



**RIVER FALLS COMMON COUNCIL VIRTUAL WORKSHOP REGARDING
COVID 19 RESPONSE AND RECOVERY**

MAY 12, 2020, 5 p.m.

NOTICE IS HEREBY GIVEN that the City Council will not hold its regularly scheduled meeting on May 12. In its place, a Covid 19 Response and Recovery Workshop on Tuesday, May 12, 2020, 5 p.m.

Please note that due to the ongoing COVID-19 public health emergency, this meeting will be held in a virtual format. The public can watch the meeting by:

- By visiting this web address: <https://tinyurl.com/ybx4gtzz>
- By calling into the meeting: United States Toll Free 1-844-992-4726 | Access code: 797 366 504
- Visiting the City's Youtube Channel: <https://www.youtube.com/user/cityofriverfalls>

AGENDA

1. Call to Order – 5 p.m.
2. Presentation by Pierce County Health Officer
3. River Falls City Staff Presentation on Covid 19 Response
4. Adjournment

A quorum of the Common Council will be present, but no action will be taken.

Posted City Hall: 4/30/20; Revised and reposted: 5/11/20

Published: 5/7/20



Crushing COVID-19: *A guide to recovery*

Dan Toland, Mayor
Scot Simpson, City Administrator

City of River Falls, Wisconsin
May 7, 2020

Summary

Implementation of the City of River Falls “Crushing COVID-19: A guide to recovery” will follow guidance and direction from the State of Wisconsin and public health officials throughout its response and recovery to the COVID-19 pandemic. The state’s Badger Bounce Back plan serves as a framework for this guide.

During the response and recovery to COVID-19, the City will remain focused on five core functions:

- Delivering quality public safety services
- Supporting the local economy and business community
- Connecting the community to resources
- Maintaining infrastructure and providing safe utilities
- Ensuring organizational resilience

The services provided to the community, through staff efforts and allocation of resources, will be guided by these principles:

- Being adaptable in the face of change and uncertainty
- Capitalizing on opportunities for improvement
- Removing barriers
- Applying lessons learned in response
- Aligning, collaborating, and innovating with partners

Wisconsin’s Safer at Home order may remain in effect until 8 a.m. on May 26, 2020. After this date, and when minimum criteria are met, there will be a progression to Phase 1 of the Badger Bounce Back plan; the City’s plan will likely follow suit based on the approval of the Mayor. Plans may pause within a phase, or revert to a previous phase, if there is a public health necessity.

It is likely that COVID-19-related response and recovery operations will need to be sustained for 6-12 months or longer. City staff will remain focused on core strategic initiatives and community needs while remaining flexible and adaptable to changing circumstances.

Introduction

The National Response Framework, part of the National Strategy for Homeland Security, operates on the premise that large-scale emergencies and response programs are federally supported, state managed, and locally executed. The state manages emergency responses through regulatory mandates, emergency orders, legislative activities, and advisory services. State efforts and programs are often administered through the counties, including, in the case of COVID-19, with county public health officials. The City of River Falls does not maintain its own public health official; instead, the City chooses, via Mayoral action, to appoint both the St. Croix and Pierce county health officials to serve in that capacity.

City officials work together to maintain the peace, safety, welfare, and health of both residents and visitors. When it comes to administering, managing, and delivering programs to serve the needs of the community, the City takes the lead.

This plan serves as a set of guidelines to aid staff and local officials in executing the City's COVID-19 response and recovery. This plan is subject to change based on local or statewide circumstances, local health official recommendations, or COVID-19 developments.

This plan does not supersede statewide plans, regulations, policies, or statutes. However, it was developed to serve the best interests of the City of River Falls, with the greatest good in mind. What may be best for Milwaukee or Madison may not be best for the City of River Falls; in fact, it is likely that the situation(s) and related policies and actions occurring just across the border in Minnesota will impact River Falls just as much as what may be occurring elsewhere in Wisconsin.

