



**AMENDED**  
**AGENDA**  
**BELOIT CITY COUNCIL**  
**100 State Street, Beloit WI 53511**  
**City Hall Forum – 7:00 p.m.**  
**Tuesday, July 5, 2016**

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. SPECIAL ORDERS OF THE DAY/ANNOUNCEMENTS
  - a. Proclamation recognizing July as Park and Recreation Month (Ramsey)
4. PUBLIC HEARINGS
  - a. Public Hearing to Solicit Input on the Community Development, Housing, and Homeless needs in the City for Inclusion in the 2017 Annual Action Plan (Christensen)
5. CITIZEN PARTICIPATION
6. CONSENT AGENDA

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

- a. Approval of the Minutes of the Regular meeting of June 20, 2016 (Stottler)
- b. Application for a new Class “A” Beer and “Class A” Liquor (Cider only) License for Shopko Stores Operating Company, LLC, d/b/a Shopko, located at 2761 Prairie Avenue, Ben Broge, Agent (Stottler) Refer to ABLCC
- c. Application for a new Class “B” Beer and “Class C” Wine License for Victoria Rose LLC, d/b/a Victoria Rose, located at 946 Wisconsin Avenue, Francisco Amador, Agent (Stottler) Refer to ABLCC
- d. Application for a new Class “B” Beer and “Class C” Wine License for Royal Enterprizes LLC, d/b/a Ole Louisiana Cajun Café & Catering Co., located at 315 State Street, James H. Bennett Jr. Agent (Stottler) Refer to ABLCC
- e. Resolution approving Installation of a new Monument Sign at the Krueger Municipal Pool (Christensen) Plan Commission recommendation for approval 4-1
- f. Resolution Awarding Public Works Contract C16-09, Colley Road Reconstruction (Boysen)

- g. Resolution Awarding Public Works Contract C16-09A, Colley Road Traffic Signals (Boysen)
- h. Resolution Awarding Public Works Contract C16-11, Pavement Markings (Boysen)
- i. Resolution authorizing the City Manager to Enter into a State/Municipal Agreement with the Wisconsin Department of Transportation for STP-Urban project for the reconstruction of Prairie Avenue from Cranston Road to Huebbe Parkway (Boysen)

7. ORDINANCES

8. APPOINTMENTS

9. COUNCILOR ACTIVITIES AND UPCOMING EVENTS

10. CITY MANAGER'S PRESENTATION

- a. 2015 Comprehensive Annual Financial Report (CAFR) (Miller)

11. REPORTS FROM BOARDS AND CITY OFFICERS

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: June 29, 2016  
Lorena Rae Stottler  
City of Beloit City Clerk  
[www.beloitwi.gov](http://www.beloitwi.gov)

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

**WHEREAS**, recreation and parks programs are an integral part of communities throughout this country, including here in Beloit, Wisconsin; and

**WHEREAS**, our recreation and parks are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

**WHEREAS**, recreation and parks programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

**WHEREAS**, recreation and parks programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

**WHEREAS**, recreation and parks areas are fundamental to the environmental well-being of our community; and

**WHEREAS**, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

**WHEREAS**, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

**WHEREAS**, the U.S. House of Representatives has designated July as Recreation and Parks Month; and

**WHEREAS**, Beloit, Wisconsin recognizes the benefits derived from recreation and parks resources

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Beloit, Rock County, Wisconsin, hereby designates that July is recognized as National Recreation and Parks Month in the City of Beloit.

**Adopted this 5th day of July, 2016.**

**City Council of the City of Beloit**

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

**Attest:**

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



**PROCEEDINGS OF THE BELOIT CITY COUNCIL**  
**100 State Street, Beloit WI 53511**  
**City Hall Forum – 7:00 p.m.**  
**Monday, June 20, 2016**

Presiding: David F. Luebke  
Present: Sheila De Forest, Regina Dunkin, Regina Hendrix, Kevin Leavy, Mark Preuschl,  
Marilyn Sloniker  
Absent: None

1. President Luebke called the meeting to order at 7:00 p.m. in the Forum at Beloit City Hall.

2. PLEDGE OF ALLEGIANCE

3. SPECIAL ORDERS OF THE DAY/ANNOUNCEMENTS

4. PUBLIC HEARINGS - None

5. CITIZEN PARTICIPATION

- a. Andy Jorgensen, 10 Division Street, Milton addressed the Council as the 43<sup>rd</sup> Assembly District Representative announcing he would not seek another term and is now running for the Register of Deeds office in Rock County and asked for their vote August 9.
- b. Rick McGrath, 1747 Sherwood, Beloit addressed the Council to express appreciation to the Councilors for being supportive of maintaining housing standards in Beloit and supports the council's decision regarding the ordinance on the agenda tonight for Rental Unit Inspection Program and Rental Registration Certificates. Citizens like him don't have an association or lobby group and can't afford expensive attorneys, so he and the citizens of Beloit look to the council to protect that those standards are maintained and advanced.
- c. Jim Jones, 970 Bedford, Janesville addressed the Council as a candidate for the Rock County Treasurer on the Democratic Parties August 9<sup>th</sup> primary and would appreciate their vote.
- d. Bill Dorr, 836 Church St, Beloit addressed the Council regarding the now completed batting cage project out at the Snappers facility and provided a USB drive with pictures and details of the project. There are 22 volunteers who deserve recognition for their efforts on this project who donated more than 1200 man hours to make the project something the community can be proud of. He also complimented the City on the implementation of the new garbage containers and he's happy with the new process.
- e. Yuri Rashkin, 1804 Oakwood Ave, Beloit addressed the Council as a candidate for the Rock County Treasurer on the Democratic Parties August 9<sup>th</sup> primary and would appreciate their vote.

6. CONSENT AGENDA

Councilor De Forest requested to have items 6.c and 6.k be removed from the consent agenda. Councilors Preuschl and Leavy made a motion to adopt the consent Agenda items 6.a – 6.b, 6.d – 6.j and 6.l. Motion carried.

- a. The Minutes of the Regular meetings of June 6, 2016 were approved.
- b. A resolution approving Change of Agent on a Class "A" Beer and "Class A" Liquor (Cider only) License of Speedway LLC Owned by MPC Investment LLC, d/b/a Speedway #4087,

located at 148 Liberty Avenue from Susan Keough to Jacob M. Olson for License period ending June 30, 2016 was adopted. File 8688

- c. City Clerk Stottler presented a resolution approving Change of Agent on a Class “B” Beer and Reserve “Class B” Liquor License for Fiesta Cancun Authentic Mexican Restaurant of Beloit WI, d/b/a Fiesta Cancun Mexican Restaurant, located at 2648 Prairie Avenue from Jose Cortes to Lazaro De Vincente for License period July 1, 2016- June 30, 2017. The ABLCC recommended approval 7-0.

Councilor De Forest expressed concerns about this agent. The prior applicant for agent was denied because the application had discrepancies and violations that were not disclosed and now this applicant has discrepancies on their application, even if items were disclosed elsewhere. She’s uncomfortable granting the privilege of a license to someone who does not seem to have good judgment and may not be forthcoming based on the issues of this application so she will be voting against the recommendation. Councilor Leavy inquired about the Police Departments recommendation and whether or not they believed the applicant’s explanation. Clerk Stottler explained the interaction with Captain Risse and the applicant at the Alcohol Beverage License Control Committee. Attorney Krueger clarified that the applicant did disclose the violation, just not on the first form.

Councilor Preuschl asked if Mr. De Vincente was present tonight to ask questions of. Upon inquiry, he was not present. Councilor Preuschl pointed out that many other agents on the agenda tonight are present and it’s not too much to ask for him to be present for this appointment. Councilor Leavy expressed concern for an applicant who experienced issues at the committee level to not be present for the final decision. Councilor De Forest implored her colleagues to consider the gravity of the responsibility that comes with being an agent and the lack of responsibility shown by not being present for this decision reflects upon the ability of the agent to grasp the responsibility.

President Luebke asked what would happen if they didn’t approve the change of agent. Attorney Krueger explained that the establishment would not have an agent and therefore would not be able to possess, sell, or consume on premise until an agent was appointed. Contact with the restaurant would be made and they’d be told to cease until an agent is appointed. President Luebke respects the concerns pointed out this evening but is not comfortable with not accepting the recommendation of the committee. Councilor De Forest said the decision lies with us and while she appreciates the work of the committees and their recommendations, the responsibility for the City is on the Council. Councilors Luebke and Hendrix made a motion to approve the resolution as presented. Motion failed on a roll call vote of 4-3 with Councilors Dunkin, Luebke, Preuschl voted in favor.

Councilors De Forest, Leavy, Hendrix and Sloniker voted against. File 8721

- d. A resolution approving a new Class “B” Beer and “Class B” Liquor License for Wisco Kitchen, LLC, located at 302 State Street, Jacqueline Gennett, Agent for License period July 1, 2016- June 30, 2017 was adopted. File 8721
- e. A resolution approving a new Class “B” Beer License for Taqueria Azteca Beloit LLC, located at 1910 Shopiere Road, Ruben Rosas, Agent for license period July 1, 2016- June 30, 2017 was adopted. File 8721
- f. A resolution approving a new Class “B” Beer and “Class B” Liquor License for Zachariah Robert Davis, d/b/a The New Pop House, located at 863 Fifth Street, for license period July 1, 2016- June 30, 2017 was adopted. File 8721
- g. A resolution approving a new Class “A” Beer and “Class A” Liquor License for Madison Road Mart, Inc., located at 1343 Madison Road, Harjinder Samra, Agent for the License period July 1, 2016- June 30, 2017 was adopted. File 8721
- h. A resolution approving a renewal Class “A” Beer and “Class A” Liquor License for ND Gas, LLC, d/b/a Beloit Mobil on the Run, located at 2883 Milwaukee Road, Syed Saiful Jawad Hussaini, Agent for the license period July 1, 2016- June 30, 2017 was adopted. File 8721
- i. A resolution Authorizing Final Payment of Public Works Contract C15-11, Colley Road Interceptor Lining was adopted. File 8678

- j. An application for Installation of a new Monument Sign at the Krueger Municipal Pool was referred to Plan Commission. File 8722
- k. Director of Water Resources, Harry Mathos presented a resolution approving the 2015 Wastewater Utility Wisconsin DNR Compliance Maintenance Annual Report. He explained that the purpose of the Wisconsin Department of Natural Resources Compliance Maintenance Annual Report is to evaluate the wastewater treatment and collection systems for problems or deficiencies. Management, operation and maintenance activities are described. Owners identify proposed actions to prevent violations of WI Pollution Discharge Elimination System permits and water degradation.

This report promotes the owner's awareness and responsibility for wastewater treatment and collection needs, maximizes the useful life of wastewater treatment systems through improved operation and maintenance and initiates formal planning, design and construction for system upgrades. This is a report card for the facility and this year, they received straight A's as they have in the past. Councilor De Forest congratulated the staff on the positive report. She asked if there was anything else he could do to address compliance issues. He responded that in every aspect, they stress compliance over enforcement. His staff is very well versed in wastewater treatment and will do all they can to make as many as possible to voluntarily comply but the fine line to enforcement is respected and applied if necessary. Councilor De Forest asked about only televising 3% of our sewer line and whether or not that's enough to monitor for damage and issues that arise. Mr. Mathos explained that a benchmark is 6.8% and we've averaged 5% over the past few years. The DNR has recently requested 10%, however, staffing, equipment, and other budgetary priorities are factors that need to balance with that request. Councilors Leavy and Preuschl made a motion to approve the resolution as presented. Motion carried. File 5303

- l. A resolution authorizing the City Manager to apply for Visit Beloit's Community Improvement Grant was adopted. File 8635

## 7. ORDINANCES

- a. Community Development Director, Julie Christensen, presented a Proposed Ordinance to amend Sections 7.06(2)(c)1, 7.065, 14.02(9), 14.06(1), (2), (3), (4), (6), and 25.04(4)(d) of the Code of General Ordinances of the City of Beloit pertaining to Rental Unit Inspection Program and Rental Registration Certificates for a second reading. 2015 Wisconsin Act 176 was enacted in March 2016. Due to the Act, several changes were made to the rental dwelling permit program and are recommended to be made to the Municipal Code. They are discussed further below:

- The proposed ordinance renames the title of the document issued to property owners from annual "rental dwelling permit" to an annual "rental registration certificate" in various sections of the Municipal Ordinance.
- Section 2 provides a clearer explanation of the fees being charged for the Rental Inspection Program.
- Section 4 provides the rationale for the Rental Inspection Program that the City currently administers.
- Section 5 removes the provision which allowed the City to suspend the Rental Registration Certificate for failure to allow a rental inspection.
- Section 6 specifies the late fee amount will be established by City Council resolution. Currently, we follow the language in Section 14.012 which specifies that a late fee of \$5 or 20 percent of the license, whichever is greater. The fee resolution which is also on your agenda includes the same late fee that we currently are charging under this section of code.
- Finally, Section 12 specifies how we will transition from the Rental Dwelling Permit to the Rental Registration Certificate.

Councilors Hendrix and Leavy made a motion to adopt the Ordinance as presented. Motion Carried 5-1-1 with councilor De Forest voting against and councilor Preuschl abstaining.

- b. Captain Molland presented a proposed Ordinance to create Sections 14.03(3g) and (12)(bg), and to amend Section 25.04(4)(c) of the Code of General Ordinances of the City of Beloit pertaining to Possession/Use of Illegal Fireworks for a first reading, and is requesting the council suspend rules for second reading this evening. He explained that the ordinance changes are requested to address a local enforcement gap in current language of the ordinance that precludes the department's ability to locally enforce "possession" of illegal fireworks.

The current ordinance limits enforcement to use of an illegal firework as opposed to the statutory prohibition of possession and use. This can create difficulty in enforcement and requires all charges of possession to go to the circuit court for prosecution. The proposed changes adopt state statutory language relative to fireworks possession, including the exceptions thereto. The proposed ordinance will provide both the police and fire departments with greater enforcement capability in addressing fireworks violations. As this ordinance has not been reviewed in several years, it is the intent to revisit the entire ordinance related to fireworks to make it the provisions consistent with state law in the coming year.

This ordinance amendment will provide the ability for police and fire to locally enforce recurring issues with the use of illegal fireworks. Councilors Preuschl and Sloniker moved to suspend the rules and waive the second reading. Motion carried. City Manager Luther explained that last year, the city was bombarded with calls and complaints and this change in the ordinance allows law enforcement to apply the law and issue citations for those violating the rules. There is a public awareness initiative in place to inform the public of the potential for Councilors De Forest and Leavy made a motion to adopt the ordinance as presented. Motion carried. File 5839 Ordinance 3577

## 8. APPOINTMENTS

President Luebke presented the list of appointments being recommended by the Appointment Review Committee and explained that all appointments will be taken in one motion unless a councilor wishes to take up a nomination separately. Councilor De Forest inquired about our Ordinance prohibiting citizens from serving on more than one committee. Attorney Krueger explained that the Ordinance prohibits citizens from serving on more than one committee but not for serving in the capacity of a position like school board representative, as in this case tonight. Councilors Leavy and De Forest made a motion to appoint the candidates as presented. Motion carried.

- a. Alcohol Beverage License Control Committee File 6145  
Incumbent Dennis Baskin, Beloit School District's Representative for the 2016-2017 school year
- b. Equal Opportunities Commission File 7465  
Incumbent Steve Howland to a term ending June 30, 2019  
Incumbent Jennifer L. Perreault to a term ending June 30, 2019  
Incumbent Mary Weaver to a term ending June 30, 2019
- c. Municipal Library Board File 5991  
Shelly Cronin, 1719 Emerson St. (replacing Nora Gard) as Beloit School District's Representative for the 2016-2017 school year  
Martin Densch, 2796 E. Ridge Rd. (replacing Barbara A. Milsap-Morrow) to a term ending June 30, 2019  
Incumbent Angela P. Moore to a term ending June 30, 2019  
Incumbent Samantha Johnson to a term ending June 30, 2019
- d. Park, Recreation & Conservation Advisory Commission File 6180  
Shelly Cronin, 1719 Emerson St. (replacing Laurie Endres) as Beloit School District's Representative for the 2016-2017 school year

## 9. COUNCILOR ACTIVITIES AND UPCOMING EVENTS

- Councilor De Forest wanted to make sure the public was aware of some exciting police academy opportunities coming up in collaboration with the Beloit Police Department, Stateline Boys & Girls Club and Blackhawk Technical College on June 22 and July 27 with the purpose of seeking young people who may be interested in a career in law enforcement. Also, the construction program through community action is looking to start another round of training. This program has had great success. She has attended the Parks and Recreation meeting, the Big Hill Park Bike Trail dedication, the near west side walk, the Library Board meeting and the police departments listening session at Merrill community Center. She expressed condolences to the families of Amy Harper, Latreece Sandlin and Sue Jerslid.
- Councilor Sloniker walked through the westside neighborhood walk and the Bluff historical district, attended the Library Board meeting and the Big Hill Bike Path dedication.
- Councilor Dunkin attended the ribbon cutting ceremony at Big Hill Trail on June 9<sup>th</sup>. She went to the Farmer's market Saturday and is happy to see all the vendors in full season as well as some of the downtown stores full of people. She was with the Merrill Community Center Softball Coed League on Saturday and thanked a large group of volunteers who assisted with the camp and mentoring young people. She also expressed condolences to the families of Amy Harper and Latreece Sandlin.
- Councilor Preuschl toured the near west side last week. He was excited for the first Music at Harry's and the turnout was wonderful. He also shared condolences for the community's loss. He encouraged people to get out to Big Hill Park's bike trail.
- Councilor Leavy had no report.
- Councilor Hendrix didn't want to reiterate what has been shared already.
- President Luebke only added the renovation at 920 Park Avenue and is pleased with the improvements and hopes the units can be kept in good condition and continues to add to the City's positive image.

## 10. CITY MANAGER'S PRESENTATION - None

## 11. REPORTS FROM BOARDS AND CITY OFFICERS

- a. Community Development Director, Julie Christensen, presented a resolution authorizing Schedule of Fees and Charges for Residential Rental Unit Inspections and Annual Rental Registration Certificates. The Rental Registration and Rental Inspection Ordinance earlier on the agenda provides for fees to be established by City Council Resolution.

The rental inspection fees were first introduced in the 2014 budget and the schedule of fees in this resolution are similar to those fees. The Annual Rental Registration Certificate fee and late fee are identical to what is currently being charged for the Annual Rental Permit.

Councilors Leavy and Hendrix made a motion to adopt the resolution as presented. Motion carried 6-1 with councilor De Forest voting against. File 5130
- b. Community Development Director, Julie Christensen, presented a resolution approving Mutual Cooperation Agreement with the City of Janesville, The City of Edgerton, The City of Evansville, The City of Milton, The Village of Clinton, The Village of Footville, The Village of Orfordville, and the County of Rock Including Political Subdivisions Therein, to form a Federal Home Program Consortium. In July 2001, the City of Beloit, Rock County and City of Janesville formed the Rock County HOME Consortium and entered into a Mutual Cooperation Agreement Under the National Affordable Housing Act. This allowed us to receive HOME funds directly from the Department of Housing and Urban Development (HUD). This agreement awarded funds to a Community Housing Development Organization (CHDO) in Beloit; the cities of Beloit and Janesville and Rock County, and set aside funds for weatherization activities on a county-wide basis. The initial agreement allowed us to renew the agreement every three years.

The new agreement, as proposed, has several changes. They are outlined below:

- a. All of the cities and villages in Rock County are required to sign the agreement this time, rather than Rock County only.
- b. The CHDO funds will be available to be used anywhere in Rock County. As a Consortium, we will solicit projects on a county-wide basis and meet to determine as a Consortium which project will be selected each year. The amount available for CHDO projects has been increased from 15 percent to 16 percent. HUD regulations require the CHDO share to be at least 15 percent.
- c. The amount allocated to the members has been adjusted due to the change in the CHDO funding: Beloit's share increases from 19 percent to 28 percent, Janesville's share decreases from 34 percent to 30 percent, and Rock County's share decreases from 17 percent to 16 percent.
- d. Janesville is the Lead Agency for the Consortium and therefore has more administrative responsibilities than Beloit or Rock County. Therefore, this agreement allocates additional administrative funds to Janesville.

Although Community Action was added to the Consortium Agreement in the last amendment approved last year, HUD regulations only allow municipalities and counties to be part of Consortium agreements. Therefore, in the agreement, neither NHS or Community Action have allocations awarded to them. We have met with both agencies and have pledged to work cooperatively with them in using the City's HOME allocation each year. They do have the ability to apply for the CHDO funds each year.

Councilors De Forest and Dunkin made a motion to adopt the resolution as presented.

Motion carried. File 8663

- c. Community Development Director, Julie Christensen, presented a resolution Committing HOME Funds to Community Action Inc., for 2017-2021 Fresh Start Projects in Beloit. The current HOME intergovernmental agreement includes funding for Community Action for rehabilitation projects. The new intergovernmental agreement between the City of Beloit and the cities and villages in Rock County does not include any funding for Community Action, Inc. Community Action, Inc. currently uses HOME funds to complete the houses rehabbed under its Fresh Start program. The Fresh Start program provides funding for the staff that is trained in construction.

Additional funding is needed for other rehabilitation expenses. HUD does not allow Consortiums to include non-profit agencies in the Consortium agreements. Without the use of these dollars, Community Action, Inc. may not be able to apply for additional Fresh Start dollars. The HOME funding is essential to operating this program in Beloit. The City is proposing to allocate HOME funds to CAI as part of its annual budget process. An application process will be created to award these funds.

Councilors De Forest and Leavy made a motion to adopt the resolution as presented. Motion carried. File 8663

- d. City Attorney Elizabeth Krueger presented a resolution authorizing the School District of Beloit an extension for outstanding Special Assessments at 2231 Trevino Court, Beloit Wisconsin. Blackhawk Bank is the current owner of the four unbuilt residential lots located in Western Hills Subdivision with a common address of 2231 Trevino Court. Blackhawk Bank wishes to gift the lots to the Beloit School District for inclusion in its REACH/student house build program.

The School District's stated goal of the program is not only to help prepare students for continued education but to also help revitalize neighborhoods in the Beloit community when feasible.

The School District is requesting a multi-year deferral of special assessments levied upon said lots by the City of Beloit. Assuming Council grants this request, staff is recommending the following conditions:

1. The School District must pay off all delinquent taxes and special assessments at the

time that title transfers from Blackhawk Bank to the School District, which currently totals \$18,657.83 if paid by the end of August.

2. The City will waive the requirement that the special assessment is due and must be paid in full for the aforementioned lots at the time of a request for a building permit or at the time that title to the property is transferred, provided the conditions of this resolution are satisfied.
  3. The special assessments must be paid off at the time that the property is sold or title is otherwise transferred from the School District to a third party.
  4. If the lot or lots do not sell or title is not otherwise transferred by November 1, 2019, the entire deferred special assessment, including any outstanding interest will be placed on the tax roll on November 15, 2019, with a due date of January 31, 2020.  
Councilors Dunkin and Sloniker made a motion to adopt the resolution as presented.  
Motion carried. File 8260
- e. Community Development Director, Julie Christensen, presented a resolution Authorizing the Sale of a Portion of City-Owned property at 1601 Gateway Boulevard to New Leaf Homes, LLC. In 2003, the preliminary plats for Eagles Ridge Subdivision and Eagles Ridge West Subdivision were approved by the City (see attached plats). The first phase of each development was subsequently approved and construction began. 34 houses were constructed between 2004 and 2008, and then construction stalled. Since 2012, construction has started to increase. One building permit was issued in 2012, one was issued in 2013, three were issued in 2014, four were issued in 2015, and three have already been issued in 2016.
1. In 2012, the City purchased the remainder of the land located in the Eagles Ridge West Subdivision from the developer, MLG. In 2014, the City subdivided the land into two parcels. The first parcel, addressed 1601 Gateway Boulevard, is 8.6 acres, and the second parcel, addressed 1801 Gateway Boulevard, is 35.44 acres. They were subsequently rezoned PLI, Public Lands and Institutions District, and C-1, Office District, respectively. The land zoned PLI was intended to provide a buffer between the single family residential homes already constructed along Eagles Ridge Drive and any future commercial development which would be constructed at 1801 Gateway Boulevard.
  2. New Leaf Homes began constructing houses on the platted lots in the two subdivisions in 2013. To date, 11 residential building permits have been approved for New Leaf Homes in the Eagles Ridge subdivisions. New Leaf Homes has constructed six houses and currently has five houses under construction. New Leaf Homes is interested in continuing to build houses in the Gateway.
  3. New Leaf Homes submitted an Offer to Purchase approximately two acres of land located at the end of Raven Drive on May 27, 2016 (see attached Location Map). The City Attorney drafted and submitted a Counter-Offer which was signed by the purchaser on June 9, 2016. The proposed offer for your consideration is for \$20,000 and is contingent upon receiving approval of a Comprehensive Plan Amendment, Rezoning, Certified Survey Map, Preliminary and Final Plat, and Development Agreement. The offer is also contingent upon the buyer obtaining a Certified Survey Map to divide this land from the remaining land that the City will retain. If approved, the closing would not occur until all land use approvals have been granted by the City of Beloit. However, if the contingencies are not satisfied by December 31, 2016, the counter-offer shall be null and void.
  4. Per the City's Subdivision Ordinance if the resolution as submitted is approved, New Leaf Homes would provide all public improvements at its own cost, including the street extension, sewer, water, sidewalks, street lights, and street trees as well as the private utilities in this new development.
  5. There are 11 vacant lots remaining in these two subdivisions. Eight are owned by MLG, and the remaining three are owned by other private owners. 41 houses have been constructed in these two subdivisions. The housing value ranges from \$135,700 to \$256,700, with an average value of \$170,312. The houses constructed by New Leaf

Homes range in value from \$154,500 to \$206,000, with an average value of \$179,800.

6. Even though we recently rezoned this property to PLI, staff could recommend the change to Single Family Residential. The rationale for rezoning the property to PLI was to provide a buffer between the existing residential and proposed commercial development. The 16 families who live in the houses on Eagles Ridge Drive purchased the houses assuming residential would be located north of their houses. Therefore, we wanted to provide this buffer. However, these new residential lots would be developed knowing that commercial development is planned for the site to the north. Therefore, we do not think a buffer is required.

Selling this property will also put the land back on the City's tax rolls. Once platted, they will be assessed as residential lots. Most of the vacant residential lots in the Eagles Ridge and Eagles Ridge West Subdivision are assessed at \$15,000 each. If approved, the developer's intention is to plat the lots this year.

Councilors Dunkin and Sloniker made a motion to adopt the resolution as presented. Motion carried. File 8642

- f. City Manager Lori Luther and Captain Dan Molland presented a resolution authorizing the City of Beloit to apply for the 2016 Community Oriented Policing Services (COPS) Hiring Grant and Increase the Police Department's Authorized Strength to Seventy-Six with Notice of a Successful Application. Current department officer staffing is inadequate for long-term sustainability. From January through May of 2016, the department has spent a total of \$80K in overtime merely to staff patrol shifts. This is an average of \$16K per month, or an estimated \$192K for the year. The department requests approval to apply for the 2016 COPS Hiring Grant, which would provide the department the opportunity to hire three additional patrol officers.

The grant requires a local match for each of the three years of the award and also requires the department to sustain the three positions for 12 months after year three of the award. The local match would be a total of \$398K over the three year period, however, the grant allows agencies to request a waiver of the local match based on economic and budgetary conditions. After consultation with the City Manager and Finance Director, it was agreed that our proposal will be submitted with a waiver request. This means that if the COPS Office does not agree to waive the local match, our submission will be cancelled and not considered for award.

The department has not been awarded this type of grant previously. It may be more cost effective to use the grant to address authorized strength needs within the department versus a tax increase or continued overtime payments merely to staff squads. The current scheme may increase officer fatigue and stress throughout the department. This grant would assist the department in expanding and sustaining its goals related to public safety through a community policing strategy. The grant funds will be used to target two areas of the city—Merrill Neighborhood & Fourth Street Corridor—to address the disproportionate gun violence (Homicides, shootings, and shots fired). Letters of support were obtained from both listed partners and the grant would bolster community relationships in the target areas

Councilors De Forest and Preuschl made a motion to adopt the resolution as presented. Motion carried. File 8593

12. Councilors Sloniker and Dunkin made a motion to adjourn at 8:30 p.m. Motion Carried.

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Lorena Rae Stottler, City Clerk



# CITY OF BELOIT

## REPORTS AND PRESENTATIONS TO CITY COUNCIL

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**Topic:** Application for a new Class "A" Beer and "Class A" Liquor CIDER ONLY License for Shopko Stores Operating Co., LLC (d/b/a Shopko #26) located at 2761 Prairie Avenue, Ben Broge, Agent, for the license period July 1, 2016 to June 30, 2017.

**Date:** July 5, 2016 Council Referral; July 12, 2016 ABLCC Review & Recommendation; July 18, 2016 City Council Decision

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

**Department:** City Clerk

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### Overview/Background Information:

In a letter dated May 31, 2016 Shopko Stores Operating co., LLC submitted its new application for a Class "A" Beer and "Class A" Liquor License CIDER ONLY for the license period July 1, 2016 to June 30, 2016.

