



CITY OF MENOMONIE
COUNCIL MEETING
CITY COUNCIL CHAMBERS
7:00 PM
Monday – April 1, 2024



City of Menomonie
800 Wilson Ave
1st Floor

AGENDA

Pledge of Allegiance

1. Roll Call & Special Recognitions

- a. Building Safety Month Proclamation

2. Approval of Minutes

3. Public Hearings

4. Public Comments

5. Unfinished Business

6. New Business

- a. Resolution 2024-06 regarding 2025 Clean Sweep Hazardous Waste Program – discussion and possible action.
- b. Menomonie Public Library Foundation 2023 Annual Report – discussion (no action).
- c. Proposed Agreement with Menomonie Area Aquatics Club, Inc. to use Wakanda Waterpark – discussion and possible action.
- d. Resolution 2024-10 regarding State Highway 25 Intersection with Wilson Street – discussion and possible action.
- e. Ordinance 2024-07 Amending Title 10, Chapter 11 to adjust the extent of the Legally Defined Area – discussion, possible introduction, and possible referral to Plan Commission.
- f. Consideration of Cedar Corporation Task Order for Wastewater Treatment Plant Tertiary Filter Optimization Assistance – discussion and possible action.
- g. Special Events Requests:
 - i. Praise in the Park (Menomonie Alliance Church)
 - ii. Popcorn in the Park (Menomonie Area Senior Center)
 - iii. Explore Menomonie's Community Fireworks (Menomonie Area Chamber & Visitor Center)
 - iv. The Valley's Makers Market
 - v. Dunn County Fair
- h. Appoint member to Library Board – Helen Hullberg.
- i. Request from the Community Services Department to sell a 2000 Sterling Tandem Axle Plow Truck – discussion and possible motion approving.

7. Budget Transfers

- a. Recreation Department

8. Mayor's Report

9. Communications and Miscellaneous Business

10. Claims

11. Licenses

- a. Normal license list

12. Closed

- a. Motion to convene in closed session under Wisconsin Statutes 19.85(1)(c) and (e), for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - i. Discuss/consider City Administrator one-year performance evaluation pursuant to City Administrator Employment Agreement dated March 14, 2023.
 - ii. Discuss/consider proposed purchase and price for public land.

13. Return to Open Session

- a. Motion to reconvene in open session under Wisconsin Statutes 19.85(2).
- b. City may take action on items under discussion in closed session and/or report action taken in closed session, if any.
 - i. Discuss/consider City Administrator one-year performance evaluation pursuant to City Administrator Employment Agreement dated March 14, 2023.
 - ii. Discuss/consider proposed purchase and price for public land.

14. Adjourn

“PUBLIC ACCESS”

NOTE: Members of the public may continue to view City Council meetings via Zoom Teleconference /Video Conference or, over the internet by going to <https://zoom.us/join> (URL for Zoom meeting), or by calling 1 312 626 6799. The Access Code for the meeting is **857 0566 9020**. Please note: this is for viewing purposes **ONLY**. If you wish to participate, you must appear in person at the meeting.

NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. For additional information or to request the service, contact the City Clerk or the City Administrator at 232-2221.

City Council Agenda

Staff Comments

Monday – April 1, 2024



1. Special Recognitions

Mayor Knaack proclaims May 2024 Building Safety Month.

6. New Business

- A. The City is looking to again partner with the Town of Red Cedar and the Town of Menomonie on a joint hazardous waste collection. The Council previously supported this joint application the last two years and we held our first joint hazardous waste collection in September 2023. The City will be taking the lead on the application, event organization and promotion and final reporting. The towns will assist in promotion, organization and will provide volunteers to help the day of the event. The City will be invoicing the towns for the number of participants from their municipality based on the cost per participant after all revenue sources (grant and user fees) are accounted for. If the Council chooses to support the 2025 Clean Sweep Program, the appropriate motion would be ***Motion to approve Resolution 2024-06 – City of Menomonie Clean Sweep Program to partner with the Town of Menomonie and Town of Red Cedar to apply for grant funds and hold a joint 2025 Clean Sweep Hazardous Waste Collection event*** (roll call vote).
- B. Enclosed for your review is the Menomonie Public Library Foundation 2023 Annual Report. The Library Director will be in attendance to provide information on the report and answer any Council questions. This is for presentation only, no action to be taken.
- C. The proposed agreement enclosed will allow the Menomonie Area Aquatics Club, Inc. to use the Wakanda Waterpark until such time the Menomonie High School facility has completed its repairs. The Recreation Supervisor will be available to answer additional questions the Council may have. If the City Council concurs, the appropriate motion would be ***Approve Water Park Use Agreement with Menomonie Area Aquatic Club, Inc.*** (simple majority vote).

- D. WisDOT has proposed to reconstruct STH 25 on the north side of the City of Menomonie in 2026. The project will include improvements to the intersection of STH 25, CTH BB West and Wilson Street near Tractor Central and Cedarbrook Church. There have been several severe accidents at or near this intersection. City Staff believe that a roundabout may be effective at reducing the number of severe accidents at this intersection. For this reason, City Staff would like to formally request that WisDOT consider the feasibility of, and funding availability for, constructing a roundabout at this intersection. If the City Council concurs, the appropriate motion would be **Approve Resolution 2024-10 regarding the State Highway 25 Intersection with Wilson Street** (simple majority vote).
- E. Enclosed is the Ordinance 2024-07 that amends Title 10, Chapter 11 to adjust the extent of the Legally Defined Area. If the City Council concurs with the proposed modification to the “Legally Defined Area”, the appropriate motions would be: **Introduce Ordinance 2024-07, amending Title 10, Chapter 11 to adjust the extent of the “Legally Defined Area”** (no vote) and **Refer Ordinance 2024-07, amending Title 10, Chapter 11 to adjust the extent of the “Legally Defined Area”** (simple majority vote).
- F. The Wastewater Utility is still working to optimize the performance of the reactive sand tertiary filters at the WWTP in order to comply with the 0.1 mg/L total phosphorus permit requirement. Cedar Corporation has submitted the attached Task Order to provide wastewater treatment plant tertiary filter optimization assistance at a cost of \$22,750. If the City Council concurs, the appropriate motion would be **Approve the Cedar Corporation Task Order for wastewater treatment plant tertiary filter optimization assistance at a cost of \$22,750** (roll call vote).
- G. City Administration seeks approval of the following special event permits for Praise in the Park (Menomonie Alliance Church) on June 29, 2024, Popcorn in the Park (Menomonie Area Senior Center) for June 4 – August 6, 2024, Explore Menomonie’s Community Fireworks (Menomonie Chamber & Visitor Center) – July 6, 2024, The Valley’s Makers Market on June 9, August 11, and September 8, 2024 and the Dunn County Fair on July 24-28, 2024. If the City Council concurs with these special events, the appropriate motion would be **Approve the Special Event permits for Praise in the Park, Popcorn in the Park Explore Menomonie’s Community Fireworks, The Valley’s Makers Market and the Dunn County Fair as presented, contingent upon receiving certificates of insurance** (simple majority vote).
- H. The Mayor recommends the following board appointment:
Library – Helen Hullberg (retired Assistant Director of the Menomonie Public Library)
If the Council supports the appointment the appropriate action is a **Motion to Approve Helen Hullberg to the Menomonie Public Library Board of Trustees** (simple majority vote).
- I. Enclosed is a request from the Community Services Department requesting Council authorization to sell surplus items explained in the enclosed listing and photos. The Community Services Superintendent will be available to answer Council questions. If council supports the sales the

appropriate action is a ***Motion to Approve the Sale of Surplus Items as Proposed*** (simple majority vote).

7. Budget Transfer

The Recreation department has requested to transfer funds from contingency to allow for the purchase of Carrico Aquatics chemical. Additional test kits and chemicals will need to be purchased that are not covered under the current contract. The Recreation Manager will be available to answer Council questions. A motion to ***Approve the Recreation Department budget transfer for pool chemicals and supplies as presented*** would be the appropriate action.

10. Claims

The Finance Department has requested approval of the claims list.

11. Licenses

The Clerk's office has requested approval of the licenses.

12. Closed Session

- I. Discuss/Consider City Administrator one-year performance evaluation pursuant to City Administrator Employment Agreement dated March 14, 2023.
- II. Discuss/Consider proposed purchase and price for public land.

13. Return to Open Session

- I. Discuss/Consider City Administrator one-year performance evaluation pursuant to City Administrator Employment Agreement dated March 14, 2023.
- II. Discuss/Consider proposed purchase and price for public land.

14. Adjourn

City of Menomonie
Mayor's Proclamation
Building Safety Month

May 2024

WHEREAS, the City of Menomonie is committed to recognizing that our growth and strength depend on the safety of homes, buildings, and infrastructure in everyday life, and when disasters strike, and;

WHEREAS, our confidence in the resilience of these buildings is achieved through the devotion of vigilant guardians –building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers, and others – who work year-round to ensure the safe construction of buildings, and;

WHEREAS, these guardians are dedicated members of the International Code Council, a non-profit that brings together local, state, territorial, tribal, and federal officials who are experts in the built environment to create and implement the highest-quality codes to protect us in buildings where we live, learn, work, and play, and;

WHEREAS modern building codes include safeguards to protect the public from hazards such as hurricanes, snowstorms, tornadoes, wildland fires, floods, and earthquakes, and;

WHEREAS, "Mission Impossible," the theme for Building Safety Month 2024, encourages our citizens to consider the commitment to improve building safety, sustainability, resilience, and economic investment at home, and in communities, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus, and federal agencies in protecting lives, and property.

NOW, THEREFORE, I, Mayor Randy Knaack, do hereby proclaim the month of May 2024 as Building Safety Month. Accordingly, I encourage our citizens to join us in Building Safety Month activities.

Mayor Randy Knaack

Date

OFFICIAL COUNCIL PROCEEDINGS

A regular meeting of the City Council of the City of Menomonie, Dunn County, Wisconsin, was held in open session on March 18, 2024, and called to order by Mayor Knaack at 7:00 p.m. in the City Council Chambers. The following members were present: Luther, Burstad, Yonko, McCullough, Schwebs, Gentz, Solberg, and Sommerfeld. Schlough, Erdman and Sutherland were absent.

MOTION made by Luther, seconded by McCullough and carried unanimously to approve the minutes of the March 4, 2024 council meeting.

PUBLIC HEARING – no comments

PUBLIC COMMENTS – no comments

ORDINANCE to adopt the Title 10 ordinance amendment regarding Farming regulation was INTRODUCED by Schlough at the February 19, 2024 council meeting. MOTION to waive first reading was made by Burstad, seconded by McCullough, and carried. MOTION to waive second reading was made by McCullough, seconded by Burstad, and carried. MOTION to adopt the ordinance (2024-04) was made by McCullough, seconded by Gentz and carried unanimously on roll call vote.

RESOLUTION – MOTION made by Burstad, seconded by Solberg and carried unanimously to approve the resolution (2024-07) regarding the Final Special Assessment CTH B Utility Extension.

ORDINANCE to adopt the Title 10, Chapter 1, Warehousing ordinance amendment was INTRODUCED by Luther. MOTION made by Luther, seconded by Yonko, and carried unanimously to refer the ordinance amendment (2024-05) to the Plan Commission.

ORDINANCE to adopt the ordinance amending Title 3, Chapter 3, Intoxicating Liquor and Fermented Malt Beverages Licensing was INTRODUCED by McCullough. MOTION to waive the first reading was made by Burstad, seconded by Solberg and carried. MOTION to waive the second reading was made by Luther, seconded by Schwebs, and carried. MOTION to adopt the ordinance (2024-06) was made by Burstad, seconded by Gentz and carried unanimously.

RESOLUTION – MOTION made by Schwebs, seconded by Solberg and carried unanimously to approve the resolution (2024-08) regarding Adjusted Urban Area Boundary.

MOTION made by Solberg, seconded by Schwebs, and carried unanimously on roll call vote to award the contract for the Wakanda Water Park Filter Rehabilitation Project to Hoeft Builders, Inc. in the amount of \$1,650,000.

MOTION made by Schwebs, seconded by Sommerfeld and carried unanimously to approve the submission of the 2023 Municipal Separate Storm Sewer system (MS4) Report to the DNR.

RESOLUTION - MOTION made by Schwebs, seconded by Solberg, and carried unanimously on roll call vote to approve the resolution (2024-09) to Close Tax Increment District #12 as presented.

MOTION made by Sommerfeld, seconded by Solberg, and carried unanimously to approve the Shed Placement Agreement template as presented and authorize the City Administrator to execute Shed Placement Agreements on behalf of the City.

MOTION made by Luther, seconded by Burstad, and carried unanimously to approve the appointment of Kaitlin Ingle to the position of Communications Specialist for the City.

MOTION made by Burstad, seconded by Solberg, and carried unanimously to approve the Special Event Permits for the Menomonie Baseball Association, Ludington Guard Band Tuesday's, Menomin Meander (Menomonie Optimist Club), Chalk the Walk, Serve for a Purpose and National Night Out, as presented, contingent upon receiving certificates of insurance.

BUDGET TRANSFERS – None

MAYOR'S REPORT – The Mayor shared that Red Cedar Watershed Conference, held at UW-Stout was well attended and a successful event. The Mayor also reported the staff from the Menomonie Area Chamber of Commerce represented the City at the WI Tourism Conference, as he was unable to attend this year. The Mayor acknowledged the recent passing of the former long-time council member, Sandy White, and asked everyone for a moment of silence in her honor.

COMMUNICATIONS AND MISCELLANEOUS BUSINESS – Public Works Director, Schofield, shared that the spring curbside yard waste pickup will be collected by the Community Services Department on April 15, 22 and 29, 2024. Schofield reported that the Menomonie Baseball Association will be cleaning up Wakanda Park on Saturday, April 22 from 9am – 12pm, volunteers are welcome. Megan Hines shared that the Urban Forestry Board will be hosting their annual Arbor Day Celebration on Friday, April 26 at 11am at the Dunn County Historical Society, and all are welcome. Hines also reported that the City will be hosting an electronics recycling collection on Thursday, April 25 from 2-6pm. Administrator Atkinson shared that City is excited to welcome Kaitlin Ingle on board in the capacity of Communications Specialist.

CLAIMS - MOTION was made by Solberg, seconded by Luther, and carried unanimously on a roll call vote to approve payment of the following claims:

March 18, 2024 Claims

Xcel Energy	\$56.45
Total	\$56.45

2023 Parking Utility Claims

City Treasurer	\$482.61
City Treasurer	\$25,000.00
Parking Total	\$25,482.61

MOTION was made by Luther, seconded by Solberg, and carried unanimously to approve the following licenses:

LICENSES – March 18, 2024

TEMPORARY CLASS "B" BEER LICENSE:

Menomonie Baseball Association – 1412 6th St. E

- 90, 100, 110, 120, 130, and 140 Youth Baseball Tournaments, Wakanda Park

05/17/2024 – 05/19/2024, 05/31/2024 – 06/02/2024, 06/07/2024 – 06/09/2024, 06/21/2024 –
06/23/2024, 07/26/2024 – 07/28/2024

TEMPORARY CLASS “B” BEER & “CLASS B” WINE LICENSE:

Red Cedar Racing Association, 620 17th St SE

- Weekly Wisconsin Sanction Racing, Car Show, 3/22/2024 – 3/23/2024

MOTION to adjourn was made by Gentz, seconded by McCullough, and carried unanimously.

Kate Martin, City Clerk



MEMO

TO: Mayor & City Council
FROM: Megen Hines, Environmental Program Coordinator
SUBJECT: 2025 Clean Sweep Hazardous Waste
DATE: April 1, 2024 City Council Meeting

The City of Menomonie is requesting to submit a grant application to the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) to request funds to help financially support a 2025 Clean Sweep Hazardous Waste collection event in Menomonie, in partnership with the Town of Red Cedar and the Town of Menomonie.

Wisconsin Clean Sweep is a grant program that provides reimbursement to communities that collect and dispose of household hazardous wastes, agricultural pesticides, and prescription drugs. Grants may be awarded to counties, towns, villages, cities, tribes, sanitary and sewerage districts, or regional planning commissions. The grant requires a 25% local cost match, however that money can be from in-kind sources such as staff wages.

