Call Meeting to Order - 6:30 p.m.
Pledge of Allegiance
Roll Call
Approval of Minutes from Previous Meeting
   February 25, 2020, Regular Minutes
   2020-02-25 City Council Minutes.docx
Approval of Bills (Watson)
*** NOTE: OFFICIAL ACTION MAY BE TAKEN ON ANY AGENDA ITEM ***

PUBLIC COMMENT, PETITIONS, REQUESTS AND COMMUNICATIONS:
1. Public Comment
2. Park Board and Summer Recreation Presentation

PUBLIC HEARING:
3. 6:31 p.m.
   Storm Water Permit - 2019 Annual Report
   Resolution Authorizing Content of 2019 Annual Report to Discharge Water
   Council Memo re 2019 Annual Report.docx
   Resolution re 2019 Annual Report.docx
   DNR Annual Report Form.pdf

CONSENT AGENDA:
4. Resolution Establishing In-Person Absentee Voting Location for the April 7 Spring Election and
   Presidential Preference and November 3 General Election
   In-Person Absentee Voting Extention Memo.docx
   In-Person Absentee Voting Extention Resolution.docx
5. Resolution Authorizing Participation in a Cooperative Boundary Agreement between the City of River
   Falls and Town of Clifton
   Authorizing Participation Memo.docx
   Authorizing Participation Resolution.docx
6. Resolution Appointing City Representatives for the Cooperative Boundary Committee with the Town
   of Clifton
   Memo City Representatives for Clifton Boundary Committee.docx
   Resolution Appointing City Representatives to Clifton Boundary Committee.docx

ORDINANCES AND RESOLUTIONS:
7. Resolution Approving Request from the River Falls Area Chamber of Commerce and Tourism Bureau
   for City Assistance with 2020 Events

1
8. Resolution Approving Special Event Application with Ordinance Variance Request for St. Patrick's Day Events
   Memo to Council - St Patrick's Day.docx
   Resolution for St. Patrick's Day.docx
   Event Application - St Patrick's Day 2020.pdf

REPORTS:
9. Administrator's Report
   2020-03-10 Administrator's Report.docx

ANNOUNCEMENTS:
10. Mayor's Appointments
    Mayor's Appointment Memo.docx
    March 10 Appointments.docx

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

**City Council Members Present:** Todd Bjerstedt, Sean Downing, Christopher Gagne, Scott Morrissette, Diane Odeen, Michael Page, Hal Watson

**Members Absent:** None

**Staff Present:** City Administrator Scot Simpson; City Attorney Chris Gierhart; Police Chief Young; Assistant City Administrator Jason Stroud; Operations Director Mike Stifter; City Engineer Crystal Raleigh; Community Development Director Amy Peterson; Finance Director Sarah Karlsson; Utility Director Kevin Westhuis; City Clerk Amy White; Communications Manager Mary Zimmermann; Assistant to the City Administrator Brandt Johnson; Economic Development Specialist Keri Schreiner; Facility Maintenance Supervisor Tom Schwalen; Electric Superintendent Wayne Siverling; City Planner Sam Wessel

**Others Present:** others

The Pledge of Allegiance was said.

**APPROVAL OF MINUTES:**
February 11, 2020, Regular Meeting Minutes
MSC Morrissette/Odeen approve minutes. Unanimous.

**APPROVAL OF BILLS:**
Bills $6,117,289.14
MSC Page/Watson move to approve bills subject to the comptroller. Unanimous.

**PUBLIC COMMENT, PETITIONS, REQUESTS AND COMMUNICATIONS:**
There were no public comments.

**Update on Economic Development Marketing Plan**
Economic Development Specialist Keri Schreiner provided Council with a presentation. The City hired Ady Advantage to assist in creating the economic marketing plan. Schreiner provided background on the process. She talked about the strategies were developed which included: 1) position River Falls to better compete nationally and internationally for new businesses; 2) market River Falls to Minnesota commercial realtors; 3) implement a customer relationship marketing strategy; 4) institute measurement strategies to determine effectiveness of the City’s marketing efforts. Schreiner also shared a video created to promote shovel ready and available sites in River Falls for future development. She stood for questions upon completion of the presentation. Alderperson Gagne asked who the best person was for a business owner who is looking to come to River Falls to contact. Schreiner said Community Development staff, but she specifically works with those entities.

**2019/2020 Legislative Priorities Update**
Assistant to the City Administrator Brandt Johnson provided a general overview and updated status of legislative priorities identified by Council for 2019. He provided background on the legislative session and the City’s representatives. Johnson talked about the Wisconsin Act 42 which is legislation for biennial budgeting, transportation funding, emergency detention beds, and closing dark store loopholes. Johnson also talked about
legislative funding priorities. Upon completion of the presentation, Johnson stood for questions. Alderperson Morrissette asked about the biennial budgeting and the odd number years. Johnson provided an explanation. Alderperson Gagne asked about Hwy. 29. City Engineer Raleigh talked about the layout provided in the plans. There was further discussion.

PUBLIC HEARING:
Request for Class “B” Beer License and “Class C” Wine License – JRKM Management dba Swinging Bridge Brewery, 122 S. Main Street
At 6:52 p.m., Mayor Toland recessed into a Public Hearing for comments. There were none. At 6:52 p.m., the Mayor moved into Open Session. MS Downing/Page move to approve the license. Alderperson Morrissette noted that he usually asks questions, but the request comes from a person who is already an agent so he doesn’t need to do so. With no other questions/comments, the Mayor asked for a vote on the motion. The motion passed unanimously.

CONSENT AGENDA:
Acknowledgement of the following minutes:
River Falls Housing Authority – 1/8/20; Utility Advisory Board – 1/20/20;
West Central Wisconsin Biosolids Facility Commission – 11/21/19; 12/19/19;
EMS Advisory Board – 1/6/20; Historic Preservation Commission – 1/9/20;
Plan Commission – 1/7/20
Resolution Awarding Bid for Police Department Remodel and Addition Project at 2815 Prairie Drive pulsed by Downing
Resolution No. 6446 - Authorizing Purchase of South Fork Substation MV Circuit Breakers
Resolution Awarding Proposal for Sale and Removal of City Owned House at 456 Hanson Drive pulsed by Downing
MS Odeen/Watson move to approve the remainder of the Consent Agenda. The Mayor asked for comments. Alderperson Gagne commented on the River Falls Housing Authority minutes. He asked that the Housing Authority and Police Department continue to work together. With no other comments, the Mayor asked for a vote. The Consent Agenda passed unanimously.

Resolution No. 6447 Awarding Bid for Police Department Remodel and Addition Project at 2815 Prairie Drive
Alderperson Downing asked about the five percent contingency for the construction versus a flat amount. City Administrator Simpson said contingencies range 5-20 percent - lower than five percent would not be typical. The Council could provide a policy statement defining what is acceptable. As it is written, anything under the 4.5 percent would be considered budgeted items. Simpson provided further details.

Downing asked if there was a standard amount. Simpson thought it would be based on the project. Alderperson Watson suggested it depends on the risk. Morrissette commented that he typically requires clients to start at ten percent. He provided further detail. There was further discussion. Simpson thought that amount was adequate and provided scenarios depending on Downing’s aim. Downing said his aim was to find a standard for this type of project. MSC Downing/Morrissette move to approve the resolution. Unanimous.

Resolution No. 6448 Awarding Proposal for Sale and Removal of City Owned House at 456 Hanson Drive
Downing wondered if we had more time if we could have gotten a better deal. Gagne thought demolition and restoration would have cost roughly $20,000. He thought it was a fantastic move on the part of the City staff. Downing asked his question again.

Facility Maintenance Supervisor Tom Schwalen handled the bidding for the project. It was publicly noticed for two weeks during which time he got three inquiries. He explained the challenge with the project is having a lot to move it and getting from Point A to Point B. There wasn’t a lot of interest. Morrissette asked if the calls where about the demolition or removal. Schwalen said removal. Gagne asked about moving the house. Schwalen provided an explanation. Downing asked Schwalen if we would extend the deadline for two more
weeks would we get a better offer. Schwalen did not believe so. **MSC Downing/Morrissette move to approve resolution. Unanimous.**

**ORDINANCES AND RESOLUTIONS:**
*Resolution No. 6449 - Approving the Sterling Ponds Park Plan*
City Planner Sam Wessel gave a presentation. It was reviewed and forwarded to Council by the Park and Recreation Advisory Board with a positive recommendation. The purpose of the plan is to determine if it adequately serves the surrounding neighborhood and to recommend improvements accordingly. He outlined the Sterling Ponds Park Plan and provided a history. He talked about recommendations including improvements costing approximately $635,099 with most being funded with impact fees as they are being collected while lots are developed. Wessel stood for questions. Morrissette asked if data was found from a previous meeting with Sterling Pond residents which was some time ago. Wessel said no, this was the first he has heard of it. Morrissette thought it would be interesting to find that information. Alderperson Bjerstedt asked if the City usually puts the parks in; he thought the developer usually puts the park in.

Detailed information was provided by City Administrator Simpson who gave a history and talked about park impact fees. There was further discussion including Alderperson Watson who asked about a berm easement. Downing thanked the Park Board for a fantastic plan. **The Mayor asked for a motion. MSC Odeen/Gagne move to approve the resolution. Unanimous.**

*Resolution No. 6450 - Approving Wisconsin DNR/Fire Department Memorandum of Understanding for Mutual Aid and Fire Suppression Services*
**MSC Watson/Morrissette move to approve the resolution. Unanimous.**

**REPORTS:**
*Administrator’s Report*
City Administrator Simpson provided updates and talked about upcoming elections, the Police Department Remodel and bid, and the FERC meeting.

*Comptroller’s Report for January 2020*
Comptroller Odeen read the following: General Fund revenues through the end of January were $731,457.12 and include the January property tax settlement and 1st quarter transportation aids. Expenditures for the same period were $661,626.57, for a net of revenues over expenditures of $69,830.55.

**ANNOUNCEMENTS:**
*Mayor’s Appointments*

**Business Improvement District Board**
Reappointment of Mike Miller through December 2022
Reappointment of Amy Halvorson through December 2021
**MSC Morrissette/Odeen move to approve the Mayor’s Appointments.**
**MSC Bjerstedt/Watson move to adjourn at 7:29 p.m.**

Respectfully submitted,

Kristi McKahan, Deputy Clerk
TO: Mayor Toland and City Council

FROM: Zach Regnier, Civil Engineer
       Crystal M. Raleigh, PE – City Engineer

DATE: March 10, 2019

TITLE: 2019 Annual Report for WPDES MS4 Permit

RECOMMENDED ACTION
Adopt the resolution approving the 2019 Annual Report for the City of River Falls, WPDES MS4 (Municipal Separate Storm Sewer System) 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. Large volumes of storm water runoff can also cause flooding. It is for these reasons, among others, that the US Environmental Protection Agency (EPA) passed the Clean Water Act. Since that time, regulations have been handed down to the states to improve the water quality of storm water and reduce the quantity of storm water. The City of River Falls was permitted on October 1, 2006 and the permit was most recently renewed on May 1, 2019.

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
One 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).
A second requirement is an inspection program. Prior permitting, the City did not have any proactive inspection of the stormwater system. Now we have a program in place 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, as well as to provide a good estimate of upcoming repairs. Currently the entire storm system has been inspected at least once. Our goal is to continue to inspect 20 percent of the system each year.

Public Education and Outreach is another requirement under this program and we continue to provide the community with educational opportunities as they arise. We currently have 46 ponds adopted in our Adopt-A-Pond program out of an estimated 84 ponds available. We also continue to have success with our rain barrel program where we provide affordable rain barrels for purchase at City Hall and provide 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 also spent time with elementary age students on several occasions in 2019 to teach various storm water related topics. In 2016, River Falls became 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 their education and outreach requirements.

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

The City is required to meet a Total Maximum Daily Load (TMDL) for discharging phosphorus. In April 2018, the City was required to submit stormwater modeling showing whether the TMDL is being met. The model was submitted showing that TMDL requirements were met. In September 2019, the DNR reviewed the City’s modeling assumptions and required adjustments to be made to the modeling. After these adjustments were made, the modeling showed that the City does not meet the TMDL. The permit lays out parameters to which the City is required to eventually come into compliance with the TMDL. City Staff will be taking a closer look at the modeling this summer.

The next TMDL related requirement is for us to submit an Implementation Plan describing planned progress throughout this permit term ending in 2024. The Implementation Plan must be submitted by Fall 2021 and requires the City to remove at least 560 lbs of phosphorus by 2024. Current modeling shows that we are removing over 1,100 lbs. Additionally, the proposed St.
Croix Pond reconstruct project, slated for construction later this year, will further promote our compliance with the TMDL.

