



**COMMON COUNCIL AGENDA
February 23, 2016**

Call Meeting to Order – 6:30 p.m.

Pledge of Allegiance

Roll Call

Approval of Minutes – February 9, 2016 - Regular Meeting Minutes

Approval of Bills (Taylor)

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

PUBLIC COMMENT, PETITIONS, REQUESTS AND COMMUNICATIONS:

1. Community Charter Education Committee (River Falls School District staff)

CONSENT AGENDA:

2. Acknowledge of the following minutes:
 - a. BID Board – 2/9/16
 - b. City Council and Utility Advisory Board Workshop – 1/26/16
 - c. Utility Advisory Board - 1/18/16
 - d. Historic Preservation Commission – 2/10/16
 - e. POWERful Choices! – 1/14/16
 - f. Library Board – 1/4/16
 - g. Park and Recreation Advisory Board – 1/20/16
3. Resolution Regarding Disposal of Public Surplus City Equipment
4. Resolution Regarding Palpable Errors-2015 Tax Roll
5. Resolution Establishing Ward 5 Polling Place for 2016 Elections

ORDINANCES AND RESOLUTIONS:

6. Resolution Approving Bids for Wastewater Treatment Plant
7. Resolution Regarding Debt Management and Fund Balance Policies
8. Resolution Providing for the Sale of Approximately \$4,620,000 Sewer System Revenue Bonds, Series 2016A
9. Resolution Providing for the Sale of Approximately \$4,305,000 General Obligation Refunding Bonds, Series 2016B

REPORTS:

10. Board of Review/Open Book Report
11. Administrator's Report
12. Comptroller Report

ANNOUNCEMENTS:

13. Mayor's Appointment

CLOSED SESSION:

14. *Recess into Closed Session per Wisconsin State Statutes § 19.85(1)(c) and (e) for the following purposes:*

“considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility, to wit: City Administrator;” and
“deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive bargaining reasons require a closed session, to wit: purchase/sale of property in the River Falls Industrial Park; sale of property in Whitetail Ridge Corporate Park; sale of property in Sterling Ponds Corporate Park.”

RECONVENE INTO OPEN SESSION:

15. Take action on Closed Session Items if necessary

ADJOURNMENT

Publish: River Falls Journal 2-18-16; posted 2-12-16
Revised: 2-17-16 Posted 2-17-16



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

February 9, 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 Morrissette, Jim Nordgren, Diane Odeen, Aaron Taylor, Hal Watson

Members Absent: None

Staff Present: Scot Simpson, City Administrator; Dan Gustafson, City Attorney; Gordon Young, Police Chief; Julie Bergstrom, Finance Director/Assistant City Administrator; Keri Schreiner, Management Analyst Fellow; Kevin Westhuis, Utility Director; Reid Wronski, City Engineer; Ray French, Management Analyst; Brent Buesking, Management Analyst Fellow; Greg Koehler, Lead Water Works Operator; Ron Groth, Waste Water/Water Superintendent; ; Karen Bergstrom, Human Resources Director; Jeff Crook, Certified Water Works Operator; Jacob McNabb, Water Works Operator; Luke Harris, Water Works Operator; Don Hill, Water Meter Technician

Others: Chris Gagne, Bob Ebert, others

The Pledge of Allegiance was said.

APPROVAL OF MINUTES:

January 26, 2016, Regular Meeting Minutes

MSC Morrissette/Cronk move to approve minutes. Unanimous.

APPROVAL OF BILLS:

Bills - \$1,439,248.05

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

PUBLIC COMMENT, PETITIONS, REQUESTS AND COMMUNICATIONS:

The Mayor asked for a moment of silence in honor of Barbara Nordgren, wife of Alderperson Jim Nordgren, who passed away last week.

There were no other public comments.

ORDINANCES AND RESOLUTIONS:

Resolution No. 6000 - Approving Award of 69kV Transformer and Switchgear purchase for Power Plant Substation Project

MSC Watson/Morrissette move to approve the resolution. Unanimous.

Resolution No. 6001 - In Support of Bill to End Adverse Possession Claims Against Public Lands

MS Morrissette/Cronk move to approve the resolution. Alderperson Taylor asked if City Administrator Simpson could provide some background about the bill for the public. Simpson said changes in law have taken place affecting long standing case law regarding property which concerned Wisconsin cities. The State legislature is trying to correct it. He explained public property cannot adversely be affected and gave examples. At the conclusion of the explanation, the Mayor asked for a motion. **The motion passed unanimously.**

REPORTS:

Water Quality Report

Utility Director Kevin Westhuis and Lead Water Works Operator Greg Koehler provided a presentation to Council on the City's water quality. The presentation covered the aquifers, wells, water quality, water towers, booster stations, pressure zones, chemicals and sampling and more. Westhuis introduced staff members to Council. At the conclusion of the presentation, Westhuis stood for questions from Council.

Strategic Plan Update

City Administrator Scot Simpson gave a presentation for Council on the City's strategic goals for the 4th quarter of 2015.

Administrator's Report

There were no questions or comments on the report.

CLOSED SESSION:

MS Morrissette/Odeen at 7:33 p.m. to recess into Closed Session per Wisconsin State Statutes § 19.85(1)(e) for the following purposes: "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive bargaining reasons require a closed session – Sterling Ponds Corporate Park." **The roll call vote to move into Closed Session was unanimous.**

Closed Session items were discussed.

MSC Cronk/Morrissette moved to reconvene into Open Session at 8:34 p.m. Unanimous.

Motion by Cronk move to adjourn at 8:34 p.m. Unanimous.

Respectfully submitted,

Kristi McKahan,
Deputy City Clerk



222 Lewis Street
River Falls, WI 54022

715.425.0900
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RIVER FALLS BID
February 9, 2016 meeting minutes
Foster Room, City Hall, 222 Lewis Street

CALL TO ORDER– Joleen Larson called the meeting to order at 8:34 a.m.

Members present: Joleen Larson, Kerri Olson, Chris Blasius, Terry McKay, Mike Pepin, Jennifer Burleigh-Bentz and Lori Moran. Absent were Mike Miller and Amy Halvorson.

Staff present: David Hovel, Building Inspector/Code Enforcement Officer

Meeting Minutes

The January 12, 2016 meeting minutes were reviewed. Motion Blasius, second Burleigh-Bentz to approve the January 12, 2016 meeting minutes, motion carried.

Financial update

Olson stated that there was no change since year end, December 31, 2015.

- The checking account balance as of 1/31/16 was \$19,671.77.

Larson informed the Board that she had talked to Tom Nelson and he has decided to decline the grant so the money will be put back in the available grant funds. His reasoning is he opposes some of the businesses that are funded and when signs are funded and the business maybe lasts a year and then is gone.

Grant requests

Gentz Family Barbershop, 113 E Walnut Street, submitted a grant request for \$825 for two new signs, an blade and a wall sign. The request was reviewed. The total cost of the signs is \$1650. Motion Blasius, second McKay to approve the 50% grant reimbursement, in the amount of \$825, as requested. Discussion followed concerning the policy of reimbursing only 35% of the total cost of the sign/awning. Because the application was taken from the present website and states 50% reimbursement, the motion was made for the 50%. Motion carried.

McKay presented a request from Charla Kusilek to put a Mural up on her building. Larson discussed the options of the owner owns the mural or the BID owns the mural and the different funding methods. The mural can not be used for advertising. BID was in favor of pursuing idea. McKay will contact Charla about moving forward with the idea.

CAB – 2016 budgeted amount is \$1500 for Music in the Park and \$3000 for the downtown banners. No request has yet been submitted by the CAB group.

Website update

Larson had been informed that the website has been updated and yet she has found that it is not updated. She had got the updated Grant app/agreement to the web administrator and he verified that he has it. The BID discussed the use or lack of use of the BID's website and options. Larson had approached the City Administrator about possibly having the city maintain the site and updates. Blasius asked the question of who owns the website. Larson will follow up with the web administrator on these issues.

Other Business

Discussed the BID's facebook page and becoming more active with it.

The BID was informed that Brightstar Wellness Center has picked up a grant application for a sign.

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BID minutes February 9, 2016

Next Meeting

Next meeting is March 8, 2016 at 8:30 a.m. in the Foster Room, city hall.

ADJOURNMENT

Motion Pepin, second Burleigh-Bentz to adjourn, motion carried at 9:09 a.m.

Respectfully submitted,

David Hovel, Building Inspector



WPPI CONTRACT EXTENSION WORKSHOP

January 26, 2016 – 4:30 p.m.

City Council Members: Mayor Dan Toland, David Cronk, Dan Gulick, Scott Morrissette, Diane Odeen, Aaron Taylor, Hal Watson

Utility Advisory Board Members: Tim Thum, Adam Myszewski, Grant Hanson, Wayne Beebe, Chris Gagne

City Staff: Scot Simpson, City Administrator; Kevin Westhuis, Utility Director, Julie Bergstrom, Finance Director/Assistant City Administrator; Ray French, Management Analyst; Keri Schreiner, Management Analyst; Buddy Lucero, Community Development Director; Reid Wronski, City Engineer; Wayne Siverling, Electric Operations Superintendent

Others: Mike Peters, President & CEO, WPPI; Tom Paque, SVP, Services & Business Strategy, WPPI ; Tim Noeldner, VP, Rates and Special Projects, WPPI; Weston Arndt, Energy Services Representative, WPPI

Utility Director, Kevin Westhuis welcomed everyone to the workshop for Council and Utility Advisory Board on the WPPI Contract Extension. Westhuis introduced Mike Peters, President & CEO of WPPI Energy, Tom Paque, WPPI Energy and Tim Noeldner, WPPI Energy.

WPPI President Mike Peters gave a history and overview on WPPI Energy, a not-for-profit; regional power company serving 51 locally owned electric utilities that were incorporated on September 5, 1980. Peters talked about members being stronger together through the WPPI Energy membership. In 1989 WPPI entered the asset ownership phase with 35-year contracts. Peters stated that governance is critical to their success.

Peters discussed the ownership of WPPI Energy and what is in it for River Falls. Reliable, affordable power supply for long-term, with a 75+ member services and customer programs and a seat at the energy policy table. Through joint action, WPPI members are able to do what would otherwise be too difficult or expensive to do alone.

Peters talked about the power supply positioned for tomorrow; coal-fired resources, natural gas-fired resources, unit specific purchases, and other purchases including renewable power purchase agreements, slice of system purchases, curtailable customer contracts, member-owned generation and short term capacity. Peters showed charts and graphs of the diversity of the contract term of WPPI resources and WPPI Energy and capacity position.

Peters discussed support services for members such as purpose, key initiatives and successes. Peters also discussed industry issues today including the changing technology, customer expectations, policy issues that can significantly impact costs and the power supply opportunity's that offer long-term benefit for customers of River Falls Municipal Utilities.

Peters stated that RFMU's current contract expires in 2037 and ownership of WPPI Energy provides shared strength, preserves and enhances the value of RFMU for the long term. WPPI Energy is asking for a contract extension and the timeline for completion is March 31, 2016.

Mike Peters, Tom Paque and Tim Noeldner opened up for discussion with Council and Utility Advisory Board Members.

Aldersperson Watson inquired about what drives it, the diversity of the contract term. Peters stated that WPPI is a non-profit, not bias to own investment. The driving factor is what is best for the members. The Executive Committee will be at the table to help with decisions.

It was asked if all members are on the same 40 year contract cycle. Peters stated that yes; every member is on the same schedule for contracts.

Aldersperson Odeen inquired what would happen if there is not enough support from members. An amendment would be made and RFMU would be on their own and in 2037 River Falls would need to find somewhere else to purchase power.

Utility Advisory Board Member Gagne asked what if we wait ten years to see what happens. Peters stated that the offer to extend the contract is open until March 31, 2016. After this date the offer to extend expires. River Falls Municipal Utilities would have to come back to the WPPI Executive Committee Board. Aldersperson Odeen inquired is this the first request from WPPI to extend the contract. Peters stated that 2002 was the last extension to allow for some debt financing.

Aldersperson Morrissette inquired why not ladder different members on different intervals for the contract extension. Peters answered because WPPI Energy has 51 members acting as one. Everything is aligned and if we staggered, we would not be aligned. By having everyone on the same contract, we act as one large utility. Example if we build a new Power Plant in 20 or 30 years, same contract affects members the same. Aldersperson Morrissette stated he is struggling on doubling the commitment for the community and City of River Falls to another 40 years. Peters stated that it is not unusual in the utility industry to extent contracts out 60 years. A shorter contract would affect the ability to plan.

Administrator Simpson stated that WPPI Energy provided a thorough and compressive "what's in it for us" with joint action. Administrator Simpson asked CEO & President, Peters what the biggest risk of extending the contract would be. Peters stated when WPPI Energy was created, Municipal Utilities acted alone and then they all came together. RFMU is pretty small and when you look at the market place they have to play in, an individual municipal utility would not be able to do that alone. RFMU would have to do an RFP for a power supplier. When market energy prices are low, energy suppliers want to service and when market energy prices are high they don't want to serve Municipal Utilities. With WPPI planning resources, you never see prices double overnight or increase 20-30 percent. Utility Director Westhuis is on the WPPI Executive Committee and he is a part of making decisions. Peters stated for a small municipal utility, most support joint action.

Risk to RFMU – After 2038 (18 year period) if energy market is in the tank, RFMU could potentially get better rates over that period of time. If WPPI fails what would happen. The reality is, not sure as staff, we have any clear alternatives besides WPPI. The board decision is March 31, 2016 and will need indicators from UAB and Council on how we move forward.

Watson asked if we don't sign now, could we come back to WPPI in 2038 and extend. It was stated that we are a member until we are not a member; we have a contract until 2038. After that it would need to be brought back to WPPI and the Executive Board to decide.

Peters stated that they are leading in programs and service and having RFMU is good for WPPI. All members can benefit from the collective membership.

Mayor Toland stated we have been with WPPI since 1980. No one knows the future and going on our past experience with WPPI and by renewing the contract he would expect the next 40 years will go as smoothly as the last 35. In the Mayor's opinion at the end of the day, the smartest decision is to sign the contract. Utility Director Westhuis stated the Joint Action has worked well for River Falls.

Mike Peters extended an invitation to come back to River Falls with small groups for further discussion if needed.

Simpson and Westhuis thanked everyone for their input. The workshop was adjourned at 6:05 p.m.

Respectfully Submitted,

Kristi Hartmon
Administrative Assistant

Utility Advisory Board Meeting

January 18, 2016

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REGULAR MEETING

RIVER FALLS UTILITY ADVISORY BOARD

January 18, 2016 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, Diane Odeen, Wayne Beebe, Tim Thum, and Adam Myszewski. Absent: Duane Pederson. Staff present: Kevin Westhuis, Utility Director; Kristi Hartmon, Administrative Assistant; David Keating, Civil Engineer; Mike Noreen, Conservation and Efficiency Coordinator, Wayne Siverling, Electric Operations Superintendent, Greg Koehler, Lead Water Operator and Julie Bergstrom, Finance Director; Other Present: Mark Lundgren, MSA Professional Services, Dave Krause, Krause Power Engineering, Patricia LaRue, River Falls Resident

M/S Beebe/Odeen to approve minutes of the November 16, 2015 Regular Meeting. Motion Carried.

CONSENT AGENDA:

1. Acknowledgment of the following minutes:
West Central Wisconsin Biosolids Facility Commission Meeting – 10-20-15 and 11-17-15
POWERful Choices Committee – 11-12-15 and 12-10-15

M/S Odeen/Beebe to approve Consent Agenda. Motion Carried.

River Falls City Resident, Patricia LaRue addressed the board regarding hydro power; fossil fuel versus clean energy. Ms. LaRue started by saying “I am here to sell you electricity”. Ms. LaRue stated that the City of River Falls is saving money over the life of the hydro dams license. Fuel for the hydro is free and fossil fuel is at a higher cost. LaRue explained that the hydro’s are a valuable assets to the City, are paid for, are making money, and have value. The hydro plants are a 1M dollar asset to the City. Ms. LaRue stated she would like residents to know more about what the hydro’s are. The city puts out a pamphlet of an overview of River Falls and in the Utility section there is nothing on the Hydro’s. LaRue is asking the City to give a shout out to the hydros and give a one-minute city rap. Possibly create a dashboard that shows the community the value in supporting clean energy like generation from the solar garden and generation from hydros. LaRue suggested the City mount cameras on power plant and video stream the upper dams, the ducks and other scenery and put a camera on Lake Louise so the community can view. LaRue suggested inserts in the billing statements to educate the community “who own the hydro power” on how revenue, expenses and PILOT and depreciation are considered. Give the city useful information. LaRue thanked the board for their time. Council Representative Odeen stated to Ms. LaRue that as far as the deadline of the license goes, there will be a lot of information available to the community about what the options are. Odeen also stated that it is not 7 months that our license is good for, we have much longer and the Utility Advisory Board and City Council will take the time necessary for decisions that the entire community can participate in. Gange stated he welcomed the thoughts on this issue and LaRue state a lot of great facts there.

RESOLUTIONS:

2. Resolution Authorizing Purchase of 69KV Transformer and Switchgear for Power Plant Substation Project

3. David Keating, Civil Engineer and Dave Krause with Krause Power Engineering gave a presentation on the purchase of a 69kV Transformer and Switchgear for the Power Plant Substation Project. Keating gave a brief update on the project and stated they have 2 bids in, one for the 69KV Transformer and one for the Switchgear and looking for the board's recommendation to approve those bid awards. Keating stated that they submitted all necessary paperwork to the PSC and received preliminary approval from them with final approval by the end of January 2016. Keating state the variance is within the 20' for an industrial zone from the property boundary and don't anticipate any problems and will meet with that board in March. There are some existing utilities in the way (8" sanitary line – 30 ft. down). Having conversions with the utility department on what we want to do. It is not ideal to build a building on existing utilities and discussions are being continued. Utility Director Westhuis stated that the City is going out for a RFP for a consultant to help with long term planning of potential moving and relocating the lines. Council Member Odeen asked how old the line is. Lead Water Operator Koehler stated that it is 40's vintage. The water department is going to get that line cleaned and televised as soon as possible and the contractors also said there is a stronger lining available if lining was to be done.

Dave Krause gave a design progression update and stated they are in the process of doing the control system design and depending on the review and approvals on the major equipment then that gives them the ability to get drawings from those vendors. The two bids are the two major pieces of equipment. Once we know the answer on the sanitary work they will complete the design of the structures inside the existing fence.

Keating talked about bid package 1 – 69kV Transformer. They received 7 bids and there were 3 sizing options for pricing. The initial bids ranged from \$481,800 to \$795,237. Keating stated that is not as straight forward as looking at the low bidder. Krause spent time calling contractors and firming up their prices and checking their options. The initial budget had about \$750,000 for the transformer. Staff decided to go with mid-sized unit pricing and that's where you will see the discrepancy with not just taking the lowest bid. Based on their bid and follow-up discussions, the recommendation from Krause Power Engineering is for Virginia Transformer for \$572,358. Gange stated after going through the packet it is obvious why you didn't go with the lowest bid and he stated it looks like you went with the 3rd lowest bid because of quality components and the mid-size schedule. Gange appreciates looking at quality components.