The City is looking to again partner with the Town of Red Cedar and the Town of Menomonie on a joint hazardous waste collection. The Council previously supported this joint application the last two years and we held our first joint hazardous waste collection in September 2023. The City will be taking the lead on the application, event organization and promotion and final reporting. The towns will assist in promotion, organization and will provide volunteers to help the day of the event. The City will be invoicing the towns for the number of participants from their municipality based on the cost per participant after all revenue sources (grant and user fees) are accounted for.

If the Council chooses to support the 2025 Clean Sweep Program, the appropriate motion would be **Motion to approve Resolution 2024-06 – City of Menomonie Clean Sweep Program to partner with the Town of Menomonie and Town of Red Cedar to apply for grant funds and hold a joint 2025 Clean Sweep Hazardous Waste Collection event.**

Attachments:

- Clean Sweep Hazardous Waste Resolution 2024-06
- City of Menomonie, Town of Red Cedar and Town of Menomonie Cooperative Hazardous Waste Agreement

RESOLUTION NO. 2024-06
STATE OF WISCONSIN
City of Menomonie
Dunn County

A RESOLUTION SUPPORTING THE CITY OF MENOMONIE CLEAN SWEEP PROGRAM

WHEREAS, unwanted chemicals stored in homes, farms and the workplace are a threat to human health and the environment; and

WHEREAS, hazardous chemicals are not safe in normal refuse or recycling streams; and

WHEREAS, there are no local private options that provide City of Menomonie, Town of Menomonie and Town of Red Cedar residents with safe disposal of hazardous chemicals; and

WHEREAS, the City of Menomonie has established a Clean Sweep Hazardous Waste program to provide safe and affordable disposal of hazardous chemicals from City residents; and

WHEREAS, the City of Menomonie is seeking support for competitive state grants and local funding;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Menomonie that it supports the following:

1. Entering into a cooperative agreement with the Town of Menomonie and Town of Red Cedar to create a joint Clean Sweep Hazardous Waste program for residents of the City, Town of Menomonie and Town of Red Cedar.
2. Application for 2025 Clean Sweep grant funds through the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP).
3. Financial support for the Clean Sweep Hazardous Waste program including a 25% match for any grant funds received.

BE IT FURTHER RESOLVED, the City Council hereby authorizes and empowers the Environmental Program Coordinator, its official or employee, to act on its behalf to:

1. Sign and submit the grant application.
2. Sign a grant agreement between applicant and DATCP.
3. Submit final reports to DATCP to satisfy the grant agreement.
4. Submit grant reimbursement request to DATCP.
5. Sign and submit other required documentation.

Adopted this 1st day of April, 2024.

Randy Knaack, Mayor

Attest: _____
Catherine Martin, City Clerk

**CITY OF MENOMONIE, TOWN OF MENOMONIE & TOWN OF RED CEDAR CLEAN
SWEEP COOPERATIVE AGREEMENT**

This Clean Sweep Cooperative Agreement (this “Agreement”) is entered into as of the Effective Date, as hereinafter defined, by and between the City of Menomonie (hereinafter “City”), Town of Menomonie and Town of Red Cedar.

RECITALS

WHEREAS, the City, Town of Menomonie and Town of Red Cedar are authorized by law to conduct clean-sweep events for the household hazardous waste collection and disposal services for its residents. The purpose of this contract is to enter into an agreement pursuant to 66.0301 of the Wisconsin Statutes, to specify those certain responsibilities of the parties hereto to provide the residents of the Town of Menomonie and the Town of Red Cedar the opportunities to use the Clean Sweep event held in the City during 2025;

WHEREAS, the City, Town of Menomonie and Town of Red Cedar desire to enter into a cooperative agreement to authorize and permit Town of Menomonie and Town of Red Cedar residents to attend the City clean-sweep event and that the Town of Menomonie and Town of Red Cedar reimburse the City for the services provided to Town of Menomonie and Town of Red Cedar residents; and

WHEREAS, the parties mutually desire to reach an understanding that will result in holding a clean-sweep event for residents of the City, Town of Menomonie and Town of Red Cedar.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties agree as follows:

1. Term. The term of this Agreement shall begin on the Effective Date and shall end December 31, 2025.
2. Town of Menomonie & Town of Red Cedar Duties and Responsibilities. Town of Menomonie & Town of Red Cedar shall:
 - A. Provide information to its residents about the Clean Sweep regarding time, place, acceptable and non-acceptable materials, and other pertinent information as specified by the City and,
 - B. Provide at least one volunteer from the town to work the clean-sweep event; and,
 - C. Pay the City within 45 days of receipt of an invoice for clean-sweep services rendered to Town of Menomonie and Town of Red Cedar residents at the City clean-sweep event.
3. City Duties and Responsibilities. The City shall:
 - A. Accept, manage and dispose of or recycle household hazardous wastes, paint and other acceptable materials brought by Town of Menomonie and Town of Red Cedar residents to the City’s clean-sweep event;
 - B. Record and document the number of Town of Menomonie and Town of Red Cedar residents using the City’s clean-sweep event; and,

- C. Provide an invoice to Town of Menomonie and Town of Red Cedar for Town of Menomonie and Town of Red Cedar residents using the City clean-sweep event; the cost for which will be based on the average cost per participant times the number of participants from each town after taking into account the DATCP Clean Sweep grant and user fees collected at the event.
4. Insurance. Each party to this Agreement shall maintain its own liability insurance sufficient to insure against the risks arising from each party's responsibilities under this Agreement.
5. Termination. Either party shall have the right to withdraw from and terminate this Agreement, with or without cause, by giving the other parties at least sixty (60) days written notice of termination.
6. Notice. Any notices required by this Agreement shall be sent as follows: City of Menomonie, Attn: Megen Hines, 800 Wilson Ave, Menomonie, WI 54751; and, Town of Menomonie, Attn: Charisse Sutliff, E4055 550th Ave, Menomonie, WI 54751; and, Town of Red Cedar, Attn: Cheryl Miller, E6990 720th Ave, Menomonie, WI 54751.
7. Severability. If any section or provision of this Agreement is deemed null and void, invalid or unenforceable, that provision will be severed, and the remainder of this Agreement shall remain in full force and effect as if the severed provision or portion of the provision were not part of this Agreement.
8. Wisconsin Law; Venue. The terms, conditions, rights and duties of this Agreement shall be governed and interpreted under the laws of the State of Wisconsin. Venue for any action under this contract shall be in the circuit court of Dunn County, Wisconsin.
9. Authorization for Agreement Among Municipalities. This Agreement is authorized with respect to the participating municipalities and the State of Wisconsin under Wis. Stat. §§ 66.0301 and 59.70(2)(i) as an intergovernmental agreement.
10. Indemnification and Hold Harmless. To the extent permitted by Wis. Stat. § 893.80, each party agrees to defend, indemnify, and save any other party to the agreement harmless against all damages, liabilities, penalties, costs, expenses, claims, actions, or proceedings for injury to persons, including death, or damage to property, arising from the exercise of, or the failure to exercise, the rights, terms and conditions described herein by that party, its employees, agents, invitees, or those under its control.
11. Modification. There shall be no modification of this Agreement except as mutually agreed upon by and between the parties, reduced to writing and executed with the same formalities as this Agreement.
12. Merger. This Agreement constitutes the entire agreement of the parties regarding the subject matter hereof, and supersedes all previous agreements, proposals, and understandings, whether written or oral, relating to such subject matter.
13. Authorized Representatives. The representative of each party executing this Agreement, as evidenced by the signatures below, has the authority to do so.

IN WITNESS WHEREOF, the Parties have executed this Clean Sweep Cooperative Agreement on the day(s) and year written below (the latest of which shall be the “Effective Date” of this Agreement).

City of Menomonie
By: Eric Atkinson
Its: City Administrator

Date

Town of Menomonie
By: Kent Jackson
Its: Town Board Chair

Date

Town of Red Cedar
By: Bob Cook
Its: Town Board Chair

Date

2023 Annual Report



OUR IMPACT



\$56
miscellaneous
support



\$1,200
wifi
hotspot
service



\$3,116
meeting
room
doors



\$11,900
library
contribution
(unrestricted use)



OUR MISSION

Our mission is to sustain, enhance & ensure the continuing development of the Menomonie Public Library.

FINANCIALS

expenses=
\$17,659

\$750,000

\$500,000

\$250,000

administrative costs
\$1,387
support to
Menomonie Public Library
\$16,272

assets=
\$766,807

checking & savings balance
\$47,822

investment CDs
\$120,348

life insurance cash
out value
\$142,533

endowment
\$456,104

GIVE A GIFT

Make an impact.



"The Menomonie Library helped us find our space in our new community."

-Menomonie Public Library Patron

Incoming
Donations
\$32,841



of
donor
households
103

2023 DONORS

Businesses

Hoof & Paw
Keyes Chevytown
Network for Good
Peoples State Bank
Rassbach Realty, LLC
Wilson Homes
Xcel Energy Foundation

Individuals

Pete & Pat Avery
Sue Ann Babbitt
Chris & Julie Bendel
Joy Bergstrand
Jean Biggs
Brian & Mary Blakeley
John & Shirley Bostrom
Katie Bovee
Rosie Burns
William Butsic
Christine Chale
Dennis & Antoinette Ciesielski
Lyn & Jacq Collins
Pat & Dick Edwards
Sande Elkins
Leonard & Marian Ellison
Mary Ensworth

Jim & Jan Erdman
Maggie Foote
Pat Fox
Ron & Judy Fry
Suzanne Gaines
Glenn Gehring
Rozanne Halama
Pinckney & Susan Hall
Tom Harris & Joan Bisson-Harris
Mary & Ricky Hasselquist
Kim & Dennis Hintzman
H. Robert & Kathy Hirsch
Shirley Hoener
Jon & Martha Hove
Renee Howarton
Jane & Bob Hoyt
Jackie Hunt
Rosemary Jacobson
Joe & Judy Jax
Marlene Jones & Bob Knapp
Mike & Becky Kneer
Dennis Kropp
Mary & Gene Krueger
Don Kuether
Lanna Laird
Jayne Lammer

Warren Lang
Ron & Gloria Larson
Doug & Ann Larson
Charlotte & Howard Lee
Gerald & Jeanne Leff
Chelsea Lovejoy
Rebecca Luecke
Dr. Pamela Manor
Nichole Manson
Denny & Cindy Marach
Dennis & Marge McCabe
Kelly & Laura McCullough
Connie McCurdy
Fred & Ruth Menz
Glen Miller
Lynn & Julie Miller
Ruth Morey
Gus & Nancy Myran
Sharon Nero
Lucy & Mike Nicolai
Fred Jr. & Ellen Ochs
Martin & El Ondrus
Belva Osegard
Cindy Quilling
Michael & Janice Ramaeker
Jane Redig

Richard & Jeanne Rothaupt
John Sand
Mike & Sally Schendel
Ken Schofield
Julie Schuknecht
Lynn & Paul Schwartz
Kathleen Scott
John & Lynne See
Dale & Carol Seppa
Debra Shefchik
Bruce & Terry Siebold
Kay & Randy Sommerfeld
Eric & Tracey Sorenson
Don Steffen
Karen Suksi
Annette Taylor
Peggy Terry
Rita Ulesich
Catherine Usborne
Jeff & Denise Vick
Kathy & Greg Weber
John Wesolek
Darrin Witucki
Winnifred Wolf
Marie Young
Bob Zingsheim



Nautilus Society

Donors who have given \$1,000

Dwight Agnew
Valerie Micheels Angelbeck
Deanna & Kenneth Applehans
David & Kathleen Barnard
Bayrd Horvath Family
Gladys Block
Jacqueline Bonneville & Darrin Witucki
Jake & Shirley Bostrom
Kurt & Sophia Brown
Frank & Barbara Burdick
William & Rose Burns
Jacq & Lyn Collins
Gregg & Pat Condon
Hector & Elizabeth Cruz
Patrick & Jane Culbert
Bill & Bonnie DeHoff
John & Jackie Dotseth
Pat Edwards
John & Fritz Furlong
Jack & Judy Ganzemiller
Helen Gates Estate
Betty Gesche

Harold & Ruby Halfin
Julia & Willard Hardy
Eva & Kenneth Heintz
Al & Carolyn Hilgendorf
John Houle
Jon & Martha Hove
Robert & Jane Hoyt
Rosemary Jacobson
Joe & Judy Jax
Dorothy Jensen Trust
Tom & Barbara Johnson
Wes & Maggie Johnson
Dick G. & Virginia Klatt
Mike & Becky Kneer
Neil & Marie Koch
Dennis Kropp
Lanna & Larry Laird
Doug & Ann Larson
Jeanne Kussrow-Larson & Harlyn Larson
Charlie LeFevre & Barb Anderson
Jean Holden Leff & Gerald Leff

Fern Lumsden Estate
Robert L. Mersch
W.J. (Bud) & Betty Micheels
Mary Michelbook
John & Muriel Mikkelson
Sheri Nero
Bill & Sandy Neverdahl
Leland & Mary Jean Nicholls
Mike & Lucy Nicolai
Fred & Ellen Ochs
Carolyn Ohnstad Estate
Jean O'Neill
Jean O'Neill Trust
Don Osegard
Lucille Micheels Pannel Award
Women's Nat'l Book Association
John & Flo Perri
Ron & Luanne Prochnow
Steve & Kelly Redmann
Don Salisbury
In Honor Of Michael Saumer
Philip & Judy Sawin

Herb & Dorothy Schutz
Lee & Helen Smalley
Kay & Randy Sommerfeld
State Farm- Jackie Hunt Agency
Don Steffen
Bill & Brenda Bley Swannack
Robert & Margaret Swanson
Clare Talen Charitable Trust
Gerald & Emma Talen
Howard Thedinga
Susan F. Kirch-Thibado & Wayne F. Thibado
Richard Tyson & Dayle Mandelson
James & Rita Ulesich
Jim & Patti Walker
Wal-Mart Distribution Center
Sophie Weiss Estate
Lloyd & Myrtis Whydotski & Family
Don & Nona Williams
Bob & Jan Willow
Robb & Katie Wilson
Gerald & Karen Zimmerman



I. GENERAL INFORMATION

1. Name of Library Menomonie Public Library		2. Public Library System IFLS Library System			
3a. Head Librarian First Name Joleen	3b. Head Librarian Last Name Sterk	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 06/30/2026	
6a. Street Address 600 Wolske Bay Rd.	6b. Mailing Address or PO Box 600 Wolske Bay Rd.	7. City / Village / Town Menomonie	8a. ZIP 54751	8b. ZIP4 1643	9. County Dunn
10. Library Phone Number 7152322164	11. Fax Number	12. Library E-mail Address of Director sterkj@menomonielibrary.org			
13. Library Website URL menomonielibrary.org		14. No. of Branches 1	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 17,040	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	49	0	0
19b. Number of winter weeks	52	0	0
19c. Summer hours open per week	0	0	0
19d. Number of summer weeks	0	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	2,548	0	0

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	36,276	2,966
2. Electronic Books <i>E-books</i>	172,032	
3. Audio Materials	3,029	112
4. Electronic Audio Materials <i>Downloadable</i>	76,557	
5. Video Materials	5,989	426
6. Electronic Video Materials <i>Downloadable</i>	0	
7. Other Materials Owned <i>Describe</i> Puppets, toys, equipment, videogames, puzzles	528	
8a. Electronic Collections <i>Locally Owned or Leased</i>	2	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	20	
8c. Electronic Collections <i>Provided through BadgerLink</i>	62	
9. Total Electronic Collections <i>Local, regional, and state</i>	84	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	76	

III. LIBRARY SERVICES							
1. Circulation Transactions		c. Circulation of Other Physical Items (subset of 1a.)		2. Interlibrary Loans			
a. Total Circulation	b. Children's Materials			a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>		
211,214	93,750	3,470		34,578	41,059		
				Method for Counting ILL Transactions Total ILL Transactions			
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)				Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)							
WISCAT							
Other (includes OCLC, manual tracking or other methods)							
3. Number of Registered Users			d. Overdue Fines	4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count
4,417	4,683	9,100	Yes	Survey Week(s)	9,464	Actual Count	76,527
6. Uses of Public Internet Computers				7. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access		c. Method	d. Annual Count	a. Method	b. Annual Count	
12	12		Actual Count	5,831	Actual Count	23,358	
8. Website Visits	9. Electronic Collection Retrieval						
	a. Local	b. Other	c. Statewide	d. Total			
50,910	4,133	3,335	71	7,539			
10. Uses of Electronic Materials by Users of Your Library							
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials		e. Uses of Children's Electronic Materials		
22,871	30,300	0	53,171		5,432		

**In-person Programs and Attendance + Live,
Virtual Programs and Attendance (not asynchronous views)**

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	197	49	8	86	9	349
Total Attendance	5,095	2,201	48	2,651	2,997	12,992

In-Person Programs and Program Attendance Annual Count

	11a.Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	197	49	8	86	9
Total Attendance	5,095	2,201	48	2,651	2,997
	11f. Onsite In-Person - Subtotal		11g. Offsite In-Person - Subtotal		11h. Total
Number of Programs	303		46		349
Total Attendance	9,627		3,365		12,992

11i. Describe the library's in-person programs: Storytimes, crafting, yoga, book clubs, concerts, and presentations.

