



*City of*  
**RIVER FALLS**  
COMMON COUNCIL AGENDA  
September 13, 2016

Call Meeting to Order – 6:30 p.m.

Pledge of Allegiance

Roll Call

Approval of Minutes – August 23, 2016, Meeting Minutes [Page 2](#)

Approval of Bills (Cronk) §

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

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

**PUBLIC HEARING:**

**6:31 p.m.**

1. Ordinance No. 2016-13 Amending Section 10.08.010a of the Official Traffic Control Map (Yield Sign On Kennedy Street At S. Sixth Street) – Second Reading and Disposition [Page 6](#)

**6:32 p.m.**

2. Ordinance No. 2016-14 Amending Section 10.08.010a of the Official Parking Control Map and Section 12.06.030 of the Residential Parking Permit System-Second Reading and Disposition [Page 9](#)

**6:33 p.m.**

3. Ordinance No. 2016-15 – Elections - Creating Section 1.08.050 – Creation of Municipal Board of Absentee Ballots Canvassers-Second Reading and Disposition [Page 14](#)

**CONSENT AGENDA:**

4. Resolution Approving Fire Department and EMS Mutual Aid Agreements [Page 18](#)

**ORDINANCES AND RESOLUTIONS:**

5. Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers Under Section 66.0703 Wisconsin Statutes for the Benefit of the River Falls Business Improvement District [Page 52](#)
6. Resolution Regarding Purchase of Electric Department Bucket Truck [Page 57](#)

**REPORTS:**

7. Report from the Fire Department
8. Strategic Plan Updates [Page 85](#)
9. Administrator’s Report [Page 113](#)

**ADJOURNMENT** Publish: River Falls Journal 9/8/16; Revised and reposted 9/8/2016



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

**August 23, 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:** Scot Simpson, City Administrator; Dan Gustafson, City Attorney; Gordon Young, Police Chief; Julie Bergstrom, Finance Director/Assistant City Administrator; Amy Peterson, Assistant Community Development Director; Kevin Westhuis, Utility Director; Reid Wronski, City Engineer; Jacob O'Brien, Engineering Intern; Lu Ann Hecht, City Clerk; Ray Curtis, Lead Mechanic; Mike Stifter, Operations Director; Nancy Miller, Library Director; Brent Buesking, Management Analyst; Jeff Rixmann, EMS Director

**Others:** Tiffany Joy, others

**The Pledge of Allegiance was said.**

**APPROVAL OF MINUTES:**

August 9, 2016, Regular Meeting Minutes and Workshop Minutes

**MSC Gagne/Morrissette to approve minutes. Unanimous.**

**APPROVAL OF BILLS:**

Bills - \$1,902,487.59

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

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

There were no public comments.

**Change of Agent for Mainstreeter Bar & Grill, LLC. dba Mainstreeter Bar & Grill**

**MS Morrissette/Odeen moved to approve change of agent.** Alderperson Morrissette asked Agent Tiffany Joy if she understood her role as an agent; if she understood that if she wasn't present at the time of any alcohol violations, she was still responsible; and if she had taken the responsible server's course. Joy asked yes to all the questions. **With no other questions, the Mayor asked for a vote. The motion passed unanimously.**

**PUBLIC HEARING:**

Ordinance 2016-12 - Modifying Chapter 17.104 – Administration and Enforcement Section of the Municipal Code Regarding Administrative Relief of Specific Zoning Requirements (setbacks, building height, site coverage, open space, parking) – Second Reading and Disposition

**The Mayor recessed into a Public Hearing at 6:32 p.m. MS Odeen/Morrissette moved to approve the ordinance. The Mayor asked for comments.**

Alderperson Bjork clarified that the ordinance referred to all zoning. City Administrator Simpson said yes. Bjork liked it for commercial property but not for residential. Alderperson Morrissette asked what he concern was. Bjork felt it would be better if came before a board rather than having an individual review it. Simpson said the policy question for Council is – what is your comfort level with the administrative flexibility. Alderperson Cronk noted it was a small variance.

Alderperson Watson asked about some real examples. Simpson talked about the different ways Council could modify the ordinance. He said it would be helpful if staff could make reasonable adjustments. Alderperson <sup>2</sup>

Odeen expressed her support. She said it was limited in scope and was flexible and conservative. Alderperson Gagne agreed with Odeen and was in favor of it.

Alderperson Morrissette provided a ‘what if’ scenario and asked about notifications to neighbors. Assistant Community Development Director Amy Peterson thought notifications happened with Board of Appeals situations but explained that it is the Director’s discretion in other cases. There was further discussion.

**The Mayor asked Alderperson Bjork if he wanted to make an amendment. Bjork said yes; he wanted to eliminate residential zoning from the ordinance. The Mayor asked for a second. The amendment died as there was not a second motion. The Mayor asked for other questions/comments.**

Alderperson Bjerstedt asked if this could conflict with covenants. Yes but City Attorney Gustafson said the Zoning Director could not grant an exception to the covenants. City Administrator Simpson said the City does not enforce covenants.

Alderperson Gagne asked about current form of notification and asked if that could be provided in the ordinance. Simpson said yes it could be added. The Mayor asked if Council was getting off topic. Alderperson Watson suggested passing it as is. Alderperson Odeen felt adding a notification to the ordinance would be punitive to the individual requesting only a slight variance. The Mayor asked what the best way to address Gagne’s concern was. **Simpson provided some options. Morrissette was in favor of passing as is.**

**The Mayor asked for public comment. There was none. The Mayor closed the public hearing and moved back into Open Session. The Mayor asked for a vote. It passed 6-1 with all voting in favor except Bjork.**

Odeen asked Simpson for a quick course in notifications for development/building/zoning. The Mayor asked for it to be on a future meeting.

**CONSENT AGENDA:**

The Mayor said Item 6 was pulled from the agenda.

Acknowledgement of the following minutes:

Utility Advisory Board – 7/18/16; Police and Fire Commission – 6/6/16; EMS Advisory Board – 6/6/16;  
Library Board – 6/6/16

Resolution No. 6069 Requesting Exemption from County Library Tax

Resolution No. 6070 Regarding Request for City Assistance for Art on the Kinni

Resolution No. 6071 Accepting Public Improvements (High view 4th Addition)

Resolution No. 6072 to Revoke Declaration of Driveway Easement

**MSC Morrissette/Odeen move to approve the Consent Agenda. Unanimous.**

**ORDINANCES AND RESOLUTIONS:**

Ordinance No. 2016-13 Amending Section 10.08.010a of the Official Traffic Control Map (Yield Sign on Kennedy Street at S. Sixth Street)-First Reading

There were no comments from Council.

Ordinance No. 2016-14 Amending Section 10.08.010a of the Official Parking Control Map and Section 12.06.030 of the Residential Parking Permit System-First Reading

Alderperson Gagne felt a reasonable measure has been taken on Valley View Road to only do one side of the street to accommodate emergency vehicles. He appreciated feedback from staff and residents. Morrissette agreed with Gagne and thanked staff.

Ordinance No. 2016-15 – Elections - Creating Section 1.08.050 – Creation of Municipal Board of Absentee Ballots Canvassers-First Reading

Aldersperson Bjork asked City Clerk Hecht to provide some background. Hecht explained absentee ballots would be processed at a central location providing time efficiencies and relieving poll workers of an extra duty. The time savings would be measureable for the presidential elections. The cost may be up to \$7,000 in a two year budget. Aldersperson Gagne asked Hecht about the poll worker shortage and how citizens could get involved.

Resolution No. 6073 Regarding Purchase of Ambulance Chassis

**MS Cronk/Gagne move to approve resolution.** Morrissette asked where the funds were coming from and if there was any debt. Bergstrom said from the Ambulance Fund and there was no debt. She clarified that the resolution would approve the complete purchase of the ambulance.

**With no other questions, the Mayor asked for a vote. The resolution passed unanimously.**

Resolution No. 6074 Regarding Contract for Services-SCADA System Replacement

**MSC Watson/Morrissette moved to approve. Unanimous.**

**REPORTS:**

St. Croix County Transportation Report

Finance Director/Assistant City Administrator Julie Bergstrom provided a report for Council on transportation in St. Croix County and the surrounding area. She is part of a Transit Planning Subcommittee. The goal of the committee is to review and develop a public transportation recommendation for the future. Bergstrom talked about the process. She said the committee has received a grant. Bergstrom said there is a public survey and upcoming public meetings regarding the grant.

Sidewalk Repair Program/Project Updates

City Engineer Reid Wronski and Engineering Intern Jacob O'Brien provided a presentation. Wronski talked about sidewalks and trails including the history of building sidewalks, sidewalk repairs, sidewalk surveys, and sidewalk infill.

O'Brien talked about considerations for sidewalk infill, a sidewalk scoring formula, and citizen suggestions for locations for new sidewalks. Wronski and O'Brien stood for questions.

Morrissette asked about sidewalk integrity after grinding sidewalks. Bjork asked if sidewalks affected the cost of the City's insurance. Bjerstedt asked about how costs were determined for sidewalk infill.

Administrator's Report

City Administrator Simpson talked about the importance of installing sidewalks when the subdivision is developed.

Comptroller's Report for July 2016

Comptroller Odeen read the report: General Fund revenues through the end of July were \$5,215,742 or 54 percent of budgeted. July revenues include \$298,178 in shared revenue and \$153,920 in transportation aids. Expenditures for the same period were \$5,079,626 or 52 percent of budgeted, for a net of revenues over expenditures of \$136,116.

**ANNOUNCEMENTS:**

Mayor's Appointment

Business Improvement District Board

Appointment of Shari Frisbie to fill vacancy through December 2017

**MSC Gagne/Odeen move to approve the Mayor's appointment. Unanimous.**

City of River Falls, Wisconsin  
August 23, 2016  
Page 4

**MSC Watson/Morrisette to adjourn the meeting at 7:26 p.m. Unanimous.**

Respectfully submitted,

Kristi McKahan,  
Deputy City Clerk

## MEMORANDUM

**TO:** Mayor Toland and City Council

**FROM:** Reid Wronski, P.E., City Engineer

**DATE:** September 13, 2016

**TITLE:** Ordinance 2016-13 Amending the Official Traffic Control Map, Adding Yield Sign on Kennedy at South Sixth Street – Second Reading

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### RECOMMENDED ACTION

Adopt Ordinance 2016-13 amending the Official Traffic Control Map. The requested action is as follows:

- Add Yield Sign to eastbound Kennedy Street at South Sixth Street and update the Official Traffic Control Map.

### BACKGROUND

In 2015, the University of Wisconsin - River Falls (UWRF) constructed a new street as part of the new Falcon Center project. Emogene Nelson Avenue runs east from South Main Street, through the university sports complex buildings and parking lots and connects to South Sixth Street. Although a portion of the street remains private through the university sports complex area, South Sixth Street is now subject to occasional traffic due to large events at the university.

The intersection of South Sixth Street with Kennedy Street is uncontrolled and traffic on Kennedy Street has not previously had traffic coming from the north. A defined traffic action is needed for this intersection now that South Sixth Street has through traffic.

As traffic traveling east on Kennedy Street already has to slow down when approaching the intersection with South Sixth Street to make a right or left turn, a yield sign in this location makes sense. A yield sign will accomplish establishing a clear Right-of-Way responsibility without inhibiting traffic.

**CONCLUSION**

Staff recommends adding a yield sign on Kennedy Street at South Sixth Street and updating the Official Traffic Control Map. Attached is the ordinance for your review and authorization. If these traffic control changes are approved, the Official Traffic Control Map will reflect this.

**Action Item: Add "Yield" sign on Kennedy Street at South Sixth Street, as South Sixth Street now has through traffic via Emogene Nelson Avenue.**





**ORDINANCE NO. 2016-13**

**AN ORDINANCE AMENDING SECTION 10.08.010A,  
OFFICIAL TRAFFIC CONTROL MAPS  
(Yield Sign on Kennedy St at S Sixth St)**

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

**SECTION 1.** The Official Traffic Control Map, adopted pursuant to Section 10.08.010A of the City of River Falls Municipal Code is hereby amended as follows:

**Kennedy Street at South Sixth Street**

- Add "Yield" sign to the southwest corner of the intersection.

**SECTION 2.** The Operations Superintendent shall place such signs and mark changes as are necessary to give adequate notice of the restrictions, prohibitions and limitations as shown on the Official Traffic Control Map.

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

Dated this 13th day of September, 2016.

**FOR THE CITY OF RIVER FALLS**

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

ATTEST:

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

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

## MEMORANDUM

**TO:** Mayor Toland and City Council

**FROM:** Gordon Young, Police Chief  
Reid Wronski, City Engineer

**DATE:** September 13, 2016

**TITLE:** Ordinance Amending the Official Parking Control Map and Residential Parking Permit System – Second Reading

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### RECOMMENDED ACTION

Adopt Ordinance 2016-14 amending the Official Parking Control map and the Residential Parking System. The requested action is as follows:

#### Grotenhuis

- Add streets in Grotenhuis Addition to section 12.06.030.A.3 making them part of the Residential Parking Permit System used elsewhere near UW-River Falls.
- Add three (3) no parking areas to 10.12.030A Official Parking Control Map for safety reasons:
  - No parking in designated areas on both sides of the street of the 700 block of South Fork Drive.
  - No parking on the east side of the 600 block of Valley View Drive, 50 feet south of the intersection with Cascade Avenue.

#### Inlow Parking Lot (NW Corner of Main Street and Division Street)

- Add No Parking (Except With Permit) to 10.12.030A Official Parking Control Map for four of the western most spots in the Inlow parking lot.

### BACKGROUND

The Grotenhuis Addition was the first area of the City to utilize a residential parking permit system. This was established in 1989 when the River Falls City Council established ordinance 1989-16. Since that time, the City has further created other residential parking permitting systems and regulation under River Falls Ordinance 12.06. The ordinance regulating the Grotenhuis addition and the ordinance regulating the rest of the city residential parking are different and need to be brought together so that the provisions are equal. The biggest disparities between the two ordinances are:

1. Grotenhuis permitting system has no expiration; thus, allowing anyone who legally obtains a permit to park in that area to park there, literally, forever.
2. Grotenhuis permitting system has no provision for the issuance of guest parking permits.

The changes proposed for the Grotenhuis Addition parking permit system brings that area into compliance with what is done in the rest of the City as far as the issuance and enforcement of the parking permit system. The residents of that addition were polled and the response indicated that the majority of the residents wanted to continue utilizing a parking permit system.

While conversing with the residents in that area about the permitting issue, it became apparent that there were concerns about traffic safety in a couple of areas. The curve in the 700 block of South Fork Drive has been requested to be posted as a no parking area for a short distance on both sides of that curve. There is a fire hydrant on that curve. There are also a number of rental properties that have several cars that park on the street in that immediate area. When vehicles are parked on both sides of South Fork Drive on that curve there is a critical visibility problem created. Therefore, it is requested that the City establish a no parking area on both sides of the street at that location as indicated on the map attached.

It is also requested that the City establish a no parking area on the east side of the 600 block of Valley View Drive, 50 feet south of the intersection with Cascade Avenue. The reason for this request is due to the width of the street and visibility access to Cascade Avenue from that area.



*Grotenhuis -  
Official Parking  
Control Map  
Revision*

The Inlow Lot is located just north of the intersection of North Main Street and Division Street. Four spots in this lot are designated “permit only” for use by residents of 421 North Main Street under a previous agreement with the City. The four spaces are not on the Official Parking Control Map and must be added in order to enforce the permit only parking for these four spaces.



*Inlow Parking Lot - Official Parking Control Map Revision*

## **DISCUSSION**

### Current situation

These parking restrictions have been discussed with public works supervisor Terry Kusilek and he is in support of these parking restriction changes. Residents in the areas affected have been contacted and their inputs and concerns have been solicited.

### Recommendation

It is recommended the council approve the amendments to the parking control map.

## **FINANCIAL CONSIDERATIONS**

The financial considerations for these parking restrictions are minimal in that most of the signs are already in place. However, some additional sign modifications and associated costs may need to occur.

## **CONCLUSION**

Approval of the ordinance amending the City’s Residential Parking Permit System and Official Parking Control map is recommended.



**ORDINANCE NO. 2016-14**

**AN ORDINANCE AMENDING SECTION 10.12.030,  
OFFICIAL PARKING CONTROL MAPS AND SECTION 12.06.030 RESIDENTIAL  
PARKING PERMIT SYSTEM  
(Grotenhuis Addition, Inlow Parking Lot)**

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

**SECTION 1.** That Section 10.12.030A of the City of River Falls Municipal Code be amended as follows:

**Inlow Parking Lot**

- Add No Parking (Except With Permit) to 10.12.030A Official Parking Control Map for four of the western most spots in the Inlow parking lot.

**700 Block of South Fork Drive**

- No parking in designated areas on both sides of South Fork Drive beginning approximately 228' east of its intersection with the centerline of Valley View Dr. and extending to approximately 350' north of its intersection with the centerline of Broadway St.

**600 Block of Valley View Drive**

- No parking on the east side of Valley View Drive beginning at Cascade Avenue and extending to approximately 110 feet south from the centerline intersection of Cascade Avenue and Valley View Drive

**SECTION 2.** That Section 12.06.030.A.3 of the City of River Falls Municipal Code be amended to add the following streets in Grotenhuis Addition to Zone A/B:

- d. Valley View Dr.
- e. South Fork Dr.
- f. Broadway St. from Valley View Dr. to South fork Dr.

**SECTION 3.** The Operations Superintendent shall place such signs and mark changes as are necessary to give adequate notice of the restrictions, prohibitions and limitations as shown on the Official Parking Control Map.

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

Dated this 13th day of September, 2016.

**FOR THE CITY OF RIVER FALLS**

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

ATTEST:

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

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

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

## MEMORANDUM

**TO:** Mayor Toland and City Council

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

**DATE:** September 13, 2016

**TITLE:** **Ordinance 2016-15 Creating Section 1.08.050 Municipal Board of Absentee Ballot Canvassers – Public Hearing and Disposition**

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### RECOMMENDED ACTION

Public Hearing and disposition of Ordinance 2016-15 Creating Section 1.08.050 – Municipal Board of Absentee Ballot Canvassers (MBOABC), which will require the City Clerk’s Office to process absentee ballots at a central location instead of delivering them to the polling locations for processing.

### BACKGROUND

In the past, all absentee ballots have been canvassed (processed) at the polling locations per Section 6.88 of Wisconsin Statutes. The election inspectors attempt to process the ballots before the close of the polls on Election Day. With larger elections, this is not always possible.

The City had an 80 percent voter turnout for the 2012 presidential election, and we expect similar or more voters for the 2016 presidential election in November.

### DISCUSSION

Many voters refer to absentee voting as “early voting.” Each election brings more and more absentee voters, with the list of permanent absentee voters from qualified care facilities and homebound residents increasing each year. Any voter who is unable or unwilling to go to the polls may vote absentee either by mail or in the City Clerk’s Office. In-person absentee voting takes place within the two full weeks before the election. In 2012, the City had 1,487 absentee voters. We expect the number of absentee voters for the November 8, 2016, presidential election to be over 2,000.

To process an absentee ballot at the polls, the city clerk takes the absentee ballots to the correct polling locations. One of the election inspectors steps up to the “poll book” workers and states out loud the name and address of each of the absentee voters. Workers will assign the voter a number and write that number both on the envelope and in the poll book. The envelope is checked to ensure that the signature of the voter and the name and address of the witness is sufficient. The envelope is opened and the ballot removed. The ballot is separated from the envelope so that the inspector placing the ballot in the machine will not know the voter’s name. This process is usually done in lots of not less than three ballots at a time and is repeated until

all absentee ballots have been processed. Inspectors are required to enter the voter line in order to get the absentee ballots processed during polling hours.

When the election inspectors are not able to process the absentee ballots prior to 8 p.m. on Election Day, they have to finish processing them after the polls close and before they can run total tapes, call in results, complete all the required state forms, pack up the machines and supplies, and bring required paperwork to the City Clerk's Office.

With the MBOABC processing all the absentee ballots in a central location, the election inspectors should be able to end their day earlier than if they had to process the absentee ballots. The time-saving benefits of the MBOABC will be more pronounced in larger elections with higher voter turnout.

The MBOABC would begin canvassing the absentee ballots at 7 a.m. on Election Day and stay in session until all absentee ballots have been processed. With processing absentee ballots as the only responsibility for this board and this being the first board of absentee canvassers, it is anticipated the process may take between five and six hours.

The MBOABC requires additional costs of approximately \$515 for programing a memory pack to tabulate ballots for each polling location. That cost is driven by the amount of data on the ballot along with \$120 per ballot style. Each of the five polling locations has a different ballot style. These costs could be offset by reduced time for election inspectors working at the polls after the close of voting.

The City is very fortunate to have election inspectors that have years of experience working at the polls. Each year voting laws and reporting requirements have changed thus increasing the responsibilities of the inspectors on election-day. Having the MBOABC process absentee ballots, will allow the election inspectors to complete election-day duties more efficiently at the polls.

#### Recommendation

Staff recommends the approval of this ordinance.

#### **FINANCIAL CONSIDERATIONS**

The City completes a two-year budget. In 2017, there is one scheduled election in April, with a primary in February, if needed, and in 2018 there are four scheduled elections. The cost to provide MBOABC with the memory pack needed for six elections in this two-year budget would add \$7,000 to the election budget for two years.

#### **CONCLUSION**

Approve Ordinance 2016-15 Establishing a Municipal Board of Absentee Ballot Canvassers.



**ORDINANCE NO. 2016-15**

**AN ORDINANCE CREATING SECTION 1.08.050 OF MUNICIPAL CODE  
REGARDING CENTRAL CANVASSING OF ABSENTEE BALLOTS**

**THE COMMON COUNCIL OF THE CITY OF RIVER FALLS DOES ORDAIN:**

**SECTION 1.** That Section 1.08.050 of the City of River Falls Municipal Code is created as follows:

1.08.050 Pursuant to Sections 7.53(2m)(b) and 7.52 of the Wisconsin Statutes, the Municipal Board of Absentee Ballot Canvassers shall be created (MBOABC)

- A. This Board (MBOABC) shall be composed of the municipal clerk, or a qualified elector of the municipality designated by the clerk, and two other qualified electors of the municipality appointed by the clerk for a term of two years commencing on Jan. 1 of each even-numbered year. Section 7.53(2) Wisconsin Statutes.
- B. The clerk shall appoint additional inspectors under Section 7.30(2)(a), Wisconsin Statutes, to assist the MBOABC in canvassing absentee ballots under this section.
- C. The MBOABC shall canvass all absentee ballots for all elections held within the municipality at a location to be determined by the clerk, to replace canvassing of absentee ballots at the polling locations under 6.88 of the Wisconsin Statutes.
- D. The municipal clerk shall give at least 48 (forty-eight) hours' notice of any meeting of the MBOABC under this section.
- E. The municipal clerk, no later than the closing hour of the polls, shall post at the Clerk's Office and on the Internet at a site announced by the clerk before the polls open, and shall make available to any person upon request, a statement of the number of absentee ballots that the clerk has mailed or transmitted to electors and that have been returned by the closing hour on Election Day.

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

Dated this 13th day of September, 2016.

**FOR THE CITY OF RIVER FALLS**

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Dan Toland, Mayor

ATTEST:

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Lu Ann Hecht, City Clerk

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

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

## MEMORANDUM

**TO:** Mayor Toland and City Council

**FROM:** Scott Nelson, Fire Chief

**DATE:** September 13, 2016

**TITLE:** Fire Department and EMS Mutual Aid Agreements

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### RECOMMENDED ACTION

Adopt the resolution approving the following mutual aid agreements:

- Wisconsin MABAS – Mutual Aid Box Alarm System – Pierce County # 156
- Wisconsin DNR/Fire Department MOU for Mutual Aid & Fire Suppression Services
- Washington County (MN) with St. Croix County Fire Departments
- Roberts-Warren Fire Department Auto Aid

### BACKGROUND

In order to enhance services and provide sufficient resources for large scale emergency incidents, it has been the practice of many fire departments and EMS providers to enter into mutual aid compacts and agreements on how resources would be shared.

River Falls has entered into several mutual aid agreements. On average, approximately 5% of calls involve mutual aid, and we receive mutual aid as much as we provide it. There is no charge from either party for mutual aid response.

### DISCUSSION

After review of new and existing agreements, we found that some agreements needed to be updated and some needed to be entered into for the first time. The following is a brief recap of each of the agreements:

- Wisconsin MABAS – (Fire & EMS) This is a new system the State of Wisconsin has adopted to help streamline the process for giving and receiving mutual aid. The primary purpose of the Mutual Aid Box Alarm System (MABAS) is to coordinate the effective and efficient provision of mutual aid during emergencies, natural disasters, or manmade catastrophes. MABAS is not intended to relieve a community of their responsibilities of providing adequate emergency services for all local emergencies, since all communities should have their own first line of defense. When a community exhausts its resources, MABAS can be activated by the stricken community and through a systematic plan, MABAS will provide:
  - A. Immediate assistance of personnel and equipment at the scene of an emergency or disaster

B. Response teams of: Firefighters, Emergency Medical Personnel, Hazardous Materials, Responders, Technical Rescue Specialists, Divers, etc.

C. Access to specialized equipment

D. A contractual agreement covering responsibilities and liabilities for all its members.

E. Standardized policies and procedures for mutual aid responses.

F. Organization comprising fire departments from the states of Illinois, Indiana, Iowa, Missouri, Michigan, and Wisconsin.

- Wisconsin DNR/Fire Department MOU – This agreement is standard for all fire departments. It explains how DNR resources can be utilized when needed and explains the role of fire department resources in the event they are needed by the DNR. This is an updated agreement required in order for the City to be eligible for DNR grants, even though a forest fire in the River Falls service area is unlikely.
- Washington County (MN) with St. Croix County Fire Departments – Fire Departments operating in St. Croix County have been using fire departments in Washington County for mutual aid for several years. River Falls Fire has used Lower St. Croix when needed for calls west of the city. This agreement formalizes how resources will be shared. All Fire Departments in St. Croix County (with the exception of Deer Park) have signed the agreement. Language in the contract follows standard mutual aid agreement language.
- Roberts-Warren Fire Department Auto Aid – This is an existing contract with Roberts-Warren that was implemented in 2010 for an initial three-year period. For calls in a specific geographic area, both departments are automatically dispatched to ensure prompt response. We have been operating under its guidelines and have had no problems as it enhances service to the areas we both cover. The agreement presented is what was originally signed with the three-year limit removed. Either party can cancel with a 30-day written notice.

## FINANCIAL CONSIDERATIONS

Entering into these agreements would have no effect on our budget as we are currently engaged in providing mutual aid.

## CONCLUSION

River Falls Fire needed to review and update available and existing mutual aid agreements. After review, several agreements needed to be updated and entered into. Mutual aid agreements ensure adequate emergency response for large scale incidents. Both River Falls Fire and its mutual aid partners benefit equally.

It is our recommendation to Council that each of these agreements be approved as they enhance our ability to serve our area with adequate resources.



RESOLUTION NO.

**RESOLUTION APPROVING FIRE DEPARTMENT AND  
EMS MUTUAL AID AGREEMENTS**

**WHEREAS**, the Wisconsin Statute 66.0301(2) authorizes any municipality to contract with other municipalities and with federally recognized Indian tribes and bands in this state for the receipt or furnishing of services, such a fire protection and emergency medical services. Such a contract may be with municipalities of another state, as provided in Wisconsin Statute 66.0303(3)(b); and

**WHEREAS**, the Wisconsin Statute, 323.13.(1)(d), provides that the standards for fire, rescue, and emergency services shall include the adoption of the intergovernmental cooperation Mutual Aid Box Alarm System (MABAS) as a mechanism that may be used for deploying personnel and equipment in a multi-jurisdictional or multi-agency emergency response throughout Wisconsin and neighboring states; and

**WHEREAS**, the City of River Falls provides fire and emergency medical services; and

**WHEREAS**, the City of River Falls has reviewed the following agreements: Wisconsin MABAS – Mutual Box Alarm System; Wisconsin DNR/Fire Department MOU for Mutual Aid & Fire Suppression Services; Washington County (MN) with St. Croix County Fire Departments and Roberts-Warren Fire Department Auto-aid; and

**WHEREAS**, the City of River Falls has determined that it would be in the best interest of the City to enter into these agreements with said parties to provide for the coordination of fire protection and emergency medical services.

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council of the City of River Falls hereby approves that the Fire Department and Ambulance Service enter into aforementioned agreements.

Dated this 13th day of September, 2016.

