



CITY OF MENOMONIE
COUNCIL MEETING
CITY COUNCIL CHAMBERS
7:00 PM
Monday – February 17, 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. Special Event Request for The bEAT Concert – discussion and possible action.
 - b. Special Event Request for Lets Paint The Town, Inc. – discussion and possible action.
 - c. Special Event Request for Menomonie Farmers Market, Inc. – discussion and possible action.
 - d. Mayoral Appointments to Boards and Commissions – discussion and possible action.
 - i. Lisa Frank, Parking Utility (renewal)
 - ii. Dennis Kropp, Board of Appeals (renewal)
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. **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 **883 6894 4997**. 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 17, 2025



4. New Business

- A. Stepping Stones of Dunn County has requested to use Wilson Park on Saturday July 5, 2025 from 4pm to 10pm to host The bEAT Concert. No street closures are requested. The bEAT has been held on several occasions with no issues. If the City Council concurs with the proposed Special Event Permit Request, the appropriate motion would be **Approve the Special Event Permit for The bEAT Concert on July 5, 2025 as presented contingent upon receipt of a Certificate of Insurance** (simple majority).
- B. Lets Paint The Town, Inc. has requested to use Wilson Park, Wilson Avenue (7th Street to 9th Street), 7th Street (Wilson Avenue to 9th Avenue), 9th Avenue (7th Street to 8th Street) and 8th Street (Wilson Avenue to Main Street) on Saturday July 19, 2025 from 8am to 6pm to host Lets Paint The Town. From 8am to 12pm the event will need to co-exist with the farmers market (next on the agenda). Lets Paint The Town has been held on several occasions with no issues. If the City Council concurs with the proposed Special Event Permit Request, the appropriate motion would be **Approve the Special Event Permit for Lets Paint The Town on July 19, 2025 as presented except the Menomonie Farmers Market, Inc. shall have use of the two shelters until 12pm, contingent upon receipt of a Certificate of Insurance** (simple majority).
- C. Menomonie Farmers Market, Inc. has requested to use Wilson Park for the farmers market on Wednesdays from 8am to 7pm and on Saturdays from 6am to 2pm from May 17, 2025 to October 15, 2025. The farmers market has been operated for many years with only minor issues. On Saturday July 19, 2025, the Farmers Market will need to co-exist with Lets Paint The Town. City Staff have prepared Resolution 2025-01 for approval with conditions. If the City Council concurs with the proposed Special Event Permit Request with the proposed conditions, the appropriate motion would be **Approve Resolution 2025-01, a resolution regarding the 2025 Menomonie Farmers Market, Inc. Special Event Permit** (simple majority).

D. Mayor Knaack recommends re-appointing Lisa Frank to the Parking Utility Commission and Dennis Kropp to the Board of Appeals. Their new terms would expire in 2027. Both individuals have served on these boards for many years. If the City Council concurs with these appointments, the appropriate motion would be to **Approve the Mayoral Appointments of Lisa Frank to the Parking Utility Commission and Dennis Kropp to the Board of Appeals, as presented** (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 Pine Avenue Reconstruction project is expected to start in early April. A signed detour will be provided for Pine Avenue will be detoured throughout the project

The Organizational City Council meeting will be held on Tuesday April 15 at 7:00pm. This is different from previous years due to the election being held on Tuesday April 1. The City Council will therefore meet on Monday April 7, Tuesday April 15, and Monday April 21.

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

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 February 3, 2025, and called to order by Mayor Knaack at 7:00 p.m. in the City Council Chambers. The following members were present: Luther, Crowe, Sutherland, Yonko, Schwebs (present via Zoom), Solberg, Schlough, Erdman, and Sommerfeld. McCullough and Gentz were absent.

MOTION made by Erdman, seconded by Sommerfeld, and carried unanimously to approve the minutes of the January 21, 2025, council meeting.

PUBLIC HEARING – None

PUBLIC COMMENTS – Guillermo Mendez Nuñez, representing B California, was present to answer any questions from City Council members regarding agenda item 9(a).

NO ACTION taken on the presentation by Paul Michell, representing BKV Group, regarding the Police Department Space Needs Study.

ORDINANCE - MOTION was made by Schlough to INTRODUCE Ordinance 2025-02, to Amend Title 6, Chapter 4, Section 11 of the City Code to allow on-street day permit parking in certain areas. Motion to waive the first reading was made by Erdman, seconded by Yonko, and carried. Motion to waive the second reading was made by Crowe, seconded by Luther, and carried. Motion to adopt Ordinance 2025-02 to amend Title 6, Chapter 4, Section 11 was made by Schlough, seconded by Crowe, and carried unanimously.

ORDINANCE - MOTION was made by Yonko to INTRODUCE Ordinance 2025-03, to Amend Title 1, Chapter 9, Section 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 first reading was made by Schlough, seconded by Solberg, and carried. Motion to waive the second reading was made by Luther, seconded by Erdman, and carried. Motion to adopt Ordinance 2025-03 to amend Title 1, Chapter 9, Section 1 A was made by Yonko, seconded by Solberg, and carried unanimously.

MOTION made by Crowe, seconded by Yonko, and carried unanimously to approve the appointment of Zaria Whitacre for the position of Communications Specialist with the City of Menomonie.

BUDGET TRANSFERS – None

MAYOR'S REPORT – The Mayor shared that 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.

COMMUNICATIONS AND MISCELLANEOUS BUSINESS – City Administrator, Eric Atkinson, shared that a capital improvement report is being prepared by the City and Ehlers, and will be presented to council in an upcoming

meeting. Public Works Director, David Schofield, shared an update prepared by City Staff regarding the crash history on Stout Road before and after the Two Way Left Turn Lane (TWL TL) conversion. The information was for presentation only; no action taken.

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

FEBRUARY 3, 2025 CLAIMS

LEWIS BJORK SEPTIC	\$1,740.00
MAYO	\$294.00
MENOMONIE AREA CHAMBER	\$300.00
STATE OF WI DEPARTMENT OF JUSTICE	\$7.00
WELD RILEY	\$5,358.00
TOTAL	\$7,699.00
2025 PARKING UTILITY CLAIMS	
CLANCY	\$350.00
PARKING TOTAL	\$350.00

LICENSES – LICENSE YEAR 2025

MOTION to waive the rules to allow Guillermo Mendez Nunez to speak to Council regarding B California’s liquor license application was made by Erdman, seconded by Schlough, and carried. MOTION was made by Erdman, seconded by Sommerfeld, and carried unanimously to approve the following license:

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

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

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

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.

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

Kate Martin, City Clerk

City of Menomonie

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

Special Event

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

Are you representing an organization sponsoring the event? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, (list information below)		Is the organization non-profit? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
Organization's Name:	Stepping Stones of Dunn County		
Organization's Address:	1602 Stout Road Menomonie, WI 54751		
Organization's Phone:	(Fax)	(E-mail) c.villeneuve@steppingstonesdc.org	
Purpose of Event:	Fundraiser	Type of Event:	Live Music

Event Organizer's Name:	Corrisa Villeneuve		
Event Organizer's Address:	1602 Stout Road Menomonie WI 54751		
Event Organizer's Phone:	(home) 715-235-2920	(work)	(E-mail)

Name of Event: The bEAT Concert		Type of Event: Fundraiser	
Location of Event: Wilson Park		Date of Event: 07/05/2025	Rain date: n/a
Time of Event:	Start: 4 pm	Finish: 10 pm	
Time on Site:	Start: 4 pm	Finish: <i>(include set-up and clean-up time)</i>	
Total Number of Anticipated Attendees: <i>(include event organizers, staff, volunteers and spectators)</i> 300	City of Menomonie Support Staff Requested? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
	Police: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Number:	
	Roads: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Number:	
	Other: (Specify) <input type="checkbox"/> No <input type="checkbox"/> Yes	Number:	

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

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

Parking would be similar to farmers market

.What provisions are being made for crowd control and security? Attach additional sheets if necessary.
Attendance would be similar to Farmers Market and Ludington Band events.

