



# CITY OF MENOMONIE

## COUNCIL MEETING

### CITY COUNCIL CHAMBERS

7:00 PM

Monday – September 16, 2024



City of Menomonie  
800 Wilson Ave  
1<sup>st</sup> Floor

## AGENDA

### *Pledge of Allegiance*

#### 1. Roll Call & Special Recognitions

#### 2. Approval of Minutes

#### 3. Public Comments

#### 4. New Business

- a. Award Test Wells for Well #9 Contract - discussion and possible action.
- b. Agreement with West Central Wisconsin Regional Planning Commission for Update of Menomonie Sewer Service Area Plan – discussion and possible action.
- c. Resolution 2024-18 to Support 2025 Urban Forestry Grant Application – discussion and possible action.
- d. Proposed Ordinance 2024-14, an Ordinance Amending the title of Section 5-2-4 of the City Code and amending Section 5-2-4 C. of the City Code to include a prohibition of students possessing vaping devices on school grounds and at school events – discussion, possible introduction, possible waiver of the first reading, possible waiver of the second reading, and possible adoption.
- e. Proposed Ordinance 2024-15, an Ordinance Repealing Section 10-3-1-C of the City Code to eliminate protests against zoning amendments – discussion, possible introduction, possible waiver of the first reading, possible waiver of the second reading, and possible adoption.
- f. Future public investments – discussion only (No Action).

#### 5. Budget Transfers

#### 6. Mayor's Report

#### 7. Communications and Miscellaneous Business

#### 8. Claims

#### 9. Licenses

- a. Normal license list – discussion and possible action.

#### 10. Closed

- a. Motion to convene in closed session under Wisconsin Statutes 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
  - i. Discuss/consider potential industrial development in TID #18 and financial support.

## 11. Return to Open Session

- a. Motion to reconvene in open session under Wisconsin Statutes 19.85(2).
- b. City may take action on items under discussion in closed session and/or report action taken in closed session, if any.
  - i. Discuss/consider potential industrial development in TID #18 and financial support.

## 12. 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 **860 7140 2126**. 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 – September 16, 2024



## 5. New Business

- A. MSA Professional Services and City Staff recommend award of the Test Wells for Well #9 Contract to CTW Corporation of Lannon, Wisconsin. The recommended award includes the Base Bid, Supplemental Items and Bid Alternate. The Supplemental Items will only be used if necessary. MSA Professional Services and the Public Works Director will be available to answer questions. If the City Council concurs, the appropriate motion would be **Award the Contract to CTW Corporation for the Test Wells for Well #9 including the Base Bid, Supplemental Items and Bid Alternate at a cost of \$386,386** (roll call vote).
- B. Wisconsin DNR recently announced that the City's joint application (with City of Hudson) for a Sewer Service Area Planning Grant was selected for funding. West Central Wisconsin Regional Planning Commission has proposed to complete the work by December 31, 2025 at a cost to the City (after deducting the grant) of \$9,000. The Public Works Director will be available to answer questions. If the City Council concurs, the appropriate motion would be **Approve Agreement with West Central Wisconsin Regional Planning Commission for the Update of the Menomonie Sewer Service Area Plan** (roll call).
- C. Enclosed is Resolution 2024-18 regarding WisDNR Urban Forestry Grant 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 2024-18 authorizing staff to submit the DNR Urban Forestry Grant application as presented** (roll call).
- D. The Police Department requested an amendment to Section 5-2-4 of the City Code to prohibit students from possessing vaping devices on school grounds and at school events. The current vaping ordinance leaves a loophole where older students (18 years or older) can possess vaping devices. The Police Chief will be available to answer questions. If the City Council concurs, the appropriate motions would be:

- a. **Introduce Ordinance 2024-14 Amending the Title of Section 5-2-4 and Amending Section 5-2-4-C to include prohibition of students possessing vaping devices on school grounds and at school events** (no vote).
  - b. **Waive the 1<sup>st</sup> Reading of Ordinance 2024-14 Amending the Title of Section 5-2-4 and Amending Section 5-2-4-C to include prohibition of students possessing vaping devices on school grounds and at school events** (simple majority).
  - c. **Waive the 2<sup>nd</sup> Reading of Ordinance 2024-14 Amending the Title of Section 5-2-4 and Amending Section 5-2-4-C to include prohibition of students possessing vaping devices on school grounds and at school events** (simple majority).
  - d. **Adopt Ordinance 2024-14 Amending the Title of Section 5-2-4 and Amending Section 5-2-4-C to include prohibition of students possessing vaping devices on school grounds and at school events** (simple majority).
- E. Under the City's current Zoning Code, in section 10-3-1-C, there is a procedure for owners or adjacent owners to protest zoning amendments and force a supermajority (3/4ths) vote. In 2023, state law was amended to require zoning amendments be approved by a simple majority (except in the case of "down-zoning"). As such, Section 10-3-1-C is unenforceable as written. The City Attorney will be available to answer questions. If the City Council concurs, the appropriate motions would be:
- a. **Introduce Ordinance 2024-15, an ordinance repealing Section 10-3-1-C** (no vote).
  - b. **Waive the first reading of Ordinance 2024-15, an ordinance repealing Section 10-3-1-C** (simple majority).
  - c. **Waive the second reading of Ordinance 2024-15, an ordinance repealing Section 10-3-1-C** (simple majority).
  - d. **Approve Ordinance 2024-15, an ordinance repealing Section 10-3-1-C** (simple majority).
- F. The City Administration started preparing the 2025 Operational Budget. In recent years, the City's Operational Budget has included significant public investments in the form of subsidies to non-profits and small grant programs. The City Administration would like to share the results of a survey of similar municipalities and hear feedback from the Council to help the City Administration make financial recommendations to the Council for the 2025 Operational Budget and beyond.

## 5. Budget Transfers

The Police Department has proposed an internal budget transfer to pay for an additional computer to be used for video redaction. If the City Council concurs, the appropriate motion would be **Approve Police Department budget transfer, as presented** (roll call vote).

## 7. Communications

City Administration and City Staff will share updates regarding the following projects and events:

- On Tuesday September 10, a water main break occurred at the intersection of Stout Road (USH 12/STH 29) and 17<sup>th</sup> Street East. City crews closed 17<sup>th</sup> Street at Stout Road and shifted westbound traffic into the center turn lane. City crews have repaired the broken water main and will be working to repair the roadway.
- On Friday September 20, the Menomonie High School Homecoming Parade will be held on 9<sup>th</sup> Street and Wilson Avenue. Lets Paint The Town will hold a free concert after the parade in Wilson Park.
- On Tuesday September 24, the contractor will start work on the Bongey Drive Resurfacing Project. Work is expected to be done by Friday October 4. City Staff have notified the School District, bus company, and adjacent residents.
- On Thursday September 26, the City of Menomonie, Town of Menomonie and Town of Red Cedar will hold a Clean Sweep Hazardous Materials Collection event at the Community Services Building (621 11<sup>th</sup> Avenue West) from 2pm to 6pm. Pre-registration is strongly recommended to avoid backups and speed up the drop off process.
- The Wilson Park Sidewalk project is nearing completion. City crews have completed the center plaza and three of the four “spokes”. The remaining “spoke” will be completed during the week of September 23.
- The Wakanda Water Park project is underway. The contractor has recoated the big water slide and has commenced piping upgrades between the pool and the filter building.
- The Red Cedar Water Quality Partnership recently completed the 2023 Annual Report on Water Quality Activities in the Red Cedar Basin.
- The Governor’s 2024 Clean Energy Progress Report recently highlighted the City’s recent Clean Energy efforts.

## 8. Claims

Claims list is enclosed in the packet. If the City Council concurs, the appropriate motion would be **Approve the claims list, as presented** (roll call vote).

If any additional claims are identified, a revised claims list will be distributed prior to the meeting. In that case, the appropriate motion would be **Approve the revised claims list, as presented** (roll call vote).

## 9. Licenses

Normal license list is enclosed in the packet. If the City Council concurs, the appropriate motion would be **Approve the normal license list, as presented** (simple majority).

If any additional normal licenses are identified, a revised normal license list will be distributed prior to the meeting. In that case, the appropriate motion would be **Approve the revised normal license list, as presented** (simple majority).

## 10. Closed

City Administration desires to provide City Council with an update regarding potential industrial development in TID #18. The appropriate motion would be a **Motion to Convene in closed session under Wisconsin Statutes 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for the purposes of Discussing potential industrial development in TID #18 and considering financial support** (roll call vote).

## 11. Return to Open Session

Upon completion of the discussion in closed session, the appropriate motion would be a **Motion to reconvene in open session under Wisconsin Statutes 19.85(2)** (roll call vote).

## OFFICIAL COUNCIL PROCEEDINGS

A regular meeting of the City Council of the City of Menomonie, Dunn County, Wisconsin, was held in open session on September 3, 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, Yonko, Schwebs, Gentz, Solberg, Schlough, Erdman, and Sommerfeld. Sutherland and McCullough were absent.

MOTION made by Erdman, seconded by Schlough, and carried unanimously to approve the minutes of the August 19, 2024 council meeting.

PUBLIC HEARING – None

PUBLIC COMMENTS – Sylvia Gengenbach, a committee member of Let's Paint the Town, spoke in favor of agenda item 4 (e) and was present to answer any questions regarding the event.

ORDINANCE to adopt Ordinance 2024-12, amending section 6-3-2-A of the City Code to include All-Terrain Vehicles and Utility Terrain Vehicles in Exhibition Driving was INTRODUCED by Erdman. MOTION made by Erdman, seconded by Sommerfeld and carried unanimously to waive the first reading of Ordinance 2024-12. MOTION made by Schlough, seconded by Crowe and carried unanimously to waive the second reading of Ordinance 2024-12. MOTION made by Erdman, seconded by Sommerfeld and carried unanimously to adopt Ordinance 2024-12.

ORDINANCE to adopt Ordinance 2024-13, amending section 1-4-6-A of the City Code to amend the deposits for All-Terrain Vehicles and Utility Terrain Vehicles was INTRODUCED by Yonko. MOTION made by Crowe, seconded by Erdman and carried unanimously to waive the first reading of Ordinance 2024-13. MOTION made by Schlough, seconded by Yonko and carried unanimously to waive the second reading of Ordinance 2024-13. MOTION made by Schlough, seconded by Solberg and carried unanimously to adopt Ordinance 2024-13.

MOTION to approve the resolution requesting application for exemption from the County Library Tax in 2025 was made by Crowe, seconded by Gentz, and carried unanimously.

MOTION made by Luther, seconded by Schlough, and carried unanimously to approve the request from the Community Services Department to sell or dispose of miscellaneous surplus items, as presented.

MOTION made by Schwebs, seconded by Solberg, and carried unanimously to approve the Special Events Permit for the Let's Paint the Town Homecoming Event in Wilson Park on September 20, 2024, contingent upon receiving certificates of insurance.

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

COMMUNICATIONS AND MISCELLANEOUS BUSINESS – Mayor Knaack spoke about taking up the game of pickleball and is pleased with how much the community has embraced the sport. Mayor Knaack and Dave Kowieski introduced Ben Simmons to Council, as he has recently joined the Building Inspection Department. Atkinson commended the Community Services Department for their work on the new paths being created in Wilson Park to make safe walkways through the park and accessible for individuals with physical disabilities. Atkinson shared that the City’s financial enterprise system transition to Civic Systems is underway, first with transitioning the payroll system and then the regular financial ledger.

