**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.**

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

- Calling Toll Free 1-844-992-4726, access code: 132 578 5495
- Visiting the web link: https://tinyurl.com/ycruqp8w
- 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 June 23, 2020, Regular Meeting Minutes
June 23, 2020, City Council Minutes

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

PUBLIC COMMENT, PETITIONS, REQUESTS AND COMMUNICATIONS:

1. Public Comment
2. Change of Agent for Kwik Trip #301 and #453

PUBLIC HEARING:

3. 6:30 p.m.
   Resolution Regarding a Special Use Permit for a Wedding/Event Venue at 1165 CTH M

CONSENT AGENDA:

4. Resolution Authorizing 2020 Chip Seal Program
5. Resolution Awarding 2020 Microsurface Contract

ORDINANCES AND RESOLUTIONS:

6. Resolution Accepting 2019 Audit Report
7. Resolution Ratifying Chief of Police Proclamations
REPORTS:
8. Administrator's Report

ANNOUNCEMENTS:
9. Mayor's Appointment

ADJOURNMENT
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 Morrissette, Diane Odeen, Ben Plunkett

Members Absent: Hal Watson

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; others

Others Present: Hugh Down, Serena Weber, Matt Beranek, Damon Holter, Cory Hart

The Pledge of Allegiance was said.

APPROVAL OF MINUTES:
June 9 Regular Meeting Minutes
MS Morrissette/Downing move to approve minutes. The roll call vote passed unanimously 6-0 with all voting in favor.

APPROVAL OF BILLS:
Bills: $957,874.66
MS Plunkett/Morrissette move to approve bills subject to the Comptroller. Alderperson Plunkett asked the Council what information they find relevant when they do the bills. Comptroller Odeen offered to speak with him offline. She said Council keeps an executive eye on the bills. Alderperson Gagne noted an incorrect roll call vote reflected in the online packet minutes which had since been corrected. With no other comments, the roll call vote passed 6-0 with all voting in favor.

PUBLIC COMMENT, PETITIONS, REQUESTS AND COMMUNICATIONS:
There was no public comment.

PUBLIC HEARING:
Annual Liquor License and Beer License Renewals
At 6:35 p.m., the Mayor moved into a Public Hearing. He noted there were two new agents – Hugh Ward for Holiday Station Store #8 and Serena Weber for WE Market Co-op.

Alderman Morrissette asked Ward if he understood the role of an agent, if he currently had a bartender’s license, and if he is not present and there’s an alcohol related violation, he is as the agent is responsible. Ward answered yes to all and said he understood that he was responsible for all aspects.

Alderman Morrissette asked Weber if she understood the role of an agent; Weber answered yes. Morrissette said according to her application, she completed her responsible server’s license. Weber confirmed she had. Morrissette asked if she understood that if there was an alcohol related violation and even if she was not there, she is still responsible. Weber answered yes.
At 6:38 p.m., the Mayor closed the Public Hearing and moved back into Open Session. Plunkett had questions for the agents and asked Ward and Weber if they understood a liquor license was a privilege and not a right. Both answered yes.

Plunkett asked what steps their businesses have taken to protect the community from Covid 19 transmission that is likely to occur indoors from unmasked individuals. Weber said WE Market requires masks for employees and customers, they do regular wipe downs, self-serve items have been removed, they monitor the number of people in the store and encourage people to shop at different times of the day.

Ward said Holiday does not require masks for customers, employees wear masks if handling food products, employees wash prior to handling food, and every 30 minutes surfaces are wiped down.

MS Odeen/Gagne move to grant renewals for the Class “A” Beer Licenses and Class “A” Cider Only licenses for Indianhead Oil, Co., LLC dba Holiday Station Store #8 contingent that all licensing requirements are met at the time of issuance.

The Mayor asked for discussion. **Plunkett moved to amend motion to allow no sampling of alcohol on premise until such time the City Council deems to allow it and to require mask usage by customers and employees at all times while in indoor spaces until such a time that the Council decides to rescind that condition of the licensing.** The motion failed as there was no second.

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

**MS Odeen/Morrissette move to grant renewal for the Combination “Class A” Liquor and Class “A” Beer License contingent that all licensing requirements are met at the time of issuance for Whole Earth Cooperative of River Falls dba WE Market Coop.** The Mayor asked for discussion.

Plunkett moved to amend motion to no sampling of alcohol on premises, mask use be required of both customers and employees as a condition of licensure until such a time the City Council votes to remove that condition. The motion failed as there was no second.

The Mayor asked for a roll call vote on the original motion. The roll call vote passed 5-0 with all voting in favor except for Plunkett who abstained noting he was an owner/member of WE Market.

**MS Morrissette/Gagne move to grant renewals for the Class “B” Beer Licenses contingent that all licensing requirements are met at the time of issuance for Balazi, LLC dba as Kinni Café.** The Mayor asked for discussion.

Plunkett moved to amend motion as a condition of licensure no sampling of alcohol occurs on premise at this time and that all employees and customers are required to wear masks at all times. The motion failed as there was no second.

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

**MS Morrissette/Gagne move to grant renewal of the “Class C” Wine Licenses contingent that all licensing requirements are met at the time of issuance or Balazi, LLC dba as Kinni Café.**

Plunkett moved to amend motion as a condition of licensure no sampling of alcohol occurs on premise at this time and that all employees and customers are required to wear masks at all times. The motion failed as there was no second.
The Mayor asked for a roll call vote on the original motion. The roll call vote passed 5-1 with all voting in favor except for Plunkett.

Request for a Combination “Class B” Liquor and Class “B” Beer License – JRKM Management dba Swinging Bridge Brewery, 122 S. Main Street or Jena Beranek dba Smokey Treats, 127 N. Main Street

At 6:49 p.m., the Mayor moved into a Public Hearing.

Matt Beranek from Smokey Treats wanted to talk about reasons why he wanted the liquor license. He talked the density of bars to restaurant in town with bars exceeding restaurants. The license was surrendered from a restaurant and it would be nice for that to continue. Beranek talked about possibly purchasing the building and expansion possibly a whiskey/bourbon room. He talked about the potential of a 20-25 percent increase in gross sales. Beranek talked about a Bloody Mary sauce he wanted to showcase. He appreciated the opportunity to speak.

Damon Holter spoke on behalf of Smokey Treats. He talked about assisting the owners with putting together a destination restaurant, his 25-year background in the restaurant industry and more recently his involvement in a BBQ community. He spoke about people coming to the community from the ‘BBQ Trail’. Holter talked further about craft cocktails, comfort food and more.

Cory Hart from Swinging Bridge and Juniors talked about expansion. He spoke about going from a brewery to brew pub, the expansion of wine and spirits, bringing a larger crowd to downtown River Falls, and serving food. We would appreciate your vote.

At 6:56 p.m., the Mayor closed the Public Hearing and moved back into Open Session. MS Morrissette/Downing to approve a request for a “Class B” Liquor and Class “B” Beer License – JRKM Management dba Swinging Bridge Brewery or Jena Beranek dba Smokey Treats.

Morrissette said this was a tough decision for the Council. Listening to the agents speak makes it more difficult due to the respect shown to the other business. Both businesses are viewed positively in the community, both are current agents with clear records. Morrissette makes decisions upon quantitative, measurable things. He talked about staff being fantastic and Clerk White providing criteria for Council review, but it didn’t help him come to a conclusion.