What provisions are being made for First Aid and Fire Emergency? (Be sure to show locations of emergency services on your site plan.)
Stepping Stones will have first aid supplies on-site.

What provisions are being made for additional restrooms, port-a-potty facilities? (Be sure to show locations of restrooms and port-a-potty facilities on your site plan.)
No additional restrooms necessary

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

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

Information table about Stepping Stones, we will be serving food.

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

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

APPROVED PERMITS MUST BE INCLUDED WITH THIS APPLICATION FOR SPECIAL EVENTS, OR THE SPECIAL EVENT APPLICATION WILL BE DENIED.

Check all that apply:

CITY CLERK PERMITS 715-232-2221	PARK AND RECREATION PERMITS 715-232-1664	FIRE DEPARTMENT PERMITS 715-232-2414
<input checked="" type="checkbox"/> Temporary Beer/Wine <input checked="" type="checkbox"/> Amplified Sound Permit <input type="checkbox"/> Mobile Food Truck Establishment <input type="checkbox"/> _____	<input checked="" type="checkbox"/> Park Facility Use <input checked="" type="checkbox"/> Shelter Reservations <input type="checkbox"/> Beer Keg Permit	<input type="checkbox"/> Fireworks/Pyrotechnics <input checked="" type="checkbox"/> Grills/Open Burning <input type="checkbox"/> Tents (900 sq.ft. or greater or anything less with sides requires permit)

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

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

Signature: Corrisa Villeneuve

Print Name: Corrisa Villeneuve

Affiliation with Applicant (if applicable): Assistant Director

Date: 02/04/2025



City of **MENOMONIE**

clerk@menomonie-wi.gov
(715) 232-2221 Ext 1006
800 Wilson Avenue
Menomonie, WI 54751

Sound Amplifying Equipment Registration Statement & Permit

Applicant Name: Corrisa R Villeneuve
(First) (Middle) (Last)

Street Address: 1602 Stout Road

City: Menomonie Zip Code: 54751

Email: c.villeneuve@steppingstonesdc.org Phone #: 715-235-2920

Name of person who owns the sound-amplifying equipment: Stepping Stones

Street Address: 1602 Stout Road

City: Menomonie Zip Code: 54751

Name & Address of all sound amp operators

Full Name	Street Address, City, Zip

Location where equipment will be used: Wilson Park Band Shell

Wilson Park Band Shell

Date & Time of Event of the sound-amplifying equipment: 07/05/2025 6 pm - 9 pm
(Only permitted from 10:00 am to 10:00 pm)

A general description of the sound-amplifying equipment to be used: Speakers for a live band with a microphone

Speakers for a live band with a microphone

I agree to comply with the following sound restriction: The sound pressure level cannot exceed 95db at a distance of 35 meters from the source, using the "A" weighting scale.

Corrisa Villeneuve

Applicant Signature

Fee: \$15.00 Per Day (01.43410)

Amount Paid: \$ _____ Receipt: _____

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

Dated this _____ day of _____, 20_____.

Authorized Area: _____ Date: _____

City of Menomonie

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

Special Event

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

Are you representing an organization sponsoring the event? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> (list information below)	Is the organization non-profit? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
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Organization's Name:	<i>Let's Paint the Town, Inc.</i>
Organization's Address:	<i>621 West Elm Ave., Menomonie, WI 54751</i>
Organization's Phone:	<i>715-308-1894</i> ^(Fax) <i>emilie@emsw2628@gmail.com</i> ^(E-mail)
Purpose of Event:	Community Event Type of Event: <i>Family Festival</i>

Event Organizer's Name:	<i>Emilie Wiese, Sylvia Bengenbach, Randy Knaack, Melissa Swenson</i>
Event Organizer's Address:	<i>621 West Elm Ave., Menomonie, WI 54751</i>
Event Organizer's Phone:	<i>715-308-1894</i> ^(home) <i>emilie@emsw2628@gmail.com</i> ^(E-mail) <i>715-308-1894</i> ^(work)

Name of Event:	<i>Let's Paint the Town</i>	Type of Event:	<i>Community</i>
Location of Event:	<i>Wilson Park - See Map</i>	Date of Event:	<i>7/19/25</i>
Time of Event:	Start: 10:00 AM <i>10:00 AM</i> Finish: 5:00 PM <i>5:00 PM</i>	Rain date:	<i>—</i>
Time on Site:	Start: <i>8:00 AM</i> Finish: <i>6:00 PM</i> ^(include set-up and clean-up time)		

Total Number of Anticipated Attendees: <i>(include event organizers, staff, volunteers and spectators)</i> <u><i>5,000</i></u>	City of Menomonie Support Staff Requested? <input type="checkbox"/> No <input type="checkbox"/> Yes			
	Police: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Number:	<i>2-3</i>	
	Roads: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Number:	<i>See Map</i>	
	Other: (Specify) <input type="checkbox"/> No <input type="checkbox"/> Yes	Number:		

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

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

See Map

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

Volunteers, Police Dept., Organizers

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

Fire Dept/EMT

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

Porta Potties

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

Volunteers/Participants

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

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

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

Check all that apply:

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

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

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

Signature:

Sylvia A. Bengenbach

Print Name:

Sylvia A. Bengenbach

Affiliation with Applicant (if applicable):

Let's Paint The Town Committee

Date:

2/12/25



700 WOLSKE BAY ROAD, SUITE 240, MENOMONIE, WI 54751
PHONE (715) 235-3580 FAX (715) 235-1815

118 S. MAIN STREET, PO BOX 68, ELMWOOD, WI 54740
PHONE (715) 639-3531 www.schulerins.com

February 12 2025

RE: Let's Paint the Town

Event Date: July 19 2025

To Whom It May Concern;

We are unable to provide a Certificate of Insurance or Insurance Binder until 90 days prior to event date per phone call with Insurance company.

We have spoken with the insurance company and there will be no problem issuing a policy for the event.

The previous policy issued for Let's Paint the Town on September 20 2024 was issued with 2 million 2 million General Liability Limits. The policy for the future event will be issued with the same limits unless requested otherwise.

Should there be any questions please do not hesitate to give our office a call.

A handwritten signature in black ink that reads 'Brent Schuler'.

