



**COMMON COUNCIL AGENDA  
January 26, 2016**

Call Meeting to Order – 6:30 p.m.

Pledge of Allegiance

Roll Call

Approval of Minutes – January 12, 2016 - Regular Meeting Minutes [Page 2](#)

Approval of Bills (Gulick) §

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

**PUBLIC COMMENT, PETITIONS, REQUESTS AND COMMUNICATIONS:**

1. State of the City Presentation

**PUBLIC HEARING:**

**6:31 p.m.**

2. Ordinance 2016-01 - An Ordinance Amending Chapter 8.36 Regarding Solid Waste Collection and Disposal-  
Second Reading and Disposition [Page 5](#)

**CONSENT AGENDA:**

3. Acknowledgement of the following minutes:
  - a. Park and Recreation – 12/9/15 [Page 9](#)
  - b. Plan Commission – 10/6/15 [Page 11](#)
  - c. Library Board – 12/7/15 [Page 13](#)
  - d. Police and Fire Commission; Ambulance Commission – 9/14/15; 10/5/15; 11/2/15; 12/7/15 [Page 15](#)
  - e. Police and Fire Commission – Special Meetings – 9/24/15; 9/28/15; 10/20/15 [Page 29](#)
  - f. Utility Advisory Board – 11/16/15 [Page 32](#)
  - g. POWERful Choices! – 12/10/15 [Page 37](#)

**ORDINANCES AND RESOLUTIONS:**

4. Resolution Regarding Request from the River Falls Chamber for 2016 Events [Page 38](#)
5. Resolution Regarding Commitment to Community Tariff Changes [Page 50](#)
6. Resolution Regarding Renewal Energy Loan Program [Page 55](#)
7. Resolution Regarding Palpable Errors-2015 Tax Roll [Page 69](#)
8. City Administrator Performance Review Committee [Page 74](#)

**REPORTS:**

9. Administrator's Report [Page 75](#)
10. Comptroller's Report

**ADJOURNMENT** Publish: River Falls Journal 1-21-16; Revised and reposted 1-21-16



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

**January 12, 2016**

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 Morrisette, Jim Nordgren, Diane Odeen, Aaron Taylor, Hal Watson

**Members Absent:** None

**Staff Present:** Scot Simpson, City Administrator; Steve Weld, City Attorney; Gordon Young, 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; Lu Ann Hecht, City Clerk; Bridget Hieb, Deputy Clerk; Nancy Miller, Library Director; Tony Steiner, City Planner

**Others:** Andrew Schmitz, Don Fowell; Mark Paschke, others

**The Pledge of Allegiance was said.**

**APPROVAL OF MINUTES:**

December 8, 2015, Regular Meeting Minutes

**MSC Cronk/Gulick move to approve minutes. Unanimous.**

**APPROVAL OF BILLS:**

Bills of \$1,876,259.05 (from December) and \$ 4,647,839.12 (current bills)

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

**PUBLIC COMMENT, PETITIONS, REQUESTS AND COMMUNICATIONS:**

None

**PUBLIC HEARING:**

“Class B” Combination Liquor and Malt Beverage License, Jama Investments, LLC - Bo’s ‘N Mine, 110 S. Main Street; Hearing and Disposition by Motion

**The Mayor recessed into a public hearing at 6:31 p.m. As there were no public comments, the Mayor moved back into Open Session at 6:32 p.m. For purpose of discussion, Morrisette moved to approve the license. Taylor seconded the motion.**

**After the first motion was made, Morrisette immediately amended the motion to approve license contingent upon Jama Investments paying the outstanding utility bills, taxes and assessments. Cronk seconded.**

Aldersperson Nordgren asked if this was a change of ownership. The answer was yes.

New owner Andrew Schmitz noted the bank may be paying the taxes. City Attorney Weld said the City has an ordinance which can revoke licenses for unpaid taxes and said this is the time to take care of them. Aldersperson Gulick asked when it would be resolved. Schmitz was unsure but it could be 45 days. There was discussion by Council regarding using ‘pending’ language for the motion. City Administrator Simpson told Council that staff does not typically issue a license unless everything is clean. There was further discussion about payment of the taxes, issuing the license and operating under the current license.

The Mayor asked if there were any more questions and confirmed the motion. Schmitz continued to express concern over payment of the taxes.

There was a request to restate the motion. The Mayor said the motion is to grant the license pending upon that everything is cleared up (taxes, licenses, utility bills, anything else).

**The Mayor asked for a vote. The Council voted unanimously to issue the license contingent upon payment of all outstanding items.**

**CONSENT AGENDA:**

Resolution No. 5993 - Approving TAP Grant Application for the Family Fresh to Lake George Connection

Aldersperson Nordgren wanted more information. He wanted to know if this was just the 'trestle' part. City Planner Tony Steiner said the application also included the approaches. He said the piers would cost the most. There was further discussion about land ownership for the project.

**MS Nordgren/Odeen move to approve the resolution.** Aldersperson Watson asked about percentage of payment and this project in relation to the river corridor project. Steiner explained briefly the project, grants and timeline. There were further questions from Aldersperson Gulick about the timeline.

City Administrator Simpson said staff considered this project in relation to the Kinni River Corridor project. He talked about how incredible it was to have received the grant on the first try and talked further on guidelines.

**At the conclusion of discussion, the Mayor asked for any other comments. The Council voted unanimously in favor of the motion.**

**ORDINANCES AND RESOLUTIONS:**

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

Gulick asked for clarification on what a Class 1 publication was. There were no other questions.

Resolution No. 5994 - Approving the Master Relationship Agreement for the St. Croix Valley Business  
Incubator

Simpson provided a presentation for the Council on the St. Croix Valley Business Incubator project. He talked about its purpose and programming, the market, the partnerships, the partners in the project, and the master relationship agreement. He talked about grants, staffing, funding in relation to the project and fielded questions from Council.

Simpson talked about the different firms vying for the engineering services. He explained why Ayres was chosen. He answered other questions including the land the incubator would be built on. He answered other questions from the Council.

**At the conclusion of discussion, the Mayor asked for a motion. MSC Cronk/Odeen move to approve the resolution. Unanimous.**

Resolution No. 5995 - Approving Selection of Firm for St. Croix Valley Business Incubator  
Architectural/Engineering Services

**MSC Odeen/Cronk move to approve the resolution. Unanimous.**

**REPORTS:**

2016 Elections Report

Deputy Clerk Bridget Hieb provided an overview of the 2016 elections to the Council. She talked about the four polling locations, poll workers, the election dates, voter turnout, local offices up for election, and the photo ID requirement. Hieb also talked about resources for voters.

River Falls Reads Report

Library Director Nancy Miller gave a presentation on the library's upcoming program, River Falls Reads, which runs January 23-February 28. She talked about the origin of the program, this year's book, and upcoming events.

Administrator's Report

Council asked staff some questions which were answered. Simpson asked Council for feedback on a report format.

Comptroller's Report for November 2015

Comptroller Odeen read the following: general fund revenues through the end of November were \$8,914,056 or 94 percent of budgeted. Recent revenues include \$1.64 million for the remainder of 2015 shared revenue payments, \$25,270 for medical payment reimbursement, and \$7,570 for the final plat for Highview Meadows. Expenditures for the same period were \$7,941,023, for a net of revenues over expenditures of \$973,033.

**ANNOUNCEMENTS:**

Mayor's Appointment

The Mayor asked for approval of his reappointment of Eric Amundsen to the Board of Appeals through October 2018. **MSC Morrissette/Cronk moved to approve the appointment. Unanimous.**

River Falls Reads Proclamation

The Mayor read the proclamation.

**MSC Cronk/Morrissette moved to adjourn the meeting at 7:44 p.m. Unanimous.**

Respectfully submitted,

Kristi McKahan,  
Deputy City Clerk

## MEMORANDUM

**TO:** Mayor Toland and City Council

**FROM:** Raymond French, Management Analyst

**DATE:** January 26, 2016

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

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### RECOMMENDED ACTION

Adopt Ordinance 2016-01 amending Chapter 8.36 of the Municipal Code regarding Solid Waste Collection and Disposal.

### 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 the adoption of the fee schedule and collection of delinquent accounts. The fee schedule is adopted by the Council by resolution, which would be included on the Agenda that is published in the River Falls Journal. That is similar to the notice provided by a Class 1 notice. The updated language in this section 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. First Reading of the Ordinance was on January 12, 2016. Staff recommends Council approve the attached Ordinance.



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**

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Dan Toland, Mayor

ATTEST:

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Lu Ann Hecht, City Clerk

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_



222 Lewis Street  
River Falls, WI 54022

Phone 715.425.0900  
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## MINUTES

### PARK AND RECREATION ADVISORY BOARD AND HISTORIC PRESERVATION COMMISSION Wednesday, December 9, 2015

#### **5:15pm Pizza, refreshments, and cake in City Hall Training Room**

Staff recognized Jeanne Zirbel and Betty Most for having served on the HPC for many years. Discussed the DeSantis Park School House usage and thoughts about hosting an ice cream social in June so the public becomes aware of the building and being able to rent or enjoy the school house.

#### **5:30pm Park and Recreation Advisory Board Meeting in City Hall Foster Room**

**CALL TO ORDER/ROLL CALL** – Meeting convened at 5:45pm

**Members Present:** Susan Reese, Jim Nordgren, Brenda Gaulke, Brandon Dobbertin, Dennis Zielski, and Patricia LaRue

**Members Absent:** None

**Staff Present:** Cindi Danke, Recreation Manager and Terry Kusilek, Public Works Operations Supervisor

**Others Present:** Ben Fochs, citizen

#### **APPROVAL OF AGENDA/MINUTES**

MSC Dobbertin/Nordgren to approve the minutes of the October 21, 2015 Park and Recreation Advisory Board. Motion passed 6-0.

#### **PUBLIC COMMENTS**

None

#### **OLD BUSINESS**

The Hoffman Park Storm Shelter should be completely done by December 18<sup>th</sup>. The flooring and bathrooms are done. We will add a coat rack. The Community Education daytime “Preschool Open Gym” class will be held in there due to lack of other gym space. The American Legion Baseball asked about using it as an umpire changing room in July, but they may use a camper instead. The City is concerned about steel spikes on the floor in the bathrooms. Others may use it with the stipulation that it is an emergency shelter if needed.

Girl Scout Troop 53727 will be invited to Park Board in January to give an update about their plans to educate people to NOT feed the ducks. The posts will need to be out of the mowing line and they can put one on the dock.

We have developed very nice partnerships with so many organizations. It would be nice to find a sponsor for the Skate Park.

We have four new kiosks and the trail entry point signs are also ready to install with the Rotary Club in the spring and are in storage at Public Works building. Two kiosks were purchased by The America in Bloom Committee with money from selling their River Falls in Bloom books, and the Garden Club purchased one, and the Rotary purchased one kiosk plus smaller message boards which will be entry point signs. Parks and Rec paid \$416 for an educational sign about birds to be hung at DeSanctis Park. It is not yet made. There will be a second educational sign for DeSanctis regarding prairie grasses, which will be funded by another source. We also purchased two sign holders to hold the reservation schedule at the Glen Park and Hoffman Park open shelters. They are already installed. Over the winter all materials should be prepared to go up right away in the spring in the kiosks and entry signs.

City Staff (Brent Buesking, Management Analyst) is working on the Walkable City application. We did not earn it two years ago and we did not apply last year.

Dennis and Terry will meet at the Hoffman Park Skate Park to see how many new sheets to order for elements. The work will not be done until spring.

### **NEW BUSINESS**

Terry asked Park Board about Tri-Angels Playground winter maintenance. Snow removal would be difficult. It was discussed and decided that it will *not* be maintained over the winter, just like all the other city playgrounds. City Staff did remove the umbrellas for the winter. The company fixed up the paint at the top of the soccer ball pile and other cement structures. We can buy extra paint locally for further touch-ups.

City Staff has been working on a recreation fees analysis. This will be shared and discussed further at the January Park Board meeting.

Terry made note of a Park Board member's comment that some bleachers at Glen Park field need boards replaced.

Park Staff added wood chips around the Frisbee golf tees at Hoffman Park. This helps prevent some freeze-thaw deterioration.

Terry discussed adding an area in Highview Meadows in which to plant milkweed and other plants to help the butterfly population, Park Board was in favor of this concept plan.

### **ADJOURNMENT**

MSC Nordgren/LaRue to adjourn. Meeting adjourned at 6:27pm.

Respectfully submitted,



*Brenda Rundle, Recreation Assistant*



222 Lewis Street  
River Falls, WI 54022

715.425.0900  
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**MINUTES**  
**PLAN COMMISSION**  
**Wednesday, October 6, 2015 at 6:30 pm**  
**City Council Chambers**

**CALL TO ORDER/ROLL CALL** – Meeting convened at 6:31 p.m.

**Members Present:** Andrew Brown, Mary Van Galen, Susan Reese, Lisa Moody, Todd Schultz, Aleka Powell, Scott Morrissette

**Members Absent:** Dan Toland (excused), Reid Wronski (excused)

**Staff Present:** Tony Steiner – *City Planner*, Mike Huth – *Management Analyst*, Julie Bergstrom - *Finance*, Jody Nichols - *Finance*

**Others Present:** 22 members of the public

**APPROVAL OF AGENDA/MINUTES**

MSC Reese/Moody to approve the Plan Commission agenda and minutes – unanimous.

- o Minutes of September 1, 2015 regular meeting

**PUBLIC COMMENTS**

None

**PUBLIC HEARING**

6:32 p.m. Plan Commission meeting closed and Public Hearing opened.

1. Public Hearing regarding proposed creation of Tax Incremental District No. 11 in the City of River Falls.
  - a. Bergstrom provided a brief presentation regarding the creation of TID 11 and explained the addition of properties since the last presentation. Bergstrom provided a brief presentation on the basics of tax increment finance (TIF), project plan proposal, outlining the timelines associated with the project. The project plan included an overview of the purpose of the district, mapping to show proposed district boundary, the development and finance plan, and explanation of cash flow.
  - b. George Woychik commented on the proposed district boundary around the hotel and gas station, general support of the proposed district, questions regarding additional stop lights in the district along N. Main Street, reconfiguring portions of Troy Street, and asked if any funding incentives would be available for properties within the district.
  - c. Terry Roen (A and R Inc.), comments regarding sanitary sewer upgrades at the Summit and N. Main Street intersection, freeze up concerns, overall support of the proposed district.

6:45 p.m. Plan Commission Public Hearing closed and meeting opened.

MSC: Schultz/Reese, to approve the “Resolution Designating Proposed Boundaries and Approving a Project Plan for Tax Incremental District No. 11, City of River Falls, Wisconsin”: Unanimous.

Planning Commission discussion included support by property owners of district expansion, overall criteria for including/excluding properties.

### **PUBLIC MEETING**

6:48 p.m. Plan Commission meeting closed and Public Meeting opened.

1. Public Meeting regarding ordinance amending section 17.120.020 (C) Floodplain Protection Regulations.
  - a. Steiner provided a brief presentation regarding the proposed amendment, overview of project area near Sterling Ponds Corporate Park, and outlined the FEMA amendment process.
  - b. No other public comments occurred.

6:48 p.m. Public Meeting closed and Plan Commission meeting opened.

MSC: Schultz/Van Galen, to approve the “Resolution regarding amending chapter 17 of the City of River Falls Municipal Code Floodplain Protection Regulations”: Unanimous.

### **UPDATE AND INFORMATION**

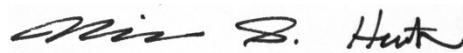
Tony Steiner provided the Plan Commission with an update regarding:

- Building activity update for September 2015.
- Acceptance of WI-APA Award for Eco-Village.
- Review of Completed Historical and Architectural Recourse Survey and Grant for Swinging Footbridge.
- Hoffman Park Safe Room construction progress.
- Hope Lutheran Church site plan review approval and construction progress
- Officially received the Kinnickinnic River WDNR trail grant, Heritage Park to Division Street on the west side of the river.
- Upcoming Plan Commission workshop regarding North and South Main Corridor Report.
- Winter Street Vacation regarding the upcoming utility transformer construction.
- Review of City Forestry program and fall 2015 tree planting schedule.

### **ADJOURNMENT**

MSC Reese/Moody to adjourn at 7:01pm

Respectfully submitted,



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Mike Huth, Management Analyst

RIVER FALLS PUBLIC LIBRARY

BOARD MEETING MINUTES

MONDAY, DECEMBER 7, 2015

**Present:** Judie Caflisch; Joyce Breen; Jean Ritziner, Janet Johnson; George "Bud" Ayres; Nancy Miller, Library Director, Dave Cronk.

**Absent:** Ruth Kuss; Kathleen Steffen; Rebecca Ferguson

**Call to Order:** President Judie Caflisch called the meeting to order at 6:30 p.m.

**Quorum:** A quorum was established.

**Open Meeting Law:** Nancy Miller certified that the meeting was properly noticed.

**Acceptance of Agenda:** Breen/Ritzinger motioned to approve the agenda. A unanimous decision was passed to approve the agenda.

**Acceptance of the Minutes:** Cronk/Ayres motioned to approve the minutes from November 2, 2015. A unanimous decision was passed to approve the minutes.

**Approve the Bills:** Cronk/Ayres motioned to prove the bills in the amount of \$10,189.41 plus \$6334.88 from the Trust Fund for a total of \$16,524.29. A unanimous decision was passed to approve the bills for November, 2015.

**Director's Report:** The Holiday Open House will be held on December 10, 2015. There will be a short program at 2:00pm for the Library of the Year Award. The book sale will include a boutique. Craft ideas and refreshments will be available.