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### Key Issues (maximum of 5):

1. Shopko Stores Operating Co., LLC (d/b/a Shopko #26), located at 2761 Prairie Avenue has completed the necessary paperwork with the WI DOR and has supplied my office with a complete application for the referral and consideration by the ABLCC and the City Council.
2. The ABLCC reviewed this application at their July 12th meeting and \_\_\_\_\_
3. The City Council will take action on the recommendation of the ABLCC at their July 18, 2016 for regular meeting.
4. Should the council vote in favor of the issuing of this license, the clerk will execute proper requests for inspections prior to issuing license.

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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.):** Taking action regarding this license conforms to the City's Strategic Plan by encouraging economic development in the entrepreneurial community while applying sound, sustainable practices to promote high quality development.

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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:** Staff recommends that the City Council accept the recommendation of the ABLCC.

**Fiscal Note/Budget Impact:** Action on this item does not have a significant impact on the City's budget.

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**Attachments:** Original Alcohol Beverage Retail License Application, Schedule of Appointment of Agent,.

# ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning JULY 1 20 16 ;  
ending JUNE 30 20 17

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

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

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

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

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): SHOPKO STORES OPERATING CO., LLC

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

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>SEE ATTACHED EXHIBIT A</u>		
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent	<u>BEN BROGE - STORE MANAGER</u>		
Directors/Managers	<u>AGENT - STORE MANAGER</u>		

3. Trade Name SHOPKO #26 Business Phone Number 608-365-5502

4. Address of Premises 2761 PRAIRIE AVENUE Post Office & Zip Code BELOIT, WI 53511

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period?  Yes  No
6. Is the applicant an employee 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 DELAWARE and date 10/11/05 of registration.  
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company?  Yes  No  
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin?  Yes  No
- (NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) SINGLE STORY, APPROX 93,845 SQ FEET

10. Legal description (omit if street address is given above): \_\_\_\_\_

11. (a) Was this premises licensed for the sale of liquor or beer during the past license year?  Yes  No

(b) If yes, under what name was license issued? \_\_\_\_\_

12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864]  Yes  No

13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776].  Yes  No

14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  Yes  No

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

SUBSCRIBED AND SWORN TO BEFORE ME  
this 3 day of March, 20 16

Assoc Walsh  
(Clerk/Notary Public)  
My commission expires 8-24-18

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

## TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>6-6-16</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Applicant's WI Seller's Permit No.: 456102016114603	FEIN Number: 20-3606109
LICENSE REQUESTED	
TYPE	FEE
<input checked="" type="checkbox"/> Class A beer	\$ <u>500</u>
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input checked="" type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ 50
<b>TOTAL FEE</b>	<b>\$ 50</b>

**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, WI County of Rock  
 City

The undersigned duly authorized officer(s)/members/managers of Shopko Stores Operating Co., LLC  
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Shopko Stores Operating Co., LLC  
(trade name)

located at 2761 Prairie Ave

appoints Benjamin Broge (name of appointed agent)  
304 Quigley St., Edgerton, WI 53534  
(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?

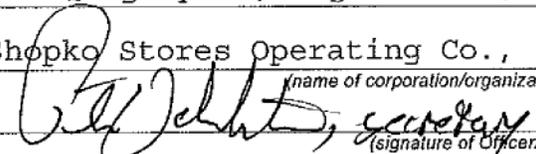
Yes  No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

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? 40 years

Place of residence last year 304 Quigley ST, Edgerton WI, 53534

For: Shopko Stores Operating Co., LLC  
(name of corporation/organization/limited liability company)

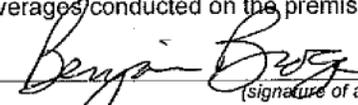
By:   
(signature of Officer/Member/Manager)

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

**ACCEPTANCE BY AGENT**

I, Benjamin Broge (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.

 5/26/16 Agent's age \_\_\_\_\_  
(signature of agent) (date)  
304 Quigley St, Edgerton, WI 53534 Date of birth \_\_\_\_\_  
(home address of agent)

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

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

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

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)	(middle name)	Social Security Number	
Broge		Benjamin	Clifford		
Home Address (street/route)		Post Office	City	State	Zip Code
304 Quigley St.			Edgerton	WI	53534
Home Phone Number		Age	Date of Birth	Place of Birth	
6082144575				Monroe, WI	

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

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

which is making application for an alcohol beverage license.

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

- How long have you continuously resided in Wisconsin prior to this date? 40 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. See Attached Listing  
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery/winery permit or wholesale liquor manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
 If yes, identify. \_\_\_\_\_  
(Name of Wholesale Licensee or Permittee) (Address By City and County)

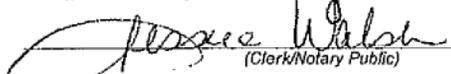
6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Klinke Cleaners	Madison, WI	06/01/2001	09/01/2003
Employer's Name	Employer's Address	Employed From	To
Shopko Stores, LLC	2761 Prairie Ave	10/08/2003	Present

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

Subscribed and sworn to before me

this 27 day of May, 2016

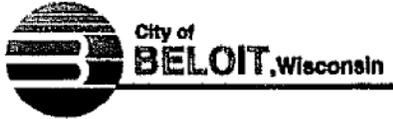
  
(Clerk/Notary Public)

My commission expires 8-24-18

  
(Signature of Named Individual)



Printed on Recycled Paper



## SUPPLEMENTAL QUESTIONNAIRE FOR AGENTS

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

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

### QUESTIONS

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

8. Please state your intended hours or schedule of being physically present at the licensed premises. Your intended hours should be set on a daily, weekly, or monthly basis as appropriate.
9. Please state whether you understand that you can be personally given citations by the police department for such things as underage sales, open after hours, or other alcohol related violations even when you are not on the premises.
10. Please describe any alcohol related violations you have been charged with in the last five (5) years. Provide the date of the offense, the nature of the charge, and the disposition of the matter. If there are none, so state.
11. Please provide any other information you believe that the City of Beloit should be aware of in deciding whether you satisfactorily qualify to be an alcohol beverage agent.

Benjamin Broge  
Agent Signature

Benjamin Broge  
Print Agent Name

Subscribed and sworn to be this 27 day of May, 2016.

Stacey Weber  
Notary Public 8-24-18  
My Commission Expires: Brown County

Peter Vandenhouten, secretary  
Corporate Officer Signature  
(Designate Office)

Peter Vandenhouten  
Print Corporate Officer Name

Subscribed and sworn to be this 27 day of May, 2016.

Stacey Weber  
Notary Public Brown County  
My Commission Expires: 8-24-18

**Walske, Jessica**

---

**From:** Store Manager 026 Beloit, WI  
**Sent:** Friday, May 27, 2016 3:30 PM  
**To:** Walske, Jessica  
**Subject:** Supplemental Questionnaire Answers  
**Attachments:** BWL\_Sales\_Manual.pdf

Jessica,

Here are the answers to the questions. I hope my answers are sufficient. Question #4 asks to attach any written materials such as manuals so I attached the Beer, Wine and Liquor Manual.

1. I plan to exercise the rules and regulations set forth by my company and the state of Wisconsin. I will follow up on all alcohol related training to ensure anyone selling alcohol at my store is fully trained and licensed. I will follow up and take action against any employees that do not follow the policies and regulations of this company and the state of Wisconsin. I will ensure all alcoholic beverages are received and stored properly prior to being sold.

2. I worked as a gas station attendant at a gas station that sold alcohol from 1998-1999 in Eagle WI.

3. 60

4. We have Web base training courses. All Main Store Teammates (including Managers and Supervisors) must complete the My Training course entitled *Beer, Wine, Liquor Sales Training for Teammates*.

5. Ensure a Manager or Key Carrier with a valid operator's license is in the immediate vicinity of underage cashiers. Ensure the managing agent or at least one licensed operator, responsible for all persons selling Beer, Wine, and Liquor, is scheduled to be at the store during the Beer, Wine, and Liquor sales hours and during all hours that the store might receive deliveries of beer, wine, or liquor. Ensure no beer, wine, or liquor is sold during non-sales days or hours. Cashiers who meet state/local requirements for selling beer, wine, or liquor must adhere to the following procedures:

**A. If the customer appears to be under age 30,** ask for the customer's identification prior to scanning any of the beer, wine, or liquor.

B. After confirming the customer is 21 years old or older, scan the merchandise.

C. If a customer does not have a valid ID, politely inform the customer that he or she **must** present legal identification in order to purchase any beer, wine, or liquor. Call a Manager for customer assistance if needed.

6. All employees age 19 and older will hold licenses to dispense alcohol.

7. Yes, I am a full time employee. No i am not an alcohol agent for any other business. I do not hold any other employment

8. I am present at the store for 50 hours per week.

9. I understand.

10. I have not had any alcohol related violations.

11. I will follow the policies set forth by my company, and alcohol related laws of Wisconsin to the best of my abilities.

Thanks

Ben Broge  
Store Manager 026  
Shopko Stores, LLC  
P:608-365-5502  
F:608-365-2023

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
MCMAHON		PETER		K	
Home Address (street/route)		Post Office	City	State	Zip Code
2455 MARINA CIRCLE, UNIT 1			GREEN BAY	WI	54303
Home Phone Number		Age	Date of Birth	Place of Birth	
940-204-9633				MERSEYSIDE	

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.
- CHIEF EXECUTIVE OFFICER** of **SHOPKO STORES OPERATING CO., LLC**  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

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

- How long have you continuously resided in Wisconsin prior to this date? 1 Year
- 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. SEE ATTACHED EXHIBIT  
(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)

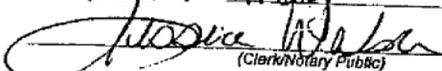
6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
SHOPKO STORES	GREEN BAY, WI 54307	11/25/2013	
Loblaw Companies Ltd.	ONTARIO, CANADA	02/14/2006	11/22/2013

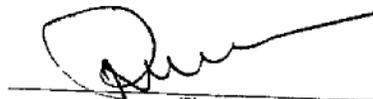
The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that 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 1 day of May, 20 15

  
(Clerk/Notary Public)

My commission expires 8-24-18

  
(Signature of Named Individual)



Printed on  
Recycled Paper

Wisconsin Department of Revenue

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
VANDENHOUTEN		PETER		G	
Home Address (street/route)		Post Office	City	State	Zip Code
121 ROSELAWN BLVD			GREEN BAY	WI	54301
Home Phone Number		Age	Date of Birth	Place of Birth	
920.338.8104				GREEN BAY, WI	

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

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- SVP - GEN COUNSEL, SECRETAR** of **SHOPKO STORES OPERATING CO., LLC**  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

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

- How long have you continuously resided in Wisconsin prior to this date? 20+ YRS
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? .....  Yes  No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)  
Convicted of OWI, 8/2011 in Allouez, WI Municipal Court
- 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. SEE ATTACHED EXHIBIT  
(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)

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

Employer's Name	Employer's Address	Employed From	To
SHOPKO STORES	GREEN BAY, WI	07/01/1999	
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 1 day of May, 20 15

Jessie Weber  
(Clerk/Notary Public)

My commission expires 8-24-18

[Signature]  
(Signature of Named Individual)



# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
STEINHORST		RUSSELL		L	
Home Address (street/route)		Post Office	City	State	Zip Code
408 E SONGBIRD LANE			APPLETON	WI	54913
Home Phone Number		Age	Date of Birth	Place of Birth	
920.257.4231				BEAVER DAM, WI	

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

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- SVP-CHIEF FINANCIAL OFFICER** of **SHOPKO STORES OPERATING CO., LLC**  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

- How long have you continuously resided in Wisconsin prior to this date? 5+ YRS
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? .....  Yes  No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? .....  Yes  No  
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? .....  Yes  No  
 If yes, identify. SEE ATTACHED EXHIBIT  
(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	Employer's Address	Employed From	To
SHOPKO STORES	GREEN BAY, WI	2009	Current
Employer's Name	Employer's Address	Employed From	To
HUDSON-SHARP	GREEN BAY, WI	2006	2009

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

Subscribed and sworn to before me

this 5<sup>th</sup> day of March, 20 14

Jessica M. Walden  
(Clerk/Notary Public)

My commission expires 8-24-2014

[Signature]  
(Signature of Named Individual)



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# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
DE PAUL		JAMES		M	
Home Address (street/route)		Post Office	City	State	Zip Code
501 KADINGER WAY			LITTLE CHUTE	WI	54140
Home Phone Number		Age	Date of Birth	Place of Birth	
920.788.3852				MIAMI, FL	

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.
- SVP - STORE OPERATIONS** of **SHOPKO STORES OPERATING CO., LLC**  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

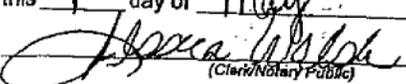
1. How long have you continuously resided in Wisconsin prior to this date? 11+ YRS
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? .....  Yes  No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? .....  Yes  No  
 If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? .....  Yes  No  
 If yes, identify. SEE ATTACHED EXHIBIT  
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? .....  Yes  No  
 If yes, identify.  
(Name of Wholesale Licensee or Permittee)

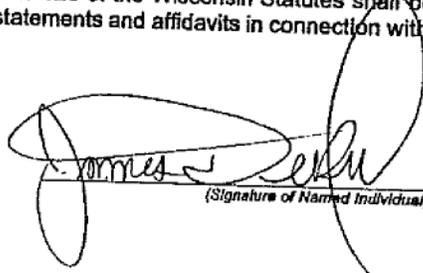
6. Named individual must list in chronological order last two employers.

(Address By City and County)

Employer's Name	Employer's Address	Employed From	To
SHOPKO STORES	GREEN BAY, WI		
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 1 day of May, 20 15  
  
(Clerk/Notary Public)  
 My commission expires 8-24-18

  
(Signature of Named Individual)

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
GIBSON		GARY		LEE	
Home Address (street/route)		Post Office	City	State	Zip Code
1721 W CRUSADE LANE			GREEN BAY	WI	54313
Home Phone Number		Age	Date of Birth	Place of Birth	
920.497.4947				BLUFFTON, IN	

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.
- VP - TREASURER

(Officer/Director/Member/Manager/Agent)

of SHOPKO STORES OPERATING CO., LLC

(Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

1. How long have you continuously resided in Wisconsin prior to this date? 10+ YRS
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? .....  Yes  No  
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? .....  Yes  No  
If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? .....  Yes  No  
If yes, identify. SEE ATTACHED EXHIBIT  
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? .....  Yes  No  
If yes, identify.  
(Name of Wholesale Licensee or Permittee)

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

Employer's Name	Employer's Address	Employed From	To
SHOPKO STORES	GREEN BAY, WI	5-Sept 2002	present
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 9th day of April, 2014

Lois M. Walker  
(Clark/Notary Public)

My commission expires 8-24-14

[Signature]  
(Signature of Named Individual)



# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
BRESNEHAN		WILLIAM		SCOTT	
Home Address (street/route)		Post Office	City	State	Zip Code
2240 ONTARIO ROAD			GREEN BAY	WI	54311
Home Phone Number			Age	Date of Birth	Place of Birth
920-465-6020					FOND DU LAC, WI

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

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

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

- How long have you continuously resided in Wisconsin prior to this date? 20+ YRS
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
 If yes, identify. SEE ATTACHED EXHIBIT  
(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>SHOPKO STORES</b>	Employer's Address <b>GREEN BAY, WI</b>	Employed From <b>1994</b>	To <b>Current</b>
Employer's Name <b>Kohl's</b>	Employer's Address <b>Menomonee Falls, WI</b>	Employed From <b>1992</b>	To <b>1994</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 19 day of May, 2015

Jessie M. Weber  
(Clerk/Notary Public)

William Scott Bawa

(Signature of Named Individual)

My commission expires 8-24-18



Printed on  
Recycled Paper



# CITY OF BELOIT

## REPORTS AND PRESENTATIONS TO CITY COUNCIL

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**Topic:** Application of a new Class “B” Beer and “Class C” Wine license for Victoria Rose LLC (d/b/a Victoria Rose) located at 946 Wisconsin Avenue, Francisco Amador, Agent, for the license period July 1, 2016 to June 30, 2017.

**Date:** July 5, 2016 Council Referral; July 12, 2016 ABLCC Review & Recommendation; July 18, 2016 Council Decision

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

**Department:** City Clerk

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**Overview/Background Information:**

Francisco Amador, the President and agent for Victoria Rose, LLC is applying for the license year July 1, 2016 through June 30, 2016.

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

1. This business was formerly operated by individual Jesus Garcia as Restaurant La Fuente, located at 946 Wisconsin Avenue, in the City of Beloit. Mr. Garcia did not reapply for a liquor license by the deadline and has since transferred the business to Mr. Amador.
2. Due to the change of ownership and fact that Mr. Garcia did NOT apply to renew his license, this is considered a new application of a Class “B” Beer and “Class C” Wine license and Mr. Amador has been provided the DOR Pub 302 and other documentation on applying for a liquor license and understanding the responsibility that comes with the application.
3. Mr. Amador has completed the necessary paperwork with the WI DOR and has supplied my office with a complete application for the referral and consideration by the ABLCC and the City Council.
4. The ABLCC reviewed this application at their July 12th meeting and \_\_\_\_\_
5. The City Council will take action on the recommendation of the ABLCC at their July 18, 2016 for regular meeting.
6. Should the council vote in favor of the issuing of this license, the clerk will execute proper requests for inspections prior to issuing license.

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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.):** Taking action regarding this license conforms to the City’s Strategic Plan by encouraging economic development in the entrepreneurial community while applying sound, sustainable practices to promote high quality development.

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

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**Action required/Recommendation:** Staff recommends that the City Council accept the recommendation of the ABLCC.

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**Fiscal Note/Budget Impact:** Action on this item does not have a significant impact on the City’s budget.

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**Attachments:** Renewal Alcohol Beverage License Application

# ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

81-2965535

Submit to municipal clerk.

For the license period beginning July 1 20 16 ;  
ending June 30 20 17

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

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

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

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

2. Name (Individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Victoria Rose LLC

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

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>Francisco Amador</u>	<u>2002 McKinley Ave</u>	<u>53511</u>
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent	<u>Francisco Amador</u>	<u>2002 McKinley Ave</u>	<u>(608) 371-3187</u>
Directors/Managers			

3. Trade Name Victoria Rose Business Phone Number \_\_\_\_\_  
4. Address of Premises 946 Wisconsin Ave Beloit 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 WI and date \_\_\_\_\_ of registration.  
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company?  Yes  No  
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin?  Yes  No

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

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) main floor, kitchen, basement storage  
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? Jesus Garcia  
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864]  Yes  No  
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776].  Yes  No  
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  Yes  No

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

SUBSCRIBED AND SWORN TO BEFORE ME

this 23 day of June, 20 16  
Margaret A. Hatt  
(Clerk/Notary Public)

Francisco Amador  
(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)

My commission expires 8-23-2016

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>6-23-16</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

**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 Victoria Rose LLC  
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Victoria Rose  
(trade name)

located at 946 Wisconsin ave Beloit WI 53511

appoints Francisco Amador  
(name of appointed agent)

2002 McKinley ave Beloit WI 53511  
(home address of appointed agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 12 years

Place of residence last year 2002 McKinley ave Beloit WI 53511

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

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

And: N/A  
(signature of Officer/Member/Manager)

**ACCEPTANCE BY AGENT**

Francisco Amador, hereby accept this appointment as agent for the  
(print/type agent's name)

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

[Signature]  
(signature of agent)

6-23-16  
(date)

Agent's age \_\_\_\_\_

2002 McKinley ave Beloit WI 53511  
(home address of agent)

Date of birth \_\_\_\_\_

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

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

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

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Amador		Francisco			
Home Address (street/route)		Post Office	City	State	Zip Code
2002 McKinley ave			Beloit	WI	53511
Home Phone Number		Age	Date of Birth	Place of Birth	
(608) 371-3187				Mexico	

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.
- Francisca Amador of Victoria Rose LLC  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)  
 which is making application for an alcohol beverage license.

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

- How long have you continuously resided in Wisconsin prior to this date? 12 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	Employer's Address	Employed From	To
El Durango Transport	12436 Beloit-Newark Rd	2004	2008
Andrews Enterprises	Arlington Heights IL	1995	2003

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 23 day of June, 20 16  
[Signature]  
(Clerk/Notary Public)

[Signature]  
(Signature of Named Individual)

My commission expires 8-23-2019



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SUPPLEMENTAL QUESTIONNAIRE  
FOR AGENTS

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

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

QUESTIONS

1. The law requires that the entity appointing you as agent vest in you, by properly authorized and executed written delegation, full authority and control of the premises described in the license or permit of the entity, and of the conduct of all business on the premises relative to alcohol beverages, that the licensee or permittee could have and exercise if it were a natural person. Please state in your own words how you intend to fulfill those duties and exercise your authority. *see attached*

2. Please describe any previous experience you have had in retail alcohol sales. *Im new to this area but will do my best to study + understand law.*

3. Please state how many other people will be under your supervision and engaged in alcohol beverage business. *514*

4. Please describe what type of training you will offer to those under your supervision, describe whether the training will be ongoing and attach any written training materials or policy manuals you intend to rely on. *see attached*

5. Please describe in detail what training, policy and procedures you intend to implement to ensure against underage sales. *all employees will take the responsible server course in order to serve beer/wine*

6. Please describe what other employees will hold licenses to directly dispense alcohol. *my wife margarita Amador + I will hold responsibility for oversight of all servers*

7. Please describe whether you are going to be a full time employee and further state whether you either act as an alcohol agent for any other business or hold any other employment. *see attached*

*store hours now:  
9am-8pm*

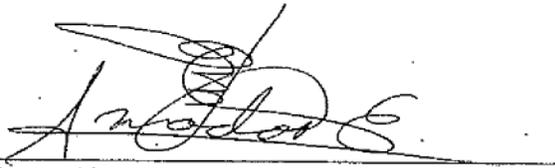
*future  
6am-8pm Sun-Thurs  
6am-2am Fri-Sat*

8. Please state your intended hours or schedule of being physically present at the licensed premises. Your intended hours should be set out on a daily, weekly or monthly basis as appropriate. *See attached*

9. Please state whether you understand that you can be personally given citations by the police department for such things as underage sales, open after hours or other alcohol related violations even when you are not on the premises. *see attached*

10. Please describe any alcohol related violations you have been charged with in the last five (5) years. Provide the date of the offense, the nature of the charge and the disposition of the matter. If there are none, so state. *None*

11. Please provide any other information you believe that the City of Beloit should be aware of in deciding whether you satisfactorily qualify to be an alcohol beverage agent. *See attached*



Agent Signature

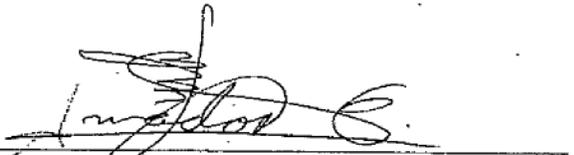
*Francisco Amador*  
(Print Agent Name)

Subscribed and sworn to before me this 23 day of June, 2016.



Notary Public

My commission: 8-23-2016



Corporate Officer Signature  
(Designate Office)

(Print Corporate Officer Name)

Subscribed and sworn to before me this 23 day of June, 2016.



Notary Public

My commission: 8-23-2016

6-23-16

From: Victoria Rose LLC  
To: city of Beloit.

#2 I'm Francisco Amador Owner/manager member of Victoria Rose LLC Mexican restaurant. Feel real excited to have the opportunity to bring to the public in what I think real Mexican authentic Mexican food. And one of the complements to this delicious dishes its the company of a real cold beer, wine cooler or table wine wich for some people will enrich its ~~taste~~ enjoyable taste. of course we will enforce under Wisconsin law that and our responsibility that no one under ~~age~~ legal age will be served alcoholic beverage, for that we will require to see identification showing age and also we will have posted signs showing legal age to be served alcoholic beverage.

3+4 As of now 6 persons are and will be on constant ~~training~~ supervising and training having in mind that.

we ~~will~~ the right to ~~serve~~ refuse to serve alcoholic beverages to persons under age, already under the influence, ~~to~~ have to many, and/or inappropriate behavior, this training will be constant all the time for current employees and for new employees. And will gather important information up to date information from different sources like city of Beloit, Blackhawk college, and other entities.

7+8 Victoria Rose Mc its the only place I have for bussiness at the moment, My wife Margarita Amador will help in supervising and training personal as well, As of now my hours of work ~~exceed~~ excede 40 hrs per week and I intent to be present on the hours of mayor selling of beer specially weekends

9 I understand I'm responsible for all situations issued by the city of Beloit when selling beer on a

responsible manner.

11 I'm asking the city of Beloit the opportunity to run a full food service restaurant according to the rules and regulations that the city of Beloit have stipulated, and we will do all possible to have the proper ~~proper~~ knowledge to manage and served alcohol ~~in a safe and~~ ~~responsible~~

Thank you

Francisco Amador  
Victoria Rose Ue



# CITY OF BELOIT

## REPORTS AND PRESENTATIONS TO CITY COUNCIL

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**Topic:** Application of a Class “B” Beer and “Class C” Wine license for Royal Enterprizes LLC (d/b/a Ole Louisiana Cajun Café & Catering Co.) located at 315 State Street, James Bennett, Jr., Agent, for the license period July 1, 2016 to June 30, 2017.

**Date:** July 5, 2016 Council Referral; July 12, 2016 ABLCC Review & Recommendation; July 18, 2016 Council Decision

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

**Department:** City Clerk

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### Overview/Background Information:

James Bennett, Jr. the President and agent for Royal Enterprizes, LLC (d/b/a Ole Louisiana Cajun Café & Catering Co) is applying for a license for the license year July 1, 2016 through June 30, 2016.

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### Key Issues (maximum of 5):

1. Mr. Bennett has formerly applied and operated his business under the d/b/a Mama Lou's Shrimp & BBQ Smokehouse located at 315 State Street, in the City of Beloit, James Bennett, Jr., Agent.
2. Mr. Bennett applied on June 1 to renew his liquor license but did not attend the June 14<sup>th</sup> ABLCC meeting due to medical issues and in his absence, no action was taken on his application.
3. Mr. Bennett has decided to change his business structure so Mama Lou's Shrimp & BBQ Smokehouse will be his food truck business and he is bringing on Fredrick and Deborah Hobson as officers of the LLC and they will run the d/b/a Ole Louisiana Cajun Café & Catering Co. at the 315 State Street location. He has completed the necessary paperwork with the WI DOR and has supplied my office with a complete application for the referral and consideration by the ABLCC and the City Council.
4. The ABLCC reviewed this application at their July 12th meeting and \_\_\_\_\_
5. The City Council will take action on the recommendation of the ABLCC at their July 18, 2016 for regular meeting.
6. Should the council vote in favor of the issuing of this license, the clerk will execute proper requests for inspections prior to issuing license.

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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.):** Taking action regarding this license conforms to the City's Strategic Plan by encouraging economic development in the entrepreneurial community while applying sound, sustainable practices to promote high quality development.

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

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**Action required/Recommendation:** Staff recommends that the City Council accept the recommendation of the ABLCC.

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**Fiscal Note/Budget Impact:** Action on this item does not have a significant impact on the City's budget.

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**Attachments:** Renewal Alcohol Beverage License Application

# ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning July 1, 2016 ending JUNE 30 20 2017

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

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

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

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

2. Name (individuals/partners give last name, first middle; corporations/limited liability companies give registered name):

Royal Enterprises LLC

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

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>JAMES BENNETT JR</u>	<u>410 PORTLAND AVE</u>	<u>53511</u>
Vice President/Member	<u>FREDERICK HOBSON</u>	<u>1111 BURTON ST NPT 10</u>	<u>53511</u>
Secretary/Member	<u>DEBORAH A HOBSON</u>	<u>1111 BURTON ST NPT 10</u>	<u>53511</u>
Treasurer/Member			
Agent	<u>JAMES BENNETT JR</u>	<u>410 PORTLAND AVE</u>	<u>53511</u>
Directors/Managers			

3. Trade Name OLE LOUISIANA CIGAR BAR & CAFE CO Business Phone Number 608 247 9421  
 4. Address of Premises 315 State St Beloit WI 53511 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 employee or agent of, or acting on behalf of anyone except the named applicant?  Yes  No  
 7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business?  Yes  No  
 8. (a) Corporate/limited liability company applicants only: Insert state WISCONSIN and date 6/2016 of registration.  
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company?  Yes  No  
 (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin?  Yes  No  
 (NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) DIVING AREA SOLD STORED IN COOLERS

10. Legal description (omit if street address is given above): SEE # 334 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? ROYAL ENTERPRISES DBA MAMA LARA SPRINGS BEER SMOKEHOUSE  
 12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864]  Yes  No  
 13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776].  Yes  No  
 14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  Yes  No

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

**SUBSCRIBED AND SWORN TO BEFORE ME**

this 24th day of JUNE, 20 16

Jelen J Ahrens  
Clerk/Notary Public

My commission expires 10/12/19

James H Bennett Jr  
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

Frederick Hobson  
(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>6-24-16</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

*Paid 6/24/16*

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

Submit to municipal clerk.