FINANCIAL CONSIDERATIONS
The current stormwater program is entirely funded by the stormwater utility which was implemented in 1997 and underwent a rate increase in 2006. In 2020, staff will be studying the scope and scale of future stormwater projects in an effort to maintain fiscal responsibility. These projects include those related to TMDL implementation, 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 2019 Annual Report and the Annual Report. Council approval is requested.

Rain barrel painted by High School Art Club
RESOLUTION NO.

RESOLUTION APPROVING 2019 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 2019 Annual report;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of River Falls hereby approves the 2019 Annual Report for the City of River Falls, WPDES MS4 General Permit.

Dated this 10th day of March, 2020.

________________________________________
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.

Reporting Information

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

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>City of River Falls MS4</th>
</tr>
</thead>
<tbody>
<tr>
<td>County:</td>
<td>Pierce</td>
</tr>
<tr>
<td>Municipality:</td>
<td>River Falls, City</td>
</tr>
<tr>
<td>Permit Number:</td>
<td>S050075</td>
</tr>
<tr>
<td>Facility Number:</td>
<td>31431</td>
</tr>
<tr>
<td>Reporting Year:</td>
<td>2019</td>
</tr>
</tbody>
</table>

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

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 (SS0075-03 general permittees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.)
    • 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 (SS0075-03 general permittees 2.6.1 - inventory due to the department by March 31, 2021.)
      • Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan (SS0075-03 general permittees 2.6.2 – document due to the department by March 31, 2021.)

• Sign and Submit form
**Municipal Contact Information - Complete**

**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.

### Municipality Information

<table>
<thead>
<tr>
<th>Name of Municipality</th>
<th>River Falls, City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility ID # or (FIN):</td>
<td>31431</td>
</tr>
<tr>
<td>Updated Information:</td>
<td>[ ] Check to update mailing address information</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>222 Lewis St Suite 228</td>
</tr>
<tr>
<td>Mailing Address 2:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>River Falls</td>
</tr>
<tr>
<td>State:</td>
<td>Wisconsin</td>
</tr>
<tr>
<td>Zip Code:</td>
<td>54022 or xxxx-xxxxx</td>
</tr>
</tbody>
</table>

### 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: | Crystal |
| Last Name: | Raleigh |
| Title: | |
| Mailing Address: | 222 Lewis St |
| Mailing Address 2: | |
| City: | River Falls |
| State: | WI |
| Zip Code: | 54022 or xxxx-xxxxx |
| Phone Number: | 715-426-3412 Ext: xxx-xxx-xxxxx |
| Email: | craleigh@rfcity.org |

### Additional Contacts Information (Optional)

- [ ] I&E Program
- [ ] IDDE Program
Individual with responsibility for:
(Check all that apply)
- 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: 
Mailing Address: 222 Lewis St
Mailing Address 2: 
City: River Falls
State: WI
Zip Code: 54022
Phone Number: 715-426-3457 Ext: 
Email: zregnier@rfcity.org

1. Does the municipality rely on another entity to satisfy some of the permit requirements? If yes, enter entity name (government, consultant, group/organization).
   - 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. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the Add Activity to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events).

<table>
<thead>
<tr>
<th>Topic: Detection and elimination of illicit discharges</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mechanism</strong></td>
</tr>
<tr>
<td>Website</td>
</tr>
<tr>
<td>Government event (public hearing, council meeting, etc.)</td>
</tr>
<tr>
<td>Direct one-on-one communication</td>
</tr>
<tr>
<td>Educational activities (School presentations, summer camps, etc)</td>
</tr>
</tbody>
</table>

Select all applicable audiences targeted for this topic.

- [ ] Contractors
- [ ] General Public
- [ ] Public Employees
- [ ] Residential
- [ ] School Groups
- [ ] Business
- [ ] Developers
- [ ] Industries
- [ ] Other:

<table>
<thead>
<tr>
<th>Topic: Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mechanism</strong></td>
</tr>
<tr>
<td>Educational activities (School presentations, summer camps, etc)</td>
</tr>
<tr>
<td>Signage</td>
</tr>
<tr>
<td>Website</td>
</tr>
<tr>
<td>Government event (public hearing, council meeting, etc.)</td>
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</tbody>
</table>

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- [ ] Contractors
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- [ ] Public Employees
- [ ] Residential
- [ ] School Groups
- [ ] Business
- [ ] Developers
- [ ] Industries
- [ ] Other:

| Topic: Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and... |
### garden fertilizers and pesticides

<table>
<thead>
<tr>
<th>Mechanism</th>
<th>Quantity (optional)</th>
<th>Est. People Reached (optional)</th>
<th>Regional Effort? (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td>1 - 9</td>
<td>50 - 99</td>
<td>○ Yes ○ No</td>
</tr>
<tr>
<td>Active distribution of print media (mailings, newsletters, etc.)</td>
<td>1 - 9</td>
<td>50 - 99</td>
<td>○ Yes ○ No</td>
</tr>
<tr>
<td>Informational booth at event</td>
<td>1 - 9</td>
<td>50 - 99</td>
<td>○ Yes ○ No</td>
</tr>
</tbody>
</table>

**Select all applicable audiences targeted for this topic.**
- [ ] Contractors
- [x] General Public
- [x] Public Employees
- [x] Residential
- [ ] School Groups
- [ ] Business
- [ ] Developers
- [ ] Industries
- [ ] Other:

### Topic: Management of stream banks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways

<table>
<thead>
<tr>
<th>Mechanism</th>
<th>Quantity (optional)</th>
<th>Est. People Reached (optional)</th>
<th>Regional Effort? (optional)</th>
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<tbody>
<tr>
<td>Direct one-on-one communication</td>
<td>10 - 19</td>
<td>10 - 19</td>
<td>○ Yes ○ No</td>
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<tr>
<td>Government event (public hearing, council meeting, etc.)</td>
<td>1 - 9</td>
<td>50 - 99</td>
<td>○ Yes ○ No</td>
</tr>
<tr>
<td>Website</td>
<td>1 - 9</td>
<td>100 +</td>
<td>○ Yes ○ No</td>
</tr>
</tbody>
</table>

**Select all applicable audiences targeted for this topic.**
- [ ] Contractors
- [x] General Public
- [x] Public Employees
- [x] Residential
- [ ] School Groups
- [ ] Business
- [x] Developers
- [x] Industries
- [ ] Other:

### Topic: Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks

<table>
<thead>
<tr>
<th>Mechanism</th>
<th>Quantity (optional)</th>
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<th>Regional Effort? (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational activities (School presentations, summer camps, etc)</td>
<td>1 - 9</td>
<td>100 +</td>
<td>○ Yes ○ No</td>
</tr>
<tr>
<td>Government event (public hearing, council meeting, etc.)</td>
<td>1 - 9</td>
<td>100 +</td>
<td>○ Yes ○ No</td>
</tr>
<tr>
<td>Website</td>
<td>1 - 9</td>
<td>100 +</td>
<td>○ Yes ○ No</td>
</tr>
<tr>
<td>Direct one-on-one communication</td>
<td>10 - 19</td>
<td>10 - 19</td>
<td>○ Yes ○ No</td>
</tr>
</tbody>
</table>

**Select all applicable audiences targeted for this topic.**
- [x] Contractors
- [x] General Public
- [x] Public Employees
- [x] Residential
- [x] School Groups
- [x] Business
- [x] Developers
- [x] Industries
- [ ] Other:
**Topic:** Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices

<table>
<thead>
<tr>
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<th>Est. People Reached (optional)</th>
<th>Regional Effort? (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct one-on-one communication</td>
<td>1 - 9</td>
<td>1 - 9</td>
<td>○ Yes ○ No</td>
</tr>
<tr>
<td>Website</td>
<td>1 - 9</td>
<td>50 - 99</td>
<td>○ Yes ○ No</td>
</tr>
</tbody>
</table>

*Select all applicable audiences targeted for this topic.*

- Contractors
- General Public
- Public Employees
- Residential
- School Groups
- Business
- Developers
- Industries
- Other:

---

**Topic:** Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention

<table>
<thead>
<tr>
<th>Mechanism</th>
<th>Quantity (optional)</th>
<th>Est. People Reached (optional)</th>
<th>Regional Effort? (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tours</td>
<td>1 - 9</td>
<td>1 - 9</td>
<td>○ Yes ○ No</td>
</tr>
<tr>
<td>Government event (public hearing, council meeting, etc.)</td>
<td>1 - 9</td>
<td>100+</td>
<td>○ Yes ○ No</td>
</tr>
<tr>
<td>Educational activities (School presentations, summer camps, etc)</td>
<td>1 - 9</td>
<td>10 - 19</td>
<td>○ Yes ○ No</td>
</tr>
</tbody>
</table>

*Select all applicable audiences targeted for this topic.*

- Contractors
- General Public
- Public Employees
- Residential
- School Groups
- Business
- Developers
- Industries
- Other:

---

**Topic:** Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development

<table>
<thead>
<tr>
<th>Mechanism</th>
<th>Quantity (optional)</th>
<th>Est. People Reached (optional)</th>
<th>Regional Effort? (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshops</td>
<td>1 - 9</td>
<td>10 - 19</td>
<td>○ Yes ○ No</td>
</tr>
<tr>
<td>Website</td>
<td>1 - 9</td>
<td>50 - 99</td>
<td>○ Yes ○ No</td>
</tr>
<tr>
<td>Direct one-on-one communication</td>
<td>1 - 9</td>
<td>10 - 19</td>
<td>○ Yes ○ No</td>
</tr>
</tbody>
</table>

*Select all applicable audiences targeted for this topic.*

- Contractors
- General Public
- Public Employees
- Residential
- School Groups
- Business
- Developers
- Industries
- Other:

---

**Topic:** Other (describe):

- Mechanism: 
- Quantity (optional): 
- Est. People Reached (optional): 
- Regional Effort? (optional):
b. Brief Public Education and Outreach program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, 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.

**Minimum Control Measures - Section 2: Complete**

2. Public Involvement and Participation

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the mechanism that best describes how the topic message was conveyed to your population. Use the Add Activity to add multiple mechanisms. For Quantity, choose the range for number Mechanisms chosen (i.e., number of workshops, events).

<table>
<thead>
<tr>
<th>Mechanism</th>
<th>Quantity</th>
<th>Est. People Reached</th>
<th>Regional Effort?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td>1 - 9</td>
<td>10 - 19</td>
<td>Yes</td>
</tr>
<tr>
<td>Presentation of Storm Water Information</td>
<td>1 - 9</td>
<td>100 +</td>
<td>Yes</td>
</tr>
<tr>
<td>Government Event (Public Hearing,</td>
<td>1 - 9</td>
<td>100 +</td>
<td>Yes</td>
</tr>
<tr>
<td>Council Meeting, etc)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select all applicable participants targeted for this topic.

- [ ] Contractors
- [ ] General Public
- [ ] Public Employees
- [ ] Residential
- [ ] School Groups
- [ ] Business
- [ ] Developers
- [ ] Industries
- [ ] Other:

**Topic: Storm Water Management Plan and/or updates**

<table>
<thead>
<tr>
<th>Mechanism</th>
<th>Quantity</th>
<th>Est. People Reached</th>
<th>Regional Effort?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td>1 - 9</td>
<td>10 - 19</td>
<td>Yes</td>
</tr>
<tr>
<td>Presentation of Storm Water Information</td>
<td>1 - 9</td>
<td>100 +</td>
<td>Yes</td>
</tr>
<tr>
<td>Government Event (Public Hearing,</td>
<td>1 - 9</td>
<td>100 +</td>
<td>Yes</td>
</tr>
<tr>
<td>Council Meeting, etc)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Topic: MS4 Annual Report

<table>
<thead>
<tr>
<th>Mechanism</th>
<th>Quantity (optional)</th>
<th>Est. People Reached (optional)</th>
<th>Regional Effort? (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td>1 - 9</td>
<td>20 - 49</td>
<td>○ Yes ○ No</td>
</tr>
<tr>
<td>Government Event (Public Hearing, Council Meeting, etc)</td>
<td>1 - 9</td>
<td>100 +</td>
<td>○ Yes ○ No</td>
</tr>
<tr>
<td>Presentation of Storm Water Information</td>
<td>1 - 9</td>
<td>100 +</td>
<td>○ Yes ○ No</td>
</tr>
</tbody>
</table>

Select all applicable participants targeted for this topic.

