



CITY OF MENOMONIE
COUNCIL MEETING
CITY COUNCIL CHAMBERS
7:00 PM
Monday – May 20, 2024



City of Menomonie
800 Wilson Ave
1st Floor

AGENDA

Pledge of Allegiance

- 1. Roll Call & Special Recognitions**
- 2. Approval of Minutes**
- 3. Public Comments**
- 4. New Business**
 - a. Presentation from Xcel Energy regarding Abutment Stabilization Project (no action).
 - b. Presentation of the 2023 Menomonie Fire Department Annual Report (no action).
 - c. Proposed Ordinance 2024-09, Amending Title 3, Chapter 23, Mobile Food Establishment regulations – possible introduction, possible waiver of the first reading, possible waiver of the second reading and possible adoption.
 - d. Proposed Resolution 2024-14, Regarding WisDNR Urban Forestry Inflation Reduction Act Grant Program Application – discussion and possible action.
 - e. Proposed Resolution 2024-15, Regarding Sewer Utility 2023 Compliance Maintenance Annual Report – discussion and possible action.
 - f. Appointments to Various Boards and Commissions – discussion and possible action:
 - i. Plan Commission – Steve Lindberg
 - ii. Tourism Board – Barbara Bauer-Chen, Grady Richartz, Kat Wagner, Ryan Verdon
- 5. Budget Transfers**
- 6. Mayor’s Report**
- 7. Communications and Miscellaneous Business**
- 8. Claims**
- 9. Licenses**
 - a. Normal license list
- 10. 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 **881 2424 3804**. 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 – May 20, 2024



4. New Business

- A. Anthony Witkowski from Xcel Energy will give a presentation regarding their Hydro Abutment Stabilization Project. This item is for information only. No action is required.
- B. The Fire Chief will be in attendance to present the 2023 Menomonie Fire Department Annual Report to the Council. This item is for information only. No action is required.
- C. Enclosed is Ordinance 2024-09 Amending Title 3, Chapter 23, Mobile Food Establishment regulations. City Staff propose to amend City Code 3-23 to modify the license period to January 1 through December 31 to better match up with typical operating seasons in Wisconsin and add penalties for operators that do not comply with the City's regulations. If the City Council concurs, the appropriate motions would be: **Introduce Ordinance 2024-09, amending Title 3, Chapter 23 Mobile Food Establishments** (no vote), **Waive the first reading of Ordinance 2024-09, amending Title 3, Chapter 23 Mobile Food Establishments** (simple majority), **Waive the first reading of Ordinance 2024-09, amending Title 3, Chapter 23 Mobile Food Establishments** (simple majority) and **Adopt Ordinance 2024-09, amending Title 3, Chapter 23 Mobile Food Establishments** (simple majority)
- D. Enclosed is Resolution 2024-14 regarding WisDNR Urban Forestry Inflation Reduction Act Grant Program Application. Staff will be available to answer any questions. If the City Council supports the submittal of this application the appropriate motion would be: **Approve Resolution 2024-14 authorizing staff to submit the DNR Urban Forestry Grant application as presented** (roll call).
- E. Enclosed is the 2023 Compliance Maintenance Annual Report prepared by the Sewer Utility Superintendent which will be submitted to the DNR and provides the required annual operating information for the treatment facility. As noted in the report, the utility received a grade point of 4.0 for the previous year. Staff will be available to answer any questions. If the Council concurs, the appropriate motion would be **Approve Resolution 2024-15 regarding the Sewer Utility 2023 Compliance Maintenance Annual Report** (simple majority).

F. The Mayor has recommended the following citizen appointments. If the City Council concurs with these appointments, the appropriate motion would be **Approve the Mayor's appointments to the various Boards and Commissions as presented** (simple majority).

- Plan Commission – Steve Lindberg – term ending April 2027
- Tourism Board – Barbara Bauer-Chen, Grady Richartz, Kat Wagner, Ryan Verdon - terms ending April 2025

5. Budget Transfers

No budget transfers have been identified at this time. If any budget transfers are identified, they will be distributed prior to the meeting.

8. Claims

Claims list is enclosed in the packet. If any additional claims are identified, a revised claims list will be distributed prior to the meeting.

9. Licenses

No licenses have been identified at this time. If any licenses are identified, they will be distributed prior to the meeting.

OFFICIAL COUNCIL PROCEEDINGS

A regular meeting of the City Council of the City of Menomonie, Dunn County, Wisconsin, was held in open session on May 6, 2024, and called to order by Mayor Knaack at 7:00 p.m. in the City Council Chambers.

The following members were present: Luther, Crowe, Sutherland, Yonko, McCullough, Schwebs, Gentz, Solberg, Schlough, Erdman, and Sommerfeld.

MOTION made by Erdman, seconded by Schlough, and carried unanimously to approve the minutes of the April 15, 2024 council meeting.

MOTION made by Schlough, seconded by Crowe, and carried unanimously to approve the minutes of the April 16, 2024 special council meeting.

PUBLIC HEARING – Ben Wartjes spoke in support of and was present to answer questions regarding an Ordinance Amending Title 10, Chapter 11 to adjust the extent of the Legally Defined Area.

PUBLIC COMMENTS – Emilie Wiess, Secretary of Let's Paint the Town, spoke in support of and was present to answer any questions regarding agenda item 6 (l i). Eric Schultz, President of the Dunn County ATV Association, Ron Larson, Dustin Shackleton, and Ranie Smeltzer spoke in support of agenda item 6 (a).

ORDINANCE to adopt Title 10, Chapter 11, Legally Defined Area ordinance amendment was INTRODUCED by McCullough at the April 1, 2024 council meeting. MOTION made by Yonko, seconded by Schwebs and carried unanimously to waive the first reading of 3 (a). MOTION made by Gentz, seconded by Crowe and carried unanimously to waive the second reading of 3 (a). MOTION made by Schlough, seconded by Sommerfeld and carried unanimously to adopt 3 (a).

MOTION made by Luther, seconded by Schwebs to approve the preparation of ordinance draft amending city code 6-1-12 based upon the proposed designated ATV route map dated April 30, 2024. MOTION carried. Yonko and McCullough opposed.

ORDINANCE to adopt the Title 10, Chapters 7, 8, and 9 Residential Side Yard Setbacks ordinance amendment was INTRODUCED by McCullough. MOTION made by McCullough, seconded by Schwebs, and carried unanimously to introduce and sent to plan commission Ordinance 2024 – 08.

MOTION made by Solberg, seconded by Luther, and carried unanimously to approve Resolution 2024 – 12, a Resolution Establishing Public Participating Procedures for Comprehensive Plans.

MOTION made by Erdman, seconded by Yonko, and carried unanimously to approve Resolution 2024 – 13, a Resolution regarding Alternate Side Lawn Irrigation.

MOTION made by Erdman, seconded by Crowe, and carried unanimously to approve the Mutual Aid Agreement with Mayo Clinic Ambulance pending review by the City Attorney.

MOTION made by Schlough, seconded by McCullough, and carried unanimously to approve the Wakanda Waterpark 2024 Concession Agreement with Jonathan Kroening doing business as Wakanda Waterpark Concessions.

MOTION made by Schwebs, seconded by Erdman, and carried unanimously on roll call to approve the Development Agreement with Menomonie Holdings 1, LLC for Industrial Development in TID #18.

MOTION made by Sutherland, seconded by Sommerfeld, and carried unanimously to approve the WisDNR Recreational Boating Facilities Grant for Point Comfort Boat Ramp and Parking Lot Reconstruction for the amount of \$244,191.50.

MOTION made by Luther, seconded by Crowe, and carried unanimously as roll call to accept the CAT Fabick City Hall Generator Repair Proposal in the amount of \$8,518.68 to be funded from Contingency.

MOTION made by Luther, seconded by Sutherland and carried unanimously to accept the Bartingale City Hall HVAC Proposal for the amount of \$35,740 to be funded from Contingency.

MOTION made by Yonko, seconded by McCullough, and carried unanimously to approve the City Finance Policies.

MOTION made by Luther, seconded by Crowe, and carried unanimously to approve the Special Events Permits for Let's Paint the Town and Pack the Park, contingent upon receiving certificates of insurance.

MOTION made by Erdman, seconded by Solberg, and carried unanimously to approve the Urban Forestry Board Appointment, Barbara Hauck and Library Board of Trustees Appointment, Andrea Ranada.

MOTION was made by Schwebs, seconded by Sommerfeld, and carried unanimously on roll call vote to approve the budget transfer as presented.

COMMUNICATIONS AND MISCELLANEOUS BUSINESS – Mayor Knaack spoke about Governor Evers' trip to Menomonie, the updating of the City's website and social media accounts, and recognizing May 5th – May 11th as the 55th annual Professional Municipal Clerk's Week with a Proclamation. Administrator Atkinson reported that the City of Menomonie Department Heads are working on their Capital Improvements for 2025-2026, and spoke on behalf of City of Menomonie Employees who are receiving the new extended family medical leave benefits and thanked council for granting the new maternity/paternity benefits earlier this year. Public Works Director Schofield spoke on the confirmation of Zebra Mussels in Lake Menomin, the UW-Stout furniture drop off event, and No Mow May is here to stay.

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

May 6 2024 Claims

Aecom	\$3,944.69
Bayside Printing	\$616.13
MSA	\$5,198.75
The Flagpole Company	\$1,984.00
Weld Riley	\$5,124.00
Wipfli	\$181.69
Streichers	\$598.00
The Uniform Shop	\$1,733.80
Weld Riley	\$10,131.00
Wisconsin Dept of Transportation	\$5,708.95
Wisconsin Emergency Management	\$615.00
Total	\$56,557.78

2023 Parking Utility Claims

City Treasurer	\$47,302.78
Cardmember Services	\$62.81
IPS Group	\$2,253.41
Parking Total	\$49,619.00

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

LICENSES – May 6, 2024

TEMPORARY CLASS “B” BEER LICENSE:

Menomonie Baseball Association – 1412 6th St E

- Jr./Sr. Legion Baseball Tournaments, Wakanda Park
(06/11/2024, 06/13/2024, 06/27/2024 - 06/30/2024, 07/08/2024, 07/11/2024, 07/15/2024, 07/16/2024)
- Eagles Baseball Tournaments, Wakanda Park
(06/14/2024, 06/16/2024, 06/19/2024, 07/07/2024, 07/12/2024, 07/31/2024)
- Leinie Legends +35 Baseball Tournament, Wakanda Park
(07/17/2024)

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

Dunn County Democrats – PO Box 182

- Party in the Park Spring Fundraiser, Wakanda Park Pavilion 909 Pine Ave (06/01/2024)

Let’s Paint the Town Inc. – 621 W Elm Ave

- Let's Paint the Town Event, 7th Street from Main Street to Wilson Ave (07/20/2024)

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

CHANGE OF AGENT:

Taylor Braun – The Mabel Tainter Theater

MOTION made by McCullough, seconded by Solberg and carried unanimously on roll call to go into Closed Session.

MOTION made by Gentz, seconded by Sutherland and carried unanimously on roll call to go into Open Session.

MOTION made by Solberg, seconded by McCullough and carried unanimously by roll call to authorize the City of Menomonie to prepare and file a court order to repair or raze and remove Building dated February 8th 2024, regarding 1431 Knapp St NE if the owner does not comply by May 12th 2024.

