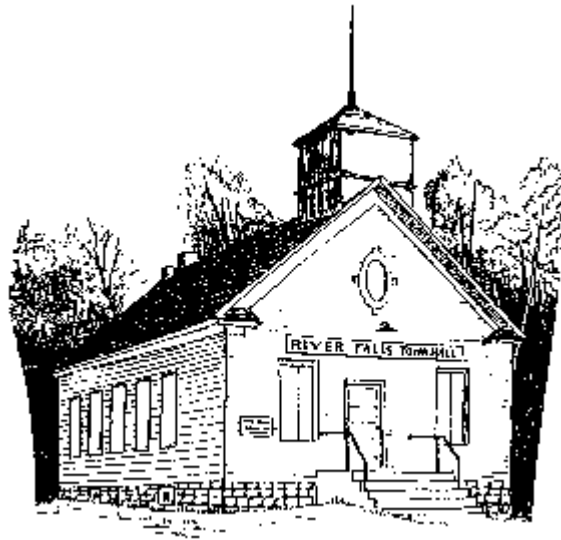


Town of River Falls Town Board

6/15/2026 Meeting Materials



TOWN OF RIVER FALLS

The following River Falls Town Meetings will meet on Monday, June 15, 2026, beginning at 6:00 P.M. at the River Falls Town Hall, W9015 770th Ave.

6:00 P.M. – Plan Commission Agenda: Minutes from 6/1/26 Plan Commission Meeting; Zoning Administrator Report; Discuss and Take Action on Zoning Permit for Kent and Diane Forsland, 810th Avenue; Discussion of Act 68, Discussion of Farmland Preservation, and Identify Planning Commission Duties; Discuss Plan Commission Roles and Responsibilities; Updates from Plan Commission Sub-Committees; Comments & Requests; A quorum of Town Board members may be present.

7:00 P.M. – Town Board

Call to order

Consider for approval or other action:

1. Approve Agenda
2. Minutes from June 1, 2026, Regular Board Meeting
3. Financial/Fire Call Report
4. Public Comments and Requests
5. Zoning Administrator Report
6. Plan Commission Report
7. Take Action on Retailer Class “B” Beer and “Class B” Liquor Licenses and Operator Licenses for Forestville Vines Winery and Event Center, W8101 690th Ave., River Falls, WI 54022
8. Review and Discuss Town Charges and Fee Schedules
9. Set Date for July Budget Meeting
10. Discuss and Take Action on Recycling Center Staffing and Hours
11. Discuss and Take Action on Paid Time Off Policy
12. Discuss Plans for Town Hall 125th Celebration
13. Review and Approve Updates to Town Policies
14. Discuss and Approve Request for Proposal Document for Assessment and Revaluation Contract
15. Discuss Moratorium on Hyperscale Projects in the Town
16. Board and Staff Communications
17. Audit and Pay Bills
18. Future Agenda Items
19. 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, and at the River Falls Town Hall, W9015 770th Avenue, 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, June 1, 2026, River Falls Town Hall

The meeting was called to order by Chair Terry Kusilek at 7:03pm. Elected officials and staff present: Terry Kusilek, Chair; Mary Foster, Siri Smith, Joe Mahoney, Jerome Rodewald; Supervisors; Rita Kozak, Treasurer; Sarah Meyer; Clerk; Don Rodewald, Zoning Administrator; Guests present: Maureen Ash, Brad Peterson, Kristin Nyquist, Wendy DiPeso, Sue Bushard, Pat Singel, Linda Singel, Joe Conrad, Zach Kuechenmeister, Jordyn Kuechenmeister, Rob Gormanson, Victoria Rader

Joe made a motion to approve the agenda with the change of moving numbers 5 and 6 to the top of the agenda. Mary seconded. M.C.

Zoning Administrator Report Pt. 1: Zoning Administrator Don Rodewald provided the information about the proposed alternate dwelling site for Zachary and Jordyn Kuechenmeister, 650th Avenue.

Plan Commission Report: The Plan Commission recommends the approval of the shortening of the driveway and alternate dwelling site for Zachary and Jordyn Kuechenmeister, 650th Avenue. Siri made a motion to approve the shortening of the driveway and alternate dwelling site for Zachary and Jordyn Kuechenmeister, 650th Avenue. Jerome seconded the motion. M.C.

Mary moved to approve the minutes of the May 18, 2026, Regular Board meeting. Joe seconded. M.C.

Financial Report/Fire Call Report: Treasurer Rita provided the Treasurer's Report. The current available balance is \$520,901.06. Mary moved, and Joe seconded to approve the financial and fire call reports. M.C.

Public Comments & Requests: Siri shared that there was a large explosion from a residence on State Road 29 believed to be caused by shooting Tannerite as well as a large fireworks display on Saturday, May 30. Several others in the room also heard and felt it. Terry will follow up with the residents about the noise ordinance and that fireworks permits are required. Ron Gormanson encourages the board to seriously consider a moratorium on hyperscale projects. Sue Bushard would like the board to consider continuing the lowered speed limit on 760th Avenue. Sue also requested that the town doesn't mow until August to allow the birds to get their chicks hatched and flown. Maureen Ash shared her support of a moratorium on hyperscale projects in the town.

Zoning Administrator Report Pt.2: Zoning Administrator Don Rodewald provided the zoning report (attached). Joe made a motion to accept the Zoning Administrator's report. Mary seconded. M.C.

Discuss and Take Action on Purchasing a Buckthorn Puller Joe made a motion to reject the request to purchase of a buckthorn puller. Siri seconded. M.C.

Discuss Plans for Town Hall 125th Celebration: Rita has talked to Kinni Historical Society about their ice cream social event. Sarah and Rita will meet and discuss and bring back to the June 15, 2026, meeting.

Review and Approve Updates to Town Policies: New policies will be drafted to address expenses related to an animal control call, cash handling and background checks for operator licenses. Draft policies will be approved at the June 15, 2026, town board meeting.