Bid package 2 - Switchgear bids. Received 5 bids and the initial bids ranged from \$240,356 to \$490,525. Krause did follow-up with the low bidders. The low bid was Siemens Industries and based on the follow-up discussions with them, Krause is recommending awarding the bid to Siemens for \$240,356. Board member Thum stated that in this case the low bid seems significantly low and stated there must be some reason for that and asked if staff was confident that it is an equivalent bid and the quality of their offerings is comparable. Krause stated yes and stated when you look at switchgear the most significant component is the interrupting device in this case the circuit breaker and there are very few manufacturers of circuit breakers internationally and Siemens happens to be one of those companies. They not only make the assembly, but they are a breaker manufacture. Odeen moved approval for Resolution No. 2016-01 authorizing the purchase of 69kV Transformer and Switchgear for the Power Plant Substation Project, Myszewski seconded the motion, motion passed.

4. Resolution to Amend Commitment to Community Rate Tariff

Mike Noreen, Energy and Efficiency Coordinator presented on an amendment to the Tariff for the Commitment to Community. Since 2005 municipal electric utilities have been ordered to charge each customer a low-income and energy efficiency fee. 50% of that fee goes to low income programming (RFMU administers locally) and 50% goes to energy efficiency (Focus on Energy).

Each municipal electric utility must collect an average of \$16 per meter per year. Each utility is allowed to determine the amount that a particular class of customers is required to pay and may charge different fees to different classes of customers. RFMU periodically adjusts collections as city demographics and populations change. The current estimated average annual collection of fees for the River Falls Municipal Utilities is \$14.76 per meter per year.

The existing rate structure charges a flat 3% of the total electric bill, with not to exceed charges varying by the rate class of customers. Noreen presented 3 options for the Tariff rate for the board to review and decide on. Based on residential customers, the first option is 1.49% with a not to exceed \$2.00; second option is 1.25% with no cap and the third option is 3.00% with a not to exceed \$1.25. Commercial customers would pay a slightly different rate structure than residential customers. Depending on the tariff chosen, a change to a typical residential customer could result in paying approximately 28 cents less per month. After discussions, staff recommends approval of option 1, due to its balance of reduced impact on low energy users with higher not to exceed charges in the residential and commercial rate class. Board member Gagne asked where you would see a residential application of a high energy user as opposed to a low energy user. Noreen stated that you could have a situation where you have a low-income family and have more people living in a house, so it is not always clear on who is going to use more energy. Some of those options that don't have a cap on them can adversely affect some of the low-income users. Utility Director Westhuis also stated that electric heat is another big driver in the winter time. Gagne stated that he is never in favor of not having some type of cap for that reason as you never know what reason someone is using more energy. If the board did choose the 2nd option without a cap, what could be an amount that someone might pay. Noreen stated a high end for option 2 would be around \$3.00. Gagne asked if a resident wanted to help out the community for this type of program, what option would be the most beneficial. Noreen stated he would go back to option 1 because of the cap and because of the industrial customers. Industrial customers pay a little more up front, but they also qualify for programs through Focus on Energy. Noreen stated industrial customers would benefit from incentives like lighting, motors, pumps and refrigeration. RFMU sends in roughly \$48,000 to the state and normally gets back 2 to 1 from Focus on Energy. Board member Thum asked if there was any consideration on increasing the cap for the larger and industrial power customers. Noreen stated that the 3% is what they are maxing out at. Westhuis stated that option 1 was the option they considered because the larger industrial customers can get some of that money back if they are aggressive with incentives. Odeen made a motion to approve Resolution 2016-02 authorizing the Amendment to the Commitment to Community Rate Tariff, Myszewski seconded, motion passed.

5. Resolution to Approve Residential Loan Program for Community Solar

Noreen, Energy and Efficiency Coordinator presented on an option through the renewable energy finance program for residents to take out loans to purchase shares in the community solar project.

Resolution 5921 reallocated the renewable energy finance program last year to a loan program for the community solar project. The City has written a new loan agreement for customers looking to purchase shares in the community solar project, but who cannot afford the initial payment. The agreements states that the loan for the community solar panel would be placed on the property owner's tax roll for a period of up to three years as a special charge. A deposit of \$69 would be collected upfront for each panel. Anyone who pays property taxes in River Falls is eligible.

RFMU would like to provide this loan to allow more people to participate in the program, assist in selling shares and further cement RFMU as a leader in innovation and renewable energy development. Board member Gagne asked if there was any process for credit worthiness. Noreen stated that they would look at a customer's one year billing history. Beebe moved to approve resolution No. 2016-03 approving the community solar loan program. Gagne seconded, the motion passed.

NEW BUSINESS:

7. Water Rate Update - Julie Bergstrom, Assistant City Administrator/Finance Director gave an update on the Water Rates. Bergstrom stated that is has been a year since Trilogy reviewed the rates with the board. PSC received the rate case in May of 2015 and staff has had continuing discussions with PSC staff since that time. In August staff received their first proposal on the rate increase and it was a about a 6% increase. The UAB was updated in September to talk about the proposed rates and also the well #6 issue. The PSC did not want to include an potion of the costs of well #6 in the rates. The water impact fee study was done and the consultant, Christine from Trilogy suggested and recommended part of well #6 be included in the rates. Staff was stuck between two options (PSC and Trilogy). More discussions with the PSC happened this fall. Not a lot of progress was made, but made our case with them that we were concerned. The middle of December the PSC call Bergstrom and said they recently surveyed the sanitary survey report that is prepared every three years by the DNR and felt that the water utility was understaffed considering the number of projects that need to be completed and that were itemized in the survey report. Internal discussion about the report was done with Greg Koehler, Lead Water Operator and Kevin Westhuis, Utility Director. Most if not all were remedied by the end of 2015, however, the water utility does have increasing needs for infrastructure maintenance and could benefit from additional staff in operation. Bergstrom stated that based on that report, the PSC might change their recommendation. At this point staff has received their proposal and would like an answer from the City on how we felt about increasing the rates and still keeping well #6 out of the rates. Bergstrom asked the board how they felt about well #6. Do we continue the fight with well #6, do we except the proposal. There are some things that Bergstrom talked with the PSC about that she wants clarified. Odeen stated that there were 4 points that staff wanted to clarify with PSC (stated in memo to UAB) and asked if staff thinks that can be done. Bergstrom stated that she does.

Bergstrom stated the increase for a minimal water user is \$1.38 and would go to \$2.42 a month. Gagne asked how the water rates would work out with the new soccer fields. Westhuis stated that some of the impacts could affect places like the soccer fields, and ice rink. Gagne asked if there would be anything we could do to work with community sports groups. Westhuis stated that they could possible work something out. Bergstrom stated that the PSC discourages irrigation. Thum asked on a percentage basis, how much total increase is this. Bergstrom stated about another \$200,000 (PSC is proposing a rate of return of 5.25 overall).

Gagne stated that he is never in favor of raising rates on individuals of the community, but at the same point, there has been issues over and over about the water rates and it is about time we do something to take care of our future. Bergstrom stated that we have the expense of the water tower painig and have increase annual spending for main replacement, hydrant replacement, purchased needed equipment for valve exercising. Westhuis stated these are needed to keep our community safe. Odeen asked in the situation we are in now, the PSC will approve a higher water rate than what we actually asked for. And if we want to keep our original lower rate we would have to litigate against the PSC to get the lower rate which will also cost the city. Bergstrom stated that is correct. Gagne stated that this is because of the study they did and we were down manpower. Odeen stated the shortcomings have been addressed. Thum stated we need to

touch on the sanitary survey report as they are suggesting we are 2 positions short. Bergstrom stated that this is something that we would review if we have the funding and needed it we would consider hiring.

Odeen asked if staff needed anything specific from the board on moving forward with the water rate case. Bergstrom asked if the board feels comfortable coming to a consensus to go ahead with the proposal. Gagne stated that he thinks the proposal is an excellent deal for the city. The board agreed for Bergstrom to go ahead with the proposal.

8. Waste Water Treatment Plant Upgrade Project Update

Mark Lundgren from MSA Professional Services gave the board an update on the WWTP project including bidding, bid due dates and potential costs. Lundgren stated that the finished plans and specifications were sent out to potential bidders. Lundgren gave a brief overview of the project improvements including the solids storage, upgrade of the bio solids equipment for safety and ease of operation, scum handling, and final clarifier use. Lundgren showed diagrams of the site plan, solids handling building (lower level and upper level), and elevation views of what the building will look like. Lundgren gave a brief project schedule with bid opening on February 9th, bid recommendations to UAB on February 15th, and if all goes well the City Council will award the construction bid on February 23rd, with final completion of project in December 2015 (with an option of an August 2017 completion date) depending on how bids come in. The engineer's opinion of probable cost for the upgrades is a construction cost of \$3.55M before contingency. A 15% contingency fund would put the total construction cost around \$4M. Westhuis asked Mr. Lundgren to let the board know how many bidders have shown interest. Mr. Lundgren stated that 6 or 7 contractors have engaged in the process. Board member Hanson asked if River Falls continues to grow at the rate it has, how long the facility would be sufficient for these upgrades. Lundgren answered that the solids handling upgrades will be sufficient for many, many years. The hydraulic capacity would need to be addressed in the future depending on the growth. The plant is rated for 1.8M gallons per day and we are doing 1.2M gallons per day.

REPORTS:

9. Finance Report was included in the packets for review. Bergstrom stated that if the board has any questions she could answer those.
10. Utility Dashboards for, Electric, Water, Waste water and Powerful Choices were included in the UAB Packets. Thumb asked about the renewable energy bar graph and does the number 1,022 represent blocks or kWh he was uncertain what it was. Westhuis stated it is the number of blocks.
11. Monthly Utility Report was included in the UAB packets for review. Odeen stated that the recent cold weather had her thinking of the freezing pipes we had a couple years ago. Have we experienced any freeze ups yet? Westhuis stated we only had one issue with UW-River Falls and it was in a construction area. Staff did send out notice to about a dozen customers that have had a history of frozen water pipes. Staff does this every year to be aware of the potential of a freeze-up. Beebe asked about continued electric work being done on Cty. MM for the primary extension to the city building on Mann property. Hanson stated he didn't think there was a building on the property. Westhuis stated that there is a metal shed on the property that does have electricity. Hanson stated that the Solar garden is energized and up and running. Staff is reaching out to

residents and business to purchase solar shares. Gagne asked how soon the Loan Program will be available. Westhuis stated it will be available by the end of the month as soon as it is passed by City Council. Beebe asked about St. Croix gas leak at the WWTP (it was under the road leading into the plant). Staff smelled gas and St. Croix gas came out and fixed it. It did not affect the plant operations. Beebe asked about well #6 on a chemical scale being sent back to the factory for repair. Koehler stated that staff was not getting a constant measurement of the pounds of chlorine gas that were there and the scales were not telling them that, so they were sent it back to the factory for repair and well #6 was off line for a few days (a temporary was brought in). The well was down for about 4 days just to make sure they were in compliance.

Utility Directory Westhuis reminded the board that they are holding a joint workshop on January 26th to discuss the WPPI Contract Extension. Westhuis handed out information on the contract extension to review before the workshop and stated that if any board members have questions to please contact him.. Gagne asked when the current contract expires and what is WPPI looking to extend to. Westhuis stated that it expires in 2037 and they are looking to extend to 2052.

ADJOURNMENT:

M/S Beebe/Thumb moved to adjourn at 8:16 p.m. Unanimous.

Reported by: Kristi Hartmon, Administrative Assistant

Wayne Beebe, Secretary



222 Lewis Street
River Falls, WI 54022

715.425.0900
FAX 715.425.0915

MINUTES
HISTORIC PRESERVATION COMMISSION
Wednesday, February 10, 2016 at 6:00 pm
Training Room

CALL TO ORDER/ROLL CALL – Meeting convened at 6:00 pm

Members Present: Heidi Heinze, Jayne Hoffman, Pam Friede, Hal Watson

Members Absent: Jeff Bjork

Staff Present: Tony Steiner – *City Planner*

Others Present: None

APPROVAL OF AGENDA/MINUTES

MSC Heinze/Hoffman to approve the minutes of the December 9th Meeting – unanimous

PUBLIC COMMENT

None.

OLD BUSINESS

Staff Introduction

Mike Huth, who has been the Staff member working with the HPC has moved on to a new job. Tony Steiner will be the Staff person for the HPC. Tony has worked with the HPC in the past and gave a brief introduction.

Election of Chairperson and Vice Chairperson

In December, Jeanne Zirbel and Betty Most retired from the HPC after many years of service. The HPC briefly discussed the duties of the Chairperson and then moved forward to fill the position. MSC Friede/Hoffman to nominate Heidi Heinze as Chairperson. The vote to elect was unanimous. The HPC briefly discussed the duties of the Vice Chairperson. MSC Heinze/Friede to nominate Jayne Hoffman as Vice Chairperson. The vote to elect was unanimous.

Staff also noted that the terms for Friede, Hoffman and Bjork are expiring. Staff requested that the members submit a note to the Mayor for reappointment. Also there are two openings created by the retirement of Zirbel and Most. The Mayor has invited Rebecca Prendergast to fill one position and is in discussion with another person to fill the other.

Work Plan Ideas

Staff and HPC members discussed work plan ideas. Staff will bring the 2015 work plan to the next meeting for review and update. Jayne Hoffman provided an overview of a media (film) preservation event that could possibly be funded through grant money. This

event would allow people with film reels to bring items to a professionally trained preserver to capture the images. Another item was that the HPC would like to see the historic image postcards distributed at the River Falls Days parade again, with a new image.

West Maple Street Plaque

Staff noted that we now have a special recognition plaque for 315 West Maple Street. A date for presentation of the plaque to the property owners will take place in the spring. A specific date will be discussed at a future meeting.

Update on Historic Preservation Fund Sub Grant

Staff has submitted the grant application to the State of Wisconsin to fund the nomination of the Glen Park Suspension Footbridge to the State and National Register of Historic Places. As of this writing we have not heard any word. Staff will update the members on the status of the application as soon as we receive word from the state.

NEW BUSINESS

Agenda Items for March 9, 2016 Meeting:

- Review of Historic Preservation Commission Bylaws.
- Review and update of work plan.

ADJOURNMENT – Meeting adjourned at 6:45 p.m.

Respectfully submitted,



Tony Steiner, City Planner



MINUTES

January 14, 2016

Training room at City Hall

12:00 p.m. – 1:00 p.m.

Committee members and guests present: Mike Noreen (RFMU), Dave Engstrom (SCV-Habitat), Kayla Ludwigson (SCV – Habitat), Anna Luebke (RFHS Student), Chuck Eaton (RFSD), Al Bohl (Focus on Energy), Jill Coleman Wasik (UWRF), Nathan Croes (City of RF), Greg Koehler (RFMU – Water), Peter Morsch (St Croix Energy Solutions), Mark Klapatch (UWRF), Tara Albore (RFSD), Don Richards (SCVH, RFBC), Patricia LaRue (Resident), Steve Preisler (CAB), Jennifer Mueller (RFSD), Matt Fitzgerald (UWRF), Aleisha Miller (Miller Escapes), Lauren Kaminski (RFSD – Community Ed), Jim Cooper (SCV Habitat), Rebecca Ferguson (Resident/First Cong), Alan Symicek (UWRF), and Rhonda Davison (RFMU)

Mike Noreen welcomed everyone reminding us that there is no membership required to participate in this group and how fortunate River Falls is to have so many people interested in sustainability. He encourages everyone to provide input and ideas that will benefit all. Requesting a motion to approve the minutes from the December 10, 2015 meeting Greg Koehler made a motion and Matt Fitzgerald seconded, and all approved.

1. Kinni Consortium – Research and partnership opportunities in River Falls

Mike introduced our guest speaker Jill Coleman-Wasik with UWRF Plant and Earth Science Department who heads up the Kinni Consortium project. The Kinni Consortium links the past present and future with the project initiated in fall of 2014.

What is it, why, what's been done, what's to come, and how to get involved.

What is it – An association between UWRF and watershed organizations that are concerned about the value of the river and the resources it provides within the watershed. Providing a better understanding of the role the river provides in the community. This program is funded as an undergraduate research program.

Why – There is a multitude of scientific research to be found, an outstanding resource, socially valuable resource (artwork), economic value (events around the river, the hydroelectricity produced, and recreation), the Kinni is an important tributary of the Saint Croix River.

What is to come – Many Projects cross multiple sectors which can be a challenge to coordinate and engage the community and those involved with the research. This is being done by providing education and sharing the value in the research being performed. Gathering this data and creating a framework that allows easy access to the information for all stakeholders and engaging them. Developing maps of the watershed areas, and showing where the research is taking place, survey and analysis of the watershed stakeholders helps to provide beneficial information for everyone. The stakeholders consist of about 3 dozen groups with environmental, social and economic concerns many of their concerns overlap. Looking at long-range concerns such as the dams, agricultural

runoff, aquatic life, and plant life, and invasive species ranking each by their importance will help to decide the path to take. Other ongoing projects such as the Eco Village showing cost performance comparison of net zero, water quality of the Kelly Creek Tributary, and Prairie habitat.

What's next – A pilot project called Seed to Seed is a multi-generation approach to increase interest among the community. Taking what they have learned and expanding what kind of land use decisions should be made – Recreational/Aesthetic making it easy to quantify property taxes and industry market commodities. Continuing to reach out to the community with workshops, identifying needs, land use decisions. If you have suggestions and ideas you are encouraged to attend the summit and stakeholder workgroups and focus groups.

March 22 & 23 2016 a summit will be held on the UWRF campus. There will be wide variety of breakout sessions for people to attend. There will be a film festival featuring Wild and Scenic held at Juniors.

Recently the UW received a large grant to continue work with this project.

2. Community Solar

Solar panels are for sale for \$567.00 with a 19 year payback credit on your utility bill. Mike gave examples of how an organization like a church who may want to make a purchase could have multiple people make smaller donations thus making the purchase more affordable.

The loan program is now available to people wishing to purchase but who do not have the upfront capitol. They can pay \$67.00 down and the balance will be collected on the property tax roll in January of 2017.

Currently River Falls is slightly behind New Richmond in sales of the Community Solar panels.

Home performance rebates are available. Incentives are very generous from RFMU with matching dollars towards Focus on Energy rebates making it economically attractive. RFMU has a strong track record of promoting the various programs offered to customers.

3. Other items of

- ✓ St. Croix County - Learn to snowshoe event dates January 23, February 6, and February 20 at area parks.
- ✓ MLK Breakfast will be held at St Bridget's on Monday January 18th the proceeds going to Assistance and Resource Center (ARC)
- ✓ The Eco Village has completed their final home and is planning a community celebration TBA
- ✓ Utility box painting will be on the next POWERful Choices! meeting

Meeting minutes were taken by Rhonda Davison

RIVER FALLS PUBLIC LIBRARY

BOARD MEETING MINUTES

MONDAY, JANUARY 4, 2016

Present: Judie Caflich; Joyce Breen; Janet Johnson; George "Bud" Ayres; Rebecca Ferguson; Nancy Miller, Library Director.

Absent: Ruth Kuss; Kathleen Steffen; Jean Ritzinger; Dave Cronk.

Call to Order: President Judie Caflich called the meeting to order at 6:30pm.

Quorum: A quorum was established.

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

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

Acceptance of Minutes: Ayres/Ferguson motioned to approve the minutes from December 7, 2015. A unanimous decision was passed to approve the minutes.

Approve the Bills: Breen/Ayres motioned to approve the bills in the amount of \$28,666.48. A unanimous decision was passed to approve the bills for December, 2015.

