



**COMMON COUNCIL AGENDA  
April 21, 2020**

**ORGANIZATIONAL MEETING**

***\*\*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.***

***Space in the City Council chamber will be limited due to social distancing. 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.***

***Please visit <https://tinyurl.com/w4hxxkj2> to watch the streamed meeting.\*\****

1. Call Meeting to Order - 5 p.m.
2. Pledge of Allegiance
3. Roll Call
4. Oaths of Office (Mayor to note oaths have been taken for:)
  - Mayor – Dan Toland
  - Alderperson District 4 – Todd Bjerstedt
  - Alderperson at Large – Scott Morrissette
  - Alderperson at Large – Ben Plunkett
5. Election of Common Council Officers by Common Council:
  - a. President
  - b. Comptroller
6. Appointment of Deputy Comptroller by Comptroller
7. Appointment by Mayor of Parliamentarian
8. Election of Council Member by Common Council to:
  - a. Plan Commission (Note: Mayor is Chairperson)

9. Appointment by Mayor (confirmed by Council) of Council Members to:

- a. Emergency Medical Service Advisory Board
- b. Historic Preservation Commission
- c. Library Board
- d. Parks and Recreation Advisory Board
- e. Design Review Committee
- f. Utility Advisory Board
- g. River Falls Housing Authority

10. Appointment of Other City Officials (Mayor with Council Confirmation)

- a. City Attorney
- b. City Forester
- c. Health Officer (Pierce and St. Croix County Health Departments)

11. Resolution Designating Public Depositories for Public Monies Held by the City of River Falls

[Public Depositories Memo.docx](#)

[2020 Public Depositories resolution.docx](#)

12. Report on Organizational Updates

[Organizational Update 04-21-20.docx](#)

[Interim COVID\\_19 Organizational Alignment Strategy.docx](#)

13. Set Date for Board of Review – May 26, 2020, 6:15 p.m. to adjourn to Thursday, August 6, 2020, at 4 p.m. as when the assessment roll is completed.

**ADJOURNMENT**

## MEMORANDUM

TO: Mayor Toland and City Council

FROM: Sarah Karlsson, Finance Director

DATE: April 21, 2020

RE: Resolution Designating Public Depositories

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### RECOMMENDED ACTION

Adopt the resolution establishing public depositories for the City of River Falls.

### BACKGROUND

Approval of the public depositories is done annually at the organizational meeting. Included in the list are the local banks that may be used for investments, checking or savings accounts. The Hometown Bank in Fond du Lac is used by EMS as a clearing account for deposits and monthly payments; this is in the process of changing as we move to a new EMS billing company. However, no additional banks need to be added because of the change. The BMO Harris Trust account is used for managed long-term investments and the US Bank account is used for purchasing card transactions. Wells Fargo Securities is the investment arm of Wells Fargo Bank. Bremer Bank was added in 2018 for possible future investment accounts. At the start of 2020 Prudent Man Advisors, LLC was engaged to manage a portion of the city's investments. No additional banks need to be added to the list as the assets are held by US Bank.

The City's general operating and payroll accounts are at Security Financial Bank.

### FINANCIAL CONSIDERATIONS

None.

### CONCLUSION

Staff recommends approving the resolution establishing the City's public depositories.



RESOLUTION NO.  
DESIGNATING PUBLIC DEPOSITORIES FOR PUBLIC MONIES HELD BY THE  
CITY OF RIVER FALLS, WISCONSIN

WHEREAS, the City Treasurer, as custodian of public monies of the City of River Falls, regularly deposits said monies in the following depositories; and

WHEREAS, §34.05, Wis. Stat., provides that the governing body shall, by resolution, designate public depositories, organized and doing business under Wisconsin or United States laws and located in Wisconsin, in which the Treasurer shall deposit said monies; and

WHEREAS, the Municipal Code of the City of River Falls provides that the City Treasurer shall also invest funds not immediately needed pursuant to Wisconsin Statutes; and

WHEREAS, it is the express intention of the City to maximize its investments and interest obtained therefrom by allowing each eligible local financial institution to compete for such investments;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of River Falls that the following financial institutions are hereby designated as public depositories for the City:

- First National Bank of River Falls
- Hometown Bank-Fond du Lac
- BMO Harris Trust Company-Milwaukee
- River Falls State Bank
- Security Financial Bank-River Falls
- State of Wisconsin Pooled Investment Fund
- US Bank NA
- Wells Fargo
- Bremer Bank

Dated this 21th day of April 2020.

