

City of River Falls, WI



The Community

The City of River Falls is a thriving and growing community located approximately 30 miles east of the Minneapolis/St. Paul area in northwestern Wisconsin. With a population of approximately 17,000 residents and 6,000 college students at the University of Wisconsin-River Falls (UWRF), the City offers small town living a stone's throw from big city amenities.

River Falls is known for its scenic beauty and myriad of outdoor activities. The city is home to the Kinnickinnic River, a Class I trout stream that flows through downtown, and more than 150 miles of area walking and biking trails. Residents and visitors alike frequent nearby Willow River State Park and the St. Croix River for kayaking, canoeing, and swimming during the warmer months. In the winter, the community enjoys open ice skating at the UWRF Falcon Center, and cross country skiing and snowshoeing at the nearby parks.

The city is home to year-round festivals, parades, and art fairs, including River Falls Days, the City's annual summertime celebration, and Art on the Kinni, a sprawling art fair located along the banks of the Kinni.

The River Falls community cares deeply about the environment, and sustainability guides the City's actions. The city currently holds designations as a Bird City, Bee City, Tree City USA, bronze-level biking community, Playful City USA, and more. The City, which was the first municipality in the state to power city buildings using 100% renewable energy, is also nationally recognized for its renewable energy efforts, with its municipal utility ranking 2nd in the nation for Green Power Participation .

2025 Management Analyst Fellowship

Salary: \$25.96/hour (\$54,000 annually)

City of River Falls Values

Put people first

- Engage customers
- Practice empathetic listening
- Create high-quality outcomes

Pursue excellence

- Deliver exceptional customer experiences
- Maintain professional image and conduct
- Communicate effectively in a timely manner

Act with integrity

- Do what we say
- Keep our commitments
- Be honest and truthful
- Be transparent and accessible

Embrace change

- Search for opportunities to innovate
- Practice flexible problem-solving
- Ask "Why?" and "Why not?"

Serve our community

- Demonstrate passion and pride for our job
- Have a positive impact on our community
- Encourage continuous feedback
- Document and share results

Consider future generations

- Make big plans
- Leave things better than we found them
- Be mindful of the assets we inherited



Organization

River Falls is governed by a Mayor-Council-Administrator form of government. The Mayor and City Council comprise the governing body for the City. Seven alderpersons are elected for two-year terms to the council: one member from each of the four aldermanic districts, and three at large. Except as otherwise provided by law, the City Council oversees the management and control of city property, finances, highways, streets, utilities, and the public services.

The City Administrator serves as the Chief Administrator Officer, responsible for the City's day-to-day operations.

The City is supported by 120 full-time equivalent employees that encompass the municipal services of Administration, Public Works, Engineering, Community Development and Planning, Police, Fire, Utilities (Electric, Water and Wastewater), and the Public Library.

Work Environment

The City is invested in its employees maintaining a healthy work-life balance. Fellows are provided 240 hours of paid time off annually. Additionally, the City encourages staff to "Dress for their Day," which allows for flexibility in dressing in casual attire. The city allows some work from home opportunities as well.

The City regularly coordinates employee fun, health, and wellness events, and encourages staff to take breaks, get outside, and enjoy our beautiful community.



Fellowship Experience

Under the general direction of the City Administrator and Chief of Staff, management analyst fellows are responsible for working across city departments to research and make recommendations on internal and external policies and procedures. Assignments require the use of discretion and care in the handling of confidential and sensitive information used to support management decisions, critical thinking in the identification and analysis of relevant data, effective problem solving in the development of policy recommendations, and professionalism, tact, and diplomacy in interacting with staff, leadership, and community stakeholders in the planning and coordination of work efforts. Additionally, mentorship is a central part of the fellowship experience at the City of River Falls and fellows are invited to regular mentorship meetings with the City Administrator.