Director's Report:

Statistics: Some of the 2015 statistics: 2015 Circulation: 326,726 (2014 circulation: 334,291) , 2015 Visitors: 181,560 (increase from previous years) ,Meeting Room uses: 1,235, Volunteer hours: 2,259, Courier and interlibrary loan : 97660 items.

Goals include: Continue to build relationships/networks with schools, businesses and other organizations. Continue to advocate for increased reimbursement from Pierce County. Funding for renovations/refurbishment of children's and teen areas. Complete service desk and backroom modification plans.

Current Business: Chromebook and Hot Spot Policies: Breen/Ayres motioned to approve the changes to the policies: Hot Spot policy: Loan Policy Deposit: \$110 refundable deposit. Chromebook and Hot Spot policies: \$15 refundable power cord deposit. A unanimous decision was passed to approve the changes.

Performance evaluation format update: After discussion it was decided to continue to use our current evaluation form.

New Business: Performance evaluation forms will be sent out to board members.

Next meeting will be February 1, 2016.

Adjourned: 7:00pm.

Respectfully submitted,



Janet Johnson, Acting Secretary



222 Lewis Street
River Falls, WI 54022

Phone 715.425.0900
Fax 715.425.0915

MINUTES

PARK AND RECREATION ADVISORY BOARD

Wednesday, January 20, 2016

City Hall Training Room

5:15pm CALL TO ORDER/ROLL CALL – Meeting convened at 5:15pm

Members Present: Susan Reese, Jim Nordgren, Brandon Dobbertin, and Patricia LaRue

Members Absent: Brenda Gaulke and Dennis Zielski

Staff Present: Cindi Danke, Recreation Manager and Amy M. Peterson, Assistant Community Development Director

Others Present: Marian and Jim Webber representing the St. Croix County Bicycle Advisory Committee, Prairie Enthusiasts Evanne Hunt, Greg Korman, and Wayne Huhnke, members and parents of Girl Scout Troop 53727, and Ben Fochs, citizen.

APPROVAL OF AGENDA/MINUTES

MSC Nordgren/Dobbertin to approve the minutes of the December 9, 2015 Park and Recreation Advisory Board. Motion passed 4-0.

PUBLIC COMMENTS

None

OLD BUSINESS

None

NEW BUSINESS

Girl Scout Troop 53727 is working on a silver award. They would like to post 3 signs on the Kinnickinnic Trailway System. Each 4"x 6" or 5"x 8" metal sign will contain a picture and provide information about a different bird that can be found in the area and what to feed or not feed them. The featured birds will be Great Blue Herons, Baltimore Orioles, and Belted Kingfishers. The signs will be on a post off the mowed area, about 3' or 4' off the ground. The scouts will receive quotes for aluminum signs from two printers. The exact location will be determined by park staff, then Digger's Hotline will be called. The scouts were asked return to Park Board meeting in a month or two with sign mock-ups, a map of locations where they would like the signs, and the cost of the signs.

Evanne Hunt, Chair of the St. Croix Valley Chapter of Prairie Enthusiasts, spoke about how her organization works to reclaim, manage, and protect prairies. Prairies are rare and endangered. Oak Savannas are even more so. Prairie Enthusiasts try to buffer and re-connect these areas, remove invasive species, use prescribed burns, and re-seed. A video was shown about prairie remnants, which are only fragments of original native prairies. This group has worked on the Foster conservation Area since 2003.

This group and the City of River Falls recently received a \$5,000 grant from U.S. Fish and Wildlife to improve monarch habitat in Foster Conservation Area. Most of the money will be used to pay contractors to remove large trees. The chapter will provide \$965 in volunteer hours. This chapter also works with UW-RF to monitor native plants at the Foster site. Reese thanked the group for all their work. The group would like to see DeSanctis prairie burn supervised by the city. They are working with the bird club to add prairie plant informational signs in the kiosks at DeSanctis Park. They would love to have people that live in that area, help maintain the prairie. They had to stop working on the Rocky Branch remnant, due to lack of volunteers.

Marian Weber is president of River Valley Trails and she came to the Park Board meeting representing the St. Croix County Bicycle Advisory Committee. There is a St. Croix Bicycle and Pedestrian Plan in progress. She showed maps which included proposed trails connecting Hudson and River Falls. Citizens in Hudson have been able to attend meetings and open houses and informally vote for their preferences using stickers on a large poster board. There will be another open house in March. A cost estimating tool and a model of policies and ordinances will be developed. They will also prepare guidelines for wayfinding signs. The proposal is due this August or September. Then it will be presented to the City of Hudson. River Falls needs to add their recommendations to the map as soon as possible. Marian offered to help lead meetings or open houses in River Falls if needed.

ADJOURNMENT

MSC Nordgren/LaRue to adjourn. Meeting adjourned at 6:42pm.

Respectfully submitted,



Brenda Rundle, Recreation Assistant

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Terry Kusilek, Operations Superintendent
Wayne Siverling, Electric Superintendent

DATE: February 23, 2016

TITLE: Disposal of Surplus Equipment

RECOMMENDED ACTION

Adopt the resolution approving the sale of surplus city equipment (see attached list).

BACKGROUND

The Operations Department and Electric Department have items to dispose of that have been replaced or no longer useable.

CONCLUSION

The Operations and Electric Superintendents recommend selling of these items on Public Surplus auction site. There is not a recommended minimum for any item.

Items for Sale

Item #1- is a 1998 Graco Street paint sprayer; this sprayer is 18 years old and has been replaced with a new one in 2016 per the vehicle replacement schedule.



Item #2 - is a 16' Homemade trailer that has not been used for a number of years. All four tires are flat, weather checked and would need to be replaced. The brakes are hydraulic activated and no longer work. Complete replacement of lines, brake cylinders etc. would need to occur to make it useable. We have updated over the last few years to heavier trailers with electric brakes, This 1 was never disposed of during the process of updating to new trailers.



Item #3 is a group of items to be disposed of on an individual basis, these are tools that were used at the Power Plant for Engine repair & maintenance, with the decommissioning of the Power Plant these items are no longer needed. Any useable tools have been retained by the City.

1. Starrett Micrometer Caliper. Range 12"-16" No. 224



2. Starrett Micrometer Caliper. Range 6"-9" No. 224



3. Starrett Micrometer Caliper. Range 9"-12" No. 224



4. Cirron ACMI Model AIL-115 Light Source with bore scope



5. Starrett Micrometer Caliper 6" No. 436



6. Starrett Depth Gauge No. 124-3



7. Hytorc Model HWY-3mxt. Hydraulic Torque Wrench with torque multiplier.



8. Acetylene torch cart. Cart with pneumatic tires. Gauges, hose and torch included with 4 tips.



9. 2 assorted coils of 1/4" stainless braided hose. Approximately 35' per coil.



10. Starrett Improved cylinder gauge. 2 1/2 " to 6" .



11. Starrett Micrometer 1"- 2". No.436



12. Starrett Dial Test No. 196B



13. Hall-Toledo 110 valve resurfacer.



14. Misc. Box of tools and tool bits.



15. Central Tool 3"-4" Micrometer



16. Central Tool 2"-3" Micrometer



17. Central Tool Telescopic Gauges



18. Union Tool High Speed Steel Side Milling Cutters.(Small Box)



19. Starrett Micrometer Depth Gauge 0"-3"





RESOLUTION NO.

**RESOLUTION APPROVING THE SALE OF
SURPLUS CITY EQUIPMENT/TOOLS**

WHEREAS, The City of River Falls has surplus equipment and tools that needs to be disposed of; and

WHEREAS, This surplus equipment consists of a 1998 Graco street paint striper, a 16' homemade trailer and miscellaneous tools and equipment from the Power Plant;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of River Falls hereby approves the disposal of the 1998 Graco street paint striper, the 16' Homemade trailer and miscellaneous tools and equipment from the Power Plant by auction on Public Surplus with no minimum bid for each item.

Dated this 23rd day of February, 2016.

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Lu Ann Hecht, City Clerk

DATE: February 23, 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.

DISCUSSION

It was brought to my attention in early February, 2016 that two real property tax bills did not reflect the correct tax status. Associated Appraisal Consultants, Inc. researched and found that both of these properties were tax exempt as of 1/1/15 and should not have received a tax bill. These properties were previously owned by St. Croix Valley Habitat in the Eco Village, and had tax exempt status. 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 \$3,808.16. The City's portion is \$1,177.51, with the rest distributed between State of WI, County of Pierce, 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
C. Fosmo	§74.33 correction of palpable errors	(1,870.68)	Letter will be sent to property owner, payment will be made to county and include in chargeback process with State of Wisconsin
K. Krupka	§74.33 correction of palpable errors	(\$1,937.48)	Letter will be sent to property owners, payment will be made to county and include in chargeback process with State of Wisconsin

CONCLUSION

Associated Appraisal Consultants conducted a city wide revaluation for the 2015 tax year. Two properties should have had a tax exempt status for 2015. A tax bill was created and sent to the property owners. The City will have recourse under State Statutes § 74.41 to pursue reimbursement of all monies refunded. The total difference resulting from the assessing processing errors is \$3,808.16. If allowed to collect the prorated amounts from the other taxing jurisdictions, the City will incur a loss in property tax revenue of approximately \$1,177.51. If not allowed, the City will incur a loss in property tax revenue of \$3,808.16.

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

2015 Tax Roll Errors	Mill Rate	0.022266924					Refund	
Parcel Id #	Owner Name	Owner Address	Assessment on Roll	Changed To	Original Tax	New Tax	Tax Difference	Data Entry Error
276-01122-0312	C. Fosmo	234 S. Apollo Road	87,000	0	1,870.68	0.00	\$1,870.68	Should be tax exempt in 2015
276-01122.0313	K. Krupka	236 S. Apollo Road	90,000	0	1,937.48		\$1,937.48	Should be tax exempt in 2015
		Pierce County Totals	177,000.00	0.00	3,808.16	0.00	\$3,808.16	
	Net Change to Assessments		(\$177,000.00)					
	Net Change to Taxes		(\$3,808.16)					



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 tax-exempt properties being 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 10016000-53960 Uncollectible Accounts.

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

Dated this 23rd day of February, 2016.

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Lu Ann Hecht, City Clerk

DATE: February 23, 2016

TITLE: Resolution Establishing Ward 5 Polling Place for 2016 Elections

RECOMMENDED ACTION

Adopt the resolution establishing the Ward 5 Polling Place.

BACKGROUND

State Statutes require that polling places be established by March 7, 2016 for the April 5, 2016 election.

The City has used the National Guard Armory for many years as the polling place for District 1 within the City of River Falls. District 1 contains both St. Croix and Pierce County voters. Wards 1-4 all reside in the St. Croix portion of the City and have 2,077 registered voters as of February 16, 2016.

Ward 5 consists of residents living in the area east of Wasson Lane including Golf View Heights and Highview Meadows in Pierce County. Ward 5 has 289 registered voters as of February 16, 2016.

DISCUSSION

The National Guard is making changes to their facility. We will continue to work with them for the use of that facility and hope that will be the case. However, we would like to be proactive in case we have to find another polling place.

Ward 5 would easily fit into the Training Room in City Hall even with a larger turnout at the Presidential Election in November. There are advantages to having Ward 5 in their own polling location. Each county has their own election inspectors, ballot styles, voting equipment, and voting booths. Splitting the District will not have an effect on the cost of elections.

Voters in Wards 1-4 have long lines at large elections and voters in Ward 5 usually do not have waiting lines, this can cause confusion when voters enter the Armory. Election reporting requirements are the same for both counties. The documents may not look the same.

CONCLUSION

A district may be split by reporting units. We report by District 1 Wards 1-4 and District 1 Ward 5. The Clerk's Office has discussed re-locating Ward 5 for years. Moving Ward 5 will allow election inspectors for Wards 1-4 to have more space to set up for the larger elections and will avoid some voter confusion.

Ward 5 has a small number of registered voters and would be the easiest to move prior to the April 5 Presidential Preference and Spring Election. If approved the Clerk's Office will notify all residents in Ward 5 of the change by mailings, newspaper articles, and social media.

The Clerk's Office will research polling places options in case the National Guard Armory will not be available for future elections.

State Statutes require that polling places be established by March 7, 2016 for the April 5, 2016 election.

Adopting this resolution will help us prepare for the November General Election. Moving Ward 5 now may make it possible to find a polling location that could accommodate Wards 1-4.



RESOLUTION NO.

RESOLUTION ESTABLISHING POLLING PLACE
FOR DISTRICT 1 WARD 5

WHEREAS, the City of River Falls holds elections from time to time; and

WHEREAS, it is necessary for the Common Council to designate polling places for such elections; and

WHEREAS, the National Guard Armory has been used for District 1 voters, both St. Croix and Pierce Counties, and Districts with separate reporting units can be split for voting purposes; and

WHEREAS, additional security measures are being implemented by the National Guard Armory; and

WHEREAS, having residents of both counties voting at the same polling place has caused some concerns in the past at large elections; and

WHEREAS, District 1 Ward 5 is in Pierce County and has 289 registered voters, and moving Ward 5 to another polling place will allow more room for District 1 Wards 1-4,

NOW, THEREFORE, BE IT RESOLVED THAT the Common Council of the City of River Falls hereby approves City Hall as the polling place for District 1 Ward 5;

BY IT FURTHER RESOLVED THAT District 1 Wards 1-4 will continue to use the National Guard Armory as a polling place.

Dated this 23rd day of February, 2016.

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Kevin Westhuis, Utility Director

DATE: February 23, 2016

TITLE: **Resolution approving the construction bid award and construction services agreement**

RECOMMENDED ACTION

Adopt the resolution approving the construction bid for the Wastewater Treatment Facility modifications to Miron Construction and the construction services proposal to MSA Professional Services that was unanimously recommended by the Utility Advisory Board on February 15, 2016.

BACKGROUND

The City of River Falls Municipal Utility has done an extensive evaluation of our Wastewater Treatment Facility and has targeted areas for modification based on the need to update antiquated processes, potential safety issues, and the opportunity for gained efficiencies. Sludge handling and storage is the main area to be addressed in this project and is one that has been identified as a prime candidate for modification through studies done and presented by SEH Engineering in 2014 and 2015. Re-routing of piping to the clarifiers will also be part of this project because of the need to have our clarifiers working in concert in the near future and the proximity of this repair to the sludge storage building that will be constructed.

DISCUSSION

Item 1 of 2:

The City of River Falls opened sealed bids for the upgrading of the River Falls Wastewater Treatment Facility’s (WWTF) Biosolids Facility on February 9, 2016. Four eligible firms submitted qualifying bids for the upgrade project (includes base bid and supplemental bid #2S (demolition of sludge storage ditch and oxidation ditch control valve).

Miron Construction	\$3,751,207
Gridor Construction	\$3,767,300
Total Mechanical, Inc.	\$3,964,000
Staab Construction.....	\$4,090,000

In addition to the base bid construction items, the bidding documents listed two supplemental bid items (demolition of the sludge storage ditch and replacement of an oxidation ditch control valve) and one alternate bid item (extending the final completion date to August 2017). After reviewing the bids and discussing the supplemental items, it is recommended to accept one of the supplemental bid items (replacement of the oxidation ditch valve) and rejecting the alternate bid item to extend the project schedule.

After discussions on the option to demolish the existing sludge storage ditch, MSA Professionals and City staff felt the bids were high due to the contractor's uncertainty on removal of the sludge in the tank. This uncertainty was based on what is in the sludge and where would it be dumped. This was evidenced by calls staff received from contractors bidding the project and the discussions that followed regarding this matter. Staff believes the removal of the sludge can be done internally. If staff feels it is necessary for a demo at the end of the project, it should be a fraction of the proposed estimate.

The recommendation on rejecting the alternate bid item to extend the final completion date to August 2017 is based on the cost difference for MSA's project management fees. The proposed 16 month project estimate of \$388,126 (August 2017 project completion) is almost \$80,000 more than the 9 month project estimate of \$308,872 (2016 project completion). There would also be approximately \$30,000 of electric costs due to the continued operation of inefficient motors as well as labor and continued "fixes" for the exposed sludge storage. Based on these estimates, it would be a cost rather than a savings to accept the alternate bid item.

Based on these selection criteria, the apparent lowest responsive, responsible bidder for the project is Miron Construction based in Neenah, WI.

Miron Construction's bid for the project with supplemental bid item #2 is \$3,751,207. MSA Professional Services has reviewed the bid and supplemental information submitted by Miron Construction and finds them to be conforming to the requirements set forth in the bid documents. MSA has direct experience with Miron Construction on a recent 2013 project in Fall River as well as a number of less recent projects. Their work in Fall River was found to be professional and of good quality. We have also contacted references for the firm and found them to have a good track record of performance on projects of similar size and scope of work.

In MSA's experience, they have found that a creation of a contingency fund for a project is an effective means of addressing minor changes in project scope due to unforeseen conditions or project enhancements. For this project, MSA proposes a contingency fund of 5% of the total construction cost or \$187,560. This fund would be used exclusively at the owner's discretion. Minor change orders to the project would be approved by City staff in amounts up to \$50,000 or cumulative change order amounts totaling \$50,000 in order to maintain the project schedule. For change order amounts exceeding \$50,000, a formal request and approval from the Utility Advisory Board and City Council would be required.

Action Requested for item 1 of 2: It is respectfully requested that the City Council approve the award of the River Falls Wastewater Treatment Facility upgrades project to Miron Construction in the amount of \$3,751,207 and the establishment of a 5% project contingency fund.

Item 2 of 2:

MSA has also prepared an engineering services contract for the City Council's review and consideration (see table 3 and table 4). The enclosed proposal outlines the specific tasks necessary to administer and observe the construction progress. The hours shown are estimated based on MSA's experience with similar projects. Based on the discussion with City staff, MSA's intent will be to proceed on a time and materials basis for these services reviewing the status of each task at our monthly progress meetings. It should not be assumed that the hours shown are guaranteed or capped. A time and materials contract allows the City the flexibility to reduce or increase engineering services as dictated by staff's expectations and onsite conditions.

The total estimated fee for MSA and its subcontractors is \$308,872. The Wisconsin DNR keeps track of construction and bidding fees from consultants on WWTF projects funded by the Clean Water Fund. Based on that dataset, the estimated bidding and construction fees fall in line with the median costs for similar sized projects (see included cost curve). MSA does not base its fees on the total project cost, rather, it develops them from the ground up, based on experience and using the personnel and time necessary to meet the clients expectations and produce a quality project.

Action Requested for item 2 of 2: It is respectfully requested that the City Council consider approval of the proposed engineering service contract as presented (see table 3 and table 4).

FUNDING CONSIDERATIONS

The wastewater fund is expected to end fiscal year 2015 with a positive cash balance; however, due to the long term nature of the improvements to the plant, it would be reasonable to match costs with the customers that benefit from the improvements. A 20 year sewer revenue bond is proposed for this project, to include the construction costs, contingency and engineering of the project. Estimated annual debt service costs would be \$335,000-\$350,000 per year.

CONCLUSION

The Utility Advisory Board at their February 15th meeting voted unanimously to recommend the bid to Miron Construction in the amount of \$3,751,207 and MSA Professional Services for construction services in the amount of \$308,872 to construct and manage the modifications to our wastewater treatment facility. It is requested by the Utility Advisory Board and City staff for the City Council to approve the attached resolution approving the bid to Miron Construction for construction and MSA for project management.



RESOLUTION NO.