Approve Blair Mobile Home License: Joe moved and Siri seconded to approve the mobile home license for the Blair mobile home park. M.C.

Discuss Process for Assessment and Revaluation Contract: Sarah and Terry will work together to create a request for proposal for assessment contract. Tabled to the June 15, 2026, board meeting.

Discuss Possible Conversation with City of River Falls Regarding a Boundary Agreement: Terry will have an informal conversation with the new mayor of the City of River Falls but any discussions related to boundary agreements will be scheduled with additional board members. The board also plans to include feedback from residents if those discussions begin.

Discuss Moratorium on Hyperscale Projects in the Town: Joe has started research on enacting a moratorium on hyperscale projects. He asked that it is tabled to the June 15, 2026, board meeting so that more research can be done.

Board and Staff Communications: Jerome has talked to town attorney Bob Loberg about gaining access to Mt. Zion Cemetery. A closed meeting will need to be scheduled to discuss options. Jerome thanked Don for the donation of time and materials for a large boulder to block the corner of the cemetery. Joe shared that there were several unhappy and rude customers at the recycling center on Saturday. Mary shared that the Parks Committee continues to work on their Halverson Park bridge. Sarah invited the group to the Wisconsin Towns Association County Unit meeting on June 11 at the town hall. There will be a picnic and discussion. Terry spoke with Darrell Hubbell about a land swap or purchase near 800th Avenue. More discussion is needed. Rob and Dalton have been working with Universal to get the new truck outfitted with equipment. Terry requested that employee benefits go on a future agenda. Joe asked that recycling center hours and staffing be on the June 15 agenda. Terry said that the dust control has been scheduled.

Audit and Pay Bills Joe moved to audit and pay bills, Jerome seconded. M.C.

Future Agenda items:

- Approve Agenda
- Minutes from June 1, 2025, Regular Board Meeting
- Financial/Fire Call Report
- Public Comments and Requests
- Zoning Administrator Report
- Plan Commission Report
- Discuss and Approve Liquor License and Operator Licenses for Forestville Winery, W6101 690th Avenue
- Discuss Plans for Town Hall 125th Celebration
- Review and Approve Updates to Town Policies
- Discuss Process for Assessment and Revaluation Contract
- Discuss Possible Conversation with City of River Falls Regarding a Boundary Agreement
- Discuss Moratorium on Hyperscale Projects in the Town
- Review Schedule of Fees and Charges
- Board and Staff Communications
- Future Agenda Items
- Audit and Pay Bills
- Adjourn

Joe moved to adjourn. Jerome seconded. M.C. Meeting adjourned at 8:32pm.

06/15/26

Town of River Falls
Profit and Loss Detail
June 2 – 15, 2026

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Income								
Public Charges for Services								
Recycling Center								
Deposit	06/02/26	6857	Tami Gregg	Recycling 5676		Money Market Acc...	70.00	70.00
Deposit	06/02/26	1134	Eric Deaton	Recycling 5677		Money Market Acc...	65.00	135.00
Deposit	06/02/26	143	Michael Lytle	Recycling 5678		Money Market Acc...	60.00	195.00
Deposit	06/02/26	5108	Julex LLC	Recycling 5679		Money Market Acc...	50.00	245.00
Deposit	06/02/26	13501	Crystal Fiedler	Recycling 5680		Money Market Acc...	50.00	295.00
Deposit	06/02/26	1045	Blue Line Lawn	Recycling 5681		Money Market Acc...	30.00	325.00
Deposit	06/02/26	9089	Elaine Sorenson	Recycling 5682		Money Market Acc...	25.00	350.00
Deposit	06/02/26	1463	RF Construction	Recycling 5683		Money Market Acc...	15.00	365.00
Deposit	06/02/26	3017	Laura O'Boyle	Recycling 5684		Money Market Acc...	10.00	375.00
Deposit	06/02/26	2547	Kris Torkelson	Recycling 5685		Money Market Acc...	10.00	385.00
Deposit	06/02/26	2217	Rocky Branch Vet Services	Recycling 5686		Money Market Acc...	7.00	392.00
Deposit	06/02/26	532	Lukas Nelson	Recycling 5687		Money Market Acc...	6.00	398.00
Deposit	06/02/26	Cash	Joe Mahoney	Recycling 5689		Money Market Acc...	1,308.40	1,706.40
Deposit	06/07/26	1135	Eric Deaton	Recycling 5695		Money Market Acc...	80.00	1,786.40
Deposit	06/07/26	382	Cooper Craig-Casmer	Recycling 5696		Money Market Acc...	60.00	1,846.40
Deposit	06/07/26	24160	Kelly Bopray	Recycling 5697		Money Market Acc...	50.00	1,896.40
Deposit	06/07/26	3116	Dan Moe	Recycling 5698		Money Market Acc...	20.00	1,916.40
Deposit	06/07/26	8492	Greg Elliott	Recycling 5699		Money Market Acc...	15.00	1,931.40
Deposit	06/07/26	2383	Donna Gilbertson	Recycling 5700		Money Market Acc...	12.00	1,943.40
Deposit	06/07/26	8763	Wayne Augustin	Recycling 5701		Money Market Acc...	10.00	1,953.40
Deposit	06/07/26	533	Lukas Nelson	Recycling 5702		Money Market Acc...	9.00	1,962.40
Deposit	06/07/26	Cash	Joe Mahoney	Recycling 5703		Money Market Acc...	1,227.24	3,189.64
Total Recycling Center							3,189.64	3,189.64
Zoning Fee DW/Site Ins/TraDwel								
Deposit	06/02/26	2051	Zachary Kuechenmeister	Dwelling Site 5688		Money Market Acc...	600.00	600.00
Total Zoning Fee DW/Site Ins/TraDwel							600.00	600.00
Total Public Charges for Services							3,789.64	3,789.64
Taxes								
Forest Crop/MFL Tax Collected								
Deposit	06/11/26	ash	WI DNR	MFL Tax 5707		Money Market Acc...	412.51	412.51
Total Forest Crop/MFL Tax Collected							412.51	412.51