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Dan Toland, Mayor

ATTEST:

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Lu Ann Hecht, City Clerk

**MUTUAL AID BOX ALARM SYSTEM**

**MABAS**

**AGREEMENT**

**MUTUAL AID BOX ALARM SYSTEM  
AGREEMENT**

This Agreement made and entered into the date set forth next to the signature of the respective parties, by and between the units of local government subscribed hereto (hereafter “Unit(s)”) that have approved this Agreement and adopted same in manner as provided by law and are hereafter listed at the end of this Agreement.

**WHEREAS**, the parties hereto have determined because of geographical considerations it is important for Illinois units and Wisconsin units to coordinate mutual aid through the Mutual Aid Box Alarm System for the effective and efficient provision of Mutual aid; and

**WHEREAS**, it is recognized and acknowledged that emergencies, natural disasters, and man-made catastrophes do not conform to designated territorial limits and state boundaries; and

**WHEREAS**, the Wisconsin Statute 66.0301(2) authorizes any municipality to contract with other municipalities for the receipt or furnishing of services, such as fire protection and emergency medical services. Such a contract may be with municipalities of another state. (Wis.Stats. 66.0303(3)(b).)

**WHEREAS**, the State of Illinois has provided similar provisions under the “Intergovernmental Cooperation Act” of 5 ILCS 220/1 et seq.

**WHEREAS**, Wisconsin Statutes § 66.03125 authorizes fire departments to engage in mutual assistance within a requesting fire department’s jurisdiction; and

**WHEREAS**, 2005 Wis. Act 257 amended § 166.03(2)(a)3 of the Wisconsin Statutes relating to standards for local emergency management programs and as further codified under § 323.13(1)(d), Wis. Stats.; and

**WHEREAS**, pursuant thereto the Adjutant General of the Department of Military Affairs of the State of Wisconsin is authorized to furnish guidance, develop and promulgate standards for emergency management programs; and

**WHEREAS**, pursuant thereto the standards for fire, rescue and emergency medical services shall include the adoption of the intergovernmental cooperation Mutual Aid Box Alarm System (MABAS) as a mechanism that may be used for deploying personnel and equipment in a multi-jurisdictional or multi-agency emergency response; and

**WHEREAS**, pursuant to such authority, Wis. Admin. Code. Chapter WEM 8 was promulgated in order to establish standards for the adoption of MABAS by local governments as a mechanism to be used for mutual aid for fire rescue and emergency medical services; and

**WHEREAS**, the parties hereto have determined that it is in their best interests to enter into this Agreement to secure to each the benefits of mutual aid in fire protection, firefighting and the protection of life and property from an emergency or disaster; and,

**WHEREAS**, the parties hereto have determined that it is in their best interests to associate to provide for communications procedures, training and other necessary functions to further the provision of said protection of life and property from an emergency or disaster;.

**NOW, THEREFORE**, in consideration of the foregoing recitals, the Unit's membership in the Mutual Aid Box Alarm System (hereinafter 'MABAS') and the covenants contained herein,

**THE PARTIES HERETO AGREE AS FOLLOWS:**

## **SECTION ONE**

### **Purpose**

It is recognized and acknowledged that in certain situations, such as, but not limited to, emergencies, natural disasters and man-made catastrophes, the use of an individual Member Unit's personnel and equipment to perform functions outside the territorial limits of the Member Unit is desirable and necessary to preserve and protect the health, safety and welfare of the public. It is further expressly acknowledged that in certain situations, such as the aforementioned, the use of other Member Unit's personnel and equipment to perform functions within the territorial limits of a Member Unit is desirable and necessary to preserve and protect

the health, safety and welfare of the public. Further, it is acknowledged that coordination of mutual aid through the Mutual Aid Box Alarm System is desirable for the effective and efficient provision of mutual aid.

## **SECTION TWO**

### **Definitions**

For the purpose of this Agreement, the following terms as used in this agreement shall be defined as follows:

- A. "Mutual Aid Box Alarm System" (hereinafter referred to as "MABAS"): A definite and prearranged plan whereby response and assistance is provided to a Stricken Unit by the Aiding Unit(s) in accordance with the system established and maintained by the MABAS Member Units and amended from time to time;
- B. "Member Unit": A unit of local government including but not limited to a county, city, village, town, tribe or band, emergency medical services district, or fire protection district having a fire department recognized by the State of Illinois, or the State of Wisconsin, or an intergovernmental agency and the units of which the intergovernmental agency is comprised which is a party to the MABAS Agreement and has been appropriately authorized by the governing body to enter into such agreement, and to comply with the rules and regulations of MABAS;
- C. "Stricken Unit": A Member Unit or a non-participating local governmental unit which requests aid in the event of an emergency;
- D. "Aiding Unit": A Member Unit furnishing equipment, personnel, and/or services to a Stricken Unit;
- E. "Emergency": An occurrence or condition in a Stricken Unit's territorial jurisdiction which results in a situation of such magnitude and/or consequence that it cannot be

adequately handled by the Stricken Unit, so that it determines the necessity and advisability of requesting aid.

- F. "Division": The geographically associated Member Units or Unit which have been grouped for operational efficiency and representation of those Member Units.
- G. "Training": The regular scheduled practice of emergency procedures during non-emergency drills to implement the necessary joint operations of MABAS.
- H. "Executive Board": The statewide oversight board of MABAS which is comprised of Division representatives.
- I. "MABAS or 'Mutual Aid Box Alarm System' region" means the WEM regional areas as identified by the Adjutant General under ss. 323.13(2)(a), Stats.
- J. "Chief Officer" means the highest ranking officer within a fire, rescue or emergency medical services unit.
- K. "Incident command system" has the meaning specified in s. 323.02(9), Stats. and follows the guidelines of the National Incident Management System, also known as NIMS.

### **SECTION THREE**

#### **Authority and Action to Effect Mutual Aid**

- A. The Member Units hereby authorize and direct their respective Chief Officer or his designee to take necessary and proper action to render and/or request mutual aid from the other Member Units in accordance with the policies and procedures established and maintained by the MABAS Member Units. The aid rendered shall be to the extent of available personnel and equipment not required for adequate protection of the territorial limits of the Aiding Unit. The judgment of the Chief Officer, or his designee, of the Aiding Unit shall be final as to the personnel and equipment available to render aid.

- B. Whenever an emergency occurs and conditions are such that the Chief Officer, Incident Commander or his designee, of the Stricken Unit determines it advisable to request aid pursuant to this Agreement he shall notify the Aiding Unit of the nature and location of the emergency and the type and amount of equipment and personnel and/or services requested from the Aiding Unit.
- C. The Chief Officer, or his designee, of the Aiding Unit shall take the following action immediately upon being requested for aid:
  - 1. Determine what equipment, personnel and/or services is requested according to the system maintained by MABAS.
  - 2. Determine if the requested equipment, personnel, and/or services can be committed in response to the request from the Stricken Unit;
  - 3. Dispatch immediately the requested equipment, personnel and/or services, to the extent available, to the location of the emergency reported by the Stricken Unit in accordance with the procedures of MABAS;
  - 4. Notify the Stricken Unit if any or all of the requested equipment, personnel and/or services cannot be provided.

## **SECTION FOUR**

### **Jurisdiction Over Personnel and Equipment**

Personnel dispatched to aid a party pursuant to this Agreement shall remain employees of the Aiding Unit. Personnel of the Aiding Unit shall report for direction and assignment at the scene of the emergency to the Fire Chief or Incident Commander of the Stricken Unit. The Aiding Unit shall at all times have the right to withdraw any and all aid upon the order of its Chief Officer or his designee; provided, however, that the Aiding Unit withdrawing such aid shall notify the Incident Commander or his/her designee of the Stricken Unit of the withdrawal of such aid and the extent of such withdrawal.

## **SECTION FIVE**

### **Compensation for Aid**

Equipment, personnel, and/or services provided pursuant to this Agreement shall be at no charge to the Stricken Unit; however, any expenses recoverable from third parties and responsible parties shall be equitably distributed among Aiding Units. Nothing herein shall operate to bar any recovery of funds from any state or federal agency under any existing state and federal laws.

## **SECTION SIX**

### **Insurance**

Each part hereto shall procure and maintain, at its sole and exclusive expense, insurance coverage, including: comprehensive liability, personal injury, property damage, worker's compensation, and, if applicable, emergency medical service professional liability, with minimum limits of \$1,000,000 auto and \$1,000,000 combined single limit general liability and professional liability. No party hereto shall have any obligation to provide or extend insurance coverage for any of the items enumerated herein to any other party hereto or its personnel. The obligations of the Section may be satisfied by a party's membership in a self-insurance pool, a self-insurance plan or arrangement with an insurance provider approved by the state of jurisdiction. The MABAS may require that copies or other evidence of compliance with the provisions of this Section be provided to the MABAS. Upon request, Member Units shall provide such evidence as herein provided to the MABAS members.

## **SECTION SEVEN**

### **Indemnification Liability and Waiver of Claims**

Each party hereto agrees to waive all claims against all other parties hereto for any loss, damage, personal injury or death occurring in consequence of the performance of this

Agreement; provided, however, that such claim is not a result of a malicious act by a party or its personnel, or done by them with an intentional disregard of the safety, health, life or property of another. The Stricken Unit hereby expressly agrees to hold harmless, indemnify and defend the Aiding Unit and its personnel from any and all claims, demands, liability, losses, including attorney fees and costs, suits in law or in equity which are made by a third party that may arise from providing aid pursuant to this Agreement.

All employee benefits, wage and disability payments, pensions and worker's compensation claims, shall be the sole and exclusive responsibility of each party for its own employees provided, however, that such claim is not a result of a malicious act by a party or its personnel, or done by them with an intentional disregard of the safety, health, life or property of another.

## SECTION EIGHT

### **Non-Liability for Failure to Render Aid**

The rendering of assistance under the terms of this Agreement shall not be mandatory and the Aiding Unit may refuse if local conditions of the Aiding Unit prohibit response. It is the responsibility of the Aiding Unit to immediately notify the Stricken Unit of the Aiding Unit's inability to respond, however, failure to immediately notify the Stricken Unit of such inability to respond shall not constitute evidence of noncompliance with the terms of this section and no liability may be assigned.

No liability of any kind or nature shall be attributed to or be assumed, whether expressly or implied, by a party hereto, its duly authorized agents and personnel, for failure or refusal to render aid. Nor shall there be any liability of a party for withdrawal of aid once provided pursuant to the terms of this Agreement.

## **SECTION NINE**

### **Term**

This Agreement shall be in effect for a term of one year from the date of signature hereof and shall automatically renew for successive one year terms unless terminated in accordance with this Section.

Any party hereto may terminate its participation in this Agreement at any time, provided that the party wishing to terminate its participation in this Agreement shall give written notice to the Board of their Division and to the Executive Board specifying the date of termination, such notice to be given at least 90 calendar days prior to the specified date of termination of participation. The written notice provided herein shall be given by personal delivery, registered mail or certified mail. In Wisconsin, a copy of such notice shall also be deposited with the Fire Service Coordinator (FSC), Wisconsin Emergency Management, 2400 Wright Street, Room 213, P.O. Box 7865, Madison, WI 53700-7865, telephone (608) 220-6049.

## **SECTION TEN**

### **Effectiveness**

This Agreement shall be in full force and effective upon approval by the parties hereto in the manner provided by law and upon proper execution hereof. In Wisconsin, a copy of such agreement shall be deposited with the Fire Services Coordinator (FSC), Wisconsin Emergency Management, 2400 Wright Street, Room 213, P.O. Box 7865, Madison, WI 53700-7865, telephone (608) 220-6049.

## **SECTION ELEVEN**

### **Binding Effect**

This Agreement shall be binding upon and inure to the benefit of any successor entity which may assume the obligations of any party hereto. Provided, however, that this Agreement may not be assigned by a Member Unit without prior written consent of the parties hereto.

## **SECTION TWELVE**

### **Validity**

The invalidity of any provision of this Agreement shall not render invalid any other provision. If, for any reason, any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed severable and this Agreement may be enforced with that provision severed or modified by court order.

## **SECTION THIRTEEN**

### **Notices**

All notices hereunder shall be in writing and shall be served personally, by registered mail or certified mail to the parties at such addresses as may be designated from time to time on the MABAS mailing lists or, to other such addresses as shall be agreed upon.

## **SECTION FOURTEEN**

### **Governing Law**

This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of Wisconsin.

## **SECTION FIFTEEN**

### **Execution in Counterparts**

This Agreement may be executed in multiple counterparts or duplicate originals, each of which shall constitute and be deemed as one and the same document.

## **SECTION SIXTEEN**

### **Executive Board of MABAS**

An Executive Board is hereby established to consider, adopt and amend from time to time as needed rules, procedures, by-laws and any other matters deemed necessary by the Member Units. The Executive Board shall consist of a member elected from each Division within MABAS who shall serve as the voting representative of said Division on MABAS

matters, and may appoint a designee to serve temporarily in his stead. Such designee shall be from within the respective division and shall have all rights and privileges attendant to a representative of that Member Unit. In Wisconsin, the Executive Board shall be constituted as set forth in the Wisconsin State Administrative Code Chapter referenced above.

A President and Vice President shall be elected from the representatives of the Member Units and shall serve without compensation. The President and such other officers as are provided for in the by laws shall coordinate the activities of the MABAS.

## **SECTION SEVENTEEN**

### **Duties of the Executive Board**

The Executive Board shall meet regularly to conduct business and to consider and publish the rules, procedures and by laws of the MABAS, which shall govern the Executive Board meetings and such other relevant matters as the Executive Board shall deem necessary.

## **SECTION EIGHTEEN**

### **Rules and Procedure**

Rules, procedures and by laws of the MABAS shall be established by the Member Units via the Executive Board as deemed necessary from time to time for the purpose of administrative functions, the exchange of information and the common welfare of the MABAS. In Wisconsin, Member Units shall also comply with all requirements of WEM 8 currently in effect and as amended from time to time. In Wisconsin, MABAS policies and general operating procedures shall be available on request without charge from the Fire Services Coordinator (FSC), Wisconsin Emergency Management, 2400 Wright Street, Room 213, P.O. Box 7865, Madison, WI 53700-7865, telephone (608) 220-6049. MABAS policies and procedures may also be accessed from the Wisconsin Emergency Management webpage at <http://emergencymanagement.wi.gov>.

**SECTION NINETEEN**

**Amendments**

This Agreement may only be amended by written consent of all the parties hereto. This shall not preclude the amendment of rules, procedures and by laws of the MABAS as established by the Executive Board to this Agreement. The undersigned unit of local government or public agency hereby has adopted, and subscribes to and approves this MUTUAL AID BOX ALARM SYSTEM Agreement to which this signature page will be attached, and agrees to be a party thereto and be bound by the terms thereof.

This Signatory certifies that this Mutual Aid Box Alarm System Agreement has been adopted and approved by ordinance, resolution, or other manner approved by law, a copy of which document is attached hereto.

\_\_\_\_\_  
Political Entry

\_\_\_\_\_  
President or Mayor, or Chairman

\_\_\_\_\_  
Date

ATTEST:  
\_\_\_\_\_

Title

\_\_\_\_\_  
Date

(Note: Signature page may be modified to meet each individual jurisdiction's official signature(s) requirements.)

## **ADDENDUM A TO MUTUAL AID BOX ALARM SYSTEM AGREEMENT**

### **Non-Discrimination**

In the performance of the services under this Agreement each party agrees not to discriminate against any employee or applicant because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, or student status. Each party further agrees not to discriminate against any subcontractor or person who offers to subcontract on this contract because of race, religion, color, age, disability, sex, or national origin.

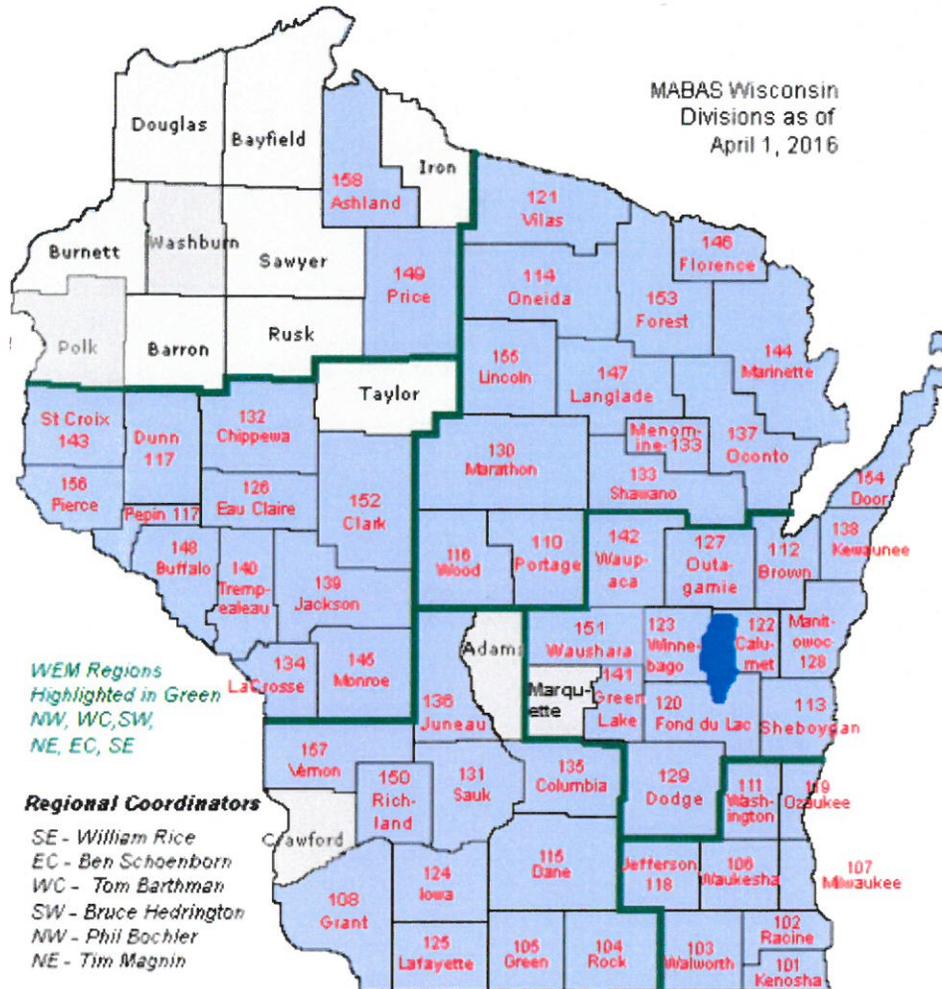


# MABAS WISCONSIN

Mutual Aid Box Alarm System



Thursday, September 1, 2016



### WHAT IS WISCOM - System Overview



© September 1, 2016 15:25 - MABAS Wisconsin - MS01RAC710 - Site Map

**FIRE DEPARTMENT/DNR  
MOU  
FOR MUTUAL AID AND FIRE SUPPRESSION**

**Notice:** Collection of this information is authorized pursuant to s. 26.145, Wis. Stats.; Chapter NR 47, subch. I and VIII, Wis. Adm. Code; Cooperative Forestry Assistance Act of 1978, Section 10(b)2 as amended; and 16 U.S.C. 2101-2114. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records laws (ss. 19.32-19.39, Wis. Stats.).

Fire Department Information			
Fire Department Name			Check one <input type="checkbox"/> In DNR Fire Protection Area <input type="checkbox"/> In Cooperative Area
Address			Phone Number (include area code)
City	State	ZIP Code	Tax ID #

**Agreement**

THIS AGREEMENT is entered into by and between the above-listed fire department (the Fire Department), and the State of Wisconsin Department of Natural Resources (DNR), for the suppression of forest fires within each party's respective jurisdiction in DNR Protection Area and/or on land owned by the DNR (DNR Land) in Cooperative Area.

WHEREAS, s 26.11, Wis. Stats., vests the DNR with the power, authority, and jurisdiction in all matters relating to prevention, detection, and suppression of forest fires outside the limits of incorporated villages and cities and s. 23.09(4), Wis. Stats., and s. NR 1.23, Wis. Adm. Code, authorize the DNR to render assistance in case of emergencies.

WHEREAS, the DNR and the Fire Department pursuant to ss. 23.09, 23.11 and 26.11(4), Wis. Stats., desire to cooperate in the suppression of fires; it is agreed by and between the DNR and the Fire Department as follows:

**1. DEFINITIONS**

- a. "Cooperative Area" means the areas of the state outside the DNR Protection Areas where Fire Departments have primary forest fire initial attack responsibilities.
- b. "DNR Protection Area" are the areas of the state defined by ss. NR 30.01 and NR 30.02, Wis. Adm. Code, as intensive or extensive
- c. "Extended Attack" occurs when resources beyond those designated for initial attack must be dispatched to an incident or when extensive mop-up is required. This is generally when suppression efforts exceed one hour.
- d. "Forest Fire" means an uncontrolled, wild or running fire occurring on a forest, marsh, field, cut over or other lands or involving farm, city, or village property and improvements incidental to the uncontrolled, wild or running fire occurring on forest, marsh, field, cut over or other lands (as defined in s. 26.11(2), Wis. Stats.).
- e. "Incident Command System" means a set of personnel, policies, procedures, facilities, and equipment, integrated into a common organizational structure designed to improve emergency response operations of all types and complexities. ICS is a subcomponent of the National Incident Management System (NIMS), as released by the U.S. Department of Homeland Security in 2004.
- f. "Initial Attack" is defined as the first hour when suppression efforts are needed.
- g. "Non-reportable Fires" are those fires that:
  - i. Do not spread from predetermined limits;
  - ii. Cannot be found;
  - iii. Are false alarms;
  - iv. Are structural fires; or
  - v. Are vehicular fires.
- h. A project fire means an extended attack forest fire requiring state wide resource deployment by the DNR.
- i. "Reportable Fires" are all others not listed in sub. 1. d.

- j. "Suppression" means the action of the responding agency(ies) beginning with initial attack and continuing through control of the forest fire, mop-up, and until the forest fire is out.
- k. "Unified Command" means a system of that enables institutions and agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively

**2. RESPECTIVE RESPONSIBILITIES**

- a. The DNR is responsible for the suppression of all forest fires and protection and suppression of any improvements threatened by forest fires as defined previously in section 26.11, Wis. Stats.
- b. DNR may assist the Fire Department when resources are available, as authorized by section NR 1.23, Wis. Adm. Code and section 26.11(1), Wis. Stats
- c. Within DNR Protection Areas, the DNR may request the assistance of the Fire Departments to provide forest fire suppression, as well as structural protection.
- d. Outside of DNR Protection Areas, in the Cooperative Areas, the Fire Departments may request the assistance of the DNR to provide additional resources and support in forest fire suppression and Fire Departments have been delegated the authority on DNR owned lands for fire suppression actions by virtue of this Agreement.
- e. Structural and vehicular fires are the responsibility of the Fire Department, but the Fire Department may request DNR equipment and personnel to assist with the structural and vehicular fire or when there is danger of a forest fire being caused by the structural or vehicular fire.

**3. REPORTING FIRES**

- a. The Fire Department agrees to make every effort to immediately notify the DNR of forest fires, or fires which may become forest fires that are burning or threatening DNR protection areas or DNR Lands. If immediate notification cannot be made, the Fire Department shall report the location of the fires, and the action taken, to the DNR as soon as possible, but no later than 24 hours from its knowledge of the forest fires.
- b. If the Fire Department is unable to contact the DNR, it shall take immediate, independent action to effectively put out the forest fire.
- c. If it is uncertain whether a reported forest fire is within a DNR protection area or on DNR land due to the fire's proximity to the boundary line, the Fire Department or DNR shall notify the other party. If the Fire Department or DNR is unable to contact the other party, it shall take immediate, independent action to effectively put out the forest fire, as soon as practicable. Thereafter it shall notify the other party and report the location of the fire and the action that was taken.
- d. The DNR agrees to notify the Fire Department through County Dispatch if they become aware of a structure or vehicular fire within the Fire Department's jurisdiction.

**4. COMMAND AT FIRES**

The Incident Command System will be used at all forest fires. When the Fire Department is the first to arrive at the scene of a forest fire within a DNR protection area or on DNR land, the Fire Department shall establish incident command and begin initial attack. Command of the incident may be transferred to a qualified DNR incident commander upon arrival. A Unified Command structure is encouraged when deemed appropriate. If DNR does not arrive on scene, or is called to another incident, the Fire Department shall maintain command of the forest fire until out.

**5. OUTSIDE ASSISTANCE**

A DNR designated employee shall be consulted when in attendance by the chief officer of the Fire Department before calling in additional crews and equipment or outside fire departments for forest fires originating and occurring in DNR protection areas or on DNR lands. The incident commander is responsible for releasing the additional crews or equipment as soon as possible.

**6. EQUIPMENT AND PERSONNEL REQUIREMENTS**

- a. The DNR and the Fire Department agree to have available and utilize firefighting units suitable for suppressing forest fires. Responding units should be equipped with forest fire fighting hand tools and equipment. All responding units shall be equipped with a radio that contains a common frequency with the local DNR fire units, such as "Fireground Blue."

**Fire Department / DNR Memorandum  
of Understanding for Mutual Aid and  
Fire Suppression Services**

Form 4300-061 (R 12/11)

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- b. It is recommended that Fire Departments respond to forest fires with firefighters that have successfully completed **BASICS OF WILDLAND FIRE SUPPRESSION FOR RURAL FIRE DEPARTMENTS** in accordance with NFPA 1051 standards, which is an 8 hour course taught by DNR personnel and available to all Fire Departments.
- c. Firefighters shall wear protective clothing on all forest fires. It is recommended that protective clothing meets the 1977 NFPA standard on protective clothing and equipment for forest fire fighting including, as a minimum, Nomex shirts, pants or coveralls, boots, hardhat or helmet, and leather gloves. Use of web belts and fire shelters are also recommended for additional protection. Structural turnout gear should be available on each unit for every firefighter in the event there is a structural fire.

**7. FIRE SUPPRESSION SERVICES AND COMPENSATION**

- a. The Fire Department agrees to provide suppression services on forest fires, if its resources are available, whenever it is requested to respond by DNR or through established dispatch procedures. The DNR agrees to provide suppression services on forest fires, when resources are available, if requested by the Fire Department or through established dispatch procedures.
- b. In DNR Protection Areas, Fire Department suppression services compensation applies to all forest fires occurring outside the limits of incorporated villages and cities.
- c. In Cooperative Areas, Fire Department suppression services compensation **only** applies to forest fires originating on DNR owned lands.

**8. COMPENSATION**

The Fire Department must choose one compensation option from each of the following response categories below. **Choose an option from each response category and check the selected option box.**

NOTE: The person(s) responsible for causing the forest fire may be billed by DNR for all suppression costs, including those incurred by the Fire Department, that are billed to DNR.

a. INITIAL ATTACK:

Compensation for providing **initial attack** forest fire suppression, (including building protection) on forest fires within the Fire Department's area of jurisdiction. Initial attack is defined as the first hour of forest fire suppression services. (Choose one):

**Option 1.** No payment for providing forest fire suppression on all initial attack forest fires.

**Option 2.** Receive payment for providing forest fire suppression on all initial attack forest fires.

b. EXTENDED ATTACK:

Compensation for providing **extended attack** forest fire suppression, (including building protection) on forest fires either in or outside the Fire Department's own area of jurisdiction. Extended attack is defined as forest fire suppression services after the first hour (Choose one):

**Option 1.** No payment for providing forest fire suppression on all extended attack forest fires.

**Option 2.** Receive payment for providing forest fire suppression on all extended attack forest fires.

**9. BILLING PROCEDURE**

- a. The Fire Department, township, or governing body agrees not to directly bill any landowner, responsible party or governmental body for forest fire suppression service costs paid by the DNR for services consistent with this Agreement.
- b. If the Fire Department bills the DNR for fire suppression costs; (a) the bill shall be prepared on the appropriate form, and (b) the bill shall be presented no later than 14 days following the date on which the fire suppression was completed. Failure to meet this deadline may jeopardize the payment of the bill.
- c. If the Fire Department submits a bill for services rendered in suppressing a forest fire it shall be paid by the DNR subject to the following limitations.

- i. No payment will be made by DNR for runs that are not reportable forest fires. Examples include but are not limited to:
  - Burning activity covered by a legal burning permit.
  - Burning activity not covered by a legal burning permit but has not escaped control.
  - Cannot be found
  - False alarms
  - Structural fires
  - Vehicle fires
  - Cooking or warming fires
- ii. No payment will be made by DNR for forest fire suppression actions where the Fire Department provides no suppression services.

