



**City of
RIVER FALLS**
COMMON COUNCIL AGENDA
June 14, 2016

Call Meeting to Order – 6:30 p.m.

Pledge of Allegiance

Roll Call

Approval of Minutes – May 24, 2016, Workshop and Regular Meeting Minutes [Page 2](#)

Approval of Bills (Cronk) §

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

PUBLIC COMMENT, PETITIONS, REQUESTS AND COMMUNICATIONS:

1. Change of Agent Request – Kwik Trip Inc. dba Kwik Trip #453, 1238 N. Main Street [Page 11](#)
2. Request for Noise Exemption for Block Party – Disposition by motion [Page 15](#)
3. Consideration of Request to Add Petition to November Ballot - Western Wisconsin United to Amend [Page 19](#)

PUBLIC HEARING:

6:31 p.m.

4. Annual Liquor License and Beer License Renewals – Hearing and Disposition by Motion for each License Class [Page 33](#)

6:32 p.m.

5. Ordinance 2016-06 Amending Chapters 2.20 and 2.52 Regarding the Emergency Medical Service – Second Reading and Disposition [Page 45](#)

6:33 p.m.

6. Ordinance 2016-07 – Amending Municipal Code Regarding Fire – Second Reading and Disposition [Page 57](#)

6:34 p.m.

7. Ordinance 2016-08 Amending Municipal Code Regarding Utilities – Second Reading and Disposition [Page 65](#)

6:35 p.m.

8. Ordinance 2016-09 Rezoning of Property along Cemetery Road from P (Park) to (R2) Multiple Family (Medium Density) – River Church – Second Reading and Disposition [Page 77](#)

CONSENT AGENDA:

9. Resolution Appointing City Forester [Page 83](#)

ORDINANCES AND RESOLUTIONS:

10. Resolution Regarding Directional Boring Bid – Radio Road Approval [Page 86](#)

REPORTS:

11. Library Board Presentation
12. Summer Reading Program Presentation
13. Administrator’s Report [Page 91](#)



COMMON COUNCIL AGENDA

June 14, 2016

Page 2

CLOSED SESSION:

14. *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, to wit: purchase and sale of property in River Falls Industrial Park; sale of property in Sterling Ponds Corporate Park and Mann Valley Corporate Park; consideration of developer’s agreement for a commercial research facility in Sterling Ponds; consideration of a developer’s agreement for an industrial facility in River Falls Industrial Park; and developer’s agreement for agriculture research and support facility in Mann Valley; consider developer’s agreement with RFEDC for manufacturing facility in Sterling Ponds Corporate Park.

RECONVENE INTO OPEN SESSION:

15. Take action on Closed Session Items if necessary

ADJOURNMENT Publish: River Falls Journal 6/9/16; Reposted 6/9/2016



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

May 24, 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: Todd Bjerstedt, Jeff Bjork, David Cronk, Christopher Gagne, Scott Morrissette, Diane Odeen, Hal Watson

Members Absent: None

Staff Present: Dan Gustafson, City Attorney; Scot Simpson, City Administrator; Jon Aubart, Deputy Police Chief; Ray French, Management Analyst; Kevin Westhuis, Utility Director; Reid Wronski, City Engineer; Brent Buesking, Management Analyst Fellow; Julie Bergstrom, Finance Director/Assistant City Administrator; Bridget Hieb, Deputy Clerk; Keri Schreiner, Management Analyst; Amy Peterson, Assistant Community Development Director; Terry Kusilek, Operations Superintendent; Buddy Lucero, Community Development Director; Tony Steiner, City Planner; Tyler Galde, Community Development Intern

Others: Ben Fochs, Chris Blasius, others

The Pledge of Allegiance was said.

APPROVAL OF MINUTES:

May 10, 2016, Regular and Closed Session Meeting Minutes

MSC Morrissette/Odeen to approve minutes. Unanimous.

APPROVAL OF BILLS:

Bills - \$242,038.57

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

PUBLIC COMMENT, PETITIONS, REQUESTS AND COMMUNICATIONS:

Ben Fochs, 680 Cty. Rd. MM - addressed Council on his thoughts about the Park Plans.

David Fodroczi, Executive Director, Kinni River Land Trust – came to thank the City for its assistance with the Kinni River Clean Up. The Mayor thanked him and the group for its efforts.

Aldersperson Bjork encouraged residents to welcome new neighbors.

PUBLIC HEARING:

Ordinance 2016-04 Amending Chapter 3.14 of the City Code Regarding the Room Tax- Second Reading and Disposition

The Mayor recessed into a public hearing at 6:37 p.m. With no comments, the Mayor moved back into Open Session at 6:38 p.m. MSC Odeen/Gagne move to approve ordinance. Unanimous.

Annual Liquor License and Beer License Renewals – Hearing and Disposition by Motion for each License Class

The Mayor recessed into a public hearing at 6:39 p.m. City Administrator Scot Simpson explained that the Council has to approve the liquor licenses in the City. He explained the process for the Council and audience members. **With no comments, the Mayor moved back into Open Session at 6:41 p.m.**

MSC Morrissette/Bjork move to grant renewals for the Class “A” Beer Licenses contingent that all licensing requirements are met at the time of issuance for the following applications:

- **Bob & Steve’s Store #4, Paulson Rd.**

- **Bob & Steve's Store #6, N. Main St.**

The motion passed unanimously.

MSC Morrissette/Bjork move to grant renewals for the Class "A" Beer and "Class A" Cider only Licenses contingent that all licensing requirements are met at the time of issuance for the following applications:

- **Holiday Stationstore #8**
- **Kwik Trip Inc., #301, S. Main St.**
- **Shopko Stores #130**

The motion passed unanimously.

MSC Morrissette/Bjork move to grant renewals for the Class "B" Beer Licenses contingent that all licensing requirements are met at the time of issuance for the following applications:

- **Falls Theatre**
- **Luigi's Pizza**
- **Pizza Hut**
- **River Falls Baseball Council**
- **Steve's Pizza**

The motion passed unanimously.

MS Morrissette/Bjork move to grant renewals for the "Class B" Liquor and Class "B" Beer Licenses contingent that all licensing requirements are met at the time of issuance for the following applications:

- **American Legion Post 121**
- **Bo's 'N Mine**
- **Moonshiners**
- **Broz Sports Bar & Grill**
- **River Falls Copper Kettle**
- **Mavericks Corner Saloon**
- **Emma's Bar**
- **Johnnies Bar**
- **Juniors Bar & Restaurant**
- **Lazy River Bar & Grill**
- **Mainstreeter Bar & Grill**
- **Mariachi Loco**
- **Mel's Midtownner**
- **Moose Lodge**
- **River Falls Golf Club**
- **Shooters Pub**
- **St. Croix Lanes**
- **Westwind Supper Club**

Aldersperson Gagne asked about Moonshiners application regarding having alcohol in the office and basement. If they want that, they would have to come back to Council. The Mayor asked about amending the application. Simpson said if the agent is not present, the application stands as submitted, but they could come before Council to amend their application. **With no other comments, the motion passed unanimously.**

MSC Morrissette/Bjork move to grant renewals for the “Class A” Liquor and Class “A” Beer Licenses contingent that all licensing requirements are met at the time of issuance for the following applications:

- Devine Liquors
- Dollar General Store
- Family Fresh Market
- Dick’s Hometown Liquor
- Kwik Trip Store #453, N. Main St.
- Walgreens
- Whole Earth Grocery

The motion passed unanimously.

MSC Morrissette/Bjork move to grant renewals for the “Class C” Wine Licenses contingent that all licensing requirements are met at the time of issuance for the following applications:

- Riverview Event Room & Kitchen
- Steve’s Pizza

The motion passed unanimously.

City Administrator Simpson asked for clarification from the Council. He said all of the licenses have been approved “contingent that all licensing requirements are met at the time of issuance.” Simpson said that the City’s ordinance requires appearance at City Council meeting at the time of license issuance. If an applicant is not present, the City doesn’t believe the license can be issued. Simpson said the Council can either give a “pass” or applicants need to attend to the next Council meeting in order to obtain their license.

Aldersperson Todd Bjerstedt asked if applicants knew they needed to attend the Council meeting. Simpson thought they knew as the Council stressed the importance of attending the meeting when the ordinance was changed.

Motion by Gagne to table licenses for applicants who were not present. The motion died due to a lack of a second.

The Mayor confirmed the presence of representatives from the following establishments:

- Bob & Steve’s Store #4, Paulson Rd.
- Bob & Steve’s Store #6, N. Main St.
- Holiday Stationstore #8
- Kwik Trip Inc., #301, S. Main St.
- Shopko Stores #130
- Falls Theatre
- River Falls Baseball Council
- Steve’s Pizza
- American Legion Post 121
- Bo’s ‘N Mine
- Broz Sports Bar & Grill
- River Falls Copper Kettle

- **Emma's Bar**
- **Johnnies Bar**
- **Juniors Bar & Restaurant**
- **Lazy River Bar & Grill**
- **Mainstreeter Bar & Grill**
- **Mel's Midtowner**
- **Moose Lodge**
- **Shooters Pub**
- **Westwind Supper Club**
- **Devine Liquors**
- **Kwik Trip Store #453, N. Main St.**
- **Walgreens**
- **Whole Earth Grocery**
- **Riverview Event Room & Kitchen**

The following establishments did not have representatives present:

Luigi's Pizza, Pizza Hut, Steve's Pizza, Moonshiners, Copper Kettle, Mavericks, Mariachi Loco, River Falls Golf Club, St. Croix Lanes, Dollar General Store, Family Fresh, and Dick's Hometown Liquor. These licenses were not issued.

Alderperson Bjerstedt suggested adding information on the application regarding the need for the applicant to be present at the Council meeting in order to have the liquor license issued. There was further discussion about informing the applicants about appearing before Council. Deputy Clerk Bridget Hieb told Council she sends a letter and a reminder email.

Ordinance 2016-05 Amending Wellhead Protection Regulation – Second Reading and Disposition

The Mayor recessed into a public hearing at 6:52 p.m. With no comments, the Mayor moved back into Open Session at 6:53 p.m. MSC Watson/Bjerstedt move to approve ordinance. Unanimous.

CONSENT AGENDA:

Acknowledgement of the following minutes:

Park and Recreation Advisory Board Minutes – 4/20/16; Library Board Minutes – 4/4/16

Design Review Committee – 4/25/16; Plan Commission – 5/3/16

Historic Preservation Commission – 4/13/16; BID Minutes – 5/10/16

Resolution No. 6034 Authorizing Professional Services for Lake George Trail (Heritage to Division)

Resolution No. 6035 Awarding Bid for Chapman Drive Reconstruction (Casey to Huppert)

Resolution No. 6036 Declaring the City of River Falls a Pollinator Friendly Community

Resolution No. 6037 Approving Property Conveyance (Purchase) with St. Bridget Catholic Church

Resolution No. 6038 Approving Library Contract for Services

Resolution No. 6039 Approving RFP Selection Committee for Kinnickinnic River Corridor Plan

Resolution Approving Sale of Surplus Equipment → → ***Pulled by Bjork***

City Administrator Simpson clarified that the property conveyance with St. Bridget Catholic Church would be the purchase of 214 and 220 Union Street for \$200,000. **MS Watson/Gagne move to approve the remainder**

of the Consent Agenda. Alderperson Morrissette asked if a roll call vote was needed for item 8. Simpson suggested a roll call vote for the Consent Agenda. **A roll call vote was taken on the remainder of the Consent Agenda. It passed unanimously 7-0.**

Resolution No. 6040 Approving Sale of Surplus Equipment

Alderperson Bjork pulled the resolution to discuss the 1939 Ford Fire Truck. He would like the truck removed from the items for sale for evaluation regarding its historically value.

MS Bjork/Watson move to approve resolution but do not include the 1939 Ford Fire Truck. The Mayor asked for comments. Alderperson Watson agreed with Bjork and felt it should be looked in to. The Mayor asked for a vote. **The motion passed unanimously.**

ORDINANCES AND RESOLUTIONS:

Ordinance 2016-06 Amending Chapters 2.20 and 2.52 Regarding the Emergency Medical Service Ordinance-First Reading

Alderperson Morrissette had several comments.

- Chapter 2.20.030e refers to “Commanding Officer”. Morrissette suggested changing it to “Director of EMS”.
- Chapter 2.52.010 referred to “Membership” and members may be drawn from the service area which is larger than the City. Morrissette is in favor of having some residents from the larger service area but would like a minimum of three members be City residents.
- Chapter 2.52.040 talks about the “Organization”. Morrissette would like to add a Vice-Chair position added who would be the City Council representative.
- Chapter 2.52.060 “Reports and Minutes”. Morrissette felt the minutes sent to the Council should be approved by the Board.

Bjerstedt asked Morrissette if he felt the Chair should be a City resident. He said it didn’t matter to him. Simpson asked Council to clarify its wishes regarding Morrissette’s comments. The Mayor asked for feedback. The Council felt Morrissette’s comments were okay and asked for them to be incorporated into the ordinance for the second reading.

Ordinance 2016-07 Amending Municipal Code Regarding Fire – First Reading

Alderperson Gagne asked if City Administrator Simpson if the City knew which companies are self-monitored? Simpson said yes, the Fire Chief would be able to provide that information. Simpson explained the ordinance is asking the alarm companies to call 911 if an alarm in a business is activated. Watson clarified that the con would be an inadvertent fire call and charge.

There was further clarification about the intent of the ordinance. Bjork asked about fees for a false alarm. Simpson said there is a possibility the business could be charged a false alarm fee but those charges are usually a result of having several alarms in a short period of time and not getting the alarm fixed.

Ordinance 2016-08 Amending Municipal Code Regarding Utilities – First Reading

No comments.

Ordinance 2016-09 - Rezoning of Property along Cemetery Road from P (Park) to (R2) Multiple Family (Medium Density) – River Church – First Reading

Alderperson Bjork clarified that this was strictly rezoning of property and was not approving a specific building. Alderperson Morrissette provided some insight from the Plan Commission meeting.

REPORTS:

2015-2016 Legislative Updates

Management Analyst Ray French provided updates for the Council on items which affected the City. He talked about the League of Municipalities initiatives and noted the legislature avoided addressing the long-term funding issues for infrastructure. French talked about Act 169 – Sharing of Library Records which library staff worked to get enacted. He talked about other notable acts including a \$250,000 grant for the St. Croix Valley Business Incubator. French concluded by talking about possible upcoming legislation. He thanked the Council for giving him the opportunity to work for the City of River Falls. The Mayor thanked French for all he has done for the City.

Trends Report and Community Development Project Updates

Intern Jason Blatz gave a report on the Trends Report. He talked about population by county, employment, development, housing, the library, education, parks and recreation, emergency services, green initiatives, and finances. Upon conclusion, Blatz stood for questions. Alderperson Bjerstedt asked if college students are counted in the census. Simpson said yes, some are. He provided further explanation. There were no other questions.

Administrator's Report

Simpson told Council he didn't believe that a Closed Session was needed. He talked about the progress of the wastewater treatment plant project. He thanked Council for their attendance at the Sterling Ponds groundbreaking. He talked about other development activity.

ANNOUNCEMENTS

Comptroller's Report for April 2016

Comptroller Odeen read the following: General Fund revenues through the end of April were \$3,684,417 and include transportation aids and lottery credit payments from the state of Wisconsin, and \$33,000 in quarterly cable franchise fees. Expenditures for the same period were \$2,736,610 or 28 percent of budgeted, for a net of \$947,807.

MSC Cronk/Morrisette to adjourn the meeting at 7:38 p.m. Unanimous.

Respectfully submitted,

Kristi McKahan,
Deputy City Clerk



PARK MASTER PLAN WORKSHOP

May 24, 2016 – 5 p.m.

City Council Members: Mayor Dan Toland, Todd Bjerstedt, Jeff Bjork, David Cronk, Chris Gagne, Scott Morrissette, Diane Odeen, Hal Watson

City Staff: Keri Schreiner, Management Analyst; Tyler Galde, Community Development Intern; Amy Peterson, Assistant Community Development Director; Julie Bergstrom, Finance Director/Assistant City Administrator; Buddy Lucero, Community Development Director; Cindi Danke, Recreation Director; Reid Wronski, City Engineer; Ray French, Management Analyst

Others: Ben Fochs

Assistant Community Development Director Amy Peterson talked about the Park Master Plan. She talked about the goals for each of the parks and reviewed the site plans. We have a plan; now what? Funding is to be determined.

Eight out of ten residents support a dedicated source of funding for the parks. There is a core team working on the parks including Reid, Cindi, Terry, Amy, Tom, and Irv. The advisors are Julie, Susan Reese and Buddy.

The plan talks about a 20 year vision but not implementation. Are we confident in the plan we have? There is a need for a preliminary and final design.

She talked about the priorities in Glen Park. The preliminary design is \$150,000 and the final design is \$350,000 for a total project cost of \$4.1 million including a \$600,000 FEMA grant.

Aldersperson Cronk was not in favor of this plan. He feels an upgrade to the pool is necessary and that is not being done. He also talked about leaving the volleyball courts and horseshoe pits in place. Aldersperson Odeen felt it was a little late to change the plan. Aldersperson Gagne asked about a cost to upgrade the pool. Recreation Manager Danke said someone had to look at it. She did not have any cost figures.

There was discussion about whether this was an active or passive park? There is a lot of public support for the plan. Community Development Director Lucero talked about preserving the history. There have been a lot of public hearings.

The Mayor agreed with staff but also agreed with Cronk. The Mayor felt we don't need to get rid of volleyball court. City Administrator Simpson noted there are five phases to this plan. Peterson said the plan can be tweaked.

Aldersperson Watson said the pool is a higher priority to him and thought the focus should be there.

Peterson moved onto discuss Hoffman Park. She had the parking and road needs to happen in one phase. Cronk noted this is the only campground in the area gets used all the time. Why are we getting rid of it? He would like to relocate the campground. Peterson recommended doing Glen Park first; Hoffman second.

City Engineer Wronski talked about the road coming into Hoffman Park. Alderperson Bjork was concerned about keeping history.

Peterson talked about funding options – capital campaigns, grants, volunteer labor, and a levy increase. There was extended discussion about a capital campaign which could take 2-3 years. There was discussion about funding over a 20 year period. There was Council consensus to take Glen Park offline for one year to renovate and construct.

Simpson asked for feedback on capital campaign which would delay start for 12-18 months. He asked what the Council wanted to do. Alderperson Odeen wanted to go forward with Glen Park and wait and see on the rest.

There was a discussion about raising taxes. Watson thought the City should commit to Glen Park. Cronk agreed.

Simpson will do research on a capital campaign.

The workshop was adjourned.

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Bridget Hieb, Deputy Clerk

DATE: June 14, 2016

TITLE: Change of Agent Request – Kwik Trip Inc dba Kwik Trip #453, 1238 N Main St

RECOMMENDED ACTION

Please consider appointment and approve or deny by motion Jessica Moulton as Agent for Kwik Trip Inc.

BACKGROUND

§125.04(6) Corporations and Limited Liability Companies must appoint an Agent and that Agent shall be approved by the issuing authority.

Jessica Moulton has successfully completed the requirements to be appointed as Agent.

CONCLUSION

Consider appointing and approve by motion the change of Agent request for Kwik Trip Inc.

Rec# 12047
\$ 10.00

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

Submit to municipal clerk.

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

To the governing body of: Town Village City of City of River Falls County of St Croix

The undersigned duly authorized officer(s)/members/managers of Kwik Trip, Inc.
(registered name of corporation/organization or limited liability company)

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

Kwik Trip 453
(trade name)

located at 1238 N. Main St., River Falls, WI 54022

appoints Jessica Moulton
(name of appointed agent)

717 W Pine St., River Falls, WI 54022
(home address of appointed agent)

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

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).
Agent at Kwik Trip 248, Lake Elmo, MN. with new agent - approved.

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

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

Place of residence last year 717 W Pine St., River Falls, WI 54022

For: Kwik Trip, Inc.
(name of corporation/organization/limited liability company)

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

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

ACCEPTANCE BY AGENT

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

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

X [Signature] 5-18-16 Agent's age 36
(signature of agent) (date)

717 W Pine St., River Falls, WI 54022 Date of birth
(home address of agent)

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

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

Approved on 6-2-16 by [Signature] Title Chief of Police
(date) (signature of proper local official) (town chair, village president, police chief)

**AUXILIARY QUESTIONNAIRE
ALCOHOL BEVERAGE LICENSE APPLICATION**

WI Dr. Lic. #M435-4327-9785-07

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Moulton		Jessica		Lee	
Home Address (street/route) 717 W Pine St.		Post Office River Falls	City	State WI	Zip Code 54022
Home Phone Number 651-269-1069		Age 36	Place of Birth Stillwater, MN		

The above named individual provides the following information as a pers

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

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

1. How long have you continuously resided in Wisconsin prior to this date? All my life
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. Agent at Kwik Trip, 2431 Lane Elm, MN, with Kwik Trip agent approval
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)
6. Named individual must list in chronological order last two employers.

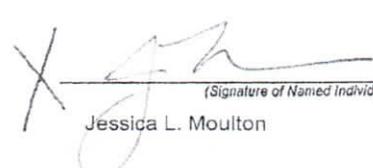
Employer's Name	Employer's Address	Employed From	To
Target Corporation	2401 Coulee Rd.,	09/2001	12/2011
Employer's Name	Employer's Address	Employed From	To

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

Subscribed and sworn to before me

Notary Public this 15th day of May, 2011

 My commission expires 1-1-2012


 (Signature of Named Individual)
 Jessica L. Moulton





**RIVER FALLS
POLICE DEPARTMENT**

Office of the Chief of Police
125 East Elm Street
River Falls, WI 54022
715.425.0909

2

To: Scot Simpson, City Administrator
From: Gordon Young, Chief of Police
Date: June 1, 2016
Re: Neighborhood Block Party Open Container Request

I received a neighborhood block party request (see attachment) from Mark Nippoldt (1883 Morning Glory Dr.). On June 25, 2016, from 6:45 p.m. to midnight, Mr. Nippoldt is requesting to barricade Morning Glory Dr. between Knollwood Lane and Windflower St. Additionally, Mr. Nippoldt is requesting City Council to grant an exception to the open container ordinance. Mr. Nippoldt would like to have open containers of beer.