- Contractors
- General Public
- Public Employees
- Residential
- School Groups
- Business
- Developers
- Industries
- Other:

### Topic: Volunteer Opportunities

<table>
<thead>
<tr>
<th>Mechanism</th>
<th>Quantity (optional)</th>
<th>Est. People Reached (optional)</th>
<th>Regional Effort? (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean-up events</td>
<td>1 - 9</td>
<td>100 +</td>
<td>○ Yes ○ No</td>
</tr>
<tr>
<td>Other hands-on event</td>
<td>1 - 9</td>
<td>50 - 99</td>
<td>○ Yes ○ No</td>
</tr>
</tbody>
</table>

Select all applicable participants targeted for this topic.

- Contractors
- General Public
- Public Employees
- Residential
- School Groups
- Business
- Developers
- Industries
- Other:

### Topic: Other (describe)

<table>
<thead>
<tr>
<th>Mechanism</th>
<th>Quantity (optional)</th>
<th>Est. People Reached (optional)</th>
<th>Regional Effort? (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select...</td>
<td>Select...</td>
<td>Select...</td>
<td>○ Yes ○ No</td>
</tr>
</tbody>
</table>

Select all applicable participants targeted for this topic.

- Contractors
- General Public
- Public Employees
- Residential
- School Groups
- Business
- Developers
- Industries
- Other:

b. Brief Public Involvement and Participation program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.
The City of River Falls is a member of Rain to Rivers of Western Wisconsin.

**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 (09/19)**

**Minimum Control Measures - Section 3 : Complete**

**3. Illicit Discharge Detection and Elimination**

<table>
<thead>
<tr>
<th>Question</th>
<th>Total</th>
<th>Unsure</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many total outfalls does the municipality have?</td>
<td>88</td>
<td></td>
</tr>
<tr>
<td>How many outfalls did the municipality evaluate as part of their routine ongoing field screening program?</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>From the municipality's routine screening, how many were confirmed illicit discharges?</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>How many illicit discharge complaints did the municipality receive?</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>From the complaint received, how many were confirmed illicit discharges?</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>How many of the identified illicit discharges did the municipality eliminate in the reporting year?</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Verbal Warning</td>
<td>2</td>
</tr>
<tr>
<td>Written Warning (including email)</td>
<td>1</td>
</tr>
<tr>
<td>Notice of Violation</td>
<td></td>
</tr>
<tr>
<td>Civil Penalty/ Citation</td>
<td></td>
</tr>
</tbody>
</table>

Additional Information:

h. Brief Illicit Discharge Detection and Elimination program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Confirmed illicit discharge was from a broken hose on a garbage truck. Anti freeze made it to catch basin. DNR was contacted and told no further action was required.

**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 (08/19)**
4. Construction Site Pollutant Control

a. How many total construction sites were active at any point in the reporting year? 150

b. How many construction sites did the municipality issue permits for in the reporting year? 126

c. Do the above numbers include sites <1 acre? Yes

d. How many erosion control inspections did the municipality complete in the reporting year? 400

e. 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
- Verbal Warning 3
- Written Warning (including email) 10
- Notice of Violation
- Civil Penalty/Citation 1
- Stop Work Order 0
- Forfeiture of Deposit
- Other - Describe below

f. Brief Construction Site Pollutant Control program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

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 (08/19)

5. Post Construction Storm Water Management

a. How many sites with new structural storm water management facilities* have received local approval? 7

*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, catch basin sumps, etc.

b. How many privately owned storm water

□ Unsure
c. 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 1
- [x] Written Warning (including email) 1
- [ ] Notice of Violation
- [ ] Civil Penalty/ Citation
- [ ] Forfeiture of Deposit
- [x] Complete Maintenance 0
- [x] Bill Responsible Party 0
- [ ] Other - Describe below

d. Brief Post-Construction Storm Water Management program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

```

Missing Information

```
Inlet, outlet, overflow structures. Vegetation and erosion. Accumulated sediment.

e. How many of these facilities required maintenance? 3 □ Unsure

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

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

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

h. If yes, describe what changes have been made (200 character limit):

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

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

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

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

l. 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

 ○ 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.

w. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? 149 □ Unsure

x. 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>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Salt/sand mix</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>25</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>6000</td>
<td>6000</td>
<td>6000</td>
<td>6000</td>
<td>6000</td>
<td>6000</td>
</tr>
<tr>
<td>Beet juice</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>40</td>
<td>40</td>
<td>30</td>
</tr>
</tbody>
</table>
y. Was salt applying machinery calibrated in the reporting year? ☐ Yes ☐ No ☐ Unsure

z. Have municipal personnel attended salt reduction strategy training in the reporting year?
   If yes, describe what training was provided (250 character limit):
   Fortin Winter Maintenance Training, MN Freshwater Symposium, Internal Training
   When: October 2019    How many attended: 23

Internal (Staff) Education & Communication

aa. Has training or education been held for municipal or other personnel involved in implementing each of the pollution prevention program elements?
   If yes, describe what training was provided (250 character limit):
   Fortin Winter Training, NASECA Erosion Control Training, MN Freshwater Symposium
   When: April and October    How many attended: 13

ab. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs and its requirements.
   Elected Officials
   City council meetings

   Municipal Officials
   City council meetings

   Appropriate Staff (such as operators, Department heads, and those that interact with public)
   City council meetings, one on one meetings, department meetings

ac. Brief Pollution Prevention program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

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 (08/19)

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 Storm Sewer System Map information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.
**Final Evaluation - Complete**

**Fiscal Analysis**

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>Element: Public Education and Outreach</td>
<td>43385</td>
<td>40290</td>
<td>40924</td>
</tr>
<tr>
<td>Element: Public Involvement and Participation</td>
<td>36709</td>
<td>34090</td>
<td>34627</td>
</tr>
<tr>
<td>Element: Illicit Discharge Detection and Elimination</td>
<td>43385</td>
<td>40290</td>
<td>40924</td>
</tr>
<tr>
<td>Element: Construction Site Pollutant Control</td>
<td>50062</td>
<td>46490</td>
<td>47222</td>
</tr>
<tr>
<td>Element: Post-Construction Storm Water Management</td>
<td>36709</td>
<td>34090</td>
<td>34627</td>
</tr>
<tr>
<td>Element: Pollution Prevention</td>
<td>179927</td>
<td>167090</td>
<td>169721</td>
</tr>
<tr>
<td>Element: Storm Water Quality Management</td>
<td>179927</td>
<td>167090</td>
<td>169721</td>
</tr>
<tr>
<td>Element: Storm Sewer System Map</td>
<td>36709</td>
<td>34090</td>
<td>34627</td>
</tr>
</tbody>
</table>

**Other** (describe)
Water Quality

a: Were there any known water quality improvements in the receiving waters to which the 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

Total Maximum Daily Loads (TMDLs)
The permittee River Falls, City is subject to the following approved TMDLs: Lake St. Croix

Select one option below. The permittee intends to comply with the following permit requirement to show progress towards meeting the (Appendix A) TMDL:

☐ Request department concurrence that they are currently meeting the TMDL pollutant reductions in all applicable reachsheds (A.2).
☐ Demonstrate that they will meet the TMDL pollutant reductions in all applicable reachsheds by October 31, 2023 (A.4).
☐ Follow the TMDL Compliance Plan which received Department concurrence prior to April 30, 2019 (A.3.1).
☐ Participate in an approved Adaptive Management Project (A.3.2).
☒ Submit a TMDL Implementation Plan describing planned progress over current permit term by October 31, 2021 (A.5). Do you intend to select A.5.2 or A.5.3 to meet this permit requirement?
   ☑ A.5.2 – Additional 20% Total Suspended Solids (TSS), 10% Total Phosphorus (TP) reduction from current ch. NR 151, Wis. Adm. Code, standards
   ☐ A.5.3 – Optimize measures

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
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 trouble shoot 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 | DNRStormSewerSystemMap1-27-20.pdf |

Attach - Other Supporting Documents

| File Attachment | RainToRiversEducationalActivities2019.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


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 approved by the governing body, you will have to come back to the MS4 eReporting system to submit the report to the DNR.

Draft and Share PDF Report with Municipality's Governing Body
**Sign and Submit Your Application**

**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).

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
</tbody>
</table>

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.
MEMORANDUM

TO: Mayor Toland and City Council
FROM: Amy White, City Clerk
DATE: March 10, 2020

TITLE: Resolution Establishing one Additional In-Person Absentee Voting Location for the April 7 Spring Election and Presidential Preference and November 3 General Election

RECOMMENDED ACTION
Adopt the resolution establishing one additional in-person absentee voting location at the University Center - University of Wisconsin - River Falls (UWRF).

BACKGROUND
The Wisconsin Legislature has determined that the constitutional right to vote should be strongly encouraged. They also recognized that it is difficult for some individuals to get to their polling location on Election Day. Recent changes to Wisconsin law related to absentee voting are less restrictive. Currently any qualified elector who is unable or unwilling to appear at the polling location on Election Day may vote by absentee ballot.

In 2016, prior to the absentee voting law changes, the City had just under 450 absentee voters for the April Presidential Primary.

In 2018, after the absentee voting law changes, the City had over 1,750 absentee voters submit a ballot for the General Election, a 400% increase in absentee voting.

Staff is expecting to see another large turnout with in-person absentee voting in 2020.

DISCUSSION
The City Clerk’s goal is to encourage the right to vote. Historically in-person absentee voting has been offered at City Hall for all elections two weeks prior to election day.
UWRF has offered to host one additional in-person absentee voting location beginning the week prior to each recommended election. The intent of the extension is to provide voters an accessible site and eliminate election day congestion. The increase in accessibility is likely to increase in-person absentee turn out. All City of River Falls voters can utilize this site.

UWRF has offered City and election staff a secure location to store and issue absentee ballots. The City will provide three voting booths for the duration of in-person absentee voting. Each day, election staff will come to City Hall, pick up supplies, and travel to UWRF. At the end of each day, the election staff will return all supplies to the Clerk’s office with the completed chain of custody form for tracking purposes.

The election staff responsible for staffing the University Center are certified by the Wisconsin Elections Commission to issue in-person absentee ballots and navigate through election software.

Staff is requesting extension approval for the Spring Election and Presidential Preference Primary in April and General Election in November. Staff is expecting large turnouts for both elections and with City Hall being the only location it may overwhelm City and election staff.

**FINANCIAL CONSIDERATIONS**

Staff is recommending three election inspectors staff the University Center for in-person absentee voting. Staff estimates each judge will work thirty-five hours between the hours of 8:30 AM to 4:30 PM. The total cost of wages is just over $1,100. There are sufficient funds in the elections budget to cover the cost of the additional wages.

**CONCLUSION**

The Clerk’s Office is requesting approval to establish an additional in-person absentee voting location at UWRF University Center for the April 7 Spring Election and Presidential Preference Primary and Nov 3 General Election. The Clerk’s Office will notify all voters of the additional in-person absentee location by public notice in the newspaper and social media.
RESOLUTION NO.

RESOLUTION ESTABLISHING ABSENTEE VOTING LOCATION FOR ELECTIONS

WHEREAS, the City of River Falls holds absentee voting prior to each election; and

WHEREAS, it is necessary for the Common Council to designate any additional voting locations for such elections; and

WHEREAS, the goal of the River Falls City Clerk’s Office is to encourage the right to vote; and

WHEREAS, absentee ballots cast in-person are less likely than ballots sent through the mail to be rejected due to missing signatures or witness addresses; and

WHEREAS, offering in-person absentee voting at the University Center at UWRF location may offer more flexibility and get more people involved in the voting process;

NOW, THEREFORE, BE IT RESOLVED that the University Wisconsin River Falls University Center will be used as an additional absentee voting location for the April 7, 2020 and November 3, 2020 elections.

Dated this 10th day of March, 2020.

__________________________________________
Dan Toland, Mayor

ATTEST:

_________________________________________
Amy White, City Clerk
MEMORANDUM

TO: Mayor and City Council

FROM: Dennis Dadashev, Management Analyst Fellow

DATE: March 10, 2020

TITLE: Resolution Authorizing Participation in a Cooperative Boundary Agreement between the City of River Falls and Town of Clifton

RECOMMENDED ACTION
Adopt a resolution authorizing participation in Cooperative Boundary Agreement between the City of River Falls and the Town of Clifton.

BACKGROUND
In March 2001, the City of River Falls and Town of Clifton agreed to participate in a Cooperative Boundary Agreement. The 2001 resolution also included the other surrounding townships, Town of Kinnickinnic, Town River Falls, and Town of Troy.

