



CITY OF MENOMONIE

COUNCIL MEETING
CITY COUNCIL CHAMBERS

7:00 PM

Monday – February 3, 2025



City of Menomonie
800 Wilson Ave
1st Floor

AGENDA

Pledge of Allegiance

1. **Roll Call**
2. **Approval of Minutes**
3. **Public Comments**
4. **New Business**
 - a. Police Department Space Needs Study Presentation – discussion only (no action).
 - b. Proposed Ordinance 2025-02, Amending Title 6, Chapter 4, Section 11 of the City Code to allow On-Street Day Permit Parking in certain areas – discussion, possible introduction, possible waiver of 1st Reading, possible waiver of 2nd Reading and possible adoption.
 - c. Proposed Ordinance 2025-03, Amending Title 1, Chapter 9, Section 1A of the City Code to extend the deadline for submitting the annual Budget to Council to October 31 of each year – discussion, possible introduction, possible waiver of 1st Reading, possible waiver of 2nd Reading and possible adoption.
 - d. Proposed appointment of Zaria Whitacre as the Communications Specialist – discussion and possible action.
5. **Budget Transfers**
6. **Mayor's Report**
7. **Communications and Miscellaneous Business**
8. **Claims**
9. **Licenses**
 - a. Application for Combination Class "B" Beer and "Class B" Liquor License from B California Nunez, LLC (334 Main Street) – discussion and possible action.
 - b. Normal license list – discussion and possible action.
10. **Adjourn**

"PUBLIC ACCESS"

NOTE: Members of the public may continue to view City Council meetings via Zoom Teleconference /Video Conference or, over the internet by going to <https://zoom.us/join> (URL for Zoom meeting), or by calling 1 312 626 6799. The Access Code for the meeting is **863 6125 1838**. 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 – February 3 2025



4. New Business

- A. The results of the Police Department Space Needs Study will be presented to the City Council by the BKV Group. Chief Hollister and city staff will be available to answer any questions regarding the study. This information is for presentation only; no action is required.
- B. City Staff have prepared Ordinance 2025-02 amending Title 6, Chapter 4, Section 11 of the City Code to allow on-street day permit parking in certain areas. Staff will be available to answer Council questions as needed. If the City Council concurs with the proposed ordinance, the appropriate actions are:
 - a. ***Introduce Ordinance 2025-02, an Ordinance Amending Title 6, Chapter 4, Section 11 of the City Code to Allow On-Street Day Permit Parking in Certain Areas.***
 - b. ***Waive the 1st Reading of Ordinance 2025-02, an Ordinance Amending Title 6, Chapter 4, Section 11 of the City Code to Allow On-Street Day Permit Parking in Certain Areas.*** (simple majority)
 - c. ***Waive the 2nd Reading of Ordinance 2025-02, an Ordinance Amending Title 6, Chapter 4, Section 11 of the City Code to Allow On-Street Day Permit Parking in Certain Areas.*** (simple majority)
 - d. ***Adopt Ordinance 2025-02, an Ordinance Amending Title 6, Chapter 4, Section 11 of the City Code to Allow On-Street Day Permit Parking in Certain Areas.*** (simple majority)

C. City Staff have prepared Ordinance 2025-03 amending Title 1, Chapter 9, Section 1 A of the City Code to extend the deadline for submitting the annual budget to the City Council to October 31st of each year. Staff will be available to answer Council questions as needed. If the City Council concurs with the proposed ordinance, the appropriate series of actions are:

- a. ***Introduce Ordinance 2025-03, an Ordinance Amending Section 1-9-1 A of the City Code to Change the Date the Proposed Budget is to be Submitted to the Common Council by.***
- b. ***Waive the 1st Reading of Ordinance 2025-03, an Ordinance Amending Section 1-9-1 A of the City Code to Change the Date the Proposed Budget is to be Submitted to the Common Council by.*** (simple majority)
- c. ***Waive the 2nd Reading of Ordinance 2025-03, an Ordinance Amending Section 1-9-1 A of the City code to Change the Date the Proposed Budget is to be Submitted to the Common Council by.*** (simple majority)
- d. ***Adopt Ordinance 2025-03, an Ordinance Amending Section 1-9-1 A of the City Code to Change the Date the Proposed Budget is to be Submitted to the Common Council by.*** (simple majority)

D. The Mayor recommends appointing Zaria Whitacre for the position of Communication Specialist. If the City Council concurs with this appointment, the appropriate motion would be to ***Approve the Appointment of Zaria Whitacre for the Position of Communication Specialist*** (simple majority).

5. Budget Transfers

As of this writing, no budget transfer requests have been received.

If any budget transfers are identified, a revised list will be distributed before the meeting. In that case, the appropriate motion would be to ***Approve the Revised Budget Transfers, as Presented*** (roll call vote).

7. Communications

The City will be hosting Winter Glow at Wolske Bay Park on Saturday February 8 from 4pm to 9pm. The hill section of Wolske Bay Road will be closed all day. The Wolske Bay parking lot will be reserved for handicapped parking. A shuttle will be provided from the Lakeside Park parking lot from 4pm to 9pm.

City Staff have prepared an update regarding the crash history on Stout Road before and after the Two Way Left Turn Lane (TWLTL) conversion. This information is for presentation only; no action is required.

8. Claims

The Claims list is enclosed in the packet. If the City Council supports paying the claims, the appropriate motion would be to **Approve the Claims List, as Presented** (roll call vote).

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

9. Licenses

- A. Enclosed is the application for a Combination Class "B" Beer and "Class B" Liquor License from B California Nunez, LLC (334 Main Street). The existing licenseholder will surrender the existing license upon approval of this application. Staff will be available to answer any questions the Council may have. If the Council supports awarding the license to B California Nunez, the appropriate motion would be **Approve the Combination Class "B" Beer and Class "B" Liquor License for B California Nunez, LLC.** (simple majority)
- B. The packet includes a normal license list. If the City Council supports the licenses' approval, the appropriate motion would be to **Approve the Normal License List, as Presented** (simple majority).

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

OFFICIAL COUNCIL PROCEEDINGS

A regular meeting of the City Council of the City of Menomonie, Dunn County, Wisconsin, was held in open session on January 21, 2025 and called to order by Mayor Knaack at 7:00 p.m. in the City Council Chambers. The following members were present: Sutherland, McCullough, Schwebs, Gentz, Solberg, Schlough, Erdman, and Sommerfeld. Luther, Crowe, and Yonko were absent.

SPECIAL RECOGNITIONS – The Mayor presented awards to Mike Schendel and Joe Jax in recognition of their dedicated service to the City of Menomonie, including their contributions on the Urban Forestry Board and in other capacities. The Mayor also presented a proclamation recognizing January 20, 2025 as Martin Luther King Jr. Day in the City of Menomonie.

MOTION made by Erdman, seconded by Schlough, and carried unanimously to approve the minutes of the January 6, 2024 council meeting.

PUBLIC HEARING – None

PUBLIC COMMENTS – Michael Conzemius, representing SPA Preparties, LLC was present to address council with any questions regarding agenda item 4(b). Justin Utpadel, and Erik Guenard, representing UW-Stout were present to answer any questions from council regarding agenda item 4(d).

ORDINANCE - MOTION was made by Schlough to **INTRODUCE** Ordinance 2025-1, to Amend Title 9, Chapter 3, Section 3. Motion to waive the first reading was made by McCullough, seconded by Sutherland, and carried. Motion to waive the second reading was made by Erdman, seconded by Sommerfeld, and carried. Motion to adopt Ordinance 2025-1 to amend Title 9, Chapter 3, Section 3 was made by Schlough, seconded by Sommerfeld and carried unanimously.

MOTION was made by Erdman, seconded by Sommerfeld to waive the rules to allow Michael Conzemius, representing SPA Properties, LLC, to address council. Motion was made by Sommerfeld, seconded by Sutherland and carried unanimously on roll call vote to approve the purchase and sale agreement between the City of Menomonie and SLP Properties, LLC for 29 acres on 59th Street NE in the amount of \$1,160,000.

MOTION made by McCullough, seconded by Sutherland, and carried unanimously to approve the street lighting, traffic signals, and pedestrian signals agreement with Dunn County and the Wisconsin Department of Transportation.

NO ACTION taken on the presentation from UW-Stout regarding their long-range plan.

NO ACTION taken on the Dunn Economic Development partnership work plan update from Adam Accola.

MOTION made by Erdman, seconded by Schlough, and carried unanimously to approve the Special Event permit for Ride Across Wisconsin on July 12, 2025, contingent upon receiving a certificate of insurance.

BUDGET TRANSFERS – None

MAYOR'S REPORT – The Mayor shared that there will be a special event to celebrate Wolske's Bay lights and Winter Wonderland, with shuttle busing from Lakeside park to the Wolske Bay area, February 7 or 8, 2025.

COMMUNICATIONS AND MISCELLANEOUS BUSINESS – City Administrator, Eric Atkinson shared with council the adjusted dates for City Council meetings from February 2025 through December 2025. The Red Cedar Watershed Conference will be taking place on March 13, 2025 and any City Council member is invited to attend with a ticket provided by the City. Public Works Director, David Schofield, shared that there has been a press release regarding Quarter 4, 2024 Utility Bills, in response to the delay in distributing utility bills, the updated payment deadline due to the delay, and an explanation of how the utility charges are now being shown in utility bills.

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

JANUARY 21, 2025 CLAIMS

BARTINGALE MECHANICAL	\$498.64
BREMER	\$421.59
CITY OF MENOMONIE	\$23,270.37
COLFAX MESSENGER	\$590.60
DIGGERS HOTLINE	\$90.66
EO JOHNSON	\$146.04
GIBSON AVIATION	\$758.43
J.F. AHERN	\$1,625.00
MANPOWER	\$448.88
MAUG CLEANING	\$1,750.00
MSA	\$552.50
PRIMADATA	\$2,523.99
REALIVING	\$2,550.00
VERIZON	\$3,560.72
WISCONSIN STATE LAB OF HYGIENE	\$29.00
XCEL ENERGY	\$16,795.14
TOTAL	\$55,611.56
2025 PARKING UTILITY CLAIMS	
CITY OF MENOMONIE	\$773.30
PARKING TOTAL	\$773.30

LICENSES – January 21, 2025

MOTION was made by Erdman, seconded by McCullough, and carried unanimously to approve the following license:

LICENSE YEAR – 2025 (expires December 31, 2025)

SECONDHAND ARTICLE:

K. Chucks Powersports & Consignments, LLC, 3206 State Rd 2

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

Kate Martin, City Clerk



City of Menomonee
Eric M. Atkinson

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

TO: Mayor Knaack & City Council
FROM: Administrator Atkinson
SUBJECT: Police Department Space Needs Study
DATE: January 30, 2025
ATT: Study

The City of Menomonee contracted the BKV Group to conduct a space needs study for the Menomonee Police Department to understand the department's current and future needs. Architect Paul Michell will present the study's findings to the City Council. A copy of the presentation was included for your review. Chief Hollister will also be present if the Council has questions.

No action is needed at the conclusion of the presentation.



Paul Michell, AIA

Partner-in-Charge

Paul brings 25 years in planning and delivering complex public facilities. He demonstrates an unparalleled level of commitment to high-quality design, a team-oriented approach, and influential leadership which contributes to functional, enduring, and purposeful facilities that enrich the community while meeting the client's operational, budgetary, and schedule goals. Paul is passionate about community and public safety projects and understands the sensitive nature of local government decision making and delivering value for tax-dollars spent.