Thirty -seven families took part in the Santa and his Reindeer visit to the library on December 3.

**River Falls Reads Update:** On January 23, Marjory Johnson, the Blue Ribbon MN State Fair lady, will be at the library. Crop Art will also be a

part of the River Falls Reads, as will a program by Ann Rosenthal and a visit by the author.

Pierce County chose not to increase funding for libraries for next year. Nancy Miller has been approved as a member on the St. Croix County Board's newly created library committee.

Due to some legal technicalities, the Star War films had to be cancelled.

**Current Business:**

**Chromebook and Hot Spot Policies:** Ritzinger/Breen motioned to approve both policies with the following changes to the Hot Spot policy: **Loan Policy Deposit: \$30 refundable deposit. Loan Period: 7 days.** A unanimous decision was passed to accept the policies with the noted changes.

**New Business:**

**Library Logo:** After discussion, it was decided to continue to use the line drawing of the building.

**Solar Panels:** Ayres/Breen motioned to approve the purchase of two solar garden panels, the money to come from the Trust Fund. A unanimous decision was passed to approve the purchase.

**2016 Calendar:** The September meeting will be held on Tuesday, September 6, 2016 at 6:15pm.

**Issue for Next Meeting:** Discuss the changes in the performance review form.

Next meeting will be January 4, 2016.

Adjourned: 7:15

Respectfully submitted,

  
Janet Johnson, Acting Secretary

Circulation: November 2015: 23803    2014: 23786

## **POLICE and FIRE COMMISSION MEETING MINUTES**

**September 14, 2015**

River Falls City Council Chambers  
222 Lewis Street  
River Falls, WI

Call to order 6:38 p.m.

Commission Members Present:

Carole Mottaz, Jean Wespetal, Gary Donath, Mark Sams  
and Dan Vande Yacht

Also Present: Roger Leque, Scott Nelson, Paul Cudd, Scott  
Gavin, Tom Foley, Neil Engel, Aaron Taylor, Jeff Rixmann  
and Catherine Eaton

### **POLICE DEPARTMENT**

Approval of Minutes: Closed Meeting Minutes from June 22, 2015; August 6, 2015 Regular Meeting Minutes; September 3, 2015 Special Meeting Minutes.

**MSC Donath/Wespetal to approve June 22, 2015 Closed Meeting Minutes; August 6, 2015 Regular Meeting Minutes and September 3, 2015 Special Meeting Minutes as read. Unanimous.**

#### Update Police Officer Selection Process

Chief Leque explained that the Department currently has a full-time temporary officer, Kyle Youker filling the vacancy made by Jason Poirier. Another one of our officers is in a background check for St. Croix County Sheriff's Department and we anticipate him leaving as well. The City has started the patrol officer selection process, which closed on September 13<sup>th</sup> and there are 122 applications. The written testing is the next step in the process.

#### Action on Amendment to the Entry-Level Selection and Command Staff Promotion Procedure Established by Police and Fire Commission (Section II B 2)

Leque explained that the Department has been using Personnel Decisions, now Korn Ferry for the written testing portion of the police patrol selection process. They wanted him to sign a significant Agreement and Leque explained that he was not comfortable signing it. The individual that sent him the Agreement no longer works for them. Upon trying to reach another contact it was discovered that person was gone as well. Leque suggested moving past Korn Ferry and look at some other alternatives. Wisconsin Personnel Partners is suggested for the next process. Prescott has used them and they were happy with that company. We can proctor the test locally. We are looking at offering the test on two (2) different dates. After the test scores are received we then will determine how many we will invite to the oral interviews. Leque explained that he has added new language in the Entry-Level Selection and Command Staff Promotion Procedures Established by Police and Fire Commission to reflect the Commission may interview more or less candidates at their discretion. Also eliminate the structured language regarding the written test and go with the Wisconsin Personnel Partners for the current selection process.

**MSC Vande Yacht/Wespetal to approve the amendment to Section II B 2 of the Entry-Level Selection and Command Staff Promotion Procedure Established by Police and Fire Commission as presented. Unanimous.**

Chairperson Mottaz stated that she had experience with Full-Time Temporary Patrol Officer Kyle Youker and he was very professional and courteous. She was very impressed!

### **FIRE DEPARTMENT**

All Company Business Meeting Minutes – August 3, 2015

### New Engine on Display

Chief Nelson introduced Neil Engel, Chair of Truck Committee from RFFD. Engel talked about the process of designing and receiving the new truck. Engel expressed that they were very thankful of the Commission's support to allow them to get the truck. Engel stated that in general they are ecstatic with the equipment. It will be late October until it goes into service. The truck will be displayed at the Minnesota Chief's Convention in October. The Department will train on it and when comfortable it will be put into service.

Engine 6 will be having its final year for Kindergarten rides. The City Administrator has the discretion as to how to dispose of it.

Commission Chairperson Mottaz stated that on behalf of the Commission she would like to thank the Fire Department and the crew led by Engel. They spent the City's money wisely and it is much appreciated.

Engel explained that the Truck Committee consisted of himself, Scott Gavin, Tom Foley, Paul Cudd, Carl Gaulke, Evan Larson, Chris Cernohous, Mike Nicholson and Matt Cernohous. It was all of the Committee's experience and talent that helped to design the truck.

### Run Volume – August

Chief Nelson explained that they had 22 calls in August, which compares to 22 calls for the same period last year. Year to date is 186 calls for 2015 compared to 150 at this same point-in-time in 2014.

### Activities and Highlights

- New SCBA fill station was delivered in August and will be installed sometime in September. Much of the \$37,000 cost of the unit was offset by a FEMA grant awarded in the amount of \$25,000.
- City Council accepted the Department's 2014 Annual Report at their Council meeting on Tuesday, August 11<sup>th</sup>.
- The Department wrapped up its new engine project and will be taking delivery of it on September 9<sup>th</sup>. This engine will be able to provide better response because it is designed to respond to fires as well as auto accidents. Its enhanced rescue capabilities will help firefighters during emergencies where patient extrication is needed.

### Adjournment

**Motion to adjourn at 7:27 p.m. MSC Donath/Sams. Passed.**

Respectfully submitted,

Lisa Cernohous  
Recording Secretary

## AMBULANCE COMMISSION MEETING MINUTES

September 14, 2015

River Falls City Council Chambers

222 Lewis Street

River Falls, WI

Call to order 7:27 p.m.

Commission Members Present: Carole Mottaz, Jean Wespetal, Gary Donath, Mark Sams, Dan Vande Yacht and Aaron Taylor

Also Present: Jeff Rixmann and Catherine Eaton

### AMBULANCE

Approval of Minutes: June 1, 2015 Regular Meeting and June 15, 2015 Special Meeting

**MSC Sams/Vande Yacht to approve June 1, 2015 Regular Meeting Minutes and June 15, 2015 Special Meeting Minutes as read. Unanimous.**

### Training Program Update

Training Officer Catherine Eaton explained to the Commission that in the past training was being completed by staff when they were on call and that there was no real tracking method. Eaton then updated the Commission as to where the Department is now in their training process. Training is offered the first and third Wednesdays in River Falls and the second and fourth Tuesdays in Prescott. It is the same topics within the same week. Most of the trainings are done by her. They are hands-on and interactive, PowerPoint is rarely used. She likes to "Train the Way We Play." Staff is encouraged to present topics they know. Trainings are tracked to make sure sufficient hours are spent in each category needed. They are using ImageTrend to track their training. They also work on skill competencies, these must be verified one (1) time per year.

### Monthly Report

Rixmann passed out the monthly report and there was a discussion, copy attached. The Department is up over 285 calls overall from the same time last year. They are currently averaging about 180 calls per month. Also attached is a sheet that reflects their response times.

### Personnel Update

Rixmann stated that they have four (4) EMT's in class in New Richmond. They will not be done with class until after Christmas and ready to go by approximately April. New full-time paramedic, David Rogers starts in a couple of weeks.

### New Vehicles

#### a. Prescott Ambulance

-will be received any day and placed in service in October.

#### b. Special Events/Rescue Gator

-RF EMS has ordered a Bobcat 4x4 Gator. The intent is to use this vehicle more for onsite events (contracted events) to keep the ambulances in service for 911 calls. They also will use this vehicle for special rescues. It will be stored at the Prescott Station where the command trailer is also stored.

#### c. New Quick Response Vehicle

-the Department ordered a Chevy 1500 Supercab truck to replace one of the med vehicles. The truck will be used to haul the command trailer and in transporting the quick response vehicle. It should be here by the end of November and in service by the first of the year.

Town Contracts

Rixmann explained that they are continuing with the same contract as last year since revenues are up. The only thing changed is the population and the dates.

**MSC Vande Yacht/Wespetal to approve the Agreement with the Ambulance and the Town Contracts. Unanimous.**

Set Next Meeting

Next meeting dates are set for October 5, 2015; November 2, 2015 and December 7, 2015 at 6:30 p.m.

Adjournment

**Motion to adjourn at 7:56 p.m. MSC Sams/Wespetal. Unanimous.**

Respectfully submitted,

Lisa Cernohous  
Recording Secretary

## **POLICE and FIRE COMMISSION MEETING MINUTES**

**October 5, 2015**

River Falls City Council Chambers  
222 Lewis Street  
River Falls, WI

Call to order 6:31 p.m.

Commission Members Present: Carole Mottaz, Jean Wespetal, Gary Donath, Mark Sams and Dan Vande Yacht

Also Present: Roger Leque, Scott Nelson and Jon Aubart

### **POLICE DEPARTMENT**

Approval of Minutes: Regular Meeting Minutes from September 14, 2015; Closed Meeting Minutes from September 24, 2015 and September 28, 2015

**MSC Vande Yacht/Donath to approve September 14, 2015 Regular Meeting Minutes; September 24, 2015 and September 28, 2015 Closed Meeting Minutes as read. Unanimous.**

#### **Appointment of Sergeant Aubart as Interim Police Chief**

Chief Leque recommended the appointment of Sergeant Jon Aubart to the Interim Police Chief as of Friday, October 9, 2015 at 5 p.m.

**MSC Wespetal/Sams to approve the appointment of Sergeant Jon Aubart to the position of Interim Police Chief as of Friday, October 9, 2015 at 5 p.m. Unanimous**

Commission Chairperson Mottaz stated that she is very happy and pleased that Sergeant Aubart has agreed to do this. Chairperson Mottaz thanked Sergeant Aubart on behalf of the Commission.

#### **Action on Moving Officer Kyle Youker from Temporary Status to Probationary Status**

Leque stated that he would like to move Kyle Youker from temporary to probationary status as we have a vacancy. This will fill the vacancy and the Department would be fully staffed. Youker needs to finish the Field Training Officer Program.

**MSC Vande Yacht/Wespetal to remove Temporary Full-Time Officer Kyle Youker from Temporary Status to Probationary Status, effective 10-5-15. Unanimous.**

#### **Action on Amending Entry-Level Selection Command Staff Promotion Procedure**

Leque explained that the amendment to the Entry-Level Selection Command Staff Promotion Procedure is in the packet. The amendment creates the practice of the Police Chief having the ability to make a conditional offer of employment.

**MSC Wespetal/Donath to amend the Entry-Level Selection Command Staff Promotion Procedure to add #4 as presented in the packet. Unanimous.**

#### **Update – Police Officer Selection Process**

Leque explained that there were 118 applicants in the police officer process to include four (4) reserves. We had two (2) written testing dates: October 1, 2015 (14 Candidates) and October 3, 2015 (25 Candidates). Leque recommended the Commission to interview the top ten (10) plus four (4) reserves to total 14 oral interviews.

#### **Establish Interview Panel and Dates for Police Officer Selection Process Interviews (week of October 12<sup>th</sup> or 19<sup>th</sup>)**

Commission Chairperson Mottaz stated that she would send an email to see who is available for Monday and Tuesday, October 19<sup>th</sup> and 20<sup>th</sup>. The Eligibility List will be established at the next Commission meeting.

Chief Leque thanked the Commission for all that they have done to support him in his years of service. Commission Chairperson Mottaz stated on the behalf of the Commission that Chief Leque has been an absolute delight to work with. The Commission appreciates how organized Chief Leque is and how he is forward thinking. Mottaz explained that she doesn't remember putting out fires as the Commission. She stated that Chief Leque knows the community and is proactive in the community. Leque has made the Commission's job really easy. The Commission presented Chief Leque with a gift.

## **FIRE DEPARTMENT**

All Company Business Meeting Agenda – October 5, 2015

### Run Volume – September

Chief Nelson explained that they had 21 calls in August, which compares to 15 calls for the same period last year. Year to date is 207 calls for 2015 compared to 165 at this same point-in-time in 2014.

Chief Nelson expressed that Chief Leque has been very supportive of the Fire Department and appreciated it very much.

### Activities and Highlights

- The Fire Department took delivery of their new Engine 15 and its first official duty was to be part of the St. Croix Valley Fire Department's 911 Remembrance. Fire engines from around the area drove down I-94 as a show of support for victims of 911.
- River Falls Fire Fighter Pauline Williams will be awarded the 2014 Wisconsin Fire Educator of the Year at the Wisconsin Inspector's Association Conference. Commission Chairperson Mottaz, on behalf of the Commission congratulated Pauline Williams. Mottaz remembers when Williams started the Fire Education Program. Williams has maintained really great relationships with the school so it can continue.
- Chief Nelson sat in on one (1) of the interview panels for the Police Chief interviews on Thursday, September 24<sup>th</sup>.
- Battalion Chief Gavin and Chief Nelson explained the steps taken leading up to the delivery of the new engine.
- The Fire Department Annual Open house was held on Monday, September 28<sup>th</sup>. Students from the Meyer Middle School Student Council volunteered at this event. Commission Chairperson Mottaz thanked Chief Nelson and the Department for taking the time and effort to put the open house on.

### Set Next Meeting Dates

Next meeting dates are set for November 2, 2015; December 7, 2015 and January 4, 2016 at 6:30 p.m.

### Adjournment

**Motion to adjourn at 7:00 p.m. MSC Wespetal/Donath. Passed.**

Respectfully submitted,

Lisa Cernohous  
Recording Secretary

## **POLICE and FIRE COMMISSION MEETING MINUTES**

**November 2, 2015**

River Falls City Council Chambers  
222 Lewis Street  
River Falls, WI

Call to order 6:31 p.m.

Commission Members Present: Dan Vande Yacht, Jean Wespetal, Gary Donath and Mark Sams

Also Present: Jon Aubart, Scott Nelson, Julie Bergstrom, Karen Bergstrom and Aaron Taylor

Excused: Carole Mottaz

### **POLICE DEPARTMENT**

Approval of Minutes: Regular Meeting Minutes from October 5, 2015 and Closed Meeting Minutes from October 20, 2015

**MSC Sams/Donath to approve the October 5, 2015 Regular Meeting Minutes and MSC Donath/Sams to approve the October 20, 2015 Closed Meeting Minutes as read. Unanimous.**

#### Action on Resignation of Police Reserve Officer Kyle Youker, effective October 13, 2015

Interim Chief Aubart recommended the acceptance of the resignation from Police Reserve Officer Kyle Youker as he is currently serving as a full-time Police Officer for our Department, resignation effective October 13, 2015

**MSC Donath/Sams to accept the resignation of Police Reserve Officer Kyle Youker, effective October 13, 2015. Unanimous**

#### Action to Establish Patrol Officer Eligibility List through May of 2016

Aubart recommended establishing the Eligibility List as presented to Commission Members through May of 2016, with a possibility of extending it. Interviewed 14 candidates, need a minimum score of 75 to be considered to further in the process.

**MSC Wespetal/Sams to establish the Police Patrol Officer Eligibility List as presented, effective through May of 2016 with a possibility of extending it. Unanimous.**

#### Appointment of Gordon Young to Police Chief of the River Falls Police Department, effective January 4, 2016

Aubart recommended the appointment of Gordon Young to Police Chief of the River Falls Police Department, effective January 4, 2016 as stated in the Offer made by the City of River Falls.

**MSC Sams/Wespetal to appoint Gordon Young to the position of Police Chief of the River Falls Police Department, effective January 4, 2016. Unanimous.**

#### Less-Lethal Shotguns Update

Aubart explained that the Department previously purchased two (2) less lethal shotguns and recently purchased three (3) more. Each marked patrol car has a less-lethal shotgun placed in it and ready to use.

Commission Members expressed their appreciation, efforts and time put in by Interim Chief Aubart to getting Gordon Young to come to our Department.

Commission Member Vande Yacht explained that Chairperson Mottaz was wondering if emergency services personnel are aware of how to get in and out of the construction site on UWRF property in the Knowles Center area. Aubart explained that he personally meets with the University once a month and the construction site

comes up at each meeting to make sure the security and response times are addressed. This is an on-going conversation.

## **FIRE DEPARTMENT**

All Company Business Meeting Minutes – October 5, 2015

### **Run Volume – October**

Chief Nelson explained that they had 18 calls in October, which compares to 27 calls for the same period last year. Year to date is 225 calls for 2015 compared to 192 at this same point-in-time in 2014.

### **Activities and Highlights**

- October is Fire Prevention Month and the Department's Fire Prevention Team visited all the grade schools and gave presentations to all students from Kindergarten through 5<sup>th</sup> grades. In addition there were several tours of the fire hall and presentations made to preschools.
- Annual hose testing was completed. Old outdated hose was rotated out and will be placed on the City surplus auction. An outside company has come in to help with this and everything was inventoried electronically.
- The new Engine was displayed at the Minnesota State Fire Chief's Association Conference in Duluth, October 22<sup>nd</sup> – 24<sup>th</sup>.
- Pauline Williams was awarded Fire Educator of the Year at the Annual Wisconsin State Fire Inspector's Conference on October 29<sup>th</sup> in Wisconsin Dells. Several members of the River Falls Fire Department traveled down to show support for Williams. Chief Nelson and the Department is very proud of her.