06/15/26

Town of River Falls
Profit and Loss Detail
June 2 – 15, 2026

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Total Taxes							412.51	412.51
Total Income							4,202.15	4,202.15
Net Ordinary Income							4,202.15	4,202.15
Net Income							4,202.15	4,202.15

TOWN OF RIVER FALLS

TREASURER'S REPORT

June 15, 2026

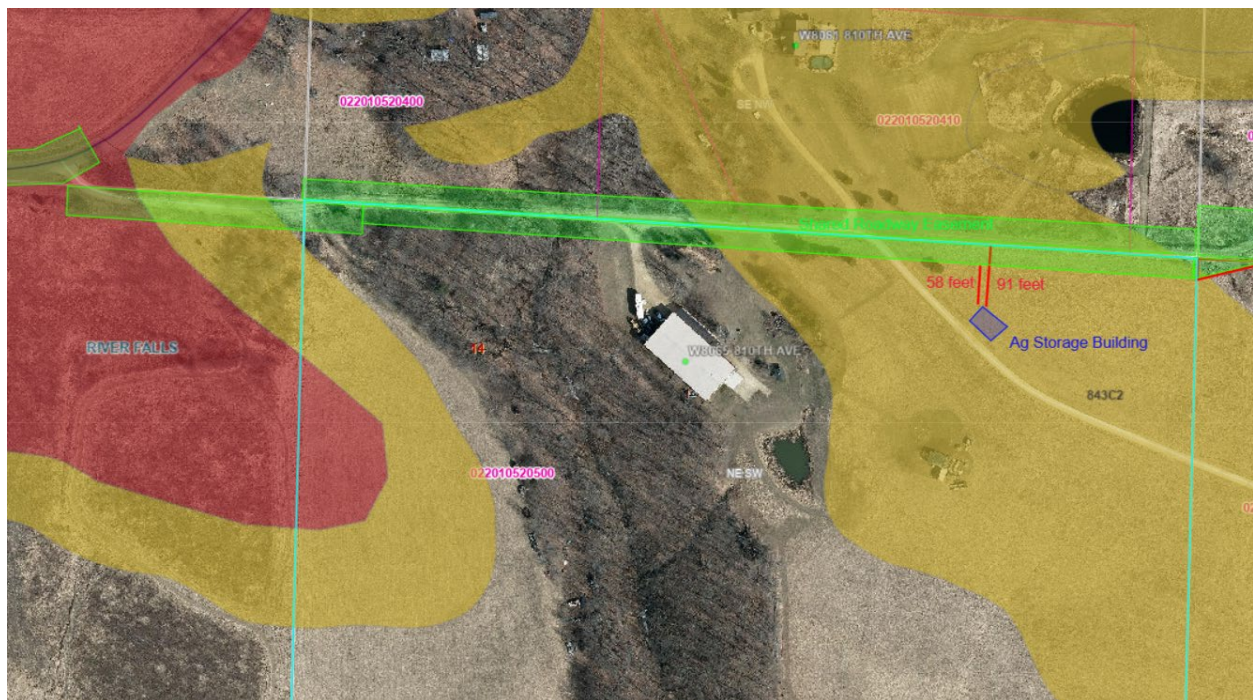
June 15, 2026

June 1, 2026

FNBRF MM TRANSFERS	\$ 45,000.00		
	\$ 20,000.00		
FNBRF BALANCE	\$ 591,103.03		\$ 651,900.38
ROYAL CREDIT UNION			
	\$ 25.31	Business Savings	
	\$ 672,222.57	Entity Account	
	\$ -30,688.44	Revaluation	
	\$ -40,000.00	2025 Transfer for Reval	
	\$ -44,937.00	Highway Equipment	
	\$ -40,000.00	Capital Outlay	
	\$ -200,000.00	Roads	
RCU AVAILABLE	\$ 316,622.44		\$ 314,653.68
TOTAL AT BOTH BANKS	\$ 907,725.47		\$ 948,384.00
RECOMMENDED RESERVE	\$ 445,653.00		\$ 445,653.00
AVAILABLE FUNDS	\$ 462,072.47		\$ 502,731.00
Impact Fee (RCU MM)	\$ 3,000.33	Impact Fee	opened 5/28/26

Zoning Report June 1 - 15, 2026

- 6/2 W8393 650th Ave. – Approved a Dwelling Site application for Zach and Jordyn Kuechenmeister.
- 6/9 W9247 800th Ave. – Approved a zoning permit for an accessory building for Ryan Pechacek. The accessory building will be a 20' x 24' open sided pavillion. Est cost - \$30,000.
- 6/10 N8701 Cty Rd W. – Conducted driveway/field road access accessment for Jeff Marzolf.
- 6/15 W8065 810th Ave. – Reviewed a zoning permit for a 28' x 36', 2 story agricultural storage building for Kent Forsland. Est cost - \$100,000.



TOWN OF RIVER FALLS
RETAIL ALCOHOL LICENSE APPLICATIONS

NOTICE IS HEREBY GIVEN that the Town of River Falls has received the following application from Forestville Winery and Event Center, LLC, owned by Mark Edlund and Kathleen Sullivan and located at W8101 690th Ave., River Falls, WI 54022 for renewal of their retailer Class “B” Beer and “Class B” Liquor licenses. This application will be on the River Falls Town Board Meeting Agenda on June 15, 2026, at 7:00pm.