Background

The City of River Falls initiated preparedness and response efforts related to COVID-19 on March 10, 2020. A public health emergency was declared for the State of Wisconsin on March 12, 2020, and a local emergency was declared by the City Council for the City of River Falls on March 24, 2020. The Wisconsin Safer at Home order was put into place by Governor Tony Evers on March 25, 2020, and has subsequently been extended until 8 a.m. on May 26, 2020.

The City of River Falls is empowered to order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within the City during the emergency¹. These orders can be issued directly by the Mayor or the Emergency Management Director via proclamation when it is not feasible for the entire governing body to meet². Such orders cannot conflict with state or county authority. To date, such orders by the City have authorized the following:

- Closing City buildings and facilities to regular public access
- Closing all park facilities, sporting courts, playgrounds, and the dog park
- Suspending regular committee and advisory board meetings
- Transitioning City Council meetings to a virtual platform
- Suspending utility disconnects and late fees
- Suspending recreational programming

In addition to these orders, the City of River Falls swiftly implemented an aggressive social distancing plan within City buildings, and an agile remote working and alternative work site/scheduling strategy for City staff. Municipal operations were curtailed to ensure compliance with the “safer at home” expectations and an interim citywide organizational strategy was implemented, which realigned City programs and efforts into five core functional areas:

- Delivering quality public safety services
- Supporting the local economy and the business community
- Connecting the community to resources
- Maintaining infrastructure and providing safe utilities
- Ensuring organizational resilience

¹ Wis. Stats. §323.14 (4) (a)

² Wis. Stats. §323.14 (4) (b)

Badger Bounce Back Plan

On April 20, 2020, Governor Tony Evers revealed his Badger Bounce Back plan, outlining the steps and measures necessary to re-open Wisconsin. Key components of this plan include the following³:

- The dial to open business and society is turned in phases.
- Decisions to move from phase to phase are guided by data.
- In order to turn the dial on Safer at Home and proceed with the Badger Bounce Back plan, the following are needed:
 - Increased lab capacity and testing
 - Increased contact tracing, including support for isolation and quarantine
 - Tracking the spread of COVID-19
 - Increased health care capacity
 - Procurement of ample supplies of personal protective equipment
- Individuals and businesses agree to practice good hygiene, physical distancing, and other best practices.

The Badger Bounce Back plan includes four phases. The first is the current Safer at Home phase, followed by recovery phases 1-3.

The Wisconsin Department of Health Services has started to provide details and/or specific metrics needed in order to move from the Safer at Home stage to Phase 1 of the plan. The general dialing criteria that will be used include the following⁴:

- Downward trend of people reporting flu-like illnesses and COVID-like cases over a 14-day period
- Healthcare system reports capabilities and capacities needed to care for all those in need, including adequate personal protective equipment for healthcare and public safety workers
- COVID-19 testing is available to any Wisconsin resident who has COVID-19 symptoms
- Capabilities to conduct full contact tracing for a positive test result within 48 hours

³ Badger Bounce Back available from: <https://www.dhs.wisconsin.gov/publications/p02653a.pdf>

⁴ Opening up Wisconsin with the Badger Bounce Back available at: https://content.govdelivery.com/attachments/WIGOV/2020/04/20/file_attachments/1431306/Badger%20Bounce%20Back%20Plan_Fact%20SheetFINAL.pdf

Table 1 provides an overview of the three phases of the Badger plan⁵:

Action	Safer at Home	Phase 1	Phase 2	Phase 3
Wash hands often	Yes	Yes	Yes	Yes
Cover coughs	Yes	Yes	Yes	Yes
Don't go out if ill	Yes	Yes	Yes	Yes
Face mask if ill person goes out	Yes	Yes	Yes	Yes
Surface and object cleaning	Yes	Yes	Yes	Yes
Isolation of positive cases	Yes	Yes	Yes	Yes
Quarantine of contacts of positive cases	Yes	Yes	Yes	Yes
6' physical distancing	Yes	Yes	Yes	No
No visits to nursing homes, congregate facilities, and hospitals	Yes	Yes	Yes	Yes (until a vaccine is available)
Allow gatherings	No, but allow religious gatherings <10	Yes – 10 people maximum	Yes – 50 people maximum	Yes – no maximum
Open restaurants	No, but allow takeout and delivery	Yes, w/ best practices*	Yes	Yes
Open bars	No, but allow takeout and delivery	No, but allow takeout and delivery	Yes, w/ best-practices*	Yes
Open essential businesses	Yes	Yes, with retail restrictions removed	Yes	Yes
Open non-essential businesses	Minimum basic operations only	Partial reopening*	Yes, with best practices*	Yes
Open post-secondary education	No	No	Consider reopening	Yes
Open K-12 schools	No	Yes*	Yes*	Yes
Open daycares	Yes, but limits on capacity	Yes*	Yes*	Yes
Voluntary quarantine of travelers from high-prevalence areas	Yes	Yes	Yes	Yes