City Council has changed along with the Town of Clifton’s Board; therefore, staff is recommending passing a new Resolution. The City has contracted former community development director, Buddy Lucero to assist with the development of the Town of Clifton boundary agreement. Councilmember Morrissette and Lucero attended the Town of Clifton Board meeting on February 4 to discuss the feasibility of reengaging in a cooperative boundary agreement. Town Board members have informally agreed to begin discussions on an agreement.

DISCUSSION
Wisconsin State Statute §66.0307 (4) requires each municipality that intends to participate in the preparation of a cooperative plan adopt a resolution authorizing participation in the preparation of the plan. Community members of both communities that are impacted by the Boundary Agreement will be notified through an affidavit of mailing by the City’s Clerk.

RECOMMENDATION
Staff is recommending approving the Resolution to authorize participation in a Cooperative Boundary Agreement between the City and Town of Clifton.
RESOLUTION AUTHORIZING RESOLUTION FOR PARTICIPATION IN A
COOPERATIVE BOUNDARY AGREEMENT BETWEEN THE TOWN OF CLIFTON AND
CITY OF RIVER FALLS

WHEREAS, Section 66.0307 of the Wisconsin State Statutes authorizes municipalities to participate in a boundary change pursuant to an approved Cooperative Plan; and

WHEREAS, the City of River Falls and the Town of Clifton have agreed to adopt a resolution authorizing participation in the preparation of a Cooperative Plan and Agreement; and

WHEREAS, the Cooperative Plan and Agreement shall be made with the general purpose of guiding and accomplishing a coordinated, adjusted harmonious development of the territory covered by the plan which will, in accordance with existing and future need, best promote public health, safety, morals, order, convenience, prosperity, or the general welfare, as well as efficiency and economic in the process of development; and

WHEREAS, a Cooperative Boundary Committee has and will utilize existing plans, documents, and ordinances for the development of the Cooperative Boundary Plan and Agreement.

NOW, THEREFORE, BE IT RESOLVED that the City of River Falls agrees to participate in the preparation of a Cooperative Boundary Plan and Agreement pursuant to the authority found in Section 66.0307 of the Wisconsin State Statutes.

Dated this 10th day of March, 2020

________________________________________
Dan Toland, Mayor

ATTEST:

________________________________________
Amy White, City Clerk
MEMORANDUM

TO: Mayor and City Council

FROM: Dennis Dadashev, Management Analyst Fellow

DATE: March 10, 2020

TITLE: Resolution Appointing City Representatives for the Cooperative Boundary Committee with the Town of Clifton

RECOMMENDED ACTION
Adopt a resolution appointing City representatives to the Cooperative Boundary Committee. The Boundary Line and Urban Reserve Area has not been determined at this time. The Clifton Cooperative Plan draft complements the recently approved Cooperative Plan between the City of River Falls and the Town of Kinnickinnic and provides a base for the two municipalities to meet and discuss.

BACKGROUND
The Town of Clifton wishes to continue discussion with the City of River Falls on a cooperative plan and agreement. In early February, the Town Board met and agreed to move forward in developing a cooperative plan and agreement with the City of River Falls. The Town Board is in the process of appointing Members to represent the Town of Clifton and would like to begin collaborating.

The Mayor recommends the City of River Falls representative include himself, Councilmember Morrissette, and Buddy Lucero. Each member has experience with Cooperative Planning.

PROJECT OVERVIEW
The following summary is a draft cooperative plan between the City of River Falls and the Town of Clifton. The draft plan is a cooperative boundary plan, authorized under Wis. Stat. § 66.0307. A cooperative boundary plan is an agreement codifying a political compromise between two or more municipalities – here, the City of River Falls (“City”) and the Town of Clifton (“Town”) – to reset their mutual boundaries, and/or establish a process, outside of the statutory annexation process, by which territory can be detached from one municipality, and attached to another.
In the Clifton Cooperative Plan draft, the Town and the City would agree to establish a “new Urban Boundary Line,” between the City and the Town. The area between that line and existing City boundary would be referred to as the Urban Reserve Area (URA) and would be depicted in the plan.

The term of the plan begins on its effective date and expires when all land located within the URA has been attached to the City (typically, the statute calls for a term not exceeding 10 years; however, the term may exceed 10 years, as it likely will here, when approved by the Department of Administration). During the term of the Plan, the new Urban Boundary Line defines the URA. The City and Town may further agree that upon expiration of the Plan, any proposed annexations will be governed by state statutes then in effect, and the City and Town may enter into good faith negotiations to determine new boundaries, including the Sewer Service Area boundary and boundaries associated with the extraterritorial jurisdiction of the City, if any. Also, the Plan may not have boundaries unless the City and Town mutually agree upon them.

During the term of the Plan, City Zoning and Land Use Ordinances would govern the Urban Reserve Area and the City would be responsible for the enforcement of those Ordinances. The City would have authority of all zoning decisions within the URA, regardless of whether the territory has been Attached to the City or remains in the Town.

The Plan also provides for police and fire protection in the URA. Prior to the Attachment, police protection in the URA is provided by the County Sheriff. Following Attachment, the City’s police department provides protection. Fire protection is provided under the terms of a pre-existing agreement between the Town and the City.

Before a plan becomes effective, the City and Town must complete the approval process set forth in Wis. Stat. § 66.0307(4) and (5). Both municipalities must sign a “Authorizing Resolution for Participation” and mail this resolution to the government agencies informing them of the participation, then form a Cooperative Boundary Plan Committee. After the Plan has been drafted and reviewed by both municipalities, a joint hearing shall be held on the proposed plan, after publication of a Class 3 Notice. The final plan along with the adopted resolutions approving the Plan by each municipality, shall be submitted to the Department of Administration for review and approval.

CONCLUSION
Approved the resolution appointing City representatives to the Cooperative Boundary Committee.
RESOLUTION NO.

RESOLUTION APPOINTING CITY REPRESENTATIVES FOR THE COOPERATIVE
BOUNDARY COMMITTEE WITH TOWN OF CLIFTON

WHEREAS, The Town of Clifton and City of River Falls wish to continue discussions on
a cooperative boundary plan and agreement; and

WHEREAS, The Town of Clifton and the City of River Falls wish to establish a
Cooperative Boundary Agreement Committee to meet and develop a draft agreement and consist
of representatives from each respective municipality; and

WHEREAS, the Cooperative Boundary Agreement Committee shall consist of Mayor Dan
Toland, City Councilor Scott Morrissette, and Buddy Lucero.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of River
Falls agree to participate in the preparation of a cooperative boundary plan and agreement and
appoint to the Committee Mayor Dan Toland, a City Councilor Scott Morrissette and Buddy
Lucero to represent the City of River Falls.

Dated this 10th day of March, 2020

________________________________________
Dan Toland, Mayor

ATTEST:

________________________________________
Amy White, City Clerk
MEMORANDUM

TO: Mayor Toland and City Council

FROM: Jason Stroud, Assistant City Administrator

DATE: March 10, 2020

TITLE: Chamber Request for City Assistance for Special Events

RECOMMENDED ACTION
Adopt the resolution approving the request for City assistance on behalf of the River Falls Area Chamber of Commerce and Tourism Bureau for its community events.

BACKGROUND
For the past several years, the Chamber has submitted a letter requesting City assistance for various community events. Staff are typically able to accommodate these requests. The Chamber is again requesting varied levels of City assistance for events throughout the year. A detailed list of assistance requested by the Chamber can be found in their attached letter.

DISCUSSION
The Chamber will not be planning or facilitating events related to St. Patrick’s Day in 2020. The 2020 events that the Chamber is requesting City support for, include:
- River Falls Days
- Bacon Bash
- Trick or Treat Downton River Falls
- River Dazzle

There are three specific exemptions to current Municipal Code that the Chamber is requesting for these events. In previous years the Chamber has requested, and the Council has approved, similar exemptions.

Loud and Unnecessary Noise Prohibited Exemption Request
As in the past, some of these events involve a request by the Chamber to grant an exemption to Section 8.28.020 of the Municipal Code: Loud and Unnecessary Noise Prohibited. This year the Chamber is requesting an exemption for the following events:
- River Falls Days for all days of events
- Bacon Bash for all days of events
Open Container Exemption Request
As in the past, some of these events involved a request by the Chamber to grant an open container variance for a limited period of time. This is an exemption being requested from Section 9.24.040 (C) of the Municipal Code. The Chamber is requesting an open container exemption for the following events:
- River Falls Days on the City Hall Plaza and adjoining public areas to the north in the small parking lot, northeast along the Kinnickinnic River, Heritage Park parking lot, and West Maple Street from Lewis Street to Main Street. Alcohol sales will end at 11:00 pm on all nights.
- Bacon Bash on Main Street from Pine Street to Cascade, from Veterans Park across pedestrian bridge to Heritage Park, including Heritage Park parking lot, Maple Street from Lewis Street to Main Street and the property northeast of City Hall along the Kinnickinnic River, from Maple Street to Cedar Street and Clark Street to the Kinnickinnic River (Saturday 10 a.m.-8 p.m.; Sunday 10 a.m.-4 p.m.)
- River Dazzle on Main Street from Pine Street to Cascade Avenue from 1 to 5:30 p.m.

Parks and Recreation Areas Exemption Request
The Chamber is requesting exemptions to the parks and recreation areas ordinance in Section 12.20.020 (J)(1) of the Municipal Code to allow intoxicating beverages in those previously listed city parks for two events:
- River Falls Days
- Bacon Bash

Street Closures and Parking Enforcement
There are street closures and parking enforcement requested for each event.

FINANCIAL CONSIDERATIONS
If approved, the City will provide these services and use room tax funds to partially offset expenses. The temporary electrical service work is also being reused.

CONCLUSION
Staff supports the Chamber’s request for City assistance. A resolution supporting the Chamber’s request is attached for Council action. Russ Korpela, Executive Director, River Falls Chamber of Commerce and Tourism Bureau, will be at the Council meeting to answer any questions that may arise.
RESOLUTION NO.

RESOLUTION APPROVING RIVER FALLS AREA CHAMBER OF COMMERCE AND TOURISM BUREAU REQUEST FOR CITY ASSISTANCE FOR SPECIAL EVENTS FOR 2020

WHEREAS, the Chamber requests annually for City assistance for various community events. The events included in the 2020 request include the following: River Falls Days, Bacon Bash, Trick or Treat Downtown and River Dazzle; and

WHEREAS, these requests relate to street closures, utility hookups, picnic tables, bleachers, security, parade route authorization, fire department and emergency medical assistance, fireworks at Hoffman Park; and

WHEREAS, the Chamber further requests that the City Council grant an exception to Section 8.28.020 of the Municipal Code, Excessive and Unnecessary Noise Prohibited for River Falls Days and Bacon Bash events; and

WHEREAS, the Chamber requests that the City Council grant an exception to the open container ordinance, Section 9.24.040 (C) of the Municipal Code, for River Falls Days, Bacon Bash and River Dazzle; and

WHEREAS, the Chamber requests that the City Council grant an exception to the parks and recreation areas ordinance, Section 12.20.020(J)(1) of the Municipal Code for River Falls Days and Bacon Bash events; and

WHEREAS, Chamber representatives shall coordinate with City staff in facilitating these requests for City assistance;

NOW, THEREFORE, BE IT RESOLVED the Common Council of the City of River Falls hereby approves the request for City assistance for annual events held by the Chamber; and

BE IT FURTHER RESOLVED the Common Council hereby grants the Police Chief the ability to close additional streets and modify the existing list of closures to facilitate safe and successful events. Such modifications shall be reported to the City Council but shall not require further authorization.

Dated this 10th day of March 2020.

___________________________________________
Dan Toland, Mayor

ATTEST:

___________________________________________
Amy White, City Clerk
January 27, 2020

Honorable Mayor and City Council:

On behalf of the River Falls Area Chamber of Commerce & Tourism Bureau, we respectfully submit the following request for city support in facilitating our 2020 community events. There are a few event changes being requested from previous years, but those are noted in red for easy reference. Similar to last year, we will once again further analyze River Falls Days from a strategical standpoint.

We are submitting this request as early as possible to give the City of River Falls adequate time to plan for these activities. However, due to the nature of these events and the early submittal of the request, there may be slight changes or alterations that may be necessary at a later time. We request your consideration of changes should this occur.

We also want to extend a huge “THANK YOU” for your continued support. The financial commitment and staff allocation the City of River Falls provides is extremely valuable in the success of these events. We realize there are many generous deeds that often go unnoticed, so we would like to emphasize the fact that we appreciate everything you do to assist in making these events successful.

As always, we welcome any input you may have and appreciate your consideration in approving our request. Please don’t hesitate to contact me at (715) 425-2533 if you have any questions or concerns.