MS Morrissette/Odeen move to amend his motion that a coin toss be done by the City Clerk with both agents present to determine who will be awarded the license; furthermore, both parties shall be present for the coin toss with all applications/paperwork in accepted order as a condition of issuance.

Alderperson Odeen talked about reading the applications and knowing the businesses, she could easily justify the license to either but there’s no reason to deny it to the other. She talked in further detail about the businesses including being well-respected and the diversity of offerings they provide the community.

Alderperson Bjerstedt asked about the quota of liquor licenses. City Clerk White explained it was a state established quota based on the population in 1994. Bjerstedt asked if a license could be purchased for $10,000. White said yes. Bjerstedt asked the license could be resold. White said no. Bjerstedt asked further clarifying questions. Both White and City Administrator Simpson provided answers.

Gagne shared the sentiment of the rest of the Council. It is a difficult decision. He spoke further about the two establishments feeling they both had great reputations. Gagne suggested whoever doesn’t get picked may be able to obtain a license if it gets surrendered in the future. He is in favor of a coin toss.

Downing felt state law was tyrannical. He felt both establishments were in good standing and supported Morrissette’s fair approach. He will be voting in favor of this.

Plunkett asked about the original motion and amendment. Morrissette provided clarification.
With no other discussion on the amendment, the Mayor asked for a vote. City Administrator Simpson asked the Mayor to clarify that the City Clerk will determine the method and process of doing the coin flip. The Mayor affirmed and said that White will set that up with the two owners and get that figured out with them.

The Mayor asked for a roll call vote on the amendment. The roll call vote passed 6-0 with all voting in favor. Morrissette noted question 9 on Smokey Treats application needs to be addressed. Beranek said it was left blank unintentionally and the answer should be a no.

Plunkett moved to amend motion for licensure to require mask usage by employees and customers at all times, no sampling of alcohol on the premise, and off sale only until such a time as the Council chooses to amend those conditions. The motion failed as there was not a second.

Plunkett wanted to ask the agents questions. Plunkett asked Dustin Hanson from Swinging Bridge do you understand that the license is a privilege and not a right; Hanson said he did. Plunkett asked what steps your business has taken to protect other members and businesses of the community from transmission of Covid 19 through cases acquired at your business. Hanson said extra sanitizing steps, all staff are required to wear face masks and gloves; customers are not required to wear masks.

Matt Beranek from Smokey Treats said they were one of the first businesses to close and one of the last to reopen. They have removed tables and spaced out seating, employees are required to wear gloves but not masks, extra sanitizing. Beranek said we have been doing this long enough and people know what they need to do. He’s not going to force employees to do something they are not comfortable with. He’s left it up to customers if they don’t feel comfortable.

The Mayor asked for a roll call vote on the original motion. The roll call vote passed 6-0 with all voting in favor.

ORDINANCES AND RESOLUTIONS:
Ordinance 2020-06 - Amending the Official Traffic Control Map of the City of River Falls (Speed Limit on South Main from Cemetery Road north to the UWRF Falcon Center entrance) – Second Reading and Disposition
At 7:16 p.m., the Mayor moved into a Public Hearing. As there were no public comments, the Mayor closed the Public Hearing and moved back into Open Session. MS Downing/Bjerstedt move to approve the ordinance. The roll call vote passed 6-0 with all voting in favor. After the vote, there was discussion about when the speed limit would take effect and if flags would be put up.

CONSENT AGENDA:
Acknowledgement of the following minutes: River Falls Housing Authority – 5/13/20; River Falls Public Library – 5/4/20; Police and Fire Commission – 5/6/20

Resolution Awarding 2020 Sanitary Grout and Lining Project→→pulled by Downing

MS Odeen/Morrissette move to approve the rest of the Consent Agenda. The roll call vote passed 6-0 with all voting in favor.

Resolution No. 6490 - Awarding 2020 Sanitary Grout and Lining Project
Downing asked the City Administrator to provide a timeline for the project and how it segues with the North Interceptor project. Simpson talked about location of the project and the North Interceptor project which is being reconsidered for the Capital Improvement Project. The timeline is likely 2022 or 2023.

City Engineer Raleigh said analysis has been done. The capacity in this segment of sewer is good as long as we can line the pipe and make it more structurally sound. That is why we choose the lining for that section of pipe. We will be looking at the interceptor project.
Downing asked how costs was estimated. Simpson said it was by linear footage bids. He explained how the bidding process worked. The City received several bids.

Utility Director Westhuis talked about eliminating groundwater infiltration in the joints.

Plunkett asked about difference in cost between lining and replacement and lifetime of lined pipe. Westhuis said estimated replacement cost is about $300 per foot resulting in $650,000-$900,000 for replacement versus $150,000 for lining which will last approximately 20-50 years.

**MS Downing/Odeen move to approve resolution. The roll call vote passed 6-0 with all voting in favor.**

**REPORTS:**

**Administrator’s Report**

Simpson thanked Council for its continued patience with the new technology. Simpson talked about moving to Phase 2 of the Crushing Covid Plan. He talked further about the plan, benchmarks, and how it effects the City in terms of outdoor activities and splashpad. He talked about the parks and spring clean-up.

Downing asked about events for the rest of the year. Simpson said the City has virtually none except meetings. Simpson talked about Bacon Bash, Music in the Park, using the City trails.

Gagne talked about Covid 19 in the community and the Pierce County Board meeting.

Morrissette recognized Mike Stifter and the Public Works crew in regard to a downed boulevard tree. He talked about residents’ appreciation for information on social media and the quick response.

**Comptroller’s Report for May 2020**

Comptroller Odeen read the following: General Fund revenues through the end of May were $4,608,231 or 42 percent of budgeted revenues. Revenues in the month of May include $228,044 for Rural Fire Association. Expenditures for the same period were $4,420,298 or 40 percent of expenses. Expenditures for the month of May include $26,910 for appraisal services. As of the end of May, net revenues over expenditures were $187,933.

**ANNOUNCEMENTS:**

**Mayor’s Appointments**

Plan Commission
Appointment of Rebecca Prendergast through July 2023

**MSC Gagne/Bjerstedt move for approval of the Mayor’s appointments. The roll call vote passed 6-0 with all voting in favor.**

**MSC Bjerstedt/Downing move to adjourn at 7:39 p.m. Unanimous.**

Respectfully submitted,

Kristi McKahan, Deputy Clerk
MEMORANDUM

TO: Mayor Toland and City Council

FROM: Jackie Sahnow, Deputy City Clerk

DATE: July 14, 2020

TITLE: Change of Agent Request – Kwik Trip Store #301 and Store #453

RECOMMENDED ACTION
Please consider the appointment of (approve or deny by motion) Emma Gaustad as the new agent for Kwik Trip Store #301 and Jenna Stam as transfer agent to Kwik Trip Store #453.

BACKGROUND
Kwik Trip, Inc was granted a renewal of the Combination “Class A” Liquor and Class “A” Beer License at each store location by City Council on May 26, 2020. Wisconsin Statutes 125.04(6) states Corporations and Limited Liability Companies must appoint an agent and that agent shall be approved by the issuing authority. At the time of renewal, Jenna Stam was appointed agent for store #301 and Jessica Moulton was appointed agent for store #453.

DISCUSSION
Jessica Moulton accepted another position within the Kwik Trip organization which prompted a management transfer of Jenna Stam to store #301. Emma Gaustad was appointed manager of store #453, thereby requiring a request for the change of agent at each River Falls location. Stam and Gaustad have successfully completed the requirements to be appointed as agents and will attend this meeting.

