



**COMMON COUNCIL AGENDA
July 28, 2020**

*****Please note that due to the ongoing COVID-19 public health emergency, some or all members of this governing body may attend via telephone or internet. The City Council Chambers will be open to the public but limited to 10 attendees or less due to social distancing. (Use the lower level doors.) For your personal safety and the safety of our community, interested persons are invited to watch from their homes in lieu of attending the meeting in person.*****

This meeting does not include an official public hearing. Those wishing to speak on a meeting may do so at the discretion of the presiding officer (the Mayor) during “Public Comment.” Please be advised that the Mayor may provide time limitations, limit repeat comments, and may end public comment entirely in order to ensure timely and efficient proceedings of the Council meeting. Overflow space may be provided but may not accommodate all those wishing to attend the meeting in public. Be advised that the building may not be open until 6:15 p.m. and those wishing to speak in person will be required to wear a mask, sign in, and may be asked to wait in overflow space, hallways, or outside the building until called.

Persons wishing to make public comment remotely, should contact the City Clerk’s office (awhite@rfcity.org or 715-426-3408) prior to 4 p.m. on the day of the meeting in order to ensure they are added to the list and can be accommodated during the meeting.

Public comments may be e-mailed to the Mayor and City Council at mayorandcouncil@rfcity.org.

The public may view and/or participate in the meeting by:

- Calling Toll Free 1-844-992-4726, access code: 132 951 4072
- Visiting the web link: <https://tinyurl.com/y8aavee9>
- 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 from July 14 Regular Meeting
Approval of Bills

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

PUBLIC COMMENT, PETITIONS, REQUESTS AND COMMUNICATIONS:

1. Public Comment

CONSENT AGENDA:

2. Acknowledgement of the following minutes:
 - a. River Falls Housing Authority - 6/10/20
 - b. Park and Recreation Advisory Board - 2/19/20
3. Resolution Regarding the 2019 Compliance Maintenance Annual Report (CMAR)

4. Resolution Designating Official City Newspaper
5. Resolution Disallowing Claim
6. Resolution Approving \$500,000 WPPI Loan for Electric Utility
7. Resolution Ratifying Chief of Police Proclamations
8. Resolution Adopting Findings of Fact and Conclusion of Law for Special Use Permit

ORDINANCES AND RESOLUTIONS:

9. Resolution Recommending the Use of Face Coverings in Public in the City of River Falls

REPORTS:

10. Bi-Annual Strategic Plan Update (1st and 2nd Quarters 2020)
11. Administrator's Report
12. Comptroller's Report

CLOSED SESSION:

13. *Recess into Closed Session per Wisconsin State Statutes § 19.85(1)(g) for the following purposes:*
“To confer with legal counsel for a governmental body that is rendering oral or written advice concerning strategy with respect to litigation require a closed session; to wit: Subdivision Review.”

RECONVENE INTO OPEN SESSION

ADJOURNMENT



**CITY OF RIVER FALLS, WISCONSIN
COMMON COUNCIL PROCEEDINGS**

July 14, 2020

Mayor Dan Toland called the meeting to order at 6:30 p.m. in a virtual meeting format due to the Covid 19 pandemic. The City Council Chambers was open for public to attend.

City Council Members Present: Todd Bjerstedt, Sean Downing, Christopher Gagne, Scott Morrisette, Diane Odeen, Ben Plunkett, Hal Watson (joined at 6:59 p.m.)

Members Absent: None

Staff Present: City Administrator Scot Simpson; IT Specialist Jon Smits; Utility Director Kevin Westhuis; City Clerk Amy White; Assistant City Administrator Jason Stroud; City Engineer Crystal Raleigh; Police Chief Gordon Young; City Planner Sam Wessel; others

Others Present: Patricia LaRue, Ben Fochs, Emma Gaustad, Emma Stam, Jennifer Wennerberg, Adam Wennerberg, J. Kenneth Lee, Gloria Plunkett, Michelle Wood, Paul Walker, Kim Shult, others

The Pledge of Allegiance was said.

APPROVAL OF MINUTES:

June 23 Regular Meeting Minutes

MS Morrisette/Downing move to approve minutes. The roll call vote passed unanimously 6-0 with all voting in favor.

APPROVAL OF BILLS:

Bills: \$2,924,130.05

MS Morrisette/Bjerstedt move to approve bills subject to the Comptroller. The roll call vote passed unanimously 6-0 with all voting in favor.

PUBLIC COMMENT, PETITIONS, REQUESTS AND COMMUNICATIONS:

Patricia LaRue, 489 Marcella Court – came to talk about budget decisions the Council made last month. She was glad the Council kept the Badger Books. She talked about the positive impact it makes on the elections.

Benjamin Fochs, 2529 Powell Avenue – thanked the City for rebuilding the Powell Avenue area. He talked about a subdivision waiver that is a future agenda item.

Change of Agent for Kwik Trip #301 and #453

Aldersperson Morrisette had questions for new agent, Emma Gaustad. He asked three questions: do you understand the role of an agent; do you understand that if you are not present and there is an alcohol related violation, you are responsible; have you completed your responsible bar servers license? Gaustad answered yes to all. **MS Downing/Morrisette move to approve change of agent for Kwik Trip #301 and #453.**

Aldersperson Plunkett also wanted to ask the agents questions. He asked Gaustad what Kwik Trip is doing to ensure that activities at its establishments do not cause pandemic spread in the wider community. Gaustad said they are all wearing masks, doing a 30-minute sanitation practice, and making sure coworkers are coming to work healthy. Plunkett asked further questions about masks and Kwik Trip's plan about notifying the public if a case happened at a store. Gaustad provided answers. The Mayor told Gaustad to let the Council know if she was unable to provide answers. Plunkett asked questions regarding Kwik Trip's Human Resources response to an

outbreak and Gaustad's opinion on if Council should be in favor of a liquor license without her being able to provide the knowledge about Kwik Trip's response. The Mayor clarified that liquor licenses were not being issued; it was a change of agent. Plunkett wanted his question to stand. Alderperson Gagne called for a vote.

The Mayor asked for a roll call vote on Gagne's call for a vote. The vote passed 6-0. The Mayor asked for a roll call vote for the original motion. The vote passed 5-1 with all voting in favor except for Plunkett.

PUBLIC HEARING:

Resolution Regarding a Special Use Permit for a Wedding/Event Venue at 1165 CTH M

City Clerk White provided a brief explanation of the proceedings. She confirmed compliance stating the meeting notice was posted at one public place, City Hall; posted on the City's website per Wisconsin State Statutes 19.84(1)b2. A Class 2 public hearing notice was published in the Star Observer on June 25 and July 2 and public hearing notices were mailed to property owners within 300 feet.

White provided an announcement of proceedings stating the 2019 2017 Wisconsin Act 67 changed how conditional use permits and special use permits are considered and approved. Decisions must be based upon "substantial evidence", which means "facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a condition use permit and that reasonable persons would accept in support of a conclusion."

The requirement for substantial evidence makes the approval process quasi-judicial rather than legislative. In other words, the City Council will function like a court. Council must give a full and fair hearing to any person whose property interests are affected by the matter before the committee.

Members participating in a quasi-judicial decision must be impartial; if they cannot be impartial, they must recuse themselves. The concurring vote of over 50 percent of the Council members is required to approve the special use permit. If the committee is unsure if the applicant should be granted the special use permit at the end of the hearing, then the applicant has not met their burden of proof and Council must deny the permit. White concluded by explaining the procedure and provided the Council with instructions.

The Mayor stated the City Council has been called to review a request for a special use permit for a wedding and event barn in the City of River Falls Urban Reserve Area in the Town of Kinnickinnic at 1165 County Highway M.

At 6:53 p.m., the Mayor recessed into a Public Hearing. The Mayor asked the Council if any member had made any site inspections. Plunkett drove past the site. He noted the culvert had some dirt that was washed away. He said it was a rural area with some neighbors in the vicinity.

The Mayor asked if the Council members had any related correspondence/ex parte communications to disclose? There was none. The Mayor introduced City Planner Sam Wessel who was providing a presentation. Wessel shared he received some public comments he received. A property owner to the south, Ken Lee, had concerns related to stormwater runoff from the proposed use and setting a precedence of premature commercial growth east of the City limits. The property owner to the west, Wang Excavating, had concerns about the proposed use lowering property values as it could be a site for future residential development. He also received a voicemail from someone unsuccessfully trying to get into the meeting.

Clerk White gave an oath to Wessel. Wessel said the request is coming before Council because it is subject to the City's agricultural zoning district. The project is at 1165 County Highway M. Wessel talked about the 2019 Cooperative Plan with the Town of Kinni saying it sets up parcels for orderly development by using the City's agricultural zoning district to keep it primarily agricultural and residential. The property does not trigger the requirement to attach to the City.

Wessel talked about the project. It is a 100'x60' metal barn that would be used to host weddings and other events with a capacity of 290 and could operate year-round. It is 1.3 acres on a 35-acre site. Its approximate value is \$700,000. December 2020 is the goal opening date.

Wessel showed a map of the site plan. He talked about wedding barn use which is not currently addressed in our code. "Golf Course/Country Club" use is allowed in the City's agricultural zone. This is the closest use to a wedding barn. Future growth is expected in the urban reserve area but is unclear when. Wessel talked about well, septic, and electric for the facility. He talked about conditional approval mitigating the concerns for the project. Wessel spoke about changes in state law regarding special use permits. The public hearing is quasi-judicial; decisions must be based on facts/conditions; conditions, if imposed, it must be related to agricultural zone's intent; cities must approve SUPs if conditions are met; and applicant must prove conditions will be met.

Wessel said staff recommends the following conditions: special use permit expires when property is sold or transferred; maximum hours of operation are 8 a.m. – 12 a.m.; development must meet all other zoning requirements. Wessel said that additional state/county requirements apply.

The Mayor invited the applicants to make a statement. Clerk White swore in applicants Jennifer and Adam Wennerberg. Jennifer thanked the Council for the opportunity to speak. She provided background and said their goal was to move to River Falls. They intend to embrace the community and hoped the space could be used for a variety of events. She talked about her background, about keeping the majority of land as it is but focusing on the 1.3 acres and provided information about the plans for the facility. Upon completion of Wennerberg's remarks, the Mayor invited others to make comments.

J. Kenneth Lee, N8795 862nd Street – owns the land to the south. He had concerns regarding water runoff onto his property. Lee talked about current problems with runoff and is afraid the addition of blacktop and roads will increase the problem.

Gloria Plunkett, 64 Emerson Valley Road – is 100 percent against the project. She cited concerns about an increase in traffic and noise.

Paul Walker, 1112 County Road M – he and his wife are in the process of buying the property next to this. He is concerned about the traffic and speed limit because he operates a farm.

Michelle Wood, 76 Emerson Valley Drive – referred to a diagram that was shown in the presentation. There are 16 residents on Emerson Valley Drive. She is concerned about traffic and talked about a knoll which impacts visibility. She asked if there had been consideration about a traffic circle or lights. She thanked Alderperson Plunkett for visiting the area. Wood talked about it being in a residential area.

The Mayor asked the applicants if they wanted to respond to the concerns. Jennifer Wennerberg acknowledged there would likely be an increase in traffic, but it would be in spikes. They would encourage large events to use a shuttle especially if there is alcohol served. Adam Wennerberg addressed the water drainage concerns. They will not be changing the slope and drainage will be to the north.

The Mayor asked staff if they had a response to any concerns. City Engineer Crystal Raleigh said there will be spikes before and after events but there will be more traffic on the roadway. Regarding the stormwater issue, the site will be subject to Wisconsin DNR stormwater standards which will require them to slow down their stormwater to a rate slower leaving the site prior to development.

The Mayor asked if Council had any questions. Morrisette asked about the liquor licensing and fire suppression. The liquor license would be overseen by the township. Wessel said that the township would approve the building permit after Council approval of the zoning. The City's fire department has approved the plan but there is not fire suppression in the plans.

Alderson Bjerstedt asked about law enforcement. Wessel clarified that it would be county until the parcel is brought into the City.

Alderson Gagne asked who was responsible for speed control. Police Chief Young said the sheriff's department. Gagne also spoke about water runoff. He is generally in favor of the project but would like speed control reviewed.

Alderson Downing asked if there was any soundproofing in the project. Adam Wennerberg said it would be insulated both for sound and temperature control. Vegetation will also be planted to dampen the sound.

Alderson Watson asked if Council was allowed to take into consideration the intent of the boundary agreement in making the decision. Wessel clarified because the boundary plan refers the "A zone" said it needs to be followed as if it is a special use permit in the city limits because of our zoning. Watson asked if the hours would work for the applicants. Jennifer Wennerberg said they are comfortable with the hours. Watson has concerns about noise and asked if they have plans to contract with an audio engineering firm to keep the sounds from echoing out to adjacent properties. The owners have not looked into it yet.

Watson is hesitant about the project due to its not in the City's zoning classification, and he feels that the intent of the agreement is to preserve the land in agriculture form until it comes into the City. He provided further explanation.

Gagne asked if the project goes before the township for approval and also if the Wennerbergs had any other concerns including about property transfer if it was sold. Jennifer said they were willing to accept the conditions. Gagne asked further about hours of operation.

Alderson Plunkett asked for details on the planting for noise issues. Jennifer said they are consulting with a landscape architect for this including the types of plants.

Bjerstedt asked about a noise ordinance. His biggest concern is noise to the neighbors. There was further discussion about noise. Watson talked about the City not having jurisdiction for noise complaints because it is not in the City limits. He was concerned about the project use not being what was envisioned for this area.

Morrisette talked further about noise pollution and also light pollution. Downing shared the concerns.

Alderson Odeen asked about criteria that can be used to approve or deny the permit – can noise be considered? Wessel said criteria needs to be tied to farmland preservation. Odeen asked the applicants to talk about their research regarding the project. Jennifer provided a response.

Gagne shared that he had talked to St. Croix County dispatch and law enforcement would follow township ordinances.

At 7:54 p.m., the Mayor closed the Public Hearing and moved back into Open Session. The Mayor stated what each voting option means: approve the special use permit (requires a majority vote); approve the special use permit with conditions (requires a majority vote) - Council may approve the recommended conditions listed or modify, add, or remove conditions); or deny the special use permit - an evenly split vote (50%) results in denial. **MS Gagne/Bjerstedt move to approve special use permit for a wedding or event barn at 1165 CTH M subject to conditions listed.** The Morrisette noted there had been a lot of discussion about noise and felt now would be the time to address it. He suggested changing operating hours. The Mayor asked about conditions. Wessel explained the conditions needed to be related to the ag zone. There was more discussion about noise. Odeen noted that the applicants would have to follow township ordinances regarding noise.

City Administrator Simpson said Council should focus on things that are reasonable, facts provided by the testimony, and characteristics of what a golf course/country club would be. The boundary agreement was related to preserving the character of the area until orderly development could be done. The Council has to decide if this

is contrary to that. Hours can be modified but it has to be reasonable and based on fact. As a Council, you can make the determination there's too many outstanding issues or there are not enough facts to prove it is consistent with the agricultural zoning. Simpson talked about the township issuing a liquor license with conditions. Regarding law enforcement response, he told Council not to get the impression that the City's resources wouldn't be impacted by a facility of this type.

Plunkett asked if wedding barns were required to get a liquor license. Simpson couldn't answer the question definitively; it depends on the operating model. Clerk White also noted the same. There was further clarifying discussion.

Council will be voting electronically on the special permit. A practice vote was taken. There were questions about the process. The Mayor will vote on this item.

The official vote took place. Clerk White read the results. With eight voting, the results were 4 voting in favor - Mayor Toland, Bjerstedt, Gagne, Odeen; and 4 voting against - Downing, Morrissette, Plunkett, Watson. A tie resulted in a denial of the permit.

CONSENT AGENDA:

Resolution No. 6491 Authorizing 2020 Chip Seal Program

Resolution No. 6492 Awarding 2020 Microsurface Contract

MS Odeen/Morrissette move to approve the Consent Agenda. The roll call vote passed 7-0 with all voting in favor.

ORDINANCES AND RESOLUTIONS:

Resolution No. 6493 Accepting 2019 Audit Report

Kim Shult from Baker Tilly provided a presentation on the audit. Final audit reports were issued in June. Shult talked about the general fund balance at the end of 2019 which was \$10.6 million. There are two categories of fund balance – non-spendable and unassigned. Shult provided an analysis of the fund balance. The City measures favorably to other cities. She talked about general fund revenue/expenditures and outstanding debt. Shult also covered the electric utility, sewer utility, storm water fund, and EMS fund. The Council had no questions for Shult. Shult thanked Finance Director Sarah Karlsson and her team for their assistance with the audit. **MS Odeen/Morrissette move to approve resolution. The roll call vote passed 7-0 with all voting in favor.**

Resolution No. 6494 Ratifying Chief of Police Proclamations

MS Morrissette/Odeen move to approve resolution. Morrissette asked for clarification on rescinded items 6 and 7. **While staff was seeking the answer, Morrissette made an amendment to modify the approval to only items 2 and 3. The amendment was seconded by Odeen.** Clerk White found the original proclamation and said item 6 was 'disconnection of utilities' and item 7 was 'no late fees will be assessed'. **Morrissette retracted his motion.**

Plunkett expressed concern that the City would be disconnecting customers who are unable to pay bills because they haven't received their unemployment checks. The Mayor asked Simpson to speak to this but said the City doesn't disconnect customers without speaking to them and figuring out something first. Simpson said there is a process in place for disconnections under Wisconsin statutes to place unpaid utility bills on the property tax of the property owner at the year's end. He also said that if you try to make a payment plan, you will not be disconnected. Disconnections are reserved for people that do not respond to attempts by the City to make a payment plan. Simpson explained if Council passed the resolution, disconnections would again be a possibility. He provided further details.

Assistant City Administrator Stroud believed the action to do this follows the Wisconsin's Public Service Commission lifting their non-disconnect moratorium tomorrow allowing disconnects to begin July 25. Utilities does have a plan of action laid out to continue to work with customers and identify the larger past due accounts first.

Bjerstedt asked how big of problem this is. Stroud said numbers in June showed 81 customers over \$500 delinquent, 46 customers over \$750 delinquent, 27 customers over \$1,000 delinquent, 9 customers over \$1,500 delinquent, and one over \$2,000 delinquent.

Gagne asked about comparisons to last year. Utility Director Westhuis said we are a little higher this year. In a typical year, 750 late payment notices are sent. We get it down to about 40 to call with 3-5 that become eligible for disconnection. We work aggressively with customers on payment arrangements. We focus on those with a balance of \$500 or more. Westhuis said the timeline will happen over the next couple of months. He talked about connecting customers with resources for assistance. Gagne encouraged customers to pay their bills or get on a payment plan if needed.