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



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: Xcel Hydroelectric Dam Bank Stabilization
DATE: May 20, 2024 City Council Meeting

Xcel Energy will be stabilizing the south bank adjacent to the Lake Menomin Hydroelectric Dam in Summer 2024. Given the size of the project and the proximity to both Broadway Street (USH 12/STH 25) and Wilson Place, I felt it prudent to ask them to give a presentation to the City Council.

No formal action is required of the City Council.

Attachments:

- Xcel Handout
- Xcel Presentation

MENOMONIE HYDRO ABUTMENT STABILIZATION PROJECT

INFORMATION SHEET
WISCONSIN

MAY 2024



Modernization project overview

The Menomonie hydroelectric dam on the Red Cedar River is one of 19 hydroelectric facilities Xcel Energy operates in Wisconsin. The dam was constructed in 1958 and creates the 1,400-acre Lake Menomin.

The abutment stabilization project is needed to control soil erosion and replace the original grout bags that have covered the embankment since construction of the dam.

As part of this project, we will renovate the existing Tainter Gate Historic Lookout Plaza, adjacent to the Wilson House. Kiosks will be installed with signage to highlight the transformation of this area from logging to hydroelectric production and history of the Tainter Gate. The Lookout Plaza will continue to provide beautiful views of the the hydroelectric facility and the river valley.

Xcel Energy is working with the Federal Energy Regulatory Commission, Wisconsin Department of Natural Resources and U.S. Army Corps of Engineers to obtain all required approvals and permits.

The project is part of the company's investment in a cleaner electric system, as it continues toward its goal of providing 100% carbon-free electricity by 2050.

Construction work is scheduled to begin in June 2024 and conclude by October 2024. The project schedule is subject to change due to inclement weather or other factors.

Construction overview

The scope of the construction project is to stabilize the soil on the south bank of the river, adjacent to the dam. The work includes covering the existing river bank with a layer of solid shotcrete to prevent future erosion of the abutment. The approximately 4,000 square feet of shotcrete will be anchored in place by multiple soil nails embedded into the underlying rock of the river bank. The shoreline of the lake upstream of the dam will be stabilized by a new shoreline protection wall.



Menomonie Hydro on the Red Cedar River



Rendering of Tainter Gate Plaza

**MENOMONIE HYDRO
ABUTMENT STABILIZATION PROJECT**

During construction, you may notice:

- Additional traffic from onsite workers and trucks delivering materials to the site.
- Traffic control.
- Construction noise.
- Access changes to the site.

Lake Menomin will remain at its normal water level throughout the entire project.

We will work to reduce construction-related inconveniences and complete final restoration of work areas when conditions allow after project completion.

Public safety overview

Public safety is at the foundation of all we do. We take a proactive approach to public safety by implementing safety measures before, during and after construction. We will require the public to follow all signage provided at the site and to respect fenced and gated areas by staying away from those areas. Construction areas can be potentially hazardous areas, especially for those that may not be aware of the hazards that may be present.

The project has been designed to meet federal and state dam safety standards.

Dam safety

Areas upstream and downstream from hydro plants attract people for a variety of activities. While these areas can provide recreational opportunities, there are potential hazards around dams and hydro operations. An area that seems calm and safe one moment can quickly turn into a dangerous surge of rising, fast water. Accidents can be avoided by simply staying clear of the restricted zones at dams, being aware of the potential dangers caused by the operation of dams and obeying all warning devices. To learn more about precautions around dams, visit [xcelenergy.com](https://www.xcelenergy.com).

Contacts

Bob Schultz
Community Service Manager
715-232-7401
robert.c.schultz@xcelenergy.com

Anthony Witkowski
Project Manager
anthony.witkowski@xcelenergy.com

Robert Olson
Manager, Hydro Operations
robert.w.olson@xcelenergy.com





Menomonie Dam

Menomonie Hydro Plant Abutment Stabilization Project

Hydro-Electric Dam Facts

- Constructed in 1958
- Creates 1,009-acre Lake Menomen
- Head of 30 feet
- 5.4 MW generating capacity



Project Goals

- Stabilize Riverbanks Adjacent to Dam
- Maintain Lake Menomen
- Improve Tainter Gate Historic Overlook Plaza

Schedule

- Construction Period: June to November 2024

Left Bank



Tainter Gate Plaza





Menomonie Hydro Plant

Abutment Stabilization Project

Permitting Status

- Federal Energy Regulatory Commission: Approved
- Wisconsin Department of Natural Resources: Submitted
- City of Menomonie Right-of-Way Permit: Submitted

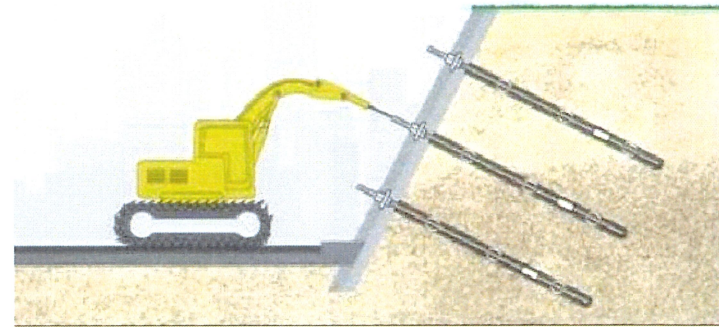
Project Scope Description

- Left Bank: Install soil nails and shotcrete embankment upstream and downstream of dam. Install shore protection retaining wall upstream of dam.
- Right Bank: Install rip-rap soil protection downstream of dam.

Community Impacts

- Occasional lane closures on Highway 25
- Closure of sidewalk during construction
- Barge located upstream of dam
- Crane located near Wilson House

Soil Nail Installation



Shotcrete Installation



Shotcrete Wall



Prescribed burn at Tanglewood Golf Course



ANNUAL REPORT 2023

Menomonie Fire Department

Station #1 - 116 W. Main Street
Station #2 - 2417 Wilson Street
Menomonie, WI 54751

Telephone:
715-232-2414
Non-Emergency



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FROM THE CHIEF'S DESK

On behalf of the men and women of the Menomonie Fire Department I am pleased to present the 2023 Annual Report. The dedication and commitment our members provide the community, area departments and visitors are second to none. I am extremely proud to be a member of this team and provide support to the extraordinary work they do on a daily basis. The department responded to a record 3,904 calls for service in 2023. Those included 3,038 EMS and 866 fire/rescue responses which is an increase of 5.1% over 2022 and 33.6% since 2020. Along with answering calls for service we continued to provide public education, fire prevention inspections, station and vehicle maintenance, training, and many other areas of service to the community.

Outside of our regular duties we have several members that participate in local and state teams. Two of our members work with the MPD in support of Operation Hope. Five members are part of the Wisconsin Task Force. The task force is under Wisconsin Emergency Management and is an all-hazards rescue team. All members are trained to the technician level in trench, confined space, rope, high-angle, and swift water rescue. The team is based out of Fort McCoy and is a deployable asset both in-state and nationwide.

We again want to thank our citizens and local governments for their continued support in providing the very best in emergency services. In the very near future, department growth will be needed to sustain the level of service currently provided to the community. We are confident the community will meet those needs and continue the expectation of high-value emergency services.

The following pages show many of the day-to-day tasks members of your fire department perform. What isn't shown is the unmatched, individual dedication and sacrifice these members make to meet our mission statement. We hope you enjoy the following information which was compiled and prepared by our Administrative Assistant, Teri Riek.

Denny Klass
Fire Chief

ADMINISTRATION



Fire Chief
Denny Klass

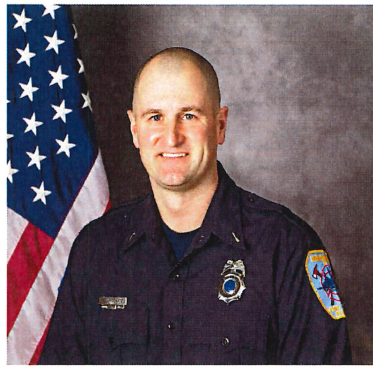


Administrative Assistant
Teri Riek

A SHIFT



Battalion Chief Andy Benrud



Captain Josh Romsos



Lieutenant Travis Nessel



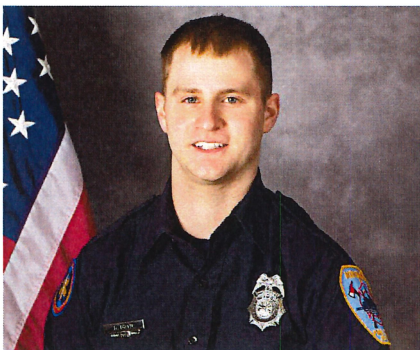
MPO Jon Peterson



MPO Dan Williams



Firefighter/Paramedic Brad Kenealy



Firefighter/Paramedic Ross Boyd



Firefighter/Paramedic Matt Goodrum



Firefighter/EMT Sydney Hein

B SHIFT



Battalion Chief Adam Mucks



Captain Brady Bleskacek



Lieutenant Michael Christian



MPO Juan Gamez



MPO Adam McCulloch



Firefighter/Paramedic Stuart Wallace



Firefighter/Paramedic Kyle Holden



Firefighter/Paramedic Lance Loftus



Firefighter/Paramedic Zack Hartung

C SHIFT



Battalion Chief Larry Zais



Captain Matt Poliak



Lieutenant Andy Kissh



MPO Chad Bock



MPO Brent Monfort



Firefighter/Paramedic Ben Simmons



Firefighter/Paramedic Kaeden Thom



Firefighter/Paramedic Seth Loberg



Firefighter/EMT Dexter Zebro

PERSONNEL DATA

PROMOTIONS

July 1, 2023 Lieutenant Josh Romsos to Captain
 July 1, 2023 Firefighter/Paramedic Travis Nessel to Lieutenant

HIRED

March 16, 2023 Firefighter/Paramedic Lance Loftus
 June 1, 2023 Firefighter/Paramedic Zack Hartung
 July 1, 2023 Firefighter/Medic Sydney Hein
 July 1, 2023 Firefighter/Medic Dexter Zebro

RESIGNED

January 22, 2023 Firefighter/Paramedic Katlyn Wettberg
 March 27, 2023 Firefighter/Paramedic Josh Monk

RETIREMENTS

June 30, 2023 Captain Chuck Mensing
 June 30, 2023 MPO Rich Brackett



EMS CALL VOLUME

Yearly Runs by Zone-EMS

Scene Incident Zone	Number of Runs	Percent of Total Runs
City Ward-11	623	20.51%
City Ward 1	370	12.18%
City Ward 2	400	13.17%
Menomonie Township	199	6.55%
City Ward-10	177	5.83%
City Ward 9	123	4.05%
Red Cedar Township	135	4.44%
Out of Jurisdiction	80	2.63%
City Ward 8	107	3.52%
City Ward 4	111	3.65%
City Ward 7	115	3.79%
Tainter Township	93	3.06%
City Ward 6	112	3.69%
City Ward 3	92	3.03%
City Ward 5	68	2.24%
Dunn Township	81	2.67%
Lucas Township	66	2.17%
Village of Knapp	43	1.42%
Spring Brook Township	25	0.82%
Sherman Township	17	0.56%
CMNM	1	0.03%
	Total: 3,038	Total: 100.00%

FIRE CALL VOLUME

Yearly Runs by Zone-Fire

Basic Incident Zone/District Number (FD1.32)	Number of Runs	Percent of Total Runs
City Ward 1	109	12.59%
City Ward 2	144	16.63%
City Ward 3	49	5.66%
City Ward-10	57	6.58%
City Ward-11	74	8.55%
Menomonie Township	78	9.01%
City Ward 9	34	3.93%
City Ward 4	30	3.46%
Tainter Township	26	3.00%
City Ward 6	36	4.16%
City Ward 8	37	4.27%
Out of Jurisdiction	29	3.35%
City Ward 5	17	1.96%
Red Cedar Township	48	5.54%
City Ward 7	30	3.46%
Lucas Township	24	2.77%
Dunn Township	21	2.42%
Spring Brook Township	8	0.92%
Village of Knapp	7	0.81%
Sherman Township	5	0.58%
Weston Township	3	0.35%
	Total: 866	Total: 100.00%

INSPECTIONS

Brady Bleskacek, Captain

The Menomonie Fire Department performs fire prevention inspections on all educational, commercial, industrial, manufacturing and multi-unit apartment buildings in our response area. This includes the City of Menomonie, Villages of Knapp and Downsville and Towns of Tainter, Spring Brook, Red Cedar, Lucas, Dunn, Sherman and Weston. All structures mentioned above are inspected at least once per year some are done twice. The fire department also assisted any business that was in need or wanted their inspections more often.