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

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

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

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as OLE LOUISIANA Cajun Cafe & Catering Company  
(trade name)

located at 315 State St - Beloit WI 53511-6236

appoints JAMES BENNETT JR  
(name of appointed agent)  
410 Portland Ave - Beloit, WI 53511  
(home address of appointed agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 4 yrs

Place of residence last year 410 Portland Ave - Beloit, WI 53511

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

By: James H Bennett Jr  
(signature of Officer/Member/Manager)

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

**ACCEPTANCE BY AGENT**

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

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

James H Bennett Jr 6-24-2016 Agent's age \_\_\_\_\_  
(signature of agent) (date)  
410 Portland Ave - Beloit, WI 53511 Date of birth \_\_\_\_\_  
(home address of agent) DR LIC # \_\_\_\_\_

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

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

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

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
BENNETT JR		James I		HENLY	
Home Address (street/route)		Post Office	City	State	Zip Code
410 FORTAARD AVE			Beloit	WI	53511
Home Phone Number		Age	Date of Birth	Place of Birth	
608 473-9428				Louisville, Ky	

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

- Applying for an alcohol beverage license as an **individual**.
  - A member of a **partnership** which is making application for an alcohol beverage license.
  - President of ROYAL ENTERPRISES, LLC (dba) OLE LOUISIANA SAJUN CAFE & CATERING COMPANY  
(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? 4 1/2 yrs
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)  
GREASE TRAP TICKET 2016
- 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	Employer's Address	Employed From	To
Universal Mortgages	Shamburg	87'	91'
Pharma Lea's Shamburg, WI	315 State St. Beloit	1997	2016

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 24th day of June, 20 16  
Jalen J. Adams  
(Clerk/Judicial Public)

James H. Bennett Jr  
(Signature of Named Individual)

My commission expires 10/12/19



SUPPLEMENTAL QUESTIONNAIRE  
FOR AGENTS

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

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

QUESTIONS

1. The law requires that the entity appointing you as agent vest in you, by properly authorized and executed written delegation, full authority and control of the premises described in the license or permit of the entity, and of the conduct of all business on the premises relative to alcohol beverages, that the licensee or permittee could have and exercise if it were a natural person. Please state in your own words how you intend to fulfill those duties and exercise your authority.

2. Please describe any previous experience you have had in retail alcohol sales. *Head waiter @ Napauckets Lobster TRAP DENVER, COLO*

3. Please state how many other people will be under your supervision and engaged in alcohol beverage business. *2-3 people*

4. Please describe what type of training you will offer to those under your supervision, describe whether the training will be ongoing and attach any written training materials or policy manuals you intend to rely on. *TABLE PRESENTATION OF WINE FOR DINING w/MEALS!*

5. Please describe in detail what training, policy and procedures you intend to implement to ensure against underage sales. *ALL CONSUMERS SHALL BE ASK TO SHOW VALID IDs. VALID IDS REQUIREMENT SHALL BE POSTED!*

6. Please describe what other employees will hold licenses to directly dispense alcohol. *CASHIER / HEAD WAITER / CHEF!*

7. Please describe whether you are going to be a full time employee and further state whether you either act as an alcohol agent for any other business or hold any other employment. *I, SHALL BE Full time on site Rep/employ OF FIRM! NO other position will be held.*

8. Please state your intended hours or schedule of being physically present at the licensed premises. Your intended hours should be set out on a daily, weekly or monthly basis as appropriate. *MON - THUR 10:30 AM - 10:30 PM*  
*FRI - SAT 10:30 AM - 1 AM SUND - 11 AM - 6 PM*

9. Please state whether you understand that you can be personally given citations by the police department for such things as underage sales, open after hours or other alcohol related violations even when you are not on the premises.

*yes, I Fully understand these rules/regulation!*

10. Please describe any alcohol related violations you have been charged with in the last five (5) years. Provide the date of the offense, the nature of the charge and the disposition of the matter. If there are none, so state. *N/A*

11. Please provide any other information you believe that the City of Beloit should be aware of in deciding whether you satisfactorily qualify to be an alcohol beverage agent.

*I'm seeking a beer & wine license only for the purposes of pairing & enhancing the food product! MAMA LOU'S IS NOT A BAR!*  
*James H Bennett Jr*  
Agent Signature

*James H Bennett Jr*  
(Print Agent Name)

Subscribed and sworn to before me this *24<sup>th</sup>* day of *June*, 20 *16*

*Jelena J Ahrens*  
Notary Public *Rock Co WI*  
My commission: *10/12/19*

*James H Bennett Jr*  
Corporate Officer Signature  
(Designate Office)

*James H Bennett Jr*  
(Print Corporate Officer Name)

Subscribed and sworn to before me this *24* day of *Jun*, 20 *16*

*Jelena J Ahrens*  
Notary Public *State of WI*  
My commission: *10/12/19*

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Hobson		Frederick			
Home Address (street/route)		Post Office	City	State	Zip Code
1111 Boston St. Apt. 10			Beloit	WI	53511
Home Phone Number		Age	Date of Birth	Place of Birth	
608-718-3585				Memphis, Tenn.	

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

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

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

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

Employer's Name	Employer's Address	Employed From	To
Gazette Jamesville	15 Parker DR.	5-7-15	5-24-16
Ill. Job Sec.	Janesville WI	5-2005	8-2015

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 24th day of June, 2016  
Jelena J. Ahrens  
(Clerk/Notary Public)  
 My commission expires 10/12/19

Frederick Hobson  
(Signature of Named Individual)



# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print)		(last name)	(first name)	(middle name)
Home Address (street/route)		Post Office	City	State Zip Code
Home Phone Number		Age	Date of Birth	Place of Birth

Hobson (last name), Deborah (first name), A. (middle name)  
 1111 BURTON ST. (Home Address), Beloit (City), WI 53511 (State Zip Code)  
 779-772-4765 (Home Phone Number), 21 (Age), 1-21-88 (Date of Birth), Tyler, TX (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.
  - Secretary** of **Boyal Enterprises LLC**  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

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

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

Employer's Name Alder Besman	Employer's Address College Center	Employed From 11/1998	To 4/10/2012
Employer's Name FOLEY'S	Employer's Address Broadway Sq. Mall	Employed From 6/98	To 11/98

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 24th day of June, 2016  
Jules J. Abrams  
(Clerk/Judicial Public)  
 My commission expires 10/12/19

[Signature]  
(Signature of Named Individual)

**RESOLUTION**  
**APPROVING THE INSTALLATION OF A MONUMENT SIGN IN A CITY PARK**  
**AT 1611 HACKETT STREET**

**WHEREAS**, the *Beloit Parks, Recreation, and Open Space Plan* (2012-2016) recognizes that sign improvements will enhance and encourage the use of Krueger Park and its facilities; and

**WHEREAS**, adding new signage will allow the Parks and Leisure Services Division to more effectively advertise both park and city-wide events; and

**WHEREAS**, the City of Beloit Parks, Recreation and Conservation Advisory Commission reviewed the construction of the monument sign at the meeting on March 9, 2016, and voted to approve the new signage; and

**WHEREAS**, the construction of public improvements must be reviewed by the Plan Commission and approved by the City Council to comply with State Statutes; and

**WHEREAS**, the City of Beloit Plan Commission reviewed the construction of the monument sign at the meeting on June 22, 2016, and voted to recommend approval of the improvement.

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Beloit, Rock County, Wisconsin, hereby approves the installation of a monument sign in Krueger Park located at 1611 Hackett Street.

Adopted this 5<sup>th</sup> day of July, 2016.

**BELOIT CITY COUNCIL**

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David F. Luebke, Council President

ATTEST:

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Lorena Rae Stottler, City Clerk

# CITY OF BELOIT

## REPORTS AND PRESENTATIONS TO CITY COUNCIL



**Topic:** Installation of a new monument sign at the Krueger Municipal Pool (1611 Hackett St)

**Date:** July 5, 2016

**Presenter(s):** Julie Christensen

**Department(s):** Community Development

---

### Request Overview/Background Information:

The City of Beloit Parks and Leisure Services Division has requested the review of the proposed plans for the installation of a new monument sign at the Krueger Park located at 1611 Hackett Street. Public improvements must be reviewed by the Plan Commission and approved by the City Council to comply with State Statutes.

---

### Key Issues:

- The 2012-2016 Beloit Parks, Open Space and Recreation Plan recognizes that sign improvements at Krueger Park will enhance the use of the park and its facilities.
- The proposed monument-style sign is approximately 8 feet tall and 8 feet wide.
- The cabinet portion of the sign will become the new primary sign on the parcel. The EVM sign and existing wood sign will both be considered secondary signs.
- The proposed sign design includes the integration of a 22 sq. ft. electronic variable messaging (EVM) sign.
  - The subject property is located in the PLI, Public Lands and Institutions District.
  - EVM signs are permitted in the PLI district.
  - According to Section 30.17 of the Outdoor Sign Regulations (Chapter 30), the proposed EVM sign may only operate between the hours of 6:00am and 10:00pm due to the residential uses adjacent to the park.
  - The EVM sign will be used to display information on events and activities offered by the Parks and Leisure Services Division.
  - The proposed design of the sign will be subject to Architectural Review by Planning staff prior to installation.
- The Parks, Recreation and Conservation Advisory Committee approved the sign proposal on March 9, 2016.
- The Plan Commission reviewed this item on June 22, 2016 and voted 4-1 to recommend approval of the sign construction.
  - The dissenting Commissioner voted not to recommend approval due to a concern over the impact an EVM sign might have on the residential uses located across Hackett Street.

---

### Conformance to Strategic Plan:

- The *Comprehensive Plan* designates the property located at 1611 Hackett Street as appropriate for Parks and Open Space uses.
- Consideration of this request supports *Strategic Goals #1* and *#5*.

---

### Sustainability:

- **Reduce dependence upon fossil fuels** – N/A
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** – N/A
- **Reduce dependence on activities that harm life sustaining eco-systems** – N/A
- **Meet the hierarchy of present and future human needs fairly and efficiently** – The proposed signage will allow the Parks and Leisure Services Division to more effectively advertise both pool and city-wide events. This will encourage more people to take advantage of the great parks programs and facilities that Beloit has to offer.

---

### Action required/Recommendation:

- City Council consideration and action on the proposed Resolution.

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### Fiscal Note/Budget Impact:

The installation of a new sign at the Krueger Municipal Pool is budgeted in the 2016 Capital Improvements Budget.

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### Attachments:

Resolution and Staff Report to the Plan Commission

# CITY OF BELOIT

## REPORT TO THE BELOIT CITY PLAN COMMISSION



<b>Meeting Date:</b> June 22, 2016	<b>Agenda Item:</b> 4	<b>File Number:</b> RPB-2016-04
<b>Applicant:</b> Parks and Leisure Services Division	<b>Owner:</b> City of Beloit	<b>Location:</b> 1611 Hackett Street (Krueger Park)

### Request Overview/Background Information:

The City of Beloit Parks and Leisure Services Division has requested that the Plan Commission review the proposed plans for the installation of a new monument sign at the Krueger Municipal Pool located at 1611 Hackett Street. Public improvements must be reviewed by the Plan Commission and approved by the City Council to comply with State Statutes.

### Key Issues:

- The 2012-2016 Beloit Parks, Open Space and Recreation Plan recognizes that sign improvements at Krueger Park will enhance the use of the park and its facilities.
- The proposed monument-style sign is approximately 8 feet tall and 8 feet wide.
- The cabinet portion of the sign will become the new primary sign on the parcel. The EVM sign and existing wood sign will both be considered secondary signs.
- The proposed sign design includes the integration of a 22 sq. ft. electronic variable messaging (EVM) sign.
  - The subject property is located in the PLI, Public Lands and Institutions District.
  - EVM signs are permitted in the PLI district.
  - According to Section 30.17 of the Outdoor Sign Regulations (Chapter 30), the proposed EVM sign may only operate between the hours of 6:00am and 10:00pm due to the residential uses adjacent to the park.
  - The EVM sign will be used to display information on events and activities offered by the Parks and Leisure Services Division.
- The proposed design of the sign will be subject to Architectural Review by Planning staff prior to installation.
- A Location Map showing the location of both the existing sign and the proposed sign is attached to this report.
- The Parks and Recreation Committee approved the sign proposal on March 9, 2016.
- The City Council will review the sign proposal on July 5, 2016.

### Consistency with Comprehensive Plan and Strategic Plan:

- The *Comprehensive Plan* designates the property located at 1611 Hackett Street as appropriate for Parks and Open Space uses.
- Consideration of this request supports Strategic Goal #1 and #5.

### Sustainability:

- **Reduce dependence upon fossil fuels – N/A**
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature – N/A**
- **Reduce dependence on activities that harm life sustaining eco-systems – N/A**  
**Meet the hierarchy of present and future human needs fairly and efficiently –** The proposed signage will allow the Parks and Leisure Services Division to more effectively advertise both pool and city-wide events. This will encourage more people to take advantage of the great parks programs and facilities that Beloit has to offer.

### Staff Recommendation:

The Planning and Building Services Division recommends approval of the proposed installation of a sign on public land at Krueger Park, located at 1611 Hackett Street in the City of Beloit.

### Fiscal Note/Budget Impact:

The construction of a new sign at the Krueger Municipal Pool is budgeted in the 2016 Capital Improvements Budget.

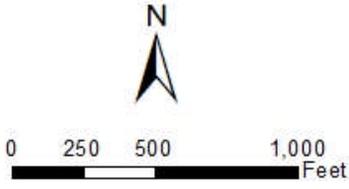
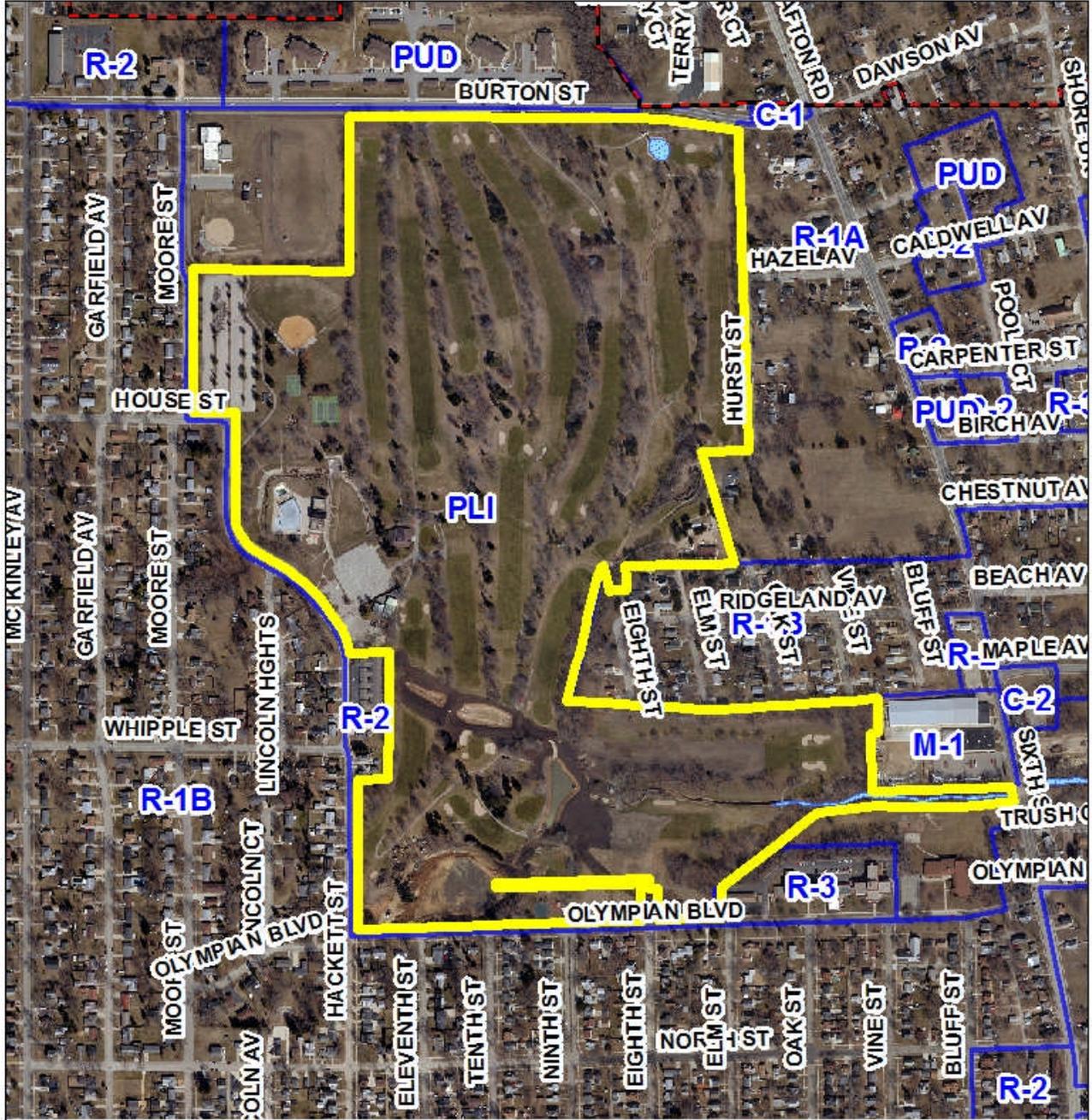
### Attachments:

Location Map, Existing and Proposed Sign Location Map, and Renderings

# Location Map

1611 Hackett Street

RPB-2016-04



**Legend**

- Krueger Pool and Golf Course
- Zoning District

## Planning and Building Services Division

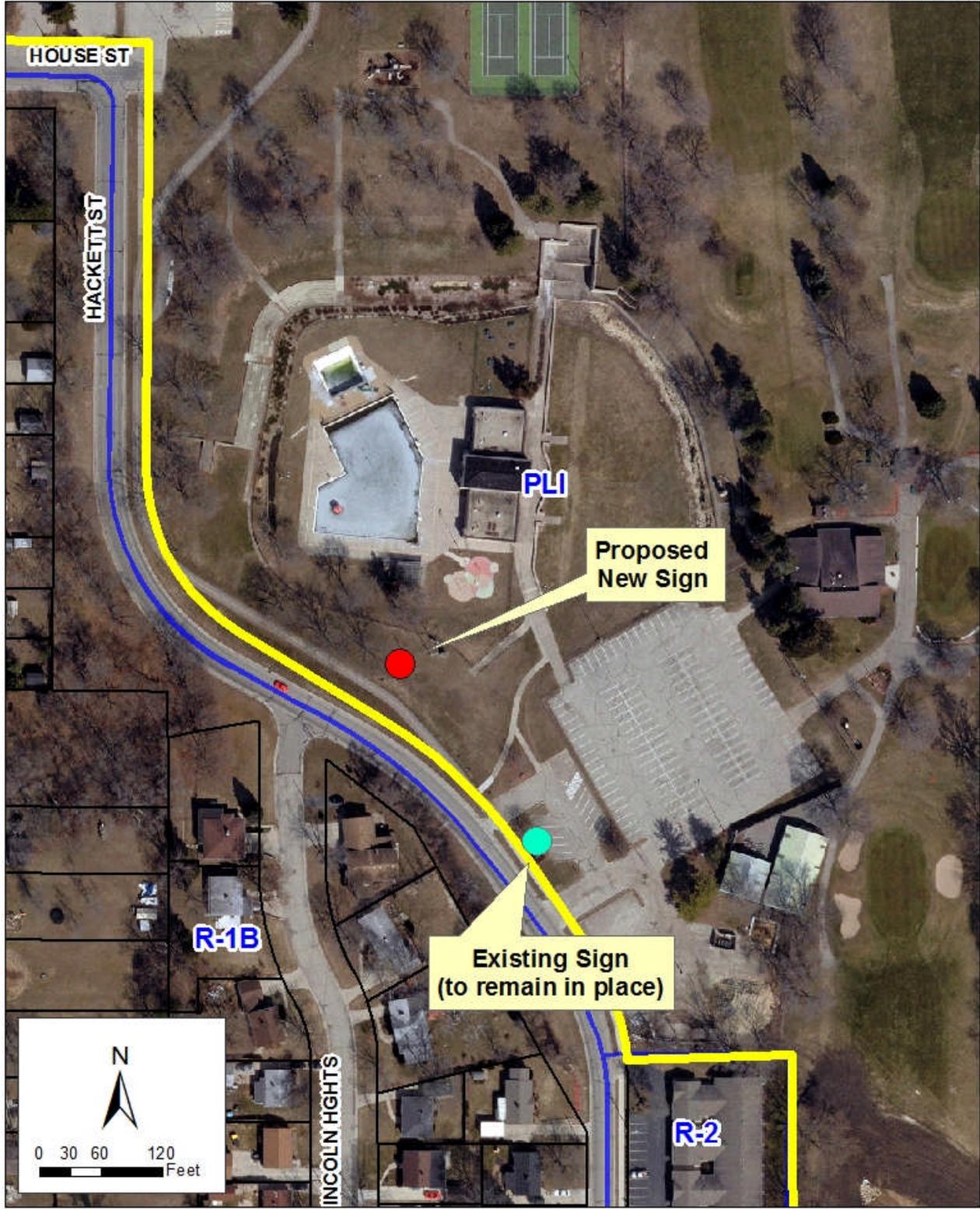
Map prepared by: Alex Morganroth  
 Date: June 2016  
 For: City of Beloit  
 Planning & Building Services  
 Date of Aerial Photography: April 2011

Document Path: \\s:\bin\workspace\morgant\p\1611\1611\1611 Final 1611 Street.mxd

# Proposed Sign Location

1611 Hackett Street

RPB-2016-04



**Existing Sign (to remain in place)**

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**Approximate Location of New Sign (as viewed from Hackett Street)**

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**RESOLUTION  
AWARDING CONTRACT C16-09  
Colley Road Reconstruction**

**WHEREAS**, on June 23, 2016, six competitive bids were received, the low bid being from Maddrell Excavating LLC, and;

**WHEREAS**, Maddrell Excavating LLC is a qualified bidder, therefore;

**IT IS RESOLVED**, that Contract C16-09, Colley Road Reconstruction, be, and hereby is, awarded to Maddrell Excavating LLC, Monroe, WI, in the following amounts:

Maddrell Excavating LLC W 6886 State Road 11 Monroe, WI 53566	
Base Bid + Alternate A	\$ 1,869,070.59
Allowance for Change Orders and/or Extra Work	<u>\$ 274,450.11</u>
<b>TOTAL PROJECT COST</b>	<b>\$ 2,143,520.70</b>

**AND IT IS FURTHER RESOLVED**, that funding for the project, the 2016 Capital Budget is amended, and an additional appropriation is authorized as follows:

<b>FUNDING SOURCES:</b>	<b><u>Original</u></b>	<b><u>Amended</u></b>	<b><u>Difference</u></b>
P5001652 4999 2016 Fund Balance	\$1,343,000.00	\$1,692,520.70	\$ 349,520.70
P5001652 4330 2016 Intergov Aids & Grants	\$ 500,000.00	\$ 700,000.00	\$ 200,000.00
P5003638 4999 2015 Fund Balance	\$ 142,655.00	\$ 36,922.29	\$ (105,732.71)
P5005592 4999 2011 Fund Balance	\$ 215,345.29	\$ 183,303.74	\$ (32,041.55)
P5008388 4999 2013 Fund Balance	\$ 841,007.00	\$ 722,847.02	\$ (118,159.98)
P5021446 4999 2013 Fund Balance	\$ 440,000.00	\$ 346,413.54	\$ (93,586.46)
<b>TOTAL FUNDING SOURCES</b>	<u>\$3,482,007.29</u>	<u>\$3,682,007.29</u>	<u>\$ 200,000.00</u>

<b>EXPENDITURES:</b>	<b><u>Original</u></b>	<b><u>Amended</u></b>	<b><u>Difference</u></b>
P5001652 5514 2016 Roadway Construction	\$1,515,000.00	\$2,064,520.70	\$ 549,520.70
P5008388 5240 2013 Contr Serv-Professional	\$ 115,000.00	\$ 55,150.64	\$ (59,849.36)
P5008388 5258 2013 In-House Engineering	\$ 27,000.00	\$ 16,670.17	\$ (10,329.83)
P5008388 5525 2013 Water System	\$ 548,000.00	\$ 500,019.21	\$ (47,980.79)
P5021446 5511 2013 Building/Construction	\$ 410,000.00	\$ 316,413.54	\$ (93,586.46)
P5003638 5240 2015 Contr Serv-Professional	\$ 132,654.71	\$ 26,922.00	\$(105,732.71)
P5005592 5258 2011 In-House Engineering	\$ 20,000.00	\$ 0.00	\$ (20,000.00)
P5005592 5525 2011 Water System	\$ 192,215.00	\$ 180,173.45	\$ (12,041.55)
<b>TOTAL EXPENDITURES</b>	<u>\$2,959,869.71</u>	<u>\$3,159,869.71</u>	<u>\$ 200,000.00</u>

# CITY OF BELOIT

## REPORTS AND PRESENTATIONS TO CITY COUNCIL



**Topic:** Award of Contract C16-09, Colley Road Reconstruction

**Date:** July 5, 2016

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

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

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**Overview/Background Information:**

This project will reconstruct Colley Road from Gateway Boulevard heading east approximately 3,500 feet to the city limits. The new road will be concrete and widened to include on-street bike lanes. Sanitary sewer and street lighting will also be extended as part of the project.

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

1. Six bids were received for this project. The low base bid of \$1,895,227.09, low alternate A bid of \$1,869,070.59 and low alternate B bid of \$1,876,565.59 were submitted by Maddrell Excavating LLC and are 6.32%, 5.10 % and 4.43% less than the engineer's estimates of \$2,023,132.50, \$1,969,582.50 and \$1, 963,582.50 respectively.
2. Alternate A is to use fly ash to stabilize the subgrade rather than excavate an additional foot of material and haul in a foot of 3 inch stone. Alternate B substituted a blend of fly ash and Portland cement for the fly ash in alternate A.
3. Alternate A is being selected as it is cheaper, will provide for a shorter construction timeline, minimize potential extra excavation expenses and provide a more stable subgrade to build the road upon.
4. Maddrell Excavating LLC is considered a responsible bidder for this project.
5. The costs for this project are as follows: \$1,869,070.59 for construction, \$ 274,450.11for Change Orders or extra work, for a total of \$2,143,520.70.
6. Final design estimate and bids were higher than budgeted for this project. A budget amendment is necessary to reallocate funds left over from prior projects in TIF 10 and additional grant funds to be used to complete this project. Additional funding is as follows: Colley Rd Design - \$105,732.71; Colley Road Watermain Extension - \$32,140.20; Gateway Street Lighting - \$93,817.64; Additional TEA Grant funding - \$200,000; Gateway Sewer and Water Extension - \$117,830.15; Total additional funds- \$549,520.70.

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

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

This project will enhance the quality of life in Beloit by improving the availability of public water service.

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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**

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

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**Action required/Recommendation:**

The Engineering Division recommends awarding this Public Works Contract to Maddrell Excavating LLC in the amount of \$1,869,070.59.

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**Fiscal Note/Budget Impact:**

Funds are available in the 2016 CIP. The total project cost for C16-09 is less than the amended funding and expenditure accounts due to other projects using the same accounts.

Dated at Beloit, Wisconsin this 5th day of July, 2016.

City Council of the City of Beloit

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David F. Luebke, President

ATTEST:

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Lorena Rae Stottler, City Clerk

# CITY OF BELOIT

## DEPARTMENTAL CORRESPONDENCE

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**TO:** Mike Flesch, City Engineer  
**FROM:** Bill Frisbee, Project Engineer  
**DATE:** June 23, 2016  
**SUBJECT:** Bid Results for Contract C16-09  
**Colley Road Reconstruction**

Pursuant to advertisements placed June 8 and June 15, bids were received until 9:00 AM on June 23 for the Colley Road Reconstruction. A tabulation of bids is attached.

Six bids were received for this project as follows:

			Base Bid		Alternate A Bid		Alternate B Bid	
1	<b>Maddrell Excavating LLC</b>	<b>Monroe, WI</b>	<b>\$ 1,895,227.09</b>	<b>Low</b>	<b>\$ 1,869,070.59</b>	<b>Low</b>	<b>\$ 1,876,565.59</b>	<b>Low</b>
2	LaLonde Contractors Inc.	Waukesha, WI	\$ 1,919,843.74	1.30%	\$ 1,871,375.24	0.12%	\$ 1,880,220.24	0.19%
3	E&N Hughes Co. Inc.	Monroe, WI	\$ 1,932,635.15	1.97%	\$ 1,899,113.65	1.61%	\$ 1,908,491.65	1.70%
4	Rock Road Companies	Janesville, WI	\$ 1,998,474.41	5.45%	\$ 1,942,557.01	3.93%	\$ 1,946,846.01	3.75%
5	<i>Engineer's Estimate</i>		<i>\$ 2,023,132.50</i>	<i>6.75%</i>	<i>\$ 1,969,582.50</i>	<i>5.38%</i>	<i>\$ 1,963,582.50</i>	<i>4.64%</i>
6	Corporate Contractors, Inc.	Beloit, WI	\$ 2,156,239.00	13.77%	\$ 2,038,448.00	9.06%	\$ 2,049,108.00	9.19%
7	Fischer Excavating, Inc.	Freeport, IL	\$ 2,409,022.74	27.11%	\$ 2,256,141.74	20.71%	\$ 2,264,986.74	20.70%

Upon review of the Contractor's Proof of Responsibility Statement, Maddrell Excavating LLC is determined to be a responsible bidder.

