



**CITY OF MENOMONIE**  
**COUNCIL MEETING**  
**CITY COUNCIL CHAMBERS**  
**7:00 PM**  
**Monday – May 19, 2025**



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

## **AGENDA**

### ***Pledge of Allegiance***

- 1. Roll Call**
- 2. Recognitions**
- 3. Approval of Minutes**
- 4. Public Comments**
- 5. New Business**

- a. Resolution 2025-09, a resolution regarding the National Incident Management System.
- b. Resolution 2025-10, a resolution requesting State of Wisconsin funds be allocated for Wisconsin-related passenger rail corridor studies – discussion and possible action.
- c. Special Event Requests – discussion and possible action:
  - i. Yoga at Wilson Park, Arrive, LLC, Wilson Park, June 3, June 10, June 17, and June 24, 2025
  - ii. Popcorn in the Park, Menomonie Area Senior Center, Wilson Park, June 3, June 10, June 17, June 24, July 1, July 8, July 15, July 22, July 29, and August 5, 2025.
  - iii. Harvest Dinner, Menomonie Market Food Coop, Wilson Park, September 6, 2025.
- d. Reminder regarding Open Meeting requirements – discussion only (no action).
- e. Mayoral Appointments to Boards and Commissions – discussion and possible action:
  - i. Board of Review
    1. Kyle Behrens (1 year term to April 2026)
  - ii. Historic Preservation Commission
    1. Tim Dotseth (3 year term to April 2028)
    2. Melissa Kneeland (3 year term to April 2028)
    3. Joshua Kohnke (complete 1-year term to April 2026)
  - iii. Library Board
    1. Laura McCullough (3-year term to June 2028)

- 6. Budget Transfers**
- 7. Mayor's Report**
- 8. Communications and Miscellaneous Business**
- 9. Claims**
- 10. Licenses**

- a. Normal license list – discussion and possible action.
- b. Premises Amendment for existing Class C Wine License of Hive & Hollow, LLC located at 222 Main Street East for a sidewalk café.

- 11. Adjourn**

**"PUBLIC ACCESS"**

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### STAFF COMMENTS

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#### 2. Recognitions

City Staff wanted to recognize Don Betthausen for his long service to the City of Menomonie. Don has served the City for over 50 years working on our financial audits and, more recently, the Water Utility's Annual Reports to the Public Service Commission. No action is needed (discussion only).

#### 3. Approval of Minutes

Draft minutes from the City Council Meeting on May 6, 2025 are enclosed. If the Council concurs, the appropriate motion would be ***Approve the Minutes from the May 6, 2025 City Council Meeting*** (simple majority).

#### 5. New Business

- a) Enclosed is proposed Resolution 2025-09 regarding the National Incident Management System. City Staff will be on hand to present the resolution and answer any questions the City Council might have. If the City Council concurs, the appropriate motion would be ***Approve Resolution 2025-09, a Resolution approving the National Incident Management System*** (simple majority).
- b) Enclosed is proposed Resolution 2025-10 requesting State of Wisconsin funds be allocated for Wisconsin-related passenger rail corridor studies. The Resolution does not obligate the City to expend funds. City Staff will be on hand to present the resolution and answer any questions the City Council might have. If the City Council concurs, the appropriate motion would be ***Approve Resolution 2025-10, a Resolution supporting State of Wisconsin funds be allocated for Wisconsin-related passenger rail corridor studies*** (simple majority).
- c) Special Event Requests:
  - i) Arrive, LLC proposes to reserve Wilson Park for Yoga at Wilson Park in the morning on June 3, June 10, June 17, and June 24, 2025. No proof of insurance has been provided. If the City Council concurs, the appropriate motion would be ***Approve the Special Event Request for Yoga At Wilson Park, as presented, contingent upon receipt of proof of insurance*** (simple majority).
  - ii) Menomonie Area Senior Center proposes to reserve a portion of Wilson Park during Ludington Guard Band concerts for Popcorn in the Park, on June 3, June 10, June 17,





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June 24, July 1, July 8, July 15, July 22, July 29, and August 5, 2025. They have provided proof of insurance. If the City Council concurs, the appropriate motion would be ***Approve the Special Event Request for Popcorn in the Park, as presented*** (simple majority).

- iii) Menomonie Market Food Coop proposes to reserve Wilson Park for a Harvest Dinner on September 6, 2025. They have provided proof of insurance. If the City Council concurs, the appropriate motion would be ***Approve the Special Event Request for Harvest Dinner, as presented*** (simple majority).
- d) Enclosed is a reminder regarding Open Meeting requirements. City Staff and the City Attorney will be on hand to present the materials and answer any questions the City Council might have. No action is needed (discussion only).
- e) Mayor Knaack recommends the following appointments. If the City Council concurs with these appointments, the appropriate motion would be ***Approve the Mayoral Appointments, as presented*** (simple majority).
  - i) Board of Review:
    - (1) Kyle Behrens (1 year term to April 2026) – Mr. Behrens would be a new appointment to the Board of Review. Mr. Behrens is employed by WESTconsin Credit Union as a Mortgage Loan Originator. Mr. Behrens currently serves on the Recreation Advisory Board.
  - ii) Historic Preservation Commission:
    - (1) Tim Dotseth (3 year term to April 2028) – Mr. Dotseth is a long-serving member of the Historic Preservation Commission and is up for reappointment.
    - (2) Melissa Kneeland (3 year term to April 2028) – Ms. Kneeland is a long-serving member of the Historic Preservation Commission and is up for reappointment.
    - (3) Joshua Kohnke (complete 1-year term to April 2026) – Mr. Kohnke would be a new appointment to the Historic Preservation Commission. Mr. Kohnke is employed by UW-Stout as an Engineering Specialist.
  - iii) Library Board:
    - (1) Laura McCullough (3-year term to June 2028) – Ms. McCullough previously served on the Library Board, as a City Council representative.





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#### 6. Budget Transfers

As of this writing, no budget transfers have been identified. If any budget transfers are identified, a revised list will be distributed before the meeting. In that case, the appropriate motion would be ***Approve the Revised Budget Transfers, as Presented*** (roll call vote).

#### 9. Claims

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

#### 10. Licenses

- a) The Normal License list is enclosed in the packet. If the City Council supports the issuance of licenses, the appropriate motion would be ***Approve the Normal License List, as presented*** (simple majority).

If any additional license applications are received, a revised list will be distributed before the meeting. In that case, the appropriate motion would be ***Approve the Revised Normal License List, as presented*** (simple majority).

- b) Enclosed is a proposed Premises Amendment for the existing Class C Wine License of Hive & Hollow, LLC located at 222 Main Street East for a sidewalk café. City Staff have reviewed the proposed Premises Amendment and have no objection. City Staff and the City Attorney will be on hand to present the materials and answer any questions the City Council might have. If the City Council supports the amendment, the appropriate motion would be ***Approve the Premises Amendment for the existing Class C Wine License of Hive & Hollow, LLC located at 222 Main Street East for a sidewalk café, 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 May 6, 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, Pickard, Schwebs, Solberg, Brennan, Erdman, and Sommerfeld. Gentz was absent.

