



**COMMON COUNCIL AGENDA
January 12, 2016**

Call Meeting to Order – 6:30 p.m.

Pledge of Allegiance

Roll Call

Approval of Minutes – December 8, 2015 - Regular Meeting Minutes [Page 2](#)

Approval of Bills (Cronk) §

***** NOTE: OFFICIAL ACTION MAY BE TAKEN ON ANY AGENDA ITEM *****

PUBLIC COMMENT, PETITIONS, REQUESTS AND COMMUNICATIONS:

PUBLIC HEARING:

6:31 p.m.

1. “Class B” Combination Liquor and Malt Beverage License, Jama Investments, LLC - Bo’s ‘N Mine, 110 S. Main Street; Hearing and Disposition by Motion [Page 4](#)

CONSENT AGENDA:

2. Resolution Approving TAP Grant Application for the Family Fresh to Lake George Connection [Page 16](#)

ORDINANCES AND RESOLUTIONS:

3. Ordinance 2016-01 - An Ordinance Amending Chapter 8.36 Regarding Solid Waste Collection and Disposal-First Reading [Page 23](#)
4. Resolution Approving the Master Relationship Agreement for the St. Croix Valley Business Incubator [Page 27](#)
5. Resolution Approving Selection of Firm for St. Croix Valley Business Incubator Architectural/Engineering Services [Page 38](#)

REPORTS:

6. 2016 Elections
7. 2016 River Falls Reads
8. Administrator’s Report [Page 70](#)
9. Comptroller’s Report

ANNOUNCEMENTS:

10. Mayor’s Appointment [Page 78](#)
11. River Falls Reads Proclamation [Page 11](#)

ADJOURNMENT Publish: River Falls Journal 1-7-16; Revised and Reposted 1-7-16



**City of
RIVER FALLS**
*CITY OF RIVER FALLS, WISCONSIN
COMMON COUNCIL PROCEEDINGS*

December 8, 2015

Mayor Toland called the meeting to order at 6:30 p.m. in the City Council Chambers located in City Hall.

City Council Members Present: David Cronk, Dan Gulick, Scott Morrissette, Jim Nordgren, Diane Odeen, Aaron Taylor, Hal Watson

Members Absent: None

Staff Present: Scot Simpson, City Administrator; Bill Thiel, City Attorney; Jon Aubart, Interim Police Chief; Julie Bergstrom, Finance Director/Assistant City Administrator; Keri Schreiner, Management Analyst Fellow; Brent Buesking, Management Analyst Fellow; Kevin Westhuis, Utility Director; Reid Wronski, City Engineer; Ray French, Management Analyst; Mike Huth, Management Analyst; Angie Bond, Customer Service Representative; Bridget Hieb, Deputy Clerk; Ken Thill, Facilities Maintenance Lead; David Keating, Civil Engineer; Dan Treichel, Journeyman Lineperson; David Hovel, Building Inspector

Others: Jeanne Zirbel, Ann Leake, Jim Farmer, Stephanie Brown

The Pledge of Allegiance was said.

APPROVAL OF MINUTES:

November 24, 2015, Regular Meeting Minutes

MSC Cronk/Morrissette move to approve minutes. Unanimous.

APPROVAL OF BILLS:

Bills of \$1,174,749.90

MSC Nordgren/Cronk move to approve bills subject to the comptroller. Unanimous.

PUBLIC COMMENT, PETITIONS, REQUESTS AND COMMUNICATIONS:

Mayor Dan Toland recognized Jeanne Zirbel, Chair of the Historic Preservation Commission, for her service. He presented her with a plaque on behalf of the City. Jeanne thanked the Mayor and Council and acknowledged several staff, made some brief remarks about her service and read a quote in closing.

Mayor Toland recognized and thanked City Attorney Bill Thiel for his many years of service as he is retiring at the end of 2015. Attorney Thiel thanked the Mayor and Council and City staff. Thiel provided some brief remarks about his law career and service with the City.

The Mayor asked for Public Comment. Ann Leake, 523 Birchcrest Drive, River Falls - was in attendance representing Western Wisconsin United to Amend. She made remarks in regard to the advisory referendum her group wants on the April ballot. She asked for the item dealing with the advisory referendum on the agenda to be withdrawn from the meeting. The group will gather signatures and will ask for a place on the agenda once they have the required signatures. She invited people to a library forum to discuss various viewpoints and reach clarity.

Jim Farmer, 804 Chapman Drive, River Falls – shared concerns regarding the solar panel project. He said things that were guaranteed by the installer were not carried through. He said the height of the panels were higher than promised. He wanted the Mayor and Council to be aware of his concerns. He said that his neighbors felt the same.

Stephanie Brown, 221 Washington Street, River Falls – is with a group of citizens concerned about the Western Wisconsin United to Amend’s referendum. She submitted a written copy of their statement opposing the referendum to the Clerk.

CONSENT AGENDA:

Resolution No. 5989 Regarding Number of Election Inspectors and Combining Wards

Resolution Appointing Election Inspectors for the 2016-2017 Election Cycle→***Pulled by Nordgren***

Resolution No. 5990 - Regarding Final Plat of Highview Meadows 4th Addition

MSC Odeen/Gulick move to approve the remainder of the Consent Agenda. Unanimous.

Resolution No. 5991 - Appointing Election Inspectors for the 2016-2017 Election Cycle

Aldersperson Nordgren pulled the resolution to abstain from voting on the resolution as he is listed as an election inspector. **MSC Gulick/Morrisette move to approve the resolution. Unanimous.**

ORDINANCES AND RESOLUTIONS:

Resolution Regarding Non-Binding Referendum Request from Western Wisconsin United to Amend

The Mayor asked if Council wanted to take any action on the item as a request was heard earlier in the meeting from Ann Leake to pull the item from the agenda.

Motion by Taylor to table the item. Aldersperson Odeen said, as parliamentarian, she felt a move to table wasn’t appropriate but said the Council could chose not to take any action on the item. **Aldersperson Taylor withdrew his motion.** There was no action or discussion about the item.

Resolution No. 5992 - Approving 2015-2016 Budget Adjustment

MS Morrisette/Watson move to approve resolution. Aldersperson Gulick asked City Administrator Simpson to provide information about the adjustment. Simpson said grant monies were received which the City spent. He talked about property purchases, internal budget transfers, staffing changes, project funding and more. Simpson said it did not have any impact on the projected levy.

The Mayor asked for a roll call vote. The roll call vote passed 7-0 with all voting in favor.

REPORTS:

Employee Volunteerism Report

City employees Dave Hovel and Dave Keating provided a presentation on the Fun Committee which is an employee committee which encourages employee interaction and community involvement. At the conclusion of the presentation, the Mayor noted the committee does a great job, and he volunteered the Council to grill for next year’s employee picnic.

Administrator’s Report

City Administrator Simpson talked about the Fun Committee, and its importance within the City’s culture. He provided other information and announcements.

MSC Cronk/Morrisette moved to adjourn the meeting at 7:09 p.m.

Respectfully submitted,

Kristi McKahan,
Deputy City Clerk

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Bridget Hieb, Deputy Clerk

DATE: January 12, 2016

TITLE: Request for a Combination "Class B" Liquor and Class "B" Beer License – Jama Investments LLC, 110 S Main St

RECOMMENDED ACTION

Grant, deny, or modify by motion the request for issuance of a Combination "Class B" Liquor and Class "B" Beer License to Jama Investments LLC, Bo's 'N Mine. A reason for denial must be stated in the public record.

BACKGROUND

The following definition from State Law may be helpful:

"Class B" licensees may sell intoxicating liquor to consumers by the glass for on-premises consumption. If the municipality enacts an ordinance under WI State Statute 125.51(3)(b), sales may also be made for off-premises consumption in quantities not exceeding four liters at any one time. Wine, however, may be sold for consumption off-premises in the original package or container in any quantity regardless of whether the municipality has adopted an ordinance for carryout liquor sales. Fee: \$500.00/Year

Class "B" licensees may sell beer to consumers for on-premises or off-premises consumption. Fee: \$100.00/year

City Council has the authority, and may use broad discretion, to grant or deny all liquor licenses within the City of River Falls. Valid reasons for denial of a new retail license are based on concern for the public health, safety, and welfare of the community.

Possible reasons for denial are identified in the League of Wisconsin Municipalities Manual and listed here:

1. Adverse impact on traffic;
2. Adverse impact on the peace, quiet and cleanliness of the neighborhood where the establishment is located;

3. Insufficient parking for patrons;
4. Proximity to other licensed establishments, residential areas, schools, churches, or hospitals;
5. Ability or inability of the police to provide law enforcement services to the new establishment and the impact of the new establishment on the ability of the police to provide law enforcement services to the balance of the community at all times.

DISCUSSION

Jama Investments LLC has completed and submitted an application for a Combination "Class B" Liquor and Class "B" Beer License for the premises located at 110 South Main Street, Bo's 'N Mine. E & F Holdings LLC are the current owners at this location and will surrender their Combination "Class B" Liquor and Class "B" Beer License upon approval of the license for Jama Investments LLC and the completion of their business transaction.

Included with this memo are a completed original application, the application supplements, the application for the appointment of an Agent, and auxiliary questionnaires. All corporations and limited liability companies applying for an alcohol beverage license must appoint an Agent. The Agent is given full authority and control over the licensed premises and over all commercial activities on the premises relating to alcohol beverages.

A license cannot be issued to a corporation or limited liability company until the Agent has been approved by the municipality. The Agent must be of legal drinking age, live continuously in the State of Wisconsin for 90 days prior to the date of the application, and must "with respect to character, record and reputation, be satisfactory to the issuing authority." WI State Statutes 125.04(6)(a)2.

Don Fowell, the current Agent for E & F Holdings LLC, is applying as Agent for Jama Investments LLC. The Police Department is currently running the record check on Mr. Fowell and will notify the Clerk's Office of his status.

Staff advises that Council members whom have not expressed reasons for objection during the course of discussion and then vote to deny should indicate a reason for the record regarding their denial. This is not required by law but improves clarity in the recorded record.

Approvals with amendments to the request should include details on what is being amended.

Approvals without amendments to the application can be made by simple motion.

CONCLUSION

By motion, the Council may grant, deny, or modify the request for issuance of a Combination "Class B" Liquor and Class "B" Beer License to Jama Investments LLC, Bo's 'N Mine for the premises of 110 South Main Street.

\$300 pd. Rec # 9167

Applied for

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning 20 10 ending 6/30 20 16

TO THE GOVERNING BODY of the: Town of Village of City of } River Falls

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

Applicant's WI Seller's Permit No.: FEIN Number: <u>486-1028936385-0181-0927325</u>	
LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>100.00</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$ <u>500.00</u>
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>30.00</u>
TOTAL FEE	\$ <u>630.00</u>

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): Jama Investments, 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 <u>Member</u> <u>of President</u>	<u>Andrew Schmitz</u>	<u>7935 Drake Rd., Woodbury, MN 55125</u>	
Vice President <u>Member</u> <u>of Vice President</u>		<u>312 Royal St., Onalaska, WI 54650</u>	
Secretary/Member <u>of Secretary</u>			
Treasurer <u>Member</u> <u>of Treasurer</u>	<u>Mike Whichello</u>	<u>8586 Binkley Lane, Inver Grove Heights, MN 55126</u>	
Agent	<u>Don Fowell</u>	<u>1473 Riverside Dr. 201, River Falls, WI 54022</u>	

3. Trade Name Bo's 'N mine Business Phone Number 715-425-9064
4. Address of Premises 110 S. Main St., River Falls, WI Post Office & Zip Code 54022

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 12/23/15 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.) Entire main floor bar & restaurant at 110 S. Main St., including basement

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? E & F Hospitality
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 29th day of December 20 15

Paul Poydras
(Clerk/Notary Public)

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

Notary Public - Minnesota
MY COMMISSION EXPIRES 01/31/18

My commission expires 01/31/18

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

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>12/29/15</u>	Date reported to council/board <u>1/12/16</u>	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Whichehlo		Michael		Sohn	
Home Address (street/route)		Post Office	City	State	Zip Code
8586 Brickley LN		55076	Inver Grove Hts	MN	55076
Home Phone Number		Age		Place of Birth	
651-442-5811				St. Paul	

The above named individual provides the following information as a per

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Member of JAMA Investments, 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:

- (a) How long have you continuously resided in Wisconsin prior to this date? Never
- (b) Have you resided in the City of Milwaukee continuously for one year immediately prior to this date? Yes No
- (a) Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, or laws of any other states? Yes No
- (b) Have you ever been convicted of any violations of any county or municipal ordinances? 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)

READ CAREFULLY BEFORE SIGNING: I, The undersigned, shall not willfully refuse to provide those services offered under this license, or refuse to employ or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry; I shall not seek information as a condition of employment, or penalize any employe or discriminate in the selection of personnel for training or promotion solely on the basis of such information. I also shall not discriminate against any member of the military service dressed in uniform by willfully refusing services offered under this license.

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 29th day of December, 2015
Paul Poydras
(Clerk/Notary Public)

My commission expires 01/31/18

Michael Whichehlo
(Signature of Named Individual)

PAUL POYDRAS
NOTARY PUBLIC - MINNESOTA
MY COMMISSION EXPIRES 01/31/18



B

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
ANDREW SCHMITZ		ANDREW		JOSEPH	
Home Address (street/route)		Post Office	City	State	Zip Code
7935 DRAKE RD		55125	WOODBURY	MN	55125
Home Phone Number			Age	Place of Birth	
651 210 3109			44	Cannon Falls	

The above named individual provides the following information as a person

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- MEMBER of JAMA INVESTMENTS, 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? 8 months
- 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.)
DUI - Washington County, Fine \$1050 of license 30 days, case # oct. 2009
- 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: Wild Budget, New Richmond, WI Heartbeats, Chaska, MN
Biff's Sports Bar, Spring Lake Park, MN overtime Sports Bar, Lacrosse, WI
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify.

(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
Superior Vending	3860 Labate Rd, Vadnais Heights, MN 55120	1990	Present
UPS	Eagan, MN	1989	1990

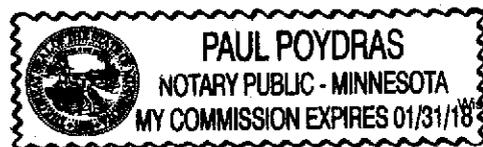
The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that 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 29th day of December, 2015
Paul Poydras
(Clerk/Notary Public)

Andrew Schmitz
(Signature of Named Individual)

My commission expires 01/31/18



AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Donald Allen Fowell Jr.					
Home Address (street/route)		Post Office	City	State	Zip Code
1473 Riverside Dr #201		River Falls	River Falls	WI	54022
Home Phone Number			Age	Place of Birth	
715-441-8813			49	Richland Center, WI	

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

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Agent of JAMA Investments, 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? 49 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. Bo's 'N Mine, 110 S. Main St River Falls, WI 54022
(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
Bo's 'N Mine	110 S. Main St, River Falls, WI	9/07	present
Applebee's	Hudson, WI	5/98	9/07

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 5th day of January, 2016
Bruce D. O'Neil
(Clerk/Notary Public)

Donald Fowell Jr.
(Signature of Named Individual)

My commission expires Deputy Clerk



Printed on Recycled Paper

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 River Falls County of Pierce
 City

The undersigned duly authorized officer(s)/members/managers of JAMA Investments, 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 Bo's 'N Mine
(trade name)

located at 110 S. Main St., River Falls, WI 54022

appoints Donald A. Fowell Jr
(name of appointed agent)

1473 Riverside Dr #201, River Falls, WI 54022
(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).
ERF Holdings, LLC dba Bo's 'N Mine

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? 49 yrs

Place of residence last year 1473 Riverside Dr #201, River Falls, WI 54022

For: JAMA Investments, LLC
(name of corporation/organization/limited liability company)

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

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

ACCEPTANCE BY AGENT

I, Donald A. Fowell Jr, 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] 1/5/16 Agent's age 49
(signature of agent) (date)

1473 Riverside Dr #201, River Falls, WI 54022 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)

**Supplement to
Schedule For Appointment of Agent**

1. As designated agent for the license holder, do you understand that you have full responsibility over the business and may be held civilly or criminally liable for violations of the law or City ordinances by its employees, even if you are not physically present?