Commission Member Vande Yacht stated that Pauline Williams was awesome and has wonderful support from the River Falls Fire Department.

### **Adjournment**

**Motion to adjourn at 6:44 p.m. MSC Donath/Wespetal. Passed.**

Respectfully submitted,

Lisa Cernohous  
Recording Secretary

## AMBULANCE COMMISSION MEETING MINUTES

November 2, 2015

River Falls City Council Chambers  
222 Lewis Street  
River Falls, WI

Call to order 6:46 p.m.

Commission Members Present: Dan Vande Yacht, Jean Wespetal, Gary Donath, Mark Sams and Aaron Taylor

Also Present: Jeff Rixmann, Julie Bergstrom and Karen Bergstrom

Excused: Carole Mottaz

### AMBULANCE

Approval of Minutes: September 14, 2015

**MSC Wespetal/Sams to approve September 14, 2015 Meeting Minutes as read. Unanimous.**

### Personnel Update

Director Rixmann explained that they are in the process of hiring an Administrative Assistant, an Assistant Director and will be posting for the full-time Paramedic.

Four (4) employees are currently in EMT class for paid-on-call in New Richmond and are doing very well. They will be starting their ride-alongs this month.

### Paramedic Pay Discussion/Updates

Finance Director Julie Bergstrom briefly reviewed with the Commission the information that was presented two (2) years ago regarding the status of the EMS. Director Rixmann had no assistant, four (4) paramedics and the rest were temporary employees. Allina performed a study and the system that they chose was the Platoon 24-hour shift and this schedule was started. Since then they have started the monthly dashboard reporting, critical care and have had almost two (2) years of experience with the Platoon shifts. In performing current reviews, some of the concerns are that the service has grown, there are additional runs and more employees. There is currently a potential for seven (7) part-time employees. Some of the thoughts they have had is to expand the paramedics to take on some of the supervisory duties, to provide more employee contact, one-on-one, coaching. There are some special duties that they would like the full-time paramedics to do so they are adding them to their job descriptions. A survey was done and it was found that they are not underpaid and they are not overpaid. The certified critical care paramedics need to be adjusted. Bergstrom shared the pay plan for the paramedics and the certified critical care paramedics and explained that it would help with recruiting and retaining. Bergstrom shared the new Organizational Chart with Commission Members. Rixmann stated that it will be more realistic than supervising all of these individuals himself. The new Organizational Chart was implemented November 1, 2015. It was pointed out that on the new Organizational Chart is a position for an Administrative Assistant, which is needed right away. It will be part-time position, 24 hours per week. Bergstrom explained that it will cost about \$25-\$26,000 per year, it is a good change and something that needs to be done to create more of a supervisory experience for the staff.

Commission Member Sams is pleased that the City is being open minded and trying the new Organizational Chart.

The second part of the issue is the part-time and casual paramedics. They are contracted with Prescott at an EMT level and now they are all paramedics. Comparing the paramedic pay to what is being paid, there is going

to have to be an adjustment, however, uncertain as to how much of an adjustment. Rixmann explained how the payroll was taken on when Prescott came on board with River Falls. Since January as individuals were stepping down they replaced the positions with paramedics, however, they are functioning as EMT's at EMT wages. There was a discussion as to whether to maintain as paramedics, if so they need to be paid as paramedics. The flip side is to go back to EMT level, and figure out the Operational System.

It will be approximately \$80,000 to raise these individuals up to part-time and casual call. The current Agreement with Prescott is three (3) years, there is two (2) more years left. The struggle is that it works this way for the service so the funding is there, not from Prescott. With the volume increase this year, it will cover the \$80,000. Bergstrom explained that revenue is not an issue.

There was a discussion regarding the cost benefit of it and how much work and cost for the Department to run that way. Rixmann is waiting for a response from the State. He explained some of the different scenarios and where the dilemmas would fall.

Bergstrom wants to continue discussions on this and to continue to look at it to figure out what would be the best. If we realize that it is better to go the paramedic route that the Department could just do that. The studies are not yet complete. The Commission agreed to do more research on this.

#### Monthly Report

Rixmann explained that the monthly report was in the packet. He believes they are up over 400 calls from last year through the end of October. Interfacility transfers are way up, almost doubled.

#### Upcoming Department Items

- New ambulance came in a week ago, hoping to be in service on Wednesday of this week.
- The Department ordered the new quick response vehicle, which will be a Chevy Silverado 4 door quad cab truck. This vehicle will be used as a special rescue vehicle and to pull the command and quad trailers. They are unsure where they will store it. They will keep the old quick response vehicle for a while and then may let Prescott take it to use down there.
- Halloween at the Halls was held last Wednesday on the UWRF Campus in the dorms. They had 200-300 kids go through the haunted ambulance.
- Rixmann explained that this is the first year they have received two (2) ambulances in one (1) year, quick response and special rescue vehicles. He thanked the Commission for their support.

Commission Member Vande Yacht checked with Rixmann to make sure the ambulance service is checking with the Knowles construction area. Rixmann explained that they have all of the access maps and get periodic updates.

#### Set Next Meeting Dates

Next meeting dates are set for December 7, 2015; January 4, 2016 and February 1, 2016 at 6:30 p.m.

#### Adjournment

**Motion to adjourn at 7:31 p.m. MSC Wespetal/Donath. Unanimous.**

Respectfully submitted,

Lisa Cernohous  
Recording Secretary

**POLICE and FIRE COMMISSION MEETING MINUTES**

**December 7, 2015**

River Falls City Council Chambers  
222 Lewis Street  
River Falls, WI

Call to order 6:30 p.m.

Commission Members Present:

Carole Mottaz, Dan Vande Yacht, Jean Wespetal, Gary Donath and Mark Sams

Also Present: Jon Aubart, Scott Nelson, Julie Bergstrom and Aaron Taylor

**POLICE DEPARTMENT**

Approval of Minutes: Meeting Minutes from November 2, 2015

**MSC Vande Yacht/Sams to approve the November 2, 2015 Meeting Minutes as read. Unanimous.**

Action on Resignation of Police Officer Joshua Hecht, effective December 12, 2015

Interim Chief Aubart recommended the acceptance of the resignation from Police Officer Joshua Hecht, effective December 12, 2015

**MSC Vande yacht/Wespetal to accept the resignation of Police Officer Joshua Hecht, effective December 12, 2015. Unanimous**

Action to Appoint Police Officer from Eligibility List

Interim Chief Aubart recommended the appointment of Logan Dohmeier to the position of Police Officer, effective December 21, 2015. Logan graduated from Whitewater and CVTC in Eau Claire. Conditional offer for appointment contingent on psychological and medical testing results.

**MSC Wespetal/Donath to accept the appointment of Logan Dohmeier to the position of Police Officer, effective December 21. Unanimous.**

Action on Grade Step for Patrol Sergeant Scott Bangert, effective January 1, 2016, Pending Favorable Evaluation.

Aubart recommended the grade step for Patrol Sergeant Scott Bangert, effective January 1, 2016, pending favorable evaluation.

**MSC Donath/Sams to approve the grade step of Patrol Sergeant Scott Bangert, effective January 1, 2016, pending favorable evaluation. Unanimous.**

Information on Patrol Officer Kyle Youker completion of FTO (December 11, 2015)

Interim Chief Aubart explained that Patrol Officer Kyle Youker would be completing FTO on December 11, 2015. He will be completing his FTO on December 11<sup>th</sup>, so he will be on the road as Officer Hecht leaves. The department is still short one person. Kyle has done an excellent job and has progressed.

Sgt. Matt Kennett attended IQ analytics training regarding the records system and the software for case records. This involves searching records using the data base, it is more web-based, and after this, the officers can search the data base in the patrol cars. It is an upgrade. The training was held in St. Croix County.

## **FIRE DEPARTMENT**

All Company Meeting Agenda – December 7, 2015

### Run Volume – November

Chief Nelson explained that they had 26 calls in November, which compares to 22 calls for the same period last year. Year to date is 251 calls for 2015 compared to 214 at this same point-in-time in 2014.

### Activities and Highlights

- Surplus items were sold on public auction
- For the new fire engine, Engine 15, they selected a group of 10 people to be a “train the trainers” group. They charged them with putting the truck together and then they will, over the next month, train the rest of the department.
- Packer/Viking tailgate party/potluck was held November 19<sup>th</sup> at the Fire Department.
- River Dazzle parade was held Friday November 27<sup>th</sup>
- Assisted police and EMS in rescuing a victim that fell from the cliffs near the dam.

Commission Member Mottaz commented on how the hoses were shaped into a Christmas tree and she thought that was very clever.

### Adjournment

**Motion to adjourn at 6:40 p.m. . MSC Vande Yacht/Wespetal. Passed.**

Respectfully submitted,

Wanita Caskey  
Recording Secretary

## AMBULANCE COMMISSION MEETING MINUTES

December 7, 2015

River Falls City Council Chambers  
222 Lewis Street  
River Falls, WI

Call to order 6:40 p.m.

Commission Members Present: Carole Mottaz, Dan Vande Yacht, Jean Wespetal, Gary Donath, Mark Sams and Aaron Taylor

Also Present: Jeff Rixmann and Julie Bergstrom

### AMBULANCE

Approval of Minutes: November 2, 2015

**MSC Wespetal/Donath to approve November 2, 2015 Meeting Minutes as read. Unanimous.**

#### Establish Paid-On-Call Eligibility List for taking EMS Refresher

Director Rixmann explained employees should have 660 hours and there were five people that were ineligible, Zack Allen, Elizabeth Fitzgerald, Troy Lesmeister, Mike Nicholson and Amanda Rofter. They didn't meet minimum requirements and the department will not pay for the refresher, which is about \$150. Refresher is in February. They have until the end of the year to get hours but none of them are close.

Everyone else, 64 people, are hitting their minimums. License is valid until June 30, 2016. They have the option of paying for the license themselves, and then the option of getting hours.

Commission Member Mottaz asked if these individuals will they stay on service. Director Rixmann indicated that the policy now is that if they fall below the hours, they don't pay for the refresher, but are kept on service. They will start cycling some of them out, due to others that can take their place. He indicated they are running basic EMT, and trying to get people down there more interested. Looking in the future of bringing on part-time EMTs but that is a future option if the recruitment doesn't go through.

Commission Member Mottaz asked about the Prescott station and if people are moving back and forth?

Director Rixmann said yes, and there are seven left. Four are doing adequate call time, the other three are hit or miss. They need more people in Prescott. It would be nice to rotate the ambulance down there, but not until there are enough resources; right now there are not enough to staff a second truck. They are advertising in Hastings. A Hastings fire paramedic was interested.

#### Recruitment

Discussed paid on call recruitment. The department hired an office assistant, Pamela Hill. She will work five 5 hours a day, 5 days a week for 25 hours. She also works for Home Depot, and gets benefits there. Comes to us with a lot of experience. Lots of skills for web-based software, spreadsheet, etc. and has already taught department members things on the computer. She'd like a full time with benefits.

Commission Member Mottaz asked if there was any hope for that to be a full time position. Julie Bergstrom indicated there may be other areas in the city where she could put in the additional 15 hours needed.

Director Rixmann said there is potential, but don't know where. Commission Member Mottaz commented that there is quite a lot of work there and hopefully this could develop into a full time job with the city.

Interviews held for full time street paramedic, A shift. Had 10 paramedics apply, interviewed six, and now it is down to the top three. Wednesday morning they met with upper group for questions. Two of the three finalists are internal candidates, working part-time in Prescott, one is an external. All three are good candidates.

Hope to have this up and running the first of the year.

There are 15 people in the pool for the Assistant Director position. Director Rixmann said they haven't looked hard yet. Looking at options of contracting out some of the education/training. WITC is extremely interested.

Discussed option of a partnership type format, instructor would have credentials. WITC could license us as instructors under their college. They would charge us for the class, then we bill for our hours. It would be a quarter of the cost if done that way. This would involve putting the Assistant Director as an instructor. If the department uses the WITC staff, we pay for their time. Director Rixmann will meet next week with Ray Carlson, Dean of WITC to see if this is a viable option. They will then look at candidates and start the process. He is not planning on being an instructor himself.

Recruiting for three part-time EMTs in Prescott. This went up last week and they are hoping to get those positions filled as soon as possible.

#### Monthly Report

397 calls over last year at this time. They are turning a lot of transfers away because they don't have staff to do them, number could be up 100 more calls. Projecting by end of year the number would be 2300, highest in history. Previous highest was 1906. The 911 calls are way up compared to last year. Facilities up, and they are up a couple hundred in the transfer area.

#### Upcoming events

University graduation Saturday, December 19th. Rodeo club showed up 5:30 Friday night and said they had a horse show this weekend, and needed ambulance coverage. Group discussed short notice and time frames/availability for events. The River Falls High School is looking at ambulance for events as well as UWRF. Standby for events will go up next year.

are going to use special event UTV more and command trailer more, trying to meet requirements without having an ambulance there. Higher risk events would want an ambulance there. Lower key just put the special rescue vehicle and pull off duty staff. They have a plan for that going forward. They will have a third medic vehicle by January.

#### Set Next Meeting Dates

Next meeting dates are set for January 4, 2016; February 1, 2016 and March 7, 2016 at 6:30 p.m.

#### Adjournment

**Motion to adjourn at 7:05 p.m. MSC Vande Yacht/Sams. Unanimous.**

Respectfully submitted,

Wanita Caskey  
Recording Secretary

**POLICE AND FIRE COMMISSION SPECIAL MEETING MINUTES**

**September 24, 2015**

River Falls City Hall

222 Lewis Street

River Falls WI 54022

The meeting was called to order at 9:30 a.m. on Thursday, September 24, 2015.

Commission Members Present: Carole Mottaz, Dan Vande Yacht, Jean Wespetal, Gary Donath and Mark Sams

Others Present: Karen Bergstrom

Roll call vote to recess into closed session pursuant to Section 19.85(1)(c) Wisconsin Statute to interview candidates for position of Police Chief.

**MSC Vande Yacht/Sams to recess into closed session at 9:31 a.m. on Thursday, September 24, 2015. Unanimous.**

Interview Panel 1 was as follows: Carole Mottaz, Dan Vande Yacht, Jean Wespetal, Gary Donath, Mark Sams and Karen Bergstrom.

**MSC Wespetal/Sams to reconvene into open session at 12:00 p.m. on Thursday, September 24, 2015 for break. Unanimous.**

**MSC Vande Yacht/Wespetal to adjourn at 12:01 p.m. on Thursday, September 24, 2015. Unanimous.**

Respectfully,

Carole Mottaz  
Acting Secretary

**POLICE AND FIRE COMMISSION SPECIAL MEETING MINUTES**

**September 28, 2015**

River Falls City Hall

222 Lewis Street

River Falls WI 54022

The meeting was called to order at 4:04 p.m. on Monday, September 28, 2015.

Commission Members Present: Dan Vande Yacht, Jean Wespetal, Gary Donath and Mark Sams

Others Present: Julie Bergstrom and Karen Bergstrom

Present Via Telephone: Commission Chairperson Carole Mottaz and Scot Simpson

Roll call vote to recess into closed session pursuant to Section 19.85(1)(c) Wisconsin Statute to evaluate candidates for position of Police Chief.

**MSC Vande Yacht/Sams to recess into closed session at 4:04 p.m. on Monday, September 28, 2015. Unanimous.**

**MSC Sams/Wespetal to reconvene into open session at 5:00 p.m. on Monday, September 28, 2015. Unanimous.**

**MSC Donath/Vande Yacht to adjourn at 5:00 p.m. on Monday, September 28, 2015. Unanimous.**

Respectfully,

Lisa Cernohous  
Acting Secretary

**POLICE AND FIRE COMMISSION SPECIAL MEETING MINUTES**

**October 20, 2015**

River Falls City Hall

222 Lewis Street

River Falls WI 54022

The meeting was called to order at 4:30 p.m. on Tuesday, October 20, 2015.

Commission Members Present: Carole Mottaz, Dan Vande Yacht, Jean Wespetal, Gary Donath and Mark Sams

Others Present: Dan Toland, Scot Simpson, Julie Bergstrom, Karen Bergstrom and Jon Aubart

Roll call vote to recess into closed session pursuant to Section 19.85(1)(c) Wisconsin Statute to evaluate candidates for position of Police Chief.

