assistance, Section 8 homeownership and Family Self-Sufficiency.

#### Evaluation of Past Performance

- The Beloit Housing Authority has partnered with NHS over the past several years to provide training and education opportunities for its Family Self-Sufficiency and Homeownership Voucher program participants.
- The Beloit Housing Authority contracted with Voluntary Action Center to provide volunteer opportunities for its public housing residents.

#### **Specific Homeless Strategies**

- The City will continue to support and strengthen the limited resources of agencies that provide services and facilities for homeless persons in the City of Beloit.
- The City will continue to support Family Services Association and Community Action, Inc. and their transitional housing programs.

- The City will continue to support non-profits such as NHS and Family Services Association that provide programs to prevent foreclosures such as credit counseling and foreclosure prevention grants.
- The City will support programs that provide a comprehensive strategy to address clients' needs including case management, supportive housing, and client advocacy.

Evaluation of Past Performance

- The City of Beloit continued to provide CDBG funding to homeless programs and services that meet critical needs.

**Action Plan Required Elements:**

**Geographic Distribution/Allocation Priorities:**

1. **Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year.**

\*Please note that maps or other attachments may be included as additional files within the CPMP Tool.

PY 2013 Action Plan Geographic Distribution/Allocation response:

CDBG programming will be provided City-wide, with priority given to areas with minority or low-income concentrations. Minority concentrations are census tracts in which the total percentage of minority households is higher than would be expected based upon average racial distributions. Census tracts 16, 17, 18 and 23 are classified as areas of minority concentration.

The 2005-2009 American Community Survey data shows low-income census tracts in the City of Beloit as 15, 16, 17, 18, and 21. All of these census tracts also have high concentrations of very-low income households. Roughly 26% of households in the City of Beloit are living at incomes at or below 30% of the County Median Income. However, the City will not be dedicating a set percentage of funds to any minority or low-income area.

2. **Describe the reasons for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.**

PY 2013 Action Plan Geographic Distribution/Allocation response:

Priority is given to those serving minority or low-income populations. The City also attempts to fund activities each year in the City's targeted neighborhoods, which include the Near Westside, Merrill and Shore Drive neighborhoods. The relative priority of needs was determined based on public comment received over the past five years. The City will not be dedicating a set amount of funds to any geographic area of the City. The majority of the programs funded are provided on a City-wide basis.

3. **Describe actions that will take place during the next year to address obstacles to meeting underserved needs.**

PY 2013 Action Plan Geographic Distribution/Allocation response:

One of the key obstacles to meeting the underserved needs in Beloit is lack of adequate funding or other non-financial resources to adequately address a particular problem. Insufficient funding precludes the City from appropriately addressing every worthy project and often includes allocating funding at less than an optimal amount. The City does not fund programs which duplicate the work of other programs.

Non-financial resource limitations include insufficient numbers of trained volunteers or staff to provide expertise and support for programs and language barriers. The City will also partner with the non-profits and others to consolidate resources. The City is part of the Rock County Homeless Intervention Task Force which works to consolidate resources, financial and non-financial, to meet the needs of all of Rock County.

**Sources of Funds:**

- 4. Identify the federal, state, and local resources the jurisdiction expects to receive to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan. (92.220(c)(1))**

PY 2013 Action Plan Sources of Funds response:

\$485,000 in Community Development Block Grant, \$137,673 in HOME Investment Partnerships program funds, approximately \$400,000 in Low Income Public Housing Operating Subsidy, \$3,135,000 in Housing Choice Voucher Housing Assistance Payment Subsidy, \$340,000 in Housing Choice Voucher Administrative Subsidy, and \$165,000 in Capital Fund Program dollars are expected to be available in 2013.

- 5. If you plan to dedicate funds within a local targeted area, provide the boundaries of the targeted area and an estimate of the percentage of funds you plan to dedicate to target area(s). (91.220(f))**

PY 2013 Action Plan Sources of Funds response:

We do not intend to dedicate funds within a local targeted area in 2013.

- 6. If your plan includes a Neighborhood Revitalization Strategy Area or Areas, please identify the census tracts for each NRSA and an estimate of the percentage of funds you plan to dedicate to the NRSA(s).**

PY 2013 Action Plan Sources of Funds response:

Our plan does not include a Neighborhood Revitalization Strategy Area.

- 7. Explain how federal funds will leverage resources from private and non-federal public sources.**

PY 2013 Action Plan Sources of Funds response:

The Community Development Block Grant funds used by local agencies are only a small portion of their overall budgets. However, these funds allow them to leverage other local dollars, including United Way funds, and other state, federal and private funds.

**8. Provide a description of how matching requirements of HUD’s programs will be satisfied.**

PY 2013 Action Plan Sources of Funds response:

There are no matching requirements for Community Development Block Grant Program. Janesville is the PJ for our HOME dollars, so the match requirements for the HOME program will be reflected in its Annual Action Plan. We do not receive any other federal funds with match requirements.

**9. If the jurisdiction deems it appropriate, indicate publicly owned land or property located within the jurisdiction that may be used to carry out the plan.**

PY 2013 Action Plan Sources of Funds response:

There is no publicly owned land or property which will be used to carry out the plan.

## **Managing the Process**

**10. Identify the significant aspects of the process, by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.**

PY 2013 Action Plan Managing the Process response:

Preparation of the Consolidated Plan included meeting with a steering committee (the Consolidated Planning Committee) which included members of the following organizations:

Beloit Youth Place	Merrill Community Center
Caritas	Neighborhood Housing Services
Community Action, Inc.	Stateline Literacy Council
Habitat for Humanity	Stateline United Way
Homeless Intervention Task Force	Voluntary Action Center
Home Companion Registry	

The Committee met three times over a 10 week period to discuss informational needs, develop formal strategies, and discuss public meetings. The City also held public hearings and hosted public meetings.

For the Annual Plan, a public hearing was held on July 18 to solicit citizen input on community development, housing, public housing and homeless needs in the City of Beloit. A notice was published in the newspaper and a notice was mailed to the City’s CDBG mailing list which includes service providers, citizens, neighborhood representatives, and business advocates. No one spoke at the public hearing.

- 11. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.**

PY 2013 Action Plan Managing the Process response:

The City is an active participant on several committees and boards including Neighborhood Housing Services of Beloit, African American Infant Mortality Coalition, Homeless Education Action Team, and the Homeless Intervention Task Force. Additionally, a City Council member is appointed to the Community Action Board. The City also has a good relationship with Rock County's Community Development and Health departments, and the City Manager meets with Rock County officials on a regular basis.

### **Citizen Participation (91.220(b))**

- 12. Provide a description of the process used to allow citizens to review and submit comments on the proposed consolidated annual plan, including how the plan (or a summary of the plan) was published for review; the dates, times and locations of a public hearing, or hearings; when and how notice was provided to citizens of the hearing(s); the dates of the 30 day citizen comment period, and if technical assistance was provided to groups developing proposals for funding assistance under the consolidated plan and how this assistance was provided.**

PY 2013 Action Plan Citizen Participation response:

The City of Beloit gave its citizens the opportunity to participate in an advisory role in planning, implementing, and assessing CDBG programs. Information about the goals of the CDBG program and the activities it funds was provided to all interested stakeholders. Public hearings were held to gauge the views of citizens. The City held a public hearing on July 16, 2012 to give citizens an opportunity to identify issues which needed to be identified in the Annual Plan. A notice was published in the Beloit Daily News on July 16 notifying the public of the public hearing. Additionally, the City put the notice on the City's website on July 11, and the City Manager discussed the public hearing in his weekly e-newsletter to the citizens. The notice was also mailed to the CDBG mailing list, which includes the non-profit organizations and other interested agencies which provide services to low income people in Beloit.

The Community Development Authority recommended the following funding priorities at their June 27 meeting and the City Council adopted them at the July 16, 2012 hearing: Public Service programs which help stabilize neighborhoods by keeping people in their homes, with priority given to innovative evidence based homeless assistance programs, foreclosure prevention, credit counseling, financial counseling, and utility assistance; Code enforcement; Housing Rehabilitation; Economic Development activities with priority given to Microenterprise Assistance; Program Administration; and Fair Housing.

The CDBG budget process began when a notices were published on July 21 in the Beloit Daily News and July 22 in The Stateline News announcing that applications were available. A notice was also mailed to the CDBG mailing list on July 21, 2012 notifying agencies and interested parties that applications were



available. Anyone needing assistance with filling out an application, determining the eligibility of a project or other CDBG assistance was helped.

The CDA reviewed the Annual Plan and budget on September 26, 2012 and recommended approval of both the plan and the budget. This meeting was provided to the media and posted on the City's website on September 21. A notice was published in the Stateline News on September 30, 2012 and in the Beloit Daily News on September 29, 2012 notifying the public of the 30-day public review period which began on October 1, 2012 and ended on October 31, 2012. This notice also notified the public that the plan and budget were available on the City's website, at City Hall and at the Beloit Public Library. It also informed the public that a public hearing would be held on October 15 and that final City Council action would take place on November 5, 2012. This notice was also mailed to the CDBG mailing list.

On October 15, a public hearing was held to give citizens an opportunity to comment on the proposed Annual Plan and proposed 2013 CDBG budget. On November 5, the Annual Plan, and 2013 CDBG budget were reviewed and approved at a City Council meeting.

The Beloit Daily News, Stateline News, City Hall, the Public Library, and the City of Beloit's website were also utilized to disseminate information to the public. The Beloit Daily News ran an article in the newspaper on September 1, 2012, as the Community Development Authority began the process of developing the CDBG budget, outlining the applications and the public process. The Beloit Daily News also included the CDBG Budget in an article on October 15, 2012 about the City's budget before it was approved on November 5. Citizens were able to review the Annual Plan at City Hall or the Beloit Public Library, and it was also posted on the City's website. Staff was available to provide assistance to Spanish-speaking residents who were interested in the plan documents. The City has bi-lingual staff in the Department who can provide this assistance.

- 13. Provide a summary of efforts made to broaden public participation in the development of the consolidated annual plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.**

PY 2013 Action Plan Managing the Process response:

The annual plan was developed using the information and priorities established in the five-year plan. The process for developing the five-year plan included the establishment of a Steering Committee comprised of representatives from a range of homeless and minority programs.

Organizations which provide assistance to person with disabilities including Home Companion Registry, the Beloit Housing Authority, and Senior Chore Service were represented on the committee. Stateline Literacy Council which provides services to the growing Hispanic population was also involved in the process. Hands of Faith, an organization which provides services to homeless families, and Community Action, which provides a multitude of housing and homeless programs, was represented on the committee. For the 2013 Annual Plan, objectives and goals were reflective of the original five-year plan, which included input from a broad array of groups.

Staff was available to provide assistance to Spanish-speaking residents who were interested in getting involved in the planning process. The City has bilingual staff in the Department who can provide this assistance.

**14. Provide a summary of citizen comments or views on the annual plan.**

PY 2013 Action Plan Managing the Process response:

No one spoke during the public hearing on July 16, 2012 or at the public hearing on October 15, 2012. No written comments were filed.

**15. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.**

\*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

PY 2013 Action Plan Managing the Process response:

All public comments are always accepted and reviewed for inclusion into the Strategic Plan and Annual Plan.

## **Institutional Structure**

**16. Describe actions that will take place during the next year to develop institutional structure.**

PY 2013 Action Plan Institutional Structure response:

The City of Beloit will work with non-profits, public institutions and the private sector to implement the Consolidated Plan and Annual Plan. The City will continue to utilize the Community Development Authority (CDA) for review of the Consolidated Plan, annual action plans, proposed CDBG funding and any CDBG budget amendments.

The entire Community Development Department, including the Beloit Housing Authority, is now located on the third floor of City Hall. Therefore, the City and the Housing Authority are now able to work more closely together and are striving to partner, where it is appropriate.

## **Monitoring**

**17. Describe actions to be taken that will take place during the next year to monitor your performance in meeting goals and objectives set forth in your Consolidated Plan.**

PY 2013 Action Plan Monitoring response:

On a quarterly basis, all CDBG applicants submit quarterly reports to the City, which are reviewed by City staff. Additionally, the City of Beloit will review the plan on a quarterly basis to ensure that goals and objectives are being addressed.

