COMMON COUNCIL AGENDA
May 9, 2023

The public may view/listen to the meeting by:
- Calling Toll Free 1-844-992-4726, access code: 263 050 51665
- Visiting the web link: https://tinyurl.com/rfcc5923
- Viewing the City's YouTube Channel: https://www.youtube.com/user/cityofriverfalls

Call Meeting to Order – 6:30 p.m.
Pledge of Allegiance
Roll Call
Approval of Minutes – April 25, 2023, Regular Minutes; April 18, 2023, Organizational Minutes
Approval of Bills

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

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

2. Historic Preservation Commission Presentation

PUBLIC HEARING:
6:31 p.m.
3. Ordinance 2023-08 - Approving the Annexation of Certain Property from the Town of Troy to the City of River Falls (99 Highway 35 and 101 Highway 35 – New Life Worship Center) – Second Reading and Disposition

CONSENT AGENDA:
4. Resolution Amending Fee Schedule to Reduce the Environmental Fee to Zero Effective July 1, 2023
5. Resolution Supporting the Amendments to Council Bylaws as Agreed to at the City Council Organizational Meeting on April 18, 2023

REPORTS:
6. Administrator’s Report

ANNOUNCEMENTS:
7. Public Works Week Proclamation
8. 2023 Economic Development Week Proclamation
9. Proclamation Designating May as Historic Preservation Month

ADJOURNMENT

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

Posted at City Hall 4/27/23; Publish: The Pierce County Journal: 5/3/23
Mayor Toland called the meeting to order at 6:30 p.m.

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

**Members Absent:** none

**Staff Present:** City Administrator Scot Simpson; Assistant City Administrator Jason Stroud; City Attorney Chris Gierhart; IT Specialist Sterling Hackney; Utility Director Kevin Westhuis; Assistant to the City Administrator Jennifer Smith; Fire Chief Steven Cash; Assistant Director of Community Development Emily Shively; Community Services Director/City Clerk Amy White; Library Director Tanya Misselt; City Engineer Todd Nickleski; Police Chief Gordon Young; Finance Director Josh Solinger; Management Analyst Ellen Massey

**Others:** Melissa Abdouch, Daniel Suffield, others

**APPROVAL OF MINUTES**
April 11, 2023, Regular Minutes
MSC Morrissette/Carow move to approve minutes. Unanimous.

**APPROVAL OF BILLS:**
Bills: $1,430,126.95
MSC Bjork/Bjerstedt move to approve bills. Unanimous.

**PUBLIC COMMENT, PETITIONS, REQUESTS AND COMMUNICATIONS:**
Melissa Abdouch, 829 Brentwood Circle – came representing River Falls Business Leaders regarding the requests for Taste of River Falls.

Alderperson Morrissette shared he recently went on a ride along with Officer McGinty from the River Falls Police Department. He talked about the benefits of doing a ride along and recommended it to other councilors. He wanted to thank the police publicly.

Alderperson Downing is an Earth Fest plan committee member. He thanked attendees and everyone who signed his pledge for a toxic free DeSantis Park.

**PUBLIC HEARING:**
Ordinance 2023-06 - Amending the Extraterritorial Zoning Map to Rezone a Parcel from A-1 Exclusive Agriculture to A Agriculture (PID 022010310100) – Second Reading and Disposition
At 6:36 p.m., Mayor Toland moved into a public hearing and asked for comments. As there were none, Toland moved back into Open Session at 6:37 p.m. There were no questions from the council. MSC Morrissette/Bjerstedt move to approve ordinance. Unanimous.

Ordinance 2023-07 – Amending Section 8.40.040 – Weeds and Noxious Growth – Second Reading and Disposition
At 6:37 p.m., Mayor Toland moved into a public hearing and asked for comments. As there were none, Toland moved back into Open Session at 6:37 p.m. There were no questions from the council. MS Downing/Bjork move to approve ordinance.

City Administrator Simpson noted one councilor was remote. He said current bylaws do not require roll call votes, but the draft bylaws will require roll call votes when a member is attending remotely. Council can practice tonight – the chair can run the meeting how he wants. The mayor asked for a roll call vote. The vote passed 7-0 with all voting in favor.

Ordinance 2023-08 - Approving the Annexation of Certain Property from the Town of Troy to the City of River Falls (99 Highway 35 and 101 Highway 35 – New Life Worship Center) – First Reading

At 6:39 p.m., Mayor Toland moved into a public hearing and asked for comments. As there were none, Toland moved back into Open Session at 6:39 p.m.

CONSENT AGENDA

Acknowledgement of the following minutes:

Resolution Approving Consulting Service Agreement with Merchant McIntyre and Associates, LLC for the Period of May 1, 2023 – June 30, 2024, in the Amount of $8000 Per Month—pulled by Bjork

Resolution No. 6772 - Approving Amendment to the Purchasing Policy for Projects Using Federal Awards and Sub-awards

Resolution Adopting a Goal to Reduce Traffic Related-Fatalities and Serious Injuries and Supporting a Vision Zero Policy in the City—pulled by Downing

Resolution Approving a Development Agreement with River Falls Development III, LLC (Thompson Storage)—pulled by Bjork

Resolution Approving River Falls Business Leaders Request for Street Closure for Taste of River Falls—pulled by Morrissette

Resolution Approving River Falls Business Leaders Request for Open Container Exemption for Taste of River Falls—pulled by Morrissette

Resolution Approving River Falls Business Leaders Request for Noise Control Exemption for Taste of River Falls—pulled by Morrissette

Resolution Approving River Falls Business Leaders Request for City Assistance for Taste of River Falls—pulled by Morrissette

Resolution No. 6773 - Authorizing the Application of a DNR Stewardship Grant for the Mann Valley Recreational Trail

MS Odeen/Bjerstedt moved to approve the remainder of the Consent Agenda. The mayor asked for a roll call vote. The vote passed 7-0 with all voting in favor.

Resolution No. 6774 - Approving Consulting Service Agreement with Merchant McIntyre and Associates, LLC for the Period of May 1, 2023 – June 30, 2024, in the Amount of $8000 Per Month
Alderperson Bjork clarified that there’s no guarantee that the city will get funding. Simpson confirmed that was correct.

Alderperson Odeen said Merchant McIntyre is a federal lobbyist in Washington DC that is helping the city apply for federal grants. We are the only city in Wisconsin they represent. We have had productive meetings with our representatives. The city has applied for over $5 million in federal funds. If we succeed in one of them, it is money well spent. She also thinks it is important to let people in Washington DC know how their policies affect local government.

Mayor Toland said there’s more money out there than there’s ever been for cities to go after. This is a great way to do it – to have somebody with feet on the ground that works with this all day. We do a good job of applying for grants here, but federal grants are a whole another deal.

Bjork isn’t opposed to this but just wants to make sure people realize that this doesn’t guarantee that we will receive one penny. If we don’t give it a try, we won’t get anything. There is a risk in this.

Alderperson Carow appreciated the different points of view. It is an interesting program. He said Mr. Simpson deserves credit for creating the strategy and executing it. If it fails, the council won’t be happy. Based on discussions and updates we have had, it seems like a fruitful way to get money back to the local community which is ours – we have already spent this money as taxpayers – we are trying to get allocated back to us. He appreciated the discussion and felt this was a good thing going forward.

Bjork echoed Carow’s comments saying it is our tax money, we are just trying to get back what’s ours.

**MS Bjork/Morrissette move to approve the resolution. The mayor asked for a roll call vote. The vote passed 7-0 with all voting in favor.**

**Resolution No. 6775 - Adopting a Goal to Reduce Traffic Related-Fatalities and Serious Injuries and Supporting a Vision Zero Policy in the City**

Downing is in favor. He asked about the composition of the committee mentioned in the packet. Simpson said we have yet to determine the final implementation strategy. The committee that’s (required) in federal code, we believe can be accomplished through the work that the Comprehensive Plan Steering Committee has done. He is hoping to use the community engagement and referred to the bike and pedestrian plan which identified unsafe intersections and accident data. We must comply with the U.S. Department of Transportation rules. He provided further details. Downing enjoyed the planning aspect, and it meets our comprehensive plan.

**MS Downing/Bjerstedt move to approve resolution. The mayor asked for a roll call vote. The vote passed 7-0 with all voting in favor.**

**Resolution No. 6776 - Approving a Development Agreement with River Falls Development III, LLC (Thompson Storage)**

Bjork asked if the development would close Chapman Drive and the location of the driveway. Simpson thinks the entrance is off old Chapman and not Melgaard Court. City Engineer Todd Nickleski confirmed that was correct. He said the water main plans haven’t been approved. They are in staff review. The proposed driveway would be from old Chapman Drive – they haven’t been approved yet. It’s likely construction will require emergency access on old Chapman. Bjork asked further questions.

**MS Bjork/Morrissette move to approve resolution.** Morrissette is a no on this property as he doesn’t feel this is a good use for the site. Council needs to be deliberate about the four corners and doesn’t think a storage unit is a good use for the site. Bjork agreed but said the property was sunk and
hid down in the valley, so he was less opposed to it. He doesn’t think it creates an eyesore. He said Melgaard’s, the adjacent property owner, was in favor.

**The mayor asked for a roll call vote. The vote passed 5-2 Carow, Bjork, Bjerstedt, Mueller, and Odeen, voting in favor and Morrissette and Downing voting against.**

**Resolution No. 6777 - Approving River Falls Business Leaders Request for Street Closure for Taste of River Falls**

Morrissette had a response to the public comments made by Abdouch. He said the high school graduation is at the same time. He asked her to collaborate with the high school on street closure/detours. He asked who is training the roaming volunteers and would like to hear more. From a city support standpoint, the city collects 30 percent of the room tax revenue that is to be used toward tourism. He views this as a tourism type of event. He is supportive of city assistance, but it doesn’t begin to cover our costs. Morrissette is not in favor of open container. He thinks the space is too big. He is supportive of the other requests.

Abdouch said they will work with the high school. She provided training details about the volunteers. Regarding open container, Abdouch said they had past events with no alcohol incidents. Regarding open container, they would consider reducing the space (removing Riverwalk from the request) if that is the reason council wouldn’t approve it.

Daniel Suffield from Shooters Pub talked about street closing for the car cruises in the past. He said it was the same area and it was open container. It was done responsibly and without trash issues.

Alderperson Mueller supported the requests. She thinks it is an exciting event to showcase city businesses. We allow open container exemptions for other non-profit groups and events. She talked about few incidents happening and the event being during the day. Mueller thought council should continue to follow their precedent.

Downing asked Police Chief Young why he wasn’t recommending the event. He talked briefly Wisconsin Alcohol Policy Project. Chief Young didn’t recommend this because of the alcohol policy group. The group studied the alcohol abuse in kids, and this just contributes to it. The more events held; the more chances kids see it - especially with parents. The chance of them being addicted to alcohol increase. Downing clarified asking if it’s the accessibility and the perceived ‘okay-ness’ of drinking. Young said yes. Downing will be voting against this.

Alderperson Bjerstedt asked if this was an all or none. If we say no to the open container, would this (event) be off? Abdouch thought they would move it to a brewery or winery. She reiterated that none of their events had incidents. She spoke in greater detail about their willingness to work with the police department, using marked cups and wristbands, and working with their volunteers.

Bjork said normally he does not favor of open container exemptions but due to the short duration and if Riverwalk was eliminated from the request, he would be in favor. There was discussion.

Carow appreciated the different perspectives saying if you look at the Wisconsin Alcohol Policy and read it in depth, you will notice that if you are going to do an event that they are doing all the steps articulated. This makes sense. Their history is important too. He talked about using wisdom to be in favor of the event. He is also in favor of a more confined space. He talked about the rules being enforced for River Falls Days and trusting people to do what they are supposed to do. He thinks the council should be in favor of this.

Morrissette said open container requests have been shrunk. Those other requests have included the engagement of the River Falls Police Reserves. That is not being asked for – there’s a difference in what the council is being asked to do. He talked about a difference in seeing an officer versus
volunteer. The size bothers him from an open container standpoint. There’s a history that you have of good events. Morrissette spoke in further detail. He noted his main concerns were the precedent council will set (if the event is approved), the lack of engagement with the River Falls Police Department Reserves, and the size.

Abdouch was not aware that she should request police reserves. She said we are willing to adapt the location to exclude Riverwalk; we want to work together with the council and police department. She talked about the Chamber being in support of the event. She said the precedent has been set. They are a non-profit - as the Chamber is making the same request in a shorter time span earlier in the day.

Morrissette countered saying that’s not what the application says. The application said no alcohol will be sold. Abdouch said the individual businesses will be selling the alcohol. There was discussion about carrying liability insurance for the event. Abdouch said the insurance policy has not been signed because council approval hasn’t been given yet. Morrissette appreciated her position but said the submitted application is what the council has to act on. The box for insurance and alcohol served boxes aren’t checked. He talked about chamber’s events bringing a level of confidence due to process and planning. There was further discussion about the submitted application.

Carow posed a hypothetical scenario regarding an accident due to alcohol resulting from the event and asked who would be responsible. Abdouch did not know the answer. She talked about the bars working together and not overserving. Carow talked about the police reserves providing an extra level of confidence.

Downing asked if there was a reason for cities’ picking a central location for “taste” events. Simpson tried to clarify the question. He provided an answer talking about community events and the selling of alcohol in a central location.

Simpson spoke further saying there’s no policy, direction, or boxes to check for people doing events. He said the form the council has is not law; it’s much different than a liquor license. The form is more of a guide for people who want to do events. He talked about council’s options with the application.

City Attorney Chris Gierhart provided instruction on what the council could do with the application. He said the requests are all resolutions so council can approve, modify, or deny the resolutions. Council has broad authority. It’s a guide. Regarding the liability questions, Wisconsin doesn’t have a dram shop law meaning people who do the drunk driving are responsible. Drunk people are responsible for their own actions.

Odeen appreciated what Abdouch was doing and for answering their questions. She thought council should give them a chance. She was delighted the event was moved downtown. It’s good for business. Odeen sees this event as similar to the car cruises. She understood why there isn’t a central location and the bars being the best ones to sell alcohol. She understands the concerns but would like to give them a chance. Abdouch responded to the comments that were made and provided further details.

**With no other questions or comments, Mayor Toland asked for a motion.** MS Morrissette/Odeen move to approve resolution. Bjork asked about amending the resolution to exclude the closure of Riverwalk. There was discussion about the street closure and open container exemption resolutions. Abdouch said it would be helpful for Riverwalk to remain closed and provided details.

Motion by Bjork to remove ‘Request the closure and use of Riverwalk Blvd from Maple to the bridge/Veterans Park on Sunday, June 4 from 10AM to 6PM to allow for the setup of vendors and delivery of city owned infrastructure including picnic tables, garbage cans, etc.’ The motion failed as there was not a second.
Abdouch clarified why the street closure was needed. She also talked about the open container exemption. With no other questions/comments, the mayor asked for a roll call vote. The vote passed 7-0 with all voting in favor.

Resolution No. 6778 - Approving River Falls Business Leaders Request for Open Container Exemption for Taste of River Falls

MS Odeen/Mueller move to approve resolution. MS Bjork/Odeen move to amend resolution to exclude Riverwalk in the open container request. Simpson clarified that Veterans Park would still be included in the open container request. Bjork asked Abdouch if she would be able to police it if the park was left in the request. She said yes. There was further clarifying discussion.