I spoke with Mr. Nippoldt and he explained the reason for his neighborhood block party request was to meet and get to know some of his newer neighbors on the block. He had all the homeowners affected by the barricades sign off on a petition form (see attachment). Mr. Nippoldt further explained he will not have excessive noise.

Mr. Nippoldt explained that he has had neighborhood block parties, with alcohol, in the past and never had an issue. I checked our reports and found no issues or concerns.

River Falls Municipal Code 9.24.040(C) states City Council by resolution may authorize an exception. Such exception shall be specific as to occasion, location and length of time. Based upon the limitation of participants to only his neighbors, the assurance of not having excessive noise and his successful record of hosting prior block parties, I would recommend to City Council to grant the open container ordinance exception. If approved, and staffing allows, our department will monitor the event for compliance.

River Falls Police Department Neighborhood Block Party and Street Closure Request Form

All requests for block parties must be submitted to the River Falls Police Department preferably 30 days in advance of the party date. Upon receipt of the completed Block Party Request Form and Neighborhood Petition Form, the chairperson of event will be notified if the street closure was approved or not approved. Questions can be addressed to Chief Roger Leque at 715-425-0909.

STREET TO BE CLOSED MORNING GLORY DRIVE		IF ONLY A SECTION OF THE STREET IS TO BE CLOSED GIVE HOUSE NUMBERS OR CROSS STREETS Between Knollwood Ln & Windflower St.			
DATE OF EVENT June 25	START TIME 6:45 PM	END TIME Midnight	RAIN DATE IF APPL. June 26	START TIME 6:45 PM	END TIME Midnight
EVENT CHAIRPERSON NAME 1 Mark Nippoldt		ADDRESS 1883 Morning Glory Dr.		CONTACT NUMBER 715-426-3095	
EVENT CHAIRPERSON NAME 2		ADDRESS		CONTACT NUMBER	

REQUIREMENTS FOR BLOCK PARTY APPROVAL

1. Block Party Request Form and Neighborhood Petition Form must be filled out completely and submitted to the River Falls Police Department.
2. Residents on the affected street should be contacted and agree to closing the street. Neighborhood contact will be verified by the completion of the Neighborhood Petition Form.
3. Movable barricades needed at which locations? 1) Knollwood & Windflower Morning Glory
2) Windflower & Morning Glory
4. Objects such as tents, tables and inflatable games that would hinder free access to emergency vehicles should not be placed in such a manner as to create that type of obstruction.
5. City ordinances prohibit violations of excessive noise (such as loud music) and open containers of alcoholic beverages on City streets/sidewalks without an exception. The City Council may grant an exception. Please check the box if you would like to pursue an exception. only between the barriers

I, the above named event chairperson, hereby request permission for a street closure at the above specified location, date and times, for the purposes of a block party. I have read and understand the above requirements.

Mark Nippoldt
Signature of Event Chairperson

5/11/16
Date

OTHER INFORMATION



June 8, 2016

VIA E-MAIL

Hon. Dan Toland, Mayor
City of River Falls
222 Lewis Street
River Falls WI 54022

Hon. Members, Common Council
City of River Falls
222 Lewis Street
River Falls WI 54022

Re: **Western Wisconsin United to Amend - Direct Legislation Petition**

Dear Mayor and Common Council Members:

As you know, the City has received, from a group known as Western Wisconsin United to Amend (WWUTA), a petition (one page of which is attached), signed by a number of its residents, seeking to invoke their right to what is called “direct legislation” under Wis. Stat. §9.20. (You may recall that this matter has previously come before the City, in November of 2015, when members of WWUTA made a presentation to the Common Council, and requested that the same or a similar resolution be placed on the April ballot as an advisory referendum.) Without commenting on the sufficiency of the contents of the petition, the Clerk, in consultation with the City Attorney, has certified the petition as to its form and the number of signatures, and has referred it to the Common Council for action. Typically, once a petition for direct legislation has been certified, §9.20 compels the Common Council to either adopt the proposed ‘legislation’ without alteration, or refer it to a vote of the electors, as a referendum.

For the following reasons, I take the position, as City Attorney, that WWUTA’s proposed resolution is not “legislative” in nature, and therefore the petition is an invalid attempt to enact direct legislation. As such, I would advise the Common Council that it is not required to either adopt, or schedule the resolution for a referendum vote. Please note that this letter incorporates much of the research and analysis from a similar letter prepared by City Attorney Bill Thiel, concerning a direct legislation petition on “medical marijuana” in September 2010. That letter was also appended to his November letter providing advice concerning WWUTA.

APPLICABLE LAW

The state statute governing direct legislation, Wis. Stat. §9.20, is provided in its entirety, below:

9.20 Direct legislation.

(1) A number of electors equal to at least 15% of the votes cast for governor at the last general election in their city or village may sign and file a petition with the city or village clerk

requesting that an attached proposed ordinance or resolution, without alteration, either be adopted by the common council or village board or be referred to a vote of the electors. The individual filing the petition on behalf of the electors shall designate in writing an individual to be notified of any insufficiency or improper form under sub. (3).

(2) The preparation and form of the direct legislation petition shall be governed by s. 8.40.

(2m) After the petition has been offered for filing, no name may be erased or removed. No signature may be considered valid or counted unless the date is less than 60 days before the date offered for filing.

(3) Within 15 days after the petition is filed, the clerk shall determine by careful examination whether the petition is sufficient and whether the proposed ordinance or resolution is in proper form. The clerk shall state his or her findings in a signed and dated certificate attached to the petition. If the petition is found to be insufficient or the proposed ordinance or resolution is not in proper form, the certificate shall give the particulars, stating the insufficiency or improper form. The petition may be amended to correct any insufficiency or the proposed ordinance or resolution may be put in proper form within 10 days following the affixing of the original certificate and notification of the individual designated under sub. (1). When the original or amended petition is found to be sufficient and the original or amended ordinance or resolution is in proper form, the clerk shall so state on the attached certificate and forward it to the common council or village board immediately.

(4) The common council or village board shall, without alteration, either pass the ordinance or resolution within 30 days following the date of the clerk's final certificate, or submit it to the electors at the next spring or general election, if the election is more than 70 days after the date of the council's or board's action on the petition or the expiration of the 30-day period, whichever first occurs. If there are 70 days or less before the election, the ordinance or resolution shall be voted on at the next election thereafter. The council or board by a three-fourths vote of the members-elect may order a special election for the purpose of voting on the ordinance or resolution at any time prior to the next election, but not more than one special election for direct legislation may be ordered in any 6-month period.

(5) The clerk shall cause notice of the ordinance or resolution that is being submitted to a vote to be given as provided in s. 10.06 (3) (f).

(6) The ordinance or resolution need not be printed in its entirety on the ballot, but a concise statement of its nature shall be printed together with a question permitting the elector to indicate approval or disapproval of its adoption.

(7) If a majority vote in favor of adoption, the proposed ordinance or resolution shall take effect upon publication under sub. (5). Publication shall be made within 10 days after the election.

(8) City ordinances or resolutions adopted under this section shall not be subject to the veto power of the mayor and city or village ordinances or resolutions adopted under this section shall not be repealed or amended within 2 years of adoption except by a vote of the electors. The common council or village board may submit a proposition to repeal or amend the ordinance or resolution at any election.

DISCUSSION

On the reverse side of each page of the petition filed with the City, was a one-page proposed Resolution that WWUTA seeks to have enacted as direct legislation. The header of each petition page included the following truncated form of the proposed resolution, which would likely be

reproduced on the ballot, if the Council were to decide to schedule a referendum. The truncated version reads as follows:

Resolved, that “We the People” of the City of River Falls, Wisconsin seek to reclaim democracy from the expansion of corporate personhood rights and the corrupting influence of unregulated political contributions and spending. We stand with communities across the country to support passage of an amendment to the United States Constitution stating:

- 1. Only human beings are endowed with constitutional rights – not corporations, unions, nonprofits or other artificial entities, and**
- 2. Money is not speech, and therefore regulating political contributions and spending is not equivalent to limiting speech.**

Further Resolved, that the City of River Falls, Wisconsin Clerk is directed to forward a copy of this resolution to our state and federal representatives with instructions to enact resolutions and legislation to advance this effort.

Section 9.20 empowers residents of a municipality to file a petition signed by at least 15% of the number of electors who voted in the last gubernatorial election, demanding that the Common Council either adopt “an attached proposed ordinance or resolution, without alteration,” or refer the same to “a vote of the electors.” Although the statute gives the Common Council the choice of whether to adopt the provision as is, or refer it to the electors in a referendum, the materials filed with WWUTA’s petition make it clear that they would prefer referendum.

Subsection (3) of Section 9.20 requires that within 15 days of receiving such a petition, the Clerk shall carefully examine the petition, to determine whether it contains sufficient signatures, and is in the proper form.

The WWUTA petition was received by the Clerk’s office on May 9, has been evaluated by Lu Ann, with my assistance, and was found to be in the proper legal form, and to contain the requisite number of signatures, pursuant to Wis. Stat. §8.40. In accordance with Wis. Stat. §9.20(3), the petition was certified by the Clerk as to the form and number of signatures, but without commenting on the sufficiency of the contents thereof, on May 20, 2016.

Once a petition is certified by the Clerk, Subsection (4) typically compels the Common Council either adopt the “legislation” as stated, or place it on the ballot for a referendum vote. If the latter occurs, and the electors adopt the referendum question by a majority vote, it becomes law of the City in the form of the embodied ordinance or resolution and cannot be repealed or amended by the Common Council for a period of two (2) years.

It is my opinion, however, that the WWUTA petition is invalid, because the substance of the proposed resolution is not “legislative” in nature. WWUTA has merely requested that the City place a referendum question on the ballot for a recommendation by the electors that the City’s state and federal legislators adopt “resolutions and legislation.”

In State ex rel Althouse v. City of Madison, 79 Wis.2d 97 (1977), the Wisconsin Supreme Court held that the power placed in citizens under Wis. Stat. §9.20, “is restricted to legislative-type actions and is not applicable to executive or administrative actions.” Several additional cases shed light on this concept. In Mount Horeb Community Alert v. Village Board of Mt. Horeb, 263 Wis.2d 544 (2003), the Supreme Court distinguished the power of “initiative” under Wis. Stat. §9.20, from the power of referendum, stating:

Direct legislation—procedures by which the voters themselves adopt legislation—comes in two forms, initiative and referendum. Initiative involves the initiation and enactment of new legislation directly by the electorate; referendum involves direct review by the electorate of legislation which the governing body has adopted or provisionally adopted pending voter approval.

Save Our Paramedics v. Appleton, 131 Wis. 2d 366 (1986), provides further insight into the legislation vs. administration dichotomy. It holds that the distinction is due to the concept that “the conduct of government would be seriously hampered if initiative and referendum propositions were used to compel or bar administrative acts by elected officials. ... The people have retained the power to use the initiative or referendum process to deal only with matters that are legislative in nature. This limitation is not dependent on the type of legislation involved in the initiative or referendum process but, rather, arises out of the nature of the powers reserved to the people. Taking this a step further:

[A]ctions relating to subjects of permanent and general character are usually regarded as legislative, and those providing for subjects of temporary and special character are regarded as administrative ... An ordinance which shows an intent to form a permanent rule of government until repealed is one of permanent operation ...

The test of what is a legislative [proposition] and what is an administrative proposition, with respect to the initiative or referendum, has further been said to be whether the proposition is one to make new law or to execute law already in existence...

“Direct legislation by initiative ‘is a creature of statute and its use must comport with the requirements established by the legislature.’” It is subject to four rules: an ordinance initiated under §9.20 (1) must be legislative as opposed to administrative or executive in nature; (2) cannot repeal an existing ordinance; (3) may not exceed the legislative powers conferred upon the governing municipal body; and (4) may not modify statutorily prescribed procedures or standards.

In Heider v. Common Council of the City of Wauwatosa, 37 Wis.2d 466 (1967), the Court quoted McQuillin on *Municipal Corporations* as to the intent of §9.20, stating:

The power of initiative or referendum **usually is restricted to legislative ordinances, resolutions** or measures and is not extended to executive or administrative action. (emphasis supplied).

In Mount Horeb, the Wis. Stat. §9.20, petition called for the village to submit construction projects costing over \$1 million to the electors before being awarded. It was held that this contemplated the establishment of a permanent, legislative policy on the part of the village. Contrast this with the petition at hand which merely asks that the Common Council submit a question to the electors—not that it adopt some kind of legislative policy.

The WWUTA petition does not envision the taking of “legislative” action by the Common Council. If adopted, the resolution merely defers to the voters to decide whether or not to request of the state and federal legislators, requesting that they adopt some form of legislation. This merely calls for an administrative act by the city and not substantive legislation of the type contemplated by Wis. Stat. §9.20.

Consistent with Heider v. Common Council of the City of Wauwatosa, *supra.*, for a resolution to be the subject of a direct legislation petition it must be legislative in nature, not merely procedural, administrative or executive.

CONCLUSION

It is my opinion that the proposed WWUTA resolution fails to meet the most essential criterion of valid direct legislation under Wis. Stat. § 9.20, namely, that it must call for the adoption by the Common Council of legislative policy. The WWUTA resolution merely calls for the Common Council to act procedurally, as a conduit, to place a question on a referendum ballot, which in turn will be forwarded to state and federal legislators requesting that they “enact resolutions and legislation.” As such, although there were a sufficient number of signatures on the petition for purposes of §9.20, and even though the petition itself meets the requirements of Wis. Stat. §8.40, I take the position that it is insufficient to compel the Common Council, in accord with Wis. Stat. §9.20, to either adopt it as written, or refer it automatically to a referendum vote.

The proposed “legislation” does not establish any kind of policy. It merely demands the taking of administrative or executive steps—to place a question before the electors for a referendum vote. Therefore, even though it is captioned as a “resolution” it is not the type of resolution that compels action by the Common Council under Wis. Stat. §9.20.

It is certainly possible, if the Common Council follows my advice and treats this petition as invalid under Wis. Stat. §9.20, that the promoters will file what is called a mandamus action, seeking an order of the Circuit Court to compel the City to place the question on the ballot. While I believe my legal opinion to be correct, I recognize that the City may not want to invite litigation, and all of its inherent costs. As such, the Common Council may decide to refer the resolution to the voters, or even to adopt the provision without a referendum.

In summary, I believe the Common Council has three (3) options:

Hon. Dan Toland, Mayor
Hon. Members, Common Council
June 8, 2016
Page 6

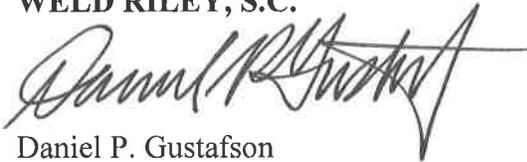
1. It may decide, based on the legal analysis, that the proposed resolution is not “legislative” in nature, and therefore, does not comply with, and requires no action by the Common Council pursuant to Wis. Stat. §9.20. In that case, the Common Council may simply file the WWUTA petition, and take no further action; or
2. It may decide, in spite of the legal analysis, to place the WWUTA’s proposed resolution on the November Ballot for a referendum vote; or
3. It may adopt the resolution directly, without alteration.

Attached are three (3) draft resolutions which the Common Council could use to take any of these three actions.

Please let me know if I can assist you further in this matter.

Very truly yours,

WELD RILEY, S.C.



Daniel P. Gustafson

DPG/tlo

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PETITION FOR DIRECT LEGISLATION

I, the undersigned, a qualified elector of the City of River Falls Wisconsin, request that the following proposed resolution, without alteration, be referred to a vote of the electors pursuant to the provisions of Section 9.20 of the Wisconsin Statutes: **Shall the City of River Falls, Wisconsin adopt the following resolution?**

Resolved, that "We the People" of the City of River Falls, Wisconsin, seek to reclaim democracy from the expansion of corporate personhood rights and the corrupting influence of unregulated political contributions and spending. We stand with communities across the country to support passage of an amendment to the United States Constitution stating:

1. Only human beings are endowed with constitutional rights — not corporations, unions, nonprofits or other artificial entities, and
2. Money is not speech, and therefore regulating political contributions and spending is not equivalent to limiting speech.

Further Resolved, that the City of River Falls, Wisconsin Clerk is directed to forward a copy of this resolution to our state and federal representatives with instructions to enact resolutions and legislation to advance this effort.

POST OFFICE ADDRESS WHEN DIFFERENT FROM MUNICIPALITY IS NOT SUFFICIENT. THE NAME OF THE MUNICIPALITY OF RESIDENCE MUST ALWAYS BE LISTED.		Municipality of Residence	Date Signed	Contact Information		Interested in volunteering? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Printed Name of Elector	Signature of Elector			Street & Number	Phone	
1 Amy Nelson		211 N. WASSON LN	4/15/16	715/821-9330	XXXX	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2 LARRY LARSON		103 N. 9th St	4/5/16			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3 ALETT HEARY			1/16			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4 Emily Klingenberg		517 WASSON Ct. #43	4/15/16	715-316-3788		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5 SUSAN MATEJKA		1300 COLONY DR	4/15/16			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6 DENNIS PANKRATZ		435 BIRCH ST	4/15/16	715-426-6139		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7 Steve Dawley		424 BIRCH ST	4/15/16	715-821-7557		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8 GIBSON BILLS		424 Birch St	4/15/16	715-425-4110		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9 Pamela K. Friede		103 N. Falls St.	4/15/16	715-426-5912		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10 EDEEN MACTAVISH		166 AROLO RD	4/15/16	715-441-6444		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Certification of Circulator

I, Katei Chappie certify that I reside at 115 S. Fall St River Falls WI

(Printed Name of Circulator)

I am a qualified elector of the state of Wisconsin, or I am a U.S. citizen age 18 or older who, if I were a resident of this state, would not be disqualified from voting under s. 6.03, Wis. stats. and that I personally circulated this petition for direct legislation and personally obtained each of the signatures on this petition. I know that the signers are electors of the municipality listed above. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this petition. I am aware that falsifying this certification is punishable under S. 12.13(3)(a), Wis. stats.

4/5/16
(Date)

Katei Chappie
(Signature of circulator)

The full resolution we are asking the municipality to pass is shown here -- and is consistent with the truncated language shown on the front of this petition.

PROPOSED RESOLUTION
By the City of River Falls Electors
Supporting a Constitutional Amendment

Whereas, government of, by, and for the people has long been a cherished American value, and;

Whereas, free and fair elections are essential to democracy and effective self-governance, and;

Whereas, corporations are not and never have been human beings or persons, and therefore are rightfully subservient to human beings and governments as our legal creations, and rightly are provided by the states ONLY privileges, and;

Whereas, interpretation of the U.S. Constitution by appointed Supreme Court Justices to include corporations in the term "persons" has long denied We the People's exercise of self-governance by endowing corporations with Constitutional protections intended by the Framers for ONLY We the People, and;

Whereas, in 1976 in the ruling on *Buckley v. Valeo*, the untenable decision of the Supreme Court changed the course of American elections and established the doctrine that spending money to influence elections is a form of speech; and;

Whereas, on January 10, 2010, in *Citizens United v. Federal Elections Commission*, the Supreme Court overturned a century of precedence by ruling that corporate spending on elections cannot be limited under the First Amendment; now therefore,

Resolved, that "We the People" of the City of River Falls, Wisconsin, seek to reclaim democracy from the expansion of corporate personhood rights and the corrupting influence of unregulated political contributions and spending. We stand with communities across the country to support passage of an amendment to the United States Constitution stating:

1. **Only human beings are endowed with constitutional rights — not corporations, unions, nonprofits or other artificial entities, and**
2. **Money is not speech, and therefore regulating political contributions and spending is not equivalent to limiting political speech.**

Further Resolved that that the City of River Falls, Wisconsin Clerk is directed to forward a copy of this resolution to our state and federal representatives with instructions to enact resolutions and legislation to advance this effort.



RESOLUTION NO.

To Reject a Petition for Direct Legislation Filed Under Wis. Stat. §9.20

WHEREAS, a Petition seeking the adoption of a proposed resolution contained therein was filed pursuant to Wis. Stat. §9.20, with the City Clerk on May 9, 2016, a copy of one page of which is attached hereto; and

WHEREAS, the City Clerk has certified the petition as being of the proper form and containing more than the minimum number of signatures of electors as are required by Wis. Stat. §9.20(1), to support such a petition; and

WHEREAS, in accord with Wis. Stat. §9.20, to be a proper petition for direct legislation, compelling the Common Council to either adopt it as written or to reject it and automatically refer it to a vote of the electors at an upcoming election on a referendum basis, the petition must contain a legislative measure that the City is being requested to adopt as its own legislative act; and

WHEREAS, if a petition for direct legislation does not contain a proposed legislative act for adoption by the Common Council or, if it rejects the same, by the electors, the City has the option of denying the petition and placing it on file, without referring it to a vote of the electors; and

WHEREAS, the proposed resolution contained within the instant petition reads:

Resolved, that “We the People” of the City of River Falls, Wisconsin seek to reclaim democracy from the expansion of corporate personhood rights and the corrupting influence of unregulated political contributions and spending. We stand with communities across the country to support passage of an amendment to the United States Constitution stating:

1. Only human beings are endowed with constitutional rights – not corporations, unions, nonprofits or other artificial entities, and

2. Money is not speech, and therefore regulating political contributions and spending is not equivalent to limiting speech.

Further Resolved, that the City of River Falls, Wisconsin Clerk is directed to forward a copy of this resolution to our state and federal representatives with instructions to enact resolutions and legislation to advance this effort.

WHEREAS, the City Attorney has rendered his opinion that this proposal does not constitute legislation and is, therefore, not subject to the law on direct legislation under Wis. Stat. §9.20, and that the Common Council, therefore, has the ability to deny the applicability of Wis. Stat. §9.20(4), thereto and to reject the same.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of River Falls that it goes on record upon advice of the City Attorney that the petition for direct legislation filed with the City Clerk on May 9, 2016, seeking a referendum vote on a proposed resolution contained therein is not a proper subject of direct legislation under Wis. Stat. §9.20, owing to the fact that it is not legislative in nature, and, in consequence, that the Common Council hereby orders that the petition be placed on file and that no further action be taken upon it.

Dated this ____ day of _____, 2016.

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk



RESOLUTION NO.

