The public may view/listen to the meeting by:
- Calling Toll Free 1-844-992-4726, access code: 263 052 65717
- Visiting the web link: https://tinyurl.com/rfcc022823
- Viewing the City's YouTube Channel: https://www.youtube.com/user/cityofriverfalls

Call Meeting to Order – 6:30 p.m.
Pledge of Allegiance
Roll Call
Approval of Minutes – January 24, 2023, Workshop and Regular Minutes
Approval of Bills $_______________  (Bjerstedt)

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

PUBLIC COMMENT, PETITIONS, REQUESTS AND COMMUNICATIONS:
1. Public Comment
   If you are unable to attend the meeting in person but would like to submit a public comment, please e-mail to the City Clerk’s office (awhite@rfcity.org).

2. Signing of the Agreement for Cost Shared Feasibility Studies for Continuing Authorities Program Projects

PUBLIC HEARING:
6:31 p.m.
3. Request for Combination “Class B” Liquor and Class “B” Beer License – JBNS Investments DBA Misfits, 106 N. Main Street, River Falls, WI

6:32 p.m.
4. Storm Water Permit – 2022 Annual Report
   Resolution Authorizing Content of the 2022 Annual Municipal Storm Sewer System Report

CONSENT AGENDA:
5. Acknowledgement of the following minutes:
   a. Plan Commission Comprehensive Plan Steering Committee Workshop – 1/3/23
   b. Plan Commission – 1/3/23
   c. River Falls Housing Authority Board - 1/11/23
   d. Utility Advisory Board – 12/12/22
   e. West Central Biosolids – 12/29/22; 1/26/23
   f. Historic Preservation Commission – 1/11/23
   g. BID Board – 1/10/23
   h. Park and Recreation Advisory Board – 1/18/23

6. Resolution Approving the Specific Implementation Plan (SIP) for Thompson Heights
7. Resolution Approving the Development Agreement for Thompson Heights
8. Resolution Approving the Final Plat for Thompson Heights
9. Resolution Referring an Annexation Petition to the Plan Commission for property located on County Highway U and County Highway M (PIDs 040113010000 and 040113295025)
10. Resolution Referring the Proposed Annexation of a portion of City-owned property on County Highway M to the Plan Commission
11. Resolution Authorizing St. Croix County Fire Service Agreement
CONSENT AGENDA (continued):
12. Resolution Approving Agricultural Lease Agreements for Mann Valley Property
13. Resolution Approving Purchase of Playground Equipment
14. Resolution Recommending Award of the Water and Sewer Service Area Plan Update

REPORTS:
15. Administrator’s Report
16. Strategic Plan Update
17. Legislative Priorities Update
18. Comptroller’s Report

ADJOURNMENT

NOTE: Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials to be in an accessible location or format, may contact City Clerk Amy White at (715) 426-3408 or in person at 222 Lewis Street, for accommodations. Requests for accommodations should be made at least three (3) business days in advance of the meeting. Every effort will be made to arrange accommodations.

Posted at City Hall 2/15/23; Publish: The Pierce County Journal: 2/22/23
RIVER FALLS CITY COUNCIL WORKSHOP REGARDING FOCUS RIVER FALLS

January 24, 2023, 5 p.m., Training Room, City Hall

City Council Members Present: Mayor Dan Toland, Todd Bjerstedt, Jeff Bjork, Sean Downing, Scott Morrissette (virtual), Alyssa Mueller, Diane Odeen, Nick Carow

Members Absent: none

City Staff Present: City Administrator Scot Simpson; IT Specialist Jon Smits; Library Director Tanya Misselt; Police Chief Gordon Young; Community Development Director Amy Peterson; Assistant to the City Administrator Jennifer Smith; City Planner Emily Shively; Planner Sam Burns; Human Resources Director Karen Bergstrom

Others: SRF Consulting Project Manager Stephanie Falkers; Ben Fochs

At 5:01 p.m., the workshop was called to order. Consulting Project Manager Stephanie Falkers provided an update of each of the three plans (Bike and Pedestrian Plan, Outdoor Recreation Plan, Comprehensive Plan). She showed a slide with timelines for each of the plans and provided details.

Falkers talked about the Bike and Recreation Plan. Changes are needed on both physical and policy level. Physical recommendations include two key maps. The map shows intersections where we would like to see improvements. General recommendations have been identified. This is a listing that we’d like to see but more work needs to be done. Alderperson Downing asked about how they were prioritized. Falkers said she would get to that. She provided examples of the different types of recommendations.

Falkers talked about priorities and the implementation. She showed a slide. High priority and low complexity projects equal a ‘quick win’. An example is West Division Street adding a conventional bike lane.

A high priority and medium complexity equal more complex, high-benefit improvements. High priority and high complexity equal major high benefit projects. An example is Main Street to reconstruct to include separated biking and walking facilities and intersections to prioritize people walking and biking.

Alderperson Bjork asked Falkers what the number one priority of the Bike and Recreation Plan was. Falkers thought it was a combination of safety and connectivity. Planner Burns said demographic information and locations were considered including schools and surrounding uses. He talked about the methodology that was used. Bjork asked about high traffic and safety concerns. Burns didn’t know how the priorities were ranked. Peterson said the steering committee had a good conversation about safety.

Alderperson Odeen said the Plan Commission talked about safety. Safety is the number one concern for bicyclists. Falkers addressed the safety issue talking about how safety would be addressed in making changes to roads for bicyclists.

Falkers said the same methodology is used from physical angle. Four key takeaways for the Bike and Pedestrian Plan are investment is needed for success; staff are a powerful resource; quick wins can spur excitement and investment in the plan; a connected community supports Focus River Falls goals. It’s exciting to look at physical improvements but the policy improvements are important too.
The mayor said we need to remember lot of this stuff we already do. He spoke further. Peterson agreed saying the city does a lot. We have a good network and solid plan.

City Administrator Simpson said this where elected officials can have an impact – to review carefully. He doesn’t think it is worth the time to debate the complexity. He thinks time is best spent looking at overarching goals. From a policy perspective, prioritization is also a good one. If you have a disagreement about something’s priority weight, it is very policy driven. At the end of the day, you are adopting as a policy documents. If you disagree, let us know. If we plan it, we will do it. If it lingers in the low priorities, it is likely to stay on the wish list for long time.

Bjerstedt asked when Council would have the financial information. Simpson said Council will have little to no financial information. Peterson said we are working on the CIP and a draft plan. Quick wins are on the CIP. If there's something that should be a higher priority, let us know.

Bjerstedt asked how is this tied to the dollar? Ultimately, it must get paid for. Simpson talked about an implantation plan and staff sorting priority projects. Falkers talked about applying for grants. Alderperson Odeen talked about making choices – identifying area but not ideas. Simpson talked about higher priority items getting done and adding monies to the CIP. He asked Council to look at the priorities and goals.

The mayor asked about priorities from input from the community. Falkers said the goals are founded in community input.

Alderperson Carow asked about how long the plan is operational. Falkers said it depends on how fast implementation happens and how fast growth occurs. She said the three-plan process has had benefits. The comp plan must be redone in 10 years. The outdoor rec plan must be updated every five years for compliance.

Falkers moved onto needs assessments. Compared to other communities, at present the community could use an outdoor basketball court and outdoor ice rink. In 2030, we are looking at a pool. In 2045, we are looking at a skate park.

Falkers talked about recommendations and priorities. She talked about ideas that have come forward and provided an example of a community center.

She highlighted the recommendations and priorities for parks and recreation:

- Include accessibility play features with the construction of new or improvements to any play structures.
- Continue to provide recreation programming through the community that provides activities and programs for all ages and abilities
- Identify a list of minimum park amenities for each park category
- Construct new residential park by 2045

Falkers gave an outdoor recreation plan overview:

- Recreation is a big part of the city’s identity
- Recreation provides physical activity and resource connection
- Variety offers opportunities for all
- A connected community supports Focus River Falls goals

Falkers moved on to talk about the Comp Plan. Six key themes of this plan are connection, livability, access, resources, partnerships, and resiliency. She talked about the chapters of the Comprehensive Plan and highlighted key topics.
Falkers talked about the different chapters of the plan. She began with housing. The city is missing middle housing and affordable housing. She talked about agricultural, natural, and cultural resources. Needs are green corridors and recreational connections, historic preservation, and local food access.

Falkers talked about economic development with focus areas of small and local business support, workforce development and attraction. For transportation, focus areas are community transit options, regional connections, and the city loop.

For the utilities and community facilities chapter, the focus is utility planning and sustainable infrastructure.

Falkers talked about recreation with focus areas of recreational tourism and public health. She talked about intergovernmental cooperation with a focus on agreements and directives.

Falkers talked about land use. There are five areas to highlight: urban area boundary updates, increased residential density, mixed use development, development regulations, and community connectivity. She provided details on each. She briefly covered the implementation of the Comprehensive Plan goals. Falkers showed a slide with an overview of the Comprehensive Plan.

Falkers talked about what happens next. She talked about events, committee meetings, and upcoming dates. She talked about the public comment period and where the public could see copies of the plan. She asked if there were questions.

Bjork asked about a public hearing. Peterson said the public hearing would be at the Plan Commission. Simpson provided further information. He encouraged Council to provide comments.

Alderperson Carow asked about engagement. Falkers provided an answer.

Workshop adjourned at 6:16 p.m.

Respectfully submitted,

Kristi McKahan, Deputy Clerk
Mayor Dan Toland called the meeting to order at 6:30 p.m.

**City Council Members Present:** Todd Bjerstedt, Jeff Bjork, Nick Carow, Sean Downing, Scott Morrissette (virtual), Alyssa Mueller, Diane Odeen

**Members Absent:** none

**Staff Present:** City Administrator Scot Simpson; City Attorney Chris Gierhart; IT Specialist Jon Smits; Police Chief Gordon Young; City Engineer Todd Nickleski; Management Analyst Ellen Massey; Economic Development Manager Keri Schreiner; Deputy Clerk Jackie Hanson; Finance Director Josh Solinger; Assistant Director of Community Development Emily Shively; Utility Director Kevin Westhuis; Assistant City Administrator Jason Stroud; Assistant to the City Administrator Jennifer Smith

**Others:** Patricia La Rue, the Royal Ambassadors, Jeffrey Powers, others

**APPROVAL OF MINUTES**
January 10, 2023, Workshop and Regular Minutes
MSC Odeen/Mueller move to approve minutes. Unanimous.

**APPROVAL OF BILLS:**
Bills: $4,913,951.28
MSC Mueller/Bjerstedt move to approve bills. Unanimous.

**PUBLIC COMMENT, PETITIONS, REQUESTS AND COMMUNICATIONS:**
Patricia La Rue, 489 Marcella Court – read a statement in support of the resolution reducing the number of election inspectors.

The Royal Ambassadors introduced themselves and thanked the City Council for their support. Alderperson Morrissette said he has been the MC for the Royal Ambassadors for the past few years saying it is a wonderful, rewarding program. He thanked them for their time.

Alderperson Bjork expressed sympathy for the loss of Wayne Beebe who was a former Council member and teacher.

**PUBLIC HEARING:**
Request for Combination “Class A” Liquor and Class “A” Beer License for Bo Jon’s Flowers and Gifts, 222 N. Main Street
At 6:36 p.m., Mayor Toland moved into a public hearing. With no public comments, the mayor closed the public hearing and moved into Open Session and asked if council had questions.
MS Downing/Bjerstedt move to approve license.

Alderperson Morrissette asked the agent, Jeffrey Powers, to come forward to answer questions. Morrissette explained he asks the same three questions to new agents. He asked Powers if he understood the role of an agent; if he understood that if an alcohol related violation occurs even if he’s not present, it’s his responsibility; and if he held his responsible server’s license. Powers answered yes to the questions.
Morrissette thought this was an unusual application and asked Powers what steps he was going to take to ensure that a bouquet with alcohol is not delivered to a minor. Powers said there would not be delivery of alcohol as it is against Wisconsin Statute. It would only be sold in store.

Alderperson Odeen asked about a question on the application regarding if ‘initial and ongoing training will be provided to employees’ which was answered no. Odeen asked Powers if he would be training his employees on the standards for the sale of alcohol. Powers said yes; he redid the form and submitted it with ‘yes’. He said all employees will be trained. Some will be required to complete the server training. Odeen asked how he planned to market this – how do you plan to combine these sales with the sale of flowers. Powers said it is as simple as wine and roses. He talked about date night and Father’s Day baskets.

The mayor asked if there were other questions. Odeen asked if the police department signed off on the application. The mayor said yes.

With no other comments, the mayor asked for a vote. The motion passed with all in favor.

Ordinance 2023-01 Repealing and Recreating Section 12.12.010 - Street Excavations – Second Reading and Disposition
At 6:40 p.m., Mayor Toland moved into a public hearing. With no public comments, the mayor closed the public hearing and moved into Open Session and asked if council had questions. MS Odeen/Bjerstedt move to approve ordinance. The mayor asked for questions.

Downing asked how often the permits are renewed. City Administrator Simpson asked City Engineer Nickleski to provide an answer. Nickleski said the city right of way permits are typically a one-time permit. He talked about the process and warranty period. They don’t typically renew.

Downing asked if the city retains the legal rights to terminate a permit in violation of the city’s law-based interpretation of the user. City Attorney Gierhardt said yes, if the permit is violated the city could terminate it, but the applicant could reapply and potentially get it back, but they would have to comply with the terms of the ordinance. Downing asked a clarifying question.

With no other questions, the mayor asked for a vote. The motion passed unanimously.

Ordinance 2023-02 Repealing and Recreating Title 18 Cable Franchise Ordinance – Second Reading and Disposition
At 6:43 p.m., Mayor Toland moved into a public hearing. With no public comments, the mayor closed the public hearing and moved into Open Session and asked if council had questions. MS Downing/Bjork move to approve ordinance. The mayor asked for questions. There were none. The mayor asked for a vote. The motion passed unanimously.

CONSENT AGENDA
Acknowledgement of the following minutes: Historic Preservation Commission – 12/14/22; River Falls Housing Authority – 11/10/22; Park and Recreation Advisory Board – 10/19/22; Utility Advisory Board – 10/17/22 regular meeting; 11/2/22 special meeting; West Central Wisconsin Biosolids Facility Commission – 10/20/22, 11/10/22; Library Board – 12/5/22; BID Board – 11/8/22; Plan Commission – 11/1/22 workshop and regular meeting

Resolution No. 6734 - Approving the General Development Plan for a 106-unit Multifamily Development on Radio Road
Resolution Approving City Administrator Annual Performance Review Process
Resolution No. 6735 - Approving Lease Between City of River Falls and Dan and Annette Johnson (Whitetail Ridge Corporate Park property)
Resolution No. 6736 - Approving Lease Between City of River Falls and Peterson Family Dairy, Inc. (County Road FF property)
Resolution No. 6737 - Approving Reduction of Election Inspectors at Polling Locations
Resolution No. 6738 - Approving Submission of Vibrant Spaces Grant
Resolution No. 6739 - Approving a Privilege License in the Street Agreement to Allow a Private Driveway in a Portion of City Right-of-Way to Provide Access to a Parcel (PID 022010310100)
Resolution No. 6740 - Approving Development Agreement between City of River Falls and Oppidan Investment Company
Resolution No. 6741 - Recognizing the Park Inventory

MSC Odeen/Mueller move to approve remainder of Consent Agenda. Unanimous.

Resolution No. 6742 - Approving City Administrator Annual Performance Review Process
Alderperson Carow was curious about how the process works. He has been through it in his first term on council and wants to understand it better. Carow understands that Simpson has been through a 360 review in 2014 and will have another in 2024. He stressed this has nothing to do with Simpson or his performance. He was curious about how the committee was created. He said it looks like the comptroller and council president (council officers) have served for the last seven years. Carow sees nothing wrong with that – he has high esteem for both Morrissette and Odeen but wondered about adding an additional voice. He knows the review comes back to council. The mayor said it is decision that council could make.

Carow made a friendly amendment to add one more member to the committee if that is not in violation of an open meeting. Bjork would second if it is legal. City Attorney Gierhardt said the council has seven members so three would not be a quorum, but they need to only discuss the performance evaluation. The mayor asked how council would decide who that person would be. Carow said it would subject to mayoral appointment.

Morrissette has been on the committee for quite a while and has no problem with that. He said all the committee is doing is making a recommendation to the full council. In the past, there have been times when it has been modified. He is not offended by adding another person.

Odeen isn’t offended either; she has served on the committee for some time. She said what the smaller committee does is review comparable materials and meet with the Human Resources Director to talk details and make a recommendation. Another voice would be just fine if we don’t run into quorum problems.

Carow was glad there was no offense taken. He looks at process stuff as really about when things aren’t perfect. He thinks there is a very component council, a very good administrator, a good system in place but maybe someday that won’t be true. He would like to make sure council is being mindful. He thanked council for taking it up.

The mayor reiterated the motions for the amendment. Deputy Clerk McKahan noted there was not a motion on the original resolution. The mayor asked for a motion.

MS Carow/Bjork moved to approve the resolution with an amendment of an additional mayoral appointment from council. Morrissette asked about the council affirming the mayor’s appointment. There were questions about the process. Gierhardt said to approve the motion on the table and there were mayoral appointments at the end and council can appoint the additional member then.

The mayor asked for a vote on the amendment. Simpson wanted to clarify. He believed there was a motion and a second but there’s no amendment. A yea vote would be to adopt the process with the additional council member. The mayor said the vote would be on the original motion with an additional council member. The vote was unanimous.
REPORTS:

Environmental Fee Report
The mayor asked if there were questions. Alderperson Bjork thought there was going to be a presentation. Simpson said the report was on the agenda for discussion. Bjork felt there was a lot that needs to be discussed on this. He talked about a 63-cent monthly fee the city has been collecting. Bjork has an issue collecting money for a fee that is not required. He talked about the expenses going down in connection with the groundwater. If the city is going to have the fee, the purpose needs to be shared. Bjork talked about it being put into a slush fee. The mayor asked Simpson to give an explanation.

Simpson said the city has an environmental fee fund connected with a landfill operated in the 1960-1970s. The landfill was closed in 1977 as part of a consent order where they identified responsible parties other than the city. Settlement monies were collected from other parties. The city had its responsibilities for closure fees. At the time, there were some concerns about the unknown future maintenance of the property. The DNR had indicated that the city would have ongoing responsibility after the closure including environmental and groundwater monitoring and any related remediation and assistance to any impacted properties. The concern about water contamination has shrunk. Annual maintenance has been done.

Simpson provided history and talked about past expenditures and the reduction of fees. He asked for a review of all the city’s funds which needs to be done periodically. Simpson noted the city does not have slush funds. The analysis was completed on time but after the budget was settled and the fee structure set up. The recommendation was that there were adequate reserves in the fund. There were some options for the funds. Simpson’s recommendation is to keep the fund in place but reduce the fee to zero. He wouldn’t get rid of the fund in case there was an obligation. Simpson said it was a policy question for council. He talked about reviewing the fees at a future meeting. Simpson spoke further providing other details about the use and the amount in the fund, loans from the fund, and future risks. Bjork asked about the loans. Simpson gave details.

Alderperson Bjerstedt is in no rush to change this. He worries about what happens in Washington DC saying we could get a big surprise. Morrissette agrees with Bjerstedt. He is glad we are looking at this but has concerns about what might pop up. He isn’t in favor of taking any action today. Odeen agrees. Landfills are forever and talked about the city being liable in the future. She isn’t in favor of eliminating the fund; we could adjust the fee. She wants to give that some thought. Bjork wants to keep the fund but look at adjusting the fee at the April meeting. Mueller asked if the funds would gain interest on the balance. Simpson said yes, but the interest would be low and provided further explanation. There was further discussion. Simpson asked about council’s interest in setting a borrowing schedule. Morrissette would be in favor of formalizing the two loans and spoke further. Bjork agreed.

Simpson talked about past research done to see if the city could use the cash accumulated in the fund to purchase a transfer liability. We could not find a match that’s why we loaned the money out to other funds. Mueller said her comment about interest was about changing the fee amount to zero and the balance staying at $3 million. If something happens in 10 years, $3 million would not be enough to cover the city’s liability. Simpson talked about future scenarios and what the analysis has shown. He said it is never not going to be the city’s responsibility.

The mayor confirmed everyone agreed about waiting until spring to review the fees and Simpson could get some information together about the two loans.

Comptroller’s Report for December 2022
Comptroller Odeen read the following: General Fund revenues through the end of December were $11,470,918 or 98 percent of total budgeted revenues for the year. Revenues in December include $18,948 in building permits, and $10,997 for public works charges related to sidewalk improvements and snow removal. Year to date expenditures through the end of December were $11,734,794 or 101
percent of total budget expenditures for the year. As of December 31, 2022, net expenditures over revenues were $263,876.

Final revenues and expenditures for Fiscal Year 2022 are subject to review and revision over the course of the year-end and audit processes.

**ANNOUNCEMENTS:**

*Mayor’s Appointments*

**Historic Preservation Commission**
- Reappointment of Heidi Heinze through January 2026

Appointment of Nick Carow to the City Administrator Review Board for his compensation

**MSC Morrissette/Odeen move to approve appointments. Unanimous.**
**MSC Bjerstedt/Mueller move to adjourn at 7:21 p.m. Unanimous.**

Respectfully submitted,

Kristi McKahan, Deputy Clerk
MEMORANDUM

TO: Mayor Toland and City Council
FROM: Jackie Hanson, Deputy Clerk
DATE: February 28, 2023
TITLE: Request for a Combination “Class B” Liquor and Class “B” Beer License – JBNS Investments LLC dba Misfits, 106 N Main Street

RECOMMENDED ACTION
Grant, deny, or modify by motion the request for issuance of a Combination “Class B” Liquor and Class “B” Beer License to JBNS Investments LLC dba Misfits, 106 N. Main Street. A reason for denial must be stated in the public record.

BACKGROUND
The following definition from State Law may be helpful:

“Class B” licensees may sell intoxicating liquor to consumers by the glass for on-premises consumption. If the municipality enacts an ordinance under WI State Statute 125.51(3)(b), sales may also be made for off-premises consumption in quantities not exceeding four liters at any one time. Wine, however, may be sold for consumption off-premises in the original package or container in any quantity regardless of whether the municipality has adopted an ordinance for carryout liquor sales. Fee: $500.00/yr

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

Quotas
The only class of license the city has a quota on is a “Class B” liquor license. The City’s quota for regular “Class B” liquor licenses is 19. Additionally, five Reserve “Class B” liquor licenses may be issued. This quota is based on the number of liquor licenses that were issued in the City prior to December 1, 1997. Reserve licenses require a payment of $10,000 at first issuance, in addition to the license fee of $600. Currently, 19 regular “Class B” licenses are issued.

City Council has the authority, and may use broad discretion, to grant or deny all liquor licenses within the City of River Falls. Valid reasons for denial of a new retail license are based on concern for the public health, safety, and welfare of the community.

Possible reasons for denial are identified in the League of Wisconsin Municipalities Manual and listed here:
1. Adverse impact on traffic;
2. Adverse impact on the peace, quiet and cleanliness of the neighborhood where the establishment is located;
3. Insufficient parking for patrons;
4. Proximity to other licensed establishments, residential areas, schools, churches, or hospitals;
5. Ability or inability of the police to provide law enforcement services to the new establishment and the impact of the new establishment on the ability of the police to provide law enforcement services to the balance of the community at all times.

DISCUSSION
JBNS Investments LLC, dba Misfits has completed and submitted an application for a Combination “Class B” Liquor and Class “B” Beer License for the premises located at 106 N. Main Street. River Falls Management LLC has indicated their plans to submit, in writing, their intent to surrender their license contingent upon the approval for the issuance of a license to JBNS Investments LLC dba Misfits.

City staff consulted with City Attorney Gierhart who provided the following information:
A license holder may conditionally surrender a license. A conditional surrender involves a license holder going to the City and advising it would like to conditionally surrender the license if the license is then granted to another party, almost always the purchasers of the business or real estate agreement associated with the licensed premise. This is by far the most common mechanism to lawfully allow a license held by one party to be issued to another and remain consistent with the state statutes, contingent upon City Council approval.

JBNS Investments LLC will begin leasing the premise located at 106 N. Main Street from Castro Corp effective March 1st 2023. JBNS Investments, LLC is comprised of Joshua Boiteau. Josh is currently managing Bold Burger for River Falls Management LLC. He intends re-brand as Misfits and continue operating the bar but will discontinue the food service.

Included with this memo are a completed original application, the application supplements, the application for the appointment of an Agent, and auxiliary questionnaires. All corporations and limited liability companies applying for an alcohol beverage license must appoint an Agent. The Agent is given full authority and control over the licensed premises and over all commercial activities on the premises relating to alcohol beverages.

A license cannot be issued to a corporation or limited liability company until the Agent has been approved by the municipality. The Agent must be of legal drinking age, live continuously in the State of Wisconsin for 90 days prior to the date of the application, and must “with respect to character, record and reputation, be satisfactory to the issuing authority.” WI State Statutes 125.04(6)(a)2.

Joshua Boiteau has been named as Agent for JBNS Investments LLC and is a satisfactory candidate, per the Police Department.

CONCLUSION
Council has two options: 1) grant the license to JBNS Investments LLC, subsequently, accepting the conditional surrender of the license from River Falls Management LLC; or 2) deny the license application of JBNS Investments LLC, subsequently, River Falls Management LLC
retains the license. The city must notify, in writing, the applicant for the new license of its decision to deny and outline the reason for the decision. Staff advises Council members who have not expressed reasons for objection during the course of discussion and then vote to deny should indicate a reason for the record regarding their denial. This is not required by law but improves clarity in the recorded record.

By motion, the Council may grant, deny, or modify the request for issuance of a Combination “Class B” Liquor and class “B” Beer License to JBNS Investments LLC dba Misfits for the Premises of 106 N. Main St.
Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 03-01-2023 ending: 06-30-2023

To the Governing Body of the: □ Town of □ Village of □ River Falls □ City of

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

Check one: □ Individual □ Limited Liability Company
□ Partnership □ Corporation/Nonprofit Organization

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

JBNSInvestmentsLLC

An “Auxiliary Questionnaire,” Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name (First) (Middle Name) Home Address (Street, City or Post Office, & Zip Code)
Boiteau Joshua David 13773 199th Street, Jim Falls, 54748
Boiteau Vice President / Member Last Name (First) (Middle Name) Home Address (Street, City or Post Office, & Zip Code)
Boiteau Joshua David 13773 199th Street, Jim Falls, 54748
Boiteau Secretary / Member Last Name (First) (Middle Name) Home Address (Street, City or Post Office, & Zip Code)
Boiteau Joshua David 13773 199th Street, Jim Falls, 54748
Boiteau Treasurer / Member Last Name (First) (Middle Name) Home Address (Street, City or Post Office, & Zip Code)
Boiteau Joshua David 13773 199th Street, Jim Falls, 54748
Boiteau Agent Last Name (First) (Middle Name) Home Address (Street, City or Post Office, & Zip Code)
Boiteau Joshua David 13773 199th Street, Jim Falls, 54748
Boiteau Directors / Managers Last Name (First) (Middle Name) Home Address (Street, City or Post Office, & Zip Code)
Boiteau Joshua David 13773 199th Street, Jim Falls, 54748

1. Trade Name Misfits Business Phone Number 7158645891
2. Address of Premises 106 N Main Street Post Office & Zip Code 54022
3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

Front bar upon entrance to building
Back bar next to dance area
Back office where liquor stock is stored
Walk in cooler behind back bar where kegs are stored
Basement used for storage of non alcoholic beverages

4. Legal description (omit if street address is given above):

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? □ Yes □ No
(b) If yes, under what name was license issued? Bold Burger & Club Bold

AT-106 (R. 3-19) Wisconsin Department of Revenue 14
6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? If yes, explain ......................................................... □ Yes □ No
Wisconsin servsafe course valid until 11/27/2024
WI certificate WI-00607919

7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ............. □ Yes □ No
If yes, explain .................................................................

8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? If yes, explain ................................................................. □ Yes □ No

9. (a) Corporate/limited liability company applicants only: Insert state Wisconsin and date 01/30/23 of registration.

(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? If yes, explain ................................................................. □ Yes □ No

(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? If yes, explain ................................................................. □ Yes □ No

10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ................................................................. □ Yes □ No

11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ................................................................. □ Yes □ No

12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ................................................................. □ Yes □ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign, one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.)
Boitau, Joshua, D
Signature

Title/Member Owner
Date 01/30/2023
Phone Number
715-864-5891
Email Address Josh.boitau@yahoo.com

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk
Date reported to council/board
Date provisional license issued
Signature of Clerk/Deputy Clerk

Date license granted
Date license issued
License number issued

AT-106 (R. 3-19)
1) Please state below and attach a sketch or diagram showing the approximate dimensions and physical layout, including interior and exterior, of the premises proposed to be licensed. (All premises proposed to be licensed must be located on the same legally described lot or parcel of real estate.)

See Attached

2) Please identify the number of employees anticipated to be hired or retained for purposes of operating the licensed facility, including staff and security personnel.

(Circle one answer for each question)

a. Full-time employees? None 5 6-10 11 or more
b. Part-time employees? None 6-10 11 or more
   (Including Bouncers)
c. Security Personnel? None 1-5 6-10 11 or more

3) Please outline the following security information proposed for the business. (The use of surveillance systems is not required, but encouraged.) If the premises will utilize surveillance, you do not have to state here, but please notify the River Falls Police Department that you are going to utilize surveillance technology.

   a. If the licensee chooses to utilize surveillance technology, will the licensee voluntarily provide access to law enforcement for the purposes of investigation of crime or other ordinance/forfeiture related offenses.

      (Circle one)  
      Yes  No

      If no, please explain:__________________________________________________________

   b. Please identify below, the location of entrances and exits to and from the proposed licensed premises. If they are also noted in the attached diagram or sketch required in question 1, please check the box and leave blank.

   ☐ Locations noted in sketch or diagram under question 1.
c. Please acknowledge the applicant's commitment to provide initial and ongoing training to employees to include training to:
   1. Alcohol consumption by on-duty employees (not recommended), will this be allowed? (Circle one) Yes ☐ No ☐
   2. Use of Force.
   3. Gambling Laws
   4. Dealing with Disorderly Patrons
   5. Employer responsibilities and procedures relating to persons intoxicated or incapacitated by alcohol.
   6. Sale of Tobacco Products
   7. Procedures to be implemented to deter underage drinking of alcohol and loitering on premises.

   Initial and on-going training will be provided to employees. (Circle one) Yes ☐ No ☐

   d. Proposed occupancy limits for the premises. (Please coordinate with the City Building Inspector to assist in determining occupancy limits.) If none, enter none.

   Please enter the proposed occupancy limits: 375

   e. Please acknowledge the applicant's ability and willingness to work cooperatively with the City to deal with potential community and law enforcement issues, such as neighborhood complaints, littering, disorderly conduct and other community issues related to the alcohol license requested or issued. (Circle one) Yes, will work cooperatively □ No, will not work cooperatively. Explain: ____________________________

4. Please identify below the applicant's planned promotional events or entertainment as a means of attracting business:

   ☐ If no entertainment is planned, please check this box and move on to Question #5.

   ☐ Music
      ☐ Live
      ☑ DJ
      ☐ Karaoke
      ☐ Other - Please Identify ____________________________

   ☑ Dancing

   ☐ Tournaments
      ☐ Pool
      ☐ Darts
      ☐ Poker, other Card Events
      ☐ Video Gaming*  
      ☐ Other - Please Explain: ____________________________

* Please note the attached information regarding the legality of poker tournaments and video gaming.
☐ Other entertainment or promotional events – Please Identify.

Black light party
theme night events

5.) Please identify the projected market, whether by age or other category, which the applicant is seeking to attract to the licensed establishment.

College aged patrons

6.) Please identify the applicant’s plan for food sales at the establishment and the anticipated ratio of gross value of sales of food versus that of sales of alcohol.

☐ If license requested is for off-sale only, please check this box and go on to Question #7.

No current food sale plan

Does the applicant have or is applicant applying for a restaurant license?
(Circle one) Yes ☐ No ☐

7.) Please indicate if you have liability insurance with coverage to include the requested licensed premises?

(Circle one) Yes ☐ No ☐

8.) Please state below or attach any additional information you would like to provide to the City Council For consideration of the applicant’s alcohol license request.

Four years experience managing a college bar in Eau Claire including bartending & bouncering

申请人的签名                        2/13/23  日期
ATTACHMENT FOR Q1 AND Q3B

DANCE FLOOR

RESTROOMS

FRONT BAR

BACK BAR

OFFICE

STORAGE

EXIT

EXIT

ENTERANCE

N. MAIN ST.
Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

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

To the governing body of:  

☐ Town  

☐ Village of River Falls  

☑ City  

County of  

Pierce

The undersigned duly authorized officer/member/manager of  

JBNSInvestmentsLLCDBAMisfits  

(Registered Name of Corporation / Organization or Limited Liability Company)

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

(Trade Name)

located at  

106 North Main Street

appoints  

Joshua Boiteau  

(Name of Appointed Agent)

13773 199th Street Jim Falls WI 54748  

(Home Address of Appointed Agent)

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

☐ Yes  ☑ No  

If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course?

☐ Yes  ☐ No

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

27 years

Place of residence last year  

13773199thStreetJimFallsWI54748

For:  

JBNSInvestmentsLLCDBAMisfits  

(Name of Corporation / Organization / Limited Liability Company)

By:  

(Handwritten Signature)

(Name of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than $1,000.