Downing suggested waiting a month or two. Westhuis said we are waiting. There will be a month of notification. This is be a deliberate process that will start in the middle to the end of August. Downing asked about the criteria. Westhuis said they looked at how far customers were behind in payment. There was further discussion.

Odeen, who has served on the Utility Advisory Board, noted the utility has a good track record of working hard with people helping them to get caught up.

With no further comments, the Mayor asked for a vote. The roll call vote passed 5-2 with all voting in favor except for Downing and Plunkett.

REPORTS:

Administrator's Report

Simpson said staff continues to meet regularly with county health officials. He talked about masking. He talked about the virtual meetings and thanked the Council for its patience.

Morrisette asked about monitoring at the splashpad. He asked Simpson to speak to policy. Simpson said it is an unguarded, unmonitored, use at your own risk wonderful facility. Staff is not monitoring capacity nor behavior. They are monitoring water quality and functioning of equipment. We are asking the community to enjoy the new amenity and take responsibility at the facility. There are rules posted. Simpson spoke further.

Plunkett asked about the process for getting items on the agenda. Simpson said under the emergency order, the Mayor, Chief of Police, or he could put something on the agenda. Under normal circumstance, the Council bylaws provide guidance. We have talked about two Councilors sponsoring an item. He is not sure that an individual Councilor could add an item.

Plunkett asked about a timeline for ordinance. Simpson talked about the timeline and newspaper publications. He thought ordinance implementation could take 5-6 weeks. Simpson said a masking ordinance may be on the next meeting for discussion. He talked in more detail. Plunkett talked about UWRF move in and its timing regarding a masking ordinance.

Gagne asked about polling places and absentee ballots for the August 11 election. Simpson thought 2,000 ballots have been processed. He said there have been changes in state law and talked about Badger Books for the November elections. City Clerk White said the August polling locations would be City Hall, Falcon Center, high school and the library. Gagne asked White to explain the process of absentee ballots. White said if an absentee ballot is requested, a voter would receive an absentee ballot for every election that year regardless of whether they return a ballot or not.

ANNOUNCEMENTS:

Mayor's Appointments

Library Board

New appointment of Whitney Rudesill to fill Janet Johnson's vacancy through July 2021

MS Downing/Bjerstedt move for approval of the Mayor's appointments. The roll call vote passed 7-0 with all voting in favor.

MS Bjerstedt/Watson move to adjourn at 9:05 p.m. The roll call vote passed 7-0 with all voting in favor.

Respectfully submitted,

Kristi McKahan, Deputy Clerk

Minutes of the Regular meeting of the River Falls Housing Authority, June 10, 2020

Chair Todd Bjerstedt called the meeting to order at 6:30. Due to the ongoing COVID 19 public Health emergency, all members attended via telephone and internet.

Present: Amy Peterson, Todd Bjerstedt, Matt Fitzgerald

Absent: Jacqueline Niccum, Nick Carow

Also Present: Anne McAlpine, Executive Director

MINUTES M/S/C Peterson/Fitzgerald to approve the minutes of May 13, 2020.

The public was invited to attend via telephone. There were no telephone calls made to the meeting.

CONSENT ITEMS

1. Review and Approve Resolution for Rural Development Preservation Funding –M/S/C Fitzgerald/Peterson to approve Resolution # 557 relating to loan closed February 13, 219 for Preservation Funding

ACTION ITEMS

1. M/S/C Peterson/Fitzgerald to approve payment of bills and budget report.
2. M/S/C Fitzgerald/Peterson to approve the proposal from Voss place two wall pack fixtures which will be installed by Prestige electric on the east end of the family playground. Discussed the Voss proposal as opposed to the Steiner proposal for a single centered pole light. McAlpine explained that she visited the site after dark and determined that the edges needed light but the center was well lit by street lights, parking lot lights and existing wall packs on the west side of the playground. Peterson identified that a conflict of interest has been declared by Voss in submitting this proposal. The declaration of identity of interest will remain in the record. The record shows that Carow was not present and would recuse himself from voting on this contract.

REPORTS

1. McAlpine reported on vacancies/ turnovers during May. There are two tenants who had their leases terminated in Feb. The hearing has been conducted for both tenants. Both cases the Hearing Officer found in favor of the Housing Authority. If the tenants hold over past the lease end date a court eviction will need to be scheduled when courts are open.

ADJOURN Peterson/Fitzgerald 6:53 pm

Respectfully submitted Anne McAlpine, Recording Secretary



222 Lewis Street
River Falls, WI 54022

Phone 715-425-0900
Fax 715-425-0915

PARKS AND RECREATION ADVISORY BOARD MINUTES
Wednesday, February 19, 2020, at 5:15 p.m.
Glen Park Pavilion

Members Present: Patricia LaRue (Chair), Sean Downing (Council Rep), Brandon Dobbertin
Brenda Gaulke, Jim Nordgren, Melissa Pedrini, and Susan Reese.

Members Absent: None

Staff Present: Cindi Danke-Recreation Manager; Brenda Rundle-Recreation Assistant

Others Present: None

CALL TO ORDER

Meeting convened at 5:25 p.m.

APPROVAL OF MINUTES

MSC Reese/Dobbertin to approve the minutes of the January 15, 2020, Park and Recreation Advisory Board Meeting with corrections. Motion carried 7-0.

PUBLIC COMMENTS

There has been good feedback from those who have rented the new pavilion at Glen Park.

NEW BUSINESS

None

OLD BUSINESS

A draft of the 2020 Activity Guide was shared with Park Board. A little over \$7,000.00 has been collected for shelter reservations so far this calendar year. Due to the new (2019) software, season pool passes will be offered this year instead of punch cards. The pool will be able to accept credit/debit cards this year due to the new software and the addition of Wi-Fi at Glen Park. Swimmers will need to wear a wristband in the pool this year due to the gate between the new splash pad and the pool.

MSC Gaulke/Reese to sell season passes instead of punch cards at Glen Park Pool. Motion carried 7-0.

AARP is offering a Community Challenge 2020, which are "Quick-Action" Grants to make communities more livable for people of all ages. Park Board is encouraged to look it over and share ideas. Applications are due April 1. One suggestion Cindi received included more tent

camping spaces, a fire ring or pit, and rental tents. Park Board discussed how much work it is to handle tent rentals. Other ideas included porch swings in parks, painting classes, dance classes, and disc golf. Another idea includes making Lake George more appealing by adding a decorative and calming aerator in Lake George; those trails are handicapped accessible, located near senior housing, and include some benches.

We may also be able to apply for a park design award from the Wisconsin Park & Recreation Association for our Glen Park remodel.

ADJOURNMENT

MSC Downing/Dobbertin to adjourn the meeting at 6:15p.m. Motion carried 7-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'B. Rundle', is written over a horizontal line.

Brenda Rundle, Recreation Assistant

MEMORANDUM

To: Mayor Toland and City Council

From: Ronald Groth Water/Wastewater Superintendent

Date: July 28, 2020

Re: 2019 Compliance Maintenance Annual Report

INTRODUCTION

This memorandum provides details of the 2019 Compliance Maintenance Annual Report. The treatment facility and collection system received a cumulative GPA of 3.68 out of a possible 4.0.

BACKGROUND

The Compliance Maintenance Annual Report (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 CMAR for 2019. 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 range except for influent BOD (Biochemical Oxygen Demand). In 2019, there were 12 exceedances of 90 percent design loading; three of these exceedances were more than 100 percent of design loading.

The engineered design of the current aeration system for influent BOD loading is 3,152 pounds per day. In February 2019, we received an average BOD loading of 3,372 pounds per day. The average effluent BOD for the same month was 4 mg/l. Permitted levels for effluent BOD are 30 mg/l. We continue to achieve excellent BOD removal even without using the full capacity of both oxidation ditches. Influent levels have continued to climb as we see greater enrollment at UWRP and increased residential dwelling construction.

We are in the middle of construction to upgrade the aeration system which will increase influent BOD design loading for the plant. The diffused aeration, when completed, will increase plant capacity and save energy.

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The upgraded aeration system will treat expected increases in loading through 2040. Construction is slated to finish by fall of this year.

The chart on page 25, Table 1 of state code NR 208.05, shows the point and grading system for the CMAR. As you can see, even with the deductions for exceeding influent BOD design limits the effluent quality continues to remain excellent. This is a positive reflection on the effects of our wastewater treatment plant crew and our water/sewer operations. Their commitment to maintaining a quality system is greatly appreciated.

CONCLUSION

The CMAR shows a cumulative GPA of 3.68 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 the submission of the Compliance Maintenance Annual Report to the Department of Natural Resources.



RESOLUTION NO.

APPROVING THE 2019 COMPLIANCE MAINTENANCE
ANNUAL REPORT

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

WHEREAS, the cumulative GPA is 3.68 out of 4; and

WHEREAS, the City Council has reviewed the Compliance Maintenance Annual Report.

BE IT FURTHER RESOLVED that the City of River Falls Common Council approves the Compliance Maintenance Annual Report for Report Year 2019 and authorizes submission of the Compliance Maintenance Annual Report to the Department of Natural Resources.

Dated this 28th day of July 2020.

Dan Toland, Mayor

Attest:

Amy White, City Clerk

Compliance Maintenance Annual Report

River Falls Municipal Utility Wwtf

Last Updated: Reporting For:
7/20/2020 **2019**

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	1.2289	x	287	x	8.34	=	2,943
February	1.2974	x	312	x	8.34	=	3,372
March	1.3959	x	268	x	8.34	=	3,116
April	1.5109	x	266	x	8.34	=	3,355
May	1.4859	x	240	x	8.34	=	2,970
June	1.3808	x	248	x	8.34	=	2,854
July	1.3384	x	262	x	8.34	=	2,925
August	1.2747	x	278	x	8.34	=	2,956
September	1.4216	x	265	x	8.34	=	3,139
October	1.4605	x	257	x	8.34	=	3,125
November	1.3693	x	282	x	8.34	=	3,223
December	1.3126	x	268	x	8.34	=	2,938

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	1.824	x	90	=	1.6416
		x	100	=	1.824
Design BOD, lbs/day	3152	x	90	=	2836.8
		x	100	=	3152

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

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	1	0
February	1	0	0	1	1
March	1	0	0	1	0
April	1	0	0	1	1
May	1	0	0	1	0
June	1	0	0	1	0
July	1	0	0	1	0
August	1	0	0	1	0
September	1	0	0	1	0
October	1	0	0	1	0
November	1	0	0	1	1
December	1	0	0	1	0
Points per each		2	1	3	2
Exceedances		0	0	12	3
Points		0	0	36	6
Total Number of Points					42

42

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3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?
 Yes Enter last calibration date (MM/DD/YYYY)

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 gallons

No

Holding Tanks

Yes gallons

No

Grease Traps

Yes 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.

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.?

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<p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>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.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
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Total Points Generated	42
Score (100 - Total Points Generated)	58
Section Grade	F

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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

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	4	1	0	0
February	30	27	4	1	0	0
March	30	27	7	1	0	0
April	30	27	7	1	0	0
May	30	27	5	1	0	0
June	30	27	4	1	0	0
July	30	27	3	1	0	0
August	30	27	3	1	0	0
September	30	27	5	1	0	0
October	30	27	4	1	0	0
November	30	27	3	1	0	0
December	30	27	4	1	0	0

* 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?

2. Flow Meter Calibration

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

- Yes

Enter last calibration date (MM/DD/YYYY)

- No

If No, please explain:

3. Treatment Problems

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

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

0

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<p>If Yes, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> N/A</p> <p>Please explain unless not applicable:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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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:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	2	1	0	0
February	30	27	3	1	0	0
March	30	27	6	1	0	0
April	30	27	5	1	0	0
May	30	27	3	1	0	0
June	30	27	4	1	0	0
July	30	27	3	1	0	0
August	30	27	2	1	0	0
September	30	27	3	1	0	0
October	30	27	3	1	0	0
November	30	27	2	1	0	0
December	30	27	3	1	0	0
* 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

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?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Last Updated: Reporting For:
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Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

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

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceedance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceedance
January	5.7		.05658333	0					
February	5.7		.08333333	0					
March	5.7		.10833333	0					
April	5.7		.69166667	0					
May		2			.16666667	.13333333	.13333333	.13333333	
June		2			.1	.2	.13333333	.13333333	
July		2			.23333333	.1	.13333333	.13333333	
August		2			.11633333	.24666667	.10666667	.18666667	
September		2			.11233333	.076	.057	.07266667	
October		2			.09166667	.09266667	.10166667	.062	
November	5.7		.08591667	0					
December	5.7		.11730769	0					
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?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

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

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1.5	0.110	1	0
February	1.5	0.180	1	0
March	1.5	0.338	1	0
April	1.5	0.217	1	0
May	1.5	0.143	1	0
June	1.5	0.495	1	0
July	1.5	0.346	1	0
August	1.5	0.308	1	0
September	1.5	0.097	1	0
October	1.5	0.072	1	0
November	1.5	0.086	1	0
December	1.5	0.109	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

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?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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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.

Outfall No. 002 - SLUDGE TO WCWBF

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75								<3.3						0	0
Cadmium		39	85								.58						0	0
Copper		1500	4300								440						0	0
Lead		300	840								7.6						0	0
Mercury		17	57								.78						0	0
Molybdenum	60		75								12					0		0
Nickel	336		420								25					0		0
Selenium	80		100								<8					0		0
Zinc		2800	7500								440						0	0

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)

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<p>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?</p> <input type="text"/>	0
<p>6. Biosolids Storage</p> <p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <ul style="list-style-type: none"> ● <input type="radio"/> >= 180 days (0 Points) ○ <input type="radio"/> 150 - 179 days (10 Points) ○ <input type="radio"/> 120 - 149 days (20 Points) ○ <input type="radio"/> 90 - 119 days (30 Points) ○ <input type="radio"/> < 90 days (40 Points) ○ <input type="radio"/> N/A (0 Points) <p>6.2 If you checked N/A above, explain why.</p> <input type="text"/>	0
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <input type="text"/>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none">● Yes (Continue with question 2) <input type="checkbox"/><input type="checkbox"/>○ No (40 points) <input type="checkbox"/><input type="checkbox"/> <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none">● Yes○ No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none">● Yes<ul style="list-style-type: none">● Paper file system○ Computer system○ Both paper and computer system○ No (10 points)	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none">● Yes○ No	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none">○ Excellent● Very good○ Good○ Fair○ Poor <p>Describe your rating:</p>	

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most breakdowns experienced are from normal equipment just wearing out, not due to failure to lubricate or change oil etc. the rating is not excellent as better record keeping could be accomplished in the future.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Operator Certification and Education

<p>1. Operator-In-Charge</p> <p>1.1 Did you have a designated operator-in-charge during the report year?</p> <ul style="list-style-type: none"> ● Yes (0 points) ○ No (20 points) <p>Name: <input style="width: 300px;" type="text" value="WILLIAM A SWENSON"/></p> <p>Certification No: <input style="width: 150px;" type="text" value="33266"/></p>	0																																																																																								
<p>2. Certification Requirements</p> <p>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?</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th rowspan="2">Sub Class</th> <th rowspan="2">SubClass Description</th> <th colspan="2">WWTP</th> <th colspan="2">OIC</th> </tr> <tr> <th>Advanced</th> <th>OIT</th> <th>Basic</th> <th>Advanced</th> </tr> </thead> <tbody> <tr><td>A1</td><td>Suspended Growth Processes</td><td style="text-align: center;">X</td><td></td><td></td><td style="text-align: center;">X</td></tr> <tr><td>A2</td><td>Attached Growth Processes</td><td></td><td></td><td></td><td></td></tr> <tr><td>A3</td><td>Recirculating Media Filters</td><td></td><td></td><td></td><td></td></tr> <tr><td>A4</td><td>Ponds, Lagoons and Natural</td><td></td><td></td><td></td><td></td></tr> <tr><td>A5</td><td>Anaerobic Treatment Of Liquid</td><td></td><td></td><td></td><td></td></tr> <tr><td>B</td><td>Solids Separation</td><td style="text-align: center;">X</td><td></td><td></td><td style="text-align: center;">X</td></tr> <tr><td>C</td><td>Biological Solids/Sludges</td><td style="text-align: center;">X</td><td></td><td></td><td style="text-align: center;">X</td></tr> <tr><td>P</td><td>Total Phosphorus</td><td style="text-align: center;">X</td><td></td><td></td><td style="text-align: center;">X</td></tr> <tr><td>N</td><td>Total Nitrogen</td><td></td><td></td><td></td><td></td></tr> <tr><td>D</td><td>Disinfection</td><td style="text-align: center;">X</td><td></td><td></td><td style="text-align: center;">X</td></tr> <tr><td>L</td><td>Laboratory</td><td style="text-align: center;">X</td><td></td><td></td><td style="text-align: center;">X</td></tr> <tr><td>U</td><td>Unique Treatment Systems</td><td></td><td></td><td></td><td></td></tr> <tr><td>SS</td><td>Sanitary Sewage Collection</td><td style="text-align: center;">X</td><td style="text-align: center;">NA</td><td style="text-align: center;">NA</td><td style="text-align: center;">NA</td></tr> </tbody> </table> <p>2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2019; subclass SS is basic level only.)</p> <ul style="list-style-type: none"> ● Yes (0 points) ○ No (20 points) 	Sub Class	SubClass Description	WWTP		OIC		Advanced	OIT	Basic	Advanced	A1	Suspended Growth Processes	X			X	A2	Attached Growth Processes					A3	Recirculating Media Filters					A4	Ponds, Lagoons and Natural					A5	Anaerobic Treatment Of Liquid					B	Solids Separation	X			X	C	Biological Solids/Sludges	X			X	P	Total Phosphorus	X			X	N	Total Nitrogen					D	Disinfection	X			X	L	Laboratory	X			X	U	Unique Treatment Systems					SS	Sanitary Sewage Collection	X	NA	NA	NA	0
Sub Class			SubClass Description	WWTP		OIC																																																																																			
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U	Unique Treatment Systems																																																																																								
SS	Sanitary Sewage Collection	X	NA	NA	NA																																																																																				
<p>3. Succession Planning</p> <p>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)?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> One or more additional certified operators on staff <input type="checkbox"/> An arrangement with another certified operator <input type="checkbox"/> An arrangement with another community with a certified operator <input type="checkbox"/> An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year <input type="checkbox"/> A consultant to serve as your certified operator <input type="checkbox"/> None of the above (20 points) <p>If "None of the above" is selected, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	0																																																																																								
<p>4. Continuing Education Credits</p>																																																																																									

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4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

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.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 150px;" type="text" value="Sarah Karlsson"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="7154263449"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="skarlsson@rfcity.org"/></p>																	
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2019"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0																
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>																	
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2019"/></p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;"><input style="width: 150px;" type="text" value="439,770.90"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="538,100.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="977,870.90"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="12,753.95"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR		\$	<input style="width: 150px;" type="text" value="439,770.90"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+	\$	<input style="width: 150px;" type="text" value="538,100.00"/>	3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 150px;" type="text" value="977,870.90"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 150px;" type="text" value="12,753.95"/>	
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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 990,624.85

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?