EDUCATION

University of Kansas, Bachelor of Architecture, School of Architecture and Urban Design

REGISTRATIONS

Registered Architect

YEARS OF EXPERIENCE

25+

AWARDS

Pittsburg Police & Court Facility
- 2010 Associated General Contractors of Kansas - Award of Excellence Crossland Construction

Daytona Beach Police Headquarters - 2009 Associated Builders & Contractors (Central Florida Chapter) - Excellence in Construction, Eagle Award, Ajax Building Corporation

RELEVANT EXPERIENCE

Eden Prairie Police Station Renovation, Eden Prairie, MN

Hays Kansas Police Station, Hays, KS

Red Wing Police Needs Assessment, Red Wing, Mn

St Louis Park Police Needs Assessment Study, St Louis Park, Mn

Wayzata Public Safety Needs Assessment Study, Wayzata, Mn

Menomonie Police Needs Assessment Study, Menomonie, WI

Edina Community Health & Safety Facility & Fire Station #2, Edina, MN

Waconia Fire Station, Waconia, MN

Lansing Fire Station #2, Lansing MI

Lansing Fire Station #9, Lansing MI

Lansing Fire Training, Lansing MI

Lansing New Public Safety Center, Lansing, MI

Waite Park Public Safety Facility, Waite Park, MN

Winona Public Safety Facility Study, Winona, MN

Chanhassen Civic Campus CH/Senior Center, Chanhassen, MN

International Falls Municipal Facilities Study, International Falls MN

South St. Paul, Master Plan & Needs Analysis, South St. Paul, MN

Olathe Fire Stations Masterplanning & Site Evaluations, Olathe, KS*

Lee's Summit Fire Station No. 4 & No. 5, Lee's Summit, MO*

Shawnee Fire Station No. 71 & No. 73, Shawnee, KS*

Andover New Fire Station and Headquarters, Andover, KS*

Andover Fire Station Renovations, Andover, KS*

Andover Fire and Police Study, Andover, KS*

Papillion Fire Station No. 2, Papillion, NE*

Springfield Police, Fire & City Hall Study, Spring Hill, UT*

Joplin Fire Station No. 7, Joplin, MO*

Highland Police, Fire and City Hall Study, Highland, IN*

Norfolk Police Headquarters Renovation & Expansion, Norfolk, NE*

O'Fallon Regional Law Enforcement Training Center, O'Fallon, MO*

O'Fallon Justice Center Needs Assessment Study, O'Fallon, MO*

Great Bend Justice Center, Great Bend, KS*

Wichita East Patrol Station, Wichita, KS*

MENOMONIE POLICE DEPARTMENT

Facilities Space Needs Assessment

February 3, 2025

City Council Update



BKV
GROUP



AGENDA

- Project Process
- Site Location
- Operational Assessment
- Space Needs Assessment
- Master Planning
- Cost Estimates
- Recommendations / Next Steps



PROJECT PROCESS

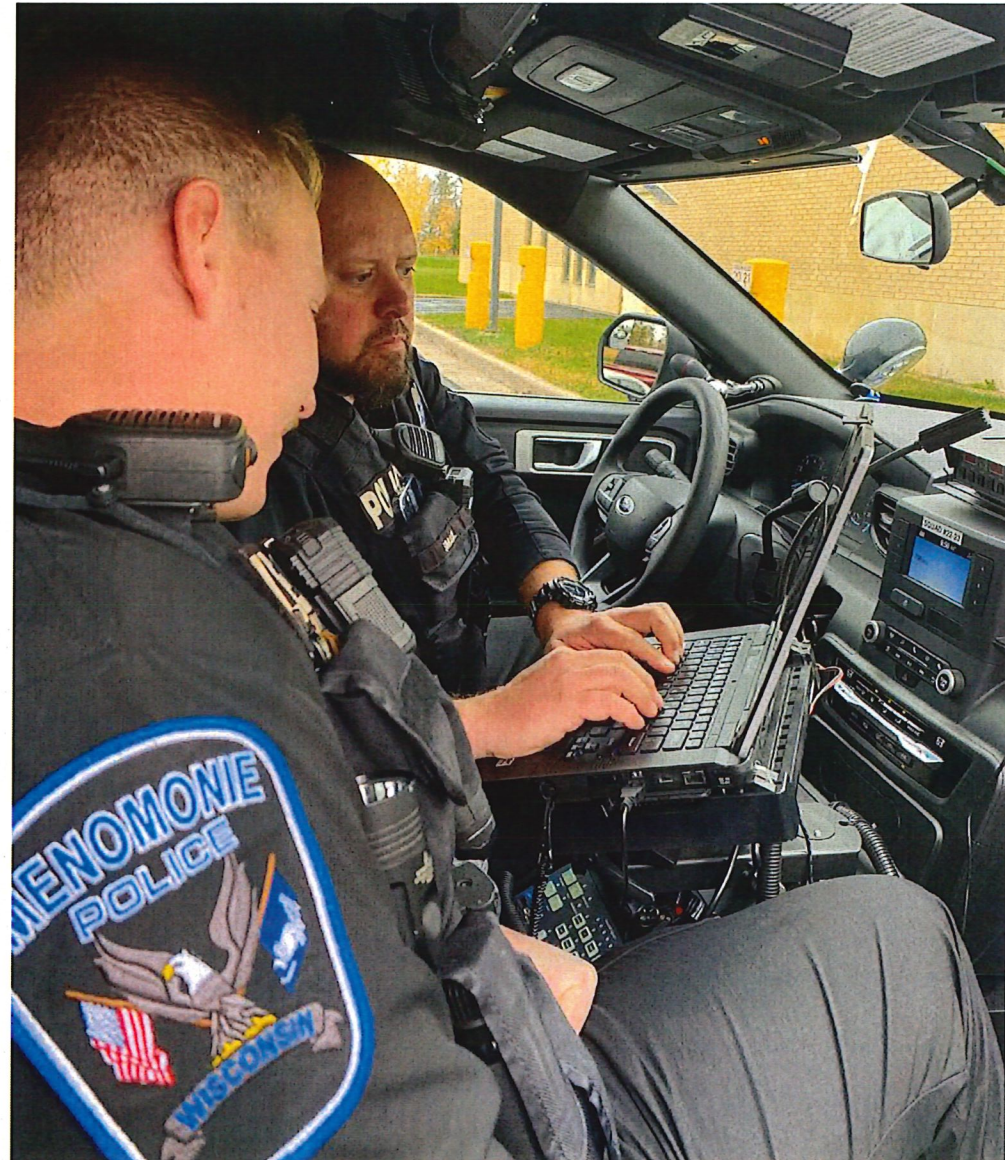


PROJECT PROCESS

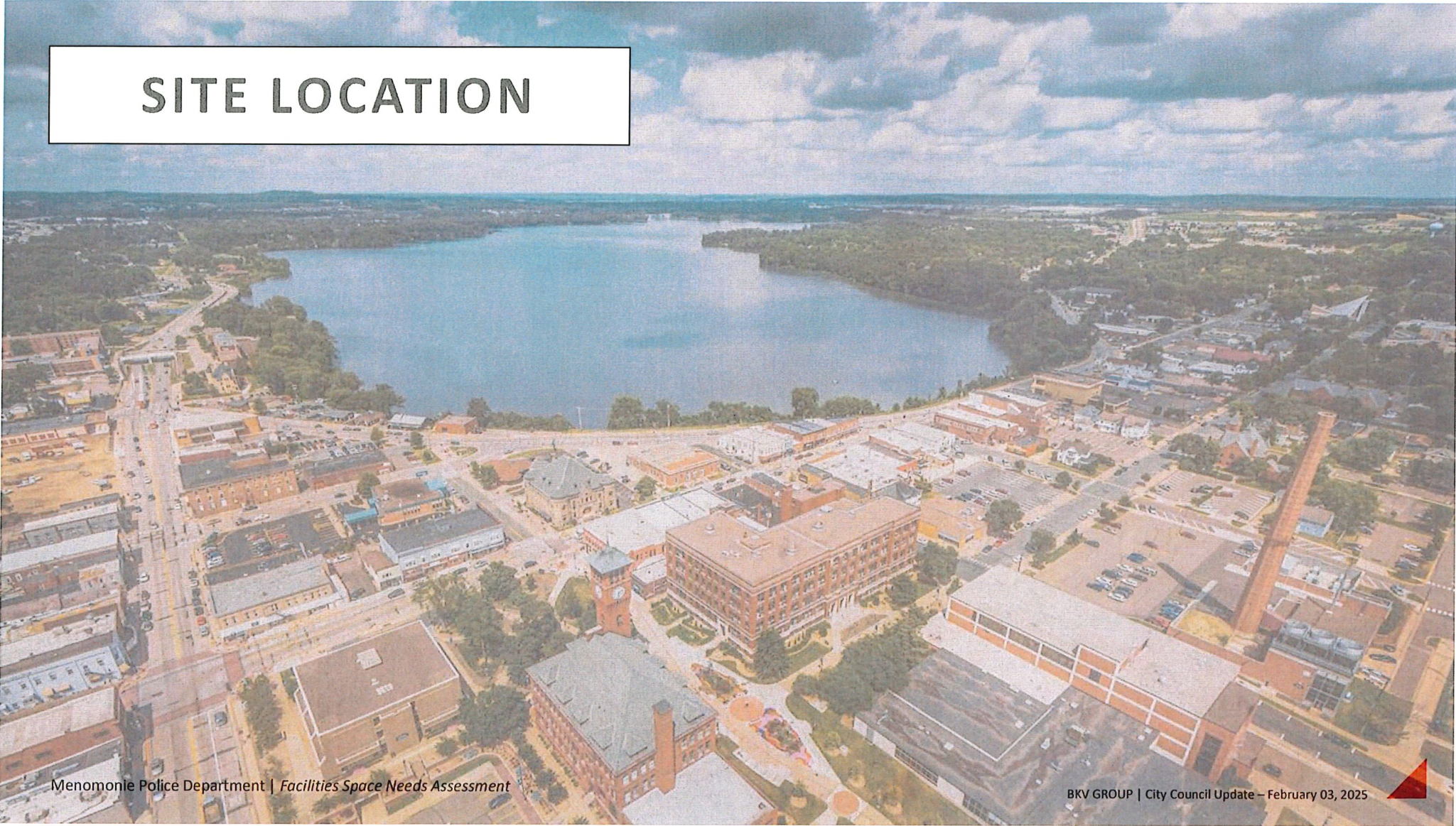
Tasks completed to date:

- Facility Tours & Operational Assessment
- Staff Surveys
- Space Programming
- Master Planning / Site Feasibility
- Cost Estimating

Menomonie Police Department | *Facilities Space Needs Assessment*



SITE LOCATION



SITE LOCATION



OPERATIONAL ASSESSMENT



OPERATIONAL ASSESSMENT

Public Wayfinding and Safety

- Confusing public wayfinding to lobby.
- Lobby area is undersized with inadequate space to hold sensitive conversations or provide separation between offenders and witnesses.
- No ballistic resistant glazing at public lobby reception or records windows.

Shared Facility w/ Inadequate Space

- Menomonie Police Department and Dunn County Sheriff and Jail share facilities and entry.
- Police have outgrown the area available to them, and their facilities do not provide adequate functions for ideal operations based on national best practices.
- Long term growth and space needs are constrained by the existing facilities.



Shared public entrance to the Menomonie Police Department, Dunn County Sheriff, and Jail.



Public circulation corridor beyond police entry has no visible connection to police and minimal or unclear wayfinding.



Public lobby for police reception is undersized, lacking adequate space for conversations and separation of visitors.



Public lobby for police reception does not provide a welcoming or inviting approach.