The mayor asked for a roll call vote on the amendment. The vote passed 7-0 with all voting in favor.

Resolution No. 6779 - Approving River Falls Business Leaders Request for Noise Control Exemption for Taste of River Falls

MS Morrissette/Odeen move to approve resolution. The mayor asked for a roll call vote. The vote passed 7-0 with all voting in favor.

Resolution No. 6780 - Approving River Falls Business Leaders Request for City Assistance for Taste of River Falls

MS Morrissette/Bjerstedt move to approve resolution. Simpson asked for a point of clarification for staff that council would allow reasonable amendments for staff based on other actions council has taken this evening. The mayor said yes. Simpson said staff would do it administratively and would not bring it back to council. With no other comments, the mayor asked for a roll call vote. The vote passed 7-0 with all voting in favor.

ORDINANCES AND RESOLUTIONS:

Resolution No. 6781 - Authorizing Year-end Budget Adjustments for Fiscal Year 2022

Finance Director Josh Solinger gave a brief presentation about the budget amendments. He provided background. Amending budgets for fiscal year 2022 will rebalance and comply with state statutes. No new expenses are being made as Fiscal Year 2022 has ended. Solinger gave an overview of the amendments, provided summary sources and uses and a breakdown of the general fund.

Upon the conclusion of the presentation, the mayor asked for a motion. MS Morrissette/Carow move to approve the resolution. Bjork asked what ‘leisure’ was. Solinger said recreation and swimming. He provided further information about the functional areas. With no other comments, the mayor asked for a roll call vote. The vote passed 7-0 with all voting in favor.

REPORTS:

Comptroller’s Report for March 2023

Comptroller Odeen read the following: General Fund revenues through the end of March were $3,716,526 or 29.0% of total budgeted revenues for the year. Revenues in March include $5,476 from court penalties/forfeitures and $29,700 in building permit fees. Expenditures through the end of March were $2,654,095 or 20.7% of total budget expenditures for the year. As of February 28, 2023, net revenues over expenditures were $1,062,431.

ANNOUNCEMENTS:

Police Week Proclamation

Morrissette read the proclamation.
Clerk Week Proclamation
Odeen read the proclamation.

Mayor’s Appointment
Utility Advisory Board - Appointment of Dean Bartels June 2023 through May 2026
MS Downing/Bjerstedt move to the mayor’s appointment. The roll call passed 7-0 with all voting in favor.

MSC Bjerstedt/Morrissette move to adjourn at 7:48 p.m. The roll call vote passed 7-0 with all voting in favor.

Respectfully submitted,

Kristi McKahan, Deputy Clerk
CITY OF RIVER FALLS, WISCONSIN
COMMON COUNCIL ORGANIZATIONAL MEETING

April 18, 2023

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

Members Present: Alderpersons Todd Bjerstedt, Jeff Bjork, Sean Downing, Scott Morrissette, Alyssa Mueller, Diane Odeen

Members Absent: Nick Carow

Staff Present: Scot Simpson, City Administrator; City Attorney Chris Gierhart (virtual); Community Services Director/City Clerk Amy White, Assistant to the City Administrator Jennifer Smith, Management Analyst Ellen Massey, Deputy Police Chief Matt Kennett

Others: Patricia LaRue

The pledge of allegiance was said.

City Clerk White gave the Oaths of Office for the newly elected Council officials including Alderperson at Large Diane Odeen, Alderperson District 1 Sean Downing, and Alderperson District 3 Alyssa Mueller. Alderperson District 2 Nick Carow had taken his oath prior to the meeting.

ELECTION OF COMMON COUNCIL OFFICERS:

Council President
MS Odeen/Bjerstedt nominate Scott Morrissette as Council President. The roll call vote was 7-0 with all voting in favor.

Comptroller
MS Morrissette/Mueller to nominate Diane Odeen as Comptroller. The roll call vote was 7-0 with all voting in favor.

Deputy Comptroller
Comptroller Odeen appointed Jeff Bjork as Deputy Comptroller.

Parliamentarian
The mayor appointed Diane Odeen as Parliamentarian.

ELECTION OF COUNCIL MEMBER TO PLAN COMMISSION:
MS Morrissette/Bjerstedt nominate Diane Odeen to Plan Commission. The roll call vote was 6-1 with all voting in favor except for Bjork.

APPOINTMENTS BY MAYOR/CONFIRMATION BY COUNCIL:
Mayor Toland recommended the following appointments:

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<tr>
<th>Agency</th>
<th>Name</th>
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<tr>
<td>Historic Preservation Commission</td>
<td>Alyssa Mueller</td>
</tr>
<tr>
<td>Library Board</td>
<td>Jeff Bjork</td>
</tr>
<tr>
<td>Parks and Recreation Board</td>
<td>Scott Morrissette</td>
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MS Morrissette/Bjerstedt move to approve the mayor’s appointments. The roll call vote was 7-0 with all voting in favor.

Resolution No. 6770 – Designating Public Depositories for Public Monies Held by the City of River Falls
MS Downing/Odeen move to approve the resolution. Alderperson Morrissette abstained from voting because his employer was included in the resolution. The roll call vote was 6-0 with all voting in favor except for Morrissette who abstained.

Resolution No. 6771 - Designating Official Newspaper
MS Morrissette/Mueller move to approve the resolution. Alderperson Bjork abstained from voting because it is his employer. The roll call vote was 6-0 with all voting in favor except for Bjork who abstained.

REPORT ON ORGANIZATIONAL UPDATES
The mayor noted this was included in the packet and asked if there were any questions. Alderperson Bjork asked why Planner Kendra Ellner wasn’t listed in the resignations. City Administrator Simpson said the resignation was probably received about the time we published the list. It will be a vacancy.

REVIEW OF BYLAWS
Simpson said bylaws come back to the organizational meeting for review. The bylaws will be on a May agenda to make changes. Simpson noted he wasn’t sure there was a consensus on the number of councilors needed to put an item on the agenda. It was drafted with two. We want to make sure we are complying with the opening meeting law. If the council wants three, he will have to consider a walking quorum and other things. Simpson provided further information.

Alderperson Morrissette is in favor of three. If it doesn’t make it to the agenda, and it’s that important, it should take three. He doesn’t think three is too much to ask and understands it could be a process dilemma.

Alderperson Downing had also talked about three. Part of it is we have to figure out how that process would work but thinks it makes a lot of sense.

Alderperson Mueller asked a process question about violating open meetings law. Simpson referred to the attorney. City Attorney Gierhart talked about discussing items in an email to the entire council. He said councilors should avoid copying in the entire council so inadvertent discussion doesn’t occur.

Morrissette doesn’t like the reply-all’s. He talked about two issues with them: the actual walking quorum violation of open meetings laws and the perceived issue of deals being done behind doors. Neither of which the council needs. He doesn’t think it is a good practice for council to “reply all.” He suggested replying to individuals instead.

Simpson provided clarification on emails received today. He spoke further about emails. Morrissette didn’t think there were any violation of the open meeting law. He provided further
clarification. Downing said there could be more of a formal process for the council.

Downing asked about the 24-hour notice. He has interest in changing it to 2–4-hour notice. He talked about emergencies, work related issues – something unplanned that people have no control over. Flexibility with the technology might be important in the future for the council. If it is not reasonable, he wants to hear why.

Simpson said it is reasonable for the council to set whatever policy they would like. He said what staff heard at the workshop is that council wanted to establish an expectation for remote attendance. If you give us 24 hours' notice, we will facilitate your ability to participate. If you give us less than 24 hours, we will still try. Simpson talked about impacts if time changes were made. He talked about this applying only to council and not the public. Simpson recommended sticking to 24 hours for the public. He provided further details.

Alderperson Odeen thought what we are doing now works. Simpson said we are trying to accommodate requests. He isn’t aware of issues. Odeen feels it is reasonable to have a deadline. Simpson talked about accommodations for impairments or limits. Morrissette suggested adding another sentence saying, “Staff will make every effort to accommodate requests for remote access made less than 24 hours in advance.” Morrissette talked further. Odeen said if we know we are not able to attend in person, it’s only fair to give staff notice at least 24 hours. She sees it as council’s accountability too. Alderperson Bjerstedt said we have no control with the equipment on the other end either. Simpson clarified that the council was it still talking about council and boards and committees. The answer was yes.

Morrissette asked if council came to an agreement on two or three. The mayor asked for thoughts. Do we have a consensus on three? Odeen thought three was good. The mayor asked if there was a consensus and then he asked about the process. Simpson thought the straw poll indicated three. We can draft it that way and council has the ability to set reasonable rules for the agenda. The mayor thought three and then the 24 hours with Scott’s amendment that we will do everything that we possibly can to make sure. Odeen thought it should say, “all reasonable efforts.” Simpson said we can draft based on your conversation.

Simpson talked about revisions to meeting minutes and making amendments. He said council doesn’t unlimited right to amend the minutes like congress does. It’s the clerk’s job to record reasonably what they heard.

Downing asked if minutes could be released on Wednesday instead of Thursday. Simpson said it would be too much for him to say it’s not possible. He said we’d like to hear that from council and to let staff know. He talked about the packet versus minutes being released on Wednesday. Odeen said doesn’t think we need the packet earlier than Thursday. It gives us five days. She appreciated having that time. The mayor asked for other comments.

Alderperson Bjork said his was about public communications - letters to the editor. The bylaws say, “councilmembers are discouraged from submitting letters to the editor relating to city issues excepting for stating or clarifying city policy.” He agrees but wonders if we need to expand it to social media. He talked about discouraging those comments being put out on social media by a councilmember.

Odeen thought it was a good point. She talked about first amendment rights and that council can say what they want to say. She thought discourage might be a good reminder that we are representatives of the city. We should be respectful and cautious about what we say because
we are public officials. The mayor said when people read what we say, the public assumes that we are speaking for the city. We have to be careful or what we say or do. Odeen said we have a responsibility to think. The mayor asked that something be put in about social media.

Simpson said we will do our best to give you some thoughtful research on that, but he won’t pretend he has spent a lot of time thinking about that. He supplied further clarification and talked about the city’s official communications plan and the council’s role within that. He doesn’t want to discourage council to have your voice. He asked the council to give it some thought and let us know.

Morrissette asked that a change be made to Section F.5.B. It should be struck. It refers to councilors being elected to Plan Commission and the Utility Advisory Board. It is not an elected position anymore. It should be a part of number 6. Simpson said staff will verify.

Morrissette suggested a change under 6.C. joint meetings. It thinks it might be helpful to add “as needed” or “at least annually.” He thinks it is important to have those meetings. Simpson thinks the school board has been at least every other year. He believes the UAB has been done every year. He asked if there are any thoughts about the joint meeting of the Plan Commission for capital improvement or master plan. Do you want to compel yourselves to do an annual meeting with the Plan Commission jointly? There was support from council. Simpson asked about removing the CIP part and modify it to comp plan and development issues. Downing asked if the strategic plan was included. Simpson said no; he probably won’t draft it that way. Morrissette asked if generic language could be used so we could talk about whatever we want. There was continued discussion about meeting with the school board.

Odeen thought it might be more flexible to keep the bylaws as it is and then have a policy that we want to do. Morrissette’s thought is to formalize it. There was further council discussion. Mueller asked if there was a meeting with the university. Simpson said the chancellor has done presentations. He has quarterly meetings with the chancellor. He spoke further.

Odeen suggested meeting with the county supervisors that represent River Falls. Odeen’s husband serves on the Pierce County Board of Supervisors. Some of their concerns – legislative priorities – overlap with us. Simpson asked if council was okay with that not being in the bylaws but just part of the legislative strategy. There was further conversation.

SETTING OF COUNCIL MEETING DATES:
The Board of Review meeting date is set for May 23, 2023, at 6:15 p.m. but will adjourn to meet on August 3, 2023, at 4 p.m.

Bjork wanted to make sure the discussion about the environmental impact fee was on the next agenda. The mayor said it is on the first meeting in May. Simpson explained the reasoning. He thinks the council want to do some modifications for the environmental impact fee and the street light fee. We are working to update the software.

The mayor asked council if they were okay with the meeting dates. The consensus was yes.

MSC Bjerstedt/Morrissette moved to adjourn at 7:12 p.m. Unanimous.
Respectfully submitted,

Kristi McKahan, Deputy City Clerk
MEMORANDUM

FROM: Sam Burns, Planner

DATE: May 9, 2023

TITLE: Ordinance regarding the annexation of land in the Town of Troy to the City of River Falls - 99 & 101 Highway 35 – Second Reading and Disposition

RECOMMENDED ACTION
Adopt an ordinance approving the annexation of land in the Town of Troy to the City of River Falls and applying a zoning classification of B3-Highway Commercial to the subject property.

BACKGROUND
A unanimous petition for annexation has been submitted by Keith Fletcher for the property located at 99 and 101 Highway 35 (PIDS 040110250000 and 040110260000) on the frontage road just north of the park and ride. New Life Worship Center of River Falls is currently located at 116 E. Walnut Street and is planning to relocate to this property.

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

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

- 03/14/2023 City Council referral to the Plan Commission for review.
- 04/05/2023 Plan Commission review and recommendation to City Council.
- 04/25/2023 City Council public hearing/first reading of an ordinance to annex the property.
- 05/09/2023 City Council public hearing/second reading and disposition of an ordinance to annex the property.

**ANALYSIS**

The following factors are considered in determining whether to approve an annexation to the City per Section 19.100.030.B.:

1. Location: Is the location contiguous to the city?
2. Use: Is the present use or proposed use of the area proposed to be annexed compatible with the uses in the city adjacent to the territory proposed to be annexed?
3. Capital Costs: What are the costs of providing capital improvements to provide infrastructure to the area?
4. Annual Budget Costs: What is the effect of the proposed annexation on the City budget?

**Location – Contiguity**
The image above shows land that is in City as highlighted with a yellow overlay. The adjacent State Highway 35 acts as a connector to City property and the subject parcels are contiguous to the City boundary.

Use – Compatibility
The applicant is proposing to convert the existing buildings on site into a church, youth center and administrative offices for the church. The Extraterritorial Zoning for the parcel is Highway Commercial. Once annexed into the City of River Falls, the parcel will be zoned B-3 Highway Commercial. A church is a permitted use in B-3 Highway Commercial.

Future Land Use and Zoning Classification
Staff is recommending that once annexed into the City, the parcel be given a B-3 Highway Commercial zoning classification. This would be consistent with the current ETZ zoning, the Future Land Use Map designation of Community Commercial and the proposed use of the site which is permitted in a B-3 Highway Commercial zone.

FINANCIAL CONSIDERATIONS
To determine the financial impact of the proposed annexation, a budget study analyzing the proposed revenues and expenditures anticipated by development in the annexation area was prepared by City Staff on the direction of the City Finance Director (see attached).

The budget study found no increase in revenues as a result of the parcels annexation. The applicant is expected to pursue tax exempt status as it will operate as a church. Per state statute, the City of River Falls is required to pay the Town of Troy what it would have received in property taxes for the property prior to annexation for five years. It is anticipated that the City will realize a loss of $140 for taxes collectible in 2024 because of the payments owed to the Town if the church files for tax exemption following annexation.