Table 1

*People over age 60, including employees and those who are medically vulnerable, should continue to shelter-in-place. Online education/remote work encouraged wherever possible.

⁵ Badger Bounce Back (pages 5 and 6) found at: <https://www.dhs.wisconsin.gov/publications/p02653a.pdf>

Local Execution

The Badger Bounce Back plan is a statewide plan without an apparent regional focus. As allowed by law, the City of River Falls will consider regional and local circumstances and conditions when implementing its plan.

The City intends to be supportive of the requirements and recommendations of the Badger Bounce Back and county plans. The City does not intend to supersede any components of the state or county plans related to the opening or operation of businesses. However, the City may implement additional measures or restrictions due to local impact(s) as the Mayor deems necessary. It may also help provide definition to some areas left unclear by state orders or where local enforcement is involved.

Given its geographic considerations, the City's appointed health officials are both the Pierce County and St. Croix County health officials. These health officials may develop concurrent plans for COVID-19, which will become a supplement to this plan and referred to as needed. The counties' plans, if developed, will be applied concurrently to the City's plan as applicable.

Staff has also convened regular meetings with senior leadership at the Allina-River Falls Area Hospital and city administrators in New Richmond and Hudson. Staff also regularly attends COVID-19-related meetings held by the League of Wisconsin Municipalities, St. Croix Emergency Management, and the River Falls Area Chamber of Commerce and Tourism Bureau.

Unless the Mayor directs otherwise, the City will transition from phase to phase as the State of Wisconsin transitions within the Badger plan. It is possible, at the direction of the Mayor, that the City may stay in a current phase as the state moves forward, or may even return to a previous phase, if public health is compromised.

Municipal Facilities

	Safer at Home	Phase 1	Phase 2	Phase 3
City Hall	Closed	Open w/social distancing controls	Open w/social distancing controls	Open
Park bathroom facilities	Closed	Open, use at own risk; more frequent cleaning	Open	Open
City playgrounds/ sporting courts	Use at own risk; no groups	Open, <10 Use at own risk	Open, use at own risk	No restrictions
Tri-Angels Playground	Closed	Open, <10 Use at own risk	Open with capacity limits; regular cleaning	No restrictions
Dog Park	Closed	Open w/ social distancing and capacity limits	Open w/social distancing	No restrictions
City campground	Closed	Self-contained camping only	Open, subject to restrictions	No restrictions
City swimming pool	Closed	Open for lessons, <10	Open for programs/ lessons, < 50	No restrictions
Splashpad	Closed	Open, <10 Use at own risk	Open, use at own risk	No restrictions
Park open shelters	Use at own risk for families/households; must be < 10	Families/households <10	Parties < 50	No restrictions
Glen Park Shelter/Hoffman Park Shelter	Closed	Families/households <10	Parties < 50	No restrictions
Open-space parks	Open w/ social distancing	Open w/ social distancing	Open w/social distancing	No restrictions
Library general	Closed; curbside, contactless pickup and returns only	TBD	TBD	Open
Library Computer Room	Closed	Open with new capacity restrictions and time limits	Open with distancing	Open
Library gallery	Closed	Closed	Open with capacity limits	Open
Library meeting rooms	Closed	Closed	Open with capacity limits	Open