**MSC Vande Yacht/Wespetal to recess into closed session at 4:30 p.m. on Tuesday, October 20, 2015. Unanimous.**

**MSC Donath/Sams to reconvene into open session at 5:07 p.m. on Tuesday, October 20, 2015. Unanimous.**

**MSC Vande Yacht/Sams to adjourn at 5:08 p.m. on Tuesday, October 20, 2015. Unanimous.**

Respectfully,

Lisa Cernohous  
Acting Secretary

**REGULAR MEETING  
RIVER FALLS UTILITY ADVISORY BOARD  
November 16, 2015 6:30 p.m.  
Council Chambers, City Hall**

The Regular Meeting of the River Falls Utility Advisory Board was called to order by President Hanson at 6:30 p.m. Present: Chris Gagne, Grant Hanson, Wayne Beebe, Tim Thum, and Adam Myszewski. Absent: Diane Odeen, Duane Pederson. Staff present: Kevin Westhuis, Utility Director; Kristi Hartmon, Administrative Assistant; Reid Wronski, City Engineer; Brent Buesking, Management Analyst Fellow, and Julie Bergstrom, Finance Director; Other Present: Council Representative Scott Morrissette

**M/S Gagne/Beebe to approve minutes of the September 21, 2015 Regular Meeting. Motion Carried.**

**CONSENT AGENDA:**

1. Acknowledgment of the following minutes:  
West Central Wisconsin Biosolids Facility Commission Meeting – 08-18-15 and 09-15-15  
POWERful Choices Committee – 9-17-15

**M/S Beebe/Myszewski to approve Consent Agenda. Motion Carried.**

**RESOLUTIONS:**

2. Resolution for Sycamore Water Tower Reconditioning Bid (Evaluation of Options and Bid Recommendation)
  - a. Utility Director Kevin Westhuis gave a presentation. Utility has been tossing Sycamore tank rehabilitation project around since 2013 when SEH did an assessment of both Golf View and Sycamore towers. SEH presented to the board last January the results of the water tower model updates and analysis of the Sycamore tank location. At that time it was recommended that the existing Sycamore tank be rehabilitated as this was the lowest cost, had existing infrastructure and location, telecom revenue, boosted zones and the tanks age. Utility Director Westhuis also discussed tank location options. In May 2015 after going out to bid, two bids were received for 2015 work. The bids were higher than anticipated (\$660,950 and \$818,900). Options were considered as awarding the bid with a challenging 2015 construction schedule or rebid for 2016 construction schedule. After careful deliberation the utility decided to rebid with a 2016 construction schedule eager for more bids and more aggressive bids by increasing the “lead time” before project start. After rebidding in August of 2015, four bids were received for 2016 work. Classic Protective Coatings - \$642,950, TMI Coatings - \$709,000, LC United Painting - \$713,000 and M.K. Painting - \$976,000. The bids were still higher than anticipated so the utility sent SEH back to work to do net present value of money. If we did build a new tower at one of those other recommended locations, if we built a tower in the existing location, or repainted it in the existing location and looked at those three options. How much is it going to cost today and extrapolating that out for 50, 100, and 150 years. A lifecycle analysis / present worth analysis were done. The options were reconditioning Sycamore Tank (award the bid), replace Sycamore Tank in a new location or replace Sycamore Tank in the same location. Assumptions were made (same for all options). Maintenance schedule, inspection schedule, discount rate, analysis period (50, 100 and 150 years). Reconditioning of the Sycamore tank had the lowest lifecycle costs in all combinations of alternatives and analysis periods. 50 to 75% of the lifecycle cost of a new water tower. The \$650,000 bid to recondition the existing tank that was asked to be approved by Utility Advisory Board, is the best option. Moving forward staff is recommending reconditioning the Sycamore Tank in 2016 with bid award to Classic

Protective Coatings of Menomonie, WI for \$642,950. Started coordination with telecom tenants and will start work on or after May 1, 2016 and be complete on or before October 28, 2016 (with a stipulation that the tank will not be out of service for more than 45 days). Utility Director Westhuis asked the Advisory Board to approve the resolution awarding bid for the Sycamore Tank Rehabilitation. Myszewski asked in reading the SEH Memorandum, the schedule for maintenance is basically every 10 years, either paint it or wash it down. Myszewski asked Mr. Westhuis to describe do we do this now and then in 20 years we do it again, what is that going to entail and it is not as big of a process as it is now. Westhuis answered, correct. Right now we have several issues that are not going to have to be addressed in the future. One of them is led based paint abatement (have to curtain and sandblast the tank to capture led paint). Railing and other pieces of the structure needs tweaking to come up to OSHA standards. Once these are done, they will not need to be done in the future. Thumb asked if this is the first major significant coating of that structure. Westhuis answered, this is the first major project but has been repainted in the past. Hanson asked what the worse cased scenario would be if we did nothing right now. Westhuis stated the metal would start deteriorating and we are starting to get to bare metal in some spots. Hanson asked if Westhuis is satisfied after bidding twice that this is the best price we will get for reconditioning. Westhuis stated yes. Gagne stated he liked that we are saving \$20,000 from the last bid and it is a fairly local company as well. Hanson made a motion to recommend the resolution awarding bid for Sycamore Tank Rehabilitation, Gagne seconded the motion. Motion Passed.

3. Resolution for Commitment to Community Tariff Adjustment. This item was pulled by Utility Director Westhuis. This will be brought back to the board in January 2016.

**NEW BUSINESS:**

4. North Interceptor Sanitary Sewer Project Summary and RFP Draft
  - a. Utility Director Westhuis gave a brief statement on the North Interceptor Sewer. It is the spine for our sewer system that runs north to south in town and delivers 27 percent of our existing developed area into our WWTP. It will be 42 percent of urban growth boundary someday. This is critical piece to future development and critical infrastructure that supports the entire sum of industry properties north, Sterling Ponds and future stuff along Radio Road potentially. Do not have everything in place to ensure it will be good for the next 50 years and it needs some attention.
  - b. Reid Wronski, City Engineer gave presentation. Wronski showed a map of the area it serves. Serves 27% of the existing developed area and will serve 42% of the urban area boundary and includes all three of the City's Corporate Parks and much of the commercial property in town. The 2009 sewer system study predicted that the existing north main street lift station will reach capacity between 2011 and 2018 (there was a big change right about the time this study was done when the housing market really collapsed). Housing downturn has resulted in less growth than expected. The wet industry and there is a new corporate park in Sterling Ponds if we wanted to consider appropriate wet industry that could take up that capacity (lift station) rather quickly. Want to be prepared to act if we do get business that happens to be wet.
    - i. Study recommendations were the elimination of the north main street lift station, constructing a gravity extension of the north area (Lametti) interceptor from an existing deep manhole located in the St. Croix outfall storm water pond to the lift station location. To do a new sewer line a routing study would need to be done. Wronski stated to the board that in their packet is information on pulling together a Request for Proposal trying to outline the various things that need to happen. First thing is a need to determine a route for a new 21' sewer interceptor line that would replace the existing north side lift station and force main with a gravity flow sewer. Wronski showed some detailed graphs/photos. In the routing study

would want to consider at least three routes and we want them to look at the existing route which would go up St. Croix Street. Would want preliminary plans identifying all land acquisition necessary for access, construction, and ongoing maintenance. Looking for preliminary estimates with a plus/minus 25%. Because the existing line goes up to the north, there is a stormwater pond with a manhole right in the middle of it and is not the most ideal design but that is what it is. The pond is not sized up to today's standards and we think it would be a good thing to analyze enhancements to that pond that would make it serve better from a storm water management standpoint. Would coordinate that with the planned improvements for this North Interceptor Sewer project. These two projects that are different in nature do mix together at that point so we want to study this outfall project and look at a couple different concept plans on that again with current standards and do some preliminary planning. St. Croix St. outfall study would include at least two concept plans that are compatible with the adopted North Interceptor Sewer routes, preliminary plans identifying all land acquisition necessary and have preliminary estimate of plus/minus 25% including land acquisition. After the preliminary studies of where the new sewer line wants to be and what the modifications of the St. Croix outfall want to be, we've identified necessary land to do those things then we need to go through a land acquisition to property obtain rights to constructing sewer line or expand the pond on the lands that have been identified. Would go into the land acquisition stage. This would be a significant and time consuming phase of the project. Once we have those necessary easements, we would follow up interceptor rehabilitation; televise, review, recommend and rehabilitate. There are leaking joints in this North interceptor that want to be dealt with.

- ii. Final Design of North Interceptor. Have it ready to go if significant growth opportunities in that North service area so we could respond quickly to an opportunity for the city. Would need to obtain all necessary permits, review at 35% with a plus/minus 15% estimates and review at 95% with a plus/minus 10% estimate.
- iii. The stage we are at is getting ready; go out to talk to some engineering firms about the expertise that they are able to offer us as we move through all these different facets of the project. Wronski wanted to make sure the Utility Advisory Board had an update on that and he was available to answer any questions.
  1. Hanson stated you did not mention in here that the Lametti restriction area and would assume that would be built into this plan. Wronski stated currently if you track the North Interceptor up from Sterling Ponds on down in the lift station it sends it into a force main, the force main dumps it into a less shallow sewer system that goes by the bowling alley and such and there is a section of pipe there on St. Croix Street that is at marginal capacity, but this sewage won't even be going through there so that pipe that is at marginal capacity all of a sudden gets all sorts of capacity because it no longer gets sewage from Sterling Ponds flowing through it because you built the gravity interceptor that goes around that and that reverts back to what it was designed for which will be a local sewer. Thum asked if you have considered taking this in a step wise fashion and step one getting the proper easements so you can do this televising of it and assessment of their condition and then having that information available to decide what the long range plan would be. Wronski answered that is exactly what we indent to do. These are a whole bunch of steps; this is not one large project or program that we are going to sign on a dotted line with a consultant to do all of it. What we do want to hopefully do is identify a consultant that can stay with us,

assuming good performance and bring us through all these phases because they are all inner-related. This would be multiple phases over a number of years. Hanson asked if we have history with an engineering firm that has worked with us before that has good history in our particular case. Wronski answered we always look for that and he had suggested four firms that the information go out to (SEH, MSA, Ayres Associates and TKDA). Gagne stated he appreciates putting four recommendations out there for these firms, he likes being able to have the city find out what's best suited for them (being able to pick). Westhuis emphasized that this is not a fast process (18 – 24 month type process) to get where we need to go. Again we have a brand new corporate park opening up and we have potential on Radio Road and 35 and we don't want to be surprised and have great industry coming in and not being prepared and not being able to serve. Gagne stated looking at our tax base and where the City of River Falls is headed, he thinks that is a wise move to be attractive to those bigger companies and corporate parks bring that tax base down for residence, but also attract quality workforce. Wronski stated we will be incurring some costs on this that are different than most projects we do (with land acquisitions). Westhuis stated that the objective tonight was to introduce the Utility Board to this topic and this concept and get them thinking about it because they will be hearing more about his in the next six months.

**REPORTS:**

5. Finance Report was included in the packets for review. Bergstrom stated that if the board has any questions she could answer those. In general the electric fund expenses has decreased year-to-date about \$30,000. In the water and sewer fund we received revenue for both of those from an assessment related to the property owned by St. Bridget's so that was a long term deferred assessment. This benefited water and sewer fund about \$30,000 each. This gave the water utility a net gain. For all funds the revenues are close to projected and the expenses are a little less.
6. Utility Dashboards for, Electric, Water, Waste water and Powerful Choices were included in the UAB Packets. Hanson stated that you have on one of the graphs renewable block customer participation where we do very well in Wisconsin and we are looking to increase it by another 10% and is there anything we are doing to make customers aware or trying to get more people to participate in the program. Westhuis answered that yes, Customer Service Reps have been doing a great job with selling the blocks when a customer signs up for service. Gagne stated that we are roughly at 5.8% now and the goal is 10% by December. Westhuis stated that is the target goal.
7. Monthly Utility Report was included in the UAB packets.
  - a. Westhuis stated that we were a little behind with the LED light replacement this year, but thinks we have about a hundred more to go, and knows the crews are wanting to get to the two hundred they need to install this year; so we are ramping up our LED light replacement program.
  - b. Thum asked regarding the WWTP improvement project in the minutes last month it talks about receiving bids. Westhuis stated that we just got notice from MSA last week that it is publicized right now for the bids and will have the drawings done the first week of December and open bids the first part of January.
  - c. Hanson asked about the fluoride issue at well #6 with DNR. Westhuis answered that we had high fluoride readings and Greg Koehler said where it is injected they think there was part of a clog and the clog released a lot of fluoride at once and they got a high reading on

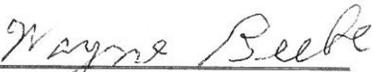
- the fluoride injections. They cleaned that out and haven't had a problem since. Solution to the problem is complete and a report is being written for the DNR.
- d. Thum stated with the wipes in the system, have we done any education to the public on this. Westhuis has visited some of the nursing homes to educate staff.
  - e. Community Solar – Live cam is up and running at [www.rfmu.org](http://www.rfmu.org) and the panels are in.
  - f. Added 75 new electric accounts in an apartment complex (had one meter and invested in separate meters for each apartment).

Announcements: On January 26, 2016 at 4:30pm we will have a joint workshop with City Council regarding WPPI Contract Extension proposal. Mike Peters, CEO of WPPI will be present to give a short presentation. On December 10, 2015 at 7:30am at Kilkarney Golf Course we will have our Business Leaders Breakfast. We are inviting our top customers and invite Advisory Board to attend as well. We will not have a Utility Advisory Board meeting in December. Gagne announced that in October he attended the Little Falls Dam DNR meeting with the community of Lake Mallalieu, that's the dam they are removing out at the state park. Just trying to get some background on our project and some of the issues that might come our way as well and overwhelmingly heard from people that live down river of all the finds that went down river because they had to reach their dam because it wasn't low enough. These are things that he observed and something we might want to think about is who is downstream on that dam if we did remove the dams and how we are going to do that effectively. He appreciates what we are doing to make sure we are doing it right ahead of time so we are not rushed in a position where we get into a predicament like this, but at the same point we need to think about the people way downstream because there are people stepping out into their Lake Mallalieu in a foot of soot. Westhuis stated that we are doing core sampling on our upper pond later this week and will find out through the sediment study what's in the sediment.

**ADJOURNMENT:**

**M/S Myszewski/Beebe moved to adjourn at 7:29 p.m. Unanimous.**

Reported by: Kristi Hartmon, Administrative Assistant

  
Wayne Beebe  
Wayne Beebe, Secretary



## MINUTES

December 10, 2015

Riverwalk Art and Antiques

12:00 p.m. – 1:00 p.m.

Committee members and guests present: Mike Noreen (RFMU), Kristi Hartmon (RFMU), Dave Engstrom (SCV-Habitat), Matt Fitzgerald (UWRF), Jim Cooper (SCV Habitat), Lauren Kaminski (RFSD – Community Ed), Melissa Rickert (Focus on Energy), Dave Ostendorf (First Congregational Church), Kit Luedtke (RFHS), Steve Preisler (CAB), Erin Tomlinson (TFS), Reed Schneider (UWRF Student Senate), Mike Huth (City of RF), Mike Stifter (UWRF), Patricia La Rue (Resident), Jill Coleman Wasit (UWRF), Anna Luebke (RFHS), Kayla Ludwigson (SCV-Habitat), Peter Morsch (St Croix Energy Solutions), Aaron Riendeau (St Croix Energy Solutions) and Rhonda Davison (RFMU) – *There are some names missing for people that were present who did not sign the attendance sheet.*

Mike Noreen welcomed everyone and mentioned what a cool space that Riverwalk had to offer for our meeting. Thanking Dan and the staff at Riverwalk for having us.

### **1. 2016 POWERful Choices! Programing**

Mike spoke about the POWERful Choices program and how we have a unique group of individuals working together to reach sustainability goals for our community. Talking about the current programs what is working and what is due to be updated or changed. We are looking for some new innovative ideas for future programs and how to make the existing programs better. We should all dream BIG! – Mike handed out forms for each table to discuss programs for each of the following areas: Education, Marketing, Renewable energy, Low income, Partnerships, Business, Multifamily programing, and Projects. Each table took about 20 minutes to discuss amongst themselves, then a representative from each table reported to the group their ideas. Attached is a list of the many different ideas that came from the discussion.

### **2. Other items of interest**

**January 2016 meeting will be held at City Hall.**

Meeting minutes were taken by Rhonda Davison

## MEMORANDUM

**TO:** Mayor Toland and City Council

**FROM:** Scot Simpson, City Administrator

**DATE:** January 26, 2016

**TITLE:** 2016 Chamber of Commerce Request for City Assistance for Events

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### RECOMMENDED ACTION

Adopt the resolution approving the request for City assistance on behalf of the River Falls Area Chamber of Commerce for its 2016 community events.

### BACKGROUND

For the past several years, the Chamber has submitted a letter requesting City assistance for various community events. This year the events included in the request are as follows:

- St. Patty's Day Celebration on March 17
- Roots and Bluegrass Festival on April 8-10
- River Falls Days on July 7-10
- Bacon Bash on September 17-18
- River Dazzle on November 25

The Chamber is requesting varied levels of City assistance for each event. A detailed list of assistance requested by Chamber can be found in their attached letter.

### DISCUSSION

Below is a discussion of three specific exemptions to current Municipal Code that Chamber is requesting this year. The Chamber has requested and the Council has approved these exemptions in previous years. There is new request for closure of the Riverwalk Alley during River Dazzle.

#### Loud and Unnecessary Noise Prohibited Exemption Request

As in the past, some of these events involve a request by the Chamber to grant an exemption to [Section 8.28.020](#) of the Municipal Code: Loud and Unnecessary Noise Prohibited. This year the Chamber is requesting an exemption for the following event:

- July 7-10 – River Falls Days for all days of events
- September 17–18 – Bacon Bash for all days of events

- At this time, Staff does not have any objections to the exemption of these events from the Loud and Unnecessary Noise Prohibited Municipal Code.

#### Open Container Exemption Request

As in the past, some of these events involve a request by the Chamber to grant an open container variance for a limited period of time. This is an exemption being requested from [Section 9.24.040 \(C\)](#) of the Municipal Code. This year the Chamber is requesting an open container exemption for the following events:

- March 17 - St. Patty's Day on Main Street from 1 p.m. to 8 p.m.
- April 9- Roots and Bluegrass Festival on Main Street on Saturday only from 1 p.m. to 8 p.m.
- September 19 -20 – Bacon Bash (Saturday 10 a.m.-8 p.m.; Sunday 10 a.m.-4 p.m.)
- November 27 – River Dazzle on Main Street from 1 p.m. to 8 p.m.