Yes No

2. Do you understand that under the laws of Wisconsin, violations of statutes regulating the sale of liquor do not require the showing of a willful or intentional act?

Yes No

3. Do you understand that if an employee or agent of the entity on whose behalf you are agreeing to act as agent is guilty of a violation, it is no defense for you to claim that you were not present and did not know of the acts of that employee or agent and that you can be held responsible even if you expressly forbid that employee or agent from engaging in a particular act in violation of the state liquor laws?

Yes No

4. Do you understand that with respect to employees or agents, as long as they are performing acts that fall within their scope of employment, such as serving beer or alcohol, such that for all intents and purposes he or she appears to be representing the interests of the license holder, you as its agent, can be held vicariously liable for violations of the law?

Yes No

5. Do you realize that at all times the business is open, as its agent, you are responsible to make certain that all liquor laws and ordinances are being obeyed?

Yes No

6. Do you understand that even if you claim that you were negligent in hiring or supervising an employee who violates the law, this is no excuse if a liquor law violation is brought against you in your representative capacity as agent?

Yes No


Signature of Agent

1/5/16
Date

City of River Falls

Alcohol License Application Supplement

Required as Part of New Applications

Pursuant to City Ordinance 5.08.045(B)

- 1) Please state below and attach a sketch or diagram showing the approximate dimensions and physical layout, including interior and exterior, of the premises proposed to be licensed. (All premises proposed to be licensed must be located on the same legally described lot or parcel of real estate.)

The physical layout and area wished to obtain a alcohol license for is the exact same layout, with no changes, to what has been licensed in prior years to the DBA Bo's-n-mine

- 2) Please identify the number of employees anticipated to be hired or retained for purposes of operating the licensed facility, including staff and security personnel.

(Circle one answer for each question)

- | | | | | |
|--|-------------|------------|-------------|------------|
| a. Full-time employees? | None | <u>1-5</u> | 6-10 | 11 or more |
| b. Part-time employees? | None | 1-5 | <u>6-10</u> | 11 or more |
| c. Security Personnel?
Including Bouncers | <u>None</u> | 1-5 | 6-10 | 11 or more |

- 3) Please outline the following security information proposed for the business. (The use of surveillance systems is not required, but encouraged.) If the premises will utilize surveillance, you do not have to state here, but please notify the River Falls Police Department that you are going to utilize surveillance technology.

- a. If the licensee chooses to utilize surveillance technology, will the licensee voluntarily provide access to law enforcement for the purposes of investigation of crime or other ordinance/forfeiture related offenses.

(Circle one) Yes No

If no, please explain: _____

- b. Please identify below the location of entrances and exits to and from the proposed licensed premises. If they are so noted in the attached diagram or sketch required in question 1, please check the box and leave blank.

Locations noted in sketch or diagram under question 1.

The front door is main entrance (off main street)

There is a back door on the building to enter & exit the premises.

There is a door connected to the patio that is off the game/party room.

c. Please acknowledge the applicant's commitment to provide initial and ongoing training to employees to include training related to:

1. Alcohol consumption by on-duty employees (not recommended), will this be allowed?
(Circle one) Yes No
2. Use of Force Yes
3. Gambling Laws Yes
4. Dealing with Disorderly Patrons Yes
5. Employer responsibilities and procedures relating to persons intoxicated or incapacitated by alcohol. Yes
6. Sale of Tobacco Products No - will not have license for Tobacco products
7. Procedures to be implemented to deter underage drinking of alcohol and loitering on premises. Yes

Initial and on-going training will be provided to employees.

(Circle one) Yes No

d. Proposed occupancy limits for the premises. (Please coordinate with the City Building Inspector to assist in determining occupancy limits.) If none, enter none.

Please enter the proposed occupancy limits: 326

e. Please acknowledge the applicant's ability and willingness to work cooperatively with the City to deal with potential community and law enforcement issues, such as neighborhood complaints, littering, disorderly conduct and other community issues related to the alcohol license requested or issued.

(Circle one) Yes, will work cooperatively.
No, will not work cooperatively. Explain _____

4) Please identify below the applicant's planned promotional events or entertainment as a means of attracting business.

If no entertainment is planned, please check this box and move to Question #5.

Music

Live

DJ

Karaoke

Other-Please Identify Bingo, game night (free pool & darts)

Dancing

Tournaments

Pool

Darts

Poker, Other Card Events*

Video Gaming*

Other-Please Explain _____

*Please note the attached information regarding the legality of poker tournaments and video gaming.

Other entertainment or promotional events-Please Identify.

5) Please identify the projected market, whether by age or other category, which the applicant is seeking to attract to the licensed establishment.

families, couples, customers of working class with disposable income.

6) Please identify the applicant's plan for food sales at the establishment and the anticipated ratio of gross value of sales of food versus that of sales of alcohol.

If license requested is for off-sale only, please check this box and go to Question #7.

60% alcohol

40% Food

Does the applicant have or is applicant applying for a restaurant license?

(Circle one)

Yes No

7) Please indicate if you have liability insurance with coverage to include the requested licensed premises?

(Circle one)

Yes No - pending license approval

8) Please state below or attach any additional information you would like provided to the City Council for consideration of the applicant's alcohol license request.

I have had extended experience successfully owning bar & restaurants for 10 years. I currently own 5 bar/restaurants with never a liquor violation in any community. We ~~are~~ ^{strive} to provide excellent customer service and contribute toward community. We also have a zero tolerance drug policy.

Andrew [Signature]
Applicant

12-28-15
Date

**Addendum to Question 9
Alcohol Beverage License Application
Licensed Premises – Outdoor Area**

Premises Location:

110 S. Main St., River Falls, WI

Describe in detail the outside area that you are requesting to be licensed:

In back of bar, a small fenced in area with moderate amount of seating to provide our customers with an outdoor option while at our establishment. This area will be kept clean, organized, and well monitored.

Is this outside area enclosed with a fence or other barrier? Yes No

Describe the fence or barrier:

Plastic commercial grade, portable fencing. Height & size requirements are met.

Describe in detail how this area will be staffed or monitored:

Drinks will need to be purchased at main bar inside, except during special River Falls festivals, where a portable bar will be used on patio area. A licensed operator with current bartender's license would be overseeing sales from this temporary bar on patio.

Any additional information you would like the City Council to consider regarding your application:

Having an outdoor patio is crucial for the success of a bar establishment. We understand the City rules and requirements, and will respect & honor the privilege if granted to us.

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Tony Steiner, City Planner

DATE: January 12, 2016

TITLE: **Resolution Approving Application for Funds from Wisconsin Department of Transportation- Transportation Alternatives Program (TAP)**

RECOMMENDED ACTION

Adopt the resolution approving an application for funds from the Wisconsin Department of Transportation – Transportation Alternatives Program (TAP)

BACKGROUND

The Transportation Alternatives Program (TAP) is a legislative program that was authorized in 2012 by federal transportation legislation. TAP funding is an 80/20 program, i.e., 80 percent federal participation and 20 percent local participation. The City is preparing an application for project funding through this program to construct a project that has been identified in the CIP as part of the Lake George Trail development.

In order to proceed with a grant application from the Wisconsin Department of Transportation (WisDOT), a resolution of the City Council approving the grant request is needed. WisDOT is requesting a commitment on the part of the City to move forward with this project if approved. Applications are due on January 29, 2016.

DISCUSSION

Attached you will find a map of the Kinnickinnic Trail System with the specific location for this project highlighted (Exhibit 2) for your background information. The City Council has discussed a Kinnickinnic River Pathway along the River from Division Street to Winter Street for many years and trail construction has proceeded incrementally.

The proposed bridge and trail connection lies adjacent to the center of downtown River Falls and is part of a larger linear corridor that the City has been developing over the years along the Kinnickinnic River. It will be part of a larger bicycle /pedestrian system linking the downtown commercial area to residential districts to the south. It will be connected to and within 500 feet of River Falls major employment, commercial governmental and retail activities. It is part of River Falls adopted Bicycle and Pedestrian Plan as a component of a multi-modal trail system

for the City and the plan is also an adopted part of the City's Comprehensive Plan. The Capital Improvements Project Plan has also identified this project for construction in 2022. A successful grant application would allow us to move this project up to 2018 with considerable savings in the cost of design and construction.

A chronology of events in the history of the development of the pathway system which this project is a part of is as follows:

- In 1982, the White Pathway was constructed and has been expanding over time.
- In 1992, the Winter Street Bridge was reconstructed with pedestrian sidewalk connections to the path.
- In 2001, the Veterans Park Bridge was reconstructed and made accessible to the White Pathway.
- In 2004, the White Pathway was reconstructed and widened from 8 feet to 10 feet.'
- In 2010, the Chinook Foster Pathway segment was built as part of the University Falls project.
- In 2013, the City acquired property behind Family Fresh including a pathway segment that was built in the mid-1980s and is currently is in need of upgrading and resurfacing.
- In 2015, the City acquired the necessary property to complete the trail from Chinook Foster to Family Fresh.
- In 2015, the City applied for and received a matching grant from the DNR Stewardship Program to construct a paved trail between Heritage Park and Division.
- In 2016, the City will construct the segment of pathway between Chinook Foster and Family Fresh.
- In 2016, the City will engineer and design the trail from Heritage Park to Division Street.
- In 2017, the Heritage Park to Division Street trail is scheduled to be built.

There are three remaining projects left to do to complete the system between Winter Street and Division Street and are identified in the capital improvement plan (CIP). Those projects are as follows:

- Lake George Trail- Family Fresh. This project would upgrade and resurface the pathway acquired behind Family Fresh in 2013 and is currently scheduled in the CIP for construction in 2017.
- Lake George Trail- Walnut Street. This project would connect the Lake George Trail and trestle bridge to Walnut Street and is currently scheduled in the CIP for construction in 2019.
- Lake George Trail- Trestle Bridge. This project will connect the Lake George Trail Loop back to the White Pathway via a pedestrian bridge across the Kinni utilizing the abandoned railroad bridge piers near Walnut Street and is currently scheduled in the CIP for construction in 2022.

TAP is best suited to the Lake George- Trestle Bridge project and it is to the City's advantage to try and secure 80% funding at this time. Also the bridge needs to be built before we build the Lake George Trail-Walnut Street project. With a successful grant application the order of construction for the remaining three projects would be as follows:

1. Lake George Trail- Family Fresh- Construction 2017
2. Lake George Trail- Trestle Bridge- Construction 2018
3. Lake George Trail- Walnut Street- Construction 2022

The total engineer's estimated project cost for the Lake George Trail – Trestle Bridge Project including design is \$1,421,280 (see Exhibit 2 for cost breakdown). The estimated project share by the City at 20 percent would be \$284,256. The design and construction of this portion of the Kinnickinnic River Trail is an identified project in the Capital Improvement Plan with planned funding from tax increment district #9.

WisDOT is scheduled to publish the approved project list in the summer of 2016. A successful application would allow sufficient time to begin design work in 2017 with construction in 2018.

FINANCIAL CONSIDERATIONS

If the grant is awarded and the Council wishes to proceed, funds for the City share to cover design and constructions cost could be available through a budget adjustment, or included in the 2017-2018 budget.

CONCLUSION

The project is a good fit with this program. The City has participated in similar projects with the State in the past and has been successful. Attached you will find a resolution for your review and action (Exhibit 1). Staff recommends that the resolution be approved.



RESOLUTION NO.

**RESOLUTION APPROVING APPLICATION FOR FUNDS FROM THE
WISCONSIN DEPARTMENT OF TRANSPORTATION
TRANSPORTATION ALTERNATIVES PROGRAM (TAP)**

WHEREAS, Lake George Trail-Trestle Bridge has been identified as a proposed capital improvements project; and

WHEREAS, funds are available from the State of Wisconsin Department of Transportation (WisDOT) - Transportation Alternatives Program (TAP) for alternative modes of transportation; and

WHEREAS, the City of River Falls recognizes that WisDOT reimburses project sponsors for the federal share of 80 percent of the approved TAP project costs up to the federal amount in light of the minimum 20 percent match requirement, the City of River Falls commits to securing matching funds; and

WHEREAS, a resolution of support from the City is required and will ensure that TAP application review subcommittees will have the opportunity to consider community project support along with other evaluation criteria; and

WHEREAS, the Common Council reviewed the proposal at their regular meeting of January 12, 2016, and is in support of the project and is committed to budget for the 20 percent local share estimated to be approximately \$284,256;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of River Falls hereby directs staff to proceed with the preparation and submission of an application by January 29, 2016, for funds available through the WisDOT- Transportation Alternatives Program (TAP) to aid in the construction of the Lake George –Trail Trestle Bridge and agrees to accept the award and enter into all necessary agreements with WisDot for the above referenced project.

BE IT FURTHER RESOLVED that the City of River Falls agrees to comply with all applicable laws, requirements and regulations as outlined in the WisDOT 2016-2020 Tap application materials, the state-municipal agreement between WisDOT and the City of River Falls and any other program and/or project documentation.

Dated this 12th day of January, 2016.

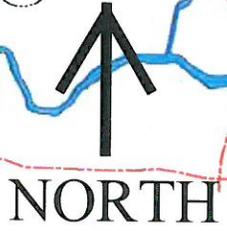
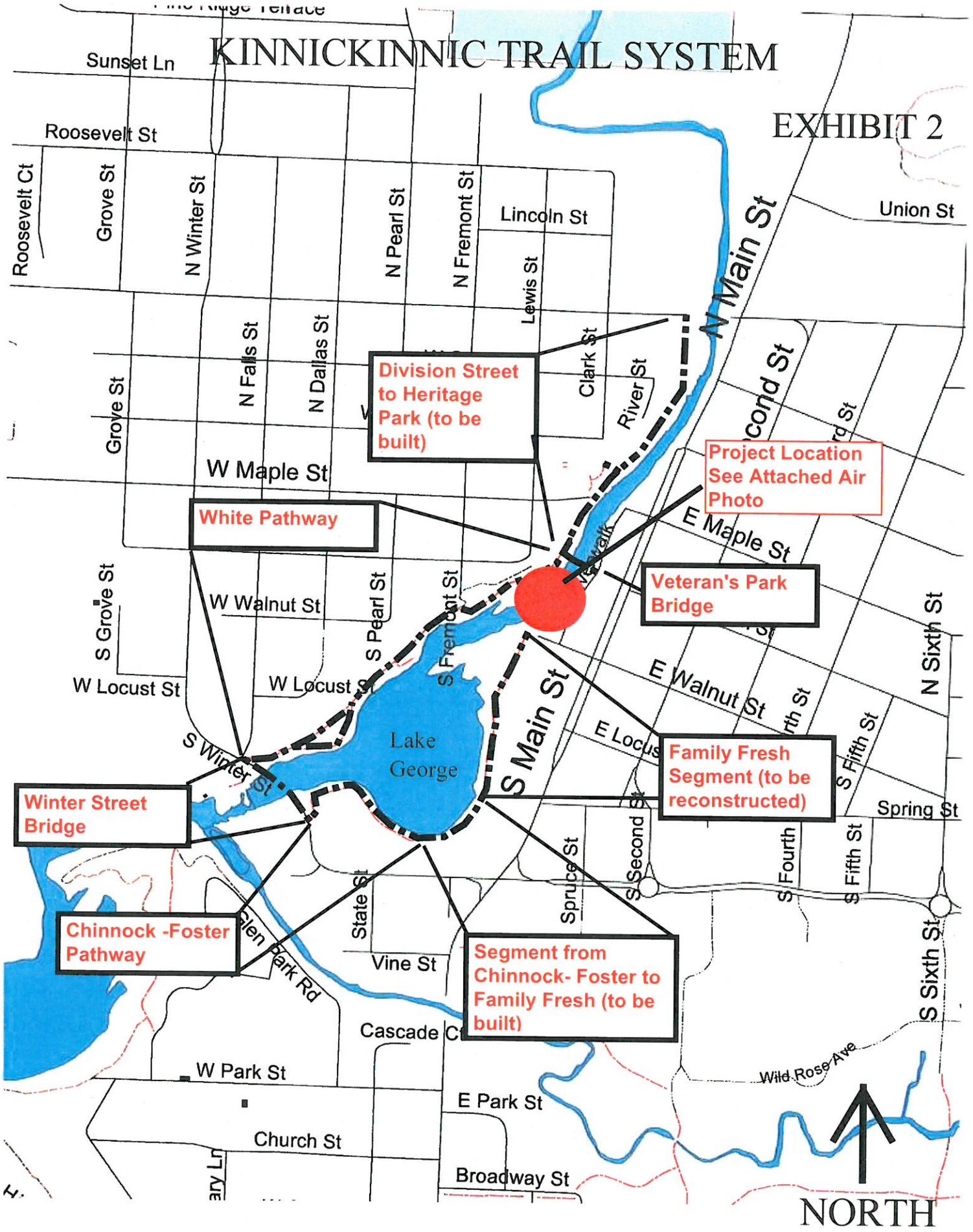
Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk

KINNICKINNIC TRAIL SYSTEM

EXHIBIT 2



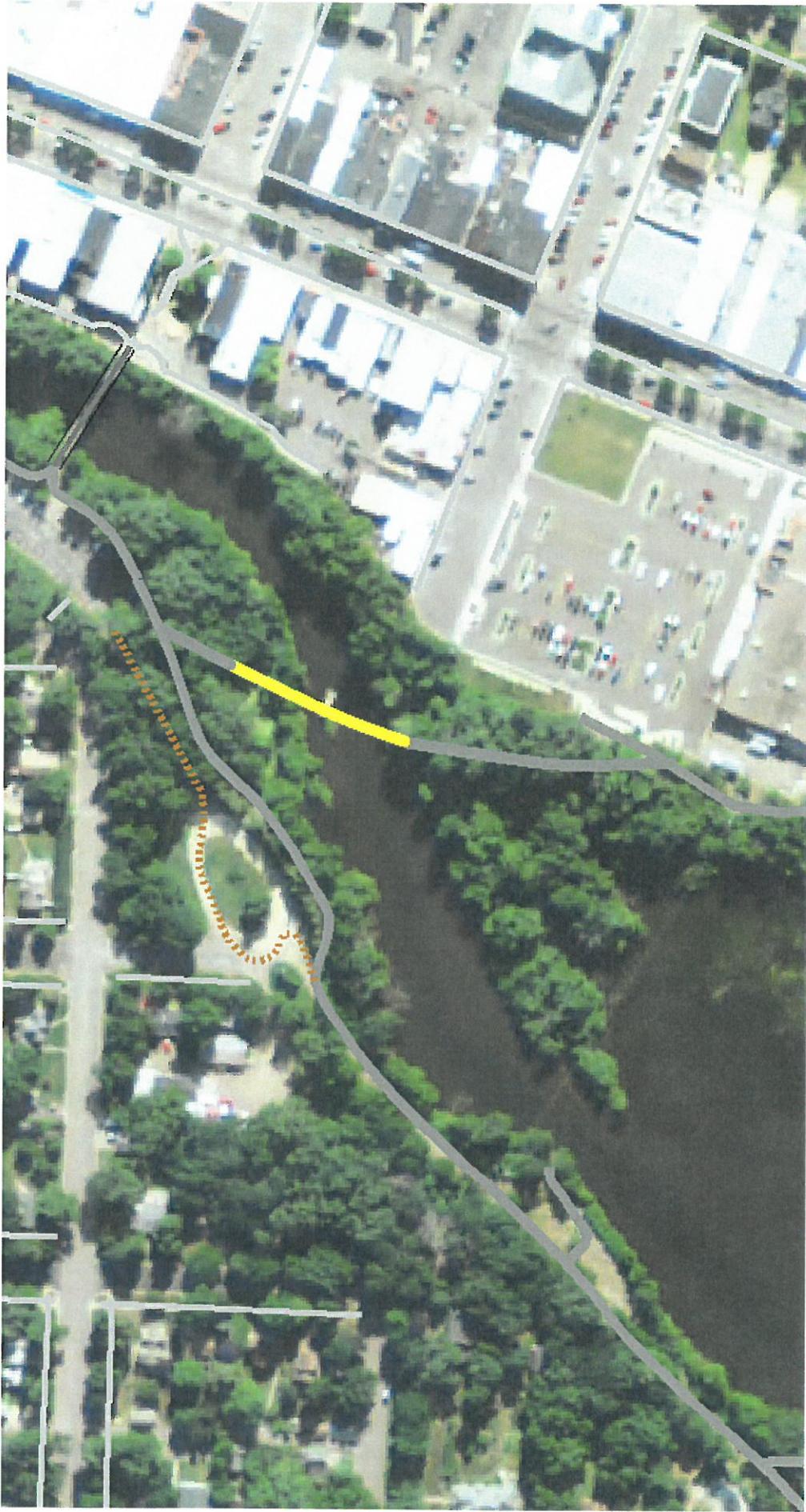


EXHIBIT 2 PROJECT LOCATION – AIR PHOTO
(Bridge Location highlighted in yellow)

EXHIBIT 2

ENGINEER'S PROJECT COST ESTIMATE

Item	Unit	Quantity	Unit Price	Amount
Mobilization	L.S.	1	\$ 43,000	\$ 43,000
Clearing & Grubbing	L.S.	1	\$ 20,000	\$ 20,000
Salvage Topsoil (4" depth)	S.Y.	1000	\$ 3	\$ 3,000
Common Excavation	C.Y.	400	\$ 10	\$ 4,000
Borrow	C.Y.	100	\$ 20	\$ 2,000
70' Prefabricated Bridge, delivered	Each	4	\$ 84,000	\$ 336,000
70' Prefabricated Bridge, installed	Each	4	\$ 30,000	\$ 120,000
Modify South Abutment	Each	1	\$ 10,000	\$ 10,000
Construct North Abutment	Each	1	\$ 49,000	\$ 49,000
Modify Pier Caps	Each	3	\$ 39,000	\$ 117,000
Metal Railing	LF	300	\$ 330	\$ 99,000
Electrical Lighting Wiring & Conduit	LF	700	\$ 10	\$ 7,000
Decorative Light Pole and Luminaire	Each	10	\$ 5,000	\$ 50,000
Benches and Concrete Pad	Each	3	\$ 3,000	\$ 9,000
Litter Receptacles and Concrete Base	Each	3	\$ 3,000	\$ 9,000
Bike Rack and Concrete Base	Each	2	\$ 3,000	\$ 6,000
Rip Rap Abutments	CY	80	\$ 63	\$ 5,000
Silt Fence, heavy duty	LF	1000	\$ 10	\$ 10,000
Turbidity Barrier	SY	150	\$ 100	\$ 15,000
Dense Graded Base Course (6"x12'x350')	TN	150	\$ 20	\$ 3,000
Asphaltic Surface (E-1) (3"x10'x350')	TN	70	\$ 100	\$ 7,000
Asphaltic Curb	L.F.	400	\$ 3	\$ 1,000
Asphaltic Flumes	Each	1	\$ 1,000	\$ 1,000
18" RCP Storm Sewer, CL. III	L.F.	50	\$ 40	\$ 2,000
18" RCP FES w/ Trash Guard	Each	2	\$ 1,000	\$ 2,000
Riprap Light (basin liner)	C.Y.	30	\$ 100	\$ 3,000
Seeding - Mixture No. 20	S.Y.	800	\$ 3	\$ 2,000
Erosion Mat Class I, Type B	S.Y.	1000	\$ 2	\$ 2,000
Erosion Mat, Class II, Type B	S.Y.	250	\$ 4	\$ 1,000
Rock Construction Entrance	Each	2	\$ 1,000	\$ 2,000
20% Construction Contingency				\$ 188,000
Total Estimated Construction Cost				\$ 1,128,000
Plan Development (Design) 12%				\$ 135,360
State Review for Design 3%				\$ 33,840
State Review for Construction 11%				\$ 124,080
Total Estimated Project Cost				\$ 1,421,280

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Raymond French, Management Analyst

DATE: January 12, 2016

TITLE: Ordinance 2016-01 – An Ordinance Amending Chapter 8.36 Regarding Solid Waste Collection and Disposal – First Reading

RECOMMENDED ACTION

None at this time. Ordinance 2016-01 amending Chapter 8.36 of the Municipal Code regarding Solid Waste Collection and Disposal is presented here for First Reading. Second Reading is scheduled for January 26, 2016.

BACKGROUND

The City Council adopted Resolution No. 5973 at its September 22, 2015, meeting, which approved the City's refuse and recycling contract renewal with Advanced Disposal through 2020. This five-year contract included a few changes to the program, including flat monthly pricing and moving the responsibility of billing for trash/recycling service to customers' utility bills instead of customers receiving a separate bill from Advanced Disposal.

From time to time, it is important to review the Municipal Code sections governing the City's numerous programs and services to ensure that Council direction is reflected. This report and ordinance is presented for Council's consideration to update the Municipal Code [Chapter 8.36](#) regarding Solid Waste Collection and Disposal in accordance with the recent contract and policy changes, and current practice.

DISCUSSION

The attached ordinance amends the relevant sections regarding the fees, billing, and notice provisions for the solid waste collection and disposal program that are reflected in the recently approved contract for refuse and recycling services with Advanced Disposal.

First, the language in the section regarding fees is updated to reflect current practice regarding adoption of the fee schedule and collection of delinquent accounts. The updated language is consistent with other provisions in the City's Municipal Code that reference the fee schedule and collection procedures.

The second major change establishes that “fees shall be collected by the city or its contracted hauler as established in the city contract for solid waste and recycling service.” The renewal contract transitioned the responsibility for billing from Advanced Disposal to the City. Refuse billing has often been managed by either the City or its contracted hauler. To avoid any future confusion over whose responsibility it is to collect the fees, this addition to the code establishes fee collection as a matter of contract.

Finally, the solid waste collection and disposal program has often been managed by different departments of the City. This occurs at the direction of the City Administration and is based on the strengths of each department and in the interest of program alignment. Currently this program is managed by the Utilities Director. The notice section is amended to provide that notice of program changes to residents shall be generally the responsibility of whoever is managing the program.

The above changes make Chapter 8.36 more consistent with other provisions in the City’s Municipal Code, reflect recent policy changes adopted by the Council through the City’s refuse and recycling contract, and allow for consistent management of the program.

CONCLUSION

Ordinance 2016-01 updates Chapter 8.36 regarding Solid Waste Collection and Disposal in accordance with the recent contract and policy changes, and current practices. Staff recommends Council approve the ordinance at Second Reading, which is scheduled for January 26, 2016.



ORDINANCE NO. 2016-01

AN ORDINANCE AMENDING CHAPTER 8.36
REGARDING SOLID WASTE COLLECTION AND DISPOSAL

THE COMMON COUNCIL OF THE CITY OF RIVER FALLS DO ORDAIN:

SECTION 1. That Chapter 8.36 of the City of River Falls Municipal Code be amended as follows:

8.36.110 – Fees.

~~A. The fee schedule for residential collection shall be set approved by the city common council and may be changed by the council from time to time by publication of a Class 1 Notice at least two weeks before such change takes effect shall be on file with the City Clerk.~~

~~B. Fees shall be collected by the city or its contracted hauler as established in the city contract for solid waste and recycling services.~~

~~A.C. For billing purposes, a duplex shall typically be considered as two billing units, a triplex as three billing units and rooming houses shall be charged at the established per unit rate. However, if the property opts for less containers than units, as allowed in Section 8.36.040(A), they shall be billed appropriately for the number of containers serviced at the property.~~

~~B.D. Collection of delinquent accounts for solid waste and recycling services shall be in accordance with Section 13.32.010 of this code. Users whose collection bills are in arrears on October 15th of any year shall be notified of such delinquency by the city treasurer in the same manner as provided for unpaid water and sewer bills. Bills not paid by November 15th shall be placed on the current tax roll for the corresponding period.~~

8.36.140 – Notice.

~~The city engineer shall cause a~~adequate notice of the revisions and additions to this section ~~to shall~~ be transmitted to the citizens via written or electronic communications or notices with utility billings or notices in the city newsletter.

SECTION 2. This ordinance shall take effect on the day after publication.

Dated this 26th day of January, 2016.

FOR THE CITY OF RIVER FALLS

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk

Adopted: _____

Published: _____

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Raymond French, Management Analyst

DATE: January 12, 2016

TITLE: **Resolution Approving the St. Croix Valley Business Incubator Master Relationship Agreement**

RECOMMENDED ACTION

Adopt the resolution approving the St. Croix Valley Business Incubator Master Relationship Agreement

BACKGROUND

The City of River Falls, River Falls Economic Development Corporation (RFEDC), University of Wisconsin-River Falls (University), and Chippewa Valley Technical College (CVTC) were notified on September 29, 2015, by the Economic Development Administration (EDA) that they were successful in their request a \$1,421,700 grant.

The EDA Public Works Grant will fund 50 percent of the cost of the construction of the St. Croix Valley Business Incubator. The rest of the project will be funded in part by a \$250,000 grant from the Wisconsin Economic Development Corporation, a \$1,000,000 loan from local lenders, and \$171,700 from the RFEDC. The partners are planning to construct the facility in late summer 2016 with occupancy by the end of the year.

To formalize the commitments of the partners, representatives have met and negotiated the terms of the attached Master Relationship Agreement for the finance, construction, oversight, and management of the St. Croix Valley Business Incubator.

DISCUSSION

Throughout the process, the City has repeatedly confirmed its support for establishing the Incubator. Pursuing the creation of the Incubator has appeared on previous and current work plans and as a strategic initiative on the City's first [Strategic Plan](#). As part of its commitment to the project in the grant application, the City has committed to providing the land for the St. Croix Valley Business Incubator building in the Sterling Ponds Corporate Park.

As the “lead” applicant for the project, the City will be serving as the fiscal agent for the construction of the facility. In that role, the City Council will be approving contracts and paying invoices throughout the construction process. At the conclusion of construction, the City will transfer ownership of the property to the RFEDC. The RFEDC will be responsible for the ownership and maintenance of the facility, and will establish a Management Committee to oversee its operations. The University will provide a Director and support staff for the Incubator and its programs.

The attached Master Relationship Agreement formalizes the existing commitments of the partners through the 20-year life of the grant award. It reflects the continued commitment of the partners to support the project.

The River Falls Economic Development Corporation(ultimate financial responsibility) approved this agreement at its January 7, 2016, meeting. By approving the agreement, the City is entering into an agreement to perform some fiscal agent duties and donate the land while the RFEDC is acknowledging its ultimate fiscal responsibility.

CONCLUSION

The attached resolution approves the Master Relationship Agreement for the St. Croix Valley Business Incubator and formalizes the existing commitments of the partners through the grant application and award process. Adoption of the resolution is recommended.



RESOLUTION NO.

RESOLUTION APPROVING THE
ST. CROIX VALLEY BUSINESS INCUBATOR
MASTER RELATIONSHIP AGREEMENT

WHEREAS, the City of River Falls ("City"), River Falls Economic Development Corporation ("EDC"), University of Wisconsin-River Falls ("University"), and Chippewa Valley Technical College ("CVTC") made an application to the Economic Development Administration (EDA) for a Public Works Grant to fund 50 percent of the cost of construction of the St. Croix Valley Business Incubator; and

WHEREAS, the applicants were notified on September 29, 2015, by the EDA that they were successful in their request for the \$1,421,700 grant; and

WHEREAS, as part of the grant application, the City previously agreed to provide the land for the St. Croix Valley Business Incubator building in the Sterling Ponds Corporate Park at no cost to the project; and

WHEREAS, representatives of the parties to the application have met and negotiated the terms of a Master Relationship Agreement for the finance, construction, oversight, and management of the St. Croix Valley Business Incubator; and

WHEREAS, the Master Relationship Agreement reflects the continued commitment of the City to support the St. Croix Valley Business Incubator project and serve as the fiscal agent for the construction of the facility;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of River Falls hereby approves the St. Croix Valley Business Incubator Master Relationship Agreement.