Sincerely,

[Signature]

Russ Korpela, Executive Director
ST. PATRICK’S DAY
TUESDAY, MARCH 17, 2020

The Board of Directors has decided to discontinue the Chamber’s role in the planning efforts for the St. Patrick’s Day event that has taken place each March, including the Potato Soup Crawl, Bed Races, and Open Container. The Board felt that of the downtown events, the Chamber’s role in the St. Patrick’s Day event was the least needed as many of the bars and restaurants will already have promotions of their own.

There may be an effort by downtown businesses to organize some of these events. If so, the Chamber will provide promotional assistance to the group.
RIVER FALLS DAYS
JULY 9-12, 2020

Our largest community summer event includes a not-to-be-missed parade, a 10K/2M/Kid’s Fun Run race, street dances, family activities, live entertainment, food/beer, car cruze-in, and much more.

Downtown/River Location
Street / Property Closures and Parking Enforcement
- Request the closure and use of Heritage Park and Parking Lot from Monday, July 6 at 8 a.m. to Monday, July 13 at 4 p.m. Request remaining vehicles to be towed by 8 a.m. Tuesday.
- Request the closure and use of Maple Street from Main Street to Lewis Street and Riverwalk from Maple Street to Walnut Street from Wednesday, July 8 at 8 a.m. to Monday, July 13 at 6 p.m. Allow delivery trucks to access Riverwalk off of Maple Street.
- Request the use of gravel area south of Heritage Parking Lot near White Pathway/N Fremont Street for special use event parking from Thursday, July 9 at 8 a.m. to Sunday, July 12 at 6 p.m.
- Request the use of Veteran’s Park from Thursday, July 9 at 8 a.m. to Sunday, July 12 at 6 p.m.
- Request the use and closure of upper and lower level City Hall parking lots for special use event parking on Thursday, July 9 after 5 p.m., Friday, July 10 after 5 p.m., all day Saturday, July 11, and Sunday, July 12.
- Request the use of City Hall Training Room the afternoon of Tuesday, July 7 for Volunteer Training, and again Thursday, July 9 through Sunday, July 12. Also request the use of Maple Conference Room from Monday, July 6 through Monday, July 13 for volunteers and event storage use.

Electric and Water
- Request temporary electric service in Heritage Parking Lot and City Hall Plaza.
- A list of the specific power requested for the event will be coordinated with River Falls Municipal Utilities prior to the event. A “walk through” is requested prior to the beginning of the event.
- Request access to City Hall exterior water spigot.

Picnic Tables, Garbage Barrels, and Misc. City Assistance
- Request snow fence be installed and in place around the perimeter of Heritage Park and Parking Lot and City Hall Plaza.
- Request several picnic tables in the vendor food area on the south end of Heritage Parking Lot, as well as lawn area northeast of City Hall and plaza area.
- Request garbage barrels be placed at Veteran’s Park, Heritage Parking Lot, Maple Street, and lawn area northeast of City Hall plaza from Thursday, July 9 at 8 a.m. to Sunday, July 12 at 6 p.m.
- Request garbage cans located along Main Street be dumped each morning prior to 9 a.m.
- Request assistance in cleaning (Street Department) and washing down (Fire Department) Heritage Park Parking Lot prior to 8 a.m. on Friday, July 10; Saturday, July 11; and Sunday, July 12.
• Request holes created on asphalt fixtures to secure tents be properly repaired as soon as possible.
• Request installation and use of City tents to be used northeast of City Hall.
• Request stormwater catch basins within Heritage Parking Lot be screened to protect debris from entering the river.
• Request availability and consideration of free taxi service throughout the weekend.
• Request use of orange cones to cover/identify tent stakes.
• Request use of two ticket booths to be located in Heritage Park.
• Request use of tents, tables, power cords, chairs, brooms, dust pans, and trash pickers.

Open Container Exemption
• Request the exemption of the open container variance in Heritage Park, including Heritage Park parking lot, Maple Street from Lewis to Main Street, and the property northeast of City Hall along the Kinnickinnic River, including City Hall Plaza and the lower parking lot from 9:00 a.m. Thursday, July 9 through 5:00 p.m. Sunday, July 12.

Variance
• Request an exception to 8.28.020 Municipal Code: Loud and Unnecessary Noise Prohibited and 12.20.020(J) Municipal Code: Alcoholic Beverages within Heritage Park and City Hall Plaza during River Falls Days Thursday, July 9 through Sunday, July 12, with the intent to end music and beer sales at 11:00 p.m. both Friday and Saturday nights (2019: 12:30 a.m. both nights).

Security
• Request assistance from the Police and Emergency Services throughout the weekend to maintain safety.

Fireworks (Sunday, July 12 - Dusk)
• Request that “No Parking” be enforced on East Division Street between Eighth Street and Hanson Drive from 6 p.m. until the completion of the fireworks.
• Request that East Division be closed to all non-emergency vehicles during the fireworks.
• Request the use of Hoffman Park, north of the softball fields for the traditional fireworks display held on Sunday, July 12 at dusk. Liability for any problems arising from the fireworks display will be assumed under insurance by the vendor.
• Request Fire and Police support during fireworks at Hoffman Park on Sunday, July 12.

Parade (Friday, July 10 - 6:30 p.m. Start)
Street / Property Closures and Parking Enforcement
• As deemed appropriate by the River Falls Police Department, we respectfully request that the street be closed/monitored for the parade route beginning at Powell Avenue and ending at Spring Street utilizing North Main Street, East Division Street, and Second Street.
• Request restricted access of all streets in the Industrial Park, including Quarry, Troy, Summit, Mound View, and Benson for the parade line-up beginning at 4:30
p.m.
- Request "No Parking – Tow Zone" be enforced along the parade route after 4 p.m. until the completion of the parade.
- Request "No Through Traffic - Open to Local Businesses Only" sign posted at St. Croix Street and Powell Avenue.
- Request "No Parking" be enforced on Spring Street from Second to Fourth Streets (parade exit).
- Request "No Parking" be enforced on the 100 block of E Maple Street from the alley to Second Street and on the 200 block of E Maple Street from Second Street to the alley from 5 to 9 p.m. during the parade (fire truck parking).
- Request the 100 block of E Elm Street from the alley to Second Street be closed from 10 a.m. to parade completion (parade judging stand).
- Request "No Parking" be enforced on Cedar Street starting at 4 p.m. for ambulance parking only.
- Request barricades at the right turn lane from Division Street onto Second Street (route turn), at the intersection of Second Street and Spring Street (route turn), and as well as Cascade and Second Street (to deter traffic into parade route exit).

**Picnic Tables, Garbage Barrels, and Misc. City Assistance**
- Request garbage barrels be placed along the parade route and UWRF Lot Q prior to parade then moved to the food vendor area and Heritage Park prior to 9 a.m. on Saturday, July 11.
- Request picnic tables and water bin be placed in UWRF Lot Q by 12 noon on Friday, July 10 then relocated to the food vendor area and Heritage Park prior to 9 a.m. on Saturday, July 11.
- Request that the parade route be cleaned before and after the parade.
- Request the use of any extra handheld emergency service radios throughout the event.
- Request use of tents, tables, power cords, chairs, brooms, dust pans, and trash pickers.

**10K/2Mile/Kid’s Fun Run Race (Saturday, July 11)**
- Request officers to assist in determining a safe route and providing support with the crossing of busy interactions during the race.
- Request temporary stop signs needed for race along the route as needed.
- Request that the ambulance service have a vehicle present and act as sweeper for end of race.
- Request use of City Hall and surrounding space from 5:00 a.m. on Saturday, July 11 for race preparation and the event start/finish.

**Car Cruze-In (Sunday, July 12, 11-4 p.m.)**

**Street / Property Closures and Parking Enforcement**
- "Reserved Parking" and closure of north and south bound lane of Main Street from Maple to Locust Streets and east and west bound lane of E. Elm Street from Main Street to the alley at 10 a.m.
Garbage Barrels and Misc. City Assistance

- Deliver garbage barrels, safety cones, and barricades to street closing areas by 10 a.m. Sunday, July 12 and pick them up following the event.
- Request assistance from the River Falls Police Department for road closure and to ensure safety.
- Request assistance for “No Parking – Tow Zone” signage installation.
BACON BASH
SEPTEMBER 19-20, 2020
10 A.M. - 7 P.M. SATURDAY, 10 A.M. - 4 P.M. SUNDAY

This two-day event celebrates all things bacon. The event includes live music, vendor booths, pig-themed activities, car cruze-in, and bacon-inspired food booths.

Street / Property Closures and Parking Enforcement
- Request the closure and use of Heritage Park and Parking Lot from Wednesday, September 16 at 7 a.m. through Monday, September 21 at 5 p.m. Request remaining vehicles to be towed by 8 a.m. Wednesday.
- Request the closure and use of Maple Street from Main Street to Lewis Street and Riverwalk from Maple Street to Walnut Street from Saturday, September 19 at 5 a.m. to Sunday, September 20 at 6 p.m. Allow delivery trucks to access Riverwalk off of Maple Street.
- Request the use of gravel area south of Heritage Parking Lot near White Pathway/N Fremont Street for special use event parking from Friday, September 18 at 6 a.m. to Sunday, September 20 at 6 p.m.
- Request the use and closure of lower and upper level City Hall parking lots for special use event parking from Saturday, September 19 at 6 a.m. to Sunday, September 20 at 6 p.m.
- Request the use of City Hall Training Room on Saturday, September 19 through Sunday, September 20.
- Request the use of the Maple Street Conference Room from Monday, September 14 through Sunday, September 20.

Electric and Water
- Request temporary electric and water service in Heritage Parking Lot and City Hall Plaza.
- A list of the specific power requested for the event will be coordinated with River Falls Municipal Utilities prior to the event. A "walk through" is requested prior to the beginning of the event.
- Request access to City Hall exterior water spigot.

Picnic Tables, Garbage Barrels and Misc. City Assistance
- Request several picnic tables and garbage barrels to be located within Heritage Parking Lot, City Hall Plaza, and Maple Street from Friday, September 18 at 8 a.m. to Sunday, September 20 at 6 p.m.
- Request holes created on asphalt fixtures to secure tents be properly repaired as soon as possible.
- Request stormwater catch basins within Heritage Parking Lot be screened to protect debris from entering the river.
- Request installation and use of City tents to be used northeast of City Hall.
- Deliver two ticket booths to Heritage Park by 12 noon on Thursday, September 17.
- Request use of tents, tables, power cords, chairs, brooms, dust pans, and trash pickers.
Open Container Exemption

- Request the exemption of the open container variance on Main Street from Pine Street to Cascade Street, from Veteran's Park across pedestrian bridge to Heritage Park, including Heritage Parking Lot, Maple Street from Lewis to Main Street, and the property northeast of City Hall along the Kinnickinnic River, from Maple Street to Cedar Street and Clark Street to the Kinnickinnic River from 10 a.m. – 8 p.m. on Saturday and 10 a.m. – 4 p.m. on Sunday. Signage, wristbands, event cups, and other appropriate measures will be taken to ensure safety. We will work with the River Falls Police Department to ensure concerns are addressed prior to the event.

Variances


Security

- Request assistance from the Police and Emergency Services throughout the weekend to maintain safety.

Kirby Symes Memorial Bacon Bash Dash Race (Saturday, September 19 Time TBD)

- A partnership with the River Falls Public Library. Request officers to assist in determining a safe route and City staff to provide support with race route setup.

Car Cruze-In (Sunday, September 20 11-4 p.m.)

Street / Property Closures and Parking Enforcement

- “Reserved Parking” and closure of north and south bound lane of Main Street from Maple to Locust Streets and east and west bound lane of E Elm Street from Main Street to the alley at 10 a.m.

Garbage Barrels and Misc. City Assistance

- Deliver garbage barrels, safety cones, and barricades to street closing areas by 10 a.m. Sunday, September 20 and pick them up following the event.
- Request assistance from the River Falls Police Department for road closure and to ensure safety.
- Request assistance for “No Parking – Tow Zone” signage installation.
TRICK OR TREAT – DOWNTOWN RIVER FALLS
SATURDAY, OCTOBER 31, 2020
1:00-5:00 P.M.

This event provides an opportunity for families to enjoy a day downtown trick-or-treating in a safe, controlled environment while providing additional exposure to local businesses. E Elm Street will provide similar exposure for local nonprofits and businesses not located within the downtown area to participate from decorated vehicles.

Street / Property Closures and Parking Enforcement
• Request the closure and use of E Elm Street from Main Street to the alley from 12 p.m. to 5:30 p.m. on Saturday, October 31. Request remaining vehicles to be towed by 12 p.m. on Saturday.