RESOLUTION APPROVING THE CONTRACT FOR CONSTRUCTION AND CONSTRUCTION MANAGEMENT SERVICES FOR WWTP MODIFICATIONS

WHEREAS, upgrades to the Waste Water Treatment Plant have been included for construction in the 2016 budget and CIP; and

WHEREAS, through the competitive bidding process Miron Construction was the lowest qualified, responsible bidder; and

WHEREAS, Miron's bid amount is \$3,751,207 with supplemental bid item #2S; and

WHEREAS, a 5% contingency of \$187,560 is proposed to be used at the discretion of the City; and

WHEREAS, MSA Professional Services will provide engineering and construction management services on a time and materials basis with an estimate of \$308,872.00 as part of this project; and

WHEREAS, Staff recommends Miron and MSA work together to complete this project in 2016; and

WHEREAS, Utility Advisory Board of the City of River Falls recommended at their February 15th meeting to award the construction contract to Miron Construction.

NOW, THEREFORE, BE IT RESOLVED that the City Council of River Falls, WI award the construction contract to Miron Construction in the amount of \$3,751,207.00 as well as approve the Professional Services Agreement with MSA Engineering on a time and materials basis as part of the expenditure (with an estimate of \$308,872.00) for the WWTP modification project.

BE IT THEREFORE FURTHER RESOLVED that the funding for the construction improvements and engineering and construction management will be from a sewer revenue bond issue.

Dated this 23rd day of February, 2016.

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk

Table 3 - Preliminary Estimates for Construction Services

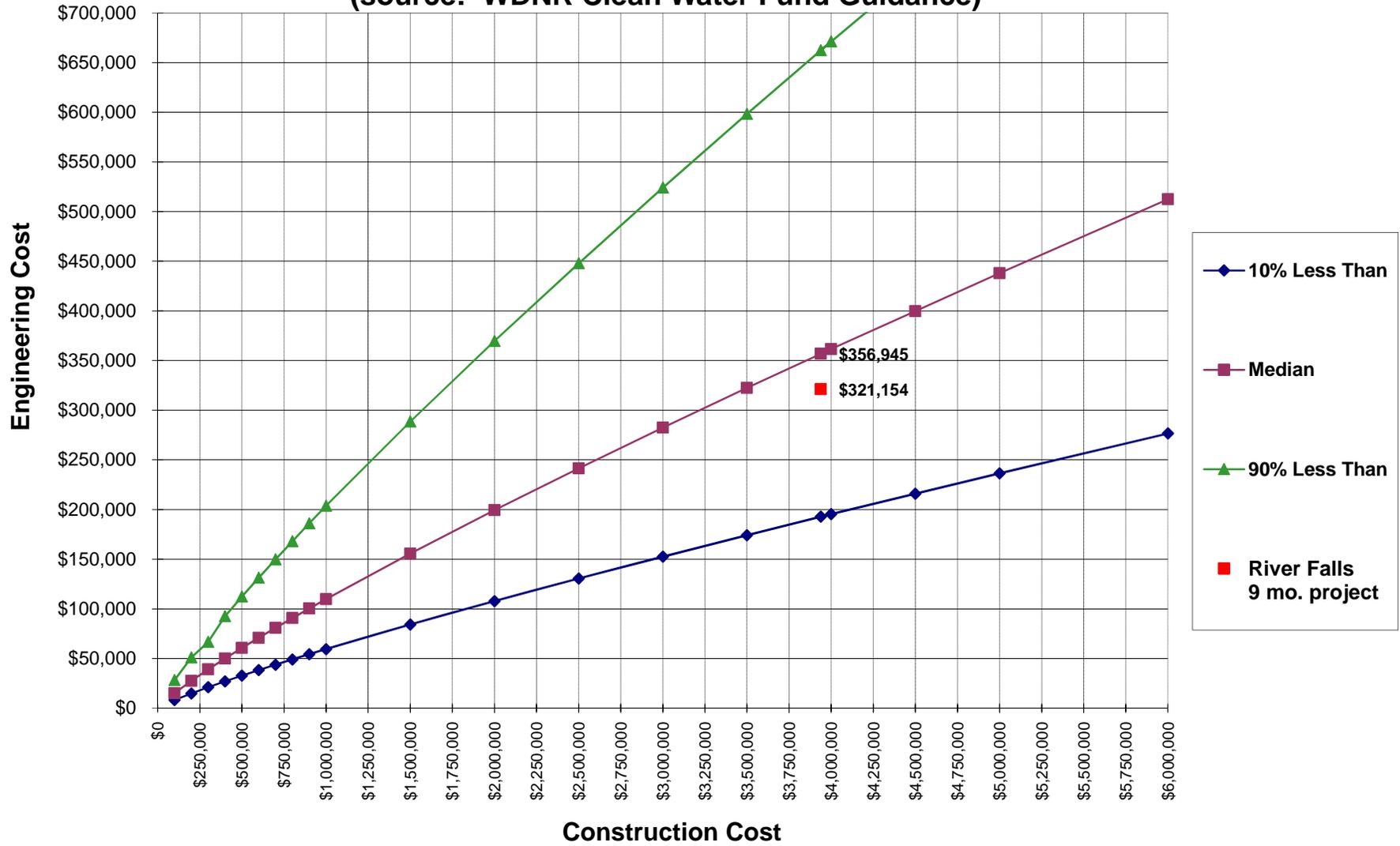
**WWTF - Biosolids Thickening and Storage Facilities
City of River Falls**

**MSA Professional Services
February 8, 2016
9 Month Project**

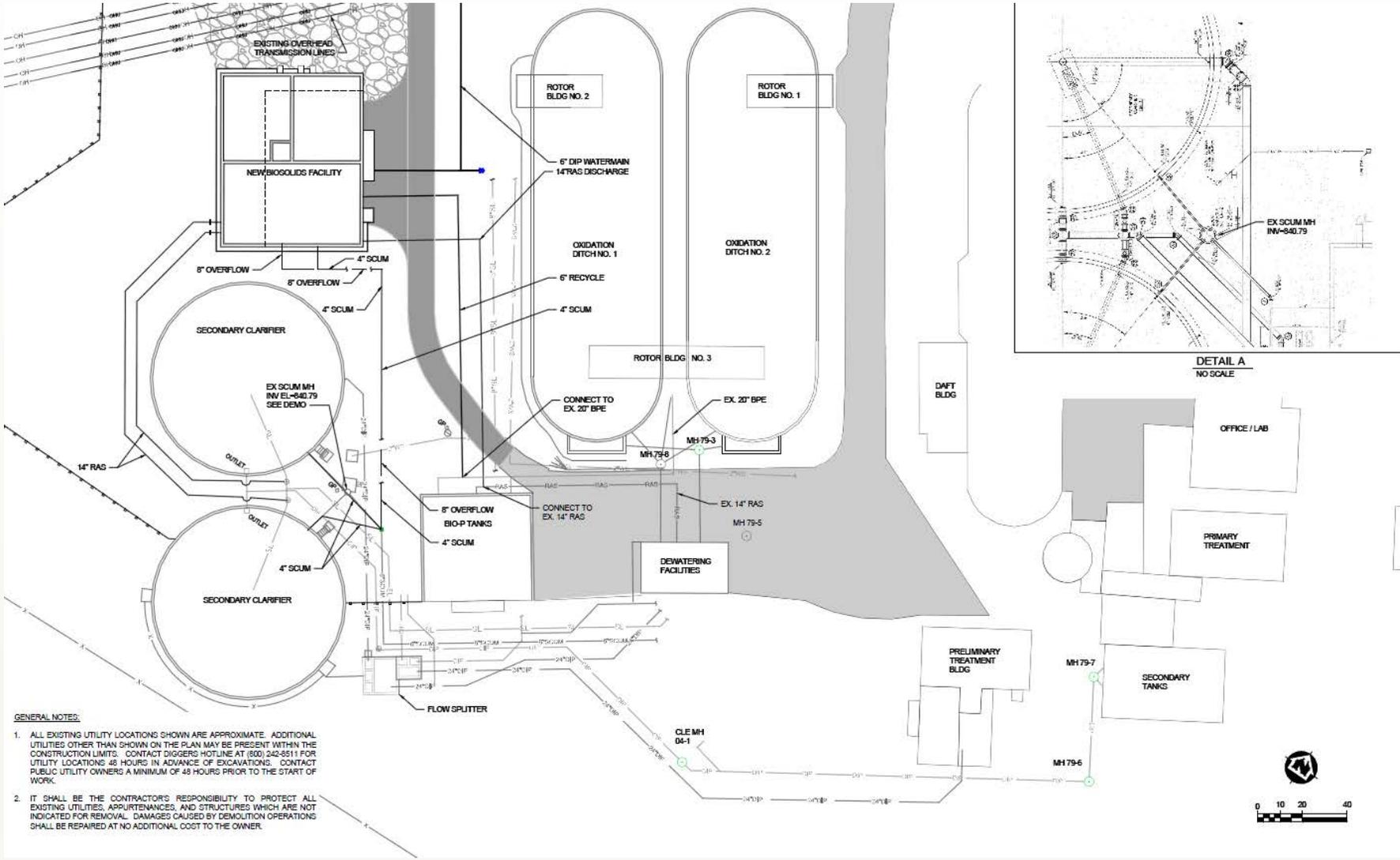
	Total	Total
Phase 3 - Construction Administration Services	Hours	Fees
Task 1: Project Coordination & Administration	120	\$14,214
Task 2: Review and Approve shop drawings - 80 Total	470	\$61,766
Task 3: Preparation of partial and final pay estimates - 9 Total	78	\$9,814
Task 4: RFI, RFP, Field Orders and Change Orders	147	\$19,413
Task 5: Client Meeting (UAB & Council) - 10 Total	80	\$9,476
Task 6: Monthly Progress Meeting - 9 Total	72	\$8,528
Task 7: O+M Manual	60	\$7,107
	Subtotal Hours	1027
		Subtotal Fees
		\$130,318
		Mileage
		\$1,310
		Postage, reproduction
		\$2,500
	Total Estimated Fees for Construction Admin	\$134,128
	Total	Total
Phase 4 - Construction Field Services	Hours	Fees
Task 8: Weekly construction meetings - 45 Meetings	45	\$5,099
Task 9: Construction Observation - 45 Weeks @ 26 hours/Week	1170	\$132,561
Task 10: Staking - 3 trips	24	\$3,584
Task 11: Prepare final punch list, recommend final project acceptance	96	\$11,676
Task 12: Prepare record drawings of all improvements	136	\$14,263
	Subtotal Hours	1471
		Subtotal Fees
		\$167,183
		Mileage
		\$7,560
	Total Estimated Fees for Construction Field Services	\$174,743
	Total Field Services and Admin	\$308,872

Table 4

Construction Related Services Cost vs. Construction Cost (incl. Bidding Services) (source: WDNR Clean Water Fund Guidance)



SITE PLAN



WASTEWATER BIOSOLIDS FACILITY

Project Update

**CITY OF RIVER FALLS
CITY COUNCIL MEETING**

FEBRUARY 23, 2016

The logo for MSA Professional Services, featuring the letters 'MSA' in a large, bold, red, sans-serif font with a slight 3D effect and a shadow.

PROFESSIONAL SERVICES

PROJECT SCHEDULE

MILESTONE	DATE
Bid Opening	February 9, 2016
Bid Recommendation to UAB	February 15, 2016
City Council Awards Construction Contract	February 23, 2015
Substantial Completion	November, 2016
Final Completion	December, 2016

BID RESULTS

CONTRACTOR	BASE BID ITEMS #1 - #3	SUPPLEMENTAL BID ITEMS		ALTERNATE BID ITEM #1A	ADDENDA (Number 1-6)	BID BOND
		#1S	#2S			
Gridor	\$3,742,300	\$35,000	\$25,000	-\$50,000	X	X
Staab Construction Corporation	\$4,070,000	\$58,000	\$20,000	-\$15,000	X	X
Total Mechanical, Inc.	\$3,940,000	\$39,500	\$24,000	-\$5,000	X	X
Miron Construction	\$3,730,266	\$71,778	\$20,941	\$62,000	X	X

Supplemental Bid Item No. 1:

Supplemental Bid Item No. 2:

Alternate Bid Item No. 1A:

Removal of Existing Sludge Storage Ditch

Replacement of Oxidation Ditch Valve

Extending Construction End Date to 8.30.17



BID RESULTS

CONTRACTOR	BASE BID ITEMS #1 - #3	SUPPLEMENTAL BID ITEMS		ALTERNATE BID ITEM #1A	ADDENDA (Number 1-6)	BID BOND
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Total Mechanical, Inc.	\$3,940,000	\$39,500	\$24,000	-\$5,000	X	X
Miron Construction	\$3,730,266	\$71,778	\$20,941	\$62,000	X	X

~~Supplemental Bid Item No. 1: Removal of Existing Sludge Storage Ditch~~
~~Supplemental Bid Item No. 2: Replacement of Oxidation Ditch Valve~~
~~Alternate Bid Item No. 1A: Extending Construction End Date to 8.30.17~~

**APPARENT LOW BIDDER
MIRON CONSTRUCTION**

\$3,751,207

Engineer's Estimate: \$3,554,400



CONTINGENCY RECOMMENDATION

- Standard Contingency Fund: 5% of Construction Total
- Recommend Creating Contingency Fund of:
\$187,560
 - To be used for change orders and unforeseen, necessary additions to scope of work due to project conditions or staff preferences
- City Staff will approve change orders up to \$50,000
- UAB and City Council will approve change orders over \$50,000

ACTION REQUESTED

We respectfully request the City Council approve the award to Miron Construction for \$3,751,207 and recommend establishment of a 5% contingency fund

ENGINEERING FEES

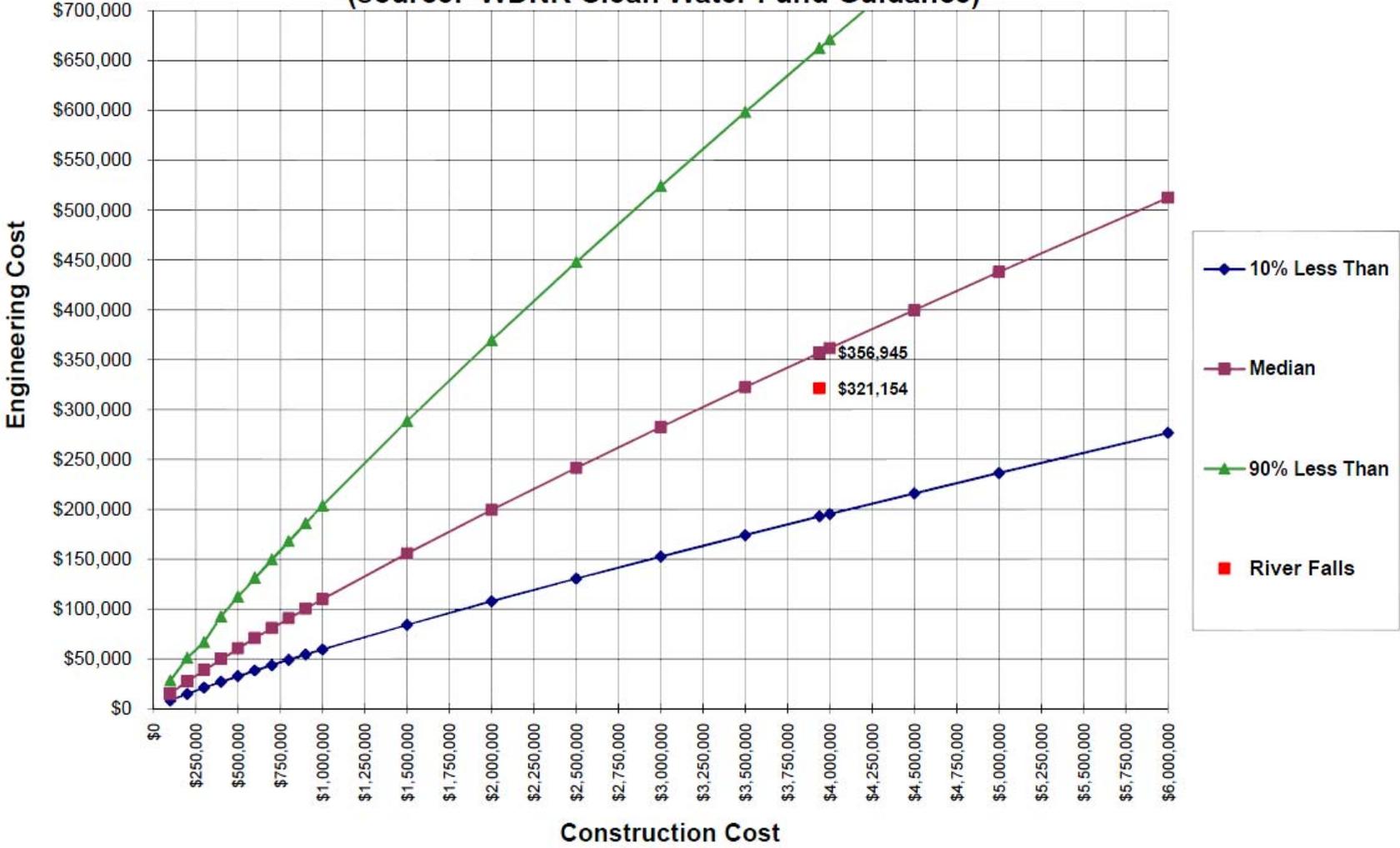
- MSA proposes a time and materials contract for construction services of \$308,872
 - Covers construction administration, construction staking and construction observation
 - Time and materials contract will allow the City to change level of service provided based on onsite conditions
 - Expenses will be reviewed with City staff on a monthly basis

DETAILED ENGINEERING FEE BREAKDOWN

	Total	Total
Phase 3 - Construction Administration Services	Hours	Fees
Task 1: Project Coordination & Administration	120	\$14,214
Task 2: Review and Approve shop drawings - 80 Total	470	\$61,766
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Task 12: Prepare record drawings of all improvements	136	\$14,263
Subtotal Hours	1471	
Subtotal Fees		\$167,183
Mileage		\$7,560
Total Estimated Fees for Construction Field Services		\$174,743
Total Field Services and Admin		\$308,872



Construction Related Services Cost vs. Construction Cost (incl. Bidding Services) (source: WDNR Clean Water Fund Guidance)



ACTION REQUESTED

We respectfully request the City Council approve the proposed engineering service contract in the amount of \$308,872

QUESTIONS/COMMENTS

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Keri Schreiner, Management Analyst Fellow

DATE: February 23, 2016

TITLE: **Resolution Regarding Debt Management and Fund Balance Policies**

RECOMMENDED ACTION

Adopt the resolution establishing the Debt Management and Fund Balance Policies for the City. The policies are proposed for an effective date of March 1, 2016.

BACKGROUND

The City has various existing financial goals and policies including the [2014-2019 Fiscal Plan](#). Along with defining requirements related to revenue sources and transfers to other funds, the Fiscal Plan briefly discusses debt management and fund balance management for the City. The Fiscal Plan establishes goals that the City strives to meet and defines measures the City will take to maintain a high credit rating in the financial community. Currently, the City does not have an official Debt Management Policy or a comprehensive Fund Balance Policy.

DISCUSSION

Current Situation

The Government Finance Officers Association (GFOA) recommends that local governments adopt comprehensive written Debt Management and Fund Balance Policies. The Debt Management Policy is the guideline for City staff to use in issuing debt in order to assure the community that the City is well-managed, financially sound, and to obtain reduced borrowing costs. The fund balance policy establishes guidelines for the control and reporting of all of the City's fund balance assignments.

