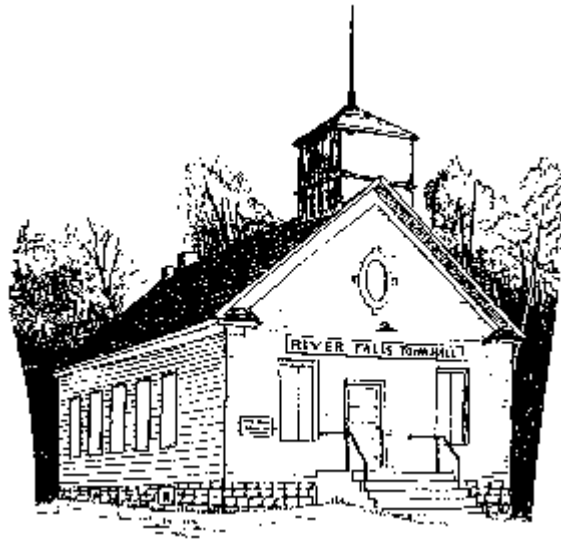


Town of River Falls Town Board

11/17/2025 Meeting Materials



TOWN OF RIVER FALLS

The following River Falls Town Meetings will meet on Monday, November 17, 2025, beginning at 6:00 P.M. at the River Falls Town Hall, W9015 770th Ave.

6:00 P.M. – Plan Commission Agenda: Minutes; Zoning Administrator Report; Review Special Use Application for Home Based Business at N6644 950th Street; Discuss and Take Possible Action on Expansion of Non-Conforming Use at N8701 County Rd W; Discuss Multi-Family Dwellings; Updates from Sub-Committees; Public Comments & Requests; A quorum of Town Board members may be present.

7:00 P.M. Regular Board Meeting

AGENDA

Call to order

Consider for approval or other action:

1. Approve Agenda
2. Minutes from November 3, 2025, Regular Board Meeting
3. Financial/Fire Call Report
4. Public Comments and Requests
5. Zoning Administrator Report
6. Plan Commission Report
7. Review of the Forestville Winery and Event Center, W8101 690th Ave, Conditional Use Permit
8. Discuss and Take Action on 2026-2030 Ambulance Contract
9. Discuss Innovation Grant
10. Discuss Possible Changes to Town Code Chapter 8: Public Works
11. Review and Approve Town Policy Updates
12. Board and Staff Communications
13. Future Agenda Items
14. Audit and Pay Bills
15. Adjourn

Action may be taken on any agenda item. This agenda is subject to change. Some agenda items may be taken up earlier in the meeting, or in a different order than listed. The posted notice at the Town Hall is the primary notice. Meeting notice posted on the Town's website www.riverfallstown.com, at the River Falls Town Hall, W9015 770th Avenue, River Falls, WI and at the River Falls Town Shop, N7750 State Road 65, River Falls, WI. Anyone wishing to attend the meeting who requires special accommodation because of a disability should contact the Clerk's office, at 715-629-8240 or email clerk@riverfallstown.com, at least 72 hours before the meeting begins so that appropriate accommodations can be made.

Sarah Meyer, Clerk

TOWN OF RIVER FALLS – REGULAR BOARD MEETING
Monday, November 3, 2025, River Falls Town Hall

Elected officials and staff present: Terry Kusilek, Chair; Mary Foster, Siri Smith, Joe Mahoney, Brad Mogen, Supervisors; Rita Kozak, Treasurer; Sarah Meyer, Clerk; Don Rodewald, Zoning Administrator; Guests present: Mary Merta, Wendy DiPeso

The meeting was called to order by Chair Terry Kusilek at 7:11pm. Brad made a motion that the agenda be approved as posted. Mary seconded. M.C.

Brad moved to approve the minutes of the October 20, 2025, Regular Board meeting. Siri seconded. M.C.

Joe moved to approve the minutes of the October 27, 2025, Special Board meeting. Mary seconded. M.C.

Financial Report/Fire Call Report: Treasurer Rita provided the Treasurer's Report. Joe moved and Mary seconded to put the outstanding fire call for Dan Cremin on the tax bill as a special charge. The current available balance is \$618,589.36. Siri moved, and Brad seconded to approve the financial and fire call reports. M.C.

Public Comments & Requests: Wendy DiPeso asked what date the next CAFO sub-committee meeting will be scheduled. As the committee Chair, Siri replied that it has not been scheduled yet but plans for it to be in mid-December.

Zoning Administrator Report: Zoning Administrator Don Rodewald provided the zoning report (attached). Joe made a motion to accept the Zoning Administrator's report. Mary seconded. M.C.

Plan Commission Report: Siri reported that the Marzolf issue was tabled to the November 17, 2025, Plan Commission meeting for more discussion.

Approve Fall Tax Newsletter: Siri moved and Joe seconded to approve fall newsletter with changes to Roads Update changes. M.C.

Review and Take Action on Outstanding Fire Calls: Rita gave an update on the status of ongoing fire calls.

Board and Staff Communications: Mary shared that the last Parks work day of 2025 is scheduled for November 11 at Hillwood Park. Sarah requested that the Board consider replacing two of the tables in the town hall for better flexibility for elections. Terry gave an update that N8855 1031st Street is up for sale again. There is concern about it selling because there are people that need to be evicted. Terry shared that the Town had an opportunity for 5,000 yards of fill but Terry said no due to the time of year and possible road damage. Terry requested that the Board look into a policy related to "historical" trees in right of way. The issue will go to the Roads Committee first for discussion. Terry also requested that the Town look at cleaning up culvert ordinances to current standards.

Future Agenda items:

- Approve Agenda
- Minutes from November 3, 2025, Regular Board Meeting
- Financial/Fire Call Report
- Public Comments and Requests
- Zoning Administrator Report
- Plan Commission Report
- Biannual Review of the Forestville Winery and Event Center Conditional Use Permit
- Discuss Innovation Grant Proposal and Process
- Review and Approve Town Policy Handbook
- Review Possible Changes to Chapter 8: Public Works
- Board and Staff Communications
- Future Agenda Items
- Audit and Pay Bills
- Adjourn

Joe moved to audit and pay bills, Mary seconded. M.C.

Joe moved to adjourn. Mary seconded. M.C. Meeting adjourned at 8:12pm.

DRAFT

11/17/25

Town of River Falls
Profit and Loss Detail
November 4 – 17, 2025

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Income								
Fire Protection								
Fire Calls								
Deposit	11/05/25	1076	Elizabeth Schultz	Fire Call 5252		Money Market Acc...	834.10	834.10
Total Fire Calls							834.10	834.10
Fire Inspection Fees								
Deposit	11/05/25	7098	Forestville Winery	FI 5251		Money Market Acc...	50.00	50.00
Deposit	11/05/25	41389...	Steel Towne	FI 5253		Money Market Acc...	50.00	100.00
Total Fire Inspection Fees							100.00	100.00
Total Fire Protection							934.10	934.10
Intergovernmental Revenue								
Highway Aid								
Deposit	11/17/25	cash	WI DOT	Highway Aid 5263		Money Market Acc...	83,153.34	83,153.34
Total Highway Aid							83,153.34	83,153.34
Total Intergovernmental Revenue							83,153.34	83,153.34
Public Charges for Services								
Recycling Center								
Deposit	11/05/25	2359	Hess Enterprises	Recycling 5241		Money Market Acc...	100.00	100.00
Deposit	11/05/25	1112	Eric Deaton	Recycling 5242		Money Market Acc...	50.00	150.00
Deposit	11/05/25	6595	Dennis Ireland	Recycling 5243		Money Market Acc...	50.00	200.00
Deposit	11/05/25	2722	STR Construction	Recycling 5244		Money Market Acc...	40.00	240.00
Deposit	11/05/25	408	Jonathan Williams	Recycling 5245		Money Market Acc...	30.00	270.00
Deposit	11/05/25	4460	Ruth Cain	Recycling 5246		Money Market Acc...	30.00	300.00
Deposit	11/05/25	8059	Ogden Engineering	Recycling 5247		Money Market Acc...	24.00	324.00
Deposit	11/05/25	2202	Euge Isherwood	Recycling 5248		Money Market Acc...	20.00	344.00
Deposit	11/05/25	3943	Nathan Rahn	Recycling 5249		Money Market Acc...	14.00	358.00
Deposit	11/05/25	497	Lukas Nelson	Recycling 5250		Money Market Acc...	6.00	364.00
Deposit	11/05/25	Cash	Joe Mahoney	Recycling 5255		Money Market Acc...	1,126.25	1,490.25
Deposit	11/10/25	5416	Brown Heavy Haul	Recycling 5256		Money Market Acc...	100.00	1,590.25
Deposit	11/10/25	5144	Advanced Machining	Recycling 5257		Money Market Acc...	100.00	1,690.25
Deposit	11/10/25	1159	Travis Hall	Recycling 5258		Money Market Acc...	40.00	1,730.25
Deposit	11/10/25	10966	Stephan Cox	Recycling 5259		Money Market Acc...	35.00	1,765.25
Deposit	11/10/25	24081	Kelly Bopray	Recycling 5260		Money Market Acc...	22.00	1,787.25

11/17/25

Town of River Falls
Profit and Loss Detail
November 4 – 17, 2025

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	11/10/25	499	Lukas Nelson	Recycling 5261		Money Market Acc...	12.00	1,799.25
Deposit	11/10/25	Cash	Joe Mahoney	Recycling 5262		Money Market Acc...	1,121.20	2,920.45
Total Recycling Center							2,920.45	2,920.45
Zoning Fee								
Deposit	11/05/25	12707	Terry Kusilek	Demo Permit 5254		Money Market Acc...	100.00	100.00
Total Zoning Fee							100.00	100.00
Total Public Charges for Services							3,020.45	3,020.45
Total Income							87,107.89	87,107.89
Net Ordinary Income							87,107.89	87,107.89
Net Income							87,107.89	87,107.89

TOWN OF RIVER FALLS**TREASURER'S REPORT****November 17, 2025**

FNBRF MONEY MARKET	\$ 892,052.21	11/17/25		
TRANSFERS	\$ 20,000.00	11/05/25		
	\$ 15,000.00	11/13/25		
DESIGNATED FUNDS IN MM	\$ - 44,937.00	Highway Equip't		
	\$ - 40,000.00	Capital Outlay		
MONEY MARKET AVAILABLE	\$ 807,115.21			
ROYAL CREDIT UNION				
	\$ 25.24	Business Savings		
	\$ 328,275.45	Equity Account		
	\$ -30,000.00	Revaluation		
		Impact Fees	OPEN NEW ACCOUNT	
RCU AVAILABLE	\$ 298,300.69			
TOTAL AT BOTH BANKS	\$			
RECOMMENDED RESERVE	\$ 445,653.00			
AVAILABLE FUNDS	\$ 659,762.90	See 2025 budget		

Zoning Report Nov 3 – Nov 17, 2025

No zoning permits were issued during this period.