CONCLUSION
Consider appointing (approve or deny by motion) the change of agent requests for Kwik Trip, Inc. Store #301 and Store #453.
Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: [ ] Village of [ ] City

The undersigned duly authorized officer/member/manager of [REGISTERED NAME OF CORPORATION / ORGANIZATION OR LIMITED LIABILITY COMPANY] a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Kwik Trip 301 located at 1202 S. Main St., River Falls, WI 54022

appoints [NAME OF APPOINTED AGENT]

[HOME ADDRESS OF APPOINTED AGENT]

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

[ ] Yes [ ] No

If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course?

[ ] Yes [ ] No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin?

All my life

Place of residence last year [HOME ADDRESS OF APPOINTED AGENT]

For: [REGISTERED NAME OF CORPORATION / ORGANIZATION / LIMITED LIABILITY COMPANY]

By: [SIGNATURE OF OFFICER / MEMBER / MANAGER]

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than $1,000.

ACCEPTANCE BY AGENT

[PRINT / TYPE AGENT’S NAME], hereby accept this appointment as agent for the corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[HOME ADDRESS OF AGENT]

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY

(Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on [DATE] by [SIGNATURE OF PROPER LOCAL OFFICIAL] Title [TOWN CHAIR, VILLAGE PRESIDENT, POLICE CHIEF]

Wisconsin Department of Revenue

[AT-104 (R. 4-18)]
Auxiliary Questionnaire
Alcohol Beverage License Application
Submit to municipal clerk.

<table>
<thead>
<tr>
<th>Individual's Full Name (please print)</th>
<th>(last name)</th>
<th>(first name)</th>
<th>(middle name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gaustad</td>
<td>Emma</td>
<td>Luella</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address (street/route)</th>
<th>Post Office</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1229 Maryann St.</td>
<td>Spring Valley</td>
<td></td>
<td>WI</td>
<td>54767</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Home Phone Number</th>
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</tr>
</thead>
<tbody>
<tr>
<td>715-495-1640</td>
<td></td>
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</tbody>
</table>

The above named individual provides the following information as a person who is (check one):
☐ Applying for an alcohol beverage license as an individual.
☐ A member of a partnership which is making application for an alcohol beverage license.
☒ Agent of Kwik Trip, Inc.

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? All my life.

☐ 2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? □ Yes ☒ No

If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)

☐ 3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? □ Yes ☒ No

If yes, describe status of charges pending.

☐ 4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? □ Yes ☒ No

If yes, identify.

☐ 5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? □ Yes ☒ No

If yes, identify.

3. Examiner's Name

☐ 6. Named individual must list in chronological order last two employers.

<table>
<thead>
<tr>
<th>Employer's Name</th>
<th>(Address By City and County)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel America (TA)</td>
<td>Hudson, WI</td>
</tr>
<tr>
<td>Kwik Trip, Inc.</td>
<td>1626 Oak St., La Crosse, WI</td>
</tr>
</tbody>
</table>

Employed From | To
---|---
11/2017 | 9/2018
11/2016 | 11/2017

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

Emma L. Gaustad
(Signature of Named Individual)
Wisconsin Department of Revenue

AT-103 (R. 7-18)
Supplement to
Schedule For Appointment of Agent

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

   Yes ☑  No

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

   Yes ☑  No

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

   Yes ☑  No

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

   Yes ☑  No

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

   Yes ☑  No

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

   Yes ☑  No

Signature of Agent

Date 6/11/2020
Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or a member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: □ Village of River Falls County of St. Croix

☑ City

The undersigned duly authorized officer/member/manager of KWIK TRIP, INC.

(Registered Name of Corporation / Organization / Limited Liability Company)

corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Kwik Trip 453

Located at 1238 N. Main St., River Falls, WI 54022

Appoints Jenna L. Stam

(Name of Appointed Agent)

1137 Briarwood Blvd., Roberts, WI 54023

(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☑ Yes □ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Agent of Kwik Trip 301, River Falls, WI, until new agent appointment approved.

Is applicant agent subject to completion of the responsible beverage server training course? □ Yes ☑ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? All my life

Place of residence last year 1959 W. 7th St., New Richmond, WI 54017

For: KWIK TRIP, INC.

(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than $1,000.

ACCEPTANCE BY AGENT

I, Jenna L. Stam

(Print / Type Agent's Name)

☑ hereby accept this appointment as agent for the corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

(Signature of Agent) 2/20

Agent's age

1137 Briarwood Blvd., Roberts, WI 54023

(Home Address of Agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY

(Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on Jun 30, 2020 by Jonathan E. Abbott

(Date) (Signature of Proper Local Official)

Title: Deputy Chief

(Town Clerk, Village President, Police Chief)

Wisconsin Department of Revenue
Auxiliary Questionnaire
Alcohol Beverage License Application

Submit to municipal clerk.

<table>
<thead>
<tr>
<th>Individual's Full Name (please print)</th>
<th>(last name)</th>
<th>(first name)</th>
<th>(middle name)</th>
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<tbody>
<tr>
<td>Starn</td>
<td>Jenna</td>
<td>Lynn</td>
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<table>
<thead>
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<th>Post Office</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1137 Briarwood Blvd.</td>
<td>Roberts</td>
<td></td>
<td>WI</td>
<td>54023</td>
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<table>
<thead>
<tr>
<th>Home Phone Number</th>
<th>Date of Birth</th>
<th>Place of Birth</th>
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</thead>
<tbody>
<tr>
<td>608-799-5454</td>
<td></td>
<td>Eau Claire, WI</td>
</tr>
</tbody>
</table>

The above named individual provides the following information as a person who is (check one):

☐ Applying for an alcohol beverage license as an individual.

☐ A member of a partnership which is making application for an alcohol beverage license.

X Agent ___________________________ of Kwik Trip, Inc.

(Name of Co, partner, limited liability company, or nonprofit organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? ____________ Since 1987

☐ Yes ☐ No

2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? _____________________________________________________________________________

☐ Yes ☐ No

If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)

3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? _____________________________________________________________________________

☐ Yes ☐ No

If yes, describe status of charges pending. _____________________________________________________________________________

4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? _____________________________________________________________________________

☐ Yes ☐ No

If yes, identify. Agent of Kwik Trip 301, River Falls, WI, until new agent appointment approved.

(Name, Location and Type of License/Permit)

5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? _____________________________________________________________________________

☐ Yes ☐ No

If yes, identify. _____________________________________________________________________________

(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

<table>
<thead>
<tr>
<th>Employer's Name</th>
<th>Address</th>
<th>Employed From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Famous Dave's of America</td>
<td>Woodbury, MN</td>
<td>2014</td>
<td>2016</td>
</tr>
<tr>
<td>Lakes Tavern and Grill</td>
<td>Woodbury, MN</td>
<td>2013</td>
<td>2014</td>
</tr>
</tbody>
</table>

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

Signature of Named Individual: ____________________________

Jenna L. Starn

Wisconsin Department of Revenue
Supplement to
Schedule For Appointment of Agent

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

   Yes ☑ No ☐

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

   Yes ☑ No ☐

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

   Yes ☑ No ☐

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

   Yes ☑ No ☐

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

   Yes ☑ No ☐

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

   Yes ☑ No ☐

[Signature]

Signature of Agent

[6/17/20]

Date
MEMORANDUM

TO: Mayor Toland and City Council
;
FROM: Sam Wessel, Planner
DATE: July 14, 2020
TITLE: Special Use Permit request, 1165 CTH M, Town of Kinnickinnic

RECOMMENDED ACTION
Adopt the resolution approving the special use permit for 1165 CTH M with conditions.