Brent Schuler

Owner/Agent

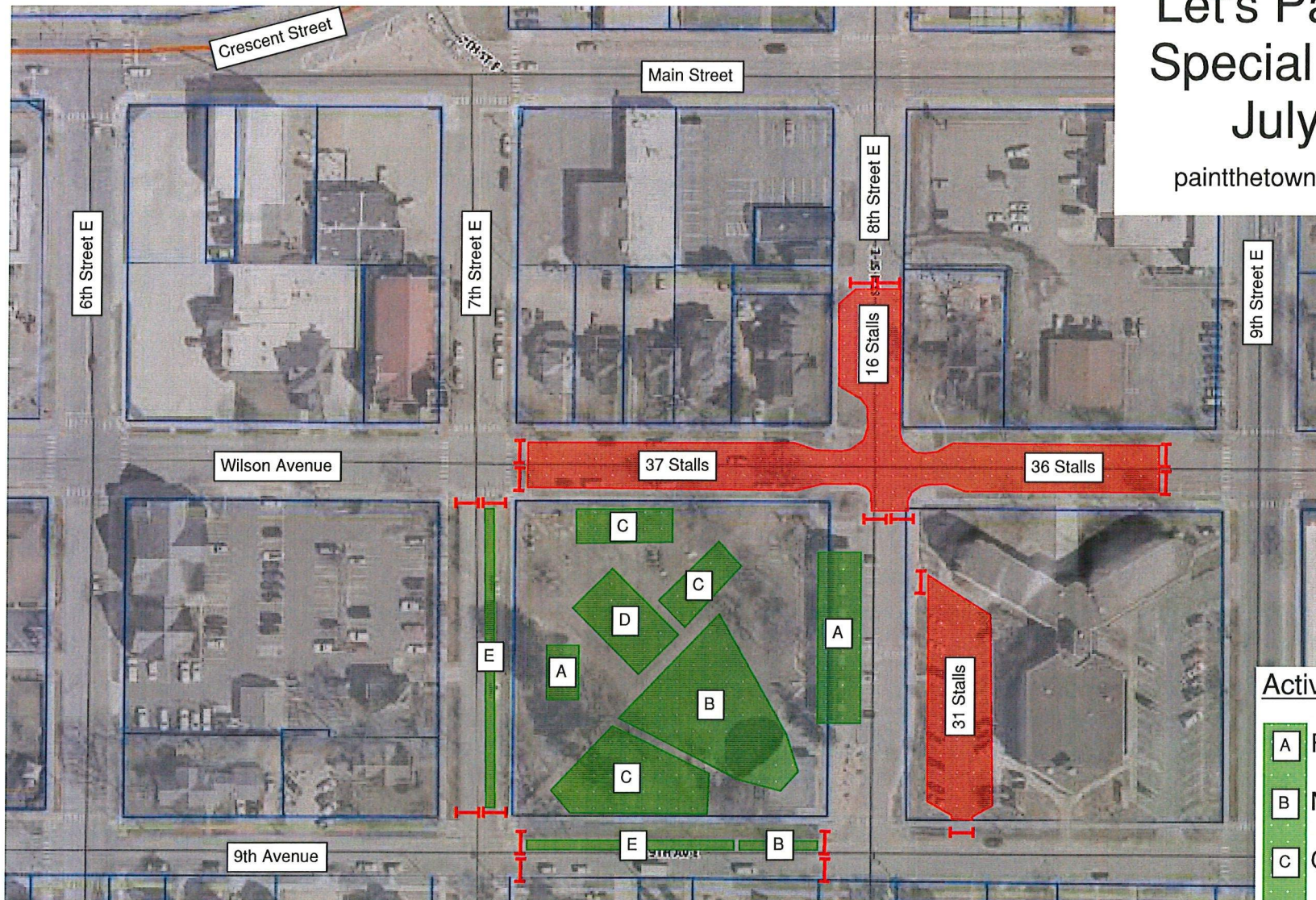


Peace of Mind Since 1919



Let's Paint the Town Special Event Permit July 19, 2025

paintthetownmenomnie@gmail.com



Activities:

- A Farmers Market (Until Noon)
- B Musical Performances
- C Childrens Interactive Area
- D Tent
- E Food Trucks
- ## Stalls Art Fair (10'x10' stalls)

City of Menomonie

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

Special Event

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

Are you representing an organization sponsoring the event? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, (list information below)		Is the organization non-profit? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
Organization's Name:		Menomonie Farmers Market Inc.	
Organization's Address:		393 Red Cedar Street, Suite 5, Menomonie WI 54751	
Organization's Phone:		W51-321-0080 (Fax) n/a	(E-mail) menomoniefarmersmarket@gmail.com
Purpose of Event: provide local farmers/producers space to sell to the public		Type of Event: farmers market	

Event Organizer's Name:		Katie Baier/Menomonie Farmers Market Inc	
Event Organizer's Address:		393 Red Cedar Street, Suite 5 Menomonie WI 54751	
Event Organizer's Phone:		(home) 715-577-2579(cell)	(work) n/a (E-mail) menomoniefarmersmarket@gmail.com

Name of Event: Menomonie Farmers Market		Type of Event: farmers market	
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Location of Event: Wilson Park - Farmers Market Pavilion, Bandshell, & Pavilion		Date of Event: 5/17/25-10/15/25	Rain date: n/a
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Time of Event:	Start: 8am Saturdays 10am Wednesdays	Finish: 1pm Saturdays 6pm Wednesdays
Time on Site:	Start: 2 hours prior to market start	Finish: 1 hour after market ends <i>(include set-up and clean-up times)</i>

Total Number of Anticipated Attendees: (include event organizers, staff, volunteers and spectators) 2000 total on a busy Saturday 100-350 per hour on busy Saturdays	City of Menomonie Support Staff Requested? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
	Police: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Number:
	Roads: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Number:
	Other: (Specify) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Number: <i>staff to ensure picnic table are not under the pavilions of market set-up times</i>

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

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

Historically, we have not needed extra provisions for traffic or parking. Lot near pavilion, city hall lots on Saturdays, and street parking has be sufficient

.What provisions are being made for crowd control and security? Attach additional sheets if necessary. Historically, we have not needed any extra provisions for crowd control or security other than the general city patrols. If there is anything additional you would like us to provide, please let us know

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

We always have a basic first aid kit at the market manager table and this has been sufficient in the past. We have not needed additional emergency services on site. If there is anying additional you would like us to provide, please let us know.

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

Historically, we have not needed any additional restrooms other than those attached to the bandshel. If there is anything else you would like us to provide, please let us know.

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

Historically, we have not brought in any additional receptacles or dumpsters into Wilson Park for the market events and collection and removal has been provided by city staff. If there is anything additional you would like us to provide, please let us know.

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

The Menomonie Farmers Market is specifically for local farmers, producers, and non-profits to sell and/or advertise thier products and services or shere information with the community.

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

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

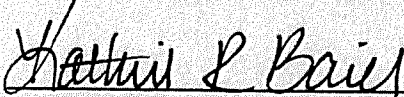
APPROVED PERMITS MUST BE INCLUDED WITH THIS APPLICATION FOR SPECIAL EVENTS, OR THE SPECIAL EVENT APPLICATION WILL BE DENIED.

Check all that apply:

CITY CLERK PERMITS 715-232-2221	PARK AND RECREATION PERMITS 715-232-1664	FIRE DEPARTMENT PERMITS 715-232-2414
<input type="checkbox"/> Temporary Beer/Wine <input type="checkbox"/> Amplified Sound Permit <input type="checkbox"/> Mobile Food Truck Establishment <input type="checkbox"/> _____	<input type="checkbox"/> Park Facility Use <input type="checkbox"/> Shelter Reservations <input type="checkbox"/> Beer Keg Permit I called and spoke with Kimberly on 12/17/24. She shared at this time no permit number would be available or needed for the use of Wilson Park by the Menomonie Farmers Market on Wednesdays and Saturdays	<input type="checkbox"/> Fireworks/Pyrotechnics <input type="checkbox"/> Grills/Open Burning <input type="checkbox"/> Tents (900 sq.ft. or greater or anything less with sides requires permit)

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

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

Signature: 

Print Name: Kathrine R Baier

Affiliation with Applicant (if applicable): Vice President - Menomonie Farmers Market Inc

Date: 12/17/2024

WEST CENTRAL WISCONSIN COMMUNITY ACTION AGENCY, INC.