Costs for providing services in the form of police, fire, street maintenance and leisure services are estimated to total $195 a year for the annexed parcel. The parcel will be required to pay connection costs for water and sewer and other applicable impact fees; however, utilities are already stubbed to the parcel, so no capital costs are anticipated to serve the property.

SUMMARY
The proposed annexation area is contiguous with City boundaries and the proposed use of the property for church operations is anticipated to be compatible with surrounding land uses; maintaining the Commercial zoning for the property will allow for a church use or a return to commercial uses in the future. City water and sewer utilities are located adjacent to the property with stubs to the property line, so no capital costs are anticipated to serve the area. It is anticipated that there will be costs to provide services (police, fire, street maintenance, and leisure services) to the property that will not be offset by property tax revenues if the applicant seeks tax exempt status.

NOTIFICATION
Letters were sent to property owners within 300 feet of the subject parcels informing them of the annexation request, proposed temporary zoning classification, and dates of the public hearings. Signs with information about the proposed zoning classification and public hearing information have been placed on the subject properties. To date, staff has not received any communication regarding the proposed annexation.
PLAN COMMISSION RECOMMENDATION
Plan Commission reviewed the proposed annexation at their meeting on April 4, 2023, and unanimously recommended that the request for annexation and application of an B3 – Highway Commercial zoning classification for the subject properties be forwarded to the City Council with a favorable recommendation.

CONCLUSION
Staff recommends the City Council approve the ordinance regarding the annexation of two parcels from the Town of Troy to the City of River Falls and applying a zoning classification of B3-Highway Commercial to the subject properties.
CITY OF RIVER FALLS
ORDINANCE NO. 2023-08

AN ORDINANCE ANNEXING CERTAIN TERRITORY
OF THE TOWN OF TROY TO THE CITY OF RIVER FALLS, WISCONSIN

RECITALS

A. On February 10, 2023, a petition for annexation via unanimous approval, a copy of which is attached (Exhibit A), was filed with the City Clerk of the City of River Falls seeking to annex the territory legally described in Exhibit B (the “Territory”) to the City of River Falls, Wisconsin from the Town of Troy, St. Croix County, Wisconsin pursuant to Wis. Stat. § 66.0217(2).

B. A copy of the petition was filed with the Town Clerk of the Town of Troy.

C. On March 1, 2023, a copy of the petition, including a scale map and a legal description of the Territory, was mailed to the Wisconsin Department of Administration.

D. The City has considered the advice received from the Department, if any.

E. Four people currently reside within the Territory, all of whom signed the petition.

F. The City’s Plan Commission has recommended a zoning classification of the Territory as B3 Highway Commercial.

ORDINANCE

NOW, THEREFORE, pursuant to Wis. Stat. § 66.0217 (2), annexation via unanimous approval, the Common Council of the City of River Falls, St. Croix County and Pierce County, Wisconsin, do ordain as follows:

1. Territory Annexed. The Territory is annexed to the City of River Falls.

2. Scale Map. The scale map, attached as Exhibit B, shows the Territory to be annexed and its relationship to the boundaries of the City of River Falls and the Town of Troy.

3. Effect of Annexation. From and after the effective date of this Ordinance, the Territory shall be a part of the City of River Falls for any and all purposes provided by law, and all persons coming or residing within such Territory shall be subject to all ordinances, rules, and regulations governing the City of River Falls.

4. Ward Designation. Upon the effective date of this Ordinance the Territory shall be part of Ward No. 1 in the City of River Falls.
5. **Clerk Duties.** The City Clerk is directed to file and record copies of this Ordinance as required by statute.

6. **Payment to Town of Troy.** Pursuant to section 66.0217(14)(a)1. of the Wisconsin Statutes, the City agrees to pay the Town of Troy for five years an amount equal to the amount of property taxes that the Town of Troy levied on the Territory, as shown by the tax roll prepared under Wis. Stat. § 70.65, in the year in which the annexation of the Territory is final.

7. **Zoning.** The Territory is assigned a zoning classification of B-3 Highway Commercial District.

8. **Effective Date.** This Ordinance shall take effect upon adoption and publication.

The above and foregoing Ordinance was duly adopted by the Common Council of the City of River Falls at a meeting held on May 9, 2023, by a two-thirds vote of the elected members of the Common Council.

APPROVED:

By: ____________________________
Dan Toland, Mayor

ATTEST:

______________________________
Amy White, City Clerk
EXHIBIT A
Annexation Petition

PETITION TO ANNEX

This is a petition to detach from the Town of Troy, WI located in St. Croix County, and attach (annex) to the City of River Falls, WI located in St. Croix County.

Signed by:
New Life Worship Center of River Falls, Inc.

Keith Fletcher
Pastor
New Life Worship Center of River Falls, WI

Amy Eves
Secretary

New Life Worship Center, Inc.
Board Members

Jack Bowen   Dennis Bowen   Eric Eves
Jonathan Hare  Todd Hillman  Steve Uhls

Electors Residing On Property

Josh Albarado   Brittni Schmitt
NARRATIVE DESCRIPTION OF REQUEST

The property is at 28N 19W — 25 running along Hwy 35 and very close to Hwy 65.

There are City of River Falls Water and sewage connections located on the west end of the property.

This land has been used for both commercial and residential use.

A pole barn and small stand-alone garage is used for commercial use. The larger building is currently leased out to a building contractor and the smaller garage is leased out to a tire retailer for storage. Once we have all filings in order, renovations of the two buildings for church and youth center use will begin. The house on the property will be turned into administration offices and to house traveling ministry in the near future in another phase of renovation.

Future phases of building will include a larger church sanctuary and family life center.

Currently site plans are in process and unavailable. As soon as we have architectural plans available, we will file those with the City of River Falls.

Sincerely,

Keith Fletcher
Pastor
New Life Worship Center of River Falls, Inc.

651.302.0025
Keithfletcher0118@gmail.com

LEGAL DESCRIPTION

That certain parcel of land located in the Southeast Quarter (SE 1/4) of the Southeast Quarter (SE 1/4) of Section Twenty-five (25), Township Twenty-eight (28) North, Range Nineteen (19) West, Town of Troy, St. Croix County, Wisconsin, including parts of Lots One (1) and Two (2) of that Certified Survey Map as recorded in Volume 7 Certified Survey Maps, Page 1955, as Document No. 436411, more fully described as follows: Commencing at the East Quarter (E 1/4) corner of said Section Twenty-five (25); thence S 00 degrees 05 minutes 32 seconds W (recorded bearing on the East line of the Southeast Quarter (SE 1/4) of said Section Twenty-five (25), previously recorded as South and S 01 degrees 57 minutes 26 seconds W) a distance of 1,222.70 feet; thence N 88 degrees 00 minutes 35 seconds W, 46.18 feet (recorded as N 88 degrees 08 minutes 24 seconds W, 45.67 feet); thence S 02 degrees 54 minutes 36 seconds W, 213.62 feet (recorded as S 04 degrees 48 minutes 48 seconds W, to a point on the North line of said Lot Two (2) and the POINT OF BEGINNING of the parcel to be herein described; thence continue S 02 degrees 54 minutes 36 seconds W 528.70 feet (recorded as S 04 degrees 46 minutes 48 seconds W); thence S 79 degrees 56 minutes 00 seconds W, 271.58 feet on the South line of said Lots One (1) and Two (2), (recorded as S 74 degrees 50 minutes 18 seconds W); thence N 15 degrees 51 minutes 12 seconds W, 485.79 feet (recorded as N 13 degrees 59 minutes 00 seconds W) on the East right of way line of frontage road; thence N 74 degrees 50 minutes 00 seconds E, 104.38 feet (recorded as N 74 degrees 50 minutes 18 seconds E) on the North line of said Lot One (1); thence N 78 degrees 32 minutes 08 seconds E, 335.22 feet (recorded as N 76 degrees 26 minutes 26 seconds E) on the North line of said Lots One (1) and Two (2) to the point of beginning.
St. Croix County, Wisconsin.
EXHIBIT B
Scale Map and Legal Description

Annexation Description
That certain parcel of land located in the Southeast Quarter (SE 1/4) of the Southeast Quarter (SE 1/4) of Section Twenty-five (25), Township Twenty-eight (28) North, Range Nineteen (19) West, Town of Troy, St. Croix County, Wisconsin, including parts of Lots One (1) and Two (2) of that Certified Survey Map as recorded in Volume 7 Certified Survey Maps, Page 1955, as Document No. 436411, more fully described as follows:

Commencing at the East Quarter (E 1/4) corner of said Section Twenty-five (25); thence S 00 degrees 05 minutes 32 seconds W (recorded bearing on the East line of the Southeast Quarter (SE 1/4) of said Section Twenty-five (25), previously recorded as South and S 01 degrees 57 minutes 26 seconds W) a distance of 1,222.70 feet; thence N 88 degrees 00 minutes 36 seconds W, 46.15 feet (recorded as N 86 degrees 08 minutes 24 seconds W, 45.67 feet); thence S 02 degrees 54 minutes 36 seconds W, 213.62 feet (recorded as S 04 degrees 46 minutes 48 seconds W, to a point on the North line of said Lot Two (2) and the POINT OF BEGINNING of the parcel to be herein described; thence continue S 02 degrees 54 minutes 36 seconds W 525.70 feet (recorded as S 04 degrees 46 minutes 48 seconds W); thence S 79 degrees 55 minutes 00 seconds W, 271.58 feet on the South line of said Lots One (1) and Two (2), (recorded as S 74 degrees 50 minutes 18 seconds W); thence N 15 degrees 51 minutes 12 seconds W, 485.79 feet (recorded as N 13 degrees 59 minutes 00 seconds W) on the East right of way line of frontage road; thence N 74 degrees 56 minutes 00 seconds E, 104.38 feet (recorded as N 74 degrees 50 minutes 18 seconds E) on the North line of said Lot One (1); thence N 76 degrees 32 minutes 08 seconds E, 335.22 feet (recorded as N 76 degrees 26 minutes 26 seconds E) on the North line of said Lots One (1) and Two (2) to the point of beginning.

PART OF THE SE1/4 OF THE SE1/4, OF SECTION 25, TOWNSHIP 28 NORTH, RANGE 19 WEST, ST. CROIX COUNTY, WISCONSIN.
ANNEXATION AGREEMENT BY AND BETWEEN NEW LIEF WORSHIP CENTER
OF RIVER FALLS, INC. AND THE CITY OF RIVER FALLS

THIS ANNEXATION AGREEMENT is made and entered into on this 9th day of May, 2023,
by and between the City of River Falls, a Wisconsin municipal corporation (the “City”) and New
Life Worship Center of River Falls, Inc., a Wisconsin non-stock corporation (the “Property
Owner”).

WITNESSETH:

WHEREAS, the Property Owner filed a petition for direct annexation by unanimous
approval pursuant to §66.0217(2), Wisconsin Statutes, with the Clerk of the City of River Falls on
February 10, 2023 (Exhibit 1); and

WHEREAS, the City requests an annexation agreement be entered into between the City
and the Property Owner that sets out the terms and conditions under which the City will consider
the approval of an annexation ordinance, thereby accepting the annexation petition.

NOW, THEREFORE, in consideration of the mutual premises and of the mutual promises
and conditions hereinafter contained, it is hereby agreed as follows:

ARTICLE 1 – DEFINITIONS

Section 1.1 – In this Agreement, unless a different meaning clearly appears from the context, the
following definitions shall apply:

a) “Agreement” means this Annexation Agreement, by and between the City and Property
Owner, together with any modifications, amendments or supplements as may be agreed upon
related to the subject matter hereof.
b) “Annexation Property” means the real property depicted and legally described in Exhibit 2,
consisting of approximately 4.07 acres.
c) “City” means the City of River Falls, Wisconsin.
d) “Council” means the Common Council of the City of River Falls, Wisconsin.
e) “County” means St. Croix County, Wisconsin.
f) “Development” means the commencement of construction or improvement of all or any
portion of the site after all required approvals and permits have been acquired from the City.
g) “Government Authorities” means the City, County, State of Wisconsin, and all other
government bodies exercising permitting authority over the Developer’s development project.
h) “Impact Fees” means fees established by Title 14 of the Municipal Code in accordance with
State Statutes to establish the mechanism to finance the capital costs of acquiring, establishing,
upgrading, expanding, and construction of public facilities that are necessary to accommodate
development. Title 14 is intended to assure that development bears an appropriate share of the
cost of capital expenditures necessary to provide such public facilities within the City as are
required to serve the needs arising out of development. The Common Council has authorized
water, sewer, fire, park, and library impact fees. For clarification, water and sewer impact fees
must be paid upon connection when a meter is installed even if no building permit(s) are required per Municipal Code § 14.04.060 and 14.08.060. Fire, park, and library impacts are to be paid upon development of the Annexation Property.

i) “Municipal Code” means the City of River Falls Code of Ordinances in effect as of the date of this Agreement.

ARTICLE 2 – REPRESENTATIONS, WARRANTIES, AND OBLIGATIONS

Section 2.1 – The City’s representations and warranties.

The City represents and warrants that the City of River Falls is a Wisconsin municipal corporation duly organized, existing, and in good standing under the laws of the State of Wisconsin and is not in violation of any provisions of its corporate charter or bylaws and has full power and authority to enter into this Agreement and carry out its obligations hereunder.

Section 2.2 – The Property Owner’s representations, warranties, and obligations.

a) The undersigned Property Owner, by executing this Agreement, represents and warrants that it possesses the requisite authority and capacity to enter into and bind the Property Owner to this Agreement, and to carry out their obligations hereunder.

b) The Property Owner, as represented by the undersigned, hereby warrants and represents to the City, as inducement to the City entering into this Agreement, that it possesses clear title to and the legal authority to encumber the Annexation Property in accordance with the terms and conditions of this Agreement.

c) IMPACT FEES: All required impact fees for sewer, water, park, fire, and library services, unless expressly exempted by Title 14 of the Municipal Code or this Agreement shall be paid consistent with Title 14 of the Municipal Code. All impact fees for any portion of the Annexation Property being developed or improved shall be paid in full at issuance of a building permit by the Property Owner or upon installation of a water meter, as applicable.

ARTICLE 3 – CONDITION PRECEDENT

Approval of an ordinance to the Annexation Property must occur, which involves the independent and exclusive judgment of the City, as a condition precedent to the City’s obligations under this Agreement or otherwise associated or related to the contemplated annexation and development of the Annexation Property.

ARTICLE 4 – SALE, ASSIGNMENT AND ASSUMPTION

The Property Owner agrees that it may not sell, convey, or otherwise transfer any part of the Annexation Property until such time as it has paid to the City the full amount of the impact fees which are due and payable, unless and until the successor owner has entered into an Assignment and Assumption acceptable to the City, under which the successor owner agrees to assume all obligations of the Property Owner under the terms of this Agreement with respect to the property being purchased.
ARTICLE 5 – MISCELLANEOUS

Section 5.1 – Notices. Whenever in this Agreement it shall be required or permitted that notice or demand be given or served by any party to this Agreement to or on any other party, such notice or demand shall be delivered personally or mailed by United States Certified Mail (return receipt requested) to the Property Owner at: Pastor Keith Fletcher, 101 Hwy 35, PO Box 23, River Falls, Wisconsin 54022; and to City at City Clerk, City Hall, 222 Lewis Street, River Falls, Wisconsin 54022.