TOWN OF RIVER FALLS
CONDITIONAL USE PERMIT REVIEW/AMENDMENTS

Permit Holder: Mark Edlund Parcel Number: 022-01116-0900
Business Name: Forestville Vines Property Owner: Mark Edlund
Street Address: W8101 690th Ave. River Falls, WI 54022
Home Phone: _____ Cell Phone: (612)384-8466
Section: 34 Town: 27N Range: 18W Lot No. _____ Subdivision: _____
Date of Original Conditional Use Permit Approval: May 16, 2022

.....
The Subject Conditional Use permit was reviewed by the River Falls Town Board on June 3, 2024 and shall be amended as follows:

1. The permit holder is changed from Brian Lokrantz to Mark Edlund.

The Subject Conditional Use permit was reviewed by the River Falls Town Board on November 18, 2024 and shall be amended as follows:

12. Hours of operation will be Thursday through Sunday, 11:00am to 9:00pm with lights out by 10:00pm, May 1 to October 31 with the caveat that if May 1 and/or October 31 fall on a weekend, then Thursday – Sunday are included. Hours of operation for a maximum of 20 events per year may be extended to 10:00pm, with lights out by 11:00pm. Operating outside these hours, days, or dates requires approval of the Town Chair and mail notification to all neighbors within ¼ mile a minimum of two weeks prior to the event.
14. This Conditional Use Permit shall be reviewed biannually in November by the Town Board, beginning with the November 2025 review.

AGREEMENT FOR AMBULANCE SERVICE

THIS AGREEMENT FOR AMBULANCE SERVICE ("Agreement"), is made and entered into effective the 1st day of January, 2026, by and between the City of River Falls, a Wisconsin municipal corporation ("*City*"), and the Town of River Falls, Wisconsin ("*Town*").

WHEREAS, the City, through the contracting of a non-governmental emergency medical services organization ("*EMS Contractor*"), provides an emergency medical ambulance service in the City; and

WHEREAS, the Town wishes to contract with the City to ensure the provision of ambulance services to town residents; and

WHEREAS, the Town is desirous of receiving emergency medical ambulance services during calendar years 2026-2030 and the Town has an obligation under Section 60.565, *Wisconsin Statutes*, to contract for or to operate ambulance service for its residents. Emergency medical ambulance service is understood to be the resources used to deliver medical care and transportation to those with an unpredicted immediate need outside a hospital or other medical facility.

NOW, THEREFORE, it is mutually agreed between the parties to this Agreement as follows:

1. The EMS Contractor shall, consistent with this Agreement and the agreement between the City and EMS Contractor, provide regular emergency medical ambulance services to the entire geographic area of the Town.
2. This Agreement is effective from the 1st day of January 2026 through December 31, 2030 (the "*Initial Term*"). As used in this Agreement, January 1 of a calendar year through December 31 of a calendar year which is part of the Term shall be a "*Term Year*".
3. The Agreement shall be automatically renewed between the City of River Falls and the Town, for two successive three-year periods (each a "*Renewal Term*" and together with the Initial Term, the "*Term*"), except as follows:
 - a. On or before June 30 of the last year of the current Term, the City may provide notice to the Town of its intent not to renew this Agreement.

- b. On or before June 30 of the last year of the current Term, the Town may provide notice to the City of its intent not to renew this Agreement.
- 4. ASSESSMENTS. The Town agrees to assist in funding the ambulance service and agrees to pay an annual per capita assessment for this purpose. The annual per capita assessment shall be determined by the boundaries of the Town's service area.
 - a. In determining the population for a per capita assessment, annual per capita assessments for a Term Year shall be based upon the latest population estimates of the Town, as of June 1 of the year preceding the Term Year, from the Wisconsin Department of Administration Demographic Service Center, Madison, Wisconsin. Because the entire Town is included in the service area, the total population estimate for the preceding year shall be used in the assessment.
 - b. The annual per capita assessment shall be paid in full on or before March 15 of each Term Year. Failure to pay the assessment in full by March 15 of each Term Year shall result in the assessment of a late payment penalty by the City. The penalty shall be in an amount or percentage established by the City to compensate for administrative and service costs associated with the late payment. The imposition of a penalty shall not relieve the Town of its obligation to pay the full per capita assessment. Continued failure to remit payment, including any penalty, within a reasonable time as determined by the City may result in additional penalties or other remedies available to the City under this Agreement or applicable law.
- 5. The per capita assessment rate for each Term Year of the Initial Term shall be as follows:
 - a. 2026 Term Year - \$16.00 per capita
 - b. 2027 Term Year - \$16.60 per capita
 - c. 2028 Term Year - \$17.20 per capita
 - d. 2029 Term Year - \$17.80 per capita
 - e. 2030 Term Year - \$18.40 per capita
- 6. Per capita rates for each Renewal Term will be provided to the Town prior to March 1 of the last year of the current Term. These rates shall be incorporated into this

Agreement as an addendum.

7. In addition to the per capita assessment, a fee schedule for base runs, mileage, procedures and disposable supplies will be established from time to time by the EMS Contractor, as applicable. In accordance with this fee schedule, individual users of the service within each jurisdiction shall be billed separately for these fee schedule items.
8. All notices and other communications between the Town and the City related to this Agreement shall be in writing and may be given in any of the following ways: (i) by personal delivery, in which case the notice shall be deemed to be given on the date of personal delivery; (ii) by Federal Express or equivalent nationally or regionally recognized courier that issues receipts evidencing delivery, in which case the notice shall be deemed given one day following receipt of such notice by the courier; or (iii) by U.S. mail, in which case the notice shall be deemed given upon posting the notice in the mail. Notices shall be given to the respective addresses of the parties set out below:

If to Town: Town of River Falls

c/o Town Clerk
W9015 770th Ave.
River Falls, WI 54022

If to City: City of River Falls

c/o City Clerk
222 Lewis Street
River Falls, WI 54022

9. The Town for itself agrees to indemnify and hold City, its officers, contractors, employees, and agents, employees or contractors harmless from any liability claims, damages, costs, judgments, or expenses resulting directly or indirectly from any negligent or willful act, commission, or omission upon the part of said Town, its agents, employees, or contractors, other than the City or the EMS Contractor, related to or arising out of services performed by City or EMS Contractor under this Agreement, any contractual obligation of City to indemnify EMS Contractor on behalf

of the Town, and against all loss by reason of failure of the Town to fully perform in any material respect, all obligations under this Agreement. The Town acknowledges and agrees the City has the authority to require the Town to indemnify and hold EMS Contractor, and its officers, contractors, employees, and agents, harmless on the terms set forth in the agreement between the City and the EMS Contractor for the provision of ambulance and emergency medical services. Notwithstanding anything herein to the contrary, the Town shall have no obligation to indemnify or hold the City and the EMS Contractor harmless from liability, claims, damages, costs, judgments, or expenses related to or arising out of the negligent or willful acts, commissions, or omissions on the part of the City or the EMS Contractor.

(Signature Page Follows)

IN WITNESS WHEREOF, the parties have hereunto executed this agreement on the date
opposite their signatures.

CITY OF RIVER FALLS

Scot Simpson, City Administrator

Amy White, City Clerk

TOWN OF RIVER FALLS

Terry Kusilek, Town Board Chair

Sarah Meyer, Town Clerk

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18

CHAPTER 8
PUBLIC WORKS

8.01.....Definitions

8.02.....Private Driveways

8.03..... Private Roads

8.04.....Public Roads (Road Construction Standards)

8.05 Utility Accommodation (Interpretation & Purposes)

8.06..... Access to Town Roads from Adjoining Cities or Towns

8.10.....Penalty

Exhibit A..... Driveways

Exhibit B Road Construction Standards

Exhibit C Private Roads

19 **8.01 DEFINITIONS.** Unless otherwise provided herein, the definitions accepted by
20 the American Association of State Highway and Transportation Officials (AASHTO)
21 shall prevail.
22

23 **ACCESS ROAD.** A private driveway or a private roadway giving access to a public
24 road.
25

26 **AGRICULTURAL FIELD ROAD.** Road used primarily to access agricultural land. A
27 field road may also access agricultural buildings but not a dwelling.
28

29 **BASE COURSE.** The supporting base material of the roadway, including shoulder.
30

31 **BUILDING.** A single-family or other residential dwellings, commercial buildings and
32 industrial buildings. The term does not include or refer to accessory structures such as
33 pole sheds.
34

35 **DRAINAGE.** The gradual drying of highway by system of ditches, trenches, channels,
36 etc.
37

38 **DRIVEWAY PERMIT ISSUER.** An official appointed by the Town Board whose duty it
39 is to issue driveway permits providing ingress to or egress from a town road consistent
40 with appropriate state, city and town requirements.
41

42 **DRIVEWAY, PRIVATE.** An access that provides ingress or egress from one residence to
43 a public road.
44

45 **EMERGENCY UTILITY WORK.** Unforeseen action by a utility deemed necessary to
46 restore an existing utility facility to protect the general public.
47

48 **GRADE.** The rate of ascent or descent of roadway.
49

50 **HIGHWAY.** The road or way over which the public generally has a right to pass, to
51 include the complete right-of-way. A Town highway, designated by name or number,
52 that exists now or is added in the future.
53

54 **PERMIT.** The document by which the town grants a utility permission to work within,
55 use, occupy, or cross the highway.
56

57 **PIPELINE.** A utility facility installed to carry or convey a fluid, gas, or other material,
58 generally underground, including the casing and the carrier.
59

60 **PRIVATE LINES.** Facilities which convey or transmit commodities as defined by utility
61 (see “Utility Lines”), but are owned and operated by an individual(s) or non-utility
62 business.
63

64 **PRIVATE ROAD.** An access that provides ingress or egress to a public road serving two
65 (2) but no more than five (5) private residences. If more than five (5) dwellings are

66 proposed using one common access road, Town Road Standards Section 8.04 of the
67 General Code must be followed.

68
69 PUBLIC ROAD. A road serving more than five (5) residences that shall conform to
70 standards established in Section 8.04 of the General Code and all those roads, established
71 prior to July 1, 2002 that qualify for State Highway Aids.

72
73 REMODELED OR ALTERED. Only changes made to a building which increase the
74 value of such building by more than one third.

75
76 RESPONSIBLE PERSON. A person having control over a utility project that is not
77 administered by the Town.

78
79 RIGHT-OF-WAY. A general term denoting acquired interests or rights in land (either all
80 or partial) that are necessary to build, maintain, and operate a highway facility. It is not
81 just a fee interest or a permanent highway interest but encompasses all necessary rights of
82 both a permanent and temporary nature.

83
84 SUBDIVISION. A division of a lot, parcel, or tract of land by the owner thereof or the
85 owner's agent for the purpose of sale or of building development and to which any of the
86 following applies:

- 87 1. The act of division creates 5 or more parcels or building sites of 1 1/2 acres each
88 or less in area.
89 2. Five or more parcels or building sites of 1 1/2 acres each or less in area are
90 created by successive divisions within a period of 5 years.

91
92 SURFACE. The top of the roadway, or traveled surface.

93
94 TOWN. Town of River Falls.

95
96 TRAVELED WAY. The portion of the roadway for the movement of vehicles which
97 includes auxiliary lanes and ramps but excludes the shoulders. The traveled way usually
98 lies between the edge line striping.

99
100 UTILITY. Any corporation, company, individual or association, including their lessees,
101 trustees, assigns, or receivers, or any sanitary district, cooperative association, town,
102 village or city that owns, operates, manages or controls any plant for fixed equipment
103 within Pierce County for a transmission of communications or the conveyance,
104 production, storage, transmission, sale, delivery or furnishing of electrical power, light,
105 heat, fuel, gas, oil, petroleum products, water, steam, fluids, sewerage, drainage,
106 irrigation, or similar facilities. This definition also includes the owners or operators of
107 cable television systems, publicly owned fire or police signal systems, traffic and street
108 lighting facilities or privately owned facilities which perform any of the utility functions
109 above.

110

UTILITY OPERATION. Any activity by a utility to assure the function of an existing utility for its intended purpose.