\$ 935,279.00

0

Please note: If you had a CFWP 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 SectionInstructions 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 - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	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.	160000	2020
2	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 monform repair of manholes.	59500	2020
3	Rehabilitate north sewer interceptor and eliminate north main lift station.	4100000	2022
4	Remove South Main lift station and run area by gravity to Spring Creek lift station.	135500	2021
5	Fine Screening WWTP influent.	155000	2020
6	New fine bubble aeration and mixers to replace current rotors in oxidation ditch. It will increase the design loading of the ditch and result in an energy savings.	710000	2020
7	Replace chlorine disinfection with UV.	550000	2025
8	New generator for emergency power	225000	2021

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

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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:

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	6,923	
February	5,418	
March	5,966	
April	6,786	
May	5,459	
June	4,988	
July	5,225	
August	5,490	
September	5,744	
October	6,360	
November	5,181	
December	6,383	
Total	69,923	0
Average	5,827	0

6.1.2 Comments:

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
- 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
- Yes

Year:

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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

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	149,884	38.10	3,934	91.23	1,643	5,247
February	130,205	36.33	3,584	94.42	1,379	4,725
March	134,262	43.27	3,103	96.60	1,390	4,157
April	129,757	45.33	2,862	100.65	1,289	2,086
May	120,834	46.06	2,623	92.07	1,312	1,025
June	153,493	41.42	3,706	85.62	1,793	29
July	155,654	41.49	3,752	90.68	1,717	26
August	128,334	39.52	3,247	91.64	1,400	27
September	132,945	42.65	3,117	94.17	1,412	24
October	130,047	45.28	2,872	96.88	1,342	3,025
November	128,187	41.08	3,120	96.69	1,326	4,158
December	129,543	40.69	3,184	91.08	1,422	6,935
Total	1,623,145	501.22		1,121.73		31,464
Average	135,262	41.77	3,259	93.48	1,452	2,622

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
- Biological Phosphorus Removal
- Coarse Bubble Diffusers
- Dissolved O2 Monitoring and Aeration Control
- Effluent Pumping
- Fine Bubble Diffusers
- Influent Pumping

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- Mechanical Sludge Processing
- Nitrification
- SCADA System
- UV Disinfection
- 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?

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:

By Whom:

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Describe and Comment:	
Looked at diffused aeration for oxidation ditches.	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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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:

1. Replace lift SCADA components
2. Use budgeted funds for sewer lining
3. Televis 5% of the sewer system
4. Clean 25% of the collection system

Did you accomplish them?

- Yes
- No

If No, explain:

We accomplished the first two goals. Goals 3&4 were slightly lower in 2019 but the 2 year average is still ahead of goals.

- 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:

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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:

Overflow Emergency Response Plan [NR 210.23 (4) (f)] **0**
 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.

Cleaning	<input type="text" value="23"/>	% of system/year
Root removal	<input type="text" value="5"/>	% of system/year
Flow monitoring	<input type="text" value="0"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="2.8"/>	% of system/year
Manhole inspections	<input type="text" value="7.2"/>	% of system/year
Lift station O&M	<input type="text" value="12"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="0"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="1"/>	% of sewer lines rehabbed

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Private sewer inspections % of system/year
 Private sewer I/I removal % of private services
 River or water crossings % 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
 Annual average precipitation (for your location)
 Miles of sanitary sewer
 Number of lift stations
 Number of lift station failures
 Number of sewer pipe failures
 Number of basement backup occurrences
 Number of complaints
 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)
 Sewer pipe failures (pipe failures/sewer mile/yr)
 Sanitary sewer overflows (number/sewer mile/yr)
 Basement backups (number/sewer mile)
 Complaints (number/sewer mile)
 Peaking factor ratio (Peak Monthly:Annual Daily Avg)
 Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

	Date	Location	Cause	Estimated Volume (MG)
0	8/30/2019 10:00:00 AM - 8/30/2019 11:00:00 AM	222 Lewis Street, River Falls, WI Latitude: 44.859862 Longitude: -92.626795	Equipment Failure	0.0001 - 0.0001
1	9/4/2019 10:00:00 AM - 9/4/2019 10:45:00 AM	586 Sixth Street, River Falls Latitude: 44.851697 Longitude: -92.619178		0.0002 - 0.0002

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

What actions were taken, or are underway, to reduce or eliminate SSO or TFO occurrences in the future?

Both SSO's were caused by contractors. We are putting more emphasis on instructing the contractors on proper procedures.

5. Infiltration / Inflow (I/I)

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5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

Groundwater levels were extremely high and we had infiltration on old clay pipe. We continue to identify these areas and line as needed.

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:

High groundwater levels

5.4 What is being done to address infiltration/inflow in your collection system?

Lining of old clay sewer mains.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Grading Summary

WPDES No: 0029394

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	F	0	3	0
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	136
GRADE POINT AVERAGE (GPA) = 3.68				

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)

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Resolution or Owner's Statement

Name of Governing
Body or Owner:

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

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 = F

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. = 3.68



MEMORANDUM

TO: Mayor Toland and City Council

FROM: Amy White, City Clerk

DATE: July 28, 2020

TITLE: Designate Official City Newspaper

RECOMMENDED ACTION

Adopt the resolution designating the Official City Newspaper per [Wis. Stat. §985.06](#).

BACKGROUND

As a 3rd Class City, we are required to advertise for bids yearly in order to designate the official city newspaper. Newspapers eligible to submit bids must have been regularly published within the city during the past two years and have a bona fide paid circulation.

The Star Observer was the only bidder, and they are eligible to serve as the City's official newspaper.

CONCLUSION

Staff recommends approving the resolution contracting with the Star Observer, as the City's Official Newspaper through May 8, 2021.



RESOLUTION NO.

RESOLUTION DESIGNATING OFFICIAL CITY NEWSPAPER

WHEREAS, the City of River Falls is required to designate an official newspaper in accord with Wis. Stats. Ch. 985; and

WHEREAS, for the year ending May 8, 2021, the City received a proposal from the Star Observer, which is an eligible newspaper to provide this service to and on behalf of the city; and

WHEREAS, in accord with Wis. Stat. §985.06, it is required that the City enter into a written contract with the official newspaper;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of River Falls hereby designates the Star Observer as its official newspaper for the year ending May 8, 2021, and the Clerk and Mayor are authorized to execute the contract to this effect.

Dated this 28th day of July, 2020.

Dan Toland, Mayor

ATTEST:

Amy White, City Clerk



MEMORANDUM

TO: Mayor Toland and City Council

FROM: Amy White, City Clerk

DATE: July 28, 2020

TITLE: Resolution Disallowing Claim Against the City of River Falls

RECOMMENDED ACTION

Disallow the claim against the City of River Falls.

BACKGROUND

Gail R. Madson sustained an injury on March 21, 2019, as a result of a slip and fall. Ms. Madson was walking on a sidewalk on Bartosh Lane between High Ridge Road and Nicole Lane. Ms. Madson reported the fall to the City of River Falls on October 22, 2020, to which, a claim was opened with the City's insurance carrier, Travelers Insurance. The claim was investigated by an adjuster with Travelers Insurance who determined the City was not liable for the claim. A Notice of Circumstance and Claim related to alleged damages for a purported slip and fall has been filed against the City of River Falls, by Gail R. Madson and her attorney on July 10, 2020. The event giving rise to the claim is alleged to be from the incident March 21, 2019.

DISCUSSION

Wis. Stat. § 893.80(1d)(a) requires a Notice of Circumstance and Claim to be filed within 120 days after the event giving rise to the claim. The claim has been reviewed by the City Administrator and legal counsel and a recommendation is being made for the disallowance of such claim as the Notice of Circumstance and Claim was not timely filed.

CONCLUSION

Approve the resolution disallowing the claim against the City of River Falls.



RESOLUTION NO.

RESOLUTION DISALLOWING CLAIM

BY THE COMMON COUNCIL FOR THE CITY OF RIVER FALLS

Claim of: Gail R. Madson
1749 Gervais Avenue, #2
Maplewood, MN 55109

Claimant's Attorney: Jeffrey A. Muszynski
Bye, Goff & Rohde, Ltd.
258 Riverside Drive
P.O. Box 167
River Falls, WI 54022

Date of Claim: July 6, 2020

WHEREAS, a Notice of Circumstance and Claim related to alleged damages for a purported slip and fall has been filed against the City of River Falls, by the above claimant and their attorney on July 10, 2020; and

WHEREAS, the event giving rise to the claim is alleged to have occurred on March 21, 2019; and

WHEREAS, Wis. Stat. § 893.80(1d)(a) requires a Notice of Circumstance and Claim to be filed within 120 days after the event giving rise to the claim; and

WHEREAS, the Notice of Circumstance and Claim was not timely filed; and

WHEREAS, the claim has been reviewed by the City Administrator and legal counsel and a recommendation made for the disallowance of such claim; and

NOW THEREFORE BE IT RESOLVED that the above claim against the City of River Falls be, and the same is hereby, disallowed.

BE IT FURTHER RESOLVED that, upon disallowance by the City of River Falls Common Council, the City Clerk shall notify the claimant and the claimant's attorney of such

disallowance. Notification shall be in writing, by registered or certified mail, return receipt requested, pursuant to Section 893.80(1g), Wis. Stats. The notice shall contain the following language:

No action may be brought against the City of River Falls in regard to this claim after six (6) months from the date of service of this notice upon you, pursuant to Section 893.80(1g) of the Wisconsin Statutes.

Approved and adopted 28th day of July, 2020.

Dan Toland, Mayor

ATTEST:

Amy White, City Clerk

NOTICE OF CIRCUMSTANCE AND CLAIM

TO: CITY OF RIVER FALLS, WISCONSIN
Amy White, City Clerk
River Falls City Hall
222 Lewis Street
River Falls, WI 54022

NOTICE OF CIRCUMSTANCE

Pursuant to Wis. Stat. § 893.80 YOU ARE HEREBY NOTIFIED that on or about March 21, 2019, at approximately 3:00 p.m., Gail R. Madson was injured as she was walking on the sidewalk for Bartosh Lane between High Ridge Road and Nicole Lane when she slipped and fell on ice. Said injuries were proximately caused by the negligence of the City of River Falls, Wisconsin (its agents and employees).

This serious injury may be severe and permanent. Claimant's condition is subject to continuing medical care and treatment. The full and complete nature of the injury and permanent ramifications thereof are not currently subject to final medical opinion, and the entity noticed herein should conduct a thorough and complete investigation into the circumstances of the accident.

NOTICE OF CLAIM

Pursuant to Wis. Stat. § 893.80 a claim is hereby made against the City of River Falls, Wisconsin (its agents and employees) by Gail R. Madson of River Falls, Wisconsin in the amount of \$50,000.

The claim is for:

- A. Past and future pain, suffering and disability.
- B. Temporary and permanent disfigurement.
- C. Past and future medical expenses.
- D. Past wage loss and future impairment of earning capacity.
- E. Loss of society and companionship for her spouse, David Madson

The claimant's address is: Gail R. Madson
1749 Gervais Avenue, #2
Maplewood, MN 55109

You are requested to notify the claimant's attorney if you serve a Notice of disallowance on the claimant within 120 days of the presentation of this claim. Failure to disallow the claim within that time frame will automatically constitute disallowance.

Dated this 6th day of July, 2020.

BYE, GOFF & ROHDE, Ltd



By: Jeffrey A. Muszynski, #1074414
Attorneys for Claimant
258 Riverside Drive, BOX 167
River Falls, Wisconsin 54022
Telephone: (715) 425-8161
E-mail: jeff@byegoff.com



MEMORANDUM

TO: Mayor Toland and City Council Members

FROM: Sarah Karlsson, Finance Director

DATE: July 14, 2020

TITLE: Resolution authorizing borrowing from WPPI Energy a promissory note in the principal sum of \$500,000 and loan agreement terms.

RECOMMENDED ACTION

Adopt a resolution approving the financing of a zero percent interest 10-year loan in the amount of \$500,000 from WPPI Energy (“WPPI”). The financing will be used to support AMI electric meter implementation to continue with the project timeline. This is a 10-year, zero percent interest promissory note to WPPI commencing in August 2020. Upon approval by Council, this loan will mature on July 28, 2030.

BACKGROUND

In 2015, the electric utility began a pilot program to convert electric meters from AMR to AMI advanced metering starting with large power customers. In January 2019, the Common Council approved resolution number 6333 to proceed with AMI metering for all classes of electric and water customers as budgeted and planned in the 2019 – 2023 Capital Improvement Plan.

WPPI has established a no-interest loan program pursuant to which money may be loaned to members or member utilities of WPPI to support eligible renewable energy projects and eligible energy efficiency projects, as well as other projects identified as providing strategic value to the WPPI system. AMI conversions are eligible and deemed a project that achieves WPPI’s business objectives.

WPPI’s Executive Committee approved this loan, subject to a resolution by the River Falls City Council, at their May 20, 2020, meeting.

DISCUSSION

The 2019 – 2023 CIP identified the AMI project as paid for by Electric Utility funds. The total cost of the project as outlined in the CIP was estimated at \$540,000. The current estimate for the total project is \$846,000. The CIP also included the South Fork Transformer project estimated at \$1,200,000 to be funded by electric revenue bonds. This borrowing has yet to occur. As the option of this borrowing became known with a zero percent interest 10-year loan in the amount not to exceed \$500,000, this borrowing was deemed more advantageous than issuing Electric Revenue Bond issuance. As such, staff is suggesting that AMI be partially funded by the WPPI loan in place of Utility funds and those Utility funds will instead be used to fund the South Fork transformer project. Staff will continue to monitor the electric utility fund balance to determine if additional borrowings will be necessary.

FINANCIAL CONSIDERATIONS

The loan as outlined will be for \$500,000 at a zero percent interest rate with a 10-year term. In addition, there will be a one-time administrative fee charge equal to one percent of the original principal amount due with the initial monthly installment payment.

The agreement also notes the following:

- The utility may prepay the loan, in whole in or part, at any time, without penalty or premium. The loan is not a revolving loan, and as such, amounts prepaid by Utility may not be reborrowed.
- The loan is payable solely and only from the income and revenue to be derived from the operation of the Utility's electric utility system.
- Monthly payments of \$4,166.67 will be due on the 28th day of each month or the next business day.

CONCLUSION

Staff recommends approval of the resolution authorizing the City of River Falls to obtain this a zero percent interest, 10-year promissory note from WPPI to finance the continuation of the AMI implementation.



RESOLUTION NO.

RESOLUTION AUTHORIZING BORROWING FROM WPPI ENERGY

WHEREAS, the City Council approved in January 2019 to proceed with AMI metering for all classes of the Electric and Water Utility; and

WHEREAS, the current estimate for the project is \$846,000; and

WHEREAS, in order to fund a portion of the Project, the Municipality intends to borrow from WPPI Energy ("WPPI") an amount not to exceed five hundred thousand dollars (\$500,000) at an interest rate of zero percent (0%) over a ten (10) year term (the "Loan"); and

WHEREAS, the Loan will be evidenced and secured by a promissory note from the Municipality to WPPI (the "Note") and a loan agreement by and between the Municipality and WPPI (the "Loan Agreement", and together with the Note, the "Loan Documents"); and

WHEREAS, the City Council of the Municipality has determined that funding of the Project, in whole or in part, through the Loan and executing and delivering the Loan Documents in substantially the form presented is necessary and in the best interest of the Municipality.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of River Falls that it hereby authorizes the Mayor and Clerk to sign the necessary loan documents for the financing of the project in the amount of \$500,000 for a 10-year term from WPPI.

Dated this 28th day of July 2020.

Dan Toland, Mayor

ATTEST:

Amy White, City Clerk



MEMORANDUM

TO: Mayor and City Council

FROM: Scot Simpson, City Administrator

DATE: July 28, 2020

TITLE: Resolution Ratifying Chief of Police Proclamations

PROPOSED ACTION

Adopt the resolution ratifying the Chief of Police's proclamations.

BACKGROUND

On March 24, 2020, the Common Council of River Falls adopted Resolution No. 6463 declaring a state of emergency in the City of River Falls. The City's declaration authorizes the Mayor, and/or the City Administrator, or the City Administrator's designee, with the full authority as stated under §§ 323.11, 323.14, Wis. Stats., to take action necessary and expedient for the health, safety, welfare, and good order of the City during the duration of this declared emergency, unless any of said authority is removed sooner by lawful action of the City Council.

While said emergency authority exists, it shall include, but not be limited to, the following expressly granted powers: cooperate with other local units of government under Wis. Stat. § 66.0301 to furnish emergency services; employ volunteer, personnel, facilities and other resources; temporarily modify or suspend local ordinances, regulations and standards not contrary to state, federal, or constitutional laws and principles, and such other action necessary and expedient for the health, safety, protection and welfare of persons and property within the City of River Falls.

DISCUSSION

On July 15, Chief of Police Gordon Young, who is also the emergency government director, issued an attached Proclamation containing a list of orders as follows:

1. Authorize the expense reimbursement submittal for the State of Wisconsin's "Routes to Recovery" grant program of \$257,437.

On July 16, Chief of Police Gordon Young, issued an attached Proclamation containing a list of orders as follows:

1. Items 1, 3, and 4 (library closure, park shelters, Glen Park/pool respectively) of the Emergency Proclamation dated April 13, 2020, and ratified by the Common Council on April 28, 2020, are hereby rescinded.
2. Item 1 (dog park) of the Emergency Proclamation dated April 16, 2020, and ratified by the Common Council on April 28, 2020, is hereby rescinded.

Under Resolution No. 6463 and Wis. Stat. §323.14(4)(b), these Proclamations were issued under the authority granted to the Mayor, and/or the City Administrator, or the City Administrator's designee, to act by proclamation under Wis. Stats. §323.11 and §323.14(4)(a).

SUMMARY

Under Wis. Stat. § 323.14(4)(b), the Emergency Government Director's Proclamations are "subject to ratification, alteration, modification, or repeal by the governing body as soon as that body can meet." Attached is a copy of the referenced proclamations, the former proclamations in which items are being rescinded from, and a resolution for the Common Council's ratification of such, that is recommended for adoption on July 28, 2020. Ratifying the resolution will confirm the provisions therein; however, "subsequent action taken by the governing body shall not affect the prior validity of the proclamations." Id.