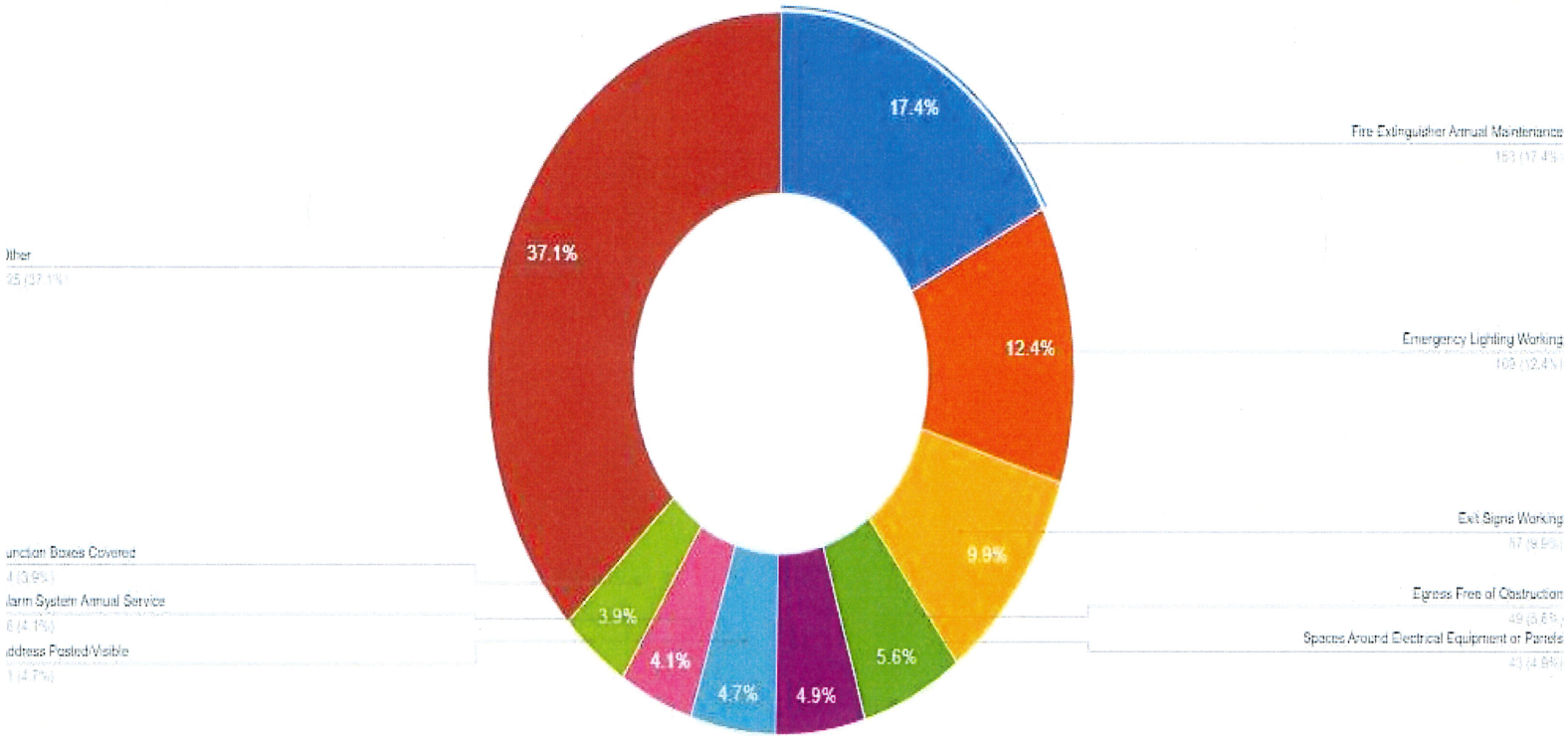
Inspection Numbers:

	<u>2022</u>	<u>2023</u>
Total Inspections performed -----	2314	1712
Total violations found -----	1076	454
Total re-inspections performed -----	0	3
Total notices issued -----	547	454

In 2023 we responded to nine fires in inspected structures.

<u>Date</u>	<u>Address</u>	<u>Business Type</u>	<u>Damage</u>	<u>Cause</u>
3-9-23	405 19 th Ave W	Apartment Building	\$160,000.00	Human Factors
4-14-23	615 28 th Ave W	Apartment Building	\$350,000.00	Undetermined
5-29-25	702 Terrill Rd	Apartment Building	\$1,000,000.00	Undetermined

Inspections are conducted to assist the business/building owners in the elimination of hazards which could lead to a devastating fire loss.



Other.....325 (37.1%)
 Junction Boxes Covered.....34 (3.9%)
 Alarm System Annual Service..36 (4.1%)
 Address Posted Visible.....41 (4.7%)

Fire Extinguisher Annual Maint...153 (17.4%)
 Emergency Lighting Working.....109 (12.4%)
 Exit Signs Working.....87 (9.9%)
 Egress Free of Obstruction.....49 (5.6%)

Spaces Around Electrical Equipment or Panels.....43 (4.9%)

EMERGENCY OPERATIONS

Andy Benrud, Battalion Chief

Each year our emergency responses trend in an upward trajectory. In 2022 MFD responded to 3714 emergency calls for service. During 2023 MFD responded to 3944 emergency calls for service which was a 6% increase from the previous year. This yearly increase is proving to be a common trend from year to year. Many days the staffs are stretched thin and we depend on off-duty personnel to respond to emergency calls.

At MFD we are attempting to increase staffing levels that have not increased since 2001. Since 2001, the emergency responses have over doubled with no increase in staffing levels. In addition to increasing staffing, we are waiting to receive our 4th ambulance to help with the ability to be able to respond to the increase of emergency ambulance calls for service.

We are continually in the process of assessing our emergency response operations to remain effective and efficient for the increased demand for our services with the current resources. This year Ladder 4 was moved to the North Station to become the frontline fire response truck for city fire responses.



Busy day with multiple pieces of apparatus out of the station

FLEET RESOURCES

Larry Zais, Battalion Chief

The Menomonie Fire Department took delivery of a new tender in September. Tender 1 was built by S&R Truck of Marshfield, WI. Prior to the tender being placed into service, the members of the department took the next couple of weeks to do training on the truck and to place equipment on the truck.



This new tender features a 3500 gallon water tank, an electric porta tank lift, and electric rear water dumps. The department also had wireless headsets installed on this truck. They are identical to the headsets that were installed on Engine 1 and Engine 2. They have proven to be beneficial when backing this truck in on tight driveways, allowing the driver and spotter to have direct communication with each other.

The department is still anticipating the arrival of one new ambulance in 2024 and one remounted ambulance. We have been waiting on Ford Chassis' to be delivered to LifeLine Ambulance in Iowa. Late fall of 2023 we received notice that two Ford Chassis have arrived

in Iowa. However, due to the back log of builds, our trucks are scheduled out for late 2024 or early 2025.

The department has been adding battery powered tools to the apparatus over the last few years and this year we added a battery powered vent fan.



This fan along with the other battery tools have allowed the department to get tasks done without running extension cords or finding other power sources to run the equipment. The battery tools are a trend in the fire service right now that allow fire departments to run several different tools on a single battery platform. Our department plans to continue to add more battery tools in 2024.

Annually, our entire fleet gets a DOT inspection, has preventative maintenance done, and has pumps and ladders tested and recertified. Most of this is done by companies like Northtown Ford, Semi Correct Truck Repair, Emergency Apparatus, and American Test Center. The department also uses these same companies for any repairs that cannot be done by our own personnel.

FACILITIES MANAGEMENT

Andy Benrud, Battalion Chief

In 2023, MFD personnel completed numerous building projects and general building maintenance. Most building maintenance is completed by on-duty personnel to help reduce costs. Many repairs were made to the Station #1 facilities are due to the building being constructed in the 1970's. Numerous items at the downtown station are in need of repair or replacement due to the age of the facility. The City of Menomonie is in the process of a study to identify the facility needs for the future. This potentially includes adding additional locations or renovating the downtown station.



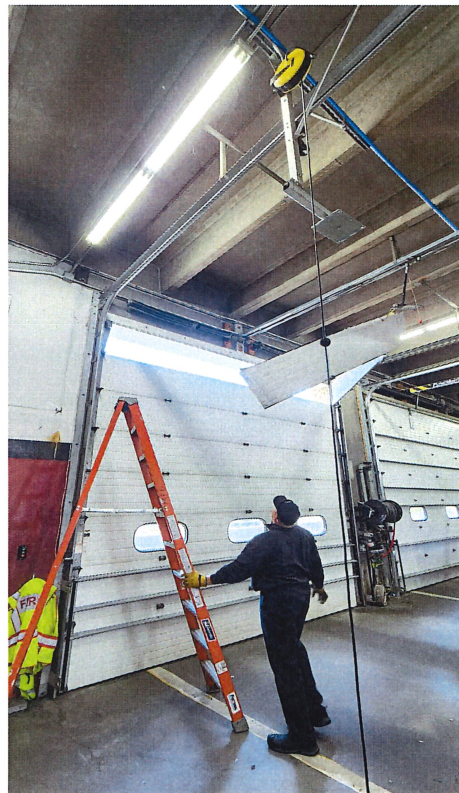
Repairing concrete



Installing a decorative original hydrant



Ash trees removed at Station #1.



Broken garage door

COMMUNITY RISK REDUCTION & PUBLIC EDUCATION

Matt Poliak, Captain

The community risk reduction division is responsible for identifying threats and safety issues within our community and preventing them from occurring. It is comprised of two parts: Public Education and Prevention. First, data is collected and examined for trends. For example, EMS and Fire data are looked at for patterns of concern (i.e. falls in the home, cooking fires, etc.) Once a list of safety concerns is established, we can then prioritize the list and can go about trying to reduce the number of each item's occurrences. The main tool we have at our disposal in accomplishing this task is through public education.

Public education contains a variety of methods to get information regarding fire and life safety disseminated out to our citizens. One such method is with social media. MFD has an online presence on Facebook, and seeks to interact with the community by sharing safety messages on a weekly basis. We share special weather and climate news, product recalls, and general safety tips. By sharing this information, the public can be informed and can avoid detrimental safety situations involving fire or EMS. We also share our department happenings on our profile, so that our community can see what we do and the training we take part in. We can also answer specific questions citizens may have about our job.