PROJECT OVERVIEW
In February 2020, Adam and Jennifer Wennerberg purchased the subject property, 1165 CTH M, to build a metal event barn to host weddings, large parties, corporate trainings, and other similar events. The site is within the Urban Reserve Area (URA) established by the City of River Falls/Town of Kinnickinnic Cooperative Plan (2019) (Plan). The URA is the part of the Town of Kinnickinnic that may attach to the City in accordance with the Plan. The URA is governed by the City’s planning, subdivision, and zoning requirements.

Figure 1. Subject property’s location within Urban Reserve Area

Figure 2. 1165 CTH M (Image from Google Maps)
Mayor and City Council Members  
July 14, 2020

**PROJECT DESCRIPTION**
The applicants hope to fill a gap in event center options in the River Falls area by providing a rural setting with modern amenities, since other venues in the area are primarily golf courses, hotels, or rustic barns. The proposed project features the following:

**Building:** 100’ x 60’ (6,000 square foot) metal barn structure  
**Features:** Heat, electricity, event space, bar, restrooms, 87 paved parking spaces, landscaping, and a covered porch  
**Capacity:** 290 people  
**Building cost:** Approximately $700,000  
**Site area disturbed:** Approximately 1.3 acres  
**Employees:** Initially 2 (both applicants working events on site), with employees added as business expands  
**Anticipated opening date:** December 2020  
**Operations:** Bookings will primarily occur on weekends between April and October, and the site is designed to host events year-round.

**PROCESS**
The City received a site plan (Exhibit 1) on April 21, 2020. Upon review, staff determined that the proposed use would require a Special Use Permit (SUP) based on the “golf courses and country clubs” use category in the A – Agricultural Zoning District. Upon notifying the applicant and the Town of Kinnicinnic, the City received a SUP application on May 11, 2020. COVID-19 and applicant changes to the site plan pushed the public hearing to July.

**ANALYSIS**
The A – Agricultural Zoning District contains no standards for special uses. Staff has provided the following analysis to evaluate how the proposed special use relates to planning and zoning requirements for the subject property.

**Consistency with the A – Agricultural Zoning District**
The subject property is zoned A - Agriculture, which is intended to provide suitable areas for exclusive agricultural use, to conserve good farming areas, prevent the uncontrolled spread of development, and secure the provision of public services. The proposed event barn is not specifically listed as a permitted principal, accessory, or special use in the A - Agricultural Zoning District (Ag zone); however, golf courses and country clubs are a permitted special use, and event barns are a relatively new trend that the City’s zoning ordinance predates. Similarly, event barns have nearly identical capacity, hours of operation, noise, and traffic impacts as an event space found at a golf course or country club. For example, this proposed event barn, Kilkarney Hills Golf Course, and River Falls Golf Club all have event space capacities of around 300 people in a
central building surrounded by open space. Finally, a golf course or country club’s average size is 150 acres while the proposed event barn disturbs only 1.3 acres of a 35-acre parcel. This signals that the event barn aligns much more closely to the Ag zone’s intent to preserve farmland than a golf course or country club would, which the City has determined is a suitable special use in the Ag zone. The Ag zone is also the most compatible and widely available zoning district for an event barn setting.

Consistency with the 2019 Cooperative Plan (“Plan”) between the City of River Falls and the Town of Kinnickinnic
The Plan’s intent, pursuant to Wisconsin Statutes 66.0307, is “for the general purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the territory covered by this Plan, consistent with the comprehensive plan of each municipality.” The applicant is not requesting land division, provision of water and sewer services, rezoning, or subdivision that would trigger an attachment to the City or result in premature provision of public services. Staff does not anticipate that approval of the proposed special use will set a precedent that would encourage premature commercial growth in the URA, since most commercial uses are prohibited in the Ag zone. Per the Plan, the applicant is responsible for complying with all applicable St. Croix County and State of Wisconsin ordinances, which may include, but are not limited to bluff, shoreland, and wetland setbacks (St. Croix County Ch. 17.30), floodplain zoning (St. Croix County Ch. 17.40), and/or Stormwater Mitigation (Wisconsin Department of Natural Resources NR151).

Consistency with the City of River Falls Comprehensive Plan (2005)
The Comprehensive Plan’s Future Land Use map designation of the subject property is currently “Transition Area” (1 dwelling unit per 35 acres). Because the proposed use is rural in character, does not add dwelling units, and does not involve land division, it is consistent with the Transition Area’s intent.

The City’s 2017 Housing Needs Analysis forecasts a need for 735 additional households between 2018 and 2030. Much of this growth is expected to occur as infill development or in new subdivisions within the City’s existing municipal boundary before City growth occurs within the URA. Using the shortest distance between the City’s eastern boundary and the subject property, there are only five properties, three property owners, and 3,300 feet of distance, but Future Land Use and Sewer Service Area amendments must occur prior to City development in the URA. In the meantime, the proposed use is suitable until the subject property and surrounding URA properties are ready for attachment and development in the future.

Conflicts with Surrounding uses
The subject property’s existing use is agricultural and is surrounded by agricultural and low-density residential uses. The proposed building location in the middle of the site maintains an open space buffer around the proposed use, potentially reducing noise and other concerns from neighboring properties; however, it is a barrier to preserving open tracts of farmland. County
Mayor and City Council Members  
July 14, 2020

Highway M has capacity for the proposed use’s expected traffic, though traffic to and from the property will likely arrive as “spikes” with events occurring at specific times.

**2017 Wisconsin Act 67: Special (Conditional) Use Permits**

In 2017, changes to State Statutes require cities to approve special use permits if the applicant agrees to meet all conditions imposed by the special use permit. The conditions that may be imposed must reasonable, measurable, and related to the intent of the zoning district. As a result, the approval process is now quasi-judicial, where City Council functions like a court and must act based on facts and substantial evidence rather than speculation or personal preference. Similarly, prior to being issued a special use permit, an applicant must demonstrate that all conditions imposed by said permit will be met, also using facts and evidence.

Considering these statutory changes, the City would be required to approve a special use permit to an applicant proposing a golf course or country club in the A – Agricultural Zoning District because it is specifically listed as a permissible special use. Staff’s interpretation is that, since event barns have nearly identical use characteristics and impacts as a golf course or country club, while preserving farmland to a greater degree than a golf course or country club, the proposed special use meets the intent of the A – Agricultural Zoning District as a special use.

**CONCLUSION**

Based on the intent of the A - Agricultural Zoning District and the facts of the ordinance, staff recommends that City Council adopt the resolution to approve a special use permit with conditions addressing farmland preservation, noise, and City growth concerns:

- The subject property must remain in the A – Agriculture Zoning District and no additional buildings may be permitted until the subject property is required to attach to the City of River Falls per the 2019 Cooperative Plan
- The special use permit expires when the property is sold or transferred
- Hours of operation are limited to between 8:00 a.m. and 12:00 a.m. Visitors must vacate the premises between 12:00 a.m. and 8:00 a.m.
- The subject property must meet all other applicable zoning ordinances found in Chapter 17 of the City of River Falls Municipal Code
REQUEST FOR SPECIAL USE PERMIT: 1165 County Rd M, River Falls, WI 54022

LEGAL DESCRIPTION: SEC 33 T28N R18W NW SE EXC N 435.5’ OF E 500' EZ-UT-1505/8

Adam and Jennifer Wennerberg purchased the property at 1165 County Rd M in River Falls in February 2020 with the hope of obtaining a special use permit to build an event and wedding venue on the land. The goal is to have construction complete in 2020 and to book events beginning in late 2020 or early 2021. Value of the building is approximately $700,000.