#### Parks and Recreation Areas Exemption Request

The Chamber is requesting two exemptions to the parks and recreations areas ordinance in [Section 12.20.020 \(J\)\(1\)](#) of the Municipal Code to allow intoxicating beverages in those previously listed city parks. The first exemption is for River Falls Days.

Starting in 2014, Bacon Bash was tested in a new location that includes Veteran's Park, the pedestrian bridge, and Heritage Park. The annual Chamber request for Bacon Bash has since included an exemption to the parks and recreations areas ordinance in [Section 12.20.020 \(J\)\(1\)](#) of the Municipal Code to allow intoxicating beverages in those previously listed city parks.

#### Street Closures and Parking Enforcement

The Chamber requests the closure of Riverwalk Alley during River Dazzle from 1 p.m. to 8 pm. This closure is a safety measure for young pedestrians utilizing the alley to access chili locations, visiting Santa, and crossing the pedestrian bridge for sleigh rides. No booths or events will be set up in the alley. It will remain clear in case emergency vehicles need access.

#### **FINANCIAL CONSIDERATIONS**

If approved, the City will provide these services and use room tax funds to partially offset expenses. The temporary electrical service work is also being reused.

#### **CONCLUSION**

Staff supports the Chamber's request for city assistance. A resolution supporting the Chamber's request is attached for Council action. Chris Blasius, River Falls Chamber of Commerce CEO, will be present at the Council meeting to answer any questions that may arise.



**RESOLUTION NO.**

**RESOLUTION APPROVING THE REQUEST FOR CITY ASSISTANCE  
ON BEHALF OF THE RIVER FALLS AREA CHAMBER OF COMMERCE  
FOR ITS 2016 COMMUNITY EVENTS**

**WHEREAS**, the Chamber of Commerce has made specific requests for City assistance pursuant to their letter to the Mayor and City Council for their 2016 events, which include:

- St. Patty's Day Celebration on March 17
- Roots and Bluegrass Festival on April 8 to 10
- River Falls Days on July 7 to 10
- Bacon Bash on September 17 to 18
- River Dazzle on November 25; and

**WHEREAS**, these requests relate to street closures, utility hookups, picnic tables, bleachers, police reserve assistance and security, parade route authorization, temporary power, fire department and emergency medical assistance, fireworks at Hoffman Park; and

**WHEREAS**, the Chamber of Commerce further requests that the City Council grant an exception to Section 8.28.020 of the Municipal Code, Excessive and Unnecessary Noise Prohibited for River Falls Days and Bacon Bash events; and

**WHEREAS**, The Chamber of Commerce requests that the City Council grant an exception to the open container ordinance, Section 9.24.040 (C) of the Municipal Code, for River Falls Bluegrass Festival, St. Patrick's Day Celebration, September 18th Cruze-In, Bacon Bash and River Dazzle; and

**WHEREAS**, The Chamber of Commerce requests that the City Council grant an exception to the parks and recreation areas ordinance, Section 12.20.020(J)(1) of the Municipal Code, for River Falls Days and Bacon Bash events; and

**WHEREAS**, a Chamber of Commerce representative shall coordinate with City staff in facilitating these requests for City assistance;

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council of the City of River Falls hereby approves the request for City assistance as outlined in a letter from the Chamber of Commerce received December 17, 2015 attached hereto and made a part hereof; and

**BE IT FURTHER RESOLVED** that the Common Council hereby grants the Police Chief the ability to close additional streets and modify the existing list of closures to facilitate safe and

successful events. Such modifications shall be reported to the City Council but shall not require further authorization.

Dated this 26th day of January, 2016.

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Dan Toland, Mayor

ATTEST:

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Lu Ann Hecht, City Clerk



December 17, 2015

To the Honorable Mayor and the City Council:

On behalf of the River Falls Area Chamber of Commerce & Tourism Bureau, I respectfully submit the following request for city assistance in facilitating our 2016 community events. This year the River Falls Chamber is requesting support for the following events:

- **St. Patrick's Day Celebration: March 17**  
Community involvement in the bed races, poker crawl, potato soup crawl and medallion hunt bring together the community and create an enjoyable day downtown for residents and visitors.
- **Roots & Bluegrass Festival: April 8-10**  
This free music festival allows participants to move from venue to venue to enjoy over 50 hours of both regional and local music, workshops, jam sessions, competitions, and more.
- **River Falls Days: July 7-10**  
Our largest community summer event includes a not-to-be-missed parade, a 10K/2M/1K race, carnival, street dances, family activities, live entertainment, food/beer, car cruze-in and much more. This annual event is capped off by a fireworks display Sunday evening.
- **Bacon Bash: September 17-18**  
This two-day event celebrates all things bacon. The event includes live music, merchandise from local vendor booths, pig-themed activities, car cruze-in and bacon-inspired food booths.
- **River Dazzle: November 25**  
This event includes a visit from Mr. and Mrs. Claus, a small petting zoo, chili crawl, lighting of the trees downtown, free horse-drawn hayrides, and costumed carolers. The events wrap up with a lighted parade on Main Street.

We are submitting this request as early as possible to give the City of River Falls adequate time to plan for these activities. However, due to the nature of these events, and the early submittal of the request, there may be slight changes or alterations that may need to be necessary at a later time. We request your consideration of changes should this occur.

The River Falls Area Chamber of Commerce & Tourism Bureau and its board members also want to extend a huge "Thank You" for all of the time, financial commitment and staff allocation the City of River Falls provides in preparation and execution of these events. We realize there are many generous deeds that often go unnoticed, but are crucial for the success of these events and we want to emphasize the fact that we appreciate everything you do to assist us in making these events a success.

As always, we welcome any input you may have and appreciate your consideration in approving our requests. Please don't hesitate to contact me at 715-425-2533 if you have any questions or concerns.

Sincerely,

Chris Blasius, CEO  
River Falls Chamber of Commerce & Tourism Bureau  
[chris@rfchamber.com](mailto:chris@rfchamber.com) | (715) 425-2533

**2016 ST. PATRICK'S DAY  
THURSDAY, MARCH 17  
6 P.M. START OF BED RACES, MAIN STREET**

**Street / Property Closures and Parking Enforcement**

- Request “No Parking – Tow Zone” on north and southbound lanes of Main Street from Maple to Walnut Street, starting at 4 p.m. Request remaining vehicles to be towed by 5:30 p.m.
- Request closure of Main Street from Maple to Walnut Street (including south lane of Maple Street intersection) no later than 5:30 p.m.
- Request closure and “No Parking – Tow Zone” of Elm Street from Main Street to the alley at 5 p.m.

**Garbage Barrels and Misc. City Assistance**

- Deliver garbage barrels along Main Street by 12 noon and pick them up following the event.

**Security**

- Request assistance from the River Falls Police Department for road closure and traffic control to ensure safety.

**Open Container Exemption**

- Request the exemption of the open container variance on Main Street from Pine Street to Cascade Street from 1 - 8 p.m. Signage, wristbands, event cups, and other appropriate measures will be taken to ensure safety. We will work with the River Falls Police Department to ensure concerns are addressed prior to the event.

**2016 ROOTS AND BLUEGRASS FESTIVAL  
APRIL 8 - 10  
MAIN STREET**

**Open Container Exemption**

- Request the exemption of the open container variance on Main Street from Pine Street to Cascade Street from 1 - 8 p.m. on Saturday only. Signage, wristbands, event cups, and other appropriate measures will be taken to ensure safety. We will work with the River Falls Police Department to ensure concerns are addressed prior to the event.

**2016 RIVER FALLS DAYS  
JULY 7-10**

**Downtown / River Location**

**Street / Property Closures and Parking Enforcement**

- Request “No Parking” be enforced on Union Street in front of the library on Saturday, July 9 from 8 a.m. to 2 p.m. for kids’ activities. This is for safety reasons only; no activities will be taking place on the street.
- Request closure of Second Street from E. Maple Street to E. Elm Street from 6 a.m. to 1 p.m. on Saturday, July 9 for the Fireman’s Water Fight.
- Request the closure and use of Heritage Park and Parking Lot from Tuesday, July 5 at 8 a.m. to Monday, July 11 at 4 p.m. Request remaining vehicles to be towed by 8 a.m. Friday.
- Request the closure and use of Maple Street from Main Street to Lewis Street and Riverwalk from Maple Street to Walnut Street from Friday, July 8 at 8 a.m. to Monday, July 11 at 5 p.m.
- Request the use of property northeast of City Hall along the Kinnickinnic River, from Maple Street to Cedar Street and the closure of the east side of W. Cedar Street from River Street to the Kinnickinnic River for event activities, carnival and carnival housing and vehicle use from Sunday, July 2 to Sunday, July 10. (Chamber to negotiate agreement with River Street apartment tenants that are temporarily, but directly affected by carnival location.)
- Request the use of gravel area south of Heritage Parking Lot near White Pathway/N Fremont Street for special use event parking from Friday, July 8 at 8 a.m. to Sunday, July 10 at 2 a.m.
- Request to use Veteran’s Park from Friday, July 8 at 8 a.m. to Sunday July 10 at 6 p.m.
- Request the use and closure of lower level City Hall parking lot for special use event parking from Friday, July 8 at 8 a.m. to Sunday, July 10 at 2 a.m.
- Request the use of City Hall training room for volunteers and event storage use from Thursday, July 9 through Monday, July 13.

**Electric and Water**

- Request temporary electric service and water access for carnival housing trailer/food vendors within carnival area from Sunday, July 2 to Sunday, July 10.
- Request temporary electric service in Heritage Parking Lot.
- A list of the specific power requested for the event will be coordinate with River Falls Municipal Utilities prior to the event. A “walk through” is requested prior to the beginning of the event.

**Picnic Tables, Garbage Barrels and Misc. City Assistance**

- Request snow fence be installed and in place around the perimeter of Heritage Park and Parking Lot from Thursday, July 7 at 8 a.m. through midnight on Sunday, July 10.
- Request several picnic tables in the vendor food area on the north end of Heritage Parking Lot, as well as lawn area northeast of City Hall and plaza area.
- Request garbage barrels for the carnival and housing trailer areas be placed by Tuesday, July 5 at 12 noon.
- Request garbage barrels be placed at Veteran’s Park, Heritage Parking Lot, Maple Street, and lawn area northeast of City Hall from Friday, July 8 at 8 a.m. to Sunday, July 10 at 6 p.m.
- Request holes created on asphalt fixtures to secure tents be properly repaired as soon as possible. This would include Heritage Park and W Maple Street.
- Request damage to lawn areas be property repaired as soon as possible. This would include property northeast of City Hall.
- Request installation and use of City tent to be used northeast of City Hall.
- Request stormwater catch basins within Heritage Parking Lot be screened to protect debris from entering the river.

### **Parade (Friday, July 8 - 6:30 p.m. Start)**

#### **Street / Property Closures and Parking Enforcement**

- As deemed appropriate by the River Falls Police Department, we respectfully request that the street be closed/monitored for the parade route beginning at County Road MM and ending at Spring Street utilizing North Main Street, East Division Street, and Second Street.
- Request restricted access of all streets in the Industrial Park, including Quarry, Troy, Summit, Moundsview and Benson for the parade line-up beginning at 4:30 p.m.
- Request “No Parking – Tow Zone” be enforced along the parade route after 4 p.m. until the completion of the parade.
- Request “No Through Traffic - Open to Local Businesses Only” sign posted at St. Croix Street and County Road MM.
- Request “No Parking” be enforced on Spring Street from Second to Fourth Streets. (Parade exit.)
- Request “No Parking” be enforced on the 100 block of E Maple Street from the alley to Second Street and on the 200 block of E Maple Street from Second Street to the alley from 5 to 9 p.m. during the parade (fire truck parking).
- Request the 100 block of E. Elm Street from the alley to Second Street be closed from 10 a.m. to parade completion (parade judging stand).
- Request barricades at the right turn lane from Division Street onto Second Street (route turn), at the intersection of Second Street and Spring Street (route turn), and as well as Cascade and Second Street (to deter traffic into parade route exit).

#### **Picnic Tables, Garbage Barrels and Misc. City Assistance**

- Request garbage barrels be placed along the parade route and UWRF Lot Q by 12 noon then moved to the food vendor area and Heritage Park prior to 9 a.m. on Saturday, July 9.
- Request picnic tables be placed in UWRF Lot Q by 12 noon on Friday, July 8 then relocated to the food vendor area and Heritage Park prior to 9 a.m. on Saturday, July 9.
- Request that the parade route be cleaned before and after the parade.
- Request the use of any extra handheld emergency service radios throughout the event.

### **10K/2Mile Race & 1 Mile Fun Run (Saturday, July 9 – 8 a.m. 10K/2 Mile, 9:15 a.m. Children)**

- Request officers to assist in the crossing of busy intersections during the race. The Race committee will work with the police department to ensure safe crossings.
- Request closure of Park Street from State Street to Bartosh Street.
- Request “No Parking” on the north side of Park Street from State Street to Bartosh Street.
- Request temporary stop signs needed for race along the route as needed.
- Request “No Parking” on one side of driveway entrance between Park Street and shelter for emergency services access.
- Erect a small finish area (snow fence) at Glen Park for the finish line at 10K/2M race prior to the start of the race.
- Request that the ambulance service have a vehicle present at the 10K/2Mile Race.
- Request use of the Glen Park building and surrounding space from 12 noon on Thursday, July 7 until 12 noon on Saturday, July 9 for race preparation and the event.

**Car Cruze –In (Sunday, July 10 11-4 p.m.)**

**Street / Property Closures and Parking Enforcement**

- “Reserved Parking” and closure of north and south bound lane of Main Street from Maple to Walnut Streets and east and west bound lane of E. Elm Street from Main to the alley at 10 a.m.

**Garbage Barrels and Misc. City Assistance**

- Deliver garbage barrels, safety cones, and barricades to street closing areas by 10 a.m. Sunday, July 10 and pick them up following the event.
- Request assistance from the River Falls Police Department for road closure and to ensure safety.

**Fireworks (Sunday, July 10 - Dusk)**

- Request that “No Parking” be enforced on East Division Street between Eighth Street and Hanson Drive from 6 p.m. until the completion of the fireworks.
- Request that East Division be closed to all non-emergency vehicles during the fireworks.
- Request the use of Hoffman Park, north of the softball fields for the traditional fireworks display held on Sunday, July 10, at dusk. Liability for any problems arising from the fireworks display will be assumed under insurance by the vendor.
- Request fire trucks at the site of the fireworks at Hoffman Park on Sunday, July 10.

**Variances**

- Request an exception to 8.28.020 Municipal Code: Loud and Unnecessary Noise Prohibited and 12.20.020(J) Municipal Code: Alcoholic Beverages within Heritage Park during River Falls Days Friday, July 8 through Sunday, July 10.

**Security**

- We request assistance from the River Falls Police Department and Emergency Services throughout the weekend to maintain safety.

**2015 BACON BASH  
SEPTEMBER 17-18  
10 A.M. – 8 P.M. SATURDAY, 10 A.M. – 4 P.M. SUNDAY**

**Street / Property Closures and Parking Enforcement**

- Request the closure and use of Heritage Park and Parking Lot from Friday, September 16 at 7 a.m. through Monday, September 19 at 5 p.m. Request remaining vehicles to be towed by 8 a.m. Friday.
- Request the closure and use of Maple Street from Main Street to Lewis Street and Riverwalk from Maple Street to Walnut Street from Saturday, September 17 at 6 a.m. to Sunday, September 18 at 6 p.m.
- Request the use of gravel area south of Heritage Parking Lot near White Pathway/N Fremont Street for special use event parking from Saturday, September 17 at 6 a.m. to Sunday, September 18 at 6 p.m.
- Request to use Veteran’s Park from Saturday, September 17 at 8 a.m. to Sunday, September 18 at 6 p.m.
- Request the use and closure of lower and lower level City Hall parking lot for special use event parking from Friday, September 16 at 8 a.m. to Sunday, September 18 at 6 p.m.
- Request the use of City Hall training room for event prep from Friday, September 16 through Sunday, September 18.
- Request the use of property northeast of City Hall along the Kinnickinnic River, from Maple Street to Cedar Street and the closure of the east side of W. Cedar Street from River Street to the Kinnickinnic River for event activities. (River Street apartments will still be accessible to tenants.)
- Request the use of the White Pathway from Saturday, September 17 at 6 a.m. to Sunday, September 18 at 6 p.m.

**Electric and Water**

- Request temporary electric service in Heritage Parking Lot and property northeast of City Hall.
- A list of the specific power requested for the event will be coordinate with River Falls Municipal Utilities prior to the event. A “walk through” is requested prior to the beginning of the event.

**Picnic Tables, Garbage Barrels and Misc. City Assistance**

- Request minimal snow fence be installed and in place around a designated portion of Heritage Park and Parking Lot from Friday, September 16 through Monday, September 19.
- Request several picnic tables and garbage barrels to be located within Heritage Parking Lot, Veteran’s Park, City Hall Plaza and Maple Street from Friday, September 16 at 8 a.m. to Sunday, September 18 at 6 p.m.
- Request holes created on asphalt fixtures to secure tents be properly repaired as soon as possible.
- Request damage to lawn areas be property repaired as soon as possible. This would include property northeast of City Hall.
- Request stormwater catch basins within Heritage Parking Lot be screened to protect debris from entering the river.
- Request installation and use of City tent to be used northeast of City Hall.