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs						0
Total Live Virtual Attendance						0
Total views of live programs that were recorded and posted for asynchronous viewing						0

12g. Which platforms does the library use to host the library's live, virtual programs:

12h. Describe the library's live, virtual programs:

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	0	0	0	0	0	0
Total Pre-Recorded Program Views	0	0	0	0	0	0

13g. Which platforms does the library use to host the library's pre-recorded programs:

13h. Describe the library's pre-recorded programs:

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Brian	Seguin	E4537 473rd Ave	Menomonie	54751	brian_seguin@msd.k12.wi.
2. Scott	Flaschenriem	210 14th St. NE	Menomonie	54751	sflaschenriem@gmail.com
3. Suzanne	Gaines	E3294 1300th Ave	Ridgeland	54763	Suzannegaines1@gmail.com
4. Jessica	Graham	2400 9th St. E	Menomonie	54751	grammaire@gmail.com
5. Brian	Seguin	E4537 473rd Ave	Menomonie	54751	brian_seguin@msd.k12.wi.
6. Pat	Hahn	PO Box 154	Elk Mound	54739	pattyhahn31@yahoo.com
7. Sara	Huhmann	1203 North Shore Drive	Menomonie	54751	huhmann@gmail.com
8. Barbara	Lyon	1231 Meadow Hill Drive	Menomonie	54751	lyonbarbara73@gmail.com
9. Dayle	Mandelson	N5054 410th St	Menomonie	54751	daylem1@gmail.com
10. Logan	Mather	1114 North Shore Drive	Menomonie	54751	loganlip@yahoo.com
11. Laura	McCullough	327 12th Ave W	Menomonie	54751	lmcculloughward5@menon
12. vacant	vacant	vacant	vacant	vacant	vacant
13. vacant	vacant	vacant	vacant	vacant	vacant
14.					
15.					
16.					
17.					

No. of Library Board Members
Include vacancies in this count

12

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations	2. Employee Benefits Include maintenance, security, plant operations
\$470,621	\$203,321

3. Library Collection Expenditures				
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	Subtotal 3
\$52,603	\$12,025	\$9,817	\$6,270	\$80,715

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.			
Provider	Description	Type	Amount
IFLS/MORE Maintcnance	IFLS/MORE Maintenance	Fee	\$39,874
IFLS/Catalog Processing	IFLS/Catalog Processing		\$26,218
City of Menomonie	Municipal fee for administrative support	Fee	\$5,043
IFLS Delivery Fee	Extra delivery days for ME and EM	Fec	\$6,000
Subtotal 4			\$77,135

5. Other Operating Expenditures	\$190,965
6. Total Operating Expenditures Add 1 through 5	\$1,022,757
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?	\$1,799

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income
 Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County		\$0	\$0
e. Other	Architectural fees for Outdoor Space project	\$13,750	\$13,750
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$13,750	\$13,750

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. Wis. Stat. s. 43.58(6)(a)

1. Total Amount of Other Funds at End of Year \$143,238

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian	Library Director / Chief Officer	MLS (ALA)	\$71,385	40.00
Public Services Manager	Department Head / Coordinator / Se	Librn. no-MLS	\$55,692	37.50
Adult Services Librarian	Librarian (MLS)	MLS (ALA)	\$39,780	37.50
Youth Services Librarian	Library Assistant - Public Services	Librn. no-MLS	\$39,780	37.50
Circulation Manager	Manager/Supervisor of Support Staf	Librn. no-MLS	\$45,747	37.50
Library Assistant PT	Library Assistant - Public Services	Librn. no-MLS	\$23,868	25.00

b. Other Paid Staff See *Instructions*

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Communications Specialist	Web Content Administrator	Other	\$26,520	25.00
Branch Circulation Clerk	Clerk - Public Services	Other	\$21,216	25.00
Circulation Clerk	Clerk - Public Services	Other	\$90,698	114.00
Library Page	Page/Shelver	Other	\$10,180	24.00
Business Manager	Office Support (Top)	Other	\$49,725	37.50
Building Maintenance	Building Maintenance Worker	Other	\$6,762	5.00

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE) Include maintenance, plant operations, and security	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a		
1.94	3.44	5.38	5.76	11.14

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			124,121
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library
		c. Subtotal	
2. Circulation to Nonresidents Living in the Library's County		2,992	103,327
3. Circulation to Nonresidents Living in Another County in the Library System		6,822	9,926
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		56	920
5. Circulation to All Other Wisconsin Residents		53	6. Circulation to Persons from Out of the State
		25	
7. Are the answers to items 1 through 6 based on actual count or survey/sample?		8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	
Actual		No	
		8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
		No	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County		Circulation	
a. Barron		355	
b. Chippewa		3,030	
c. Eau Claire		628	
d. Pepin		407	
e. Pierce		1,194	
f. Polk		152	
g. St. Croix		4,111	
h.			
i.			
j.			

XII. TECHNOLOGY

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	1	2	1
Total Self-Directed Activity Participation	45	90	46
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	2	5	11
Total Self-Directed Activity Participation	122	238	541

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Jodi	Bird	birdj@menomonielibrary.org

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Jodi	Bird	birdj@menomonielibrary.org



XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats. A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee 	Name of President or Designee Print or type Brian Seguin	Date Signed
Library Director / Head Librarian Signature 	Library Director / Head Librarian Print or type Joleen Sterk	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Dunn

The Menomonie Public Library Board of Trustees hereby states that in 2023 the IFLS Library System
Name of Public Library Name of Public Library System / Service

- did provide effective leadership and adequately met the needs of the library.
- did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
➤	Brian Seguin	

COMMENTS

SECTION_V

Other Revenue

In 2022, we had 1-time expenses for logo development, upholstery work on most of the soft seating in the building, and planning documents for outdoor space development.--2024-02-07

SECTION_VI

c. Audiovisual Materials

Budget cut--2024-02-01

Subtotal 3: Total Collection Expenditures

Our collection budget took a big hit, in order to maintain adequate staffing levels.--2024-02-01

Provider

Extra IFLS delivery days--2024-02-01



INSTRUCTIONS: This form is provided for public library's informational purposes only. Do not include with the signed annual report delivered to your system headquarters.

DO NOT FILE WITH DPI

I. GENERAL INFORMATION

1. Name of Parent Library		
2. Legal Name of Branch Menomonie Public Library		3. Branch Email Address sterkj@menomonielibrary.org
4. Salutation Ms.	5. Branch Head First Name Joleen	6. Branch Head Last Name Sterk

II. ADDRESS

1. Branch Street Address 600 Wolske Bay Rd.		2. Branch Mailing Address or PO Box 600 Wolske Bay Rd.	
3. City / Village / Town Menomonie	4a. ZIP Code 54751	4b. ZIP4 1643	5. County Dunn

III. BRANCH INFORMATION

1. Branch Phone Number Area/No. (715) 232-2164	4. Branch Square Footage 17,040
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IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	49	0	0
Number of Winter Weeks	52	0	0
Summer Hours open per week	0	0	0
Number of Summer Weeks	0	0	0



DO NOT FILE WITH DPI

I. GENERAL INFORMATION

1. Name of Parent Library		
2. Legal Name of Branch Elk Mound Branch		3. Branch Email Address sterkj@menomonielibrary.org
4. Salutation Ms.	5. Branch Head First Name Joleen	6. Branch Head Last Name Sterk

II. ADDRESS

1. Branch Street Address E 101 Menomonie St.		2. Branch Mailing Address or PO Box PO Box 188	
3. City / Village / Town Elk Mound	4a. ZIP Code 54739	4b. ZIP4	5. County Dunn

III. BRANCH INFORMATION

1. Branch Phone Number Area/No. (715) 917-1070	4. Branch Square Footage 3,000
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IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	12	0	0
Number of Winter Weeks	52	0	0
Summer Hours open per week	0	0	0
Number of Summer Weeks	0	0	0



City of Menomonie
David Schofield

Director of Public Works
800 Wilson Avenue
Menomonie, WI 54751
715 232-2221 Ext.1020
dschofield@menomonie-wi.gov

TO: Mayor Knaack & City Council
FROM: David Schofield, Director of Public Works
SUBJECT: Water Park Use Agreement with Menomonie Area Aquatics Club, Inc.
DATE: April 1, 2024 City Council Meeting

The Menomonie Area Aquatics Club, Inc. (MAAC) usually practices at the Menomonie High School Pool. The Menomonie High School Pool will be under repair until mid-summer 2024. MAAC has requested to use the Wakanda Waterpark from its regular opening date until the Menomonie High School Pool reopens.

Atty. Ludeman has prepared the attached Water Park Use Agreement for the City Council's consideration. The agreement allows MAAC to use the pool Monday through Thursday between 6am and 10am at a cost of \$30 per hour. MAAC would be responsible for providing their own lifeguards.

If the City Council concurs, the appropriate motion would be **Approve Water Park Use Agreement with Menomonie Area Aquatic Club, Inc.** (simple majority)

Attachments:

- Agreement

WATER PARK USE AGREEMENT

This Water Park Use Agreement (this “Agreement”), is entered into as of the Effective Date, as hereinafter defined, by and between the City of Menomonie, a Wisconsin municipal corporation (the “City”) and Menomonie Area Aquatic Club, Inc., a Wisconsin non-stock corporation (“MAAC Owner”). The City and MAAC may be referred to individually as a “Party” or collectively as the “Parties.”

WHEREAS, MAAC is a member-supported competitive swim association and therefore must practice in order to remain competitive;

WHEREAS, MAAC normally practices at the Menomonie Area School District’s Field House (the “Field House”);

WHEREAS, the Field House is currently being renovated and is closed until such renovation is complete which is estimated to be June 12, 2024; and

WHEREAS, MAAC wishes to utilize the Wakanda Water Park (the “Water Park”) to conduct its practices until the Field House is open.

NOW, THEREFORE, in consideration of the foregoing recitals and definitions which are hereby incorporated into this Agreement and of the mutual covenants and promises each Party has made to the other as set forth in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **TERM.** The term of this Agreement shall begin on the Effective Date and continue until terminated by either Party by providing the other Party at least seven (7) days’ written notice (the “Termination Notice Period”) of said Party’s intent to terminate this Agreement or the Field House re-opens to the public, whichever occurs first.
2. **PAYMENT.** In consideration of MAAC utilizing the Water Park, MAAC shall pay to the City \$30 per hour, rounded up to the nearest half-hour, for each hour MAAC utilizes the Water Park. Said payment shall be made to the City on a weekly basis.
3. **HOURS OF USE AND ACCESS.** MAAC shall be allowed to utilize the Water Park Monday through Thursday from 6:00 a.m. to 10:00 a.m. beginning on the Effective Date until this Agreement is terminated. The City shall provide a key for MAAC to enter into the Water Park. MAAC shall not admit or allow any non-member of MAAC to enter into the Water Park.
4. **LIFEGUARDS.** MAAC shall provide all lifeguards to supervise its swimming practice at the Water Park and Menomonie shall not be required to provide any employee supervision, including lifeguards, during the term of this Agreement.

5. **DAMAGE TO WATER PARK.** MAAC assumes responsibility for, and shall compensate the City for, any damage done to the Water Park, its buildings, and equipment, during MAAC's use of the Water Park as provided in this Agreement.

6. **RELEASE AND HOLD HARMLESS.** In consideration of receiving permission from Menomonie to utilize the Water Park for swimming practice, MAAC hereby releases and holds harmless Menomonie, along with its elected officials, officers, employees, authorized representatives and volunteers; of and from any and all liability, claims, demands, suits, actions, legal or administrative proceedings, damages, penalties, liabilities, interest, attorney's fees, decrees, costs, charges and expenses of whatsoever kind or nature, including reasonable attorney's fees, and causes of actions of whatsoever kind or nature, arising out of or relating to any loss, damage or injury, including death, that may be sustained by MAAC, any member of MAAC, or any third-party hired by or acting on behalf of MAAC, or any property owned by MAAC or any member of MAAC arising out of or related to the use of the Water Park to practice swimming (collectively "Claims") except if such Claims are caused by the negligence of Menomonie.

7. **INDEMNIFICATION.** MAAC agrees that if any Claims are commenced against Menomonie, its elected officials, officers, employees, authorized representatives or volunteers regarding MAAC's use of the Water Park, MAAC save, defend, and indemnify Menomonie and its elected officials, officers, employees, authorized representatives and volunteers from any and all Claims made by MAAC, any member of MAAC, or any third-party, except if such claim is caused by the negligence of Menomonie.

8. **AUTHORIZATION TO ENTER AGREEMENT.** The undersigned hereby affirm they have the requisite authorization to enter into and be bound by the terms of this Agreement.

9. **HEADINGS.** The section headings are for convenience only and the substantive portions hereof control without regard to the headings.

10. **AMENDMENTS.** This Agreement shall not be amended except by written, mutual consent by the authorized representative of each Party.

11. **CHOICE OF LAW.** This Agreement and all rights, remedies, and obligations hereunder, including, but not limited to, matters of construction, validity, and performance, shall be governed by the laws of the State of Wisconsin. The venue of any actions or suits involving this Agreement shall be in the Circuit Court for Dunn County, Wisconsin.

12. **SEVERABILITY.** If any provision of this Agreement is deemed invalid, illegal, or unenforceable, all other provisions and conditions of this Agreement shall remain in full force and effect, and no covenant or provision shall be deemed dependent upon any other covenant or provision unless so expressed herein.

13. **ENTIRE AGREEMENT.** This Agreement constitutes the complete understanding between the Parties. No other promises or agreements, either express or implied, shall be binding between them unless made in writing and signed by all Parties.

14. **COUNTERPART AND FACSIMILE SIGNATURES.** This Agreement may be executed in two or more counterparts, all of which counterparts together shall constitute one agreement, and an executed agreement sent by facsimile, email, or other electronic means is as valid as the original.

IN WITNESS WHEREOF, the Parties have executed this Water Park Use Agreement on the day and year written below (the latest of which shall be the “Effective Date” of this Agreement).

CITY OF MENOMONIE, a Wisconsin municipal corporation

By: _____
Eric Atkinson, City Administrator

Dated this _____ day of _____, 2024.

MENOMONIE AREA AQUATIC CLUB, INC., a Wisconsin non-stock corporation

By: _____

Dated this _____ day of _____, 2024.



City of Menomonie
David Schofield

Director of Public Works
800 Wilson Avenue
Menomonie, WI 54751
715 232-2221 Ext.1020
dschofield@menomonie-wi.gov

TO: Mayor Knaack & City Council
FROM: David Schofield, Director of Public Works
SUBJECT: STH 25 Intersection with Wilson Street
DATE: April 1, 2024 City Council Meeting

WisDOT has proposed to reconstruct STH 25 on the north side of the City of Menomonie in 2026. The project will include improvements to the intersection of STH 25, CTH BB West and Wilson Street near Tractor Central and Cedarbrook Church. There have been several severe accidents at or near this intersection.

