COMMON COUNCIL AGENDA
June 27, 2023

The public may view/listen to the meeting by:
- Calling Toll Free 1-844-992-4726, access code: 263 135 54911
- Visiting the web link: https://tinyurl.com/rfcc62723
- 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 – June 13, 2023, 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).

PUBLIC HEARING:
6:31 p.m.
2. Annual Liquor License and Beer License Renewals – Hearing and Disposition by Motion for each License Class

6:32 p.m.
3. Ordinance 2023-10 - Amending Title 17 Zoning; Chapters 17.44, 17.68, 17.84 and 17.116 related to Electronic Reader Board Signs – First Reading

CONSENT AGENDA:
4. Acknowledgement of the following minutes:
   a. Library Board – 5/1/23
   b. Utility Advisory Board – 5/15/23
   c. West Central Wisconsin Biosolids Facility Commission – 5/18/23
   d. Park and Recreation Advisory Board – 5/10/23
   e. River Falls Housing Authority – 5/22/23
   f. BID Board – 3/10/23
   g. Plan Commission – 5/2/23
5. Resolution Approving the Specific Implementation Plan and Final Plat for South Pointe 1st Addition
6. Resolution Approving the Final Plat for Oak Hill
7. Resolution Amending Fee Schedule for Streetlight Special Charge
8. Resolution Extending Audit Contract through the 2024 Audit with Baker Tilly US, LLP
9. Resolution Awarding 2023 and 2024 Manhole Rehabilitation Project
10. Resolution Approving 2022 Compliance Maintenance Annual Report (CMAR)
11. Resolution Designating the Existing Business Improvement District (BID) Board and the City Finance Director as Members of the Ad Hoc City of River Falls Downtown Reinvestment Committee
REPORTS:
12. Comptroller’s Report

ANNOUNCEMENTS:
13. Parks and Recreation Proclamation

CLOSED SESSION:
14. Recess into Closed Session per Wisconsin State Statutes §19.85(1)(e) for the following purposes: “deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to wit: “University of Wisconsin-River Falls Science Technology Partnership” and “Sterling Ponds Corporate Park, St. Croix County Parcels 276-1150-09-120 and 276-1150-09-111”.

RECONVENE INTO OPEN SESSION:
15. Act on Closed Session Items if necessary

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 6/14/23; Publish: The Pierce County Journal: 6/21/23
Revised and reposted at City Hall 6/26/2023, 8:25 a.m.
Posted at Library and Police Department 6/26/23
Mayor Toland called the meeting to order at 6:31 p.m.

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

Members Absent: None

Staff Present: City Administrator Scot Simpson; Assistant City Administrator Jason Stroud; City Attorney Chris Gierhart; IT Specialist Jonathon Thoen; Utility Director Kevin Westhuis; Assistant to the City Administrator Jennifer Smith; City Engineer Todd Nickleski; Deputy Police Chief Matt Kennett; Economic Development Manager Keri Schreiner; Assistant Director of Community Development Emily Shively


APPROVAL OF MINUTES
May 23, 2023, Board of Review and Regular Meeting Minutes
MS Morrissette/Bjork move to approve minutes. The Mayor said he would be doing roll call votes since Alderperson Mueller was remote. He asked for a roll call vote. The roll call vote to approve the minutes passed unanimously.

APPROVAL OF BILLS:
Bills: $1,560,642.98
MS Downing/Bjerstedt move to approve bills. The roll call vote to approve the bills passed unanimously.

PUBLIC COMMENT, PETITIONS, REQUESTS AND COMMUNICATIONS:
Pat Armstrong, 424 Kennedy Street – came to complain about a sidewalk that the city wants to put on Kennedy Street. She expressed concern about the sidewalk being close to their house and having people look in and about losing trees. She wants the council to vote no to the sidewalk.

Alderperson Downing wished everyone a ‘Happy National Pollinator Week’. He provided information about pollinators and pollinator week.

Joe Munson, 100 Kennedy Street – he talked about the road being wide and felt there was not a need for a sidewalk.

Susie Baker, 106 Kennedy Street – she talked about losing trees to the Emerald Ash Borer and losing trees if the sidewalk is installed. She doesn’t see a lot of people going to the park. She talked about the street being wide and just needing a bike path.

Ben Miller, 444 Kennedy Street – doesn’t see a need for a sidewalk. He feels like it would be a disruption. He is opposed to a sidewalk.
Douglas and Geri McKinney, 400 Kennedy Street – have lived there since 1995. She hasn’t seen a problem with people walking in the streets. She talked about losing her timber planters, retarring their driveway, and losing mature trees.

Angela Lewis, 506 Kennedy Street – she opposes the sidewalk for the same reasons her neighbors stated. She has lived there for 21 years and doesn’t feel there is a need for a sidewalk. She talked about the loss of parking, having to maintain a sidewalk, and losing a tree.

Thomas Soderberg, 436 Kennedy Street – has lived there for 47 years. Now we have to put up with a sidewalk and the removal of a nice Maple tree.

Carolyn O’Brien, 440 Kennedy Street – talked about a lot of seniors living in the neighborhood. She was concerned about her (older) husband having to shovel the sidewalk if it was installed, and she doesn’t like the loss of the trees.

Paul Whiteside, 120 Kennedy Street – has lived there for 50 years. He doesn’t feel the neighborhood needs sidewalks. He talked about the loss of the trees and needing a sign to let people know to slow down. There hasn’t been a problem with people walking because the street is so wide.

PUBLIC HEARING:
Ordinance 2023-09 – Creating Section 9.08.080 of the Municipal Code Relating to Camping on Public Property – Second Reading and Disposition
At 6:45 p.m., the mayor moved into a public hearing and asked for comments. As there were none, the mayor moved back into open session.

MS Morrissette/Bjerstedt move to approve the ordinance. The mayor asked for comments. Alderperson Odeen said there was a concern at the first reading about the ordinance covering RVs parked on the street. Odeen proposed an amendment in Section A3 to strike ‘and all public right-of-ways’. She has talked with the city attorney and has looked at city ordinance. She thought it would clarify that this is just property owned by the city. Morrissette seconded the amendment.

The mayor asked for a roll call vote on the amendment. The roll call vote passed unanimously. The mayor asked for a roll call vote on the original motion. City Administrator Simpson asked council if they felt the current ordinances regulating use of right-of-way are adequate without additional ordinances. Odeen felt current ordinances are adequate to deal with the problem of recreational vehicle parking on streets. Simpson clarified she wasn’t encouraging camping on streets.

With no other comments, the mayor asked for a roll call vote. The roll call vote passed unanimously.

CONSENT AGENDA
Resolution No. 6792 - Approving the ADA/Title IV Plan Updates to Receive Federal Grants

Resolution Approving Development Agreement between City of River Falls and White Birch LLC→pulled by Morrissette

Resolution Approving Purchase Agreement with White Birch LLC→pulled by Morrissette

MS Odeen/Downing move to approve the remainder of the consent agenda. The mayor asked for a roll call vote. It passed unanimously.

Resolution No. 6793 - Approving Development Agreement between City of River Falls and White Birch LLC
Resolution No. 6794 - Approving Purchase Agreement with White Birch LLC
Alderperson Morrissette said he had a conflict of interest with his employer and White Birch LLC and needed to abstain from voting.

MS Bjork/Bjerstedt move to approve both resolutions that were pulled by Morrissette. The mayor asked for a roll call vote. The roll call vote passed unanimously.

ORDINANCES AND RESOLUTIONS:
Resolution Approving Event Requests for River Falls Community Arts Base Music in the Park at City Hall Plaza
MS Bjerstedt/Downing move to approve resolution. Mayor Toland asked for comments.

Alderperson Odeen was not in favor of this. She is a big fan of CAB and Music in the Park but noted the events conflict with an obligation the city has which is municipal court. Municipal Court is held on Thursday nights in the chambers at overlapping times. She explained Municipal Court is an elected judge who deals with violations of city ordinances. The offenders are frequently young and often its their first time involved in the legal system. She takes that obligation seriously and doesn’t think it would be appropriate to have a party outside of the courtroom when court is in session. She said there are other nights and places in town to have this. She doesn’t think Thursday night in front of City Hall is the right place.

Alderperson Bjork noted he rarely agrees with Odeen, but he does in this case. He seconded exactly what she had to say and agreed completely with it.

Alderperson Morrissette said it would be a challenge to hold it because of the court. He doesn’t support it as presented.

Alderperson Carow asked how many people end up in court that night. City Administrator Simpson said it varies widely. He spoke further providing more details. He doesn’t think he has observed court when there’s less than 12-15. He’s been at court when there are 35 or 40 people. He doesn’t know what the docket looks like. Staff can request that information, but the judge doesn’t have total control over it either. He apologized for not having a better answer.

Carow appreciated it. He sees there’s a weight in terms of not having it and he hears that and is receptive. His only thought was it possible that council has this valid point and then have one person (for court) that evening. His other thought in other large cities, court is happening all the time - there are still festivals happening. He hears where council is at as three members have spoken.

Odeen’s opinion is even if there is one person, she believes the judge is in chambers and is present during the evening and doing work even if it’s not a hearing.

Alderperson Downing encouraged CAB to come back with different dates and let city staff know so they can work together on the project.

Bjork said whether there’s one or four, we won’t know until the week before. Odeen said maybe the night of.

Simpson said respectfully, this is their request. He wouldn’t anticipate council sending this back to staff, and staff works with CAB. They have their plan, and they will have to figure it out. They are requesting these dates under these terms. Council can determine yes or no. If it is no, council should assume it is a no, not they will just move it to another date. They could come back and request, but he doesn’t want to make it seem like this was CAB’s first choice and they have a backup plan.
Carow asked when this was being developed on their end, did CAB think about this part? Was this communicated early enough in the process or were the dates picked by their organization and then given to us with this challenge?

Assistant City Administrator Jason Stroud said it was the latter. He said CAB had informed us they had already picked the dates and at a previous event took the opportunity to get the word out. Through the process of them submitting a request, the city clerk did let them know there was court and staff had a concern about that.

With no other comments, the mayor asked for a roll call vote. Simpson clarified there was a motion and second to approve the requests. Voting yes would approve the requests. The roll call vote failed with all voting against.

The mayor said he would act on the two other resolutions for the record even though council denied the event requests.

Resolution Approving Requests for Open Container Exemption for River Falls Community Arts Base Music in the Park at the City Hall Plaza
The mayor asked for a motion. Motion by Mueller to approve the resolution. The motion failed due to a lack of a second.

Resolution Approving Requests for Noise Control Exemption for River Falls Community Arts Base Music in the Park in the City Hall Plaza
There was no motion to advance the resolution.

REPORTS:
Administrator’s Report
Simpson provided updates and information on upcoming events.

ANNOUNCEMENTS:
Mayor’s Appointments to the Plan Commission
Appointment of Robert Gormanson through May 2026 (replacing Michael Woolsey)
Reappointment of Rebecca Prendergast through May 2026

MS Morrissette/Bjerstedt move to appoint mayor’s appointments. The roll call vote to approve the mayor’s appointments passed unanimously.

MSC Bjerstedt/Morrissette move to adjourn at 7:01 p.m. The roll call vote to adjourn passed unanimously.

Respectfully submitted,

Kristi McKahan, Deputy Clerk
MEMORANDUM

TO: Mayor Toland and City Council

FROM: Jackie Hanson, Deputy City Clerk

DATE: June 27, 2023

TITLE: Liquor, Beer, and Wine Applications for Licensing Year July 1, 2023-June 30, 2024

RECOMMENDED ACTION
Grant or modify by motion the requests for renewal of liquor licenses in the City of River Falls. At a minimum, a separate motion is needed for each class of license. If you wish to grant a license but need to amend the premises description or add any conditions, that license will need a separate motion. If you wish to pull and table a license to a subsequent Council meeting, that license will need a separate motion. Amendments and modifications to a license should be clearly stated in the Public Record.

BACKGROUND
All liquor, beer and wine licenses expire June 30, and must be renewed annually. A current license holder must complete a Renewal Application and submit it to the City Clerk. A public notice is published in the River Falls Journal and posted in City Hall. The City holds a public hearing at the Council meeting, City Council makes their decisions by motions, and if approved, licenses are issued by the City Clerk.

Granting Authority and Timing
All licenses are issued by authority of the City Council. By considering licenses at the June 22 meeting, staff and applicants are afforded time to address any contingencies before the current license expires. Some examples include the Agent taking the Responsible Beverage Class, clearing any issues with their WI Sellers Permit number or clearing any delinquent bills or tickets with City or Utility offices. The City Clerk only issues the license when all requirements have been met.

The City Council may also choose not to approve a license until the conditions are met and take separate action to approve at a later meeting. Although that option is available to the Council at its sole discretion, the City Council has typically allowed staff to determine satisfaction of contingencies places on applicants by the City Council.

DISCUSSION
The River Falls Moose Lodge #594 and Kwik Trip Store #453 are coming before council today as a result of their agents not appearing at the May 23 meeting.

Licensing of Outdoor Areas
Beginning in 2011, we included an additional form on which the applicant was asked to describe, in detail, the outside area they are requesting to be licensed. Outdoor area forms completed by the applicants are included in your packet with the renewal applications. A summary is included below.

Summary of Applicant Comments on Outdoor Areas
River Falls Moose Lodge has an outdoor area consisting of the lawn area north and east of the building. There is no fence or barrier and area is monitored by staff members. The outdoor area is used only on occasion for special events.
CONCLUSION
Your packet includes the applications for Liquor, Beer and Wine Licenses for the licensing period of July 1, 2023, to June 30, 2024. At a minimum, a separate motion is needed for each class of license. However, the Council may take action on individual licenses.

If approved as a group, all the applications in that group are considered approved without modification, contingent that all licensing conditions are met at the time of issuance.

If you wish to modify a license, including amending the premises description or adding any conditions, that license will need a separate motion. Amendments and modifications to a license should be clearly stated in the Public Record.

If you wish to pull and table a license to a subsequent Council meeting, that license will need a separate motion.

Suggested Motions
A list of the minimum motions necessary to approve licenses are as follows:

**Suggested Motion 1**
Grant renewals for the Combination “Class B” Liquor and Class “B” Beer Licenses contingent on all licensing requirements being met at the time of issuance.
This motion will grant a license to the following applicants:

<table>
<thead>
<tr>
<th>Corporation/LLC/Individual/Partnership</th>
<th>Business Name</th>
<th>Agent/Individual/Partnership</th>
</tr>
</thead>
<tbody>
<tr>
<td>RF Lodge #594 Loyal Order of Moose Inc</td>
<td>River Falls Moose Lodge</td>
<td>Brian Weber</td>
</tr>
</tbody>
</table>

**Suggested Motion 2**
Grant renewals for the Combination “Class A” Liquor and Class “A” Beer Licenses contingent that all licensing requirements are met at the time of issuance.
This motion will grant a license to the following applicants:

<table>
<thead>
<tr>
<th>Corporation/LLC/Individual/Partnership</th>
<th>Business Name</th>
<th>Agent/Individual/Partnership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kwik Trip Inc</td>
<td>Kwik Trip Store #453, N Main St</td>
<td>Brandyn Ruesink</td>
</tr>
</tbody>
</table>
Combination

"Class B" Liquor

and Class "B" Beer Licenses
Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: 01/01/2023 ending: 12/31/2023

To the Governing Body of the:

☐ Town of
☐ Village of River Falls
☐ City of

County of

Aldermanic Dist. No. (if required by ordinance)

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

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name (Last) (First) (Middle Name) Home Address (Street, City or Post Office, & Zip Code)

Full Name (Last) (First) (Middle Name) Home Address (Street, City or Post Office, & Zip Code)

Full Name (Last) (First) (Middle Name) Home Address (Street, City or Post Office, & Zip Code)

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company

Address of Corporation / Limited Liability Company (if different from licensed premises)

Agent Last Name Weber (First) (Middle Name) Home Address (Street, City or Post Office, & Zip Code)

All Corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name (First) (Middle Name) Home Address (Street, City or Post Office, & Zip Code)

Vice President / Member Last Name (First) (Middle Name) Home Address (Street, City or Post Office, & Zip Code)

Secretary / Member Last Name (First) (Middle Name) Home Address (Street, City or Post Office, & Zip Code)

Treasurer / Member Last Name (First) (Middle Name) Home Address (Street, City or Post Office, & Zip Code)

Directors / Managers Last Name (First) (Middle Name) Home Address (Street, City or Post Office, & Zip Code)

Directors / Managers Last Name (First) (Middle Name) Home Address (Street, City or Post Office, & Zip Code)

C. Business Information

1. Trade Name Moose Lodge Business Phone Number 715-425-9152

2. Address of Premises 620 Clark St Post Office & Zip Code River Falls, WI 54022

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

4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

Dining Hall and Social Quarters
5. Legal description (omit if street address is given on previous page): __________________________________________

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete page 3 ................................................................. □ Yes □ No

b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on page 3 .............. □ Yes □ No

7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain ................................................................. □ Yes □ No

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain ................................................................. □ Yes □ No

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

10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ................................................................. □ Yes □ No

11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ................................................................. □ Yes □ No

12. Does the applicant owe municipal property taxes, assessments, or other fees? ................................................................. □ Yes □ No
(Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).