To Submit Petition for Direct Legislation Under Wis. Stat. §9.20, to a Referendum Vote

WHEREAS, a Petition seeking the adoption of an item of legislation as contained therein was filed pursuant to Wis. Stat. §9.20, with the City Clerk on May 9, 2016, a copy of one page of which is attached hereto; and

WHEREAS, the City Clerk has certified the petition as being of the proper form and containing more than the minimum number of signatures of electors as are required by Wis. Stat. §9.20(1), to support such a petition; and

WHEREAS, in accord with Wis. Stat. §9.20, if a petition for direct legislation is filed with the City Clerk and it is sufficient as to form, contains the minimum number of signatures required as a matter of law, it compels the Common Council to either adopt it as written or to reject it and automatically refer it to a vote of the electors at an upcoming election on a referendum basis; and

WHEREAS, the Common Council acknowledges that the petition is sufficient for purposes of Wis. Stat. §9.20, as being legislative in nature and, thus, is subject to either being adopted as written by the Common Council or upon rejection of the same by the Common Council, it shall be submitted to a referendum vote of the electors of the City; and

WHEREAS, the proposed resolution contained within the instant petition reads:

Resolved, that “We the People” of the City of River Falls, Wisconsin seek to reclaim democracy from the expansion of corporate personhood rights and the corrupting influence of unregulated political contributions and spending. We stand with communities across the country to support passage of an amendment to the United States Constitution stating:

- 1. Only human beings are endowed with constitutional rights – not corporations, unions, nonprofits or other artificial entities, and**
- 2. Money is not speech, and therefore regulating political contributions and spending is not equivalent to limiting speech.**

Further Resolved, that the City of River Falls, Wisconsin Clerk is directed to forward a copy of this resolution to our state and federal representatives with instructions to enact resolutions and legislation to advance this effort.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of River Falls that the following question shall be placed on the ballot for a vote of the electors of the City, in accord with Wis. Stat. §9.20(4):

Should the City of River Falls enact the following Resolution?

Resolved, that “We the People” of the City of River Falls, Wisconsin seek to reclaim democracy from the expansion of corporate personhood rights and the corrupting influence of unregulated political contributions and spending. We stand with communities across the country to support passage of an amendment to the United States Constitution stating:

1. Only human beings are endowed with constitutional rights – not corporations, unions, nonprofits or other artificial entities, and

2. Money is not speech, and therefore regulating political contributions and spending is not equivalent to limiting speech.

Further Resolved, that the City of River Falls, Wisconsin Clerk is directed to forward a copy of this resolution to our state and federal representatives with instructions to enact resolutions and legislation to advance this effort.

BE IT FURTHER RESOLVED that the City Clerk shall take the necessary steps in accord with the Elections Law to both publicize and place the above referred to direct legislation question on the ballot for the November 8, 2016, General Election.

Dated this ____ day of _____, 2016.

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk



RESOLUTION NO.

To Adopt A Petition for Direct Legislation Filed Under Wis. Stat. §9.20

WHEREAS, a Petition seeking the adoption of a proposed resolution as contained therein was filed pursuant to Wis. Stat. §9.20, with the City Clerk on May 9, 2016, a copy of one page of which is attached hereto; and

WHEREAS, the City Clerk has certified the petition as being of the proper form and containing more than the minimum number of signatures of electors as are required by Wis. Stat. §9.20(1), to support such a petition; and

WHEREAS, in accord with Wis. Stat. §9.20, if a petition for direct legislation is filed with the City Clerk, is sufficient as to form and contains the minimum number of signatures required as a matter of law, the Common Council is compelled to either adopt it as written or to reject it and automatically refer it to a vote of the electors at an upcoming election on a referendum basis; and

WHEREAS, the Common Council acknowledges that the petition is sufficient for purposes of Wis. Stat. §9.20, as being legislative in nature and, thus, is subject to either being adopted as written by the Common Council or upon rejection of the same by the Common Council, it shall be submitted to a referendum vote of the electors of the City; and

WHEREAS, the proposed resolution contained within the instant petition reads:

Resolved, that “We the People” of the City of River Falls, Wisconsin seek to reclaim democracy from the expansion of corporate personhood rights and the corrupting influence of unregulated political contributions and spending. We stand with communities across the country to support passage of an amendment to the United States Constitution stating:

- 1. Only human beings are endowed with constitutional rights – not corporations, unions, nonprofits or other artificial entities, and**
- 2. Money is not speech, and therefore regulating political contributions and spending is not equivalent to limiting speech.**

Further Resolved, that the City of River Falls, Wisconsin Clerk is directed to forward a copy of this resolution to our state and federal representatives with instructions to enact resolutions and legislation to advance this effort.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of River Falls that in accord with Wis. Stat. §9.20(4), it goes on record as adopting the proposed resolution contained within the petition filed with the City Clerk on May 9, 2016, as a result of which the said legislation shall be considered to be a legislative act of the City of River Falls and shall be deemed effective upon its adoption and publication as a matter of law.

Dated this ____ day of _____, 2016.

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk

F:\docs\CITY\River Falls\0000GenMun\2010\resolution adopting 9.20 direct legislation petition.wpd

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Bridget Hieb, Deputy Clerk

DATE: June 14, 2016

TITLE: Liquor, Beer, and Wine Applications for Licensing Year July 1, 2016-June 30, 2017

RECOMMENDED ACTION

1. Take a roll call of all Agents in attendance at the meeting.
2. Grant or modify by motion the requests for renewal of liquor licenses for Balazi LLC and Dish and the Spoon Café Inc.

BACKGROUND

All liquor, beer and wine licenses expire June 30, and must be renewed annually. A current license holder must complete a Renewal Application and submit it to the City Clerk. A public notice is published in the River Falls Journal and posted in City Hall. The City holds a Public Hearing at the Council Meeting, City Council makes their decisions by motions, and, if approved, licenses are issued by the City Clerk.

License Types

The following definitions from State Law may be helpful:

Fermented Malt Beverages: Any beverage made by the alcohol fermentation of an infusion in potable water of barley malt and hops, with or without unmalted grains or decorticated and degerminated grains or sugar containing 0.5% or more of alcohol by volume.

Intoxicating Liquor: All ardent, spirituous, distilled or vinous liquors, liquids or compounds, whether medicated, proprietary, patented or not, and by whatever name called, containing 0.5% or more of alcohol by volume, which are beverages, but does not include "fermented malt beverages".

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

“Class B” licensees may sell intoxicating liquor to consumers by the glass for on-premises consumption, and sales may also be made for off-premises consumption in quantities not exceeding four liters at any one time.
Fee: \$500.00/year.

“Class C” licensees may sell wine by the glass or in an opened original container for consumption on the premises where sold. Can only be issued to a restaurant in which the sale of alcohol beverages accounts for less than 50% of sales, or in a barroom where wine is the only intoxicating liquor sold.
Fee: \$100.00/year.

Quotas

The only class of license the City has a quota on is a “Class B” liquor license. The City’s quota for regular “Class B” liquor licenses is 19. Additionally, five Reserve “Class B” liquor licenses may be issued. This quota is based on the number of liquor licenses that were issued in the City prior to December 1, 1997. Reserve licenses require a payment of \$10,000 at first issuance, in addition to the license fee of \$600. All 19 regular “Class B” licenses have been issued. No Reserve “Class B” liquor licenses are issued.

Granting Authority and Timing

All licenses are issued by authority of the City Council. By considering licenses at the June 14 meeting, staff and applicants are afforded time to address any contingencies before the current license expires. Some examples include the Agent taking the Responsible Beverage Class, a personal appearance by the Agent, clearing any issues with the WI Sellers Permit number, or clearing any delinquent bills or tickets with City or Utility offices. The City Clerk only issues the license when all requirements have been met.

The City Council may also choose not to approve a license until the conditions are met and take separate action to approve at a later meeting. Although that option is available to the Council at its sole discretion, the City Council has typically allowed staff to determine satisfaction of contingencies places on applicants by the City Council.

DISCUSSION

In October 2015, Common Council adopted Ordinance 2015-04 stating a personal appearance by the Agent listed on the application is required before the Common Council at the regular meeting that the application is being considered. Failure of the Agent to appear would result in the delay of consideration of the application until the next regular meeting of the Common Council that a personal appearance can occur.

Twelve agents did not make a personal appearance at the May 24, 2016, Council meeting. The licenses were approved by the Common Council, but because the personal appearance contingency was not met, the licenses for these businesses cannot be issued until the Agent makes a personal appearance at a regular meeting of the Common Council.

Although licensees have been encouraged to attend the Council meeting that their application is being considered, staff did not explicitly inform licensees that their attendance at the meeting is now a requirement per the new ordinance until after the May 24 Council meeting. A personal phone call, letter and an email has gone out to the twelve Agents that were affected.

A listing of the twelve Agents has been provided as Table 1. A roll call should be done so the record can reflect which Agents are in attendance.

Table 1
Summary of Licenses w/Personal Appearance Contingency

Agent	Licensed Premise
Chuck Kamrowski	Luigi's Pizza
James Gerlach	Pizza Hut
Tom Poulos	Steve's Pizza
Shaun Bird	Moonshiners
Ted Leier	River Falls Copper Kettle
Mike Kappers	Mavericks Corner Saloon
Doug Hanson	River Falls Golf Club
Dale Elliott*	St Croix Lanes
Samantha Bothman	Dollar General Store
John Wild	Family Fresh Market
Michelle Rinehart	Dick's Hometown Liquor
Tami Duran**	Mariachi Loco

*Dale Elliott, Agent for St Croix Lanes, will be out of the country for the June 14th meeting. He will either attend the June 28, 2016, meeting or request a change of Agent to be heard at that meeting.

**Tami Duran, Agent for Mariachi Loco, has informed me she will need to attend the June 28, 2016, Council meeting as she has had to go out of town for a family medical matter.

New Renewal License Applicants For Current Meeting

The renewal license applications for Dish and the Spoon Café Inc. and Balazi LLC are included within. With these final two licensees, all current license holders in the City of River Falls have submitted their renewal applications to be heard before the Common Council.

A roll call should be done so the record can reflect if Agents Abigail Testaberg and Chelsea Leighton are in attendance.

Table 2
Summary of Licenses to Verify Appearance of Agent

Agent	Licensed Premise
Abigail Testaberg	Dish and the Spoon Café
Balazi LLC	Kinni Café

Licensing of Outdoor Areas

Beginning in 2011, we included an additional form on which the applicant was asked to describe, in detail, the outside area they are requesting to be licensed. Outdoor area forms completed by the applicants are included in your packet with the renewal applications. A summary is included as Table 3.

Table 3
Summary of Applicant Comments on Outdoor Areas

Licensed Premises	Outside Area	Fenced/Barrier	Monitored By	Special Use
Dish & the Spoon Café	Patio and garden area that is east and south of the building	Buildings and shrubs provide a barrier-diagram included	Staff members	

Changes to Outdoor Areas

No changes to outdoor areas have been requested.

CONCLUSION

Your packet includes the applications for Liquor, Beer and Wine Licenses for Dish and the Spoon Café Inc and Balazi LLC for the licensing period of July 1, 2016 to June 30, 2017. At a minimum, a separate motion is needed for each class of license. However, the Council may take action on individual licenses.

If approved, the application is considered approved without modification, contingent that all licensing conditions are met at the time of issuance.

Suggested Motions

A list of the minimum motions necessary to approve licenses are as follows:

Suggested Motion 1

Grant the Class “B” Beer Renewal License contingent that all licensing requirements are met at the time of issuance.

This motion will grant a license to the following applicant:

Corporation/LLC/ Individual/Partnership	Business Name	Agent/Individual/ Partnership
Balazi LLC	Kinni Café	Chelsea Leighton

Suggested Motion 2

Grant the Combination “Class B” Liquor and Class “B” Beer Renewal License contingent on all licensing requirements being met at the time of issuance.

This motion will grant a license to the following applicant:

Corporation/LLC/Individual/Partnership	Business Name	Agent/Individual/Partnership
Dish and the Spoon Café Inc	Dish and the Spoon Café	Abigail Testaberg

Suggested Motion 3

Grant renewal of the “Class C” Wine Renewal License contingent that all licensing requirements are met at the time of issuance.

This motion will grant a license to the following applicant:

Corporation/LLC/ Individual/Partnership	Business Name	Agent/Individual/ Partnership
Balazi LLC	Kinni Café	Chelsea Leighton

Class “B” Beer Licenses

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 7/1/16 ending: 6/30/17
(MM DD YYYY) (MM DD YYYY)

TO THE GOVERNING BODY of the: Town of Village of City of } RIVER FALLS

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

CHECK ONE Individual Partnership Limited Liability Company
 Corporation/Nonprofit Organization

Applicant's WI Seller's Permit No.:	FEIN Number:
1028538547-02	47-155880
LICENSE REQUESTED ▶ 185880	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ 100.00
<input checked="" type="checkbox"/> Class C wine	\$ 100.00
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ 30.00
TOTAL FEE	\$ 230.00

Complete A or B. All must complete C.

A. Individual or Partnership:
 Full Name(s) (Last, First and Middle Name) Home Address Post Office & Zip Code

~~LETITIA CHELSEA MARIE 212 BROADWAY ST. #5 RF WI 54022~~
~~BALAZI FATMIR 212 BROADWAY ST. #5 RF WI 54022~~

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company ▶ BALAZI LLC
 Address of Corporation/Limited Liability Company (if different from licensed premises) ▶ 702 N main st RF WI 54022

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	<u>CHELSEA MARIE LEIGHTON</u>	<u>212 BROADWAY ST. #5 RF WI 54022</u>	<u>54022</u>
Vice President/Member	<u>FATMIR BALAZI</u>	<u>212 BROADWAY ST. #5 RF WI 54022</u>	<u>54022</u>
Secretary/Member			
Treasurer/Member			
Agent	<u>CHELSEA MARIE LEIGHTON</u>		
Directors/Managers			

C. 1. Trade Name ▶ KINNI CAFE Business Phone Number 715 425 9440
 2. Address of Premises ▶ 702 N main st RF WI 54022 Post Office & Zip Code ▶ 54022

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No
4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) OFFICE + 1 COOLER + entire restaurant
5. Legal description (omit if street address is given above): _____
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side Yes No
- b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side Yes No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain. Yes No
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. Yes No
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? Yes No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME

this 24 day of MAY, 20 16
Bridget Obrien - Deputy Clerk (Clerk/Notary Public)
Chelsea Leighton (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)
Frank Balazi (Officer of Corporation/Member/Manager of Limited Liability Company/Partner)
 My commission expires _____
 _____ (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>5-26-16</u>	Date reported to council/board <u>6/14/16</u>	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Class “B” Beer and “Class B” Liquor Combination Licenses

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 7/1/16 ending: 6/30/17
(MM DD YYYY) (MM DD YYYY)

TO THE GOVERNING BODY of the: Town of } RIVER FALLS
 Village of }
 City of }

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

CHECK ONE Individual Partnership Limited Liability Company
 Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:
 Full Name(s) (Last, First and Middle Name) Home Address Post Office & Zip Code

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company Dish and the Spoon Cafe, Inc.
 Address of Corporation/Limited Liability Company (if different from licensed premises) 208 N Main St
 All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	<u>Abigail Marie Testaberg</u>	<u>113 B. White St.</u>	<u>54022</u>
Vice President/Member	<u>Emily Lyon-Hansen</u>	<u>112 E Johnson St</u>	<u>54022</u>
Secretary/Member			
Treasurer/Member			
Agent	<u>Abigail Marie Testaberg</u>		
Directors/Managers			

C. 1. Trade Name Dish and the Spoon Cafe Business Phone Number 715-426-9392
 2. Address of Premises 208 N Main St. Post Office & Zip Code 54022

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No
4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Sold/serve main level & patio. Stored basement
5. Legal description (omit if street address is given above): * See attached
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side Yes No
- b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side Yes No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain. Yes No
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. Yes No
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? (phone (608) 266-2776) Yes No
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? Yes No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME
 this 10th day of May, 20 16
Bonnie Hill - Deputy Clerk
(Clerk/Notary Public)

Abigail Marie Testaberg
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)
Emily Lyon-Hansen
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner)

My commission expires _____ (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK		
Date received and filed with municipal clerk <u>5-11-16</u>	Date reported to council/board <u>6-14-16</u>	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Acct ID # 9 / Cust # 848

Addendum to Question C. 4
Renewal Alcohol Beverage License Application
Licensed Premises – Outdoor Area

Premises Location: 208 N Main St
River Falls, WI
54022

Describe in detail the outside area that you are requesting to be licensed:
Patio East & South of building.

Is this outside area enclosed with a fence or other barrier? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Describe the fence or barrier:
Other buildings & a living fence of bushes.

Describe in detail how this area will be staffed or monitored:
Servers take tables &/or deliver food & beverages ordered @ counter. Manager observes every 15 minutes, or so.

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

“Class C” Wine Licenses

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 7/1/16 ending: 6/30/17
(MM DD YYYY) (MM DD YYYY)

TO THE GOVERNING BODY of the: Town of Village of City of } RIVER FALLS

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

CHECK ONE Individual Partnership Limited Liability Company
 Corporation/Nonprofit Organization

Applicant's WI Seller's Permit No.: <u>1028538347-02</u> FEIN Number: <u>47-155880</u>	
LICENSE REQUESTED ▶ <u>185880</u>	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>100.00</u>
<input checked="" type="checkbox"/> Class C wine	\$ <u>100.00</u>
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>30.00</u>
TOTAL FEE	\$ <u>230.00</u>

Complete A or B. All must complete C.

- A. Individual or Partnership:
 Full Name(s) (Last, First and Middle Name) Home Address Post Office & Zip Code
~~LEIGHTON CHELSEA MARIE 212 BROADWAY ST. #5 RF WI 54022~~
~~BALAZI FATMIR 212 BROADWAY ST #5 RF WI 54022~~
- B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company ▶ BALAZI LLC
 Address of Corporation/Limited Liability Company (if different from licensed premises) ▶ 702 N MAIN ST RF WI 54022
 All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	<u>CHELSEA MARIE LEIGHTON</u>	<u>212 BROADWAY ST. #5 RF WI 54022</u>	<u>54022</u>
Vice President/Member	<u>FATMIR BALAZI</u>	<u>212 BROADWAY ST #5 RF WI 54022</u>	<u>54022</u>
Secretary/Member	_____	_____	_____
Treasurer/Member	_____	_____	_____
Agent ▶	<u>CHELSEA MARIE LEIGHTON</u>	" "	" "

 Directors/Managers _____

- C. 1. Trade Name ▶ LINNI CAFE Business Phone Number 715 425 9440
 2. Address of Premises ▶ 702 N MAIN ST RF WI 54022 Post Office & Zip Code ▶ 54022
 3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No
 4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) OFFICE + 1 COOLER + entire restaurant
 5. Legal description (omit if street address is given above): _____
 6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side Yes No
 b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side Yes No
 7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain. Yes No
 8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. Yes No
 9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No
 10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? Yes No
 11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME

this 24 day of MAY, 2016
Bridget Obrien Deputy Clerk
(Clerk/Notary Public)

Chelsea Marie Leighton
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)
Fatmir Balazi
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner)

My commission expires _____ (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK		
Date received and filed with municipal clerk <u>5-26-16</u>	Date reported to council/board <u>6/14/16</u>	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

MEMORANDUM

TO: Mayor Toland and City Council Members

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

DATE: June 14, 2016

TITLE: **Proposed Changes to Ambulance Ordinance-Second Reading**

RECOMMENDED ACTION

Modifications to the ordinance have been made based on Council suggestions at the May 24th meeting to include:

Section 2.20.030 E. Changed language from Commanding Officer to EMS Director

Section 2.52.010 Revised membership language to include one Alderperson, and at least three of the remaining members will be residents of the City of River Falls, and the remaining members will be residents of the service area.

Section 2.52.040 Adding language that the Alderperson will be vice chairperson and will act in the absence of the chair.

Section 2.52.060 Added approved minutes will be filed with the City Clerk monthly.

Carole Mottaz, as chairperson of the current Ambulance Commission, provided comments on the proposed change to Section 2.52.040:

Section 2.52.040 Adding language that the Alderperson will be vice chairperson and will act in the absence of the chair.

Alderpersons rotate on a regular basis so if the Chairperson was absent at the beginning of this person's term then s/he really wouldn't know the procedures etc. Also, this potentially accords the Alderperson additional powers that could violate the independent status of the Advisory Board. In other words, it is more functional and ethical to have a sitting Board member other than the Alderperson act as Chairperson in the Chairperson's absence.

Review and discussion of proposed changes to sections 2.20 and 2.52 of the River Falls municipal code regarding the operation of the ambulance department, and the duties and powers of the Ambulance Commission. Proposed changes include updating language to reflect current terminology; removing outdated sections no longer current; modifying duties of the Ambulance Commission to an oversight and policy advisory board; modifying the number of

members and terms of the board members; and removing the Commission's hiring and supervision duties currently included in the ordinance.

The ordinance changes were reviewed by the Ambulance Commission this spring and suggested modifications were made to the ordinance to reflect their input. The ordinance is being forwarded to the City Council for approval with the Commission's favorable recommendation.

BACKGROUND

The Ambulance Commission was established in 1994 in order to provide a formal reporting mechanism for the ambulance department. The original ordinance used the River Falls Utility Commission structure as a guide, which included more day-to-day operational oversight than most other City boards and commissions.

DISCUSSION

The EMS department has advanced significantly since the establishment of the Ambulance Commission in 1994. The department has grown to 8 full time personnel, and many additional part time and paid per call employees with an annual budget of \$1.5 million. The extent of the River Falls operation, as well as the Prescott station, precludes the Ambulance Commission from operating as it has in the past. Moving to oversight and policy role is reflected in the proposed ordinance changes, to include determining the level of service that should be provided, the contracted area to be served, and general operational policies not established by the medical director.

Based on the need for overall revamping of the ordinance, we took the opportunity to review both sections that address the ambulance department - [Chapter 2.20](#) describes the administration of the department itself and how that operates, and [Chapter 2.52](#) describes the role of the Ambulance Commission.

Both the current ordinance and the proposed ordinance are attached for your review.