OPERATIONAL ASSESSMENT

Lack of Operational Space

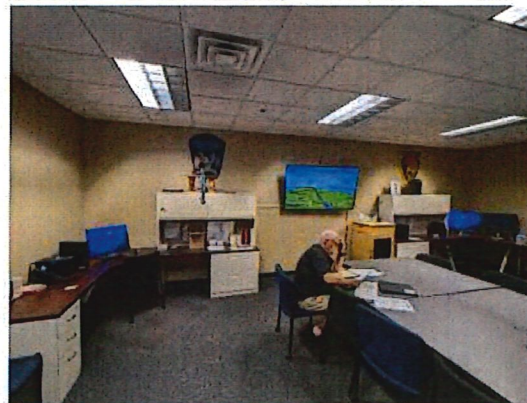
- Current meeting room is undersized (seats 20-24) with poor acoustical separation between rooms, and no technology to function well as an EOC.
- Large-scale (50+) public meeting room required.
- Only one soft interview room directly off public lobby, with minimal acoustical separation.
- A space for defensive tactical training is not provided on site, limiting the availability and frequency available to officers for training.
- Garage space is not available to accommodate the fleet of squad vehicles, requiring them to be stored outside, resulting in time spent clearing snow/ice, added fuel costs from running vehicles to maintain proper temperature for the sensitive equipment and medical supplies stored within, and potential for vandalism/theft.



Staff conference room and major case room.



Shared training room / Emergency Operations Center (EOC).



Patrol report writing and workspace.



Parking lot utilized by staff and squad vehicles.

OPERATIONAL ASSESSMENT

Lack of Personnel Space

- Locker rooms cannot accommodate the current staffing levels nor any additional staff.
- No dedicated break room. Utilizes an unfinished storage with assortment of furniture.
- Make-shift bunk space is not setup to encourage quality rest as it is shared with server/data equipment racks that produce excessive heat and noise.



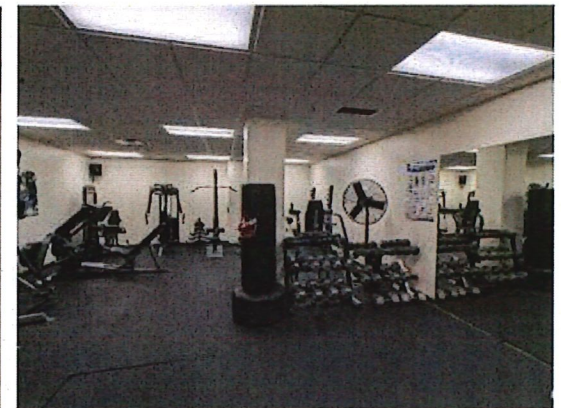
Locker room.



Staff break room and briefing room located within mudroom



Department quiet room / bunk room setup within data room.



Shared fitness room.

OPERATIONAL ASSESSMENT

Lack of Storage Space

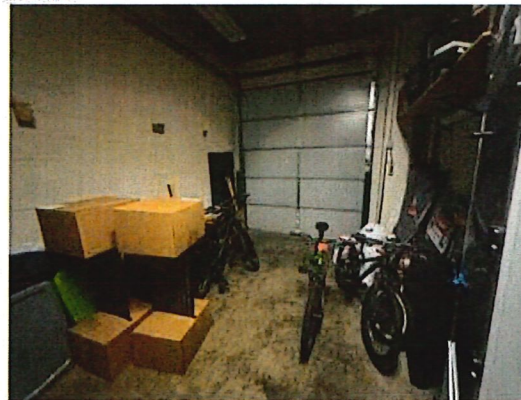
- General lack of available storage space in facility.
- Field support equipment is stored and intermixed with the archive files storage room. Equipment should be stored in a dedicated space with direct easy access to the squads.
- Inadequate storage or workspace to maintain “new” technology such as drones and robotics.
- No dedicated armory space that is secure and access controlled.



Archive files storage room also used for field equipment storage.



Overflow evidence storage lockers within garage bay.



Vehicle evidence bay currently utilized for overflow storage.



Patrol personal storage located within mudroom space.

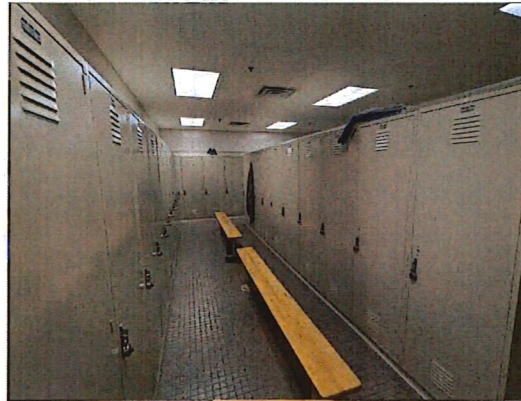
OPERATIONAL ASSESSMENT

Indoor Air Quality (IAQ) Concerns

- Proper HVAC controls are important to maintain healthy indoor air quality levels.

Needs include:

- Proper ventilation in evidence processing and storage areas to mitigate exposure to harmful substances, including a dedicated room exhaust and fume hood for extraction.
- Ventilation within the weapon cleaning area to remove potentially harmful fumes and lead.
- Adequate ventilation in locker and shower rooms to control humidity and odors.



Locker room.



Evidence intake & processing space.

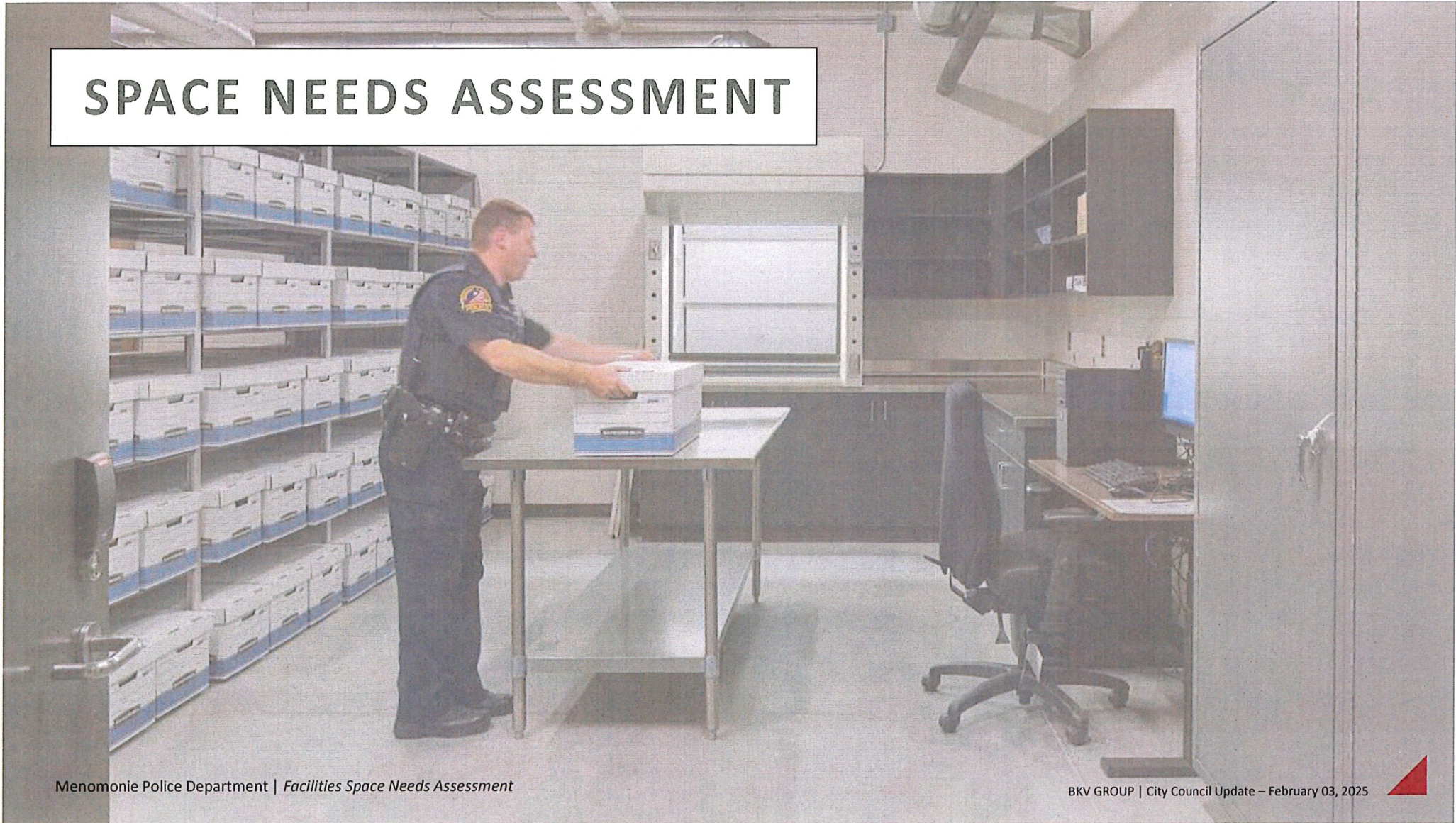


Locker room.



Patrol overflow lockers within mudroom space.

SPACE NEEDS ASSESSMENT



PROGRAM

- Space planning for at least 30-year projected operational needs.
- 21-stall squad garage.
- Dedicated police training facilities, including Defensive Tactical (DT) training.
- Dedicated functions to support health & wellness.
- 100-person Community Room / E.O.C.
- Dedicated soft-interview rooms with physical and acoustical separation from public.
- Appropriate evidence processing and storage functions.

SUMMARY	PERSONNEL			SPACE NEEDS		
	2024 CURRENT STAFFING	20-YEAR PROPOSED NEED	30-YEAR PROPOSED NEED	2024 CURRENT NEED	20-YEAR PROPOSED NEED	30-YEAR PROPOSED NEED

Police Department Divisions							
1.00	ADMINISTRATION	4	5	5	1,789	2,016	2,016
2.00	RECORDS	4	6	7	1,357	1,638	1,724
3.00	PATROL	21	25	27	3,096	3,160	3,274
4.00	INVESTIGATIONS	8	11	12	3,372	3,642	3,642
5.00	EVIDENCE	0	0	0	3,068	3,068	3,068
6.00	HARD INTERVIEW				358	358	358
7.00	TRAINING				2,930	2,930	2,930
8.00	FLEET				8,848	9,648	10,448
9.00	PUBLIC AREAS				6,713	6,713	6,713
10.00	COMMON AREAS				3,211	3,483	3,541
11.00	BUILDING SERVICES				1,284	1,284	1,284
Subtotal, Personnel & Space:		37	47	51	36,025	37,939	38,997

TOTAL PROPOSED USABLE SF		36,025	37,939	38,997
Building Envelope Factor	12%	4,323	4,553	4,680
TOTAL PROPOSED GROSS SF (POLICE)		40,348	42,492	43,677

EXISTING FACILITY SPACE SUMMARY

Dedicated police-only functions: 9,600 SF*

Shared police and county functions: 3,300 SF*

*Does not include mechanical or electrical service areas, which increase the GSF of final building.

