



**City of  
RIVER FALLS**  
COMMON COUNCIL AGENDA  
October 28, 2014

Call Meeting to Order – 6:30 p.m.

Pledge of Allegiance

Roll Call

Approval of Minutes – October 14, 2014 – Regular Meeting Minutes **Page 2**

October 14, 2014 – Workshop Minutes **Page 5**

Approval of Bills – (Nordgren) \$

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

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

**CONSENT AGENDA:**

1. Acknowledgement of the following minutes:
  - a. Housing Authority - 10/08/14 **Page 7**
  - b. Police and Fire Commission – 9/8/14 **Page 9**
  - c. Ambulance Commission – 9/8/14 **Page 11**
  - d. Library Board - 9/2/14 **Page 13**
  - e. Utility Advisory Board- 9/15/14 **Page 15**
  - f. Park and Recreation Advisory Board – 9/17/14 **Page 19**
  - g. Plan Commission - 9/2/14 **Page 21**
  - h. Historic Preservation Commission – 7/9/14; 8/13/14; 9/10/14 **Page 24**
  - i. Design Review Committee – 10/13/14 **Page 30**
2. Resolution Referring Vacation of Part of Edinburgh Drive and Dundee Avenue to Plan Commission **Page 32**
3. Resolution Approving a Project Plan Amendment for Tax Increment District #4 **Page 38**
4. Resolution Amending Water Impact Fees and Sewer Connection Fees and Approving Final Report **Page 71**
5. Resolution Regarding Expansion of Taxi Service Hours **Page 105**

**REPORTS:**

6. Budget In Brief
7. Administrator's Report **Page 109**
8. Comptroller Report

**ANNOUNCEMENTS:**

9. Mayor's Appointment **Page 115**

**CLOSED SESSION:**

10. *Recess into Closed Session per Wisconsin State Statutes § 19.85 (1)(e) for the following purposes:*  
“Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; to-wit: Dennis K LLC, environmental corridor property acquisition, and property owner offer to sell commercial property to City.”

**RECONVENE INTO OPEN SESSION**

11. Take action on Closed Session Items if necessary

**ADJOURNMENT** Publish: River Falls Journal 10-23-14; Repost 10-20-14



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

**October 14, 2014**

Mayor Dan Toland called the meeting to order at 6:30 p.m. in the City Council Chambers located in City Hall.

**City Council Members Present:** David Cronk, Dan Gulick, Scott Morrisette, Jim Nordgren, Diane Odeen, Aaron Taylor

**Members Absent:** David Reese

**Staff Present:** Scot Simpson, City Administrator; Bill Thiel, City Attorney; Kevin Westhuis, Utility General Manager; Reid Wronski, Public Works Director/City Engineer; Julie Bergstrom, Finance Director/Assistant City Administrator; Police Chief Roger Leque; Ray French, Management Analyst; Karen Bergstrom, Human Resources Director; Lu Ann Hecht, City Clerk; Cindi Danke, Recreation Coordinator

**Others Present:** Joleen Larson, Christy Cramer, Rory O'Sullivan, Brent Johnson, Eric Amundsen, others

**The Pledge of Allegiance was said.**

**APPROVAL OF MINUTES:**

September 23, 2014, meeting minutes

**MSC Cronk/Morrisette move to approve minutes as submitted. Unanimous.**

**APPROVAL OF BILLS:**

Bills \$2,598,866.94

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

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

Rory O'Sullivan, Pierce County District Attorney, came to inquire about the attorney position for the Municipal Court. He would like to apply for the position if it is available. The Mayor thanked him for stopping.

**PUBLIC HEARING:**

Final Resolution No. 5875 - Authorizing Special Assessments and Levying Special Assessments Against Benefitted Property - River Falls Business Improvement District

**Mayor Toland recessed Council at 6:33 p.m. and went into a public hearing.** Joleen Larson from the BID Board gave a presentation for Council. She provided some background regarding the board which was founded in 1989. The goals were promotion, education building and development. She talked about the funding sources, events, the district borders, and several of their projects. An average assessment is about \$500. Larson showed photos of projects. They are looking for building murals for 2015. Since 2000, over \$675,000 has been invested in downtown. She thanked Council for their support. Larson stood for questions. Alderperson Cronk commented that the downtown has never looked better.

**With no order comments for or against the resolution, the Mayor reconvened into Open Session at 6:50 p.m. MSC Morrisette/Nordgren move to approve the resolution. It passed unanimously.**

Ordinance No. 2014-09 - An Ordinance Amending Title 14 Regarding Impact Fees and Sewer Services Connection Fees-Second Reading and Disposition

**Mayor Toland recessed Council at 6:50 p.m. and went into a public hearing.** Christy Cramer, Consultant from Trilogy, provided a presentation for Council. Cramer explained the fees apply to new development to pay for larger system wide infrastructure expansion for water and sewer. Cramer noted there are several reasons to

revisit fees including changing conditions and growth patterns and developing a single connection fee. She talked about completed and future projects and showed Council the proposed schedule of fees. Cramer talked about an alternative schedule using a slightly lower projection. She stood for questions.

Aldersperson Gulick asked about bridging the gap between current and proposed fees. **With no other comments for or against the resolution, the Mayor reconvened into Open Session at 6:58 p.m. MS Cronk/Odeen move to approve the resolution.** Morrisette asked for clarification on which option the Council is considering. Finance Director/Assistant City Administrator Bergstrom clarified the ordinance sets in place the terms of the fees and schedule but do not include the rates. She said the report would be presented in final form at the next meeting. City Administrator Simpson said Council should have the debate tonight on what it wants in terms of rates.

Aldersperson Morrisette felt the number should be pulled back. Simpson explained how the rates were determined. Morrisette felt a more conservative number would be better and suggested 70 reus. Aldersperson Odeen supported that view.

**MSC Cronk/Odeen move to amend motion to reflect Option 2 – 70 reus. Unanimous.**

Combination “Class B” Liquor and Beer License for Broz Sports Bar & Grill LLC, Broz Sports Bar & Grill, 127 South Main St., Eric Amundsen, Agent – Disposition by motion

**Mayor Toland recessed Council at 7:04 p.m. and went into a public hearing.** Attorney Brent Johnson for Broz Sports Bar & Grill LLC and owners are available for questions. They are seeking approval of the liquor license request. Aldersperson Morrisette wanted to question Agent Eric Amundsen.

Morrisette asked Amundsen if he understood his responsibility as agent. Amundsen said yes. He clarified that underage individuals will not be allowed to be on the premises until they know they are in compliance with the ordinance. No employees will be allowed to consume alcohol while working. He stood for questions.

Morrisette asked about their licensed bartender policy. Amundsen said all bartenders will be licensed.

**With no order comments for or against the resolution, the Mayor reconvened into Open Session at 7:10 p.m. MSC Morrisette/Gulick move to approve the license. Unanimous.**

### **CONSENT AGENDA**

Resolution Approving 2015-2019 Capital Improvement→→***Pulled by Gulick***

Resolution No. 5876 - Approving Municipal Judge’s Salary for 2015

Resolution No. 5877 - Awarding Bids for 2014 Sanitary Sewer Rehab Project

Resolution No. 5878 - Authorizing Professional Services for Paulson Road Improvements

Resolution No. 5879 - Approving Request for Icebox 240 Race at Whitetail Ridge

**MSC Cronk/Morrisette move to approved remainder of Consent Agenda. Unanimous.**

Resolution No. 5880 - Approving 2015-2019 Capital Improvement Plan

Gulick reviewed items included in the plan including vehicle replacement, Phase 2 Sterling Ponds Corporate Park, Whitetail Ridge trailhead, wastewater plant, power plant substation upgrades and Hoffman Park improvements. Gulick also noted some items that were not included.

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

City of River Falls, Wisconsin

October 14, 2014

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**REPORTS:**

Administrator's Report

Simpson noted some upcoming events/dates. He also talked about voter ID requirements.

**Motion by Cronk to adjourn at 7:15 p.m.**

Respectfully submitted,

Kristi McKahan, Deputy City Clerk



**BUDGET WORKSHOP**  
**October 14, 2014 – 4:30 p.m.**

**City Council Members Present:** Mayor Dan Toland, David Cronk, Dan Gulick, Scott Morrissette, Jim Nordgren, Diane Odeen, Aaron Taylor

**City Council Members Absent:** David Reese

**City Staff:** Scot Simpson, City Administrator; Julie Bergstrom, Finance Director/Assistant City Administrator; Ray French, Management Analyst; Josh Solinger, Management Analyst Fellow; Keri Schreiner, Management Analyst Fellow; Police Chief Roger Leque; Karen Bergstrom, Human Resources Director; Nancy Miller, Library Director; Buddy Lucero, Community Development Director; Reid Wronski, Public Works Director/City Engineer; Kevin Westhuis, Utility Director; Lu Ann Hecht, City Clerk; Cindi Danke, Recreation Coordinator

City Administrator Scot Simpson explained a bi-annual budget was being done to save both time and money. Responsibility is being moved to the departments. The City has new software to keep staff track their budgets. We are covering the general fund, library and ambulance budgets tonight.

There are three themes to the budget: investing in people, continued training and development and safe and reliable equipment. Simpson said this is the first budget since he has been here that has included significant workforce additions including a patrol officer, paramedic training officer, IT Technician and an Assistant Engineer. There will be an increase in hours for an Account Clerk and CSO.

There will be an increase in maintenance for staff for parks, trails and streets. There was discussion about doubling seasonal help during next summer.

The City has received notice that we will receive more in transportation funds than we thought we would. The City is looking at additional revenue sources by increasing recreation fees for non-residents. Increases may be an additional \$3-5. If fees increase too much, it results in dips in recreation fees.

There is the potential that the water fund need an increase. Alderperson Morrissette about equalized value. Finance Director/Assistance City Administrator Bergstrom has done some estimating. The City has grown a tiny amount on assessed value. If the mill rates is kept the same, the City gets more money than needed. Taxes maybe go down.

There were questions about positions.

The Mayor asked about alternative fees. The City is receiving less money from the State and Federal governments. He mentioned wheel tax and street lights. He thought we should look at extra fees. Alderperson Morrissette would like to explore pilots first.

Mayor talked about charging churches for fees. There was discussion about tax exemption for churches. There was also discussion about healthcare facilities, schools and the universities for street light fees. A rough number of \$250,000 was to operate street lights. There was a discussion about street light fees.

Simpson asked for a gauge from Council. Alderperson Odeen thought the City was spending money the way they should be. Alderperson Cronk thought we were not spending too much. Alderperson Morrissette thought the spending was just right.

There was discussion about using more money to create revenue.

Simpson talked about the proposal for providing ambulance service to Prescott. There is a proposed three year contract. It is a good thing on the revenue side for the City. Gulick was concerned about property tax raises. Simpson talked about the general fund and keeping that at a certain level rather than having it be just the bare minimum.

There was discussion about Enterprise Funds and per capita fees. There was discussion about the general fund not paying per capita fees.

The conversation moved onto the library budget which reflects fiscal plan. There was conversation about income losses the City faces due to Hudson not paying their share.

The workshop was adjourned at 6:16 p.m.

Respectfully Submitted,

Kristi McKahan  
Deputy Clerk

Minutes of the Regular Meeting of the River Falls Housing Authority October 8, 2014  
The meeting was held at Riverview Manor, 625 N Main St.

Chair Ed Valle called the meeting to order at 6:30

Present: Ed Valle, Nick Carow, Peter Dahm, Marylin Plansky, Dan Gulick

Also present: Anne McAlpine, Executive Director

There were 2 tenants in attendance; one tenant to observe and one tenant to speak against the proposed Tobacco Free Policy.

M/S/C Dahm/Carow to approve the minutes of June 2014

#### ACTION ITEMS

1. M/S/C Dahm/Plansky to approve payment of the bills
2. M/S/C Dahm/Plansky Resolution # 465 Tobacco-Free Policy. Commissioners heard two letters commenting on the proposed policy. Both letter writers were smokers living in Briarwood who wished to continue to smoke in their apartments. Commissioners responded that the proposed policy had been under consideration for a long time but feel that they must implement a smoke free building policy in some of the Housing Authority buildings to manage unit turnover costs. Grandfathering smokers does not accomplish the goal of having a smoke free building for those who want and need that environment.
3. M/S/ C Carow/Plansky to approve Option 2 of the Employee Trust Fund health insurance options and to continue to pay the same percentage of the premium as in 2014. Option 2 has no deductible /no coinsurance.

#### REPORTS

1. McAlpine presented the Vacancy and Re-rental Report.
2. McAlpine presented a bid tally showing the bids and which contractor was awarded the contract for painting, for providing paint and for waterproofing a Family housing unit.
3. McAlpine provided a status report on 300 River Street. Commissioners directed McAlpine to negotiate a new management contract for this property. Commissioner Gulick had received a favorable comment that our response to requests and repairs is much more timely that under previous management.

#### EXECUTIVE DIRECTORS REPORT

1. McAlpine reported that the Briarwood Boilers failed and the cost to repair the heating system was \$9,979.00. The Reserves Account had sufficient funds for this emergency repair. Three remaining boiler systems will need to have the plumbing reconfigures to prevent future boiler failure. The Edgewater Reserve Account doesn't have enough funds to pay for the preventative repairs. M/S/C Dahm/Carow to direct McAlpine to take appropriate preventative measures to correct the plumbing in the remaining buildings' boiler systems. If the use of management funds is needed to pay for repairs, the management fund may lend the building funds at an appropriate interest rate.
2. McAlpine reported on the WAHA Conference.
3. McAlpine invited Commissioners to the Open House at Edgewater & Briarwood on November 13<sup>th</sup> from 4 – 7pm
4. McAlpine reported that a Section 8 Voucher participant objects to the termination of her Voucher assistance. A Grievance Hearing has been held and the termination was upheld by the hearing officer.

5. McAlpine read a petition from Briarwood tenants regarding a specific tenant. M/S/C Dahm/Carow to refer the letter and contents to the Executive Director for management consideration.

#### COMMISSIONERS REPORT

1. McAlpine had requested that Mayor Toland or a city official attend the October Board of Commissioners meetings. Mayor Toland replied that he is unable to attend because of work conflicts. Chairperson Valle is still concerned about the lack of city participation in our meetings because the meeting day was changed to allow council members to attend. Commissioner Gulick reported that he is considered the City Council Liaison to the Housing Authority. Commissioner Gulick said that he is an avid supporter of the Housing Authority. Chairperson Valle will meet with Mayor Toland to discuss this further.
2. Commissioner Dahm requested that information be brought to the November meeting about a proposed housing needs assessment. He has questions about who will be the lead contractor in the study and how cost sharing should reflect the study's relative value to each entity.

Adjourn

Respectfully submitted, Anne McAlpine Executive Director

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

**September 8, 2014**

River Falls City Council Chambers

222 Lewis Street

River Falls, WI

Call to order 6:30 p.m.

Commission Members Present:

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

Also Present: Roger Leque, Scott Nelson and David Reese

### **POLICE DEPARTMENT**

Approval of Minutes: August 4, 2014

**MSC Vande Yacht/Donath to approve August 4, 2014 Meeting Minutes as read.**

**Unanimous.**

#### Extension of Police Patrol Officer Eligibility List

Chief Leque stated that the Eligibility List expired September 3, 2014 and he would like to extend it until the end of the year, December 31, 2014.

**MSC Wespetal/Sams to approve extending the current Police Patrol Officer Eligibility List, to expire December 31, 2014. Unanimous.**

#### Police Department Staffing Update

Leque explained that the City Council budgeted and added an additional officer for our Department for 2014. Investigator John Wilson retired creating a vacancy. We currently have hired two (2) people to fill Police Patrol Officer positions. Travis Rudesill took John Wilson's vacancy and the newly created position is Jason Poirier. School Liaison Officer Chris Gottfredsen filled John Wilson's vacancy during the summer months.

The Department went through an in-house assignment process and Patrol Officer Jennifer Knutson was assigned to fill the investigations vacancy.

Jason Poirier went to Basic Recruit Training and graduated August 13, 2014 and is currently in the Field Training Program. In December Poirier will rotate into the Patrol Officer position.

Patrol Officer Ryan Miller will move into the new investigator position focusing on property crime and drugs. This position was designed to give us a focus on drugs and to work with the surrounding task forces.

Patrol Sergeant Mike Reardon has a real strong capability in technology and the City recognized this and felt he could serve as the IT person for the City. He was moved into that role in April and it has been very much a success. As the budget moves forward, assuming it is approved Sergeant Reardon would move from a police employee to a general service employee doing service for the City. That then will create another hole in our schedule and we will back fill another position and promote a sergeant. At that point we will be full-staffed. The budget is

usually approved the middle of November. We will be looking to hire someone as well as a promotion around January 1, 2015.

#### Police and Fire Commission Training, October 24, 2014

Leque explained that the Police and Fire Commission Training is October 24<sup>th</sup> in Wisconsin Dells and was wondering if anyone would be interested in attending. Commission Chairperson Mottaz will send out an email to see if anyone is available/interested. Leque stated that the City will find the funds for individuals to go if interested.

Commission Chairperson Mottaz asked about discussions on the noise complaints with UWRF welcoming event during the start of college. Per Leque there were a lot of complaints. In recent discussions Leque was told they had held this event the past two (2) years and had no recollection of having a lot of problems regarding the noise.

#### **FIRE DEPARTMENT**

All Company Meeting Minutes – August 4, 2014, handed out at the meeting and attached.

#### August Run Volume

Chief Nelson explained that they had 22 calls in August, which compares to 24 calls for the same period last year. Year to date: 2014=150 and 2013=178.

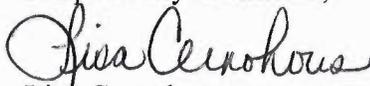
#### Activities and Highlights

- Posted for the vacant Battalion Chief in early August. A panel of three (3) Assistant Chiefs interviewed the six (6) candidates. The recommendation was for Scott Gavin to fill the new Battalion Chief vacancy. The health and safety portion has been added to the Battalion Chief position. Now there is a Captain position open in which they hope to fill it yet in September.
- Driver training has been completed by seasoned members. The newer people are also taking the class as well as pumping with apparatus. They have two (2) more classes and then they will have completed the course.
- Doug Rudesill and other volunteers helped at UWRF with extinguisher training at the request of Connie Smith from UWRF.
- The FFA has been working with RFFD and they donated a grain bin rescue unit. It helps with the confined space equipment that RFFD already has.

#### Adjournment

**Motion to adjourn at 6:54 p.m. MSC Sams/Wespetal. Passed.**

Respectfully submitted,



Lisa Cernohous  
Recording Secretary

## AMBULANCE COMMISSION MEETING MINUTES

September 8, 2014

River Falls City Council Chambers

222 Lewis Street

River Falls, WI

Call to order 7:01 p.m.

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

Also Present: Roger Leque

Not Present: Jeff Rixmann

### AMBULANCE

Approval of Minutes: August 4, 2014

**MSC Wespetal/Donath to approve August 4, 2014 Meeting Minutes as amended to reflect David Reese under Commission Members Present. Unanimous.**

### Personnel Update

No discussion. To be placed on the next agenda.

### Monthly Report

No discussion. To be placed on the next agenda.

### 2015 Ambulance Contract & Per Capita

Council Representative David Reese explained that he had just met with City Administrator Simpson on this date regarding the 2015 Ambulance Contract and Per Capita for the Towns of River Falls, Kinnickinnic and parts of Troy, Clifton and Pleasant Valley. This item is on the City Council agenda for the meeting on September 9, 2014. The rate is currently at \$9 per capita and the proposal is to raise it to \$10 per capita. The increase of \$1 per capita will provide an additional \$8,697 from the contracted towns. This increase is recommended based on the changes that have been made in the ambulance operations, to add more full-time paramedics, which requires more training and administration. Basically the charges are for services rendered in addition to the per capita charge.

**MSC Sams/Wespetal to approve the 2015 Ambulance Contract and Per Capita increase for the Towns of River Falls, Kinnickinnic and parts of Troy, Clifton and Pleasant Valley. Unanimous.**

Commission Chairperson Mottaz would like to recommend this same increase occur with the City so that this does not cause bad feelings with the surrounding communities that we are serving.

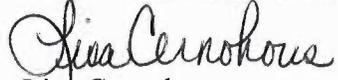
### Set Next Meeting

Next meeting dates are set for October 6, 2014; November 3, 2014 and December 1, 2014 at 6:30 p.m.

Adjournment

**Motion to adjourn at 7:17 p.m. MSC Wespetal/Vande Yacht. Unanimous.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa Cernohous".

Lisa Cernohous  
Recording Secretary

**RIVER FALLS PUBLIC LIBRARY**

**BOARD MEETING MINUTES**

**TUESDAY, SEPTEMBER 2, 2014**

**Present:** Judie Caflisch; Nancy Miller; Library Director; Joyce Breen; Manny Kenney; Jean Ritzinger; George “Bud” Ayres; Janet Johnson; Kathleen Steffen; Ruth Kuss. **Absent:** Dave Cronk.

**Call to Order:** President Judie Caflisch called the meeting to order at 6:15 p.m.

**Quorum:** A quorum was established.

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

**Acceptance of Agenda:** Kenney/Johnson motioned to approve the agenda. A unanimous decision was passed to accept the agenda.

**Acceptance of Minutes:** Motion by Breen/Ayres to accept the minutes from August 4, 2014. A unanimous decision was passed to approve the minutes.

**Approval of Bills:** Motion by Johnson/Ayres to approve the bills in the amount of \$11,170.51. A unanimous decision was passed to approve the bills.

**Circulation:**            **August 2013: 24956**

**August 2014: 28636**

**Director’s Report:**

Another successful summer program has ended; the final number on kids registered is 969, compared to 806 last year, and 563 the year before. The foreign film series has been well attended, as have other programs this summer, like the Raptor Center presentation and the North Hall Oral History session. We are getting ready for the fall Shakespeare extravaganza. We have authors Mary Relindes Ellis, Wendy Webb, and James Leanest speaking at the library this fall. The new book drop will be arriving at the end of September. Building repair will be minimal. Matt Frisbie will consult on rearranging our current workroom, office space, and circulation desk area. There is money in the budget this year for some professional help.