Section 5.2 – Remedy for Default. Default by the Property Owner with respect to any of the terms of this Agreement shall automatically result in the suspension or withholding of all permits, licenses, occupancy certificates or other authorizations issued by the City in connection with the Annexation Property. Remedies afforded to the City under this section shall be in addition to any other remedies to which the City may be entitled by law, equity, or other agreement.

Section 5.3 – No Additional Waiver Implied by One Waiver. In the event any provision contained in this Agreement should be breached by any party and thereafter waived by any other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous, or subsequent breach hereunder.

Section 5.4 – Law Governing. This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.

Section 5.5 – Release of All Oral or Written Agreements. Upon the signing of this Agreement, all prior oral and written agreements between the City and Property Owner are terminated and released, as this document contains the complete Agreement between the parties with respect to the Annexation Property and construction of the improvements called for in this Agreement.

Section 5.6 – Non-Waiver. The willingness of the City to enter into this Agreement shall not constitute a waiver of any of the City’s rights or responsibilities under the law nor shall it constitute the approval of any of the permits, licenses, permissions or other authorization, which may be required in order for the Property Owner to implement development plans.

Section 5.7 – Venue. The parties agree that no action, litigation or proceeding of any kind whatsoever, whether in law or equity, or whether in contract or tort or otherwise, in any way relating to this Agreement or the transactions contemplated hereby, may be commenced in any forum other than the St. Croix County Circuit Court, State of Wisconsin, and each of the parties hereto irrevocably and unconditionally submits to the exclusive jurisdiction of such court. Each of the parties hereto agrees that a final judgment in any such action, litigation or proceeding shall be conclusive and may be enforced in other jurisdictions by suit on the judgment or in any other manner provided by law.

Section 5.8 – Binding Effect. All terms and provisions of this Agreement shall be binding upon and inure to the benefit of and be enforceable by the legal representatives and assigns and successors of the parties.
Section 5.9 – Survivability. All of the representations, warranties and agreements made in this Agreement shall survive the date of annexation of the Annexation Property.

Section 5.10 – Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

Section 5.11 – Time. Time is of the essence of this Agreement and each and every provision hereof. Any extension of time granted for the performance of any duty under this Agreement shall not be considered an extension of time for the performance of any other duty under this Agreement unless so stated or unless obviously necessary from the context.

Section 5.12 – Development. At the time of development or redevelopment of the Annexation Property, the Property Owner shall adhere to the City’s development review procedures and the development shall meet the requirements and design standards of the Municipal Code.

Section 5.13 – Successors and Assigns. All terms, conditions, and rights set forth in the Agreement shall run with the land and shall be binding upon, inure to the benefit of, and be enforceable by City and Property Owner and their respective successors, assigns, heirs and personal representatives. The Agreement may not be transferred separately from, or severed from, title to the Annexation Property.

Section 5.14 – Headings. The headings contained in this Agreement are inserted for convenience only and do not constitute a part of this Agreement.

Section 5.15 – Attorneys’ Fees. If either party is required to resort to litigation, arbitration, or mediation to enforce the terms of this Agreement, and if said party prevails in the litigation, arbitration, or mediation, the non-prevailing party shall pay all the prevailing party’s costs including reasonable attorney’s fees and expert witness fees. If the court, arbitrator, or mediator awards relief to both parties, each will bear its own costs in their entirety.

Section 5.16 – Short Form Recordable. A short form of this Agreement shall be recorded in the chain of title to the Annexation Property. Said form is attached as Exhibit 3 as a Memorandum of Annexation Agreement.

[The remainder of this page is left intentionally blank. Signature pages to follow]
IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in their names and behalf and its seal to be hereunder duly affixed and the Property Owner has caused this Agreement to be duly executed in its name and behalf and on the date first above written.

CITY OF RIVER FALLS

By: _____________________________  Dated: _____________________________
Dan Toland, its Mayor

Attest:

_____________________________

Amy White, City Clerk

Approved as to form and content:

_____________________________

Christopher B. Gierhart, City Attorney

Dated: _____________________________
NEW LIFE WORSHIP CENTER OF RIVER FALLS INC.

By: _____________________  Dated: _____________________
Keith Fletcher
Its: Pastor

By: _____________________  Dated: _____________________
Amy Eves
Its: Secretary

By: _____________________  Dated: _____________________
Jack Bowen
Its: Director

By: _____________________  Dated: _____________________
Dennis Bowen
Its: Director

By: _____________________  Dated: _____________________
Eric Eves
Its: Director

By: _____________________  Dated: _____________________
Jonathan Hare
Its: Director

By: _____________________  Dated: _____________________
Todd Hillman
Its: Director

By: _____________________  Dated: _____________________
Steve Uhls
Its: Director

Exhibits List

1. Annexation Petition
2. Annexation Map and Legal Description
3. Memorandum of Annexation Agreement
EXHIBIT 1
Annexation Petition

PETITION TO ANNEX

This is a petition to detach from the Town of Troy, WI located in St. Croix County, and attach (annex) to the City of River Falls, WI located in St. Croix County.

Signed by:
New Life Worship Center of River Falls, Inc.

Keith Fletcher
Pastor
New Life Worship Center of River Falls, WI

Amy Eves
Secretary

New Life Worship Center, Inc.
Board Members

Jack Bowen         Dennis Bowen         Eric Eves
Jonathan Hare     Todd Hillman        Steve Uhls

 Electors Residing On Property

Josh Albarado    Brittni Schmitt

[Exhibit 1 to Annexation Agreement]
NARRATIVE DESCRIPTION OF REQUEST

The property is at 28N 19W – 25 running along Hwy 35 and very close to Hwy 65.

There are City of River Falls Water and sewage connections located on the west end of the property.

This land has been used for both commercial and residential use.

A pole barn and small stand-alone garage is used for commercial use. The larger building is currently leased out to a building contractor and the smaller garage is leased out to a tire retailer for storage. Once we have all filings in order, renovations of the two buildings for church and youth center use will begin. The house on the property will be turned into administration offices and to house traveling ministry in the near future in another phase of renovation.

Future phases of building will include a larger church sanctuary and family life center.

Currently site plans are in process and unavailable. As soon as we have architectural plans available, we will file those with the City of River Falls.

Sincerely,

Keith Fletcher
Pastor
New Life Worship Center of River Falls, Inc.

651.302.0025
Keithfletcher0118@gmail.com
**Planning and Zoning Application**

<table>
<thead>
<tr>
<th><strong>APPLICANT NAME</strong></th>
<th>New Life Worship Center of River Falls, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APPLICANT EMAIL</strong></td>
<td><a href="mailto:keithfletcher0118@gmail.com">keithfletcher0118@gmail.com</a></td>
</tr>
<tr>
<td><strong>APPLICANT PHONE</strong></td>
<td>651.302.0025</td>
</tr>
</tbody>
</table>

**PROJECT LOCATION/ADDRESS**
99 & 101 Hwy 35, River Falls WI 54022

**APPLICANT AGENT NAME (CONTRACTOR/CONSULTANT/ETC.)**

**PROPERTY OWNER NAME, ADDRESS, EMAIL, PHONE, and OWNER'S SIGNATURE (REQUIRED)**
New Life of River Falls, Inc.
Keith Fletcher
Pastor

**REQUEST FOR**
- [ ] Appeal
- [ ] Annexation
- [ ] Certified Survey Map (CSM)
- [ ] Preliminary Plat
- [ ] Final Plat
- [ ] Replat
- [ ] Rezoning (Zoning Map Amendment)
- [ ] Plan Amendments
- [ ] Development Review
- [ ] PUD General Development Plan
- [ ] PUD Specific Implementation Plan
- [ ] Parking Lot / Driveway
- [ ] Right-of-Way Vacation
- [ ] Special Use Permit
- [ ] Variance

**ATTACH LEGAL DESCRIPTION OF PROPERTY**
Required for all annexations, CSMs, rezoning, right-of-way vacation.
28N 19W - 25 - see attached

**NARRATIVE DESCRIPTION OF REQUEST (ATTACH AS SEPARATE SHEET)**
See attached

**APPLICANT SIGNATURE**
Keith Fletcher 2/10/2023

Revised: December 19, 2019

[Exhibit 1 to Annexation Agreement]
EXHIBIT "A"
LEGAL DESCRIPTION

That certain parcel of land located in the Southeast Quarter (SE 1/4) of the Southeast Quarter (SE 1/4) of Section Twenty-five (25), Township Twenty-eight (28) North, Range Nineteen (19) West, Town of Troy, St. Croix County, Wisconsin, including parts of Lots One (1) and Two (2) of that Certified Survey Map as recorded in Volume 7 Certified Survey Maps, Page 1856, as Document No. 436411, more fully described as follows: Commencing at the East Quarter (E 1/4) corner of said Section Twenty-five (25); thence S 00 degrees 05 minutes 32 seconds W (recorded bearing on the East line of the Southeast Quarter (SE 1/4) of said Section Twenty-five (25), previously recorded as South and 3 04 degrees 57 minutes 28 seconds W); a distance of 1,222.70 feet; thence N 58 degrees 06 minutes 30 seconds W, 46.15 feet (recorded as N 80 degrees 06 minutes 34 seconds W, 45.87 feet); thence S 02 degrees 54 minutes 30 seconds W, 213.62 feet (recorded as N 04 degrees 46 minutes 48 seconds W, to a point on the North line of said Lot Two (2) and the POINT OF BEGINNING of the parcel to be herein described; thence continue S 02 degrees 54 minutes 36 seconds W, 525.70 feet (recorded as S 04 degrees 46 minutes 48 seconds W); thence S 79 degrees 56 minutes 00 seconds W, 271.56 feet on the South line of said Lots One (1) and Two (2), (recorded as S 74 degrees 50 minutes 18 seconds W); thence N 15 degrees 51 minutes 12 seconds W, 405.79 feet (recorded as N 13 degrees 50 minutes 00 seconds W) on the East right of way line of frontage road; thence N 74 degrees 56 minutes 00 seconds E, 104.38 feet (recorded as N 74 degrees 50 minutes 15 seconds E) on the North line of said Lot One (1); thence N 76 degrees 32 minutes 06 seconds E, 335.22 feet (recorded as N 76 degrees 29 minutes 28 seconds E) on the North line of said Lots One (1) and Two (2) to the point of beginning.
St. Croix County, Wisconsin.

[Exhibit 1 to Annexation Agreement]
[Exhibit 1 to Annexation Agreement]
[Exhibit 1 to Annexation Agreement]
EXHIBIT 2
Annexation Map and Legal Description

PART OF THE SE1/4 OF THE SE1/4, OF SECTION 25, TOWNSHIP 28 NORTH, RANGE 19 WEST, ST. CROIX COUNTY, WISCONSIN.

Annexation Description
That certain parcel of land located in the Southeast Quarter (SE 1/4) of the Southeast Quarter (SE 1/4) of Section Twenty-five (25), Township Twenty-eight (T28N) North, Range Nineteen (19) West, Town of Troy, St. Croix County, Wisconsin, including parts of Lots One (1) and Two (2) of said Town of Troy, as described below:

Commencing at the East Quarter (E 1/4) corner of said Section Twenty-five (25); thence S 00 degrees 05 minutes 32 seconds W (recorded bearing on the East line of the Southeast Quarter (SE 1/4) of said Section Twenty-five (25), previously recorded as South and S 01 degrees 57 minutes 26 seconds W a distance of 1,023.70 feet; thence N 88 degrees 00 minutes 36 seconds W, 56.15 feet (recorded as N 88 degrees 08 minutes 24 seconds W 45.67 feet); thence S 02 degrees 54 minutes 36 seconds W, 231.62 feet (recorded as S 04 degrees 46 minutes 48 seconds W, to a point on the North line of said Lot Two (2) and the POINT OF BEGINNING of the parcel to be herein described), thence continue S 02 degrees 58 minutes 36 seconds W 925.70 feet (recorded as S 04 degrees 46 minutes 48 seconds W); thence S 79 degrees 56 minutes 00 seconds W, 271.58 feet on the South line of said Lots One (1) and Two (2), (recorded as S 74 degrees 50 minutes 18 seconds W); thence N 15 degrees 51 minutes 12 seconds W, 485.79 feet (recorded as N 18 degrees 59 minutes 00 seconds W) on the East right of way line of frontage road; thence N 74 degrees 36 minutes 00 seconds (E 104.38 feet) (recorded as N 24 degrees 50 minutes 18 seconds E) on the North line of said Lot One (1), thence N 76 degrees 32 minutes 08 seconds E, 355.22 feet (recorded as N 76 degrees 36 minutes 26 seconds E) on the North line of said Lots One (1) and Two (2) to the point of beginning.
EXHIBIT 3
Memorandum of Annexation Agreement

(see attached)
MEMORANDUM OF
ANNEXATION AGREEMENT

This is not a conveyance under Wis. Stat. § 77.21(1),
and is not subject to transfer return or fee.

This is not homestead property.

THIS DOCUMENT WAS DRAFTED BY:

Attorney Christopher B. Gierhart
Weld Riley, S.C.
PO Box 1030
Eau Claire, WI 54702-1030
MEMORANDUM OF ANNEXATION AGREEMENT

As of May 9, 2023, an Annexation Agreement (“Agreement”) was entered into by and between New Life Worship Center of River Falls Inc., a Wisconsin non-stock corporation (the “Property Owner”) and the City of River Falls, a Wisconsin municipal corporation (“City”) regarding the property legally described on the attached Exhibit A (the “Property”).

The Agreement provides requires the Property Owner to pay certain impact fees to the City upon development of the Property.

The Agreement further provides the Property, unless all impact fees due have been paid, may not be sold or transferred unless the successor owner enters into an Assignment and Assumption acceptable to the City, which the successor owner agrees to assume all obligations under the Agreement with respect to the property being purchased.

All terms, conditions, and rights set forth in the Agreement shall run with the land and shall be binding upon, inure to the benefit of, and be enforceable by City and Property Owner and their respective successors, assigns, heirs and personal representatives. The Agreement may not be transferred separately from, or severed from, title to the Property.

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

[Signature Pages Follow]
IN WITNESS WHEREOF, the parties have caused this Memorandum of Annexation Agreement to be executed on the date(s) set forth below (the latest of which shall be the effective date of this Memorandum of Annexation Agreement).

CITY:

CITY OF RIVER FALLS

By: ______________________________
Dan Toland, Mayor

ATTEST:

By: ______________________________
Amy White, City Clerk

ACKNOWLEDGEMENT

STATE OF WISCONSIN  )
)ss.
COUNTY OF __________________ )

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

__________________________, Notary Public

State of __________________
My commission expires: ___________________
PROPERTY OWNER
NEW LIFE WORSHIP CENTER OF RIVER FALLS INC.