**Open Container Exemption**

- Request the exemption of the open container variance on Main Street from Pine Street to Cascade Street, from Veteran’s Park across pedestrian bridge to Heritage Park, including Heritage Parking Lot, Maple Street from Lewis to Main Street and the property northeast of City Hall along the Kinnickinnic River, from Maple Street to Cedar Street and Clark Street to the Kinnickinnic River from 10 a.m. - 8 p.m. on Saturday and 10 a.m. – 4 p.m. on Sunday. Signage, wristbands, event cups, and other appropriate measures will be taken to ensure safety. We will work with the River Falls Police Department to ensure concerns are addressed prior to the event.

**Variations**

- Request an exception to 8.28.020 Municipal Code: Loud and Unnecessary Noise Prohibited and 12.20.020(J) Municipal Code: Alcoholic Beverages within Heritage Park during Bacon Bash Saturday, September 17 and Sunday, September 18.

**Security**

- We request assistance from the River Falls Police Department and Emergency Services throughout the weekend to maintain safety.

**Car Cruze –In (Sunday, September 18 11-4 p.m.)**

**Street / Property Closures and Parking Enforcement**

- “Reserved Parking” and closure of north and south bound lane of Main Street from Maple to Walnut Streets and east and west bound lane of E. Elm Street from Main to the alley at 10 a.m.

**Garbage Barrels and Misc. City Assistance**

- Deliver garbage barrels, safety cones, and barricades to street closing areas by 10 a.m. Sunday, September 18 and pick them up following the event.
- Request assistance from the River Falls Police Department for road closure and to ensure safety.

**2016 RIVER DAZZLE  
FRIDAY, NOVEMBER 25  
6:30 P.M. START OF PARADE, MAIN STREET**

**Street Closures & Parking Enforcement**

- Request “No Parking – Tow Zone” be enforced along north and southbound lanes on Main Street from Pine Street to Locust Street and the westbound lane of East Pine Street from Main to Third Street at 4:30 p.m. Request remaining vehicles to be towed by 6 p.m.
- Request the closure of Riverwalk Alley from 1- 8 p.m.
- Request closure of Main Street from Pine to Locust Streets (including north lane of Locust Street intersection) at 6 p.m.
- Request the use of the White Pathway from 12 noon - 7 p.m. for horse-drawn carriage rides.

**Garbage Barrels and Misc. City Assistance**

- Request the city to dump downtown garbage bins immediately prior to event.
- Deliver garbage barrels along Main Street by 12 noon and pick them up following the event.
- Deliver ticket booth to Veteran’s Park by 12 noon.

**Security**

- Request assistance from the River Falls Police Department for road closure and traffic control to ensure safety.

**Open Container Exemption**

- Request the exemption of the open container variance on Main Street from Pine Street to Cascade Street from 1 - 8 p.m. Signage, wristbands, event cups, and other appropriate measures will be taken to ensure safety. We will work with the River Falls Police Department to ensure concerns are addressed prior to the event.

**MEMORANDUM**

**TO:** City Council and Mayor Dan Toland

**FROM:** Mike Noreen, Conservation and Efficiency Coordinator

**DATE:** January 26, 2016

**TITLE:** **AMENDING COMMITMENT TO COMMUNITY PROGRAM RIDER**

**RECOMMENDED ACTION**

Review amended Commitment to Community program rider options and approve resolution.

**BACKGROUND**

Under provisions of 1999 Wisconsin Act 9 and 2005 Wisconsin Act 141, municipal electric utilities were ordered to charge each customer a low-income and energy efficiency fee. Fifty percent of the fees charged are used for low-income assistance programs and the remainder are used for energy efficiency programs. In this case, the energy efficiency funds are sent to Focus on Energy. The highest percentage of energy efficiency funds are returned to the residential rate class, but they generally receive smaller dollar incentives. Larger power rate classes tend to receive a smaller percentage of incentives from Focus on Energy, yet their projects and incentive dollars tend to be larger.

**Energy Efficiency Incentives by Rate Class 2013 - 2015**

	Number of meters	% of Incentive \$ from Focus on Energy	Average Incentive per Customer
Residential	5574	41%	\$ 10
General Service	631	17%	\$ 38
Small Power	70	10%	\$ 198
Large Power	18	26%	\$ 1,994
Industrial Power	2	6%	\$ 4,037

According to the Wisconsin Statutes §§ 16.957(5) and 196.374(7), each municipal electric utility must collect an average of \$16 per meter per year. Each municipal utility is allowed to determine the amount that a particular class of customer is required to pay and may charge different fees to different classes of customers. River Falls Municipal Utilities along with other municipal utilities periodically adjust collections as city demographics and populations change.

The total annual collection of fees is \$49,680. Since we have 6,210 meters, we are only collecting \$14.76 per meter per year. Therefore, an analysis was performed to fairly allocate

increases across customer classes to achieve the required \$16 per meter per year average collection.

**DISCUSSION**

The existing rate structure charges a flat 3% of the electric bill, with not to exceed charges varying by the rate class of customers. The existing structure is shown below:

Residential Service (RG-1 & RG-2 TOD)	3.0% of the total electric bill not to exceed \$1.20
General Service (GS-1 & GS-2 TOD)	3.0% of the total electric bill not to exceed \$2.20
Cp-1 Small Power Service (inc. TOD)	3.0% of the total electric bill not to exceed \$3.00
Cp-2 Large Power TOD Service	3.0% of the total electric bill not to exceed \$14.00
Cp-3 Industrial Power TOD Service	3.0% of the total electric bill not to exceed \$24.00
Municipal Street Lighting	No Charge

After reviewing this methodology, and the methodology of other Wisconsin utilities, the following tariff schedules were proposed and evaluated:

**Proposed Monthly Commitment to Community Rates**

Customer Class	Proposed Rates 1		Proposed Rates 2		Proposed Rates 3	
	%	NTE	%	NTE	%	NTE
Residential	1.49%	\$ 2.00	1.25%	n/a	3.00%	\$ 1.25
Commercial	1.49%	\$ 4.50	1.25%	n/a	3.00%	\$ 2.70
Cp-1	3.00%	\$ 5.00	3.00%	\$ 5.00	3.00%	\$ 5.00
Cp-2	3.00%	\$ 20.00	3.00%	\$ 20.00	3.00%	\$ 20.00
Cp-3	3.00%	\$ 30.00	3.00%	\$ 30.00	3.00%	\$ 30.00

Median figures were utilized to evaluate the proposal impacts, summarized below:

**Monthly Electric Bill Impacts**

2015	Average kWh	Median kWh	Median Total bill	Existing Median Charge	Proposal 1	Proposal 2	Proposal 3
					% Change	% Change	% Change
Residential	671	578	\$ 74	\$ 1.20	-0.14%	-0.38%	0.07%
General Service	1,844	728	\$ 92	\$ 2.20	-0.90%	-1.14%	0.54%
Small Power	24,730	20,480	\$ 2,242	\$ 3.00	0.09%	0.09%	0.09%
Large Power	112,195	95,200	\$ 9,493	\$ 14.00	0.06%	0.06%	0.06%
Industrial Power	637,322	614,559	\$ 59,498	\$ 24.00	0.01%	0.01%	0.01%

Option 1. Tariff rate is lower for residential and general service customers than for commercial and industrial customers. This method more accurately reflects the pricing of the current model, and still includes a maximum fee.

Option 2. Tariff rate is lower for residential and general service customers, but omits the maximum fee for those groups. High energy users could see a relatively large increase in the fee.

Option 3. Tariff provides small increases in not to exceed amount for Residential and Commercial customers, having the largest proposed increase on the median customers.

**Median Cost / Month / Customer**

Customer Class	Current	1	2	3
Residential (Rg-1)	\$ 1.20	\$ 1.10	\$ 0.92	\$ 1.25
Commercial (Gs-1)	\$ 2.20	\$ 1.37	\$ 1.15	\$ 2.70
Small Power (Cp-1)	\$ 3.00	\$ 5.00	\$ 5.00	\$ 5.00
Large Power (Cp-2)	\$ 14.00	\$ 19.97	\$ 19.97	\$ 19.97
Industrial Power (Cp-3)	\$ 24.00	\$ 30.00	\$ 30.00	\$ 30.00

Depending on the tariff chosen, a change to a typical residential customer could result in paying approximately 28 cents less per month to paying 4 cents more per month. A typical commercial customer could vary from paying \$1.05 per month less or an additional \$0.50 per month. Increases in the Small Power, Large Power, and Industrial Power were determined based on review of recent PSC tariff filings.

**CONCLUSION**

All rider options meet the state statutes, and provide sufficient funding to low income and energy efficiency programming. The Utility Advisory Board agreed with Staff recommendation and approved the resolution for tariff option 1.

**Commitment to Community Tariff Option 1**

- Rg-1 Residential Service 1.49% of the total electric bill not to exceed \$2.00
- Rg-2 Residential Service Optional TOD 1.49% of the total electric bill not to exceed \$2.00
- Gs-1 General Service 1.49% of the total electric bill not to exceed \$4.50
- Gs-2 General Service Optional TOD 1.49% of the total electric bill not to exceed \$4.50
- Cp-1 Small Power Service 3.0% of the total electric bill not to exceed \$5.00
- Cp-1 TOD Small Power Optional TOD Service 3.0% of the total electric bill not to exceed \$5.00
- Cp-2 Large Power TOD Service 3.0% of the total electric bill not to exceed \$20.00
- Cp-3 Industrial Power TOD Service 3.0% of the total electric bill not to exceed \$30.00
- Ms-1 Street Lighting No Charge
- Ms-2 Area Lighting No Charge
- Ms-3 Parking Lot Lighting No Charge
- Ms-4 Pathway Lighting No Charge



**RESOLUTION NO. XXXX**

**RESOLUTION AUTHORIZING AMENDING COMMITMENT TO COMMUNITY PROGRAM RIDER**

**WHEREAS**, under provisions of 1999 Wisconsin Act 9 and 2005 Wisconsin Act 141, a municipal electric utility shall charge each customer a low-income and energy efficiency fee; and

**WHEREAS**, fifty percent of the fees charged by the municipal utility shall be used for low-income assistance programs and the remainder will be used for energy efficiency programs; and

**WHEREAS**, pursuant to Wisconsin Statutes §§ 16.957(5) and 196.374(7), each municipal electric utility must collect an average of \$16 per meter per year; and

**WHEREAS**, the estimated average annual collection of commitment to community fees is currently \$14.76 per meter per year; and

**WHEREAS**, a municipal utility may determine the amount that a particular class of customer is required to pay and may charge different fees to different classes of customers; and

**WHEREAS**, analysis was performed to fairly allocate increases across customer classes to achieve the required \$16 per meter per year average collection; and

**WHEREAS**, the Utility Advisory Board has reviewed the analysis at their regular meeting of January 18<sup>th</sup>, 2016 and forwards a recommendation of tariff proposal #1 to the City Council and

**NOW, THEREFORE, BE IT RESOLVED** that the City of River Falls City Council hereby approves tariff proposal #1 submittal to the Public Service Commission of Wisconsin for amending the Commitment to Community Program Rider.

Dated this 26<sup>th</sup> day of January, 2016.

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Dan Toland, Mayor

ATTEST:

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Lu Ann Hecht, City Clerk

**RIVER FALLS MUNICIPAL UTILITIES**

**Commitment to Community Program Rider**

Under provisions of 1999 Wisconsin Act 9 and 2005 Wisconsin Act 141, a municipal electric utility shall charge each customer a low-income assistance and energy efficiency fee. Fifty percent of the fees charged by the municipal utility shall be used for low-income assistance programs and the remainder will be used for energy efficiency programs. Low-income programs may include assistance to low-income households for weatherization and other energy conservation services, payment of energy bills or early identification or prevention of energy crises. Energy efficiency programs may include those programs designed to reduce the demand for natural gas or electricity or improving the efficiency of its use during any period.

Pursuant to Wis. Stats. §§ 16.957(5) and 196.374(7), each municipal electric utility must collect an average of \$16 per meter per year. The actual amount of fees paid by a customer cannot exceed the lesser of 3 percent of all other billed electric charges or \$750 per month. These fees are not subject to Gross Receipts or Sales Taxes. A municipal utility may determine the amount that a particular class of customers is required to pay and may charge different fees to different classes of customers.

River Falls Municipal Utilities, in compliance with these laws and, as of the “Effective Date” established below, has set the fees for each retail electric customer rate classification as follows:

Rg-1 Residential Service	1.49% of the total electric bill not to exceed \$2.00
Rg-2 Residential Service Optional TOD	1.49% of the total electric bill not to exceed \$2.00
Gs-1 General Service	1.49% of the total electric bill not to exceed \$4.50
Gs-2 General Service Optional TOD	1.49% of the total electric bill not to exceed \$4.50
Cp-1 Small Power Service	3.0% of the total electric bill not to exceed \$5.00
Cp-1 TOD Small Power Optional TOD Service	3.0% of the total electric bill not to exceed \$5.00
Cp-2 Large Power TOD Service	3.0% of the total electric bill not to exceed \$20.00
Cp-3 Industrial Power TOD Service	3.0% of the total electric bill not to exceed \$30.00
Ms-1 Street Lighting	No Charge
Ms-2 Area Lighting	No Charge
Ms-3 Parking Lot Lighting	No Charge
Ms-4 Pathway Lighting	No Charge

Questions regarding low-income assistance and energy efficiency fees or River Falls Municipal Utilities’ Commitment to Community Programs should be directed to Mike Noreen at (715) 425-0906.

## MEMORANDUM

**TO:** City Council and Mayor Dan Toland

**FROM:** Mike Noreen, Conservation and Efficiency Coordinator

**DATE:** January 26, 2016

**TITLE:** **Community Solar Loans**

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### RECOMMENDED ACTION

Approve the renewable energy finance program for residents to take out loans to purchase shares in the community solar project.

### BACKGROUND

River Falls Municipal Utilities is one of three municipalities in Wisconsin that offers a property assessed clean energy (PACE) program. The two other cities that offer a PACE program are Madison and Milwaukee. Our PACE program, often referred to as the renewable energy finance program, was established in 2009 (resolution 5921) by the City Council. The program's intent is to make renewable energy available to a broader range of incomes and households.

The renewable energy finance program brought considerable local, state and national merit to River Falls for our efforts in innovation and social equality. Staff met with many community members regarding loans but most, per staff advice, opted for more cost effective energy efficiency upgrades. We did provide a single loan, which has since been paid off. The drastic reduction in cost of renewable energy and availability of loans since 2009 reduced the demand for our loan program as it was structured.

On March 24, 2015, City Council approved resolution 5921 allowing for the reallocation of the original loan program into the creation of a new loan program specifically for purchasing shares in the community solar project. Since the creation of the community solar project, City staff has written a new loan agreement for customers looking to purchase shares in the project. The agreement states that the loan for a community solar panel(s) would be placed on the property owner's tax roll for a period of up to three years, [per Wis. Stats. §66.0627](#), as a special charge.

The loan program will be similar to that of the previous renewable energy finance program with a few exceptions. First, due to the anticipated lower dollar amounts requested per loan, the customer will sign a promissory note but it will not be recorded as a lien on the property.

Second, the 1-3 year term is shorter. Finally, the customer must provide a down payment of \$67.00 for every share they want to purchase.

Similar to the previous loan program, the loan still has an interest rate of 4% and eligible customers are those RFMU customers, in good standing, who pay City property taxes.

### **LOAN PROCESSES**

Eligible customers who want to take out a community solar loan will meet with the Conservation and Efficiency Coordinator and City Clerk to fill out an application, loan agreement and promissory note, as well as, pay the down payment.

The loan payment amounts would be submitted by the City Clerk to the Treasurer to be placed on the tax roll. The county would assign a new code for the renewable energy loan, which would be a line item on the tax statement.

The City Clerk will track the loans each year and keep a full accounting of the payments. The City Clerk will annually submit the loan amounts to counties for placement on the tax roll.

### **CONCLUSION**

The Utility Advisory Board and City Council approved the creation of a revised loan program for the community solar project in the spring of 2015. The loan program will allow more people to participate in the community solar program, will assist in selling shares and further cement River Falls Municipal Utilities as leader in innovation and renewable energy development. The promissory note and tax roll allows us to ensure payments will be collected.

Utility Advisory Board approved the resolution for the approval of the community solar loan program.



**RESOLUTION NO.**

**RESOLUTION AUTHORIZING COMMUNITY SOLAR LOAN PROGRAM**

**WHEREAS**, the Common Council approved reallocation of the renewable energy finance program and development of a redesigned loan program per Resolution 5921; and

**WHEREAS**, the community solar project was implemented as a pilot project with the goal to provide the opportunity for greater access to local clean energy, available to all customers; and

**WHEREAS**, a community solar loan program will allow greater participation by residential customers, create greater social equity, and advance the pilot aspect of the project; and

**WHEREAS**, loans will be one, two or three year terms, with four percent interest, repayment made on property taxes, and no penalties for early repayment; and

**WHEREAS**, the applicant will be charged \$67 per panel as a down payment; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council recommends approval of the Renewable Energy Finance Program - Community Solar Loan offering.

Dated this 26<sup>th</sup> day of January, 2016.