WisDOT's current plans show adding protected left turn lanes and extend the existing right turn lanes in an effort to reduce the number of rear-end crashes. City Staff believe that a roundabout may be more effective at reducing the number of severe accidents at this intersection. For this reason, City Staff would like to formally request that WisDOT consider the feasibility of, and funding availability for, constructing a roundabout at this intersection.

City Staff have prepared the attached Resolution for the City Council's consideration.

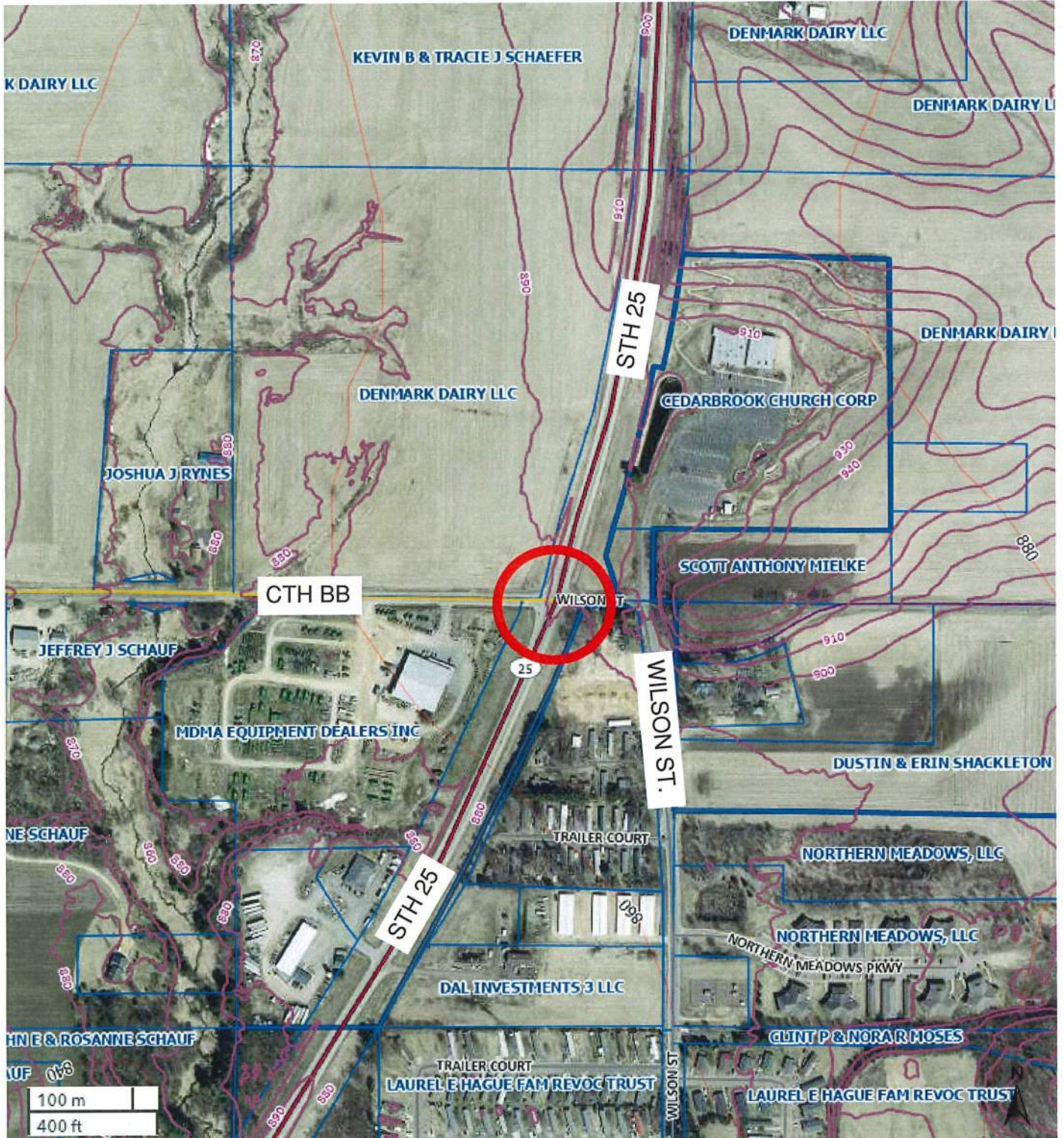
If the City Council concurs, the appropriate motion would be ***Approve Resolution 2024-10 regarding the State Highway 25 Intersection with Wilson Street*** (simple majority).

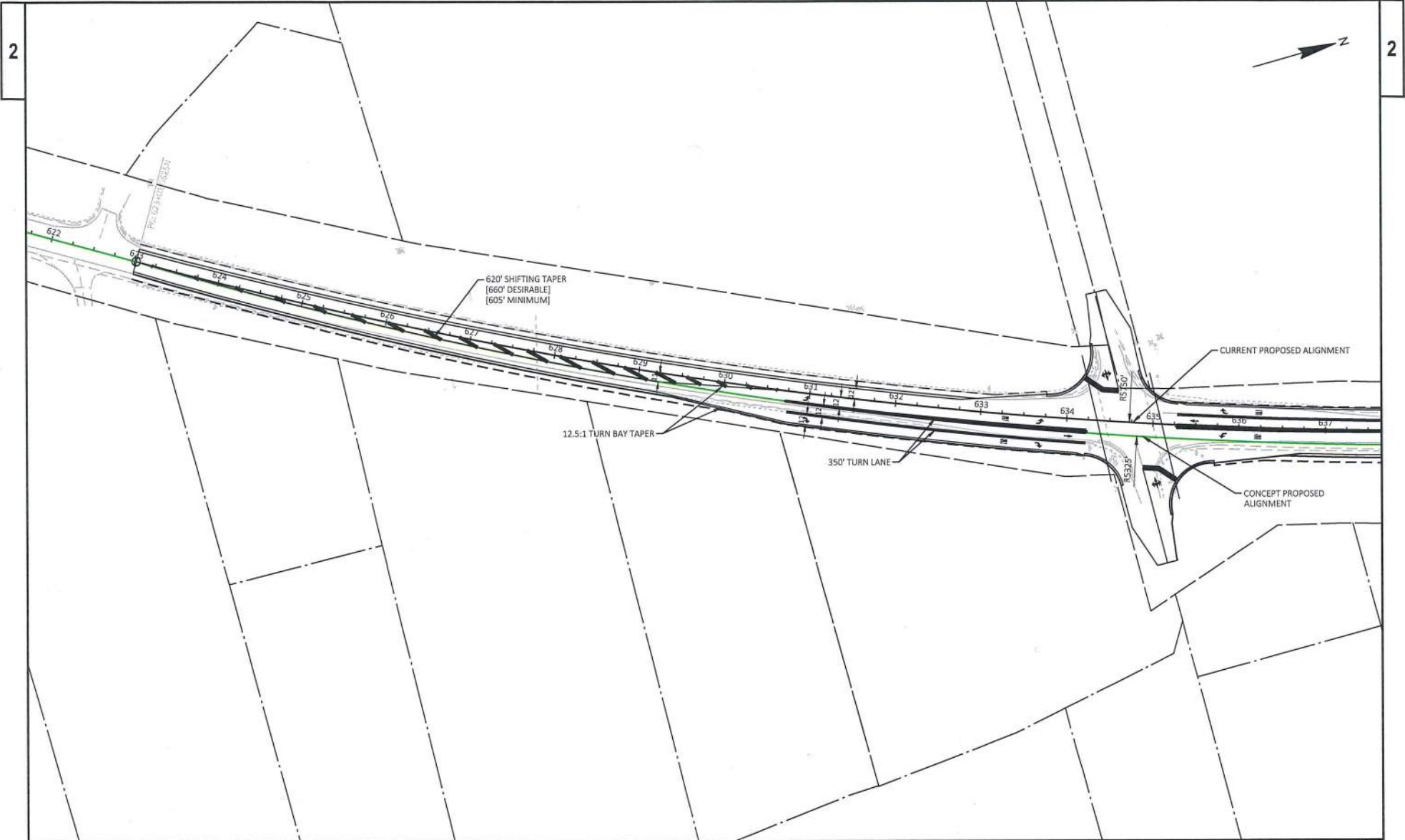
Attachments:

- Location Map
- WisDOT Plan Sheet
- Resolution 2024-10

STH 25/CTH BB/Wilson Street Intersection Improvements

Created by: DAS



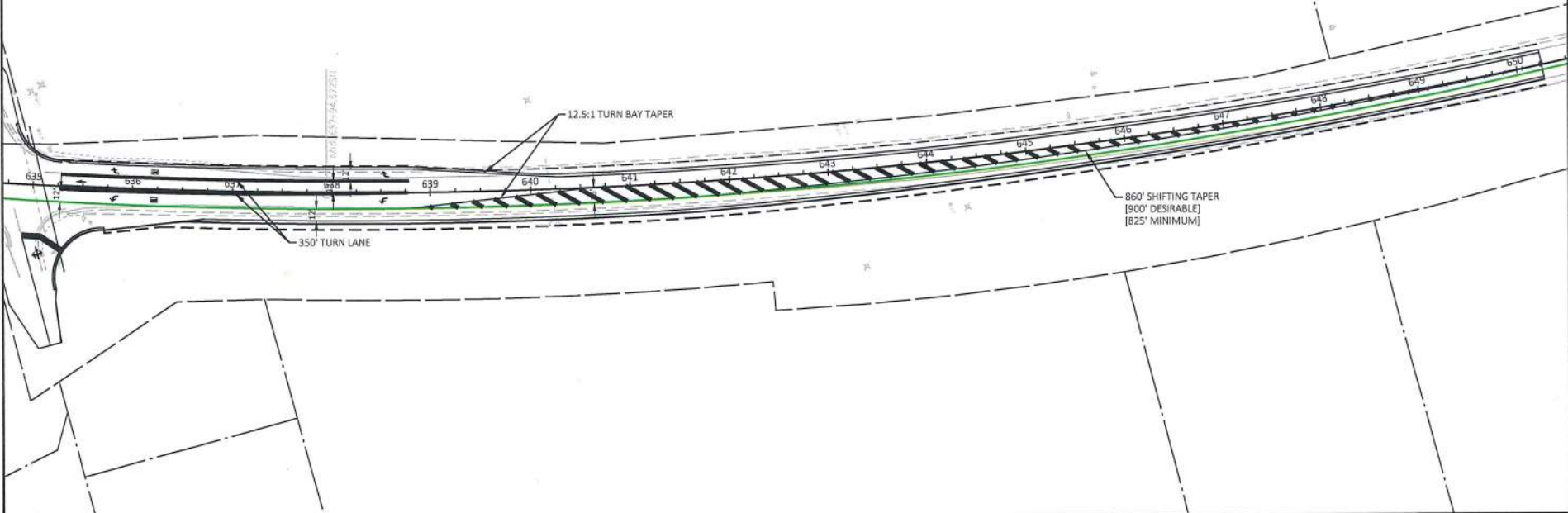


PROJECT NO: 8100-01-72	HWY: STH 25	COUNTY: DUNN	CTH BB - WALTON RD INTERSECTION CONCEPT	SHEET	E
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FILE NAME: G:\W007NW\13004-014_015 (STH25-USH12)\CIVIL 3D\DESIGN\EDGELINES\PAVT-BB-WALT-CONCEPT2.DWG LAYOUT NAME - BB-WALT 100-1	PLOT DATE: 2/23/2023 4:03 PM	PLOT BY: JACK HAFEMANN	PLOT NAME:	PLOT SCALE: 1 IN=100 FT	WISDOT/CADDIS SHEET 42
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2

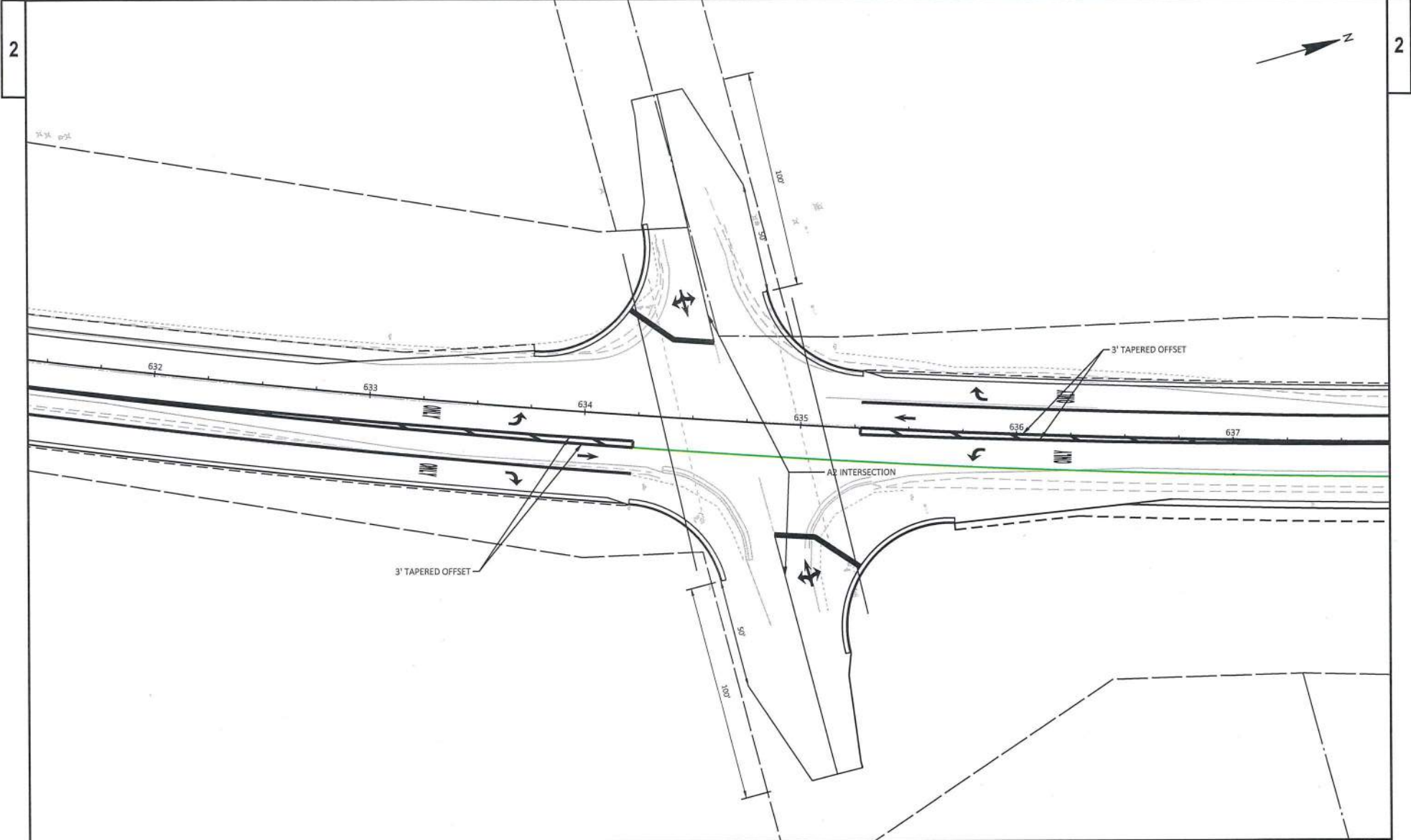
2



PROJECT NO: 8100-01-72	HWY: STH 25	COUNTY: DUNN	CTH BB - WALTON RD INTERSECTION CONCEPT	SHEET	E
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FILE NAME: G:\WDOT\WV\19004-014_015 [STH25-USH12]\CIVIL 3D\DESIGN\EDGELINES\PAVT-BB-WALT-CONCEPT2.DWG	PLOT DATE: 2/23/2023 4:03 PM	PLOT BY: JACK HAFEMANN	PLOT NAME:	PLOT SCALE: 1 IN=100 FT	WISDOT/CADDIS SHEET 42
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LAYOUT NAME - BB-WALT 100-2



PROJECT NO: 8100-01-72	HWY: STH 25	COUNTY: DUNN	CTH BB - WALTON RD INTERSECTION CONCEPT	SHEET	E
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FILE NAME: G:\WOODTWN\19004-01A_015 (STH25-USH12)\CIVIL 3D\DESIGN\EDGELINES\PAVT-BB-WALT-CONCEPT2.DWG LAYOUT NAME - BB-WALT INT-40	PLOT DATE: 2/23/2023 4:04 PM	PLOT BY: JACK HAFEMANN	PLOT NAME:	PLOT SCALE: 1 IN=40 FT	WSDOT/CADD5 SHEET 42
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RESOLUTION NO. 2024-10

STATE HIGHWAY 25 INTERSECTION WITH WILSON STREET

CITY OF MENOMONIE, WISCONSIN

WHEREAS, the Wisconsin Department of Transportation (WisDOT) has proposed to reconstruct State Highway 25 (STH 25) in or around 2026 including the intersection of STH 25, County Trunk Highway BB (CTH BB) West and Wilson Street; and,

WHEREAS, the City of Menomonie owns and maintains Wilson Street; and,

WHEREAS, there have been several severe accidents at or near said intersection; and,

WHEREAS, WisDOT states on their website “Roundabouts may be considered as an alternative when ... existing intersections are reconstructed to address safety or operational needs. Several benefits of roundabouts include: They are proven to reduce the number of fatal and severe injury crashes. They help reduced congestion by reducing delays and improving traffic flow. They provide a greener alternative with less vehicle idling, lower fuel emissions and less fuel wasted.” See: <https://wisconsin.gov/pages/safety/safety-eng/roundabouts/default.aspx>

WHEREAS, WisDOT states on their website “The University of Wisconsin Traffic Operations and Safety Lab has analyzed roundabouts in Wisconsin. Specifically, the data has shown that converting two-way stop control intersections to single lane roundabouts decreases fatal and injury crashes by 51.9% ... in rural ... areas”. See: <https://wisconsin.gov/Pages/safety/safety-eng/roundabouts/faq.aspx>

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Menomonie respectfully requests that WisDOT consider the feasibility of, and funding availability for, constructing a roundabout at said intersection.

