

NOTICES OF PUBLIC MEETINGS

A public meeting will take place at the time and place indicated below. The meeting is open to the public in keeping with Chapter 19, Subchapter IV, 1985 Wisconsin Statutes (Open Meeting Law).

Government Unit Conducting Meeting:

Date:

Time:

Place:

Common Council

September 8, 2025

5:00 p.m.

410 Division Street - 3rd Floor Auditorium

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adopt the Agenda
5. Approval of Minutes:
 - A. Common Council Meeting August 25, 2025
6. Communications
7. Public Comment
8. New Business
 - A. Update on BART Operations and Utilization
 - B. Ordinance 25-018 Floodplain Zoning - Definitions
 - C. Façade Loan Program and WEDC Grant Application
 - D. Part-Time Officer Pay Rate
 - E. Disposal of Surplus Property
9. Committee Reports
 - A. Finance
 1. Payment of Bills
 - B. Board of Public Works
 - C. Public Services
 - D. Personnel
10. Committee of the Whole Items
11. City Officials' Reports
12. Adjourn

Posted: September 3, 2025

Prepared By: Shannon Greenwood, Clerk

Services are provided on an Equal Opportunity basis. Reasonable accommodation for alternative means of communication or access for individuals with disabilities will be made upon request. Please call 715-762-2436.

COMMON COUNCIL MEET-ING MINUTES 8/25/2025

The Common Council of the City of Park Falls met in regular session at 5:00 PM on Monday, August 25, 2025. Mayor Tara Tervort called the meeting to order at 5:00 PM and the following members were present:

Mayor:	Tara Tervort
Alderman:	Dan Greenwood Dennis Wartgow Terry Wilson James Corbett Anthony Thier Dixie Weidman Michael Mader Dina Bukachek
City Attorney:	Bryce Schoenborn - Excused
City and Zoning Administrator:	Scott Kluver

Staff present: Shannon Greenwood, Bill Hoffman, Larry Reas, Marvin Nevelier, Becky Michels, Judy Kraetke

Also present: Gary Wollerman, Mary Ann Panke, Jim Panke, Pete Bushman, Tim and JoAnna Donner, Ryan and Nicole Gray, Chuck and Kelly Kaiser, Randy Ray, Penny Radlinger

ADOPT THE AGENDA - Motion by Weidman/Mader to adopt the agenda as presented. Motion carried.

APPROVAL OF MINUTES - Motion by Mader/Wilson to approve the Minutes for the Common Council Meeting on August 11, 2025. Motion carried.

COMMUNICATIONS – Alderman Weidman noted the increased traffic on 3rd Ave South due to road construction and inquired about locating the speed sign to that location. Alderman Bukachek noted that one of the raze order properties on Saunders/Maple was razed by the owner. The Xcel Energy Flambeau Station is down now as well. There have been increased census numbers at Hines Park Campground.

NEW BUSINESS

- A. Waiver Request – Number of Dogs. The request is from the residents at 349 1st Avenue North. Chief Nevelier notes that there are no known complaints. Motion by Weidman/Bukachek to approve with the stipulation that when one dog passes it is not replaced. Motion carried.
- B. Public Hearing – Zoning Map Amendments. Mayor Tervort opened the Public Hearing at 5:07. There were public inquiries regarding how the changes will affect their property, if there is future development planned, if we have a DNR representative assigned to our area, and inaccuracies in the County GIS mapping. Public Hearing closed at 5:20.
- C. Ordinance 25-027 – Zoning Map Amendments –These changes are being pursued due to the parcel's locations and their current and future use. Motion by Mader/Weidman to adopt Ordinance 25-027. Motion carried.
- D. Public Hearing – Zoning Ordinance Amendments. Mayor Tervort opened the Public Hearing at 5:22. The Accessory Uses or Structures ordinance, 25-015, has the most significant changes, as it was very restrictive and not well enforced. Eliminated the provision that the total amount of detached accessory

