AGENDA
PARKS AND RECREATION ADVISORY BOARD
Wednesday, April 18, 2018
Training Room-City Hall 5:15PM
Action may be taken on any of the following items.

5:15 p.m. CALL TO ORDER/ROLL CALL

APPROVAL OF AGENDA/MINUTES
Minutes of March 21, 2018 Park and Recreation Advisory Meeting

PUBLIC COMMENTS – Non-Agenda Related Topic

OLD BUSINESS
1. Bat Houses Locations and Approval-CVTC -Aaron Larson
2. Kinni Off Road Cyclists Trail Approval – Rick Cleary
3. Glen Park Master Plan Update

NEW BUSINESS
1. Pollinator Garden off Kinnickinnic Trail near White Pathway-Nate Croes
2. Wayfinding Update
3. Community Development Annual Report

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

Post: City Hall Bulletin Board 4/16/18
MINUTES

PARK AND RECREATION ADVISORY BOARD

Wednesday, March 21st, 2018 at 5:15pm

City Hall Lower Level Training Room

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

Members Present:  Susan Reese (chair), Hal Watson (council rep), Brandon Dobbertin, Brenda Gaulke, Patricia LaRue, Jim Nordgren and Dennis Zielski (5:30 pm)

Members Absent:  None

Staff Present:  Cindi Danke–Recreation Manager; Reid Wronski–City Engineer; Amy Peterson–Development Services Director; Mike Stifter–Operations Director.

Others Present:  Rick Cleary–Kinni Off Road Cyclists (KORC); Aaron Larson and Martin Wolf–CVTC students

APPROVAL OF AGENDA/MINUTES

MSC Gaulke/Nordgren to approve the minutes of the February 21st, 2018 Park and Recreation Advisory Board Meeting. Motion passed 6-0.

PUBLIC COMMENTS

None

NEW BUSINESS

Rick Cleary of Kinni Off Road Cyclists updated the Park Board about happenings at Whitetail Ridge. Big events this year will include a Meyer Middle School Service Learning Day on May 11, the Border Crossing on July 8 (about 500 racers), the Icebox races in November, and a Chili Feed and Ride in January. There will not be a high school ride at this location this year. A storage container was purchased last year to store equipment, as per Rick’s presentation and request to Park Board last year. They did a rider survey on Facebook and nearly 100 people responded. Respondents would like to see even more trail, and a water spigot. KORC plans to add some more kiosks and signs so people know where they are and the mileage of loops. KORC is proposing a relatively flat beginner trail along the edge of a corn field that the Johnson’s rent from the City. KORC would purchase some dirt, have it delivered by Bettendorf Trucking with permission (granted) through the Johnson farm road, rent a skid loader, and use KORC and middle school volunteers to do the hand work. This will not interfere with the Johnson’s farming activity. They will plan to move ahead with their
plans and get an official motion from Park Board on April 18th. At some point in the future, KORC would like the City to add an all-season frost-free water spigot near the trailhead, and for the City to add a trail from the cul-de-sac/parking area near the day care to the start of the mountain bike trail system, preferably made of a porous material (approximately 100 linear feet). Wronski indicated that sewer and water are available at that location. KORC does not currently have the funds to build a bathroom/water fountain. Cleary will come back next month for a motion about the new path around the field, and to bring more information about the water spigot.

Aaron Larson and Martin Wolf, students at Chippewa Valley Technical College (CVTC), spoke about saving bats, because of the wide-spread white-nose syndrome, which is a disease that kills hibernating bats. Bats eat insects and mosquitoes, which makes them beneficial for humans. These students would like to put up three bat houses in parks around River Falls. They included a map with three very general locations for the houses (south of Lake Louise, somewhere at Glen Park, and north of Lake George in the White Pathway area). There will be a fourth house on CVTC property. They were planning to attach them to a tree, but they can be put on a post instead if Nate Croes prefers. About 72 bats fit per house. All maintenance and care will be done by Kristina Novek’s Environment Science classes now and in the future. The students may put up signs to encourage people to leave the bats alone. The height is still to be determined, but they are typically put up high. Park Board would prefer having one near the sewage plant instead of near the White Pathway.