MORE has a new catalog interface called Encore. Nancy explained the difference in the two.

Lucky Day collection is going well.

**Current Business:**

There is no current business.

**New Business:** Food for fines: Johnson/Breen motion that we continue having a Food for Fines week. A unanimous decision was passed to have a food for fines week toward the end of the year.

**Next Meeting Date: October 6, 2014**

**Adjourned:** 6:40 p.m.

Respectfully submitted,

  
Kathleen Steffen, Secretary

**REGULAR MEETING  
RIVER FALLS UTILITY ADVISORY BOARD  
September 15, 2014 6:30 p.m.  
Council Chambers, City Hall**

The Regular Meeting of the River Falls Utility Advisory Board was called to order by President Hanson at 6:30 p.m. Present: Randy Czaplewski, Wayne Beebe, Diane Odeen, Grant Hanson, Duane Pederson, Tim Thum, and Adam Myszewski. Staff present: Kevin Westhuis, Utility Director; Kristi Hartmon, Administrative Assistant; Chuck Beranek, Utility Operations Superintendent.

**M/S Odeen/ Beebe to approve minutes of the August 18, 2014 Regular Meeting. Motion Carried.**

**CONSENT AGENDA:**

1. Acknowledgement of the following minutes:
  - a. POWERful Choices! – 7/10/14
  - b. West Central Wisconsin Biosolids Facility Commission Meeting – 7/15/2014

**M/S Odeen/Pederson to approve Consent Agenda. Motion Carried.**

**PROJECTS UPDATES:**

Utility Director Kevin Westhuis and Utility Operations Superintendent Chuck Beranek put together a presentation of all the current projects that the Utility is working on right now. Westhuis stated you are the eyes and ears of our citizenry and want to let you know what is going on within the City related to Utilities. If you get questions you may be able to answer them better.

2. Overhead to Underground Conversion – East Johnson Street  
This project is adjacent to UWRF, and is precipitated by the need to run 3-phase power along the south side of the University's property line to feed a football facility, storage facility and lights. In doing so the University is granting River Falls Utilities and the City of River Falls some easements. The Utility also needs to replace 15 homes that have electric services to their homes that were outdated. Utility Superintendent Beranek elaborated on the project. The project starts on the Westside. There is an existing pole with 3-phase overhead installed in mid-60's, and have had clearance issues with that power line for a while (tipping to the south). The scope will be 3-phase underground primary joint trench with AT&T and Comcast. Directional boar underneath E Johnson Street and rear lot lines and continue primary to serve the housing authority apartments (Beranek showed maps detailing). Project from start to finish will be six weeks. Randy Czaplewski asked if there would be any power interruption homeowners will experience. Utility Superintendent Beranek answered yes. Outages will be on an individual basis and the Utility will let home owners know ahead of time. Westhuis commended Utility Operations Superintendent Beranek on reaching out to customers during the weekend solving easement issues with a customer. A question was asked on how many crew members are working on the project? All hands on deck to get the project started - (2) two man bucket crews and a lead man and two men starting from Express Employment to help.

3. RF 12 Transmissions Right Away Maintenance / Vegetation Management and Tree Trimming – River Ridge Road

The scope of this project is to trim trees by a major Transmission Line along River Ridge Road. This Transmission Line is regulated by Federal Agency NERC. We are required by NERC to make sure the right away is clear of tree branches. The Transmission line is backing up to these houses with an 80 ft. easement. Not only trees, there are sheds, basketball courts, lawns, and gardens. The Utility is concerned about large vegetation and some of the trees the residents are accustomed to. Starting in January the vegetation will be cleared out by the contractor the Utility hires. The Utility will be reaching out to the homeowners that will be affected by this federal requirement of trimming the trees and vegetation. Beranek stated the Transmission Line sits 30 ft. in from the northern edge of that easement. For the most part it follows the back lot lines of people's homes. There is another 50 ft. of easements going to the homes. This borders all the park land and we would mow that area. This project will be a tough one, but the fact remains that the easement has been there and we need to maintain it. The NERC regulations are edge of right away to edge of right away. Hanson asked how big the trees are. They are 15-30 foot trees, a lot of honey suckle and sumac. The real issue is there is a lot of people that have mature or maturing trees and now is the time to remove them and not have to worry about it later as they get bigger. The Utility is sensitive to the people and sensitive to the vegetation, but we still need to keep the lines clear and keep the electricity on. The Utility will not make people move garden sheds, etc. Odeen asked, is there other areas in River Falls that this Transmission Line will need easement work. Beranek stated RF6 (located south from Power Plant over Lake Louise through Glen Park and goes along Bartosh and comes out to Foster) was trimmed last winter.

4. UG Wire Replacement – Pine Ridge Terrace

This project affected 109 homes. Beranek stated there were a little over a mile of primary and a ½ mile of new secondary. Existing cable was 1970s vintage and was failing and needed replacement. The project is 75 percent done as to date (all the cable has been installed and all the new cable and secondary is in the ground and up in the transformers and cabinets). The Utility needs to go through and terminate everything and start moving those off the old to the new. The Utility is letting customers know in advance and informing customers of the work being done. Letters, postcards, and door hangers are used for communication as well as personal contact.

5. Sterling Ponds

Work in the Sterling Ponds Corporate Park affecting electric water and sewer. The Sanitary Sewer connection at the corner of Dundee and Newcastle required the intersection to be closed and water to be shut off temporarily for the safety of the public and the workers. The Utility had a couple of hick-ups where the Contractor's water pumps were not working and had to cancel the project twice. The Utilities had staff and a tent with 50 cases of water available to people in that area. The Utility is trying to reach out and help people during an inconvenient time to be without water. When the curb and gutter is finished being installed, the electric work will be done. Beranek showed on the maps the detail of the work and discussed joint trench with the gas company and Baldwin Telecom. The electric department has all the needed inventory in-stock and ready to go. The whole project (with contractors) is about three weeks behind schedule; everyone is trying to beat winter. This is a big project that includes main utilities, curb and gutter. Hanson asked what the estimated time of completion would be. Beranek stated 2015 - 16

this project is a hard one to give an answer to. We have not had the go ahead to get in there. When we do get the green light, our goal is to get it in the ground and get it buried. If the guys need to spend the time in a tent over the winter (we can put tents over the cabinets), we can do that. Westhuis stated he appreciates the Citizens patience on these projects. This is a big interruption on a pretty big neighborhood.

6. Switch Repair – Knollwood Area

This project affects 176 Customers. During annual inspections, electrical equipment at the intersection of Wasson Lane and Cemetery Road were found inoperable (a piece of switch gear). This is a 600 amp switch and feeder 14 runs through that and heads down Main Street and feeds the High School and part of the campus. It also does Knollwood subdivision, Steiner Plumbing, Cemstone, Red Cedar Estates, and the apartment complex by Cudds Court. These are all customer that will be affected by this project. Scheduled from 6-9 on September 17<sup>th</sup>. The customers were notified by letter and will receive a door hanger. Why 6-9pm time? The Utilities are working this project for the most part around Cemstone, as they are the major provider for concrete for the super bridge that is going in by Stillwater and will be hauling from 6am-9pm. Why not midnight to 3 a.m? Sometimes that can cause issues like uncertainty when power is back on, issues with alarm clocks and hazards working in the dark for the lineman. This is a 5x6 ft. rectangle and 4 ft. tall and they will be working inside of this and it is all separate compartments (12 of them).

7. Golfview Water Tower Rehabilitation

Project has started. The tower is empty of water. Hospital water pressure will be reduced by 20 psi than what they are used to. This will be temporary while the work is being done. The Utility had a Neighborhood Charrette onsite at the watertower to inform residents and answer questions on the projects. Beranek stated the stem pipe is being drained tonight. This is not an overflow; it is just the last bit of water coming out of the stem pipe. Hanson asked if we do work inside as well as outside of the watertower. Some work is being done on the inside (some re-welding of railings), but most on the outside.

8. Waste Water Treatment Plant Updates

Working with MSA Engineering. A report was received and they completed all of the site work and notes (historical data, drawings). They are putting a recommendation together within the next few weeks. The recommendations will be shared with UAB Members when they are available.

9. Electric Cable Extension – Mann Valley

Getting Electric Service out to Mann Valley. A lot of it has to do with service territories and surveying and the City and Utility feels it is important to get electric service out to that area. The Utility has an opportunity to service one of the buildings out there. Beranek talked about a loop feed – this has been on the radar for a few years – 3 phase overhead feeder starting at intersection of MM and Apollo Road. In the process (90% done) with Excel allowing the Utility into their territory easements along Radio Road in the future to get to Paulson Road, which will get us to Sterling Ponds and Whitetail Corporate Park. 3-Phase out to Radio Road and Single Phase out to Mann Valley Road and hoping to do that yet in 2014.

10. UW-River Falls Temporary Power

RFMU will provide temporary power for Hunt Arena during construction phase of the UWRF new Falcon Center. The Utility will be building a temporary 3-phase jumping from island to island in the new parking lot. The project needs to be completed by next spring 2015.

11. Sanitary Sewer Pipe Rehabilitation (Lining)

In lieu of digging up old pipes and replacing with new pipes, the Utilities have been using the newer technology of sewer lining. Put a sleeve inside the old pipes to last another 50-60 years. Rehabilitate the Sanitary Sewer Pipe using Cured in Place Pipe (CIPP), a trenchless method of rehabilitation that minimizes impacts to the public and more affordable. The pipes are televised to determine which pipes need to be lined. The Water Department crew will review videos and assign a rating based on deficiencies found. UAB Member Hanson asked what the lining is made of. Beranek described it as a material that goes in flat and wet and with the use of steam it expands up against the original sewer pipes and when dried and cured it is like a really hard piece of fiberglass. This type of work is contracted and the Utility is going out for bids now and will start in October 2014. Beranek also mentioned the Manhole Restoration project is going out for bids this year as well.

Solar Garden Announcement. Utility Director Westhuis announced that the Utilities was one of two selected for the Solar Garden Project and we are very excited about it. There are a lot of questions yet and we will be answering in the next few months and working with WPPI on. Odeen said thank you to the staff and Mike Noreen on putting together the application and stated it will be a great addition to our city.

**REPORTS:**

12. Finance Report with Utility Dashboard was included in the packets for review. Beebe questioned the water fund on having a net loss year-to-date. We still have a little bit left of the year are we going to see this come down to zero. The Utility has had a wet summer and water use goes down and we had water credits and maintenance with water freeze-ups last year.

13. **Monthly Report.**

a. Utility Director Westhuis stated that the Monthly Report is included in the UAB packets and to let him know if you have any questions. No questions were asked.

**ADJOURNMENT:**

**M/S Beebe/Thum moved to adjourn at 7:36 p.m. Unanimous.**

Reported by: Kristi Hartmon, Administrative Assistant

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Wayne Beebe, Secretary  
October 20<sup>th</sup>



222 Lewis Street  
River Falls, WI 54022

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**Community Development  
Park and Recreation Advisory Board  
September 17, 2014  
5:15 pm  
City Hall Training Room**

**CALL TO ORDER/ROLL CALL** – The Board meeting convened at 5:15 pm.

**Members present at roll call:** Susan Reese, Jim Nordgren, Brenda Gaulke, Dennis Zielski, and Brandon Dobbertin.

**Members Absent:** Randy Kusilek.

**Staff present:** Cindi Danke, Recreation Manager and Tom Schwalen,

**Others Present:** None.

**APPROVAL OF AGENDA/MINUTES**

MSC Nordgren/Gaulke to approve the August 20, 2014 Park and Recreation Advisory Board meeting minutes. Motion carried 5-0.

**PUBLIC COMMENTS**

Jim Nordgren reported that the Art on the Kinni event advertised that it was along the White Pathway and Chamber and CAB organizations need to be told that it is the Kinnickinnic trail way and the White Pathway is just the small lobe of that trail way.

Jim also discussed some of the preliminary cost estimates for the safe room at Hoffman Park and that City staff and SEH engineering firm will be meeting to lower cost for the safe house to be constructed.

**NEW BUSINESS**

Fred Johnson, KORC member was present to discuss the bike event on November 8, 2014 called Icebox 240 to be at Whitetail Ridge trail. This event will be after the running event at the same location called Icebox 480. MSC Gaulke/Nordgren to approve the resolution request for Icebox 240 Mountain Bike event on November 8, 2014 at Whitetail Ridge Corporate Park. Motion carried 5-0.

**OLD BUSINESS**

Pickleball Court has paved on Tuesday September 16, 2014, so they are ready for sleeves, anchors for the posts and nets. HGGI will be starting on the Park Master Plans and will be coming to River Falls for a walking tour on Thursday October 16 with Cindi, Susan, Tom Schwalen and Irv Peskar.

Tom Schwalen was present to update the Park Board on DeSanctis Park and the work completed on the Glover building. Entryway has been sheet rocked, sanded and primed, doors are installed in the restroom and mechanical room and all the woodwork has been stained and varnished, floor was sanded in the entryway, so we are getting close to completing what work the City can do. Progress is being made; money was given from Jeanne Zirbel to help complete this project.

In regards to the Master plan so issues or concerns, for Hoffman Park the bathroom for the softball fields, showers for the campers and what to do with the octagon building at Hoffman Park, should it stay there or not; maybe make into an open shelter with new bathrooms there. It will depend on the safe room and what is included as to bathrooms or showers. As to Glen Park is the softball needed, if so should we update the lights, what about horseshoe courts are they needed anymore.

Dennis discussed the Alina grants and to the reapplying for the River Falls Foundation grant to reestablish Glen Park into a Senior Friendly park. Due to recent developments, the Park and Recreational Board felt it would be premature at this time to proceed with any funding applications. We are still extremely interested in a partnership with the Allina Hospital Foundation. We believe that we have similar goals for improving our community and the quality of life for area residents. We would like to ask someone from the River Falls Hospital to attend the master plan community workshop.

**ADJOURNMENT**

MSC Dobertin/Gaulke to adjourn the Park and Recreation Advisory Board meeting at 6:40 pm.

The next meeting is Wednesday, October 29, 2014.

Respectfully submitted,

Cindi Danke, Recreation Manager

DRAFT



222 Lewis Street  
River Falls, WI 54022

(715) 425-0900  
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**MINUTES**  
**PLAN COMMISSION**  
**September 2, 2014 at 6:30 p.m**  
**City Council Chambers**  
**222 Lewis Street River Falls, WI 54022**

**CALL TO ORDER/ROLL CALL** – meeting convened at 6:30 p.m.

**Members present:** Mayor Dan Toland, Lisa Moody, Scott Morrissette, Mary Van Galen, Andrew Brown, Susan Reese and Reid Wronski.

**Absent Excused:** Todd Schultz

**Staff present:** Buddy Lucero, Community Development Director; Tony Steiner, City Planner; Julie Bergstrom, Finance Director/Assistant City Administrator and Mike Huth, Management Analyst.

**APPROVAL OF AGENDA/MINUTES**

**MSC:** Morrissette/ Van Galen, to approve the June 3, 2014 meeting minutes as presented:  
Unanimous.

**6:32 p.m, Consideration of “Resolution of the Plan Commission Calling a Public Hearing on Proposed Amendment of the Project Plan for Tax Incremental District No. 4, City of River Falls, WI”**

Julie Bergstrom gave a brief background on the project, outlining the expiration timelines and explaining the transfer of excess increment revenue from one district to another to create a ‘donor district’. The creation of the ‘donor district’ would require a public hearing on the proposed amendment of the project plan.

**MSC:** Reese/ Wronski, to approve the “Resolution of the Plan Commission Calling a Public Hearing on Proposed Amendment of the Project Plan for Tax Incremental District No. 4, City of River Falls, WI”: Unanimous

## **CURRENT PLANNING PROJECTS**

### **6:34 p.m, Consideration of “Resolution recommending temporary zoning and official map amendment for property being annexed to the City of River Falls, Thompson Family LLC, et.al.”**

Tony Steiner provided an overview of the property/parcel configuration for property contiguous to Radio Road and Sterling Ponds Corporate Park, located in Troy Township. The total area of the property proposed to be annexed is 35.37 acres. The annexation area has been divided into four parcels to aid review.

1. Annexation Area 1, 16.63 acres (Thompson Property and public right of way)
2. Annexation Area 2, 11.78 acres (Thompson Property and City of River Falls Property)
3. Annexation Area 3, 2.08 acres (Bjerstedt Property)
4. Annexation Area 4, 4.88 acres ( north half of public right of way for Chapman Drive and east half of public right of way for County Highway U)

Staff provided a review and referenced mapping regarding the temporary assigning of zoning designations of the individual parcels. The temporary zoning will be changed to permanent as part of the overall zoning amendments for the greater area to take place after this property is annexed to the City.

Based upon the findings of fact and conclusion of law described in the staff report and overviewed by staff, staff recommended that the Plan Commission adopt a resolution recommending City Council to approve annexation of property and right-of-way as described in provided exhibits, assignment of temporary zoning, amendment of the City of River Falls official map, and amendment of the Comprehensive Plan Land Use Map to reflect the final zoning.

**MSC:** Morrissette / Reese, to approve the Resolution recommending temporary zoning and official map amendment for property being annexed to the City of River Falls, Thompson Family LLC, et.al.”: Unanimous

### **6:41 p.m, Consideration of “Resolution recommending annexation and zoning for property being annexed to the City of River Falls, Best Maid Property LLC.”**

Mike Huth provided an overview of the property/parcel configuration and displayed mapping exhibits to illustrate the project area to coincide with submitted staff report. It was noted that with the recent property transfer of Parcel A from the City of River Falls to Best Maid Properties LLC in the summer of 2014 this would allow for Best Maid Properties LLC and the City of River Falls to proceed with orderly annexation of the property.

The total area of the property being annexed is 41.1 acres and is currently located in Kinnickinnic Township.

The annexation area has been divided into three parcels to aid review.

- Parcel A, 10 acres (Best Maid Properties LLC)
- Parcel B, 21.6 acres (City of River Falls Property)
- Highway, 9.5 acres (public right of way for State Highway 65)

Staff provided a review and referenced mapping regarding the permanent assigning of zoning designations of the individual parcels.

The proposed zoning districts for the annexation area would be as follows:

- Parcel A, I2 (Heavy Industrial)
- Parcel B, C (Conservancy)
- Highway, C(Conservancy)

Based upon the findings of fact and conclusion of law described in the staff report and overviewed by staff, staff recommended that the Plan Commission adopt a resolution recommending City Council to approve annexation of property and right-of-way as described in exhibits, assignment of zoning district designation, and amendment of the following City of River Falls official maps:

- City of River Falls Official Zoning Map
- City of River Falls Official Map
- City of River Falls Comprehensive Plan Future Land Use Map

Staff referenced the Certified Survey Map (CSM) that was provided in the packet to explain the western portion of the proposed annexation boundary.

Buddy Lucero responded to a question posed by a neighboring property owner, attending the meeting, regarding what types of uses are allowed in the Conservancy Zone (C).

**MSC:** Reese/Van Galen, to approve the “Resolution recommending annexation and zoning for property being annexed to the City of River Falls, Best Maid Property LLC.”: Morrissette Abstained, Unanimous.

#### **ADJOURNMENT**

MC Moody to adjourn at 6:57 pm. Unanimous.

Respectfully submitted:



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Mike Huth, Management Analyst



## COMMUNITY DEVELOPMENT DEPARTMENT

222 Lewis Street  
River Falls, WI 54022

Phone (715)425-0900  
FAX (715)425-0915

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**Minutes**  
**HISTORIC PRESERVATION COMMISSION**  
**Wednesday, July 9th, 2014**  
**5:30 p.m.**  
**City Hall- Training Room**

**5:30 p.m. CALL TO ORDER/ROLL CALL**

**Members Present:** Aaron Taylor, Betty Most, Heidi Rushmann, Jeanne Zirbel, Jayne Hoffman

**Members Absent:** Chris Collins, Kirby Symes

**Staff Present:** Tony Steiner, City Planner; Molly MacDonald, GIS/Planning Intern

**APPROVAL OF AGENDA/MINUTES**

**Note:** Minutes of June 11, 2014 Meeting

MSC—Most/Hoffman to approve the minutes of the June 11<sup>th</sup>, 2014 Meeting—Unanimous

**PUBLIC COMMENTS – Non-Agenda Related Topic**

**OLD BUSINESS ITEMS**

1) **Final Edits: Residence Park Historic Building Inventory**

This item has been tabled for a couple of meetings. In an effort to finish up the final touches, Heidi offered to call Kirby to discuss the last items.

2) **Final Plaque Draft: Second Chances**

Jayne brought us a nearly polished chronology for the Second Chances plaque. We discussed past methods for “naming” plaqued buildings. Traditionally, the person who built and paid for the structure is credited (Smith). There is already another building in town referred to as the “Smith Building”, and having two structures with the same name might become confusing. Jayne will follow-up with Kirby or Ursula to seek out any other potential names, or perhaps get confirmation that the “Smith Building” would be appropriate.

3) **Historic/Architectural Intensive Survey Updates**

The survey is scheduled to commence in late July/early August. We discussed the general timeline given by Traci (consultant) and Heritage Research, Ltd. (firm). Staff will look into scheduling a date for Traci to visit River Falls and give a presentation to the HPC, River Falls Community, and possibly the City Council (televised). Depending on

everyone's schedules, it might also be nice to take Traci out to dinner or lunch during her visit to River Falls, so that HPC members can become better acquainted with her.

4) **Poster Rolling for RF Days**

We rolled 300 posters for Heidi to hand out at River Falls Days!

5) **Kirby's Plaque (Recess)**

Tabled until next month.