#### **10. RECOMMENDED STAFFING**

- a. The recommended staffing and equipment for initial attack forest fire suppression operations is as follows:
  - 1 4x4 brush rig (ICS Type 5-7 Engine);
  - 1 engine (or a tender (tanker) with pumping capabilities, ICS Type 1-4 Engines);
  - 6 forest fire trained firefighters
- b. During periods of very high or extreme fire danger, more personnel and equipment than listed above may be required for the initial response.
- c. Should the Fire Department respond with more than the recommended or requested dispatch, only that equipment and personnel needed and actually used for suppression will be compensated at the predetermined rate. Compensation for additional equipment and personnel may not be made to the Fire Department unless the DNR agrees it was reasonably necessary for suppression.

#### **11. STAFFING FOR STRUCTURAL PROTECTION**

Staffing and equipment dispatched for structural protection on project fires is Fire Department specific. A project fire means an extended attack forest fire requiring state wide resource deployment by the DNR.

#### **12. PAYMENT**

- a. SCHEDULE - Payment for engines and personnel used in forest fire suppression shall be made according to the following schedule:
  - (i) Engines that pumped for active forest fire suppression **\$75/hour**
  - (ii) ATVs, UTVs and similar equipment that pumped for active forest fire suppression **\$35/hour**
  - (iii) Fire Department personnel that provide suppression assistance on the fire. **\$10/hour**
- b. CALCULATION OF PAYMENT - Following the first hour of suppression service, bills submitted shall be calculated to the nearest ½ hour. Service begins when the engine leaves its station, and continues until it returns to its station when suppression action was taken by the Fire Department.

#### **13. LIABILITY**

The Fire Department, its employees, agents, and members, shall not be deemed employees or agents of the DNR for any purpose, including worker's compensation. Worker's compensation coverage for the employees, agents, and members of the Fire Department shall be provided by the Fire Department in accordance with section 102.07(7), Wis. Stats. In addition, the DNR shall not be liable for any damage to, or destruction of, vehicles or suppression equipment beyond that liability established in section 893.82 or 895.46, Wis. Stats., or as otherwise established by the State Claims Board and approved in accordance with statutes.

#### **14. COORDINATION**

- a. A written outline of routine communication procedures, notification procedures, together with maps and rosters of on-call personnel, should be jointly prepared by and between the Fire Department and the DNR.
- b. A current contact list of the names, addresses and telephone numbers of the DNR's Forestry personnel for the area described in the Agreement shall be developed.

**15. TERMINATION**

This Agreement shall be binding upon the parties hereto until six months following written notice of termination by either party. Either party reserves the right to cancel this Agreement in whole or in part without penalty. The DNR reserves the right to cancel this Agreement in whole, or in part, without penalty, due to non-appropriation of funds or failure of the Fire Department to comply with the terms, conditions, or specifications described.

**16. NONDISCRIMINATION**

The Fire Department agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, as described in s. 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following; employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Fire Department agrees to post in conspicuous places, availability for employees and applications for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

**17. ASSIGNMENT**

This Agreement may not be assigned or subcontracted in part or in whole without written approval from the DNR and may only be changed or amended in writing.

**18. PARTIES**

- a. In this Agreement, the DNR and the Fire Department includes its successors, their respective officers, employees, agents, directors, subcontractors, assignees, partners, and representatives.
- b. This Agreement and its referenced parts and attachments, shall constitute the entire Agreement and previous Agreements, whether written or oral, are hereby superseded.

**19. AMENDMENT**

Any revisions must be made by an amendment to this Agreement or other written documentation, and signed by both parties. This Agreement shall commence upon its signing by both parties and continue until termination under paragraph 15.

**20. AUTHORIZATION**

Each person signing this agreement, personally warrants and represents that he or she is authorized by his or her principal to bind the party for whom he or she is signing.

DEPARTMENT OF NATURAL  
RESOURCES For the Secretary

Signature of DNR Area Forestry Team Leader		Date Signed
Signature of Fire Chief	Fire Department	Date Signed
Signature of Other Authorized Representative		Date Signed

**MUTUAL AID AGREEMENT**

**INCLUSIVE OF: THE FIRE DEPARTMENTS OF WASHINGTON  
COUNTY, MINNESOTA AND THE FIRE DEPARTMENTS OF ST.  
CROIX COUNTY, WISCONSIN**

**MUTUAL AID AGREEMENT**  
**INCLUSIVE OF: THE FIRE DEPARTMENTS OF WASHINGTON**  
**COUNTY, MINNESOTA (will list each dept) AND THE FIRE DEPARTMENTS**  
**OF ST. CROIX COUNTY, WISCONSIN (will list each dept)**

This Agreement is made pursuant to Minnesota Statutes §471.59 and Minnesota Statutes §438.08 and Wisconsin Statutes §66.0303, Subd. (2) and (3)(b) which authorize the joint and cooperative exercise of powers common to contracting parties. The intent of this agreement is to make equipment, personnel and other resources available to political subdivisions from other political subdivisions during an emergency situation or for designated training activities.

**Section 1. Definitions.**

- a. "Party" means a political subdivision.
- b. "Requesting Official" means the person designated by a Party who is responsible for requesting Assistance from other Parties.
- c. "Requesting Party" means a party that requests assistance from other parties.
- d. "Responding Official" means the person designated by a party who is responsible to determine whether and to what extent that party should provide assistance to a Requesting Party.
- e. "Responding Party" means a party that provides assistance to a Requesting Party.
- f. "Assistance" means Fire and/or emergency medical services personnel and equipment, and any associated and related training necessary to further the purpose of this Agreement.

**Section 2. Request for assistance.**

Whenever, in the opinion of a Requesting Official, there is a need for assistance from other parties, the Requesting Official may call upon the Responding Official of any other party to furnish assistance.

**Section 3. Response to request.**

Upon the request for assistance from a Requesting Party, the Responding Official may authorize and direct his/her party's personnel to provide assistance to the Requesting Party. This decision will be made after considering the needs of the responding party and the availability of resources.

**Section 4. Recall of Assistance.**

The Responding Official may at any time recall such assistance when in his or her best judgment or by an order from the governing body of the Responding Party, it is considered to be in the best interests of the Responding Party to do so.

**Section 5. Command of Scene.**

The Requesting Party shall be in command of the mutual aid scene. The personnel and equipment of the Responding Party shall be under the direction and control of the Requesting Party until the Responding Official withdraws assistance.

**Section 6. Workers' compensation.**

Each party shall be responsible for injuries or death of its own personnel. Each party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing assistance pursuant to this agreement. Each party waives the right to sue any other party for any workers' compensation benefits paid to its own employee or volunteer or their dependants, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

**Section 7. Damage to equipment.**

Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

**Section 8. Liability.**

- a. For the purposes of Tort Liability, the employees and officers of the Responding Party are deemed to be employees of the Requesting Party.
- b. The Requesting Party agrees to defend and indemnify the Responding Party against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of assistance in responding to a request for assistance by the Requesting Party pursuant to this agreement.
- c. Under no circumstances, however, shall a party be required to pay on behalf of itself and other parties, any amounts in excess of the limits on liability established in its Home State applicable to any one party. The limits of liability for some or all of the parties may not be added together to determine the maximum amount of liability for any party.
- d. The intent of this subdivision is to impose on each Requesting Party a limited duty to defend and indemnify a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under the laws of its Home State. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

- e. No party to this agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any party to furnish assistance to any other party, or for recalling assistance, both as described in this agreement.
- f. For the purposes of training, and other than Workers' compensation claims as described in Section 6, the laws of the State where the training takes place will control disputes based upon claims of one party against the other.

**Section 9. Charges to the Requesting Party.**

- a. No charges will be levied by a Responding Party to this agreement for assistance rendered to a Requesting Party under the terms of this agreement unless that assistance continues for a period of more than 12 hours. If assistance provided under this agreement continues for more than 12 hours, the Responding Party may submit to the Requesting Party an itemized bill for the actual cost of any assistance provided after the initial 12 hour period, including salaries, overtime, materials and supplies and other necessary expenses; and the Requesting Party will reimburse the party providing the assistance for that amount.
- b. Such charges are not contingent upon the availability of federal or state government funds.

**Section 10. Duration.**

This agreement will be in force from the date of execution and shall continue until terminated. Any party may withdraw from this agreement upon thirty (30) days written notice to the other party or parties to the agreement.

**Section 11. Amendments.**

Any amendments to this agreement shall be in writing and signed by all parties.

**Section 12. Agreement.**

This agreement contains the entire agreement of the Fire Departments of Washington County Minnesota and the Fire Departments of St. Croix County Wisconsin. Any prior correspondence, memoranda or agreements are replaced in total by this agreement.

**Section 13. Execution.**

Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated. Each party to this agreement shall maintain a copy of an executed copy of this agreement.

IN WITNESS WHEREOF, the undersigned, on behalf of their political subdivision or their fire department corporation has executed this agreement pursuant to authorization by its governing body

**City of River Falls**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**Fire Department**

\_\_\_\_\_  
Fire Chief

Dated: \_\_\_\_\_, 2016

**STATE OF WISCONSIN**

\_\_\_\_\_  
Its \_\_\_\_\_

**AUTOMATIC AID AGREEMENT**  
**RIVER FALLS FIRE & ROBERTS-WARREN FIRE**

## Automatic Aid Agreement

In order to enhance the emergency services provided to the citizens served by the River Falls Fire Department and to the citizens served by the Roberts-Warren Fire Department, the River Falls Fire Department has agreed to automatically respond to certain incidents that occur within the area of the Roberts-Warren Fire Department Fire District as designated below and the Roberts-Warren Fire Department has agreed to automatically respond to certain incidents that occur within the area of the River Falls Fire Department Fire District as designated below.

This automatic aid agreement is an extension of any mutual aid agreement between the River Falls Fire Department and the Roberts-Warren Fire Department that is already in place and does not replace any such mutual aid agreement that is already in place.

- I. Automatic aid response criteria for the River Falls Fire Department to automatically respond into the Roberts-Warren Fire Department Fire District:
  - A. The River Falls Fire Department will automatically respond to the following types of incidents within the geographical area of the Roberts-Warren Fire Department Fire District, which is the area bounded on the south by the north line of the River Falls Fire Department Fire District, on the west by Boundary Road, on the north by U.S. Highway 12, including the Village of Roberts north of Hwy 12 and on the east by 150<sup>th</sup> Street.
    - Structure Fires
  - B. The River Falls Fire Department will NOT automatically respond to the following types of incidents, but will respond to a request for mutual aid for the following types of incidents, regardless of where located within the Roberts-Warren Fire Department Fire District:
    - Auto accidents
    - Car fires
    - Brush/grass fires
    - Refuse fires
    - Hazardous material (fuel leaks gas leaks will be included)
    - Medical Calls
    - Co Alarms
    - Fire alarms
    - Rescues
    - Service calls
- II. Automatic aid response criteria for the Roberts-Warren Fire Department to automatically respond into the River Falls Fire Department Fire District
  - A. The Roberts-Warren Fire Department will automatically respond to the following types of incidents within the geographical area of the River Falls Fire Department Fire District, which is the area bounded on the north by the south line of the Robert-Warren Fire Department Fire District, on

the east by 150<sup>th</sup> St on the south by County Highway J and Town Hall Road, and on the West by Boundary Road.

- Structure Fires
- Auto accidents
- Car fires
- Brush/grass fires
- Refuse fires
- Hazardous material (fuel leaks and gas leaks will be included)
- Fire alarms
- Rescues

B. The Roberts-Warren Fire Department will NOT automatically respond to the following types of incidents, but will respond to a request for mutual aid for the following types of incidents, regardless of where located within the River Falls Fire Department Fire District:

- Medical Calls
- Co Alarms
- Service calls

III. Ability to respond:

- A. The River Falls Fire Department shall, at a minimum, provide one Class A 1000 g.p.m. pumper staffed with 4 structural firefighters and one officer on board.
- B. If the River Falls Fire Department cannot provide automatic aid due to manpower limitations, or any other reason, the River Falls Fire Department shall contact the Roberts-Warren Fire Department as soon as possible to inform the Roberts-Warren Fire Department that automatic aid is not available.

IV. Ability to respond:

- A. The Roberts-Warren Fire Department shall, at a minimum, provide one Class A 1000 g.p.m. pumper staffed with 4 structural firefighters and one officer on board.
- B. If the Roberts-Warren Fire Department cannot provide automatic aid due to manpower limitations, or any other reason, the Roberts-Warren Fire Department shall contact the River Falls Fire Department as soon as possible to inform the River Falls Fire Department that automatic aid is not available.

V. Cancellation of automatic aid company and cancellation of EMS unit:

- A. The first officer on scene from either department will take command of the incident and cancel or order more resources as deemed necessary.

VII. Term of Automatic Aid Agreement

This Automatic Aid Agreement shall be in effect until such time either party withdraws from it by giving thirty (30) days written notice to the other party.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2010

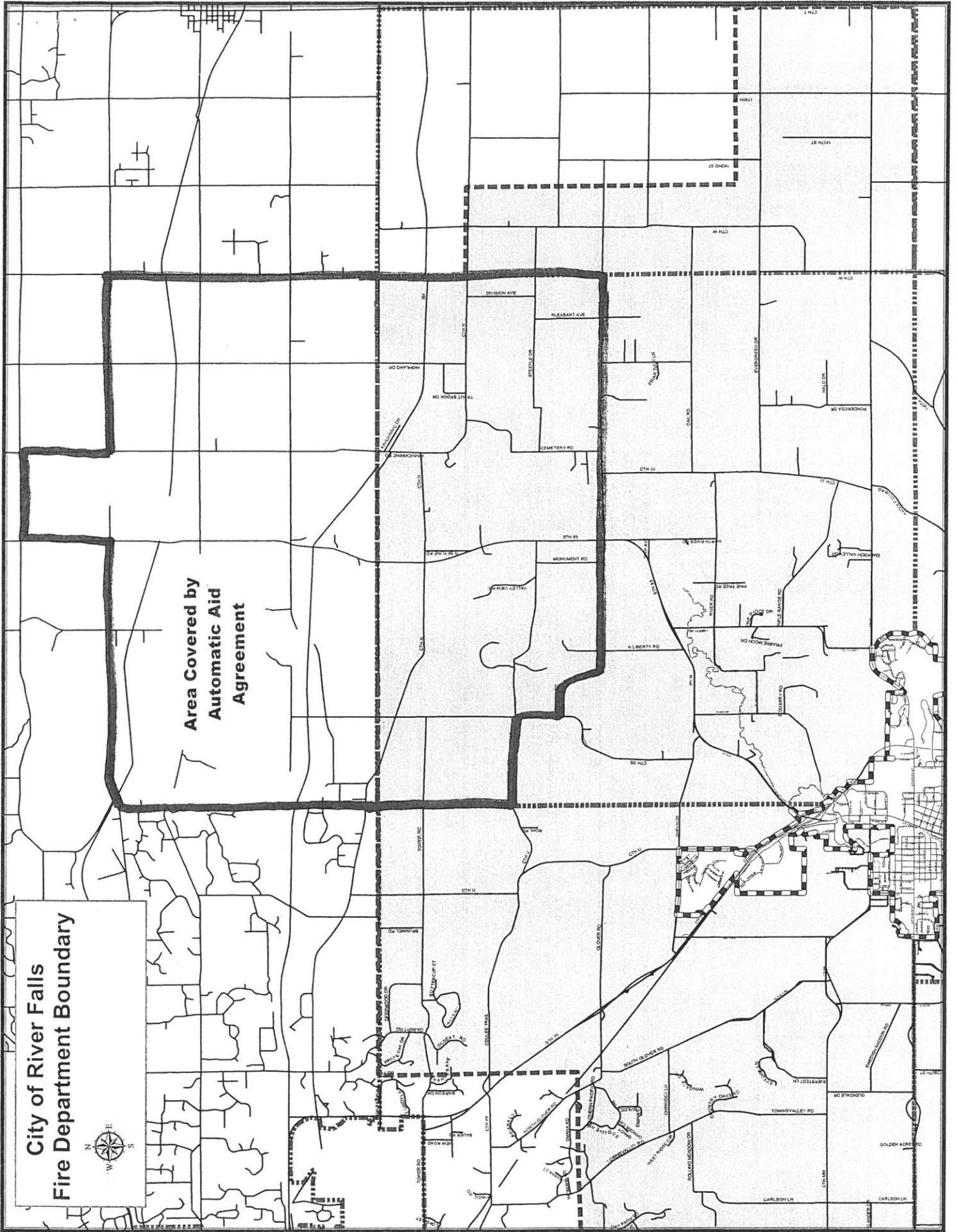
RIVER FALLS FIRE DEPARTMENT

By \_\_\_\_\_ Fire Chief

ROBERTS-WARREN FIRE ASSOCIATION

By \_\_\_\_\_ Association President

By \_\_\_\_\_ Fire Chief



## MEMORANDUM

**TO:** Mayor Toland and City Council

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

**DATE:** September 13, 2016

**TITLE:** Preliminary Resolution-Business Improvement District

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### RECOMMENDED ACTION

Adopt the attached resolution which will authorize proceeding with special assessments for the downtown Business Improvement District (BID). The assessments are used by the BID Board for downtown projects, which include façade and sign grants, music in the park sponsorship, Main Street hanging baskets, River Dazzle parade sponsorship and mural projects. The public hearing scheduled for October 11<sup>th</sup> will include a presentation of the proposed 2017 budget by the Business Improvement District Board.

### BACKGROUND

The BID assessment has been in place since 1988. The request from the Business Improvement District Board is to continue with an annual assessment of \$44,500 to fund improvements in the downtown district. Each property in the business improvement district pays a portion of the assessment based on the assessed values as of January 1, 2016. The City's administrative costs of \$2,500 are included in the assessment total.

Joleen Larson, Board President of the Business Improvement District, will present the annual report and proposed 2017 budget at the October 11, 2016 Council meeting. A public hearing on the final assessments is scheduled for October 11<sup>th</sup> to allow property owners within the district to provide comments and voice concerns before the final assessments are approved.

### FINANCIAL CONSIDERATIONS

The assessment is spread over all properties in the business improvement district, based on the assessed value of the property. A schedule of the assessment for each parcel will be included in the information presented at the public hearing.

### CONCLUSION

Upon approval from the Council, affected property owners will be notified of the proposed assessment and the date of the public hearing.



**RESOLUTION NO.**

**PRELIMINARY RESOLUTION DECLARING INTENT  
TO EXERCISE SPECIAL ASSESSMENT POLICE  
POWERS UNDER SECTION 66.0703 WISCONSIN STATUTES  
FOR THE BENEFIT OF THE RIVER FALLS  
BUSINESS IMPROVEMENT DISTRICT**

**RESOLVED**, by the Common Council of the City of River Falls, Wisconsin:

1. The Common Council hereby declares its intention to exercise its police power under Section 66.0703 Wisconsin Statutes, to levy special assessments upon property for the benefit of the River Falls Business Improvement District (BID), the Common Council having approved the operating budget submitted by the Business Improvement District Board. The special assessments that will be levied by the Common Council are upon the following described real property located in the BID, City of River Falls:

**NORTHERN BOUNDARY**

Commercial properties included south of the line running easterly from the northeast portion of the intersection of Lewis and Division Streets, continuing across the Kinnickinnic River, and then running along the southern portion of Division Street to the northwest portion of the intersection of Division and Third Streets.

**EASTERN BOUNDARY**

Commercial properties included west of the line running southerly from the northwest portion of the intersection of Division and Third Streets to Cedar Street; then easterly across the alley; then southerly to include property identification number (PIN) 1009-04 (State Bank of River Falls); then easterly to the west side of Third Street; then southerly to the northeast intersection of Third and Walnut Streets; then westerly across the alley; then southerly to the northwest portion of the intersection of the alley and Locust Street; then westerly to the northeast portion of the intersection of Second and Locust Street; then southerly along Second Street crossing Spring Street continuing southerly along Oak Street to the southeast portion of the intersection of Oak Street and Cascade Avenue; then westerly to southeast corner of Main and Cascade; thence generally south to the northeast corner of South Main and Vine.

SOUTHERN BOUNDARY

Commercial properties included north of the line which starts at the northeast portion of the intersection of Vine and South Main Streets and which runs westerly along the northern portion of Vine Street to the northeast portion of the intersection of Vine and State Streets.

WESTERN BOUNDARY

Commercial properties included east of the line running northerly from northeast portion of the intersection of State and Vine Streets across Cascade Street; then easterly to the southwest corner of PIN 1097-10; then northerly to Lake George; then generally north and northeast along the east shore of Lake George and the Kinnickinnic River to a point on the east end of the Maple Street bridge; then northerly to the northeast portion of the intersection of Pine and Clark Street; then westerly to the northeast portion of the intersection of Pine and Clark Streets; then north to the northeast portion of the intersection of Lewis and Division Streets.

2. The improvements which shall constitute the special assessment levies shall be for the payment of general operating expenses and project expenses, said improvements and expenses to be incurred for the benefit of those properties that are in the BID.

3. The total amount assessed against the properties within the BID shall not exceed 100 percent of the total cost of the operating budget approved for the operation of the BID for calendar year 2017. The Common Council determines that the assessment for the operating budget of the BID constitutes an exercise of police power and benefits the properties in the BID based upon the assessed valuation of the properties within the BID.

4. The assessment against any parcel shall be included on the real estate property tax rolls and shall be paid in full by January 31, 2017. All special assessments received by the City for use in the Business Improvement District shall be placed in a segregated account in the municipal treasury pursuant to Section 66.1109(4) of the Wisconsin Statutes.

5. The BID Board of Directors shall prepare a report which shall consist of:
  - A. The proposed operating budget of the BID for calendar year 2017, showing all planned payments, receipts and expenditures for the BID.
  - B. A listing of each parcel in the BID, and its assessed valuation, and its record owner, and current tenant if different from the owner.
  - C. A schedule of the proposed assessments against each parcel in the BID.

6. When the report is completed, the President of the BID Board of Directors shall file a copy of the report with the City Clerk for public inspection.

7. Upon receipt of the report of the President of the BID Board, the City Clerk shall cause notice to be given stating the nature of the proposed expenditures within the BID, the general boundary lines of the BID (including a small map thereof), the time and place at which the report may be inspected, and the time and place of the public hearing on the matters contained in the preliminary resolution and the report. This notice shall be published as a Class I Notice and a copy shall be mailed at least 10 days before the hearing to every interested party.

8. The hearing shall be held in the Council Chambers in the City of River Falls at a time set by the Clerk in accordance with Sections 66.0703(7)(a) of the Wisconsin Statutes.

Dated this 13th day of September, 2016.

FOR THE CITY OF RIVER FALLS

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Dan Toland, Mayor

ATTEST:

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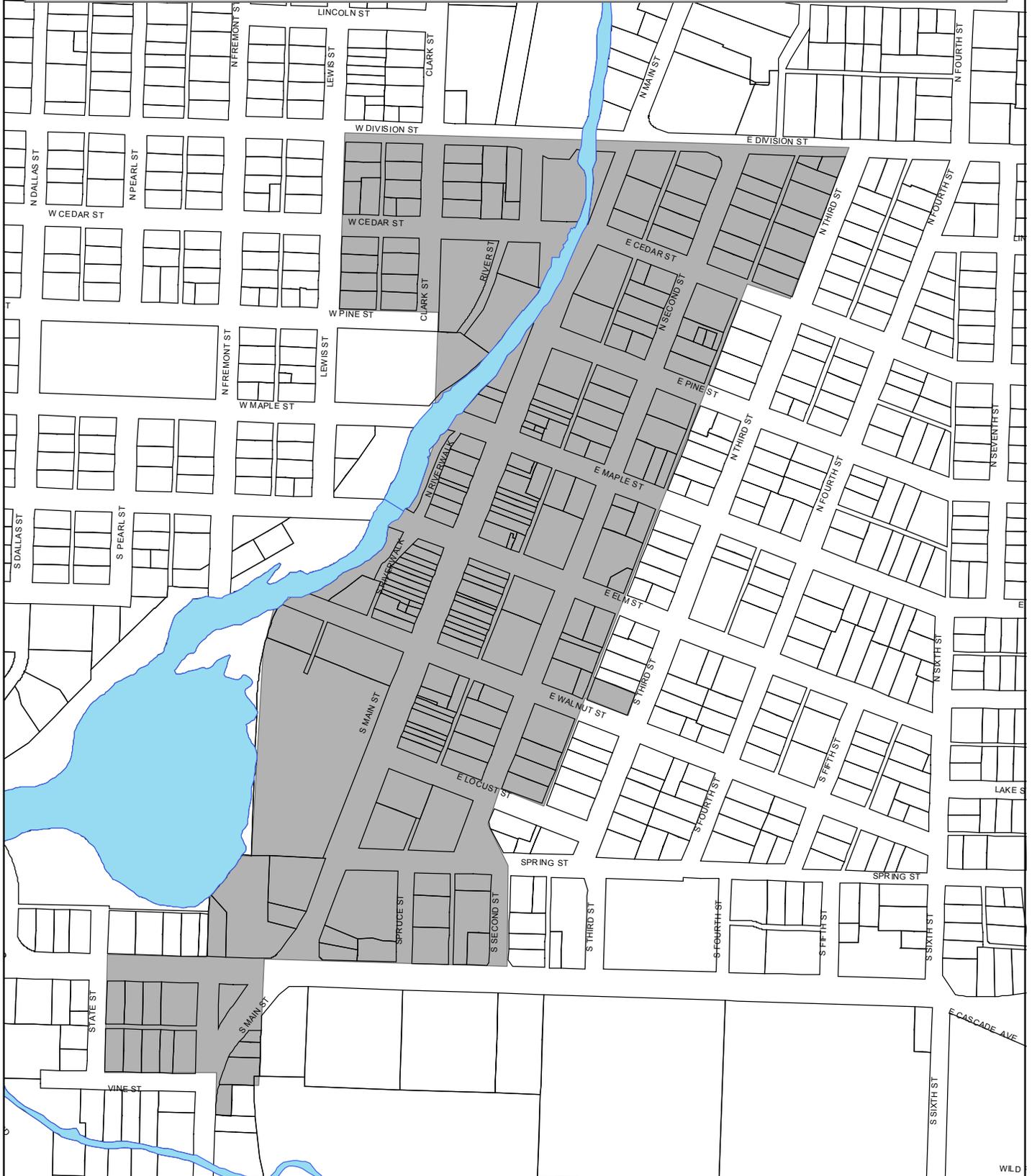
Lu Ann Hecht, City Clerk

# Business Improvement District

# City of River Falls



Prepared By: City of River Falls  
Engineering Department  
123 E. Elm St  
River Falls, WI 54022  
(715) 425-0900  
Date: Sept, 2003



## MEMORANDUM

6

**TO:** Mayor Toland and City Council

**FROM:** Wayne Siverling, Electric Operations Superintendent

**DATE:** September 13, 2016

**TITLE:** Purchase of Electric Department Bucket Truck

### BACKGROUND

The Electric department maintenance fleet includes a number of pieces of equipment to maintain the underground and overhead electrical system as well as various substations. The largest and most expensive being two “bucket trucks” (#215 2015 International 4300 Bucket Truck and #213 2001 Freightliner Bucket Truck).

The 2001 bucket truck #213 is 15 years old. The industry standard is a 10 year replacement. Due to deterioration of the bed where the lift connects to the truck, and the age of the vehicle, the equipment is recommended for replacement.

This vehicle is the primarily used to lift personnel for overhead line maintenance. The 2017 budget includes \$200,000 for the vehicle replacement, and due to the extended time required to manufacture, the expense will also occur in 2017, with payment due when the truck is delivered.

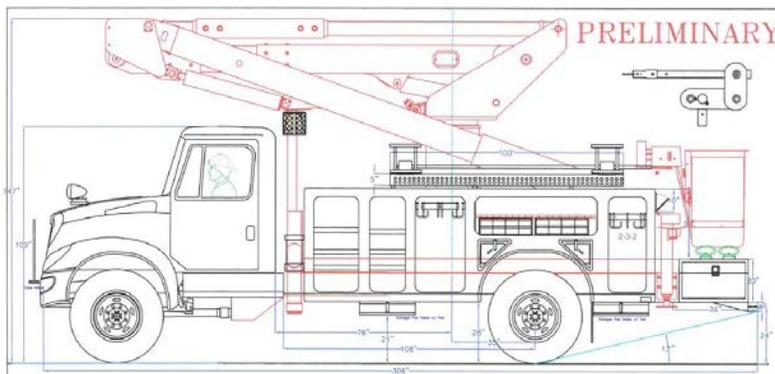


#213 2001 Freightliner Bucket Truck

### Proposal

Upon the completion of a formal Request for Bids process, we received one bid.