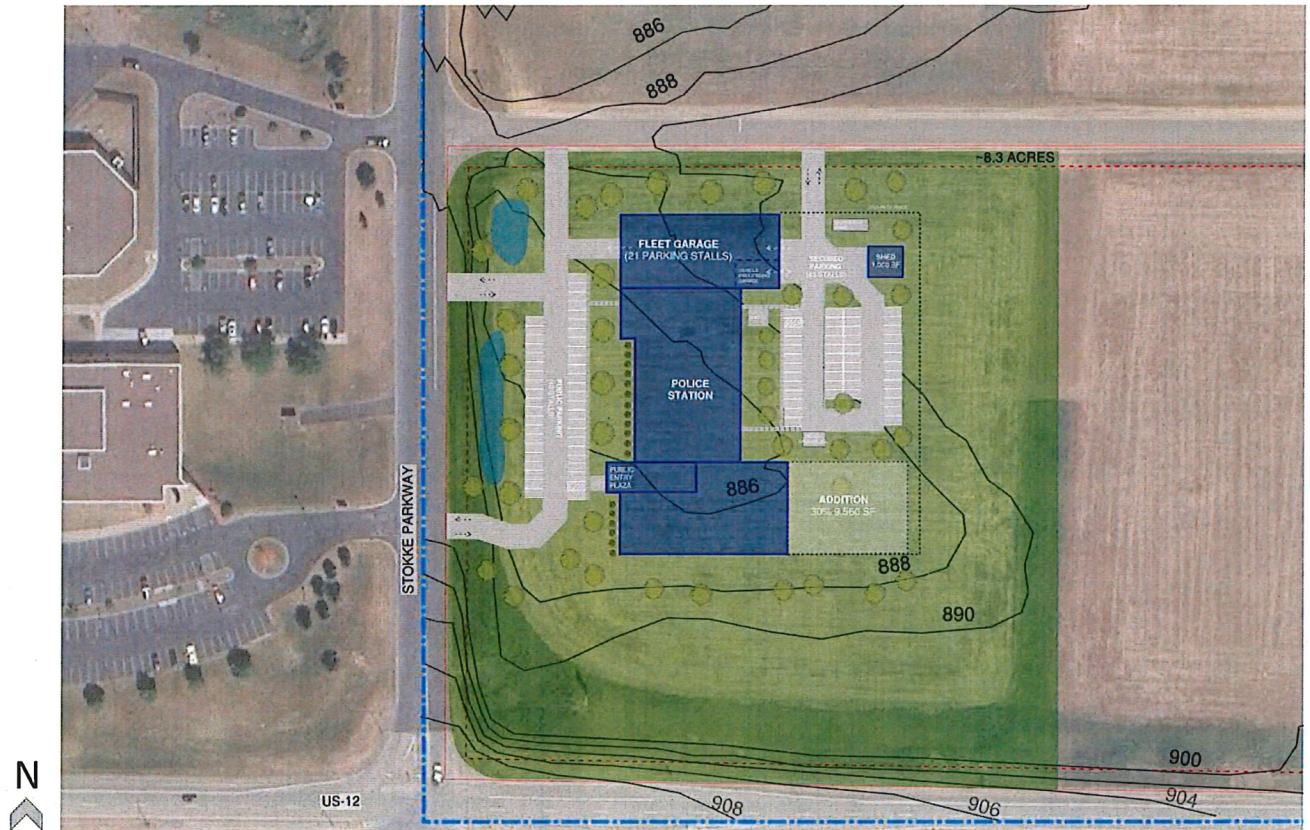
Current facility provides 22% of the identified space needs *within the dedicated police-only functions (30% including shared).*

MASTER PLANNING



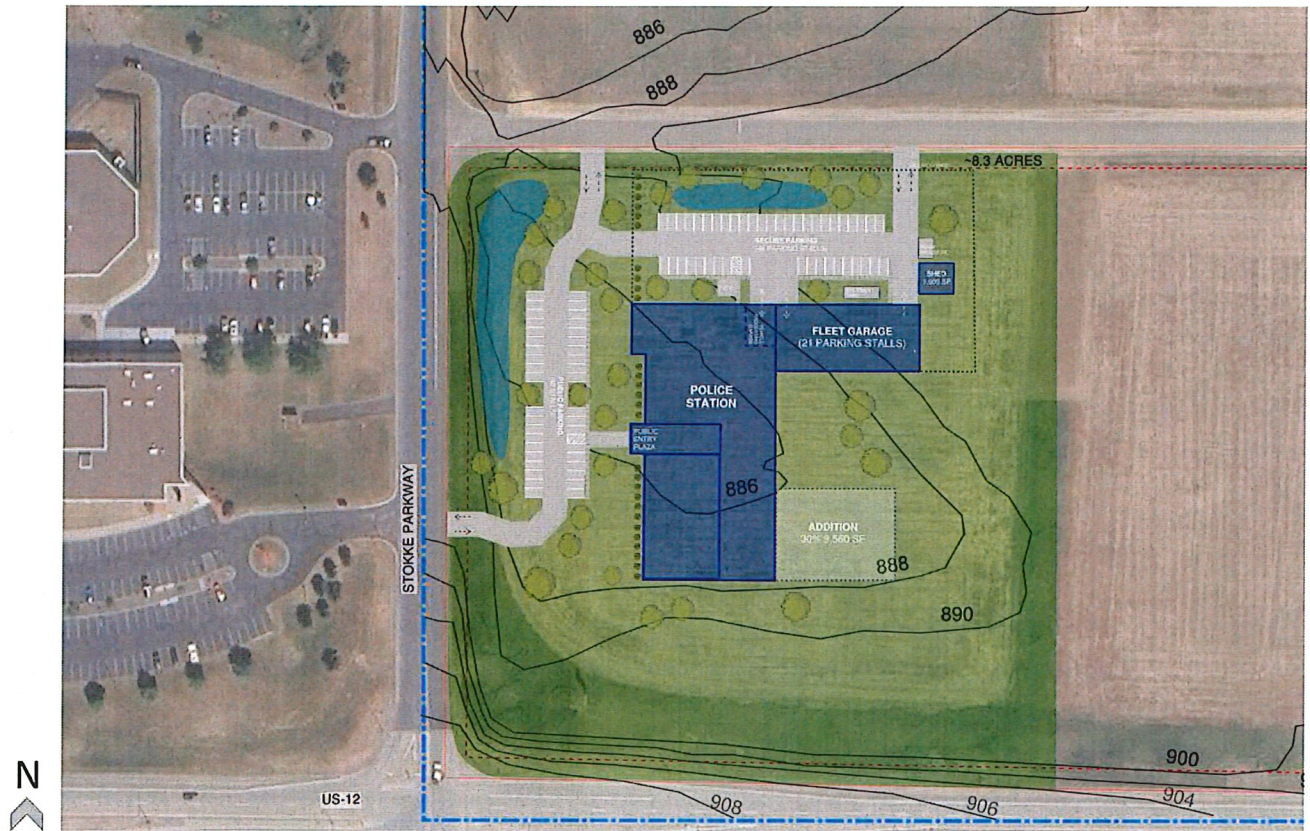
MASTER PLANNING – OPTION 1

- Single-story building.
- Footprint sits furthest north to allow buffer zone from US-12.
- Public entrance faces Stokke Pkwy.
- Staff parking in secure fenced area.
- Fleet garage located to the north with unobstructed response path to public roadway.
- Site area allows for future expansion of facility, if needed.



MASTER PLANNING – OPTION 2

- Single-story building.
- Centered public entrance on Stokke Pkwy with public functions facing US-12.
- Building footprint centered within site, allowing for desirable landscape buffer from roadways and screening of staff parking from US-12.
- Fleet garage entrances are fully located within secure yard area.
- Site area allows for future expansion of facility, if needed.

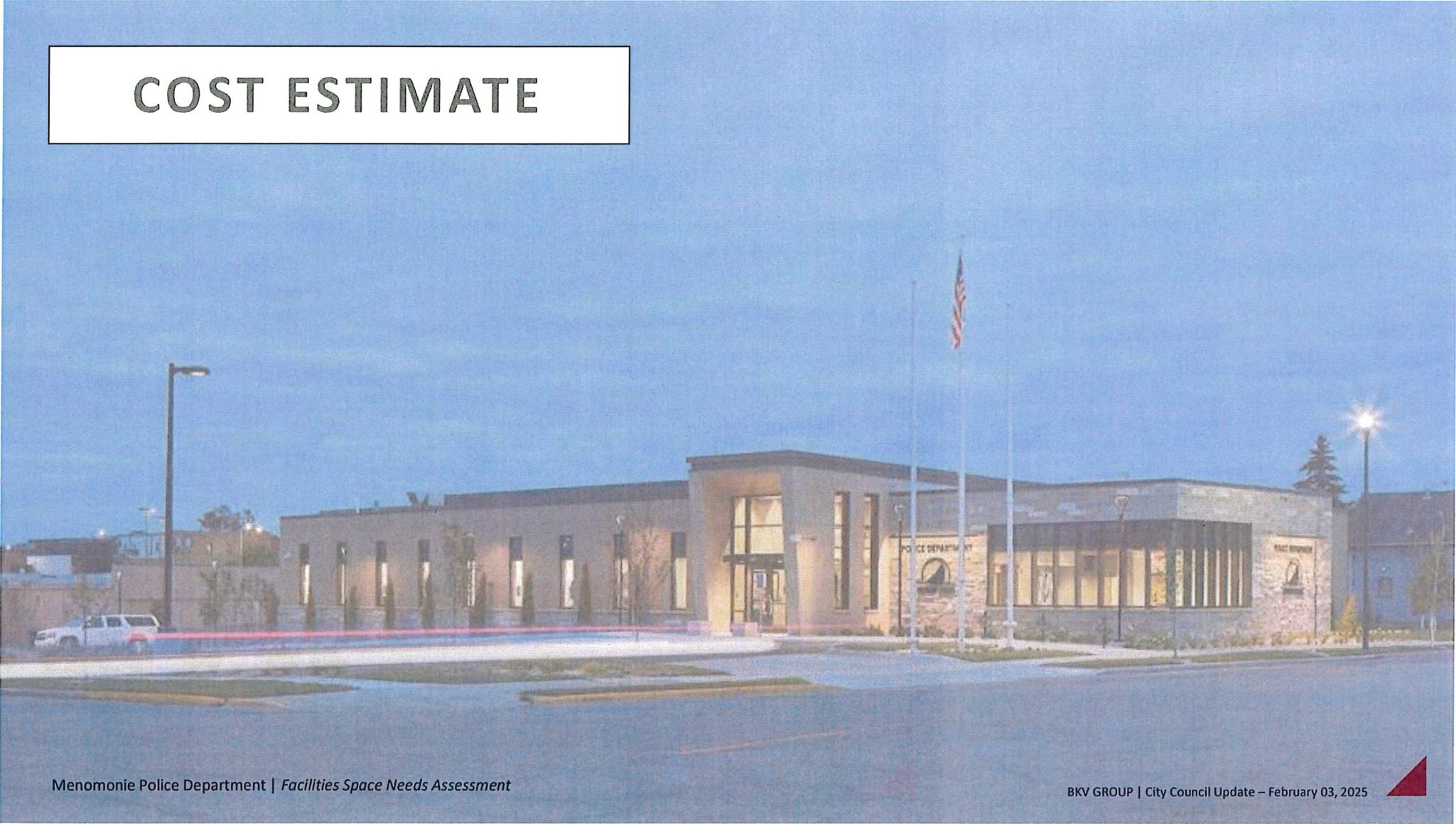


MASTER PLANNING – OPTION 3 (PREFERRED OPTION)

- Single-story building.
- Public site access from north provides more gradual approach to building within existing topography.
- Building has strong presence along roadway with massing facing US-12.
- Building footprint allows desirable landscape buffer from roadways.
- Staff parking in secure fenced area, screened by building and landscape.
- Fleet garage entrances are fully located within secure yard area.
- Site area allows for future expansion of facility, if needed.