**NEW BUSINESS**

Agenda Items for August 13th, 2014 Meeting

- 1) Final Edits: Residence Park Historic Building Inventory
- 2) Final Plaque Items: Second Chances
- 3) Historic/Architectural Intensive Survey Updates
- 4) Wisconsin Historical Society 2014 Conference
- 5) Recess: Kirby's Plaque

**ADJOURNMENT—Meeting Adjourned at 6:05 pm**

Respectfully Submitted,



Molly MacDonald, GIS/Planning Intern

*Council members may be in attendance for informational purposes only.  
No official Council action will be taken.*



COMMUNITY DEVELOPMENT DEPARTMENT

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**Minutes**  
**HISTORIC PRESERVATION COMMISSION**  
**Wednesday, August 13th, 2014**  
**5:30 p.m.**  
**City Hall- Training Room**

**5:30 p.m. CALL TO ORDER/ROLL CALL**

**Members Present:** Aaron Taylor, Heidi Rushmann, Jeanne Zirbel, Jayne Hoffman, Chris Collins

**Members Absent:** Kirby Symes (excused) Betty Most (excused)

**Staff Present:** Tony Steiner, City Planner; Molly MacDonald, GIS/Planning Intern

**APPROVAL OF AGENDA/MINUTES**

**Note:** Minutes of July 9, 2014 Meeting

MSC—Zirbel /Hoffman to approve the minutes of the July 9<sup>th</sup>, 2014 Meeting—Unanimous

**PUBLIC COMMENTS – Non-Agenda Related Topic**

**OLD BUSINESS ITEMS**

1) **Final Edits: Residence Park Historic Building Inventory**

Final edits were given to Tony for updating.

2) **Final Plaque Draft: Second Chances**

Jayne brought the Commission a final draft of the chronology for the Second Chances plaque. Commission will review one more time and discuss picture of elevation for etching.

3) **Historic/Architectural Intensive Survey Updates**

Tony stated that our consultant Heritage Research will be at the September 9<sup>th</sup> Council meeting to give a presentation. HPC members are asked to attend. We will also plan for the consultant to visit with the HPC at our September 10<sup>th</sup> meeting. Jeanie discussed a possible dinner or lunch with the consultant.

4) **Wisconsin Historical Society 2014 Conference.**

Tony discussed the upcoming conference and registration. Heidi and Jayne returned their registration and Tony will also attend. Tony will send ion registration materials by next week.

5) **Plaque Presentation, Kirby Symes.**

Kirby is still recovering from his recent illness. It was decided that Jeanne, Tony and other available members would present him the plaque on Tuesday afternoon August 19<sup>th</sup>. Interested members can meet at Tony's office to travel as a group.

**NEW BUSINESS**

Agenda Items for September 10, 2014 Meeting

- 1) Final Plaque Items: Second Chances
- 2) Historic/Architectural Intensive Survey

**ADJOURNMENT—Meeting Adjourned at 6:05 pm**

Respectfully Submitted,

A handwritten signature in black ink that reads "Tony Steiner". The signature is written in a cursive, slightly slanted style.

Tony Steiner, City Planner

*Council members may be in attendance for informational purposes only.  
No official Council action will be taken.*



## COMMUNITY DEVELOPMENT DEPARTMENT

222 Lewis Street  
River Falls, WI 54022

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**Minutes**  
**HISTORIC PRESERVATION COMMISSION**  
**Wednesday, September 10, 2014**  
**5:30 p.m.**  
**City Hall- Training Room**

### **5:30 p.m. CALL TO ORDER/ROLL CALL**

**Members Present:** Aaron Taylor, Heidi Rushmann, Jeanne Zirbel, Jayne Hoffman: Betty Most, Chis Collins.

**Members Absent:** Kirby Symes (excused)

**Staff Present:** Tony Steiner, City Planner;

**Others:** Traci Schnell, Heritage Research

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

**Note:** Minutes of August 13, 2014 Meeting

MSC—Zirbel /Hoffman to approve the minutes of the August 13<sup>th</sup>, 2014 Meeting—Unanimous

### **PUBLIC COMMENTS – Non-Agenda Related Topic**

Jeanne noted the following:

1. Lions club have requested HPC to speak at March meeting and give a presentation on the history of River Falls. Staff will work with HPC to put together a presentation. Jeannie and Heidi will present.
2. Masons have asked for a presentation on the history of River Falls for their November 8<sup>th</sup> meeting. Jayne volunteered to put power point together. Jeanne will present.
3. School board has a meeting scheduled for tonight (September 10<sup>th</sup>) to discuss the disposition of the Academy building. Jeanne will try to attend and encouraged other members to go if they can make it.

### **OLD BUSINESS ITEMS**

#### **1) Plaque Item: Second Chances**

Jayne gave an update and a discussion followed. Jayne will have the final chronology for October meeting. The next step is to choose an elevation view for engraving. Jayne will look for pictures. Staff will also look to see what we have on file.

2) **Historic/Architectural Intensive Survey**

Traci Schnell from Heritage Research introduced herself to the Commission and briefed them on the work she will be doing during the project period which concludes in July of 2015. The Commission and staff will help where ever possible and staff will keep the Commission updated on progress.

**NEW BUSINESS**

Agenda Items for October 15, 2014 Meeting

- 1) Final Plaque Items: Second Chances

**ADJOURNMENT—Meeting Adjourned at 6:05 pm**

Respectfully Submitted,

A handwritten signature in black ink that reads "Tony Steiner". The signature is written in a cursive, slightly slanted style.

Tony Steiner, City Planner

*Council members may be in attendance for informational purposes only.  
No official Council action will be taken.*



222 Lewis Street  
River Falls, WI 54022

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**MINUTES**  
**DESIGN REVIEW COMMITTEE**  
**October 13, 2014 – 2:00 p.m.**  
**City Hall - Foster Room**

**CALL TO ORDER/ROLL CALL**

Chairman David Cronk called the meeting to order at 2:01 p.m. Members present were David Cronk, Jeanne Zirbel, Chris Blasius and Amy Halvorson. Members absent were Todd Schultz, Mark Paschke, and David Dintemann. Staff present were David Hovel, Building Inspector/Code Enforcement Officer and Mike Huth, Management Analysis.

**APPROVAL OF MINUTES**

Motion Zirbel, second Halvorson to approve the minutes of July 14, 2014, motion carried.

**PUBLIC COMMENTS**

No public comments.

**CURRENT PLANNING PROJECTS**

**BENCO**, Gerda Benedict was present for her request for multi-tenant signage on her building at 128 S. Main Street, Suite A&B and 111, 113 & 115 W. Walnut Street. Staff gave a brief overview of the staff report.

128 S. Main Street, Suite A&B and 111, 113 & 115 W. Walnut Street are all one property. The property is zoned B-1 General Commercial with a Downtown Overlay District. The surrounding properties are zoned B-1. The building has two street frontages including 40 feet Main Street and 150 feet along E. Walnut Street. The present signage is somewhat inconsistent. The owner is proposing to allow 20 square feet per tenant, (5-tenant spaces) two along Main Street and three along E. Walnut Street. They would also like to potentially allow tenants an additional 10 square feet of signage on the E. Walnut Street side under the BENCO name and possibly a business directory sign with a maximum size of 30 square feet. The owner is also asking for a temporary variance on the Main Street side which would allow Third Eye Tattoo to have a 20 square foot sign, with the understanding, that when the existing Harmony Hair sign is replaced either with a new sign or a new business it would need to comply with the 20 square foot maximum size. Discussed if the building name is counted toward the total sign square footage and it was decided that it was not. Zirbel brought up the idea of a mural for the area under the building name. Discussion followed concerning the number of signs, locations, etc. The committee reviewed Resolution DRC 2014-06 regarding signage approval for BENCO.

Motion Halvorson, second Zirbel to approve Resolution No. DRC 2014-06 with the addition of condition number 2 "When the existing Harmony Hair sign is replaced, either with a new sign or a new business sign, the new sign must comply with the 20 square foot maximum size", motion carried.

**Cleveland Chiropractic, Dr. Josh Cleveland** submitted a request for multi-tenant signage on his building at 112A & 112B E. Walnut Street. Hovel gave a brief overview of the staff report.

The property is zoned B-1 General Commercial with a Downtown Overly District. The surrounding properties are zoned B-1. The building has 42-feet of building frontage along E. Walnut Street and an alley with building entrances on the east side. The present and proposed signage is inconsistent in size and uniformity and it exceeds the maximum signage allowed. The applicant has removed and installed new signage within the past year and did not obtain a sign permit. There is presently 54 square feet of signage on the building and the proposed signage totals 44 square feet, which excludes the Synergy Center sign. An email from Dr. Josh Cleveland was reviewed by the committee and discussion followed concerning his request to consider the Synergy Center sign as the name of the building and not business name. Blasius googled and found that the Synergy Center and Chushin Shinajii means the same thing. Looking at the photo of the building, the committee felt that the Cleveland Chiropractic sign identifies the building not the Synergy Center sign due to location and size. The committee also discussed the issue of the signs not being consistent and uniform. The Cleveland Chiropractic sign has a different feel and look from the other signs. Possibly identify the building as the Synergy Center by putting the wording above all the other signs. The committee would like the signage to look uniform in size and style.

Motion Halvorson, second Zirbel to deny the multi-signage request as submitted, motion carried. Staff is directed to contact Dr. Josh and discuss some of the issues discussed in the meeting and have him submit a request for next month.

### **MISCELLANEOUS ITEMS**

The Falls Theater's façade project was discussed. Michele Mahr has not officially submitted a plan for the exterior. An exterior ticket window was uncovered when the marble tiles were taken off. The plan is to install a new energy efficient window that would still be used as a ticket window. The glue behind the marble tiles did not come off the old brick. One thought by the owner was to cover the areas up with wood and paint them black to look like pillars. The Committee would like to see what is being proposed prior to installation. Hovel was directed to contact Ms. Mahr about the committee's request.

### **ADJOURNMENT**

Motion Zirbel, second Blasius to adjourn at 2:47 pm, motion carried.

Respectfully submitted,

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David Hovel, Building Inspector



## MEMORANDUM

**TO:** Mayor Toland and City Council

**FROM:** Tony Steiner, City Planner

**DATE:** October 28, 2014

**TITLE:** **Referral to Plan Commission; Vacation of Part of Edinburgh Drive and Dundee Avenue**

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### RECOMMENDED ACTION

Adopt the resolution referring street vacation to Plan Commission for report, recommendation and scheduling of public hearing before Council.

### BACKGROUND

The development of Sterling Ponds Corporate Park requires the vacation of portions of two streets that are no longer needed.

### DISCUSSION

Edinburgh Drive and Dundee Avenue were originally constructed as part of the Sterling Ponds development. Subsequently a part of that development was sold to the City for the development of Sterling Ponds Corporate Park and as part of the development of the Corporate Park portions of dedicated right of ways may be vacated.

State Statute 66.1003 allows the Council to introduce a resolution declaring that since the public interest requires it, a public right of way(s) may be vacated and discontinued. A public hearing may take place no less than 40 days after the introduction of a resolution vacating the right of way(s). In the interim, the Plan Commission is required to review the vacation and give a recommendation to Council. Attached you will find a notice of public hearing with the resolution and a map showing those portions of right of way to be vacated. The public hearing will be scheduled for Tuesday December 9, (42 days after introduction).

### CONCLUSION

Staff recommends that the Council refer this to the Plan Commission for review and recommendation. This will take place on Tuesday November 4. Attached you will find a notice of public hearing and resolution discontinuing a portion of streets/alley within the City of River Falls and a resolution referring the issue to the Plan Commission for report and recommendation.



RESOLUTION NO. \_\_\_\_

**RESOLUTION REFERRING VACATION OF PART OF EDENBURGH DRIVE WHICH LIES SOUTHERLY OF THE SOUTHERLY RIGHT- OF- WAY OF CHAPMAN DRIVE AND THAT PART OF DUNDEE AVENUE LYING WESTERLY OF THE WESTERLY RIGHT-OF-WAY OF NEWCASTLE DRIVE THE PLAN COMMISSION FOR REPORT AND RECOMMENDATION**

**WHEREAS**, the City of River Falls contains streets and alleys which were dedicated to the City of River Falls by virtue of approval by the City of River Falls and its recording with the Register of Deeds for St. Croix County; and

**WHEREAS**, as part of the development of Sterling Ponds Corporate Park as portion of dedicated street rights-of-way may be vacated; and

**WHEREAS**, the street rights-of-way dedicated to the City of River Falls are identified as being part of Edenburgh Drive which lies southerly of the southerly right- of- way of Chapman Drive and that part of Dundee Avenue lying westerly of the westerly-right of way of Newcastle Drive; and

**WHEREAS**, a map and legal description for said right of ways has been prepared and are attached hereto; and

**WHEREAS**, prior to action by Common Council a recommendation is necessary from the Plan Commission regarding the vacation of part of Edenburgh drive and Dundee Avenue;

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council of the City of River Falls refers this issue to the City Plan Commission for report and recommendation prior to final action.

Dated this 28th day of October, 2014

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

ATTEST:

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

**NOTICE OF PUBLIC HEARING TO VACATE  
STREET AND ALLEY RIGHT OF WAYS WITHIN THE CITY OF RIVER FALLS**

**PLEASE TAKE NOTICE** that on the 9<sup>th</sup> day of December 2014, at 6:30 p.m, or soon thereafter as the matter may be heard, the Common Council of the City of River Falls will hold a Public Hearing for the purpose of receiving public input and opinion concerning the following resolution which involves the proposed discontinuance and abandonment of public street right-of-ways in the City of River Falls.

**RESOLUTION**

-To Release Right of Way Easement in Favor of City of River Falls; part of Edinburgh Drive which lies southerly of the southerly right- of- way of Chapman Drive and that part of Dundee Avenue lying westerly of the westerly-right of way of Newcastle Drive-

**WHEREAS**, the City of River Falls contains streets and alleys which were dedicated to the City of River Falls by virtue of approval by the City and its recording with the Register of Deeds for St. Croix County; and

**WHEREAS**, the street right-of-way dedicated to the City of River Falls are identified therein as being part of Edinburgh Drive which lies southerly of the southerly right- of- way of Chapman Drive and that part of Dundee Avenue lying westerly of the westerly-right of way of Newcastle Drive; and

**WHEREAS**, surplus right-of-way was dedicated to the City of River Falls which has been used for street purposes for which the Common Council foresees no future need in conjunction with its facilitation of public travel along and upon the streets maintained by the City and known as part of Edinburgh Drive which lies southerly of the southerly right- of- way of Chapman Drive and that part of Dundee Avenue lying westerly of the westerly-right of way of Newcastle Drive; and

**WHEREAS**, in accord with Wisconsin law, the dedication of land in a plat for street purposes is for the sole purpose of opening, operating and maintaining a street for public travel purposes thereupon and for no other further public or private purpose; and

**WHEREAS**, the City will continue to operate and maintain Edinburgh Drive and Dundee Avenue, but desires to release surplus right of way to the adjoining property owner; and

**WHEREAS**, the City wishes to release a 30 foot wide access easement and utility easements shown on that Certified survey Map recorded in Volume 19 of said maps on Page 4851 as Document No. 77607 by virtue of this resolution, the City wishes to convey said described real estate to the adjoining property owners; and

**WHEREAS**, pursuant to Section 66.1003(4)(a) *Wisconsin Statutes*; the Common Council wishes to initiate the discontinuance of a portion of Edinburgh Drive and Dundee Avenue , as the public interest requires as part of the development of Sterling Ponds Corporate Park and in accordance with the recommendation of the Plan Commission; and

**WHEREAS**, a Public Hearing was duly scheduled and held with notice thereon having been given, in accordance with Section 66.1003(4)(b) *Wisconsin Statutes*, and the City having received no written objection to such discontinuance.

**NOW, THEREFORE, BE IT RESOLVED**, that the Common Council of the City of River Falls that it hereby releases from the dedication for street purposes the following real estate described below and as shown in the exhibit attached hereto.

**DESCRIPTION OF EDENBURGH DRIVE TO BE VACATED**

All of Edenburgh Drive which lies southerly of the southerly right-of-way of Chapman Drive. Said right-of-way being 50 feet distant from the centerline thereof as platted on that Certified Survey Map recorded in Volume 19 of said maps on Page 4851 as Document No. 776071.

**DESCRIPTION OF DUNDEE AVENUE TO BE VACATED**

That part of Dundee Avenue lying westerly of the westerly right-of-way of Newcastle Drive as shown of the plat of Sterling Ponds.

**DESCRIPTION OF EASEMENTS TO BE RELEASED**

The 30 foot wide access easement and the utility easements shown on that Certified Survey Map recorded in volume 19 of said maps on Page 4851 as Document No. 776071.

**BE IT FURTHER RESOLVED**, that the said described real estate is surplus and is not needed for the operation and maintenance of Edenburgh Drive and Dundee Avenue or for the purpose of public travel in accord with the described real estate above;

**BE IT FURTHER RESOLVED** that in accord with 66.1003, Wis. Stats, the City of River Falls does hereby go on record as releasing from the dedication in favor of the City the above described real estate and that the Mayor and Clerk shall execute a quit Claim Deed thereto in favor of owner record of adjoining property in said plat, subject to the retention by the City of any easements crossing the same and restricted to use for City utility purposes.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be recorded as evidence of the City's action, in writing, releasing the street and alley easements in question.

Dated this 9<sup>th</sup> day of December 2014

CITY OF RIVER FALLS

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

ATTEST:

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

**LOCATION SKETCH**  
CITY OF RIVER FALLS

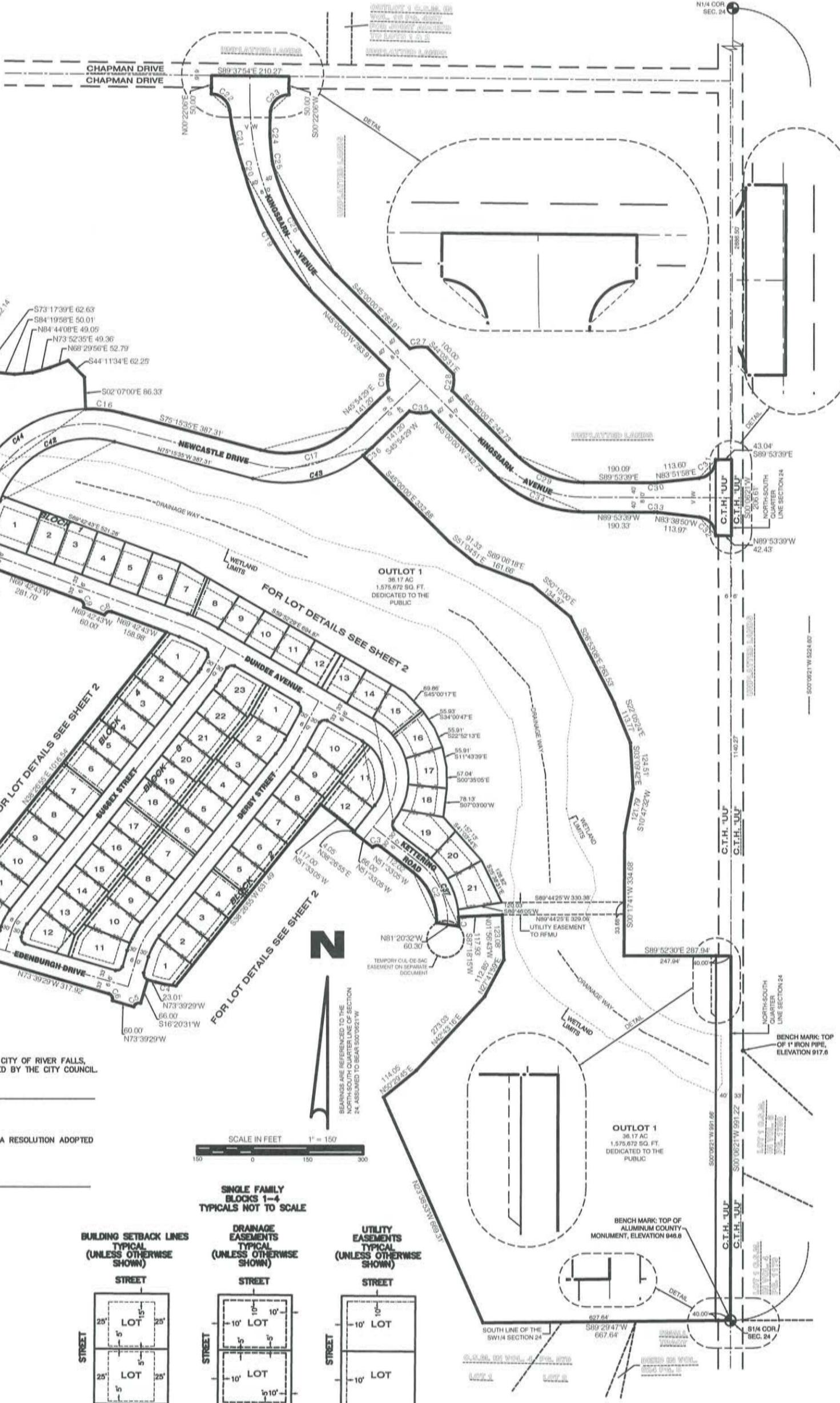
# STERLING PONDS

**SURVEYOR:**  
DOUGLAS ZÄHLER  
S&N LAND SURVEYING  
2920 ENLOE STREET  
HUDSON, WI 54016

**PREPARED FOR:**  
ARCON DEVELOPMENT, INC.  
7625 METRO BLVD.  
SUITE 350  
EDINA, MN 55439

LOCATED IN PART OF THE SE1/4 OF THE SW1/4, PART OF THE SW1/4 OF THE SW1/4, PART OF THE NE1/4 OF THE SW1/4, PART OF THE NW1/4 OF THE SW1/4, PART OF THE SE1/4 OF THE NW1/4, AND PART OF THE SW1/4 OF THE NW1/4 IN SECTION 24, T28N, R19W, CITY OF RIVER FALLS, ST. CROIX COUNTY, WISCONSIN.