Strong, Secure Families. Sustainable Communities. Since 1965.

Peter H. Kilde
Executive Director



WEST CAP

Barron | Chippewa | Dunn
Pepin | Pierce | Polk | St. Croix

12/17/2024

To: The Menomonie City Council;

West CAP is pleased to offer our ongoing support and endorsement of the Menomonie Farmers Market as managed by Menomonie Farmers Market Inc. As the Menomonie Farmers Market enters its 25th season, we want to recognize the important role of the market in providing a profitable marketplace for local farmers and producers to generate income while also offering a convenient opportunity for consumers to purchase directly from area farms and small businesses.

The market has been held from May through October on both Wednesdays and Saturdays for the past 20 years. The farmers, producers, and consumers have all come to rely on this tradition and we want to see it continued in the Wilson Farmers Market Pavilion completed in 2016 to be the Menomonie Farmers Market's permanent home.

In October 2023, after review and consideration of the organizational structure of Menomonie Farmers Market Inc including its corporate structure demonstrated through by-laws, board of directors, incorporation with the State of Wisconsin, and subsequently a Memorandum of Understanding between West CAP and Menomonie Farmers Market Inc, the Menomonie Farmers Market department of West CAP was successfully transitioned to Menomonie Farmers Market Inc. The current Menomonie Farmers Market Inc Board of Directors, comprised of Jeremiah Fredrickson, Katie Baier, and Casey Sutliff, is committed to continuing the success of the market in helping build the relationships between producers and consumers, supporting local economic activity, and ensuring the market continues to operate with a strong foundational organization.

In 2024, West CAP also transferred SNAP (supplemental nutrition assistance program) funding to Menomonie Farmers Market Inc in support of the continued market token program benefiting low-income community members. It is important to maintain the continuity of administration of this program, and we are confident that with Menomonie Farmers Market Inc's recent 501c3 status approval, they will not only be able to continue the program, but also be able to grow the program with market match funding that will allow SNAP recipients to enhance their benefits while purchasing fresh produce and other locally produced foods at the market.

For these reasons, we strongly urge you to approve the special event request in favor of Menomonie Farmers Market Inc's management of markets on Wednesdays and Saturdays in the Wilson Farmers Market Pavilion through the 2025 season and beyond.

Sincerely,

525 Second Street, Box 308, Glenwood City, WI 54013
Phone: 715.598.4750 Fax: 715.265.7031
www.westcap.org



Visit our
website!



Like us on
Facebook!

Member:



- The City will amend a tax increment district (TID) (see Attachment 5 for TID map) to include the proposed Co-op and use the tax increment to develop a plaza to host the Menomonie Farmers Market that will benefit from a more central location (at the intersection of two heavily traveled streets in the downtown, and a densely populated neighborhood). The increment will also be used to replace/upgrade infrastructure (sidewalk, curb, and gutter) around the Co-op's new location.
- The Co-op, a purchaser of local produce, meats and other food products, will be able to offer expanded meat (including fresh meat presently not offered) and produce counter space and expanded shelf space, providing the opportunity for local producers to sell more product to the store. The focus on organic, free-trade food will provide an expanded opportunity for the producers will stimulate additional investment necessary for increasing production. This in turn will result in increased job creation that will strengthen not only the Dunn County economy but also the regional economy (see Att. 7 – local farmer letter).
- The larger facility for the Co-op and a more centrally located farmers market will better serve a growing customer base (new downtown housing development targeted to the professional community) and will increase business opportunities for other downtown businesses.
- Thirty-one FTE positions will be created with the expansion and 21 FTE employees will be retained in the downtown.

The Co-op currently has a membership in excess of 1,700 and growing. It is also heavily patronized by non-members. Membership sales are approximately 65% of total sales and come from a wide surrounding area. (See Attachment 6 - Membership Map.) The Co-op is the only grocery store in the downtown area. At one time, there was a second grocery store that was a part of a national chain. That store closed 15 years ago when Walmart and another chain opened grocery operations in North Menomonie. However, the Co-op has continued to prosper for 40 years which supports the theory that locally owned and operated businesses are more committed to serving and staying in the community.

The Co-op outgrew its current facility several years ago. Industry standards for grocery stores indicated that the Co-op is grossly deficient in square footage based on its level of sales. Existing sales for the Co-op are \$1,675 per retail square feet per year, far in excess of industry standards that recommend expansion when sales exceed \$600 per square foot for a rural area. (Attachment 1 - Photos of current shelf/aisle space.) For the past five years, the Co-op has been unsuccessful in finding a larger facility downtown to expand and meet customer demand. Local realtors and the City have actively assisted the Co-op in its search. In addition to the Co-op's preference to remain downtown, the City's objective is to retain the store in the downtown area because it is the major traffic generator that also benefits other downtown businesses.

b. Municipal Planning Efforts

The community at-large has also voiced the need for a downtown/centrally located grocery store. UW-Stout and the City completed a Mixed-Use Development Strategy for downtown (Att. 2 and

Strong, Secure Families - Sustainable Communities

Serving Barron, Chippewa, Dunn, Pepin, Pierce, Polk and St. Croix Counties

Peter H. Kilde
Executive Director



September 8, 2014

To: Wisconsin Economic Development Corporation

RE: Community Investment Development Grant

West CAP fully supports the City of Menomonee's grant application to the Wisconsin Economic Development Corporation for improvements to downtown Menomonee, specifically the development of a permanent site for the Menomonee Farmers Market.

In big cities and small towns across the country, farmers markets are being recognized as an important part of community life. They provide a profitable marketplace for farmers to generate extra income, and a convenient opportunity for consumers to purchase fresh products directly from area farms. Farmers markets also provide a visible and direct connection between agriculture and city. Like the county fair, they offer a highly visible and positive reminder of the important role of agriculture in supporting the quality of life for everyone. Farmers markets also benefit other small businesses in the community, by attracting people who might otherwise not shop in the downtown area.

The Menomonee Farmers Market has been successful in offering all of these benefits to our community. Over the past thirteen years, the market has seen a remarkable growth in participation and sales. Farmer participation has increased from an average of 5-10 vendors in past seasons, to over 50 vendors in 2014. A typical market day this past season had vendors selling everything from vegetables and fruits to eggs, meat, jams and jellies, salsa, pickles, soaps, and crafts. The market also hosts prepared food vendors that sell wood-fired pizza, bar-b-que and Asian foods.

The market had its beginnings in downtown Menomonee, but due to growth the market had to move several times before finding a home at the Dunn County Recreation Park. When the market moved from downtown, the impact on downtown businesses and the vendors was significant. Both businesses and vendors lost customers. If this grant application is approved, it will stimulate economic growth for businesses located in downtown Menomonee and increase traffic for the market as well. Furthermore, the Farmers Market will be able to assist in the creation of downtown Menomonee as a destination through increased advertisement of the market. Currently, the market budget just breaks even and only a small portion of the budget can be utilized for market promotion because leasing of space for the market constitutes \$1,000 per season. Without this expense, the market can utilize the additional funds to promote attendance at the market through sponsoring activities such as cooking demonstrations and nutrition education.

We strongly encourage your consideration of Menomonee's Community Investment Development Grant and we look forward to partnering with the City.

