



City of
RIVER FALLS
COMMON COUNCIL AGENDA
June 28, 2016

Call Meeting to Order – 6:30 p.m.

Pledge of Allegiance

Roll Call

Approval of Minutes – June 14, 2016, Regular and Workshop Meeting Minutes **Page 3**

June 14, 2016, Closed Session Minutes **Page 8**

Approval of Bills (Gagne) §

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

PUBLIC COMMENT, PETITIONS, REQUESTS AND COMMUNICATIONS:

1. Temporary change of premise description for Mel’s Midtowner LLC dba Mel’s Midtowner **Page 10**

PUBLIC HEARING:

6:31 p.m.

2. Annual Liquor License and Beer License Renewals – Hearing **Page 18**

CONSENT AGENDA:

3. Acknowledgement of the following minutes:
 - a. Library Board – 5/2/16 **Page 27**
 - b. Board of Review – 5/19/16 **Page 28**
 - c. Police and Fire Commission – 5/2/16 **Page 30**
 - d. Ambulance Commission – 5/2/16 **Page 32**
 - e. Park and Recreation Advisory Board – 5/25/16 **Page 35**
 - f. River Falls BID Board – 5/10/16 **Page 37**
 - g. Plan Commission – 6/7/16 **Page 38**
 - h. Historic Preservation Commission – 5/18/2016 **Page 40**
4. Resolution Approving Spring Creek Estates 1st Addition Preliminary Plat Extension **Page 42**
5. Resolution Approving Memorandum of Understanding between the City of River Falls and the Municipal Court **Page 51**
6. Resolution Approving Request for City Assistance for Border Battle Mountain Bike Event **Page 55**
7. Resolution Approving Request for City Assistance for Minnesota High School Cycling League Event **Page 58**
8. Resolution Approving Request for City Assistance for Icebox 480 Race **Page 61**
9. Resolution Approving 2015 Compliance Maintenance Annual Report (CMAR) **Page 66**

ORDINANCES AND RESOLUTIONS:

10. Resolution Regarding Administrative Service Agreement with West Central WI Regional Planning Commission- Shared Ride Taxi **Page 92**



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Page 2

REPORTS:

11. Downtown Design Board Presentation
12. Administrator's Report **Page 98**
13. Comptroller's Report

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: consideration of developer's agreement for a commercial research facility in Sterling Ponds and developer's agreement for agriculture research and support facility in Mann Valley.”

RECONVENE INTO OPEN SESSION:

15. Take action on Closed Session Items if necessary

ADJOURNMENT Publish: River Falls Journal 6/23/16; Posted 6/23/2016



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

June 14, 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; Reid Wronski, City Engineer; Julie Bergstrom, Finance Director/Assistant City Administrator; Bridget Hieb, Deputy Clerk; Keri Schreiner, Management Analyst; Terry Kusilek, Operations Superintendent; Tony Steiner, City Planner; Nancy Miller, Library Director; Lu Ann Hecht, City Clerk; Karen Bergstrom, Human Resources Director; Nate Croes, Public Works Maintenance/City Forester; Fire Chief Scott Nelson; Assistant Fire Chief-Inspections Mike Moody; Wayne Siverling, Electrical Operations Superintendent

Others: Jacob Warren, Stephanie Brown, Ann Leake, Judie Cafilisch, others

The Pledge of Allegiance was said.

APPROVAL OF MINUTES:

May 24, 2016, Regular and Workshop Meeting Minutes

MS Cronk/Morrissette move to approve minutes. Alderperson Morrissette made an amendment in the minutes to show Steve's Pizza as not present. Cronk seconded. The Mayor asked for a vote on the amendment. It passed unanimously. The Mayor asked for a vote on the original motion. It was approved unanimously.

APPROVAL OF BILLS:

Bills - \$1,778,482.29

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

PUBLIC COMMENT, PETITIONS, REQUESTS AND COMMUNICATIONS:

Ann Leake, 523 Birch Crest Drive – came in support of Western Wisconsin United to Amend's resolution to be placed on the November ballot. She read a statement offering three reasons why it should be put on the ballot including state legislators being unfairly influenced by money in the political process, the Council shall have power to act in the best interest of the government and for the City, and because 821 residents signed the petition. Leake said Council asked the group to get the necessary signatures - which they have done. She asked the Council to let the people's voices be heard.

Jacob Warren, 122 West Johnson Street – came with a concern regarding a 2014 case which he wanted the Police Department to investigate.

Stephanie Brown, 221 Washington – is opposed to Western Wisconsin United to Amend's request. She wanted Council to vote no.

Change of Agent Request – Kwik Trip Inc. dba Kwik Trip #453, 1238 N. Main Street

MS Morrissette/Cronk move to approve change of agent. Alderperson Morrissette asked Jessica Moulton if she understood the role of an agent. She said she did. Morrissette asked if she had a bartender's license; she does. He asked if she understood that if she is not present and an alcohol related violation occurs, it is her responsibility. Moulton understood. **With no other questions or comments, the Mayor asked for a vote to approve the agent. It was approved unanimously.**

Request for Noise Exemption for Block Party – Disposition by motion

MS Bjork/Gagne move to approve request for block party. The Mayor asked for comments. Alderperson Gagne felt this was an excellent example of getting to know your neighbors. He encouraged residents to do it. **With no other comments, the Mayor asked for a vote. The request was approved unanimously.**

Consideration of Request to Add Petition to November Ballot - Western Wisconsin United to Amend

The Mayor asked City Administrator Simpson to provide information on the request. He noted the City Attorney's opinion which was available in the public packet. The Council has four options to consider. Three resolutions are provided. The Council's options are: 1) the Council may reject the petition as it is not legislative in nature; 2) the Council may place the petition on the ballot or 3) adopt the petition for direct legislation without alteration. The Council may also move onto the next agenda item and take no action. Simpson did not believe the Council should do that. He said the petition is in order and there is nothing to disqualify it. He and the City Attorney are available for questions.

MS Cronk/Watson move to approve request to add the petition to the ballot as state by Western Wisconsin United to Amend. The Mayor asked for questions or comments.

Alderperson Morrisette felt he has made it clear that he is not in favor of this. He is in favor of people communicating with their elected officials through referendum at the correct level. He is in agreement with the City Attorney's opinion. He felt it was not legislative in nature, and it is not something that Council can enact on its own. He is not in favor of the resolution.

Alderperson Odeen is in favor but said that this petition doesn't fall under that statute. It is not a law - it is essentially an opinion to use to make your voices louder. She appreciated their conduct at the meeting and the efforts in getting the 821 signatures. She is in favor of it.

Alderperson Cronk said 821 people have asked the Council to place this on the ballot. He felt whether the Council was in favor or not was immaterial. He felt the Council owed it to the signers to place it on the ballot.

Alderperson Bjerstedt was concerned about setting a precedent. He appreciated the phone calls and efforts in getting all the signatures. He doesn't think this is the correct place to make these decisions.

Alderperson Gagne read a statement saying he would have to vote no as the Council cannot make direct legislation on that something the State or Federal government has already decided. He encouraged citizens to contact their State/Federal representatives to make a change.

Alderperson Cronk suggested to Bjerstedt that setting a precedent isn't always a bad thing.

With no other comments or questions, the Mayor asked for a roll call vote. The motion to approve the resolution to approve the request to add the petition to the ballot failed 4-3 with Alderpersons Cronk, Odeen and Watson voting in favor and Alderpersons Morrisette, Gagne, Bjerstedt and Bjork voting against.

Alderperson Morrisette asked what needed to happen next. City Administrator Simpson said that the Council hasn't acted and haven't provided direction to staff.

MS Gagne/Morrisette moved approval to reject a petition for direct legislation filed under Wisconsin State Statutes §9.20. The Mayor asked for a vote. The motion passed with Gagne, Morrisette, Bjerstedt and Bjork voting in favor and Alderpersons Cronk, Odeen and Watson voting against.

PUBLIC HEARING:

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

The Mayor recessed into a public hearing at 6:55 p.m. City Administrator Simpson clarified the Council had two actions. The first to take a roll call vote of the agents present and the second is to take actions on the new licenses on the agenda.

Aldersperson Gagne had a question for Shaun Bird from Moonshiners regarding having liquor in the basement. Bird said he doesn't store liquor in the basement and did not want to amend his application.

The Mayor took a roll call vote of the following establishments: Luigi's Pizza, Pizza Hut, Steve's Pizza, Moonshiners, River Falls Copper Kettle, Mavericks Corner Saloon, River Falls Golf Club, St Croix Lanes, Dollar General Store, Family Fresh Market, Dick's Hometown Liquor, and Mariachi Loco. Agents were present from all the businesses with the exception of St. Croix Lanes and Mariachi Loco.

The Mayor moved back into Open Session at 7:01 p.m. to consider the new licenses. MSC Morrissette/Bjork move to approve the Class "B" Beer Renewal License for Balazi, LLC (Kinni Café). Unanimous. The Mayor confirmed that the agent was present.

MS Morrissette/Bjork move to approve the Combination "Class B" and Class "B" Beer Renewal License for Dish and Spoon Café, Inc. The agent was not present. It was decided that the license could be issued upon appearance. The Mayor asked for a vote. The motion passed unanimously with the license to be issued upon the agent's appearance at the next Council meeting.

MSC Morrissette/Bjork move to approve the "Class C" Wine Renewal License for Balazi, LLC (Kinni Café). Unanimous. The Mayor confirmed that the agent was present.

Ordinance 2016-06 Amending Chapters 2.20 and 2.52 Regarding the Emergency Medical Service – Second Reading and Disposition

The Mayor recessed into a public hearing at 7:03 p.m. With no questions or comments, the Mayor moved back into Open Session at 7:03 p.m. MS Odeen/Morrissette move to approve the ordinance.

The Mayor asked if the Council was supposed to take any action with the comments provided by Chair Carole Mottaz. City Administrator Simpson said no. He said the ordinance was only modified with comments provided by Council at the last meeting. The Mayor asked for comments from Council.

Aldersperson Gagne moved to amend that the alderperson would not be the vice chair in the absence of the chair and that the board would select a chair. The Mayor clarified Gagne's motion. Watson seconded the motion. Aldersperson Morrissette for asked clarification. Did Gagne mean that the alderperson could not be the vice chair if elected by the board. Gagne said yes; he felt the alderperson should be exclusively the Council representative on the board and that a sitting member appointed by the Mayor/Council should be the vice chair. Morrissette explained his intent was to address the vice chair. He supported the amendment as long as the vice chair was addressed. Gagne clarified his amendment was that the EMS Board appoints the Vice Chair who must be one of the sitting members appointed by the Mayor/Council and it cannot be a City Council member.

With no other comments, the Mayor asked for a vote on the amendment. The amendment passed 6-1 with all voting in favor except for Cronk.

The Mayor asked for a vote on the original motion. All voted in favor except for Cronk.

Ordinance 2016-07 – Amending Municipal Code Regarding Fire – Second Reading and Disposition

The Mayor recessed into a public hearing at 7:07 p.m. With no questions or comments, the Mayor moved back into Open Session at 7:07 p.m. MS Morrissette/Odeen move to approve the ordinance. The Mayor asked for questions/comments.

Aldersperson Bjerstedt asked for consideration of the language specifically the distances of combustibles and putting a cover on it. The Mayor asked for fire staff to come forward. Fire Chief Scott Nelson and Assistant Fire Chief-Inspections Mike Moody came forward. Moody explained the verbiage in the ordinance came directly from the NFPA1 Code. The State of Wisconsin has adopted it which means the City has also. Moody noted the language in the ordinance is to make the terminology the same as in the state code.

Aldersperson Bjerstedt asked if there would be a lot of non-compliant situations. Chief Nelson said the department reacts to complaints. He said if the department sees something very glaring, they would react. He said the ordinance is just common sense. Bjerstedt mentioned the '10 feet'. Chief Nelson said the City has adopted the code. Aldersperson Gagne said he appreciated the department educating people. There was further discussion about education, working with your neighbors, and being called out for complaints.

City Administrator Simpson noted a change was made in the ordinance since the last meeting regarding mandatory 911 dialing from alarms calls. He said the ordinance was supposed to make only technical changes and that was removed from the ordinance. It was felt that was a policy change and not a technical update.

With no other comments, the Mayor asked for a vote. The ordinance passed unanimously.

Ordinance 2016-08 Amending Municipal Code Regarding Utilities – Second Reading and Disposition

The Mayor recessed into a public hearing at 7:12 p.m. With no questions or comments, the Mayor moved back into Open Session at 7:13 p.m. MS Cronk/Morrisette move to approve the ordinance. There were no questions or comments. The Mayor asked for a vote on the ordinance. The vote passed unanimously.

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

The Mayor recessed into a public hearing at 7:14 p.m. With no questions or comments, the Mayor moved back into Open Session at 7:15 p.m. Aldersperson Gagne stated he needed to abstain from voting due to a conflict of interest.

MS Morrisette/Cronk move to approve ordinance. Aldersperson Bjork asked if the Council approves the rezoning, would the Council have to approve the building of the church versus a multifamily unit. City Administrator Simpson tried to clarify Bjork's concern. Simpson said this doesn't mean automatic approval of a church. He said it allows the proposed use but also be dependent upon other factors. Aldersperson Morrisette provided a point of clarification and said the City would need to issue a special use permit as part of the approval process.

After further discussion, the Mayor called for a vote. The ordinance passed.

CONSENT AGENDA:

Resolution No. 6041 Appointing City Forester

Current City Forester Tony Steiner and Nate Croes were present. Steiner was recognized for 26 years of service as the City Forester. The Council welcomed Croes who was being appointed to replace Steiner. Aldersperson Cronk asked Croes about his current responsibilities, education and experience. **MSC Odeen/Bjork move to approve Consent Agenda. Unanimous.**

ORDINANCES AND RESOLUTIONS:

Resolution No. 6042 Regarding Directional Boring Bid – Radio Road

MSC Odeen/Bjork move to approve resolution. Unanimous.

REPORTS:

Library Board Report

Library Board Chair Judie Caflisch provided a presentation on the Library Board. The highlight of the year was the Library winning the Library of the Year. Caflisch talked about the many programs at library. She thanked

the Council, City staff, Library Foundation and Library Board for the support of the library. She noted Library Board members who were not present: Ruth Kuss, Joyce Breen, Jean Ritzinger and Rebecca Ferguson. Caflisch introduced Board members in the audience including Bud Ayres, Jan Johnson and Dave Cronk.

Summer Reading Program

Library Director Nancy Miller talked about the free 2016 summer reading program called, "On Your Mark, Get Set, Read!" She talked about the many programs/events available for all ages. She thanked the Council for its continued support. At the end of the presentation, she answered questions from Council. Alderperson Morrissette asked about a literacy program for kids up to age 6. Mayor Toland encouraged everyone to get involved in the summer reading program.

Administrator's Report

No questions.

CLOSED SESSION:

At 7:36 p.m., Morrissette/Bjork move to recess into Closed Session per Wisconsin State Statutes § 19.85(1) (e) for the following purposes:

"deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive bargaining reasons require a closed session, 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."

The roll call vote to move into Closed Session passed unanimously 7-0.

MSC Cronk/Morrissette move into Open Session at 8:08 p.m.

Motion by Cronk to adjourn the meeting at 8:08 p.m. Unanimous.

Respectfully submitted,

Kristi McKahan,
Deputy City Clerk



CIP WORKSHOP
June 14, 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; Amy Peterson, Assistant Community Development Director; Julie Bergstrom, Finance Director/Assistant City Administrator; Buddy Lucero, Community Development Director; Reid Wronski, City Engineer; Wayne Siverling, Electrical Operations Superintendent; Tom Schwalen, Facility Maintenance Supervisor; Brent Buesking, Management Analyst Fellow; Ron Groth, Water/Waste Water Superintendent; Jon Aubart, Deputy Police Chief; Jody Nichols, Accounting Manager; Karen Bergstrom, Human Resources Director; Scott Nelson, Fire Chief; Scot Simpson, City Administrator

Others: Ben Fochs

The Capital Improvement Plan workshop was called to order at 5:03 p.m. City Administrator Simpson wanted to gauge if the Council is willing to raise taxes.