\_\_\_\_\_  
Dan Toland, Mayor

ATTEST:

\_\_\_\_\_  
Lu Ann Hecht, City Clerk

**RIVER FALLS MUNICIPAL UTILITIES  
POWERful Choices! – COMMUNITY SOLAR LOAN POLICY**

**POLICY PURPOSE**

The purpose of this policy is to provide River Falls Municipal Utilities, the City of River Falls and its governing bodies a uniform guideline for POWERful Choices! Community solar loan program

**POLICY PROCEDURE**

- Loan application is attached
- Customer can take a loan from 1-3 years
- 4% interest
- Loan to be paid back on their property taxes
- Customer can repay the loan at the utility office at any time, without penalty
- Program deadline: TBD

**Customer Responsibility**

- The customer must apply at City Hall
- Pay \$67 down payment for each \$567 per panel
- The remaining \$500 per panel will go on the tax roll
- Agree to all requirements as stipulated in the loan agreement

**RFMU Responsibility**

- Conservation and Efficiency Coordinator will meet with individual customers and educate them on loan parameters
- Staff will process the down payment, provide a receipt, amortization schedule and copies of signed agreement to the customer at the initial meeting
- Staff will process loans in Munis and pay WPPI Energy our the Renewable Energy Loan Program fund monthly
- Staff will provide City Clerk all information necessary to put on annual tax roll as a special charge.
- Staff will send the loan applicant a letter in October of each year notifying them that they can pay RFMU directly or allow it to go on the tax roll
- There is no penalty for putting the loan on the tax roll
- If the person moves they will have the option of transfer
- Loan is available to all RFMU customers who own the property in the City of River Falls
- Loan not available for gifting shares or those who do not pay City property taxes

**Budget**

- \$25,000 – Community Solar Loan Program

**Expected outcomes**

The loans are intended to:

- Create greater social equity because it will allow those with lower incomes to participate

- Help sell shares in the project
- Create a valuable template for other municipal utilities to use

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i Mike Noreen, Conservation and Efficiency Coordinator 12/14/15

# RENEWABLE ENERGY FINANCE PROGRAM FINANCE PROGRAM LOAN AGREEMENT



River Falls Municipal Utilities · 222 Lewis Street, Suite 228 · River Falls, WI 54022 · 715.425.0906 · www.rfmu.org

This Agreement between River Falls Municipal Utilities (“Lender”) and \_\_\_\_\_ and \_\_\_\_\_ [if more than one Borrower] (“Borrower”):

WHEREAS, the Lender has established a Renewable Energy Finance Program Loan Fund for the purpose of assisting Participating Customers, who are property owners in the City of River Falls, of the River Falls Municipal Utilities’ Community Solar Project; and

WHEREAS, the Borrower has applied for and has been approved for a loan for this purpose.

NOW, THEREFORE, THIS AGREEMENT:

**1. Designation of the Customer Subscription Fee for Which the Loan is Granted:**

The Borrower agrees that the proceeds of the loan shall be used only to pay for the Borrower’s Customer Subscription Fee in accordance with this agreement and pursuant to the Borrower’s Community Solar Participant Agreement.

**2. Location of the Property for Which the Loan is Granted.**

The Borrower’s property is located on the following real estate, which is located within the corporate limits of the City of River Falls:

\_\_\_\_\_

**3. Ownership and Customer Acknowledgment.**

The Borrower acknowledges that he/she/they is/are the owner of the real estate described in ¶ 2., above. In addition, the Borrower acknowledges that he/she/they is/are customers of the River Falls Municipal Utilities. The Borrower understands that each of these is a condition of eligibility for the loan and that failure of qualification in either respect constitutes a default under this Agreement.

**4. Principal Value of Loan.**

The principal value of this loan shall be calculated as the total cost of the Customer Subscription Fee, subject to a \$67.00 down payment per panel purchased as part of the Borrower’s Community Solar Participant Agreement. The principal value of this loan is \$ \_\_\_\_\_ [Fill in amount].

**5. Term of Loan; Impact of Sale of Real Estate on Stated Term of Loan.**

A. Subject to B., below, the term of this loan shall be for \_\_\_\_\_ years, commencing with the 1<sup>st</sup> day of the month next succeeding the date of execution of this agreement, otherwise described as extending from \_\_\_\_\_ 1, 20\_\_ to \_\_\_\_\_, 20\_\_.

# RENEWABLE ENERGY FINANCE PROGRAM

## FINANCE PROGRAM LOAN AGREEMENT



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B. The loan represented by this Agreement shall be immediately due and payable in its entirety, including the entire principal balance and all accrued interest, no later than the date upon which the Borrower closes a transaction to sell or otherwise convey the real estate identified in ¶ 2., above, to a third party or in the event that one of the Borrowers, if multiple persons execute this Agreement, conveys his or her interest therein to one of the other Borrowers or to a third party. The only exception to this requirement shall be if the Lender agrees to extend the original Agreement terms and conditions to Borrower's assignee, conveyee or purchaser in accord with Lender's own policies. The Borrower shall have no right to demand that this Agreement shall be subject to assignment or transfer. In order to seek to transfer this loan to a subsequent owner, the Borrower shall notify the Lender's Agent in writing no later than sixty (60) days prior to the date of the proposed closing and both the Borrower and assignee, conveyee or purchaser shall cooperate with requests for information made of them by the Lender's Agent with respect to the Lender's decision-making process as to whether or not to call for payment in full or allow the assignment of all rights and obligations under this Agreement to the assignee, conveyee or purchaser. Barring extension of the term in accord with this subparagraph, the Lender shall calculate the interest due on the principal balance as of the date of closing and communicate the amount of principal and interest to be paid at the time of closing to the Lender.

C. In the event that contrary to subparagraph B., above, the Borrower fails or refuses to pay the total balance of principal and interest due as of the time of closing of a transaction to sell or otherwise convey the real estate to an assignee, conveyee or purchaser, the Lender shall be afforded the following options as to collection of the total balance due and owing:

- i. It may sue for payment on the promissory note issued by the Borrower under D., below.
- ii. It may place the entire balance due and owing on the tax roll under §66.0627, Wis. Stats., as of November 1<sup>st</sup> of the year of the conveyance for collection purposes, including interest due on the principal balance between the date of conveyance and October 31<sup>st</sup> of that year.

D. The Borrower shall execute a promissory note in favor of the Lender contemporaneous with the execution of this Agreement.

### **6. Interest on Principal Balance.**

Interest shall be assessed on the declining balance in the amount of four percent (4%) per annum from and after the date of commencement set forth in ¶ 4. A., above.

### **7. Payments of Principal and Interest.**

A. Annually the Borrower shall be obligated to pay to the Lender a sum equal to the total principal value of the Loan, divided by the number of years of the Term of the Loan, to which interest on the declining balance at the rate specified in ¶ 6., above, shall be added. If the Term

# RENEWABLE ENERGY FINANCE PROGRAM

## FINANCE PROGRAM LOAN AGREEMENT



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of the Loan does not commence with November 1<sup>st</sup>, then the first year of payment shall be prorated on the basis of the number of months the loan balance has been outstanding versus 12, with the end of the initial year being October 31<sup>st</sup> of the year of commencement of the loan, as determined in accord with ¶ 4. A., above, which shall result in calculation of the amount of the initial annual loan repayment. Thereafter, each year shall be calculated on an annual basis extending from November 1 to October 31 with the final year of payment prorated again on the basis of the number of months remaining in the term of the loan past the last October 31<sup>st</sup> versus 12.

B. Annual payments of principal and interest shall be made in the following manner. The Borrower consents to the placement of each annual installment of principal and interest on the Borrower's tax statement for the real estate to which the Customer Subscription Fee is attached or affixed as a special charge under §66.0627, Wis. Stats. Said special charge shall be collected in the same manner as are general property taxes. In the event that the Borrower defaults in the annual payment of the special charge, said special charge shall be collected in the same manner as are delinquent taxes under Ch. 75, Wis. Stats. Failure to timely pay special charges may result in statutory interest and penalties being assessed in accord with §74.47, Wis. Stats., which interest and penalties shall be in addition to the interest assessed under this Agreement, divesting Borrower of his/her/their ownership of the same, in the event that payment of the delinquency is not made in accord with Chs. 74 and 75, Wis. Stats.

C. In the event that the Borrower desires to prepay any or all of the principal balance plus interest under this Loan, Borrower may do so without a pre payment penalty. To make arrangements for prepayment, the Borrower shall contact the Lender's Agent who shall accept prepayments on behalf of the Lender and credit them against Borrower's account. To the extent that a prepayment does not fully repay the principal and interest payable under this Agreement, the Lender shall continue to collect the principal and interest balances remaining after prepayment in the manner described in B., above. Prepayments shall be applied first to the outstanding, accrued interest at the time of prepayment and only when all outstanding interest has been paid will a prepayment be applied in whole or in part to pay down the outstanding principal balance.

D. As a complete alternative to collecting principal and interest by means of special charges levied against the Borrower's real estate under §66.0627, Wis. Stats., and then in the event that the Borrower or some person with an interest in the Borrower's real estate brings a lawsuit in a court of competent jurisdiction to invalidate this means of collecting the balance due under this Agreement and such Court holds the method of collection to be invalid or unenforceable, or in the event that the Borrower fails or refuses to pay the entire balance of the loan at or before the time of sale of the property described in ¶ 2, above, or in the event of some other act of default under the promissory note, the Lender may collect upon the promissory note under ¶ 4. D., above, which note evidence Borrower's obligation to repay the principal and interest in full, without the necessity of demand from the Lender. However, this means of collection shall be resorted to by the Lender only in the event that use of the special charge means of collection is held to be invalid and unenforceable or in the event of non payment of the total balance of principal and interest at or before the time of a sale of the property described in ¶ 2., above, should the Borrower not repay the loan in its entirety at or before the time of said sale or other

# RENEWABLE ENERGY FINANCE PROGRAM FINANCE PROGRAM LOAN AGREEMENT



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conveyance of said property or in the event of some other and further act of default under the terms of the promissory note executed in favor of the Lender by the Borrower.

## 8. Default.

A. In the event of any default by Borrower in payment under the terms of this Agreement, the Borrower shall be subject to the Lender's right to demand repayment in full of the total amount of principal and interest due and owing to the Lender at the time of the default, subject to collection in the manner specified in ¶ 7., above.

B. In the event of a non monetary default, the party seeking to enforce this Agreement shall provide written notice to the other party, detailing the nature of the alleged default, providing to the alleged defaulting party a period of thirty (30) days in which to cure the defect in performance and to provide proof of such performance to the party giving the notice.

## 9. Miscellaneous Terms and Conditions.

A. *Wisconsin Law to Apply*

This Agreement shall be interpreted and applied under Wisconsin law.

B. *Venue for Dispute Resolution*

Any and all lawsuits pertaining to the subject matter of this Agreement shall be venued in the Circuit Court for Pierce County, Wisconsin.

C. *Withdrawal from Loan Program Prior to Loan Start Date*

The Borrower may opt to withdraw from this Loan Agreement at any time prior to the commencement of the renewable energy loan or transfer of any monies to or on behalf of the Borrower for such purposes by providing written notice of intent to withdraw to the Lender's Agent. To the extent that any monies have been paid to or on behalf of the Borrower by the Lender toward the loan in question, the Borrower shall be obligated to repay the Lender in the manner prescribed under ¶ 7., above.

D. *Lender's Agent*

The Lender's Agent shall be the River Falls Municipal Utilities Director, Kevin Westhuis, or his designee.

E. *Notices.*

Notices under or concerning this Agreement shall be placed in writing and mailed by 1<sup>st</sup> class mail or personally delivered to the following representatives of the Lender and Borrower:

To Lender:

River Falls Municipal Utilities

# RENEWABLE ENERGY FINANCE PROGRAM FINANCE PROGRAM LOAN AGREEMENT



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222 Lewis Street  
River Falls, Wisconsin 54022

To Borrower:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. *Waiver Not to Be Implied*

No failure to notify the other party of a default of performance under this Agreement shall be held to be a waiver of the same or a similar default of performance under differing circumstances or at different times than the time of the default which went without notice being provided to the defaulting party.

G. *Obligation is Both Personal and In Rem*

The obligation to repay the Lender is both personal to the Borrower and is also attached as an obligation of the real estate described in ¶ 2., above. To this effect, the Borrower agrees that not only is/are he/she/they liable to repay the principal and interest due hereunder but for failure of such repayment, he/she/they hereby obligate the subject real estate to this obligation and to this effect, if and when he/she/they seek to convey their interest, in whole or in part, in the subject real estate, a copy of this Agreement shall be provided to the proposed assignee, conveyee or purchaser, advising and informing them of the obligation of the real estate to repay the remaining balance of principal and interest in the event of default of the Borrower to have done so in accord with ¶ 7. C., above.

# RENEWABLE ENERGY FINANCE PROGRAM FINANCE PROGRAM LOAN AGREEMENT



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Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**BORROWER:**

**LENDER:**

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

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

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

[If co-owned in tenancy in common,  
joint tenancy or as marital property]

Revised and Updated for Community Solar Program, January, 2016.

# RENEWABLE ENERGY FINANCE PROGRAM

## FINANCE PROGRAM LOAN AGREEMENT



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Instructions: Complete this form and return it with the supporting community solar loan documentation to River Falls Municipal Utilities, 222 Lewis St. River Falls, WI 54022.

CUSTOMER INFORMATION (Please Print Clearly)	
Customer Name (First, Last)	Utility Account Number
Home Address	City / State / Zip Code
Mailing address if different than home	County
( ) Telephone # (Home)	( ) Telephone # (Days)
Real Estate Parcel ID Number	E-mail Address
Loan Start Date	Loan Completion Date
Number of Kilowatts Purchased	Total Loan Cost
To be completed by RFMU Staff	
<p>The Borrower agrees that the proceeds of the loan shall be used for this specific purpose and for no other or further purpose. The term of this loan shall be for _____ years, commencing with the 1st day of the month next succeeding the date of execution of this agreement, otherwise described as extending from _____ 1, 20__ to _____, 20__. Interest shall be assessed on the declining balance in the amount of four percent ( 4 %) per annum from and after the date of commencement.</p>	
METHOD OF PAYMENT	
<p>Annual payments of principal and interest shall be made in the following manner. The Borrower consents to the placement of each annual installment of principal and interest on the Borrower's tax statement for the real estate to which the renewable energy loan is attached or affixed as a special charge under §66.0627, Wis. Stats. Said special charge shall be collected in the same manner as are general property taxes. In the event that the Borrower desires to pre pay any or all of the principal balance plus interest under this Loan, Borrower may do so without a pre-payment penalty.</p>	
Customer Signature	Date
RFMU Staff Signature	Date
<p><b>I authorize River Falls Municipal Utilities to assess my proposed energy loan and payment history to determine my eligibility to participate in the Renewable Energy Finance Program.</b></p>	

# RENEWABLE ENERGY FINANCE PROGRAM

## PROMISSORY NOTE



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\$ \_\_\_\_\_, 20 \_\_\_\_\_  
River Falls, Wisconsin

FOR VALUE RECEIVED, the undersigned \_\_\_\_\_ ("Maker") promises to pay to the order of River Falls Municipal Utilities ("Holder") at River Falls, Wisconsin, or at such other place within or without the State as the Holder of this Note may, from time to time, designate in writing, the principal sum of \_\_\_\_\_ (\$ \_\_\_\_\_), in lawful money of the United States, or the balance of principal due and owing to the Holder at the time collection of this Promissory Note becomes effective, together with interest thereon at the rate of four percent (4%) per annum on the balance of principal until such time as when it has been timely paid or upon any delinquency in the payment thereof.

The Maker waives demand, protest, notice of nonpayment, lack of diligence or delay in collection or enforcement hereof and expressly consents to any extension of time, release of any party liable hereunder or release of any of the security for this Note, or any other forbearance whatsoever.

Upon default in the payment of the principal under this Note, interest shall be assessed in the amount indicated above. The failure of the Holder to exercise the right of collection shall not constitute a waiver of the right to exercise it at any subsequent time.

In the event the Maker shall commit an act of bankruptcy under the United States Bankruptcy Code or file or have filed against the Maker, voluntarily or involuntarily, a petition in bankruptcy or for reorganization or for the adoption of an arrangement or plan under the United States Bankruptcy Code or initiate or have initiated against the Maker, voluntarily or involuntarily, any act, process or proceeding under any insolvency law or any other statute or law providing for the relief of debtors, then, in such event, the Holder may, at the Holder's option, by notice in writing to the Maker, declare the entire principal balance then remaining unpaid on this Note to be immediately due and payable, and the same shall thereupon be immediately due and payable, together with interest accrued, without further notice or demand.

This Promissory Note is subject to the following agreement as and between the Maker and the Holder. Because the primary means of paying both principal and interest shall be through one or more annual payments of principal and interest on a declining basis by assessment of said amounts on the tax roll against the Maker's real property as a special charge and collection thereof as part of the taxes assessed or levied against the Maker's real property, collection of all or any portion of principal and interest due and owing to the Holder under this Promissory Note shall be made only in one of the following three (3) events: (1) That through legal or equitable action, the Maker or some person with an interest in the Maker's real property, challenges the assessment of the principal and interest as an item of tax collection and is successful in overturning the use of the tax rolls as a means of collecting sums due and owing to the Holder for purposes of a loan or loans made to the Maker under the Holder's Renewable Energy Finance Program; or (2) In the event that the Maker sells his or her real property and fails or refuses to pay to the Holder, in full, all payments of principal and interest then due and owing under this Promissory Note; or (3) That the Maker shall have engaged in some specific act of default under the terms and obligations of this Promissory Note.