8.02 REGULATING PRIVATE DRIVEWAYS AND ACCESS ROADS.

- (1) PERMIT REQUIRED. No access road, agricultural field road, or private driveway providing ingress or egress to a Town road shall be hereafter constructed, altered or removed without first obtaining a permit from the Town driveway permit issuer.
- (2) MINIMUM STANDARDS FOR CONSTRUCTION. Prior to the granting of the permit, the applicant shall submit plans for construction which satisfy the following minimum standards:
 - (a) Design.
 1. The access road shall be so designed as to avoid an unreasonable interference with the natural flow of water. The first 20 feet of the access road from the edge of the highway shall be near level but slightly lower than the highway in order to assure that water from the access road does not run on to the traveled portion of the highway. Flooding of the surface of the Town road in any manner shall create a presumption of unreasonable interference.
 2. Access roads shall have a minimum of 5 inches of crushed rock and shall be placed no closer than 10 feet from the lot line, as measured from the lot line to the nearest edge of the ditch or of the shoulder, whichever is nearest.
 3. Access road slope shall be no greater than 10.0%, unless documentation is obtained from design engineers or the fire department and ambulance service, stating that the slope will not affect public or private safety in providing emergency services.
 - (b) Intersection. The access road shall intersect with the Town road at a right angle.
 - (c) Culvert. Culvert must be adequate for drainage. Any culvert shall be installed at the preexisting grade and have a minimum diameter of 12 inches.
 - (d) Side-to-Side Clearance. All access roads shall have a minimum side-to-side width clearance of 20 feet, a minimum road base width of 16 feet and a minimum driving surface width of 12 feet. Such roads shall be constructed so as to sustain a minimum weight load of 25 tons.

(e) Driveway Access. A private driveway access road shall be at least 100 feet from any intersection when measured from the center line of the driveway to the nearest edge of the traveled surface of the intersecting road.

(f) Subdivision Access. With regard to access roads providing ingress or egress from a Town road to a subdivision, speed limit being posted at 35 mph or less (both subdivision and Town road), the access road shall be located so as to provide a sight distance of 250 feet in any direction along the Town road being intersected, not veering from road surface. Sight distance is computed with the observer at height of 3.75 feet and the object seen at height of 6 inches. For purpose of this section, the word “subdivision” shall be given the meaning set forth in Wis. Stat. §236.02(12). In all other cases, the access road shall be located so as to provide a sight distance of 350 feet in any direction along the Town road being intersected. Sight distance in those cases shall be computed with the observer at a height of 3.75 feet and the object seen at height of 6 inches.

(g) Vision Clearance Triangle for Roads and Driveways.

1. The distances for a vision clearance triangle shall be measured from the intersection of the centerlines of the intersecting roads, or road and driveway. Brush, tree limbs and/or trees and other vegetation are not permitted and shall be removed in order to achieve the required sight distances.
2. Vision clearance triangle for private driveways connecting to a Town road. The minimum driveway leg of the triangle shall be 30 feet. The minimum Town road leg of the triangle shall be 250 feet for a 35 mph road or 350 feet for a road with an unposted speed limit.
3. A Town road with either a stop sign or a yield sign. For a Town road with either a stop sign or a yield sign, the leg of the triangle is 30 feet for the Town road.
4. Uncontrolled intersection. For roads without signage, the road centerline legs of the triangle must be 250 feet if posted at 35 mph or less, and 350 feet if speed limit is unposted.

(h) Access Roads and Driveways Over Bridges and Culverts.

1. 25-year Flood Requirements. Access roads and driveways over bridges or culverts must be constructed, erected and maintained as specified by the Town permit issuer. The permit issuer may require, depending on areas to be drained or site conditions, that the bridge, culvert, or access road comply with engineering specifications sufficient to sustain and carry a weight load of not less than 25 tons and must have the ability to withstand water from a 25-year flood. Pierce County Highway Department and U.S.

NRCS Standards shall govern in determining if the “25-year flood” requirement has been complied with. Bridges, as well as culverts with a diameter greater than 30 inches, shall be inspected every five (5) years, beginning on that date five (5) years from the date of the initial grant or permit, and in addition shall be inspected after any 25-year flood, for the purpose of insuring compliance with this section. Any such inspection shall be initiated by the Town, by inspector retained by the Town, and the cost thereof shall be assessed against the owner. If the cost of such inspection be not paid by the owner then it shall be added as a special charge against the premises on the tax roll.

2. Agreement. The owner of any premises to be served by an access road or driveway traversing a bridge or culvert, over 30 inches or more, must execute an agreement with the Town, in form suitable for recording in the office of the Register of Deeds, containing the following: the owners must agree for themselves, their heirs and assigns, to be responsible for maintenance of the bridge and/or culvert in accordance with this subsection; and, in the event they fail to so maintain said bridge and/or culvert then the Town may fix, repair or maintain same, and add the changes thereof as a special lien on the tax roll against the property for which the building (driveway) permit was issued under Wis. Stat. §66.0703, the applicant specifically waiving notice of any hearing or proceeding regarding the fixing of the assessment; provided, however, the Town shall first give the applicant a 30-day notice directing the applicant to fix and repair said bridge and/or culvert prior to the Town undertaking said repairs. Where more than one owner of property is served by the subject bridge and/or culvert the charges assessed hereunder shall be assessed proportionally among the owners in an amount equal to the fractional share of the cost thereof, the said fraction to have a numerator of one and a denominator equal to the total number of owners of properties (served by permits issued under this section) having access to their premises by way of the subject driveway.

(i) Dead-ends.

1. Access roads and driveways in excess of 300 feet in length, and which terminate in a dead-end, shall have a 13½ foot height clearance and terminate at a turn around with either a minimum 90 foot diameter or sufficient area and design to enable the turn around of a tandem axle truck. Private driveways and private roads may utilize a T-turn around. In calculating driveway length hereunder there shall be counted the length of the new or altered driveway, together with any other access road or driveway it connects or intersects en route to the Town road or other public highway.
2. Measurements to determine compliance with this subsection shall be taken as shown in “Exhibit A” set forth at the end of this Chapter.

250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296

- (j) Improvements. Improvements required under this section must be completed before commencement of work of improvement or construction of any building.
 - (k) Variances. Variances for a good cause may be granted as to the above standards. Application for such variances shall be made to the Town Board through the Town Clerk.
 - (l) Crop Land. Access roads and driveways shall not be placed on land classified 1, 2, or 3, as defined in Section 17.065(3)(b) in the General Code except upon special permit granted by the Town Board. When issuing such permits, the Town Board may impose such restrictions as it deems appropriate to preserve the integrity of agricultural lands and soil types 1, 2, or 3. The Board may require location of any permitted residential access road or driveway along field ravines and fence lines, and allow a driveway along a property line if the approved Certified Survey Map was recorded in the office of the Pierce County Register of Deeds prior to May 2, 1994.
 - (m) Erosion Control. The owner shall comply with all erosion control requirements of the Code of General Ordinances.
- (3) APPLICANT TO PAY ALL EXPENSES. All expenses of construction, reconstruction, alteration or removal of any access road and all expenses of repair or redesign of the Town road caused by any access road shall be the liability of the applicant.
- (4) BOND. The Town Board may, in its discretion, require the applicant to furnish the Town an indemnification bond or letter of credit in an amount equal to the reasonable expenses contemplated by the Town by reason of the issuance of the permit. The sufficiency of the indemnification bond shall satisfy the sole discretion of the Town Board.
- (5) APPLICATION.
- (a) Private Driveway Access. All buildings hereafter erected or moved into the Town, and any other new buildings as defined in Section 14.03(1)(a), shall have uninterrupted access to said building from a public road, and the private driveway or private road shall meet the requirements of this Section. A private driveway may connect with a private road prior to connection with the public road.
 - (b) Altered Roads. This section shall apply to all new driveways and access roads, and all driveways and access roads hereafter altered, which are intended to serve a building. Alteration of a driveway or access road includes the laying or replacement of culverts or bridges, and the widening and lengthening of the driveway. Where a building is erected or altered,

increasing its value by more than one third, or a new building created, served by an existing driveway, said driveway shall comply with this section.

- (c) Variance. Where, because of practical necessity or impossibility, it appears the owner of an existing access road or driveway cannot improve his/her road to meet the conditions of this section, and where this section would require such improvements because of alterations to a building increasing its value by more than one third, the Town Board may in its discretion grant a variance to allow the alterations and/or improvements to the building with such modifications or improvements to the existing driveway or access road, culverts or bridges.

8.03 PRIVATE ROAD ACCESS STANDARDS.

- (1) PURPOSE. It is in the public interest to preserve land by avoiding the needless proliferation of driveways and numerous public accesses to highways.

- (2) APPLICATION.

- (a) Private Road Access. All buildings hereafter erected or moved into the Town, and any other new buildings as defined in Section 14.03(2), shall have uninterrupted access to said buildings from a public road, and the access road shall meet the requirements of this Section.

- (3) REQUIREMENTS. Prior to the granting of a permit for a private road the applicant shall submit plans for construction of such, which satisfy the following minimum standards:

- (a) Design.

1. The access road shall be so designed as to avoid any unreasonable interference with natural flow of water. The first 20 feet of the access road from the edge of the highway shall be near level, but slightly lower than the highway in order to assure that water from the access road does not run onto the traveled portion of the highway. Flooding of the surface of the Town road in any manner shall create a presumption of unreasonable interference.
2. Private roads shall have a minimum of six (6) inches of pea gravel or breaker rock covered with six (6) inches of crushed rock surface.
3. Private roads shall be no closer than ten (10) feet from the lot line.
4. Private road slope shall be no greater than ten (10) percent.
5. Private roads shall intersect with Town roads at right angles.

6. Culverts must be adequate for drainage. Any culvert shall be installed at the same grade as preexists and have a minimum diameter of twelve (12) inches.
7. Side to side clearance of all private roads shall be 22 feet with a minimum travel surface of 18 feet with a two (2) foot shoulder each side of the road.
8. Private roads shall be constructed so as to sustain a minimum weight load of 25 tons.
9. Private roads shall be at least 100 feet from any intersection.
10. Private roads shall have a minimum of 250 feet curve radius.
11. Private road layout and road signage shall promote public safety.
12. Private access roads shall be located so as to provide a sight distance of 250 feet in any direction along the Town road being intersected if the posted speed limit is 35 mph or less, not veering from road surface. Sight distance is computed with observer at a height of 3.75 feet and object seen at a height of six (6) inches. In all other cases, the access road shall be located so as to provide a sight distance of 350 feet in any direction along the Town road being intersected, not veering from road surface. Sight distance in those cases shall be computed with observer at a height of 3.75 feet and object seen at height of six (6) inches.
13. Private roads in excess of 300 feet in length and which terminate in a dead-end shall have a 13½ foot height clearance and terminate at a turn-around with either a minimum 90 foot diameter or sufficient area and design to enable the turnaround of a tandem axle truck. Private roads may use a T-turn around. In calculating road length hereunder the length of the new and altered road together with any other access road or driveway it connects or intersects in route to a Town road or other public highway shall be counted. Measurements to determine compliance with this subsection shall be taken as shown in “Exhibit C” set forth at the end of this Chapter.
14. Any improvements required under this section shall be completed before commencement of work on improvement or construction of any building.
15. Access roads shall not be placed on land classified 1, 2, or 3 as defined in Section 17.065(3)(b) of the General Code except upon special permit granted by the Town Board. When issuing such permits the Town Board may impose such restrictions as it deems appropriate to preserve the integrity of agricultural lands and soil types 1, 2, or 3. The Board may

require location of any permitted residential access road along field ravines and fence lines.

16. Private roads shall comply with all erosion control requirements as stated in Section 17.12 of the General Code.

17. Remodeled or altered buildings, increasing the value of such building by more than one third, shall require improvement to the driveway, from the building to the private road, to meet private road standards prior to the issuance of a building permit.