**18. Describe steps/actions to be taken during the next year to ensure compliance with program requirements, including requirements involving the timeliness of expenditures.**

PY 2013 Action Plan Monitoring response:

CDBG Subgrantees will continue to be required to submit quarterly reports, which contain information on the number of people served, progress made toward meeting their objectives and their financial status. Community Development staff will monitor the Subgrantees on an annual basis to ensure compliance with HUD regulations. Their financial reports are also reviewed at this time. Following these visits, letters are sent to Subgrantees when any problems are identified. Monitoring summaries are shared with the CDA and the City Council when they review and approve the CDBG budget.

On an annual basis, the City reviews the Consolidated Plan and Annual Action Plan to determine the progress made toward the goals, objectives and activities listed in the reports.

Mid-year, City staff reviews expenditure levels to ensure that caps are not exceeded. At this time, City staff also reviews current and prior year contracts to ensure that funds are expended in a timely manner.

The City of Beloit will monitor the progress of subgrantees throughout the year to ensure that they are expending their funds in a timely manner and providing the data required by the CDBG program. Additionally, the City will reallocate funds which are not being expended in a timely manner and/or work with subgrantees to ensure that funds are spent.

**19. Describe steps/action you will use to ensure long-term compliance with housing codes, including actions or on-site inspections you plan to undertake during the program year.**

PY 2013 Action Plan Monitoring response:

The City of Beloit has a construction specialist who monitors the housing rehab projects to ensure that all projects meet housing codes. Before any pay requests are processed for a grant, an on-site inspection is completed to ensure work is completed and housing codes are complied with. Additionally, construction work is always inspected by a building inspector.

The City also ensures that Neighborhood Housing Services obtains the required building permits for their new construction and housing rehab projects and provides on-site inspections of the projects. Additionally, the City has a fair housing code, and the Equal Opportunities and Human Relations Commission is responsible for any fair housing cases submitted to the City.

**20. Describe actions to be taken to monitor subrecipients (including sponsors or administering agents) during the next program year. This includes the monitoring of all programs, CDBG, HOME, ESG, or HOPWA, as applicable.**

PY 2013 Action Plan Monitoring response:

CDBG subgrantees will submit quarterly reports, which contain information on the number of people served, progress made toward meeting their objectives and their financial status. Staff will review the quarterly reports and ensure that subgrantees are meeting the goals and objectives outlined in their contracts and completing the tasks in a timely basis. Community Development staff monitor the subgrantees on an annual basis to ensure compliance with HUD regulations.

Their financial reports will also be reviewed at this time. Following these visits, letters will be sent to subgrantees when any problems are identified. Monitoring summaries will be shared with the Community Development Authority and the City Council when they review and approve the CDBG budget.

On an annual basis, the City reviews the Consolidated Plan and Annual Action Plan to determine the progress made towards the goals, objectives and activities listed in the reports.

The City receives its HOME dollars through the Rock County HOME Consortium. Janesville is the PJ for this consortium, so all HOME activities are reported through Janesville. The City does not receive ESG or HOPWA funds.

## Description of Activities

***\*If not using the CPMP Tool:** Complete and submit Table 3C*

***\*If using the CPMP Tool:** Complete and submit the Projects Worksheets and the Summaries Table.*

21. **The action plan must provide a summary of the eligible programs or activities that will take place during the program year to address the priority needs and specific objectives identified in the strategic plan.**

PY 2013 Action Plan Description of Activities response: (Use of the Summaries Table and Project Worksheets or Table 3C/2A will be sufficient. No additional narrative is required.)

The Projects Worksheets and Summaries Table provide information on the proposed projects for the 2013 Program Year.

In the project worksheets, projects are grouped under five projects: Code Enforcement, Economic Development, Housing Rehabilitation, Planning-Program Administration, and Public Services. The Code Enforcement Project includes the City's Code Enforcement and systematic Rental Inspection program in our deteriorated and deteriorating areas. The Housing Rehabilitation project includes the City's Housing Rehabilitation Revolving Loan Fund. The Planning-Program Administration project includes program administration activities. Finally, the Public Services project includes the following activities:

- Community Action – Supportive Services
- The Key – A Transitional Housing Program for Survivors of Domestic Violence
- Domestic Violence Center – Emergency Housing for Homeless Victims of Domestic Violence
- Greater Beloit Home Companion Registry
- Family Services – Homelessness Prevention and Rehousing Project
- Hands of Faith – Emergency Shelter for Homeless Families
- Merrill Community Center
- NHS – Foreclosure Prevention

- Stateline Literacy Council – Hispanic Outreach
- Beloit Senior Chore Service

## Summary of Specific Annual Objectives and Outcome Measures

*\*If not using the CPMP Tool: Complete and submit Table 2C and Table 3A.*

*\*If using the CPMP Tool: Complete and submit the Summary of Specific Annual Objectives Worksheets or Summaries.xls*

### 22. Provide a summary of specific objectives that will be addressed during the program year. (91.220(c)(3))

PY 2013 Action Plan Summary of Specific Annual Objectives response:

(Use of the Summaries Table and Project Worksheets or Table 3C/2A will be sufficient. No additional narrative is required.)

A summary of the specific objectives is addressed in the Summaries Table and Project Worksheets

### 23. Describe the Federal Resources, and private and non-Federal public resources expected to be available to address priority needs and specific objectives during the program year.

PY 2013 Action Plan Summary of Specific Annual Objectives response:

(Use of the Summaries Table and Project Worksheets or Table 3C/2A will be sufficient. No additional narrative is required.)

A summary of the specific objectives is addressed in the Summaries Table and Project Worksheets

### 24. Describe the outcome measures for activities in accordance with Federal Register Notice dated March 7, 2006, i.e., general objective category (decent housing, suitable living environment, economic opportunity) and general outcome category (availability/accessibility, affordability, sustainability). 91.220(e)

PY 2013 Action Plan Summary of Objectives/Outcomes response: (Use of the Summaries Table or Table 2C/Table 3A will be sufficient. No additional narrative is required.)

This information is provided in the Summaries Table and Table 2C/3A.

## HOUSING

### Annual Affordable Housing Goals (91.220(g))

*\*If not using the CPMP Tool: Complete and submit Table 3B Annual Housing Completion Goals.*

*\*If using the CPMP Tool: Complete and submit the Table 3B Annual Housing Completion Goals.*

25. **Describe the one-year goals for the number of homeless, non-homeless, and special-needs households to be provided affordable housing using funds made available to the jurisdiction and one-year goals for the number of households to be provided affordable housing through activities that provide rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units using funds made available to the jurisdiction. The term affordable housing shall be defined in 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership.**

PY 2013 Action Plan Annual Affordable Housing Goals response:  
The information is provided in Table 3B.

### **Needs of Public Housing (92.220(b))**

26. **Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.**

PY 2013 Action Plan Needs of Public Housing response:

The Beloit Housing Authority (BHA) will network with local agencies, departments and businesses to inform the public of available services for extremely low-income, low-income and moderate-income individuals.

- The BHA will partner with NHS to provide homeownership opportunities for its residents.
- The BHA will work with community partners to provide volunteer opportunities for BHA residents and applicants, which exposes the extremely low-income, low-income and moderate-income households to opportunities to increase their job training skills, people skills and self-esteem.
- The BHA will market available programs through local newspapers and radio stations. BHA staff will attend area Senior, Health, and Family events.
- The BHA will conduct strategic planning to address immediate capital needs with HUD's Capital Fund Program.
- The BHA will encourage extremely low-income, low-income and moderate-income families to utilize the least resistive housing opportunities available to them. They have a choice of programs that include public housing, Section 8 rental assistance, Section 8 homeownership and Family Self-Sufficiency.

The Housing Authority will also encourage residents to participate in the management of BHA through opportunities to serve on a resident council or the governing board, the CDA. There is currently one Section 8 participant on the CDA board who also purchased a home through the Homeownership Voucher program.

The Beloit Housing Authority maintains 131 public housing units and 598 Section 8 vouchers. As of October 2011, the waiting lists for housing were 276 for public housing and 549 for Section 8 vouchers.

Of the 131 Public Housing units, 65 units have undergone major rehab which was completed in December of 2011. Phase 2 which is comprised of the remaining 66 units, began in October of 2011 and will be completed in October of 2012. This project is possible due to tax credit investors and the use of HUD Capital Fund monies.

It is not expected that any units will be removed from the public housing inventory in the near future, but some were downsized due to the need of smaller units rather than the larger 4-bedroom units. Given the length of the waiting lists, we do not anticipate a decrease in the number of public housing units. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

PY 2013 Action Plan Needs of Public Housing response:

The Beloit Housing Authority is not a "troubled" public housing agency.

## **Antipoverty Strategy**

27. **Briefly describe the actions that will take place during the next year to reduce the number of poverty level families (as defined by the Office of Management and Budget and revised annually), taking into consideration factors over which the jurisdiction has control.**

PY 2013 Action Plan Antipoverty Strategy response:

Through local partnerships, the City is increasing employment while educating citizens and providing life improvement skills.

- The City will support programs that provide assistance to persons to increase their job skills and marketability.
- The Beloit Housing Authority will continue its Family Self-Sufficiency Program in 2013.
- The Beloit Housing Authority will continue to provide homeownership opportunities to Section 8 participants in cooperation with NHS in 2013.
- The City will support non-profit organizations that provide assistance and advocacy to low- and moderate-income residents.
- The City will use the Economic Development Revolving Loan Fund to increase the number of living wage jobs to low- and moderate-income persons in the community.

The Housing Authority requires all public housing residents to perform 8 hours of community service per month when the participating adult is unemployed. By doing this, adults are learning new skills, acquiring self confidence and opening doors for new opportunities.

The Housing Authority offers intensive case management to families which includes budgeting classes, mentors, educational opportunities, and preferences with local employers. Through local partnerships, the City is increasing employment while educating citizens and providing life improvement skills.

## **Barriers to Affordable Housing**

### **28. Describe the actions that will take place during the next year to remove barriers to affordable housing.**

PY 2013 Action Plan Barriers to Affordable Housing response:

1. The City updated its Analysis of Impediments to Fair Housing in January of 2012. The report concluded that the City has continues to meet the goals of affordable and fair housing.

The City has applied for 2013 CDBG funds to hire an intern to perform fair Housing outreach and education on a quarterly basis. City staff will continue enforcement activity in 2013.

The City's zoning and development regulations are comprehensive and progressive and pose no barrier to affordable and fair housing goals for the City.

### **29. Describe the actions that will take place during the next year to foster and maintain affordable housing.**

PY 2013 Action Plan Barriers to Affordable Housing response:

The City of Beloit will ensure that the affordable rental units are decent, safe and sanitary and meet local codes through its systematic rental inspection program.

The City of Beloit will support efforts by others to rehabilitate current tax credit projects.

The City of Beloit will provide financial resources for owner-occupants to maintain their homes.

The City of Beloit will provide financial resources for landlords to upgrade their rental units.

## **Lead-based Paint**

### **30. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.**

PY 2013 Action Plan Lead-based Paint response:

The Rock County Health Department will continue to refer families of children with high lead levels to the City of Beloit's program. We work jointly to solve these problems.



The City of Beloit will use its Lead Hazard Control Grant funds in concert with its housing rehabilitation funds. The lead funds will be used for the lead elements to make the house lead safe, and then the housing rehabilitation funds are used for other rehabilitation work needed to bring the home up to code. The City received additional lead dollars in 2009, which will expire in November of 2012. The City receives these funds through the State of Wisconsin, and they have applied for an extension through 2013 and are awaiting response.

The City of Beloit Housing Services Division requires all contractors hired through the Housing Rehabilitation Loan program to be certified lead safe, ensuring all work completed in project homes is performed in a lead safe manner and with lead-free replacement products.

The City will continue to operate the Rental Inspection program. Every rental unit in the City is inspected at least once every three years by inspection officials who are trained as Lead Hazard Investigators to look for lead risk in all units. If orders are written to correct a lead hazard, information is sent explaining how to fix the problem in a lead safe manner, and the property owner is cited if the lead issue is not corrected.

## HOMELESS

### Specific Homeless Prevention Elements

\*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

31. **Please describe, briefly, the jurisdiction's plan for the investment and use of available resources and describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2013. Again, please identify barriers to achieving this.**

PY 2013 Action Plan Specific Homeless Prevention response:

The City will provide funding through the CDBG program to programs that help chronically homeless individuals and families move into permanent housing and assist with any other issues they may have. Specifically, the City will support programs that provide:

- Outreach and assessment
- Supportive services
- Long-term case management and client advocacy
- Transitional housing
- Stabilization strategies to move homeless individuals into economic independence

The Beloit Housing Authority has established a local preference for individuals and families who are participants in the transitional living program for housing rental assistance and those who are victims of domestic violence.