I recommend that the Alternate A contract be awarded to Maddrell Excavating LLC of Monroe, WI. The following is a breakdown of the proposed project cost:

### COSTS

Maddrell Excavating LLC Alternate A Bid	\$ 1,869,070.59
Allowance for Change Orders and/or Extra Work	<u>\$ 274,450.11</u>
<b>TOTAL PROJECT COST</b>	<b>\$ 2,143,520.70</b>

### PROJECT INFORMATION

This project will reconstruct Colley Road from Gateway Boulevard heading east approximately 3,500 feet to the city limits. The new road will be concrete and widened to include on-street bike lanes. Sanitary sewer and street lighting will also be extended as part of the project.

**Tabulation of Bids  
Contract C16-09  
Colley Road Reconstruction  
Bids Opened June 23, 9:00 AM**

Item No.	Bid Item Description	Quantity	Unit	Engineer's Estimate		Maddrell Excavating LLC Monroe, WI	
				Price	Extended	Price	Extended
1	Mobilization	1	LS	\$40,000.00	\$40,000.00	\$95,000.00	\$95,000.00
2	Construction Staking	1	LS	\$15,000.00	\$15,000.00	\$18,700.00	\$18,700.00
3	Traffic Control	1	LS	\$5,000.00	\$5,000.00	\$6,250.00	\$6,250.00
4	Removing Pavement	580	SY	\$10.00	\$5,800.00	\$6.85	\$3,973.00
5	Removing Curb & Gutter	765	LF	\$5.00	\$3,825.00	\$2.90	\$2,218.50
6	Removing Culverts	1	EACH	\$200.00	\$200.00	\$185.00	\$185.00
7	Removing Inlets	1	EACH	\$300.00	\$300.00	\$150.00	\$150.00
8	Removing Concrete Bases	2	EACH	\$400.00	\$800.00	\$170.00	\$340.00
9	Removing Pull Boxes	5	EACH	\$250.00	\$1,250.00	\$100.00	\$500.00
10	Removing Light Wiring	1	LS	\$500.00	\$500.00	\$2,500.00	\$2,500.00
11	Removing Fence	1,200	LF	\$1.00	\$1,200.00	\$2.89	\$3,468.00
12	Clearing & Grubbing	11	STA	\$650.00	\$7,150.00	\$2,245.00	\$24,695.00
13	Full Depth Sawcut	1,050	LF	\$2.00	\$2,100.00	\$3.00	\$3,150.00
14	Common Excavation (Includes 718 CY of EBS)	20,000	CY	\$10.00	\$200,000.00	\$6.37	\$127,400.00
15	Base Aggregate Dense 3/4 Inch	55	TON	\$20.00	\$1,100.00	\$14.00	\$770.00
16	Base Aggregate Dense 1-1/4 Inch	6,500	TON	\$12.00	\$78,000.00	\$10.15	\$65,975.00
17	Base Aggregate Dense 3 Inch	12,000	TON	\$15.00	\$180,000.00	\$10.15	\$121,800.00
18	Concrete Pavement 9-Inch	14,700	SY	\$45.00	\$661,500.00	\$35.00	\$514,500.00
19	Concrete Curb & Gutter, Type K, 30-Inch	7,000	LF	\$12.00	\$84,000.00	\$13.52	\$94,640.00
20	Concrete Curb & Gutter, 4-Inch Sloped Type A, 36-Inch	130	LF	\$20.00	\$2,600.00	\$22.00	\$2,860.00
21	Concrete Curb & Gutter, 36-Inch Mountable	125	LF	\$20.00	\$2,500.00	\$22.00	\$2,750.00
22	Concrete Sidewalk 4-Inch	220	SF	\$5.00	\$1,100.00	\$6.00	\$1,320.00
23	Concrete Driveway 6-Inch	400	SY	\$42.00	\$16,800.00	\$57.00	\$22,800.00
24	HMA Pavement, Type E-0.3	95	TON	\$75.00	\$7,125.00	\$94.00	\$8,930.00
25	Tack Coat	1	LS	\$500.00	\$500.00	\$500.00	\$500.00
26	Asphaltic Surface Driveway	50	TON	\$100.00	\$5,000.00	\$94.00	\$4,700.00
27	Asphaltic Flumes	90	SY	\$50.00	\$4,500.00	\$55.00	\$4,950.00
28	Inlets 2'x3'	3	EACH	\$1,500.00	\$4,500.00	\$1,490.00	\$4,470.00
29	5' x 17' Junction Box	1	EACH	\$20,000.00	\$20,000.00	\$15,661.24	\$15,661.24
30	Manholes 5' Diameter	3	EACH	\$3,000.00	\$9,000.00	\$2,315.00	\$6,945.00
31	Inlets Median 1 Grate	1	EACH	\$2,000.00	\$2,000.00	\$1,320.00	\$1,320.00
32	Connect to Existing Storm Sewer	2	EACH	\$500.00	\$1,000.00	\$1,056.00	\$2,112.00
33	12-Inch RCP Storm Sewer Pipe	6	LF	\$75.00	\$450.00	\$68.00	\$408.00
34	12-Inch HDPE Storm Sewer Pipe	37	LF	\$50.00	\$1,850.00	\$36.75	\$1,359.75
35	18-Inch HDPE Storm Sewer Pipe	30	LF	\$60.00	\$1,800.00	\$50.60	\$1,518.00
36	24-Inch HDPE Storm Sewer Pipe	29	LF	\$60.00	\$1,740.00	\$53.30	\$1,545.70
37	30-Inch HDPE Storm Sewer Pipe	276	LF	\$65.00	\$17,940.00	\$55.00	\$15,180.00
38	36-Inch HDPE Storm Sewer Pipe	475	LF	\$70.00	\$33,250.00	\$58.00	\$27,550.00
39	Connect to Existing Culvert Pipe	3	EACH	\$500.00	\$1,500.00	\$300.00	\$900.00
40	48x76-Inch Horizontal Elliptical Storm Sewer Pipe	8	LF	\$75.00	\$600.00	\$182.00	\$1,456.00
41	Salvage & Install Endwall	1	EACH	\$500.00	\$500.00	\$500.00	\$500.00
42	Remove Headwall & Wings	1	EACH	\$500.00	\$500.00	\$1,020.00	\$1,020.00
43	Culvert Pipe Corrugated Steel 24-Inch	64	LF	\$45.00	\$2,880.00	\$57.50	\$3,680.00
44	24-Inch Apron Endwall	5	EACH	\$250.00	\$1,250.00	\$301.00	\$1,505.00
45	Culvert Pipe Corrugated Steel 18-Inch	164	LF	\$40.00	\$6,560.00	\$65.60	\$10,758.40
46	18-Inch Apron Endwall	4	EACH	\$250.00	\$1,000.00	\$395.00	\$1,580.00
47	Seed Lawn Restoration	22,400	SY	\$3.00	\$67,200.00	\$4.48	\$100,352.00
48	Erosion Mat Urban Class I, Type A	3,250	SY	\$1.50	\$4,875.00	\$1.70	\$5,525.00
49	Erosion Mat Class II, Type B	3,800	SY	\$1.50	\$5,700.00	\$2.10	\$7,980.00
50	Silt Fence	3,800	LF	\$1.75	\$6,650.00	\$2.00	\$7,600.00
51	Rip Rap (Medium) with Type HR Fabric	60	CY	\$55.00	\$3,300.00	\$75.00	\$4,500.00
52	Inlet Protection	29	EACH	\$65.00	\$1,885.00	\$100.00	\$2,900.00
53	Temporary Ditch Check	340	LF	\$7.50	\$2,550.00	\$6.00	\$2,040.00
54	Culvert Pipe Check	200	EA	\$17.00	\$3,400.00	\$20.00	\$4,000.00
55	Stone Tracking Pad	1	EACH	\$1,000.00	\$1,000.00	\$1,300.00	\$1,300.00
56	Removing Signs	27	EACH	\$50.00	\$1,350.00	\$50.00	\$1,350.00
57	Removing Small Sign Supports	9	EACH	\$50.00	\$450.00	\$60.00	\$540.00
58	Moving Signs	4	EACH	\$50.00	\$200.00	\$145.00	\$580.00
59	Signs Type II Reflective H	258	SF	\$20.00	\$5,160.00	\$12.00	\$3,096.00
60	Signs Type II Reflective F	36	SF	\$20.00	\$720.00	\$25.00	\$900.00
61	2" x 2" Steel Posts, 12-FT	25	EACH	\$120.00	\$3,000.00	\$120.00	\$3,000.00

**Tabulation of Bids  
Contract C16-09  
Colley Road Reconstruction  
Bids Opened June 23, 9:00 AM**

				Engineer's Estimate		Maddrell Excavating LLC Monroe, WI	
Item No.	Bid Item Description	Quantity	Unit	Price	Extended	Price	Extended
62	Pavement Marking Removal - Lines	4,550	LF	\$0.75	\$3,412.50	\$0.36	\$1,638.00
63	Pavement Marking Removal - Arrows	9	EACH	\$150.00	\$1,350.00	\$60.00	\$540.00
64	Pavement Marking Removal - Words	7	EACH	\$150.00	\$1,050.00	\$60.00	\$420.00
65	Pavement Marking - Arrows Epoxy Type 2	14	EACH	\$185.00	\$2,590.00	\$240.00	\$3,360.00
66	Pavement Marking - Bike Lane Symbol	1	EACH	\$265.00	\$265.00	\$155.00	\$155.00
67	Pavement Marking - Bike Lane Arrow Epoxy	8	EACH	\$75.00	\$600.00	\$155.00	\$1,240.00
68	Pavement Marking - Words Epoxy	22	EACH	\$185.00	\$4,070.00	\$245.00	\$5,390.00
69	Pavement Marking - Island Nose Epoxy	5	EACH	\$90.00	\$450.00	\$135.00	\$675.00
70	Pavement Marking - Curb Epoxy	210	LF	\$6.00	\$1,260.00	\$6.85	\$1,438.50
71	Pavement Marking - 4-Inch Epoxy	16,200	LF	\$0.75	\$12,150.00	\$1.00	\$16,200.00
72	Pavement Marking - 8-Inch Epoxy	1,610	LF	\$1.00	\$1,610.00	\$2.00	\$3,220.00
73	Pavement Marking - 12-Inch Epoxy	100	LF	\$2.00	\$200.00	\$6.00	\$600.00
74	Pavement Marking - 18-Inch Epoxy	150	LF	\$8.00	\$1,200.00	\$8.75	\$1,312.50
75	Conduit Rigid Nonmetallic Schedule 40 2-Inch	7,300	LF	\$6.00	\$43,800.00	\$3.90	\$28,470.00
76	Conduit Rigid Nonmetallic Schedule 40 3-Inch	375	LF	\$9.00	\$3,375.00	\$4.70	\$1,762.50
77	Conduit Special 2-Inch	300	LF	\$21.00	\$6,300.00	\$22.30	\$6,690.00
78	Conduit Special 3-Inch	120	LF	\$22.00	\$2,640.00	\$33.20	\$3,984.00
79	Pull Boxes Steel 24X36-Inch	18	EACH	\$650.00	\$11,700.00	\$620.00	\$11,160.00
80	Concrete Bases Type 1	1	EACH	\$600.00	\$600.00	\$630.00	\$630.00
81	Concrete Bases Type 2	43	EACH	\$800.00	\$34,400.00	\$760.00	\$32,680.00
82	Concrete Control Cabinet Base Type 9 Special	1	EACH	\$1,450.00	\$1,450.00	\$1,020.00	\$1,020.00
83	Street Light (Sternberg)	31	EACH	\$3,650.00	\$113,150.00	\$5,060.00	\$156,860.00
84	Connect to Existing Lighting System	1	LS	\$2,000.00	\$2,000.00	\$4,200.00	\$4,200.00
85	Remove & Salvage Lights	1	LS	\$1,000.00	\$1,000.00	\$5,960.00	\$5,960.00
86	Lighting System Wiring	1	LS	\$50,000.00	\$50,000.00	\$43,600.00	\$43,600.00
87	Install Conduit Into Existing Item	7	EACH	\$250.00	\$1,750.00	\$410.00	\$2,870.00
88	Reinstall Pull Boxes Steel 24x42-Inch	5	EACH	\$550.00	\$2,750.00	\$360.00	\$1,800.00
<b>SUBTOTAL ITEMS: 1-88</b>				\$1,848,732.50		\$1,718,032.09	
89	Adjusting Manhole Covers	2	EACH	\$300.00	\$600.00	\$670.00	\$1,340.00
90	Adjusting Water Valve Boxes	5	EACH	\$200.00	\$1,000.00	\$90.00	\$450.00
91	Adjusting Hydrants	4	EACH	\$500.00	\$2,000.00	\$1,320.00	\$5,280.00
92	4-Foot Diameter Sanitary Sewer Manhole	6	EACH	\$2,500.00	\$15,000.00	\$2,442.00	\$14,652.00
93	Connect to Existing Sanitary Manhole	1	EACH	\$1,000.00	\$1,000.00	\$418.00	\$418.00
94	12-Inch PVC Sanitary Sewer	2,800	LF	\$50.00	\$140,000.00	\$47.25	\$132,300.00
95	8-Inch PVC Sanitary Sewer	370	LF	\$40.00	\$14,800.00	\$61.50	\$22,755.00
<b>SUBTOTAL ITEMS: 89-95</b>				\$174,400.00		\$177,195.00	
<b>TOTAL BASE BID</b>				<b>\$2,023,132.50</b>		<b>\$1,895,227.09</b>	
<b>ALTERNATE A</b>							
A-1	Subgrade Stabilization Flyash Material	1,000	TON	\$60.00	\$60,000.00	\$66.20	\$66,200.00
A-2	Flyash Distribution and Mixing	16,700	SY	\$7.00	\$116,900.00	\$3.66	\$61,122.00
A-3	Common Excavation	-6,200	CY	\$10.00	-\$62,000.00	\$6.37	-\$39,494.00
A-4	Base Aggregate Dense 3 Inch	-11,230	TON	\$15.00	-\$168,450.00	\$10.15	-\$113,984.50
<b>TOTAL ALTERNATE A</b>				-\$53,550.00		-\$26,156.50	
<b>Bid with Alternate A</b>				<b>\$1,969,582.50</b>		<b>\$1,869,070.59</b>	
<b>ALTERNATE B</b>							
B-1	Subgrade Stabilization JOLENA 50:50	600	TON	\$90.00	\$54,000.00	\$127.00	\$76,200.00
B-2	JOLENA 50:50 Distribution and Mixing	16,700	SY	\$7.00	\$116,900.00	\$3.51	\$58,617.00
B-3	Common Excavation	-6,200	CY	\$10.00	-\$62,000.00	\$6.37	-\$39,494.00
B-4	Base Aggregate Dense 3 Inch	-11,230	TON	\$15.00	-\$168,450.00	\$10.15	-\$113,984.50
<b>TOTAL ALTERNATE B</b>				-\$59,550.00		-\$18,661.50	
<b>Bid with Alternate B</b>				<b>\$1,963,582.50</b>		<b>\$1,876,565.59</b>	

**Tabulation of Bids  
Contract C16-09  
Colley Road Reconstruction  
Bids Opened June 23, 9:00 AM**

Item No.	Bid Item Description	Quantity	Unit	LaLonde Contractors Inc. Waukesha, WI		E & N Hughes Co. Inc. Monroe, WI	
				Price	Extended	Price	Extended
1	Mobilization	1	LS	\$46,980.00	\$46,980.00	\$39,000.00	\$39,000.00
2	Construction Staking	1	LS	\$14,210.00	\$14,210.00	\$15,631.00	\$15,631.00
3	Traffic Control	1	LS	\$7,784.00	\$7,784.00	\$4,534.00	\$4,534.00
4	Removing Pavement	580	SY	\$6.85	\$3,973.00	\$7.55	\$4,379.00
5	Removing Curb & Gutter	765	LF	\$2.90	\$2,218.50	\$3.20	\$2,448.00
6	Removing Culverts	1	EACH	\$500.00	\$500.00	\$189.00	\$189.00
7	Removing Inlets	1	EACH	\$150.00	\$150.00	\$125.00	\$125.00
8	Removing Concrete Bases	2	EACH	\$320.00	\$640.00	\$275.00	\$550.00
9	Removing Pull Boxes	5	EACH	\$171.00	\$855.00	\$83.00	\$415.00
10	Removing Light Wiring	1	LS	\$1,500.00	\$1,500.00	\$1,650.00	\$1,650.00
11	Removing Fence	1,200	LF	\$6.00	\$7,200.00	\$3.20	\$3,840.00
12	Clearing & Grubbing	11	STA	\$1,250.00	\$13,750.00	\$1,375.00	\$15,125.00
13	Full Depth Sawcut	1,050	LF	\$2.09	\$2,194.50	\$2.00	\$2,100.00
14	Common Excavation (Includes 718 CY of EBS)	20,000	CY	\$6.37	\$127,400.00	\$6.75	\$135,000.00
15	Base Aggregate Dense 3/4 Inch	55	TON	\$14.00	\$770.00	\$15.40	\$847.00
16	Base Aggregate Dense 1-1/4 Inch	6,500	TON	\$10.15	\$65,975.00	\$10.75	\$69,875.00
17	Base Aggregate Dense 3 Inch	12,000	TON	\$10.15	\$121,800.00	\$10.75	\$129,000.00
18	Concrete Pavement 9-Inch	14,700	SY	\$41.80	\$614,460.00	\$37.10	\$545,370.00
19	Concrete Curb & Gutter, Type K, 30-Inch	7,000	LF	\$14.43	\$101,010.00	\$14.30	\$100,100.00
20	Concrete Curb & Gutter, 4-Inch Sloped Type A, 36-Inch	130	LF	\$33.81	\$4,395.30	\$23.30	\$3,029.00
21	Concrete Curb & Gutter, 36-Inch Mountable	125	LF	\$22.92	\$2,865.00	\$23.30	\$2,912.50
22	Concrete Sidewalk 4-Inch	220	SF	\$4.40	\$968.00	\$6.35	\$1,397.00
23	Concrete Driveway 6-Inch	400	SY	\$41.07	\$16,428.00	\$60.45	\$24,180.00
24	HMA Pavement, Type E-0.3	95	TON	\$105.00	\$9,975.00	\$115.50	\$10,972.50
25	Tack Coat	1	LS	\$159.99	\$159.99	\$176.00	\$176.00
26	Asphaltic Surface Driveway	50	TON	\$145.00	\$7,250.00	\$159.50	\$7,975.00
27	Asphaltic Flumes	90	SY	\$48.00	\$4,320.00	\$52.80	\$4,752.00
28	Inlets 2x3'	3	EACH	\$1,490.00	\$4,470.00	\$1,487.00	\$4,461.00
29	5' x 17' Junction Box	1	EACH	\$16,661.00	\$16,661.00	\$16,605.00	\$16,605.00
30	Manholes 5' Diameter	3	EACH	\$2,315.00	\$6,945.00	\$2,314.00	\$6,942.00
31	Inlets Median 1 Grate	1	EACH	\$1,320.00	\$1,320.00	\$1,320.00	\$1,320.00
32	Connect to Existing Storm Sewer	2	EACH	\$1,056.00	\$2,112.00	\$1,056.00	\$2,112.00
33	12-Inch RCP Storm Sewer Pipe	6	LF	\$68.00	\$408.00	\$68.00	\$408.00
34	12-Inch HDPE Storm Sewer Pipe	37	LF	\$36.75	\$1,359.75	\$36.75	\$1,359.75
35	18-Inch HDPE Storm Sewer Pipe	30	LF	\$50.60	\$1,518.00	\$50.60	\$1,518.00
36	24-Inch HDPE Storm Sewer Pipe	29	LF	\$53.30	\$1,545.70	\$53.30	\$1,545.70
37	30-Inch HDPE Storm Sewer Pipe	276	LF	\$55.00	\$15,180.00	\$55.00	\$15,180.00
38	36-Inch HDPE Storm Sewer Pipe	475	LF	\$58.00	\$27,550.00	\$58.00	\$27,550.00
39	Connect to Existing Culvert Pipe	3	EACH	\$600.00	\$1,800.00	\$600.00	\$1,800.00
40	48x76-Inch Horizontal Elliptical Storm Sewer Pipe	8	LF	\$182.00	\$1,456.00	\$182.00	\$1,456.00
41	Salvage & Install Endwall	1	EACH	\$500.00	\$500.00	\$500.00	\$500.00
42	Remove Headwall & Wings	1	EACH	\$1,020.00	\$1,020.00	\$1,020.00	\$1,020.00
43	Culvert Pipe Corrugated Steel 24-Inch	64	LF	\$57.50	\$3,680.00	\$57.50	\$3,680.00
44	24-Inch Apron Endwall	5	EACH	\$301.00	\$1,505.00	\$301.00	\$1,505.00
45	Culvert Pipe Corrugated Steel 18-Inch	164	LF	\$65.60	\$10,758.40	\$65.60	\$10,758.40
46	18-Inch Apron Endwall	4	EACH	\$395.00	\$1,580.00	\$395.00	\$1,580.00
47	Seed Lawn Restoration	22,400	SY	\$5.00	\$112,000.00	\$5.38	\$120,512.00
48	Erosion Mat Urban Class I, Type A	3,250	SY	\$1.55	\$5,037.50	\$1.70	\$5,525.00
49	Erosion Mat Class II, Type B	3,800	SY	\$1.80	\$6,840.00	\$1.95	\$7,410.00
50	Silt Fence	3,800	LF	\$1.45	\$5,510.00	\$1.60	\$6,080.00
51	Rip Rap (Medium) with Type HR Fabric	60	CY	\$100.00	\$6,000.00	\$75.00	\$4,500.00
52	Inlet Protection	29	EACH	\$115.00	\$3,335.00	\$125.00	\$3,625.00
53	Temporary Ditch Check	340	LF	\$7.50	\$2,550.00	\$3.70	\$1,258.00
54	Culvert Pipe Check	200	EA	\$75.00	\$15,000.00	\$13.80	\$2,760.00
55	Stone Tracking Pad	1	EACH	\$3,000.00	\$3,000.00	\$881.00	\$881.00
56	Removing Signs	27	EACH	\$35.00	\$945.00	\$43.00	\$1,161.00
57	Removing Small Sign Supports	9	EACH	\$35.00	\$315.00	\$43.00	\$387.00
58	Moving Signs	4	EACH	\$75.00	\$300.00	\$96.00	\$384.00
59	Signs Type II Reflective H	258	SF	\$30.15	\$7,778.70	\$33.20	\$8,565.60
60	Signs Type II Reflective F	36	SF	\$31.90	\$1,148.40	\$35.20	\$1,267.20
61	2" x 2" Steel Posts, 12-FT	25	EACH	\$145.00	\$3,625.00	\$159.50	\$3,987.50

**Tabulation of Bids  
Contract C16-09  
Colley Road Reconstruction  
Bids Opened June 23, 9:00 AM**

				LaLonde Contractors Inc.                      Waukesha, WI		E & N Hughes Co. Inc.                      Monroe, WI	
Item No.	Bid Item Description	Quantity	Unit	Price	Extended	Price	Extended
62	Pavement Marking Removal - Lines	4,550	LF	\$0.36	\$1,638.00	\$0.40	\$1,820.00
63	Pavement Marking Removal - Arrows	9	EACH	\$60.00	\$540.00	\$66.00	\$594.00
64	Pavement Marking Removal - Words	7	EACH	\$60.00	\$420.00	\$66.00	\$462.00
65	Pavement Marking - Arrows Epoxy Type 2	14	EACH	\$240.00	\$3,360.00	\$264.00	\$3,696.00
66	Pavement Marking - Bike Lane Symbol	1	EACH	\$155.00	\$155.00	\$171.00	\$171.00
67	Pavement Marking - Bike Lane Arrow Epoxy	8	EACH	\$155.00	\$1,240.00	\$171.00	\$1,368.00
68	Pavement Marking - Words Epoxy	22	EACH	\$245.00	\$5,390.00	\$270.00	\$5,940.00
69	Pavement Marking - Island Nose Epoxy	5	EACH	\$135.00	\$675.00	\$149.00	\$745.00
70	Pavement Marking - Curb Epoxy	210	LF	\$6.85	\$1,438.50	\$7.55	\$1,585.50
71	Pavement Marking - 4-Inch Epoxy	16,200	LF	\$1.00	\$16,200.00	\$1.10	\$17,820.00
72	Pavement Marking - 8-Inch Epoxy	1,610	LF	\$2.00	\$3,220.00	\$2.20	\$3,542.00
73	Pavement Marking - 12-Inch Epoxy	100	LF	\$6.00	\$600.00	\$6.60	\$660.00
74	Pavement Marking - 18-Inch Epoxy	150	LF	\$8.75	\$1,312.50	\$9.65	\$1,447.50
75	Conduit Rigid Nonmetallic Schedule 40 2-Inch	7,300	LF	\$3.82	\$27,886.00	\$4.15	\$30,295.00
76	Conduit Rigid Nonmetallic Schedule 40 3-Inch	375	LF	\$9.04	\$3,390.00	\$5.20	\$1,950.00
77	Conduit Special 2-Inch	300	LF	\$18.50	\$5,550.00	\$24.55	\$7,365.00
78	Conduit Special 3-Inch	120	LF	\$29.60	\$3,552.00	\$36.55	\$4,386.00
79	Pull Boxes Steel 24X36-Inch	18	EACH	\$586.00	\$10,548.00	\$682.00	\$12,276.00
80	Concrete Bases Type 1	1	EACH	\$484.00	\$484.00	\$693.00	\$693.00
81	Concrete Bases Type 2	43	EACH	\$647.00	\$27,821.00	\$805.00	\$34,615.00
82	Concrete Control Cabinet Base Type 9 Special	1	EACH	\$1,142.00	\$1,142.00	\$1,020.00	\$1,020.00
83	Street Light (Sternberg)	31	EACH	\$4,547.00	\$140,957.00	\$5,364.00	\$166,284.00
84	Connect to Existing Lighting System	1	LS	\$651.00	\$651.00	\$4,620.00	\$4,620.00
85	Remove & Salvage Lights	1	LS	\$2,607.00	\$2,607.00	\$5,556.00	\$5,556.00
86	Lighting System Wiring	1	LS	\$25,112.00	\$25,112.00	\$46,216.00	\$46,216.00
87	Install Conduit Into Existing Item	7	EACH	\$125.00	\$875.00	\$451.00	\$3,157.00
88	Reinstall Pull Boxes Steel 24x42-Inch	5	EACH	\$280.00	\$1,400.00	\$396.00	\$1,980.00
<b>SUBTOTAL ITEMS: 1-88</b>				\$1,742,648.74		\$1,755,440.15	
89	Adjusting Manhole Covers	2	EACH	\$670.00	\$1,340.00	\$670.00	\$1,340.00
90	Adjusting Water Valve Boxes	5	EACH	\$90.00	\$450.00	\$90.00	\$450.00
91	Adjusting Hydrants	4	EACH	\$1,320.00	\$5,280.00	\$1,320.00	\$5,280.00
92	4-Foot Diameter Sanitary Sewer Manhole	6	EACH	\$2,442.00	\$14,652.00	\$2,442.00	\$14,652.00
93	Connect to Existing Sanitary Manhole	1	EACH	\$418.00	\$418.00	\$418.00	\$418.00
94	12-Inch PVC Sanitary Sewer	2,800	LF	\$47.25	\$132,300.00	\$47.25	\$132,300.00
95	8-Inch PVC Sanitary Sewer	370	LF	\$61.50	\$22,755.00	\$61.50	\$22,755.00
<b>SUBTOTAL ITEMS: 89-95</b>				\$177,195.00		\$177,195.00	
<b>TOTAL BASE BID</b>				\$1,919,843.74		\$1,932,635.15	
<b>ALTERNATE A</b>							
A-1	Subgrade Stabilization Flyash Material	1,000	TON	\$58.25	\$58,250.00	\$61.75	\$61,750.00
A-2	Flyash Distribution and Mixing	16,700	SY	\$2.80	\$46,760.00	\$4.03	\$67,301.00
A-3	Common Excavation	-6,200	CY	\$6.37	-\$39,494.00	\$6.75	-\$41,850.00
A-4	Base Aggregate Dense 3 Inch	-11,230	TON	\$10.15	-\$113,984.50	\$10.75	-\$120,722.50
<b>TOTAL ALTERNATE A</b>				-\$48,468.50		-\$33,521.50	
<b>Bid with Alternate A</b>				\$1,871,375.24		\$1,899,113.65	
<b>ALTERNATE B</b>							
B-1	Subgrade Stabilization JOLENA 50:50	600	TON	\$116.00	\$69,600.00	\$123.00	\$73,800.00
B-2	JOLENA 50:50 Distribution and Mixing	16,700	SY	\$2.65	\$44,255.00	\$3.87	\$64,629.00
B-3	Common Excavation	-6,200	CY	\$6.37	-\$39,494.00	\$6.75	-\$41,850.00
B-4	Base Aggregate Dense 3 Inch	-11,230	TON	\$10.15	-\$113,984.50	\$10.75	-\$120,722.50
<b>TOTAL ALTERNATE B</b>				-\$39,623.50		-\$24,143.50	
<b>Bid with Alternate B</b>				\$ 1,880,220.24		\$ 1,908,491.65	