SECTION 24, T28N, R19W



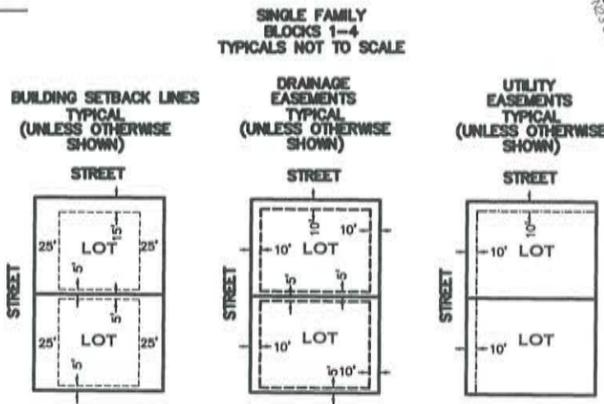
- LEGEND**
- FOUND ALUMINUM COUNTY SECTION CORNER MONUMENT
  - FOUND 1" OUTSIDE DIAMETER IRON PIPE
  - SET 2-3/8" OUTSIDE DIAMETER X 18' LONG IRON PIPE WEIGHING 3.65 LBS PER LINEAR FOOT
  - ALL OTHER LOT CORNERS MONUMENTED WITH 1-5/16" OUTSIDE DIAMETER BY 18' LONG IRON PIPE WEIGHING 1.68 LBS PER LINEAR FOOT
  - BUILDING SETBACK LINE
  - VW VARIABLE WIDTH
  - RFMU RIVER FALLS MUNICIPAL UTILITIES

**CITY COUNCIL RESOLUTION**  
RESOLVED, THAT THE PLAT OF STERLING PONDS IN THE CITY OF RIVER FALLS, ARCON DEVELOPMENT, INC., OWNER, IS HEREBY APPROVED BY THE CITY COUNCIL.

ERIC AMUNDSEN, MAYOR \_\_\_\_\_ DATE \_\_\_\_\_

I HEREBY CERTIFY THAT THE FOREGOING IS A COPY OF A RESOLUTION ADOPTED BY THE CITY COUNCIL OF THE CITY OF RIVER FALLS.

JULIE BERGSTROM, CLERK-TREASURER \_\_\_\_\_ DATE \_\_\_\_\_







## MEMORANDUM

**TO:** Mayor Toland and City Council

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

**DATE:** October 28, 2014

**TITLE:** **Tax Incremental District #4 Project Plan Amendment in Order to Share Increment With Tax Incremental District #5**

---

### RECOMMENDED ACTION

Adopt the resolution approving the amendment to the Tax Increment District #4 Project Plan.

### BACKGROUND

The City created Tax Increment District #4 in 1988 for projects in the legacy industrial park. The district is set to expire in 2015, with final increment revenue received in 2016. As all project costs within the district will be repaid, the increment revenues received in 2016 can be transferred to tax increment district #5 – Whitetail Ridge Corporate Park, provided an amendment is approved this fall. Tax increment district #5 is still in the project expenditure phase, and will have additional costs that could be covered by tax increments from TID #4.

The process to amend a district is established by the State Statutes, and involves approval by the Plan Commission, Council and Joint Review Board. The schedule for amendment approval is as follows:

- Set a public hearing date at the Plan Commission – Completed 9/2/14
- Convene the Joint Review Board to review the planned amendment – Completed 10/7/14
- Hold a public hearing at the Plan Commission – Completed 10/7/14
- Plan Commission approves a resolution supporting the amendment – Approved 10/7/14
- Council consideration of a resolution approving the plan amendment – 10/28/14
- Joint Review Board meeting to approve the amendment – 10/30/14

### DISCUSSION

Tax Increment District #4 incorporates the River Falls Industrial Park. The district was created in 1988, the project expenditure deadline was in 2010 and the district terminates in 2015. Project costs incurred in previous years were paid with general property tax levies. Interest on these advances is being repaid to the General Fund from tax increment revenues, which reduces the general property tax levy. The most recent development in the district was construction of Kwik

Trip and Little Minds Daycare, installation of a traffic signal and turn lanes at the intersection of Main and Quarry, expansion of Crystal Finishing, expansion of S.O.S., and expansion of Best Maid Cookie. This district is a donor district to TID #5 Whitetail Ridge Corporate Park, which provides for a transfer of excess increment revenue from one district to another.

The annual tax increment revenue in TID #4 is approximately \$244,000 with a fund balance at the end of 2013 of \$12,130. With the approval of the amendment to TID #4, approximately \$236,000 can be transferred to tax increment district #5 for project costs.

Performance Measures	2011	2012	2013	2014
<b>Tax Increment Base Value (January 1, 1988)</b>	\$1,235,500	\$1,235,500	\$1,235,500	\$1,235,500
<b>Current Equalized Value</b>	\$11,727,600	\$11,779,400	\$11,841,900	\$11,936,300
<b>Incremental Value Generated (equalized)</b>	\$10,492,100	\$10,543,900	\$10,606,400	\$10,700,800

The current equalized value does not reflect the latest three business expansions as they will not be included until January 1, 2015.

The project plan amendment is attached for your review.

**CONCLUSION**

Staff recommends Council adopt the resolution approving the amendment to the Tax Increment District #4 Project Plan.



RESOLUTION NO. \_\_\_\_

**RESOLUTION APPROVING AN AMENDMENT TO THE PROJECT PLAN OF  
TAX INCREMENTAL DISTRICT NO. 4  
CITY OF RIVER FALLS, WISCONSIN**

**WHEREAS**, the City of River Falls (the “City”) has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the City; and

**WHEREAS**, Tax Incremental District No. 4 (the “District”) was created by the City on July 12, 1988 as an industrial district; and

**WHEREAS**, the City now desires to amend the Project Plan of the District in accordance with the provisions of Wisconsin Statutes Section 66.1105, (the "Tax Increment Law"); and

**WHEREAS**, such amendment will allow for the District to continue to share, for an additional period of five years, surplus increments with Tax Incremental District No. 5 under the provisions of Wisconsin Statutes Section 66.1105(6)(e); and

**WHEREAS**, an amended Project Plan for the District (the “Amendment”) has been prepared that includes:

- a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
- b. An economic feasibility study;
- c. A detailed list of estimated project costs;
- d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
- e. A map showing existing uses and conditions of real property in the District;
- f. A map showing proposed improvements and uses in the District;
- g. Proposed changes of zoning ordinances, master plan, map, building codes and City ordinances;
- h. A list of estimated non-project costs;
- i. A statement of the proposed plan for relocation of any persons to be displaced;
- j. A statement indicating how the amendment of the District promotes the orderly development of the City;
- k. An opinion of the City Attorney or of an attorney retained by the City advising that the plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).

**WHEREAS**, prior to its publication, a copy of the notice of public hearing was sent to the chief executive officers of St. Croix County, the River Falls School District, and the Chippewa Valley Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

**WHEREAS**, in accordance with the procedures specified in the Tax Increment Law, the Plan Commission, on October 7, 2014 held a public hearing concerning the proposed amendment to the Project Plan, providing interested parties a reasonable opportunity to express their views thereon; and

**WHEREAS**, after said public hearing, the Plan Commission adopted the Project Plan, and recommended to the Common Council that it amend the Project Plan for the District.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of River Falls that:

1. The boundaries of the District shall be named "Tax Incremental District No. 4, City of River Falls", remain unchanged as specified in Exhibit A of this resolution.
2. That this Project Plan Amendment shall become effective as of the date of adoption of this resolution provided that it is further approved by the Joint Review Board.
3. The Common Council finds and declares that:
  - a. Not less than 50%, by area, of the real property within the District is and remains suitable for industrial sites and zoned for industrial use within the meaning of Wisconsin Statutes Section 66.1101.
  - b. Based upon the findings, as stated in 3.a. above, and the original findings as stated in the resolution creating the District, the District remains declared as an industrial district based on the identification and classification of the property included within the District.
  - c. There are no additional improvements as a result of this amendment.
  - d. The amount of retail business will not change as a result of this amendment.
  - e. The project costs will not change as a result of this amendment.
  - f. Any real property within the District that is found suitable for industrial sites and is zoned for industrial use will remain zoned for industrial use for the life of the District.

4. The amended Project Plan for "Tax Incremental District No. 4, City of River Falls" (attached as Exhibit B) is approved, and the City further finds the Plan is feasible and in conformity with the master plan of the City.

**BE IT FURTHER RESOLVED** the City Clerk is hereby authorized and directed to notify the Wisconsin Department of Revenue, within 60 days of adoption of the amendment, that this amendment has taken place pursuant to the provisions of Wisconsin Statutes Section 66.1105(5)(cm).

**BE IT FURTHER RESOLVED THAT** pursuant to Section 66.1105(5)(f) of the Wisconsin Statutes that the City Assessor is hereby authorized and directed to make notations to the assessment roll under Wisconsin Statutes Section 70.45, and the City Clerk is hereby authorized and directed to make similar notations on the tax roll made under Wisconsin Statutes Section 70.65, pursuant to Wisconsin Statutes.

Dated this 28th day of October, 2014

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Dan Toland, Mayor

ATTEST:

---

Lu Ann Hecht, City Clerk

**LEGAL BOUNDARY DESCRIPTION OR MAP OF  
TAX INCREMENTAL DISTRICT NO. 4  
CITY OF RIVER FALLS**

THIS CAN BE FOUND IN THE PROJECT PLAN

**PROJECT PLAN**



Draft as of October 16, 2014

# Project Plan for the Project Plan Amendment of Tax Incremental District No. 4 In Order to Share Increment With Tax Incremental District No. 5

## CITY OF RIVER FALLS, WISCONSIN

Organizational Joint Review Board Meeting Held:	October 7, 2014
Public Hearing Held:	October 7, 2014
Adoption by Plan Commission:	October 7, 2014
Consideration for Adoption by Common Council:	Scheduled for: October 28, 2014
Approval by the Joint Review Board:	Scheduled for: October 30, 2014



# Tax Incremental District No. 4 Project Plan Amendment

## City of River Falls Officials

### Common Council

Dan Toland	Mayor
Diane Odeen	Aldersperson
Scott Morrisette	Aldersperson
David Cronk	Aldersperson
Jim Nordgren	Aldersperson
David Reese	Aldersperson
Aaron Taylor	Aldersperson
Dan Gulick	Aldersperson

### City Staff

Lu Ann Hecht	City Clerk
William G. Thiel	City Attorney
Scot Simpson	City Administrator
Julie Bergstrom	City Finance Director

### Plan Commission

Dan Toland (Mayor)	Susan Reese
Reid Wronski	Scott Morrisette (Aldersperson)
Lisa Moody	Todd Schultz
Andrew Brown	Mary Van Galen
Vacant	

### Joint Review Board

Dan Toland	City Representative
Roger Larson	St. Croix County
Dan Lytle	Chippewa Valley Technical College District
Manny Kenney	River Falls School District
Paul Schwebach	Public Member



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# SECTION 1: Executive Summary

---

## Description of District

### Type of District, Size and Location – Donor District

Tax Incremental District (“TID”) No. 4 (The “Donor District”) is an existing industrial district, created by a resolution of the City of River Falls (“City”) Common Council adopted on July 12, 1988 (the “Creation Resolution”).

### Type of District, Size and Location – Recipient District

Tax Incremental District (“TID”) No. 5 (The “Recipient District”) is an existing industrial district, created by a resolution of the Common Council adopted on August 31, 1994.

## Amendments

The Donor District was previously amended on May 24, 2005, whereby a resolution was adopted to add additional territory to the District, and to amend the list of projects to be undertaken. This amendment was the first of four territory amendments permitted for this District.

The Donor District was also previously amended on November 23, 2010 whereby a resolution was adopted to allow the District to share surplus increment with TID No. 5.

## Purpose of this Amendment

The amendment will allow for the Donor District to continue to share, for an additional period of one year, surplus increments with the Recipient District under the provisions of Wisconsin Statutes Section 66.1105(6)(e).

## Estimated Total Project Expenditures.

The additional project costs to be incurred under this amendment are limited to the sharing of surplus increment with the Recipient District. It is expected that the Donor District will generate approximately \$275,000 in increment after paying other expenses that can be shared with the Recipient District during the eligible sharing period.

## Economic Development

Authorizing the Donor District to share increments with the Recipient District will provide additional resources needed to assist the Recipient District in accomplishing the economic development goals set forth in its Project Plan. Without this assistance, it is unlikely this will happen, or will happen within the timeframe, or at the levels projected. The application of the Donor District’s surplus increment, as permitted by Wisconsin Statutes, promotes the overall economic development of the City to the benefit of all overlapping taxing jurisdictions.

## Expected Termination of District

The Donor District has a maximum statutory life of 27 years, and must close not later than July 12, 2015, resulting in a final collection of increment in budget year 2016. Pre-amendment cash flow projections indicate that the entire available life of the District will be required to retire current and projected District liabilities.

## Summary of Findings

As required by Wisconsin Statutes Section 66.1105, and as documented in this Project Plan Amendment and the exhibits contained and referenced herein, the following findings are made:

1. **That “but for” amendment of the Donor District’s Project Plan, the remaining development projected to occur as detailed in this Project Plan: 1) would not occur; or 2) would not occur in the manner, at the values, or within the timeframe desired by the City.** In making this determination, the City has considered the following information:

- Current and projected tax increment collections for the Recipient District will be insufficient to pay for project costs already incurred and/or the additional projects that need to be completed in that District to achieve the objectives of its Project Plan.
- In order to cover the increased expenses, in Recipient District, and to meet its goals, it is likely that revenue sharing extension from the Donor District will be necessary. Therefore, the City expects that “but for” this revenue sharing extension, the planned development in the Recipient District will not be fully realized.
- **That “but for” amendment of the Donor District’s Project Plan, the economic development objectives of the Recipient District’s Project Plan will not be achieved.** In evaluating the appropriateness of the proposed amendment, the Joint Review Board must consider “whether the development expected in the tax incremental district would occur without the use of tax incremental financing,” customarily referred to as the “but for” test. Since the purpose of this amendment is solely to allow for the extension of sharing of the Donor District’s increment with the Recipient District, this test cannot be applied in the conventional way. The Joint Review Board has previously concluded, in the case of both the Donor District and the Recipient District, that the “but for” test was met. As demonstrated in the Economic Feasibility section of this Project Plan Amendment, the Recipient District is not likely to recover its Project Costs without the receipt of shared increment from the Donor District. This would create a significant financial burden for City taxpayers, and since all taxing jurisdictions will ultimately share in the benefit of the redevelopment projects and increased tax base, it is appropriate for all taxing jurisdictions to continue to share in the costs to implement them. Accordingly, the City finds that it is reasonable to conclude the “but for” test continues to be satisfied. *Finding Required by Wisconsin Statutes Section 66.1105(4m)(c)1.a.*

2. **The economic benefits of amending the Donor District, as measured by increased employment, business and personal income, and property value, are sufficient to compensate for the cost of the improvements.** In making this determination, the City has considered the following information:

- Approval of the ability to share increment with the Recipient District is necessary to enable that District to fully realize the economic benefits projected in its Project Plan. Since the Donor District is generating sufficient increment to pay for its project costs, and has surplus increment available to pay for some of the project costs of the Recipient District, the economic benefits that have already been generated are more than sufficient to compensate for the cost of improvements in the Donor and Recipient Districts.
- **The economic benefits of amending the Donor District, as measured by increased employment, business and personal income, and property value, are sufficient to compensate for the cost of the improvements.** Tax increment collections in the Donor District are already sufficient to pay for the cost of all improvements made in the District, thus allowing for this District to become a donor. *Finding Required by Wisconsin Statutes Section 66.1105(4m)(c)1.b.*

3. **The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions.**
  - Given that it is likely that the Recipient District will not achieve all of the objectives of its Project Plan or in the same manner without the ability to share in the surplus increments of the Donor District (see finding # 1), and since the District is expected to generate additional economic benefits that are more than sufficient to compensate for the additional cost of the improvements (see Finding #2), the City reasonably concludes that the overall additional benefits of the District outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions. It is further concluded that since the “but for” test is satisfied, there would, in fact, be no foregone tax increments to be paid in the event the Project Plan is not amended. *Finding Required by Wisconsin Statutes Section 66.1105(4m)(c)1.c.*
4. The boundaries of the District are not being amended. At the time of creation, and any subsequent additions of territory, not less than 50%, by area, of the real property within the District is suitable for industrial sites and zoned for industrial use within the meaning of Wisconsin Statutes Section 66.1101. Any real property within the District that is found suitable for industrial sites and is zoned for industrial use at the time of the creation of the District, or at the time its boundaries were amended, will remain zoned for industrial use for the life of the District.
5. Based upon the findings as stated above, and the original findings as stated in the Creation Resolution and in any subsequent resolutions amending the boundaries of the District, the District remains declared an industrial district based on the identification and classification of the property included within the District.
6. The project costs will not change as a result of this amendment.
7. There are no additional improvements as a result of this amendment.
8. The amount of retail businesses will not change as a result of this amendment.
9. The Project Plan for the District, as amended, is feasible, and is in conformity with the Master Plan of the City.

## SECTION 2: Type and General Description of District

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The District was created under the authority provided by Wisconsin Statutes Section 66.1105 on July 12, 1988 by resolution of the Common Council. The District's valuation date, for purposes of establishing base value, was January 1, 1988.

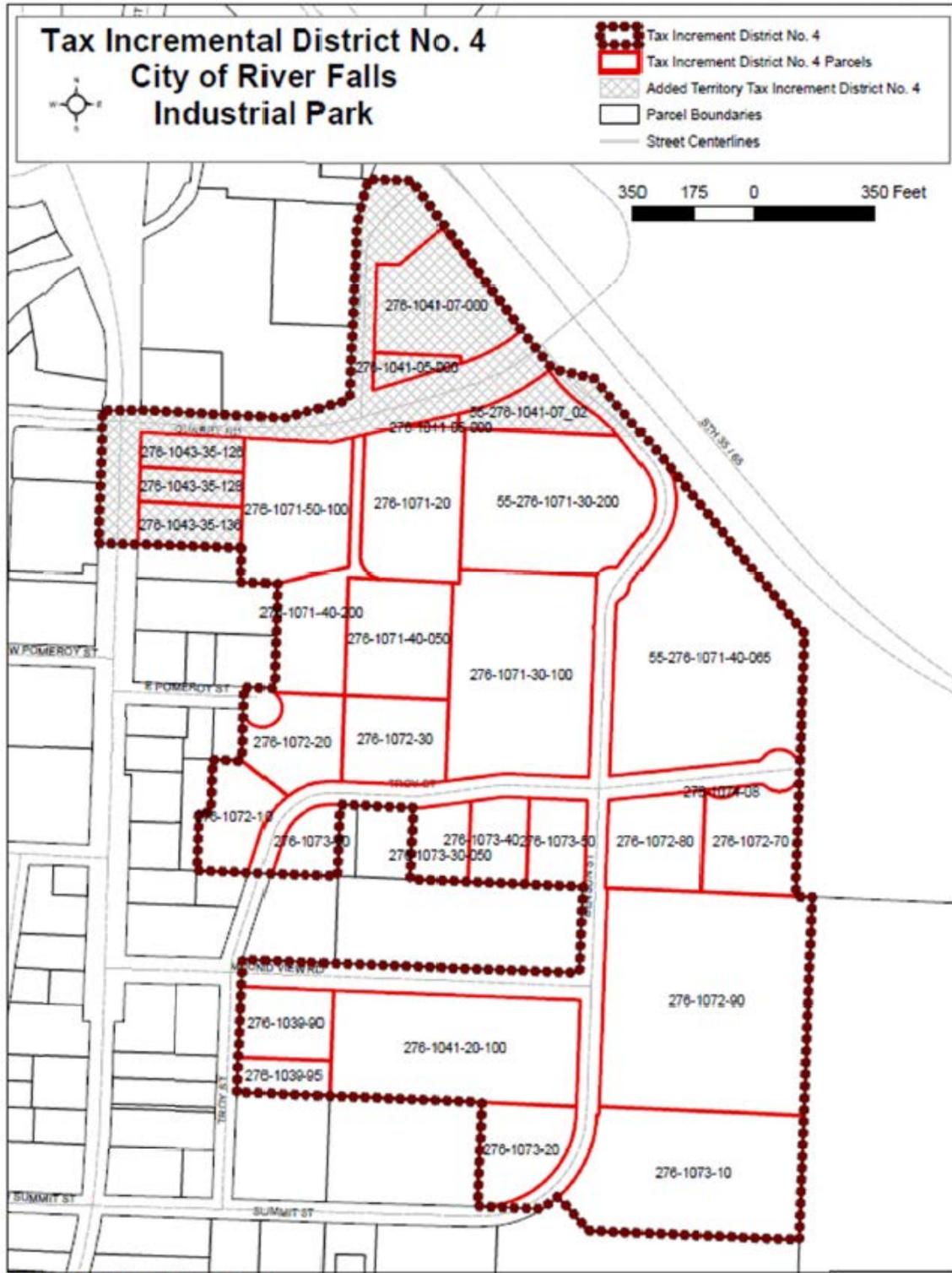
The District is an "Industrial District," created on a finding that at least 50%, by area, of the real property within the District was zoned and suitable for industrial sites within the meaning of Wisconsin Statutes Section 66.1101. Since this amendment does not add any territory to the District, the District remains in compliance with this provision. Any real property within the District that was found suitable for industrial sites and was zoned for industrial use at the time of the creation of the District, or at the time its boundaries were amended, will remain zoned for industrial use for the life of the District.

Wisconsin Statutes Section 66.1105(4)(h)2. provides authority for a City to amend the boundaries of an existing Tax Increment District for purposes of adding and/or subtracting territory up to a total of four times during the life of the District. The boundaries of the Donor District have been amended once prior to this Amendment. Since this amendment does not involve the addition or subtraction of territory from the District, it is not counted against the number of available boundary amendments.