CONCLUSION

Staff recommends adoption of the resolution for City Council to confirm and ratify the proclamations of the Chief of Police, dated July 15, 2020, and July 16, 2020.



**EMERGENCY PROCLAMATION OF THE CHIEF OF POLICE
PURSUANT TO RESOLUTION DECLARING AN EMERGENCY AS A RESULT OF
THE CORONAVIRUS (COVID-19)**

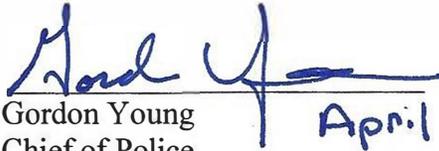
I, Gordon Young, as Chief of Police and head of emergency government for the City of River Falls do hereby make the following emergency proclamation pursuant to Chapter 2.32 of the City's Municipal Code, Wis. Stat. §§ 323.11 and 323.14, and the City of River Falls Resolution Declaring an Emergency adopted March 24, 2020, and hereby order as follows:

- 1) The River Falls Public Library is closed to the public.
- 2) City Hall is closed to the public, except for limited exceptions approved by the Mayor or City Administrator for the purpose of required public meetings or events.
- 3) All park shelters, bathrooms, and playgrounds are closed.
- 4) The opening of Glen Park and the City Pool are indefinitely postponed.
- 5) In-home visits conducted by River Falls Utilities are suspended except for emergencies as determined by the Utilities Director.
- 6) Disconnections of utilities operated by River Falls Municipal Utilities are suspended.
- 7) No late fees will be assessed on utilities operated by River Falls Municipal Utilities.
- 8) All City of River Falls committee, commission, and board meetings are suspended unless preapproved by the Mayor or City Administrator.
- 9) To the extent authorized by Wisconsin law, any matter which is to be reviewed or approved by any City committee, commission, or board pursuant to the City's Ordinances may be reviewed and approved by the Common Council.
- 10) All City Ordinances which require a matter to be referred to or reviewed by the Plan Commission are modified as follows:
 - a. If Wisconsin statutes require referral to or review by the Plan Commission, the matter shall be referred to the Plan Commission and the Common Council may take action pursuant to Wis. Stat. § 62.23(5) after the thirty (30) day period has

expired. During this thirty (30) day period, appropriate City personnel shall review the proposal and present a recommendation to the Common Council.

- b. If Wisconsin statutes do not require referral to or review by the Plan Commission, the Common Council shall act in place of the Plan Commission to the extent authorized by applicable Wisconsin law.

The orders set forth in this Emergency Proclamation shall be effective until a superseding order is issued or the State of Emergency has ended:


Gordon Young
Chief of Police

April 13, 2020



RESOLUTION NO.

RESOLUTION RATIFYING CHIEF OF POLICE PROCLAMATIONS

WHEREAS, on March 12, 2020, Wisconsin Governor, Tony Evers, issued Executive Order No. 72 proclaiming a public health emergency, as defined in Wis. Stat. § 323.02(16), exists for the State of Wisconsin which expressly authorized and directed certain actions be taken to address the public health emergency; and

WHEREAS, on March 24, 2020, the Common Council of River Falls adopted Resolution No. 6463 declaring a state of emergency in the City of River Falls; and

WHEREAS, the emergency power granted to the governing body by Wis. Stat. §323.14(4)(a) includes the general authority to order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within the local unit of government in the emergency; and

WHEREAS, if, because of the emergency conditions, the governing body of the local unit of government is unable to meet promptly, Resolution No. 6463 and Wis. Stat. §323.14(4)(b) grants the Mayor and/or the City Administrator, or City Administrator's designee, the authority to act by proclamation under Wis. Stats. §323.11 and §323.14(4)(a); and

WHEREAS, any proclamation of the Chief of Police issued under the authority of Resolution No. 6463 and Wis. Stat. §323.14(4)(b) shall be subject to ratification, alteration, modification, or repeal by the Common Council as soon as the Common Council can meet; and

WHEREAS, two Chief of Police proclamations have been signed by Chief of Police Gordon Young since the last meeting of the Common Council on July 14, 2020; and

WHEREAS, on July 28, 2020, the Common Council of the City of River Falls will hold its first meeting since the above referenced proclamations were signed; and

NOW, THEREFORE, BE IT RESOLVED that the proclamations of the Chief of Police, dated July 15, 2020, and July 16, 2020, are hereby confirmed and ratified by the Common Council of the City of River Falls.

Dated this 28th day of July 2020.

Dan Toland, Mayor

ATTEST:

Amy White, City Clerk



**EMERGENCY PROCLAMATION OF THE CHIEF OF POLICE
PURSUANT TO RESOLUTION DECLARING AN EMERGENCY AS A RESULT OF
THE CORONAVIRUS (COVID-19)**

I, Gordon Young, as Chief of Police head of emergency government for the City of River Falls do hereby make the following emergency proclamation pursuant to Chapter 2.32 of the City's Municipal Code, Wis. Stat. §§ 323.11 and 323.14, and the City of River Falls Resolution Declaring an Emergency adopted March 24, 2020, and hereby order as follows:

- 1) The River Falls Dog Park will be closed starting on April 17, 2020.

The orders set forth in this Emergency Proclamation shall effective until a superseding order is issued or the State of Emergency has ended:


Gordon Young
Chief of Police

April 16, 2020



**EMERGENCY PROCLAMATION OF THE CHIEF OF POLICE
PURSUANT TO RESOLUTION DECLARING AN EMERGENCY AS A RESULT OF
THE CORONAVIRUS (COVID-19)**

I, Gordon Young, as Chief of Police head of emergency government for the City of River Falls do hereby make the following emergency proclamation pursuant to Chapter 2.32 of the City's Municipal Code, Wis. Stat. §§ 323.11 and 323.14, and the City of River Falls Resolution Declaring an Emergency adopted March 24, 2020, and hereby order as follows:

- 1) Authorize the expense reimbursement submittal for the State of Wisconsin's "Routes to Recovery" grant program of \$257,437.

The orders set forth in this Emergency Proclamation shall effective until a superseding order is issued or the State of Emergency has ended:

A handwritten signature in black ink, appearing to read 'Gordon Young', is written over a horizontal line.

Gordon Young
Chief of Police

July 15, 2020

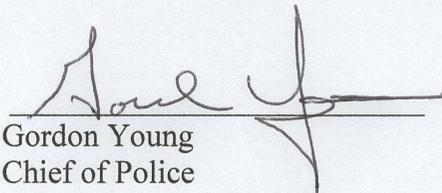


**ORDER OF THE CHIEF OF POLICE
PURSUANT TO RESOLUTION DECLARING AN EMERGENCY AS A RESULT OF
THE CORONAVIRUS (COVID-19)**

I, Gordon Young, as Chief of Police head of emergency government for the City of River Falls do hereby make the following emergency proclamation pursuant to Chapter 2.32 of the City's Municipal Code, Wis. Stat. §§ 323.11 and 323.14, and the City of River Falls Resolution Declaring an Emergency adopted March 24, 2020, and hereby order as follows:

- 1) Items 1, 3, and 4 of the Emergency Proclamation dated April 13, 2020 and ratified by the Common Council on April 28, 2020, are hereby rescinded.
- 2) Item 1 of the Emergency Proclamation dated April 16, 2020 and ratified by the Common Council on April 28, 2020, is hereby rescinded.

The orders set forth in this Emergency Proclamation shall effective until a superseding order is issued or the State of Emergency has ended:


Gordon Young
Chief of Police

July 16, 2020

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Sam Wessel, Planner

DATE: July 28, 2020

TITLE: 1165 CTH M Special Use Permit request follow-up

RECOMMENDED ACTION

Review, modify as needed, and approve the attached decision form regarding the July 14, 2020, denial of a special use permit at 1165 CTH M.

ANALYSIS

On July 14, Council voted to deny a special use permit for a wedding and event barn at 1165 CTH M in the Town of Kinnickinnic within the City of River Falls Urban Reserve Area. The voting results are as follows:

Toland – Yes	Gagne – Yes
Morrisette – No	Odeen – Yes
Watson – No	Downing – No
Plunkett – No	Bjerstedt – Yes

In addition to these results, clarification regarding the facts and evidence supporting the denial must be provided to the applicant. Please note that the clarification is a housekeeping item that must be based on the facts and evidence presented at the hearing on July 14, 2020, and no new evidence may be incorporated to support the decision.

CONCLUSION

Council must complete the attached decision form containing the findings of fact, conclusions of law, and order and determination for record keeping purposes. Additional findings of fact may be added or removed at the direction of council. Applicants Adam and Jennifer Wennerberg will also receive a copy of the decision form.

EXHIBITS:

1. Proposed Special Use Permit decision form

CITY OF RIVER FALLS, WISCONSIN

DECISION OF CITY COUNCIL

Public Hearing: 1165 CTH M, Town of Kinnickinnic, City of River Falls Urban Reserve Area, requested a special use permit to construct and operate a wedding and event barn in the A – Agricultural Zoning District under Title 17 of the City’s Municipal Code.

FINDINGS OF FACT

Having heard the testimony and considered the evidence presented, the Board finds the following facts:

1. The applicant is:

Adam and Jennifer Wennerberg
1165 CTH M
River Falls, WI 54022

2. The applicant is the owner of the following described property which is the subject of the application:

Property Address: 1165 CTH M
PIN: 022-1097-70-000
County: St. Croix

3. The property is presently in use for Agriculture
4. The appellant seeks a special use permit to construct and operate a 6,000 square foot metal wedding and event barn with paved parking and landscaping.
5. The proposed use, a wedding and event barn, is not addressed by the City’s Zoning Ordinance.
6. Specifically, the applicant is seeking a special use permit under Section 17.52.040 C. of the City’s municipal code, which permits “golf courses and country clubs” as a special use.
7. The features of the proposed construction and property which relate to the grant or denial of this special use permit are as follows:

The proposed use is located in the City of River Falls Urban Reserve Area, where Town of Kinnickinnic Lands are subject to the City’s zoning ordinance (Title 17), with the subject property

being zoned A - Agricultural. The proposed use reflects a business model that was uncommon when the City's zoning ordinance was adopted and has since grown in popularity, and therefore, is not addressed in the City's municipal code. The proposed use's land use impacts are have some similarity to that of a golf course or country club, which is permitted as a special use in the A - Agricultural Zoning District, while preserving a greater acreage of farmland than that of a typical golf course or country club would. Differences between the proposed use and a country club or golf club include the provision of 10 overhead doors that would open when weather is suitable, resulting in noise and music that isn't contained in the same manner that an enclosed golf course or country club event space would. Additionally, the open space surrounding the barn provides a much smaller nuisance buffer to surrounding properties than a golf course or country club would, being situated on a 35 acre site compared to the average of 150 acres needed for a golf course. Therefore, the decision regarding the request is to determine if the proposed use can be permitted under the land use category "golf courses and country clubs". During this process, Council must consider how noise and future City growth concerns relate to the intent of the A - Agricultural Zoning District.

CONCLUSIONS OF LAW

Based on the above findings of fact, City Council concludes that:

The proposed special use of a wedding and event barn is not listed as a permitted principal or special use in the A -Agricultural Zoning District, nor does it meet the intent of the A - Agricultural Zoning District to "provide suitable areas for exclusive agricultural use, to conserve good farming areas, preventing the uncontrolled spread of development and secure economy in the provision of public services" (Chapter 17.52.010). Additionally, the proposed use differs from "golf courses and country clubs" in that its structure does not fully enclose noise and music generated by the venue as a golf course or country club would. The site also has less green space buffering the building's impacts from surrounding uses that would be subject to nuisance. Therefore, the proposed use would affect neighboring properties to a greater degree than a golf course or country club would, negatively impacting the existing rural character and expected future City growth of the Urban Reserve Area.

ORDER AND DETERMINATION

On the basis of the above findings of fact, conclusions of law and the record in this matter, the Board orders the following:

The requested special use under Section 17.52.040 C. of the City's municipal code to operate a wedding and event barn under the land use category "golf courses and country clubs" is denied following a 4-3 vote. The Mayor's vote was taken in the event there was a tie per Wis. Stat. sec. 62.11(1).

Mayor and City Council Members
July 28, 2020

This decision may be appealed by filing an action in certiorari in the Circuit Court for Pierce County within 30 days after the date of filing of the decision. The City of River Falls assumes no liability for and makes no warranty as to reliance on this decision if construction is commenced prior to expiration of this 30-day period.

FOR THE CITY OF RIVER FALLS CITY COUNCIL

Dan Toland, Mayor

ATTEST:

Amy White, City Clerk

Dated: _____

Filed: _____



RESOLUTION NO.

RESOLUTION REGARDING SPECIAL USE PERMIT DENIAL REPORT
FOR
A WEDDING AND EVENT BARN AT 1165 CTH M, TOWN OF KINNICKINNIC

WHEREAS, Adam and Jennifer Wennerberg have applied for a Special Use Permit to operate a wedding and event barn to be located at 1165 County Highway M; and

WHEREAS, the subject property is located in the Town of Kinnickinnic and subject to provisions of the 2019 Cooperative Plan between the City of River Falls and the Town of Kinnickinnic; and

WHEREAS, the City Council held a public hearing and considered the request at their regular meeting of July 14, 2020; and

WHEREAS, the City Council found the proposed special use to be inconsistent with the intent of the A -Agricultural Zoning District; and

WHEREAS, the City Council denied the special use permit with a 4-3 vote and subsequently compiled a finding of fact, conclusions of law, and order and determination report;

NOW, THEREFORE, BE IT RESOLVED, that the Common Council adopts said special use permit denial report supporting the denial of a Special Use Permit for Adam and Jennifer Wennerberg to locate a wedding and event barn located at 1165 CTH M.

Dated this 28th day of July 2020:

Dan Toland, Mayor

ATTEST:

Amy White, City Clerk



MEMORANDUM

TO: Mayor and City Council

FROM: Scot Simpson, City Administrator

DATE: July 28, 2020

TITLE: Resolution Recommending the Use of Face Coverings in Public in the City of River Falls

RECOMMENDED ACTION

Adopt the resolution recommending the use of face coverings in public in the City of River Falls.

BACKGROUND

As requested by the Mayor, staff have reviewed masking policies that have or are being implemented or considered in local municipalities around the state of Wisconsin. Staff has prepared a resolution that recommends the use of face coverings in public in River Falls.

Masking Background

In the early days of this global pandemic, masking was not encouraged. This was for a variety of reasons, including concerns over shortages of personal protective equipment (PPE) in the health care setting, as well as a lack of evidence of the effectiveness of masking. In the proceeding months, alternatives to PPE like N95s and similar products have emerged. The terms masking and face covering have become largely synonymous. They will be used interchangeably here.

The Centers for Disease Control and Prevention (CDC) formally recommended cloth face coverings in public settings on April 3. On June 5, the World Health Organization (WHO) amended its recommendation from encouraging masking for those experiencing symptoms or caring for the sick to wearing cloth face coverings in public spaces where physical distancing is impossible to maintain.

How Masking Works

COVID-19 is believed to be spread mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, talks, or raises their voice (e.g., while shouting, chanting, or singing). These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

The general philosophy behind a cloth face covering is that while it may not directly protect the wearer, it likely keeps the wearer—symptomatic or not—from spreading the illness.

The cloth face coverings recommended are not surgical masks or respirators. Currently, those are critical supplies that are recommended to be reserved for healthcare workers and other first responders. Cloth face coverings are not PPE.

POLICY CONSIDERATIONS

Ordinances and resolutions throughout Wisconsin and the country regarding masking in public come in a variety of different measures. There are common themes that are addressed in each respective measure though which will be outlined below.

CDC recommends that everyone two years old and older wear a cloth face covering in public settings and around people who don't live in the same household, especially when other social distancing measures are difficult to maintain. They do have caveats, however, advising against scenarios where difficult breathing would be exacerbated by a face covering. The considerations identified below are not meant to be comprehensive.

Age

Ordinances and resolutions throughout the country vary on age requirements for minors. Measures reviewed by staff saw that requirements ranged anywhere from ages two (2) to eighteen (18). Although according to the CDC there is a reduced morbidity in younger children, they can still be effective spreaders of the disease.

Exclusions

Common exclusions for masking requirements include:

- In private homes or vehicles,
- In areas not open to the public,
- If eating or drinking,
- For a medical reason,
- While outdoors,
- Religious reasons,
- During exercise and swimming

The requirement to wear a mask largely places the burden on individuals and businesses to expend financial resources to remain in compliance. Smaller local governments have typically not included widespread publicly funded mask provision programs in their actions.

Additionally, ordinances have also been implemented immediately or with very little lead time. This issue of time and supply can further limit availability—especially for economically disadvantaged individuals and families. For individuals who already have a sufficient supply of reusable masks, this burden is light. For individuals who have no masks or a limited supply of disposable masks, this can create a challenge.

Cloth face coverings can be a far more sustainable and economical solution but are likely to encounter a similar set of barriers, including limited supplies, higher initial price point, cleaning, and durability over time. Many community members have stepped up to sew masks for others and we encourage the continuation of such civic engagement and cooperation.

MEASURES AROUND WISCONSIN

A number of municipalities across Wisconsin have implemented either resolutions encouraging the wearing of face coverings in public or ordinances mandating the wearing of face coverings in public. An updated list will be provided at the time of the Council meeting. Minnesota has also recently enacted a statewide masking requirement.

ENFORCEMENT AUTHORITY

Under Wisc. Stat. §323.11 a City may declare, by ordinance or resolution, an emergency existing within the local unit of government. A City is also provided with emergency powers and authority under Wisc. Stat. §324.14(4) to order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, protection, and welfare of persons within the local unit government in the emergency.

On March 24, 2020, the Common Council of River Falls adopted Resolution No. 6463 declaring a state of emergency in the City of River Falls which is still currently in effect.

ENFORCEMENT CONSIDERATIONS

In reviewing draft ordinances and resolutions, consultations were held with City Management related to the enforcement provisions in the draft. Staff also consulted with Pierce County Public Health Director/Health Officer AZ Snyder and the City's Attorney Chris Gierhart of Weld Riley, S.C.

With the State of Wisconsin nor Pierce or St. Croix Counties having similar requirements, enforcement of an ordinance could be challenging. Many of the communities examined by staff focused on an education-based enforcement. The larger challenge will be what can individuals or businesses do to ensure compliance with an ordinance.

Based on such consultation, if an ordinance were recommended it would likely fall entirely to the Police Department to be responsible for enforcement because other departments of the City are not set up to provide the enforcement as would be required in the ordinances we examined. Some smaller communities indicate enforcement through their own local public health department. We do not have a local health department.