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

Contact Person's Name (Last, First, M.I.) Weber, Brian, L
Signature Brian Weber
Title / Member Administrator
Phone Number 715-821-4047
Email Address bweber4047@gmail.com
Date 5/1/23

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 5/1/23
License number issued
Date license issued
Signature of Clerk / Deputy Clerk

AT-115 (R. 5-19)
Addendum to Question C. 4
Renewal Alcohol Beverage License Application
Licensed Premises – Outdoor Area

Premises Location:
620 Clark St, River Falls

Describe in detail the outside area that you are requesting to be licensed:
the grass area North and East of the building

Is this outside area enclosed with a fence or other barrier? Yes ___ No X
Describe the fence or barrier:

Describe in detail how this area will be staffed or monitored:
A minimum of 3 licensed bartenders will be on duty when the outdoor space is used.

Any additional information you would like the City Council to consider regarding your application:
This area is only used a few times a year for special events
Supplement to
Schedule For Appointment of Agent

1. As designated agent for the license holder, do you understand that you have full responsibility over the business and may be held civilly or criminally liable for violations of the law or City ordinances by its employees, even if you are not physically present?

   Yes [ ] No [ ]

2. Do you understand that under the laws of Wisconsin, violations of statutes regulating the sale of liquor do not require the showing of a willful or intentional act?

   Yes [ ] No [ ]

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

   Yes [ ] No [ ]

4. Do you understand that with respect to employees or agents, as long as they are performing acts that fall within their scope of employment, such as serving beer or alcohol, such that for all intents and purposes he or she appears to be representing the interests of the license holder, you as its agent, can be held vicariously liable for violations of the law?

   Yes [ ] No [ ]

5. Do you realize that at all times the business is open, as its agent, you are responsible to make certain that all liquor laws and ordinances are being obeyed?

   Yes [ ] No [ ]

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

   Yes [ ] No [ ]

   ________________________________
   Signature of Agent

   5/1/23
   Date
Combination "Class A"
Liquor
And Class "A"
Beer Licenses
Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: 07/01/2023 ending: 06/30/2024

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

County of St Croix

Aldermanic Dist. No. □ (if required by ordinance)

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

Complete A or B. All must complete C.

A. Individual or Partnership:

<table>
<thead>
<tr>
<th>Full Name (Last)</th>
<th>(First)</th>
<th>(Middle)</th>
<th>Home Address (Street, City or Post Office, &amp; Zip Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company
Kwik Trip, Inc.
Address of Corporation / Limited Liability Company (if different from licensed premises)
P.O. Box 2107, La Crosse, WI 54602

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name Ruesink
(First) Brandyn
(Middle) James
Home Address (Street, City or Post Office, & Zip Code) 228 N 4th St, River Falls, WI 54022

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

<table>
<thead>
<tr>
<th>President / Member Last Name Zietlow</th>
<th>(First) Scott</th>
<th>(Middle) Paul</th>
<th>Home Address (Street, City or Post Office, &amp; Zip Code) 1301 7th St. SW, Rochester, MN 55902</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President / Member Last Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary / Member Last Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer / Member Last Name Wrobel</td>
<td>(First) Jeffrey</td>
<td>(Middle) James</td>
<td>Home Address (Street, City or Post Office, &amp; Zip Code) 3633 Bentwood Pl., La Crosse, WI 54601</td>
</tr>
<tr>
<td>Directors / Managers Last Name Zietlow</td>
<td>(First) Scott</td>
<td>(Middle) Paul</td>
<td>Home Address (Street, City or Post Office, &amp; Zip Code) 1301 7th St. SW, Rochester, MN 55902</td>
</tr>
<tr>
<td>Directors / Managers Last Name</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Business Information

1. Trade Name KWIK TRIP 453 Business Phone Number 715-425-1386

2. Address of Premises 1238 N Main St Post Office & Zip Code 54022

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

4. Premise description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) One-story frame construction with storage in lockable walk-in cooler, on sales floor and behind sales counter.

AT-115 (R. 5-19) Wisconsin Department of Revenue
5. Legal description (omit if street address is given on previous page): 

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager, or agent for either a limited liability company licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete page 3. □ Yes ☒ No

b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on page 3. □ Yes ☒ No

7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain. □ Yes ☐ No

   Officers change reported January 2023 - Scott P. Zietlow appointed to President
   Agent change reported 1/2022

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. □ Yes ☐ No

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

10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? □ Yes ☐ No

11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? □ Yes ☐ No

12. Does the applicant owe municipal property taxes, assessments, or other fees? (Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments, or other fees). □ Yes ☐ No

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

<table>
<thead>
<tr>
<th>Contact Person’s Name (Last, First, M.I.)</th>
<th>Title / Member</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zietlow, Scott P.</td>
<td>President</td>
<td>3-1-2023</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scott P. Zietlow</td>
<td>608-791-7385 (Legal Dept.)</td>
<td><a href="mailto:LicensingDept@kwiktrip.com">LicensingDept@kwiktrip.com</a></td>
</tr>
</tbody>
</table>

TO BE COMPLETED BY CLERK

<table>
<thead>
<tr>
<th>Date received and filed with municipal clerk</th>
<th>Date reported to council / board</th>
<th>Date license granted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5/10/19</td>
<td></td>
</tr>
</tbody>
</table>

License number issued: AT-115 (R. 5-19)
Supplement to  
Schedule For Appointment of Agent

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

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

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

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

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

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

[Signature of Agent: Brandyn Rousink]

[Date: 3/21/23]
MEMORANDUM

TO: Mayor Toland and City Council

FROM: Emily Shively, Assistant Director of Community Development in collaboration with Mark Roffers, MD Roffers Consulting

DATE: June 27, 2023

TITLE: Zoning Ordinance Text Amendment regarding electronic signs; amending Title 17 Zoning; Chapters 17.44, 17.68, 17.84, and 17.116. (First Reading)

RECOMMENDED ACTION
Adopt the attached ordinance related to regulation of electronic signs.

BACKGROUND
Staff have received inquiries from various businesses desiring more flexible electronic reader board sign regulations, especially related to the current requirement that such signs have either amber or red messaging only. Several churches have also expressed interest in electronic signs, which are not currently permitted for churches located in residential zoning districts. Finally, staff have received a request from the owner of the four billboards along Highway 35 east of the Whitetail Ridge Corporate Park to convert one or more of the existing static billboards to digital billboards.

There have also been instances where Special Sign Permits have been issued for electronic signs in locations otherwise not permitted and additional requests for such permits may lead to confusion as to the existing standards or create inequities or inconsistency in the application of sign code requirements.

The City contracted with Mark Roffers of MD Roffers Consulting to assist in facilitating a discussion with Plan Commission regarding electronic signs and drafting a potential ordinance amendment. On April 6, 2023, Plan Commission discussed possible approaches to amending the sign ordinance with a range of options from keeping the current ordinance as it is now; to modernizing the code, but with a limited approach; to modernizing and expanding the flexibility and capacity for use of electronic signs.

Plan Commission provided guidance to staff for drafting an ordinance amendment that would provide for the expanded use and capacity of electronic signs along with appropriate performance standards for the various uses and locations of such signage. This memo discusses the proposed ordinance amendment drafted to effect the changes discussed by Plan Commission.
DISCUSSION

Purpose of the Sign Code
To provide a foundation for discussion of any code amendment it is helpful to review the general purpose of the regulations. The purpose of the sign code as stated in Sec.17.84.010 is as follows:

*The purpose of these provisions is intended to lessen threats to public safety from poorly constructed and maintained signs; to ensure compatibility of location, size and placement of signs; to prevent hazards to life and property; to protect against hazards to vehicular traffic movements through improper placement of signs; and to preserve the natural beauty and attractiveness of the city.*

Signs serve a number of purposes including wayfinding and communication of information (including advertising). The City has the authority to regulate the size, location, manner, and duration of signage. Sign regulations ensure safe placement of signage, readability, and character and aesthetic considerations.

Existing Regulations for Electronic Signs
Electronic reader board signs allow for numerous messages to be displayed easily rather than a single static message increasing the amount of information conveyed and reducing or eliminating the need for additional temporary signage (such as banners, flags, sandwich boards, etc.) or multiple signs on a single property.

Electronic signs are currently permitted only in Business/Commercial and University zoning districts (excluding the Downtown Overlay District) subject to the following standards (Sec.17.84.030 J.):

Electronic Reader Board and Time/Temperature Signs.
1. Electronic reader board and time/temperature signs shall be permitted in the B-1 (General Commercial), B-2 (Limited Business), B-3 (Highway Commercial), or U (University District).
2. An electronic reader board shall not exceed sixty (60) percent of the overall sign area.
3. Messages displayed on the electronic reader board shall be one color, either amber or red.
4. Messages displayed on the electronic reader board shall change no more than one time per hour from six a.m. to twelve a.m.
5. All electronic reader boards must be equipped with photosensitive equipment, which automatically adjusts the brightness and contrast of the sign in direct relation to the ambient outdoor illuminations.
6. Commercial messages displayed on the electronic reader board shall promote only goods or services provided by companies occupying the site on which the sign is erected.
7. Messages displayed on an electronic reader board sign shall not scroll or flash.
8. Temporary signs as defined in Section 17.84.020 of this chapter are prohibited on a lot where an electronic reader board sign exists.

These regulations establish where electronic signs may be located, size, color, duration of display, brightness, and manner of display (message must be static and not scroll or flash).
Plan Commission Discussion
Mr. Roffers provided a matrix to guide the Plan Commission discussion on April 6, 2023. Potential modifications to the ordinance were discussed related to definitions, where these types of signs may be allowed, and performance standards such as size, number, color, message duration, and brightness.

There was a diversity of opinions regarding the approach to electronic sign regulation, however, a majority of members agreed that having different standards for different zoning districts was appropriate to recognize the context of an area and that greater flexibility regarding color and display time for messages may be appropriate. Plan Commissioners were generally open to allowing digital billboards, expanding the ability to utilize electronic sign technology, and allowing electronic message signs for non-residential uses in residential districts with performance standards to ensure health, safety, and welfare by taking an incremental approach initially while understanding that greater flexibility could be offered at some time in the future if it were deemed necessary or desired.

Proposed Ordinance Amendment
The proposed ordinance amendment updates definitions, addresses where electronic signs may be located, and updates performance standards for all electronic signs. An explanation of the proposed changes follows:

Section 1:
Billboards (with a static message) are currently allowed via Special Use Permit in I-1 Light Industrial and I-2 General Industrial zoning districts. This section adds language to the Special Use section to state that electronic/digital billboards are subject to the performance standards in the sign code. Any new electronic billboard or conversion of an existing billboard to an electronic billboard would require a Special Use Permit which is subject to review and approval by Plan Commission. Conversion of any of the existing billboards adjacent to Whitetail Ridge Corporate Park to electronic reader boards would require a rezoning of the parcel from B-3 Highway Commercial District to I-1 Industrial District and approval of a Special Use Permit.

Section 2:
This section updates definitions in the Sign Code to modernize the definition of an Electronic Reader Board sign; clarifies the definition of a Flashing sign; and eliminates the definition of a Time/Temperature sign as these are increasingly uncommon and such signs may be considered as an Electronic Reader Board sign.

Section 3:
This part of the proposed ordinance amendment rewrites the existing performance standards for electronic signs.

The first section expands the zoning districts where electronic signs are allowed to include Industrial Districts, Hospital Zones, School Zones, and Park Districts. Electronic signs would also be permitted for certain uses in other zoning districts including parks, churches and similar non-residential institutions, nursing homes, hospitals, daycare centers, clubs or other non-profit organizations, municipal facilities, and Planned Unit Developments with an approved PUD plan.

The second section states that electronic signs are prohibited in the Downtown Overlay District (this is an existing regulation found in Sec.17.68.100 C. and staff determined it would be helpful
to include this in the Sign code section as well so that it is not overlooked); and that digital billboards require a Special Use Permit.

The third section limits the size of electronic signs and the time electronic messages may be displayed in Park, School, and Residential zoning districts in recognition of the different characteristics of these districts than Commercial or Industrial areas. Notably, signs must be turned off overnight or revert to a dark screen. Currently, signs in Residential districts may be up to 32 square feet; the proposed ordinance allows for 75 percent of the sign area (24 square feet) to be electronic ensuring a portion of the signage is static to assist with wayfinding.

The fourth section reflects existing sign code for size, height, and other district-specific regulations for all signage.

The fifth section places a distance and visibility limitation of 200 feet from any electronic sign to a property used solely for residential purposes to address potential nuisance concerns.

The sixth section allows only one electronic sign per lot.

The seventh section continues the current ordinance standard prohibiting temporary signs on properties where an electronic sign is located as the ability to change messages eliminates the need for additional temporary signs.

The eighth section only allows electronic reader boards on monument signs (not as wall signs); requires the electronic portion of a sign to not exceed 75 percent of the total sign area; and requires the sign base to be at least 75 percent of the width of the electronic sign and designed with materials matching or complementing the associated building on the property. This addresses some aesthetic considerations the Plan Commission wanted to include.

Sections 9 – 12 address the manner in which messages may be displayed and the message display duration. Messages must be legible, not interfere with traffic safety, and display a static message for a specified amount of time which varies based on location and allows for more messages to be displayed than currently permitted in the Sign code.

Sections 13 – 14 requires the brightness of electronic signs appropriately adjust to ambient light conditions and shut off in an event of a malfunction. Existing technology allows for these functions on electronic signs.

Section 15 requires messages displayed relate to the property on which the sign is located with the exception of billboards and allows for public service or community information messages.

The final section (16) has specific standards for digital billboards seeking a Special Use Permit. A digital billboard may not be located any closer than one mile from another digital billboard; in order to construct a new or convert an existing billboard to digital, two square feet of existing static signage must be removed for every one square foot of new digital signage; and the sign base supporting a digital billboard must be constructed with materials complementary to the area and include landscaping around the base of the sign. These provisions recognize the ability for multiple messages on one digital billboard eliminating the need for additional static signage and address character and aesthetic considerations.
Section 4:
The last section of the proposed ordinance amendment inserts language in the Large Scale Retail zoning district to clarify that electronic signs are permitted in that district subject to the requirements in the Sign Code. There are no areas within the City with this zoning designation at this time, however, electronic signs may be appropriate in the type of commercial development described in the zoning district.

SUMMARY
The intent of the proposed ordinance amendment is to allow for greater use of existing technology available for electronic signs where such signs are currently allowed; provide a process and standards for a billboard to change from static to electronic (or construct a new digital billboard); and allow electronic message signs on properties in non-commercial zoning districts such as churches, hospitals, and schools while recognizing the context and character of locations where electronic signs are placed.

The City Attorney has reviewed the proposed ordinance amendment.

RECOMMENDATION
Plan Commission reviewed the proposed ordinance at their meeting on June 6, 2023 and forwarded the ordinance amendment to Council with a favorable recommendation.
ORDINANCE NO. 2023 - 10

AN ORDINANCE AMENDING
TITLE 17 ZONING; CHAPTERS 17.44, 17.68, 17.84, AND 17.116 (RELATED TO
ELECTRONIC READER BOARD SIGNS)

THE COMMON COUNCIL OF THE CITY OF RIVER FALLS DOES ORDAIN:

Section 1. That Section 17.44.040 D. of Chapter 17.44 – I-1 Industrial District of the City of River Falls Municipal Code be amended as follows:

D. Billboard, with each billboard that is also an electronic reader board sign as defined in Section 17.84.020 subject to applicable requirements of Section 17.84.030 J.