Sarah Meyer, Clerk

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	<u>T. River Falls</u>
License Period	<u>7/1/26 - 6/30/27</u>

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer \$ _____ ☐ Class "B" Beer \$ 100
- ☐ "Class A" Liquor \$ _____ ☐ "Class B" Liquor \$ 500
- ☐ "Class A" Liquor (cider only) \$ _____ ☐ Reserve "Class B" Liquor \$ _____
- ☐ "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$ <u>600</u>
Background Check Fee	\$ <u>100</u>
Publication Fee	\$ _____
Total Fees	\$ <u>700</u>

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) <u>Forestville Winery & Event Center, LLC</u>			
2. Business Trade Name or DBA <u>Forestville Vines</u>			
3. FEIN <u>93-1733227</u>		4. Wisconsin Seller's Permit Number <u>456-1031447090-04</u>	
5. Entity Type (check one) ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization			
6. State of Organization <u>WI</u>		7. Date of Organization <u>06/06/2023</u>	
8. Wisconsin DFI Registration Number <u>F072727</u>			
9. Premises Address <u>W8101 690th Ave.</u>			
10. City <u>River Falls</u>		11. State <u>WI</u>	12. Zip Code <u>54022</u>
13. County <u>Pierce</u>		14. Governing Municipality: ☐ City ☒ Town ☐ Village of: <u>River Falls</u>	
15. Aldermanic District			
16. Premises Phone <u>(715) 426-5555</u>		17. Premises Email <u>info@forestvillevines.com</u>	
18. Website <u>forestvillevines.com</u>			
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <u>1,000 sq.ft. building, deck, patio and grounds located on the Northeast corner of the property.</u> <u>4,800 sq.ft. single story building and surrounding grounds on west side of the property.</u> <u>Alcohol records of purchase are stored in the basement of the 1,000 sq.ft building.</u>			
20. Mailing Address (if different from premises address) <u>5431 Hilltop Ave.N.</u>			
21. City <u>Lake Elmo</u>		22. State <u>MN</u>	23. Zip Code <u>55042</u>

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No		
If yes, list the details of violation below. Attach additional sheets if necessary.		
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . . ☐ Yes ☒ No beverages.

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . . ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? . . . ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity

4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

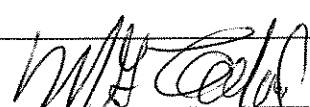
Last Name	First Name	Title	Phone
Edlund	Mark	Member	(715) 516-0086

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Edlund	First Name Mark	M.I. G
Title member	Email mark@forestvillevines.com	Phone (715) 516-0086
Signature 		Date 05/26/2026

Part E: For Clerk Use Only

Date Application Was Filed With Clerk 5/28/26	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Alcohol Beverage
Appointment of Agent

Date 5/28/26

Agent Type (check one)

- ☐
- Original (no fee)
- ☐
- Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Forestville Winery & Event Center, LLC

2. Business Trade Name or DBA

Forestville Vines

3. Entity Type (check one)

- ☒
- Limited Liability Company
- ☐
- Corporation
- ☐
- Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

- ☒
- Municipal Retail License
- ☐
- State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

Lemke

2. First Name

Kalea

3. M.I.

A

4. Email

kalemke3@gmail.com

715-307-3223

6. Home Address

256 Kusilek St

7. City

River Falls

8. State

WI

9. Zip Code

54022

10. Date of Birth

10/11/2002

11. Drivers License/State ID Number

L5208010287104

12. Drivers License/State ID State of Issuance

WI

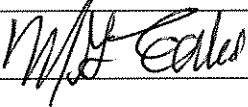
Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☐ No
Submit proof of completion.
2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire* (licensee) or
Form AB-300, *Alcohol Beverage Personal Questionnaire* (permittee)? ☐ Yes ☐ No
3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

Continued →

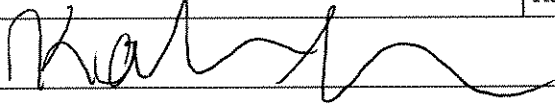
Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Edlund		First Name Mark		M.I. g
Title Member	Email mark@forestvillevines.com		Phone (715) 516-0086	
Signature 			Date 5-26-26	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Lemke		First Name Kalea		M.I. A
Signature 			Date 5/27/26	

Town of River Falls Fees and Charges			
Revised 3/6/06; 3/20/06;12/4/06; 5/21/07; 5/19/08; 5/4/09; 6/21/10; 6/6/11; 6/12 (no changes made); 12/17/12 (fire call fees added to schedule per Res. 2012-G); Nonmetallic Mining Fees added on 7/15/13; Revised 5/5/14; Revised 6/1/15 and 6/15/15; 6/20/16; No revisions made in 2017 or 2018; Reviewed and revised in 2021. Updated June 2024; April 2025 Latest revision: May 1, 2026			
Administrative			
	Photo copying	\$.25/page	
	Locating a Record	\$0 unless costs exceed \$50	Cash deposit will be required if actual cost is estimated to be more than \$50
	Nonsufficient fund checks	\$40	
	Duplicate meeting recording	\$35	
Alcohol Service and Events			
	Class “A” – allows the retail sale of fermented malt beverages (beer)	\$100	Annual license – expires June 30
	“Class A” Liquor – allows the retail sale of intoxicating liquor (distilled spirits and wine, including alcoholic cider)	\$500	Annual license – expires June 30
	Class “B” – allows the retail sale of fermented malt beverages (beer) for consumption on or off the licensed premises	\$100	Annual license – expires June 30
	“Class B” Liquor – allows the retail sale of intoxicating liquor (distilled spirits and wine, including alcoholic cider) for consumption on the licensed premises	\$500	Annual license – expires June 30
	Reserve “Class B” (liquor on & off)	\$10,000	Annual license – expires June 30
	“Class C” – allows the retail sale of wine by the glass or in an opened original container for consumption on the licensed premises	\$100	Annual license – expires June 30
	Temporary Alcohol Beverage License (“Class B” or Class “B” only)	\$40.00	14-day license for nonprofit events
	Operator’s license	\$40	Two-Year license – expires June 30
	Temporary operator’s license	\$15	14-day license for nonprofit events
	Provisional operator’s license	\$15	60-day license
	Special Events Permit		
	Medium sized gathering (300-500 people)	\$40	
	Large sized gathering (500+ people)	\$75	
Cemetery			
	Glass Valley Cemetery Lot	\$700	
	Glass Valley Cemetery Lot without a Vault	\$200	Additional fee that is due at time of interment
	Glass Valley Cremation Lot (24” x 24”)	\$200	If a marker is requested through the Town, the cost of the marker will be added to the lot cost
Dogs			
	Neutered males & spayed females	\$7	Additional \$5 late fee applies to all dog license applied for after April 1 st , annual fee
	Unneutered males & unspayed females	\$12	Annual fee
	Dogs in private and commercial kennels	\$40	Will license 6-10 dogs, annual fee