A potential barrier to accomplishing these activities would be the financial viability of the agencies which provide homeless programs. For example, the Domestic Violence Center has struggled over the past several years financially, and continuing the transitional portion of the program, which provides the longer-term support and ensures that people stop the homeless cycle, is essential to achieving the goal of ending homelessness. Another barrier is the public support for these programs. If the public does not support these programs, the City Council could quit funding these programs with CDBG funds.

**32. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.**

PY 2013 Action Plan Specific Homeless Prevention response:

The City will continue to fund programs that provide financial assistance to individuals and families to prevent them from becoming homeless such as foreclosure prevention and emergency rental assistance identified through supportive case management.

The City will continue to support programs that provide rental assistance and supportive services to homeless persons or persons at risk of becoming homeless, such as Hands of Faith and Community Action.

The City will continue to support programs that provide credit counseling and foreclosure prevention programs.

The City will also continue serving on the Homeless Intervention Task Force Displacement Action Response Team, which provides a planned emergency response to mobilize resources in the event of a mass displacement of residents due to unfit conditions or condemnations.

**33. Discharge Coordination Policy—The jurisdiction must certify it established a policy for discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care, or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. (91.225 (c)(10))**

PY 2013 Action Plan Specific Homeless Prevention response:

The City will continue its involvement in the Homeless Intervention Task Force and its Resources Subcommittee, which continually addresses coordination of services and discharge as well as promotes the implementation of universal forms and participation in the State's homeless database, WI ServicePoint.

## **Emergency Shelter Grants (ESG)**

**34. If applicable, describe how the ESG matching requirements will be met.**

PY 2013 Action Plan ESG response:

This is not applicable. The City of Beloit does not received ESG dollars.

35. **(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.**

PY 2013 Action Plan ESG response:  
Not Applicable.

## NON-HOMELESS SPECIAL NEEDS HOUSING

### Non-homeless Special Needs (91.220 (c) and (e))

*\*If not using the CPMP Tool: Complete and submit Table 1B.*

*\*If using the CPMP Tool: Complete and submit Needs Table/Non-Homeless Needs.*

36. **Please describe any supportive housing activities being undertaken to address the priority housing needs of persons who are not homeless (elderly, frail elderly, persons with disabilities, persons with HIV/AIDS, persons with alcohol or other substance abuse problems).**

PY 2013 Action Plan Non-homeless Special Needs response:

The City will continue to support programs for seniors such as the Home Companion Registry, Senior Chore Service and Grinnell Hall.

The City will provide deferred housing rehab loans to special needs populations.

The Beloit Housing Authority has 40 housing units for the elderly and disabled, and has established a local preference for elderly and disabled residents.

The City will make special needs issues a priority when budgeting CDBG funds. The Beloit Housing Authority will continue to use its funds to provide services and housing to these populations.

## COMMUNITY DEVELOPMENT

### Community Development Block Grant

*\*If not using the CPMP Tool: Complete and submit Table 2B, Table 1C Summary of Specific Objectives.*

*\*If using the CPMP Tool: Complete and submit the Needs Worksheets/Non-Housing Community Development and Summary of Specific Annual Objectives Worksheets or Summaries.xls*

37. **Identify the estimated amount of CDBG funds that will be used for activities that benefit persons of low- and moderate-income (an amount generally not to exceed ten percent of the total available CDBG funds may be excluded from the funds for which eligible activities are described if it has been identified as a contingency for cost overruns.)**

PY 2013 Action Plan Community Development response:

\$485,000 in 2013 new grant dollars and an estimated \$195,100 in program income will be used for activities that benefit person of low- and moderate-income. \$74,100 of this is generated from LMI rental properties in the City-wide Rental Dwelling Permit program. This program requires all rental units to be inspected on a three year cycle to ensure the properties are maintained to the minimum standards outlined in the City's Property Maintenance Code.

**38. CDBG resources must include the following in addition to the annual grant:**

a. **Program income expected to be received during the program year, including:**

i. **The amount expected to be generated by and deposited to revolving loan funds;**

PY 2013 Community Development response:

\$120,000 is expected to be generated by and deposited to revolving loan funds.

**The total amount expected to be received during the current program year from a float-funded activity described in a prior statement or plan.**

PY 2013 Community Development response:

No funds are expected to be received during the program year from a float-funded activity described in a prior statement or plan.

b. **Program income received in the preceding program year that has not been included in a statement or plan;**

PY 2013 Community Development response:

There is not any program income that has been received in the preceding program year that has not been included in a statement or plan.

c. **Proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives in its strategic plan;**

PY 2013 Community Development response:

The City of Beloit does not have any Section 108 loan guarantees.

d. **Surplus funds from any urban renewal settlement for community development and housing activities; and**

PY 2013 Community Development response:

The City of Beloit does not have any surplus funds from an urban renewal settlement.

e. **Any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.**

PY 2013 Community Development response:

The City of Beloit does not have any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.

41.  **NA** If a jurisdiction intends to carry out a new CDBG float-funded activity, the jurisdiction's plan must include the following information:
- a. For the program income included in 1(b) above, the jurisdiction should identify the month(s) and year(s) in which the program income will be received; and which of the following options it will take for each float-funded activity to address the risk that the activity may fail to generate adequate program income:
    - i. amend or delete activities in the amount equal to any amount due from default or failure to produce sufficient income in a timely manner. (If this option is chosen, the action plan must include a description of the process it will use to select activities to be amended or deleted and how it will involve citizens in that process), OR
    - ii. obtain an irrevocable line of credit from a commercial lender for the full amount of the float-funded activity. (If this option is chosen, information on the float-funded activity in the action plan must include the lender and the terms of the irrevocable line of credit), OR
    - iii. agree to transfer general local government funds to the CDBG line of credit in the full amount of any default or shortfall within 30 days of the float-funded activity's failure to generate projected program income on schedule.

PY 2013 Community Development response:

The City of Beloit is not carrying out any float-funded activities.

39. **Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs, public facilities, public improvements, public services and economic development. (Use of Table 2B or the Community Development Needs Table is sufficient, additional narrative is not required)**
- a. For activity for which the jurisdiction has not yet decided on a specific location, such as when a jurisdiction is allocating an amount of funds to be used for making loans or grants to businesses or for residential rehabilitation, provide a description of who may apply for the assistance, the process by which the grantee expects to select who will receive the assistance (including selection criteria), and how much and under what terms the assistance will be provided.

PY 2013 Community Development response:

*Economic Development Revolving Loan Fund:* This loan fund provides loans to for-profit commercial, industrial or service sector businesses that will locate or expand in the City of Beloit by creating or retaining jobs.

Program funds are used to assist a business to finance exterior and interior building improvements, purchase land and building, new construction, purchase of machinery and equipment, land improvements, demolition, and leasehold improvements.

The program will loan a business up to 30 percent of the total project cost. The interest rate is as follows:

- If loaned in conjunction with a bank loan, 75 percent of the bank rate.
- Stand alone loans will be set at 75 percent of the Wall Street Prime rate at time of loan approval for projects with loan term greater than 10 years. 65 percent of Wall Street Prime rate for 1-10 year loan term.

The repayment terms are up to 25 years for land and buildings and 10 years for machinery and equipment.

The criteria used are the following:

- Ratio of Program dollars to the number of full-time equivalent (FTE) jobs created or retained, not to exceed \$35,000 per job. For FTE calculations, a full-time position will be employed 35 hours per week.
- At least 51 percent of the jobs created or retained must be available for low- to moderate-income persons.
- Ratio of Program dollars to private dollars in a project cannot be less than two private dollars for each Program dollar.
- Only those expenditures made within 18 months after approval of the Program loan shall be counted in the public/private dollar match.
- Applicant must contribute at least 10 percent equity into the project.

*Housing Rehab Revolving Loan Fund:* Housing rehab loans are available to any low- to moderate-income homeowner in the City of Beloit and any investor-owned rental units in the City of Beloit which is occupied by a low- to moderate-income family.

**Additional Criteria:** For homeowner loans, applicants must have equity in their homes, be free and clear of any judgments, and be current with their property taxes, with no delinquencies.

The individual loans available to owner-occupied properties are tailored to meet the applicant's financial needs and resources. Owner-occupied interest rates are 0 percent deferred payment loans or a 3 percent amortized loan. Investment property loans are offered at a fixed 3 percent rate.

The maximum loan amount for rehabilitation loans is \$20,000 for one dwelling unit, \$25,000 for two units and \$8,000 for additional dwelling units.

Owner-occupied property loans are available up to a 15-year term or can be deferred as long as the owner occupies the home. Investment property loans are available for ten years.

The Housing Rehab program consists of four loan programs: Owner-occupied Low Interest and Deferred Payment Loans, Rental Housing Rehab Program, Distressed Property Loan Program, and Construction Loan Program.

40. **Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.**

**(Use of Table 2B or the Community Development Needs Table and Summaries Table is sufficient, additional narrative is not required)**

PY 2013 Community Development response:

This information is provided in Table 2B.

41. **An “urgent need” activity may be included in the action plan only if the jurisdiction certifies that the activity is designed to meet other community development needs having a particular urgency because existing conditions pose a serious and imminent threat to the health or welfare of the community and other financial resources are not available.**

PY 2013 Community Development response:

The City of Beloit is not providing any funding for “urgent needs”.

### **HOME/ American Dream Down payment Initiative (ADDI)**

**NA**

42. **Describe other forms of investment not described in § 92.205(b).**

PY 2013 Action Plan HOME/ADDI response:

Not applicable.

43. **Describe how HOME matching requirements will be satisfied?**

PY 2013 Action Plan HOME/ADDI response:

Not applicable.

44. **If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.**

PY 2013 Action Plan HOME/ADDI response:

Not applicable.

45. **Describe the policy and procedures the PJ will follow to affirmatively market housing containing five or more HOME-assisted units.**

PY 2013 Action Plan HOME/ADDI response:

Not applicable.

46. **Describe actions to be taken to establish and oversee a minority outreach program within the jurisdiction to ensure inclusion, to the maximum extent possible, of minority and women, and entities owned by minorities and women, including without limitation, real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment banking, underwriters, accountants, and providers of legal services, in all contracts, entered into by the PJ with such persons or entities, public and private, in order to facilitate the activities of the PJ to provide affordable housing under the HOME program or any other Federal housing law applicable to such jurisdiction.**

PY 2013 Action Plan HOME/ADDI response:

Not applicable.

47.  **NA If you intend to use HOME funds for Tenant-Based Rental Assistance, describe the local market conditions that led to the use of the HOME funds for a tenant-based rental assistance program.**

PY 2013 Action Plan HOME/ADDI response:

Not applicable.

48.  **NA If the TBRA program will target or provide preference for a special needs group, identify that group from the Consolidated Plan as having an unmet need and show that the preference is needed to narrow the gap in benefits and services received by that population?**

PY 2013 Action Plan HOME/ADDI response:

Not applicable.

49.  **NA If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:**

- a. **Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.**



- b. **Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.**
- c. **State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.**
- d. **Specify the required period of affordability, whether it is the minimum 15 years or longer.**
- e. **Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.**
- f. **State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.**

PY 2013 Action Plan HOME/ADDI response:

Not applicable.

50.  **NA If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:**

- a. **Describe the planned use of the ADDI funds.**
- b. **Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.**
- c. **Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.**

PY 2013 Action Plan HOME/ADDI response:

Not applicable

## **Housing Opportunities for People with AIDS** **NA**

*\*If not using the CPMP Tool: Complete and submit Table 1B.*

*\*If using the CPMP Tool: Complete and submit Needs Table/HOPWA.*

51. **Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.**

PY 2013 Action Plan HOPWA response:

Not applicable.

52. **Specify the one-year goals for the number of low-income households to be provided affordable housing using HOPWA funds for short-term rent, mortgage, and utility payments to prevent homelessness; tenant-based rental assistance, units provided in housing facilities that are being developed, leased, or operated.**

PY 2013 Action Plan HOPWA response:  
Not applicable.

53. **Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.**

PY 2013 Action Plan HOPWA response:  
Not applicable.

54. **Identify the method for selecting project sponsors (including providing full access to grassroots, faith-based and other community organizations).**

PY 2013 Action Plan HOPWA response:  
Not applicable.

55. **Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.**

PY 2013 Action Plan HOPWA response:  
Not applicable.

## Other Narrative

Include any Action Plan information that was not covered by a narrative in any other section.

No Additional Narrative will be provided.