**Tabulation of Bids  
Contract C16-09  
Colley Road Reconstruction  
Bids Opened June 23, 9:00 AM**

Item No.	Bid Item Description	Quantity	Unit	Rock Road		Janesville, WI		Fischer Excavating, Inc. Freeport, Illinois	
				Price	Extended	Price	Extended	Price	Extended
1	Mobilization	1	LS	\$108,000.00	\$108,000.00	\$106,000.00	\$106,000.00		
2	Construction Staking	1	LS	\$11,500.00	\$11,500.00	\$14,210.00	\$14,210.00		
3	Traffic Control	1	LS	\$3,800.00	\$3,800.00	\$7,500.00	\$7,500.00		
4	Removing Pavement	580	SY	\$6.60	\$3,828.00	\$5.61	\$3,253.80		
5	Removing Curb & Gutter	765	LF	\$3.58	\$2,738.70	\$2.82	\$2,157.30		
6	Removing Culverts	1	EACH	\$486.13	\$486.13	\$380.14	\$380.14		
7	Removing Inlets	1	EACH	\$324.08	\$324.08	\$460.59	\$460.59		
8	Removing Concrete Bases	2	EACH	\$320.00	\$640.00	\$250.00	\$500.00		
9	Removing Pull Boxes	5	EACH	\$171.00	\$855.00	\$75.00	\$375.00		
10	Removing Light Wiring	1	LS	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00		
11	Removing Fence	1,200	LF	\$1.75	\$2,100.00	\$5.00	\$6,000.00		
12	Clearing & Grubbing	11	STA	\$640.00	\$7,040.00	\$1,039.33	\$11,432.63		
13	Full Depth Sawcut	1,050	LF	\$1.60	\$1,680.00	\$2.00	\$2,100.00		
14	Common Excavation (Includes 718 CY of EBS)	20,000	CY	\$11.37	\$227,400.00	\$13.00	\$260,000.00		
15	Base Aggregate Dense 3/4 Inch	55	TON	\$28.81	\$1,584.55	\$23.38	\$1,285.90		
16	Base Aggregate Dense 1-1/4 Inch	6,500	TON	\$10.58	\$68,770.00	\$17.20	\$111,800.00		
17	Base Aggregate Dense 3 Inch	12,000	TON	\$9.98	\$119,760.00	\$17.20	\$206,400.00		
18	Concrete Pavement 9-Inch	14,700	SY	\$41.83	\$614,901.00	\$41.83	\$614,901.00		
19	Concrete Curb & Gutter, Type K, 30-Inch	7,000	LF	\$16.76	\$117,320.00	\$15.25	\$106,750.00		
20	Concrete Curb & Gutter, 4-Inch Sloped Type A, 36-Inch	130	LF	\$19.00	\$2,470.00	\$19.00	\$2,470.00		
21	Concrete Curb & Gutter, 36-Inch Mountable	125	LF	\$17.00	\$2,125.00	\$17.00	\$2,125.00		
22	Concrete Sidewalk 4-Inch	220	SF	\$4.75	\$1,045.00	\$4.75	\$1,045.00		
23	Concrete Driveway 6-Inch	400	SY	\$5.60	\$2,240.00	\$50.40	\$20,160.00		
24	HMA Pavement, Type E-0.3	95	TON	\$105.00	\$9,975.00	\$105.00	\$9,975.00		
25	Tack Coat	1	LS	\$159.59	\$159.59	\$159.59	\$159.59		
26	Asphaltic Surface Driveway	50	TON	\$145.00	\$7,250.00	\$145.00	\$7,250.00		
27	Asphaltic Flumes	90	SY	\$48.00	\$4,320.00	\$48.00	\$4,320.00		
28	Inlets 2'x3'	3	EACH	\$2,035.14	\$6,105.42	\$3,108.26	\$9,324.78		
29	5' x 17' Junction Box	1	EACH	\$21,573.54	\$21,573.54	\$32,414.33	\$32,414.33		
30	Manholes 5' Diameter	3	EACH	\$2,461.85	\$7,385.55	\$4,026.64	\$12,079.92		
31	Inlets Median 1 Grate	1	EACH	\$2,034.33	\$2,034.33	\$3,108.27	\$3,108.27		
32	Connect to Existing Storm Sewer	2	EACH	\$874.49	\$1,748.98	\$893.35	\$1,786.70		
33	12-Inch RCP Storm Sewer Pipe	6	LF	\$85.60	\$513.60	\$52.08	\$312.48		
34	12-Inch HDPE Storm Sewer Pipe	37	LF	\$60.67	\$2,244.79	\$64.77	\$2,396.49		
35	18-Inch HDPE Storm Sewer Pipe	30	LF	\$56.28	\$1,688.40	\$55.79	\$1,673.70		
36	24-Inch HDPE Storm Sewer Pipe	29	LF	\$72.82	\$2,111.78	\$71.69	\$2,079.01		
37	30-Inch HDPE Storm Sewer Pipe	276	LF	\$66.07	\$18,235.32	\$71.49	\$19,731.24		
38	36-Inch HDPE Storm Sewer Pipe	475	LF	\$73.49	\$34,907.75	\$74.09	\$35,192.75		
39	Connect to Existing Culvert Pipe	3	EACH	\$874.49	\$2,623.47	\$893.35	\$2,680.05		
40	48x76-Inch Horizontal Elliptical Storm Sewer Pipe	8	LF	\$346.49	\$2,771.92	\$555.44	\$4,443.52		
41	Salvage & Install Endwall	1	EACH	\$1,639.45	\$1,639.45	\$2,422.91	\$2,422.91		
42	Remove Headwall & Wings	1	EACH	\$2,327.60	\$2,327.60	\$1,305.07	\$1,305.07		
43	Culvert Pipe Corrugated Steel 24-Inch	64	LF	\$55.53	\$3,553.92	\$61.75	\$3,952.00		
44	24-Inch Apron Endwall	5	EACH	\$371.52	\$1,857.60	\$707.56	\$3,537.80		
45	Culvert Pipe Corrugated Steel 18-Inch	164	LF	\$51.10	\$8,380.40	\$40.06	\$6,569.84		
46	18-Inch Apron Endwall	4	EACH	\$298.28	\$1,193.12	\$607.73	\$2,430.92		
47	Seed Lawn Restoration	22,400	SY	\$3.67	\$82,208.00	\$0.60	\$13,440.00		
48	Erosion Mat Urban Class I, Type A	3,250	SY	\$1.35	\$4,387.50	\$1.55	\$5,037.50		
49	Erosion Mat Class II, Type B	3,800	SY	\$1.75	\$6,650.00	\$1.80	\$6,840.00		
50	Silt Fence	3,800	LF	\$1.75	\$6,650.00	\$1.45	\$5,510.00		
51	Rip Rap (Medium) with Type HR Fabric	60	CY	\$68.00	\$4,080.00	\$76.30	\$4,578.00		
52	Inlet Protection	29	EACH	\$120.00	\$3,480.00	\$115.00	\$3,335.00		
53	Temporary Ditch Check	340	LF	\$10.50	\$3,570.00	\$12.00	\$4,080.00		
54	Culvert Pipe Check	200	EA	\$22.75	\$4,550.00	\$50.00	\$10,000.00		
55	Stone Tracking Pad	1	EACH	\$4,780.82	\$4,780.82	\$1,990.98	\$1,990.98		
56	Removing Signs	27	EACH	\$18.50	\$499.50	\$100.00	\$2,700.00		
57	Removing Small Sign Supports	9	EACH	\$22.00	\$198.00	\$100.00	\$900.00		
58	Moving Signs	4	EACH	\$65.00	\$260.00	\$300.00	\$1,200.00		
59	Signs Type II Reflective H	258	SF	\$21.50	\$5,547.00	\$30.15	\$7,778.70		
60	Signs Type II Reflective F	36	SF	\$35.85	\$1,290.60	\$31.90	\$1,148.40		
61	2" x 2" Steel Posts, 12-FT	25	EACH	\$140.00	\$3,500.00	\$145.00	\$3,625.00		

**Tabulation of Bids  
Contract C16-09  
Colley Road Reconstruction  
Bids Opened June 23, 9:00 AM**

				Rock Road Janesville, WI		Fischer Excavating, Inc. Freeport, Illinois	
Item No.	Bid Item Description	Quantity	Unit	Price	Extended	Price	Extended
62	Pavement Marking Removal - Lines	4,550	LF	\$0.36	\$1,638.00	\$0.36	\$1,638.00
63	Pavement Marking Removal - Arrows	9	EACH	\$60.00	\$540.00	\$60.00	\$540.00
64	Pavement Marking Removal - Words	7	EACH	\$60.00	\$420.00	\$60.00	\$420.00
65	Pavement Marking - Arrows Epoxy Type 2	14	EACH	\$240.00	\$3,360.00	\$240.00	\$3,360.00
66	Pavement Marking - Bike Lane Symbol	1	EACH	\$155.00	\$155.00	\$155.00	\$155.00
67	Pavement Marking - Bike Lane Arrow Epoxy	8	EACH	\$155.00	\$1,240.00	\$155.00	\$1,240.00
68	Pavement Marking - Words Epoxy	22	EACH	\$245.00	\$5,390.00	\$245.00	\$5,390.00
69	Pavement Marking - Island Nose Epoxy	5	EACH	\$135.00	\$675.00	\$135.00	\$675.00
70	Pavement Marking - Curb Epoxy	210	LF	\$6.85	\$1,438.50	\$6.85	\$1,438.50
71	Pavement Marking - 4-Inch Epoxy	16,200	LF	\$1.00	\$16,200.00	\$1.00	\$16,200.00
72	Pavement Marking - 8-Inch Epoxy	1,610	LF	\$2.00	\$3,220.00	\$2.00	\$3,220.00
73	Pavement Marking - 12-Inch Epoxy	100	LF	\$6.00	\$600.00	\$6.00	\$600.00
74	Pavement Marking - 18-Inch Epoxy	150	LF	\$8.75	\$1,312.50	\$8.75	\$1,312.50
75	Conduit Rigid Nonmetallic Schedule 40 2-Inch	7,300	LF	\$3.82	\$27,886.00	\$6.50	\$47,450.00
76	Conduit Rigid Nonmetallic Schedule 40 3-Inch	375	LF	\$9.04	\$3,390.00	\$7.50	\$2,812.50
77	Conduit Special 2-Inch	300	LF	\$18.50	\$5,550.00	\$20.00	\$6,000.00
78	Conduit Special 3-Inch	120	LF	\$29.60	\$3,552.00	\$30.00	\$3,600.00
79	Pull Boxes Steel 24X36-Inch	18	EACH	\$586.00	\$10,548.00	\$780.00	\$14,040.00
80	Concrete Bases Type 1	1	EACH	\$484.00	\$484.00	\$650.00	\$650.00
81	Concrete Bases Type 2	43	EACH	\$647.00	\$27,821.00	\$800.00	\$34,400.00
82	Concrete Control Cabinet Base Type 9 Special	1	EACH	\$1,142.00	\$1,142.00	\$1,250.00	\$1,250.00
83	Street Light (Sternberg)	31	EACH	\$4,547.00	\$140,957.00	\$5,000.00	\$155,000.00
84	Connect to Existing Lighting System	1	LS	\$651.00	\$651.00	\$1,000.00	\$1,000.00
85	Remove & Salvage Lights	1	LS	\$2,607.00	\$2,607.00	\$2,500.00	\$2,500.00
86	Lighting System Wiring	1	LS	\$25,112.00	\$25,112.00	\$35,000.00	\$35,000.00
87	Install Conduit Into Existing Item	7	EACH	\$125.00	\$875.00	\$150.00	\$1,050.00
88	Reinstall Pull Boxes Steel 24x42-Inch	5	EACH	\$280.00	\$1,400.00	\$600.00	\$3,000.00
<b>SUBTOTAL ITEMS: 1-88</b>				\$1,866,524.41		\$2,068,057.81	
89	Adjusting Manhole Covers	2	EACH	\$675.00	\$1,350.00	\$697.11	\$1,394.22
90	Adjusting Water Valve Boxes	5	EACH	\$150.00	\$750.00	\$478.82	\$2,394.10
91	Adjusting Hydrants	4	EACH	\$500.00	\$2,000.00	\$2,155.72	\$8,622.88
92	4-Foot Diameter Sanitary Sewer Manhole	6	EACH	\$3,200.00	\$19,200.00	\$4,251.45	\$25,508.70
93	Connect to Existing Sanitary Manhole	1	EACH	\$3,300.00	\$3,300.00	\$1,741.43	\$1,741.43
94	12-Inch PVC Sanitary Sewer	2,800	LF	\$33.00	\$92,400.00	\$99.59	\$278,852.00
95	8-Inch PVC Sanitary Sewer	370	LF	\$35.00	\$12,950.00	\$60.68	\$22,451.60
<b>SUBTOTAL ITEMS: 89-95</b>				\$131,950.00		\$340,964.93	
<b>TOTAL BASE BID</b>				\$1,998,474.41		\$2,409,022.74	
<b>ALTERNATE A</b>							
A-1	Subgrade Stabilization Flyash Material	1,000	TON	\$75.55	\$75,550.00	\$58.25	\$58,250.00
A-2	Flyash Distribution and Mixing	16,700	SY	\$3.06	\$51,102.00	\$3.75	\$62,625.00
A-3	Common Excavation	-6,200	CY	\$11.37	-\$70,494.00	\$13.00	-\$80,600.00
A-4	Base Aggregate Dense 3 Inch	-11,230	TON	\$9.98	-\$112,075.40	\$17.20	-\$193,156.00
<b>TOTAL ALTERNATE A</b>				-\$55,917.40		-\$152,881.00	
<b>Bid with Alternate A</b>				\$1,942,557.01		\$2,256,141.74	
<b>ALTERNATE B</b>							
B-1	Subgrade Stabilization JOLENA 50:50	600	TON	\$118.87	\$71,322.00	\$116.00	\$69,600.00
B-2	JOLENA 50:50 Distribution and Mixing	16,700	SY	\$3.57	\$59,619.00	\$3.60	\$60,120.00
B-3	Common Excavation	-6,200	CY	\$11.37	-\$70,494.00	\$13.00	-\$80,600.00
B-4	Base Aggregate Dense 3 Inch	-11,230	TON	\$9.98	-\$112,075.40	\$17.20	-\$193,156.00
<b>TOTAL ALTERNATE B</b>				-\$51,628.40		-\$144,036.00	
<b>Bid with Alternate B</b>				\$ 1,946,846.01		\$ 2,264,986.74	

**Tabulation of Bids  
Contract C16-09  
Colley Road Reconstruction  
Bids Opened June 23, 9:00 AM**

Corporate Contractors, Inc	Beloit, WI
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Item No.	Bid Item Description	Quantity	Unit	Price	Extended
1	Mobilization	1	LS	\$59,000.00	\$59,000.00
2	Construction Staking	1	LS	\$15,350.00	\$15,350.00
3	Traffic Control	1	LS		
4	Removing Pavement	580	SY	\$23.00	\$13,340.00
5	Removing Curb & Gutter	765	LF	\$7.00	\$5,355.00
6	Removing Culverts	1	EACH	\$860.00	\$860.00
7	Removing Inlets	1	EACH	\$160.00	\$160.00
8	Removing Concrete Bases	2	EACH	\$270.00	\$540.00
9	Removing Pull Boxes	5	EACH	\$81.00	\$405.00
10	Removing Light Wiring	1	LS	\$1,620.00	\$1,620.00
11	Removing Fence	1,200	LF		
12	Clearing & Grubbing	11	STA	\$1,380.00	\$15,180.00
13	Full Depth Sawcut	1,050	LF	\$3.00	\$3,150.00
14	Common Excavation (Includes 718 CY of EBS)	20,000	CY	\$17.00	\$340,000.00
15	Base Aggregate Dense 3/4 Inch	55	TON	\$33.00	\$1,815.00
16	Base Aggregate Dense 1-1/4 Inch	6,500	TON	\$12.20	\$79,300.00
17	Base Aggregate Dense 3 Inch	12,000	TON	\$12.20	\$146,400.00
18	Concrete Pavement 9-Inch	14,700	SY	\$38.00	\$558,600.00
19	Concrete Curb & Gutter, Type K, 30-Inch	7,000	LF	\$14.60	\$102,200.00
20	Concrete Curb & Gutter, 4-Inch Sloped Type A, 36-Inch	130	LF	\$24.00	\$3,120.00
21	Concrete Curb & Gutter, 36-Inch Mountable	125	LF	\$24.00	\$3,000.00
22	Concrete Sidewalk 4-Inch	220	SF	\$6.50	\$1,430.00
23	Concrete Driveway 6-Inch	400	SY	\$61.50	\$24,600.00
24	HMA Pavement, Type E-0.3	95	TON	\$98.00	\$9,310.00
25	Tack Coat	1	LS	\$540.00	\$540.00
26	Asphaltic Surface Driveway	50	TON	\$98.00	\$4,900.00
27	Asphaltic Flumes	90	SY	\$54.00	\$4,860.00
28	Inlets 2'x3'	3	EACH	\$1,610.00	\$4,830.00
29	5' x 17' Junction Box	1	EACH	\$17,990.00	\$17,990.00
30	Manholes 5' Diameter	3	EACH	\$2,500.00	\$7,500.00
31	Inlets Median 1 Grate	1	EACH	\$1,425.00	\$1,425.00
32	Connect to Existing Storm Sewer	2	EACH	\$1,140.00	\$2,280.00
33	12-Inch RCP Storm Sewer Pipe	6	LF	\$74.00	\$444.00
34	12-Inch HDPE Storm Sewer Pipe	37	LF	\$40.00	\$1,480.00
35	18-Inch HDPE Storm Sewer Pipe	30	LF	\$55.00	\$1,650.00
36	24-Inch HDPE Storm Sewer Pipe	29	LF	\$58.00	\$1,682.00
37	30-Inch HDPE Storm Sewer Pipe	276	LF	\$60.00	\$16,560.00
38	36-Inch HDPE Storm Sewer Pipe	475	LF	\$63.00	\$29,925.00
39	Connect to Existing Culvert Pipe	3	EACH	\$650.00	\$1,950.00
40	48x76-Inch Horizontal Elliptical Storm Sewer Pipe	8	LF	\$200.00	\$1,600.00
41	Salvage & Install Endwall	1	EACH	\$540.00	\$540.00
42	Remove Headwall & Wings	1	EACH	\$1,100.00	\$1,100.00
43	Culvert Pipe Corrugated Steel 24-Inch	64	LF	\$62.00	\$3,968.00
44	24-Inch Apron Endwall	5	EACH	\$325.00	\$1,625.00
45	Culvert Pipe Corrugated Steel 18-Inch	164	LF	\$71.00	\$11,644.00
46	18-Inch Apron Endwall	4	EACH	\$425.00	\$1,700.00
47	Seed Lawn Restoration	22,400	SY	\$0.65	\$14,560.00
48	Erosion Mat Urban Class I, Type A	3,250	SY	\$1.70	\$5,525.00
49	Erosion Mat Class II, Type B	3,800	SY	\$2.00	\$7,600.00
50	Silt Fence	3,800	LF	\$1.60	\$6,080.00
51	Rip Rap (Medium) with Type HR Fabric	60	CY	\$73.00	\$4,380.00
52	Inlet Protection	29	EACH	\$125.00	\$3,625.00
53	Temporary Ditch Check	340	LF	\$12.00	\$4,080.00
54	Culvert Pipe Check	200	EA	\$95.00	\$19,000.00
55	Stone Tracking Pad	1	EACH	\$6,540.00	\$6,540.00
56	Removing Signs	27	EACH	\$65.00	\$1,755.00
57	Removing Small Sign Supports	9	EACH	\$50.00	\$450.00
58	Moving Signs	4	EACH	\$150.00	\$600.00
59	Signs Type II Reflective H	258	SF	\$33.00	\$8,514.00
60	Signs Type II Reflective F	36	SF	\$35.00	\$1,260.00
61	2" x 2" Steel Posts, 12-FT	25	EACH	\$160.00	\$4,000.00

**Tabulation of Bids  
Contract C16-09  
Colley Road Reconstruction  
Bids Opened June 23, 9:00 AM**

Corporate  
Contractors, Inc      Beloit, WI

Item No.	Bid Item Description	Quantity	Unit	Price	Extended
62	Pavement Marking Removal - Lines	4,550	LF	\$0.40	\$1,820.00
63	Pavement Marking Removal - Arrows	9	EACH	\$65.00	\$585.00
64	Pavement Marking Removal - Words	7	EACH	\$65.00	\$455.00
65	Pavement Marking - Arrows Epoxy Type 2	14	EACH	\$260.00	\$3,640.00
66	Pavement Marking - Bike Lane Symbol	1	EACH	\$170.00	\$170.00
67	Pavement Marking - Bike Lane Arrow Epoxy	8	EACH	\$170.00	\$1,360.00
68	Pavement Marking - Words Epoxy	22	EACH	\$265.00	\$5,830.00
69	Pavement Marking - Island Nose Epoxy	5	EACH	\$145.00	\$725.00
70	Pavement Marking - Curb Epoxy	210	LF	\$7.50	\$1,575.00
71	Pavement Marking - 4-Inch Epoxy	16,200	LF	\$1.10	\$17,820.00
72	Pavement Marking -8-Inch Epoxy	1,610	LF	\$2.20	\$3,542.00
73	Pavement Marking - 12-Inch Epoxy	100	LF	\$6.50	\$650.00
74	Pavement Marking - 18-Inch Epoxy	150	LF	\$9.50	\$1,425.00
75	Conduit Rigid Nonmetallic Schedule 40 2-Inch	7,300	LF	\$7.00	\$51,100.00
76	Conduit Rigid Nonmetallic Schedule 40 3-Inch	375	LF	\$8.00	\$3,000.00
77	Conduit Special 2-Inch	300	LF	\$22.00	\$6,600.00
78	Conduit Special 3-Inch	120	LF	\$33.00	\$3,960.00
79	Pull Boxes Steel 24X36-Inch	18	EACH	\$840.00	\$15,120.00
80	Concrete Bases Type 1	1	EACH	\$700.00	\$700.00
81	Concrete Bases Type 2	43	EACH	\$865.00	\$37,195.00
82	Concrete Control Cabinet Base Type 9 Special	1	EACH	\$1,350.00	\$1,350.00
83	Street Light (Sternberg)	31	EACH	\$5,400.00	\$167,400.00
84	Connect to Existing Lighting System	1	LS	\$1,080.00	\$1,080.00
85	Remove & Salvage Lights	1	LS	\$2,700.00	\$2,700.00
86	Lighting System Wiring	1	LS	\$37,800.00	\$37,800.00
87	Install Conduit Into Existing Item	7	EACH	\$165.00	\$1,155.00
88	Reinstall Pull Boxes Steel 24x42-Inch	5	EACH	\$650.00	\$3,250.00
<b>SUBTOTAL ITEMS: 1-88</b>				<b>\$1,964,904.00</b>	
89	Adjusting Manhole Covers	2	EACH	\$725.00	\$1,450.00
90	Adjusting Water Valve Boxes	5	EACH	\$98.00	\$490.00
91	Adjusting Hydrants	4	EACH	\$1,425.00	\$5,700.00
92	4-Foot Diameter Sanitary Sewer Manhole	6	EACH	\$2,640.00	\$15,840.00
93	Connect to Existing Sanitary Manhole	1	EACH	\$450.00	\$450.00
94	12-Inch PVC Sanitary Sewer	2,800	LF	\$51.00	\$142,800.00
95	8-Inch PVC Sanitary Sewer	370	LF	\$66.50	\$24,605.00
<b>SUBTOTAL ITEMS: 89-95</b>				<b>\$191,335.00</b>	
<b>TOTAL BASE BID</b>				<b>\$2,156,239.00</b>	
<b>ALTERNATE A</b>					
A-1	Subgrade Stabilization Flyash Material	1,000	TON	\$67.00	\$67,000.00
A-2	Flyash Distribution and Mixing	16,700	SY	\$3.45	\$57,615.00
A-3	Common Excavation	-6,200	CY	\$17.00	-\$105,400.00
A-4	Base Aggregate Dense 3 Inch	-11,230	TON	\$12.20	-\$137,006.00
<b>TOTAL ALTERNATE A</b>				<b>-\$117,791.00</b>	
<b>Bid with Alternate A</b>				<b>\$2,038,448.00</b>	
<b>ALTERNATE B</b>					
B-1	Subgrade Stabilization JOLENA 50:50	600	TON	\$135.00	\$81,000.00
B-2	JOLENA 50:50 Distribution and Mixing	16,700	SY	\$3.25	\$54,275.00
B-3	Common Excavation	-6,200	CY	\$17.00	-\$105,400.00
B-4	Base Aggregate Dense 3 Inch	-11,230	TON	\$12.20	-\$137,006.00
<b>TOTAL ALTERNATE B</b>				<b>-\$107,131.00</b>	
<b>Bid with Alternate B</b>				<b>\$ 2,049,108.00</b>	

**RESOLUTION  
AWARDING PUBLIC WORKS CONTRACT C16-09A  
COLLEY ROAD TRAFFIC SIGNALS**

**WHEREAS**, on June 23, 2016, one competitive bid was received, the low bid being from MP Systems, Inc. d/b/a Pieperline; and

**WHEREAS**, MP Systems, Inc. d/b/a Pieperline is a qualified bidder.

**THEREFORE, BE IT RESOLVED** that Public Works Contract C16-09A, Colley Road Traffic Signals, is hereby awarded to MP Systems, Inc. d/b/a Pieperline, New Berlin, WI, in the following amounts:

MP Systems, Inc. d/b/a Pieperline  
5477 S. Westridge Court  
New Berlin, WI 53151

Base Bid	\$ 109,639.58
<u>Allowance for Change Orders and/or Extra Work</u>	<u>\$ 16,360.42</u>
<b>TOTAL PROJECT COST</b>	<b>\$ 126,000.00</b>

**BE IT FURTHER RESOLVED** that the amount of \$126,000.00 is hereby funded as follows:

<u>P5001652-5514-2016 Roadway Construction – Streets</u>	<u>\$ 126,000.00</u>
<b>TOTAL</b>	<b>\$ 126,000.00</b>

Dated at Beloit, Wisconsin this 5th day of July, 2016.

**City Council of the City of Beloit**

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

ATTEST:

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

# CITY OF БЕЛОIT

## REPORTS AND PRESENTATIONS TO CITY COUNCIL

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**Topic:** Award of Contract C16-09A, Colley Road Traffic Signals

**Date:** July 5, 2016

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

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**Overview/Background Information:**

This project will install new traffic signals at the intersection of Colley Road and Gateway Boulevard. The signals were originally included in Colley Road Reconstruction Project – TEA Grant. This portion was found to be ineligible during design and was therefore bid separately using only TIF 10 funding established for Colley Road project.

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

1. One bid was received for this project. The low bid of \$109,639.58 was from MP Systems, Inc. d/b/a Pieperline and is 12.76% more than the engineer's estimate of \$ 97,230.00.
2. MP Systems, Inc. d/b/a Pieperline is considered a responsible bidder for this project.
3. The costs for this project are as follows: \$109,639.58 for construction, \$16,360.42 for Change Orders or extra work, for a total of \$126,000.00.

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

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

This project will improve traffic operations along the Gateway corridor.

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

- **Reduce dependence upon fossil fuels**  
n/a
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature**  
n/a
- **Reduce dependence on activities that harm life sustaining eco-systems**  
n/a
- **Meet the hierarchy of present and future human needs fairly and efficiently**  
The added signals will meet the needs of the traffic generated by Pratt Industries and adjacent businesses along near Gateway and Colley.

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

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**Action required/Recommendation:**

The Engineering Division recommends awarding this Public Works Contract to MP Systems, Inc. d/b/a Pieperline in the amount of \$109,639.58.

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**Fiscal Note/Budget Impact:**

Funding is available from the Colley Road Reconstruction Project, in TIF 10 capital budget for 2016.