structure space be less than 75% of the habitable area of the primary structure with a maximum square footage. The number of allowed was also eliminated and the maximum height was increased to allow for appropriate roof slopes. Accessory structures are not permitted without a primary structure, except in the C-1 District. Recommended by the Plan Commission for approval. Ordinance 25-016 is redundant but adds the same provision regarding the prohibition without primary structure. Public and Hearing closed at 5:35. Adjust the definition of accessory uses and buildings as proposed in the first amendment to be consistent with the definitions in those sections of code. 25-019 – 25-023 change the waterfront setback in each district from 75 to 50 feet. Under state law Towns can not be less than 75 but incorporated municipalities are allowed to be no less than 50 feet. Public hearing closed at 5:41.

- E. Ordinance 25-015 - Motion by Wartgow/Greenwood to approve. Motion carried.
- F. Ordinance 25-016 - Motion by Weidman/Mader to approve. Motion carried.
- G. Ordinance 25-017 - Motion by Greenwood/Bukachek to approve. Motion carried.
- H. Ordinance 25-018 - Delayed for further review.
- I. Ordinance 25-019 – 2023 - Motion by Wartgow/Wilson to approve all five as presented. Motion carried.
- J. Athletic Facility RFP - Purpose is to find someone who can assist with current prices and hopefully assist with funding as neither entity is in a position to contribute significant dollars to the project. Motion by Wartgow/Greenwood to approve RFP. Motion carried.
- K. Airport Hangar Lease and Rate – Recommended rental rate of \$175 per month. Completion date is estimated prior to end of year. There was a delay in building materials, but they finally arrived. Motion by Weidman/Mader to approve lease for future use and rates. Motion carried.
- L. Timber Forest Sale – Identified 400 wooded acres for potential sale and selected what would be most profitable based on the market and the required investment. Proposed locations have been marked, moving forward with November date, with an estimated \$20-30,000 in timber. Motion by Wartgow/Wilson to proceed with the Timber sale. Motion carried, 8-0.

COMMITTEE REPORTS

Finance

Payment of Bills - Motion by Weidman/Bukachek to approve paying the bills in the amount of \$109,898.53. Motion carried, 8-0.

CITY OFFICIALS' REPORTS

Mayor Tervort: No report.

Administrator Kluver: Notified that a member of the DPW will be resigning with the last day of employment on September 5th. Will be reviewing the position and job description to recruit for that opening. Today was our Intern, Isabel Grimes, last day.

Treasurer Michels: Looking forward to the auditor proposals from the RFP.

Bill – Pool season is over. Crew is transitioning to fall work, and all summer help is gone except one.

Fire – There has been an upswing in car accidents recently, but they have not been due to construction.

Library – Director position has been advertised with the 1st round of interviews set for September 4th.

The meeting was adjourned at 6:06

Prepared by: Shannon Greenwood, City Clerk



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: BART (Bay Area Rural Transit) Presentation

Date: September 2, 2025

At this upcoming meeting, County Administrator Nick Trimner and BART Manager Patrick Daoust are expected to provide an update on BART operations and utilization by Park Falls residents. For the record, the City currently contributes \$12,500 annually for BART operations.



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To: Honorable Mayor and Alders

From: ^{SSK} Scott J. Kluver, Administrator

Re: Ordinance 25-018

Date: August 27, 2025

At the last meeting, there was a question on draft ordinance 25-018 related to the definition of accessory structures in the floodplain district, so approval was delayed. In going back to communications on this issue, the ordinance is presented as intended and I have included the email from Attorney Schoenborn on the matter. Essentially, giving the other language in the floodplain section of the code, the definition was worded this way to avoid other conflicts, otherwise it would require more extensive modifications of the floodplain section.

If you have further questions on this, please let me know. I recommend approval as is.



City Of Park Falls Admin Email <admin@cityofparkfalls.com>

RE: Accessory Uses or Structures

1 message

Bryce Schoenborn <schoenborn@slabylaw.com>
To: City Of Park Falls Admin Email <admin@cityofparkfalls.com>

Wed, Jul 30, 2025 at 12:50 PM

Dear Scott,

I made that amendment to the accessory structure ordinance.