OLD BUSINESS
City Engineer Reid Wronski gave an update about Glen Park. Four bids for the Glen Park Pavilion were received and opened last week. All four bids were over ISG’s estimate of $1.4M. The lowest was $1.6M by Ross & Associates Ltd. Staff is working with Ross and ISG on some value engineering proposals that may reduce the $1.6M. This goes to City Council on April 10th. Reid also received an updated Glen Park plan from ISG today with a slightly different road and parking configuration, a new plan to re-use some pavement, and some paths were moved to keep the existing playgrounds until their useful lives end. There was consensus among Board members to move forward with the proposed changes. ISG gave an updated estimate of $4.4M including the pavilion with patio, A/C, and splash pad.

MSC Zielski/Watson to recommend to City Council awards the bid to Ross & Associates for their base bid total with alternate A-5 accepted at staff discretion. Passed 7-0.

The next Park Board meeting will be Wednesday, April 18th, 2018 at 5:15PM

ADJOURNMENT MSC Dobbertin/LaRue to adjourn the meeting at 7:20pm.

Respectfully submitted,

Brenda Rundle, Recreation Assistant
PARK AND RECREATION ADVISORY BOARD
APRIL 18TH, 2018
REPORT

FROM: Cindi Danke, Recreation Manager

RE: Park and Recreation Board April 12th, 2018

- **Bat Houses Locations and Approval**- Aaron Larson will be present again to obtain approval for locations for a CVTC Environmental Science class project. Aaron has talked to Nate Croes and Nate shared the DNR Bat Box Handbook with them and they are not looking at placing bat box on trees but poles.

- **Kinni Off Road Cyclists Trail Approval**- Rick Cleary will be present to obtain approval on KORC new trail system at Whitetail Ridge.

- **Glen Park Master Plan Update**- Both the Glen Park Pavilion bid and the Glen Park Preliminary Plan were approved by City Council on April 10th, with the authorization of professional services for final design for the Glen Park Renovation Project.

- **Pollinator Garden off Kinnickinnic Trail near White Pathway and west Parking Lot**- Nate Croes will be present to discuss a pollinator garden on city property off the west parking lot on Kinnickinnic trail. Nate will also update on agenda for the April 27th Arbor Day events.

- **Wayfinding Update**- Wayfinding project for the City was also approved at the April 10th City Council meeting. You can click on the link for examples of signs to be installed around River Falls
  
  ![Wayfinding Sign Family](V:\COMDEV\07Projects\Current Projects\Wayfinding\Products\Step 6 - Final Documents (Mar 12, 2018)\02_Design\Wayfinding Sign Family.pdf)

- **Community Development Annual Report**- The annual report from the Community Development Department link: [V:\COMDEV\03Committees\PC Plan Commission\Meetings\04 April\2017 Council Annual Report.pdf](V:\COMDEV\03Committees\PC Plan Commission\Meetings\04 April\2017 Council Annual Report.pdf) If you can not open this links please let me know and I can print a paper copy for you to view.

Thanks-See you are the Wednesdays meeting.
These drawings and notes are for the sole purpose of expressing visual design intent and are not intended for actual fabrication purposes. Sign Contractor accepts total responsibility for final material selection, fabrication and installation methods. Electronic files are not construction documents and cannot be relied upon as identical to construction documents because of changes or errors induced by translation, transmission, or alterations while under the control of others. Use of information contained in the electronic files is at the user's sole risk and without liability to Design Professional and its consultants. Refer to provided performance specifications for details on designer expectations of Fabricator and fabrication process. Copyright © Guide Studio, Inc. All rights reserved.
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<td>Department 2018 Goals</td>
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Introduction

The City of River Falls Community Development Department is uniquely equipped to provide value to the City as it encounters the many economic, social and environmental challenges US Cities face today. Planning is, in fact, an agent of hope in the community, affecting renewal and regeneration, and is a facet of government that uniquely focuses on the partnership of collective work to improve the conditions of the city and life in it. It is also uniquely prepared and focused on promoting a condition of sustained improvement, overlooking short-term benefits in favor of the long-term impact of policy on the common good and future generations.