Proposed changes to the City's existing ordinance include the following general changes:

Chapter 2.20: Emergency Medical Services Department

1. Replace Ambulance Department language with Emergency Medical Services throughout both chapters to reflect current terminology, replace Ambulance Commission with Emergency Medical Services Advisory Board (EMS Advisory Board)
2. EMS bylaws would be approved by the EMS Advisory Board instead of the City Council
3. Compensation of employees would be per establish pay plan instead of the City Council (similar to other departments)
4. Delete selection of officers for the department (no longer used)

5. EMS Director will be appointed by the City Administrator through the standard hiring process, but with input from the EMS Advisory Board through their participation in the hiring process.
6. Modify the date for the submission of the annual report to the EMS Advisory Board from March 1st to April 1st
7. Language modifications for control and use of apparatus section (clarified for department use only)
8. Retain the language that the City Council reserves the right to contract with private vendors for emergency medical services instead of the Ambulance Commission.

Chapter 2.52: Emergency Medical Services Advisory Board

1. Recommendation to add an additional board member for a total of seven members of the EMS Board instead of six, to include at least three members that are residents of the City and the remaining members from the service area with an interest in EMS and/or members with a medical background.
2. Initial term of the new board would be May 1, 2016, with the current Commission members continuing on with their current appointments.
3. Expenditures section was removed as it would be considered part of routine daily operations
4. Major changes to Section 2.52.050 Powers and Duties to remove the routine operational functions and add new policy duties, including review of by-laws, review of business plan, approve operation policies, review and recommendations of service boundaries, review of service levels, and customer advocacy.
5. Remove reference to annual audit, also part of routine operations.

Next Steps

Final reading and public hearing of the ordinance for consideration, appointment of board members at a future meeting.

FINANCIAL CONSIDERATIONS

No financial implications of the ordinance changes are anticipated.

CONCLUSION

Approval of the ordinance is recommended.



ORDINANCE NO. 2016-06

AN ORDINANCE AMENDING CHAPTERS 2.20 AND 2.52 REGARDING
THE CITY'S EMERGENCY MEDICAL SERVICE

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

SECTION 1. That Chapter 2.20 of the City of River Falls Municipal Code be amended as follows:

Chapter 2.20 – ~~Ambulance~~Emergency Medical Services Department

2.20.010 - Administration.

- A. Recognition. The River Falls ~~ambulance department~~Emergency Medical Services Department is officially recognized as the ~~ambulance department~~Emergency Medical Services Department of the city, and the duties of ~~ambulance~~ emergency medical services in the city are delegated to such department.
- B. Bylaws. The ~~ambulance department~~Emergency Medical Services Department shall adopt bylaws for its control, management and government and for regulating the business and proceedings of the department, which bylaws, after adoption by the members of the department, shall not become effective until approved by the ~~city council~~Advisory Board. Amendments shall be adopted in the same manner.
- C. Expenditures. The ~~city common~~ council retains the right to review and authorize all expenditures and approve all fees and charges.
- D. Compensation. ~~The officers and m~~Members of the ~~ambulance department~~Emergency Medical Services Department shall receive such compensation as may from time to time be fixed by the ~~city council~~City Administrator.

2.20.020 - Organization.

- A. Generally. The organization and internal regulation of the ~~ambulance department~~Emergency Medical Services Department shall be governed by the provisions of this chapter and by such bylaws adopted by the department as are approved by the ~~city council~~Advisory Board, except as otherwise provided by law or ordinance.
- B. ~~Selection of Officers. The election of the secretary, treasurer and such social officers as the bylaws may require shall be held at the annual meeting of the department in the manner provided by the bylaws. In case of any vacancy, the director shall appoint a member in good standing to fill the office until the next annual election.~~
- C. ~~Director. The ambulance commission~~City Administrator shall appoint the ~~director~~Director of the ~~ambulance department~~Emergency Medical Services Department, ~~who shall hold office during good behavior, The director's tenure shall be~~ subject to suspension or removal by the ~~commission for cause~~City Administrator.

DC. Subordinates.

1. Volunteer members of the department shall be selected according to the bylaws.
2. Full-time paid members of the ~~ambulance department~~ Emergency Medical Services Department shall be selected by the procedures prescribed in the city personnel policy.

2.20.030 - Powers and duties of director.

- A. General Supervision. The director shall have the general supervision of the department, ~~which~~ The supervision shall be subject to and not conflict with this chapter and the bylaws of the department, and it shall enforce a rigid observance of this chapter and the bylaws. ~~He or she~~ The director shall be responsible for the personnel and general efficiency of the department.
- B. ~~Presiding Officer. The director shall preside at all meetings, call special meetings, preserve order and decide all points of order that may arise.~~
- ~~C.~~ Reports. The director shall submit a written report to the ~~ambulance commission~~ Emergency Medical Services Advisory Board no later than ~~March 1st~~ April 1 of each year, and at such other times as he or she deems desirable, relating to the condition of various pieces of apparatus ~~and~~ / appurtenances, the number of calls occurring since the previous report and the date of same, the total number of active members in the department and resignation and expulsions from the department. He or she shall also report upon the drill and training program of the department, together with such other pertinent information, including recommendations for improvements, as he or she deems proper and necessary for the operation of the department.
- ~~DC.~~ Ambulance Emergency Medical Services Records. The director shall keep records of every ~~ambulance emergency medical services~~ call to which the department was ~~called~~ dispatched, the locality of the call, ~~and~~ the time ~~the dispatch~~ it was received, the cause of the delay (if any) in responding, the equipment used, the time the call was completed, the names of the EMT's responding, and general remarks.
- ~~ED.~~ Apparatus Inventory. The director shall keep an inventory of all apparatus and equipment.
- ~~FE.~~ Duties of ~~Commanding Officer~~ EMS Director. The director shall perform such other duties as are usually incumbent on the commanding officer of an ~~ambulance~~ emergency medical services department.

2.20.040 - Control and care of apparatus.

- A. Director Responsible. The director shall have control of all apparatus used by the department and shall be responsible for its proper maintenance. Emergency repairs may be authorized by the director.
- B. Use. No apparatus shall be used for any ~~non-department related business purpose except for ambulance calls within the ambulance service area, or in training therefor, except pursuant to an agreement approved by the city council after the director has given his or her recommendations on such use. With the approval of the director,~~

~~such apparatus may be used for other emergency purposes. A written report of all such uses shall be made quarterly to the ambulance commission.~~

2.20.050 - Contracting for services.

The ~~ambulance commission~~common council shall retain the right to contract with private vendors of ambulance or emergency medical services for the provision of ~~the services outlined in the sections above~~emergency medical services.

2.20.060 - Provision for services.

The city, through ~~its ambulance commission~~the common council, may contract to provide ~~ambulance~~ emergency medical services to other municipalities.

~~2.20.070 - Violation - Penalty.~~

~~Any person who violates any provisions of this chapter or any order, rule or regulation made hereunder shall be subject to a penalty as provided in Chapter 1.20 of this municipal code.~~

SECTION 2. That Chapter 2.52 of the City of River Falls Municipal Code be amended as follows:

Chapter 2.52 – ~~Ambulance Commission~~Emergency Medical Services Advisory Board

2.52.010 - Membership.

~~The ambulance commission shall consist of an alderperson and five members who are residents of the city. The ambulance commission shall consist of seven members. One of the seven members shall be an Alderperson, who shall serve on the board without additional compensation and for whose term shall be for one year. At least three of the remaining six members shall be residents of the City of River Falls and the remaining members from the service area with an interest in EMS and/or members with a medical background.~~
The Emergency Medical Services Advisory Board shall consist of seven members. One of the seven members shall be an Alderperson, who shall serve on the board without additional compensation and for whose term shall be for one year. At least three of the remaining six members shall be residents of the City of River Falls and the remaining members from the service area with an interest in EMS and/or members with a medical background.

2.52.020 - Manner of appointment.

~~Members of the ambulance commission shall be appointed by the mayor, subject to confirmation by the council, to five year terms. The initial terms will commence on September 1, 1994. The terms of the commissioners first appointed shall expire successively, one each year, on the first Monday in May. Succeeding appointments shall commence on May 1st of the year of appointment. No person shall be appointed to the commission who is a member of or who has a relative by blood or marriage who is a member of the ambulance service.~~

A. Members of the board shall be appointed by the Mayor, subject to confirmation by the common council, to three-year terms. The initial terms will commence on May 1, 2016.

B. The terms of the board members first appointed shall expire successively, two each year, on the first Monday in May. Succeeding appointments shall commence on May 1 of the year of appointment.

C. No person shall be appointed to the board who is a member of the River Falls Emergency Medical Service or related by blood or marriage to a full-time employee of the River Falls Emergency Medical Service.

2.52.030 - Vacancies.

Vacancies shall be filled by appointment by the Mayor for the balance of the term in the same manner as full-term appointments.

2.52.040 - Organization.

A. Members of the board will elect a Chairperson at the first regular meeting after May 1 of each year. The Chairperson shall perform such other duties as may be prescribed by direction of the board or by resolution of the common council.~~Immediately after their appointment and qualification, members of the commission first appointed and on or before January 1st in each year thereafter, the members of the commission shall organize by electing a chairperson and secretary. A quorum shall consist of a majority of the members with all actions requiring a majority vote of the total membership.~~ The alderperson will act as Vice Chairperson in the absence of the Chairperson.

B. Chairperson: The duties of the chairperson shall be to:

1. Preside at all meetings of the board;
2. Communicate the direction of the City of River Falls Emergency Medical Services Advisory Board; and
3. Perform the duties as may be prescribed by the direction of the board, or by resolution of the common council.

C. The ~~commission~~ board shall hold at least one regular meeting per ~~quarter~~month, plus other meetings as needed, to perform its duties. A quorum shall consist of a majority of the members with all actions requiring a majority vote of the total membership.

D. The board members shall receive such salary or other compensation as may be fixed from time to time by the common council.

2.52.050 ~~– Policies~~Powers and Duties.

~~The commission shall establish its own operating policies and procedures and manage its own budget within the limitations of Section 2.52.060. It shall be empowered to hire a director and any other staff necessary to efficiently accomplish the service required.~~

A. The board shall review the by-laws annually and when changes are needed.

B. The board shall review the EMS Business Plan annually and make recommendations to the common council.

C. The board shall approve operation policies excluding medical direction guidelines and protocols.

D. The board shall review the EMS service area boundary and make recommendations for boundary extensions/retrenchment.

- E. The board shall review the department's service levels.
- F. The board shall serve as the customer advocate by listening to the community members' concerns, desires and needs.
- G. The board shall meet with the common council annually or at other times as necessary.
- H. The board shall provide two members to the hiring committee for the EMS Director position.

2.52.060 - ~~Expenditures:~~

~~The city council shall review and authorize all expenditures for this service and any receipts collected by the ambulance service. Initial rate structures and any changes must be authorized by the city council.~~

~~2.52.070~~ - Reports and minutes.

Approved m~~Minutes of the commission board~~ meetings shall be filed with the city clerk on a monthly basis. ~~A report shall be filed with the city clerk by March 1st of each year, including, but not limited to, a financial statement, service report and personnel report.~~

~~2.52.080~~ - Audit.

~~A general audit of the ambulance commission records shall be accomplished as a part of the general audit for the city, but shall be chargeable to the ambulance commission.~~

SECTION 3. This ordinance shall take effect on the day after publication.

Dated this 14th day of June, 2016.

FOR THE CITY OF RIVER FALLS

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk

Adopted: _____
Published: _____



ORDINANCE NO. 2016-06

AN ORDINANCE AMENDING CHAPTERS 2.20 AND 2.52 REGARDING
THE CITY'S EMERGENCY MEDICAL SERVICE

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

SECTION 1. That Chapter 2.20 of the City of River Falls Municipal Code be amended as follows:

Chapter 2.20 – Emergency Medical Services Department

2.20.010 - Administration.

- A. Recognition. The River Falls Emergency Medical Services Department is officially recognized as the Emergency Medical Services Department of the city, and the duties of emergency medical services in the city are delegated to such department.
- B. Bylaws. The Emergency Medical Services Department shall adopt bylaws for its control, management and government and for regulating the business and proceedings of the department, which bylaws, after adoption by the members of the department, shall not become effective until approved by the Advisory Board. Amendments shall be adopted in the same manner.
- C. Expenditures. The common council retains the right to review and authorize all expenditures and approve all fees and charges.
- D. Compensation. Members of the Emergency Medical Services Department shall receive such compensation as may from time to time be fixed by the City Administrator.

2.20.020 - Organization.

- A. Generally. The organization and internal regulation of the Emergency Medical Services Department shall be governed by the provisions of this chapter and by such bylaws adopted by the department as are approved by the Advisory Board, except as otherwise provided by law or ordinance.
- B. Director. The City Administrator shall appoint the Director of the Emergency Medical Services Department. The director's tenure shall be subject to suspension or removal by the City Administrator.
- C. Subordinates.
 - 1. Volunteer members of the department shall be selected according to the bylaws.
 - 2. Full-time paid members of the Emergency Medical Services Department shall be selected by the procedures prescribed in the city personnel policy.

2.20.030 - Powers and duties of director.

- A. General Supervision. The director shall have the general supervision of the department. The supervision shall be subject to and not conflict with this chapter and the bylaws of the department, and it shall enforce a rigid observance of this chapter and the bylaws. The director shall be responsible for the personnel and general efficiency of the department.
- B. Reports. The director shall submit a written report to the Emergency Medical Services Advisory Board no later than April 1 of each year, and at such other times as he or she deems desirable, relating to the condition of various pieces of apparatus/appurtenances, the number of calls occurring since the previous report and the date of same, the total number of active members in the department and resignation and expulsions from the department. He or she shall also report upon the drill and training program of the department, together with such other pertinent information, including recommendations for improvements, as he or she deems proper and necessary for the operation of the department.
- C. Emergency Medical Services Records. The director shall keep records of every emergency medical services call to which the department was dispatched, the locality of the call and the time it was received, the cause of the delay (if any) in responding, the equipment used, the time the call was completed, the names of the EMTs responding, and general remarks.
- D. Apparatus Inventory. The director shall keep an inventory of all apparatus and equipment.
- E. Duties of EMS Director. The director shall perform such other duties as are usually incumbent on the commanding officer of an emergency medical services department.

2.20.040 - Control and care of apparatus.

- A. Director Responsible. The director shall have control of all apparatus used by the department and shall be responsible for its proper maintenance. Emergency repairs may be authorized by the director.
- B. Use. No apparatus shall be used for any non-department related business.

2.20.050 - Contracting for services.

The common council shall retain the right to contract with private vendors of ambulance or emergency medical services for the provision of emergency medical services.

2.20.060 - Provision for services.

The city, through the common council, may contract to provide emergency medical services to other municipalities.

SECTION 2. That Chapter 2.52 of the City of River Falls Municipal Code be amended as follows:

Chapter 2.52 – Emergency Medical Services Advisory Board

2.52.010 - Membership.

The Emergency Medical Services Advisory Board shall consist of seven members. One of the seven members shall be an Alderperson, who shall serve on the board without additional compensation and for whose term shall be for one year. At least three of the remaining six members shall be residents of the City of River Falls and the remaining members from the service area with an interest in EMS and/or members with a medical background.

2.52.020 - Manner of appointment.

- A. Members of the board shall be appointed by the Mayor, subject to confirmation by the common council, to three-year terms. The initial terms will commence on May 1, 2016.
- B. The terms of the board members first appointed shall expire successively, two each year, on the first Monday in May. Succeeding appointments shall commence on May 1 of the year of appointment.
- C. No person shall be appointed to the board who is a member of the River Falls Emergency Medical Service or related by blood or marriage to a full-time employee of the River Falls Emergency Medical Service.

2.52.030 - Vacancies.

Vacancies shall be filled by appointment by the Mayor for the balance of the term in the same manner as full-term appointments.

2.52.040 - Organization.

- A. Members of the board will elect a Chairperson at the first regular meeting after May 1 of each year. The Chairperson shall perform such other duties as may be prescribed by direction of the board or by resolution of the common council. The Council representative will be Vice Chairperson to act in the absence of the Chairperson.
- B. Chairperson: The duties of the chairperson shall be to:
 - 1. Preside at all meetings of the board;
 - 2. Communicate the direction of the City of River Falls Emergency Medical Services Advisory Board; and
 - 3. Perform the duties as may be prescribed by the direction of the board, or by resolution of the common council.
- C. The board shall hold at least one regular meeting per month, plus other meetings as needed, to perform its duties. A quorum shall consist of a majority of the members with all actions requiring a majority vote of the total membership.
- D. The board members shall receive such salary or other compensation as may be fixed from time to time by the common council.

2.52.050 – Powers and Duties.

- A. The board shall review the by-laws annually and when changes are needed.
- B. The board shall review the EMS Business Plan annually and make recommendations to the common council.
- C. The board shall approve operation policies excluding medical direction guidelines and protocols.
- D. The board shall review the EMS service area boundary and make recommendations for boundary extensions/retrenchment.
- E. The board shall review the department’s service levels.
- F. The board shall serve as the customer advocate by listening to the community members’ concerns, desires and needs.
- G. The board shall meet with the common council annually or at other times as necessary.
- H. The board shall provide two members to the hiring committee for the EMS Director position.

2.52.060 - Reports and minutes.

Approved minutes of the board meetings shall be filed with the city clerk on a monthly basis.

SECTION 3. This ordinance shall take effect on the day after publication.

Dated this 14th day of June, 2016.

FOR THE CITY OF RIVER FALLS

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk

Adopted: _____

Published: _____

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Raymond French, Management Analyst

DATE: June 14, 2016

TITLE: Ordinance Amending Municipal Code Regarding Fire – Second Reading and Disposition

RECOMMENDED ACTION

Adopt Ordinance 2016-07 amending the City of River Falls Fire Codes. The First Reading was May 24, 2016, and the Second Reading and Disposition is on June 14, 2016.

BACKGROUND

It is important that, from time to time, departments review and update their ordinances to reflect changes to state regulations, policy recommendations, or other necessities. The City's Fire Codes are found in Title 8 of the City Code relating to Health and Safety. The amendments included in the attached ordinance were prepared in consultation with Chief Nelson and Assistant Chief Moody, and are recommended to Council for consideration and adoption.

DISCUSSION

Section 1 of the attached ordinance provides the recommended amendments for [Chapter 8.20](#) of the Municipal Code, which is the City's Fire Prevention Code. They include:

- Updating references to the Wisconsin Administrative Code
- Allowing the designee of the Fire Chief to enforce the provisions of the private hydrant and outdoor fires codes
- Updating the definition of a "recreational fire" to be based on the National Fire Protection Association model code, NFPA1 3.3.215
- Eliminating outdated references to commercial or residential incinerators
- Specifying that the Fire Chief is to establish the frequency of fire protection inspections

Section 2 of the ordinance eliminates the established Fire Limit within the City of River Falls and all associated references thereafter. The Fire Limits established in [Section 8.20.020](#) outline an area similar to Downtown District and regulates the construction of buildings in that district. As noted in the City's Historic Preservation Plan, the City first established the Fire Limits ordinance in 1886. It is based on an exercise of power in the City's [Charter](#) established that same year. See Section 89 of the Charter for reference.

This section of the ordinance is recommended for removal because of the subsequent adoption of state building codes that prescribe adequate regulations for building materials and practices. Prior to the adoption of those codes, a Fire Limit or Fire District was a common way for cities to protect their downtown buildings and the public, and prevent the spread of fires. The regulations codified in the City Code regarding the Fire District are currently not enforced on their own (separate from the building codes in [Chapter 15.04](#)) and represent an outdated fire protection practice no longer necessary to protect the public. The ordinance is amended in a way to reflect that the common council is electing to not establish the fire district, which is an exercise of power afforded to it under the City's Charter.

The draft of the ordinance at First Reading also added language to [Chapter 8.21](#) of the Code related to False Alarm Services, which would have required operators of self-monitored systems to immediately call 9-1-1 for all fire alarms. Following discussion, staff determined that this policy change needed further research before a recommendation for a change could be presented to Council for consideration. As a result, that section of the ordinance was removed for Second Reading.

CONCLUSION

Adoption of the attached ordinance is recommended to amend various provisions of the fire codes, including clarifications to administrative code references, enforcement designees, and eliminating the Fire District.



ORDINANCE NO. 2016-07

AN ORDINANCE AMENDING THE
MUNICIPAL CODE RELATED TO FIRE

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

SECTION 1. That Chapter 8.20 of the City of River Falls Municipal Code be amended as follows:

8.20.010 - State administrative code adopted.

- A. The following chapters of the Wisconsin Administrative Code, including any amendments relating to fire protection and prevention are adopted and by reference made a part of this chapter as if fully set forth herein. Any act required to be performed or prohibited by any chapter of the Wisconsin Administrative Code incorporated herein by reference is required or prohibited by this section:

Wisconsin Administrative Code	
SPS 307	Explosive Materials
SPS 310 ATCP 93	Flammable, and Combustible and Hazardous Liquids
SPS 307	Explosives and Fireworks
SPS 314	Fire Prevention
SPS 316	Electrical Code
SPS 328	Smoke Detectors and Carbon Monoxide Detectors
SPS 340	Gas Systems
SPS 361-365	Building and Heating, Ventilating, and Air Conditioning
SPS 366	Uniform Multi family Dwelling Existing Buildings

8.20.030 - Regulation of private hydrants.

- A. All owners of private property who have private fire hydrants located upon their property which are not serviced, maintained, flushed or tested by the city shall on an annual basis service, flush, test, repair and maintain the private fire hydrant so as to ensure that the hydrant is in proper working order in the event of emergency use.
- B. All data gathered pursuant to subsection A of this section, including the location of the hydrant drawn on a scale map, shall be submitted each year by September 30th to the fire department, addressed directly to the chief of that department for filing in the permanent records. All costs associated with compliance with this section shall be the responsibility of the owner.
- C. The owner may contract directly with the utility department of the city to perform the obligations of this section or the owner may employ the services of a private firm in submitting the testing and data required by this section. In the event the owner contracts

directly with the city, the city shall submit the required report under subsection B of this section.

- D. Any owner of private property who wishes to install a private hydrant on such property shall be subject to the provisions of this section. Additionally, all new private hydrants that are to be installed in the corporate limits of the city shall first be approved by the city utility ~~administrator~~director, fire chief, and city engineer. Such approval shall be conditioned upon review of the location, model type and flow specifications of the proposed hydrant. The proposed hydrant shall be a waterous hydrant or an approved equal such that it matches city specifications.
- E. The fire chief of the fire department or designee shall be responsible for the enforcement of this section.