COST ESTIMATE

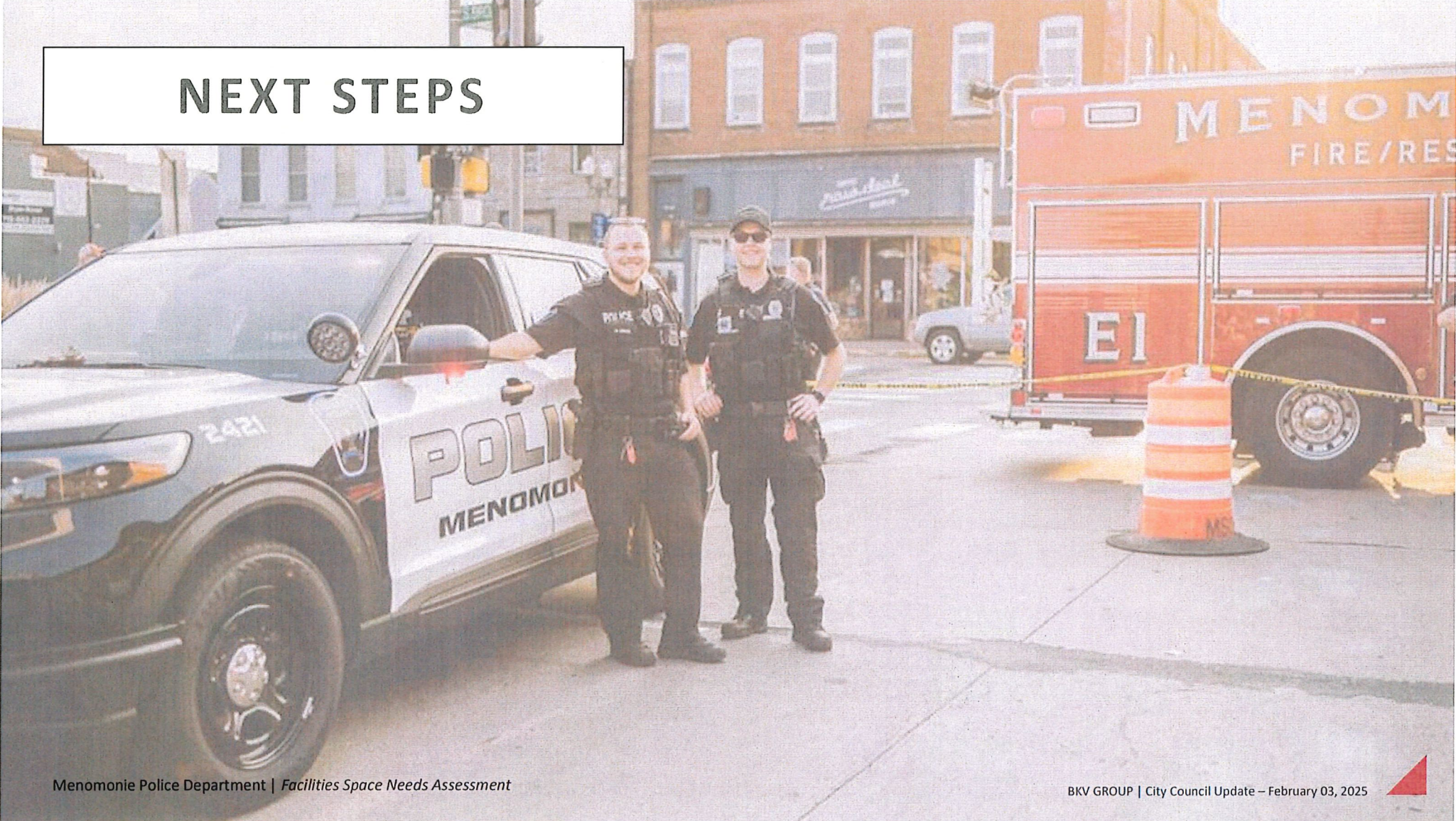


PRELIMINARY COST ESTIMATE

- Cost Estimate is based on Rough Order of Magnitude (ROM); utilizing historical construction cost data for similar local police stations.
- Soft Costs include costs not directly tied to the physical construction of the building; they include - Site Survey, Geotechnical, Inspections, Permits, A/E fees, Furniture, Specialty Equipment, etc.

Preliminary Cost Estimate		
Project: Menomonie, WI Police Needs Assessment	Prepared by BKV Group	
BKV Commission No: 2687-01	11/5/2024	
NEW CONSTRUCTION	Low	High
New Construction (Office Areas)	\$14,384,700	\$15,024,020
New Construction (Garage Areas - Ground Level)	\$3,217,775	\$3,334,785
Site Development & Utilities (Estimated 4 acre site)	\$2,090,880	\$2,613,600
Sub Total Construction Cost:	\$19,693,355	\$20,972,405
Design & Construction Contingency (15%)	\$2,954,003	\$3,145,861
Total Construction Cost (2025):	\$22,647,358	\$24,118,266
Escalation (5% per year_2026)	\$1,132,368	\$1,205,913
Soft Costs (20%)	\$4,755,945	\$5,064,836
Site Acquisition Cost (Estimated \$40,000/acre)	\$160,000	\$160,000
Sub Total Project Cost:	\$28,695,671	\$30,549,015
Cold Storage Building	\$66,000	\$77,000
Total Project Cost:	\$28,761,671	\$30,626,015

NEXT STEPS



NEXT STEPS

- Review financial options
- Work with staff to determine path forward





BKV
GROUP



TO: Mayor Knaack & City Council
FROM: Administrator Atkinson
SUBJECT: Ordinance 2025-02, Amending Title 6, Chapter 4, Section II
DATE: January 30, 2025
ATT: Parking Map & Ordinance 2025-02

The City of Menomonie Parking Utility Commission has been working on creating additional daytime and nighttime parking spaces. Recently, the Utility recommended Ordinance 2025-02, an ordinance that amends Title 6, Chapter 4, Section II to allow persons with day permits to park in specific identified on-street metered spaces. If the Council approves the ordinance amendment, it will free up areas in municipal parking lots for overnight parking.

A copy of the ordinance amendment was included in your packet for review and consideration.

If the Council supports the ordinance amendment, the appropriate actions are:

- *Introduce Ordinance 2025-02, an Ordinance Amending Title 6, Chapter 4, Section II of the City Code to Allow On-Street Day Permit Parking in Certain Areas.*
- *Motion to Waive the 1st Reading of Ordinance 2025-02, an Ordinance Amending Title 6, Chapter 4, Section II of the City Code to Allow On-Street Day Permit Parking in Certain Areas.* (simple majority)
- *Motion to Waive the 2nd Reading of Ordinance 2025-02, an Ordinance Amending Title 6, Chapter 4, Section II of the City Code to Allow On-Street Day Permit Parking in Certain Areas.* (simple majority)
- *Motion to Adopt Ordinance 2025-02, an Ordinance Amending Title 6, Chapter 4, Section II of the City Code to Allow On-Street Day Permit Parking in Certain Areas.* (simple majority)

Proposed On-Street Day Permit Parking Areas

February 3, 2025

100 Block of 6th Ave. E

300 Block of Crescent Ave.

500 Block of S. Broadway

PARKING DELINEATIONS			
22	HANDICAP	791	CITY PARKING LOTS
82	24 HOUR	889	STOUT PARKING LOTS
138	LOT PERMIT		PRIVATE PARKING LOTS
321	4 HOUR		
46	KIOSK (8 HOUR)		
333	2 HOUR		
5	45 MIN		
12	15 MIN		

South Half 700 Block of 4th St. E

300 Block of Wilson Ave E.

400 Block of Wilson Ave E.

500 Block of Wilson Ave E.



ORDINANCE 2025- 02 OF THE ORDINANCES FOR THE CITY OF MENOMONIE FOR 2025.

An ordinance creating Section 6-4-11 A. 4. d. of the City Code regarding day parking permits for parking meter spaces.

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

Section 1. Section 6-4-11 A. 4. d. of the City Code is hereby amended in its entirety to read as follows:

6-4-11 PARKING METERS:

A. Installation And Use:

...

4. Unlawfully Parked Vehicles; Exception

...

d. This restriction shall not apply between the hours of 7:00 a.m. to 5:00 p.m. for vehicles parking in the: 500 Block of S. Broadway; 100 Block of 6th Avenue East; south half of 700 Block of 4th Street East; 300, 400, and 500 Blocks of Wilson Avenue East; and 300 Block of Crescent Street, when said vehicles are displaying a valid day parking permit issued by the City Treasurer-Comptroller in the front right windshield of said vehicle.

...

Section 2. This ordinance shall take effect April 1, 2025, after publication as provided in Section 62.11(4)(a), Wisconsin Statutes.

INTRODUCED _____

APPROVED THIS 3rd DAY

FIRST READING _____

OF FEBRUARY, 2025

SECOND READING _____

MAYOR, RANDY KNAACK

PASSED _____

PUBLISHED _____

SUBMITTED BY:

ATTEST _____

CITY CLERK, CATHERINE MARTIN

ALDERPERSON



TO: Mayor Knaack & City Council
FROM: Administrator Atkinson
SUBJECT: Ordinance 2025-03, Amending Title 1, Chapter 9, Section 1 A
DATE: January 30, 2025
ATT: Ordinance 2025-03

The City of Menomonie Administration recommends amending Title 1, Chapter 9, Section 1A to require the mayor to submit a proposed budget presenting a financial plan for the ensuing fiscal year to the City Council on or before October 31. The current ordinance requires submission on or before October 15. However, the date of October 15 may not be practical due to how the third Monday may fall on a calendar.

A copy of the ordinance amendment was included in your packet for review and consideration.

If the Council supports the ordinance amendment, the appropriate actions are:

- *Introduce Ordinance 2025-03, an Ordinance Amending Section 1-9-1 A of the City Code to Change the Date the Proposed Budget is to be Submitted to the Common Council by.*
- *Motion to Waive the 1st Reading of Ordinance 2025-03, an Ordinance Amending Section 1-9-1 A of the City Code to Change the Date the Proposed Budget is to be Submitted to the Common Council by. (simple majority)*
- *Motion to Waive the 2nd Reading of Ordinance 2025-03, an Ordinance Amending Section 1-9-1 A of the City Code to Change the Date the Proposed Budget is to be Submitted to the Common Council by. (simple majority)*
- *Motion to Adopt Ordinance 2025-03, an Ordinance Amending Section 1-9-1 A of the City Code to Change the Date the Proposed Budget is to be Submitted to the Common Council by. (simple majority)*

ORDINANCE 2025- 03 OF THE ORDINANCES FOR THE CITY OF MENOMONIE FOR 2025.

An ordinance amending Section 1-9-1 A. of the City Code to change the date the proposed budget is to be submitted to the common council by.

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

Section 1. Section 1-9-1 A. of the City Code is hereby amended to read as follows:

1-9-1 BUDGET SYSTEM:

A. Proposed Budget: On or before October 31 of each year, the mayor shall prepare and submit to the common council a proposed budget presenting a financial plan for conducting the affairs of the city for the ensuing fiscal year. The budget shall include the following information:

...

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 3rd DAY

FIRST READING _____

OF FEBRUARY, 2025

SECOND READING _____

MAYOR, RANDY KNAACK

PASSED _____

PUBLISHED _____

SUBMITTED BY:

ATTEST _____

CITY CLERK, CATHERINE MARTIN

ALDERPERSON



TO: Mayor Knaack & City Council
FROM: Administrator Atkinson
SUBJECT: Communications Specialist Appointment
DATE: January 28, 2025
ATT: NA

In December 2024, Kaitlin Ingle resigned as the City's Communication Specialist to undertake the same role with the Minneapolis School District. The City posted a job opening to fill the vacant position. After a competitive review, interview, and background process, Zaria Whitacre was chosen as the City's next Communication Specialist pending the Council's approval. The Communications Specialist is identified as a Department Head by policy and requires Council approval before official employment.

If the Council supports the appointment of Zaria, the appropriate action is a *Motion to Approve the Appointment of Zaria Whitacre to the position of Communications Specialist with the City of Menomonie*. (simple majority vote)

Zaria Whitacre Biography



Zaria Whitacre brings over 4 years of professional Communications experience with an Associate Degree in Digital Marketing and a certificate in Grant Writing from Chippewa Valley Technical College. As a Chippewa Valley native, she has worked for organizations like The Eau Claire Area Chamber of Commerce, WEAU 13 News, and, most recently, the local environmental non-profit Landmark Conservancy. She values leading conversations with optimism and empathy to establish a space of collaboration and creativity when approaching new projects and challenges. With a breadth of knowledge in managing multi-media communications, coordinating local events, and organizing communications strategies to engage and inform communities, she is excited to bring these skills to the City of Menomonie. Zaria enjoys camping, cooking, and working towards her yoga teacher certification in her free time.