Sincerely,



Peter H. Kilde
Executive Director

525 Second Street, Box 308, Glenwood City, WI 54013
Phone: [REDACTED] Fax: [REDACTED]
www.westcap.org

Member:



Guidelines	Yes	No	Explanation
Grant funds and matching funds will not be used for ineligible costs	X		
Recipient has not received any other CDI awards during the current fiscal year	X		
Recipient not eligible for a Brownfields award	X		
Project has downtown emphasis and incentivizes economic development for the community	X		
Recipient is current on all previous awards	X		

ELIGIBILITY: Meets CDI Program funding requirements and eligible activity requirements. Meets project eligibility as blight elimination in a downtown location, infill development and public space development.

PROJECT SUMMARY:

The City of Menomonie (City) is applying for \$500,000, to help finance a \$3,899,580 project to retain the only grocery store in the downtown area which is a vibrant business district with over 100 businesses and home to over 200 residents. The grocery store (Menomonie Market Food Co-op) objective is to stay downtown but options are limited. The recent vacating of a downtown building owned by Dunn County has provided a viable option for the Co-op that will enable it to stay downtown. This new facility will be over seven times larger than the current store.

In addition plaza space near the Co-op will be developed to host the Menomonie Farmers Market and upgrades will be made to the infrastructure surrounding the Co-op (sidewalks, curbs and gutters).

IMPACT ON COMMUNITY:

The size of the new Co-op will be seven times that of the existing space. This will allow them to offer expanded meat (including fresh meat presently not offered) and produce counter space and expanded shelf space, providing the opportunity for local producers to sell more product to the store. The focus on organic, free-trade food will provide an expanded opportunity for the producers, will stimulate additional investment necessary for increasing production. This will result in increased job creation for the region. The larger facility and more centrally located farmers market will better serve a growing customer base (new downtown housing development targeted to the professional community) and will increase business opportunities for other downtown businesses.

READINESS TO PROCEED:

In June of 2010 planning began for potential sites for Co-op expansion. Sites were explored outside of downtown. July 2014 the county owned building downtown was put up for auction and the Co-op submitted the successful bid to purchase. August 2014 the design of the new facility began. October 2014 the City amended the TIF district. April 2015 the county building will be demolished and the construction of the new facility as well as the upgrades to sidewalks and gutters and the plaza development will begin.



WISCONSIN ECONOMIC DEVELOPMENT CORPORATION

WEDC Grant Amend Auth Form Approved by Jaz City of Menomonie Pg 1

AMENDMENT AUTHORIZATION FORM

Table with 3 columns: DATE, PREPARED BY, AMENDMENT #, CONTRACT NUMBER, LOAN NUMBER, APPLICANT, BENEFICIARY, AWARD DATE, PROJECT END DATE, AWARD TYPE.

PROJECT DESCRIPTION:

The City of Menomonie was awarded a \$500,000 CDI grant to help finance a \$3,899,580 project to retain the only grocery store in the downtown. Downtown Menomonie is a vibrant business district with 100 businesses and home to over 200 residents.

A plaza area will also be created near the Co-op to host the Menomonie Farmers Market, as well as infrastructure upgrades to the area surrounding Co-op (sidewalks, curbs and gutters).

SECTION I - PERFORMANCE SUMMARY

Table with 3 columns: FUNDS DRAWDOWN/TAX CREDIT VERIFICATION, PERFORMANCE REPORTING, PERFORMANCE OUTCOMES (list all required by contract).

SECTION II - LOAN SUMMARY (if applicable)

Table with 1 column: LOAN STATUS: [] Loan is/will be in repayment status.



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

MENOMONIE FARMERS MARKET INC
PO BOX 223
MENOMONIE, WI 54751

Date:
10/30/2024
Employer ID number:
93-4163066
Person to contact:
Name: Tesfaye Gebi
ID number: 1514028
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
October 30, 2023
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053492001384

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Memorandum of Understanding

This Memorandum of Understanding (the "Memorandum") is made on November 01, 2023, by and between Menomonie Farmers Market Inc, of PO Box 223, Menomonie, Wisconsin 54751 (hereinafter referred to as "Menomonie Farmers Market") and West Central Wisconsin Community Action Agency, Inc, of PO Box 308, Glenwood City, Wisconsin 54013 (hereinafter referred to as "West CAP") for the purpose of achieving the various aims and objectives related to the transition of West CAP Menomonie Farmer's Market program into sovereign organization, Menomonie Farmers Market Inc (the "Project").

WHEREAS Menomonie Farmers Market Inc and West CAP desire to enter into an agreement in which Menomonie Farmers Market Inc and West CAP will work together to complete the transfer;

AND WHEREAS Menomonie Farmers Market and West CAP agree to enter into a Memorandum of Understanding between them, setting out the working arrangements that each of the partners agree are necessary to complete the Project;

Purpose

The purpose of this Memorandum is to provide the framework for any future binding contract regarding establishment of Menomonie Farmers Market between Menomonie Farmers Market Inc. and West CAP.

Obligations of the Partners

The Partners acknowledge that no contractual relationship is created between them by this Memorandum, but agree to work together in the true spirit of partnership to ensure that there is a united visible and responsive leadership of the Project and to demonstrate administrative and managerial commitment to the Project by means of the following individual services.

Cooperation

The activities and services for the Project shall include, but are not limited to:

- a) Services to be rendered by Menomonie Farmers Market include:
 - o will adopt the organization's own Rules and Regulations.
 - o will be the sole enforcer of the Rules and Regulations.
 - o will have complete ownership and control of the organization.
 - o will accept vendor applications and make vendor agreements.

- b) Services to be rendered by West CAP include:
 - will act as the nonprofit sponsor to the Menomonie Farmers Market until the market is recognized as tax-exempt by the IRS, or 12 months, whichever the sooner
 - will transfer all rights related to the department's website (menomoniefam.org) into the ownership of of Menomonie Farmers Market Inc

- will forward all paper or electronic correspondence received after November 01, 2023 related to Menomonie Farmers Market and vendor inquiries to Menomonie Farmers Market Inc
- Will complete general dissolution of the Menomonie Farmer's Market department within West CAP.

Resources

The Menomonie Farmers Market Inc will endeavor to have final approval and secure any financing necessary to fulfill their individual financial contributions.

Menomonie Farmers Market hereby agrees to provide all financial, material and labor resources in respect of the Project. Menomonie Farmers Market will also comply with all record keeping required for the Project.

Communication Strategy

Marketing of the vision and any media or other public relations contact should always be consistent with the aims of the Project and only undertaken by Menomonie Farmers Market staff. Where it does not breach any confidentiality protocols, a spirit of open and transparent communication should be adhered to. Coordinated communications should be made with external organizations to elicit their support and further the aims of the Project.

Use/inclusion of the West CAP name and/or logo will be made under the sole discretion of West CAP during the term of this agreement

Liability

No liability will arise or be assumed between the Partners as a result of this Memorandum.

Dispute Resolution

In the event of a dispute between the Partners in the negotiation of the final binding contract relating to this Project, a dispute resolution group will convene consisting of the Chief Executives of each of the Partners together with one other person independent of the Partners appointed by the Chief Executives. The dispute resolution group may receive for consideration any information it thinks fit concerning the dispute. The Partners agree that a decision of the dispute resolution group will be final. In the event the dispute resolution group is unable to make a compromise and reach a final decision, it is understood that neither party is obligated to enter into any binding contract to complete the Project.

Term

The arrangements made by the Partners by this Memorandum shall remain in place from November 01, 2023 until October 31, 2024 or until the Menomonie Farmers Market is recognized as tax-exempt by the IRS, whichever the sooner. The term can be extended only by agreement of

all of the Partners. This Memorandum can be immediately terminated by either party at any time and for any reason.

Notice

Any notice or communication required or permitted under this Memorandum shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

Governing Law

This Memorandum shall be construed in accordance with the laws of the State of Wisconsin.