Adopted by the City Council of the City of Menomonie this _____ day of _____ 2024.

CITY OF MENOMONIE

By: _____
Mayor Randy Knaack, Mayor

Attest: _____
Catherine Martin, Clerk



City of Menomonie
David Schofield

Director of Public Works
800 Wilson Avenue
Menomonie, WI 54751
715 232-2221 Ext.1020
dschofield@menomonie-wi.gov

TO: Mayor Knaack & City Council
FROM: David Schofield, Director of Public Works
SUBJECT: Ordinance 2024-07 Amending Legally Defined Area
DATE: April 1, 2024 City Council Meeting

The owner of the Burger King site at 544 Main Street has expressed a desire to demolish and reconstruct a new store on the existing site. The site is zoned B-1 General Commercial District. The existing building did not meet the required 25-foot side yard setback to 6th Street East. Therefore, reconstructing a new building with a similar footprint would require a variance.

Alternatively, City Staff noted that there is a “Legally Defined Area” within the B-1 General Commercial District for which front yard and side yard setbacks are both zero feet. The “Legally Defined Area” does not allow ground level residential. The City Council may, but is not required to, amend the “Legally Defined Area” to include the Burger King property.

Atty. Ludeman has prepared an ordinance amendment adding the subject property to the “Legally Defined Area” in Title 10, Chapter 11. A similar amendment was made for Cedar Corporation at 604 Wilson Avenue in 2023.

If the City Council concurs with the proposed modification to the “Legally Defined Area”, the appropriate motions would be:

- ***Introduce Ordinance 2024-07, amending Title 10, Chapter 11 to adjust the extent of the “Legally Defined Area”*** (no vote)
- ***Refer Ordinance 2024-07, amending Title 10, Chapter 11 to adjust the extent of the “Legally Defined Area”*** (simple majority)

The Plan Commission would review the proposed ordinance at their meeting on April 22, 2024. A public hearing would be held at the City Council meeting on May 6, 2024 after which the City Council could consider approval.

Attachments:

- Letter from JHGV, LLC
- Map of Legally Defined Area
- CSM #308
- Ordinance 2024-07



CAVE ENTERPRISES OPERATIONS, LLC.

1624 W. 18th Street Chicago, IL 60608
P: 608.615.2482 F: 312.277.3516
adrienne@caveenterprises.com

March 26, 2024

David Schofield
Director of Public Works
City of Menomonie
800 Wilson Avenue
Menomonie, WI 54751

via e-mail dschofield@menomonie-wi.gov

Mr. Schofield,

I write on behalf of JHGV, LLC. JHGV, LLC is the owner of the Burger King site at 544 Main Street East whose legal description is Lot 1 CSM 308 (Volume 2 Page 38).

JHGV, LLC hereby requests that the City of Menomonie considers amending City Code 10-11-1-A to include Lot 1 CSM 308 in the Legally Described Area.

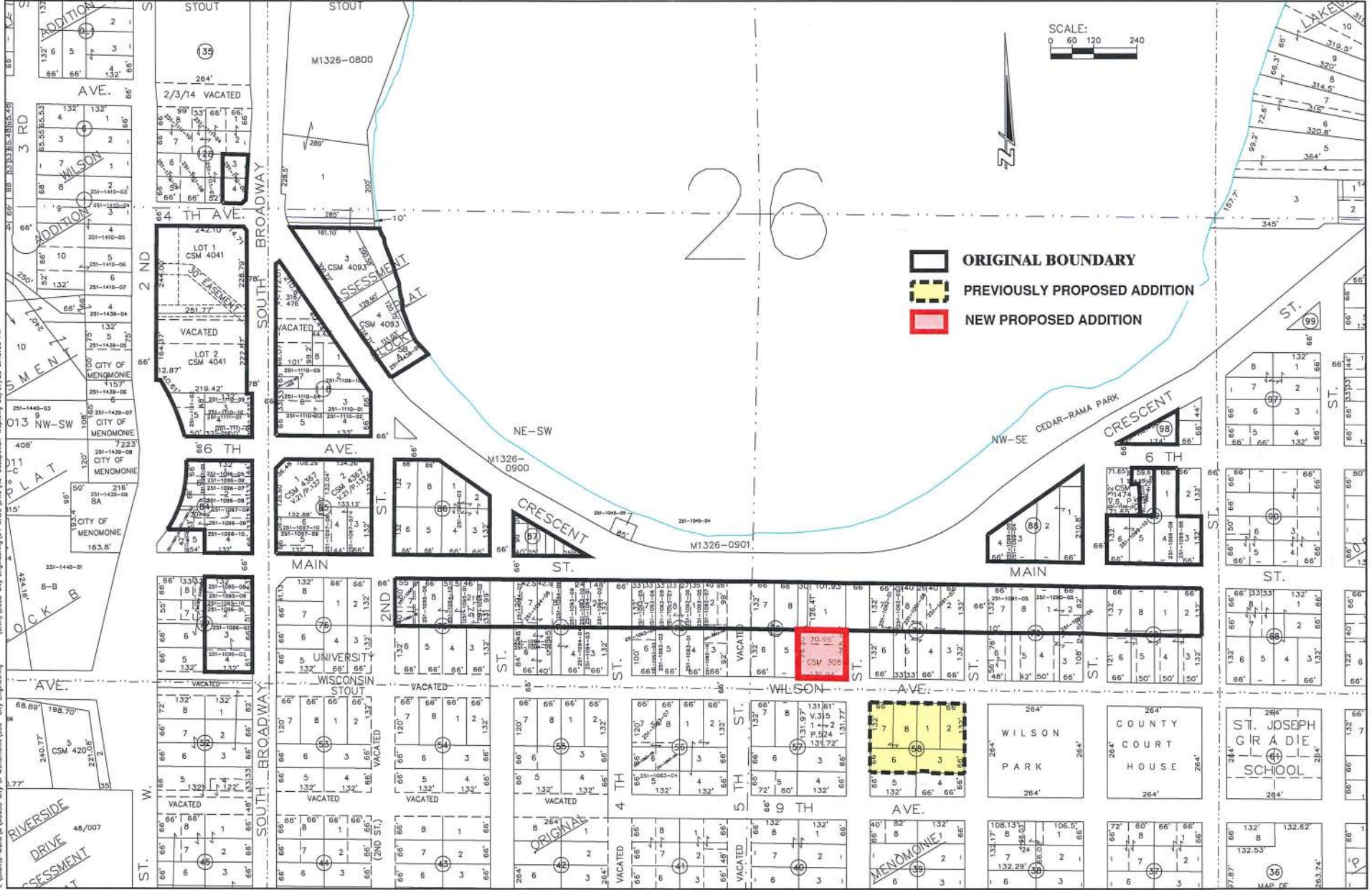
JHGV, LLC acknowledges that inclusion of this property into the Legally Described Area will preclude the construction and occupation of ground level residential purposes on the property in the future.




Sincerely,
JHGV, LLC

A handwritten signature in black ink, appearing to read "Adam Velarde".

Adam Velarde

U:\Projects-Memo\W\0005 City of Menomonee\000 City Engineering (DW)\2023 City Engineering\04 CAD\DWG\W\Occupation-Map.dwg 09/07/23 2:18:00 PM



-  ORIGINAL BOUNDARY
-  PREVIOUSLY PROPOSED ADDITION
-  NEW PROPOSED ADDITION

26

SCALE:
0 60 120 240



RIVERSIDE DRIVE
ASSESSMENT
48/007

ST. JOSEPH
GRADIE
SCHOOL
MAP OF

WILSON
PARK
264'
264'

COUNTY
COURT
HOUSE
264'
264'

264'
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264'



CERTIFIED SURVEY MAP NUMBER 308

Being a resurvey of Lots 2, 3, and 4 and part of Lot 1, Original Plat of the Village (now City) of Menomonie and portions of Main Street and a portion of Sixth Street as vacated by the City of Menomonie Council Resolution Number 50 approved December 21, 1981, in the City of Menomonie, County of Dunn, State of Wisconsin, as described in Volume 2 of Certified Survey Maps, page 38, as Certified Survey Number 308.

341903

CERTIFIED SURVEY MAP

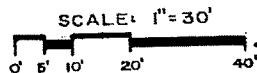
MAIN STREET
1.00' FROM BLDG.
TO NEW ST. R.O.W.

See Vol. 311 of Records Page 780
For *Original Plat*



BRG. REF. TO THE WEST LINE OF 6TH STREET. ASSUMED BRG. NORTH

ORIGINAL SOUTH R.O.W. OF MAIN ST. (ORIGINAL N. LINE OF BLOCK 72)

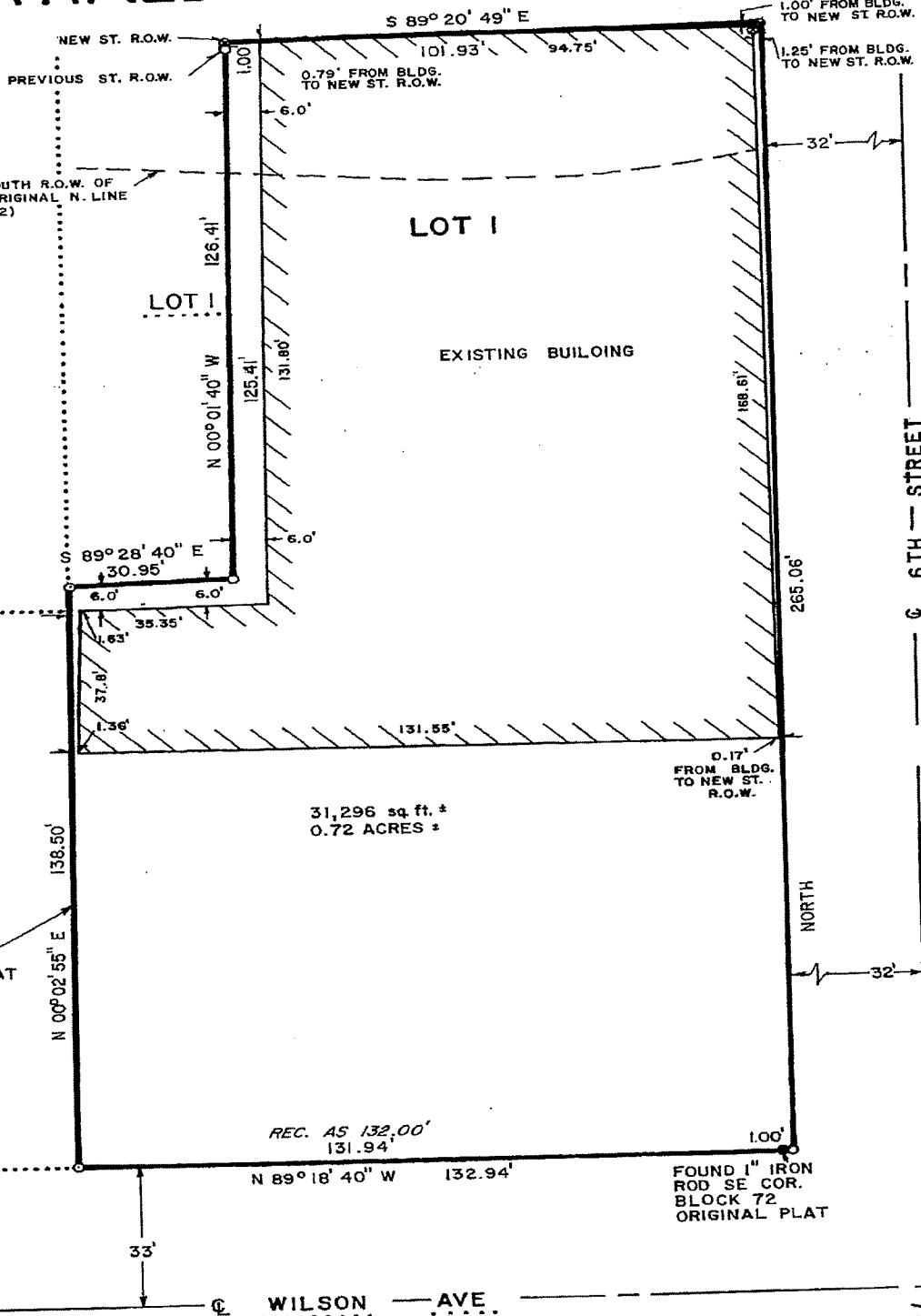


LOT 5

LEGEND:

- - 3/4" x 30" ROUND IRON ROD WEIGHING 1.502 LBS./L.F.
- ⊙ - "X" IN CONCRETE
- ST. R.O.W. - STREET RIGHT OF WAY

EAST LINE LOT 5 BLOCK 72 ORIGINAL PLAT



SURVEY OF LOTS 2, 3 & 4 & PART OF LOT 1
BLOCK 72, ORIGINAL PLAT, CITY OF MENOMONIE

ORDINANCE 2024 - 07 OF THE ORDINANCES FOR THE CITY OF MENOMONIE FOR 2024.

An ordinance amending the Legally Described Area in Section 10-11-1 A. of the City Code.