WINTER GLOW

AT **WOLSKE BAY PARK**

A FREE EVENT CELEBRATING OUR COMMUNITY

SATURDAY, FEBRUARY 8TH 4 - 9 PM

**SEASONAL LIGHT
DISPLAYS WITH
FUN PHOTO
OPPORTUNITIES**

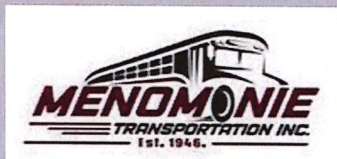
**ALL DAY SKATING!
ICE SKATING FOR
ALL AGES WITH A
VARIETY OF SKATE
SIZES AVAILABLE**

**WARM UP WITH HOT
COCOA AND
CONNECT WITH OUR
COMMUNITY**



There will be FREE shuttle transportation to/from Lakeside Park during the event as Wolske Bay Road will be closed. Limited handicap parking will be available at Wolske Bay Park during the event.

Transportation Provided By:



Thank you to Nicole Keck, Jeff Peterson and all volunteers for "Lighting up the Island"

Hosted By:



Hot Cocoa Provided By:



Loaner Skates Compliments of American Edge Real Estate



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: Stout Road Two-Way Left Turn Lane (TWLTL) Crash Reduction Update
DATE: February 3, 2025 City Council Meeting

In an effort to document the safety impact of the Two-Way Left Turn Lane (TWLTL) on USH 12/STH 29 between 6th Street East and 21st Street East, I reviewed and summarized accident reports from 2017, 2018, 2019, 2023 and 2024. I did not review 2020 or 2021 due to decreased traffic volumes due to the COVID pandemic. I did not review 2022 due to the construction staging. The injury severities are based on the accident reports.

There have been fewer accidents per year since the conversion. From 2017 to 2019, there were an average of 14.3 crashes per year. In 2023 and 2024 there were an average of 5 crashes per year. This equates to a 65% reduction in total crashes.

Additionally, the accidents that have occurred are less serious. From 2017 to 2019, there were an average of 3 injury crashes per year. In 2023 and 2024 there were an average of 0.5 injury crashes per year. This equates to an 83% reduction in injury crashes.

I will endeavor to update this report after 2025 accident reports are available. I will note that past performance is not indicative of future results.

No action is required at this time.

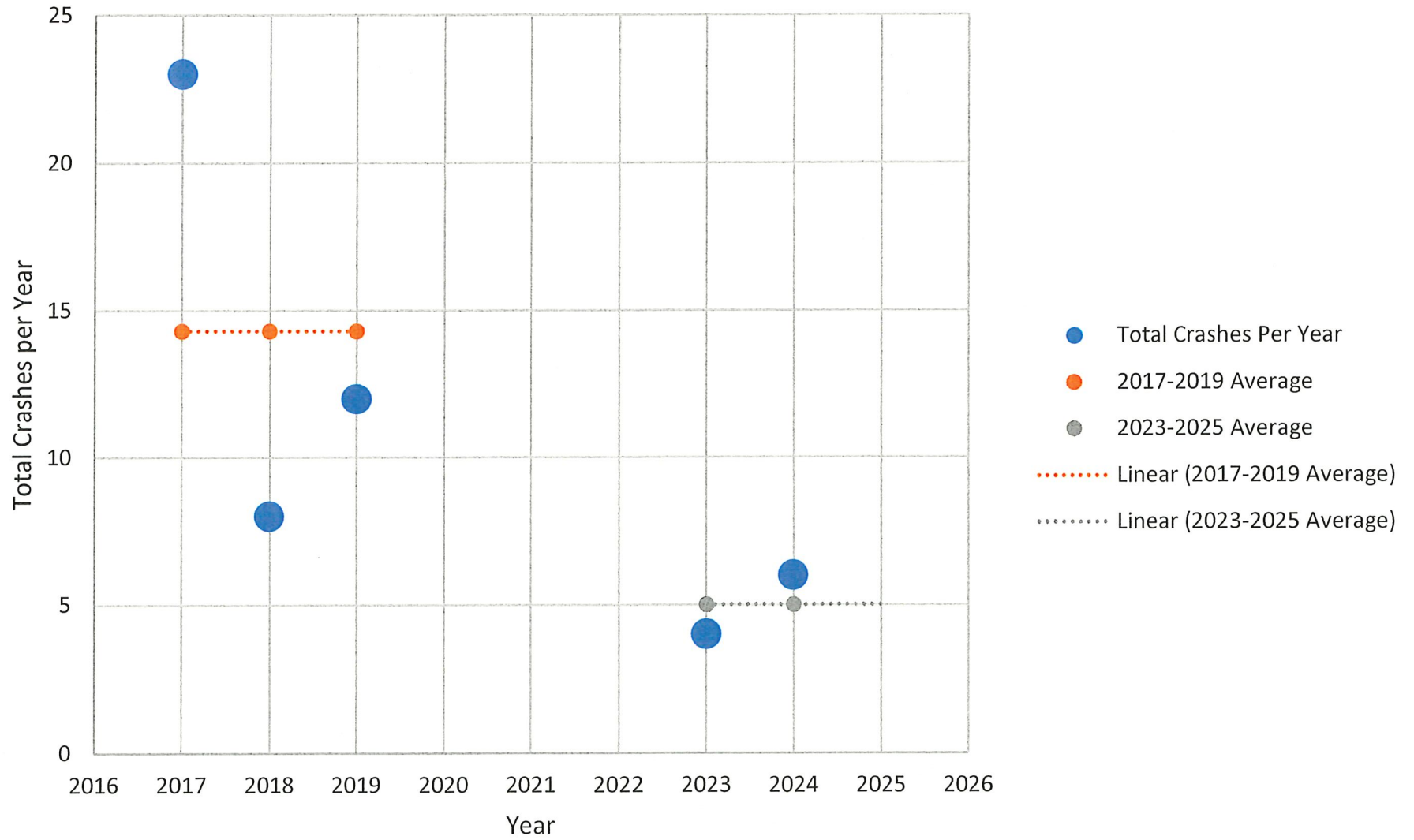
Stout Road Crash History 2017-2019 vs. 2023-2025

Last updated: 1/30/25, DAS

Date	Accident #	Location	Description	Injury Severity (#)					Total	
				K Fatal Injury	A Serious Injury	B Minor Injury	C Possible Injury	O No Injury		
2017	1/12/2017	17-0425	Stout Road/13th Street East	Struck debris on road					1	1
	1/31/2017	17-1089	Stout Road/18th Street East	Rear end				1		1
	1/31/2017	17-1094	Stout Road/21st Street East	Rear end					1	1
	3/31/2017	17-3340	Stout Road/13th Street East	Head-on					1	1
	4/8/2017	17-3757	Stout Road/17th Street East	Rear end					1	1
	4/17/2017	17-4145	Stout Road/16th Street East	Rear end					1	1
	4/26/2017	17-4593	Stout Road/15th Street East	Struck deer					1	1
	4/27/2017	17-4618	Stout Road/21st Street East	Rear end					1	1
	5/10/2017	17-5268	Stout Road/13th Street East	Rear end					1	1
	5/13/2017	17-5397	Stout Road/16th Street East	Rear end					1	1
	5/17/2017	17-5535	Stout Road/13th Street East	Rear end					1	1
	5/24/2017	17-5811	Stout Road/14th Street East	Sideswipe					1	1
5/25/2017	17-5847	Stout Road/13th Street East	Rear end					1	1	
8/7/2017	17-8922	Stout Road/18th Street East	Rear end			1			1	
8/17/2017	17-9293	Stout Road/18th Street East	Rear end					1	1	
8/21/2017	17-9420	Stout Road/17th Street East	Rear end					1	1	
9/29/2017	17-11077	Stout Road/21st Street East	Stuck lightpole					1	1	
10/4/2017	17-11295	Stout Road/17th Street East	Rear end					1	1	
10/9/2017	17-11523	Stout Road/21st Street East	Bike in crosswalk on side road					1	1	
10/10/2017	17-11562	Stout Road/21st Street East	Rear end					1	1	
11/20/2017	17-13190	Crescent Street/9th Street East	Rear end					1	1	
11/30/2017	17-13557	Stout Road/15th Street East	Rear end				1		1	
12/6/2017	17-13764	Stout Road/16th Street East	Rear end					1	1	
2018	1/23/2018	18-736	Stout Road/17th Street East	Rear end on side-road					1	1
	2/19/2018	18-1655	Stout Road/12th Street East	Ran off road					1	1
	2/23/2018	18-1803	Stout Road/7th Street East	T-bone					1	1
	3/15/2018	18-2435	Stout Road/13th Street East	Rear end				1		1
	4/2/2018	18-3121	Stout Road/13th Street East	Rear end on side-road					1	1
	5/18/2018	18-4869	Stout Road/17th Street East	Rear end					1	1
	5/24/2018	18-5050	Crescent Street/9th Street East	Rear end					1	1
	8/29/2018	18-8323	Stout Road/14th Street East	T-bone					1	1
2019	1/25/2019	19-808	Stout Road/17th Street East	Rear end					1	1
	2/19/2019	19-1829	Stout Road/21st Street East	Struck debris on road					1	1
	2/20/2019	19-1853	Crescent Street/9th Street East	Sideswipe					1	1
	2/21/2019	19-1913	Crescent Street/9th Street East	T-bone					1	1
	3/15/2019	19-2787	Stout Road/21st Street East	Rear end					1	1
	4/24/2019	19-4348	Stout Road/21st Street East	T-Bone			1			1
	5/3/2019	19-4709	Stout Road/14th Street East	Rear end					1	1
	5/15/2019	19-5188	Crescent Street/9th Street East	Head-on			1			1
	5/20/2019	19-5331	Stout Road/14th Street East	Sideswipe					1	1
	9/19/2019	19-9618	Stout Road/17th Street East	Rear end			1			1
	12/17/2019	19-11704	Stout Road/13th Street East	Rear end				1		1
	12/12/2019	19-11744	Stout Road/11th Street East	Ran off road			1			1
2020 - Not Reviewed (Reduced Traffic due to COVID-19)										
2021 - Not Reviewed (Reduced Traffic due to COVID-19)										
2022 - Not Reviewed (Conversion to TWLTL)										
2023	6/15/2023	23-1384	Crescent Street/9th Street East	Rear end				1		1
	7/5/2023	23-1530	Stout Road/21st Street East	T-Bone					1	1
	7/20/2023	23-1669	Stout Road/21st Street East	T-Bone					1	1
	11/1/2023	23-2565	Stout Road/14th Street East	Head-on					1	1
2024	5/20/2024	24-1228	Stout Road/17th Street East	Rear end on side-road					1	1
	6/11/2024	24-1381	Stout Road/17th Street East	Rear end					1	1
	6/28/2024	24-1519	Stout Road/21st Street East	Rear end on side-road					1	1
	10/24/2024	24-2595	Stout Road/17th Street East	T-bone					1	1
	11/6/2024	24-2731	Stout Road/21st Street East	Sideswipe					1	1
12/31/2024	24-3120	Stout Road/21st Street East	T-bone (Red Light Violation)					1	1	
2025										

Year	Crashes by Injury Severity (#)					Total
	K Fatal Injury	A Serious Injury	B Minor Injury	C Possible Injury	O No Injury	
2017	0	0	1	2	20	23
2018	0	0	0	1	7	8
2019	0	0	4	1	7	12
2017-2019 Average	0	0	1.7	1.3	11.3	14.3
2023	0	0	0	1	3	4
2024	0	0	0	0	6	6
2025						
2023-2025 Average	0	0	0	0.5	4.5	5
Change (%)			-100%	-62%	-60%	-65%

Stout Road Crash History



3-Feb-25

2024 Claims

	<u>Description</u>	<u>Total Invoice</u>	<u>Amt Overdrawn</u>
Lewis Bjork Septic	Land Fill - Other Outside Services	\$1,740.00	\$1,740.00
Mayo	Fire Fees	\$294.00	\$294.00
Menomonie Area Chamber	Council Expense Reimbursement	\$300.00	\$300.00
State of Wisconsin Depart of Justice	Police- Criminal History	\$7.00	\$7.00
Weld Riley	GF Consulting Services/Council/Legal Counsel	\$5,358.00	\$3,384.00