Another part of public education comes with school visits and station tours/events. Fire Safety Week is usually within the first two weeks in October and is a busy time at MFD. We make it around to all our local elementary schools and many of the daycares to speak with kids about fire safety. Each year has a different theme; this year's was cooking fire safety. We also have an open house where the public can come by our station to look around and meet with our staff. This year's open house was another hit and was well attended by the community. These types of interactions are important to maintain and as it creates stronger relationships between our community and our members.



2023 was also a special year for Public Education and Community Risk Reduction as it saw



the implementation of the “Stop the Bleed” program on a grand scale. As interest for the classes grew, a project was started to outfit all the schools in our district with Stop the Bleed and Mass Casualty supplies. Crucial donations were given by local corporate community partners to ensure this project was funded adequately. To go along with these supplies, training was given to all the faculty and staff at the schools. It was also taught to all incoming freshman during their health units. The project was a big success and will continue to create public education training opportunities for years to come.

Another part of the Community Risk Reduction is our QRT or Quick Response Team. This team partners with local law enforcement to work with community members who have suffered a recent narcotic or opioid overdose. The team goes out to meet with individuals with substance use disorders to provide educational and support materials so that a more effective transition can be made to receiving treatment. This kind of outreach is the latest approach to reducing the number of overdoses an individual may experience and has also expanded to include methamphetamine use, alcohol use, and mental health issues.

The Community Risk Reduction Division is overseen by Captain Matt Poliak. FF/MPO Dan Williams, FF/MPO Adam McCulloch, and FF/P Stuart Wallace all contribute to the Facebook page. FF/P Wallace also assists in the maintenance of MFD’s portion of the City of Menomonee Website. The Stop the Bleed program training is led by Captain Poliak, and is assisted by Lt. Andy Kissh, Lt. Travis Nessel, FF/P Kyle Holden, and FF/P Ben Simmons. The QRT team consists of Captain Poliak and Lieutenant Kissh.

RESCUE TASK FORCE

Matt Poliak, Captain

The Rescue Task Force is MFD's tool for Active Threat and Mass Casualty situations. We can make entry into "warm zones" to allow for more expedient extrication of the critically wounded. 2023 saw more training scenarios with our local law enforcement agencies and we look forward to 2024 when a large-scale mock incident will be conducted, putting all the training and skills together.

RTF is headed by Captain Matt Poliak and includes Lt. Andy Kissh, Lt. Travis Nessel, and FF/P Kyle Holden.



PAID ON CALL FIREFIGHTERS

Larry Zais, Battalion Chief

In 2023 the POC Platoon Leaders were tasked with leading the 2nd monthly training of each month. Due to the full-time call volume increase, it was felt that the quality of trainings that were being presented were not quite adequate. When brought to the platoon leaders about this situation, they quickly stepped up, researched, and led trainings. Our platoon leaders are a valuable asset to the paid-on call along with the entire department. Currently our Paid-on-call is staffed with 18 personnel and we look to add two more in 2024. Their service and dedication to our department is greatly appreciated.



Rope Rescue training with POC above Stokke Trail

HAZARDOUS MATERIALS

Matt Poliak, Captain

The Hazardous Materials Division had a busier year than usual in 2023. Our team saw action in both Dunn and Pepin/Buffalo Counties. We responded to a suspicious death inside a vehicle where an unknown white powder was present. Our members donned Level A suits and assisted in collecting samples to be identified and were subsequently decontaminated. Other notable incidents included an overturned tanker truck carrying diesel fuel and a large diesel spill on Highway 25 North crossing over Interstate 94.

A significant and successful training exercise was also put together by MFD and the 54th CST out of Madison this past summer. Our mock scenario involved a clandestine weapon manufacturing lab that needed to be secured and have samples of chemicals collected. It was a great opportunity for MFD members to interact with industry experts and their cutting-edge technology and tactics. The 54th CST is a massive asset that we can call upon when extra HazMat support is needed.



The hazardous materials division is overseen by Captain Matt Poliak. Our hazmat equipment, particularly our meters, are maintained and calibrated by Lieutenant Mike Christian. FF/P Brad Kenealy is also part of the HazMat Division.

TRAINING

Adam Mucks, Battalion Chief

Practical training evolutions provide a significant benefit for our membership and our community. At Menomonie Fire Department we also make an effort to work with local industry to preplan for possible incidents. In 2023 two of our training highlights included and practical scenario simulating an ammonia leak and ConAgra Foods as well as a high angle rescue scenario at Covia Sand Mine. Members also make an effort to squeeze in practical training between calls, although with increases in call volume this can be a challenge. Please enjoy some photos from our 2023 training evolutions.



FF/Paramedic Stuart Wallace and Capt. Matt Poliak assist MPO Juan Gamez into a Level A Hazmat Suit during a simulated Ammonia leak at ConAgra Foods.

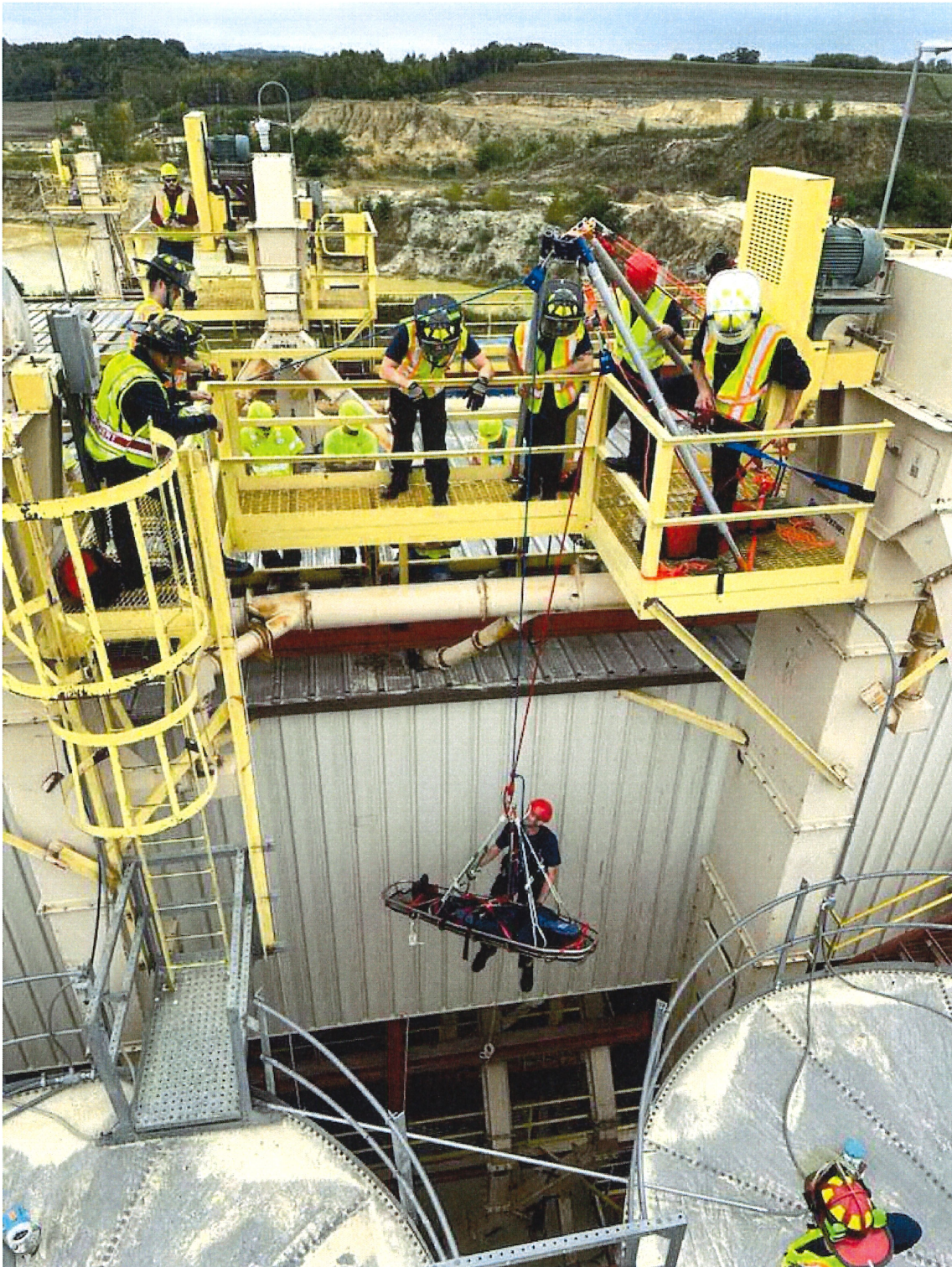


FF/Paramedic Kyle Holden dons a level A suit while discussing a plan with Capt. Brady Bleskacek.

Shortly after our HazMat training at ConAgra we applied some of our HazMat knowledge on incident with a deceased person covered in an unknown white powder. Two dogs were rescued during the incident.



High Angle Rescue Training at the Covia Sand Mine



MPO Dan Williams is lowered down with a stoke basket for an approximate 90-foot descent.



Training at the Station



MPO Juan Gamez takes FF/Paramedic Zack Hartung through pump operations.



Paid on call members train with Ladder 4

Wildland Fire Training at Menomin Park



A firefighter is shown from behind, in silhouette, against a bright, intense fire. The firefighter is wearing a helmet and a jacket. The fire is a mix of bright yellow and orange, with some darker, smoky areas. The firefighter's right hand is on their hip, and their left hand is holding a tool, possibly a pike pole. The overall scene is dramatic and evocative.

A Firemans Prayer

When I am called to duty, God,
Wherever flames may rage,
Give me the strenght to save some life
Whatever be its age.
Help me embrace a little child
Before it is too late,
Or save an older person from
The horror of that fate.
Enable me to be alert and
Hear the weakest shout,
And quickly and efficiently
To put the fire out.
I want to fill my calling and
To give the best in me,
To guard my every neighbor
And protect their property,
And if according to your will
I have to lose my life,
Please bless with your protecting hand
My children and my wife.



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 2024-09, Mobile Food Establishments
DATE: May 20, 2024 City Council Meeting

The City of Menomonie regulates Mobile Food Establishments (i.e. “food trucks”) in Title 3, Chapter 23 of City Code which requires inspections from the Fire Department and licensing from the City Clerk. City Staff have been made aware of several Mobile Food Establishments that continue to operate without proper inspections and/or licensing.

City Staff propose to amend City Code 3-23 to:

- Modify the license period to January 1 through December 31 to better match up with typical operating seasons in Wisconsin.
- Add penalties for operators that do not comply with the City’s regulations.

If the City Council concurs, the appropriate motions would be:

- ***Introduce Ordinance 2024-09, amending Title 3, Chapter 23 Mobile Food Establishments*** (no vote)
- ***Waive the first reading of Ordinance 2024-09, amending Title 3, Chapter 23 Mobile Food Establishments*** (simple majority)
- ***Waive the first reading of Ordinance 2024-09, amending Title 3, Chapter 23 Mobile Food Establishments*** (simple majority)
- ***Adopt Ordinance 2024-09, amending Title 3, Chapter 23 Mobile Food Establishments*** (simple majority)

Attachments:

- Ordinance 2024-09

ORDINANCE 2024 - 09 OF THE ORDINANCES FOR THE CITY OF MENOMONIE FOR 2024.

An ordinance amending Title 3 Chapter 23 of the City Code to adjust the dates of the license period and add a penalty provision.

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

Section 1. Section 3-23-6 B. of the City Code is amended to read as follows:

3-23-6: FEES AND CONDITIONS

...