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

**September 3, 2024 Claims**

|                                   |                    |
|-----------------------------------|--------------------|
| Ansay & Associates                | \$5,123.00         |
| B & B Electric                    | \$220.00           |
| Bureau of Correctional Enterprise | \$5,633.62         |
| Cedar Corp                        | \$1,020.00         |
| Decker                            | \$7,071.25         |
| Employee                          | \$250.00           |
| General Communications            | \$8,580.00         |
| Grafix                            | \$1,861.88         |
| Haas                              | \$279.83           |
| John Fabick                       | \$5,144.88         |
| Manpower                          | \$954.76           |
| Melstrom                          | \$2,125.00         |
| Northern Lake Service             | \$2,250.96         |
| Public Administration Associates  | \$8,320.00         |
| Staples                           | \$1,114.65         |
| State of WI Dept of Justice       | \$175.00           |
| Weld Riley                        | \$8,577.00         |
| WI Dept of Natural Resources      | \$130.00           |
| WI Kenworth                       | \$773.02           |
| Xcel                              | \$22.80            |
| <b>Total</b>                      | <b>\$59,627.65</b> |

**2024 Parking Utility Claims**

|                      |                 |
|----------------------|-----------------|
| IPS Group            | \$615.80        |
| Menomonie Hardware   | \$5.18          |
| <b>Parking Total</b> | <b>\$620.98</b> |



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

**LICENSES – September 3, 2024**

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

Wisconsin National Horse Pullers Association – E1294 545<sup>th</sup> Ave., Menomonie, WI 54751  
Dunn County Recreational Park – Ice Hockey Arena Building  
09/13/2024-09/15/2024

**TEMPORARY CLASS “B” BEER LICENSE:**

St. Joseph Church – 910 Wilson Ave.  
St. Joseph Parish Fall Festival – 921 Wilson Ave.  
09/15/2024

Main Street of Menomonie, DBA Downtown Menomonie – 503 Broadway St. S., Ste #20  
Great Community Cookout – City Parking Lot #6, Broadway St. S.  
09/12/2024

MOTION to convene in closed session under Wisconsin Statutes 19.85 (1) (e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a close session, was made by Schlough, seconded by Solberg, and carried unanimously on roll call vote.

MOTION to reconvene in open session under Wisconsin Statutes 19.85 (2) was made by Erdman, seconded by Solberg, and carried unanimously on a roll call vote.

NO ACTION was taken during the closed session.

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:** Award Test Wells for Well #9 Contract  
**DATE:** September 16, 2024 City Council Meeting

MSA Professional Services and City Staff recommend award of the Test Wells for Well #9 Contract to CTW Corporation of Eau Claire, Wisconsin. The recommended award includes the Base Bid, Supplemental Items and Bid Alternate. The Supplemental Items will only be used if necessary. The Bid Alternate expedites completion from May 1, 2025 to March 1, 2025. The City has worked with CTW on several recent well projects and has found them to be competent.

The Contract consists of drilling two six (6) inch diameter test wells, one in Wakanda Park (southwest of Diamond #7) to a depth of 405 feet and a second in Phelan Park (southeast of the Community Garden) to a depth of 455 feet. The contractor will then test pump both wells to determine water quality and water capacity. This Contract will provide the necessary information to select a final well site and design the final well.

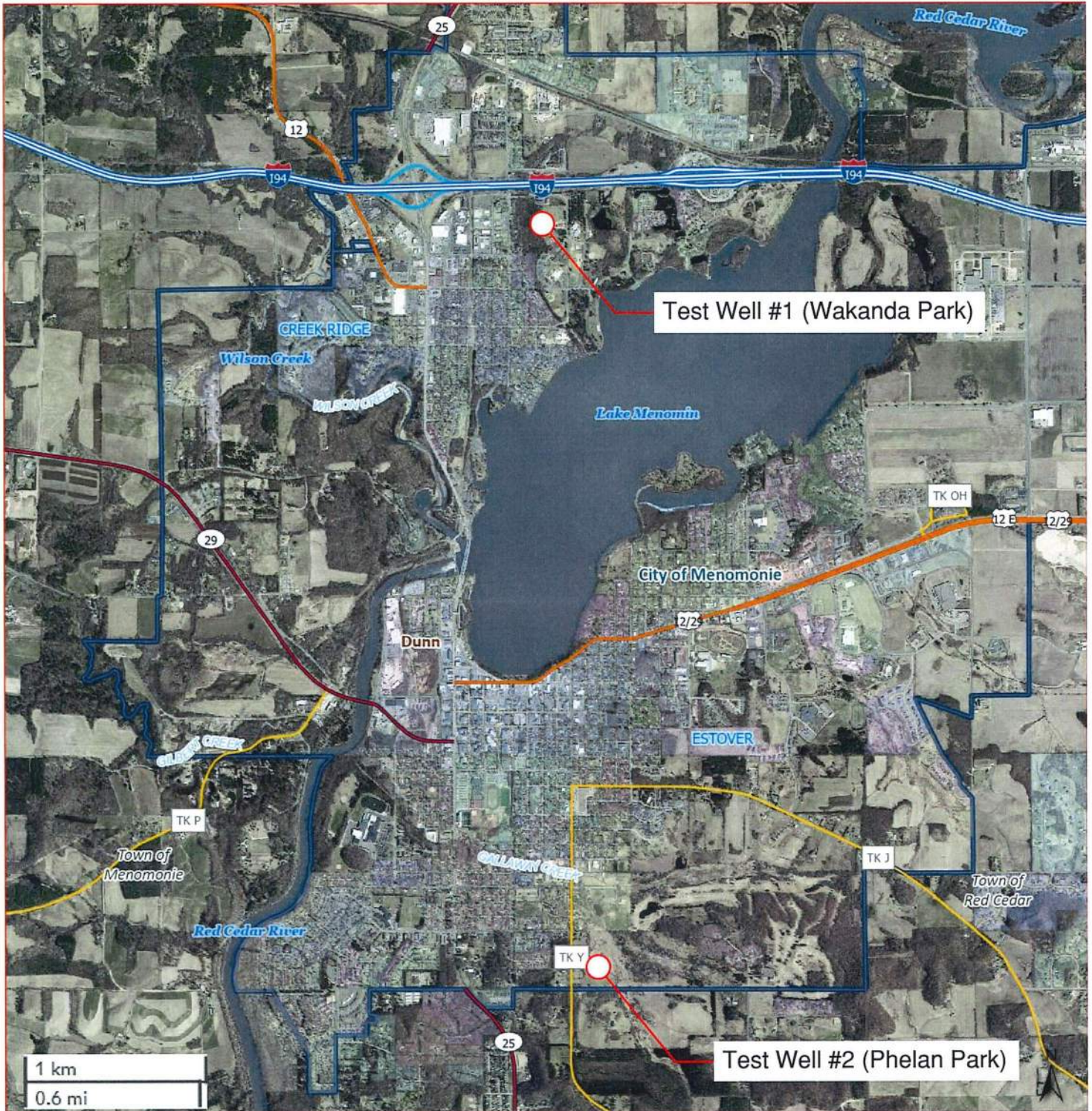
If the City Council concurs, the appropriate motion would be ***Award the Contract to CTW Corporation for the Test Wells for Well #9 including the Base Bid, Supplemental Items and Bid Alternate at a cost of \$386,386*** (roll call vote).

**Attachments:**

- Location Map
- MSA Professional Services Bid Recommendation
- Bid Tabulation

# Test Wells for Well #9

Created by: DAS



This map shows the approximate relative location of property boundaries but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes. This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

Date created: 9/10/2024

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September 11, 2024

Randy Knaack, Mayor  
City of Menomonie  
621 11th Avenue West  
Menomonie, WI 54751

Re: Test Wells for Well No. 9  
City of Menomonie

Dear Mr. Knaack:

Upon review of the bids received on September 10, 2024 for the above-referenced project, it was found that they were submitted by qualified contractors. It is our recommendation that the low responsive bidder listed below along with their Supplemental Bid and Bid Alternate be accepted, and award made at your next meeting.

CTW Corporation  
W2695 Cedar Road  
Eau Claire, WI 54701

Base Bid: \$319,916.00  
Supplemental Bid Items: \$ 54,470.00  
Bid Alternate: \$ 12,000.00  
Total Bid Amount \$386,386.00

Please execute the enclosed Notice of Award for the contract. Once the form is signed, please email a copy back to [dspindler@msa-ps.com](mailto:dspindler@msa-ps.com). After receiving the executed copy, we will forward one copy of the Notice of Award and the remaining contract package to the Contractor.

Sincerely,  
MSA Professional Services, Inc.

A handwritten signature in blue ink that reads "Brad Stuczynski".

Brad Stuczynski, PE  
Project Manager Water

dds  
Enc.

# NOTICE OF AWARD

Date of Issuance: September 11, 2024

Owner: City of Menomonie

Owner's Contract No.:

Engineer: MSA Professional Services, Inc

Engineer's Project No.:05323007

Contract: City of Menomonie - Test Wells for Well No. 9

Bidder: CTW Corporation

Bidder's Address: W2695 Cedar Road, Eau Claire, WI 54701

You are notified that your Bid dated September 10, 2024 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for Test Wells for Well No. 9

|                        |                     |
|------------------------|---------------------|
| Base Bid               | \$319,916.00        |
| Supplemental Bid Items | \$ 54,470.00        |
| Bid Alternate          | <u>\$ 12,000.00</u> |
| Total                  | \$386,386.00        |

The Contract Price of your Contract is Three-hundred eighty-six thousand three hundred eighty-six Dollars and 00/100 Cents. (\$386,386.00). Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

1 unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner 1 counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): N/A

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: City of Menomonie

By (*signature*): \_\_\_\_\_

Name (printed): Randy Knaack

Title: Mayor

Copy to Engineer

00 51 00 Notice of Award

**BID TABULATION**

City of Menomonie - Test Wells for Well #9 (#9271243)

Owner: City of Menomonie

Solicitor: MSA Professional Services, Inc - CORP HQ - Baraboo

09/10/2024 01:00 PM CDT

| Item Code                                                 | Item Description                                       | UofM | Quantity | CTW Corporation, Wells |                     | Midwest Well Services, |                     |
|-----------------------------------------------------------|--------------------------------------------------------|------|----------|------------------------|---------------------|------------------------|---------------------|
|                                                           |                                                        |      |          | Unit Price             | Extension           | Unit Price             | Extension           |
| <b>BASE BID</b>                                           |                                                        |      |          |                        |                     |                        |                     |
| 1                                                         | Mobilizations, Bonds and Insurance, Complete           | L.S. | 1        | \$42,300.00            | \$42,300.00         | \$58,440.00            | \$58,440.00         |
| 2                                                         | Site Setup and Limited Restoration, Complete           | Ea.  | 1        | \$9,360.00             | \$9,360.00          | \$27,910.00            | \$27,910.00         |
| 3                                                         | Temporary Driveway/Tracking Pad Breaker Run            | Ton  | 150      | \$108.00               | \$16,200.00         | \$34.00                | \$5,100.00          |
| 4                                                         | 10-inch Temporary Surface Casing                       | L.F. | 72       | \$130.00               | \$9,360.00          | \$119.00               | \$8,568.00          |
| 5                                                         | 10-inch Upper Drillhole                                | L.F. | 300      | \$153.00               | \$45,900.00         | \$138.00               | \$41,400.00         |
| 6                                                         | 6-inch I.D. Well Casing                                | L.F. | 304      | \$84.00                | \$25,536.00         | \$69.00                | \$20,976.00         |
| 7                                                         | Grout Setup, Complete                                  | Ea.  | 2        | \$5,740.00             | \$11,480.00         | \$5,330.00             | \$10,660.00         |
| 8                                                         | Neat Cement Grout Seal                                 | Bags | 200      | \$115.00               | \$23,000.00         | \$107.00               | \$21,400.00         |
| 9                                                         | 6-inch Lower Drillhole                                 | L.F. | 550      | \$84.00                | \$46,200.00         | \$75.00                | \$41,250.00         |
| 10                                                        | Well Development                                       | Hr.  | 16       | \$920.00               | \$14,720.00         | \$446.00               | \$7,136.00          |
| 11                                                        | Instal/Remove Pump for Flow Spinner, Complete          | Ea.  | 2        | \$5,100.00             | \$10,200.00         | \$3,070.00             | \$6,140.00          |
| 12                                                        | Grout Seal Bottom 20 feet, Complete                    | Ea.  | 2        | \$4,420.00             | \$8,840.00          | \$2,310.00             | \$4,620.00          |
| 13                                                        | Set/Remove Pump and Packer, Complete                   | Ea.  | 2        | \$5,770.00             | \$11,540.00         | \$5,960.00             | \$11,920.00         |
| 14                                                        | Set/Remove Discharge Piping - Site #1                  | L.S. | 1        | \$1,025.00             | \$1,025.00          | \$2,360.00             | \$2,360.00          |
| 15                                                        | Set/Remove Discharge Piping - Site #2                  | L.S. | 1        | \$1,145.00             | \$1,145.00          | \$1,370.00             | \$1,370.00          |
| 16                                                        | Test Pumping                                           | Hr.  | 96       | \$155.00               | \$14,880.00         | \$278.00               | \$26,688.00         |
| 17                                                        | Well Televising and Report, Complete                   | Ea.  | 2        | \$1,705.00             | \$3,410.00          | \$1,070.00             | \$2,140.00          |
| 18                                                        | Water Samples and Laboratory Analysis, All Parameters  | Ea.  | 4        | \$4,850.00             | \$19,400.00         | \$4,633.00             | \$18,532.00         |
| 20                                                        | Additional Lab Tests for Nitrate, Iron and Manganese   | Ea.  | 6        | \$170.00               | \$1,020.00          | \$100.00               | \$600.00            |
| 21                                                        | Additional Lab Tests for Radionuclides                 | Ea.  | 4        | \$980.00               | \$3,920.00          | \$470.00               | \$1,880.00          |
| 22                                                        | Collect Geological Samples, Complete                   | Ea.  | 2        | \$160.00               | \$320.00            | \$745.00               | \$1,490.00          |
| 23                                                        | Well Disinfection, Complete                            | Ea.  | 2        | \$80.00                | \$160.00            | \$815.00               | \$1,630.00          |
| <b>Base Bid Total:</b>                                    |                                                        |      |          |                        | <b>\$319,916.00</b> |                        | <b>\$322,210.00</b> |
| <b>SUPPLEMENTAL ITEMS</b>                                 |                                                        |      |          |                        |                     |                        |                     |
| S1                                                        | Extended Continuous Test Pumping                       | Days | 5        | \$2,085.00             | \$10,425.00         | \$3,210.00             | \$16,050.00         |
| S2                                                        | Test Well Abandonment                                  | L.F. | 450      | \$16.70                | \$7,515.00          | \$17.00                | \$7,650.00          |
| S3                                                        | Final Site and Turf Restoration, Complete              | Ea.  | 2        | \$3,700.00             | \$7,400.00          | \$19,755.00            | \$39,510.00         |
| S4                                                        | Remove/Restore Temporary Driveway - 1 Site             | L.F. | 200      | \$120.00               | \$24,000.00         | \$50.00                | \$10,000.00         |
| S5                                                        | Geophysical Logging, Flow Spinner and Report           | Ea.  | 1        | \$4,500.00             | \$4,500.00          | \$12,840.00            | \$12,840.00         |
| S6                                                        | Adjacent Private Well Monitoring                       | Ea.  | 2        | \$315.00               | \$630.00            | \$625.00               | \$1,250.00          |
| <b>Supplemental Items Total:</b>                          |                                                        |      |          |                        | <b>\$54,470.00</b>  |                        | <b>\$87,300.00</b>  |
| <b>BID ALTERNATE</b>                                      |                                                        |      |          |                        |                     |                        |                     |
| A1                                                        | Earlier Substantial Completion Date (3/1/25 vs 5/1/25) | L.S. | 1        | \$12,000.00            | \$12,000.00         | \$50,000.00            | \$50,000.00         |
| <b>Base Bid, Supplemental Items, Bid Alternate Total:</b> |                                                        |      |          |                        | <b>\$386,386.00</b> |                        | <b>\$459,510.00</b> |