1. Utility Sales & Service - \$208,321



See Exhibit B for Truck Layout Drawings.

Utility Sales & Service is recommended because we already have a like vehicle in the fleet purchased from them in 2015 and efficiencies will be realized when switching between vehicles and for parts availability and maintenance personnel.

#### **FINANCIAL CONSIDERATIONS**

The bid for the 2017 55' Articulating Telescopic Aerial Device mounted on a 2017 International 4400 SBA 4x2 Regular Cab and Chassis is \$208,321. See Exhibit A for Sales Quotation. This is a 2017 budgeted item and delivery is expected on June 1, 2017. The estimated sale price of \$10,000 for the 2001 bucket truck would reduce the net cost of the equipment replacement to less than the amount budgeted of \$200,000.

#### **RECOMMENDED ACTION**

Adopt the resolution approving the purchase of a 55' Articulating Telescopic Aerial Device mounted on a 2017 International Cab and Chassis (bucket truck) from Utility Sales & Service of Appleton, Wisconsin, in conjunction with approval to sell the 2001 Freightliner Bucket Truck on public surplus auction or trade in if applicable.



RESOLUTION NO.

**RESOLUTION APPROVING THE PURCHASE OF A REPLACEMENT ELECTRIC DEPARTMENT BUCKET TRUCK FROM UTILITY SALES & SERVICE OF APPLETON, WISCONSIN**

**WHEREAS**, the 2017 budget includes the replacement of a 2001 electric department bucket truck; and

**WHEREAS**, bids were solicited for the replacement of this vehicle and required personnel aerial equipment; and

**WHEREAS**, Utility Sales & Service was the sole bidder and selected to manufacture and deliver a 55' Articulating Telescopic Aerial Device mounted on a 2017 International 4400 SBA 4x2 Regular Cab and Chassis by June 1, 2017; and

**WHEREAS**, staff recommends contracting with Utility Sales and Service due to the ability to use existing attachments from existing equipment which will result in internal efficiencies; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council approves the purchase of a 55' Articulating Telescopic Aerial Device mounted on a 2017 International Cab and Chassis from Utility Sales & Service for \$208,321; and

**BE IT FURTHER RESOLVED** that the Common Council approves, in conjunction with the purchase of this bucket truck, authorization to sell the 2001 Freightliner Bucket Truck on public surplus auction or trade if applicable in 2017.

Dated this 13th day of September, 2016

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

ATTEST:

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



412 RANDOLPH DRIVE APPLETON, WISCONSIN 54913-9297 (920) 788-2699 (920) 788-4699 FAX

August 10, 2016

Mr. Wayne Siverling  
River Falls Municipal Utility  
222 Lewis St.  
River Falls, WI. 54022

**Sales Quotation #16-05-12R1**

Dear Mr. Siverling:

**UTILITY SALES and SERVICE, INC.** is pleased to submit the following **Sales Quotation** for your review. USSI shall provide **one (1) Versalift model VST-5500-103** insulated articulating and telescopic material handling aerial device and **one (1) Brand FX model BFXB-102T fiberglass line body**. These items shall be installed on a **2017 International 4400 SBA 4 x 2 Regular cab chassis** with 33,000 GVWR, 13,000 lb. front axle capacity, 23,000 lb. rear axle capacity, Cummins ISL diesel engine, Allison 6-speed automatic transmission with PTO opening and drive gear, **114" CA** and dual rear wheels.

**AERIAL DEVICE**

**AERIAL DEVICE** - Combination, articulating and telescoping insulated aerial lifting device shall be manufactured in accordance with all OSHA and ANSI requirements.

**MINIMUM REACHES AND CAPACITIES –**

Height to Bottom of Platform	<b>55'.</b>
Working Height	<b>60'.</b>
Horizontal Reach	<b>37' – 11" at 27'</b>
Travel Height	<b>11' – 11" (+/- 2").</b>
Platform Capacity (with winch & jib removed):	<b>650 Pounds.</b>
Platform Capacity (with winch & jib installed):	<b>550 Pounds.</b>

**PLATFORM** - The fiberglass platform shall be **24" x 42" x 42"** with an inside and outside step for easy access. A Raised Double tubular rubber platform support shall be provided.

**Note: The platform is to be stowed off the end of the boom with platform step facing curbside**

**PLATFORM LINER** - A **24" x 42" x 42"** platform liner (tested and rated for 50 KV AC) shall be provided with an inside step towards the boom when basket is stowed.

**VINYL PLATFORM and CONTROLS COVER** - A soft vinyl platform cover for a **24" x 42" x 42"** platform and controls is provided.

**MASTER CONTROL** - This control shall energize the platform and pedestal control circuits, which shall include the engine start/stop and two-speed throttle control.

**4-AXIS SINGLE STICK PLATFORM CONTROL** - A 4-Axis **pistol-grip** style single stick right hand platform mounted control shall consist of a multi-jointed handle linkage and non-conductive components, actuates the interlock section and four individual boom function valves. A safety trigger located on the underside of the single stick handle, shall not allow boom movement until the trigger is depressed. The control valves shall be full pressure and full flow for better cold weather operation. The operator shall be able to feather between the controls' movements to provide multi-function boom action. An emergency stop control shall be provided. The control valves must be covered by a protective plate and the control valve linkage must be protected with a rubber boot. The lower boom, raise and lower functions shall be a separate control.

**PLATFORM ELEVATOR** - The platform elevator shall lift the platform 24" vertically using a telescopic cylinder. This option adds **seven inches (7")** of length from the centerline of the platform rotator. **\*NOTE: The elevator option reduces the platform capacity by 100 lbs.**

**HEAVY DUTY HYDRAULIC PLATFORM ROTATOR/SUPPORT** - A heavy duty hydraulic platform rotator and support is required when the 2 ft. (24") platform elevator is added to the aerial. The rotator shall rotate the platform **180-degrees** from one side of the upper boom assembly, across the end-hung position, and to the other side of the upper boom assembly. The platform control hoses shall not extend below the bottom of the platform.

**HYDRAULIC PLATFORM LEVELING** - Platform leveling shall be controlled automatically by a master cylinder and slave cylinder arrangement.

**HYDRAULIC PLATFORM TILTING** - The platform leveling shall be manually-activated from the upper and lower controls to hydraulically adjust platform leveling, tip the platform for clean-out, or to ease the removal of an injured operator.

**HYDRAULIC TOOL CIRCUIT** - Two (2) sets of hydraulic tool ports shall be provided and installed at the platform and the rear of the truck. This system shall be designed to use open center hydraulic tools only. The tool circuits shall provide **6 G.P.M. at 2,250 PSI.** Two (2) set of Parker #FF371-8FP, & FF372-8FP quick disconnect couplers with dust covers shall be provided and installed.

**RADIO CONTROLLED ENGINE START/STOP** - The start/stop circuit shall be designed so that the lift cannot be operated unless the truck ignition is in the "run" position and the master control is turned "on". This feature shall make it difficult for unauthorized individuals to operate the lift when the truck is locked. A radio controlled upper controls and a toggle switch at the pedestal and at the rear of the truck shall be used to energize this system.

**RADIO CONTROLLED TWO SPEED THROTTLE CONTROL** - This system shall give the operator a choice of slower engine idle speeds or faster engine speeds with faster lift movements when required. The manual throttle control shall be designed to operate only if both the master control and the chassis ignition are turned "on". Radio controls at the platform and a toggle switch at the pedestal and at the rear of the truck shall be used to energize the manual throttle control.

**RADIO CONTROLLED EMERGENCY POWER** - This system consists of a hydraulic pump driven by a 12-volt DC motor, which shall be powered by the truck's engine battery. The system is connected in parallel with the main pump and is designed for non-continuous operation. Radio controlled upper controls and a toggle switch at the pedestal and rear of the truck are used to energize this system.

**Utilize one switch for Start/Stop, Throttle and Emergency power at the rear. Up for throttle, Down for start/stop and Emergency Power.**

**HYDRAULIC ARTICULATED JIB AND WINCH** – A jib and winch consisting of a winch, two-piece jib pole assembly, and an articulating arm shall be provided. Up to a 1000 lbs. material handling can be provided depending on boom and jib positions. The winch is hydraulically power by a self-locking worm gear drive and is rated for a 1000 lbs. full drum. The winch provides an average line speed of approximately 20 FPM (6.1m/minute).

The 3” diameter round inner jib pole is dielectrically tested and can be manually pinned in 5 different length positions, for a total of 22” length adjustment. The 4” diameter round diameter outer jib pole is manufactured from FRP but is not dielectrically tested. The jib pole assembly is automatically leveled with the platform and can be hydraulically tilted from -10 degrees to +86 degrees for a total of 96 degrees.

The jib pole assembly is mounted on an articulating arm. The arm is compensated so the jib stays at approximately the same angle relative to the ground as the arm articulates. The arm travels 91 degrees, providing the equivalent to 17.5 degrees horizontal jib pole extension and 20 degrees vertical jib pole extension. The jib and winch assembly can be manually indexed about a vertical axis in one of three different pin positions. This positions the jib up to 30 degrees to either side of the boom, for a total travel of 60 degrees. The jib and winch assembly can be removed without tools when not needed.

**LINE LIFTING SOCKET** - A line lifting socket shall be part of the platform support structure. The line lifting socket shall accommodate 3" diameter line lifting attachments. The socket shall be automatically leveled with the platform without any mechanical adjustments.

**OUTER/INNER BOOM ASSEMBLY**- The outer/inner boom assembly includes an outer boom, telescopic inner boom, extension system, and hose assemblies. The outer boom consists of a **10 in. x 12 in.** steel section. The **8-5/8 in. x 10-5/8 in.** rectangular fiberglass inner boom is housed within the outer boom. The inner boom can be easily removed and disassembled for service and inspection. The extension system consists of a hydraulic cylinder, two integral holding valves, and dual #60 roller chains housed entirely within the boom assembly. The hoses routed through the outer/inner boom assembly are non-conductive and fully contained within the boom assembly. The **outer/inner boom assembly articulates from 25° below horizontal to 85° above horizontal.** Actuated by a double acting cylinder, equipped with two integral holding valves; the outer/inner boom assembly is offset to one side to provide easy access to the platform. The boom assembly shall be side-mounted to and on the same plane with the lower boom to provide the lowest possible road travel. A boom support cradle and a boom tie down strap are included.

**ELECTROGUARD BOOM END** - The outer boom assembly shall include a **12” x 14”** fiberglass section at the boom end, **which shall provide a 38" clear electrical insulation gap even when the inner boom is fully retracted.** Ultra high molecular weight plastic slide pads shall be mounted on the

inner boom. The Electrogard shall be equipped with infinitely adjustable screw in type slide pads on the sides and top. A pinned slide pad shall be used at the bottom of the fiberglass section. **All slide pads shall have the ability to be replaced without removing the inner boom.**

**LOWER BOOM WITH CHASSIS INSULATING SYSTEM** - Each end of a high strength fiberglass insert (chassis insulating system) is installed in a rectangular **10 in. x 12-in.** high strength steel section. The steel and fiberglass sections are bonded with pressure injected adhesive to fill any voids. After the adhesive cures, 32 bolts are installed to assure maximum strength. A compensation link with a fiberglass section maintains the 24-in. insulation gap in all the boom positions. The double acting cylinder, with an integral holding valve, allows the lower boom to articulate from **horizontal to 88° above horizontal.**

**COMPENSATING LINK** - An insulated parallelogram linkage shall maintain the knuckle at a constant angle to the turret.

**BOOM STOW REST** - A boom support and an over-center (not ratchet) type boom tie-down shall be included.

**ELECTRICAL INSULATION SPECIFICATIONS** - The outer/inner boom assembly shall be tested and certified for electrical work at **46 KV** and below in accordance with ANSI/SIA A92.2-1990 requirements. The outer/inner boom assembly shall be fully insulated even in a retracted position. Lower boom insert shall be tested per ANSI/SIA A92.2-1990.

**TURRET** - The turret "wings" shall be 5/8" steel plates for added stiffness. A bearing cover shall be continuously welded to seal out moisture and prevent foreign materials from obstructing the turret rotation. The 1 1/4" turret plate shall be machined to provide a flat surface to support the rotation bearing.

**LOWER CONTROL VALVES** - Full pressure control levers at the turret control the following: rotation; the outer/inner boom assembly's raise, lower, and extension functions; platform leveling; and the lower boom's raise and lower functions. The lower controls shall be equipped with a manual selector valve to override the upper controls. A protective guard shall be provided for the lower control. **Cut panel down as small as possible.**

**CONTINUOUS ROTATION** - Rotation shall be **continuous and unrestricted** in either direction. This shall be accomplished by a hydraulically-driven worm and spur gear with a shear-ball rotation bearing. The critical bolts holding the lift to the rotation bearing and the rotation bearing to the pedestal shall be SAE Grade 8. These critical bolts shall be marked with torque seal indicator to provide a quick means of detecting any loosening upon inspection. An eccentric ring backlash adjustment shall be provided.

**PEDESTAL** - The pedestal shall be tubular with a reinforced mounting plate. The hydraulic oil reservoir shall be built into the pedestal. The top plate of the pedestal shall be 1-1/4" thick and machined flat to support the rotation bearing. **Fill spout facing front of chassis, this will put the sight gauge on the streetside and out of line of sight.**

**MAIN OUTRIGGERS** - One (1) set of A-frame outriggers shall be provided and mounted to the end of the sub-frame in front of the curbside and street side front vertical compartments (C1 & S1), and between the chassis cab. The outriggers shall be equipped with pilot operated check valves, internal thermal relief

valves, and separate operating controls for each outrigger at the rear of the vehicle. The maximum extension of the outriggers furnished shall be 148" of spread and 7.25" of penetration with 21" of ground clearance based on a 39" frame height. Pivoting feet shall be provided.

**FULL LENGTH SUBFRAME** – A full-length sub-frame shall be fabricated and installed to aid with stability of the unit. The sub-frame shall be constructed of 6" x 4" x 1/4" thick wall structural steel tube with cross bracing and a top plate. Shear plates and tie bolts are provided to attach to the chassis frame.

**AUXILIARY OUTRIGGERS** - One (1) set of modified A-frame auxiliary outriggers shall be provided and installed behind the rear of the streetside S5 vertical compartment and behind curbside rear C5 accessway. Pivoting feet shall be provided.

**OUTRIGGER BOOM INTERLOCK AND DOWN MOTION ALARM SYSTEM - A** outrigger/boom interlock designed to prevent the lift from being operated until the outriggers contact the ground shall be provided and installed. The interlock also prevents the outriggers from being retracted before the aerial lift is properly stored. An alarm shall sound whenever the outriggers are lowered. This system shall be wired to the PTO switch and to a separate back up alarm (provided by USSI). The backup alarm shall be mounted at the center of the truck and shall be pointed downward.

**HYDRAULIC SYSTEM** - An **open center** hydraulic system shall operate at **2,250 PSI and 7.5 GPM**. The suction strainer shall have a 100 mesh (149 micron) rating, and shall be removable for cleaning. Located below the reservoir shall be a gate valve to prevent oil loss when the filter is serviced. A 10 micron return line filter shall be mounted above the tank and inside the pedestal. The return line filter shall be easily changeable without draining the reservoir. Sight gauges shall be furnished on the side of the pedestal for checking the fluid level. The hydraulic system shall be powered by a PTO driven pump connected to the chassis' automatic transmission.

**HYDRAULIC OIL RESERVOIR** - The reservoir shall be designed as an integral part of the pedestal and shall have anti-splash baffles and easy-to-read fluid level gauges (sight gauges). The hydraulic oil capacity of the reservoir shall be 25 gallons. The reservoir shall be filled with military spec. 5606 hydraulic oil.

**HOSES AND FITTINGS** - Hoses routed through the booms shall be high-pressure, non-conductive hoses with swaged hose end fittings. Precautions shall be taken where hoses might chafe or rub. Retainers shall be used to separate the hoses inside the booms to prevent chafing. Nylon sleeves shall be installed over hoses at points of movement.

**CYLINDERS** - Both the upper and lower cylinders shall be of a threaded end-cap design. The upper cylinders shall be equipped with two integral holding valves to prevent the down creep of the booms and to lock the booms in position in the event of a hose failure. The lower cylinder shall be equipped with one integral holding valve.

**SLOPE INDICATORS** – Two (2) slope indicators shall be installed, one on the curbside and on the rear of the truck.

**NON-LUBE BEARINGS** - Non-lube bearings shall be used at all points of motion. The rotation bearing and the extension chain shall be the only components that require lubricating maintenance.

**PAINTING PROCESS** - The complete aerial unit shall be shot-blasted, primed and painted prior to assembly. The aerial shall be urethane painted and gelcoated WHITE.

**MANUALS** - Two (2) operator and two (2) service manuals shall be included with the aerial

**EXTENDED WARRANTY** – Total of 3 years will be provided for this aerial.

## **FIBERGLASS BODY**

### **BRAND FX MODEL BFXB-102T FIBERGLASS LINE BODY**

#### **MINIMUM DIMENSIONS**

Overall Length	150 Inches
Overall Width	94 Inches
Compartment Height	48 Inches
Compartment Depth	18 Inches
Load-bed Width	58 Inches
Floor Height	30 Inches

**EXTERIOR WALL AND SURFACE CONSTRUCTION** - Body side compartments shall include a laminated PVC core to provide sufficient compression for strength and rigidity. Core shall be minimum 0.375" thickness, providing a density of 5 to 6 pounds per cubic foot. Minimum 18 mil fiberglass skin shall fully enclose the inner PVC core. All exterior surfaces shall have a minimum 20 mils. gelcoat and .50 mil. skin coat. Front corners of the side compartments shall be protected **with aluminum treadplate rock guards.**

**NON-SKID COMPARTMENT TOPS** – The tops of the compartments shall have textured non-skid surfaces.

**UNDERSTRUCTURE (Steel)** - A steel understructure shall consist of 4" x 5.4 foot-pound longitudinals. All crossmembers shall be 4" x 5.4 foot-pound minimum dimension. To insure maximum structural integrity, 6" x 5.4 foot-pound front and rear channels shall be provided. Understructure shall be primed with a premium epoxy primer and finished with acrylic enamel paint.

**CARGO FLOOR (Aluminum)** – Load bed floor shall be constructed of 3/16" aluminum treadbrite and shall be painted with a black non-skid coating. Load bed floor shall be flanged up body sidewalls a minimum of 4".

**BULKHEAD (Aluminum)** - A full-width front bulkhead shall be constructed from minimum 3/16" smooth aluminum.

**DOORS** - All body compartment doors shall be sandwich-style construction, consisting of a 1/2" thick lower density PVC core enclosed by a 1/8" fiberglass skin on each side. Structural core material shall have minimum shear strength of 151 PSI and minimum 3,995 PSI shear modulus. All doors shall be manufactured using a closed mold system to provide a high quality automotive finish on both sides and insure structural strength. All compartment doors shall have radius corners to maintain a positive seal and insure maximum weather protection.

**WEATHER STRIP** - All doors shall be fitted with an automotive-type weather strip, for maximum assurance of weather tight compartments. The weather strip shall be crimp-on and removable to facilitate its replacement as required.

**DOOR RESTRAINTS (Vinyl-Coated Cables)** - Each vertical and horizontal compartment door shall be equipped with a vinyl-coated stainless steel cable door stop. The horizontal compartment door cables shall be detachable to provide for greater access to the interior of the compartment. Each horizontal compartment shall have rubber bumpers to prevent direct contact between the door and body.

**DOOR LOCKS** - All doors, vertical and horizontal, shall be equipped with a **stainless steel**, key locking spring loaded rotary latch, to be flush mounted in the door. An adjustable striker plate shall be mated to the door latch.

**HINGES** - Each compartment door shall be equipped with two (2) **stainless steel** hinges. Piano-type hinges shall not be acceptable.

**BOLTS & FASTENERS** - All bolts and screws shall be stainless steel, and shall include self-locking stainless steel nuts.

**DRIP RAILS** - An extruded aluminum drip rail shall be provided above exterior compartment doors.

**SHELVING CONSTRUCTION** - All shelves shall have 2" lips and hanger brackets and shall be constructed of pultruded fiberglass.

**LIGHTS & ELECTRICAL** - All exterior lights shall be provided in compliance with FMVSS-108 standards. All exterior body lighting shall be **LED including the back-up lights**. All exterior lights shall be flush-mounted and include rubber grommet shock mount fixtures, installed in the tail shelf. A lighted license plate bracket shall be furnished (*mounting location for license plate bracket to be determined at the pre-paint inspection*).

**NOTE: Rear lights shall be installed in the rear platform extension.**

**CURBSIDE - Front to Rear**

**Front vertical compartment with single door.**

- ¾ Transverse compartment.
- Three (3) pullout 5" drawer assembly, with aluminum shelf on the top of transverse rack.
- Egg Crate dividers for bottom 2 drawers only.
- One (1) Adjustable fiberglass shelf below pull out drawers.

**Second vertical compartment with single door.**

- Three (3) adjustable shelf with dividers.

**Third vertical compartment with single door.**

- Eight (8) locking swivel hooks mounted 2-4-2.

**Horizontal compartment with single drop door.**

- Two (2) 8D cabinets with metal dividers (USSI to Fabricate dividers) installed side by side on angled riser pushed back against wall as far as possible.
- One (1) Adjustable shelf with dividers above cabinets.

**Rear vertical compartment - Delete**

- Access way with grip-strut steps.
- Two grab handles.

**STREETSIDE - Front to Rear**

**Front vertical compartment with single door.**

- Three (3) adjustable shelves with dividers.

**Second vertical compartment with single door.**

- Three (3) adjustable shelf with dividers.

**Third vertical compartment with single door.**

- Eight (8) locking swivel hooks mounted 2-4-2.

**Horizontal compartment with single drop door.**

- Two (2) 8D cabinets with metal dividers (USSI to Fabricate dividers) installed side by side on angled riser pushed back against wall as far as possible.
- One (1) Adjustable shelf with dividers above cabinets.

**Rear vertical compartment with single door.**

- Seven (7) locking swivel hooks mounted 2-3-2.

**COMPARTMENT LIGHTING** - All body compartments shall be illuminated by **LED** Rope lighting mounted vertically on each side of the doors and near the top of each compartment. The lights shall be manually activated by an illuminated rocker switch, mounted on the chassis dash.

**WHEEL CHOCKS & HOLDERS** - Four (4) wheel chock holders shall be provided and formed into the CURBSIDE, and STREETSIDE fender skirt. Four (4) **rubber** wheel chocks shall be furnished.

**SIDE ACCESS STEP** – One (1) rubber mounted grip-strut side access step shall be installed beneath the side access way.

## **ACCESSORIES**

**ALUMINUM SADDLE STYLE TAIL SHELF** - A saddle style rear tail shelf approximately **18" tall x 30" W x 94" L** shall be furnished to facilitate bucket entry from loadbed level. The tail shelf shall be constructed from minimum **1/8"** aluminum treadbrite. Size of the tail shelf to be determined by area needed for bucket storage with no overhang past the bumper (24" x 42" bucket). The tail shelf shall include an approximately 6" high (5.5" I.D.) thru-storage shelf with two **horizontally hinged** drop down doors and automotive type crimp on gaskets. Latches and hinges shall be **stainless steel** and keyed to match the body latches. The top of the tail shelf shall be coated with black non-skid paint.

**BUMPER** - One (1) ICC style rear step bumper shall be fabricated and installed, Extend bumper out an extra 2”.

**TOWING PACKAGE** - Provide a towing package to include one (1) 15-ton spring pintle hook, one (1) 7-blade RV style trailer socket, and one (1) pair of D-ring safety chain keepers.

**BACK-UP ALARM** - One (1) electronic **dual tone** backup alarm shall be provided and installed. Separate switch or weather pack connector for alarm on outriggers.

**ELECTRONIC BRAKE CONTROLLER** - A Tekonsha electronic brake controller shall be provided and installed in the chassis cab.

**MUD FLAPS** - One (1) pair of rubber mud flaps shall be provided and installed behind the rear tires.

**SIGN STORAGE BRACKETS** – Fabricate and install 2 stepped sign storage brackets on the front street side outrigger between the body and the chassis cab. Approximately 9”W x 9”D x 15”T.

**CONE HOLDER** - Fabricate and install a post with drop down pinned cone holder at the front bumper and aluminum safety style cone holder at the rear curbside of tail shelf.

**OUTRIGGER PADS AND PAD HOLDERS** - Four (4), aluminum heavy duty outrigger single pad holders shall be provided and installed one (1) each under the curbside and street side front vertical compartments and one (1) each under the curbside and streetside of tailshelf. Four (4) 18” x 18”x1” high density polyethylene outrigger pads shall be provided.

**EXTERIOR LIGHTS**- Provide and install Four (4) Lumabar model AY-9500-020 H2O, 20” LED Strip lights. Two on the curbside and two on the streetside (*Mounting location to be determined at pre-paint*) Both curbside and streetside lights will be manual activated by separate switches mounted on the chassis dash.

**CARGO AREA LIGHTS** – Two (2) Truck-Lite #4060C LED 4” flood lights shall be provided and installed on cargo walls to illuminate the cargo area. The cargo area lights will be manually activated by a single illuminated rocker switch mounted on the chassis dash.

**ACCESSWAY LIGHT** – One (1) Lumabar model AY-9500-20 H2O, 20” Strip light shall be provided and mounted under step to illuminate the cargo access steps.

**REMOTE CONTROLLED SPOT LIGHTS** – One (1) GoLight model # 20074 LED spot light shall be provided and installed on the front hood of the truck. One (1) Golight model # 79004 LED portable spotlight with 15’ power cord permanent mount shoe & suction cup, mounted on the rear curbside outrigger cover. Provide Two (2) Golight model 15420 snap on flood lens for lights.

**12V POWER POINT** – Provide and install 12v power plug at the Rear of the body for portable spotlight.

**BEACON LIGHTS** - Two (2) Whelen model #L31HAF, Amber LED strobe lights with model L360BGB brush guards shall be provided, pipe mounted and installed on a crossbar off of the lower boom stow. The lights shall be manually activated by an illuminated rocker switch provided and mounted on the chassis dash.

**STROBE LIGHTS** – Install customer supplied front and rear strobe lights (Need to know what type of lights or manufacturer)

**INVERTER PACKAGE** - Provide one (1) Dimensions model #TMC-12/2400N Pure Sine 12 Volt-to-120 Volt inverter with continuous rated output of 2400 watts. The inverter is equipped with two (2) AC outlets, and operates without the vehicle's engine running. The inverter includes a built-in solid state automatic low battery shutdown at 10.5 volts DC which allows for the truck to be started. The inverter shall be installed upside down as far forward as possible in curbside front compartment above transverse top shelf with plug facing curbside.

**GROUNDING REEL** - Provide one (1) Hannay model #SGCR-10-17-19 spring rewind grounding reel including 40' of 2/0 Yellow grounding cable with 2 clamps and ferrules, custom wind up posts on rear curbside outrigger.

**MATERIALS STORAGE BOX** – One (1) **approximately 12” H x 20” W x 68” L** aluminum treadbrite material storage box shall be provided and installed on top of the CURBSIDE rear compartments of the body (C3 & C4). The box shall have a single lift up lid supported with two gas props and be accessible from inside the cargo area of the body. Automotive type crimp on gaskets and stainless steel latches and hinges shall be provided. The latches shall be keyed to match the body latches. **Box to be sprayed with rubberized liner.**

**MATERIALS STORAGE BOX** – One (1) **approximately 18” H x 20” W x 50” L** aluminum treadbrite material storage box shall be provided and installed on top of the CURBSIDE front compartments of the body (C1 & C2). The box shall have a single lift up lid supported with two gas props and be accessible from inside the cargo area of the body. Automotive type crimp on gaskets and stainless steel latches and hinges shall be provided. The latches shall be keyed to match the body latches. **Box to be sprayed with rubberized liner.**

**MATERIALS STORAGE BOX** – One (1) **approximately 20” H x 20” W x 20” L** aluminum treadbrite material storage box shall be provided and installed on top of the front transverse **mounted to the right**. The box shall have a single lift up lid supported with two gas props and be accessible from inside the cargo area of the body. Automotive type crimp on gaskets and stainless steel latches and hinges shall be provided. The latches shall be keyed to match the body latches. **Box to be sprayed with rubberized liner.**

**MATERIAL TROUGH** - One (1) **approximately 5” H x 18” W x 65” L** aluminum treadbrite material trough shall be provided and installed on top of the streetside compartments. The two sides and the bottom of the trough shall be punched. **(Exact Length to be determined because of the ladder rack that will be installed above it)**

**MATERIAL TRAY** – Install customer provided chain saw tray on transverse compartment.

**WIRE RACK** – Fabricate and install aluminum 4 compartment bicycle style wire rack mounted on transverse between storage box and customer provided chainsaw tray.