B. Licenses shall commence on January 1 and expire on December 31 of each calendar year. Licenses applied for and granted after January 1 shall expire on December 31. License fees shall not be pro-rated.

...

Section 2. Section 3-23-8 of the City Code is amended to read as follows:

3-23-8: ENFORCEMENT AND PENALTY:

The enforcement of this Chapter shall be under the jurisdiction of the Fire Chief, Police Chief, or Chief Building Inspector, or their designee, who shall have the power to inspect to determine compliance with this chapter. The penalty for violation of this chapter shall be a forfeiture of not less than twenty-five dollars (\$25.00) nor more than two hundred fifty dollars (\$250.00), plus statutory costs of prosecution. A separate offense shall be deemed committed on each day on which a violation of this chapter occurs or continues.

Section 3. 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 6TH DAY

OF MAY, 2024

MAYOR, RANDY KNAACK

SUBMITTED BY:

ALDERPERSON



MEMO

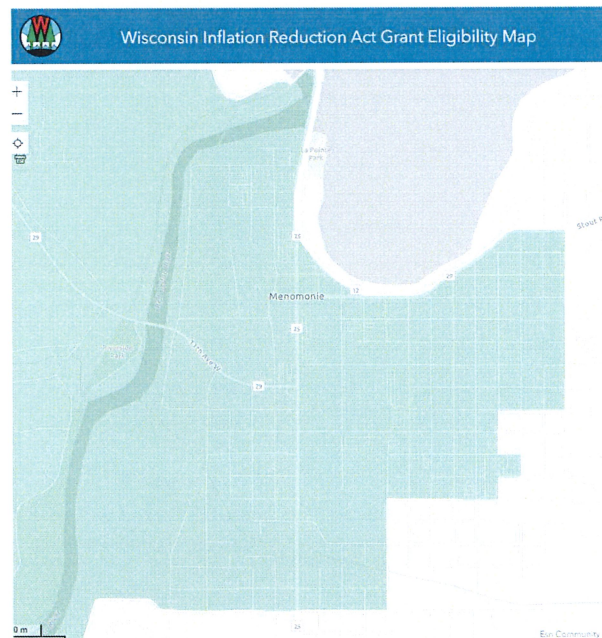
TO: Mayor & City Council

FROM: Megen Hines, Environmental Program Coordinator

SUBJECT: DNR Inflation Reduction Act (IRA) Grant Program Application

DATE: May 10, 2024

City Staff have prepared a grant application for the Wisconsin Department of Natural Resources (WDNR) Urban Forestry Inflation Reduction Act (UF IRA) Grant program. The Urban Forestry Inflation Reduction Act (UF IRA) Grant program uses federal funds to support projects that positively impact trees and people within disadvantaged communities in Wisconsin. This is a one-time, special offering of the Urban Forestry Grant program. Cities, villages, towns, counties, tribes and 501(c)(3) nonprofit organizations conducting their projects in Wisconsin may apply for an UF IRA grant. Eligible projects must occur in or benefit those living in disadvantaged communities (DACs) as identified by the DNR. The eligible area in the City of Menomonie is shown below in green.



Grant Details:

- Grants range from \$1,000 to \$500,000 and require **no match**.
- Applications will be due **June 3, 2024**. Grant awards will be announced in July with grant project periods beginning on September 1, 2024.
- Grant projects may cover a duration up to 3 years from the project start date. No extensions past 3 years will be allowed.

RESOLUTION NO. 2024-14
STATE OF WISCONSIN
City of Menomonie
Dunn County

A RESOLUTION SUPPORTING THE 2024 CITY OF MENOMONIE
DNR IRA URBAN FORESTRY GRANT APPLICATION

WHEREAS, the applicant, City of Menomonie, is interested in obtaining a grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects specified in Ch. NR 47, Wis. Adm. Code;

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the applicant requests a grant agreement to carry out the project;

NOW, THEREFORE, BE IT RESOLVED, the applicant, City of Menomonie, will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the agreement;

BE IT FURTHER RESOLVED, the applicant will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers the City Administrator, 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 the DNR
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

Adopted this 20th day of May, 2024.

I hereby certify that the foregoing resolution was duly adopted by the City of Menomonie City Council at a legal meeting on the 20th day of May, 2024.

Randy Knaack, Mayor

Attest: _____
Catherine Martin, City Clerk

- All grantees with IRA-funded projects may submit to the DNR a quarterly or annual reimbursement request including supporting financial documentation.
- Projects must relate to urban and community forestry, which for the purposes of this grant program is considered to be tree management, operations, and education within cities, villages, and other areas of concentrated development. Furthermore, projects must benefit disadvantaged communities.

Project Scope:

- Plant over 100, 2-3" caliper trees within the project area to replace tree canopy lost due to the Emerald Ash Borer infestation. Tree species will be decided on by the City Forester, in consultation with the City's Urban Forestry Board and the regional DNR Forestry Specialist.
- City staff will plant the trees, protect the trees by enclosing with wire fencing and will water the trees throughout the first two growing seasons. Staff will place a tree watering bag on each tree to aid in the efficiency and ease of watering the newly planted trees.
- City staff will also create a flyer that discusses the project, tree care, benefits of trees and information about the City's forestry program. City staff and Urban Forestry Board members will help distribute flyers to residences within the project area and will discuss the project with residents during this process.
- The anticipated project timeline would be to spend Fall 2024 and early 2025 to outline the procurement process for the grant, select tree species to be planted and develop the flyer, website and social media posts about the project. City staff intend to plant at least 25 trees each spring and fall during 2025 and 2026. Spring 2027 would allow for final project wrap-up.

Budget:

- Tree Planting & Grant Management: \$81,681.20
 - Includes trees, protection materials, labor and equipment
- Flyer Development: \$1,975.00
 - Includes labor and printing expenses
- **Total Project Cost: \$83,656.20**

Motion:

If the City Council supports the submittal of this application the appropriate motion would be: ***Approve Resolution 2024-14 authorizing staff to submit the DNR Urban Forestry Grant application as presented.***

Attachments:

- City of Menomonie DNR IRA Urban Forestry Grant Application
- City of Menomonie DNR IRA Urban Forestry Grant Project Area Map
- City of Menomonie Resolution 2024-14

Print...

Notice: Pursuant to ch. NR 47.53(2), Wis. Adm. Code, this completed form is required to apply for an Urban Forestry Grant. The Department of Natural Resources (DNR) will be unable to process your application unless complete information is provided as requested. Information will be used to determine grant award lists, provide statistical information and potentially to use as an example for other grant applicants. Personally identifiable information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Public Records Law [ss. 19.31-19.39, Wis. Stats.].

Section I: Applicant Information

A. Applicant Organization

Applicant Organization Name		UEI Number	
City of Menomonie		XLCMALFWN156	
Organization Address (same as Treasurer or W9)	City	State	ZIP Code
800 Wilson Ave	Menomonie	WI	54751

Applicant organization is a (check one)
 City Village Town County Tribal Government 501(c)(3) nonprofit organization

Located in the county of: Dunn **DNR USE ONLY:** WE

B. Applicant Authorized Representative

Last Name	First Name	MI	Position Title
Atkinson	Eric	M	City Administrator
Phone Number		Email	
(715) 232-2221		atkinsone@menomonie-wi.gov	

C. Project Manager (if different from Authorized Representative)

Last Name	First Name	MI	Position Title
Hines	Megen	M	Environmental Program Coordinator
Address		City	State ZIP Code
800 Wilson Ave		Menomonie	WI 54751
Phone Number		Email	
(715) 232-2221		mhines@menomonie-wi.gov	

D. Grant Request Summary – will automatically be populated from Section VI Calculations

Total Project Cost	\$83,656.20
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Section II: Eligibility

Yes. The project takes places in the following census block groups: 550339707002, 550339707001, 550339708011 and 550339708023.

There are certain activities in which work is not performed within disadvantaged communities, but benefits residents from those locations (see guidance document for eligible activities). If the project or work is not located in an above-defined area, but is an eligible activity, please describe how members of disadvantaged communities will participate or benefit. Please include Census tract or block group ID numbers (see above). If not applicable, write NA.
Tree planting and protection activities will occur within the disadvantaged community project area. This project does include a public outreach component of creating a flyer that will be distributed to homes and businesses when a public tree is planted in the boulevard adjacent to their property. This flyer will also be used outside of the project area, but within the City of Menomonie city limits, and likely into the future past the completion of this grant project. This education effort will foster a greater community awareness of the benefits of urban trees that increase wider public buy-in

and collective stewardship will help sustain tree planting efforts by reducing the occurrence of vandalism, improving planting survival, and fostering broad support from non-disadvantaged areas to promote improvements in all areas.

Section III: Project Description**A. Project Overview**

Descriptive Project Title: City of Menomonie Urban Tree Canopy Replenishment & Diversification

Provide a project summary and an overall project timeline using no more than 2,000 characters (including spaces). Provide an overview that includes basics of who is doing what, where, when, how and why.

The City of Menomonie plans to plant over 100, 2-3" caliper trees within the project area to replace tree canopy lost due to the Emerald Ash Borer infestation. Planting larger caliper trees will allow the tree canopy to fill in more quickly after 17% of the trees in the project area have been removed due to Emerald Ash Borer. The City intends to plant a variety of tree species to increase the diversity of our urban forest and provide resilience against future pest infestations. Tree species to be planted will be decided on by the City Forester, in consultation with the City's Urban Forestry Board and the regional DNR Forestry Specialist. City staff have identified 134 planting sites within the project area and will continue evaluating additional sites throughout the grant period.

City Community Services staff will plant the trees, protect the trees by enclosing with wire fencing and will water the trees throughout the first two growing seasons. Staff will place a tree watering bag on each tree to aid in the efficiency and ease of watering the newly planted trees, increasing the probability of their survival. City staff will also create a flyer that discusses the project, tree care, benefits of trees and information about the City's forestry program. City staff and Urban Forestry Board members will help distribute flyers to residences within the project area and will discuss the project with residents during this process. City staff, primarily the Environmental Program Coordinator and City Forester, and the Urban Forestry Board will oversee the management of this grant project.

The anticipated project timeline would be to spend Fall 2024 and early 2025 to outline the procurement process for the grant, select tree species to be planted and develop the flyer, website and social media posts about the project. City staff intend to plant at least 25 trees each spring and fall during 2025 and 2026. Spring 2027 would allow for final project wrap-up.

The project neighborhood has two State Highways (WI-29 and WI-25) and one federal highway (USH-12) bisecting it, which results in significant toxic air pollution (89th percentile) and traffic proximity (90th percentile). Significant portions of residents are affected by asthma (93rd percentile). 66.9% of residents are low income and only 23.3% of homes are owner occupied in this neighborhood. These residents, even if they had the economic means, which many do not, do not own the property and therefore are unable to plant trees in their own yards. This increases the importance and responsibility of the City to plant trees in the public boulevard areas of these neighborhoods to provide residents with the health, aesthetic and financial benefits of trees. Urban trees can filter up to a third of harmful fine particulate air pollution from vehicle exhaust in addition to creating a barrier to noisy traffic by scattering, reflecting and absorbing sound waves. Planting trees will also help residents decrease energy bills as mature trees can reduce cooling costs by up to 30%. Planting trees in low-income neighborhoods aligns with the City's goal in our approved Energy Action Plan to support energy burdened and under resourced households.