	Each additional dog	\$5	
	New tag or transfer of license	\$2	
	Animal control fee	\$50	Variable based on actual expenses with current animal control contract
Fire Calls			
	General fire calls (not vehicle accidents)	\$800 *	Plus actual cost of any other expenses as determined by the River Falls Rural Fire Dept
	1 vehicle accident	\$800 *	Plus actual cost of any other expenses as determined by the River Falls Rural Fire Dept
	2 vehicle accident	\$600/each *	Plus actual cost of any other expenses as determined by the River Falls Rural Fire Dept
	3 vehicle accident	\$500/each	Plus actual cost of any other expenses as determined by the River Falls Rural Fire Dept
	Hazardous Materials response	\$800	Plus actual cost of any other expenses as determined by the River Falls Rural Fire Dept
	Damage to equipment due to inadequate driveway maintenance	Actual costs, net after applying for insurance coverage	
	Fire Inspections	\$60	
	Fire Call Administration Fee	\$40	
Miscellaneous			
	Cigarette license	\$100	Annual fee
	Fence Review	\$50	Per occurrence
	Mobile Home Parks	\$2 per space, \$25 minimum, \$10 transfer fee	Annual fee
	Nonmetallic Mining Operator's License	\$600	Annual fee
	Nonmetallic Mining Base Administration Fee	\$10,000	Initial occurrence
	Nonmetallic Renewal of License Fee	\$600	Annual fee
	Recyclable/solid waste haulers license	\$200	Annual fee
	Salvage Yard license	\$500	Initial occurrence
	Renewal	\$250	Annual fee
Town of River Falls Highway Department Fees and Charges			
No changes made in 2015, 2016 or 2017; Revised 2018; Revised 2021			
Highway Dept Machinery (only in emergency and with Town Chair approval)			
	Grader	\$250/hour	Plus labor and 10% admin fee
	Loader	\$250/hour	Plus labor and 10% admin fee
	Truck	\$250/hour	Plus labor and 10% admin fee
	Mowing	\$250/hour	Plus labor and 10% admin fee
	Tractor	\$250/hour	Plus labor and 10% admin fee
	Driveway plowing or sanding	\$250/hour	Plus labor, 10% admin fee and any salt/sand supply expense
Materials			
	Salt/Sand	\$2/five-gallon bucket	
		\$40/small pick-up truck load (less than ½ yard)	You load

		\$80/cubic yard + \$25 loading fee	
	Crushed rock	\$2/ five-gallon bucket	
		\$40/ small pick-up truck load (less than ½ yard)	You load
Town of River Falls Building and Zoning Fees and Charges			
Adopted: 5/5/14; No revisions made in 2015; No revisions made in 2017; 10% added in 2016.; Reviewed July of 2018. No changes made; Reviewed and revised July 2021; Reviewed July 2025			
Building Permit Fees			
	Auxiliary Buildings	\$120 per building	Under \$3000 value, no permit required
	Agricultural Buildings	\$120 per building	Under \$3000 value, no permit required
	Commercial and Industrial (new)		
	Small (Less than 10,000 sq. ft.)	\$1,200	
	Large (More than 10,000 sq. ft.)	\$2,400	
	Site plan review	\$120	Plus Town Engineer Review fee
	Commercial and Industrial (remodel)		
	Small (Less than 10,000 sq. ft.)	\$240	
	Large (More than 10,000 sq. ft.)	\$480	
	Demolition Permit	\$100	
	Land Use Fee for Dwellings		
	New, including attached garage	\$1,200	Plus inspection fee
	Additions	\$120	Plus inspection fee
	Attached decks (added after original house construction)	\$120	Plus inspection fee
	Remodel	\$120	Plus inspection fee. No permit needed for replacement of already permitted items (windows, siding, shingles) or repainting. Remodel Permit required for any damage by fire or wind that exceeds \$3000 (unless already exempted)
	Documentation Fee (State UDC Form)	\$30	State sets this fee
	Swimming Pool (in-ground)	\$120	Plus inspection fee
Building Inspection Fees			
	As charged by current contract TF Inspection Agency	https://tfinspectionagency.com/	
Fire Number (UAN Signage as charged by Pierce County)			
	New	\$75	
	Replacement	\$30	
Impact Fees			
	New single-family dwelling	\$3,000	

	New duplex	\$6,000	
	Industrial/Commercial	Impact fee will be calculated	
Land Division			
	Certified Survey Map – one lot	\$350	
	Each Additional Lot	\$75/additional lot	
	Subdivision or Plat – one lot	\$900	
	Each additional lot	\$150/additional lot	
Site Inspection Review Fees			
	Building Site Review		
	Non-dwelling in A-1 & A-2	\$75	
	Dwelling and non-dwelling in R-1 & R-2	\$75	
	Dwelling in A-1 & A-2	\$175	
	Driveway and Site Review Permit	\$75	
	In R-1 & R-2	\$120	
	In A-1 & A-2	\$200	
	Transfer of Dwelling Site	\$425	
Zoning (all fees include publication cost)			
	Conditional Use Permit	\$300	
	Zoning District Change	\$700	
	Variance	\$700	
Miscellaneous			
	Holding Tank	\$75	
	Public road access by another unit of govt	\$330	
	Sign (maximum 32 sq ft – each side)	\$90	
	Structure moving (includes road inspection)	\$325	
	Tower (fee plus town engineer fee)	\$3,000	Set by state
	Class 2 Colocation	\$500	
	Utility	\$175	
	Antenna Change	Based on current state statutes	
Appeals (all fees include publication cost)			
	Administrative	\$750	
	Impact Fee	\$750	
Town of River Falls Recycling Department Fees and Charges			
Bagged Garbage			
	up to 17 gallons	\$3/bag or can	\$4/bag or can Equivalent volume bases may be moved up in cost if heavy
	up to 35 gallons	\$5/bag or can	\$6/bag or can Equivalent volume bases may be moved up in cost if heavy
	up to 55 gallons	\$7/bag or can	\$8/bag or can Equivalent volume bases may be moved up in cost if heavy