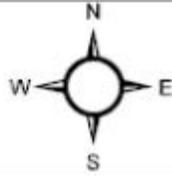
This Project Plan Amendment supplements, and does not supersede or replace any component of the original Project Plan, or any component of previously adopted Project Plan Amendments, unless specifically stated. All components of the original Project Plan, and its previously adopted Project Plan Amendments, remain in effect.

A map depicting the current boundaries of the District is found in Section 3 of this Plan. Based upon the findings stated above, the original findings stated in the Creation Resolution, and the findings contained in any subsequent resolution adding territory to the District, the District remains an industrial district based on the identification and classification of the property included within the District.

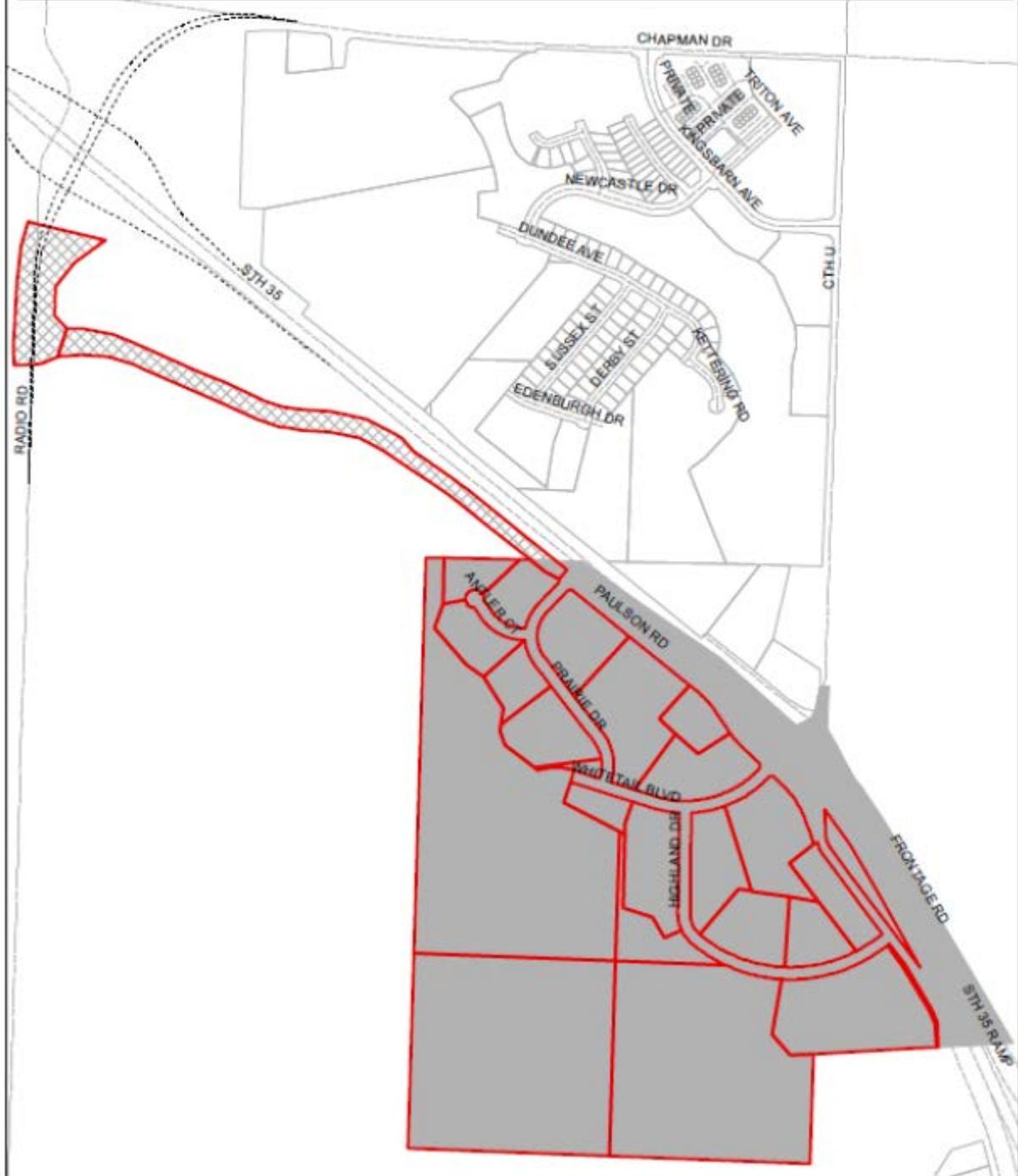
# SECTION 3: Map of Current Districts Boundaries



**Tax Incremental District No. 5  
City of River Falls  
Whitetail Ridge Corporate Park  
2013 Ammendment**



**TID 5**  
[Cross-hatched box] Added Territory  
[Solid grey box] Original Boundaries



## SECTION 4: Map Showing Existing Uses and Conditions

---

There will be no change to District boundaries, nor any changes to the existing uses and conditions within the District as a result of this amendment. A copy of this map can be found in the Original Amended Project Plan Document dated May 24, 2005.

## SECTION 5: Equalized Value Test

---

No additional territory will be added to the District. Demonstration of compliance with the equalized value test is not required for this Amendment.

## SECTION 6: Statement of Kind, Number and Location of Proposed Public Works and Other Projects

---

This amendment provides the authority for the Donor District to allocate surplus increments with the Recipient District. No other additional project costs are involved, and the statement of kind, number and location of proposed public works and other projects as documented in the Original and Amended Project Plan Documents remains in effect.

## SECTION 7: Map Showing Proposed Improvements and Uses

---

There will be no change to District boundaries, nor any changes to the proposed improvements or uses within the District as a result of this amendment. A copy of this map can be found in the amended Project Plan document.

## SECTION 8: Detailed List of Project Costs

---

This amendment provides the authority for the Donor District to allocate surplus increments with the Recipient District. No other additional project costs are involved, and the statement of kind, number and location of proposed public works and other projects as documented in the Original and/or amended Project Plan documents remain in effect.

## SECTION 9: Economic Feasibility Study, Financing Methods, and the Time When Costs or Monetary Obligations Related are to be Incurred

---

This Project Plan Amendment allows the Donor District to extend the period of time during which positive tax increments may be allocated to the Recipient District by one year. The authority for this Amendment is Wisconsin Statutes Section 66.1105(6)(e) which provides for the allocation of increments providing that all of the following are true:

- The Donor District, the positive tax increments of which are to be allocated, and the Recipient District have the same overlying taxing jurisdictions.
- The Donor District and the Recipient District were both created before October 1, 1995.
- The Donor District is able to demonstrate based on the positive tax increments that are currently generated, that it has sufficient revenues to pay for all project costs that have been incurred under the project plan for that district and sufficient surplus revenues to pay for some of the eligible costs of the Recipient District.

As documented in the Project Plan Amendment authorizing the initial five year allocation period, the Donor District and Recipient District have the same overlapping tax jurisdictions, and were created on July 12, 1988 and August 31, 1994, respectively. The Exhibits following this section demonstrate that the Donor District is continuing to generate sufficient tax increments to pay for its project costs, and that surplus increments remain that can be allocated to pay some of the project costs of the Recipient District. Accordingly, the statutory criteria under which this extension can be approved are met. The extended sharing period will terminate on October 28, 2016 and cannot be further renewed.

## Increment Revenue Projections

City of River Falls, WI									
Tax Increment District # 4									
Tax Increment Projection Worksheet									
Type of District	Ind (Pre 10-1-95)			Base Value	1,235,500		<input checked="" type="checkbox"/> Apply to Base Value		
Creation Date	July 12, 1988			Appreciation Factor	0.00%				
Valuation Date	Jan 1,	1988		Base Tax Rate	\$22.81				
Max Life (Years)	27			Rate Adjustment Factor					
Expenditure Periods/Termination	22	7/12/2010		Tax Exempt Discount Rate	2.00%				
Revenue Periods/Final Year	27	2016		Taxable Discount Rate	3.50%				
Extension Eligibility/Years	Yes	0							
Recipient District	Yes								
Construction Year	Value Added	Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate	Tax Increment	Tax Exempt NPV Calculation	Taxable NPV Calculation
25	2012			10,606,400	2014	\$22.81	241,978	147,493	102,392
26	2013	94,400		10,700,800	2015	\$22.81	244,131	293,381	202,202
27	2014	0		10,700,800	2016	\$22.81	244,131	436,408	298,637
<b>Totals</b>	<b>10,700,800</b>		<b>0</b>		<b>Future Value of Increment</b>		<b>730,240</b>		
Notes:									
Actual results will vary depending on development, inflation of overall tax rates.									
NPV calculations represent estimated amount of funds that could be borrowed (including project cost, capitalized interest and issuance costs).									

# Cash Flow

City of River Falls, WI											
Tax Increment District # 4											
Cash Flow Projection											
Year	Projected Revenues			Expenditures					Balances		Year
	Tax Increments	Other Revenue	Total Revenues	Interest Payment on Advance	Transfer to TID No. 5	Transfer to Tourism Fund	General Fund Allocations	Total Expenditures	Annual	Cumulative	
2013										12,130	2013
2014	241,978		241,978	175,000	20,000	13,000	10,767	218,767	23,211	35,341	2014
2015	244,131		244,131	175,000	20,000	13,000	33,179	241,179	2,952	38,293	2015
2016	244,131		244,131		236,245	13,000	33,179	282,424	(38,293)	0	2016
Total	730,240	0	730,240	350,000	276,245	39,000	77,125	742,370			Total
Notes:									Projected TID Closure		

City of River Falls, WI

Tax Incement District # 5

Cash Flow Projection

Year	Projected Revenues			Expenditures												Balances			Year				
	Tax Increments	Transfer from TID No. 4	Total Revenues	State Trust Fund Loan 300,000			Taxable G.O. Refunding Bonds 4,560,000			G.O. Corporate Purpose Bonds 5,425,000			State Trust Fund Loan 455,000			Accrued Interest on Ref. Debt	Development Incentives	Other TID No. 5 Expenses		Total Expenditures	Annual	Cumulative	Principal Outstanding
				Dated Date: Principal	09/08/08 Rate	Interest	Dated Date: Principal	03/22/12 Rate	Interest	Dated Date: Principal	08/12/14 Rate	Interest	Dated Date: Principal	06/01/16 Est. Rate	Interest								
2013																							2013
2014	496,524	20,000	516,524	33,842	4.25%	7,829	135,000	0.60%	7,824						4,014	40,000	50,000	278,509	238,015	(2,194,010)	1,575,360		2014
2015	494,623	20,000	514,623	35,280	4.25%	6,390	135,000	0.75%	6,913			46,639				190,000	50,000	470,222	44,401	(1,911,594)	1,405,080		2015
2016	494,623	236,245	730,868	36,766	4.25%	4,904	135,000	1.50%	5,394			35,800					50,000	267,864	463,004	(1,448,590)	1,233,314		2016
2017	540,252		540,252	38,342	4.25%	3,328	135,000	1.63%	3,284			35,800	72,254	3.50%	12,522			300,530	239,722	(1,208,868)	1,059,972		2017
2018	540,252		540,252	39,972	4.25%	1,699	125,000	1.75%	1,094	165,000	4.00%	35,800	71,380	3.50%	13,396			453,340	86,911	(1,121,957)	730,000		2018
2019	585,880		585,880							170,000	4.00%	29,200	73,878	3.50%	10,898			283,976	301,905	(820,052)	560,000		2019
2020	585,880		585,880							180,000	4.00%	22,400	76,441	3.50%	8,335			287,176	298,705	(521,348)	380,000		2020
2021	585,880		585,880							185,000	4.00%	15,200	79,139	3.50%	5,637			284,976	300,905	(220,443)	195,000		2021
2022	585,880		585,880							195,000	4.00%	7,800	81,909	3.50%	2,867			287,576	298,305	77,862	0		2022
Total	4,909,795	276,245	5,186,040	184,202		24,150	665,000		24,508	895,000		228,639	455,000		53,654	4,014	230,000	150,000	2,914,168				Total
Notes:																			Projected TID Closure				

## SECTION 10: Annexed Property

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No territory will be added or subtracted from the District as a result of this amendment.

## SECTION 11: Proposed Zoning Ordinance Changes

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The City does not anticipate the need to change any of its zoning ordinances in conjunction with the implementation of this Project Plan amendment and any real property within the District that is found suitable for industrial sites and is zoned for industrial use will remain zoned for industrial use for the life of the District.

## SECTION 12: Proposed Changes in Master Plan, Map, Building Codes and City of River Falls Ordinances

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It is expected that this Plan will be complementary to the City's Master Plan. There are no proposed changes to the Master Plan, map, building codes or other City ordinances for the implementation of this Plan.

## SECTION 13: Relocation

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It is not anticipated there will be a need to relocate persons or businesses in conjunction with this Plan. In the event relocation or the acquisition of property by eminent domain becomes necessary at some time during the implementation period, the City will follow applicable Wisconsin Statutes chapter 32.

## SECTION 14: Orderly Development of the City of River Falls

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This Project Plan Amendment will have no impact on the viability of the original District Project Plan as it relates to the orderly development of the City.

## SECTION 15: List of Estimated Non-Project Costs

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Non-Project Costs are public works projects that only partly benefit the District or are not eligible to be paid with tax increments, or costs not eligible to be paid with tax incremental finance funds.

The City does not expect to incur any non-project costs in the implementation of this Project Plan.

SECTION 16:  
Opinion of Attorney for the City of River Falls Advising  
Whether the Plan is Complete and Complies with  
Wisconsin Statutes 66.1105

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October 21, 2014

**SAMPLE**

Dan Toland, Mayor  
City of River Falls  
222 Lewis Street, Suite 202  
River Falls, Wisconsin 54022

**RE: City of River Falls, Wisconsin Tax Incremental District No. 4 Amendment**

Dear Mayor:

As City Attorney for the City of River Falls, I have reviewed the Project Plan and, in my opinion, have determined that it is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).

Sincerely,

Attorney William G. Thiel (Weld, Riley, Prens & Ricci, S.C.)  
City of River Falls

Exhibit A:  
**Calculation of the Share of Projected Tax Increments  
 Estimated to be Paid by the Owners of Property in the  
 Overlying Taxing Jurisdictions**

Estimated portion of taxes that owners of taxable property in each taxing jurisdiction overlaying district would pay by jurisdiction.						
Statement of Taxes Data Year:						Percentage
	County			3.83		16.81%
	Municipality			6.45		28.29%
	School District			10.79		47.29%
	Technical College			1.74		7.61%
	<b>Total</b>			<b>22.81</b>		
Revenue Year	County	Municipality	School District	Technical College	Total	Revenue Year
2014	40,672	68,456	114,434	18,416	241,978	2014
2015	41,034	69,065	115,453	18,579	244,131	2015
2016	41,034	69,065	115,453	18,579	244,131	2016
	<u>122,741</u>	<u>206,585</u>	<u>345,339</u>	<u>55,574</u>	<u>730,240</u>	

Notes:  
 The projection shown above is provided to meet the requirements of Wisconsin Statute 66.1105(4)(i)4.

MEMORANDUM

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

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

**DATE:** October 28, 2014

**TITLE:** **Water Impact Fee and Sewer Connection Fee Schedule**

---

**RECOMMENDED ACTION**

Approval of the final report from Trilogy Consulting regarding the water impact and sewer connection fee, as well as the schedule of fees. Per the Council's direction at the last meeting, the fees are based on 70 residential equivalent units (REU) and are scheduled to be effective January 1, 2015.

**BACKGROUND**

Impact and connection fees are implemented to recover future capital costs, such as new water towers, wells, upgrades to the wastewater treatment plant and other major additions from the development that triggers the additional costs. Fees are paid at the time a building permit is issued, which adds to the cost of new construction. The current water impact fee is \$1,721 per residential unit, the current sewer connection fee ranges from \$1,055 to \$4,364 and varies by the location of the development. The rates increase for meters that are larger than ¾", generally for commercial and industrial customers.

Earlier this year, the City contracted with Trilogy Consulting to review water impact and sewer connection fees and update the studies and assumptions. The scope of work included recommendations in the following areas:

- Review of completed capital projects as compared to estimated costs
- Updated recommendation for consolidated Citywide fee schedule for sewer and water
- Review and update of ordinances
- Guidance on fee tracking and administration

**DISCUSSION**

Christine Cramer from Trilogy Consulting has completed her review of the City's current impact and connection fees, along with the previous reports and project lists.

The information has been updated to include anticipated future water and sewer projects, as well as the projects that have been completed but still in process with impact fee collections. A final report on her findings has been attached for your information.

Presently, the sewer connection rates differ in various subdivisions in the City. With the approval of the rate schedule, a citywide, standardized rate for both water impact and sewer connection fees would be established. Standardizing the rates will remove the economic incentive or disincentive to develop in a particular location. This change would result in a decrease in the sewer fee in most areas of the City, with the exception of the southwest subdivisions of Rocky Branch, Shady Bend, South Pointe, Spring Creek and Stone Brook.

The following is a list of the current residential sewer connection charges for each area as well as the proposed fee using the recommended fee in the report.

Section of the City	Subdivisions Included	Current Sewer Connection Fee - Single Family	Proposed Connection Fee - Single Family
Northeast	Boulder Ridge, Golfview, Highview Meadows	\$2,179	\$1,563
Southeast	Knollwood, Royal Oaks	\$4,364	\$1,563
West	Quail Ridge	\$3,856	\$1,563
Southwest	Rocky Branch, Shady Bend, South Pointe, Spring Creek, Stone Brook	\$1,055	\$1,563
North	Sterling Ponds, Vilas of Sterling Ponds	\$2,968	\$1,563

Standardizing the fee structure is easier to administer, and allows the City to allocate the funds where they are best used. Treating the City water and sewer systems as a whole will allow for more flexibility in the future.

#### Fee Changes

The proposed rates are based on 70 REU per year, which will increase the standard water impact fee to \$2,226 and the sewer connection fee to \$1,563 for a total of \$3,789.

Section of the City	Subdivisions Included	Current Water Impact Fee - Single Family	Proposed Water Impact Fee - Single Family
All	All	\$1,721	\$2,226

The total of both water and sewer fees will decrease for most areas of the City, with the exception of the southwest area. The proposed fees cover projects that are anticipated to be completed within the next 20 years, as well as projects that were completed, but for which project costs are yet to be recovered.

Section of the City	Subdivisions Included	Current Combined Water & Sewer Fee - Single Family	Proposed Combined Water & Sewer Fee - Single Family
Northeast	Boulder Ridge, Golfview, Highview Meadows	\$3,900	\$3,789
Southeast	Knollwood, Royal Oaks	\$6,085	\$3,789
West	Quail Ridge	\$5,577	\$3,789
Southwest	Rocky Branch, Shady Bend, South Pointe, Spring Creek, Stone Brook	\$2,776	\$3,789
North	Sterling Ponds, Vilas of Sterling Ponds	\$4,689	\$3,789

## CONCLUSION

Approval of the final report and the fee schedule based on 70 REU is recommended.



RESOLUTION NO. \_\_\_\_

**RESOLUTION APPROVING FINAL REPORT AND AMENDING WATER IMPACT FEES  
AND SEWER CONNECTION FEES**

**WHEREAS**, the City of River Falls has chosen to implement water impact and sewer connection fees to recover infrastructure costs related to growth; and

**WHEREAS**, a feasibility report was prepared by Trilogy Consulting to update the planned future improvements for water and wastewater, as well as the improvements already made but not fully funded; and

**WHEREAS**, a policy change has been recommended to rescind the sewer connection fee rates established for each development in lieu of a consistent citywide sewer connection fee; and

**WHEREAS**, a recommendation for estimated future residential equivalent units has been proposed and approved by the Utility Advisory Board and the City Council; and

**WHEREAS**, the Council has reviewed the final report, proposed rates and estimated future revenues.

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council of the City of River Falls hereby approves the final report from Trilogy and the water impact and sewer connection rates as outlined in the attached schedule, to become effective on January 1, 2015.

Dated this 28th day of October, 2014

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

ATTEST:

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

**SCHEDULE G**  
 City of River Falls  
 Water Impact Fees/Sewer Connection Fees

Effective 1/1/15

		Potential Fees based on Equivalent Meters (5/8" and 3/4" meter = 1 REU)		
Meter Size	Ratio	WATER IMPACT FEE	SEWER CONNECTION FEE	TOTAL FEE
5/8" & 3/4"	1	\$2,226	\$1,563	\$3,789
1"	2.5	\$5,565	\$3,909	\$9,474
1 1/4"	3.75	\$8,348	\$5,863	\$14,211
1 1/2"	5	\$11,131	\$7,817	\$18,948
2"	8	\$17,809	\$12,507	\$30,316
3"	15	\$33,392	\$23,451	\$56,843
4"	25	\$55,654	\$39,085	\$94,739
6"	50	\$111,308	\$78,170	\$189,478
8" or larger	80	\$178,092	\$125,072	\$303,164

Based on 70 REU

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# Sewer Connection Fee and Water Impact Fee Update

Prepared for the

## **City of River Falls**

by Trilogy Consulting, LLC

August 2014

Revised - October 2014



**Chapter 1: Introduction.....1**

**Chapter 2: Demand Projections .....4**

**Chapter 3: Water Impact Fee.....7**

**Chapter 4: Sewer Connection Fee ..... 14**

**Chapter 5: Recommended Fees & Implementation ..... 22**

## **INTRODUCTION**

Wisconsin municipalities have the authority to impose fees and charges for the capital cost of public sewer and water facilities needed to serve new development. Under Wisconsin Statutes 66.0617, municipalities may adopt impact fees to pay for the proportionate share of facilities needed to serve new development. Under Wisconsin Statutes 66.0821, a municipality may establish sewerage service charges in an amount to meet all or part of the requirements for the construction, reconstruction, improvement, or extension of the sewerage system, and for the payment of all or part of the principal and interest of any indebtedness incurred for those purposes.