Assistant City Administrator Bergstrom began by explaining the budget. The City has 38 different funds which are treated as separate business. The General Fund is comprised of taxes, state aides, and charges for services. The electric, water/sewer, and EMS funds charge for services. Debt Service Fund is property tax/tax increment. Capital Project Funds are many revenue types.

This past budget was a two year budget which worked extremely well. Bergstrom showed the timeline. The total budget was \$78 million for two years. Property tax is \$10.6 mil or 13 percent of budget. Expenses are comprised of personnel costs, purchased power, operating expense, capital improvements.

The Capital improvement Plan consists of items of value of \$5000 or more and which have a life of over one year. The ten year capital improvement plan is prepared with emphasis on five years. The plan is updated every two years. Approved projects are included in budget process and updated fiscal plan. Projects totaled \$27.9 million in 2015-2019. Vehicles totaled \$4.3 million for same period.

Bergstrom showed the 2017-2021 Capital Plan and funding sources and their totals. The 2017-2021 projects were highlighted. The Kinnickinnic River corridor plan is projected at \$9 million (design is \$1.2 million and construction \$7.8 million). The Glen Park Master Plan implementation is \$4.5 million (design \$350,000 and construction \$4.2 million). There is ten year bonding for project costs, debt service cost of \$534,000 per year. The current tax levy debt service \$1.2 million per year.

Bergstrom talked about the investment in city buildings. Public safety facilities assessments are \$75,000, purchase of property for fire/EMS \$500,000, Police building replacement (design \$500,000 and construction \$4.5 million), Public Library HVAC/workroom is \$243,372, roof and carpet replacement \$346,250.

Mann Valley Corporate Park costs are \$18.8 million (planning \$1.3 million and construction \$17.5 million).

Other projects included in the plan are: South Fork Substation transformer \$1 million, Division Street/STH 35 interchange \$3.5 million, north zone water tower \$2 million, water main extension – north loop \$2.7 million, well #7 \$1.7million.

The investment in replacement vehicles is: EMS vehicles \$420,000 and fire \$726,000. Finance will be re-evaluating the contract with Enterprise. A line truck with a cost of \$200,000 is also a possibility.

Bergstrom talked about fiscal plan levy projects. The levy was shown through 2021. There is a draft capital plan showing levy support.

The summary included major projects, timing and priorities. The development of a tax increment district will provide additional tax levy. We need maintenance of funding for operations. Timing and funding are both considerations.

Upon presentation completion, Council had comments.

Aldersperson Bjork would rather spend money on a police building than for Glen Park. Aldersperson Cronk wanted to do parks. Aldersperson Morrisette agreed with Cronk. He said that was the feedback received from citizens. We can't ignore – we need to do it.

Aldersperson Odeen talked about investing in parks. People use parks. It is a good use of money to invest in parks. We have to take care of it.

Aldersperson Gagne is not convinced we need to do everything in the park plan. He talked about public safety buildings.

The Mayor is in favor of parks. He has been bugging Council to put money in budget for parks. He thinks we need to do them. Glen Park needs to be done. Infrastructure is one of the Mayor's priorities.

Aldersperson Watson asked about timeline and levy. We need to invest in both citizen and staff infrastructure. He believes we should invest in parks. We need to put the money where our mouth is.

Aldersperson Gagne is in favor of capital campaigns to raise money for parks. Aldersperson Bjerstedt did not want to rehash parks. He wants to support the prior process.

City Administrator Simpson asked Council if they support a plan to move forward with Glen Park. All raised their hands except for Gagne and Bjork.

Simpson asked for a show of hands if Council was feeling a partial sense of urgency to do police. Both Bjork and Cronk were interested.

Simpson asked how many wanted another workshop on the CIP. There was interest in a second workshop.

The Mayor asked about feasibility to do all projects. Simpson said the City is not able to do it with the current resources.

Please get your questions to Simpson regarding projects. **The meeting was adjourned at 6:19 p.m.**

Respectfully Submitted,
Kristi McKahan, Deputy City Clerk

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Bridget Hieb, Deputy Clerk

DATE: June 28, 2016

TITLE: Temporarily Amend Licensed Premises – Mel’s Midtowner LLC dba Mel’s Midtowner

RECOMMENDED ACTION

Grant, deny, or modify by motion the request of Mel’s Midtowner LLC to temporarily amend the licensed premises to include an additional outside area as specified in the attached drawing.

BACKGROUND

A licensee must file a written request with the municipal official to amend the premises description for changes not included on a renewal application. It is within the discretion of the governing body to approve or disapprove the change. (WI State Statutes 125)

DISCUSSION

Owner Gene Gavin, Mel’s Midtowner, is requesting an amendment to his outdoor premise for River Falls Days on Saturday, July 9, 2016. His current licensed outdoor premise includes a fenced patio along with a 75’ x 45’ parking lot area that is used for special events.

Mr. Gavin would like to add an additional 91’ x 63’ parking lot area adjacent to his currently licensed premise that is owned by Midwest Appraisal, Song Garden, Falls Family Eye Care, and Tomlinson Financial Services. Per his diagram, the area will be surrounded by temporary orange barricade fencing.

If approved, Mr. Gavin’s temporary request will be contingent on the Clerk’s Office receiving written statements from the business owners allowing the use of their parking lots. Mr. Gavin will also provide an insurance rider that covers the additional area in the event there is damage to the property of the four businesses.

Staff reached out to Police Chief Young for his recommendations regarding this request:

“By approving this request, Mel’s would basically double the size of their licensed area. I have concerns about this request and at this time would recommend that City Council not approve. Here are my thoughts:

- Mel’s Midtowner has had a history of serving alcohol to minors and Mr. Gavin’s plan does not properly demonstrate that they will have the proper amount of security and servers to assure the City that underage drinkers will not be served and overserving will not occur.
- The request needs to comply with fire codes.
- If this is approved, I can see other bars requesting the same waivers which will then make policing these types of events very difficult.
- I recommend we maintain a policy that all bars be contained to their property.”

CONCLUSION

By motion, the Council may grant, deny, or modify the request of Mel’s Midtowner LLC to temporarily amend the licensed premises as specified in the attached drawing for July 9, 2016. A reason for denial must be stated in the public record.

63'

ORANGE BARABODE FENCE

21' x 63'

ORANGE BARABODE FENCE

21' x 63'

28' x 63'

21' x 63'

2 PORTA
WALLS

HIDENOTES

ALREADY

ENTRANCE

116'

ORANGE BARABODE FENCE

THOMASSEN
FINANCIAL

FALLS FAMILY
EYE CARE

SOB
GARAGE

MIDWEST APPARATUS

MEL'S

MIDWEST APPRASIAL

Local Business Owners:

My name is Gene Gavin, owner of Mel's Midtowner. I would like to utilize your parking lot on July 9th which is the Saturday of River Falls days. I would fence this area off so I could use this area for the overflow of people to sit, stand and watch bands. I will accept all responsibility for any damages or injuries incurred on the property during this time. Your cooperation would be greatly appreciated.

Thank you
Gavin

A handwritten signature in black ink, appearing to read 'Gavin', written over a horizontal line.

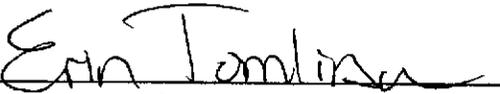
Business Owners Signature

TOMLISEN FINANCIAL

Local Business Owners:

My name is Gene Gavin, owner of Mel's Midtowner. I would like to utilize your parking lot on July 9th which is the Saturday of River Falls days. I would fence this area off so I could use this area for the overflow of people to sit, stand and watch bands. I will accept all responsibility for any damages or injuries incurred on the property during this time. Your cooperation would be greatly appreciated.

Thank you
Gavin


Business Owners Signature

SOOG GARDEN

Local Business Owners:

My name is Gene Gavin, owner of Mel's Midtown. I would like to utilize your parking lot on July 9th which is the Saturday of River Falls days. I would fence this area off so I could use this area for the overflow of people to sit, stand and watch bands. I will accept all responsibility for any damages or injuries incurred on the property during this time. Your cooperation would be greatly appreciated.

Thank you
Gavin


Business Owners Signature

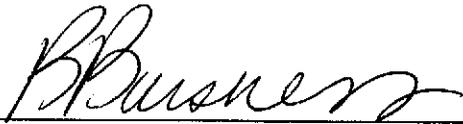
RIVER FALL EYE CARE

Local Business Owners:

My name is Gene Gavin, owner of Mel's Midtowner. I would like to utilize your parking lot on July 9th which is the Saturday of River Falls days. I would fence this area off so I could use this area for the overflow of people to sit, stand and watch bands. I will accept all responsibility for any damages or injuries incurred on the property during this time. Your cooperation would be greatly appreciated.

Thank you

Gavin



Business Owners Signature

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Bridget Hieb, Deputy Clerk

DATE: June 28, 2016

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

RECOMMENDED ACTION

Take a roll call of Agents in attendance at the meeting and address the Agents with questions, if any.

BACKGROUND

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.

DISCUSSION

Due to conflicts in scheduling, three agents have not made a personal appearance at the previous two Council meetings. The liquor licenses for the three establishments 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.

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

Table 1
Summary of Licenses w/Personal Appearance Contingency

Agent	Licensed Premise
Abigail Testaberg	Dish and the Spoon Café
Dale Elliott	St Croix Lanes
Tami Duran	Mariachi Loco

Memorandum to Mayor and City Council

June 28, 2016

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CONCLUSION

Your packet includes the applications for Liquor, Beer and Wine Licenses for Dish and the Spoon Café Inc, Kegel-River Falls Inc, and Mariachi Loco LLC for the licensing period of July 1, 2016, to June 30, 2017. The liquor licenses for the three establishments were granted by the Common Council on May 24, 2016, and June 14, 2016. The only action necessary for the record is a roll call of the Agents in attendance.

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 Village of City of } RIVER FALLS

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 Birch St.</u>	<u>54022</u>
Vice President/Member	<u>Emily Lynn 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 (808) 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
Bridget Hill Deputy Clerk
(Clerk/Notary Public)

Abigail Marie Testaberg
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)
Emily Lynn Hansen
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner)
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK		
Date received and filed with municipal clerk	Date reported to council/board	Date license granted
<u>5-11-16</u>	<u>6-14-16</u>	
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 Riverview 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:

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 07/01/2016 ending: 06/30/2017
(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>456-1027890273-02</u>		FEIN Number: <u>45-5489561</u>	
LICENSE REQUESTED ▶			
TYPE	FEE		
<input type="checkbox"/> Class A beer	\$		
<input checked="" type="checkbox"/> Class B beer	\$ <u>100.00</u>		
<input type="checkbox"/> Class C wine	\$		
<input type="checkbox"/> Class A liquor	\$		
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A		
<input checked="" type="checkbox"/> Class B liquor	\$ <u>500.00</u>		
<input type="checkbox"/> Reserve Class B liquor	\$		
<input type="checkbox"/> Class B (wine only) winery	\$		
Publication fee	\$ <u>30.00</u>		
TOTAL FEE	\$ <u>630.00</u>		

Complete A or B. All must complete C.

A. Individual or Partnership:
Full Name(s) (Last, First and Middle Name) ELLIOTT DALE A **Home Address** N8768 County Rd H, Gleason WI 54438 **Post Office & Zip Code** 54438

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company ▶ Kegel St. Croix, Inc
 Address of Corporation/Limited Liability Company (if different from licensed premises) ▶ 5902 Schofield Ave, Weston WI 54776
 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>DALE A ELLIOTT</u>	<u>N8768 County Rd H, Gleason WI 54438</u>	<u>54438</u>
Vice President/Member	"	"	"
Secretary/Member	"	"	"
Treasurer/Member	"	"	"
Agent	"	"	"
Directors/Managers	"	"	"

C.1. Trade Name ▶ St. Croix Lanes Business Phone Number 715.425.2228
 2. Address of Premises ▶ 1153 N ST. CROIX Post Office & Zip Code ▶ RIVER FALLS

- Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No
- Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Entire building @ Outdoor forced in volleyball & see attached
- Legal description (omit if street address is given above): _____
- 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
- 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
- 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
- Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No
- 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
- 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 26th day of August, 2016
[Signature]
(Clerk/Notary Public)
 My commission expires if permanent

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

TO BE COMPLETED BY CLERK		
Date received and filed with municipal clerk <u>5-5-16</u>	Date reported to council/board <u>5-24-16</u>	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Acct ID # 77
 Cost In # 1418

Bill # 537

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

Premises Location: St. Croix Lakes
1153 N. St. Croix St RIVER FALLS

Describe in detail the outside area that you are requesting to be licensed:
AREA ON WEST SIDE OF BUILDING, BOUNDARY OF WHICH IS DEFINED BY CONTAINMENT FENCING

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:
WOVEN WIRE FENCE DEFINES BOUNDARY

Describe in detail how this area will be staffed or monitored:
ALCOHOL SERVICE TO BE PROVIDED IN BAR. STAFF WILL MONITOR AND CHECK OUTSIDE AREA.

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

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 07/01/2016 ending: 06/30/2017
(MM DD YYYY) (MM DD YYYY)

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

County of Pierce/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: <u>456-10201891270320-2515849</u>	
LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>100.00</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$ <u>500.00</u>
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>30.00</u>
TOTAL FEE	\$ <u>630.00</u>

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 Mariachi Loco LLC.
 Address of Corporation/Limited Liability Company (if different from licensed premises) _____

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>Tami Marie Duran</u>	<u>1739 Windflower St</u>	<u>River Falls, WI 54022</u>
Vice President/Member	<u>Jose Asuncion Gardian Gonzalez</u>	<u>1739 Windflower St</u>	<u>River Falls, WI 54022</u>
Secretary/Member	_____	_____	_____
Treasurer/Member	_____	_____	_____
Agent	<u>Tami Marie Duran</u>	<u>1739 Windflower St</u>	<u>River Falls, WI 54022</u>
Directors/Managers	_____	_____	_____

C. 1. Trade Name Mariachi Loco Business Phone Number 715 425 8335
 2. Address of Premises 4516 S Spruce St Post Office & Zip Code River Falls, WI 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.) building & patio area @ 4505 Spruce St
5. Legal description (omit if street address is given above): * See attached River Falls, WI 54022
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 27th day of April, 2016
Boudy Thieb - Deputy Clerk
(Clerk/Notary Public)

Tami M. Duran
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)
Jose A. Gonzalez
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner)
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK		
Date received and filed with municipal clerk <u>4-27-16</u>	Date reported to council/board <u>5-24-16</u>	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Acct ID# 66 / Cust ID# 882 Bill # 498 / Rec# 11510

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

Premises Location:
456 S. Spruce St. River Falls, WI 54022

Describe in detail the outside area that you are requesting to be licensed:
where the side walk is located adjacent to the building on the south, west & north side.
The area requested is the walkway up against the building.

Is this outside area enclosed with a fence or other barrier? Yes _____ No <input checked="" type="checkbox"/>
Describe the fence or barrier:

Describe in detail how this area will be staffed or monitored:
We will be serving at the patio tables that are in the front & on the side of the building & staff will monitor through the windows and by personally checking on them.

Any additional information you would like the City Council to consider regarding your application:
It has been a great addition to be fortunate to offer alcoholic beverages outside. Customers are extremely thankful.

River Falls Library Board Minutes
Monday, May 2, 2016

Present: Judie Caflisch, George (Bud) Ayres, Rebecca Ferguson, Janet Johnson, Dave Cronk, Joyce Breen, Jean Ritzinger, Nancy Miller (director)

Call to Order: Judy Caflisch called the meeting to order at 6:30.

Quorum: a quorum was established

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

Acceptance of Agenda: Cronk moved and Ayres seconded Motion carried.

Approval of Minutes from April 4, 2016 Breen moved and Ferguson seconded. Motion carried

Approval of Bills: Cronk moved, Ayres seconded. Motion carried.