8.20.040 - Outdoor fires and control thereof.

- A. Definitions within this section. The following terms, phrases, and words and their derivations have the meanings given therein.
 - 1. "Open fire" means any fire involving any type of combustible material, whether for cooking, pleasure or any other purpose, located anywhere within the city of River Falls, on public or private property.
 - 2. "Outdoor cooking apparatus" means a charcoal grill, camping stove or similar apparatus designed exclusively for cooking food.
 - 3. "Recreational fire" means any ~~fire such as a campfire, fire pit or portable manufactured fire container for the purpose of a recreational and personal enjoyment~~ noncommercial burning of materials other than rubbish for pleasure, religious, ceremonial, cooking, or similar purposes in which the fuel burned is not contained in an incinerator, a barbecue grill, or a barbecue pit, and the total fuel area is not exceeding 3 feet in diameter and 2 feet in height.
 - 4. "Waste and refuse" means all rubbish, garbage and residual matter of any kind, including grass trimmings, and leaves.
 - 5. "Pyrotechnics" means fireworks or any incendiary/explosive device used for public display purposes whether indoors or outdoors.
- B. Except as permitted in this section, no person shall burn or cause to be burned in any open fire any waste and refuse or hazardous materials upon any street, court, alley or private property within the city.
- C. The use of portable drums, barrels or any containers used to burn leaves, yard wastes, rubbish, garbage, other household wastes or hazardous materials upon any premises within the city is prohibited.
- ~~D. The use of commercial or residential incinerators that are approved under American standards Z-21.6 and Wis. Adm. Code Section NR 154.05 are allowed.~~
- ED. No person shall burn, or cause or permit the burning of waste and refuse in any container which was designed for the sole purpose of burning any type of fuel, such as natural gas, fuel oil, propane, gasoline, kerosene, diesel fuel or wood used for heating purposes.

FE. Fires set by the River Falls fire department for practice and instruction of fire fighters are allowed, along with burning of police records.

GE. Outdoor cooking apparatus and open fires used for cooking are allowed. These are, however, limited to charcoal and gas grills, freestanding fireplaces (clay or metal) or fire pits. Use of outdoor cooking apparatuses on multi-residential dwelling decks is prohibited.

HG. Recreational fires are allowed only under the following circumstances:

1. Only clean and clear (unpainted and unfinished) wood, split firewood, tree limbs or charcoal may be burned. No rubbish, yard waste, garbage, household wastes or hazardous materials may be burned.
2. No recreational fire shall be in an area larger than three feet in diameter (three feet by three feet).
3. Each fire must be attended by at least one person eighteen (18) years old or older when lighting the fire and at all times until the fire is completely extinguished.
4. A fire extinguisher or water hose shall be available nearby at all times.
5. Each fire shall be a minimum of ten (10) feet from any structure and/or combustible material.
6. No accelerants such as gasoline, kerosene or any other accelerant may be used, with the exception of charcoal lighter fluid.
7. When burning, all burning material must be completely contained within the freestanding fireplace (metal or clay) or fire pit and shall not extend beyond the confines of such container and flame height shall not exceed four feet from base of fire.
8. No fire shall cause smoke that has the tendency of creating a public nuisance or a traffic hazard due to decreased or diminished visibility.
9. The open fire and embers must be completely extinguished before the open fire is vacated.
10. If a fire pit is used, the construction and use of the fire pit shall, in addition to the above requirements, comply with the following requirements:
 - a. The diameter of the pit shall not exceed three feet.
 - b. The depth of the pit shall be one to two feet deep and covered when not in use.
 - c. The rim of the pit shall be lined with rock, concrete, brick or steel, that is twelve (12) inches wide all around the perimeter.
11. Recreational fires shall only be used outdoors at ground level.

IH. The fire chief is granted the authority to issue burning permits for no more than a forty-eight (48) hour period at a fee to be set by the common council, from time to time. Such a permit shall allow the burning of waste construction materials, including but not limited to wood and paper products and trees and vegetation resulting from land clearing. The fire chief shall not issue a permit to burn any material that could result in a health hazard. Each permit shall indicate when material can be burned, where it will be burned, where it can be burned, under what wind and other climatic conditions and shall include such other or further restrictions that the fire chief may require to protect the health and safety of the general public.

- H. The fire chief is granted the authority as a delegation of power by the common council under Section 323.11, Wis. Stats., to declare a fire emergency in the City, during which open fires are prohibited, for such period of time during which emergency conditions exist or are likely to exist.
- I. Violations of ~~this section such a declaration~~ are punishable under Chapter 1.20 of the city code and citations for such violations may be issued by the fire chief or his or her designee as well as by the police department.

8.20.080 - Frequency of fire prevention inspections.

In accord with Wis. Adm. Code Section SPS 314.01(13)(b)7., fire prevention inspections of all public buildings and places of employment in the city shall be conducted at least once per calendar year or more often as is ordered by the fire ~~department~~chief, provided, however, that the interval between each such inspection shall not exceed fifteen (15) months.

SECTION 2. That the City of River Falls Municipal Code related to fire limits be amended as follows:

8.20.020 - Fire limits.

~~The common council elects to not establish fire limits within the City to regulate the construction, repair, or removal of buildings beyond that which is included in the state administrative codes adopted.~~

~~A. The fire limits for the city are established as follows:~~

~~Commencing at the southeast corner of Lot 5 in Block 13 in the Original Plat of the City of River Falls, and proceeding northerly along the west line of the north-south alley between Second and Third Streets and the extensions thereof to the north line of Division Street; thence easterly along said north line of Division Street to the east line of Lot 2 in Cox's Plat of East Troy; thence northerly along said east line of Lot 2 and the extension thereof to the north line of the east-west alley immediately south of and adjacent to Lot 11 in Cox's Blat of East Troy; thence westerly along said north alley line to the east line of the north-south alley immediately west of and adjacent to said Lot 11; thence northerly along said east alley line to the south line of Union Street; thence westerly along said south line of Union Street and the extensions thereof to the west line of Main Street; thence southerly along said west line of Main Street to the north line of Lot 1 in Powell's Plat of East Troy; thence westerly along said north line of Lot 1 to the east shoreline of the Kinnickinnie River; thence northerly along said east shoreline of the Kinnickinnie River and continuing northerly along the west line of Powell's Plat of East Troy to the north line of Lot 10 in Powell's Blat of East Troy; thence westerly along the extension of said north line of Lot 10 to the northerly extension of the east line of Clark Street; thence southerly along said east line of Clark Street extended, the east line of Clark Street, and the southerly extension thereof to the east shoreline of the Kinnickinnie River; thence southerly along said east shoreline of the Kinnickinnie River to the northerly extension of the west line of Outlot 59; thence southerly along said west line of~~

~~Outlot 59 extended and the west line of Outlot 59 to the north line of Cascade Avenue; thence easterly along said north line of Cascade Avenue and the extensions thereof to the west line of the north-south alley in Block 1 in Greenwood Falls Addition; thence northerly along said west alley line and the extension thereof to the north line of Spring Street; thence westerly along said north line of Spring Street to the west line of Outlot 93; thence northerly along said west line of Outlot 93 and the extension thereof to the north line of Locust Street; thence westerly along said northline of Locust Street to the point of beginning.~~

~~B. Regulated.~~

- ~~1. No person shall elevate, erect or place any building or part of a building within the fire limits unless such building or part thereof is constructed with all of its exterior walls of stone, brick, metal, cement or tile, and its roof covered with fireproof material (Class B or better). When any roof is replaced in its entirety it shall be brought up to Class B or better.~~
- ~~2. No person shall raise or elevate from the ground any wooden building now standing within the fire limits by constructing thereunder or thereupon another story or in any way increase the height of such building. The city council may, however, permit the erection within the fire limits for temporary purposes wooden buildings of not more than one story and not less than twenty (20) feet from any other wooden building already constructed, but any such building shall be subject to removal at any time by order of the city council.~~
- ~~3. No person shall place in any building within the fire limits any electrical wiring unless such wiring is placed in rigid or flexible conduits.~~
- ~~4. No person shall construct within the fire limits any chimney within any building unless such chimney is constructed from the ground up. No bracket chimneys shall be constructed within the fire limits.~~
- ~~5. No person shall deposit within one hundred (100) feet of the fire limits any papers, rubbish or debris or burn the same in the fire limits or within one hundred (100) feet thereof.~~
- ~~6. All new construction within the fire district of the city constructed in accordance with all applicable state and local codes are required for the use to which the structure is planned and built shall be subject to the standards applicable to a construction district and shall be inspected in accordance with those standards as administered by the fire chief of the city.~~

~~15.04.110 Fire district.~~

~~The fire district shall be as set forth in Chapter 8.20 of this municipal code.~~

~~15.04.120 Regulations within fire district.~~

~~Chapter 8.20 of this municipal code shall govern the erection, enlargement or placing of any building within the fire district.~~

~~15.04.130 Razing old and/or damaged buildings in fire district.~~

~~Any existing frame building within the fire limits which may hereafter be damaged by fire or which has deteriorated to an amount less than one half of its fair market value, exclusive of the foundation, shall not be repaired or rebuilt, but shall, under the provisions of § 101.14(1)(c), Wis. Stats. be ordered removed by the code enforcement officer.~~

15.04.~~140-110~~ - Installation of liquefied petroleum gas systems.

15.04.~~150-120~~ - Existing supplemental heating units.

15.04.~~160-130~~ - Smoke detectors.

15.04.~~170-140~~ - Building numbering required.

15.04.~~180-150~~ - Disclosure.

15.04.~~190-160~~ - Violation—Penalty.

15.04.~~200-170~~ - Disclaimer.

15.04.~~210-180~~ - Appeals.

15.04.~~220-190~~ - Building contractor requirements—State certification or proof of insurance/bonding.

15.04.~~230-200~~ - HVAC contractors—State certification required.

SECTION 3. This ordinance shall take effect on the day after publication.

Dated this 14th day of June, 2016.

FOR THE CITY OF RIVER FALLS

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk

Adopted: _____

Published: _____

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Raymond French, Management Analyst

DATE: June 14, 2016

TITLE: **Ordinance Amending the Municipal Code Regarding Utilities – Second Reading and Disposition**

RECOMMENDED ACTION

Adopt Ordinance 2016-08 Amending the Municipal Code Regarding Utilities. First Reading was May 24, 2016, and the Second Reading and Disposition is on June 14, 2016.

BACKGROUND

It is important that, from time to time, departments review and update their ordinances to reflect changes to state regulations or to clean up and make consistent the language used in the codes. Provisions regarding the Municipal Utilities are embedded in many areas of the City's Municipal Code. When the reorganization of the Utility Departments and governance structures were adopted in 2012, a number of provisions were missed in the update. They relate primarily to references to the Utilities Commission and the Utility Administrator/General Manager. This ordinance amendment aims to address those issues.

DISCUSSION

The following outlines each of the changes contained in the ordinance.

- Section 1: Eliminates the outdated reference to the utility general manager in the approval of public construction projects. Current policy set by the Council is for approval at this level by the City Administrator.
- Section 2: Eliminates the outdated reference to the utilities commission in the establishment of the water, sewer, and communications utilities.
- Section 3: Eliminates the outdated provisions of the Reserve Availability Equivalent Charge. This practice was eliminated through the impact fee ordinances in [Title 14](#) of the Municipal Code.
- Section 4: Eliminates the outdated reference to the utilities commission and properly reflects how sewer rates are set by the common council upon recommendation by the Utility Advisory Board.
 - This section also eliminates a reference to agreements made regarding point source pollution abatement under Wis. Adm. Code NR 128.13. This was

eliminated by [2015 Wisconsin Act 76](#) because the statutory authority for the program expired in 1990.

- [Section 5](#): Clarifies that the engineering standards for utility construction be established and maintained by the city engineer.
- [Section 6](#): Generalizes the adopted references of Wis. Adm. Code PSC 185 to encompass the entire chapter.
- [Section 7](#): Eliminates the outdated reference to the utilities commission and conforms to the authority to set fees and rates by the common council.
- [Section 8](#): This section updates the Water Conservation Ordinance to properly reference the utility director, utility advisory board, and applicable statutory references. The statutory authority to subject the owner of property to six months imprisonment for violating this chapter was eliminated in the statutory change.
- [Section 9](#): Updates the definitions of the Sewer Service System in [Chapter 13.12](#) to properly reference the Utility Director and eliminate the outdated reference to the utilities commission.
- [Section 10](#): Eliminates outdated references to the utilities administrator and utility commission, and conforms to the authority to set fees and rates by the common council.
- [Section 11](#): Eliminates outdated references to the utilities general manager and utility commission related to extraterritorial subdivisions.
- [Section 12](#): Eliminates the outdated reference to the utility commission related to subdivision improvements.
- [Section 13](#): Eliminates the outdated references to the utility commission related to the approval of subdivision improvements and preliminary approval for installation of sewer facilities.

CONCLUSION

Adoption of the ordinance is recommended to clean up outdated references to the utility administrator/general manager and utilities commission.



ORDINANCE NO. 2016-08

AN ORDINANCE AMENDING THE
MUNICIPAL CODE REGARDING UTILITIES

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

SECTION 1. That Section 3.12.040 of the City of River Falls Municipal Code be amended as follows:

3.12.040 - Public construction.

- A. Less Than Twenty-Five Thousand Dollars. All contracts for public construction, the estimated cost of which is less than twenty-five thousand dollars (\$25,000.00), shall be executed on behalf of the city by the city administrator ~~or the utility general manager, as applicable,~~ upon recommendation by the department involved.
- B. More Than Twenty Five Thousand Dollars. All public construction, the estimated cost of which exceeds twenty-five thousand dollars (\$25,000.00), shall be let as follows: If the estimated cost exceeds five thousand dollars (\$5,000.00), but does not exceed twenty-five thousand dollars (\$25,000.00), a Class 1 Notice under Ch. 985, Wis. Stats., shall be published before the contract for the construction is executed. All public construction, the estimated cost of which exceeds twenty-five thousand dollars (\$25,000.00), shall be let by contract to the lowest responsible bidder pursuant to Section 62.15, Wis. Stats.
- C. City Crews. Any public work done for or on behalf of the city may be done directly by the city without submitting the same to bids.

SECTION 2. That Section 13.04.010 of the City of River Falls Municipal Code be amended as follows:

13.04.010 - Combined municipal waterworks, sewerage system, and communications utility established.

- A. Statutory Authority. Pursuant to Chapter 66, Wisconsin Statutes, the city elects to operate the municipal waterworks system, communications utility, and the sewerage system as separate and distinct public utilities of the city, ~~operated for and on behalf of the city by its municipal utilities commission.~~ Each system shall be treated as separate entities with individually maintained bookkeeping and accounting records.
- B. State Statutes Adopted. Each and all the provisions of Chs. 66, 196 and 197, Wis. Stats., shall apply to such utility systems and such chapters are adopted by reference as a part of this chapter as if fully set forth herein.

SECTION 3. That Section 13.04.020 of the City of River Falls Municipal Code be amended as follows:

13.04.020 - ~~Reserve availability equivalent charge for water and sanitary sewer service.~~

- ~~A. Established. All new connections to the city's water and sanitary sewer system shall be charged a reserve availability equivalent charge based on the size of the water lateral from the water main to the curb stop on the property. The size of the lateral shall be determined according to standards developed by the city engineer and approved by the utility commission, such standards being adopted hereunder and made a part of this title.~~
- ~~B. When Required. The reserve availability equivalent charge shall be made only when a service is connected to a customer's facility the first time or when a customer increases his need for water to the extent an additional service or increased size water line is installed. If the fee imposed under this section is the result of increasing the size of the lateral, the fee shall be imposed only on the difference between the charge for the existing lateral and the size of the new lateral.~~
- ~~C. Amount and Payment.~~
 - ~~1. Amount. The amount of the reserve availability equivalent charge shall be fixed from time to time by resolution of the city council.~~
 - ~~2. Payment. An applicant for a permit for new building construction or for connection to city water or sanitary sewer systems shall pay the reserve availability equivalent charge to the city treasurer together with any other fees required for the issuance of a building permit. The building inspector shall not issue a building permit unless the charge is paid.~~
- ~~D. Funds. All payments made by customers pursuant to this section shall be deposited and held by the city in a segregated fund.~~

SECTION 4. That Section 13.04.050 of the City of River Falls Municipal Code be amended as follows:

13.04.050 - Charges.

- A. Fees shall be charged for water usage as approved by the public service commission.
- B. Fees for sewer use and/or sewage treatment shall be established by resolution of the common council upon recommendation by the Utility Advisory Board per Section 2.64.070 of this municipal code ~~city utilities commission~~. The city utilities department shall examine the fee schedule annually upon receipt of the audit report for the preceding year. Any changes in fees shall become effective in the billing period next following publication in the official newspaper of any changes in such fees. The fees shall be set with consideration given to both volume and strength of sewage and shall be established according to applicable regulation established by the public service commission and shall be in compliance with Section 281.57(8)(c), Wis. Stats.
- C. The city shall conduct an annual audit, the purpose of which shall be to maintain the proportionality between users and user classes of the user charge system and to ensure that adequate revenues are available relative to increasing O, M & R costs. Any excess

revenues collected from a user class will be applied to O, M & R costs attributable to that class for the next year.

D. Users will be notified annually of the portion of user charges attributable to waste water treatment services.

~~E. The user charge system takes precedence over preexisting agreements inconsistent with Section NR128.13, Wis. Adm. Code.~~

~~FE.~~ User Charge System. Charges for metered general sewer services shall be based upon a schedule of charges that may be established, from time to time, with the approval of both the utility ~~commission~~ advisory board and common council, said charges to be on file with the city clerk and the ~~utility~~ finance director.

~~GF.~~ Connection Fee for Territory Annexed to the City.

1. Established. In addition to all other charges imposed by this title, there shall be imposed a connection fee for ultimate users of a specific municipal improvement that benefits a defined area, including area outside the corporate limits, such fee to be imposed at the time the property annexes to the city and the municipal improvement is actually used by the property owner. The specific municipal improvement shall include such items as a water tower, wastewater treatment plant or similar improvement that benefits and serves a specific, defined area, including land within and without the corporate limits. A connection fee shall not be imposed for any municipal improvement which provides a general benefit to the city as a whole.

2. How Calculated. When the specific municipal improvement is completed, the council shall hold a public hearing to specially assess the benefits to the defined area within the corporate limits, utilizing the procedures under Section 66.0703, Wis. Stats., and this municipal code. Cost of the portion of the specific improvement which benefits area outside the corporate limits and remains after the portion of the specific municipal improvement has been specially assessed within corporate limits shall comprise the base figure upon which the connection fee is calculated. The utility advisory board and the city engineer shall then establish a defined area outside the corporate limits which will be benefitted by the specific municipal improvement. The council shall then approve a per unit connection fee which will spread the cost of the base figure over the defined area outside the corporate limits, to be reimbursed to the city on a per unit basis at such time as the property annexes to the city and actual use begins. The per unit connection charge shall be calculated based upon the projected number of units which will be erected or constructed in the defined area outside of the corporate limits. A "unit" is defined as a household containing the U.S. average number of persons per residential family. A commercial unit hooking up shall pay a connection fee based upon its actual average water usage as that usage compares to the usage of a residential unit. As an alternative to a per unit connection fee, the connection fee may be calculated on a per acre basis.

3. When Imposed. The council shall approve all per unit or acreage connection charges established under this section by resolution filed with the clerk. Prior to property being annexed and the annexation ordinance being adopted, the clerk shall cause to

be mailed to all property owners within the territory to be annexed a copy of the per unit connection charges that will be imposed if actual users connect to the specific improvement. Any connection fees imposed by this section shall be included in any annexation ordinance adopted by the council.

SECTION 5. That Section 13.04.080 of the City of River Falls Municipal Code be amended as follows:

13.04.080 - Engineering standards for utility construction to be enforced.

This section shall incorporate by reference such engineering standards as are from time to time adopted, modified, or revised by the ~~utility commission~~ city engineer and placed into effect by it for use in conjunction with water and sanitary sewer utilities in subdivisions and in development or redevelopment of commercial and industrial properties in the city. A copy of the current standards shall be maintained at all times in the office of the ~~utility manager~~ city engineer. All construction of water and sanitary sewer facilities shall comply with these standards.

SECTION 6. That Section 13.08.020 of the City of River Falls Municipal Code be amended as follows:

13.08.020 - Public service commission rules adopted.

The ~~following~~ provisions of Ch. PSC 185, Wis. Adm. Code, are adopted by reference and made a part of these rules as if set forth in full. A violation of any of such rules shall constitute a violation of this section and shall be punishable as provided in [Section 13.04.040](#):

§185.11	Authorization For and Application of Rules.
§185.12	Definitions.
§185.13	General Requirements.
§185.15	Free or Discriminatory Service Prohibited.
§185.16	Protection of Utility Facilities.
§185.17	Interference With Public Service Structures.
§185.18	Location of Records.
§185.19	Retention of Records.
§185.21	Schedules to be Filed with the Commission.
§185.22	Information Available to Customers.
§185.31	Metered Service.
§185.32	Meter Readings and Billing Periods. §185.33 Billing.
§185.35	Adjustment of Bills.

§185.36	Deposits.
§185.37	Disconnection and Refusal of Service.
§185.38	Deferred Payment Agreement.
§185.39	Dispute Procedures.
§185.41	Employees Authorized to Enter Customers Premises.
§185.42	Customer Complaints.
§185.43	Construction Records.
§185.44	Records and Reports of Service Interruptions.
§185.45	Pumpage Records.
§185.46	Meeting Equipment Records.
§185.47	Other Records.
§185.51	Requirement for Good Engineering Practice.
§185.52	Construction Standards.
§185.61	Meters.
§185.65	Accuracy Requirements for Customer Meters.
§185.71	Meter Testing Facilities and Equipment.
§185.72	Calibration of Meter Testing Equipment.
§185.73	Testing of Customer Meters.
§185.74	Test Flows.
§185.75	Required Tests of Customer Meters.
§185.76	Periodic Tests.
§185.77	Complaint Tests.
§185.78	Referee Tests.
§185.79	Testing Metering Installations With Remote Registers.
§185.795	Jumpering Meter Settings.
§185.81	Quality of Water.
§185.82	Pressure Standards.
§185.83	Station Meters.
§185.84	Emergency Operation.
§185.85	System Losses.
§185.86	Flushing Mains.