THE COMMON COUNCIL OF THE CITY OF MENOMONIE DO ORDAIN AS FOLLOWS:

Section 1. Section 10-11-1 A. of the City Code is hereby amended as follows:

10-11-1: USES:

In the general commercial district, no building or premises shall be used and no building shall hereafter be erected, converted in use, enlarged, moved or structurally altered unless otherwise provided in this chapter, except for one or more of the following uses:

A. Unconditionally Permitted Uses:

Any use permitted in the multiple-family residential district, except that no occupation on any ground level (at grade) floor of any building for any residential purpose shall be permitted in the following described area of this district:

North One-Half (N1/2) only of Blocks 69 through 75; Lots 1-4 of Block 77; Lots 1, 2, 3, 4 and 6 of Block 84; Lots 1, 3, 4, 5 and 6 of Block 89; part of Lot 8 of Block 89 now known as Lot 2 Certified Survey Map No. 1474; Westerly 174 feet of Block 98; Lots 3 and 4, except the West 52 feet thereof, of Block 128; all of Blocks 85, 86, 87, 88, 118, 119 and 127; Lots 1 and 2 Certified Survey Map No. 4041; that part of vacated 5th Avenue East lying adjacent to Blocks 118 and 127; that part of vacated 5th Street East lying adjacent to the North One-Half (N1/2) of Blocks 72 and 73; all in the Original Plat of the Village, now City of Menomonie; Lots 2A, 2B, 3, 4, 5A and 5B of Assessment Plat Block A, now described, in part, as Lots 3 and 4 Certified Survey Map No. 4093; Lots 1, 2, 3, 4, 6, 7 and 8 of Block 58 of the Original Plat of the Village (now City) of Menomonie, Dunn County, Wisconsin, EXCEPT that part of Lots 3 and 4 described as follows: Beginning at the Southeast corner of said Lot 4: Thence N89°08'00"W 131.96 feet along the South line of said Lot 4; Thence N00°08'50"W 71.02 feet along the West line of said Lots 3 and 4; Thence S89°10'44"E 40.00 feet; Thence S00°08'50"E 5.50 feet; Thence S89°10'44"E 91.95 feet to the East line of said Lot 4; Thence S00°08'51"W 65.625 feet along said East line to the Point of Beginning; and Lot 1 of Certified Survey Map No. 308.

...

Section 2. This ordinance shall take effect upon the date of publication as provided in Section 62.11(4)(a), Wisconsin Statutes.

INTRODUCED _____

FIRST READING _____

SECOND READING _____

PASSED _____

PUBLISHED _____

ATTEST _____

CITY CLERK, CATHERINE MARTIN

APPROVED THIS 1st DAY

OF APRIL, 2024

MAYOR, RANDY KNAACK

SUBMITTED BY:

ALDERPERSON



City of Menomonie
David Schofield

Director of Public Works
800 Wilson Avenue
Menomonie, WI 54751
715 232-2221 Ext.1020
dschofield@menomonie-wi.gov

TO: Mayor Knaack & City Council
FROM: David Schofield, Director of Public Works
SUBJECT: Cedar Corporation Task Order for WWTP Tertiary Filter Optimization
DATE: April 1, 2024 City Council Meeting

The Wastewater Utility is still working to optimize the performance of the reactive sand tertiary filters at the WWTP in order to comply with the 0.1 mg/L total phosphorus permit requirement.

Cedar Corporation has submitted the attached Task Order to provide wastewater treatment plant tertiary filter optimization assistance at a cost of \$22,750.

Funding would come from Budget Line #71.39540

If the City Council concurs, the appropriate motion would be ***Approve the Cedar Corporation Task Order for wastewater treatment plant tertiary filter optimization assistance at a cost of \$22,750*** (roll call vote).

Attachments:

- Cedar Corporation Task Order

Task Order
Between Cedar Corporation (ENGINEER)
and City of Menomonie (CLIENT)

Authorization to Continue Performing Engineering Services

ENGINEER is hereby authorized to proceed with the Project listed below. The services are to be completed in a timely manner mutually agreeable with the CLIENT and ENGINEER.

Project: WWTP – Tertiary Filter Optimization Assistance

Project Description: The project involves the continued assistance with the optimization of phosphorus removal at the reactive sand filter system.

This Task Order serves as a continuation of the WWTP Improvements – Phase II (Phosphorus Compliance and Disinfection Modifications) dated September 1, 2020. These services fall under paragraph 1.5: ADDITIONAL ENGINEERING SERVICES (Operator training) of that contract.

Proposed Scope of Work: The following is the proposed scope of work for ENGINEER to provide Engineering services as described below:

Observe, assist, and provide recommendations to the wastewater treatment plant operations staff including, but not limited to: chemical feed rates, evaluation of sample results, evaluations of upstream processes (if needed), development of routine filter maintenance procedures, individual filter operation through review of provided sampling results, bed turnover sheets, and other pertinent information.

Method of Compensation: Work will be completed on a hourly rate and expenses basis to provide the proposed scope of services, as described above. The following is the engineering cost(s).

<u>Service</u>	<u>Cost</u>
<u>WWTP – Tertiary Filter Optimization Assistance</u>	<u>\$22,750.00</u>

Payments are due and payable thirty (30) days from the date of the ENGINEER’s invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of one percent (1%) per month from invoice date.

Timetable: Proposed Work Schedule estimated delivery as follows:

The costs of the proposed services are based on an average of 5 hours per week starting March 13, 2024 and ending on September 30, 2024.

Project No.: M0055-903

Date: March 25, 2024

THIS TASK ORDER is hereby approved and executed this ____ day of _____, 2024.

CITY OF MENOMONIE
800 Wilson Avenue
Menomonie, WI 54751

CEDAR CORPORATION
604 Wilson Avenue
Menomonie, WI 54751

By: _____

By: Kevin R. Oium

Name: _____

Name: Kevin R. Oium, P.E.

Title: _____

Title: Client Contact

By: _____

By: Jarrod N. McCurdy

Name: _____

Name: Jarrod N. McCurdy, C.S.I.

Title: _____

Title: Wastewater Team Lead

City of Menomonie

City Clerk's Office
800 Wilson Ave., Menomonie, WI 54751
Phone: 715-232-2221; E-mail: kmartin@menomonie-wi.gov

Special Event

Instructions: Complete all questions, indicating N/A where non-applicable. Return to the City Clerk at the above address at least 60 days prior to the event.

Are you representing an organization sponsoring the event? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, (list information below)		Is the organization non-profit? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Organization's Name:	Menomonie Alliance Church	
Organization's Address:	502 21 st St N, Menomonie, WI 54751	
Organization's Phone:	715-235-4261 (Fax)	(E-mail) machurch@machurch.net
Purpose of Event:	Church Fellowship	Type of Event: Praise & Worship Time

Event Organizer's Name:	Kristi Koeppe
Event Organizer's Address:	2209 4 th Ave N #4, Menomonie, WI 54751
Event Organizer's Phone:	(home) 715-308-0921 (work) 715-235-4261 (E-mail) kkoeppe@machurch.net

Name of Event:	Praise in the Park	Type of Event:	Praise & Worship Time
Location of Event:	Wilson Park Bandshell	Date of Event:	6/29/24
		Rain date:	NA
Time of Event:	Start: 3pm	Finish:	7pm
Time on Site:	Start: 2pm	Finish:	8pm (include set-up and clean-up time)
Total Number of Anticipated Attendees: (include event organizers, staff, volunteers and spectators) <u>70?</u>	City of Menomonie Support Staff Requested?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
	Police:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Number:
	Roads:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Number:
	Other: (Specify)	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Number:

Are street(s) to be closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, if so list (If less than entire length, indicate by street number where to begin and end)	Entire length? <input type="checkbox"/> Yes <input type="checkbox"/> No Check here if City Road <input type="checkbox"/> (attach approval from City of Menomonie)	1.
	Entire length? <input type="checkbox"/> Yes <input type="checkbox"/> No Check here if County Road <input type="checkbox"/> (attach approval from Dunn County)	2.

What provisions are being made for traffic and parking? (Be sure to note traffic flow and parking sites on your site plan)
Attach additional sheets if necessary.

None needed - general parking

What provisions are being made for crowd control and security? Attach additional sheets if necessary.

None needed

What provisions are being made for First Aid and Fire Emergency? (Be sure to show locations of emergency services on your site plan.)

Individuals who have CPR training will be on site.

What provisions are being made for additional restrooms, port-a-potty facilities? (Be sure to show locations of restrooms and port-a-potty facilities on your site plan.)

None needed

What provisions are being made for collection and removal of litter and recycling generated by the event? (Be sure garbage /recycling receptacles or dumpsters are shown on your site plan.)

Will bring a couple of garbage cans and will remove at the end of event.

Will vendors, information tables, or volunteer groups be part of your event? No Yes If yes, please explain.

Food Vendors

Certificate of Insurance or Surety Bond Information No Yes, attach a copy

The applicant is responsible for obtaining any additional permits required by the municipality in conjunction with this event. Contact individual departments to obtain applications.
APPROVED PERMITS MUST BE INCLUDED WITH THIS APPLICATION FOR SPECIAL EVENTS, OR THE SPECIAL EVENT APPLICATION WILL BE DENIED.

Check all that apply:

CITY CLERK PERMITS 715-232-2180	PARK AND RECREATION PERMITS 715-232-1664	FIRE DEPARTMENT PERMITS 715-232-2414
<input type="checkbox"/> Temporary Beer/Wine <input checked="" type="checkbox"/> Amplified Sound Permit <input type="checkbox"/> _____	<input type="checkbox"/> Park Facility Use <input checked="" type="checkbox"/> Shelter Reservations <input type="checkbox"/> Beer Keg Permit	<input type="checkbox"/> Fireworks/Pyrotechnics <input type="checkbox"/> Grills/Open Burning <input type="checkbox"/> Tents (900 sq.ft. or greater or anything less with sides requires permit)

POLICE DEPARTMENT PERMITS 715-232-2198	DUNN COUNTY ENVIRONMENTAL HEALTH DEPARTMENT 715-232-2388	PUBLIC WORKS
<input type="checkbox"/> Traffic Control Officers <input type="checkbox"/> Criminal History Check	<input type="checkbox"/> Temporary Food Permit	<input type="checkbox"/> Race/Map Review

By signing this application, applicant acknowledges that the issuance of a special event permit does not obligate or require the City of Menomonie to provide City services, equipment or personnel in support of the event.

Signature: Kristi Koepf

Print Name: Kristi Koepf

Affiliation with Applicant (if applicable): Menomonie Alliance Church

Date: 3/11/24



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/01/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Church Mutual Insurance Company, S.I. 3000 Schuster Lane P.O. Bdx 357 Merrill WI 54452	CONTACT NAME: Church Mutual Insurance Company, S.I. PHONE (A/C, No. Ext): 1-800-554-2642 FAX (A/C, No): 855-264-2329 E-MAIL ADDRESS: customerservice@churchmutual.com
	INSURER(S) AFFORDING COVERAGE INSURER A: Church Mutual Insurance Company, S.I. NAIC # 18767 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED ALLIANCE CHURCH OF MENOMONIE INC 502 21ST ST N MENOMONIE WI 54751-2232	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

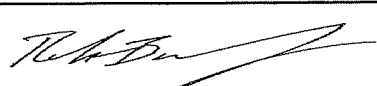
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	PDICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	0016969 25-599373	09/01/2023	09/01/2024	EACH OCCURRENCE \$ 2,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
							MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$ 2,000,000
							GENERAL AGGREGATE \$ 10,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WDRKRS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACDRD 101, Additional Remarks Schedule, may be attached if more space is required)

Praise in the Park June 29, 2024

CERTIFICATE HOLDER **CANCELLATION**

Wilson Park 800 Wilson Ave STE 51 Mendomonie WI 54751	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
-----------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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CITY OF MENOMONIE
SOUND AMPLIFYING EQUIPMENT REGISTRATION STATEMENT & PERMIT

- Name and home address of applicant: Kristi Koepp (2209 4th Ave N #4, Menomonie, WI 54751)
Phone number: Home (715) 308-0921; Work (715) 235-4261
Email address of applicant: kkoep@machurch.net
- Address of place of business of applicant: 502 21st St N, Menomonie, WI 54751
- Name and address of the person who owns the sound amplifying equipment: _____
Tim Sutliff (tandssutliff@gmail.com)
- Names and address of the person having direct charge of the sound amplifying equipment: Tim Sutliff (tandssutliff@gmail.com)
- Names and addresses of all persons who will use or operate the sound amplifying equipment: Tim Sutliff (tandssutliff@gmail.com)
- The purpose for which the sound amplifying equipment will be used: Praise and worship music at "Praise in the Park" event.
- Name of city park and area within the city park to be used: _____
Wilson Park Bandshell
- The proposed date(s) and hours of operation of the sound amplifying equipment: **(Only permitted from 10:00 a.m. to 10:00 p.m.)** 6/29/24 - 2pm - 8pm
- A general description of the sound amplifying equipment to be used: _____
JBL speakers: 2 - 618 subs and 2 - 615 standard speakers, 4 - 500 watt speakers all together
- I agree to comply with the following sound restriction: The sound pressure level cannot exceed 95db at a distance of 35 meters from the source, using the "A" weighting scale.

Fee: \$15.00 per day

Receipt # PAID W/MC 8543

Account #01.43410

Kristi Koepp
Signature of Applicant

I, Catherine Martin, Clerk of the City of Menomonie do hereby certify that the above is a true and correct copy of the sound amplifying equipment registration statement on file in my office in accordance with Title 7, Chapter 4, Section 2 of the City Code and a permit is hereby issued for same.

Authorized area:

Wilson Park Bandshell

Date:

06/29/2024

Dated this 2nd day of April, 2024.

Kate Martin
Kate Martin, City Clerk

Menomonie Parks and Recreation Department

1412 Sixth Street
 Menomonie, WI 54751
 Phone: (715) 232-1664
 FAX: (715) 232-5328
 Email: menorec@menomonie-wi.gov

Receipt #1021621.002

Mar 11, 2024 2:39 PM
 (Duplicate Receipt)



KRISTI KOEPP
 2209 4TH AVE N #4
 MENOMONIE, WI 54751

Prepared By: Mitch Stai
 Customer ID: 11307

Home phone: (715) 308-0921, Work phone: --

▼ Payment Summary

Check:	\$0	Cash:	\$0
Credit Card:	\$90.00 MasterCard xxx8543, Auth# 41119G	Memo:	\$0
Account:	\$0	Gift Card:	\$0
Financial Aid:	\$0		
Total Received:	\$90.00	Total Payments:	\$90.00
		Payment Plan:	\$0

▼ Transactions

Customer	Description	Charge
Kristi Koepf 2209 4th Ave N #4 Menomonie, WI 54751 Home phone: (715) 308-0921 Email: kristi.koepf@gmail.com ID: 11307	Created Permits #R3629 Action: Permit Permit #R3629	\$0
Kristi Koepf 2209 4th Ave N #4 Menomonie, WI 54751 Home phone: (715) 308-0921 Email: kristi.koepf@gmail.com ID: 11307	Praise in the Park Event Action: Paid on Account Balance ¹ Location: Wilson Park Band Shell at Wilson Park Fee: Amplified Music Fee Permit #R3629	\$15.00
Kristi Koepf 2209 4th Ave N #4 Menomonie, WI 54751 Home phone: (715) 308-0921 Email: kristi.koepf@gmail.com ID: 11307	Praise in the Park Event Action: Paid on Account Balance ¹ Location: Wilson Park Band Shell at Wilson Park Fee: Wilson Park Bandshell Fee Permit #R3629	\$75.00

Total Charges \$90.00
Total Payments \$90.00
Balance \$0

▼ ¹ Payment Schedule for Original Balance of \$90.00

Due Date	Amount Due	Amount Paid	Withdrawal Adjustment	Balance
Mar 11, 2024	\$90.00	\$90.00		\$0
			Current Balance	\$0
			Due Now	\$0

Ins Request 3-13
Rec'd ✓

Popcorn In The
Park

City of Menomonie

City Clerk's Office
800 Wilson Ave., Menomonie, WI 54751
(Phone: 715-232-2187; Fax: 715-235-0888; E-mail: clauersdorf@menomonie-wi.gov)

Special Event

Instructions: Complete all questions, indicating N/A where non-applicable. Return to the City Clerk at the above address at least 60 days prior to the event.