Directors Report:

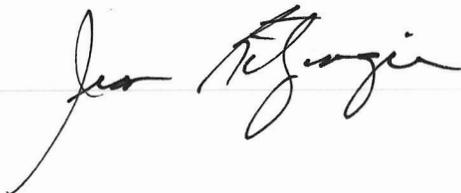
- a) The children's library has new I-pads.
- b) The library is waiting for money from Affinity Plus in memory of the Schaufhausen girls.
- c) New trees were planted for Arbor Day.
- d) The display case is back. We will be looking for various collections to put on display.
- e) The city is negotiating to buy two houses on Union St. from St. Bridget's to increase the size of the parking lot.
- f) Mini Golf went well.
- g) Food for fines went well. Nancy was pleased with the quality of food that was brought in.

New Business:

- a) Reduction of DVD fines- Cronk moved, Breen seconded to lower DVD fines from \$1 a day to 50 cents, to make it more consistent with other libraries. A friendly addition was added to have the change in policy become effective Jan.1. Motion carried
- b) Lower Level Use Policy- A motion was made to accept the change to the Lower Level Use policy to bring it in line with other use policies. Ferguson motioned. Joyce seconded. Motion carried.
- c) Contract for services between the city and library- Motion made to accept the contract of services with appropriate changes. Ritzinger motioned. Ferguson seconded. Motion carried.
- d) Policy/Procedure for use of collection agency-Nancy will move this forward to the next meeting, June 6, 2016

The meeting was adjourned.

Respectfully submitted, Jean Ritzinger (Secretary)





CITY OF RIVER FALLS, WISCONSIN
BOARD OF REVIEW
May 19, 2016

Member Scott Morrissette called the meeting to order at 9:00 am in the Council Chambers at City Hall, 222 Lewis Street.

Members Present: Jeff Bjork; David Cronk; Scott Morrissette; Diane Odeen;

Members Absent: Dan Toland, Todd Bjerstedt and Hal Watson

City Staff Present: Bridget Hieb, Deputy City Clerk

Member Morrissette asked for a motion to select the Chairperson for the Board of Review

MSC Odeen/Cronk nominated Member Morrissette to be the Chair. Unanimous.

Chair Morrissette asked for motion for Co-Chairperson for the Board of Review.

MSC Morrissette/Bjork nominated Member Odeen as Co-Chairperson. Unanimous.

Chairperson Morrissette stated for the record that Board Member Lu Ann Hecht has met the mandatory training required of State Statutes 70.45(4) for Board of Review Members.

Hecht swore in Walter Hughes, Assessor - Associated Appraisal – City Assessor

Chairperson Morrissette confirmed with Hughes that all Open Book changes have been made to the assessment roll. Assessor Hughes stated that changes had been made to the assessment roll. Hecht received the rolls from the Assessor.

Hecht swore in the Board Members.

Assessor Hughes thanked the City for using Associated Appraisals Consultants, Inc. as the assessing firm for the city. Hughes mentioned that the rescinded taxes from last year were mostly due to the 1/1/15 assessment date and the amount of completion on new construction.

In 2016 \$11.3 million was added to the assessment roll, 95% of that was new residential construction with some remodels. 48 new homes were added to the tax roll. This shows an upswing in the economy.

Bjork asked how many home owners came to Open Book. Hughes said it was attended by 30 or so property owners. Associated takes phone calls year round from property owners regarding their assessed values. The Assessor's Office also receives calls from prospective property owners, both residential and commercial who are not familiar with how the WI assessment and taxation process works.

With no other objections scheduled to be heard the Board went into recess at 9:08 am.

Board of Review

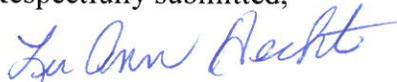
May 19, 2016

Page 2

Meeting was reconvened at 11:00.

MSC Cronk/Odeen to adjourn Unanimous

Respectfully submitted,



Lu Ann Hecht

City Clerk

POLICE and FIRE COMMISSION MEETING MINUTES

3C

May 2, 2016

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

Call to order 6:31 p.m.

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

Also Present: Denton Anderson, Scott Nelson, Julie Bergstrom and Chris Gagne

Absent: Dan Vande Yacht

POLICE DEPARTMENT

Approval of Minutes: Regular Meeting Minutes from March 7, 2016

MSC Donath/Wespetal to approve the March 7, 2016 Regular Meeting Minutes as read. *Unanimous.*

Mottaz welcomed Police Services Specialist Supervisor Ailene Splittgerber to new position within the police department.

Action on Grade Step for Patrol Officer James Walker from Entry to C (effective April 12, 2016)

Sgt. Anderson explained to the Commission that he is looking for approval from them to move Officer Walker from Entry Grade Step to Grade Step C as he has completed Probation. Anderson stated the Department has received two positive letters from community in regards to Officer Walker’s handling of calls and he has also assisted fire dept.

MSC Sams/Wespetal to approve the Grade Step from C-B of Patrol Officer James Walker, effective April 12, 2016. *Unanimous.*

Information on Patrol Officer Logan Dohmeier

Sgt. Anderson advised the Commission that Patrol Officer Logan Dohmeier successfully completed FTO as of March 29, 2016. Anderson advised he came in with relatively little experience and has shown methodical decision making, is proactive and doing nice job for the Department.

Police Department Office Staff

Mottaz question the office staff positions mentioned on the monthly report and the positions were clarified on Police Services Specialist position and the newly created Police Services Specialist Supervisor position which was created to fill the vacant Administrative Assistant position recently vacated.

FIRE DEPARTMENT

All Company Business Meeting Minutes – April 4, 2016

Run Volume – March and April

Chief Nelson explained that they had 21 calls in March, which compares to 25 calls for the same period last year. Chief Nelson explained that they had 12 calls in April, which compares to 28 calls for the same period last year. Year to date for March is 54 calls compared to 66 calls in 2015

April year to date call volume is 66, compared to 94 in 2015. This is running about a third less calls due in part to brush fire season in April being reduced due to rainy weather.

Activities and Highlights

- Members reviewed and trained on wildland firefighting techniques. This training was provided free of charge by representatives from the Wisconsin Department of Natural Resources.
- Members reviewed hazardous materials response and swift water rescue during the last training of the month on Monday, March 28th.
- On April 16, the Red Cross used the Fire Hall as a staging point for smoke detector give away and installation. Community volunteers teamed up to install these detectors in several homes throughout our community that needed detectors.
- April 16 – burnt DeSanctis Park wildland
- Doug Rudesill received the local American Legion's Outstanding Firefighter award at a banquet held on April 16th.
- The Fire Department, along with River Falls EMS & PD teamed up to present a mock car crash to River Falls High School students on April 20th, just before Prom weekend.
- 17 RFHS Students participated in Community Service Day on April 26, 2016. Students washed fire trucks to help get a feel for what it's like to volunteer in your community.
- On Saturday, April 30th, RFFD helped support the First National Bank of River Falls 5K run. Proceeds were earmarked for the purchase of a rapid deployment craft, which would primarily be used for any rescue emergencies along the Kinni. Moody family, in memory of Robert Moody donated 2 person Kayak to pull RDC/supplies down river/matched by FD – Page @ Kinni Kayak sold at cost

Officially recognize Doug Rudesill for American Legion's Outstanding Firefighter award

Carole getting great feedback from high schoolers for Mock Car Crash, Thanks to Chris Gottfredsen for pulling it together

Gary Donath, DeSanctis burn – lot of community watching

1939 Ford Truck – been in shed, not run since Nelson has been here. Selling in hopes to be restored. 1920 Model T – will not get rid of – not in pristine shape, but used in parades. Hose Cart is oldest piece of machinery. Also comes out at parades

Motion Sams/Donath

Adjournment

Motion to adjourn at 6:49 p.m. MSC Sams/Donath. Passed.

Respectfully submitted,

Ailene Splittgerber
Recording Secretary

AMBULANCE COMMISSION MEETING MINUTES

May 2, 2016

River Falls City Council Chambers

222 Lewis Street

River Falls, WI

Call to order 6:51 p.m.

Commission Members Present: Jean Wespetal, Gary Donath, Mark Sams and Chris Gagne

Also Present: Julie Bergstrom

Absent: Dan Vande Yacht & Jeff Rixmann

AMBULANCE

Approval of Minutes: March 7, 2015

MSC Sams/Wespetal to approve March 7, 2015 Meeting Minutes as read. Unanimous.

Annual Report

Mottaz stated the EMS annual report was impressive, articulate and well organized. She suggested the Police Department and Fire Department follow suit and also compile annual report next year. The EMS Annual Report will be published on the website and is good for PR for the department. Julie Bergstrom stated Jeff Rixmann would like it to be approved as he has power point to go with the annual report and will be presenting it to the townships.

Sams questioned the difference between average charges vs average payments. Bergstrom stated payments vary on type of customer citing the billing company processing the payments and the cutting the cost to pay the contracted rate for Medicare and Medicaid and other insurances providers. Lifequest was the billing service in 2015 and there is a much higher collection rate with the new company. Uncollectables get turned over to Waukesha County to process.

Mottaz stated she has a few questions for Jeff to address next time such as on page three (3) the number of 911 calls between previous years and the huge increase in 2015. She would like an opinion as to why the increase.

On page six (6) she stated she was surprised by the increase in mutual aid responses to other communities. Donath stated he would like to know what accounts for the increased number in mutual aid 150 to 300 and if he anticipates gain in coming years?

It was agreed that the Commission felt comfortable in approving the annual report as provided. MSC Wespetal/Gagne to approve the Annual Report provided by the Ambulance Service

Monthly Report

There were no questions for the March Monthly report

Personnel Update

Interviewing is in process for the Prescott training officer and the ambulance service is almost fully staffed with exception of the one position.

State Inspection

Mottaz provided kudos for passing state inspection and wanted to officially recognize Dr. Monahan for his services.

Community Outreach

Kudos were also given in regards to impressive community outreach and involvement in addition to runs

Review and Discussion of Proposed Emergency Medical Services Ordinance

Wespetal requested to take off of table to discuss, Donath second.

There was discussion regarding having the City Administrator (CA) control of ambulance and concern expressed regarding possible conflict of interest by CA balancing budget by cutting Director and hiring a replacement for a lower wage. Discussion regarding CA does not need to be sole hire/fire authority, Carole said that he suggested adopting similar stance to Police & Fire – have a hiring team, will be on firing team, as well. Update suggested regarding Section 2.52.050 Powers and Duties to add a section (h) stating the Board shall be represented on hiring and firing of director, similar to Police Department hiring policy. To provide consistency the Advisory Board could be same commission as Police & Fire or different. After discussion it was decided that the Commission would not be part of the firing and would allow the CA to make that decision and Mottaz stated she feels that the City appreciates the work of the Commission. Gagne suggested one or more members of the Board sit on the hiring committee. It was suggested that seven people be on the commission so adding two members to the currently appointed Commission members.

Discussion regarding amending Section 2.52.050 Powers and Duties D to add Retrenchment to state, “The board shall review the EMS service area boundary and make recommendations for boundary extensions/retrenchment.” An explanation was that if the service is mutual aiding too far of a boundary, they can recommend pulling in the mutual aid boundaries to ensure the primary area is being adequately covered.

Discussion regarding Section 2.52.20 Manner of Appointment

The Advisory Board would commence May 1, 2016 composed of current members of the Commission who would fulfil their terms and would recommend a spot be filled by somebody from Prescott so the new area services by the Ambulance Service would be represented and one more person should be added to make the number of people on the Board an odd number. The Mayor and council must approve appointments.

Changes to be recommended to Council prior to approval of Emergency Medical Services Ordinance:

- 2.52.050 (D) Retrenchment added at end of Boundary
- Add 2.52.050 (H) Board shall provide two members on the hiring committee for the Emergency Medical Service director position.

MSC Sams/Gagne to recommending to Council to approve Emergency Medical Services Ordinance with the above changes.

First Responder Update

First Responder program in River Falls discovered it was too expensive to renew 501(c)3 and thinking of folding that into ambulance service and giving them the equipment. Julie looking into if that is legal to do that. This program is technically under the ambulance director’s oversight.

Next Meeting Dates

Next meeting dates will be June 6 at 6:30 p.m.

Chris Gagne was welcomed back on Ambulance Commission

Adjournment

Motion to adjourn at 7:4936 p.m. MSC Wespetal/Donath. Unanimous.

Respectfully submitted,

Ailene Splittgerber
Recording Secretary



222 Lewis Street
River Falls, WI 54022

Phone 715.425.0900
Fax 715.425.0915

MINUTES

PARK AND RECREATION ADVISORY BOARD

Wednesday, May 25, 2016 at 5:15pm

City Hall Training Room

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

Members Present: Susan Reese (chair), Jim Nordgren, Brandon Dobbertin, Brenda Gaulke, Dennis Zielski, Patricia LaRue, and Hal Watson (council rep).

Members Absent: None.

Staff Present: Cindi Danke - *Recreation Manager*; Amy M. Peterson – *Assistant Community Development Director*; Tom Schwalen - *Maintenance Supervisor*; and Terry Kusilek - *Public Works Operations Supervisor*.

Others Present: Local citizen Ben Fochs

APPROVAL OF AGENDA/MINUTES

MSC Gaulke/Nordgren to approve the minutes of the April 20, 2016 Park and Recreation Advisory Board. Motion passed 6-0.

PUBLIC COMMENTS

There is a site called Nextdoor River Falls, which is a social networking service for neighborhoods. It allows neighbors to chat about events, concerns within the City of River Falls. One participant was pleased to get dog waste bags in their neighborhood park in order to keep it clean. The city installed the dispensers and the neighbors will keep the bags stocked. Two were also recently installed at White Tail Ridge by the city, and that area will also get benches, garbage cans, and a bike rack, which was part of the funding for upgrades there. A Blue Bike rack has been requested by businesses in the White Tail Ridge area. People seem to be enjoying the Blue Bike program, using the blue bikes and returning to stations.

River Falls earned the Playful City designation again for the 4th year.

NEW BUSINESS

1. Resolution Approving Request For Border Battle Mountain Bike Event/City Assistance
2. Resolution Approving request for Icebox 480 Race/City Assistance
3. Resolution Approving Request for Minnesota High School Cycling League/Event/City Assistance

MSC Gaulke/Nordgren that Resolutions # 1, # 2, and #3 be approved as proposed. Motion passed 7-0.

4. Review and approval of Glen Park Municipal Swimming Pool Handbook

MSC Zielski/LaRue to put up a “No Firearms or Weapons” sign at the pool entry. Motion passed 7-0.

MSC Watson/Nordgren to approve the Glen Park Pool handbook with corrections as discussed. Motion passed 7-0.

OLD BUSINESS

Amy Peterson gave an update of the Master Plan which was presented at a City Council Workshop on 5/24/16. She basically heard an overall consensus about doing Glen Park first/Hoffman Park second, about construction taking one year (versus multiple year construction), and to fund the whole thing as proposed. There seemed to be a firm commitment to moving forward. Park Board still has strong concerns about aesthetics of a storm shelter at Glen Park, and how it will work as a rentable shelter building. We should know by fall if we will receive the safe room grant.

ADJOURNMENT

MSC Nordgren/Dobbartin to adjourn. Meeting adjourned at 6:15pm.

Respectfully submitted,



Brenda Rundle, Recreation Assistant

222 Lewis Street
River Falls, WI 54022

715.425.0900
FAX 715.425.0915

RIVER FALLS BID
May 10, 2016 meeting minutes
Foster Room, City Hall, 222 Lewis Street

CALL TO ORDER– Joleen Larson called the meeting to order at 8:35 a.m.

Members present: Joleen Larson, Kerri Olson, Chris Blasius, Amy Halvorson, Mike Miller and Terry McKay.

Members Absent: Mike Pepin, Lori Moran, Jennifer Burleigh-Bentz.

Staff present: Amy Peterson, Assistant Community Development Director

Meeting Minutes

The April 12, 2016 meeting minutes were reviewed. Motion Miller, second McKay to approve the April 12, 2016 meeting minutes, motion carried. Blasius noted that two cigarette receptors were requested, one by the Smoke Shop and one by Curves.

Financial update

Olson presented the financial reports. The only expenditures in the last month included garbage bags and plugs for the flower baskets; these were not submitted prior to this month's financial report, so there were no changes in the report from last month.

Grant requests

The grant application for Best Western was reviewed. Motion by Halvorson, second by McKay to approve the \$1000 grant upon DRC and sign permit approvals; motion carried.