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

PUBLIC HEARING – None

PUBLIC COMMENTS – None

MOTION was made by Crowe, seconded by Schwebs, and carried unanimously to approve Resolution 2025-08, a Resolution Declaring Official Intent to Reimburse Expenditures for the Well #9 Project.

MOTION was made by Brennan, seconded by Pickard, and carried unanimously to approve the Sale of Police Department Surplus Items, as proposed.

MOTION was made by Pickard, seconded by Schwebs, and carried unanimously to approve the Special Event Permits for Music Over Menomin at Lakeside Park on June 12, June 19, June 26, July 3, July 10, July 17, July 24, and July 31, 2025.

MOTION was made by Crowe, seconded by Sutherland, and carried unanimously to approve the 4<sup>th</sup> of July Celebration in Wakanda Park on July 4, 2025, contingent upon receipt of a detailed plan approved by City Staff to operate the beer tent, and proof of insurance.

MOTION was made by Pickard, seconded by Brennan, and carried unanimously to approve the Pride Picnic in Wilson Park on June 8, 2025, contingent upon proof of insurance.

MOTION was made by Solberg, seconded by Brennan, and carried unanimously to approve the Dunn County Fair on 17<sup>th</sup> Street on July 23-27, 2025.

MOTION was made by Pickard, seconded by Solberg, and carried unanimously to approve the Donaldson for their Company Picnic at the Wakanda Pavilion on August 17, 2025.

MOTION was made by Pickard, seconded by Yonko, and carried unanimously to approve the Dunn County Humane Society Walk for Paws in Wakanda Park on October 12, 2025.

MOTION was made by Solberg, seconded by Brennan, and carried unanimously to approve the following Mayoral Appointments: Parking Utility Commission, Ann Vogel (3-year term to December 2027); Plan Commission, Lowell Prange (complete Mark Kalscheur's term to April 2027); Tourism Commission, Kat Wagner (1-year term to April 2026) and Amanda Pickerign-Yaeger (1-year term to April 2026).

BUDGET TRANSFERS – None

MAYOR'S REPORT – Mayor reported that it has been good to see that there have been many fishers out on the water down at Wolske Bay and that it seems the dredging of the lake has helped to restore some habitat for the fish.

COMMUNICATIONS AND MISCELLANEOUS BUSINESS – Alderperson Yonko had praises for the Menomonie Police Dept as being compassionate and dedicated officers. Alderperson Brennan shared that she would like council members to think about adding services to the Dunn County Transit system with budget planning in the next year. Alderperson Solberg shared concern over the number of dilapidated homes and rentals in the City and Public Works Director Schofield reported that there is a working list of nuisance properties the Department is working on and would be open to adding more to the list, if provided with specific locations. Schofield also shared that there is a new courtesy dock behind Well #8 that is big enough for two boats.

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

MAY 6, 2025 CLAIMS

WELD RILEY	\$7,420.00
WISCONSIN ELECTIONS COMMISSION	\$95.00
TOTAL	\$7,515.00
CITY TREASURER	\$334.32
CLANCY'S	\$350.00
IPS GROUP	\$4,683.36
PARKING TOTAL	\$5,367.38

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

LICENSES – May 6, 2025

LICENSE YEAR – 2025

TEMPORARY CLASS "B" BEER LICENSE:

Red Cedar Racing Association, Weekly Wisconsin Sanction Racing - 620 17th St SE

- 08/29/2025, Labor Day Showdown

TEMPORARY CLASS "B" BEER & "CLASS B" WINE LICENSE:

West Central WI Workforce Development Board, dba West Central Works – 800 Wilson St., Suite 310

- 07/04/2025, 4<sup>th</sup> of July Celebration, Wakanda Park

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

Kate Martin, City Clerk



# I. Fundamentals and Concepts of NIMS

## A. Introduction

Communities across the Nation experience a diverse set of threats, hazards, and events. The size, frequency, complexity, and scope of these incidents<sup>1</sup> vary, but all involve a range of personnel and organizations to coordinate efforts to save lives, stabilize the incident, and protect property and the environment. Every day, jurisdictions and organizations work together to share resources, integrate tactics, and act collaboratively. Whether these organizations are nearby or are supporting each other from across the country, their success depends on a common, interoperable approach to sharing resources, coordinating and managing incidents, and communicating information. The National Incident Management System (NIMS) defines this comprehensive approach.

NIMS guides all levels of government, nongovernmental organizations (NGO), and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from incidents. NIMS provides stakeholders across the whole community<sup>2</sup> with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System.<sup>3</sup> NIMS defines operational systems, including the Incident Command System (ICS), Emergency Operations Center (EOC) structures, and Multiagency Coordination Groups (MAC Groups) that guide how personnel work together during incidents. NIMS applies to all incidents, from traffic accidents to major disasters.

The jurisdictions and organizations involved in managing incidents vary in their authorities, management structures, communication capabilities and protocols, and many other factors. NIMS provides a common framework to integrate these diverse capabilities and achieve common goals. The guidance contained in this document incorporates solutions developed over decades of experience by incident personnel across the Nation.

This document is organized into three major components:

- **Resource Management** describes standard mechanisms to systematically manage resources, including personnel, equipment, supplies, teams, and facilities, both before and during incidents in order to allow organizations to more effectively share resources when needed.

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<sup>1</sup> In this document, the word “incident” includes planned events as well as emergencies and/or disasters of all kinds and sizes. See the Glossary for additional information.

<sup>2</sup> Whole community is a focus on enabling the participation in incident management activities of a wider range of players from the private and nonprofit sectors, including NGOs and the general public, in conjunction with the participation of all levels of government in order to foster better coordination and working relationships.

<sup>3</sup> The National Preparedness System outlines an organized process to help the whole community achieve the National Preparedness Goal. It comprises and builds on existing policies, programs, and guidance to include the National Planning Frameworks, Federal Interagency Operational Plans, and the National Preparedness Report.

- **Command and Coordination** describes leadership roles, processes, and recommended organizational structures for incident management at the operational and incident support levels and explains how these structures interact to manage incidents effectively and efficiently.
- **Communications and Information Management** describes systems and methods that help to ensure that incident personnel and other decision makers have the means and information they need to make and communicate decisions.

These components represent a building-block approach to incident management. Applying the guidance for all three components is vital to successful NIMS implementation.

## B. Applicability and Scope

NIMS is applicable to all stakeholders with incident management and support responsibilities. The audience for NIMS includes emergency responders and other emergency management personnel, NGOs (e.g., faith-based and community-based groups), the private sector, and elected and appointed officials responsible for making decisions regarding incidents. All incident management efforts, regardless of the incident or location, should fully incorporate people with disabilities and other people who have access and functional needs.<sup>4</sup> The scope of NIMS includes all incidents, regardless of size, complexity, or scope, and planned events (e.g., sporting events). Table 1 describes the utility of NIMS as incident management doctrine.