The building will be 100’x 60’ event space with bathrooms, a bar and covered outdoor porch area that is able to accommodate up to 275 guests. Events will include but not be limited to weddings, company holiday parties, corporate trainings, and personal celebrations such as birthday and anniversary parties. The goal is to have the building complete by November 2020 in order to begin hosting events in December of 2020. The goal is to break ground on the building in June 2020, pending city approval. The business will be available for event and wedding rentals year-round, with the majority of the business occurring on weekends between April – October each year.

The business will fill a missing gap in the community of River Falls. The current event venue options that are located in a close proximity to town are largely barns, hotel and golf course spaces. The new venue will provide a space that is rustic yet elegant and more outdoorsy than hotel and golf course venues, while the building itself will be more modern than a rustic barn. It will also be located within a convenient distance to town to make it more accessible for guests and easier to coordinate with other vendors. Additionally, the majority of barn facilities in the area do not have the ability to host events in the winter months as they do not have heating.

Initially, Adam and Jen will be the only employees and will add employees to help with maintenance and event set up/clean up as able.
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 consistent with the Comprehensive Plan, to meet the requirements of the A - Agricultural Zoning District, and the location to be acceptable to the standards and requirements for a special use permit found in section 17.104.040 of the Municipal Code; and

WHEREAS, the Common Council and found the proposed special use acceptable subject to the following conditions:

1. The special use permit shall terminate when the property is sold or transferred.
2. Hours of operation are limited to between 8:00 a.m. and 12:00 a.m. Visitors must vacate the premises between 12:00 a.m. and 8:00 a.m.
3. The subject property must meet all other applicable zoning ordinances found in Chapter 17 of the City of River Falls Municipal Code.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council approves a Special Use Permit for Adam and Jennifer Wennerberg to locate a wedding and event barn located at 1165 CTH M, subject to the conditions listed above.

Dated this 14th day of July 2020.

_____________________________
Dan Toland, Mayor

ATTEST:

_____________________________
Amy White, City Clerk
MEMORANDUM

TO: Mayor Toland and City Council
FROM: Zach Regnier, Civil Engineer
DATE: July 14, 2020
TITLE: Authorizing 2020 Chip Seal Program

RECOMMENDED ACTION
Adopt the resolution authorizing staff to retain St. Croix County for 2020 Chip Seal Program.

BACKGROUND
The City of River Falls pavement management plan involves a program of chip sealing bituminous pavements. Chip seals are a proven pavement management method to extend the useful life of pavement by up to 7-10 years. Chip seal application to less deuterated pavement reduces the City’s overall pavement management expenditures by approximately 30 percent. Staff has reviewed City streets to prepare plans for the 2020 Chip Seal Program. This year’s plan totals approximately 27,500 sq. yd. of street pavement. South Wasson Lane will receive an additional treatment, a fog seal, to lock the rock in place.

The City has worked with St. Croix County for the past nine years to implement its chip sealing programs. The projects have been performed with exceptional workmanship and coordination. We estimate $43,000 for the 2020 program. City staff will assist with some traffic control and covering utilities prior to the chip seal and a separate contractor will be retained for the initial sweep at an estimated cost of $3,070.

FINANCIAL CONSIDERATIONS
The estimated cost to chip seal City streets is $46,070. The source for this project will come from the Street Maintenance Account.

<table>
<thead>
<tr>
<th>Sources</th>
<th>General fund</th>
<th>$46,070</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Sources</td>
<td></td>
<td>$46,070</td>
</tr>
</tbody>
</table>
Anticipated expenditures for 2020 street maintenance are estimated as follows:

- 2020 Chip Seal Program ................................................................. $46,000
- 2020 Spray Patching Program ....................................................... $25,000
- 2020 Microsurface Program ....................................................... $151,000
- 2020 Street Maintenance Materials ............................................ $10,000
- 2020 Pavement Markings ............................................................ $3,000
- 2020 Trail Maintenance Program ................................................. $10,000

**Total Estimated 2020 Street Maintenance** .................................. $245,000

**CONCLUSION**

Staff recommends City Council authorize staff to retain St. Croix County Highway Department to perform the 2020 Chip Seal Program at an estimated cost of $43,000.
2020 Chip Seal Program
RESOLUTION NO.

RESOLUTION AUTHORIZING 2020 CHIP SEAL PROGRAM

WHEREAS, monies have been budgeted in 2020 for pavement maintenance in accordance with a Comprehensive Pavement Management Plan; and

WHEREAS, staff requested a quote from the St. Croix County Highway Department in accordance with the City’s Purchasing Policy; and

WHEREAS, staff has reviewed the quote, and recommends retaining St. Croix County Highway Department to perform the work for an estimated $43,000;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of River Falls hereby authorizes staff to retain St. Croix County to perform the 2020 Chip Seal Program for an estimated amount of $43,000; and

BE IT FURTHER RESOLVED that funds for the above work be appropriated from Account No. 100-32000-53570 - Street Maintenance in the amount of $43,000.

Dated this 14th day of July, 2020.

__________________________
Dan Toland, Mayor

ATTEST:

__________________________
Amy White, City Clerk
MEMORANDUM

TO: Mayor Toland and City Council

FROM: Zach Regnier, Civil Engineer

DATE: July 14, 2020

TITLE: Resolution Awarding Bid for 2020 Micro Surface Program

RECOMMENDED ACTION ITEM
Award bid for 2020 Micro Surface Program.

BACKGROUND
The City of River Falls pavement management plan typically involves a surface treatment program. In the past, it has been accomplished with a chip seal. Micro surfacing is a treatment that has been used for decades with great success in other communities. Compared to chip seal, micro surfacing is a more durable treatment, fills in ruts, cures faster, and creates less mess. Staff has reviewed all city streets and prepared plans and specifications for a 2020 Micro Surface Program.

Bids were solicited for this project in accordance with the City’s purchasing Policy and opened at 1:00 p.m. on Thursday, July 2, 2020. Three bids were received, and the results are as follows:

Struck & Irwin Paving, Inc. .......................................$150,747
Fahrner Asphalt Sealers, LLC.....................................$192,523
Asphalt Surface Technologies Corp. ……………… $207,707

The qualified low bidder, Struck & Irwin Paving, Inc. has recently completed micro surface projects in Ellsworth and Hudson, Wisconsin.

Staff has reviewed the bids submitted and recommends awarding the contract to Struck & Irwin Paving, Inc. in the amount of $150,747.00.
The bids include an alternate bid for work on East Cascade Avenue. Micro surface work on East Cascade Avenue will be completed by August 15, 2020. Other upcoming pavement management work will include:

- Chip Seal Program - Coordinating with St. Croix County for price and schedule.
- Spray Patching – Ongoing in above freezing temperatures.

---

**Planned 2020 Microsurface Program**

**FICAL IMPACT**

Account 100-32000-53570 offers $250,000 for street maintenance from which the 2020 Micro Surface Program is funded.