The purpose of this Report is to document the details of the Department, including staffing, roles, and functions as well as the previous years’ workload impact.

The Community Development Department is responsible for the long term and current planning, and zoning of the City, building inspections, permitting and code enforcement for the City, and via the Recreation Division is responsible for the City’s annual recreation programing, City pool operations, campground administration, and information creation and dispersal regarding recreating in the City.

Looking forward, the 2018 Department Organizational Chart is below and includes a total of 7.5 FTE’s. Note, the FTE count does not include interns and seasonals.
2017 Review

The following highlights the Departments work in 2017, including the permitting and development activity, and shows the value of the work to the City.

### Development

<table>
<thead>
<tr>
<th>Item</th>
<th>2015 % Positive Rating</th>
<th>2017 % Positive Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Development</td>
<td>65</td>
<td>58</td>
</tr>
<tr>
<td>Housing Options</td>
<td>63</td>
<td>63</td>
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<tr>
<td>Public Parking</td>
<td>60</td>
<td>58</td>
</tr>
<tr>
<td>Travel By Bicycle</td>
<td>71</td>
<td>74</td>
</tr>
<tr>
<td>Overall Natural Environment</td>
<td>89</td>
<td>89</td>
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<tr>
<td>Governance</td>
<td></td>
<td></td>
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<tr>
<td>Code Enforcement</td>
<td>54</td>
<td>57</td>
</tr>
<tr>
<td>Economic Development</td>
<td>55</td>
<td>67</td>
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<tr>
<td>Recreation Programs</td>
<td>77</td>
<td>82</td>
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</tbody>
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### Recreation

<table>
<thead>
<tr>
<th>Item</th>
<th>Revenue</th>
<th>Total Campground Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Value of Permits</td>
<td>$21,176,325</td>
<td>$31,000</td>
</tr>
<tr>
<td>Square Feet of Commercial/Industrial Building Permits Sold</td>
<td>82,239</td>
<td>$5,350</td>
</tr>
<tr>
<td>Single Family Lots Approved</td>
<td>119</td>
<td>$84,007</td>
</tr>
<tr>
<td>Final Plats Approved</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Development Review Approvals</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Zoning Permits Issued</td>
<td>17</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>2017 Activity Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swimming activity</td>
<td>7,704</td>
</tr>
<tr>
<td>Youth sports</td>
<td>1,010</td>
</tr>
<tr>
<td>Camps and classes</td>
<td>603</td>
</tr>
<tr>
<td>Adult Leagues</td>
<td>1,173</td>
</tr>
<tr>
<td>Total Activity Enrollment</td>
<td>10,490</td>
</tr>
</tbody>
</table>
### Major Projects

**Kinni Corridor Plan**
The bulk of Phase 1 planning completed, including Tech Talks, Committee work and a Charrette.

**Wayfinding Plan**
Completed the bulk of the wayfinding plan to help visitors find their way, and streamline sign clutter in the city.

**State Electronic Permits**
Implemented the State’s new process for online applications for new home permits.

**Records Management**
Made progress in all three divisions, scanning paper files, and organizing/cleaning electronic files. Converted all rental licenses into Munis.

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Science Explorer Camp

Knollwood subdivision – 2nd Addition

Rendering of Dollar Tree
City Council Strategic Plan Goals

Ensuring Financial Sustainability
- Preparing for financial contingencies
- Maintaining diverse revenue sources
- Maintaining an excellent credit rating
- Maintaining vibrant business-type activity

Consistently Delivering Quality Municipal Services
- Maintaining a high-performance workforce
- Maintaining high resident satisfaction of life in River Falls
- Maintaining high resident satisfaction in the City’s customer service

Promoting Economic Vitality
- Identifying private sector commercial land development partners
- Encouraging job growth
- Developing the Sterling Ponds Corporate Park
- Developing the Regional Business Incubator
- Securing future growth opportunities (Boundary Agreements)