§185.87	Operation of Distribution System Valves and Hydrants.
§185.88	Interruptions of Service.
§185.89	Thawing Frozen Services.

SECTION 7. That Section 13.08.030 of the City of River Falls Municipal Code be amended as follows:

13.08.030 - Compulsory connection to water.

- A. Notice to Connect. Whenever the public water system becomes available to any public, commercial, mercantile or business building or any building used for human habitation, the clerk may notify in writing the owner, agent or occupant to connect thereto. If the person to whom notice has been given fails to comply within ninety (90) days after notice, the council shall cause the necessary connections to be made and the expense assessed as a special tax against the property.
- B. Deferred Payment. The owner, his or her agent or the occupant may, within thirty (30) days after completion of the work, file a written option with the treasurer electing to pay the assessment in five equal annual installments with interest on the unpaid balance at a rate approved by the ~~utilities commission~~ common council.

SECTION 8. That Section 13.08.030 of the City of River Falls Municipal Code be amended as follows:

13.08.040 - Water conservation ordinance.

B. Definitions.

"Emergency water condition" means a circumstance in which any of the following exist:

- 1. Water pressure to any customer cannot be sustained at a pressure greater than or equal to twenty (20) pounds per square inch (PSI).
- 2. Water storage levels cannot be maintained at an adequate level.
- 3. Water production levels are limited due to natural conditions, equipment out of service for maintenance, equipment failure, or other causes.
- 4. The city has declared a state of emergency on the recommendation of the utility ~~general manager~~ director or designee due to other circumstances which, to a reasonable certainty, shall result in a severe water shortage for the city if emergency measures are not implemented.

E. Special Exemption Request. Any person may request an exemption to allow sprinkling during the hours prohibited by subsections (C)(1) and (C)(2) of this section by contacting the utility.

- 1. The request shall indicate the address for sprinkling, the time period within which the sprinkling is requested, the name, address, and contact information of a responsible party at the address, and the reason for the request.
- 2. An exemption shall be granted in rare cases and only if the utility general manager, or designee, determines the exemption is necessary to avoid an emergency condition

- adversely affecting the applicant or the public; or if failure to grant the exemption would substantially deprive the applicant of his/her financial livelihood. A decision shall be communicated to the applicant within ten (10) days of receipt by the utility.
3. If an exemption is granted, conditions may be applied to the manner or time of sprinkling if those conditions reasonably relate to the goal of minimizing depletion of the water table.
 4. Any person aggrieved by a decision to grant or deny an exemption may appeal to the utility ~~commission~~ advisory board at the next regular meeting.
- F. Enforcement and Penalty.
1. Notices. Whenever the manager or his or her designee determines that a violation of this chapter has occurred or is occurring, notice of said violation shall be provided in writing to the owner of the property in question who shall be ordered to bring the use of water into compliance herewith. In lieu thereof or after notice has been provided and compliance has not been effected, a citation may be issued for each violation.
 2. Penalty. A forfeiture not to exceed the amount set forth in Section ~~166.23(2)~~ 323.28, Wis. Stats., shall be assessed for each violation of this chapter, with each day an offense continues constituting a separate offense. ~~In lieu of payment of such forfeiture, each offender may be subject to six months imprisonment.~~

SECTION 9. That Section 13.12.010 of the City of River Falls Municipal Code be amended as follows:

13.12.010 - Definitions.

~~"Public Utilities Commission" means the utility commission acting for and in behalf of the city.~~

"Utility ~~administrator~~ Director" means the ~~administrator of the city, Wisconsin Municipal Utilities position established per Section 2.08.180 of this municipal code~~, or his or her authorized representative.

"Wisconsin Pollutant Discharge Elimination System (WPDES) Permit" is a document issued by the Wisconsin Department of Natural Resources, which establishes effluent limitations and monitoring requirements for the municipal wastewater treatment facility. WPDES Permit No. WI-0029394-2 and modifications thereof pertain to the wastewater treatment facility in the city ~~operated by the River Falls Public Utility Commission.~~

SECTION 10. That Section 13.12.050 of the City of River Falls Municipal Code be amended as follows:

13.12.050 - Sewer system general regulations.

F. Special Cases.

1. No statement contained in this article shall be construed as preventing any special agreement or arrangement between the city and any industrial concern whereby an

industrial waste of unusual strength or character may be accepted by the city for treatment, subject to payment therefor, by the industrial concern.

2. Whenever it is determined that any lot, parcel of land, building or premises is discharging industrial wastes of unusual volume, concentration or character, or of greatly variable volume, the ~~utilities administrator~~ utility director shall recommend the adoption of a special rate for such class of users, taking into consideration the volume, biochemical-oxygen-demand value, and suspended solids content of the industrial wastes, and the nature of the use made of the sewer system, but industrial sewer service rates will not be changed or adopted as original rates except by resolution of the ~~city utility commission~~ common council.

SECTION 11. That Section 16.10.135 of the City of River Falls Municipal Code be amended as follows:

16.10.135 - Subdivision of existing substandard parcels permissible subject to conditions.

- C. A pre-existing lot which was created by a division of land which was of record prior to the effective date of Chapter 16.10, and with a land use designation of Very Low Infill (VLI) as mapped on the City of River Falls Comprehensive Plan Future Land Use Map may be divided under this chapter to lots whose sizes are authorized in Section 17.108, City of River Falls Municipal Code Extraterritorial Zoning. This type of land division shall be exempt from the requirements under A., above. The ~~municipal utilities general manager~~ utility director and the planning director shall approve of the creation of new lots in accord with a cost of service study and the standards under Section 16.10.200, subject to the appeal of the ~~utility commission~~, planning commission and city council.

SECTION 12. That Section 16.16.010 of the City of River Falls Municipal Code be amended as follows:

16.16.010 - General improvements.

- F. If the ~~utility commission~~, city council or city engineer make design requirements that are in excess of requirements for the immediate development as determined by the city engineer and approved by the council, the excess cost shall be equally shared by the city and the developer. "Design requirements" shall include size and materials, but not depth or routing.

SECTION 13. That Section 16.16.020 of the City of River Falls Municipal Code be amended as follows:

16.16.020 - Improvements.

- D. Utilities. Utilities shall be installed at the expense of the subdivider under the supervision of the city engineer and utility department. Prior to any water or sewer mains being installed, the plans must be submitted to the utility ~~commission department~~ for review, recommendation and approval. When approving any subdivision under this

title, the council shall require the developer, in addition to any other requirements imposed by this title, to extend the service provided by all utilities to the end of the boundary lines of the property that is to be platted, such that such utilities form a complete extension to allow the abutting property of the subdivision to connect to the utility extensions. The payment for such extensions shall be done at the sole expense of the subdivider, by assessing a portion of the cost to abutting, benefitting properties, or some combination thereof as may be contained in a developer's agreement, as each individual case warrants.

1. Sanitary Sewer. The developer shall install a public sanitary sewer system adequate to provide the subdivision with a complete sanitary sewer system, including lateral connection initially into each lot and connected in a satisfactory manner to the city sanitary sewer system. Sewer mains shall be installed at sufficient depth to ensure use by the area adjacent to the subdivision installing the main. The design and construction of the sanitary sewer main extension shall conform to the design criteria of the River Falls Engineering Guidelines.
 - a. Minimum size of eight inch sewer is required for new development.
 - b. If a pumping station is required to pump sanitary wastes, the subdivider shall install at no expense to the city a pumping station and force main approved by the city engineer and utility department adequate to service a subdivision and shall deed such pumping station, force main, equipment and site to the city prior to acceptance of the final plat.
 - c. No subdivision shall receive preliminary approval of sewer facilities installations until inspection by the city engineer and, utility department ~~and formal action by the utility commission. Request for preliminary approval shall be in writing and a report pertaining to the request completed and submitted by the city engineer to the utility commission for action within fourteen (14) days.~~ The developer shall not be relieved of responsibility for any sewer installation before one full year from the date of acceptance.
2. Water. The developer shall install a complete water distribution system adequate to serve the area being platted, including laterals into each lot. The system fire flow shall be adequate to meet commercial risk services standards. Further, the design and construction of the water main extension shall conform to the design criteria of the River Falls Engineering Guidelines. Calculations shall be based upon the maximum density of the lots in accordance with commercial risk services.
 - a. Water mains shall be looped wherever possible to ensure proper circulation of water throughout the system. No "dead-ends" shall be permitted if an interconnection can be made.
 - b. Gate valves shall be installed wherever the city engineer or utility representative deems them necessary in order that sectionalizing of the water system can be accomplished in the event of repairs or tie-ins.
 - c. Standard minimum size of eight inches is required for new development. Smaller than eight inches may only be used if approved by the city engineer.

- d. Water mains and services shall be so installed at seven feet of cover depth below final finished grade to insure no freezing shall occur during the coldest weather experienced by this community.
- e. Before final acceptance of the installed system by the city, sufficient evidence shall be presented to the city that the system has passed the state required bacteriological test, the state requirements for pressure and leakage tests and the city requirements for electrical continuity testing. The developer shall not be relieved of responsibility for any water main or services installation before one full year from the date of acceptance.
- f. The developer shall furnish and install all necessary fire hydrants according to specifications established by the city engineer and the utility department.
- g. All fire hydrants shall be installed with respect to final grade. Operation and maintenance specifications shall be adhered to when fire hydrants are installed. Adjustments of hydrants due to final grade shall be the developer's responsibility.
- h. The plan commission, upon advice from the fire chief, city engineer, ~~or the utility administrator~~ director, may require the developer to install private fire hydrants where deemed necessary. Such private fire hydrants shall be maintained at the developer's or land owner's expense. Further, such private fire hydrants shall be installed in compliance with all appropriate city specifications.

SECTION 14. This ordinance shall take effect on the day after publication.

Dated this 28th day of June, 2016.

FOR THE CITY OF RIVER FALLS

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk

Adopted: _____

Published: _____

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Tony Steiner, City Planner 

DATE: June 14, 2016

TITLE: **Amendment to the Official Zoning Map and Comprehensive Plan Land Use Map (Cemetery Road) From P (Park) to R-2 Multiple Family Medium Density Residence District - (Second Reading –Public Hearing and Disposition)**

RECOMMENDED ACTION

Second Reading, Public Hearing and disposition of an ordinance amending the Official Zoning Map to rezone approximately 3.895 acres of land along Cemetery Road currently zoned P (Park) to R-2 (Multiple-Family Medium Density Residence District). This action would also amend the Comprehensive Plan Land Use Map to reflect MediumDensity Residential for the area rezoned.

BACKGROUND

The City has received a petition to rezone property in the 500 Block of Cemetery Road from the River Church. The River Church owns the property and plans on building a church on the site. Rezoning is the first step in the process. The land is currently zoned P- (Park). The proposed rezoning would be to R2 (Medium Density Residential. Attached you will find a location map (Exhibit 2) and a zoning map (Exhibit3) for your background information.

DISCUSSION

On March 13, 2016, the City of River Falls received a petition for amendment to the Zoning Map from the River Church. The request is to rezone approximately 3.895 acres in the 500 Block of Cemetery Road from P (Park) to R-2 (Multiple-Family Medium Density). The River Church purchased the property from St. Bridget's Catholic Church for the purpose of building their Church on the site at a future date. The River Church was aware at the time they acquired the property that a rezoning and special use permit would be necessary in order to proceed with their plans. The current zoning for the property is P (Park). This zone allows cemeteries which was the original intended use of the property by St. Bridget's. St. Bridget's also owns land to the west of the rezoning site and is planned for future expansion of the existing cemetery.

The future land use plan for the area to the east and adjacent to the rezoning site is currently shown as low density residential and is also zoned (R2) Medium Density Residential. Currently there is an apartment house adjacent to the east property line, vacant land being marketed for

residential development at the northeast corner of 6th Street and Cemetery Road and the Wildcat Center which was also developed under (R2).

A church is allowed by special use permit in the (R2) district. A successful rezoning of the property to (R2) Medium Density Multi-Family would allow the River Church to proceed with a special use permit request at a later date. Cemetery Road is a minor arterial Street. The development pattern is not suitable for commercial or industrial uses as indicated by the Future Land Use Plan. Institutional development has taken place along Cemetery Road over the years (River Falls Area High School, the Wildcat Center, UWRF Farm, and St. Bridget's Cemetery). The vacant lot at the southeast corner of 6th Street and Cemetery Road was created with the intention of being held for future development of a YMCA which never happened. A church is an institutional building that fits in with the existing development pattern.

If the River Church decides at a future date not to build on this site the (R2) zoning provides flexibility for alternate development scenarios. It could be used for multi-family housing which is a transitional use to the existing single family development to the north and apartments already developed to the east. The site is also perpendicular to South Ridge Road and ingress and egress for future use as a church or multi-family housing development would be in alignment with this street, greatly reducing potential turning movements with South Ridge Road and oncoming traffic on Cemetery Road.

CONCLUSION

On May 3, 2016 a public meeting was held by the Plan Commission. At the conclusion of that meeting the Plan Commission forwarded the request to the City Council with a favorable recommendation to rezone the River Church property to (R-2) Multi-Family and to amend the Comprehensive Land Use Map for this property to Medium Density Residential. Staff finds the proposed rezoning and Comprehensive Land Use Map amendment is consistent with the existing land use pattern for the area. Staff recommends approval of the rezoning and amendment of the land use map as forwarded by the Plan Commission. Attached is an ordinance for your review and final disposition (Exhibit 1).

**AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP AND
COMPREHENSIVE PLAN FUTURE LAND USE MAP
OF THE CITY OF RIVER FALLS
(River Church)**

**THE COMMON COUNCIL OF THE CITY OF RIVER FALLS HEREBY
ORDAINS AS FOLLOWS:**

Section 1. The Official Zoning Map of the City of River Falls is hereby amended by changing the zoning designation of P (Park) to R-2 (Multiple-Family- Medium Density) for the following described parcel:

CERTIFIED SURVEY MAP LOCATED IN THE SE 1/4 OF THE MONUMENTED NE 1/4 OF SECTION 12. T27N, R19W, CITY OF RIVER FALLS, PIERCE COUNTY, WISCONSIN, BEING PART OF OUTLOT 241 OF THE /AMENDED ASSESSOR'S PLAT FOR THE CITY OF RIVER FALLS AND IS DESCRIBED AS FOLLOWS: BEGINNING AT THE E 1/4 CORNER OF SAID SECTION 12; THENCE N 88°30'53" W (BEARINGS REFERENCED TO THE EAST LINE OF SAID MONUMENTED NE 1/4, ASSUMED TO BEAR N 01°59'31" E) 530.50' ALONG THE SOUTH LINE OF SAID MONUMENTED NE 1/4; THENCE N 01° "38' 52" E 319.81' TO THE SOUTH LINE OF THE PLAT OF COLLEGE VIEW FOURTH ADDITION; THENCE S 88°23' 16" E 532.41' ALONG SAID SOUTH LINE OF THE PLAT OF COLLEGE VIEW FOURTH ADDITION; THENCE S 1° 59' 31" W 318.64' ALONG SAID EAST LINE OF THE MONUMENTED NE 1/4 OF SECTION 12 TO THE POINT OF BEGINNING. THIS PARCEL CONTAINS 3.895 ACRES, MORE OR LESS, BEING 169,651 SQUARE FEET, MORE OR LESS. SUBJECT TO ALL EASEMENTS, RESTRICTIONS AND COVENANTS OF RECORD.

Section 2. The areas to be rezoned as described in Sections 1 shall also be amended to Medium Density Residential on the Comprehensive Plan Future Land Use Map:

Section 3. The City shall authorize and cause to be made any necessary changes to the Official Zoning Map and Comprehensive Plan Future Land Use Map and shall file the amendments in accordance with the provisions of the Wisconsin Statutes and Chapter 17.12.020 of the Municipal Code of River Falls.

This ordinance shall take effect the day after passage and publication as provided by law.

FOR THE CITY OF RIVER FALLS

Dan Toland, Mayor

ATTEST:

Lu Anne Hecht, City Clerk

Adopted:
Published:



Legend

-  Rezoning Site
-  Township Boundary
-  Extraterritorial Zone
-  City Limits
-  City Parcels
-  Subdivision Boundary

Location
551-599 Cemetery Road



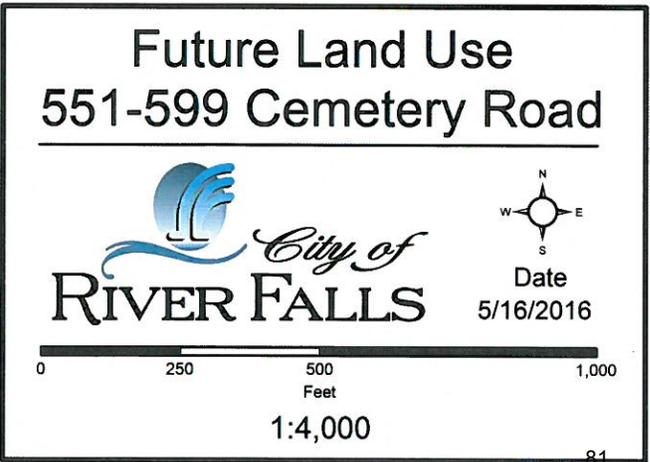
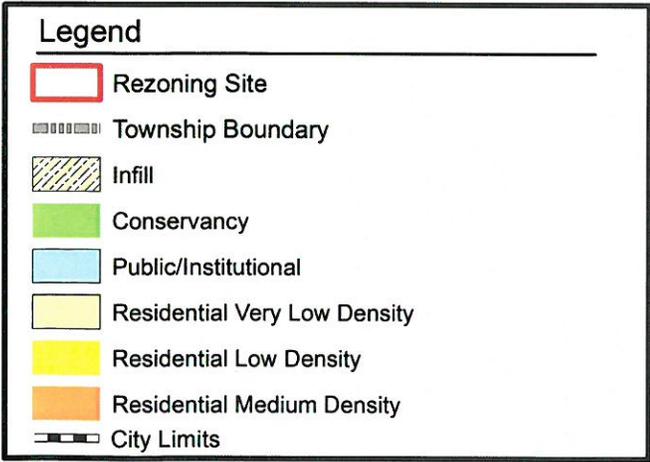
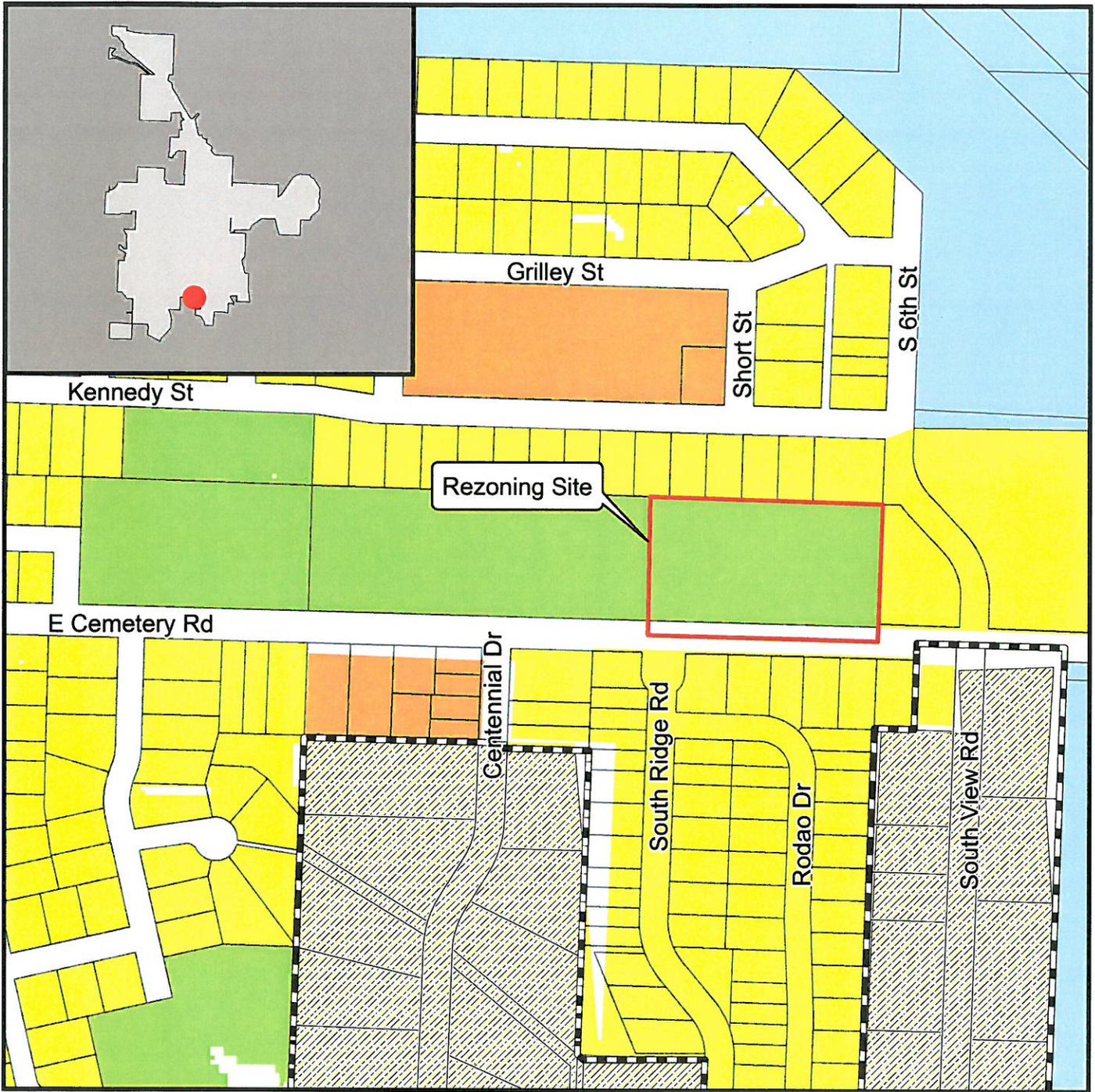