Anticipated expenditures for 2020 street maintenance are estimated as follows:

- 2020 Chip Seal Program ................................................................. $46,000
- 2020 Spray Patching Program ......................................................... $25,000
- 2020 Micro Surface Program ........................................................... $151,000
- 2020 Street Maintenance Materials ................................................. $10,000
- 2020 Pavement Markings ............................................................... $3,000
- 2020 Trail Maintenance Program ................................................... $10,000

**Total Estimated 2020 Street Maintenance** ........................................... $245,000
CONCLUSION
Staff recommends that the City Council Award bid for 2020 Micro Surface Program to Struck & Irwin, Inc. in the amount of $150,747.
RESOLUTION NO.

RESOLUTION AWARDING BID FOR
2020 MICRO SURFACE PROGRAM

WHEREAS, all streets in River Falls have been inspected and streets that would benefit from a micro surface treatment have been identified; and

WHEREAS, monies have been budgeted in 2020 for pavement maintenance; and

WHEREAS, staff solicited bids for the 2020 Micro Surface Program in accordance with the City’s Purchasing Policy; and

WHEREAS, staff has reviewed the bids, and recommends awarding the contract to Struck & Irwin, Inc. in the amount of $150,747.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of River Falls hereby awards the contract for the 2020 Micro Surface Program to Struck & Irwin, Inc. in the amount of $150,747.

BE IT FURTHER RESOLVED that funds for the above work be appropriated from Account No. 100-32000-53570 - Street Maintenance.

Dated this 14th day of July 2020.

__________________________________________
Dan Toland, Mayor

ATTEST:

__________________________________________
Amy White, City Clerk
MEMORANDUM

TO: Mayor Toland and City Council
FROM: Sarah Karlsson, Finance Director/City Treasurer
DATE: July 14, 2020
TITLE: Resolution Approving 2019 Audited Financial Statements and Management Report

RECOMMENDED ACTION
Adopt the resolution approving the 2019 audited financial statements and management report and expressed an unmodified or “clean” opinion on the City’s financial statements.

BACKGROUND
The auditors at Baker Tilly Virchow Krause have completed the audit of the City’s 2019 financial statements. In their report, they have concluded that the City’s financial statements fairly reflect the financial position of the City, and as such, have expressed an unmodified opinion on the governmental activities, business-type activities and the City’s component unit (Business Improvement District). The report has been placed in Council members’ mailboxes and the report is also available on the City’s website.

DISCUSSION
The report contains five main sections:

- The first section contains the auditor’s opinion. The City has received an unmodified opinion, which indicates the City has complied with generally accepted accounting principles and statutory regulations, and fairly disclosed any matters that may affect the financial health of the City.
- The second section contains Management’s Discussion and Analysis (MD&A), which provides additional detail into the financial outcomes of the year, and a brief description of the planned events in the current year.
- Section three includes the basic financial statements and notes to the financial statements.
- Section four is required supplementary information, including budget to actual reports for the General fund.
Section five contains detailed combining and individual statements and schedules for the City’s funds, as well as supplemental information on the City’s electric, water and wastewater funds.

The audit report includes information regarding the City’s accounting policies, including a description of funds. The governmental funds include the general fund, debt service funds, capital project funds and special revenue funds. The business-type funds include the electric, water, wastewater, storm water and ambulance (EMS) funds. The Business Improvement District financial statements are also included in the report.

The following is a summary of the City’s financial condition at the end of 2019:

- The City of River Falls as a whole (governmental and business-type funds) ended the fiscal year with an overall increase in net position of $622 thousand. Total expenses increased year over year with $38.1 million in 2019 as compared to $33.9 million in 2018. Total revenues were $38.8 million in 2019 resulting in a total net position of $117.4 million.

- The City’s governmental type funds reported combined ending fund balances of $10.1 million at year end. This is a reduction of $1.2 million; total assets decreased $735 thousand, total liabilities and deferred inflows of resources increased $486 thousand.

- The City’s business-type funds closed the year with operating income of $1.37 million and net position of $66.8 million. Due to the enterprise nature of these activities, 90.8% of total revenues are generated by charges for services. The Electric fund accounted for 65.9%, followed by Sewer with 15.7% of the Enterprise services revenue. In 2019, business-type activities recognized $1.7 million in grants and contributions, primarily from construction contributions.

- The City financed $1.5 million for the interim financing for the real estate purchase for a future police department building.
Some notable comparisons between 2019 and the two previous years:

<table>
<thead>
<tr>
<th>Operating Results</th>
<th>12/31/2019</th>
<th>12/31/2018</th>
<th>12/31/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Revenues - % of Budget</td>
<td>104.40%</td>
<td>109.50%</td>
<td>105.60%</td>
</tr>
<tr>
<td>General Fund Expenditures - % of Budget</td>
<td>101.20%</td>
<td>101.60%</td>
<td>99.60%</td>
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<tr>
<td>General Fund Revenues Over (Under) Expenditures</td>
<td>$340,111</td>
<td>$420,468</td>
<td>$689,952</td>
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<tr>
<td>Operating Income-Business Type</td>
<td>$1,373,581</td>
<td>$2,191,215</td>
<td>$2,596,841</td>
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<tr>
<td>Net Income-Business Type</td>
<td>$990,721</td>
<td>$715,348</td>
<td>$1,640,760</td>
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<table>
<thead>
<tr>
<th>Statement of Net Position</th>
<th>12/31/2019</th>
<th>12/31/2018</th>
<th>12/31/2017</th>
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<tbody>
<tr>
<td>General Fund Balance</td>
<td>$10,621,663</td>
<td>$10,135,147</td>
<td>$9,714,679</td>
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<tr>
<td>General Fund Balance (Unassigned)</td>
<td>$5,942,279</td>
<td>$5,130,266</td>
<td>$4,121,292</td>
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<tr>
<td>Total Assets – All Funds</td>
<td>$161,625,927</td>
<td>$161,135,467</td>
<td>$154,257,995</td>
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<tr>
<td>Unrestricted Cash/Investments – All Funds</td>
<td>$21,200,849</td>
<td>$20,806,248</td>
<td>$19,087,125</td>
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</tbody>
</table>

<table>
<thead>
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<th>Debt</th>
<th>12/31/2019</th>
<th>12/31/2018</th>
<th>12/31/2017</th>
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<tbody>
<tr>
<td>General Obligation Debt-Governmental</td>
<td>$19,215,568</td>
<td>$18,219,870</td>
<td>$15,711,571</td>
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<tr>
<td>General Obligation Debt-Business Type</td>
<td>$1,285,000</td>
<td>$1,725,000</td>
<td>$2,386,000</td>
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<tr>
<td>% of Debt Limit – General Obligation</td>
<td>37.80%</td>
<td>37.90%</td>
<td>37.50%</td>
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<tr>
<td>Revenue Debt</td>
<td>$7,965,000</td>
<td>$9,826,621</td>
<td>$7,679,107</td>
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<tr>
<td>Total Long Term Obligations – All Funds*</td>
<td>$32,683,245</td>
<td>$31,775,377</td>
<td>$29,072,004</td>
</tr>
</tbody>
</table>

* includes other liabilities such as pensions, compensated absences etc.