Connecting Community Members
- Positioning our parks for the future
- Enhancing the Kinnickinnic River Corridor

Considering Future Generations
- Cultivating a sustainable community
- Leading by example in energy sustainability
- Monitoring infrastructure condition
- Delivering an affordable package of services
Administration’s 2017-2019 Major Work Plan

* Highlighted items include Community Development involvement

Ensuring Financial Stability
- Implement Street Light Utility (Policy)

Consistently Delivering Quality Municipal Services
- Develop 2025 Organization Plan (People)
- Engage in Succession Planning (People)
- Implement PTO System (People)
- Develop Implementation Strategy for Public Safety Facilities (Place)
- Implement N. Sewer Interceptor Plan (Place)
- Lead Strategic Planning Retreat for City Council & Staff (Planning)

Promote Economic Vitality
- Cooperative Boundary Agreement with Town of Clifton (Partnerships)
- Pursue Infill Development (Place)
- Analyze TID #7 for Possible Dissolution/Creation of a New TID for Clark Street (Planning)
- Complete Feasibility Study of Community Development or Redevelopment Authority (Proficiency)
- Create a Comprehensive, Integrated Marketing Plan for Economic Development (Proficiency)

Connecting Community Members
- Continue Development of Kinnickinnic River Corridor Plan (Place)
- Phasing & Implementation Plan of Glen Park Improvements (Place)

Considering Future Generations
- Complete Main Substation Reconstruction Project (Place)
- Implement Kinni Trail – Heritage to Division (Place)
- Develop Utility Technology Plan (Planning)
Department Values and Mission Statement

The Values of the City of River Falls Community Development Department:

Work Culture
- We will be ethical
- We will strive to always learn
- We will be innovative
- We will find meaningful work
- We will actively engage and be respectful

Customer Services
- We will be ambassadors of the City, city government and the department
- We will strive to offer the fastest quality services
- We will be solution-oriented and resourceful
- We will monitor and be responsive to community satisfaction
- We will provide balanced services at affordable prices

Partnerships
- We will be collaborative and strive for win-win solutions
- We will attract talent inside and outside the organization to fulfill our mission
- We will be creative in strategizing on projects, looking to the P-5 for partners (Public, Private, Non Profit, Philanthropic and People)
- We will be available to assist other organizations in improving the quality of life in River Falls

Community/Urbanism
- We will work for the community’s best interest
- We will maintain a cooperative intergovernmental perspective
- We will promote a compact urban form
- We will maintain and respect River Falls’ unique personality, sense of place and character
- We will work to be a community of real neighborhoods and diverse districts, and we will support the conservation of the natural environment and the preservation of our built environment
- We will advocate for the following principles: neighborhoods should be diverse in use and population; our community should be designed for the pedestrian, biker and ultimately transit, as well as the car; our community should be shaped by physically defined and universally accessible public spaces and community institutions; our urban places should be framed by architecture and landscape design that celebrates our local history, climate and ecology

The Mission of the City of River Falls Community Development Department is to guide future growth and development through effective planning, zoning, permitting, enforcement, and maintain and promote sustainability by taking care of the needs of the present generations without compromising the ability to meet the needs of future generations.
Employee Expectations

The City of River Falls Community Development Department staff are required to adhere to the most current City of River Falls Employee Handbook and Policies.

In addition to the requirements of the City of River Falls Employee Handbook, the City of River Falls Community Development Department will:

- Strive for respectful, collaborative relationships with other City of River Falls departments and staff through responsiveness, good listening skills, empowering others with information.
- To the best of our abilities, foresee deadlines and request information from other departments well ahead of time, to avoid ‘crisis management’.
- Provide customer service as a top priority, assisting the public when able with the concept of “first contact, first to serve”, being accessible, listening, being resourceful and solution oriented and communicating in a timely fashion to address the needs of the public.
- Hold initial development plans and discussions, proprietary information and other similar information in confidence until such time as the owner of the information decides to share it with the public, unless we are required to provide it by law.
- Be respectful with each other, never criticizing others in a public setting, being candid with each other, offering assistance to each other and having a sincere interest in the thoughts and ideas of others above our own.
- Manage projects deliberately, taking into account adequate quality control, legal review and economic impacts to safeguard the City and provide for a successful end-product.