18. The permit issuer will inspect the proposed site to insure that all regulations can be satisfied. A fee will be charged each time the inspector is asked to view the site. The amount of the fee will be set by the Town board from time to time. Permit application forms must be filled out by the permit issuer and signed by the applicant.

19. Bridges and Culverts. Private roads over bridges or culverts must be constructed, erected, and maintained as to comply with engineering specifications sufficient to sustain and carry a weight load of not less than 25 tons and must have the ability to withstand water from a 25-year flood. Pierce County Highway Department and the NRCS Standards shall govern in determining whether there is compliance with the 25-year flood requirement. Such engineering specifications shall be reviewed by the Town Engineer with cost thereof to be paid by the applicant. Bridges, as well as culverts with a diameter greater than 30 inches, shall be inspected every five (5) years, beginning five (5) years from date of the initial grant or permit. In addition they shall be inspected after any 25-year flood, for the purpose of insuring compliance with this section. Any such inspection shall be initiated by the Town by an inspector retained by the Town and the cost thereof shall be assessed against the owner. If the cost of such inspection is not paid by the owner then it shall be added as a special charge against the premises on the tax roll.

(4) AGREEMENTS.

(a) The owner of any premises to be served by a private road or private driveway traversing a bridge or culvert, over 30 inches in size, must execute an agreement with the Town, in form suitable for recording in the office of the Register of Deeds, containing the following: the owners must agree for themselves, their heirs and assigns, to be responsible for maintenance of the bridge and/or culvert in accordance with this subsection; and, in the event they fail to so maintain said bridge and/or culvert then the Town may fix, repair, or maintain same, and add the charges thereof as a special lien on the tax roll against the property for which the building (driveway) permit was issued under Wis. Stat. §66.0703, the applicant specifically waiving notice of any hearing or proceeding regarding the fixing of the assessment; provided,

however, the Town shall first give the applicant a 30-day notice directing the applicant to fix and repair said bridge and/or culvert prior to the Town undertaking said repairs. Where more than one owner of property is served by the subject bridge and/or culvert the charges assessed hereunder shall be assessed proportionally among the owners in an amount equal to the fractional share of the cost thereof, the said fraction to have a numerator of one and a denominator equal to the total number of owners of properties (served by permits issued under this section) having access to their premises by way of the subject driveway.

(b) All newly established private roads will require a maintenance agreement, signed by all parties using such road, to be recorded with the Pierce County Register of Deed's Office. A copy of such agreement shall be filed with the Town clerk.

- (5) VARIANCE. Where, because of practical necessity or impossibility, it appears the owner of an existing access road cannot improve his road to meet the conditions of this section, and where this section would require such improvements because of alterations to a building increasing its value by more than one third, the Town Board may, in its discretion grant a variance to allow the alterations and/or improvements to the building with such modifications or improvements to the existing driveway or access road, culverts or bridges as the Town Board may direct.

8.04 ROAD CONSTRUCTION STANDARDS.

- (1) PURPOSE. It is in the public interest to establish minimum highway design standards for highways being constructed in the Town to accommodate anticipated traffic and afford satisfactory access to police, fire fighting, ambulance, snow removal, sanitation, and road maintenance equipment.
- (2) MINIMUM ROAD DESIGN STANDARDS. All Town highways shall be classified as local roads unless designated by the Town Board as collector or arterial. The classification of all roads under this ordinance shall be determined by the Town Board based upon anticipated traffic and relation of the highway to traffic patterns within the Town and other highway systems. Local roads are those with the lowest traffic count, with access to private property as their principal function. Collector highways are those intended to act as collectors from local roads to higher priority roads or developed areas. Arterials are intended to serve as corridors through the Town serving inter-regional and inter-area traffic movement.
- (3) ROAD WIDTH. All roads, whether local, collector, arterial or in a subdivision shall have a right-of-way of 66 feet. They shall be graded in such a manner not to exceed 6% unless necessitated by exceptional topography and approved by the Town Board.

- 483 (4) SURFACE. Road base shall have a minimum of 10 inches of breaker rock
484 covered with 7½ inches of crushed rock to a width of 26 feet and road surface
485 covered with 2 inches of compacted blacktop to a width of 22 feet. If road terrain
486 prevents a 26 foot overall width, then a 20 foot width of blacktop may be allowed
487 if approved by the Town Board. A 20 foot width of blacktop may be allowed if
488 the speed limit is less than 35 mph because of a dead end road or because of
489 curves, bridges, or culverts, and if approved by the Town Board.
490
- 491 (5) CENTER LINE. Minimum radii or curvature on the center line of 300 feet.
492
- 493 (6) VISIBILITY. Clear visibility measured along the center line, shall be provided
494 for at least 300 feet.
495
- 496 (7) CUL-DE-SACS. Cul-de-sacs or dead end streets designed with one end closed
497 shall not exceed 500 feet in length and shall provide a turnaround having a
498 minimum radius to the outside curb of 70 feet. See “Exhibit B” at the end of this
499 Chapter.
500
- 501 (8) DRAINAGE. Roads shall have adequate design to provide surface water
502 drainage, as deemed necessary by the Town Board.
503
- 504 (9) DITCHING AND CULVERTS. The ditching of the roadway must be complete
505 and have proper elevation to provide for adequate drainage. Any culverts
506 necessary for proper drainage shall be installed after elevation and location is
507 obtained from the Town Board. The minimum length of any culvert installed in a
508 road bed shall be at least 2 feet greater than the base course width. Apron end
509 walls shall be used. The diameter and length will be subject to the approval by
510 the Town Board, after flow determination. In no case shall a culvert be less than
511 18 inches in diameter.
512
- 513 (10) EROSION CONTROL. Erosion control must meet the requirements of Storm
514 Water Management in Chapter 21 and is the responsibility of the land developer.
515
- 516 (11) NEW ROADS. New roads when intersecting with existing highways shall do so
517 at a right angle (90°). Roads that are to be taken over by the Town must be
518 allowed to settle for one full year after the base and crushed rock has been
519 applied. Sufficient funds to complete the road, including blacktopping, must be
520 set aside in an escrow account, bond or letter of credit. Any shouldering after
521 blacktop is applied shall be at the expense of the land developer, along with signs,
522 barriers, culverts, bridges, and the like.
523
- 524 (12) AUTHORITY FOR HIGHER STANDARDS. The road design standards stated
525 above are intended to be minimum design standards. The Town Board shall have
526 the discretion to impose higher design standards wherein the opinion of the Town
527 Board, local condition or anticipated traffic in quantity or quality will require
528 higher standards.

529
530 (13) APPLICATION FOR DETERMINATION OF APPLICABLE STANDARDS.

531 Any person may apply to the Town Board to determine what design standards
532 should apply in a particular location and provide the description of the proposed
533 highway and design standards. No person shall commence construction of any
534 highway anticipated to be made a town road without first having written Town
535 Board approval of the proposed highway design.

536
537 (14) FINAL INSPECTION AND ACCEPTANCE BY THE TOWN BOARD. Upon
538 completion of the proposed highway the Town Board will proceed to make a final
539 inspection, accepting or rejecting the highway at its discretion. If the highway is
540 rejected, then corrections must be made as stated by the Town Board before final
541 inspection will be made again. If final acceptance is made by the Town Board,
542 the owner or owners will convey the road to the Town by warranty deed, free and
543 clear of any liens or encumbrances.

544
545 (15) AGRICULTURAL LANDS. No residential access road or driveway shall be
546 installed across lands classified 1, 2, or 3 as defined in Section 17.065(3)(b) of the
547 General Code, except upon receipt of a special permit from the Town Board under
548 Section 8.02(2)(k) of the General Code.

549
550 **8.05 UTILITY ACCOMODATION.**

551
552 (1) INTERPRETATION AND PURPOSES. The Town constructs, operates, and
553 maintains the Town Highway System. Utility companies provide service to
554 individual users. Both the town and utility companies typically provide facilities
555 that consider future as well as present needs. Cooperation between these two
556 entities is essential if the public is to be served at the lowest costs consistent with
557 the respective public service needs, obligations, and interests.

558
559 (2) PRIMARY PURPOSE OF THE TOWN HIGHWAY SYSTEM. The primary
560 purpose of the Town Highway System is to provide a safe and convenient means
561 for the vehicular transportation of people and goods. Any permitted use and
562 occupancy of highway right-of-way for non-highway purposes is subordinate to
563 the primary interests of the traveling public.

564
565 (3) PURPOSE OF THE UTILITY ACCOMMODATION ORDINANCE. The
566 purpose of this ordinance is to prescribe the policies and procedures that shall be
567 met by any utility whose facility currently occupies, or will occupy in the future,
568 any Town highway or bridge over which the town has maintained jurisdiction.

569
570 (4) UTILITY ACCOMMODATION.

571
572 (a) Permits. It is the policy of the Town to permit utility facilities on Town
573 Highways when:
574

- 575 1. Such use and occupancy does not adversely affect the primary functions of
576 the highways or materially impair their safety, operational, or visual
577 qualities.
578
- 579 2. There would be no conflict with the provisions of federal, state or local
580 laws or regulations or the accommodation provisions stated herein.
581
- 582 3. The occupancies would not significantly increase the difficulty or future
583 cost of highway construction or maintenance.
584
- 585 (b) Additions. Nothing in this policy shall be construed as limiting the rights of
586 the town to impose restrictions or requirements in addition to and/or
587 deviations from those stated herein in any permit where the town deems it
588 advisable to do so. An appropriate explanation for such action shall be
589 provided to the utility.
590
- 591 (c) Alterations. The permitted facilities shall, if necessary, be altered by the utility
592 to facilitate alteration, improvement, safety control, or maintenance of the
593 highway as may be ordered after permit approval. All costs for constructing,
594 maintaining, altering, and relocating the permitted facilities shall be the
595 obligation of the applicant, unless a specific town-executed utility agreement
596 otherwise provides. If the utility encounters a hardship which prevents
597 installation in accordance with the terms of the permit, the utility may deviate
598 from the terms of the permit as necessary to avoid the hardship, but in making
599 such deviation does so at the risk of having to move the installation. Therefore
600 the utility is urged to obtain pre-approval from the Town prior to taking action
601 which deviates from the terms of the permit. Any deviation must be reported
602 to the Town Board. The Town has final determination as to the validity of the
603 hardship. If the Town determines that the changes were made due to the
604 installer's preference, and not due to hardship, the utility will take action
605 within 10 days to correct such alterations. For clarification purposes:
606 hardships are solid rock, impassable swamps, cemeteries, or similar
607 circumstances that make construction physically or economically unfeasible.
608
- 609 (5) GENERAL PROVISIONS.
610
- 611 (a) Authority. The Town regulates the use and occupancy of highways under Wis.
612 Stats. Chapters 83, 86 and 182.017.
613
- 614 (b) Design Responsibility. The utility shall be responsible for the design of the
615 utility facility to be installed or adjusted within the right-of-way. The Town
616 shall be responsible for review of the utility's proposal and for permit
617 approval.
618
- 619 (c) Buried Line Location Notification. Each applicant for a permit for work on a
620 Town highway shall provide a reliable line-locate notification service by
621 either or both of the following means: If the applicant has membership in a

one-call utility notification service, the applicant shall enter the complete and current telephone number(s) for the service on the face of each permit application. The applicant shall also provide written notification to the Town upon or in advance of any subsequent changes in the one-call contact information, such as, cessation of membership, changes in the contact telephone number(s), etc.

- (d) Utility Facility Condition Requirements. All utility facilities shall be kept in good state of repair both structurally and from the standpoint of appearance.