For the definition used in Section 455-40, that relates to accessory structures allowed in Flood Fringe Districts. The term used there is "accessory structures", so we'd want to keep that consistent unless the City wanted to amend the flood plain ordinance to provide for different standards for buildings vs. structures. Attached is what I would consider to be a board definition of "accessory structure" for the floodplain statute. Of course, we could make it the same as the definition of "accessory building" if the City didn't want other accessory structures to be subject to the requirements set forth in the ordinance for building in the flood plain.

The definition in 468-23 is for shoreland and wetland zoning, so kind of the same analysis applies here. Accessory building/structure appears to only be referenced in Section 468-22, and that ordinance says "accessory building or structure." If the City wanted that to be a broad definition, we could use the exact same language as used in the accessory structure ordinance, given that 468-22 references "accessory building or structure."

Let me know what you think about the definitions for these two sections. Thanks!

Sincerely,



Attorney Bryce A. Schoenborn
Slaby, Deda, Marshall, Reinhard & Writz LLP
P.O. Box 7, 215 N. Lake Ave.
Phillips, WI 54555
(715) 339-2196
(715) 339-4664 (fax)

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

ORDINANCE NO. 25-018

SECTION 445-40: FLOODPLAIN ZONING - DEFINITIONS

Section 1: The Common Council of the City of Park Falls ordains the amendment of Section 445-40, Floodplain Zoning – Definitions – Accessory Structure or Use, as follows:

- (I) Accessory Structure or Use. A subordinate building or structure, the use of which is purely incidental to the main building, customarily found in connection with the principal structure, and shall include all permanent, portable, and temporary structures, excluding the primary structure (main building). This definition does not include campers, other motorized vehicles, or fences. Accessory structures include, but not are not limited to, detached garages, sheds, barns, gazebos, patios, decks, swimming pools, hot tubs, retaining walls, driveways, parking lots, sidewalks, detached stairways and lifts.

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:

Tara Tervort, Mayor

ATTEST:

Shannon Greenwood, Clerk

Adopted:
Published:
Attest:



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To: Honorable Mayor and Alders

From: Scott J. Kluver, ^{SK}Administrator

Re: Façade Loan Program and WEDC Grant Application

Date: September 3, 2025

Enclosed you will find a proposed façade improvement program for the commercial properties within the City of Park Falls. Initially, this program has been written to target commercial properties in the downtown area. This is something that can be adjusted now, or at a future time. Essentially, the intention is to provide a zero-interest loan to commercial properties that desire to make improvements to the exterior, visible portions of their buildings. This would help to improve the appearance of the downtown area and to hopefully generate more commercial traffic and interest in downtown properties. In other words, it is a long-term strategy to help maintain commercial value and interest in downtown properties which in turn would be good for the City both as a healthy community overall and financially for the organization. For your reference, I have included an excerpt of the zoning map to show you the target area, which is the red area on the map, except for the red area east of the river.

The proposed program I have helped to implement in two other communities, and I obtained it from another community many years ago. The intention is to keep the process as simple as possible for the applicant without many of the requirements that exist in other programs that are out there which in my opinion are cumbersome. It is proposed that the Park Falls Area Community Development Corporation administers this program on behalf of the City as they have experience already doing so.

How would this be paid for? I proposed that the Council take \$100,000 from the City's general fund balance and place that into a designated fund for this program. The City recently received a little over \$200,000 from the recent cell tower lease buyout, so I believe that it would be good to use a portion of those dollars to reinvest into the community to hopefully generate additional taxable value in the future. In addition, there is currently a grant available through the Wisconsin Economic Development Corporation (WEDC) to match initiatives such as this. That application is due September 15th, so I ask your approval to apply for that grant as well. One of the requirements in that application is that the program details must be established, so we are moving very quickly on this request.