**City of Menomonie**  
David Schofield

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

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**TO:** Mayor Knaack & City Council  
**FROM:** David Schofield, Director of Public Works  
**SUBJECT:** Sewer Service Area Planning  
**DATE:** September 16, 2024 City Council Meeting

The City's Sewer Service Area Plan was most recently updated 29 years ago, in 1995.

Earlier this year, the City submitted a joint application between the City of Menomonie and the City of Hudson for a Wisconsin DNR Sewer Service Area Planning Grant application, with the work to be completed by the West Central Wisconsin Regional Planning Commission.

Wisconsin DNR recently announced that the joint application was selected for funding.

West Central Wisconsin Regional Planning Commission has proposed to complete the work by December 31, 2025 at a cost to the City (after deducting the grant) of \$9,000. A copy of their Agreement is attached hereto. City Staff recommends approval of the Agreement.

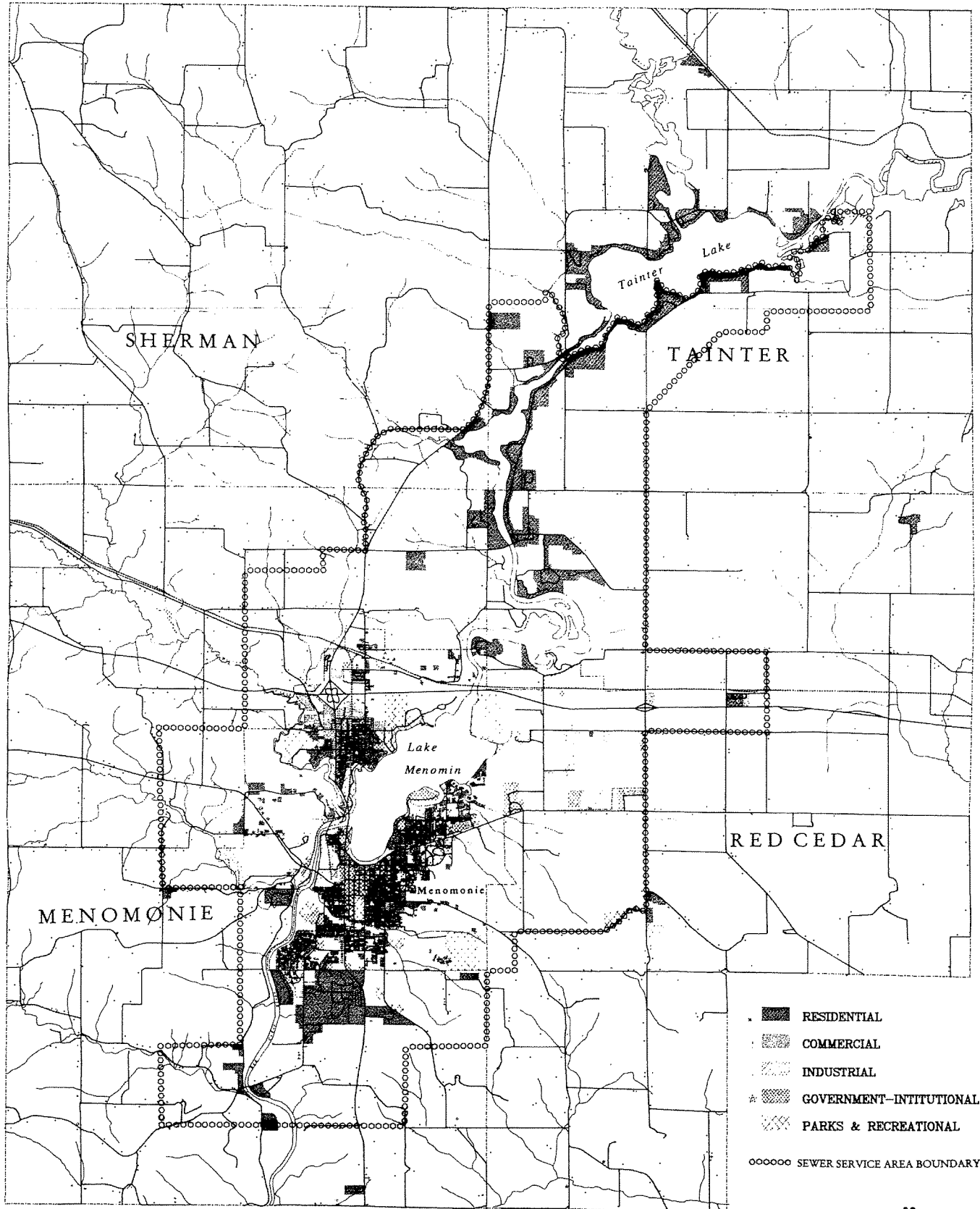
If the City Council concurs, the appropriate motion would be ***Approve Agreement with West Central Wisconsin Regional Planning Commission for the Update of the Menomonie Sewer Service Area Plan*** (roll call).

**Attachments:**

- Excerpt from 1995 Sewer Service Area Plan
- West Central Wisconsin Regional Planning Commission Agreement

# MAP 4

## Menomonie Urban Sewer Service Area Plan Generalized Land Use, 1992/1993



- RESIDENTIAL
- COMMERCIAL
- INDUSTRIAL
- GOVERNMENT-INSTITUTIONAL
- PARKS & RECREATIONAL
- SEWER SERVICE AREA BOUNDARY





**Agreement Between the  
City of Menomonie  
and the  
West Central Wisconsin Regional Planning Commission  
for the Update of the Menomonie Urban Sewer Service Area Plan**

***I. Introduction***

This agreement is entered into by and between the West Central Wisconsin Regional Planning Commission (hereinafter referred to as the Commission) and the City of Menomonie, Wisconsin (hereinafter referred to as the City).

Witnesseth That:

WHEREAS, the Commission is a regional planning agency duly constituted pursuant to the provisions of Section 66.0309, Wisconsin Statutes, that is authorized to enter into contracts to provide technical planning assistance to local governments and/or private entities; and

WHEREAS, the City desires to update the *Menomonie Urban Sewer Service Area Plan* (hereafter referred to as the SSA Plan), which was last updated in 1995;

WHEREAS, under Wisconsin Administrative Code Chapter NR 121, the Wisconsin Department of Natural Resources (hereafter referred to as the WDNR) is responsible for preparing areawide water quality management plans (e.g., sewer service area plans) for nondesignated areas of the State, which includes the Menomonie area;

WHEREAS, the WDNR has identified the Commission to serve as the local planning agency for preparing sewer service area plans in the West Central Wisconsin region as described under Chapter NR 121.4a;

WHEREAS, the Commission has collaborated with the City to acquire \$23,600 in Bipartisan Infrastructure Law grant funding through the WDNR for the majority of the Commission's expenses to update the SSA Plan and the City recognizes that up to \$9,000 in additional local cost share will be needed for the project expenses;

NOW, THEREFORE, in consideration of the mutual covenants and agreements as hereinafter set forth, the parties to this agreement do hereby agree to the following:

***II. Scope of Services to be Performed by the Commission***

The Commission, in cooperation with the City, will update the SSA Plan to meet the requirements of Chapter NR 110 and NR 121 for areawide water quality management plans following the approach and timeline generally described in Attachment A, dated 9/6/24, including:

- A. Update the *Menomonie Urban Sewer Service Area Plan* to include all required content described in Chapter NR 121.05. As part of the plan update process, the Commission will facilitate six working meetings with a plan update steering committee along with conducting the required public hearing.
- B. The Commission will facilitate all communications and coordination with the WDNR during the planning effort, including providing the final plan for WDNR final review and approval.
- C. The Commission will prepare a project introductory flyer, agendas for planning meetings, and the public notice for the public hearing as well as placing the public notice in the City's official newspaper of record.
- D. The Commission will provide the City, County, and any municipality within the updated sewer service area with a copy of the final updated plan in PDF format along with one printed copy.

### **III. Responsibilities of the City**

The City agrees to perform the following services and to assume the following responsibilities with respect to this agreement:

- A. Assist the Commission in establishing the plan update steering committee.
- B. Identify a City representative to the steering committee, who will actively participate during steering committee meetings, serve as the City's primary point of contact with the Commission during the plan update process, and will be responsible for keeping other City offices and officials informed of plan update progress.
- C. Provide information to the Commission regarding the City's municipal wastewater collection system, the system's facility plan, waste load allocations, water quality concerns, anticipated redevelopment and growth, future waste treatment needs, and other such data related to the requirements within NR 121.
- D. At the request of the Commission, provide meeting space for steering committee meetings.
- E. Post steering committee meeting agendas and the public hearing notice as per normal City procedures; the Commission will ensure the public hearing notice is published in the official newspaper.

### **IV. Time Schedule**

- A. The aforementioned services and items of work shall be performed during the period beginning November 1, 2024, and ending December 31, 2025, unless such period is amended by mutual agreement between the parties to this agreement. The Commission will adhere to the project schedule in Attachment A to the extent reasonably possible, though the actual schedule and timeline for completion can be influenced by factors outside the Commission's control.
- B. The Commission and the City shall reserve the right to cancel this agreement upon thirty (30) days written notice to either party if either party determines that the other party has not performed properly in any substantial respect or if either party determines that the other party has failed, neglected or refused to carry out the terms of this agreement.

### **V. Financial Payments**

- A. The majority of the Commission's expenses for this SSA Plan update are being funded with Bipartisan Infrastructure Law grant dollars under an agreement between the WDNR and the Commission. The Commission is responsible for all related grant reporting and conditions under their agreement with WDNR, which includes the project tasks and approach described in Attachment A.
- B. It is expressly agreed by and between the parties to this agreement that the aforementioned services will be provided at a cost not to exceed \$9,000.00 to the City, representing the City's local cost share for the SSA Plan update, in response to billing(s) submitted by the Commission at the project's completion, or as agreed to by the City and Commission.
- C. The services to be completed by the Commission under this agreement shall be performed in a reasonable and professional manner, acceptable to the City and its staff.
- D. In the event that the City or decides to discontinue work on the contract before its completion, due to no fault on the part of the Commission, the Commission will charge the City only for work completed.