Debt Management Policy

This policy incorporates existing goals from the 2014-2019 Fiscal Plan while integrating new goals and procedures for the City. Policy requirement in this plan include types of permitted debt that may be utilized by the City, bond record retention, conduit financing, and spend down schedules and reporting for arbitrage. The debt management goals include maintaining a net direct debt ratio to equalized value for general obligation debt in the range of 2-4%; the annual debt service levy of 20 percent or less of total annual tax levy; and to maintain a goal of not borrowing more than 50 percent of the legal debt limit.

The primary objective of the Debt Management Policy is to establish conditions for the use of debt and to create policies that minimize the City's debt service and issuance costs, retain a high credit rating in the financial community, and to maintain full and complete financial disclosure and reporting. It will be the responsibility of the Finance Director, or designee, to recommend debt on behalf of the City. Upon Council approval, the Finance Director, or designee, will coordinate to ensure that all financings are issued in full compliance with related laws and regulations.

Fund Balance Policy

The Fund Balance Policy sets goals and procedures for the City's Governmental and Proprietary Funds. The Fund Balance Policy establishes a goal of working capital reserves of 50 percent of the General Fund operating budget and establishes a General Fund unassigned fund balance goal of 50 percent of the total annual General Fund expenditures. At the end of 2015, the unassigned fund balance for the General Fund was 49 percent of the total annual General Fund expenditures and the working capital reserves were 53 percent.

Goal: Working Capital Reserve of 50 Percent of General Fund Operating Budget	
General Fund Operating Budget - Minimum Requirement	Current Working Capital
\$4,753,161	\$5,067,734

Goal: Unassigned Fund Balance 50 Percent of Total Annual General Fund Expenditures	
General Fund Operating Expenditure	Current Unassigned Fund Balance
\$4,753,161	\$4,642,840

The Fund Balance Policy also establishes that a minimum level of working capital reserves be maintained in the Proprietary Funds of at least three months of operating expenses.

Goal: 3 Months of Operating Expenses		
Fund	3 Month Goal	Actual
Water	\$442,866	\$1,504,796
Wastewater	\$788,597	\$3,368,311
Electric	\$3,587,237	\$8,013,333
Stormwater	\$28,013	\$216,793
Ambulance	\$360,555	\$1,246,758

For the City's Internal Service Funds, a minimum level of net position equal to one month of operating expenses should be maintained. The net position in the Internal Service Funds, including City Hall, Motor Pool and Technology, surpass the one month of operating expenses goal.

Goal: Net Position Equal to One Month of Operating Expenses		
Fund	Minimum Net Position Required	Actual Net Position
City Hall	\$21,491	\$53,317
Motor Pool	\$2,107	\$8,957
Technology	\$33,313	\$78,328

The primary objective of the Fund Balance Policy is to preserve an adequate fund balance in order to sustain financial stability and to provide prudent management of the City's financial reserves. It is essential that the City maintain adequate levels of fund balance to mitigate financial risk that can occur from unforeseen emergencies. Sustaining sufficient levels of fund balance assignments also enables the City to stabilize funding for operations, stabilize taxes and fees, and realize cost savings in issuing debt.

Recommendation

Adoption of the Debt Management and Fund Balance Policies is recommended per the attached resolution.

FINANCIAL CONSIDERATIONS

There will be no financial impact from the Debt Management and Fund Balance Policies. The City is currently maintaining the reserve goals as outlined in the proposed policy.

CONCLUSION

Staff recommends approval of the resolution establishing the Debt Management and Fund Balance Policies in order to provide future guidance.

City of River Falls, WI Debt Management Policy

Policy Statement:

The purpose for the Debt Management Policy is to provide a general framework for the use, management and reporting of the City's debt financing. The primary objective of the policy is to establish conditions for the use of debt and to create policies that minimize the City's debt service and issuance costs, retain a high credit rating in the financial community, and to maintain full and complete financial disclosure and reporting. In addition to adhering to this Debt Management Policy, the City's financing will also be in compliance with applicable Federal law, U.S. Securities and Exchange Commission (SEC), Wisconsin State Statutes, City Code, and other regulatory requirements.

Reason for Policy:

The City's Debt Management Policy is the guideline for City staff to use in recommending debt in order to assure the community that the City is well-managed, financially sound, and to obtain financing at the lowest cost. It will be the responsibility of the Finance Director, or designee, to recommend debt on behalf of the City. Upon City Council approval, the Finance Director, or designee, will coordinate to ensure that all financings are issued in full compliance with related laws and regulations. Any substantive modifications made to this policy must be approved by the City Council.

Definitions:

Arbitrage: According to [26 U.S. Code 148](#), arbitrage is related to the use of tax-exempt proceeds for reinvestment in higher yield taxable securities and the excessive accrual of interest revenue from bond proceeds.

Capital Improvement Plan (CIP): A multi-year financial planning tool that identifies capital projects for the City. The CIP is the primary tool used to plan for debt.

Capital Projects: The acquisition, creation, or improvement of City land, buildings, equipment, and infrastructure with a useful life of greater than one year and a minimum threshold of \$5,000.

Conduit Financing: A bond or other debt obligation issued by the City to finance a project for use by a third party. The term "conduit" refers to the fact that the City assumes no commitment to pay or guarantee payment of the debt service underlying the debt.

Continuing Disclosure: According to the [SEC Rule 15c2-12](#), continuing disclosure consists of important information about a municipal bond that arises after the initial issuance of the bonds. This information generally reflects the financial health or operating condition of the City as it changes over time, or the occurrence of specific events that can have an impact on key features of the bonds.

General Obligation (G.O.) Bonds: Debt issued by the City to finance any project undertaken for a public purpose. General obligation bonds are backed by the full faith and credit of the City.

Industrial Development Revenue Bonds (IDRB): Securities issued by the City, providing long-term, below-market rate financing of capital requirements for new and expanding industrial and commercial facilities.

Promissory Note: A signed document containing a written promise to pay a stated sum to a person or institution at a specific date or on demand.

Refunding Bond: A bond that retires another bond before the first bond matures. Primarily used due to a decline in the interest rates.

Revenue Bonds: Bonds issued to finance public utilities or projects with a dedicated revenue stream. Repayment is made from the revenues generated. Revenue bonds give the City the ability to recover the cost of a project from beneficiaries of the project or users of the facility.

State Trust Fund Loans: The Board of Commissioners of Public Lands (BCPL) of the State of Wisconsin has funds available to loan to Wisconsin cities. These “trust funds” are derived primarily from the sale of public lands and from penal fees.

Guidelines for Use

Debt is a financing tool which should be used when the City has legal, financial and market debt capacities and will be considered when some or all of the following conditions exist:

- The City will consider all available financing tools for funding projects including inter-fund borrowing, use of fund reserves, State of Wisconsin Trust Fund loan program, external financing and lease-purchasing;
- Financing of equipment or projects with short-term debt (5 years or less) is undertaken annually;
- Financing of certain equipment or projects with long-term debt (10 to 20 years) is undertaken every two to three years;
- Pay as you go financing will be used to fund general capital projects whenever feasible
- When bonds or promissory notes are the desired financing vehicle, the issue will be bid competitively;
- The term of the financing will not exceed the useful life of the capital project, facility or equipment financed

Types of Permitted Debt:

The City may utilize several types of municipal debt obligations to meet its financing objectives. All long-term debt financing shall be approved by the City Council. A list of the types of permitted debt for the City and the general guidelines for their use is as follows:

General Obligation Debt

General obligation debt is authorized to be issued by the City in the following variations: promissory note, State Trust Fund loan, refunding bonds, and corporate purpose bond. The term of general obligation debt is limited to 20 years from the original date of issuance.

Legal Debt Capacity

In accordance with Wisconsin Statutes, total general obligation indebtedness of the City shall not exceed 5 percent of the equalized value of taxable property within the City's jurisdiction. The City's goal is to maintain a ratio of not more than 50 percent of the legal debt limit.

Net Direct General Obligation Debt/Full Value

The goal of the City Council is to maintain a per capita general obligation debt ratio in the range of 2-4%. Sustaining this ratio will insure that adequate resources are available to repay outstanding long-term general obligation debt, without an undue burden on the community.

The general obligation debt ratio is measured by total outstanding general obligation long-term debt as of December 31 of each year, compared to the most recent year's equalized value. In planning capital projects and proposed financing, the effect on this ratio should be considered. General obligation debt supported by funds other than general obligation property tax revenues will not be included in this ratio. It shall be the responsibility of the Finance Department to calculate the general obligation debt ratio annually.

Debt Service/Total Revenues

The goal of the City is to not exceed a maximum 10 percent ratio of property tax supported debt service costs to total governmental fund revenues. This will ensure that the City maintains its ability to repay outstanding debts.

This ratio will be measured by annual property tax supported debt service cost in relation to annual revenues for all governmental funds. A maximum ratio of ten percent is desired, and future borrowing will be structured to maintain this ratio. General obligation debt supported by funds other than general property tax revenues will not be included in this ratio. This will be calculated after the annual audit by the Finance Department.

Debt Service Levy/Total Levy

The annual debt service levy goal is a maximum of 20 percent of total property tax.

Debt Service Repayment

The goal is to repay the City's general obligation debt within ten years, while debt from equipment is repaid within five years.

Debt Service Reserves

Debt service reserves will be established by bond ordinances to adequately meet debt service requirements as required.

Conduit Financing

The City may sponsor conduit financing to a third party for those activities and projects that have a general public purpose and are consistent with and benefit the City's [Strategic Plan](#). The projects, including economic development projects, health facilities projects, and infrastructure projects, must benefit the strategic initiatives of one of the following five goals:

- Ensuring financial sustainability;
- Consistently delivering quality municipal services;
- Promoting economic vitality;
- Connecting community members;
- Considering future generations

City's Role

Conduit debt is not included in the City's debt burden and is secured solely by the revenues of the third party. Principal and interest on conduit debt is paid solely from the net revenues of the project. Issuance of this debt does not constitute a general obligation of the City. The Finance Director, or designee, may impose a debt management fee on the borrower. All conduit financing must insulate the City completely from any direct credit risk or exposure.

The Finance Director, or designee, will be responsible for approving any conduit debt on behalf of the City before submitting it to the City Council for approval.

Borrower's Role

The obligated borrower will be responsible for paying all bond sale costs associated with the financing, including any debt management fee imposed by the City. The obligated borrower will also be responsible for funding any debt reserve requirement, if applicable. The obligated borrower is also responsible for providing a letter of credit from their bank to the Finance Director, or designee, prior to the debt being issued.

Industrial Development Revenue Bonds (IDRB) and Tax Exempt Mortgage Financing

[Chapter 66.521](#) of the Wisconsin State Statute permits municipalities to assist enterprises with business and industrial interests wishing to locate in the City through industrial development revenue bonds and tax exempt mortgage financing. The minimum bond amount shall be \$3 million, and the maximum bond amount shall be \$10 million per borrower. All IDRB's shall be limited obligations of the City. The borrower is solely responsible for principal and interest repayment.

Because the interest on IDRB's is exempt from federal tax, the interest rate on this type of financing is generally lower than conventional debt financing. Proceeds from the IDRB may be used to finance fixed assets and qualified costs associated with bond-financed projects.

Resolution No. 250

Resolution No. 250 sets forth the City's criteria and procedures for the issuance of IDRBS and tax exempt mortgage financing. The Finance Department and bond applicant will follow the criteria set forth in this resolution.

Additional Requirements

Staff Review

The City Administrator and the Finance Director shall review the IDRBS request. It is the duty of the prospective bond seller to initiate the staff review and to meet with and provide information necessary to complete the review. Basic information which must be provided, but not limited to, includes details of the proposed project, construction timetables, proposed revenue agreement for method of paying bonds and interest together with security for such payment, and if available, a commitment to purchase or underwrite the bonds from an appropriate financier.

Minimum Requirement

The City shall not consider a bond issue in which the bond sale is less than \$3 million.

Required Fees

The bond seller shall be required to pay a \$2,000 non-refundable application fee to the City, or designee, prior to the staff review of the project. This \$2,000 shall become the property of the City upon its receipt and will not be returned for any reason, including failure of the City Council to adopt the bond resolution. This \$2,000 payment shall be considered as reimbursement of direct City expenses relating to the bond issue and may be used by the City to offset costs of printing, postage and mailing, duplicating, clerical costs and staff time. In addition to the \$2,000 fee, the bond applicant is responsible for all direct out-of-pocket costs and legal fees.

Tax Exempt Entities

During the term of the bond, any entity exempt from property taxes will be required to make a payment in lieu of taxes to the Finance Department for the City's share of taxes on the assessed value of the improvements on the property.

Revenue Bonds

[Chapter 66.066](#) of the Wisconsin State Statute governs the issuance of revenue bonds. The term of revenue bonds is limited to 40 years from the original date of issuance.

Revenue Bond Uses

Revenue bond issues must be applied solely for purchasing, acquiring, leasing, constructing, extending, adding to, improving, conducting, controlling, operating or managing a public utility, and in the payment of the cost of any subsequent necessary additions, improvements, and extensions.

Interest Payments

Interest on the revenue bonds shall be paid to the bondholders according to the interest schedule set by the debt schedule. Payment of principal on the revenue bonds shall start no later than three years after the date of issue, or two years after the estimated date that the project will be completed, whichever is later.

State Trust Fund Loans

The Board of Commissioners of Public Lands (BCPL) may loan funds to the City for any project undertaken for a public purpose consistent with the purposes allowed for issuance of general obligation or revenue bonds. State trust fund loans shall be considered by the City when the interest rate offered makes the cost of borrowing less than or comparable to external financing notes or bonds after considering the cost of issuance.

State Trust Fund Loan Uses

The City may use general obligation state trust fund loans of 10 years or less to facilitate the performance of the City, including operations and maintenance.

The City can also use general obligation state trust fund loans greater than 10 years for the financing or refinancing of public purpose projects including, the acquisition, leasing, planning, design, construction, development, extension, enlargement, renovation, rebuilding, repair or improvement of land, waters, property, highways, buildings, equipment, or facilities.

General obligation state trust fund loans can also be utilized as a source of funding for economic development projects. Loans include pass-through loans for private development, funding development incentives, TID infrastructure loans, land acquisition, and development for business parks.

The term of general obligation state trust fund loans is limited to 20 years from the original date of issuance.

State Trust Fund Loan Payments

If the City has an active general obligation state trust fund loan, annual payments are due to the BCPL annually by March 15. Loans funded between September 1 and March 14 do not have a payment scheduled for the following March 15.

State Trust Fund Loan Prepayments

The Finance Department may make prepayments without penalty after January 1 and before August 31 annually, with 30 days prior written notice.

Other Obligations

There may be special circumstances when other forms of debt are appropriate and if their use is necessary or advantageous to the City. Their use may be evaluated by the Finance Director, or

designee, on a case-by-case basis. If other types of debts are utilized, applicable state and federal guidelines shall be followed.

Bond Record Retention

The Finance Department shall keep all records in compliance with the rules and regulations applicable to bonds pursuant to code and law including:

Records

- The transcript of proceedings (the official “record book”);
- Information showing how the proceeds of the bonds, including investment earnings on the bonds, are spent, which may include invoices and checks or other variable information;
- Records regarding the use of the project or prior project, including any private business use;
- Records, certifications, and opinions relating to any change of use of the project or prior project, including remedial action certificates and opinions;
- Documentation pertaining to any investment of proceeds of the bonds (bank or account statements, confirmations for the purchase and sale of securities, yield calculations for each class of investments, actual investment income received on the investment of proceeds, guaranteed investment contracts and rebate calculations)

Retention: Final Payment

The Finance Department shall retain such records until at least three years following the final payment of the bonds or the final payment of any issue or issues of tax-exempt bonds or notes refunding the bonds.

Retention: Refunding

If the bonds are refunded in the future, the Finance Department should keep the above information until three years after final redemption of the refunding obligations.

Arbitrage

Arbitrage rebates are paid to the government to prevent several problems from occurring including: the issuance of more bonds than are necessary; to prevent the issuance of bonds earlier than is necessary; to prevent bonds from remaining outstanding longer than is necessary.

The City shall use bond proceeds only for the purpose and authority for which the bonds were issued. In most circumstances, the City will want to avoid arbitrage rebates and will follow the following exemptions. However, in some circumstances the City may want to pay the arbitrage rebate. The reasons for paying the arbitrage rebate will be outlined by the Finance Department when issuing bonds.

Exemptions

Under 26 U.S. Code 148, exemptions for arbitrage rebate that the City should follow includes:

- Small Issuer Exception

- The issue is issued by a governmental unit with general taxing powers;
- The aggregate face amount of all tax-exempt bonds issued by the City during the calendar year is not to exceed \$5 million;
- No bond which is part of such issue is a private activity bond;
- At least 95 percent of the net proceeds of such issue are to be used for local government activities by the issuer;
- Spending (spend down) Over \$5 Million Exceptions
 - 6 months – 10 percent of bond proceeds
 - 12 months – 45 percent of bond proceeds
 - 18 months – 75 percent of bond proceeds
 - 24 months – 100 percent of bond proceeds (If the City can spend down 95 percent of the bond within the 24 months, the City shall have 36 months to spend down 100 percent of the bond)
- “Bona fide” debt service funds, subject to a limit of \$100,000 on annual earnings in the case of private activity bonds or governmental bonds that do not have a fixed rate of interest and a maturity of at least five years
- Payment of 1.5 percent penalty in lieu of arbitrage rebate no later than 90 days after the end of the spending period to which it relates
- Proceeds invested in tax-exempt obligations

Spend Down Schedules and Exceptions

During the process of issuing any type of debt, the Finance Department working with the project manager will provide spend down estimates of the debt. The Finance Department is also responsible for monitoring the actual spending of the debt and exercise best efforts to spend down bond proceeds in such a manner that the City will meet one of the spend-down exemptions from arbitrage rebate.

Spend down exceptions provide for the majority, 95 to 100 percent, of the bond proceeds to be spent down within two years of the issuance of debt. The specific date of the spend down goal shall be the settlement day/close date of the debt.

Reporting

All of the City’s tax-exempt issues, including lease purchase agreements, are subject to arbitrage compliance regulations. In accordance with IRS recommended practices, the Finance Department shall calculate arbitrage rebate computations no later than each five-year anniversary date of the issuance of the bond and at the final maturity for all bonds.

If any arbitrage rebate liability exists, the Finance Department shall report such liability in the year-end financial statements.

Arbitrage Rebates

Arbitrage rebates were created as a financial disincentive in order to prevent abuses. According to 26 U.S. Code 148, the arbitrage rebate will be treated as meeting the requirement only if an amount equal to the sum of the excess of the following is paid to the United States by the issuer:

- The excess of the amount earned on all nonpurpose investments and any income attributable to the excess amount earned;
- The amount which would have been earned if such nonpurpose investments were invested at a rate equal to the yield on the issue

Due Date of Arbitrage Rebate Payments

The amount which is required to be paid to the Internal Revenue Service (IRS) by the Finance Department, or financial consultant, shall be paid in installments which are made at least once every 5 years. Each installment shall be in an amount which ensures that 90 percent of the required amount is paid. The last installment shall be made no later than 60 days after the day on which the last bond of the issue is redeemed and shall be in an amount sufficient to pay the remaining balance that the City is required to pay.

A series of issues which are redeemed during a 6-month period shall be treated as one issue for purposes of the preceding sentence if no bond which is part of any issue in such series has a maturity of more than 270 days or is a private activity bond.