**Table 1: Overview of NIMS**

NIMS Is	NIMS Is Not
<ul style="list-style-type: none"> <li>• A comprehensive, nationwide, systematic approach to incident management, including the command and coordination of incidents, resource management, and information management</li> </ul>	<ul style="list-style-type: none"> <li>• Only the ICS</li> <li>• Only applicable to certain emergency/incident response personnel</li> <li>• A static system</li> </ul>
<ul style="list-style-type: none"> <li>• A set of concepts and principles for all threats, hazards, and events across all mission areas (Prevention, Protection, Mitigation, Response, Recovery)</li> </ul>	<ul style="list-style-type: none"> <li>• A response plan</li> </ul>
<ul style="list-style-type: none"> <li>• Scalable, flexible, and adaptable; used for all incidents, from day-to-day to large-scale</li> </ul>	<ul style="list-style-type: none"> <li>• Used only during large-scale incidents</li> </ul>
<ul style="list-style-type: none"> <li>• Standard resource management procedures that enable coordination among different jurisdictions or organizations</li> </ul>	<ul style="list-style-type: none"> <li>• A resource-ordering system</li> </ul>
<ul style="list-style-type: none"> <li>• Essential principles for communications and information management</li> </ul>	<ul style="list-style-type: none"> <li>• A communications plan</li> </ul>

<sup>4</sup> Access and functional needs are individual circumstances requiring assistance, accommodation, or modification for mobility, communication, transportation, safety, health maintenance, etc., due to any temporary or permanent situation that limits an individual's ability to take action during an incident.



## C. NIMS Guiding Principles

Incident management priorities include saving lives, stabilizing the incident, and protecting property and the environment. To achieve these priorities, incident personnel apply and implement NIMS components in accordance with the principles of flexibility, standardization, and unity of effort.

### Flexibility

NIMS components are adaptable to any situation, from planned special events to routine local incidents to incidents involving interstate mutual aid or Federal assistance. Some incidents need multiagency, multijurisdictional, and/or multidisciplinary coordination. Flexibility allows NIMS to be scalable and, therefore, applicable for incidents that vary widely in terms of hazard, geography, demographics, climate, cultural, and organizational authorities.

### Standardization

Standardization is essential to interoperability among multiple organizations in incident response. NIMS defines standard organizational structures that improve integration and connectivity among jurisdictions and organizations. NIMS defines standard practices that allow incident personnel to work together effectively and foster cohesion among the various organizations involved. NIMS also includes common terminology, which enables effective communication.

### Unity of Effort

Unity of effort means coordinating activities among various organizations to achieve common objectives. Unity of effort enables organizations with specific jurisdictional responsibilities to support each other while maintaining their own authorities.

## D. Background

NIMS is the culmination of more than 40 years of efforts to improve interoperability in incident management. This work began in the 1970s with local, state,<sup>5</sup> and Federal agencies collaborating to create a system called Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE). FIRESCOPE included ICS and the Multiagency Coordination System (MACS). In 1982, the agencies that developed FIRESCOPE and the National Wildfire Coordinating Group (NWCG) created the National Interagency Incident Management System (NIIMS), in part to make ICS and MACS guidance applicable to all types of incidents and all hazards. Recognizing the value of these systems, communities across the Nation adopted ICS and MACS, but adoption was not universal.

In the aftermath of the 2001 terrorist attacks, the need for an integrated nationwide incident management system with standard structures, terminology, processes, and resources became

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<sup>5</sup> In this document, “state” refers to the 56 states, territories, and insular areas (which includes any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands).



clear. The Department of Homeland Security (DHS) led a national effort to consolidate, expand, and enhance the previous work of FIREScope, NIIMS, and others to develop NIMS.

The Federal Emergency Management Agency (FEMA) published the first NIMS document in 2004 and revised it in 2008. This 2017 version reflects progress since 2008, based on lessons learned, best practices, and changes in national policy, including updates to the National Preparedness System. Additionally, this version:

- Reiterates concepts and principles of the earlier versions of NIMS;
- Provides additional guidance for EOCs; and
- Describes how NIMS command and coordination mechanisms fit together.

## E. Key Terms

Several key terms are used throughout this document. While described in greater detail in the Resource Management Component, Command and Coordination Component, and supporting appendices, it is important to define these terms up front.

**Area Command:** When very complex incidents, or multiple concurrent smaller incidents, require the establishment of multiple ICS organizations, an Area Command can be established to oversee their management and prioritize scarce resources among the incidents. Due to the scope of incidents involving Area Commands and the likelihood of cross-jurisdictional operations, Area Commands are frequently established as Unified Area Commands, working under the same principles as a Unified Command.

**Authority Having Jurisdiction:** The Authority Having Jurisdiction (AHJ) is an entity that can create and administer processes to qualify, certify, and credential personnel for incident-related positions. AHJs include state, tribal, or Federal government departments and agencies, training commissions, NGOs, or companies, as well as local organizations such as police, fire, public health, or public works departments.

**Emergency Operations Center:** An EOC is a facility from which staff provide information management, resource allocation and tracking, and/or advanced planning support to personnel on scene or at other EOCs (e.g., a state center supporting a local center).

**Incident Commander:** The Incident Commander is the individual responsible for on-scene incident activities, including developing incident objectives and ordering and releasing resources. The Incident Commander has overall authority and responsibility for conducting incident operations.

**Multiagency Coordination Group:** MAC Groups, sometimes called policy groups, typically consist of agency administrators or executives from organizations or their designees. MAC Groups provide policy guidance to incident personnel, support resource prioritization and allocation, and enable decision making among elected and appointed officials and senior executives in other organizations as well as those directly responsible for incident management.

**Unified Command:** When more than one agency has incident jurisdiction, or when incidents cross political jurisdictions, the use of Unified Command enables multiple organizations to

perform the functions of the Incident Commander jointly. Each participating partner maintains authority, responsibility, and accountability for its personnel and other resources while jointly managing and directing incident activities through the establishment of a common set of incident objectives, strategies, and a single Incident Action Plan (IAP).

## **F. Supersession**

This document supersedes the NIMS document issued in December 2008 and NIMS Guides 0001 and 0002 (both issued March 2006).



**CITY OF MENOMONIE CITY COUNCIL**

**RESOLUTION NO. 2025-09**

**NATIONAL INCIDENT MANAGEMENT SYSTEM**

WHEREAS, Homeland Security Directive (HSPD)-5 establishes the National Incident Management System (NIMS) which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, and recover from domestic incidents, regardless of cause size or complexity; and

WHEREAS, the Governor of the State of Wisconsin in Executive Order No. 81 directed that state agencies adopt NIMS as the State standard for incident management and recommended that local governments adopt NIMS as their standard for incident management; and

WHEREAS, the adoption and incorporation of NIMS is an eligibility requirement for future Federal Homeland Security grants to county and local governments; and

WHEREAS, the City Council of the City of Menomonie believes it is in the best interest of the City of Menomonie that NIMS be adopted; and

WHEREAS, NIMS provides for interoperability and compatibility among Federal, State, and Local capabilities and includes a core set of concepts, principles, terminology and technology covering the incident command system, unified command, training, management of resources and reporting; and

WHEREAS, the Incident Command system components of NIMS are already an integral part of various incident management activities throughout City of Menomonie including current emergency management training programs.