**VI. Title VI Non-Discrimination**

During the performance of this contract, the contractor assures that no person shall on the grounds of race, color, religion, national origin, sex, disability, or veteran status as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (P.L. 100.259), and the U.S. Department of Transportation implementing regulations be excluded from participation, be denied the benefits of, or be otherwise subjected to discrimination in the execution of this contract. The Commission's services will also be performed in accordance with the *West Central Wisconsin Regional Planning Commission Title VI Plan—Language Assistance Plan and Public Participation Plan* adopted September 11, 2014 and as amended January 14, 2021 and November 9, 2023.

**VII. Miscellaneous Provisions**

- A. It is hereby understood and agreed upon by both parties thereto that this agreement is as and for the provision of certain, defined services, as set forth in Section II. In this respect and in its capacity under this agreement, the Commission and its employees, agents and officers are performing on an independent contractor basis and in no event shall the Commission, its agents, employees or officers be considered to constitute agents, employees, or officers of the City.
- B. The Commission shall not assign, transfer or subcontract this agreement without the approval of the City.
- C. This agreement may be modified or amended in writing by mutual agreement of the Commission and the City.
- D. The Commission shall furnish full worker's compensation coverage for all Commission employees.
- E. In the event a dispute arises regarding the performance of a party under this agreement, the parties shall meet and attempt to resolve the dispute. If the parties are unable to resolve the dispute, either party may immediately terminate this agreement. The City shall pay the Commission for any work performed up to the time of termination.
- F. The City and the Commission certify that no payment of money or any form of consideration has been offered to or given to a City employee for the purpose of procuring this agreement.
- G. All communications to the Commission concerning the terms and/or performance under this agreement shall be made to Scott Allen, Commission Executive Director, and all communication pertaining hereto to the City shall be made to David Schofield, City Director of Public Works.
- H. Each person signing this agreement personally warrants and represents that he or she is duly authorized and empowered to enter into this agreement.

*SIGNATURE PAGE*

IN WITNESS WHEREOF, the City of Menomonie and the West Central Wisconsin Regional Planning Commission execute this agreement.

**City of Menomonie**

\_\_\_\_\_  
Randy Knaack, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kate Martin, City Clerk

\_\_\_\_\_  
Date

*SIGNATURE PAGE*

IN WITNESS WHEREOF, the City of Menomonie and the West Central Wisconsin Regional Planning Commission execute this agreement.

**West Central Wisconsin Regional  
Planning Commission**

\_\_\_\_\_  
John Frank, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joe Waichulis, Jr., Secretary/Treasurer

\_\_\_\_\_  
Date

## Project Narrative for the Menomonie Urban Sewer Service Area Plan Update

### Municipalities Involved

The Sewer Service Area (SSA) Plan update will be facilitated by WCWRPC. Based on consultation with the City of Menomonie and other local representatives during the creation of this project narrative, it is expected that the following municipalities will be part of the plan update steering committee (local water quality advisory committee):

| Menomonie Area Municipalities |
|-------------------------------|
| City of Menomonie             |
| Town of Sherman               |
| Town of Tainter               |
| Town of Menomonie             |
| Town of Red Cedar             |
| Dunn County                   |

Additional local stakeholders may also be invited to be part of the planning process in an advisory role to the local committee, such as county economic development corporations and/or chamber, realtors association, lake district(s), other nearby municipalities with sanitary sewer service, and Wisconsin DNR.

### Project Tasks & Timeline

Some variation in the following timeline should be expected. All plan update steering committee meetings will be publicly noticed and open to the public.

|                                                                                                                                                                                        |                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| <b>Project Initiation</b> – agreements, flyer, press release, begin data collection, activate committee                                                                                | Month 0-2                                    |
| <b>Steering Committee Meeting #1</b> – project overview, facility plans/capacities, set planning area                                                                                  | Month 2-3                                    |
| <b>Initial Data Collection &amp; Review</b> – WCWRPC review of data, plans, etc.; includes consultation with municipalities and other stakeholders. Commence with update to plan text. | Month 2-5                                    |
| <b>Steering Committee Meeting #2</b> – data review, water quality components of NR 121.5, define ESAs, update goals & policies, discuss environmental justice/ & climate implications  | Month 6                                      |
| <b>Growth Forecasting</b> – WCWRPC prepares growth projects & constraints                                                                                                              | Month 6-8                                    |
| <b>Steering Committee Meeting #3</b> - discuss policies, discuss growth assumptions, constraints, & future land use, review development plans/areas                                    | Month 8                                      |
| <b>WCWRPC prepares Draft SSA Boundary</b> – Continues to update plan text                                                                                                              | Month 8-9                                    |
| <b>Steering Committee Meeting #4</b> – finalize policies, discuss draft boundary, discuss plan implementation/administration and tracking                                              | Month 9                                      |
| <b>WCWRPC prepares Initial Working Draft SSA Plan Update for review</b>                                                                                                                | Month 9-10                                   |
| <b>Steering Committee Meeting #5</b> – finalize SSA boundary, comments on draft plan, address any remaining issues from previous meetings                                              | Month 10-11                                  |
| <b>Public Hearing on Draft Plan</b> – including noticing & invitations                                                                                                                 | Month 12                                     |
| <b>Steering Committee Meeting #6</b> – Address any remaining issues or input from public hearing. May occur earlier in process if needed.                                              | Month 12 or earlier in the process if needed |
| <b>WDNR Final Review &amp; Approval</b>                                                                                                                                                | Month 12+                                    |

## Outcomes & Deliverables

- The updated SSA Plan will reflect current trends, infrastructure capacity, and community plans, thus improving plan effectiveness while minimizing the need for boundary amendments within the planning horizon.
- The SSA Plan update will encourage intergovernmental cooperation and clarify definitions, roles, and responsibilities. Improved administration and compliance with plan policies is a likely outcome, with the intent of mitigating encroachment on ESAs and protecting surface water quality. WCWRPC will apply lessons learned from experiences administering the Chippewa Falls-Eau Claire Urban SSA Plan, which is currently being updated.
- The project will increase local familiarity with the SSA Plan, while stressing its role as a water quality management plan. This includes incorporating aspects of NR 121.5 that are not in the current plan, such as water quality standards, TMDLs, point sources (WPDES/CMAR reporting), land disposal needs, etc.
- In part due to Bipartisan Infrastructure Law grant requirements, the SSA Plan update will include the following:
  - NR 121.5(1)(o) requires consideration of social impacts. WCWRPC will invite County Public Health to be part of a discussion during the second planning committee on socially vulnerable populations and equity concerns regarding water quality and execution of the SSA Plan. Tools such as the CDC's social vulnerability index and EPA's Environmental Justice Screening Tool will be used to help identify potential equity concerns and vulnerabilities.
  - A new section of the SSA Plan will focus on the climate trend implications on water quality and ESAs, using data sources such as the Wisconsin Initiative on Climate Change and WI Rainfall Project projections. The steering committee will explore resiliency and adaptation strategies, such as low-impact development practices.



## MEMO

---

**TO:** Mayor & City Council  
**FROM:** Megen Hines, Environmental Program Coordinator  
**SUBJECT:** 2025 DNR Urban Forestry Grant Program Application  
**DATE:** September 16, 2024

City Staff have prepared a grant application for the Wisconsin Department of Natural Resources (WDNR) 2025 Urban Forestry Grant program. The DNR Urban Forestry grant program is a reimbursement grant providing up to 50% of project costs to applicants, with a maximum project cost of \$50,000. This grant would be for projects completed in calendar year 2025.

### **Project Scope:**

- Plant 60, 2-3" caliper trees to replace tree canopy lost due to the Emerald Ash Borer infestation. Trees will be staked and fenced to protect from wildlife and vandalism.
- Send 4 staff to Electrical Hazards Awareness Program (EHAP) training, 12 staff for chainsaw safety/tree pruning & removal training and 1-2 staff to the WisDNR Community Tree Management Institute (CTMI).
- City staff will also create a resource directory flyer of local tree-related services and businesses in the Menomonie area to hopefully inspire residents to take action to manage trees on their private property.

### **Budget:**

- Tree Planting: \$38,507.00
  - Includes trees, protection materials, labor and equipment
- Staff Training: \$3,800.00
- Flyer Development & Grant Management: \$3,368.35
  - Includes labor and printing expenses
- **Total Project Cost: \$45,675.35**
  - Grant Request: \$22,837.67
  - City Share: \$22,837.68 (\$16,865.35 in-kind, \$5,972.33 cash)

### **Motion:**

If the City Council supports the submittal of this application the appropriate motion would be:  
***Approve Resolution 2024-18 authorizing staff to submit the 2025 DNR Urban Forestry Grant application as presented.***

### **Attachments:**

- City of Menomonie Resolution 2024-18
- City of Menomonie 2025 DNR Urban Forestry Grant Application



RESOLUTION NO. 2024-18  
STATE OF WISCONSIN  
City of Menomonie  
Dunn County

A RESOLUTION SUPPORTING THE 2025 CITY OF MENOMONIE  
DNR URBAN FORESTRY GRANT APPLICATION

**WHEREAS**, the applicant, City of Menomonie, is interested in obtaining a cost-share grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects or urban forestry catastrophic storm projects specified in s. 23.097(1g) and (1r), Wis. Stats.;

**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 cost-share 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 16<sup>th</sup> day of September, 2024.

I hereby certify that the foregoing resolution was duly adopted by the City of Menomonie City Council at a legal meeting on the 16<sup>th</sup> day of September, 2024.

\_\_\_\_\_  
Randy Knaack, Mayor

Attest: \_\_\_\_\_  
Catherine Martin, City Clerk

Print...

**Notice:** Pursuant to US Public Law 95-313, s. 6(b), s. 23.097, Wis. Stats., and ch. NR 47, 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.].

**Resolution required with application submittal – Grant is for Calendar year 2025 – see [sample](#)**

**Section I: Grant Type**

Select the appropriate grant type. Please note: a maximum of three urban forestry startup grants may be awarded to an applicant within the lifetime of the startup program. Click the link for more information related to each grant type.

[Regular Grant](#)       [Start-up Grant](#)

**Section II: Applicant Information**

**A. Applicant Organization**

Applicant Organization Name

City of Menomonie

| 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)

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

| DNR Cost Share | Grantee Cost Share | Total Project Cost |
|----------------|--------------------|--------------------|
| \$22,837.67    | \$22,837.68        | \$45,675.35        |

**Section III. Community Urban Forestry Program Status**

Below are basic elements of a well-established municipal, county, or tribal urban forestry program. Select ONE option in each category that best describes your current urban forestry program.

Applicants for the Startup Grant will be redirected to a regular grant application if they select the top box in 3 or more of the categories.

501(c)(3) organizations omit this section UNLESS your project results in a municipality advancing to the top level in any of the categories. Then, list the municipality here and complete the grid to reflect that municipality's current urban forestry program.