# CITY OF BELOIT

## REPORTS AND PRESENTATIONS TO CITY COUNCIL

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**Topic:** Public Hearing on the 2013 HOME Investment Partnerships Proposed Budget

**Date:** October 15, 2012

**Presenter(s):** Julie Christensen

**Department:** Community Development Authority

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

In July 2001, the City of Beloit, Rock County and City of Janesville formed the Rock County HOME Consortium. This allows us to receive HOME funds directly from the Department of Housing and Urban Development (HUD) similar to CDBG. We are required to hold a public hearing to seek community input on the proposed use(s) of the HOME funds awarded to the City.

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

1. According to HOME Investment Partnership Program guidelines, 15 percent of the HOME funds must be allocated to a Community Housing Development Organization (CHDO). In this HOME agreement, it was determined that this 15 percent would be allocated to a CHDO in Beloit. This agreement also established that the City of Beloit would receive 19 percent of the Consortium dollars awarded.
2. For 2013, we are estimating that the Consortium will receive \$404,922. Based on that budget, the City of Beloit's share would be \$76,935, and the CHDO share would be \$60,738.
3. On October 3, the Community Development Authority (CDA) recommended that the City's dollars be used to fund the City's Housing Rehabilitation Revolving Loan Fund for both owner-occupied and renter-occupied properties. At this time, the CDA is recommending that the CHDO dollars be used for acquisition-rehabilitation projects by either NHS or CAI. We will formally program those dollars in 2013.

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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.):**

- Consideration of this request supports Strategic Goal #4.

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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** – Not applicable
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** – Not Applicable
- **Reduce dependence on activities that harm life sustaining eco-systems** – Not Applicable

- **Meet the hierarchy of present and future human needs fairly and efficiently** – The CDA has proposed funding projects which meet the present and future housing needs of our community.

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**Action required/Recommendation:**

No Action – Hold Public Hearing Only

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**Fiscal Note/Budget Impact:**

This action does not have any impact on the City's operating budget. The entire program is funded with HOME and CDBG funds.

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**Attachments:**

**RESOLUTION**  
**APPROVING AN AMENDMENT TO THE 2011 AND 2012**  
**HOME INVESTMENT PARTNERSHIP (HOME) BUDGET**  
**RELATED TO COMMUNITY HOUSING DEVELOPMENT**  
**ORGANIZATION (CHDO) FUNDING**

**WHEREAS**, the Cities of Beloit and Janesville and Rock County have formed a Consortium which allows the City of Beloit to receive an annual allocation of 19 percent in HOME Investment Partnership (HOME) funds for City projects and awards 15 percent in HOME funds to a Community Housing Development Organization (CHDO) in Beloit, and

**WHEREAS**, Neighborhood Housing Services of Beloit (NHS) and Community Action of Rock and Walworth Counties are eligible Community Housing Development Organizations in the City of Beloit, and

**WHEREAS**, both entities have HOME-eligible acquisition-rehab projects underway in the City of Beloit which are consistent with the City's Consolidated Plan, and

**WHEREAS**, the timing of projects currently underway necessitates a budget amendment to allow both years of funding to be spent within the timeframes established by the Department of Housing and Urban Development.

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Beloit, Rock County, Wisconsin awards the 2011 CHDO funds to CAI's Merrill Housing Initiative and the 2012 CHDO funds to NHS' acquisition-rehabilitation program.

Adopted this 15th day of October, 2012.

**BELOIT CITY COUNCIL**

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Charles M. Haynes, Council President

**ATTEST:**

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Rebecca S. Houseman, City Clerk

# CITY OF BELOIT

## REPORTS AND PRESENTATIONS TO CITY COUNCIL

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**Topic:** Amendment to the 2011 and 2012 HOME Investment Partnerships Proposed Budgets

**Date:** October 15, 2012

**Presenter(s):** Julie Christensen

**Department:** Community Development Authority

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

In July 2001, the City Council approved an intergovernmental agreement with Rock County and Janesville regarding a Rock County HOME Consortium. This agreement created the Consortium and made us eligible to receive an annual allocation of HOME dollars. According to HOME Investment Partnership Program guidelines, 15 percent must be allocated to a Community Housing Development Organization (CHDO). In this HOME agreement, it was determined that this 15 percent would be allocated to a CHDO in Beloit. This agreement also established that the City of Beloit would receive 19 percent of the Consortium dollars awarded.

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

1. In November, 2011, the City Council approved using the City's 19 percent of Consortium HOME dollars for its Housing Rehabilitation Revolving Loan Fund, and awarding the 15 percent for the CHDO in Beloit to Neighborhood Housing Services of Beloit (NHS).
  2. Earlier this year, HUD submitted a letter to the Rock County Consortium regarding the expenditure of the CHDO funds. NHS is not spending these dollars in a timely manner which is problematic for the Consortium as a whole. Therefore, the City Council split the 2012 CHDO dollars between NHS and Community Action, Inc.
  3. Despite this budget modification, NHS is still struggling with timely expenditure of funds. Therefore, Janesville and Beloit staff and the CDA are recommending that the 2011 funds be awarded to Community Action that has a house in the Merrill Housing Initiative which can be completed with these funds, and that the 2012 funds be awarded to NHS to continue its acquisition-rehab projects. Both NHS and Community Action are agreeable to this budget modification.
  4. The 2011 CHDO funds amount to \$83,594, and the 2012 CHDO funds amount to \$60,738.
- 

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

- o Consideration of this request supports Strategic Goal #4.
- 

### **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** – Not applicable
  - **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** – Not Applicable
  - **Reduce dependence on activities that harm life sustaining eco-systems** – Not Applicable
  - **Meet the hierarchy of present and future human needs fairly and efficiently** – The CDA has proposed funding projects which meet the present and future housing needs of our community.
- 

### **Action required/Recommendation:**

CDA recommends approval of the proposed resolution

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### **Fiscal Note/Budget Impact:**

Not Applicable

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### **Attachments:**



**PROCEEDINGS OF THE BELOIT CITY COUNCIL**  
**100 State Street, Beloit WI 53511**  
**Monday, October 1, 2012**

Presiding: Charles M. Haynes  
Present: Sheila De Forest, Chuck Kincaid, Kevin D. Leavy, David F. Luebke, Mark Spreitzer, and James E. Van De Bogart  
Absent: None

1. The meeting was called to order at 7:01 p.m. in the Forum at Beloit City Hall.
2. PLEDGE OF ALLEGIANCE
3. SPECIAL ORDERS OF THE DAY/ANNOUNCEMENTS
  - a. Vice President Mark Spreitzer presented a proclamation declaring October 7-13, 2012 **National Fire Prevention Week** in the City of Beloit to Fire Chief Brad Liggett. Chief Liggett thanked the City Council for the proclamation and explained the Fire Department's outreach efforts. He also indicated that the Fire Code is designed to extend the amount of time people have to get out of a burning building and explained that efforts are being made to remove important sections of the Code to save money during building construction. He asked the Councilors for their continued support of the existing Fire Code. He encouraged the public to know and practice two ways out of the home and invited everyone to support the Survive Alive House by attending a fundraiser on October 13<sup>th</sup> from 11:00 a.m. to 4:00 p.m. at Pizza Hut. File 7148
4. PUBLIC HEARINGS
  - a. Community Development Director Julie Christensen presented a proposed Ordinance to amend the **Zoning Map** to change the Zoning District Classification from PLI, Public Lands and Institutions District, and C-1, Office District, to C-3, Community Commercial District, for the properties located at 220 and 250 Garden Lane. It was noted that the Plan Commission recommended approval 4-0. Ms. Christensen indicated that the property owners within 300 feet were notified of the public hearing and pending action. President Haynes opened the public hearing. Kelly Clobes, managing member of Jagger Bay Properties, indicated that she is here to answer any questions from the Council and the public. President Haynes closed the public hearing. Councilor Luebke made a motion to suspend the rules and offer a second reading of the ordinance, and Councilor Leavy seconded. Councilor De Forest reminded the Council that C-3 zoning would allow for alcohol use on this property. She made a motion to change the requested zoning classification from C-3 to C-2, Neighborhood Commercial District. The motion died for lack of a second. The motion to suspend the rules carried 6-1, with Councilor De Forest voting in opposition. On the merits of the ordinance, Councilor Leavy made a motion to enact and Councilor Luebke seconded. The motion carried 6-1, with Councilor De Forest voting in opposition. File 8538 Ordinance 3469
5. CITIZENS' PARTICIPATION
  - Mike Zoril, 1756 Carlyle Road, said that the new monitors in the Forum look great and he encouraged the City to use the old camera equipment in the 4<sup>th</sup> floor conference room to televise the agenda review meetings. He said that he was wondering why the City can require residency of employees but they cannot require residency for employees of new businesses. He also said that there should be significant cuts to the 2013 budget to even out the increase in taxes from the school district.
  - Monica Garrett, 1544 Porter Avenue, and Katie Smullen, 2121 E. Ridge Road, spoke regarding concerns of speeding, drug-dealing, dice games, and other illegal activity in the area around

Merrill School. Ms. Smullen said that she is the Principal of Merrill School and that she is willing to work with the police department and other groups to ensure the safety of the students at school and the residents in the neighborhood. Councilor Leavy said that the Council will pass their suggestions and information to the Traffic Review Committee and the Police Department, and Councilor De Forest said they should coordinate with the Porter Area Watch Group.

## 6. CONSENT AGENDA

Councilor Van De Bogart made a motion to adopt the Consent Agenda, which consists of items 6.a. through 6.f. Councilor Leavy seconded, and the motion carried that the Consent Agenda be accepted, approved, adopted, or referred and acted upon as required by state and local codes by a vote of 7-0.

- a. The **Minutes** of the Regular Meeting of September 17, 2012 were approved.
- b. The **Stateline Area Bike and Pedestrian System Plan** was referred to the Plan Commission. File 8008
- c. The application for a **Construction Easement** for the Broad Street Parking Lot was referred to the Plan Commission. File 8569
- d. The application for a **Class "B" Beer** License for Mexico Dominicana, LLC, Juan Carlos Taveras, Owner, located at 854 Henry Avenue, was referred to the ABLCC. File 8542
- e. The application for a **Class "A" Beer** License for S & S Express Mart, Inc., d/b/a S & S Express Mart, Inc., Harjinder Samra, Agent, located at 1407 Liberty Avenue, was referred to the ABLCC. File 8542
- f. The application for a **"Class A" Liquor** License (requested addition to an existing Class "A" Beer License) for Samra & Singh Inc., d/b/a Beloit Mobil, Harjinder Samra, Agent, located at 1902 Shopiere Road, was referred to the ABLCC. File 8542

## 7. ORDINANCES

- a. City Manager Larry Arft presented a proposed ordinance to amend Section 1.04 of the Code of General Ordinance of the City of Beloit relating to **residency requirements** of certain city employees. Manager Arft said that this Ordinance slightly softens the existing residency requirement for specific city employees. He said that the key managers would still be required to reside in the City of Beloit, but that the administrative managers would have some flexibility depending on their circumstances. He also said that this ordinance gives Beloit residents preference for employment if all other qualifications are equal. Manager Arft indicated that the ordinance would allow him to grant a waiver for certain administrative employees provided that they relocate to the City if they move. Councilor Leavy made a motion to lay this item over to the November 5<sup>th</sup> City Council meeting and have a workshop to review this issue. He indicated that his understanding from the previous workshop was that opinions on the Council varied and that there were still questions to be answered. He said that the issue impact people and that he does not want to rush through it. Councilor De Forest seconded, and the motion carried to lay the item over to November 5<sup>th</sup> 7-0. File 6543

## 8. APPOINTMENTS – none

## 9. COUNCILOR ACTIVITIES AND UPCOMING EVENTS

- a. Councilor Van De Bogart said that this is the first night everyone is using the new technology in the Forum. He said that he attended the ground-breaking ceremony at Converse School and that he attended a Chamber event downtown where Tim Storm spoke with entrepreneurs. He reminded the public to look for information on upcoming events such as the Thanksgiving Day Parade in November and Holidazzle in December.
- b. Councilor De Forest said that the Senior Fair is October 2<sup>nd</sup> from 10:00 a.m. to 2:00 p.m., and she thanked Senior Center Director John Kalkirtz and the committee for their hard work in organizing the event. She said that she is sad to hear that Mr. Kalkirtz is going to retire, and she asked for more leadership for the 2013 Senior Fair. She said that there will be a forum for the candidates for State Assembly in the Forum on October 2<sup>nd</sup>.
- c. Councilor Kincaid that that it was an honor to attend the 5<sup>th</sup> annual Fire Department Awards Ceremony on September 28<sup>th</sup>.