By: ___________________________ Dated: ___________________________
Name:
Its:

By: ___________________________ Dated: ___________________________
Name:
Its:

ACKNOWLEDGEMENT

STATE OF WISCONSIN )
) ss.
COUNTY OF _____________ )

Personally came before me on the ___ day of _____________, 2023, the above-named ______________, to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

_____________________________________, Notary Public
State of Wisconsin
My commission expires: __________________
Legal Description of the Property:

That certain parcel of land located in the Southeast Quarter (SE 1/4) of the Southeast Quarter (SE 1/4) of Section Twenty-five (25), Township Twenty-eight (28) North, Range Nineteen (19) West, Town of Troy, St. Croix County, Wisconsin, including parts of Lots One (1) and Two (2) of that Certified Survey Map as recorded In Volume 7 Certified Survey Maps, Page 1955, as Document No. 436411, more fully described as follows:

Commencing at the East Quarter (E 1/4) corner of said Section Twenty-five (25); thence S 00 degrees 05 minutes 32 seconds W (recorded bearing on the East line of the Southeast Quarter (SE 1/4) of said Section Twenty-five (25), previously recorded as South and S 01 degrees 57 minutes 26 seconds W) a distance of 1,222.70 feet; thence N 88 degrees 00 minutes 36 seconds W, 46.15 feet (recorded as N 86 degrees 08 minutes 24 seconds W, 45.67 feet); thence S 02 degrees 54 minutes 36 seconds W, 213.62 feet (recorded as S 04 degrees 46 minutes 48 seconds W, to a point on the North line of said Lot Two (2) and the POINT OF BEGINNING of the parcel to be herein described; thence continue S 02 degrees 54 minutes 36 seconds W 525.70 feet (recorded as S 04 degrees 46 minutes 48 seconds W); thence S 79 degrees 56 minutes 00 seconds W, 271.58 feet on the South line of said Lots One (1) and Two (2), (recorded as S 74 degrees 50 minutes 18 seconds W); thence N 15 degrees 51 minutes 12 seconds W, 485.79 feet (recorded as N 13 degrees 59 minutes 00 seconds W) on the East right of way line of frontage road; thence N 74 degrees 56 minutes 00 seconds E, 104.38 feet (recorded as N 74 degrees 50 minutes 18 seconds E) on the North line of said Lot One (1); thence N 76 degrees 32 minutes 08 seconds E, 335.22 feet (recorded as N 76 degrees 26 minutes 26 seconds E) on the North line of said Lots One (1) and Two (2) to the point of beginning.

For informational purposes only:

Tax Parcel Nos.: 040-1102-60-000 and 040-1102-50-000
MEMORANDUM

TO: Mayor Toland and City Council Members

FROM: Kristine Basom, Senior Financial Analyst

DATE: April 25, 2023

TITLE: Annexation Budget Study

Introduction
The City of River Falls, by ordinance, requires a budget study for proposed annexations of property into the City. The following information was gathered and analyzed in consideration of the New Life Worship Center property annexation, which is now in the Town of Troy. This study has been formatted to incorporate the operating costs of the City’s major expense centers, such as police, fire, street maintenance, and leisure services. Historical costs are used to estimate the expected annual costs related to the proposed annexation. The study is based on many assumptions about the development including assessed value, timing of residential development, and population added by the development.

Study Information
The following outlines the methodology and assumptions for calculating revenues and expenditures related to each area of the study.

Revenues

Tax revenues: No increase is anticipated in tax revenue. The two parcels currently pay property taxes in the Town of Troy, but that is not expected in the future once the renovations are completed. It is expected that the church will file for tax exemption.

State statutes require the City to pay the Town what it would have received in property tax revenue from the property. The payment must be made for five years. The City will realize a loss of $140 for taxes collectible in 2024 because of the payments owed to the Town and the church filing for tax exemption following annexation.
State shared revenue: No increase or decrease in State shared revenues are assumed.

Building Permits: The City collects building permit fees that vary based on construction value. Currently, the City does not have detailed renovation plans, so staff don’t have estimates for building permits costs.

Transportation Revenues: There are no new roads as part of this project, so no additional revenue is assumed.

Parkland Fees: No revenue is assumed.

Impact Fees: No impact fees are assumed.

**Expenditures**

Police Services: The annual cost of providing police services to the community has been allocated three ways – per capita, miles of roads, and by the development’s equalized value. The estimated annual cost for police services based on the total of all three allocation methods is $12,943 once the development is complete.

Fire Services: The annual cost of fire services is allocated based on population and equalized values. It is estimated the development will cost $45 per year for fire services.

Road Maintenance: No additional road maintenance costs assumed.

Leisure Services: No leisure is assumed.

Other general governmental costs for administration, planning, engineering, etc. are not included in the study. Self-supporting costs related to refuse collection, stormwater, and utility operations are also not included.

**Conclusion**

Based on the information available this budget study estimates that the City will realize a loss of property tax revenue of $140. The City will spend an estimated $195 for police services, fire services, street maintenance, and leisure services. Estimated expenses do not include capital costs, such as equipment, or any debt-related expenses that may be incurred for capital costs.
The budget study does not include new staff hirings as part of this budget study. As new development occurs, the City may need to consider increasing service levels that would impact the findings of this budget study. Any additional staff hirings or capital costs required to serve the development will increase the City’s estimated expenses.
MEMORANDUM

TO: Mayor Toland and City Council
FROM: Josh Solinger, Finance Director/City Treasurer
DATE: May 9, 2023
TITLE: Changes to Environmental Fee

RECOMMENDED ACTION
Change the environmental utility fee to $0 effective July 1, 2023.

BACKGROUND
The City established a monthly environmental fee in 1995 to finance costs of a cap and gas ventilation system constructed at a former City landfill. The monthly fee has been reduced three times since it was first implemented (Table 1).

Table 1: Environmental Fee History

<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>Per unit</td>
<td>2.41</td>
<td>1.81</td>
<td>1.27</td>
<td>0.63</td>
</tr>
<tr>
<td>Commercial</td>
<td>Per unit</td>
<td>12.00</td>
<td>9.00</td>
<td>6.30</td>
<td>3.15</td>
</tr>
<tr>
<td>Heavy Commercial</td>
<td>Per unit</td>
<td>200.00</td>
<td>150.00</td>
<td>105.00</td>
<td>52.50</td>
</tr>
<tr>
<td>Industrial</td>
<td>Per unit</td>
<td>200.00</td>
<td>150.00</td>
<td>105.00</td>
<td>52.50</td>
</tr>
<tr>
<td>Health Care</td>
<td>Per bed</td>
<td>6.40</td>
<td>4.80</td>
<td>3.36</td>
<td>1.68</td>
</tr>
<tr>
<td>School with Housing</td>
<td>Per student</td>
<td>0.60</td>
<td>0.45</td>
<td>0.32</td>
<td>0.16</td>
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<tr>
<td>School without Housing</td>
<td>Per student</td>
<td>0.36</td>
<td>0.27</td>
<td>0.19</td>
<td>0.10</td>
</tr>
</tbody>
</table>

Staff reviewed the environmental fee at the City Council meeting on January 24, 2023. Options for managing the fee were reviewed, including continuing the fee, reducing the fee, and eliminating the fee. Staff propose continuing the fee on the City’s Fee Schedule but reducing it to $0. Some members of the Council also asked about a formal policy for interfund loans.

DISCUSSION
Environmental fee revenues have accrued in the Environmental Fee Fund, which was also established in 1995. At the end of 2022, the fund had approximately $3.2 million in assets, of which $1.7 million was cash and investments. The fund also has $1.5 million in long-term receivables from prior year interfund loans to the Business Development and Tourism Fund and
Tax Increment District (TID) #10. Environmental fee revenues have consistently increased over the past five years (Table 2).

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>92,800</td>
<td>93,000</td>
<td>94,700</td>
<td>96,200</td>
<td>97,800</td>
</tr>
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</table>

Staff consulted with the City’s environmental testing consultant, GHD Services, to understand what potential future costs exist for the former landfill. At this time, the consultant indicated that the cap and gas ventilation system is in good condition and upgrades or repairs are unlikely.

There are ongoing costs of approximately $35,000 to $40,000 per year for environmental testing that may continue into perpetuity. However, future changes to Wisconsin Department of Natural Resources regulations could require changes to the amount of testing required.

Assets of the environmental fee fund are sufficient to finance many years of ongoing costs for testing at the former landfill. Assuming annual costs totaling $40,000, the fund’s current cash and investments total of $1.7 million could last for over 40 years. As interfund loans totaling $1.5 million are repaid to the fund, with interest, the fund could last significantly longer.

**RECOMMENDATION**

The environmental fee appears to have served its purpose of providing cash to finance City costs associated with the former landfill. Future, unknown costs may change the revenue requirements of the environmental fee fund. However, at this time the fund could last many years if costs remain approximately the same.

Staff recommend keeping the environmental fee listed on the City’s Fee Schedule but changing the fee to $0 for all assessment categories. Changing the fee to $0 is appropriate given that the fee appears to have met its purpose.

Keeping the fee on the Fee Schedule provides the City with an efficient way to increase fees in the future if costs for the landfill significantly increase. Staff recommend changing the fee to $0 effective July 1, 2023, to provide sufficient time to make the administrative adjustments.

Staff also recommend not adopting formal policy for interfund loans that fixes amortization schedules at the time loans are made. Council has the discretion to adopt such a policy, but staff suggest the optimal approach is to preserve flexibility regarding the timing of repayments on interfund loans.

Many of the interfund loans are made for costs associated with inducing development in the community, especially in tax increment districts. The timing of development, and thus the ability for tax increment districts to repay interfund loans, is often unpredictable. Thus, a formal policy that fixes amortization schedules for interfund loans would not be consistent with the type of activities the interfund loans finance.

If Council achieves consensus that it still wishes to adopt an interfund loan policy, staff could prepare policy options for consideration. Absent a policy, staff could continue utilizing interfund loans for activities such as economic development when the revenues generated by the development are forecast to pay off the loan within a reasonable amount of time.
CONCLUSION
Staff reviewed the environmental fee with the City Council at the January 24, 2023, Council meeting. An analysis of the environmental fee suggests that sufficient revenues have been generated for the environmental fee fund to achieve the City Council’s goal for the fund established in 1995. As a result, staff recommend changing the fee to $0 effective July 1, 2023, but keeping the fee on the City’s Fee Schedule in case the environmental fee is required again in the future.
RESOLUTION NO.

RESOLUTION AMENDING FEE SCHEDULE

WHEREAS, the City of River Falls established an environmental fee in 1995 for the purpose of funding costs of a former landfill; and

WHEREAS, a review of the fee was conducted that concludes fee revenues to-date have been sufficient to accomplish the Council’s original goal; and

WHEREAS, the Council desires to change the fee to $0 but keep the fee on the City’s Fee Schedule; and

WHEREAS, the Fee Schedule needs to be amended accordingly to reflect the Council's desire;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of River Falls hereby approves amending the Fee Schedule by changing the environmental fee to $0 and such an amendment is hereby put into full force and effect as of July 1, 2023.

Dated this 9th day of May 2023.

__________________________________
Dan Toland, Mayor

ATTEST:

__________________________________
Amy White, City Clerk
MEMORANDUM

TO: Mayor Toland and City Council
FROM: Amy White, Community Services Director/City Clerk
DATE: May 9, 2023
TITLE: Resolution Supporting the Amendments to Council Bylaws as Agreed to at the City Council Organizational Meeting on April 18, 2023

RECOMMENDED ACTION
Adopt a resolution accepting proposed amendments to the Common Council of the City of River Falls bylaws.

BACKGROUND
The Common Council of the City of River Falls adopted bylaws by resolution on May 10, 2011. At a work retreat June 10, 2021, councilmembers discussed aspects of the bylaws Council was considering amending. On May 26, 2022, Council received a memo regarding recommended changes to the bylaws in the areas of agenda setting, remote meeting attendance, changes to meeting minutes and discontinuation of written summaries during closed session. On April 18, 2023, Council reviewed and accepted the proposed amendment and recommended additional amendments for consideration. According to the City of River Falls Common Council Bylaws, amendments to the bylaws shall be reviewed during the annual Organizational Meeting. Suggested changes shall be considered during the first regular meeting in May.

DISCUSSION
Councilmembers have expressed support of the changes outlined in the April 18, 2023, memo, and a desire to update the bylaws to reflect those changes. Councilmembers also provided feedback to staff during the April 18, 2023, organizational meeting outline some additional areas of the bylaws to update.

The following additional modification were made. The redline bylaws accompany this memo.

- Rules of Order, Section C, Remote Attendance, entire section recreated with added language to reflect the less than 24-hour notice accommodations.
- Rules of Order, Section D, item 3 updated to include the need for three council members to add an item to the agenda.
- Rules of Order, Section E, item 5 includes language to notify clerk and/or deputy clerk via email no later than noon Monday the day proceeding the council meeting.
- Rules of Order, Section F, item 5 modified as follows:
  5. Election of Council Member to:
a. Plan Commission
The reference to the Utility Advisory Board has been removed, however, the election to the Plan Commission will remain.

- Rules of Order, Section F, item 11 has been added to reflect the designation of the official newspaper at the organization meeting.
- Boards and Commissions, Section C, clarifying language added regarding frequency of meetings and Plan Commission discussion topics changed to include Comprehensive Plan and general development updates.
- Communications, Section B, Letters to the Editor is stricken in its entirety and language from that section was incorporated into the general communication section. Created a new section 2 with the information regarding emergency and direct correspondence on behalf of the City.

Other items to note:
Recommendation of County Supervisor/City Council joint meetings should be considered.
Recommendation of draft minutes being distributed by Wednesday the week prior to the meeting.
Numbering and/or lettering changes for formatting are not red lined.

CONCLUSION
Passing the resolution will accept the amendments to the Common Council Bylaws. The updated bylaws will be distributed to councilmembers and placed on the City’s website. The passing of amendments to the bylaws shall be by 2/3 vote.
RESOLUTION NO.

RESOLUTION SUPPORTING THE AMENDMENTS TO COUNCIL BYLAWS AS AGREED TO AT THE CITY COUNCIL ORGANIZATIONAL MEETING ON APRIL 18, 2023

WHEREAS, the Common Council of the City of River Falls adopted bylaws by resolution on May 10, 2011; and

WHEREAS, the Common Council of the City of River Falls seeks to ensure that the evolving needs of the council and the public are met; and

WHEREAS, the Common Council of the City of River Falls has real world experience with the critical importance of maintaining efficient remote meeting attendance practices to administering essential services; and

WHEREAS, The City of River Falls Common Council and City staff have identified relevant updates to improve process and accessibility to council meetings;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of River Falls hereby supports the updates to the City Council Bylaws

Dated this 9th day of May 2023

________________________________________
Dan Toland, Mayor

ATTEST:

________________________________________
Amy White, City Clerk
CITY OF RIVER FALLS COMMON COUNCIL BYLAWS

I. SCOPE
A. These bylaws are intended to clarify or summarize City ordinances and policies, or to guide the operations of the City Council in matters not otherwise covered by State Law, City ordinance or elsewhere. State law, City Code or specific policies, will supersede these bylaws in the event of conflicting language.

B. Suspension or Amendment of Bylaws
These bylaws shall be reviewed during the annual organizational meeting. Suggested changes shall be considered during the first regular meeting in May. These bylaws may be temporarily suspended by a two-thirds vote of the Council members present, provided the action does not violate State or City law.