Municipalities: City of Menomonie

|                                     |                                                                                                                                                                                                                                                                                                               |                                  |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>Tree Inventory</b>               | We have a current, complete tree inventory.                                                                                                                                                                                                                                                                   | <input type="radio"/>            |
|                                     | Our tree inventory is incomplete or needs updating or upgrading.                                                                                                                                                                                                                                              | <input checked="" type="radio"/> |
|                                     | We have no formal inventory or other written records of our trees.                                                                                                                                                                                                                                            | <input type="radio"/>            |
| <b>Urban Forest Management Plan</b> | We have a current, useful, written, inventory-based urban forest management plan.                                                                                                                                                                                                                             | <input type="radio"/>            |
|                                     | Our inventory-based, written urban forest management plan is incomplete or out of date.                                                                                                                                                                                                                       | <input checked="" type="radio"/> |
|                                     | We do not have a written urban forest management plan based on our tree inventory data or on similar forest resource assessment.                                                                                                                                                                              | <input type="radio"/>            |
| <b>Program staffing</b>             | Urban forestry program management is done by staff, contracted consultants &/or volunteers who have: a forestry degree; ISA certified arborist credentials; have completed WI Community Tree Management Institute; or have other advanced forestry training.                                                  | <input type="radio"/>            |
|                                     | Urban forestry program management is done by staff, contracted consultants &/or volunteers who have: experience or on-the-job training, but lack a forestry degree; ISA certified arborist credentials; Community Tree Management Institute completion certificate; or comparable advanced forestry training. | <input checked="" type="radio"/> |
|                                     | We have no staff, contracted consultants or volunteers authorized to handle or advise our community on tree planting & care.                                                                                                                                                                                  | <input type="radio"/>            |
| <b>Tree ordinance</b>               | We have one or more tree ordinance(s) that is/are useful for achieving community tree care and management goals.                                                                                                                                                                                              | <input checked="" type="radio"/> |
|                                     | Our tree ordinance(s) is/are out-of-date or inadequate.                                                                                                                                                                                                                                                       | <input type="radio"/>            |
|                                     | Our code ordinance contains no provisions for tree management, care or protection. Tree language is limited to public safety or nuisance abatement.                                                                                                                                                           | <input type="radio"/>            |
| <b>Advocacy</b>                     | We have an authorized citizen tree board or other organized group actively involved in advising our community urban forestry program.                                                                                                                                                                         | <input checked="" type="radio"/> |
|                                     | We have various groups (clubs, schools, committees) interested and involved in community tree care and management but not formally charged with advising our community urban forestry program- OR- We have an authorized but inactive citizen tree board.                                                     | <input type="radio"/>            |
|                                     | The level of involvement and support by residents and local elected officials for our community urban forestry program is low to non-existent.                                                                                                                                                                | <input type="radio"/>            |

Comments (optional):

**Section IV: Project Description**

**A. Project Overview**

Descriptive Project Title: Restoring the Urban Tree Canopy: Tree Planting, Staff Training, and Community Engagement

Describe the project using no more than 2000 characters (including spaces). Provide an overview that includes basics of who is doing what, where, how and why. This can be a bulleted list.

**Describe how this project would establish a new program or advance an underdeveloped one.**

The City is committed to restoring its urban forest and building community resilience after significant tree losses due to the Emerald Ash Borer (EAB). This project focuses on strategic tree planting, staff training, and public outreach to reestablish a healthy, diverse tree canopy that supports the community’s well-being.

The project strengthens the City’s urban forestry program by addressing gaps in capacity, knowledge, and resources. Recent staff turnover, including the loss of a certified arborist, and the rapid progression of the EAB infestation have reduced the capacity of City’s urban forestry program. This project takes critical steps to establish a more resilient urban forestry program through the following advancements:

- **Expanding Tree Planting Capacity:** The current program can plant about 65 bare root trees annually. This project would allow us to plant 60 additional larger-caliper (2-3”) trees in 2025, which have higher survival rates and faster canopy restoration. Protective staking and fencing will increase the success rate.
- **Building Workforce Expertise:** The project will enhance staff capacity by providing training in chainsaw safety, tree pruning and removal, EHAP certification, and enrollment in the Community Tree Management Institute (CTMI), improving the skills needed to manage our urban forestry program.
- **Enhancing Public Engagement:** A directory of local tree planting resources will be created, empowering residents to plant trees on private property to replace losses of trees due to EAB. It will be distributed via the City’s environmental newsletter, website, and social media, expanding the City’s forestry outreach.
- **Ensuring Long-Term Sustainability:** By planting a diverse range of tree species, including native varieties, the project will improve the urban forest’s resilience, ensuring sustainability against future pest outbreaks and environmental challenges.

|                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                             |                              |             |                                               |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------|-----------------------------------------------|--|
| <p><b>B. Project Components</b></p> <p>Choose from the dropdown boxes below. Use the “OTHER” choice to type in alternatives. (See a list of eligible project activities in the application guide) Click + at right to add another component. Describe each project</p> | <p>Describe each project component.</p> <ul style="list-style-type: none"> <li>• What are the expected outcomes (results)?</li> <li>• How will expected outcomes be measured, evaluated or shared?</li> </ul> <p><b>Note:</b> Complete a separate Cost Estimate Worksheet (CEW) in Section VII for each project component listed below. The CEW will transfer the total to the right-hand column below.</p> |                              |             |                                               |  |
| <p><b>Select Component:</b> Tree Maint: Planting</p>                                                                                                                                                                                                                   | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;">Component Cost Estimate (\$)</td> <td style="text-align: right; border-bottom: 1px solid black;">\$38,507.00</td> </tr> <tr> <td style="text-align: center; font-size: small;">(field will auto-populate from detail on CEW)</td> <td></td> </tr> </table>                     | Component Cost Estimate (\$) | \$38,507.00 | (field will auto-populate from detail on CEW) |  |
| Component Cost Estimate (\$)                                                                                                                                                                                                                                           | \$38,507.00                                                                                                                                                                                                                                                                                                                                                                                                 |                              |             |                                               |  |
| (field will auto-populate from detail on CEW)                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                             |                              |             |                                               |  |

**Description/Outcome:**

The City plans to plant 60, 2-3” caliper trees in a variety of species to help improve the resiliency and diversity of our urban forest and replace tree canopy lost to the Emerald Ash Borer infestation in addition to our bare root tree program funded through our annual budget. Last winter, the City Community Services department removed over 400 dead or dying ash trees. We estimate that we still have approximately 775 ash trees in public areas to remove. Our regular, annual Urban Forestry budget was able to purchase 65 bare root trees to replace those taken down. This is a replacement rate of 16.25%. To address this shortfall, we are seeking grant funds to plant larger caliper (2-3”) trees. These larger trees will have a higher survival rate and fill out the canopy more quickly than the smaller bare root trees. We will also stake and enclose these new trees with fencing to protect them from deer browsing and vandalism. We will plant a variety of species of trees, including prioritizing native tree species to help reduce our risk to future pest outbreaks and to improve the resiliency and diversity of our urban forest. City staff will update the City’s tree inventory to reflect the new trees planted.

The expected outcomes of this project are to plant, stake and fully fence 60, 2-3” caliper trees on public property. Results will be measured by the number and species of trees planted and the updates to the City’s tree inventory.

| Target Measures (# of units, e.g. staff trained, trees treated, etc.) | Qty | Unit Type                   |
|-----------------------------------------------------------------------|-----|-----------------------------|
|                                                                       | 60  | Trees planted and protected |

**Examples of components for Part B (selected in drop down box above):**

1. Information/Education/Outreach Information (e.g., news media, print material development), Education (e.g., classes, tree walks, seminars), Outreach (e.g., citizen involvement in planning or implementation of Arbor Day celebration).
2. Tree Maint: Other Fertilization, storm damage mitigation, pest control, etc.
3. Plan Development (Emerald Ash Borer, management, strategic, storm response, pest response, planting).

|                                         |                                                                               |            |
|-----------------------------------------|-------------------------------------------------------------------------------|------------|
| <b>Select Component:</b> Staff Training | Component Cost Estimate (\$)<br>(field will auto-populate from detail on CEW) | \$3,800.00 |
|-----------------------------------------|-------------------------------------------------------------------------------|------------|

**Description/Outcome:**

The City aims to strengthen our urban forestry program by investing in staff training to enhance capacity, knowledge, and safety. Recent staff turnover, including the loss of a certified arborist, has created a need for increased training for our Community Services department staff and the Environmental Program Coordinator. To address this, the City plans the following training initiatives:

- **Electrical Hazards Awareness Program (EHAP):** We will send 4 staff members to this training to safely work within 10 feet of energized lines and equipment, improving safety and expanding our team’s ability to handle tree work near electrical hazards.
- **Chainsaw Safety, Tree Pruning, and Tree Removal Training:** We will hire a trainer to provide both classroom and hands-on instruction for 12 staff members. This training will enhance their skills in using chainsaws, pruning, and removing trees, thereby increasing the capacity and safety of our forestry crew.
- **Wisconsin Community Tree Management Institute (CTMI):** We will enroll staff in the 2025-2026 CTMI course to deepen their knowledge of forestry program planning and management.

The expected outcomes include increased capacity, knowledge and safety awareness among our forestry staff. We will measure success by tracking the number of staff trained, total training hours, and the number of training sessions attended.

| Target Measures (# of units, e.g. staff trained, trees treated, etc.) | Qty | Unit Type            |
|-----------------------------------------------------------------------|-----|----------------------|
|                                                                       | 3   | Trainings attended   |
|                                                                       | 17  | Staff trained        |
|                                                                       | 162 | Staff training hours |

**Examples of components for Part B (selected in drop down box above):**

1. Information/Education/Outreach Information (e.g., news media, print material development), Education (e.g., classes, tree walks, seminars), Outreach (e.g., citizen involvement in planning or implementation of Arbor Day celebration).
2. Tree Maint: Other Fertilization, storm damage mitigation, pest control, etc.
3. Plan Development (Emerald Ash Borer, management, strategic, storm response, pest response, planting).

|                                                         |                                                                               |            |
|---------------------------------------------------------|-------------------------------------------------------------------------------|------------|
| <b>Select Component:</b> Information/Education/Outreach | Component Cost Estimate (\$)<br>(field will auto-populate from detail on CEW) | \$3,368.35 |
|---------------------------------------------------------|-------------------------------------------------------------------------------|------------|

**Description/Outcome:**

The City aims to raise public awareness about the emerald ash borer and create a resource directory of local tree-related services and businesses in Menomonie to hopefully inspire residents to take action to manage trees on their private property. This directory will help residents find resources to purchase and plant trees or hire tree services, addressing frequent inquiries from residents about managing their private trees. The goal of this resource directory will be to promote planting of trees on private property due to tree loss from EAB. The directory will complement the existing Recommended Tree Species List, which promotes diversity in our urban forest.

City staff, with input from the Urban Forestry Board, will develop a flyer featuring this directory. The flyer will be included in our annual environmental newsletter, posted on the City website, and shared on social media.

The project's expected outcomes are to provide a comprehensive list of local tree service providers and nurseries, helping residents improve their private tree canopy and support urban forest diversity. Success will be measured by the number of newsletters distributed, website visits, and social media engagement.

**Examples of components for Part B (selected in drop down box above):**

1. Information/Education/Outreach Information (e.g., news media, print material development), Education (e.g., classes, tree walks, seminars), Outreach (e.g., citizen involvement in planning or implementation of Arbor Day celebration).
2. Tree Maint: Other Fertilization, storm damage mitigation, pest control, etc.
3. Plan Development (Emerald Ash Borer, management, strategic, storm response, pest response, planting).

**C. Project Location/Scope**

Land Ownership Affected (select all that apply)

- |                                                                                       |                                                                                      |
|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> Single private property                                      | <input type="checkbox"/> Single public property                                      |
| <input checked="" type="checkbox"/> Multiple private properties within a municipality | <input checked="" type="checkbox"/> Multiple public properties within a municipality |
| <input type="checkbox"/> Multiple private properties across multiple municipalities   | <input type="checkbox"/> Multiple public properties across multiple municipalities   |

**D. Applicant's Project Partners**

**Note:** Each of the applicant's partners **must** verify their involvement using a Partner Verification ([Form 8700-298A](#), linked here for your convenience). A Partner Verification form must be completed and sent in with this form for a complete application. If applicable, estimate the partner's donated amount on the appropriate CEW.

| List Partner Organization(s): | What specific service, product, or role will each partner contribute to the project? |
|-------------------------------|--------------------------------------------------------------------------------------|
| None                          |                                                                                      |
|                               |                                                                                      |
|                               |                                                                                      |

**Section V: Alignment with DNR Urban Forestry Program Goals – Only applicable for Regular grants**

1. Describe the direct impact(s) your project has on urban tree canopy on private property: N/A   
 This project will positively impact private property in several ways:
  - Enhanced Tree Canopy: By providing residents with a resource directory for local tree services and nurseries, the project encourages and facilitates the planting of trees on private properties. This will help expand and diversify the tree canopy beyond public areas, contributing to overall urban forest health.
  - Increased Access to Resources: The directory will guide residents in purchasing trees, renting planting equipment, and finding reputable tree service providers. This increased access to resources will make it easier for property owners to manage and improve their own property.
  - Improved Tree Management: With the flyer's educational content and resource listings, residents will gain better knowledge about tree planting and care. This will empower them to make informed decisions about maintaining and enhancing their private tree canopy.
  - Reduced City Staff Inquiries: By providing clear resources and information, the project will help answer common questions from residents about tree management. This will reduce the number of phone calls and inquiries to City staff, which increases staff capacity.
  - Support for Urban Forest Diversity: Encouraging a diverse range of tree species on private properties will contribute to the overall resilience and ecological health of our urban forest.
  