Table 2

Municipal Operations

	Safer at Home	Phase 1	Phase 2	Phase 3
Social distancing	Yes	Yes	Yes	No
Respiratory etiquette	Yes	Yes	Yes	Yes
Staying home when sick	Yes	Yes	Yes	Yes
Reassigning staff or restricting onsite work due to personal travel	Potentially, dependent on location and details	Potentially, dependent on location and details	Potentially, dependent on location and details	No restrictions likely
Alternative/remote worksites for staff	Required unless exception approved	Required unless exception approved	Preferred	Permitted
Worksite considerations	Separate rooms or as much distance as possible, walls/barriers	Separate rooms or as much distance as possible, walls/barriers	At least 6' with walls/barriers	TBD
Work-related travel restrictions	City limits or utility service territory	MSP MSA	MSP MSA + balance of WI	No restrictions
Meetings/gatherings	None in person	Less than 10; virtual encouraged	Less than 50; virtual encouraged	No restrictions
City Council	One per month, remote	Two per month, remote	Two per month, remote and/or with social distancing	No restrictions
Boards/committees	No meetings	If needed, primarily remote	Normal schedule, social distancing w/ remote encouraged	No restrictions
Training classes/events	Online/remote	Online/remote or static participation with <10 and social distancing	May resume as long as <50 and maintain social distancing as able	No restrictions
Public engagements by City staff	None	Online/remote or static participation with <10 and social distancing	May resume as long as <50 and maintain social distancing as able	No restrictions
Non-emergency meter changeouts	Suspended	With approval; electric only	Yes, electric; with approval for water	No restrictions
Recreational programming	Suspended	Suspended	Possible for smaller programs w/ social distancing	No restrictions
Aquatics	Suspended	<10 and social distancing	Less than 50	No restrictions
Group sports/sports leagues/fields	Suspended	Suspended	With capacity limits and modifications	No restrictions
Rec Day Camps	Suspended	<10 and social distancing	Less than 50	No restrictions
Large item cleanup, drop-off event	Postponed	With modifications	With modifications	No restrictions
Compost Site	Open, social distancing; no take-out or wood splitting	Open, take-out and wood splitting with prior approval	No restrictions	No restrictions

Table 3

In addition, and unless otherwise indicated, the following actions or considerations should be noted regarding events in public spaces within the City.

Events	Safer at Home	Phase 1	Phase 2	Phase 3
Festivals/parades	Will not be authorized	Will not be authorized	Likely will not be authorized	With capacity limits and modifications
Sporting events/runs	Will not be authorized	Likely will not be authorized	With capacity limits and modifications	TBD
Spectator activities	Will not be authorized	Will not be authorized	TBD	No restrictions

Table 4

Communication

The City’s Communications Department will provide COVID-19 related official information and resources. This will primarily be accomplished via the City’s website and Facebook pages.

Other communications include, but are not limited to:

- Weekly updates from the Mayor to the community
- Twice monthly Administrator's reports to the Council and community
- Formal resolutions passed by the City Council

Official information sources cited will include St. Croix and Pierce County public health departments; Wisconsin Department of Health Services; Centers for Disease Control and Prevention; and the Federal Emergency Management Agency. Other sources may be utilized with the approval of the city administrator or his designee.

Enforcement Philosophy

Community or staff concerns about compliance with COVID-19-related emergency orders would rarely, if ever, be of an emergent nature. These non-emergency type questions, concerns, or complaints should be directed to the county’s public health office or the City of River Falls Police Department non-emergency telephone line.

The Police Department is committed to working in partnership with the community to find solutions to community problems through their proactive outreach, community education, and neighborhood advocacy efforts. In terms of COVID-19, the preference is to gain voluntary compliance, through collaboration and education, prior to enforcement.

Violations of emergency orders that are either too egregious, or are unable to be resolved via voluntary compliance, may result in enforcement actions. The Police Department has discretionary authority under the leadership of the police chief to pursue formal enforcement through the county district attorney’s office. Public health officials also have enforcement authority granted to them.