II. MEETINGS
A. Regular Meetings – Regular meetings of the City Council shall be convened in the Council Chambers at City Hall at 6:30 p.m. on the second and fourth Tuesdays of the month (see City Code 2.04.040). Any regular meeting falling on a holiday shall be held the following day at the same time and place unless changed by the City Council at the regular meeting preceding the holiday provided the notice of such change is published at least one week prior to the rescheduled meeting.

B. Special Meetings – Special meetings may be called by the Mayor or any two Alderpersons by filing a written request with the City Administrator. The Administrator shall notify each Council member and those members of the media (who have filed written requests) at least 24 hours prior to the meeting. Such notice shall not be required if the special meeting was announced at a previously scheduled meeting at which a quorum of the Council is present. Objections by members of the Council for not receiving adequate notice shall be entered into the minutes (see City Code 2.04.040).

C. Summary of Open Meeting Law – See legal opinion from City Attorney

D. Quorum – Four members of the Council (not including the Mayor) shall constitute a quorum (see City Code 2.04.060).

E. Closed Session – Except as provided below, all meetings of the City Council shall be open to the public. The City Attorney should be consulted if there is any questionable discussion between members of the Council. The Council may adjourn into Closed Session upon majority vote of the members present after proper notice is given. Exceptions to open meeting shall be pursuant to Wisconsin Statutes. Examples are:
1. Deliberations after a judicial or quasi-judicial hearing
2. Consideration of discipline, demotion, or licensing of an employee or individual 3. Employee performance evaluations/compensation
4. Consideration of strategy for crime prevention
5. Negotiations for the acquisition of disposition of public properties, or the conduct of specific public business whenever competitive or bargaining reasons require a close session
6. Preliminary consideration of individual personnel issues per State Statutes
7. Consultation with legal counsel regarding potential/pending litigation
8. Consideration of a request for confidential written advice from a local government ethics board

III. RULES OF ORDER
A. Presiding Officer – (See City Code 2.04.050) – The Mayor, in his/her absence or vacation of his/her seat, the President, shall be the Presiding Officer. In the absence of both, the Administrator shall call the meeting to order and preside until the Council elects a Presiding Officer from its ranks. The Presiding Officer shall preserve order; decide on all questions of
Order. The following rules shall apply to Council deliberations not specifically or clearly addressed in Robert’s Rule of Order:

1. Special Voting Requirements and Rules Relating to Motions. The Mayor may only vote in the event of a tie. The Mayor may veto any action of the Council as follows:
   a. The Mayor shall file his/her objections with the City Clerk within five (5) calendar days of the act.
   b. The Clerk shall present the Mayor’s objection to the Council at the next regular Council meeting.
   c. A 2/3 vote of all the Council is required to override the veto.

2. Votes. All votes shall be voice vote unless a specific request is made by the Mayor or Alderperson (e.g. written ballot, roll call, or by hand). The presiding officer shall honor any such request. It shall not be in order for members to explain their vote during roll call.

3. Public Participation – Persons wishing to address the Council during a public hearing shall first be recognized by the Presiding Officer, and address the Council from the designated area. The person shall first state his/her name and address, and restrict questions and comments to the subject at hand. No outbursts or unrecognized comments will be allowed. During times at any meeting, the Presiding Officer may allow the public to participate as long as there is reason to believe the input is beneficial.

4. Council Conduct – Council members shall not speak unless recognized by the Presiding Officer. Each member, while speaking, shall confine himself/herself to the matter at hand, and avoid all personal, indecorous or sarcastic language.
   When asked to yield the floor for a procedural ruling of the Presiding Officer, members shall immediately yield the floor. During the course of Council proceedings, members shall remain in their seats unless alternate arrangements are approved by the Presiding Officer.
   Council discussions shall general adhere to the following guidelines:
   a. Report from staff
   b. Motion to approve or deny the request
   c. General discussion on the motion
   d. Amendments to the motion (if applicable)
   e. Action on the motion(s). Any member may request the original or amended motion be restated in full before voting.
   f. If an item is removed from the Consent Agenda, the member(s) removing the item may discuss the matter before a motion is made.

5. Ordinances and Resolutions. Every ordinance shall be presented in writing and shall receive two public readings prior to passage. Reading of the title shall be sufficient unless a full reading is requested by any member of the Council present. Following the first reading, a public hearing shall be scheduled and conducted by the council at which time all interested persons will be given the opportunity to be heard. The notice of such hearing shall be published in accordance with State Statutes. The Council may adopt the ordinance with minor changes, except that before adopting a substantive change, the council must publish the summary of the amendment and the time and place when it will be considered. The City Attorney shall determine if a change is minor or substantive.
   Every resolution of the Council shall be presented in writing. No objections being raised by any members shall be deemed as dispensing by unanimous consent. Any member may request the resolution be read in full before voting or if the resolution has been amended.

6. Abstention/Vacation of Seat – Whenever the Mayor or any Alderperson desires to speak on any question, or the Council is deliberating a matter which affects her/him personally, s/he shall first vacate her/his chair and shall not resume her/his seat until the matter under consideration has been acted upon. The Mayor or any Alderperson has the right and obligation to question another member’s personal interest in any matter before the Council. Such question should be made to the City Administrator prior to the meeting. The City Administrator shall research the
matter and recommend accordingly or turn the matter over to the City Attorney. The City Administrator or Attorney shall report his/her findings to the Council who shall make a determination if the member may participate or shall vacate the seat by majority vote of the members present.

7. **Appeal** – Any member may appeal to the Council from a ruling of the Presiding Officer. If the appeal is seconded, the member making the appeal may briefly state his/her reason, and the Presiding Officer may briefly explain his/her ruling. Otherwise, there shall be no debate on the appeal and no other member shall participate in the discussion, except for an interpretation of *Robert’s Rules of Order* by the Parliamentarian. The Presiding Officer shall then put the question, “Shall the decision of the Presiding Officer be sustained?” If a majority of the members present vote “yes,” the ruling is sustained; otherwise, it is overruled. The Presiding Officer shall not have a vote on the appeal.

B. **Attendance** – Prior to any regular meeting, the Mayor and/or Alderperson must file a written explanation for his/her anticipated absence with the Administrator and/or City Clerk. If s/he cannot comply with advance notice requirement because of an unavoidable circumstance, the member may file a written explanation with the City Clerk within one week of the absence. The City Clerk shall report to the Council quarterly any absences and shall report total absences on an annual basis. Absences due to a Council member attending a City function shall not be considered an absence.

C. **Remote attendance** – A member of the city council, a board, committee, or commission may submit in writing or by email 24 hours in advance of the meeting a request to the city clerk to participate in the meeting remotely, by video or audio-conferencing system.

1. The remote appearance shall be noted in the meeting minutes. The meeting must occur in a meeting room where the physically absent member(s) can hear and be heard by all those who are present.
2. If member(s) appearing remotely belong to the city council, they shall retain full participation and voting rights and count towards the quorum.
3. All voting during the meeting shall be conducted by roll call vote.
4. If at any time during the meeting one or more of the elements of the software allowing the remote participation malfunctions, compromising audio and/or video quality, the presiding officer shall call a recess until such time as communication is reestablished. If communication is not restored within 5 minutes, the presiding officer may entertain a motion to continue the meeting in absence of the remotely participating member(s). If the meeting continues without the remotely participating member(s) and there is a loss of a quorum, the meeting shall adjourn.

D. **Vacancies and Removals** – A vacancy shall occur if the incumbent dies, resigns, is removed, ceases to be a resident of his/her district, is convicted and sentenced for a felony, crime punishable for one year or more, or any other offense involving a violation of the incumbent’s Official Oath, is declared incompetent, neglects or refuses to take an file the Official Oath or to execute or renew the Official Bond, if required, declines or the term expires (Wisconsin Statutes Section 9.10 and Article XIII, Section 12, Wisconsin Constitution) for cause. The “for cause” procedure shall only be initiated upon filing of written charges by a resident taxpayer followed by an investigation and hearing. Removals may be made by an affirmative
vote of ¾ of all members. “Cause” shall be defined as inefficiency, neglect of duty, official misconduct, or malfeasance in office (Wisconsin Statutes 17.16). Vacancies will be filled as follows:

1. Mayor declares vacancy
2. City Clerk publishes notice of vacancy and requests applications of interested persons (two weeks).
3. City Clerk performs a background check to determine residency
4. Special meeting to interview candidates
5. Voting – If more than two candidates, narrow down to two. Written ballot, top two candidates

D. Agendas
1. The City Administrator shall be in charge of coordinating the preparation and publishing of the agenda which shall be listed in the following order:
   a. Call Regular Council Meeting to Order
   b. Roll Call
   c. Approval of Minutes
   d. Approval of Bills
   e. Petitions, Requests and Communications
   f. Public Hearings
   g. Consent Agenda
   h. Ordinances and Resolutions
   i. Reports of Officers, Boards and Commissions
   j. Unfinished Business
   k. New Business
   l. Announcements
   m. Adjournment
2. Add-ons – Items not meeting the deadlines may be added to the agenda at the discretion of the Mayor or City Administrator, provided there is a minimum 24-hour advanced notice before the meeting.
3. Council agenda items requests - If a council member wishes to have something added to the agenda, they must have the support of a second three council members when approaching the city administrator or mayor with the request. Council member requests shall be in a format determined by the city administrator and communicated annually to council members at the organization meeting.
4. Agenda Packet – Supporting materials shall be prepared as directed by the City Administrator. Materials shall be distributed to the Council members, staff, City Attorney, media and library. Council member packets will be delivered no later than 6 p.m. on the Thursday preceding the meeting or as soon as practicable. The agenda shall be published in the official newspaper on the Thursday preceding the meeting and shall be posted in City Hall no later than 24 hours preceding the meeting.
5. Consent Agenda – The City Administrator shall determine those items to be included on the Consent Agenda. The minutes from various Boards and Commission shall be placed on the Consent Agenda for acceptance, but not for approval. Prior to accepting a motion for the adoption of the Consent Agenda, the Mayor shall ask the Council if they wish to discuss any Consent Agenda items separately. An item shall be taken off the Consent Agenda upon the request of any Council member. Items taken off the Consent Agenda will be acted on after the remaining items on the Consent Agenda have been approved with one motion and one vote.
6. Reports from the City Administrator and Comptroller (when applicable) shall be listed on the agenda. Council members shall be allowed to address the Council during Requests and Communications, but no action may be taken on the topic.
E. Minutes
1. Responsibility – The minutes of each meeting shall be kept by the City Clerk or designee. Ordinances, resolutions, reports and financial claims need not be recorded in full if they can be accurately identified by the description given in the minutes.
2. Form/Content – The minutes shall be produced and formatted as follows:

CITY COUNCIL PROCEEDINGS
Common Council of the City of River Falls
(Date)

a. Presiding Officer, time, place of meeting
b. Members present and absent, time any member arrives or leaves early
   (The time shall also be recorded in the text of the minutes.)
c. Staff or speakers present
d. Summaries of all discussions, communications, decisions, including a copy of each motion exactly as stated, whether or not the motion had a second; and if so, whether or not it was adopted, and a record of the vote.
e. Public Hearings – A summary of the comments of each speaker during a public hearing shall be listed.
f. Unless a Council member states a comment is for the record, there shall be no expectation that it will be recorded in the minutes.
g. Time of adjournment.

3. Reading and Approval – A draft copy of the minutes of the preceding meeting shall be distributed with the agenda packet. The draft minutes shall not be distributed to the general public until approved by the Council. The minutes need not be read aloud to be considered, but the Presiding Officer shall call for any additions or corrections. The Council shall vote upon the minutes with or without corrections.

4. Publication/Recording – The minutes shall be published in the official newspaper following acceptance and approval. Recorded audio or video proceedings shall be retained for 18 months.

5. Changes to Meeting Minutes – Any councilor who wishes to amend the council minutes prior to the meeting should
   a. Notify the clerk and/or deputy clerk via email no later than noon Monday the proceeding council meeting including the reason for the request along with suggested wording changes. The councilor should include the time on the meeting recording as reference.
   b. The councilor should allow adequate time for review and response from the Clerk’s Office.
   c. After review, the clerk or deputy clerk will provide a copy of the updated minutes to the requestor if revisions are made.
   d. After revisions have been finalized, the clerk or deputy clerk will distribute the revised minutes to the mayor and council.
   e. The clerk or deputy clerk will update the meeting packet with the revised minutes.
   f. Notifications of scrivener’s errors such as spelling; an incorrect word, number, or letter; or omitting a word can be made to the minutes and do not need to be distributed to the Mayor and Council.

F. Annual Organization Meeting – Third Tuesday in April

Agenda Format:
1. Qualifying and Swearing in Members
2. Call Meeting to Order
3. Election of Common Council Officers to:
   a. President
   b. Comptroller
4. Appointment by Mayor of Parliamentarian
5. Election of Council Member to:
a. Plan Commission  b. Utility Commission Advisory Board  
6. Appointment by Mayor of Council Members to Boards, Commissions and Committees  
7. Appointment by Mayor of Council Liaison Representative to Boards, Commissions, and Committees  
8. Citizen Members to Other Boards, Commissions and Committees  
9. Appointments of Other City Officials  
   a. City Attorney  
10. Designation of Official City Depositories  
11. Designation of Official Newspaper  
12. Review of Bylaws  
13. Review of Open Meetings Laws – City Attorney  
14. Set Date for Board of Review  
15. Remarks or comments from Mayor and/or Alderpersons  
The organizational meeting agenda may be modified by the city administrator and/or mayor when necessary.

G. Administrator’s Review – The City Council shall conduct a review of the City Administrator per the terms of his/her contract.

IV. Boards and Commissions

A. Policy on Appointments, Attendance and Membership  
1. When a vacancy occurs in any City Board or Commission, the City shall notify the public of such a vacancy by a notice on the City website, City cable channel and the City bulletin boards.  
2. Candidates are encouraged to submit a letter of interest listing their qualifications and experience that they feel will be of value to the City.  
3. Appointments shall be for a maximum of three consecutive terms unless the City Council makes an exception to this policy.  
4. An attendance policy shall be in place for all Board and Commission seats. Excessive absenteeism is cause for removal from the Board or Commission (see Ordinance 2.36).  
5. Except where otherwise prescribed by statute or specific ordinance all candidates for membership on any City Board or Commission shall be a resident of River Falls School District.  
6. Annually, the City Clerk shall compile a list of member and term expiration dates. Members, whose terms are expiring, shall be contacted to identify to their interest in continuing service to the City. The results of the contact shall be communicated to the City Council no later than 60 days prior to the term expiration.

B. Reports – The minutes will be considered reports of the board/commission.

C. Joint Meetings – The Council may hold the following joint meetings annually:  
1. Council/Plan Commission – Comprehensive Plan and general development Capital Improvement Plan and Master Plan  
2. Utility Advisory Board – Capital Improvement Plan and common issues/development  
3. River Falls School Board

V. Council Expenditures and Reimbursements

A. Per Diem – Mayor and Council members shall be entitled to per diem compensation pursuant to motion/resolution of City Council.  
B. Authorized Expenditures – Expenditures made on behalf of the City for a public purpose. Authorized expenditures shall include, but not be limited to, the following: travel (except auto mileage within City limits), meals, registration, tuition, course materials, and lodging.  
C. Official Function – Any function which is for a public purpose. Official functions shall include, but not be limited to, the following: Council meetings outside of the City limits, Wisconsin League of Municipalities functions, training sessions, education courses, official City business, legislative meetings, seminars, and meetings where City representation is requested.
D. **Reimbursement** – Council members may be reimbursed for all authorized expenditures incurred for attending an official function. The following procedure shall be followed:
1. A notification of attending an official function shall be submitted to the Executive Secretary as soon as reasonably possible.
2. The Executive Secretary shall make all necessary arrangements (application, lodging, reservations, transportation, etc.)
3. A completed expense reimbursement form shall be submitted to the Executive Secretary.