From left to right: Dave Hovel, Brandy Howe, Amy Peterson, Angie Bond, Brenda Rundle, Cindi Danke, Buddy Lucero.
The Department is operating with 7.50 FTE in 2018.

**Intern Program**
Positions may vary by academic semester, but typically have included a GIS Intern. Possible future internship may include Historic Preservation or Economic Development.

**Recreation Seasonal Positions (approximately 25 per summer)**
Positions include life guards and programming staff.

**Recreation Assistant (Part-time)**
Brenda Rundle
Assist Recreation Manager in planning, organizing, coordinating and supervising a community recreation program for seniors, adults, and/or youth. Programs include cultural arts, physical activities, special interest classes and other programs. Coordinate day to day administrative office work both routine and complex.

<table>
<thead>
<tr>
<th>Task</th>
<th>Weekly Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration/facility rental</td>
<td>30%</td>
</tr>
<tr>
<td>Customer service</td>
<td>30%</td>
</tr>
<tr>
<td>Preparing annual activity guide</td>
<td>20%</td>
</tr>
<tr>
<td>Preparing supplies/paperwork for seasonal staff</td>
<td>10%</td>
</tr>
<tr>
<td>Leading/monitoring classes/staff</td>
<td>5%</td>
</tr>
<tr>
<td>Website &amp; social media</td>
<td>5%</td>
</tr>
</tbody>
</table>

**Recreation Manager**
Cindi Danke
Plans, organizes, coordinates and supervises the community recreation program for seniors, adults, and youth. Program includes cultural arts, physical activities, special interest classes and other programs. Coordinate day to day administrative office work both routine and complex.

<table>
<thead>
<tr>
<th>Task</th>
<th>Weekly Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>General customer service</td>
<td>30%</td>
</tr>
<tr>
<td>Registration</td>
<td>20%</td>
</tr>
<tr>
<td>Staff management</td>
<td>20%</td>
</tr>
<tr>
<td>Meetings</td>
<td>20%</td>
</tr>
<tr>
<td>Reports, scheduling, social media</td>
<td>10%</td>
</tr>
</tbody>
</table>
Community Development Assistant
Angie Bond

The Community Development Assistant position supports the Community Development Division with primary responsibilities assisting the Building Inspector/Code Enforcement Officer. The position is responsible for performing administrative work receiving the public, providing customer assistance, cashiering and maintaining record systems. This position is responsible for maintaining current information relative to housing standards, property records systems, filling procedures to document inspections and submit reports to Council, Planning Commission and State and Federal governments as required.

<table>
<thead>
<tr>
<th>Task</th>
<th>Weekly Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution</td>
<td></td>
</tr>
<tr>
<td>Building permits</td>
<td>30%</td>
</tr>
<tr>
<td>Rental licensing</td>
<td>15%</td>
</tr>
<tr>
<td>Code enforcement</td>
<td>10%</td>
</tr>
<tr>
<td>Sign permits</td>
<td>10%</td>
</tr>
<tr>
<td>Department support</td>
<td>15%</td>
</tr>
<tr>
<td>Customer service</td>
<td>20%</td>
</tr>
</tbody>
</table>

Building Inspector/Code Enforcement Officer
David Hovel

This position is responsible for municipal code activities relating to rental housing, to single and two-family housing, HVAC, electrical, plumbing, commercial construction and erosion control, and shall assist State Inspectors with multiple family, commercial, and industrial inspections. Maintains reports, meets with the public on code-related matters, investigates building standards, land use and issues and collects permit and impact fees.