(6) SPECIFIC PROVISIONS. Chemical Treatment and Cutting of Trees. The utility shall be prohibited from chemical treatment or cutting of trees on highways without a permit from the Town. The permit application shall provide the area intended to be treated, the schedule in which the work is to be completed, and the chemical and application rate. If a permit for chemical treatment is granted by the Town it is the responsibility of the utility to notify adjacent land owners. Cutting of trees in conjunction with activities listed as maintenance do not require a permit.

(7) COMPLIANCE.

- (a) Authority. All utilities are required to abide by the provisions stated in this Chapter and those specific provisions related to their individual-permits.
- (b) The provisions of this Chapter shall be enforced by the Town Board. In emergency circumstances the Town Chair, or the Chair designee, can approve deviations from the permit.

(8) FAILURE TO COMPLY.

- (a) Permit Revocation. When a utility is in noncompliance with the provisions of their permit, the Town may revoke the utility's permit. The utility may reapply for a permit to the Town Board when they can demonstrate a good faith effort to comply.
- (b) Withholding Approval of Future Permits. Continued violations by a utility of this Chapter and/or the provisions of their permits may cause the Town to withhold approval of permit applications for that utility until the violations are corrected to the satisfaction of the Town. The severity and number of written reprimands against a utility shall serve as a guide in determining future permit approval.

(9) PERMIT REQUIREMENTS

- (a) Need for a Permit. A utility shall obtain a permit from the Town before any use or occupancy of Town highway rights of way is allowed.

669 (10) REQUIRED INFORMATION.
670

- 671 (a) Permit Application Forms. One original permit form, with 12 additional
672 copies, shall be submitted per application to the Town Clerk via regular mail,
673 courier service, or delivered in person.
674
- 675 (b) Permit Drawings. Each permit application shall contain detailed drawings
676 showing the existing and/or proposed location of all utility facilities within the
677 right-of-way with respect to the existing highway or any planned highway
678 improvement. The details shall include dimensions from the proposed utility
679 installation to the commonly accepted right-of-way line and to the edge of the
680 traveled way. For highway crossings, a cross-section detail showing depth of
681 bury or overhead clearance is required along with the location of any bore pits
682 (if needed). A distance reference from the crossing to the nearest public
683 roadway intersection is also required. Measurements showing approximate
684 distance from the proposed facility to side road intersection, county line, etc.
685 shall be submitted with all permit drawings.
686
- 687 (c) Installation Information. The utility shall provide installation information:
688
- 689 1. This information shall include, but is not limited to, a description of the
690 location, size, type, nature, and extent of the utility facilities to be installed
691 or to be adjusted, and the impact on the utility's existing facilities which
692 remain in place within the right-of-way.
693
 - 694 2. The Town may require the utility to provide a description of proposed
695 construction procedures, special traffic control and protection measures,
696 proposed access points, the vegetation to be removed, and coordination of
697 activities with the Town highway department.
698
 - 699 3. When an attachment to a structure is proposed, additional information is
700 required. This information should include, but not be limited to, bridge
701 number, weight of lines, hanger spacing, hanger details, and
702 expansion/contraction details. (See Chapter 21 of the General Code for
703 additional requirements regarding structure attachments.)
704
- 705 (d) The application may be obtained from the Town Clerk. The Town Board shall
706 give final approval.
707
- 708 (e) Fees. The Town Board shall from time to time set the amount of the following
709 fees, which are due at time of application:
710
- 711 1. The permit application and review fee.
712
 - 713 2. The inspection fee for each permit. An inspection fee is not required for
714 spraying and trimming permits.
715

716 3. The fee for open cuts across roadways.

717
718 (11) CONSTRUCTION REQUIREMENTS.
719

720 (a) Permit at Job Site. When a permit is required, a complete copy of the permit
721 shall be in possession of the utility work forces, or the contract forces under
722 utility control, at all times when utility work is being performed within the
723 right-of-way.
724

725 (b) Use of Temporary Guard Poles. No guard pole shall be set within the right-
726 of-way unless specifically authorized by the permit. By definition, a guard
727 pole is used to prevent aerial lines from falling onto the traveled way. Any
728 guard poles permitted in the clear zone shall comply with Location
729 Requirements of the permit.
730

731 (c) After Hours Equipment Storage. All machinery and equipment not in use shall
732 be parked and/or stored in a manner which does not obstruct the traveled
733 portion of the highway or the use thereof, and does not pose a hazard to the
734 use of the traveled portion of the highway and its adjoining shoulder. All such
735 equipment, when so stored, shall be marked with fluorescent warning signs on
736 all sides.
737

738 (d) Unexpected Field Conditions. Any modification of the terms of the approved
739 permit to meet changed or unexpected field conditions shall require prior
740 approval from the Town. Any modifications from the original permit shall be
741 submitted to the Town with a detailed "as built" site plan.
742

743 (e) Blasting. Any blasting on the right-of-way is prohibited unless specifically
744 authorized by the permit.
745

746 (f) Vegetation.
747

748 1. No tree or shrub shall be cut, trimmed, or damaged to facilitate the
749 installation of a newly permitted utility unless specifically authorized by
750 the permit.
751

752 2. When the removal of a tree is permitted, the stumps shall be removed and
753 the area restored. Stumps may be cut flush to the ground with written
754 approval of the Town.
755

756 (g) Survey Markers. No U.S. government section corners may be disturbed
757 without notifying the county surveyor's office. Any private survey corners
758 disturbed that are documented by recorded survey will be restored by a
759 registered surveyor at the utility's expense.
760

761 (12) TRAFFIC CONTROL.
762

763 (a) Authority.
764

- 765 1. All utility work performed on Town highways shall abide by:
766
767 a. Specific provisions within this section.
768
769 b. Three traffic control diagrams as shown on the following pages, and
770
771 c. Current Wisconsin Manual on Uniform Traffic Control Devices
772 (MUTCD) and any supplements thereto.
773
774 2. The standards set forth in the Wisconsin MUTCD are minimum
775 guidelines, and additional traffic control shall be used when necessary.
776

777 (13) CLEANUP AND RESTORATION.
778

779 (a) Work Site Cleanup.
780

- 781 1. All debris, refuse, and waste resulting from the utility's activities shall be
782 removed from the site. Burning of cuttings, brush, or other debris shall
783 not be permitted within the limits of the right-of-way.
784
785 2. All replaced poles shall be completely removed from the highway. No
786 replaced pole shall be allowed to remain, in whole or in part, and it shall
787 not be sawed off. Any holes shall be properly backfilled and compacted.
788 All anchor rods shall be removed or cut off one foot below ground level.
789
790 3. Once permanent lines are installed, all temporary lines shall be removed.
791 Damage caused by unremoved temporary lines will be the liability of the
792 utility.
793

794 (b) Restoration of Highway.
795

- 796 1. The utility shall be responsible for prompt restoration of the highway.
797
798 2. Any curb, gutter, pavement, sidewalk, driveway, gravel base, ballast,
799 shouldering material, or other element of the highway disturbed by the
800 permitted works shall be restored in kind to the qualities, grades,
801 compactions and conditions at least equal to those prevailing prior to the
802 permitted work operations and in a manner satisfactory to the Town.
803
804 3. Failure of the utility to make prompt and satisfactory restorations of the
805 highway may be cause for the Town to arrange for restoration by others at
806 the utility's expense.
807
808 4. Any subsequent heaving, settlings, or other faultings attributable to the
809 permitted works shall be repaired in a manner satisfactory to the Town at
810 the utility's expense.

811
812
813
814
815
816
817
818
819
820
821
822
823
824
825
826
827
828
829
830
831
832
833
834
835
836
837
838
839
840
841
842
843
844
845
846
847
848
849
850
851
852
853
854
855
856
857

- 5. Any turf area of the highway disturbed by the permitted works and operations shall be restored with topsoil having a depth of not less than 4 (four) inches and reseeded to perennial grass, or sodded to the satisfaction of the Town. The restoration shall be performed within one week after completion of the facility installation. Exceptions may be allowed (e.g., in the case of bad weather) with prior approval from the Town.
- 6. If, in the opinion of the Town, the permitted works or facilities are found to obstruct highway drainage, unduly increase the difficulty of highway maintenance, or in any other manner adversely affect a highway interest, the utility shall, upon notice, cure the fault as directed and restore the highway facility to the satisfaction of the Town.

(14) MODIFICATION OF UTILITY’S PERMIT. The Town reserves the right to modify the utility's permit application as necessary to protect the highway interests. The modifications may be more restrictive than what was originally proposed. The permit, as approved, shall embody the conditions to which the utility shall comply in order to use and/or occupy the right-of-way.

8.06 ACCESS TO TOWN ROADS FROM ADJOINING CITIES OR TOWNS

- (1) APPLICABILITY. This Section shall apply to developers and to individuals desiring access to a Town road, where such access is from a development in an adjoining town or city where the development consists of five (5) or more residences, or commercial industrial use or operation.
- (2) PRELIMINARY APPLICATION FOR A PERMIT.
 - (a) Application forms shall be available from the Town Clerk. The application shall include:
 - 1. Name of applicant or developer including address and phone number.
 - 2. The location of proposed access to the Town road together with a scale map.
 - 3. The names, locations and right of way widths of any existing roads or other public or private ways, easements, railroad or utility rights of way and any existing access control limitations.
 - 4. The location of existing property lines, buildings, driveways, streams, other water courses, lakes, rivers, wetlands, etc.
 - 5. The existing land use and its zoning designation.

858 6. A preliminary application fee shall be set by the Town Board from time to
859 time and paid to the Town Clerk prior to the Town Engineer's review.
860

861 (b) Preliminary Engineer Review.
862

863 1. After receiving the preliminary applications the Town Engineer shall
864 review the preliminary application and make recommendation as to the
865 estimate of his/her costs to evaluate the effects of the granting of an access
866 permit to an existing Town road. Such estimate of costs shall include only
867 that portion which will affect the existing Town road.
868

869 2. If such Town road has been designated by the Town or State to be a Rustic
870 Road such evaluation shall take into consideration State and Town criteria
871 so as to maintain the designation and character of the Rustic Road.
872

873 3. The Town Engineer shall within thirty (30) days provide the applicant by
874 mail with his/her estimate of cost of evaluating the access permit
875 application.
876

877 4. The applicant shall notify the Town Board whether the applicant agrees to
878 pay the projected costs as estimated by the Town Engineer.
879

880 5. The Town Board shall direct the Town Engineer to commence the
881 evaluation after payment has been made to the Town Clerk to cover the
882 estimated costs. The applicant shall be responsible for the actual costs.
883

884 (3) GRANT OF ACCESS PERMIT
885

886 (a) The Town Board, upon receipt of the Town Engineer's recommendations, to
887 include protection of the existing Town road, may grant such permit.
888

889 (b) The Applicant may seek a variance from the Board with respect to any of the
890 Town Engineer recommendations by providing clear evidence that such work
891 is unnecessary. The Board shall have complete discretion whether to grant
892 any such variance request.
893

894 (c) The Applicant shall guarantee payment of all legal engineering and other costs
895 incurred by the Town, and the Town Attorney shall make recommendation
896 concerning the adequacy, manner and method of the guarantee.
897

898 (d) In making its decision in granting the permit the Board shall consider all of
899 the Town Engineer's recommendations and any other improvements it deems
900 necessary to protect the Town road and in so doing may impose such
901 conditions upon the granting of the permit as it deems reasonable and
902 necessary.
903

904 (4) CONSTRUCTION AND MAINTENANCE GUARANTEE STANDARDS

905
906 (a) Purpose. A financial guarantee shall be provided by the applicant to ensure
907 the proper construction, installation, and maintenance of required road,
908 utilities, storm-water management, erosion and sediment control measures,
909 required landscaping, and other improvements. A financial guarantee shall
910 also include any removal of existing features, temporary erosion and sediment
911 control, and any future storm water management structures.