ACCEPTANCE BY AGENT

I,  

Joshua Boiteau  

(Print / Type Agent’s Name)

, hereby accept this appointment as agent for the corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

13773 199th Street Jim Falls WI 54748  

(Address of Agent)

01/30/2023  

(Date)

Agent

(Date)

Date

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY

(Clerk cannot sign on behalf of Municipal Official)

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

Approved on  

2/11/23  

(Date)

by  

Chief Young  

(Signature of Officer / Member / Manager)

Title Police Chief

(Date)

(Town Clerk, Village President, Police Chief)

Wisconsin Department of Revenue

AT-104 (R 4-18)
**Auxiliary Questionnaire**

**Alcohol Beverage License Application**

*Submit to municipal clerk.*

<table>
<thead>
<tr>
<th>Individual's Full Name (please print)</th>
<th>(last name)</th>
<th>(first name)</th>
<th>(middle name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bolteau</td>
<td>Joshua</td>
<td>David</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address (street/route)</th>
<th>Post Office</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>13773 199th Street</td>
<td></td>
<td>Jim Falls</td>
<td>WI</td>
<td>54748</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Phone Number</th>
<th>Age</th>
<th>Date of Birth</th>
<th>Place of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>715-864-5891</td>
<td></td>
<td></td>
<td>Chippewa Falls</td>
</tr>
</tbody>
</table>

The **above named individual** provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an Individual,
- ☐ A member of a partnership which is making application for an alcohol beverage license.
- ☒ Director and Agent of **JBN Investments LLC**

which is making application for an alcohol beverage license.

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

1. How long have you continuously resided in Wisconsin prior to this date? **27 years**

2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? .................................................................................................................... ☐ Yes ☒ No

   If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. *(If more room is needed, continue on reverse side of this form.)*

3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? .................................................................................................................... ☐ Yes ☐ No

   If yes, describe status of charges pending.

4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? .................................................................................................................... ☐ Yes ☐ No

   If yes, identify.

   *(Name, Location and Type of License/Permit)*

5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? .................................................................................................................... ☐ Yes ☐ No

   If yes, identify.

   *(Name of Wholesale License or Permit)*  *(Address By City and County)*

6. **Named individual must list in chronological order last two employers.**

<table>
<thead>
<tr>
<th>Employer's Name</th>
<th>Employer's Address</th>
<th>Employed From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>BD Automotive</td>
<td>8340 Commerce Pkwy STE 2</td>
<td>10/1/2020</td>
<td>12/31/2023</td>
</tr>
<tr>
<td>Employer's Name</td>
<td>Employer's Address</td>
<td>Employed From</td>
<td>To</td>
</tr>
<tr>
<td>M3 Sound</td>
<td>8340 Commerce Pkwy STE 1</td>
<td>09/15/2021</td>
<td>12/31/2023</td>
</tr>
</tbody>
</table>

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000.

*(Signature of Named Individual)*

---

Wisc. 10-3 (R, 7-18)  Wisconsin Department of Revenue
Supplement to
Schedule For Appointment of Agent

1. As designated agent for the license holder, do you understand that you have full responsibility over the business and may be held civilly or criminally liable for violations of the law or City ordinances by its employees, even if you are not physically present?
   Yes _____  No ______

2. Do you understand that under the laws of Wisconsin, violations of statutes regulating the sale of liquor do not require the showing of a willful or intentional act?
   Yes _____  No ______

3. Do you understand that if an employee or agent of the entity on whose behalf you are agreeing to act as agent is guilty of a violation, it is no defense for you to claim that you were not present and did not know of the acts of that employee or agent and that you can be held responsible even if you expressly forbade that employee or agent from engaging in a particular act in violation of the state liquor laws?
   Yes _____  No ______

4. Do you understand that with respect to employees or agents, as long as they are performing acts that fall within their scope of employment, such as serving beer or alcohol, such that for all intents and purposes he or she appears to be representing the interests of the license holder, you as its agent, can be held vicariously liable for violations of the law?
   Yes _____  No ______

5. Do you realize that at all times the business is open, as its agent, you are responsible to make certain that all liquor laws and ordinances are being obeyed?
   Yes _____  No ______

6. Do you understand that even if you claim that you were negligent in hiring or supervising an employee who violates the law, this is no excuse if a liquor law violation is brought against you in your representative capacity as agent?
   Yes _____  No ______

Signature of Agent
01/30/2023

Date
TO: Mayor Toland and City Council
FROM: Tyler Galde, Planning & Engineering Technician
DATE: February 28, 2023
TITLE: 2022 Annual Report for WPDES MS4 Permit

RECOMMENDED ACTION
Adopt the resolution approving the 2022 annual report for the City of River Falls, Wisconsin, Pollutant Discharge Elimination System (WPDES) Municipal Separate Storm Sewer System (MS4) general permit.

BACKGROUND
Storm water is a concern because it creates water quality and water quantity impacts on surface waters. Storm water carries heat, sediments, nutrients such as fertilizers, pet wastes, and possibly other toxic contaminants such as metals, pesticides, and auto fluids. This contaminated storm water is discharged into the Kinni and other local water bodies unless it is captured and treated first. Large volumes of storm water runoff can also cause flooding. For these reasons, among others, the US Environmental Protection Agency (EPA) passed the Clean Water Act. Since that time, regulations have been delegated to the States to improve storm water quality and reduce the quantity of storm water. The City of River Falls was permitted on October 1, 2006, and the current 5-year permit will expire in April 2024. Staff will begin the renewal process in 2023.

The University of Wisconsin – River Falls also has a WPDES Permit from the DNR. This permit has the same requirements as the City’s permit. In 2009, the City and University signed an intergovernmental cooperation agreement with regard to storm water management. In 2019, the original intergovernmental agreement expired, and a new ten-year agreement was signed. The City is administering many aspects of the University’s permit in exchange for the University’s storm water utility payments.

DISCUSSION
The first requirement of permit coverage is to submit an annual report outlining the progress made throughout that year. The permit also requires an annual meeting where the municipal governing body, interest groups and the general public are given an opportunity to comment on the annual report prior to submittal to the Wisconsin Department of Natural Resources (DNR). This public meeting satisfies this requirement.

A second requirement is an inspection program. Prior to permitting, the City did not have a proactive storm water system inspection program. The City developed a program to inspect every manhole and catch basin once every 5 years on a rotating basis. This provides numerous benefits, including the ability to discover and track illicit discharges (containing other than storm water), discover private connections to our system, and plan repair and maintenance work. Currently, the entire storm system has been inspected at least once. The goal is to continue to inspect 20 percent of the system each year.
The third requirement is public education and outreach. The City provides the community with educational opportunities as they arise. The City is currently maintaining our Adopt-A-Pond program with an estimated 84 ponds total. The City has a rain barrel program that provides rebates to residents who purchase and install rain barrels on their property. Articles with storm water topics are also published in the City newsletter and storm water dashboards are available on the City website. Staff spends time working with and educating students from schools. River Falls is a member of Rain to Rivers of Western Wisconsin which is a coalition of MS4 permitted municipalities who work together and leverage DNR funds to fulfill education and outreach requirements.

The fourth requirement requires the City to look at its internal practices to ensure that the daily operations do not have a negative outcome in the MS4. This includes reporting on winter road maintenance, street sweeping, fleet vehicle maintenance, and creating a storm water pollution prevention plan for municipal buildings. The City also enforces a storm water management ordinance which requires erosion control and storm water management permitting for many types of development.

The fifth requirement indicates the City meets a Total Maximum Daily Load (TMDL) for discharging phosphorus. The City is under a phased approach to meeting the full TMDL and has currently met the requirements of the current phase.

FINANCIAL CONSIDERATIONS
The stormwater program is funded by the stormwater utility, which was implemented in 1997 and underwent a rate increase in 2006. Staff will study the scope and scale of future stormwater projects in an effort to maintain fiscal responsibility. These projects include those related to TMDL management, regional flooding issues, climate change, and the need to provide more frequent maintenance to the ponds constructed at the time of the original stormwater ordinance.

CONCLUSION
Attached is a resolution approving the 2022 Annual Report and the Annual Report. Council approval is requested.
RESOLUTION NO.

RESOLUTION APPROVING 2022 ANNUAL REPORT FOR THE CITY OF RIVER FALLS, WPDES MS4 GENERAL PERMIT

WHEREAS, the City of River Falls received notice on March 7, 2006, that it is required to apply for a Municipal Separate Storm Sewer System (MS4) General Permit; and

WHEREAS, the City of River Falls applied for and was authorized permit coverage effective October 1, 2006; and

WHEREAS, permit coverage was revised and renewed on May 1, 2014, and May 1, 2019; and

WHEREAS, an annual report is required under the permit coverage; and

WHEREAS, the Common Council of the City of River Falls has reviewed the content of the 2022 Annual Report;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of River Falls hereby approves the 2022 Annual Report for the City of River Falls, WPDES MS4 General Permit.

Dated this 28th day of February, 2023.

________________________________________
Dan Toland, Mayor

ATTEST:

________________________________________
Amy White, City Clerk
Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is deleted.

Form 3400-224(R8/2021)

Reporting Information:

Will you be completing the Annual Report or other submittal type?  ○ Annual Report  ○ Other

Project Name:  2022 Annual Report
County:  Pierce
Municipality:  River Falls, City
Permit Number:  S050075
Facility Number:  31431
Reporting Year:  2022

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable?  ○ Yes  ○ No

Under s. 283.53(3)(a), a general MS4 permittee is required to reapply for permit coverage at least 180 days prior to the expiration date of the permit.

In order to acknowledge that you are reapplying for permit coverage, please check the following box:  ✓

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for Municipal storm water permit eReporting [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
  - Public Education and Outreach Annual Report Summary
  - Public Involvement and Participation Annual Report Summary
• Illicit Discharge Detection and Elimination Annual Report Summary
• Construction Site Pollution Control Annual Report Summary
• Post-Construction Storm Water Management Annual Report Summary
• Pollution Prevention Annual Report Summary
  • Leaf and Yard Waste Management
  • Municipal Facility (BMP) Inspection Report
  • Municipal Property SWPPP
  • Municipally Property Inspection Report
  • Winter Road Maintenance
• Storm Sewer Map Annual Report Attachment
• Storm Water Quality Management Annual Report Attachment
• TMDL Attachment
• Storm Water Consortium/Group Report
• Municipal Cooperation Attachment
• Other Annual Report Attachment

• Attach the following permit compliance documents as appropriate using the attachments tab above

• Storm Water Management Program
  • Public Education and Outreach Program
  • Public Involvement and Participation Program
  • Illicit Discharge Detection and Elimination Program
  • Construction Site Pollutant Control Program
  • Post-Construction Storm Water Management Program
  • Pollution Prevention Program
    • Municipal Storm Water Management Facility (BMP) Inventory
    • Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
• Total Maximum Daily Load documents (*If applicable, see permit for due dates.)
  • TMDL Mapping*
  • TMDL Modeling*
  • TMDL Implementation Plan*
  • Fecal Coliform Screening Parameter *
  • Fecal Coliform Inventory and Map (S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022)
  • Fecal Coliform Source Elimination Plan (S050075-03 general permittees Appendix B - document due to the department by October 31,2023)

• Sign and Submit form
Form 3400-224 (R8/2021)

**Notice:** Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year (“reporting year”). This form is being provided by the Department for the user’s convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin’s Open Records Law [ss. 19.31-19.39, Wis. Stats.].

**Note:** Compliance items must be submitted using the Attachments tab.

### Municipal Contact Information - Complete

#### Name of Municipality
River Falls, City

#### Facility ID # or (FIN):
31431

#### Mailing Address:
222 Lewis St Suite 228

#### City:
River Falls, City

#### State:
WI

#### Zip Code:
54022

### Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The “Authorized Representative” or “Authorized Municipal Contact” includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

- **Select to create new primary contact**
  - **First Name:** Todd
  - **Last Name:** Nickleski

- **Select to update current contact information**
  - **Title:** City Engineer
  - **Mailing Address:** 222 Lewis St
  - **City:** River Falls
  - **State:** WI
  - **Zip Code:** 54022
  - **Phone Number:** 715-426-3409
  - **Email:** tnickleski@rfcity.org

### Additional Contacts Information (Optional)
Individual with responsibility for:
(Check all that apply)

- I&E Program
- IDDE Program
- IDDE Response Procedure Manual
- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

First Name: Zach
Last Name: Regnier
Title: Sr Civil Engineer
Mailing Address: 222 Lewis St
City: River Falls
State: WI
Zip Code: 54022
Phone Number: 715-426-3457
Email: zregnier@rfcity.org

Individual with responsibility for:
(Check all that apply)

- I&E Program
- IDDE Program
- IDDE Response Procedure Manual
- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

First Name: Tyler
Last Name: Galde
Title: Engineering Tech
Mailing Address: 222 Lewis St
City: River Falls
State: WI
Zip Code: 54022
Phone Number: 715-426-3424
Email: tgalde@rfcity.org
Municipal Billing Contact Person  (Authorized Representative for MS4 Permit)

- Select to **create new** Billing contact
  
  | First Name: | Todd |
  | Last Name:  | Nickleski |

- Select to **update** current contact information
  
  | Title:   | City Engineer |
  | Mailing Address: | 222 Lewis St |
  | Mailing Address 2: |   |
  | City:     | River Falls |
  | State:   | WI |
  | Zip Code: | 54022 or xxxxx-xxxx |
  | Phone Number: | 715-426-3409 Ext: xxx-xxxx-xxxx |
  | Email:   | tnickleski@rfcity.org |

1. Does the municipality rely on another entity to satisfy some of the permit requirements?
   - Yes  ☑️ No

2. Has there been any changes to the municipality’s participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?
   - Yes  ☑️ No

**Missing Information**
Minimum Control Measures - Section 1: Complete

1. Public Education and Outreach
   a. Does MS4 conduct any educational efforts or events independently (not with a group)? ☑ Yes  ☐ No
   b. How many total educational events were held during the reporting year: 42
   c. The permit requires that both passive and interactive mechanisms are utilized. How many interactive mechanisms were used during the reporting year? 25

<table>
<thead>
<tr>
<th>Topics Covered</th>
<th>Target Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Illicit discharge detection and elimination</td>
<td>☑ General Public</td>
</tr>
<tr>
<td>☑ Household hazardous waste disposal/pet waste management/vehicle washing</td>
<td>☑ Public Employees</td>
</tr>
<tr>
<td>☑ Yard waste management/pesticide and fertilizer application</td>
<td>☑ Residents</td>
</tr>
<tr>
<td>☑ Stream and shoreline management</td>
<td>☑ Businesses</td>
</tr>
<tr>
<td>☑ Residential infiltration</td>
<td>☑ Contractors</td>
</tr>
<tr>
<td>☑ Construction sites and post-construction storm water management</td>
<td>☑ Developers</td>
</tr>
<tr>
<td>☑ Pollution prevention</td>
<td>☑ Public Officials</td>
</tr>
<tr>
<td>☑ Green infrastructure/low impact development</td>
<td>☑ Other</td>
</tr>
<tr>
<td>☐ Other:</td>
<td></td>
</tr>
</tbody>
</table>

   d. Will additional information/summary of education events be attached to the annual report? ☑ Yes  ☐ No

   If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

   The City of River Falls is a member of Rain to Rivers of Western Wisconsin, a regional storm water education and outreach collaborative.

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Minimum Control Measures - Section 2: Complete

2. Public Involvement and Participation
   a. Permit Activities. Complete the following information on Public Involvement and Participation
Activities related to storm water. Select the Delivery Mechanism that best describes how the permit activities were conveyed to your population. Use the Add Event to add additional entries.

<table>
<thead>
<tr>
<th>Event Start Date</th>
<th>2/22/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project/Event Name</td>
<td>City Council Presentation</td>
</tr>
<tr>
<td>Delivery Mechanism</td>
<td>Government Event (Public Hearing, Council Meeting, etc)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Topics Covered</th>
<th>Target Audience</th>
<th>Estimated People Reached (Optional)</th>
<th>Regional Effort (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ MS4 Annual Report</td>
<td>☑ General Public ☑ Public Employees ☑ Residents</td>
<td>11-50</td>
<td>○ Yes ○ No</td>
</tr>
<tr>
<td>☑ Storm Water Management Program</td>
<td>☑ Residents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Storm Water related ordinance</td>
<td>☑ Contractors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Other:</td>
<td>☑ Developers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Industries</td>
<td>☑ Public Officials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Start Date</th>
<th>4/7/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project/Event Name</td>
<td>Contractor's Breakfast</td>
</tr>
<tr>
<td>Delivery Mechanism</td>
<td>Public Workshop</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Topics Covered</th>
<th>Target Audience</th>
<th>Estimated People Reached (Optional)</th>
<th>Regional Effort (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Storm Water Management Program</td>
<td>☑ General Public ☑ Public Employees ☑ Residents</td>
<td>11-50</td>
<td>○ Yes ○ No</td>
</tr>
<tr>
<td>☑ Storm Water related ordinance</td>
<td>☑ Contractors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Other:</td>
<td>☑ Developers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Industries</td>
<td>☑ Public Officials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. Volunteer Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer activities were conveyed to your population. Use the Add Event to add additional entries.

<table>
<thead>
<tr>
<th>Event Start Date</th>
<th>1/1/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project/Event Name</td>
<td>Adopt A Pond</td>
</tr>
<tr>
<td>Delivery Mechanism</td>
<td>Clean up event</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Topics Covered</th>
<th>Target Audience</th>
<th>Estimated People Reached (Optional)</th>
<th>Regional Effort (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer Opportunity</td>
<td>☑ General Public</td>
<td>11-50</td>
<td>○ Yes ○ No</td>
</tr>
<tr>
<td>☑ Public Employees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Residents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Businesses</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Minimum Control Measures - Section 3: Complete

**3. Illicit Discharge Detection and Elimination**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
<th>Unsure</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. How many total outfalls does the municipality have?</td>
<td>88</td>
<td></td>
</tr>
<tr>
<td>b. How many outfalls did the municipality evaluate as part of their</td>
<td>33</td>
<td></td>
</tr>
<tr>
<td>routine ongoing field screening program?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. From the municipality's routine screening, how many were confirmed</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>illicit discharges?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. How many illicit discharge complaints did the municipality receive?</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>e. From the complaints received, how many were</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

The City of River Falls is a member of Rain to Rivers of Western Wisconsin, a regional storm water education and outreach collaborative.

**Missing Information**

The City of River Falls is a member of Rain to Rivers of Western Wisconsin, a regional storm water education and outreach collaborative.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7. Do not close your work until you **SAVE**.

---

**Brief explanation on Public Involvement and Participation reporting. Limit response to 250 characters and/or attach supplemental information on the attachments page.**

- Develop contractors.
- Developers.
- Industries.
- Public Officials.
- Other.

**Event Start Date**

1/1/2022

**NA (Individual Permittee).**

**Project/Event Name**

Rain Barrel Program

**Delivery Mechanism**

Other hands-on event

**Topics Covered**

- Public Employees
- Residents
- Businesses
- Contractors
- Developers
- Industries
- Public Officials
- Other

**Volunteer Opportunity**

- General Public
- 1 - 10
- Yes
- No

Form 3400-224 (R8/2021)
confirmed illicit discharges? 3

f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)?

[(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

3 Unsure

3 3

3 3

3 3

How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year.

- [x] Verbal Warning 2
- [x] Written Warning (including email) 1
- [ ] Notice of Violation
- [ ] Civil Penalty/ Citation

Additional Information:

h. Brief explanation on Illicit Discharge Detection and Elimination reporting. If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.

All 3 discharge events were reported to the DNR by the owners and any cleanup measures were directed by DNR.

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4: Complete

4. Construction Site Pollutant Control

a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year? 7 Unsure

b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? 0 Unsure

c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)? 34 Unsure

d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.

- [ ] No Authority
- [x] Verbal Warning 25
Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5:

- Written Warning (including email) 7
- Notice of Violation 0
- Civil Penalty/ Citation 0
- Stop Work Order 0
- Forfeiture of Deposit
- Other - Describe below

Brief explanation on Construction Site Pollutant Control reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Perform regular erosion control inspections based on approved construction plans.

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Do not close your work until you SAVE.

Minimum Control Measures - Section 5: Complete

5. Post-Construction Storm Water Management

- How many sites with new structural storm water management Best Management Practice (BMP) have received local approval?
  - *Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,

- Does the MS4 have procedures for inspecting and maintaining private storm water facilities?

- If Yes, how many privately owned storm water management facilities were inspected in the reporting year?
  - Inspections completed by private landowners should be included in the reported number.

- Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis?

- If yes, does MS4 have maintenance authority on these privately owned BMPs?

- How many municipally owned storm water management BMPs were inspected in the reporting year?

- What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.
**Form 3400-224 (R8/2021)**

- **No Authority**
- **Verbal Warning**
- **Written Warning (including email)**
- **Notice of Violation**
- **Civil Penalty/ Citation**
- **Forfeiture of Deposit**
- **Complete Maintenance**
- **Bill Responsible Party**
- **Other - Describe below**

---

**Missing Information**

**Minimum Control Measures - Section 6 : Complete**

**6. Pollution Prevention**

<table>
<thead>
<tr>
<th>Storm Water Management Best Management Practice Inspections</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Not Applicable</strong></td>
<td></td>
</tr>
</tbody>
</table>

- **a.** Enter the total number of municipally owned or operated structural storm water management best management practices.  
  - **120**
  - **Unsure**

- **b.** How many new municipally owned storm water management best management practices were installed in the reporting year?  
  - **0**
  - **Unsure**

- **c.** How many municipally owned storm water management best management practices were inspected in the reporting year?  
  - **29**
  - **Unsure**

- **d.** What elements are looked at during inspections (250 character limit)?  
  - Slope, emergency spillway, rip-rap, litter/debris, deposited sediment, structure conditions, weeds

- **e.** How many of these facilities required maintenance?  
  - **5**
  - **Unsure**

- **f.** Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

---

*We may not have authority to maintain older BMP's.*

---

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7.

Do not close your work until you **SAVE**.

---

Form 3400-224 (R8/2021)
Perform inspections for BMP's in the fall, approximately 20% per year.

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) □ Not Applicable

g. How many municipal properties require a SWPPP? 1 □ Unsure

h. How many inspections of municipal properties have been conducted in the reporting year? 1 □ Unsure

i. Have amendments to the SWPPPs been made?
   ○ Yes  ○ No  ○ Unsure

j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

   Perform one complete inspection per year and address issues as noticed by our public works department as the public works property is SWPPP permitted.

Collection Services - *Street Sweeping / Cleaning Program* □ Not Applicable

l. Did the municipality conduct street sweeping/cleaning during the reporting year?
   ○ Yes  ○ No  ○ Unsure

m. If known, how many tons of material was removed? □ Unsure

n. Does the municipality have a low hazard exemption for this material?
   ○ Yes  ○ No

o. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
   ○ Yes - Explain frequency  *Twice weekly downtown, once per season city wide.*
   ○ No - Explain  
   ○ Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* ✔ Not Applicable

Collection Services - *Leaf Collection Program* ✔ Not Applicable

Winter Road Management □ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? *(One mile of a two-way road equals two lane miles.)* 153 □ Unsure

ab. Provide amount of de-icing products used by month last winter season?
   Solids (tons) (ex. sand, or salt-sand)

<table>
<thead>
<tr>
<th>Product</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salt</td>
<td>20</td>
<td>19</td>
<td>278</td>
<td>142</td>
<td>93</td>
<td>27</td>
</tr>
</tbody>
</table>
Liquids (gallons) (ex. brine)

<table>
<thead>
<tr>
<th></th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brine</td>
<td>0</td>
<td>300</td>
<td>16680</td>
<td>22275</td>
<td>11130</td>
<td>680</td>
</tr>
<tr>
<td>Beet juice</td>
<td>0</td>
<td>0</td>
<td>1650</td>
<td>577</td>
<td>470</td>
<td>0</td>
</tr>
</tbody>
</table>

ac. Was salt applying machinery calibrated in the reporting year?  ○ Yes  ○ No  ○ Unsure

ad. Have municipal personnel attended salt reduction strategy training in the reporting year?  ○ Yes  ○ No  ○ Unsure

<table>
<thead>
<tr>
<th>Training Date</th>
<th>Training Name</th>
<th># Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ae. Brief explanation on Winter Road Management reporting. If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.

Public works staff keeps accurate records of materials used for winter road maintenance.

Internal (Staff) Education & Communication

af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element?  ○ Yes  ○ No  ○ Unsure

If yes, describe what training was provided (250 character limit):
Rain to Rivers - Stormwater Pond Maintenance Training
When: 5/4/2022
How many attended: 2

ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials
City Council and Mayor

Municipal Officials
Council meetings and monthly reports

Appropriate Staff (such as operators, Department heads, and those that interact with public)
City Council meetings, monthly reports, department meetings

ah. Brief explanation on Internal Education reporting. If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.
Minimum Control Measures - Section 7: Complete

7. Storm Sewer System Map

a. Did the municipality update their storm sewer map this year?
   - Yes  ☑  No  ○  Unsure
   If yes, check the areas the map items that got updated or changed:
   - ☑  Storm water treatment facilities
   - ☑  Storm pipes
   - □  Vegetated swales
   - □  Outfalls
   - □  Other - Describe below

b. Brief explanation on Storm Sewer System Map reporting. If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.

Staff maintains our City GIS adding new infrastructure as it's installed.
Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

<table>
<thead>
<tr>
<th>Annual Expenditure Reporting Year</th>
<th>Budget Reporting Year</th>
<th>Budget Upcoming Year</th>
<th>Source of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Element: Public Education and Outreach</strong></td>
<td>43300</td>
<td>41891</td>
<td>41251</td>
</tr>
<tr>
<td><strong>Element: Public Involvement and Participation</strong></td>
<td>37114</td>
<td>35907</td>
<td>35358</td>
</tr>
<tr>
<td><strong>Element: Illicit Discharge Detection and Elimination</strong></td>
<td>30928</td>
<td>29922</td>
<td>29465</td>
</tr>
<tr>
<td><strong>Element: Construction Site Pollutant Control</strong></td>
<td>49486</td>
<td>47876</td>
<td>47144</td>
</tr>
<tr>
<td><strong>Element: Post-Construction Storm Water Management</strong></td>
<td>86600</td>
<td>83783</td>
<td>82502</td>
</tr>
<tr>
<td><strong>Element: Pollution Prevention</strong></td>
<td>136085</td>
<td>131659</td>
<td>129646</td>
</tr>
<tr>
<td><strong>Other (describe)</strong></td>
<td>Map</td>
<td>49486</td>
<td>47876</td>
</tr>
</tbody>
</table>

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*
municipality’s storm sewer system directly discharges to?  
○ Yes  ○ No  ○ Unsure  If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality’s storm sewer system directly discharges to?  
○ Yes  ○ No  ○ Unsure  If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?  
○ Yes  ○ No  ○ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?  
○ Yes  ○ No  ○ Unsure

**Storm Water Quality Management**

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)?  ○ Yes  ○ No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:
   
   Total suspended solids (TSS) 
   Total phosphorus (TP)

**Status of Total Maximum Daily Loads (TMDLs) Implementation**

The permittee River Falls, City is subject to the following approved TMDLs: Lake St. Croix

The permittee intends to comply with the following permit requirements to show progress towards meeting the TMDL:

The permittee is confirming that all planned efforts are on schedule to submit the final documentation materials [updates to mapping, modeling, tabular summary, and Implementation Plan] under section A.6.3 by October 31, 2023.

○ Agree  ○ Disagree

**Additional Information**

Based on the municipality’s storm water program evaluation, describe any proposed changes to the municipality’s storm water program.  *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*
Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

☐ Public Education and Outreach
☐ Public Involvement and Participation
☐ Illicit Discharge Detection and Elimination
☐ Construction Site Pollutant Control
☐ Post-Construction Storm Water Management
☐ Pollution Prevention
☐ Storm Water Quality Management
☐ Storm Sewer System Map
☐ Water Quality Concerns
☐ Compliance Schedule Items Due
☐ MS4 Program Evaluation
**Form 3400-224(R8/2021)**

**Required Attachments and Supplemental Information**

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - Help reduce file size and troubleshoot file uploads

*Required Item

**Note:** To replace an existing file, use the 'Click here to attach file' link or press the to delete an item.

### Storm Sewer System Map

- **File Attachment:** [StormSewerSystemMap-DNR.pdf](#)

### Attach - Other Supporting Documents

#### AR_IP

- **File Attachment:** [2022RaintoRiversEducationalActivities.pdf](#)

#### AR_IDDE

- **File Attachment:** [2022IDDEReports.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

### Attach - Permit Compliance Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

### Missing Information

**Draft and Share PDF Report with the permittee's governing body or delegated representatives.**

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

**Draft and Share PDF Report**
Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click HERE.

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under River Falls, City MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality’s governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- Authorized municipal contact using WAMS ID.
- Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Authorized Signature.