2. Describe how you will utilize an existing inventory in this project. If no inventory exists or the inventory is outdated, will an inventory be produced because of the grant? How will the new inventory be utilized? N/A   
 The City's existing tree inventory will be utilized to identify potential planting locations and the location, species and attributes of the new trees planted will be entered into the database.
  
3. If hosting a professional workshop or educational event, describe how your project will build capacity and/or partnerships for those attending. Will other communities be invited to attend? Have you reached out to neighboring communities to identify training demand? N/A

4. Please select if your project will include: N/A
- EAB Management Plan       Ash Tree removals       Ash inventories (includes complete tree inventories)  
 EAB Insecticide treatment       Ash tree replacement planting       EAB Education and Outreach

5. Please select if your project will result in: N/A
- A current, useful, written, inventory-based urban forest management plan  
 One or more tree ordinance(s) that is/are useful for achieving your community tree care and management goal  
 Type of ordinance planned to be developed or enhanced (i.e. general street tree, new development, tree protection, etc)  
  
 An authorized citizen tree board or other organized group actively involved in advising your community urban forestry program  
 Staff, tree service contractors &/or volunteers receiving a forestry degree, ISA certified arborist credentials, graduating from WI Community Tree Management Institute, or obtaining other advanced forestry training

6. Describe how **each** component of your project will have a long-term positive impact on the urban tree canopy and the benefits it provides (i.e. increased % canopy cover, or resiliency to pest/disease/storm, reduce liability). Quantify impacts to canopy or associated benefits wherever possible.  
 Tie this narrative to the component listed in question #5.  
 This grant will allow the City to approximately double the number of trees planted in 2024. In 2024, our regular urban forestry budget allowed for the purchase and planting of 65 1 ¼” bare root trees. This grant would allow us to plant 60, 2-3” caliper trees, in addition to approximately 65 trees purchased through our regular annual forestry budget in 2025. Planting a variety of species of trees will help increase the diversity and resilience of our urban forest and the City’s trees ability to reduce air particulates, produce oxygen, reduce the heating of pavement, reduce the use of energy, provide wildlife habitat and sequester carbon.

Providing training to forestry staff will have a long-term positive impact on our urban tree canopy as it brings new knowledge, techniques and confidence to staff who manage our forestry program. It will allow for better survivability and structurally sound trees as they can be properly pruned and maintained as young trees. The training may also bring new and different methods of forestry management and species selection to help increase the diversity and resilience of our urban forest. The trainings and staff time working on forestry will also help the City Forester work towards qualifying to become a certified arborist. With the devastating effects the City has had with Dutch Elm disease many years ago and the more recent Emerald Ash Borer infestation, City staff are committed to reducing our liability for future pest outbreaks by planting a variety of species of trees to increase the diversity and resilience of our urban forest.

The public education campaign to provide tree resources to residents will increase the urban forestry knowledge within the City. This will hopefully inspire residents to take action with their private trees by treating or removing ash and planting new trees to increase canopy cover and the resiliency of our urban forest.

**Section VI: Additional Applicant Information – Only applicable for Regular grants**

1. Is the community where the project will be implemented a [Green Tier](#) Legacy Community?     Yes     No     N/A
2. Is the community where the project will be implemented a Tree City USA?     Yes     No     N/A  
[www.arboday.org/programs/treeCityUSA/index.cfm](http://www.arboday.org/programs/treeCityUSA/index.cfm)
3. List any specific urban tree care or tree management training received, or conferences attended by your organization’s staff or volunteers within the last three years. Please list no more than 5 separate trainings.

| Date       | Course Title                  | Training Description | Provider     | Attendees   |
|------------|-------------------------------|----------------------|--------------|-------------|
| 09/20/2024 | Bare Root Trees & Gravel Beds | UW-Extension         | UW-Extension | Megen Hines |

| Date       | Course Title               | Training Description                                               | Provider                       | Attendees                        |  |
|------------|----------------------------|--------------------------------------------------------------------|--------------------------------|----------------------------------|--|
| 07/26/2024 | 2024 WAA Summer Conference | Storm damage, construction management, tree diversity, aerial lift | Wisconsin Arborist Association | Derek Kahl                       |  |
| 10/11/2023 | Chainsaw Safety Level 1    | Chainsaw safety, tree pruning and felling basics                   | Rich Good                      | 12 City Community Services staff |  |
| 02/20/2022 | DNR/WAA Annual Conference  | Various tree management                                            | Wisconsin Arborist Association | Dick Henning                     |  |
|            |                            |                                                                    |                                |                                  |  |

4. Have you received an Urban Forestry grant in the past 3 years?  Yes  No

If so, how is this project different than the project(s) completed previously?

The proposed project builds on the goals of our 2023 grant but with several key differences in approach. Like the 2023 project, we aim to replace trees lost due to the Emerald Ash Borer, enhance our forestry program, and educate residents. However, there are notable changes in how we will achieve these goals:

- Tree Planting: This project will use larger caliper (2-3”) ball and burlap or containerized trees, as opposed to the 1 1/4” bare root trees from the 2023 project. Larger trees have a higher survival rate and faster canopy restoration potential. We will also protect these trees with stakes and wire fencing to prevent deer browsing and vandalism, which impacted previous plantings.
- Capacity Building: We will expand our forestry training program by providing targeted staff training in tree pruning, removal, planting and safety while working near electrical hazards. Additionally, we plan to send at least one staff member to the Community Tree Management Institute, enhancing their skills and knowledge beyond the 2023 project’s scope.
- Community Education: While the 2023 project focused on educating residents about the Emerald Ash Borer and general tree care, this project will create a comprehensive tree resource flyer. This flyer will include information on where to purchase trees, rent planting equipment, and find local tree service providers, offering practical, local resources for residents.

5. Describe any additional significant aspects or outstanding features of this project that you would like us to know about.  
 This project not only focuses on tree planting but integrates multiple facets of urban forestry management, including staff training and community engagement. This holistic approach ensures that the benefits extend beyond just planting trees to build long-term capacity and resilience. The City submitted a similar grant project proposal for the Wisconsin DNR Urban Forestry IRA grant program and did not receive funding. This application is a slightly modified version of that project, but expanded the geographic reach of the project to include the entire City. The City is committed to replacing trees lost due to Emerald Ash Borer and this grant funding would allow the City make progress towards that goal at a much faster pace than we could with our limited budget funds.



**Section VII: Cost Estimate Worksheets**

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

If more space is needed, return to Section IV.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: <b>Tree Maint: Planting</b>                                                                                                                            | Estimated Cost | Donation Value |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| <b>In-Kind Labor &amp; Services</b> (specify project tasks on lines below, as appropriate)                                                                                |                |                |
| Applicant's Staff Labor:Forester (\$26.24*40 hrs) + 5 Laborers (\$23.58*40 hrs*5)                                                                                         | \$5,766.00     |                |
| Fringe Benefits: Actual fringe benefits may not exceed the DOA rate. Forester, 5 Laborer<br>Fringe rate for 2025 is 47.60%                                                | \$2,745.00     |                |
| Other:                                                                                                                                                                    | \$0.00         |                |
| Donated Consultants/Contractors/Services (professional rate)                                                                                                              |                | \$0.00         |
| Volunteer Labor (\$15.00/hr.)                                                                                                                                             |                | \$0.00         |
| Municipal Partner Labor Expense<br>(Cooperative Agreement will be required)                                                                                               | \$0.00         |                |
| <b>Equipment</b> (specify type of equipment and DOT class code on lines below, as appropriate)<br>See application guidelines for a list of commonly used equipment codes. |                |                |
| Provided by Applicant: 215-Skidsteer (24 hrs*\$50), 101-Ton Truck(24 hr*16.52*4)                                                                                          | \$2,786.00     |                |
| 209 - Loader (40 hrs*\$80)                                                                                                                                                | \$3,200.00     |                |
| Donated by third parties:                                                                                                                                                 |                | \$0.00         |
|                                                                                                                                                                           |                | \$0.00         |
| <b>Supplies</b> (specify items on lines below, as appropriate)                                                                                                            |                |                |
| Provided by Applicant's On-hand Inventory                                                                                                                                 | \$0.00         |                |
|                                                                                                                                                                           | \$0.00         |                |
| Donated by third parties:                                                                                                                                                 |                | \$0.00         |
|                                                                                                                                                                           |                | \$0.00         |
| <b>Cash Expenditures</b> (specify out of pocket payments as appropriate)                                                                                                  |                |                |
| Hired Consultants/Contractors/Services (professional rate)                                                                                                                | \$0.00         |                |
| Purchased Equipment (not to exceed \$5,000 /item):                                                                                                                        | \$0.00         |                |
|                                                                                                                                                                           | \$0.00         |                |
| Rented or Contracted Equipment:                                                                                                                                           | \$0.00         |                |
| Other Project Purchases: 60, 2-3" caliper Trees                                                                                                                           | \$22,500.00    |                |
| Tree protection supplies (stakes, fencing, etc)                                                                                                                           | \$1,510.00     |                |
| Estimated Sub-Total Cost/Donation Value for THIS component:                                                                                                               | 1. \$38,507.00 | 2. \$0.00      |
| Estimated Total for THIS component.                                                                                                                                       | 3. \$38,507.00 |                |

**A SEPARATE WORKSHEET IS PROVIDED FOR EACH COMPONENT CHOSEN IN SECTION IV.B.**  
 If more space is needed, return to Section IV.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: <b>Staff Training</b>                                                                                                                                  | Estimated Cost | Donation Value |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| <b>In-Kind Labor &amp; Services</b> (specify project tasks on lines below, as appropriate)                                                                                |                |                |
| Applicant's Staff Labor:                                                                                                                                                  | \$0.00         |                |
| Fringe Benefits: Actual fringe benefits may not exceed the DOA rate.<br>Fringe rate for 2025 is 47.60%                                                                    | \$0.00         |                |
| Other:                                                                                                                                                                    | \$0.00         |                |
| Donated Consultants/Contractors/Services (professional rate)                                                                                                              |                | \$0.00         |
| Volunteer Labor (\$15.00/hr.)                                                                                                                                             |                | \$0.00         |
| Municipal Partner Labor Expense<br>(Cooperative Agreement will be required)                                                                                               | \$0.00         |                |
| <b>Equipment</b> (specify type of equipment and DOT class code on lines below, as appropriate)<br>See application guidelines for a list of commonly used equipment codes. |                |                |
| Provided by Applicant:                                                                                                                                                    | \$0.00         |                |
|                                                                                                                                                                           | \$0.00         |                |
| Donated by third parties:                                                                                                                                                 |                | \$0.00         |
|                                                                                                                                                                           |                | \$0.00         |
| <b>Supplies</b> (specify items on lines below, as appropriate)                                                                                                            |                |                |
| Provided by Applicant's On-hand Inventory                                                                                                                                 | \$0.00         |                |
|                                                                                                                                                                           | \$0.00         |                |
| Donated by third parties:                                                                                                                                                 |                | \$0.00         |
|                                                                                                                                                                           |                | \$0.00         |
| <b>Cash Expenditures</b> (specify out of pocket payments as appropriate)                                                                                                  |                |                |
| Hired Consultants/Contractors/Services (professional rate)                                                                                                                | \$0.00         |                |
| Purchased Equipment (not to exceed \$5,000 /item):                                                                                                                        | \$0.00         |                |
|                                                                                                                                                                           | \$0.00         |                |
| Rented or Contracted Equipment:                                                                                                                                           | \$0.00         |                |
| Other Project Purchases: EHAP Training (4 staff)                                                                                                                          | \$800.00       |                |
| Chainsaw Safety/Tree Pruning/Maintenance Training & WI DNR CTMI Training                                                                                                  | \$3,000.00     |                |
| Estimated Sub-Total Cost/Donation Value for THIS component:                                                                                                               | 1. \$3,800.00  | 2. \$0.00      |
| Estimated Total for THIS component.                                                                                                                                       | 3. \$3,800.00  |                |