## **IMPETUS AND AUTHORITY FOR STUDY**

The City of River Falls (City) has seen and is expecting population growth and significant commercial, institutional and industrial development in the future. As a result, the City constructed expanded water supply and sanitary sewer facilities and is planning for additional facilities to meet the anticipated demands of future development. The City initially implemented a water facilities impact fee and a sanitary sewer connection fee in 2002. That water impact fee was updated and amended in 2004, 2006 and 2009. The sewer connection fee was updated and amended in 2006.

In 2014, the City retained Trilogy Consulting to update the Public Facilities Needs Assessment and Impact Fee Study to evaluate water supply and sanitary sewer facilities capacity needs and capital costs to serve the City through the year 2045 and to determine appropriate and fair water impact fees and sewer connection fees to recover a portion of the costs for these facilities.

This report updates previous studies, satisfies the requirements of Wisconsin State Statute §66.0617 and §66.0821, properly allocates the capital costs for the facilities between existing development and new development, and may be used by the City as the basis for adopting a revised impact fee ordinance and connection fee ordinance.

## **AUTHORITY TO IMPOSE IMPACT FEES UNDER WISCONSIN STATUTES**

In 1993, Wisconsin Act 305 created Section §66.55 (now §66.0617) of the Wisconsin Statutes, which provides the authority for cities, villages and towns to impose impact fees on new development for recovering capital costs of public facilities. The statute specifies the type of facilities for which impact fees may be imposed and prescribes the procedural requirements for impact fee ordinances enacted by a municipality. In 2006, the statute was amended by Wisconsin Acts 206 and 477. In 2008, the statute was again amended by Wisconsin Act 44.

### *Eligible Facilities*

The impact fee statute allows the use of impact fees for a wide variety of public facilities projects. Impact fees may be used to pay for the proportionate share of capital costs of highways, traffic control facilities, sewerage facilities, storm water facilities, water supply facilities, parks facilities, solid waste and recycling facilities, fire protection facilities, law enforcement facilities, emergency medical facilities and libraries. However, impact fees may not be used for the purchase of vehicles and equipment or for school district facilities.

### *Eligible Costs*

Impact fees may only be used to fund capital costs of public facilities, which are defined as the cost to construct, expand or improve public facilities. Eligible costs may include land, legal, planning, engineering and design costs.

Impact fees may not be used for operation and maintenance costs or to correct existing deficiencies in the public facilities for which they are imposed. Existing deficiencies may include:

- Facilities or portions of facilities that need to be replaced due to age or obsolescence.
- Improvements made to existing facilities to meet state or federal requirements or utilize improved technology.
- Facilities or portions of facilities that result in an improved design standard, or the difference between the future design standard, as it would apply to current population, and the actual existing facility.

The share of the costs to new development versus existing development must be computed based on explicitly defined service level standards. If new facilities are needed in order to meet certain service level standards, then a portion of the total capital costs may need to be allocated to meet an existing deficiency when determining the amount of total costs that are eligible to be recovered through the imposition of an impact fee.

### *Determining the Amount of the Fees*

Impact fee law requires that impact fees must bear a rational relationship to the need for new, expanded or improved public facilities. This means that impact fees should not be charged to new development if that development is not likely to create a demand for a specific type of facility for which an impact fee is imposed. For example, most communities that charge an impact fee for libraries do not impose them on nonresidential development. It also means that the amount of the impact fee should be based on a reasonable estimate of the demand that a new development will create for public facilities. For services that serve both residential and nonresidential properties, such as water and sewer service, this requires finding a reasonable basis for determining the amount of capital costs of facilities are required for residential versus nonresidential development.

State law also dictates that impact fees cannot exceed the proportionate share of the capital costs required to serve new development as compared to existing development. Each facility must be analyzed to determine the share of the facility that is needed to provide the established service level to the existing development versus the excess facility space that is available to serve new development. The same service level should be applied to both existing and new development when determining if there is a portion of facilities that are needed to provide the desired service level to existing development.

### *Summary*

Wisconsin impact fee law contains specific requirements for the process of adopting or amending an impact fee ordinance, for determining the amount that can be charged for an impact fee and for managing and spending impact fee revenues. Impact fees imposed under Wisconsin Statutes §66.0617

may not be used to correct any existing deficiencies in public facilities. Fees must also bear a rational relationship to the need for new, expanded or improved public facilities for which they are imposed and the fee may not exceed the proportionate share of capital costs required to serve new development versus existing uses. The impact fee charged to a property owner must also be reduced to compensate for other capital costs required by the municipality on land development to provide or pay for any public facilities for which impact fees are imposed. Wisconsin Statutes §66.0617 imposes additional standards and requirements upon the imposition of impact fees that may be relevant in particular situations.

In summary, it is important that a municipality that adopts impact fees:

- Prepares a public facilities needs assessment and conducts a public hearing;
- Ensures that the public facilities needs assessment contains all the items listed above, as prescribed by Wisconsin Statutes, and that the computed fee does not include any portion of capital costs that are needed to remedy any existing deficiencies or serve existing development;
- Follows the plan as laid out in the public facilities needs assessment in terms of the share of capital costs that are intended to be recovered through impact fees;
- Revises the needs assessment if specific projects change significantly and keeps detailed records of impact fees that have been paid, to be tracked in the event that impact fees need to be refunded to property owners.

#### **AUTHORITY TO IMPOSE SEWER CONNECTION FEES UNDER WISCONSIN STATUTES**

Wisconsin Statutes §66.0821 allows municipalities to establish sewerage service charges in an amount to meet all or part of the requirements for the construction, reconstruction, improvement, or extension of the sewerage system, and for the payment of all or part of the principal and interest of any indebtedness incurred for those purposes. This statute is used as the basis for imposing connection charges on new or larger connections to the sewerage system to recover all or a portion of the capital costs of providing facilities needed to serve new development.

Wisconsin Statutes §66.0821 contain only general requirements for establishing sewer connection fees:

*For the purpose of making equitable charges for all services rendered by the sanitary sewerage system to the municipality or to citizens, corporations and other users, the property benefited by the system may be classified, taking into consideration the volume of water, including surface or drain waters, the character of the sewage or waste and the nature of the use made of the sewerage system, including the sewage disposal plant. The charges may include standby charges to property not connected but for which sewerage system facilities have been made available.*

## INTRODUCTION

An important element of determining appropriate impact fees is projecting the amount of future development that will occur in the service area during the selected planning period. These projections are important for planning for the facilities needed to serve new development as well as calculating the proportionate cost of facilities per unit of development.

## PLANNING PERIOD

The planning period for this study is approximately 30 years, from 2014-2045.

## HISTORICAL AND PROJECTED WATER AND SEWER SYSTEM DEMAND

Since the water impact fees and sewer connection fees are imposed on the basis of Residential Equivalent Units (REUs), the relevant measure for projecting future development is new REUs. An REU is a measure of the amount of water demand or sewer flow used by the typical single-family residential connection.

The previous sewer connection fee analyses and water impact fee studies prepared for the City developed REU projections using a variety of methods. For the sewer connection fee, REUs were projected for each distinct service basin based on the total amount of land available for future development, planned land uses, and assumptions regarding sewer flow per acre for each land use category. For the water impact fees, different methods were used for each update, including estimated capacity for each individual facility, estimated capacity for each category of facilities, and total projected City-wide REUs based on available land.

Now that the City has imposed impact fees for more than ten years, the actual pace of new connections to the water and sewer system can be evaluated. Table 1 shows the number of new REUs by year for both sewer and water for the period 2002-2013, as well as the average per year for 2007-2013. The average does not take 2002-2006 into account because development conditions have changed significantly since the recession. The actual average pace of new development, 70 new REUs per year, was significantly lower than the projected pace of 200+ new REUs per year that was used in previous impact fee studies.

Since the City has multiple years' worth of actual data on the number of new REUs as determined by the method the City uses to calculate REUs for each new connection, and since this data is from years that include a mix of economic boom, a severe recession and some recovery, it seems reasonable to use this data as the basis for projecting future REUs. Assuming the same average pace of new connections, 2,240 new REUs are projected through 2045. An analysis of the estimated number of REUs currently connected to the City's water and sewer systems is shown in Table 2. For this analysis, an REU is defined on the basis of the typical annual billed water and sewer consumption for the City's residential customers for the period 2009-2013.

**Table 1: New Residential Equivalent Units (REUs),  
2002-2013, and Projected Future REUs**

Year	Residential Equivalent Units	
	Water	Sewer
2002	6.00	6.00
2003	22.70	21.50
2004	58.50	58.50
2005	165.00	165.14
2006	117.00	117.00
2007	117.50	117.50
2008	73.30	73.25
2009	56.00	56.00
2010	89.00	88.06
2011	42.50	42.50
2012	30.00	30.00
2013	75.00	75.00
<b>Total</b>	<b>852.50</b>	<b>850.45</b>
Ave Annual:		
2007-2013	70.00	70.00
Projected REU's, 2014-2045:		2240.00

Source: City of River Falls

**Table 2: Analysis of Existing Water and Sewer Consumption and REUs**

Water	Residential			System	
	Estimated Non-Irrigation No. Customers	Consumption (gallons)	per Customer (gallons)	Total Consumption (gallons)	Est. REU's
2009	4,146	177,315,900	42,768	388,736,700	
2010	4,250	169,989,900	39,998	369,581,100	
2011	4,433	170,429,100	38,446	382,888,100	
2012	4,371	174,879,200	40,009	408,017,900	
2013	4,403	171,794,300	39,018	385,562,400	
5-year average	4,321	172,881,680	40,048	386,957,240	9,662

Sewer	Residential			System	
	Total No. Customers	Consumption (gallons)	per Customer (gallons)	Total Consumption (gallons)	Est. REU's
2009	3,815	177,315,900	46,479	329,008,947	
2010	3,861	169,989,900	44,027	323,243,547	
2011	3,861	170,429,100	44,141	319,604,947	
2012	3,867	174,470,000	45,118	316,283,300	
2013	4,011	171,438,300	42,742	306,059,900	
5-year average	3,883	172,728,640	44,501	318,840,128	7,165

### INTRODUCTION AND HISTORY

In 2002, the City retained Virchow, Krause & Company to prepare a water impact fee study based on a Public Facilities Needs Assessment prepared by Short Elliot Hendrickson. The Needs Assessment was comprised of the 1999 Comprehensive Water Study Plan prepared by Short Elliot Hendrickson and an update prepared in 2002. The 2002 impact fee study computed separate fees for the low pressure service area and the high pressure service area, but recommended adopting the lower of the two fees. Within each service area, fees were computed for each recommended facility based on the estimated capacity of that specific facility. The total fee for each service area was the sum of the fees for the individual facilities proposed for that service area. The fee adopted in 2002 was \$1,712 per Residential Equivalent Unit (REU). One REU is considered to be a user with a meter of either 5/8" or 3/4", with equivalent meter size ratios applied to meters larger than 3/4".

The impact fee was updated in 2004 and the fee was increased to \$2,275 per REU. In 2006, the fee was updated again and reduced to \$792 per REU. The methodology for the 2006 update was changed significantly from the methodology used in the 2002 impact fee study. In 2006, the remaining impact fee eligible share of costs to be collected for projects listed in the 2002 and 2004 updates was divided by the projected number of new REU's, citywide, over a 20-year period. New projects added in the 2006 impact fee study were similarly divided by the projected new REUs over a 20-year period to determine the appropriate fee per REU. The total projected number of REUs was significantly higher than the figures used in the 2002 study, leading to a significantly smaller impact fee.

A new Comprehensive Water Study Plan was prepared by Short Elliot Hendrickson in 2007. In 2009, the water impact fee was updated by Baker Tilly Virchow Krause. The 2009 update again changed the methodology used for computing the water impact fee. The remaining eligible costs for projects listed in the previous studies were not included in the water impact fee in 2009. Anticipated future projects were grouped by type of facility—wells, towers, booster stations and mains—and the eligible costs for each type of facility was divided by the estimated capacity that would be provided by those facilities to arrive at the recommended fee component for each category. The costs for water main oversizing were divided by total projected future REUs in the water service area. The current fee is \$1,721 per Residential Equivalent Unit (REU) based on the 2009 Report on Water Impact Fees.

The purposes of this impact fee update are several: 1) to update the fee based on current conditions, including expectations of future development in the City and anticipated facilities needed to serve new development; 2) to develop a single fee based on all facilities needed to provide water service and city-wide projections of future development; 3) to reconcile the facilities listed in the current impact fee study with those listed in the 2002 impact fee study and subsequent updates; and 4) to clarify the use of impact fee revenues for completed projects.

### INVENTORY OF EXISTING FACILITIES

The City's water system is supplied with groundwater from five wells, listed in Table 3. Well No. 6 is the newest well, constructed in 2013.

Three booster stations transfer water from the City's main pressure zone to the higher pressure zones. The Golf View Booster Station is located along Golf View Drive and transfers water from the Main Zone to the Golf View Pressure Zone. The Eastern High Pressure Zone Booster Station is located along CTH M and transfers water from the Golf View Pressure Zone to the Eastern High Pressure Zone. The North Booster Station, constructed in 2011, transfers water from the Main Zone to the North Pressure Zone.

Two elevated towers and one storage reservoir help maintain pressure throughout the system and provide supply for periods of maximum hour demand or fire flow needs. The Sycamore tank and the Mound reservoir supply water pressure for the main part of the City. The 250,000 gallon Golf View tank provides water pressure for the Golf View Subdivision and the far eastern portion of the City.

Approximately 63.5 miles of water mains provide transmission and distribution of water throughout the City. The length of water main by main diameter is shown in Table 3.

**Table 3: Inventory of Existing Water System Facilities**

<b>Wells</b>	<b>Gallons per Minute</b>	<b>Gallons per Day <sup>(1)</sup></b>
Well No. 2 <sup>(2)</sup>	1,180	566,400
Well No. 3 <sup>(2)</sup>	850	408,000
Well No. 4 <sup>(2)</sup>	1,050	504,000
Well No. 5 <sup>(2)</sup>	1,550	744,000
Well No. 6 <sup>(3)</sup>	1,200	576,000
<b>Total</b>	<b>5,830</b>	<b>2,798,400</b>

<b>Booster Stations <sup>(2)</sup></b>	<b>Capacity (gpm)</b>
Golf View Booster Station	1,000
Eastern High Pressure Zone Booster Station	2,000
North Booster Station	

<b>Storage <sup>(3)</sup></b>	<b>Year Constructed</b>	<b>Volume (gallons)</b>
Golf View Tower	1991	250,000
Mound Reservoir	1989	750,000
Sycamore Tower	1960	300,000
<b>Total</b>		<b>1,300,000</b>

<b>Mains (by diameter) <sup>(3)</sup></b>	<b>Length (feet)</b>
0.750 inches	2,023
1.250 inches	105
1.500 inches	989
2.000 inches	67
2.500 inches	1,281
3.000 inches	180
4.000 inches	21,635
6.000 inches	89,510
8.000 inches	109,479
10.000 inches	48,285
12.000 inches	36,591
14.000 inches	5,633
16.000 inches	19,625
<b>Total</b>	<b>335,403</b>

(1) Based on 8 hours per day run time.

(2) Source: "Comprehensive Water Study Plan", Short Elliot Hendrickson, May 2007

(3) Source: Annual Report of River Falls Municipal Utility for the Year Ended

**IDENTIFICATION OF EXISTING DEFICIENCIES AND FUTURE NEEDS**

The 2007 Water Study did not identify any existing deficiencies in the City’s water system; however, it did identify several facilities that would be needed to serve new development. Some of those facilities have been constructed since 2007. The remaining list of recommended facilities was further reviewed with City staff as part of this impact fee update to identify facilities that would be needed within the next 30 years based on current development trends. The new facilities generally include wells, elevated storage tanks and the oversizing costs of several anticipated water main extensions.

Table 4 shows an analysis of the percentage of the capacity of the planned new wells and storage tanks that will be needed to provide service to new development over the next 30 years, based on providing the same level of service as is currently provided. As shown, prior to the construction of Well No. 6 in 2013, the City’s wells provided approximately 2,222,000 gallons per day of source capacity, or 230 gallons per day per REU. Well No. 6 and the planned Well No. 7 will provide approximately 1,152,000 gallons per day of source capacity, serving approximately 5,009 REUs at the same level of 230 gallons per day per REU. The 2,240 new REUs projected through 2045 will use approximately 45% of this new capacity.

The City’s three existing storage facilities provide approximately 1.3 million gallons of storage, or 135 gallons per REU. The two planned elevated storage tanks will provide approximately 1.0 million gallons of additional storage, or enough to supply approximately 7,407 REUs with the same service level, measured in gallons of storage per REU. The 2,240 new REUs projected through 2045 will use approximately 30% of this new capacity.

**Table 4: Service Level Standard with Planned Water System Facilities**

Existing Source of Supply	Gallons per Day		
Well No. 2	566,400		
Well No. 3	408,000		
Well No. 4	504,000		
Well No. 5	744,000		
Well No. 6	576,000		
Subtotal	2,798,400		
Less: Well No. 6	576,000		
Total	2,222,400		
Est. Current REUs	9,662		
Capacity per REU (000's gallons)	230		
		Capacity (000's of gallons per	Est. Capacity (REUs)
New Source of Supply Capacity	day)		
Well No. 6 (actual)	576,000	2,504	
Well No. 7 (estimated)	576,000	2,504	
Total	1,152,000	5,009	
Projected 30-Year REUs		2,240	
Percentage of Capacity Needed for 30-Year Growth		45%	
		Capacity (gallons)	
Existing Storage Capacity			
Golf View Tower	250,000		
Mound Reservoir	750,000		
Sycamore Tower	300,000		
Total	1,300,000		
Est. Current REUs	9,662		
Capacity per REUs (gallons)	135		
		Est. Capacity (gallons)	Est. Capacity (REUs)
Planned Future Storage Capacity			
North High Pressure Zone Tower	500,000	3,704	
Eastern High Pressure Zone Tower	500,000	3,704	
Total	1,000,000	7,407	
Projected 30-Year REUs		2,240	
Percentage of Capacity Needed for 30-Year Growth		30%	

**ALLOCATION OF COSTS AND WATER IMPACT FEE CALCULATION**

The City has been collecting water impact fees since 2002 for a number of projects identified in previous impact fee studies and updates. Some of those facilities have been constructed; however, the impact fees collected through the end of 2013 have not yet recovered the impact fee eligible portion of those facilities. Table 5 shows the facilities identified in previous impact fee studies that have been constructed, the year of construction and the actual cost for each facility. As shown, the City has expended \$2,665,156 in impact fee eligible costs for new water facilities needed to serve new development. Through 2013, the City collected \$1,243,953 in water impact fees, leaving \$1,421,203 of remaining impact fee costs to collect from future connections.

Table 6 shows the new water system facilities recently constructed or planned to be constructed, the estimated costs, the percentage of cost eligible for recovery through impact fees, and the impact fee eligible costs. As shown, the impact fee eligible costs for these new facilities total \$3,565,374. Including the remaining costs for already completed projects, the total impact fee eligible costs are \$4,986,577, or \$2,226 per projected future REU through 2045.

**Table 5: Impact Fee Eligible Costs for Completed Water System Projects**

Project Description	Year Constructed	Estimated / Actual Cost	Impact Fee Percent	Total Impact Fee Cost
Boulder Ridge Oversizing	2002	\$57,871	100%	\$57,871
Cemetery Road to Hwy 65	2002	\$42,256	100%	\$42,256
Quarry Road to U	2003	\$475,054	90%	\$427,549
Sterling Ponds Main Oversizing - Phase I	2004	\$73,235	98%	\$71,771
Eastern High Pressure Zone Booster Station	2005	\$476,262	90%	\$428,636
Highview Oversizing	2005	\$136,615	100%	\$136,615
Eastern High Pressure Zone Well	2006	\$241,009	80%	\$192,807
Knollwood Oversizing	2006	\$12,825	100%	\$12,825
Foster Oversizing - Phase I (Spring Creek/Stonebrook/South Pointe)	2007	\$7,183	100%	\$7,183
North Booster Station	2011	\$1,287,644	100%	\$1,287,644
<b>Total</b>		<b>\$2,809,954</b>		<b>\$2,665,156</b>
Impact Fees Collected thru 2013				\$1,243,953
Remaining Amount to Collect				\$1,421,203

**Table 6: New Water System Projects and Impact Fee Calculation**

Project Description	Year Constructed	Estimated / Actual Cost	Impact Fee Percent	Total Impact Fee Cost
Well No. 6	2013	\$1,623,291	45%	\$725,984
Well No. 7		\$1,700,000	45%	\$760,290
North High Pressure Zone Tower	2013/2014	\$2,000,000	30%	\$604,800
Eastern High Pressure Zone Tower		\$2,000,000	30%	\$604,800
Sterling Ponds Main Oversizing - Phase 2		\$75,000	100%	\$75,000
EHPZ PRV (Tower Extension)		\$40,000	100%	\$40,000
West Division Street Oversizing		\$95,000	100%	\$95,000
Spring Creek Estates		\$44,000	100%	\$44,000
Eastern Loop (STH 29, just across STH 35)		\$40,000	100%	\$40,000
Riverside Drive Connection		\$50,000	100%	\$50,000
Mann Valley		\$130,000	100%	\$130,000
NHPZ Tower Extension		\$195,000	90%	\$175,500
Business Park Extension		\$95,000	100%	\$95,000
North of Sterling Ponds Extension		\$125,000	100%	\$125,000
<b>Total</b>		<b>\$4,889,000</b>		<b>\$3,565,374</b>
Remaining to Collect for Completed Projects				\$1,421,203
<b>Total Impact Fee Eligible Costs</b>				<b>\$4,986,577</b>
Projected REUs				2,240
Impact Fee per REU				\$2,226

## INTRODUCTION AND HISTORY

In 2002, the City retained Virchow, Krause & Company to prepare a sewer connection fee study based on a Sanitary Sewer Needs Assessment prepared by Ayres & Associates. The Needs Assessment was based on and updated previous studies, including the Comprehensive Sanitary Sewer Study (1998), Addendum to Comprehensive Sanitary Sewer Study (2000), the South Fork Interceptor Report (2000) and the Sewer Service Area Water Quality Management Plan (2000). The 2002 sewer connection fee study computed a city-wide fee for the Wastewater Treatment Plant (WWTP) and separate fees for collection system improvements for six distinct service areas served by different interceptor sewers. The WWTP component was calculated based on the cost of the existing plant and the remaining REUs of excess capacity in the plant. For each service area within the collection system, fees were computed based on the cost of facilities proposed for that service area and the projected number of new REUs over a 20-year period. REU's for the 20-year planning period were estimated to be 39% of the total REUs at full buildout of the entire sewer service area. The fees adopted in 2002 were \$1,152 per REU for the WWTP component and fees ranging from \$0 per REU to \$3,778 per REU for the collection system service areas. One REU is considered to be a user with a meter of either 5/8" or 3/4", with equivalent meter size ratios applied to meters larger than 3/4".