- d. Councilor Luebke said that he appreciates the new technology in the Forum. He said that he attended the ground-breaking at Converse School and that he will be at Merrill School on Friday. He said that the schools are the community and the community is the schools.
- e. Councilor Leavy thanked the high school students for attending the meeting. He told the students that their voices are important and that they can bring issues to the Council at these meetings.

#### 10. CITY MANAGER'S PRESENTATION

- a. Director of Finance and Administrative Services Paul York presented the **Proposed 2013 Operating, Library, and Capital Improvement Budgets**. It was noted that the budget document in its entirety is available for review at [www.ci.beloit.wi.us](http://www.ci.beloit.wi.us). Mr. York indicated that staff has been working for several months to put this document together. He summarized the contents of the 2013 Budget and said that the Council could ask detailed questions at the upcoming budget workshop. He said that there is a public hearing scheduled for October 15<sup>th</sup>, and the budget document is scheduled to be on the November 5<sup>th</sup> agenda. He said that there will be time for additional workshops if the Council requests them. Councilor De Forest said that she would like to have more discussion regarding why the golf course is in an Enterprise Fund even though it continues to lose money. She would also like more information about where the substantial increase in revenue from licensing and permits is coming from and have discussion about the health and dental internal funds. Councilor De Forest also pointed out that funds pulled from the Capital Improvements Budget cannot be used for operating costs. Councilor Spreitzer inquired about the use of fund balance to balance the 2013 budget, and Mr. York indicated that a small portion of the City's fund balance may be used provided that the City continues to adhere to its financial policies. Councilor Van De Bogart asked if this budget adheres to the ordinance with regard to fund balance, and Mr. York said that the use of fund balance is in compliance. File 8570.
- b. Mr. Arft asked the Council to schedule **Council Budget Workshop** for 8:00 a.m. on Monday, October 8, 2012 in the Community Room at the Beloit Public Library. Councilor Leavy made a motion to approve the date of the workshop, and Councilor Van De Bogart seconded. The motion carried 7-0.
- c. Operations Supervisor Jodine Saunders presented **Fall Yard Waste Collection** information for 2013. She discussed the options for yard waste removal including curbside collection in bags, subscription for vacuuming, and transporting bags to Leaflan Compost Center or Bedrock Grinding.

#### 11. REPORTS FROM BOARD AND CITY OFFICERS

- a. Parks and Leisure Services Director Brian Ramsey presented a resolution approving the Establishment and Naming of a **Dog Park** on the properties located at 2425 Springbrook Court and 1980 Willowbrook Road. It was noted that the Park, Recreation, and Conservation Advisory Commission recommended approval 5-0, and the Plan Commission recommended approval 4-0. Mr. Ramsey indicated that the area is roughly 1,800 square feet in area and that there are separate areas for large and small dogs. Councilor De Forest made a motion to adopt the resolution, and Councilor Spreitzer seconded. Councilor Van De Bogart asked how many dog licenses the City has been issued, and Mr. Ramsey said that he did not know. Councilor Van De Bogart said that a dog park is an expenditure of choice, not necessity, and that the City should make nice places for people to go instead of making nice places for dogs to go. He questioned the prioritization of this project over others requested by residents. Councilor Luebke inquired about the fees for residents and non-residents, and Mr. Ramsey said that there are fees for both with the non-residents paying slightly more. Councilor Luebke said that the dog park may keep people from taking their dogs to the farmers market. Councilor De Forest said that none of our parks are a "necessity" but that a dog park seems to be a good way to get some of the loose dogs out of other parks. Councilor Spreitzer said that a dog park is for people as well because it is an amenity that may attract people to our community. He said that other recent park improvements have been exorbitant, but that this project will have a great impact for a small amount of money. Councilor Leavy asked if we have information about how many people have requested this project. Councilor De Forest said that she has been on the Parks, Recreation and Conservation Advisory Commission for one year and recalls a survey done that asked residents what they would like to see in the park system and set priorities. She said that a dog park was at the top of the list. Mr. Ramsey also said that a dog park was high on the list of priorities in the

most recent Parks and Open Space Plan. Councilor Leavy said that he is not convinced that people will take their dogs to a dog park and that a dog park will not alleviate the issues with dogs running at large or unleashed in parks. Councilor Kincaid thanked Mr. Ramsey for the hard work in proposing this project and said that these facilities improve the quality of life in a community. Councilor Haynes said that dog owners know each other and that, while he does not intend to take his dogs to the park, he knows that most people he knows with dogs will use it. He said it a great project for a minimal cost. Councilor Haynes called the question, and the motion to adopt the resolution carried 5-2, with Councilors Leavy and Van De Bogart voting in opposition.  
File 8568

12. At 8:45 p.m., Councilor Leavy made a motion to adjourn the meeting, and Councilor De Forest seconded. The motion carried 7-0.

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Rebecca S. Houseman, City Clerk

[www.ci.beloit.wi.us](http://www.ci.beloit.wi.us)

Date approved by Council:



## PROCEEDINGS OF THE BELOIT CITY COUNCIL

### Special Meeting

October 4, 2012

6:30 p.m.

Presiding: Charles Haynes  
Present: Sheila De Forest, Chuck Kincaid, Kevin D. Leavy, David F. Luebke, and Mark Spreitzer, James E. Van De Bogart  
Absent: None

1. President Haynes called the meeting to order at 6:35 p.m. in the 4<sup>th</sup> Floor City Manger's Conference Room at City Hall.
2. City Manager Larry Arft gave a report regarding the status of the **Inman Parkway Extension Project**. He said that the Rock County Board tabled the matter until February 2013. Mr. Arft explained that the project must be ready to be bid by February 2014 in order to receive State funding and that the County Board's action effectively killed the project. He explained that the reconstruction of Prairie Avenue is also tied to the Inman Parkway project. Mr. Arft reviewed the alternative routes for the Inman Parkway project with the Council. Councilor De Forest expressed concern about the proximity of the road to the residents on Colony Court. City Engineer Mike Flesch said that the alternative routes create nearly 90 degree turns and may be unsafe for traffic. Councilor Spreitzer asked if the Town would support the Inman Parkway alternative B route if all other issues were addressed, and Mr. Arft and President Haynes said that the Town would support it.
3. Councilor Van De Bogart moved to adjourn into closed session pursuant to Wis. State 19.85(1)(c) for the purpose of consideration of negotiations with the Town of Turtle regarding **boundary agreements** and the bargaining thereof. Councilor Luebke seconded. The motion carried, and the Council adjourned into closed session at 7:08 p.m.
4. Councilor Luebke moved to reconvene into open session, and Councilor Van De Bogart seconded. The motion carried, and the meeting reconvened in open session at 8:45 p.m.
5. Manager Arft presented a resolution outlining assurances to the Town of Turtle regarding future negotiation of a new **boundary agreement**. He reviewed the main points of the resolution. Councilor Spreitzer suggested adding language that County Board acts in the affirmative no later than October 31, 2012. Councilor Luebke moved to adopt the resolution as amended, and Councilor De Forest seconded. Councilor Spreitzer made a motion to change the five-year extension to a two-year extension, and Councilor Van De Bogart seconded. The motion failed 3-4 with Councilors De Forest, Haynes, Leavy, and Luebke voting in opposition. The motion to adopt the resolution as amended carried 7-0. File 7782/8558
6. Councilor Leavy made a motion to adjourn the meeting, and Councilor Spreitzer seconded. The motion carried, and the meeting adjourned at 8:55 p.m.

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Jelene J Ahrens, WMCA  
Assistant Deputy City Clerk

[www.ci.beloit.wi.us](http://www.ci.beloit.wi.us)

Date approved by Council:

# CITY OF BELOIT

## REPORTS AND PRESENTATIONS TO CITY COUNCIL

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**Topic:** Ordinance Relating to Retail Sales/Service Accessory Uses – Council Referral to the Plan Commission

**Date:** October 15, 2012

**Presenter:** Julie Christensen

**Department:**

Community Development

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### Overview/Background Information:

Planning staff has drafted and the City Attorney has reviewed an Ordinance to amend one section of the Zoning Ordinance relating to the definition of Retail Sales/Service Accessory Uses.

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### Key Issues (maximum of 5):

- Retail Sales/Service Uses is a category of commercial land uses that includes four sub-categories, including Entertainment-Oriented, Personal Service-Oriented, Repair-Oriented, and Sales-Oriented. Each use category has a unique combination of zoning districts in which the use is permitted, conditional, or prohibited.
- The definition of Retail Sales/Service Uses is found in Section 11.2.5(e) of the Zoning Ordinance, and the definition of accessory uses in that category is found in Section 11.2.5(e)(2).
- Several retail business owners in the City engage in small-scale manufacturing of goods that are sold in their stores, which is legal based upon the definition of Retail Sales/Service Accessory Uses.
- However, several of these owners have requested the flexibility to expand their business by engaging in small-scale manufacturing of goods to be distributed to other retail outlets for sale off-site. The draft Ordinance, which is attached to this report, would legalize this practice. The draft Ordinance also adds parking as an accessory use, which was likely an inadvertent omission when the Ordinance was originally drafted.

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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.):

- Consideration of this request supports Strategic Goal #4.

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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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### Action required/Recommendation:

- Referral to the Plan Commission for the November 7, 2012 meeting
- This item will most likely return to the City Council for a public hearing and possible action on November 19, 2012

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

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**Attachments:** Proposed Ordinance

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

**AN ORDINANCE TO AMEND SECTION 11.2.5(e)(2) OF THE ZONING ORDINANCE, CHAPTER 19 OF THE CODE OF GENERAL ORDINANCES OF THE CITY OF БЕЛОIT RELATING TO RETAIL SALES/SERVICE ACCESSORY USES.**

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

**Section 1. Section 11.2.5(e)(2) of the Zoning Ordinance, Chapter 19 of the Code of General Ordinances of the City of Beloit, is hereby amended as follows:**

11.2.5 Commercial Use Categories.

(e) Retail Sales/Service.

2. Accessory Uses. Accessory uses may include **parking**, offices, storage of goods, **and** manufacture or repackaging of goods for on-site sale and **parking off-site sale, provided the manufacture or repackaging of goods for off-site sale is subordinate in area, extent, and purpose to the principal retail use.**

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

BELOIT CITY COUNCIL

By: \_\_\_\_\_  
Charles M. Haynes, Council President

ATTEST:

By: \_\_\_\_\_  
Rebecca S. Houseman, City Clerk

PUBLISHED: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

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

**RESOLUTION APPROVING CLASS "A" BEER LICENSE**

**WHEREAS**, an application has been received for a Class "A" Beer License for S & S Express Mart, Inc., located at 1407 Liberty Avenue; and

**WHEREAS**, the Alcohol Beverage License Control & Advisory Committee recommends approval for a Class "A" Beer License.

**NOW, THEREFORE, BE IT RESOLVED**, that the Class "A" Beer License for S & S Express Mart, Inc., located at 1407 Liberty Avenue, Harjinder Samra, Agent is hereby approved.

Dated this 15<sup>th</sup> day of October , 2012.

\_\_\_\_\_  
Charles M. Haynes, City Council President

ATTEST:

\_\_\_\_\_  
Rebecca S. Houseman, City Clerk



**ALCOHOL BEVERAGE LICENSE CONTROL COMMITTEE  
RECOMMENDATION**

**TO:** Beloit City Council  
**FROM:** Alcohol Beverage License Control Committee  
**DATE:** October 9, 2012  
**SUBJECT:** S & S Express Mart

The Alcohol Beverage License Control Committee recommends approval of a Class "A" Beer License for 1407 Liberty Avenue, Harjinder Samra, Agent.

Recommendation for approval carried 7-0.

Rebecca Houseman  
City Clerk





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

Submit to municipal clerk.