Assignment

Neither party may assign or transfer the responsibilities or agreement made herein without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.

Amendment

This Memorandum may be amended or supplemented in writing, if the writing is signed by the parties obligated under this Memorandum.

Severability

If any provision of this Memorandum is found to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Memorandum is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

Prior Memorandum Superseded

This Memorandum constitutes the entire Memorandum between the parties relating to this subject matter and supersedes all prior or simultaneous representations, discussions, negotiations, and Memorandums, whether written or oral.

Understanding

It is mutually agreed upon and understood by and among the Partners of this Memorandum that:

- a) Each Partner will work together in a coordinated fashion for the fulfillment of the Project
- b) This Memorandum is not intended to and does not create any right, benefit, or trust
- c) This Memorandum will be effective upon the signature of both Partners.

- d) Any Partner may terminate its participation in this Memorandum by providing written notice to other Partner

The following Partners support the goals and objectives of Establishing the Menomonie Farmers Market Inc:

Signatories

This Agreement shall be signed on behalf of Menomonie Farmers Market Inc by Veronika Zazovskaya, Executive Director, and on behalf of West Central Wisconsin Community Action Agency, Inc by Peter H. Kilde, its Executive Director. This Agreement shall be effective as of the date first written above.

By: *Veronika Zazovskaya* Date: *11/04/2023*

Menomonie Farmers Market Inc

Veronika Zazovskaya, its Executive Director

By: *Peter H Kilde* Date: *11/4/2023*

West Central Wisconsin Community Action Agency, Inc

Peter H. Kilde, its Executive Director

ARTICLE I. NAME OF ORGANIZATION

The name of the corporation is Menomonie Farmers Market Inc.

ARTICLE II. CORPORATE PURPOSE

Section 1. Nonprofit Purpose

This corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 2. Specific Purpose

The vision of the Menomonie Farmers Market is to support the growers and producers of agricultural commodities by offering a location for them to sell their products to the local community. We hope to enhance the community through building relationships between producers and consumers, to support local economic activity, and to improve the sustainability of growing and producing these farm products and associated goods.

To promote a healthy lifestyle by making available a wide variety of quality, fresh produce and other farm products.

To provide an educational forum for consumers to learn the uses and benefits of high quality locally grown produce and other agricultural products.

To preserve Wisconsin's unique agricultural heritage and the historical role farmers markets have played in that heritage.

ARTICLE III. MEMBERSHIP

The membership of the corporation shall consist of the members of the Board of Directors.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. General Powers

The affairs of the Corporation shall be managed by its Board of Directors. The Board of Directors shall have control of and be responsible for the management of the affairs and property of the Corporation.

Section 2. Number, Tenure, Requirements, and Qualifications

The number of Directors shall be fixed from time-to-time by the Directors but shall consist of no less than three (3) nor more than seven (7) including the following officers: the President, the Vice President, the Secretary, and the Treasurer.

The members of the Board of Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall be duly elected and qualified. All members of the Board of Directors must be approved by a majority vote of the members present and voting. No vote on new members of the Board of Directors, shall be held unless a quorum of the Board of Directors is present as provided in Section 6 of this Article.

No two members of the Board of Directors related by blood or marriage/domestic partnership within the second degree of consanguinity or affinity may serve on the Board of Directors at the same time.

Each member of the Board of Directors shall be a member of the Corporation whose shall hold office for a three-year term. Their terms shall be staggered so that at the time of each annual meeting, the terms of approximately one-third (1/3) of all members of the Board of Directors shall expire.

Section 3. Regular and Annual Meetings

The board shall meet at least two times throughout the year to address organizational interests. Notice of these meetings shall be sent to all members of the Board of Directors no less than ten (10) days prior to the meeting date.

Section 4. Special Meetings

Special meetings of the Board of Directors may be called by or at the request of the President or any two members of the Board of Directors. The person or persons authorized to call special meetings of the Board of Directors may fix any location, as the place for holding any special meeting of the Board called by them.

Section 5. Notice

Notice of any special meeting of the Board of Directors shall be given at least two (2) days in advance of the meeting by telephone, facsimile or electronic methods or by written notice. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these by-laws.

Section 6. Quorum

The presence, in person, of a majority of current members of the Board of Directors shall be necessary at any meeting to constitute a quorum to transact business, but a lesser number shall have power to adjourn to a specified later date without notice. The act of a majority of the members of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these by-laws.

Section 7. Vacancies

Whenever any vacancy occurs in the Board of Directors it shall be filled without undue delay by a majority vote of the remaining members of the Board of Directors at a regular or special meeting.

Section 8. Compensation

Members of the Board of Directors shall not receive any compensation for their services as Directors.

Section 10. Informal Action by Directors

Any action required by law to be taken at a meeting of the Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by two-thirds (2/3) of all of the Directors following notice of the intended action to all members of the Board of Directors.

Section 11. Confidentiality

Directors shall not discuss or disclose information about the Corporation or its activities to any person or entity unless such information is already a matter of public knowledge, such person or entity has a need to know, or the disclosure of such information is in furtherance of the Corporations' purposes, or can reasonably be expected to benefit the Corporation. Directors shall use discretion and good business judgment in discussing the affairs of the Corporation with third parties. Without limiting the foregoing, Directors may discuss upcoming fundraisers and the purposes and functions of the Corporation, including but not limited to accounts on deposit in financial institutions.

Section 12. Parliamentary Procedure

Any question concerning parliamentary procedure at meetings shall be determined by the President by reference to Robert's Rules of Order.

Section 13. Removal.

Any member of the Board of Directors or members of the Advisory Council may be removed with or without cause, at any time, by vote of two-thirds (2/3) of the members of the Board of Directors if in their judgment the best interest of the Corporation would be served thereby. Each member of the Board of Directors must receive written notice of the proposed removal at least ten (10) days in advance of the proposed action. An officer who has been removed as a member of the Board of Directors shall automatically be removed from office.

Members of the Board of Directors who are removed for failure to meet the minimum requirements in Section 2 of this Article in these by-laws automatically forfeit their positions on the Board pursuant to Section 7 of this Article, and are not entitled to the removal procedure outlined in this section.

ARTICLE VI. OFFICERS

The officers of this Board shall be the President, Vice President, Secretary and Treasurer. All officers must have the status of active members of the Board.

Section 1. President

The President shall preside at all meetings of the membership. The President shall have the following duties:

- a. He/She shall preside at all meetings of the Board of Directors.
- b. He/She shall have general superintendence and direction of all other officers of this corporation and see that their duties are properly performed.
- c. He/She shall submit a report of the operations of the Menomonie Farmers Market for the fiscal year to the Board of Directors at their annual meetings, and from time to time, shall report to the Board all matters that may affect this program.

Section 2. Vice-President

The Vice-President shall be vested with all the powers and shall perform all the duties of the President during the absence of the latter.

Section 3. Secretary

The Secretary shall attend all meetings of the Board of Directors. The Secretary's duties shall consist of:

- a. He/She shall record all votes and minutes of all proceedings to be kept electronically for access by the Board of Directors.

- b. He/She shall make the arrangements, send notices, and take reservations for all meetings of the Board of Directors, including the annual meeting of the organization.
- c. He/She shall perform all official correspondence from the Board of Directors as may be prescribed by the Board of Directors or the President.