**LADDER RACK** - One (1) Weatherguard EZ Glide model 255 drop down ladder rack on angled brackets shall be provided and mounted on top of the street side compartments of the body above the material trough.

**SHOVEL HOLDER** – A shovel holder shall be fabricated using two sections of 3” dia. PVC tube approximately 18” in length and installed on the curbside front of body above the outrigger between the body and the cab. Bungee and eyelets in body for securing shovels.

**POSSUM BELLY** – A possum belly shall be provided which will run under the body up to the aerial sub-frame tube. At the rear, there will be a locking aluminum treadbrite drop down door installed with a stainless steel latch to close the drop down door and have automotive style rubber weather strip. Four (4) 4” PVC tubes and PVC caps on front and Four (4) Petersen Products #142-804 plugs on the rear. Pipes to be installed as follows, from left to right 3 pipes at 8’6”Long and one pipe at 6’6”Long, with Remaining space to have metal vertical divider separating it from pipes and left open with stop at 10”. Provide a rain guard at the top.

**BETWEEN FRAME RAIL DRAWER ASSEMBLY** - Use steel to close off between the rear frame rails. Install an aluminum treadbrite rear door with automotive style rubber weather strip and install one (1) Custom made Floor Drawer Unit approximately 6” T x 30” W x 44” L at the rear of the truck below the possum belly. Modify and weld dividers in the drawer unit per customer’s design.

**GROUNDING LUGS** – Two (2) Grounding lugs shall be provided and installed. One (1) grounding lug is to be installed to the curbside front outrigger. One (1) grounding lug is to be installed to the curbside rear outrigger and utilize as a wind up pin.

**MECHANICS VISE** – Provide and install Rigid 5” Mechanics vise installed on a plate on a receiver tube with pin on curbside rear outrigger facing outward. Provide vinyl cover for vise.

**REEL HOLDER** – Fabricate and install post with pin and springs and washers to hold 2 wire reels mounted off the rear of curbside outrigger.

**FIRE EXTINGUISHER** - One (1) 10 lb. type ABC fire extinguisher with bracket shall be provided and installed (*mounting location to be determined at the pre-paint inspection*).

**ROAD SAFETY KIT** - One (1) safety triangle kit shall be shipped loose in a compartment of the body.

**FIRST AID KIT** – One (1) first aid kit shall be provided and shipped loose in a compartment.

**MULTI-PLUG EXTENSION CORD** – A 110v 3 plug extension cord with two feet of extra wire provided in the cab. The extension cord shall be wired to the inverter.

**POWER STRIP AND CORD**- One (1) 6 plug 110v power strip with 110v locking disconnect plug mounted in curbside horizontal compartment along back wall as high as possible and wired to inverter. 110v locking plug to run from inverter to front side of curbside horizontal compartment.

**REAR CAMERA** – One (1) Provision model TV-205A Rear View Camera System with a 5” LCD monitor and One (1) additional Provision model PC-1116 Recessed Body/Bumper Bullet Style Rear camera for trailer hitch hook up shall be provided and installed. Camera monitor to be installed in cab mounted below radio area, Both Cameras to work from the one monitor with the capability to switch from one camera to the other. Cameras to be installed at the rear tailshelf (Locations to be determined)

**TAILBOARD** - One (1) 6" H recycled plastic tailboard (secured in aluminum channels mounted to the inside of the body) shall be provided and installed to contain cargo hauled in the cargo area of the body.

## **COLOR SCHEME**

The body and aerial features shall be finished as follows:

- The metal portions of the aerial shall be Urethane painted **Time Mfg’s standard WHITE**.
- The fiberglass portions of the aerial shall be gelcoated **Time Mfg’s standard WHITE**.
- The exterior of the gelcoated Brand FX’s standard **WHITE**.
- The compartment interiors and shelving shall be left in *natural* fiberglass.
- Any stainless steel, chrome or treadbrite surfaces will remain in an *unpainted* state.
- All steel surfaces normally painted shall be painted **BLACK**.
- The top of the tail shelf and the cargo floor shall be painted with a **BLACK** non-skid coating.

## **USSI SUPPLIED CHASSIS SPECIFICATION**

### **2017 INTERNATIONAL 4400 SBA 4x2 REGULAR CAB CHASSIS**

<b>MA03500</b>	Base Chassis, Model 4400 SBA 4X2 with 181.00 Wheelbase, 113.90 CA and 96.00 Axle to Frame.
<b>1570</b>	TOW HOOK, FRONT (2) Frame Mounted
<b>1CEM</b>	FRAME RAILS Heat Treated Alloy Steel (120,000 PSI Yield); 10.375" x 0.438" (263.5mm x 94.1mm x 11.1mm); 456.0" (11582mm) Maximum OAL Limited to 33,000 lb Maximum GCWR
<b>1LLD</b>	BUMPER, FRONT Full Width, Aerodynamic, Steel; 0.142" Material Thickness BUMPER, FRONT Powder Coated Gray (Argent) Color
<b>1SAL</b>	CROSSMEMBER, REAR, AF (01)
<b>1WEH</b>	WHEELBASE RANGE 134" (340cm) Through and Including 197" (500cm)
<b>2ATG</b>	AXLE, FRONT NON-DRIVING {Meritor MFS-13-143A} Wide Track, I-Beam Type, 13,000-lb Capacity
<b>3770</b>	SPRINGS, FRONT AUXILIARY Rubber
<b>3AGS</b>	SUSPENSION, FRONT, SPRING Parabolic, Taper Leaf; 13,000-lb Capacity; With Shock Absorbers. SPRING PINS Rubber Bushings, Maintenance-Free

- 4091** BRAKE SYSTEM, AIR Dual System for Straight Truck Applications  
 BRAKE LINES Color and Size Coded Nylon  
 DRAIN VALVE Twist-Type  
 GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster  
 PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel  
 PARKING BRAKE VALVE For Truck  
 QUICK RELEASE VALVE Bendix On Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4  
 SLACK ADJUSTERS, FRONT Automatic  
 SLACK ADJUSTERS, REAR Automatic  
 SPRING BRAKE MODULATOR VALVE R-7 for 4x2, SR-7 with relay valve for 6x4  
 Notes:  
 Front and Rear Dust Shields not Included  
 Rear Axle is Limited to 19,000-lb GAWR with Code 04091 BRAKE SYSTEM, AIR and Code 04NCL BRAKES, REAR, AIR CAM Regardless of Axle/Suspension Ordered.  
 Rear Axle is Limited to 20,000-lb GAWR with Code 04091 BRAKE SYSTEM, AIR and Code 04NCG BRAKES, REAR, AIR CAM Regardless of Axle/Suspension Ordered.  
 Rear Axle is Limited to 23,000-lb GAWR with Code 04091 BRAKE SYSTEM, AIR and Standard Rear Air Cam Brakes Regardless of Axle/Suspension Ordered.
- 4732** DRAIN VALVE {Berg} Manual; With Pull Chain, for Air Tank  
 Includes: DRAIN VALVE Mounted in Wet Tank
- 4AZA** AIR BRAKE ABS {Bendix AntiLock Brake System} Full Vehicle Wheel Control System (4-Channel)
- 4EBT** AIR DRYER {Bendix AD-IP} with Heater. AIR DRYER LOCATION Inside Left Rail, Back of Cab
- 4EXP** BRAKE CHAMBERS, FRONT AXLE {Bendix} 20 Sq In
- 4EXU** BRAKE CHAMBERS, REAR AXLE {Bendix EverSure} 30/30 Spring Brake
- 4JCJ** BRAKES, FRONT, AIR CAM S-Cam; 16.5" x 5.0"; Includes 20 Sq. In. Long Stroke Brake Chambers. Front Axle with 14,000-lb GAWR is Limited to 13,200-lb GAWR when used in Conjunction with 15" BRAKES, FRONT, AIR CAM.
- 4NDB** BRAKES, REAR, AIR CAM S-Cam; 16.5" x 7.0"; Includes 30/30 Sq. In. Long Stroke Brake Chamber and Spring Actuated Parking Brake
- 4SPA** AIR COMPRESSOR {Cummins} 18.7 CFM Capacity
- 4VGA** AIR DRYER LOCATION Mounted Outside Right Rail, Forward of Front Wheel
- 4WBX** DUST SHIELDS, FRONT BRAKE for Air Brakes
- 4WDM** DUST SHIELDS, REAR BRAKE for Air Brakes

- 4WZJ** AIR TANK LOCATION (2) One Mounted Under Each Frame Rail, Front of Rear Suspension Parallel to Rail
- 5708** STEERING COLUMN Tilting
- 5CAL** STEERING WHEEL 2-Spoke, 18" Diam., Black
- 5PSM** STEERING GEAR {Sheppard HD94} Power
- 7BEP** EXHAUST SYSTEM Switchback Horizontal After treatment Device, Frame Mounted Right side Under Cab; Includes Single Vertical Tail Pipe, Frame Mounted Right Side Back of Cab
- 8000** ELECTRICAL SYSTEM 12-Volt, Standard Equipment  
Includes  
BATTERY BOX Steel  
DATA LINK CONNECTOR For Vehicle Programming and Diagnostics In Cab  
FUSES, ELECTRICAL SAE Blade-Type  
HAZARD SWITCH Push On/Push Off, Located on Top of Steering Column Cover  
HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever  
HORN, ELECTRIC Single  
JUMP START STUD Located on Positive Terminal of Outermost Battery  
PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light  
STARTER SWITCH Electric, Key Operated  
STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector  
TURN SIGNAL SWITCH Self-Cancelling for Trucks, Manual Cancelling for Tractors, with Lane Change Feature  
TURN SIGNALS, FRONT Includes Reflectors and Auxiliary Side Turn Signals, Solid State Flashers; Flush Mounted  
WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever  
WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted  
WIRING, CHASSIS Color Coded and Continuously Numbered
- 8541** HORN, ELECTRIC (2) Disc Style
- 8GGN** ALTERNATOR {Bosch LH 160} Brush Type; 12 Volt 160 Amp. Capacity, Pad Mount,
- 8HAB** BODY BUILDER WIRING Back of Standard Cab at Left Frame or Under Extended or Crew Cab at Left Frame; Includes Sealed Connectors for Tail/Amber Turn/Marker/Backup/Accessory Power/Ground and Sealed Connector for Stop/Turn
- 8HAG** ELECTRIC TRAILER BRAKE/LIGHTS Accommodation Package to Rear of Frame; for Separate Trailer Stop, Tail, Turn, Marker Light Circuits; Includes Electric Trailer Brake accommodation package With Cab Connections for Mounting Customer Installed Electric Brake Unit, Less Trailer Socket
- 8MEZ** BATTERY SYSTEM {International} Maintenance-Free, (2) 12-Volt 1850CCA Total

<b>8RMA</b>	RADIO AM/FM/WB/Clock /Bluetooth/USB Input. MP3, Apple Device Play & Control, Bluetooth for Phone & Music with Multiple Speakers
<b>8WCL</b>	HORN, Air Black, Single Trumpet, Air Solenoid Operated
<b>8WTK</b>	STARTING MOTOR {Delco Remy 38MT Type 300} Thermal Over-Crank Protection
<b>8WWJ</b>	INDICATOR, LOW COOLANT LEVEL With Audible Alarm
<b>8WZK</b>	HEADLIGHTS Halogen; Composite Aero Design for Two Light System
<b>8XAH</b>	CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III With Trip Indicators, Replaces All Fuses Except For 5-Amp Fuses
<b>8XDU</b>	BATTERY BOX Steel, With Aluminum Cover, 14" Wide, 3 Battery Capacity, Mounted Left Side Under Cab
<b>9HAD</b>	GRILLE Chrome
<b>9WAY</b>	FRONT END Tilting, Fiberglass, With Three Piece Construction
<b>10060</b>	PAINT SCHEMATIC, PT-1 Single Color, Design 100 PAINT SCHEMATIC ID LETTERS "GA"
<b>10761</b>	PAINT TYPE Base Coat/Clear Coat, 1-2 Tone
<b>11001</b>	CLUTCH Omit Item (Clutch & Control)
<b>12703</b>	ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/-40 Degrees C, Freeze Protection
<b>12849</b>	BLOCK HEATER, ENGINE 120V/1000W, for Cummins ISB/ISL Engines
<b>12EHK</b>	ENGINE, DIESEL {Cummins ISL9 300} EPA 10, 300 HP @ 2000 RPM, 860 lb-ft Torque @ 1300 RPM, 2200 RPM Governed Speed, 300 Peak HP (Max)
<b>12THT</b>	FAN DRIVE {Horton Drivemaster} Direct Drive Type, Two Speed With Residual Torque Device for Disengaged Fan Speed FAN Nylon
<b>12UAW</b>	RADIATOR Aluminum; 2-Row, Cross Flow, Over Under System, 1045 Sq In Louvered, With 373 Sq In CAC, With in Tank Oil Cooler
<b>12UNY</b>	FEDERAL EMISSIONS {Cummins ISL9} EPA, OBD and GHG Certified for Calendar Year 2016;
<b>12VBR</b>	AIR CLEANER With Service Protection Element GAUGE, AIR CLEANER RESTRICTION Air Cleaner Mounted
<b>12VXU</b>	THROTTLE, HAND CONTROL Engine Speed Control for PTO; Electronic, Stationary Pre-Set, Two Speed Settings; Mounted on Steering Wheel
<b>12WZE</b>	EMISSION COMPLIANCE Federal, Does Not Comply With California Clean Air Idle Regulations

- 12XAT** ENGINE CONTROL, REMOTE MOUNTED Provision for; Includes Wiring for Body Builder Installation of PTO Controls; With Ignition Switch for Cummins ISB or ISL Engines
- 13AVR** TRANSMISSION, AUTOMATIC {Allison 3000\_RDS\_P} 5th Generation Controls; Close Ratio, 6-Speed, With Overdrive; On/Off Hwy; Includes Oil Level Sensor, With PTO Provision, Less Retarder, With 80,000-lb GVW & GCW Max.
- 13WBL** TRANSMISSION SHIFT CONTROL {Allison} Push-Button Type; for Allison 3000 & 4000 Series Transmission
- 13WLP** TRANSMISSION OIL Synthetic; 29 thru 42 Pints
- 13WUA** AUTOMATIC NEUTRAL Allison WT Transmission shifts to Neutral When Parking Brake is Engaged and Remains In Neutral When Parking Brake is Disengaged
- 13WUS** ALLISON SPARE INPUT/OUTPUT for Rugged Duty Series (RDS); General Purpose Trucks, Modified for Single Input Auto Neutral
- 13WYU** SHIFT CONTROL PARAMETERS Allison 3000 or 4000 Series Transmissions, 5<sup>th</sup> Generations Controls, Performance Programming
- 13XAL** PTO LOCATION Left Side of Transmission
- 14ARY** AXLE, REAR, SINGLE {Meritor RS-23-186} Single Reduction, 23,000-lb Capacity, 200 Wheel Ends, Driver Controlled Locking Differential . Gear Ratio: 5.63
- 14VAH** SUSPENSION, RR, SPRING, SINGLE Vari-Rate; 23,500-lb Capacity, With 4500 lb Auxiliary Rubber Spring
- 15LMN** FUEL/WATER SEPARATOR {Racor 400 Series} 12 Volt Pre-Heater, with Primer Pump, and WIF Sensor
- 15LPE** LOCATION FUEL/WATER SEPERATOR Mounted inboard of DEF Tank, under Cab
- 15SXJ** FUEL TANK Top Draw; Non Polished Aluminum, 24" Deep, 50 U.S. Gal., 189 L Capacity, Mounted Left Side Under Cab
- 15WCN** DEF TANK 5 U.S. Gal Capacity; Frame Mounted Outside Left Rail Under Cab
- 16030** CAB Conventional  
 ARM REST (2) Molded Plastic; One Each Door  
 CLEARANCE/MARKER LIGHTS (5) Flush Mounted  
 COAT HOOK, CAB Located on Rear Wall, Centered Above Rear Window  
 CUP HOLDERS Two Cup Holders, Located in Lower Center of Instrument Panel  
 DOME LIGHT, CAB Rectangular, Door Activated and Push On-Off at Light Lens, Timed Theater Dimming, Integral to Console, Center Mounted  
 GLASS, ALL WINDOWS Tinted

GRAB HANDLE, CAB INTERIOR (1) "A" Pillar Mounted, Passenger Side  
GRAB HANDLE, CAB INTERIOR (2) Front of "B" Pillar Mounted, One Each Side  
INTERIOR SHEET METAL Upper Door (Above Window Ledge) Painted Exterior Color  
STEP (4) Two Steps Per Door

- 16HBA** GAUGE CLUSTER English With English Electronic Speedometer  
GAUGE CLUSTER (5) Engine Oil Pressure (Electronic), Water Temperature  
(Electronic), Fuel (Electronic), Tachometer (Electronic), Voltmeter ODOMETER  
DISPLAY, Miles, Trip Miles, Engine Hours, Trip Hours, Fault Code Readout WARNING  
SYSTEM Low Fuel, Low Oil Pressure, High Engine Coolant Temp, and Low Battery  
Voltage (Visual and Audible)
- 16HKT** IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster
- 16HLJ** GAUGE, DEF FLUID LEVEL
- 16JNT** SEAT, DRIVER {National 2000} Air Suspension, High Back With Integral Headrest,  
Vinyl, Isolator, 1 Chamber Lumbar, With 2 Position Front Cushion Adjust, -3 to +14  
Degree Angle Back Adjust Includes SEAT BELT 3-Point, Lap and Shoulder Belt Type
- 16RPV** SEAT, PASSENGER {National 2000} Air Suspension, High Back With Integral  
Headrest, Vinyl, Isolated, 1 Chamber Lumbar, 2 Position Front Cushion Adjustment, -3 to  
+14 Degree Back Adjust Includes SEAT BELT 3-Point, Lap and Shoulder Belt Type
- 16SDT** MIRRORS (2) {Lang Mekra} Styled; Rectangular, Power Both Sides Flat Glass Only,  
Thermostatically Controlled Heated Heads, Clearance Lights LED, Black Heads, Brackets  
and Arms, Breakaway Type, 7.09" x 15.75" Integral Convex Both Sides, 102" Inside  
Spacing
- 16VSL** WINDSHEILD Heated, Single Piece
- 16WBY** ARM REST, RIGHT, DRIVER SEAT
- 16WBZ** ARM REST, LEFT, PASSENGER SEAT
- 16WCT** AIR CONDITIONER {Blend-Air} With Integral Heater & Defroster  
HEATER HOSES Premium  
HOSE CLAMPS, HEATER HOSE Mubea Constant Tension Clamps  
REFRIGERANT Hydrofluorocarbon HFC-134A
- 16WJS** INSTRUMENT PANEL Center Section, Flat Panel
- 16WJU** WINDOW, POWER (2) and Power Door Locks, Left and Right Doors, Includes  
Express Down Feature
- 16WLE** STORAGE POCKET, DOOR Molded Plastic, Full Width; Mounted on Passenger  
Door
- 16WRX** CAB INTERIOR TRIM Deluxe

"A" PILLAR COVER Molded Plastic  
 CAB INTERIOR TRIM PANELS Cloth Covered Molded Plastic, Full Height; All Exposed Interior Sheet Metal is Covered Except for the Following: with a Two-Man Passenger Seat or with a Full Bench Seat the Back Panel is Completely Void of Covering  
 CONSOLE, OVERHEAD Molded Plastic; With Dual Storage Pockets with Retainer Nets and CB Radio Pocket  
 DOOR TRIM PANELS Molded Plastic; Driver and Passenger Doors  
 FLOOR COVERING Rubber, Black  
 HEADLINER Soft Padded Cloth  
 INSTRUMENT PANEL TRIM Molded Plastic with Black Center Section  
 STORAGE POCKET, DOOR (1) Molded Plastic, Full-Length; Driver Door  
 SUN VISOR (2) Padded Vinyl with Driver Side Toll Ticket Strap, Integral to Console

- 27DUG** WHEELS, FRONT {Accuride 50408} DISC; 22.5x8.25 Rims, Powder Coat Steel, 2-Hand Hole, 10-Stud 285.75mmBC, Hub-Piloted, Flanged Nut, with Steel Hubs
- 28DUG** WHEELS, REAR {Accuride 50408} DUAL DISC: 22.5"x 8.25 Rims, Powder Coat Steel, 2-Hand Hole, 10-Stud 285.75mmBC, Hub-Piloted, Flanged Nut, with Steel Hubs
- 29580** WHEEL SEALS, FRONT {International} Oil-Lubricated Wheel Bearings
- 60AAG** BDY INTG, REMOTE POWER MODULE Mounted Inside Cab behind Driver Seat; Up to 6 Outputs & 6 Inputs, Max. 20 amp. per Channel, Max. 80 amp. Total (Includes 1 Switch Pack With Latched Switches)
- 60ABD** BDY INTG, REMOTE START/STOP To Start and Stop Vehicle Engine, Will Start Emergency Pump Motor, Programmable Time Intervals
- 60ABE** BDY INTG, PTO ACCOMMODATION for Electric over Hydraulic PTO, Does Not Include Solenoids, With Latched Switch Mounted on Dash Includes Audible Alarm and Indicator Light in Gauge Cluster (Requires 1 Remote Power Module input & 1 output)
- 60AJG** BDY INTG, THROTTLE CONTROL Accommodation for Single Customer Mounted External Engine Speed Control Switch, for Utility Applications, Programmable Mode for Various Switch Actions and Engine Speed  
 Control Option, Only with Vehicle Stopped and Park Brake is Applied (requires 1 Remote Power Module input)  
 Includes: NOTE: Default Parameters: Input is Momentary Ground = Engine Speed  
 Toggles Between Preset Speed and Idle each Time the Input is Grounded
- 7382135423** (4) TIRE, REAR 11R22.5 HDR2 (CONTINENTAL) 491 rev/mile, load range H, 16 ply
- 7382135429** (2) TIRE, FRONT 11R22.5 ECO PLUS HS3 (CONITNENTAL) 497 rev/mile, load range H, 16 ply
- SERVICES:**
- 40116** WARRANTY Standard for Durastar 1000/4000 Series, Effective with Vehicles Built January 2, 2015 or Later, CTS-2475P

## **PRICING SUMMARY**

<b>AERIAL, BODY, ACCESSORIES AND INSTALLATION:</b>	<b><u>\$ 132,025.00</u></b>
<b>CHASSIS – 2017 INTERNATIONAL 4400 4 x 2 REG. CAB:</b>	<b><u>\$ 76,296.35</u></b>
<b>(See NOTES Section #6 for a 10 Days Payment <u>\$800.00</u> chassis discount)</b>	
<b>TOTAL NET PRICE, F.O.B. RIVER FALLS, WI:</b>	<b><u>\$ 208,321.35</u></b>

## **OPTIONS**

**OPTION #1 – RAM MOUNT** – Ram model RAM-VB-168-SW1 no drill universal computer mount shall be provided and installed. This No-Drill Laptop Stand System installs quickly and easily into the specified vehicles using the existing hardware of the passenger side seat rails. This configuration provides a telescoping feature that ranges from 12 to 18 inches. The triple swing arm provides articulation and 18 inches of reach for passenger and driver access to the mounted device. Patented rubber ball and socket joint provides additional adjustment as well as shock and vibration isolation. The RAM Tough Tray is spring loaded to accommodate 10" to 16" wide laptops & (17" wide screens). The tray features four adjustable retaining arms with rubber grip feature. These arms can be moved both vertically and horizontally. This allows for a custom fit for varying thicknesses of laptops and the freedom of not blocking ports or drives. A screen support and USB light are also available to accessorize the tray. Hole patterns on perimeter of tray facilitate the mounting of additional RAM systems to support GPS or other electronics.

**ADD TO NET PRICE:** **\$ 547.00**

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**OPTION #2 -12V POWER POINT** – Provide and install 12v power plug at the computer mount.

**ADD TO NET PRICE:** **\$ 170.00**

## **NOTES**

1. Your terms this order: **Net 30 Days.**
2. Availability from receipt of PO at USSI: **Approximately 300 - 330 Days.**
3. This quotation is valid for: **60 Days.**
4. This quotation does not include any applicable sales taxes, title, or license fees.

5. *Brand FX, Inc.* and *USSI* do not guarantee to match the color of the body to the chassis cab or other painted components.
  - < A close match can be achieved by the customer providing an **approved, non-metallic** dry sample of paint, prior to ordering gelcoated materials.
  - < When metallic paint is used, the closest possible match can only be achieved by painting the body with metallic paint.
  - < Contact *USSI* for cost of painting the body, if desired.
  
6. If *USSI* supplies a chassis and the chassis is paid for on a net 10 day basis at the time of delivery to *USSI*: **\*DEDUCT: \$ 800.00 from the chassis price.**
  
7. CLARIFICATION:

When Utility Sales and Service, Inc. (*USSI*) is requested to provide a chassis in response to a bid specification we do so as a service to our valued customer. *USSI* **does not** assume the chassis manufacturer's warranty. In addition, *USSI* **does not** provide transportation to or from our customer's preferred chassis dealer. *USSI* **is** responsible for assuring that the chassis conforms to the letter of the written specification (if said spec. is appropriate, available and feasible) in the bid request provided by our customer. *USSI* administers all equipment and body manufacturer's warranties applicable to components we install onto the chassis and provide a one year warranty (from the date of delivery of the completed unit) on *USSI* workmanship.

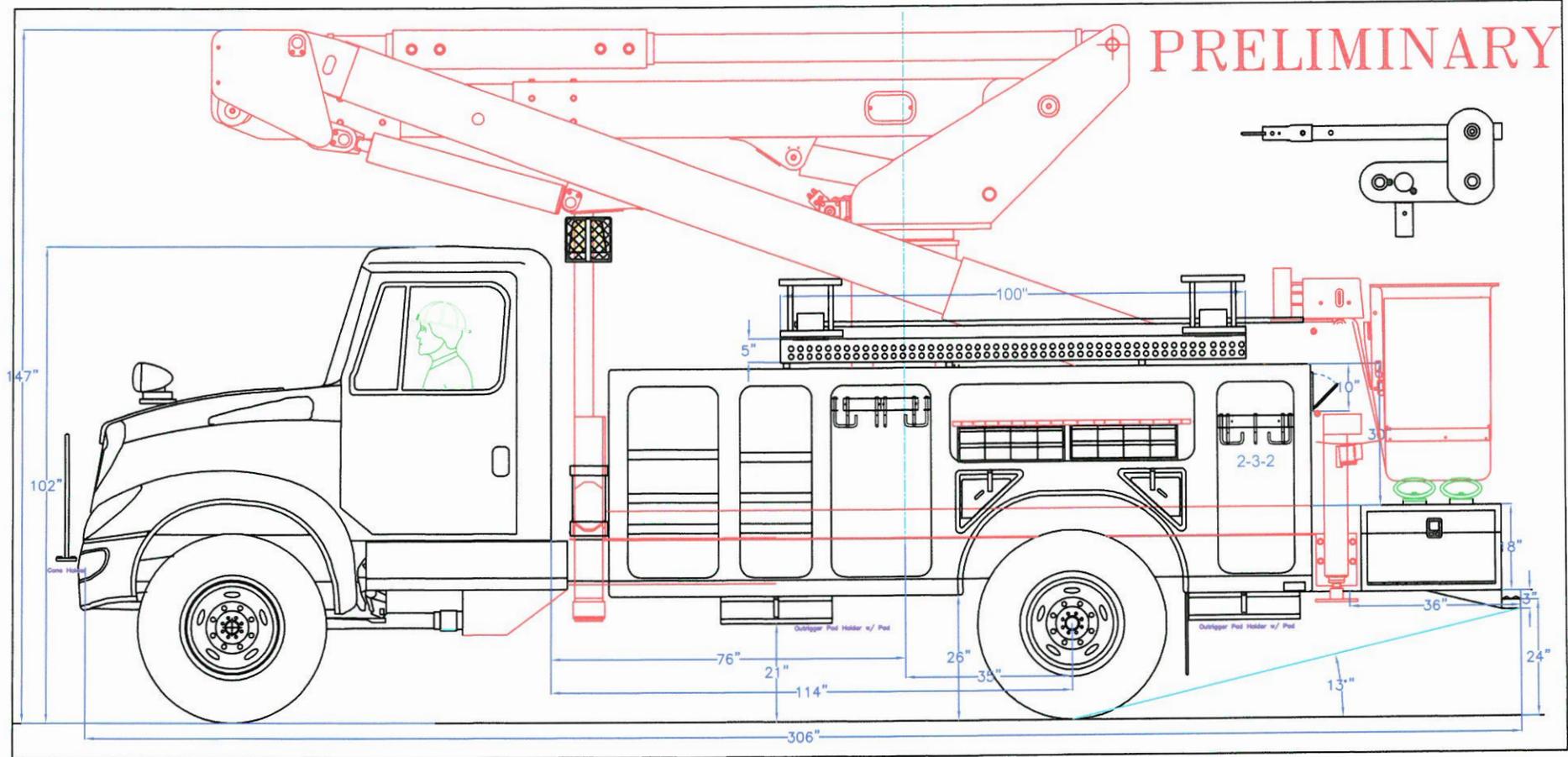
Thank you for considering *UTILITY SALES & SERVICE, INC.* to meet your needs in utility equipment. We look forward to serving you.