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Dan Toland, Mayor

ATTEST:

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Amy White, Clerk



## MEMORANDUM

**TO:** Mayor Toland and City Council

**FROM:** Scot Simpson, City Administrator  
Brandt Johnson, Assistant to the City Administrator

**DATE:** April 21, 2020

**TITLE:** **Organizational Update**

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### INTRODUCTION

This memorandum provides an update to the Mayor and Council regarding the City's organizational and staffing changes since the last communication dated April 16, 2019.

### BACKGROUND

Over the last few years, the City has seen numerous changes to its organizational structure and staffing levels. As a City, we are deliberate in our hiring practices and staff continually evaluates the long-term staffing plan established by the Administrator.

### DISCUSSION

It is important that, as an organization, we continue to provide high levels of service to the community as well as fulfill the strategic initiatives which are a part of the strategic plan; one of which is to "maintain a high-performance workforce." As a result, the City is continuing to fill its vacant positions as well as add new positions into the City's workforce. For your reference, an updated 2020 organizational chart is attached as well as the interim organizational alignment strategy organizational chart (which is temporary for COVID19 response and discussed later in the memorandum).

#### EMS Transition

Staff completed an EMS feasibility assessment in 2019 in order to better understand and evaluate the financial situation in the EMS department. The findings from that feasibility assessment indicated that it is unlikely that EMS revenues will outpace expenses in the future.

Staff presented the EMS feasibility report to the EMS Advisory Board and City Council at workshops in Oct. 2019. Both groups provided support for the issuance of a Request for Proposals (RFP) in order to evaluate the transition of the service to an NGO service provider. Two organizations submitted proposals. An ad-hoc RFP evaluation workgroup determined that the proposal from the Allina Health System was the only complete and responsive proposal.

On Feb. 11, 2020, the City Council approved a transition to Allina Health (Allina) for the provision of emergency medical services (EMS). The transition is to occur no later than Jan. 1, 2021.

The following table illustrates the projected financial impact of proceeding with the terms of the agreements:

|  | 2021            | 2022            | 2023            | 2024            | 2025            |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>EMS Agreement Fee (Expense)</b>             | (\$241,350)     | (\$248,590)     | (\$256,048)     | (\$263,730)     | (\$271,642)     |
| <b>Contract Administration (Expense)</b>       | (\$17,631)      | (\$17,631)      | (\$17,631)      | (\$14,167)      | (\$14,167)      |
| <b>Rental Income</b>                           | \$38,400        | 38,400          | \$39,168        | \$39,951        | \$40,750        |
| <b>Neighboring Towns Per Capita Revenue</b>    | \$100,826       | \$100,826       | \$105,409       | \$105,409       | \$109,992       |
| <b>Prescott Association Per Capita Revenue</b> | \$139,650       | \$139,650       | \$143,325       | \$147,000       | \$150,675       |
| <b>Impact to EMS Reserve Fund</b>              | <b>\$19,895</b> | <b>\$12,655</b> | <b>\$14,223</b> | <b>\$14,463</b> | <b>\$15,608</b> |

This projection did not include the one-time benefits expected to be received from the sale of some of the equipment to Allina. It is likely that revenue from the sale of vehicles and equipment will be required to satisfy existing EMS fund deficit.

#### New Positions

Two positions have been added to the organization since April 2019 which are the following:

- Non – certified Water/Wastewater Operator (Tim Rixmann)
- One Senior Accountant (Sam Hosszu)

#### New Employees – Vacated Positions

Most new employees are filling positions vacated by retirements, succession planning, resignations, or promotions. Since April 2019, we have had approximately eight new employees fill and retain full/part time positions in the City. Many of these types of hiring occurred to fill positions that were vacated provided some small savings on a budget basis due to hiring less experienced employees to replace incumbents.

#### Reclassifications

Additionally, we have reclassified a number of new positions, which are pointed out below in Table 1:

**Table 1**

| Position Reclassification |                          |
|---------------------------|--------------------------|
| Prior Position            | Reclassified Position    |
| Senior Engineer           | Project Manager/Engineer |
| EMS Director              | Interim EMS Coordinator  |

Promotions

There have been six promotions within the City since April 2019.