The impact fee was updated in 2004 and the WWTP portion of the fee was recalculated based on the anticipated cost for a planned upgrade of the WWTP, divided by 20-year projections of new REUs. This decreased the WWTP portion of the fee to \$941 per REU. The collection system fees were increased in four service areas, significantly reduced in one service area, and unchanged in the one service area that was not assessed a fee in 2002.

In 2006, the fee was updated again using the same methodology as the 2004 update. The WWTP fee was increased slightly to \$996 per REU and the collection system fees were also increased for all service areas except the one with no collection system fee.

Although an updated Sanitary Sewer Collection System Study was prepared in 2009, the sewer connection fee was not updated in 2009.

The purposes of this connection fee update are several: 1) to update the fee based on current conditions, including expectations of future development in the City and anticipated facilities needed to serve new development; 2) to develop a single fee based on all facilities needed to provide sewer service and projections of future development, city-wide; 3) to reconcile the facilities listed in the current connection fee study with those listed in the 2002 connection fee study and subsequent updates; and 4) to clarify the use of connection fee revenues for completed projects.

## INVENTORY OF EXISTING CONDITIONS

The City of River Falls owns and operates a Wastewater Treatment Plant (WWTP), with 1.80 million gallons per day (MGD) of peak day capacity, and a system of sanitary sewers and pumping stations to collect and convey wastewater to the WWTP.

Sewers having a diameter of 12 inches or more and pumping stations are considered the trunk sewer system. Sewers smaller than 12 inches in diameter are considered to be part of the collection system that collects wastewater from individual service connections.

As of 2013, the City sewer system included approximately 13.2 miles of trunk sewers, 5 lift stations and 52 miles of collection sewers.

The inventory of existing system facilities and capacities is summarized in Table 7.

**Table 7: Inventory of Existing Sewer System Facilities**

<b>Wastewater Treatment Plant <sup>(1)</sup></b>	
Peak Day Capacity (MGD)	1.80
<b>Mains (by Diameter) <sup>(1)</sup></b>	
	<b>Length (feet)</b>
Unknown	8,286
4 inches	427
6 inches	2,933
8 inches	223,713
10 inches	39,287
12 inches	22,851
14 inches	2,686
15 inches	14,255
16 inches	399
18 inches	19,987
21 inches	1,361
24 inches	7,948
<b>Total</b>	<b>344,134</b>
<b>Lift Stations and Interceptors <sup>(2)</sup></b>	
	<b>Size/Capacity</b>
<b>North Service Area</b>	
North Interceptor	12" to 21"
North Main Street Lift Station	700 gpm
Lametti Interceptor	12" to 18"
<b>East Service Area</b>	
Royal Oaks Lift Station	400 gpm
Walnut/S.S. Lake George Interceptor	15"
<b>Southeast Service Area</b>	
South Fork Interceptor	12" to 24"
South Main Lift Station	400 gpm
<b>South Service Area</b>	
Spring Creek Lift Station	1,200 gpm
Bartosh/Glen Park Interceptor	15" to 18"
<b>West Service Area</b>	
DeSanctis Park Lift Station	650 gpm
Mann Valley Interceptor	24"
<b>North, East, Southeast and South Areas</b>	
Common Interceptor	24"

1) Source: City of River Falls

2) Source: 2009 Sanitary Sewer Collection System Study, Ayres & Associates.

### IDENTIFICATION OF EXISTING DEFICIENCIES AND FUTURE NEEDS

The 2009 Sanitary Sewer Collection System Study did not identify any existing deficiencies in the City interceptor system; however, it did identify several facilities that would be needed to serve new development. The list of recommended facilities was further reviewed with City staff as part of this connection fee update to identify facilities that would be needed within the next 30 years based on current development trends. The new facilities generally include lift stations and the oversizing costs of several anticipated sewer main extensions. The WWTP was upgraded in 2005; however, the capacity of the plant was not increased. The WWTP still has some remaining capacity at this time and no plant expansion is anticipated for the near future.

### ALLOCATION OF COSTS AND SEWER CONNECTION FEE CALCULATION

#### *Collection System*

The City has been collecting sewer connection fees since 2002 for a number of projects identified in previous impact fee studies and updates. Some of those facilities have been constructed; however, the connection fees collected through the end of 2013 have not yet recovered the eligible portion of those facilities. Table 8 shows the facilities identified in previous studies that have been constructed, the year of construction and the actual cost for each facility. As shown, the City has expended \$2,865,800 in connection fee eligible costs for new sewer facilities needed to serve new development. Through 2013, the City collected \$2,017,420 in sewer connection fees, leaving \$848,381 of remaining connection fee costs to collect from future connections.

Table 9 shows the new sewer system facilities recently constructed or planned to be constructed, the estimated costs, the percentage of cost eligible for recovery through connection fees, and the connection fee eligible costs. As shown, the connection fee eligible costs for these new facilities total \$926,600. Including the remaining costs for already completed projects, the total connection fee eligible costs are \$1,774,981, or \$792 per projected future REU through 2045.

**Table 8: Connection Fee Eligible Costs for Completed Sanitary Sewer System Projects**

Project Description	Year Constr.	Total Actual / Estimated Cost	20-Year Actual or Estimated Cost <sup>(1)</sup>	Connection Fee Percent	Connection Fee Cost
South Fork Interceptor at Kinnickinnic River	2002	\$177,500	\$71,000	100.00%	\$71,000
Cemetery Road Sewer Ext. (Wasson Lane to STH 65)	2002	\$131,625	\$105,300	100.00%	\$105,300
Mann Valley Interceptor (WWTP to Rolling Hills)	2002	\$273,500	\$218,800	100.00%	\$218,800
Desanctis Park Lift Station	2002	\$97,500	\$78,000	100.00%	\$78,000
North Interceptor	2003	\$2,451,250	\$1,961,000	100.00%	\$1,961,000
Sterling Ponds Oversizing	2003	\$32,500	\$26,000	100.00%	\$26,000
Walnut Street Interceptor	2003	\$1,014,250	\$811,400	50.00%	\$405,700
<b>Total</b>					<b>\$2,865,800</b>
Impact Fees Collected thru 2013					\$2,017,420
Remaining Amount to Collect					\$848,381

(1) 20-Year Cost is the estimated share of the actual project cost related to serving the 20-year flows.

**Table 9: New Sanitary Sewer System Projects and Connection Fee Calculation**

Project Description	Total Actual / Estimated Cost	20-Year Actual or Estimated Cost <sup>(1)</sup>	Connection Fee Percent	Connection Fee Cost
North Interceptor - Sterling Ponds Oversizing		\$25,000	100.00%	\$25,000
North Interceptor - North of Sterling Ponds		\$40,000	100.00%	\$40,000
River Side Drive Extension		\$35,000	100.00%	\$35,000
Kinnickinnic Interceptor (Lametti Interceptor) <sup>(2)</sup>	\$1,490,000	\$1,192,000	30.00%	\$357,600
Spring Creek Estates Extension		\$15,000	100.00%	\$15,000
East STH 29 Extension - Across STH 35		\$10,000	100.00%	\$10,000
West Division Street Extension (includes forcemain)	\$130,000	\$104,000	100.00%	\$104,000
Mann Valley Extension	\$20,000	\$20,000	100.00%	\$20,000
Mann Valley Lift Station	\$400,000	\$320,000	100.00%	\$320,000
<b>Total</b>				<b>\$926,600</b>
Remaining to Collect for Completed Projects				\$848,381
<b>Total Connection Fee Eligible Costs</b>				<b>\$1,774,981</b>
Projected REUs				2,240.00
Connection Fee per REU				\$792

(1) 20-Year Cost is the estimated share of the actual project cost related to serving the 20-year flows.

(2) This project is replacing an existing interceptor with a larger diameter main. The connection fee eligible cost is the estimated oversizing share.

*Waste Water Treatment Plant*

When the City first imposed a WWTP connection fee in 2002, the amount of the fee was calculated using a “buy-in” approach, based on the average value per REU of the City’s existing investment in WWTP capacity. When the fee was updated in 2004, it was calculated on a different basis. The estimated cost of Phase I plant upgrades was divided by the number of projected new REUs over the 20-year planning period. For this current update, it is proposed to return to the original method of calculating the WWTP portion of the sewer connection fee. This method is appropriate because, although the City is not planning to expand the WWTP in the near future, it does have remaining available capacity in the existing WWTP to serve new connections.

In order to determine the appropriate fee per REU under this method, the value of the WWTP assets is divided by the approximate capacity of the WWTP in REUs. The amount of capacity required to serve one REU is based on the estimated amount of peak day flow generated at the WWTP. This flow includes both the billable sewer volume as estimated by metered water use for each connection, and the additional water entering the collection system as infiltration and inflow (I/I). Since the amount of I/I fluctuates considerably due to precipitation, it is necessary to estimate the peak day use per REU based on an assumed “peaking factor”, or ratio of peak day to average day flow.

The amount of peak day capacity required per REU was estimated based on typical average non-irrigation water use per residential household, average percentages of I/I in the WWTP inflow and an assumed peaking factor. An analysis of the WWTP influent flows versus billable sewer flow is shown in Table 10. As shown, over the last four years, I/I have been about 11 percent of billable flow, on average. Table 11 shows the calculation of estimated WWTP capacity in REUs, using the typical non-irrigation water use per household, an assumption of 11 percent I/I and a peak day to average day ratio of 1.38. As shown, using these assumptions the WWTP has the capacity to serve approximately 10,683 REUs.

Table 12 shows the cost of WWTP facilities, totaling approximately \$8.2 million as of December 31, 2013. Based on an approximate capacity of 10,683 REUs, the average cost to provide WWTP capacity is \$771 per REU.

**Table 10: Analysis of Wastewater Treatment Plant Influent and Infiltration/Inflow**

Year	WTP Influent (gallons)	Total Annual Flow		
		Billable Volume (gallons)	Infiltration / Inflow (gallons)	I/I Percent
2009	389,699,538	388,736,700	962,838	0%
2010	410,641,382	369,581,100	41,060,282	11%
2011	421,330,743	382,888,100	38,442,643	10%
2012	450,652,288	408,017,900	42,634,388	10%
2013	437,872,890	385,562,400	52,310,490	14%
4-Year Average	430,124,326	386,512,375	43,611,951	11%

Source: City of River Falls.

**Table 11: Analysis of WWTP Capacity in REUs**

Average Annual Water Use per REU (gallons) <sup>(1)</sup>	40,048
Estimated I/I per REU (gallons) <sup>(2)</sup>	4,519
Estimated Average Wastewater per REU (gallons)	44,566
Average Daily Wastewater per REU (gallons)	122
Peaking Factor <sup>(3)</sup>	1.38
Peak Day Wastewater per REU (gallons)	168
WTP Peak Day Capacity (gallons)	1,800,000
Estimated WTP Peak Day Capacity (REUs)	10,683

1) Estimated non-irrigation water use, from Table 2.

2) Based on 4-year average I/I of 11%.

3) Peak day factor developed for the *Sanitary Sewer Collection System Study*, Ayres & Associates, 2009.

**Table 12: WWTP Value per REU**

Account	Description	Balance at 12/31/13
330	Land & Land Rights	\$115,238
331	Structures & Improvements	\$4,374,331
332	Preliminary Treatment Equipment	\$640,652
333	Primary Treatment Equipment	\$395,354
334	Secondary Treatment Equipment	\$504,858
336	Chlorination Equipment	\$109,007
337	Sludge Treatment & Disposal Equipment	\$944,487
338	Plant Site Piping	\$1,000,644
339	Flow Metering & Monitoring Equipment	\$87,513
341	Other Treatment & Disposal Plant Equipment	\$61,247
Total		\$8,233,331
WTP Capacity (REUs)		10,683
Average Facilities Cost per REU		\$771

Source: River Falls Municipal Utilities, Sewer Balance Sheet, 12/31/2013

## **INTRODUCTION**

The purpose of this study was to analyze and update the water impact fees and sanitary sewer connection fees for the City of River Falls. The report fulfills the public facilities needs assessment procedural requirement under Wisconsin Statutes §66.0617.

In order to determine the appropriate amount of the fees, the following analysis was performed:

- An inventory was conducted of existing facilities in the City.
- Forecasts were made regarding future conditions in the City.
- Service level standards for each type of facility were determined.
- Costs of recommended projects were allocated to the proportionate share of facilities that are needed to serve new development during the planning period.
- Fees were calculated based on the analysis in the previous steps.

## **RECOMMENDED IMPACT FEE SCHEDULE**

Based on the analyses described above, this study recommends that the City revise its impact fee ordinance and impose impact fees for facilities as shown in Table 13.

These amounts recommend the maximum amount that the City could impose, based on the application of Wisconsin Statutes 66.0617 and 66.0821. The City may choose to impose lesser amounts as a matter of policy. Wisconsin Statutes allow, but do not require, municipalities to designate different impact fees for specific areas in the municipality based on differences in the facilities needed to serve those areas. In the case of the City of River Falls, the City has, in the past, imposed different fees on different areas of the City; however, this is a matter of policy and is not required by Wisconsin Statutes. It is recommended that the City revise this policy to impose the same water impact fees and sewer connection fees throughout the City.

**Table 13: Schedule of Recommended Fees**

Meter Size	Ratio	Sewer		Total Fees
		Water Impact Fee	Connection Fee	
5/8" and 3/4"	1	\$2,226	\$1,563	\$3,789
1"	2.5	\$5,565	\$3,909	\$9,474
1 1/4"	3.75	\$8,348	\$5,863	\$14,211
1 1/2"	5	\$11,131	\$7,817	\$18,948
2"	8	\$17,809	\$12,507	\$30,316
3"	15	\$33,392	\$23,451	\$56,843
4"	25	\$55,654	\$39,085	\$94,739
6"	50	\$111,308	\$78,170	\$189,478
8" or larger	80	\$178,092	\$125,072	\$303,164

**IMPACT ON THE AVAILABILITY OF AFFORDABLE HOUSING**

One of the requirements of Wisconsin Statute §66.0617 is to estimate the cumulative effect of all proposed and existing impact fees on the availability of affordable housing within the municipality. Table 14 summarizes various income and housing characteristics within the City. Section 1 of the table shows the total annual household income, 30 percent of that level, which represents a guideline for maximum annual affordable housing costs, and the monthly income available for housing costs, for the median household income (MHI) and several ranges of income below the MHI. Section 2 calculates the maximum price that households at each income level would be able to afford when purchasing a home, assuming there is a down payment of 10 percent. Section 3 shows the same calculation, including the total impact fees in the cost of the home. As the table shows, the monthly mortgage payment would increase by approximately \$24, which represents about 0.6 percent of the median household income in the City but a larger percent for households with less than the median household income.

Section 4 summarizes the statistics on housing value within the City. The table shows that just over 30 percent of housing stock in the City was valued at less than \$150,000. According to Section 3, even with impact fees a household earning 62 percent of median household income could afford at least 30 percent of the homes in the City, and those earning 42 percent of median household income could afford somewhere between 9 and 30 percent of the housing stock. Assuming that rental unit pricing behaves similarly to owner-occupied households, as shown in Section 5 and referring back to Section 1, households with 60 percent of median household income would be able to afford approximately 43 percent of all rental units in the City. Depending on the breakdown within the category, those households earning 40 percent of median household income could afford between 3.8 and 14.0 percent of rental units in the City.

## City of River Falls Impact Fee Update Chapter 5: Recommended Fees and Implementation

**Table 14 - Impact of Cumulative Impact Fees on the Availability of Affordable Housing**

<b>1. Income Statistics</b>					
	Annual Income	30% of MHI ( <sup>2</sup> )	Monthly Income for Housing		
2010 Median Household Income ( <sup>1</sup> )	\$48,183	\$14,455	\$1,205		
80% of Median Household Income	\$38,546	\$11,564	\$964		
60% of Median Household Income	\$28,910	\$8,673	\$723		
40% of Median Household Income	\$19,273	\$5,782	\$482		
<b>2. Housing Costs</b>					
	Total Mortgage Amount	Monthly Mortgage Payment ( <sup>3</sup> )	Housing Sales Price		
100% of Median Household Income	\$222,207	\$1,205	\$246,897		
80% of Median Household Income	\$177,766	\$964	\$197,518		
60% of Median Household Income	\$133,324	\$723	\$148,138		
40% of Median Household Income	\$88,883	\$482	\$98,759		
<b>3. Housing Costs with Impact Fees (<sup>4</sup>)</b>					
	Housing Sales Price with Impact Fees	Total Mortgage with Impact Fees	Monthly Mortgage Payment ( <sup>3</sup> )	Required Annual Income	% MHI
100% of Median Household Income	\$251,961	\$226,765	\$1,229	\$49,171	102%
80% of Median Household Income	\$202,582	\$182,323	\$988	\$39,535	82%
60% of Median Household Income	\$153,202	\$137,882	\$747	\$29,898	62%
40% of Median Household Income	\$103,823	\$93,441	\$507	\$20,261	42%
<b>4. Housing Value Statistics (Single-Family) (<sup>1</sup>)</b>					
	Units	% of Total			
Up to \$50,000	121	4.1%			
\$50,000 - \$99,999	153	5.2%			
\$100,000 - \$149,999	629	21.5%			
\$150,000 - \$199,999	995	34.1%			
\$200,000 - \$299,999	794	27.2%			
\$300,000 - \$499,999	196	6.7%			
\$500,000 - \$999,999	32	1.1%			
\$1,000,000 or more	-	0.0%			
	2,920				
Median Home Value	\$180,800				
<b>5. Gross Monthly Rent Statistics (<sup>1</sup>)</b>					
	Units	% of Total			
Up to \$200	11	0.5%			
\$200 - \$299	76	3.3%			
\$300 - \$499	233	10.2%			
\$500 - \$749	663	28.9%			
\$750 - \$999	719	31.4%			
\$1,000 - \$1,499	409	17.9%			
\$1,500 or more	180	7.9%			
	2,291				

(1) Source: United States Census Bureau, American Community Survey 2008-2012.

(2) Based on standard rule-of-thumb for maximum amount of income to be spent on housing costs in order to be considered affordable.

(3) Based on a 30-year mortgage with an interest rate of 5 percent.

(4) Includes current impact fees for fire, park and library facilities.

### **ENACTING THE IMPACT FEE ORDINANCE**

Prior to amending a local ordinance to impose impact fees on new development, a municipality must comply with the following procedural requirements:

1. Prepare a needs assessment for the public facilities for which it is anticipated that impact fees may be imposed. The public facilities needs assessment shall include the following:
  - a. An inventory of existing public facilities, including identification of any existing deficiencies in those public facilities, for which it is anticipated that an impact fee may be imposed.
  - b. An identification of new, improved or expanded public facilities that will be required because of new development, or the identification of excess capacity in existing public facilities that are used by new development. This shall be based upon an explicit level of service and standards.
  - c. A detailed estimate of the capital costs of providing or constructing the new, improved or expanded public facilities, including an estimate of the cumulative effect of all proposed and existing impact fees on the availability of affordable housing within the municipality.
2. Hold a public hearing prior to enacting or amending an ordinance to impose impact fees. The public facilities needs assessment must be available for public review for at least 20 days before the date of the hearing.

In order to implement the recommendations contained in this report and amend the impact fees for public facilities in the City of River Falls, the following remaining steps must be taken:

- Present the findings of this report to the City Council.
- Revise the existing impact fee ordinance to include the recommended changes to the impact fees.
- Publish a Class 1 notice in the City newspaper prior to the public hearing as required under Wisconsin Statutes §66.0617(3). The needs assessment must be available for public inspection and copying at least 20 days prior to the public hearing as required under Wisconsin Statutes §66.0617(4)(b).
- Conduct a public hearing prior to amending the impact fee ordinance.
- After the public hearing, the City Council may adopt the amended impact fee ordinance as recommended or adopt it with additional amendments.

### IMPOSITION AND COLLECTION OF FEES

Impact fees may be imposed on persons developing land, where development is defined as the creation of additional residential dwelling units or nonresidential uses that create the need for new, expanded or improved public facilities. In other words, development can mean the construction of a new residential or nonresidential building, or the expansion or remodeling of an existing residential or nonresidential building that results in a use that requires a higher demand for public services than the previous use.

The impact fees collected must be reduced to compensate for other capital costs imposed by the municipality to provide or pay for public facilities due to new land development. For example, if a developer is required to contribute land, facilities or other items of value to provide a facility that a municipality would otherwise fund with impact fees, then the impact fee charged to the developer must be reduced proportionately.

### MANAGING IMPACT FEES

Impact fees must be placed into segregated accounts, meaning each type of fee has its own account. The impact fees and any interest earned on the account balance must be expended only for the facilities for which the fees have been imposed. Impact fees may be used to pay directly for project costs or may be used to pay for the debt service on bonds issued to finance a capital project.