In the case of a tax and revenue anticipation bond, the last installment shall not be required to be made before the date 8 months after the date of issuance of the issue of which the bond is a part.

Continuing Disclosure

The City's debt obligations are subject to SEC Rule 15c2-12 (Rule), which regulates the timing and production of disclosure documents by brokers, dealers and underwriters of the City's securities.

Dealer's Requirements

The Rule requires dealers, when underwriting certain types of municipal securities, to ensure that the City, which is issuing the bonds, enters into an agreement to provide certain information to the Municipal Securities Rulemaking Board about the securities on an ongoing basis.

Required Information

Continuing disclosure agreements must require the following information:

Annual Financial Information

- The City's financial information and operating data as included in original official statement;

- The City's audited financial statements

Event Notices

Notice of any of the following 14 listed events with respect to the City's debt obligations must be reported within 10 business days:

- Principal and interest payment delinquencies;
- Non-payment related defaults;
- Unscheduled draws on debt service reserves reflecting financial difficulties;
- Unscheduled draws on credit enhancements reflecting financial difficulties;
- Substitution of credit or liquidity providers, or their failure to perform;
- Adverse tax opinions or events affecting the tax-exempt status of the security;
- Modifications to rights of security holders;
- Bond calls and tender offers;
- Defeasances;
- Release, substitution or sale of property securing repayment of the securities;
- Rating changes;
- Bankruptcy, insolvency or receivership;
- Merger, acquisition or sale of all issuer assets;
- Appointment of successor trustee

The following events with respect to the City's debt obligations can be voluntarily reported within 10 business days:

- Amendment to continuing disclosure undertaking;
- Change in obligated person;
- Notice to investors pursuant to bond documents;
- Certain communications from the Internal Revenue Service;
- Secondary market purchases;
- Bid for auction rate or other securities;
- Updates to capital or other financial plans;
- Quarterly strategic plan updates;
- Litigation/enforcement action;
- Change of tender agent, remarketing agent, or other on-going party;
- Derivative or other similar transaction;
- Other event-based disclosures

Exemptions

Continuing disclosure generally is not required for an issue if:

- The entire issue is for less than \$1 million;
- The bonds are sold to investors in units of no less than \$100,000 and are sold to no more than 35 sophisticated investors;

- The bonds are sold in \$100,000 minimum denominations and mature in nine months or less from initial issuance;
- The bonds were issued prior to July 1995 (or prior to December 1, 2010 for certain “puttable” securities.)

Electronic Municipal Market Access (EMMA)

[EMMA](#) provides free online access to disclosure information for municipal obligations. The Finance Department, or contracted financial consultant, must provide continuing disclosure documents electronically to the Municipal Securities Rulemaking Board through EMMA annually by the date specified in the continuing disclosure agreement, generally within 365 days of the year end.

Contracted Financial Consultant

The City may contract with a financial consultant to help comply with its continuing disclosure agreements, certificates and undertakings associated with each issue of securities subject to the Rule.

Reporting

In the event for which an event notice is to be filed, the Finance Director, or designee, shall provide disclosure information related to the event to EMMA, as required.

Selecting and Retention of Service Providers

The City recognizes the nature of the municipal bond industry such that specialized consultants may need to be retained. The Finance Director, or designee, is responsible for establishing a solicitation and selection process for securing professional services that are required to help implement the City’s debt management policy. The following contract advisors can be maintained for the City:

- Underwriters
- Bond Counsel
- Special Counsel
- Financial Advisor

Professional financial consultants in connection with the City’s debt management policy may be chosen through a request for qualifications process. If this process is used, the request for qualification process will be designed to select providers that offer the City the best combination of expertise and price. The objectives of the process will be to:

- Promote competition;
- Be as objective as possible;
- Incorporate clear and rationale selection criteria;
- Be independent of political influence;
- Be perceived as fair by the respondents;

- Result in cost-effective transaction;
- Result in the selection of the most qualified firm(s)

The City is not required to select the firm offering the lowest price. However, in cases where the lowest bidder is not recommended, the Finance Director, or designee, must provide a justification for the recommendation. All contracts will be approved by the City Council.

Credit Ratings

With any changes in the City's credit ratings, the Mayor, City Council and the City Administrator will be notified by the Finance Director.

Rating Agency Relationships

The Finance Director is responsible for maintaining relationships with the rating agencies that currently assign ratings to the City's various debt obligations. This effort shall include providing periodic updates on the City's financial condition along with coordinating meetings in conjuncture with a new debt issuance.

Use of Rating Agencies

The Finance Director will be responsible for determining whether or not a rating will be requested on a particular financing and which of the major rating agencies will be asked to provide such a rating.

City of River Falls, WI Fund Balance Policy

Policy Statement:

The objective of the Fund Balance Policy is to set guidelines for the control and reporting of all of the City's fund balance assignments. An adequate fund balance level is an essential element in both short-term and long-term financial planning. Maintenance of sufficient levels of fund balance enables the City to stabilize funding for operations, stabilize taxes and fees, and realize cost savings in issuing debt.

Reason for Policy:

The City's Fund Balance Policy establishes guidelines for preserving an adequate fund balance in order to sustain financial stability and to provide prudent management of the City's financial reserves. It is essential that the City maintain adequate levels of fund balance to mitigate financial risk that can occur from unforeseen emergencies.

Definitions:

Fund Balance: The difference between assets and liabilities in a governmental fund.

Working Capital: Current assets less current liabilities.

Fund balance is categorized in five classifications, depicting the relative strength of the spending constraints placed on the purposes for which the resources can be used.

Nonspendable: This classification represents funds that are inherently nonspendable. Resources that must be maintained intact pursuant to legal or contractual requirements are nonspendable, such as advances to other funds. This can also include assets that will never convert to cash, such as inventory, or will not convert to cash within the current fiscal year, such as the long term portion of accounts receivable.

Restricted: These funds are limited by externally enforceable limitations on use. This includes limitations from the entity providing the money, such as grantors. Also, this classification includes funds with limitations placed by law or enabling legislation, such as charter or state law. Examples include refuse, environmental fee, impact fees, and tax increment funds.

Committed: Funds in this classification are those with limitations the government places on itself. The purpose of these funds is decided by Council action and also requires Council action to change the purpose. An example includes the park acquisition fund.

Assigned: Assigned fund balance has limitations based on the intended use of the funds. The assigned use can be established by the Council. Generally, the assigned balance will be used in the subsequent year's budget.

Unassigned: Residual net resources, or the balance after restricted, committed and assigned, are classified as unassigned fund balance. This is the amount of fund balance that is available to address emergencies and provide fiscal stability.

The following are the overarching funds for which financial statements are prepared.

Governmental Funds: All funds except for the proprietary funds. There are five types of governmental funds:

General Fund: A government's primary operating activities. Used to account for day-to-day operations of the City, including: Mayor and Council, Administrative and Financial services, Human Resources, Community Development, Public Works, Engineering, Police, Fire, and non-departmental services unaccounted for in other funds.

Special Revenue Funds: Account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. Examples include Media Services, Environmental Fee, Solid Waste, Library, Revolving Loan, Business Development and Tourism, Library Trust, Taxi, Housing Reserve, Park Impact Fee, Library Impact Fee, Fire Impact Fee, and all of the Tax Increment Districts.

Debt Service Funds: Account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.

Capital Projects Funds: Account for all financial resources used for the acquisition of capital equipment or construction of major capital facilities primarily funded through bond issues, or special revenue sources.

Permanent Funds: Account for resources that cannot be expended, but must be held in perpetuity. Generally, these resources are invested and a government may spend the earnings, often for a purpose specified by the provider of the resources.

Proprietary Funds: Reports on activities financed primarily by revenues generate by the activities themselves, such as a municipal utility. There are two types of proprietary funds:

Enterprise Funds: Account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges and is self-supporting in nature. The City's Enterprise Funds are used to account for the operations of the Electric, Water, Sewer, and Stormwater Utilities and the River Falls Ambulance Service.

Internal Service Funds: Accounts for the financing of goods and services provided by one department to another department on a cost-reimbursement basis. Examples include City Hall building maintenance, motor pool, and information technology (IT).

Fund Balance Policy:

General Fund

The City will establish a contingency expenditure appropriation in the annual General Fund operating budget to provide for unanticipated expenditures of non-recurring nature. This contingency will be equal to 0.5 percent of the General Fund budget. This appropriation, if unused, will be considered part of the City's unreserved, unassigned fund balance. The City wishes to minimize its dependence on revenues not controlled by the City; therefore, a long-term goal is to increase General Fund revenues from City Controlled sources.

The City will also maintain a working capital reserve (current assets less current liabilities) of 50 percent of the General Fund operating budget to provide funds for reasonable cash flow needs. This reserve will also be used when the City encounters unforeseen emergencies such as storms, floods, severe unexpected increases in service costs or decrease in revenue, or other situations that are determined to be an emergency by the City Council.

Unassigned General Fund Balance

The City Council has established a General Fund unassigned fund balance goal of 50 percent of total annual General Fund expenditures. Any projected surplus over 50 percent will be available for use by the City as determined in the budget process, generally for one time projects or debt reduction.

Total General Fund Cash and Investments/Liabilities

The goal of the City is to keep sufficient cash and short-term investments available to meet short-term liabilities. The ratio of 2 to 1 is preferred.

Implementation

The 2 to 1 ratio will fluctuate during the year; however, it is the goal of the City to maintain a 2 to 1 ratio as an average. This will be measured by the Finance Department as of December 31 of each year. Cash and liquid investments, including those available within 30 days, will be used, as well as the liabilities payable less deferred revenues within 30 days of the end of the year.

Maintenance

Once the annual audit of the City is complete, the unassigned General Fund balance will be annually calculated by the Finance Director, or designee. In the event that the unassigned General Fund balance is calculated to be less than the policy anticipates, the City shall plan to adjust budget resources in the subsequent fiscal years to restore the balance. Except in extraordinary circumstances the unassigned General Fund balance should not be used to fund any portion of the ongoing year-to-year operating expenditures of the City. It should be used

primarily to insure adequate assigned balances, to respond to unforeseen emergencies, to provide cash flow, and to provide overall financial stability. Whenever General Fund balance funds are used, the reserve will be replenished as soon as possible.

Debt Service Funds

The City currently holds a rating of Aa2 from Moody's Investors Service for general obligation debt issued by the City. Water and sewer revenue debt are rated A1, and electric revenue debt is rated A2.

Debt Service Reserves

Debt Service reserves shall be restricted for the debt payments of the specific debt issuance that was established. Residual amounts within the fund when the debt is paid in full shall be transferred to the General Fund.

Proprietary Funds

Enterprise Funds

The appropriate net position of Enterprise Funds will be maintained to ensure adequate maintenance reserves and to ensure that cash flow balancing requirements and legal restrictions are met.

Reserves

The City will maintain a minimum level of Working Capital (current assets minus current liabilities) of its Enterprise Funds equal to three months of regular, on-going operating expenses including transfers out. In the event that the reserves are used resulting in a balance below the three month minimum, the Finance Director, or designee, will develop a plan to be presented during the annual budget process.

The Finance Department will also ensure that net operating revenues of the Enterprise Funds that hold revenue debt constitute a minimum of 1.5 times the annual Debt Service requirements. The Finance Department will review the Enterprise Fund Reserves once the annual audit of the City is complete.

Rate Structure

Each Enterprise Fund will maintain an adequate rate structure to cover the costs of all operations, including maintenance, depreciation, capital and debt service requirements, reserves, and any other cost deemed necessary. Enterprise Fund rate structures will be reviewed by the Finance Department at least the annually.

Internal Service Funds

The appropriate net position of Internal Service Funds will be maintained to ensure adequate maintenance reserves and to ensure that cash flow balancing requirements and legal restrictions are met.

Reserves

The City will maintain a minimum level of net position (total assets minus liabilities) in its Internal Service Funds equal to one month of operating expenses. The Finance department will review the Internal Service Fund Reserves annually once the annual audit of the City is complete.

Reserves for all other Funds

Reserves in other funds will be maintained at levels to cover annual operating costs, or to provide for future capital costs. Deficit balances due to unforeseen circumstances will be addressed during the budget process.

Administrative Responsibilities

The Finance Director is responsible for monitoring and reporting the City's various Fund Balance assignments. The City Administrator and Finance Director will both make recommendations to the City Council on the use of the various funds during the annual budget process and when the need may arise.



RESOLUTION NO.

**RESOLUTION APPROVING THE DEBT MANAGEMENT
AND FUND BALANCE POLICIES**

WHEREAS, the Government Finance Officers Association (GFOA) recommends that local governments adopt comprehensive written Debt Management and Fund Balance Policies; and

WHEREAS, the City currently does not have a comprehensive Debt Management Policy or Fund Balance Policy; and

WHEREAS, it has become desirable to develop a Debt Management Policy and Fund Balance Policy in order to promote future financial stability; and

WHEREAS, the policies include the City's financial goals, policies, and procedures that are an integral part of assuring the community that the City is well-managed and financially sound;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of River Falls hereby approves the Debt Management Policy and Fund Balance Policy and adopts the financial goals, policies, and procedures include in the policies.

Dated this 23rd day of February, 2016.

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk

MEMORANDUM

TO: Mayor Toland and City Council Members

FROM: Julie Bergstrom, Finance Director/Asst. City Administrator

DATE: February 23, 2016

TITLE: Resolution Setting Sale of Sewer Revenue Bonds

RECOMMENDED ACTION

Adopt the resolution authorizing the sale of approximately \$4,620,000 in sewer revenue bonds to fund the improvements at the waste water treatment plant.

BACKGROUND

An evaluation of the City's Waste Water Treatment Facility has targeted areas for modification, including sludge handling and storage. Bids were solicited and opened on February 9th, with a recommendation to approve the bid from Miron Construction in the amount of \$3,751,207.

DISCUSSION

Current Situation

The improvements to the facility are planned to be financed with sewer revenue bonds over a 20 year period. Although the use of cash on hand was considered and could be used for part of the project, the upcoming sewer relocation project (North Interceptor or "Lametti") might be a better fit for the use of cash reserves.

The projected financing includes the following project costs:

Construction	\$3,751,207
Engineering and design	250,000
Construction administration	308,872
Contingency	187,560
Issuance costs	<u>122,361</u>
Total estimated financing	\$4,620,000

Next Steps

With the approval of the initial resolution, an official statement will be prepared and sent to underwriters for bidding. The results will be brought back to the City Council on March 22nd for review and approval, with the closing in April.

Memorandum to Mayor and City Council

February 23, 2016

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FINANCIAL CONSIDERATIONS

The estimated annual debt service costs for the project would be approximately \$330,000 per year, using a 3.5% interest rate. Due to the improved financial condition of the sewer fund and the positive rate environment, final rates are expected to be less than 3.5%

CONCLUSION

Approval of the initial resolution authorizing sewer revenue bonds is recommended.

February 23, 2016

DRAFT

Pre-Sale Report for

City of River Falls, Wisconsin

\$4,620,000 Sewerage System Revenue Bonds,
Series 2016A



Prepared by:

Sean Lentz
Senior Municipal Advisor

And

Patrick Malloy
Financial Specialist



Executive Summary of Proposed Debt

Proposed Issue:	\$4,620,000 Sewerage System Revenue Bonds, Series 2016A
Purposes:	The proposed issue includes financing for sewer utility projects. Debt service will be paid from sewer utility revenues.
Authority:	<p>The Bonds are being issued pursuant to Wisconsin Statute:</p> <ul style="list-style-type: none"> • 66.0621 <p>The Bonds are not general obligations of the City but are payable only from and secured by a pledge of income and revenue to be derived from the operation of the sewer utility.</p>
Term/Call Feature:	<p>The Bonds are being issued for a 20-year term. Principal on the Bonds will be due on May 1 in the years 2017 through 2036. Interest is payable every six months beginning November 1, 2016.</p> <p>The Bonds maturing on and after May 1, 2026 will be subject to prepayment at the discretion of the City on May 1, 2025 or any date thereafter.</p>
Bank Qualification:	Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Bonds as “bank qualified” obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.
Rating:	<p>The City’s most recent sewer revenue bond issues were rated “A2” by Moody’s Investors Service. The City will request a new rating for the Bonds.</p> <p>If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the utility’s bond rating in the event that the bond rating of the insurer is higher than that of the utility.</p>
Basis for Recommendation:	<p>Based on our knowledge of your situation, your objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of Sewerage System Revenue Bonds through a publicly offered transaction based on the following factors:</p> <ul style="list-style-type: none"> • A transaction of this size is likely to achieve the lowest overall costs of financing through a public offering. A competitive sale is possible due to the strong historic debt service coverage for the sewer utility. • Revenue bonds do not use general obligation borrowing capacity. The advantage of preserving G.O. borrowing capacity for other projects outweighs the somewhat higher interest rates associated with revenue



	<p>bonds. Additionally, the City is able to mitigate the impact of higher interest rates by funding the required debt service reserve using cash. This reduces the required size of the borrowing.</p>
<p>Method of Sale/Placement:</p>	<p>In order to obtain the lowest interest cost to the City, we will competitively bid the purchase of the Bonds from local and national underwriters/banks.</p> <p>We have included an allowance for discount bidding equal to 1.20% of the principal amount of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.</p> <p>If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to lower your borrowing amount.</p> <p>Premium Bids: Under current market conditions, most investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.”</p> <p>The amount of the premium varies, but it is not uncommon to see premiums for new issues in the range of 2.00% to 10.00% of the face amount of the issue. This means that an issuer with a \$2,000,000 offering may receive bids that result in proceeds of \$2,040,000 to \$2,200,000.</p> <p>For this issue of Bonds, any premium amount received may: be retained; used to reduce the issue size; or a combination thereof. These adjustments may slightly change the true interest cost of the original bid, either up or down. We anticipate using any premium amounts received to reduce the issue size.</p> <p>The amount of premium allowed can be restricted in the bid specifications. Restrictions on premium may result in fewer bids, but may also eliminate large adjustments on the day of sale and unintended results with respect to debt service payment impacts. Ehlers will identify appropriate premium restrictions for the Bonds intended to achieve the City’s objectives for this financing.</p>
<p>Other Considerations:</p>	<p>The covenants of existing sewerage system revenue bonds require that the City demonstrate 1.25 times debt service coverage using prior year financial information. Audited information is not required, but the City will need to provide estimated figures for 2015.</p> <p>Market conventions for revenue bonds require the funding of a debt service reserve equal roughly to one year’s debt service payments. The City has elected to fund the required reserve using cash from the sewer utility. Cash funding the reserve reduces the amount of borrowing required and consequently reduces the overall interest expense.</p>



Review of Existing Debt:	<p>We have reviewed all outstanding indebtedness for the City and find that the General Obligation Refunding Bonds, Series 2009A are good candidates for refunding. A separate Pre-Sale Report Details the refunding proposal.</p> <p>We will continue to monitor the market and the call dates for the City’s other outstanding debt and will alert you to any future refunding opportunities.</p>
Continuing Disclosure:	<p>Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.</p>
Arbitrage Monitoring:	<p>Because the Bonds are tax-exempt securities/tax credit securities, the City must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Tax Exemption Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you.</p>
Risk Factors:	<p>Utility Revenue: The City expects to pay the Bond debt service with sewer utility revenues. In the event utility revenues are insufficient to pay debt service, the Common Council is committing to consider appropriating funds from any other available sources in an amount sufficient to cover the shortfall. If it chooses to do so, the City may levy a tax to make up a shortfall. Any amount levied for this purpose is exempted from levy limits. While the City is not required to appropriate the funds necessary to remedy any shortfall in revenues needed to pay debt service, failure to do so would result in either a lack of access to capital markets in the future, or access at a substantially higher cost.</p>
Other Service Providers:	<p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith</p>



	<p>estimate of these fees, but final fees may vary. If you have any questions pertaining to the identified service providers or their roles, or if you would like to use a different service provider for any of the listed services please contact us.</p> <p>Bond Attorney: Quarles & Brady LLP</p> <p>Paying Agent: U.S. Bank National Association</p> <p>Rating Agency: Moody's Investors Service</p>
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This Pre-Sale Report summarizes our understanding of the City's objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the City's objectives.