Sincerely,

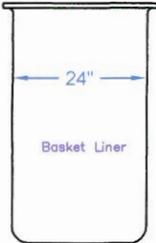
**Bruce Pirkel**  
Sales / Materials Assistant



PRELIMINARY



### Items to be determined at Pre-Paint



Basket Liner



Backup Alarm



Vest and bracket



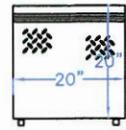
Lumber Lights



Shop air holder



Recessed Lights



Transverse Bin



Triangle safety kit

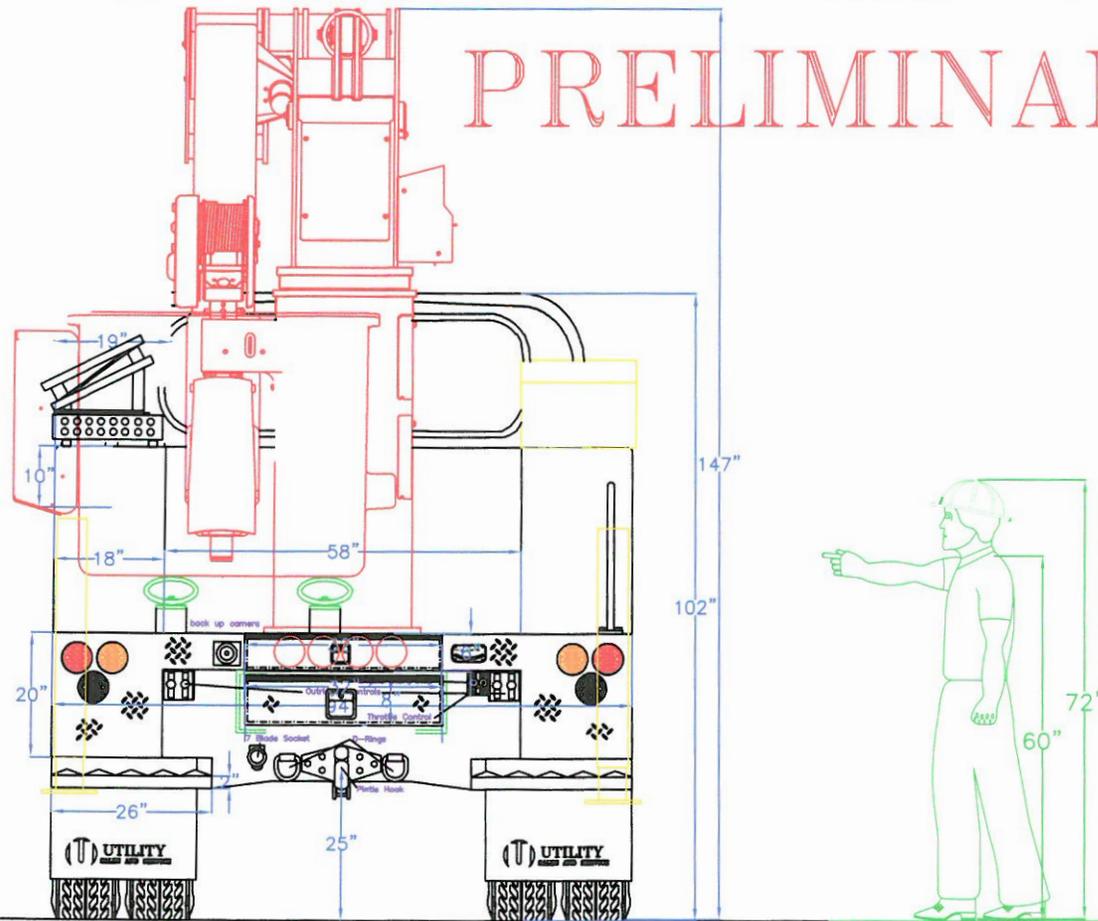


Fire Extinguisher

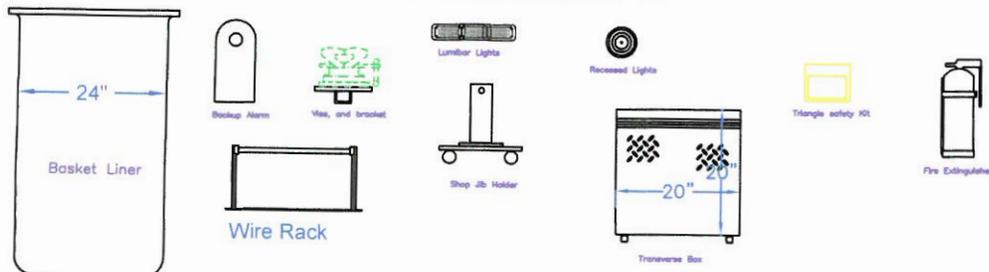
Note 1: This drawing is a LAYOUT DRAWING for QUOTATIONS ONLY.  
 Note 2: Major components are symbolic representations of the manufacturer equipment and shall not be used for actual dimensions.  
 Note 3: All Requested Options may not be shown; see Quotation Sheet for Options.

 <b>UTILITY</b> SALES AND SERVICE Appleton, WI	Drawings are the property of Utility Sales & Service, Inc. All property rights on the subject herein are reserved. No permission is granted to produce the print in whole or in part to disclose the information upon it to others.	
	Customer: <i>River Falls Municipal Utility</i>	
	Equipment: Versalift VST-5500	Podestal Height: 58 1/4"
	Brand FX BFXB-102T	
Date: 7/17/16	International 4300 4x2	
Scale:	Drawing No. River Falls-VST5500-BFXB102-IH4300	
Revision #: 0	Sheet #: 2 of 3	Drawn By: 81
	Perspective: Streetside	Drawn By: TJS

# PRELIMINARY



## Items to be determined at Pre-Paint



Note 1: This drawing is a LAYOUT DRAWING for QUOTATIONS ONLY.  
 Note 2: Major components are symbolic representations of the manufacturer equipment and shall not be used for actual dimensions.  
 Note 3: All Requested Options may not be shown; see Quotation Sheet for Options.

 <b>UTILITY</b> SALES AND SERVICE Appleton, WI	Drawings are the property of Utility Sales & Service, Inc. All property rights on the subject herein are reserved. No permission is granted to produce the print in whole or in part to disclose the information upon it to others.	
	<b>Customer:</b> <i>River Falls Municipal Utility</i>	
<b>Date:</b> 7/17/16	<b>Equipment:</b> Versalift VST-5500 Brand FX BFXB-102T International 4300 4x2	
<b>Scale:</b>	<b>Drawing No.:</b> River Falls-VST5500-BFXB102-IH4300	
<b>Revision #:</b> 0	<b>Sheet #:</b> 3 of 3	<b>Perspective:</b> Rearview <b>Drawn By:</b> IAS
		<b>Pedestal Height:</b> 58 1/4"
		82



**VEHICLE CHARACTERISTICS**

2013 International 4300-4x2 Chassis  
VST-5500-MHI with Mod. "A" Aux. Outriggers  
**BFXB-102T - Line Body**

**River Falls**

WHEEL BASE =	175 in	4,445 mm
CAB-TO-AXLE =	114 in	2,896 mm
FRONT AXLE CHASSIS WEIGHT =	7,557 lbs	3,435 kg
REAR AXLE CHASSIS WEIGHT =	4,712 lbs	2,142 kg
GAWR FRONT =	13,000 lbs	5,909 kg
GAWR REAR =	21,500 lbs	9,773 kg
GVWR =	33,000 lbs	15,000 kg
WEIGHT REQUIRED FOR STABILITY =	21,000 lbs	9,545 kg
LENGTH OF TAILSHELF (If Applicable) =	30 in	762 mm

**CENTER OF GRAVITY CALCULATIONS**

<u>ITEM</u>	<u>WEIGHT</u>		<u>FORWARD OF</u>		<u>MOMENT</u>
			<u>REAR AXLE</u>		
CHASSIS	12,269 lbs	5,577 kg	96 in	2,438 mm	1,177,824 in-lbs
FUEL - 50 GALLONS	365 lbs	166 kg	140 in	3,556 mm	51,100 in-lbs
DEF TANK - 26 GALLONS	113 lbs	51 kg	122 in	3,099 mm	13,786 in-lbs
PERSONNEL	500 lbs	227 kg	133 in	3,378 mm	66,500 in-lbs
LINE BODY-150"	2,435 lbs	1,107 kg	51 in	1,295 mm	124,185 in-lbs
AERIAL	5,476 lbs	2,489 kg	46 in	1,168 mm	251,896 in-lbs
HYDRAULIC OIL	165 lbs	75 kg	37 in	940 mm	6,105 in-lbs
FRONT "A" OUTRIGGERS	650 lbs	295 kg	102 in	2,591 mm	66,300 in-lbs
REAR AUX. OUTRIGGERS	650 lbs	295 kg	-58 in	-1,473 mm	-37,700 in-lbs
SUBFRAME	1,200 lbs	545 kg	13 in	330 mm	15,600 in-lbs
MOUNTING HARDWARE	200 lbs	91 kg	37 in	940 mm	7,400 in-lbs
PTO, Drive Line and Pump	200 lbs	91 kg	172 in	4,369 mm	34,400 in-lbs
BASKET	185 lbs	84 kg	-81 in	-2,057 mm	-14,985 in-lbs
BASKET LINER	100 lbs	45 kg	-81 in	-2,057 mm	-8,100 in-lbs
WINCH and JIB	215 lbs	98 kg	-64 in	-1,626 mm	-13,760 in-lbs
24" TAILSHELF BOX	300 lbs	136 kg	-78 in	-1,981 mm	-23,400 in-lbs
Pintle Hook, Bumper, Steps	300 lbs	136 kg	-94 in	-2,388 mm	-28,200 in-lbs
Curb-side rear top box	95 lbs	43 kg	7 in	178 mm	665 in-lbs
Curb-side Forward top box	65 lbs	30 kg	59 in	1,499 mm	3,835 in-lbs
S.S. Material Baskets and Accs.	525 lbs	239 kg	42 in	1,067 mm	22,050 in-lbs
Transverse drawers in Front Comp	635 lbs	289 kg	84 in	2,134 mm	53,340 in-lbs
Lower front boom rest.	165 lbs	75 kg	102 in	2,591 mm	16,830 in-lbs
<b>TOTAL</b>	<b>26,808 lbs</b>	<b>12,185 kg</b>	<b>64 in</b>	<b>1,620 mm</b>	<b>1,715,501 in-lbs</b>

**AXLE LOAD RESULTS**

FRONT AXLE LOADING =	<b>9,768 lbs</b>	4,440 kg
REAR AXLE LOADING =	<b>17,040 lbs</b>	7,745 kg
AVAILABLE PAYLOAD =	<b>6,192 lbs</b>	2,815 kg
LOCATION OF PAYLOAD FROM REAR AXLE =		
From	90 in	2,295 mm
To	49 in	1,243 mm

NOTE: These calculations are for theoretical engineering only.

## MEMORANDUM

**TO:** Mayor Toland and City Council

**FROM:** Keri Schreiner, Management Analyst

**DATE:** September 13, 2016

**TITLE:** Strategic Plan Update

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### BACKGROUND

The City Council adopted the City of River Falls' first strategic plan on December 9, 2014. It was developed by evaluating the state of the City by the City Council and executive team. The Strategic Plan is a useful guide for developing future work plans, the investment of resources, and the energy of leadership.

Throughout the last year, staff and departments began incorporating the goals and initiatives of the Plan into their daily operations, and using it as a framework to guide strategic activities. At the May 10, 2016, Council meeting, the first quarter update was provided.

### DISCUSSION

Attached is a report for the second quarter of 2016 that details the City's progress toward achieving the goals of the Strategic Plan and adopted Work Plan. The Strategic Plan Scorecard highlights the strategic initiatives, key outcome indicators, and the status of the City of meeting the target. Following that is a detailed page for each initiative that goes into greater depth for the supporting activities and measures.

#### Updated Measures and Targets

As City staff work toward achieving the goals of the Council, some measures and targets continue to be refined to provide a greater value in the evaluation of our progress.

*Maintaining Vibrant Business-type Activities* (Pages 10-11): The City's business funds operate in different environments from each other and face different sets of challenges and opportunities. They are also managed differently, with the electric and water funds regulated by the Wisconsin Public Service Commission. In order to provide a more accurate picture of the fiscal health of these funds, the net take-down ("profit margin") target was lowered from its private sector level to one that more accurately reflects business activities in the public sector. The measure of cash-on-hand was also added to highlight the cash reserves in each fund. Lastly,

additional ratios were provided for the electric fund, with targets from the American Public Power Association, to provide context for important measures of an electric fund's health.

*Maintaining High Resident Satisfaction in the City's Customer Service* (Page 14): The target for survey respondents having contact with City employees in the last 12 months was removed because that measure more reflects whether the ratings for customer service can be compared across years.

*Identifying Private Sector Commercial Land Development Partners* (Page 15): After considering how assessed and equalized values are prepared and may fluctuate annually, staff understands that the goal of this initiative is really to capture the building construction activity occurring each year. The measure and target for this initiative were updated to more accurately gauge whether the City is on track for meeting its construction goals as forecast in the Fiscal Plan.

*Encouraging Job Growth* (page 16): Discussion among the Council regarding this topic's key outcome indicator, measure, and target provided the direction to staff to focus on the "encouraging" part of the initiative. Staff is developing a better prospect management system for tracking efforts at encouraging job growth, including the other complimentary initiatives the support a positive economic outlook.

*Developing the Sterling Ponds Corporate Park* (page 17): The target for this measure was more specifically identified in accordance the final Project Plan for Tax Increment District #10. The project plan contemplates \$22,000,000 of value added between 2015 and 2024, with \$2,000,000 of commercial/industrial value added in each year.

*Cultivating a Sustainable Community* (page 24): This was an area of improvement noted in the 3<sup>rd</sup> Quarter Update report in 2015. Staff has provided an alternative framework for showing the progress of the City towards the vision of a sustainable community. It highlights important facets of the City not incorporated elsewhere in the Strategic Plan.

*Monitoring Infrastructure Condition* (page 25):

On November 10, 2015 the City Council participated in a workshop on infrastructure condition that reviewed the different assets with ratings and how they were developed. Discussion centered on desired ratings for each of these areas in the context of the costs and implications for rating levels. This resulted in the established target included in the report.

## **CONCLUSION**

City leadership and staff welcome any feedback you have on this report and our progress. We will continue to strive to achieve the goals of the City Council through the Strategic Plan and adopted Work Plan.



# **CITY OF RIVER FALLS, WI**

Dan Toland, Mayor

## **STRATEGIC PLAN QUARTERLY UPDATE**

Second Quarter 2016

Presented September 13, 2016

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# CITY OF RIVER FALLS STRATEGIC PLAN

Throughout 2014, the City Council and executive team engaged in retreats, workshops, and individual conversations with the City Administrator to evaluate the state of the City and develop a strategic plan. The Strategic Plan adopted on December 9, 2014 was developed through that process and will be a guide for future work plans, investment of resources, and energy of leadership.

## Adopted Goals & Strategic Initiatives:

- **Finance – Ensuring Financial Sustainability**
  - Preparing for Financial Contingencies
  - Maintaining Diverse Revenue Sources
  - Maintaining an Excellent Credit Rating
  - Maintaining Vibrant Business-type Activities
- **Operations – Consistently Delivering Quality Municipal Services**
  - Maintaining a High Performance Workforce
  - Maintaining High Resident Satisfaction of Life in River Falls
  - Maintaining High Resident Satisfaction in the City’s Customer Service
- **Managed Growth – Promoting Economic Vitality**
  - Identifying Private Sector Commercial Land Development Partners
  - Encouraging Job Growth
  - Developing the Sterling Ponds Corporate Park
  - Developing the Regional Business Incubator
  - Securing Future Growth Opportunities (Boundary Agreements)
- **Gathering Places & Spaces – Connecting Community Members**
  - Positioning our Parks for the Future
  - Enhancing the Kinnickinnic River Corridor
- **Sustainability – Considering Future Generations**
  - Cultivating a Sustainable Community
  - Leading by Example in Energy Sustainability
  - Monitoring Infrastructure Condition
  - Delivering an Affordable Package of Services

# **2015-2017 ADMINISTRATION'S MAJOR WORK PLAN**

The 2015-2017 Administration's Major Work Plan was adopted by the City Council on July 28, 2015. The projects identified through the work plan process are aligned with the Strategic Plan and directly support the strategic initiatives adopted by the City Council.

## **Finance – Ensuring Financial Stability**

- Review Fiscal Plan
- Create Business Plan for Electric Utility
- Create Business Plan for Water Utility

## **Operations – Consistently Delivering Quality Municipal Services**

- Develop 2020 Organization Plan
- Conduct Citizen Survey & Evaluate Results
- Evaluate City Hall Front End Configuration Options

## **Managed Growth – Promote Economic Vitality**

- Complete STH 35 North Commercial Sector Study
- Develop Study for Future Land Uses on South Main
- Consider TID for Undeveloped/Underdeveloped River Falls Industrial Park
- Marketing Plan for Sterling Ponds Corporate Park
- Develop Business Incubation Strategy with Partners
- Cooperative Boundary Agreement with Town of Kinnickinnic

## **Gathering Places & Spaces – Connecting Community Members**

- Phasing & Implementation Plan for Glen Park Improvements
- Phasing & Implementation Plan for Hoffman Park Improvements
- Begin Development of Kinnickinnic River Corridor Plan

## **Sustainability – Considering Future Generations**

- Develop and Implement Plan to Increase Participation in Green Energy Purchases
- Assist UWRF with Falcon Center and Rodli Hall Projects to Impact Sustainability Measures Included in New Facilities
- Complete Main Electric Substation Reconstruction Project
- Complete Wastewater Plant Improvements
- Evaluate Recreation Fees – Set Policy on Revenue Recovery/Affordability

## STRATEGIC PLAN SCORECARD

Strategic Initiative	Key Outcome Indicator	2 <sup>nd</sup> Quarter Status
<b>Finance – Ensuring Financial Sustainability</b>		
Preparing for Financial Contingencies	Unassigned General Fund Reserves	51% as of June 30, 2016
Maintaining Diverse Revenue Sources	Support the General Fund with Revenues from Local Sources	89% of revenues from local sources
Maintaining an Excellent Credit Rating	General Obligation Bond Rating	Aa2 General Obligation Bond Rating
Maintaining Vibrant Business-type Activities	Performance Index of Financial Ratios for Enterprise Funds	Operating Ratio: 3 of 3 funds at target Net Take Down: 3 of 3 funds at target Debt Ratio: 4 of 5 funds at target Cash on Hand: 5 of 5 funds at target
<b>Operations – Consistently Delivering Quality Municipal Services</b>		
Maintaining a High Performance Workforce	Investments in Training and Development	Total training hours = 2,187.5; Annual target = 1,060.5.
Maintaining High Resident Satisfaction of Life in River Falls	Citizen Survey Composite Index of Resident Satisfaction	2015 Citizen Survey ratings for overall community quality and recommending the community met or exceeded targets and 2013 results.
Maintaining High Resident Satisfaction in the City's Customer Service	Citizen Survey Composite Index of Resident Satisfaction	2015 Citizen Survey ratings of customer service met the target.
<b>Managed Growth – Promoting Economic Vitality</b>		
Identifying Private Sector Commercial Land Development Partners	Value of Developed Commercial and Industrial Property	The total value for commercial/industrial permits in 2 <sup>nd</sup> quarter is \$11,672,493. The total value for residential permits for the 2 <sup>nd</sup> quarter is \$6,200,408.
Encouraging Job Growth	<i>KOI Being Developed</i>	There is over 50 acres of vacant land in the City's three business parks. In July, the Council approved two Developers Agreements for WinField Solutions.
Developing the Sterling Ponds Corporate Park	Taxable Property Value Added within the Park	In the 2 <sup>nd</sup> quarter of 2016 there was no sale of land for development in the Sterling Ponds Corporate Park. One site has been selected as the location for the future St. Croix Valley Business Incubator. In April, TW Vending, LLC signed a Developers Agreement with a minimum tax value of \$6,500,000.
Developing the Regional Business Incubator	Continuing Development of the Incubator	Bid Package No. 1 for the pre-engineered steel building portion of the project was awarded to Heartland Contractors for \$717,300.
Securing Future Growth Opportunities (Boundary Agreements)	Growth Areas included in Boundary Agreements	Discussions with representatives from the Town of Kinnickinnic are ongoing and a draft plan is under review.

Strategic Initiative	Key Outcome Indicator	2 <sup>nd</sup> Quarter Status
<b>Gathering Places &amp; Spaces – Connecting Community Members</b>		
Positioning our Parks for the future	Glen and Hoffman Park Master Plans Complete with Funding Plan	Staff presented policy questions and recommendations to the Park Board and Plan Commission and Council in May. Staff is waiting on the approval of the CIP to move forward with a Request For proposal for the agreed upon Glen Park.
Enhancing the Kinnickinnic River Corridor	Plan of Action Approved on Developing Kinnickinnic River Corridor Plan	City Council has approved the agreement with SEH and staff is working out the detail in the agreement and plan to have it signed in August.
<b>Sustainability – Considering Future Generations</b>		
Leading by Example in Energy Sustainability	Maintaining State and National Rankings	1) Currently #1 in the State, #5 in the Nation, for Customer Participation in Green Power Purchases at 8.6% 2) Currently #10 in the Nation for Green Power Sales as a Percentage of Total Retail sales at 3.76% 3) Annual awards being maintained and rankings preserved.
Cultivating a Sustainable Community	Numerous Private and Public Efforts and Initiatives	18 projects in progress in new sustainability framework, by (2) Arts; (10) Energy Efficiency; Health, Transportation, and Safety; and (5) Education
Monitoring Infrastructure Condition	Infrastructure Composite Index Rating	The City’s overall infrastructure rating is a C. Individual ratings include: <ul style="list-style-type: none"> <li>• Alleys = D rating</li> <li>• Bridges = A rating</li> <li>• Paved Trails = B rating</li> <li>• Public Parking Lots = C rating</li> <li>• Stormwater Inlets &amp; Manholes = C rating</li> <li>• Streets = C rating</li> <li>• Street Lighting = C rating</li> <li>• Street Signs = D rating</li> </ul>
Delivering an Affordable Package of Services	Maintaining Affordability for Residents	For 2015, the preliminary data show that for a median household, the percent of income on city services and recreation is 5.29%.

# STRATEGIC PLAN IMPLEMENTATION

## Finance – Ensuring Financial Sustainability

Strategic Initiative	Key Outcome Indicator	Measure	Target
Preparing for Financial Contingencies	Unassigned General Fund Reserves	Unassigned General Fund Reserves as a Percentage of Annual Operating Expenses	50% of General Fund per the Fiscal Plan
<p><b>Description</b></p> <p>The City has established a contingency expenditure appropriation in the General fund operating budget to provide for unanticipated expenditures of a non-recurring nature. This contingency amount will be equal to 1/2 percent of the General fund budgeted expenditures. This appropriation, if unused, will be considered part of the City’s unreserved, undesignated fund balance.</p> <p>In addition, the City will maintain a working capital reserve of 50 percent of the General fund operating budget to provide funds for reasonable cash flow needs. This reserve will also be used when the City encounters unforeseen emergencies, such as storms, floods, severe unexpected increases in service costs or decrease in revenue, or other situations that are determined to be an emergency by the City Council.</p> <p>Staff continuously monitors departmental activities and budgeted revenues for deviations from the anticipated budgeted amounts.</p>			
<p><b>Current Status</b></p> <p>General fund reserves at 51% of annual operating expenses as of June 30, 2016.</p>			
<p><b>Work Plan Activities:</b></p> <ul style="list-style-type: none"> <li>• Review Fiscal Plan               <ul style="list-style-type: none"> <li>○ The 2014-2019 Plan will be reviewed following the 2016 audit in preparation for developing and presenting the 2017-2021 Fiscal Plan to the Council.</li> </ul> </li> </ul>			

Strategic Initiative	Key Outcome Indicator	Measure	Target
Maintaining Diverse Revenue Sources	Support the General Fund with Revenues from Local Sources	Percent of Locally Controlled Revenues for Operating Expenses	70% from Locally Controlled Sources
<p><b>Description</b></p> <p>The 2016 budget for the General fund included approximately 29 percent of the City’s annual revenues from other sources, particularly the State of Wisconsin. This is a potential financial weakness that could disrupt operations should funding be reduced or eliminated. Staff will continue to review opportunities for revenue sources that can be controlled and maintained by the City.</p> <p>The majority of the City’s intergovernmental revenue for the General fund is from the State of Wisconsin. State Shared Revenue has been declining since its peak in 2002, with program cuts of approximately \$200,000 made in 2012. The fiscal plan includes a minor continuation of these reductions, with a one percent reduction in shared revenues each year. This reduction will decrease shared revenue from 25 to 18 percent of total revenues by 2020. Reducing the City’s reliance on external revenue sources will provide additional stability, should additional major reductions to Shared Revenues occur in future years.</p> <p>Transportation aids from the State of Wisconsin have been a steady revenue stream of approximately \$550,000 per year to fund street maintenance activities. No reductions in this funding are anticipated, but as revenues are tied directly to expenditures, road maintenance would be the sole activity affected negatively by an unanticipated reduction.</p> <p>Although not affecting the General fund, the River Falls Public Library receives funding under the Act 150 program, which requires counties to pay a minimum of 70 percent funding of operating costs for local libraries. St. Croix County has increased their contribution to 100 percent of operating costs, Pierce County contributes 70 percent, and the Hudson Area Library has discontinued its payments to River Falls.</p>			
<p><b>Current Status</b></p> <p>Preliminary Year-to-Date revenues for the General fund through the 2nd quarter totaled \$4,411,149, of which 89% <u>was from local sources</u>. The 11% from outside sources came mainly from the State of Wisconsin in transportation aid and services to state facilities. The 2016 budget estimated 71% from local sources.</p>			
<p><b>Work Plan Activities:</b></p> <ul style="list-style-type: none"> <li>• None Adopted</li> </ul> <p><b>Other Supporting Activities:</b></p> <ul style="list-style-type: none"> <li>• The City recently received its first franchise fee from Baldwin Telecom. Staff is exploring additional options to generate revenue locally through broadband services.</li> </ul>			

Strategic Initiative	Key Outcome Indicator	Measure	Target
Maintaining an Excellent Credit Rating	General Obligation Bond Rating	General Obligation Bond Rating	Maintain Current Aa2 Rating
<p><b>Description</b></p> <p>The City of River Falls issues debt on an as-needed basis. Financing of capital equipment or projects with short term debt (5 years or less) is generally undertaken annually, and longer duration bonds (10 to 20 years) are usually brought forward every two to three years. The City has approximately \$21 million in outstanding general obligation debt, of which \$9 million is paid from non-tax revenues, such as tax increment revenues, sewer, water, and storm water fees. The City has approximately \$10 million in outstanding revenue debt.</p> <p>Repayment of general obligation debt is a promise from the municipality to the bond holders that the debt will be repaid by using the tax levy if necessary. The debt levy can become a significant percentage of the City’s annual tax levy, which hinders the ability to use levy dollars for operations. In order to maintain flexibility, annual tax supported debt service costs are maintained at less than 20 percent of the total levy.</p>			
<p><b>Current Status</b></p> <p>Moody’s Investor Service reaffirmed the City’s Aa2 rating in March, 2016.</p>			
<p><b>Work Plan Activities:</b></p> <ul style="list-style-type: none"> <li>• None Adopted</li> </ul> <p><b>Other Supporting Activities:</b></p> <ul style="list-style-type: none"> <li>• Staff reviewed the methodology for evaluating general obligation municipal bonds in anticipation of the recent debt offering.</li> </ul>			



Strategic Initiative	Key Outcome Indicator	Measure	Target
Maintaining Vibrant Business-type Activities	Performance Index of Financial Ratios for Enterprise Funds	Operating Ratio, Net Take-Down, and Debt Ratios for the five enterprise funds	Operating Ratio: < 75% Net Take-Down: > 20% Debt Ratio: < 35% Cash on Hand: > 150

**Description**

The City operates five business-type activities, including electric, water, wastewater, and storm water utilities, as well as the River Falls Ambulance Service. The funds are operated on a full accrual basis in compliance with generally accepted accounting principles, and the electric and water funds are reported annually to the Wisconsin Public Service Commission.