912
913 (b) Guarantees:
914

- 915 1. The owner, the developer, or both, shall be identified as the party
916 responsible to provide a construction and maintenance guarantee.
917
- 918 2. The nature and duration of the guarantee shall be structured to achieve all
919 installation and inspections required by the Town Board.
920
- 921 3. The Town may extend the time allowed for installation of the
922 improvement for which its guarantee has been provided.
923
- 924 4. A construction and maintenance guarantee shall be required before the
925 construction of any required improvements and as a condition of the
926 permit of approval.
927
 - 928 a. The construction and maintenance guarantee shall be in an amount
929 established by the Town Board and shall not be less than one hundred
930 and twenty percent (120%) of the cost of installation of the
931 improvements.
932
 - 933 b. The construction and maintenance guarantee shall remain in force until
934 substantial completion of all required improvements and until released
935 by the Town Board.
936
 - 937 c. A portion of the original construction and maintenance guarantee shall
938 be retained by the Town Board upon completion of the required
939 improvement for maintenance purposes.
940
 - 941 i. The retained guarantee shall be held for a period not less than two
942 (2) years following final acceptance or approval of the
943 improvements by the Town Board.
944
 - 945 ii. The retained guarantee shall be in an amount not to exceed fifteen
946 percent (15%) of the cost of the improvements.
947

948 (c) Guarantee. The Town Board, upon recommendation of its attorney, shall
949 require the guarantee be in the form of:
950

- 951 1. A security bond from a bonding company authorized to do business in this
952 State; or
953
954 2. An irrevocable letter of credit from a reputable bank or lending institution;
955 or
956
957 3. Cash or an instrument readily convertible into cash; or
958
959 4. Any other similar form of guarantee approved by the Town Board.
960

961 (d) Release of Financial Guarantee
962

- 963 1. Upon substantial completion of all required improvements the
964 developer/applicant shall notify the Town Engineer of the completion of
965 the required improvements in writing by certified mail.
966
967 2. The Town Engineer shall then make a final inspection of the
968 improvements and shall then authorize approval, partial approval or
969 rejection of such improvements.
970
971 3. A statement of any reasons for any rejection and corrective action shall be
972 provided in writing to the Town Board and the developer/owner.
973

974 **8.10 PENALTY.**
975

- 976 (1) GENERAL. Except as otherwise provided, any person found to be in violation of
977 any provision of this chapter shall be subject to a penalty as provided in Section
978 25.04.

TOWN OF RIVER FALLS POLICIES

Updated XX/XX/2025

General Policies	3
Meetings	5
Financial Policies for Procurement, Purchasing and Reimbursement	6
Policy Purpose	6
Responsibility	6
Purchasing Procedures and Threshold Limits	6
Emergency Purchases	7
Credit Card Purchasing	7
Personal Reimbursement	7
Cash Purchases	8
Travel Reimbursement Policy	8
Policy on Nonsufficient Funds	8
Roads	9
Storage in the Right of Way	9
Mowing	9
Trees	10
Ditches and Culverts	10
Traffic Control Signs	10
Snow and Ice Control	10
Snow Event Parking	11
Snow Removal From Driveways	11
Mailboxes	12
Roads Employees	12
Zoning	13
Additional Information and Complaints	13

Town of River Falls Policies

The Board of the Town of River Falls in Pierce County, Wisconsin do hereby ordain as follows:

WHEREAS, the Town of River Falls maintains several records within the Ledger of Minutes, and

WHEREAS, many of these records are not reviewed regularly, and

WHEREAS, it is time consuming to resource policies and rules noted many years before, and

WHEREAS, newly elected officials need to understand procedures previous boards adopted, and the reason why, and

WHEREAS, Town of River Falls residents should be informed of these policies, which set the character of the board, as to the obligations, duties, and performances to the citizens, and

WHEREAS, any policy passed at a Town Board meeting may be changed with a majority vote of Board members, and

WHEREAS, items contained in the Wisconsin Statutes and the Town Code, and those adopted at Special Town Meetings, may not be changed by the Town Board alone.

NOW THEREFORE BE IT RESOLVED, that the following partial list of policies and rules, and the dates of their adoption, be made available to newly elected Board members, and

BE IT FURTHER RESOLVED, that these policies and rules be reviewed after each town board election.

General Policies

The Town Chair will attempt to meet once a year with other town chairs (Clifton, Kinnickinnic, Martell, and Troy) and the City of River Falls mayor to discuss issues affecting towns, city, county, or state.

ADOPTED: Town Board Meeting - 2/7/94

AMENDED: Town Board Meeting - 4/21/97; 7/5/22; XX/XX/2025

Any board or committee member who has a conflict of interest shall state so, and refrain from voting on the issue that may be in conflict. The meeting minutes shall reflect this action.

ADOPTED: Town Board Meeting – 11/4/96

The Plan Commission shall follow state statutes in appointing a vice-chair and a secretary to keep records of its proceedings.

Town Code - §1.20

All commissions, committees and subcommittees shall elect or appoint a vice-chair and a secretary.

ADOPTED: Town Board Meeting - 2/7/94

AMENDED: Town Board Meeting 5/21/07; 7/5/22; XX/XX/2025

All appointed commissions, committees and boards are required to complete a report form or minutes, to be submitted to the town clerk after each meeting.

ADOPTED: Town Board Meeting – 4/4/94

AMENDED: Town Board Meeting – 5/2/11; XX/XX/2025

The Board will review all relevant contracts prior to renewal for approval. (Examples: garbage removal, hauler's licenses, mobile home court, etc.)

ADOPTED: Town Board Meeting -2/7/94

AMENDED: 5/3/10

The Town attorney and engineer shall be contacted only by Town Board officials for business at Town expense with direction by the Town Board.

ADOPTED: Town Board Meeting – 4/19/99

AMENDED: Town Board Meeting – 7/5/22; XX/XX/2025

All information posted on the Town web site shall be managed by the Town Clerk.

ADOPTED: Town Board Meeting – 2/21/00

AMENDED: XX/XX/2025

By Vote of the Town Board, memorials may be given at the time of death of the following:

Board members or employees - - - - - \$100.00

Past board members or employees - - - - - \$75.00

Present committee members - - - - - \$50.00

ADOPTED: Town Board Meeting – 2/5/01;

AMENDED: 6/15/15; XX/XX/2025

The Town Board may sell town property (except real estate) with a value of less than \$1000 without having been voted on at a town meeting of the electors (Town Meeting). Items with a value of more than \$1000 but less

than \$2500 must first be posted and listed on the town website and then may be sold without Town Meeting approval. Property with a value of \$2500 or more must have Town Meeting approval.

ADOPTED: Annual Town Meeting – 4/10/01

AMENDED: Town Board Meeting – 5/2/11; 6/15/15; 6/4/18

Burning permits are required in the Town of River Falls and are issued on an annual basis. Burn permits will be available at Town Recycling Center or at Town Hall during open hours.

ADOPTED: Town Board Meeting – 4/15/02

AMENDED: Town Board Meeting – 4/21/03; 6/7/04; 5/2/05; 5/21/07; 5/2/11; XX/XX/2025

Fireworks permits are required and are issued on a one event per permit basis. Fireworks permits are only available from the Town Chair.

Town buildings are to be tobacco-free.

ADOPTED: Town Board Meeting – 1/1/04

Any ordinance written and adopted by the town board should reflect only one specific Town issue.

ADOPTED: Town Board Meeting – 4/18/05

No hazardous waste materials, sharps, ashes, yard waste or concrete will be accepted at the Town Recycling Center.

ADOPTED: Town Board Meeting – 5/21/07

AMENDED: Town Board Meeting – 7/5/22; XX/XX/2025

All current and former board members or town employees will be provided with legal counsel and all costs and expenses associated with any litigation that arises out of the performance of their position or job duties.

ADOPTED: Town Board Meeting – 5/3/10

The Town of River Falls shall contract with an animal control agency. The agency will be responsible for picking up and housing animals per the Town contract. The Animal Control Officer shall consult with the Town Chair and may consult with a veterinarian to determine how to handle all animals.

ADOPTED: Town Board Meeting – 4/16/12

AMENDED: Town Board Meeting – 6/6/16; 6/4/18; 7/5/22; 12/4/23

The Town reserves the right to withhold permit approval until all unpaid or other invoices are paid in full.

ADOPTED: XX/XX/2025

During the budget process, the Board will review inventory of computer equipment or other technological devices and determine if any are eligible and need to be replaced. In the case of catastrophic failure, electronic devices or equipment may be replaced throughout the year.

ADOPTED: XX/XX/2025

Employee review sessions shall occur at a minimum of once per year.

Meetings

Town Board meetings will be limited to 9:30 P.M. for official agenda business unless this time occurs during a public hearing, or unless the meeting is extended by a two-thirds vote of the Board. The paying of bills and other related business to be completed within the next half hour after a vote for extension.

ADOPTED: Town Board Meeting – 6/21/93

AMENDED: XX/XX/2025

No two meetings will be allowed at the Town level at the same time and date unless properly noticed.

ADOPTED: Town Board Meeting – 2/7/94; 6/15/15

To the extent possible public notice of all meetings of the River Falls Town Board shall be posted on the Town website. Meetings required to be published in a newspaper shall be published.

Wisconsin Statutes - §19.84

AMENDED: Town Board Meeting – 5/21/07; 6/15/15; 6/6/16; 6/5/23; XX/XX/2025

All committee or subcommittee meetings are to be held at the River Falls Town Hall or other properly noticed meeting locations. Meeting notices will be posted at the River Falls Town Hall and on the town website a minimum of 24 hours in advance. Emergency meetings may be posted less than 24 hours but still require a minimum 2-hour notice.

Wisconsin Statutes - §19.84(3)

ADOPTED: Town Board Meeting – 2/7/94

AMENDED: Town Board Meeting – 5/21/07; 6/15/15; 6/6/16; 6/5/23; 12/4/23; XX/XX/2025

Town Board agendas shall include “Public Comments & Requests”. Any public comment shall be considered for future discussion or action. If time allows the public can participate on items on the agenda. The Town Board can, if appropriate, limit public participation through proper motion.

ADOPTED: Town Board Meeting – 4/17/06

AMENDED: Town Board Meeting – 4/21/08, 12/4/23; XX/XX/2025

Any person wishing to video record a Town of River Falls meeting must do so from a designated area only. The town board may from time to time designate other areas for recording for its own use.

ADOPTED: Town Board Meeting – 5/21/07

AMENDED: Town Board Meeting – 7/5/22

Financial Policies for Procurement, Purchasing and Reimbursement

Established 12.2.24, Amended XX/XX/2025

Policy Purpose

To establish procedures for the purchase of goods and services for the Town of River Falls including all Boards, Commissions, Committees, and Employees. Specifically, this document is intended to provide guidance as to how and when certain goods or services should be competitively bid. The Policy is intended to promote fairness among the competitive bid process while maintaining a flexible system of service procurement.

To ensure against datedness, the thresholds within this Policy will be adjusted periodically for inflationary impact as determined by the Town Clerk and Town Board.

Responsibility

All employees, Board members, committee chairs and any others authorized to make purchases for the Town will be responsible for following the provisions outlined in this Policy when making purchases with Town funds. It shall be the responsibility of the Town Clerk to review all purchase requests to ensure availability of funds.