Business Community Considerations

The City is proud to partner with its thriving business community and remains unwavering in its support during these difficult times. Initiatives that have been implemented to support the business community include:

- Collaboration with the River Falls Chamber of Commerce in developing and maintaining the Chamber's Business Resource webpage
- Partnering with the River Falls Chamber of Commerce to form the River Falls Recovery Committee to assess the local economy and assist the business community with the transition through phases
- Establishment of 30-minute parking zones on Main Street to enable curbside takeout and pickup
- Proactive outreach contacts to more than 200 businesses
- Connecting with banks to assess the local impact of the Payment Protection Program (PPP)
- Drafting of a local business loan program for Council's consideration

In anticipation of eventual recovery, businesses, as well as non-profits and the faith-based community, should prepare to implement new business practices and social distancing measures in consultation with public health officials. Pierce County Public Health has made a toolkit available to the community; it can be accessed from the Chamber's Business Resource webpage.

Fiscal Strategy During Pandemic Response

Future financial sustainability continues to be a cornerstone of the City's organizational foundation and, while some of the strategic initiatives have shifted as a result of the COVID-19 pandemic, the focus on future financial sustainability has not. The City Council had the foresight to be financially prepared for contingencies by:

- Ensuring adequate unassigned general fund reserves
- Pursuing diverse revenue sources
- Maintaining an excellent credit rating

This has afforded the City the ability to make thoughtful, methodic, and strategic decisions as the local and statewide economic impacts continue to unfold. The goal is not only to be able to weather the current economic storm but to position the City for future long-term sustainable growth once the downturn recedes. This will be accomplished by short-term cash management including rebalancing of the 2020 budget and CIP plan, and on-going liquidity and debt analysis across all funds.

The City will continue to make investments that support continued development of housing and industrial expansions and those that best position us for economic recovery as the pandemic impacts recede.

Modified Strategic Initiatives

The magnitude of COVID-19 and impacts to the City will require modifications to planned strategic initiatives and related work plans. The revised interim strategic initiatives and supporting goals are indicated beneath each focus area in this section. Some of the originally planned strategic initiatives for the 2019-2021 period will now be delayed and some may be potentially reconsidered altogether; these initiatives can be found on page 13.

Deliver Quality Public Safety Services

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

Support the Local Business Community and Economy

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

Connect the Community

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

Maintain Infrastructure and Provide Safe Utilities

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

Ensure Organizational Resilience

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

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

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

The following 2019-2021 strategic initiatives have been completed:

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

Principles and Approaches to Recovery

When the City begins the process of reopening, it will be important to approach recovery in a systematic way that aligns with our strategic initiatives. Parallel to those initiatives, staff has developed an initial series of principles to guide our recovery.

- Adaptability in the face of change and uncertainty: As an organization, we will act nimbly and adapt current services to meet the needs of the community amid rapid change.
- Capitalize on opportunities for improvement: Use COVID-19 response as a way to improve processes that can apply beyond the recovery phase and become permanent changes to the way we do business.

- Remove barriers: Address existing regulatory barriers to allow the community to recover more quickly.
- Apply lessons learned in response: Create frameworks that allow River Falls to better manage future crises and community disruptions.
- Align, collaborate, and innovate with partners: Collaborative systems will help our partners better navigate current and future crises while developing stronger bonds that will help the community recover together.

CONCLUSION

The City of River Falls is committed to supporting the community during the COVID-19 pandemic. This plan, while following the state's Badger Bounce Back plan, provides for reentry guidelines specific to River Falls. While we are poised to move out of the Safer at Home status and into Phase 1 of the three phases outlined in the State plan, we will abide by the reentry criteria established by the state and monitored by St. Croix and Pierce counties. We pledge to work diligently with our community, business, and county partners to find solutions that move us incrementally forward while operating within state guidelines. *As guidelines change, we will adapt using the outline contained here, as modified from time-to-time by the Mayor and Council.*

As we look toward the next 12 months and beyond, City staff will continue to focus on its core functions, guided by principles that include flexibility, adaptability, innovation, and collaboration. At the same time, we will continue to meet the goals outlined in the City's 2019-2021 strategic plan. This will ensure that, when this pandemic recedes, we have made the progress necessary to keep our City not only functioning but ready for future growth and development.