E. **Use of City Vehicle** – Council members will use a City vehicle when available. Council members will be reimbursed for actual miles to and from the function. If a personal vehicle is used, reimbursement will be the current Internal Revenue Service rate.

F. **Travel with Spouse** – If a Council member is attending a conference which has a program for the spouse, the spouse’s registration will be reimbursable. All other expenses of the spouse will be the personal expense of the Council member. Airfare or other commercial means of transportation for the Council member’s spouse shall be paid directly by the Council member without use of City funds.

**VI. Communications**

A. **Citizen Requests** - The City of River Falls has a policy for public access to governmental records of the City. The policy is posted for public view per Wisconsin Statutes 19.34(1). The City Clerk is the records custodian for the City. Records may be requested Monday through Friday from 8 a.m. to 5 p.m. Records may be requested in person verbally or by presenting a written request. Written requests are also accepted via mail, email or by fax. The City Clerk has ten (10) days to respond in writing to a written request.

Open records requests are limited to records that have been produced for the City. The City is not required to create a document in response to a request for information. Upon receipt of a request for any record, the City will comply with the request as soon as practicable or notify the requester that there has been a determination to deny the request in whole or in part, and state the reason(s) for the denial. Any request which is denied shall be further governed by Wisconsin Statute 19.35(3).

Any denial is subject to review by a mandamus action under Wisconsin Statute 19.37(1) or upon application to the Attorney General or the district attorney. Having a request accepted, but having to wait a reasonable time period, depending on the nature of the request, does not constitute a denial. The City will make copies of records for requests. All records requests are subject to fees set by the City and authorized under Wisconsin Statutes.

B. **Public Communications**

1. **General** – Communications or statements made “on behalf of the City/Mayor and Council” in all communication formats, including but not limited to, letters to the editor, social media, press releases, letters, etc. shall be discouraged unless except for stating or clarifying explicit City policy or commending individuals or organizations referencing a City policy or explicitly stated positions.

2. **Correspondence on Behalf of the City**

On occasion, it is important to achieve timely turn around on producing and sending letters correspondence involving the Mayor or members of the City Council on such matters as position on State and Federal Legislation and other time sensitive situations. The City Administrator is delegated to make the decision on determining the sensitivity of letters correspondences. S/he is to determine the magnitude of the letters correspondence which, in turn, will dictate whether or not the Mayor would sign the letters correspondence “on behalf of the City Council,” or if all members of the Council will sign the desired letters correspondence(s). When letters correspondences are deemed to be time sensitive, the Mayor will sign a policy or position related letters correspondence. Letters Correspondences which are warranted to respond to
citizen inquiries can be signed by the City Administrator or designee when reiterating existing policy. Any proposed policy to be stated would, as a minimum, come over the signature of the Mayor. However, in some cases, given the magnitude, might warrant signatures by all Council Members. Council members will respond to the best of their ability to the stated deadline when the City Administrator asks for a response on a suggested position letter correspondence. If no response is given, it is not to be construed that there is consent for the desired position.

2. Letters to the Editor – Council members are discouraged from submitting letters to the editor relating to City issues except for stating or clarifying explicit City policy or commending individuals or organizations.

VII. Ethics

The proper operation of the City requires that public officials and employees be independent, impartial and responsible to the people, that public office not be used for personal gain, and that the public have confidence in the integrity of the City government. To achieve this goal, the Council has adopted the following:

A. Responsibility – Council members hold office for the benefit of the public, and are bound to uphold the Constitutions of the United States and Wisconsin and impartially carry out all laws. Conduct in both official and private affairs should be above reproach so as to foster respect for the City.

B. Dedicated Service – Council members and employees shall be loyal to the objectives expressed by the citizens, and shall not exceed their authority or breach the law or ask others to do so.

C. Fair and Equal Treatment – No Council member or employee shall engage in any business or transaction, when such actions are incompatible with the proper discharge of his/her official duties, or when such actions impair his/her independence of judgment or action.

D. Conflict of Interest – No Council member or employee shall engage in any business or transaction, when such actions are incompatible with the proper discharge of his/her official duties, or when such action impairs his/her independence of judgment or action.

E. Disclosure of Confidential Information – No Council member or employee shall disclose confidential information concerning the affairs of the City, nor shall s/he use such information to advance the financial or other private interests of her/him or others.

F. Nepotism – No employee will hold a regular full-time or part-time job with the City while s/he or any member of her/his family serves on the Council.

G. Gifts and Gratuities – No Council member may solicit or accept from any person anything of value if it could reasonably be expected to influence a vote, official action or judgment, or could reasonably be considered as a reward for any official action or inaction. This does not prohibit outside employment. Any questions relating to this section may be referred to the City Attorney for a confidential opinion, and if acting in accordance of the opinion will be considered as prima facia evidence that the action was appropriate.
Administrator’s Report

April 30-May 6 - Professional Municipal Clerks Week
May 6, 9 a.m.-1 p.m. - Electronic Recycling, Public Works Garage
May 8-12 – Economic Development Week
May 8-13 - Spring Clean Up, Public Works Garage
May 9, 5 p.m. – City Council Workshop (Mann Valley)
May 9, 6:30 p.m. – City Council Meeting
May 14-20 - Police Appreciation Week
May 21-27 – National Public Works Week
May 23, 6:30 p.m. – City Council Meeting
May 29 – Memorial Day – city offices closed
June 2 – 100th Anniversary of the River Falls Public Library

EVENTS

Electronics Recycling, May 6, 9 a.m. - 1 p.m., Public Works Garage, 950 Benson St.
About to toss them in the trash? Not so fast! On Saturday, May 6, the city will be collecting old electronic items like batteries, cables and wires, cell phones, computers, dehumidifiers, holiday lights, light bulbs, TVs, and more at the Public Works Garage for recycling. Please present a form of identification and a copy of a recent River Falls Municipal Utilities bill.

Spring Cleanup - Monday, May 8 - Friday, May 12 from 4 to 8 p.m.; Saturday, May 13 from 8 a.m. to 1 p.m.; Public Works Garage, 950 Benson St.
Each May, a spring cleanup is conducted at the City of River Falls Public Works Garage (950 Benson Street). City residents who have a utility bill through River Falls Municipal Utilities may bring items for disposal including, but not limited to, carpets, furniture, and mattresses or box springs. Click here for information on allowed and prohibited items, which items have disposal fees, and more. Please present a form of identification and a copy of a recent River Falls Municipal Utilities bill.

LIBRARY

Seed Library
Monday, May 15
Starting on Monday, May 15, stop by the library to pick up five different types of easy to grow seed packets, while supplies last. The five types of seeds are tenderette green bush beans, spacemaster cucumbers, little marvel peas, yellow zucchini squash, and gourmet blend lettuce seeds. All the seeds can be sown directly into the soil and don’t need to be started early to grow this summer. There will also be a variety of extra donated seeds and possibly tomato and pepper seedlings to plant.

Friday, June 2 – 100 Year Anniversary of the RFPL
Alice Olson and Library Director Tanya Misselt are working with the River Falls Historical Preservation Commission (RFHPC) and Tuesday Club to bring the library’s history to life in photos, newspaper articles, and more. RFHPC is also working on a hallway display of general city history. Katie Chaffee’s work from years ago and her historical documents will be used too.

Though the official anniversary of the opening of the first RFPL is June 28, there will be an anniversary celebration at the library on Friday, June 2, in conjunction with our Summer Library Program Kick-Off Party.
We will have games and other activities for children from 4 – 6 p.m. There will be music, ice cream and pie from 6 – 8 p.m. Special anniversary t-shirts will be available for purchase by the Library Board and Foundation Board.

COMMUNITY DEVELOPMENT

Development Review/Current Planning

- Currently collaborating with developers that plan to submit over the next few months
- Fielded questions and review of ETJ potential projects
- Council approved the annexation of approximately 48 acres adjacent to the Mann Valley Corporate Park on April 11, 2023 (Moelter property).
- Council also approved the annexation of approximately 19 acres of City-owned property adjacent to the Mann Valley Corporate Park on April 11, 2023.
- An annexation petition has been received to annex approximately five acres of land at 99 and 101 Hwy 35 which was recently purchased by New Life Worship Center of River Falls. Plan Commission recommended approval at their meeting on April 5, 2023. The Council will review the petition on April 25th and May 9th.
- The Extraterritorial Zoning Committee met on March 27, 2023, to consider an application to rezone a parcel from A-1 Exclusive Agriculture to A Agricultural District south of the River Falls High School. The Committee recommended approval of the rezoning. Council approved the rezoning on April 25, 2023.
- Plan Commission discussed potential updates to the sign ordinance related to digital/electronic signage and recommended changes to modernize the code and reflect current technology and use of electronic signs with performance standards appropriate to the location and use of these signs. A draft ordinance amendment is expected to come back to Plan Commission for their June meeting.
- Plan Commission will review the proposed Tax Increment District for the Mann Valley Corporate Park at their meeting on May 2, 2023.

Historic Preservation Commission

- HPC and Park Board will hold another joint meeting in May to discuss Glen Park’s 125th Anniversary and signage and display items for the Glover Station School.
- HPC is working on a library display for the lower level and display cabinets upstairs slated for May for Historic Preservation Month and the 100th Anniversary of the River Falls Public Library system.
- Fabrication of “The Glen” produced and delivered by Pannier on Feb 24th. It is to replace the Cascade Mill sign at Glen Park. Installation slated for Spring 2023.
- Exploring quality Glover Station School images and information to incorporate inside building and kiosk.
- HPC was awarded a $12,000 reimbursable Certified Local Government grant from the WI Historical Society in February hire a consultant to nominate two individually eligible properties to the National Register of Historic Places.

Mapping

- Map of available sites for development; [Click here for map](#)
- Map of active development projects map; [Click here for map](#)

Projects

- Focus River Falls – staff is shifting focus to implementation of the three Focus River Falls Plans by identifying policy priorities and beginning work on grant applications to help fund key initiatives.
- Assist customers with zoning and subdivision questions daily

Economic Development

- Attended online Innovation Center Management Committee Meetings (Schreiner)
- Treasurer duties for the RFEDC and Innovation Center Management Committee (Schreiner)
- Secretary duties for the RFEDC (Burns)
- Sent two RFIs
- Continue Mann Valley project management
- Assisted with the Spring election (Schreiner)
- Attended West Central WI Region EDC Partners meeting (Schreiner)
- Attended and presented at the River Falls Chamber of Commerce Board of Directors meeting (Schreiner)

**Building and Inspections/Code Enforcement**

- 745 Sycamore St, Frisbie/River Falls Senior Living – Inspections for fire separation and pre-final
- 104 E Locust St, First National Bank – Permit for water damage
- 677 Whitetail, BOH – Plumbing inspections
- 1355 Sunshine Ave, Renaissance – Plumbing inspections

**Permits (April 1-27)**

<table>
<thead>
<tr>
<th>Permits</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Permits</td>
<td>25</td>
</tr>
<tr>
<td>New Home Permits</td>
<td>3</td>
</tr>
<tr>
<td>Fence Permits</td>
<td>1</td>
</tr>
<tr>
<td>Sign Permits</td>
<td>0</td>
</tr>
</tbody>
</table>

**Engineering**

- Internal Consulting Projects
  - Powell Avenue Bridge Rehabilitation – DOT will receive bids for this project on May 9. Construction is expected in late summer.
  - S. Wasson Lane Reconstruction (Strand) design is ongoing.
  - Wells Park Sidewalk (Stevens). Public Information meeting held at City Hall 3/23/23. Project is expected to go out for bids in May, and to be up for Council consideration in June.
  - The Wastewater Utilities Biosolids Design Contract (Strand) kick-off meeting was 9/27/22, equipment selection and preliminary site layout is ongoing with the 30% design meeting held on 3/28/23. The 60% design meeting will be held in May 2023.
  - Water & Sewer Service Area Plan Updates (Strand) – Models are being updated to guide future utility maintenance and improvements.
  - Developing 2023 Public Works project plans and specifications

- Development review assistance for the following sites:
  - Paulson Road Apartments (The Uplands): Anticipated to issue building permits and break ground spring 2023.
  - Saturday Townhomes (North of Paulson Road): GDP review completed. Waiting on SIP submittal.
  - The Current (South of Paulson Road, West of Thompson Heights): SIP review completed; revisions requested in February 2023.
  - Red’s Place: Staff commented on preliminary concept December 2022. Development layout is contingent upon Wisconsin DOT controlling access points to the proposed development.
  - CVTC: Project review.
  - Thompson Storage: GDP review completed January 2023. Water main extension by developer is currently in review.
  - Best Maid (Rise Baking) parking expansion was proposed and determined the disturbed area triggers stormwater requirements.

- Stormwater
  - Erosion control inspections are ongoing.
  - Application preparation and submitted for Wisconsin DNR non-point source stormwater management planning grant. Awards in 2023 and funding available in 2024.
  - Application prepared and submitted for FEMA “Building Resilient Communities” flood study grant. Grant award is expected in June/July 2023 and funding available ~November 2023.
  - Engineering Staff responded to and supported clean-up efforts for a spill from a Best Maid Cookies. Best Maid promptly reported cleaned up spill.

- Public Construction Projects
  - North Water Tower – Watermain and foundation construction are complete. Tower fabrication is in progress.
- **North Utility Loop:** Total Excavating for expected start in early May
- **Mann Valley Corporate Park:** Bids were opened for Mann Valley Construction on March 30. Bids were below engineer’s cost estimate. UAB recommended Council approval when presented at the May 23 Council Meeting. A Mann Valley Workshop is scheduled for 5 p.m. on May 9

- **Subdivisions**
  - **Highview Meadows 7th Addition:** Public construction is nearing completion pending second lift of asphalt placement.
  - **Thompson Heights (Subdivision South of Paulson Road):** Pre-con meeting 3/27/23. Site clearing and grading started the week of 4/17/23.
  - **Oak Hill (Maple St. and Apollo Rd).** Developer is refining engineering plans to address City and WDNR review comments.

- **Private Development Projects**
  - **BOH Electronics (Whitetail Blvd):** Under construction, ~50% complete.
  - **Eurofins (Highland Dr):** Greenhouse constructed, utilities and grading needed, ~30% complete.
  - **Dawes Place Phase II:** Majority of water and sewer installed, several building permits issued, and several foundations poured.
  - **The Sycamore:** Construction is nearing completion. Expecting staff to begin occupying buildings by late May.
  - **Wasson Townhomes:** Slow progress is reported due to supply issues, hopeful for summer completion.
  - **Lake George Lofts** has completed significant underground and building work, ~60% complete.
  - **Public utilities associated with Dawes Place Phase I** were accepted by Council on November 22, commencing their 14-month warranty period.
  - **Renaissance Academy:** Construction is ongoing.