Section 2. That, where they appear, the following definitions in Section 17.68.030 of Chapter 17.68 – Downtown Overlay District and Section 17.84.020 of Chapter 17.84 – Signs of the City of River Falls Municipal Code be amended as follows:

Sign, Electronic Reader Board. "Electronic reader board sign" means any sign that by electronic or digital means conveys a message and that changes the message from one message to another message displays words, lines, logos, graphic images, or symbols that can change automatically or by computer program change to provide different information, and which includes computer signs, LED and other video display signs, and time and temperature signs.

Sign, Flashing. "Flashing sign" means an illuminated sign on which artificial or reflected light is not maintained stationary and constant in intensity and color at all times when in use, but not including an electronic reader board sign when such sign meets all requirements of this chapter.

Sign, Time/Temperature. "Time/temperature sign" means a sign having electronically changing copy that displays current time/temperature not to exceed eight square feet.

Section 3. That Section 17.84.030 J. of Chapter 17.84 – Signs of the City of River Falls Municipal Code be repealed and recreated as follows:

J. Electronic Reader Board Signs. Such signs:

1. Shall be permitted in the B-1, B-2, B-3, I-1, I-2, U, HZ, SZ, and P zoning districts (except per subsection 2), and for the following where such uses are allowed in other zoning districts under this chapter:
a. Public parks, playgrounds, and recreational buildings;

b. Churches, columbaria, schools, parking lot facilities, day care centers, libraries, hospitals and nursing homes;

c. Municipal buildings, warehouses, garages, shops and storage yards;

d. Charitable institutions, clubs and lodges;

e. Planned unit developments where authorized by a City-approved specific implementation plan.

2. Notwithstanding the allowances in subsection 1, shall be prohibited within the Downtown Overlay District described in Chapter 17.68, and where also billboards shall be allowed only in the I-1 and I-2 districts by special use permit.

3. If within an SZ, P, or residential zoning district, shall not exceed 24 square feet in sign area or be operational between 8 p.m. and 6 a.m. (or shall revert to a dark screen if operational during such hours).

4. Shall be included in the calculation of permitted sign area for the business or lot, and subject to the same height and area requirements as other signs in the zoning district.

5. Shall not be positioned such that the electronic reader board component is both visible and within 200 feet from any building occupied exclusively for residential use.

6. Only one such sign is permitted per lot.

7. Temporary signs as defined in Section 17.84.020 of this chapter are prohibited on a lot with an electronic reader board sign.

8. Except for billboards where allowed, shall be part of a monument sign only and shall not exceed 75% of the total sign area on such sign. Further, monument sign base shall be at least 75% of the width of the sign face, with the base constructed with materials similar to the exterior materials used on the principal building on the same lot.

9. Shall not contain any message or image that resembles or may be confused with a traffic control device.

10. Shall be maintained so as to display messages in a complete and legible manner, with consideration of the distance and travel speed of intended users.

11. Each image or message shall remain static for no less than 15 minutes in an SZ, P, or residential zoning district; 1 minute for non-billboard applications in other zoning districts; and 15 seconds for billboards.
where permitted. No more frequent changes, scrolling, intermittent brightness changes, or animation is permitted.

12. Transitions from one image or message to another shall be instantaneous; no fading, fly in, float in, or other alternative transitional approaches area permitted.

13. Shall be equipped with and shall at all times utilize photosensitive equipment which automatically adjusts the brightness and contrast in direct relation to the ambient outdoor illumination, such that brightness is not in excess of 0.5 footcandle above ambient lighting conditions.

14. Shall be equipped with and shall at all times utilize a function that shuts the sign off or defaults to a dark screen in event of malfunction.

15. May not include any message or image advertising products or services not offered on the same site, except for billboards where permitted or for information of interest to the general public that is not directly tied to a private use or product.

16. As part of its consideration of a special use permit for a billboard that is also an electronic reader board sign, the Plan Commission shall require:
   a. Placement no closer than one mile from any other billboard that is also an electronic reader board sign. Measurement shall be as the crow flies from sign base to sign base.
   b. A two square foot reduction of sign area from a traditional/static message billboard on the same premises, or elsewhere in the City from a billboard controlled by the same or affiliated entity, for every one square foot of electronic reader board/billboard sign area.
   c. A decorative support/base with design and materials that complement the City and the sign’s surroundings, a landscape plan that effectively screens the support/base, or some combination.

Section 4. That Section 17.116.060 O. of Chapter 17.116 – Large Scale Retail Development be amended as follows:

O. Signs. Freestanding signs shall not exceed a maximum of one hundred fifty (150) square feet per parcel of land.

Maximum height of a freestanding sign shall be twelve (12) feet as measured from the elevation of the nearest sidewalk and shall be no closer than ten (10) feet from the right-of-way and shall not infringe on any required vision sight lines for traffic safety.

A maximum of one hundred fifty (150) square feet of display area signage shall be allowed on the facade of the structure. Display surface shall be defined as the area enclosed by the outer extremities of all letters, characters, or delineations used for purposes to attract attention to a given sign. A display surface shall not include supports or devices used to attach the sign to another structure.
Animated signs, flashing signs, blinking signs, or signs that have copy that changes automatically are prohibited, except for electronic reader board signs meeting the requirements of Section 17.84.030 J.

No more than twenty five (25) percent of window area may be occupied by signage of any kind.

The design and materials from which signs are constructed shall be consistent with those incorporated into the principal structure of the large scale retail development in question.

Section 5. Effective date. This ordinance amendment shall take effect from and after its date of publication as provided by law.

FOR THE CITY OF RIVER FALLS

________________________
Dan Toland, Mayor

ATTEST:

________________________
Amy White, City Clerk

Adopted: __________
Published: __________
River Falls Library Board of Trustees
Open Meeting
May 1, 2023 6:30

Present: Rebecca Ferguson, Tanya Misselt, Wayne Roen, Kari Heinselman, Lorraine Davis, Mike Metro, Jeff Bjork, Tiffany Alexander and Jean Ritzinger. Guests included Foundation members: Kay Montgomery, Callie Trautmiller, Alyce Jacobs as well as Tom Schwalen and Kim Kiskiinen.

1. Call to Order: The meeting was called to order by President Ferguson at 6:30.

2. Welcomed new city council member Jeff Bjork.

3. A quorum was established.

4. Open Meeting Law: Library Director Misselt confirmed the meeting was properly noticed.

5. Approval of Agenda: A motion was made by Heinselman, seconded by Roen to approve the agenda. Motion carried.

6. Approval of Minutes: A motion to approve the minutes was made by Metro, seconded by Heinselman. Motion carried.

7. BTR Presentation on Library space needs.

8. Presentation by Wayne Roen regarding Library funding background and future budget issues.

9. Director’s Report: Due to time constraints members were urged to reference this on our own.

10. President’s Report: Ferguson urged us to attend city council meetings.

11. Action Items:
   a. BTR Space Needs Report: A motion was made by Alexander, seconded by Heinselman to accept the report. Motion carried.
   b. March Library Expense Report: A motion was made by Alexander, seconded by Metro to approve the March expenses. Motion carried.
   c. Elevator repair quote: Motion was tabled due to lack of funds.
   d. Children’s Spanish Language Collection: A motion was made by Roen, seconded by Heinselman to approve a donor drive to develop a Children’s Spanish. Motion carried.

12. Adjournment: A motion was made by Heinselman to adjourn, seconded by Metro.
Motion carried. Meeting adjourned at 8:30

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

**Utility Advisory Board Present:** Nick Carow, Adam Gierl (virtually), Chris Lick, Kellen Wells-Mangold, Tim Thum and Mark Klecker

**Staff Present:**
Utility Director Kevin Westhuis; Electric Superintendent Wayne Siverling; Water/Wastewater Superintendent Dean Seemuth; City Engineer Todd Nickleski; Utility Administrative Assistant Lanae Nelson and IT Specialist Jonathan Thoen

**Approval of Minutes:**
Meeting Minutes: 04-17-2023
MSC Carow/Lick approve minutes. Unanimous.

**CONSENT AGENDA:**
Acknowledgement of the following minutes:
West Central Wisconsin Biosolids Facility Commission: 04-20-2023
The board and Westhuis reviewed the minutes on the West Central Wisconsin Biosolids Facility project. MSC Thum/Carow approve minutes. Unanimous.

**NEW BUSINESS:**
Resolution 2023-03 – Recommending Approval of the Purchase of a Three-Phase Transformer
Utility Director Westhuis introduced Electric Superintendent Wayne Siverling and he presented the recommendation for the purchase of a three-phase 1500 KVA pad-mount Cooper Manufactured transformer to Border States. It’s a replacement to be placed into stock and inventory as the University of Wisconsin-River Falls (UWRF) is working on a project with their Chiller building and would require the current stock transformer to be used. The board and Westhuis discussed need, timeframe and order process. The transformer cost total with Border States is $62,373.79.
MSC Lick/Thum moved to approve the resolution. As there was no further discussion, Chair Wells-Mangold asked for a vote. The resolution passed unanimously.

Resolution 2023-04 – Recommending Approval of the Construction Management Contract with SEH, Inc. for Water/Sewer Installation Services for Mann Valley Corporate Park Construction
Utility Director Westhuis introduced City Engineer Todd Nickleski and he presented the recommendation for to award the contract for construction engineering services to SEH, Inc. for the Mann Valley Corporate Park (The Project). The services will be for water and sewer installation. The board and Westhuis discussed construction, pricing, timeframe. The cost for the proposal from SEH for construction engineering for The Project is billed on an hourly time and materials basis and is estimated at $899,335.
MSC Carow/Thum moved to approve the resolution. Carow and Lick appreciated the questions, follow up and discussion from staff and the board on the project. As there was no further discussion, Chair Wells-Mangold asked for a vote. The resolution passed unanimously.
REPORTS:
2022 Annual Consumer Confidence Report (CCR)
Water/Wastewater Superintendent Dean Seemuth presented a report, which was included in the packet.

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

Utility Dashboards
Utility Director Westhuis spoke on the 2023 April utility dashboards, which were included in the packet.

Monthly Report
The 2023 April monthly utility reports were in the UAB packet for review.

ANNOUNCEMENTS:
Hydrant Flushing is May 15 - June 30.

Spring Cleanup was May 8 - 13 and had an average of 200 vehicles per day.

Electronics Recycling was May 6 and had 2 semitruck loads full.

North Water Tower will have the ‘bulb’ piece up soon.

Customer Appreciation Event is August 17 from 4 - 6 p.m.

Disconnection day is May 16 and Utility Director Westhuis thanked the Customer Service Team on all the work to help customers with resources.

All Water/Wastewater Operators are now certified in both areas and Utility Director Westhuis thanked the team for their hard work on passing their certifications.

Utility Director Westhuis welcomed new UAB member Dean Bartels in the audience. Bartels will start the board at the June 2023 meeting.

June UAB meeting will be voting on UAB Chair and Vice Chair positions.

ADJOURNMENT:
MSC Thum/Carow to adjourn. Unanimous.
UAB Chair Wells-Mangold announced meeting adjourned at 7:23 p.m.

Reported by: Utility Administrative Assistant Lanae Nelson

Lanae Nelson, Utility Administrative Assistant
West Central Wisconsin Biosolids Facility

Commission meeting

May 18th, 2023


Gary Newton called meeting to order at 8:32 am at West Central Biosolids, Ellsworth, Wi

Consent Agenda:
Approval of Bills: Motion was made and passed to approve April payments totaling 471,763.47. M/S Greg/Steve – passed unanimously

Approval of April meeting Minutes M/S John / Steve

Financial Report:
Randy presented financial report as outlined in agenda packet. Billed revenues of $296,442.51 and monthly expenses of $192,958.39  M/S Steve/John – passed unanimously

- Facilities Report:
  Storage Building is finally empty as Rohl Custom Aerating removed all the spreadable material.
  Road Restrictions have been lifted.
  Randy indicated that he needs and will be buying a new air compressor for the facility; $3,500.00.

Old Business:

Phase .05 Construction
Project is under way and going well.

Phase 1 Engineering update
- Hudson and New Richmond need time to evaluate moving ahead with phase and has asked the Board to “pump the brakes” on moving forward with phase 1 at this time. They need time to consider all options.

- Randy Lindquist will be reaching out to WCWBS attorney to get a better understanding of WCWBS contract with communities. Wants to understand how easy it is to get out of the contract if a community desired to do so before contract expiration.

Griffin Dryer Presentation
Staff from Griffin Dryers gave a 45-minute power point presentation on their dryers.
Employee Incentive pay plan
Kevin shared River Fall pay plan incentive for employees related to State testing that River Falls uses. An employee would be eligible for a .50 an hour pay bump for every State test passed. There are 4 tests total.
Motion / Second   Kevin / Greg   Passed unanimously to adopt River Falls test incentive plan for WCWBS.

New Business:

Commercial Lending Alternatives for phase .05
- Tabled until next meeting when more digestable information can be presented.

Meeting adjourned. M/S Steve / John
PARKS AND RECREATION ADVISORY BOARD MINUTES
Wednesday, May 10, 2023 at 6:00 p.m.
City Hall Training Room

Members Present: Patricia LaRue (chair), Scott Morrissette (Council Rep), Brandon Dobbertin, Matt Janquart, Melissa Pedrini, and Natasha Schaefer.

Members Absent: Brenda Gaulke.

Staff Present: Cindi Danke-Recreation Manager; Brenda Rundle-Recreation Assistant, Sam Burns-Planner and Erica Ellefson-Public Works Manager.

HPC members Present: Heidi Heinze, Casie Radford, Mark Anderson, Julie Huebel, Pam Friede (6:10), and Jayne Hoffman (6:18).

Others Present: Sean Downing and Ben Fochs

CALL TO ORDER
Meeting convened at 6:00 p.m.

APPROVAL OF MINUTES
MSC Schaefer/Dobbertin to approve the minutes of the April 19, 2023 Park and Recreation Advisory Board Meeting. Carried 6-0.

PUBLIC COMMENTS – Non-Agenda Items
LaRue mentioned that Park Board members should think of ideas to improve City parks that should be passed along to City Council. Erica said that wayfinding signs are still in progress based on yearly budgets.

JOINT MEETING DISCUSSION ITEMS (with HPC)
1. HPC and Park Board discussed the Wednesday, July 19 Glen Park 125th birthday party at 6-8 p.m. Plans include cake and/or cupcakes, free swimming, historic postcards, a rotating historic slideshow with captions on the screen in the Pavilion, and a ribbon cutting for The Glen historic sign. Other brainstorming included: perhaps a semi-famous person or local choir could come sing Happy Birthday. Perhaps the mayor can welcome people. An agenda would be helpful for planning the timing of the festivities. Whose budget to use needs to be determined. Photos and videos will be taken. The event will be advertised on Facebook and on flyers, and at the June Mayor’s cookout.

2. A round logo was designed by Alice at the library, like the one used for the library’s 100th anniversary. It could be used on inexpensive giveaway merchandise such as water bottles, drawstring backpacks, frisbees, t-shirts, stress balls, or large sidewalk stickers. A time capsule could be organized. HPC has Glen Park posters to give away as well.

3. Glover Station signage was discussed. The sign will be a vinyl cling from Hub 70 placed in the rectangular window above the front doors. It would be around $100. A mock-up was shared. The board liked the gold option the best, which has a black outline. HPC is figuring
out what items to put inside the schoolhouse. So far, they have reproductions of three historic maps from 1920 to frame and hang.

STAFF REPORTS
1. Public Works Manager Erica Ellefson reported they are hiring a Parks Maintenance Worker position. Seasonal workers start on Monday. A seasonal bathroom cleaner will be hired. New playground equipment will be installed in September in Wells Park, Collins Park, DeSanctis Park, and Sterling Ponds Park. The Glen Park pool will be filled starting on Tuesday, and park maintenance staff is also preparing the splash pad.
2. Cindi reported that recreation is going well, and baseball will start soon. Hoffman Park Campground and the online reservation system is going well, and the campground host Curt is back in site 9.

ADJOURNMENT
MSC LaRue/Schaefer to adjourn the meeting at 6:50 p.m.

CALENDAR
The next Parks and Recreation Advisory Board meeting will be June 21, 2023 at 5:15pm.