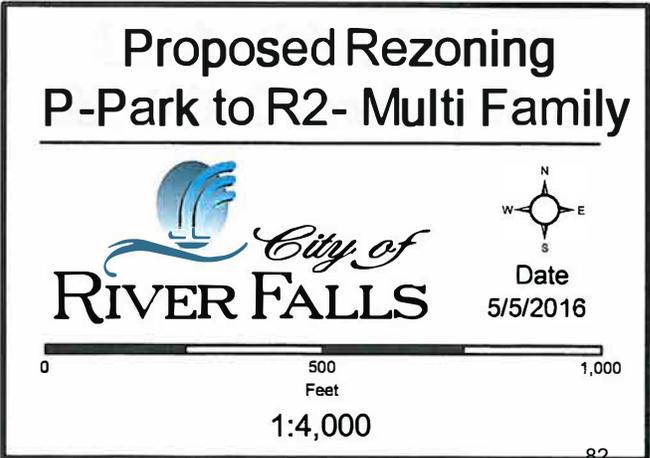
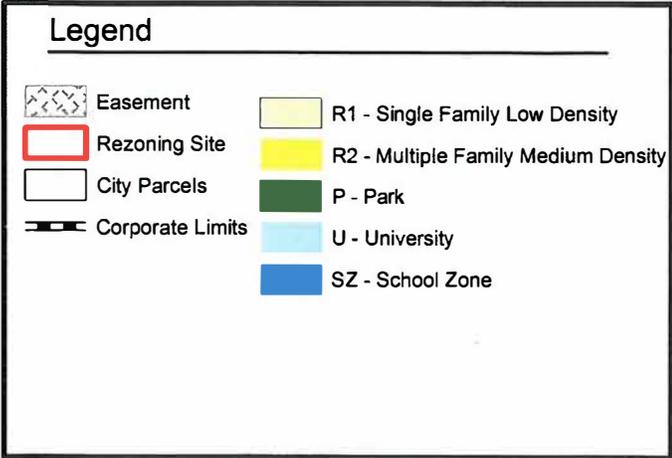
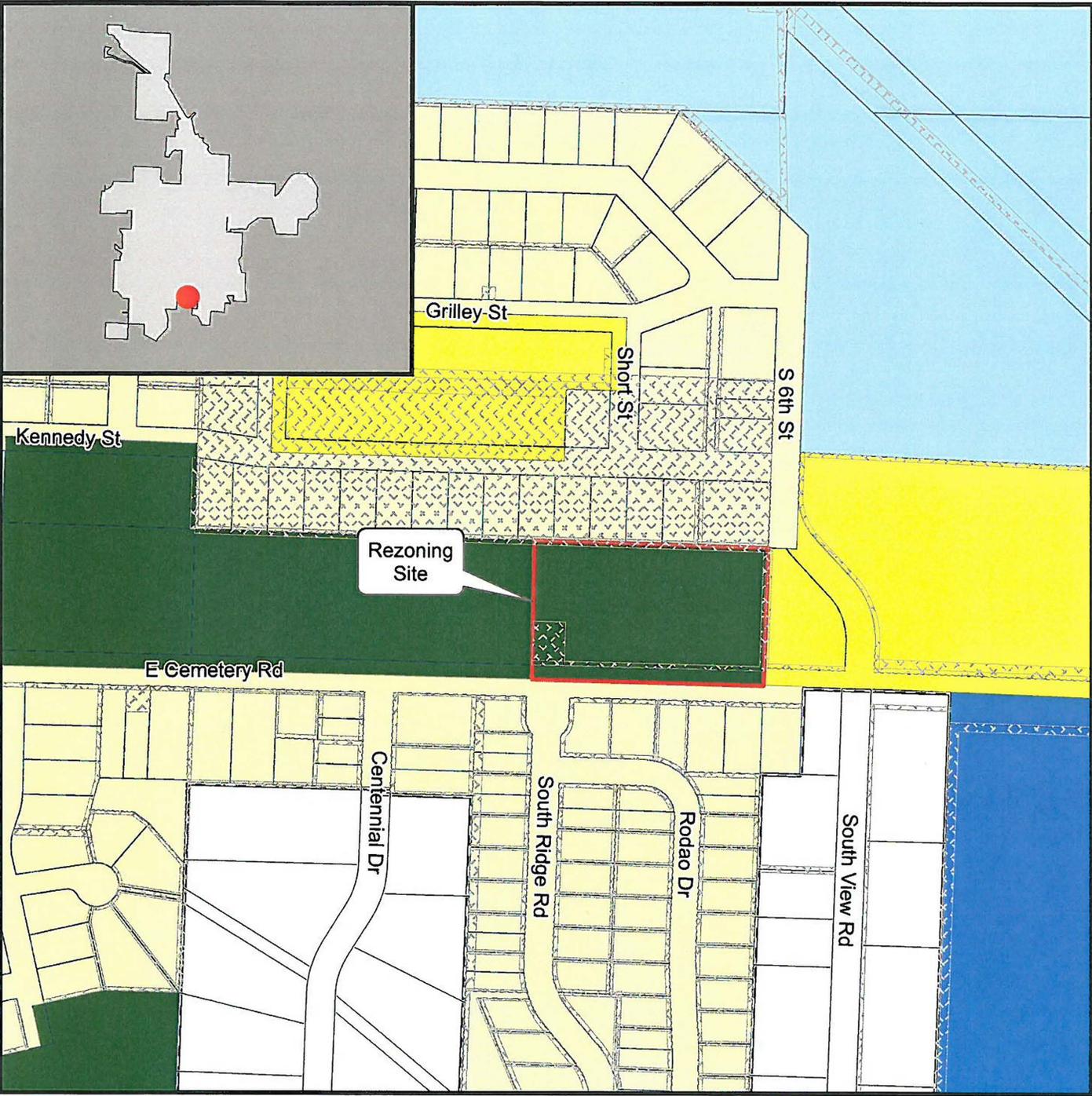
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5/16/2016



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MEMORANDUM

TO: Mayor Toland and City Council

FROM: Terry Kusilek, Operations Superintendent

DATE: June 14, 2016

TITLE: Appointment of Nate Croes as City Forester

RECOMMENDED ACTION

Adopt resolution approving the appointment of Nate Croes as City Forester.

BACKGROUND

Tony Steiner has been the City Forester since beginning his employment with the City of River Falls in January of 1990. Tony has discussed his plans to retire within the next two years with staff. Over the past two years, Nate Croes has been assisting Tony with the Forestry duties in preparation of eventually transitioning into the position.

DISCUSSION

Over the last two years, Nate has reviewed and addressed citizen complaints and concerns, selected the varieties of trees to be planted in the parks and boulevards and organized Arbor Day activities. Nate has also taken on the responsibilities of all the plantings throughout the City on public property consisting of landscaping around City buildings, parks, parking lots and boulevard areas.

Nate has the following degrees and certifications: Bachelor of Science Degree in Horticulture from UW-River Falls, and has earned certifications as an Arborist and as a Certified Municipal Specialist (Urban Forestry) from the International Society of Arboriculture (ISA). He has the education and experience to be an asset to the City in the role of City Forester. Nate has demonstrated abilities to pre-plan tasks and events. He has worked with volunteer organizations, non-profits, and the local school district on planning Arbor Day events along with spring and fall tree planting. Nate also works with these groups for maintaining plantings throughout the City on public property. Nate's on the job experience gained over the last two years along with his training and education make him a good fit for this position.

Tony Steiner, Buddy Lucero (Tony's Supervisor), Karen Bergstrom, Julie Bergstrom, Scot Simpson, and I all have discussed this change in the City Forester position and are in favor of the move to Nate Croes. This move to Nate Croes early when Tony is still here to mentor him

will assure the City a smooth transition and maintenance of a high level of service to the public. Nate will continue to work as a Public Works Maintenance employee when not performing his duties as the City Forester.

CONCLUSION

Nate has gained practical experience over the last two years and is well prepared to succeed Tony in carrying out the duties of the City Forester. Nate will also continue performing his current duties in the Operations Department and will continue being under the supervision of the Operations Superintendent.

RECOMMENDATION

Staff recommends Council appoint Nate Croes as the City Forester. Attached you will find a resolution for your review and action.



**RESOLUTION APPOINTING NATE CROES
CITY OF RIVER FALLS -CITY FORESTER**

WHEREAS, the City of River Falls has for the last 30 plus years had a City Forester; and

WHEREAS, the City Forester is appointed annually by the City Council; and

WHEREAS, the current City Forester, Tony Steiner will be stepping down from that position after 26 years of service; and

WHEREAS, Nate Croes, a current employee of the City, has been working with the current City Forester to learn and gain experience in the duties of the City Forester; and

WHEREAS, Nate Croes has shown his ability to assume the duties of City Forester.

NOW, THEREFORE, BE IT RESOLVED, that the City Council for the City of River Falls hereby appoints Nate Croes as City Forester.

Dated this 14th day of June, 2016

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk

MEMORANDUM

TO: Mayor Toland and City Council
FROM: Kevin Westhuis, Utility Director
DATE: June 14, 2016
TITLE: Resolution Approving Award of 2016 Directional Boring Project

RECOMMENDED ACTION

Adopt the resolution approving the bid for the Directional Boring Project to Universal Services, Inc.

BACKGROUND

The City of River Falls Municipal Utility has done extensive evaluation and has targeted areas of the City that are the ideal locations for the installation of electrical and fiber optics using directional boring. The locations that were selected include 6,800 ft along Radio Road (Exhibit A), and 1,100 ft between Maple and Division Street behind Westside School (Exhibit B). These locations were chosen based on the utility’s needs for future projects and for gained efficiencies. Additional projects were included in the bid that will be completed in the future. These projects were included in order to better understand the pricing for future directional boring projects. These additional projects are not included in this bid package. The projects may be rebid and completed this summer and fall.

[Universal Services Inc.](#) is headquartered in Hastings, MN and began operation in 1998. The services that the company provides include directional boring, OSP/ISP installation, fiber splicing, hydro vacuum excavation, and more. The directional boring technicians have over 20 years of experience in installing telecommunication lines, power lines, sewer lines, power cable conduits, and gas lines throughout the Midwest.

DISCUSSION

The City of River Falls opened seals bids for directional boring on May 26th, 2016 at 2:00 p.m. in City Hall. Four eligible firms submitted qualifying bids for the project. The base bid for each firm is as follows:

Universal Services, Inc.	\$129,700
Push, Inc.	\$157,720
TD&I Cable Maintenance, Inc.	\$164,300
Anderson Underground	\$174,600

If approved, Universal Services, Inc. will begin work by the end of June. The scope of the project includes installing 6,800 feet of three 3 inch HDPE conduit and one 1.25 inch HDPE conduit along Radio Road. Universal Services, Inc. will also install 1,000 of three 3 inch HDPE conduit and one 1.25 inch HDPE conduit between Maple and Division Street behind Westside School. Work is required to be completed by October 1, 2016.

CONCLUSION

It is staff's recommendation that the City Council approve the resolution approving the bid to Universal Services, Inc. in the amount of \$129,700 for the electrical and fiber optics directional boring projects along Radio Road and between Maple and Division Street behind Westside School.



RESOLUTION NO.

**RESOLUTION APPROVING THE CONTRACT FOR
DIRECTIONAL BORING**

WHEREAS, The City of River Falls and RFMU have targeted areas in the City that are ideal locations for the installation of electrical and fiber optics; and

WHEREAS, the locations for the installation are along Radio Road and between Maple and Division Street behind Westside School; and

WHEREAS, directional boring projects are included in the 2015-2019 CIP for construction; and

WHEREAS, through the competitive bidding process Universal Services, Inc. was the lowest qualified, responsible bidder; and

WHEREAS, the bid amount from Universal Services, Inc. \$129,700; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council for the City of River Falls hereby awards the directional boring contract to Universal Services, Inc. in the amount of \$129,700 in accordance with their proposal dated May 26, 2016.

Dated this 14th day of June, 2016.

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk

River Falls, WI 2016 Directional Boring Route

Date: 4/22/2016



BoringRoute

----- Conduit

⌵ Downguy Anchor

◼ PAD Transformer

— OH Primary

⊕ Street Light

● Distribution Poles

● St Light Poles

□ Primary Ped

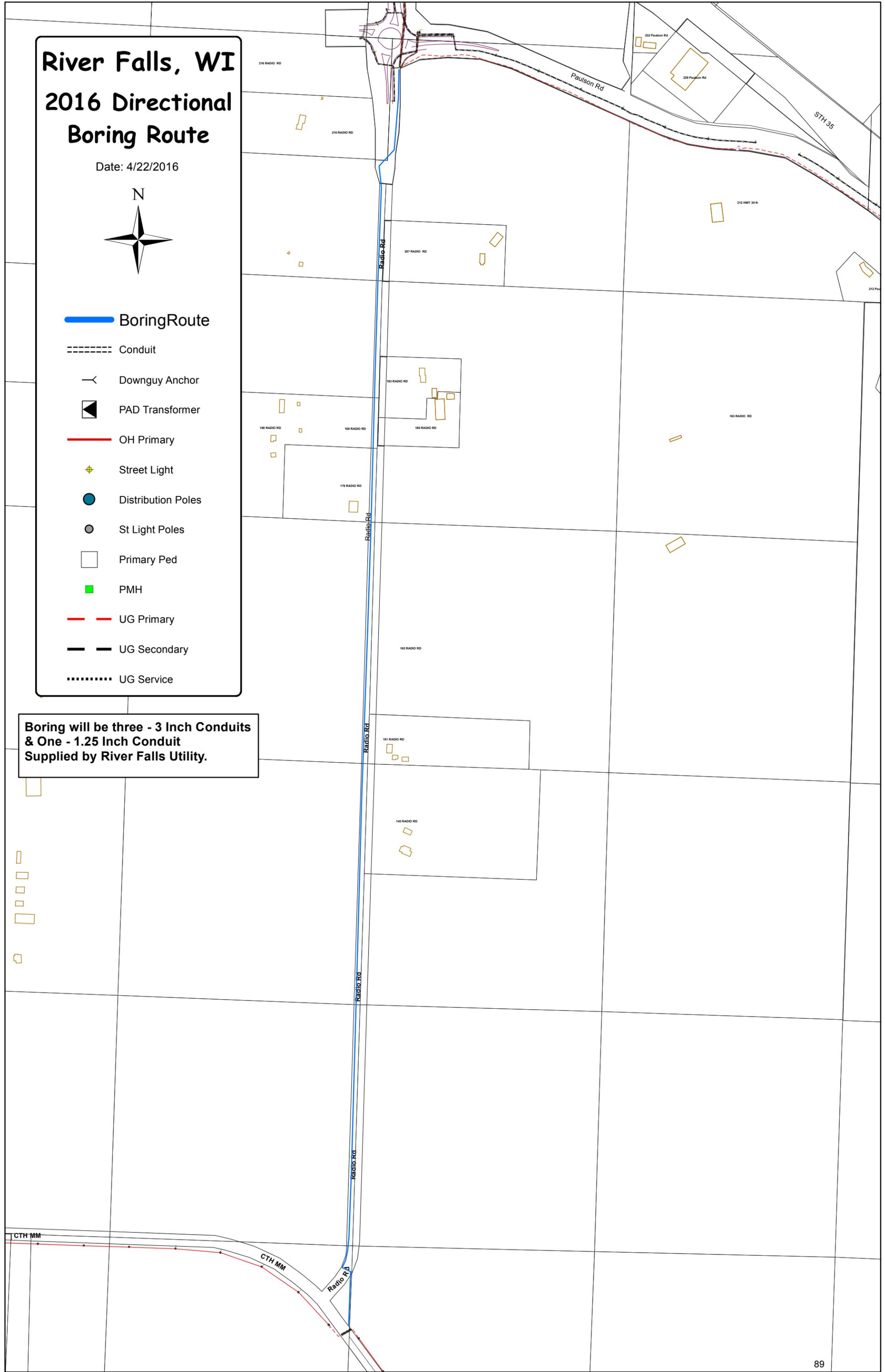
■ PMH

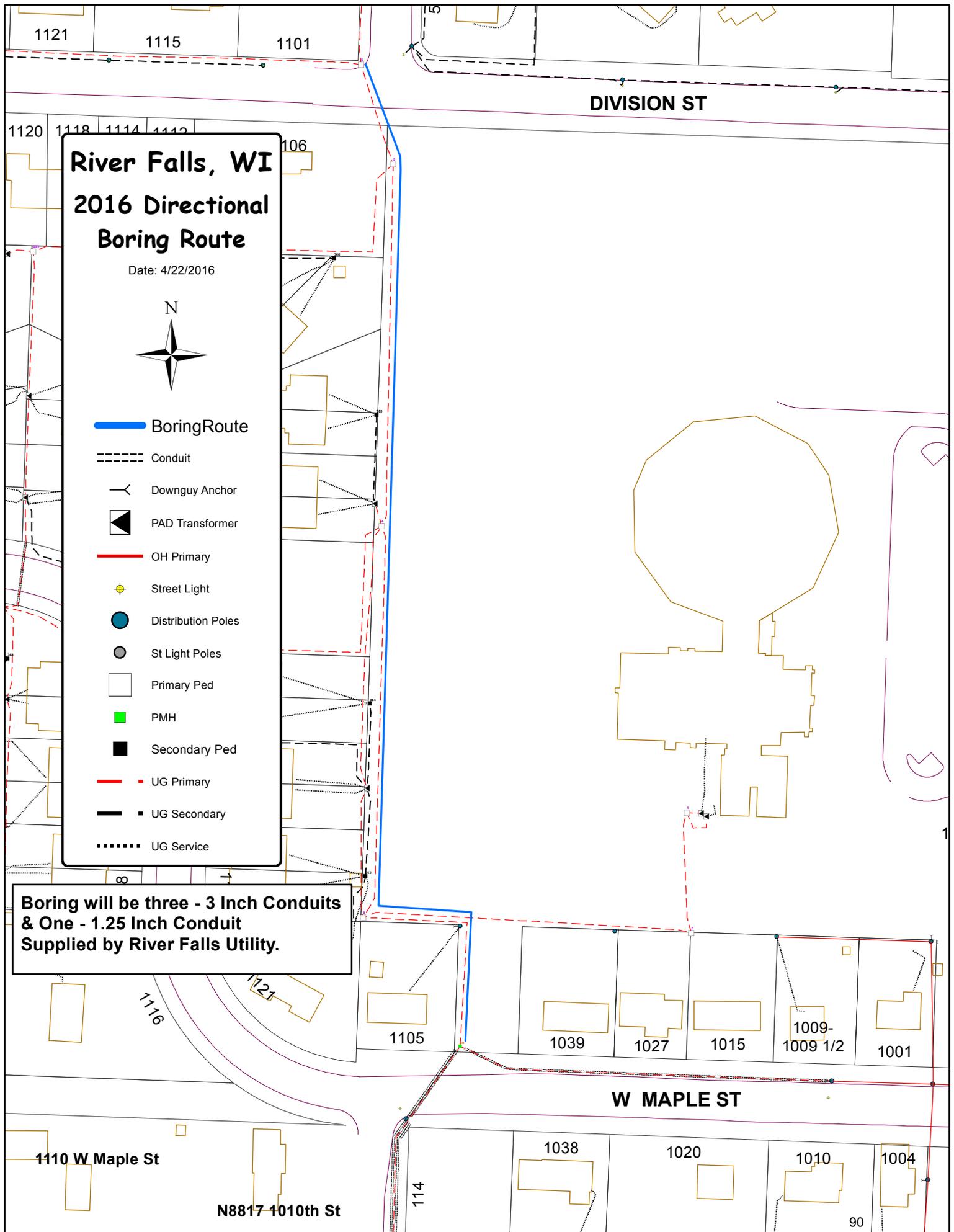
— UG Primary

— UG Secondary

..... UG Service

**Boring will be three - 3 Inch Conduits
& One - 1.25 Inch Conduit
Supplied by River Falls Utility.**





**River Falls, WI
2016 Directional
Boring Route**

Date: 4/22/2016



- Boring Route
- Conduit
- Downguy Anchor
- PAD Transformer
- OH Primary
- Street Light
- Distribution Poles
- St Light Poles
- Primary Ped
- PMH
- Secondary Ped
- UG Primary
- UG Secondary
- UG Service

**Boring will be three - 3 Inch Conduits
& One - 1.25 Inch Conduit
Supplied by River Falls Utility.**

Administrator's Report

June 9, 2016

Council Member Meetings/Events of Note *(Items in Bold are Council Events)*

June 14, 5 p.m. – City Council Workshop (CIP)

June 14, 6:30 p.m. – City Council Meeting

June 15, 5:15 p.m. – Park and Recreation Advisory Board Meeting, City Hall

June 18, 11 a.m. - 1 p.m. – Touch-A-Truck Event, RFHS

June 20, 6:30 p.m. – UAB Meeting, City Hall

June 27, 1 p.m. – Severe Weather Siren Test

June 28, 6:30 p.m. – City Council Meeting

July 4 – Independence Day – City Offices Closed

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

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

Tuesday's Council Meeting Preview:

- Annual Liquor License and Beer License Renewals
- Ordinance 2016-06 Amending Chapters 2.20 and 2.52 Regarding the Emergency Medical Service Ordinance-Second Reading and Disposition
- Ordinance 2016-07 Amending Municipal Code Regarding Fire – Second Reading and Disposition
- Ordinance 2016-08 Amending Municipal Code Regarding Utilities – Second Reading and Disposition Ordinance 2016-09 - Rezoning of Property along Cemetery Road from P (Park) to (R2) Multiple Family (Medium Density) – River Church – Second Reading and Disposition
- Resolution Regarding Directional Boring Bid – Radio Road Approval

Upcoming Events

June 10, 7:30 p.m. – River Falls Police Department Night at Fighting Fish Baseball Game

The River Falls Police Department will be the highlighted non-profit at the Fighting Fish baseball game on Friday, June 10. The Mayor and Council and all City employees are invited to attend. As an added bonus, come cheer on Sgt. Denton Anderson as he will throw out the first pitch.

Police News

In May, Police Officers Gottfredson and Anderson were out serving the community by providing education sessions.

- two illegal drug presentations to 7th grade health classes on May 9.
- bike safety presentations at Rocky Branch Elementary and Westside Elementary to 3rd, 4th and 5th graders on May 10 and 20 respectively.
- presented two underage drinking presentations to 8th grade health classes on May 16
- conducted an active shooter training for BioDiagnostics (507 Highland Dr., River Falls) on May 25.
- coordinated a picnic day for the entire safety patrol (about 275 students) at the Eau Galle Recreation Area on May 27. The children received this special day for all of their volunteer hours in safety patrol during the school year.