**Director**
- **Focus River Falls project management**
  - Waiting for final plans and data from SRF to wrap up the final plan logistics

**Department**
- **Meetings:** Staff 1:1s, consultant check ins, ED meetings, developer meetings, development team, exec team, Merchant McIntyre meetings, staff meeting
- **Capital cost report work and meetings**
- **Meet with Hudson Community Development Department**
- **Learn about the CRM**

**Kinni Corridor implementation**
- Met with twice with KCC and worked on a potential project list
- Coordination with USACE to make first payment
- Updating Kinni Corridor website

**Clifton Cooperative Agreement**
- Begin research

### POLICE DEPARTMENT

**Training**
- **April – Police One-Financial Wellness – All Patrol**
- **April 10-14th – First Line Supervisor Training (week 2 of 2)** – Sgt. Logan Dohmeier, Sgt. Kevin Moore
April 17-18 – Wisconsin ICAC Conference – Sgt. Scott Bangert, Inv. Ryan Miller
April 21 – Chief Justice’s Mental Health Task Force Summit – Chief Young

Miscellaneous
• School Resource Officer Chris Gottfredsen had the following activity:
  o Homeroom talk to 6th, 7th, and 8th grade classes about sexting
  o Family Education night at Montessori

FIRE DEPARTMENT

Activities/Highlights
• Division Chief Dustin Dodge is on a nine-month military deployment with the U.S. Air Force to Kenya.
• The Fire Department conducted training on ventilation, incident scene lighting, and responding to an electric vehicle fire.
• On April 23, the Fire Department’s probationary completed their first live burn. This was the last big step before taking their Firefighter I certification test.

Run Volume
• In April 2023, we responded to a total of 24 calls for service, which compares to 18 calls for the same period in 2022. Year to date: 2023 = 102 calls; 2022 = 76 calls

<table>
<thead>
<tr>
<th>Incident Type Category (FD1.22)</th>
<th>Basic Incident Type Code And Description (FD1.22)</th>
<th>Total Incidents</th>
<th>Total Incidents Percent of Incidents</th>
<th>Total Property Loss</th>
<th>Total Contents Loss</th>
<th>Total Loss</th>
<th>Total Loss Percent of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Fire</td>
<td>111 - Cooking fire, confined to container</td>
<td>1</td>
<td>4.17%</td>
<td>0</td>
<td>500</td>
<td>500</td>
<td>100%</td>
</tr>
<tr>
<td>1 - Fire</td>
<td>131 - Passenger vehicle fire</td>
<td>1</td>
<td>4.17%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>1 - Fire</td>
<td>141 - Forest, woods or wildland fire</td>
<td>1</td>
<td>4.17%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>2 - Overpressure Rupture, Explosion, Overheat (No Fire)</td>
<td>265 - Excessive heat, parch burn with no ignition</td>
<td>1</td>
<td>4.17%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>3 - Rescue &amp; Emergency Medical Service Incident</td>
<td>311 - Medical assist, arrest EMS crew</td>
<td>1</td>
<td>4.17%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>3 - Rescue &amp; Emergency Medical Service Incident</td>
<td>322 - Motor vehicle accident with injuries</td>
<td>2</td>
<td>8.33%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>3 - Rescue &amp; Emergency Medical Service Incident</td>
<td>364 - Motor vehicle accident with no injuries</td>
<td>2</td>
<td>8.33%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>4 - Hazardous Condition (No Fire)</td>
<td>401 - Gasoline or other flammable liquid spill</td>
<td>1</td>
<td>4.17%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>4 - Hazardous Condition (No Fire)</td>
<td>446 - Arcing, shorted electrical equipment</td>
<td>1</td>
<td>4.17%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>5 - Service Call</td>
<td>5313 - Smoke or odor investigation</td>
<td>1</td>
<td>4.17%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>5 - Service Call</td>
<td>542 - Animal rescue</td>
<td>1</td>
<td>4.17%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>5 - Service Call</td>
<td>555 - Assist police or other governmental agency</td>
<td>1</td>
<td>4.17%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>6 - Good Intent Call</td>
<td>621 - Dispatched and cancelled en route</td>
<td>1</td>
<td>4.17%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>6 - Good Intent Call</td>
<td>622 - No incident found on arrival at dispatch address</td>
<td>1</td>
<td>4.17%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>6 - Good Intent Call</td>
<td>671 - Hazmat release investigation w/nortax</td>
<td>1</td>
<td>4.17%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>7 - False Alarm &amp; False Call</td>
<td>735 - Alarm system activated due to malfunction</td>
<td>1</td>
<td>4.17%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>7 - False Alarm &amp; False Call</td>
<td>743 - Smoke detector activation, no fire - unintentional</td>
<td>2</td>
<td>8.33%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>7 - False Alarm &amp; False Call</td>
<td>745 - Alarm system activation, no fire - unintentional</td>
<td>2</td>
<td>8.33%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>

UTILITY DEPARTMENT

Electric
• Performed maintenance repairs through required system inspections
• Completed monthly substation inspections
• Continued weekly and monthly underground services
  o Installed three new customers
• Worked on monthly meter readings
• Worked on miscellaneous service orders of tree trimming around service wires and streetlight repairs
• Worked on miscellaneous inspection reports and maintenance repairs
• There were six outages this month affecting 189 customers
• Continued work on annual inspections for our 600 amp Switching and Capacitor insertions
• Continued annual inspections for the overhead and underground systems
  o This year we in the South Fork Substation area (feeders 11,12,13,14)
Completed the overhead portion of this year's inspections
Continued working on the underground inspections
Tree trimming contractor worked on the south end of town
Installed new permanent services for the Dunkin Donuts building

**APPA 2022 Certificate of Excellence in Reliability**
River Falls Municipal Utilities (RFMU) received national recognition for achieving exceptional electric reliability in 2022. The recognition comes from the American Public Power Association (APPA), a trade group that represents more than 2,000 not-for-profit, community-owned electric utilities. APPA helps electric utilities track power outage and restoration data through its subscription-based eReliability Tracker service. Once per year, APPA’s Reliability Team compares this data to national statistics tracked by the U.S. Energy Information Administration for all types of electric utilities. RFMU's electric service is over ten times more reliable than the average U.S. electric utility. Our average outage time, excluding major events, is 14.3 minutes. The national average is 140.

**Water Projects**
- Approved Contractor Total Excavating for the N. Loop project with water and sewer main
- Began some sewer main cleaning
- Crew has started welding the new water tower, will take about 6 weeks to finish welding it
- Water/Wastewater Operator Luke Harris passed his Laboratory certification exam; he is now fully certified in water and Wastewater

**Wastewater Projects**
- Drained and cleaned our final tank in preparation to start chlorinating our effluent, required by the DNR from May 1st thru September 30th
- Continued to rotate operators between the water and wastewater departments
- Met with Total Excavating to plan a water shut off to hook up the new Renaissance School
  - Also getting ready for Total Excavating to start on the North Loop project

**Utility Customer Service Projects**
- Moratorium ended April 15
  - We began the disconnection process by first sending out disconnection letters to 301 residential customers and 15 businesses with a past due balance of $250.00 or more on April 5
  - Outbound calls were sent to 257 customers on April 11
  - There were 160 personal calls made on April 13-14 to assist customers with phone numbers to agencies for assistance as well as setting up payment arrangements to avoid a disconnection
  - Disconnection day was April 18 with 12 total disconnections
    - There were 111 payment arrangements set up on disconnection day
    - An additional disconnection took place on April 19 due to nonpayment on a payment arrangement
- There were 50 water meter exchanges scheduled for the month of April
- An election on April 4 increased the number of people through City Hall

**Energy efficiency and Renewable Energy**
- The billing insert in the April billing was Earth Fest and the Electronics Recycling event on May 6
- The “Go Solar” residential rebate application was the March insert. This has generated considerable interest
- Collaborating with local developer to install 2 large solar arrays on a multifamily development.
- Energy Assessment sign-ups are on a record pace in 2023
Green Block/Choose Renewable participation continues to reach historic heights and now over 16% customer participation.

Working with City staff to determine opportunities and barriers to develop electric vehicle charging stations.

Focus on Energy

Working with Focus on Energy on a project at a local, main street restaurant

Residential, Business, and Industrial

City and RFMU staff are working closely to ensure the New Construction Design Assistance program and Focus on Energy programming reach the developers at the earliest stages

Community

Earth Fest was moved to the UWRF’s University Center on April 22 and was an unequivocal success

- Over 2000 people attended
- Survey results were overwhelmingly positive
- Earth Fest creation and promotion is a part of POWERful Choices! mission to develop a citywide conservation ethic
- Planning team greatly appreciated the attendance of our local appointed and elected officials.

Speaking Engagements, committees, partnership, training, and education

- UWRF – Sustainability Working Group
- UWRF – Guest speaker for Ag. Engineering class for Dr. Youngmi Kim
- WPPI Energy – Member Services Advisory Group
- Green Team development – partnering with UWRF, RFSD and WPPI to create a summer Green Team training for local government, schools and non-profits

Engineering Tech Work

- Four training sessions: Using GIS to Manage Lead Service Line Inventory; Demo on “Open Point” for electric; KnowB4 IT Security Training; Sharing Open Data Using ArcGIS Hub
- Two plan reviews: Water extension for Thompson Storage; Scooters Coffee
- Mapped 16 new AMI meters
- Sent data to various Engineering Firms for projects: Strand, Pinnacle Engineering, AC/a, KL Engineering
- Developed and worked with GIS coworker Jamie Neils an online map, app, and hub site for contractors
- Two new water and sewer lateral inspection
- One sanitary lateral repair inspection
- Assisted USIC with locate
- Updated online manhole inspections mapping & dashboard (Eliminating Survey123)
- Added query to the electric online maintenance app
- Updated online manhole inspections mapping & dashboard (Eliminating Survey123)

OPERATIONS

Public Works: Forestry – Trimming: Scheduled trimming is done for the year. RFMU partnered with Public Works to trim tree branches that were left hanging and unsafe the week of April 24. Removal: The City contracts with SAVATREE for removal of large trees that are unsafe for City staff to take down. In 2023, SAVATREE is scheduled to remove 75 trees. Grant: CUUC started work on Ash trees on City property that includes GPS locating and reviewing condition. CUUC will take this data to formulate a plan the city can execute for the removal and treatment of 1,600 Ash trees.

Public Works: Parks – Twice a year St. Croix County Corrections (SCCC) comes to River Falls to assist with seasonal cleanups. In April, SCCC assisted with garbage and tree debris cleanup, and they also scrubbed the
Glen Park Pool which is scheduled to be filled the week of May 15. Every bathroom is open in the Parks for the season. Lastly, we were just informed that the install for the new playground equipment in Wells Park, DeSanctis Park, Sterling Hills Park, and Collins Park has been moved from August to September.

Public Works: Streets – The streets team spent the first half of April cleaning up the downed trees/limbs around town from the April 1 storm and bringing them to the compost site. They also have started up the street sweeper and have been out sweeping the streets for pothole repair and curb and gutters as weather has permitted. St. Croix County Highway Department workers have been fixing the potholes in town. There are still more potholes in town that need repair; they will be out more this month, but their county roads are priority and then they are dispatched to assist other communities.

Public Works: Fleet – The new water/wastewater truck was received and put in service the last week of April. Normally, the City purchases all fleet work trucks off the State of Wisconsin cooperative purchasing contract, but the contracts are closed already for the year due to the still large demand for consumers. Staff was able to find a truck that fit staff needs plus it came in under the $45K budget. Small engine equipment including trimmers, blowers, and lawn mowers have all received their seasonal maintenance and are ready for staff use. Additionally, fire trucks are being scheduled for their regular maintenance services.

Staffing – We are actively recruiting and interviewing for a Maintenance Worker position that was held by Amanda Kramer. The city is partnering with Express Personal Services on the recruitment and hiring of seasonal workers for Streets, Parks, Forestry, Water/Wastewater, and Facilities Maintenance that we plan to have start on or around May 15. There are 13 candidates to fill 10 positions.

Events – Veterans Park Spring Clean Up May 6, Citywide Electronic Recycling Event May 6, Citywide Spring Clean Up Event May 8 – 13, Our Neighbors Day May 11, Memorial Day Parade May 29

RECREATION

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

NATIONAL PUBLIC WORKS WEEK

May 21-27, 2023

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the City of River Falls; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in the City of River Falls to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2023 marks the 63rd annual National Public Works Week sponsored by the American Public Works Association be it now,

THEREFORE BE IT RESOLVED, I, Mayor Dan Toland, do hereby designate the week May 21–27, 2023, as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

Given under my hand and seal of the City of River Falls, this 9th day of May, 2023.

Dan Toland, Mayor

ATTEST:

Amy White, City Clerk
PROCLAMATION

ECONOMIC DEVELOPMENT WEEK

May 8-12, 2023

WHEREAS, economic developers promote economic well-being and quality of life for their communities by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base; and

WHEREAS, economic developers stimulate and incubate entrepreneurism in order to help establish the next generation of new businesses; and

WHEREAS, economic developers are engaged in a wide variety of settings, including rural and urban, local, state, provincial, and federal governments; public-private partnerships; chambers of commerce; universities; and a variety of other institutions; and

WHEREAS, economic developers play a critical role in fostering vibrant communities and improving the quality of life in their regions; and

NOW, THEREFORE, I, Mayor Dan Toland, do hereby recognize the week of May 8-12, 2023, as Economic Development Week and further extend appreciation to our staff for their exemplary dedication to the community.

Given under my hand and seal of the City of River Falls this 9th day of May 2023.

__________________________
Dan Toland, Mayor

ATTEST:

__________________________
Amy White, City Clerk
PROCLAMATION

PROCLAMATION DESIGNATING MAY 2023 AS HISTORIC PRESERVATION MONTH

WHEREAS, historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability and;

WHEREAS, it is important to celebrate the role of history in the River Falls community and the contributions made by dedicated individuals in helping to preserve the aspects of the heritage that has shaped the community and;

WHEREAS, since 1973, the National Trust for Historic Preservation established May as Historic Preservation Month as a way to promote historic places for the purpose of instilling community pride and encouraging heritage tourism; and

WHEREAS, the Wisconsin Historical Society recognizes May as Historic Preservation Month and sponsors annual events around the state to instill awareness of historic assets in Wisconsin; and

WHEREAS, the River Falls Historic Preservation Commission has continued to educate and preserve the communities’ historical assets including five properties in the community added to the National Register of Historic Places; and

WHEREAS, Historic Preservation Month can bring awareness to the multiple properties in River Falls listed on the National Register of Historic Places, as well as continue to support the activities and information the Historic Preservation Commission contributes to the community; and

NOW THEREFORE, I, Mayor Dan Toland, do hereby proclaim the month of May 2023 as Historic Preservation Month in the City of River Falls, and I urge all citizens to celebrate this observance and to support efforts to preserve and observe the community’s many historic structures and stories in our community and in Wisconsin.

Given under my hand and seal of the City of River Falls, this 9th day of May 2023.

___________________________________________
Dan Toland, Mayor

ATTEST:

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Amy White, City Clerk