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

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

The undersigned duly authorized officer(s)/members/managers of Harjinder Samra  
(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  
S & S Express mart inc.  
(trade name)

located at 1407 Liberty Ave Beloit WI 53511

appoints Harjinder Samra  
(name of appointed agent)  
1985 Pebble Dr Beloit WI 53511  
(home address of appointed agent)

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

Yes  No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).  
Samra & Singh 1902 St Pierre Rd Beloit / S&S oil inc 2005 Riverside Dr Beloit / Lake mill mdr inc 219 S Main St Lake mill 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? 6 yrs

Place of residence last year Above

For: S & S Express mart inc  
(name of corporation/organization/limited liability company)  
 By: Harjinder Samra  
(signature of Officer/Member/Manager)  
 And: \_\_\_\_\_  
(signature of Officer/Member/Manager)

### ACCEPTANCE BY AGENT

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

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

[Signature] 9-21-12 Agent's age \_\_\_\_\_  
(signature of agent) (date)  
1985 Pebble Dr Beloit WI 53511 Date of birth \_\_\_\_\_  
(home address of agent)

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

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

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

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name) <u>Samra</u>		(first name) <u>Harjinder</u>		(middle name) <u>S.</u>	
Home Address (street/route) <u>1985 Pebble Dr</u>		Post Office	City <u>Beloit</u>	State <u>WI</u>	Zip Code <u>53511</u>
Home Phone Number <u>608 302-1730</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 / President of S & S Express Mart Inc  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

- How long have you continuously resided in Wisconsin prior to this date? 6 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)

- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
If yes, describe status of charges pending.

- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No

- If yes, identify. Samra & Singh Inc 1902 Shopiere Rd Beloit Beer  
(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. S & S Oil Inc 2405 Riverside Dr Beloit Beer/Liquor  
Lake Mill Mobil Inc 219 S. Main St Lake Mill Beer/Liquor

(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>Samra &amp; Singh Inc</u>	Employer's Address <u>1902 Shopiere Rd Beloit</u>	Employed From <u>2006</u>	To <u>still working</u>
Employer's Name	Employer's Address	Employed From	To

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

Subscribed and sworn to before me

this 21 day of September, 20 12

[Signature]  
(Clerk/Notary Public)

[Signature]  
(Signature of Named Individual)

My commission expires 9-22-13



Printed on Recycled Paper

Wisconsin Department of Revenue

**RESOLUTION APPROVING “CLASS A” LIQUOR” LICENSE**

**WHEREAS**, an application has been received for a “Class A” Liquor License for Samra & Singh Inc., d/b/a Beloit Mobil, located at 1902 Shopiere Road; and

**WHEREAS**, the Alcohol Beverage License Control & Advisory Committee recommends approval for a “Class A” Liquor License.

**NOW, THEREFORE, BE IT RESOLVED**, that the “Class A” Liquor License for Samra & Singh Inc., d/b/a Beloit Mobil, located at 1902 Shopiere Road, Harjinder Samra, Agent is hereby approved.

Dated this 15<sup>th</sup> day of October, 2012.

\_\_\_\_\_  
Charles M. Haynes, City Council President

ATTEST:

\_\_\_\_\_  
Rebecca S. Houseman, City Clerk



**ALCOHOL BEVERAGE LICENSE CONTROL COMMITTEE  
RECOMMENDATION**

**TO:** Beloit City Council  
**FROM:** Alcohol Beverage License Control Committee  
**DATE:** October 9, 2012  
**SUBJECT:** Samra & Singh, Inc., d/b/a Beloit Mobil

The Alcohol Beverage License Control Committee recommends approval of a "Class A" Liquor License being added to existing Class "A" Beer License at 1902 Shopiere Road, Harjinder Samra, Agent.

Recommendation for approval carried 4-3 with Metter, Marsden and Vickerman voting no.

Rebecca Houseman  
City Clerk

# ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning 20  
ending 6-30 2013

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

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

Applicant's Wisconsin Seller's Permit Number: 456-1020024737-03  
Federal Employer Identification Number (FEIN): 05-0621667

LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
Publication fee	\$ <u>50.00 Pd 9-21-12</u>
<b>TOTAL FEE</b>	\$

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): Samra & Singh Inc (Harjinder Samra)

An "Auxillary 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>Owner</u>	<u>Harjinder Samra</u>	<u>1985 Pebble Dr Beloit WI 53511</u>
Vice President/Member	_____	_____	_____
Secretary/Member	_____	_____	_____
Treasurer/Member	_____	_____	_____
Agent	<u>Harjinder Samra</u>	_____	_____
Directors/Managers	_____	_____	_____

3. Trade Name Beloit Mobil Business Phone Number 608 362-0484  
4. Address of Premises 1902 Shopiere 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 \_\_\_\_\_ and date \_\_\_\_\_ of registration.  Yes  No  
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company?  Yes  No  
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin?  Yes  No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Back Room, Coder and Check out, main sales floor

10. Legal description (omit if street address is given above): \_\_\_\_\_
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year?  Yes  No  
(b) If yes, under what name was license issued? Samra & Singh Inc Beer
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864]  Yes  No
13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776].  Yes  No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  Yes  No

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

### SUBSCRIBED AND SWORN TO BEFORE ME

this 21 day of September, 20 12

[Signature]  
(Clerk/Notary Public)

My commission expires 9-22-13

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

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

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

### TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>9-21-12</u>	Date reported to council/board <u>10-1-12</u>	Date provisional license issued <u>N/A</u>	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued <u>N/A</u>	

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

Submit to municipal clerk.

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

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

The undersigned duly authorized officer(s)/members/managers of Harjinder Samra  
(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 Beloit Mobil  
(trade name)

located at 1902 Shopere Rd. Beloit WI 53511

appoints Harjinder Samra  
(name of appointed agent)  
1985 Pebble Dr Beloit WI 53511  
(home address of appointed agent)

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

Yes  No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).  
545 oil inc 2405 Riverside Dr Beloit / Lake Mills Mobil 2195 Main St Lake Mills 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? 6 year

Place of residence last year Above

For: Samra & Singh Inc  
(name of corporation/organization/limited liability company)

By: Harjinder Samra  
(signature of Officer/Member/Manager)

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

**ACCEPTANCE BY AGENT**

I, Harjinder Samra  
(printtype agent's name), hereby accept this appointment as agent for the

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

Harjinder Samra 9/21/12  
(signature of agent) (date) Agent's age \_\_\_\_\_

1985 Pebble Dr Beloit WI 53511  
(home address of agent) Date of birth \_\_\_\_\_

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

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

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



**RESOLUTION APPROVING "CLASS A" LIQUOR LICENSE**

**WHEREAS**, an application has been received for a "Class A" Liquor License for Rollette Oil Company, d/b/a as Rollette Oil Company #1, located at 1451 Madison Road; and

**WHEREAS**, the Alcohol Beverage License Control & Advisory Committee recommends approval for a "Class A" Liquor License.

**NOW, THEREFORE, BE IT RESOLVED**, that the "Class A" Liquor License for Rollette Oil Company, d/b/a Rollette Oil Company #1, located at 1451 Madison Road, Paul R. Simon, Agent is hereby approved.

Dated this 15th day of October, 2012.

\_\_\_\_\_  
Charles M. Haynes, City Council President

ATTEST:

\_\_\_\_\_  
Rebecca S. Houseman, City Clerk





**ALCOHOL BEVERAGE LICENSE CONTROL COMMITTEE  
RECOMMENDATION**

**TO:** Beloit City Council  
**FROM:** Alcohol Beverage License Control Committee  
**DATE:** October 9, 2012  
**SUBJECT:** Rollette Oil Co., Inc.

The Alcohol Beverage License Control Committee recommends approval of a "Class A" Liquor License being added to existing Class "A" Beer License at 1451 Madison Road, Paul R. Simon, Agent.

Recommendation for approval carried 4-3 with Tilley, Metter and Vickerman voting no.

Rebecca Houseman  
City Clerk



# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name) <b>SIMON</b>		(first name) <b>PAUL</b>		(middle name) <b>RUSSELL</b>	
Home Address (street/route) <b>911 SUFFOLK DR</b>		Post Office	City <b>JANESVILLE</b>	State <b>WI</b>	Zip Code <b>53546</b>
Home Phone Number <b>608-755-1659</b>		Age	Date of Birth	Place of Birth <b>KAUKAUNA WI</b>	

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 ROLLETTE OIL CO INC  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

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

- How long have you continuously resided in Wisconsin prior to this date? 53 YEARS
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
 If yes, identify. We sell liquor @ our Stopper Rd. Store.  
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
 If yes, identify. \_\_\_\_\_  
(Name of Wholesale Licensee or Permittee) (Address By City and County)

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

Employer's Name <b>Rollette Oil Co</b>	Employer's Address <b>2104 BEDFORD AVE</b>	Employed From <b>01-01-86</b>	To <b>7-16-95</b>
Employer's Name <b>U.S. Oil Co.</b>	Employer's Address <b>COMBINED LOCKS WI</b>	Employed From <b>8-23-82</b>	To <b>01-02-86</b>

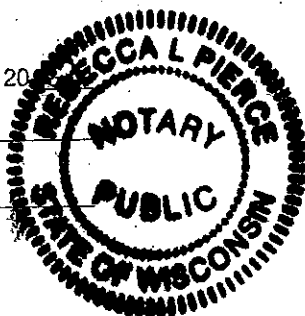
The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that 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 15<sup>th</sup> day of August, 2008

Rebecca L. Pierce  
(Clerk/Notary Public)

My commission expires 5/10/09



Paul R. Simon  
(Signature of Named Individual)



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 of BELOIT County of ROCK  
 City

The undersigned duly authorized officer(s)/members/managers of ROLLETTE OIL CO INC  
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as ROLLETTE OIL CO #1  
(trade name)

located at 1451 MADISON RD BELOIT WI 53511

appoints PAUL R SIMON  
(name of appointed agent)  
911 SUFFOLK 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).

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? 53 years

Place of residence last year 911 SUFFOLK DR JANESVILLE, WI 53546

For: ROLLETTE OIL CO  
(name of corporation/organization/limited liability company)

By: Paul R Simon U.P. Guy  
(signature of Officer/Member/Manager)

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

**ACCEPTANCE BY AGENT**

I, PAUL R SIMON, 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.

Paul R Simon 7-29-12 Agent's age \_\_\_\_\_  
(signature of agent) (date)

911 SUFFOLK 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)

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

**WHEREAS**, the agent of record for Beloit Express Inc., d/b/a Holiday Inn Express, located at 2790 Milwaukee Road, is Brenda Gould; and

**WHEREAS**, Speedway, LLC, has requested and the Alcohol Beverage License Control Committee has recommended that the agent be changed to Kelsey Szudy.

**NOW, THEREFORE, IT IS RESOLVED** that the new agent for Beloit Express Inc., d/b/a Holiday Inn Express, located at 2790 Milwaukee Road is Kelsey Szudy.

Dated this 15th day of October, 2012.

---

Charles M. Haynes, President  
Beloit City Council

Attest:

---

Rebecca S. Houseman, City Clerk



**ALCOHOL BEVERAGE LICENSE CONTROL COMMITTEE  
RECOMMENDATION**

**TO:** Beloit City Council  
**FROM:** Alcohol Beverage License Control Committee  
**DATE:** October 9, 2012  
**SUBJECT:** **Holiday Inn Express**

The Alcohol Beverage License Control Committee recommends approval of the change of Agent from Brenda Gould to Kelsey Szudy, at 2790 Milwaukee Road.

Recommendation for approval carried 7-0.

Rebecca Houseman  
City Clerk

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

Submit to municipal clerk.

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

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

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

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

Holiday Inn Express  
(trade name)

located at 2790 Milwaukee Rd.

appoints Kelsey Szudy  
(name of appointed agent)

30 S. Madison St. #1A Evansville, WI 53536  
(home address of appointed agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 24 years

Place of residence last year 1929 Victory St. #12 LaCrosse WI 54601

For: Beloit Express Inc.  
(name of corporation/organization/limited liability company)

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

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

**ACCEPTANCE BY AGENT**

I, Kelsey Szudy, 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.