2024 Parking Utility Claims

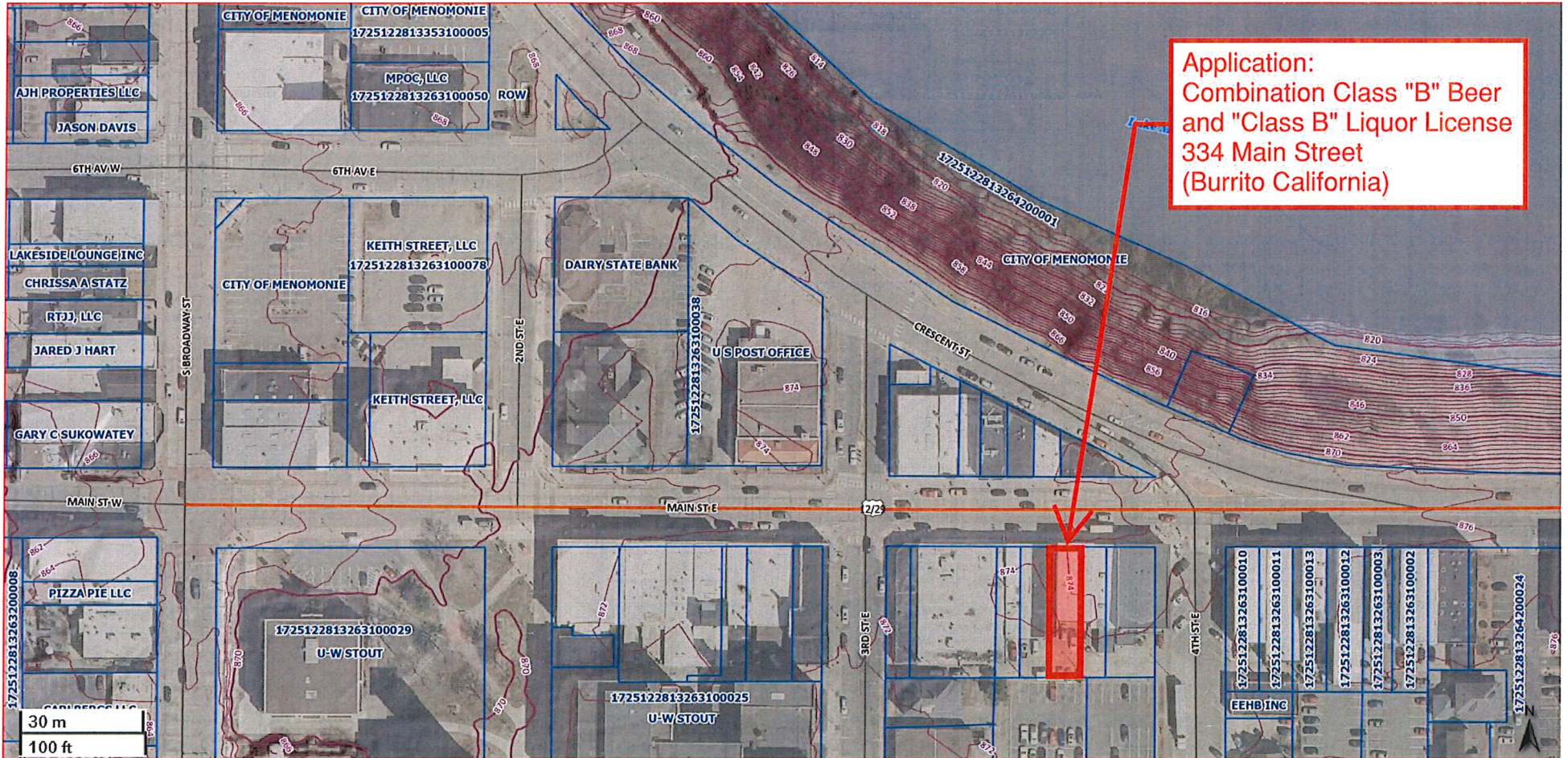
	<u>Description</u>	<u>Total Invoice</u>
Clancy	Jan 25 Fees	\$350.00

**Parking
Total** \$350.00

City of Menomonie

Created by: DAS

Proposed Combination Class B License



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: 1/27/2025

Last Data Uploaded: 1/24/2025 11:32:59 PM

Developed by



Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	Menomonie
License Period	07/01/2024-06/30/2025

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

- Class "A" Beer \$ 200
 Class "B" Beer \$ 100
 "Class A" Liquor \$ 500
 "Class B" Liquor \$ 500
 "Class A" Liquor (cider only) \$ 0
 Reserve "Class B" Liquor \$ 10,000
 "Class C" Liquor (wine only) \$ 100

Fees	
License Fees	\$
Background Check Fee	\$ 10
Publication Fee	\$ 8.50
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) <i>B CALIFORNIA MENDOZA LLC</i>			
2. Business Trade Name or DBA <i>B CALIFORNIA</i>			
3. FEIN <i>33-2550526</i>		4. Wisconsin Seller's Permit Number	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization <i>WISCONSIN</i>		7. Date of Organization <i>12-26-2024</i>	8. Wisconsin DFI Registration Number
9. Premises Address <i>334 main st</i>			
10. City <i>Menomonie</i>		11. State <i>WI</i>	12. Zip Code <i>54751</i>
13. County <i>Dunn</i>	14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: _____		15. Aldermanic District
16. Premises Phone <i>(715) 215-01-62</i>	17. Premises Email <i>guillermo.Mendoza2016@gmail</i>		18. Website
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <i>2904 APT 1</i>			
20. Mailing Address (if different from premises address)			
21. City <i>Menomonie</i>		22. State <i>WI</i>	23. Zip Code <i>54751</i>

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. Yes No
If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . . Yes No
 beverages.
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

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

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

4a. Name of Business Entity <i>CANCUN MENDEZ NUNEZ LLC</i>	4b. Business Entity FEIN
---	--------------------------

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

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

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

Part C: Individual Information

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

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

Last Name	First Name	Title	Phone
<i>MENDEZ NUNEZ</i>	<i>Guillermo</i>	<i>OWNER</i>	<i>(715) 215-0167</i>

Part D: Attestation

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

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

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

Last Name <i>MENDEZ NUNEZ</i>		First Name <i>Guillermo</i>		M.I.
Title <i>OWNER</i>		Email <i>guillmo Mendez 0162@gmail</i>		Phone <i>(715) 215-01-62</i>
Signature <i>[Handwritten Signature]</i>			Date <i>12-31-2024</i>	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk <i>12/31/2024</i>	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk			Date Provisional License Issued (if applicable)

Alcohol Beverage Appointment of Agent

Date
12-31-2020

Agent Type (check one)	
<input checked="" type="checkbox"/> Original (no fee)	<input type="checkbox"/> Successor (\$10 fee for municipal licensees only)

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) B CALIFORNIA NUNEZ LLC	
2. Business Trade Name or DBA B CALIFORNIA	
3. Entity Type (check one) <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	
4. Alcohol Beverage Business Authorization (check one) <input checked="" type="checkbox"/> Municipal Retail License <input type="checkbox"/> State Permit	5. If successor agent, provide State Permit or Municipal Retail License Number
6. Describe the reason for appointing a successor agent, if successor is checked above. Just change to my name because I like to be my own agent	

Part B: Agent Information			
1. Last Name Mendez Nunez	2. First Name Guillermo	3. M.I.	
4. Email guillermo.mendez.0102@gmail.com		5. Phone (715) 215-0162	
6. Home Address 2904 Wilson St Apt 1			
7. City Menomonee	8. State WI	9. Zip Code 54751	10. Age 48
11. Drivers License/State ID Number 		12. Drivers License/State ID State of Issuance WISCONSIN	

Part C: Agent Questions	
1. Have you satisfied the responsible beverage server training requirement? Submit proof of completion.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you completed Form AB-100, <i>Alcohol Beverage Individual Questionnaire</i> ? Submit a completed Form AB-100 with this form.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been a Wisconsin resident for at least 90 continuous days? See instructions for exceptions.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Continued →

Part D: Business Attestation

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

Last Name MENDEZ NUNEZ		First Name Guillermo		M.I. N
Title OWNER	Email guillermomendez0162@gmail		Phone (757) 215-0102	
Signature 			Date 12-31-2024	

Part E: Agent Attestation

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

Last Name MENDEZ NUNEZ		First Name Guillermo		M.I. N
Signature 			Date 12-31-2024	

Alcohol Beverage Individual Questionnaire

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor)	B CALIFORNIA NUNEZ LLC
2. Business Trade Name or DBA	B CALIFORNIA
3. Entity Type (check one)	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	

Part B: Individual Information			
1. Last Name	2. First Name	3. M.I.	
MENDEZ NUÑEZ	Guillermo		
4. Relationship to Business (Title)	5. Email	6. Phone	
OWNER	guillermomendez0162@gmail.com	(715) 2-15-0162	
7. Home Address			
2904 Wilson St APT 1			
8. City	9. State	10. Zip Code	11. Date of Birth
Menomonie	WI	54751	10-03-1976
12. Drivers License/State ID Number		13. Drivers License/State ID State of Issuance	
[REDACTED]		WI & CONSN	

Part C: Address History							
1. Do you currently reside in Wisconsin? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application?			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Years</td> <td style="width: 50%; padding: 2px;">Months</td> </tr> <tr> <td style="text-align: center; padding: 2px;">22</td> <td style="padding: 2px;"></td> </tr> </table>	Years	Months	22	
Years	Months						
22							
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.							
Previous Address 1	City	State	Zip Code				
30M Wilson St lot 112	Menomonie	WI	54751				
Previous Address 2	City	State	Zip Code				
1716 G St E	Menomonie	WI	54751				
Previous Address 3	City	State	Zip Code				
Previous Address 4	City	State	Zip Code				
Previous Address 5	City	State	Zip Code				
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.							
State	County	State	County	State	County	State	County
CAL	USA	WI	USA				
State	County	State	County	State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No
 If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No
 If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

ONE OF MY WAITRES sell LIQUOR TO MINOR a couple YEARS ago and mi other busines.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature *Sanjivan Meena* Date 10-31-2027

WISCONSIN REALTORS® ASSOCIATION
4801 Forest Run Road, Madison, Wisconsin 53704

LEASE GUARANTY/RENEWAL/SUBLEASE/ASSIGNMENT

1 TENANT(S): Carmen Mendez Nunez
2 _____
3 LANDLORD: LA Propertier
4 LEASED PREMISES: 334 Main Street Menomonie, WI 54751
5 _____ (Give street address, city, state, zip code and unit number)
6 LEASE/RENTAL CONTRACT TERM – FIRST DAY: October 3, 2023 LAST DAY: July 31, 2023
7 _____

8 GUARANTY: In consideration of Landlord's agreement to lease the Premises to Tenant(s), the undersigned
9 guarantee(s) the payment of all rent due from the Tenant(s) listed above, under the Lease/Rental Contract identified
10 above. The Guarantor(s) is not an additional tenant and has no right to occupy the Premises.
11 This Guarantee is irrevocable and remains in effect for the term of any extension, renewal or modification of the
12 above. The Guarantor(s) is not an additional tenant and has no right to occupy the Premises.
13 This Guarantee applies only to the term of the Lease/Rental Contract identified above.
14 _____
15 _____

16 Guarantor's Signature ▲ Print Name Here ► Date ▲

17 _____
18 Guarantor's Signature ▲ Print Name Here ► Date ▲
19 _____

20 RENEWAL/AMENDED TERMS: The parties to the above-captioned Lease/Rental Contract hereby renew that
21 Lease/Rental Contract for an additional term beginning on 08/01/2023 and ending on 07/31/2025.
22 All other terms and conditions of the Lease/Rental contact shall remain the same except: Rent of \$1070 is due on
23 the 1st. If rent is paid by the 5th day of the month when due, rent is \$970.
24 _____
25 _____