City Management has significant concerns related to the Police Department being involved in such enforcement because such an activity may require a significant use of Police Department resources, including related to the Police Department receiving and responding to complaints about alleged violations of such a new local law, as well as related to the prosecution and adjudication via the municipal court of such matters. City staff consulted with the City Attorney who strongly recommends that the Council thoroughly consider such concerns if it were to adopt an ordinance that would include such enforcement provisions.

An alternate would be placing some enforcement responsibility on business owners. Some ordinances reviewed by staff do not include requirements for a business to ensure compliance. Other ordinances do, requiring businesses responsible for requiring compliance among employees and others associated with the business (e.g. vendors). This may include taking reasonable measures to ensure compliance among patrons but does not place the burden on business.

An ordinance has to have an enforcement mechanism. Many of our city ordinances are complaint-based. For example, if you refuse to cut your grass, until a neighbor complains, the city does not enforce the ordinance. There is also the issue of staff having to create a mechanism whether that be in the form of a web-portal, etc. in which complaints for non-compliance can be funneled through to address each complaint.

RIVER FALLS RESOLUTION

After reviewing the complexities in drafting an ordinance, City staff recommend the passage of the attached resolution encouraging individuals use face coverings in public in the City of River Falls.

In the resolution there will be specific exemptions for those who may be adversely impacted by wearing a facial covering, and these exemptions include those with certain medical conditions and children under the age of two, who should not wear a face covering. Individuals may remove face coverings under certain circumstances, including while eating or drinking at a restaurant; while communicating with a person who is deaf or hard of hearing; and while outdoors in public areas, provided that a distance of six feet is maintained from people who are not members of his/her household.

The resolution also provides that River Falls business/organization owners can require individuals to comply to their own policies regarding masking. If an individual refuses to comply

with the respective policy, this resolution authorizes the enforcement of trespassing statutes and any other ordinances and statutes the individual may violate.

The resolution would authorize City resources of staff and money to be used to support and/or create public campaigns to increase the use of face coverings. At this time, the City has refrained from doing so until City Council resolves that we take an active role in doing so.

ALTERNATIVE – ORDINANCE CONSIDERATION

If the Council wishes to consider further action, such as an ordinance, additional staff research would be conducted and presented along with any draft ordinances. Several Council members have already contributed sample ordinances. Staff would require direction on the type of ordinance desired, the enforcement mechanism suggested, and exceptions to be included. Although that is not the primary intent of the resolution presented, it could serve as an example of what ordinance construction could resemble. Ordinances would have additional factors to be considered, including but not limited to, the legality of specific provisions related to locations and type of enforcement. Given the complexity and efficiency of virtual meetings, staff would likely need to assemble some specific options to deliberate on.

CONCLUSION

A City Council resolution encouraging the widespread wearing of face coverings in the City would continue our efforts to respond to the current public health threat of COVID-19. This would be in addition to the recovery plan and operational changes the City has already put in place, including requiring face coverings in City facilities and by City employees. It is not likely to encounter legal challenges and is expected to be a tool to increase mask wearing in the City.



RESOLUTION NO.

RESOLUTION RELATING TO THE COVID-19 PUBLIC HEALTH EMERGENCY; RECOMMENDING THE USE OF FACE COVERINGS IN PUBLIC IN THE CITY OF RIVER FALLS

WHEREAS, COVID-19 cases continue to rise in Wisconsin, Pierce and St. Croix Counties and the surrounding community in recent weeks; and

WHEREAS, according to the Centers for Disease Control (CDC), the effectiveness of face coverings at reducing the spread of COVID-19 is highest when masks are widely used by people in public settings; and

WHEREAS, COVID-19 is primarily spread via respiratory droplets when people are in close proximity with each other and people that are infected speak, sneeze, or cough; and

WHEREAS, individuals can be infected and contagious before or even without developing symptoms (pre-symptomatic and asymptomatic), and the evidence suggests a significant number of infections may be transmitted in this manner; and

WHEREAS, health officials are increasingly urging non-medical workers to wear non-medical grade cloth face coverings to help curb the spread of COVID-19; and

WHEREAS, the City of River Falls pursuant to Wisc. Stat. §323.11 may declare, by ordinance or resolution, an emergency existing within the local unit of government and is provided with emergency powers and authority under Wisc. Stat. §324.14(4) to order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, protection, and welfare of persons within the local unit government in the emergency; and

WHEREAS, on March 24, 2020, the Common Council of River Falls adopted Resolution No. 6463 declaring a state of emergency in the City of River Falls; and

WHEREAS, the City Council finds that encouraging the use of facial coverings in all indoor spaces within the City, subject to conditions, is now necessary to mitigate the spread of COVID-19.; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of River Falls that:

The Common Council of the City of River Falls, based on the recommendations of public health experts and responsive to a serious threat to the public health, safety, and welfare of its citizens, hereby strongly encourages its residents, businesses and visitors as follows:

Section 1. Purpose. The purpose of this resolution is to educate, urge, persuade, and strongly encourage individuals to wear face coverings to prevent the spread of COVID-19.

Section 2. Findings. The recitals set forth above are hereby adopted as findings of fact for this resolution. For the reasons set forth in those recitals, the City Council finds that this resolution is necessary to protect the public health, safety, and welfare by reducing the spread of COVID-19 within the City of River Falls and more broadly.

Section 3. Face Coverings Strongly Recommended. Every individual is strongly encouraged to wear a face covering over their nose and mouth when they cannot maintain distancing of approximately six feet from another individual who does not share their household.

- A. It is important that cloth face masks be worn properly in order to avoid contaminating the hands or face of the user. Before putting on a mask and after removing a mask, an individual should clean their hands with alcohol-based hand rub or soap and water and change masks when moist, and wash after use. While in use, avoid touching the mask. Worn masks may be contaminated with infectious agents.
- B. Face covering use does not replace the need to practice physical distancing (staying away from ill people, staying home, and avoiding all non-essential activities and contact with others), frequent handwashing, and avoiding touching of the face.

Section 4. Exceptions. The face covering directive that is effectuated by this resolution shall not apply to the following individuals in the City of River Falls:

- A. Any child aged two (2) years or less.
- B. Any child aged 12 years or less unless parents or caregivers supervise the use of face coverings by such children to avoid misuse.
- C. Any individual who has a physical disability that prevents easily wearing or removing a face covering.
- D. Any individual who is deaf and uses facial and mouth movements as part of communication.
- E. Any individual who has been advised by a medical professional that wearing a face covering may pose a risk to that individual for health-related reasons.
- F. Any individual who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.
- G. Any individuals in settings where it is not practical or feasible to wear face coverings when obtaining or rendering goods or services to the extent necessary to obtain or render such goods or services including but not limited to the receipt of dental services or medical treatments.
- H. Whenever federal, state, or local law otherwise prohibit wearing a face mask or where it is necessary to evaluate or verify an individual's identity.
- I. Any individuals exercising, while maintaining social distancing.
- J. Any individuals eating or drinking.
- K. Any individuals who religious beliefs prevent them from wearing a face covering.

Section 5. Applicability. The areas and establishments to which this directive applies include, but are not limited to, the following:

- A. Every person living, working, visiting or doing business in the City of River Falls, including within government buildings under the jurisdiction of the City, is strongly encouraged, in the absence of social distancing, to wear a face covering in any indoor location other than inside a home or residence.

- B. All businesses should consider the importance of requiring business invitees to wear a face covering where social distancing is not available to minimize the spread of the COVID19 virus.

Section 6. Compliance and Enforcement.

- A. Violation of this resolution does not create grounds for residents or law enforcement to stop, detain, issue a citation, arrest, intimidate, or harass individuals who do not comply with it. This resolution should be used to educate, urge, persuade, and strongly encourage individuals to wear face coverings to prevent the spread of COVID-19.
- B. The City Council strongly encourages all people in the City of River Falls to support the health and well-being of the community by complying with this resolution without delay.
- C. The City Council authorizes its staff to initiate, lead, participate and/or fund public education and promotional campaigns intended to accomplish wide-spread utilization of mask and face coverings.

Section 7. Effective Date; Expiration. This Resolution shall become effective upon adoption, and will remain in effect so long as the City of River Falls' existing State of Emergency remains in effect, unless specifically rescinded by an emergency proclamation or action of the City Council.

BE IT FURTHER RESOLVED that violation of this resolution is not a criminal offense, however;

- A. Any individual who fails to comply with this resolution may be asked to leave by an authorized representative of the business or organization. If the individual refuses to leave, this resolution authorizes the enforcement of trespassing statutes and any other ordinances and statutes the individual may violate.

Passed and adopted by the Common Council of the City of River Falls.

Dated this 28th day of July 2020.

Dan Toland, Mayor

ATTEST:

Amy White, City Clerk



MEMORANDUM

TO: Mayor and City Council

FROM: Brandt Johnson, Assistant to the City Administrator

DATE: July 28, 2020

TITLE: Bi-Annual Strategic Plan Update (1st & 2nd Quarters 2020)

BACKGROUND

The City Council adopted the City of River Falls' most recent Strategic Plan on July 24, 2018. The updated plan was developed by evaluating the State of the City by the City Council and Executive Team. The Strategic Plan is a useful guide for developing future work plans, the investment of resources, and the energy of leadership.

Since adoption of the plan, staff and departments have been incorporating the goals and initiatives of the plan into their daily operations and using it as a framework to guide strategic activities. This report will provide updates from January 1 through June 30, 2020.

During the July 23, 2019, Council meeting, City staff presented and discussed with Council members a list of identified initiatives of the Administration's 2019-2021 Strategic Initiatives, which were then approved by the Council. Those have since been incorporated into the bi-annual updates of the Strategic Plan.

On May 26, 2020, Staff brought to Council a modified list of 2019-2021 Strategic Initiatives which were changed due to COVID-19.

DISCUSSION

Attached is a report for the first and second quarters (January 1 – June 30) of 2020 that details the City's progress toward achieving the goals of the Strategic Plan and adopted 2019-2021 Strategic Initiatives. The Strategic Plan Scorecard highlights the strategic initiatives, key outcome indicators, and the status of the City of meeting the target. Following that is a detailed page for each initiative that goes into greater depth for the supporting activities and measures.

Updated Measures and Targets

As City staff work toward achieving the goals of the Council, some measures and targets continue to be refined to provide a greater value in the evaluation of our progress.

An engaged community (Pages 8-10):

Measures in key outcome indicators for the City's social media platforms, website, elections, and library, were tracked from January 1 through June 30, 2020. The City's social media platforms, and City website usage saw increased participation while the usage of the library saw a decrease in participation due to the COVID-19. With the shift to online working due to COVID-19, there has been an increase of residents utilizing the City's resources online to either participate in WebEx Council meetings, online programs offered through the library, etc.

Progress on Kinni Corridor Plan (Page 12):

The City submitted a River Planning grant to the WDNR on behalf of KinniCC on December 9, 2019, for \$7,500 and was notified of awarded in March 2020 the full amount. The grant funds will be used to support educational activities for key stakeholders and citizens of River Falls and the surrounding community.

Thriving corporate parks (page 13):

[Mann Valley Corporate Park](#): Due to COVID-19 work on preliminary engineering services for Mann Valley has temporarily stopped.

Housing that supports economic objectives (Pages 14-16):

The following chart below shows the number of permitted housing units in all of 2018, 2019, and numbers in 2020 (January 1 – June 30), and the estimated number of units required by 2022 and 2030 for each category of housing. The following are the sub-categories for each housing segment:

Single-Family Residential (For Sale)

- *Entry (>\$200,000)
- *Move-Up (\$200K-\$400K)
- *Executive (>\$400K)

Multifamily Residential (For Sale)

- *Entry (>\$200,000)
- *Move-Up (\$200K-\$400K)

Market Rate Rental

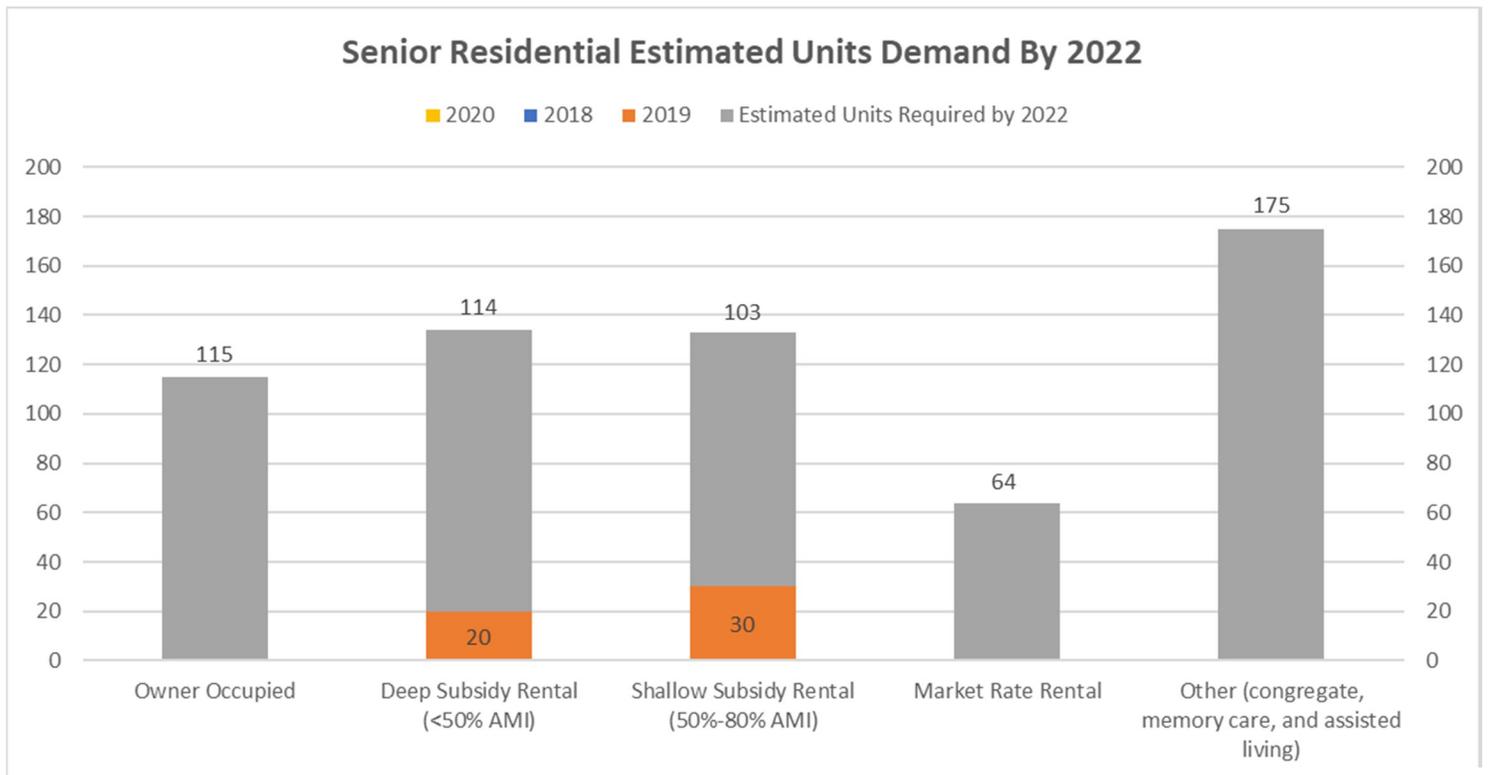
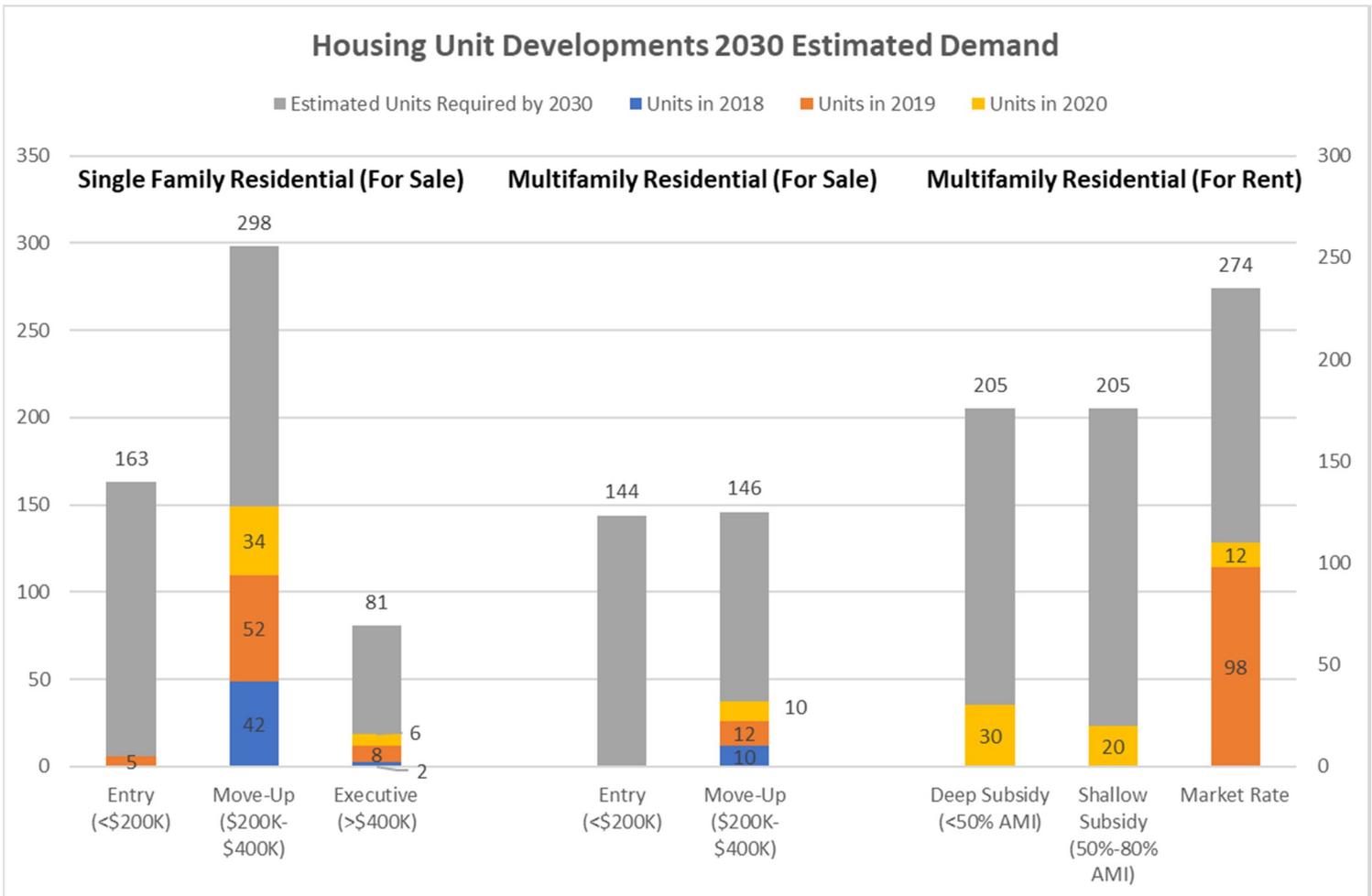
- *Apartment-style (move-up) (\$900-\$1300/mo)
- *Townhomes (\$1,300-\$1,600/mo)

Affordable Rental

- *Apartment-style (below \$900)
- *Subsidized (30% of income)

Senior Housing (Rentals)

- *Active Adult Market Rate (\$1,300-\$1,700/mo)
- *Active Adult Shallow-Sub. (Moderate Income)
- *Catered Living (\$1,700-\$4,500)
- *Memory Care (\$4,000-\$5,000)



Memorandum to Mayor and City Council

July 28, 2020

Page 4

Prepared for financial contingencies (Page 18):

General fund unassigned reserves are at 54 percent of annual operating expenses as of December 31, 2019.