**A SEPARATE WORKSHEET IS PROVIDED FOR EACH COMPONENT CHOSEN IN SECTION IV.B.**  
 If more space is needed, return to Section IV.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: <b>Information/Education/Outreach</b>                                                                                                                  | Estimated Cost | Donation Value |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| <b>In-Kind Labor &amp; Services</b> (specify project tasks on lines below, as appropriate)                                                                                |                |                |
| Applicant's Staff Labor: Flyer Development/Grant Management (45 hrs *35.66/hr)                                                                                            | \$1,604.70     |                |
| Fringe Benefits: Actual fringe benefits may not exceed the DOA rate. 45 hrs *16.97<br>Fringe rate for 2025 is 47.60%                                                      | \$763.65       |                |
| Other:                                                                                                                                                                    | \$0.00         |                |
| Donated Consultants/Contractors/Services (professional rate)                                                                                                              |                | \$0.00         |
| Volunteer Labor (\$15.00/hr.)                                                                                                                                             |                | \$0.00         |
| Municipal Partner Labor Expense<br>(Cooperative Agreement will be required)                                                                                               | \$0.00         |                |
|                                                                                                                                                                           |                |                |
| <b>Equipment</b> (specify type of equipment and DOT class code on lines below, as appropriate)<br>See application guidelines for a list of commonly used equipment codes. |                |                |
| Provided by Applicant:                                                                                                                                                    | \$0.00         |                |
|                                                                                                                                                                           | \$0.00         |                |
| Donated by third parties:                                                                                                                                                 |                | \$0.00         |
|                                                                                                                                                                           |                | \$0.00         |
|                                                                                                                                                                           |                |                |
| <b>Supplies</b> (specify items on lines below, as appropriate)                                                                                                            |                |                |
| Provided by Applicant's On-hand Inventory                                                                                                                                 | \$0.00         |                |
|                                                                                                                                                                           | \$0.00         |                |
| Donated by third parties:                                                                                                                                                 |                | \$0.00         |
|                                                                                                                                                                           |                | \$0.00         |
|                                                                                                                                                                           |                |                |
| <b>Cash Expenditures</b> (specify out of pocket payments as appropriate)                                                                                                  |                |                |
| Hired Consultants/Contractors/Services (professional rate) Flyer Printing                                                                                                 | \$1,000.00     |                |
| Purchased Equipment (not to exceed \$5,000 /item):                                                                                                                        | \$0.00         |                |
|                                                                                                                                                                           | \$0.00         |                |
| Rented or Contracted Equipment:                                                                                                                                           | \$0.00         |                |
| Other Project Purchases:                                                                                                                                                  | \$0.00         |                |
|                                                                                                                                                                           | \$0.00         |                |
| Estimated Sub-Total Cost/Donation Value for THIS component:                                                                                                               | 1. \$3,368.35  | 2. \$0.00      |
| Estimated Total for THIS component.                                                                                                                                       | 3. \$3,368.35  |                |

**CALCULATIONS**

| Grant Calculation                                                                                                                                                  | Estimated Cost |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| A. Estimated Project Total: Box 3 for ALL Project Components<br>This amount is the Total Project Cost in Section II.D.                                             | \$45,675.35    |
| B. Estimated Donation Value: Box 2 for ALL Project Components                                                                                                      | \$0.00         |
| C. Estimated Cost: Box 1 for ALL Project Components                                                                                                                | \$45,675.35    |
| D. 50% of Line A (Cannot be > \$25,000):                                                                                                                           | \$22,837.67    |
| E. The smaller of Line C or Line D above. This is your GRANT REQUEST.<br>(Must be between \$1,000 and \$25,000.) This amount is the Grant Request in Section II.D. | \$22,837.67    |
| F. Line A minus Line E. This is YOUR SHARE. This amount is the Applicant's Share in Section II.D.                                                                  | \$22,837.68    |

**Section VIII: Certification and Submission**

**Application form and required attachments must be received by 11:59 p.m., October 1, 2024, for the application to be eligible.**

**Attachments**

Provide a signed resolution that has been adopted by the applicant's governing body which gives the name of the applicant, authorizes funding 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: <https://dnr.wi.gov/topic/UrbanForests/grants/documents/UFGrantsCombinedResolution.doc>  
Check all items you plan to attach.

- Authorizing Resolution attached
- By-laws & articles of incorporation (501[c][3] applicants only)
- Partner Verification Attached ([8700-298A](#))

**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 to the best of my knowledge, the information contained in this application and application attachments are correct and true. I understand and agree that any grant monies awarded as a result of this application shall be used in accordance with ch. 23.097, Wis. Stats., and ch. 47, Wis. Adm. Code.

**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)<br>Eric M Atkinson |
|----------------------------------------|-------------|------------------------------------------------------------------|

Position Title  
City Administrator

[Export XML...](#)



# Menomonie Police Department

615 Stokke Parkway Suite G200  
Menomonie, WI 54751  
715-232-2198  
www.menomonie-pd.com

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## Memorandum

**To:** Mayor Randy Knaack & City Council  
**From:** Rick Hollister, Chief of Police  
**Date:** 09-09-2024  
**Subject:** Amending Vaping Ordinance Request  
**CC:** City Administrator, Eric Atkinson

---

The Police Department is requesting an ordinance amending the title of Section 5-2-4 of the City Code and amending Section 5-2-4 C of the City Code to include a prohibition of students possessing vaping devices on school grounds and at school events.

With the current vaping ordinance written for enforcement of a person under (18) years of age, a person that is (18) years of age and a student in the schools can possess a vaping device. With this loophole, several scenarios can & have occurred for students under age having access to vaping devices while on school property or at school events. By amending the ordinance 5-2-4 C language to (No Student) will close this loophole for students (18) years of age possessing vaping devices on school property or at school events.

Thank You for Your Consideration!

---

Rick Hollister  
Chief of Police

Chris King  
Commander

Brian Hagen  
Commander

ORDINANCE 2024- 14 OF THE ORDINANCES FOR THE CITY OF MENOMONIE FOR 2024.

An ordinance amending the title of Section 5-2-4 of the City Code and amending Section 5-2-4 C. of the City Code to include a prohibition of students possessing vaping devices on school grounds and at school events.

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

Section 1. Section 5-2-4 C. of the City Code is hereby amended in its entirety to read as follows:

**5-2-4: PROHIBITED SALE, PURCHASE, AND POSSESSION OF VAPING DEVICE PRODUCTS BY MINORS AND BY STUDENTS ON SCHOOL GROUNDS AND AT SCHOOL EVENTS:**

...

C. Purchase Or Possession Of Vaping Device Products By Persons Under Eighteen Years Of Age And By Students On School Grounds And At School Events Prohibited:

1. No person under eighteen (18) years may falsely represent his or her age for the purpose of receiving any vaping device product.

2. No person under eighteen (18) years of age may purchase, attempt to purchase, or possess any vaping device product except as follows:

a. A person under eighteen (18) years of age may purchase or possess vaping device product for the sole purpose of resale in the course of employment, during working hours, if employed by a retailer; and

b. The defenses provided in Wisconsin Statutes section 134.66(3)(a) - (c) shall also be defenses to prosecution under this section.

3. No student may possess any vaping device on any school district property or at a school event within the City of Menomonie.

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

INTRODUCED \_\_\_\_\_

APPROVED THIS 16<sup>th</sup> DAY

FIRST READING \_\_\_\_\_

OF SEPTEMBER, 2024

SECOND READING \_\_\_\_\_

\_\_\_\_\_

MAYOR, RANDY KNAACK

PASSED \_\_\_\_\_

PUBLISHED \_\_\_\_\_

SUBMITTED BY:

ATTEST \_\_\_\_\_

\_\_\_\_\_

CITY CLERK, CATHERINE MARTIN

ALDERPERSON



**City of Menomonie**  
David Schofield

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

**TO:** Mayor Knaack & City Council  
**FROM:** David Schofield, Director of Public Works  
**SUBJECT:** Proposed Ordinance 2024-15 Repealing Section 10-3-1-C  
**DATE:** September 16, 2024 City Council Meeting

Under the City's current Zoning Code, in section 10-3-1-C, there is a procedure for owners or adjacent owners to force a supermajority (3/4ths) vote for zoning amendments.

In 2023, Wis. Stats. 66.10015(3)(a) was amended to require zoning amendments be approved by a simple majority except in the case of "down-zoning" (i.e. Industrial to Residential). As such, Section 10-3-1-C is unenforceable as written.

As such, City Staff requests City Council to consider repeal of Section 10-3-1-C.

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

- ***Introduce Ordinance 2024-15, an ordinance repealing Section 10-3-1-C*** (no vote).
- ***Waive the first reading of Ordinance 2024-15, an ordinance repealing Section 10-3-1-C*** (simple majority).
- ***Waive the second reading of Ordinance 2024-15, an ordinance repealing Section 10-3-1-C*** (simple majority).
- ***Approve Ordinance 2024-15, an ordinance repealing Section 10-3-1-C*** (simple majority).

**Attachments:**

- League of Wisconsin Municipalities FAQ #5
- Existing Section 10-3-1-C
- Proposed Ordinance 2024-15





## Zoning FAQ 5

**May a municipality adopt or enforce an existing zoning ordinance that allows property owners affected by a proposed rezone to file a protest petition triggering an extraordinary vote requirement to pass the zoning change?**

No. 2017 Wis. Act 243 repealed Wis. Stat. § 62.23(7)(d)2m.a, which required a three-fourths vote by the governing body to approve a proposed zoning amendment when a protest petition was filed. Although the statutory protest petition was eliminated, the League opined, at that time, that municipalities could still enact, or leave intact, local ordinances that established a protest petition process like the former Wis. Stat. § 62.23(7)(d)2m.a., because nothing in the law prohibited such ordinances.

However, 2023 Wis. Act 16 created Wis. Stat. § 66.10015(3)(a), which provides that a zoning amendment only requires approval by a simple majority of a quorum of the members-elect. However, a two-thirds vote may still be required for a down zoning ordinance pursuant to Wis. Stat. § 66.10015(3)(b) and for a zoning amendment when an airport protest petition is brought pursuant to Wis. Stat. § 62.23(7)(d)2m.

This new provision does not take effect until January 1, 2025. This delayed effective date is intended to give municipalities time to update any local ordinances that require a now-prohibited super-majority vote for proposed zoning amendments.

(rev. 8/23)

### **10-3-1: CHANGES AND AMENDMENTS:**

A. Notice Of Hearing On Amendments: The common council may from time to time, on its own motion or upon petition, establish or amend the district boundaries of a zoning district or zoning regulations in this title. The clerk shall give notice of such establishment or amendment as follows:

1. Class 2 publication pursuant to chapter 985, Wisconsin statutes; and
2. In the event of the establishment or amendment of district boundaries, notice of the public hearing therefor shall be preceded by notice delivered by first class mail to the owners of record of all properties within the district boundaries to be established or amended (except those persons who have requested the establishment or amendment) as well as all owners of record of property lying within a distance of three hundred fifty feet (350') of the property sought to be zoned or rezoned. Such notice shall be sent to such address as is reflected on the records of the assessor for the city. Such notice shall be mailed at least ten (10) days prior to the date of the public hearing. Notification by mail shall consist of a copy of the legally required publication document as well as a map showing the location and current zoning of the subject property as well as all other properties located within three hundred fifty feet (350') of the area to be zoned or rezoned. Additional information may be included at the discretion of the city.

B. Petition; Fee: Any petition to establish or amend the district boundaries of any zoning district shall be accompanied by a nonrefundable fee of two hundred fifty dollars (\$250.00) unless the owner applicant is the city.

C. Protest Against Amendment: In case of a protest against an amendment proposed under one duly signed and acknowledged by the owners of twenty percent (20%) or more either of the areas of the land included in such proposed amendment, or by the owners of twenty percent (20%) or more of the area of the land immediately adjacent extending one hundred feet (100') therefrom, or by the owners of twenty percent (20%) or more of the land directly opposite thereto extending one hundred feet (100') from the street frontage of such opposite land, such amendment shall not become effective except by the favorable vote of three-fourths (3/4) of the members of the common council voting on the proposed change. (1975 Code Ch. 18 § XVI)

ORDINANCE 2024- 15 OF THE ORDINANCES FOR THE CITY OF MENOMONIE FOR 2024.

An ordinance repealing Section 10-3-1 C. of the City Code.

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

Section 1. Section 10-3-1 C. of the City Code is hereby repealed in its entirety.