This plan cannot be accomplished without the support of our community. We are beyond saddened by the hardships our residents and businesses have endured during this pandemic, but are so grateful for your patience, diligence, and willingness to protect and care for one another. We are a resilient, caring community and will get through this time together.

Project	Description	CIP Planned Project Spend	Comments	Go / No Go
City Buildings				
Automation and Security System Upgrade	Place holder for upgrading systems at City Hall when they fail	\$ 20,400	No issues with system currently, can be delayed	Delay
Police Building Design and Construction	Remodel new PD Building	\$ 4,500,000		Proceed
Economic Development				
Mann Valley Corporate Park		TBD	Preliminary design 2020. SEH under contract for preliminary design (\$126K)	Delay
Community Signage Program	Wayfinding Signage	\$ 49,000	Shift 2020 work to 2021 and delay each subsequent year accordingly	Delay
Downtown Alley Upgrades	Economic development incentive to upgrade infrastructure and pavement of alleys between Main and Second Streets from Elm Street to Division Street	\$ 356,000	Delay 12-mos	Eliminate
Downtown Streetscape & Furnishings	Replace benches and trash receptacles in downtown district	\$ 20,000	Delay expenditure 12-mos	Eliminate
DeSanctis Park Phase 2	Parking lot and building improvements to Glover School House	\$ 124,450	This work will be completed as part of the DeSanctis redevelopment project. It is unclear whether the developer is planning to move forward with the project in 2020.	Development Dependent
Electric				
County Road MM Feeder Project - Phase 2	Phase 2 of the project to provide electric service redundancy to the Sterling Pond and White Tail Ridge Corporate parks. It will allow these parks to be served from either the North substation or the Power Plant substation. This will be final piece of the loop extending from Winter Street along Powell Avenue to Radio Road.	\$ 500,000	Kevin and Wayne consider this a high priority project to increase service reliability for industrial customers.	Delay
Complete Electric Looping - RF Industrial Park	This project will provide electric looping for businesses in the RF Industrial Park (Cookie Factory, Magma Flooring, etc). Originally proposed in 2018 and delayed each year.	\$ 200,000	This project has not started and Wayne didn't know if they would get to it in 2020 based on current workload. Kevin and Wayne indicated this work could be delayed if needed.	Proceed
County Road MM Feeder Project - Phase 1	Phase 1 of the project to provide electric service redundancy to the Sterling Pond and White Tail Ridge Corporate parks. It will allow these parks to be served from either the North substation or the Power Plant substation. This work extends from the Power Plant substation along Winter Street to Powell Avenue. The conduits for this phase are installed but the wiring/cabinets and terminations are not completed.	\$ 200,000	Kevin and Wayne consider this a high priority project to increase service reliability for industrial customers.	Delay
AMI		\$ 1,720,000		Proceed w Scope Reduction
Removal of Powell Dam		\$ 100,000		Proceed
Equipment				
Fiber Network Connections to all City Facilities		\$ 85,000	Critical work for 2020 - City Hall to Winter Street Substation. Fiber purchased. Directional drill, pull fiber and terminal connections required.	Proceed
Fault Indicators	Fault indicator installation on electrical equipment for safety and expediting outage restoration	\$ 15,000		Proceed
Replace Relays at North Substation	Current relays not supported by manufacturer	\$ 75,000	Relays installed. Waiting for updated wiring drawings to finish	Proceed
South Fork Substation Transformer	new transformer and breakers	\$ 1,200,000	Transformer built, breakers ordered, waiting for delivery	Proceed w Cost Reductions
Upgrade City Council Chambers	upgrade audio/video equipment, furniture modifications for more flexible space	\$ 95,000		Delay
Additional Purchases of Badger Books		\$ 40,000		Proceed
Parks				
Glen Park Master Plan Implementation	construction of pavilion/shelter, site improvements, maintenance building upgrades	\$ 4,401,000		Proceed