Section 4. Treasurer

The Treasures duties shall be:

- a. He/She shall submit approval of all expenditures of funds raised by the Menomonie Farmers Market.
- b. He/She shall present a complete and accurate report of the finances raised by the Menomonie Farmers Market at each meeting of the directors, or at any other time upon request of a director.
- c. He/She shall have the right of inspection of the funds including budgets and subsequent audit reports.
- d. It shall be the duty of the Treasurer to assist in direct audits of the funds of the program according to funding source guidelines and generally accepted accounting principles.

Section 5. Election of Officers

Nominations shall be received from the floor prior to the election to be held at the annual meeting of the Board of Directors. Officers of the Board of Directors shall be eligible to succeed themselves in their respective offices.

Section 6. Removal of Officer

The Board of Directors with the concurrence of $\frac{2}{3}$ of the members voting at the meeting may remove any officer of the Board of Directors and elect a successor for the unexpired term. No officer of the Board of Directors shall be expelled without an opportunity to be heard and notice of such motion of expulsion shall be given to the member in writing twenty (20) days prior to the meeting at which motion shall be presented, setting forth the reasons of the Board for such expulsion.

Section 7. Vacancies

The directors shall be responsible for nominating persons to fill vacancies which occur between annual meetings, including those of officers. Nominations shall be sent in writing to members of the Board of Directors at least two (2) weeks prior to the next meeting at which the election will be held. The persons so elected shall hold membership or office for the unexpired term in respect of which such vacancy occurred.

ARTICLE VIII. CORPORATE STAFF

Section 1: Menomonie Farmers Market General Manager

The Board of Directors shall hire a General Manager who shall serve at the will of the Board. The General Manager shall direct the day-to-day business of the Corporation, maintain the properties of the Corporation, and perform such additional duties as may be directed by the Board of Directors. No member of the Board of Directors may individually instruct the General Manager or any other employee. The General Manager shall make such reports at the board meetings as shall be requested by any officer of the Board of Directors.

The General Manager may not be related by blood or marriage/domestic partnership within the second degree of consanguinity or affinity to any member of the Board of Directors, but may serve on the Board of Directors themselves. The General Manager may be hired at any meeting of the Board of Directors by a majority vote and shall serve until removed by the Board of Directors upon an affirmative vote of two-thirds ($\frac{2}{3}$) of the members present at any meeting of the Board of Directors. Such removal may be with or without cause. Nothing herein shall confer any compensation or other rights on any General Manager, who shall remain an employee terminable at will, as provided in this Section.

ARTICLE IX. – Conflict of Interest and Compensation

Section 1: Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2: Definitions

- a. Interested Person
Any director with board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- b. Financial Interest
A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 1. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,

2. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
 3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
- c. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
 - d. A financial interest is not necessarily a conflict of interest. Under Article IX., Section 2, a person who has a financial interest may have a conflict of interest only if the Board of Directors decides that a conflict of interest exists.

Section 3. Procedures

- a. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members with delegated powers considering the proposed transaction or arrangement.
- b. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board members shall decide if a conflict of interest exists.
- c. **Procedures for Addressing the Conflict of Interest**
 1. An interested person may make a presentation at the board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 2. The president of the board of directors shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 3. After exercising due diligence, the board shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above

determination it shall make its decision as to whether to enter into the transaction or arrangement.

d. Violations of the Conflicts of Interest Policy

1. If the board of directors has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Proceedings

The minutes of the board of directors shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 5. Compensation

- a. A voting member of the board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the board who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6. Annual Statements

Each director shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7. Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Section 8. Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE X. INDEMNIFICATION

Section 1. General

To the full extent authorized under the laws of the Wisconsin, the corporation shall indemnify any director, officer, employee, or agent, or former member, director, officer, employee, or agent of the corporation, or any person who may have served at the corporation's request as a director or officer of another corporation (each of the foregoing members, directors, officers, employees, agents, and persons is referred to in this Article individually as an "indemnitee"), against expenses actually and necessarily incurred by such indemnitee in connection with the defense of any action, suit, or proceeding in which that indemnitee is made a party by reason of being or having been such member, director, officer, employee, or agent, except in relation to matters as to which that indemnitee shall have been adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of a duty. The foregoing indemnification shall not be deemed exclusive of any other rights to which an

indemnitee may be entitled under any bylaw, agreement, resolution of the Board of Directors, or otherwise.

Section 2. Expenses

Expenses (including reasonable attorneys' fees) incurred in defending a civil or criminal action, suit, or proceeding may be paid by the corporation in advance of the final disposition of such action, suit, or proceeding, if authorized by the Board of Directors, upon receipt of an undertaking by or on behalf of the indemnitee to repay such amount if it shall ultimately be determined that such indemnitee is not entitled to be indemnified hereunder.

Section 3. Insurance

The corporation may purchase and maintain insurance on behalf of any person who is or was a member, director, officer, employee, or agent against any liability asserted against such person and incurred by such person in any such capacity or arising out of such person's status as such, whether or not the corporation would have the power or obligation to indemnify such person against such liability under this Article.

ARTICLE XI. BOOKS AND RECORDS

The corporation shall keep complete books and records of accounts and minutes of the proceedings of the Board of Directors.

ARTICLE XII. AMENDMENTS

Section 1. Articles of Incorporation

The Articles may be amended in any manner at any regular or special meeting of the Board of Directors, provided that specific written notice of the proposed amendment of the Articles setting forth the proposed amendment or a summary of the changes to be effected thereby shall be given to each director at least three days in advance of such a meeting if delivered personally, by facsimile, or by e-mail or at least five days if delivered by mail. As required by the Articles, any amendment to Article III or Article VI of the Articles shall require the affirmative vote of all directors then in office. All other amendments of the Articles shall require the affirmative vote of an absolute majority of directors then in office.

Section 2. Bylaws

The Board of Directors may amend these Bylaws by majority vote at any regular or special meeting. Written notice setting forth the proposed amendment or summary of the changes to be effected thereby shall be given to each director within the time and the manner provided for the giving of notice of meetings of directors.

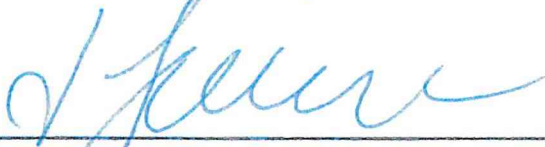
ARTICLE XIII. Dissolution

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of IRC Section 501(c)(3), or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

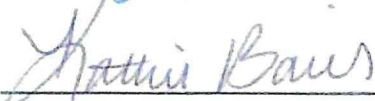
ADOPTION OF BYLAWS

We, the undersigned, are all of the initial directors or incorporators of this corporation, and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of the 11 preceding pages, as the Bylaws of this corporation.

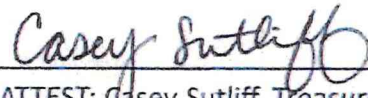
ADOPTED AND APPROVED by the Board of Directors on this 6th day of May, 2024



Veronika Zazovsky, President – Menomonie Farmers Market Inc.



ATTEST: Kathrine Baier, Vice President and Secretary – Menomonie Farmers Market, Inc.



ATTEST: Casey Sutliff, Treasurer – Menomonie Farmers Market, Inc.



Corporations Bureau

Form 102 - Nonstock Corporation Articles of Incorporation

Name of Corporation

The corporation is organized under Ch. 181 of the Wisconsin Statutes.

Article 1 Name of Corporation: Menomonie Farmers Market Inc.