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

INTRODUCED \_\_\_\_\_

APPROVED THIS \_\_\_\_\_ DAY

FIRST READING \_\_\_\_\_

OF \_\_\_\_\_,

2024

SECOND READING \_\_\_\_\_

\_\_\_\_\_

MAYOR, RANDY KNAACK

PASSED \_\_\_\_\_

PUBLISHED \_\_\_\_\_

SUBMITTED BY:

ATTEST \_\_\_\_\_

\_\_\_\_\_

CITY CLERK, CATHERINE MARTIN

ALDERPERSON



*City of Menomonie*  
Eric M. Atkinson

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

TO: City Council  
FROM: Administrator Atkinson  
SUBJECT: Investment of Public Funds  
DATE: September 12, 2024  
ATT: NA

The City of Menomonie invests public funds in various ways. Some funds are invested in money market accounts, certificates of deposits (CDs), and savings accounts; others are invested in local non-profit organizations. Most financial assistance provided to other organizations is directly funded from the City's tax levy. From 2010 through 2024, the City distributed \$3,496,034 to other organizations with an annual distribution average of \$233,069. The following is a yearly breakdown of the assistance:

| <u>Year</u> | <u>Amount</u> |
|-------------|---------------|
| 2010:       | \$197,322     |
| 2011:       | \$212,583     |
| 2012:       | \$210,843     |
| 2013:       | \$215,344     |
| 2014:       | \$222,954     |
| 2015:       | \$237,178     |
| 2016:       | \$239,251     |
| 2017:       | \$239,501     |
| 2018:       | \$243,305     |
| 2019:       | \$250,368     |
| 2020:       | \$253,602     |
| 2021:       | \$229,408     |
| 2022:       | \$243,408     |
| 2023:       | \$255,714     |
| 2024:       | \$245,253     |

With the uncertainty of future revenues in the form of shared revenue, the expenditure restraint program, and the elimination of the personal property tax coupled with inflationary costs, the City Administration recommends examining how public funds are distributed to other organizations in the City.



To assist with the discussion, a survey was conducted with cities of similar size to Menomonie to determine what, if any, public funds were distributed to organizations within their community. The results of the survey are as follows:

| City           | Amount   |
|----------------|----------|
| River Falls    | \$0      |
| Hudson         | \$0*     |
| New Richmond   | \$0      |
| Chippewa Falls | \$47,800 |
| Rice Lake      | \$0**    |
| Platteville    | \$0      |
| Whitewater     | \$0      |
| Stevens Point  | \$53,100 |
| Middleton      | \$0      |
| Onalaska       | \$0      |

\* Hudson uses Room Tax revenue in the Tourism budget to subsidize a local cemetery.

\*\* Rice Lake uses Room Tax revenue in the Tourism budget to provide grants for local organizations.

**BUDGET TRANSFER REQUEST FORM**

**TRANSFER TO:** **AMOUNT** \$800.00

ACCOUNT TITLE AND NUMBER Fire 01.52310

LINE ITEM NAME AND EXTENSION Computer Equipment .714

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**TRANSFER FROM:**

ACCOUNT TITLE AND NUMBER Fire 01.52310

LINE ITEM NAME AND EXTENSION Office Supplies .410

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

Our computer equipment account is funded at \$5,000 annually. In the past 3 weeks we've had the Battalion Chief's desktop computer and a vehicle mounted Toughbook removed from service due to critical failures prior to their anticipated replacement dates. The desktop computer was \$950 and the Toughbook was \$4,845.55 requiring this transfer.

  
Authorized Signature

9-4-2024  
Date

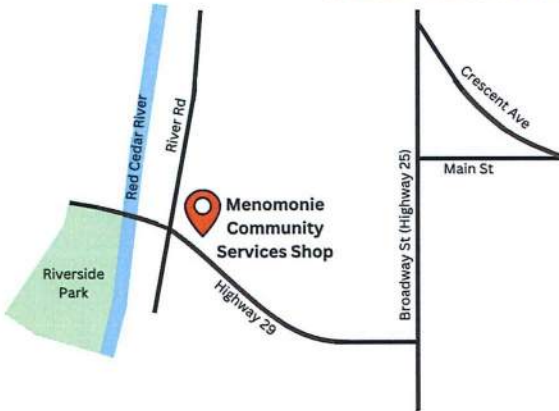
# Clean Sweep Hazardous Waste Collection



**Thursday, Sept. 26, 2024**  
**2:00 - 6:00 PM**



**City of Menomonee Community Services Building**  
**621 11th Ave W (Hwy 29), Menomonee**



**City of Menomonee,  
Town of Menomonee &  
Town of Red Cedar  
Residents Only**

**\$10 Per  
Vehicle**  
**Cash or  
Check Only**

### **Pre-Register:**

- [www.menomonee-wi.gov/hazardouswaste](http://www.menomonee-wi.gov/hazardouswaste)
- 715-232-2221 ext. 1005
- Scan QR code



### **ACCEPTABLE ITEMS**

#### **Automotive**

- Antifreeze
- Brake Fluid
- Degreasers
- Gasoline

#### **Batteries**

- Smaller than car battery in size (no alkaline or car batteries)

#### **Bulbs**

- Compact, U-Shape & Circular Fluorescent
- HID Lamps
- Fluorescent Tubes
- LED

- PCB & Non-PCB

#### **Ballasts**

#### **Cleaners**

- Concrete Cleaners
- Polish & Spot Removers
- Pool Chemicals

#### **Other Materials**

- Aerosol Cans (not empty)
- Acids/Bases
- Rodent Bait
- Mercury

#### **Paints/Solvents**

- Oil & Lead Paint (No latex paint)
- Oil Based Stains & Polyurethanes

#### **Adhesives**

- Turpentine, Strippers, Thinners

#### **Pesticides**

- Insecticides
- Fertilizer w/ Weed Killer
- Herbicides
- Fungicides
- Rodenticides

*This is not an inclusive list of acceptable and unacceptable items. If you have questions on specific items, please contact the City of Menomonee.*

### **UNACCEPTABLE ITEMS**

- Appliances
- Alkaline & Automotive Batteries
- Gas Tanks (*propane, helium, spray foam, etc*)
- Electronics
- Explosives (*ammunition/fireworks*)
- Latex Paint
- Medical Waste & Medications
- Sharps
- Smoke Detectors
- Tires
- Used Oil
- Fire extinguishers

### **MORE INFO**

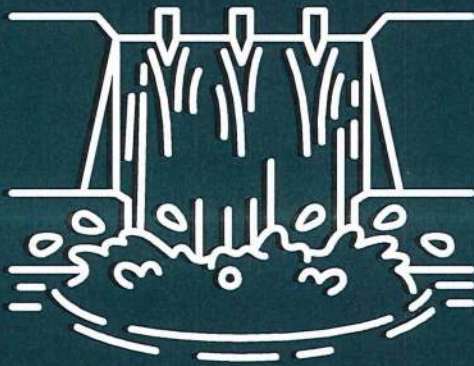
- ☎ 715-232-2221, Option #6
- ✉ [mhines@menomonee-wi.gov](mailto:mhines@menomonee-wi.gov)
- 🌐 [menomonee-wi.gov/hazardouswaste](http://menomonee-wi.gov/hazardouswaste)
- 📘 [facebook.com/CityofMenomonee](https://facebook.com/CityofMenomonee)

# 2023: Red Cedar Partnership Report Recap



## Program Partners

**Red Cedar Lakes Association | Chetek Lakes Protection Association | UW-Stout | Tainter Lake Rehabilitation District | Wisconsin DNR | Dunn County Land & Water Conservation Division | Landmark Conservancy | Hay River Farmer-Led Watershed Council | City of Menomonie | Barron County Soil & Water Conservation Dept. | Rusk County Land & Water Conservation Dept. | Chippewa County Land Conservation & Forest Management Dept. | Farmers of Barron County Watersheds | 3M | UW-Madison Division of Extension | Natural Resources Conservation Service | Red Cedar Farmer Led Groups and Farmers Union**



## Report Highlights

- ✓ **Phosphorus levels in the Red Cedar River below the dam in Menomonie are going down.**
- ✓ **Nitrate levels in the Red Cedar River below the dam in Menomonie have stopped rising after years of increases, but they are still worryingly high.**
- ✓ **We still have a lot of work to do to see more positive changes in water quality!**

## Partner Impacts

**Red Cedar Lakes Association :** Continuing its management of Curly Leaf Pondweed (CLP).

**Chetek Lakes Protection Association:** Focused on education, shoreline protection, lake weed and algae management.

**Tainter Lake Rehabilitation District:** Granted official status by the Dunn County Board of Supervisors in February of 2023.

**Dunn County Land & Water Conservation Division:** Implemented conservation practices and managed grants for programs within the watershed.

**City of Menomonie:** construction project at the wastewater treatment plant focused on reducing the amount of phosphorus in the discharge.

**Barron County Soil & Water Conservation Dept. :**

Conducted inspections for Farmland Preservation.

**Rusk County Land & Water Conservation Dept. :**

Working with WDNR to begin a dam-rebuild project on Betty Lake/Pigeon Creek dam.

**Chippewa County Land Conservation & Forest**

**Management Dept.:** Assisted in nutrient management planning and cover crop installation.

**3M:** Converted leased farmland to low-maintenance ground cover.

**UW-Stout:** LAKES REU hosted their second cohort of students under their current 3-year funding.





Source: Focus on Energy Blog

## **CLEAN ENERGY SUCCESS STORIES: THE CITY OF MENOMONIE ADVANCES SUSTAINABILITY GOALS**

**Facility Manager's Meetings hosted by the City of Menomonee for local businesses to gather to learn more about energy efficiency and renewable energy projects.**

*Photo Credit: Bill's Distributing in Menomonee*

The City of Menomonee is leveraging stakeholder partnerships and grant resources to focus on energy-saving programs and achieve carbon-free municipal facilities by 2050. Megen Hines, Menomonee's Environmental Program Coordinator, has led the city's energy and sustainability initiatives. The city's Comprehensive Plan integrates energy efficiency into strategic planning efforts, targeting public buildings, local businesses, residents, and educational institutions. These programs help the community save money on energy, conserve natural resources, and reduce the energy burden on underserved households.

Megen shares that grant and funding opportunities have been crucial to Menomonee's success. With support from their utility, Xcel Energy, and a strong relationship with their Focus on Energy Advisor, Menomonee created and implemented a two-year Energy Action Plan. Additionally, after receiving the Public Service Commission's Energy Innovation Grant, the city was able to complete significant portions of ongoing projects ahead of schedule.

Menomonee's strategic sustainability plan has garnered widespread vocal support and resulted in tangible successes. The city's commitment to sustainability is evident in preserving over 350 acres of green space in local parks and in converting traffic signals, runway lights, and lighting in public buildings, such as the library and fire station, to LEDs. As other communities across the state develop their own environmental sustainability goals and initiatives, Wisconsin will continue to experience substantial energy and natural resources savings.

16-Sep-24

2024 Claims

BAYSIDE PRINTING

DIGGERS HOTLINE

E O JOHNSON

EMPLOYEE

EMPLOYEE

GENERAL COMMUNICATIONS

MANPOWER

STATE LABORATORY OF HYGIENE

TRANSPORT DÉCOR

XCEL ENERGY

Description

WATER UTILITY CUST ACCTS - ACCT & COLL EXP OUTSIDE SERVICES

STREET MAINTENANCE DUES

COMMUNITY SERVICES UNIFORMS PROTECTIVE SHOES

SOLID WASTE & RECYCLING GRANT EXPENSE

POLICE VEHICLES RADIOS CHANGEOVER

TREASURER WAGES

WATER TREAT - LABOR & EXPENSE LAB SERVICES

POLICE VEHICLES RADIOS CHANGEOVER

STREET LIGHTING NEW LIGHTS, WATER PUMPING MISC EXP ELECTRICITY,

Total Invoice

Amt Overdrawn

\$43.76

\$385.50

\$92.16

\$1,309.11

\$1,031.01

\$181.95

\$181.95

\$16.08

\$16.08

\$13,272.02

\$13,272.02

\$1,353.76

\$1,353.76

\$29.00

\$29.00

\$289.00

\$289.00

\$2,930.01

\$22.45

Total

\$19,766.43

\$16,331.19

2024 Parking Utility Claims

IPS

USPS

Description

AUG 2024 FEES

POSTAGE

Total Invoice

\$1,750.62

\$2.07

Parking

Total

\$1,752.69

9/12/24

**LICENSES – September 16, 2024**

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

Greater Menomonie Area Chamber of Commerce, 1125 N Broadway St  
Business After Hours – Ellsworth Cooperative Creamery, 3001 County Hwy B  
10/21/2024

**MOBILE FOOD ESTABLISHMENT:**

Stacked/Brewery Nonic, 621 4<sup>th</sup> St.

The Lunch Boxx, LLC, N8467 994<sup>th</sup> St., Colfax, WI 54730

Captain PJ's BBQ, LLC, 3021 Ingalls Rd.

Hopper's Mini Donuts, LLC, 4707 Hwy. 61 N., Suite 137, White Bear Lake, MN 55110

9/11/24