This particular area of Menomonie has been devastated by the emerald ash borer with about 250 ash trees have been removed from this area in the last two years. The City plans to replace the lost tree canopy by planting over 100 larger 2"-3"+ caliper trees. This will help increase tree canopy and hopefully the survivability rate by using larger trees versus the smaller, bare root trees the City plants as part of our annual forestry program. The City also intends to plant a variety of tree species to increase the diversity and resiliency of our urban forest to mitigate impacts of future pest infestations.

<p>B. Project Components</p> <p>Choose from the dropdown boxes below. Use the "OTHER" choice to type in alternatives. (See a list of eligible project activities on pg. 6 in the application guide)</p> <p>Click + at right to add another component. Describe each project component.</p>	<p>Describe each project component.</p> <ul style="list-style-type: none"> What are the expected results? Please note anticipated impacts to tree canopy, urban forest resilience and/or benefits to local populations. How will expected results be measured, evaluated, or shared? Quantify impacts to canopy or associated benefits if possible. Provide a timeline of how this component will be accomplished within the 3-year grant period. <p>Note: Complete a separate Cost Estimate Worksheet (CEW) in Section VI for each project component listed below. The CEW will transfer the total to the right-hand column below.</p>
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Component Cost Estimate (\$) (field will auto-populate from detail on CEW)	Select Component: Tree planting and establishment	\$81,681.20
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Description/Result:
 City staff intend to plant over 100, 2-3" caliper trees within the project area. The trees will be a variety of species to help increase the diversity of our urban forest. Species planted could include, but not limited to, Hackberry, Spaeth's Alder, Streetkeeper or Shademaker Honeylocust, Kentucky Coffeetree, Swamp White Oak, Bur Oak, Red Oak, Linden and New Harmony or Princeton Elm. 17% of the total number of trees have been removed in the project area in the last two years due to Emerald Ash Borer so this project will work to replace almost half of the trees lost. This project will increase the number of trees and diversity in the project area much faster with this grant project than what the City could do through our regular forestry program alone. Trees will also be staked and enclosed with wire fencing to help protect them from the high deer population. A tree bag will also be placed on the tree to increase the ease and efficiency of watering the newly planted trees and to increase the probability of their survival. Results will be measured by the number of trees planted and protected and the survival rate of the trees planted. Tree diversity will be measured by adding the trees to the City's tree inventory and recalculating the species count within the project area. Results will be shared during the City's Urban Forestry Board meetings, City Council meetings, the City website and social media pages. The City intends to plant at least 25 trees each spring and fall during 2025 and 2026 to complete this section of the grant project.

- Examples of components for Part B (selected in drop down box above):**
1. Education, information and outreach: classes or tree walks for residents of disadvantaged communities.
 2. Proactive maintenance: young tree pruning or soil protection.
 3. Planning: urban forestry management plan with a focus on service to disadvantaged communities.

Component Cost Estimate (\$) (field will auto-populate from detail on CEW)	Select Component: Education, Information, and Outreach	\$1,975.00
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Description/Result:
 City staff intend to develop a flyer that can be distributed to residents within the project area that addresses the project, tree care, benefits of trees and information about the City's forestry program. City staff and Urban Forestry Board members will help distribute flyers to residences within the project area and will discuss the project with residents during this process. The expected result is resident awareness of grant project and increased knowledge of tree care, importance of trees, benefits of trees and the City's forestry program. There may be a small impact to the tree canopy if residents or landlords choose to plant trees on their private property after learning more about the benefits of trees. Results will be measured by the number of fliers distributed, number of households reached and number of conversations with residents. City staff intend to develop the flyer in Fall 2024 and Spring 2025 to be ready to start distributing with the first tree plantings of 2025. City staff and Urban Forestry Board members will distribute flyers to sections of the project area ahead of the tree plantings in those areas. This is anticipated to occur during the fall and spring of 2025 and 2026.

- Examples of components for Part B (selected in drop down box above):**
1. Education, information and outreach: classes or tree walks for residents of disadvantaged communities.
 2. Proactive maintenance: young tree pruning or soil protection.
 3. Planning: urban forestry management plan with a focus on service to disadvantaged communities.

C. Project Location/Scope

Land Ownership Affected (select all that apply)

Private property
 Public property
 Not Applicable or not location-based

D. Applicant's Project Partners

Note: List partners that will be actively involved in the delivery of the proposed project activities. For each partner listed, provide a signed Letter of Collaboration. The Letter of Collaboration should include descriptions of intent and capacity to fulfill intended roles and responsibilities and be signed by the partnering organization.

List Partner Organization(s):	What specific role will each partner contribute to the project?
Not applicable	

Section IV: Alignment with IRA and Justice 40 Goals

1. What specific tree canopy or urban forestry issue(s) does this work plan to address? What are the intended results of this work (consider environmental outcomes and equity related outcomes)?
 Planting over 100 trees in the project area will help protect the predominantly low-income and renters from the air and noise pollution that occurs due to two state and one federal highway bisecting this neighborhood. This area only has 23.3% owner occupied homes and 66.9% of residents are low income, so even if residents had the economic means to purchase trees, which many do not, they do not own the property and therefore are unable to plant in their own yards. This increases the importance and responsibility of the City to plant trees in the public boulevard areas of these neighborhoods to provide residents with the health, aesthetic and financial benefits of trees.

The project area has been hit particularly hard by the Emerald Ash Borer. The project area had 246 publicly owned green ash trees two years ago and now all of them have been removed due to the EAB infestation. This resulted in a loss of 17% of the number of public trees within the project area, according to the City’s tree inventory. These trees were old with large canopies to shade houses, yards and sidewalks. The City is looking to increase the tree canopy as quickly as possible in this area and this grant would allow the City to replant over 100, larger caliper trees to offset the loss of trees from EAB.

The City also plans to address tree diversity and resilience to future pest infestations with this project by planting a wide variety of tree species in this area. The project area is one of our least diverse areas of the City, with 45% of the publicly owned trees within the project area being a maple tree. If a pest or tree disease that affects maples would arrive, the project area has the potential to lose almost half of its tree canopy. This project would help offset future infestations by planting a variety of tree species and not planting any new maple trees.

2. How will you engage with community organizations, residents and/or stakeholders to involve them in the decision making and implementation of your project?
 City staff will create a webpage on the City website about the grant project to inform residents in the project area and the greater community about the work that is being done. Project updates will also be shared periodically at City Council meetings and more frequently at the Urban Forestry Board meetings, both meetings allow for public comment. Project updates will also be shared on the City of Menomonie Facebook and Instagram social media pages. City staff will also create a flyer that discusses the project, tree care and the benefits of trees. City staff and Urban Forestry Board members will help distribute flyers to residences within the project area and will discuss the project with residents during this process. City Community Services staff will work directly with residents in areas that are receiving a new tree to allow residents to choose which species of tree they would prefer from a list of trees available and approved by the City Forester to plant. Prior to ordering trees, the City will consult with the regional Wisconsin Department of Natural Resources Forestry Specialist to have them review the list of tree species we intend to plant.
3. Who will be responsible for the long-term maintenance of any trees planted through your project (e.g., residents, city, your organization)? How will you support the ongoing maintenance of these trees (e.g., financial support, doing the maintenance yourself, providing training to residents/community groups)? If planting on private property, how will you ensure trees will be maintained? (See Application Guide Appendix F for more information)
 City of Menomonie Community Services staff will be responsible for the long-term maintenance of the planted trees including watering, pruning and any other maintenance that would be required. The trees will be entered into our regular tree maintenance program along with all of the other City-owned trees.

4. Succinctly describe activities you and/or your partners have undertaken similar to those in your proposal.
The City Community Services staff regularly plants and maintains trees. While they primarily plant bare root stock, the staff has experience planting ball and burlap trees during our annual Arbor Day Celebrations. The City forester has been working to plant a variety of tree species over the past decade and will continue this practice with the grant to help increase the diversity and resilience of our urban forest. City Environmental staff have previously developed flyers for environmental education and outreach.

5. How will you evaluate the success of your project?
Success will be evaluated by the number of trees planted during this project, the survival rate of the trees planted, the number of diverse species of trees planted. These outcomes will be measured using the City’s tree inventory dashboard. City staff will input the new trees planted as a part of this project into the City’s tree inventory, which includes planting date, tree species, tree diameter and location information. Analysis of data can be done utilizing the City GIS software. Success from the project will also be measured by the number of fliers distributed, number of households reached and the amount of reach and engagement on social media posts.

6. Describe additional information about your project you feel would be beneficial for the application ranking team to know.
Without this grant, it would take many years of the City’s forestry budget to plant this number and size of trees. The grant would greatly aid and improve the quality of life for residents within the project area.

7. List staff with relevant experience or expertise who will contribute to this project.
For example, John Smith is the City Forester and is a certified arborist with six years of experience. Cindy Q. Liefeld, Parks Director, has managed grants used for playground construction. Please list no more than 5 separate people.

Staff name	Title	Certifications and experience
Derek Kahl	City Forester	3 years forestry experience
Mike Morrow	Streets Foreman	24 years forestry experience, former City Forester
John Johnson	Sign Technician	25 years forestry experience, former City Forester
Pete Ross	Field & Pool Specialist	12 years forestry experience
Megen Hines	Environmental Program Coordinator	4 years experience, manages urban forestry, recycling, hazardous waste and energy grants.

Section V: Grant Experience

1. Have you completed or are you currently completing, similar grant funded projects? Yes No

- a. If yes, please provide a brief description of the project including the year, grant dollar amount and project results.
The City of Menomonie has received several WI DNR Urban Forestry grants in the past. The most recent grants were received for program years 2023 and 2017.

The 2017 grant award was \$9,129.15 (\$18,258.30 total project cost) for a collaborative project to repurpose removed Ash trees into benches for City parks. The grant also provided money for removal of diseased ash trees, stump grinding and planting of new trees. City staff and the City’s Urban Forestry Board worked collaboratively with UW-Stout professors and students to complete this project. 30 diseased Ash trees were removed, the wood was repurposed into over 15 benches currently in City parks and 30 new trees were planted to replace the removed trees.

The 2023 grant award was \$13,267.50 (\$26,535.00 total project cost) for a project to plant 100 trees, relocate and expand a gravel bed tree nursery and develop education and outreach materials about the City’s forestry program and the Emerald Ash Borer. The City planted 110 trees, doubled the capacity of our gravel bed tree nursery and

was able to develop additional webpages on the City website regarding Emerald Ash Borer and other tree care topics, an insert on forestry topics in our annual environmental newsletter that is mailed to all City residents and 12 social media posts.

City staff who will be managing this project also have experience with state grants that utilize federal funding. Staff are currently managing two state administered but federally funded grants. The City is actively managing a grant from the Wisconsin Public Service Commission Office of Energy Innovation for \$141,025.00 for energy efficiency improvements to the HVAC system at City Hall. The City has also been awarded a grant for \$138,213 to retrofit existing street lighting to LED lights from the Wisconsin Department of Transportation's Carbon Reduction grant program.

2. Which of the following best describes your accounting system?

Manual Automated Combination

3. Does the accounting system identify the receipt and expenditure of funds separately for each grant?

Yes No

Section VI: Cost Estimate Worksheets

A SEPARATE WORKSHEET IS PROVIDED FOR EACH COMPONENT CHOSEN IN SECTION III.B.

Please succinctly identify the item(s) in the first column, and estimate the cost of those in the second column. If more space is needed, return to Section III.B., click + to add another component, choose the same Component name again, enter "Continued" in the Description, and return to this Section to complete your entry.