<table>
<thead>
<tr>
<th>Task</th>
<th>Weekly Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution</td>
<td></td>
</tr>
<tr>
<td>Building inspections – residential</td>
<td>50%</td>
</tr>
<tr>
<td>Building inspections – commercial</td>
<td>5%</td>
</tr>
<tr>
<td>Zoning assistance</td>
<td>5%</td>
</tr>
<tr>
<td>Permit review/issue</td>
<td>10%</td>
</tr>
<tr>
<td>Code questions &amp; consultations</td>
<td>10%</td>
</tr>
<tr>
<td>Code enforcement</td>
<td>5%</td>
</tr>
<tr>
<td>Reports</td>
<td>5%</td>
</tr>
<tr>
<td>Assist other departments</td>
<td>1%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>4%</td>
</tr>
</tbody>
</table>

Senior Planner
Brandy Howe, AICP

The primary function is to manage the current and future development of the physical environment through analysis of land use compatibility including environmental, economic and social data and trends. The Senior Planner leads the current planning for the City, leads short and long term planning projects, provides excellent customer service and demonstrates outstanding communication and organizational skills. This position serves as the Zoning Administrator for the City upon delegation of the Community Development Director.
Community Development Director
Buddy Lucero
The principal function is to lead major development projects as well as the Kinni Corridor Plan. The work is performed under the direct supervision of the City Administrator but extensive leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City Employees, the City Council, City Boards and Commissions, business and community groups, State and Federal officials, representatives of the media and the public.

Task | Weekly Time
--- | ---
Current planning | 50%
GIS | 15%
Special projects | 20%
Code enforcement | 10%
Committees/Meeting prep | 15%

Development Services Director
Amy Peterson, AICP, LEED AP
The Development Services Director provides leadership to operations and services of the Community Development Division. The work includes providing administrative oversight and supervision of the planning, building inspection, and recreation departments and its personnel to provide excellent customer service to the community. The work is performed under the direct supervision of the City Administrator, but extensive leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the City Council, City Boards and Commissions, business and community groups, State and Federal officials, representatives of the media and the public. This position supports the investment by private and public partners in the built environment of the City by facilitating quality real estate development.

Task | Weekly Time
--- | ---
Administrative | 30%
Projects | 70%

Task | Weekly Time
--- | ---
Department Administration | 30%
Commission/Board Meeting Prep/Attendance | 40%
Project development | 30%
The following lists the external public and private partnerships the department develops and maintains:

- River Falls Chamber of Commerce
- Pierce & St. Croix Health Departments
- Habitat for Humanity
- Chippewa Valley Technical College
- St. Croix Valley Bird Club
- Tree City USA
- River Falls Sportsman’s Club
- River Falls Pickleball Association
- River Falls Community Arts Base
- Allina Health
- River Falls School District
- River Falls Boys Basketball
- River Falls Business Improvement District
- Housing Authority
- River Falls Rotary
- River Falls Garden Club
- Tri-Angels Playground Race Group
- Community Gardens
- First National Bank
- In Balance Yoga
- WI Bike Federation
- St. Croix County EDC
- Small Business Development Corporation

Training Provided by the Community Development Department 2016/2017

- Plan Commissioners Training - 2017
- Board of Appeals Training - 2017
- Contractors Spring Training – 2016 and 2017
- Seasonal Recreation Employee Training – 2017
- Historic Preservation Commission - 3 attend State Historic Preservation Annual Conference - 2017

Grant Revenues – 2015 to 2017

- 2016 WI State Historical Society - Historical Architectural Survey - $22,000
- 2016 WI DNR Stewardship Funds - Trail Heritage Park to Division Street - $238,800
- 2015 FEMA - Hoffman Park Storm Shelter $583,162 + $17,725 = $600,887
- 2017 FEMA Glen Park Storm Shelter $637,899
- 2015 WI State Historical Society - National Historic Designation – Swinging Bridge - $4,000
- 2016 WI DOT – Lake George Bridge - $902,400 (unfunded)
Intergovernmental Coordination

- All City Departments
- Pierce & St. Croix County – Health Departments
- State of WI Commercial Inspectors
- Chippewa Valley Technical College (Wood Techniques Course)
- West Central Regional Planning Commission (taxi administration)
- Wisconsin DOT (taxi administration, grant applications, state highway projects)
- Town of River Falls, Clifton, Kinnickinnic, Troy (Intergovernmental Agreements, ETZ)
- State of Wisconsin Historical Society (grants)
- River Falls Business Improvement District (grants, downtown beautification and development)
- River Falls Housing Authority
- River Falls School District