Respectfully submitted,

Brenda Rundle
Customer Service Representative
Minutes of the Regular Meeting of the River Falls Housing Authority May 22, 2023,
Chair Todd Bjerstedt called the meeting to order at 6:38
Present: Todd Bjerstedt, Jacqueline Niccum (via phone), Jacob Proue (via TEAMs)
Absent: Jason Stroud, Liz Brunner,
Also Present: Peggy Chukel-Executive Director

Tenant Comments: Tenant asked for clarification of voucher program

ACTION ITEMS
1. Review and Approve Minutes of April Meeting M/S/C - JN/JP
2. Review and Approve Payment of April & May Bills M/S/C - JN/JP
   PC stated that most costs are on or under budget. Insurance is over, due to increase in Property Ins
4. Review and Approve Revised Pet Policy (& eliminate Visiting Pet Policy)
   Resolution# 583 M/S/C –JP/JN
   PC explained that as the Pet Policy has changed, restrictions on visiting pets have become vague and
   unenforceable. Recommend eliminating the Visiting Pet Policy altogether and incorporating a paragraph in
   the regular Pet Policy that states what is required of and for animals based on how long they are expected to
   stay. Other amendments/changes to the existing pet Policy include verbiage regarding ability to care for and
   control an animal, leaving pets in a common area, attracting large birds to areas where tenants and their pets
   walk or sit, confining animals during staff visits, and that (so called) service animals must meet the same
   requirements as all other pets.
5. Review and Approve Revised Wage Increases Resolution# 584 M/S/C –JP/JN
   PC stated that the original budget included a very low wage increase. Based on current economic conditions
   and our proximity to the twin Cities, we won’t be able to keep or attract good staff if we don’t come close to
   the current rate of inflation.
   PC stated that the original budgets need to be updated to include the higher wages and possible loss of the
   voucher program in January 2024.

REPORTS
1. Vacancy and Re-rental Report
   Notices to Vacate are starting to pick-up as warmer weather approaches.

DISCUSSION ITEMS:
PC presented information regarding passing the Voucher program to WHEDA (details are in Memo).
Due to 2 absent board members, questions/comments will be emailed to PC before the next board meeting. PC
will present members’ questions/comments with responses at the meeting:

CHAIR AND COMMISSIONERS REPORT

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

ADJOURN 6:58 M/S/C –JP/JN
MINUTES
March 21, 2023 at 8:30 a.m.
Foster Conference Room – City Hall
222 Lewis Street River Falls, WI 54022

Members present: Terry McKay, Joleen Larson, Amy Freeman, Heidi Hanson

Members Absent: Mike Pepin, Amy Halvorson, Vince Seidling, Kerri Olson, Mike Miller, Russ Korpela

Others present: Shawn Olson

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

Agenda/Meeting Minutes
The meeting minutes for the January 2023 meeting were approved. Unanimous

Financials
The BID Financials were approved. Unanimous

Grant Applications

202 N Main St – Glass Express
Shawn Olson from Glass Express provided some information on their project of replacing their building awning. Shawn also described his intent to replace a glass panel and do the labor himself. The board stated he was eligible for 35% of those costs. Shawn will provide the receipts after the work is completed. The applicant is seeking $1,000 for the awning and potentially more for the single pane. Unanimous.

120/122 S Main St – Swinging Bridge
Heidi Hanson is a part owner of the building and provided background on the project. The business is looking to replace the upper windows with new glass, add double doors, remove the concrete planters, and restore the base of the building. The applicant is seeking $6,000 in grant applicants. Heidi Hanson abstained from the vote. Unanimous.

Potato Soup Crawl Request
Terry McKay told the board that River Falls Business leaders were looking to plan activities to celebrate St. Patrick’s Day. McKay reported that BID Board received a request to provide money for the Potato Soup Crawl Participants. A discussion was had on the costs of making potato soup. The group originally requested $4,000 and the Board felt that it was too much of an ask. The board agreed on a $2,000 donation to the Potato Soup Crawl. The donation was approved 7-1.

BID Board Website
Planner Burns provided the quotes from two vendors to host and update the BID Board’s website. A discussion on what features the website should have was had, and the costs that would result. The group opted to table the discussion until the next meeting when more members were present.

**Murals and Public Art**
Planner Burns provided the updated language for Murals and Public Art that was discussed during the last meeting. The updated language provides a maximum of $6,000 for businesses that are looking to paint murals on their buildings. The board opened a vote to adopt the language. **Unanimous.**

**Next meeting**
The group had a discussion on the meeting date for the month of March. Many members were going to be absent on the 14th. The Board decided to change next month’s meeting date to March 21st at the same time and location.

**ADJOURNMENT**
Vote to adjourn at 8:45; **Unanimous**
MINUTES
PLAN COMMISSION
MAY 2, 2023
CITY COUNCIL CHAMBERS

Members Present: Patricia La Rue, Chris Holtkamp, Dan Toland, Diane Odeen, Rebecca Prendergast, Mike Woolsey and Lisa Moody
Members Absent: none
Staff Present: Emily Shively, Sterling Hackney, Keri Schreiner
Others Present: Ben Fochs, Jeff Bjork

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

APPROVAL OF MINUTES
M/Woolsey, S/Odeen to approve minutes. Motion carried 6/0.

PUBLIC COMMENTS
None.

ORDINANCES & RESOLUTIONS
PUBLIC HEARING: Public hearing regarding the proposed creation of Tax Incremental District No. 19, the proposed boundaries of the District, and the proposed Project Plan for the District; and consideration and possible action on a “resolution Establishing the Boundaries of and Approving the Project Plan for Tax Incremental District No.19”.
Mayor Toland opened the Public Hearing.

Public comments: Ben Fochs, 2529 Powell Ave, stated that part of the new TID 19 is also in TID 16 and asked how the same property can be in both TID Districts. He also inquired how it is determined what the current taxes are.

Jeff Bjork inquired as to why the time frame of the TID is not stated, the notes state 20 years however the ordinance does not note that time frame.

Mayor Toland closed the public hearing.

Keri Schreiner, Economic Development Manager gave a presentation on the proposed Tax incremental District (TID) No. 19 and Tax Incremental Financing (TIF). Schreiner explained that a TIF allows a city to pay for public improvements and other eligible costs within a TID by using the future taxes collected on the TID’s increased property value to repay the costs of the improvement. It is a widely used economic development tool. Schreiner showed a graph to explain the value growth and tax sharing in the TIF. She explained that to create a TID, there must be approval from the Joint Review Board (JRB), which is made up of a representative from
the City, County, School District, Chippewa Valley Technical College, and a public representative. The JRB met early in May to approve, and the next step is the Public Hearing tonight of the Plan Commission, then City Council for approval, then back to JRB. The final step is State approval.

The Plan Commission’s role in creating a TID is to hold a public hearing to allow the public to express views. Plan Commission reviews the district boundaries and draft project to determine they are in conformance with the Comprehensive Plan and provide recommendation to City Council.

Schreiner explained the proposed TID 19 is a mixed-use district consisting of 380.93 acres including City of River Falls and Gary Moelter properties. The goal of TID 19 is to extend infrastructure to Mann Valley Corporate Park, making it ready for large scale development. The City works with Ehlers Public Financial Advisors to create the plan. The City has identified projects the TID will cover including but not limited to 35,000 cubic yards of earthwork, 4.5 miles of water main with pressure reducing station, and 3,400 feet of roadway construction. If approved, construction will begin this fall and complete in the fall of 2024. Future projects will total 58.6M. Projects will be approved by City Council and based on development. Ehlers completed analysis on the project list. Tax rate is held steady through the 20-year project. The base value of the proposed TID is $405,712 and project future increments is 55M over the 20 years.

The next steps include the plan being forwarded to the City Council on May 23, 2023. JRB has final consideration set for May 25, 2023. Staff recommends forwarding the enclosed resolution designating proposed boundaries and approving a project plan for TID 19 to the City Council with a favorable recommendation.

M/Holtkamp, S/Moody made a motion to approve the TID 19 Project Plan and TID 19 Boundary.

Discussion consisted of the overlap of property in two TID Districts and how taxes are determined for the City owned property. Schreiner explained the overlapping property will now belong to only TID 19, and showed the portion that will come out of TID 16 and be in TID 19. This is allowed by the State. The $405,000 value noted in the plan is the value of the Moelter property.

Further discussion included how TID boundaries are determined and the term length of TID being 20 years. Schreiner stated the 20-year length is required by the state and can be added in the wording for TID19. The blight district in TID 19 was questioned and Schreiner said that would get removed as it is a mixed-use district, not blighted. There was discussion on the open space remaining as 1/3 of the land area within the Mann Valley Corporate Park.

Motion carried 6/0.

REPORTS
Planning Update
Shively updated the Plan Commission on two annexations that have been approved by City Council. Staff is working on the electronic sign ordinance to bring back to the Plan Commission in June. Shively expects to receive South Pointe 1st Addition final plat and Oak Hill 1st Phase soon. Shively updated the Plan Commission on Saturday Properties, expecting to see them submit in the next few months.

ADJOURNMENT
Commissioner Woolsey made a motion to adjourn at 6:50 p.m. S/Holtkamp; motion carried 6/0.
Respectfully submitted,

Angie Bond, Community Development Assistant
MEMORANDUM

TO: Mayor Toland and City Council
FROM: Sam Burns, Planner
DATE: June 27, 2023
TITLE: Resolution Approving the Specific Implementation Plan and Final Plat for the SouthPointe 1st Addition

RECOMMENDED ACTION
Adopt the attached resolution approving the Specific Implementation Plan (SIP) and Final Plat for SouthPointe 1st Addition.

BACKGROUND
The original SouthPointe development area was approved as a phased Planned Urban Development (PUD) by Plan Commission and City Council in 2005; phase 1 on the western portion and parts of phase 2 on Aurora Circle are currently developed. A revised plan for the subject property was submitted in 2018 and reviewed by the Plan Commission but did not complete the process for approval at that time. Staff determined an updated General Development Plan (GDP) was warranted. City Council approved the GDP for the development on April 4, 2022. The GDP established the density and general design of the site.

Auth Consulting & Associates/GMTZ LLC. has submitted a SIP and Final Plat request for the final phase of development. The SIP is the final step for development review for a PUD which includes detailed architectural, engineering, landscaping, and stormwater plans and the Final Plat creates the lots, outlots, new streets, and easements for the neighborhood.

Location Map - Site outlined in red
PROJECT DESCRIPTION

SouthPointe 1st Addition will create 25 single-family lots and 4-twin home lots including the continuation of Steelhead Drive from the west to the east and provide a connection with the existing Aurora Circle. A 1.6 acre Outlot with steep slopes will be platted and dedicated to the city.

SouthPointe 1st Addition’s 29 newly created lots are intended for owner-occupied single- and two-family homes. The seven lots north of Steelhead Drive will be intended for general occupancy, the remaining 22 lots to the south and east of Steelhead Drive will be intended for for-sale senior housing. However, this will not be an age restricted community.

Access to the newly created lots will be available from the existing Steelhead Drive and the adjacent Aurora Circle. Sidewalks will be provided on both sides of the street to provide a safe and connected pedestrian network throughout the neighborhood.

The R-1 zoning district requires a 5-foot side yard setback, a 20-foot front yard setback, and a 25-foot rear yard setback. The applicant sought flexibility on lot sizes and widths for some of the lots in the area via PUD.

There are three different model types proposed for the senior housing portion of development:

_Model A Example – Elevation Drawings_
Model B Example – Elevation Drawings

Twin Home A Example – Elevation Drawing
SIP ANALYSIS
Staff review of the SouthPointe 1st Addition neighborhood SIP has found it to be consisted with the approved General Development Plan in maintaining the same number of units, street layout, and open space. The applicant has requested flexibility for reduced side, rear, and front-yard setbacks for certain lots in the development.

Specific Implementation Plan for SouthPointe 1st Addition
**FINAL PLAT ANALYSIS**

The final plat for SouthPointe 1st Addition creates 25 single family and 4 twin-home lots for development and one publicly dedicated outlot on the north side of the development. Drainage and utility and trail easements have been provided and streets are designed per subdivision requirements. The existing Steelhead Drive will be continued east and south to connect with the existing Aurora Circle.

*Final Plat for SouthPointe 1st Addition*

*Consistency with Official Map*

The development is consistent with the Official Map; public sewer and water services will be provided and the proposed connections to existing roads are consistent with topography and natural features.

*Consistency with Comprehensive Plan*

The future land use map identifies this area as low density residential, which means density should fall within 2-4 dwelling units per acre. The overall density for SouthPointe 1st Addition will be approximately 3.12 du/acre.
**Consistency with the General Development Plan**
The applicant submitted a GDP in lieu of a preliminary plat. The Final Plat is consistent with the GDP with no changes in layout or the overall number of lots in the subdivision.

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

**Consistency with Zoning Ordinance**
The area is zoned R1 single family residential. Some of the lots do not meet the setback requirement mandated by code, however the applicant is pursuing a PUD and seeking flexibility.

**Site Characteristics**
Engineering has no concerns regarding slopes, stormwater or other site characteristics.

**SUMMARY**
The SIP is the final design phase of a PUD where detailed engineering specification are provided to ensure the civil, stormwater, and architectural details meet the Municipal Code and function appropriately for the site. The project meets the requirements for SIP approval with regard to engineering aspects and is consistent with the approved GDP from April 4, 2022.

The proposed final plat will include 29 lots. The proposed plat is consistent with the General Development Plan, Comprehensive Plan, and meets relevant subdivision requirements.

**RECOMMENDATION**
Plan Commission reviewed the Specific Implementation Plan and Final Plat for SouthPointe 1st Addition at their meeting on June 6, 2023, and forwarded the resolution to City Council with a favorable recommendation.
RESOLUTION NO.
APPROVING THE SPECIFIC IMPLEMENTATION PLAN (SIP) AND FINAL PLAT FOR
SOUTHPOINTE 1ST ADDITION

WHEREAS, GMTZ, LLC submitted a final plat and Specific Implementation Plan (SIP) for SouthPointe 1st Addition located on Steelhead Drive and Aurora Circle; and

WHEREAS, the final plat and SIP is consistent with the Official Map and Comprehensive Plan and is in substantial conformance to the General Development Plan approved by Council on April 4th, 2022; and

WHEREAS, the Plan Commission reviewed the final plat and SIP at their June 6th, 2023 meeting and forwarded it to the Common Council with a favorable recommendation; and

WHEREAS, the Common Council reviewed this item at its regular meeting of June 27th, 2023 and found it to be acceptable.

NOW, THEREFORE, BE IT RESOLVED that the Common Council for the City of River Falls hereby approves the Final Plat and Specific Implementation Plan of SouthPointe 1st Addition subject to the following conditions:

1. All of the developer obligations have been satisfactorily met or addressed as determined by the City Engineer as outlined in the Developer’s Agreement for South Pointe (2006).
2. The final plat shall not be recorded until the City has received an irrevocable letter of credit in an amount approved by the City Engineer for all public improvements that are required to be installed in accordance with the plans and specifications.
3. The final plat shall not be recorded until the City has received notice of certification from the State of Wisconsin.

Dated this 27th day of June 2023.

CITY OF RIVER FALLS

______________________________
Dan Toland, Mayor

ATTEST:

______________________________
Amy White, City Clerk
MEMORANDUM

TO: Mayor Toland and City Councilmembers

FROM: Sam Burns, Planner

DATE: June 27, 2023

TITLE: Resolution Approving the Final Plat for Oak Hill

RECOMMENDED ACTION
Adopt the attached resolution approving the Final Plat for Oak Hill.

BACKGROUND
This property was purchased by the Wells family many years ago for future development that did not occur in the property anticipated. Fast forward to today and TEG Land Holdings, LLC has purchased the property, received City entitlements, and is requesting final plat approval for Phase 1 of the Oak Hill subdivision. A planned unit development (PUD) and Preliminary Plat for the entire Oak Hill subdivision was approved during the March 28, 2023, City Council meeting. The applicant is anticipating three total phases for the development.

A developer’s agreement approved during the same meeting details the developer’s obligations for the subdivision, including adherence to City development and design ordinances, construction of all streets and public improvements, and dedication of utility, stormwater easements and certain outlots. Staff has reviewed the engineering and development plan sets for all three phases of the development. After the final plat is approved and recorded, the applicant may begin selling lots in the first phase of development.