I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.
<table>
<thead>
<tr>
<th>Event</th>
<th>Contact</th>
<th>Date</th>
<th>Location</th>
<th>Who Was Involved</th>
<th>Description/Notes</th>
<th>Estimated # of attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chippewa Steel Game</td>
<td>Bill McElroy</td>
<td>1/24/22</td>
<td>Chippewa Falls</td>
<td>Bill McElroy, Landon Profaizer, Rebecca Cole</td>
<td>R2R sponsored Game night at Chippewa Steel. Handed out salt cups with numbers on</td>
<td>60</td>
</tr>
<tr>
<td>Menominee Noon Rotary</td>
<td>Randy Eide</td>
<td>1/19/22</td>
<td>Menominee</td>
<td>Randy Eide</td>
<td>Presented road project updates and MS4 stormwater updates</td>
<td>30</td>
</tr>
<tr>
<td>Leadership Chippewa Falls Presentation</td>
<td>Bill McElroy</td>
<td>1/21/22</td>
<td>Chippewa Falls</td>
<td>Bill McElroy</td>
<td>Gave an infrastructure presentation regarding stormwater and MS4 to a leadership cor</td>
<td>30</td>
</tr>
<tr>
<td>Presentation to River Falls City Council</td>
<td>Zach Regnier</td>
<td>2/21/22</td>
<td>River Falls</td>
<td>Zach Regnier</td>
<td>Presented MS4 Annual report and stormwater updates</td>
<td>20</td>
</tr>
<tr>
<td>Presentation to Menominee City Council</td>
<td>Megen Hines</td>
<td>3/7/2022</td>
<td>Menominee/Zo</td>
<td>Megen Hines, Randy Eide</td>
<td>Presented MS4 Annual report and stormwater updates</td>
<td>16</td>
</tr>
<tr>
<td>Presentation to Eau Claire City Council</td>
<td>Leah Ness</td>
<td>3/8/2022</td>
<td>Online</td>
<td>Leah Ness</td>
<td>Presented information on the MS4 Annual Report and provided Compliance and</td>
<td>16</td>
</tr>
<tr>
<td>Hudson Daybreak Rotary</td>
<td>Michael Mroz</td>
<td>3/16/22</td>
<td>In person/Zoom</td>
<td>Michael Mroz</td>
<td>Presented Stormwater 101 - Covered MS4 requirements and volunteerism</td>
<td>40</td>
</tr>
<tr>
<td>Presentation to Chippewa Falls City Council</td>
<td>Bill McElroy</td>
<td>3/15/22</td>
<td>Chippewa Falls</td>
<td>Bill McElroy</td>
<td>Presented draft MS4 annual report and update on stormwater utility</td>
<td>20</td>
</tr>
<tr>
<td>Hudson City Newsletter</td>
<td>Michael Mroz</td>
<td>3/30/2022</td>
<td>Hudson</td>
<td>Michael Mroz</td>
<td>Detailed post construction MS4 requirements</td>
<td>13,000</td>
</tr>
<tr>
<td>Eau Claire Express Baseball/Carson Park Outfield Sign Media Campaign</td>
<td>Landon Profaizer</td>
<td>4/1/2022 to 4/10/2022</td>
<td>Eau Claire</td>
<td>Landon Profaizer</td>
<td>8x32 foot ballpark sign</td>
<td>70,000</td>
</tr>
<tr>
<td>City of River Falls Baseball Outfield Sign</td>
<td>Zach Regnier</td>
<td>9/30/2022</td>
<td>River Falls</td>
<td>Zach Regnier</td>
<td>Ballpark sign in outfield</td>
<td>10,000</td>
</tr>
<tr>
<td>UW-Stout 4K Presentation</td>
<td>Megen Hines</td>
<td>4/5/2022</td>
<td>Menominee</td>
<td>Megen Hines</td>
<td>Presented to UW-Stout 4K class on water quality, recycling and things to do to keep</td>
<td>20</td>
</tr>
<tr>
<td>River Falls Contractor's Breakfast</td>
<td>Zach Regnier</td>
<td>4/7/2022</td>
<td>River Falls</td>
<td>Zach Regnier, Tyler Gable</td>
<td>water clean</td>
<td>30</td>
</tr>
<tr>
<td>Chippewa Valley Learning In Retirement Presentation</td>
<td>Randy Eide</td>
<td>4/27/2022</td>
<td>Menominee</td>
<td>Randy Eide</td>
<td>Highlight best practices for local contractors, including erosion control</td>
<td>30</td>
</tr>
<tr>
<td>Wisconsin Public Radio Advertising Campaign</td>
<td>Landon Profaizer</td>
<td>5/5 to 7/15</td>
<td>Radio</td>
<td>Landon Profaizer</td>
<td>Presented on &quot;How a Road is Built&quot; and included topics on stormwater</td>
<td>10,000</td>
</tr>
<tr>
<td>Stormwater Pond Vegetation &amp; Maintenance Training</td>
<td>Landon Profaizer</td>
<td>5/4/2022</td>
<td>Menominee</td>
<td>Landon Profaizer, Bill McElroy, Rebecca Cole, Trenton Shutter, Megen Hines, Michael Mroz, Zach Regnier, Mike Stifter</td>
<td>Training and education for municipal department heads, directors, elected officials, maintenance staff, contractors, stormwater pond owners, as well as anyone making decisions regarding stormwater pond vegetation and maintenance. Topic include: WDNR Codes &amp; Regulations, Pond Maintenance &amp; Dredging, Pond Vegetation, Pond Inspection/Scheduling, Pond Tracking/Technology, Case Study D10 &amp; DONT's.</td>
<td>85</td>
</tr>
<tr>
<td>Public Works Awareness Week</td>
<td>Zach Regnier</td>
<td>5/19/2022</td>
<td>River Falls</td>
<td>Zach Regnier, Mike Stiffer</td>
<td>Talk to all 2nd graders about public works activities including snow removal, salt usage, and street sweeping. Also touch a tool with the equipment.</td>
<td>250</td>
</tr>
<tr>
<td>River Heights Roadrunner Field Day</td>
<td>Megen Hines</td>
<td>6/1/2022</td>
<td>Menominee</td>
<td>Megen Hines, Randy Eide</td>
<td>Talked about ways to keep pollution out of the storm drain and our water bodies.</td>
<td>400</td>
</tr>
<tr>
<td>Parade of Homes Ad</td>
<td>Rebecca Cole</td>
<td>6/11- 6/18/2022</td>
<td>Chippewa Valley</td>
<td>Landon Profaizer, Rebecca Cole</td>
<td>Homeowners can utilize various ways to help keep waters clean from their own yards by capturing rain onsite, composting leaves, minimizing hard surfaces, and cleaning up pet waste.</td>
<td>5,000</td>
</tr>
<tr>
<td>Northern Wisconsin State Fair</td>
<td>Bill McElroy</td>
<td>7/12/2022 to 7/17/2022</td>
<td>Fairgrounds - Chippewa Falls</td>
<td>Bill McElroy, Megen Hines, Rick Rubenzer, Connie Freagon</td>
<td>We had the stormwater booth set up in conjunction with Groundwater guardians. Kids played the plinko board. We gave out coloring books, dog waste bags, stickers, and salt cups and had a TV playing with stormwater/water related photos. We gave out a rain barrel and had 279 entries for them.</td>
<td>100,000 (total fair attendance)</td>
</tr>
<tr>
<td>Xcel Energy Natural Resource Fund Committee</td>
<td>Bill McElroy</td>
<td>7/13/2022</td>
<td>Eau Claire</td>
<td>Bill McElroy, Megen Hines</td>
<td>Presentation to Xcel Natural Resource Fund Committee about R2R and request for grant funding for winter maintenance training in Fall of 2023</td>
<td>20</td>
</tr>
<tr>
<td>Hudson Rotary</td>
<td>Michael Mroz</td>
<td>7/14/2022</td>
<td>Hudson</td>
<td>Michael Mroz</td>
<td>Presented Stormwater 101 - Covered MS4 requirements and volunteerism</td>
<td>20</td>
</tr>
<tr>
<td>Stop Motion Stormwater Education Video</td>
<td>Landon Profaizer</td>
<td>8/4/2022</td>
<td>YouTube</td>
<td>Landon Profaizer</td>
<td>Completed stop motion video reminding residents that storm drains lead to local waterways (plastic, oil, leaves)</td>
<td>75</td>
</tr>
<tr>
<td>Eau Claire River Watershed Coalition Meeting</td>
<td>Dan Zerr</td>
<td>8/11/2022</td>
<td>Virtual</td>
<td>Dan Zerr, Christina Rauh, Liz Usborne, Lynda Schwien</td>
<td>Monthly meeting of EC River Watershed Coalition, coordinating efforts to improve water quality throughout the EC River system</td>
<td>16,000</td>
</tr>
<tr>
<td>Menominee Environmental Newsletter</td>
<td>Megen Hines</td>
<td>9/15/2022</td>
<td>Menominee</td>
<td>Megen Hines, Randy Eide</td>
<td>Emailed an environmental newsletter to all City residents discussing all City environmental programs, including stormwater</td>
<td>16,000</td>
</tr>
<tr>
<td>Facebook Education &amp; Outreach Message</td>
<td>Landon Profaizer</td>
<td>10/11/2022</td>
<td>Online</td>
<td>Landon Profaizer</td>
<td>Informational graphic reminding residents of best practices for yard waste in Fall</td>
<td>800</td>
</tr>
<tr>
<td>Facebook Education &amp; Outreach Message</td>
<td>Landon Profaizer</td>
<td>10/19/2022</td>
<td>Online</td>
<td>Landon Profaizer</td>
<td>Release of video developed by R2R about stormwater inlets and outfalls</td>
<td>660</td>
</tr>
<tr>
<td>Facebook Education &amp; Outreach Message</td>
<td>Landon Profaizer</td>
<td>11/2/2022</td>
<td>Online</td>
<td>Landon Profaizer</td>
<td>Shared opportunity for winter maintenance equipment calibration with City of Eau Claire public works staff</td>
<td>30</td>
</tr>
<tr>
<td>Facebook Education &amp; Outreach Message</td>
<td>Landon Profaizer</td>
<td>11/4/2022</td>
<td>Online</td>
<td>Landon Profaizer</td>
<td>Informational graphic about importance of street sweeping</td>
<td>35</td>
</tr>
<tr>
<td>Facebook Education &amp; Outreach Message</td>
<td>Landon Profaizer</td>
<td>11/4/2022</td>
<td>Online</td>
<td>Landon Profaizer</td>
<td>Informational graphic about importance of street sweeping</td>
<td>40</td>
</tr>
<tr>
<td>Facebook Education &amp; Outreach Message</td>
<td>Landon Profaizer</td>
<td>11/11/2022</td>
<td>Online</td>
<td>Landon Profaizer</td>
<td>Reminder of video developed by R2R about stormwater inlets and outfalls</td>
<td>30</td>
</tr>
<tr>
<td>Eau Claire River Watershed Coalition Meeting</td>
<td>Dan Zerr</td>
<td>11/10/2022</td>
<td>Virtual</td>
<td>Dan Zerr, Christina Rauh, Liz Usborne</td>
<td>Monthly meeting of EC River Watershed Coalition, coordinating efforts to improve water quality throughout the EC River system</td>
<td>170</td>
</tr>
<tr>
<td>Facebook Education &amp; Outreach Message</td>
<td>Landon Profaizer</td>
<td>11/29/2022</td>
<td>Online</td>
<td>Landon Profaizer</td>
<td>Informational graphic for smart salting in winter months</td>
<td>20</td>
</tr>
<tr>
<td>Presentation to Menominee City Council</td>
<td>Megen Hines</td>
<td>12/5/2022</td>
<td>Menominee</td>
<td>Megen Hines, Randy Eide</td>
<td>Presentation of City's stormwater program and approval of the Stormwater utility budget</td>
<td>20</td>
</tr>
<tr>
<td>Eau Claire River Watershed Coalition Meeting</td>
<td>Dan Zerr</td>
<td>12/8/2022</td>
<td>Virtual</td>
<td>Dan Zerr, Christina Rauh, Liz Usborne</td>
<td>Monthly meeting of EC River Watershed Coalition, coordinating efforts to improve water quality throughout the EC River system</td>
<td>170</td>
</tr>
</tbody>
</table>
Community Development Department
222 Lewis Street
River Falls, WI 54022
715.425.0900
www.rfcity.org

MINUTES
PLAN COMMISSION COMPREHENSIVE PLAN STEERING COMMITTEE WORKSHOP
JANUARY 3, 2023
VIRTUAL

Members Present: Lisa Moody, Patricia LaRue, Chris Holtkamp, Dan Toland, Mike Woolsey, Rebecca Prendergast
Members Absent: Diane Odeen
Staff Present: Amy Peterson, Emily Shively, Kendra Ellner, Sterling Hackney
Others Present: Stephanie Falkers, SRF Consulting

CALL TO ORDER
Meeting convened at 7:05 p.m.

DISCUSSION
SRF Consultant Stephanie Falkers reviewed the agenda for the meeting which focuses on the Outdoor Recreation Plan, reviewing the Plan, going over any questions or comments and then acting on the Plan.

She then stated there are six chapters included Outdoor Recreation Plan. These chapters are WI DNR requirements. Ms. Falkers reviewed each chapter which include Introduction, Key Themes and Goals, Community Context, Existing Park Inventory and Trail Network, Needs Assessment, and Recommendations and Implementation.

Ms. Falkers discussed the next steps for the Plan and went over a few changes and updates that were made to the plan.

After review of the plan, Ms. Falkers opened for comments and questions. LaRue mentioned that Sean Downing is listed on the Recreation Advisory Board, and he is not currently on the board. Alyssa Mueller is the representative. Falkers stated that at the start of the plan, Mr. Downing was on the board, so they want to recognize that. LaRue also commented on DeSanctis Park does not have the native plant area listed, Glen Park does not have drinking fountains listed and the Kinnikinnic Pathway key features is missing that there is access to the river and kayaking.

Holtkamp commented on the new residential areas on the northwest area of town an whether the paths will be open to the public and if there are plans for other park development in that area. Shively and Peterson stated that area is being considered and the paths and trails will not be maintained as City parks but are publicly accessible. Falkner explained that they are not inventoried as City parks but are recognized as available.

With no other comments or questions, Falkner stated that a motion could be made for recommendation to forward the Plan to City Council for approval. She mentioned Patricia’s comments and changes can be added to the recommendation. The plan is to have the Bike and Pedestrian Plan and Outdoor Recreation
Plan posted on Engage RF in mid-January and have public review and open house in February with final adoption in March.

Woolsey commented on the maintenance part of the Plan regarding pocket parks. The resources and staff issues are a concern. Falkers discussed the partnerships that allow for some of these amenities to exist. Collaboration with outside groups helps to provide maintenance and existing relationships with those groups are important.

Holtkamp asked for clarification on the process once the public comments on the plan. Falkner stated the plan could get adjusted after the public reviews it and before the City Council approves it. If there are changes, staff and SRF would work together to adjust.

M/Holtkamp to approve the Outdoor Recreation plan and forward to City Council with a favorable recommendation. S/Toland. Motion carried 6/0.

**ADJOURNMENT**

The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Angie Bond, Community Development Assistant
MINUTES
PLAN COMMISSION
JANUARY 3, 2023
CITY COUNCIL CHAMBERS AND VIA WEBEX

Members Present: Patricia LaRue, Chris Holtkamp, Rebecca Prendergast, Mike Woolsey, Lisa Moody, Dan Toland
Members Absent: Diane Odeen
Staff Present: Emily Shively, Sterling Hackney, Amy Peterson, Kendra Ellner
Others Present: Matt Hieb, ACA Engineer; Stephanie Fulkers, SRF Consulting; Sean Bohan; Trevor Bohland, Capital Investment Partners; Nick Binder, Eau Claire Realty; Ron Derrick, Derrick Custom Homes

CALL TO ORDER
Meeting convened at 6:30 p.m.

APPROVAL OF MINUTES
M/Moody, S/LaRue to approve minutes. Motion carried 6/0.

PUBLIC COMMENTS
None.

ORDINANCES AND RESOLUTIONS
PUBLIC HEARING: Resolution approving the General Development Plan for a 106-unit Multifamily Development on Radio Road at Paulson Road.

Mayor Toland opened the Public Hearing.

Trevor Bohland of Capital Investments Partners said he is available to answer any questions regarding the GDP for the Multifamily Development on Radio Road at Paulson Road.

Mayor Toland closed the public hearing.

Planner Ellner gave a presentation and noted that the first item on the agenda this evening is a General Development Plan submittal from Capital Investment Partners. A General Development Plan is a conceptual level plan that shows items such as potential land uses, site layout, and location of structures. It is not the final or the highest level of detail for a development plan. More details will be provided when the Specific Implementation Plan comes before the Plan Commission and City Council.

She stated that the development site is located on Radio Road, southeast of Paulson Road, and is a 5 acre parcel of the recently approved Thompson annexation.
Planner Ellner displayed an architectural rendering of the proposed buildings. The developer anticipates a pitched roof, all units to be accessed from the outside, and an exterior deck or patio for all units. There are 106 proposed apartment style units in 4 buildings. The buildings will contain either 24, 28, or 30 units to include 52 one bedroom units, 42 two bedroom units, and 12 three bedroom units.

The developer is seeking flexibility regarding the open space requirement for multifamily development. The current standard is 1 square foot of open space for each square foot of dwelling unit area. The plan includes 25,000 square feet less than what is required. This flexibility may be granted in exchange for increased amenities on site. The developer will include a public trail on Radio Road, a nature trail around the wetland area and pedestrian connections on the site. Other amenities include a tot lot, pet park, and fitness center located in one of the buildings.

Planner Ellner said that staff has reviewed the project submittal and found it to be consistent with the comprehensive plan and official map as the site is zoned R-3 High Density Residential which allows multifamily development. Regarding community benefits, the project will add multi-family housing and the developer will install a trail connection on the east end of the property to connect to neighborhood developments. The character of the proposed buildings is anticipated to be compatible with the surrounding area with quality materials and provide a cohesive layout. The applicant is seeking flexibility on the open space requirement and in exchange will provide a network of trails and outdoor amenities. The development is projected to cost 11.2 M. Engineering Design Standards will be addressed in detail during the SIP phase of the process. Preliminary review by staff has not raised any concerns. Finally, for Parks and Open Space, staff is satisfied with the 2 acres of open space which is approximately half an acre less than what is required. A public trail will be extended along Radio Road, a trail along the wetland in exchange for the flexibility allowed.

Ellner concluded by saying that staff review has found the criteria for GDP has been met. The next steps for the General Development Plan application are to go before the City Council on January 24th. If the GDP is approved, a Specific Implementation Plan application will be provided by the applicant and will be presented to Plan Commission and Council. The GDP and SIP being approved is a requirement for a PUD’s final approval. She said that staff recommends that Plan Commission forward the enclosed Council resolution approving the GDP for the site to the City Council with a favorable recommendation.

Mayor Toland opened the floor for comments.

Commissioner LaRue asked about all of the new units coming to this area, and whether each of the areas talk about the same open space. It seems to be a lot of buildings with very little open space. She asked how large the pet park is planned to be. Sean Bohan, engineer on the project, commented that the dimensions of the pet park are approximately 60-70 feet by 30-40 feet wide. He also stated the tot lot has slides and swings and will be a couple thousand square feet in size. LaRue asked for clarification on the tot lot and pet area and whether it is all green space, and not paved. Sean stated that is all green space. She asked about the outlot. The engineer said it is not included in the green space. LaRue commented she appreciates the two entrance and exit locations on the site.

Holtkamp asked if family housing units are being tracked. He is asking of enough family style units are being offered. Planner Shively stated those metrics are not tracked however she is encouraged by the number of three bedroom units that have been offered by developers. Moody asked if the housing study would be able to track the number of 1, 2 and 3 bedroom units. Shively stated it does not have that level of detail for the market demand for bedroom units desired.
Woolsey commented on the green space being claimed by nearby developments. Shively stated that each development is looked at site by site. Areas that cannot be usable open space do not get included, such as stormwater, or wetlands. She stated if there is not the one-to-one ratio for open space, then enhanced amenities can be provided such as a tot lot and pet play areas. The stormwater and wetlands are being incorporated into open space amenities by adding trails and pedestrian connections. This allows them not to be actively used, but passively used as open spaces. Holtkamp commented on the parking requirement and how some developments have huge parking lots with wasted space. He stated he hopes the comprehensive plan will address that and be sure to have effective open spaces.

M/Woolsey, S/LaRue made a motion to approve the General Development Plan for a 106-unit Multifamily Development on Radio Road at Paulson Road. Motion carried 6/0.

REPORTS
Amy Peterson, Community Development Director, provided an update on projects and upcoming meetings. The department annual report is being completed and should be ready to share at the next meeting. The City Engineer is working with the DOT on the design of the Powell Avenue bridge to include both vehicular and pedestrian traffic. This will still be covered by the grant. The old Burger King building is beginning renovations. The draft of the Comprehensive Plan should be ready this month.

Shively stated the City Council approved the SIP for the Uplands Apartments which is north of Tattersall. At least one planning application for review will be on the next meeting agenda for February 7.

La Rue asked about the total number of residential units added in 2022 and if that information could be provided. Shively stated it would be included in the annual report at next months meeting. LaRue also asked if a dashboard is available to see where we are at with the housing study needs. Emily said staff is tracking this information and it can be provided to the Plan Commission.

ADJOURNMENT
Commissioner Moody made a motion to adjourn at 6:59 p.m. S/Woolsey; motion carried 6/0.

Respectfully submitted,

Angie Bond, Community Development Assistant
Minutes of the Regular Meeting of the River Falls Housing Authority January 11, 2023.

Chair Todd Bjerstedt called the meeting to order at 6:30
Present: Todd Bjerstedt, Liz Brunner, Jacqueline Niccum, Jason Stroud, Jacob Proue
Absent: None
Also Present: Peggy Chukel-Executive Director

Tenant Comments: No tenants were present.

ACTION ITEMS
1. Review and Approve Minutes of December Meeting M/S/C-JB/JN
   a. December budget & check register were higher because all December bills had to posted in December for 1099 purposes
   a. Oakpark & 4-Plex income was overstated due to typo (or QB glitch) in Budget
4. Review and Approve revised Personnel Policy Resolution # 581 M/S/C-JS/LB
   a. Changes were made to several sections to 1) bring terminology a little more current & 2) to clarify a variety of situations that have arisen over the past few months.

REPORTS
1. Vacancy & Re-Rental: Review of Move-ins, Move-outs, and currently vacant units indicates nothing unusual.
2. 4th Quarter Waiting lists: Applications and applicants have dropped off due to the time of year and a purge of applicants declined, who did not respond to, the “Stay on List letter” that is sent out once or twice a year.

DISCUSSION ITEMS
N/A

ADJOURN: 6:50 M/S/C-JP/JN

Respectfully submitted by P L Chukel, recording secretary
The meeting was called to order by Utility Advisory Board Chair Kellen Wells-Mangold at 6:30 p.m.

Utility Advisory Board Present: Chris Lick, Adam Gierl, Mark Spafford, Tim Thum, Kellen Wells-Mangold and Mark Klecker

Utility Advisory Board Absent: Nick Carow

Staff Present:
Conservation & Efficiency Coordinator/City Forester Mike Noreen; Wastewater/Water Superintendent Dean Seemuth; City Engineer Todd Nickleski and IT Specialist Sterling Hackney

Approval of Minutes:
Meeting Minutes: 10-17-2022 and 11-02-2022
Wells-Mangold correction/amendment of 10/17/22 minutes. Minutes state that Wells-Mangold was the Chair of that meeting, but he was not because he was virtual. Spafford was the Chair of that meeting. Let the minutes show that the correction has been made.

MSC Gierl/Thum approve minutes with correction/amendment. Unanimous.

CONSENT AGENDA:
Acknowledgement of the following minutes:
West Central Wisconsin Biosolids Facility Commission: 10-10-2022 and 11-20-2022
MSC Gierl/Thum approve minutes. Unanimous.

REPORTS:
2022 North Sewer Lining Project Update Report– City Engineer Nickleski provided report.

Wastewater Treatment Dryer Project Update Report- Wastewater/Water Superintendent Seemuth provided report

Finance Report
Noreen gave a brief overview of the finance report, which was included in the packet.

Utility Dashboards
The 2022 October and November utility dashboards were included in the packet.

Monthly Report
The 2022 October and November monthly utility reports were in the UAB packet for review.

ANNOUNCEMENTS:
Coffee, Cider and cookies as a show of appreciation

ADJOURNMENT:
MSC Thum/Lick to adjourn. Unanimous.
UAB Chair Wells-Mangold announced meeting adjourned at 7:20 p.m.

Reported by: Conservation & Efficiency Coordinator/City Forester Mike Noreen

Mike Noreen, Conservation & Efficiency Coordinator/City Forester
West Central Wisconsin Biosolids Facility

Commission meeting

December 29, 2022

**Board Members Present:** John Bond, Greg Engeset, Kevin Westhuis, Steve Skinner, Gary Newton and Randy Lindquist. Others present: Eric Lynne (Donahue and Associates), and Matt Holman

Gary Newton called meeting to order at 8:30 am at WCWBSF

- **Consent Agenda:**
  - Approval of Bills: Motion was made and passed to approve November payments totaling $301,400.19. M/S Greg/Steve – passed unanimously
  - Approval of November Minutes: M/S Steve/Greg – passed unanimously

**Financial Report:**
Gary presented financial report as outlined in agenda packet. Billed revenues of $232,516.41 and monthly expenses of $254,501.60  M/S Steve/John – passed unanimously

**Facilities Report:**
Level Censors were not working properly and are now repaired.

- **Old Business:**
  - Phase 0.5 update – Eric from Donahue reviewed the plans and discussed bidding timeline. Estimate went from 8 to 8.5 million.
  - **Phase 1 Engineering services proposal:**
    A $102,190 proposal was made by Donahue for a conceptual design of phase 1 that would be used to present to the membership for decision making. Motion to proceed offered by Greg / John. Passed unanimously.
  - **Baldwin Storage tank option:**
    Baldwin has 400,000 gallons of sludge storage potentially available in Baldwin. Gary will come back to the WCWBS board with a proposal for potential WCWBSF use. Board will consider in the future.

**New Business:**

- **Election of Officers:**
  A motion was made to nominate Gary Newton as Chair, John Bond as Vice Chair, and Kevin Westhuis as Secretary. Motion Steve/Greg  Motion passed unanimously.

- Closed session to discuss employee compensation
- A motion was made for a salary increase for all employees of 4.5%. Motion Kevin/Greg
- A motion was also made to offer a .25 pay bump for employees achieving state certified sub-class wastewater certifications. Would allow for a $2.00/hr. increase if completing all tests. Motion made by Kevin/Greg. Motion passed unanimously.

**Adjournment:**
Meeting adjourned. M/S Steve/John
West Central Wisconsin Biosolids Facility

Commission meeting

January 26th 2023

Board Members Present: Gary Newton, John Bond, Steve Skinner

Board Member Absent: Kevin Westhuis, Greg Engeset

Others present: Rick Caruso Jim Thaing, Eric Lynne,
Present online: Joe intihar

Meeting called to order by Gary Newton at 8:37 am.

Consent Agenda:
Motion made and passed to approve February bills totaling $183,624.18. M/S John/Steve

There were no meeting minutes from the previous meeting to approve at this time.

Financial Report:
Randy discussed financial report outlined in agenda packet. Motion made and passed to approve financial report. M/S Steve/John

Facilities Report:
• Odor control chemical Carus used at the Biosolids facility cannot be reordered do to the facility burning down last month. That facility is the only U.S. facility that was presently producing the chemical. Randy has been checking on a substitute he can use until he can find a supplier for Carus again.
• Randy has been working on few minor repairs. Nothing major.
• He has been working to get proposals to do repairs to the cake conveyor. Conveyor needs a new belt and few bearings replaced. It has been hard to get someone out to do it. Everyone has been too busy.
• Line silo #2 fill pipe has a hole in it. Randy is working to get someone to come out and repair it.

Old Business:
• Engineering update:
  o Three-interested contractor got plans for bidding the project. February 7th will be bid opening. Donohue has been looking into dryer information as they are starting to think about the next phase. Donohue was looking at needed capacity for the new dryer. The thought had been expressed would it be possible go smaller with a dryer with River Falls leaving. Eric has been reviewing the facility plan information. He commented that with River Falls leaving and the communities growing as they are, the original dryer sizing is correct and will be needed for future facility drying needs. If River Falls had stayed as member, the original Dryer sizing would have likely been on the small side.
• Baldwin Storage Tank proposal:
  o Gary had no information at this time from the Village of Baldwin.
New Business:
  • No new business.

Miscellaneous:
  • Baldwin Storage tank proposal

Adjournment:
Meeting adjourned at 10:40 am. Motion made and passed. M/S Gary/John
MINUTES
HISTORIC PRESERVATION COMMISSION
JANUARY 11, 2023, at 6:00 pm
CITY HALL TRAINING ROOM

HPC Members Present: Heidi Heinze, Jayne Hoffman, Mark Anderson, Julie Huebel, and Pam Friede
HPC Members Absent: Jeff Bjork – Council Rep (excused)
Staff Present: Kendra Ellner – Planner

CALL TO ORDER
Meeting convened at 6:02 p.m.

HPC MEMBER VOLUNTEER HOUR REPORT
Heinze – 45 mins
Hoffman – 5 hours
Huebel – 45 mins
Anderson – 1 hour

APPROVAL OF MINUTES OF THE December 14, 2022, MEETING
Huebel wanted clarification on the language that was written for the Library exhibit item- “Huebel added that HPC should have a portal or mailbox for people to submit”. Huebel hoped it did not sound like a commitment that she or the group had to do. Ellner conveyed that it was not intending to sound like an obligation, it was written to inform and document the idea. The group was in consensus that the language non-committal.

Heinze noted that item #4 Glover School the company for scanning and printing the maps was in the Grain Belt Brewery building not Green. Ellner acknowledged and will make the change.

M/ Friede S/ Hoffman 5-0 motion passes.

PUBLIC COMMENTS – Non-Agenda Items
Hoffman brought up a discussion, she had with the River Falls Social Club, the gentleman who runs it Mark, invited HPC to do multiple events such as presentations and walking tours for the group. Hoffman said the group does one meeting a month and other social activities around the City. HPC discussed the proposed dates and will double check with Mark. Heinze, Huebel and Mark Anderson offered their availability for the different events to assist Hoffman. The presentations should be between approximately 30-60mins. Heinze mentioned that five events were a lot to commit for HPC and they are happy and willing but would be a lot to do within 3 months. Heinze suggested to Hoffman to share
Mark’s contact info with Heinze to confirm activities and commit to only a few days. Hoffman also shared the potential activities, because there is a pamphlet made for the Cemetery which they could use for the walking tour. The Library Exhibit should be available therefore that can be an easy activity. Then they can do a presentation for the First River Falls families; which Hoffman interjected that she learned the Mapes Brothers originally bought the property and sold it to Foster’s. HPC agreed those are some good activity ideas. Hoffman said there is between 20-40 people in the group but it’s totally voluntary so uncertain the people that will show up to certain topics. HPC will put on Feb agenda to firm up dates, times, topics, and locations. Discussed - April 10th for the library exhibit. July 29th presentation and walking tour. August 16th first families of RF. August 19th the following Saturday walk to Foster Cemetery.

Anderson mentioned the River Falls Public Library as an entity has a 100-year anniversary coming up, and the current location used to be a hospital. Heinze clarified that while the current building has only been around 25 years. Hoffman questioned it should be longer than that. Heinze suggested it should be incorporated into the Library exhibit. Heinze asked if there was there a request, but Anderson said it was more about historic photos of what used to be where the current library stands.

Heinze mentioned the History Advocacy Day email and discussed the details of the event. WI lawmakers will be at the WI capital (in Madison) to chat about local history on March 22nd. Heinez said it’s a good way to network with the state historic society and local representatives to garner more support and connections. Ellner confirmed that HPC members can get reimbursed for gas. Heinze asked if the group received the email, but others were not sure. Ellner will share the email and will request to receive confirmation from members to set up the travel reimbursement.

Ellner shared some IT files for the old TV station to be archived with Pierce County Historical Association (PCHA). Heinze asked about the media that was taken and stored with PCHA last year. Huebel said there’s so much and many different types of media to go through that there may need to be acid free or special containers. Heinze offered if the budget allows that HPC could purchase some materials for PCHA to help store the items. Huebel stated archival supplies does add up and that would be really helpful. However, there are many items to go through so it hasn’t been determined what is exactly needed but Huebel will keep HPC in the loop.

DISCUSSION ITEMS

1. Library Exhibit
Hoffman commented that she went through the ideas they had shared from the December meeting and confirmed the items that were close to completion, but some artifacts may still need to be found.

Huebel suggested to display paintings and HPC could scan them in, it does not have to be the original.

Hoffman found some items on indigenous peoples, such as maps of the paths. Anderson mentioned a woman named Katy Chaffey that has a connection to a Native American with a bow and spear collection from Prescott. Hoffman said that’s a wonderful connection and hope to connect with the resources because it’s a big topic, which she wants to be as historically accurate as possible.

Heinze thanked Hoffman for her hard work and said there is not other topics to add besides what was discussed during the December meeting. Heinze also mentioned that for the exhibit there were 55
images purchased from Hub 70. Ellner clarified that the purchase might not have been included in the 2022 budget because it was past the deadline. Heinze recommended since there was a surplus of money last year; HPC should make a short wish list of back burner projects, and if the budget allows at the end of the 2-year cycle, they can have a plan for what to do with the extra money even though it goes back into the General Fund HPC should use it since it’s allocated to them.

Heinze and Hoffman discussed additional purchases to keep track of as they work through the Library Exhibit. Heinze said the Library anniversary could be added to the display but need to confirm the exact date. Anderson said that he did a search through the Library of Congress and recalled 1922. Hoffman felt confident that there was an established Library Association before that in River Falls whether it was in a house or small building she wasn’t sure but was thinking it was in the late 1800s. Heinze said they can schedule a time to dive into this further.

2. CLG Grant Application Update
Heinze shared that there are not really any new updates. Except that Heinze shared current photos of the two homes to the WI Historic Society (WHS) representative and WHS will be officially scoring all applications and sharing results soon.

Anderson said he hopes the next round HPC can get more support from the eligible churches. Heinze agreed and said that she hopes HPC does get the award and maybe that will spark more support in the neighborhood/community. Heinze acknowledged that Huebel’s idea from a previous meeting that highlighting the properties already on the National Register could be beneficial for garnering more support. Huebel suggested that a potential walking tour for the properties in River Falls that are on the National Register could be made to share the history and get more attention. HPC was in consensus and will wait for a response from WHS.

3. Glover Station sign
Heinze mentioned there wasn’t really any new information and weren’t any new photos submitted. Hoffman suggested reaching out to potential families with a letter. Heinze asked from the last HPC meeting it was discussed that Jeff Bjork mentioned a Betty Johnson. Anderson recalled and said Betty Johnson is her maiden name and she could be found under Betty Merriman. Hoffman said it sounds familiar, but HPC agreed Bjork should reach out to her. Heinze said HPC will still spend time to find more information and pictures in the next few months but if there is nothing by spring then HPC will move on.

Heinze shared she was dismayed about how it’s so difficult to find photos especially since many of the people are probably still alive. Huebel talked about how PCHA preserves some photos from historic schools but it’s a matter of luck because some families value memory preservation more than others. Heinze suggested HPC should put an article in the paper Pierce County Journal or Star Observer. Anderson mentioned the book Remembering Rural Schools of St. Croix County. Ellner suggested to reach out to St. Croix County maybe they know someone who knows someone. Huebel said if anyone hears about if there are any additional copies of the book it would be nice to have as well. HPC agreed to do more research and hope to come back with a better result.

4. The Glen Sign/ Next design(s) for Interpretive Sign Series
Ellner shared the final proof with the group. HPC praised the design and seemed excited. Heinze said they should do an unveiling in May because it’s Historic Preservation Month, which could also be a part of the 125th Anniversary of Glen Park. Hoffman asked if Park Board would be responsible for planning
the anniversary of Glen park. Ellner suggested that HPC do a joint meeting with Park Board in March, HPC was in consensus.

In relation to the next sign series, Ellner shared information about the Vibrant Spaces Grant that the City is pursuing to apply for by end of the month for Inlow Park and how HPC can be involved. Ellner shared details about the project and the letter of support written, a motion was need for confirmation to pursue the grant with HPC support. HPC was in consensus and made a motion (see action item). Anderson mentioned it could be a site-specific sign that shows the changes over the years. However, while the grant is in process Ellner recommended that HPC continue to pursue the next interpretive sign design and wait and see what happens with this grant.

Ellner shared an aerial of the site and Anderson mentioned within the proximity of Inlow Park there is an old train depot on private property that would be amazing for another sign. HPC was intrigued but would have to wait until or unless the property owner allowed public access.

Anderson shared his other ideas for potential signs that are more tangible in the near future. He said another sign could by Pine St. potentially along the river to share historic bridges. Another sign could be near the fishing pier on Lake George along the Kinnickinnic Pathway and share stories about floods and storms. Heinze questioned how that area may change in the upcoming years with the potential for the dam removal and restoration of the river. Huebel suggested that if HPC pursued a bridge sign there should be markers for where the bridges used to be along the river with pictures. HPC discussed back and forth whether to do floods or bridges, then Heinze asked which one Anderson would like to work on. HPC was in consensus to start working on bridges since they are more of a tangible object. Next steps are to slowly start gathering pictures and pursue the topic of bridges.

**ACTION ITEMS**

5. **2023 Work Plan**

HPC discusses projects on the work plan. There was nothing to add. Therefore a motion was made: M/ Friede, S/ Anderson 5-0 motion passes

Item #4 - M/ Friede S/ Anderson 5-0 motion passes for the support letter.

Adjourned at 7:18pm
Members present: Terry McKay, Joleen Larson, Mike Miller, Amy Freeman, Kerri Olson

Members Absent: Mike Pepin, Amy Halvorson, Heidi Hanson, Vince Seidling,

Others present: Dan and Sarah Jenkins, Emily Shively

CALL TO ORDER— Larson called the meeting to order at 8:33 a.m.

Agenda/Meeting Minutes
The meeting minutes for the November 2022 meeting were approved. M/S Larson and Miller to approve; unanimous

Financials
Olson provided an update on the financials. Olson noted that they had given out approximately $9,400 in grants the previous year.

Grant Applications

311 N 2nd St
Dan and Sarah Jenkins provided some background on their project to convert an existing single-family home into a commercial space. The home is in a current state of disrepair. The applicants are seeking $7,000 in grant funds. M/S Miller and McKay to approve; unanimous

BID Board Website
Terry McKay reported that they are working with a vendor to get a bid for the website maintenance. Larson noted that they will get one other vendor bid.

Murals and Public Art
A discussion was had on the inclusion of murals as eligible for grant money. Members reviewed a draft of the new grant program which offered 35% of a mural cost up to $1,000. Members felt that the grant was too low to actually incentivize building owners to include murals. The Board voted to increase the grant amount to 35% of costs up to $6,000. This is in addition to the amount of offered for façade and signage. M/S Miller and Larson to approve; unanimous
Vibrant Spaces Grant
Planner Shively provided an update on the city’s effort to apply for vibrant spaces grant to activate the vacant space on the NE corner of Division and Main. Shively requested that the BID Board provide a letter of support for the grant application.

Board Elections
As there wasn’t full attendance the Board opted to table the discussion.

ADJOURNMENT
M/S Larson/Miller to adjourn; unanimous vote at 8:56 a.m.
PARKS AND RECREATION ADVISORY BOARD MINUTES  
Wednesday, January 18, 2023 at 5:15 p.m. 
City Hall Training Room

Members Present: Patricia LaRue (chair), Brandon Dobbertin, Brenda Gaulke, Matt Janquart, and Melissa Pedrini.