Other Business

- Cigarette receptors have been ordered. The City will deliver them; then they are the businesses to maintain. Jolene will pull together an agreement to give the businesses stating such.
- It's time to print postcards to advertise the BID. Jolene and Terry will work on it; then the City prints them.
- The "Fun Coming" sign will be Brooke Ringdale Photography.
- Terry is working on getting more information on the mural; this will need to go to the DRC meeting in the future.
- Peterson provided updates on recent DRC projects at Bo Jon's and Mariachi Loco.

Next Meeting

Next meeting is June 14, 2016 at 8:30 a.m. in the Foster Room, City Hall.

ADJOURNMENT

Motion Halvorson, second Miller to adjourn, motion carried at 9:18 a.m.

Respectfully submitted,

Amy Peterson, Assistant Community Development Director



222 Lewis Street
River Falls, WI 54022

715.425.0900
FAX 715.425.0915

**MINUTES
PLAN COMMISSION
MEETING
Tuesday, June 7, 2016 at 6:30 pm
City Hall – Council Chambers**

CALL TO ORDER/ROLL CALL – Meeting convened at 6:30 pm

Members Present: Scott Morrissette, Susan Reese, Lisa Moody, Andrew Brown, Reid Wronski

Members Absent: Dan Toland (excused), Todd Schultz (excused), Mary Van Galen, (excused)

Staff Present: Amy Peterson – *Assistant Community Development Director*, Tony Steiner – *City Planner*, Julie Bergstrom – *Finance Director*, Tyler Galde – *GIS Intern*

Others Present: Ben Fox

APPROVAL OF AGENDA/MINUTES

Morrissette/Moody to approve the Plan Commission minutes of the May 3rd meeting - unanimous

PUBLIC COMMENT

Staff introduced Tyler Galde, GIS Intern to the Plan Commission.

Ben Fox spoke briefly on the upcoming Mann Valley annexation. He is a property owner in the area and is inquiring about annexation process and potential for other properties to be annexed. Plan Commission briefly discussed process with him.

CURRENT PLANNING PROJECTS

Extension of Preliminary Plat Approval for Spring Creek Estates 1st Addition.

Steiner gave a brief overview of the request to extend the preliminary plat. A two year extension was granted in 2013 and the developer is now asking for an additional 2 years to finish the plating process.

MSC- Moody/Wronski to approve resolution forwarding request to City Council with a favorable recommendation – Unanimous

Resolution of the Plan Commission Calling for a Public Hearing on Proposed Amendment to Tax Incremental District # 10. Bergstrom gave a brief presentation on additional property to be added to TID # 10. A resolution was introduced to set a public hearing date before the Plan Commission on July 5, 2015.

MSC- Wronski/Reese to approve resolution setting a public hearing date for the proposed amendment to TID # 10 for the regular meeting of July 5, 2016 – Unanimous

Resolution of the Plan Commission Calling for a Public Hearing on Proposed Tax Incremental District # 12. Bergstrom gave a brief presentation on proposed TID # 12 and briefly answered questions. A resolution was introduced to set a public hearing date before the Plan Commission on July 5, 2015.

MSC- Wronski/Reese to approve resolution setting a public hearing date for the proposed amendment to TID # 12 for the regular meeting of July 5, 2016 – Unanimous

ADJOURNMENT

MSC Morrissette/Reese to adjourn at 7:00 p.m.

Respectfully submitted,

Tony Steiner, City Planner



222 Lewis Street
River Falls, WI 54022

715.425.0900
FAX 715.425.0915

MINUTES
HISTORIC PRESERVATION COMMISSION
Wednesday, May 18 at 5:30 pm
City Hall - Training Room

CALL TO ORDER/ROLL CALL – Meeting convened at 5:30 pm

Members Present: Hal Watson, Jayne Hoffman, Heidi Heinze, Jeff Bjork, Rebecca Prendergast, Mark Anderson

Members Absent: Pam Friede – Excused

Staff Present: Tony Steiner – *City Planner*, Jason Blatz – *GIS Intern*

Others Present: None

APPROVAL OF AGENDA/MINUTES

MSC Bjork / Hoffman to approve the minutes of the April 13th meeting - unanimous

PUBLIC COMMENT

None.

OLD BUSINESS

Discuss Logistics for Home Movie Day Proposal

Jayne continues to work on this project and will report back at the July meeting.

Development of Story Map Sites

Jason Blatz gave reviewed progress on the story map site. Members have the electronic version and will individually review the draft for corrections for map and historical accuracy and other ideas for sites to incorporate and will report back changes to staff.

Finalize River Falls Day Postcard

Final review of the logistics were discussed. Tony was instructed to move forward with final layout and to get post cards printed and ready for distribution at River Falls Days.

Review Chronology of Proposed Landmark Sites

The final order for landmark sites to work on in 2016 was approved.

Update on Historic Preservation sub Grant- Swinging Bridge Nomination

Tony will be putting together the RFP for the project and will report back to HPC when it is ready to send out. The State requires a final completion date of August 2017.

Selfies

Members were reminded to take their selfies and e-mail them to Tony.

Update on Historic Preservation Work Plan

Members approved the final work plan for 2016.

NEW BUSINESS

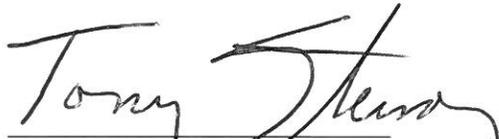
Agenda Items for June 15, 2016 Meeting

- Plaque for Mel's Midtowner
- Prairie Mill Chronology
- Story Map Edit and Ideas
- Update on Swinging Bridge

ADJOURNMENT-

MSC Bjork /Prendergast to adjourn at 6:35 p.m. - unanimous

Respectfully submitted,


Tony Steiner, City Planner

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Tony Steiner, City Planner 

DATE: June 28, 2016

TITLE: Spring Creek Estates 1st Addition Preliminary Plat Extension

BACKGROUND

In May 2005, the City Council approved the Developer's Agreement for Spring Creek Estates PUD along with a preliminary plat. A specific implementation plan for Spring Creek Estates 1st Addition PUD was subsequently approved in 2006. However, the housing bubble burst in 2007 and the original build out schedule was never realized due to economic conditions. In 2013, the property was sold to a new developer. In the spring of 2013, the developer received a 24 month extension to the original preliminary plat /PUD approval. That extension has now expired.

It has taken longer to absorb the existing vacant lots within River Falls than originally expected; and therefore, the developer is requesting an additional 24 month extension to the preliminary plat/PUD approval for the area shown in the attached Exhibit # 3. The area includes lots 104-140 on the attached exhibit and is known as Spring Creek Estates 1st Addition.

DISCUSSION

Section 16.08.030 C.1 of the City Code states, "*Final plats shall be submitted to the Plan Commission within 24 months of preliminary plat acceptance.*" Section 5.1 of the approved Spring Creek Estates PUD Developer's Agreement granted a variance to this requirement and gave the Developer five-years to seek final plat approval for all phases of the development with the option to request a five-year extension at any time prior to the expiration of the original time limit of the Agreement. The Developer's Agreement has passed the five year mark. However, as long as both parties (City and Developer) are acting in good faith the agreement can be extended at the discretion of the City Council.

The Developer has requested an additional 24 month (two year) extension. A two year extension would allow the Developer additional time to complete Spring Creek Estates 1st Addition PUD. The two year extension would begin on the date of final approval of the extension by Council.

CONCLUSION

The Plan Commission reviewed this issue at their regular meeting on June 7, 2016, and forwarded the request to the Council with a favorable recommendation, based on the following finding of facts.

1. Construction activity for new housing units slowed in past years due to the economic downturn in the housing market. Currently it is on the upswing.
2. Additional time will be necessary to build out the project.
3. The requested extension is compatible with the intent of Section 5.1 of the approved Spring Creek Estates PUD Developer's Agreement.

RECOMMENDATION

Attached you will find a resolution regarding the request for a 24 month (2 year) extension of the preliminary plat. Approval of the resolution is requested. (Exhibit 1)

RESOLUTION NO. _____
REGARDING EXTENSION OF
SPRING CREEK ESTATES 1ST ADDITION
PRELIMINARY PLAT/ PUD

WHEREAS, the City Council approved a Developer's Agreement for Spring Creek Estates PUD in May of 2005; and

WHEREAS, Section 5.1 of the original agreement granted the developer five years to complete all projected phases of development of the PUD, with the option to request a five year extension any time prior to the expiration of the original time limit; and

WHEREAS, a Specific Implementation Plan for Spring Creek Estates 1st Addition was approved in 2006; and

WHEREAS, after the PUD was approved the development became inactive due to economic conditions; and

WHEREAS, a two year extension was granted by Council in 2013; and

WHEREAS, the extension has expired, and

WHEREAS, the developer has requested an additional extension 24 months (two years); and

WHEREAS, the Plan Commission reviewed the request at its regular meeting of June 7, 2016 and found it to be acceptable.

NOW, THEREFORE, BE IT RESOLVED that the Common Council approves the request for a 24 month (2 year) extension to Spring Creek Estates 1st Addition Preliminary Plat / PUD:

BE IT FURTHER RESOLVED that the 24 month (2 year) extension shall begin on June 28, 2016, the date of final approval by Council.

Dated this 28th day of June, 2016

Dan Toland, Mayor

ATTEST:

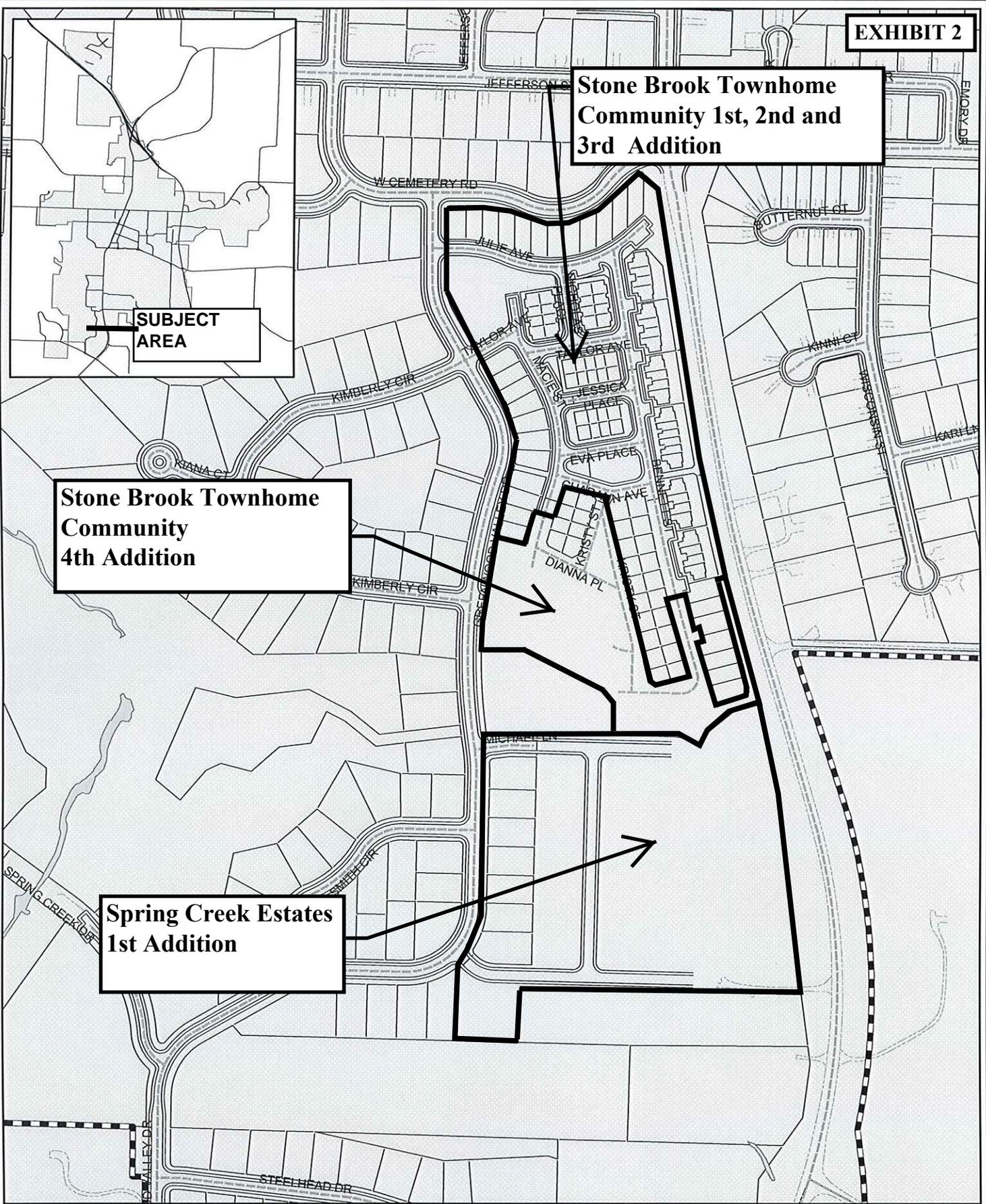
Lu Ann Hecht, City Clerk

Stone Brook Townhome Community 1st, 2nd and 3rd Addition

SUBJECT AREA

Stone Brook Townhome Community 4th Addition

Spring Creek Estates 1st Addition



The City makes no warranties, expressed or implied, as to the use of this data. This data is provided "as is" without warranty or any representation of accuracy or completeness and is strictly for use in accordance with the request under which it was obtained.



TO: Plan Commission Members and City Staff
FROM: Matt Hieb
COPY: Aaron Clay
DATE: 05/17/2016
SUBJECT: Spring Creek Estates 1st Addition
5237-001



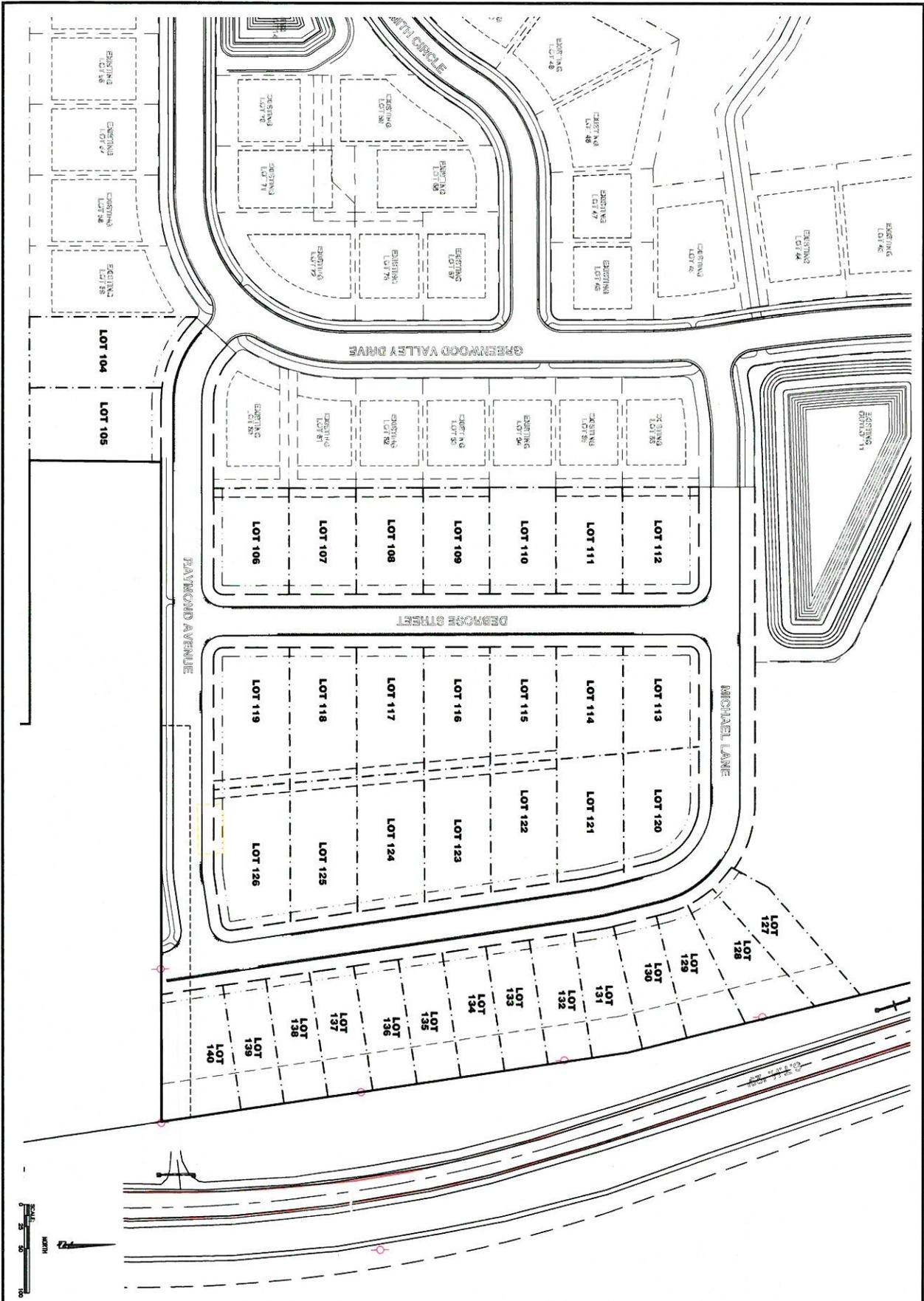
Corporate Office:
406 Technology Drive E., Suite A
Menomonie, WI 54751
715-232-8490, fax 715-232-8492

Hudson Office:
2920 Enloe Street, Suite 101
Hudson, WI 54016
715-381-5277, fax 715-381-5338

We requesting an additional 24 month extension to the preliminary plat/ PUD approval for the area shown in the attached exhibit. The area includes lots 104-140 on the attached exhibit and is known as Spring Creek Estates 1st Addition.