Are you representing an organization sponsoring the event? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> (list information below)		Is the organization non-profit? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
Organization's Name:	Menomonie Area Senior Center		
Organization's Address:	1412 6 th Street E, Menomonie, WI 54751		
Organization's Phone:	715-235-0954	No fax	Seniors@wwt.net
Purpose of Event: sell popcorn at band concerts	Type of Event: Popcorn in the Park		

Event Organizer's Name:	Menomonie Area Senior Center		
Event Organizer's Address:	1412 6 th Street E, Menomonie, WI 54751		
Event Organizer's Phone:	(home) 651-470-4776	(work) 715-235-0954	(E-mail) seniors@ wwt.net

Name of Event: Popcorn in the Park		Type of Event: sell popcorn at band concerts	
Location of Event: Wilson Park		Date of Event: same as concerts	Rain date:
Time of Event:	Start: same as concert	Finish: same as concert	
Time on Site:	Start: 6:15 PM	Finish: 9:30 PM	(include set-up and clean-up time)
Total Number of Anticipated Attendees: (include event organizers, staff, volunteers and spectators)	City of Menomonie Support Staff Requested? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
	Police: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Number:	
	Roads: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Number:	
	Other: (Specify) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Number:	

Are street(s) to be closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, if so list (If less than entire length, indicate by street number where to begin and end)	Entire length? <input type="checkbox"/> Yes <input type="checkbox"/> No Check here if City Road <input type="checkbox"/> (attach approval from City of Menomonie)	1.
	Entire length? <input type="checkbox"/> Yes <input type="checkbox"/> No Check here if County Road <input type="checkbox"/> (attach approval from Dunn County)	2.

What provisions are being made for traffic and parking? (Be sure to note traffic flow and parking sites on your site plan) Attach additional sheets if necessary. N/A

What provisions are being made for crowd control and security? Attach additional sheets if necessary. N/A

What provisions are being made for First Aid and Fire Emergency? (Be sure to show locations of emergency services on your site plan.) N/A

What provisions are being made for additional restrooms, port-a-potty facilities? (Be sure to show locations of restrooms and port-a-potty facilities on your site plan.) N/A

What provisions are being made for collection and removal of litter and recycling generated by the event? (Be sure garbage /recycling receptacles or dumpsters are shown on your site plan.) N/A

Are vendors, information tables, or volunteer groups a part of your event? No Yes If yes, please explain.

Certificate of Insurance or Surety Bond Information No Yes, attach a copy

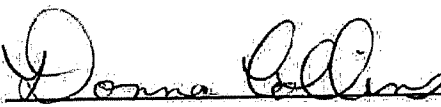
The applicant is responsible for obtaining any additional permits required by the municipality in conjunction with this event. Contact individual departments to obtain applications.

Check all that apply:

CITY CLERK PERMITS 715-232-2180	PARK AND RECREATION PERMITS 715-232-1664	FIRE DEPARTMENT PERMITS 715-232-2414
<input type="checkbox"/> Temporary Beer/Wine <input type="checkbox"/> Amplified Sound Permit <input type="checkbox"/> _____	<input type="checkbox"/> Park Facility Use <input type="checkbox"/> Shelter Reservations <input type="checkbox"/> Beer Keg Permit	<input type="checkbox"/> Fireworks/Pyrotechnics <input type="checkbox"/> Grills/Open Burning <input type="checkbox"/> Tents (900 sq.ft. or greater or anything less with sides requires permit)

POLICE DEPARTMENT PERMITS 715-232-2198	DUNN COUNTY ENVIRONMENTAL HEALTH DEPARTMENT 715-232-2388	PUBLIC WORKS
<input type="checkbox"/> Traffic Control Officers <input type="checkbox"/> Criminal History Check	<input type="checkbox"/> Temporary Food Permit	<input type="checkbox"/> Race/Map Review

By signing this application, applicant acknowledges that the issuance of a special event permit does not obligate or require the City of Menomonie to provide City services, equipment or personnel in support of the event.

Signature: 

Print Name: Donna Collins, Director1412

Affiliation with Applicant (if applicable): _____

Date: 3/12/2024



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 3/13/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: Ansay & Associates LLC, 3101 Schneider Ave, Suite 2, PO Box 99, Menomonie WI 54751. CONTACT NAME: Jamie Eastvold, PHONE: 715-235-6131, FAX: 715-235-4208, E-MAIL: jamie.eastvold@ansay.com. INSURER(S) AFFORDING COVERAGE: INSURER A: Secura Insurance Company (22543), INSURER B: Employers Mutual Casualty Company (21415).

COVERAGES CERTIFICATE NUMBER: 818121264 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Table with 7 columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER: City of Menomonie, Attn: Pam Wildner, 800 Wilson Ave, Menomonie WI 54751. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE: Signature of Jamie Eastvold.

City of Menomonie

City Clerk's Office
800 Wilson Ave., Menomonie, WI 54751
(Phone: 715-232-2187; Fax: 715-235-0888; E-mail: clauersdorf@menomonie-wi.gov)

Special Event

Instructions: Complete all questions, indicating N/A where non-applicable. Return to the City Clerk at the above address at least 60 days prior to the event.

Are you representing an organization sponsoring the event? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> (list information below)		Is the organization non-profit? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
Organization's Name:	Menomonie Area Chamber & Visitor Center		
Organization's Address:	1125 N Broadway, Suite 3, Menomonie, WI 54751		
Organization's Phone:	715-235-9087 (Fax)	(E-mail) tourism@menomoniechamber.org	
Purpose of Event:	Community Fireworks	Type of Event:	Community Fireworks

Event Organizer's Name:	Menomonie Area Chamber & Visitor Center		
Event Organizer's Address:	1125 N Broadway, Suite 3, Menomonie, WI 54751		
Event Organizer's Phone:	(home) 715-828-8365	(work) 715-235-9087	(E-mail) tourism@menomoniechamber.org

Name of Event: Explore Menomonie's Community Fireworks		Type of Event: Fireworks	
Location of Event: Lake Menomni-Wakanda Park Boat Landing		Date of Event: July 6, 2024	Rain date: July 7, 2024
Time of Event:	Start: Show starts at approx. 10 pm Finish: Show ends at approx. 10:30 pm		
Time on Site:	Start: Noon (Setting up signage) Finish: 11:00 pm <i>(include set-up and clean-up time)</i>		
Total Number of Anticipated Attendees: <i>(include event organizers, staff, volunteers and spectators)</i> _____ 3000	City of Menomonie Support Staff Requested? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
	Police: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Number:	
	Roads: To assist with closure barricades for ramp parking lot only. We will set. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Number:	
	Other: (Specify) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Number:	

Are street(s) to be closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, if so list <i>(if less than entire length, indicate by street number where to begin and end)</i>	Entire length? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Check here if City Road <input type="checkbox"/> <i>(attach approval from City of Menomonie)</i>	1. Wakanda Boat Ramp Entry and parking lot, not a formal City "road". Barricades to be placed at the entry way of the boat ramp to ensure no entry to where the fireworks are launched.
	Entire length? <input type="checkbox"/> Yes <input type="checkbox"/> No Check here if County Road <input type="checkbox"/> <i>(attach approval from Dunn County)</i>	2.

What provisions are being made for traffic and parking? (Be sure to note traffic flow and parking sites on your site plan) Attach additional sheets if necessary.

No provisions are needed for traffic and parking. Traffic will not be allowed in Wakanda Boat Ramp Parking Lot from 3 pm to 11 pm as this is where the fireworks will be launched.

What provisions are being made for crowd control and security? Attach additional sheets if necessary.

No provisions for crowd control, as community members will be invited to use public spaces.

What provisions are being made for First Aid and Fire Emergency? (Be sure to show locations of emergency services on your site plan.)

A Menomonie Area Chamber & Visitor Center Staff will be on site for the duration of the Boat Ramp Closure as well as for the fireworks event, to contact emergency services if needed.

What provisions are being made for additional restrooms, port-a-potty facilities? (Be sure to show locations of restrooms and port-a-potty facilities on your site plan.)

Porta Potties will be provided by Explore Menomonie and placed by the building on the beach at Wakanda Park. One will also be placed near the Wakanda Park Boat Landing.

What provisions are being made for collection and removal of litter and recycling generated by the event? (Be sure garbage /recycling receptacles or dumpsters are shown on your site plan.)

The company contracted for fireworks is responsible for waste removal. No additional provisions are needed.

Are vendors, information tables, or volunteer groups a part of your event? No Yes If yes, please explain.

Certificate of Insurance or Surety Bond Information No Yes, attach a copy

The applicant is responsible for obtaining any additional permits required by the municipality in conjunction with this event. Contact individual departments to obtain applications.

Check all that apply:

CITY CLERK PERMITS 715-232-2180	PARK AND RECREATION PERMITS 715-232-1664	FIRE DEPARTMENT PERMITS 715-232-2414
<input type="checkbox"/> Temporary Beer/Wine <input type="checkbox"/> Amplified Sound Permit <input type="checkbox"/> _____	<input type="checkbox"/> Park Facility Use <input type="checkbox"/> Shelter Reservations <input type="checkbox"/> Beer Keg Permit	<input checked="" type="checkbox"/> Fireworks/Pyrotechnics <input type="checkbox"/> Grills/Open Burning <input type="checkbox"/> Tents (900 sq.ft. or greater or anything less with sides requires permit)

POLICE DEPARTMENT PERMITS 715-232-2198	DUNN COUNTY ENVIRONMENTAL HEALTH DEPARTMENT 715-232-2388	PUBLIC WORKS
<input type="checkbox"/> Traffic Control Officers <input type="checkbox"/> Criminal History Check	<input type="checkbox"/> Temporary Food Permit	<input checked="" type="checkbox"/> Race/Map Review

By signing this application, applicant acknowledges that the issuance of a special event permit does not obligate or require the City of Menomonie to provide City services, equipment or personnel in support of the event.

Signature: Tammy L. Simon

Print Name: Tammy L. Simon

Affiliation with Applicant (if applicable): Director of Tourism

Date: 3/25/2024



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/28/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER American Advantage INS 2311 Silvernail Road Pewaukee, WI 53072	CONTACT NAME: Chris Dooley PHONE (A/C, No, Ext): (715) 309-5495 E-MAIL ADDRESS: chrisdooley@ms-ig.com	FAX (A/C, No): (715) 350-2932
	INSURER(S) AFFORDING COVERAGE	
INSURED Greater Menomonie Area Chamber of Commerce 1125 Broadway St Ste 3 Menomonie, WI 54751	INSURER A: Hanover Insurance Group	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			Z21 J070776 01	7/1/2023	7/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ Included PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			Z21 J070776 01	7/1/2023	7/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			Z21 J070776 01	7/1/2023	7/1/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N N/A			WZ1-J070784-01	7/1/2023	7/1/2024	<input type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Employee Practices Liability Insurance			Z21 J070776 01	7/1/2023	7/1/2024	Each 50,000 Aggregate 50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER City of Menomonie 800 Wilson Avenue Menomonie, WI 54751	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

City of Menomonie

City Clerk's Office
800 Wilson Ave., Menomonie, WI 54751
Phone: 715-232-2221; E-mail: kmartin@menomonie-wi.gov

Special Event

Instructions: Complete all questions, indicating N/A where non-applicable. Return to the City Clerk at the above address at least 60 days prior to the event.

Are you representing an organization sponsoring the event? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, (list information below)	Is the organization non-profit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Organization's Name:	The Valley's makers market
Organization's Address:	E10021 530th Ave Elk Mound WI 54739
Organization's Phone:	715.305.5608 (Fax) (E-mail) thevalleysmm@gmail.com
Purpose of Event:	Makers market
Type of Event:	market

Event Organizer's Name:	Jena Scheider
Event Organizer's Address:	E10021 530th Ave Elk Mound WI 54739
Event Organizer's Phone:	(home) 715.305.5608 (work) (E-mail) jena.scheider@gmail.com

Name of Event:	Type of Event:
The Valley's makers market	market
Location of Event: Wilson Park Farmer Market Pavilion	Date of Event: 8-9-24 8-11-24 8-8-24 <small>3 dates</small>
Rain date: 8	
Time of Event: Start: 10a Finish: 3p	
Time on Site: Start: 8a Finish: 4p (include set-up and clean-up time)	
Total Number of Anticipated Attendees: (include event organizers, staff, volunteers and spectators)	City of Menomonie Support Staff Requested? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
100-250	Police: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Number:
	Roads: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Number:
	Other: (Specify) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Number:

Are street(s) to be closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, if so list (If less than entire length, indicate by street number where to begin and end)	Entire length? <input type="checkbox"/> Yes <input type="checkbox"/> No Check here if City Road <input type="checkbox"/> (attach approval from City of Menomonie)	1.
	Entire length? <input type="checkbox"/> Yes <input type="checkbox"/> No Check here if County Road <input type="checkbox"/> (attach approval from Dunn County)	2.

What provisions are being made for traffic and parking? (Be sure to note traffic flow and parking sites on your site plan) Attach additional sheets if necessary.

no

What provisions are being made for crowd control and security? Attach additional sheets if necessary.

no

What provisions are being made for First Aid and Fire Emergency? (Be sure to show locations of emergency services on your site plan.)

no

What provisions are being made for additional restrooms, port-a-potty facilities? (Be sure to show locations of restrooms and port-a-potty facilities on your site plan.)

no

What provisions are being made for collection and removal of litter and recycling generated by the event? (Be sure garbage /recycling receptacles or dumpsters are shown on your site plan.)

no

Will vendors, information tables, or volunteer groups be part of your event? No Yes If yes, please explain.

local makers, crafters, artists

Certificate of Insurance or Surety Bond Information No Yes, attach a copy

The applicant is responsible for obtaining any additional permits required by the municipality in conjunction with this event. Contact individual departments to obtain applications. APPROVED PERMITS MUST BE INCLUDED WITH THIS APPLICATION FOR SPECIAL EVENTS, OR THE SPECIAL EVENT APPLICATION WILL BE DENIED.

Check all that apply:

CITY CLERK PERMITS 715-232-2180	PARK AND RECREATION PERMITS 715-232-1664	FIRE DEPARTMENT PERMITS 715-232-2414
<input type="checkbox"/> Temporary Beer/Wine <input type="checkbox"/> Amplified Sound Permit <input type="checkbox"/> _____	<input checked="" type="checkbox"/> Park Facility Use <input checked="" type="checkbox"/> Shelter Reservations <input type="checkbox"/> Beer Keg Permit	<input type="checkbox"/> Fireworks/Pyrotechnics <input type="checkbox"/> Grills/Open Burning <input type="checkbox"/> Tents (900 sq.ft. or greater or anything less with sides requires permit)

POLICE DEPARTMENT PERMITS 715-232-2198	DUNN COUNTY ENVIRONMENTAL HEALTH DEPARTMENT 715-232-2388	PUBLIC WORKS
<input type="checkbox"/> Traffic Control Officers <input type="checkbox"/> Criminal History Check	<input type="checkbox"/> Temporary Food Permit	<input type="checkbox"/> Race/Map Review

By signing this application, applicant acknowledges that the issuance of a special event permit does not obligate or require the City of Menomonie to provide City services, equipment or personnel in support of the event.

Signature: _____

Print Name: _____

Affiliation with Applicant (if applicable): _____

Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/16/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	CONTACT NAME: PHONE (A/C, No, Ext): (855) 222-5919 FAX (A/C, No): E-MAIL ADDRESS: support@nextinsurance.com	
	INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Next Insurance US Company 16285	
INSURED Wise Folks Remedies LLC E10021 530th Ave Elk Mound, WI 54739	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 462610010 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			NXTTF4PF74-00-GL	08/18/2023	08/18/2024	EACH OCCURRENCE \$1,000,000.00
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00
							MED EXP (Any one person) \$10,000.00
							PERSONAL & ADV INJURY \$1,000,000.00
							GENERAL AGGREGATE \$1,000,000.00
							PRODUCTS - COMP/OP AGG \$1,000,000.00
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof of Insurance.