Members Absent: Alyssa Mueller (Council Rep) and Natasha Schaefer.

Staff Present: Cindi Danke-Recreation Manager; Brenda Rundle-Recreation Assistant; and Amy White-Administrative Services Manager/City Clerk.

Others Present: Andrew Reese and Sean Downing.

CALL TO ORDER  
Meeting convened at 5:15 p.m.

APPROVAL OF MINUTES  
MSC Pedrini/Gaulke to approve the minutes of the December 14, 2022 Park and Recreation Advisory Board Meeting. Carried 5-0.

PUBLIC COMMENTS – Non-Agenda Items  
None

DISCUSSION ITEMS  
1. Andrew Reese updated Park Board about the Sterling Hill Disc Golf Course. It has been about five years since he and a group of disc golfers first approached the Park Board about creating a second disc golf course in River Falls. (The first being at Hoffman Park.) It will be an 18-hole disc golf course located on a hill on 13 acres in the Sterling Ponds Park area. Since mapping and approvals, they raised nearly $12,000.00 from 24 sources for hole, bench and basket sponsors. They cleared about 4 acres of buckthorn by hand. There have been 27 volunteers plus Andrew that put in 1,770 hours of volunteer work since April 2020. During the summer 2022, 18 tee pads were installed (artificial turf on a frame), 18 baskets were installed, and 18 benches were constructed. These items were all carried up the hill by hand (no vehicles or 4-wheelers). They continued clearing buckthorn and spread 1,150 lbs. of a low-growing, no-mow grass seed and 1,025 lbs. of fertilizer. Signage will be added, and a map will be created. He is speaking with Engineering about parking along Old Jersey Road. Depending on weather, the course should open in the spring. It will free and open to the public during daylight hours. At this time, alcohol is not allowed in Sterling Ponds Park. The club will be responsible for maintenance for five years after it opens. A kiosk, garbage can, portable toilet, picnic tables, and parking signage should be added. Buckthorn will be an on-going removal project. He shared two time-lapse videos showing the creation of the new disc golf course. He will be creating a documentary about it as well.
2. Cindi Danke updated Park Board that 81 shelter reservations were made in the first two days of January comparable to 41 the first two days last year. Year to date, there has been a total of over $18,000.00 in shelter reservations. Winter rentals of Glover Station School may need to be discussed in the future to prevent snow/salt/sand damage to the hardwood floor.

3. The Focus River Falls Outdoor Recreation Plan update was attached to the agenda.

ACTION ITEMS
1. Park Board was asked to review the Hoffman Park Campground rules and the online reservation information and the memo that was attached to the agenda.

CALENDAR
The next Parks and Recreation Advisory Board meeting will be February 15, 2023.

ADJOURNMENT
MSC Gaulke/Dobbertin to adjourn the meeting at 6:28 p.m.

Respectfully submitted,

Brenda Rundle
Customer Service Representative
TO: Mayor Toland and City Councilmembers
FROM: Sam Burns, Planner
DATE: February 28, 2023
TITLE: Resolution Approving the Specific Implementation Plan (SIP), Development Agreement, and Final Plat for an 86-unit twin home development on Paulson Road (Thompson Heights)

RECOMMENDED ACTION
Adopt the attached resolutions approving the Specific Implementation Plan, Development Agreement, and Final Plat for the Thompson Heights development.

BACKGROUND
Derrick Homes, LLC have proposed the construction of an 86-unit twin home development on Paulson Road. Applications for a SIP and Final Plat were received on October 7, 2022, and February 1, 2023. The SIP is the final step for development review for a planned unit development (PUD) which includes detailed architectural, engineering, landscaping, and stormwater plans.

City Council approved the General Development Plan (GDP) for Thompson Heights on November 22, 2023. The previously approved GDP established the density and general design of the site.

Location Map
PROJECT DESCRIPTION
Derrick Homes’ proposal is for 86 twin home units in a new neighborhood called Thompson Heights. The twin homes will be intended for owner occupants and offer much needed housing in a community and market with a demonstrated need for additional housing options.

Access to the development is from Paulson Road and the developer is coordinating with the proposed development to the north to align the access drives to both neighborhoods. An emergency vehicle access will be provided via a 12’ trail connection to Paulson Road that will be designed to carry the weight of fire vehicles if needed. Sidewalks will be provided on both sides of the street to provide a safe and connected pedestrian network throughout the neighborhood. A 10 ft trail is planned along Paulson Road as part of the North Loop water and sewer infrastructure project and will connect the new neighborhood to Whitetail Ridge Corporate Park and areas to the south with its employment and retail amenities. The applicant is also providing an HOA maintained natural mown trail along the perimeter of the wetlands and a tot lot in the center of the development.

Model A Example – Side View
Model A Example – Rear View

Model B Example - Front View

Model B Example – Rear View
DISCUSSION

Staff review of the Thompson Heights project has found it to be consistent with the approved GDP in maintaining the same site plan layout of the building, access, and circulation.

Staff has also reviewed the detailed architectural, engineering, landscaping, and stormwater plans, and only minor engineering adjustments will be required. There were no significant changes to the site between the GDP and the SIP.
FINAL PLAT ANALYSIS

The final plat for Thompson Heights creates 86 twin-home lots for development, one outlot for stormwater management (Outlot 1), one outlot to preserve the existing wetland on the site (Outlot 2) and one outlot for a tot lot to be constructed and maintained by the Home Owners Association. Drainage and utility and trail easements have been provided and streets are designed per subdivision requirements. Future road connections have been provided to the east and south.

Staff reviewed the plat against the official map, comprehensive plan, preliminary plat, zoning ordinance, subdivision ordinance, and developer's agreement. Staff's analysis of each is described below.
1. **Consistency with Official Map**
   The development is consistent with the Official Map; public sewer and water services will be provided and the proposed connections to existing roads are consistent with topography and natural features.

2. **Consistency with Comprehensive Plan**
   The future land use map identifies this area as high-density residential. The preliminary plat complies with this land use category.

3. **Consistency with Preliminary Plat/General Development Plan**
   The applicant submitted a General Development Plan in lieu of a preliminary plat. The Final Plat is consistent with the GDP with no changes in layout or the overall number of lots in the subdivision.

4. **Consistency with Subdivision Ordinance**
   The final plat is consistent with the subdivision ordinance. The design of streets, blocks, and lots are in conformance with code.

5. **Consistency with Zoning Ordinance**
   The area is zoned R3 multi-family high-density residential. The applicant is seeking flexibility on the side yard setback from the code required ten feet to five feet. This flexibility is being requested with the application for a PUD. The development meets all other code requirements.

6. **Consistency with Developer’s Agreement**
   The Developer’s Agreement will be approved via the attached resolution along with resolutions on the final plat and the SIP. Staff will ensure compliance with these agreements prior to recording of the final plat and prior to issuance of a certificate of completion for the development. The contingencies are the standard conditions for all final plat approvals and are called out in the attached resolution.

7. **Engineering and Technical Specifications**
   The engineering plans, stormwater plan, and technical specifications were reviewed by staff and meet all municipal ordinances and engineering standards. The final plat is consistent with those documents.

**CONCLUSION**

The project currently meets the standard requirements for SIP approval in terms of site development and is consistent with the approved GDP from November 22, 2022.

The proposed final plat will include 86 lots. The proposed plat is consistent with the General Development Plan, Comprehensive Plan, and meets relevant subdivision requirements.

**PLAN COMMISSION RECOMMENDATION**

Plan Commission reviewed the SIP and Final Plat on February 7, 2023. The Plan Commission forwarded the enclosed resolutions approving the SIP and Final Plat to City Council with a favorable recommendation.
RESOLUTION NO.

RESOLUTION APPROVING THE PLANNED UNIT DEVELOPMENT (PUD) SPECIFIC IMPLEMENTATION PLAN (SIP) FOR AN 86-UNIT TWIN HOME DEVELOPMENT

WHEREAS, Derrick Homes, LLC, filed an application for an 86-Unit Multi Family Planned Unit Development (PUD) on the southeastern portion of the parcel at 207 Radio Rd; and

WHEREAS, the applicant is requesting flexibility regarding the city code’s requirement of providing five feet of side-yard setback; and

WHEREAS, the applicant is dedicating an HOA maintained natural trail around the wetlands on the western side of the development, emergency and pedestrian access via a paved trail connecting Paulson Rd and Anchor Cir, and a tot lot family play area as part of the development; and

WHEREAS, the Council approved the General Development Plan on November 22, 2022, and found it to be acceptable and consistent with City plans for the area;

WHEREAS, the Plan Commission held a public hearing and reviewed the Specific Implementation Plan on February 7, 2022, and found it to be consistent with the General Development Plan;

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of River Falls hereby approves the Specific Implementation Plan for an 86-unit multi-family development.

Dated this 28th day of February 2023.

CITY OF RIVER FALLS

______________________________
Dan Toland, Mayor

ATTEST:

______________________________
Amy White, City Clerk
RESOLUTION NO.

RESOLUTION APPROVING THE DEVELOPMENT AGREEMENT
FOR THE THOMPSON HEIGHTS PROJECT

WHEREAS, the City of River Falls and Derrick Homes, LLC have arrived at an agreement for an 86-unit twin home housing project to be developed on Paulson Road; and

WHEREAS, the City of River Falls and Derrick Homes, LLC have arrived at a development agreement related to the construction and final acceptance of public infrastructure related to the project; and

WHEREAS, the City Council has reviewed the Development Agreement and found the terms and conditions acceptable;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of River Falls hereby approves the Development Agreement between the City of River Falls and Derrick Homes, LLC for the Thompson Heights housing project and authorizes the City Administrator to finalize and sign on behalf of the City.

Dated this 28th day of February 2023.

________________________________________
Dan Toland, Mayor

ATTEST:

________________________________________
Amy White, City Clerk
DEVELOPMENT AGREEMENT BETWEEN THE CITY OF RIVER FALLS AND DERRICK HOMES, LLC

This DEVELOPMENT AGREEMENT is made and entered into as of this __________ day of ______, 2023 by and between the City of River Falls, a Wisconsin municipal corporation (the “City”) and Derrick Homes, LLC, a Wisconsin limited liability company (the “Developer”).

WITNESSETH:

WHEREAS, Developer desires to develop the Real Estate located within the City for the following purposes: a subdivision plat consisting of approximately 22.59 acres to be developed for 86 twin-home units;

WHEREAS, the goals for the Project include:

- Develop a housing product that will aid in the fulfillment of housing needs identified in the City’s 2022 Comprehensive Housing Needs Analysis.
- Provide regional stormwater ponding for stormwater mitigation in Outlot 1 of the Plat.
- Provide a publicly accessible mowed natural walking trail along the perimeter of the wetlands in Outlots 1 and 2 of the Plat, within trail easements located on individual Lots.
- Provide a community tot lot in Outlot 3 of the Plat.
- Provide a 12-foot trail connecting the development between Kenai Place and the Paulson Road trail.

WHEREAS, the City seeks to protect the health, safety and general welfare of the community by requiring the completion of various improvements in the Plat in accordance with the requirements of the Municipal Code and the terms of this Agreement;

WHEREAS, the applicable provisions of the Municipal Code require, among other things, that provisions be made for the installation of public sanitary sewer facilities, water mains and water service laterals, the grading of public and private lands, erosion and storm water runoff control, and street improvements required to serve the Plat;

WHEREAS, the purpose of this Agreement includes, but is not limited to, the avoidance of harmful consequences of land development prior to satisfactory completion of improvements or prior to the payment of improvements costs;

WHEREAS, the City may incur damages in the event of Developer’s failure to fully and completely perform the requirements of this Agreement;
WHEREAS, Developer agrees to develop the Real Estate in accordance with this Agreement, the approved Plat, the Approved SIP, and any applicable regulations of any governmental entity with jurisdiction and/or any other applicable ordinances; specifically including application for the issuance of building permits by the City in accordance with existing regulatory standards; and

WHEREAS, the City and Developer wish to agree on terms and obligations for each party to ensure the successful development of the Real Estate with the Project; and

NOW, THEREFORE, in consideration of the promises and the obligations of the parties herein, each of them does hereby covenant and agree with each other as follows:

ARTICLE I
DEFINITIONS

1) Definitions. In this Agreement, the following words and phrases, when having an initial capital letter, shall have the following meanings:

a) “Agreement” means this Agreement by and between the City and the Developer, as amended and supplemented from time to time pursuant to its terms.

b) “Approved Specific Implementation Plan” or “Approved SIP” or “SIP” means the Specific Implementation Plan submitted by the Developer for the Project that has been approved by Common Council, as demonstrated by a signed resolution, and the City Engineer, as demonstrated by a signed approval letter or memorandum all as a requirement of the Development Review Process required by the City pursuant to Title 17 of the Municipal Code, River Falls Wisconsin. The term Approved Specific Implementation Plan includes all subsequent revisions or amendments to the Specific Implementation Plan prepared by Developer, submitted to the City, and approved by staff and the Common Council.

c) “Articles and Sections” mentioned by number only are the respective articles and sections of this Agreement so numbered.

d) “Building Inspector” means the City of River Falls building inspector or his/her designee(s).

e) “Certificate of Completion” means the certification in the form of a certificate provided to the Developer, or its successors or assigns of this Agreement, certifying that the Project has been completed to the full satisfaction of both Parties and of this Agreement.

f) “Certificate of Occupancy” means the certification granted by the Building Inspector upon successful completion of the final inspection of each building associated with the Project.
g) “City” means the City of River Falls, Wisconsin, a Wisconsin municipal corporation.

h) “City Engineer” means the City of River Falls city engineer or his/her designee(s).

i) “Common Council” means the Common Council of the City of River Falls, Wisconsin.

j) “County” means St. Croix County, Wisconsin.

k) “Developer” means Derrick Homes, LLC, a Wisconsin limited liability company, and its successors and assigns as authorized in this Agreement.

l) “General Development Plan” means the planned unit development (PUD) general development plan (GDP) for the Project prepared by the Developer and approved by the Common Council.

m) “Municipal Code” means the City of River Falls, Wisconsin Municipal Code, as codified through Ordinance No. 2020-11, and any future amendments thereto.

n) “Parties” means the City and the Developer.

o) “Plat” means the approved final plat associated with the Real Estate and the Project consistent with the Municipal Code.

p) “Project” means the Public Improvements and private site improvements described throughout this Agreement which are depicted or described in the Approved Specific Implementation Plan and/or Exhibit B hereto.

q) “Real Estate” means the real property described in Exhibit A, together with any improvements thereon.

r) “Specific Implementation Plan” or “SIP” means the planned unit development (PUD) specific implementation plan (SIP) for the Project prepared by the Developer and approved by the Common Council as well as all subsequent revisions thereto previously submitted to anticipated to be approved on the same date as approval of this Agreement by the Common Council of River Falls Wisconsin.

s) “Substantial Completion” means the completion of the public and private infrastructure improvements pursuant to the Specific Implementation Plan, including stormwater management facilities, except for punch list items, landscaping and paving of parking lots, and the issuance of a Certificate of Occupancy (solely as it relates to the residential units, such that it may be a “temporary certificate of occupancy” with respect to the definition of “Substantial Completion) from the City. Subject to Unavoidable Delays beyond the control of the Developer, any such incomplete items shall be fully completed within a reasonable
time after the date of Substantial Completion, but not to exceed ninety (90) days thereafter except site improvements such as landscaping shall be completed no later than two hundred forty (240) days after the date of Substantial Completion if weather or other conditions beyond the control of the Developer prevent completion of the same.

t) “Unavoidable Delays” means delays, outside the control of the party claiming an occurrence, which are the direct or indirect result of strikes, other labor troubles, unusually severe or prolonged bad weather, acts of God, fire or other casualty, litigation or other administrative procedures commenced by third parties which, by injunction or other similar judicial action, directly results in delays, or acts or requirements of any federal, state, or local governmental unit (other than the City acting in its contractual capacity under this Agreement) which directly results in delays.

ARTICLE II
REPRESENTATIONS, WARRANTIES, OF DEVELOPER

1) **Representations and Warranties by Developer.** Developer represents and warrants to the City that:

a) Developer is a limited liability company duly organized, existing, and in good standing under the laws of the State of Wisconsin and is not in violation of any provisions of its Articles of Organization or Operating Agreement and has full power and authority to enter this Agreement and perform its obligations hereunder.

b) Developer will use its best efforts to obtain, in a timely manner, all required permits, licenses, and approvals, and to meet in a timely manner all requirements of all applicable local, state, and federal laws and regulations which must be obtained or met before the improvements associated with the Project and any and all additional improvements may be lawfully constructed. Where this Agreement contains strict time deadlines with respect to any obligation, such strict time deadlines shall apply, and time shall be of the essence.

c) Developer will use its best efforts to design and construct the Project and all additional improvements in accordance with all local, state, or federal laws or regulations.

d) Developer has no present notice or knowledge that the execution and delivery of this Agreement, the consummation of the transactions contemplated hereby, and the fulfillment of or compliance with the terms and conditions of this Agreement is prevented or limited by, or in conflict with or will result in a breach of, the terms, conditions or provisions of the articles of organization, operating agreement, members agreement or other agreement of Developer, or any evidence of indebtedness, contract or instrument of whatever nature to which Developer is now a party or by which it is bound, such that any conflicts or breaches would materially impair the Project or deems City security hereunder inadequate.
ARTICLE III
OBLIGATIONS OF DEVELOPER

1) **Obligations of Developer.** Subject to the terms and conditions of this Agreement, Developer hereby agrees and commits to construct the Project in accordance with the terms of the Agreement.

2) **Private Improvements.** Developer agrees that it will construct private Project improvements in substantial conformance with the Approved Specific Implementation Plan (SIP).
   a) Private improvements shall include, without limitation, and subject to the Approved Specific Implementation Plan (SIP):
      i) Units. 86 twin-home units of the type specified in the approved SIP plans.
      ii) Landscaping. Developer shall install landscaping per the approved SIP plans.
      iii) Utilities. Developer shall cause the Project to be serviced by certain utilities, including without limitation electric, sewer, water, gas, storm sewer, telephone, television, cable and internet (if different). Developer shall be responsible for construction of the improvements on the Real Estate related to these utilities, including site grading related to utilities. Developer will be responsible for cost and installation of utility laterals to any building which is part of the Project.

3) **Public Improvements.** Developer agrees that it will construct public Project improvements in substantial conformance with the Approved Specific Implementation Plan (SIP) (the "Public Improvements") to be dedicated to the public. Those Public Improvements are more specifically described and defined in Exhibit B. The City Engineer will review and approve consistent with the Municipal Code, all construction plans and specifications for the Public Improvements prior to commencement of the work.

4) Performance Dates. Developer agrees and hereby commits to use good faith efforts to complete the construction of the Project according to Article IV, Section 3)a), subject to Unavoidable Delays and subject to the City's performance. The parties understand that time is of the essence with regard to the dates herein specified.

5) Project Specific Requirements. Developer shall further, at its sole cost and expense, comply with the requirements as set forth in Exhibit C. The requirements in Exhibit C shall control over any inconsistent provision set forth herein.
ARTICLE IV
SPECIFIC IMPLEMENTATION PLAN AND PROJECT CONSTRUCTION

1) **Specific Implementation Plan.** The Developer has submitted a Specific Implementation Plan (SIP) in compliance with Section 17.72 of the Municipal Code setting forth all details of construction and development of the Project.

a) Said SIP included the following:
   i) SIP application and fee ($4,150) according to the City’s fee schedule.
   ii) Building plans, architectural renderings, and specifications;
   iii) Site plans and specifications;
   iv) Demolition plans;
   v) Grading, stormwater and erosion control plans;
   vi) Landscaping, lighting, and sign plans and specifications;
   vii) Traffic and circulation plans for pedestrians, bicyclists, emergency vehicles, and automobiles;
   viii) Utility plans, including electric, water, sanitary sewer, and small utilities (telephone, cable, internet, natural gas, etc.); and
   ix) Any other plans, specifications, or other requirements as determined by the City Engineer.

b) The parties understand that the SIP approval process is outlined Section 17.72 of the Municipal Code.

2) **Pre-Construction.** The Developer acknowledges the following shall be completed prior to construction commencing.

a) **Fees and Approvals:**
   i) The Specific Implementation Plan has been approved by the Common Council.
   ii) The Plat has been approved by the Common Council.
   iii) Payment of all required permit and impact fees in accordance with the Municipal Code and fee schedule.

b) **Insurance.** Developer shall furnish the City with proof of payment of premiums on:
   i) Comprehensive general liability insurance or its equivalent, including operations, contingent liability, operations of subcontractors, completed operations and contractual liability insurance, together with an owner’s contractor’s policy or its equivalent with limits against bodily injury and property damage of not less than one million dollars for each occurrence (to accomplish the above required limits, an umbrella excess liability policy may be used); and
   ii) Worker’s compensation insurance with statutory coverage according to the laws of the State of Wisconsin, to the extent Developer has any employees.
iii) The policies of insurance or their equivalent required pursuant to clauses (i), (ii), and (iii) above shall be in form and substance reasonably satisfactory to the City Attorney and shall be placed with financially sound and reputable insurers licensed to transact business in the State.

c) **Pre-construction meeting.** Prior to the start of site construction, the Developer shall facilitate a pre-construction conference with the construction inspector, general contractor, City Engineer, and Building Inspector.

d) **Other Approvals.** Developer shall be responsible for obtaining all other necessary governmental approvals and permits (e.g., Wisconsin Department of Natural Resources or St. Croix County) prior to commencement of construction of the Project.

3) **Construction.** In accordance with the policies and ordinances of the City of River Falls, the Wisconsin Statutes, and the Wisconsin Administrative Code, the Developer shall construct all public and private improvements as are contained in the Specific Implementation Plan and this Agreement.

a) **Obtain building permits.** Building permits for lots in the Plat shall only be issued if the following conditions have been met:
   
i) The requirements in Article IV, Section 2)a) have been met.
   
ii) Curb, gutter, water, sanitary sewer, storm sewer, and gravel have been installed and placed for the lot.
   
iii) Drainage. All drainage easements on the site shall be graded in accordance with the SIP and shall have permanent and temporary erosion control and sediment control measures in place as indicated on the Approved SIP.
   
iv) Stormwater. All stormwater conveyance facilities located within easements and right-of-way through which stormwater from the site flows shall be complete in accordance with the approved SIP and shall have permanent and temporary erosion and sediment control measures in place as indicated on the approved SIP.
   
v) 

b) **Construction Schedule.** Developer shall commence or cause other entities to commence construction on the Project on or before June 1, 2023, with Substantial Completion of the Project on or before December 31, 2024.

c) **Site Preparation.** Developer shall prepare the site for construction, including, without limitation, any necessary demolition and asphalt removal.

d) **Fill.** Developer shall install sufficient fill to build the Project.

e) **Inspections and Rights of Access.**
i) The City shall have the right, at such times and upon such locations as it deems necessary, to inspect the construction of the Public Improvements to ensure compliance with plans and specifications, good engineering and construction practices, and all the requirements of law and the Municipal Code. Inspections done by the City shall be at the expense of the City. The Developer shall pay for independent testing required by the City and in accordance with the Municipal Code.

ii) The Developer shall not abandon any existing City utilities serving the Real Estate or connect to any underground City utilities without the City Engineer or his/her designee being present to inspect the work.

iii) The Developer shall permit the representatives of the City to have access to the Project and the Real Estate at all reasonable times during and following the construction when such party deems access necessary to ensure compliance with the terms and conditions of this Agreement. No compensation shall be payable, nor shall any charge be made in any form by any party for the access provided in this Agreement.

iv) The Developer shall provide a full-time inspector during construction of public underground infrastructure such as water, sewer, and stormwater infrastructure. The inspector shall be a representative of the Developer’s engineering firm and shall work under the direct supervision of a professional engineer registered in the state of Wisconsin. Installation of bituminous wear course shall not proceed until the City has been provided an opportunity to inspect all public improvements in the roadway and authorized placement of the wear course. Inspector shall provide City with inspection records as requested by City Engineer. Construction shall adhere to River Falls Municipal Utilities standard specification which is on file with City Engineer. If discrepancies exist between City specifications and plan documents, inspector shall contact City Engineer.

f) Utility Installation.

i) The Developer shall coordinate the installation of electrical, gas, telephone, and cable to the Real Estate with regards to the locations of facilities within public rights of way and easements.

ii) Sewer and water shall pass all required testing prior to connecting water and sewer infrastructure in the buildings located on the Real Estate to the new sewer and water mains.

g) Qualified Contractors. Developer agrees to engage qualified contractors/subcontractors for all construction of the Public Improvements who shall perform such work in compliance with the Municipal Code. Verification of qualified contractors/subcontractor shall be based upon a reasonable demonstration of expertise and experience that they are qualified to complete construction of the Public Improvements. Developer shall, not less than seven (7) calendar days prior to any commencement of work on the Public Improvements, furnish the City Engineer with the names of all contractors that will construct the Public Improvements and their subcontractors; the classification of the work the contractors and
subcontractors will perform; proposed dates for commencement of work; and a schedule for the work.

h) Public Improvements. Developer agrees that no construction work shall be initiated for the Public Improvements without the City Engineer’s approval of the starting date and schedule. No work shall commence on the Real Estate until all parties have signed this Agreement, all Exhibits have been attached, and an approved letter of credit/bond and insurance certificate (as provided herein) is on file with the City. Notwithstanding the foregoing, Developer may commence tree removal immediately, provided Developer has first obtained all necessary permits.

4) Project Finalization.

a) Certificate of Occupancy. A Certificate of Occupancy shall only be issued for a building if curb, gutter, sidewalk, City sewer and water service, electric/gas/phone, and bituminous base/binder are in place which are in compliance with this Agreement and all applicable ordinances, laws, rules, and regulations.

b) Stormwater engineer’s certification. To ensure proper installation of stormwater management practices in accordance with approved SIP and calculations, the City requires that the Developer’s engineer, licensed in Wisconsin, oversees and certifies construction. The engineer shall submit a signed and stamped certification that he/she has successfully completed site inspections and that construction of all storm water management practices was according to the approved SIP and these practices are functioning as intended.

c) Record Drawings. The Developer shall have its engineer supply the City with a complete set of record as built drawings for all public and private improvements within 90 days of completion of the Project. These plans shall show actual surveyed locations and elevations of key features of the storm water facility, such as pipe size, material and invert elevations, berms, spillways, pond elevations (bottom, safety shelf, high water level, and overflow), emergency overflow elevations, and any other items deemed necessary by the City to determine compliance. These plans shall be provided in CAD and PDF format. Record drawings shall be stamped and signed by a registered land surveyor or an engineer licensed in the State of Wisconsin and must contain the following statement: “I hereby certify that, to the best of my knowledge and in accordance with applicable standards, the surveying data presented in this document reflects as-built locations and elevations for the public and private improvements shown.”

d) Public Improvements. The City shall inspect the Public Improvements as they are completed and, if the same are acceptable to the City staff and/or City Engineer, shall certify, with such certification not being unreasonably withheld, such Public Improvements as being in compliance with the specifications of this Agreement. Such inspection and certification, if appropriate, will occur within ten (10) days of written notice by Developer.
that Developer desires to have the City inspect a Public Improvement. Certification by the City does not constitute a waiver by the City of the right to draw funds under the letter of credit on account of defects in or failure of any Public Improvement that is detected or which occurs following such certification. Developer further agrees that the Public Improvements will not be accepted by the City until all of the following have occurred as to each Public Improvement for which Developer seeks acceptance by the City: i) the Public Improvements for the specific phase have all been completed and have been inspected and approved by the City; ii) all outstanding City-incurred costs, including engineering and inspection charges, to the extent said owed, have been paid in full; and iii) as built record drawings have been submitted to the City and reviewed and approved by the City.

e) **Request for Approval.** Public Improvements, upon meeting the specifications of this Agreement, shall be submitted for Common Council approval no later than thirty (30) days from the request of Developer to so dedicate.

i) **Lien Waivers.** Developer shall provide affidavits and/or lien waivers to the City indicating that all contractors, all subcontractors, and all suppliers of materials for the work have been paid in full for all work and materials furnished under this Agreement. These affidavits and/or lien waivers are to be provided at least fourteen (14) days before the City will consider any reduction of the letter of credit, as provided for in this Agreement.

ii) **Maintenance.** At Developer’s sole expense, Developer agrees to provide for maintenance and repair of all required Public Improvements until such Public Improvements are formally accepted by the City by resolution. The City shall be responsible for maintenance, including snow removal from the public roadways, after such Public Improvements have been formally accepted.

iii) **Corrections.** The City will provide timely written notice to Developer whenever an inspection reveals that a Public Improvement does not conform to the specifications shown on Exhibit B or the Approved SIP. Developer shall have thirty (30) days from the issuance of such notice to correct or substantially correct the defect. The City shall not declare a default under this Agreement during the thirty (30) day correction period on account of any such defect unless it is clear Developer does not intend to correct the defect or unless the City determines that immediate action is required in order to remedy a situation which poses an imminent health or safety threat.

f) **Certificate of Completion.** Common Council acceptance of Public Improvements shall act as a Certificate of Completion.

5) **Notice of Defect.** In the event the City issues Developer a notice of defect pursuant to Subsection 4)e)iii) above, Developer shall reimburse the City for its actual cost of inspection, testing, and any associated legal fees for all actions taken in verifying correction of the defect. The City’s costs shall be determined as follows:
a) The cost of City employees’ time engaged in any way with the verification based on the hourly rate paid to the employee multiplied by a factor determined by the City representing the City’s cost for expenses, benefits, insurance, sick leave, holidays, overtime, vacation, and similar benefits.

b) The cost of City equipment employed.

c) The cost of mileage reimbursed to City employees.

d) All consultant fees, including legal and engineering, associated with the verification.

e) City shall not issue any Certificates of Occupancy until such time as Developer has paid all costs pursuant to this Article IV, Section 5.

6) **Letter of Credit and/or Performance Bond.**

a) An irrevocable letter of credit approved by the City Attorney shall be submitted for all public improvements, if any, that are required to be installed in accordance with the Construction Plans. In lieu of a letter of credit, the Developer may submit a performance bond from a reputable bonding institution. The amount of the bond or letter of credit shall be in the amount of 120% of the value of the outstanding improvements and erosion control including warranties of completed work on a phase basis as determined by the City Engineer. The letter of credit or bond shall be valid for throughout the entire 14-month public improvement warranty period set forth in Section 236.13(2)(am)1.c., Wis. Stats. The letter of credit or bond may require periodic renewal in order to secure the improvements through the warranty period. The amount of the letter of credit or bond shall be periodically reduced in amounts equal to the payments made by Developer for the costs of all improvements, in each case subject to approval by the City Engineer. Upon substantial completion of public improvements, the Developer may lower the amount of the Letter of Credit or Bond by request to the City Engineer. The Letter of Credit or Bond must still secure 10% of the amount of the completed improvements and 100% of the amount of the remaining improvements.

b) Letters of credit shall be payable to the City at any time upon presentation of:
   i) A sight draft drawn on the issuing bank in the amount to which the City is entitled to draw pursuant to the terms of this Agreement; and
   ii) An affidavit executed by the City Engineer stating that the Developer is in default under this Agreement; and
   iii) The original of the letter of credit.

c) Upon the request of Developer, after the completion of any Public Improvements which have been inspected by and are satisfactory to the City Engineer, the City agrees to reduce the applicable letter of credit to an amount equal to an estimate by the City Engineer to
secure performance of the remainder of the yet to be completed Public Improvements and 10% of the reduced amount to ensure the guarantee described in this Agreement in Article VI, Section 7. Reduction in the amount of the letter of credit does not constitute an inspection by the City.

7) **Guarantee of Public Improvements.** Developer agrees to guarantee and warrant all work performed under this Agreement for a period of fourteen (14) months from the date of final acceptance by the City of a Public Improvement completed by Developer under this Agreement against defects in workmanship or materials. If any defect should appear during the guarantee period, Developer agrees to make required replacement or acceptable repairs of the defective work at its own expense. This expense includes total and complete restoration of any disturbed surface or component of the Public Improvement to the specifications as set forth herein. All guarantees or warranties for materials or workmanship which extend beyond the above 14-month guarantee period shall be assigned by Developer to the City. The City shall release in full the letter of credit or bond immediately upon expiration of the warranty period.

**ARTICLE V**

**EVENTS OF DEFAULT**

1) **Events of Default Defined.** The following shall be “Events of Default” under this Agreement and the term “Event of Default” shall mean whenever it is used in this Agreement any one or more of the following events:

   a) Failure by Developer to comply or meet any one of the material provisions of this Agreement, including time deadlines for Project completion by December 31, 2024 subject to Unavoidable Delays and performances by City.

   b) Failure by Developer to substantially observe or perform any material covenant, condition, obligation or Agreement on its part to be observed or performed under this Agreement.

   c) Failure to pay any monetary obligation imposed by this Agreement.

2) **Remedies on Default.** The City reserves to itself the right to draw on a letter of credit or other surety provided hereunder in addition to pursuing any other available remedies available in law or equity. Remedies shall include, but not be limited to, stopping all construction in the approved Plat, and prohibiting the transfer or sale of lots or not issuing building permits.

3) **No Remedy Exclusive.** No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient.
4) **No Additional Waiver Implied by One Waiver.** In the event any provision contained in this Agreement should be breached by any party and thereafter waived in writing by any other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

**ARTICLE VII**

**ADDITIONAL PROVISIONS**

1) **Restrictions on Use.** Developer agrees for itself, its successors, and assigns and every successor in interest to the Real Estate, or any part thereof, that Developer and such successors and assigns shall devote the Real Estate to, and only to, and in accordance with, the uses specified in this Agreement and any applicable land covenants.

2) **No Vested Rights Granted.** Except as provided by law, or as expressly provided in this Agreement, no vested right in connection with this project shall inure to the Developer. Nor does the City warrant by this Agreement that the Subdivider is entitled to any required approvals.