	over 55 gallons	\$8/bag or can	\$9/bag or can	Equivalent volume bases may be moved up in cost if heavy
Bulk Waste Truck or Trailer (Price varies based on levelness with sides of the truck bed and weight of load)				
	Compact sized pick-up truck	\$50	\$70	
	Full Size sized pick-up truck	\$65	\$90	
	Extended size pick-up truck	\$80	\$110	
	Shingles sheet rock, heavy loads			Based on load and materials
Bulk Waste Items				
	Toilet or sink	\$15	\$20	
	Chair	\$15	\$20	
	Futon frame and mattress, sectional piece	\$20	\$30	
	Loveseat, reclining chair	\$25	\$35	
	Sofa, reclining sofa	\$30	\$40	
	Oversized sectional	\$50	\$60-320	
	Tables	\$10 - \$15	\$15-\$20	
	Nightstand	\$10 - \$15	\$15-\$20	
	Dresser	\$15 - \$20	\$20-\$25	
	Children's Toys	\$5 - \$30	\$10-\$35	Size dependent
	Crib Mattress	\$5	\$5	
	Twin Mattress or box spring	\$10	\$15-\$20	
	Full Mattress or box spring	\$15	\$25	
	Queen mattress or box spring	\$20	\$30	
	King mattress or box spring	\$25	\$35	
	Carpet or Rug 6' x8'	\$20	\$30	
	Carpet or Rug 10' x 12'	\$30	\$40	
	Carpet or Rug greater than 10' x 12'	\$40	\$50	
Appliances (standard household appliances)				
	Vacuum cleaner	\$10	\$20	
	Convection oven, dehumidifier, dishwasher, drinking fountain, dryer, freezer, furnace, humidifier, microwave, refrigerator, stove, trash compactor, washing machines, water heater	\$15	\$25	
	Water Softener	\$25	\$45	
	Air Conditioner, Water Softeners	\$20	\$40	
	Gas powered Refrigerator or Freezer (under 4 ft)	\$400 and up	\$450 and up	
Computers				
	Hard drive, CPU, keyboard, modem, desk top printer, iPad, small scanner, cell phone, answering machine, speaker set, video game	\$4	\$6	

	Fax machine, shredder, collator, typewriter, label maker, VCR, stereo, DVD/CD players, satellite receiver, video camera, camera, monitor	\$5	\$7	
	Large scanner, lap top computer	\$10	\$12	
	Commercial size printer	\$35	\$37	
Televisions				
	Satellite or Cable box	\$3	\$8	
	VCR or DVD player	\$5	\$10	
	VCR/DVD combo	\$8	\$13	
	TV 19" or less	\$15	\$20	
	TV 20" to 30"	\$20	\$25	
	TV 31" to 40"	\$30	\$40	
	TV 41" to 54"	\$40	\$50	
	TV Greater than 55"	\$50	\$70	
	TV Salvaged	\$55	\$110	
	Projection TV	\$100	\$140	
Light bulbs				
	4' or less, compacts, u shape, circular	\$1	\$2	
	Greater than 4'	\$2	\$4	
Tires				
	Lawn and bike	\$2	\$2	
	Passenger, SUV, light truck, ATV	\$10 without rim / \$15 with rim	\$15 without rim/\$20 with rim	
	Large truck, small semi or small tractor	\$35 without rim / \$45 with rim	\$45 without rim/\$55with rim	
	Large Tractor	\$40-300	\$60-320	Price by size and weight of tires
Garden and Lawn Equipment (all fluids must be taken out)				
	Chainsaws, weed whip	\$10	\$20	
	Riding lawn mower without tires	\$40	\$50	
	Riding lawn mower with tires	\$48	\$58	
	Snowblowers, rototillers, push mower	\$20	\$30	
Miscellaneous				
	Carbon Monoxide, smoke detectors and light ballasts	\$3	\$6	
	LP tanks	\$6	\$12	40 lbs or less, LP tank must be empty with valve open
	Rechargeable batteries (drill, saw, sander, etc)	\$5 each	\$10	Like NiCad batteries
	Rechargeable batteries (AA, AAA, D, D, button, etc)	\$1 each	\$2	
	Ballast	\$3	\$6	

2026 Budget Timeline

~~1/22/26, 10am – Special Board Meeting to review 2025 budget and decide on necessary budget amendments.~~

~~2/2/26 – Budget Amendments on Board agenda for approval~~

~~4/20/26 – Board agenda item: 2026 Q1 Budget Update~~

7/23/26, 1:00pm – Mid-Year Budget Update – special meeting to discuss where we are so far on 2026, where we're going for the rest of year

8/3/26 – Budget Amendments on Board agenda if needed

8/7/26 - Committee/Departmental 2027 budget proposals due to Sarah – if you want money in 2027, you'll need to submit a proposal

8/25/26, 9:00am – Budget Workshop #1

9/4/26(ish) – DOR releases Levy Limit worksheets

9/10/26, 9:00am – Budget Workshop #2

9/11/26 Agenda for 9/21 submitted for publication – must have resolutions on it

9/21/26 – Budget Resolutions at Regular Board Meeting

Resolution recommending Board compensation at Board mtg

Resolution to exceed Levy at Board meeting (if needed)

Resolution recommending total 2027 tax levy

9/25/26 – Summary submitted for publication

9/30/26 – Budget Summary Published (15-20 days prior to mtg)