In order to ensure that impact fees are not used to pay for more than the proportionate share of capital costs for facilities needed to serve new development, the public facilities needs assessment should be referenced when determining the amount of impact fee revenues to apply to facility funding. If a project is modified from what is detailed in the needs assessment, it may be necessary to review and update the needs assessment and impact fee ordinance.

Water impact fee revenues may be applied to the projects listed in Tables 5 and 6 or substitute projects that serve a similar purpose. Sewer connection fee revenues may be applied to the projects listed in Tables 8 and 9 or Wastewater Treatment Plant improvements, or substitute projects that serve a similar purpose.

Impact fees that are collected but are not used within a reasonable period of time after collection must be refunded to the property owner at the time of refund for which the impact fee was imposed. The current time limits are as follows:

1. Impact fees collected prior to December 31, 2002, must have been spent by December 31, 2012.
2. Impact fees collected from January 1, 2003, through April 10, 2006, must be spent by the first day of the 120<sup>th</sup> month beginning after the date on which they were collected.
3. Impact fees collected after April 10, 2006, but within seven years of the effective date of the ordinance imposing the fees must be spent within 10 years of the effective date of the ordinance.
4. Impact fees collected after April 10, 2006, and more than seven years after the effective date of the ordinance imposing the fees must be spent within a reasonable period of time.

5. A municipality may adopt a resolution that would extend the time period an additional three years due to extenuating circumstances or hardship.

Once the City adopts an ordinance amending the impact fees, the time limits for expending fees collected after the effective date of the amendment would be governed by that date.

As shown in Tables 5 and 8, as of the date of this study, the City has expended more on impact fee eligible costs for both sewer and water facilities than it has collected in impact fee revenues. Therefore, all of the impact fees collected to date are considered to be spent on eligible projects.

It is recommended that the City continue to take the following steps to ensure that impact fees are expended within the statutory time limits and that fees are properly applied to the projects shown in the public facilities needs assessment:

- Maintain a spreadsheet or other list of the amounts collected, showing the date paid, tax key, property owner, number of units, fee per unit, and total amount paid for each type of fee.
- Maintain a spreadsheet showing the projects funded through impact fees, by type of fee. At a minimum, it should show the year of the project, a brief description, total cost (including construction and legal, engineering, etc), the amount cash financed from impact fees, the amount borrowed, a debt service schedule and the share of debt service to be paid from impact fees. Ideally, this spreadsheet would also be linked to a sheet showing the balance of impact fee funds by account, showing payments made from each impact fee fund for cash financing and debt service payments.

#### **PERIODIC REVIEW**

It is further recommended that the City increase the amount of the fees each year by an inflationary factor to make the fees more inter-generationally equitable, in that the amount of the fee paid by any new development is approximately equal to the amount paid in any other year, adjusted for inflation. The impact fees calculated in this report were based on numerous assumptions and forecasts in future development and service levels provided by the City. The exact specifications of public facilities' design and costs may vary from the estimates developed through the analysis of this report. Therefore, it is recommended that the impact fees be reviewed on a consistent basis to adjust for changes in inflation, development trends or major changes in project plans, ideally on a schedule of every three to five years.

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

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

**DATE:** October 28, 2014

**TITLE:** Resolution Regarding Expanded Taxi Service Hours

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#### **RECOMMENDED ACTION**

Continue the program of expanded taxi service hours through the end of 2014. Ridership has increased during the 45 days of the pilot program, and that is expected to continue. Additional data will aid the decision-making process regarding the service hours for 2015.

#### **BACKGROUND**

The City has operated a shared ride taxi service since 1985. Due to increased costs and lack of riders, the hours were reduced in 2006 by 14 hours per week. The taxi service is funded by state, federal and local dollars through the 2014 grant to operate from 7 a.m. to 8 p.m. Monday through Friday, and 8 a.m. to 8 p.m. on weekends.

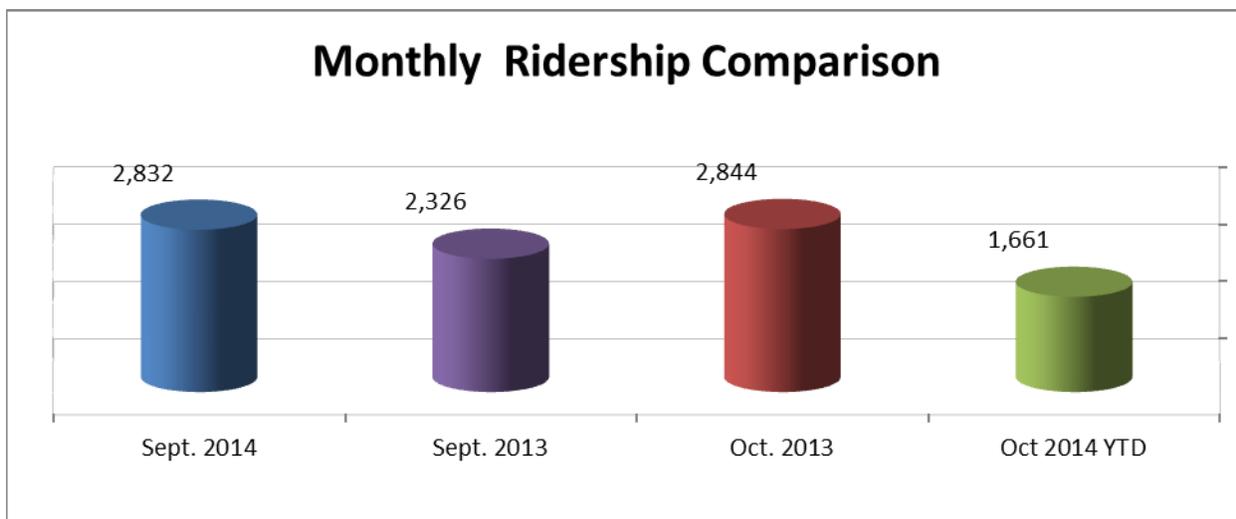
Occasionally, we receive comments regarding the service hours, mainly from riders that would like them extended in the evening. In order to try to focus the need for additional hours, we have worked through various channels to obtain more information.

- In 2012, the experiential learning class at UW-RF studied the taxi service for suggested changes to increase ridership and possibly reduce the amount of local share that the City provides. Both study groups felt that the fares were too low, and one group felt that that service hours were appropriate for the senior population, but not for attracting younger adults.
- In 2013, a local group started meeting regarding providing transportation for those seeking employment in the area. One suggestion was to increase the hours of the taxi service to accommodate those that need to be at work before 7:00 a.m. This group is also interested in providing taxi service to neighboring communities for those needing transportation for employment.

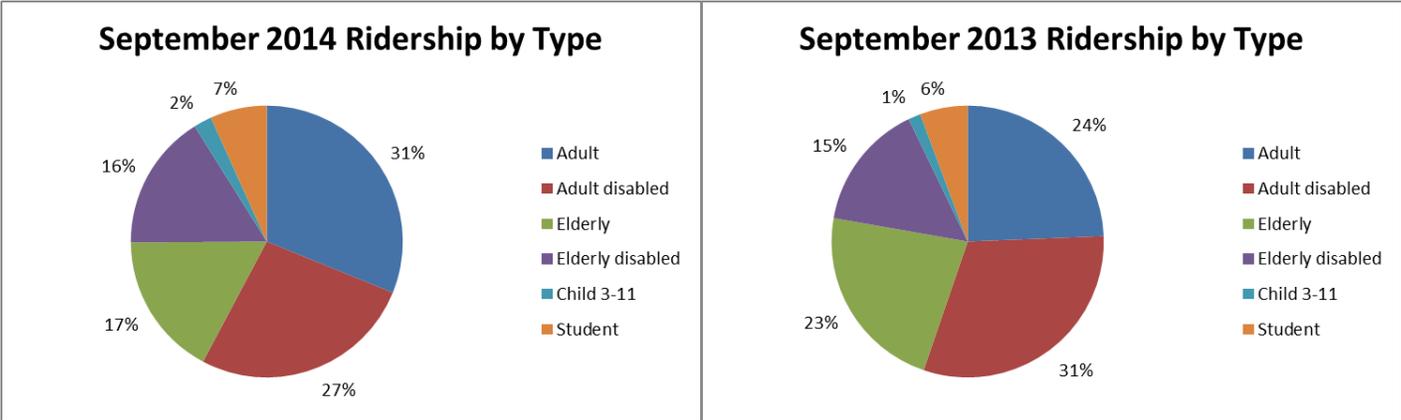
- This spring, a survey was completed regarding the taxi service hours and whether it would be used for social or employment needs. Although there wasn't an overwhelming conclusion, there were several comments about increasing the service hours, mostly evening hours.

## DISCUSSION

The total monthly ridership for September increased by 506, or 22% over September of 2013, and the first half of October shows higher numbers also. A comparison of previous months in 2014 is difficult, as there are seasonal variations that most likely play a role in ridership. With the winter weather that we experienced earlier this year, the taxi was a very convenient option for many people, and ridership was high in January, February and March.



In a comparison between September 2013 and September 2014, changes in the types of riders is perhaps another indication of positive results based on the increased hours. Adult riders increased in the month to month comparison by 315, with elderly disabled riders up by 31% and student riders up by 45%. Although the total number of students using the system is low, perhaps the later closing hours is providing transportation for social functions that wasn't available previously.



The results are encouraging, and a continuation of the expanded hours is recommended. As this is outside of the 2014 grant, the cost of the additional hours will be borne by the City. An estimate of \$5,000 was given for the initial two month trial period, I would anticipate the same \$2,500 amount per month for the remainder of the year.

Although the increased service hours were not included in the 2014 grant application, the shared ride service is a valuable asset to the community, especially for the disabled and elderly who might have limited options. The 2015 grant application included additional service hours similar to those in the trial period, but a reduction in this request can be made later this year if the ridership doesn't warrant the additional hours.

**FINANCIAL CONSIDERATIONS**

The City would incur additional an local share cost of \$5,000, less any increased fare revenues for the initial two month trial period, and with an similar amount for November and December, for a total cost of \$10,000, less fare revenue.

**CONCLUSION**

Recommend approval of the resolution continuing the increase in taxi service hours through the end of 2014.



RESOLUTION NO. 5864

**RESOLUTION REGARDING EXPANSION OF TAXI SERVICE HOURS**

**November 1 – December 31, 2014**

**WHEREAS**, the River Falls Shared Ride Taxi provides taxi services to the community;  
and

**WHEREAS**, the taxi service hours were reduced in 2006 due to lack of ridership at certain times; and

**WHEREAS**, the public has expressed an interest in increasing the service hours for employment and social activities; and

**WHEREAS**, a pilot program has been in operation with increased service hours from 5:30 a.m. to 10:00 p.m. Monday through Friday; and 8:00 a.m. to 10:00 p.m. each Saturday on a temporary basis from September 2, 2014, through October 31, 2014; and

**WHEREAS**, the program has shown an increase in ridership and fare revenue since its inception; and

**WHEREAS**, additional data would be beneficial to review the feasibility of continuing the program; and

**WHEREAS**, the City of River Falls will be charged for the additional cost of the service, less any fare revenue for these additional hours of service.

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council approves the continuation of the increase in service hours for the River Falls Shared Ride Taxi Service through the end of 2014. Hours scheduled for service in 2015 will be determined based on the results of the pilot project.

Dated this 28th day of October, 2014

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

ATTEST:

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

*Administrator's Report*

October 22, 2014

**Council Member Meetings/Events of Note**

October 25 – Last Day of Fall Clean up at Public Works Building

October 25, 12 noon- 4 p.m. – River Falls Community Business Expo at RFHS

**October 28, 4:30 p.m. – Budget Workshop #2**

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

October 29, 4:30pm -6pm. – Leadership Reception – Rm 232 University Center

October 30 – Landlord Connections Part #2, 7-8 a.m., City Hall

October 31 – Library's Annual Haunted House-6-9:30 p.m.

November 2-8 – Food for Fines at the Library

November 4 – General Election Day, Polls open 7 a.m.- 8 p.m.

**November 11, 5 p.m. – Strategic Plan Workshop**

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

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**Tuesday's Council Meeting Preview:**

- Resolution Referring Vacation of Part of Edinburgh Drive and Dundee Avenue to Plan Commission
- Resolution Approving a Project Plan Amendment for Tax Increment District #4
- Resolution Amending Water Impact Fees and Sewer Connection Fees and Approving Final Report
- Resolution Regarding Expansion of Taxi Service Hours
- Budget In Brief Presentation

## **Monthly Department Dashboards**

In an effort to more consistently measure the performance of the City's Departments, staff is working to develop monthly dashboards that provide a snapshot their activity for the previous month. This and other information can be found on the City's transparency page at <http://www.rfcity.org/transparency>.

- [Ambulance Service](#)
- [Inspections - Building Activity](#)
- [Municipal Utilities](#)

## **Landlord Connections – Part 2**

The Council is invited to attend the Landlord Connections – Part 2 on Thursday, October 30, from 7-8 a.m. There will be a buffet breakfast at City Hall in the Training Room.

### **Topics:**

- Section 8 - Ann McAlpine, River Falls Housing Authority Executive Director
- Common Area Lighting and Direct Install Programs - Mike Noreen, River Falls Municipal Utility Conservation and Efficiency Coordinator
- Local nonprofits that assist local clients/people in need will be on hand to answer questions and provide information about their programs.

## **Food for Fines**

The library will be holding a Food for Fines week November 2-8. Patrons can reduce their fines by \$1 per non-perishable food item, up to \$10. All food collected will be donated to the area food shelf.

## **Haunted House Halloween Adventure -Friday, October 31, 6-9:30 p.m.**

The annual Halloween Haunted Adventure will take place in the lower level of the library from 6-9:30 p.m. on Friday, October 31. NEW Beginning Wednesday, October 29, we are now taking reservations if desired ~ not required. The Haunted House has been the undertaking of the Haskins family since the late 1980s, when it was set up at Westside School with Gina Haskins as the 'head haunter.' The Haunted House is sponsored by the library and the Haskins family, with funding help from 3M. It's fun, free, and suitable for the whole family, with treats for the kids. See you there!

## **Solid Waste**

We received a list of 260 charges from Advanced Disposal that are proposed for the tax roll. We have sent out letters and are requiring payment by November 1, or the charges will go to the tax roll. Staff has fielded a few dozen calls from this letter. We are hopeful that the total tax roll will be around 230 or less, which is less than the approximately 300 charges that were tax rolled in 2013 for garbage. Many of the tax roll charges are rentals, so the changeover to landlord billing should decrease this number even further next year.

## **2014 Curb, Gutter and Sidewalk Repair Program**

Met with Brent Pember, President of Pember Companies to review and discuss our dissatisfaction with some of their work. Brent agreed their performance on this work was unsatisfactory and apologized. He is personally reviewing all of their work and committed to pursue necessary steps to resolve outstanding matters.

### **Fairchild Drive Drainage**

Staff has been investigating and working with homeowners and builders to resolve drainage issues caused by lot grading that does not match that on approved grading plans.

### **First Covenant Drainage**

Staff has been working with the contractor and the project engineer to correct grading at the First Covenant Church building site that does not match approved plans and is directing runoff to neighboring property where it did not previously go.

### **Riverside Drive Drainage**

Staff met with a property owner regarding landscaping that is causing a change in drainage patterns that has resulted in significant runoff being forced across Riverside Drive rather than remaining in the north roadside ditch. Property owner is cooperating with necessary modification to the ditch.

### **Drainage Issues at 433 N. Third Street**

Public Works crews reshaped a drainage way through the yard at 433 N Third Street to eliminate some erosion and standing water issues.

### **Sterling Ponds Business Park**

Work continues on the Sterling Ponds Business Park Phase 1 construction project. Storm sewers and the large box culvert bridge were installed. Water mains are being tested and sanitary sewer is being televised. Curb and gutter installation was expected late October or early November with the bituminous binder course scheduled for the second week of November. This may be delayed by the regional cement shortage.

### **Tree Planting**

Public works crews completed planting of approximately 130 trees.

### **Street Sweeping**

Public works is ramping up its sweeping efforts as more trees drop their leaves. The new sweeper is performing very well and being acknowledged by some residents who were fed up with the performance of our previous sweeper on picking up leaves. Staff is also realizing the efficiencies of the sweeper's ability to sweep 6-7 blocks at a time before dumping at the compost site compared to our old sweeper that needed to be accompanied by a dump truck in order to empty its leaves every block.

### **Salt Deliveries**

Public works salt shed is fully stocked and ready for winter. We were fortunate to have scheduled an early delivery as there are now some logistics problems and suppliers are asking communities to try and arrange their own transportation of salt.

### **Hanging Baskets**

Public works crews removed all of the hanging flower baskets in the downtown area for the Business Improvement District.

### **Golf View Water Tower Painting**

The Golf View Water Tower painting is complete and the inspection checklist was a short list. It will be back in service this week.

### **GIS/Planning Intern**

This week, Nathan Schilling joined us as the GIS/Planning Intern. Nathan will be working on mapping and other projects.

### **Administrator Out of Office/Shadowing**

I thoroughly enjoyed my first City Administrator “Out of Office” with Joe Lenzen and Dave Hovel. It was great to get out of my office and reconnect with one of the great public services we provide. Over the next eighteen months, I really look forward to the perspective the various opportunities will provide me. This is not a version of “undercover boss”. I chose local government management because of the services we provide and the value we create in communities. These days help retain my perspective on what it takes to deliver such a great community.

In October, I spent my day as a Water Operator/Meter Technician. I had the opportunity to join Jeff Crook on the “rounds” and visit sites and homes with Greg Koeler in the afternoon. Don Hill showed me how water meters are tested, maintained, and recycled when taken out of service.

It was great to get a little glimpse of two of the many operations we have in the City. It is also interesting to witness just how versatile each employee has to be due the variability of their work each day.

### **Clean up day**

We will not have a City-wide cleanup day where we close all offices. This year’s Veteran’s Day falls on a Tuesday. There is a Council meeting and related City business to be conducted on that day. Departments are still given the opportunity to schedule their own clean-up day. This is not a permanent end to the practice. At this point, only the 2014 day has been cancelled.

### **Rhonda Davison, New office - New focus**

We are very excited about Rhonda Davison’s move across the hall (located right across from Buddy) where she will be focusing on one on one proactive customer contact and communication. Rhonda will be overseeing our Landlord Connection series along with a half a dozen other key annual customer events. Rhonda will also be reaching out individually to hundreds of our customers who will be impacted by the upcoming water cross connection inspections; communicating with them about what to expect. Rhonda has also been asked to work on a proactive bill management program for customers who struggle to keep up with paying bills on time, including utility bills. You may also see Rhonda filling in at the reception area when they are in a pinch as her skill set allows for seamless back-up. Rhonda’s responsibilities will continue to reinforce our commitment to customer service and our efforts to continually add value to our customers.

### City Administrator Comings and Goings

- Wisconsin DOA Northern Rep
- Clifton Town Chair
- Troy Town Chair
- Kinni Town Chair
- Prescott Ambulance
- Staff One on Ones
- Division Head Meeting
- Economic Development Meetings
- All Employee Meeting
- WCMA Regional Meeting
- UAB
- Powerful Choices
- Joint Review Board

<b>Concern</b>	<b>Location</b>	<b>Resolution</b>
<i>Speed/Safety of Street</i>	<i>Union St.</i>	<i>Resident requested adding stop signs at 4<sup>th</sup> street and 7<sup>th</sup> street on Union. City Engineer is reviewing. Likely examine this area next year once Cascade project is complete to identify magnitude of “cut-through” traffic. SEH is completing analysis.</i>
<i>Storage of Materials in Residential Neighborhood</i>	<i>Boulder Ridge</i>	<i>Referred to Community Development for Follow-up</i>
<i>Complaintes that “students” are impacting Walnut Street parking</i>	<i>E. Walnut</i>	<i>Parking study demonstrated no impact. Staff is monitoring but staff indicated to the business owner that no changes were planned for parking zones in that area.</i>

### Attachments

2014-2015 Workshops



## MEMORANDUM

**TO:** Mayor Toland and City Council  
**FROM:** Scot Simpson, City Administrator  
**DATE:** October 28, 2014  
**TITLE:** 2015 Proposed Workshop Dates

Below please find a list of proposed workshops for 2015, as well as remaining workshops in 2014. All workshops are planned for 5:00 – 6:15 p.m. unless noted. If you have any comments, please let me know. Thank you.

**October 28**..... 2015-2016 Budget # 2  
**November 11** ..... Strategic Plan # 2  
**December 9**..... (joint with Utilities Advisory Board).....Hydroelectric Licensing\*

### 2015 City Council Workshops

**January 13** ..... Legislative Advocacy/Agenda  
**March 10**.....(joint with Park Advisory and Planning commission) .....Park Master Planning\*  
**May 12** ..... 2013-2015 Work Plan # 1  
**May 26** ..... 2015-2017 Work Plan # 2 (if necessary)  
**June 9** ..... Infrastructure Rating System  
**August 11** ..... (Plan Commission invited).....Boundary/Growth Strategy\*  
**October 13**..... Budget Review

\*4:30 p.m. start

## MEMORANDUM

**TO:** Council Members

**FROM:** Dan Toland, Mayor

**DATE:** October 28, 2014

**TITLE:** Mayor's Appointments to Boards and Commissions

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### RECOMMENDED ACTION

Consideration of appointment:

#### BUSINESS IMPROVEMENT DISTRICT BOARD

Appointment of Lori Moran through December 2017 (this would be 1<sup>st</sup> full term)

9.9.14

Dear Mr. Mayor

Please appoint  
me to BID Board  
Committee. I feel that  
as a business owner  
in the community  
I have a big interest  
in the delegation of  
money to assist other  
local businesses.

Thank you for  
considering me.  
Lori Moran  
Lori Moran