Dated this 12th day of January, 2016.

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk

MASTER RELATIONSHIP AGREEMENT
FOR THE OWNERSHIP, OPERATION, AND MANAGEMENT OF THE
ST. CROIX VALLEY BUSINESS INCUBATOR

This Master Relationship Agreement is made by and among the CITY OF RIVER FALLS, WI, a municipal corporation, hereinafter at times referred to as “City”, the RIVER FALLS ECONOMIC DEVELOPMENT CORPORATION, a Wisconsin municipal non-profit corporation, hereinafter at times referred to as the “EDC”, the UNIVERSITY OF WISCONSIN-RIVER FALLS, a higher educational institution, hereinafter at times referred to as the “University”, the CHIPPEWA VALLEY TECHNICAL COLLEGE, a higher educational institution, hereinafter at times referred to as “CVTC”, and the INCUBATOR MANAGEMENT COMMITTEE, a committee of the EDC, hereinafter at times referred to as the “Management Committee”.

WITNESSETH

WHEREAS, the parties hereto have developed the St. Croix Valley Business Incubator proposal; and

WHEREAS, the City, EDC, University, and CVTC believe it is in all parties’ best interests to delegate the ownership of the St. Croix Valley Business Incubator to the EDC; and

WHEREAS, the City, EDC, University, and CVTC believe it is in all parties’ best interests to delegate the oversight of the St. Croix Valley Business Incubator to the Management Committee; and

WHEREAS, the City, EDC, University, and CVTC believe it is in all parties’ best interests to delegate the management of the St. Croix Valley Business Incubator to the University; and

WHEREAS, ownership is defined as providing the land and financial responsibility for the construction of the facility; oversight is defined as final approval of policies and procedures of the St. Croix Valley Business Incubator; and management is defined as the staff and activities required to carry out the policies and procedures approved by the Management Committee; and

WHEREAS, the Management Committee shall be composed as a committee of the EDC to include one representative from all parties to this Master Relationship Agreement, the Incubator Director, and additional members as determined by the EDC; and

WHEREAS, the parties recognize that this development is a unique endeavor and therefore this Master Relationship Agreement is an attempt to provide a framework for the ownership, oversight and management of the St. Croix Valley Business Incubator, but all parties recognize that adjustments to this Master Relationship Agreement will

likely need to be made after the initial implementation of this Master Relationship Agreement.

Therefore, **IT IS HEREBY AGREED AS FOLLOWS:**

ARTICLE I

TERM OF AGREEMENT

1.01. Term. The term of this Master Relationship Agreement shall run for 20 years commencing on the date the Economic Development Administration Grant is awarded, unless sooner terminated in accordance with this Agreement or in furtherance of the parties' rights and remedies in the event of a default. This Master Relationship Agreement shall supersede and replace any prior Master Relationship Agreement between the parties regarding this subject.

1.02. Extension of Term. The parties may by mutual agreement extend or shorten the term of this Master Relationship Agreement at any time.

ARTICLE II

FACILITY OWNERSHIP

2.01. Donation of Land. The parties acknowledge that the City shall donate a parcel of land located in the Sterling Ponds Corporate Park to the EDC for the purpose of constructing the St. Croix Valley Business Incubator.

2.02. Ownership of Facility. The parties acknowledge that the St. Croix Valley Business Incubator, located in the Sterling Ponds Corporate Park in River Falls, WI, and land shall be owned by the EDC. The parties further agree that the excess lands surrounding the St. Croix Valley Business Incubator in the Sterling Ponds Corporate Park shall be marketed and sold for purposes in accordance with the underlying zoning ordinance.

2.03. Lease Agreements. The EDC shall enter into a lease agreement with the tenants as approved by the Management Committee.

2.04. Financial Responsibility. The EDC shall be accountable for all financial gains and losses associated with the St. Croix Valley Business Incubator.

2.05. Operating Expenses. Except as otherwise provided in this Master Relationship Agreement, the EDC shall be solely responsible for paying when due any and all costs of every kind and nature including, without limitation, those required to operate, maintain or repair the leased premises, such as cleaning, lighting, maintaining, repairing and replacing equipment thereon, the hiring of contractors and subcontractors in connection with the maintaining and repairing the premises, or replacing equipment at the premises, supplies, water and sewer charges, electricity, gas, and all other utility

charges, license and permit fees, debt service payments, and any and all other expenses whatsoever of maintaining, operating, repairing and replacing the leased premises, except as otherwise provided herein or by separate agreement.

2.06. Information Technology Services. The EDC shall provide information technology services to the St. Croix Valley Business Incubator in accordance with the policies set forth by the Management Committee.

2.07. City as Fiscal Agent for Facility Construction. The City may sign contracts and pay invoices for the construction of the facility with the consent of the grant administrator and EDC Executive Director, not to exceed the project budget.

ARTICLE III

OVERSIGHT OF THE ST. CROIX VALLEY BUSINESS INCUBATOR

3.01. Strategic Plan. The Management Committee shall develop and approve a strategic plan for the St. Croix Valley Business Incubator to include goals, strategies, and key performance indicators.

3.02. Business Plan, Operating Budget, Policies and Procedures. The Management Committee shall have the right to approve and revise the business plan, annual operating budget, and operating policies and procedures developed by the Incubator Staff.

3.03. Lease Agreements. The Management Committee shall have the discretion to lease space and negotiate rates as outlined in the Tenant Application and Master Lease Agreement.

3.04. Hiring of Incubator Director. The University shall provide a Director for the St. Croix Valley Business Incubator. The University shall be responsible for the recruitment and selection of the St. Croix Valley Business Incubator Director. The Management Committee shall have the right to participate in the selection committee for the Director and development of the position description.

3.05. Performance of Incubator Director. The Management Committee shall have the right to conduct annual performance evaluations and reviews for the St. Croix Valley Business Incubator Director. If concerns arise regarding the performance of the Director, the Management Committee shall contact the Incubator Director's University Supervisor to express such opinions. Actions may be taken in accordance with the University human resources personnel policies.

ARTICLE IV

MANAGEMENT OF THE ST. CROIX VALLEY BUSINESS INCUBATOR

4.01. The Incubator Director. The Incubator Director shall conduct tenant relations, manage daily operations, coordinate service offerings, and provide recommendations regarding policies and procedures to the Management Committee.

4.02. Additional Incubator Staff. The University shall provide additional incubator staff as deemed necessary by the Management Committee, subject to University funding approval. The EDC and Management Committee shall determine additional staffing needs and funding sources, as needed, beyond those provided by the University. The Director shall oversee Incubator Staff, determine position descriptions, and conduct annual performance evaluations. Any disciplinary or performance-related actions may be taken in accordance with the University human resources personnel policies for University-supplied staff.

4.03. Tenant Relations. The Incubator Staff shall conduct all tenant relations.

4.04. Marketing of the Business Incubator. The Director of the St. Croix Valley Business Incubator, in coordination with the City Administrator of River Falls and the regional Economic Development Organizations, shall market the leasable space as well as the availability of the training room to businesses and community groups.

4.05. Business Development. The Director shall work with tenants in regard to technology and business development matters.

4.06. Management of Premises. The Incubator Staff shall manage all aspects associated with the St. Croix Valley Business Incubator including, but not limited to, making necessary repairs, both interior and exterior, building cleaning, snow and ice removal, fire alarm and life safety matters, telecommunications equipment, landscaping, lawn care and additional operating expenses in accordance with the approved annual operating budget.

ARTICLE V

TERMINATION

5.01. Termination. Any party to this Master Relationship Agreement may terminate it by giving all other parties to the Master Relationship Agreement twelve (12) months written notice. After notice is given, the parties shall meet within thirty (30) days to agree on the process to be used to transfer the ownership, oversight, and/or management of the St. Croix Valley Business Incubator. All parties shall share all information necessary to facilitate the transition. All parties shall cooperate so that the transfer will be completed in an efficient and professional manner. The financial responsibilities set forth herein shall be retained by the EDC during the 6 months' time

period after termination. If the termination is the result of a dissolution of the Incubator, each party shall retain the movable assets they provided.

ARTICLE VI

EQUAL OPPORTUNITIES

6.01. Discrimination. All parties agree that in the ownership, oversight, management and use of the leased premises they will abide by all applicable federal, state and local laws, codes and ordinances relating to equal opportunities and non-discrimination. Without limiting the generality of the foregoing, all parties covenant that they will not discriminate against any employee or applicants for employment at the St. Croix Valley Business Incubator in any manner or commit discrimination on the basis of race, religion, marital status, age, color, sex, sexual orientation, physical condition, disability, national origin or ancestry.

ARTICLE VII

ECONOMIC DEVELOPMENT AUTHORITY OF THE UNITED STATES GRANT REQUIREMENTS

7.01. Grant Requirements. All parties agree that the ownership, operation, and use of the St. Croix Valley Business Incubator are subject to certain grant requirements established by the Economic Development Administration (EDA) of the United States. All parties agree to abide by said grant requirements.

ARTICLE VIII

MISCELLANEOUS

8.01. Governing Law. Laws of the State of Wisconsin and the United States of America shall govern the interpretation and enforcement of this Master Relationship Agreement.

8.02. Facility Space for University Personnel. Office space shall be provided for University staff free of charge in exchange for services provided by aforementioned staff. Office space shall be provided for the St. Croix Valley Business Incubator Director, Additional Incubator Staff, the Small Business Development Director, and office or collaborative space for University students and faculty.

ARTICLE IX

SUCCESSORS AND ASSIGNS

9.01. Successors and Assigns. Except as limited or conditioned by the express provisions hereof, no party shall assign its rights or obligations under this

Agreement to any other party without written agreement by all parties to the Master Relationship Agreement.

ARTICLE X

AMENDMENT

10.01. Amendment. This Master Relationship Agreement shall not be amended, changed, modified or altered without the written consent of all parties hereto and no modification, alteration or amendment of this Master Relationship Agreement shall be binding until such modification, alteration, or amendment is reduced to writing and executed by all parties to the Master Relationship Agreement. Any proposed amendment to the Master Relationship Agreement shall be provided in writing, along with a memorandum of support of the amendment, to all parties to this agreement fifteen (15) days prior to final action on the amendment by any party.

ARTICLE XI

COUNTERPARTS

11.01. Counterparts. This Master Relationship Agreement may be signed in any number of counterparts with the same effect as if the signatures thereto and hereto were on the same instrument.

ARTICLE XII

SEVERABILITY

12.01. Severability. If any provision of this Master Relationship Agreement shall be held or deemed to be or shall in fact be inoperative or unenforceable as applied in any particular case because it conflicts with any other provision or provisions hereof or any constitution or statute or rule of public policy or for any reason such circumstance shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstances or of rendering any other provision or provisions herein contained invalid, inoperative or unenforceable to any extent whatsoever, the invalidity of any one or more phrases, sentences, clauses or paragraphs in this Master Relationship Agreement shall not affect the remaining portions of this document or any part thereof.

ARTICLE XIII

EXCULPATORY PROVISION

13.01. Exculpatory Provision. The parties to the Master Relationship Agreement expressly acknowledge and agree that, anything herein to the contrary notwithstanding, no officer, director, employee, agent, or officials (elected or appointed) of any party hereto shall have any personal liability or obligation arising out of the

Master Relationship Agreement, and no party hereto shall make any claims to the contrary.

ARTICLE XIV

RULES OF CONSTRUCTION/CONDUCT

14.01. Rules of Construction/Conduct. The parties to this Master Relationship Agreement acknowledge and agree that this Master Relationship Agreement is a good faith attempt to memorialize the intent of the parties. That in the course of its preparation, each party has been adequately and fully represented, and that accordingly rules of interpretation that signify that an agreement shall be construed against the drafter shall not apply. In addition, the parties acknowledge and agree that they shall endeavor to resolve any and all issues that may arise under this Master Relationship Agreement in the spirit of cooperation consistent with the intent of this Master Relationship Agreement with the aim of benefiting the Greater St. Croix Valley.

ARTICLE XV

NOTICES

15.01. Notices. Any notices or other communication permitted or required shall be addressed to the following:

As to the City of River Falls:

City Administrator
City of River Falls
222 Lewis Street
River Falls, WI 54022

As to the River Falls Economic Development Corporation:

President
River Falls Economic Development Corporation
222 Lewis Street
River Falls, WI 54022

As to the University of Wisconsin-River Falls:

Chancellor
University of Wisconsin-River Falls
410 S. 3rd Street
River Falls, WI 54022

As to the Chippewa Valley Technical College:

President
Chippewa Valley Technical College
620 W. Clairemont Avenue
Eau Claire, WI 54701

As to the St. Croix Valley Business Incubator Oversight:

Chair
Incubator Management Committee
River Falls Economic Development Corporation
222 Lewis Street
River Falls, WI 54022

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Raymond French, Management Analyst

DATE: January 12, 2016

TITLE: **Resolution Approving Selection of Firm for St. Croix Valley Business Incubator Architectural/Engineering Services**

RECOMMENDED ACTION

Adopt the resolution approving the selection of Ayres Associates for Architectural/Engineering Services for the St. Croix Valley Business Incubator.

BACKGROUND

The City of River Falls, River Falls Economic Development Corporation (RFEDC), University of Wisconsin-River Falls, and Chippewa Valley Technical College were notified on September 29, 2015, by the Economic Development Administration (EDA) that they were successful in their request a \$1,421,700 grant.

The EDA Public Works Grant will fund 50 percent of the cost of the construction of the St. Croix Valley Business Incubator. The rest of the project will be funded in part by a \$250,000 grant from the Wisconsin Economic Development Corporation, a \$1,000,000 loan from local lenders, and \$171,700 from the RFEDC. The partners are planning to construct the facility in late summer 2016 with occupancy by the end of the year.

One of the first steps is the hiring of the professional services firm for architectural/engineering services. A [request for proposals](#) (pdf) was published on December 11, 2015, with a due date of January 4, 2016. Proposals were received from SDS Architects (Eau Claire), Cedar Corporation (Menomonie), and Ayres Associates (River Falls).

DISCUSSION

Evaluation of Proposals

On January 5, 2016, partner representatives met to evaluate the proposals. They included Danielle Campeau (UWRF), Jack Cullen (RFEDC), Tobi LeMahieu (WCWRPC), Julie Bergstrom (City), and Scot Simpson (City). The evaluation and discussion focused on the categories stated in the RFP, particularly the project approach/work plan, previous experience of the team, past performance for the City, and the proposed fees.

The group concluded that, following additional negotiation, the proposal from Ayres Associates best met the objectives of the project. The proposal is attached to this report for reference. All three bidders were able to meet the project schedule; however, the experience of Ayres Associates on similar projects and buildings and their past performance for the City of River Falls set theirs apart from the other proposals.

Financial Considerations

Architectural/Engineering services and construction inspection services were contemplated in the project cost estimates in the grant application at \$110,000. The proposals received for this project were for \$114,900 (Cedar Corporation), \$139,210 (SDS Architects), and \$142,650 + reimbursable expenses (Ayres Associates). Proposed fees were among many categories of review and accounted for only 10% of the possible points. It is important to note that the grant has a five percent contingency considered in the award. The attached resolution approves the selection of Ayres Associates at a cost not to exceed \$142,650 + reimbursable expenses.