10/19/26 – Public Hearing and Special Meeting of the Electors

- A Public Hearing in accordance with State Statute is held; staff provides comprehensive power point presentation of proposed budget. Electors get a chance to ask questions
- Town Electors establish, in accordance with State Statute, compensation of elected Town officials to begin in April 2027.
- Town Electors adopt, in accordance with State Statute, the 2026 town tax levy to be paid in 2027.
- Town Board adopts the budget approved by the Electors (agenda item on Board meeting)

10/31/26 (ish) - CVTC levy published

11/11/26 (ish) – School District levies published

11/15/26 (ish) – County levy published

11/16/26 – Approve budget meeting minutes at Board meeting

11/18/26 – Mill Rate Sheets, approved minutes from Budget meeting, special assessments/charges are due to County

12/15/26 – Levy Limit worksheet & Statement of Taxes due to DOR

12/21/26 – Tax bills must be mailed

Town Hall Celebration—September 2026

Contacts as of 6/15/26

Kwik Trip Sponsorship program--\$100 towards products—ice cream/root beer

City of River Falls—waiting for return call

Ptacek's

Brats--\$2.99/lb—4 per pound

Skin on hot dogs--\$35 bags of 40

Skinless hot dogs--\$2/8

Town of River Falls

W9015 770th Ave
River Falls, WI 54022

Request for Proposals for Town Assessor

The Town of River Falls, Pierce County, is requesting proposals for Town Assessor. River Falls has an estimated population of 2,235 with a total assessed real estate and personal property value (2023) of \$351,180,500, including 1.769 real estate parcels. A town-wide statistical update revaluation was last completed in 2022.

The Town is seeking a firm that will provide sound assessment services – free from errors and defensible to Town officials and residents – in a timely, professional, and customer service-centric manner. Services will include maintenance of the assessment roll and individual property classifications within 10% of equalized value, reevaluation in the future, Open Book, and Board of Review.

Please send your proposal, along with a copy of Wisconsin certification, proof of insurance, references and a resume, to the Town **by 5 p.m. on 8/5/24**. Clearly mark “ASSESSOR PROPOSALS” on the envelope and mail/deliver to Town of River Falls, W9015 770th Avenue, River Falls, 54022. Call (715)629-8240 or email clerk@riverfallstown.com with questions. The Town Board reserves the right to reject any and all proposals.

Collection and Boarding Fee for Stray Dogs in the Town of River Falls (insert on pg 4)

The owner (s) of an impounded dog will be billed by the Town of River Falls for the collection and impoundment based on the fees from the TORF 's contracted animal control facility to which the dog was delivered. (language based on WI §174.046 (6))

Recycling Cash Handling Policy (insert in financial section)

The handling, recording and depositing of cash is divided between the Recycling Program Administrator (currently the Treasurer for the Town) and the Recycling Site Administrator. The money from recycling is deposited into a locked, fire-resistant cash box. The cash and checks payable to the Town of River Falls are counted first by the Site Administrator and then the Program Administrator who writes receipts on a two part-pre-numbered receipt book. This creates a record of both cash and checks received by recycling staff. The cash and checks are then deposited weekly into the Town's primary bank (First National Bank of River Falls).

Recycling Center Customer and Staff Guidelines (insert on pg 5)

Recycling center staff reserves the right to refuse items that pose health risks or are purposefully broken/scrapped. Higher fees may be applied for improperly prepared or damaged items.

Staff are trained to de-escalate situations and can refuse service to or ban individuals who are verbally abusive, combative or non-compliant with recycling laws. Chapter NR 544- Wisconsin Legislative Documents (c)

If a resident becomes physically aggressive or violent at a public drop-off facility, site attendants are instructed to withdraw to a safe area and immediately contact local law enforcement to file a trespassing or disorderly conduct report.

Operator License Policy Draft

6.1.26

It is the responsibility of the Village Board to issue an operating license to any applicant who is qualified under state law.

All applications for operators' licenses are processed in the Office of the Town Clerk and background checks are conducted. All applications, along with the findings of those background checks, are forwarded to the Town Board and placed on the Board Meeting Agenda for consideration. The Town Board or Clerk may request the removal of an application from the Consent Agenda for further discussion. The Town Board makes the final decision on licensing by either accepting or rejecting the application.

Because individuals granted an operator's license must act in cooperation with the Pierce County Sheriff's Department to enforce the alcohol beverage laws, drunk driving laws, and assist with minimizing disturbances of the peace and maintaining the safety of the community, individuals with a past history of negative or uncooperative contacts with police agencies will be scrutinized. The following guidelines have been adopted to help the board in making its decision and determining what circumstances are more likely to result in denial of a license application.

Operator's License

Any individual 18 or older who is serving or selling alcohol beverages in an establishment with a Class A, B, or C license must obtain an operator's license (commonly called a bartender's license), unless the person is under the "immediate supervision" of one of the following:

- The licensee
- Someone with the privilege of an operator's license
- A person with an operator's license
- The approved agent of a corporation or limited liability company

Applicant must be 18 years or older, may not have been convicted of a felony or be a "habitual law offender," and have completed a responsible beverage server training course.

Temporary Operator's License

- Issued only to persons employed by or donating their services to nonprofit corporation
- A person is limited to only one such license in a year
- Is valid for any period from one to 14 days
- Responsible beverage server course is not required

Guidelines.

Wisconsin's Fair Employment law prohibits the denial of a license based on a pending arrest or conviction unless the record "*substantially* relates" to the licensing activity. However, the law does not specifically define this term. For the purposes of licensing, the board determines that:

there is a *substantial* relationship between the illegal purchase, use, and sale of controlled substances AND engaging in bartending which involves the purchase and sale of a closely regulated substance;

there is a *substantial* relationship between offenses of drunk driving and underage drinking AND engaging in bartending; and that

committing law violations while under the influence of drugs or alcohol shall be considered as reasons for denial. Subject to Wisconsin's Fair Employment Law, an applicant may not be a "habitual law offender".