We did request a 24 month extension in the Spring of 2013 anticipating that final platting would occur within that timeframe. It has taken longer to absorb the existing vacant lots within River Falls than originally expected and therefore, we are requesting an additional 24 month extension to the preliminary plat.

Thank you for your consideration.



PROJECT:
SPRING CREEK ESTATES 1ST ADDITION
WESTVIEW CONSTRUCTION
 CITY OF RIVER FALLS, WISCONSIN

Auth-Consulting/associates

CONCRETE WORK
 408 Technology Drive East
 Suite 100
 Wausau, WI 54981
 Tel 715-252-6460
 Fax 715-252-6528
 www.auth-consulting.com

BLINDS & EYES
 8000 Robin Street
 Suite 100
 Hudson, WI 54001
 Tel 715-252-5277
 Fax 715-252-6228
 www.blindsandeyes.com

DRAWN BY: MDH	RELEASED FOR REVIEW	MDH	03/18/13
CHECKED BY: MDH	REVISION DESCRIPTION:	NAME:	DATE:
DATE: 03/18/13			
DWG FILE: 5113SITE			
REV FILE: 5237-001.dwg			
JOB NUMBER: 5237-001			

ARTICLE V.
FINAL PLAT

Section 5.1. Submission of Final Plat. The Developer shall submit the Final Plat(s) in conformance with Chapter 236, Wis. Stats. and the River Falls Municipal Code. Easements shall be granted at the time of final platting to the City as determined necessary by the City to operate sidewalks, paths, utilities, and drainage of facilities. The Developer shall show that all easements recorded over the platted property are accurately reflected on the plat and obtain a release of any easements not shown on the plat acceptable to the City Attorney. Upon approval and recording of the Final Plat, sale of lots shall be authorized. Final Plat approval shall be subject to filing of a bond or other acceptable financial instrument in accordance with Section 4.2.

Building permits shall only be issued for lots within any platted portion of the subdivision if the following conditions have been met:

- (1) Final Plat has been approved.
- (2) Sewer and water infrastructure therein has passed all required testing.
- (3) Roadways therein are constructed through the aggregate base course.
- (4) Rough grading of the site shall be such that the ground elevations at property corners are in conformance with the property corner elevations indicated on the Construction Plans and all property corners are in place and set to finish grade.
- (5) All drainage easements on the site shall be graded in accordance with the Construction Plans, and shall have permanent and temporary erosion and sediment control measures in place as indicated on the Construction Plans.
- (6) All storm water conveyance facilities located within easements and right-of-way, through which storm water from the site flows, shall be complete in accordance with the Construction Plans, and shall have permanent and temporary erosion and sediment control measures in place as indicated on the Construction Plans.

(7) All ponds and other storm water facilities to which storm water from the site flows shall be complete in accordance with the Construction Plans, and shall have permanent and temporary erosion and sediment control measures in place as indicated on the Construction Plans.

Certificates of Occupancy shall only be issued for lots within the subdivision if curb, gutter, sidewalk, City sewer and water service, electric/gas/phone, and bituminous base/binder are in place.

If public improvements have not received final acceptance from City within 24 months after Final Plat is recorded, the City shall suspend Issuance of Building Permits for initial construction on lots within the development until City grants final acceptance of public improvements.

The Developer shall have five (5) years from the date of signature on the Developer's Agreement to seek Final Plat approval for all phases of the development. The Developer shall have the option to request a five (5) year extension from the Council at anytime prior to the expiration of the original time limit for the Final Plat approval. This is in accordance with Section 16.04.040, Variances of the City of River Falls Subdivision and Platting Code. This section shall vary the requirements of Section 16.08.030 with respect to the 12-month submission of the Final Plat. All other applicable requirements of the City Code and Chapter 236, Wis. Stats. shall be adhered to.

Section 5.2. Parkland Dedication.

(a) Approximately 61.46 acres of land, which shall be dedicated at the time the Plat is approved, and a second parcel, Outlot 2 of Block 6, which may be dedicated in the manner herein specified.

(b) The dedication of the 61.46-acre parcel shall be deemed complete upon approval of the Plat by the City and ownership thereof shall be transferred to the City at that time in a manner and by means of a warranty deed, free and clear of all incumbrances and liens, to be

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Julie Bergstrom, Assistant City Administrator/Finance Director

DATE: June 28, 2016

TITLE: Resolution Approving Municipal Court Memorandum of Understanding

RECOMMENDED ACTION

Adopt the resolution approving the Memorandum of Understanding (MOU) between the City of River Falls and the River Falls Municipal Court.

BACKGROUND

The City of River Falls and River Falls Municipal Court MOU has been drafted to formalize procedures and processes related to administration of the Municipal Court. The agreement is necessary to properly comply with Wisconsin Statutes chapter 755, which gives the Municipal Judge authority in staffing of the Court office. The MOU provides direction to both parties regarding hiring decisions, employee time off, and other routine operating issues. Attached to this memorandum is a draft of the MOU, which is effective from the date of approval through April 30, 2018, which is the end date of the Judge's four year term.

The MOU language acknowledges the Judge's role, through the City's Human Resources Department, of representing the Court in all human resource-related issues and adopts the City's personnel policy handbook. The agreement also reflects changes in supervision of Court employees. They will be supervised directly by the Judge for their work in the municipal court, but will fall under the general supervision of the City Clerk for day to day activities. The Judge will oversee discipline, hours of employment, and work responsibilities of the Court personnel in concurrence with the City Clerk. Whenever concerns arise with the performance of court duties by staff, the City Clerk shall confer with Judge.

Staffing of 1 full time equivalent (FTE) position for the Court office is outlined in the agreement, with up to 0.5 FTE additional from other departments, as needed.

CONCLUSION

Approval of the resolution adopting the Memorandum of Understanding between the City of River Falls and the River Falls Municipal Court is recommended.



RESOLUTION NO.

**RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF RIVER FALLS AND
RIVER FALLS MUNICIPAL COURT**

WHEREAS, the River Falls Municipal Court operates under the powers of the Common Council of the City of River Falls contained in Chapter 2.24 of the local ordinances pursuant to Ch. 755 of the *Wisconsin Statutes*; and

WHEREAS, the City of River Falls and the River Falls Municipal Court desire to enter into an agreement to outline the processes and procedures between the City and the Municipal Court; and

WHEREAS, the Municipal Court has reviewed said Memorandum of Understanding and recommends approval of the same;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of River Falls hereby approves the Memorandum of Understanding between the City of River Falls and the River Falls Municipal Court.

Dated this 28th day of June, 2016.

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk

CONTRACT FOR SERVICES
BETWEEN THE CITY OF RIVER FALLS AND THE
MUNICIPAL COURT FOR THE CITY OF RIVER FALLS

This memorandum of understanding (hereinafter “MOU”) is entered into as of the 28th day of June 2016, by and between the City of River Falls, (herein after called “City”), and the Municipal Court for the City of River Falls (hereinafter called “Court”),

WITNESSETH THAT:

WHEREAS, the Common Council of the City of River Falls has established the Municipal Court in Chapter 2.24 of the local ordinances pursuant to Section 755.01 and Ch. 755, Wis. Stats.; and

WHEREAS, the City and Court are desirous of establishing appropriate arrangements for the operation of the Court under the terms and conditions contained in this agreement; and

WHEREAS, it is deemed to be in the mutual best interests of the City and Court to incorporate their agreement into this MOU.

NOW, THEREFORE, the City and Judge agree as follows:

1. Pursuant to Section 755.01, Wis. Stats., the Court shall be maintained at the expense of the municipality, and the governing body shall determine the amount budgeted for court maintenance and operations. The budget of the Court shall be itemized as a separate department in the City’s General fund.
2. The salary of the municipal judge may be adjusted by Common Council before the start of the second or a subsequent year of service of the term on the judge per 755.04 Wis. Stats. Such salary will be included in the budgeted expenses of the municipal court.
3. The municipal court office hours will coincide with the hours of City Hall in so far as possible.
4. The City will provide the judge with an office or appropriate work space other than sites prohibited in 755.09(2) Wis. Stats. The City shall provide funding for municipal court clerks and judges to participate in a program of continuing education as required by the Supreme Court.
5. The City shall authorize at least 1.0 FTE municipal court clerk whose salary shall be determined by the Judge, according to the City’s pay plan and approved by the City Council.
6. The City will provide additional support staff equivalent to 0.5 FTE as necessary to operate an efficient court. The position will be designated as Deputy Clerk of Court and will report to the Judge for the assigned hours. This position will also require attendance and training at the yearly Clerk of Court seminars.

7. Whenever, a vacancy for Clerk of Court occurs, the City shall coordinate the hiring process with the Judge who shall participate and have final approval of the hiring of the Clerk of Court. Parties understand that employees will perform work for the Court under the direct supervision of the Judge and the general supervision of the City Clerk in order to coordinate activities and duties for the Court and for the City. Discipline, hours of employment, and work responsibilities of the court personnel shall be directed by the Judge in concurrence with the City Clerk. Whenever concerns arise with the performance of court duties by staff, the City Clerk shall confer with Judge. The Judge, through the City's Human Resources Department, will represent the Court in all human resource-related issues including, but not limited to, employee benefits; maintaining and enforcing the employee policy handbook, maintaining official personnel records, grievances, termination, risk management, training, and safety of employees.
8. The municipal judge shall collect all forfeitures, taxable costs and assessments in any action or proceeding before him or her, and shall pay over such moneys to the City Treasurer daily.
9. The City shall appoint an attorney licensed in Wisconsin as the prosecutor for the Court.
10. The MOU shall terminate on April 30, 2018. Provided, however, that either party may terminate this agreement effective December 31 of any calendar year before 2018 by giving written notice of termination to be received by October 1 of the year of termination. Such notice shall be sent to the Judge if termination is by City, or to the City Administrator if termination is by the Judge.

Dated: June 28, 2016

MUNICIPAL COURT

CITY OF RIVER FALLS

By _____
June Cicero, Municipal Judge

By _____
Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Cindi Danke, Recreation Manager

DATE: June 28, 2016

TITLE: Request for Whitetail Ridge Border Battle Mountain Bike Event/City Assistance

RECOMMENDED ACTION

Approve the resolution approving Request from Border Battle Mountain Bike for July 23 and 24, 2016, event and City Assistance.

INTRODUCTION

Todd Schaefer, Kinni Off Road Cyclist Acting President, has contacted the City of River Falls about having Border Battle Mountain Bike at Whitetail Ridge on July 23 and 24, 2016. The bike event would use a vacant lot in Whitetail Ridge and the trails on the City land along the bluff. It has been in the same location in the past eight years.

DISCUSSION

This event has its own liability insurance policy. It is understood that prior to the event, they will provide insurance listing the City of River Falls as an additional insured party.

City costs to support the event are estimated at \$750 for equipment use (4 picnic tables and 2 garbage containers) and Public Works labor which is done during the normal workweek. This event brings a number of people to the community.

The Park Board reviewed and supports the use of Whitetail Ridge Park and trails at their May 25, 2016, meeting.

Todd Schaefer will be present at the Council meeting to speak with you and answer any questions you might have.

CONCLUSION

Staff recommends approving the request from the Border Battle Mountain Bike to hold the event on July 23 and 24, 2016.



RESOLUTION NO.

**RESOLUTION APPROVING REQUEST FOR
BORDER BATTLE MOUNTAIN BIKE EVENT/CITY ASSISTANCE**

WHEREAS, the 8th Annual Border Crossing Bike Event is taking place July 23 and 24, 2016;
and

WHEREAS, Todd Schaefer, KORC Acting President, has requested permission to use the undeveloped lots in Whitetail Ride Corporate Park for the race and for campgrounds; and

WHEREAS, City assistance has been requested for the use and delivery of picnic tables, metal garbage cans and street barricades and the mowing of the grass; and

WHEREAS, the River Falls Park and Recreation Advisory Board has reviewed and supports the use of Whitetail Ridge Corporate Park and trails at their meeting of May 25, 2016; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of River Falls that it hereby approves the request for the bike event and City assistance the for the Border Crossing Mountain Bike Event on July 23 and 24, 2016, as submitted and set forth in this resolution.

Dated this 28th day of June 2016.

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk



RESOLUTION NO. PB00020

**RESOLUTION APPROVING REQUEST FOR
BORDER BATTLE MOUNTAIN BIKE EVENT/CITY ASSISTANCE**

WHEREAS, the 9th Annual Border Crossing Bike Event is taking place July 23 and 24, 2016;
and

WHEREAS, Todd Schaefer, Acting KORC President, has requested permission to use the undeveloped lots in Whitetail Ridge Corporate Park for the race and for campgrounds; and

WHEREAS, City assistance has been requested for the use and delivery of picnic tables, metal garbage cans and street barricades and the mowing of the grass; and

WHEREAS, the Park Board has reviewed and supports the use of Whitetail Ridge park and trails at their meeting of May 25, 2016; and

NOW, THEREFORE, BE IT RESOLVED that the Park Board supports request and forwards it to the City Council with a favorable recommendation.

Dated this 25th day of May, 2016.

A handwritten signature in cursive script that reads "Susan Reese".

Susan Reese, Park Board Chairman

ATTEST:

A handwritten signature in cursive script that reads "Lu Ann Hecht".

Lu Ann Hecht, City Clerk



MEMORANDUM

To: Mayor Toland and Council Members

From: Cindi Danke, Recreation Manager

Date: June 28, 2016

Re: Bike Race Event-Minnesota High School October 15 and 16, 2016

INTRODUCTION

Joshua Kleve, League Director from Minnesota High School Cycling League, is requesting City assistance for an upcoming race October 15 and 16, 2016.

Minnesota High School Cycling League was organized in 2010 to provide competitive mountain biking programs for students in grades 7-12. This is a volunteer, non-profit organization that provides students with an opportunity to develop an awareness of what it is to be an amateur athlete, create an environment to discover new friendships and role models and guide them toward learning new skills and disciplines, and spread the foundation of mountain bike racing.

DISCUSSION

On Saturday and Sunday, October 15 and 16, the races will start at 9a.m. and conclude around 4 p.m. There will be an award ceremony followed by tear down and plans to vacate by 6 p.m. Attendance is estimated at 1000 athletes with a total of 2000 people (athletes, coaches and spectators). League will set up area on Friday, October 14.