Diverse revenue sources (Page 19):

Revenues for the General fund through July 17, 2020, totaled \$4,669,345, of which 85 percent was from local sources. The 15 percent from outside sources came mainly from the State of Wisconsin in shared revenue, transportation aid and services to state facilities.

Excellent credit rating (Page 20):

As of July 6, 2020, the City has approximately \$22.5 million in outstanding general obligation debt, of which \$8.2 million is paid from non-tax revenues, such as tax increment revenues, sewer, water, and storm water fees. The City has approximately \$8.4 million in outstanding revenue debt.

CONCLUSION

City leadership and staff welcome any feedback you have on this report and our progress. We will continue to strive to achieve the goals of the City Council through the Strategic Plan and modified Work Plan.



CITY OF RIVER FALLS, WI

Dan Toland, Mayor

STRATEGIC PLAN BI-ANNUAL UPDATE

First & Second Quarters 2020

UPDATED July 28, 2020



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REVISED STRATEGIC PLAN/INITIATIVES DUE TO COVID-19

Modified Strategic Initiatives

The magnitude of COVID-19 and impacts to the City in 2020 has required modifications to planned strategic initiatives and related work plans. The revised interim strategic initiatives and supporting goals are indicated beneath each focus area in this section.

Deliver Quality Public Safety Services

- Develop continuity of operational plans and personal protective equipment plans for long-term sustained COVID-19 responses
- Transition EMS to Allina Health EMS organization by Jan. 1, 2021
- Implement remodel of 2815 Prairie Drive for police station

Support the Local Business Community and Economy

- Participate and assist the River Falls Chamber of Commerce's River Falls Recovery Committee
- Monitor economic health of the community through business engagement, metrics, and business funding sources
- Assist local businesses through a City-sponsored business loan fund
- Provide a seamless development review process, keeping the City open for economic development
- Participate and assist in coordinating with cities and counties in a regional recovery plan
- Develop a funding strategy for Mann Valley

Connect the Community

- Develop and maintain a centralized source of COVID-19 resources and information for the public
- Continue to provide essential municipal services in a safe and efficient manner that incorporates any social distancing control measures
- Implement community feedback surveys
- Assist UWRF for modifications to the 2020-2021 school year

Maintain Infrastructure and Provide Safe Utilities

- Cooperate with the Wisconsin Department of Transportation on 35/65 and Division St. Project
- Evaluate West Central Bio Solids partnership
- Implement a revised phasing plan for the North Interceptor Sewer

- Continue implementing the Advanced Metering Infrastructure project for electric utility

Ensure Organizational Resilience

- Rebalance 2020 budget
- Develop 2021-2022 budget
- Manage near-term cashflow with ongoing liquidity and debt analysis
- Reprioritize and adjust 2020-2021 Capital Improvement Plan (CIP)
- Develop 2022-2027 CIP
- Conduct a cost of service study and update electric rates for 2020 implementation
- Provide a support network to employees to recover from COVID-19 impacts

The following 2019-2021 strategic initiatives will be delayed to 2022 and possibly reconsidered.

- Develop implementation strategy for Fire Department facility
- Implement AMI for water utility
- Create strategic plan for the Library
- Update Downtown Master Plan
- Assist UWRF with new science facility and coordinated public infrastructure improvements at 2nd St. and Cascade Ave.
- Update Outdoor Recreation Plan
- Implement Street Light Utility Project

The following 2019-2021 strategic initiatives have been completed:

- Complete and implement a class and compensation study
- Conduct an assessment of EMS services; analyze feasibility and options
- Evaluate and implement the campus corridor plan for infill development
- Conduct the 2019 citizen satisfaction survey

CITY OF RIVER FALLS STRATEGIC PLAN (Original)

Throughout 2018, the City Council and executive team engaged in retreats, workshops, and individual conversations with the City Administrator to evaluate the state of the City and develop a strategic plan. The Strategic Plan adopted on July 24, 2018, was developed through that process and will be a guide for future work plans, investment of resources, and energy of leadership.

Adopted Goals & Desired Outcomes:

- Connected Community
 - An Engaged Community
 - Effective Communications with Citizens
 - Progress on Kinni Corridor Plan
- Economic Vitality
 - Thriving Corporate Parks
 - Housing that Supports Economic Objectives
 - Clear Economic Development Strategy
- Financial Sustainability
 - Prepared for Financial Contingencies
 - Diverse Revenue Sources
 - Excellent Credit Rating
- Quality Municipal Services
 - Satisfied Citizens
 - Regular Review of Services
 - Adequate Response to Meet Service Demand
 - Sustained Capital Investment in Public Infrastructure

ADMINISTRATION'S 2019-2021 STRATEGIC INITIATIVES

(Original)

The Administration's 2019-2021 Strategic Initiatives were adopted by the City Council on July 23, 2019. The projects identified through the work plan process are aligned with the Strategic Plan and directly support the strategic initiatives adopted by the City Council.

Ensuring Financial Stability

- Conduct a Cost of Service Study and Update Electric Rates for 2020 implementation
- Develop 2021-2026 CIP

Quality Municipal Services

- Complete and Implement Class and Compensation Study
- Conduct an assessment of EMS services; analyze feasibility and options
- Develop Implementation Strategy for Fire Site & Facility
- Evaluate West Central Bio Solids Partnership, in-depth analysis of options
- Implement AMI for Water/Electric
- Implement North Sewer Interceptor Plan
- Implement Remodel of 2815 Prairie Drive for Police Station
- Conduct Library Strategic Planning

Economic Vitality

- Cooperate with State DOT on 35/65 & Division On/Off Ramp Project (Jug Handle)
- Develop Preliminary Engineering Design for Mann Valley
- Evaluate and Implement the Campus Corridor Plan for Infill Development
- Update Downtown Master Plan

Connected Community

- Assist UWRF with new Science Facility & Coordinated Public Infrastructure Improvements at 2nd & Cascade
- Conduct 2019 Citizen Survey
- Update Outdoor Recreation Plan

STRATEGIC PLAN SCORECARD

Desired Outcome	Key Outcome Indicator	1 st and 2nd Quarter Status
Connected Community		
An engaged community	Citizen participation in City-sponsored events, social media platforms, outreach activities, etc.	Baseline numbers of citizen participation have been established for social media, online engagement, elections, and Library usage.
Effective communications with citizens	Citizen Survey results	A readers' survey of communication preferences has been delayed due to COVID-19.
Progress on Kinni Corridor Plan	Project milestones achieved	KinniCC was awarded a River Planning grant in March 2020.
Economic Vitality		
Thriving Corporate Parks	Investment Value Lot Acreage Availability	\$4.6 million in increment in 2019 (2020 numbers not released yet). Total increment since 2018 = \$22.6 million. 38.5 acres shovel ready lots as of June 30, 2020.
Housing That Supports Economic Objectives	Units Developed 2020+	Staff have developed a tracking and monitoring system to benchmark against the Maxwell housing study recommendations.
Clear Economic Development Strategy	Economic Development Plan	Ady Advantage has finished the City's Economic Development Marketing Plan and Regional Profile for the City. Presentation to Council in 2020.
Financial Sustainability		
Prepared for Financial Contingencies	Unassigned General Fund Reserves	54% as of December 31, 2019 final audit.
Diverse Revenue Sources	Local Revenue Sources Supporting General Fund	85% of revenues from local sources as of July 17, 2020.
Excellent Credit Rating	General Obligation Bond Rating	Aa2 General Obligation Bond Rating.
Quality Municipal Services		
Satisfied Citizens	Survey Results Feedback Received	Respondents in the 2019 Citizen Survey indicated they were 87% satisfied with services coordinated and delivered by the City.
Regular Review of Services	Analysis Results	Council approved the solicitation of a proposal for a non-governmental firm to provide EMS services. The three-year contract agreement with Accurate Appraisal for assessment services was signed by the City Administrator on Sept. 26, 2019.
Adequate Response to Meet Service Demand	Staffing Ratios Industry Standards	Staff is currently developing staffing ratios and reviewing industry standards.
Sustained Capital Investment in Public Infrastructure	Infrastructure Report Card	Overall rating is a B-

STRATEGIC PLAN IMPLEMENTATION

Connected Community

Desired Outcome	Key Outcome Indicator	Measure	Target
An engaged community	1) Social media platforms 2) Online engagement 3) Elections 4) Library usage	1) # of people engaged 2) A. # of web site visits, # of page views B. # engaged with new online outreach tools 3) # of early/on-site registrations, # of in-person voting, # of absentee voters 4) # of patrons utilizing self-check-out machines, # of views on Flipster (online magazines), # of views on Tumblebooks (children's books), # of views on Lynda (workforce development database of training tutorials)	1) 10% increase in FB likes annually 2) 5% increase in City website visits and total page views 3) 10% increase in early registrations and in-person early voting. 4) 10% increase in self-check-out machines. 10% increase in views on Flipster. 10% increase in views on Tumblebooks. 10% increase in views on Lynda.

Description
 The City of River Falls understands that a successful public dialogue is the backbone for the development of a successful community. Without the systematic and consistent incorporation of citizens and other stakeholders in the decision-making processes of our local government, ideas and opportunities will be missed and decisions made without a complete understanding of the potential impacts on our community.

Additionally, a regular dialogue between citizens and their local government enhances understanding, contributes to a transparent process and increases trust. By involving our community in the decision-making processes at all stages, citizens are more likely to accept the final outcome of a project and feel that their interests were considered, and the best decisions were made.

As a strategic priority, the City supports continuous improvement and measurement of the public engagements between the City and residents, whether through social media outlets, the City's newsletter, public charrettes, the bi-annual citizens survey, etc.

Status

Social media platforms –

- From Jan. 1, 2019 to June 30, 2019, Facebook likes increased by 11% (390 likes).
- From Jan. 1, 2020 to June 30, 2020, Facebook likes increased by 20% (889 likes).

Online engagement –

- From Jan. 1, 2020 to June 30, 2020 there were 142,843 visits to the City's website. This is a 43% increase from the same period last year (99,610 visits in 2019).
- The number of page views on the website was 186,960. This is a 16% decrease from the same period last year (161,344 pageviews in 2018).

Elections – May 12 Election 2020 (St. Croix County residents only)

- Total number of registered voters: 2238
- Number of absentee voters: 605
- Number of voters at the polls: 182
- Grand total: 787
- Voter turnout percentage: 35% (total voters / total registered)
- Number of new registrations: 1
- 77% of those who voted, voted absentee

Elections – April 7 Election 2020

- Total number of registered voters: 8,270
- Number of absentee voters: 2,614
- Number of voters at the polls: 792
- Grand total: 3,406
- Voter turnout percentage: 41%
- Number of new registrations: 112
- 77% of those who voted, voted absentee

Library – Jan. 1, 2020 through June 30, 2020

- Total number of physical material circulated: 64,180
- Total number of items checked out on self-check-out machines: 38,923 (down 58% from same year total of 91,944 in 2019)
- Total number of views on Flipster: 794 (up 37% from same year total of 581 in 2019)

- Total number of views on Tumblebooks: 446 (down 9% from same year total of 489 in 2019)

Administration's Strategic Initiatives activities:

- Conduct Library Strategic Planning

Other department supporting activities

- All departments will be involved in establishing measurements for outreach activities. Other department support will be provided by the Library, Clerk's office, Customer Service, and Administration.

Desired Outcome	Key Outcome Indicator	Measure	Target
Effective communications with citizens	Citizen Survey results	Composite index scores	By the 2021 survey, 70% of residents will say they get their City information directly from City communication channels.
<p>Description Staff is currently working a comprehensive, integrated communications/marketing plan to reach the 2021 target. Activities have/will include expanding use of social media by: increasing Facebook likes and reach as well as posting more “hard news” with links to the City website and/or media content; using Twitter more effectively with direct, timely messaging to citizen users; and creating and marketing a City Instagram account. A robust video program has begun to bring important, short-form information to the public via Facebook and YouTube.</p>			
<p>Status A readers’ survey of communication preferences has been delayed due to the COVID-19 pandemic.</p>			
<p>Administration’s Strategic Initiatives activities:</p> <ul style="list-style-type: none"> • Conduct 2019 Citizen Survey <p>Other department supporting activities:</p> <ul style="list-style-type: none"> • All department directors and Council members will have input into a handful of new/revised questions for the new survey, one or two of which will set a benchmark for community engagement with City-produced information sources. The Communications Department will complete, and Administration will review, a strategic communications/ marketing plan designed to reach the target goal for 2021. 			

Desired Outcome	Key Outcome Indicator	Measures	Target
Progress on Kinni Corridor Plan	Project Milestones Achieved	<ul style="list-style-type: none"> - Adoption of Kinni Corridor Plan - Public/Private Partnership (P3) Creation 	<ul style="list-style-type: none"> - Kinni Corridor Plan Adopted by March 2019 - P3 created by Q1 2020
<p>Description</p> <p>The Kinnickinnic River is treasured by citizens and visitors from around the region. Great strides have been made over the past decades to improve the quality of the river and surrounding areas by public and private entities. There is still much that can be done to further enhance the corridor through recreational development, conservation and preservation strategies, complementary development, and historical preservation.</p> <p>At its Jan. 22, 2019, meeting, the City Council adopted a resolution that approved the Kinnickinnic River Corridor Plan. directed staff to seek a license extension for the hydroelectric facilities, endorsed a planning strategy for the Kinnickinnic River corridor, and adopted additional financial controls for the continued financial sustainability of hydroelectric operations.</p> <p>At its Aug. 22, 2019, meeting, the City Council adopted an MOU with the KinniCC that approved a long-term agreement addressing the overarching elements of the Corridor Plan including a statement of common goals, expectations, and measurable outcomes.</p>			
<p>Status</p> <p>City staff are currently coordinating and facilitating meetings for the P3 group. The City submitted a River Planning grant to the WDNR on behalf of KinniCC and was awarded \$7,500. The grant funds will be used to support educational activities for key stakeholders and citizens of River Falls and the surrounding community.</p> <p>The group has been meeting regularly with its last board meeting occurring on July 8, 2020.</p>			
<p>Administration’s Strategic Initiatives activities:</p> <ul style="list-style-type: none"> • Develop 2021-2026 CIP • Evaluate and Implement the Campus Corridor Plan for Infill Development • Update Downtown Master Plan • Update Outdoor Recreation Plan <p>Other department supporting activities:</p> <ul style="list-style-type: none"> • KinniCC Board 			

Economic Vitality

Desired Outcome	Key Outcome Indicator	Measure	Target
Thriving corporate parks	Investment Value Lot Acreage Availability	Valuations of Corporate Park Properties Number of Acres That Are Shovel Ready	\$20 Million in Increment by 2022 50 Acres Shovel Ready Lots by 2022
<p>Description</p> <p>The financial well-being of the City of River Falls can often be seen through the development of vacant commercial/industrial park land. The City is currently home to three major business parks, and one future opportunities site for development as detailed on our website. They are the River Falls Industrial Park, Whitetail Ridge Industrial Park, Sterling Ponds Corporate Park, and Mann Valley Corporate Park. Developing the vacant lots in these parks with stable or growing enterprises promotes economic and financial vitality for the City of River Falls.</p> <p>The City's increment value in its Tax Increment District's (TID's) increased by \$4,661,300 from 2018 to 2019. Final figures from the Department of Revenue have not been released yet for 2019 to 2020.</p>			
<p>Status</p> <p>River Falls Industrial Park: There is one vacant 7-acre lot in the River Falls Industrial Park.</p> <p>Whitetail Ridge Corporate Park: There are three vacant lots in the Whitetail Ridge Corporate Park with a combined total of approximately 16.5 acres of developable land available.</p> <p>Sterling Ponds Corporate Park: There are five lots available with approximately 15 acres of developable land.</p> <p>Mann Valley Corporate Park: Due to COVID-19 work on preliminary engineering services for Mann Valley has temporarily stopped.</p>			
<p>Administration's Strategic Initiatives activities:</p> <ul style="list-style-type: none"> • Develop 2021-2026 CIP • Develop Preliminary Engineering Design for Mann Valley • Evaluate and Implement the Campus Corridor Plan for Infill Development 			

Desired Outcomes	Key Outcome Indicator	Measure	Target
Housing that supports economic objectives	Units Developed 2020 +	Building Permit Data	Single family – 542 units; 2018-2030 Multifamily (for sale) – 292 units; 2018-2030 Multifamily (for rent) – 684 units; 2018-2030 Senior housing – 571 units; 2018-2022

Description

A Comprehensive Housing Needs Analysis was prepared by Maxfield Research and Consulting adopted by Council in early 2018 showing that River Falls is short on most housing types. The study confirmed what we thought we knew, that the housing market in River Falls, whether for-sale or rental, is tight. The study identifies target units required for development in future years and staff will be tracking and reporting annually.

On the heels of the housing needs analysis, there is the opportunity for the City to prepare a Housing Affordability Study as well as an update to the City’s Housing Chapter in the Comprehensive Plan. These items will address at minimum the city’s current development fee structure and how it impacts housing in the City, as well as land use recommendations that can help to reduce housing costs. These would be timely projects to complete with current housing data.

There were four housing market segments that were identified in the study for the City to address: Single-Family residential (For Sale), Multifamily Residential (For-Sale), Multifamily Residential (For-Rent) and Senior Housing. These each had sub-categories to them that are identified below.

Status

The following chart below shows the number of permitted housing units in all of 2018, 2019, numbers in 2020 (Jan. 1 – June 30), and the estimated number of units required by 2022 and 2030 for each category of housing.