Assumes Downtown Plan not implemented until 2026+

Assumes Downtown Plan not implemented until 2026+

Replace Pool Liner		\$ 75,156	Work started fall 2019. May 1, 2020 completion date. Contractor will likely ask for a contract extension due to weather and possibly delays due to COVID 19	Proceed
Sterling Hill Disc Golf Course		\$ 75,000	Can be delayed	Eliminate
Pool Filter System Replacement	Replace pool filter frames and covers	\$ 5,391	Purchase completed. Remaining funds of \$19,609 can transfer to pool liner project	Proceed
Stormwater				
St. Croix Pond Rehabilitation	Pond rehab and expansion in conjunction with North Interceptor Sewer project	\$ 770,000		Proceed w Cost Reductions
Transportation				
Division Street Interchange with STH 35	Jug Handle project	\$ 1,213,650	Cost included in the SMA	Proceed
Public Parking Lot Improvements		\$ 75,000	No work required in 2020. Delay to future years	Delay
Powell Avenue Bridge Repairs	short term deck repairs	\$ -	Will know more on cost in the next week	Proceed
Wastewater				
North Interceptor Sewer Rerouting		\$ 3,500,000		Delay
North Interceptor Rehabilitation		Cost TBD		Proceed
Front End Screening	Install screens at WWTP to remove inorganics that can clog pumps. Work included with the Oxidation Ditch Aeration project	See below on Oxidation Ditch Aeration (original CIP amount \$836,000 in total)	Work in progress. 2020 completion	Proceed
Abandon South Lift Station	Eliminate City's oldest lift station and provide gravity sewer flow to Spring Creek Lift Station. Work combined with utility work for the jug handle project.	\$ 115,500		Proceed
Oxidation Ditch Aeration	new diffused aeration system at WWTP	\$ 1,922,800	Work in progress. 2020 completion	Proceed
Water				
AMI		\$ -	Not included in CIP - Cost under AMI - electric	Delay
Troy/Pomeroy Water Main - 283 Troy	Realignment of water main at 283 Troy	\$ -	Not in CIP . Estimated \$240K-\$70K interfacial contribution	Proceed
Vehicles				
FD - 1989 Engine #7, Fire - Extrication Equipment, FD - Fire Engine Loose Equipment	Replacement Engine	\$ 665,000		Proceed
PD - Patrol 4		\$ 40,000	Patrol vehicle replacement not needed in 2020	Delay
Electric Vehicle		\$ 40,000	Delay expenditure to 2021	Eliminate

No funding source

Proposed 2020 Budget Adjustments

General Government

Hiring Freeze	200,000
Road Maintenance Costs Reduction	250,000
Travel & Training and Meals	70,000
1/2 of Seasonal Staff - Public Works / Parks	57,000
Professional Services - Economic Development	39,000
Total Savings - General Government	616,000

** Does not include Utility Funds

Total Savings City Wide

Hiring Freeze	330,000
Travel & Training and Meals	120,000



TO: Mayor and City Council

FROM: Keri Schreiner, Economic Development Manager

DATE: May 12, 2020

TITLE: **Recovery Revolving Loan Program and Application**

INTRODUCTION

The proposed Recovery Revolving Loan Program and application will be discussed at the Council Workshop on May 12, 2020.

BACKGROUND

Since 2001, the City has operated a Revolving Loan program; the City of River Falls Commercial Revolving Loan fund was established to financially assist with the creation, expansion, and retention of local businesses in the City's [commercial district](#). Funds are available for new commercial construction, to acquire commercial property for new construction, or for exterior or interior rehabilitation of existing property. The loan amount will not exceed \$50,000 and is subject to the availability of funds. This fund is designed to be used in conjunction with other financing, including bank loans, SBA financing, equity, and other sources. The interest rate on the outstanding balance is four percent annually.

DISCUSSION

Due to the COVID-19 pandemic and its devastating effects on local businesses, especially service, retail, hospitality and restaurants, staff has drafted the River Falls Recovery Revolving Loan program. The proposed program is built on the foundation of the City's Revolving Loan fund. The purpose of the River Falls Recovery Revolving Loan program is to help provide additional funding and support for the retention of small businesses in River Falls that are affected by the COVID-19 pandemic. The program is intended to be used in conjunction with other financing, including but not limited to bank loans and SBA financing programs.