The League will be providing onsite EMTs for minor medical care. The City's EMS will be notified of the event. The League is requesting from the City that the area be mowed before the event. The League will be taking care of trash, recycling bins and porta-potties.

The event has its own liability insurance policy and names the City as an additional insured party.

Mr. Kleve will be in attendance to answer questions.

CONCLUSION

Staff recommends approving the request from the Minnesota High School Cycling League to hold the race on October 15 and 16, 2016.



RESOLUTION NO.

**RESOLUTION APPROVING REQUEST FOR
MINNESOTA HIGH SCHOOL CYCLING LEAGUE EVENT/CITY ASSISTANCE**

WHEREAS, the Minnesota High School Cycling League is sponsoring a race at Whitetail Ridge on Saturday, October 14, and Sunday, October 15; and

WHEREAS, Joshua Kleve, League Director, has requested permission to use trails in Whitetail Ridge Corporate Park for the race; and

WHEREAS, City assistance has been requested for the mowing of the grass; and

WHEREAS, the Minnesota High School Cycling League will provide a certificate of insurance listing the City as an additional insured prior to the event; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of River Falls that it hereby approves the request for the bike event and City assistance the for the Minnesota High School Cycling League Event on October 14 and 15, 2016, as submitted and set forth in this resolution.

Dated this 28 day of June 2016.

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk



RESOLUTION NO. PB00022

**RESOLUTION APPROVING REQUEST FOR
MINNESOTA HIGH SCHOOL CYCLING LEAGUE EVENT/CITY ASSISTANCE**

WHEREAS, the Minnesota High School Cycling League is sponsoring a race at Whitetail Ridge on Saturday October 14 and Sunday, October 15; and

WHEREAS, Joshua Kleve, League Director, has requested permission to use trails in Whitetail Ridge Corporate Park for the race; and

WHEREAS, City assistance has been requested for the mowing of the grass; and

WHEREAS, the Minnesota High School Cycling League will provide a certificate of insurance listing the City as an additional insured prior to the event; and

WHEREAS, the Park Board has reviewed and supports the use of Whitetail Ridge park and trails at their meeting of May 25, 2016; and

NOW, THEREFORE, BE IT RESOLVED that the Park Board supports request and forwards it to the City Council with a favorable recommendation.

Dated this 25th day of May, 2016.

A handwritten signature in cursive script that reads "Susan Reese".

Susan Reese, Park Board Chairman

ATTEST:

A handwritten signature in cursive script that reads "Lu Ann Hecht".

Lu Ann Hecht, City Clerk

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Cindi Danke, Recreation Manager

DATE: June 28, 2016

TITLE: Request for Icebox 480 Bike Event/City Assistance

RECOMMENDED ACTION

Approve the resolution approving Request from Icebox 480 Race November 5, 2016, event and City Assistance.

INTRODUCTION

Chris Swenke, Co-Director, has contacted the City of River Falls about having Icebox 480 event at Whitetail Ridge on November 5, 2016. The bike event would Whitetail Ridge and the trails on the City land along the bluff.

DISCUSSION

This event has its own liability insurance policy. It is understood that prior to the event, they will provide insurance listing the City of River Falls as an additional insured party.

City costs to support the event picnic tables and garbage containers and Public Works labor which is done during the normal workweek.

The Park Board reviewed and supports the use of Whitetail Ridge Park and trails at their May 25, 2016, meeting.

Chris Swenke will be present at the Council meeting to speak with you and answer any questions you might have.

CONCLUSION

Staff recommends approving the request from the Icebox 480 to hold the event on November 5, 2016.



RESOLUTION NO.

**RESOLUTION APPROVING REQUEST FOR
ICEBOX 480 RACE/CITY ASSISTANCE**

WHEREAS, a request has been made from the Directors of the Icebox 480 Race for City assistance for the second annual race on November 5, 2016; and

WHEREAS, Chris Swenke, Co-Director, has requested permission to use single track trails in Whitetail Ridge for the race; and

WHEREAS, City assistance has been requested for the use and delivery of picnic tables and garbage cans for the event; and

WHEREAS, the City of River Falls shall be listed as an additional insured for the race event and provided with a copy of the insurance certificate; and

WHEREAS, the Park Board has reviewed and supports the use of Whitetail Ridge park and trails at their meeting of May 25, 2016; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of River Falls that it hereby approves the request for the event and City assistance the for the Icebox 480 Race on November 5, 2016, as submitted and set forth in this resolution contingent upon proof of insurance prior to the event.

Dated this 28th day of June 2016.

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk



RESOLUTION NO. PB00020

**RESOLUTION APPROVING REQUEST FOR
BORDER BATTLE MOUNTAIN BIKE EVENT/CITY ASSISTANCE**

WHEREAS, the 9th Annual Border Crossing Bike Event is taking place July 23 and 24, 2016;
and

WHEREAS, Todd Schaefer, Acting KORC President, has requested permission to use the undeveloped lots in Whitetail Ridge Corporate Park for the race and for campgrounds; and

WHEREAS, City assistance has been requested for the use and delivery of picnic tables, metal garbage cans and street barricades and the mowing of the grass; and

WHEREAS, the Park Board has reviewed and supports the use of Whitetail Ridge park and trails at their meeting of May 25, 2016; and

NOW, THEREFORE, BE IT RESOLVED that the Park Board supports request and forwards it to the City Council with a favorable recommendation.

Dated this 25th day of May, 2016.

A handwritten signature in cursive script that reads "Susan Reese".

Susan Reese, Park Board Chairman

ATTEST:

A handwritten signature in cursive script that reads "Lu Ann Hecht".

Lu Ann Hecht, City Clerk



RESOLUTION NO. PB00021

**RESOLUTION APPROVING REQUEST FOR
ICEBOX 480 RACE/CITY ASSISTANCE**

WHEREAS, a request has been made from the Directors of the Icebox 480 Race for City assistance for the third annual race on November 5, 2016; and

WHEREAS, Chris Swenke, Co-Director, has requested permission to use single track trails in Whitetail Ridge for the race; and

WHEREAS, City assistance has been requested for the use and delivery of picnic tables and garbage cans for the event; and

WHEREAS, the City of River Falls shall be listed as an additional insured for the race event and provided with a copy of the insurance certificate; and

WHEREAS, the Park Board has reviewed and supports the use of Whitetail Ridge park and trails at their meeting of May 25, 2016; and

NOW, THEREFORE, BE IT RESOLVED that the Park Board supports request and forwards it to the City Council with a favorable recommendation.

Dated this 25th day of May, 2016.

A handwritten signature in cursive script, appearing to read "Susan Reese", written over a horizontal line.

Susan Reese, Park Board Chairman

ATTEST:

A handwritten signature in cursive script, appearing to read "Lu Ann Hecht", written over a horizontal line.

Lu Ann Hecht, City Clerk



RESOLUTION NO. PB00022

**RESOLUTION APPROVING REQUEST FOR
MINNESOTA HIGH SCHOOL CYCLING LEAGUE EVENT/CITY ASSISTANCE**

WHEREAS, the Minnesota High School Cycling League is sponsoring a race at Whitetail Ridge on Saturday October 14 and Sunday, October 15; and

WHEREAS, Joshua Kleve, League Director, has requested permission to use trails in Whitetail Ridge Corporate Park for the race; and

WHEREAS, City assistance has been requested for the mowing of the grass; and

WHEREAS, the Minnesota High School Cycling League will provide a certificate of insurance listing the City as an additional insured prior to the event; and

WHEREAS, the Park Board has reviewed and supports the use of Whitetail Ridge park and trails at their meeting of May 25, 2016; and

NOW, THEREFORE, BE IT RESOLVED that the Park Board supports request and forwards it to the City Council with a favorable recommendation.

Dated this 25th day of May, 2016.

A handwritten signature in cursive script that reads "Susan Reese".

Susan Reese, Park Board Chairman

ATTEST:

A handwritten signature in cursive script that reads "Lu Ann Hecht".

Lu Ann Hecht, City Clerk

MEMORANDUM

To: Mayor Toland and Council Members

From: Kevin Westhuis, Utility Director 

Date: June 28, 2016

Re: 2015 Compliance Maintenance Annual Report

INTRODUCTION

This memorandum provides the City Council with the details of the 2015 Compliance Maintenance Annual Report.

BACKGROUND

The Compliance Maintenance Annual Report (CMAR) has been an annual self-evaluation reporting requirement for publicly and privately owned domestic wastewater treatment works since 1987. Annual submittal of an electronic CMAR form no later than June 30, 2016, is required under Wisconsin Administrative Code NR 208 – Compliance Maintenance.

The purpose of this report is to evaluate the wastewater treatment system for problems or deficiencies and identify proposed actions to prevent violations of discharge permits and water quality degradation. This report is also a communication tool for identifying needs for future planning. It describes the management and physical condition of the wastewater treatment works during the previous calendar year, assesses system performance and requirements, provides an objective analysis to determine whether a more detailed evaluation of the wastewater facility is needed, and identifies proposed action necessary to maintain regulatory compliance.

DISCUSSION

Enclosed for your review is the summary of the CMAR for 2015. The entire report can be found on the City's website. The Department of Natural Resources (DNR) has weighted factors so overall scores are not skewed by individual factors, such as plant age. The point calculation on the report indicates that our facility is in the voluntary range and has been so consistently. The grade of "A" requires a total score of 91-100 points. This score is a positive reflection on the

effects of our wastewater treatment plant crew and our water/sewer operations. Their commitment to maintaining a quality system is greatly appreciated.

CONCLUSION

The Utility Advisory Board reviewed this report at their June20 meeting and passed a resolution requesting the Common Council to approve the CMAR and authorize submission of the report to the DNR. The resolution is attached to this memo for your reference. It is requested by Utility Advisory Board and City staff for the Council to approve the attached resolution approving the 2015 CMAR and authorizing its submission to the DNR.



RESOLUTION NO. XXXX

APPROVING THE
2015 COMPLIANCE MAINTENANCE ANNUAL REPORT

WHEREAS, the City of River Falls Wastewater Treatment and Sewer Collection staff completed the Compliance Maintenance Annual Report; and

WHEREAS, the point calculation values indicate the facility to be in the voluntary range; and

WHEREAS, the City of River Falls Utility Advisory Board has reviewed said report and by resolution has requested the City Common Council to approve the report and its submission at their June 28, 2016, meeting; and

WHEREAS, the City Council has reviewed the Compliance Maintenance Annual Report.

BE IT FURTHER RESOLVED that the City of River Falls Common Council approves the Compliance Maintenance Annual Report for Report Year 2015 and authorize submission of the Compliance Maintenance Annual Report to the Department of Natural Resources.

Dated this 28th day of June, 2016.

Dan Toland, Mayor

Attest:

Lu Ann Hecht, City Clerk



RESOLUTION NO. 2016-10

**REGARDING REVIEW OF
WASTEWATER TREATMENT PLANT
2015 COMPLIANCE MAINTENANCE ANNUAL REPORT**

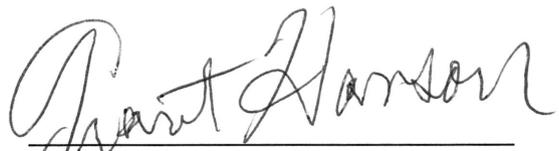
WHEREAS, the City of River Falls Wastewater Treatment and Sewer Collection staff completed the Compliance Maintenance Annual Report; and

WHEREAS, the point calculation values indicate the facility to be in the voluntary range; and

WHEREAS, the City of River Falls Utility Advisory Board has reviewed said report.

BE IT FURTHER RESOLVED that the City of River Falls Utility Advisory Board requests Common Council approve the Compliance Maintenance Annual Report for Report Year 2015 and authorize submission of the Compliance Maintenance Annual Report to the Department of Natural Resources.

Dated this 20th day of June, 2016.



Grant Hanson, President

Attest:



Lu Ann Hecht, City Clerk

Compliance Maintenance Annual Report

River Falls Municipal Utility Wwtf

Last Updated: Reporting For:
5/31/2016 2015

Influent Flow and Loading

1. Monthly Average Flows and (C)BOD Loadings

1.1 Verify the following monthly flows and (C)BOD loadings to your facility.

Outfall No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average (C)BOD Concentration mg/L	x	8.34	=	Influent Monthly Average (C)BOD Loading, lbs/day
January	1.1813	x	242	x	8.34	=	2,384
February	1.2196	x	253	x	8.34	=	2,573
March	1.1703	x	258	x	8.34	=	2,514
April	1.2128	x	241	x	8.34	=	2,439
May	1.1546	x	246	x	8.34	=	2,373
June	1.1419	x	240	x	8.34	=	2,287
July	1.3628	x	202	x	8.34	=	2,294
August	1.2672	x	202	x	8.34	=	2,140
September	1.3353	x	242	x	8.34	=	2,691
October	1.3036	x	250	x	8.34	=	2,720
November	1.3075	x	240	x	8.34	=	2,616
December	1.3004	x	248	x	8.34	=	2,685

2. Maximum Month Design Flow and Design (C)BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	1.824	x	90	=	1.6416
		x	100	=	1.824
Design (C)BOD, lbs/day	3152	x	90	=	2836.8
		x	100	=	3152

2.2 Verify the number of times the flow and (C)BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times (C)BOD was greater than 90% of design	Number of times (C)BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					0

Compliance Maintenance Annual Report

River Falls Municipal Utility Wwtf

Last Updated: Reporting For:
5/31/2016 2015

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

Yes Enter last calibration date (MM/DD/YYYY)

No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

Yes

No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

Yes

No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks Holding Tanks Grease Traps

Yes

Yes

Yes

No

No

No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

Yes gallons

No

Holding Tanks

Yes gallons

No

Grease Traps

Yes gallons

No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

Yes

No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

Yes

Compliance Maintenance Annual Report

River Falls Municipal Utility Wwtf

Last Updated: Reporting For:
5/31/2016 2015

<ul style="list-style-type: none">● No <p>If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

River Falls Municipal Utility Wwtf

Last Updated: Reporting For:
5/31/2016 2015

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	6	1	0	0
February	30	27	6	1	0	0
March	30	27	5	1	0	0
April	30	27	7	1	0	0
May	30	27	6	1	0	0
June	30	27	6	1	0	0
July	30	27	3	1	0	0
August	30	27	2	1	0	0
September	30	27	3	1	0	0
October	30	27	4	1	0	0
November	30	27	4	1	0	0
December	30	27	5	1	0	0

* Equals limit if limit is <= 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

NA

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

Yes

Enter last calibration date (MM/DD/YYYY)

4/16/15

No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

NA

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

Yes

No

If Yes, please explain:

Compliance Maintenance Annual Report

River Falls Municipal Utility Wwtf

Last Updated: Reporting For:
5/31/2016 2015

<div data-bbox="121 205 1461 262" style="border: 1px solid black; height: 27px;"></div> <p>4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please explain:</p> <div data-bbox="121 436 1461 493" style="border: 1px solid black; height: 27px;"></div> <p>4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> N/A</p> <p>Please explain unless not applicable:</p> <div data-bbox="121 709 1461 766" style="border: 1px solid black; height: 27px;"></div>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

River Falls Municipal Utility Wwtf

Last Updated: Reporting For:
5/31/2016 2015

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	4	1	0	0
February	30	27	4	1	0	0
March	30	27	4	1	0	0
April	30	27	5	1	0	0
May	30	27	6	1	0	0
June	30	27	7	1	0	0
July	30	27	3	1	0	0
August	30	27	2	1	0	0
September	30	27	3	1	0	0
October	30	27	4	1	0	0
November	30	27	3	1	0	0
December	30	27	4	1	0	0

* Equals limit if limit is <= 10

Months of Discharge/yr	12		
Points per each exceedance with 12 months of discharge:		7	3
Exceedances		0	0
Points		0	0
Total Number of Points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

NA

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

River Falls Municipal Utility Wwtf

Last Updated: Reporting For:
5/31/2016 2015

Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for NH3

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceedance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceedance
January	5.7		.0756	0					
February	5.7		.07983333	0					
March	5.7		.08884615	0					
April	5.7		.10035714	0					
May		2			.06366667	.11166667	.10933333	.096	
June		2			.13233333	.15703333	.124	.07766667	
July		2			.0875	.05766667	.071	.069	
August		2			.05033333	.08966667	.07366667	.05666667	
September		2			.241	.15333333	.09366667	.12933333	
October		2			.07666667	.07333333	.10666667	.25	
November	5.7		.10666667	0					
December	5.7		.05384615	0					
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to detect exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to detect exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