In order to monitor the financial health of these funds, standardized performance ratios have been adopted as indicators and include:

- Operating Ratio – This financial ratio measures the portion of revenue applied to operating expenses. A smaller ratio signifies the fund’s ability to generate profit if revenues decline.
- Net Take-Down (so-called “profit margin” in private sector) – This ratio measures how much of every dollar of sales is kept in earnings. The higher the cost to operate a business without the capability to increase revenues will lower this margin, as will unpredictable variable costs. *The target was modified from 40% to 20% to better reflect public sector business fund management.*
- Debt Ratio – This ratio measures how much of a company’s assets could be claimed by liabilities. Lower values of assets to liabilities are favorable.
- Cash on Hand – This ratio measures the number of days of unrestricted cash and investments are available to cover operating expenses (excluding depreciation).

Additional ratios are provided for the Electric fund to better show the fiscal state of the fund. These measures were taken from the American Public Power Association recommendations.

- Revenue per kWh – This is a calculation of electric sales revenue per kWh
- Purchased Power Cost per kWh – This ratio will track the ongoing cost of purchased power per kWh sold.

The performance ratios are a snapshot on the progress of the funds and do not provide an assessment of the whole fund. For example, significant capital expenses can impact the operating and take-down ratios, and there are additional revenue sources for each fund in addition to operating revenue.

**Current Status**

A change in the target for the net take down ratio was made for the 4<sup>th</sup> quarter 2015 report, with a separate target used for the regulated electric and water funds in order to properly monitor their performance. In addition, monitoring the balance of cash on hand for the proprietary funds will provide supplementary information on trends in financial condition.

The following chart on the following page displays the recommended ratios and targets for the 2<sup>nd</sup> quarter 2016:

	Water	Wastewater	Stormwater	Ambulance	Electric	Target
<b>Operating Ratio</b>	56%	48%	58%	N/A	N/A	< 75%
<b>Net Take-Down</b>	35%	49%	41%	N/A	N/A	> 20%
<b>Debt Ratio</b>	12%	35%	4%	2%	5%	< 35%
<b>Cash on Hand</b>	380	361	313	367	226	> 150
<b>Revenue per kWh</b>					\$0.11	> \$0.10
<b>Purchased Power Cost per kWh</b>					\$0.08	< \$0.10

**Work Plan Activities:**

- Create a Business Plan for Electric Utility
  - This will take place throughout 2016 in conjunction with a review of rates. The WPPI buyout of the capacity agreement for the power plant ends in 2015 and amortization of expenses related to the closing of the power plant end in 2016. Reviewing the rates and creating the business plan in 2016 will likely lead to a readjustment of rates for 2017.
- Create a Business Plan for Water Utility
  - This will be completed in 2017, the Wisconsin Public Service Commission recently approved revised water rates which will be incorporated into future revenue projections.

## Operations – Consistently Delivering Quality Municipal Services

Strategic Initiative	Key Outcome Indicator	Measure	Target
Maintaining a High Performance Workforce	Investments in Training and Development	Training & Development Activities as a percentage of Total Hours	0.5% Annually (10.5 hours per year per full-time employee)
<p><b>Description</b></p> <p>In 2015, the City devoted significant resources towards training and development activities for employees. Dedicated programs for the year include the Leadership Development Program, Safety Compliance Training, and other technical trainings. Staff is continuing to evaluate how best to collect training data from departments for employee conferences. However, without that data, the City exceeded the goal for 2015.</p> <p>The Leadership Development Program was an intensive management training program facilitated by Lumin Advantage, based in Minnesota. 22 employees, along with participating staff from New Richmond and Prescott, were split into two cohorts and met once per month for ten months. The program was designed to enhance the management skills of those in leadership positions throughout the City. A shortened program began in late 2015 for newly hired supervisors.</p> <p>Training and Development activities are supported by an internal committee of staff and supervisors from representative departments. They organize training opportunities based on need and coordinate other trainings through the Municipal Electric Utilities of Wisconsin (MEUW) Safety Coordinator, Chippewa Valley Technical College (CVTC), and other City staff.</p>			
<p><b>Current Status</b></p> <p>The target for training and development activities as a percentage of total hours is 0.5% annually, or 10.5 hours per year per full-time employee. There are 101 full-time employees.</p> <ul style="list-style-type: none"> <li>• Supervisory Leadership Training:</li> <li>• Security Awareness Training</li> <li>• Leadership River Falls</li> <li>• Leaders Forum</li> <li>• Challenging Conversations</li> <li>• Police Department Trainings (1,682.50 hours)</li> </ul> <p>Total training hours for 2016 = 2,187.5; Annual target = 1,060.5</p>			
<p><b>Work Plan Activities:</b></p> <ul style="list-style-type: none"> <li>• Develop 2020 Organizational Plan <ul style="list-style-type: none"> <li>○ The City Administrator is continuing to work with the Executive Team on how best to meet the City’s future organizational needs. In 2015, there were retirements in key areas of the City, resulting in opportunities to realign some of Operations and Utilities. 2016 will focus on continued development of the Organizational Plan and efficient alignment of key service areas.</li> </ul> </li> </ul>			

Strategic Initiative	Key Outcome Indicator	Measure	Target
Maintaining High Resident Satisfaction of Life in River Falls	Citizen Survey Composite Index of Resident Satisfaction	Composite Index Scores for Overall Community Quality and Recommending the Community	85% positive for a rating of overall community quality 90% positive for how likely a survey respondent is to recommend living in River Falls.

**Description**

For every two years starting in 2013, the City has partnered with the National Research Center to conduct a comprehensive citizen survey. The National Citizen Survey has been used in jurisdictions all across the county since 2001 to assess residents' opinions of municipal services.

Overall quality of community life may be the single best indicator of success in providing the natural ambience, services and amenities that make for an attractive community. In 2013, the National Citizen Survey contained many questions related to quality of community life in the City of River Falls – not only direct questions about quality of life overall and in neighborhoods, but questions to measure residents’ commitment to the City of River Falls. Residents were asked if they would recommend the City of River Falls to someone who asked. This measure provides evidence that the City of River Falls offers services and amenities that work.

The 2015 City of River Falls Citizen Survey was conducted throughout the month of June. A representative sample of 1,400 households were randomly selected to participate in the process. For more information on the Citizen Survey, please see our website at <http://www.rfcity.org/citizensurvey>.

**Current Status**

	2013	2015	Target
Overall Community Quality	88% positive	90% positive	85% positive
Recommend living in River Falls to someone who asks	89% positive	94% positive	90% positive

**Work Plan Activities:**

- Conduct Citizen Survey & Evaluate Results
  - The 2015 Citizen Survey has been conducted and the results presented to Council on September 8, 2015. Staff continues to evaluate that information in consideration of opportunities to further improve city services and the city’s overall quality of life.

Strategic Initiative	Key Outcome Indicator	Measure	Target
Maintaining High Resident Satisfaction in the City's Customer Service	Citizen Survey Composite Index of Resident Satisfaction	Composite Index Scores for City Employee Knowledge, Responsiveness, Courteousness, and Overall Impression	85% positive for ratings of customer service by those respondents.
<p><b>Description</b></p> <p>For every two years starting in 2013, the City has partnered with the National Research Center to conduct a comprehensive citizen survey. The National Citizen Survey has been used in jurisdictions all across the county since 2001 to assess residents' opinions of municipal services.</p> <p>The employees of the City of River Falls who interact with the public create the first impression that most residents have of the City. Direct service staff that provide information, assist with bill paying, clean public places, fight fires and crime, and even give traffic tickets, is the collective face of the City of River Falls. As such, it is important to know about residents' experience talking with that "face." When employees appear to be knowledgeable, responsive and courteous, residents are more likely to feel that any needs or problems may be solved through positive and productive interactions with the City of River Falls staff. Ratings of customer service are comparable across years because, from 2013 to 2015, survey respondents consistently reported having contact with City employees in the last 12 months at 61% and 60%, respectively.</p> <p>The 2015 City of River Falls Citizen Survey was conducted throughout the month of June. A representative sample of 1,400 households was randomly selected to participate in the process. For more information on the Citizen Survey, please see our website at <a href="http://www.rfcity.org/citizensurvey">http://www.rfcity.org/citizensurvey</a>.</p>			
<p><b>Current Status</b></p>			
Ratings of employee knowledge, responsiveness, courteousness, and overall impression	<b>2013</b>	<b>2015</b>	<b>Target</b>
	88% positive	85% positive	85% positive
<p><b>Work Plan Activities:</b></p>			
<ul style="list-style-type: none"> <li>• Evaluate City Hall Front End Configuration Options <ul style="list-style-type: none"> <li>○ Discussions among key staff have begun. Planning and design is expected to begin in 2016.</li> </ul> </li> </ul>			

## Managed Growth – Promoting Economic Vitality

Strategic Initiative	Key Outcome Indicator	Measure	Target
Identifying Private Sector Commercial Land Development Partners	Value of Developed Commercial and Industrial Property	Total Commercial/Industrial and Residential Permit Values	Add \$3 Million/Year Commercial Permits Add \$6 Million/Year Residential Permits
<p><b>Description</b></p> <p>For the continued success and growth of the community, the City Council has prioritized identifying private sector commercial land development partners. This can be accomplished by actively engaging with the business community through the Chamber of Commerce, UW-River Falls business initiatives, and economic development organizations.</p> <p>The focus of this initiative was changed from measuring assessed or equalized values to the permit values for new construction and alterations, both for commercial/industrial and residential permits. Assessed values in Wisconsin are modified through an equalization formula, which includes a measure of net new construction. However, there is little that a City can do to impact those numbers from year to year.</p> <p>What truly matters to a community is the building construction activity that is occurring each year. The City can effectively work with partners to manage building construction by having building permit processes that are easy to navigate and not overly burdensome. The City of River Falls takes pride in being a business-friendly and welcoming community.</p> <p>The City’s fiscal plan estimates approximately 1-2% growth per year in property values, which is approximately \$8-9 million per year. In each building sector, this creates a target of adding \$3 million per year in commercial/industrial permits and \$6 million per year in residential permits.</p>			
<p><b>Current Status</b></p> <p>At the end of the 2<sup>nd</sup> quarter of 2016, commercial/industrial building permit values totaled \$2,921,286 for alterations and additions, and \$8,751,207 for new commercial/industrial building construction. The total value for commercial/industrial permits at the end of the 2<sup>nd</sup> quarter of 2016 was <b>\$11,672,493</b>. The two new commercial/industrial permits were TW Vending for \$5,000,000 and the RFMU treatment plant building for \$3,751,207.</p> <p>At the same time, residential building permit values totaled \$609,005 for alterations and additions, and \$5,591,403 for new residential building construction. The total value for residential permits at the end of the 2<sup>nd</sup> quarter of 2016 is <b>\$6,200,408</b>.</p>			
<p><b>Work Plan Activities:</b></p> <ul style="list-style-type: none"> <li>• Complete STH 35 North Commercial Sector Plan – on hold, will resume later in 2016 <ul style="list-style-type: none"> <li>○ Staff is reviewing the existing conditions assessment of the area.</li> </ul> </li> <li>• Develop Plan for Future Land Uses on South Main – ongoing <ul style="list-style-type: none"> <li>○ Staff has had two workshops with the Plan Commission in which they reviewed existing conditions and outlined planning sections along South Main Street.</li> </ul> </li> </ul>			

Strategic Initiative	Key Outcome Indicator	Measure	Target
Encouraging Job Growth	<i>In Development</i>	<i>In Development</i>	<i>In Development</i>

**Description**

Another strategic priority for the City of River Falls is to encourage growth in well-paying jobs for its citizens. This can be done by working with regional entrepreneurs, existing businesses, and the development community to ensure River Falls is an attractive place to live, work, and play. Adding new jobs above the median salary is a key driver to measure because that is the kind of economic growth that can move the community forward.

The growth of well-paying jobs in the City of River Falls can often be seen through the development of vacant commercial/industrial park land. The City is currently home to three major [business parks](#), as detailed on our website. They are the River Falls Industrial Park, Whitetail Ridge Industrial Park, and Sterling Ponds Corporate Park. Developing the vacant lots in these parks with stable or growing enterprises is one of the keys of generating new jobs above the median salary.

Discussions with regional economic partners have highlighted the difficulty in obtaining such data. Possible solutions include greater communication and follow up with new enterprises or an annual or biennial survey of the River Falls business community. Recent Council consideration of this topic’s measure and target focused on the “encouraging” part of the initiative. Staff is working on a better prospect-management system for tracking efforts at encouraging job growth.

**Current Status**

[River Falls Industrial Park](#): There is one privately-owned vacant lot in the legacy River Falls Industrial Park with approximately 7 acres of developable land available.

[Whitetail Ridge Corporate Park](#): There are three vacant lots in the Whitetail Ridge Corporate Park with a combined total of nearly 22.5 acres of developable land available. Purchase options for two of the lots have been secured by Stratasys (currently in the Park) and iMark Molding.

[Sterling Ponds Corporate Park](#): There are six lots available with a combined total of approximately 21.3 acres of developable land. One lot of 3.6 acres will be the site of the St. Croix Valley Business Incubator, which is aligned with another of the Council’s strategic initiatives.

There is over 50 acres of vacant land in the City’s three business parks. While there were no sales of vacant land in the three business parks in 2015, the Council approved an option to purchase a vacant lot in the Whitetail Ridge Corporate Park with iMark Molding and approved a project plan for TID #11 in the legacy River Falls Industrial Park. There is interest from multiple business prospects for lots in each of the three business parks. In July, the Council approved two Developers Agreements for WinField Solutions.

**Work Plan Activities:**

- Consider TID for Undeveloped/Underdeveloped River Falls Industrial Park Land
  - The resolution establishing the project plan and boundaries of Tax Increment District #11 in the River Falls Industrial Park were approved by Council at its October 27, 2015 meeting.

Strategic Initiative	Key Outcome Indicator	Measure	Target
Developing the Sterling Ponds Corporate Park	Taxable Property Value Added within the Park	Assessed Values Added Each Year	Adding \$2 Million in Values Each Year
<p><b>Description</b></p> <p>Tax Increment District #10 was created in 2014 and includes the area containing the Sterling Ponds Corporate Park. Construction on the park began in fall 2014. Phase 1 includes excavating and grading the Park area and installing curb and gutter, paved trail, and water, sewer, and storm water infrastructure. Phase 1 is now complete, with approximately 39 acres of buildable lots available. Planning for Phase 2 construction is expected to begin in 2018. For more information, see <a href="http://www.rfcity.org/SPconstruction">http://www.rfcity.org/SPconstruction</a>.</p> <p>The target for this measure was more specifically identified in accordance the final Project Plan for Tax Increment District #10. The project plan contemplates \$22,000,000 of value added between 2015 and 2024, with \$2,000,000 of commercial/industrial value added in each year.</p>			
<p><b>Current Status</b></p> <p>At the end of the 2<sup>nd</sup> quarter there was no sale of land for development in the Sterling Ponds Corporate Park. One site has been selected as the location for the future St. Croix Valley Business Incubator, another strategic initiative of the City Council that is expected to spur economic growth in the region. In April, TW Vending, LLC signed a Developers Agreement with a minimum tax value of \$6,500,000.</p> <p>There has been other significant interest in the Sterling Ponds Corporate Park and discussions are continuing with business leaders and developers in the region.</p>			
<p><b>Work Plan Activities:</b></p> <ul style="list-style-type: none"> <li>• Develop a Marketing Plan for Sterling Ponds Corporate Park <ul style="list-style-type: none"> <li>○ Initial marketing materials have been developed for the inclusion of the Sterling Ponds Corporate Park in the Gold Shovel Ready Sites program by Momentum West, the economic development agency for the region.</li> </ul> </li> </ul>			

Strategic Initiative	Key Outcome Indicator	Measure	Target
Developing the Regional Business Incubator	Continuing Development of the Incubator	Submission of EDA Grant Application & Establishing Ownership and Operator groups	Open Incubator by 2017
<p><b>Description</b></p> <p>The St. Croix Valley Business Incubator (SCVBI) is a collaborative partnership among the University of Wisconsin-River Falls, City of River Falls, and the regional economic development community. Once established, the SCVBI will serve as a one-stop location for the coordinated delivery of business development services in the region.</p> <p>The City of River Falls, River Falls Economic Development Corporation, University of Wisconsin-River Falls, and Chippewa Valley Technical Collage are recipients of a grant from the U.S. Economic Development Administration for a 50% matching grant for the construction of economic development facilities like the St. Croix Valley Business Incubator. Assistance for the application was provided by the West Central Wisconsin Regional Planning Commission, as well as the administration of the grant.</p> <p>For more information on the partnership, see <a href="http://www.rfcity.org/incubator">http://www.rfcity.org/incubator</a>.</p>			
<p><b>Current Status</b></p> <p>The City of River Falls, River Falls Economic Development Corporation (RFEDC), University of Wisconsin-River Falls, and Chippewa Valley Technical College were awarded the Investments for Public Works and Economic Assistance grant by US EDA in September, 2015. The partners have continued to plan for the construction and creation of the St. Croix Valley Business Incubator in the Sterling Ponds Corporate Park. Earlier this year, the City Council adopted the Master Relationship Agreement for the facility among the partners and approved Ayres Associates for architectural/engineering services.</p> <p>Bid Package No. 1 for the pre-engineered steel building portion of the project was awarded to Heartland Contractors for a bid price of \$717,300.</p>			
<p><b>Work Plan Activities:</b></p> <ul style="list-style-type: none"> <li>• Develop a Business Incubation Strategy with Partners <ul style="list-style-type: none"> <li>○ This is primarily occurring through the construction and creation of the St. Croix Valley Business Incubator in fall, 2016. The City will also continue to support partners in their economic development initiatives.</li> </ul> </li> </ul>			

Strategic Initiative	Key Outcome Indicator	Measure	Target
Securing Future Growth Opportunities (Boundary Agreements)	Growth Areas included in Boundary Agreements	Unencumbered Acres for Future Growth within Urban Growth Boundary Under Agreement	This number will result from the negotiation process.
<p><b>Description</b></p> <p>To facilitate the managed growth of the community and positive relationships with our neighbors, the City Council has prioritized securing future growth opportunities through boundary agreements. The City is bordered by the Towns of Troy, Kinnickinnic, and River Falls, with a nearby neighbor in the Town of Clifton.</p> <p><a href="#">Wis. Stat. §66.0307</a> authorizes municipalities to determine the boundary lines between themselves upon approval of a cooperative plan by the Wisconsin Department of Administration in order to accomplish the coordinated, adjusted and harmonious development of territory covered by the Agreement. It is in the best interests of the Towns and City to establish a process by which certain land appropriate for urban development will over time be attached to the City.</p>			
<p><b>Current Status</b></p> <p>The Kinnickinnic Town has a new Planning Commission Chairman, Gordon Awsumb. Gordon requested a meeting with the City Cooperative Boundary members to address questions that came up at their June 20<sup>th</sup> Town Planning Commission meeting. The City members have been meeting with the Town Cooperative Boundary members in which they have a vacancy on their committee. The Mayor will be calling the Town Chair who is also a member of the (CBC) to agree to a meeting but to request that we do not meet till the vacancy is filled. The City members have one major change to the draft that the Town Board approved and that is in the language requiring a 40 year time period the use of “and” 70% of land in the Urban Reserve Area shall be attached for full City authority. The City is requesting to change the word of “and” to “or “and go with a 30 year period. We are planning to meet in a month on a final draft to present.</p> <p>The City currently has no boundary agreements with any of the four Towns.</p>			
<p><b>Work Plan Activities:</b></p> <ul style="list-style-type: none"> <li>• Cooperative Boundary Agreement with the Town of Kinnickinnic <ul style="list-style-type: none"> <li>○ Discussions with representatives from the Town of Kinnickinnic are ongoing and a draft plan is under review. The parties have come to an understanding of the concerns to be addressed.</li> </ul> </li> </ul>			

## Gathering Places & Spaces – Connecting Community Members

Strategic Initiative	Key Outcome Indicator	Measure	Target
Positioning our Parks for the Future	Glen and Hoffman Park Master Plans Complete with Funding Plan	Percent Complete with Funding Plan	100% Funding Plan complete, 25% implemented by end of 2015-2017 Work Plan
<p><b>Description</b></p> <p>Glen and Hoffman Parks have experienced significant demands from various user groups as the City has grown. The City has determined that there is a need for specific master plans for these two Parks and the City Council has directed that a master plan be created to aid in future financial and activity type decisions that will be encountered. The Park Master Plans are to coordinate and guide future development for each of the parks for the next 20-25 years.</p> <p>In the late summer of 2014, the City of River Falls hired HKGi (Hoisington Koegler Group Inc.) to aid our community in creating <a href="#">Park Master Plans</a> for Glen and Hoffman Parks. Following an extensive public engagement process that included a web-based park assessment survey and community open houses, plans were developed by HKGi in conjunction with City staff.</p> <p>The City Council adopted the final Glen and Hoffman Parks Master Plan documents at their June 9, 2015 meeting.</p>			
<p><b>Current Status</b></p> <p>Staff presented policy questions and recommendations to the Park Board and Plan Commission and to the City Council in a workshop. Staff is waiting for approval of the Capital Improvement Plan to move forward with a Request For Proposal for the agreed upon Glen Park Plan.</p>			
<p><b>Work Plan Activities:</b></p> <ul style="list-style-type: none"> <li>• Determine implementation direction and funding.</li> <li>• Carryout in this year’s budgeting process</li> </ul>			

Strategic Initiative	Key Outcome Indicator	Measure	Target
Enhancing the Kinnickinnic River Corridor	Plan of Action Approved on Developing Kinnickinnic River Corridor Plan	Plan Approved	Plan approved by Council, FERC, and stakeholders by January 1, 2016
<p><b>Description</b></p> <p>The Kinnickinnic River is treasured by citizens and visitors from around the region. Great strides have been made over the past decades to improve the quality of the river and surrounding areas by public and private entities. There is still much that can be done to further enhance the corridor through recreational development, conservation and preservation strategies, complementary development, and historical preservation.</p> <p>At its January 13, 2015 meeting, the City Council adopted resolutions that directed staff to seek a license extension for the hydroelectric facilities, endorsed a planning strategy for the Kinnickinnic River corridor, and adopted additional financial controls for the continued financial sustainability of hydroelectric operations. The City submitted an application for license extension to the Federal Energy Regulatory Commission (FERC) on July 2, 2015. The City was notified that FERC staff denied that request on December 9, 2015. A request for rehearing by the Commission was submitted on January 8, 2016.</p> <p>The City Council and staff are still committed to the Kinnickinnic River Corridor Plan process, and staff is considering how to continue with both the Corridor Plan process and hydroelectric relicensing process. In the meantime, staff has worked with stakeholders to design and carry out a sediment study of the two impoundments and has conducted a baseline recreational use survey.</p>			
<p><b>Current Status</b></p> <p>The City Council approved the agreement with SEH for the Kinnickinnic River Corridor Plan. Staff is working out the detail in the agreement and plan to have it signed in August and began planning for the project kick-off meeting.</p>			
<p><b>Work Plan Activities:</b></p> <ul style="list-style-type: none"> <li>• Begin Development of Kinnickinnic River Corridor Plan <ul style="list-style-type: none"> <li>○ A draft Request for Qualifications (RFP) for consultant assistance that will include community engagement, design, and technical expertise has been completed. Staff is currently reviewing the RFP for possible tasks that can be completed in-house versus by the consultant.</li> </ul> </li> </ul>			

## Sustainability – Considering Future Generations

Strategic Initiative	Key Outcome Indicator	Measure	Target
Leading by Example in Energy Sustainability	Maintaining State and National Rankings	1) National Renewable Energy Labs (NREL) Rankings: 2) US EPA 3) APPA Reliable Public Power (RP3)	1) #2 in the State for Customer Participation (NREL) 2) 10% Customer Participation Rate 3) Maintain EPA, RP3, and other awards

### Description

The City has established a strong sustainability ethic and made a commitment to promote conservation, efficiency and renewable energy throughout the community. The City will continue to measure our progress versus that of our peers through state and national rankings.

River Falls Municipal Utilities became the first public power utility in the state to develop a community solar garden. The 810 panel solar field will make renewable energy available for customers who otherwise could install solar on site due to shading or other site restrictions. A property assessed clean energy (PACE) loan program was also developed to help make renewable energy accessible to even a broader audience.

Some recognitions are awarded by the representative organization to different cities or utilities each year and are not intended to be annual awards. In 2016 the River Falls Municipal Utilities received the Award for Continued Excellence (ACE) from American Public Power Association. A single, national, ACE award is given each year and recognizes a public power utility for its efforts in research, energy efficiency and renewable energy development. While the City may not earn such national awards every year, we will continually set the bar high in our sustainability efforts.