Project Component: Tree planting and establishment	Estimated Cost
Labor (specify project tasks on lines below, as appropriate)	
Applicant's Staff Labor: Tree Planting & Grant Management	\$16,150.00
Fringe Benefits: Actual fringe benefits may not exceed the DOA rate. Tree Planting & Grant Fringe rate for 2024 is 47.60% (Fringe rate may change in July 2025. Use the 2024 rate as an estimate) Management	\$7,688.00
Equipment (specify type of equipment and DOT class code on lines below, as appropriate)	
Provided by Applicant: 215 - Skid Steer (est 40 hours x \$50.00)	\$2,000.00
101 - Ton Truck (est. 4 trucks @ 40 hours each x \$16.52)	\$2,643.20
209 - Loader (est 40 hours x \$80.00)	\$3,200.00
Cash Expenditures (specify out of pocket payments as appropriate)	
Hired Consultants/Contractors/Services	\$0.00
Purchased Equipment (not to exceed \$5,000 /item):	\$0.00
	\$0.00
Rented or Contracted Equipment:	\$0.00
Other Project Purchases (Ex. Project supplies such as trees, stakes, mulch, etc.): Ball & Burlap Trees	\$45,000.00
Stakes, Fencing, Watering Bags, Tree Labels	\$5,000.00
Estimated Total for THIS component.	\$ 81,681.20

A SEPARATE WORKSHEET IS PROVIDED FOR EACH COMPONENT CHOSEN IN SECTION III.B.

Please succinctly identify the item(s) in the first column, and estimate the cost of those in the second column. If more space is needed, return to Section III.B., click + to add another component, choose the same Component name again, enter "Continued" in the Description, and return to this Section to complete your entry.

	Estimated Cost
Project Component: Education, Information, and Outreach	
Labor (specify project tasks on lines below, as appropriate)	
Applicant's Staff Labor: Flyer Development	\$1,000.00
Fringe Benefits: Actual fringe benefits may not exceed the DOA rate. Fringe rate for 2024 is 47.60% (Fringe rate may change in July 2025. Use the 2024 rate as an estimate)	\$475.00
Equipment (specify type of equipment and DOT class code on lines below, as appropriate)	
Provided by Applicant:	\$0.00
	\$0.00
	\$0.00
Cash Expenditures (specify out of pocket payments as appropriate)	
Hired Consultants/Contractors/Services	\$0.00
Purchased Equipment (not to exceed \$5,000 /item):	\$0.00
	\$0.00
Rented or Contracted Equipment:	\$0.00
Other Project Purchases (Ex. Project supplies such as trees, stakes, mulch, etc.): Printing & Publication	\$500.00
Estimated Total for THIS component.	\$ 1,975.00

CALCULATIONS	
Grant Calculation	Estimated Cost
Estimated Project Total: This amount is the total grant request.	\$83,656.20

Section VII: Certification and Submission
**Application form and required attachments must be received by
 11:59 p.m., June 3, 2024, for the application to be considered.**

Attachments

Provide a signed resolution that has been adopted by the applicant's governing body which gives the name of the applicant, authorizes support for the project, designates an authorized representative (position title) to act on behalf of the applicant and states that the applicant will provide documentation of work done and follow all relevant state and federal rules. A sample resolution is provided at: [Urban Forestry Inflation Reduction Act Grants | Wisconsin DNR](#)

Indicate which attachments will be included with your application.

- Additional supporting documents, like maps or species lists
- Authorizing Resolution (all applicants)
- By-laws & articles of incorporation (501[c][3] applicants only)
- Letter(s) of Collaboration (if applicable)

Submission Instructions

Review your application before continuing.

Submission by email strongly recommended. If not possible, contact the [Urban Forestry Financial Specialist](#)

By my signature below, I hereby certify that, to the best of my knowledge, the information contained in this application and application attachments are true and correct and in conformity with applicable law.

NOTE: Please type your name on the signature line. Your typed name, along with the email message generated from electronic submittal of this form, will be used as an electronic signature which is the legal equivalent to an actual signature

Signature of Authorized Representative	Date Signed	Applicant's Authorized Representative (print) Eric M Atkinson
--	-------------	--

Position Title
 City Administrator

Export XML...

City of Menomonie DNR Urban Forestry IRA Grant Project Area Map



5/8/2024

IRA Urban Forestry Grant Project Area

1443

Tree Inventory

Good

- Prune
- Future Planting Site
- To Be Removed
- Remove Stump

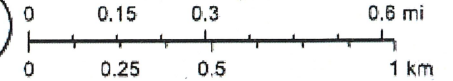
- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery

- Citations
- 9.6m Resolution Metadata



Maxar

1:28,000





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: Resolution 2024-15, Compliance Maintenance Annual Report
DATE: May 20, 2024 City Council Meeting

Wisconsin DNR requires that City Councils receive and review the Sewer Utility's Compliance Maintenance Annual Report ("CMAR"). A copy of the 2023 CMAR is attached hereto which shows an overall Grade Point Average of 4.0. We received "A" grades in all categories.

The appropriate motion would be ***Approve Resolution 2024-15 regarding the Sewer Utility 2023 Compliance Maintenance Annual Report*** (simple majority).

Attachments:

- Resolution 2024-15
- 2023 CMAR

RESOLUTION NO. 2024-15

RESOLVED that the City of Menomonie informs the Wisconsin Department of Natural Resources that the following actions were taken by the Common Council of the City of Menomonie.

1. Reviewed the 2023 Compliance Maintenance Annual Report which is attached to this resolution.
2. Set forth no action to maintain effluent requirements contained in the WPDES Permit.

Approved by the Common Council of the City of Menomonie this _____ day of _____, 2024.

Attest: _____
City Clerk, Catherine Martin

Mayor, Randy Knaack

Compliance Maintenance Annual Report

Menomonie Wastewater Treatment Facility

Last Updated: Reporting For:

5/14/2024

2023

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	1.3308	x	459	x	8.34	=	5,095
February	1.4474	x	557	x	8.34	=	6,724
March	1.4743	x	455	x	8.34	=	5,595
April	1.7097	x	301	x	8.34	=	4,292
May	1.4755	x	316	x	8.34	=	3,889
June	1.4009	x	403	x	8.34	=	4,709
July	1.3995	x	362	x	8.34	=	4,225
August	1.4637	x	418	x	8.34	=	5,103
September	1.5047	x	353	x	8.34	=	4,430
October	1.5733	x	400	x	8.34	=	5,248
November	1.5290	x	319	x	8.34	=	4,068
December	1.4197	x	291	x	8.34	=	3,445

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	3.308	x	90	=	2.9772
		x	100	=	3.308
Design BOD, lbs/day	7760	x	90	=	6984
		x	100	=	7760

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					0

0

Compliance Maintenance Annual Report

Menomonie Wastewater Treatment Facility

Last Updated: Reporting For:

5/14/2024

2023

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

- Yes

Enter last calibration date (MM/DD/YYYY)

2023-04-27

- No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

- Yes

- No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

- Yes

- No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks Holding Tanks Grease Traps

- Yes

- Yes

- Yes

- No

- No

- No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

- Yes 1,763,720 gallons

- No

Holding Tanks

- Yes 1,107,020 gallons

- No

Grease Traps

- Yes 21,990 gallons

- No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

Plant performance was not affected when receiving any of these wastes.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

- Yes

- No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

Compliance Maintenance Annual Report

Menomonie Wastewater Treatment Facility

Last Updated: Reporting For:

5/14/2024

2023

Yes

No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

We accepted leachate from 3 different landfills. Lab analysis results of the leachate were requested from each of these.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Menomonie Wastewater Treatment Facility

Last Updated: Reporting For:

5/14/2024

2023

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	25	22.5	18	1	0	0
February	25	22.5	14	1	0	0
March	25	22.5	10	1	0	0
April	25	22.5	9	1	0	0
May	25	22.5	10	1	0	0
June	25	22.5	9	1	0	0
July	25	22.5	9	1	0	0
August	25	22.5	3	1	0	0
September	25	22.5	3	1	0	0
October	25	22.5	3	1	0	0
November	25	22.5	3	1	0	0
December	25	22.5	9	1	0	0

0

* Equals limit if limit is <= 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

Yes Enter last calibration date (MM/DD/YYYY)

2023-04-27

No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

None.

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

Yes

No

Compliance Maintenance Annual Report

Menomonie Wastewater Treatment Facility

Last Updated: Reporting For:

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2023

If Yes, please explain:

We exceeded our E. coli limits for May of 2023. This was due to startup issues with the new UV equipment. Once these problems were resolved, the UV system worked well.

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?

Yes

No

If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?

Yes

No

N/A

Please explain unless not applicable:

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Menomonie Wastewater Treatment Facility

Last Updated: Reporting For:

5/14/2024

2023

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results						
1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:						
Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	15	1	0	0
February	30	27	12	1	0	0
March	30	27	9	1	0	0
April	30	27	8	1	0	0
May	30	27	13	1	0	0
June	30	27	10	1	0	0
July	30	27	11	1	0	0
August	30	27	2	1	0	0
September	30	27	5	1	0	0
October	30	27	5	1	0	0
November	30	27	5	1	0	0
December	30	27	16	1	0	0
* Equals limit if limit is <= 10						
Months of Discharge/yr				12		
Points per each exceedance with 12 months of discharge:					7	3
Exceedances					0	0
Points					0	0
Total Number of Points						0
NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0						
1.2 If any violations occurred, what action was taken to regain compliance?						

0

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Menomonie Wastewater Treatment Facility

Last Updated: Reporting For:

5/14/2024

2023

Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.847	1	0
February	1	0.714	1	0
March	1	0.600	1	0
April	1	0.577	1	0
May	1	0.630	1	0
June	1	0.777	1	0
July	1	0.832	1	0
August	1	0.527	1	0
September	1	0.322	1	0
October	1	0.200	1	0
November	1	0.260	1	0
December	1	0.340	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Menomonie Wastewater Treatment Facility

Last Updated: Reporting For:

5/14/2024

2023

Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

Land applied under your permit

Publicly Distributed Exceptional Quality Biosolids

Hauled to another permitted facility

Landfilled

Incinerated

Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?
2976 acres

2.1.2 How many acres did you use?
 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?
 Yes (30 points)
 No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?
 Yes
 No (10 points)
 N/A

0

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 002 - Sludge after Gravity Belt Thic																		
Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75			<4.7	<5.4					<20	<6				0	0
Cadmium		39	85			.71	.94						1.1	.98			0	0
Copper		1500	4300			290	330						440	450			0	0
Lead		300	840			12	12						<18	18			0	0
Mercury		17	57			<.56	<1.2						1.5	<1.8			0	0
Molybdenum	60		75			7.2	8.7						15	15		0		0
Nickel	336		420			33	33						41	36		0		0
Selenium	80		100			<12	<13						<49	<15		0		0
Zinc		2800	7500			570	550						850	840			0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

0 (0 Points)

Compliance Maintenance Annual Report

Menomonie Wastewater Treatment Facility

Last Updated: Reporting For:

5/14/2024

2023

1-2 (10 Points)

> 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

Yes

No (10 points)

N/A - Did not exceed limits or no HQ limit applies (0 points)

N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

0 (0 Points)

1 (10 Points)

> 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

Yes (20 Points)

No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

0

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	
Sample Dates:	04/01/2023 - 06/30/2023
Density:	
Sample Concentration Amount:	
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	anaerobic digestion 30 days at 91F

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	
Sample Dates:	07/01/2023 - 09/30/2023
Density:	
Sample Concentration Amount:	
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	29 days at 94F

Compliance Maintenance Annual Report

Menomonie Wastewater Treatment Facility

Last Updated: Reporting For:

5/14/2024

2023

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	
Sample Dates:	10/01/2023 - 12/31/2023
Density:	
Sample Concentration Amount:	
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	29 days at 92F

0

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

Yes (40 Points)

No

If yes, what action was taken?