3) **Conflicts of Interest.** No member, official, or employee of the City shall have any personal interest, direct or indirect, in the Agreement, nor shall any such member, official or employee participate in any decision relating to the Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested. Provided, however, that after this Agreement has been signed, a member, official, or employee of the City may have contact and business relations with Developer relating to the Real Estate only if a full disclosure is made to the Common Council of the City, and it does not impair the exercise of said member's, official's, or employee's independent judgment on behalf of the City. No member, official, employee, or consultant of the City shall be personally liable to Developer, or any successor of interest, in the event of any default or breach by the City for any amount that may become due to Developer or successor, or on any obligation under the terms of the Agreement.

4) **Title of Articles and Sections.** Any titles of the several parts, articles and sections of the Agreement are inserted for the convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

5) **Notices and Demands.** Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, by reputable overnight delivery service, or delivered personally; and (a) in the case of Developer as addressed to or delivered personally to the company at: 1505 Highway 65, New Richmond, WI 54017, Attention: Ronald L. Derrick, President (b) in the case of the City as addressed to or personally delivered to the City at: City
Hall, 222 Lewis Street, River Falls, WI 54022, Attention: City Administrator, with copy to City Clerk; or at such other addresses with respect to either such party as that party may, from time to time, designate in writing, and forward to the other as provided in this section.

6) **Assignment.** The benefits of this Agreement to the Developer shall not be assigned without the express written approval of the City. Any unapproved assignment is void. Notwithstanding the foregoing, the burdens of this Agreement are personal obligations of the Developer and also shall be binding on the heirs, successors, and assigns of the Developer. There is no prohibition on the right of the City to assign its rights under this Agreement.

7) **Counterparts.** This Agreement is executed in any number of counterparts, each of which shall constitute one in the same instrument.

8) **Law Governing.** This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.

9) **Short Form Recordable.** A short form of this Agreement shall be recorded in the chain of title to all affected properties hereunder. Said form is attached as Exhibit D as a Memorandum of Development Agreement.

10) **Release of All Oral or Written Agreements.** Upon the signing of this Agreement, all prior oral and written Agreements between the City and Developer are terminated and released, as this document contains the complete Agreement between the parties with respect to the Project.

11) **Hold Harmless and Indemnification.** The Developer hereby expressly agrees to indemnify and hold the City and its agents harmless from and against all claims, costs and liability of every kind and nature arising out of construction of the Project, for injury or damage received or sustained by any person or entity in connection with, or on account of the performance of work at the Real Estate and elsewhere pursuant to this Agreement. The Developer further agrees to aid and defend the City or its agents (at no cost to the City or its agents) in the event they are named as a defendant in an action concerning the performance of work pursuant to this Agreement except where such suit is brought by the Developer. The Developer is not an agent or employee of the City. Notwithstanding anything herein to the contrary in this Section Article VII, Section 10, Developer shall not be obligated to indemnify or defend the City or its agents in situations in which the claims, costs and liability are the result of the City’s or its agent’s negligence or willful misconduct.

The Developer shall inform and require all contractors engaged in the construction of the Project to comply with the requirements of this Agreement pertaining to damage claim, indemnification of the City and providing insurance coverage that are established by the City (such insurance coverage requirements shall be communicated to the Developer in writing and shall be consistent with the City’s customary requirements for projects similar to the Project).
The Developer shall also require contractors engaged in the construction of the Project to maintain a current Certificate of Insurance on file with the City Clerk.

12) **Immunity.** Nothing contained in this Agreement constitutes a waiver of the City’s sovereign immunity under application law.

13) **Resolutions and Attorney's Letter.** Developer warrants that it has adopted a corporate resolution authorizing the signing of this Agreement, and the City warrants that a resolution has been passed by the Common Council authorizing the signing of this document. Developer shall provide City with a letter from its attorney stating that the signing officers of Developer hold such designated positions and have authority to so sign.

14) **Installation of Improvements.** Developer, at its sole cost and expense, shall be completely responsible for the installation and construction of all Public Improvements, private improvements, utilities and the construction of the Project consistent with the SIP at its sole cost and expense. None of the Project shall be constructed by the City.

*Remainder Intentionally Left Blank*
IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and its seal to be hereunder duly affixed and Developer has caused this Agreement to be duly executed in its name and behalf and on the date first above written.

CITY OF RIVER FALLS:

By: _______________________
Name: Dan Toland
Title: Mayor

By: _______________________
Name: Scot Simpson
Title: City Administrator

ATTEST:

________________________
Name: Amy White
Title: City Clerk

DERRICK HOMES, LLC:

By: _______________________
Name: Ronald L. Derrick
Title: President
EXHIBIT LIST

Exhibit A: Real Estate Legal Description
Exhibit B: Public Improvements (Approved SIP)
Exhibit C: Project Specific Requirements
Exhibit D: Memorandum of Development Agreement
LOT 2 OF CSM 12/20/22 THOMPSON HEIGHTS
LOCATED IN PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER
OF SECTION 23, TOWNSHIP 28 NORTH, RANGE 19 WEST, CITY OF RIVER FALLS, ST.
CROIX COUNTY, WISCONSIN

For informational purposes only:
Tax Parcel No.
**Exhibit B**
Public Improvements – Approved SIP
(see attached)
**Exhibit C**

Project Specific Requirements

The following are additional requirements and obligations of Developer with respect to the Project:

1) Capital costs shall be paid consistent with the Annexation Agreement by and between the Thompson Family, LLC and the City of River Falls dated June 14, 2022. Developer is responsible for not more than one-half (50%) of the Capital Costs for water mains and sewer mains. Capital Costs are noted as $312,000 for water mains, $133,000 for sewer mains, and $18,000 for transportation and shall be adjusted according to the current ENR cost index at the time of payment.

2) Developer shall reimburse the City up to $5,000 to modify the City’s “North Loop Extension Project” sanitary sewer design to accommodate the Public Improvements described in this agreement, if and to the extent that changes in engineering are insufficient to cover this cost.

3) Developer shall enter into a Stormwater Maintenance Agreement with the City using the City’s standard form, which agreement will provide that the stormwater management facility serving the Project will be private, not public, and will further be utilized by The Current to meet City stormwater requirements for development on Lot 1 identified on Certified Survey Map 1163565, as recorded by the St. Croix County Register of Deeds.

4) Developer, at its sole cost and expense, shall plow all street stubs, trail connections to Paulson Road for emergency access, and sidewalks within the Plat.

5) Developer, at its sole cost and expense, shall install and maintain walking trails shown on Outlots 1 and 2 of the Plat, within the trail easements on individual Lots.

6) Developer, at its sole cost and expense, shall install and maintain the play area on Outlot 3 of the Plat consistent with the Approved SIP.

7) Developer, at its sole cost and expense, shall install trees (being a minimum of 105 trees) consistent with landscaping plans Developer shall submit to the City for approval within sixty (60) days of execution of this Agreement, prepared by Heins Landscaping or another landscaping professional approved by the City Engineer.

8) Developer shall pay $780 park dedication (cash in lieu of land) per residential unit (86 units = $67,080.00) to be collected at the time of building permit.
Exhibit D
Memorandum of Development Agreement
(see attached)
This is not a conveyance under Wis. Stat. § 77.21(1), and is not subject to transfer return or fee.

This DOCUMENT WAS DRAFTED BY:  
Attorney Christopher B. Gierhart  
Weld Riley, S.C.  
PO Box 1030  
Eau Claire, WI 54702-10
MEMORANDUM OF DEVELOPMENT AGREEMENT

THIS MEMORANDUM OF DEVELOPMENT AGREEMENT (this “Memorandum”) is made and entered into by and between the City of River Falls, a Wisconsin municipal corporation (“City”) and Derrick Homes, LLC, a Wisconsin limited liability company (“Developer”), who agree as follows:

WHEREAS, as of ______________, a Development Agreement (the “Development Agreement”) was entered into by and between the City and Developer regarding the property legally described on the attached Exhibit A (the “Property”); and

WHEREAS, Developer and City wish to memorialize of record the existence of the Development Agreement.

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is agreed, Developer and City agree as follows:

1. Notice is hereby given that the Property is subject to all terms and conditions of the Development Agreement.

2. Reference is made to the Development Agreement for a full statement of the terms and conditions of the Development Agreement, all of which are incorporated herein by reference.

3. This Memorandum is made and executed by the parties for the purpose of recording the same in the applicable office in the county in which the Property is located. This Memorandum is executed and delivered with the understanding and agreement that it shall not in any manner whatsoever, alter, modify, or vary the terms and conditions of the Development Agreement.

4. The obligations of City and Developer under the Development Agreement run with the Property and inure to the benefit of City and Developer, and their respective successors and assigns, and are incorporated herein by this reference.

[Signature Pages Follow]
IN WITNESS WHEREOF, the parties have caused this Memorandum to be executed on the date(s) set forth below.

CITY:

By: ___________________________
Name: Dan Toland
Title: Mayor

Attest:

_______________________________
Name: Amy White
Title: City Clerk

ACKNOWLEDGEMENT

STATE OF ____________________ )
COUNTY OF __________________ )

Personally came before me on the ___ day of _____________, 2023, the above-named Dan Toland and Amy White, to me known to be the person who executed the foregoing instrument and acknowledged the same.

________________________________________, Notary Public
State of __________________________
My commission expires: ____________________
DEVELOPER:

DERRICK HOMES, LLC

By: ________________________________
Name: Ron Derrick
Title: President

ACKNOWLEDGEMENT

STATE OF ________________  )
                          )ss.
COUNTY OF ________________  )

Personally came before me on the ___ day of ______________, 2023, the above-named Ron Derrick, as President of Derrick Homes, LLC, to me known to be the person who executed the foregoing instrument and acknowledged the same.

_______________________________________
___________________________, Notary Public
State of ______________________
My commission expires: __________________

[Signature Page 2 of 2]
LOT 2 OF CSM 12/20/22 THOMPSON HEIGHTS LOCATED IN PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 23, TOWNSHIP 28 NORTH, RANGE 19 WEST, CITY OF RIVER FALLS, ST. CROIX COUNTY, WISCONSIN

For informational purposes only:
Tax Parcel No.
RESOLUTION NO.
APPROVING THE FINAL PLAT FOR THOMPSON HEIGHTS

WHEREAS, Derrick Homes, LLC submitted a final plat for Thompson Heights located on Paulson Road at Radio Road and;

WHEREAS, the final plat is consistent with the Official Map and Comprehensive Plan and is in substantial conformance to the General Development Plan approved by Council on November 22, 2022; and

WHEREAS, the Plan Commission reviewed the final plat at their February 7, 2023 meeting and forwarded it to the Common Council with a favorable recommendation; and

WHEREAS, the Common Council reviewed this item at its regular meeting of February 28, 2023 and found it to be acceptable.

NOW, THEREFORE, BE IT RESOLVED that the Common Council for the City of River Falls hereby approves the Final Plat of Thompson Heights Addition subject to the following conditions:

1. All of the developer obligations have been satisfactorily met or addressed as determined by the City Engineer as outlined in the Developer’s Agreement for Thompson Heights.
2. The final plat shall not be recorded until the City has received an irrevocable letter of credit in an amount approved by the City Engineer for all public improvements that are required to be installed in accordance with the plans and specifications;
3. The final plat shall not be recorded until the City has received notice of certification from the State of Wisconsin.

Dated this 28th day of February 2023.

CITY OF RIVER FALLS

__________________________________________
Dan Toland, Mayor

ATTEST:

__________________________________________
Amy White, City Clerk
MEMORANDUM

TO: Mayor Toland and City Councilmembers
FROM: Emily Shively, Assistant Director of Community Development
DATE: February 28, 2023
TITLE: Resolution Referring an Annexation Petition to the Plan Commission for Report and Recommendation (Moelter Property)

RECOMMENDED ACTION
Adopt a resolution referring the annexation petition to the Plan Commission for their report and recommendation.

BACKGROUND
A unanimous petition for annexation has been submitted by Gary Moelter for PIDs 040113010000 and 040113295025 on County Highway U/County Highway M adjacent to the Mann Valley Corporate Park.

Location Map (proposed annexation area outlined in blue):
The petition is to annex approximately 48.61 acres from the Town of Troy to the City of River Falls. The full legal description of the property is included with the Annexation Petition (attached).

The City’s process for reviewing this type of annexation includes multiple steps that are scheduled to occur on the following dates:

- **02/28/2023** City Council referral to the Plan Commission for review.
- **03/07/2023** Plan Commission review and recommendation to City Council.
- **03/28/2023** City Council public hearing/first reading of an ordinance to annex the property.
- **04/11/2023** City Council public hearing/second reading and disposition of an ordinance to annex the property.

At this time, there is no proposal to develop the subject properties. The applicant intends to continue the agricultural use of the land.

**CONCLUSION**

Staff recommends the City Council approve the resolution referring the annexation petition to the Plan Commission for their report and recommendation.
Annexation Petition:

Petition for Direct Annexation by Unanimous Approval

We, the undersigned, constituting all of the owners of the real property in which no electors reside in the following described territory of the Town of Troy, St. Croix County, Wisconsin, lying contiguous to the City of River Falls, St. Croix County, Wisconsin, petition the City Council of River Falls to annex the territory described below and shown on the map below.

THE SOUTHEAST OF THE SOUTHEAST QUARTER (SE4 OF SE34) OF SECTION THIRTY FOUR (34), TOWNSHIP TWENTY EIGHT (28) NORTH, RANGE NINETEEN (19) WEST, TOWN OF TROY, ST. CROIX COUNTY, WISCONSIN, EXCEPT: Commencing on the South line of the East Half of the Southeast Quarter 680.0 feet East of the Southwest corner thereof; thence North 169.0 feet; thence N23°96' E 65.9 feet; thence East 110.2 feet; thence South 229.6 feet to said South line; thence West on said South line 136.0 feet to the place of beginning, AND EXCEPT the South 265 feet of the West 397 feet of said forty, AND EXCEPT parcel in Volume 573, page 449 as document number 348396, AND ALSO EXCEPT Lot 1 of Certified Survey Map in Volume 11, page 3236, as document number 558139.

and

THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER (SW¼ OF SW¼) OF SECTION THIRTY FIVE (35), TOWNSHIP TWENTY EIGHT (28) NORTH, RANGE NINETEEN (19) WEST, TOWN OF TROY, ST. CROIX COUNTY, WISCONSIN, EXCEPT the East 25 acres thereof.

[Map Image]

Property Owner

[Signature]

Gary J. Moelter

Date

2-7-23

Parcel Id Numbers: 040-1130-10-000 and 040-1132-95-025
RESOLUTION NO.

REFERRING AN ANNEXATION PETITION TO THE PLAN COMMISSION FOR REPORT AND RECOMMENDATION

WHEREAS, the City of River Falls received an application and petition for direct annexation by unanimous approval on February 10, 2023, to annex approximately 48.61 acres; and

WHEREAS, the property proposed for annexation consists of two parcels of land located on County Highway U and County Highway M, St. Croix County, Wisconsin (Legal Description attached); and

WHEREAS, the City of River Falls’ process for annexation review includes the review and recommendation by the Plan Commission; and

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of River Falls refers the annexation to the Plan Commission for their review and recommendation at the March 7, 2023, regular meeting of the Plan Commission.

Dated this 28th day of February 2023.

CITY OF RIVER FALLS

________________________
Dan Toland, Mayor

ATTEST:

________________________
Amy White, City Clerk
LEGAL DESCRIPTION

THE SOUTHEAST OF THE SOUTHEAST QUARTER (SE¼ OF SE¼) OF SECTION THIRTY FOUR (34), TOWNSHIP TWENTY EIGHT (28) NORTH, RANGE NINETEEN (19) WEST, TOWN OF TROY, ST. CROIX COUNTY, WISCONSIN, EXCEPT: Commencing on the South line of the East Half of the Southeast Quarter 680.0 feet East of the Southwest corner thereof; thence North 169.0 feet; thence N23°96'E 65.9 feet; thence East 110.2 feet; thence South 229.6 feet to said South line; thence West on said South line 136.0 feet to the place of beginning, AND EXCEPT the South 265 feet of the West 397 feet of said forty, AND EXCEPT parcel in Volume 573, page 449 as document number 348396, AND ALSO EXCEPT Lot 1 of Certified Survey Map in Volume 11, page 3236, as document number 558139.

and

THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER (SW¼ OF SW¼) OF SECTION THIRTY FIVE (35), TOWNSHIP TWENTY EIGHT (28) NORTH, RANGE NINETEEN (19) WEST, TOWN OF TROY, ST. CROIX COUNTY, WISCONSIN, EXCEPT the East 25 acres thereof.
MEMORANDUM

TO: Mayor Toland and City Councilmembers
FROM: Emily Shively, Assistant Director of Community Development
DATE: February 28, 2023
TITLE: Resolution Referring an Annexation Petition to the Plan Commission for Report and Recommendation (City-owned Property)

RECOMMENDED ACTION
Adopt a resolution referring the proposed annexation to the Plan Commission for their report and recommendation.

BACKGROUND
The City recently purchased a parcel adjacent to the Mann Valley Corporate Park, the western portion of which is proposed to be annexed to the City. The easterly portion of the parcel containing the farmstead will remain in the Town.

Location Map:
Proposed Annexation Area:
The proposal is to annex approximately 19.81 acres from the Town of Troy to the City of River Falls as shown in the map above and legally described as follows:

Being a part of the Southeast ¼ of the Southwest ¼ and part of the Southwest ¼ of the Southwest ¼, all in Section 35, Township 28 North, Range 19 West, Town of Troy, St. Croix County, Wisconsin, more particularly described as follows:

Commencing at the South ¼ corner of said Section 35; Thence westerly along the south line of the of the said Southwest ¼ of Section 35-28-19 a distance of 1113.91 feet to the point of beginning; Thence N17°01'53"W 416.22 feet to a point on the easterly line of a parcel described on that deed recorded as Document No. 556032 in the office of the St. Croix County Register of Deeds; Thence N27°19'55"W a distance of 133.55 feet; Thence along said line N39°57'15"W a distance of 311.39 feet; Thence along said line N02°42'13"W a distance of 420.66 feet; Thence along said line N03°58'22"E a distance of 114.66 feet; Thence along said line a N25°48'03"E a distance of 39.88 feet; Thence along said line N33°03'25"W a distance of 4.8 feet more or less to the north line of the said Southwest ¼ of the Southwest ¼ of Section 35-28-19; Thence westerly along said line a distance of 506.2 feet more or less to the west line of said parcel in Document No 556032; Thence southerly along said line 1321.71 feet to the said south line of the SW ¼ of Sec 35-28-19; Thence easterly along said south line to the point of beginning;

The City’s process for reviewing this type of annexation includes multiple steps that are scheduled to occur on the following dates:

- **02/28/2023** City Council referral to the Plan Commission for review.
- **03/07/2023** Plan Commission review and recommendation to City Council.
- **03/28/2023** City Council public hearing/first reading of an ordinance to annex the property.
- **04/11/2023** City Council public hearing/second reading and disposition of an ordinance to annex the property.

**CONCLUSION**

Staff recommends the City Council approve the resolution referring the proposed annexation to the Plan Commission for their report and recommendation.
RESOLUTION NO.

REFERRING AN ANNEXATION PETITION TO THE PLAN COMMISSION FOR REPORT AND RECOMMENDATION

WHEREAS, the City of River Falls intends to annex approximately 19.81 acres of City-owned property; and

WHEREAS, the property proposed for annexation consists of a portion of a parcel of land located on County Highway M, St. Croix County, Wisconsin (Legal Description attached); and

WHEREAS, the City of River Falls’ process for annexation review includes the review and recommendation by the Plan Commission; and

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of River Falls refers the annexation to the Plan Commission for their review and recommendation at the March 7, 2023, regular meeting of the Plan Commission.

Dated this 28th day of February 2023.

CITY OF RIVER FALLS

______________________________
Dan Toland, Mayor

ATTEST:

______________________________
Amy White, City Clerk
LEGAL DESCRIPTION

Being a part of the Southeast ¼ of the Southwest ¼ and part of the Southwest ¼ of the Southwest ¼, all in Section 35, Township 28 North, Range 19 West, Town of Troy, St. Croix County, Wisconsin, more particularly described as follows:

Commencing at the South ¼ corner of said Section 35; Thence westerly along the south line of the of the said Southwest ¼ of Section 35-28-19 a distance of 1113.91 feet to the point of beginning; Thence N17°01’53”W 416.22 feet to a point on the easterly line of a parcel described on that deed recorded as Document No. 556032 in the office of the St. Croix County Register of Deeds; Thence N27°19’55”W a distance of 133.55 feet; Thence along said line N39°57’15”W a distance of 311.39 feet; Thence along said line N02°42’13”W a distance of 420.66 feet; Thence along said line N03°58’22”E a distance of 114.66 feet; Thence along said line a N25°48’03”E a distance of 39.88 feet; Thence along said line N33°03’25”W a distance of 4.8 feet more or less to the north line of the said Southwest ¼ of the Southwest ¼ of Section 35-28-19; Thence westerly along said line a distance of 506.2 feet more or less to the west line of said parcel in Document No 556032; Thence southerly along said line 1321.71 feet to the said south line of the SW ¼ of Sec 35-28-19; Thence easterly along said south line to the point of beginning;

Said parcel contains 19.81 acres more or less.
MEMORANDUM

TO: Mayor Toland and City Councilmembers

FROM: Steven Cash, Fire Chief

DATE: February 28, 2023

TITLE: Resolution Approving the updated 2023 Fire Service Agreement between the city of River Falls and St. Croix County.

RECOMMENDED ACTION
Adopt the attached resolution approving the updated mutual-aid agreement between the city of River Falls and St. Croix County.

BACKGROUND
The Mutual Aid Box Alarm System (known as MABAS) is a mutual aid measure that may be used for deploying fire, rescue, and emergency medical services personnel in a multi-jurisdictional and/or multi-agency response. As a MABAS agency, you agree to standards of operation, incident command, minimum level of equipment staffing, safety, and on-scene terminology. MABAS agencies, regardless of their geopolitical origin, can work together seamlessly on any emergency scene. All MABAS agencies operate on a common radio frequency and are activated for response through pre-designed run cards each participating agency designs and tailors to meet their local risk need.

Participation in the mutual aid program is voluntary. Equipment, personnel, or services provided under MABAS are at no charge between municipalities. Expenses recovered from the responsible parties are equitably distributed. In addition, emergency personnel that respond to the emergency remain employees of their initial department or agency. MABAS is broken into divisions rather than regions.

DISCUSSION
The River Falls Fire Department has been a participant with the St. Croix County MABAS system since 1991. This partnership is critical for the fire department to be able to access additional resources that the fire department cannot provide on its own. There are times that an emergency incident is large enough in scale that it cannot be mitigated with the resources it currently possesses. Having a mutual or auto aid agreement in place commits additional resources by regional partners to ensure different resource types are available for different types of incidents. Through a cooperative effort between the St. Croix Fire Officers Association and MABAS Group 143, this updated agreement has been developed and agreed upon.

FISCAL IMPACT
There is no additional fiscal impact by entering into this agreement.
CONCLUSION
Staff recommends approval by the City Council of the St. Croix Fire Service Agreement. This agreement will allow the River Falls Fire Department to provide and receive assistance for fire suppression, public health and safety emergencies, firefighter training, and fire safety education.
RESOLUTION NO.

RESOLUTION APPROVING THE FIRE SERVICE AGREEMENT BETWEEN THE CITY OF RIVER FALLS AND ST. CROIX COUNTY

WHEREAS, the City of River Falls desires to renew and update the Fire Service Agreement with various municipalities in St. Croix County, Wisconsin; and

WHEREAS, the purpose of the agreement is to provide assistance for fire suppression, public health and safety emergencies, firefighter training, fire safety education, or fire department promotions; and

WHEREAS, the Fire Service Agreement has been reviewed by the participating municipalities.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of River Falls hereby approves St. Croix County Fire Service Agreement, as attached hereto and made a part hereof.

Dated this 28th day of February, 2023.

________________________________________
Dan Toland, Mayor

ATTEST:

________________________________________
Amy White, City Clerk
St. Croix County
Fire Service Agreement

WHEREAS, the River Falls Fire Department desires to enter into a Fire Service Agreement with various municipalities/fire service organizations in St. Croix County, Wisconsin; and

WHEREAS, the purpose of the agreement is to provide assistance for fire suppression, public health and safety emergencies, firefighter training, or fire safety education; and

WHEREAS, the Fire Service Agreement has been reviewed by the participating municipalities on January 26, 2023.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of River Falls hereby approves St. Croix County Fire Service Agreement, as attached hereto and made a part hereof.

Dated this 28th day of February, 2023

GOVERNING BODY OF:

______________________________
City of River Falls

______________________________
, its

______________________________
, its Clerk/Secretary

FIRE DEPARTMENT:

______________________________
River Falls Fire Department

______________________________
, its Fire Chief

______________________________
, its Clerk/Secretary

______________________________
, its Clerk/Secretary

113
INCLUSIVE OF: Hudson Fire Department, United Fire & Rescue Baldwin, Hammond, Woodville Stations, Clear Lake Fire Department, Deer Park Fire Department, Glenwood City Fire Department, Spring Valley Area Fire Department, Roberts-Warren Fire Association, River Falls Fire Department, Somerset Fire Department, St. Joseph Township Fire Department, New Richmond Fire Department, and Lower St. Croix Valley Fire Department.

THIS AGREEMENT is made pursuant to Minnesota Statutes and Wisconsin Statutes, which authorize the joint and cooperative exercise of powers common to contracting parties in other states. The intent of this Agreement is to make fire service equipment, personnel and other related resources available to political subdivisions from other political subdivisions. The purpose of providing such assistance shall be but not limited to; fire suppression, public health and safety emergencies, firefighter training, or public fire prevention education.

1. Definitions.

“Party” means a political subdivision.

“Requesting Official” means the person designated by a Party who is responsible for requesting Assistance from other Parties.

“Requesting Party” means a party that requests assistance from other parties.

“Responding Official” means the person designated by a party who is responsible to determine whether and to what extent that party should provide assistance to a Requesting Party.

“Responding Party” means a party that provides assistance to a Requesting Party.

“Assistance” means fire and/or emergency medical services personnel and equipment.

2. Request for Assistance.

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

3. Response to Request.

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

4. Recall of Assistance.

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

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

6. **Workers’ Compensation.**

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

7. **Damage to Equipment.**

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

8. **Liability.**

Personnel acting under this Agreement may not be considered, for liability purposes, as an employee or agent of the other state or a political subdivision of the other state for their actions, regardless of the supervision or control of the person’s actions while within the other state. All personnel will be considered as continuing to be employees of the employing agency in the person’s home state.

Except as provided below, any person acting under this Agreement must continue to be covered by their employing agency for purposes of civil liability purposes in their home state. Any personnel acting within the other state under this Agreement is considered while so acting to be in the ordinary course of their employment within their home state and to be protected by any statutory immunity from liability and limits of liability enjoyed in their home state.

In addition to home state immunity from liability or immunity from limits of liability, any personnel acting under this Agreement in the other state are also entitled to any immunity from liability or limit on liability to the same extent as a person of the other state. If however, a claim is made in Minnesota for an occurrence in Minnesota against a Wisconsin party, the Minnesota Fire agency agrees to defend and indemnify the Wisconsin party for claims that exceed the Wisconsin parties’ statutory limits of liability, subject to the limitations on municipal tort liability enjoyed by the Minnesota Fire agency, and to the extent of the Minnesota Fire agency’s liability insurance coverage.

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

No charges will be levied by a Responding Party to this agreement for assistance rendered to a Requesting Party under the terms of this agreement unless that assistance continues for a period of more than 12 hours. If assistance provided under this agreement continues for more than 12 hours, the Responding Party will submit to the Requesting Party an
itemized bill for the actual cost of any assistance provided after the initial 12 hour period, including salaries, overtime, materials and supplies and other necessary expenses; and the Requesting Party will reimburse the party providing the assistance for that amount.

Any charges are not contingent upon the availability of federal or state government funds.

The requesting party shall reimburse the responding party for consumable items such as but not limited to; class A and B foams and floor dry.

10. **Joint Firefighter Training and Public Fire Prevention Education**

The terms of this Agreement shall apply to joint firefighter training exercises and joint public fire prevention education.

11. **Duration.**

This Agreement shall be reviewed every three years by the parties. Any party may withdraw from this Agreement upon thirty (30) days written notice to the other party or parties to the Agreement.

12. **Execution.**

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

This fire service agreement has been approved by the participating departments on January 26, 2023.
MEMORANDUM

TO: Mayor Toland and City Council
FROM: Jason Stroud, Assistant City Administrator
DATE: February 28, 2023
TITLE: Agricultural Lease Agreements for Mann Valley Property

RECOMMENDED ACTION
Adopt the resolution approving agricultural lease agreements with Gary Moelter and Joe O’Malley related to City owned property in Mann Valley. Each lease is for a one-year term, with the ability of the City to terminate the lease for all or a portion of the property under lease.

BACKGROUND
The City has leased land it owns at Mann Valley to Joe O’Malley and Gary Moelter since 2014. City staff have been pleased with the lessor-lessee relationship(s). The 2022 lease terms for Joe O’Malley were $264/acre for 90 acres. The 2022 lease terms for Gary Moelter were $249/acre for 72.76 acres.

DISCUSSION
Moelter
The amount of available land for Gary Moelter will decrease in 2023 from 72.76 acres to 25 acres in the far southwest corner of the Mann Valley property. This is due to expected infrastructure work for the planned Mann Valley corporate park in the area he previously farmed. The proposed lease rate for 2023 is $250/acre, or $6,250 for the year.

O’Malley
The land available for Joe O’Malley is expected to be reduced from 90 to 50 acres due to planned infrastructure work in the area he previously farmed. The leased property to O’Malley includes 10 acres on top of the conservancy hill on the property. The growing soil on top of the hill is not the same quality as down below. The proposed lease rate for 2023 is $194/acre or $9,700 total for the year. This rate takes into consideration the value of the 10 acres on top of the hill, and the value that O’Malley provides so staff do not have to maintain this area.

Both Moelter and O’Malley own property in the area and can easily access the property along with their own properties. With another one-year lease, they can continue to be proactive with crop rotation and soil enhancements.

The lease allows for termination of any or all of the property should the City need to provide for development. The lessee will be reimbursed for field preparation costs incurred on the property if the city terminates the lease.
FINANCIAL CONSIDERATIONS
The leases with both Moelter and O'Malley will generate a minimum of $15,950 for the year.

CONCLUSION
Approval of the one-year agricultural lease agreements with Moelter and O'Malley is recommended.
RESOLUTION NO.

RESOLUTION APPROVING LEASES BETWEEN
CITY OF RIVER FALLS AND JOE O’MALLEY
AND CITY OF RIVER FALLS AND GARY MOELTER
(Mann Valley Land)

WHEREAS, the City owns tillable land on County Road MM known as the Mann Valley property; and

WHEREAS, Joe O’Malley and Gary Moelter have been leasing the property for agricultural crop production since 2014 and wish to continue the lease; and

WHEREAS, it is in the City’s best interest to continue to lease the land that is not needed for development related work in 2023;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of River Falls authorizes the City Administrator to finalize a lease agreement for use of the Mann Valley property for a one-year period, unless terminated by either party under the terms of the agreement.

Dated this 28th day of February, 2023.

________________________________________
Dan Toland, Mayor

ATTEST:

________________________________________
Amy White, City Clerk
FARM LAND LEASE (Mann Valley)

The City of River Falls, Wisconsin (hereafter “Lessor”), and Gary Moelter (hereafter “Lessee”) hereby enters into a lease agreement under the following terms:

Lessor shall convey to Lessee the use of the following property owned by the City of River Falls:

    Township twenty-eight (28) North, Range nineteen (19) West, Town of Troy. The total tillable land in one parcel consists of approximately 25 acres.

The term of the lease shall be for one year from March 1, 2023, until December 31, 2023, at midnight on each date, subject to early termination clause below.

The Lessee is obliged to pay Lessor a total of $250 per acre for the 2023 growing season for the rights conveyed under this lease.

Lessee shall pay to Lessor the full amount annually on or before April 1st.

If Lessee fails to make a required payment within 30 days of the date or engages in any act or omission which constitutes waste or breach of Lessee’s responsibilities under this lease, the Lessor may terminate this lease upon ten (10) days’ notice. In the event of such a termination, Lessee shall bear any and all losses related to crops which have not ripened or which Lessee has not yet harvested as of the time of termination.

Lessee’s use of the description property shall be strictly limited to the raising of agriculture crops and no other or further use thereof without the express, written consent of the Lessor. No other or further use of the property shall be made without the express, written consent of the Lessor. During the course of using the property for crop-raising, the Lessee shall be allowed to apply fertilizers and weed killers but will provide the Lessor with the amount and types of fertilizers and weed killers applied to the property each year.

The Lessor shall be held harmless and forgiven by the Lessee of any and all damage to standing crops which may occur the term of this lease as a result of the acts of third parties.

Lessee understands and agrees that the Lessor shall have the option to terminate this lease prior to the end of the term expressed. To invoke this right, the Lessor shall provide notice in writing of its intention to terminate all or a portion of the property leased. In the event that the Lessee is so notified, Lessee understands and acknowledges that all crops standing on the leased property shall be harvested on or before December 31 of the year of such notice or they shall become property of the Lessor, without any expectation of compensation, therefore by the Lessee. The Lessor agrees to reimburse the Lessee for field preparation costs incurred on property that has been terminated from the lease.

Upon the expiration or termination of this lease, the Lessee shall return the property to the Lessor in substantially the same condition as that in which it was found at the commencement of this lease and all personal property shall be removed from the property prior to the expiration or termination date.

In witness of their agreement to the terms of this contract, the parties affix their signatures below:

For the City of River Falls:     For the Lessee:

___________________________________  _________________________________________________
Scot Simpson, City Administrator     Gary Moelter
Date     Date
FARM LAND LEASE (Mann Valley)

The City of River Falls, Wisconsin (hereafter “Lessor”), and Joe O’Malley (hereafter “Lessee”) hereby enters into a lease agreement under the following terms:

Lessor shall convey to Lessee the use of the following property owned by the City of River Falls:

Township twenty-eight (28) North, Range nineteen (19) West, Town of Troy. The total tillable land in two parcels consists of approximately 50 acres.

The term of the lease shall be for one year from March 1, 2023, until December 31, 2023, at midnight on each date, subject to early termination clause below.