**Tabulation of Bids**  
**Contract C16-09A**  
**Colley Road Traffic Signals**  
**Bids Opened: June 23, 2016 9:15 AM**

				Engineer's Estimate		MP Systems Inc. db/a Pieperline	
Item No.	Bid Item Description	Quantity	Unit	Price	Extended	Price	Extended
1	Traffic Control	1	LS	\$2,000.00	\$2,000.00	\$11,874.58	\$11,874.58
2	Traffic Signal Cable	1	LS	\$9,100.00	\$9,100.00	\$6,029.13	\$6,029.13
3	Traffic Signal Wire	1	LS	\$4,100.00	\$4,100.00	\$2,037.31	\$2,037.31
4	Electric Service Meter Breaker Pedestal: Gateway At Colley	1	LS	\$1,500.00	\$1,500.00	\$2,268.22	\$2,268.22
5	Poles Type 2	4	EACH	\$1,420.00	\$5,680.00	\$1,524.57	\$6,098.28
6	Poles Type 4	4	EACH	\$1,300.00	\$5,200.00	\$1,577.94	\$6,311.76
7	Pedestal Bases	1	EACH	\$275.00	\$275.00	\$226.84	\$226.84
8	Transformer Bases Breakaway 11 1/2- Inch Bolt Circle	8	EACH	\$390.00	\$3,120.00	\$441.66	\$3,533.28
9	Traffic Signal Standards Aluminum 15- Ft	1	EACH	\$485.00	\$485.00	\$634.19	\$634.19
10	Trombone Arms 25-Ft	4	EACH	\$1,550.00	\$6,200.00	\$1,954.80	\$7,819.20
11	Luminaire Arms Single Member 4-Inch Clamp 6-Ft	6	EACH	\$350.00	\$2,100.00	\$249.67	\$1,498.02
12	Luminaires Utility LED C	6	EACH	\$475.00	\$2,850.00	\$758.39	\$4,550.34
13	Traffic Signal Face 3-12 Inch Vertical	12	EACH	\$360.00	\$4,320.00	\$431.43	\$5,177.16
14	Traffic Signal Face 4-12 Inch Vertical	4	EACH	\$480.00	\$1,920.00	\$533.18	\$2,132.72
15	Backplates Signal Face 3 Section 12- Inch	12	EACH	\$70.00	\$840.00	\$82.60	\$991.20
16	Backplates Signal Face 4 Section 12- Inch	4	EACH	\$90.00	\$360.00	\$89.31	\$357.24
17	Led Modules 12-Inch Red Ball	12	EACH	\$90.00	\$1,080.00	\$70.45	\$845.40
18	Led Modules 12-Inch Yellow Ball	12	EACH	\$90.00	\$1,080.00	\$71.79	\$861.48
19	Led Modules 12-Inch Green Ball	12	EACH	\$90.00	\$1,080.00	\$73.13	\$877.56
20	Led Modules 12-Inch Red Arrow	4	EACH	\$90.00	\$360.00	\$70.45	\$281.80
21	Led Modules 12-Inch Yellow Arrow	8	EACH	\$90.00	\$720.00	\$71.79	\$574.32
22	Led Modules 12-Inch Green Arrow	4	EACH	\$90.00	\$360.00	\$73.13	\$292.52
23	Signal Mounting Hardware: Gateway At Colley	1	LS	\$1,500.00	\$1,500.00	\$3,347.48	\$3,347.48
24	Traffic Signal Controller & Cabinet 8- Phase Fully Actuated	1	EACH	\$17,000.00	\$17,000.00	\$15,827.32	\$15,827.32
25	Video Vehicle Detection System: Gateway At Colley	1	LS	\$24,000.00	\$24,000.00	\$25,192.23	\$25,192.23
<b>Total Proposal</b>				<b>\$97,230.00</b>		<b>\$109,639.58</b>	

**RESOLUTION  
AWARDING PUBLIC WORKS CONTRACT C16-11  
PAVEMENT MARKINGS**

**WHEREAS**, on June 23, 2016, three competitive bids were received, the low bid being from Century Fence Company; and

**WHEREAS**, Century Fence Company is a qualified bidder.

**THEREFORE, BE IT RESOLVED** that Public Works Contract C16-11, Pavement Markings, is hereby awarded to Century Fence Company, Pewaukee, WI, in the following amounts:

Century Fence Company  
1300 Hickory Street  
Pewaukee, WI 53072

Base Bid	\$ 38,777.17
Allowance for Change Orders and/or Extra Work	\$ 5,722.83
<b>TOTAL PROJECT COST</b>	<b>\$ 44,500.00</b>

**BE IT FURTHER RESOLVED** that the amount of \$44,500.00 is hereby funded as follows:

P2902187-5514-2016	Street Maintenance	\$ 39,500.00
<u>01707377-5261-2016</u>	<u>Parks-Structure Maintenance</u>	<u>\$ 5,000.00</u>
<b>TOTAL</b>		<b>\$ 44,500.00</b>

Dated at Beloit, Wisconsin this 5th day of July, 2016.

**City Council of the City of Beloit**

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

ATTEST:

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

# CITY OF BELOIT

## REPORTS AND PRESENTATIONS TO CITY COUNCIL

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**Topic:** Award of Contract C16-11, Pavement Markings

**Date:** July 5, 2016

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

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

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**Overview/Background Information:**

This project will add/refresh pavement markings on various streets and bikepaths through the City.

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

1. Three bids were received for this project. The low bid of \$38,777.17 was from Century Fence Co. and is 40.26% less than the engineer's estimate of \$ 64,912.00.
2. Century Fence Co. is considered a responsible bidder for this project.
3. The costs for this project are as follows: \$38,777.17 for construction, \$5,722.83 for Change Orders or extra work, for a total of \$44,500.00.

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

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

This project will enhance the quality of life in Beloit by improving the appearance and quality of these roadways, while also improving their safety features.

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

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

---

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

---

**Action required/Recommendation:**

The Engineering Division recommends awarding this Public Works Contract to Century Fence Co. in the amount of \$38,777.17.

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**Fiscal Note/Budget Impact:**

Funding is available from a combination of the 2016 Parks-Structure Maintenance and 2016 Street Maintenance funds.



PAVEMENT MARKINGS 2016

C16-11

BID DATE: 6/23/2016

10:00 AM

**Bid Tabulation**

ITEM NO.	BID ITEMS DESCRIPTION	CONTRACT QUANTITY		Century Fence Co.		Guide Lines Pavement Marking, LLC.		Brickline, Inc.		ENGINEER'S ESTIMATE	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
<i>Pavement Marking</i>											
1	Pavement Marking, Skip-Dash, White, 4-Inch, Epoxy	15266	LF	\$0.57	\$8,701.62	\$0.38	\$5,801.08	\$0.75	\$11,449.50	\$0.60	\$9,159.60
2	Pavement Marking, Centerline, Yellow, 4-Inch, Epoxy	10030	LF	\$0.50	\$5,015.00	\$0.38	\$3,811.40	\$0.75	\$7,522.50	\$0.60	\$6,018.00
3	Pavement Marking, Crosswalk, 6-inch, Epoxy	940	LF	\$6.00	\$5,640.00	\$5.80	\$5,452.00	\$6.50	\$6,110.00	\$6.50	\$6,110.00
4	Pavement Marking, Lane Line, White, 8-Inch, Epoxy	3247	LF	\$1.15	\$3,734.05	\$0.88	\$2,857.36	\$0.95	\$3,084.65	\$1.20	\$3,896.40
5	Pavement Marking, White, 18-Inch, Epoxy	284	LF	\$6.50	\$1,846.00	\$6.70	\$1,902.80	\$8.25	\$2,343.00	\$15.00	\$4,260.00
6	Pavement Marking, Stop Bar, White, 24-Inch, Epoxy	680	LF	\$6.85	\$4,658.00	\$7.20	\$4,896.00	\$9.50	\$6,460.00	\$7.60	\$5,168.00
7	Pavement Marking, Words, removal	2	EA	\$60.00	\$120.00	\$240.00	\$480.00	\$125.00	\$250.00	\$30.00	\$60.00
8	Pavement Marking, Arrows, removal	4	EA	\$60.00	\$240.00	\$240.00	\$960.00	\$125.00	\$500.00	\$300.00	\$1,200.00
9	Pavement Marking, Arrows, Type 1, Epoxy	2	EA	\$115.00	\$230.00	\$200.00	\$400.00	\$195.00	\$390.00	\$320.00	\$640.00
10	Pavement Marking, Arrows, Type 2, Epoxy	11	EA	\$150.00	\$1,650.00	\$210.00	\$2,310.00	\$225.00	\$2,475.00	\$450.00	\$4,950.00
11	Pavement Marking, Arrows, Type 3, Epoxy	4	EA	\$200.00	\$800.00	\$290.00	\$1,160.00	\$295.00	\$1,180.00	\$420.00	\$1,680.00
12	Pavement Marking, Words, Epoxy	23	EA	\$155.00	\$3,565.00	\$230.00	\$5,290.00	\$275.00	\$6,325.00	\$750.00	\$17,250.00
13	Pavement Marking, Island Nose, Yellow, Epoxy	7	EA	\$130.00	\$910.00	\$160.00	\$1,120.00	\$125.00	\$875.00	\$200.00	\$1,400.00
14	Pavement Marking, 6-inch curb, Yellow, Epoxy	95	LF	\$6.50	\$617.50	\$6.00	\$570.00	\$9.50	\$902.50	\$6.00	\$570.00
15	Pavement Marking, Symbols, Epoxy	2	EA	\$150.00	\$300.00	\$190.00	\$380.00	\$325.00	\$650.00	\$200.00	\$400.00
16	Traffic Control, Complete Project	1	LS	\$750.00	\$750.00	\$3,800.00	\$3,800.00	\$10,000.00	\$10,000.00	\$2,150.00	\$2,150.00
<b>TOTAL PROPOSAL</b>				<b>\$38,777.17</b>		<b>\$41,190.64</b>		<b>\$60,517.15</b>		<b>\$64,912.00</b>	

**RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A  
STATE/MUNICIPAL AGREEMENT WITH THE  
WISCONSIN DEPARTMENT OF TRANSPORTATION FOR A STP-URBAN PROJECT FOR THE  
RECONSTRUCTION OF PRAIRIE AVENUE FROM CRANSTON ROAD TO HUEBBE PARKWAY**

**WHEREAS**, the City of Beloit submitted and was selected for a STP-URBAN PROJECT for the Reconstruction of Prairie Avenue from Cranston Road to Huebbe Parkway; and

**WHEREAS**, it is mutually agreed that this State/Municipal Agreement forms the basis for with the design and reconstruction of Prairie Avenue from Cranston Road to Huebbe Parkway; and

**WHEREAS**, the City of Beloit agrees to fully fund and lead the design of these improvements; and

**WHEREAS**, the City of Beloit agrees to the State Letting of the contract for, and construction management of the construction, of these improvements; and

**WHEREAS**, the total estimated cost for the State design review is \$60,000 and will be paid by the City of Beloit; and

**WHEREAS**, the total cost for construction is estimated at \$2,446,500 of which 80% will be federally funded and 20% will be funded by the City of Beloit.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Beloit does hereby find that the intergovernmental agreement is in the best interests of the City of Beloit and hereby approves the attached "*State/Municipal Agreement for a State-Let Urbanized Area STP-Urban Project*" and that the City Manager is hereby authorized to execute said intergovernmental agreement on behalf of the City of Beloit and to do all other things necessary and appropriate to implement and carry out the provisions thereof.

Dated at Beloit, Wisconsin this 5<sup>th</sup> day of July, 2016.

**City Council of the City of Beloit**

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

ATTEST:

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

# CITY OF БЕЛОIT



## REPORTS AND PRESENTATIONS TO CITY COUNCIL

---

**Topic:** Resolution Authorizing the City Manager to enter into a State/Municipal Agreement With the Wisconsin Department of Transportation for a State-Let Urbanized Area STP-Urban Project for the Reconstruction of Prairie Avenue from Cranston Road to Huebbe Parkway

**Date:** July 5, 2016

**Presenter:** Greg Boysen

**Department:** Public Works/Engineering

---

### Overview/Background Information:

In September of 2015, the City submitted this project to the Wisconsin Department of Transportation STP-URBAN PROGRAM to assist in the payment for public roadway improvements. It was accepted and approved and now the attached *State/Municipal Agreement for a State-Let Urbanized Area STP-Urban Project* is necessary to finalize the financial participation between the Wisconsin Department of Transportation and the City of Beloit. This resolution authorizes the City Manager to enter into this agreement which will allow for the City to begin the design of the Project and the bidding and construction process to proceed by the State of Wisconsin with the project completion required by June 30, 2022.

---

### Key Issues:

1. This project is 6200 feet in length and proposes to replace the existing concrete pavement which has severe transverse joint failures. The traffic signals will also be upgraded to current design standards, street lighting will be added and bicycle accommodations are proposed and will be evaluated.
  2. This project was included in the 2016 Capital Budget for design, anticipating the STP-URBAN funding.
  3. The estimated design review costs to the DOT are \$60,000 and estimated construction costs for this project are \$2,446,500.
  4. The agreement stipulates that the State will contribute 80% of the eligible construction costs up to \$1,900,497 with the balance being funded by the City of Beloit.
- 

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

As an eco-municipality, focus on the sustainable stewardship of City resources, services and infrastructure; to protect both our built and natural environment and enhance the quality of life for current and future generations.

---

### 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

This reconstruction positions the community for additional development along the reconstructed corridor providing better access to current and future developments.

---

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

---

### Action required/Recommendation:

Staff recommends approval of the agreement and adoption of the attached resolution.

---

### Fiscal Note/Budget Impact:

Funding for the City's design costs is partially available in the 2016 Capital Improvement Budget. The balance of the funding for design is anticipated to be included in the 2017 Capital Improvement Budget. The City's portion of construction funding will be in future year CIP budgets.

---

### Attachments:

Agreement and Resolution

20160623



**STATE/MUNICIPAL AGREEMENT  
FOR A STATE- LET URBANIZED  
AREA STP-URBAN PROJECT**

**Program Name: STP-Urban**

**Population Group: 50,000 to 200,000**

**Sub-program #: 206**

Date: May 20, 2016

I.D.: 5989-00-13/14

Road Name: Prairie Avenue

Limits: Cranston Road to Huebbe Parkway

County: Rock

Roadway Length: 1.2 mile

Functional Classification: Principal Arterial

Project Sponsor: City of Beloit

Urbanized Area: Beloit/SLATS MPO

The signatory, City of Beloit, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301 of the Statutes.

**NEEDS AND ESTIMATE SUMMARY:**

All components of the project must be defined in the environmental document if any portion of the project is federally funded. The Municipality agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

**Existing Facility - Describe and give reason for request:** The existing roadway is a 4 lane Principle Arterial. It is a 52' wide facility with an urban cross section constructed of concrete pavement with 2' shoulders. The roadway was last improved in 1982. The roadway has a pavement rating of 4 with severe transverse joint failures. There are existing sidewalks, but no bicycle accommodations. Requesting a pavement replacement project due to poor pavement condition and traffic signals which need to be upgraded to current standards.

**Proposed Improvement - Nature of work:** A pavement replacement project is proposed. The project will be 6,200' in length constructed of concrete with an urban cross section. Sidewalk and on street bicycle accommodations are proposed. Modeling of this corridor with a "Road diet" will be part of the design process to determine how best to accommodate future bike and vehicular traffic needs.

Describe non-participating work included in the project and other work necessary to completely finish the project that will be undertaken independently by the Municipality. Please note that non-participating components of a project/contract are considered part of the overall project and will be subject to applicable Federal requirements: **Decorative Lighting.**

The Municipality agrees to the following 2015 -2020 Urbanized Area STP-Urban project funding conditions:

Project design, state review and oversight costs for ID: 5989-00-13 are funded 100% by the Municipality. Project construction costs for ID: 5989-00-14 are funded with 80% federal funding up to a maximum of **\$1,900,497** for all federally-funded project phases when the municipality agrees to provide the remaining 20% and all funds in excess of the \$1,900,497 federal funding maximum, in accordance with the STP Urban program guidelines for projects in urbanized areas. Non-participating costs are 100% the responsibility of the municipality. Any work performed by the Municipality prior to federal authorization is not eligible for federal funding. The Municipality will be notified by the State that the project is authorized and available for charging.

This project is currently scheduled in State Fiscal Year 2018. **In accordance with the State’s sunset policy for Urbanized Area STP Urban projects, the subject 2015 -2020 Urbanized Area STP-Urban improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2016, or by June 30, 2022.** Extensions may be available upon approval of a written request by or on behalf of the Municipality to WisDOT. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

The dollar amounts shown in the Summary Funding Table below are federal maximum amounts unless explicitly identified otherwise. The final Municipal share is dependent on the final Federal participation, and actual costs will be used in the final division of cost for billing and reimbursement.

PHASE	SUMMARY OF COSTS				
	Total Est. Cost	Federal Funds	%	Municipal Funds	%
<b>ID 5989-00-13</b>					
Design	\$0		0%		100%
State Review / Oversight	\$60,000		0%	\$60,000	100%
<b>ID 5989-00-14</b>		Maximum			
Participating Construction	\$2,171,500	\$1,737,000	80% *	\$434,500	20% + BAL
Non-Participating Construction	\$0		0%		100%
State Review	\$215,000	\$163,497	80% *	\$51,503	20% + BAL
<b>Total Est. Cost Distribution</b>	<b>\$2,446,500</b>	<b>\$1,900,497</b>	<b>N/A</b>	<b>\$546,003</b>	<b>N/A</b>

\*The percentage of project costs covered by federal funding at approval, 80%, is based on TIP Committee Action. Due to the federal funding cap, which is **\$1,900,497** for all federally-funded project phases, this percentage may change over the life of the project.

This request is subject to the terms and conditions that follow (pages 3 - 7) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of: **City of Beloit** (please sign in blue ink.)

Name

Title

Date

Signed for and in behalf of the State:

Name

Title

Date

## **GENERAL TERMS AND CONDITIONS:**

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal funding.
3. The Municipality, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
  - a. Environmental requirements, including but not limited to those set forth in the 23 U.S.C. 139 and National Environmental Policy Act (42 U.S.C. 4321 et seq.)
  - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. 16.765. The municipality agrees to comply with and promote applicable Federal and State laws, Executive Orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition the Municipality agrees not to engage in any illegal discrimination in violation of applicable Federal or State laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The Municipality agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.
  - c. Prevailing wage requirements, including but not limited to 23 U.S.C 113 and Wis. Stat. 103.50.
  - d. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. 16.754.
  - e. Competitive bidding requirements set forth in 23 U.S.C 112 and Wis. Stat. 84.06.
  - f. All applicable DBE requirements that the State specifies.
  - g. Federal Statutes that govern the Surface Transportation Program, including but not limited to 23 U.S.C. 133.
  - h. General requirements for administering federal and state aid set forth in Wis. Stat. 84.03.

## **STATE RESPONSIBILITIES AND REQUIREMENTS:**

4. Funding of each project phase is subject to inclusion in Wisconsin's approved 2015 - 2020 Urbanized Area STP-Urban program. Federal funding will be limited to participation in the costs of the following items, as applicable to the project:
  - a. The grading, base, pavement, and curb and gutter, sidewalk, and replacement of disturbed driveways in kind.
  - b. The substructure, superstructure, grading, base, pavement, and other related bridge and approach items.
  - c. Storm sewer mains necessary for the surface water drainage.
  - d. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.
  - e. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).

- f. Signing and pavement marking.
  - g. New installations or alteration of street lighting and traffic signals or devices.
  - h. Landscaping.
5. The work will be administered by the State and may include items not eligible for Federal participation.
  6. As the work progresses, the State will bill the Municipality for work completed which is not chargeable to Federal funds. Upon completion of the project, a final audit will be made to determine the final division of costs. If reviews or audits show any of the work to be ineligible for Federal funding, the Municipality will be responsible for any withdrawn costs associated with the ineligible work.

**MUNICIPAL RESPONSIBILITIES AND REQUIREMENTS:**

7. Work necessary to complete the 2015 - 2020 Urbanized Area STP-Urban improvement project to be financed entirely by the Municipality or other utility or facility owner includes the items listed below.
  - a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
  - b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades or drainage.
  - c. Detour routes and haul roads. The municipality is responsible for determining the detour route.
  - d. Conditioning, if required and maintenance of detour routes.
  - e. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
  - f. All work related to underground storage tanks and contaminated soils.
  - g. Street and bridge width in excess of standards, in accordance with the current WisDOT Facilities Development Manual (FDM).
  - h. Cost associated with decorative street lighting vs. standard street lighting per WisDOT policy.
  - i. Management Consultant services and State Review for ID# 5989-00-13.
8. The construction of the subject improvement will be in accordance with the appropriate standards unless an exception to standards is granted by WisDOT prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Municipality unless such exception is granted.
9. Work to be performed by the Municipality without Federal funding participation necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Municipality but must be coordinated with all other work undertaken during construction.
10. The Municipality is responsible for financing administrative expenses related to Municipal project responsibilities.
11. The Municipality will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01 (5), sexual orientation as defined in s. 111.32 (13m), or national origin.

12. The Municipality will pay to the State all costs incurred by the State in connection with the improvement that exceed Federal financing commitments or are ineligible for Federal financing. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
13. **In accordance with the State's sunset policy for Urbanized Area STP-Urban projects, the subject 2015 - 2020 Urbanized Area STP-Urban improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2016, or by June 30, 2022.** Extensions may be available upon approval of a written request by or on behalf of the Municipality to WisDOT. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.
14. If the Municipality should withdraw the project, it will reimburse the State for any costs incurred by the State on behalf of the project.
15. The Municipality will at its own cost and expense:
  - a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, sidewalks and parking lanes [including snow and ice removal]) for such maintenance through statutory requirements in a manner satisfactory to the State, and will make ample provision for such maintenance each year.
  - b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during their construction.
  - c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
  - d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
  - e. Provide complete plans, specifications, and estimates.
  - f. Provide relocation orders and real estate plats.
  - g. Use the *WisDOT Utility Accommodation Policy* unless it adopts a policy, which has equal or more restrictive controls.
  - h. Provide maintenance and energy for lighting.
  - i. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism or other cause.
16. It is further agreed by the Municipality that:
  - a. The Municipality assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the improvement project and relieves the state and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this agreement.
  - b. The Municipality assumes full responsibility for the plans and special provisions provided by their designer or anyone hired, contracted or otherwise engaged by the Municipality. The Municipality is responsible for any expense or cost resulting from any error or omission in such plans or special

provisions. The Municipality will reimburse WisDOT if WisDOT incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.

- c. The Municipality will be 100% responsible for all costs associated with utility issues involving the Contractor, including costs related to utility delays.
- d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Municipality or by others, will be in conformity with such "Manual of Uniform Traffic Control Devices" as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred in by the Federal Highway Administration.
- e. The right-of-way available or provided for the project will be held and maintained inviolate for public highway or street purposes. Those signs prohibited under Federal aid highway regulations, posters, billboards, roadside stands, or other private installations prohibited by Federal or State highway regulations will not be permitted within the right-of-way limits of the project. The municipality, within its jurisdictional limits, will remove or cause to be removed from the right-of-way of the project all private installations of whatever nature which may be or cause an obstruction or interfere with the free flow of traffic, or which may be or cause a hazard to traffic, or which impair the usefulness of the project and all other encroachments which may be required to be removed by the State at its own election or at the request of the Federal Highway Administration, and that no such installations will be permitted to be erected or maintained in the future.

#### **LEGAL RELATIONSHIPS:**

17. The State shall not be liable to the Municipality for damages or delays resulting from work by third parties. The State also shall be exempt from liability to the Municipality for damages or delays resulting from injunctions or other restraining orders obtained by third parties.
18. The State will not be liable to any third party for injuries or damages resulting from work under or for the Project. The Municipality and the Municipality's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Municipality and its sureties; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Municipality or its sureties; or because of any claims or amounts recovered for any infringement by the Municipality and its sureties of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the employees of the Municipality and its sureties; or any other law, ordinance, order or decree relating to the Municipality's operations.
19. Contract Modification: This State/Municipal Agreement can only modified by written instruments duly executed by both parties. No term or provision of neither this State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally.
20. Binding Effects: All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third- party enforcement rights.
21. Choice of Law and Forum: This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The Parties hereby expressly agree that the terms contained herein and in any deed executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.

#### **PROJECT FUNDING CONDITIONS**

22. Non-Appropriation of Funds: With respect to any payment required to be made by the Department under this State/Municipal Agreement, the parties acknowledge the Department's authority to make such payment is contingent upon appropriation of funds and required legislative approval sufficient for such purpose by the Legislature. If such funds are not so appropriated, either the Project Sponsor or the Department may

terminate this State/Municipal Agreement after providing written notice not less than thirty (30) days before termination.

23. Maintenance of Records: During the term of performance of this State/Municipal Agreement, and for a period not less than three years from the date of final payment to the Project Sponsor, records and accounts pertaining to the performance of this State/Municipal Agreement are to be kept available for inspection and audit by representatives of the Department. The Department reserves the right to audit and inspect such records and accounts at any time. The Project Sponsor shall provide appropriate accommodations for such audit and inspection.

In the event that any litigation, claim or audit is initiated prior to the expiration of said records maintenance period, the records shall be retained until such litigation, claim or audit involving the records is complete.

24. The Municipality agrees to the following 2015 - 2020 Urbanized Area STP-Urban project funding conditions:

- a. ID 5989-00-13: Design is funded 100% by the municipality. This phase includes Plan Development, Management Consultant Review, and State Review. The work includes project review, approval of required reports and documents and processing the final PS&E document for award of the contract.
- b. ID 5989-00-14: Construction: Costs for roadway improvements as described under section 4 above are funded with 80% federal funding when the municipality agrees to provide the remaining 20%. This portion of the project is subject to the cumulative project federal funding cap (see sub-item c.).

Non-participating Costs for are funded 100% by the Municipality. Costs include construction delivery.

- c. Project Cap: In accordance with STP-Urban program guidelines for projects in urbanized areas, State action and TIP Committee action, this project has a federal funding cap of **\$1,900,497**. This federal funding cap applies to all federally funded project phases.

**[End of Document]**

## City of Beloit Departmental Correspondence

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**To:** City Council President David Luebke and  
Beloit City Councilors

**From:** Eric R. Miller, Finance and Administrative Services Director

**Date:** June 29, 2016

**Subject:** **2015 Audit Report**

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The City of Beloit's 2015 Comprehensive Annual Financial Report (CAFR) has been placed on the city's website. If you would prefer a hard copy, please let me know. The City's auditors, Baker Tilly Virchow Krause, LLP, will be presenting their report on the audit to the Council at the July 5<sup>th</sup>, 2016 regular city council meeting. I have also forwarded to you the required communications from the auditors regarding their report on internal controls. Staffs responses to the auditor's comments are included within the report.

If you should have any questions regarding any of this information please feel free to contact me.

Cc: Lori S. Curtis Luther, City Manager



June 29, 2016

To the City Council  
City of Beloit  
Beloit, WI

In performing the audit of the city's financial statements each year, and in accordance with auditing standards generally accepted in the United States of America, the auditors are required to evaluate the city's internal control systems and communicate to the governing body any deficiencies in internal control which they believe to be material weaknesses.

Because of these requirements, our auditors have prepared the attached Communication to Those Charged with Governance and Management which identifies those areas where they believe a control deficiency exists as of December 31, 2015. Also attached is management's response to their findings.

Respectfully submitted,

Eric R. Miller  
Finance and Administrative Services Director

Cc: Lori S. Curtis Luther, City Manager

**CITY OF БЕЛОIT**  
Beloit, Wisconsin

**COMMUNICATION TO THOSE CHARGED  
WITH GOVERNANCE AND MANAGEMENT**

As of and for the Year Ended December 31, 2015

# CITY OF BELOIT

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**REQUIRED COMMUNICATION OF INTERNAL CONTROL RELATED MATTERS  
IDENTIFIED IN THE AUDIT TO THOSE CHARGED WITH GOVERNANCE**

To the City Council and Management  
and the CDA Board of Commissioners  
City of Beloit  
Beloit, Wisconsin

In planning and performing our audit of the financial statements of the City of Beloit as of and for the year ended December 31, 2015, in accordance with auditing standards generally accepted in the United States of America, we considered its internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of its internal control. Accordingly, we do not express an opinion on the effectiveness of its internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiencies in the City of Beloit's internal control to be material weaknesses:

- > Internal Control Over Financial Reporting
- > Internal Control Environment

The City of Beloit's written responses to the material weaknesses identified in our audit have not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

This communication is intended solely for the information and use of management, the city council, the CDA board of commissioners and others within the organization and is not intended to be, and should not be, used by anyone other than these specified parties.

*Baker Tilly Virchow Krause, LLP*

Madison, Wisconsin  
June 24, 2016

Auditing standards require that we perform procedures to obtain an understanding of your government and its internal control environment as part of the annual audit. This includes an analysis of significant transaction cycles and an analysis of the year-end financial reporting process and preparation of your financial statements.

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## **INTERNAL CONTROL OVER FINANCIAL REPORTING**

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Properly designed systems of internal control provide your organization with the ability to process and record accurate monthly and year-end transactions and prepare annual financial reports.

Our audit includes a review and evaluation of the internal controls relating to financial reporting. Common attributes of a properly designed system of internal control for financial reporting are as follows:

- > There is adequate staffing to prepare financial reports throughout the year and at year-end.
- > Material misstatements are identified and corrected during the normal course of duties.
- > Complete and accurate financial statements, including footnotes, are prepared.
- > Complete and accurate schedule of expenditures of federal and state awards is prepared.
- > Financial reports are independently reviewed for completeness and accuracy.

Our evaluation of the internal controls over financial reporting has identified control deficiencies that are considered material weakness surrounding the preparation of financial statements and footnotes (including the schedule of expenditures of federal and state awards), adjusting journal entries identified by the auditors, and an independent review of financial reports.

Management has not prepared financial statements that are in conformity with generally accepted accounting principles or the schedule of expenditures of federal and state awards that are in conformance with the applicable federal or state requirements. In addition, material misstatements in the general ledger were identified during the financial audit.