- Crystal Raleigh was promoted to City Engineer in July 2019.
- Jason Stroud was promoted to be the Assistant City Administrator in Nov. 2019.
- Katy Frey was promoted to Interim EMS Coordinator in Jan. 2020.
- Amy Peterson was promoted to Community Development Director in Jan. 2020.
- Keri Schreiner was promoted to Economic Development Manager in March 2020.
- Kelly Parmeter was promoted to Payroll Specialist in March 2020.

Retirements

Since April 2019, there have been three retirements in the City.

- Assistant City Administrator (Julie Bergstrom)
- City Engineer (Reid Wronski)
- Community Development Director (Buddy Lucero)

Staff Reductions

Since April 2019, the following positions have been phased out or will be removed as a budgeted position.

- Fire Officer (this was budgeted in the 2019-2020 budget but has not been filled as it was reliant on receiving SAFER grant funds from FEMA which the City did not receive)
- Development Services Director position (Community Development).

Current Recruitments

With the COVID-19 pandemic occurring during the writing of this organizational update, the City implemented a hiring freeze with the exception of EMS personnel. Positions placed on hold were:

- Water/Wastewater Operator (Certified/non-certified);
- Public Works Maintenance;
- City Planner;
- ICMA Management Analyst Fellow

2020 Interim Emergency Organizational Chart

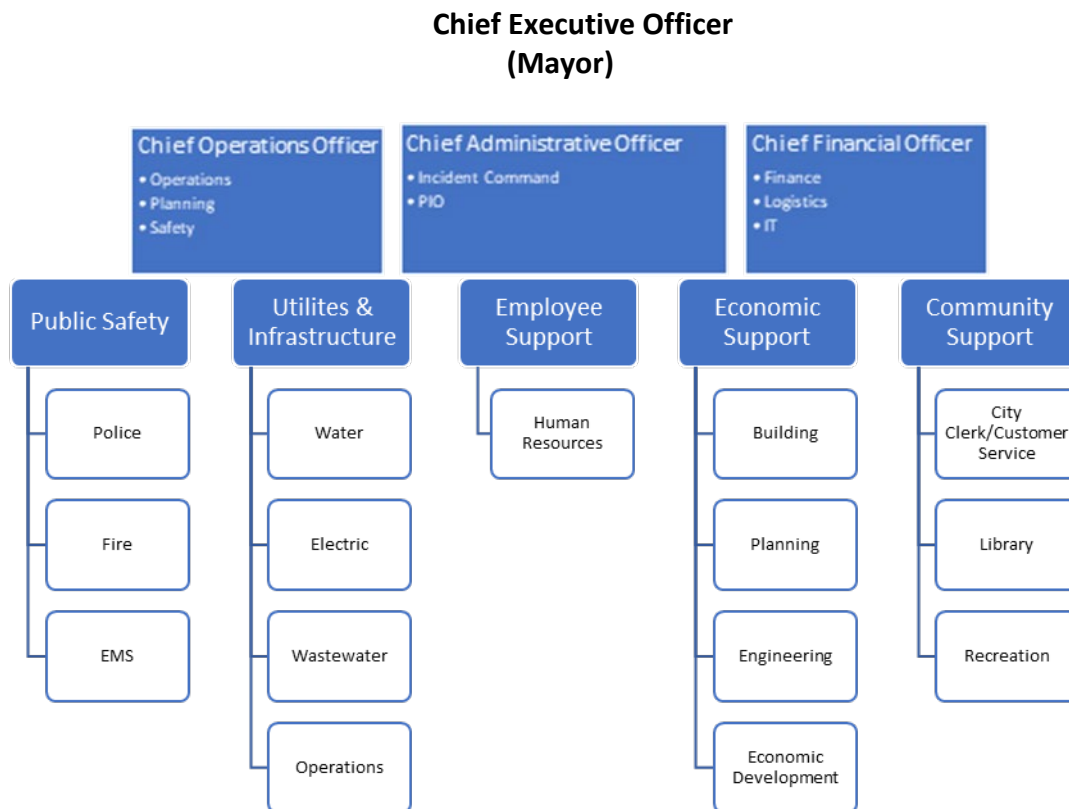
With the state of Wisconsin and the City declaring state of emergencies in March, City staff have moved to organize around a model that can help the City continue to keep vital services going to weather the storm that is COVID-19.