Officer Gottfredson received the “White Knight” Award from the Renaissance Academy on May 19 for outstanding service during the 2015-2016 school year.

Fire Department News

For May 2016, we responded to a total of 22 fire calls, which compares to 29 calls for the same period last year. Year to date is: 2016 – 109 calls; 2015 – 123 calls

During May, firefighters had the opportunity to use the house at 206 Union Street for training. They were able to simulate incident command, fire attack, search and rescue and other tactical exercises. This house is owned by the City and slated for demolition.

Firefighters also trained on the Kinni with the recently donated kayak and rapid deployment craft (RDC). This equipment will be crucial in helping with any type of river rescue.

Chief Nelson attended leadership training with the executive team in Minneapolis. The training centered around “Smart Trust” and was led by Steven Covey, a nationally recognized expert in this field.

Chief Nelson received his five year award at the City’s employee recognition meeting held on May 19.

EMS News

Highlights of Thank You Notes

We would like the area elementary schools in River Falls and Prescott for the opportunity to come speak to third graders during National EMS Week. Each year this program is expanding and more and more children, and teachers are being made aware of the impact we make on this community. We cover topics such as, seatbelt safety, bike helmet safety, and general safety around the house. We’ve received positive feedback from the safety presentations and ambulance tours we host for the kids.

We would also like to thank Jacob's Ladder Preschool at Ezekiel Lutheran Church for allowing us to come and give the kids an opportunity to tour an ambulance. We'd like to thank Mary Waters for setting that up.

We have begun the specifications process for the next ambulance replacement.

National EMS Week took place during the month of May- we took time to appreciate our staff and all they do for the service and community.

In addition to going to the local elementary schools, we also visited the UWRF Childcare Center for an ambulance tour.

Our full time Medics have graduated from their initial supervisor training – this training is beneficial to both them and the department as a whole as we continue to restructure our current management sustainability program.

We are getting ramped up for the upcoming summer events; we've already begun getting requests for EMS coverage for several events.

Electric Projects

- Replaced street lights with LED fixtures. Repaired the ones that could replace with bulbs and photo eyes.
- Finished capacitor bank inspections. We did have to preplace one of the capacitor in the inspections.
- An outage occurred from a cutout failing (broke apart) at Family Fresh service. A cutout is what holds a fuse in and helps protect the equipment. Since then, inspections were performed on the cutouts that were installed in the same time as this one that failed and have found a few more that are failing. Those are being replaced to help prevent any more unplanned outages for our customers.
- Finished with the removal with the Kinni Drug and Alcohol Facility.
- Some switching has been done with transmission line RF 6 and RF 12. There were concerns after IR scanning with some hot spots on the switches. Just operating these have remedied this concern.
- Energis was in to look over the North Substation. There were some concerns with water in the oil of the compartment of the Load Tap Changer (LTC); this adjusts the voltage on this transformer. Inspected and replaced oil in this compartment and no signs of any visible water getting into the compartment at this time. The concern was that there was sludge in there that could cause damage to the transformer.
- Helped with the UWRF shut down on the May 22, so they could do maintenance at their facilities.

River Falls Waste Water Treatment Facility Highlights

- Gave UW-River Falls students tours of the WWTP.
- The main lift pump # 2 tripping out on over current. Split the pump apart and removed small pieces of baby wipes wedged between the pump wear plate and impeller.
- Sludge ditch mixer #5 failure. Replaced with rebuilt unit the same day.
- Received new sump pump for grit building and started the installation.
- Concrete floor for new sludge handling building was poured and walls going up.



- Met with subcontractors to discuss pending bypass procedures for installing new 20 inch valve and clarifier sump pit replacement.
- Finished rebuilding the spare sludge ditch mixer.
- On May 20, there was a short power outage at approximately 7:30 a.m. The backup generator started, but in the process of switching to backup power, two RAS pump VFDs failed and would not restart. Staff had to electrically bypass one of the VFDs to have a backup pump.
- On May 23, Jake McNabb from the water department started cross training with Paul Ahlborn in the lab, learning the daily testing procedures required for wastewater treatment.
- On May 25, staff had a new sludge storage building project meeting at the plant. The project is on schedule and going well.
- On May 27, the lab heating and cooling unit was not working (no cooling). Chad from UHL Company found a failed condenser fan cycle switch. He also cleaned condenser coil and replaced filters.

Water/Sewer Highlights

- Valve exercising as required by the DNR has been underway and is about half completed.
- Hydrant flushing that is usually done in June is being pushed out until after Sycamore tower rehabilitation/painting project is complete.
- Onsite large compound meter testing will be starting now that school is out for the year.
- All water samples tested for the month have been proven safe.
- Cloudy water situation on Union and 8th Streets caused from shutting down the Sycamore Water Tower was investigated and addressed. Pressure spikes and drops

also caused from the Sycamore Water Tower shut down were investigated, documented and addressed.

- Well pumping is now averaging 1.5 MGD, up from the usual 1 MGD in cold weather.
- Our summer Intern, Ryan Fitzgerald, from Vermillion Water and Waste Water School, has proven an asset to us while he is getting the knowledge in the field he requires for his education.
- Cross connection inspections being done along with meter change outs are going well as a system for managing documentation has been better implemented. We need to get about 275 done per year to be in compliance.

Community Solar Updates

There are currently 183 panels under contract.

Weatherization program

Invitation letters were sent to approximately 75 income eligible customers to participate in the program. The costs of the Home Energy Assessments are covered by Focus on Energy as is a significant cost of the weatherization. We expect to begin actual weatherization of the homes in late June.

Green Block Program

The percentage green power of total electric use in River Fall is at 15 percent which is 25th in the nation. Our ranking of 25th did not change from 2014.

Income eligibility programs

The number of people requesting bill pay assistance is down from previous months and years.

Blue Bike program

The free bike share program has received excellent media attention. The program is working like expected; the bikes are being used, most are returned, but not all and Crankworxs is keeping busy with repairs. The program will expand to Whitetail Corporate Park in June. Also, Also due to the great Facebook response, we are now accepting donations of bikes.

Utility Box Beautification project

The artwork has begun on two of the boxes.

As of **May 26, 2016**, we had a total of 6682 Active utility Accounts.

Library News

Circulation in May was 23,993. There were 13,389 visitors to the library in May. Meeting rooms were used 94 times. There were 20 programs and events for children and adults, including storytimes. Monica will talk to over 2600 students about the summer library program. There were 1799 individual sessions logged on the public computers. Our patrons borrowed 3498 items from the MORE system, and the library loaned 3191 items to other libraries. There are 1634 questions answered at three service points. There were 400 new items added to the system. Volunteers worked 219 hours.

Collection agency policy

Kim has pulled together a draft policy for using a collection agency to recover materials and/or cost of unreturned materials. Nancy is still talking with IFLS and Unique management about the time frames, primarily about the dates after materials reach billed status. The library has to have a policy in place before we can proceed with contracting with Unique Management.

Programming

The summer reading programs for both adults and kids begins on June 6. This will include independent reading, weekly Wednesday programs for children, storytimes, movies, and crafts.

The adult program will have bingo sheets, weekly drawing for prizes for those who turn in a book review, Book Club in a Bar, and a summer Olympics event just for grown-ups.

The show in the gallery will focus on one-room schools, with programming that will include a day at a one room schoolhouse at 10 a.m. and a documentary on one room schools on June 23.

Other summer programs include meteorologist Belinda Jensen speaking about her children's book series on June 18 at 11 a.m., and antiques appraiser Mark Moran on June 25 from 10 a.m.-3 p.m. Also on June 25 at 2 p.m., Doris Haynes will talk about her recent 500-mile hike on the Camino de Santiago pilgrimage through France and Spain at the age of 76.

Jon George was honored for fifteen years of work with the city, and Nancy Miller was honored for thirty years.

Monica has made numerous school visits to talk about the Summer Library Program. By the end of the school year, she will have spoken to all students in Kindergarten-

Grade 8, as well as hosting some visits from the preschools in town. This is over 2600 children.

A number of the staff attended a session on conflict resolution, which at the library applies to how we deal with patrons who are unhappy about overdues, etc. Clio and Heather have been holding monthly meetings for circulation staff to cover any changes, software updates, and issues that have come up during that month.

Personnel

On May 12, Ofc. Ryan Bleskey was hired as a temporary full-time police officer
On May 23, Tricia Traynor was hired to fill the vacant Police Services Specialist position.

Event Coordinator Katie Chaffee has submitted her resignation. Her last day will be July 15. The job ad for an event and gallery coordinator has been place on various websites, and will run in the Journal this week. We hope to have a new person in place by the time Katie leaves, although she said she can be flexible.

Anita Slater has been hired as a new library page and Evelyn Okal will come on board at the beginning of the school year. They will be replacing Brianna Bechel and Maya Peterson.

Jasmine Cox, a UWRF student, has begun volunteering three days a week, and will continue until the end of August. She will be job shadowing and getting a taste of public library work before going on to school at UW-Milwaukee for a master's degree in library and information science.

The EMS Training Officer position has been modified to better suit our needs. The primary duty for this position will be as a duty paramedic for the Prescott station, special duties will include serving as the Training Officer for the entire department, and Platoon Coordinator for the Prescott Platoon. We began the second round of interviewing potential candidates this month. We gave the candidates a training presentation assignment, and various staff supervision scenarios, and one last round with a peer review. We hope to have a decision made this week and a person takes the position during the month of June.

City Administrator Comings and Goings

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

City of River Falls Monthly Status Report

Department Name: Community Development Reporting Period: 5/1/2016

Department Projects and Status

Name of Project	Completed	In Progress	Delayed	Updates
Planning & Development				
Housing Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff continue to work with and assist the Housing Authority as needed.
Kinni Corridor Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The RFP is completed and has been sent out and due back on May 30 th . Selection Committee will meet on June 2 nd to start the review.
Park Master Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff presented implementation recommendations and options to City Council on May 24. Staff will complete more research on capital campaigns.
Power Plant Substation Discussion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A draft site plan was reviewed by staff amendments were recommended.
CIP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Met with Finance 2x to review items.
SLUC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff attended the May Sensible Land Use Coalition presentation on Neighborhood Improvements.
DNR Trail Grant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The city has received and signed a contract agreement with the DNR for their share of the trail construction grant for our trail project that terminates at Division street. We expect to see the contract agreement with the Feds as this is a LAWCON funded project in April. The trail will be designed in 2016 and built next year. Our contract requires the project to be finished by 2018. In April an RFP for design services was sent out to qualified firms. On May 24 th Council approved hiring SEH to do the design and engineering for the project
DOT Tap Grant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The city's application for funds to construct a pedestrian bridge on railroad abutments across the Kinni has been submitted. We have received word that it is currently under review. We expect to have a decision from the DOT later this year.
South Main Street Corridor Study	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plan Commission planning workshops continue on this project. We anticipate

				a completed report by September.
2015 Trends Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The report is complete and was presented to Council on May 24th.
Wisconsin Historical Society Grant for National Register Nomination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In early March the City received notice from the Wisconsin Historical Society that the City's grant application for funds to be used to produce a National Register of Historic Places nomination for the Glen Park Swinging Bridge has been approved. We expect to have a consultant on board by summer and work completed on the nomination by the end of the year. The grant contract has been signed and staff will begin drafting the RFP.
Site Plan Review	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There are a number site plans submitted for review: -St Croix County Communications Tower located in whitetail ridge Corporate Park - St Croix Valley Incubator, Located in Sterling Ponds Corporate Park - TW Vending located in Sterling Ponds Corporate Park - First National Bank Staff has also completed a covenant review for the EDC on the Incubator, TW Vending and REV Materials.
Rezoning for The River Church	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The River Church has purchased land from St. Bridget's Church on Cemetery Road. The River Church plans to build a Church in the coming years and as a first step has submitted a petition to rezone the property. The Plan Commission approved the rezoning on May 3rd and final action by council is expected in early June.
214 & 220 Union Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff will be working with St Croix Service on the title and closing of these two homes.
Safe Room Hoffman/Glen Park	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff held an open house in conjunction with the Fishes opening night, Saturday, May 7 th . On May 6 th An application for a safe room for Glen park was been submitted to the State. We expect to know if we are successful by December.
Arbor Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arbor Day activities were held on April 29 th . A tree planting project took place with students from the Montessori School. Also there was an employee planting project at the City Library and the Lion's club planted trees at the new bike trailhead in Whitetail Ridge Corporate Park.

BID	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application was received for Bo's N Mine's rear patio project.
DRC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DRC approved First National Bank; staff approved Mariachi Loco and Bo's N Mine projects.
Parks & Recreation				
Pool Operations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Working to update the Municipal Pool Operation Manual and staff training.
Park & Rec Fee Study	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plan to report to Park & Rec Board in the next meeting or two.
Building & Inspection				
Permitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	New construction and other permitting has increased for the building season. See the department dashboard for details
Upgrade Rental Renewal System	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Converting system from word/excel to Munis for greater efficiencies
Code Enforcement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Example of recent calls include: abandoned vehicles, vehicle parking in yards, garden regulations, garage sale regulations, business out of the garage and lawns not mowed.

Comments:

Recreation programs have registered 2226 participants in spring/summer programs and received \$80,220 in revenues in the ten weeks since registration started.

Investigating software for Community Development that would include inspections, code enforcement and the potential for site plan review.

Provided Customer Service Staff an update to our Department and staff responsibilities helping our CSRs to provide the best possible customer service.

Beginning ComDev website updates

International Migratory Bird Day Festival was a success, thanks to the St. Croix Valley Bird Club! Numbers were down just a bit on the very busy Mother's Day weekend, but many participants had a good time and a great learning experience.

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

The Wisconsin Historical Society has awarded a historic preservation grant of \$4,000 to the City of River Falls to prepare a National Register Nomination for the "Glen Park Suspension Footbridge", more commonly referred to as the "Swinging Bridge" The Glen Park Suspension Footbridge is a rare resource type in the state. There are only two other known examples in Wisconsin of pedestrian suspension bridges similar to the Glen Park Suspension Footbridge — one located in Boyd Park in Eau Claire and another in Copper Falls State Park in Ashland County. It is also important for its association with the Planning and Development history of River Falls in general and with Glen Park, specifically. A historic preservation consultant will be selected by mid-summer and the nomination will be completed by the summer of 2017.

Became a Playful City USA for the 4th time in five years. This denotes that the City of River Falls is one of five cities in Wisconsin to be reckoned as a 2016 Playful City USA designee. River Falls is at the vanguard of the playability movement, and they are thrilled to recognize our efforts and accomplishments. They commend us for your community's remarkable work in elevating the importance of play, and look forward to the great ideas and initiatives to make River Falls a more playable place for kids, families and communities.

April – June – Select consultant for Kinni River Corridor Plan. Begin project in July
June 28 – Downtown Design Review update for Council

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

Our spring GIS Internship came to an end May 26th; Jason Blatz assisted our department and others with their GIS needs for the past five months.

Tyler Galde will be our GIS Intern for the summer, working full time on GIS projects and staff support. Tyler will graduate from UWRF in December with a BS in Biology with an emphasis in Field Biology.

Spring swim lessons have been completed with our six swim instructors. Dallas Cregor, Emily Oja, Henry Kinney, Katie Kinney, Maddie Seyffer and Natalyn Nelson. For summer instructors and lifeguards we have added Nate Wronski, Cy Young, Kate Barnes, Maddie Garin, Garth Watson and Sydney Mueller.

Summer programs Instructors are: Max Anderson, Maddie Wagner, Alison Thrane, Cain Schneckenger, Maddie Bond, Molly Morrisette, Taylor Lindemann, Maddie Raverty, Jonah Bell, Autumn Gray, Justice Lehmann, Jacob Hartmon and Taren Weyer. We have gone thru two weeks of spring soccer with several of the staff and it appears we have a great summer staff and are looking forward to a great summer!

City of River Falls Monthly Status Report

Department Name: Administration

Reporting Period: 5/31/2016

Department Projects and Status

Name of Project	Completed	In Progress	Delayed	Updates
2016 planning for CIP/Budget/Fiscal plan updates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Workshop meeting with City Council on June 14th
Water rates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved by Council and PSC for a July 1 effective date. June billing will include information for customers regarding new rates
EMS staffing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Offer made to paramedic/training officer for Prescott station. With successful hire, EMS will be fully staffed
Annual Audit Preparation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Report being finalized
Fiber Network	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Discussion with River Falls School District and Baldwin Telecom regarding cooperation with City fiber network.
Security Audit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Review of areas of risk for personally identifiable information (PII)
Operating Budget 2017-2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Budgeting software being set up for 2017 and 2018, estimated deadline for department requests is July 1st
Document Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Review of the City's electronic filing and imaging systems for best practices
Property and Casualty Insurance Renewal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insurance was bid in 2015, negotiations with Liberty for renewal of general insurance policies to be completed in June

Service Notices/Heads Up/Challenging Issues

Water rates were approved for a June 27, 2016, effective date. The current billing for June will have information on the rate changes, more information is available on the City's website.

Personnel Updates

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

Cindy McKahan was recently promoted to the Clerk of Court position for the River Falls Municipal Court. Cindy has held the title of Deputy Clerk since 1999 and has considerable knowledge of the City's court software system and court procedures.

Lori Gutting, Assistant Clerk

Lori Gutting has been appointed to the newly created position of Assistant Clerk that work with both the City Clerk and Municipal Court offices. Lori has been a City employee since 1993, and has experience as a recording secretary for the Council and other boards and commissions, records management, as well as working with the Municipal Court.

Maria Nordstrom, IT Intern

Maria Nordstrom started working as the IT intern in May and will work through the summer months. She will be helping with IT support tickets, video processing and some other IT projects. She is a senior at the University of Wisconsin River Falls studying Computer Science and Information Systems.

Jacob Bechel, Accounting Intern

Jacob is an accounting major at UW-River Falls and has started with the City as an accounting intern. This is his first accounting experience and we hope to present him with many opportunities to learn with a variety of accounting functions/tasks in our governmental environment.

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

EMS Bike ride across Wisconsin will be stopping in River Falls on June 30, the last leg of the rider from Chicago to Woodbury. The local EMS office will participate to honor a few of the individuals that were instrumental in establishing the River Falls Ambulance Service, including Pat Petricka, Mike Stuttgen, and Maynard Pearson.

Thank You/Kudos/Recognition

Thanks to the Customer Service Team for helping to move River Falls to # 1 in Wisconsin for customer participation in renewable energy!

City of River Falls Monthly Status Report

Department Name:Engineering

Reporting Period:6/7/2016

Department Projects and Status

Name of Project	Completed	In Progress	Delayed	Updates
Public Works Week	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineering participated in a Public Works week effort to visit all of the City's elementary schools to help the children better understand the role Public Works and Engineering play in the world and received rave reviews
Hope Lutheran	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ongoing with erosion control inspections.
North Interceptor Sewer Project	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Surveying permission obtained from all property owners requested. Gathered significant background information for TKDA.
Veterans Park Pedestrian Bridge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Performed investigative/exploratory work on May 26. Tentative results look promising as floor stringers were found to be 1/16" thicker than required and so the section loss from corrosion is not jeopardizing their load carrying ability. Waiting on final report.
Whitetail Ridge Corporate Park Improvements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Total Excavating working on punch list items.
S Main Crosswalk Study	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Initial draft report indicates a marked crosswalk may be warranted on S. Main near the intersection with Broadway. Report is being reviewed.
Fairchild Drive Drainage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Works needs to complete fine grading, seeding and other restoration work.
Chapman Drive	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Joint trenching operations began in order to remove utility conflicts ahead of a road construction. City Council awarded project to Total Excavating on May 24. Contract Documents being prepared.
Kinnickinnic River Pathway, University Falls to Family Fresh	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contracts executed and Pre-con being arranged. Utility work done

				to move conflicting pole.
2016 Sidewalk, Curb & Gutter Repair Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pember Companies has completed most work around the City involving curb, sidewalk and catch basin repairs. Some restoration and a few additional repairs remain.
2016 Sanitary Sewer Lining	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Precon held June 2. Cleaning and measuring will be done in July so liners can be fabricated for installation in September. Locations are scattered throughout the City.
High School/Hockey Arena Crosswalk Study	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Study completed. A crosswalk is not recommended as a safety measure. Other suggestions to enhance safety were offered.
Total Maximum Daily Loads (TMDL's)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff developing plans to model for phosphorous loading from our stormwater system.
2015 Manhole and Structure Rehabilitation Project	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff working on specifications and bid package.
Wellhead Protection Ordinance Update	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Official Zoning Map created in response to Council passage of 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.
Cascade Flashers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spruce Street appears to be operating as designed after recent fix. Fourth Street for W.B. traffic is experiencing similar problems. Company has been contacted in hope of receiving replacement camera.
Kinnickinnic River Watershed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff continued to participate in an effort led by KRLT to document past accomplishments for protecting water quality in the Kinnickinnic River and identify future strategies and goals.
Erosion Control Inspections	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff continued routine erosion control inspections as a result of our early spring.
Lake George Trail (Heritage Park to Division Street)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	P.O. requested. SEH to begin work on June 10 by performing tree inventory and rating with City staff. We received official of award for the Federal portion of the trail grant.
Sterling Ponds Corporate Park Phase 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Albrightson Excavating began work on Bid Package A work. Bid Package B is planned to have a bid opening on June 30 with City Council award on July 12.

Highview 4th	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water and sewer improvements have yet to be accepted as public improvements.
Stratasys Drainage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff planning to meet with St. Croix County staff to determine if any funding is available to stabilize the gully.
Technology User Group	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff scheduled a technology user group session focused on advanced uses of Outlook.
TW Vending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff continued working with developer as their site plans change. Attended groundbreaking
First National Bank	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff completed review of site plans and building addition plans for First National Bank.
Civil Engineer Recruitment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Staff interviewed 2 candidates for the open Civil Engineer Position. An offer was not extended to either. Filling of position will wait until Operations Director position is filled.
2016 Chip Sealing Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff issued P.O.'s and coordinated with St. Croix county regarding upcoming Chip Seal Program. Work is tentatively planned for the week after River Falls Days (July 11-15).