5. Vector Attraction Reduction (per outfall):

5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	002
Method Date:	06/30/2023
Option Used To Satisfy Requirement:	Incorporation when land apply
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	002
Method Date:	07/01/2023
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>=38
Results (if applicable):	46

Outfall Number:	002
Method Date:	10/01/2023
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>=38
Results (if applicable):	52

5.2 Was the limit exceeded or the process criteria not met at the time of land application?

Yes (40 Points)

Compliance Maintenance Annual Report

Menomonie Wastewater Treatment Facility

Last Updated: Reporting For:

5/14/2024

2023

<ul style="list-style-type: none">● No If yes, what action was taken? <input type="text"/>	0
<p>6. Biosolids Storage</p> <p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <ul style="list-style-type: none">● \geq 180 days (0 Points)○ 150 - 179 days (10 Points)○ 120 - 149 days (20 Points)○ 90 - 119 days (30 Points)○ $<$ 90 days (40 Points)○ N/A (0 Points) <p>6.2 If you checked N/A above, explain why.</p> <input type="text"/>	0
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <input type="text" value="No issues to report."/>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Menomonie Wastewater Treatment Facility

Last Updated: Reporting For:

5/14/2024

2023

Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none">● Yes (Continue with question 2) <input type="checkbox"/>○ No (40 points) <input type="checkbox"/> <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none">● Yes○ No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none">● Yes<ul style="list-style-type: none">○ Paper file system○ Computer system● Both paper and computer system○ No (10 points)	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none">● Yes○ No	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none">● Excellent○ Very good○ Good○ Fair○ Poor <p>Describe your rating:</p>	

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We use the Job Plus computerized maintenance program to track preventative maintenance and corrective repairs. We keep up to date on preventative maintenance when it comes due. There were no equipment problems that were due to lack of maintenance.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

PAUL J STERK

Certification No:

24372

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				X
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	NA	X

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)

- Yes (0 points)
- No (20 points)

2.3 For wastewater treatment facilities with a registered or certified laboratory, is at least one operator that works in the laboratory certified at the basic level in the laboratory (L) subclass?

- Yes
- No
- N/A – Wastewater treatment facility does not have a registered or certified laboratory

2.4 For wastewater treatment facilities that own and operate a sanitary sewage collection system, has at least one operator been designated the OIC for sanitary sewage collection system and certified at the basic level in the sanitary sewage collection system (SS) subclass?

- Yes
- No
- N/A – Owner of the Wastewater treatment facility does not own and operate a sanitary sewage collection system

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- One or more additional certified operators on staff

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<input type="checkbox"/> An arrangement with another certified operator <input type="checkbox"/> An arrangement with another community with a certified operator <input checked="" type="checkbox"/> An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year <input type="checkbox"/> A consultant to serve as your certified operator <input type="checkbox"/> None of the above (20 points) If "None of the above" is selected, please explain: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	0
--	----------

4. Continuing Education Credits 4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates? OIT and Basic Certification: <input type="radio"/> Averaging 6 or more CECs per year. <input type="radio"/> Averaging less than 6 CECs per year. Advanced Certification: <input checked="" type="radio"/> Averaging 8 or more CECs per year. <input type="radio"/> Averaging less than 8 CECs per year.	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 150px;" type="text" value="Paul J. Sterk"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="715-232-2175"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="psterk@menonie-wi.gov"/></p>																	
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 80px;" type="text" value="2023"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWF required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0																
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>																	
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 150px;" type="text" value="2023"/></p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																	
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: center;">\$</td> <td style="width: 30%; text-align: right;"><input style="width: 150px;" type="text" value="2,043,759.00"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: center;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="60,568.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: center;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="2,104,327.00"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: center;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="171,460.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR		\$	<input style="width: 150px;" type="text" value="2,043,759.00"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+	\$	<input style="width: 150px;" type="text" value="60,568.00"/>	3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 150px;" type="text" value="2,104,327.00"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 150px;" type="text" value="171,460.00"/>	
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3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 150px;" type="text" value="2,104,327.00"/>														
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 150px;" type="text" value="171,460.00"/>														

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 2,275,787.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

None.

3.3 What amount should be in your Replacement Fund? \$ 2,853,422.00

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

Yes

No

If No, please explain.

Over the years we have spent from the replacement fund to fix or replaced failed equipment. Not all equipment lasts for the full expected lifetime without needing some type of repair or early replacement.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

Yes - If Yes, please provide major project information, if not already listed below.

No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Rehab of the two final clarifier structures and adding covers to them.	\$2,000,000	2027

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	13,387	11
February	10,996	5
March	11,406	5
April	11,512	5
May	11,070	5
June	11,628	6
July	10,935	10
August	10,810	6
September	12,350	5
October	11,491	6
November	11,408	6
December	12,085	5
Total	139,078	75
Average	11,590	6

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- No
- Yes

Year:

By Whom:

Describe and Comment:

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6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Nothing planned at this time.

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	184,673	41.25	4,477	157.95	1,169	6,389
February	164,963	40.53	4,070	188.27	876	5,188
March	151,965	45.70	3,325	173.45	876	4,693
April	153,988	51.29	3,002	128.76	1,196	2,801
May	180,172	45.74	3,939	120.56	1,494	792
June	161,300	42.03	3,838	141.27	1,142	619
July	158,629	43.38	3,657	130.98	1,211	306
August	181,974	45.37	4,011	158.19	1,150	1,852
September	163,606	45.14	3,624	132.90	1,231	681
October	156,514	48.77	3,209	162.69	962	1,826
November	188,099	45.87	4,101	122.04	1,541	4,713
December	174,553	44.01	3,966	106.80	1,634	5,811
Total	2,020,436	539.08		1,723.86		35,671
Average	168,370	44.92	3,768	143.66	1,207	2,973

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- Aerobic Digestion
- Anaerobic Digestion
- Biological Phosphorus Removal
- Coarse Bubble Diffusers
- Dissolved O2 Monitoring and Aeration Control
- Effluent Pumping
- Fine Bubble Diffusers
- Influent Pumping
- Mechanical Sludge Processing
- Nitrification
- SCADA System
- UV Disinfection
- Variable Speed Drives
- Other:

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7.2.2 Comments:

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

No

Yes

If Yes, how is the biogas used (Check all that apply):

Flared Off

Building Heat

Process Heat

Generate Electricity

Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

No

Yes

Entire facility

Year:

By Whom:

Describe and Comment:

Part of the facility

Year:

By Whom:

Describe and Comment:

Biogas reuse was studied as part of the 2017 facility plan. Biogas reuse was not cost-effective at the time. No studies have been conducted since then.

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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Identify and I/I through manhole inspections and televising
Eliminate basement backups and SSO's
Repair and rehabilitation of sewers and manholes
Clean and root cut older clay and concrete sewers annually
Jet PVC sewers every 3 years
Televis 10% of the sewer system annually
Review collection system budget annually for repair and rehabilitation projects
Use web-based GIS mapping for manhole inspections and tracking of maintenance

Did you accomplish them?

- Yes
- No

If No, explain:

We did not get a full 10% of the collection system televised.

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

City Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY)

2012-09-11

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance

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Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories
- Up-to-date sewer system map
- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- A description of routine operation and maintenance activities (see question 2 below)
- Capacity assessment program
- Basement back assessment and correction
- Regular O&M training

Design and Performance Provisions [NR 210.23 (4) (e)]

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- Construction, Inspection, and Testing
- Others:

0

Overflow Emergency Response Plan [NR 210.23 (4) (f)]

Does your emergency response capability include:

- Responsible personnel communication procedures
- Response order, timing and clean-up
- Public notification protocols
- Training
- Emergency operation protocols and implementation procedures

Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]

Special Studies Last Year (check only those that apply):

- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	12	% of system/year
Root removal	23	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	1	% of system/year
Manhole inspections	35	% of system/year
Lift station O&M	2	# per L.S./year
Manhole rehabilitation	0.2	% of manholes rehabbed

Mainline rehabilitation

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	<input type="text" value="0.2"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="0"/>	% of system/year
Private sewer I/I removal	<input type="text" value="0"/>	% of private services
River or water crossings	<input type="text" value="100"/>	% of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="37.37"/>	Total actual amount of precipitation last year in inches
<input type="text" value="34.19"/>	Annual average precipitation (for your location)
<input type="text" value="79.8"/>	Miles of sanitary sewer
<input type="text" value="17"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="1"/>	Number of basement backup occurrences
<input type="text" value="1"/>	Number of complaints
<input type="text" value="1.4774"/>	Average daily flow in MGD (if available)
<input type="text" value="1.7097"/>	Peak monthly flow in MGD (if available)
<input type="text" value=""/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.01"/>	Basement backups (number/sewer mile)
<input type="text" value="0.01"/>	Complaints (number/sewer mile)
<input type="text" value="1.2"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

Yes

No

If Yes, please describe:

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<p>5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please describe:</p> <p>5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:</p> <p>No changes noted.</p> <p>5.4 What is being done to address infiltration/inflow in your collection system?</p> <p>We look for signs of infiltration/inflow when jetting and televising and we monitor peak flows during rain events.</p>
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Grading Summary

WPDES No: 0024708

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			32	128
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

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Resolution or Owner's Statement

Name of Governing
Body or Owner:

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00



City of Menomonie
Eric M. Atkinson

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

TO: Mayor Knaack & City Council
FROM: Administrator Eric Atkinson
SUBJECT: Appointments to Commissions & Boards
DATE: May 16, 2024
ATT: NA

Plan Commission

Mayor Knaack recommended that Steve Lindberg be appointed to the Plan Commission. Mr. Lindberg is a long-time resident of Menomonie. He retired as the Chief Administrative Officer for the Red Cedar Medical Center in Menomonie. He was also the Vice Chair of Administration for the Mayo Clinic Health System in Northwest Wisconsin.

Tourism Board

Mayor Knaack recommended that Barbara Bauer-Chen, Grady Richartz, Kat Wagner, and Ryan Verdon be appointed to the Tourism Board. Mr. Verdon would be a new board member. The other recommendations already serve on the board but need reappointment.

Mr. Verdon has lived in Menomonie for a long time and is currently the owner and brewmaster of Brewery Nonic in Menomonie. His business is known for hosting events, collaborating with vendors and partnering with local breweries to create unique beers.

If the Council supports the appointments by Mayor Knaack, the appropriate action is a *Motion to Approve the Mayor's appointments to the various boards and commissions as presented* (simple majority vote).

20-May-24

2024 Claims

Cardmember Services
Core and Main
MSA

Description

Airport other Dept. Labor/equipment
Water Maint of Meters Materials and Supplies
Project Plan Engineering Service

Total Invoice

Amt Overdrawn

\$115.09 \$115.09
\$455.58 \$51.16
\$183.75 \$183.75

Total **\$754.42** **\$350.00**

2024 Parking Utility Claims

IPS Service
US Post Office
Cardmember Services

Description

Credit Card Fees April 2024
Postage
Amazon

Total Invoice

\$2,265.43
\$1.92
\$15.29

Parking
Total **\$2,282.64**

5/16/24