NOW, THEREFORE, BE IT RESOLVED, by the City of Menomonie City Council, that NIMS is hereby approved and adopted as the City's standard for incident management.

Adopted this 19<sup>th</sup> of May, 2025.

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Mayor

Attest: \_\_\_\_\_

City Clerk

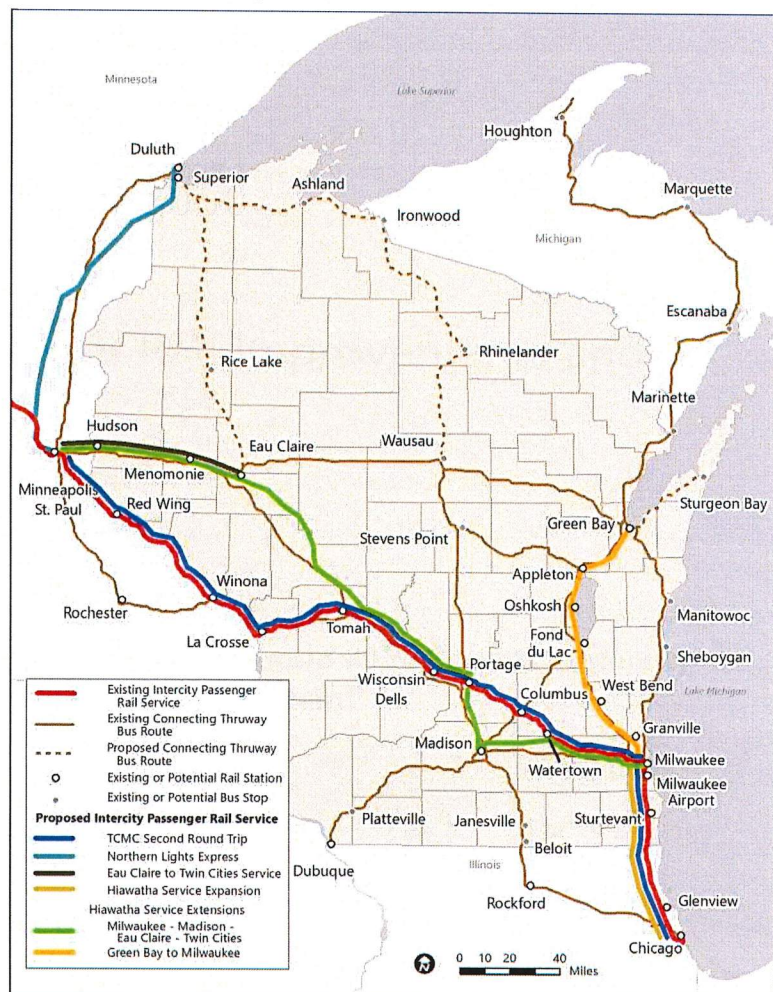


## Chapter 3: Proposed Passenger Rail Improvements and Investments

Wisconsin's transportation infrastructure and the demand for rail travel will open up new opportunities to study the feasibility of expanding or improving freight and passenger systems across the state. WisDOT intends to continue exploring the feasibility of new or improved intercity passenger rail services in the state, leveraging funding opportunities made available in the Bipartisan Infrastructure Law. Future studies are anticipated for corridors that WisDOT chooses to analyze in more detail.

The potential intercity passenger rail system discussed in Wisconsin Rail Plan 2050 incorporates results from various plans and studies. The locations and routes shown in **Figure 3-1** are the likely locations where passenger rail service will be available in 2050, as many of these projects are currently planned or underway. While the endpoints of the corridors shown in the map have been established, specific route alignments and intermediate station stops will be determined through route alternatives analyses as part of environmental and preliminary engineering studies. Route alignments shown are base routes identified in previous planning efforts. Implementation is dependent on the availability of federal passenger rail funding, and state funding allocated through the biennial budget process.

**Figure 3-1: Wisconsin 2050 Potential Intercity Passenger Rail System**





## CITY OF MENOMONIE CITY COUNCIL

### RESOLUTION NO. 2025-10

#### **REQUESTING THE STATE OF WISCONSIN BIENNIAL BUDGET INCLUDE FUNDING TO ENSURE MATCHING FUNDS FOR CONTINUATION OF WISCONSIN-RELATED PASSENGER RAIL CORRIDOR STUDIES.**

WHEREAS, passenger rail service currently provides valuable mobility and economic benefits to Wisconsin citizens and communities in select locations. The Chicago-Milwaukee Hiawatha train service has been one of the most successful services in the country, and strong ridership on the newly-implemented Borealis train between Chicago, Milwaukee, La Crosse and the Twin Cities demonstrates the pent-up demand for passenger rail service in our state and its neighbors.

WHEREAS, the expansion of passenger rail service to other high-potential Wisconsin corridors is a needed and worthwhile investment for the economic future of our state. Frequent service to more cities will help attract and retain business and the talent critical to its success; provide a convenient, economical, and environmentally-friendly alternative to driving; accelerate economic growth opportunities; improve quality of life; increase tourism; and add resiliency to our transportation system.

WHEREAS, the State Rail Plan envisions enhancement of current routes and expansion of passenger rail service to communities throughout the state including such cities as Eau Claire, Menomonie, Baldwin, Hudson, Madison, Superior, Fond du Lac, Oshkosh, Fox Cities, Green Bay, and others.

WHEREAS, the State of Wisconsin has made an initial commitment to the future mobility needs of our citizens and economic health of our communities through its participation and support of Step I Scoping studies underway for Wisconsin corridors in the Federal Railroad Administration's (FRA) Corridor Identification and Development Program (CID). These are the same corridors included in the State Rail Plan.

WHEREAS, the Chippewa-St. Croix Rail Commission is the sponsor of one of those studies, Eau Claire-Twin Cities, which was supported by WisDOT, and the Commission supported WisDOT's CID applications.

WHEREAS, continued participation in the CID program provides the path needed to fully determine the feasibility of these corridors, the investments needed, and to calculate the benefits of bringing passenger trains to more cities across Wisconsin, including those in West Central Wisconsin along the Eau Claire-Menomonie-Baldwin-Hudson-Twin Cities corridor.





## CITY OF MENOMONIE CITY COUNCIL

### RESOLUTION NO. 2025-10

#### **REQUESTING THE STATE OF WISCONSIN BIENNIAL BUDGET INCLUDE FUNDING TO ENSURE MATCHING FUNDS FOR CONTINUATION OF WISCONSIN-RELATED PASSENGER RAIL CORRIDOR STUDIES.**

WHEREAS, With the Step I Scoping studies moving towards completion in 2025, it will be critical for all of these corridors to move into the next Step, Service Development Plans (SDPs). These plans are the heart of the program to provide the information necessary to identify the costs, benefits, value, and return on investment to determine the feasibility of these corridors and timeline for their implementation.

WHEREAS, the Chippewa-St. Croix Commission's proposed corridor contemplates key innovations including a competitive process for selecting an operator, applying a direct access model for use of track capacity on the host railroad, and inclusion of transportation oriented economic development as an integral part of its implementation. These innovations could provide significant benefits in terms of cost effectiveness, reduced upfront capital requirements, and local economic development impact. As these concepts are piloted on this corridor, value from lessons learned would also accrue to WisDOT and other corridor sponsors as they chart future passenger rail development.

WHEREAS, SDPs benefit from 90% federal funding under the CID program, requiring a 10% state/local match to continue in the pipeline. Therefore, it will be important in the state's 2025-27 biennial budget to include the resources to ensure that all of these studies move forward with the needed matching funding.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Menomonie respectfully request that the Wisconsin State Legislature, Governor Evers, and WisDOT ensure funding in the 2025-27 biennial budget and technical support are available so that all of the CID corridors serving Wisconsin successfully move into Step 2, Service Development Plans. This includes the four WisDOT-led applications (including the Milwaukee-Madison-Eau Claire-Twin Cities route) and the Chippewa-St. Croix Commission-led Eau Claire-Twin Cities regional corridor, as well as participating in an appropriate way with the Minnesota DOT-sponsored Twin Cities-Superior-Duluth corridor, and the Big Sky Rail Authority's North Coast Hiawatha corridor (Chicago-Milwaukee-Twin Cities-southern North Dakota-southern Montana-West Coast).





**CITY OF MENOMONIE CITY COUNCIL**

**RESOLUTION NO. 2025-10**

**REQUESTING THE STATE OF WISCONSIN BIENNIAL BUDGET INCLUDE FUNDING  
TO ENSURE MATCHING FUNDS FOR CONTINUATION OF WISCONSIN-RELATED  
PASSENGER RAIL CORRIDOR STUDIES.**

BE IT FURTHER RESOLVED that the City of Menomonie City Clerk is hereby authorized and directed to send a copy of this Resolution to the Governor of the State of Wisconsin, Wisconsin State Legislators, WisDOT, and the League of Wisconsin Municipalities.

Adopted this 19<sup>th</sup> of May, 2025.

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Organization's Name:	Arrive LLC	
Organization's Address:	2636 Keith Street Eau Claire WI 54701	
Organization's Phone:	507-312-9588 (Fax)	(E-mail) arrive.yoga.LLC@gmail.com
Purpose of Event:	Community Engagement/yoga	Type of Event: Yoga

Event Organizer's Name:	Amanda Ewer		
Event Organizer's Address:	2636 Keith Street Eau Claire WI 54701		
Event Organizer's Phone:	(home) 715-415-4504	(work)	(E-mail)

Name of Event: Yoga at Wilson Park		Type of Event: Yoga	
Location of Event: Wilson Park		Date of Event: Tuesdays in June Rain date: NA	
Time of Event:	Start: 7 AM	Finish: 8 AM	(6/3, 6/10, 6/17, 6/24)
Time on Site:	Start: 6:30 AM	Finish: 8 AM (include set-up and clean-up time)	
Total Number of Anticipated Attendees: (include event organizers, staff, volunteers and spectators)  5-10	City of Menomonie Support Staff Requested? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
	Police: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Number:	
	Roads: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Number:	
	Other: (Specify) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Number:	

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

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.

The Wilson Park Parking will be sufficient.

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

NA

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

In the event of an emergency, emergency services would be contacted.

Events would be cancelled if needed due to weather.

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.)

NA

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.)

If garbage/litter the event coordinator (Amanda Ewer) would pick up prior to leaving.

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

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

Will obtain insurance if event is approved

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 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 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: Amanda Ewer

Affiliation with Applicant (if applicable): \_\_\_\_\_

Date: 5-13-2025



# City of Menomonie

City Clerk's Office

800 Wilson Ave., Menomonie, WI 54751

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

## Special Event

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

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

Event Organizer's Name:	Menomonie Area Senior Center		
Event Organizer's Address:	1412 6 <sup>th</sup> Street E, Menomonie, WI 54751		
Event Organizer's Phone:	(home) 847-757-4546	(work) 715-235-0954	(E-mail) seniors@wot.net

Name of Event: Popcorn in the Park		Type of Event: providing popcorn sales at Band Concerts	
Location of Event: Wilson Park		Date of Event: Tuesday 6-3-2025	Rain date: 8/5/2025
Time of Event:	Start: 6:30 PM	Finish: 9:00 PM	
Time on Site:	Start: 6:15 PM	Finish: (include set-up and clean-up time) 9:30 PM	
Total Number of Anticipated Attendees: (include event organizers, staff, volunteers and spectators)  100	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) NONE <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 (If less than entire length, indicate by street number where to begin and end)	Entire length? <input type="checkbox"/> Yes <input type="checkbox"/> No	1.
	Check here if City Road <input type="checkbox"/> (attach approval from City of Menomonie)	
	Entire length? <input type="checkbox"/> Yes <input type="checkbox"/> No	2.
	Check here if County Road <input type="checkbox"/> (attach approval from Dunn County)	

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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

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

To Be Forwarded by  
Indicent Inc.

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:

<b>CITY CLERK PERMITS 715-232-2180</b>	<b>PARK AND RECREATION PERMITS 715-232-1664</b>	<b>FIRE DEPARTMENT PERMITS 715-232-2414</b>
<input type="checkbox"/> Temporary Beer/Wine <input type="checkbox"/> Amplified Sound Permit <input type="checkbox"/> _____	<input type="checkbox"/> Park Facility Use <input type="checkbox"/> Shelter Reservations <input type="checkbox"/> Beer Keg Permit	<input type="checkbox"/> Fireworks/Pyrotechnics <input type="checkbox"/> Grills/Open Burning <input type="checkbox"/> Tents (900 sq.ft. or greater or anything less with sides requires permit)
<b>POLICE DEPARTMENT PERMITS 715-232-2198</b>	<b>DUNN COUNTY ENVIRONMENTAL HEALTH DEPARTMENT 715-232-2388</b>	<b>PUBLIC WORKS</b>
<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:

Donna Collins

Print Name:

Donna Collins

Affiliation with Applicant (if applicable):

Director

Date:

5/6/2025





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/6/2025

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

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

<b>PRODUCER</b> Ansay & Associates LLC 3101 Schneider Ave, Suite 2 PO Box 99 Menomonie WI 54751		<b>CONTACT</b> NAME: Jamie Eastvold PHONE (A/C, No, Ext): 715-235-6131 E-MAIL ADDRESS: jamie.eastvold@ansay.com FAX (A/C, No): 715-235-4208		
<b>INSURED</b> Menomonie Area Senior Center INC 1412 Sixth St E Menomonie WI 54751 MENOARE-04		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		INSURER A : Secura Insurance Company		22543
		INSURER B : Employers Mutual Casualty Company		21415
		INSURER C :		
		INSURER D :		
		INSURER E :		
		INSURER F :		

**COVERAGES**

CERTIFICATE NUMBER: 319791804

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CP3219290	3/21/2025	3/21/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> N / A		5H57642	2/19/2025	2/19/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

**CERTIFICATE HOLDER****CANCELLATION**

City of Menomonie  
Attn: Pam Wildner  
800 Wilson Ave  
Menomonie WI 54751

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

AUTHORIZED REPRESENTATIVE

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# City of Menomonie

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

## Special Event

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

Are you representing an organization sponsoring the event? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, (list information below)		Is the organization non-profit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
Organization's Name:	Menomonie Market Food Coop		
Organization's Address:	814 Main St. E Menomonie, WI 54751		
Organization's Phone:	(Fax)	(E-mail)	715-235-3663
Purpose of Event: Celebrate Harvest Season		Type of Event: Dinner	

Event Organizer's Name:	Layne Qualy		
Event Organizer's Address:	2508 Peebles St. Eau Claire, WI 54703		
Event Organizer's Phone:	(home) 715-235-3663	(work)	(E-mail)

Name of Event: Harvest Dinner		Type of Event: Dinner	
Location of Event: Pavilion, Wilson Park		Date of Event: 9/6/2025	Rain date:
Time of Event:	Start: 3:00 pm	Finish: 8:00 pm	
Time on Site:	Start: 3:00 pm	Finish: (include set-up and clean-up time)	
Total Number of Anticipated Attendees: (include event organizers, staff, volunteers and spectators)  200	City of Menomonie Support Staff Requested? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
	Police: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Number:	
	Roads: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Number:	
	Other: (Specify) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Number:	

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

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

## Parking at the pavilion or at MMFC parking lot

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

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

First Aid - In MMFC.

Fire unlikely - but would contact fire department

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.)

Facilities on site at the band shell or in MMFC

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.)

Garbage bins will be moved on site and dumped in MMFC dumpsters

Will vendors, information tables, or volunteer groups be 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.

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

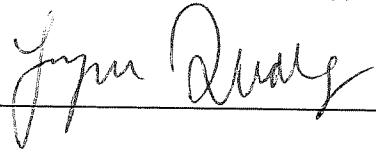
Check all that apply:



<b>CITY CLERK PERMITS 715-232-2221</b>	<b>PARK AND RECREATION PERMITS 715-232-1664</b>	<b>FIRE DEPARTMENT PERMITS 715-232-2414</b>
<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 checked="" type="checkbox"/> Shelter Reservations  <input type="checkbox"/> Beer Keg Permit	<input type="checkbox"/> Fireworks/Pyrotechnics  <input type="checkbox"/> Grills/Open Burning  <input type="checkbox"/> Tents (900 sq.ft. or greater or anything less with sides requires permit)

<b>POLICE DEPARTMENT PERMITS 715-232-2198</b>	<b>DUNN COUNTY ENVIRONMENTAL HEALTH DEPARTMENT 715-232-2388</b>	<b>PUBLIC WORKS</b>
<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: Layne Qualy

Affiliation with Applicant (if applicable): MMFC Store Manager

Date: 5/13/2025



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/5/2022

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

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

<b>PRODUCER</b> M3 Insurance Solutions, Inc. 1872 Mid Valley Drive De Pere WI 54115	<b>CONTACT</b> NAME: Tiffanie Courtney PHONE (A/C, No, Ext): 920-455-7102 FAX (A/C, No): 715-830-0159 E-MAIL ADDRESS: tiffanie.courtney@m3ins.com PRODUCER CUSTOMER ID #: MARK&JO-01	
<b>INSURED</b> Market & Johnson, Inc. 2350 Galloway Street P.O. Box 630 Eau Claire WI 54702-0630	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	INSURER A : The Travelers Indemnity Co. of	25682
	INSURER B : Travelers Property Casualty of	25674
	INSURER C : The Travelers Indemnity Compan	25658
	INSURER D : Phoenix Insurance Company	
	INSURER E : Cincinnati Insurance Company	10677
	INSURER F : Charter Oak Fire Insurance Com	25615

**COVERAGES****CERTIFICATE NUMBER:** 1467112266**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
D	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y	DTCO4B851218PHX22	4/1/2022	4/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		8108M821811	4/1/2022	4/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
B E	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE  DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000		CUP2N103489 EXS 0529996	4/1/2022 4/1/2022	4/1/2023 4/1/2023	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000 Each Occurrence \$ 15,000,000 Aggregate \$ 15,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N	UB3K151112	4/1/2022	4/1/2023	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
F F	Leased/Rented Equipment Builders Risk		QT-660-9511L583-COF-22 OT-660-9511L583-COF-22	4/1/2022 4/1/2022	4/1/2023 4/1/2023	Per Item 1,000,000 Per Project 2,500,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Professional/Pollution - Indian Harbor Insurance Company - 4/1/2022 - 4/1/2023 - Policy No: CEO7421454  
NAIC: 36940 Limits: Per Occurrence/Aggregate \$5,000,000

See Attached...

**CERTIFICATE HOLDER****CANCELLATION**

Menomonie Market Food Co-op  
814 Main Street E  
Menomonie WI 54751

AUTHORIZED REPRESENTATIVE

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

**ADDITIONAL REMARKS SCHEDULE**Page 1 of 1

AGENCY M3 Insurance Solutions, Inc.		NAMED INSURED Market & Johnson, Inc. 2350 Galloway Street P.O. Box 630 Eau Claire WI 54702-0630
POLICY NUMBER		
CARRIER	NAIC CODE	
EFFECTIVE DATE:		

**ADDITIONAL REMARKS****THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,****FORM NUMBER:** 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

Drone/Aviation - American Alternative Ins. Co. - 4/1/2022 - 4/1/2023 - Policy No: 9017143

Limit: Per Occurrence \$5,000,000

RE: Menomonie Market Food Co-op EC - 202 North Barstow Street, Eau Claire, WI 54701

Menomonie Market Food Co-op and River Valley Architects are included as additional insured as respects General Liability per the policy forms, conditions and exclusions.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **BLANKET ADDITIONAL INSURED – AUTOMATIC STATUS IF REQUIRED BY WRITTEN CONTRACT (CONTRACTORS)**

This endorsement modifies insurance provided under the following:

### **COMMERCIAL GENERAL LIABILITY COVERAGE PART**

The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that:

- a. You agree in a written contract or agreement to include as an additional insured on this Coverage Part; and
- b. Has not been added as an additional insured for the same project by attachment of an endorsement under this Coverage Part which includes such person or organization in the endorsement's schedule;

is an insured, but:

- a. Only with respect to liability for "bodily injury" or "property damage" that occurs, or for "personal injury" caused by an offense that is committed, subsequent to the signing of that contract or agreement and while that part of the contract or agreement is in effect; and
- b. Only as described in Paragraph (1), (2) or (3) below, whichever applies:
  - (1) If the written contract or agreement specifically requires you to provide additional insured coverage to that person or organization by the use of:
    - (a) The Additional Insured – Owners, Lessees or Contractors – (Form B) endorsement CG 20 10 11 85; or
    - (b) Either or both of the following: the Additional Insured – Owners, Lessees or Contractors – Scheduled Person Or Organization endorsement CG 20 10 10 01, or the Additional Insured – Owners, Lessees or Contractors – Completed Operations endorsement CG 20 37 10 01;

the person or organization is an additional insured only if the injury or damage arises out of "your work" to which the written contract or agreement applies;

- (2) If the written contract or agreement specifically requires you to provide additional insured coverage to that person or organization by the use of:

- (a) The Additional Insured – Owners, Lessees or Contractors – Scheduled Person or Organization endorsement CG 20 10 07 04 or CG 20 10 04 13, the Additional Insured – Owners, Lessees or Contractors – Completed Operations endorsement CG 20 37 07 04 or CG 20 37 04 13, or both of such endorsements with either of those edition dates; or

- (b) Either or both of the following: the Additional Insured – Owners, Lessees or Contractors – Scheduled Person Or Organization endorsement CG 20 10, or the Additional Insured – Owners, Lessees or Contractors – Completed Operations endorsement CG 20 37, without an edition date of such endorsement specified;

the person or organization is an additional insured only if the injury or damage is caused, in whole or in part, by acts or omissions of you or your subcontractor in the performance of "your work" to which the written contract or agreement applies; or

- (3) If neither Paragraph (1) nor (2) above applies:

- (a) The person or organization is an additional insured only if, and to the extent that, the injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the written contract or agreement applies; and

- (b) Such person or organization does not qualify as an additional insured with respect to the independent acts or omissions of such person or organization.

The insurance provided to such additional insured is subject to the following provisions:

- a. If the Limits of Insurance of this Coverage Part shown in the Declarations exceed the minimum limits required by the written contract or agreement, the insurance provided to the additional insured will be limited to such minimum required limits. For the purposes of determining whether



## COMMERCIAL GENERAL LIABILITY

this limitation applies, the minimum limits required by the written contract or agreement will be considered to include the minimum limits of any Umbrella or Excess liability coverage required for the additional insured by that written contract or agreement. This provision will not increase the limits of insurance described in Section III – Limits Of Insurance.

- b. The insurance provided to such additional insured does not apply to:
  - (1) Any "bodily injury", "property damage" or "personal injury" arising out of the providing, or failure to provide, any professional architectural, engineering or surveying services, including:
    - (a) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders or change orders, or the preparing, approving, or failing to prepare or approve, drawings and specifications; and
    - (b) Supervisory, inspection, architectural or engineering activities.
  - (2) Any "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the written contract or agreement specifically requires you to provide such coverage for that additional insured during the policy period.
- c. The additional insured must comply with the following duties:
  - (1) Give us written notice as soon as practicable of an "occurrence" or an offense which may

result in a claim. To the extent possible, such notice should include:

- (a) How, when and where the "occurrence" or offense took place;
  - (b) The names and addresses of any injured persons and witnesses; and
  - (c) The nature and location of any injury or damage arising out of the "occurrence" or offense.
- (2) If a claim is made or "suit" is brought against the additional insured:
    - (a) Immediately record the specifics of the claim or "suit" and the date received; and
    - (b) Notify us as soon as practicable and see to it that we receive written notice of the claim or "suit" as soon as practicable.
  - (3) Immediately send us copies of all legal papers received in connection with the claim or "suit", cooperate with us in the investigation or settlement of the claim or defense against the "suit", and otherwise comply with all policy conditions.
  - (4) Tender the defense and indemnity of any claim or "suit" to any provider of other insurance which would cover such additional insured for a loss we cover. However, this condition does not affect whether the insurance provided to such additional insured is primary to other insurance available to such additional insured which covers that person or organization as a named insured as described in Paragraph 4., Other Insurance, of Section IV – Commercial General Liability Conditions.



TO: Mayor Knaack and City Council

FROM: Administrator Atkinson

SUBJECT: Open Meeting Law

DATE: May 15, 2025

ATT: NA

As elected officials, it is imperative to understand the basics of Wisconsin's Open Meeting Law to prevent inadvertent violations. This memorandum summarizes the Law, what constitutes a meeting, and best practices to avoid possible violations.

### **When Does the Law Apply?**

The Wisconsin Open Meetings Law governs meetings of governmental bodies, which include any state or local agency, board, commission, council, or department created by the constitution, statute, ordinance, rule, or order.

Statutory Reference: Wis. Stat. § 19.81(1)

### **What Is Considered a Meeting?**

The Wisconsin Supreme Court uses a two-part test to determine if a meeting has occurred:

1. Purpose Requirement – The gathering is to exercise the body's authority, power, or duties (includes discussion, preliminary decisions, or informal actions).
2. Numbers Requirement – Enough members are present to determine the body's course of action, whether to approve or block it (i.e., a quorum or negative quorum).

#### **Key Notes:**

- Meetings are not limited to face-to-face interactions.
- Communication via phone, video conference, email, or social media may constitute a meeting if both the purpose and numbers requirements are met.
- "Conducting governmental business" includes informal activities such as information gathering or discussion, not just final decisions.



## City of Menomonie

Eric M. Atkinson

Administrator  
800 Wilson Avenue  
Menomonie, WI 54751  
715232-2221

atkinsone@menomonie-wi.gov

### Quorum and Negative Quorum

A meeting can occur even without a majority of members present if:

- The members present can effectively decide or block an action.
- A negative quorum exists when the group can prevent an action from passing.

### Walking Quorum

A walking quorum occurs when:

- Groups of members, each less than a quorum, communicate in a series to agree on a matter.
- The cumulative effect of those discussions gives enough members the power to control or block the body's action.

*Warning: This can occur via informal gatherings, calls, emails, or social media, and may violate the law even if no single meeting involved a quorum.*

### Multiple Meetings

When a quorum of one governmental body attends the meeting of another governmental body under circumstances where their attendance is not chance or social, in order to gather information or otherwise engage in governmental business regarding a subject over which they have decision-making responsibility, two separate meetings occur, and notice must be given of both meetings.

### Have Members "Convened"?

- Written letters typically do not constitute a meeting.
- Conference calls, emails, social media, and electronic boards may constitute a meeting if the numbers and purpose requirements are met.

### Notice Requirements

- Notice is required if a quorum may be present, even informally (e.g., public events).
- Staff (Clerk, Administrator, Executive Assistant) typically handles notices.
- Always consult with the City Attorney or Administrator if unsure whether notice is required.

### Best Practices for Compliance

- Limit official discussions to noticed City meetings.
- Notify staff if attending events with other council members.
- Be cautious with:



## *City of Menomonie*

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- "Reply all" emails
- Participating in online forums or discussions related to Council business
- Avoid discussing matters not on a public agenda; work with the Mayor/Administrator to place items appropriately.

### **Closed Session**

There will be times where you will attend meetings on items that take place in closed session. It is extremely important to not discuss the information conveyed during closed session outside of that meeting with anyone for any reason, unless given express permission to do so.



MAY 19TH, 2025 COUNCIL CLAIMS

2025Claims

BREMER BANK

WELD RILEY

WISCONSIN DEPT OF NATURAL RESOURCES

Description

GF: ECONOMIC DEVELOPMENT

GF: CONSULTING SERVICES

SOLID WASTE & RECYCLING: OPER SUP. & EXP CERT

Total Invoice

\$ 600.00

\$ 14,526.80

\$ 10,801.03

Amt Overdrawn

\$ 600.00

\$ 4,668.80

\$ 35.00

Total

\$25,927.83

\$5,303.80

Parking Utility Claims 2025

CITY TREASURER

Description

APR SALES TAX

Total Invoice

\$604.40

Total

\$604.40

\*\*Revised

5-15-2025

**LICENSES – May 19, 2025**

**LICENSE YEAR – 2025 (expires December 31, 2025)**

**MOBILE FOOD ESTABLISHMENT:**

Dhimiters, LLC, 1208 Windsor Forest Dr, Altoona, WI 54720

5-15-25

## REQUEST TO AMEND PREMISES DESCRIPTION

TYPE OF LICENSE (check all that apply):

☐ Combination "Class B" Beer & Liquor  
☐ Class "B" Beer  
☒ "Class C" Wine

☐ Class "A" Beer  
☐ Class "A" Beer & "Class A" Liquor

To the Common Council of the City of Menomonie:

The undersigned licensee requests to amend its premises description at the address described below pursuant to Section 3-3-4 of the Code of Ordinances for the City of Menomonie.

Licensee Legal/Real Name: Hive + Hollow / Sarah Freeman

Trade Name (DBA): Hive + Hollow

Address of Licensed Premises: 222 main st. E

Name of Agent: Charis Collins

Agent Daytime Phone Number: 715 309 2309

Name of Contact Person (if someone other than Agent): same

Contact Person Daytime Phone Number: same

Description of Proposed Change (include detailed floor plan/map): We would like to add 3-4 small round tables and chairs directly in front of the store front space where customers can enjoy an outdoor cup of coffee or glass of wine.

Proposed Premise Description

Sales/Service: ~~Full service~~ no table service

Storage: basement when not in use, we will bring them in at night

Charis Collins  
(Authorized Signature)

4/5/25  
(Date)

\*\*\*\* ATTACH A MAP OF THE PROPOSED LICENSE AREA TO THIS FORM \*\*\*\*

Note: Before sales, service or consumption can occur in any new area, the premise must be inspected and a new license issued with the new premise description.

FOR OFFICE USE ONLY

Date Filed with Clerk: 04/22/2025 Fee: \$25 (non-refundable) Receipt #: 14000117 Date Granted: \_\_\_\_\_

- Purpose and intention of having outdoor seating

We wanted to be able to offer outdoor seating as an option since folks in Wisconsin really like to take advantage of the warmer weather in the spring and summer. We want to bring more folks to our beautiful downtown in Menomonie by offering outdoor seating. Our space is more cozy/conducive to cooler weather, so it seems to just make sense. Plus, we're across from the beautiful Mabel Tainter, and have a lake view for patrons to enjoy.

- Detailed plan for creating a barrier between the seating and the general sidewalk (rope, chain, etc.)

Our plan is to have large planters connected by rope, which will provide a barrier between the tables and the sidewalk.

- Plan to maintain accessibility for individuals with disabilities

We will make sure there is a wide enough space on the sidewalk for wheelchairs

- Hours of operation for outdoor seating/serving

We will allow people to drink coffee, wine and N/A beverages during our regular hours of operation ~ 9 AM to 5 PM Mondays & Tuesdays, 9 AM to 8 PM on Wednesdays & Thursdays, and 9 AM to 9 PM Fridays & Saturdays

- Brief explanation of how Hive & Hollow will mitigate customers' risk of walking away with drinks in hand (open containers)

Our plan is to hold on to the IDs of people drinking wine outside. Once they bring back their glass, we will return it to them.

- A Google Map picture showing proposed plan
-

Side walk

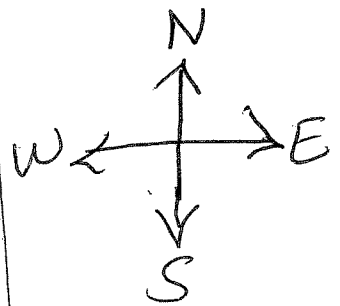


FLOWER BOXES

Hive +

Hollow

222 main St E





## License renewal packet

**Sarah Lambert Freeman** <hello@hiveandhollow.earth>  
To: Kate Martin <kmartin@menomonie-wi.gov>

Tue, May 6, 2025 at 12:33 PM

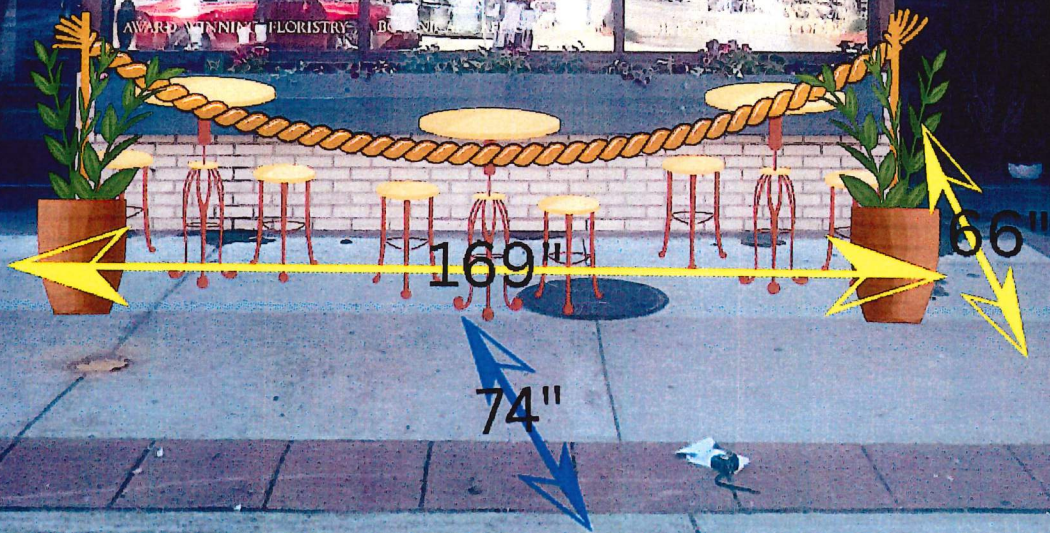
Afternoon Kate,

Here is a more clear image of what our plans are. The seating area will come out 66" from the building, leaving 74" or clearance on the sidewalk. From the corner of the right planter to the lamppost base, there is a 65" clearance. The seating space will end before our doors. And to help keep the sidewalk more open we plan to place our sandwich board in between the lamp post and the curb for the summer season. We will have two planters with poles that extend up holding a rope, with a connecting rope to the planter box on the building, with the opening being on the side our door is on (right in picture) the tables will be brought in at night and the planters will be on wheels so we can slide them close to the building in the evening or as needed. We intend for 3 small bistro table sets, totaling seating for 6.



HIVE & HOLLOW  
FLOWER CO

Dragon Tale Bo



Business sign will be kept in front of lamp post so no additional sidewalk space is taken up