Assuming the City Council approves the Master relationship Agreement with the parties, as the River falls Economic Development Corporation has, the City is acting only as a pass-through fiscal agent. In the short term, the City may incur the expenses from the project until such time as they are reimbursed from the United States Economic Development Agency or the River Falls Economic Development Corporation.

Approval Authority

The City Council, as described in the Master Relationship Agreement, is acting as the fiscal agent for the construction of the St. Croix Valley Business Incubator. It is through that provision that the City Council is the approving authority for contracts associated with construction.

The attached resolution approves the selection of Ayres Associates for architectural/engineering services and directs the City Administrator to finalize the terms and sign the agreement.

CONCLUSION

Proposals were received from three qualified bidders for architectural/engineering services for the St. Croix Valley Business Incubator project. Following an evaluation of the proposals, it was determined that Ayres Associates' proposal best meets the objects of the project. The attached resolution approves the selection of Ayres Associates and directs the City Administrator to finalize the terms of the agreement at a cost not to exceed \$142,650 + reimbursable expenses.



RESOLUTION NO.

**RESOLUTION APPROVING SELECTION OF FIRM FOR
ST. CROIX VALLEY BUSINESS INCUBATOR
ARCHITECTURAL/ENGINEERING SERVICES**

WHEREAS, the City of River Falls ("City"), River Falls Economic Development Corporation ("EDC"), University of Wisconsin-River Falls ("University"), and Chippewa Valley Technical College ("CVTC") made an application to the Economic Development Administration for a Public Works Grant to fund 50 percent of the cost of construction of the St. Croix Valley Business Incubator; and

WHEREAS, the applicants were notified on September 29, 2015, by the Economic Development Administration (EDA) that they were successful in their request for the \$1,421,700 grant; and

WHEREAS, the partners published a request for proposals for architectural/engineering services which resulted in proposals received from three qualified firms; and

WHEREAS, an evaluation of the proposals determined that Ayres Associates best meets the objectives of the project; and

WHEREAS, the proposed fees are \$142,650 plus reimbursable expenses;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of River Falls hereby approves the selection of Ayres Associates for architectural/engineering services for the St. Croix Valley Business Incubator project; and

BE IT FURTHER RESOLVED that the Common Council of the City of River Falls hereby designates the City Administrator to finalize and sign the professional services agreement at a cost not to exceed \$142,650 plus reimbursable expenses.

Dated this 12th day of January, 2016

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk

T R A N S M I T T A L

TO: Scot Simpson – City Administrator
City of River Falls
222 Lewis Street
River Falls, WI 54022

FROM: Mark Paschke – Ayres Associates

RE: St. Croix Valley Incubator Building Proposal
River Falls, WI

DATE: 1/4/16

Scot,

Attached are (4) hard copies and (1) electronic copy of our proposal for this project. Thank you for the opportunity to submit this proposal to you!

Thank you,

Ayres Associates Inc



Mark Paschke, NCARB, LEED AP
Architect
PaschkeM@AyresAssociates.com

CC:



PROPOSAL

St. Croix Valley Business Incubator City of River Falls

January 4, 2016

Hire *Smart*[®]

AYRES
ASSOCIATES
42

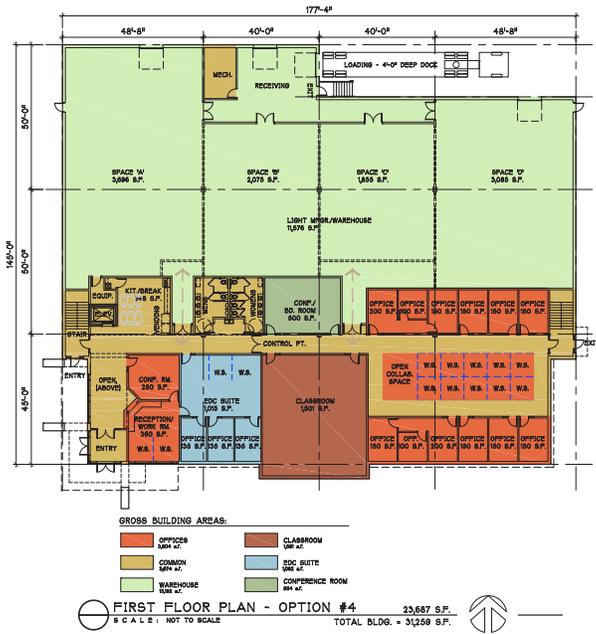
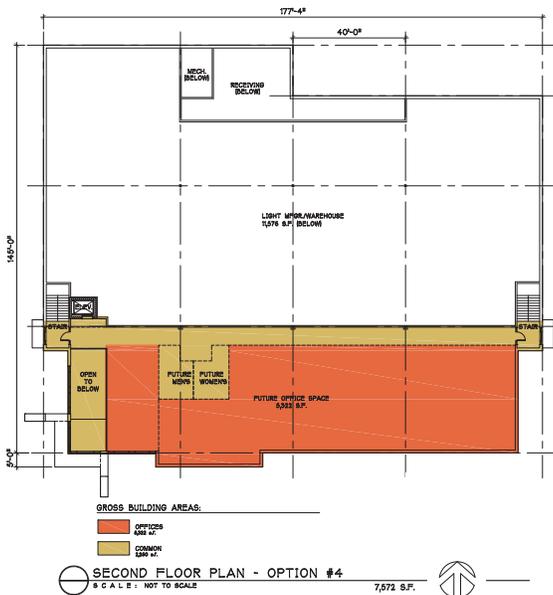


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January 4, 2016

Mr. Scot Simpson
City Administrator
222 Lewis Street
River Falls, WI 54022

Dear Mr. Simpson:

The St. Croix Valley Business Incubator (SCVBI) will be a difference maker, impacting our region's economy for years to come. As a River Falls business, Ayres Associates is especially excited about this opportunity to build upon the preliminary plans we helped you with to create a welcoming, one-stop, efficiently-designed facility where entrepreneurial start-up businesses can succeed and grow in our community. We look forward to continuing to collaborate with you to bring the SCVBI to life.

Why Ayres Associates' Team?

Our team is uniquely qualified for the project, bringing a well-managed architecture and engineering team collaboration. As solutions-oriented team players, we combine the benefits of local, home-town service with the strength and diverse expertise of a 280-person architecture/engineering firm.

Through our time together preparing the preliminary design that led to the City receiving the grant from the U.S. Economic Development Administration, we have come to know and understand the City and its partners' vision and goals for the SCVBI, your challenges and opportunities, and your team. Our project manager, Mark Paschke, NCARB, LEED AP, has worked with the City on several other recent projects, and is committed to providing proactive and efficient solutions, stretching your dollar, and navigating regulations.

In addition, we have extensive experience successfully completing many projects with similar components, size and scope, including:

- more than a dozen projects for the City of River Falls, including the LEED Silver Certified city hall, the police/fire station renovation, and the ambulance facility,
- offices and manufacturing facilities throughout western Wisconsin,
- multi-use spaces designed with future flexibility in mind,
- projects with the City's SCVBI partners, University of Wisconsin-River Falls and Chippewa Valley Technical College, and
- an engineering team with previous experience working with the City of River Falls and knowledge of the site.

Scot, we look forward to helping you successfully complete the SCVBI. Please contact me with any questions. We wish you all the best with the planning process!

Sincerely,



Mathew J. Frisbie, AIA
Vice President – Architecture

PROJECT APPROACH

The St. Croix Valley Business Incubator (SCVBI) is an exciting opportunity for the City of River Falls and its local partners (the River Falls Economic Development Corporation, University of Wisconsin – River Falls, and the Chippewa Valley Technical College) to create a valuable asset for its partners and the community. As Ayres Associates works with you to bring your vision to fruition, we will strive to understand your goals, expectations, and processes to work towards the project's success.

PLANNING, ORGANIZING, AND MANAGEMENT

Processes for Ensuring the Project's Success

Planning, organization, and proactive project management will be critical to successfully completing the project within the proposed time frame. To ensure we meet your goals, we incorporate processes and create plans so that we all understand the desired end result and how we will get there. We will work to gain an in-depth understanding of your design goals, business plans, and operational requirements.

The processes and tools we use include:

INFORMATION GATHERING AT THE PROJECT KICK-OFF MEETING

We use the following tools as a reference and resource throughout the project:

Project Vision and Critical Success Factors

We will ask what your vision for the project is, what outcomes you are expecting, and how you will measure the project's critical success factors, which are priorities, critical tasks, and "non-negotiables" that must happen for the project to be a success in your eyes.

Team Roles and Responsibilities

We show who is doing what, including all consultants, owners, and operators.

Project Communication Plan

We show how we will communicate to everyone involved in the process.

Project Management Plan

We show the tasks that need to be done, when they will be done, and who is doing them.

QUALITY CONTROL

As we complete the construction documents, we review a variety of criteria and details to verify the documents reflect the desires of the client, are accurate, meet the necessary codes, and coordinate with all consultants.

“They provide strong project management. There's been good collaboration.

They do a good job of managing their general and subcontractors. They always were there to resolve issues.”

Dan Tolan, Plant Engineering Manager, Bush Brothers & Company

DESIGN APPROACH

Ayres Associates' design approach is geared toward facilitating a "team atmosphere," working closely with all of the stakeholders including the owner, project partners, the selected general contractor, engineering consultants, and municipal review authorities to determine the most effective solution. The final design is the culmination of the work of the entire project team, relying on each member's expertise and input as it relates to the team's experience, owner's plans for operations, sense of aesthetic quality, maintenance and durability and overall responsiveness to the project budget. Simultaneously, and throughout project development, we will meet with the local code and governing review authorities to keep them engaged in the project.

SCOPE OF WORK

The following highlights Ayres Associates' proposed scope of work for each phase of the project.

ARCHITECTURAL SERVICES

Preliminary Design

- We are assuming that the preliminary design is essentially complete and reflect the plans and exterior elevations used within the request for proposals that we assisted the City of River Falls in preparing last year. We will continue to develop and refine the approved preliminary design into final floor plans, exterior elevations, roof plan, site plan.
- Meet with the project partner representatives to review the desired design direction and discuss the schedule to complete the work. We anticipate up to three meetings.
- Incorporate comments and requirements for the EDA and assist with the preliminary review submittal to the EDA.
- Update the floor plan design showing ideas for laying out the spaces for SCVBI's potential tenants.
- Assist the project partner representatives in selecting a pre-engineered building system as the basis-of-design for the purpose of obtaining competitive construction bids for the building shell.
- Develop preliminary ideas with the engineering team. This will include preliminary designs for the mechanical and electrical systems, possible structural materials and layout, and determining the site grading with the civil engineer.
- Present the design ideas to the project partners and respond to any questions or comments.
- Coordinate final city site plan review submittal to the city staff and respond to any questions or comments from the city planners and engineers.
- Coordinate the submission of any site improvements to the city engineer for review.



ARCHITECTURAL SERVICES

Construction Documents

- Compose a set of construction drawings. This set will include dimensioned floor plans, architectural site plan, exterior elevations, building sections, roof plan, interior elevations, details and specifications based upon a selected pre-engineered steel building system.
- Work with the project partner representatives to develop a schedule for the project and to ensure compliance with the federal requirements identified in the Checklist of Documents for Bid-Advertisement and the development of the review package submittals for the EDA.
- Finalize finish materials with the owner.
- Provide the final coordination with the engineering team.
- Meet with the project partner representatives to review the final project drawings and specifications and coordinate final design elements with the EDA review authority. We anticipate up to two meetings.
- Coordinate the permit set of documents for state (DSPS) review submittal and respond to any questions or comments from the state plan reviewer.
- For this proposal, we are anticipating one construction bid package.

ARCHITECTURAL SERVICES

Bidding and Site Observation (Construction Administration)

- Coordinate the bidding process, incorporating the referenced federal and EDA requirements outlined in the checklist provided within the RFP and answer questions from the bidding supplier/subcontractors.
- Assist the client in reviewing the bids and schedule for construction.
- Review shop drawings and submittals.
- Attend construction progress meetings with the contractor and provide site observation to answer any questions that arise during construction. We anticipate on-site meetings every two weeks, for a total of approximately sixteen visits assuming an eight-month construction schedule.
- One site visit at project completion for the purpose of developing a 'punch list.'
- Review the contractor pay requests and schedule.
- Provide record drawings and perform post-occupancy evaluation.

STRUCTURAL ENGINEERING SERVICES

- Prepare drawings and specifications for permit review. This will include foundation design, and structural calculations based upon the selection of a pre-engineered steel building system and final design criteria provided by the pre-engineered steel building supplier. We assume the soil is adequate to support typical spread footings.

- Structural drawings, specifications review and shop drawing review are included. Two structural engineer site visits are included in this proposal.

CIVIL ENGINEERING SERVICES

- Provide a topographical survey of the proposed site including adjacent public streets, relevant existing utilities, and spot elevations on the site.
- Review the site and develop a site plan with the appropriate grading design based upon the approved preliminary site design included in the request for proposal.
- Landscape design as required for the City of River Falls.
- Review the storm water requirements with the City of River Falls engineering staff.
- Prepare drawings and specifications for submitting the grading plan and storm water calculations to the city, State of Wisconsin (DSPS) and Wisconsin DNR for review.
- Review the site layout and provide a landscaping layout with specifications for construction.
- For this proposal, it is assumed that the site is free of hazardous materials.

MECHANICAL AND PLUMBING ENGINEERING SERVICES

- Detailed plumbing, HVAC plans and specifications for use in bidding the project.
- Fire protection system performance specification.
- Plumbing information for the DSPS review and submittal.
- HVAC information for the DSPS review and submittal.
- Assistance during bidding and construction.
- Review of shop drawings.
- Provide site inspections. We anticipate two construction site inspection meetings.
- One site visit at project completion for the purpose of developing a ‘punch list.’
- Review of operating and maintenance manuals.

ELECTRICAL ENGINEERING SERVICES

- Detailed power and lighting plans and specifications for use in bidding the project.
- Lighting calculations for use on site.
- Assistance during bidding and construction.
- Review of shop drawings.
- Provide site inspections. We anticipate two construction site inspection meetings.
- One site visit at project completion for the purpose of developing a ‘punch list.’



INTERIOR DESIGN SERVICES (OPTIONAL)

For the spaces left unfinished in anticipation of future tenants, our team will be happy to provide proposals for the architectural and interior design services necessary to meet specific tenants' needs, including:

- Color coordination and interior finishes selection, including casework/millwork materials selection.
- Prepare drawings and specifications for construction documents, including finish plans, finish schedules, and finish specifications.

SCHEDULE

Maintaining project schedule, deadlines, and budget are of prime importance to Ayres Associates in managing the project. We have reviewed the schedule outlined in the proposal, and will work with you and your project partners to develop a project timeline, with your proposed move in date of December 31, 2016 in mind.

As we begin the project, we will meet with the stakeholders and work together to clarify and define necessary steps and establish the schedule to meet this timeline. From our point of view the schedule is tight, but achievable, as long as all the parties involved in the decision-making and approval process can make efficient, timely decisions.

FEES

Architectural Services

Preliminary Design	\$5,000
Construction Documents	\$55,000
Project Bidding	\$3,000
Construction Administration (We understand this to refer to the inspection services called for in the RFP document)	\$17,000
<i>Subtotal for Architectural Fees</i>	<i>\$80,000</i>

Engineering Services

Soils Exploration/Geotechnical Report	\$7,250
Structural Engineering	\$5,600
<i>Subtotal for Engineering Fees</i>	<i>\$12,850</i>

Civil Engineering

Site Topographical Survey	\$1,500
Civil Construction Documents	\$10,450
Landscape Design	\$1,350
Civil Construction Administration	\$2,250
Record Drawings	\$950
<i>Subtotal for Civil Engineering Fees</i>	<i>\$16,500</i>

Mechanical/Electrical/Plumbing Services

HVAC Design	\$11,000
Plumbing/Fire Protection	\$7,500
Electrical Engineering	\$14,800
Subtotal for MEP Fees	\$33,300

Total Fees **\$142,650 + reimbursable expenses**

Reimbursable Expenses

Miscellaneous expenses, such as document printing, reproductions, presentation material and postage will be billed separate from the above fees and are billed at cost plus 15%.