Proposed Debt Issuance Schedule

Pre-Sale Review by Common Council:	February 23, 2016
Distribute Official Statement:	Week of March 7, 2016
Conference with Rating Agency:	Week of March 7, 2016
Common Council Meeting to Award Sale of the Bonds:	March 22, 2016
Estimated Closing Date:	April 13, 2016

Attachments

Proposed Debt Service Schedule with Sources and Uses of Funds

Debt Service Coverage Projection

Ehlers Contacts

Municipal Advisors:	Sean Lentz	(651) 697-8509
	Patrick Malloy	(651) 697-8552
Disclosure Coordinator:	Elizabeth Greiter	(651) 697-8550
Financial Analyst:	Beth Mueller	(651) 697-8553

The Official Statement for this financing will be mailed to the members of the Common Council at their home addresses or e-mailed for review prior to the sale date.



Exhibit 1

City of River Falls, WI

Estimated Debt Service and Capitalization Schedule

\$4,620,000 Sewerage System Revenue Bonds, Series 2016A

Year	Principal	Rate	Interest	Less: DSR	Total P&I
2016			71,173		71,173
2017	75,000	1.25%	128,936		203,936
2018	80,000	1.25%	127,968		207,968
2019	200,000	1.45%	126,018		326,018
2020	205,000	1.65%	122,876		327,876
2021	205,000	1.90%	119,238		324,238
2022	210,000	2.05%	115,138		325,138
2023	215,000	2.25%	110,566		325,566
2024	220,000	2.40%	105,508		325,508
2025	225,000	2.50%	100,055		325,055
2026	230,000	2.55%	94,310		324,310
2027	240,000	2.70%	88,138		328,138
2028	245,000	2.90%	81,345		326,345
2029	250,000	3.00%	74,043		324,043
2030	260,000	3.10%	66,263		326,263
2031	270,000	3.25%	57,845		327,845
2032	275,000	3.35%	48,851		323,851
2033	285,000	3.50%	39,258		324,258
2034	300,000	3.60%	28,870		328,870
2035	310,000	3.70%	17,735		327,735
2036	320,000	3.75%	6,000	(328,870)	(2,870)
<hr/>					
Totals	4,620,000		1,730,130	(328,870)	6,021,260

Issue Summary	
<u>Key Dates</u>	
Dated Date:	4/13/2016
First Interest Payment:	11/1/2016
First Principal Payment:	5/1/2017
<u>Projected Interest Rates</u>	
Basis:	Current market for Aa3 rating plus 25 basis points
True Interest Cost (TIC):	3.219%
All Inclusive Cost (AIC):	3.363%
<u>Sources and Uses</u>	
	Total
Par Amount of Bonds	4,620,000
Issuer Cash Contribution	328,870
Total Sources	\$4,948,870
Underwriters Discount (1.20%)	55,440
Costs of Issuance	63,000
Deposit to Debt Service Reserve Fund	328,870
Deposit to Project Fund	4,500,000
Rounding Amount	1,560
Total Uses	\$4,948,870

Exhibit 2

City of River Falls, WI

Sewer Utility - Debt Service Coverage Projection

Year	Revenue Available for Debt Service	REVENUE DEBT AND COVERAGE					G.O. DEBT		TOTAL COVERAGE		
		<i>Proposed</i>				Total Revenue Debt Service	Revenue Debt Coverage	2011 G.O. Ref. Bonds \$1,740,000	2012 G.O. Ref. Bonds \$3,765,000	Total Debt Service	Total Debt Coverage
		1995 Clean Water Fund Loan \$1,009,322	2005 Clean Water Fund Loan \$3,757,042	2008 Sewer Rev. Bonds \$1,250,000	2016 Sewer Rev. Bonds \$4,620,000						
2014	1,413,136	70,824	218,249	203,380		492,454	2.87	168,025	314,738	975,216	1.45
2015	1,413,136	70,790	218,189	201,825		490,805	2.88	175,225	315,225	981,255	1.44
2016	1,413,136		218,128		71,173	289,300	4.88	370,325	319,925	979,550	1.44
2017	1,413,136		218,064		203,936	422,000	3.35	377,375	319,475	1,118,850	1.26
2018	1,413,136		217,999		207,968	425,966	3.32	378,250	323,163	1,127,379	1.25
2019	1,413,136		217,932		326,018	543,950	2.60	146,813	325,913	1,016,675	1.39
2020	1,413,136		217,863		327,876	545,740	2.59		328,413	874,152	1.62
2021	1,413,136		217,793		324,238	542,030	2.61		331,450	873,480	1.62
2022	1,413,136		217,720		325,138	542,858	2.60		335,050	877,908	1.61
2023	1,413,136		217,646		325,566	543,212	2.60		343,400	886,612	1.59
2024	1,413,136		217,569		325,508	543,076	2.60			543,076	2.60
2025	1,413,136		217,490		325,055	542,545	2.60			542,545	2.60
2026	1,413,136				324,310	324,310	4.36			324,310	4.36
2027	1,413,136				328,138	328,138	4.31			328,138	4.31
2028	1,413,136				326,345	326,345	4.33			326,345	4.33
2029	1,413,136				324,043	324,043	4.36			324,043	4.36
2030	1,413,136				326,263	326,263	4.33			326,263	4.33
2031	1,413,136				327,845	327,845	4.31			327,845	4.31
2032	1,413,136				323,851	323,851	4.36			323,851	4.36
2033	1,413,136				324,258	324,258	4.36			324,258	4.36
2034	1,413,136				328,870	328,870	4.30			328,870	4.30
2035	1,413,136				327,735	327,735	4.31			327,735	4.31
2036	1,413,136				326,000	326,000	4.33			326,000	4.33

Audit	
2014	
Operating Revenues	3,170,029
Operation & Maintenance	1,780,433
Depreciation	558,780
Operating Expenses	2,339,213
Operating Income	830,816
Plus: Investment Income	23,540
Plus: Depreciation	558,780
Amount Available for Debt Service	1,413,136

Notes:



RESOLUTION NO.

**RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY
\$4,620,000 SEWERAGE SYSTEM REVENUE BONDS**

WHEREAS, the City of River Falls, Pierce and St. Croix Counties, Wisconsin (the "City") is in need of approximately \$4,620,000 for the public purpose of financing improvements to the City's sewerage system; and

WHEREAS, it is desirable to borrow said funds through the issuance of sewerage system revenue bonds pursuant to Section 66.0621, Wis. Stats;

NOW, THEREFORE, BE IT RESOLVED that

Section 1. Issuance of Bonds. The City shall issue sewerage system revenue bonds in the amount of approximately \$4,620,000 for the purpose above specified, which bonds shall be designated "Sewerage System Revenue Bonds" (the "Bonds").

Section 2. Sale of Bonds. The Common Council hereby authorizes and directs the officers of the City to take all actions necessary to offer the Bonds for public sale. At a subsequent meeting, the Common Council shall take further action to approve the details of the Bonds and authorize the sale of the Bonds.

Section 3. Notice of Bond Sale. The City Clerk (in consultation with the City's financial advisor, Ehlers & Associates, Inc. ("Ehlers")) be and hereby is directed to cause notice of the sale of the Bonds to be disseminated at such times and in such manner as the City Clerk may determine and to cause copies of a complete, official Notice of Bond Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk shall cause an Official Statement concerning this issue to be prepared by Ehlers. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Dated this 23rd day of February, 2016.

ATTEST:

Danial H. Toland, Mayor

Lu Ann Hecht, City Clerk

(SEAL)

MEMORANDUM

TO: Mayor Toland and City Council Members

FROM: Julie Bergstrom, Finance Director/Asst. City Administrator

DATE: February 23, 2016

TITLE: **Initial Resolution for Issuance of Advance Refunding Bonds**

RECOMMENDED ACTION

Adopt the resolution authorizing the sale of \$4,305,000 in advance refunding bonds. Due to the positive interest rate environment, a significant savings in interest costs is expected to result from the refunding of the 2009A bonds.

BACKGROUND

The 2009A bonds were used to finance the construction of the City Hall building. The proposed refinancing is an advance refunding, which will fund an escrow account with the proceeds until the bonds are called in 2019. This issue has been reviewed for possible refunding before, and is being brought forward now due to the drop in interest rates.

DISCUSSION

Current Situation

The refunding issue will not extend the life of the 2009 issue, but is expected to decrease the interest expense by \$311,380 over the current schedule. As tax funded debt, this reduction helps with future levy containment.

Next Steps

Approval of the initial resolution will authorize solicitation of bids from underwriters. The recommended bid will be presented to the Council at the March 22nd meeting for review and approval, with a closing in April.

FINANCIAL CONSIDERATIONS

Estimated overall interest cost savings of \$311,380 over the life of the issue. No new project funding has been included in this financing.

CONCLUSION

Approval of the initial resolution is recommended.



EHLERS
LEADERS IN PUBLIC FINANCE

February 23, 2016

Pre-Sale Report for

City of River Falls, Wisconsin

\$4,305,000 General Obligation Refunding Bonds, Series
2016B



Prepared by:

Sean Lentz
Senior Municipal Advisor

And

Patrick Malloy
Financial Specialist



Executive Summary of Proposed Debt

Proposed Issue:	\$4,305,000 General Obligation Refunding Bonds, Series 2016B
Purposes:	<p>The proposed issue includes financing for the following purpose:</p> <ul style="list-style-type: none"> Partial net cash advance refunding of General Obligation Refunding Bonds, Series 2009A – Debt service will be paid from ad valorem property taxes. <p>Interest rates on the obligations proposed to be refunded are 4.00% to 4.60%. The refunding is expected to reduce interest expense by approximately \$357,000 over the next 13 years. The Net Present Value Benefit of the refunding is estimated to be \$311,380, equal to 7.943% of the refunded principal.</p> <p>This refunding is considered an Advance Refunding as the new Bonds will be issued more than 90 days prior to the call date of the obligations being refunded.</p>
Authority:	<p>The Bonds are being issued pursuant to Wisconsin Statute:</p> <ul style="list-style-type: none"> 67.04 <p>The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged.</p> <p>The Bonds count against the City’s General Obligation Debt Capacity Limit of 5% of total City Equalized Valuation. Following issuance of the Bonds, the City’s total General Obligation debt principal outstanding will be \$21,223,761, which is 48% of its limit. Remaining General Obligation Borrowing Capacity will be approximately \$22,740,000.</p>
Term/Call Feature:	<p>The Bonds are being issued for a 13-year term. Principal on the Bonds will be due on September 1 in the years 2017 through 2028 and on March 1, 2029. Interest is payable every six months beginning September 1, 2016.</p> <p>The Bonds maturing on and after September 1, 2026 will be subject to prepayment at the discretion of the City on September 1, 2025 or any date thereafter.</p>
Bank Qualification:	<p>Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Bonds as “bank qualified” obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.</p>
Rating:	<p>The City’s most recent general obligation bond issues were rated “Aa2” by Moody’s Investors Service. The City will request a new rating for the Bonds.</p> <p>If the winning bidder on the Bonds elects to purchase bond insurance, the</p>



	rating for the issue may be higher than the City's bond rating in the event that the bond rating of the insurer is higher than that of the City.
Basis for Recommendation:	<p>Based on our knowledge of your situation, your objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of General Obligation Bonds through a publicly offered transaction based on the following factors:</p> <ul style="list-style-type: none"> • General obligation debt is the only viable option for this type of transaction. • A public sale is expected to offer the lowest overall cost of financing. The size, structure and term of the debt combined with the City's strong credit rating position this issue well to receive interest from potential purchasers. • It was determined that the savings available now justify an advance refunding rather than waiting until a current refunding and taking the risk that interest rates will increase to the point that savings are lower than they are now.
Method of Sale/Placement:	<p>In order to obtain the lowest interest cost to the City, we will competitively bid the purchase of the Bonds from local and national underwriters/banks.</p> <p>We have included an allowance for discount bidding equal to 1.00% of the principal amount of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.</p> <p>If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to lower your borrowing amount.</p> <p>Premium Bids: Under current market conditions, most investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered "reoffering premium."</p> <p>The amount of the premium varies, but it is not uncommon to see premiums for new issues in the range of 2.00% to 10.00% of the face amount of the issue. This means that an issuer with a \$2,000,000 offering may receive bids that result in proceeds of \$2,040,000 to \$2,200,000.</p> <p>For this issue of Bonds, any premium amount received will be used to reduce the issue size. These adjustments may slightly change the true interest cost of the original bid, either up or down.</p> <p>The amount of premium allowed can be restricted in the bid specifications. Restrictions on premium may result in fewer bids, but may also</p>



	eliminate large adjustments on the day of sale and unintended results with respect to debt service payment impacts. Ehlers will identify appropriate premium restrictions for the Bonds intended to achieve the City’s objectives for this financing.
Review of Existing Debt:	<p>We have reviewed all outstanding indebtedness for the City and find that, other than the obligations proposed to be refunded by the Bonds, there are no other refunding opportunities at this time.</p> <p>We will continue to monitor the market and the call dates for the City’s outstanding debt and will alert you to any future refunding opportunities.</p>
Continuing Disclosure:	Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.
Arbitrage Monitoring:	Because the Bonds are tax-exempt securities/tax credit securities, the City must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Tax Exemption Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you.
Risk Factors:	Advance Refunding: The Bonds are being issued for the purpose of “advance” refunding prior City debt obligations. Only one advance refunding of an original tax-exempt debt obligation is permitted under current IRS rules. This refunding will extend the call date for this debt and is being undertaken based in part on the assumption that the City does not expect to have excess revenues available to pre-pay the current obligations prior to the new call date.
Other Service Providers:	This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be



	<p>paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but final fees may vary. If you have any questions pertaining to the identified service providers or their roles, or if you would like to use a different service provider for any of the listed services please contact us.</p> <p>Bond Attorney: Quarles & Brady LLP</p> <p>Paying Agent: U.S. Bank National Association</p> <p>Rating Agency: Moody's</p> <p>CPA Escrow Verification Agent: To be determined</p> <p>Escrow Agent: To be determined</p> <p>Bidding Agent: To be determined</p>
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This Pre-Sale Report summarizes our understanding of the City's objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the City's objectives.



Proposed Debt Issuance Schedule

Pre-Sale Review by Common Council:	February 23, 2016
Distribute Official Statement:	Week of March 7, 2016
Conference with Rating Agency:	Week of March 7, 2016
Common Council Meeting to Award Sale of the Bonds:	March 22, 2016
Estimated Closing Date:	April 13, 2016

Attachments

Refunding Savings Analysis with Proposed Debt Service Schedule and Sources and Uses of Funds
Projected General Obligation Borrowing Capacity
Projected General Obligation Debt Levy

Ehlers Contacts

Municipal Advisors:	Sean Lentz	(651) 697-8509
	Patrick Malloy	(651) 697-8552
Disclosure Coordinator:	Elizabeth Greiter	(651) 697-8550
Financial Analyst:	Beth Mueller	(651) 697-8553

The Official Statement for this financing will be mailed to members of the Common Council at their home addresses or e-mailed for review prior to the sale date.



Exhibit 1

City of River Falls, WI



Preliminary Refunding Savings Analysis

Year	PRIOR TO THE REFUNDING					FOLLOWING THE REFUNDING									DEBT SERVICE SAVINGS
	Existing Debt Service					Existing Debt Service			New Debt Service						
	\$5,070,000					\$5,070,000			\$4,305,000						
	General Obligation Refunding Bonds, Series 2009A Dated: 3/18/2009					G. O. Refunding Bonds, Series 2009A Dated: 3/18/2009			General Obligation Refunding Bonds, Series 2016B Dated: 4/13/2016						
	Principal 9/1	Rate	Interest 3/1 & 9/1	Less: Fund Transfers	Net Debt Service	Principal 9/1	Rate	Interest 3/1 & 9/1	Principal 9/1	Rate	Interest 3/1 & 9/1	Plus: Cash Contribution	Net Debt Service		
2016	255,000	3.75%	101,304		356,304	255,000	3.75%	16,031	60,000	0.80%	31,114	54,158	356,304	-	
2017	280,000	3.75%	193,045		473,045	280,000	3.75%	22,500	65,000	1.00%	80,688		443,668	29,378	
2018	300,000	4.00%	182,545		482,545	300,000	4.00%	12,000	355,000	1.15%	80,038		435,038	25,508	
2019	290,000	4.00%	170,545		460,545				355,000	1.35%	75,955		430,955	27,990	
2020	300,000	4.25%	158,945		458,945				360,000	1.50%	71,163		431,163	25,033	
2021	310,000	4.25%	146,195		456,195				360,000	1.70%	65,763		425,763	27,258	
2022	320,000	4.30%	133,020		453,020				365,000	1.80%	59,643		424,643	29,618	
2023	335,000	4.30%	119,260		454,260				375,000	1.90%	53,073		428,073	26,783	
2024	350,000	4.30%	104,855		454,855				380,000	2.05%	45,948		425,948	28,858	
2025	365,000	4.30%	89,805		454,805				395,000	2.15%	38,158		433,158	25,953	
2026	385,000	4.40%	74,110		459,110				400,000	2.30%	29,665		429,665	27,505	
2027	400,000	4.45%	57,170		457,170				410,000	2.40%	20,465		430,465	28,905	
2028	420,000	4.50%	39,370		459,370				425,000	2.50%	5,313		430,313	24,923	
2029	445,000	4.60%	10,235		455,235										
Total	4,755,000		1,580,404	-	6,335,404	835,000		50,531	4,305,000		738,149	54,158	5,982,839	352,565	

Notes:

1. Rates based on current market rates for Aa2 rated municipality
2. City pays principal and interest on non-callable maturities of 2009A issue; escrow fund pays principal and interest on callable maturities

Plus Rounding: 4,109

Total Cash Flow (Future Value) Savings:	356,674
Present Value Savings of 7.943%:	311,380

<u>Sources</u>	<u>Uses</u>	<u>Rate Summary</u>
Par Amount of Bonds: 4,305,000	Underwriters Discount: 43,050	True Interest Cost: 2.182%
Transfer from Debt Service Fund: 54,158	Costs of Issuance: 54,000	All Inclusive Rate: 2.351%
	Deposit to Net Cash Escrow Fund: 4,257,999	
	Rounding Amount: 4,109	
Total: 4,359,158	4,359,158	