Location Map - Site outlined in red
DESCRIPTION
The initial phase of development in the Oak Hill neighborhood will create 29 single-family lots and 16 twin homes for a total of 45 lots. The Final Plat includes the partial construction of Gambel St., Chestnut Ave., and all of Compton Ave.

Ten outlots will be platted and seven will be dedicated to the City for stormwater management and a future publicly accessible trailhead. Of the remaining three outlots, two will be for future phases of the development and one, consisting of a steep-slope area, will be open space deeded to the neighborhood HOA.

Oak Hill Final Plat (first phase of development)

ANALYSIS
Consistency with Official Map
The development is consistent with the Official Map; public sewer and water services will be provided; and the proposed connections to existing roads are consistent with topography and natural features. The connection of Compton Avenue with 879th Street provides for solid community connections and is mapped as an official future road on the City’s Official Map. The majority of traffic flow will be to the east, as town residents and citizens alike take Compton Avenue to Maple Street or eventually Locust Street to City amenities downtown that are enjoyed
by all. Increased traffic to the west will be minimal in comparison, and cooperation with the Town of River Falls to provide appropriate municipal facilities will be necessary.

**Consistency with Comprehensive Plan**
The future land use map identifies this area as medium density residential, which means density should fall within 4-8 dwelling units per acre. The proposed layout provides 110 lots total at approximately 3.10 du/acre, which is slightly less density for the site than dictated by the comprehensive plan. However, with the topographical constraints of the site, staff recommends moving forward with a slightly lower density and grant the flexibility as is allowed with a PUD.

**Consistency with Preliminary Plat**
The final plat is consistent with the preliminary plat, with no changes in layout or the overall number of lots in the subdivision.

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

**Consistency with Zoning Ordinance**
The area is zoned R-2 multi-family medium-density residential. While the development does not meet the density, setback and lot size requirement for the designated zoning, the applicant has been approved for a PUD and is providing the nature trail and trail connections in exchange for the requested flexibility.

**Consistency with Developer’s Agreement**
The submitted final plat meets the standards laid out in the Developer’s Agreement. Staff will ensure compliance with these agreements prior to recording of the final plat and prior to issuance of a certificate of completion for the development. The contingencies are the standard conditions for all final plat approvals and are called out in the attached resolution.

**Site Characteristics**
The Final Plat creates residential lots, multiple outlots for stormwater, steep slopes, future development, and a dedicated public trailhead consistent with the PUD and responding appropriately to site characteristics such as steep slopes and connectivity to existing parks and open space.

**SUMMARY**
This is the first of three phases of the Oak Hill development. The first phase will include 45 lots with a total development wide density of 3.10 du per acre. Flexibility is being granted on density, setback and lot size requirements in exchange for the applicant including publicly accessible trails and greenspace. It is anticipated the neighborhood will be completed in the next 3-5 years.

**RECOMMENDATION**
Plan Commission reviewed the Final Plat for Oak Hill at their meeting on June 6, 2023, and forwarded it to the City Council with a favorable recommendation.
RESOLUTION NO.
APPROVING THE FINAL PLAT FOR OAK HILL

WHEREAS, TEG Land Holdings, LLC submitted a final plat for Oak Hill located on South Apollo Road;

WHEREAS, the final plat is consistent with the Official Map and Comprehensive Plan and is in substantial conformance with the Preliminary Plat approved by Council on March 28th, 2023; and

WHEREAS, the Plan Commission reviewed the final plat at their June 6th, 2023 meeting and forwarded it to the Common Council with a favorable recommendation; and

WHEREAS, the Common Council reviewed this item at its regular meeting of June 27, 2023 and found it to be acceptable.

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

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

Dated this 27th day of June 2023.

CITY OF RIVER FALLS

________________________________________
Dan Toland, Mayor

ATTEST:

________________________________________
Amy White, City Clerk
MEMORANDUM

TO: Mayor Toland and City Council
FROM: Josh Solinger, Finance Director
DATE: June 27, 2023
TITLE: Resolution Amending Fee Schedule-Streetlight Special Charge

RECOMMENDED ACTION
Adopt the resolution establishing monthly rates for streetlight special charges, effective July 2023.

BACKGROUND
The concept of a streetlight special charge was first brought to the Council for review in 2010. Cities have home rule authority to create such a special charge as provided in Chapter 62 and Chapter 66 of the Wisconsin State Statutes. A system was proposed to reallocate the cost of unmetered municipal streetlights from the property tax to a special charge included on monthly utility bills. This would distribute costs between taxable and tax-exempt properties.

The method proposed in 2010 used a combination of land use and streetlight fixtures adjacent to the various property types. The resulting special charge schedule was composed of multiple rates for discrete property types. The Council chose not to move ahead with the streetlight special charge at that time.

A workshop was held in June 2019 to discuss the streetlight special charge and the consensus of Council was to continue work on establishing such a charge. The current Fiscal Plan contemplates the inclusion of a streetlight special charge. At the first budget workshop for the 2021-2022 biennial budget, staff indicated the charge would be included with the 2023-2024 Biennial Budget.

The special charge was discussed by Council again during budget workshops for the 2023-2024 Biennial Budget. Staff were instructed to proceed with developing the special charge. A proposed rate structure was reviewed by Council at its retreat on May 31. The attached resolution implementing the special charge is now being brought forward for Council consideration.

DISCUSSION
On November 9, 2022, City Council adopted Ordinance 2022-15 creating Chapter 13.26 of the Municipal Code – Municipal Streetlight Cost Recovery System. The ordinance established the streetlight special charge as a cost recovery mechanism, but it did not set the rate structure. A separate resolution amending the City’s Fee Schedule is required to set the rates.
Staff modeled the proposed rate structure based on the City of Rice Lake’s streetlight fee, which has been successfully implemented since 2005. Current streetlight costs for the General Fund are $214,000 based on the number of lights and the operating costs per light. The special charges will be set to recover current operating costs plus have sufficient capacity for administrative costs, billing costs, and a small contingency for unexpected expenses. In future years, the cost recovery requirement will be adjusted based on actual expenses.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance</td>
<td>$214,000</td>
</tr>
<tr>
<td>Administration/Contingency</td>
<td>16,000</td>
</tr>
<tr>
<td>Billing Costs</td>
<td>4,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$234,000</strong></td>
</tr>
</tbody>
</table>

The rate structure for the special charge is based on the category of customer (Table 2). Customer categories are derived from the City’s zoning categories. The number of streetlights in each zoning category and the average linear frontage of properties in each zone were used in calculating cost allocations.

<table>
<thead>
<tr>
<th>Category</th>
<th>Properties Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Residential</td>
<td>Single Family</td>
</tr>
<tr>
<td>Multi-residential</td>
<td>Duplex+</td>
</tr>
<tr>
<td>Commercial</td>
<td>General</td>
</tr>
<tr>
<td>Industrial</td>
<td>Industrial</td>
</tr>
<tr>
<td>Schools</td>
<td>School Zone</td>
</tr>
<tr>
<td>Parks, Ag, &amp; Conservancy</td>
<td>City-owned Parks</td>
</tr>
</tbody>
</table>

The rate structure is based on residential equivalency units (REUs). Residential properties are one REU and the other customer categories are multiples of one REU. Each category is set at the number of REUs required to produce sufficient revenues to recover the costs of streetlighting in their respective zoning categories. Streetlighting costs for each zoning category are calculated by allocating the General Fund’s cost for streetlights by the number of streetlights in each zoning category and the cost per streetlight.

<table>
<thead>
<tr>
<th>Category</th>
<th>REU</th>
<th>Charge per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Residential</td>
<td>1</td>
<td>$2</td>
</tr>
<tr>
<td>Multi-residential</td>
<td>1</td>
<td>$2</td>
</tr>
<tr>
<td>Commercial</td>
<td>4</td>
<td>$8</td>
</tr>
<tr>
<td>Industrial</td>
<td>6</td>
<td>$12</td>
</tr>
<tr>
<td>Schools</td>
<td>15</td>
<td>$30</td>
</tr>
<tr>
<td>Parks, Ag, &amp; Conservancy</td>
<td>15</td>
<td>$30</td>
</tr>
</tbody>
</table>
FINANCIAL IMPACT
The City's approved 2023-2024 Biennial Budget established a special revenue fund for the municipal streetlight cost recovery system. If the Council decides against establishing the streetlight special charge, other budgeted expenses in the General Fund will be reduced to maintain the cost of streetlighting in the General Fund.

The special charge shifts a portion of the funding for streetlighting from residential properties to non-residential properties. Residential properties account for approximately 76 percent of the funding for streetlighting under the current property tax funding structure. This will decrease to approximately 64 percent with the streetlight special charge (Table 4).

Table 4. Streetlight Cost Distribution by Category and Fee Type

<table>
<thead>
<tr>
<th>Category</th>
<th>Tax Levy (%)</th>
<th>Revenue ($)</th>
<th>Special Charge (%)</th>
<th>Revenue ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>76%</td>
<td>$178,000</td>
<td>64%</td>
<td>$150,000</td>
</tr>
<tr>
<td>Non-residential</td>
<td>24%</td>
<td>$56,000</td>
<td>36%</td>
<td>$84,000</td>
</tr>
</tbody>
</table>

Table 5 provides a sources and uses table for estimated revenues by customer category and streetlight costs. Staff will evaluate the new special revenue fund annually to ensure cost recovery for streetlights is being achieved. Future changes to the rate structure may be recommended as needed to continue achieving cost recovery.

Table 5. Sources and Uses for Streetlight Special Charge

<table>
<thead>
<tr>
<th>Sources</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Residential</td>
<td>$ 90,000</td>
</tr>
<tr>
<td>Multi-residential</td>
<td>59,000</td>
</tr>
<tr>
<td>Commercial</td>
<td>51,000</td>
</tr>
<tr>
<td>Industrial</td>
<td>17,000</td>
</tr>
<tr>
<td>Parks, Ag, &amp; Conservancy</td>
<td>11,000</td>
</tr>
<tr>
<td>Schools</td>
<td>6,000</td>
</tr>
<tr>
<td><strong>Total Sources</strong></td>
<td><strong>$ 234,000</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Uses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance</td>
<td>$ 214,000</td>
</tr>
<tr>
<td>Administration/Contingency</td>
<td>16,000</td>
</tr>
<tr>
<td>Billing Costs</td>
<td>4,000</td>
</tr>
<tr>
<td><strong>Total Uses</strong></td>
<td><strong>$ 234,000</strong></td>
</tr>
</tbody>
</table>

CONCLUSION
The attached resolution amends the City’s Fee Schedule by incorporating a new rate structure for the streetlight special charge. The special charge will be effective July 2023 and included in utility bills sent out in August. Adoption of the attached resolution is recommended.
RESOLUTION NO.

RESOLUTION AMENDING FEE SCHEDULE-STREETLIGHT SPECIAL CHARGE

WHEREAS, the City of River Falls maintains a schedule of all City fees and charges; and

WHEREAS, the fee schedule needs to be amended from time-to-time to incorporate changes in certain fees and practices; and

WHEREAS, Ordinance 2022-15 established the Municipal Streetlight Cost Recovery System; and

WHEREAS, streetlight special charges must be set by resolution; and

WHEREAS, the following customer categories, residential equivalency units, and monthly charges will be added to the fee schedule and to utility bills.

<table>
<thead>
<tr>
<th>Category</th>
<th>REU</th>
<th>Charge per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Residential</td>
<td>1</td>
<td>$2</td>
</tr>
<tr>
<td>Multi-residential</td>
<td>1</td>
<td>$2</td>
</tr>
<tr>
<td>Commercial</td>
<td>4</td>
<td>$8</td>
</tr>
<tr>
<td>Industrial</td>
<td>6</td>
<td>$12</td>
</tr>
<tr>
<td>Schools</td>
<td>15</td>
<td>$30</td>
</tr>
<tr>
<td>Parks, Ag, &amp; Conservancy</td>
<td>15</td>
<td>$30</td>
</tr>
</tbody>
</table>

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of River Falls hereby approves the streetlight special charges and hereby puts them into full force and effect by amending the fee schedule effective July 2023.

Dated this 27th day of June 2023.

________________________________________
Dan Toland, Mayor

ATTEST:

________________________________________
Amy White, City Clerk
MEMORANDUM

TO: Mayor Toland and City Council
FROM: Josh Solinger, Finance Director
DATE: June 27, 2023
TITLE: Resolution Extending Audit Contract through 2024 Audit with Baker Tilly US, LLP

RECOMMENDED ACTION
Exercise option to extend the City’s current auditing contract with Baker Tilly through completion of the audit for Fiscal Year 2024.

BACKGROUND
On November 24, 2020, the City Council passed Resolution 6529 approving Baker Tilly US, LLP (Baker Tilly) as the City’s audit firm for fiscal years 2020 through 2022. The resolution and accompanying memo indicated that the City could extend the contract for an additional two years, or through the audit for Fiscal Year (FY) 2024. Baker Tilly expressed an interest in exercising the option to continue as the City’s audit firm for fiscal years 2023 and 2024.

DISCUSSION
Baker Tilly’s services have included two components – the annual audit and financial statement preparation and an annual tax increment financing report. Staff propose accepting Baker Tilly’s offer to exercise the option and continue as the City’s audit firm for the next two years. However, finance staff will assume the responsibility of self-performing the annual tax increment financing (TIF) report for the next two years.

<table>
<thead>
<tr>
<th>Year</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit</td>
<td>$48,700</td>
<td>$50,100</td>
<td>$51,600</td>
<td>$56,900</td>
<td>$59,900</td>
</tr>
<tr>
<td>TIF Report</td>
<td>5,500</td>
<td>6,600</td>
<td>6,700</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>$54,200</td>
<td>$56,700</td>
<td>$58,300</td>
<td>$56,900</td>
<td>$59,900</td>
</tr>
</tbody>
</table>

The total cost for Baker Tilly to continue as the City’s audit firm will decrease from $58,300 for FY2022 to $56,900 for FY2023. The cost will increase to $59,900 for FY2024. These costs factor in staff self-performing the annual tax increment financing report.

Continuing with Baker Tilly for two years will produce some efficiencies for staff in future audits. Finance staff have benefited from the firm’s experience with the City and the institutional knowledge they have been able to offer. As staff continue learning the firm’s processes and approach to the year-end process, future audits may be conducted more efficiently and with less time required of staff.
FINANCIAL IMPACT
Future costs for the audit may be allocated across various City funds. Such an allocation may be made based on the proportion of the total budget each fund represents. The sources and uses table below provides the breakdown of such an allocation.

<table>
<thead>
<tr>
<th>Sources</th>
<th>FY2023</th>
<th>FY2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$16,200</td>
<td>$17,000</td>
</tr>
<tr>
<td>Special Revenue Funds</td>
<td>7,600</td>
<td>8,000</td>
</tr>
<tr>
<td>Capital Funds</td>
<td>2,500</td>
<td>2,600</td>
</tr>
<tr>
<td>Enterprise Funds</td>
<td>27,700</td>
<td>29,200</td>
</tr>
<tr>
<td>Internal Service Funds</td>
<td>2,900</td>
<td>3,100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$56,900</strong></td>
<td><strong>$59,900</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Uses</th>
<th>FY2023</th>
<th>FY2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Audit</td>
<td>$56,900</td>
<td>$59,900</td>
</tr>
</tbody>
</table>

CONCLUSION
Baker Tilly has effectively served as the City’s audit firm under a contract approved by the City Council in 2020. The resolution authorizing the contract provides for the ability of the City and Baker Tilly to exercise an option extending the contract through the audit process for FY2024. Staff recommend approval of a resolution extending the contract for two years at a cost of $56,900 in FY2023 and $59,900 in FY2024.
RESOLUTION NO.

RESOLUTION APPROVING BAKER TILLY US, LLP AS CITY’S AUDIT FIRM FOR FISCAL YEARS 2023-2024

WHEREAS, the City of River Falls contracts with a qualified independent firm for annual auditing services; and

WHEREAS, the City currently contracts with Baker Tilly as its audit firm; and

WHEREAS, the resolution authorizing the current contract allows for a two-year extension of the contract for Fiscal Years 2023 and 2024; and

WHEREAS, Baker Tilly provided an acceptable cost proposal for both years; and

WHEREAS, staff recommend continuing with Baker Tilly for the annual audit for the next two years and self-performing the annual tax increment financing report.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of River Falls hereby approves a two-year extension with Baker Tilly US, LLP for the City’s auditing services for the fiscal years 2023 through 2024.