Kelsey Szudy 8/29/12 Agent's age       
(signature of agent) (date)

30 S. Madison St. #1A Evansville, WI 53536 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) <u>Szudy</u>		(first name) <u>Kelsey</u>		(middle name) <u>A.</u>	
Home Address (street/route) <u>30 S. Madison St. #1A</u>		Post Office	City <u>Evansville</u>	State <u>WI</u>	Zip Code <u>53536</u>
Home Phone Number <u>608-658-7676</u>		Age	Date of Birth	Place of Birth <u>Madison, WI</u>	

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 Beloit Express Inc.  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

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

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

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

Employer's Name <u>Holiday Inn &amp; Suites</u>	Employer's Address <u>200 Pearl St. LaCrosse, WI 54601</u>	Employed From <u>4/2010</u>	To <u>7/2012</u>
Employer's Name	Employer's Address	Employed From	To

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

Subscribed and sworn to before me

this 28 day of September, 2012

[Signature]  
(Clerk/Notary Public)

My commission expires 9-22-13

X [Signature]  
(Signature of Named Individual)





**RESOLUTION**  
**APPROVING A TEMPORARY CONSTRUCTION EASEMENT AGREEMENT**  
**BETWEEN THE CITY OF БЕЛОIT AND HENDRICKS COMMERCIAL**  
**PROPERTIES, LLC FOR THE PROPERTY LOCATED AT 425 BROAD STREET**

**WHEREAS**, the attached Temporary Construction Easement Agreement between the City of Beloit and Hendricks Commercial Properties, LLC will allow a Temporary Construction Easement over a portion of the Broad Street parking lot property located at 425 Broad Street; and

**WHEREAS**, the attached Temporary Construction Easement Agreement will allow Hendricks Commercial Properties to use a portion of the parking lot as a staging and storage area for construction materials and equipment related to the redevelopment of the properties located at 416 – 432 E. Grand Avenue, commonly known as the Phoenix project; and

**WHEREAS**, the parking stalls outside of the fenced easement area will remain available as public parking stalls to serve the downtown business district; and

**WHEREAS**, the Plan Commission reviewed this item on October 3, 2012 and voted unanimously (6-0) to recommend approval of the Temporary Construction Easement Agreement.

**NOW, THEREFORE, BE IT RESOLVED** that the attached Temporary Construction Easement Agreement is hereby approved and the City Manager is hereby authorized to execute the agreement on behalf of the City of Beloit.

Adopted this 15<sup>th</sup> day of October, 2012.

**BELOIT CITY COUNCIL**

\_\_\_\_\_  
Charles M. Haynes, Council President

ATTEST:

\_\_\_\_\_  
Rebecca S. Houseman, City Clerk

# CITY OF BELOIT

## REPORTS AND PRESENTATIONS TO CITY COUNCIL

---

**Topic:** Temporary Construction Easement Agreement for the property located at 425 Broad Street

**Date:** October 15, 2012

**Presenter(s):** Julie Christensen

**Department:** Community Development

---

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

Hendricks Commercial Properties has submitted a proposed Temporary Construction Easement over a portion of the Broad Street parking lot property located at 425 Broad Street. The proposed Temporary Construction Easement will allow the applicant to use a portion of the parking lot as a staging and storage area for construction materials and equipment related to the redevelopment of the properties located at 416 – 432 E. Grand Avenue, commonly known as the Phoenix project. The proposed Temporary Construction Easement Agreement and Exhibit are attached to this report.

---

### **Key Issues:**

- The proposed easement was contemplated in the Development Agreement between the applicant and the City of Beloit. The easement area is needed because the existing buildings occupy virtually all of the private property owned by the applicant, and the proposed building will also extend to the front and side property lines.
  - In addition to the easement area, the applicant will be seeking a right-of-way permit to occupy the on-street parking stalls to the north of the project site along E. Grand Avenue. The remaining stalls outside of the fenced easement area will remain open to the public, and on-street parking will remain available on the north side of E. Grand Avenue and in the Mill Street parking lot.
  - The applicant will be submitting detailed site & architectural plans for this redevelopment project to Planning staff for review and approval in the near future.
  - The Plan Commission must review and the City Council must approve the granting of easements over City-owned properties.
  - The Plan Commission reviewed this item on October 3, 2012 and voted unanimously (6-0) to recommend approval of the Temporary Construction Easement Agreement.
- 

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

- Consideration of this request supports Strategic Goal #4.
- 

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

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

### **Action required/Recommendation:**

- City Council consideration and action on the proposed Resolution
- 

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

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

---

# CITY OF BELOIT

## REPORT TO THE BELOIT CITY PLAN COMMISSION

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**Meeting Date:** October 3, 2012

**Agenda Item:** 3

**File Number:** RPB-2012-07

**Applicant:** Hendricks Commercial Properties  
**Owner:** City of Beloit

**Location:** 425 Broad Street

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### Request Overview/Background Information:

Hendricks Commercial Properties has submitted a proposed Temporary Construction Easement over a portion of the Broad Street parking lot property located at 425 Broad Street. The proposed Temporary Construction Easement would allow the applicant to use a significant portion of the parking lot as a staging and storage area for construction materials and equipment related to the redevelopment of the properties located at 416 – 432 E. Grand Avenue, commonly known as the Phoenix project.

---

### Key Issues:

- The proposed easement was contemplated in the Development Agreement between the applicant and the City of Beloit. The easement area is needed because the existing buildings occupy virtually all of the private property owned by the applicant, and the proposed building will also extend to the front and side property lines.
- The proposed Temporary Construction Easement Agreement and Exhibit are attached to this report.
- As shown on the Exhibit, the applicant would occupy approximately 39 parking stalls during the project, and would secure the easement area using a 6-foot chainlink fence. The fence would prevent access to the construction site, but would not prevent access to the adjacent buildings not owned by the applicant.
- In addition to the easement area, the applicant will be seeking a right-of-way permit to occupy the on-street parking stalls to the north of the project site along E. Grand Avenue. The remaining stalls outside of the easement area will remain open to the public, and on-street parking will remain available on the north side of E. Grand Avenue and in the Mill Street parking lot.
- The applicant will be submitting detailed site & architectural plans for Planning staff review and approval in the near future.
- The Plan Commission must review and the City Council must approve the granting of easements over City-owned properties.

---

### Consistency with Strategic Plan:

- Consideration of this request supports City of Beloit Strategic Goal #4.

---

### 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 attached Temporary Construction Easement Agreement for a portion of the Broad Street parking lot property located at 425 Broad Street, subject to the following conditions:

1. The easement area shall be returned to regular use as a public parking lot upon issuance of any occupancy permit for the Phoenix building, but in no case later than December 31, 2013. ~~by July 1, 2013. The Director of Planning & Building Services may grant a one-time extension not to exceed three months.~~
2. ~~The applicant may not damage or destroy any trees or light poles as a result of this project, and any damage to curbs, sidewalks, and/or asphalt shall be repaired in accordance with the City Engineer's standards before the easement area is returned to regular use as a public parking lot.~~

---

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

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**Attachments:** Temporary Construction Easement Agreement & Exhibit

	Temporary Construction Easement Agreement <b>Title of Document</b>
<b>Document Number</b>	

THIS TEMPORARY CONSTRUCTION EASEMENT AGREEMENT (*Agreement*) is hereby granted by the City of Beloit, a Wisconsin municipal corporation (the *Owner*), to Hendricks Commercial Properties, LLC, a Wisconsin corporation (the *Grantee*).

**RECITALS:**

A. The Owner is the fee holder of the real estate described as the Construction Easement Area on the attached Exhibit A, which is a portion of the public parking lot located at 425 Broad Street.

B. The Grantee has requested that the Owner grant a temporary construction easement over the parcel described as the Construction Easement Area on attached Exhibit A.

C. This conveyance does not include any rights of easement or otherwise in the E. Grand Avenue right-of-way. Any access to that area by the Grantee will be pursuant to a Street Closure permit.

**AGREEMENT**

For good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

**1. Temporary Construction Easement.** The Owner hereby grants the Grantee a temporary construction easement in the Construction Easement Area for use during the demolition and reconstruction to be done by the Grantee in the area described as "existing buildings to be removed" as depicted on attached Exhibit A, which involves the properties located at 416, 418, 422, 430, & 432 E. Grand Avenue. Said temporary construction easement shall be effective immediately and shall expire upon issuance of any occupancy permit, but, in no case, not later than December 31, 2013. The Grantee acknowledges that the temporary construction easement area is used for parking by the Owner and shall be responsible for the complete restoration of any landscaping, lighting, curbing or other Owner improvements that are damaged or destroyed during the project. Said restoration shall be completed not later than December 31, 2013. Grantee shall also be responsible to replace any pavement removed to the line and grade as it existed prior to removal. Grantee shall also be responsible for the restoration of any other damage or destroyed property arising out of their use of the temporary construction easement. During the term of this easement the City and its designees or invitees shall continue to have reasonable access to and through the easement area for purposes of accessing dumpster facilities and for retail delivery services.

**2. Indemnification.** The Grantee shall indemnify the Owner from and against all loss, costs (including reasonable attorney fees), injury, death, or damage to persons or property that at any time during the term of this Agreement may be suffered or sustained by any person or entity in connection with the Grantee's activities conducted in the temporary construction easement area, except to the extent caused by the negligence or misconduct of the Owner or its agents or employees.

Recording Area

Name and Return Address

City Attorney  
 100 State Street  
 Beloit, WI 53511

206-

Parcel Identification Number (PIN)

This is not homestead property.

**3. General Compliance.** The Grantee, at its own expense, and with all due diligence, shall observe and comply with all laws, ordinances, rules, and regulations which are now in effect or may later be adopted by any governmental authority, and which may be applicable to the temporary construction easement area or any improvement on it or any use of it.

**4. Environmental Laws.** In furtherance and not in limitation of the foregoing paragraph, the Grantee must, at its own expense, comply with all laws, ordinances, regulations and administrative agency or court orders relating to health, safety, noise, environmental protection, waste disposal, hazardous or toxic materials, and water and air quality. In the event any discharge, leakage, spillage, emission or pollution of any type occurs caused by the Grantee upon or from the temporary construction easement area the Grantee shall immediately notify Owner and shall, at the Grantee's own expense, clean and restore the temporary construction easement area to the satisfaction of the Owner and any governmental body or court having jurisdiction of the matter.

**5. Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Wisconsin.

**6. Entire Agreement.** This Agreement sets forth the entire understanding of the parties and may not be changed except by a written document executed and acknowledged by all parties to this Agreement and duly recorded in the office of the Register of Deeds of Rock County, Wisconsin.

**7. Notices.** All notices to either party to this Agreement shall be delivered in person or sent by certified mail, postage prepaid, return receipt requested, to the other party at that party's last known address. If the other party's address is not known to the party desiring to send a notice, the party sending the notice may use the address to which the other party's property tax bills are sent. Either party may change its address for notice by providing written notice to the other party.

**8. Invalidity.** If any term or condition of this Agreement, or the application of this Agreement to any person or circumstance, shall be deemed invalid or unenforceable, the remainder of this Agreement, or the application of the term or condition to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each term and condition shall be valid and enforceable to the fullest extent permitted by law.

**9. Waiver.** No delay or omission by any party in exercising any right or power arising out of any default under any of the terms or conditions of this Agreement shall be construed to be a waiver of the right or power. A waiver by a party of any of the obligations of the other party shall not be construed to be a waiver of any breach of any other terms or conditions of this Agreement.

**10. Enforcement.** Enforcement of this Agreement may be by proceedings at law or in equity against any person or persons violating or attempting or threatening to violate any term or condition in this Agreement, either to restrain or prevent the violation or to obtain any other relief. If a suit is brought to enforce this Agreement, the prevailing party shall be entitled to recover its reasonable and documentable costs, including reasonable attorney fees, from the nonprevailing party.

**11. No Public Dedication.** Nothing in this Agreement shall be deemed a gift or dedication of any portion of the easements granted under this Agreement to the general public or for any public purpose whatsoever.

Dated: \_\_\_\_\_

*(signature page to follow)*

**OWNER:**

CITY OF BELOIT

By: \_\_\_\_\_  
Larry N. Arft, City Manager

ATTEST:

By: \_\_\_\_\_  
Rebecca S. Houseman, City Clerk

**UTILITY:**

HENDRICKS COMMERCIAL PROPERTIES,  
LLC

By: \_\_\_\_\_  
Diane Hendricks, Manager & CEO

STATE OF WISCONSIN     )  
  )SS  
COUNTY OF ROCK        )

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012, the above-named Larry N. Arft, City Manager and Rebecca S. Houseman, City Clerk, to me known to be such City Manager and Clerk of the City of Beloit, and to me known to be the persons who executed the foregoing instrument as such officers of said City, by its authority.