The Lessee is obliged to pay Lessor a total of $194 per acre for the 2023 growing season for the rights conveyed under this lease.

Lessee shall pay to Lessor the full amount annually on or before April 1st.

If Lessee fails to make a required payment within 30 days of the date or engages in any act or omission which constitutes waste or breach of Lessee’s responsibilities under this lease, the Lessor may terminate this lease upon ten (10) days’ notice. In the event of such a termination, Lessee shall bear any and all losses related to crops which have not ripened or which Lessee has not yet harvested as of the time of termination.

Lessee’s use of the description property shall be strictly limited to the raising of agriculture crops and no other or further use thereof without the express, written consent of the Lessor. No other or further use of the property shall be made without the express, written consent of the Lessor. During the course of using the property for crop-raising, the Lessee shall be allowed to apply fertilizers and weed killers but will provide the Lessor with the amount and types of fertilizers and weed killers applied to the property each year.

The Lessor shall be held harmless and forgiven by the Lessee of any and all damage to standing crops which may occur the term of this lease as a result of the acts of third parties.

Lessee understands and agrees that the Lessor shall have the option to terminate this lease prior to the end of the term expressed. To invoke this right, the Lessor shall provide notice in writing of its intention to terminate all or a portion of the property leased. In the event that the Lessee is so notified, Lessee understands and acknowledges that all crops standing on the leased property shall be harvested on or before December 31 of the year of such notice or they shall become property of the Lessor, without any expectation of compensation, therefore by the Lessee. The Lessor agrees to reimburse the Lessee for field preparation costs incurred on property that has been terminated from the lease.

Upon the expiration or termination of this lease, the Lessee shall return the property to the Lessor in substantially the same condition as that in which it was found at the commencement of this lease and all personal property shall be removed from the property prior to the expiration or termination date.

In witness of their agreement to the terms of this contract, the parties affix their signatures below:

For the City of River Falls:     For the Lessee:

___________________________________  _________________________________________________
Scot Simpson, City Administrator Date    Joe O’Malley    Date
MEMORANDUM

TO: Mayor Toland and City Councilmembers

FROM: Amy White, Community Services Director/City Clerk

DATE: February 28, 2023

TITLE Resolution Approving Purchase of Playground Equipment

RECOMMENDED ACTION
Approve the resolution to purchase playground equipment for Wells Park, Collins Park, DeSanctis Park and Sterling Ponds Park as outlined in this memo.

BACKGROUND
On June 14, 2022, City Council passed a resolution approving the use of the American Rescue Plan Act (ARPA) funding for park improvements to include the additions to or replacement of current play structures in the amount of $106,700. Staff focused on the Capital Improvement Plan (CIP) to identify uses for ARPA funding because the CIP is comprised primarily of one-time projects for which one-time funding is appropriate. Staff also focused on the CIP because it extends through 2026, which is also the deadline for spending ARPA funds.

DISCUSSION
Staff evaluated park needs and identified Wells Park, DeSanctis Park, Collins Park and Sterling Ponds Park as the 2023 park update focus. The parks will each receive updated play equipment as outlined below.

Wells Park
The existing play structure will be replaced with a nucleus intensity modular structure, including the shade canopy. In addition, a swing set, including a tot swing and inclusive swing, a comet spinner and orb rocker are scheduled to be installed just adjacent to the new structure (photo below).
This park plan update includes a standalone shade structure similar to the photo below. A concrete slab will be poured to secure the structure and provide space for a picnic area.
DeSanctis Park
The existing play structure will remain. The plan is to place the new additional apparatuses slightly uphill from the current play structure. This area was selected due to grade and necessary leveling to make the project happen. The additional apparatuses include a swing set, including a tot swing and inclusive swing (similar to the set included in the Wells Park rendering) and a wobbly web (photo below).

Collins Park
The existing play structure will be replaced with a Synergy modular structure. In addition, the installation of a swing set, including a tot swing and inclusive swing, is scheduled to be installed just adjacent to the new structure (photo below).
Sterling Ponds Park
The existing play structure will remain. The planned addition includes a Nucleus modular structure which will be placed adjacent to the existing structure (photo below). The structure selected will enhance the current play structure and stay in theme of what is currently in place. The selected structure is new to the company and may need some modifications at the time of purchasing and/or installation, however, this will not affect the quote.

FINANCIAL CONSIDERATION
Quotes were provided to staff from Lee Recreation, LLC, a longtime supplier of the City’s recreation equipment, including most of the current play structures in City parks. The quotes include all necessary materials to complete each structure, delivery, and installation. The concrete pad for the Wells Park shade structure is budgeted in the approved 2023 Park operating budget. The table below outlines the play structure project costs and funding sources.

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CONCLUSION
The Park and Recreation Advisory Board reviewed the park play structure additions and replacement plans for Wells Park, Collins Park, DeSanctis Park and Sterling Ponds Park and recommends approval of the resolution to purchase the equipment as outlined in the memo.
RESOLUTION NO.

RESOLUTION APPROVING THE PURCHASE OF PLAYGROUND EQUIPMENT

WHEREAS, On June 14, 2022, City Council passed a resolution approving the use of the American Rescue Plan Act (ARPA) funding for park improvements to include the additions to or replacement of current play structures in the amount of $106,700; and

WHEREAS, Staff focused on the Capital Improvement Plan (CIP) to identify uses for ARPA funding because the CIP is comprised primarily of one-time projects for which one-time funding is appropriate. Staff also focused on the CIP because it extends through 2026, which is also the deadline for spending ARPA funds; and

WHEREAS, Staff evaluated park needs and identified Wells Park, DeSanctis Park, Collins Park and Sterling Ponds Park as the 2023 park update focus; and

WHEREAS, Lee Recreation, LLC, a longtime supplier of the City’s recreation equipment will provide the necessary structures, delivery and installation; and

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of River Falls hereby approves the purchase of the playground equipment for Wells Park, DeSanctis Park, Collins Park and Sterling Ponds Park.

Dated this 28th day of February, 2023.

__________________________
Dan Toland, Mayor

ATTEST:

__________________________
Amy White, City Clerk
MEMORANDUM

TO: Mayor Toland and City Council

FROM: Chris Buntjer, Senior Civil Engineer
       Kevin Westhuis, Utility Director

DATE: February 28, 2023

TITLE: Resolution Approving the Award of Water & Sewer Service Area Plan Update Services.

RECOMMENDED ACTION

Adopt a resolution authorizing the City Administrator to negotiate a contract not to exceed $64,200 for services to update the City’s Water and Sewer Service Area Plans with Strand Associates, Inc.

BACKGROUND

The City has identified the need to update both its Water and Sewer Service Area Plans (The Project).

The City adopted its Sewer Service Area Water Quality Management Plan (Sewer Plan) on October 3, 2000. A study was completed in March 2009 to supplement the Sewer Plan. Per the WisDNR, “Sewer Service Area Plans outline 20-year growth boundaries and sensitive areas to protect water quality by proactively addressing the future needs for wastewater collection and treatment in developing areas. This planning helps protect water resources from adverse impacts by facilitating cost-effective and environmentally sound sewerage system planning. Plans identify existing sewered areas as well as available land suitable for new development. The process also identifies areas not suitable for public sewer including but not limited to environmentally sensitive areas (NR 121.05(1)(g)2.c).”

A Comprehensive Water Study Plan (Water Plan) was prepared for the City in October 1999, and an update was prepared in May 2007.

In recent years, significant growth has occurred within the City and additional development is in the planning stages. Thus, updated Water and Sewer Plans will be crucial to planning future Capital Improvement Projects and guiding the planning of development.

DISCUSSION

Design Contract

Proposals for design services for The Project were requested on December 9, 2022, and on December 14, 2022, with revised/extended deadlines. A Class I notice was published in the Pierce County Journal on December 12, 2022. Design service proposals were received for The Project on January 23, 2023, and January 27, 2023.
Two design proposals from qualified engineering firms were received for this project. Two firms also declined to submit proposals, citing busy schedules. Bids were evaluated based on a scoring rubric which evaluated several scoring criteria, including project team water modeling and sewer modeling experience, and project cost. The scoring resulted in a staff recommendation to award The Project to Strand Associates, Inc. See the scoring summary below. A copy of the RFP is enclosed.

<table>
<thead>
<tr>
<th></th>
<th>Strand</th>
<th>SEH</th>
<th>Ayers</th>
<th>MSA</th>
<th>TKDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>90</td>
<td>85</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Cost Estimate</td>
<td>$64,200</td>
<td>$94,900</td>
<td>Declined</td>
<td>Declined</td>
<td>No Response</td>
</tr>
</tbody>
</table>

**FINANCIAL CONSIDERATIONS**

The Project is identified in the 2022-2026 Capital Improvement Plan as projects 22-MU-003 (Sewer Service Area Update) and 22-MU-006 (Water Service Area Update), with $50,000 budgeted for each half of the project from the corresponding utility fund in 2022 (for a total of $100,000). The Project is estimated to cost $64,200 and is designated to be funded by Sewer and Water Utility Funds. While the 2022 budget appropriation has lapsed, the money in each fund is still available to cover the expense.

The project funding identified in the 2022-2026 CIP is summarized in the table below:

<table>
<thead>
<tr>
<th>Sources</th>
<th>Amount</th>
<th>Uses</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sewer Utility Funds</td>
<td>$ 32,100</td>
<td>Professional Services</td>
<td>$ 32,100</td>
</tr>
<tr>
<td>Water Utility Funds</td>
<td>$ 32,100</td>
<td>Professional Services</td>
<td>$ 32,100</td>
</tr>
<tr>
<td><strong>Total Sources</strong></td>
<td><strong>$ 64,200</strong></td>
<td><strong>Total Uses</strong></td>
<td><strong>$ 64,200</strong></td>
</tr>
</tbody>
</table>

**CONCLUSION**

Staff and the UAB recommend City Council to authorize the City Administrator to negotiate a contract not to exceed $64,200 for services to update the City’s Water & Sewer Service Area Plans with Strand Associates, Inc. Should a satisfactory contract not be agreed upon, staff will revisit the bids, re-evaluate, and make a new recommendation.
RESOLUTION NO.

RESOLUTION APPROVING THE CONSIDERATION OF A CONTRACT WITH STRAND ASSOCIATES, INC. FOR WATER AND SEWER SERVICE AREA PLAN UPDATE SERVICES

WHEREAS, River Falls Municipal Utility Advisory board desires to update its water and sewer service area plans for the City; and

WHEREAS, the City requested proposals for plan update services; and

WHEREAS, two proposals and two declines were received for The Project and the most favorable proposal was from Strand Associates, Inc.; and

WHEREAS, the Utilities Advisory Board recommends the negotiation of a contract with Strand Associates, Inc. not to exceed $64,200.

NOW, THEREFORE, BE IT RESOLVED that the City Council authorize the City Administrator to negotiate a contract not to exceed $64,200 for updates to the City’s water and sewer service area plans with Strand Associates, Inc. Should a satisfactory contract not be agreed upon, staff will revisit the bids, re-evaluate, and make a new recommendation.

Dated this 28th day of February 2023

________________________________________
Dan Toland, Mayor

ATTEST:

________________________________________
Amy White, City Clerk
Administrator’s Report

February 28, 5 p.m. – City Facilities Update
February 28, 6:30 p.m. – City Council Meeting
March 14, 6:30 p.m. – City Council Meeting
March 28, 6:30 p.m. – City Council Meeting
April 4 – Spring Election, polls open 7 a.m. – 8 p.m.

RECREATION

New in 2023! Hoffman Park Campground reservations need to be made online at riverfalls.activityreg.com. Pre-payment for a stay is required before setting up. Bathrooms, shower, water to fill tanks, and a dump station are available. The fee is $25/night for an electric site or $15/night for a tent site in the grassy area. For non-campers, the dump station may be used for $5 cash or check payable at the dump station.

Registration for sports, camps, swimming lessons, and other activities opens online March 13 at 8 a.m.

LIBRARY

The Winter Wellness program series has gotten off to a great start. Programs have had good attendance and those that require registration are filling up fast. Stop in to see all the cool prizes available to win! Kids in the River Falls community are enjoying the BIG FUN LAB and some other new STEM activities in the youth area. If you haven't seen tried the foot massagers in the Area History Room yet, you are missing out!

Using Growth Mindset to Overcome Perfectionism, 18+
Wednesday, March 1, 6:30 p.m., in person and virtual, in the lower level of the library in collaboration with the River Falls School District. Shannon Anderson, Teacher, Children's Book Author and National Speaker for Mental Health.

Self-Brainspotting: Mindfulness Practice to Self-Regulate, 18+
Thursday, March 2, 6-7:30 p.m., in person only
Cori Hildebrandt, MA, LPC WI, LPCC MN, Psychotherapist, Owner of Coriander Living Collective
Help with sleep issues, depression, anxiety, irritability, negative self-beliefs, interpersonal issues, trauma, stress, and pain. *Smart phone and headphones required for the class. *Limited spots, sign up online starting Feb 1.

Diana Alfuth, Seed Starting for Everyone
Wednesday, March 15, 6:30 p.m. in the Lower Level Community Room
In person and virtual on the library Facebook and YouTube
We’ll cover everything you need to know to be successful starting garden seeds, including choosing seeds and varieties, soil mix, watering, fertilizing, proper lighting, and getting the transplants ready for the outdoors.

Virtual Author Audrey Clare Farley
Thursday, March 23, 6:30 p.m., virtual only on the library Facebook and YouTube
Author of The Unfit Heiress: The Tragic Life and Scandalous Sterilization of Ann Cooper Hewitt.
I small-scale farm businesses is connected to a robust and healthy rural economy and community.

COMMUNITY DEVELOPMENT

- Development Review/Current Planning
  - Currently working with developers that plan to submit over the next few months
  - Fielded questions and review of ETJ potential projects
- General Development Plan application approved for The Current a multi-family development by Eau Claire Reality. The site is 5 acres located on the southeast side within the Thompson Annexation. Plan Commission recommended approval on January 3, 2023; Council approved January 24, 2023.
- Council approved a privilege in the street license agreement to allow a private driveway in a portion of undeveloped City right-of-way to provide access to a parcel in the Town of River Falls south of the High School on January 24, 2023.
- A Special Use Permit application received for a self-storage facility at Radio Road and Chapman Drive. The request will be reviewed by Plan Commission on February 7, 2023.
- A Specific Implementation Plan and Final Plat application received for a two-family neighborhood by Derrick Homes on Paulson Road at Radio Road (Thompson property) – Plan Commission recommended approval of the General Development Plan on November 1, 2022; Council approved the GDP on November 22, 2022. The request will be reviewed by Plan Commission on February 7, 2023
- An application has been received for a rental townhome project by Saturday Properties at Paulson Road and Radio Road (Thompson property) – Plan Commission recommended approval of the General Development Plan on October 4, 2022; Council approved the GDP on October 25, 2022. Next steps are SIP submission and approval process, slated for early 2023.
- An application has been received for a single- and two-family neighborhood by Creative Homes on S. Apollo Road (Wells property) – Plan Commission recommended approval of the General Development Plan on October 4, 2022; Council approved the GDP on October 25, 2022. Next steps are SIP and plat submission and approval process, slated for early 2023.

- Historic Preservation Commission
  - HPC working on a historical library display for the lower level and some display cabinets upstairs.
  - Fabrication of “The Glen” in process with a company called Pannier. It is to replace the Cascade Mill sign at Glen Park. Installation slated for Spring 2023.
  - Exploring quality Glover Station School images and information to incorporate inside building and kiosk.
  - HPC submitted an application for a Certified Local Government grant from the WI Historical Society in Dec. to nominate properties to the National Register of Historic Places.

- Mapping
  - Map of available sites for development; Click here for map
  - Map of active development projects map; Click here for map

- Projects
  - Focus River Falls – Steering Committees for the Comprehensive Plan, Outdoor Recreation Plan, and Bicycle and Pedestrian Plan have completed their work. The Bike and Pedestrian Plan was recommended for approval by the Steering Committee on November 30th and Plan Commission on December 15th. The Parks and Recreation Advisory Board reviewed and recommended approval of the Outdoor Recreation Plan on December 14th; the Plan Commission reviewed the plan recommended approval on January 3, 2023. The Comprehensive Plan Steering Committee reviewed the draft plan on January 26, 2023, and recommended the plan be released for public comment. Community Engagement – engagerf.org has over 900 registered participants and website homepage refreshed. All three draft plans to be posted online soon. An open house was held at City Hall on Thursday, February 9, from 4:30-6:30pm and plans will be available to review at City Hall and the Library throughout the month of February. Review and adoption of the plans is scheduled for March 2023.

- Assist customers with zoning and subdivision questions daily
- Exploring software options for permitting, inspections, and project management

Economic Development
- Attended online Innovation Center Management Committee Meetings (Schreiner)
- Treasurer duties for the RFEDC and Innovation Center Management Committee (Schreiner)
• Secretary duties for the RFEDC (Burns)
• Sent three RFIs
• Continue Mann Valley project management
• Attended West Central WI EDC Partners Meeting
• Attended Sensible Land Use 2023 Housing Market Update and Forecast
• Attended Momentum West Housing Solutions Forum (Schreiner and Burns)
• Attended River Falls Economic Development Corporation Industrial Event
• Conducted one Business Retention and Expansion (BRE) visit
• Wrote memo and resolution for Development Agreement between the City and Oppidan Investment Company for January 24 City Council meeting

Building and Inspections/Code Enforcement
• 745 Sycamore St, Frisbie/River Falls Senior Living – Multiple inspections for plumbing in basement, fire stopping on 1st floor, insulation inspection 1st floor, Memory Care wing – fire stopping inspection
• 1664 Commerce Court, Shopko Optical – Final/occupancy for new tenant space
• 140 Quarry Road (old Burger King), Dunkin Donuts – Permit issued to finish tenant space
• 137 W. Cascade Avenue, Lake George, LLC/Gerrard – Underground plumbing inspections

Engineering
• Internal Consulting Projects
  o Mann Valley Design (SEH) – Project is advertised with a March 23 bid date with construction expected in July.
  o Powell Avenue Bridge Rehabilitation – WisDOT Design Study Report approved, temporary easement acquisition complete. Anticipating May 2023 bidding with Summer/Fall 2023 construction.
  o S. Wasson Lane Reconstruct (Strand) design is ongoing.
  o Wells Park Sidewalk (Stevens). Project was put on hold until spring 2023.
  o The Wastewater Utilities Biosolids Design Contract (Strand) kick-off meeting was 9/27, equipment selection and preliminary site layout is ongoing.
• Development review assistance for the following sites:
  o Lake George Lofts
  o BOH Electronics
  o Paulson Road Apartments (The Uplands)
  o Renaissance Academy
  o Saturday Townhomes
  o Derrick Townhomes
  o River Falls Wells (Apollo Rd)
  o Eurofins
  o Thompson Properties West – Multifamily (The Current)
  o Benson Commercial Suites
  o Thompson Storage
• Stormwater – Erosion control inspections are ongoing
• Public Construction Projects/Subdivisions
  o North Interceptor is substantially complete.
  o North Water Tower – Watermain construction is complete. Concrete foundation is complete.
  o North Loop Utility Loop awarded to Total Excavating for expected spring construction. Telecom utility conflicts were identified and resolved.
  o Residential lateral installation and abandonment inspections (ongoing)
  o Highview Meadows 7th Addition, building permits are being issued
  o Parking Map Updates Complete (Meadows Drive and West Cascade Avenue)
  o Sterling 3/4th Subdivision public improvements accepted by council.

Private Development Projects
Dawes Place Phase II: Majority of water and sewer installed, several building permits issued, and several foundations poured.

The Sycamore: Public curb and gutter and roadway construction is complete. Sidewalk is re-opened.

Wasson Townhomes: Slow progress is reported due to supply issues

Lake George Lofts has commenced underground and foundation work.

Public utilities associated with Dawes Place Phase I were accepted by Council on November 22, commencing their warranty period.

Director

- Focus River Falls project management
  - Working with consultant team for public review and open house of all three draft plans
  - The draft Bike and Pedestrian Plan and Outdoor Recreation Plan are available on EngageRF and physical copies at City Hall for public comment
  - Comprehensive Plan Steering Committee meeting and Council workshop
  - Outreach:
    - Gearing up for open house and public input on draft plans
    - Focus River Falls update meeting with Grow to Share
  - EngageRF Analytics as of 1/27/22
    - 914 site registrations to date
    - 9,876 total visits

- Department
  - Assistant City Administrator Stroud shifted out of ComDev day to day work
  - Work on CIP and Class & Comp Study
  - Attended Sensible Land Use Coalition, Housing Solutions Forum and APA presentation for Leadership for the Public Sector
  - Preparing Department staffing and organization study
  - Meetings: Staff 1:1s, consultant check ins, ED meetings, development team, exec team, Merchant McIntyre meetings
  - Meetings with large landowners
  - Staff meeting on grants and capital costs
  - Assist with RF Reader
  - Prep for annual review

- Kinni Corridor implementation
  - Met with KCC Steve Goff
  - Met with communications consultant

POLICE DEPARTMENT

Training

- January- June – Police One – All Sworn Staff
  - Anti-Bias Training for Law Enforcement
  - Autism for Law Enforcement: Promoting Safe Outcomes
  - Arrest, Search, & Seizure (Fourth Amendment)
  - Responding to People with Mental Illness
  - Hate Crimes Training for Law Enforcement
  - Shaping an Ethical Workplace Culture
  - Developing Effective Communication Skills


Miscellaneous
School Resource Officer Chris Gottfredsen had the following activity:
  o Presentation to 6th, 7th, and 8th grade homeroom classes about misc. police related topics/Internet use
  o Presentation to 7th grade homeroom class about sexting/internet use

FIRE DEPARTMENT

Activities/Highlights
  • The Fire Department saw the retirement of long-term member Division Chief Mike Moody. A special thank-you goes out to Chief Moody for his 33 years of service to the River Falls community.
  • The Fire Department welcomed 14 new recruits to its ranks on January 1.

Run Volume
  • In January 2023, we responded to a total of 29 calls for service, which compares to 22 calls for the same period in 2022. Year to date: 2023 = 29 calls; 2022 = 307 calls

<table>
<thead>
<tr>
<th>Incident Type Category (FD1.21)</th>
<th>Basic Incident Type Code And Description (FD1.21)</th>
<th>Total Incidents</th>
<th>Total Incidents Percent of Total</th>
<th>Total Property Loss</th>
<th>Total Content Loss</th>
<th>Total Loss</th>
<th>Total Loss Percent of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Fire</td>
<td>113 - Cooking fire, confined to container</td>
<td>1</td>
<td>3.45%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3 - Rescue &amp; Emergency Medical Service Incident</td>
<td>311 - Medical assist, assist EMS crew</td>
<td>1</td>
<td>3.45%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3 - Rescue &amp; Emergency Medical Service Incident</td>
<td>322 - Motor vehicle accident with injuries</td>
<td>1</td>
<td>3.45%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3 - Rescue &amp; Emergency Medical Service Incident</td>
<td>324 - Motor vehicle accident with no injuries.</td>
<td>4</td>
<td>13.79%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3 - Rescue &amp; Emergency Medical Service Incident</td>
<td>351 - Extrication of victim(s) from building/structure</td>
<td>1</td>
<td>3.45%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4 - Hazardous Condition (No Fire)</td>
<td>412 - Gas leak (natural gas or LPG)</td>
<td>1</td>
<td>3.45%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4 - Hazardous Condition (No Fire)</td>
<td>424 - Carbon monoxide incident</td>
<td>4</td>
<td>13.79%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4 - Hazardous Condition (No Fire)</td>
<td>445 - Arcing, shorted electrical equipment</td>
<td>1</td>
<td>3.45%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6 - Good Intent Call</td>
<td>600 - Good intent call, other</td>
<td>1</td>
<td>3.45%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6 - Good Intent Call</td>
<td>611 - Dispatched and cancelled en route</td>
<td>3</td>
<td>10.34%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6 - Good Intent Call</td>
<td>651 - Smoke scare, odor of smoke</td>
<td>3</td>
<td>10.34%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6 - Good Intent Call</td>
<td>671 - HazMat release investigation w/no HazMat</td>
<td>2</td>
<td>6.90%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7 - False Alarm &amp; False Call</td>
<td>733 - Smoke detector activation due to malfunction</td>
<td>1</td>
<td>3.45%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7 - False Alarm &amp; False Call</td>
<td>736 - CO detector activation due to malfunction</td>
<td>1</td>
<td>3.45%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7 - False Alarm &amp; False Call</td>
<td>743 - Smoke detector activation, no fire - unintentional</td>
<td>1</td>
<td>3.45%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7 - False Alarm &amp; False Call</td>
<td>745 - Alarm system activation, no fire - unintentional</td>
<td>1</td>
<td>3.45%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7 - False Alarm &amp; False Call</td>
<td>746 - Carbon monoxide detector activation, no CO</td>
<td>2</td>
<td>6.90%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

UTILITY DEPARTMENT

Electric
  • Performed maintenance repairs through required system inspections
  • Completed monthly substation inspections
  • Continued weekly and monthly underground services
    o Installed over 5 new customers
    o Winter lateral fee is in place for the winter season
  • Worked on monthly meter readings
  • Worked on miscellaneous service orders of tree trimming around service wires and streetlight repairs
  • Worked on miscellaneous inspection reports and maintenance repairs
  • There were 3 outages this month affecting 182 customers
  • Continued work on annual inspections for our 600 amp Switching and Capacitor insertions
  • Started annual inspections for the overhead and underground systems
    o This year we are in the South Fork Substation area (feeders 11,12,13,14)
Tree trimming contractor worked on the south end of town

Water
- Repaired broken water main on S. Grove Street
  - Two of the new Water/Wastewater Operators helped with the contractor as a training opportunity
- Continued installing new AMI water meters
  - Averaging around 80 meters a month
- Used the cold weather to spend some time inside going through truck reorganizing and cleaning

Wastewater
- Replaced overhead door where the Vac truck parks
  - Old one was binding up and was becoming unsafe
- Met with Strand Associates on the Bio Solids Dryer project
  - Finalized layout for the new dryer building
- All Water/Wastewater operators completed cross training
  - They are working in both Water and Wastewater departments
- Congratulations to Water/Wastewater Operators Tim Rixmann and David Paynotta for completing all testing required for both water and wastewater certifications
- Received and installed Return Activated Sludge (RAS) pump from repairs and it was installed

Utility Customer Service Projects
- Business disconnection letters were sent out on January 6
  - Sent to ten businesses with past due amounts reflecting the threshold of $250.00 or more
- Personal calls were made on January 12 to nine business customers
  - These customers were on the disconnection list
  - Informed them of the disconnection date and phone numbers for payment as well as payment arrangement options
  - There were six payment arrangements established on or before the disconnection day of January 17
  - No businesses were disconnected in the month of January
- The issues dealt with this month included snow removal complaints and garbage bins missing due to truck issues
- There were about 17 new water meter exchanges scheduled for the month of January 2023
- New phones were installed on January 10 so staff are learning the new phone system and dealing with issues as they arise
- In 2022, there were approximately 357 service orders created for water meter exchanges and cross connection surveys

Renewable Energy
- Customers continued to inquire and submitted applications for installing solar on their roof
  - The reinstated 30% federal tax credit for solar does appear to make a difference
- Green Block/Choose Renewable participation continued to reach historic heights
  - Now just a few subscribers short of 17%
- Staff has developed a calendar that includes as least one energy efficiency or renewable energy program flyer in every bill, each month in 2023

Focus on Energy
- The 2023 Focus on Energy programming is more generous than in years past, which is reflecting the state’s desire to move faster in the energy efficiency and beneficial electrification spaces
- In 2022, the River Falls community reached the goal of getting back 2x the amount of money we sent to Focus on Energy
Low Income
- The WI PSC audits three WPPI Energy members low-income programs annually
  - RFMU was last audited in 2019 and received high marks of innovation and accuracy
- Staff is currently preparing materials for the audit in the spring

Residential, Business, and Industrial
- Because of the billing insert promoting the program, we have received many requests for home energy audits
- We are also regularly receiving electric vehicle charging rebate requests
  - Staff is keeping track of residential EV charger installations so we can ensure grid stability
- Worked with Lund Builders and the CVTC Residential Construction program to install an air source heat pump in the home
- We will use this pilot program as a learning and marketing tool

Community
- RFMU donated $1000 to the Pierce County Relay for Life
- The City of River Falls is a Platinum sponsor for the 2023 Earth Fest

Speaking Engagements, committees, partnership, training and education
- UWRF – Sustainability Working Group
- River Falls Social Club – guest speaker
- WI Renewable Energy Summit- conference attendee

Engineering Tech Work
- 1 plan review meeting
  - Thompson storage units
- 1 Plan review
  - SIP-Thompson Heights
- 3 training sessions
  - ArcGIS Pro Arcade Lesson 2
  - Phone system training
  - KnowB4 computer security training
- Saved yearly ESRI backup and adjusted online maps to the new year
- Sent new data to Diggers Hotline in Madison
- Sent new data to USIC locating company
- Sent electric statistics to Electric Superintendent and Utility Administrative Assistant for the annual report
- Made a new Online Archive Map (2022 data) for the accountants
- Mapped 17 new AMI meters
- Inspected, drafted, and mapped new water and sanitary lateral on S. Wasson Lane
- Completed human resources Position Description Questionnaire (PDQ)
- Worked with electric line crew to improve/update the online inspection maps
MEMORANDUM

TO: Mayor and City Council
FROM: Jennifer Smith, Assistant to the City Administrator
DATE: February 28, 2023
TITLE: Bi-Annual Strategic Plan Update – 3rd & 4th Quarters 2022

BACKGROUND
The City Council adopted the City of River Falls’ most recent Strategic Plan on July 24, 2018. The updated plan was developed by evaluating the State of the City by the City Council and Executive Team. The Strategic Plan is a useful guide for developing future work plans, the investment of resources, and the energy of leadership.

Since adoption of the plan, staff and departments have been incorporating the goals and initiatives of the plan into their daily operations and using it as a framework to guide strategic activities. This report will provide updates from July 1 through December 31, 2022.

On August 10, 2021, the Common Council passed a resolution acknowledging the Administration’s 2021-2023 Strategic Initiatives. These have since been incorporated into the bi-annual updates of the Strategic Plan.

DISCUSSION
Attached is the report for the third and fourth quarters (July 1 – December 31) of 2022 that details the City’s progress toward achieving the goals of the Strategic Plan and adopted 2021-2023 Strategic Initiatives. The Strategic Plan Scorecard highlights desired outcomes for each of the four strategic priorities (connected community, economic vitality, financial stability, and quality municipal services), key outcome indicators, and the current status. The next page details the current strategic initiatives and their location within the report.

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

An engaged community (Pages 6-8):
The City’s social media tracking includes evaluation of Facebook metrics including total instances of engagement, five highest engagement posts, page reach, and page visits. Important information derived from each of these areas inform staff in the following ways:
Total instances of engagement – tracking trends over time, which can indicate effectiveness of two-way communication with the community

Five highest engagement posts – provides insight into the topics and content types that elicit strong responses from the community

Page reach – provides information on the visibility of news, stories, and information shared on Facebook

Page visits – provides insights on the number of people who directly seek out the City Facebook page as a source of information

Data analytics regarding the City’s website document engagement via total number of page views to the website, unique page views (pageviews that are generated by the same user during the same session), and top ten pages visited.

Engagerf.org site traffic is included with this report as a means of tracking the usage of this site which is utilized for the distinct purpose of driving engagement in the comprehensive plan and the bike and ped plans. Data indicates number of registrations in the Focus RF initiative.

Elections data is provided for the fall primary election held on August 9, 2022, and the fall election held on November 8, 2022. This data is important in establishing trends in voting behaviors including voter turnout and percentage of those who voted absentee in the categories of by mail, in person, and via special voting deputy.

Library data indicates the use of self-check machines. Quarters three and four of 2022 continued to show that the increase since 2018 has been adequately maintained.

Effective communications with citizens (page 9)
This report reflects the National Community Survey completed in 2021. The next survey is scheduled to be conducted in 2023.

Progress on Kinni Corridor Plan (Page 10):
The report reflects progress made in acquiring funding for the implementation of dam removal and includes steps taken to include consideration of the U.S. Army Corps of Engineers’ proposal to be involved in the project. The council began the formal exploration of this partnership with a resolution to begin a feasibility study with USACE. The USACE program may provide up to $10 million in Federal support.

Thriving corporate parks (page 11):
River Falls Industrial Park:
  o one three-acre lot vacant
Whitetail Ridge Corporate Park:
  o one five-acre lot
Sterling Ponds Corporate Park:
  o seven lots available
  o approximately 25.8 acres of developable land
Mann Valley Corporate Park:
  o final design engineering plans in progress
Housing that supports economic objectives (Pages 12-13):
Maxfield Research completed evaluation of housing needs from 2023-2030. The opportunity for the City to prepare a Housing Affordability Study as well as an update to the City’s Housing Chapter in the Comprehensive Plan has been identified.

Clear economic development strategy (Page 14):
A customer relations management tool (CRM) has been purchased. Staff is in the process of implementing it and applying it to everyday workflow.

Prepared for financial contingencies (Page 15):
Staff is developing a borrowing/issuance plan for 2023 and reviewed advances from the General Fund to other funds. The General Fund advance to TID 8 was repaid in full, and partial repayments were made by TID 9 and TID 12 based on available cashflow and upcoming project costs. Staff will continue reviewing all advances at the end of each fiscal year.

Based on preliminary 2022 numbers the unassigned fund balance as a percentage of 2023’s budget is 47%.

Diverse revenue sources (Page 16):
Revenues for the General Fund through December 31, 2022, totaled $11,669,934, of which 69% was from local sources. The 31% from outside sources came mainly from the State of Wisconsin in shared revenues, transportation aid, and services to State facilities.

Excellent credit rating (Page 17):
As of December 31, 2022, the City has approximately $24.02 million in outstanding general obligation debt, of which $10.58 million is paid from non-tax revenues, such as tax increment revenues, sewer, water, and storm water fees. The City has approximately $11.80 million in outstanding revenue debt.