Dated this 27th day of June, 2023.

________________________________________________________
Dan Toland, Mayor

ATTEST:

________________________________________________________
Amy White, City Clerk
MEMORANDUM

TO: Mayor Toland and City Council

FROM: Kevin Westhuis, Utility Director
       Tamarra Jaworski, Engineer Technician

DATE: June 27, 2023

TITLE: Resolution Awarding Bid for the 2023 and 2024 Manhole Rehabilitation Project

-----------------------------------------------------------------------------------

RECOMMENDED ACTION
Adopt the resolution awarding the bid for the 2023 and 2024 Manhole Rehabilitation Project to Hydro-Klean, LLC.

BACKGROUND
Maintenance and rehabilitation of existing sewer system infrastructure is essential to preserving the sanitary sewer system.

The City of River Falls has an aging sewer infrastructure in the older parts of our community. A component of this infrastructure is the sewer manhole. With a proactive maintenance plan, manholes can be restored to ensure safety, improve efficient sewer system operation, and add years to the life of the system.

The City of River Falls has 1,515 sanitary sewer manholes throughout town. Two hundred of these are block, 21 are brick, and the remainder are precast concrete. The block and brick manholes can be found in the older subdivisions. These manholes are rated by staff and repaired as budget and time allows.

DISCUSSION
Sanitary manholes are rated from 1-5 (1=good, 5=bad). This rating is determined based on field inspection (looking at the castings, rings, chimney, bench, and trough), and frequent maintenance needs, or frequent backups. To date, 148 manholes have had some sort of rehabilitation (partial or complete).

Some of the manholes in our system are greater than 100 years old as evidenced by the visible original brick or block they were constructed with. The below photographs represent the condition of exampled manholes selected for the rehabilitation project and what staff looks for when evaluating need of repair.
Although the detailed brick work is rather impressive, it starts to crumble and leads to infiltration.

Note the Crumbling Brick

This is a manhole on Locust Street. It is on the list for rehabilitation with this project. It was installed in the 1940s.
Note the deteriorating block chimney. This can lead to a collapsing manhole.

Monoform manhole restoration is accomplished by pouring a new concrete liner within the existing structure. See the before and after example below.

For more information on the restoration process, an example video can be found at https://www.youtube.com/watch?v=khJhJwCZukc&feature=youtu.be
For 2023, 12 manholes have been identified for rehabilitation. For 2024, 20 manholes have been identified. The manholes are at various locations throughout the city. Those locations are shown in the figure below.

- Red circle: MH for Rehab in 2023
- Blue circle: MH for Rehab in 2024
The city requested bid proposals for the identified locations. Bid results are as follows:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>2023 BID</th>
<th>2024 BID</th>
<th>Total BID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hydro-Klean</td>
<td>$58,284</td>
<td>$99,266</td>
<td>$157,550</td>
</tr>
<tr>
<td>Thul Specialty Contracting</td>
<td>$80,300</td>
<td>$139,400</td>
<td>$219,700</td>
</tr>
</tbody>
</table>

To date, most monoform concrete manhole rehabilitations in the city have been successfully performed by Hydro-Klean, LLC and the City had been satisfied with their work.

**FINANCIAL CONSIDERATIONS**

The current project funding identified for 2023 and 2024 are shown in the table below with funding approved during the 2023-2024 budget cycle:

<table>
<thead>
<tr>
<th>2023 Sources</th>
<th>2023 Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection System Repair</td>
<td>$29,142</td>
</tr>
<tr>
<td>Collection System Replace (CIP)</td>
<td>$29,142</td>
</tr>
<tr>
<td><strong>Total Sources</strong></td>
<td>$58,284</td>
</tr>
<tr>
<td>Manhole Rehabilitation</td>
<td>$58,284</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2024 Sources</th>
<th>2024 Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection System Repair</td>
<td>$49,633</td>
</tr>
<tr>
<td>Collection System Replace (CIP)</td>
<td>$49,633</td>
</tr>
<tr>
<td><strong>Total Sources</strong></td>
<td>$99,266</td>
</tr>
<tr>
<td>Manhole Rehabilitation</td>
<td>$99,299</td>
</tr>
</tbody>
</table>

The lowest bid is $157,550 by Hydro-Klean, LLC. This is below the budgeted amount for the two-year project.

**CONCLUSION**

The Utility Advisory Board reviewed this memo at their June 19, 2024, meeting and passed a resolution requesting the City Council approve a resolution to authorize awarding the bid to Hydro-Klean, LLC. for the 2023 and 2024 Manhole Rehabilitation Project.
RESOLUTION NO.

RESOLUTION AWARDING BID FOR THE 2023 & 2024 MANHOLE REHABILITATION PROJECT

WHEREAS, the City of River Falls Utilities is responsible for maintaining the integrity and safety of the sewer system which includes manholes; and

WHEREAS, the City of River Falls Utilities has identified 32 manholes that need repair; 12 of which are planned to be done in 2023 and 20 of which are planned to be done in 2024; and

WHEREAS, two proposals were received for a two year rehabilitation project; and

WHEREAS, the sewer collection system repair and the CIP replace line items in the Sewer budget have funds to cover 2023 and 2024 rehabilitation; and

WHEREAS, Hydro-Klean LLC. submitted the low proposal in the amount of $157,550, and the City of River Falls has successfully contracted with Hydro-Klean, LLC. in the past; and

WHEREAS, staff has reviewed the proposal and finds it acceptable;

NOW, THEREFORE, BE IT RESOLVED that the River Falls Common Council authorizes the City Administrator to enter into an agreement with Hydro-Klean, LLC. on behalf of the City in the amount of $157,550 for the 2023 and 2024 Manhole Rehabilitation Project.

Dated this 27th day of June 2023

__________________________
Dan Toland, Mayor

ATTEST:

__________________________
Amy White, City Clerk
MEMORANDUM

TO: Mayor Toland and City Council
FROM: Dean Seemuth, Water/Wastewater Superintendent
DATE: June 27, 2023
TITLE: 2022 Compliance Maintenance Annual Report

RECOMMENDED ACTION
Approve resolution approving the 2022 compliance maintenance annual report (CMAR) to authorize the submission of the report to the Wisconsin Department of Natural Resources.

BACKGROUND
CMAR has been an annual self-evaluation reporting requirement for publicly and privately owned domestic wastewater treatment works since 1987. Annual submittal of an electronic CMAR form by June 30 is required under Wisconsin Administrative Code NR 208 – Compliance Maintenance.

The purpose of this report is to evaluate the wastewater treatment system for problems or deficiencies and identify proposed actions to prevent violations of discharge permits and water quality degradation. This report is also a communication tool for identifying needs for future planning. It describes the management and physical condition of wastewater treatment during the previous calendar year, assesses system performance and requirements, provides an objective analysis to determine whether a more detailed evaluation of the wastewater facility is needed, and identifies proposed action necessary to maintain regulatory compliance.

DISCUSSION
Enclosed for your review is the 2022 CMAR. The Department of Natural Resources (DNR) has weighted factors so overall scores are not skewed by individual factors. The point calculation on the report indicates that our facility is in the voluntary response range.

When reviewing the CMAR, there are some very good things happening at the WWTP, our Biochemical Oxygen Demand, (BOD) are well below our limit. Influent limit is 3898 pounds per day, and we are receiving 2586 average pounds per day, 66%. Effluent BOD limit is 30 mg/L per day and we average 5 mg/L per day. We are also very good with the Ammonia and Phosphorus, our phosphorus limit is 1.0 mg/l monthly average, and we are averaging .194 mg/L. I do anticipate our limit may be reduced to .5 mg/L when we do our new permit in 2025, as the DNR seems to be dropping limits around the state and we should have no trouble meeting this limit.
CONCLUSION
The CMAR shows a cumulative GPA of 4.0 out of a possible 4.0 for the operation of the City’s Wastewater Treatment Facility and collection system. Staff recommends the approval of the resolution authorizing submission of the 2022 Compliance Maintenance Annual Report to the Wisconsin Department of Natural Resources.
RESOLUTION NO.

RESOLUTION APPROVING
2022 COMPLIANCE MAINTENANCE ANNUAL REPORT (CMAR)

WHEREAS, the City of River Falls Wastewater Treatment and Sewer Collection staff completed the Compliance Maintenance Annual Report; and

WHEREAS, the cumulative GPA of the facility is 4.0 out of 4.0 and

WHEREAS, the City of River Falls Utility Advisory Board has reviewed said report and requests Common Council approve the report and its submission at its June 27, 2023, meeting; and

WHEREAS, the Council has reviewed the 2022 Compliance Maintenance Annual Report; and

BE IT FURTHER RESOLVED that the City of River Falls Common Council approves the 2022 Compliance Maintenance Annual Report and authorizes submission of the report to the Wisconsin Department of Natural Resources.

Dated this 27th day of June 2023.

________________________________________
Dan Toland, Mayor

ATTEST:

________________________________________
Amy White, City Clerk
## Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings
   1.1 Verify the following monthly flows and BOD loadings to your facility.

<table>
<thead>
<tr>
<th>Influent No. 701</th>
<th>Influent Monthly Average Flow, MGD</th>
<th>x</th>
<th>Influent Monthly Average BOD Concentration mg/L</th>
<th>x</th>
<th>8.34</th>
<th>=</th>
<th>Influent Monthly Average BOD Loading, lbs/day</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1.3487</td>
<td>x</td>
<td>224</td>
<td>x</td>
<td>8.34</td>
<td>=</td>
<td>2,523</td>
</tr>
<tr>
<td>February</td>
<td>1.3573</td>
<td>x</td>
<td>231</td>
<td>x</td>
<td>8.34</td>
<td>=</td>
<td>2,613</td>
</tr>
<tr>
<td>March</td>
<td>1.3844</td>
<td>x</td>
<td>220</td>
<td>x</td>
<td>8.34</td>
<td>=</td>
<td>2,544</td>
</tr>
<tr>
<td>April</td>
<td>1.3538</td>
<td>x</td>
<td>253</td>
<td>x</td>
<td>8.34</td>
<td>=</td>
<td>2,854</td>
</tr>
<tr>
<td>May</td>
<td>1.3642</td>
<td>x</td>
<td>220</td>
<td>x</td>
<td>8.34</td>
<td>=</td>
<td>2,498</td>
</tr>
<tr>
<td>June</td>
<td>1.2601</td>
<td>x</td>
<td>235</td>
<td>x</td>
<td>8.34</td>
<td>=</td>
<td>2,474</td>
</tr>
<tr>
<td>July</td>
<td>1.2396</td>
<td>x</td>
<td>235</td>
<td>x</td>
<td>8.34</td>
<td>=</td>
<td>2,430</td>
</tr>
<tr>
<td>August</td>
<td>1.2522</td>
<td>x</td>
<td>227</td>
<td>x</td>
<td>8.34</td>
<td>=</td>
<td>2,375</td>
</tr>
<tr>
<td>September</td>
<td>1.3647</td>
<td>x</td>
<td>237</td>
<td>x</td>
<td>8.34</td>
<td>=</td>
<td>2,694</td>
</tr>
<tr>
<td>October</td>
<td>1.3340</td>
<td>x</td>
<td>246</td>
<td>x</td>
<td>8.34</td>
<td>=</td>
<td>2,741</td>
</tr>
<tr>
<td>November</td>
<td>1.3094</td>
<td>x</td>
<td>249</td>
<td>x</td>
<td>8.34</td>
<td>=</td>
<td>2,719</td>
</tr>
<tr>
<td>December</td>
<td>1.3094</td>
<td>x</td>
<td>235</td>
<td>x</td>
<td>8.34</td>
<td>=</td>
<td>2,566</td>
</tr>
</tbody>
</table>

2. Maximum Monthly Design Flow and Design BOD Loading
   2.1 Verify the design flow and loading for your facility.

<table>
<thead>
<tr>
<th>Design</th>
<th>Design Factor</th>
<th>x</th>
<th>%</th>
<th>=</th>
<th>% of Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max Month Design Flow, MGD</td>
<td>1.98</td>
<td>x</td>
<td>90</td>
<td>=</td>
<td>1.782</td>
</tr>
<tr>
<td></td>
<td></td>
<td>x</td>
<td>100</td>
<td>=</td>
<td>1.98</td>
</tr>
<tr>
<td>Design BOD, lbs/day</td>
<td>3898</td>
<td>x</td>
<td>90</td>
<td>=</td>
<td>3508.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>x</td>
<td>100</td>
<td>=</td>
<td>3898</td>
</tr>
</tbody>
</table>

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

<table>
<thead>
<tr>
<th>Months of Influent</th>
<th>Number of times flow was greater than 90% of</th>
<th>Number of times flow was greater than 100% of</th>
<th>Number of times BOD was greater than 90% of design</th>
<th>Number of times BOD was greater than 100% of design</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>February</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>March</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>April</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>May</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>June</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>July</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>August</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>September</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>October</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>November</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>December</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Points per each</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Exceedances</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Points</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Number of Points</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>
3. Flow Meter
3.1 Was the influent flow meter calibrated in the last year?
   ■ Yes  Enter last calibration date (MM/DD/YYYY)
      2022-02-23
   ○ No
   If No, please explain:

4. Sewer Use Ordinance
4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of
   excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from
   industries, commercial users, hauled waste, or residences?
   ■ Yes
   ○ No
   If No, please explain:

4.2 Was it necessary to enforce the ordinance?
   ■ Yes
   ○ No
   If Yes, please explain:

5. Septage Receiving
5.1 Did you have requests to receive septage at your facility?
   Septic Tanks   Holding Tanks   Grease Traps
   ■ Yes   ○ Yes   ● Yes
   ○ No   ● No   ○ No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.
   Septic Tanks
      ● Yes
      ○ No
   Holding Tanks
      ● Yes
      ○ No
   Grease Traps
      ● Yes
      4000 gallons
      ○ No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving
   any of these wastes.
   no performance issues were experienced with the treatment at the plant as a result of accepting
   this load from commercial grease trap.

