



## CITY OF MENOMONIE COUNCIL MEETING AGENDA

Menomonie City Hall  
800 Wilson Avenue  
1st Floor, City Council Chambers  
7:00pm  
**TUESDAY** – January 20, 2026

### *Pledge of Allegiance*

1. Roll Call
2. Approval of Minutes
3. Public Comments (agenda items only).
4. New Business:
  - a) Finalize Non-Profit Grant Program – discussion and possible action.
  - b) Proposed Ordinance 2026-04, an Ordinance amending Title 4, Chapter 9 Recycling – discussion, possible waiver of first reading, possible waiver of second reading, and possible adoption.
  - c) Proposed Resolution 2026-01, a Resolution setting Recycling Utility Rates and Charges – discussion and possible approval.
  - d) Proposed Ordinance 2026-05, an Ordinance amending Title 4, Chapter 5 Solid Waste Site Regulations – discussion, possible waiver of first reading, possible waiver of second reading, and possible adoption.
  - e) Proposed Resolution 2026-02, a Resolution setting Solid Waste Utility Rates and Charges – discussion and possible approval.
  - f) Proposed Resolution 2026-03, a Resolution setting Solid Waste Site Disposal Fees – discussion and possible approval.
  - g) Proposed Police Department Squad Purchase – discussion and possible approval.
  - h) Consider Mayoral Appointment of Chad Schlough as replacement Ward 9 Alderperson for the remainder of the present term of office (April 2027) – discussion and possible action.
  - i) Consider Mayoral Appointments to Boards and Commissions – discussion and possible action:
    - (1) Urban Forestry Board
      - (a) Liz Usborne (reappoint to term ending December 2028).
      - (b) Monika Herrmann (reappoint to term ending December 2028).

- j) Consider of Appointment of Wastewater Utility Superintendent – discussion and possible action.
- k) Consider of Appointment of Community Services Superintendent – discussion and possible action.
- l) Special Event Request for Stepping Stones of Dunn County Coldest Night of the Year to be held on February 28, 2026 on various city streets – discussion and possible action.

5. Budget Transfers
6. Mayor's Report
7. Communications and Miscellaneous Business
8. Claims
9. Licenses
  - a) Normal license list – discussion and possible action

10. Adjourn

#### “PUBLIC ACCESS”

NOTE: Members of the public may 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 **858 4029 8661**. 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 715-232-2221.



## CITY OF MENOMONIE COUNCIL MEETING

### STAFF COMMENTS

TUESDAY – January 20, 2026

#### **2. Approval of Minutes**

Draft minutes from the City Council Meeting on January 5, 2026, are enclosed. If the Council concurs, the appropriate motion would be ***Approve the Minutes from the January 5, 2026, City Council Meeting*** (simple majority).

#### **4. New Business**

- a) Enclosed is a memorandum regarding the Non-Profit Grant Program. City Administrator Atkinson will be on-hand to answer any questions the City Council might have. If the City Council concurs, the appropriate motion would be ***Approve the Non-Profit Grant Program, as presented*** (roll call vote).
- b) Enclosed is a memorandum regarding proposed Ordinance 2026-04, an Ordinance amending Title 4, Chapter 9 Recycling. Environmental Services Coordinator Hines will be on-hand to answer questions the City Council might have. If the City Council concurs, the appropriate motions would be:
  - i) ***Introduce proposed Ordinance 2026-04, an Ordinance amending Title 4, Chapter 9 Recycling*** (no vote)
  - ii) ***Waive the first reading of proposed Ordinance 2026-04, an Ordinance amending Title 4, Chapter 9 Recycling*** (simple majority)
  - iii) ***Waive the second reading of proposed Ordinance 2026-04, an Ordinance amending Title 4, Chapter 9 Recycling*** (simple majority)
  - iv) ***Adopt proposed Ordinance 2026-04, an Ordinance amending Title 4, Chapter 9 Recycling*** (simple majority)



## CITY OF MENOMONIE COUNCIL MEETING

### STAFF COMMENTS

TUESDAY – January 20, 2026

- c) Enclosed is a memorandum regarding proposed Resolution 2026-01, a Resolution setting Recycling Utility Rates and Charges. Environmental Services Coordinator Hines will be on-hand to answer questions the City Council might have. If the City Council concurs, the appropriate motions would be ***Approve proposed Resolution 2026-01, a Resolution setting Recycling Utility Rates and Charges*** (simple majority)
- d) Enclosed is a memorandum regarding proposed Ordinance 2026-05, an Ordinance amending Title 4, Chapter 5 Solid Waste Site Regulations. Environmental Services Coordinator Hines will be on-hand to answer questions the City Council might have. If the City Council concurs, the appropriate motions would be:
  - i) ***Introduce proposed Ordinance 2026-05, an Ordinance amending Title 4, Chapter 5 Solid Waste Site Regulations*** (no vote)
  - ii) ***Waive the first reading of proposed Ordinance 2026-05, an Ordinance amending Title 4, Chapter 5 Solid Waste Site Regulations*** (simple majority)
  - iii) ***Waive the second reading of proposed Ordinance 2026-05, an Ordinance amending Title 4, Chapter 5 Solid Waste Site Regulations*** (simple majority)
  - iv) ***Adopt proposed Ordinance 2026-05, an Ordinance amending Title 4, Chapter 5 Solid Waste Site Regulations*** (simple majority)
- e) Enclosed is a memorandum regarding proposed Resolution 2026-02, a Resolution setting Solid Waste Utility Rates and Charges. Environmental Services Coordinator Hines will be on-hand to answer questions the City Council might have. If the City Council concurs, the appropriate motions would be ***Approve proposed Resolution 2026-02, a Resolution setting Solid Waste Utility Rates and Charges*** (simple majority)



## CITY OF MENOMONIE COUNCIL MEETING

### STAFF COMMENTS

TUESDAY – January 20, 2026

- f) Enclosed is a memorandum regarding proposed Resolution 2026-03, a Resolution setting Solid Waste Site Disposal Fees. Environmental Services Coordinator Hines will be on-hand to answer questions the City Council might have. If the City Council concurs, the appropriate motions would be ***Approve proposed Resolution 2026-03, a Resolution setting Solid Waste Disposal Fees*** (simple majority)
- g) Enclosed is a memorandum regarding the Police Department's request to seek bids to purchase three new squad cars. Police Chief Hollister will be on hand to answer questions the City Council might have. If the City Council concurs, the appropriate motion would be ***Authorize Police Department to obtain bids for the replacement of three new squad cars*** (simple majority).
- h) Ward 9 Alderperson Sydney Brennan resigned on January 9, 2026. Mayor Knaack has proposed to appoint Chad Schlough as the replacement Ward 9 Alderperson for the remainder of the present term of office (until April 2027). Chad previously served as Ward 9 Alderperson and received 160 votes in the last election. If the City Council concurs, the appropriate motion would be ***Appoint Chad Schlough as the replacement Ward 9 Alderperson through the remainder of the present term of office*** (simple majority).
- i) Mayor Knaack has proposed to reappoint Liz Usborne and Monika Herrmann to the Urban Forestry Board. Liz and Monika have been valuable contributors to the Urban Forestry Board. Liz is the current Chairperson of the Board. If the City Council concurs, the appropriate motion would be ***Reappoint Liz Usborne and Monika Herrmann to the Urban Forestry Board, through December 2028*** (simple majority).



## CITY OF MENOMONIE COUNCIL MEETING

### STAFF COMMENTS

TUESDAY – January 20, 2026

- j) Enclosed is a memorandum regarding the proposed appointment of Jason Garcia to the position of Wastewater Utility Superintendent. Public Works Director Schofield will be on hand to answer questions the City Council might have. If the City Council concurs, the appropriate motion would be ***Approve the Appointment of Jason Garcia as Wastewater Utility Superintendent*** (simple majority).
- k) Enclosed is a memorandum regarding the proposed appointment of Brock Meriwether to the position of Community Services Superintendent. Public Works Director Schofield will be on hand to answer questions the City Council might have. If the City Council concurs, the appropriate motion would be ***Approve the Appointment of Brock Meriwether as Community Services Superintendent*** (simple majority).
- l) Enclosed is a Special Event Permit application from Stepping Stones of Dunn County for the Coldest Night of the Year event to be held on 10<sup>th</sup> Avenue East, Main Street East, 17<sup>th</sup> Street East, 13<sup>th</sup> Street East, Wilson Avenue East, 6<sup>th</sup> Street East, and 3<sup>rd</sup> Street East on February 28, 2026 from 3pm to 9pm. If the City Council concurs, the appropriate motion would be ***Approve the Special Event Permit for the Coldest Night of the Year on February 28, 2026, as presented, contingent upon receipt of insurance*** (simple majority).

### **5. Budget Transfers**

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

If any additional 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).



## CITY OF MENOMONIE COUNCIL MEETING

### STAFF COMMENTS

TUESDAY – January 20, 2026

#### **8. 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).

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).

#### **9. Licenses**

a) The normal license list is enclosed in the packet. If the City Council concurs with the normal license list, 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).





## CITY OF MENOMONIE COUNCIL MEETING

### OFFICIAL COUNCIL PROCEEDINGS

A regular meeting of the City Council of the City of Menomonie, Dunn County, Wisconsin, was held in open session on, January 5, 2026, and called to order by Mayor Knaack at 7:00 p.m. in the City Council Chambers. The following members were present: Crowe, Sutherland, Yonko, Pickard, Schwebs, Gentz, Solberg, Brennan, Erdman and Sommerfeld. Luther attended via Zoom. Public Works Director, David Schofield, attended via Zoom.

MOTION made by Pickard, seconded by Gentz, and carried unanimously to approve the minutes of the December 22, 2025, Special City Council meeting.

PUBLIC HEARING – Charles Wanner spoke in support of agenda item 3 (a), Proposed Ordinance 2026-01, an Ordinance amending portions of Title 10 of the City Code with respect to warehousing definition, data center definition and creation of I-4 Data Center Industrial District. Allen Meyer spoke in support of agenda item 3 (a). Deanna Shane spoke in support of agenda item 3 (a). Terry Siebold spoke in support of agenda item 3 (a). Johana Kelner spoke in favor of agenda item 3 (a). Blaine Halverson spoke in support of agenda item 3 (a). Beth Kilby spoke in support of agenda item 3 (a).

PUBLIC COMMENTS – Tim Nelson spoke regarding agenda item 6 (a). Johanna Kellner spoke regarding agenda item 6 (a). Elijah Turany spoke in support of agenda item 6 (a). Charis Collins was present for any questions regarding agenda item 11 (a). Lenore Mercer spoke in support of agenda item 3 (a).

ORDINANCE – MOTION was made by Brennan, seconded by Erdman, and carried to read the first reading of Proposed Ordinance 2026-01, an Ordinance amending portions of Title 10 of the City Code with respect to warehousing definition, data center definition and creation of I-4 Data Center Industrial District. MOTION was made by Erdman, seconded by Solberg, and carried to waive the second reading of Proposed Ordinance 2026-01. MOTION was made by Solberg, seconded by Schwebs, and carried unanimously on roll call vote to ADOPT Ordinance 2026-01.

ORDINANCE – MOTION to INTRODUCE Proposed Ordinance 2026-02, an Ordinance repealing and replacing Title 9, Chapter 2 Residential Rental Properties was made by Gentz. MOTION was made by Gentz, seconded by Solberg, and carried unanimously to refer Proposed Ordinance 2026-02 to the Plan Commission for review and recommendation.

ORDINANCE – MOTION to INTRODUCE Proposed Ordinance 2026-03, and Ordinance rezoning certain lands along 3M Drive (6103 3M Drive) from Restricted Industrial (I-1) District to Local Commercial (B-2) District was made by Gentz. MOTION was made by Gentz, seconded by

Pickard, and carried unanimously to refer Proposed Ordinance 2026-03 to the Plan Commission for review and recommendation.

MOTION was made by Sommerfeld, seconded by Schwebs, and carried on roll call vote to Authorize the Treasurer to Write Off the NSF Checks Totaling \$265.87 and the Uncollectable Personal Property Tax Bills Totaling \$1,671.67, as presented. Brennan was opposed.

BUDGET TRANSFERS – NONE

MAYOR'S REPORT – The Mayor announced that Winter Wonderland is open for skating at the hockey rink and encouraged community members to visit Wolske Bay.

COMMUNICATIONS AND MISCELLANEOUS BUSINESS – Alderperson Crowe reported that the MPD put on a valuable Cyber Security program and shared valuable takeaways from the forum. Zaria Whitacre, Communications Specialist, shared that the City will be hosting a Valentine's Skate & Cocoa at Wolske Bay on February 14 from 2pm-6pm. Alderperson Brennan reminded folks to update their voter registration as we approach election season. City Administrator, Eric Atkinson, reported that the next City Council meeting will be TUESDAY, January 20, 2026, due to the Martin Luther King, Jr. Day holiday.

CLAIMS – MOTION was made by Schwebs, seconded by Pickard, and carried unanimously on roll call vote to approve payment of the following claims:

JANUARY 5, 2026 CLAIMS

24-7 TELECOM	\$2,117.22
AMAZON	\$134.73
B & B ELECTRIC INC	\$306.00
BAYSIDE PRINTING LLC	\$808.28
BUILDERS FIRST SOURCE	\$402.80
CINTAS	\$241.96
COLFAX MESSENGER	\$\$2,272.81
CTW CORP	\$11,610.00
ENVIROTECH EQUIPMENT	\$566.14
FLEET FARM	\$359.86

HALVERSON BROS INC	\$328.64
MELSTROM INSPECTIONS INC	\$675.00
MUNICIPAL WELL & PUMP	\$35,380.00
NCL OF WISCONSIN INC	\$2,054.91
PRIMA DATA	\$2,649.91
PUBLIC SERVICE COMMISSION OF WI	\$773.09
STAFFORD ROSENBAUM LLP	\$1,056.00
STREICHERS INC	\$212.91
WELD RILEY	\$15,745.50
WIPFLI LLP	\$19,411.25
<b>TOTAL</b>	<b>\$97,107.01</b>
 PARKING UTILITY CLAIMS	
CLANCY SYSTEMS INTERNATIONAL INC	\$350.00
<b>TOTAL</b>	<b>\$350.00</b>

Jeff Luther left the meeting via Zoom at 8:04pm.

#### LICENSES – JANUARY 5, 2026

MOTION to waive the rules to allow Charis Collins, representing Hive & Hollow, to address council, was made by Solberg, seconded by Erdman and carried. MOTION was made by Crowe, seconded by Yonko, to approve the Combination Class “B” Beer and “Class B” Liquor License application for Hive & Hollow, LLC, located at 222 Main Street East. Crowe moved to amend the motion to extend alcohol service to the outside seating area of Hive & Hollow. Yonko seconded, and the motion carried unanimously.

MOTION was made by Pickard, seconded by Schwebs, and carried unanimously to approve the following licenses:

#### LICENSE YEAR 2025-2026

##### MOBILE FOOD ESTABLISHMENT:

dreamBig Hospitality, LLC, dba Chick-Fil-A Tri-State Food Truck, 1201 Broadway Ave S, Rochester,

MN 55904

OTH NE, LLC, dba On the Hook Fish & Chips, 3717 Cherrywood West Loop, Laramie, WY 82070

MOBILE HOME PARK:

Pleasant Valley Properties of WI, LLC, dba Wilson Mobile Estates, 3003/3014 Wilson St

SECONDHAND ARTICLE:

K. Chuck's Powersports & Consignments, LLC, 3206 State Road 25

K&B Toys & Collectibles, 1214 Broadway St N

Navarre Antiques, dba Triangle Arts & Antiques, 335 Main St E

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

Kate Martin, City Clerk



## MEMORANDUM

Eric M. Atkinson, Administrator

atkinsone@menomonie-wi.gov

715-232-2221 Ext. 1001

TO: Mayor Randy Knaack & City Council

FROM: Eric Atkinson, Administrator

SUBJECT: Nonprofit Financial Assistance Grant

DATE: January 15, 2026

ATTACHMENTS: Nonprofit Financial Assistance Grant Fact Sheet & Application

In July 2025, the City Council reviewed a draft of the Nonprofit Financial Assistance Grant, which allowed nonprofit organizations to apply for funding to support programs or projects. In November 2025, the City Council allocated \$50,000 for the grant.

The final draft and application are included in the packet for your review. The City Administration is requesting approval of the grant and authorization to begin the 2026 application process. If the City Council approves the grant as submitted, the application and fact sheet will be posted on the City website and promoted on the City's social media platforms on January 21, 2026, with submittals due by February 19, 2026. Completed applications will be brought before the City Council no later than the second meeting in March 2026 for approval and disbursement.

If the City Council supports the grant, the appropriate action is a ***Motion to Approve the Nonprofit Grant Program, as presented*** (roll call vote).



## Nonprofit Financial Assistance Grant Fact Sheet

### Overview

The City of Menomonie provides financial assistance to local nonprofit organizations that strive to improve the community's quality of life. The grant is designed to fund projects or programs that provide clear, measurable community benefits aligned with the City's goals for civic enrichment, equity, and sustainability.

Nonprofit organizations are invited to apply for a **maximum grant award of \$20,000** to support efforts that address meaningful community needs. Successful applicants will demonstrate both a clear public benefit and a strong plan for long-term sustainability beyond City assistance.

### Funding Priorities

Priority is given to projects or programs that do one or more of the following:

- Improve the quality of life for a broad segment of the Menomonie community.
- Promote equitable access to services.
- Support innovation, collaboration, or cultural enrichment.
- Enhance the City's overall appeal and livability.

To help ensure the appropriate use of taxpayer resources, applicants must demonstrate a community need and outline how the proposed initiative enhances the quality of life in Menomonie. Funded initiatives must show a clear public benefit that extends beyond individual organizational goals.

***The City Council allocated a maximum of \$50,000 in 2026 to award to nonprofit organizations.***

### Eligibility

Applicants must:

- Be a registered nonprofit organization (501(c)(3) or equivalent).
- Operate within or directly benefit residents of the City of Menomonie.
- Email a completed application by 4:30 pm, February 19, 2026, to the Office of the Mayor at [mayor@menomonie-wi.gov](mailto:mayor@menomonie-wi.gov).
- Attach all required documents, including financial statements and proof of nonprofit status.



- Comply with post-award reporting requirements.

Organizations that have previously received funding from the City must describe the specific steps they have taken to reduce their dependence on municipal support. All applicants are required to detail how their organization will seek or develop additional revenue sources to ensure sustainability and avoid long-term reliance on City taxpayer funds.

Organizations that have received economic development financing are not eligible to apply for this grant.

### [Maximum Awards and Use of Funds](#)

- Maximum Award: Organizations may be awarded up to \$20,000 in financial assistance.
- Funds may be used for program implementation, events, outreach, equipment, operations, or other project-related expenses.
- City funds must not be the sole source of support; matching funds or in-kind contributions are encouraged but not required.

### [Selection and Notification](#)

Grant award decisions will be made by the Menomonie City Council, with funding determinations issued no later than the second Council meeting in March of the year following the application submission. Applicants will be notified of the outcome after the Council takes action.

### [Accountability and Reporting](#)

To uphold transparency and ensure responsible use of public resources:

- Grant recipients are required to present the outcomes and results of their funded project or program at the first or second Common Council meeting in December of the same calendar year.
- Presentations must include a summary description of the initiative, measurable impacts, and a statement on the value of taxpayer funding.
- Failure to comply with reporting requirements may impact future funding eligibility.
- Recipients must submit to the council a written report describing what steps they've taken since being granted the award to end reliance on continued taxpayer funding from the City.



## Submission Information

Applications and accompanying documents must be submitted via email to the Office of the Mayor at [mayor@menomonie-wi.gov](mailto:mayor@menomonie-wi.gov) by 4:30 pm on February 19, 2026. Questions may be directed to the City Administrator at 715-232-2221 ext. 1001.

Late or incomplete applications will not be considered. Organizations are strongly encouraged to begin the application process early to ensure compliance with all requirements.



## Nonprofit Financial Assistance Grant Application

### Grant Description

The City of Menomonie provides financial assistance to local nonprofit organizations that strive to improve the community's quality of life. The grant is designed to fund projects or programs that provide clear, measurable community benefits aligned with the City's goals for civic enrichment, equity, and sustainability.

The grant offers a maximum award of \$20,000 to support efforts that address meaningful community needs. Successful applicants will demonstrate both a clear public benefit and a strong plan for long-term sustainability beyond City assistance.

Completed grant applications and required documents are to be emailed to the Office of the Mayor at [mayor@menomonie-wi.gov](mailto:mayor@menomonie-wi.gov) no later than 4:30 pm, February 19, 2026. Late or incomplete applications will not be considered by the City Council.

*Applicants are strongly encouraged to read the Nonprofit Financial Assistance Grant Program Fact Sheet for information about the award, eligibility, and reporting requirements.*

### Application Instructions

- Complete all sections of the application.
- Submit all required attachments with the application by the grant deadline: 4:30 pm, February 19, 2026.
- Email submissions to the Office of the Mayor at [mayor@menomonie-wi.gov](mailto:mayor@menomonie-wi.gov).
- Late or incomplete applications will not be considered by the City Council.

### I. Applicant Information

Organization Name:

Street Address:

City, State, Zip:

Primary Point of Contact (First and Last Name):

Title of Point of Contact:

Email Address for Point of Contact:



## II. Applicant Organization Overview

Year Established:

Type of Organization (please check):

501(c)(3)

Other (please specify):

Federal EIN:

Annual Operating Budget:

Primary Sources of Revenue (please specify):

Has your organization previously received funding from the City of Menomonie?  Yes  No

If yes, please list the amount and the year(s) the funds were received:

## III. Project/Program Information

Project/Program Title:

Description:

Purpose of Funding (How the funds will be used):

Start Date:

End Date:

Target Population (Who benefits and how many):

## IV. Grant Request

Total Amount Requested (maximum \$20,000):

Total Project/Program Cost:

Other Funding Sources Secured or Pending:

Source	Secured or Pending	Amount



## V. Sustainability Plan

If your organization received funds from the City of Menomonie in the past, what steps have you taken to reduce reliance on City funding?

What is your organization's long-term financial strategy (3-5 years)?

## VI. Impact and Outcomes

Please describe the anticipated impact and measurable outcomes your program or project will have on the community:

## VII. Required Attachments

- IRS 501(c)(3) Determination Letter (or equivalent)
- Most recent financial statement or audit
- Current operating budget
- Project or program-specific budget (if different from the operating budget)
- List of the current Board of Directors
- Proof of insurance (if applicable)

## VIII. Certification

I certify that the information contained in this application is true and correct to the best of my knowledge. I understand that falsification of any information may result in disqualification.

Signature:

Printed Name:

Title of Applicant:

Date of Application:



**MEMORANDUM**

Megen Hines, Environmental Program Coordinator

mhines@menomonie-wi.gov

715-232-2221 Ext. 1005

TO: Mayor Knaack & City Council

FROM: Megen Hines, Environmental Program Coordinator

SUBJECT: Ordinance 2026-04 Amending Title 4, Chapter 9 Recycling

DATE: January 20<sup>th</sup>, 2026 City Council Meeting

Staff have prepared Ordinance 2026-04, an Ordinance amending portions of Title 4, Chapter 9 of city code for consideration by the City Council.

The Wisconsin Department of Natural Resources (WisDNR) revised the administrative code that oversees Responsible Unit (RU) effective recycling programs and other aspects of Wisconsin's recycling law. The rule revisions took effect July 1, 2025. The City of Menomonie is a RU and is required by WisDNR to update our recycling ordinance to reflect the updated state rule revisions by April 30, 2026. In addition to the required WisDNR updates, staff took the opportunity to update the ordinance to reflect best practices and align this ordinance with the City's other utility ordinances.

A summary of changes to Title 4, Chapter 9 Recycling are listed below. Those denoted with a \* are required changes from the WisDNR.

- \*Updated definitions, including adding the definition of single family residential
- Updated sections on yard waste and Christmas tree recycling
- Updated how recyclables should be prepared and collected to reflect current best practices
- \*Updated the responsibilities of owners of multiple-family dwellings
- \*Updated the responsibilities of owners of non-residential facilities and properties
- Added section on Recycling Rates and Charges to align this ordinance with the City's other utility ordinances. This allows Recycling Utility rates to be set by resolution of the common council.

This ordinance has been reviewed by WisDNR to be in accordance with their new requirements.

If the Council concurs with Proposed Ordinance 2026-04, the following motions would be appropriate:

- ***Introduce Proposed Ordinance 2026-04, an Ordinance amending portions of Title 4, Chapter 9 of the City Code*** (no vote).

- ***Waive the first reading of Proposed Ordinance 2026-04, an Ordinance amending portions of Title 4, Chapter 9 of the City Code*** (simple majority).
- ***Waive the second reading of Proposed Ordinance 2026-04, an Ordinance amending portions of Title 4, Chapter 9 of the City Code*** (simple majority).
- ***Adopt Proposed Ordinance 2026-04, an Ordinance amending portions of Title 4, Chapter 9 of the City Code*** (simple majority)

ATTACHMENTS:

- Ordinance 2026-04, An Ordinance Amending Title 4, Chapter 9 of City Code

ORDINANCE 2026-04 OF THE ORDINANCES FOR THE CITY OF MENOMONIE FOR 2026.

An ordinance amending portions of Title 4 Chapter 9 of the City Code, renumbering Section 4-9-19 Enforcement to 4-9-20, and creating Title 4 Chapter 9 Section 19 – Recycling Rates and Charges.

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

**Section 1.** Section 4-9-10 of the City Code is hereby amended in its entirety to read as follows:

**4-9-10: DEFINITIONS:**

The following terms, whenever they occur in this chapter, are defined as follows:

BI-METAL CONTAINER:	A container for carbonated or malt beverages that is made primarily of a combination of steel and aluminum.
CONTAINER BOARD:	Corrugated paperboard used in the manufacture of shipping containers and related products.
FOAM POLYSTYRENE PACKAGING:	Packaging made primarily from foam polystyrene that satisfies one of the following criteria: <ol style="list-style-type: none"><li>Is designed for serving food or beverages;</li><li>Consists of loose particles intended to fill space and cushion the packaged article in a shipping container; or</li><li>Consists of rigid materials shaped to hold and cushion the packaged article in a shipping container.</li></ol>
GLASS CONTAINER:	A glass bottle, jar or other packaging container used to contain a product that is the subject of a retail sale and does not include ceramic cups, dishes, oven ware, plate glass, safety and window glass, heat resistant glass such as pyrex, lead based glass such as crystal, or TV tubes.
HDPE:	High density polyethylene, labeled by the resin code # 2.
LDPE:	Low density polyethylene, labeled by the resin code # 4.
MAGAZINES:	Magazines and other materials printed on similar paper.
MAJOR APPLIANCE:	A residential or commercial air conditioner, clothes dryer, clothes washer, dishwasher, freezer, microwave oven, oven, refrigerator, furnace, boiler, dehumidifier, water heater or stove.
MULTIPLE-FAMILY DWELLING:	A structure containing five (5) or more residential units, including units that are occupied seasonally.
NEWSPAPER:	A newspaper and other materials printed on newsprint.
NON-RESIDENTIAL FACILITIES AND PROPERTIES:	Commercial, retail, industrial, institutional and government facilities and properties. Non-residential facilities and properties includes any location at which goods or services are provided or manufactured, including locations under construction, demolition, or remodeling, or used for special events such as fairs, festivals,

	sports venues, conferences, and exhibits. This term does not include multiple family dwellings.
OFFICE PAPER:	A variety of high-grade printing and writing papers. This term does not include industrial process waste, newspaper or packaging.
OTHER RESINS OR MULTIPLE RESINS:	Plastic resins labeled by the resin code # 7.
PERSON:	Includes any individual, corporation, limited liability company, partnership, association, local government unit, as defined in s. 66.0131(1)(a), Wis. Stats., state agency or authority or federal agency.
PETE/PET:	Polyethylene terephthalate, labeled by the resin code # 1.
PLASTIC CONTAINER:	An individual, separate, rigid plastic bottle, can, jar or carton, except for a blister pack, that is originally used to contain a product that is the subject of a retail sale.
POSTCONSUMER WASTE:	Solid waste other than solid waste generated in the production of goods, hazardous waste, as defined in s. 291.01(7) Wis. Stats., waste from construction and demolition of structures, scrap automobiles, or high-volume industrial waste, as defined in s. 289.01(17), Wis. Stats.
PP:	Polypropylene, labeled by the resin code # 5.
PS:	Polystyrene, labeled by the resin code # 6.
PVC:	Polyvinyl chloride, labeled by the resin code # 3.
RECYCLABLE MATERIALS:	Includes lead acid batteries; major appliances; waste oil; yard waste; aluminum containers; corrugated paper or other container board; foam polystyrene packaging; glass containers; magazines; newspaper; office paper; rigid plastic containers, including those made of PETE, HDPE, PVC, LDPE, PP, PS and other resins or multiple resins; steel containers; waste tires; and bi-metal containers.
SINGLE FAMILY RESIDENTIAL:	A property containing one (1) to four (4) residential units, including those which are occupied seasonally.
SOLID WASTE:	The meaning specified in s. 289.01(33), Wis. Stats.
SOLID WASTE FACILITY:	The meaning specified in s. 289.01(35), Wis. Stats.
SOLID WASTE TREATMENT:	Any method, technique or process which is designed to change the physical, chemical, or biological character or composition of solid waste.
TREATMENT:	Includes incineration.
WASTE TIRE:	A tire that is no longer suitable for its original purpose because of wear, damage, or defect.

**YARD WASTE:** Leaves, grass clippings, yard and garden debris and brush, including clean woody vegetative material no greater than six (6) inches in diameter. This term does not include stumps, roots, or shrubs with intact root balls.

**Section 2.** Sections 4-9-14 D. and E. of the City Code are hereby amended in their entirety to read as follows:

**4-9-14: MANAGEMENT OF LEAD ACID BATTERIES, MAJOR APPLIANCES, WASTE OIL AND YARD WASTE:**

...

D. Yard waste shall either be home-composted using an effective back yard compost system or transported to the city solid waste site located at 1602 Gilbert Creek Rd., Menomonie, WI 54751. There shall be curbside pickup of yard waste in the spring and in the fall, at such times as are established by the director of public works. All such materials shall be contained in compostable paper bags called "kraft" bags. Bulky limbs and cuttings from trees, shrubs and the like must be cut in lengths of less than four feet (4') and securely and compactly tied in bundles of less than one foot in diameter, weighing no more than fifty (50) pounds. No yard waste shall be disposed of as general waste.

E. Christmas trees shall be recycled during a curbside pickup schedule established by the director of public works or dropped off at marked locations in the city at times established by the director of public works. All Christmas trees are to be free of bags, wires and stands.

**Section 3.** Section 4-9-15 of the City Code is amended in its entirety to read as follows:

**4-9-15: PREPARATION AND COLLECTION OF RECYCLABLE MATERIALS:**

Except as otherwise directed by the common council, occupants of single-family and two (2) to four (4) unit residences shall do the following for the preparation and collection of the separated materials specified in Section 4-9-11 E. through O.:

- A. Recyclable materials shall be co-mingled in a recycling bin or cart.
- B. Recyclable materials shall be brought to the City Solid Waste Site (1602 Gilbert Creek Road) or placed curbside in a cart on the designated day for collection by a waste hauler.
- C. Recyclable materials shall not be placed in plastic bags.
- D. Aluminum containers, bi-metal containers, steel containers and glass containers shall be empty and rinsed with lids removed.
- E. Aluminum, bi-metal and steel containers shall not be crushed.
- F. Corrugated paper or other containerboard shall be flattened.
- G. Rigid plastic containers shall be empty, rinsed and caps replaced.

H. The hauler has the right to reject or leave at the curb any recyclable material or solid waste that is not prepared according to the specifications in Section 4-9-15 A. through G., or in the regulations provided by the contractor or the city of Menomonie to the service recipients. Materials may also be rejected if not separated from solid waste, placed in the proper container or are not designated recyclable materials or solid waste for collection. The hauler also has the right to refuse to pick up any solid waste if it contains recyclable containers and materials. In such cases, the hauler shall notify the generator of materials in writing by means of putting a red tag on it listing the reasons for rejecting the items.

**Section 4.** Section 4-9-16 A. of the City Code is amended in its entirety to read as follows:

**4-9-16: RESPONSIBILITIES OF OWNERS OR DESIGNATED AGENTS OF MULTIPLE-FAMILY DWELLINGS:**

A. Owners or designated agents of multiple-family dwellings shall do all of the following to recycle the materials specified in Section 4-9-11 E. through O.

1. Provide adequate, separate containers for the recycling program established in compliance with the ordinance. The number of recycling containers shall equal or be greater than the number of trash containers and at least one of the following shall be met:
  - a. The minimum total volume of recycling container space is equal to 20 gallons per week per dwelling unit.
  - b. The ratio of trash container volume to recycling container volume is at most 2:1.
  - c. An alternative method that does not result in the overflow of a recycling container during the time period between collection of materials and delivery to a recycling facility.
2. Notify tenants in writing at the time of renting or leasing the dwelling and at least semi-annually thereafter about the established recycling program.
3. Provide for the collection of the materials separated from the solid waste by the tenants and the delivery of the materials to a recycling facility.
4. Notify tenants which materials are collected, how to prepare the materials in order to meet the processing requirements, collection methods or sites, and locations of drop-off collection sites to recycle materials not collected on-site.
5. Provide an enclosed or fenced area to store containers for pickup.

**Section 5.** Section 4-9-17 A. of the City Code is amended in its entirety to read as follows:

**4-9-17: RESPONSIBILITIES OF OWNERS OR DESIGNATED AGENTS OF NON-RESIDENTIAL FACILITIES AND PROPERTIES:**

A. Owners or designated agents of non-residential facilities and properties shall do all of the following to recycle the materials specified in Section 4-9-11 E. through O.:

1. Provide adequate, separate containers for the recycling program established under this section. The total volume of recycling containers shall be sufficient to avoid overflow during the time period between collection of materials and delivery to a recycling facility.
2. Notify in writing, at least semi-annually, all users, tenants, and occupants of the properties about the established recycling program.
3. Provide for the collection of the materials separated from the solid waste by the users, tenants and occupants and the delivery of the materials to a recycling facility
4. Notify users, tenants and occupants which materials are collected, how to prepare materials in order to meet the processing requirements, collection methods or sites, and locations of drop-off collection sites to recycle materials not collected on-site.
5. Provide an enclosed or fenced area to store containers for pickup.

**Section 6.** Section 4-9-19 of the City Code titled ENFORCEMENT is renumbered to Section 4-9-20.

**Section 7.** Section 4-9-19 titled RECYCLING RATES AND CHARGES is created to read as follows:

**4-9-19: RECYCLING RATES AND CHARGES:**

A. Authority: The common council shall have the authority to establish and collect a recycling utility charge.

B. Classes of Users: For the purpose of imposing the charges imposed under this chapter, all lots and parcels of land in the city shall be classified into the following customer classifications:

1. Single family residential
2. Multiple family dwelling

C. Recycling Utility Rates and Charges:

1. The recycling utility rates and charges shall be a fee established by resolution of the common council.

D. Billing:

1. Recycling utility charges will be billed, as a line item on the city utility bill, to the utility property owner and shall be payable at the same time and in the same manner as other municipal utility charges.

2. The bill will be payable in accordance with the schedule established by the utility. These bills are payable in four (4) quarterly payments each year.

3. A late payment charge of one percent (1%), \$0.50 minimum, will be added to bills not paid when due.

E. Exemptions: The following categories of properties shall be exempt from the imposition of recycling utility charges:

1. Railroad tracks and rights of way.
2. Public road rights of way.
3. Undeveloped property.
4. Non-residential facilities and properties

F. Fee Review:

1. Recycling utility rates and charges shall be reviewed as deemed necessary, at the discretion of the common council.

**Section 8.** This ordinance shall take effect upon the date of publication as provided in Section 62.11(4)(a), Wisconsin Statutes.

INTRODUCED \_\_\_\_\_

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

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

OF \_\_\_\_\_, 2026

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

\_\_\_\_\_  
MAYOR, RANDY KNAACK

PASSED \_\_\_\_\_

PUBLISHED \_\_\_\_\_

SUBMITTED BY:

ATTEST \_\_\_\_\_

\_\_\_\_\_  
ALDERPERSON

CITY CLERK, CATHERINE MARTIN



**MEMORANDUM**

Megen Hines, Environmental Program Coordinator

[mhines@menomonie-wi.gov](mailto:mhines@menomonie-wi.gov)

715-232-2221 Ext. 1005

TO: Mayor Knaack & City Council

FROM: Megen Hines, Environmental Program Coordinator

SUBJECT: Resolution 2026-01 Setting Recycling Utility Rates and Charges

DATE: January 20<sup>th</sup>, 2026 City Council Meeting

Staff have prepared Resolution 2026-01 A Resolution Setting Recycling Utility Rates and Charges for consideration by the City Council. City Ordinance Title 4, Chapter 9 proposed changes to the ordinance that, if approved earlier in this meeting, gives the authority to the common council to set Recycling Utility rates by resolution. This resolution would be following that direction to set the utility rates by resolution. ***There are no changes to the Recycling Utility rates and charges.***

If the Council agrees with the proposed resolution, the appropriate motion would be ***Approve Resolution 2026-01, a resolution setting Recycling Utility Rates and Charges as presented.*** (simple majority)

ATTACHMENTS:

- Resolution 2026-01, A Resolution Setting Recycling Utility Rates and Charges

RESOLUTION NO. 2026-01  
STATE OF WISCONSIN  
City of Menomonie  
Dunn County

A RESOLUTION SETTING RECYCLING UTILITY RATES AND CHARGES

**WHEREAS**, the City of Menomonie operates a recycling utility for the purpose of managing and funding municipal recycling services; and

**WHEREAS**, section 4-9-19 of city code establishes the authority of the common council to set recycling utility rates and charges by resolution;

**NOW, THEREFORE BE IT RESOLVED** that the recycling utility rate charges are hereby established effective upon passage of this resolution:

Single Family Residential (1-4 units): \$7.25 per quarter

Multiple Family Dwelling (5 or more residential units): \$9.95 per unit, per quarter

Adopted this 20<sup>th</sup> day of January, 2026.

I hereby certify that the foregoing resolution was duly adopted by the City of Menomonie City Council at a legal meeting on the 20<sup>th</sup> day of January, 2026.

---

Randy Knaack, Mayor

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

**MEMORANDUM**

Megen Hines, Environmental Program Coordinator

[mhines@menomonie-wi.gov](mailto:mhines@menomonie-wi.gov)

715-232-2221 Ext. 1005

TO: Mayor Knaack & City Council

FROM: Megen Hines, Environmental Program Coordinator

SUBJECT: Ordinance 2026-05 Repealing and Recreating Title 4, Chapter 5 Solid Waste Site Use Regulations, Rates

DATE: January 20<sup>th</sup>, 2026 City Council Meeting

Staff have prepared Ordinance 2026-05, an Ordinance repealing and recreating Title 4, Chapter 5 of City Code for consideration by the City Council.

Staff took the opportunity to update the ordinance to reflect best practices and align this ordinance with the City's other utility ordinances.

A summary of changes to Title 4, Chapter 5 Solid Waste Site Use Regulations, Rates are listed below:

- Updated definitions to include definitions of City Solid Waste Site, commercial, hazardous waste, industrial, institutional, municipally owned closed landfills, residential and users.
- Removed references to active landfill operations and outdated responsible unit language.
- Added restrictions on certain materials to reflect current practice of non-acceptable items.
- Updated solid waste permit term to be the calendar year.
- Updated section on Solid Waste Utility Rates and Charges to align this ordinance with the City's other utility ordinances. This allows Solid Waste Utility rates to be set by resolution of the common council instead of needing an ordinance amendment to adjust utility rates.
- Added section on Solid Waste Site Disposal fees to reflect current practice and allow Solid Waste Site Disposal fees to be set by resolution of the common council.

If the Council concurs with Proposed Ordinance 2026-05, the following motions would be appropriate:

- ***Introduce Proposed Ordinance 2026-05, an Ordinance repealing and recreating Title 4, Chapter 5 of the City Code*** (no vote).

- ***Waive the first reading of Proposed Ordinance 2026-05, an Ordinance repealing and recreating Title 4, Chapter 5 of the City Code*** (simple majority).
- ***Waive the second reading of Proposed Ordinance 2026-05, an Ordinance repealing and recreating Title 4, Chapter 5 of the City Code*** (simple majority).
- ***Adopt Proposed Ordinance 2026-05, an Ordinance repealing and recreating Title 4, Chapter 5 of the City Code*** (simple majority)

ATTACHMENTS:

- Ordinance 2026-05, An Ordinance repealing and recreating Title 4, Chapter 5 of City Code

ORDINANCE 2026-05 OF THE ORDINANCES FOR THE CITY OF MENOMONIE FOR 2026.

An ordinance repealing and recreating Title 4 Chapter 5 Solid Waste Site Use Regulations, Rates Ordinance.

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

**Section 1.** Title 4 Chapter 5 of the City Code is hereby repealed and recreated in its entirety to read as follows:

CHAPTER 5  
SOLID WASTE SITE USE REGULATIONS, RATES

SECTION:

4-5-1: Establishment Of Solid Waste Site

4-5-2: Definitions

4-5-3: Use Of Solid Waste Site; Permit Required

4-5-4: Rules For Use Of Solid Waste Site

4-5-5: Restriction On Certain Materials

4-5-6: Removal Of Objects From Solid Waste Site

4-5-7: User Permit Requirements

4-5-8: Solid Waste Utility Rates and Charges

4-5-9: Solid Waste Site Disposal Fees

4-5-10: City Policy

4-5-11: Notification Of Rates

4-5-12: Penalty

4-5-13: Severability

#### 4-5-1: ESTABLISHMENT OF SOLID WASTE SITE:

The area heretofore established at 1602 Gilbert Creek Road, or any other area hereafter so established, shall be considered as the city "solid waste site" as the phrase is used in this chapter.

#### 4-5-2: DEFINITIONS:

The following terms, whenever they occur in this chapter, are defined as follows:

**CITY SOLID WASTE SITE:** The area located at 1602 Gilbert Creek Road that is used for the purpose of solid waste and recycling collection.

**COMMERCIAL:** All uses other than Residential, Institutional or Industrial.

**GARBAGE:** Shall include, among similar matter, all animal or vegetable matter such as waste material from kitchens, residences, grocery stores, restaurants, hotels, rooming and boarding houses and other deleterious substances.

**HAZARDOUS WASTE:** Any solid waste identified as hazardous under Wis. Stat. § 291.05.

**INDUSTRIAL:** Manufacturing, processing or other industrial operations.

**INSTITUTIONAL:** Public, nonprofit or Municipal building or institution.

**MUNICIPALLY OWNED CLOSED LANDFILLS:** A landfill owned by the City of Menomonie in which solid waste is no longer being placed and has completed the official closure process with the Wisconsin Department of Natural Resources.

**RESIDENTIAL:** Properties containing single family, multiple family and mobile home residential units, including those which are occupied seasonally.

**TRASH:** Shall include such matter as feathers, ashes, rags, tin cans, paper, boxes, glass, trees, brush, yard trimmings, leaves and similar matter.

**USERS:** All persons, firms, or corporations, and their agents whose residences or places of doing business are within the corporate limits of the city of Menomonie.

#### 4-5-3: USE OF SOLID WASTE SITE; PERMIT REQUIRED:

**A. Use:** All persons, firms or corporations, and their agents, whose residences or places of doing business are within the corporate limits of the city shall be privileged to use the facilities of the solid waste site for the depositing of garbage and trash as hereinabove defined, which originates in the city. No user, other than those above designated, shall enter into or upon the city solid waste site or use the city solid waste site for any purpose whatsoever, and no refuse except refuse originating in the city shall be placed in the city solid waste site, excepting as may be authorized by agreements entered into by the city with other municipalities for the use of such solid waste site.

**B. Permit:** No user, unless otherwise licensed for solid waste collection, shall use the solid waste site for deposit of solid waste without first having obtained a user permit as defined in section 4-5-7 of this chapter.

#### 4-5-4: RULES FOR USE OF SOLID WASTE SITE:

The following rules shall govern the use of the city solid waste site:

- A. All users shall abide by and conform with all the regulations herein provided, and/or with all instructions or orders of the authorized solid waste site operator who is designated to supervise operations within said city solid waste site, and with all signs and notices posted at the city solid waste site by order of the common council or mayor, and particularly with the signs which designate where dumping operations are permitted or prohibited in any particular area or site within the city solid waste site, when such signs are posted by order of the common council or mayor.
- B. No user shall be permitted to enter upon or use the city solid waste site except during the hours specified by notice posted at the gate at the entrance of said city solid waste site.
- C. All users having the right to use the facilities of the city solid waste site shall separate or cause to be separated all clean wood, brush, trees and wood pallets at the location where the waste is generated and shall deposit such burnable materials at a designated location at the City solid waste site.
- D. All users having the right to use the facilities of the City solid waste site shall separate or cause to be separated all leaves, grass clippings and garden debris at the location where the waste is generated and shall deposit such compostable materials at a designated location at the City solid waste site.
- E. All users having the right to use the facilities of the City solid waste site shall separate or cause to be separated all recyclable materials, as that term is presently defined by State law and City ordinance or as same is later amended, at the location where the waste is generated and shall deposit such waste at a designated location at the City solid waste site.

#### 4-5-5: RESTRICTION ON CERTAIN MATERIALS:

- A. No users shall be permitted to deposit the following materials:
  - 1. Asbestos or asbestos containing materials
  - 2. Railroad or landscaping ties that contain creosote
  - 3. Stumps
  - 4. Trees and brush over six (6) inches in diameter
  - 5. Hazardous waste
  - 6. Shingles
  - 7. Electronics
  - 8. Tires
  - 9. Freon-containing appliances

#### 4-5-6: REMOVAL OF OBJECTS FROM SOLID WASTE SITE:

No user shall, except by permission of the City Administrator, remove any article or object which has been deposited or dumped and left at the City solid waste site.

#### 4-5-7: USER PERMIT REQUIREMENTS:

Users shall obtain a solid waste user permit annually from City staff after attesting the users' residence or place of business is within the corporate limits of the City of Menomonie.

- A. Permits shall be valid from January 1 to the following December 31.
- B. Permit shall be visible to the attendant.
- C. Permits are not transferable.

#### 4-5-8: SOLID WASTE UTILITY RATES AND CHARGES:

- A. Authority: The common council shall have the authority to establish and collect a solid waste utility charge.
- B. Classes of Users: For the purpose of imposing the charges imposed under this chapter, all lots and parcels of land in the city shall be classified into the following user classifications:
  - 1. Residential
  - 2. Commercial
  - 3. Institutional
  - 4. Industrial
- C. Solid Waste Utility Rates and Charges
  - 1. The solid waste utility rates and charges shall be established by resolution of the common council.
  - 2. All charges established by this subsection shall be a lien upon property served pursuant to Wis. Stat. § 66.0809, Wisconsin statutes, and shall be collected in the manner therein provided.
- D. Billing:
  - 1. Solid waste utility charges will be billed, as a line item on the city utility bill, to the utility property owner and shall be payable at the same time and in the same manner as other municipal utility charges.
  - 2. The bill will be payable in accordance with the schedule established by the utility. These bills are payable in four (4) quarterly payments each year.
  - 3. A late payment charge of one percent (1%), \$0.50 minimum, will be added to bills not paid when due.
  - 4. Multiple family dwellings shall be billed per unit.

5. Mobile home courts shall be billed the individual residential rate for each mobile home space whether occupied or not.

E. Exemptions: The following categories of properties shall be exempt from the imposition of solid waste utility charges:

1. Railroad tracks and rights of way.
2. Public road rights of way.
3. Undeveloped property.

F. Fee Review: Solid waste utility rates and charges shall be reviewed, as deemed necessary, at the discretion of the common council.

#### 4-5-9: SOLID WASTE SITE DISPOSAL FEES:

A. Authority: The common council shall have the authority to determine material types to charge for at the solid waste site and establish fees for said materials.

B. Solid waste site disposal fees shall be established by resolution of the common council.

C. Fee Review: Solid waste site disposal fees shall be reviewed, as deemed necessary, at the discretion of the common council.

#### 4-5-10: CITY POLICY:

It shall be the policy of the City to obtain, through the solid waste utility charges and solid waste site disposal fees, sufficient revenues to pay the cost of:

- A. Annual debt retirement on any bonded indebtedness associated with the solid waste site.
- B. Solid waste site operation and maintenance expenses.
- C. Municipally owned closed landfill operation and maintenance expenses.
- D. A Capital Recovery Fund.
- E. Assessments related to the solid waste site.

#### 4-5-11: NOTIFICATION OF RATES:

Users shall be notified annually of the solid waste utility charges and solid waste site disposal fees.

#### 4-5-12: PENALTY:

Any person, firm or corporation violating the provisions of this chapter shall, upon conviction thereby, be punished by a forfeiture not to exceed five hundred dollars (\$500.00).

#### 4-5-13: SEVERABILITY:

If any provision of this chapter is deemed invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the other provisions of same. The several sections and subsections of this chapter are declared to be severable. If any section or

portion thereof shall be declared by a decision of a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and not affect the validity of any other provisions, sections, or portions thereof of this chapter which shall remain in full force and effect.

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

INTRODUCED \_\_\_\_\_

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

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

OF \_\_\_\_\_, 2026

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

\_\_\_\_\_  
MAYOR, RANDY KNAACK

PASSED \_\_\_\_\_

SUBMITTED BY:

PUBLISHED \_\_\_\_\_

\_\_\_\_\_  
ALDERPERSON

ATTEST \_\_\_\_\_

CITY CLERK, CATHERINE MARTIN



**MEMORANDUM**

Megen Hines, Environmental Program Coordinator

[mhines@menomonie-wi.gov](mailto:mhines@menomonie-wi.gov)

715-232-2221 Ext. 1005

TO: Mayor Knaack & City Council

FROM: Megen Hines, Environmental Program Coordinator

SUBJECT: Resolution 2026-02 Setting Solid Waste Utility Rates and Charges

DATE: January 20<sup>th</sup>, 2026 City Council Meeting

Staff have prepared Resolution 2026-02 A Resolution Setting Solid Waste Utility Rates and Charges for consideration by the City Council. City Ordinance Title 4, Chapter 5 proposed changes to the ordinance that, if approved earlier in this meeting, gives the authority to the common council to set Solid Waste Utility rates by resolution. This resolution would be following that direction to set the utility rates by resolution. ***There are no changes to the Solid Waste Utility rates and charges.***

If the Council agrees with the proposed resolution, the appropriate motion would be ***Approve Resolution 2026-02, a resolution setting Solid Waste Utility Rates and Charges as presented.*** (simple majority)

ATTACHMENTS:

- Resolution 2026-02, A Resolution Setting Solid Waste Utility Rates and Charges

RESOLUTION NO. 2026-02  
STATE OF WISCONSIN  
City of Menomonie  
Dunn County

A RESOLUTION SETTING SOLID WASTE UTILITY RATES AND CHARGES

**WHEREAS**, the City of Menomonie operates a solid waste utility for the purpose of managing, maintaining and funding municipal solid waste services and closed landfills; and

**WHEREAS**, section 4-5-8 of city code establishes the authority of the common council to set solid waste utility rates and charges by resolution;

**NOW, THEREFORE BE IT RESOLVED** that the solid waste utility rate charges are hereby established effective upon passage of this resolution:

Residential Units: \$11.00 per quarter

Commercial, Institutional, and Industrial: \$23.50 per quarter

Adopted this 20<sup>th</sup> day of January, 2026.

I hereby certify that the foregoing resolution was duly adopted by the City of Menomonie City Council at a legal meeting on the 20<sup>th</sup> day of January, 2026.

---

Randy Knaack, Mayor

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



**MEMORANDUM**

Megen Hines, Environmental Program Coordinator

[mhines@menomonie-wi.gov](mailto:mhines@menomonie-wi.gov)

715-232-2221 Ext. 1005

TO: Mayor Knaack & City Council

FROM: Megen Hines, Environmental Program Coordinator

SUBJECT: Resolution 2026-03 Setting Solid Waste Site Disposal Fees

DATE: January 20<sup>th</sup>, 2026 City Council Meeting

Staff have prepared Resolution 2026-03 A Resolution Setting Solid Waste Site Disposal Fees for consideration by the City Council. City Ordinance Title 4, Chapter 5 proposed changes to the ordinance that, if approved earlier in this meeting, gives the authority to the common council to set Solid Waste Site fees by resolution. This resolution would be following that direction to set the fees by resolution. ***There are no changes to the Solid Waste Site disposal fees.***

If the Council agrees with the proposed resolution, the appropriate motion would be ***Approve Resolution 2026-03, a resolution setting Solid Waste Site disposal fees as presented. (simple majority)***

ATTACHMENTS:

- Resolution 2026-03, A Resolution Setting Solid Waste Site Disposal Fees

RESOLUTION NO. 2026-03  
STATE OF WISCONSIN  
City of Menomonie  
Dunn County

A RESOLUTION SETTING SOLID WASTE SITE DISPOSAL FEES

**WHEREAS**, the City of Menomonie operates a solid waste site for the purpose of managing solid waste and recycling; and

**WHEREAS**, section 4-5-9 of city code establishes the authority of the common council to set solid waste site disposal fees by resolution;

**NOW, THEREFORE BE IT RESOLVED** that the solid waste site disposal fees are hereby established effective upon passage of this resolution:

**Furniture**

Kitchen or Office Chairs	\$5
Upholstered or Reclining Chairs	\$10
Small Tables/Dressers/Night Stands	\$5
Large Tables/Dressers/Night Stands	\$10
Loveseat (2-seats)	\$15
Couch (3-seats)	\$20
Sectional Couch (more than 3 seats)	\$40

**Mattresses & Box Springs**

Mattress (twin, full, queen, king)	\$15
Box Spring (twin, full, queen, king)	\$15
Crib Mattress	\$5
Carpet	\$0.25/square foot, rounded to the nearest \$5; \$10 minimum

**Miscellaneous Items**

Toilets	\$5
Children's Power Wheels	\$5
Children's Yard Toys	\$5
Piano	\$50
Hot Tub	\$50

Construction & Demolition Materials

Full Pickup Bed	\$100
Half Pickup Bed	\$50

Adopted this 20<sup>th</sup> day of January, 2026.

I hereby certify that the foregoing resolution was duly adopted by the City of Menomonie City Council at a legal meeting on the 20<sup>th</sup> day of January, 2026.

---

Randy Knaack, Mayor

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





# Menomonie Police Department

615 Stokke Parkway Suite G200,  
Menomonie, WI, 54751  
715-232-2198

## Memorandum

**To:** Mayor Randy Knaack & City Council  
**From:** Rick Hollister, Chief of Police  
**Date:** January 13, 2026  
**Subject:** New Squad Order Request  
**CC:** Eric Atkinson, City Administrator

---

The police department generally requests to place new squad orders in the beginning of each year. This is due to the factory order window closing before June and to receive the current calendar year model. This year the police department is scheduled to order three new squads in 2026 and funding has already been allocated in the 2025-2026 CIP borrowing. I'm asking for the city council approval to request and obtain bids for new police vehicle purchases.

Justification: The police department maintains a fleet of 9 patrol squads and must replace a minimum of 3 patrol cars annually in order to prevent any one squad from going much beyond 100,000 miles. Vehicles used in municipal law enforcement get their miles at low speeds, making frequent starts/stops, have a high number of idling hours and are on the road 24 hours a day while being operated by many different drivers. 100,000 miles cannot compare to the same number of miles we might put on our own family vehicle. Generally, when the squads reach 80,000 miles, more maintenance is required. Also, by trading in vehicles at the end of three-year cycles, the city return is much higher for recouping money. In 2026 the police department proposes to purchase three Ford Utility Vehicles.

Thank you for your consideration!

---

Rick Hollister  
Chief of Police

Chris King  
Commander

Brian Hagen  
Commander





## MEMORANDUM

David Schofield, Director of Public Works  
dschofield@menomonie-wi.gov  
715-232-2221 Ext.1020

TO: Mayor Knaack & City Council

FROM: David Schofield, Director of Public Works

SUBJECT: Wastewater Utility Superintendent Appointment

DATE: January 20, 2026 City Council Meeting

The Wastewater Utility Superintendent oversees operation of approximately 80 miles of sanitary sewer collection system, 17 lift stations and an advanced mechanical wastewater treatment plant with primary settling, activated sludge processes, tertiary reactive sand filters for ultralow phosphorus limits, and aerobic sludge digestion. The average daily flow approximately 1.6 million gallons. I have attached a copy of the Job Description.

The current Wastewater Utility Superintendent, Mr. Paul Sterk, is retiring on February 12 after more than 21 years of service to the City of Menomonie. We have been incredibly fortunate to have Paul's steady hand on the till for all of these years. We wish Paul well in his retirement.

It is my recommendation to appoint Jason Garcia the position of Wastewater Utility Superintendent. Jason is currently the Laboratory Coordinator in Fond Du Lac. Jason grew up in Eau Claire and still has family there. We have spoken to several of Jason's references and all have recommended him without reservation. I have attached Jason's resume.

If the City Council concurs, the appropriate motion would be ***Approve the Appointment of Jason Garcia as Wastewater Utility Superintendent*** (simple majority).

If approved, Mr. Garcia will start on February 2.

### Attachments:

- Job Description
- Resume

# CITY OF MENOMONIE



## Position Description

**Position:** Wastewater Utility Superintendent

**Reports To:** Public Works Director

**Union Representation:** None

**Written By:** David Schofield

**Created Date:** December 7, 2025

### Position Summary:

The Wastewater Utility Superintendent is responsible for planning, directing and coordinating the operations of the Wastewater Utility in the collection, treatment and disposal of wastewater for the City of Menomonie. The Wastewater Utility Superintendent works under the general direction of the Public Works Director and City Administrator.

### Minimum Requirements:

- Must be a citizen of the United States.
- Must be at least 18 years of age or older.
- Must not have any felony or domestic violence convictions.
- Must have attained a high school diploma or GED.
- Must be proficient in speaking and writing in English language.
- Must be able to operate a telephone, photocopier, computer and use computer software, including applications and programs.
- Must be able to work in a confidential environment
- Must have a valid Wisconsin Driver's License and CDL.
- Must have the ability to exchange non-routine information using tact and persuasion when appropriate.
- Wisconsin DNR Advanced Wastewater Operator Certification with subclasses A1, B, C, P, D, L and SS.
- Experience managing people.

### Desired Qualifications:

- Bachelor's degree in Chemistry, Biology, Engineering, Natural Resources, or a related field with five years of experience in the operation and maintenance of wastewater collection and treatment systems, preferably with some supervisory experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Essential Functions/Responsibilities:**

The following duties are intended as illustrations of the various types of work that may be performed. These duties are not to be construed as exclusive or all-inclusive; other duties may be required and assigned by the Public Works Director or City Administrator or their designees.

- Directs and plans the operations of the wastewater treatment plant and collection system; monitors treatment plant processes, alarms, and failures; flow data; laboratory records; industrial flow, volume, pollutant characteristics, and compatibility with treatment processes; Ensures proper operation and safety of processes and operations. Uses the SCADA system and Hach WIMS software to monitor lift stations, plant processes, equipment operation and alarms.
- Supervises department employees including Plant Operators, Foreman and Laboratory Technician; hires new employees; provides instruction and training; plans, prioritizes, coordinates, assigns and reviews work activities; allocates personnel; maintains standards; acts on problems and concerns; approves leave; evaluates performance and recommends status changes as appropriate.
- Prepares, administers and monitors utility annual operating budget; develops capital improvement program; assists in planning and recommending utility operation and capital improvement. Calculates utility rates. Attends construction meetings; signs and processes all construction billing and paperwork.
- Responds to sewer problem calls and determines corrective action; determines collection system maintenance requirements using GIS software. Administers the Capacity, Management, Operation and Maintenance (CMOM) Program for the sanitary sewer collection system.
- Administers the Mercury Pollutant Minimization Program.
- Purchases utility equipment, materials and supplies; prepares cost comparisons and purchase orders; maintains critical parts inventory and recommends additions to capital expenditures list. Monitors the maintenance of equipment. Uses Hach Jobs Plus software to facilitate equipment maintenance.
- Monitors septage inflow, sludge management and pretreatment programs; ensures compliance with all applicable local, State and Federal regulations and permits.
- Coordinates, monitors and promotes safety programs including confined space entry, lock out tag out, respiratory and chemical/biohazard programs; ensures that safety procedures are followed by all employees. Maintains emergency action procedures in coordination with other utilities and the Emergency Government Office.
- Communicates with the Wisconsin DNR, EPA, city administration, engineers and system users. Approves or denies waste requests for the disposal of hauled in waste.
- Prepares a variety of reports, records and correspondence as required. Prepares sludge hauling reports, soil reports and calculations; monitors monthly DNR report for compliance with discharge limits; prepares work schedules and maintains employee

payroll records; prepares billing for industrial waste, septage, collection, treatment and other outside work.

- Prepares computer programs to fulfill reporting and calculation requirements.
- Monitors testing programs for other communities, landfill utility and Water Department.
- Maintains current knowledge of practices and technologies in the industry; attends schools and conferences.
- Inspects and applies for new land spreading acreage including soil testing and background metals.
- Conducts tours for local schools, universities and other groups.
- Performs other duties as assigned.

**Skills:**

- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Understanding written sentences and paragraphs in work related documents.
- Talking to others to convey information effectively.
- Communicating effectively in writing as appropriate for the audience.
- Actively looking for ways to help people.
- Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions and approaches to problems.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Abilities:**

- Ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as job applications, budgets, requisitions, evaluations, schedules, staff manuals, computer program manuals, administration manual, vehicle maintenance reports, maps, City employee handbook, statutes, procedures and non-routine correspondence.
- Ability to communicate orally and in writing with the CS Superintendent, Public Works Director, City Administrator and Mayor, and other City Hall personnel, and the general public.
- Ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals.

- Ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.
- Ability to safely operate light and heavy equipment and perform mechanical repairs and maintenance when required.
- Ability to coordinate eyes, hands, feet and limbs in performing coordinated movements.
- Ability to lift and/or move up to fifty (50) pounds.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as toxic agents or chemicals may cause discomfort and poses a limited risk of injury, wetness, lighting extremes, or dusts and pollen. This exposure may cause some discomfort and presents a risk of injury.

#### Supervisory Responsibilities

This position supervises 6 full time positions: Wastewater Foreman, Lab Technician and four operators.

#### Signature Page

Employee Signature: \_\_\_\_\_

Date

Employee Name (Printed): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date

Supervisor Name (Printed): \_\_\_\_\_

# Jason E. Garcia

271 Southview Road  
Fond du Lac, Wisconsin 54935  
Phone: (715) 829-5403  
Email: jason.garcia58@gmail.com

**OBJECTIVE:** Apply skills in a wastewater leadership position, particularly one that would utilize my experience in wastewater treatment as well as my education and experience from managing and working in various wastewater treatment plants.

## QUALIFICATIONS

Broad range of experience and skills applicable to management, environmental lab analysis and regulatory compliance, wastewater operations, wastewater chemistry & biology including:

- **Experience supervising a wastewater treatment laboratory:**
  - Supervise laboratory analysts and interns at the Fond du Lac Wastewater Facility
  - Manage laboratory budget and purchases
  - Maintain certified wastewater laboratory status requirements including documenting QA/QC compliance under NR 149 & NR 219 as well as handling client testing results and records
  - Nominated for Certified Lab of the Year 2023 by WI DNR
  - Continual deficiency-free lab audits
  - Exercise independent judgment in leading laboratory operations and testing
  - High level of attention to detail in testing, data quality assurance and quality control
  - Plan, implement, deploy and report on operational testing and pilot program activities
  - Collaborate with engineers, consultants and university researchers
- **Experience in wastewater operations and administration:**
  - Directed and organized in-house studies for internal process control
  - Employed as a wastewater treatment shift operator at the Manitowoc Wastewater Facility
  - WI DNR certified advanced wastewater and municipal water supply operator
  - Watershed quality sampling and assessment
  - Prepare and submit DMR both short and long forms
  - Develop documents for open bidding, quotes, etc.
  - Maintain industrial pretreatment program compliance, sampling and data tracking
  - Participate in preparing biosolids application report, CMOM, CMAR and developing CIP
  - Usage of software for SCADA, flow meter calibration, Hach WIMS, asset management, preventative maintenance, industrial pretreatment data management for NR 211 compliance
- Internship with City of Eau Claire assisting City Chemist and Assistant Chemist, in routine tasks pertaining to wastewater and water laboratory analysis
- **Experience in Wisconsin Administrative Code compliance in biosolids, drinking water and wastewater analysis:**
  - Program development and method assessment for analyte testing compliance
  - Interpret and manage data in wastewater analysis
  - Continual distinction and promotion at Fond du Lac from lab analyst to lead lab analyst to lab coordinator
- **Experience developing training plans, policies and procedures:**
  - Develop and maintain training plans for laboratory processes and safety compliance
  - Write safety policies and record retention protocols
  - Create, assess and revise testing procedures in the laboratory
- **Experience leading work groups:**
  - Manage, supervise and lead laboratory staff
  - Conduct initial and recurrent safety training
  - Lead formal presentations to city departments
- **Experience acquired from a formal education:**
  - Graduated University of Wisconsin – Eau Claire from 2005-2010
  - Achieved Bachelors of Science degree in both Chemistry and in Biology
  - Awarded for academic excellence in 2005
  - Research student for Physics and Geology departments

**EDUCATION**

2010 Water Quality Technology, Moraine Park Technical College  
2005-2010 B.S. Biology, University of Wisconsin – Eau Claire  
B.S. Chemistry, University of Wisconsin – Eau Claire  
2004 IT and Networking in the CCNA program, Chippewa Valley Technical College  
2001-2005 High School Diploma, Memorial High School

**CERTIFICATION**

2001-2005 Wastewater Certification – Advanced subclasses: A1, A2, B, C, D, L, P  
– OIT subclases: A3, A4, U (electroplating/metal finishing)  
Waterworks Certification – Grade T: D, G, I, L, S, V, Z

**EMPLOYMENT**

2022-Present Laboratory Coordinator, City of Fond du Lac, WI WTRRF  
Additional tasks include supervising three full and part-time lab analysts and interns, conduct performance reviews, approve time sheets, manage staffing and overtime, point-of-contact for all outside entities and inquiries pertaining to the lab, prepare for WI DNR lab audits, database and records management, managing lab and other budgets, liaison with operations for process research and outside stakeholders for organizing piloting research project management.

2017-2022 Lead Laboratory Analyst, City of Fond du Lac, WI WTRRF  
Additional tasks include QA/QC management for the lab, increased involvement with industrial pretreatment, method development, manage safety data sheets, division safety officer, prepare bills for internal processing for haulers and clients, technical contact for water department laboratory.

2014-2017 Laboratory Analyst, City of Fond du Lac, WI WTRRF  
Perform routine wastewater analysis such as nitrate, nitrite, TKN, BOD, COD, TSS, potassium, pH, conductivity, turbidity, ammonia via ion selective electrode and colorimetric, total coliform, *E. coli*, fecal coliform enumeration via Colilert-18 and membrane filtration.

2012-2014 Shift Operator, City of Manitowoc, WI WWTF  
Serve on a rotating shift schedule as the sole operator in charge of running and optimizing treatment operations. Run the on-site wastewater analysis laboratory on a rotating weekend schedule. Perform custodial duties. On an as-needed basis: light-duty maintenance in the event of critical equipment failure.

2014-Present Head Organist, Faith Lutheran Church  
Serve as an organist and schedule other organists for Faith Lutheran Church.

2012-2014 Organist, Bethany Lutheran Church  
Served as a church organist for Bethany Lutheran Church.

2010-2012 Online sales and IT support, First Choice Computer Recycling, Inc.  
Repaired computers for both online sales and in house use. Handled online sales via eBay as well as customer service. Secondary responsibilities included dismantling computers and other electronic waste items recycled by the public, which might contain hazardous materials if not properly disposed of.

2008-2012 Electrician's assistant, Anthony Electric, Inc.  
Worked as an electrician's assistant for an electrical contractor at the Trane air conditioning factory in La Crosse, WI.

2006-2010      Student employee, UWEC  
Worked with the UWEC Surplus Store Coordinator. Job duties included:  
Serviced university surplus computers, inventory control. On and off campus  
customer service, budgeted and performed sales functions both on and off-line.  
Summarized sales revenue after public sales. Employment ended due to  
graduation as the job was a student-only position.

1998-2012      Organist, St. Mark Lutheran Church  
Served as a church organist for St. Mark and other local churches.

## **REFERENCES**

Professional:      Lab/Pretreatment Coordinator (Retired), City of Fond du Lac WTRRF  
Jim Kaiser (920) 238-2714

                        Regional VP of Project Delivery, Donahue Associates  
Client Services Manager and Operations Specialist  
Superintendent (Former), City of Fond du Lac WTRRF  
Autumn Fisher (920) 539-2993

                        Assistant Superintendent, Manitowoc Public Utilities  
Peter Dombrowski (920) 323-7607



**MEMORANDUM**

David Schofield, Director of Public Works  
dschofield@menomonie-wi.gov  
715-232-2221 Ext.1020

TO: Mayor Knaack & City Council

FROM: David Schofield, Director of Public Works

SUBJECT: Community Services Superintendent Appointment

DATE: January 20, 2026 City Council Meeting

The Community Services Superintendent oversees the maintenance of approximately 95 miles of streets and 395 acres of parklands. I have attached a copy of the Job Description.

The current Community Services Superintendent, Mr. Dave Frank, is retiring after more than 37 years of service to the City of Menomonie. Dave worked his way up through the Street Department and has done an excellent job for the past several years as the Superintendent. We wish Dave well in his retirement.

It is my recommendation to appoint Brock Meriwether the position of Community Services Superintendent. Brock has been with the City for 11 years and is currently the Parks and Public Property Foreman. I have attached Brock's resume.

If the City Council concurs, the appropriate motion would be ***Approve the Appointment of Brock Meriwether as Community Services Superintendent*** (simple majority).

Attachments:

- Job Description
- Resume

# CITY OF MENOMONIE



## Position Description

**Position:** Community Services Superintendent

**Reports To:** Director of Public Works

**Union Representation:** None

**Written By:** David Schofield

**Created Date:** January 9, 2026

### Position Summary:

The Community Services (CS) Superintendent is responsible for supervise the personnel and operations of the Community Services Department. The Community Services Department includes maintenance and repair activities associated with City: Streets, Parks, Solid Waste Site, Landfill and Storm Sewer Collection System.

### Minimum Requirements:

- Must be a citizen of the United States.
- Must be at least 18 years of age or older.
- Must not have any felony or domestic violence convictions.
- Must have attained a high school diploma or GED.
- Must be proficient in speaking and writing in English language.
- Must be able to operate a computer and use computer software, including applications and programs.
- Must be able to operate a telephone.
- Must be able to operate a photocopier.
- Must be able to work in a confidential environment.
- Must have a valid Wisconsin Driver's License and CDL.
- Must have the ability to exchange non-routine information using tact and persuasion when appropriate.

### Desired Qualifications:

- Experience constructing and maintaining streets, bridges, storm sewers, sidewalks and curb & gutter.
- Experience operating light and heavy equipment and performing mechanical repairs and maintenance when required.
- Experience managing people.

### **Essential Functions/Responsibilities:**

The following duties are intended as illustrations of the various types of work that may be performed. These duties are not to be construed as exclusive or all-inclusive; other duties may be required and assigned by the Public Works Director, City Administrator, Mayor or their designees.

- Plans and prioritizes daily work schedules; assists in planning, directing and inspecting the repair and maintenance of streets, parks, sidewalks, bridges, traffic signals, and storm sewer collection system.
- Assists the Environmental Services Coordinator in planning, directing, and inspecting the construction and maintenance of the Solid Waste Disposal site.
- Supervises snow plowing and all phases of snow and ice removal throughout the City.
- Responds to inquiries and complaints from the public; answers questions, provides information and investigates and resolves complaints.
- Assists the Public Works Director with the preparation, implementation and monitoring of the annual Parks, Streets, Storm Water, and solid Waste Utility budgets; prepares specifications for and recommends major equipment purchases.
- Directs the activities of the Urban Forestry specialist.
- Maintains records on equipment and materials used on various jobs.
- Supervises the operation of the Community Services buildings and facilities and the repair and maintenance of vehicles and equipment.
- Ensures work schedules are set each week and maintenance tasks throughout the day. Calls or schedules employees to work overtime as needed.
- Maintains availability while on-call to respond to emergencies; carries a City-issued cellular phone.
- Attends meetings as required.
- Conduct and presents frequent training events regarding Safety Compliance issues.
- Answers phones and two-way radio; checks weather reports.
- Performs other duties as assigned or required.

### **Skills:**

- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Understanding written sentences and paragraphs in work related documents.
- Talking to others to convey information effectively.
- Communicating effectively in writing as appropriate for the audience.
- Actively looking for ways to help people.

- Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions and approaches to problems.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Abilities:**

- Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as job applications, budgets, requisitions, evaluations, schedules, staff manuals, computer program manuals, administration manual, vehicle maintenance reports, maps, City employee handbook, statutes, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Public Works Director, City Administrator and Mayor, and other City Hall personnel, and the general public.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals.
- Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.
- Requires the ability to safely operate light and heavy equipment and perform mechanical repairs and maintenance when required.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements.
- Ability to lift and/or move up to fifty (50) pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as toxic agents or chemicals may cause discomfort and poses a limited risk of injury, wetness, lighting extremes, or dusts and pollen. This exposure may cause some discomfort and presents a risk of injury.

## Supervisory Responsibilities

The Community Services Superintendent directly supervises the Street Foreman, Parks & Public Property Foreman and approximately 20 full time employees and a varying number of seasonal employees in the Community Services Department. The Community Services Superintendent is responsible for the overall direction, coordination, and evaluation of these units. The Community Services Superintendent carries out supervisory responsibilities in accordance with the City's policies and applicable laws. The Community Services Superintendent's responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.

## Signature Page

Employee Signature: \_\_\_\_\_

Date

Employee Name (Printed): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date

Supervisor Name (Printed): \_\_\_\_\_

# Brock Meriwether

Menomonie, WI 54751  
7155563352 brockmeriwether@yahoo.com

## PROFESSIONAL SUMMARY

Experienced and dedicated Park Foreman leading and working alongside crews maintaining parks, grounds, and facilities, handling everything from mowing to equipment repair, while also supervising employees, enforcing safety, managing work schedules, ordering supplies, and interacting with the public to ensure safe, functional, and beautiful park space.

## SKILLS

- Self-motivated professional
- Conflict resolution
- Good listening skills
- Verbal and written communication
- Computer skills
- Leadership
- Detail-oriented

## WORK HISTORY

### **CITY OF MENOMONIE PARK FOREMAN | 2024 to Current**

#### **City Of Menomonie - Menomonie, WI**

- Supervised daily operations of public works projects, ensuring compliance with safety regulations.
- Coordinated schedules and workloads for team members to optimize productivity and efficiency.
- Trained new staff on operational procedures and safety protocols, enhancing team performance.
- Conducted regular inspections of equipment and work sites to maintain quality standards.

### **CITY OF MENOMONIE ELECTRICIAN | 08/2014 to 2024**

#### **City Of Menomonie - Menomonie, WI**

- Repaired and installed new fixtures, wiring and circuits for street lights, stop lights and other electrical needs within city.
- Evaluated existing electrical systems for maintenance, repair and update requirements.
- Snow removal, forestry work, street and pavement repair, concrete work, signs, parking meters, sirens and more.

**ELECTRICIAN** | 01/1999 to 08/2014

**JA Electric - Menomonie, WI**

- Installed and wired electrical hardware, junction boxes, service panels, electrical boxes, switches and circuit breakers.

## **EDUCATION**

**Menomonie High School - Menomonie, WI | High School Diploma**

05/1998



# City of Menomonie

## City Clerk's Office

800 Wilson Ave., Menomonie, WI 54751

Phone: 715-232-2221; E-mail: [kmartin@menomonie-wi.gov](mailto: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.*

Event Organizer's Name:	Tina Hanley		
Event Organizer's Address:	1602 Stout Rd		
Event Organizer's Phone:	(home)	(work) 715-235-2920	(E-mail) t.hanley@steppingstonesdc.org

Name of Event: <b>Coldest Night of the Year</b>		Type of Event: Community Event/Fundraiser/Walk	
Location of Event: UW Stout Fire Hall - walk - per Map provided		Date of Event: <b>Feb 28, 2026</b>	
		Rain date:	
Time of Event:	Start: <b>3:00 pm</b>	Finish: <b>9:00PM</b>	
Time on Site:	Start:	Finish: <i>(include set-up and clean-up time)</i>	
<b>3:00 pm</b>			
Total Number of Anticipated Attendees: <i>(include event organizers, staff, volunteers and spectators)</i>  <hr/> <b>200</b>	City of Menomonie Support Staff Requested?		
	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:

<p>Are street(s) to be closed?</p> <p><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></p>	<p>Entire length? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Check here if City Road <input type="checkbox"/> <i>(attach approval from City of Menomonie)</i></p>	1.
	<p>Entire length? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Check here if County Road <input type="checkbox"/> <i>(attach approval from Dunn County)</i></p>	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 provided at UW Stout, route selected will not impact traffic.

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

Trained volunteers with signs to direct walk/runners and route will be marked in advance.

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 required

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.

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	<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:

Tina Hanley

Print Name:

Tina Hanley

Affiliation with Applicant (if applicable):

Employee-Event Director

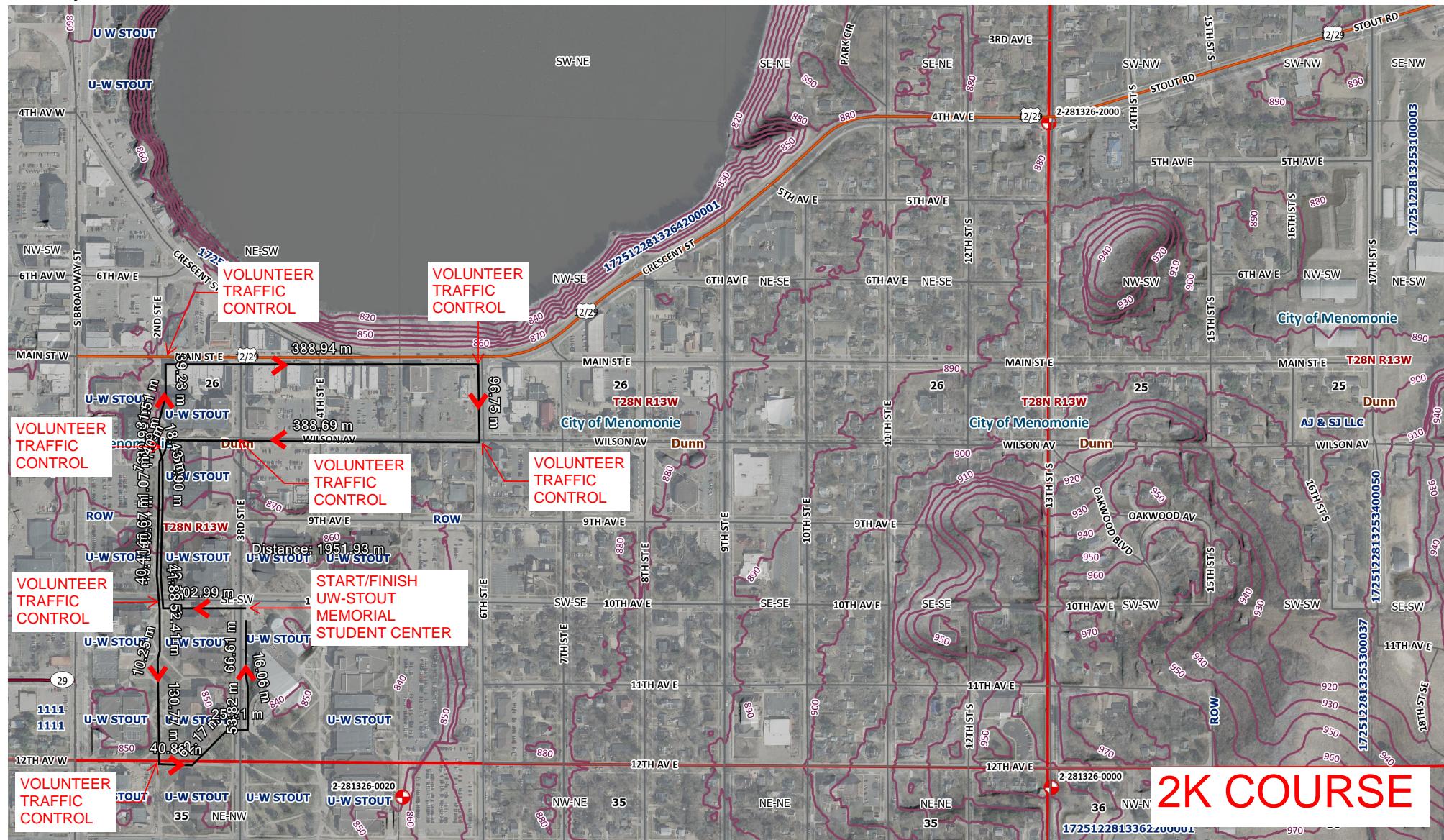
Date:

January 13, 2026

Blue Seas Foundation Coldest Night of the Year

Created by: DAS

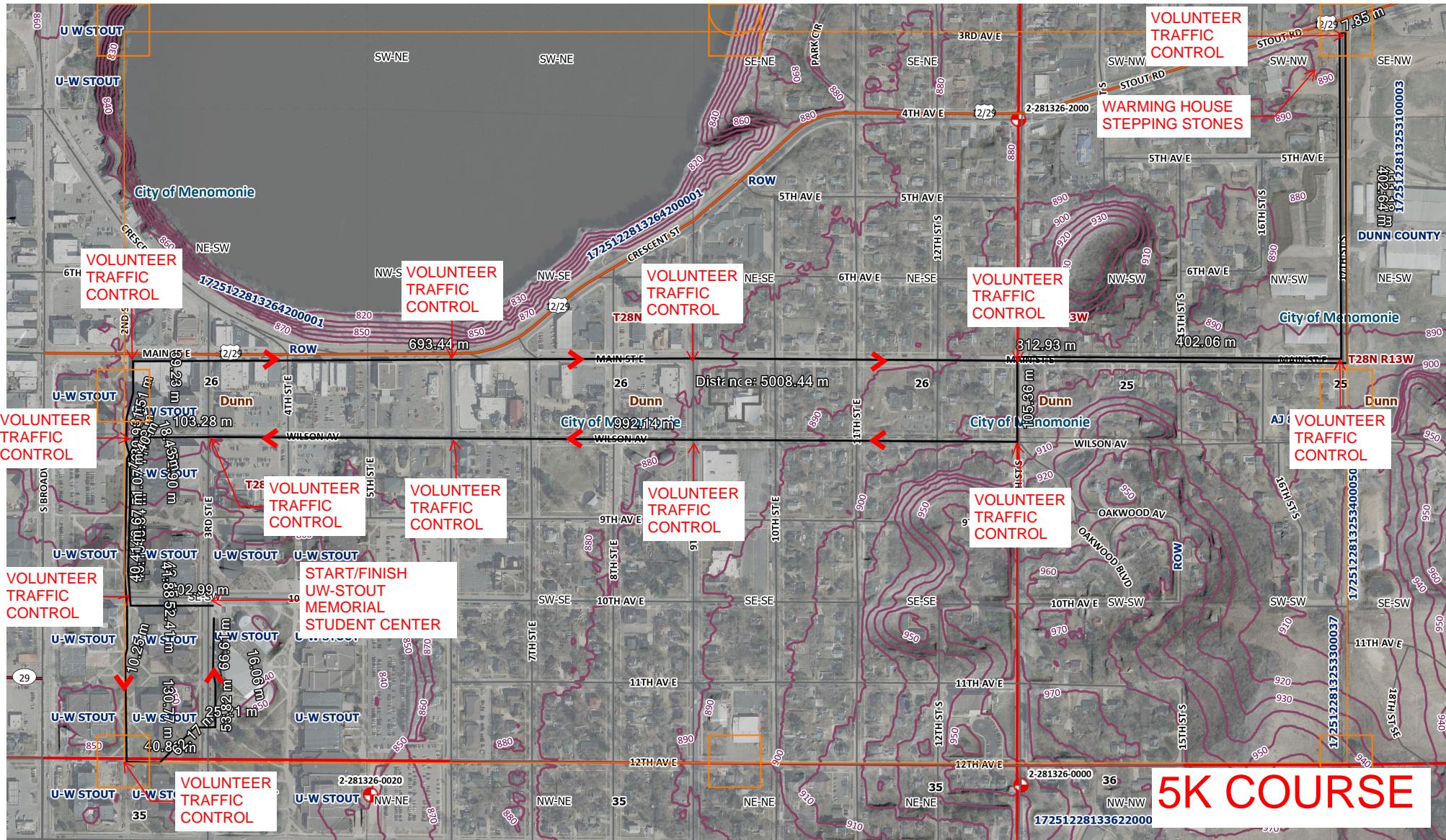
February 28, 2025



# Blue Seas Foundation Coldest Night of the Year

February 28, 2026

Created by: DAS





JANUARY 20, 2026 COUNCIL CLAIMS

**2025 Claims**

STERLING WATER  
US POSTAL SERVICE  
WI DEPT OF JUSTICE

<b>Description</b>	<b>Total Invoice</b>	<b>Amt Overdrawn</b>
LSI: CONTRACTUAL REPAIRS/SERVICES	\$104.95	\$104.95
CLERK, TREASURER, ELECTIONS, WATER: POSTAGE	\$368.04	\$86.58
POLICE: CRIMINAL HISTORY CHECKS	\$84.00	\$84.00

**Total** **\$556.99** **\$275.53**

**Parking Utility Claims 2025**

IPS GROUP INC  
CITY TREASURER

<b>Description</b>	<b>Total Invoice</b>	
COMPUTER/SOFTWARE EXPENSE	\$781.59	\$781.59
SALES TAX EXPENSE	\$153.52	\$153.52

**Total** **\$935.11** **\$935.11**

\*\*Revised

1/14/2026





## CITY OF MENOMONIE COUNCIL MEETING

LICENSES – January 20, 2026

LICENSE YEAR – 2025-2026

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

Big Brothers Big Sisters of Northwestern Wisconsin, 424 Galloway St., Eau Claire, WI 54751

- Menomonie Chamber Business After Hours at Johnson Motors Menomonie, 02/09/2026

### **SECONDHAND JEWELRY DEALER:**

Navarre Antiques, dba Triangle Arts & Antiques, 335 Main St E