Misc. City Assistance
• Request assistance from the River Falls Police Department for road closure and to ensure safety.
• Request assistance for “No Parking – Tow Zone” signage installation.
• Request four barricades to be placed on Elm Street for road closure.
RIVER DAZZLE
FRIDAY, NOVEMBER 27, 2020
6:30 P.M. START OF PARADE, MAIN STREET

This event includes a visit from Mr. and Mrs. Claus, chili crawl, lighting of the trees downtown, horse-drawn wagon rides, and costumed carolers. The event wraps up with a lighted parade on Main Street.

Street Closures and Parking Enforcement
- Request “No Parking – Tow Zone” be enforced along north and southbound lanes on Main Street from Pine Street to Locust Street and the westbound and eastbound lanes of E Pine Street from Main to Second Street at 3 p.m. Request remaining vehicles to be towed by 5 p.m.
- Request the closure of Riverwalk Alley from 1 – 8 p.m.
- Request the use of Veteran’s Park from 12 – 8 p.m.
- Request closure of Main Street from Pine to Locust Streets (including north lane of Locust Street intersection) at 6 p.m.
- Request the use of the White Pathway and the South end of the Heritage Park parking lot from 12 noon – 6:30 p.m. for horse-drawn wagon rides.
- Request assistance for “No Parking – Tow Zone” signage installation.

Garbage Barrels and Misc. City Assistance
- Request the city to dump downtown garbage bins immediately prior to event.
- Deliver garbage barrels along Main Street by 12 noon and pick them up following the event.
- Deliver ticket booth to Veteran’s Park by 12 noon.
- Request two barricades at Heritage Park Parking Lot to reserve space for the wagon rides.
- Request two barricades at Bo Jon’s Flowers and Gifts, 2 barricades at N Main Street and E Pine Street, and 2 barricades at N Second Street and E Pine Street for parade lineup.

Electric
- Request power in Veteran’s Park for ticket booth and sound system.
- Request holiday lights in Veteran’s Park are turned on by 12 noon.
- Request holiday lights on Main Street are turned on at 6:30 p.m. to signal start of lighted parade.

Security
- Request assistance from the River Falls Police Department for road closure and traffic control to ensure safety.

Open Container Exemption
- Request the exemption of the open container variance on Main Street from Pine Street to Cascade Street from 1 – 5:30 p.m. Signage, wristbands, event cups, and other appropriate measures will be taken to ensure safety. We will work with the River Falls Police Department to ensure concerns are addressed prior to the event.
MEMORANDUM

TO: Mayor Toland and City Council

FROM: Gordon Young, Chief of Police

DATE: March 10, 2020

TITLE: Resolution Requesting Open Container Exemption – Special Event Application
Shooter’s Pub

RECOMMENDED ACTION
Approve or deny the request for Open Container Exemption on behalf of Daniel Suffield and Melissa Abdouch.

BACKGROUND
Daniel Suffield from Shooter’s Pub, along with Melissa Abdouch from Mei Mei’s Cookies, submitted a Special Event Application for an event called “St. Patrick’s Day Celebration 2020” under the organization name “Shooter’s Pub” on February 21, 2020 and requested street closure and an exemption to the open container ordinance during the event.

This event will occur on Sunday March 15, 2020, from 12:00 a.m. to 5:00 p.m. The area requested for the open container exemption is Maple Street to Cascade Avenue and the Riverwalk Alley to Second Street. The road closure event will occur on the 100 block of East Walnut Street, between the area of Main Street and Second Street.

Suffield completed the Neighborhood Block Party Petition Form and obtained signatures from residents and businesses within the proposed road closure area. Shooter’s Pub will provide security for the event road closure area, and this area will be designated by barricades.

For the past several years, the Chamber of Commerce has submitted a letter requesting City assistance for various community events. One of the events included in the past requests was St. Patrick’s Day. The Chamber of Commerce has decided to drop their involvement from St. Patrick’s Day, as the economic impact of the St. Patrick’s Day happens organically as bars/restaurants already have promotions.

Due the Chamber of Commerce’s decision not to host a downtown event, Suffield intends to carry on the open container exemption for a St. Patrick’s Day event.
DISCUSSION
The City has not allowed a for-profit exemption of our open alcohol container ordinance in the past and this event will be targeting an audience of those below the legal limit to consume alcohol (18+). Below is a discussion of the specific exemption to current Municipal Code that Suffield has requested.

Open Container Exemption Request
This is an exemption being requested from Section 9.24.040 (C) of the Municipal Code. Daniel is requesting an open container exemption for the following event:
- “St. Patrick’s Day Celebration 2020” from 12:00 p.m. until 5:00 p.m., from Maple Street to Cascade Avenue, and the area between Riverwalk Avenue and Second Street.

Street Closures and Parking Enforcement
There are street closures and parking enforcement requested for this event. The Chief of Police does not have any objections to the street closure and does not need City Council approval.

CONCLUSION
The River Falls Police Department approved the street closure, however, does not support the open container exemption. A resolution supporting Shooter’s Pub’s request is attached for Council action.
RESOLUTION NO.

RESOLUTION REQUESTING OPEN CONTAINER EXEMPTION – SPECIAL EVENT APPLICATION ELM STREET BUSINESSES

WHEREAS, Shooter’s Bar requests street closure on the 100 East Walnut Street block between Main Street and Second Street from 12AM to 5PM on Sunday, March 15th, 2020.

WHEREAS, Shooter’s Bar requests that the City Council grant an exception to the open container ordinance, Section 9.24.040 (C) of the Municipal Code, for the event “St. Patrick’s Day Celebration 2020.”

WHEREAS, Shooter’s Bar will coordinate and be responsible for security and alcohol regulation.

NOW, THEREFORE, BE IT RESOLVED the Common Council of the City of River Falls hereby approves the request for an open container ordinance exemption for St. Patrick’s Day Celebration 2020 held by Shooter’s Bar.

Dated this 10th day of March, 2020.

________________________________________
Dan Toland, Mayor

ATTEST:

________________________________________
Amy White, City Clerk
# City of River Falls

## 2019

### SPECIAL EVENT APPLICATION

## Applicant Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>DANIEL SUFFIELD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization:</td>
<td>SHOOTERS PUB, INC.</td>
</tr>
<tr>
<td>Address:</td>
<td>107 E ELM STREET, RIVER FALLS, WI 54022</td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>715.222.3987 (CELL)</td>
</tr>
</tbody>
</table>

## Event Information

<table>
<thead>
<tr>
<th>Event Title:</th>
<th>ST. PATRICK’S DAY CELEBRATION 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Event:</td>
<td>SUNDAY, MARCH 15, 2020</td>
</tr>
<tr>
<td>Proposed Start Time:</td>
<td>12 NOON</td>
</tr>
<tr>
<td>Proposed End Time:</td>
<td>5 PM</td>
</tr>
<tr>
<td>Estimated Number of Attendees:</td>
<td>1000</td>
</tr>
<tr>
<td>Date of Event Setup:</td>
<td>03.15.2020</td>
</tr>
<tr>
<td>Date of Event Takedown:</td>
<td>03.15.2020</td>
</tr>
<tr>
<td>Is the event:</td>
<td>Public? Yes, Private? No</td>
</tr>
<tr>
<td>Number of Staff Working:</td>
<td>10</td>
</tr>
</tbody>
</table>

### Will admission fees be required?
- Yes (if yes, provide amounts):
  
### Event Marketing (Please describe how the event will be marketed):
- FACEBOOK EVENT, SOCIAL MEDIA SHARES, PARTICIPANT ADVERTISING

## Additional Information

<table>
<thead>
<tr>
<th>Will alcohol be served/sold?</th>
<th>Yes</th>
<th>No</th>
<th>If yes, see Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will food be served/sold?</td>
<td>Yes</td>
<td>No</td>
<td>If yes, see Appendix B</td>
</tr>
<tr>
<td>Will items or services be sold?</td>
<td>Yes</td>
<td>No</td>
<td>If yes, see Appendix B</td>
</tr>
<tr>
<td>Will there be firework?</td>
<td>No</td>
<td>Yes</td>
<td>If yes, see Appendix C</td>
</tr>
<tr>
<td>Is this only a run/walk/bike event?</td>
<td>No</td>
<td>Yes</td>
<td>If yes, fill out first page and Appendix D</td>
</tr>
<tr>
<td>Is this only a block party?</td>
<td>No</td>
<td>Yes</td>
<td>If yes, fill out first page and Appendix E</td>
</tr>
<tr>
<td>Proof of insurance and affidavit of applicant attached?</td>
<td>Yes</td>
<td>No</td>
<td>Needed if filling out A, B, or C. See Appendix F.</td>
</tr>
</tbody>
</table>
Site Plan

Please attach a supplemental document or draw the following information below:

☐ An outline of the entire event area
☐ The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access
☐ The provision of minimum twenty-foot (20') emergency access lanes to and/or through the event venue
☐ The location of first aid facilities
☐ The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures
☐ A detail or close-up of the food booth/truck configurations and identification of all vendors cooking with flammable gases or barbecue grills
☐ Generator locations and/or sources of electricity
☐ Placement of vehicles and/or trailers
☐ Exit locations of outdoor events that are fences and/or locations within tents and tent structures
☐ Identification of all event components that meet accessibility standards
☐ Other related event components not listed above (e.g. parking).

Drawing (or attach supplement):

```
    N River Walk Alley
    
    Cascade
    
    Main Street
    
    Walnut
    
    2nd
    
    x = barricade
```
St. Patrick’s Day Celebration 2020
Sunday, March 15, 2020
12 noon - 5PM

Location: DT River Falls, Maple Street to Cascade Street, 2nd Street to N Riverwalk Alley

Event timeline:
12 noon - medallion hunt
12 noon - soup crawl and open container
3 PM - obstacle course on Walnut
4:30 PM - prize drawings and soup winner announcement
ALL ACTIVITIES WILL END AT 5PM

There are 20 soup crawl locations within the area depicted on the map and listed above. Participants will travel from location to location to try soups and vote on their favorite soup in the crawl. Ballots will be placed in a hopper kept out front of Terry McKay’s office on Main Street. The ballots will be counted in the office and winners announced at 4:30. All ballots will be placed back in the hopper and tickets drawn for prizes.

Obstacle course on Walnut Street, beginning at 3PM
12 relay teams of 4, ages 18+, will compete in an obstacle course for best time
The course consists of hula hoop for 10 seconds, bean bag toss, egg on TBL, chug pint of water and return to start.

We will post a sign on the doors of 109 and 104 Walnut Street about the street closure. We are unable to access the building. We are asking the RFPD to post no parking signs prior to the event on the street itself. The street will not need to be closed until 1PM.
Security Plan

Have you hired a licensed professional security company for the event? Yes ☐ No ☑

Name: ___________________________ E-mail: ___________________________

Organization: _____________________ Phone: __________________________

Address: ____________________________

(Street / PO Box, City, State, Zip Code)

Are you requesting extra security from the police department? Yes ☑ No ☐

If you are providing your own security, describe your security plan including crowd control, internal security or venue safety.

ROVING SECURITY WITH PHONE
RFPD AS IN PAST YEARS
OPEN CONTAINER: SPECIAL CUPS WITH WRISTBANDS, LICENSED BARS
RESPONSIBLE FOR CHECKING IDS.

Will street closing be required? Yes ☑ No ☐ If yes, please describe below.

WALNUT STREET FROM MAIN TO 2ND (100 BLOCK OF WALNUT)
BARRICADES WILL BE PUT OUT BY EVENT STAFF

Sanitation/Recycling

Are there onsite restrooms? Yes ☐ No ☑

Details on number of stools/urinals for both men and women, as well as number of sinks.

Will portable toilets be required? Yes ☐ No ☑

Name of provider: ___________________________ Phone: __________________________

Number of regular and ADA accessible: ___________________________

Number of trash cans: ___________ Dumpsters: ___________ Recycling Containers: ___________
Entertainment and Related Activities

Yes ☐ No ☑ Are there any musical entertainment features related to your event? If yes, describe below. Include number of stages, number of bands/performers (including band name and music type), scheduled playing times, etc.

Details:

Yes ☑ No ☐ Will sound amplification be used?
Yes ☐ No ☑ Will your event include the use of any signs, banners, decoration, or special lighting? If yes, please describe.

Details:
BLOW HORN, NO SPEAKERS

Other City Services Requested

All requests for City assistance in the form of equipment, facilities, personnel, and other assistance shall be on a case-by-case basis.

Do you need additional electricity? Yes ☐ No ☑
Do you need barricades, traffic cones, of fencing? Yes ☑ No ☐
Do you need picnic tables? Yes ☑ No ☐
Will you be using a City owned shelter or building? Yes ☑ No ☐
Would you like to request anything else from the City? Yes ☑ No ☐

If yes to any of the above questions, please describe what you are requesting from the City.