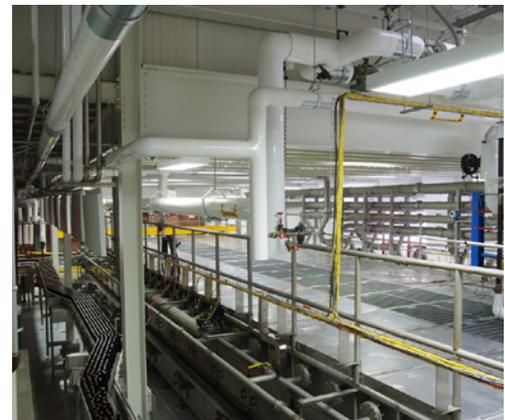
Additional Services

Additional services requested beyond the initial scope of work will be reviewed with the Client prior to doing the work. If additional work is approved, the services will be billed at a fixed fee as mutually agreed or hourly at:

Principal Architect:	\$195.00 per hour.
Senior Project Manager/Architect:	\$140.00 per hour.
Project Architect:	\$125.00 per hour.
Interior Designer:	\$100.00 per hour.
Project Manager/CAD Technician:	\$105.00 per hour.
Consultant	cost x 1.15

SERVICES NOT PROVIDED WITH THIS PROPOSAL

- City/County/State/WI DNR review fees, application fees and building permit fees.
- Specialty mechanical and electrical systems and equipment for specialty spaces.
- Design or documents for alternate designs or subsequent additions.
- Alterations, tenant improvements, and interior design for specific tenants.
- Inspections, engineering and testing for hazardous materials.
- Design and selection of FF&E (furniture, fixtures and equipment).
- Coordination time and documentation for a third party LEED consultant, certification or commissioning.
- Coordination and time for legal issues with the existing site – release of easements, vacating streets, CSM and other legal descriptions for property line/boundary changes.
- Lawn irrigation system design.
- Voice/data/security system design.
- Bank inspections for draw requests.
- Detailed cost estimating.
- Reimbursable expenses including document printing, presentation materials, mailing/shipping fees, etc.



“The design team’s attention to detail and willingness to discuss facility needs...was highly commendable.

They paid special attention to building maintainability... UWRF’s wishes were always taken into consideration.”

Dale Braun, Campus Planner, UW-River Falls

PAST EXPERIENCE

Last year, our team enjoyed helping the City of River Falls with the preliminary planning for the new St. Croix Valley Business Incubator. We have worked with the City on many projects over the years and have a good understanding of what makes a successful project.

A sampling of our industrial park, office, warehouse, and manufacturing projects are shown here, with additional details on several included on the following pages.

CITY OF RIVER FALLS PROJECTS

- St. Croix Valley Business Incubator Preliminary Design
- River Falls City Hall
- River Falls Police and Fire Station Renovation
- River Falls Ambulance Facility
- River Falls Public Library Master Planning, Lower Level Addition, and Media Area and Board Room Expansion
- Glen Park Pool Bath House and Pump House Renovation

MANUFACTURING/WAREHOUSE/RELATED FACILITIES

- Nolato Contour Plastics Renovation/Addition, Roberts
- Northwire Manufacturing Expansion Master Planning, Osceola
- Leinenkugel’s Keg Line Addition, Chippewa Falls
- Leinenkugel’s Pasteurizer Addition, Chippewa Falls
- Rockwell Manufacturing Office and Warehouse, Ladysmith
- Fritz Avenue and Gates Avenue Office Building, Ladysmith
- Farrell Equipment Office and Warehouse Building, Eau Claire
- Gold’n Plump Manufacturing, Factory, and Warehouse Building, Eau Claire
- Kasco Marine Addition/Renovation, Prescott, WI
- Village Hearth Warehouse and Office Facility, Eau Claire
- Starkey Laboratories, Eden Prairie, MN
- Lucky Duck Renovation, Baldwin
- Stebgo Metals Office/Manufacturing Addition, South St. Paul, MN
- Bush Brothers Warehouse Building and Office Addition, Augusta
- Forest Industry Park, Warehouse 2, Rusk County
- Biodiagnostics Expansion Master Planning, River Falls
- Fort McCoy Regional Training Site Medical Warehouse/Maintenance Building
- Monson Trucking Facility, Mauston
- Adams Wind Generations and Danielson Wind Farm Operations and Maintenance Facility, Cosmos, MN
- CHS Transportation Office and Shop, Rosemount, MN

COMMERCIAL BUILDINGS (Planned with multiple tenants/flexibility in mind)

- Monetary Centre Office Building, Hudson
- Carmichael Center Office/Retail Building, Hudson
- River Center Office Building, River Falls
- Centennial Mortgage Office Building (now Security Financial Bank Building), River Falls
- JAMF Software Office Building, Eau Claire
- RD Larson Business Center, Eau Claire
- Keystone Baird Office, Eau Claire
- Keystone WIPFLI Office Building Addition, Eau Claire
- River Valley Physical Therapy Office Building, River Falls
- Bostrom Financial Office Building, Hudson
- U.S. Bank Building, Hudson
- Ban Tara Development, Hudson
- Hudson Center, Hudson

OTHER RIVER FALLS AREA/RELATED PROJECTS

- UW-River Falls Falcon Center
- UW-River Falls - Multiple Capital Improvement projects
- Chippewa Valley Technical College Nursing Lab Renovation, River Falls
- Chippewa Valley Technical College Fire Training Center, Eau Claire
- St. Croix Valley Habitat for Humanity Eco Village, River Falls
- River Falls Baseball Park, River Falls
- River Falls Housing Authority Building Improvements, River Falls
- River Falls School District Capital Improvement Projects, River Falls
- Comforts of Home Assisted Living, River Falls, Hudson, Menomonie
- S&C Bank (now Royal Credit Union), River Falls
- Family Fresh Renovation and Addition, River Falls



ST. CROIX VALLEY BUSINESS INCUBATOR PRELIMINARY DESIGN

RIVER FALLS

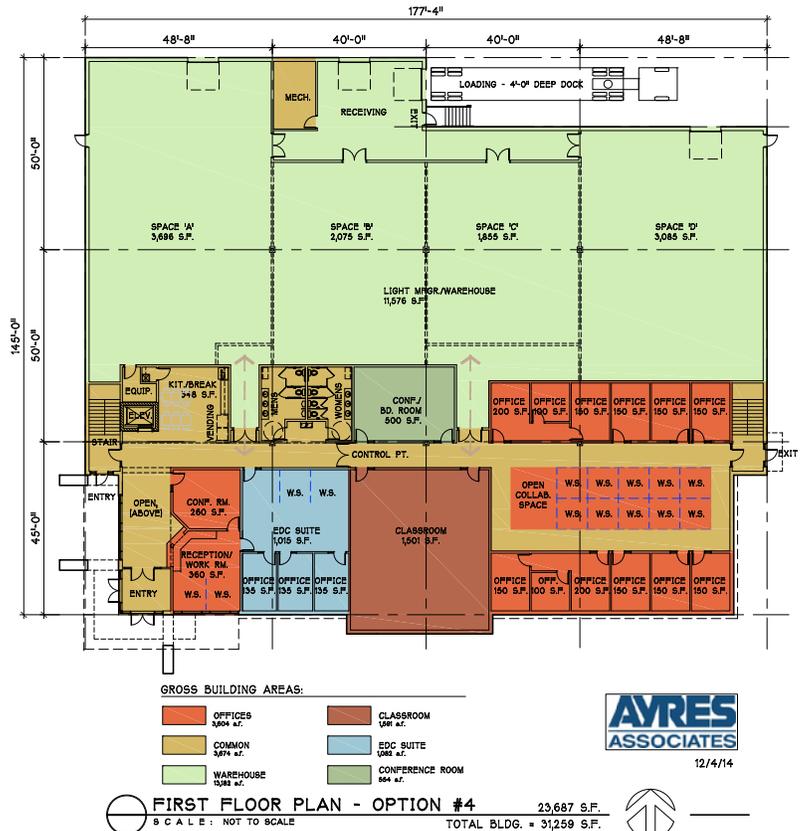


PROPOSED TWO STORY ELEVATION - SOUTH
2 DECEMBER 2014



Ayres Associates provided preliminary design services for this project to aid the City of River Falls in the grant application process to help secure project funding. The proposed multi-tenant, mixed use building is intended to house start-up businesses, offering business incubation, workforce training, and business acceleration services through its partnership including the City of River Falls, River Falls Economic Development Corporation, University of Wisconsin-River Falls, and the Chippewa Valley Technical College.

The design includes 31,259 square feet of new construction in a pre-engineered steel building type to provide light industrial/warehouse space as well as dedicated office space.



RIVER FALLS CITY HALL

RIVER FALLS



The River Falls City Hall achieved LEED Silver Certification for incorporating environmentally-friendly and energy-efficient design and construction strategies. This 26,850 square-foot facility is Wisconsin’s first LEED Certified City Hall.

The project redeveloped a site near the Kinnickinnic River and focused on the city’s vision of creating an energy and operationally efficient, environmentally responsive, and “citizen friendly” building. It houses the city’s public and employee work areas, including administration, engineering, finance, community development, cable department, as well as the city court and council chambers.

What Makes the City Hall “Green?”

70% of construction waste – a total of 55 tons – was diverted from the landfill by recycling.

91% of an existing building on the site and street demolition waste was recycled or re-used.

Uses **34% less energy** than code requires, by increased insulation, high efficiency HVAC, and building automation systems.

20% Low-flow faucets/toilets use **20% less water** than code, saving 107,000 gallons of water annually.

Water-efficient landscaping and native plants **reduce irrigation water** and protect the Kinnickinnic River.

35% The city will purchase **50,300 kWh (35%)** of its annual energy from renewable sources.

22.8% of construction materials (by cost) contain pre-consumer and/or post-consumer recycled content.

26% of construction materials (by cost) were manufactured within 500 miles of the construction site, reducing energy consumption required to deliver products.

75% of the building’s wood came from sustainably grown forests.

To enhance air quality, finishes are **no-VOC or low-VOC** (volatile organic compound) materials.

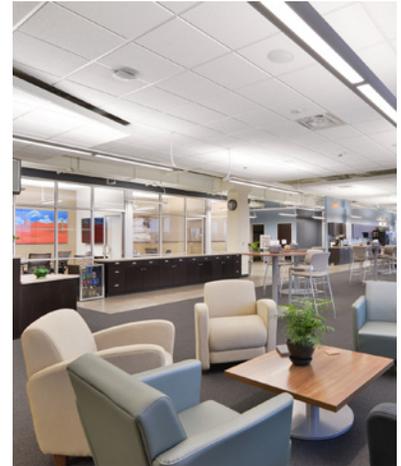
JAMF SOFTWARE BUILDING

EAU CLAIRE



Ayres Associates facilitated an integrated project delivery process that brought out the best in the architects, engineers, contractors, manufacturers, and owners.

Using BIM and fast-track project delivery, Ayres architectural group designed this new 72,000 square-foot, four-story office building with basement and mechanical penthouse, including tenant improvements.

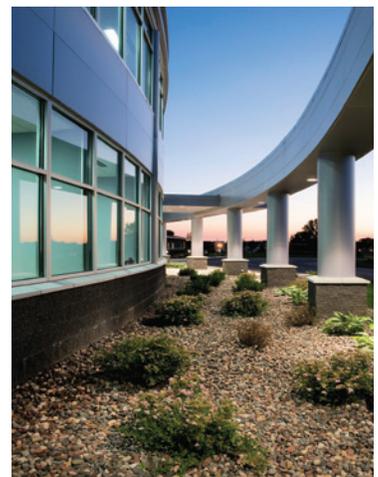


CONTOUR PLASTICS OFFICE BUILDING (NOW NOLATO CONTOUR) BALDWIN



This 46,000-square-foot addition doubled the size of Contour Plastics' facility in the Baldwin industrial park, increasing the space available for production, clean rooms, offices, warehouse, shipping, customer service, and parking. It also enhanced the functionality of each area.

The two-story curved glass front provides a highly visible, dramatic welcome to the building, entry, and reception area. The project also involved setting the stage for a future addition, resolving existing roof drainage issues, and enhancing the site's landscaping.



STARKEY LABORATORIES

EDEN PRAIRIE, MN; CHINA; ITALY; IRELAND; ENGLAND; HONG KONG; AUSTRALIA; INDIA



Our team worked with Starkey Laboratories, an international leader in comprehensive hearing solutions, to design numerous renovation, addition, and tenant improvement projects at the company's Eden Prairie, Minnesota, headquarters.

Projects included Starkey's conference center, data center, and technology center, as well as at a manufacturing facility in China and at retail/service centers in Italy, Ireland, England, Hong Kong, Australia, and India.



RD LARSON BUSINESS CENTER DESIGN

EAU CLAIRE



Keystone Corporation retained Ayres Associates to design an approximately 28,592-gross-square-foot multi-tenant office building. The RD Larson Business Center has a footprint of approximately 14,296 square feet. The exterior of the building is finished with a pleasing blend of brick and stone, complemented by a two-story glazed main entrance. The main entrance lobby is designed as a common entrance to serve all tenant spaces and provides access to the shared restrooms, stairs, and elevator. The tenant spaces are offset in their individual sizes to accommodate the needs of each prospective tenant.

One of Keystone’s major concerns was completion time. Ayres Associates worked with Keystone and the selected contractor to complete the project on a very accelerated design schedule.



DESIGNER DOORS OFFICE ADDITION

RIVER FALLS



To help grow the business and streamline processes, Designer Doors purchased an existing concrete block manufacturing building.

To make it work they needed to add office space to their existing facility in the River Falls business park. They wanted the building to have a residential, craftsman-style feel to complement their company's image as a custom garage door manufacturer for quality homes, yet have a very functional office space.

To accomplish that on a fairly tight budget, our team incorporated craftsman-style details using Hardi-Plank siding in a variety of patterns and textures on the 5,700 square-foot addition. The front porch's limestone columns welcome customers and employees.



BUSH BROTHERS WAREHOUSE ADDITION AUGUSTA



Bush Brothers & Company retained Ayres Associates to design a one-story addition of approximately 237,000 square feet to the east and south sides a warehouse in Augusta. The project included about 1,900 square feet of shipping and distribution office space and connections to an existing warehouse and rail dock. The building is of steel frame construction with an adhered membrane roof system and metal wall panels.

The new building was designed with an eye to the future. Products are stacked four pallets high now, but the building was designed with extra height with a flat floor and upgraded fire protection system to accommodate future technology changes, such as storing products on racks.

Nineteen truck-loading docks with levelers were provided on the south side of the building. Each loading dock is designed to allow the truck to be fully in place before the dock door is opened. The warehouse stays sealed, keeping temperatures even and maintaining product security.

The building was designed to be expanded another 200 feet to the east without requiring any additional site grading, stormwater design, utility relocations, or rail reconstruction.





“[They] did an amazing job listening and understanding our vision.

If we could do it over again, we would change nothing in the design.”

Barry Grant, former CEO and owner, Nolato Contour (formerly Contour Plastics)

KEY PERSONNEL

Ayres Associates’ staff members approach each project knowing the services we provide bring noticeable improvements for the communities for which we work and improve lives in the process. Through years of successful projects, we know that assigning qualified staff to your project and providing good communication are vital for maintaining trust and confidence.

The team will be led by Mark Paschke, with support from Steve Hoecherl and oversight by Matt Frisbie. Mark has been the project manager on several successful projects for the City of River Falls, including the City Hall, police and fire station renovation, and Glen Park pool bathhouse renovation. Mark has more than 20 years of architectural experience. He will develop project budgets, schedule work, monitor progress and budgets, and conduct construction administration. Mark will coordinate work tasks with team members and will be responsible for implementing Ayres Associates’ quality assurance program on your project.