Article 2 Principal Office

Mailing Address: PO Box 223
City: MENOMONIE
State: WI
Zip Code: 54751

Article 3 Registered Agent

Registered Agent Individual: Veronika Zazovsky
Name of Entity:
Street Address: E6954 1070th Ave
City: Wheeler
State: WI
Zip Code: 54772
Email: manager@menomoniefam.org

Select Statement

Article 4 Select one statement: The corporation will have members
Article 5 Is this corporation authorized to make distributions under the statute?: Yes
This document was drafted by: Veronika Zazovsky

Article 6 Incorporator

Name: Veronika Zazovsky
Street Address: PO Box 213
City: MENOMONIE
State: WI
Zip Code: 54751

Incorporator Signature

I understand that checking this box constitutes a legal signature: Yes
Incorporator Signature: Veronika Zazovskaya

Article 7 Optional Articles

The purpose(s) for which the corporation is incorporated: The vision of the Menomonie Farmers Market is to support the growers and

producers of agricultural commodities by offering a location for them to sell their produce to the local community. We hope to enhance the community through building relationships between producers and consumers, to support local economic activity, and to improve the sustainability of growing and producing these farm products and associated goods. To promote a healthy lifestyle by making available a wide variety of quality, fresh produce and other farm products. To provide an educational forum for consumers to learn the uses and benefits of high quality locally grown produce and other agricultural products. To preserve Wisconsin's unique agricultural heritage and the historical role farmers markets have played in that heritage.

Delayed Effective date: 11/01/2023

Article 8 Directors

Name: Kathrine Baier
Street Address: PO Box 223
City: MENOMONIE
State: WI
Zip Code: 54751

Name: Casey Sutliff
Street Address: PO Box 223
City: MENOMONIE
State: WI
Zip Code: 54751

Name: Veronika Zazovsky
Street Address: PO Box 223
City: MENOMONIE
State: WI
Zip Code: 54751

Optional Contact Information

Name:
Address:
City:
State:
Zip Code:
Phone Number:
Email Address: manager@menomoniefam.org

Endorsement

Received Date: FILED
10/30/2023

Entity ID:

M129339



State of Wisconsin
Department of Financial Institutions

Search for:

menomonie farmers market, inc.

Search Records

[Search](#)
[Advanced Search](#)
[Name Availability](#)

Corporate Records

Result of lookup for M129339 (at 2/13/2025 9:00 AM)

MENOMONIE FARMERS MARKET INC.

You can: [File an Annual Report](#) - [Request a Certificate of Status](#) - [File a Registered Agent/Office Update Form](#)

Vital Statistics

Entity ID M129339

Registered Effective Date 11/01/2023

Period of Existence PER

Status Incorporated/Qualified/Registered [Request a Certificate of Status](#)

Status Date 11/01/2023

Entity Type Non-Stock Corporation

Annual Report Requirements Non-stock Corporations are required to file an Annual Report under s. 181.0214, WI Statutes.

Addresses

Registered Agent Office KATHRINE R BAIER
E7631 N COUNTY RD E
ELK MOUND , WI 54739

[File a Registered Agent/Office Update Form](#)

Principal Office 393 RED CEDAR STREET, SUITE 5
MENOMONIE , WI 54751

Historical Information

Annual Reports

Year	Reel	Image	Filed By	Stored On
2024	000	0000	online	database

[File an Annual Report](#) - [Order a Document Copy](#)

Certificates of Newly-elected Officers/Directors None

Old Names None

Chronology

Effective Date	Transaction	Processed Date	Description
11/01/2023	Incorporated/Qualified/Registered	10/30/2023	OnlineForm 102
10/21/2024	Change of Registered Agent	10/21/2024	OnlineForm 5

[Order a Document Copy](#)

RESOLUTION NO. 2025 - 01

2025 Menomonie Farmers Market, Inc. Special Event Permit

WHEREAS, The City of Menomonie (“City”), with support from West Central Wisconsin Community Action Agency, Inc. (“West CAP”), applied for and received a Wisconsin Economic Development Corporation grant assist with the construction of the Farmers Market Pavilion in Wilson Park in 2014; and,

WHEREAS, The farmers market has operated with only minor issues in the Farmers Market Pavilion and the Small Shelter in Wilson Park on Wednesdays and Saturdays since 2016; and,

WHEREAS, West CAP transferred all obligations related to the farmers market to Menomonie Farmers Market, Inc. in 2023; and,

WHEREAS, Menomonie Farmers Market, Inc. has requested a Special Event Permit to operate the farmers market in Wilson Park on Wednesdays (from 8:00am to 7:00pm) and Saturdays (from 6:00am to 2:00pm) from May 17, 2025 to October 15, 2025; and,

WHEREAS, Lets Paint The Town, Inc. has requested to use the Farmers Market Pavilion and Small Shelter in Wilson Park from 12:00pm to 6:00pm and the remainder of Wilson Park from 8:00am to 6:00pm on Saturday July 19, 2025; and,

NOW, THEREFORE, BE IT RESOLVED, that the City Council does hereby approve the 2025 Menomonie Farmers Market, Inc. Special Event Permit, as presented, subject to the following conditions:

1. An updated certificate of insurance running through October 15, 2025 shall be provided.
2. Menomonie Farmers Market, Inc. shall be responsible for the moving of picnic tables. Picnic tables may be moved from the Farmers Market Pavilion and Small Shelter on Wednesday morning but must be returned on Saturday afternoon. Picnic tables are used by the Luddington Guard Band on Tuesdays.
3. Menomonie Farmers Market, Inc. shall collect garbage bags and place them in the dumpster near the Bandshell at the conclusion of the farmers market on Wednesday and Saturday.
4. Menomonie Farmers Market, Inc. may store farmers market materials in a 5-foot by 5-foot (25 square foot) space in the Bandshell storage room and shall keep the door locked except to remove and return the stored materials.
5. Menomonie Farmers Market, Inc. shall lock the men’s and women’s bathrooms at the conclusion of the farmers market on Wednesday and Saturday.

6. Menomonie Farmers Market, Inc. shall restrict operations on July 19, 2025 to the Farmers Market Pavilion and the Small Shelter. The remainder of Wilson Park, and several adjacent streets, have been reserved for use by Lets Paint The Town, Inc.
7. Menomonie Farmers Market, Inc. and all farmers market vendors shall vacate all of Wilson Park, including the Farmers Market Pavilion and Small Shelter, at 12pm on July 19, 2025 unless separate arrangements are made with Lets Paint The Town, Inc.

The City Clerk shall retain a copy of this resolution on file through December 31, 2025. This resolution is not required to be published.

Adopted by the City Council of the City of Menomonie this _____ day of _____ 2025.

CITY OF MENOMONIE

By: _____
Randy Knaack, Mayor

Attest: _____
Catherine Martin, Clerk

17-Feb-25

2024 Claims

Bobcat Plus
Lewis Bjork Septic
Melstrom Inspections
Weld Riley
Jean Wulf
William Olson

Description

Machinery/Equip-Parts/Repair Supplies
Parks-Water/Sewer
Inspections-Contractual Service/Inspections
TID 1B-Legal Counsel
Ambulance Refund
Ambulance Refund

Total Invoice Amt Overdrawn

\$98.12
\$1,005.00
\$2,220.00
\$352.50
\$75.00
\$40.00

2024 Parking Utility Claims

IPS

Description

Jan 25 Fees

Total Invoice

\$1,553.02

Parking
Total

\$1,553.02

2/13/25

LICENSES – February 17, 2025

LICENSE YEAR – 2025

TEMPORARY CLASS “B” BEER LICENSE:

Menomonie Sunrise Rotary Club – 620 17th St. SE

- Rotary Fest, 04/12/2025
- Sadsitic Century, 08/09/2025

2/13/25