The proposed loan committee will be comprised of the Mayor, a River Falls Council member or designee, a designee of the Mayor, a designee of the City Council, and a designee of the Executive Director of the River Falls Chamber of Commerce.

FINANCIAL IMPACT

The City's Revolving Loan Fund was authorized for \$300,000. Presently, the program is working with four business owners and has \$160,000 left to issue. Staff is recommending that the funding

Memorandum to Mayor and City Council

May 12, 2020

Page 2

for the Recovery Revolving Loan Program be increased to a maximum of \$500,000. Staff continues to look for supplemental funding to help support the program.

CONCLUSION

The proposed Recovery Revolving Loan Program and application will be discussed at the Council Workshop on May 12, 2020.



River Falls Recovery Revolving Loan Program

The City of River Falls has operated a Revolving Loan program since 2001. Due to the COVID-19 pandemic and its devastating effects on local businesses, especially service, retail, hospitality and restaurants, the City is creating the River Falls Recovery Revolving Loan program and has funded it with a maximum of \$500,000.

Purpose:

The purpose of the River Falls Recovery Revolving Loan program is to help provide additional funding and support for the retention of small businesses in River Falls that are affected by the COVID-19 pandemic. The program is intended to be used in conjunction with other financing, including but not limited to bank loans and SBA financing programs.

Eligibility:

- Applications must be received by May 29, 2020 at 5:00 p.m. Application review will be June 2, 2020
- Must have a physical business location within the corporate limits of the City of River Falls
- Employees 25 or less
- Have been in business/operation for one year or more as of May 1, 2020
- If applicable, must be current on commercial property taxes as of application date
- Must be current on River Falls Municipal Utilities payments before funds will be dispersed
- Any business adversely affected by COVID-19 or by the condition that precipitated the emergency declaration as noted in State of Wisconsin Emergency Order #12 and Emergency Order #28

Terms:

- \$5,000 or \$10,000
- 2% interest
- To be paid back quarterly over four (4) years (16 payments). The first payment due on October 1, 2020
- Personal guarantee and loan agreement required

Ineligible Activities:

- Refinance existing debt
- Non-business expenses

Loan Committee:

The River Falls Recovery Revolving Loan Committee is created to review and recommend approval of all loans issued in the Loan Fund. The Loan Committee will review all information required from the Loan Application. Loans are awarded at the discretion of the Loan Committee and they reserve the right to accept or deny any of the loan applications. The Loan Committee will be composed of the following:

- Mayor
- River Falls Council Member- designee of the Mayor
- Designee of the Mayor
- Designee of the City Council
- Designee of the Executive Director of the River Falls Chamber of Commerce

DRAFT

River Falls Recovery Revolving Loan Program Application

Applications must be received by May 29, 2020 at 5:00 pm. Applications will be filled out on the City's website. For questions please contact Keri Schreiner at kschreiner@rfcity.org or 715-426-3469.

Name of Firm or Business: _____

Name of Person Applying: _____

Address of Business: _____

Telephone Number: _____ Email: _____

Key Management Personnel/Owners Name/Title: _____

Name/Title: _____

Type of Organization: (mark one) Sole Proprietorship LLC
 Partnership Corporation Other (list) _____

Business Description and Number of Employees:

Month/Year Operations Began: _____

Loan Amount Requested (\$5,000 or \$10,000) _____

Briefly explain how the firm/business has been impacted by COVID-19. Include details such as amount of time closed, staffing issues etc.:

Please identify other financing the firm/business has applied for or received related to COVID-19.

Briefly explain how the requested funds will be used by your business/firm.

The Recovery Revolving Loan Committee reserves the right to request additional information above and beyond this list.

Attach 2019 profit and loss statement.

Attach financial projections for 2020 including pre-COVID revenue projections and 2020 post-COVID revenue projections.

By signing below, the applicant certifies that to the best of its knowledge and belief, the information being submitted to the City of River Falls is true and correct.

Owner Signature

Date

DRAFT