Purchasing Procedures and Threshold Limits

Purchases under \$500: The purchase of materials and supplies, the anticipated cost of which is under \$500, may be made by the clerk, the treasurer and the town Roads Department employees without the approval of the chairperson, their designee, or any other town board members. "Materials and supplies" include copy paper, stationery, postage, office supplies, cleaning products, bathroom supplies, maintenance materials, equipment repairs and other like and similar items. Such purchases shall be approved by the town clerk for fund/budget availability prior to the purchase.

Purchases between \$500 and \$5,000: The purchase of materials and supplies, permanent personal property and services, the anticipated cost of which is between \$500 and \$5,000, shall be authorized in advance by the chairperson or their designee and purchases over \$5,000 shall be approved in advance by the town board. Such purchases shall be approved by the town clerk for fund/budget availability prior to the purchase.

(a) "Permanent personal property" includes furniture, furnishings, computers, calculating equipment, small machines, parts, tools and equipment or any other property which customarily has a use life of more than one year.

(b) Purchases under this subsection may be made on the open market and directly from a dealer or supplier without obtaining sealed bids, but such purchases shall be made, when possible, after multiple quotations or proposals have been obtained.

(c) All other purchases must be approved by the town board in advance of the purchase.

Purchases and Contracts between \$5,000 and \$25,000: Contracts valued between \$5,000 and \$25,000 do not require sealed bids but do require the town to provide a Class 1 notice of the proposed contract at least seven days before the town board acts on it.

Public Contracts over \$25,000: Contracts valued over \$25,000 require the town to accept the bid from the lowest responsible bidder. The bids must be sealed and may not be opened in advance. A Class 2 notice must be provided to the public prior to the deadline for receiving bids.

A town representative will contact all bidding parties on acceptance or rejection of their bid, to thank them for their participation in the process.

ADOPTED: Town Board Meeting – 2/7/94

Emergency Purchases

- 1) Emergency purchases shall only be made to:
 - i. Prevent delays in construction or delivery of essential services; and/or
 - ii. To stay an immediate threat to the health or safety of the public and employees.
- 2) For Emergency Purchases of general items or services that are not able to fulfill the requirements of this policy and meet the definition outlined, the appropriate Department Head shall make every effort to obtain three quotes for the item.
- 3) The purchase shall be approved by the Town Chair or their designee prior to the order/purchase of the item or service.
- (4) The Town Board will review and approve the order at its next scheduled Town Board meeting.

Credit Card Purchasing

The Town of River Falls has established a Purchase Card (credit card) program. The goal of the program is to expedite the procurement process for goods and services, travel, seminar, and hotel reservations/payments. The Clerk has been issued a Purchasing Card and is responsible for its use by Town employees. Using a Purchasing Card is for approved Town purchases only. Abuse or misuse of the card will not be tolerated. Any misuse and/or abuse of this program will result in revocation of the card and other disciplinary action as deemed appropriate.

Authorized Expenses

Only authorized users may use a Purchasing Card for any lawful expenditure on behalf of the Town of River Falls. If possible, make sure no sales taxes will be incurred.

Town Purchasing Cards may not be used for personal expenses or expenses on behalf of unauthorized third parties. Purchasing Cards may not be used to advance personal or other unauthorized expenses, even if intended for prompt reimbursement. No cash advances are allowed.

Authorized Purchasing Card use is for convenience, not to finance or obtain loans for expenses. Use of a Purchasing Card requires the reasonable belief that the Town will pay for all expenses when due without incurring interest, late fees, or other issuer charges.

Submission of Receipts

Authorized users shall obtain a receipt for any expenses paid with a credit card account. The receipt shall be provided to the Town Clerk within 14 days. Not submitting receipts for expenses paid with a Purchasing Card could result in the card holder losing the privilege to use a card.

It is the authorized user's responsibility to safeguard the Purchasing Card and account number information. If the card is lost or stolen, the cardholder must notify the Town Clerk immediately. A new credit card may be issued to the cardholder after any reported loss or theft.

Personal Reimbursement

It is preferable that an employee uses the Town credit card for Town purchases rather than personal funds both for their own protection and the Town's. In the event of accessibility or emergency that necessitates personal funds to be used, the employee must adhere to the purchasing provisions and present proof of purchase with either an original itemized receipt, online proof of credit card payment of purchase or copy of the credit card statement within 14 days. Every attempt should be made to have a sales tax-free transaction.

Cash Purchases

It is preferable that an employee conduct business with a vendor that the Town has an established account with so that the purchase can be placed on the Town's account, or the Town credit card be used. However, in exceptional circumstances and keeping the policy parameters in mind, reimbursement for personal purchases will be made only with proof of an original receipt. Every attempt should be made to have a sales tax-free transaction.

Travel Reimbursement Policy

This policy shall govern all travel expenses incurred by employees who attend an approved conference/training program. Note that all requests for Town reimbursement will be considered within the confines of the established budgetary limitations.

Approval Process All employees interested in attending conferences or educational seminars must request approval from the Town Board at least two weeks prior to the conference's commencement date. No commitments for registration, travel, etc., shall be made until the travel authorization has been approved by the Town Board.

Acceptable Travel Costs Reimbursable travel costs may include lodging, transportation, meals, registration fees and related incidentals. Other reasonable expenses shall be reimbursed in full if supported by receipts. Employees shall submit all their reimbursement request receipts.

Mileage Reimbursement Employees shall be reimbursed for mileage expenses at a rate consistent with the current IRS allowable reimbursement rate for mileage. Reimbursement requests should be made in writing and include employee name, dates of travel, origination, destination and purpose of the trip along with the amount of mileage.

Policy on Nonsufficient Funds

Upon notification from a bank that a check has been written to the Town of River Falls in payment for any fee(s) and has been returned for insufficient funds the following procedure shall apply.

1. The Town Treasurer will send the first courtesy letter to the person who wrote the check, informing them of this oversight.
2. If the check has not cleared within 7-10 days, a second letter will be sent by the Town Treasurer. This letter will give the offending party 14 days to respond and honor the original check plus the bank handling fee(s). This second letter should be sent by regular mail and certified, return receipt, to rectify the situation.
3. If, at the end of the notification process by the Town Treasurer, there is still no resolution, it will be noted the Town of River Falls can no longer accept any checks from the person involved. Further transactions by the offending party will have to be done through cash, money order or certified check only.

Roads

The responsibility for keeping vehicular traffic moving on the Town's over 60 miles of roads lies with the Town's road maintenance employees and the Town Board. The Town's goal is to maintain the roads in good driving conditions as weather, equipment, and budgets allows.

The Town owns and is also responsible for maintaining road right of ways. The roadside right of way is 33 feet measured from the center of the road.

The Town Chair will give written notice to any person cutting timber in the Town to let them know that they will be responsible for any damage to town roads.

ADOPTED: Town Board Meeting – 3/15/99

When the decision is made to put weight limits on town roads, a notice of the posted roads will be published.

ADOPTED: Town Board Meeting – 3/2/98

AMENDED: Town Board Meeting – 3/15/99; 5/21/07; 6/6/16; 7/5/22; XX/XX/2025

The Winter Road Maintenance Policy shall be reviewed every October.

ADOPTED: Town Board Meeting - 2/7/94

Storage in the Right of Way

Landowner personal equipment and material must not be stored in the right-of-way. Garbage cans and recycling bins should be placed safely off the roadway either within the driveway or on the shoulder. Special attention should be given when there is a snowfall to ensure they are placed far enough back so they are not in the path of the snow plow.

Mowing

The Town mows roadsides twice during the year with the first mowing in June or July and second mowing beginning in August. The first cutting is done to enable the driving public to maintain a better view of wildlife approaching the shoulders. It also exposes where the shoulder is for emergency stopping by the public. This cutting will be at least one cutting width of an approximate eight-foot-wide path. Any additional mowing will accommodate vision safety at intersections or curves.

The second cutting not only addresses vision safety but reduces the effect of drifting snow onto the road surface. When weather permits, the employees will continue mowing in areas that they feel need additional cutting. At no time shall any employee mow beyond the right-of-way unless permission is received from the private landowner and the Town Board and should take into consideration the difficulty of locating the right-of-way line and the potential for encroaching upon private lands. The Town will pay for damages an employee causes if any mowing is done beyond the right-of-way. The payment of replacement cost of any trees or shrubs destroyed by Town employees on private land shall be reimbursed where the Board is provided a bonafide estimate from a certified landscaping firm acceptable to the Town. A Town Board member shall measure the location of said trees or bushes to ascertain if they were outside the right-of-way, that is, beyond 33 feet from the centerline.

Mowing by the private sector on the Town road right-of-way is strongly discouraged. The Town recognizes the public concern with the condition of the frontage adjoining their property, but because of the safety issue the Town does not encourage mowing such areas.

All utility boxes and emergency fire numbers must be kept clearly visible at all times. Town employees are instructed to keep an appropriate distance from this line. Landowners have the option of mowing the right of way areas, but ultimately it is up to the Town how, when and where the roadsides are maintained.

Trees

The Town recognizes the presence of mature trees that have grown naturally over time and exist in the right-of-way. The Town shall evaluate the presence of these trees in the right-of-way. The Town will remove any and all trees when it is deemed necessary to enhance safety and/or protect equipment and facilitate maintenance.

At no time shall any trees, shrubs, gardens or brush, etc. be planted/placed in the right-of-way. Any trees or tree limbs located on or extending onto road right-of-way which constitutes a dangerous or unsafe condition shall be removed by employees in a timely manner. These trees belong to the property owner, who is responsible for disposing of them. When the highway maintenance employees remove fallen trees from the highway the ownership of such trees is that of the adjacent property owner.

Ditches and Culverts

Ditches along the roadside can be a significant hazard if a vehicle cannot easily travel down and up its slopes. In general, if the side slopes are at a pitch of 3:1 or flatter no guardrail is needed. Proper slope and cross-section design for ditches will be used on future public road installation.

Definition: 3:1 pitch means a one foot vertical drop within a 3 foot horizontal drop. This is the standard generally accepted as the maximum slope that can be safely mowed.

The end of a drainage pipe in the right-of-way can be a serious hazard. The pipe end and its flaired end section should be sloped at the same angle as the side slope. Flaired end sections or other obstacles should not be extended more than four inches above ground.

Traffic Control Signs

Signs and their supports are necessary to the efficient and safe flow of traffic. The Town will use break away supports which yield on impact whenever possible. Sign supports which will break away under vehicle impact include the following: 4 x 4-inch pine posts, steel channel section V-posts (less than three pounds per foot) and steel posts with a two inch inside diameter. Business and personal signs are regulated by Ordinance 17.13.

Snow and Ice Control

The Town is responsible for maintenance of over 60 miles of roads. Approximately 30 miles are classified into first priority plowing and sanding roads with the balance of the roads being plowed and sanded as time allows. According to State Statute §893.83 the Town has three (3) weeks to remove natural snow and ice accumulation.

Road maintenance employees will respond to emergency requests such as fire calls, ambulance, or accidents at the direction of the Town Chair or designee to the extent practicable. Fees for plowing driveways shall be consistent with the established hourly rates for labor and equipment based on the current town fee schedule. Sand/salt is an additional minimum fee and varies based on length of driveway and volume applied. In the event that Town equipment becomes stuck due to poor conditions, towing service fees, and down time for Town equipment and labor, will be charged to the landowner.

The Town will not plow or sand on private property without authorization from the Town Chair. The Town is not responsible for the removal of snow that is plowed into private driveways from the road clearing operation. Driveway maintenance is the property owner's responsibility.