TOTAL NUMBER OF BARRICADES: 6 (TWO AT MAIN STREET, TWO AT 2ND STREET, ONE ON EACH ALLEYWAY)

DROPPED OFF FRIDAY, MARCH 13 AND PICKED UP MONDAY, MARCH 16 BY CITY STAFF


Appendix E

River Falls Police Department

*Neighborhood Block Party and Street Closure Request Form*

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

<table>
<thead>
<tr>
<th>STREET TO BE CLOSED</th>
<th>IF ONLY A SECTION OF THE STREET IS TO BE CLOSED, GIVE HOUSE NUMBERS OR CROSS STREETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WALNUT</td>
<td>MAIN TO 2ND - 100 BLOCK</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE OF EVENT</th>
<th>START TIME</th>
<th>END TIME</th>
<th>RAIN DATE IF APPL.</th>
<th>START TIME</th>
<th>END TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>03.15.2020</td>
<td>12 NOON</td>
<td>5 PM</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVENT CHAIRPERSON NAME 1</th>
<th>ADDRESS</th>
<th>CONTACT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN SUFFIELD</td>
<td>107 E ELM STREET</td>
<td>715.222.3987</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVENT CHAIRPERSON NAME 2</th>
<th>ADDRESS</th>
<th>CONTACT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MELISSA ABDOUCH</td>
<td>113 E ELM STREET</td>
<td>651.500.4002</td>
</tr>
</tbody>
</table>

**REQUIREMENTS FOR BLOCK PARTY APPROVAL**

1. Block Party Request Form and Neighborhood Petition Form must be filled out completely and submitted to the River Falls Police Department.

2. Residents on the affected street should be contacted and agree to closing the street. Neighborhood contact will be verified by the completion of the Neighborhood Petition Form.

3. Movable barricades needed at which locations? **WALNUT AT MAIN, WALNUT AT 2ND, ALLEY WAYS ON WALNUT BETWEEN MAIN AND 2ND**

4. Objects such as tents, tables and inflatable games that would hinder free access to emergency vehicles should not be placed in such a manner as to create that type of obstruction.

5. City ordinances prohibit open containers of alcoholic beverages on city streets and sidewalks and violations for excessive noise such as loud music without an exception granted by the City Council. Please check this box if you would like to pursue an exception to the open container restriction as explained in Municipal Ordinance 9.24.040. [ ] Please check this box if you would like to pursue an exception to the excessive noise restriction as explained in Municipal Ordinance 8.28.020 [ ]

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

**DAN SUFFIELD**

Signature of Event Chairperson 02.26.2020

Date

**OTHER INFORMATION:**
**BLOCK PARTY – NEIGHBORHOOD PETITION FORM**

One of the requirements for Police Department approval to close a City street for a block party is the notification and approval of affected residents of the street closure. Please complete this Neighborhood Petition Form by having the residents on the street print their name and address and then sign acknowledging that they have been notified and agree to the street closure for the purpose of a block party on the specified date and times. The completed form should be returned along with the Block Party Request Form to the River Falls Police Department, Chief Gordon Young, preferably 30 days prior to the event date.

<table>
<thead>
<tr>
<th>NAME (PRINTED)</th>
<th>STREET ADDRESS/PHONE</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curves</td>
<td>111 Walnut St</td>
<td>Signature</td>
</tr>
<tr>
<td>Genz</td>
<td>113 E Walnut St</td>
<td></td>
</tr>
<tr>
<td>Church</td>
<td>116 E Walnut</td>
<td>Jim Wolfe</td>
</tr>
<tr>
<td>Masons</td>
<td>132 E Walnut</td>
<td></td>
</tr>
<tr>
<td>Cleveland Child</td>
<td>117 E Walnut St, RF</td>
<td></td>
</tr>
<tr>
<td>Methodist Church</td>
<td>125 S 2nd St, RF</td>
<td>Susan Welch</td>
</tr>
</tbody>
</table>

Updated: May 2016
If no exemption is requested:

Approval by Chief of Police for said Block Party Request.

[Signature]

Signature of Chief of Police

Date

Denial by Chief of Police for said Block Party Request.

[Signature]

Signature of Chief of Police

Date

If exemption is requested:

Recommendation by Chief of Police to City Council to approve said Block Party Request.

[Signature]

Signature of Chief of Police

Date

Recommendation by Chief of Police to City Council to deny said Block Party Request on the following basis:

[Signature]

Signature of Chief of Police

Date

Further information regarding recommendation:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Date Application Received: 2/21/2020
Appendix F

Proof of Insurance Required and Affidavit of Applicant

Proof of Insurance Required:

The City of River Falls requires that all applicants furnish a certificate of comprehensive general liability insurance in an amount not less than $1 million, or such larger amount as the Common Council may deem appropriate and necessary. Applicants are also required to name the City of River Falls, 222 Lewis Street, River Falls, WI 54022 as an additional insured. Proof of insurance must be received by the City prior to event approval.

Affidavit of Applicant:

The applicant agrees to hold harmless, indemnify, and defend, at no cost to the City, the City of River Falls, its employees, agents, representatives and elected officials, for any and all claims, demands, suits, losses, costs, expenses (including attorney fees), or any other type of damages, that result from this event.

The applicant agrees that they are responsible for any and all losses or claims that are in any way connected to this event.

Electronic Signature Agreement:
By typing your name in the box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

Signature of Applicant: DAN SUFFIELD

Date: 02.26.2020
Administrator’s Report

March 10, 6:30 p.m. – City Council Meeting
March 11, 6 p.m. – Historic Preservation Commission
March 11, 6:30 p.m. – River Falls Housing Authority
March 16, 6:30 p.m. – Utility Advisory Board
March 18, 6:30 p.m. – Parks and Recreation Advisory Board
March 23-April 3 – Absentee Voting in Clerk’s Office

March 24, 6:30 p.m. – City Council Meeting

April 7, 7 a.m.-8 p.m. - Presidential Primary and Spring Election
April 14, 6:30 p.m. – City Council Meeting
April 17-19 – 10th Annual River Falls Bluegrass, Bourbon & Brews
April 18, 9 a.m.-1 p.m. – Electronics Recycling Event
April 21, 5:30 p.m. – City Council Organizational Meeting
April 28, 6:30 p.m. – City Council Meeting

Tuesday’s Council Meeting Preview:

- Resolution Approving Request from the River Falls Area Chamber of Commerce and Tourism Bureau for City Assistance with 2020 Events
- Resolution Approving Special Event Application with Ordinance Variance Request for St. Patrick Day Events
- Resolution Establishing In-Person Absentee Voting Location for the April 7 Spring Election and Presidential Preference and November 3 General Election
- Resolution Authorizing Participation in a Cooperative Boundary Agreement between the City of River Falls and Town of Clifton
- Resolution Appointing City Representatives for the Cooperative Boundary Committee with the Town of Clifton
- Storm Water Permit - 2019 Annual Report
- Park Board and Summer Recreation Presentation

Upcoming Events

March 16 – Registration Opens for City’s Recreation Programs
A sure sign of spring is registration opening for spring/summer recreation programs. Online registration is available here: riverfalls.activityreg.com. You can learn more by visiting the City’s website at: https://www.rfcity.org/299/Recreation.
Upcoming Events

March 23-April 3 – In Person Absentee Voting
In-person absentee voting for the Presidential Primary and Spring Election and is March 23-
April 3 in the Clerk’s Office at City Hall. The hours are Monday and Wednesday 8 a.m.-6 p.m.;
Tuesday, Thursday and Friday 8 a.m.- 5 p.m. The election is April 7. Polls are open 7 a.m.-8 p.m.

April 17-19 – 10th Annual River Falls Bluegrass, Bourbon & Brews
The River Falls Bluegrass, Bourbon & Brews Music & Tasting Festival is a three-day festival
located in the heart of downtown River Falls, Wisconsin. You can learn more about this event
by visiting: https://riverfallsbluegrass.com/.

April 18, 9 a.m. – 1 p.m. – Electronics Recycling Event
This event takes place at the Public Works garage at 950 Benson Street. It is free for River Falls
Municipal Utilities business and residential customers. Items accepted: computers, monitors,
printers, TVs, cell phones, MP3 players, laptops, batteries, cables and wires, holiday lights, light
bulbs and more.

Updates from Community Development

Current Planning and Zoning

- Annexations
  - Single parcel annexation at 1110 W. Maple Street – approved by City Council
    2/11

- Development review
  - Wildcat Terrace Apartments – SIP approved by City Council on 1/28
  - 1300 S. Main Street – SIP approved by City Council on 1/28
  - Met internally with 360 on DeSanctis Park

- Variance – Board of Appeals
  - 1209 Emily Circle for a deck variance – approved by Board of Appeals on
    1/22

- Subdivisions
  - Preliminary plat for Sterling Ponds Cottages – approved by Plan Commission
    on 2/4

- CSMs
  - 1300 S. Main Street for easements and right-of-way dedication

- ROW Vacation
  - River Street from W. Division St. to W. Cedar St.

- Extraterritorial Zoning/Subdivision
  - Review of a waiver for subdivision review in the Town of Troy
  - Rezoning of 5 Mann Lane in the Town of Troy

- Zoning ordinances/map amendments
  - Continue work on Shoreland and Shoreland – Wetland zoning ordinances. Staff
    anticipates one more workshop and then sending the ordinance to the commission.
Area-wide rezone (W Division, Clark and Cedar) – approved by City Council 1/28

Plan Commission prep – March
- TID #15 (1300 S. Main St.) March 9, 2020
- Shoreland and Shoreland -Wetland Zoning update (March 17, 2020)

Extraterritorial Zoning Committee (ETZ) meeting prep
- Rezoning at 5 Mann Ln, Town of Troy
- Attended Town of Troy Plan Commission meeting (Peterson)

HPC projects and meeting prep
- Update from Kinni Corridor Collaborative
- Finalize Glen Park pavilion photo board design
- “The Glen” interpretive sign to replace large wooden Cascade Mill sign

BID Board meeting prep
- January and February meetings cancelled due to a lack of agenda items. Next meeting to be held March 10, 8:30 a.m. at City Hall Foster Room
- 2020 façade and sign grant funding now available.

Mapping
- Ongoing updates for the map highlighting recent development projects
- Regularly produce maps on an as-needed basis for various City departments
- Update corporate park maps and create maps for RFIs and Opportunity Zone marketing

Projects
- Submitted draft power plant report to City Administrator for review.
- **Sterling Ponds Park Plan** forwarded by Park and Recreation Advisory Board on Jan. 15, 2020, with a favorable recommendation for adoption to City Council. Said Plan was approved by Council on Feb. 25, 2020. This plan considers the open space in the Sterling Ponds development in conjunction with the currently developed park and makes recommendations for future park development.
- Campus Corridor Concept project report accepted by Plan Commission at its Jan. 7, 2020 meeting. The project was accepted by City Council at its Jan. 28, 2020 meeting.
- **RFP for DeSanctis Park** released on November 26; proposals were due January 10. Six proposals were received from: Three Sixty Real Estate, LLC, Awsumb & Associates, INC., TBUCK Properties, LLC, Brandy Howe, Crystal Raleigh, Keri Schreiner, Mike Ericson, Amy Peterson and Mike Woolsey, Plan Commission member. Submissions included a variety of densities and housing types including townhomes, twin homes, and multi-unit apartment buildings. Three Sixty Real Estate, LLC was chosen to move forward and staff is meeting with them to set a plan for development. We anticipate a public meeting on the project in March or April.
- Met with staff on alley project follow up. Sent update letter to property owners with timeline as follows: survey work to be completed this spring; the next meeting in July; and construction in Fall 2020.
- Project scope and timeline currently being drafted for the City’s upcoming Park and Outdoor Recreation Plan, with an internal Staff project kickoff meeting planned for late February.

Grant Writing
o Applied for Multimodal Local Supplement (MLS) Grant to fund construction of a Trestle Bridge connecting existing trails across the Kinnickinnic River near Heritage Park; awaiting response from WisDOT.