\_\_\_\_\_  
Notary Public, Rock County, Wisconsin  
My Commission is permanent  
or expires: \_\_\_\_\_

STATE OF WISCONSIN     )  
  )SS  
COUNTY OF ROCK        )

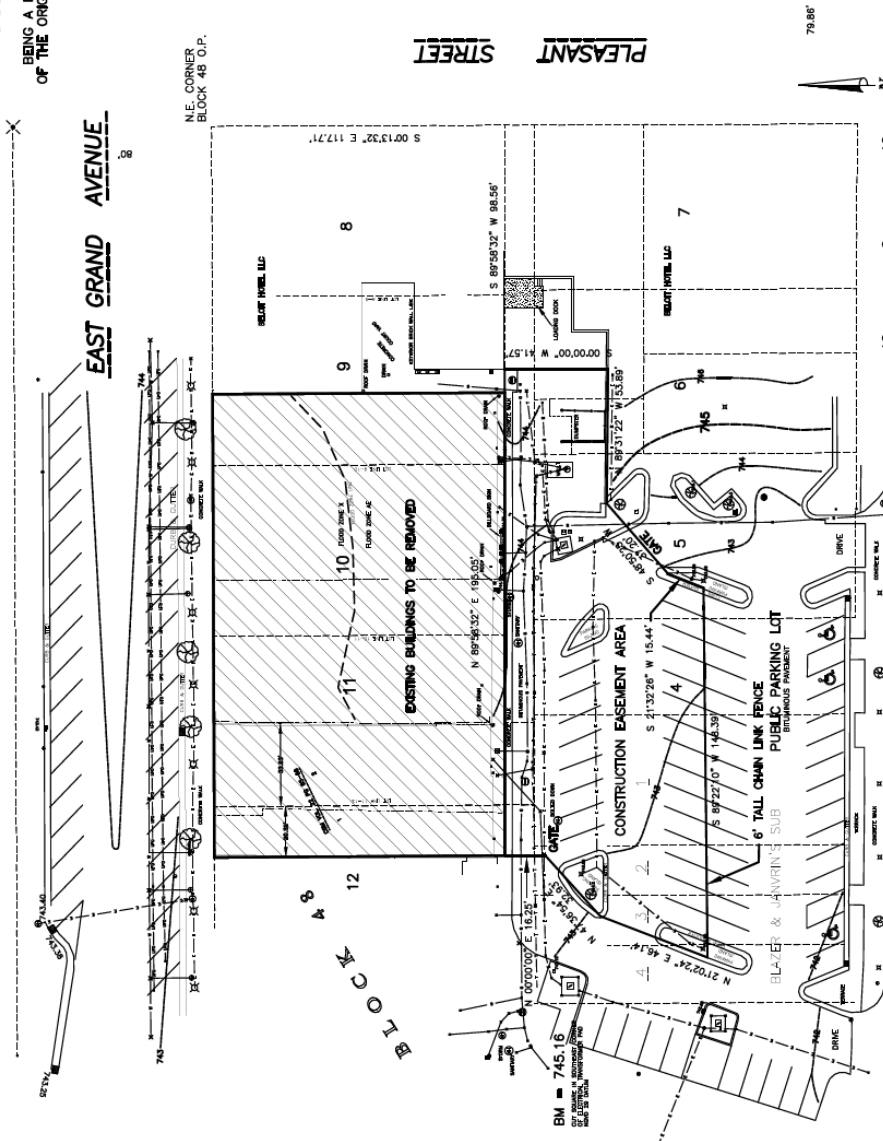
Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012, the above-named Diane Hendricks, Manager and CEO of Hendricks Commercial Properties, LLC, and to me known to be the person who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public, Rock County, Wisconsin  
My commission is permanent  
or expires: \_\_\_\_\_

This document was drafted by:  
Thomas R. Casper, City Attorney  
100 State Street  
Beloit, WI 53511  
tdh/files/11-1177/Easement=121003 1443 (c1n)

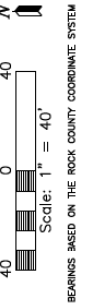
PHOENIX BUILDING PROJECT  
**CONSTRUCTION EASEMENT EXHIBIT**

BEING A PART OF LOTS 4-6 AND PART OF THE 10' PUBLIC ALLEY OF BLOCK 48  
 PLAT 100, PART OF THE 100' LOT OF BLAZER & JANVINY'S SUBDIVISION  
 OF THE ORIGINAL CITY OF BLOTT, ROCK COUNTY, WISCONSIN



**CONSTRUCTION EASEMENT AREA DESCRIBED AS FOLLOWS:**  
 Commencing at the Northeast corner of Block 48 of the Original Plot  
 in Block 48, thence South 0°13'22" East 117.71  
 thence South 89°58'32" West 98.56 feet to the place of beginning;  
 thence North 89°31'22" West 41.57 feet; thence North 89°31'22" West  
 21.92 feet; thence South 45°30'25" West 38.72 feet; thence South  
 45°30'25" West 38.72 feet; thence North 45°30'25" East  
 32.83 feet; thence North 0°00'00" East 46.14 feet; thence North 47°36'54" East  
 89°58'32" East 195.05 feet to the place of beginning.

REVISED OCTOBER 3, 2012



ORDER NO. 31420  
 FOR: HENDRICKS COMMERCIAL PROPERTIES, LLC  
 REVISED: SEPTEMBER 28, 2012  
 File Name: U:\31400-31450\31420-The Phoenix, Hendricks\CONSTRUCTION EASEMENT.DWG

October 15, 2012

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

The undersigned Charles M. Haynes, 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 October 8, 2012:

---

Charles M. Haynes, President  
Beloit City Council

**Appointments**

**Community Development Authority**

**Loretta Evans**, 1540 Oak Street, (replacing Stephen Smith) for a term ending December 31, 2015.

**Landmarks Commission**

Incumbent **Ruth Vater** for a term ending October 31, 2015

Incumbent **Lynette Johnson** for a term ending October 31, 2015

**Traffic Review Committee**

Incumbent **Dennis Walsh** for a term ending September 30, 2014

**PLEASE ANNOUNCE THE FOLLOWING VACANCIES**

Alcohol Beverage License Control Committee (1 vacancy for resident)

Appointment Review Committee (1 vacancy for resident)

Board of Appeals (2 vacancies [Alternates] for residents)

Board of Ethics (1 vacancy for former City Councilor, 1 vacancy for resident)

Disabled Parking Enforcement Assistance Council (3 vacancies for residents with disabled plates)

Equal Opportunities & Human Relations Commission (1 vacancy for resident)

Municipal Golf Committee (1 vacancy for youth representative)

Municipal Library Board (2 vacancies for residents of Beloit or towns adjacent to the City)

Park, Recreation & Conservation Advisory Commission (1 vacancy for youth)

Traffic Review Committee (1 vacancy for resident)



**RESOLUTION**  
**APPROVING THE STATELINE AREA BIKE AND PEDESTRIAN SYSTEM PLAN**

**WHEREAS**, the Stateline Area Bike and Pedestrian System Plan updates include: strategies for bicycle and pedestrian circulation networks, linking regional bicycle and pedestrian destinations, recommendations for community design for bicycle and pedestrian movement systems, and the incorporation of Americans with Disabilities Act (ADA) design guidelines, which were adopted by the Stateline Area Transportation Study (SLATS) Metropolitan Planning Organization of December 31, 2010; and

**WHEREAS**, the Stateline Area Bike and Pedestrian System Plan adopted by the Stateline Area Transportation Study (SLATS) Metropolitan Planning Organization on February 2, 2004 outlines a strategy for designing and implementing a safe, convenient and comprehensive bicycle and pedestrian network that serves all groups within the Stateline Area; and

**WHEREAS**, the plan provides detailed information on: regional demographics, existing community, county and state plans, existing facilities, and future facilities related to bicycle and pedestrian activities; and

**WHEREAS**, the plan provides: public participation, mapping recommended paths and connections, an analysis of current policies, recommended changes to current policies, and additions or improvements to current bicycle systems; and

**WHEREAS**, the plan provides information on: the public participation process which included two Open House Meetings, a Beloit Children's Focus Group, a South Beloit Children's Focus Group, a Bicycling Focus Group and six meetings with officials from local governments; and

**WHEREAS**, both the City Plan Commission and City Parks, Recreation & Conservation Advisory Commission after thorough review and discussion recommended approval.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the City Council of the City of Beloit, Rock County, Wisconsin does hereby approve the Stateline Area Bike and Pedestrian System Plan and directs that it is the principle guide used when planning and designing future bike and pedestrian paths.

Adopted this 15<sup>th</sup> day of October, 2012

**BELOIT CITY COUNCIL**

\_\_\_\_\_  
Charles M. Haynes, Council President

ATTEST:

\_\_\_\_\_  
Rebecca S. Houseman, City Clerk

# CITY OF BELOIT

## REPORTS AND PRESENTATIONS TO CITY COUNCIL

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**Topic:** Review and consideration of the Stateline Area Bike and Pedestrian System Plan

**Date:** October 15, 2012

**Presenter(s):** Michael Flesch

**Department:** City Engineer

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**Overview/Background Information:**

The Stateline Area Bike and Pedestrian System Plan, which was adopted by the Stateline Area Transportation Study Policy Committee (SLATS) and City Council in 2004, was recently updated. The purposed of the plan is to outline a strategy for designing and implementing a safe, convenient, and comprehensive bicycle and pedestrian circulation network in the Stateline Area.

---

**Key Issues:**

- The Plan Commission reviewed this item on October 3, 2012 and voted unanimously (6-0) to recommend approval of the updated Stateline Area Bike and Pedestrian System Plan.
  - The plan provides an inventory of the existing bicycle and pedestrian facilities, an analysis of the trends in biking and walking, and an overview of the planned bicycle and pedestrian facilities in the Stateline Area.
  - The plan was updated in 2010 and adopted by SLATS.
  - Updates to the plan include Plan maps, priority recommendation tables, incorporation of Americans with Disabilities Act (ADA) Guidelines, community design recommendations, and cost estimates for first priority recommendations.
  - A copy of the plan is available on the City's homepage under the "Items of Current Interest" section.
- 

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

- Consideration of this request supports Strategic Goal #4.
- 

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

- **Reduce dependence upon fossil fuels** – The adoption of this plan and its incorporation into other city policies will reduce vehicle trips by ensuring and offering multiple forms of transportation to residents.
  - **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 incorporation and implementation of this plan will provide affordable and efficient transportation alternatives to present and future residents.
- 

**Action required/Recommendation:**

- City Council consideration and action on the proposed Resolution
- 

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

---

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

---

# CITY OF BELOIT

## REPORT TO THE BELOIT CITY PLAN COMMISSION

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**Meeting Date:** October 3, 2012

**Agenda Item:** 4

**File Number:** RPB-2012-05

**Applicant:** Metropolitan Planning  
Organization – Stateline Area  
Transportation Study Policy Committee

**Owner:** N/A

**Location:** City-wide

---

### Request Overview/Background Information:

The Stateline Area Bike and Pedestrian System Plan, which was adopted by the Stateline Area Transportation Study Policy Committee (SLATS) and City Council in 2004, was recently updated. The purpose of the plan is to outline a strategy for designing and implementing a safe, convenient, and comprehensive bicycle and pedestrian circulation network in the Stateline Area.

---

### Key Issues:

- The Stateline Area Transportation Study (SLATS) is the designated Metropolitan Planning Organization (MPO) for the cities of Beloit and South Beloit, the village of Rockton, and the towns of Turtle, Beloit, and Rockton.
- The Bike and Pedestrian Plan first originated in 1994 and was updated in 2004.
- The plan provides an inventory on the existing bicycle and pedestrian facilities in the Stateline Area, regional demographics, regional trends in biking and walking, a regional biking and walking suitability analysis, and recommendations for incorporating and implementing the plan's goals and objectives into local public policies and processes (e.g. zoning, subdivision, administrative review, etc.).
- The current version of the plan was updated and adopted by SLATS on December 31, 2010.
- 2010 updates to the plan include updated Plan maps, priority recommendation tables, incorporation of Americans with Disabilities Act (ADA) Guidelines, community design recommendations, and cost estimates for first priority recommendations.
- The public was able to participate in the recent update to the plan by attending two public open houses, a Beloit Children's Focus Group, a South Beloit Children's Focus Group, a Bicycling Focus Group and six meetings with officials from local governments that were held at different venues throughout the region.
- The Plan Commission's role is to review the updated plan in order to provide an advisory recommendation to the City Council.

---

### Consistency with Comprehensive Plan and Strategic Plan:

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

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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** – The adoption of this plan and its incorporation into other city policies will reduce vehicle trips by ensuring and offering multiple forms of transportation to residents.
- **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 incorporation and implementation of this plan will provide affordable and efficient transportation alternatives to present and future residents.

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### Staff Recommendation:

The Planning & Building Services Division recommends **approval** of the Stateline Area Bike and Pedestrian System Plan.

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

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**Attachments:** Stateline Area Bike and Pedestrian System Plan