Under the direction of the City Administrator, the City's organizational structure has been temporarily aligned to focus on organizing around five areas:

- Public Safety
- Utilities and Infrastructure
- Employee Support
- Economic Support
- Community Support

The result has been the adoption of an organizational structure that models that of the National Incident Management System (NIMS), which is a scalable model of operation during an incident. City staff borrowed liberally from the concepts of NIMS and organized around those concepts while trying to minimize the amount of changes to the current structure.

As such, staff leads for the Incident Commander, Chief Operations Officer (Planning and Operations) and Chief Financial Officer (Finance and Logistics) positions have been identified. Those three will support the rest of the City organization divided into five branches. Some employees will receive temporary assignments to one of the branches that may differ from where the rest of their department is assigned. The chart below illustrates the new alignment.





Each branch has developed a 60-day staffing and scheduling plan. As needs are identified that are not filled by current staff assignments, employees will be asked to be temporarily assigned to another branch to help out. This approach puts the whole of local government into COVID-19 community support and service mode.

**CONCLUSION**

This report identifies the organizational changes made since the last organizational meeting of the City Council. The official organization chart is attached.

COVID-19 April 1, 2020 Organizational Alignment Strategy

Chief Executive Officer: Mayor Dan Toland

|                                       | Chief Administrative Officer   | Chief Operations Officer   | Chief Financial Officer   |
|---------------------------------------|--|--|---|
|                                       | Scot Simpson   | Jason Stroud   | Sarah Karlsson  |
| Admin Support                         | Brandt Johnson   | Ellen Fredrich   | Bridget Hieb  |
| Directly Supervises                   | Exec. Team Members<br>PIO  | Documentation, Safety  | Finance Dept. / Jason Raverty / Info.<br>Technology   |
| Alternate                             | Jason Stroud   | Gordon Young   | Amy White   |
| Liaison With:                         | City Council<br>RF Public Schools<br>Regional cities<br>UWRF   | Allina – RFAH<br>Counties<br>Public Health<br>Towns/Prescott   | Financial Partners, Advisors and<br>Institutions  |
| Primary Role(s):                      | <ul style="list-style-type: none"> <li>• Ensure continued municipal operations</li> <li>• Establish goals and objectives</li> <li>• Coordinate with Mayor and Council</li> <li>• Lead Exec. Team</li> <li>• Facilitate internal/external communications</li> <li>• Fills role of Incident Commander</li> </ul> | <ul style="list-style-type: none"> <li>• Operationalize goals and objectives</li> <li>• Coordinate staffing and activities</li> <li>• Assist Exec. Team members</li> <li>• Fills roles of Ops and Planning Sect. Chiefs</li> </ul> | <ul style="list-style-type: none"> <li>• Attend to financial health and needs of City.</li> <li>• Monitor and analyze impact(s) of revenues/expenses</li> <li>• Develop ongoing budget/CIP</li> <li>• Assist Exec. Team members</li> <li>• Fills roles of Logistics and Finance/Admin Sect. Chiefs</li> </ul> |
| Change in Reporting or Re-Assignments | Mary Zimmermann  | Ellen Fredrich<br>Angelina Symicek   | Kim Kiiskinen<br>Greg Dietsche<br>Jason Raverty   |

|                                       | Public Safety   | Economic Support                               | Community Support  | Utilities & Infrastructure             | Employee Support                   |
|---------------------------------------|---|--|--|--|------------------------------------|
| Lead                                  | Gordon Young  | Amy Peterson                                   | Amy White*   | Kevin Westhuis                         | Karen Bergstrom                    |
| Alternate                             | Jon Aubart  | Keri Schreiner                                 | Mike Stifter*  | Crystal Raleigh                        | Jaime Isaac                        |
| Admin Support                         | Ailene Splittgerber   | Angie Bond                                     | Kristi McKahan   | Lanae Nelson                           | Rhonda Davison                     |
| Supporting Departments                | Police<br>Fire<br>EMS   | ComDev   | Clerk's Office<br>Municipal Court<br>Library<br>Recreation               | Operations<br>Utilities                | Human Resources                    |
| Liaison With                          | Local, County, Regional and State public safety agencies<br>RF Virus Response | Chamber, Businesses, Banks, WEDC, SCEDC, PCEDC | Housing Authority, Municipal Court, City taxi, Community Group Contacts, | Public Services Commission, MEUW, WPPI | Attorney (HR), Associated Benefits |
| Change in Reporting or Re-Assignments | Scott Nelson<br>Katy Frey   |  | Tanya Misselt<br>Cindi Danke   | Mike Stifter                           |                                    |