# RENEWABLE ENERGY FINANCE PROGRAM

## PROMISSORY NOTE



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The amount due and owing at the time a judgment or order is issued by a court of competent jurisdiction invalidating use of special charges as a means of collecting the sums represented by this Promissory Note or, in the alternative, at the date of closing of a real estate transaction under which the Maker or, if there are several Makers, at least one of them, divests him or herself of any or all interest in the Maker's real estate; or the date of default under the terms of this Promissory Note shall be fixed as the date when the principal sum then due and owing under this Promissory Note shall become due and owing immediately. Barring such a circumstance, the principal and interest represented by this Promissory Note shall be collected solely through the tax collection procedures in Chs. 70 through 74, Wis. Stats.

All payments shall be applied first to interest, the balance, if any, to principal.

The Maker shall pay, upon demand, any and all costs and expenses, whether or not taxable as costs, including but not limited to reasonable attorney's fees, witness fees (expert and otherwise), deposition costs, copying charges and other expenses incurred or paid by Holder regardless of whether or not a lawsuit or action was instituted in attempting to collect funds due under this Note, including but not limited to, any action or participation by the Maker in, or in connection with, a case or proceeding under the United States Bankruptcy Code or any successor statute.

If the Maker shall be more than one person, liability under this Note shall be joint and several.

In the event of collection of the entire principal and interest sum is made in full via the tax collection procedures, this Promissory Note shall be marked as PAID IN FULL and returned to the Maker.

IN WITNESS WHEREOF, the undersigned has caused this Note to be signed, sealed and delivered the day and year first above written.

\_\_\_\_\_  
Maker

\_\_\_\_\_  
Maker

## MEMORANDUM

**TO:** Mayor Toland and City Council

**FROM:** Lu Ann Hecht, City Clerk

**DATE:** January 26, 2016

**TITLE:** **Palpable Errors on Tax Bills**

---

### RECOMMENDED ACTION

Adopt the resolution approving the refunding of taxes and the charging back to other taxing jurisdictions.

### BACKGROUND

A total city-wide revaluation was done for the 2015 tax year. During the assessing period the Assessor has a duty to keep all property at market value and has the ability to change the assessed value of property based on information available to him at that time. Changes may include changing the property to bring the value in line with neighboring properties, completion of a building permit, or removal of part of the structure. The Assessor updates all assessed values and they are incorporated into the Assessment Roll. Pierce and St. Croix County parcels are in separate rolls. Each property owner is notified of their assessment change and the date of the Open Book meeting. After Open Book and prior to Board of Review the assessment roll is updated and reconciled by the City Assessor and the County Real Property Lister.

The City has contracted with Associated Appraisal for assessing services through 2016. Associated Appraisal has provided the city with assessing services since 2007.

### DISCUSSION

It was brought to my attention in early January, 2016 that some real property tax bills did not reflect the correct assessed value. Associated Appraisal Consultants, Inc. researched and found that the values on the properties listed below were not correct. The Assessor noted these are palpable errors. Palpable is defined in Wis. State Statutes 74.33(b) the assessment included real property improvements which did not exist on the January 1 (70.10) or 74.33(f) arithmetic, transposition or similar error has occurred.

Wis. Statute 74.41 gives the city the ability to submit a request to the State to recover the portion of these refunded tax amounts paid by the City to the other taxing jurisdictions. The total of tax revenue reduced because of these errors is \$16,206.35. The City's portion is \$5,186.02, with the rest distributed between State of WI, Counties of Pierce and St. Croix, River Falls School District, and Chippewa Valley Technical College.

With the Council's approval, the following actions will be taken to correct the errors.

Property Owner Affected	WI Statute Applied	Total Amount of Taxes Increased (Decreased)	Other Actions
Dr. Senoraske	§74.33 correction of palpable errors	(1,914.95)	Letter will be sent to property owner, refund will be made to tax payer; include in chargeback process with State of Wisconsin
4MNJ Investments	§74.33 correction of palpable errors	(\$2,672.03)	Letter will be sent to property owners, refund will be made to tax payer; include in chargeback process with State of Wisconsin
Gerald Anderson	§74.33 correction of palpable errors	(\$567.81)	Letter will be sent to property owner, refund will be made to tax payer; include in chargeback process with State of Wisconsin
Gregg & Linda Quam	§74.33 correction of palpable errors	(\$3,440.24)	Letter will be sent to property owner, refund will be made to tax payer; include in chargeback process with State of Wisconsin
Nicholas Jackson	§74.33 correction of palpable errors	(\$4,345.97)	Letter will be sent to property owner, refund will be made to tax payer; include in chargeback

			process with State of Wisconsin
Roger & Joyce Kampstra	§74.33 correction of palpable errors	(\$2,456.84)	Letter will be sent to property owner, refund will be made to tax payer; include in chargeback process with State of Wisconsin
River Falls Industrial Center	§74.33 correction of palpable errors	(\$808.51)	Letter will be sent to property owner, refund will be made to tax payer; include in chargeback process with State of Wisconsin

**CONCLUSION**

Associated Appraisal Consultants conducted a city wide revaluation for the 2015 tax year. The City will have recourse under State Statutes § 74.41 to pursue reimbursement of all monies refunded to the tax payers. The total difference resulting from the assessing processing errors is \$16,206.35. If allowed to collect the prorated amounts from the other taxing jurisdictions, the City will incur a loss in property tax revenue of approximately \$5,186.02. If not allowed, the City will incur a loss in property tax revenue of \$16,206.35.

The attached resolution approves the refunding of the unlawful tax amounts and the charging back of the uncollected taxes from other taxing jurisdictions.



**RESOLUTION NO.**

**REGARDING REFUNDING OF TAXES AND CHARGE BACK  
PER WISCONSIN STATUTES CHAPTER 70 AND 74**

**WHEREAS**, the 2015 Pierce and St. Croix County real property assessment rolls contained palpable errors; and

**WHEREAS**, the errors resulted in a number of properties being over taxed; and

**WHEREAS**, these erroneous tax bills were mailed to the property owners; and

**WHEREAS**, the correction of tax roll errors is allowed by Wisconsin State Statute §70.43, and

**WHEREAS**, Wisconsin State Statute §74.35 allows for the recovery of unlawful taxes and Wisconsin State Statute §74.41 allows for the charge back of taxes to other taxation districts.

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council of the City of River Falls hereby approves the refunding, of 2015 taxes for the properties on the attached list. The taxes refunded shall be charged to account 100-16000-53960 Uncollectible Accounts.

**BE IT FURTHER RESOLVED**, the City Clerk shall follow the procedure for the recovery of taxes from other taxing jurisdictions.

Dated this 26th day of January, 2016.

\_\_\_\_\_  
Dan Toland, Mayor

ATTEST:

\_\_\_\_\_  
Lu Ann Hecht, City Clerk



MEMORANDUM

**TO:** Mayor Toland and City Council Members

**FROM:** Julie Bergstrom, Finance Director/Assistant City Administrator

**DATE:** January 26, 2016

**TITLE:** **City Administrator Performance Evaluation Committee**

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**RECOMMENDED ACTION**

Select and approve committee members that will meet to review the annual City Administrator performance evaluation.

**BACKGROUND**

Mayor Toland and Council members Jim Nordgren and David Reese met last year to review the performance results and make suggested changes to Administrator Simpson's employment agreement. Following the same process, the Council will need to select committee members to review and make recommendations this year.

The proposed timeline is:

- January 15<sup>th</sup> Survey sent to Mayor and Council members and direct reports
- January 26<sup>th</sup> Mayor and Council determine committee members for survey review and recommendations to Council
- January 31<sup>st</sup> Surveys completed and tabulated
- February 9<sup>th</sup> Approximate date for committee meeting regarding survey results
- February 23<sup>rd</sup> Council meets in closed session regarding performance review, approves compensation adjustments

**FINANCIAL CONSIDERATIONS**

None at this time.

**CONCLUSION**

Council to approve committee members for proposed meeting in February.

*Administrator's Report*

January 12, 2016

**Council Member Meetings/Events of Note**

January 23-February – River Falls Reads Event

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

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

**February 9, 6:30 p.m. – City Council Meeting**

February 16 – Primary Election

**February 23, 6:30 p.m. – City Council Meeting**

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**Tuesday's Council Meeting Preview:**

- Resolution Regarding Request from the River Falls Chamber for 2016 Events and presentation
- Resolution Regarding Commitment to Community Tariff Changes
- Resolution Regarding Renewal Energy Loan Program
- Resolution Regarding Palpable Errors-2015 Tax Roll
- City Administrator Performance Review Committee
- Ordinance 2016-01 - An Ordinance Amending Chapter 8.36 Regarding Solid Waste Collection and Disposal-Second Reading and Disposition

**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.

**River Falls Fire Department 60<sup>th</sup> Annual Oyster Feed on Monday, February 1, 4:30-7:30 p.m., Fire Hall**

The Council is invited to attend the annual oyster feed.

## LIBRARY NEWS

River Falls Reads event is January 23-February 28. This year's book is Kitchens of the Midwest by J. Ryan Stradel. You can get a copy of the book by stopping at the library. This year's event kicks off with Blue Ribbon Baker, Marjorie Johnson, on January 23 at 2 p.m. at the library. The author, J. Ryan Stradel, will also be visiting the library on February 27. Visit <http://www.riverfallspubliclibrary.org/holiday-happenings.html> for more information. Below are some upcoming events for River Falls Reads:

### **Marjorie Johnson - Saturday, January 23, at 2 p.m. in the Library Lower Level**

This year's River Falls Reads kicks off with an appearance by the indomitable Marjorie Johnson, author of Blue Ribbon Baking. Marjorie's quirky humor and sparkling personality, all wrapped up in a tiny little old lady, has won her guest appearances on many well-known TV shows. Come see what she's up to now and pick up a few baking tips along the way.

### **Chocolate Extravaganza - Tuesday, January 26, at 6:30 p.m. Library Lower Level**

More food fun as River Falls Reads cooks up a Chocolate Extravaganza.

### **Locally Sourced Foods - Sunday, January 31, at 2 p.m. in the Library Lower Level**

Maureen Ash, Baldur Farms

What does that mean anyway? Locally grown foods & how to find them.

### **Food Jeopardy - Thursday, February 4 at 7pm in the Library Lower Level**

A lively, interactive, and educational presentation on food insecurity in our area. Learn about nutrition, and what makes a good meal as well.

## MEET NEW CITY STAFF

**Amy Peterson** began in the new role of Assistant Community Development Director on January 11. She hails from La Crosse where she served as the Planning and Economic Development Administrator four years and the Interim Director of Planning and Development for a year. Prior to La Crosse, she worked for MSA Professional Services in Marshfield. Amy has a bachelor's degree in Forestry, and a master's degree in Liberal Studies with an emphasis in Ecology, Economics and Ethics.

Amy likes to be proactive, organized and have fun in her work. She is excited to work on plan creation and implementation projects, assist with department organization and employee mentoring, and current planning day-to-day operations.



In her free time, Amy enjoys bike riding, birding, hiking, cooking and crafts. She is an animal lover and enjoy the company of cat Maggie. Amy is married and her husband is stationed at Buenos Aires National Wildlife Refuge near Sasabe, Arizona, on the U.S./Mexico border.

Amy says the hospitality of the people of River Falls has been outstanding in the short time that she's been here. She is looking forward to integrating into the community and getting to know more people and making new friends.



Welcome to **Jason Blatz**, who started as a GIS/Planning intern within the Community Development Department. He graduated from University of Wisconsin – River Falls in December 2015 with a B.S. in Geography and a minor in GIS. Jason will be assisting Community Development on several projects such as the South and North Main Street Corridor Plans, Park Master Plan, Kinnickinnic River Corridor, working with the Historic Preservation Commission and other duties as assigned.

When he is not working Jason enjoys hiking, biking, traveling, photography, woodworking and art. Jason looks forward meeting and getting to know everyone and hopes he can be of assistance.

**TREE TRIMMING**

Below is information that was sent to our customers. The tree trimming will begin on February 1, rather than January 25, as MBS Brush Service has been delayed at their current job.



**NOTICE Vegetation Management  
for Distribution Lines**

Keeping our electric distribution lines free from trees and branches is a priority for your local Municipal Utility. This is a proactive measure to reduce power outages and ultimately maintain a reliable electric system.

MBS Brush Service, a contractor hired by the City of River Falls will be conducting electric overhead line clearance tree trimming/maintenance adjacent to or on your property starting the week of January 25 and will be a 6-8 week project. We will leave a door hanger notice 24 hours in advanced when they will be trimming/maintaining your area.

Thank you for your patience and understanding while we take action to maintain a reliable electric system. If you have questions or concerns, please call Wayne Siverling, Electric Operations Superintendent at 715-426-3480.

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**River Falls Municipal Utilities**

222 Lewis Street, River Falls, WI 54022 (715) 425-0906





## **EXCELLENT FEEDBACK FROM EMT STUDENT**

Ambulance Director Jeff Rixmann shared with me some wonderful feedback he received from one of his current EMT students via email:

Just wanted to share a few things with you. I'm not sure how much you get feedback about this, but your staff has been awesome to work with during my ride-along times. Guys like Todd, Brad, Derrick, Garrett, Kim, etc. have been just awesome. Todd especially has taken a lot of his time to show me around and help get me acclimated to working on an ambulance. And last night watching Derrick work that code patient was amazing. I think I could learn more just watching Derrick work than I could in any classroom. I was amazed at the phenomenal job Derrick did in taking control of that scene and putting each of us to work on different tasks. His cool-headed confidence was contagious. Anyway, I just thought you should know that the RF EMS staff have had a really positive impact on me and the other students so far!

*Kudos to the EMS staff. Keep up the great work!*

## **INFRASTRUCTURE REPORT CARD UPDATE**

An Infrastructure Workshop was held with City Council and staff on November 10, 2015, to review the resulting [Infrastructure Report Card](#). This included a discussion of the individual infrastructure ratings and the current and desired states of the City's infrastructure. The different areas scored on the report card include alleys, bridges, paved trails, public parking lots, storm water inlets & manholes, streets, street lighting, and street signs.

Staff will continue to collect data and adjust the ratings of the infrastructure components included in the Infrastructure Report Card. Staff has also taken direction from the Council and will begin to collect the data needed to determine ratings for the City's Water and Sewer Mains. These two ratings will be included in a future Infrastructure Report Card.

### **City Administrator Comings and Goings**

- Staff 1 on 1s
- Management Team Meeting
- Executive Team Meeting
- WCMA Board Meeting
- Solar Meeting
- Incubator Meetings

### **Complaints to City Administrator's Office**

- None

## City of River Falls Monthly Status Report

**Department Name: Engineering**

**Reporting Period: 1/20/2016**

### Department Projects and Status

Name of Project	Completed	In Progress	Delayed	Updates
Sterling Ponds Business Park	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Work complete and acceptable to City. Waiting for contractor to submit lien waivers before processing final payment application.
Hope Lutheran	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contractor made retrofit to improperly placed stormwater outlet structure.
North Interceptor Sewer Project	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pre-proposal meeting held on December 17. SEH, MSA, and TKDA appear to be preparing proposals, Ayres and Strand have indicated they will not submit proposal. Proposal due date extended to February 3 and additional scope of work for preliminary design of interceptor upsizing project added in order to evaluate solutions for two sections of flat pipe and coordinate with 2017 river trail project.
Power Plant Substation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff continued to work with Excel Energy and Krause Power Engineering, LLC regarding the power plant substation project. Bids for transformer and switchgear were received on December 16.
Veterans Park Pedestrian Bridge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff worked with bridge inspector and National Steel Bridge Institute to test steel on the bridge to determine if it meets specifications for weathering steel. Test results from Nucor Steel indicate that the steel meets specifications for weathering steel.
Whitetail Ridge Corporate Park Improvements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Restoration of disturbed surfaced complete for fall. Will check in spring.
2015 Sanitary Sewer Lining Project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insituform completed work.
S Main Crosswalk Study	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff analyzed surveillance video and conducted a measurement of gap times. Staff will be preparing a report with recommendations.
LRIP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff submitted an application for the Local Road Improvement

				Program
Fairchild Drive Drainage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff has been monitoring performance work that was done to address sump pump drainage that was causing excessive icing on sidewalk. System appears to be working satisfactorily.
WisDOT Street Mileage Update	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff submitted to WisDOT our annual street mileage certification report.
Chapman Drive	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff posted notice and Journal and sent invitations to 200 Sterling Ponds area residents regarding an Public Information Open House Meeting on January 13. Fewer than 10 residents attended the meeting. Design is proceeding for bid in spring.
Kinnickinnic River Pathway, University Falls to Family Fresh	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Consultant submitted for WisDNR permits necessary for bidding the project this spring.
Collins Outfall Repairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff met with staff from the Pierce County Highway Department in order to coordinate repairs that are necessary at the Collins Outfall. Intent is to perform the work in the winter when access routs are frozen to cause less disturbance to the land that must be crossed.
High School/Hockey Arena Crosswalk Study	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff and our consultant continue to obtain and analyze information regarding pedestrian crossings of Cemetery Road between the High School and Hockey Arena.
Electric Work Order Input to GIS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Engineering staff has been working through 2015 electric system work orders to input information into our GIS system so that accurate information exists regarding this infrastructure.
2016 Sanitary Sewer Lining	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff has begun to assemble information for the 2016 Sanitary Sewer Lining Project.
2015 NPDES Annual Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff has begun assembling information necessary to file our 2015 NPDES Phase II annual report.
Total Maximum Daily Loads (TMDL's)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff has begun preparing a memorandum outlining the upcoming future requirements, recommended actions, and dates that we will have to met regarding the TMDL implementation for the City of River Falls