Report on Internal Control
The auditors also prepared an accompanying report on the City’s internal controls. Management’s response to the comments included in the report is as follows:

Material Weakness – Internal Control Over Financial Reporting - This comment pertains to the City’s current procedure in which the auditing firm prepares the final financial statements, due to the lack of staff time to devote to this. This is a common weakness for smaller municipalities and should not be regarded as unable to prepare the necessary statements. At this time, no change to the current procedure is anticipated. This comment was also issued in 2018.

CONCLUSION
Staff recommends Council adopt the resolution approving the 2019 audited financial statements. The audited financial statements and accompanying notes provide information in more detail than this memo.
RESOLUTION NO.

RESOLUTION APPROVING AUDITED FINANCIAL REPORT
FOR PERIOD ENDING DECEMBER 31, 2019

WHEREAS, the City of River Falls has contracted with Baker Tilly Virchow Krause to conduct a Report of Examination for the year 2019; and

WHEREAS, the River Falls City Council has reviewed the audit report, which includes the opinion on the general purpose financial statements; and

WHEREAS, the River Falls City Council finds the information in the audit report acceptable.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of River Falls hereby approves and accepts the audited financial report for the period ended December 31, 2019.

Dated this 14th 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 14, 2020

TITLE: Resolution Ratifying Chief of Police Order

PROPOSED ACTION
Adopt the resolution ratifying the Chief of Police’s order.

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 6, Chief of Police Gordon Young, who is also the emergency government director, issued an order containing a list requested to be modified as follows:
1. Items 6 and 7 of the Emergency Proclamation dated April 13, 2020, are hereby rescinded.


3. Late fees may be assessed on utilities operated by River Falls Municipal Utilities effective July 15, 2020.

Under Resolution No. 6463 and Wis. Stat. §323.14(4)(b), this order was issued under the authority granted to the Mayor, and/or the City Administrator, or the City Administrator’s designee, to act by order under Wis. Stats. §323.11 and §323.14(4)(a).

SUMMARY
Under Wisconsin Statutes § 323.14(4)(b), the Emergency Government Director’s order is “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 order, and a resolution for the Common Council’s ratification of such, that is recommended for adoption on July 14, 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 order.” Id.

CONCLUSION
Staff recommends adoption of the resolution for City Council to confirm and ratify the orders of the Chief of Police, dated July 6, 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 6 and 7 of the Emergency Proclamation dated April 13, 2020 and ratified by the Common Council on April 28, 2020, are hereby rescinded.
2) Disconnections of utilities operated by River Falls Municipal Utilities may resume on July 25, 2020.
3) Late fees may be assessed on utilities operated by River Falls Municipal Utilities effective July 15, 2020.

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

[Signature]
Gordon Young
Chief of Police

July 6, 2020
RESOLUTION NO.

RESOLUTION RATIFYING CHIEF OF POLICE ORDER

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 or order 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, one Chief of Police order have been signed by Chief of Police Gordon Young since the last meeting of the Common Council on June 23, 2020; and

WHEREAS, on July 14, 2020, the Common Council of the City of River Falls will hold its first meeting since the above referenced order was signed; and

NOW, THEREFORE, BE IT RESOLVED that the order of the Chief of Police, dated July 6, 2020, is hereby confirmed and ratified by the Common Council of the City of River Falls.

Dated this 14th day of July 2020.

________________________________________
Dan Toland, Mayor

ATTEST:

________________________________________
Amy White, City Clerk
Administrator’s Report

July 14, 6:30 p.m. – City Council Meeting
July 28, 6:30 p.m. – City Council Meeting

Tuesday’s Council Meeting Preview:
• Change of Agent for Kwik Trip #301 and #453
• Resolution Regarding a Special Use Permit for a Wedding/Event Venue at 1165 CTH M
• Resolution Authorizing 2020 Chip Seal Program
• Resolution Awarding 2020 Microsurface Contract
• Resolution Accepting 2019 Audit Report
• Resolution Denying a Request for a Waiver of the City’s Extraterritorial Subdivision Review Authority in the Town of Troy
• Resolution Ratifying Chief of Police Proclamations

Upcoming Events
• 2020 Open Book (July 9) and Board of Review (Aug 6): The 2020 Open Book is scheduled for July 9, 2020, 4-6 p.m. (Virtual) Please contact Accurate Appraisal directly at 800-770-3927 for an appointment.

The 2020 Board of Review is scheduled for August 6, 2020, from 4-6 p.m. Please attend the Open Book prior to making an appointment for the Board of Review. 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 your home valuation, you will receive a notice from Accurate Appraisal.

For more information, please visit here.

FLOODING UPDATE
Powell Avenue has reopened to traffic and a second round of repair paving is expected in the next few weeks. In the meantime, please travel at a reduced speed due to the uneven pavement at the transitions as well as the low shoulders. Special thanks to Total Excavating and Monarch Paving, both of which were able to quickly make repairs after storm damage on June 29.
For residents of both Pierce and St. Croix counties, if you experienced flooding damage, please call 2-1-1 or visit 211wisconsin.org to request resources or report your damages.

COVID-19 - Updates

LATEST UPDATES
Pierce County Public Health: Pierce County Public Health released a statement on July 3 regarding the confirmation of three employees at Broz Sports Bar & Grill in River Falls testing positive for COVID-19. If you visited Broz Sports Bar & Grill in River Falls, Wisconsin, on the following dates, please monitor yourself closely for symptoms and get tested if any symptoms develop:

- Thursday, June 25
- Friday, June 26
- Saturday, June 27
- Monday, June 29
- Tuesday June 30

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.

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.

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

DAILY UPDATES (Mon.-Fri.):
- Wisconsin Outbreaks and Investigations
- Coronavirus Situation Summary (CDC)
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.

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.

CLOSURES, CANCELLATIONS, AND SERVICE UPDATES

Here is the current status of selected City facilities:

Glen Park Pool: As of now, we are planning to move forward with swimming lessons with a cap on the number of participants and a modified schedule to assure social distancing. Lessons 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 point and the court will not be open to foot traffic. Contact the court if you have questions or do not receive a letter at 715-426-3429 or rfmunicourt@rfcity.org.
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. All City advisory, committee, and board meetings are CANCELLED until further notice.

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 their 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.
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 Fire Department

In June 2020, we responded to a total of 31 calls for service, which compares to 21 calls for the same period in 2019. Year to date: 2019 = 156 calls; 2020 = 154 calls

Activities/Highlights

- Transitioned from all-virtual to a hybrid “virtual/hands-on” training format. Small groups with social distancing & respiratory protection training following COVID protocols.

- On Monday, June 22, 2020, responded to a report of a fire in an apartment at 432 N. Second St. Twenty River Falls firefighters responded with a squad, two engines and a ladder truck. The fire was in a second-floor apartment. Crews were able to extinguish the fire quickly, however, there was heavy smoke and water damage throughout the second-floor apartment and the first-floor apartment below.

- Prior to training on June 22, Fire and EMS presented Kathy Straub, Eddie Nicholson’s partner, with a proclamation from Governor Evers in memoriam of Eddie. Eddie served on the Fire Department and Ambulance for over 30 years and died suddenly in an accident on May 15, 2020, at Cedar Lake Speedway. He was recognized for his commitment and service to both departments and the citizens of River Falls.

- Mutual aid to Baldwin Fire and Ellsworth Fire to assist with area flooding on June 29.
Updates from Community Development

Activities/Highlights

- Staff were contacted by the owner of the property at 628 Glen Park Rd. to see if the City would like to purchase the property. Staff reviewed the feasibility of purchasing the property and it was determined that the City should not pursue purchasing the property at this time.