Each fellow is strongly encouraged to:

- Apply for and successfully obtain at least one grant.
- Find one ordinance that can be eliminated due to obsolescence.
- Join an employee-led committee within the City, such as the DEI Team and the Healthy/FUN Committee.
- Attend national and regional professional development conferences and trainings.

Former Fellow Project Highlights

- Developed City's first internal belonging and inclusion survey; analyzed and presented results and recommendations
- Produced in-depth report on police officer retention strategies
- Conducted patrol car cost analysis on purchasing v. leasing vehicles
- Analyzed the affordability of City taxes, utilities, and fees compared to established benchmarks
- Obtained Family Friendly Workplace certification for the City
- Analyzed and provided recommendations on the City's recreation fee structure



Management Analyst Fellows: Where Are They Now?

Name	Fellow Duration	Where are they now?
Angel Smith	2010-2011	Assistant City Manager; Brooklyn Center, MN
Paul Fagin	2011-2012	Director of Budget & Performance; Harris County, TX
Caitlin Stene	2012-2013	Director of Administrative Services; Sun Prairie, WI
Ray French	2013-2014	Regional Economic Development Director; WEDC, Eau Claire, WI
Nathan Steele	2013-2014	Senior Vice President, ROI Property Group; Orem, UT
Keri Schreiner	2014-2016	Economic Development Manager; River Falls, WI
Josh Solinger	2014-2015	Finance Director; River Falls, WI
Brent Buesking	2015-2016	Program Manager, PA Education Association; Washington DC
Brandt Johnson	2017-2018	Assistant to the City Administrator; Ankeny, IA
Jason Rohloff	2017-2019	Management Analyst; River Falls, WI
Dennis Dadashev	2019-2020	Head Senior Coach; Minnetonka Swim Club, Minnetonka, MN
Kathryn Paquet	2021-2022	Social Media Specialist; Saint Paul, MN
Ellen Massey	2022-2023	Management Analyst; Thurston County, WA
Sara Kasel	2023-2024	Management Analyst; River Falls, WI

Potential Fellow Projects for 2025-2026

Administration

- Conduct research and provide recommendations on employee retention strategies
- Conduct an urban forestry program analysis and develop a funding strategy
- Assist with preparation of the City's 2024 Annual Report
- Develop a dashboard for organizational performance metrics based on best practices
- Serve as a staff liaison to the University of Wisconsin's UniverCity Year program
- Conduct an employee engagement survey
- Mayor and Council pay study
- City Wiki/Key Document Index
- Hybrid neighborhood meeting platform and implementation plan

Clerk's Office

- Submit the Public Transit Assistance Program grant application
- Shared Ride Taxi rate increase analysis
- Assist with preparation for and administration of local elections
- Research customer service AI chatbots

Public Safety

- Assist with development of a community risk assessment
- Assist with the development of departmental continuity of operations plans
- Feasibility analysis of additional school liaison officers
- Assist with volunteer service award
- Develop fire department regional cooperation for equipment



Community Development

- Impact fee internal review and analysis
- Whitetail Corporate Park greenspace/buffer plan
- Traffic study policy development
- Assist with development review project and subsequent developers agreement
- Complete a historic cemetery improvement & maintenance plan
- Implement a bike/pedestrian project
- Complete a rental property analysis report
- Assist with Cooperative Agreement development

Public Services

- Conduct staffing analysis on subunits within Operations (Snow Maintenance, Forestry, Street Maintenance, Fleet, etc.)
- Library wedding venue analysis

Utilities

- Develop a 2025-2030 Electric Business Plan
- Complete an overhead to underground electric conversion cost/benefit analysis
- Develop hydrant/water meter replacement plan

Tentative Hiring Timeline

Initial Virtual Interviews:

Mid-Late February

Second Round Interviews

with on-site option:

March 5, 6, or 7

The city will reimburse travel for finalists.

Offer(s) made:

Mid-March

Anticipated start:

Late Spring or Summer 2025

The City will provide up to \$1,500 reimbursement toward relocation expenses.