6. Pretreatment
6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns,
   or hazardous situations in the sewer system or treatment plant that were attributable to
   commercial or industrial discharges in the last year?
   ■ Yes
   ○ No
   If yes, describe the situation and your community's response.
6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

- Yes
- No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

<table>
<thead>
<tr>
<th>Total Points Generated</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score (100 - Total Points Generated)</td>
<td>100</td>
</tr>
<tr>
<td>Section Grade</td>
<td>A</td>
</tr>
</tbody>
</table>
Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

<table>
<thead>
<tr>
<th>Outfall No. 001</th>
<th>Monthly Average Limit (mg/L)</th>
<th>90% of Permit Limit &gt; 10 (mg/L)</th>
<th>Effluent Monthly Average (mg/L)</th>
<th>Months of Discharge with a Limit</th>
<th>Permit Limit Exceedance</th>
<th>90% Permit Limit Exceedance</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>30</td>
<td>27</td>
<td>5</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>February</td>
<td>30</td>
<td>27</td>
<td>5</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>March</td>
<td>30</td>
<td>27</td>
<td>5</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>April</td>
<td>30</td>
<td>27</td>
<td>5</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>May</td>
<td>30</td>
<td>27</td>
<td>5</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>June</td>
<td>30</td>
<td>27</td>
<td>6</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>July</td>
<td>30</td>
<td>27</td>
<td>5</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>August</td>
<td>30</td>
<td>27</td>
<td>5</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>September</td>
<td>30</td>
<td>27</td>
<td>5</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>October</td>
<td>30</td>
<td>27</td>
<td>6</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>November</td>
<td>30</td>
<td>27</td>
<td>7</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>December</td>
<td>30</td>
<td>27</td>
<td>7</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

* Equals limit if limit is <= 10

- Months of discharge/yr: 12
- Points per each exceedance with 12 months of discharge: 7 3
- Exceedances: 0 0
- Points: 0 0

**Total number of points:** 0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

No Violations

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

- Yes
  - Enter last calibration date (MM/DD/YYYY)
    - 2022-02-23
- No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

No problems

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

- Yes
- No
4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?
- Yes
- No
If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?
- Yes
- No
- N/A
Please explain unless not applicable:

<table>
<thead>
<tr>
<th>Total Points Generated</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score (100 - Total Points Generated)</td>
<td>100</td>
</tr>
<tr>
<td>Section Grade</td>
<td>A</td>
</tr>
</tbody>
</table>
**Effluent Quality and Plant Performance (Total Suspended Solids)**

1. Effluent Total Suspended Solids Results
   1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

<table>
<thead>
<tr>
<th>Outfall No. 001</th>
<th>Monthly Average Limit (mg/L)</th>
<th>90% of Permit Limit &gt;10 (mg/L)</th>
<th>Effluent Monthly Average (mg/L)</th>
<th>Months of Discharge with a Limit</th>
<th>Permit Limit Exceedance</th>
<th>90% Permit Limit Exceedance</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>30</td>
<td>27</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>February</td>
<td>30</td>
<td>27</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>March</td>
<td>30</td>
<td>27</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>April</td>
<td>30</td>
<td>27</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>May</td>
<td>30</td>
<td>27</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>June</td>
<td>30</td>
<td>27</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>July</td>
<td>30</td>
<td>27</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>August</td>
<td>30</td>
<td>27</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>September</td>
<td>30</td>
<td>27</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>October</td>
<td>30</td>
<td>27</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>November</td>
<td>30</td>
<td>27</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>December</td>
<td>30</td>
<td>27</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

   * Equals limit if limit is <= 10

   **Months of Discharge/yr**
   
   12

   **Points per each exceedance with 12 months of discharge:**
   
   7

   **Exceedances**
   
   0

   **Points**
   
   0

   **Total Number of Points**
   
   0

   **NOTE:** For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

   Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

   1.2 If any violations occurred, what action was taken to regain compliance?
   
   No Violations

   **Total Points Generated**
   
   0

   **Score (100 - Total Points Generated)**
   
   100

   **Section Grade**
   
   A
1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

<table>
<thead>
<tr>
<th>Outfall No. 001</th>
<th>Monthly Average NH3 Limit (mg/L)</th>
<th>Weekly Average NH3 Limit (mg/L)</th>
<th>Effluent Monthly Average NH3 (mg/L)</th>
<th>Monthly Permit Limit Exceedance</th>
<th>Effluent Weekly Average for Week 1</th>
<th>Effluent Weekly Average for Week 2</th>
<th>Effluent Weekly Average for Week 3</th>
<th>Effluent Weekly Average for Week 4</th>
<th>Weekly Permit Limit Exceedance</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>5.7</td>
<td></td>
<td>.072</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>5.7</td>
<td></td>
<td>.151</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>5.7</td>
<td></td>
<td>.36</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>5.7</td>
<td></td>
<td>.223</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>2</td>
<td></td>
<td>.078</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>2</td>
<td></td>
<td>.098</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>2</td>
<td></td>
<td>.128</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>2</td>
<td></td>
<td>.138</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>2</td>
<td></td>
<td>.858</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>2</td>
<td></td>
<td>.614</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>5.7</td>
<td></td>
<td>.634</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>5.7</td>
<td></td>
<td>.666</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Points per each exceedance of Monthly average: 10
Exceedances, Monthly: 0
Points: 0

Points per each exceedance of weekly average (when there is no monthly average): 2.5
Exceedances, Weekly: 0
Points: 0

**Total Number of Points** 0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

No Violations

<table>
<thead>
<tr>
<th>Total Points Generated</th>
<th>Score (100 - Total Points Generated)</th>
<th>Section Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>100</td>
<td>A</td>
</tr>
</tbody>
</table>
### Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

<table>
<thead>
<tr>
<th>Outfall No. 001</th>
<th>Monthly Average phosphorus Limit (mg/L)</th>
<th>Effluent Monthly Average phosphorus (mg/L)</th>
<th>Months of Discharge with a Limit</th>
<th>Permit Limit Exceedance</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1</td>
<td>0.166</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>February</td>
<td>1</td>
<td>0.160</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>March</td>
<td>1</td>
<td>0.188</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>April</td>
<td>1</td>
<td>0.161</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>May</td>
<td>1</td>
<td>0.158</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>June</td>
<td>1</td>
<td>0.211</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>July</td>
<td>1</td>
<td>0.268</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>August</td>
<td>1</td>
<td>0.313</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>September</td>
<td>1</td>
<td>0.188</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>October</td>
<td>1</td>
<td>0.143</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>November</td>
<td>1</td>
<td>0.168</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>December</td>
<td>1</td>
<td>0.212</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

Months of Discharge/yr: 12

**Points per each exceedance with 12 months of discharge:** 10

**Total Number of Points:** 0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

No Violations

<table>
<thead>
<tr>
<th>Total Points Generated</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score (100 - Total Points Generated)</td>
<td>100</td>
</tr>
<tr>
<td>Section Grade</td>
<td>A</td>
</tr>
</tbody>
</table>
## Compliance Maintenance Annual Report

**River Falls Municipal Utility Wwtf**

Last Updated: 6/7/2023  
Reporting For: 2022

### Biosolids Quality and Management

1. Biosolids Use/Disposal  
   1.1 How did you use or dispose of your biosolids? (Check all that apply)  
   - Land applied under your permit  
   - Publicly Distributed Exceptional Quality Biosolids  
   - Hauled to another permitted facility  
   - Landfilled  
   - Incinerated  
   - Other  
   
   NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.  
   1.1.1 If you checked Other, please describe:  

3. Biosolids Metals  
   Number of biosolids outfalls in your WPDES permit:  

   3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

<table>
<thead>
<tr>
<th>Outfall No. 002 - SLUDGE TO WCWB</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parameter</strong></td>
<td>80% of Limit</td>
</tr>
<tr>
<td>Arsenic</td>
<td>41</td>
</tr>
<tr>
<td>Cadmium</td>
<td>39</td>
</tr>
<tr>
<td>Copper</td>
<td>1500</td>
</tr>
<tr>
<td>Lead</td>
<td>300</td>
</tr>
<tr>
<td>Mercury</td>
<td>17</td>
</tr>
<tr>
<td>Molybdenum</td>
<td>60</td>
</tr>
<tr>
<td>Nickel</td>
<td>336</td>
</tr>
<tr>
<td>Selenium</td>
<td>80</td>
</tr>
<tr>
<td>Zinc</td>
<td>2800</td>
</tr>
</tbody>
</table>

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0  

   Exceedence Points  
   - 0 (0 Points)  
   - 1-2 (10 Points)  
   - > 2 (15 Points)  

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)  
   - Yes  
   - No (10 points)  

   - N/A - Did not exceed limits or no HQ limit applies (0 points)  
   - N/A - Did not land apply biosolids until limit was met (0 points)  

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0  

   Exceedence Points  
   - 0 (0 Points)  
   - 1 (10 Points)  
   - > 1 (15 Points)  

3.1.4 Were biosolids land applied which exceeded the ceiling limit?  
   - Yes (20 Points)  
   - No (0 Points)
### Compliance Maintenance Annual Report

#### River Falls Municipal Utility  Wwtf

<table>
<thead>
<tr>
<th>Last Updated: 6/7/2023</th>
<th>Reporting For: 2022</th>
</tr>
</thead>
</table>

#### 3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?
- **No limits were exceeded**

#### 6. Biosolids Storage
6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?
- >= 180 days (0 Points)
- 150 - 179 days (10 Points)
- 120 - 149 days (20 Points)
- 90 - 119 days (30 Points)
- < 90 days (40 Points)
- N/A (0 Points)

#### 6.2 If you checked N/A above, explain why.

<table>
<thead>
<tr>
<th>Total Points Generated</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score (100 - Total Points Generated)</td>
<td>100</td>
</tr>
<tr>
<td>Section Grade</td>
<td>A</td>
</tr>
</tbody>
</table>

#### 7. Issues
7.1 Describe any outstanding biosolids issues with treatment, use or overall management:
- No issues
# Staffing and Preventative Maintenance (All Treatment Plants)

1. **Plant Staffing**  
   1.1 Was your wastewater treatment plant adequately staffed last year?  
   - Yes  
   - No  
   - If No, please explain:  
   
   1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?  
   - Yes  
   - No  
   - If No, please explain:  

2. **Preventative Maintenance**  
   2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?  
   - Yes (Continue with question 2) □□  
   - No (40 points) □□  
   - If No, please explain, then go to question 3:  

   2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?  
   - Yes  
   - No (10 points)  

   2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?  
   - Yes  
   - Paper file system  
   - Computer system  
   - Both paper and computer system  
   - No (10 points)  

3. **O&M Manual**  
   3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?  
   - Yes  
   - No  

4. **Overall Maintenance /Repairs**  
   4.1 Rate the overall maintenance of your wastewater plant.  
   - Excellent  
   - Very good  
   - Good  
   - Fair  
   - Poor  
   - Describe your rating:
The city of River Falls has invested a considerable amount of funding to upgrade equipment in the past 10 years and the plant identifies and implements replacement of aging equipment through the CIP process and a very minimal amount of equipment down time was experienced in the last year.

<table>
<thead>
<tr>
<th>Total Points Generated</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score (100 - Total Points Generated)</td>
<td>100</td>
</tr>
<tr>
<td>Section Grade</td>
<td>A</td>
</tr>
</tbody>
</table>
Operator Certification and Education

1. Operator-In-Charge
   1.1 Did you have a designated operator-in-charge during the report year?
   ● Yes (0 points)
   ○ No (20 points)
   Name: WILLIAM A SWENSON
   Certification No: 33266

2. Certification Requirements
   2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

<table>
<thead>
<tr>
<th>Sub Class</th>
<th>SubClass Description</th>
<th>WWTP</th>
<th>OIT</th>
<th>OIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Suspended Growth Processes</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>A2</td>
<td>Attached Growth Processes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A3</td>
<td>Recirculating Media Filters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A4</td>
<td>Ponds, Lagoons and Natural</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A5</td>
<td>Anaerobic Treatment Of Liquid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Solids Separation</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>C</td>
<td>Biological Solids/Sludges</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>P</td>
<td>Total Phosphorus</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>N</td>
<td>Total Nitrogen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Disinfection</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>L</td>
<td>Laboratory</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>U</td>
<td>Unique Treatment Systems</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SS</td>
<td>Sanitary Sewage Collection</td>
<td>X</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)
   ● Yes (0 points)
   ○ No (20 points)

3. Succession Planning
   3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?
   ☑ One or more additional certified operators on staff
   ☐ An arrangement with another certified operator
   ☐ An arrangement with another community with a certified operator
   ☐ An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
   ☐ A consultant to serve as your certified operator
   ☐ None of the above (20 points)
   If "None of the above" is selected, please explain:

4. Continuing Education Credits
   4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?
## Compliance Maintenance Annual Report

**River Falls Municipal Utility Wwtf**

<table>
<thead>
<tr>
<th>Last Updated</th>
<th>Reporting For</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/7/2023</td>
<td>2022</td>
</tr>
</tbody>
</table>

### OIT and Basic Certification:
- Averaging 6 or more CECs per year.
- Averaging less than 6 CECs per year.

### Advanced Certification:
- Averaging 8 or more CECs per year.
- Averaging less than 8 CECs per year.

<table>
<thead>
<tr>
<th>Total Points Generated</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score (100 - Total Points Generated)</td>
<td>100</td>
</tr>
<tr>
<td>Section Grade</td>
<td>A</td>
</tr>
</tbody>
</table>
# Compliance Maintenance Annual Report

**River Falls Municipal Utility Wwtf**

**Last Updated:** 6/7/2023  
**Reporting For:** 2022

## Financial Management

1. Provider of Financial Information

   **Name:** Scott Kosmo

   **Telephone:** 715-426-3454  
   (XXX) XXX-XXXX

   **E-Mail Address (optional):** skosmo@rfcity.org

2. Treatment Works Operating Revenues

   2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system?

   - Yes (0 points)  
   - No (40 points)

   If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?

   **Year:** 2022

   - 0-2 years ago (0 points)  
   - 3 or more years ago (20 points)  
   - N/A (private facility)

2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

   - Yes (0 points)  
   - No (40 points)

**Replacement Funds [Public Municipal Facilities Shall Complete Question 3]**

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

   **Year:** 2022

   - 1-2 years ago (0 points)  
   - 3 or more years ago (20 points)

3.2 Equipment Replacement Fund Activity

3.2.1 **Ending Balance Reported on Last Year’s CMAR**

   $ 996,091.35

3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)

   $ 0.00

3.2.3 Adjusted January 1st Beginning Balance

   $ 996,091.35

3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)

   + $ 14,930.16
3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below)*)  
3.2.6 Ending Balance as of December 31st for CMAR Reporting Year  
All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund?  
Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the Section Instructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?  
- Yes  
- No

If No, please explain.

4. Future Planning  
4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?  
- Yes  
- No

<table>
<thead>
<tr>
<th>Project #</th>
<th>Project Description</th>
<th>Estimated Cost</th>
<th>Approximate Construction Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sanitary Sewer Pipe Lining - This is an ongoing budget item to maintain an annual sewer slip lining program. This will improve the performance and extend the useful life of our existing collection system.</td>
<td>$250,000</td>
<td>2022</td>
</tr>
<tr>
<td>2</td>
<td>Collection System Replacements - We are budgeting annually for ongoing sewer pipe replacements that are not able to be rehabilitated by slip lining. This will be an annual maintenance program for our system maintenance and adjusted for inflation. This also covers monomform repair of manholes.</td>
<td>$150,000</td>
<td>2024</td>
</tr>
<tr>
<td>3</td>
<td>Replace chlorine disinfection with UV.</td>
<td>$550,000</td>
<td>2028</td>
</tr>
<tr>
<td>4</td>
<td>New generator for emergency power</td>
<td>$311,900</td>
<td>2024</td>
</tr>
<tr>
<td>5</td>
<td>Installing a new bio solids dryer system</td>
<td>$8,000,000</td>
<td>2025</td>
</tr>
<tr>
<td>6</td>
<td>Installing new Bio-P mixers, 2 each year over the next three years</td>
<td>$150,000</td>
<td>2025</td>
</tr>
</tbody>
</table>

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System  
6.1 Energy Usage  
6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 4
## Compliance Maintenance Annual Report

<table>
<thead>
<tr>
<th>Month</th>
<th>Electricity Consumed (kWh)</th>
<th>Natural Gas Consumed (therms)</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>4,947</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>5,844</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>6,151</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>7,478</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>5,618</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>4,493</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>3,831</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>3,991</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>3,306</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>3,742</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>4,187</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>4,603</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>58,191</td>
<td>0</td>
</tr>
<tr>
<td>Average</td>
<td>4,849</td>
<td>0</td>
</tr>
</tbody>
</table>

6.1.2 Comments:

Removed a lift station in October so we went from 4 to 3

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):
- [ ] Comminution or Screening
- [ ] Extended Shaft Pumps
- [ ] Flow Metering and Recording
- [ ] Pneumatic Pumping
- [x] SCADA System
- [ ] Self-Priming Pumps
- [ ] Submersible Pumps
- [ ] Variable Speed Drives
- [ ] Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?
- [ ] No
- [x] Yes
  
  Year: [ ]
  
  By Whom: [ ]
  