Planning and Zoning

- Current Planning
  - Annexations
    - None
  - Development review
    - Kwik Trip at Cemetery Road, STH 65 – plan review
    - DeSanctis Townhomes – GDP approved 6/9/20
  - Variance – Board of Appeals
    - None
  - Subdivisions
    - Final plat review for Sterling Ponds Cottages – City Council approved 6/9/20
    - Final plat review for Sterling Ponds 2nd Addition – City Council approved 6/9/20
  - ROW Vacation
    - None
  - Extraterritorial Zoning/Subdivision
    - Review of a waiver for subdivision review in the Town of Troy – recommended for denial by Plan Commission on 3/9; City Council review 7/14/20.
    - Rezoning of 5 Mann Lane in the Town of Troy; ETZ Committee 7/23/20
  - Town of Kinnickinnic Cooperative Boundary Agreement
    - 7/14/20 City Council public hearing for a Special Use Permit request for an event barn at 1165 CTY Rd M

- Zoning ordinances/map amendments
  - Shoreland and Shoreland–Wetland zoning ordinances – on hold due to COVID-19.

- Plan Commission prep
  - Cancelled until August

- HPC projects and meeting prep
  - Cancelled until further notice

- BID Board meeting prep
  - BID to be held remotely 7-14-2020; at least one facade grant request anticipated

- Mapping
  - Ongoing updates for the map highlighting recent development projects; [Click here for map](#)
• Regularly produce maps on an as-needed basis for various City departments
• Working with Communications to create maps for big projects such as the Division Street / STH 35-65 Jug Handle that will be located near construction sites.

• Projects
  • Staff continues to update number of new housing units by type each quarter to track new development following the City’s 2018 Housing Needs Analysis.
  • The Comprehensive Outdoor Recreation Plan (CORP) is on hold, until 2021 under a best case scenario but may not begin until 2022 or later. Consultants who responded to the City’s RFQ are open for future consideration for the CORP and other upcoming projects.
  • Alley project delayed until 2021 and may be reconsidered by Council. Staff is working to call property owners and will follow up with an informational letter.

• Conferences/Trainings/Events
  • Mitel phone (All)
  • Digital safety (All)
  • Staff is logging all trainings in a spreadsheet provided by Human Resources

• Grant Writing
  • Exploring an EDA grant for Mann Valley

• Customer Service
  • Respond to zoning confirmation requests
  • Handle customer inquiries and code enforcement items

Economic Development
• Attended online Innovation Center Management Committee Meetings (Schreiner)
• Attended online River Falls Economic Development Corporation meeting (Schreiner)
• Treasurer and Secretary duties as well as Management Committee meetings for the EDC
• Helped to support businesses during COVID-19 (Schreiner and Peterson)
• Coordinated Recovery Revolving Loan Program (Schreiner)
• Member of the Recovery Revolving Loan Committee (Schreiner)
• Peterson lead Business Support Team during COVID-19
  • Check in calls to City businesses
  • Weekly check in calls to groceries and pharmacies
  • Bi-weekly check in calls to banks
  • Set economic metrics to track during COVID-19
• Continue to work with 360 Real Estate Solutions on the DeSanctis project
• Work with a developer on 700 S Main redevelopment area
• Sent 1 RFI

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<th>Permits (May 16 – June 30)</th>
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Building and Inspections

- City Station, 308 River Street – insulation inspections completed
- River Falls Development, 798 Peregrine Circle – issued a building permit for a 12-unit apartment building
- 1300, LLC/Gerrard, 1300 S. Main Street – permit issued and completed footing inspections, foundation walls are being installed
- Inspections for projects in occupied homes are being done virtually
- River Falls High School, 818 Cemetery Road – HVAC inspection completed
- Westside School, 1007 W. Pine Street – plumbing inspection completed

Engineering

- Internal Consulting Projects
  - Troy-Pomeroy Watermain Relocation (SEH)
  - Mann Valley Preliminary Design – ALTA and wetland only (SEH)
- WisDOT Projects
  - Hoffman Place jug handle (Low Bidder is A1, Corre Engineering will do Construction Inspection, construction to begin in July)
  - Cemetery Road Reconstruct (AECOM 2021 Construction)
    - Keeping involved in WisDOT and Kwik Trip coordination for their concurrent, adjacent projects
  - STH 29 between CTH FF and Cemetery Road – (AECOM 2021 Construction)
- Development review assistance regarding stormwater management, utility design, lot layouts, street and parking layouts, and traffic movements for the following sites:
  - Kwik Trip
  - DeSanctis/360
  - 700 S. Main Street
- Stormwater
  - Regnier doing bi-weekly erosion control inspections on all active construction sites
  - Coordinating PW storm structure repairs
  - Continuing Rain Barrel & Adopt A Pond programs
  - City is compliant for TMDL through 2025, considering infiltration testing of existing ponds as time allows
  - Reviewing grading and stormwater management for recently completed development projects
- Utilities
  - 2020 Sewer Grouting & Lining project is out for bid (bids open on June 2)
  - Working on utility adjustments to accommodate WisDOT projects, Pember to begin work on jug handle project week of June 29
- Streets/Traffic
  - Prepared Micro Surface contract for bid, bids open July 2
  - Coordinate St. Croix County chip seal work
  - Coordinate Powell Avenue bridge emergency repairs with PW and WisDOT
- Construction
  - Preparing for construction on RFPD building and jug handle
• Residential lateral installation and abandonment inspections (ongoing)
• Construction inspection for new infrastructure at Peregrine Terrace, 1300 S. Main Street, Sterling Ponds Cottages, Sterling Ponds 2nd Addition
• Preparing for final acceptance of infrastructure for Sterling Ponds 2nd Addition and Highview Meadows 5th Addition

• Conferences/Trainings/Events
  • Regnier preparing for October Professional Engineering Exam

• GIS
  • Mapping newly installed infrastructure, changes to parcels, and right of way
  • Mapping new subdivision plats/parcels
  • Meeting with ESRI representatives and consultants to better understand future of ArcMap as it relates to online applications
  • Verifying survey data for CSMs and plats

• Capital Improvement Program/Budget
  • Working to finalize go/no-go for 2020 and 2021 CIP projects
  • Working on 2021-2022 Department Budgets for Bridges & Dams, Engineering, and Stormwater

• Covid 19
  • Staff is working 75% from remote locations, 25% in office

Management
• Participated in Executive Team meetings, Housing Authority meeting
• Attended Council meetings
• Hold weekly staff meetings, weekly individual staff check ins and staff 1:1 meetings
• Continue close discussions with developers and banks
• Prepared staff and elected officials for upcoming medical absence
MEMORANDUM

TO: City Council

FROM: Dan Toland, Mayor

DATE: July 14, 2020

TITLE: Mayor’s Appointments to Boards and Commissions

RECOMMENDED ACTION
Consideration of appointment:

LIBRARY BOARD
New appointment of Whitney Rudesill to fill Janet Johnson’s vacancy through July 2021

Mayor Toland,

I am interested in serving on the River Falls Public Library Board. My husband and I grew up in River Falls and are now raising our own family in our hometown. We regularly use the library and I would welcome the opportunity to give back by serving on the board. Please do not hesitate to contact me with any questions regarding my background or qualifications. I appreciate your time and consideration.

Dr. Whitney Rudesill, DC