Committee Work and Assignments

The following lists the committees/commissions the department participates in and the staff assignments. The first seven highlighted are the official Boards/Committees the department staffs:

1. City Plan Commission – Amy Peterson, Brandy Howe
2. ETZ Committee - Amy Peterson, Brandy Howe
3. Board of Appeals - Amy Peterson, Brandy Howe
4. Historic Preservation Commission – Brandy Howe
5. Downtown Design Review Committee – Amy Peterson
6. Business Improvement District – Amy Peterson
7. Park and Recreation Advisory Board – Cindi Danke
8. Kinnickinnic Cooperative Agreement – Buddy Lucero
9. Management Team – Buddy Lucero, Amy Peterson, Cindi Danke
10. Executive Team – Buddy Lucero, Amy Peterson
11. FUN Committee Co-chairs – Dave Hovel, Angie Bond
12. Chippewa Valley Technical College Advisory Committee for Wood Techniques Course – Dave Hovel
13. Township meetings – Planning staff, as needed
14. Green Team – Brandy Howe
15. Blue Bikes – Brandy Howe, Cindi Danke
16. Training & Development Committee – Amy Peterson
17. Healthy Foundations – Cindi Danke
18. Powerful Choices – Amy Peterson
19. Youth Association Groups (Basketball, Wrestling, Gymnastics, Baseball) – Cindi Danke
20. City Website Committee – Angie Bond
Areas for Future Consideration and Improvement

- Harness the collective creativity and brain power of public and private partners in solving major issues and forwarding projects in the City.
- Look for formal and informal local and regional approaches and collaborations.
- Shift to metric based performance measures in the future. Evaluating projects and programs based upon metrics of social, environmental and economic return on investment will help with setting annual priorities.
- Develop partners in creative financial strategies for project development and implementation.
- Ensure the leveraging of resources whenever possible.
- Continue education and learning opportunities in the community through open planning processes and community conversations.
- Labor is promising to be one of the greater concerns of our time. The aging population, smaller family size and lack of significant immigration in our area will cause market responses whereby employers must offer more to attract and retain talent. These labor challenges face City government and the department as well. Staff longevity, consistency and program stability are at risk. These challenges require that we evaluate our process and programs to adjust to this emerging challenge both from an internal perspective and a community view.
- Develop lean events around our processes and strive for intuitive, predictable processes and self-service access to data, applications and assistance via the internet. Improve our public access to information for applications, permitting, development, GIS and land information.
Broad work plan goals are provided for the Department.

- **Department Overall**
  - Continue Records Management
  - Complete Department Annual Report
  - Monitor Community Satisfaction
  - Formally document internal department processes and procedures
  - Review and recommendation of Department fees – part 1
  - Spreadsheet of development agreements and HOA covenants per subdivision
  - Historical tracking system of subdivisions/plats since 2000

- **Building & Inspections**
  - Begin the shift to square foot value permitting
  - Determine software path for B&I
  - Ensure inspections backup staffing

- **Recreation**
  - Begin creation a comprehensive Parks, Recreation and Forestry ordinance (Includes hours, uses, regulations, camping, hunting, etc.)

- **Planning & Zoning**
  - Complete the Kinnickinnic Corridor Plan
  - Implement wayfinding plan
  - Complete City Housing Assessment
  - Update the official map
  - Complete feasibility study of community development authority or redevelopment authority
  - Cooperative Agreements with Town of Kinnickinnic and Town of Clifton
  - Assist with Glen Park Plan implementation
  - Apply for WisDOT bike/ped plan grant
  - Developers Agreements – analyze and create policies/checklists for workflow, administration, impact fees, checks and balances between departments; determine DA lead (this is not solely a B&I project)

- **Economic Development**
  - Infill development
  - TID 7 development analysis assistance
  - Comprehensive integrated marketing plan for economic development