A salt/sand mixture is applied only at curves, intersections, hills and steep grade hills. Certain weather conditions may allow additional small amounts of salt in the sand to promote a thawing or clearing of compacted snow or ice.

Roads are plowed in order of priority. Priority roads are classified as follows:

Number 1: Major and minor collector roads (State of Wisconsin - by function).

Number 2: All daily traveled school bus routes.

Number 3: All daily traveled milk routes.

All other roads will be plowed as soon as equipment is available or in the immediate area with available time.

Agreements have been signed with the City of River Falls and the Towns of Clifton, Kinnickinnic, and Martell, on exchange plowing of roads. The following is a list of the municipalities and the roads they have agreed to plow and sand:

City of River Falls-----950th St. from Cemetery Road to the dead end

Town of River Falls-----All of 975th St. from Cemetery Road to the dead end

Town of Clifton-----860th Ave. to the dead end at W10314 860th Ave.

Town of River Falls-----690th Ave. to the intersection of 1070th St. in Clifton.

Town of Martell-----870th Ave. to County Rd. W.

Town of Martell-----810th Ave. from W7251 810th Ave. to N8018 747th St.

Town of River Falls-----730th St. from 770th Ave. to the dead end

Town of River Falls-----850th St. to County Rd. M in Kinnickinnic.

Town of Kinnickinnic-----790th St. to State Rd. 29

The Town of River Falls will also have an agreement on file for substitute trucks and drivers in the event of equipment breakdown.

This policy will be adjusted to meet specific storm circumstances. In the fall or late spring, plowing will be limited when there is a lack of frost to support the plows. Plowing gravel off the road creates a hazard as well as being very expensive to the taxpayer.

The Town Chairperson has the authority to suspend snow and ice control operations. This may be done in severe storm conditions when there is danger to operators, or it is not practical or cost effective to continue.

Snow Event Parking

No person shall park or leave any motor vehicle standing on any street, road or highway right-of-way in the Town from November 1st of any year through April 15th of the following year, except by permit of the Town Board. Any vehicle found to be in violation of this section may be towed by the Town at the owner's expense.

Snow Removal From Driveways

Things you should consider about your snow removal from your driveway:

- While standing in your driveway, facing the road, shovel all your snow to your right at your driveway entrance, thus the snowplow will take the snow down the road.
- If possible, don't plow your driveway until the snowplow has gone by.

State Statute 346.94(5) and the Town of River Falls General Code prohibit plowing any snow from driveways onto town roads. You are liable for fines and damages. If you hire someone to plow your driveway, be sure they know about this policy.

According to State Statute 86.105, the Town of River Falls may plow private driveways in an emergency situation. This will be done with the approval of the Town Chairperson or board designee.

The Town reserves the right to deny the request if the conditions are hazardous and/or present unnecessary risks to Town employees or equipment. Our first concern is the safety of town employees as they maintain our public roads. The Town will only plow and sand driveways that are built to accommodate the town's equipment.

Fees for plowing driveways shall be consistent with the established hourly rates for labor and equipment based on the current town fee schedule. Sand/salt is an additional minimum fee and varies based on length of driveway and volume applied. If Town equipment becomes stuck due to poor conditions, towing service fees, and down time for Town equipment and labor, will be charged to the landowner.

Mailboxes

Mailboxes are the only structure that private owners are allowed to install within the right-of-way without a permit as a matter of convenience to the landowners. Neither the Town of River Falls nor the U.S. Postal Service issues written permits for the placement of mailboxes within the public right-of-way. The mailbox installation and support along with the on-going maintenance and conformity with current U.S. Postal Service standards are the responsibility of the property owner. All mailboxes placed within the public right-of-way are owned by the property owner and are placed there at the owner's risk.

All mailboxes should be mounted at a height of 41 to 45 inches from the road surface to the bottom of the mailbox. The mailbox should be installed 6 to 8 inches from the edge of the curb or road to the front of the mailbox door. Mailbox posts need to be a minimum of 2 feet off the shoulder.

Mailbox supports must be designed so that if struck it will bend or fall away from the striking vehicle to prevent severe damage to the vehicle or injury to the traveling public. Supports which will break away under vehicle impact include the following: 4 x 4 inch pine posts, steel channel section V-posts (less than three pounds per foot) and steel posts with a two inch inside diameter. Massive supports such as telephone poles, heavy metal posts, concrete posts, antique farm equipment, or other similar items are prohibited.

Mailboxes must meet minimum/maximum standards of support, setting and size. A plastic mailbox becomes very brittle in the winter. An oversized mailbox may collapse from the weight of the snow.

Operators are instructed to be very cautious near mailboxes. In most cases a properly installed mailbox will permit a snowplow to clear snow around it. Most cases of damaged mailboxes are caused by heavy snow hitting the box, which is not reimbursable. The mailboxes are not usually hit by the plow. A mailbox with alleged damage from a direct hit by a town snowplow must be reported immediately and will be visually inspected by one member of the town board and one road employee. The Town will repair or pay up to \$50 to replace the box and post. The Town assumes no other liability for mailbox damage or losses.

Roads Employees

The Town Chair has the discretion to hire additional part time persons to assist the two full time employees in operating Town equipment in a weather event. Agreements with substitute drivers will be on file and updated annually.

Zoning

The Town Board will review all changes in Extraterritorial Zoning ordinances before making any decision at ETZ meetings.

ADOPTED: Town Board Meeting - 2/7/94

Any person applying for a conditional use permit must work with the Town Zoning Administrator. The Town Zoning Administrator will contact and inform all neighbors within one quarter mile of the applicant's residence, to inform neighbors of their intentions. Depending upon the type of conditional use permit that is being applied for this distance requirement may be revised by the Town Board.

ADOPTED: Town Board Meeting – 9/2/97

AMENDED: Town Board Meeting – 5/3/10; 6/6/16; 6/4/18; XX/XX/2025

Additional Information and Complaints

Handling of complaints within the Town:

- a) The chair or supervisor will review the complaint and notify the offending party.
- b) If the offending party remains noncompliant, a certified letter will be sent, to the offender, stating ordinance violation.
- c) If the offending party is still in noncompliance, a second letter will be sent, informing the offender that they will be placed on the regular Board meeting agenda. Time and date of such meeting will be noted.
- d) Failure to appear at the Board meeting may result in the issuance of a citation.
- e) In emergency situations the chair may issue a citation without the appearance of the violator at a Town Board meeting.

ADOPTED: Town Board Meeting - 2/7/94

AMENDED: Town Board Meeting – 10/21/96; 4/21/03; 5/3/10; 6/6/16; 7/5/22; XX/XX/2025

If a resident has a complaint about a fire call bill, the resident will be asked to register the complaint with the Town Board within 30 days of receiving their initial letter/billing from the town. Fire/accident calls are billed on a 30, 60, 90-day billing cycle. If unpaid after this cycle of invoices are sent, the Town Board votes on whether to send invoice to a collection agency. The board is willing to consider installment payment plans to pay the fire/accident call charge.

ADOPTED: Town Board Meeting – 4/18/94

AMENDED: Town Board Meeting – 5/3/10; 5/2/11; 6/6/16; 7/5/22

Information about road conditions and operations can be obtained by calling the Town Chairperson. After hours, call the Town Chairperson for more information.

All questions and complaints should be directed to the Town Chair. These will be investigated and discussed with the Town Board. Final action on complaints rests with the Board.

The Town Board, employees, spouses and family members will not respond to rude or belligerent complainants.

These policies have been reviewed and adopted on this 4th day of December 2025.

TOWN OF RIVER FALLS

Terry Kusilek, Town Chair

I, Sarah Meyer, for the Town of River Falls, do hereby certify that the preceding policies were passed at a legal meeting held on December 4, 2025.

Sarah Meyer, Clerk

Town of River Falls

11/17/2025 9:05 AM

Register: 1st Nat. BK of RF:Clerk's Checking Account

From 11/03/2025 through 11/17/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/03/2025	28836	Ace Hardware	Public Works - Roads:...		12.46			17,169.13
11/03/2025	28837	Rock Oil Refining, Inc.	Public Works - Recycli...		191.34			16,977.79
11/03/2025	28838	City of River Falls	Public Safety:Fire Insp...		50.00			16,927.79
11/03/2025	28839	Verizon Wireless	General Government:T...		47.62			16,880.17
11/03/2025	28840	Ron's Sewer Service	General Government:T...		425.00			16,455.17
11/03/2025	28841	Don Rodewald	-split-		395.66			16,059.51
11/03/2025	28842	Jerome or Marcella R...	Zoning Administrator ...		125.00			15,934.51
11/03/2025	28843	Dohrer, Albert S.	-split-		143.36			15,791.15
11/03/2025	28844	Foster, Mary J	-split-		523.31			15,267.84
11/03/2025	28845	Fristad, Christopher	-split-		57.06			15,210.78
11/03/2025	28846	Gill, Garrett D	-split-		148.81			15,061.97
11/03/2025	28847	Johnson, Kaleb LG	-split-		234.38			14,827.59
11/03/2025	28848	Kozak, Rita M	-split-		1,010.29			13,817.30
11/03/2025	28849	Kusilek (employee), ...	-split-		788.65			13,028.65
11/03/2025	28850	Mahoney, Joseph M	-split-		622.73			12,405.92
11/03/2025	28851	Merta (employee), M...	-split-		108.71			12,297.21
11/03/2025	28852	Meyer, Sarah K	-split-		3,036.88			9,260.33
11/03/2025	28853	Mogen (supervisor), ...	-split-		329.84			8,930.49
11/03/2025	28854	Rodewald, Donald T	-split-		222.83			8,707.66
11/03/2025	28855	Rodewald, Jerome C	-split-		97.41			8,610.25
11/03/2025	28856	Smith (supervisor), Siri	-split-		454.58			8,155.67
11/03/2025	28857	Garrett Gill	-split-		1,100.00			7,055.67
11/03/2025	28858	Flick, Dalton	-split-		2,195.12			4,860.55
11/03/2025	28870	Schaar Jr., Robert A	-split-		2,495.73			2,364.82
11/05/2025			1st Nat. BK of RF:Mo...	Deposit			20,000.00	22,364.82
11/05/2025	1318	EFTPS	-split-	39-6006086	4,162.11			18,202.71
11/05/2025	1319	Wisconsin Retiremen...	-split-		2,722.96			15,479.75
11/05/2025	1320	Wisconsin Dept. of R...	Payroll Liabilities	036-00003408...	1,140.87			14,338.88
11/13/2025			1st Nat. BK of RF:Mo...	Deposit			15,000.00	29,338.88
11/13/2025	1321	Cintas	Public Works - Roads:...		193.27			29,145.61
11/13/2025	1322	St. Croix Valley Nat...	General Government:T...		40.44			29,105.17
11/13/2025	28860	Election Systems & ...	General Government:E...	5800923558	3,450.00			25,655.17
11/13/2025	28861	Stantec Consulting S...	Conservation and Deve...	Customer No 1...	1,739.00			23,916.17
11/13/2025	28862	Liberty Tire Recyclin...	Public Works - Recycli...		925.64			22,990.53
11/13/2025	28863	Kwik Trip	Public Works - Roads:...		296.06			22,694.47
11/13/2025	28864	Companion Animal ...	Health and Human Ser...		40.00			22,654.47
11/13/2025	28865	Waste Mgt of WI-MN	-split-		2,846.84			19,807.63
11/13/2025	28866	Carquest Auto Parts ...	Public Works - Roads:...		124.80			19,682.83
11/13/2025	28868	Alcivia	Public Works - Roads:...	9805344	805.64			18,877.19
11/13/2025	28869	Allstate Peterbilt of S...	Public Works - Roads:...		59.19			18,818.00