This level of internal control over financial reporting can be a difficult task for governments that operate with only enough staff to process monthly transactions and reports, and often rely on their auditors to prepare certain year-end audit entries and financial statements.

### **Management's Response:**

Most entries are prepared by City staff, which continues to decrease the amount of audit entries needed. The Finance and Administrative Services Director and Director of Accounting and Purchasing review and approve the financial statements, disclosures and schedules prepared by our auditing firm utilizing a financial statement disclosure checklist. The Director of Accounting and Purchasing and Senior Accountant have also made changes by conducting monthly reconciliations for payables and major receivables, and monthly reconciliations for cash.

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## **INTERNAL CONTROL ENVIRONMENT**

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A properly designed system of internal control includes adequate staffing as well as policies and procedures to properly segregate duties. This includes systems that are designed to limit the access or control of any one individual to your government's assets or accounting records, and to achieve a higher likelihood that errors or irregularities in the City's accounting processes would be discovered by your staff in a timely manner.

At this time, due to staffing and financial limitations, the proper internal controls are not in place to achieve adequate segregation of duties. As a result, errors, irregularities or fraud could occur as part of the financial reporting process that may not be discovered by someone in your organization. Therefore, we are reporting a material weakness related to the City's internal control environment.

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## **INTERNAL CONTROL ENVIRONMENT (cont.)**

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There are also certain controls that are not currently in place related to significant transaction cycles. As a result, there is a risk that erroneous or unauthorized transactions or misstatements could occur without the knowledge of management or the governing body. Our recommendations for strengthening controls are listed below.

### ***CONTROLS OVER ACCOUNTS PAYABLE/DISBURSEMENTS***

1. Accounts payable reconciliations from the general ledger to the accounts payable listing should be performed on a regular basis.

#### **Management's Response:**

The Director of Accounting and Purchasing and Senior Accountant will reconcile the accounts payable monthly to the general ledger and document the reconciliation.

### ***CONTROLS OVER PAYROLL***

1. Enrollment information and initial benefit loads and subsequent amendments to benefit plans should be reviewed for accuracy by an individual other than the individual that entered the information.

#### **Management's Response:**

The Human Resources Director will review all enrollments entered by the Benefits Coordinator. The Human Resources Director will sign off on the enrollment forms once they have been reviewed for accuracy.

### ***CONTROLS OVER BILLING/RECEIVABLES/REVENUE***

1. Utility accounts receivable balances should be reconciled to the billing system on a regular basis. The City performed quarterly reconciliations during 2015 and began reconciling monthly in 2016 to address this recommendation.

#### **Management's Response:**

The Senior Accountant will continue to reconcile monthly.

2. For both utility and general billing, there should be segregation between the bill receipting and accounts receivable billing/adjustment functions.

#### **Management's Response:**

There is a staff of five employees in the City Treasurer's office; one supervisor, two billing clerks, and two cashiers. Due to staffing limitations there may be a rare occasion that both cashiers are out of the office, one of the billing clerks may process payments. There would be no occasion where a cashier would generate billings.

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**INTERNAL CONTROL ENVIRONMENT (cont.)**

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***CONTROLS OVER BILLING/RECEIVABLES/REVENUE (cont.)***

3. All billing adjustments should be supported by appropriate documentation and reviewed and approved by someone independent of the billing and collecting process. Currently, there is no process in place to review a complete list of billing adjustments. Only adjustments provided to the treasurer are reviewed. Additionally, the approval should be documented.

**Management's Response:**

The City Treasurer will print the Invoice Detail Report from the general ledger accounting software monthly to review all adjustments made by staff. The adjustments will be printed, approved by the City Treasurer or Finance Director and filed along with documentation.

4. There should be segregation between the municipal court billing, receipting and accounts receivable functions. Also, the amounts recorded in the subsidiary municipal court system should be reconciled to the general ledger on a regular basis. Additionally, adjustments made to municipal court receivables in the subsidiary system should be reviewed by an individual that is independent of the billing and collecting process.

**Management's Response:**

With the staffing changes to the Municipal Court, the City will work to segregate billing, receipting, and receivable duties in the department. The Director of Accounting and Purchasing will reconcile the municipal court system to the general ledger on a quarterly basis. All adjustments made to the municipal court receivable will be reviewed and signed off on by the Municipal Court judge, Director of Accounting and Purchasing or the Finance and Administrative Services Director.

***CONTROLS OVER INFORMATION TECHNOLOGY***

1. Access rights for the network and significant applications should be reviewed at least annually by an appropriate person.

**Management's Response:**

The Director of Accounting will assist the IT Director in reviewing significant financial applications and network access annually. Individuals identified as having access to all financial application systems will have complete network access reviewed and folder rights examined and tested annually.

2. The operating system, database, and applications should be monitored to identify any security violations. The City should proactively monitor both internal access on the network and financial applications as well as external access. In addition, there should be a procedure to resolve or escalate any security violations.

**Management's Response:**

The Information Technology Department has completely overhauled the network firewall and hardened virtual private network tunnels for external system access. All internal and external access requires a current user name and password compliant with departmental policy. The IT Supervisor utilizes software which monitors and reviews all network access and all security violations are promptly reported to the IT Director for immediate action.

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## **INTERNAL CONTROL ENVIRONMENT (cont.)**

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### ***CONTROLS OVER INFORMATION TECHNOLOGY (cont.)***

3. Unnecessary generic accounts within the active directory and Munis should be identified and eliminated.

#### **Management's Response:**

The Information Technology Department has reviewed all generic level restricted accounts and is in the process of eliminating or revising each account on a case by case basis. Multiple generic system accounts which were created for system level processes will be eliminated or consolidated as needed. Systems requiring generic accounts to maintain reasonable functionality will be thoroughly documented and passwords will be changed per departmental policy.

### ***CONTROLS OVER MONTHLY AND YEAR-END ACCOUNTING***

1. There should be controls in place to ensure that year-end amounts for retainages are properly recorded.

#### **Management's Response:**

The Director of Accounting and Purchasing will record retainages as the projects are approved. The retainages will be reversed once final payment is released. This will ensure the year-end amounts for retainages are properly recorded.

2. There should be evidence that the adjusting journal entries and supporting documentation of the CDA have been reviewed and approved by an appropriate person who is not the original preparer.

#### **Management's Response:**

Beloit Housing Authority Accountant will initial any adjusting journal entries completed by the Fee Accountant. Whenever the Accountant makes any adjusting journal entries, he will have them reviewed and initialed by the Fee Accountant.

### ***ENTITY LEVEL CONTROLS***

1. There is no formal risk assessment process taking place at the city. This should be done on a regular basis to identify areas of higher risk for misappropriation of assets or fraud.

#### **Management's Response:**

The Finance Director has addressed the risk issue with department heads, and will continue to do so quarterly. All meetings will be documented, and identified areas of risk will be discussed and a policy or procedure will be implemented.

Since the controls listed above or other compensating controls are not currently in place, errors or irregularities could occur as part of the accounting processes that might not be discovered by management or the governing body. Therefore, the absence of these controls is considered to be a material weakness.

We recommend that a designated employee review the segregation of duties, risks, and these potential controls and determine whether additional controls should be implemented. This determination should take into consideration a cost / benefit analysis.

**OTHER COMMUNICATIONS TO THOSE CHARGED WITH GOVERNANCE**

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## TWO WAY COMMUNICATION REGARDING YOUR AUDIT

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As part of our audit of your financial statements, we are providing communications to you throughout the audit process. Auditing requirements provide for two-way communication and are important in assisting the auditor and you with more information relevant to the audit.

As this past audit is concluded, we use what we have learned to begin the planning process for next year's audit. It is important that you understand the following points about the scope and timing of our next audit:

- a. We address the significant risks or material misstatement, whether due to fraud or error, through our detailed audit procedures.
- b. We will obtain an understanding of the five components of internal control sufficient to assess the risk of material misstatement of the financial statements whether due to error or fraud, and to design the nature, timing, and extent of further audit procedures. We will obtain a sufficient understanding by performing risk assessment procedures to evaluate the design of controls relevant to an audit of financial statements and to determine whether they have been implemented. We will use such knowledge to:
  - > Identify types of potential misstatements.
  - > Consider factors that affect the risks of material misstatement.
  - > Design tests of controls, when applicable, and other substantive procedures.

We will not express an opinion on the effectiveness of internal control over financial reporting or compliance with laws, regulations, and provisions of contracts or grant programs. For audits done in accordance with *Government Auditing Standards*, our report will include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose.

- c. The concept of materiality recognizes that some matters, either individually or in the aggregate, are important for fair presentation of financial statements in conformity with generally accepted accounting principles while other matters are not important. In performing the audit, we are concerned with matters that, either individually or in the aggregate, could be material to the financial statements. Our responsibility is to plan and perform the audit to obtain reasonable assurance that material misstatements, whether caused by errors or fraud, are detected.
- d. We address the significant risks or material noncompliance, whether due to fraud or error, through our detailed audit procedures.

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## TWO WAY COMMUNICATION REGARDING YOUR AUDIT (cont.)

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- e. We will obtain an understanding of the five components of internal control sufficient to assess the risk of material noncompliance related to the federal and state awards whether due to error or fraud, and to design the nature, timing, and extent of further audit procedures. We will obtain a sufficient understanding by performing risk assessment procedures to evaluate the design of controls relevant to an audit of the federal and state awards and to determine whether they have been implemented. We will use such knowledge to:
- > Identify types of potential noncompliance.
  - > Consider factors that affect the risks of material noncompliance.
  - > Design tests of controls, when applicable, and other audit procedures.

Our audit will be performed in accordance with U.S. generally accepted auditing standards, *Government Auditing Standards*, OMB's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the *State Single Audit Guidelines*.

We will not express an opinion on the effectiveness of internal control over financial reporting or compliance with laws, regulations, and provisions of contracts or grant programs. For audits done in accordance with *Government Auditing Standards*, the Uniform Guidance and the *State Single Audit Guidelines*, our report will include a paragraph that states that the purpose of the report is solely to describe (a) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (b) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance and, (c) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and the Uniform Guidance and the *State Single Audit Guidelines* in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

- f. The concept of materiality recognizes that some matters, either individually or in the aggregate, are important for reporting material noncompliance while other matters are not important. In performing the audit, we are concerned with matters that, either individually or in the aggregate, could be material to the entity's federal and state awards. Our responsibility is to plan and perform the audit to obtain reasonable assurance that material noncompliance, whether caused by error or fraud, is detected.
- g. Your financial statements contain components, as defined by auditing standards generally accepted in the United States of America, some of which we also audit.
- h. In connection with our audit, we intend to place reliance on the audit of the financial statements of the Beloit Public Library Foundation, a discretely presented component unit of the City of Beloit, Wisconsin, as of December 31, 2015 and for the year then ended completed by Siepert & Co., LLP. All necessary conditions have been met to allow us to make reference to the component auditors.

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## **TWO WAY COMMUNICATION REGARDING YOUR AUDIT (cont.)**

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We are very interested in your views regarding certain matters. Those matters are listed here:

- a. We typically will communicate with your top level of management unless you tell us otherwise.
- b. We understand that the governing bodies have the responsibility to oversee the strategic direction of your organization, as well as the overall accountability of the entity. Management has the responsibility for achieving the objectives of the entity.
- c. We need to know your views about your organization's objectives and strategies, and the related business risks that may result in material misstatements.
- d. Which matters do you consider warrant particular attention during the audit, and are there any areas where you request additional procedures to be undertaken?
- e. Have you had any significant communications with regulators or grantor agencies?
- f. Are there other matters that you believe are relevant to the audit of the financial statements or the federal or state awards?

Also, is there anything that we need to know about the attitudes, awareness, and actions of the City concerning:

- a. The City and CDA's internal control and its importance in the entity, including how those charged with governance oversee the effectiveness of internal control?
- b. The detection or the possibility of fraud?

We also need to know if you have taken actions in response to developments in financial reporting, laws, accounting standards, governance practices, or other related matters, or in response to previous communications with us.

With regard to the timing of our audit, here is some general information. We will perform preliminary financial audit work during the months of October-December, and sometimes early January. Our final financial fieldwork is scheduled during the spring to best coincide with your readiness and report deadlines. After fieldwork, we wrap up our financial audit procedures at our office and will issue drafts of the financial statements for your review. Final copies of your financial statements and other communications are issued after approval by your staff. This is typically 6-12 weeks after final fieldwork, but may vary depending on a number of factors. We typically perform the single audit fieldwork around the same time as the financial audit. After single audit fieldwork, we wrap up our single audit procedures at our office and then issue drafts of our report for your review. Final copies of our Report on Federal and State Awards are issued after approval by your staff. This is typically 4-6 weeks after final single audit fieldwork, but may vary depending upon a number of factors.

Keep in mind that while this communication may assist us with planning the scope and timing of the audit, it does not change the auditor's sole responsibility to determine the overall audit strategy and the audit plan, including the nature, timing, and extent of procedures necessary to obtain sufficient appropriate audit evidence.

We realize that you may have questions on what this all means, or wish to provide other feedback. We welcome the opportunity to talk with you.

**COMMUNICATION OF OTHER CONTROL DEFICIENCIES, RECOMMENDATIONS  
AND INFORMATIONAL POINTS TO MANAGEMENT THAT ARE NOT  
MATERIAL WEAKNESSES OR SIGNIFICANT DEFICIENCIES**

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## INFORMATIONAL POINTS

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### *DEPARTMENTAL CONTROLS*

As part of our annual audit process, we focus our efforts on the primary accounting systems, internal controls, and procedures used by the City. This is in keeping with our goal to provide an audit opinion which states that the financial statements of the City are correct in all material respects.

In some cases, the primary system of accounting procedures and controls of the City are supported by smaller systems which are decentralized, and reside within a department or location. In many cases, those systems are as simple as handling cash collections and remitting those collections to the City treasurer. (For example, this would be the case in a typical municipal swimming pool.) In other cases, the department may send invoices or statements of amounts due, and track collections of those amounts in a standalone accounts receivable system. (For example, this would be the case in a typical municipal court.)

Generally, the more centralized a function is, the easier it is to design and implement accounting controls that provide some level of checks and balances. That is because you are able to divide certain tasks over the people available to achieve some segregation of duties. For those tasks that are decentralized, it is usually very difficult to provide for proper segregation of duties. Therefore, with one person being involved in most or all aspects of a transaction, you lose the ability to rely on the controls to achieve the safeguarding of assets and reliability of financial records.

As auditors, we are required to communicate with you on a variety of topics. Since there is now more emphasis on internal controls and management's responsibilities, we believe it is appropriate to make sure that you are informed about the lack of segregation of duties that may occur at departments or locations that handle cash or do miscellaneous billing. Examples in your City that fit this situation may include the following:

- Pavilion
- Senior Center
- Ice Arena
- Pool
- Boat Launch
- Picnic Shelters
- Parks and Grounds Rentals
- Baseball/Softball Field Rentals
- Recreation Activities
- Rotary River Center Rentals
- Golf Course
- Cemetery
- Transit
- Library
- Public Works – Recycling Containers and Materials
- Utilities Department – Testing and Meter Deposits
- Police Department

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## **INFORMATIONAL POINTS (cont.)**

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### ***CYBER RISK ASSESSMENT***

Cybersecurity is a growing challenge for many governments as threats and vulnerabilities constantly evolve. Information security is a significant issue for many organizations and is no longer considered to be strictly an Information Technology (IT) issue. The potential impacts of a security breach can be financial, operational, and reputational. Cyber risk should be a high priority and evaluated on a regular basis.

Security breaches can come in a number of forms, which are continually evolving with advances in and increased use of technology. It is important for governments to assess what types of information they have that are vulnerable to cyber-attack. Items to consider include processing, collecting, and/or storing personal information about employees, taxpayers, and/or customers. Social security numbers, bank accounts, addresses, medical information, birth dates, and credit cards are all common examples of information existing in systems of governmental entities. In addition, general ledger data and other supporting files can be compromised. Several instances of ransomware have been reported in governmental entities like yours during the last year. Ransomware restricts access to your files and demands a ransom to the malware operator in order to release the restriction. It is important to take inventory of all the information that flows through your systems in order to properly secure your data.

We recommend performing a cyber risk assessment to align the internal controls and processes with the organizational objectives, initiatives, resources, and risk appetites with regards to cyber risk. We have cybersecurity experts on staff that are available to assist with this assessment.

### ***HIPAA RISK ASSESSMENT***

With data breaches on the rise, the US Department of Health and Human Services (HHS) Office of Civil Rights (OCR) has ramped up auditing and enforcement of Health Insurance Portability and Accountability Act (HIPAA) compliance in recent years. What they have found is that many organizations are not doing enough to protect Electronic Protected Health Information (ePHI).

One of the most common findings identified by HHS OCR is the lack of a thorough and documented risk assessment. The HIPAA Security Rule requires that organizations in accordance with the Code of Federal Regulations 45 §164.308(a)(1)(ii)(A) "Conduct an accurate and thorough assessment of the potential risks and vulnerabilities to the confidentiality, integrity, and availability of electronic protected health information ...". HHS OCR has indicated this risk assessment should be documented and performed at least annually.

Breach notification to HHS OCR is required when ePHI is exposed. When HHS OCR investigates such breaches, the documentation for the organization's latest risk assessment is often one of the first requests by HHS OCR for their review.

We recommend you perform and document the required HIPAA risk assessment. We are available to assist you with this process.

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## **INFORMATIONAL POINTS (cont.)**

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### ***GOVERNMENT FRAUD PREVENTION AND DETECTION: NOW IS THE TIME TO ACT***

When it comes to preventing and detecting fraud in government, being proactive is critical. In fact, government is the second most likely industry to be impacted by fraud. According to the audit standards, the primary responsibility for the prevention and detection of fraud rests with both those charged with governance of the entity and management. To get started, your government should conduct a fraud risk assessment to identify where and how fraud might occur and what individuals may be in a position to commit fraud. Once you've identified your entity's fraud risk areas, the next step is to develop a fraud risk assessment and investigation policy.

As you begin your fraud risk assessment or develop tools to prevent and detect fraud, it is important to keep in mind the following information provided by the Association of Certified Fraud Examiners:

- > Misappropriation of assets accounts for 80 percent of fraud
- > The primary internal control weaknesses observed are lack of internal controls, lack of management review, override of existing internal controls and poor tone at the top
- > A tip is the most effective tool to catch a fraudster followed by management review
- > The professional requirements and objectives of a financial audit are different than a forensic audit. Due to the nature of a financial audit, less than 10 percent of frauds have been discovered as a result of a financial audit conducted by an independent accounting firm.

We recommend that your government perform a fraud risk assessment and then update it on a regular basis. We are available to assist you with this process.

### ***NEW RESOURCES FOR STATE AND LOCAL GOVERNMENT BOARDS***

In recent years, our clients have told us that the roles of their board members have become increasingly demanding. Expectations and accountability are at all-time high and the knowledge required to be an effective board member is substantial. For these reasons, we have compiled a number of resources dedicated to educating state and local government board members. Go to our website [www.bakertilly.com](http://www.bakertilly.com) and click on the State and Local Government page.

Included in the "insights" section at the bottom of the State and Local Government page are four quick-hitting, informative videos:

1. Government financial statements 101
2. Understanding your government's fraud risk
3. Financial ratios and benchmarks
4. Fund balance and other financial policies

Also included are links to other videos, case studies and news / events that you might find of interest.

We encourage you to subscribe to our complimentary newsletter "Government Connection" to stay abreast of the latest issues impacting state and local governments. You can do so by clicking on the "subscribe" button and indicating "State and Local Government" as an area of interest on the subscription form. Also, if you or your board members have suggested topics to feature on our Board Governance webpage or Government Connection newsletter, we invite you to submit your ideas in person or online.

**INFORMATIONAL POINTS (cont.)**

***GASB UPDATES***

The following is a schedule of GASB projects:

<b>Task or Event</b>	<b>Effective Date</b>	<b>Impact</b>
GASB 72 – Fair Value Measurement and Application	For financial statements for periods beginning after June 15, 2015	Items that are now subject to fair value measurement that weren't before: private equity/hedge funds, real estate investments, many investments that were previously carried at cost or under the equity method, derivatives will now be measured using exit price, donated long term assets. Does not affect money markets, investments in 2a7-like pools, or assets held by the government that enhance the ability to provide services.
GASB 73 – Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB 68, and Amendments to Certain Provisions of GASB Statements 67 and 68	For fiscal years beginning after June 15, 2016 for pensions that are not within the scope of GASB 68. For fiscal years beginning after June 15, 2015 for pensions within the scope of GASB 67 and 68.	Part I extends the approach of GASB 68 to all pensions (with some modifications). Part II clarifies certain requirements of GASB 67 and 68.
GASB 74 – Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans and GASB 75 – Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions	GASB 74: For fiscal years beginning after June 15, 2016  GASB 75: For fiscal years beginning after June 15, 2017	These standards have similarities to the previous OPEB standards, most notably the definition of an OPEB and the option of the alternative measurement method for small governments. However, the calculation and reporting of the OPEB liability and various required disclosures will change under the new standards, becoming similar to the pension standards.
GASB 76 – The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments	For reporting periods beginning after June 15, 2015	Officially established accounting principles – GASB statements (Category A) and GASB Technical Bulletins, implementation guides and literature of the AICPA cleared by the GASB (Category B)

**INFORMATIONAL POINTS (cont.)**

***GASB UPDATES (cont.)***

<b>Task or Event</b>	<b>Effective Date</b>	<b>Impact</b>
GASB 77 – Tax Abatement Disclosures	For financial statements for periods beginning after December 15, 2015	<p>Tax abatements are a reduction in tax revenue that has the following characteristics: (1) An agreement between one or more governments and an individual or entity in which: (a) one or more governments promise to forgo tax revenues to which they are otherwise entitled and; (b) the individual or entity promises to take specific action after the agreement has been entered into that contributes to economic development or otherwise benefits the governments or the citizens of those governments.</p> <p>This definition is limited and excludes many incentive and other programs because they do not meet one or more of the requirements.</p>
GASB 78 – Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans	For reporting periods beginning after December 15, 2015	This addresses a specific issue regarding the ability of state and local governmental employers to obtain necessary information related to pensions that are provided through certain multiple-employer benefit pension plans that are not a state or local governmental pension plan.
GASB 79 – Certain External Investment Pools and Pool Participants	For reporting periods beginning after June 15, 2015, except for certain provisions on portfolio quality, custodial credit risk, and shadow pricing, which are effective for reporting periods beginning after December 15, 2015	It establishes criteria for an external investment pool to qualify for making the election to measure all its investments at amortized costs for financial reporting purposes.
Current Agenda Project: Blending Requirements for Certain Component Units	Proposed effective date – June 30, 2017 (Exposure Draft issued in June 2015)	The objective of this project is to improve financial reporting by addressing issues related to inconsistent presentation of certain component units in financial reporting of governments.
Current Agenda Project: Pension Issues	Proposed effective date – June 30, 2017 (Exposure Draft issued in December 2015)	The object of this project is to consider the need for revisions to certain of the requirements in GASB 67 and 68, as a result of issues raised by stakeholders.

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**INFORMATIONAL POINTS (cont.)**

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**GASB UPDATES (cont.)**

<b>Task or Event</b>	<b>Effective Date</b>	<b>Impact</b>
Current Agenda Project: Irrevocable Split-Interest Agreements	Proposed effective date – December 31, 2017 (Exposure Draft issued in June 2015)	The objective of this project is to determine what accounting and financial reporting guidance, if any, should be established for irrevocable split-interest agreements held for the benefit of governmental entities.
Current Agenda Project: Fiduciary Activities	Proposed effective date – December 31, 2018 (Exposure draft issued December 2015)	This project is to develop guidance regarding whether and how governments should report fiduciary activities in their general purpose external financial reports.
Current Agenda Project: Asset Retirement Obligations	Proposed effective date – December 31, 2018 (Exposure Draft issued in December 2015)	The objective of this project is to improve financial reporting by developing requirements on recognition and measurement for asset retirement obligations, other than landfills.
Current Agenda Project: Leases	The GASB Board is scheduled to issue an Exposure Draft in January 2016	The objective of this project is to reexamine issues associated with lease accounting, considering improvements to existing guidance.
Current Agenda Project: Certain Extinguishments Using Existing Resources	The GASB Board is scheduled to issue an Exposure Draft in August 2016	The project will consider improvements to the existing guidance related to debt extinguishments using existing resources. Debt extinguishments connected with troubled debt restructurings and bankruptcy, which are addressed in other pronouncements, are not included.

The GASB has a project on hold (conceptual framework for recognition) pending the reexamination of the financial reporting model.

The GASB revisits GASB standards ten (10) years after issuance. The GASB is currently revisiting GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis for State and Local Governments*, as well as reporting model-related pronouncements including Statements Nos. 37, 41, and No. 46 and Interpretation No. 6, *Recognition and Measurement of Certain Liabilities and Expenditures in Governmental Fund Financial Statements*. The GASB has indicated that they are revisiting the following major provisions of these standards: management's discussion and analysis, government-wide financial statements, fund financial statements, capital asset reporting, budgetary comparisons, special purpose government reporting, and related notes to financial statements. In addition, the GASB is revisiting debt extinguishments, which includes a reexamination of GASB Statement Nos. 7, 23, and 62. We will share updates with you as they become available.

Full lists of projects, as well as many resources, are available on GASB's website which is located at [www.gasb.org](http://www.gasb.org).

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## INFORMATIONAL POINTS (cont.)

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### ***INTERPRETING YOUR FINANCIAL STATEMENTS POST-GASB No. 68***

Now that your financial statements reflect the new pension requirements of GASB Statement No. 68, what has changed and how do you interpret this new information? In summary, GASB Statement No. 68 required governmental entities participating in the Wisconsin Retirement System (WRS) to report their proportionate share of the plan's activity and net pension asset.

As of the December 31, 2014 measurement date used for your 2015 financial statements, WRS reported total resources available to provide pension benefits of \$92.1 billion. They also reported a total liability for pensions of \$89.7 billion. This resulted in a net pension asset of \$2.4 billion. The city and CDA's proportionate share of the asset is \$5,245,478 and is reported as a restricted asset. There are also pension-related deferred outflows or inflows due to timing of contributions and smoothing of activity.

Pension activity under GASB Statement No. 68 is report in the government-wide financial statements and proprietary fund financial statements, similar to long-term debt. The implementation of this new standard does not affect how you fund or pay for your pension contributions to the WRS.

The accounting and reporting of pensions has become more complex with the implementation of GASB Statement No. 68. We are available to answer any questions on how this new accounting standard affects your financial statements.

### ***OTHER POST EMPLOYMENT BENEFIT (OPEB) REPORTING CHANGES ON THE HORIZON***

GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, addresses reporting by OPEB plans that administer benefits on behalf of governments. GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, addresses reporting by governments that provide OPEB to their employees and for governments that finance OPEB for employees of other governments. The new OPEB standards parallel the pension standards GASB Nos. 67 and 68. Together, the pension and OPEB standards provide consistent and comprehensive guidance for all postemployment benefits.

OPEB plans will implement the new standards beginning with the year end June 30, 2017 [December 31, 2017]. Governments that provide OPEB benefits to their employees will need to implement these standards beginning with the year end June 30, 2018 [December 31, 2018].

This standard has similarities to the previous OPEB standards, most notably the definition of an OPEB and the option of the alternative measurement method for small governments. However, the calculation and reporting of the OPEB liability and various required disclosures will change under the new standards, becoming similar to the pension standards.

To implement this standard, your government will need to plan ahead for obtaining a new actuarial study. The selection of a measurement date and timing for the study will be important to consider well in advance of implementation. We are available to further discuss this standard, the timing, and impact on your government.

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## INFORMATIONAL POINTS (cont.)

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### *TAX INCREMENT FINANCING LAW CHANGES*

In 2014, the Wisconsin Legislature appointed the Legislative Council Study Committee on the Review of Tax Increment Financing to study and review Wisconsin's Tax Incremental Financing (TIF) laws and to make recommendations for modifications and improvements. The Committee recommended eight bills, four of which were adopted by the Legislature and signed by the Governor in March 2016. Following is a summary of the new laws:

- > 2015 Wisconsin Act 254 permits a Tax Incremental District (TID) project plan to be amended, or its maximum lifespan to be extended by an additional three years, or both, if at any time during the life of the TID, the annual and total amount of tax increments to be generated are adversely impacted by Wisconsin Act 145. Act 145 increased state aid to technical college districts in order to reduce the total statewide levy of technical college districts.
- > 2015 Wisconsin Act 255 removes the restriction that vacant property may not comprise more than 25 percent of the area of a newly created TID and excludes all tax-exempt city-owned property from the calculation of a TID's initial tax incremental base value.
- > 2015 Wisconsin Act 256 makes several technical changes to the TIF law, deleting certain obsolete provisions and clarifying/modifying others, such as maintenance of industrial zoning, public hearing notice for TID amendments and Joint Review Board review period. It also specifies that the municipality's equalized value for the preceding year, as used in the calculation of the levy limit exception for the year that a TID terminates, excludes the value of any TID value increments (TID OUT Value).
- > 2015 Wisconsin Act 257 makes several changes to improve reporting and transparency regarding the performance of TIF districts, including requiring a community to submit an annual report by July 1 describing the status of each existing TID to each overlying taxing jurisdiction as well as to the Wisconsin Department of Revenue (DOR). There will be a \$100 per day fine imposed for reports that are past due. In addition, the joint review board must meet annually to review the annual report and status of each TID. Baker Tilly will be working with the DOR in upcoming months to fully understand the impact of the reporting changes. We anticipate that there will be additional information your government will need to provide as part of this new reporting process. We will communicate additional information as it is known.