Our experience has shown us that close and open communication with our clients is the foundation for a successful working relationship. We place a high priority on understanding your needs, openly addressing issues, proactive decision-making, and resolving project concerns.

Our team’s consultants were specifically chosen for this project because of our long-standing relationships working with them on previous successful projects and their previous experience working with the city of River Falls. Key team members and their roles are shown on the organizational chart at right, with expected hours for the architects shown in parentheses.

SUBCONSULTANT INFORMATION

APEX ENGINEERING

110A East Grand Avenue
Eau Claire, WI 54701
(715) 835.7736

AUTH CONSULTING & ASSOCIATES (AC/a)

2920 Enloe Street, Suite 101
Hudson, WI 54016
(715) 381.5277

TIMPER & ASSOCIATES

E5056 970th Ave
Wheeler, WI 54772
(715) 632.2523

AM STRUCTURAL ENGINEERING

112 E Maple Street
River Falls, WI 54022
(715) 426.4930

ST. CROIX VALLEY BUSINESS INCUBATOR

AYRES ASSOCIATES

MATHEW FRISBIE, AIA
Principal-in-Charge (30 hours)

MARK PASCHKE, NCARB, LEED AP
Project Manager (300 hours)

STEVEN HOECHERL, AIA
Project Architect (250 hours)

AUTH CONSULTING & ASSOCIATES

MATT HIEB, PE
KIP JOHNSON, PE, LEED AP
Site/Civil Design

TIMPER ASSOCIATES ENGINEERS

NAT TIMPER, PE
Electrical Design

APEX ENGINEERING

DAN PETERSON
HVAC/Plumbing Lead

HEATH MATHEWS
Plumbing Designer

CURTIS CLAUSING, PE
Plumbing Engineer

JUSTIN MUSSER, PE
HVAC Engineer

A.M. STRUCTURAL ENGINEERING

DAVE WAGNER, PE
Structural Engineering Design



MATHEW FRISBIE, AIA

Principal-in-Charge, Ayres Associates

As the founding principal of Frisbie Architects before the firm became part of Ayres Associates, Matt has the in-depth experience needed to lead clients through the planning and construction process, including several City of River Falls projects. He helps clients in the commercial, government, K-12 education, senior living, church, and higher education sectors to bring their architectural plans to life.

Matt has 25 years of professional experience, bringing a creative and solutions-oriented strategy to his projects. He strives to build consensus among project stakeholders and prides himself on cost-effective, practical solutions that meet our clients' operational and financial goals. Our clients tell us that once they've worked with our architecture staff, they trust and value the expertise we bring and the solutions we provide. Our staff becomes a key part of each client's team, due in large part to Matt's leadership.

Matt is committed to lifelong learning and attends many continuing education seminars each year to stay on top of new developments in technology, sustainable design, and materials.

EDUCATION

MArch, Architecture, Montana State University

REGISTRATION

Registered Architect in Wisconsin, Minnesota, Colorado, North Dakota, Iowa, and Wyoming

MEMBERSHIPS

*American Institute of Architects
Wisconsin*

*American Institute of Architects
Minnesota*

U.S. Green Building Council

RELATED PROJECTS

- St. Croix Valley Business Incubator Preliminary Design
- River Falls City Hall
- River Falls Police and Fire Department Renovation
- River Falls Ambulance Facility
- River Falls Public Library Master Planning
- River Falls Public Library Lower Level Addition
- River Falls Public Library Media Area and Board Room Expansion
- River Falls Public School District, Capital Improvement Projects
- UW-River Falls Multiple Capital Improvement Projects
- Family Fresh Renovation and Addition, River Falls
- Hudson Police Building Renovation
- Hudson Public Safety Building Study
- Carlson Capital Management Building, Hastings, MN
- Nolato Contour Office Addition, Baldwin
- Monetary Centre, Hudson
- Ban Tara Retail Center, Hudson
- Northwire Office Expansion Master Planning, Osceola
- Carmichael Center, Hudson
- Lucky Duck Renovation, Baldwin
- River Center Office Building, River Falls
- Adams Wind Generations Operations and Maintenance Building, Cosmos, MN
- CHS Transportation Office and Shop, Rosemount, MN
- Starkey Laboratories, Eden Prairie, MN
- Biodiagnostics Expansion Master Planning, River Falls
- St. Croix Valley Habitat for Humanity Eco Village, River Falls
- Kasco Marina Addition/Renovation, Prescott



MARK PASCHKE, NCARB, LEED AP

Project Manager, Ayres Associates

Mark has worked on a diverse range of architecture projects, including commercial, municipal, assisted living, skilled nursing, and liturgical projects. He has been responsible for all aspects of project phases from programming and schematic design through working drawings, construction administration, and project closeout. He has helped guide projects through all types of construction delivery methods. He has worked on new construction, additions, and complicated renovation projects.

Mark's expertise includes evaluating the potential to maximize a project's sustainability. He was the project manager/architect on Wisconsin's first Leadership in Energy and Environmental Design (LEED) Silver city hall, located in River Falls.

RELATED PROJECTS

- St. Croix Valley Business Incubator Preliminary Design
- River Falls City Hall
- River Falls Police Department Renovation
- River Falls Public Library Master Planning
- River Falls Public Library Lower Level Addition
- River Falls Public Library Media Area and Board Room Expansion
- River Falls Public School District, Capital Improvement Projects
- River Falls Housing Authority, Apartment Renovation
- River Valley Physical Therapy New Office Building, River Falls
- UW-River Falls Multiple Capital Improvement Projects
- Chippewa Valley Technical College (CVTC) Nursing Lab Renovation, River Falls
- CVTC Fire Training Center, Eau Claire
- Family Fresh Renovation and Addition, River Falls
- Biodiagnostics Expansion Master Planning, River Falls
- Carlson Capital Management Building, Hudson
- Monetary Centre, Hudson
- Ban Tara Retail Center, Hudson
- Carmichael Center, Hudson
- CHS Transportation Office and Shop, Rosemount, MN
- Centennial Mortgage Office Building, River Falls
- Associated Dentists Addition/Renovation, River Falls
- Kinnic Falls Renovation/Addition, River Falls
- United Methodist Church Addition/Renovation, River Falls
- St. Croix Valley Gas Office Renovation, River Falls
- River Falls Baseball Park
- Comforts of Home Senior Living, River Falls
- Ridgedale YMCA, Minnetonka, MN
- Bostrom Office Building, River Falls



EDUCATION

BArch, Architecture, North Dakota State University

BS, Environmental Design, North Dakota State University

REGISTRATION

Registered Architect in Wisconsin and Minnesota

MEMBERSHIPS

National Council of Architectural Registration Boards

City of River Falls Design Review Committee, Board Member

US Green Building Council

LEED Accredited Professional





STEVEN HOECHERL, AIA

Project Architect, Ayres Associates

As a member of Ayres Associates' architectural staff since 2000, Steve has experience in a wide variety of commercial, industrial, and municipal projects.

Steve has been involved in all phases of the project life cycle, including facility needs studies, conceptual design and planning, construction and bidding documents, and construction administration. As project architect, his roles and responsibilities include planning and programming, preparing construction documents, conducting code research, preparing cost estimates, performing construction phase services, and working with regulatory agencies while maintaining a direct relationship with clients and project team members.

EDUCATION

*AS, Architectural Commercial
Design, Wisconsin Indianhead
Technical College*

REGISTRATION

Registered Architect in Wisconsin

MEMBERSHIPS

*American Institute of Architects
Wisconsin*

RELATED PROJECTS

- JAMF Software Office Building, Eau Claire
- RD Larson Business Center, Eau Claire
- Leinenkugel's Keg Line Addition, Chippewa Falls
- Leinenkugel's Pasteurizer Addition, Chippewa Falls
- Rockwell Manufacturing Office and Warehouse, Ladysmith
- Fritz Avenue and Gates Avenue Office Building, Ladysmith
- Farrell Equipment Office and Warehouse Building, Eau Claire
- Gold'n Plump Manufacturing, Factory, and Warehouse Building, Eau Claire
- Village Hearth Warehouse and Office Facility, Eau Claire
- Keystone Baird Office, Eau Claire
- Keystone WIPFLI Office Building Addition, Eau Claire
- Bush Brothers Warehouse Building, Augusta
- Forest Industry Park, Warehouse 2, Rusk County
- Commonweal Development Shoppes at Oakwood, Eau Claire
- Fort McCoy Regional Training Site Medical Warehouse/
Maintenance Building
- Monson Trucking Facility, Mauston
- UW-River Falls Falcon Center



DAN PETERSON

HVAC/Plumbing Lead, APEX Engineering

Dan's 29 years of experience as a design engineer has helped him gain valuable experience in HVAC load calculations, HVAC designs for numerous types and sizes of buildings -- including health care, schools, maintenance facilities, State of Wisconsin facilities, large office buildings, and detention facilities. He has performed energy life cycle calculations, and provided design for a variety of "design- build" projects.

Dan is a co-owner of APEX Engineering, Inc., which formed in July, 1993. He was previously an associate with Walt Hestekin Associates, Consulting Engineers, leaving as a Vice President.

RELATED PROJECTS

- Barron County Administration Building Remodel
- Chippewa Valley Industrial Condos, Eau Claire
- Infinity Retail Manufacturing, Turtle Lake
- North Central Crop Insurance, Eau Claire
- Rockwell Building Addition, Ladysmith

CURTIS CLAUSING, PE

Plumbing Engineer, APEX Engineering

Curt has 30 years of experience in the engineering field and extensive knowledge in plumbing, mechanical, and fire protection systems. Curt has worked on all types and sizes of project, and is experienced in working and coordinating with other disciplines as required to achieve successful projects.

Curt has worked on a wide assortment of projects including education facilities: public school, private schools, and universities; clean rooms, electrical assembly facilities, paper and pulp facilities, food and dairy industry, municipal equipment maintenance shops, airport facilities, industrial plant heating and ventilating, industrial plant utilities, medical clinic design, hospital/ER design (medical gas systems)/CBRF, dental offices, shopping mall design, health clubs, office buildings, restaurants, commercial kitchens, retirement facilities, hotel/motel design and multi-residential design covering both new construction and remodels.

RELATED PROJECTS

- Bush Brothers New Office and Warehouse, Augusta
- Chippewa Valley Industrial Condos, Eau Claire
- Eau Claire Press Company, Eau Claire
- Gold'n Plump Processing Facility, Arcadia
- Infinity Retail Manufacturing, Turtle Lake



EDUCATION

*BS, Engineering Mechanics,
University of Wisconsin-Madison*

MEMBERSHIPS

*Wisconsin Society of Professional
Engineers*



EDUCATION

*BS, Mechanical Engineering,
Milwaukee School of Engineering*

REGISTRATION

*Registered Professional Engineer
in Wisconsin*

MEMBERSHIPS

*American Society of Heating,
Refrigerating, and Air-
Conditioning Engineers*

*American Society of Plumbing
Engineers*



JUSTIN MUSSER, PE

HVAC Project Engineer, APEX Engineering

Justin has 16 years of experience and a commitment to serving clients through attention to detail and quality engineering designs. He has experience in project management for all sizes and type of projects. He is also experienced in serving as a liaison between various disciplines to achieve successful project outcomes.

Justin’s experience includes the HVAC design of commercial facilities, manufacturing facilities, office buildings, educational facilities, and healthcare, covering both new construction and remodels. Justin is also experienced in energy modeling. Justin routinely interacts with the latest codes and standard including the IMC, IBC, ASHRAE, IECC, and local codes and variations depending on the jurisdiction.

EDUCATION

*BS, Electrical Engineering,
University of Wisconsin-Platteville*

REGISTRATION

*Registered Professional Engineer
in Wisconsin and Minnesota*

MEMBERSHIPS

*American Society of Heating,
Refrigerating, and Air-
Conditioning Engineers*

*National Society of Professional
Engineers*

RELATED PROJECTS

- Bush Brothers New Office and Warehouse, Augusta
- Chippewa River Industries, Chippewa Falls
- Graebel Build-Out, Wausau
- Lincoln County Administrative/Land Use Building
- Meadowbrook Industrial Expansion, Ladysmith



HEATH MATHEWS

Plumbing Designer, APEX Engineering

Prior to being a founding employee at APEX Engineering, Inc. in 1993, Heath worked for Walt Hestekin Associates, Consulting Engineers beginning in 1991.

He has gained valuable experience during his years using the AutoCAD program in plumbing and heating systems. Heath manages Internet services, networking, and electronic data transfer, software and hardware assets. He specializes in plumbing document production and system layout and design.

EDUCATION

*Mechanical Drafting, Chippewa
Valley Technical College*

REGISTRATION

*Registered Designer of
Engineering Systems*

RELATED PROJECTS

- Barron County Administration Building Remodel
- Cooper Engineering Office Building, Rice Lake
- Lincoln County Courthouse Building Remodel/Addition
- Oneida County Office Building
- Taylor County Multi-Use Job Center

NAT TIMPER, PE

Electrical Engineering Design, Timper Associates

Nat has more than 20 years experience providing building engineering systems for commercial, industrial, office, public safety, educational, governmental, housing, and healthcare clients. He assists clients with preparation of contract documents, bidding, contract administration, and feasibility/energy studies.

RELATED PROJECTS

- City of River Falls Public Library Elevator
- City of River Falls Public Library Gallery
- City of River Falls Municipal Building Renovation
- City of River Falls Public Library Addition/Renovation
- City of River Falls Power Plant
- City of River Falls Public Safety Building Boiler Replacement
- City of River Falls Public Library Lobby Lighting
- Kinnic Falls Alcohol and Drug Abuse Services Addition/Remodel
- City of River Falls Armory Mechanical/Electrical Upgrades
- University of Wisconsin-River Falls Multi-Building Emergency Generator Replacement



EDUCATION

*BS, Architectural Engineering,
Kansas State University*

REGISTRATION

*Registered Professional Engineer
in Wisconsin and Minnesota*

DAVE WAGNER, PE

Structural Engineer, AM Structural Engineering

Since beginning his career in the early 1990s, Dave has worked on hundreds of projects, which include commercial, institutional, government, and residential structures. Located in River Falls, Dave has worked on more than 50 projects with Ayres Associates (formerly Frisbie Architects).

He has extensive experience with the design of all typically utilized structural materials including timber, steel, concrete, and masonry as well as non-standard systems such as sandwich panel construction on and aluminum trusses. He has contributed to all phases of construction on including schematic design, design development, construction document preparation, and construction administration.

RELATED PROJECTS

- City of River Falls School District Academy Building Addition/Remodel
- River Falls Area Hospital Clinic Addition, River Falls
- St. Bridget Catholic Church Addition, River Falls
- Chippewa Valley Technical College Fire Training Center, Eau Claire



EDUCATION

*BS, Construction Engineering,
North Dakota State University*

REGISTRATION

*Professional Engineer in
Wisconsin and Minnesota*



KIP JOHNSON, PE, LEED AP

Site/Civil Design, AC/a

Kip has over 18 years of experience in project management and project engineering on numerous infrastructure projects involving municipal street, utility, and highway design as well as residential, retail, commercial, and industrial land development projects, many in the City of River Falls. He has designed and supervised the design and construction of various public improvement and land development projects from conceptual layout through final construction.

RELATED PROJECTS

- City of River Falls Sterling Ponds Corporate Park
- River Falls City Hall
- University of River Falls Dairy Learning Center Parking Lot
- River Ridge Office Complex
- River Falls Family Fresh Market
- Valley View Office Condominiums
- River Falls Habitat for Humanity Eco Village
- WITC New Building Addition and Parking Lot, New Richmond
- Town of Somerset 85th Street Reconstruction

EDUCATION

*BS, Civil Engineering; MS,
Infrastructure Systems
Engineering, University of
Minnesota*

REGISTRATION

*Registered Professional Engineer
in Wisconsin and Minnesota*



MATT HIEB, PE

Site/Civil Design, AC/a

Matt has over 25 years of experience in engineering involving both private and public engineering projects. He is responsible for all civil engineering activities for AC/a and has worked extensively with the City of River Falls.