Satisfied citizens (Page 18):
The next National Community Survey is planned to be conducted in 2023.

Regular review of services (Page 19):
The contract for partnership with West Central Biosolids will end on December 31, 2025, as the City of River Falls has contracted Strand Associates Engineering to design a drying building and associated equipment that will allow the City to build an “end product” treatment facility. The City will then provide this service independent of West Central Biosolids.

Adequate response to meet service demand (Page 20):
No additional FTE were added or planned for in 2023

Sustained capital investment with public infrastructure (Page 21): No update

CONCLUSION
City leadership and staff welcome feedback regarding this report. The Strategic Plan cycle is on schedule and pace to be reviewed in 2023 with a workshop planned for Wednesday, May 31 to set goals and objectives for 2023-2027.
Strategic Plan
Bi-annual Update
Third and Fourth Quarters 2022

Updated February 28, 2023
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Throughout 2018, the City Council and executive team engaged in retreats, workshops, and individual conversations with the City Administrator to evaluate the state of the City and develop a strategic plan. The Strategic Plan adopted on July 24, 2018, was developed through that process and will be a guide for future work plans, investment of resources, and energy of leadership.

**Adopted Goals & Desired Outcomes:**

- **Connected Community**
  - An Engaged Community
  - Effective Communications with Citizens
  - Progress on Kinni Corridor Plan

- **Economic Vitality**
  - Thriving Corporate Parks
  - Housing that Supports Economic Objectives
  - Clear Economic Development Strategy

- **Financial Sustainability**
  - Prepared for Financial Contingencies
  - Diverse Revenue Sources
  - Excellent Credit Rating

- **Quality Municipal Services**
  - Satisfied Citizens
  - Regular Review of Services
  - Adequate Response to Meet Service Demand
  - Sustained Capital Investment in Public Infrastructure
ADMINISTRATION’S 2021-2023 STRATEGIC INITIATIVES

The Administration’s 2021-2023 Strategic Initiatives were adopted by the City Council on August 10, 2021. The projects identified through the work plan process are aligned with the Strategic Plan and directly support the strategic initiatives adopted by the City Council.

Connected Community
- Complete update of City’s Comprehensive Plan
- Assist UWRF with Science Facility & Technology Center – no updates
- Conduct 2021 Citizen Survey
- Update Outdoor Recreation and Bike Plan
- Obtain Hydroelectric Re-License from the Federal Electric Regulatory Commission
- Kinnickinnic River Corridor Plan: Lake Louise Sediment Management Phase
- Coordinate and Implement Census Redistricting plan

Economic Vitality
- Cooperate with State on Cemetery Road/ State Highway 29
- Complete preliminary engineering design for Wasson Lane construction
- Complete preliminary engineering design for Mann Valley water and sewer extension
- Investigate, purchase, and implement a customer relations management tool (CRM)
- Complete shovel ready sites process for Sterling Ponds and Whitetail Corporate Park

Financial Sustainability
- Develop 2022-2026 CIP
- Develop Wastewater business plan
- Develop Stormwater business plan
- Implement Street Light Utility – complete, not included in update
- Develop Fund Summary/History Statements: Housing Fund, Environmental Fee Fund

Quality Municipal Services
- Construct north sewer interceptor
- Develop bio-solids handling plan for 2025+
- Rehabilitation of Golf View channel – complete, not included in update
- Complete Powell Ave Bridge design – complete, not included in update
- Determine Aided Dispatch Strategy for Public Safety
- Complete Crushing COVID measures and transition to post-COVID operations
# STRATEGIC PLAN SCORECARD

<table>
<thead>
<tr>
<th>Desired Outcome</th>
<th>Key Outcome Indicator</th>
<th>3rd and 4th Quarter Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Connected Community</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>An Engaged Community</td>
<td>Citizen participation in City-sponsored events, social media platforms, outreach activities, etc.</td>
<td>Data Indicates adequate increases in target areas annually</td>
</tr>
<tr>
<td>Progress on Kinni Corridor Plan</td>
<td>Project milestones achieved</td>
<td>USACE feasibility study resolution completed</td>
</tr>
<tr>
<td>Effective Communications with Citizens</td>
<td>Community Survey results</td>
<td>The next survey will be conducted in 2023</td>
</tr>
<tr>
<td><strong>Economic Vitality</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thriving Corporate Parks</td>
<td>Investment Value</td>
<td>$32.9 million in increment in 2022</td>
</tr>
<tr>
<td></td>
<td>Lot Acreage Availability</td>
<td>Total increment since 2018 = $114.4 million</td>
</tr>
<tr>
<td></td>
<td></td>
<td>41.2 acres of shovel ready lots as of December 31, 2022</td>
</tr>
<tr>
<td>Housing That Supports Economic Objectives</td>
<td>Units Developed 2020+</td>
<td>Staff has developed a tracking and monitoring system to benchmark against the Maxfield housing study recommendations. This report includes current statistics for Q3-Q4</td>
</tr>
<tr>
<td>Clear Economic Development Strategy</td>
<td>Economic Development Plan</td>
<td>Customer Relations Management (CRM) tool purchased in 2022</td>
</tr>
<tr>
<td><strong>Financial Sustainability</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepared for Financial Contingencies</td>
<td>Unassigned General Fund Reserves</td>
<td>The unassigned fund balance as a percentage of 2022’s budget is 47%</td>
</tr>
<tr>
<td>Diverse Revenue Sources</td>
<td>Local Revenue Sources Supporting General Fund</td>
<td>69% of revenues from local sources as of Dec 31, 2022</td>
</tr>
<tr>
<td>Excellent Credit Rating</td>
<td>General Obligation Bond Rating</td>
<td>Aa2 General Obligation Bond Rating.</td>
</tr>
<tr>
<td><strong>Quality Municipal Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Satisfied Citizens</td>
<td>Survey Results Feedback Received</td>
<td>Next survey planned for 2023.</td>
</tr>
<tr>
<td>Regular Review of Services</td>
<td>Analysis Results</td>
<td>Completed analysis of building City owned biosolids facility</td>
</tr>
<tr>
<td>Adequate Response to Meet Service Demand</td>
<td>Staffing Ratios Industry Standards</td>
<td>No FTE added</td>
</tr>
<tr>
<td>Sustained Capital Investment in Public Infrastructure</td>
<td>Infrastructure Report Card</td>
<td>Last evaluated in 2017, overall rating at that time, was a B-. 93 % above C grade.</td>
</tr>
</tbody>
</table>
## STRATEGIC PLAN IMPLEMENTATION

### Connected Community

<table>
<thead>
<tr>
<th>Desired Outcome</th>
<th>Key Outcome Indicator</th>
<th>Measure</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Engaged Community</td>
<td>1) Social media platforms</td>
<td>1) # of people engaged</td>
<td>1) 10% increase in FB likes annually</td>
</tr>
<tr>
<td></td>
<td>2) Website engagement</td>
<td>2) A. # of web site visits</td>
<td>2) 5% increase in City website visits and total page views</td>
</tr>
<tr>
<td></td>
<td>3) Elections</td>
<td>3) A. # of in-person voting</td>
<td>3) City staff seek to provide fair and accessible voting experiences for all citizens. Statistics reflect current voter trends.</td>
</tr>
<tr>
<td></td>
<td>4) Library usage</td>
<td>4) A. # of patrons utilizing self-check-out machines</td>
<td>4) 10% increase in self-check-out machines.</td>
</tr>
</tbody>
</table>

### Description:

The City of River Falls understands that successful public dialogue is the backbone for the development of a thriving community. By incorporating an approach to decision making that is both systematic and consistent and includes input from citizens as well as our other external stakeholders; ideas and opportunities will have equitable representation. The resulting decisions will then be made with a comprehensive understanding of potential impacts on our community.

Additionally, regular dialogue between citizens and local government enhances understanding, contributes to transparent processes, and increases trust. By involving the community in the decision-making process at all stages, citizens are more likely to feel that their interests were considered, that best practices were used, and to become invested in the outcome of projects.

As a strategic priority, the City supports continuous improvement and measurement of public engagement with residents. There are a number of tools used to assist in engagement including election statistics, the City website, social media outlets, the City’s newsletter, public planning activities, and the bi-annual community survey.
Status:
Facebook Metrics –
- Facebook “total instances of engagement”: 21,716 (67% increase from 12,644 in Q1&2)
  - Likes and Reactions: 15,035
  - Link Clicks: 3,233
  - Comments: 2,276
  - Shares: 1,172
- Five highest engagement posts
  1. Residential fire press release: 2,518 engagements
  2. Goats coming to Kinni Trail: 1,565 engagements
  3. New firefighters: 1,249 engagements
  4. Goat update with photos: 788 engagements
  5. RFPD Officer Kober cleaning off windshield: 780 engagements
- Page Reach - 100,813
  - 57% increase from 63,988 in Q1&2
- Page Visits: 25,327
  - 123% increase from 11,380 in Q1&2

River Falls Reader Metrics – July, September, and November issues
- Number of Subscribers: 6,548
  - 1% decrease from 6,625 in Q1&2
- Open Rate: 37%
  - 1% increase from Q1&2
- Peer benchmarking average: 34.6% open rate
  - The River Falls Reader open rate is 7% higher than benchmark
- Top five URL clicks
  1. MyVote.wi.gov
  2. Outdoor Rec Plan survey
  3. RFMU Fall Cleanup
  4. EngageRF.org
  5. River Dazzle Facebook event page

Website engagement –
- Total number of visits to city webpage Q3-Q4: 190,476
- Unique page views of the total: 161,666
- Top 10 pages viewed in order of most to least often: Utilities, Compost, Glen Park Pool, Police Department, View Pay Bill Online, Parks and Recreation, Residential Services, Spring/ Fall Cleanup, Careers

Engagerf.org –
- Total number of registrations though engagerf.org Q1-Q4: 916
Elections – Percentage in voter turnout reflects voter trends.

Primary Partisan Election – August 9, 2022
- Total number of registered voters: 8103
- Number of absentee voters: 888
- Number of voters at the polls: 131
- Grand total: 2219
- Voter turnout percentage: 27%
- Number of new registrations: 100
- Percentage who voted absentee: 70%
- Absentee by mail: 706
- Absentee in-person: 164
- Special Voting Deputy: 15

General Election – November 8, 2022
- Total number of registered voters: 8410
- Number of absentee voters: 2149
- Number of voters at the polls: 4101
- Grand total: 6520
- Voter turnout percentage: 74%
- Number of new registrations: 853
- Percentage of those who voted absentee: 33%
- Absentee by mail: 1284
- Absentee in-person: 921
- Special Voting Deputy: 28

Library –
- Total number of items checked out on self-checkout machines: 83,029 (down from 88,015 in previous reporting period)
- Average percent of books checked out using self-checkout this period: 83% (down 1% from previous period)

Administration’s Strategic Initiatives:
- Complete City’s Comprehensive Plan
- Update Outdoor Recreation and Bike Plan

Department Activities that Support Outcome:
- Engagerf.org
- Comprehensive evaluation of social media and newsletter metrics
- Adoption of new website platform
- Continued evaluation of voter trends
**Description:**

The Kinnickinnic River is treasured by citizens and visitors from around the region. Great strides have been made over the past decades to improve the quality of the river and surrounding areas by public and private entities. There is still much that can be done to further enhance the corridor through recreational development, conservation and preservation strategies, complementary development, and historical preservation. A plan was adopted for the corridor by the City council on January 22, 2019.

In November 2022, the City Council approved a resolution to enter into a study with the U.S. Army Corps of Engineers as part of their Continuing Authorities Program. The study will take 18-24 months to complete. The Council will then determine if the City should move forward with a USACE project. The project could include restoration of more than one mile of river and more than 30 acres of surrounding habitat. The USACE program may provide up to $10 million in Federal support.

**Status:**

The City is currently awaiting the Federal Cost Share Agreement from the USACE that will allow the Study to begin. Signing of that document is expected in February 2023. From there a Project Management Plan will be provided by the USACE and the Study will begin.

Hydroelectric Re-licensing is in progress and is expected to be complete August 31, 2023.

**Administration’s Strategic Initiatives:**

- Obtain Hydroelectric Re-License from the Federal Electric Regulatory Commission
- Kinnickinnic River Corridor Plan: Lake Louise Sediment Management Phase

**Other department supporting activities:**

- Organization of timelines and project milestones

### Table: Desired Outcome

<table>
<thead>
<tr>
<th>Desired Outcome</th>
<th>Key Outcome Indicator</th>
<th>Measure</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress on Kinni Corridor Plan</td>
<td>Project Milestones Achieved</td>
<td>Creation and approval of LOAs (specifically LOA 1 adoption in Q1)</td>
<td>Funding for implementation projects (DNR grant by Q2)</td>
</tr>
<tr>
<td>Desired Outcome</td>
<td>Key Outcome Indicator</td>
<td>Measure</td>
<td>Target</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------</td>
<td>---------</td>
<td>--------</td>
</tr>
<tr>
<td>Effective communications with citizens</td>
<td>Citizen Survey results</td>
<td>Composite index scores</td>
<td>The citizen survey will be conducted in 2023. Targets will be assessed in the production phase of the survey</td>
</tr>
</tbody>
</table>

**Description:**
Beginning on July 9th, 2021, 2,700 randomly selected residents of the City of River Falls were asked to complete a series of questions, using the National Community Survey (The NCS) report, that relate to the ‘livability’ of the City. An overall response rate of 21% was recorded (3% of questionnaires were returned due to vacancy in the household or the postal service was unable to deliver and are not included, making the total possible at 2,612). Results of the 2021 survey were reported in previous updates.

**Status:**
2023 survey results will be reported when complete.

**Administration’s Strategic Initiatives:**
- The 2021 Citizen Survey was completed.

**Other department supporting activities:**
- Staff is actively working to create opportunities to increase engagement in preparation for the 2023 Community Survey including: improving social media, website, and newsletter traffic.
**Economic Vitality**

<table>
<thead>
<tr>
<th>Desired Outcome</th>
<th>Key Outcome Indicator</th>
<th>Measure</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thriving corporate parks</td>
<td>Investment Value Lot Acreage Availability</td>
<td>Valuations of Corporate Park Properties</td>
<td>$20 Million in Increment by 2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Number of Acres That Are Shovel Ready</td>
<td>50 Acres Shovel Ready Lots by 2022</td>
</tr>
</tbody>
</table>

**Description:**

The financial well-being of the City of River Falls can often be seen through the development of vacant commercial/industrial park land. The City is currently home to three major business parks, and one future opportunities site for development, as detailed on the City website. They are the River Falls Industrial Park, Whitetail Ridge Industrial Park, Sterling Ponds Corporate Park, and Mann Valley Corporate Park. Developing the vacant lots in these parks with stable or growing enterprises promotes economic and financial vitality for the City of River Falls.

**Status:**

**Tax Increment Value**

- The numbers for the City’s increment value in its Tax Increment District’s (TID’s) have been posted by the Department of Revenue as of the publication date of this document for 2022. Total increment since 2018 = $114.4 million. This goal has been met and will continue to be tracked for statistical purposes.

**Shovel Ready Acres**

- Available shovel ready acres: 33.8

  - **River Falls Industrial Park:** The River Falls Industrial Park has one three-acre lot available.
  - **Whitetail Ridge Corporate Park:** There is one five-acre vacant lot available in the Whitetail Ridge Corporate Park.
  - **Sterling Ponds Corporate Park:** There are seven lots available with approximately 25.8 acres of developable land in Sterling Ponds Corporate Park.
  - **Mann Valley Corporate Park:** The City is currently working with a consultant on the final design engineering plans for Mann Valley Corporate Park.

**Administration’s Strategic Initiatives:**

- Complete shovel ready sites process for Sterling Ponds and Whitetail Corporate Park
- Develop preliminary engineering design for Mann Valley water and sewer extension

**Other department supporting activities:**

- Staff is promoting these sites to prospective developers. There were 16 RFI’s (Requests for Information) in Q3/Q4 2022. Staff continues to negotiate necessary easements for Mann Valley.
<table>
<thead>
<tr>
<th>Desired Outcomes</th>
<th>Key Outcome Indicator</th>
<th>Measure</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing that supports economic objectives</td>
<td>Units Developed</td>
<td>Building Permit Data</td>
<td>Single family – 402 units; 2022-2030</td>
</tr>
<tr>
<td></td>
<td>2020+</td>
<td></td>
<td>Multifamily (for sale) – 216 units; 2022-2030</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Multifamily (for rent) – 336 units; 2022-2030</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Senior housing – 693 units; 2022-2027</td>
</tr>
</tbody>
</table>

**Description:**

A Comprehensive Housing Needs Analysis was prepared by Maxfield Research and Consulting adopted by Council in 2022 showing that River Falls there is a shortage of most housing types, confirming that the for-sale and rental housing markets in River Falls are inadequate to meet the needs of the community. The study identifies target units based upon minimum estimated demand required for development in future years. Staff will be tracking and reporting annually.

On the heels of the housing needs analysis, there is the opportunity for the City to prepare a Housing Affordability Study as well as an update to the City’s Housing Chapter in the Comprehensive Plan. These items will address at minimum, the city’s current development fee structure and how it impacts housing in the City, as well as land use recommendations that can help to reduce housing costs. These would be timely projects to complete with current housing data.

There were four housing market segments that were identified in the study for the City to address: **Single-Family residential (For Sale)**, **Multifamily Residential (For-Sale)**, **Multifamily Residential (For-Rent)** and **Senior Housing**. These each had sub-categories to them that are identified below.

**Status:**

The following chart shows the number of permitted housing units from 2018 through 2022’s 4th quarter, and the estimated number of units required by 2027 (senior housing) and 2030 for each category of housing. The permitted housing units number includes proposed units in the development review pipeline.

**Administration’s Strategic Initiatives:**

- Complete update of City’s Comprehensive Plan

**Other Department Supporting Activities:**

- Review of current City ordinances
- Continue current multi-family residential development projects
- Maxfield Research housing study for 2023-2028 has been completed
Senior housing includes active adult, subsidized active adult, congregate, assisted living, and memory care. Due to the variety of senior housing types, senior housing demand is projected to only 2027.
**Desired Outcome**

<table>
<thead>
<tr>
<th>Key Outcome Indicator</th>
<th>Measure</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economic Development Plan</td>
<td>Percentage of business, retention, and expansion contacts (BRE) entered in the customer relations management tool (CRM)</td>
<td>100 % of BRE contacts entered in CRM</td>
</tr>
</tbody>
</table>

**Description:**

The City believes that a comprehensive economic development strategy can organize community goals into actionable steps, delineate responsibilities among stakeholders and provide a clear timeline for the execution of efforts. Identifying and creating a strategic framework that builds on existing strengths and seeks to overcome identified challenges will ensure the City’s fiscal health, enhance its business climate, and promote economic growth.

A development incentive policy was approved by Council in May 2018 to promote a clear economic development strategy for the City. The policy is used to establish appropriate parameters for use of economic development incentives. It helps form boundaries and allow for flexibility and discretion to ensure the City’s best interest during the negotiation process.

City staff considered adding an Economic Development Director to assist with business retention and expansion projects along with administering the City’s incentive programs. Keri Schreiner was hired as an Economic Development Specialist (now Economic Development Manager) to support the City’s organizational structure as well as support the City’s strategic priority of Economic Vitality.

Staff presented the Economic Development Marketing Plan and Regional Profile at the February 25, 2020, City Council meeting. Staff continues to evaluate the plan.

The purchase of a customer relations management tool (CRM) to be used as a method of tracking and coordinating department interactions and activities with corporate partners was identified as a potentially valuable way to increase efficiency and effective communication both internally and externally.

**Status:**

The CRM was purchased in 2022. Staff is in the process of implementing it and applying it to everyday workflow.

**Administration’s Strategic Initiatives:**

- Investigate, purchase, and implement a CRM

**Other Department Supporting Activities:**

- None
## Financial Sustainability

<table>
<thead>
<tr>
<th>Desired Outcome</th>
<th>Key Outcome Indicator</th>
<th>Measure</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared for financial contingencies</td>
<td>Unassigned General Fund Reserves</td>
<td>Unassigned General Fund reserves as a percentage of annual operating expenses</td>
<td>40% of General Fund per the Fiscal Plan</td>
</tr>
</tbody>
</table>

### Description:

The City has established a contingency expenditure appropriation in the General Fund operating budget to provide for unanticipated expenditures of a non-recurring nature. This contingency amount will be equal to 0.5% of the General Fund budgeted expenditures. This appropriation, if unused, will be considered part of the City's unreserved, undesignated fund balance.

In addition, the City will maintain a working capital reserve of 40%-50% of the General Fund operating budget to provide funds for reasonable cash flow needs. This reserve will also be used when the City encounters unforeseen emergencies, such as storms, floods, severe unexpected increases in service costs or decrease in revenue, or other situations that are determined to be an emergency by the City Council.

Staff continuously monitors departmental activities and budgeted revenues for deviations from the anticipated budgeted amounts.

### Status:

Unassigned fund balance at the end of quarter two 2022 is 53%. Note this number is determined as a percentage of the 2022 budget. A stormwater business plan was in the research phase in Q3-Q4, while the Environmental Fee Fund has been completed and a report was delivered to council.

### Administration’s Strategic Initiatives:

- Develop Wastewater business plan
- Develop Stormwater business plan
- Develop Fund Summary/ History Statements: Housing Fund, Environmental Fee Fund

### Other Department Supporting Activities:

- Borrowing Plan/ Issuance for 2022
- Review of advances from General Fund to other funds by Finance Director
### Description:

The 2022 budget for the General Fund included approximately 31% of the City’s annual revenues from other sources, particularly the State of Wisconsin. This is a potential financial weakness that could disrupt operations should funding be reduced or eliminated. Staff will continue to review opportunities for revenue sources that can be controlled and maintained by the City.

Most of the City’s intergovernmental revenue for the General Fund is from the State of Wisconsin. The fiscal plan includes a minor continuation of State share revenue reductions, with a 1% reduction in shared revenues each year. As outlined in the fiscal plan state shared revenues is budgeted at a nominal decline of 1% per year. It is budgeted to be 18% of total revenues in both 2021/2022. This includes a reduction from 20% and 19% in 2019 and 2020. Reducing the City’s reliance on external revenue sources will provide additional stability, should additional major reductions to Shared Revenues occur in future years.

Transportation aids from the State of Wisconsin have been a steady revenue stream of approximately $616,000 per year to fund street maintenance activities. No reductions in this funding are anticipated, but as revenues are tied directly to expenditures, road maintenance would be the sole activity affected negatively by an unanticipated reduction.

Although not affecting the General Fund, the River Falls Public Library receives funding under the Act 150 program, which requires counties to pay a minimum of 70% funding of operating costs for local libraries. St. Croix County has increased their contribution to 100% of operating costs, Pierce County contributes 80%.

### Status:

Revenues for the General fund through the end of Q4, 2022 was 69% from local sources. The 31% from outside sources came mainly from the State of Wisconsin in shared revenue, transportation aid and services to state facilities.

### Administration’s Strategic Initiatives:
- Cooperate with State on Cemetery Road/ State Highway 29

### Other department supporting activities:
- Implement Street Light Utility in 2023 budget
- Implement Vehicle Registration Fee in 2023 budget
### Financial Sustainability

<table>
<thead>
<tr>
<th>Desired Outcome</th>
<th>Key Outcome Indicator</th>
<th>Measure</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent credit rating</td>
<td>General Obligation Bond Rating</td>
<td>General Obligation Bond Rating</td>
<td>Maintain Aa2 Rating, A1 or above on Revenue Bonds</td>
</tr>
</tbody>
</table>

**Description:**

The City of River Falls issues debt on an as-needed basis. Financing of capital equipment or projects with short term debt (5 years or less) is generally undertaken annually, and longer duration bonds (10 to 20 years) are usually brought forward every two to three years. As of December 31, 2022, the City has approximately $24.02 million in outstanding general obligation debt, of which $10.58 million is paid from non-tax revenues, such as tax increment revenues, sewer, water, and storm water fees. The City has approximately 11.80 million in outstanding revenue debt.

Repayment of general obligation debt is a promise from the municipality to the bond holders that the debt will be repaid by using the tax levy if necessary. The debt levy can become a significant percentage of the City’s annual tax levy, which hinders the ability to use levy dollars for operations. To maintain flexibility, annual tax supported debt service costs are maintained at less than 20% of the total levy.

**Status:**

Moody’s Investor Service reaffirmed the City’s Aa2 rating in 2022.

Moody’s Investor Service reaffirmed the Water Utilities Aa1 rating in 2022.

**Administration’s Strategic Initiatives:**

- There are no 2021-2023 Strategic Initiatives that target this area. Data is being collected for reference.

**Other department supporting activities:**

- Staff reviewed the methodology for evaluating general obligation municipal bonds in anticipation of the recent debt offering
- Completion & review of Fiscal Plan with an eye on creating 2023-2024 budget that continues tradition of long-range fiscal health
Quality Municipal Services

<table>
<thead>
<tr>
<th>Desired Outcome</th>
<th>Key Outcome Indicator</th>
<th>Measure</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfied citizens</td>
<td>Survey Results Feedback Received</td>
<td>Composite Index Scores rating the likelihood of remaining in or recommending that others live in River Falls</td>
<td>90% of Citizens Indicate Satisfaction with Living in the City of River Falls</td>
</tr>
</tbody>
</table>

Description:
For every two years starting in 2013, the City has partnered with POLCO, formerly, National Research Center, to conduct a comprehensive community survey. The National Community Survey has been used in jurisdictions across the country since 2001 to assess residents' opinions of municipal services.

The overall quality of the services provided by River Falls as well as the way these services are provided is a key component of how residents rate their quality of life. As defined in the City’s mission statement, the City strives to coordinate and deliver essential services 24 hours a day, 365 days a year. Providing services related to public safety, mobility, natural & built environments, the economy, education, community engagement and recreational wellness are essential for the City to uphold the commitment to the mission statement. As such, it is important to know if residents are satisfied with the services the City coordinates and delivers.

The 2021 City of River Falls National Community Survey was conducted throughout the months of July and August. A representative sample of 2,700 households were randomly selected to participate in the process. For more information on the Citizen Survey, please see the City website at http://www.rfcity.org/citizensurvey. Data below represents those who would rate the targeted areas as excellent or good.

Status:

![Citizen Survey Results](image)

Administration’s Strategic Initiatives:
- None were assigned for this reporting period.

Other department supporting activities:
- The next survey will be conducted in 2023.
**Description:**

West Central Biosolids wastewater recycling facility in Ellsworth, WI serves 21 communities in Wisconsin and Minnesota. This facility provides a crucial final step in wastewater treatment to keep the State's water safe and clean. The infrastructure and equipment at West Central Biosolids need improvements as large portions of the facility are nearing the end of their functionality. Leadership from West Central Biosolids has been exploring options to remodel and renew infrastructure to maintain the current levels of service provided to its partners. On February 23, 2021, the River Falls City Council adopted support of West Central Biosolids facility improvements in their legislative funding priority’s agenda. On March 15, 2022, President Joe Biden signed the bipartisan omnibus appropriations package into law that includes $1.6 million to address the end-of-life stage infrastructure issues faced by West Central Biosolids. The City of River Falls has been studying the viability of adding biosolids processing equipment to the local utility service.

**Status:**

In 2022, The City of River Falls Municipal Wastewater Utility in conjunction with the City of River Falls Utility Advisory Board and City Council, decided to not renew their contract with Western Wisconsin Biosolids Facility located in Ellsworth, Wisconsin. River Falls Wastewater Utility has concluded that it will be financially advantageous for them to build their own “end product” treatment process in lieu of having the “end solids product” hauled to Ellsworth by tanker truck, treated there, and ultimately land applied. The new dryer system that River Falls is now constructing will allow us to treat our “solids” product at our plant and create and environmentally friendly “end product” that can be land applied locally. Planning and Engineering has commenced with Strand and Associates Engineering firm to plan for River Falls new “end product” drying building and associated equipment.

River Falls continues to support West Central Wisconsin Biosolids Facility’s direction towards improvements to their facility but will conclude our contract with them on December 31, 2025. West Central Wisconsin Biosolids is actively completing the 1.6-million-dollar grant process with the Federal Government.

**Administration’s Strategic Initiatives:**

- Determine biosolids handling for 2025+

**Other department supporting activities:**

- None

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<table>
<thead>
<tr>
<th>Desired Outcome</th>
<th>Key Outcome Indicator</th>
<th>Measure</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular review of services</td>
<td>Analysis Results</td>
<td>Determine biosolids handling for 2025+</td>
<td>Complete 1 major service area review per year</td>
</tr>
</tbody>
</table>
**Desired Outcome**

<table>
<thead>
<tr>
<th>Key Outcome Indicator</th>
<th>Measure</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adequate response to meet service demand</td>
<td>Staffing Ratios Industry Standards</td>
<td>Reports and recommendations are being evaluated</td>
</tr>
</tbody>
</table>

**Description:**

Each community, through its elected representatives, must determine whether the services provided by the City are in concert with the needs and desires of its citizens while conserving taxpayer dollars. An effective organization benefits from having a means of evaluating its existing cost of providing services and distribution of work required to provide those services.

The City utilizes a strategic management process that includes conceptualizing a mission and setting goals, analyzing key factors in the internal and the external environment (e.g., opportunities, threats, strengths and weaknesses), developing strategies, and developing and implementing action plans. In addition, the City utilizes performance measurement comparisons to other comparable cities to determine measurable quantitative efficiency criteria for comparison itself to other cities.

Based on these performance measurement comparisons, benchmarks, and the City’s mission and stated goals, the City can determine the appropriate level of staff for the organization to meet its core service and operational requirements and help develop deployment strategies that utilize staff resources in the most effective manner.

**Status:**

Staff continues to compile the 2025 Organizational Plan as outlined 2017-2019 strategic initiatives.

**Administration’s Strategic Initiatives:**

- None of the 2021-2023 Strategic Initiatives target this area.

**Other department supporting activities:**

- None
### Desired Outcome

<table>
<thead>
<tr>
<th>Desired Outcome</th>
<th>Key Outcome Indicator</th>
<th>Measure</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustained capital investment in public infrastructure</td>
<td>Infrastructure Composite Index Rating</td>
<td>Infrastructure Composite Index Rating Score</td>
<td>Meet Benchmark Grade (C or Better) for 70% of Measured Categories</td>
</tr>
</tbody>
</table>

#### Description:

The Engineering, Public Works, and Utility departments currently maintain rating systems for numerous public infrastructure assets. Further establishing these rating systems and mapping will help to streamline the planning for future projects. The City’s goal is to determine problem areas and to forecast what infrastructure needs are most significant.

#### Status:

93% of scores are at C or better.

Staff has compiled composite scores for the following:

- Alleys = D rating
- Bridges = A rating
- Paved Trails = B rating
- Public Parking Lots = C rating
- Stormwater Inlets & Manholes = B- rating
- Streets = C rating
- Street Lighting = C rating
- Street Signs = B- rating
- Water Main – Breaks = A rating
- Water Main – Pipe Type = B rating
- Water Wells = B+ rating
- Booster Stations = B+ rating
- Water Quality = B- rating
- Capacity of Local Facilities = A+ rating
- Fire Hydrants = B- rating

The overall rating for the City’s infrastructure is a B-. A supplemental report on infrastructure condition that details how these scores are determined was presented at an infrastructure management workshop on Nov. 10, 2015. The City’s Water Infrastructure Report Card Workshop was held on Feb. 20, 2017, for the Utility Advisory Board and City Council. Adding in the Water Infrastructure Report card raised the overall grade from a C to a B-.

#### Administration’s Strategic Initiatives:

- Develop 2022-2026 CIP
- Construct north sewer interceptor – Phase 1
- Cooperate with State on Cemetery Road/ State HWY 29
- Complete preliminary engineering design for Wasson Lane Construction

#### Other department supporting activities:

- None
RECOMMENDED ACTION
This memo is intended to summarize the primary topics recommended to the Mayor and Council for adoption as 2023-2024 legislative priorities. Consideration should be given to selecting Strategizing for Municipal Funding as the primary legislative priority of 2023-2024.

BACKGROUND
At the Legislative Priorities Workshop on January 10, 2023, City Administrator, Scot Simpson, presented the council with information regarding the City of River Falls’ partnership with Merchant McIntyre and Associates and a review of Wisconsin’s local government funding process and challenges. The legislative areas identified by staff as having the most impact on the City’s strategic plan in the biennial cycle both relate to municipal funding strategy.

Improving federal support for operating projects
- Specifically seeking funding for legacy projects – Kinni Corridor Plan, Mann Valley Fire Station, etc.
- Seeking to improve federal support for operating projects

Addressing Wisconsin’s system of local government funding
- Increasing funding to meet basic operation and CIP goals

The City has retained Merchant McIntyre and Associates to assist the City in securing federal support. The objective is to secure federal dollars, which will provide budget relief and help the City move forward on recognized projects that will serve current and future citizens of River Falls. Federal funding goals will be achieved through federal competitive and discretionary grants and Congressionally Directed Spending. Merchant McIntyre has provided the City of River Falls with a Federal Funding Strategy and Grants Grid. These documents are a culmination of resource inventory discussions, collaboration with federal program offices in Washington D.C. and continuous conversation between City staff and Merchant McIntyre.

The Federal Funding Strategy outlines Merchant McIntyre’s situational analysis and resource inventory findings. It identifies the strengths, growth opportunities, and recommendations recognized...
by Merchant McIntyre and defines their role in providing congressional spending advocacy to meet the City’s goals. The Grants Grid defines and organizes activities toward specific grants. It includes scope, timelines, and actions that are a starting point for consideration of a successful grant prioritization strategy. It is a living document that changes as tasks, actions, and goals are identified as needed and/or completed. As such, the document contains funding opportunities that are being addressed now and recommended to be considered on the horizon. (See Appendix A and Appendix B)

The relationship between Merchant McIntyre and the City of River Falls is a partnership designed to multiply the efforts of the Mayor, City Council, and staff to obtain federal funding. To that end, the Mayor and the City Administrator met with the Merchant McIntyre Staff at their office in Washington D.C. between January 30 and February 1, 2023. During this time, Merchant McIntyre coordinated substantive meetings with members of congress. These meetings were beneficial in helping federal representatives understand the level of commitment the Council has to the strategic priorities of the City.