CERTIFICATE HOLDER

Wise Folks Remedies LLC
E10021 530th Ave
Elk Mound, WI 54739

LIVE CERTIFICATE



Click or scan to view

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Transaction History

POLICY NUMBER NXTTF4PF74-00-GL

03/21/2024

INSURED

Wise Folks Remedies LLC
E10021 530th Ave
Elk Mound, WI 54739

BILLING ADDRESS

E10021 530th Ave
Elk Mound, WI 54739

CONTACT

Jena Scheider

POLICY TYPE General Liability
POLICY NUMBER NXTTF4PF74-00-GL
PURCHASED 08/16/2023
POLICY STATUS Active
POLICY PERIOD 08/18/2023 to 08/18/2024
BILLING CYCLE Monthly

PREMIUM	SERVICE FEE	BILLED	PAID	DUE
\$330.00	\$1.99	\$263.42	\$263.42	\$0.00

See key policy terms at the end of this document

PAYMENT	DATE	AMOUNT	METHOD
First & last down payment	08/16/2023	\$56.99	mastercard....9616
Monthly installment charge	09/18/2023	\$29.49	mastercard....9616
Monthly installment charge	10/18/2023	\$29.49	mastercard....9616
Monthly installment charge	11/18/2023	\$29.49	mastercard....9616
Monthly installment charge	12/18/2023	\$29.49	mastercard....9616
Monthly installment charge	01/18/2024	\$29.49	mastercard....9616
Monthly installment charge	02/18/2024	\$29.49	mastercard....9616
Monthly installment charge	03/18/2024	\$29.49	mastercard....9616

Download your insurance policy at portal.nextinsurance.com/document-center.

For questions, reach us at (855) 222-5919 Monday to Friday 6am-5pm PT, or email us at support@nextinsurance.com.

NEXT Insurance Inc.
PO Box 60787. Palo Alto, CA 94302
www.nextinsurance.com



Transaction History

POLICY NUMBER NXTTF4PF74-00-GL

KEY TERMS EXPLAINED

PREMIUM: The total annual cost of your insurance policy, excluding fees.

SERVICE FEE: The fee supports NEXT's digital certificate of insurance platform. It is fully earned at purchase and easy subsequent renewal, and is collected as part of your regular premium payments.

BILLED: Premium and any applicable fees previously billed.

PAID: Amount received by NEXT towards this policy.

DUE: Billed premium and fees minus the amount received by NEXT is due now.

EARLY CANCELLATION: You may cancel your policy online at any time. You will receive a prorated refund of any unearned premium. See the "Cancellation" section of your policy for additional details.

Login to portal.nextinsurance.com/document-center to download your policy and view all of your policy terms.

City of Menomonie

City Clerk's Office

800 Wilson Ave., Menomonie, WI 54751

(Phone: 715-232-2187; Fax: 715-235-0888; E-mail: clauersdorf@menomonie-wi.gov)

Special Event

Instructions: Complete all questions, indicating N/A where non-applicable. Return to the City Clerk at the above address at least 60 days prior to the event.

Are you representing an organization sponsoring the event? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, (list information below)				Is the organization non-profit? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
Organization's Name:		Dunn County Fair			
Organization's Address:		3301 US Highway 12 East, Suite 002, Menomonie, WI 54751			
Organization's Phone:		715-308-8659	(Fax)	(E-mail)	dgotlibson@co.dunn.wi.us
Purpose of Event: County Fair			Type of Event: County Fair		

Event Organizer's Name:		Debra K. Gotlibson			
Event Organizer's Address:		3301 US Highway 12 East, Suite 002, Menomonie, WI 54751			
Event Organizer's Phone:		715-505-2580	715-308-8659	dgotlibson@co.dunn.wi.us	

Name of Event: <i>Dunn County Fair</i>			Type of Event: <i>County Fair</i>		
Location of Event: <i>620 17th Street, Menomonie, WI 54751</i>		Date of Event: <i>July 24 – 28, 2024</i>		Rain Date: <i>N/A</i>	
Time of Event:		Start: <i>Monday, July 22, 2024</i> Finish: <i>Sunday, July 28, 2024</i>			
Time on Site:		Start: <i>24 hours/day</i> Finish: <i>6:00 PM (include set-up and clean-up time)</i>			

Total Number of Anticipated Attendees: <i>(include event organizers, staff, volunteers and spectators)</i> <u>30,000 – 35,000</u> <i>(over 5-day event)</i>	City of Menomonie Support Staff Requested? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
	Police: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Number:	<i>Only need in an emergency situation and to post no parking signs in adjacent areas</i>
	Roads: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Number:	<i>Barricades provided by city, delivered by street department staff</i>
	Other: (Specify) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Number:	

Are street(s) to be closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, if so list <i>(if less than entire length, indicate by street number where to begin and end)</i>	Entire length? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Check here if City Road <input checked="" type="checkbox"/> <i>(attach approval from City of Menomonie)</i>	<i>17th Street from the north side of Main Street to the south side of 5th Avenue East, closed from 10:00 am Monday to 6:00 pm Sunday.</i>
	Entire length? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Check here if County Road <input type="checkbox"/> <i>(attach approval from Dunn County)</i>	N/A

What provisions are being made for traffic and parking? (Be sure to note traffic flow and parking sites on your site plan.) Attach additional sheets if necessary.

Parking onsite – streets adjacent to Rec Park are marked with no parking signs; attendees are urged to enter the grounds via 21st Street SE; with the loss of parking lot on west side of 17th Street, requesting street closure overnight to allow angle parking on 17th Street.

What provisions are being made for crowd control and security? Attach additional sheets if necessary.

The fair hires private security personnel and have officers and reserve officers from the Dunn County Sherriff's Department available in case of emergencies.

What provisions are being made for First Aid and Fire Emergency? (Be sure to show locations of emergency services on your site plan.)

Provided by fire department rescue squad and first responders, along with volunteers that have first aid training.

What provisions are being made for additional restrooms, port-a-potty facilities? (Be sure to show locations of restrooms and port-a-potty facilities on your site plan.)

Permanent restrooms located on grounds; additional port-a-potties rented as needed.

What provisions are being made for collection and removal of litter and recycling generated by the event? (Be sure garbage/recycling receptacles or dumpsters are shown on your site plan.)

Contract with local garbage service, have access to recycling bins, contract with non-profit groups for clean-up; there are numerous dumpsters, garbage cans and recycling containers located throughout the grounds.

Are vendors, information tables, or volunteer groups be part of your event? No Yes If yes, please explain.

Commercial building with booths, outside commercial vendors, carnival, food stands.

Certificate of Insurance or Surety Bond Information No Yes, attach a copy

Available if needed. Dunn County Fair is covered under Dunn County's insurance policy.

The applicant is responsible for obtaining any additional permits required by the municipality in conjunction with this event. Contact individual departments to obtain applications.

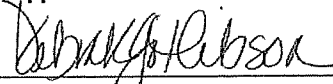
Check all that apply:

CITY CLERK PERMITS 715-232-2180	PARK AND RECREATION PERMITS 715-232-1664	FIRE DEPARTMENT PERMITS 715-232-2414
<input checked="" type="checkbox"/> Temporary Beer/Wine <input type="checkbox"/> Amplified Sound Permit <input type="checkbox"/>	<input type="checkbox"/> Park Facility Use <input type="checkbox"/> Shelter Reservations <input type="checkbox"/> Beer Keg Permit	<input type="checkbox"/> Fireworks/Pyrotechnics <input type="checkbox"/> Grills/Open Burning <input type="checkbox"/> Tents (900 sq.ft. or greater or anything less with sides requires permit)

POLICE DEPARTMENT PERMITS 715-232-2198	DUNN COUNTY ENVIRONMENTAL HEALTH DEPARTMENT 715-232-2388	PUBLIC WORKS
<input type="checkbox"/> Traffic Control Officers <input type="checkbox"/> Criminal History Check	<input type="checkbox"/> Temporary Food Permit	<input type="checkbox"/> Race/Map Review

By signing this application, applicant acknowledges that the issuance of a special event permit does not obligate or require the City of Menomonie to provide City services, equipment or personnel in support of the event.

Signature:



Print Name:

Debra K. Gotlibson

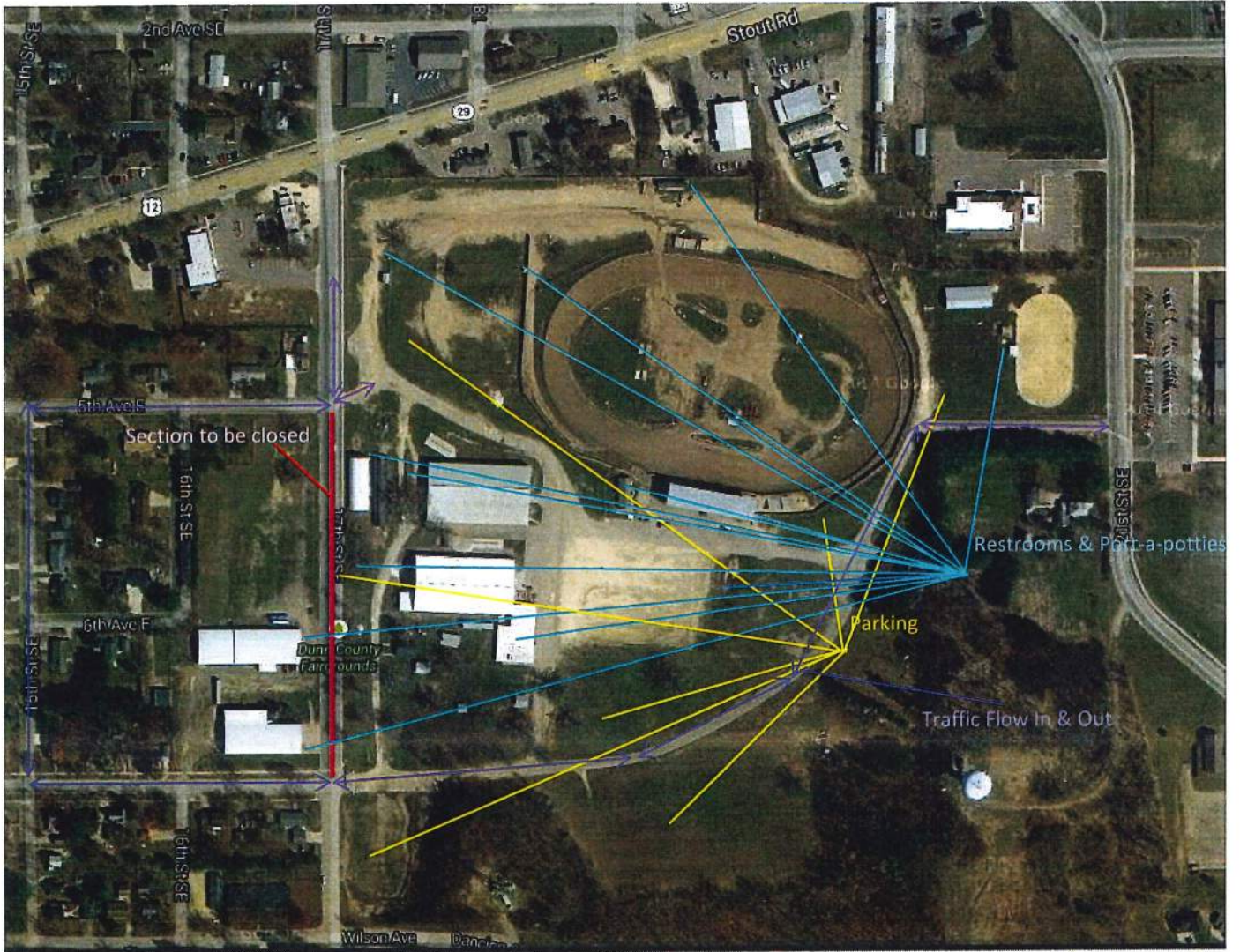
Affiliation with Applicant (if applicable):

President

Date:

March 26, 2024

Dunn County Fairgrounds



CERTIFICATE OF INSURANCE

ISSUE DATE: 1/1/2024

AEGIS LLC - A CHARLES TAYLOR CO.
18550 W. CAPITOL DRIVE
BROOKFIELD, WISCONSIN 53045
TEL: (800) 236-6885

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COMPANY AFFORDING COVERAGE:

WISCONSIN COUNTY MUTUAL INSURANCE CORPORATION

INSURED:

Dunn County
3001 US Highway 12 East Suite 225
Menomonie, WI 54751

COVERAGES:

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TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS
LIABILITY GENERAL LIABILITY LAW ENFORCEMENT LIABILITY PUBLIC OFFICIALS E&O AUTOMOBILE LIABILITY ALL OWNED AUTOS HIRED & NON-OWNED AUTOS UNINSURED MOTORISTS	11724	1/1/2024	1/1/2025	EACH OCCURRENCE \$10,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS:

CERTIFICATE HOLDER:

Dunn County
Dunn County Courthouse
3001 US Highway 12 E, Ste 225
Menomonie, WI 54751-3045

CANCELLATION:

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Karen Flynn



City of Menomonie
Eric M. Atkinson

City Administrator
800 Wilson Avenue
Menomonie, WI 54751
715232-2221
atkinsone@menomonie-wi.gov

TO: Mayor Randy Knaack & City Council
FROM: Eric M. Atkinson
SUBJECT: Library Board Appointment – Helen Hullberg
DATE: March 28, 2024
ATT: NA

The Menomonie Public Library Board of Trustees has a vacancy that needs to be filled. Mayor Knaack recommends appointing Helen Hullberg to the Board. Ms. Hullberg is not a stranger to the library. On November 2, 2012, she retired from the Menomonie Public Library after honorably serving for 38 years. Ms. Hullberg retired as the Assistant Director of the Library.

If the Council supports this appointment, the appropriate action is a *Motion to Approve the Appointment of Helen Hullberg to the Menomonie Public Library Board of Trustees.*



City of Menomonie
David Schofield

Director of Public Works
800 Wilson Avenue
Menomonie, WI 54751
715 232-2221 Ext.1020
dschofield@menomonie-wi.gov

TO: Mayor Knaack & City Council
FROM: David Schofield, Director of Public Works
SUBJECT: Sale of 2000 Sterling Tandem Axle Plow Truck
DATE: April 1, 2024 City Council Meeting

The Community Services Department has proposed to sell the 2000 Sterling Tandem Axle Plow Truck via auction. The truck, which is known as Truck #214, has 120,401 miles. The truck will be replaced with the previously authorized purchase of a new truck which is scheduled to be delivered in the near future.



If the City Council concurs, the appropriate motion would be ***Approve the sale of the 2000 Sterling Tandem Axle Plow Truck (#214) via auction*** (roll call vote).

Attachments:

- None

BUDGET TRANSFER REQUEST FORM

TRANSFER TO:

AMOUNT \$ 2,500.00

ACCOUNT TITLE AND NUMBER Aquatics – 01.55220

LINE ITEM NAME AND EXTENSION Chemicals – .487

TRANSFER FROM:

ACCOUNT TITLE AND NUMBER Contingency

LINE ITEM NAME AND EXTENSION _____

REASON: (This does not mean “budget overdrawn:” It means why the proposed budget overdraft is necessary!)

The Recreation Department is asking for a \$2,500.00 budget transfer out of the Contingency Account to help cover the Carrico Aquatics chemical contract for the 2024 Wakanda Waterpark season. The contract for the season is \$18,000.00 and we only budgeted \$17,500.00 for 2024. We do have to buy additional chemicals and test kits for the pool that are not covered under the contract so that is why we are asking for additional funds in the account.

Ymith St.
Authorized Signature

03-25-2024
Date

LICENSES – April 1, 2024

TEMPORARY CLASS “B” BEER & “CLASS B” WINE LICENSE:

Dunn County Historical Society, 1820 John Russell Road

- Menomonie Walldogs Kickoff Event, 06/27/2024

LICENSE YEAR – 2023-2024 (expires June 30, 2024)

CHANGE OF AGENT:

Jason M. Davis – JM Davis, LLC dba The Wisco-A-Go-Go

CLASS “A” BEER/ “CLASS A” LIQUOR (CIDER ONLY):

CAPL Retail, LLC (formerly Applegreen Midwest, LLC) - Express Lane #2301 - 1805 N Broadway St

TOBACCO:

CAPL Retail, LLC (formerly Applegreen Midwest, LLC) - Express Lane #2301 - 1805 N Broadway St

MASSAGE THERAPY FACILITY:

Briana Rose Steward (Rose Petal Massage, 1718 August Lane)