Exhibit 2: Projected General Obligation Borrowing Capacity

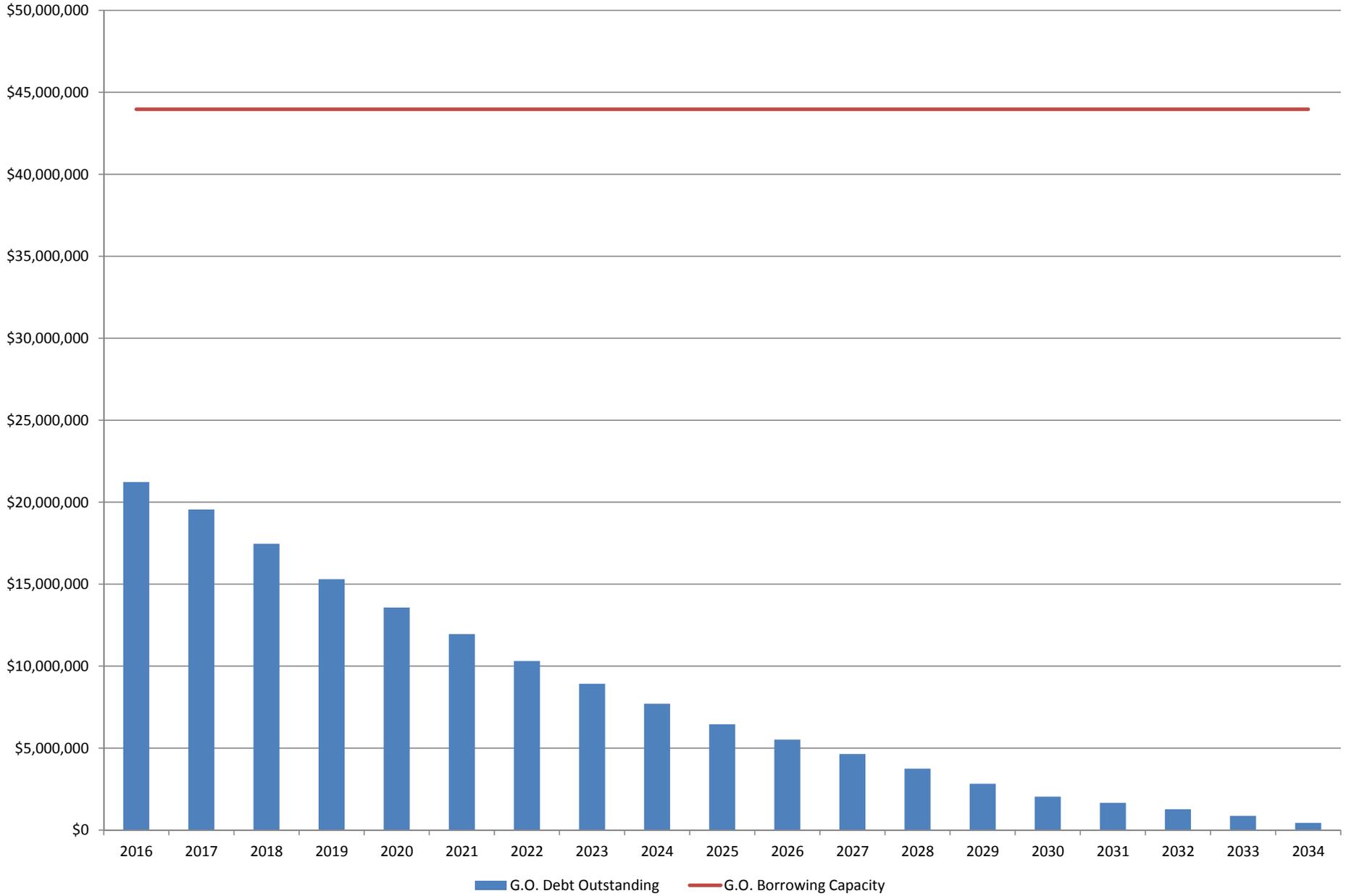
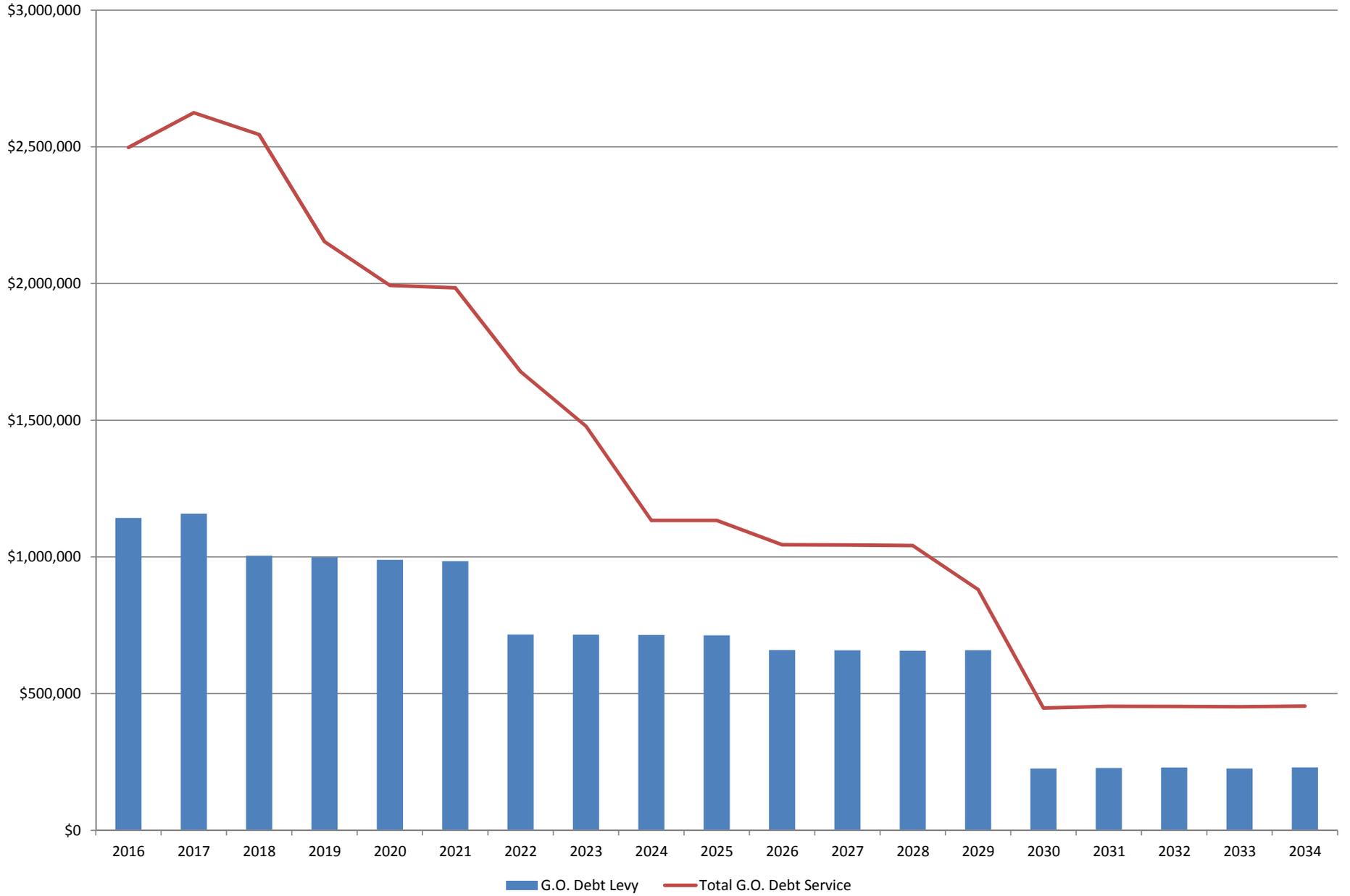


Exhibit 3: Projected General Obligation Debt Levy





RESOLUTION NO.

**RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY
\$4,305,000 GENERAL OBLIGATION REFUNDING BONDS**

WHEREAS, the City of River Falls, Pierce and St. Croix Counties, Wisconsin (the "City") is presently in need of approximately \$4,305,000 for the public purpose of refunding a portion of the General Obligation Refunding Bonds, Series 2009A, dated March 18, 2009; and

WHEREAS, it is desirable to borrow said funds through the issuance of general obligation refunding bonds pursuant to Section 67.04, Wisconsin Statutes;

NOW, THEREFORE, BE IT RESOLVED that

Section 1. The Bonds. The City shall issue its general obligation refunding bonds in the approximate amount of \$4,305,000 for the purpose above specified, which bonds shall be designated "General Obligation Refunding Bonds" (the "Bonds").

Section 2. Sale of Bonds. The Common Council hereby authorizes and directs the officers of the City to take all actions necessary to offer the Bonds for public sale. At a subsequent meeting, the Common Council shall take further action to approve the details of the Bonds and authorize the sale of the Bonds.

Section 3. Notice of Bond Sale. The City Clerk (in consultation with the City's financial advisor, Ehlers & Associates, Inc. ("Ehlers")) be and hereby is directed to cause notice of the sale of the Bonds to be disseminated in such manner and at such times as the City Clerk may determine and to cause copies of a complete, official Notice of Bond Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk shall cause an Official Statement concerning this issue to be prepared by Ehlers. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Dated this 23rd day of February, 2016.

ATTEST:

Danial H. Toland, Mayor

Lu Ann Hecht, City Clerk

(SEAL)

Administrator's Report

February 23, 2016

Council Member Meetings/Events of Note

January 23-February 28 – River Falls Reads Event

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

March 8, 6:30 p.m. – City Council Meeting

March 17-St. Patrick's Day Celebration

March 22, 6:30 p.m. – City Council Meeting

Tuesday's Council Meeting Preview:

- Resolution Regarding Disposal of Public Surplus City Equipment
- Resolution Regarding Palpable Errors-2015 Tax Roll
- Resolution Establishing Ward 5 Polling Place for 2016 Elections
- Resolution Approving Bids for Wastewater Treatment Plant
- Resolution Regarding Debt Management and Fund Balance Policies
- Resolution Providing for the Sale of Approximately \$4,620,000 Sewer System Revenue Bonds
- Resolution Providing for the Sale of Approximately \$4,305,000 General Obligation Refunding Bonds

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 \(Archive\)](#)

City Administrator Comings and Goings

- Staff 1 on 1s
- Executive Team Meeting
- Management Team Meeting
- RFEDC Meetings
- Economic Development

Complaints to Administrator's Office:

- None

Attachments to the Administrator's Report:

- None

City of River Falls Monthly Status Report

•
• **Department Name: Engineering**

Reporting Period: 2/16/2016

Department Projects and Status

Name of Project	Completed	In Progress	Delayed	Updates
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"/>	Proposals received February 3 from SEH, MSA, and TKDA. Proposal under review by: -Reid Wronski, City Engineer - Kevin Westhuis, Utility Director - Diane Odeen, City Council - Chris Gagne, Utility Board - Crystal Raleigh, Sr. Civil Eng. - Ron Groth, Water/Sewer Supt. Our goal is to recommend a firm to partner with on this project to the UAB on March 21, and the City Council on March 22.
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 approved by City Council on February 9. Site planning for building continues.
Veterans Park Pedestrian Bridge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff arranged for a second independent test of material. Test results confirm previous analysis that steel meets specifications for corrosion resistant steel.
Whitetail Ridge Corporate Park Improvements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Retainage being held till spring to complete restoration and verify vegetation establishment.
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.
Fairchild Drive Drainage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff continues to monitor performance of work that was done to address sump pump drainage that was causing excessive icing on sidewalk. System appears to be working satisfactorily.
Chapman Drive	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Design is proceeding for bid in spring. Utility coordination meeting moved to February 18.
Kinnickinnic River Pathway, University Falls to Family Fresh	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Waiting for WisDNR permits necessary for bidding the project this spring.
2016 Sidewalk, Curb & Gutter Repair Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff prepared bidding package. Bids are due on February 25.

2016 Sanitary Sewer Lining	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff has assembled ibid package for the 2016 Sanitary Sewer Lining Project. Bids are due February 25.
Collins Outfall Repairs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 routes are frozen to cause less disturbance to the land that must be crossed. Staff working with affected property owners regarding access options.
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. Final traffic count was obtained during River Falls/Hudson game on February 11.
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 completed a draft a memorandum outlining the upcoming future requirements, recommended actions, and dates that we will have to meet regarding the TMDL implementation for the City of River Falls.
2015 Manhole and Structure Rehabilitation Project	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff continued compiling information for the 2015 manhole and structure rehabilitation project.
Water Model Update	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff is coordinating with SEH to get the City's water model updated to reflect recent changes to the system associated with the building of Falcon Center.
ArcReader Training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff has scheduled ArcReader training for February 5. ArcReader allows any employee to tap into the City's GIS information to better perform our various duties.
Contractor Meeting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff is involved in planning and participation in a Contractor's Meeting scheduled for March 10.
Wellhead Protection Ordinance Update	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff is coordinating with SEH to get mapping necessary to support an update to the City's wellhead protection ordinance.
Parking Control Map Updates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff is assisting the Police department with necessary updates to the City's parking control map.
Arc Reader Training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff offered personalized ArcReader (GIS) training in the Community development and Police Departments. Public Works and Customer Service are scheduled next.

MEMORANDUM

TO: Council Members

FROM: Dan Toland, Mayor

DATE: February 23, 2016

TITLE: Mayor's Appointments to Boards and Commissions

RECOMMENDED ACTION

Consideration of appointment:

HISTORIC PRESERVATION COMMISSION

Appointment of Rebecca Prendergast through January 2019

RIVER FALLS HOUSING AUTHORITY

Appointment of Michael Larson through December 2020

REBECCA L. PRENDERGAST

610 LAKE STREET RIVER FALLS, WI
715.441.3979 BEPREN@HOTMAIL.COM

PROFFESIONAL SUMMARY

Experienced professional with planning and organizational skills that balance work, team support, and ad-hoc responsibilities in a timely and professional manner. Creative social media producer and multimedia storyteller with years of experience. Skilled communicator that brings divergent ideas together to produce successful planning, programming, and events.

EXPERIENCE

Library Aide

August 2015-Present

City of River Falls Public Library, Wisconsin

River Falls Public Library is a busy and active part of the community, and values customer service. 2015 WI Library of the Year recipient.

- Performs increasingly responsible and varied clerical-administrative work in an assigned unit; issues, receives and circulates library books and materials; performs clerical services in cataloging, classification and maintenance of books and materials; and assists patrons in using library services, community representative.

Executive Director

October 2008-Present

Artesia MainStreet Inc., New Mexico

Artesia MainStreet Inc. is a Nationally Accredited non-profit organization dedicated to promoting commerce, culture, and community in downtown Artesia through partnerships with local organizations, the New Mexico Economic Development Office and the nationally recognized National Trust for Historic Preservation's MainStreet Program.

- Act as administrative staff and manager of Artesia MainStreet's day-to-day activities including the coordination and training of committees and the supervision of volunteers, non-profit compliance, data systems and files, grant writing, reporting, public-private funding matters, record keeping, and volunteer management, working with staff to promote and market the Downtown and MainStreet programs to a culturally and economically diverse audiences and to enrich the lives of Southeastern New Mexico residents, as well as visitors to the region.
- Representing Artesia MainStreet and its issues at City Council and County Commission meetings, at the state and national levels, and to the community through presentations and ongoing public awareness management.
- Coordinating all activities of Artesia MainStreet, including the work defined by the Board of Directors and committees.
- Develop and maintain contacts with downtown businesses and property owners and act as a liaison for the downtown business community-maintain good relations and regular communications with the Downtown stakeholders including City Administration, business owners, property owners, and community interest groups.
- Maintain a working relationship with the State MainStreet Program through quarterly meetings, trainings, quarterly reports, and the execution of the bi-annual Memorandum of Understanding.
- ORGANIZATION: Work to engage government officials, business and property owners, residents, community institutions, schools, media, civic organizations, and other individuals in the revitalization process. Listening to and communicating with diverse groups and stakeholders in an effort to effectively bring together ideas for Downtown redevelopment.
- DESIGN: Develop an overall strategy of physical improvements and work to make those changes happen so that the MainStreet district is more attractive and appealing to residents, visitors, and investors. Work with business and property owners to encourage good design practices, including building maintenance, storefront renovations, building rehabilitation, effective window displays, interior merchandising, sign presentation, and other design improvements. Work with the public sector to improve Downtown's public spaces, including streets, sidewalks, infrastructure, traffic flow, pedestrian safety, landscaping, parks, and amenities.

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- **ECONOMIC POSITIONING:** Work to understand local economic forces and assets, as well as existing and potential markets. Identify and meet the needs of businesses, working to build skills and retain existing businesses in the Downtown. Identify and recruit appropriate new businesses that are compatible with the community's vision and feasible in the market.
- **PROMOTION:** Establish an overall marketing strategy and implement a variety of events that build public awareness of the Downtown as a destination and attract people to the area. By hosting and producing special events, retail and business promotions, and marketing campaigns we have improved the Downtown's overall image and created a lively atmosphere that features a variety of activities that expand Downtown's market and customer base. The Downtown offers a diverse line-up of events from Art Walks to Car Shows; these events bring thousands of community members and visitors to the Downtown and create a positive economic impact for businesses and the City of Artesia.

Treasurer of the New Mexico Coalition of MainStreet Communities
July 2013 – March 2015

New Mexico

The New Mexico Coalition of MainStreet Communities provides support for local MainStreet organizations through program and policy development, advocacy, and lobbying for resources; in cooperation with the State of New Mexico Economic Development Department, Friends of New Mexico MainStreet and other partners.

- Lobbied for resources and Capital Outlay funding for New Mexico MainStreet Communities, securing funding for the MainStreet Division within the state Economic Development Department, and Arts & Cultural Districts.

Commissioned Shoe Sales
MN
October 2007-October 2008

Herbergers, Stillwater

The Bon-Ton Stores Inc. has been in business for over 100 years, and has a mission to provide excellent service to its customers and support our local communities.

- Exceptional experience working with retail and customer service environment
- Interacting with customers and associates in a professional, positive and courteous manner

EDUCATION

Southeast Missouri State University
BS Historic Preservation
Minors in History, Integrated Marketing Communications, and Marketing Management
Graduated Cum Laude, NCAA All American Scholar

CITY OF ARTESIA NM - PUBLIC LIBRARY
Board President and Member, February 2014 to September 2015
CITY OF ARTESIA NM-LODGERS TAX BOARD
Board Member, September 2012 to September 2015
CITY OF ARTESIA NM-HISTORICAL MUSEUM AND ART ANNEX
Board Member, June 2013 to September 2015
ARTESIA ARTS COUNCIL, ARTESIA NM
Board Member, September 2010-September 2013

RIVER FALLS HOUSING AUTHORITY

LEGAL BASIS:	Resolution #1, December 5, 1966, pursuant to Section 5 of the "Housing Authority Law" of Wis. Stat. § 66.1201 . Municipal Code Chapter 2.72
DUTIES:	Plan and administer local housing project within federal guidelines.
MEMBERSHIP:	Five members. No Commissioner may be connected in any official capacity with any political party nor shall more than two be officials of the city. (No Council representative required.)
LENGTH OF TERM:	5 years
COMPENSATION:	None
APPOINTING AUTHORITY:	Mayor, subject to confirmation by Council
CITY CONTACT:	Anne McAlpine, 715-425-7640

MEMBERSHIP	APPOINTED	REAPPOINTED	TERM EXPIRES
Dan Gulick	01/2014		12/2018
Peter Dahm, Chair	04/2010	04/2015	12/2019
Michael Larson 502 East Elm Street	02/23/2016		12/2020
Nicholas Carow	02/2012		12/2016
Marylin Plansky	06/2011	11/2012	12/2017