Applicant's Right to Appeal.

If the application is denied by the board, the Town Clerk shall, in writing, inform the applicant of the denial, the reasons therefore, and of the opportunity to request a reconsideration of the application by the board in a closed session. Such notice must be sent by registered mail to, or served upon, the applicant at least ten days prior to the board's reconsideration of the matter. At such reconsideration hearing, the applicant may present evidence and testimony as to why the license should be granted.

If, upon reconsideration, the board again denies the application, the Town Clerk shall, in writing, inform the applicant of the reasons. An applicant who is denied any license, upon reconsideration of the matter, may apply to circuit court, pursuant to Wis. Stats. § 125.12(2)(d), for review.

TOWN OF RIVER FALLS POLICIES

Updated 01/05/2026

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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; 12/4/2025

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

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; 12/4/2025

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. The minute-taker of the Plan Commission shall be paid at a rate to be determined by the Board.

ADOPTED: Town Board Meeting – 4/4/94

AMENDED: Town Board Meeting – 5/2/11; 12/4/2025; 1/5/2026

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; 12/4/2025

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

ADOPTED: Town Board Meeting – 2/21/00

AMENDED: 12/4/2025

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; 12/4/2025

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; 12/4/2025

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 dogs 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: 12/4/2025

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: 12/4/2025

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: 12/4/2025

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; 12/4/2025

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; 12/4/2025

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; 12/4/2025

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 12/4/2025

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
AMENDED: Town Board Meeting – 5/21/07

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; 12/4/2025

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

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; 12/4/2025

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; 12/4/2025

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

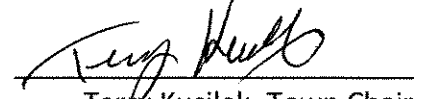
Information about road conditions and operations can be obtained by calling the Town Chairperson. After hours, call the Town Chairperson for more information.

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.

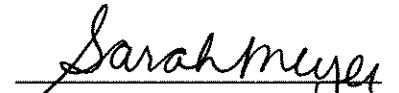
The Town Board, employees, spouses and family members will not respond to rude or belligerent complainants.

These policies have been reviewed and adopted on 5th day of January 2026.

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 January 5, 2026.


Sarah Meyer, Clerk

Town of River Falls

6/15/2026 10:33 AM

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

From 06/01/2026 through 06/15/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/01/2026			1st Nat. BK of RF:Mon...	Deposit			45,000.00	53,362.14
06/01/2026	1383	Cintas	Public Works - Roads:...					53,362.14
06/01/2026	29233	Foster, Mary J	-split-		546.41			52,815.73
06/01/2026	29234	Kozak, Rita M	-split-		1,010.29			51,805.44
06/01/2026	29235	Kusilek (employee), ...	-split-		810.84			50,994.60
06/01/2026	29236	Mahoney, Joseph M	-split-		692.62			50,301.98
06/01/2026	29237	Meyer, Sarah K	-split-		3,063.76			47,238.22
06/01/2026	29238	Rodewald, Jerome C	-split-		523.32			46,714.90
06/01/2026	29239	Smith (supervisor), Siri	-split-		477.66			46,237.24
06/01/2026	29240	Rodewald, Donald T	-split-		488.20			45,749.04
06/01/2026	29241	Rodewald, Donald T	Zoning Administrator ...		300.40			45,448.64
06/01/2026	29242	Rita Kozak	General Government:T...		14.76			45,433.88
06/01/2026	29243	Fristad, Christopher	-split-		244.70			45,189.18
06/01/2026	29244	Johnson, Kaleb LG	-split-		233.28			44,955.90
06/01/2026	29245	Merta (employee), M...	-split-		232.33			44,723.57
06/01/2026	29246	Nyquist (employee), ...	-split-		123.38			44,600.19
06/01/2026	29247	Dohrer, Albert S.	-split-		149.92			44,450.27
06/03/2026	1377	EFTPS	-split-	39-6006086	2,246.11			42,204.16
06/03/2026	1378	EFTPS	-split-	39-6006086	1,486.78			40,717.38
06/03/2026	1379	Wisconsin Retiremen...	-split-		2,658.12			38,059.26
06/03/2026	1380	Wisconsin Dept. of R...	Payroll Liabilities	036-000034082...	1,080.42			36,978.84
06/03/2026	29248	Flick, Dalton	-split-	VOID:		X		36,978.84
06/03/2026	29249	Schaar Jr., Robert A	-split-	VOID:		X		36,978.84
06/03/2026	29250	Flick, Dalton	-split-		1,900.92			35,077.92
06/03/2026	29251	Schaar Jr., Robert A	-split-		2,599.50			32,478.42
06/03/2026	29252	Polk County Clerk of...	General Government:L...	Case No: 25CT...	150.00			32,328.42
06/03/2026	29253	Flick, Dalton	Public Works - Roads:...		89.90			32,238.52
06/05/2026			1st Nat. BK of RF:Mon...	Deposit			20,000.00	52,238.52
06/05/2026	29254	Johnson Tractor	Public Works - Roads:...		1,585.22			50,653.30
06/05/2026	29255	American Pest Soluti...	General Government:P...		159.00			50,494.30
06/05/2026	29256	Mark Anderson	Culture and Recreation...		50.00			50,444.30
06/05/2026	29257	Alcivia	Public Works - Roads:...	9805344	345.43			50,098.87
06/05/2026	29258	Verizon Wireless	General Government:T...		47.56			50,051.31
06/05/2026	29259	Companion Animal ...	Health and Human Ser...		258.50			49,792.81
06/05/2026	29260	Pierce Co. Highway ...	Public Works - Roads:...	invoice 260141	3,994.75			45,798.06
06/05/2026	29261	US Bank	-split-	4484-7301-144...	464.97			45,333.09
06/05/2026	29262	Wedam Enterprises ...	Public Works - Roads:...		30,000.00			15,333.09