NA

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

River Falls Municipal Utility Wwtf

Last Updated: Reporting For:
5/31/2016 2015

Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1.5	0.2	1	0
February	1.5	0.2	1	0
March	1.5	0.2	1	0
April	1.5	0.3	1	0
May	1.5	0.5	1	0
June	1.5	0.5	1	0
July	1.5	0.2	1	0
August	1.5	0.2	1	0
September	1.5	0.2	1	0
October	1.5	0.2	1	0
November	1.5	0.1	1	0
December	1.5	0.2	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

NA

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

River Falls Municipal Utility Wwtf

Last Updated: Reporting For:
5/31/2016 2015

Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- Land applied under your permit
- Publicly Distributed Exceptional Quality Biosolids
- Hauled to another permitted facility
- Landfilled
- Incinerated
- Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 002 - SLUDGE TO WCWBF

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75							4.12	4.12						0	0
Cadmium		39	85							2.3	2.3						0	0
Copper		1500	4300							617	617						0	0
Lead		300	840							14.5	14.5						0	0
Mercury		17	57							1.12	1.12						0	0
Molybdenum	60		75							20.6	20.6					0		0
Nickel	336		420							26.2	26.2					0		0
Selenium	80		100							<7.14	<7.14					0		0
Zinc		2800	7500							660	660						0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- 0 (0 Points)
- 1-2 (10 Points)
- > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- Yes
- No (10 points)
- N/A - Did not exceed limits or no HQ limit applies (0 points)
- N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

- 0 (0 Points)
- 1 (10 Points)
- > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- Yes (20 Points)
- No (0 Points)

Compliance Maintenance Annual Report

River Falls Municipal Utility Wwtf

Last Updated: Reporting For:
5/31/2016 2015

<p>3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0
<p>6. Biosolids Storage</p> <p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> >= 180 days (0 Points) <input type="radio"/> 150 - 179 days (10 Points) <input type="radio"/> 120 - 149 days (20 Points) <input type="radio"/> 90 - 119 days (30 Points) <input type="radio"/> < 90 days (40 Points) <input type="radio"/> N/A (0 Points) <p>6.2 If you checked N/A above, explain why.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <div style="border: 1px solid black; padding: 2px;">NA</div>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

River Falls Municipal Utility Wwtf

Last Updated: Reporting For:
5/31/2016 2015

Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes (Continue with question 2)<input type="radio"/> No (40 points) <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<ul style="list-style-type: none"><input type="radio"/> Paper file system<input type="radio"/> Computer system<input checked="" type="radio"/> Both paper and computer system<input type="radio"/> No (10 points)	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M Manual that can be used as a reference when needed?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none"><input type="radio"/> Excellent<input checked="" type="radio"/> Very good<input type="radio"/> Good<input type="radio"/> Fair<input type="radio"/> Poor <p>Describe your rating:</p> <div style="border: 1px solid black; padding: 5px;"><p>very minimal unplanned down time at plant. adequate spare parts kept on hand to make timely repairs, moneys spent annually to replace old unreliable equipment and improve efficiencies. 80</p></div>	

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Last Updated: Reporting For:
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Operator Certification and Education

<p>1. Operator-In-Charge</p> <p>1.1 Did you have a designated operator-in-charge during the report year?</p> <ul style="list-style-type: none"> ● Yes (0 points) ○ No (20 points) <p>Name: <input style="width: 300px;" type="text" value="WILLIAM A SWENSON"/></p> <p>Certification No: <input style="width: 150px;" type="text" value="33266"/></p>	0																																																																																								
<p>2. Certification Requirements</p> <p>2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th rowspan="2">Sub Class</th> <th rowspan="2">SubClass Description</th> <th colspan="2">WWTP</th> <th colspan="2">OIC</th> </tr> <tr> <th>Advanced</th> <th>OIT</th> <th>Basic</th> <th>Advanced</th> </tr> </thead> <tbody> <tr> <td>A1</td> <td>Suspended Growth Processes</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td>A2</td> <td>Attached Growth Processes</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>A3</td> <td>Recirculating Media Filters</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>A4</td> <td>Ponds, Lagoons and Natural</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>A5</td> <td>Anaerobic Treatment Of Liquid</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>B</td> <td>Solids Separation</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td>C</td> <td>Biological Solids/Sludges</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td>P</td> <td>Total Phosphorus</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td>N</td> <td>Total Nitrogen</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>D</td> <td>Disinfection</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td>L</td> <td>Laboratory</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td>U</td> <td>Unique Treatment Systems</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SS</td> <td>Sanitary Sewage Collection</td> <td style="text-align: center;">X</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> </tbody> </table> <p>2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2015 - 2016; subclass SS is basic level only.)</p> <ul style="list-style-type: none"> ● Yes (0 points) ○ No (20 points) 	Sub Class	SubClass Description	WWTP		OIC		Advanced	OIT	Basic	Advanced	A1	Suspended Growth Processes	X			X	A2	Attached Growth Processes					A3	Recirculating Media Filters					A4	Ponds, Lagoons and Natural					A5	Anaerobic Treatment Of Liquid					B	Solids Separation	X			X	C	Biological Solids/Sludges	X			X	P	Total Phosphorus	X			X	N	Total Nitrogen					D	Disinfection	X			X	L	Laboratory	X			X	U	Unique Treatment Systems					SS	Sanitary Sewage Collection	X	NA	NA	NA	0
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<p>3. Succession Planning</p> <p>3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> One or more additional certified operators on staff <input type="checkbox"/> An arrangement with another certified operator <input type="checkbox"/> An arrangement with another community with a certified operator <input type="checkbox"/> An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year <input type="checkbox"/> A consultant to serve as your certified operator <input type="checkbox"/> None of the above (20 points) <p>If "None of the above" is selected, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	0																																																																																								
<p>4. Continuing Education Credits</p> <p>4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?</p> <p>OIT and Basic Certification:</p>																																																																																									

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<ul style="list-style-type: none">○ Averaging 6 or more CECs per year.○ Averaging less than 6 CECs per year. Advanced Certification: <ul style="list-style-type: none">● Averaging 8 or more CECs per year.○ Averaging less than 8 CECs per year.	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 150px;" type="text" value="Tracy Biederman"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="715-426-3439"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="tbiederman@rfcity.org"/></p>																									
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 80px;" type="text" value="2015"/></p> <p><input checked="" type="radio"/> 0-2 years ago (0 points)</p> <p><input type="radio"/> 3 or more years ago (20 points)</p> <p><input type="radio"/> N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (40 points)</p>	0																								
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]																									
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 80px;" type="text" value="2015"/></p> <p><input checked="" type="radio"/> 1-2 years ago (0 points)</p> <p><input type="radio"/> 3 or more years ago (20 points)</p> <p><input type="radio"/> N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																									
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;"><input style="width: 100%;" type="text" value="291,015.00"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="291,015.00"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="60,419.15"/></td> </tr> <tr> <td>3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)</td> <td style="text-align: center;">-</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="351,434.15"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR		\$	<input style="width: 100%;" type="text" value="291,015.00"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)		\$	<input style="width: 100%;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 100%;" type="text" value="291,015.00"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 100%;" type="text" value="60,419.15"/>	3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)	-	\$	<input style="width: 100%;" type="text" value="0.00"/>	3.2.6 Ending Balance as of December 31st for CMAR Reporting Year		\$	<input style="width: 100%;" type="text" value="351,434.15"/>	
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All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund? \$

Please note: If you had a CWWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the HELP link under Info in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

Yes

No

If No, please explain.

The replacement fund was reviewed and management chose the percentage method requiring 40% of the book value to be funded. The Utility is funding the account as operating cash allows.

0

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

Yes - If Yes, please provide major project information, if not already listed below.

No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Sanitary Sewer Pipe Lining - This is an ongoing budget item to maintain an annual sewer slip lining program. This will improve the performance and extend the useful life of our existing collection system.	160000	2016
2	Collection System Replacements - We are budgeting annually for ongoing sewer pipe replacements that are not able to be rehabilitated by slip lining. This will be an annual maintenance program for our system maintenance and adjusted for inflation.	56400	2016
3	Wastewater Treatment Improvements. Adding improved biosolids storage and handling building, Equipment Safety and ease of operation, DAFT unit, Clarifier upgrades, and site piping are included in the 2016 budget.	4100000	2016

5. Financial Management General Comments

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Sanitary Sewer Collection Systems

1. CMOM Program

1.1 Do you have a Capacity, Management, Operation & Maintenance (CMOM) requirement in your WPDES permit?

- Yes
- No

1.2 Did you have a documented (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance (O&M) or CMOM program last calendar year?

- Yes (Continue with question 1)
- No (30 points) (Go to question 2)

1.3 Check the elements listed below that are included in your O&M or CMOM program.

Goals

Describe the specific goals you have for your collection system:

- 1. Continue a program to line old clay sewer main as needed. Budget \$160,000 per year to finance slip lining.
- 2. Clean 25% of the collection system annually.
- 3. Rebuild manholes using a \$50,000 per year budget.

Organization

Do you have the following written organizational elements (check only those that apply)?

- Ownership and governing body description
- Organizational chart
- Personnel and position descriptions
- Internal communication procedures
- Public information and education program

Legal Authority

Do you have the legal authority for the following (check only those that apply)?

- Sewer use ordinance Last Revised Date (MM/DD/YYYY)
- Pretreatment/industrial control Programs
- Fat, oil and grease control
- Illicit discharges (commercial, industrial)
- Private property clear water (sump pumps, roof or foundation drains, etc.)
- Private lateral inspections/repairs
- Service and management agreements

Maintenance Activities (provide details in question 2)

Design and Performance Provisions

How do you ensure that your sewer system is designed and constructed properly?

- State plumbing code
- DNR NR 110 standards
- Local municipal code requirements
- Construction, inspection, and testing
- Others:

Overflow Emergency Response Plan:

Does your emergency response capability include (check only those that apply)?

- Alarm system and routine testing
- Emergency equipment
- Emergency procedures
- Communications/notifications (DNR, internal, public, media, etc.)

Capacity Assurance:

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How well do you know your sewer system? Do you have the following?

- Current and up-to-date sewer map
- Sewer system plans and specifications
- Manhole location map
- Lift station pump and wet well capacity information
- Lift station O&M manuals

Within your sewer system have you identified the following?

- Areas with flat sewers
- Areas with surcharging
- Areas with bottlenecks or constrictions
- Areas with chronic basement backups or SSOs
- Areas with excess debris, solids, or grease accumulation
- Areas with heavy root growth
- Areas with excessive infiltration/inflow (I/I)
- Sewers with severe defects that affect flow capacity
- Adequacy of capacity for new connections
- Lift station capacity and/or pumping problems

Annual Self-Auditing of your O&M/CMOM Program to ensure above components are being implemented, evaluated, and re-prioritized as needed

Special Studies Last Year (check only those that apply):

- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input style="width: 60px;" type="text" value="42"/>	% of system/year
Root removal	<input style="width: 60px;" type="text" value="15"/>	% of system/year
Flow monitoring	<input style="width: 60px;" type="text" value="0"/>	% of system/year
Smoke testing	<input style="width: 60px;" type="text" value="0"/>	% of system/year
Sewer line televising	<input style="width: 60px;" type="text" value="5"/>	% of system/year
Manhole inspections	<input style="width: 60px;" type="text" value="12.5"/>	% of system/year
Lift station O&M	<input style="width: 60px;" type="text" value="12"/>	# per L.S./year
Manhole rehabilitation	<input style="width: 60px;" type="text" value="2.9"/>	% of manholes rehabbed
Mainline rehabilitation	<input style="width: 60px;" type="text" value="1.8"/>	% of sewer lines rehabbed
Private sewer inspections	<input style="width: 60px;" type="text" value="0"/>	% of system/year
Private sewer I/I removal	<input style="width: 60px;" type="text" value="0"/>	% of private services

Please include additional comments about your sanitary sewer collection system below:

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3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

36.14	Total actual amount of precipitation last year in inches
30.61	Annual average precipitation (for your location)
62	Miles of sanitary sewer
5	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
1	Number of basement backup occurrences
1	Number of complaints
	Average daily flow in MGD (if available)
	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.02	Basement backups (number/sewer mile)
0.02	Complaints (number/sewer mile)
	Peaking factor ratio (Peak Monthly: Annual Daily Avg)
	Peaking factor ratio (Peak Hourly: Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **				
	Date	Location	Cause	Estimated Volume (MG)
None reported				

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

--

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes
- No

If Yes, please describe:

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5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

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continued sewer lining and manhole rehab have dropped the amount of inflow/infiltration.

5.4 What is being done to address infiltration/inflow in your collection system?

Rebuilding manholes and slip lining old pipe.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Grading Summary

WPDES No: 0029394

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	148
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

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Resolution or Owner's Statement

Name of Governing Body or Owner:	<input type="text"/>
Date of Resolution or Action Taken:	<input type="text"/>
Resolution Number:	<input type="text"/>
Date of Submittal:	<input type="text"/>
ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):	
Influent Flow and Loadings: Grade = A	<input type="text"/>
Effluent Quality: BOD: Grade = A	<input type="text"/>
Effluent Quality: TSS: Grade = A	<input type="text"/>
Effluent Quality: Ammonia: Grade = A	<input type="text"/>
Effluent Quality: Phosphorus: Grade = A	<input type="text"/>
Biosolids Quality and Management: Grade = A	<input type="text"/>
Staffing: Grade = A	<input type="text"/>
Operator Certification: Grade = A	<input type="text"/>
Financial Management: Grade = A	<input type="text"/>
Collection Systems: Grade = A (Regardless of grade, response required for Collection Systems if SSOs were reported)	<input type="text"/>
ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS (Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00) G.P.A. = 4.00	
<input type="text"/>	

MEMORANDUM

TO: Mayor Toland and City Council Members

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

DATE: June 28, 2016

TITLE: **Administrative Services Agreement-Taxi Grant Administration**

RECOMMENDED ACTION

Adopt the resolution approving the administrative services agreement between the City of River Falls and West Central Wisconsin Regional Planning Commission (WCWRPC) for taxi grant administration services.

BACKGROUND

The City of River Falls first applied for State and Federal grant funds to establish a taxi service in 1985. The annual renewal process entails an application to the Wisconsin Department of Transportation, with a proposed budget, estimated fare revenue, proposed hours of operation, and contracts with the service provider and other partners, such as Pierce and St. Croix Counties. The grant also requires quarterly and annual reports submitted for cost reimbursement, and certification requirements.

Since 1985, staff has prepared the information required for the grant, at an estimated 100 hours per year. In order to streamline operations, we reached out to WCWRPC for assistance in this area. They are familiar with grant administration, and are currently working on a Federal transportation grant for St. Croix County as well as the incubator project in Sterling Ponds. The estimated time required by WCWRPC to administer the grant at an hourly cost of \$60 should equate comparably to the time and cost spent by staff. In both cases, actual costs are included in the annual grant reimbursement.

DISCUSSION

Current Situation

Due to the increased workload in the Community Development department, it is desirable to reassign the taxi grant process. Other departments are also heavily involved with projects, and no other department can absorb the time for grant administration without supplanting other tasks.

Based on the estimated hours required by staff to manage the grant, the cost to move this process to WCWRPC should be approximately the same as performing the work in house.

Next Steps

Approval of the administrative services agreement will authorize WCWRPC to proceed with the 2016 second quarter reporting, and the 2017 grant application this fall. The agreement can be terminated with a 30 day notice from either party.

Recommendation

Approval of the administrative services agreement is recommended.

FINANCIAL CONSIDERATIONS

Estimated annual cost for grant administration will be included in the grant application as it has in the past, with annual costs of approximately \$6,000.

CONCLUSION

Recommendation to transfer the taxi grant administration from internal staff to an contracted agreement with WCWRPC, with costs to be reimbursed through the annual grant process.