26 [Signature] American Edge RE 030CT23
27 Landlord's Signature ▲ Print Name Here ► Date ▲

28 X CARMEN MENDEZ NUÑEZ 10/01/2023
29 Tenant's Signature ▲ Print Name Here ► Date ▲

30 CARMEN MENDEZ NUÑEZ 01/21/2025
31 Tenant's Signature ▲ Print Name Here ► Date ▲

32 Guillermo Mendez Nunez 01/21/2025
33 Tenant's Signature ▲ Print Name Here ► Date ▲

34 _____
35 Tenant's Signature ▲ Print Name Here ► Date ▲

36 _____
37 Tenant's Signature ▲ Print Name Here ► Date ▲

CDU
MSU

38 **SUBLEASE:** Tenant/Sublessor hereby sublets his or her interest in the Lease/Rental Contract identified above to
39 _____ (Sublessee). Sublessee has received and reviewed a copy of the Lease/Rental
40 contract and agrees to be bound by the terms and conditions thereof and assumes the rights and obligations of the
41 Tenant/Sublessor, except as otherwise agreed below at lines 44-50. This Sublease begins on _____ and
42 ends on _____. Sublessor remains liable under the Lease/Rental Contract and is legally responsible
43 for any breach by Sublessee who may also be held responsible by Landlord. Landlord hereby consents to this Sublease.
44 Sublessee shall:

45 pay a security deposit in the amount of \$ _____ to be held by _____
46 _____.
47 pay rent in the amount of \$ _____ payable to _____
48 on or before the _____ day of each month.
49 _____
50 _____

51 _____
52 Landlord's Signature ▲ Print Name Here ► Date ▲
53 _____
54 Sublessor's Signature ▲ Print Name Here ► Date ▲
55 _____
56 Sublessor's Signature ▲ Print Name Here ► Date ▲
57 _____
58 Sublessee's Signature ▲ Print Name Here ► Date ▲
59 _____
60 Sublessee's Signature ▲ Print Name Here ► Date ▲

61 **ASSIGNMENT OF LEASE/RENTAL CONTRACT:** Tenant/Assignor hereby assigns his or her interest in the Lease
62 identified above to _____ (Assignee). Assignee has received and reviewed a
63 copy of the Lease/Rental Contract, agrees to be bound by the terms and conditions thereof, and assumes all obligations
64 under the Lease/Rental Contract. This Assignment begins on _____ and ends on
65 _____. In the event of damage to the unit, failure to pay rent, etc., Assignee is solely liable under the
66 Lease/Rental Contract and responsible for any breach while Assignor is hereby expressly released from all contractual
67 obligations and liability under the Lease. Landlord consents to this Assignment. Assignee shall reimburse Assignor for the
68 security deposit in the amount of \$ _____ within 2 days after the execution of this Assignment and shall pay rent
69 as stated in the Lease/Rental Contract.

70 _____
71 Landlord's Signature ▲ Print Name Here ► Date ▲
72 _____
73 Assignor's Signature ▲ Print Name Here ► Date ▲
74 _____
75 Assignor's Signature ▲ Print Name Here ► Date ▲
76 _____
77 Assignee's Signature ▲ Print Name Here ► Date ▲
78 _____
79 Assignee's Signature ▲ Print Name Here ► Date ▲

Surrender of License

(letter to surrender previous license)

To be filed with the City Clerk at the time a new application is submitted for a change of ownership for any liquor and/or beer establishment.

The Combination "Class B" & Class "B" Retail Liquor Licenses license for the premise located at
Class of License
334 Main Street, Menomonie, WI 54751 will be relinquished upon the
Street Address
approval of the application and the issuance of the same type of license for the same
premises to B California Nunez, LLC
License Applicant

There have been no convictions for violations during the current license year, nor are there any pending violations against the present licensee except as follows:

NO

CARMEN L MENDOZA NUNEZ
Signature of Present License Holder

01/21/2025
Date

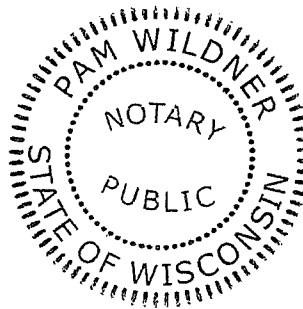
Payment of Taxes on Liquor/Beer License Transfer

I, Guillermo Mendez Nunez, OWNER, applicant for
Name Title
a liquor and/or beer license for the premise located at 334 Main St Menomonie WI, have
Address
read the provisions in the attached copy of Menomonie Code of Ordinance Section 1-8-2, and
understand that payment of all personal property taxes, special assessments, room taxes, forfeitures
and judgments must be paid before the Office of the City Clerk can issue said license.

Guillermo Mendez Nunez
Signature of Applicant

01/21/2025
Date

Subscribed and sworn to before me this
21 day of January, 2025
Pam Wildner
Notary Public, Dunn County, State of Wisconsin
My Commission Expires 7-12-25





State of Wisconsin
Department of Financial Institutions

ARTICLES OF ORGANIZATION - LIMITED LIABILITY COMPANY

Executed by the undersigned for the purpose of forming a Wisconsin Limited Liability Company under Chapter 183 of the Wisconsin Statutes:

- Article 1. **Name of the limited liability company:**
B California Nunez LLC
- Article 2. **The limited liability company is organized under Ch. 183 of the Wisconsin Statutes.**
- Article 3. **Name and email address of the initial registered agent:**
Guillermo Mendez-Nunez
guillermomendez0162@gmail.com
- Article 4. **Street address of the initial registered office:**
2901 Wilson St
Apt 1
Menomonie, WI 54751
United States of America
- Article 5. **Street address of the principal office:**
334 Main St
Menomonie, WI 54751
United States of America
- Article 6. **Name and complete address of each organizer:**
Guillermo Mendez-Nunez
2901 Wilson St
Apt 1
Menomonie, WI 54751
United States of America
- Other provisions (optional). (No other provisions declared.)
- Other Information. **This document was drafted by:**
Guillermo Mendez-Nunez
- Organizer Signature:**
Guillermo Mendez-Nunez

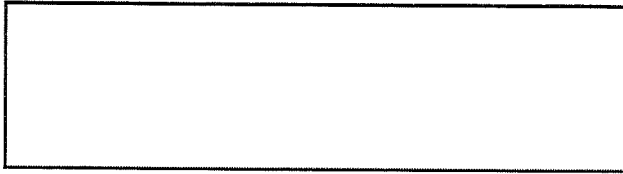
Date & Time of Receipt:

12/26/2024 12:17:27 PM

Order Number:

202412266561445

ARTICLES OF ORGANIZATION - Limited Liability Company(Ch. 183)



Filing Fee: \$130.00
Total Fee: \$130.00

ENDORSEMENT

**State of Wisconsin
Department of Financial Institutions**

EFFECTIVE DATE	
12/26/2024	

FILED	Entity ID Number B120518
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WISCONSIN DEPARTMENT OF REVENUE
 PO BOX 8902
 MADISON, WI 53708-8902

Contact Information:

2135 RIMROCK RD PO BOX 8902
 MADISON, WI 53708-8902
 ph: 608-266-2776 fax: 608-224-5761
 email: DORBusinessTax@wisconsin.gov
 website: revenue.wi.gov

000228

Letter ID L0698945328

B CALIFORNIA NUNEZ LLC
 334 MAIN ST E
 MENOMONIE WI 54751-2543

Wisconsin Department of Revenue Seller's Permit

Legal/real name: B CALIFORNIA NUNEZ LLC

Business name:
 334 MAIN ST E
 MENOMONIE WI 54751-2543

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

Tax Type	Account Type	Account Number
Sales & Use Tax	Seller's Permit	456-1031886237-04

Date of this notice: 12-26-2024

Employer Identification Number:
33-2550526

Form: SS-4

Number of this notice: CP 575 A

B CALIFORNIA NUNEZ LLC
GUILLERMO MENDEZ-NUNEZ SOLE MBR
2901 WILSON ST NE APT 1
MENOMONIE, WI 54751

For assistance you may call us at:
1-800-829-4933

TAX ID WISCONSIN

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

1608 205338

4377010

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

805 390-0761

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 33-2550526. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Taxpayers request an EIN for their business. Some taxpayers receive CP575 notices when another person has stolen their identity and are opening a business using their information. If you did **not** apply for this EIN, please contact us at the phone number or address listed on the top of this notice.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

Based on the information received from you or your representative, you must file the following forms by the dates shown.

Form 941
Form 940

04/30/2025
01/31/2026

If you have questions about the forms or the due dates shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification (corporation, partnership, etc.) based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2020-1, 2020-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

IMPORTANT INFORMATION FOR S CORPORATION ELECTION:

If you intend to elect to file your return as a small business corporation, an election to file a Form 1120-S, U.S. Income Tax Return for an S Corporation, must be made within certain timeframes and the corporation must meet certain tests. All of this information is included in the instructions for Form 2553, *Election by a Small Business Corporation*.

If you are required to deposit for employment taxes (Forms 941, 943, 940, 944, 945, CT-1, or 1042), excise taxes (Form 720), or income taxes (Form 1120), you will receive a Welcome Package shortly, which includes instructions for making your deposits electronically through the Electronic Federal Tax Payment System (EFTPS). A Personal Identification Number (PIN) for EFTPS will also be sent to you under separate cover. Please activate the PIN once you receive it, even if you have requested the services of a tax professional or representative. For more information about EFTPS, refer to Publication 966, *Electronic Choices to Pay All Your Federal Taxes*. If you need to make a deposit immediately, you will need to make arrangements with your Financial Institution to complete a wire transfer.

The IRS is committed to helping all taxpayers comply with their tax filing obligations. If you need help completing your returns or meeting your tax obligations, Authorized e-file Providers, such as Reporting Agents or other payroll service providers, are available to assist you. Visit www.irs.gov/mefbusproviders for a list of companies that offer IRS e-file for business products and services.

IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax-related correspondence and documents.
- * Provide future officers of your organization with a copy of this notice.

Your name control associated with this EIN is BCAL. You will need to provide this information along with your EIN, if you file your returns electronically.

Safeguard your EIN by referring to Publication 4557, *Safeguarding Taxpayer Data: A Guide for Your Business*.

You can get any of the forms or publications mentioned in this letter by visiting our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions about your EIN, you can contact us at the phone number or address listed at the top of this notice. If you write, please tear off the stub at the bottom of this notice and include it with your letter.

Thank you for your cooperation.



TACO SALAD



BLACK BEANS



BURRITOS

MENU

- TACO SALAD..... 10
- TACOS 3..... 12
- BURRITOS..... 10
- BURRITO BOWL.. 11
- BURRITO STEAK.. \$ 11
- CHEESE NACHOS.. 7.00
- NACHOS..... 12
- COMBINE MEATS EXTRA..... \$1.00





NACHOS



GUACAMOLE



TACOS

TOPPINGS

- STEAK
- CARNITAS (PORK)
- CHICKEN
- MEXICAN RICE
- REFRIED BEANS
- BLACK BEANS
- WHITE RICE
- MEXICAN RICE
- LETTUCE
- PICO DE GALLO
- SOUR CREAM
- CHEESE SAUCE
- SHREDDED
- RED SAUCE
- ADD CHEESE.....\$.50
- EXTRA TOPPING.....\$.50

LICENSES – February 3, 2025

LICENSE YEAR – 2025

TEMPORARY CLASS “B” BEER LICENSE:

Menomonie Youth Hockey Association – 620 17th St. SE

- MYHA Hockey, 02/22/2025

SECONDHAND ARTICLE:

Town & Country Antiques, 244 Main St. E.

TC Vintage, 630 Broadway St. S.

K&B Toys & Collectibles, 1214 Broadway St. N.

CLASS “B” COMBINATION LICENSE (“CLASS B” LIQUOR & CLASS “B” BEER):

B California Nuñez, LLC, B California, 334 Main St.