### Current Status

National Renewable Energy Labs (NREL) Rankings (2015 rankings):

#5 for Customer Participation Rate (#1 in State), currently at 8.6%, almost a 3% increase from January 1, 2014

#10 for Green Power Sales at 3.76%

US EPA 2015 Ranking (#1 in State):

Member of the Green Power Partnership

#37, based on Green Power Usage

#30, based on Green Power as Percent of Total Electricity Use

APPA Reliable Public Power (RP3):

Platinum designation 4<sup>th</sup> straight year

### Renewable Energy Blocks



### Work Plan Activities:

- Develop and Implement Plan to Increase Participation in Green Energy Purchases

- Staff visited key accounts and prominent businesses to thank them for green power purchases.
- Marketing plans include using a display to show how much coal is burned for 300 kilowatt hours and providing incentives to participate such as:
  - 2 free LED bulbs
  - reduction in cost for a home energy assessment
- Meet with commercial and industrial customers to discuss how community solar can work for them
- Include shares of community solar in developers agreements when building in the tax increment financing district
- Offer crowdfunding programs for non-profits to buy community solar shares

Strategic Initiative	Key Outcome Indicator	Measure	Target
Cultivating a Sustainable Community	Numerous Community Partnerships and Initiatives	Number of Partnerships	Complete/Foster New Community Partnerships and Initiatives
<p><b>Description</b></p> <p>The strategic priority of cultivating sustainability requires a holistic approach that conserves the physical environment as well as promotes the arts, health, culture, and social connections that build a cohesive community. The public and private partnerships track the City’s efforts to build an inclusive, sustainable environment.</p>			
<p><b>Current Status</b></p> <ul style="list-style-type: none"> <li>• <u>Arts</u> <ul style="list-style-type: none"> <li>○ Art in City Hall- ongoing</li> <li>○ Utility Box Beautification - ongoing</li> </ul> </li> <li>• <u>Energy Efficiency</u> <ul style="list-style-type: none"> <li>○ Lighting Projects: MN Rubber; Magma Flooring; Dick’s Fresh Market; Wastewater Treatment Facility; UW-River Falls; River Falls School District</li> <li>○ Pollinator Habitat Restoration: Pollinator Protection Resolution, Rotary International, Second Street Gardeners, St. Croix Valley Bird Club, UW-River Falls research on pollinator planting mix under and around community solar garden, and Pollinator Pledge- ongoing</li> <li>○ UWRF: Retro-commission Halls – ongoing</li> <li>○ RFSD: Update exterior, pool, and auditorium lighting project – Summer 2016</li> <li>○ City Compost Site: City use compost bin project – in progress</li> <li>○ City’s Prepay metering: planning stages</li> <li>○ New Construction Design Assistance: TW Vending, WinField Solutions, UWRF Falcon Center, the WWTF, the Incubator Building, First National Bank of River Falls, and all new commercial and industrial construction in Sterling Ponds Corporate Park</li> <li>○ City’s Green Teams: Continually evaluating efficiency and educational options for City operations- ongoing</li> </ul> </li> <li>• <u>Health, Transportation, and Safety</u> <ul style="list-style-type: none"> <li>○ Blue Bike Program: a free community bike-share program – delivered on April 22, 2016. This is a two year pilot.</li> </ul> </li> <li>• <u>Education</u> <ul style="list-style-type: none"> <li>○ RFSD: Community Education Classes - ongoing</li> <li>○ Breaking the Cycle – Low income education workshops – ongoing</li> <li>○ Landlord Connections – Quarterly workshops specific to landlord issues - ongoing</li> <li>○ Energy Education in the elementary schools - ongoing</li> <li>○ Leadership RF: Scholarship for income eligible resident - Fall 2016</li> </ul> </li> </ul>			
<p><b>Work Plan Activities:</b></p> <ul style="list-style-type: none"> <li>• Assist UWRF with Falcon Center and Rodli Hall projects to impact sustainability measures included in new facilities - Ongoing</li> </ul> <p><b>Other Supporting Activities:</b></p> <ul style="list-style-type: none"> <li>• New Construction Design Assistance program: assisting UWRF, River Falls School District, and City’s Wastewater Treatment Facility. Also working with Community Development to meet with customers and assist with economic development.</li> </ul>			

Strategic Initiative	Key Outcome Indicator	Measure	Target
Monitoring Infrastructure Condition	Infrastructure Composite Index Rating	Infrastructure Composite Index Rating Score	Maintain a “C” overall rating
<p><b>Description</b></p> <p>The Engineering, Public Works, and Utility departments currently maintain rating systems for numerous public infrastructure assets. Further establishing these rating systems and mapping will help to streamline the planning for future projects. The goal is for the City to be able to determine problem areas and to forecast what infrastructure needs are most significant.</p>			
<p><b>Current Status</b></p> <p>Staff has compiled composite scores for the following:</p> <ul style="list-style-type: none"> <li>• Alleys = D rating</li> <li>• Bridges = A rating</li> <li>• Paved Trails = B rating</li> <li>• Public Parking Lots = C rating</li> <li>• Stormwater Inlets &amp; Manholes = C rating</li> <li>• Streets = C rating</li> <li>• Street Lighting = C rating</li> <li>• Street Signs = D rating</li> </ul> <p>The overall rating for the City’s infrastructure is a C.</p> <p>A supplemental report on infrastructure condition that details how these scores are determined was presented at an infrastructure management workshop on November 10, 2015. Additional updates following the workshop were provided in the January 26, 2016 Administrator’s Report.</p>			
<p><b>Work Plan Activities:</b></p> <ul style="list-style-type: none"> <li>• Complete Main Electric Substation Reconstruction Project <ul style="list-style-type: none"> <li>○ The City Council hired Dave Krause to complete the planning and design phases. Two key pieces of Electric equipment (Transformer and Switchgear) have been approved and ordered for the substation. Preliminary substation design has been completed with site plan layout still in review. Coordination with Excel Energy is continuing and plans for their equipment building are moving into final design. Final design of the RFMU building and site plan by March 15th.</li> </ul> </li> <li>• Complete Wastewater Plan Improvements <ul style="list-style-type: none"> <li>○ Design is complete. Bids for the project due February 6<sup>th</sup>, with Utility Advisory Board and City Council review and approval in late February upon satisfactory bids.</li> </ul> </li> </ul>			

Strategic Initiative	Key Outcome Indicator	Measure	Target
Developing an Affordable Package of Services	Maintaining Affordability for Residents	Average Property Tax, Utilities, and Recreation Costs as a Percentage of Median Household Income	Below 8% on Affordability Measure in Biennial Budget Book

**Description**

In 2014, the City conducted an initial affordability study that reviewed the past eight years of costs associated with City services, including property taxes, utilities, and recreation fees. Some sources indicate that an appropriate benchmark for the cost of utilities services is no more than six percent of gross household income. The City has set a target for the cost of all city services to not exceed 8% of the median household income of the community.

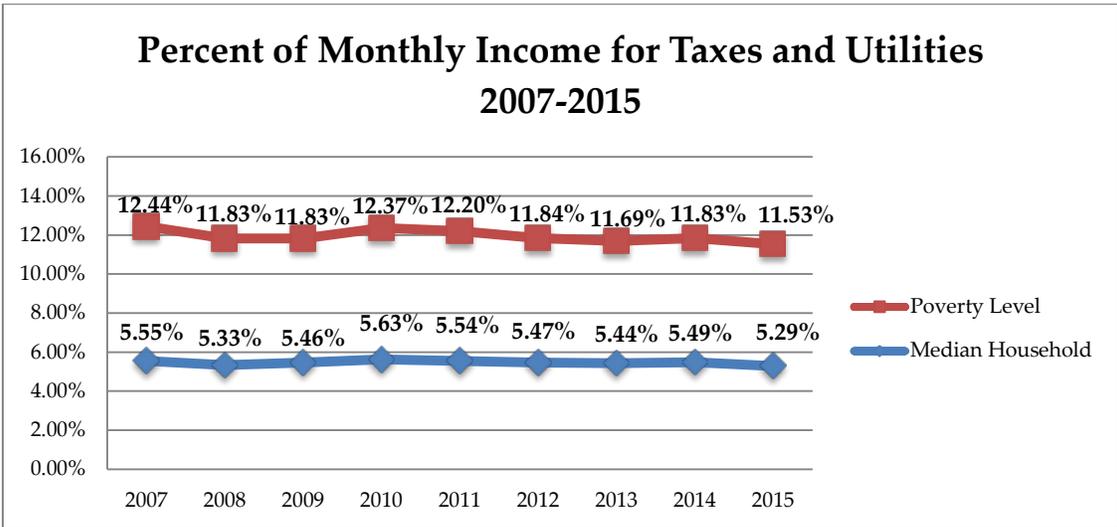
The affordability measure should be used to help inform future policy decisions. The full [affordability study](#) (pdf) is available on the City’s website at <http://www.rfcity.org/transparency>. It will be updated with final 2015 financials in Spring, 2016.

**Current Status**

The preliminary data for 2015 shows that the City continues to be an affordable place to live with regard to City taxes, utilities, and fees. The chart below shows that in 2015 for a median household in River Falls, 5.29% of income was spent on city services and recreation. For a household at the federal poverty level that owns a home, 11.53% of income is spent on city services and recreation.

**Work Plan Activities:**

- Evaluate Recreation Fees – Set a policy on Revenue Recovery/Affordability
  - Staff has completed an Excel spreadsheet with data from 2015. Staff is in the process of preparing a summary report that reviews the data for early spring for continued discussion on budgeting beyond 2016.



*Administrator's Report*

September 7, 2016

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

September 9-10 – Falcon Frontier Days at UWRF

September 10, 9 a.m.-5 p.m. – Art on the Kinni

**September 13, 6:30 p.m. – City Council Meeting**

September 17-18 – Bacon Bash

September 21, 8 a.m. – Coffee with a Cop at UWRF

September 23-25 – UWRF Homecoming/Family Weekend

September 26, 1 p.m. – Last Severe Weather Siren Test of the Season

September 26, 6-8 p.m. – Fire Department Open House

**September 27, 4:30 p.m. – City Council Training**

**September 27, 6:30 p.m. – City Council Meeting**

**October 11, 5 p.m. – City Council Budget Workshop**

**October 11, 6:30 p.m. – City Council Meeting**

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**Tuesday's Council Meeting Preview:**

- Ordinance No. 2016-13 Amending Section 10.08.010a of the Official Traffic Control Map (Yield Sign On Kennedy Street At S. Sixth Street)-Second Reading and Disposition
- Ordinance No. 2016-14 Amending Section 10.08.010a of the Official Parking Control Map and Section 12.06.030 of the Residential Parking Permit System- Second Reading and Disposition
- Ordinance No. 2016-15 – Elections - Creating Section 1.08.050 – Creation of Municipal Board of Absentee Ballots Canvassers- Second Reading and Disposition
- Resolution Approving Fire Department and EMS Mutual Aid Agreements
- Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers Under Section 66.0703 Wisconsin Statutes for the Benefit of the River Falls Business Improvement District
- Resolution Regarding Purchase of Electric Department Bucket Truck

## Upcoming Events

### September 9-10 – Falcon Frontier Days at UWRF

Saddle up! UW-River Falls is holding its 52<sup>nd</sup> annual rodeo. Visit <https://www.uwrf.edu/ANFS/FalconFrontierDaysRodeo.cfm> for details.

### September 10 – Art on the Kinni

This scenic art fair along the Kinnickinnic River runs 9 a.m.-5 p.m. The 21<sup>st</sup> annual Art on the Kinni will showcase unique, handcrafted items from 60 local and regional artists, day-long music on two stages, a wide variety of food vendors, and art activities tent. Details at [www.riverfallscab.org](http://www.riverfallscab.org).

### September 17-18 – Bacon Bash

Come celebrate all things bacon at the Bacon Bash - the nation's largest free bacon festival! This outdoor festival features a plethora of bacon-inspired food booths, cook-offs and pig-themed activities for the entire family, along with live music, an arts and crafts fair, local microbrews, and more! The Bacon Bash returns as a Super Qualifier for the World Food Championships, the largest and richest food competition in the world of Food Sport - competitors and judges wanted! New this year - the Great American Cookout will join the Bacon Bash and bring its food sampling and demo tour. To learn more, visit [www.riverfallsbaconbash.com](http://www.riverfallsbaconbash.com).

### September 21 – Coffee with a Cop

The River Falls Police Department, in coordination with local businesses, invites residents to attend "Coffee with a Cop." This is an opportunity for citizens to have a chance to ask questions, voice concerns and get to know the officers of the Police Department. Upcoming dates include: September 21, 8 a.m., at UW-River Falls and November 2, 8 a.m. at the South Fork Café. Please view the calendar on the City's website ([www.rfcity.org](http://www.rfcity.org)) or contact the Police Department at 715-425-0909 for future dates and locations. Please stop in for a cup of coffee and some pleasant and informative discussion.

### September 23-25 – UWRF Homecoming/Family Weekend

It's Homecoming/Family Weekend at UW-River Falls! Visit <https://www.uwrf.edu/StudentInvolvement/EventsandPrograms/Homecoming.cfm> for details.

### September 26, 6-8 p.m. – Fire Department Open House

Join us for the Fire Department's Open House on September 26, 6-8 p.m. at the Fire Hall, 115 N. Second Street. In addition to our fire trucks, there will be many fun activities and information on fire prevention. Refreshments will be served.

This year's Fire Prevention Week campaign, "Don't Wait – Check the Date! Replace Smoke Alarms Every 10 Years," represents the final year of our three-year effort to educate the public about basic but essential elements of smoke alarm safety. Why focus on smoke alarms three years in a row? Because survey data shows that the public has many misconceptions about smoke alarms, which may put them at increased risk in the event of a home fire. For example,

only a small percentage of people know how old their smoke alarms are or how often they need to be replaced.

As a result of those and related findings, we're addressing smoke alarm replacement this year with a focus on the key messages: replace your smoke alarm every 10 years and know how old your smoke alarms are.

## City Highlights

- The St. Croix County Transit Planning Subcommittee needs assistance in planning an “innovative and integrated public transit system” for St. Croix County and surrounding areas. Julie Bergstrom sits on the committee and invites us to participate in a [survey](#). Please take a minute to complete it. Thank you.
- The River Falls Police Department is once again collecting prescription medications for disposal. All prescriptions must be taken out of the original bottle and placed in a baggie. Items not accepted are liquids, lotions, inhalers, or needles. The bin is located in the Police Department lobby and is available Monday-Friday from 9 a.m.-5 p.m. An article was featured in last week's [River Falls Journal](#).

## Employee News

### Farewells

Last Friday, we said goodbye to Michelle Heinze, HR Coordinator, and Wanita Caskey, Police Service Specialist.

Michelle has taken a position as HR analyst for Dakota County. Michelle has been responsible for building HR systems in MUNIS, including benefit enrollment and employee self-service. She has also provided benefit orientations and processing for an unprecedented number of new hires over the past several years. We thank her and wish her well.

Wanita is retiring after eight years with the City. Both the current and former Police Chief commented that Wanita was one of the finest typists they had ever seen. Wanita's efficient work and good customer service to the officers and the public will be missed. We wish her well.

### Kudos - School Supply Night

Kudos to the 20 City Hall and Fire Department employees who participated in the School Supply Night on August 8 at the First Congregational Church. Low income families were fed dinner and kids of all ages were paired up with a volunteer to receive a new backpack and fulfill their school supply list for the year.

## Utility Updates

- Installed three-phase on Mann Valley property for anticipation of the WinField project.
- Installed primary on the west side (along the fence of property) of the River Falls School District - Westside school.
- Installed temporary power to TW Vending.
- Chapman Drive street light installation has started.
- Yearly hydrant flushing is complete. Water staff found one private hydrant that was broken clean off at the flange and propped up. The City has a contract to maintain the hydrant, so the customer and Fire Department were notified until it was repaired. The customer will be billed for repairs.
- Sterling Ponds phase 2B water looping is complete and turned on. This includes hydrants as a safety precaution for the construction in the area. The final walk through will still need to take place.
- Sanitary manhole rehab is complete for this year (total of 11) and bids are being taken to restore asphalt around the castings. Universal Services is also offering a bid for this job.
- New chemical scales at wells 4 and 5 are installed and are working great.
- A new waterproof box was installed by the bulk water drops at the City garage for easier access for bulk water users. Users write down the totals of their usage to be billed to them. They no longer need to come inside the facility to do this and allows them to do it after hours and on weekends. This honor system has proven to be very reliable.
- A private sanitary lateral was hit by the contractor working on the new hiking trail by Dairy Queen. The service line will have to be dug deeper into the bank from the trail.
- River Falls High School called and asked for help to fill the pool they had drained for the first time in 15 years. There is no good way to fill it from inside the school (they had three garden hoses trying to fill a 255,000 gallon pool). Water staff hooked to a hydrant just outside and the pool was filled in about 10 hours. It was perfect timing as staff had just finished flushing hydrants to clean the system in that part of the City. The water looked great and they were very appreciative for the help.
- Universal Services, the boring company hired by the City pushed a rock through the sewer main at the intersection of Division and Apollo. Emergency dig was done and was back in order in three hours. Universal Services took care of all costs associated with dig and restoration and were a pleasure to work with.

## Conservation and Efficiency

### River Falls School District

Three elementary schools elected to participate in the Demonstrating Energy Efficiency Together (DEET) program. DEET provides incentives from Focus on Energy for energy savings based on behavioral changes. Participation is free and if there is no energy savings, the school is not penalized. All three schools also elected to use the Cool Choices online energy education game as a method to reduce energy consumption and to implement Stem Hero, an online platform that allows kids to use meter data in research.

Had meeting with the High School maintenance staff to schedule efficiency upgrades at the High School.

### Residential customers

Making a push for residential customers to sign up for a free energy savings from Focus on Energy. Approximately 120 customers signed up for the free kit at the Customer Appreciation Event.

### Landlords

Had meetings with multiple landlords to assist them in utilizing local and state energy efficiency programs.

### Large customers

Met with various large customers to verify project eligibility. Many large efficiency projects continue to wrap up over the summer and Focus on Energy custom incentives is being processed.

### Non-profits

A new church enrolled in the new construction design assistance program. Assisted in ecumenical meeting to bring in a public speaker from the Minnesota Insurance Association.

### Weatherization program

Two homes of income qualified homeowners have been weatherized with seven homes currently in the weatherization program. All homeowners have agreed to allow the Nest thermostat to be installed and data collected. This data will be used to help staff develop a Nest thermostat program for energy efficiency.

### Blue Bike program

Thirty free bikes were added to the Blue Bike program from Free Bikes4Kids. Bikes are being prepped to be added to the fleet.

## **City Administrator Comings and Goings**

- Staff 1 on 1s
- Economic Development Meetings
- Executive Team Meeting
- UWRF Opening Meeting

## City of River Falls Monthly Status Report

**Department Name: Administration**

**Reporting Period: 9/1/2016**

### Department Projects and Status

Name of Project	Completed	In Progress	Delayed	Updates
2016 planning for CIP/Budget/Fiscal plan updates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Draft budget including CIP projects has been prepared, finalizing draft for Council workshop on October 11 <sup>th</sup> .
Lease agreements for Mann Valley and Whitetail Ridge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Requests for property to install cell towers in Mann Valley and Whitetail Ridge. Terms and conditions are being negotiated for possible siting of towers.
Creation of TID 12-Mann Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved by Joint Review Board on August 10 <sup>th</sup> , will be sent to State of Wisconsin for 1/1/16 base date
Amendment of TID 10-Sterling Ponds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved by Joint Review Board on August 10 <sup>th</sup> , will be sent to State of Wisconsin for 1/1/16 base date
Preparation for WWTP , water tower painting and power plant substation financing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water tower painting completed; WWTP in progress, electric substation work in progress
Purchasing card vendor change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	After analyzing the cost/benefit of the City's current purchasing card vendor, the recommendation is to switch to a different company. Proposed change by 9/30/16
Finance Director Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interviews completed
City Clerk Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application period closed, interviews scheduled for September 7 <sup>th</sup> .

### Service Notices/Heads Up/Challenging Issues

#### ***Polling Place Changes For the November Election***

**District 1 – Ward 5 Pierce County Voters** – City Hall, 222 Lewis Street, Lower Level

\*Parking is available in the Heritage Park lot or the City Hall lot.

**District 1 – Wards 1-4 & 15 St. Croix County Voters**–River Falls Public Library, 140 Union Street, Lower Level.

\*Parking spaces will be reserved for voters to use on Election Day. Overflow parking in St. Bridget's Church lot.

**District 2** – University Center, 501 Wild Rose Ave, Third Floor Ballroom

\*Free voter parking is available in Pay Lot 2 to the south of University Center.

**District 3** – Meyer Middle School, 230 N 9<sup>th</sup> St, South Entrance

\*Parking is available in the south side parking lot.

**District 4** – River Falls High School, 818 Cemetery Rd

\*Parking is available in the upper parking lot in front of the auditorium entrance.

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

October 5, 2016 – St. Croix County Transit Planning Subcommittee public information/input session at Baldwin Agricultural Center from 6:00 p.m. to 8:00 p.m. Current St. Croix County transportation survey can be found at <https://www.surveymonkey.com/r/scctransit>

## **Thank You/Kudos/Recognition**

Thanks to Jeff Rixmann for holding a CPR training session for employees. It was informative and well received by those who attended.

## City of River Falls Monthly Status Report

**Department Name: Engineering**

**Reporting Period: 9/7/2016**

### 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"/>	Met with WisDNR on 8/3 to review stream status and condition south of St. Croix Street Outfall. Met with TKDA on 8/16 to discuss routing options for interceptor. Meeting date for recommending options to UAB delayed to 10/17.
Veterans Park Pedestrian Bridge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Received draft report from May's inspection.
S Main Crosswalk Study	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Initial draft report indicates a marked crosswalk may be warranted on S. Main near the intersection with Broadway. Report is waiting to be finalized due to staff departure.
Chapman Drive	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Paving was completed and road reopened to through traffic on September 2. Line striping to be done in early September. Staff coordinated assistance with street light installation by NEI. Tree planting is out for bids
Kinnickinnic River Pathway, University Falls to Family Fresh	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tree clearing completed and retaining walls being constructed. Unknown sewer service encountered and rerouted. Adjustments made to alignment to provide more room to large oaks. Completion of trail perhaps 10 days behind original September 15 planned completion.
2016 Sanitary Sewer Lining	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cleaning and measuring of sewer lines to be lined is complete. Liners are being fabricated and will be installed in September. Locations are scattered throughout the City.
2015 Manhole and Structure Rehabilitation Project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydro-Klean has completed their work. Staff will be arranging for restoration of road surfaces separately.
Parking Control Map Updates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff assisted with parking control changes proposed for Grotenhuis Addition and Inlow parking lot. Final reading of ordinance on September 13 <sup>th</sup> Council agenda.
First National Bank	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Provided details to contractor

				regarding patching of Main St. Coordinated with contractor regarding new water connection and abandonment of old.
Total Maximum Daily Loads (TMDL's)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff continues modeling for phosphorous loading from our stormwater system.
Lake George Trail (Heritage Park to Division Street)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff received updated preliminary design plans for this trail project.
Allina Health Campus Planning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff provided review comments on this project.
Highview 4th	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public improvements accepted by City Council.
Kinnickinnic River Watershed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff continues 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. Staff will seek support of future plans from City Council on September 27.
Erosion Control Inspections	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff continued routine erosion control inspections.
Sterling Ponds Corporate Park Phase 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Curb and gutter has been installed. Paving planned for 9/6-9/7. Joint trenching work has begun. All work to be substantially complete by 9/16. Landscape planting of berm is being done under a separate contract that is currently out for bids.
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 and pursuing possible funding sources.
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.
Traffic Control Changes at Kennedy and Sixth Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff prepared traffic control map ordinance change adding a Yield sign at Kennedy St. at Sixth St. Currently, the intersection of Sixth and Kennedy is an uncontrolled intersection due to Sixth Street being a short dead end serving 4 homes but will now serve Falcon Center for certain events.
Kinni Corridor Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff furnished information to consultants who have been retained for our river corridor plan.

STH 35/65/Division Street Jug Handle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff continued coordination with WisDOT consultant for this project slated for 2020-2021.
Sidewalk Infill Planning Efforts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff identified what it quantified as the top 10% of priority infill sidewalks. Determination on whether or not to proceed with any proactive infill program will be considered by City Council for future work plans.
Mann Valley Corporate Park	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff monitoring construction activity at site.
TW Vending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff continues to coordinate with developer and monitor site.
Home Construction near Steep Slopes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff is composing a letter to home builders reminding them of City ordinances regulating storm water discharges from impervious surfaces onto a slope greater than 20% slope.
Verizon Tower Site Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff reviewed site plan and provided comments for proposed cell phone tower on City owned land in Mann Valley.
Storm Structure Inspections	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff began working on 2016 Storm Structure inspections by creating mobile inspection platform for use by Public Works in conducting inspections.

## Personnel Updates

- Both Engineering Interns, Jacob O Brien and Sara Veith, have gone back to school.

## City of River Falls Monthly Status Report

*Department Name: Community Development    Reporting Period: 8/1/2016*

### Department Projects and Status

Name of Project	Completed	In Progress	Delayed	Updates
<b>Planning &amp; Development</b>				
Housing Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff continues to work with and assist the Housing Authority as needed.
Kinni Corridor Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contract signed by SEH, 1 <sup>st</sup> mtg set for Sept. 1 <sup>st</sup> to start work on engagement plan.
Park Master Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Projects are in the current version of the CIP, per implementation recommendations.
Power Plant Substation Discussion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A draft site plan was reviewed by staff amendments were recommended.
Department Budget	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Finance Dept is reviewing budgets
SLUC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attending when the topic is pertinent.
DNR Trail Grant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The trail will be designed in 2016 and built next year. Our contract requires the project to be finished by 2018. Staff has met with contractor and reviewed preliminary trail layout. The City has signed contracts with the state and feds for grant funding.
DOT Tap Grant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The city's application for funds to construct a pedestrian bridge on railroad abutments across the Kinni has been submitted. We have received word that it is currently under review. We expect to have a decision from the DOT later this year. A decision on the status of the grant is expected in late Summer – September/October
South Main Street Corridor Study	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plan Commission planning workshops continue on this project. Our next meeting is September 6 <sup>th</sup> .
Wisconsin Historical Society Grant for National Register Nomination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The City's grant application for funds to be used to produce a National Register of Historic Places nomination for the Glen Park Swinging Bridge was approved. We have selected a consultant, Heritage Research LTD. The project must be completed by August of 2017.
Site Plan Review	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There are a number site plans submitted for review: - <b>WinField Solutions Mann Valley</b>

				<p>site plan has been approved. Their next step is a building permit.</p> <p><b>- WinField Solutions Sterling Ponds</b> site plan has been reviewed and we have received comments back from their design / Engineering team. We expect the process to be complete in early September.</p> <p><b>- Allina Health Clinic-</b> Staff has reviewed site plans for a new clinic to be built on the River Falls Hospital Campus. We are awaiting return comments from Allina. The site plan is expected to be approved in early September.</p> <p><b>-Verizon</b> has submitted a site plan for a communications tower to be built on city property recently annexed in the Mann Valley. Plans have been circulated for comment. We expect the site plan to be approved by mid-September.</p>
EDC Covenant Review	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff completed the EDC covenant review for WinField Sterling Ponds.
214 & 220 Union Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All title work is complete and staff is working with the Housing Authority to rent the units.
Safe Room Hoffman/Glen Park	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	An application for a safe room for Glen park was been submitted to the State and amendments were requested by the State. We expect to know if we are successful by December or early 2017. Staff continues to evaluate the summer season for Hoffman Park Safe Room operations.
BID	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff received a grant application for Song Garden. BID will take this up at their September 13 <sup>th</sup> meeting.
DRC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff DRC review of Song Garden will be completed by the end of August.
Kilkarney Hills Golf, INC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meeting with family members on a need for a master plan for the future development of the complete property including the city property within Whitetail Ridge Corp. Park bluff top.
1300 South Main Street River Falls Motel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Working with City Attorney on process to raze the dilapidated buildings. Attorney Joel D. Schlitz represents the owner. Process to be presented in September to City Council.
Cooperative Plan with Kinnickinnic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Town replacing one of three members of their CBC and Plan to meet with City in Sept.
CSM application for Deiss/Kuislek property on Hwy 35 N	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff is working through the CSM review.

Spring Creek Estates 1 <sup>st</sup> Addition PUD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Plan Commission will be reviewing 2 PUDs and final plat for development of additional lots in Spring Creek Estates. Timeline is for general approval by the end of September and construction of roads beginning in October.
Potential Annexation at Southeast corner of Wasson Lane and Cemetery Road.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff is working with a property owner who is interested in annexing land to the City. The property has deferred assessments for sewer and water. Staff will continue to meet with owner to discuss issues. No formal request for annexation has been made as of this date.
Knollwood 1st Addition	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plan Commission is reviewing the final Plat of Knollwood 1st Addition on September 6th. Council review will follow. The developer hopes to have lots available for construction by next spring/summer.
<b>Parks &amp; Recreation</b>				
Pool Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The pool is closed for the season. It was a smooth summer at the pool, with no major incidents to report.
Park & Rec Fee Study	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Waiting for classes to be completed for this year's review.
Fall classes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff is inputting the fall class schedule; registration to begin soon.
<b>Building &amp; Inspection</b>				
Permitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See the department dashboard for building permit totals.
Upgrade Rental Renewal System	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Converting system from word/excel to Munis for greater efficiencies. Conversion will be completed by the end of September.
Code Enforcement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Continue to receive complaints concerning tall grass & weeds, garbage issues, rental properties, abandoned vehicles, and sign enforcement.

**Comments/Announcements:**

- Recreation programs have registered 2826 participants in spring/summer/fall programs and received \$103,328 in revenues since registration started. Registration online is at 77 percent versus the calls/mailings or walk in.
- Recreation staff completed the Bicycle Friendly City Application by August 16, and we will hopefully know in the next month, if we continue with the Bronze level which was awarded three years ago.
- Tri-Angels 5K fun run was held on Saturday, August 20, at Hoffman Park in between the rain drops, approximately 300 run/walker took place in the event. Adult softball leagues completed their season by August 30, 2016, and eight teams will continue in a fall league at Hoffman Park starting September 6. Youth football and soccer started with practices and games on August 27. Registration continues for all youth basketball and gyms are continued to be requested for school district residents with in the fall/winter programs.

- October is National Community Planning Month, and staff is preparing for community outreach to promote planning in the City
- Preparations for the ComDev website updates continue.

\*\*\*The City received notice on 8/31/16 that the grant application for the Glen Park Safe Room has been awarded by FEMA. A total estimated project cost of \$787,021, the grant is for \$590,265 with a \$196,755 City match. Great Work! - to Tony Steiner for his grant writing skills, and the relationship he has built with FEMA!

## City of River Falls Monthly Status Report

**Department Name: Public Works**

**Reporting Period: 9/7/2016**

### Department Projects and Status

Name of Project	Completed	In Progress	Delay	Updates
Rotary Club Trail marker signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Installation of all Kiosks & signs are completed
Sweeping of seal coated streets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 <sup>nd</sup> sweeping has been completed, we are currently reviewing each road for additional sweeping needs
Pot hole patching in alleys	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alleys were prioritized based on condition, all poor alleys have been spray patched, budget is going to allow more work so we will review streets and alleys and prioritize our next round of spray patching
Summer seasonal workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Summer seasonal workers have all left, we were able to find 2 Temp workers for the fall, we plan on using them thru November 1 <sup>st</sup> weather permitting
National APWA (American Public Works show) Minneapolis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show was at the Minneapolis Convention Center this year, entire Public Works crew volunteered and attended the show for at least 1 day each