Sub-Categories:

The following are the sub-categories for each housing segment (*AMI = Area median income):

Single-Family Residential (For Sale)

- *Entry (>\$200,000)
- *Move-Up (\$200K-\$400K)
- *Executive (>\$400K)

Multifamily Residential (For Sale)

- *Entry (>\$200,000)
- *Move-Up (\$200K-\$400K)

Multifamily Residential (For Rent)

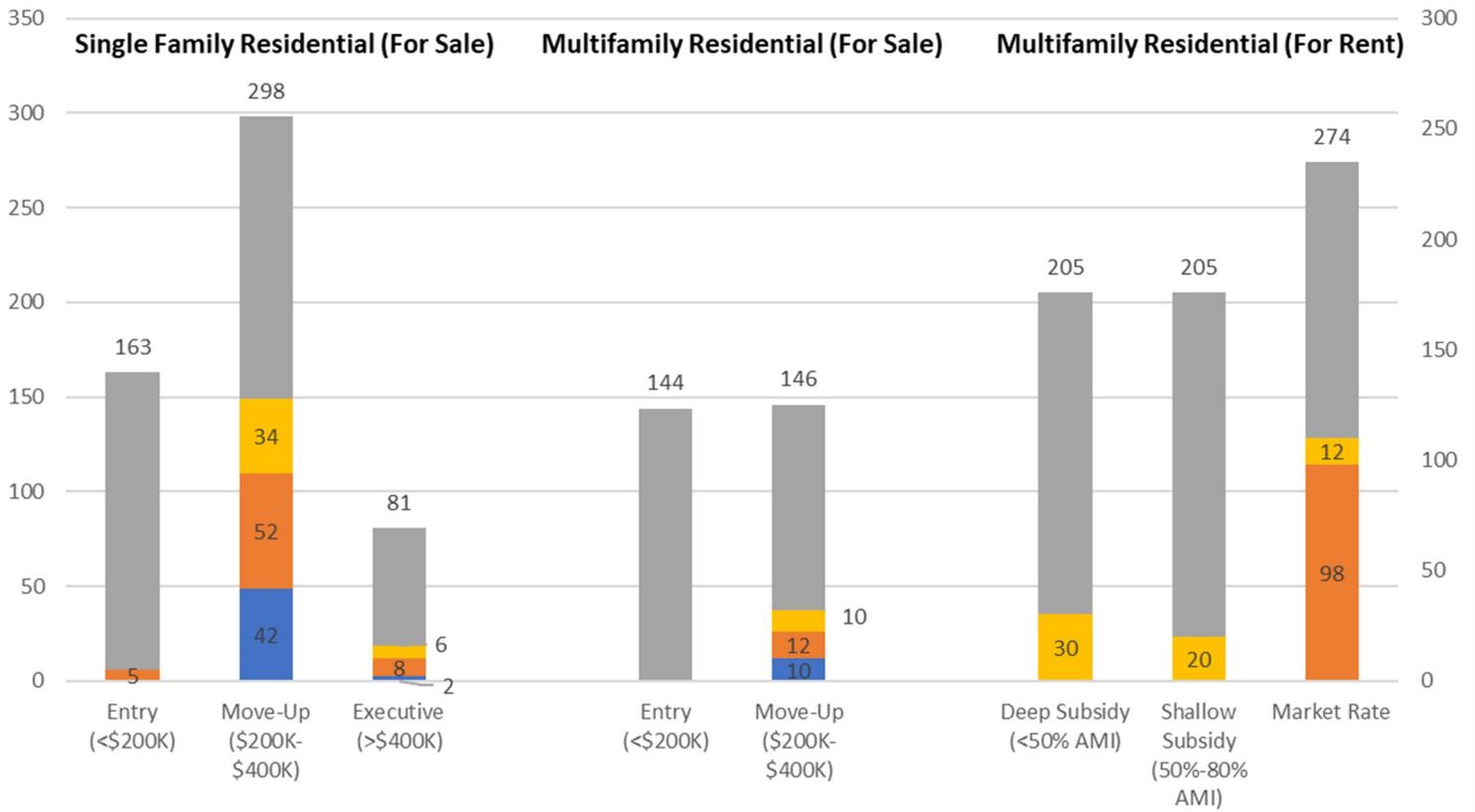
- *Deep Subsidy (<50% AMI)
- *Shallow Subsidy (50% -80% AMI)
- *Market Rate

Senior Residential

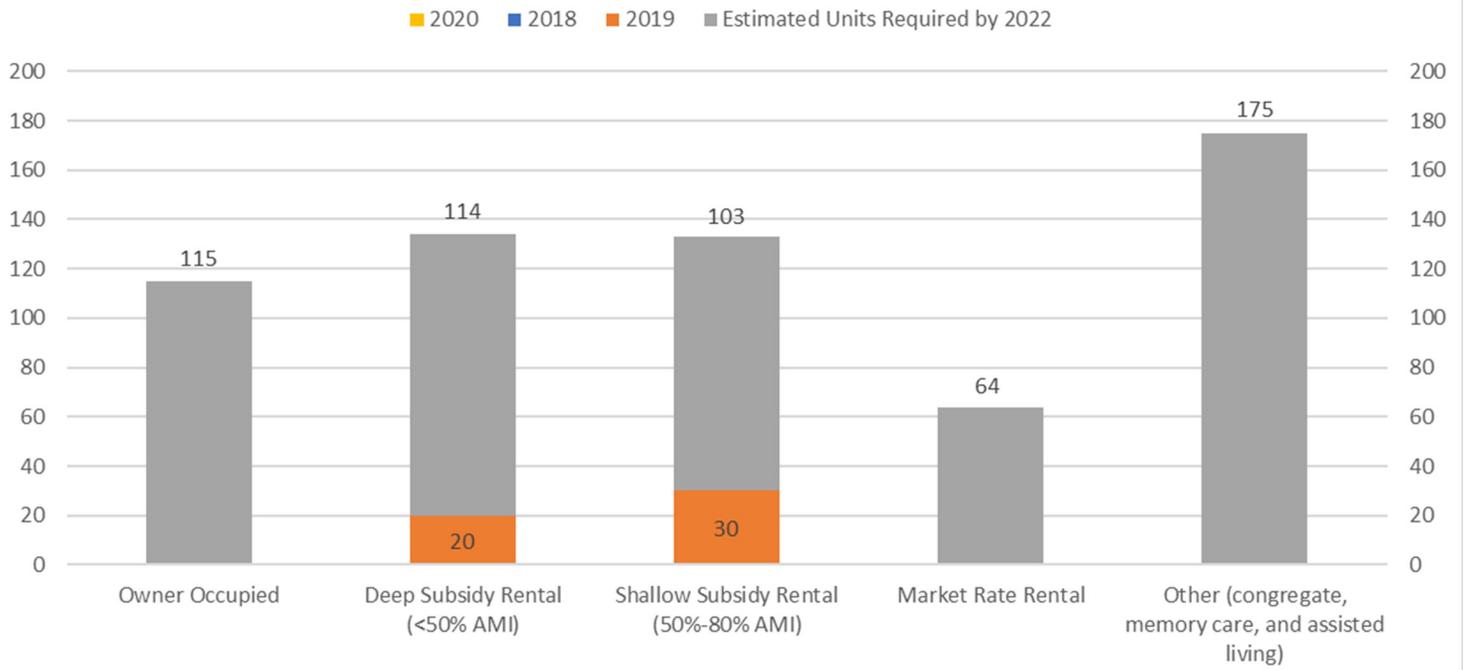
- *Owner Occupied
- *Deep Subsidy Rental (<50% AMI)
- *Shallow Subsidy (50%-80% AMI)
- *Other (Congregate, Memory Care, and Assisted Living)

Housing Unit Developments 2030 Estimated Demand

■ Estimated Units Required by 2030
 ■ Units in 2018
 ■ Units in 2019
 ■ Units in 2020



Senior Residential Estimated Units Demand By 2022



Administration's Strategic Initiatives activities:

- Evaluate and Implement the Campus Corridor Plan for Infill Development

Other Department Supporting Activities:

- Review of current City ordinances
- Current multi-family residential development projects
- Update the Housing Chapter of the Comprehensive Plan (Proposed)
- Create a housing program with CVTC to infill and serve LMI in the City (Proposed)

Desired Outcome	Key Outcome Indicator	Measure	Target
Clear economic development strategy	Economic Development Plan	Adoption of Plan by City Council	Complete Economic Development Plan by Quarter 1 2019
<p>Description</p> <p>The City believes that a comprehensive economic development strategy can organize community goals into actionable steps, delineate responsibilities among stakeholders and provide a clear timeline for the execution of efforts. Identifying and creating a strategic framework that builds on existing strengths and seeks to overcome identified challenges will ensure the City's fiscal health, enhance its business climate, and promote economic growth.</p> <p>A development incentive policy was approved by Council in May 2018 as a way to promote a clear economic development strategy for the City. The policy is used to establish appropriate parameters for use of economic development incentives and helps form boundaries and allow for flexibility and discretion to ensure the City's best interest during the negotiation process.</p> <p>City staff considered adding an Economic Development Director to assist with business retention and expansion projects along with administering the City's incentive programs. Keri Schreiner was hired as an Economic Development Specialist to support the City's organization structure as well as supporting the one of the City's strategic priorities in economic vitality.</p>			
<p>Status</p> <p>Staff presented the City's Economic Development Marketing Plan and Regional Profile at the February 25, 2020 City Council meeting. Staff continues to evaluate the Plan.</p>			
<p>Administration's Strategic Initiatives activities:</p> <ul style="list-style-type: none"> • Implement North Sewer Interceptor Plan • Develop Preliminary Engineering Design for Mann Valley • Evaluate and Implement the Campus Corridor Plan for Infill Development • Update Downtown Master Plan • Assist UWRF with new Science Facility & Coordinated Public Infrastructure Improvements at 2nd & Cascade <p>Other department supporting activities:</p> <ul style="list-style-type: none"> • 			

Financial Sustainability

Desired Outcome	Key Outcome Indicator	Measure	Target
Prepared for financial contingencies	Unassigned General Fund Reserves	Unassigned General Fund Reserves as a Percentage of Annual Operating Expenses	50% of General Fund per the Fiscal Plan
<p>Description</p> <p>The City has established a contingency expenditure appropriation in the General fund operating budget to provide for unanticipated expenditures of a non-recurring nature. This contingency amount will be equal to 1/2 percent of the General fund budgeted expenditures. This appropriation, if unused, will be considered part of the City's unreserved, undesignated fund balance.</p> <p>In addition, the City will maintain a working capital reserve of 50 percent of the General fund operating budget to provide funds for reasonable cash flow needs. This reserve will also be used when the City encounters unforeseen emergencies, such as storms, floods, severe unexpected increases in service costs or decrease in revenue, or other situations that are determined to be an emergency by the City Council.</p> <p>Staff continuously monitors departmental activities and budgeted revenues for deviations from the anticipated budgeted amounts.</p>			
<p>Status</p> <p>The finalized General fund unassigned reserves were at 54 percent of annual operating expenses as of Dec. 31, 2019.</p>			
<p>Administration's Strategic Initiatives activities:</p> <ul style="list-style-type: none"> • Develop 2021-2026 CIP • Complete and Implement Class and Compensation Study • Develop Implementation Strategy for Fire Site & Facility • Evaluate West Central Bio Solids Partnership, in-depth analysis of options • Implement AMI for Water/Electric • Implement North Sewer Interceptor Plan • Implement Remodel of 2815 Prairie Drive for Police Station • Cooperate with State DOT on 35/65 & Division On/Off Ramp Project (Jug Handle) <p>Other department supporting activities</p>			

Desired Outcome	Key Outcome Indicator	Measure	Target
Diverse revenue sources	Local Revenue Sources Supporting General Fund	Percent of Locally Controlled Revenues for Operating Expenses	70% of Revenue in General Fund from Locally Controlled Sources
<p>Description</p> <p>The 2020 budget for the General fund included approximately 27 percent of the City's annual revenues from other sources, particularly the State of Wisconsin. This is a potential financial weakness that could disrupt operations should funding be reduced or eliminated. Staff will continue to review opportunities for revenue sources that can be controlled and maintained by the City.</p> <p>The majority of the City's intergovernmental revenue for the General fund is from the State of Wisconsin. State Shared Revenue has been declining since its peak in 2002, with program cuts of approximately \$200,000 made in 2012. The fiscal plan includes a minor continuation of these reductions, with a one percent reduction in shared revenues each year. This reduction will decrease shared revenue from 25 to 18 percent of total revenues by 2020. Reducing the City's reliance on external revenue sources will provide additional stability, should additional major reductions to Shared Revenues occur in future years.</p> <p>Transportation aids from the State of Wisconsin have been a steady revenue stream of approximately \$616,000 per year to fund street maintenance activities. No reductions in this funding are anticipated, but as revenues are tied directly to expenditures, road maintenance would be the sole activity affected negatively by an unanticipated reduction.</p> <p>Although not affecting the General fund, the River Falls Public Library receives funding under the Act 150 program, which requires counties to pay a minimum of 70 percent funding of operating costs for local libraries. St. Croix County has increased their contribution to 100 percent of operating costs, Pierce County contributes 80 percent.</p>			
<p>Status</p> <p>Preliminary Year-to-Date revenues for the General fund through July 17, 2020, totaled \$4,669,345, of which 85 percent <u>was from local sources</u>. The 15% from outside sources came mainly from the State of Wisconsin in shared revenue, transportation aid and services to state facilities. The 2020 budget estimated 73 percent from local sources.</p>			
<p>Administration's Strategic Initiatives activities:</p> <ul style="list-style-type: none"> • Conduct a Cost of Service Study and Update Electric Rates for 2020 implementation • Conduct an assessment of EMS services; analyze feasibility and options <p>Other department supporting activities:</p> <ul style="list-style-type: none"> • Implement Street Light Utility 			

Desired Outcome	Key Outcome Indicator	Measure	Target
Excellent credit rating	General Obligation Bond Rating	General Obligation Bond Rating	Maintain Aa2 Rating, A1 or Above on Revenue Bonds
<p>Description</p> <p>The City of River Falls issues debt on an as-needed basis. Financing of capital equipment or projects with short term debt (5 years or less) is generally undertaken annually, and longer duration bonds (10 to 20 years) are usually brought forward every two to three years. As of July 6, 2020, the City has approximately \$22.5 million in outstanding general obligation debt, of which \$8.2 million is paid from non-tax revenues, such as tax increment revenues, sewer, water, and storm water fees. The City has approximately \$8.4 million in outstanding revenue debt.</p> <p>Repayment of general obligation debt is a promise from the municipality to the bond holders that the debt will be repaid by using the tax levy if necessary. The debt levy can become a significant percentage of the City's annual tax levy, which hinders the ability to use levy dollars for operations. In order to maintain flexibility, annual tax supported debt service costs are maintained at less than 20 percent of the total levy.</p>			
<p>Current Status</p> <p>Moody's Investor Service reaffirmed the City's Aa2 rating in June 2020. Moody's Investor Service assigned A1 to electric revenue bonds in June 2018.</p>			
<p>Administration's Strategic Initiatives activities:</p> <ul style="list-style-type: none"> • Conduct a Cost of Service Study and Update Electric Rates for 2020 implementation <p>Other department supporting activities:</p> <ul style="list-style-type: none"> • Staff reviewed the methodology for evaluating general obligation municipal bonds in anticipation of the recent debt offering. 			

Quality Municipal Services

Desired Outcome	Key Outcome Indicator	Measure	Target										
Satisfied citizens	Survey Results Feedback Received	Composite Index Scores for rating the quality of services provided by the City of River Falls	90% of Citizens Indicate Satisfaction with City Services										
<p>Description</p> <p>For every two years starting in 2013, the City has partnered with the National Research Center to conduct a comprehensive citizen survey. The National Citizen Survey has been used in jurisdictions all across the country since 2001 to assess residents' opinions of municipal services.</p> <p>The overall quality of the services provided by River Falls as well as the manner in which these services are provided is a key component of how residents rate their quality of life. As defined in the City's Mission Statement, the City strives to coordinate and deliver essential services 24 hours a day, 365 days a year. Providing services related to public safety, mobility, natural & built environments, the economy, education, community engagement and recreational wellness are essential for the City to uphold its Mission Statement. As such, it is important to know if residents are satisfied with the services the City coordinate and deliver.</p> <p>Ratings of survey respondents reporting satisfactory services provided by River Falls have steadily increased across years from 2013 to 2017 (83% to 88%). In 2019, survey respondents reported that they were 87% satisfied with services coordinated and delivered by the City.</p> <p>The 2019 City of River Falls Citizen Survey was conducted throughout the month of June, July, and beginning of August. A representative sample of 1,700 households were randomly selected to participate in the process. For more information on the Citizen Survey, please see our website at http://www.rfcity.org/citizensurvey.</p>													
<p>Status</p> <table border="1" style="width: 100%; border-collapse: collapse; border-style: dashed;"> <thead> <tr> <th style="width: 25%;"></th> <th style="width: 15%;">2015</th> <th style="width: 15%;">2017</th> <th style="width: 15%;">2019</th> <th style="width: 30%;">Target</th> </tr> </thead> <tbody> <tr> <td>Services Provided by City of River Falls</td> <td style="background-color: #90EE90;">87% satisfied</td> <td style="background-color: #90EE90;">88% satisfied</td> <td style="background-color: #FFFF00;">87% satisfied</td> <td>90% satisfied</td> </tr> </tbody> </table>					2015	2017	2019	Target	Services Provided by City of River Falls	87% satisfied	88% satisfied	87% satisfied	90% satisfied
	2015	2017	2019	Target									
Services Provided by City of River Falls	87% satisfied	88% satisfied	87% satisfied	90% satisfied									
<p>Administration's Strategic Initiatives activities:</p> <ul style="list-style-type: none"> • Conduct 2019 Citizen Survey 													

Desired Outcome	Key Outcome Indicator	Measure	Target
Regular review of services	Analysis Results	Ambulance Services Review (2019)	Complete 1 Major Service Area Review Per Year
<p>Description</p> <p>With the City operating 24 hours a day, 365 days a year, the City's many departments and personnel work to ensure that quality municipal services are coordinated and delivered in an effective and cost-efficient manner. Some of these services, such as trash collection and property tax assessments, are coordinated through a third party that provide those services. Identifying and understanding mission-essential functions and business processes is crucial to determining what level of service the City of River Falls either coordinates or provides.</p> <p>The strategic priority of coordinating and delivering quality municipal services requires that the City conduct a systematic review of all City processes and operations to ensure that best business practices are being used in the delivery of services. This will require that the City periodically review its internal structure and organization to ensure accountability and review the feasibility of staff delivered or external, third party delivery firms. Independent third-party assessments and reviews of the City's operations and management practices can also determine how the City can provide the same level of service differently to maintain or reduce costs in a fiscally responsible manner.</p>			
<p>Status</p> <p>Ambulance services review –</p> <ul style="list-style-type: none"> • A feasibility assessment of the City's EMS services was completed in Aug. 2019; City Council was briefed on the findings of this assessment at their Oct. 22, 2019 workshop. Council approved the solicitation of a proposal for a non-governmental firm to provide EMS services, due in large part to the findings of this assessment. <p>Assessing services review –</p> <ul style="list-style-type: none"> • The three-year contract agreement with Accurate Appraisal was signed by the City Administrator on Sept. 26, • Associated Appraisal, the former provider, transferred all data to Accurate Appraisal on Dec. 19. Staff also sent Accurate Appraisal all building permits issued in 2019 • Accurate Appraisal assumed responsibilities on Jan. 1, 2020. 			
<p>Administration's Strategic Initiatives activities:</p> <ul style="list-style-type: none"> • Conduct an assessment of EMS services; analyze feasibility and options <p>Other department supporting activities:</p> <ul style="list-style-type: none"> • Develop 2025 Organization Plan • Review of assessment services 			