Building and Inspections
- Montessori School, 421 W. Maple Street – framing inspection portions of 1st & 2nd floors
- The Depo, 315 River Street – plumbing inspections, framing inspection for 3rd floor, and insulation inspection for 3rd floor
- Kinnic Falls ADA, 900 Orange Street – remodel framing inspection for another two room and finals for two rooms
- The Garage Bike & Brews, 109 W. Cedar Street – issued remodel permit, discussed plumbing plan, and completed an underground plumbing inspection

<table>
<thead>
<tr>
<th>Permits (January 24 - February 20)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

Engineering Current Planning and Zoning
- Internal Consulting Projects
  o Mann Valley Preliminary Design (SEH 2020 Completion)
  o North Interceptor Sewer & St. Croix Street Pond Reconstruction (TKDA 2020-21 Construction)
  o Troy-Pomeroy Watermain Relocation (SEH 2020 Construction)
  o North Loop Watermain Construction (SEH 2022 Construction)
  o North Water Tower (SEH 2021-22 Construction)
  o River Falls Police Department Building Reconstruction (Wold 2020 Construction)
  o Alley Reconstruction (ACA 2020 Construction)
- WisDOT Projects
  o Hoffman Place jug handle (NWBE 2020 Construction)
  o Cemetery Road Reconstruct (AECOM 2021 Construction)
  o STH 29 between CTH FF and Cemetery Road (AECOM 2021 Construction)

- Stormwater
  o Preparing for Annual MS4 Compliance Submittal
  o Researching TMDL compliance

- Utilities
  o Bidding 2020 Sewer Manhole Rehabilitation
  o Preparing to bid 2020 Sewer Line Grouting project
  o Designing adjustments to accommodate WisDOT projects
  o Investigation of 2013 Ninth Street sewer project

- Streets/Traffic
  o Preparing to bid 2020 Concrete (curb, sidewalk, storm structure repairs)
  o Preparing to bid 2020 Mill & Overlay work
  o Preparing to bid 2020 Crack Seal
  o Preparing scope for 2020 Seal Coat

- Parks
  o Glen Park pool filter and liner reconstruct (2020 Construction)
Glen Park Maintenance Building facelift (2020 Construction)
RF Baseball parking lot move (2020 Construction)

- Ongoing Construction Inspection
  - Various residential homes

- Conferences/Trainings/Events
  - Raleigh, Raverty, and Regnier attended City Engineers of Minnesota annual conference
  - Regnier completed Supervisory Leadership Training and continues to work through his Professional Engineering Exam course in preparation for a Spring ’20 exam date
  - Raleigh and Regnier attended a U of M course on Pavement Preservation Techniques
  - Upcoming – 2020 APWA Snow Conference (Regnier)
  - Upcoming – U of M course on seal coat and micro surface (Raverty)

- GIS
  - Mapping newly installed infrastructure
  - Preparing online, cloud-based inspection forms for sanitary sewer manholes
  - Meeting with consultants to better understand future of ArcMap as it relates to online applications
  - Working with RFPD on an online crime tracking map
  - Attending training for ArcGIS in general
  - Attending training for 2020 Census Redistricting

Updates from Police Department
School Resource Officer Chris Gottfredsen participated in a video recorded by students at the high school for a safety training project. Officer Gottfredsen read books to kindergarten classes at a Greenwood and Rocky Branch Elementary kindergarten classes and the Montessori School and answered questions. He staffed a law enforcement booth at the family fun night held at Greenwood Elementary School.

School Resource Officer Bryan Jensen participated in a video recorded by students at the high school for a safety training project.

Updates from Fire Department
- In February 2020, we responded to a total of 38 calls for service, which compares to 26 calls for the same period in 2019. Year to date: 2019 = 63 calls; 2020 = 62 calls
- RFFD 64th Annual Oyster & Chili Feed was held. This event is by invitation to neighboring public safety agencies, city department heads and to special people who have supported RFFD.
- Held a “Fire Academy” for our members, which ran on three Monday nights from 6:30 to 9:30 PM. Century College provided training in three separate training tracts: Modern Fire Behavior, Air Quality & Safety, and Ice/Cold Water Rescue. Fifteen members from surrounding departments also joined in on this training opportunity.
• Held informational meetings with the significant others of member to see if there is a desire to form an auxiliary group to help support the fire department. Initial reaction to the idea was very positive.

• Received a $10,000 donation from Charles Heide! Charles is Marra Dietsche’s grandfather. (Marra is married to Greg Dietsche, one of our firefighters) Charles asked that this money be used to “keep firefighters safe” We will put together a list of items and Greg will liaison with Charles to keep him in the loop as to what we purchase with this donation.

Updates from Operations

• **Facilities** – All facilities: work with cleaning contractor to address cleaning concerns. City Hall: get quotes/coordinate wall construction/door install into Studio; HVAC maintenance; plumbing maintenance; relocate electronics & battery recycling to PW; and assist with event setup. Ambulance: install hook for supply organization; relocate facility supplies from house to main building. PSB emergency & regular lighting maintenance. Assist with installation of climate sensors in the electrical sub stations. Library: workstation relocation; HVAC project pricing; get quotes from electrical contractors for completing LED lighting conversion; assist with event setup; product dispenser maintenance. Review lone proposal for house move on Hanson Drive, prepare council memo for approval. Coordinate pre-demo inspection that will determine any hazards that need to be abated prior to demo of remaining home on Division as well as N Main. Work with Housing Authority contractor for repair work at 1369 E. Division and prep for rental.

• **Public Works: Parks/Forestry** – Staff is focusing on off-season items for Glen Park and the splash pad including proper signage, additional fencing, and equipment preparation. Additionally, preparation work is being done on the Glen park maintenance building in preparation for EIFS. Tree pruning on the East side of town has been completed. Staff is now focusing on pruning trees in city parks including a complete brushing of Larson Park. Staff will then shift pruning efforts to the west side of the city near south of Division Street as weather allows in March. Updates to the tree inventory continue, improving upon the accuracy of the tree inventory from the early 2000s.

• **Public Works: Streets** – Public works staff worked intermittently performing snow removal and residential sidewalk clearing inspections. When not working on snow maintenance activities, staff have continued assisting with some sign repairs, installations, and removals as well as tree trimming. Scott has been working on some repairs to the Main Street refuse and recycling containers which generally consist of all new tops as well as a good cleaning of them. Another round of spray patching is expected the first week of March, followed by Street sweeping which will occur as long as the weather allows.

• **Public Works: Fleet** - The Sweeper has been readied for Spring and will start some weekly sweeping as weather allows. Some Winter equipment repairs have been completed. Preparations are beginning for Spring which include getting ToolCat accessories readied, Mowers (Toro) prepped, and repurposing an existing trailer for Line Painting.

• **Glen Park Renovation Project** – A punchlist review is being done to prepare for the remaining site work this Spring. Several site amenities have been installed recently (tables,
chairs, picnic benches, etc.). A number of other things have been ordered and are anticipated to be installed soon.

- **Projects/Presentations** – Approximately 25 staff toured the new St Croix County Highway Department facility a couple of weeks ago. Preparation will soon begin on Public Works Week activities which includes an annual event for all River Falls 2nd graders. This will mark the 5th year of it. The event will occur in mid to late May. Staff are also preparing a presentation for the National Snow and Ice Control conference which will be held in Cleveland in April.

- **Wayfinding** – Staff will assist with the punchlist completion of Phase 1 the first week of March. Final review of Phase 2 is underway with installation anticipated sometime this Summer.

- **Staffing** – Plans are being made for Seasonal staff with 10-12 being anticipated for this year. This would cover Streets/Parks, Facilities, a shared position with Blue Bikes, and possibly 1-2 with Utilities.

**Updates from the Utility**

**Electrical Department**

- Performed maintenance repairs through required system inspections
- Completed monthly substation inspections
- Continued weekly and monthly underground services - 7 new services
- Continued installation of AMI meters - 152 meters installed
- Continued working on the old Power Plant Substation Transformer pad removal from the substation site
- Tree trimming has begun
- Working on pole replacements from PSC required inspections - 30 poles need to be replaced and majority of the poles will be in an assemble area to do the replacement
- Removed the holiday lights downtown for the season
- Streetlight pole was hit on West Maple Street

**Project updates on the UWRF and Southfork Substation:**

- UWRF is put on hold until warmer weather
- Southfork Substation - installed some underground feeder from UWRF project

**Wastewater Treatment Facility Department**

- Began aeration project - moved grit classifier and demoed the east oxidation ditch rotor building
• In February, the east rotor building was demolished at the Wastewater Treatment Facility.

Water/Sewer Department
• All monthly water samples taken and proven safe
• Continued installation of AMI meters
• Annual required cross connections report submitted to DNR
• Submitted the required EAP/DNR sampling addresses
• Mandated three-year lead and copper sampling program
• Working on large meter change-outs for the 2020-year cycle
• Customers with shallow service lines are running small amounts of water to prevent a possible line freeze-up. With this year’s frost line not being very deep, customers might be able to stop running water a bit earlier in the season

Engineering Tech Water
• Mapped 154 AMI Electric Meters
• Trained with MSA on Survey123 Connect and Collector for ArcGIS (for use with online inspections)
• Continued work on Sanitary Grouting Specifications (grouting and lining of the Lametti interceptor)
• Worked with the Electric line crew to finish the 2019 electric work order mapping on the Depot project
• Had bid opening for the 2019 Sanitary Manhole Rehabilitation project
• Looked into changes with the Minnesota Department of Transportation (MnDOT) for GPS work using the Minnesota reference stations

Conservation and Efficiency
• Customer participation in the Green Block program grows - 3 new customers were added in February, bringing the total to 775; River Falls continues to climb the rankings and is currently at 12% customer participation
• RFMU customers received incentives totaling more than $13,000 during the month of February: $5,617 going to residential customers and $7,769 going to commercial customer Minnesota Rubber & Plastics
Chair Myszewski’s Last Meeting
On February 17, 2020, UAB Chair Adam Myszewski presided over his last meeting as he has moved out of the River Falls boundary area.

RFMU Utility Director Kevin Westhuis thanked and presented Myszewski with a plaque of his years of service. He was on the UAB from May 2014 – February 2020 and was the Chair from June 2017 – February 2020.

Administrator’s Coming and Goings
- Staff 1:1s • Council 1 on 1s • All Employee Meeting
MEMORANDUM

TO: City Council

FROM: Dan Toland, Mayor

DATE: March 10, 2020

TITLE: Mayor’s Appointments to Boards and Commissions

RECOMMENDED ACTION
Consideration of appointments:

UTILITY ADVISORY BOARD
Reappointment of Mark Spafford through May 2023
New appointment of Robert Lillo (to replace Adam Myszewski) through April 2023
Kristi,

Could you please get this on the next available agenda, no hurry.

Thanks

Dan Toland
Mayor

City of River Falls
222 N Lewis St
River Falls WI

715-426-3404
dtoland@RFCITY.org

-----Original Message-----
From: Kim Spafford
Sent: Sunday, February 9, 2020 7:37 PM
To: Dan Toland <dtoland@RFCITY.ORG>
Cc: Kevin Westhuis <kwesthuis@RFCITY.ORG>
Subject: Mark Spafford - Continue on the UAB

Hi, Mayor Dan,

My hope is that at this time of the year this letter finds you well! It has been a nice mild winter but am so looking forward to Spring.

Kevin W. and I had a chat a couple weeks ago about my staying on the board or not. I have so much respect for Kevin and have totally enjoyed sharing my wisdom and experience with him on the UAB AND Learning from him and the others, as well. Sometimes I find the questions that we get challenging but I'm always up for a good challenge. When we were discussing the FERC requests for studies I had some wonderful experience that I could share with the team from the St. Croix River bridge.

Kevin mentioned that I should propose a request to you if I wish to stay on the board and if you are still willing to have me on the board. Kevin strongly encouraged me to stay on mentioning that he has enjoyed my abilities to deep think the items that come up. He requested that I stay on if I was up to it. I believe that I am and look forward to the future tasks.

What thoughts do you have about me and my performance thus far? I would be totally up to meeting with you someday if that would be of interest? My doors are always open and I respect constructive criticism.

You can get back to me when it’s convenient.
With respect,
Mark Spafford
(715)307-2377
Kristi, 

Would you please put this on the next available agenda for the council.

Thanks

-------- Original message --------

From: Robert Lillo <robadeelillo@gmail.com>
Date: 2/28/20 2:03 PM (GMT-06:00)
To: Dan Toland <dtoland@RFCITY.ORG>
Subject: Re: City Council Position Open?

Hi Mayor Toland,

Thank you for inviting me to sit on the Utility Advisory Board. I enjoyed our conversation this afternoon about the position and I would be glad to accept your invitation to be on the board. I understand the responsibilities of doing so and I will be able to attend the monthly meetings at 6:30pm on the 3rd Monday of each month. I look forward to beginning at the March 16th meeting.

If there is any relevant information you would like me to have before the March Board meeting please sent it to my email address.

If there is any other information you need from me prior to the meeting, please contact at the same email address.

Sincerely,

Robert Lillo