RESOLUTION NO. xxxx

**RESOLUTION APPROVING ADMINISTRATIVE SERVICES AGREEMENT FOR TAXI
GRANT ADMINISTRATION
CITY OF RIVER FALLS AND WEST CENTRAL WI REGIONAL PLANNING
COMMISSION**

WHEREAS, the City of River Falls has applied for federal, state and local grant funding each year since 1985 to operate the River Falls Shared Ride Taxi Service; and

WHEREAS, the grant funding requires quarterly and annual reporting, as well as an annual application process which has historically been processed by City staff; and

WHEREAS, the average time commitment has been approximately 100 hours per year with funding from the grant program; and

WHEREAS, West Central Wisconsin Regional Planning Commission has submitted a proposal to provide technical assistance for the taxi grant program, by preparing and submitting quarterly and annual reports, preparation of annual grants and monitoring of compliance with grant requirements.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of River Falls hereby authorizes the City Administrator to finalize the administrative services agreement with West Central Wisconsin Regional Planning Commission for services related to the River Falls Shared Ride Taxi grant program.

Dated this 28th day of June, 2016.

Dan Toland, Mayor

ATTEST:

Lu Ann Hecht, City Clerk

**Administrative Services Agreement
Between the City of River Falls
and the
West Central Wisconsin Regional Planning Commission**

I. Introduction

This agreement is entered into by and between the West Central Wisconsin Regional Planning Commission (hereinafter referred to as the Commission) and the City of River Falls, Wisconsin (hereinafter referred to as the City).

Witnesseth That:

WHEREAS, the Commission is a regional planning agency duly constituted pursuant to the provisions of Section 66.0309, Wisconsin Statutes, that is authorized to enter into contracts to provide technical planning assistance to local governments and/or private entities; and

WHEREAS, the City has been awarded operating and capital grants by the Wisconsin Department of Transportation (WisDOT) for a shared ride taxi program; and

WHEREAS, the City has determined that, in order to provide a shared ride taxi service to residents, it is necessary to contract with a transit service provider (hereinafter referred to as the Provider).

WHEREAS, the City has determined that, in order to administer the grants in an efficient, economical, and effective manner, it is necessary to procure professional administrative and grant management services.

NOW, THEREFORE, in consideration of the mutual covenants and agreements as hereinafter set forth, the parties to this agreement do hereby agree to the following:

II. Scope of Services to be Performed by the Commission

The Commission will work with City officials and the Provider to assure compliance with all grant requirements as specified in the grant agreements with WisDOT. Representative duties include:

- a) Preparation and submission of annual operating and capital grant applications.
- b) Monthly review of invoices to be paid by the City.
- c) Review of quarterly statistics.
- d) Preparation and submission of quarterly and annual reports to WisDOT.
- e) Monitoring to ensure compliance with all state and/or federal requirements or certifications.
- f) Other activities as assigned by the City.

III. Responsibilities of the City

- A. The City will have responsibility for the day-to-day operation of the shared ride taxi program, including the receipt of funding from WisDOT and the disbursement to the Provider.
- B. The City will have final responsibility for compliance with all state and federal requirements of the grants.
- C. The City agrees that its officers, elected officials, employees and members of its assigned committees will cooperate with Commission staff in the performance of the services specified in this agreement. The City further agrees to make available files and records related to the administration and operation of the shared ride taxi program.

IV. Time Schedule

- A. The aforementioned services will begin upon execution of this contract with no end date, unless such a period is amended by mutual agreement between the parties to this agreement.
- B. The Commission and the City shall reserve the right to cancel this agreement upon thirty (30) days notice to either party if either party determines that the other party has not performed properly in any substantial respect or if either party determines that the other party has failed, neglected or refused to carry out the terms of this agreement.

V. Financial Payments

- A. It is expressly agreed by and between the parties to this agreement that the aforementioned services will be provided at a cost of \$60.00 per hour unless mutually agreed upon by both parties.
- B. Payments will be made to the Commission by the City in response to quarterly invoices submitted by the Commission.
- C. The services to be completed by the Commission under this agreement shall be performed in a reasonable and professional manner, acceptable to the City and its staff.
- D. In the event that the City decides to discontinue work on the contract before its completion, due to no fault on the part of the Commission, the Commission will charge the City only for work completed.

VI. Title VI Non-Discrimination

During the performance of this contract, the contractor assures that no person shall on the grounds of race, color, religion, national origin, sex, disability, or veteran status as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (P.L. 100.259), and the U.S. Department of Transportation implementing regulations be excluded from participation, be denied the benefits of, or be otherwise subjected to discrimination in the execution of this contract. The Commission's services will also be performed in accordance with the *West Central Wisconsin Regional Planning Commission Title VI Plan—Language Assistance Plan and Public Participation Plan* adopted September 11, 2014.

VII. Miscellaneous Provisions

- A. It is hereby understood and agreed upon by both parties thereto that this agreement is as and for the provision of certain, defined services, as set forth in Section II. In this respect and in its capacity under this agreement, the Commission and its employees, agents and officers are performing on an independent contractor basis and in no event shall the Commission, its agents, employees or officers be considered to constitute agents, employees, or officers of the City.
- B. The Commission shall not assign, transfer or subcontract this agreement without the approval of the City.
- C. This agreement may be modified or amended in writing by mutual agreement of the Commission and the City.
- D. The Commission shall furnish full workman's compensation coverage for all Commission employees.
- E. In the event that any problems or disputes arise as to the nature of the obligations enumerated within this agreement or as to the quantity and quality of performance, the parties shall first attempt to resolve the said dispute by arranging for a conference to be held for that purpose. In the event that resolution is not effectuated in such manner, the parties hereby agree to submit the problem or dispute to binding arbitration before an arbitrator to be mutually agreed upon by the parties hereto.
- F. The City and the Commission certify that no payment of money or any form of consideration has been offered to or given to a City employee for the purpose of procuring this agreement.

- G. All communications to the Commission concerning the terms and/or performance under this agreement shall be made to Lynn Nelson, Executive Director and all communication pertaining hereto to the City shall be made to Julie Bergstrom, Finance Director/Assistance City Administrator.
- H. Each person signing this agreement personally warrants and represents that he or she is duly authorized and empowered to enter into this agreement.

IN WITNESS WHEREOF, City of River Falls and the West Central Wisconsin Regional Planning Commission execute this agreement.

City of River Falls

**West Central Wisconsin Regional
Planning Commission**

Dan Toland, Mayor

Jess Miller, Chair

Lu Ann Hecht, City Clerk

Richard Creaser, Secretary/Treasurer

Date

Date

Jess Miller
Richard J. Creaser
-5/12/2016



Administrator's Report

June 21, 2016

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

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 7-10 – River Falls Days

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

July 15, 8 a.m. – Coffee with a Cop, American Legion

July 21, 11 a.m.-1 p.m. Customer Service Event

July 25, 1 p.m. – Severe Weather Siren Test

July 26, 5 p.m. – City Council CIP#2 Workshop

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

Tuesday's Council Meeting Preview:

- Annual Liquor License and Beer License Renewals
- Resolution Approving Spring Creek Estates 1st Addition Preliminary Plat Extension
- Resolution Approving Memorandum of Understanding between the City of River Falls and the Municipal Court
- Resolution Approving Request for City Assistance for Border Battle Mountain Bike Event
- Resolution Approving Request for City Assistance for Minnesota High School Cycling League Event
- Resolution Approving Request for City Assistance for Icebox 480 Race
- Resolution Approving 2015 Compliance Maintenance Annual Report (CMAR)
- Resolution Regarding Administrative Service Agreement with West Central WI Regional Planning Commission-Shared Ride Taxi

Upcoming Events

June 7-10 – River Falls Days

River Falls Days is sponsored by the River Falls Chamber - but as you know, the City is heavily involved in this event. More information follows below:

What started as “Old Fashioned Bargain Days” in 1974 has become River Falls Days. This year’s event will be held July 7 – 10 and promises to be another fun, family-friendly weekend for all ages to enjoy. Areas located along the scenic Kinnickinnic River and steps from the downtown, will again serve as the festival ground for this year’s grand community celebration.

For 2016, we continue to seek opportunities for improvement in every aspect of the event,

primarily based on feedback received from community members. While complete details will be available on the Chamber's [website](#), a few changes you can expect to see include the following:

Parade. The number one question received is associated with the parade route. No, it will not be changing anytime soon. Live music is also being planned immediately following the parade – so bring your whole family, grab a bite to eat at the food tent, and enjoy the evening.

Carnival Expanded Hours. Earl's Rides, a multi-generationally-owned carnival will return and be located in the grassy area northeast of City Hall and adjacent to the river. The carnival will be open Sunday as well.

Cover Charges. There is no charge to gather at the beer/food tent Friday evening, so stop by and check out the great band, Sushi Roll. We also welcome back Lost Highway. There will be a \$5 per person gate fee to enter the beer tent. Note: all weekend there is no gate fee to access the food tent when entering via Maple Street.

Sunday Family Fun Day. We are excited to share that in addition to the great family events that will continue to take place under the big tent on Saturday, we are expanding our family focus into Sunday as well. In addition to the carnival being open and the Car Cruze-In taking place on Main Street, the beer tent will also be open during the day.

Merchant Booths. Individuals will have the opportunity to have a vendor booth along Maple Street both Saturday and Sunday. Vendor applications will be available on the Chamber website.

For more information on upcoming River Falls Chamber of Commerce and Tourism Bureau events, visit www.rfchamber.com or call 715-425-2533.

July 15, 8 a.m. – Coffee with a Cop, American Legion

The City Council is invited to Coffee with a Cop on July 15, 8 a.m. at the American Legion. This is an outgoing program designed to reach out to residents in an effort to forge a strong relationship between the Police Department and community.

July 21, 11 a.m.-1 p.m. Customer Service Event

The annual Customer Service Event will be held at City Hall. This popular event is free! There will be brats, hot dogs, corn on the cob and ice cream. There are many educational booths and children's events. The Council is invited to volunteer or attend.

Thank You Note

Below please see the thank you we received from Joe Covelli who organizes the Touch-A-Truck event. This year's event was extremely successful. Several City staff members are involved with this event including my office and staff from Public Works, EMS, Fire and the Police. The funds raised this year (\$1,258) were donated to our EMS Service to purchase a respiratory ventilator.

Dear Friends, Truck Exhibitors, Sponsors and others who helped share and promote:

Thank you for making Touch-A-Truck for Kids this past Saturday an absolute hit with kids and families. Your participation, involvement, awareness and sponsorship made all the difference. We estimate the crowd size at 3,500, our largest event since we started in 2004.

Attached is a picture Ace Helicopters provided of the event area with all the trucks and people. The River Falls Journal posted a video they took. >> [Click here for the video http://www.riverfallsjournal.com/life/events/4058227-touch-truck-brings-record-attendance-and-family-fun](http://www.riverfallsjournal.com/life/events/4058227-touch-truck-brings-record-attendance-and-family-fun)

Besides offering families a great event with thousands of smiling, excited and exhausted kids (and parents) by the end of it, the event also provided for a \$1,258 donation (from brat stand sales and Dick's Fresh Market in-store customer donations) to the River Falls Ambulance Service to purchase a respiratory ventilator, and food and cash donations (358 pounds of food and \$328 cash) to benefit River Falls Food Pantry. This is a great example of community support for two worthy organizations, and dearly appreciated.

We have received so many compliments, I pasted a couple of them below.

"My kids loved this event. My son literally ran from truck to truck and my daughter had to "drive" them."

"We look forward to this event every time."

We plan to organize Touch-A-Truck for Kids again in June 2018. We'll share details in about 18 months.

Please write with any comments, observations, ideas, or ways we can improve the event.

THANK YOU again for your participation or attempt to be there (we know a few trucks had to cancel at the last minute).

Kind regards,

Joe Covelli
Event Organizer
Touch-A-Truck for Kids, LLC



Touch-A-Truck Event – June 18

Economic Development

Privately held Aladtec, Inc. announced its move to 387 Arrow Court, River Falls, Wisconsin. After being located in Hudson, Wisconsin, for nearly six years, with a satellite office in River Falls, the company chose a larger office space in order to be in one location and to have room for the company's future expansion plans. This move allows 30 of Aladtec's employees to work under one roof - while two staff members telecommute.

Aladtec is an online employee scheduling and workforce management company focusing on the Public Safety Sector. From their new River Falls office, the company continues to develop, market, sell and support their Aladtec online software application.

City Administrator Comings and Goings

- Staff 1 on 1s
- Economic Development Meetings
- Executive Team Meeting
- Major Project Meeting
- Joint WCMA-ILCMA Summer Meeting

City of River Falls Monthly Status Report

Department Name: Public Works

Reporting Period: 6/22/2016

Department Projects and Status

Name of Project	Completed	In Progress	Delayed	Updates
Long Line painting of streets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The long line painting of the city streets is completed for the spring this includes the yellow center lines , edge fog lines etc. More painting will occur this fall after seal coat projects are completed. The public works crew is currently painting parking stalls, downtown, crosswalks etc. public works paints the cross hatch lines on main roads where long line painting occurred.
Assist Rotary with Trail sign installation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public works has poured concrete bases for the trail sign Kiosks that Rotary is going to install, we will drill the holes for the individual signs as they request us to do so. These signs and Kiosks are going from Heritage Parking lot south to River Hills
Compost site grinding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The wood /brush pile was ground at the compost site 40 semi loads of material was hauled to the incinerator in St Paul, This is approximately 3600 cubic yards of material
Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.

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

Steve Kiefer was hired as a mechanic. Steve comes to us with 24+ years of background in his field of expertise. Steve has experience in automotive vehicles, agriculture equipment, light & heavy equipment. Steve enjoys outdoor activities, walking his dogs, softball, golf and fishing. Steve is married with 2 children: 1 boy, 12 years, and an 11 year old daughter.

City of River Falls Monthly Status Report

Department Name: Engineering

Reporting Period: 6/22/2016

Department Projects and Status

Name of Project	Completed	In Progress	Delayed	Updates
North Interceptor Sewer Project	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Surveying work continues. Met with TKDA to discuss St. Croix Street Pond and worked with TKDA to agree on projected flow values upon which to size interceptor improvements.
Veterans Park Pedestrian Bridge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Waiting on final report from May's inspection. Checking into whether cathodic protections systems exist that could reduce corrosion bridge is experiencing.
Whitetail Ridge Corporate Park Improvements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Total Excavating completed 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final restoration complete. System working as intended.
Chapman Drive	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Joint trenching operations complete Precon held June 22. Informational meeting scheduled for June 30 (neighborhood notified by direct mail postcards). Work (with detour) to begin July 5. Detour ends by Labor Day.
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 relocation work complete.
2016 Sidewalk, Curb & Gutter Repair Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pember Companies has completed work. Final payment being processed.
2016 Sanitary Sewer Lining	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cleaning and measuring will be done in July so liners can be fabricated for installation in September. Locations are scattered throughout the City.
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.
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"/>	SEH began field work on June 10. Surveyors are coordinating with those from TKDA as trail overlaps N Interceptor project.
Sterling Ponds Corporate Park Phase 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Albrightson Excavating completed sewer, water and storm sewer for Bid Package A work. Bid Package B is out for bids with an opening on June 30 and City Council award on July 12.
Highview 4th	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Private curb, gutter and bituminous pavement installed. Public 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 met with St. Croix County staff to determine if any funding is available to stabilize the gully. County looking to contact other owners and leasers in drainage area above gully erosion problem.
Technology User Group	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff held 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 on revisions to their plans. Revised plans received 6/20/16.
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).
Mann Valley Corporate Park	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff provided numerous maps necessary for developers agreements, annexation, and TID creation in Mann Valley corporate park.
Traffic Control Changes at Kennedy and Sixth Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff is gathering information regarding potential traffic changes

				<p>at Kennedy Street and Sixth Street due to the connection of Sixth Street to Falcon Center. Currently, the intersection of Sixth and Kennedy is an uncontrolled intersection due to Sixth Street being a short dead end serving 4 homes.</p>
<p>Allina Health Campus Planning</p>	<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Staff continued to attend weekly planning meetings regarding plans for construction of a new clinic building near the Hospital.</p>