  Describe and Comment: [ ]
6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

**TREATMENT PLANT: Total Power Consumed/Month**

<table>
<thead>
<tr>
<th></th>
<th>Electricity Consumed (kWh)</th>
<th>Total Influent Flow (MG)</th>
<th>Electricity Consumed/Flow (kWh/MG)</th>
<th>Total Influent BOD (1000 lbs)</th>
<th>Electricity Consumed/Total Influent BOD (kWh/1000lbs)</th>
<th>Natural Gas Consumed (therms)</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>202,880</td>
<td>41.81</td>
<td>4,852</td>
<td>78.21</td>
<td>2,594</td>
<td>7,718</td>
</tr>
<tr>
<td>February</td>
<td>199,942</td>
<td>38.00</td>
<td>5,262</td>
<td>73.16</td>
<td>2,733</td>
<td>8,126</td>
</tr>
<tr>
<td>March</td>
<td>193,972</td>
<td>42.92</td>
<td>4,519</td>
<td>78.86</td>
<td>2,460</td>
<td>3,760</td>
</tr>
<tr>
<td>April</td>
<td>164,101</td>
<td>40.61</td>
<td>4,041</td>
<td>85.62</td>
<td>1,917</td>
<td>2,635</td>
</tr>
<tr>
<td>May</td>
<td>178,168</td>
<td>42.29</td>
<td>4,213</td>
<td>77.44</td>
<td>2,301</td>
<td>1,060</td>
</tr>
<tr>
<td>June</td>
<td>177,140</td>
<td>37.80</td>
<td>4,686</td>
<td>74.22</td>
<td>2,387</td>
<td>32</td>
</tr>
<tr>
<td>July</td>
<td>172,028</td>
<td>38.43</td>
<td>4,476</td>
<td>75.33</td>
<td>2,284</td>
<td>32</td>
</tr>
<tr>
<td>August</td>
<td>178,654</td>
<td>38.82</td>
<td>4,602</td>
<td>73.63</td>
<td>2,426</td>
<td>32</td>
</tr>
<tr>
<td>September</td>
<td>199,528</td>
<td>40.94</td>
<td>4,874</td>
<td>80.82</td>
<td>2,469</td>
<td>118</td>
</tr>
<tr>
<td>October</td>
<td>195,478</td>
<td>41.35</td>
<td>4,727</td>
<td>84.97</td>
<td>2,301</td>
<td>1,042</td>
</tr>
<tr>
<td>November</td>
<td>232,180</td>
<td>39.28</td>
<td>5,911</td>
<td>81.57</td>
<td>2,846</td>
<td>3,392</td>
</tr>
<tr>
<td>December</td>
<td>207,000</td>
<td>40.59</td>
<td>5,100</td>
<td>79.55</td>
<td>2,602</td>
<td>6,389</td>
</tr>
<tr>
<td>Total</td>
<td><strong>2,301,071</strong></td>
<td><strong>482.84</strong></td>
<td><strong>943.38</strong></td>
<td><strong>34,336</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average</td>
<td><strong>191,756</strong></td>
<td><strong>40.24</strong></td>
<td><strong>4,772</strong></td>
<td><strong>78.62</strong></td>
<td><strong>2,443</strong></td>
<td><strong>2,861</strong></td>
</tr>
</tbody>
</table>

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- [ ] Aerobic Digestion
- [ ] Anaerobic Digestion
- [x] Biological Phosphorus Removal
- [ ] Coarse Bubble Diffusers
- [x] Dissolved O2 Monitoring and Aeration Control
- [ ] Effluent Pumping
- [x] Fine Bubble Diffusers
- [x] Influent Pumping
- [x] Mechanical Sludge Processing
- [x] Nitrification
- [ ] SCADA System
- [ ] UV Disinfection
- [x] Variable Speed Drives
- [ ] Other:
7.2.2 Comments:

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

We plan on replacing our 6 Bio-P mixers over the next three years, they are from 1999 and the new one's will be more energy efficient.

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?
   • No
   • Yes
      If Yes, how is the biogas used (Check all that apply):
      □ Flared Off
      □ Building Heat
      □ Process Heat
      □ Generate Electricity
      □ Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?
   • No
   • Yes
      □ Entire facility
      Year:
      By Whom:
      Describe and Comment:
      ☒ Part of the facility
      Year: 2017
      By Whom: Strand Engineering and Focus on Energy
      Describe and Comment:
      Study resulted in the fine bubble aeration project which reduced electric consumption.
### Compliance Maintenance Annual Report

**River Falls Municipal Utility Wwtf**

<table>
<thead>
<tr>
<th>Total Points Generated</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score (100 - Total Points Generated)</td>
<td>100</td>
</tr>
<tr>
<td>Section Grade</td>
<td>A</td>
</tr>
</tbody>
</table>
# Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program
   
   1.1 Do you have a CMOM program that is being implemented?
   
   - Yes
   - No
   
   If No, explain:

   
   1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?
   
   - Yes
   - No (30 points)
   - N/A
   
   If No or N/A, explain:

   
   1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)
   
   - Goals [NR 210.23 (4)(a)]
     
     Describe the major goals you had for your collection system last year:
     
     - Clean 25% of collection system
     - Televise 5% of collection system
     - Rehab manholes
     - Line clay mains
     
     Did you accomplish them?
     
     - Yes
     - No
     
     If No, explain:

     - We accomplished our sewer cleaning and televising goals, we were unable to line any sewer mains, or rehab any manholes as the cost was out of our expected budget so we had to do some new budget planning so we can continue in the future.

   - Organization [NR 210.23 (4) (b)]

   Does this chapter of your CMOM include:
   
   - Organizational structure and positions (eg. organizational chart and position descriptions)
   - Internal and external lines of communication responsibilities
   - Person(s) responsible for reporting overflow events to the department and the public
   - Legal Authority [NR 210.23 (4) (c)]

   What is the legally binding document that regulates the use of your sewer system?

   - sewer use ordinance
     
     If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2016-06-14

   Does your sewer use ordinance or other legally binding document address the following:
   
   - Private property inflow and infiltration
   - New sewer and building sewer design, construction, installation, testing and inspection
   - Rehabilitated sewer and lift station installation, testing and inspection
   - Sewage flows satellite system and large private users are monitored and controlled, as necessary
   - Fat, oil and grease control
   - Enforcement procedures for sewer use non-compliance
   - Operation and Maintenance [NR 210.23 (4) (d)]
Does your operation and maintenance program and equipment include the following:
- Equipment and replacement part inventories
- Up-to-date sewer system map
- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- A description of routine operation and maintenance activities (see question 2 below)
- Capacity assessment program
- Basement back assessment and correction
- Regular O&M training
- Design and Performance Provisions [NR 210.23 (4) (e)]
- What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?
- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- Construction, Inspection, and Testing
- Others:
  - City construction specifications

- Overflow Emergency Response Plan [NR 210.23 (4) (f)]
- Does your emergency response capability include:
  - Responsible personnel communication procedures
  - Response order, timing and clean-up
  - Public notification protocols
  - Training
  - Emergency operation protocols and implementation procedures
- Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]

☐ Special Studies Last Year (check only those that apply):
- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

2. Operation and Maintenance
2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning</td>
<td>22.9%</td>
</tr>
<tr>
<td>Root removal</td>
<td>4.6%</td>
</tr>
<tr>
<td>Flow monitoring</td>
<td>0%</td>
</tr>
<tr>
<td>Smoke testing</td>
<td>0%</td>
</tr>
<tr>
<td>Sewer line televising</td>
<td>5.9%</td>
</tr>
<tr>
<td>Manhole inspections</td>
<td>8.1%</td>
</tr>
<tr>
<td>Lift station O&amp;M</td>
<td>4 # per L.S./year</td>
</tr>
<tr>
<td>Manhole rehabilitation</td>
<td>0% of manholes rehabbed</td>
</tr>
<tr>
<td>Mainline rehabilitation</td>
<td>0% of sewer lines rehabbed</td>
</tr>
</tbody>
</table>
Compliance Maintenance Annual Report

River Falls Municipal Utility  Wwtf

Private sewer inspections 0 % of system/year
Private sewer I/I removal 0 % of private services
River or water crossings 0 % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators
3.1 Provide the following collection system and flow information for the past year.

- Total actual amount of precipitation last year in inches: 23.6
- Annual average precipitation (for your location): 34.9
- Miles of sanitary sewer: 65.2
- Number of lift stations: 4
- Number of lift station failures: 0
- Number of sewer pipe failures: 0
- Number of basement backup occurrences: 3.0
- Number of complaints: 7.0
- Average daily flow in MGD (if available): 
- Peak monthly flow in MGD (if available): 
- Peak hourly flow in MGD (if available): 

3.2 Performance ratios for the past year:

- Lift station failures (failures/year): 0.00
- Sewer pipe failures (pipe failures/sewer mile/yr): 0.00
- Sanitary sewer overflows (number/sewer mile/yr): 0.00
- Basement backups (number/sewer mile): 0.05
- Complaints (number/sewer mile): 0.11
- Peaking factor ratio (Peak Monthly:Annual Daily Avg): 
- Peaking factor ratio (Peak Hourly:Annual Daily Avg): 

4. Overflows

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Cause</th>
<th>Estimated Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>None reported</td>
</tr>
</tbody>
</table>

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)
5.1 Was infiltration/inflow (I/I) significant in your community last year?
- Yes
- No

If Yes, please describe:

There are a number of clay sewer mains in the city
5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?
- Yes
- No
  If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:
As we continuing to line the old clay lines, and do manhole rehab, our infiltration is decreasing, we also removed an old lift station and bypassed nearly 1,500 feet of old clay lines.

5.4 What is being done to address infiltration/inflow in your collection system?
Line sewer mains and rehab manholes

<table>
<thead>
<tr>
<th>Total Points Generated</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score (100 - Total Points Generated)</td>
<td>100</td>
</tr>
<tr>
<td>Section Grade</td>
<td>A</td>
</tr>
</tbody>
</table>
## Compliance Maintenance Annual Report

**River Falls Municipal Utility  Wwtf**

Last Updated: 6/7/2023  Reporting For: 2022

### Grading Summary

WPDES No: 0029394

<table>
<thead>
<tr>
<th>SECTIONS</th>
<th>LETTER GRADE</th>
<th>GRADE POINTS</th>
<th>WEIGHTING FACTORS</th>
<th>SECTION POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Influent</td>
<td>A</td>
<td>4</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>BOD/CBOD</td>
<td>A</td>
<td>4</td>
<td>10</td>
<td>40</td>
</tr>
<tr>
<td>TSS</td>
<td>A</td>
<td>4</td>
<td>5</td>
<td>20</td>
</tr>
<tr>
<td>Ammonia</td>
<td>A</td>
<td>4</td>
<td>5</td>
<td>20</td>
</tr>
<tr>
<td>Phosphorus</td>
<td>A</td>
<td>4</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>Biosolids</td>
<td>A</td>
<td>4</td>
<td>5</td>
<td>20</td>
</tr>
<tr>
<td>Staffing/PM</td>
<td>A</td>
<td>4</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>OpCert</td>
<td>A</td>
<td>4</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Financial</td>
<td>A</td>
<td>4</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Collection</td>
<td>A</td>
<td>4</td>
<td>3</td>
<td>12</td>
</tr>
</tbody>
</table>

**TOTALS**

37  148

**GRADE POINT AVERAGE (GPA) = 4.00**

Notes:

A = Voluntary Range (Response Optional)
B = Voluntary Range (Response Optional)
C = Recommendation Range (Response Required)
D = Action Range (Response Required)
F = Action Range (Response Required)
# Resolution or Owner's Statement

<table>
<thead>
<tr>
<th>Name of Governing Body or Owner:</th>
<th>City of River Falls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Resolution or Action Taken:</td>
<td></td>
</tr>
<tr>
<td>Resolution Number:</td>
<td></td>
</tr>
<tr>
<td>Date of Submittal:</td>
<td></td>
</tr>
</tbody>
</table>

## ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

- **Influent Flow and Loadings:** Grade = A
- **Effluent Quality: BOD:** Grade = A
- **Effluent Quality: TSS:** Grade = A
- **Effluent Quality: Ammonia:** Grade = A
- **Effluent Quality: Phosphorus:** Grade = A
- **Biosolids Quality and Management:** Grade = A
- **Staffing:** Grade = A
- **Operator Certification:** Grade = A
- **Financial Management:** Grade = A
- **Collection Systems:** Grade = A
  (Regardless of grade, response required for Collection Systems if SSOs were reported)

## ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

**G.P.A. = 4.00**
MEMORANDUM

TO: Mayor Toland and City Council
FROM: Sam Burns, Planner
DATE: June 27, 2023
TITLE: Resolution Designating the Existing Business Improvement District (BID) Board and the City Finance Director as Members of the Ad Hoc City of River Falls Downtown Reinvestment Committee

RECOMMENDED ACTION
Adopt the resolution designating the existing Business Improvement District Board and the City Finance Director as members of the Ad Hoc City of River Falls Downtown Reinvestment Committee.

BACKGROUND
Property and business owners in the Downtown Overlay/Business Improvement District are eligible for financial assistance through a number of programs offered by the Regional Business Fund, Inc. (RBF). RBF is a non-profit economic development corporation whose purpose is to promote business and economic development in West Central Wisconsin. All downtown businesses and properties are eligible whether located in St. Croix County or Pierce County.

FAÇADE LOAN FUND
One of the programs provided by RBF is the Façade Loan Fund. The purpose of the fund is to provide incentives and financial assistance to encourage property and business owners in the traditional downtowns to revitalize downtown commercial buildings. Improvements that may be funded include façade renovation, signs, exterior doors, windows, awnings, and exterior lighting. One downtown property owner is currently seeking a Façade Loan Fund through RBF.

DOWNTOWN REINVESTMENT COMMITTEE
In order to receive a Façade Loan, an application must be reviewed by a Downtown Reinvestment Committee. A local government may form a new committee or utilize an existing committee that meets the criteria of the program. The River Falls Business Improvement District (BID) Board is charged with helping the River Falls Main Street business community with façade improvements, signage, and beautification projects. The BID Board meets all of the criteria for an RBF Downtown Reinvestment Committee with the addition of the City Finance Director who can provide the required financial review of an application. The Committee will meet only as needed to review submitted applications.
CONCULSION
Business and property owners in the Downtown District have access to funding opportunities through Regional Business Fund Inc. programs. In order to approve an application, RBF requires local review to ensure the application meets all local design standards and funding criteria. Appointing members of the BID Board along with the City Finance Director to a Downtown Reinvestment Committee who will meet as needed to review applications is an essential step in accessing funding opportunities through RBF. Therefore, staff recommends Council adopt the resolution designating the existing Business Improvement District Board and the City Finance Director as members of the Ad Hoc City of River Falls Downtown Reinvestment Committee.
RESOLUTION NO.

RESOLUTION DESIGNATING THE EXISTING BUSINESS IMPROVEMENT DISTRICT (BID) BOARD AND CITY FINANCE DIRECTOR AS MEMBERS OF THE AD HOC CITY OF RIVER FALLS DOWNTOWN REINVESTMENT COMMITTEE

WHEREAS, the Regional Business Fund, West Central Wisconsin Regional Planning Commission, and various other public and/or non-profit entities offer a variety of business improvement and/or funding opportunities; and

WHEREAS, the City’s Downtown Reinvestment Committee is empowered to review and approve all funding opportunities, grants, and loans, offered by a public and/or non-profit entity for properties in St. Croix and Pierce Counties; and

WHEREAS, it is necessary to establish the River Falls Downtown Reinvestment Committee membership as being all current voting members of the existing Business Improvement District (BID) Board and the City Finance Director.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of River Falls hereby approves the membership and responsibilities of the City’s Downtown Reinvestment Committee.

Dated this 27th day of June, 2023.

________________________________________
Dan Toland, Mayor

ATTEST:

________________________________________
Amy White, City Clerk
PROCLAMATION

Designation of July as Park and Recreation Month
and Designation of July 21 as Park and Recreation
Professionals Day

WHEREAS, parks and recreation is an integral part of communities throughout this country, including River
Falls, Wisconsin and

WHEREAS, parks and recreation promotes time spent in nature, which positively impacts mental and
physical health by increasing cognitive performance and well-being, providing space for popular sports,
hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

WHEREAS, park and recreation programming and education activities, such as out of-school time
programming, youth/adult sports and environmental camps and clinics, are critical to childhood
development; and

WHEREAS, park and recreation provides services that enrich the lives of its citizens, and help make this
community a desirable place to live, work and visit; and

WHEREAS, parks and recreation increases a community’s economic prosperity through increased property
values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and
crime reduction; and

WHEREAS, the City of River Falls Common Council and Park and Recreation Advisory Board recognizes
that the parks and recreation field is a diverse and comprehensive system that improves personal, social,
environmental and economic health; and

WHEREAS, the City of River Falls supports the skilled work of park and recreation professionals to
strengthen community cohesion and resiliency, connect people with nature and each other, and provide
and promote opportunities for healthful living, social equity and environmental sustainability; and

WHEREAS, the City of River Falls values the essential services that park and recreation professionals and
volunteers perform to provide recreational and developmental enrichment for our children, youth, adults
and older adults; and to ensure our parks and recreational spaces are clean, safe, inclusive, welcoming
and ready to use.

NOW, THEREFORE, I, Dan Toland, Mayor of the City of River Falls do hereby proclaim the month of July
is recognized as Park and Recreation Month and July 21, 2023, as “Park and Recreation Professionals
Day”.

Given under my hand and seal of the City of River Falls this 27th day of June 2023.

_________________________
Dan Toland, Mayor

ATTEST:

______________________________
Amy White, City Clerk