His experience includes project coordination and project management, feasibility studies, client representation at public meetings, preliminary planning & budgeting, final cost estimating and contract preparation, sanitary sewer, storm sewer and water main design, storm water management master plans, lift station design, wastewater treatment plant design and planning, construction management, and contract administration.

RELATED PROJECTS

- City of River Falls Sterling Ponds Corporate Park
- City of River Falls Hydrology and Hydraulic Study
- University of River Falls Mann Valley Stabilization
- City of River Falls Whitetail Boulevard Public Parking Lot
- River Falls City Hall
- City of River Falls 9th Street Reconstruction
- University of River Falls South Fork Remediation
- City of River Falls Foster Street Storm Sewer

EDUCATION

*BS, Civil Engineering, University of
Wisconsin-Platteville*

REGISTRATION

*Registered Professional Engineer
in Wisconsin and Minnesota*

Administrator's Report

January 12, 2016

Council Member Meetings/Events of Note

January 5, 5 p.m. – Final day to file nomination papers for City Offices

January 12, 6:30 p.m. – City Council Meeting

January 26, 4:30 p.m. – Joint City Council/UAB Workshop with WPPI

January 26, 6:30 p.m. – City Council Meeting

Tuesday's Council Meeting Preview:

- “Class B” Combination Liquor and Malt Beverage License, Jama Investments, LLC - Bo's 'N Mine, 110 S. Main Street; Hearing and Disposition by Motion
- Resolution Approving TAP Grant Application for the Family Fresh to Lake George Connection
- Ordinance 2016-01 - An Ordinance Amending Chapter 8.36 Regarding Solid Waste Collection and Disposal-First Reading
- Resolution Approving the Master Relationship Agreement for the St. Croix Valley Business Incubator
- Resolution Approving Selection of Firm for St. Croix Valley Business Incubator Architectural/Engineering Services
- Report on the 2016 Elections
- Report on River Falls Reads

Monthly Department Dashboards

To more consistently measure the performance of the City's Departments, staff is developing monthly dashboards that provide a snapshot of their activity for the previous month. This and other information can be found on the City's transparency page at <http://www.rfcity.org/transparency>. The link for each department will take you to the most recent dashboard pdf. Select “Archive” to view past dashboards.

- [Ambulance Service \(Archive\)](#)
- [Finance Department \(Archive\)](#)
- [Inspections - Building Activity \(Archive\)](#)
- [Municipal Utilities \(RFMU Transparency page\)](#)
 - [Electric Department \(Archive\)](#)
 - [Water Department \(Archive\)](#)
- [Waste Water Treatment Plant \(Archive\)](#)
- [POWERful Choices! \(Archive\)](#)
- [Public Library \(Archive\)](#)
- [Storm Water \(Archive\)](#)

REMINDER – WPPI Workshop on Tuesday, January 26, at 4:30 p.m.

The first workshop of 2016 will be a Joint Workshop with the City Council and UAB. Representatives will be here from WPPI. The topic of discussion is the WPPI contract extension. There will be a light supper.

UPDATES FROM THE MUNICIPAL UTILITIES

Electric

- We have started the winter lateral fee for new Underground services.
- We are continuing installing electric along County MM for the primary extension to the City building on the Mann Valley Property.
- Installed a primary extension for the Kinni Drug and Alcohol Facility.
- Solar Garden has been energized and up and running.
- Service to the building at 661 N. Main St. (old carwash) has been redone from three phase to a single phase.

River Falls Waste Water Treatment Facility

- Reviewed final drawings for the solids building upgrade with Mark Lundgren, MSA Professionals.
- Electrician from NEI came and installed radiant heaters in the lab in effort to eliminate cold spots in lab.
- Ran quarterly quality control lab tests and had excellent results.

Water/Sewer

- Because of major ragging issues at our lift stations, department began project to identify and document sources.
- Viewing and inspecting of sanitary lining project done.
- Valve turning machine is online and ready for full implementation.
- Finished another year with Zero bad bacti samples.

Green Block Program

The City of River Falls is now at 8.01 percent customer participation. The percentage has grown from 5.7 percent in November 2014. As it currently stands, the River Falls community now has the highest customer participation rate in the State of Wisconsin. Customer Service Representatives have done a remarkable job marketing the program

LED Light Exchange

We exchanged 580 LED holiday lights for over 1100 strands of old holiday lights and received approximately 200 pounds of food in exchange for LED holiday lights.

Community Solar

Entire community solar project was interconnected and energized on December 18. The energy produced in December will be added to the January production and the credit will be on the February utility bill.

Approximately 100 panels have been purchased. Shares purchased for gifts include:

- Karen Hanson gifted a share to the Food Pantry
- Greg Peters gifted a share to Rocky Branch Elementary
- Jen Zoller gifted a share to the High School
- The Library Foundation gifted three shares to the Public Library

We are working with neighbors of the community solar to make the project as beneficial to everyone as possible.

LIBRARY NEWS

Circulation in December was 24857, and 326,726 for the year. We issued 1,070 new patron cards in 2015. River Falls cardholders downloaded over 23,000 e-materials last year. There were 181,560 visitors to the library in 2015. Meeting rooms were used 1230 times. There were nearly 400 programs and events for children and adults, including storytimes, author talks, lectures, book discussions, and films. There were over 250 class visits, either at the library or at the schools. Over 25,000 individual sessions were held on the public computers. Our patrons borrowed 47,094 items from the MORE system, and the library loaned 49,105 items to other libraries. Staff answered more than 17,000 questions. The gallery had over 9000 visitors.

POLICE DEPARTMENT

- Investigator Chuck Golden gave an Active Shooter Presentation at the River Falls Area Hospital on December 1, 2015.
- Investigator Jennifer Knutson gave ID Theft/Fraud Presentations at the River Falls State Bank on December 2 and 3.
- Officer Kevin Moore and Investigator Ryan Miller participated in the Shop with a Cop with Pierce County Law Enforcement on December 12, 2015.
- Patrol Officer Logan Dohmeier started the Field Training Program on December 21, 2015.

FIRE DEPARTMENT

Completed orientation training on Engine 15 with all members. E-15 will be placed in service after training on January 4, 2016.

Captain Tom Foley and his team placed new equipment on Engine 15. The remainder of equipment for the new engine will be transferred from E-6 on January 4, when it will be placed out of service.

EMS

The new quick response pick-up truck went in for graphics and lights/siren package in mid-December. It will be back by early January and then they will install the local equipment. The vehicle should be close to being in service by February.

Personnel Updates

Police Chief Gordon "Gordie" Young was sworn in by City Clerk Lu Ann Hecht as our Chief of Police at the Police and Fire Commission meeting on Monday, January 4. Welcome to Gordie!



Electric Lineman Randy Nyhagen began on December 28. Randy comes to us from Moll Utility out of Hammond where he was a lineman for the last eight years. Randy passed his Journeyman Lineman's exam will be a valuable asset to the City of River Falls Municipal Electric Utility, and we are excited to have part of our team.

Welcome to Community Development Intern Jason Blatz who start on January 4.



RF EMS has started the interview process for three vacant part-time EMT positions in Prescott. They hope to have the positions filled by early January. The Assistant Director position is still open and they are continuing to recruit for the right candidate.

There are four new paid-on-call EMT's finishing their EMT class in January. They take the national EMT test in early February. All four of them live in River Falls and only a few blocks from the EMS station. They will begin their new member academy in late January to early February.

2016 SPRING ELECTION CANDIDATES

Mayor

Dan Toland (incumbent)

Aldersperson At Large

Scott Morrissette (incumbent)

Jeff Bjork

Aldersperson District 2 (Special Election – 1 Year Term)

Chris Gagne

Josh Hudek

Aldersperson District 4

Todd Bjerstedt

Jay Matchett

City Administrator Comings and Goings

- Staff 1 on 1s
- Management Team Meeting
- 2016 Planning
- Holiday Potluck
- Meeting with Chancellor Van Galen
- LDP Training
- Incubator Meetings
- RFEDC
- Leadership River Falls Government Day

Complaints to City Administrator's Office

- None

City of River Falls Monthly Status Report

**Department Name: Community Development Reporting Period: 12/1 to 12/31, 2015
(Angie)**

Department Projects and Status

Name of Project	Completed	In Progress	Delayed	Updates
City View – Walk Friendly City	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Worked on and taped
Visit Habitat for Humanity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See comments
Friends of the Kinni DNR Grant Application	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See comments
Hope Lutheran	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See Comments
CSVT Closing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See Comments
Recreation Fee Analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Met with Mike Huth and Susan Reese to discuss
DOT TAP Application	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See Comments
DNR Trail Grant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See Comments
Hoffman Park Safe Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Comments
Plan Commission South Main Corridor Study	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See Comments
Forestry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See Comments
Tree City USA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See Comments

Comments:

Habitat for Humanity:

All housing permits issued

Friends of the Kinni DNR Grant Application:

Meeting to review and support

DOT (TAP) Transportation Alternatives Program Application

Staff began work on an application to the DOT to help fund part of the Lake George Trail. The grant would fund 80% of a pedestrian bridge across the Kinni at the site of the abandoned railroad bridge. A memo and resolution regarding this issue is on the Council agenda for January 12th.

DNR Trail Grant

Staff hopes this month to finalize an agreement with the DNR on our pending trail grant. The grant will allow us to complete our trail system to division Street. In 2016 we will design and engineer the project. It will be built in 2017.

Hoffman Park Safe Room

In December, we finished the safe room. We will soon be getting an occupancy permit from our building inspector. In January we will be submitting documentation to FEMA for reimbursement.

Plan Commission

The Plan commission continues to work on the South Main Street Corridor Study. In December we defined sub areas for study. In the coming months we will go into further detail. The outcome of this will lead to the South Main Street Corridor Plan.

Forestry

December as always is a quiet month for forestry. City crews are trimming street trees for clearance issues as time permits. Advance notice is being given to residents along streets being trimmed.

Tree City USA

The city submitted our application for recertification as a Tree City USA Community in December. The City of River Falls has been a Tree City USA community since 1993.

Good News! (Awards/grants received, accomplishments, employee customer service, etc.)

NA

Service Notices/Heads Up/Challenging Issues

NA

Personnel Updates (new hires, resignations/retirements, work anniversaries, customer service excellence, babies, weddings, etc.)

New Hires

Amy Peterson –Assistant Development Director (start date January 2016)

Angie Bond – Community Development Assistant (start date December 14, 2015)

Jason Blatz – Planning/GIS Intern (start date January 4, 2016)

Dates and Events of Note (meetings, opportunities for public interaction, community events, etc.)

Park Board meeting met with Historic Preservation committee to discuss DeSanctis Park’s Glover School usage and also discussed the year in review of building the Tri-Angels playground, Kinnickinnic trail way system and Girl Scout Projects.

1st and 2nd grade boys’ basketball started at Academy Upper gym with 55 participants and High School boys helping to instruct them. 1st thru 4th grade girls basketball started at Greenwood with 60 participating.

Academy gyms were open for scheduled practices for youth basketball, adult volleyball and open gym times during the Christmas break, approximately 500 participants utilized the gym time during the time frame.

Thank Yous/Kudos/Recognition

NA

City of River Falls Monthly Status Report

Department Name:Administration

Reporting Period:12/31/2015

Department Projects and Status

Name of Project	Completed	In Progress	Delayed	Updates
2016 planning for CIP/Budget/Fiscal plan updates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Schedule will be sent to departments in early January
Water rates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Continued discussions with PSC regarding well #6, impact fees and alternative revenue scenarios
EMS staffing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hired administrative assistant position, updated paramedic pay schedules, discussion on asst. EMS director to be completed in January
Annual Audit Preparation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	First field work will be January 6 th , next will be March 7-11 th
Preparation for WWTP , water tower painting and power plant substation financing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timing and amount of the borrowing yet to be determined

Comments:

Two City property purchases closed in December. 110 West Division Street was purchased with a contribution from Steve Trebus for an easement along Division Street. The City also closed on 206 Union Street, which is being advertised for moving in lieu of demolition.

Demolition of the Foster property was completed in December.

Good News! (Awards/grants received, accomplishments, employee customer service, etc.)

NA

Service Notices/Heads Up/Challenging Issues

Implementation of monthly refuse charges will be completed in January for the February billing period. The flat rate of \$13.00 does not include any fees for the compost site of spring and fall cleanup. A review and analysis of the ongoing cost for compost facilities will be completed in 2016 for a proposal to the City Council later this year.

Personnel Updates (new hires, resignations/retirements, work anniversaries, customer service excellence, babies, weddings, etc.)

Jody Nichols was appointed as Accounting Manager for the finance department in December. She will also supervise the customer service area beginning in January, 2016.

Kayla Burt has relocated to La Crosse, but continues to work her full time schedule remotely on a three month trial basis. As the majority of her work is electronic, this was an opportunity to keep an experienced and knowledgeable employee.

Mike Reardon is now supervising the two production assistant positions, formerly reporting to Kevin Westhuis. They will be part of the IT department, and continue to manage the cable studio along with other IT tasks.

Pamela Hill was hired as the EMS administrative assistant, and began her 25 hour per week schedule in December. EMS also hired a replacement paramedic, David Rodgers.

Dates and Events of Note (meetings, opportunities for public interaction, community events, etc.)

Another financial education session “Breaking the Cycle” is planned for this spring. The three part session is in partnership with ARC and Family Means, and is intended to provide budgeting and daily financial planning tips for RFMU customers that are able to attend. There is a \$150 incentive per household if the customer attends all three sessions, which is applied to their utility bill. The incentive expense is split between ARC and RFMU.

Thank You/Kudos/Recognition

NA

MEMORANDUM

TO: Council Members

FROM: Dan Toland, Mayor

DATE: January 12, 2016

TITLE: Mayor's Appointments to Boards and Commissions

RECOMMENDED ACTION

Consideration of appointments:

BOARD OF APPEALS

Reappointment of Eric Amundsen through October 2018

From: Eric Amundsen [<mailto:eric@spartandetectives.com>]

Sent: Tuesday, December 29, 2015 3:16 PM

To: Tony Steiner

Subject: Appointment to Board of Appeals

Tony,

Please forward this to Mayor Toland.

Mayor Toland,

I was recently notified that my term on the City of River Falls Board of Appeals has expired. I would greatly appreciate your consideration of my reappointment to the Board of Appeals. I have enjoyed serving the City of River Falls in this capacity over the last several years and would like to continue that service. Should you have any questions please feel free to contact me at your convenience. Thank you for your time and I look forward to your reappointment.

Eric Amundsen
Spartan Investigations & Process Service
www.SpartanDetectives.com
www.SpartanInvestigations.com
877-760-2288 Toll Free
888-254-4525 Fax
715-760-0759 Cell



PROCLAMATION

**RIVER FALLS READS
2016**

***WHEREAS**, literacy and reading are fundamental to success, both for students in schools and adults in life; and*

***WHEREAS**, the purpose of **RIVER FALLS READS** is to promote literacy and create connections among a diverse population by providing a common thread through reading; and*

***WHEREAS**, the River Falls Reads Committee has chosen “**Kitchens of the Great Midwest**” by Hastings native J. Ryan Stradal which has ties to our local community, and explores topics of food, family, and home, and the relationship between them,*

***NOW, THEREFORE, BE IT RESOLVED** that I, Dan Toland, Mayor of the City of River Falls, do hereby proclaim the **RIVER FALLS READS** event open from January 23 to February 28, 2016; and*

***BE IT FURTHER RESOLVED** that I encourage the citizens of River Falls to participate in **RIVER FALLS READS** activities, and through reflection and dialogue to strengthen the bonds between us.*

Given under my hand and seal of the City of River Falls this 9th day of January, 2016.

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk