



LEGEND

3' DIAMETER MULCH BED AROUND TREE		SUPERSTAR SPIREA#3 (SUN OPTION*) PJM RHODODENDRON #3 (SHADE OPTION)	SEED MIX NO. 505 (MOW)	
RED MAPLE		MISS KIM LILAC #3 (SUN OPTION*) DWARF BURNING BUSH #3 (SHADE OPTION)	SEED MIX NO. 505 OVERSEEDED (MOW)	
WHITE BIRCH		CREME BULEE POTENTILLA #3 (SUN OPTION*) SNOWBERRY #3 (SHADE OPTION)	4' WIDE STONE BED WITH COUNTY MATERIALS CONCRETE BULLET EDGING (OR EQUIVALENT) WITH CLEAN 1 1/2" WASHED STONE OVER 20 YEAR FABRIC	
WHITE PINE				

- NOTES**
- EXCAVATION GRADE FOR ROCK BEDS TO BE SET 6 INCHES BELOW FINAL GRADE. 3 INCHES OF LOAM TOPSOIL TO BE ADDED WITH 3 INCHES OF STONE FOR BEDS UP TO THE EDGE OF CONCRETE.
 - FINAL LAWN GRADE TO REQUIRE 4 - 6 INCHES SCREENED TOPSOIL TO ESTABLISH LAWN.

NOTES:

- PIPE RUN LENGTHS AS SHOWN ON THIS PLAN ARE MEASURED NOOD-TO-NOOD (I.E. CENTER-TO-CENTER OF MANHOLES).
- THE LOCATION AND SIZE OF UNDERGROUND STRUCTURES AND UTILITIES SHOWN HEREON HAVE BEEN LOCATED TO A REASONABLE DEGREE OF ACCURACY, BUT THE ENGINEER DOES NOT GUARANTEE THEIR EXACT LOCATION OR THE LOCATION OF OTHERS NOT SHOWN. CONTACT ENGINEER'S OFFICE.
- ALL SITE GRADING ACTIVITY AND EROSION CONTROL MEASURES SHALL COMPLY WITH THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES CONSTRUCTION SITE EROSION AND SEDIMENT CONTROL TECHNICAL STANDARDS (1000-1000). ALL EROSION CONTROL MEASURES MUST BE IN PLACE BEFORE CONSTRUCTION BEGINS AND SHALL BE MAINTAINED DURING CONSTRUCTION.

DISCLAIMER:
DAAR ENGINEERING, INC. ASSUMES NO LIABILITY FOR ALTERATIONS AND/OR CONSTRUCTION THAT DOES NOT CONFORM TO THE DESIGN DEPICTED ON THIS PLAN. NO CHANGES MAY BE MADE TO THIS PLAN WITHOUT EXPRESS WRITTEN CONSENT OF DAAR ENGINEERING, INC. IF ANY DEVIATIONS ARE REQUIRED FOR ANY REASON, IT IS THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE PROJECT MANAGER IMMEDIATELY.

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LANDSCAPING PLAN
THE PINES AT PARK FALLS
PRICE COUNTY
PARK FALLS, WI

CLIENT
DALMARK DEVELOPMENT GROUP, LLC
12220 STATE LINE RD
LEAWOOD, KS 66209

Revisions:

No.	Date	Description
1	11/22/24	ISS Set

ISSUE DATE	Nov 22, 2024
ISSUED FOR	DALMARK
PROJECT MANAGER	GRB
PROJECT NUMBER	1
SCALE	1" = 50'
SHEET	08-1

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operation control, hours of operation, improved traffic circulation, deed restrictions, highway access restrictions, increased yards or parking requirements may be required by the Plan Commission upon its finding that these are necessary to fulfill the purpose and intent of this chapter.

- D. Compliance with all other provisions of this chapter, such as lot width and area, yards, height, parking, loading, traffic, highway access and performance standards shall be required of all conditional uses.

§ 480-31. Initiation of conditional use.

Any person, firm, corporation or organization having a freehold interest or a possessory interest entitled to exclusive possession, or a contractual interest which may become a freehold interest, or an exclusive possessory interest, and which is specifically enforceable in the land for which a conditional use is sought may file an application to use such land for one or more of the conditional uses in the zoning district in which such land is located.

§ 480-32. Application for conditional use.

- A. Required application materials. An application or a letter from the petitioner requesting a conditional use shall be filed in duplicate on a form prescribed by the City. Such applications shall be forwarded to the Plan Commission on receipt by the Zoning Administrator. Such applications shall include where applicable:
- (1) A statement, in writing, by applicant and adequate evidence showing that the proposed conditional use shall conform to the standards set forth in § 480-35 hereinafter.
 - (2) Names and addresses of the applicant, owner of the site, architect, professional engineer, contractor and all property owners of record within 100 feet.
 - (3) Description of the subject site by lot, block and recorded subdivision or by metes and bounds; address of the subject site; type of structure; proposed operation or use of the structure or site; number of employees and the zoning district within which the subject site lies.
 - (4) Plat of survey prepared by a professional land surveyor showing all of the information required for a building permit and existing and proposed landscaping. **[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]**
 - (5) Additional information as may be required by the Plan Commission or other boards, commissions or officers of the City. The Plan Commission may require such other information as may be necessary to determine and provide for an enforcement of this chapter, including a plan showing contours and soil types; high water mark and groundwater conditions; bedrock, vegetative cover, specifications for areas of proposed filling, grading, and lagooning; location of buildings, parking areas, traffic access, driveways, walkways, open spaces and landscaping; plans of buildings, sewage disposal facilities, water supply systems and arrangements of operations.

- B. Plans. In order to secure information upon which to base its determination, the Plan Commission may require the applicant to furnish, in addition to the information required for a building permit, the following information:
- (1) A plan of the area showing contours, soil types, high water mark, ground water conditions, bedrock, slope and vegetation cover;
 - (2) Location of buildings, parking areas, traffic access, driveways, walkways, open spaces, landscaping, lighting;
 - (3) Plans for buildings, sewage disposal facilities, water supply systems and arrangements of operations;
 - (4) Specifications for areas of proposed filling, grading, lagooning or dredging;
 - (5) Other pertinent information necessary to determine if the proposed use meets the requirements of this chapter.
- C. Fee. The application fee for a conditional use permit shall be as set from time to time by the Common Council. [Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]

§ 480-33. Hearing on application.

All requests for conditional uses shall be to the Plan Commission or the Plan Commission can, on its own motion, apply conditional uses when applications for rezoning come before it. Nothing in this chapter shall prohibit the Common Council, on its own motion, from referring the request for conditional use to the Plan Commission. Upon receipt of the application and statement referred to in § 480-32 above, the Plan Commission shall hold a public hearing on each application for a conditional use at such time and place as shall be established by such Commission. The hearing shall be conducted and a record of the proceedings shall be preserved in such a manner and according to such procedures as the Plan Commission shall, by rule, prescribe from time to time.

§ 480-34. Notice of hearing on application.

Notice of the time, place and purpose of such hearing shall be given by publication of a Class 2 notice under the Wisconsin Statutes in the official City newspaper. Notice of the time, place and purpose of such public hearing shall also be sent to the applicant, the Zoning Administrator, members of the Common Council and Plan Commission, and the owners of record as listed in the office of the City Assessor who are owners of property in whole or in part situated within 100 feet of the boundaries of the properties affected, said notice to be sent at least five days prior to the date of such public hearing. Failure to comply with this provision shall not, however, invalidate any previous or subsequent action on the application.

§ 480-35. Standards for conditional uses.

No application for a conditional use shall be granted by the Plan Commission or granted by the Zoning Board of Appeals on appeal unless the following conditions are present:

- A. That the establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
- B. That the uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use, and the proposed use is compatible with the use of adjacent land.
- C. That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
- D. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
- E. That the proposed use does not violate floodplain regulations governing the site.
- F. That, when applying the above standards to any new construction of a building or an addition to an existing building, the Plan Commission shall bear in mind the statement of purpose for the zoning district such that the proposed building or addition at its location does not defeat the purposes and objectives of the zoning district.

§ 480-36. Denial of application for conditional use permit.

When a decision of denial of a conditional use application is made, the Plan Commission shall furnish the applicant, in writing when so requested, those standards that are not met and enumerate reasons the Commission has used in determining that each standard was not met.

§ 480-37. Appeals.

Any action of the Plan Commission in granting or denying a conditional use permit may be appealed to the Zoning Board of Appeals, if a written request for an appeal is filed within 10 days after the date of the Plan Commission's action in granting or denying the permit. Such request for appeal shall be signed by the applicant or by the owners of at least 20% of the land area immediately adjacent extending 100 feet therefrom or by the owners of 20% or more of the land directly opposite thereto extending 100 feet from the street frontage of such opposite land. The request shall be filed with the Zoning Administrator, who shall submit it to the Zoning Board of Appeals at its next meeting, together with any documents and other data used by the Plan Commission in reaching its decision. The Zoning Board of Appeals shall set a date for a public hearing thereon. Notice thereof shall be given by mail to the known owners of the lands immediately adjacent thereto and directly opposite any street frontage of the lot or parcel in question and by publication of a Class 1 notice in the official newspaper at least 10 days before the date of the hearing. The Zoning Board of Appeals may either affirm or reverse in whole or in part the action of the Plan Commission and may finally grant or deny the application for a conditional use permit.

§ 480-38. Conditions and guarantees.

The following provisions shall apply to all conditional uses:

- A. Conditions. Prior to the granting of any conditional use, the Plan Commission, or the Zoning Board of Appeals on appeal, may stipulate such conditions and restrictions upon the establishment, location, construction, maintenance and operation of the conditional use as deemed necessary to promote the public health, safety and general welfare of the community, and to secure compliance with the standards and requirements specified in § 480-35 above. In all cases in which conditional uses are granted, the Plan Commission shall require such evidence and guarantees as it may deem necessary as proof that the conditions stipulated in connection therewith are being and will be complied with. Such conditions may include specifications for, without limitation because of specific enumeration:
- (1) Landscaping;
 - (2) Type of construction;
 - (3) Construction commencement and completion dates;
 - (4) Sureties;
 - (5) Lighting;
 - (6) Fencing;
 - (7) Operational control;
 - (8) Hours of operations;
 - (9) Traffic circulation;
 - (10) Deed restrictions;
 - (11) Access restrictions;
 - (12) Setbacks and yards;
 - (13) Type of shore cover;
 - (14) Specified sewage disposal and water supply systems;
 - (15) Planting screens;
 - (16) Piers and docks;
 - (17) Increased parking; or
 - (18) Any other requirements necessary to fulfill the purpose and intent of this chapter.
- B. Site review. In making its decision, the Plan Commission shall evaluate each application and may request assistance from any source which can provide technical assistance. The Commission may review the site, existing and proposed structures, architectural plans, neighboring uses, parking areas, driveway locations, highway

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access, traffic generation and circulation, drainage, sewerage and water systems and the proposed operation/use.

- C. Alteration of conditional use. No alteration of a conditional use shall be permitted unless approved by the Plan Commission.
- D. Architectural treatment. Proposed architectural treatment will be in general harmony with surrounding uses and the landscape. To this end, the Plan Commission may require the use of certain general types of exterior construction materials and/or architectural treatment.
- E. Sloped sites; unsuitable soils. Where slopes exceed 6% and/or where a use is proposed to be located on areas indicated as having soils which are unsuitable or marginal for development, on-site soil tests and/or construction plans shall be provided which clearly indicate that the soil conditions are adequate to accommodate the development contemplated and/or that any inherent soil condition or slope problems will be overcome by special construction techniques. Such special construction might include, among other techniques, terracing, retaining walls, oversized foundations and footings, drain tile, etc.
- F. Conditional uses to comply with other requirements. Conditional uses shall comply with all other provisions of this chapter, such as lot width and area, yards, height, parking and loading. No conditional use permit shall be granted where the proposed use is deemed to be inconsistent or conflicting with neighboring uses for reasons of smoke, dust, odors, noise, vibration, lighting, health hazards or possibility of accident.

§ 480-39. Validity of conditional use permit.

Where the Plan Commission has approved or conditionally approved an application for a conditional use, such approval shall become null and void within 12 months of the date of the Commission's action unless the use is commenced, construction is underway or the current owner possesses a valid building permit under which construction is commenced within six months of the date of issuance and which shall not be renewed unless construction has commenced and is being diligently prosecuted. Approximately 45 days prior to the automatic revocation of such permit, the Zoning Administrator shall notify the holder by certified mail of such revocation. The Plan Commission may extend such permit for a period of 90 days for justifiable cause, if application is made to the City at least 30 days before the expiration of said permit.

§ 480-40. Complaints regarding conditional uses.

The Plan Commission shall retain continuing jurisdiction over all conditional uses for the purpose of resolving complaints against all previously approved conditional uses. Such authority shall be in addition to the enforcement authority of the Zoning Administrator to order the removal or discontinuance of any unauthorized alterations of an approved conditional use, and the elimination, removal or discontinuance of any violation of a condition imposed prior to or after approval or violation of any other provision of this Code. Upon written complaint by any citizen or official, the Plan Commission shall initially determine whether said complaint indicates a reasonable probability that the subject



410 Division Street
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Phone (715)762-2436 Fax (715) 762-2437
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To: Honorable Mayor and Alders
From: Scott J. Kluver, ^{SSK} Administrator
Re: CSM Ordinance Recommendations
Date: January 20, 2025

First, you will have a public hearing on the proposed ordinances that are enclosed.

These ordinances come to you as a recommendation from the Plan Commission. I had recommended several changes to the Plan Commission to streamline the process to make the approval process of Certified Survey Maps (CSMs) less cumbersome and time consuming. The Plan Commission agreed with some of those recommendations. A copy of the current ordinances are also enclosed for your reference.

Most significantly, the new ordinance eliminates the public hearing requirement for a CSM. There are also some technical changes to what is required for a CSM. The Plan Commission did not vote to recommend having just the Plan Commission or the Council approve CSMs, leaving them to be approved by both. Cities have discretion on this function and it can be done by any body or the zoning administrator as assigned by the ordinance. The Plan Commission desires to maintain involvement in this function.

I recommend approval of these ordinances.

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**CITY OF PARK FALLS
COUNTY OF PRICE, WISCONSIN**

ORDINANCE NO. 25-001

**SECTION 472-19: CERTIFIED SURVEY LAND DIVISION TECHNICAL
REQUIREMENTS; REVIEW AND APPROVAL**

Section 1: The Common Council of the City of Park Falls ordains the amendment of the language of Chapter 472, Article V, Section 19, Certified Survey Land Division Technical Requirements; Review and Approval, as follows:

- A. Certified survey requirements. When it is proposed to divide land into not more than four parcels or building sites, any one of which is less than 1 1/2 acres in size, or when it is proposed to divide a block, lot or outlot into not more than four parcels or building sites within a recorded subdivision plat without changing the exterior boundaries of the block, lot or outlot, the subdivider shall subdivide by use of a certified survey map, prepared in accordance with § 236.34, Wis. Stats., and this chapter. Per § 472-14A, the Zoning Administrator may waive the requirement for a certified survey map.
- B. Submission and review. The subdivider is encouraged to first consult with the Plan Commission and/or the Zoning Administrator regarding the requirements for certified surveys before submission of the final map. Following consultation, two copies of the final map in the form of a certified survey map shall be submitted to the City.
- C. Additional information. The Certified Survey Map shall show correctly on its face, in addition to the information required by § 236.34, Wis. Stats., the following:
 - a. All existing buildings, watercourses, drainage ditches and other features pertinent to proper division.
 - b. Setbacks or building lines required by the Common Council and Chapter 480, Zoning.
 - c. All lands reserved for future acquisition.
 - d. Date of the map.
 - e. Graphic scale.
 - f. Name and address of the owner, subdivider and surveyor.
 - g. Square footage of each parcel.
 - h. Present zoning for the parcels.
 - i. Critical Building Locations. Any building or structure and its location on the lot shall be dimensioned to the nearest one-tenth of one (0.1) foot where the location of such building or structure will be critical in relation to proposed property boundaries or to the zoning yard requirements.
- D. State plane coordinate system. Where the map is located within a quarter section, the corners of which have been relocated, monumented and coordinated by the City, the map shall be tied directly to one of the section or quarter corners so relocated, monumented and coordinated. The exact grid bearing and distance of such tie shall be determined by field measurements, and the material and Wisconsin state plane coordinate of the monument marking the relocated

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section or quarter corner to which the map is tied shall be indicated on the map. All distances and bearings shall be referenced to the Wisconsin Coordinate System, South Zone, and adjusted to the City's control survey.

- E. Certificates. The surveyor shall certify on the face of the certified survey map that he has fully complied with all the provisions of this chapter. The Common Council, after a recommendation by the reviewing agencies, shall certify its approval on the face of the map.
- F. Street dedication. Dedication of streets and other public areas shall require, in addition, the owner's certificate and the mortgagee's certificate in substantially the same form as required by § 236.21(2)(a) of the Wisconsin Statutes.
- G. Recordation. The subdivider shall record the map with the County Register of Deeds within 30 days of its approval 12 months of its last approval by the Common Council and any other approving agencies. Failure to do so shall necessitate a new review and reapproval of the map by the Common Council.
- H. Requirements. To the extent reasonably practicable, the certified survey shall comply with the provisions of this chapter relating to general requirements, design standards and required improvements. Conveyance by metes and bounds shall be prohibited where the lot(s) involved is less than 1 1/2 acres or 300 feet in width.

Section 2: If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a Court of competent jurisdiction or by any agency or of any kind by anyone else, the remainder of this Ordinance shall not be affected.

Section 3: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 4: This Ordinance shall take effect and be in effect after passage and publication according to law.

APPROVED:

ATTEST:

Tara Tervort, Mayor

Shannon Greenwood, Clerk

Adopted:
Approved:
Published:
Attest:

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**CITY OF PARK FALLS
COUNTY OF PRICE, WISCONSIN**

ORDINANCE NO. 25-002

SECTION 472-14: MINOR LAND DIVISION (CERTIFIED SURVEY MAP)

Section 1: The Common Council of the City of Park Falls ordains the amendment of the language of Chapter 472, Article IV, Section 14, Minor Land Division (Certified Survey Map), as follows:

- A. Use of Certified Survey Map. When it is proposed to divide land through use of a minor subdivision, as defined in § 472-7, which defines the term “minor subdivision (certified survey),” the subdivider shall prepare a certified survey map in accordance with this Chapter and shall file fifteen (15) copies of the certified survey map and the letter of application with the City Clerk. The Zoning Administrator may waive the requirement for a certified survey map.
- B. Review By Zoning Administrator. The City Clerk shall transmit a copy of the certified survey map to the Zoning Administrator for review and recommendations. The certified survey map shall be reviewed by the Zoning Administrator for conformance with this Chapter and all ordinances, rules, regulations, comprehensive plans, comprehensive plan components and any neighborhood plans. The Zoning Administrator’s recommendations shall be transmitted to the Common Council.
- C. Review and Approval. The Common Council shall approve, conditionally approve and thereby require resubmission of a corrected certified survey map, or reject such certified survey map within sixty (60) days from the date of the filing of the map unless such time is extended by agreement with the subdivider. If the certified survey map is rejected, the reason shall be stated in the minutes of the meeting and a written statement forwarded to the subdivider. If the certified survey map is approved, the Common Council shall cause the City Clerk to certify on the face of the original map and return the map to the subdivider.
- D. Recordation. The subdivider shall record the certified survey map with the County Register of Deeds within thirty (30) days after approval by the Common Council.
- E. Copies. The subdivider shall file five (5) copies of the certified survey map with the City Clerk for distribution to the City Engineer, Building Inspector, Assessor, and any other affected departments for their files.

Section 2: If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a Court of competent jurisdiction or by any agency or of any kind by anyone else, the remainder of this Ordinance shall not be affected.

Section 3: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 4: This Ordinance shall take effect and be in effect after passage and publication according to law.

APPROVED:

ATTEST:

Tara Tervort, Mayor

Shannon Greenwood, Clerk

Adopted:
Approved:
Published:
Attest:

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§ 472-14. Minor land division (certified survey map).

- A. Use of certified survey map. When it is proposed to divide land through use of a minor subdivision, as defined in § 472-7, definition of "minor subdivision (certified survey)," the subdivider shall prepare a certified survey map in accordance with this chapter and shall file 15 copies of the map and the letter of application with the City Clerk or Treasurer at least 15 days prior to the meeting of the Plan Commission at which action is desired. The Zoning Administrator may waive the requirement for a certified survey.
- B. Referral to plan commission. The City Clerk or Treasurer shall, within two normal work days after filing, transmit the copies of the map and letter of application to the Plan Commission.
- C. Review by other City agencies. The Plan Commission shall transmit a copy of the map to all affected City boards, commissions or departments for their review and recommendations concerning matters within their jurisdiction. Their recommendations shall be transmitted to the Plan Commission within 10 days from the date the map is filed. The map shall be reviewed by the Plan Commission for conformance with this chapter and all ordinances, rules, regulations, comprehensive plans, comprehensive plan components and neighborhood plans.
- D. Review and approval. The Plan Commission shall, within 30 days from the date of filing of the certified survey map, recommend approval, conditional approval or rejection of the map and shall transmit the map along with its recommendations to the Common Council. Following public hearing in the manner used for preliminary plats, the Common Council shall approve, approve conditionally and thereby require resubmission of a corrected certified survey map or reject such certified survey map within 90 days from the date of filing of the map unless the time is extended by agreement with the subdivider. If the map is rejected, the reason shall be stated in the minutes of the meeting and a written statement forwarded to the subdivider. If the map is approved, the Common Council shall cause the City Clerk or Treasurer to so certify on the face of the original map and return the map to the subdivider. **[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]**
- E. Recordation. The subdivider shall record the map with the County Register of Deeds within 12 months of its last approval. **[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]**
- F. Copies. The subdivider shall file five copies of the certified survey map with the City Clerk or Treasurer for distribution to the City Engineer, Building Inspector, Assessor and other affected departments for their files.

§ 472-15. Replats.

- A. Except as provided in § 70.27(1), Wis. Stats., when it is proposed to replat a recorded subdivision, or part thereof, so as to change the boundaries of a recorded subdivision, or part thereof, the subdivider or person wishing to replat shall vacate or alter the recorded plat as provided in §§ 236.40 through 236.44 of the Wisconsin Statutes. The subdivider or person wishing to replat shall then proceed, using the procedures for preliminary and final plats.

- H. Certificates. All final plats shall provide all the certificates required by § 236.21, Wis. Stats.; and in addition, the surveyor shall certify that he has fully complied with all the provisions of this chapter.

§ 472-19. Certified survey land division technical requirements; review and approval.

- A. Certified survey requirements. When it is proposed to divide land into not more than four parcels or building sites, any one of which is less than 1 1/2 acres in size, or when it is proposed to divide a block, lot or outlot into not more than four parcels or building sites within a recorded subdivision plat without changing the exterior boundaries of the block, lot or outlot, the subdivider shall subdivide by use of a certified survey map, prepared in accordance with § 236.34, Wis. Stats., and this chapter. Per § 472-14A, the Zoning Administrator may waive the requirement for a certified survey map.
- B. Submission and review. The subdivider is encouraged to first consult with the Plan Commission regarding the requirements for certified surveys before submission of the final map. Following consultation, two copies of the final map in the form of a certified survey map shall be submitted to the City. The certified survey shall be reviewed, approved or disapproved by the Plan Commission and Common Council pursuant to the procedures used for preliminary plats in §§ 472-10 through 472-12, including notice and hearing requirements.
- C. Additional information. The Certified Survey Map shall show correctly on its face, in addition to the information required by § 236.34, Wis. Stats., the following:
- (1) All existing buildings, watercourses, drainage ditches and other features pertinent to proper division.
 - (2) Setbacks or building lines required by the Common Council and Chapter 480, Zoning.
 - (3) All lands reserved for future acquisition.
 - (4) Date of the map.
 - (5) Graphic scale.
 - (6) Name and address of the owner, subdivider and surveyor.
 - (7) Square footage of each parcel.
 - (8) Present zoning for the parcels.
- D. State plane coordinate system. Where the map is located within a quarter section, the corners of which have been relocated, monumented and coordinated by the City, the map shall be tied directly to one of the section or quarter corners so relocated, monumented and coordinated. The exact grid bearing and distance of such tie shall be determined by field measurements, and the material and Wisconsin state plane coordinate of the monument marking the relocated section or quarter corner to which the map is tied shall be indicated on the map. All distances and bearings shall be referenced to the Wisconsin Coordinate System, South Zone, and adjusted to the City's control survey.

- E. Certificates. The surveyor shall certify on the face of the certified survey map that he has fully complied with all the provisions of this chapter. The Common Council, after a recommendation by the reviewing agencies, shall certify its approval on the face of the map.
- F. Street dedication. Dedication of streets and other public areas shall require, in addition, the owner's certificate and the mortgagee's certificate in substantially the same form as required by § 236.21(2)(a) of the Wisconsin Statutes.
- G. Recordation. The subdivider shall record the map with the County Register of Deeds within 30 days of its approval 12 months of its last approval by the Common Council and any other approving agencies. Failure to do so shall necessitate a new review and reapproval of the map by the Common Council. **[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]**
- H. Requirements. To the extent reasonably practicable, the certified survey shall comply with the provisions of this chapter relating to general requirements, design standards and required improvements. Conveyance by metes and bounds shall be prohibited where the lot(s) involved is less than 1 1/2 acres or 300 feet in width.

ARTICLE VI

Required Improvements

§ 472-20. Improvements required.

- A. General requirement.
 - (1) In accordance with the authority granted by § 236.13 of the Wisconsin Statutes, the Common Council of the City of Park Falls hereby requires that, as a condition of final plat or certified survey map approval, the subdivider agree to make and install all public improvements required by this chapter or the subdivider shall provide the City with security to ensure that the subdivider will make the required improvements. As a further condition of approval, the Common Council hereby requires that the subdivider be responsible for the cost of any necessary alterations of any existing utilities which, by virtue of the platting or certified survey map, fall within the public right-of-way.
 - (2) As a condition for the acceptance of dedication of public rights-of-way, the City requires that the public ways have been previously provided with all necessary facilities constructed to City specifications, including, but not limited to, sewerage, storm drainage, water mains and services, grading and improvement of the streets and other public ways, sidewalks, street signing, streetlighting, traffic control and such other facilities required by the Common Council or that a specific portion of the costs be paid in advance as provided in § 66.0703, Wis. Stats.: **[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]**
 - (a) The required public improvements shall be installed by the subdivider at his cost; or



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Park Falls, WI 54552
Phone (715)762-2436 Fax (715) 762-2437
www.cityofparkfalls.com

To: Honorable Mayor and Alders
From: Scott J. Kluver, Administrator
Re: Lower Dam Road Survey
Date: January 22, 2025

First you will have the public hearing on the proposed Lower Dam Road Survey map.

The Plan Commission has reviewed the map and is recommending approval.

Prior to getting this map recorded, the map needs to be signed off by affected property owners. This is in process at this time. Should this not be successful, the map would not be recorded and potential adjustments would need to be made.

Please let me know if you have any questions regarding this matter.

**NOTICE OF PUBLIC HEARING
CITY OF PARK FALLS
CERTIFIED SURVEY MAP FOR LOWER DAM ROAD**

Public notice is hereby given that the Common Council of the City of Park Falls will hold a public hearing on Monday, January 27, 2025, beginning at 5:00 p.m. in the Park Falls City Hall, 3rd Floor Auditorium, 410 Division Street, Park Falls, Wisconsin. The purpose of the public hearing is to obtain public comment on a proposed Certified Survey Map that sets the legal right-of-way for Lower Dam Road.

Interested persons may view the draft CSM at the Park Falls City Hall at the address above during regular office hours. Comments may be made at the Public Hearing or submitted in writing, in advance of the hearing, to City Clerk Shannon Greenwood at clerk@cityofparkfalls.com. Questions may be directed to the Zoning Administrator at admin@cityofparkfalls.com or by calling 715-744-0142.

Scott J. Kluver
Zoning Administrator

Publication Dates: January 9 and 16, 2025



ENGINEERING | ARCHITECTURE | SURVEYING
 FUNDING | PLANNING | ENVIRONMENTAL
 1835 N. Stevens St. Rhinelander, WI
 (715) 362-3244 www.msa-ps.com

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PROJECT NO.	09368094	CLIENT:	
DRAWN BY:	EST	City of Park Falls	
CHECKED BY:	EKP	410 Division St	
FILE:	09368094 CSM	Park Falls, WI 54552	
SHEET NO.	SHEET 1 OF 5		

PRICE COUNTY CERTIFIED SURVEY MAP #

THAT PART OF GOV'T LOT 2 AND GOV'T LOT 3, SECTION 26, TOWNSHIP 40 NORTH, RANGE 1 WEST, CITY OF PARK FALLS, PRICE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Emily K. Pierce, Professional Land Surveyor No. 2728, hereby certify:

That, by the order of The City of Park Falls, I have surveyed, divided, and mapped a parcel of land which is represented by this Certified Survey Map and described as follows:

That part of Gov't Lot 2 and Gov't Lot 3, Section 26, Township 40 North, Range 1 West, City of Park Falls, Price County, Wisconsin, more particularly described as follows:

Commencing at the Southeast Corner of said Section 26, Thence N00°30'33"W, along the east line of said Section 26, a distance of 1320.20 to the computed South Sixteenth corner between Sections 25 and 26; Thence N88°34'17"W, along the north line of Gov't Lot 3 of said Section 26, a distance of 348.90 feet to the POINT OF BEGINNING.

Thence S44°26'39"W a distance of 254.71 feet to the southerly line of a parcel described in Document 403133; Thence N51°34'17"W, along said southerly line and it's extension thereof, a distance of 55.30 feet; Thence N44°26'39"E a distance of 289.07 feet to the southerly Right-of-Way line of State Highway 13; Thence S38°13'08"E along said Right-of-Way line, a distance of 30.50 feet; Thence S29°41'11"E, continuing along said Right-of-Way line, a distance of 25.79 feet; Thence S44°26'39"E, a distance of 17.42 feet to the POINT OF BEGINNING.

That portion described contains 15,494 Sq. Ft. or 0.36 acres.

Together with and subject to all easements and restrictions of record or of use.

That such plat is a correct representation of all of the exterior boundaries of land surveyed. That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the subdivision regulations of Price County and the City of Park Falls, in surveying, dividing, and mapping the same.

Emily K. Pierce _____ 10/31/2024 _____
 Emily K. Pierce, PLS - 2728 Date
 Field Work Completed September 27, 2024.





ENGINEERING | ARCHITECTURE | SURVEYING
 FUNDING | PLANNING | ENVIRONMENTAL
 1835 N. Stevens St. Rhineland, WI
 (715) 362-3244 www.msa-ps.com

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PROJECT NO. 09368094

DRAWN BY: EST

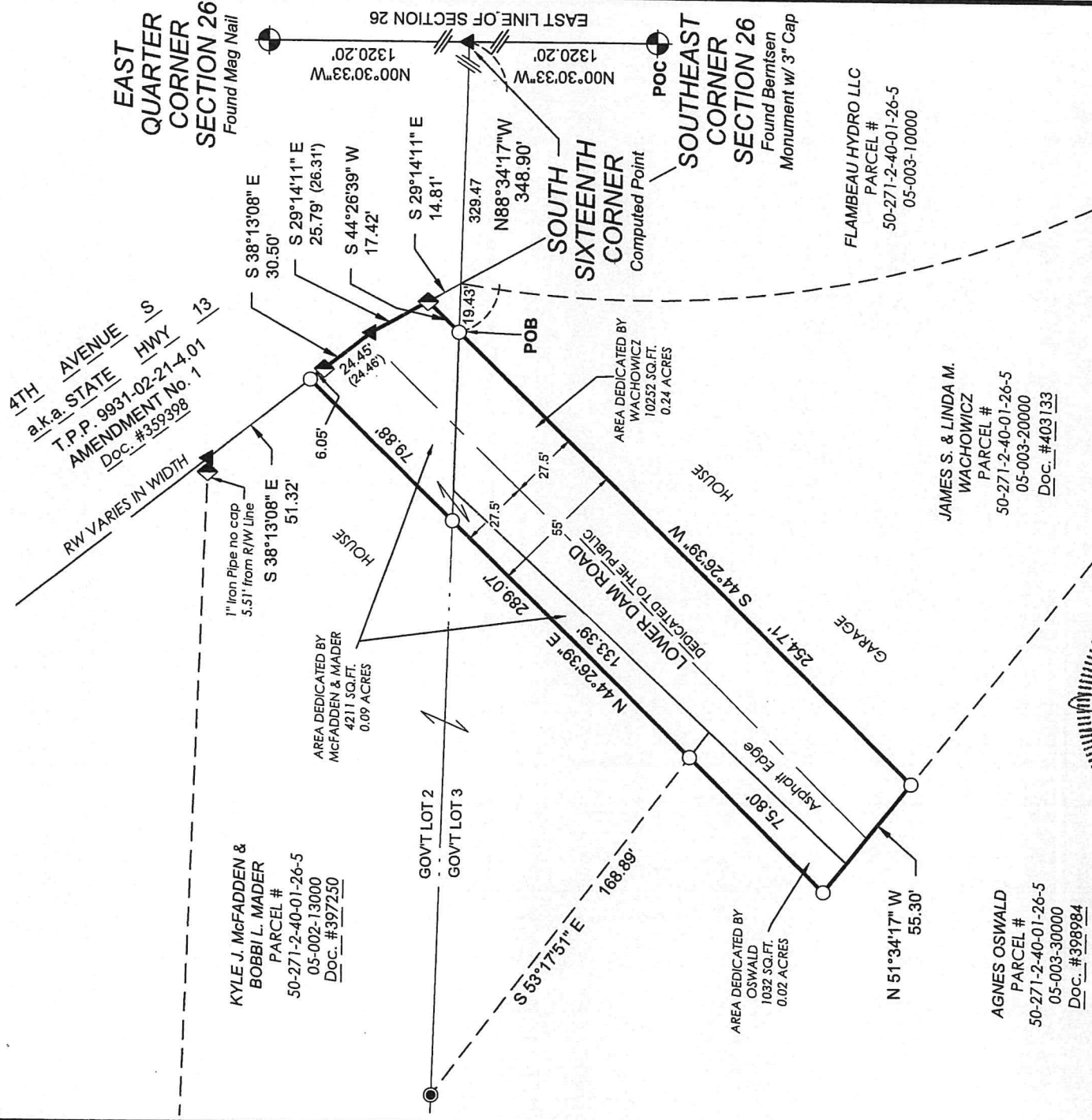
CHECKED BY: EKP

FILE: 09368094_CSM

SHEET NO. SHEET 2 OF 5

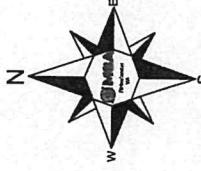
PRICE COUNTY CERTIFIED SURVEY MAP #

THAT PART OF GOV'T LOT 2 AND GOV'T LOT 3, SECTION 26, TOWNSHIP 40 NORTH,
 RANGE 1 WEST, CITY OF PARK FALLS, PRICE COUNTY, WISCONSIN.



LEGEND

- POB Point of Beginning
- POC Point of Commencement
- 3/4" Dia. X 18" Long Iron Rod
- 1.5 lbs./Lineal Foot Set
- Found 1" Iron Pipe w/ DOT Cap, or as noted
- 3/4" Iron Bar Found
- Computed Location
- (XXX) Previously Recorded As
- USPLS Monument of Record Found as Noted



SCALE: 1" = 60'



CLIENT:

City of Park Falls
 410 Division St
 Park Falls, WI 54552

BEARINGS REFERENCES TO PRICE
 COUNTY COORDINATE SYSTEM,
 NAD83(2011) WITH THE EAST LINE
 OF SECTION 26 BEARING
 N00°30'33"W.

73



410 Division Street
P.O. Box 146
Park Falls, WI 54552
Phone (715)762-2436 Fax (715) 762-2437
www.cityofparkfalls.com

To: Honorable Mayor and Alders
From: Scott J. Kluver, Administrator
Re: Ordinance for Pawnbrokers and Secondhand Article and Jewelry Dealers
Date: January 16, 2025

During late December, the proprietor of The Trade Post, Mr. Thomas Mollman, stopped by City Hall to obtain a new license to do business in 2025. My initial reaction was "why do you need a license from the City? I don't see anything in our code that requires it." Mr. Mollman persisted as he had gotten a license last year, and stated that his accountant said it is a requirement.

After digging into it, I discovered that in fact municipalities are required per statute to issue annual licenses to pawnbrokers and secondhand article and jewelry dealers. This was new to me as I had not previously dealt with this to my recollection. So, we followed the statutory minimum requirements and issued a license to Mr. Mollman with the statutory required fees.

After that, I thought it might be a good idea to have an ordinance on the books so that Park Falls would have its own practice on the record so it was clear in the future for staff and anyone else who may want to establish such a business. After reviewing some examples, Chief Nevelier and I came up with provisions that would work for Park Falls that were not too stringent based on some of the examples out there. Attorney Schoenborn made a draft, which Chief Nevelier discussed with Mr. Mollman. After that, some modifications were made to make it easier for Mr. Mollman to comply. The final draft is now presented for your consideration and approval. Please let me know if you have any questions regarding this proposed ordinance.

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**CITY OF PARK FALLS
COUNTY OF PRICE, WISCONSIN**

ORDINANCE NO. 25-003

CHAPTER 242: PAWNBROKERS AND SECONDHAND ARTICLE AND JEWELRY DEALERS

Section 1: The Common Council of the City of Park Falls ordains the creation of Chapter 242, Pawnbrokers and Secondhand Article and Jewelry Dealers, as follows:

- (1) Authority and Purpose.
 - (a) The Common Council has the authority, powers and duties, pursuant to the specific statutory provisions noted in this Chapter, including but not limited to s. 134.71, Wis. Stats., to regulate, control, license, register and/or permit persons engaged in certain uses, activities, businesses and operations within the City, to assess appropriate fees for the licenses and to enforce, by revocation or other penalty, the provisions of this Chapter.
 - (b) The Common Council finds that the services offered by pawnshops provide an opportunity for individuals to readily transfer stolen property to those businesses. The Common Council also finds that consumer protection regulation is warranted in transactions involving these businesses. The Common Council further finds that pawnshops have outgrown the City's current ability to effectively or efficiently identify criminal activity related to them. The purpose of this chapter is to prevent pawnshops from being used to facilitate the commission of crimes and to assure that they comply with basic consumer protection standards, thereby protecting the public health, safety, and general welfare of the citizens, and pursuant to the authority granted by s. 134.71, Wis. Stats. Further, this chapter implements and establishes the required use of any electronic recordkeeping system approved by the Chief of Police or his or her designees to help the Police Department better regulate current and future pawnshops to decrease and stabilize costs associated with the regulation of pawnshops, and to increase identification of criminal activities in pawnshops through the timely collection and sharing of transaction information.
- (2) Adoption by Reference. Except for any provision herein that may be more restrictive or impose a higher burden, the provisions of s. 134.71, are adopted by reference and incorporated into this Chapter. This Chapter does not eliminate any duty or requirement imposed by s. 134.71, Wis. Stats., including but not limited to those related to securing adequate identification (s. 134.71(8)(a), Wis. Stats.) or record keeping (s. 134.71(8)(c) Wis. Stats.).
- (3) Covered Businesses. This section regulates pawnbrokers, secondhand article dealers and secondhand jewelry dealers operating beyond the limits allowed in the regulation and licensing of direct sellers under Chapter 240.
- (4) Definitions. The definitions set forth in s. 134.71(1), Wis. Stats., shall apply to this Chapter, except as set forth below:
 - (a) "Article," means any item of value, excluding only motor vehicles, large appliances, furniture, books, and clothing other than furs.
 - (b) "Reportable Transaction" means every transaction conducted by pawnbrokers and secondhand article and jewelry dealers in which an article or articles are received through a pawn, purchase, consignment, or trade, or in which a pawn is renewed, extended, voided, or redeemed, or for which a unique transaction number or identifier is generated by their point-of-sale software and is reportable except:

- i. The bulk purchase or consignment of new or used articles from a merchant, manufacturer, or wholesaler having an established permanent place of business, and the retail sale of said articles, provided the pawnbroker must maintain a record of such purchase or consignment that describes each item, and must mark each item in a manner that relates it to the transaction record. This includes any exception as defined in s. 134.71, Wis. Stats.
 - ii. Retail and wholesale sales of articles originally received by pawn or purchase, and for which all applicable hold and/or redemption periods have expired.
- (c) "Secondhand article dealer" means any person, other than an auctioneer, who engages in the business of purchasing or selling secondhand articles, except as stated in s. 134.71(1)(g), Wis. Stats.
- (5) License Application. In addition to the requirements of s. 134.71(5), Wis. Stats., license applicants under this Chapter shall detail the following information, which shall also be considered by the Common Council in deciding whether to grant licensure as additional factors under s. 134.71(7):
 - (a) Any jail or prison time served by the applicant greater than thirty (30) days consecutively, identifying the timeframe served and the charge(s) relating to such imprisonment.
 - (b) Criminal record history for all owners, officers, and directors of the applicant (if applicant is an entity) to the same extent required of an individual applicant.
 - (c) Identifying number for sales tax with the Wisconsin Department of Revenue; and
 - (d) Any other information reasonably requested by the Common Council.
- (6) Bond. Consistent with s. 134.71(7)(a)2, Wis. Stats., a bond is required of pawnbrokers. The applicant shall furnish a bond issued by a commercial bond company which has a current rating of A or better on A.M. Best rating system, or a comparable rating of a different independent rating firm, in the discretion of the Common Council. The initial bond amount shall be assuring reimbursement to the City for enforcement action in the minimum amount of \$1,000. This amount may be increased as the result of any disciplinary action against the licensee or if the Common Council, in its discretion, determines that a higher bond is required.
- (7) License Year. Licenses are valid as follows:
 - (a) For a pawnbroker, secondhand article dealer or secondhand jewelry dealer: January 1 or a later date of issuance, should one apply, until the following December 31, for a one-year period. For a secondhand article dealer mall or flea market: May 1 of odd-numbered year until April 30 of the next odd-numbered year, for a two-year period.
 - (b) If less than one-half of the license period remains at the time of application or consideration by the Common Council, the applicable fee shall be reduced to one-half of the full amount.
- (8) Minors. No pawnbroker, secondhand article dealer or secondhand jewelry dealer may engage in a transaction of purchase, receipt or exchange of any secondhand article or secondhand jewelry from any minor, unless the minor has the written consent of an adult parent, guardian or spouse who signs a consent form in the presence of a licensed operator or an employee of the operator. No firearm may be sold to a minor under any circumstances.
- (9) Digital Photos Required. The licensee must take a color, digitized photograph of every article pawned or sold that does not have a unique serial or identification number permanently engraved or affixed, excluding only electronic media. One group photo shall suffice for mass articles such as several coins acquired in one transaction. If a photograph is taken, it must be at least two inches in length by two inches in width and

must be maintained in such a manner that the photograph can be readily matched and correlated with all other records of the transaction to which they relate. Such photographs must be available to the Chief of Police, or the Chief's designee, upon request. Items photographed must be accurately depicted and submitted as digital images, in a format specified by the issuing authority, electronically cross-referenced to the reportable transaction they are associated with. Entries of required digital images shall be retained a minimum of ninety (90) days.

(10)

Weekly Reports to Police.

- (a) Pawnbrokers and secondhand article and jewelry dealers must submit every reportable transaction to the Police Department weekly in the following manner. Pawnbrokers and secondhand article and jewelry dealers must provide to the Police Department all required information pursuant to state statute by transferring it from their computers to the web server via modem designated by the Police Department or by any other methodology approved by the Police Department. All required records must be transmitted completely and accurately after the close of business on Friday each week in accordance with standards and procedures established by the Police Department using procedures that address security concerns of the pawnbroker or secondhand article and jewelry dealer and the Police Department. The pawnbroker or secondhand article and jewelry dealer must display a sign of sufficient size, in a conspicuous place on the premises, which informs all patrons that all transactions are reported to the Police Department.
- (b) If a pawnbroker or secondhand article and jewelry dealer is unable to successfully transfer the required reports by modem, the pawnbroker or secondhand article and jewelry dealer must provide the Police Department with printed copies of all reportable transactions by 12:00 noon the next business day.
- (c) If the problem is determined to be in the pawnbroker's or secondhand article and jewelry dealer's system and is not corrected by the close of the first business day following the failure, the pawnbroker or secondhand article and jewelry dealer must provide the required reports as detailed in state statute and may be charged a daily penalty of \$100 beginning on the fourth business day following the initial post or upload failure until the error is corrected, or, if the problem is determined to be outside the pawnbroker's or secondhand article and jewelry dealer's system, the pawnbroker or secondhand article and jewelry dealer must provide the required reports pursuant to state statute and resubmit all such transactions via modem when the error is corrected.
- (d) Regardless of the cause or origin of the technical problems that prevented the pawnbroker or secondhand article and jewelry dealer from uploading the reportable transactions, upon correction of the problem, the pawnbroker or secondhand article and jewelry dealer shall upload every reportable transaction from every business day the problem has existed.
- (e) The provisions of this section, notwithstanding the Police Department, may, upon presentation of extenuating circumstances, delay the implementation of the weekly reporting penalty.

(11)

Receipt Required.

- (a) Every pawnbroker must provide a receipt to the party identified in every reportable transaction and must maintain a duplicate of that receipt for three years. The receipt must include at least the following information:
 - i. The name, address and telephone number of the licensed business.
 - ii. The date and time the item was received by the pawnbroker.
 - iii. Whether the item was pawned or sold, or the nature of the transaction.

- iv. An accurate description of each item received, including, but not limited to, any trademark, identification number, serial number, model number, brand name, or other identifying marks on such an item.
- v. The signature or unique identifier of the pawnbroker or employee that conducted the transaction.
- vi. The amount advanced or paid.
- vii. The monthly and annual interest rates, including all pawn fees and charges.
- viii. The last regular day of business by which the item must be redeemed by the pledger without risk that the item will sold, and the amount necessary to redeem the pawned item on that date.
- ix. The full name, residence address, residence telephone number and date of birth of the pledger or seller.
- x. The identification number and state of issue for any of the following forms of identification of the seller:
 - 1. Current, valid Wisconsin driver's license.
 - 2. Current, valid Wisconsin identification card.
 - 3. Current, valid photo identification card or photo driver's license issued by another state or province of Canada.
 - 4. Current, valid armed services identification card.
- xi. Description of the pledger or seller, including sex, approximate height, weight, race, color of eyes and color of hair.
- xii. The signature of the pledger or seller.

(12) Holding Period.

- (a) General holding period. Every pawnbroker shall hold all items pawned or pledged for security on a loan, or exchanged or purchased, separate and apart from any other items, unchanged and unaltered from the form it was received, for seven (7) days for inspection by the Police Department.
- (b) Additional holding period. The Police Department may, at its sole discretion, cause any item pawned, pledged, or purchased, which the Police Department has reason to believe was not pawned, pledged or disposed of by the lawful owner, to be held for an additional holding period deemed reasonable by the Police Department after the elapse of the initial seven-day holding period for identification by the lawful owner.

(13) Prohibited Acts.

- (a) No person under the age of 18 years may pawn or sell or attempt to pawn or sell goods with any pawnbroker, nor may any pawnbroker receive any goods from a person under the age of 18 years, except as permitted by § 134.71(8)(b), Wis. Stats.
- (b) No pawnbroker may receive any goods from a person of unsound mind or an intoxicated person.
- (c) No pawnbroker may receive any goods unless the seller presents identification in the form of a valid driver's license, a valid State of Wisconsin identification card, a current, valid armed services identification card, or a current, valid photo driver's license or identification card issued by the state or province of Canada of residency of the person from whom the item was received.
- (d) No pawnbroker may receive any item of property that possesses an altered or obliterated serial number or other identification number, or any item of property that has had its serial number removed.
- (e) No person may pawn, pledge, sell, consign, leave or deposit any article of property not their own, nor shall any person pawn, pledge, sell, consign, leave or deposit the property of another, whether with permission or without, nor shall any person

pawn, pledge, sell, consign, leave or deposit any article of property in which another has a security interest with any pawnbroker.

- (f) No person seeking to pawn, pledge, sell, consign, leave or deposit any article of property with any pawnbroker shall give a false or fictitious name, nor give a false date of birth, nor give a false or out-of-date address of residence or telephone number, nor present a false or altered identification or the identification of any other to any pawnbroker.
- (14) Violations and Penalties. Violation of this section, s. 134.71, Wis. Stats., or the statutes referred to therein, or any law or activity relating to lack of honesty, whether or not resulting in a criminal conviction, is grounds for temporary suspension, or a one-year revocation, with imposition of further limits on operation possible in the discretion of the Common Council. Prior to taking any disciplinary action, the City shall provide written notice to the licensee by personal service or by written notice sent by fax, mail or other written communication method to the last known destination of the licensee. Arrest, conviction, or appropriate notice of violation from a governmental agency may serve as grounds for initiating disciplinary action. In the event the Common Council finds any suspension or revocation is justified, even if stayed, the licensee shall, within thirty (30) days of billing, reimburse the City's cost of enforcement as a condition of licensed operation. Failure to reimburse shall result in automatic suspension of the license until payment is made. The City Clerk may insist on payment by cash, cashier's check or postal money order. The Common Council may impose new conditions on business operations when reviewing such matters. This provision is in addition to the provisions of s. 134.71(10), Wis. Stats.
- (15) Hours of Operation. No licensed operator may conduct business except between the hours of 8:00 a.m. and 10:00 p.m.
- (16) Zoning. In addition to this section, the operator shall fully comply with all zoning conditions.

Section 2: If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a Court of competent jurisdiction or by any agency or of any kind by anyone else, the remainder of this Ordinance shall not be affected.

Section 3: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 4: This Ordinance shall take effect and be in effect after passage and publication according to law.

APPROVED:

ATTEST:

Tara Tervort, Mayor

Shannon Greenwood, Clerk

Adopted:
Approved:
Published:
Attest:



410 Division Street
P.O. Box 146
Park Falls, WI 54552
Phone (715)762-2436 Fax (715) 762-2437
www.cityofparkfalls.com

To: Honorable Mayor and Alders
From: ^{SK} Scott J. Kluver, Administrator
Re: Ordinances for Meeting Structure
Date: January 21, 2025

Based on the discussion that occurred at the last Council meeting on committee structure, Attorney Schoenborn has drafted two ordinances to accomplish the desired outcome.

The first ordinance amending section 12-11 would make the change to have two regular meetings per month. Committee of the whole can be a category on the agenda for conceptual discussions on various topics. This would be a charter ordinance that requires a 2/3 vote of the entire Council for approval. It would not effective until 60 days after publication assuming it is approved.

The second ordinance changes the deadline to submit agenda items to Noon on the Wednesday preceding regular meetings. Currently, that deadline is Friday preceeding regular meetings. From a practical standpoint, that does not work when the office closes at that time and the agenda has been historically posted in advance of that. In addition, there is a recommended change to when and how a draft agenda has been prepared. The ordinance currently says that the draft agenda needs to be prepared on Monday prior regular meeting and distributed to the Mayor and Council. The timeframe we can comply with, but we have not historically distributed to the entire Council. The recommendation is that this be done as requested, and opposed to making it a requirement. It is important to note that ALL Council members have the ability to request items be placed on the agenda by the deadline. In most cases, Council members have discussed their requests well in advance to assure that adequate research and preparation can be done. This would be a regular ordinance.

Please let me know if you have any questions regarding these ordinances.

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**CITY OF PARK FALLS
COUNTY OF PRICE, WISCONSIN**

CHARTER ORDINANCE NO. 25-001

SECTION 12-11: MEETING OF THE COMMON COUNCIL

The Common Council of the City of Park Falls ordains the amendment of Section 12-11 of the Municipal Code, a Charter Ordinance, as follows:

Section 1: Chapter 12, Section 11 of the Municipal Code of the City of Park Falls, which is a Charter Ordinance, is hereby Amended to read as follows:

Sec. 12-11. MEETINGS OF THE COMMON COUNCIL.

- (a) CHARTER ORDINANCE. The City of Park Falls, pursuant to Sections 62.11(2) and 66.0101, Wis. Stats., hereby elects not to be governed by those portions of Sec. 62.11 which are in conflict with this Section.
- (b) ANNUAL ORGANIZATION MEETING. Following a regular City election, the Common Council shall meet on the third Tuesday of April for the purpose of organization.
- (c) REGULAR MEETINGS. Regular meetings of the Common Council shall be held on the second and fourth Monday of each calendar month, at 5:00 p.m. Any regular meetings falling on a legal holiday or date and time that is non-conducive to the business of the Common Council, determined by majority vote of the Common Council, shall be held on the next following secular day, at the same hour and place, or as otherwise designated by majority vote of the Common Council. All meetings of the Common Council shall be held in the Park Falls City Hall, including special and adjourned meetings unless another location is designated by the Common Council by majority vote at a previous meeting.
- (d) ATTENDANCE. Any Alder who intends to be absent from a regular Common Council meeting shall notify the Mayor, the City Administrator, or the Clerk no later than 12:00 noon of the day preceding the meeting.

Section 2: If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a Court of competent jurisdiction or by any agency or of any kind by anyone else, the remainder of this Ordinance shall not be affected.

Section 3: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 4: This Ordinance shall take effect and be in effect after passage and publication according to law.

APPROVED:

ATTEST:

Tara Tervort, Mayor

Shannon Greenwood, Clerk

Adopted:
Approved:
Published:
Attest:

81

**CITY OF PARK FALLS
COUNTY OF PRICE, WISCONSIN**

ORDINANCE NO. 25-004

SECTION 12-16: ORDER OF BUSINESS

The Common Council of the City of Park Falls ordains the amendment of Section 12-16 of the Municipal Code as follows:

Section 1: Chapter 12, Section 16 of the Municipal Code of the City of Park Falls is hereby Amended to read as follows:

Sec. 12-16. **ORDER OF BUSINESS.**

- (a) Order of business. At all regular meetings, the order of business shall be according to the agenda prepared by the City Clerk. The City Clerk shall provide a tentative agenda to the Mayor and/or members of the Common Council upon request. Members of the Council and City officers desiring a matter to be placed on the agenda shall submit the same to the City Clerk, who shall be responsible for agenda preparation and distribution, not later than noon on the Wednesday preceding the regular meeting. Generally, the following order may be observed in the conduct of all meetings of the Council:
1. Call to order by presiding officer.
 2. Roll call. (If a quorum is not present, the meeting shall thereupon adjourn, which may be to a specific date.)
 3. Reading the minutes of the preceding meeting and approving the same, if correct, and rectifying mistakes if any exist.
 4. Reports of committees.
 5. Unfinished business from previous meetings.
 6. New business, including the introduction of ordinances and resolutions.
 7. Reports of City officers.
 8. Communications and miscellaneous business.
 9. Such other matters as are authorized by law.
 10. Adjournment.
- (b) Order to be followed; citizen comments. No business shall be taken up out of order unless by unanimous consent of all aldermen and in the absence of any debate whatsoever. The Mayor or presiding officer may impose a time limit on the length of time citizens may address the Council.
- (c) Roll call; procedure when quorum lacking. As soon as the Council shall be called to order, the City Clerk shall proceed to call the names of the members, noting who are present and who are absent and record the same in the proceedings of the Council. If it shall appear that there is not a quorum present, the fact shall be entered in the journal and the Council shall adjourn.

Section 2: If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a Court of competent jurisdiction or by any agency or of any kind by anyone else, the remainder of this Ordinance shall not be affected.

Section 3: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 4: This Ordinance shall take effect and be in effect after passage and publication according to law.

82

APPROVED:

ATTEST:

Tara Tervort, Mayor

Shannon Greenwood, Clerk

Adopted:
Approved:
Published:
Attest:



410 Division Street
P.O. Box 146
Park Falls, WI 54552
Phone (715)762-2436 Fax (715) 762-2437
www.cityofparkfalls.com

To: Honorable Mayor and Alders
From: Scott J. Kluver, ^{SK} Administrator
Re: Utility Budget Amendment
Date: January 21, 2025

Enclosed is a draft budget amendment for the Water and Sewer Utilities related to the STH 13 project that was discussed at the last meeting. Essentially, the anticipated resolution splits the cost for the utility portion of the project and puts it in the appropriate expense categories in each budget. As for revenues, the Water Utility will just be reducing the amount of revenue that will go into its fund balance at the end of the year so we don't need to take revenue from anywhere. As for Sewer revenues, we are doing the same thing, but Sewer does not have enough leftover anticipated revenue to cover the expense so I am taking \$1,298 from its fund balance to cover that. In short, revenue does not need to increase for Water because the budget had more revenues than expenses projected. Sewer would need just a small amount from its fund to balance.

Please let me know if you have any questions related to this utility budget amendment.

CITY OF PARK FALLS

RESOLUTION NO. 25-001 AMENDMENT TO THE 2025 WATER AND SEWER UTILITY BUDGETS

WHEREAS, Wis. Stat. 65.90 establishes requirements for municipal budgets; and

WHEREAS, Wis. Stats. 65.90(5)(ar) further requires that the amounts of the various appropriations and the purposes for such appropriations stated in a budget may not be changed unless authorized by a vote of two-thirds of the entire membership of the governing body of the municipality; and

WHEREAS, the City Council has made a decision at its Common Council meeting on January 13, 2025, to charge the necessary utility work involved with the WisDOT STH 13 Resurfacing Project to the respective Water and Sewer Utilities; and

WHEREAS, the City Council recognizes that it is necessary that water valve boxes and sewer manhole covers must be adjusted if work is going to be done on the road to avoid damage; and

WHEREAS, the City Council desires that appropriate funds be used for related work; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Common Council hereby approves the following budget amendment to the 2025 Water and Sewer Utility budgets, which places \$17,366 into both budgets. This requires \$1,298 from the Sewer Utility Fund Balance to balance the Sewer Utility Budget:

Account Number	Account Name	Amount Transferred
02-57650-290	Water Transmission & Distribution - Contracted Services	Add + \$17,366
03-57832-290	Sanitary Sewer Maintenance - Contracted Services	Add + \$17,366
03-33900	Sewer Fund Balance (Retained Earnings)	Add + \$1,298

Adopted this 27th day of January, 2025.

APPROVED: Yea _____ Nay _____

ATTEST:

Tara Tervort, Mayor

Shannon Greenwood, Clerk

ADOPTED:
PUBLISHED:
ATTEST:

85

January at your library...

Happy New Year!

New Library Hours begin January 6, 2025

Monday-Thursday 8:00 am-6:00 pm

Friday 8:00 am-5:00 pm

Saturday 8:00 am-12:00 pm

For Kids!

Winter Wiggle Break

Thursday, Jan 16 10:00-11:00

Adult/Child Puzzle Challenge

Monday, Jan 20 1:00-2:30

Registration required

Weekly Events

Monday

Yarn Group 3:00-5:30

Tuesday

Chair Yoga 11:00-11:45

Jan 14, 21, 28

Wednesday

Pickleball 12:30-4:00 Jan 10, 17, 24, 31

TOPS 4:00-5:30

Thursday

Pine Tree Piecers 10:00-2:00

Friday

Pickleball 12:30-4:00 Jan 3

Monthly Events

Grief Support

Thursday, Jan 9 10:00-11:30

Library Board

Thursday, Jan 9 5:30-6:30

City Council Meeting

Monday, Jan 13 & 27 5:00-7:00

Adult Craft Group

Tuesday, Jan 21 4:00-5:30

Bicycle Wheel Wreath

Registration & fee required

Adult Cooking in the Library

Air Fryer Mozzarella Sticks

Thursday, Jan 23 4:00-5:30

Registration required

Book Club

Tuesday, Jan 28 1:30-3:00

Lessons in Chemistry

by Bonnie Garmus

February at your library...

New Library Hours began January 6, 2025

Monday-Thursday 8:00 am-6:00 pm

Friday 8:00 am-5:00 pm

Saturday 8:00 am-12:00 pm



Monthly Events

Kids' Lego Club

Monday, Feb 3 4:00-5:00

Grief Support

Thursday, Feb 13 10:00-11:30

Library Board

Thursday, Feb 13 5:30-6:30

City Council Meeting

**Monday, Feb 10 & 24
5:00-7:00**

Adult Craft Group

**Tuesday, Feb 18 4:00-5:30
Chunky Hand Knit Blanket
Registration required**

Book Club

**Tuesday, Feb 25 1:30-3:00
One Good Deed
by David Baldacci**



Weekly Events

Monday

Yarn Group 3:00-5:30

Tuesday

Chair Yoga 11:00-11:45

Wednesday

Yoga Flow 10:00-11:15

Pickleball 12:30-4:00

Feb 12, 19, 26

TOPS 4:00-5:30

Thursday

Storytime 10:00-11:00

Pine Tree Piecers 10:00-2:00

Friday

Pickleball 12:30-4:00 Feb 7



Adult Bingo

Wednesday, Feb 5

2:00-3:30