Desired Outcome	Key Outcome Indicator	Measure	Target
Adequate response to meet service demand	Staffing Ratios Industry Standards	In Development	Establish Staffing/Delivery Level Benchmarks
<p>Description</p> <p>Each community, through its elected representatives, must determine whether the services provided by the City are in concert with the needs and desires of its citizens while conserving taxpayer dollars.</p> <p>An effective organization benefits from having a means of evaluating its existing cost of providing services and distribution of work required to provide those services.</p> <p>The City utilizes a strategic management process that includes conceptualizing a mission and setting goals, analyzing key factors in the internal and the external environment (e.g., opportunities, threats, strengths and weaknesses), developing strategies, and developing and implementing action plans. In addition, the City utilizes performance measurement comparisons to other cities in order to provide the City with some measurable quantitative efficiency criteria to compare itself to other cities.</p> <p>Based off of these performance measurement comparisons, benchmarks, and the City's mission and stated goals, the City can determine the appropriate level of staff for the organization to meet its core service and operational requirements and help develop deployment strategies that utilize staff resources in the most effective manner.</p>			
<p>Status</p> <p>Staff is currently establishing staffing and delivery level benchmarks and specific measures to determine optimal staffing levels to meet service demand through the 2025 Organization Plan.</p>			
<p>Administration's Strategic Initiatives activities:</p> <ul style="list-style-type: none"> • Conduct Library Strategic Planning <p>Other department supporting activities:</p> <ul style="list-style-type: none"> • Develop 2025 Organizational Plan 			

Desired Outcome	Key Outcome Indicator	Measure	Target
Sustained capital investment in public infrastructure	Infrastructure Composite Index Rating	Infrastructure Composite Index Rating Score	Meet Benchmark Grade (C or Better) for 70% of Measured Categories
<p>Description</p> <p>The Engineering, Public Works, and Utility departments currently maintain rating systems for numerous public infrastructure assets. Further establishing these rating systems and mapping will help to streamline the planning for future projects. The goal is for the City to be able to determine problem areas and to forecast what infrastructure needs are most significant.</p>			
<p>Status</p> <p>Staff has compiled composite scores for the following:</p> <ul style="list-style-type: none"> • Alleys = D rating • Bridges = A rating • Paved Trails = B rating • Public Parking Lots = C rating • Stormwater Inlets & Manholes = B- rating • Streets = C rating • Street Lighting = C rating • Street Signs = B- rating • Water Main – Breaks = A rating • Water Main – Pipe Type = B rating • Water Wells = B+ rating • Booster Stations = B+ rating • Water Quality = B- rating • Capacity of Local Facilities = A+ rating • Fire Hydrants = B- rating <p>The overall rating for the City’s infrastructure is a B-.</p> <p>A supplemental report on infrastructure condition that details how these scores are determined was presented at an infrastructure management workshop on Nov. 10, 2015. The City’s Water Infrastructure Report Card Workshop was held on Feb. 20, 2017, for the Utility Advisory Board and City Council. Adding in the Water Infrastructure Report card raised the overall grade from a C to a B-.</p>			
<p>Administration’s Strategic Initiatives activities:</p> <ul style="list-style-type: none"> • Develop 2021-2026 CIP • Implement North Sewer Interceptor Plan • Cooperate with State DOT on 35/65 & Division On/Off Ramp Project (Jug Handle) • Assist UWRF with new Science Facility & Coordinated Public Infrastructure Improvements at 2nd & Cascade 			



Administrator's Report

July 28, 6:30 p.m. – City Council Meeting
 August 6, 4-6 p.m. – Board of Review
 August 11, 7 a.m. – 8 p.m. – Fall Primary Election
 August 11, 6:30 p.m. – City Council Meeting
 August 25, 6:30 p.m. – City Council Meeting
 September 7, 2020 – Labor Day, City Offices Closed

Tuesday's Council Meeting Preview:

- Resolution Regarding the 2019 Compliance Maintenance Annual Report (CMAR)
- Resolution Designating Official City Newspaper
- Resolution Disallowing Claim
- Resolution Approving \$500,000 WPPI Loan for Electric Utility
- Resolution Ratifying Chief of Police Proclamations
- Resolution Adopting Findings of Fact and Conclusion of Law for Special Use Permit
- Resolution Recommending the Use of Face Coverings in Public in the City of River Falls
- Ordinance 2020-07 – Ordinance Requiring Face Coverings in Public in the City of River Falls - First Reading
- Bi-Annual Strategic Plan Update (1st and 2nd Quarters 2020)

Upcoming Events

August 6 - Board of Review

The 2020 Board of Review is scheduled for August 6, 2020, from 4-6 p.m. This will be a virtual meeting. Please contact the City Clerk's Office at 715-426-3408 for appointment. All original signed paper objections need to be received by the City Clerk no later than 4 p.m. on Friday, July 31, 2020.

Accurate Appraisal is contracted to complete appraisals for the City of River Falls. If there is a change in home valuation, homeowners would receive a notice from Accurate Appraisal. For more information, please visit this [link](#).

August 11 Fall Primary Election

Tuesday, August 11, is the Fall Primary Election. In-person absentee voting begins July 28 and runs through August 7, from 8:30 a.m. – 5 p.m. As of July 22, 2,091 ballots have been mailed. On election day, polling places will be open from 7 a.m. – 8 p.m. Polling locations for this election have returned to the 'normal' locations which are:

- ◆ Wards 1, 2, 3, 4, and 15 – Library
- ◆ Ward 5 – Library
- ◆ Wards 6, 7, and 8 – City Hall
- ◆ Wards 9, 10, and 11 - UWRF, Falcon Center
- ◆ Wards 12, 13, and 14 - RF High School

COVID-19 - Updates

LATEST CASE NUMBERS

Pierce County	July 13	July 20	Change
Cumulative confirmed cases	110	133	+23
Active cases	29	27	-2
Recovered cases	91	106	+15
Negative tests	3,235	3,616	+381
Deaths	0	0	No change
Activity level	High	High	No change

St. Croix County	July 13	July 20	Change
Cumulative confirmed cases	301	348	+47
Active cases	158	135	-23
Recovered cases	148	211	+63
Negative tests	7,667	8,563	+896
Deaths	2	2	No change
Activity level	High	High	No change

State of Wisconsin	July 13	July 20	Change
Cumulative confirmed cases	36,942	43,018	+6,076
Active cases	7,447	9,037	+1,590
Recovered cases	28,670	33,130	+4,460
Negative cases	659,479	737,191	+77,712
Deaths	820	846	+26

DAILY UPDATES (Mon.-Fri.):

- o [Wisconsin Outbreaks and Investigations](#)
- o [Coronavirus Situation Summary \(CDC\)](#)

If you believe you have been exposed, testing locations can be found here: <https://www.co.pierce.wi.us/COVID-19.htm>. COVID-19 tests and associated visits are free of charge to individuals, even those without insurance.

ACCESS CITY SERVICES

City services online: Many City services can be accessed online including obtaining permits, reporting potholes, scheduling refuse pick-ups, and completing license applications. Check www.rfcity.org for more information or call 715-425-0900.

Community Care: The City has created a comprehensive [website](#) for community resources including food assistance, social and emergency services, financial resources, and more.

On-site bill-pay: The City has provided a self-help, bill-pay service between its main doors, accessed from the upper (Lewis St.) parking lot.

Here is the current status of selected City facilities:

Glen Park Pool: Swimming lessons with a cap on the number of participants and a modified schedule to assure social distancing began on July 6. Interested participants can register for lessons and/or view the new modifications at riverfalls.activityreg.com. The splash pad is also open with social distancing measures being put in place.

There are two hours in the early a.m. for lap swimming, prior to swim lessons available, which would be capped at a six-person maximum. The registration and payment process can be found on the City's recreation page: https://riverfalls.activityreg.com/clientpage_t2.wcs

Team Sports: With concerns related to COVID-19 and the need to be able to socially distance at least 6 ft., the City will not be organizing team sports this summer. Full refunds will be issued to those who have already signed up for organized team sports.

Facilities and fields: With concerns related to COVID-19 and the need to be able to socially distance at least 6 ft., the City is altering rules pertaining to the open and closed air shelters. For open air shelters, the City can take reservations if there will be less than 50 people at that event. For closed air shelters, the City can take reservations if there will be less than 10 people at that event.

The City will also not be accepting reservations related to activities on park fields. Community members from households and individuals will still be allowed to use the fields and courts with social distancing in mind for recreational activities.

Note that facility usages come with restrictions, including limiting groups to 10 or less and use-at-your-own-risk cautions.

Court: There are no established in-person court hours at this time, except days of in-person court appearances. [See court schedule](#). Court staff is working remotely but available via phone or email. Additionally, the clerk is in the office one day a week to process payments and prepare for the in-person court appearances. Information in the vestibule directs court clients on how to make payments and to contact the court clerk at 715-426-3429 or rfmunicourt@rfcity.org for any questions.

City Council meetings: The City Council will meet virtually on the second and fourth Tuesday of each month, which was the regular Council schedule prior to the City's emergency declaration. See [here](#) for agendas and minutes.

Garbage/recycling: Advanced Disposal (the City's residential refuse hauler) will not collect any refuse or recycling that is not properly contained in the bin/cart that was issued for such purpose.

Police Department: Persons needing to contact the police department can do so by calling 715-425-0909 or by using our online [contact form](#) to report any non-emergency matters. Between 9 a.m.-5 p.m., calls are answered locally. Outside of that time frame, calls are answered by the Pierce County Sheriff Department. In the case of an emergency, please call 911.

River Falls Shared-Ride Taxi: Hours of operation have been modified and new restrictions implemented. See [here](#) for more.

Business and retail

The [River Falls Chamber of Commerce and Tourism Bureau](#) has posted information on its website including:

- [CDC information for communities, schools, workplaces, and events](#)
- [WEDC reopen guidelines](#)
- [Retailers, bars, and restaurants offering alternative delivery services](#)
- [Financial and other resources for employers and employees](#)

Preventative measures

Remember—there are no medications or vaccines to protect us. Physical separation is the best way to stop this virus from spreading further.

Here's what we are asking:

- Stay at home.
- Limit your physical interactions to the same people during this time. Less than five people in total will help us stop the virus from spreading.
- Keep at least 6 feet apart from others and avoid direct physical contact.
- Limit the amount of time you spend making essential trips to the grocery store or to pick up medication.
- Make essential trips no more than once a week.
- And stay in touch over the phone with your family and friends as much as possible. We all need support through this time.
- Also, continue to wash your hands with soap and water regularly.

Facial coverings: The CDC now recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission.

However, be aware that social distancing and handwashing are still the best ways to prevent the virus from spreading. Wearing a mask does not prevent you from getting the virus, but if you are asymptomatic, it might prevent you from spreading it to others.

For more information, including making and cleaning your cloth mask, visit the CDC site [here](#)

RESOURCES AND INFORMATION

Center for Disease Control and Prevention (CDC)

- [Coronavirus Disease 2019](#)
- [Frequently Asked Questions](#)
- [What to do if you are sick](#)
- [Guidance for households](#)
- [Guidance for businesses and employers](#)

Wisconsin Department of Health Services

- [COVID-19](#)

County public health sites

- [Pierce County, WI](#)
- [St. Croix County, WI](#)

The public may also contact 211 for updated information or questions about COVID-19.

Updates from the Police Department

Congratulations to James and Sarah Walker who welcomed their first baby at the end of June.

Congratulations to Officer Paul Jensen was awarded his 2019 Officer of the Year in a brief, socially distant ceremony at the Police Department on July 21.

On July 21, Officers Kevin Moore, Paul Jensen, and Derek Hokkanen were issued lifesaving commendations for their lifesaving efforts during a call in early March, in which CPR was performed by the trio until EMS arrived. The person involved was eventually transported to a hospital in the Twin Cities. The initial prognosis was there was very little likelihood of the person's survival; however, after arriving at the hospital, she was attempting to breathe on her own. The life-saving actions and exceptional professionalism of these officers reflect good credit upon themselves and uphold the Mission Statement of the River Falls Police Department to protect with courage and serve with compassion.

Updates from the Public Works

Facilities – Tom/staff has assisted in the coordination the Glen Park maintenance facility exterior. Tom/staff has assisted with the transition and construction start of the new Police Station (construction started in early July). Tom is assisting with the Ambulance facilities transition, both the residence and the main building. The residence is anticipated to be rented through the Housing Authority starting this fall. Staff continue to assist with a number of items related to our COVID response: cleaning protocols, Library curb side operation, reopening needs of City facilities (City Hall, Parks, etc.). Routine seasonal tasks continue on HVAC and irrigation systems as well as general building repairs.

Public Works: Parks/Forestry – Approximately 30 trees were damaged in the Father's Day wind event. A number of other limbs and tree questions since with minor disruptions caused by them. One caused a downed power line on Sunday, July 19. Staff completed the stump removal, cleanup, and restoration on the west side of the approximately 125 Ash trees. Some replacement is anticipated for the fall. The gravel bed trees continue to do well at the Campus Lab Farm. Staff has done a good job of getting the pool operational after a one year hiatus due to construction. The Splash Pad continues to work well with just a few modifications needed. Mowing continues to keep the staff busy for 3-4 days per week still given the moisture. Most Glen Park punchlist items are completed. A few turf and planting issues remain as well as some hard surface work. Most of it will be completed in September after the Splash Pad closes, kids return to school, and growing conditions are more favorable.

Public Works: Streets – Staff assisted with the large rain event on June 29 and 30. Powell Avenue sustained the most damage, but several reports have come in since due to asphalt settling around manholes. Several structures

are in the process of being repaired with asphalt repairs to them expected by early August. Staff are also preparing for the summer street repairs which are anticipated for the first week of August with another round by Labor Day. Staff have been working on street painting for the past few weeks as the weather allows. All painting is expected to be complete by early September after the last round of Street maintenance. Staff has also been repairing a number of catch basins, most of it routine, with larger repairs being identified for future (likely this Fall). Several storm water repairs are also anticipated in early August, the pond below Devin Lane in particular. Staff will assist with the Powell Avenue bridge repair in a few weeks. Staff are also assisting with some landscape work on the City land adjacent to the new Garage-Bikes and Brews.

Public Works: Fleet - Routine work continues on snow maintenance equipment. Staff continue to assist with a number of routine repairs to equipment as well as warranty/recall work for a number of items.

Wayfinding – All punchlist items have been completed. Staff are working to order the new Police Station sign which will be the one sign from Phase 2 or 3 that will be advanced for now. Installation is anticipated by Spring.

Updates from the Library

The COVID-19 activity level in Pierce and St. Croix County is currently high. The library will reopen with limited hours when the activity level for both counties is low or medium. The library director will review the Pierce and St. Croix County Health Department's COVID-19 dashboards for weekly updates. Please look for library opening updates on our website and Facebook page.

Updates from Utilities

Recharge Grant

River Falls Municipal Utilities (RFMU) is a member/owner of WPPI Energy. As part of their ongoing commitment to local community service, WPPI issued Recharge Funds to member communities through the WPPI executive committee direction and authority. These funds are intended to be used to provide charitable donations and other acts of good will in the community. In addition, these funds:

- Are allocated on a one-time basis for 2020 and based on the member's revenue to WPPI and total number of meters; and
- The funds are administered as a separate category under the existing Value of Local Utility Program.

RFMU was notified that it would be eligible to receive up to \$14,400 of these community Recharge Funds. These funds are paid in the form of reimbursement to the utility. The City Administrator, the Utility Director and executive City staff collaborated on how to best utilize these funds. Staff determined that there was a need to distribute these funds as soon as practical in the interest of "recharging" the community. Staff selected the following charitable organizations to each receive a \$3,600 equal share of the \$14,400. These organizations meet the WPPI Recharge Funds eligibility requirements:

- The River Falls Food Pantry
- Second Chances / Turning Point
- Sporting World
- Treasures from the Heart / Adoray

Other Items:

- UW Substation planned to be energized this Saturday. Our South Fork Substation will be energized yet this month. We had a couple issues with the new switch gear that is being addressed by the manufacturer.
- Utility work now predominantly done at the jug handle project (98% complete).
- Refuse contract extension memo and resolution to be presented to Council the last meeting in August.
- Plans for a virtual UAB workshop in August are underway.
- Electric AMI installations to preliminarily scheduled to resume in October.

Updates on Hydroelectric Project

River Falls Hydroelectric Project (FERC Project No. 10489)
Consultation Documentation

Date	7/10/20
Person documenting conversation	Lesley Brotkowski, TRC
Discussion participants	Kevin Westhuis, RFMU, Michelle Prosser, USACE, Kimberly Warshaw, USACE, Justin Rose, USACE, Dan Kellner, USACE, Lesley Brotkowski, TRC
Subject of conversation	PAS Program status discussion

Summary of Conversation

USACE gave an overview of study status and indicated they are making good progress on issuing task orders and obtaining bids for studies. The recreation study and H&H studies are underway, the field work was conducted for the Aquatic Invasive Species (AIS) survey this week, and the field work for the Lake George Shoreline survey is anticipated to be rescheduled soon (delayed due to recent flood).

The original cost estimate for the archaeology survey was \$19,000. RFMU indicated a preference to resume responsibility for the archaeology survey, as there would be a total cost savings vs. the riverine study. Lesley Brotkowski, TRC, indicated she would check in with the TRC archaeologists (who provided the original cost estimate) to determine if they had availability to conduct this work. Budget numbers were discussed.

The City is tracking at the 50/50 cost share line for studies with RFMU conducting the archaeology study. The above budget summary outlines studies only. The budget does not include cost estimates for the water quality study (already purchased by RFMU), cost estimates for FERC sediment study, additional studies needs post flood (currently being developed and conducted by RFMU), costs for PAS program tracking and FERC study reporting (outlined below PAS Program Tracking table that includes funds spent to date by RFMU) .