Acts 254, 255, 256 and certain sections of Act 257 are effective immediately and apply to all TIDs that are created or amended after October 1, 2015. The effective date for the annual reporting requirements stated in Act 257 is October 1, 2016. Accordingly, this new reporting requirement will be effective for your 2016 annual report due by July 1, 2017. More information related to these new laws is available on the DOR and Wisconsin State Statute's websites.

**REQUIRED COMMUNICATIONS BY THE AUDITOR TO THOSE CHARGED WITH GOVERNANCE**



Baker Tilly Virchow Krause, LLP  
Ten Terrace Ct, PO Box 7398  
Madison, WI 53707-7398  
tel 608 249 6622  
fax 608 249 8532  
bakertilly.com

To the City Council and Management  
and the CDA Board of Commissioners  
City of Beloit  
Beloit, Wisconsin

Thank you for using Baker Tilly Virchow Krause, LLP as your auditor.

We have completed our audit of the financial statements of the City of Beloit for the year ended December 31, 2015 and have issued our report thereon dated June 24, 2016. This letter presents communications required by our professional standards.

***OUR RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA, GOVERNMENT AUDITING STANDARDS, THE UNIFORM GUIDANCE AND THE STATE SINGLE AUDIT GUIDELINES***

The objective of a financial statement audit is the expression of an opinion on the financial statements. We conducted the audit in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, the Uniform Guidance and the State Single Audit Guidelines. These standards require that we plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements prepared by management with your oversight are free of material misstatement, whether caused by error or fraud. Our audit included examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. Our audit does not relieve management or those charged with governance of their responsibilities.

We considered the City of Beloit's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of Beloit's internal control over financial reporting. We also considered internal control over compliance with types of requirements that could have a direct and material effect on a major federal and major state program to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for a major federal and state program and to test and report on internal control over compliance in accordance with the Uniform Guidance and the *State Single Audit Guidelines*, but for the purpose of expressing an opinion on the effectiveness of internal control over compliance.

As part of obtaining reasonable assurance about whether the City of Beloit's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also, in accordance with the Uniform Guidance and the State Single Audit Guidelines, we examined, on a test basis, evidence about the City of Beloit's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* and the *State Single Audit Guidelines* that could have a direct and material effect on each of its major federal and state programs for the purpose of expressing an opinion on the City of Beloit's compliance with those requirements. While our audit provides a reasonable basis for our opinion on compliance, it does not provide a legal determination on the City of Beloit's compliance with those requirements.

To the City Council and Management  
and the CDA Board of Commissioners  
City of Beloit

We have issued a separate document which contains the results of our audit procedures to comply with the Uniform Guidance and the *State Single Audit Guidelines*.

#### ***OTHER INFORMATION IN DOCUMENTS CONTAINING AUDITED FINANCIAL STATEMENTS***

Our responsibility does not extend beyond the audited financial statements identified in this report. We do not have any obligation to and have not performed any procedures to corroborate other information contained in client-prepared documents, such as official statements related to debt issues.

#### ***PLANNED SCOPE AND TIMING OF THE AUDIT***

We performed the audit according to the planned scope and timing previously communicated to you in our Communication to Those Charged with Governance and Management dated June 24, 2015 and our meeting with the City Council on July 6, 2015.

#### ***QUALITATIVE ASPECTS OF THE ENTITY'S SIGNIFICANT ACCOUNTING PRACTICES***

##### ***Accounting Policies***

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the City of Beloit are described in Note 1 to the financial statements. As described in Note 1 to the financial statements, the city changed accounting policies related to financial reporting for pensions by adopting Statement of Governmental Accounting Standards (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions – an Amendment of GASB Statement No. 27* and GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – an Amendment of GASB Statement No. 68* in 2015. Accordingly, the accounting change has been retrospectively applied to prior periods presented as if the policy has always been used. We noted no transactions entered into by the city during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

##### ***Accounting Estimates***

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of incurred but not recorded health insurance claims which is based on historical claims.

Management's estimate of the Other Post-Employment Benefits (OPEB) liability which is based on information provided to actuaries contracted by the City.

Management's estimate of allowance for doubtful ambulance receivables and municipal court receivables which is based on historical revenues, historical loss levels, and an analysis of individual account collections.

The estimate of net pension asset and the deferred outflows and deferred inflows related to pensions, which impact the reported pension expense, which are based upon information provided by the Wisconsin Retirement System.

To the City Council and Management  
and the CDA Board of Commissioners  
City of Beloit

***QUALITATIVE ASPECTS OF THE ENTITY'S SIGNIFICANT ACCOUNTING PRACTICES (cont.)***

***Accounting Estimates (cont.)***

We evaluated the key factors and assumptions used to develop all of these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

***Financial Statement Disclosures***

The disclosures in the notes to the financial statements are neutral, consistent, and clear.

***DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT***

We encountered no significant difficulties in dealing with management in performing our audit.

***CORRECTED AND UNCORRECTED MISSTATEMENTS***

Professional standards require us to accumulate all known and likely misstatement identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management.

A summary of uncorrected financial statement misstatements follows this required communication. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

A summary of corrected material financial statement misstatements follows this required communication.

In addition, we prepared GASB No. 34 conversion entries which are summarized in the "Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position" and the "Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities" in the financial statements.

***DISAGREEMENTS WITH MANAGEMENT***

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

***CONSULTATIONS WITH OTHER INDEPENDENT ACCOUNTANTS***

In some cases, management may decide to consult with other accountants about auditing and accounting matters. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

***MANAGEMENT REPRESENTATIONS***

We have requested certain representations from management that are included in the management representation letter. This letter follows this required communication.

To the City Council and Management  
and the CDA Board of Commissioners  
City of Beloit

### ***INDEPENDENCE***

We are not aware of any relationships between Baker Tilly Virchow Krause, LLP and the City of Beloit, as well as the CDA, that, in our professional judgment, may reasonably be thought to bear on our independence.

Relating to our audit of the financial statements of the City of Beloit and the CDA for the year ended December 31, 2015, Baker Tilly Virchow Krause, LLP hereby confirms that we are, in our professional judgment, independent with respect to the City in accordance with the Code of Professional Conduct issued by the American Institute of Certified Public Accountants, and provided no services to the City other than audit services provided in connection with the audit of the current year's financial statements and nonaudit services which in our judgment do not impair our independence.

- > Financial statement preparation
- > Adjusting journal entries
- > SEFSA revisions
- > Compiled regulatory reports

None of these nonaudit services constitute an audit under generally accepted auditing standards, including *Government Auditing Standards*.

### ***OTHER AUDIT FINDINGS OR ISSUES***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### ***OTHER MATTERS***

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information which accompanies the financial statements but is not RSI. With respect to the supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the other information, which accompanies the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

To the City Council and Management  
and the CDA Board of Commissioners  
City of Beloit

***RESTRICTION ON USE***

This information is intended solely for the use of the City Council, the CDA board and management and is not intended to be, and should not be, used by anyone other than these specified parties.

We welcome the opportunity to discuss the information included in this letter and any other matters. Thank you for allowing us to serve you.

*Baker Tilly Virchow Krause, LLP*

Madison, Wisconsin  
June 24, 2016

**CORRECTED MATERIAL FINANCIAL STATEMENT MISSTATEMENTS**

**City of Beloit**  
**CORRECTED MATERIAL FINANCIAL STATEMENT MISSTATEMENTS**

Name	Account No	Debit	Credit
PREPAID EXPENSES	29-1470- CIP	402,577.00	
EQUIP-VEHICULAR OVER \$1,000	P2963030-5531-2015 CIP		-402,577.00

To record the downpayment on fire trucks to a prepaid asset.

CASH EQUITY	01-1010- GF	227,950.00	
CASH EQUITY	01-1010- GF	109,642.00	
DUE FROM RETIRE HEALTH PLAN	01-1116- GF		-227,950.00
DUE FROM CEMETERIES	01-1122- GF		-109,642.00
CASH EQUITY	33-1010- ERF1		-337,592.00
ADVANCES TO OTHER FUNDS	33-1600- ERF1	337,592.00	

To move the advance with general fund to the equipment replacement fund.

CASH EQUITY	01-1010- GF	333,725.00	
DUE FROM TRANSIT SYSTEM	01-1125- GF		-333,725.00
DUE TO GENERAL FUND	25-2101- BTS	333,725.00	
Advances from Equipment Replacement Fund	25-2633- BTS		-333,725.00
CASH EQUITY	33-1010- ERF1		-333,725.00
ADVANCES TO OTHER FUNDS	33-1600- ERF1	333,725.00	

To move due from other funds from the general fund to the equipment replacement fund.

ACCOUNTS PAYABLE	29-2011- CIP		-493,300.00
ROADWAY CONSTRUCTION - STREETS	P2902187-5514-2014 CIP	493,300.00	

To record a payable for the CTH BT project payable to the County relating to the City's share of the costs.

CASH EQUITY	29-1010- CIP	450,000.00	
ADVANCE TO TIF #6	29-1646- CIP		-450,000.00
CASH EQUITY	46-1010- TID6		-450,000.00
ADVANCES FROM CIP FUND 29	46-2629- TID6	450,000.00	

To pay off advance in TIF 6 due to positive cash.

CASH EQUITY	01-1010- GF	860,854.00	
CASH EQUITY	26-1010- WU		-860,854.00
IN LIEU OF TAX	01611998-4060- GF		-860,854.00
PAYMENT IN LIEU OF TAXES	26707408-5421- WU	860,854.00	

To record PILOT due to the city for 2015.

TRANS-METERS	26-174346- WU	35,180.00	
TRANS-METERS	26-174346- WU	52,566.00	
TRANS-HYDRANTS	26-174348- WU	31,472.00	
STRUCTURE MAINTENANCE	26707672-5261- WU	419,977.00	
STRUCTURE MAINTENANCE	26707672-5261- WU	10,000.00	
BUILDINGS/CONSTRUCTION	P2605540-5511-2015 WU		-31,472.00
WATER SYSTEM	P2605587-5525-2014 WU		-35,180.00
WATER SYSTEM	P2605634-5525-2014 WU		-52,566.00
CONTR SERV-PROFESSIONAL	P2675643-5240-2015 WU		-419,977.00
IN-HOUSE ENGINEERING	P2675643-5258-2015 WU		-10,000.00

To close water project accounts.

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Contributions (Customer	23-4691 WPCF		-22,663.00
MAINS	23-1709- WPCF	433,022.00	
CONSTRUCTION IN PROGRESS	23-1749- WPCF		-410,359.00
PROPERTY FOR FUTURE USE	26-174105- WU		-449,070.00
TRANS-DISTRIBUTION MAINS	26-174343- WU	395,544.00	
TRANS-SERVICES	26-174345- WU	14,692.00	
TRANS-HYDRANTS	26-174348- WU	63,635.00	
CAPITAL PAID IN	26707200-3970- WU		-24,801.00

To capitalize the Gateway water  
and sewer extension project funded by TID.

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BUSES	25-1722- BTS		-799,788.00
RETAINED EARNINGS	25-3910- BTS	799,788.00	

To correct bus purchase in prior  
year that was capitalized twice.

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INVENTORY - CENTRAL STORES	23-1520- WPCF	38,040.00	
EQUIPMENT - MACHINERY/OTHER	23-1707- WPCF	11,133.00	
OTHER ASSETS-BOUNDARY	23-1800- WPCF	11,760.00	
OTHER ASSETS-BOUNDARY	23-1800- WPCF	30,701.00	
INFLUENT/EFFL PUMP/FORCE MAIN	23-174101- WPCF	5,941.00	
INFLUENT/EFFL PUMP/FORCE MAIN	23-174101- WPCF	19,180.00	
SLUDGE DIGESTION	23-174110- WPCF	39,088.00	
SUBSTATION AND SWITCHGEAR	23-174114- WPCF	36,326.00	
COMPUTER/OFFICE EQUIP MAIN.	23707561-5215- WPCF	8,030.00	
COMPUTER/OFFICE EQUIP MAIN.	23707562-5215- WPCF	5,050.00	
CONTRACTED SERV-PROFESSIONAL	23707562-5240- WPCF	54,103.00	
CONTRACTED SERV-PROFESSIONAL	23707562-5240- WPCF	48,295.00	
COMPUTER/OFFICE EQUIP MAIN.	23707565-5215- WPCF	15,501.00	
CONTRACTED SERV-PROFESSIONAL	23707565-5240- WPCF	42,500.00	
CONTRACTED SERV-PROFESSIONAL	23707565-5240- WPCF	259,395.00	
CONTRACTED SERV-PROFESSIONAL	23707565-5240- WPCF	150,000.00	
CONTRACTED SERV-PROFESSIONAL	23707565-5240- WPCF	82,048.00	
CONTRACTED SERV-PROFESSIONAL	23707565-5240- WPCF	132,305.00	
CONTRACTED SERV-PROFESSIONAL	23707565-5240- WPCF	5,278.00	
ELECTRICAL MAINTENANCE	23707567-5263- WPCF	8,975.00	
SANITARY SEWER	P2304199-5523- WPCF		-132,305.00
IN-HOUSE ENGINEERING	P2304199-5258-2015 WPCF		-42,500.00
SANITARY SEWER	P2304199-5523-2014 WPCF		-259,395.00
SANITARY SEWER	P2304199-5523-2015 WPCF		-15,501.00
CONTR SERV-PROFESSIONAL	P2304568-5240-2014 WPCF		-17,701.00
BUILDINGS/CONSTRUCTION	P2304568-5511-2014 WPCF		-103,984.00
SANITARY SEWER	P2304632-5523-2014 WPCF		-2,050.00
CONTR SERV-PROFESSIONAL	P2311401-5240-2011 WPCF		-138,503.00
BUILDINGS/CONSTRUCTION	P2311401-5511-2013 WPCF		-11,133.00
SANITARY SEWER	P2311401-5523-2012 WPCF		-45,301.00
CONTR SERV-PROFESSIONAL	P2375638-5240-2015 WPCF		-228.00
IN-HOUSE ENGINEERING	P2375638-5258-2015 WPCF		-3,000.00
BUILDINGS/CONSTRUCTION	P2375638-5511-2015 WPCF		-150,000.00
SANITARY SEWER	P2375638-5523-2015 WPCF		-82,048.00

To close out sewer project  
accounts.

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ACC AMORTIZATION-ACQ ADJ	26-184118- WU		-236,018.00
ACC DEPR-WELLS & SPRINGS	26-184314- WU		-92,025.00
ACC DEPR-PUMP-STRUCTURE & IMP	26-184321- WU		-84,504.00
ACC DEPR-PWR PROD EQUIP	26-184323- WU		-11,612.00
ACC DEPR-PUMP-ELECTRIC PUMP EQ	26-184325- WU		-46,365.00
ACC DEPR-WTR TR-STRUCTURES&IMP	26-184331- WU		-1,163.00
ACC DEPR-WTR TREAT-EQUIPMENT	26-184332- WU		-9,841.00
ACC DEPR-TRANS-DIST. RESERVOIR	26-184342- WU		-39,052.00
ACC DEPR-TRANS-DISTR MAINS	26-184343- WU		-200,026.00
ACC DEPR-CIAC SERVICES	26-184344- WU		-13,826.00
ACC DEPR-TRANS-SERVICES	26-184345- WU		-194,670.00
ACC DEPR-TRANS-METERS	26-184346- WU		-40,369.00
ACC DEPR-RADIO READ METERS	26-184347- WU		-188,110.00
ACC DEPR-TRANS-HYDRANTS	26-184348- WU		-89,955.00
ACC DEPRECIATION - MISC	26-184349- WU		-1,234.00
ACC DEPR-MAINS CIAC	26-184350- WU		-2,374.00
ACC DEPR-RADIO READ METERS	26-184360- WU		-8,417.00
ACC DEPR - BUILDINGS	26-184390- WU		-70,122.00
ACC DEPR-OFFICE FURN. & EQUIP	26-184391- WU		-1,819.00
ACC DEPR-TRANSPORTATION EQUIP	26-184392- WU		
ACC DEPR-TOOLS, SHOP EQUIP	26-184394- WU		-2,023.00
ACC DEPR-COMMUNICATION EQUIP	26-184397- WU		-52,443.00
ACC DEPR-COMPUTER EQUIPMENT	26-184399- WU		
DEPRECIATION EXP	26707403-5700- WU	1,132,516.00	
AMORTIZATION OF	26707406-5700- WU	236,018.00	
DEPRECIATION OF	26707426-5700- WU	17,434.00	

To record water depreciation.

ACC DEPRC - EQUIP COMPUTER	23-1751- WPCF		-29,104.00
ACC DEPR - SLUDGE STORAGE FCLT	23-1756- WPCF		-95,486.00
ACC DEPR - EQUIP MACHINERY/OTH	23-1757- WPCF		-15,621.00
ACC DEPR MAINS	23-1759- WPCF		-177,545.00
ACC DEPR - VEHICLES	23-1770- WPCF		-20,376.00
ACC DEPR - NEW PLANT FACILITY	23-1799- WPCF		-2,295,657.00
DEPRECIATION - BUILDINGS	23707561-5731- WPCF	2,633,789.00	

To record sewer depreciation.

ACCOUNTS PAYABLE	23-2011- WPCF		-132,305.00
CONTRACTS PAYABLE - RETAINAGE	23-2505- WPCF		-6,963.00
CONTRACTED SERV-PROFESSIONAL	23707561-5240- WPCF	6,963.00	
SANITARY SEWER	P2304199-5523- WPCF	132,305.00	

To record payable at year end

CASH EQUITY	23-1010- WPCF		-226,754.00
CASH EQUITY	26-1010- WU	226,754.00	
JOINT METERING EXPENSE	23707561-5239- WPCF	226,754.00	
DEPRECIATION EXP	26707403-5700- WU		-118,448.00
OPERATING INCOME	26707474-4505- WU		-59,244.00
TAXES	26707599-519408- WU		-49,062.00

To record the joint metering  
allocation at year end.

TRANS-DISTRIBUTION MAINS	26-174343- WU	160,525.00	
TRANS-HYDRANTS	26-174348- WU	19,550.00	
CAPITAL PAID IN	26707200-3970- WU		-180,075.00

To record contributions from  
municipality for the Colley Road Water Main Extension.

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**SUMMARY OF UNCORRECTED FINANCIAL STATEMENT MISSTATEMENTS**

# CITY OF BELOIT

## SUMMARY OF UNCORRECTED FINANCIAL STATEMENT MISSTATEMENTS December 31, 2015

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	Financial Statements Effect - Debit (Credit) to Financial Statement Total		
	Total <u>Revenues</u>	Total Expenses/ <u>Expenditures</u>	Change in Net Position/ <u>Fund Balances</u>
Governmental Activities	<u>-</u>	<u>975,786</u>	<u>(1,200,562)</u>
General Fund	<u>(76,117)</u>	<u>128,945</u>	<u>(205,062)</u>
Remaining Funds	<u>-</u>	<u>(145,535)</u>	<u>(145,535)</u>

## **MANAGEMENT REPRESENTATIONS**



June 24, 2016

Baker Tilly Virchow Krause, LLP  
Ten Terrace Court  
P.O. Box 7398  
Madison, WI 53707-7398

Dear Baker Tilly Virchow Krause, LLP:

We are providing this letter in connection with your audit of the financial statements of the City of Beloit as of December 31, 2015 and for the year then ended for the purpose of expressing opinions as to whether the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Beloit and the respective changes in financial position and cash flows, where applicable, in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the fair presentation of the previously mentioned financial statements in conformity with accounting principles generally accepted in the United States of America. We are also responsible for adopting sound accounting policies, establishing and maintaining internal control over financial reporting, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, the following representations made to you during your audit.

*Financial Statements*

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter.
2. The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America. We have engaged you to advise us in fulfilling that responsibility. The financial statements include all properly classified funds of the primary government and all component units required by accounting principles generally accepted in the United States of America to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, if any, are reasonable.

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Administrative Services 608/364-6600 Fax 364-6642	City Attorney 608/364-6623 Fax 364-6718	Engineering Division 608/364-6690 Fax 364-6609	Health Department 608/364-6630 Fax 364-6602	Housing Services 608/364-6650 Fax 364-6609	Neighborhood Planning 608/364-6701 Fax 364-6609	Personnel Division 608/364-6610 Fax 364-6718
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6. All events subsequent to the date of the financial statements and for which accounting principles generally accepted in the United States of America require adjustment or disclosure have been adjusted or disclosed. No other events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements or in the schedule of findings and questioned costs.
7. All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal and state awards.
8. We believe the effects of the uncorrected financial statement misstatements summarized in the attached schedule are immaterial, both individually and in the aggregate, to the basic financial statements as a whole. In addition, you have recommended adjusting journal entries, and we are in agreement with those adjustments.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with accounting principles generally accepted in the United States of America.
10. Guarantees, whether written or oral, under which the City is contingently liable, if any, have been properly recorded or disclosed.

*Information Provided*

11. We have provided you with:
  - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as financial records and related data, documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
  - b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
  - d. Minutes of the meetings of City Council and CDA or summaries of actions of recent meetings for which minutes have not yet been prepared.
12. We have not completed an assessment of the risk that the financial statements may be materially misstated as a result of fraud.
13. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  - a. Management,
  - b. Employees who have significant roles in internal control, or
  - c. Others where the fraud could have a material effect on the financial statements.
14. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others.
15. We have no knowledge of known instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
16. There are no known related parties or related party relationships and transactions of which we are aware.

*Other*

17. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

18. We have a process to track the status of audit findings and recommendations.
19. We have identified to you any previous financial audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
20. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for our report.
21. The City has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
22. We are responsible for compliance with federal, state, and local laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits, debt contracts, and IRS arbitrage regulations; and we have identified and disclosed to you all federal, state, and local laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
23. There are no:
  - a. Violations or possible violations of budget ordinances, federal, state, and local laws or regulations (including those pertaining to adopting, approving and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, or for reporting on noncompliance, except those already disclosed in the financial statement, if any.
  - b. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by accounting principles generally accepted in the United States of America.
  - c. Nonspendable, restricted, committed, or assigned fund balances that were not properly authorized and approved.
  - d. Rates being charged to customers other than the rates as authorized by the applicable authoritative body.
  - e. Violations of restrictions placed on revenues as a result of bond resolution covenants such as revenue distribution or debt service funding.
24. In regards to the nonattest services performed by you listed below, we have 1) accepted all management responsibility; 2) designated an individual with suitable skill, knowledge, or experience to oversee the services; 3) evaluated the adequacy and results of the services performed, and 4) accepted responsibility for the results of the services.
  - a. Financial statement preparation
  - b. Adjusting journal entries
  - c. SEFSA preparation
  - d. Compiled regulatory reports

None of these nonattest services constitute an audit under generally accepted auditing standards, including *Government Auditing Standards*.
25. The City of Beloit has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
26. The City of Beloit has complied with all aspects of contractual agreements that would have a material effect on the financial statement in the event of noncompliance.

27. The financial statements include all material component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
28. The financial statements properly classify all funds and activities.
29. All funds that meet the quantitative criteria in GASB Statement No. 34 and No. 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
30. Components of net position (net investment in capital assets; restricted; and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned and unassigned) are properly classified and, if applicable, approved.
31. The City of Beloit has no derivative financial instruments such as contracts that could be assigned to someone else or net settled, interest rate swaps, collars or caps.
32. Provisions for uncollectible receivables, if any, have been properly identified and recorded.
33. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
34. Revenues are appropriately classified in the statement of activities within program revenues and general revenues.
35. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
36. Deposits and investment securities are properly classified as to risk, and investments are properly valued. Collateralization agreements with financial institutions, if any, have been properly disclosed.
37. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated/amortized. Any known impairments have been recorded and disclosed.
38. Tax-exempt bonds issued have retained their tax-exempt status.
39. We have appropriately disclosed the City of Beloit's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have determined that net position were properly recognized under the policy. We have also disclosed our policy regarding which resources (that is, restricted, committed, assigned or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available.
40. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
41. With respect to the supplementary information, (SI):
  - a. We acknowledge our responsibility for presenting the SI in accordance with accounting principles generally accepted in the United States of America, and we believe the SI, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the SI have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

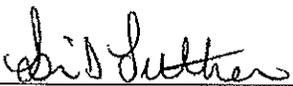
- b. If the SI is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.
42. We assume responsibility for, and agree with, the findings of specialists in evaluating the net OPEB obligation and related actuarial valuation information and have adequately considered the qualifications of the specialists in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had impact on the independence or objectivity of the specialists.
43. We agree with the restatement presented in the current year's financial statements.
44. We assume responsibility for, and agree with, the information provided by the Wisconsin Retirement System as audited by the Legislative Audit Bureau relating to the net pension asset/liability and related deferred outflows and deferred inflows and have adequately considered the reasonableness of the amounts and disclosures used in the financial statements and underlying accounting records. We also assume responsibility for the census data that has been reported to the plan.
45. With respect to federal and state award programs:
- a. We are responsible for understanding and complying with and have complied with the requirements of the Single Audit Act Amendments of 1996, *OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), *State Single Audit Guidelines*, including requirements relating to preparation of the schedule of expenditures of federal and state awards (SEFSA).
- b. We acknowledge our responsibility for presenting the SEFSA in accordance with the requirements of the Uniform Guidance and the *State Single Audit Guidelines*, and we believe the SEFSA, including its form and content, is fairly presented in accordance with the Uniform Guidance and the *State Single Audit Guidelines*. The methods of measurement and presentation of the SEFSA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the SEFSA.
- c. If the SEFSA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFSA no later than the date we issue the SEFSA and the auditors' report thereon.
- d. We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance and the *State Single Audit Guidelines* and included in the SEFSA, expenditures made during the audit period for all awards provided by federal agencies in the form of grants, federal cost reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- e. We are responsible for understanding and complying with, and have complied with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal and state programs and have identified and disclosed to you the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major federal and state program.

- f. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal and state programs that provide reasonable assurance that we are administering our federal and state awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on our federal and state programs. We believe the internal control system is adequate and is functioning as intended. Also, no changes have been made in the internal control over compliance or other factors to the date of this letter that might significantly affect internal control, including any corrective action taken with regard to control deficiencies reported in the schedule of findings and questioned costs.
- g. We have made available to you all contracts and grant agreements (including amendments, if any) and any other correspondence with federal or state agencies or pass-through entities relevant to the programs and related activities.
- h. We have received no requests from a federal or state agency to audit one or more specific programs as a major program.
- i. We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including when applicable, those set forth in the OMB Compliance Supplement and the *State Single Audit Guidelines*, relating to federal and state awards and have identified and disclosed to you all amounts questioned and any known noncompliance with the direct and material compliance requirements of federal and state awards.
- j. We have disclosed any communications from grantors and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditors' report.
- k. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation agreements, and internal or external monitoring that directly relate to the objectives of the compliance audit, if any, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditors' report.
- l. Amounts claimed or used for matching were determined in accordance with relevant guidelines in the Uniform Guidance.
- m. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- n. We have made available to you all documentation related to the compliance with the direct and material compliance requirements, including information related to federal and state program financial reports and claims for advances and reimbursements.
- o. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- p. We are not aware of any instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditors' report.
- q. No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the date as of which compliance was audited.
- r. Federal and state program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.

- s. The copies of federal and state program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal and state agency or pass-through entity, as applicable.
  - t. We have monitored subrecipients to determine that they have expended pass-through assistance in accordance with applicable laws and regulations and have met the requirements of the Uniform Guidance and the *State Single Audit Guidelines*.
  - u. We have taken appropriate action, including issuing management decisions, on a timely basis after receipt of subrecipients' auditors' reports that identified noncompliance with laws, regulations, or the provisions of contracts or grant agreements to ensure that subrecipients have taken the appropriate and timely corrective action on findings.
  - v. We have considered the results of subrecipient audits and made any necessary adjustments to our books and records.
  - w. We have charged costs to federal and state awards in accordance with applicable cost principles.
  - x. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance and the *State Single Audit Guidelines* and we have provided you with all information on the status of the follow-up on prior audit findings by federal and state awarding agencies and pass-through entities, including all management decisions.
  - y. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
  - z. We are responsible for preparing and implementing a corrective action plan for each audit finding.
  - aa. We have disclosed to you all contracts or other agreements with our service organizations, and we have disclosed to you all communications from the service organization relating to noncompliance at the service organizations.
46. We are responsible for the electronic submission of required annual financial data to HUD's Real Estate Assessment Center (REAC) and for ensuring that it is complete, accurate, and timely filed, in accordance with our regulatory and contractual obligations to HUD.
47. We have disclosed to you all information of which we are aware that may affect the completeness and accuracy of the electronic submission, and we have disclosed to you all communications from regulatory agencies affecting the electronic submission.

Sincerely,

City of Beloit

Signed: 

Signed: 

Signed:   