At the state level, The League of Wisconsin Municipalities has put extensive research and development into recommending a renewed and sustainable local government funding partnership and recommends that cities advocate for reform. This movement includes changes to levy limits, tax increment financing, and shared revenues. Goals of the recommended change include increasing the ability for municipalities to provide core services, creating an equitable funding partnership with the state with sustainable sources tied to the current state of the economy, and reduction in overdependence of property tax. The primary outcome seeking to be achieved is greater sustainability of ongoing state support for local governments.

DISCUSSION

The initial contract period with Merchant McIntyre will end on February 28, 2023, with a proposed contract extension signed through July 1, 2024. This will allow continuous support from Merchant McIntyre through the congressional session. Currently, Merchant McIntyre is engaged in consulting with staff to create competitive applications for the following:

- **Assistance to Firefighters Grant Program (AFG)** – Three equipment upgrades have been submitted for grant assistance under this Federal Emergency Management Agency (FEMA) program. City staff has submitted this application. Deadline - February 10
  - Portable Radios – The River Falls Fire Department (RFFD) seeks support for a $590,000 project to replace portable radios and acquire 58 new portable radios. This amount is being pursued to ensure every active firefighter for RFFD has a portable radio, a remote speaker microphone (RSM), a battery, programming, and a battery charger.
  - Cross-Band Digital Vehicular Repeaters - RFFD seeks $53,000 for 5 Mounted Cross-Band Digital Vehicular Repeaters.
  - Water Tender - RFFD is pursuing a $425,000 project to replace its current, 29-year-old, 2500-gallon water tender with a newer 3500-gallon or larger water tender.

- **Rural Business Development Grant (RBDG)** – This United States Agricultural Administration, Rural Development grant is designed to provide funding for personnel and recruitment in the amount of up to $100,000. It is anticipated if awarded locally, possible fund uses include one part-time FTE to assist in the recruitment of business development at the St. Croix Business Valley Innovation Center, salary assistance to be used to offset the Economic Development...
Manager’s current salary, and/or consultant support for community development. The grant does not require specific itemization of intended fund application before being awarded. City staff is on target to meet this deadline. Deadline - February 28

- Congressionally Directed Spending (Earmarks) - The Senate Appropriations Committee has begun accepting member requests from Senators for the Fiscal Year 2023 Appropriations bills. City staff plan to approach Senator Baldwin with a request for support to remodel the existing fire station. As of the writing of this memo, City staff is organizing components of the application which is expected to be completed the first week of March. Deadline: March 6, 2023 (subject to change)

- Others – The Safe Streets Grant is under consideration for addition to the Grants Grid. In total, Merchant McIntyre has identified 13 funding programs that are currently on the grid. These will be assessed as deadlines approach.

On February 15, 2023, Governor Evers introduced his biennial budget proposal which proposed an operating budget of $103.8 billion over the biennium, representing a 23.2% increase in general purpose revenue in 2023-2024. The budget proposal captures many of the issues that have been identified as critical to funding reform. Assembly Speaker Robin Vos and Senate Majority Leader Devin LeMahieu and a team of lawmakers have been working with the League to create this outcome. The League has made clear that it has taken a bipartisan effort for the budget proposal to be created with these provisions. In the upcoming months, the Joint Finance Committee will spend several months critiquing and editing the proposal. The JFC will then hold agency briefings and conduct public hearings. Representative Zimmerman was reappointed to the JFC in 2022. On January 23, 2023, in a meeting with Scot Simpson, Mayor Toland, and Representative Warren Petryk, both Petryk and Zimmerman expressed support for the City’s initiatives and a shared prioritization of economic, workforce, and housing development. Representative Petryk is the Chairman of the Assembly of Workforce Development and Economic Opportunities Committee. (See Appendix C)

CONCLUSION
The singular legislative priority, Strategizing for Municipal Funding, has the potential to significantly move efforts toward completion of CIP and strategic initiative goals. The legacy of establishing a sustainable budget and revenue stream is an expression of the core values of the City, not the least of which is considering future generations.

This strategy should include:

- Aggressive Pursuit of Federal Funding - includes recognition that the City Council and staff will be highly engaged in mobilizing action toward pursuit of competitive and discretionary grants and Congressionally Directed Spending.

- Shared Revenue Reform – Includes supporting the League of Wisconsin Municipality’s recommended actions toward advocating for a reformed system of funding municipal government. This may include but is not limited to creating a resolution in support of reform and actively voicing support of and advocating for the Governor’s biennial budget.
Appendices
Appendix A Federal Action Plan for the City of River Falls

Federal Funding Action Plan for the City of River Falls

Objective
Merchant McIntyre Associates ("MM") proposes to help the City of River Falls secure an unprecedented amount of federal support on a regular basis.

Federal funding will be achieved through federal competitive and discretionary grants and Congressionally Directed Spending.

The ultimate objective is for every federal dollar we secure to provide budget relief and/or help the City take a leap forward on initiatives to better serve your citizens.

Situation Analysis

- Within the federal government’s $6 trillion+ annual budget, there is significant funding available for the City’s priorities through multiple federal agency grant programs and Congressionally Directed Spending.

  The $1.9 trillion American Rescue Plan Act, $1.2 trillion Infrastructure Investment and Jobs Act, and $437 billion Inflation Reduction Act feature billions of dollars in new funding for local governments like the City of River Falls. This is in addition to the annual program grants already scheduled. Essentially, this is the perfect time to pursue federal support.

- Specifically, MM will pursue funding for Kinni Corridor improvements, surface transportation, water and wastewater infrastructure, economic development, environmental/climate change initiatives, a new fire station, parks and recreation, and more. MM’s Resource Inventory process invariably will identify additional fundable needs.

- River Falls is USDA-rural and HRSA-rural. In the context of federal grants, your rurality is a strength. MM has won the most grants for local governments with these eligibilities.

- The City’s strong partnerships will resonate with potential federal funders. When federal program officers see strong partnerships they think, “leverage.”

- River Falls’ documented leadership in green energy use will bestow credibility in every relevant grant application.

- Understandably, the City simply lacks a comprehensive federal grants strategy and the professional “boots on the ground” in D.C. to execute it. Humbly, that’s MM’s greatest strength. Our role is to serve as an extension of the City’s professional staff — your "multiplier force" to forecast, identify, help write, submit, mobilize Congressional support for, win, and comply with federal grants.

MM professionals have won every type of federal grant River Falls is likely to seek.
• Merchant McIntyre professionals regularly meet with federal program officers at DOT, USDA, DOJ, DOL, FEMA, HRSA, and other federal agencies to gather invaluable intel about how to win grants from these departments. Specifically, we learn about the competitive preference priorities that program officers are using to score applications.

(In his famous book The Art of War, Sun Tzu wrote, “Infiltration is always more effective than assault.” Merchant McIntyre will infiltrate federal agencies in the best sense of the word to help win funding for the City.)

• The Infrastructure Investment and Jobs Act authorized new and/or plussed up existing surface transportation grant programs for which River Falls is eligible:
  o Rural Surface Transportation Program (March 2023, minimum $25 million award)
  o Bridge Improvement Program (June 2023, $100 million award ceiling)
  o Safe Streets and Roads for All Planning/Implementation (June 2023, $30 million award ceiling)
  o Reconnecting Communities Pilot Program Planning/Implementation (October 2023, $100 million)
  o Rebuilding American Infrastructure with Sustainability and Equity (Fall 2023, $25 million award ceiling)

• The essential keys to winning federal grants are to 1) have a crystal-clear understanding of what the program officers are looking for in an award-worthy application and 2) begin writing the application long before it’s publicly announced.

• Since the Congress has the "sole power of the federal purse," mobilizing Members to champion grant applications is an essential step in the process. MM will write the letters of support and talking points so Members/staff simply need to sign the letters and pick up the phone to call the federal agency program officers.

• Obviously, the City secured a $1.6 million earmark in FY23 legislation. Merchant McIntyre would work with River Falls to pursue a new earmark in FY24.

In the FY23 appropriations cycle, MM has secured $46 million for client projects. These include:
  o $2 million to support a water and sewer infrastructure project,
  o $1.9 million to construct an ADA accessible walkway,
  o $1.1 million for roadway improvements,
  o $750K for housing,
  o $750K to construct resilient infrastructure,
  o $700K for park improvements, and
  o $617K to help construct a fire station.

• To provide you with a sense of the dollars available for River Falls’ needs, here are selected examples of Congressionally Directed Spending and funding awards that Merchant McIntyre has helped win:

  Infrastructure
  o $20 million to support water and wastewater improvements.
o $17.2 million for roadway improvements in a key business corridor.
  o $14.1 million to construct a multimodal greenway.
  o $12 million for a roadway extension project.
  o $11.4 million for roadway improvements and to create a clearly delineated bicycle and pedestrian facilities and trails.
  o $2.7 million for water/wastewater infrastructure to generate economic development.
  o $2 million in emergency funding for a flood control project.
  o $1.83 million for stormwater drainage improvements.
  o $1.4 million for highway safety improvements.
  o $1.3 million for water infrastructure improvements.

Economic Development
  o $4.3 million for infrastructure to support a new local business.
  o $2.2 million to renovate a building and expand a workforce development program.
  o $1.8 million to support a new health sciences and paramedic training program.
  o $1.46 million to support the development of an industrial park.
  o $1.4 million to plan and implement local workforce development strategies that promote new, sustainable job opportunities.
  o $469K to purchase new distance learning equipment.
  o $100K to provide needed training and technical assistance to rural businesses.

Public Safety
  o $1.5 million to upgrade and consolidate emergency communications systems.
  o $700K for first responder technology and communications.
  o $446K to purchase law enforcement equipment.
  o $413K to fund the hiring of two new school resource officers.
  o $350K for a new fire engine.
  o $105K to improve wildfire prevention, response, and recovery.
  o $53K for 30 state-of-the-art body cameras and enact a training/use policy.

Community Health and Wellness
  o $1 million to expand substance abuse treatment services in a rural area.
  o $922K to purchase new telemedicine equipment.
  o $900K to improve access and quality of rural healthcare in an underserved area.
  o $150K to make park improvements and construct an ADA-accessible trail.
  o $150K for the development of a recreation center.
  o $100K to provide fresh, locally grown fruits and vegetables to low-income residents.

Scope of Work
Merchant McIntyre would truly function as an extension of your professional staff, implementing the following scope of work to help the City of River Falls maximize federal support:

1. Develop Funding Strategies:
   • Conduct an in-depth Resource Inventory to determine and document River Falls’ strengths and needs, and to get to know your programs, priorities, and people.
   • Match the City’s strengths, strategic priorities, and funding needs with federal grant programs.
Assess the City’s internal capabilities and capacity to determine how best to leverage your strengths and address any gaps in critical areas including: staffing, technology, community needs, partnership development, and more.

MM will prepare a comprehensive Federal Funding Strategy featuring a detailed Federal Grants Grid and specific Action Plan so River Falls’ leadership can review and assess federal funding opportunities and evaluate MM’s strategies to secure that funding.

- Identify the City’s priorities that are fundable through Congressionally Directed Spending.

**Implement Funding Strategies to Win Federal Grants:**

- Identify grant opportunities and assess both eligibility and competitiveness before grants are released to the public. (While River Falls may technically be eligible for a given grant(s), it’s MM’s job to ensure that you’re truly competitive before we invest your resources in applying.)

- Help establish and/or strengthen relationships with key agency staff to learn their criteria for award-worthy grant applications — long before the grants are announced.

- Utilize agency staff recommendations on best practices from current grantees and review winning applications for similar projects.

- Develop proposal themes and write and produce background materials that provide a compelling, persuasive presentation of River Falls’ priorities to potential federal funders.

- Merchant McIntyre will provide grant-writing support for the targets we’ve identified. This includes, but is not limited to:
  - Collaborate with your professional staff (“content experts”) to manage application development and write the actual grant proposals.
  - Deploy Merchant McIntyre subject matter experts to develop or improve program design and/or specific application components. Review individual grant-scoring criteria to ensure proper emphasis in the application.
  - Finalize grant proposals; provide multi-level reviews to ensure clarity, cohesiveness, and editorial input. Check budgets for cost-effectiveness, completeness, and accuracy.

- To help secure Congressionally Directed Spending, MM will:
  - Schedule substantive discussions with Members of Congress and their staff in D.C. and Wisconsin to highlight the City’s funding objectives.
  - Review the strategic priorities and earmark history for each Member to ensure alignment with River Falls’ priorities and potential requests.
  - Strategically target the federal funding accounts and agency programs that offer the best chance for success.
  - Develop project descriptions based on the requirements of each Member and Appropriations Committee staff.
  - Help secure compelling support letters from local partners, beneficiaries, and stakeholders.

- Ensure River Falls’ project(s) make the priority list of your Congressional champions.
Merchant McIntyre will help drive the City’s funding requests through every step of the legislative process in the House and Senate — subcommittee, full committee, floor action, and conference committee — until it’s signed into law by the President.

Once the appropriations legislation is signed into law, MM will assist the City in drawing down the funding expeditiously from the relevant federal agency.

**Budget**

We opened Merchant McIntyre Associates to assist local governments exactly like River Falls. MM’s typical minimum retainer for the scope of work described here is $8,000/month for a period of one year. This retainer is all-inclusive — there is no additional fee for grant writing or grant compliance.

The City will always have budget certainty when working with Merchant McIntyre; you will never be surprised by an invoice!

Since this would be a new initiative for River Falls, and because we appreciate your budget constraints, we propose an initial 90-day “audition assessment.” The four deliverables during this period are:

1. Conduct a Resource Inventory to identify specific federal funding objectives and potential grant requests for the City.
2. Prepare a comprehensive Federal Funding Strategy featuring a detailed Federal Grants Grid and specific Action Plan so you can assess the funding opportunities and evaluate MM’s strategies to secure that funding.
3. Arrange substantive Congressional and Executive Branch meetings with staff and federal program officers who have jurisdiction over the funding MM targets for River Falls based on forecasted federal grants and the timing of the City’s federal grant submissions.
4. Support River Falls in all facets of the federal grant process, including planning, partnership development, grant writing, budget development, proposal submission, and administrative.

Of course, the fifth “deliverable” is that you will get to evaluate Merchant McIntyre’s strategic thinking and added value.

If the City’s leadership is pleased in every respect with Merchant McIntyre Associates during this initial 90-day engagement, you may then decide whether to retain MM for a period of one year. Our objective is to deliver the highest possible ROI so Scot, Jennifer, the City Council, and River Falls’ entire professional staff exchange high-fives and say, "Let's do that again!"

**Conclusion**

For all the reasons described in this document, Merchant McIntyre Associates would welcome the assignment to secure major federal support on a regular basis for the City of River Falls. Humbly, we want to serve you as a transformative partner.

Thank you for your serious consideration of this Federal Funding Action Plan.
# Appendix B River Falls Grants Grid

## River Falls, Wisconsin

**Federal Funding Targets**

<table>
<thead>
<tr>
<th>Tier 1 Targets: Applications Currently Underway</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agency</strong></td>
</tr>
<tr>
<td>Federal Emergency Management Agency (FEMA)</td>
</tr>
<tr>
<td>United States Department of Agriculture, Rural Development</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tier 2 Targets: Upcoming Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agency</strong></td>
</tr>
<tr>
<td>Economic Development Administration (EDA)</td>
</tr>
<tr>
<td>Economic Development Administration (EDA)</td>
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<tr>
<td>U.S. Environmental Protection Agency (EPA)</td>
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<table>
<thead>
<tr>
<th>Tier 3 Targets: Additional Considerations</th>
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</thead>
<tbody>
<tr>
<td><strong>Agency</strong></td>
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<tr>
<td>U.S. Department of Transportation (DOT)</td>
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<tr>
<td>U.S. Department of Transportation (DOT)</td>
</tr>
<tr>
<td>U.S. Department of Transportation (DOT)</td>
</tr>
</tbody>
</table>

| Agency | **Grant Program** | **Funding Details** | **Program Description** |
| Environmental Protection Agency (EPA) | Stormwater Control Infrastructure Projects | Est. Fall 2023 | Award ceiling: $200,000 (20% matching) + implementation + $1.2 million (25% matching) | The bill authorizes $50 million total over 4 years for competitive grants for stormwater control infrastructure projects that incorporate new stormwater control technologies. These are technologies that implement stormwater and pollution control from new development, residential construction, and existing developments, and that utilize stormwater technology that minimizes, stores, or treats stormwater, reduces pollutant loads, and is designed to enhance water quality and quantity and stormwater control. |
| U.S. Department of Justice (DOJ) | Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies (BWCPI-EA) | Est. Early 2023 | Award ceiling: $478,000 | BWCPI-EA supports the implementation of body-worn cameras (BWC) programs in law enforcement agencies. The intent of the program is to help agencies develop, implement, and evaluate BWC programs and tools to law enforcement agencies to improve their information-gathering, problem-solution approach to improve officer safety, enhance evidence collection, and reduce officer interactions with crime, and to focus on building community trust and facilitating cooperative engagements. The grant supports the purchase of body cameras, while the grant provides support for the maintenance and repair of existing equipment. |

The acquisition of equipment, support, and training costs for the BWC program include policy development, implementation, and coordination with other personnel, justice agencies, and community stakeholders, as well as technical training, technical training, and legal standards.
<table>
<thead>
<tr>
<th>State-Level Partnership Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>United States Department of Agriculture - Forest Service</strong></td>
</tr>
<tr>
<td><strong>Wisconsin Department of Transportation, Roads</strong></td>
</tr>
<tr>
<td><strong>Wisconsin Department of Transportation, Bridges</strong></td>
</tr>
<tr>
<td><strong>Wisconsin Department of Transportation, Transportation Alternatives Program (TAP)</strong></td>
</tr>
</tbody>
</table>

United States Department of Agriculture - Forest Service:
Regional 3BL High-Profile Regional Invasive Species Projects (Non-Federal Costs)

- **Est Fall 2023**
- **TBD**

As part of the Bipartisan Infrastructure Law’s (BIL) broader ecosystem restoration objective, the non-federal funds portion of this invasive species provision enables the USEPA’s National Invasive Species Board (NISB) to allocate up to $50 million in federal funds to state and tribal governments for the implementation of management actions in the field. The Non-Federal Matching Funds Program (NFMFP) was designed to facilitate the implementation of management actions in the field by the prevention of introductions, spread, prevention of damage, or eradication of invasive species, and the reduction and eradication of invasive species populations or infestations.

Wisconsin Department of Transportation, Roads:
BL State Funding - Local Road Projects

- **FY03**
- **TBD**

STP: Local roads are functionally classified as rural or minor collector, rural local roads, and urban local roads are located in urban areas with populations under 8,000. Eligible roads must be a part of the State System (trunk, collector, local, or unclassified). Roads must be an integral part of the transportation system and must serve as access to the local community. Eligible roads must also meet the following requirements:

Wisconsin Department of Transportation, Bridges:
BL State Funding - Local Bridge Projects

- **FY03**
- **TBD**

The Local Bridge Improvement Assistance Program helps rehabilitate and replace, on a cost-shared basis, the most seriously deficient existing bridges on Wisconsin’s local highway systems. Local Highway System List of Eligible Projects: https://www.dot.wi.gov/Documents/library/upstream manuscripts/crime-highways/bridge/fy03-eligible.pdf. Powell Avenue Bridge above Ferris needs a replaced bridge deck and clogging, according to the WDOT.

Wisconsin Department of Transportation, Transportation Alternatives Program (TAP):
BL State Funding - Transportation Alternatives Program (TAP) Projects

- **FY03**
- **TBD**

The Transportation Alternatives Program (TAP) provides eligible programs with up to 85% federal reimbursement for non-extractive transportation projects, as well as eligible non-infrastructural planning and safety-related projects. To improve the safety, efficiency, and reliability of the movement of people and freight over bridges, to improve the condition of bridges in the United States by reducing the number of bridges in poor condition or in fair condition and at risk of being in poor condition within the next 3 years; reducing the total number of bridges where the results of the regional transportation network, and reducing the total number of miles traveled over bridges that do not meet current geometric design standards or cannot meet the load and traffic requirements typical of the regional transportation network.
Local Government Finance

- **Local Government Funding Reform** - The Governor recommends providing for a new shared revenue appropriation for municipalities and counties utilizing 20% of the state's current sales tax collections.

  Allocation for each calendar year will be the residual of 20 percent of the fiscal year ending in that calendar year's sales tax collections, as estimated at the time of the budget's adoption, less amounts appropriated for county and municipal aid, expenditure restraint, and the municipal and county shares of personal property tax aid.

  Public safety aid will be 43.4 percent of the total available under the new appropriation and will be determined as a percentage of each local government's qualifying public safety expenditures. The remaining 56.6 percent of the aid will be distributed as general aid with 70 percent allocated to municipalities and 30 percent to counties. For future distributions under the new shared revenue, no local government may receive less than 95 percent of the prior year's allocation.

- **Local Option Sales Tax** - The Governor recommends providing Milwaukee County with the authority to impose an additional 1 percent sales tax, if approved by local referendum. Fifty percent of the resulting new revenue will be distributed to the City of Milwaukee.

- **Local Option Sales Tax** - Governor's budget also provides all counties, other than Milwaukee County, with the authority to impose an additional 0.5 percent sales tax if approved by local referendum.

- **Local Option Sales Tax** - The Governor also recommends providing municipalities with populations over 30,000, other than the city of Milwaukee, the authority to impose a 0.5 percent sales tax if approved by local referendum.

- **Dark Stores** - The Governor's budget closes the “dark store” property assessment loophole.

- **Personal Property Tax** - The Governor recommends repealing the remainder of the personal property tax beginning in calendar year 2024 and providing an estimated $202.4 million GPR in FY25 to compensate local taxing jurisdictions for the loss in personal property tax revenue beginning in calendar year 2024 and indexing these payments for inflation.
• **Personal Property Tax** - The Governor further recommends providing a $9 million GPR transfer to the transportation fund beginning in FY25 to make up for the anticipated reduction in railroad taxes created as a result of repealing remaining personal property taxes and increasing this transfer by 1.25 percent each year thereafter.

• **Levy Limit Exemption** - The Governor recommends modifying the valuation factor under county and municipal levy limits to allow county and municipal governments to increase levies by the greater of the percentage change in equalized value due to net new construction or 2 percent beginning with levies set in 2023.

• **Levy Limit Adjustment for Transferred Services** - The Governor recommends eliminating the negative adjustment to county and municipal levy limits for services transferred from one local government to another local government.

• **Levy Limit Exemption** - The Governor recommends creating an exclusion to county and municipal levy limits for cross-municipality transit routes where the counties and municipalities meet certain criteria.

• **Levy Limit Exemption** - The Governor recommends eliminating the requirement that counties and municipalities reduce levy limit authority by the amount by which those governments increase fees for covered services. This provision applies to garbage collection, fire protection, snow plowing, street sweeping and storm water management services.

• **Levy Limit Exemption** - The Governor recommends creating a county and municipal levy limit exclusion for those amounts levied for a county's required contribution to the budget of a regional planning commission beginning with levies set in 2023.

• **Levy Limit Exemption** - The Governor recommends expanding the current levy limit adjustments related to joint emergency medical services and joint fire departments to include combined services that are not a formally merged department or district as well as those where two or more local governments contract with a public or private service provider.

• **Levy Limit** - The Governor recommends repealing the current law supermajority approval requirement for the utilization of county and municipal levy limit carryover capacity.

• **Payment for Municipal Services** - The Governor recommends increasing the payments for municipal services appropriation by 5 percent to better compensate municipalities that provide services to state property.

• **Expenditure Restraint** - The Governor recommends modifying the budget increase limitation in the expenditure restraint program to exclude increases in budgets resulting from voter-approved referenda for tax increases.

• **Expenditure Restraint** - The Governor recommends modifying the budget increase limitation in the expenditure restraint program to exclude increases in budgets resulting from the receipt of federal dollars, including grants and amounts received from the FEMA.
• **TIF for Workforce Housing** - The Governor recommends modifying current law to allow municipalities to use TIF districts to spur the creation of workforce housing by increasing the amount of a TIF district area that can be comprised of newly platted residential developments to 60% instead of the current law 35%. The budget also allows municipalities to extend the life of a TIF district by up to three years, rather than the current one year.

• **TIF Equalized Value Limitation Exception** - The Governor recommends allowing a municipality to exceed the 12 percent limitation on new TID’s if a district or districts with sufficient value increment to bring the municipality back below the 12 percent threshold will close in the following year and no actions are taken to extend the lives of those districts.

• **Utility Aid Payments** - The Governor recommends including battery storage facilities in the calculation of utility aid payments to counties and municipalities.

• **Utility Aid Payments** - The Governor recommends including electric vehicle charging infrastructure in the calculation of utility aid payments to counties and municipalities.

• **Wine Sales in Public Parks** - The Governor recommends allowing counties and municipalities to sell wine in public parks. Sales must be made by officers or employees of the municipality or county operating the park.

**Budget Summary by Agency/Topic**

**Administration and Grants**

• **Professional Baseball District Park Grant** - The Governor recommends providing funding for a grant to a professional baseball park district to assist in the development, construction, improvement, repair and maintenance of the district's baseball park facilities, if certain criteria are met.

• **Open Records Threshold** - The Governor recommends increasing the threshold at which a governmental entity may charge an open records location fee from $50 to $100.

**Economic Development**

• **Community Development Block Grant Funding** - The Governor providing $40 million GPR in FY24 to the recommends increasing the Wisconsin Economic Development Corporation's (WEDC) block grant funding on a one-time basis to further support economic development efforts in the state.

• **Municipal Home Rehabilitation Grant Program** - The Governor recommends providing funding for grants to municipalities to rehabilitate and restore blighted residential properties with the goal of increasing affordable housing options within the municipality.
• **Municipal Plan Review Delegation** - The Governor recommends providing training to reduce building plan review and approval timelines and increase the number of delegated municipalities for commercial plan review and inspection functions to ensure consistent application of building code standards across the state.

### Elections

• **Badger Books** - The Governor recommends providing funding for grants to municipalities interested in obtaining "Badger Book" electronic poll books.

• **Funding for Special Elections** - The Governor recommends creating a sum sufficient appropriation to allow the commission to reimburse counties and municipalities for certain costs incurred in the administration of special primaries and special elections.

• **Early Canvassing of Absentee Ballots** - The Governor recommends authorizing a county or municipal clerk to canvass absentee ballots on the day before an election.

• **In-Person Absentee Voting Period Extension** - The Governor recommends eliminating the restriction on how soon a person may complete an absentee ballot in person.

• **Special Election Dates** - The Governor recommends modifying the scheduling of special elections to ensure they are scheduled with sufficient time to comply with federal requirements for sending ballots to military and overseas voters.

• **Training** - The Governor recommends amending the statutory language of the training appropriation to allow it to fund training of municipal and county clerks on all election administration procedures and topics, including voter identification.

### Environment, Energy, and Utilities

• **PFAS Municipal Grant Program** - The Governor recommends providing $85 million for a municipal grant program for the testing and remediation of per- and polyfluoroalkyl substances by local units of government.

• **PFAS Sampling and Research** - The Governor recommends providing $3.8 million and 11 positions for the following Department of Natural Resources activities:
  - oversight and regulation of airborne PFAS,
  - monitoring PFAS in drinking water and groundwater,
  - developing soil testing standards and redevelopment procedures related to PFAS,
  - developing standards for the disposal of PFAS and PFAS contaminated materials,
  - developing water quality guidelines and standards related to PFAS,
  - developing sampling methodologies and taking samples in cases where wildlife are suspected to have been contaminated by PFAS,
  - wastewater, surface water and fish sampling efforts related to PFAS, and
  - one-time sampling funding of $750,000 for municipal public water supply wells and susceptible private potable water supplies.
• **PFAS Firefighting Foam** - The Governor recommends providing one-time funding of $1 million for the collection and disposal of firefighting foam that contains PFAS and the purchase of PFAS-free firefighting foam.

• **Erosion Control Loans** - The Governor recommends requiring the department to administer a revolving loan program to assist municipalities and owners of homes located on the shore of Lake Michigan, Lake Superior, and the Mississippi River where the structural integrity of municipal buildings or homes is threatened by erosion of the shoreline.

• **Contaminated Sediment funding** - The Governor recommends providing $15 million in environmental fund-supported general obligation bonding authority for contaminated sediment removal from sites in the Great Lakes or their tributaries that are on Wisconsin's impaired waters list.

• **Urban Nonpoint and Municipal Flood Control** - The Governor recommends providing $11 million in environmental fund-supported general obligation bonding authority for urban nonpoint source cost-sharing and the municipal flood control program.

• **Municipal Dam Program** - The Governor recommends providing $10 million in GPR-supported general obligation bonds for grants to be used for dam repair, reconstruction and removal projects.

• **Broadband** - The Governor recommends making a significant one-time investment in broadband funding of $750 million for the Broadband Expansion Grant program.

• **Municipal Broadband** - The Governor recommends amending statutory provisions that discourage municipalities from providing broadband service to residents in broadband "unserved" areas. The Governor also recommends modifying current law to allow these same municipalities to apply for grants under the broadband expansion grant program.

• **Lead Service Line Grant Assistance** - The Governor recommends modifying current law to allow utilities to provide financial assistance in the form of 100 percent grant funding for the replacement of lead service lines for property owners allowing public and private removals to happen simultaneously.

• **Water Utility Assistance** - The Governor recommends continuing the water utility assistance program, created with federal funds, to help customers defray the cost of water and wastewater bills.

**Health and Childcare**

• **Medicaid Expansion** - The Governor recommends accepting the federal Affordable Care Act's provision for Medicaid expansion.

• **Partner Up! Business Partnerships** - The Governor recommends providing over $22 million in funding to continue the Partner Up! program to support partnerships between childcare providers and businesses who purchase childcare slots for their employees.
Public Safety

- **EMS** - The Governor recommends providing one-time flexible grant funding of $150 million for public and private emergency medical services providers.

- **EMS** - The Governor recommends certifying individuals as emergency medical responders when they complete a certified training program without requiring further examination or pass the National Registry of Emergency Medical Technicians examination for emergency medical responders.

- **First Responder PTSD Coverage** - The Governor recommends expanding regulations that remove the barriers first responders with post-traumatic stress disorder face when seeking worker's compensation.

- **Youth Volunteer Firefighter Training** - The Governor recommends providing funding to continue the youth volunteer firefighter training grant program to increase the number of volunteer firefighters in the state.

- **Interoperable Communications System** - The Governor recommends providing $45 million in funding to design and implement a new statewide interoperable communications system.

- **Marijuana Legalization** - The Governor recommends legalizing the sale of marijuana for medical and recreational use for sales that occur at a marijuana retailer holding a permit issued by the department.

- **Public Safety Answering Points** - The Governor recommends providing expenditure for grants to 9-1-1 public safety answering points for training, equipment or software expenses to further the development of Next Generation 9-1-1 statewide.

Transportation

- **Electric Vehicles Sales Tax Fund Transfer** - The Governor recommends transferring annually from the general fund to the transportation fund an amount estimated by the Department of Administration that approximates the amount of sales tax generated from the sale of electric vehicles. The Governor further recommends that starting in FY26, the amount transferred is limited to 120 percent of the prior year's transfer or $75 million, whichever is less. The Department of Administration estimates that $39.3 million in FY24 and $55.1 in FY25 of sales tax will be generated by the sale of electric vehicles.

- **Automotive Parts and Repair Transfer** - The Governor recommends an annual general fund transfer of the approximated sales tax on automotive parts and services above the fiscal year 2021 amount amounting to $96.5 million in the biennium.

- **Transportation Revenue Funds** – The Governor recommends buying down $380 million of transportation revenue bonds, reducing future debt service. The proposal includes more than $400 million in new bonding.

- **General Transportation Aids (GTA)** - The Governor recommends increasing GTA to $132.2 for counties and $414.9 for municipalities in calendar year 2024 and then providing a further increase to $137.5 for counties and $431.5 for municipalities in
calendar year 2025. The Governor also recommends increasing the mileage aid payment to $2,843 in calendar year 2024 and to $2,957 in calendar year 2025. This will provide 4 percent increases in both 2024 and 2025 to assist local governments in maintaining Wisconsin's roads.

- **Local Road Improvement Program (LRIP)** - The Governor recommends providing a 4 percent increase in FY24 and a further 4 percent increase in FY25 for LRIP.

- **Local Road Improvement Program Supplement (LRIP-S)** - The Governor recommends providing $50 million in funding per year and establishing an ongoing local road improvement program supplement based on the popular program funded one-time in each of the two previous budgets to help accelerate high priority local bridge and road projects throughout the state.

- **Local Bridge Improvement Assistance** - The Governor's budget maintains current funding for the Local Bridge Improvement Program, resulting in $22.9 million in both years of the biennium.

- **Routine Maintenance Agreements** - The Governor recommends increasing routine maintenance funding. The Governor’s budget increases funding approximately $11.4 million in both years of the biennium.

- **Electric Vehicle Charging** - The Governor recommends modifying current law to exempt a nonutility that supplies electricity through an electric vehicle charging station from the definition of a public utility.

- **Electric Vehicle Charging Property** - The Governor recommends creating a sales and use tax exemption for property used primarily to store or facilitate the storage of energy produced by a solar, wind or biogas renewable energy system.

- **Eminent Domain for Nonmotorized Paths** - The Governor recommends providing local units of government the authority to use eminent domain to purchase land for the construction of nonmotorized paths.

- **Regional Transit Agencies** - The Governor recommends reinstating law that allows for the creation of regional transit agencies anywhere in the state.

- **Mass Transit Operating Aids** - The Governor recommends increasing general transit aids by 4 percent in calendar year 2024 and calendar year 2025.

- **Paratransit Aids** - The Governor recommends increasing paratransit aids by 4 percent in each year of the biennium.

- **Harbor Assistance Funding** - The Governor recommends authorizing $16 million in transportation fund supported general obligation bonding authority and an additional $4 million of segregated funding over the biennium for the Harbor Assistance Program.