In summary, I am asking the Council to take the following actions:

1. Approve the Façade Loan Program as outlined
2. Approve the transfer of \$100,000 from the General Fund Balance to a designated account for this program, and to decide as to whether or not to proceed with this program even if we do not get the grant.
3. Authorize applying for the WEDC Small Business Development Grant Program in the amount of \$200,000 to assist in the establishment of this program.

Please let me know if you have any questions on these requests. I believe this is an effort that could benefit commercial properties in the City without an exorbitant amount of bureaucracy.

City of Park Falls

Downtown Building Facade Renovation Loan Program Policy Guidelines (Draft 090325)

I. **PURPOSE:** The City's intent in establishing this loan fund is to encourage downtown business owners to undertake business facade improvements. Physical improvements to structures downtown will assist in spurring economic vitality downtown. By improving the exteriors of commercial buildings downtown, the City will enhance the appearance of the downtown and the community as a whole overall. The resulting effect will be the attraction of new businesses to downtown and to the community as well as the retention and expansion of existing businesses.

II. **OBJECTIVES:** The Building Facade Renovation Loan Program has the following objectives.

- A. To renovate or rehabilitate commercial properties so as to prevent or eliminate deteriorating conditions.
- B. To attract and retain businesses downtown.
- C. To retain jobs and bring additional employment opportunities to the City.
- D. To make use of funds the City has set aside for the enhancement of the City's downtown, which is deemed an asset of the City.
- E. To spur activity which will provide return to the City by way of physical improvements accomplished which may not otherwise have occurred.

III. **PROJECT & APPLICANT ELIGIBILITY:**

A. General and Designated Area:

The Façade Renovation Loan Program only applies to the exterior facades, signs and architectural features for properties on the streets listed below that are 50 percent or more commercial and only to those exterior facades, signs and architectural features of such buildings that are visible from the respective streets.

5 th Avenue North – 399 to 0 Block	5 th Avenue South – 0 to 299 Block
4 th Avenue North – 699 to 0 Block	4 th Avenue South – 0 to 399 Block
3 rd Avenue North – 299 to 0 Block	3 rd Avenue South – 0 to 299 Block
2 nd Avenue North – 299 to 0 Block	2 nd Avenue South – 0 to 199 Block
1 st Avenue North – 299 to 0 Block	
2 nd Street North – 499 to 100 Block	
1 st Street North – 499 to 100 Block	
Division Street – 699 to 100 Block	
1 st Street South – 499 to 200 Block	
2 nd Street South – 499 to 300 Block	

B. Minimum Requirements:

- 1. Projects shall occur within the established designated area.
- 2. Projects must commence within six (6) months of approval and shall be completed within one (1) year of the loan approval date. In rare cases,

likely due to extenuating circumstances, the Park Falls Area Community Development Corporation (CDC) may allow completion extensions upon request of the applicant. The CDC/City of Park Falls reserves the right to eliminate project funding if not completed within the specified time period and is not obligated to granting time extensions.

3. Projects shall comply with all applicable City building and zoning standards and requirements.
4. Concurrent applications from the same applicant, unless for separate properties, shall not be allowed. An applicant may apply for another project after any existing project by the same applicant is completed to the satisfaction of the CDC.

C. Eligible Activities Included but not limited to:

1. Repair/replacement of the original building's materials and decorative details.
2. Cleaning of exterior building surfaces.
3. Tuck pointing and masonry repair.
4. Painting of exterior building surfaces.
5. Repair/replacement or addition of entrances, doors, display windows, transoms, or windows.
6. Removal, repair/replacement of existing signs and awnings.
7. New signage and awnings.
8. Landscaping improvements.
9. Permanent exterior lighting.
10. Qualified professional design services.
11. Other activities as designated by the CDC/City of Park Falls.

D. Non-Eligible Activities Included but not limited to:

1. Interior improvements.
2. Purchase of property.
3. Construction of a new building.
4. Fixtures and equipment.
5. Removal without replacement of architecturally significant features and design elements.
6. Sidewalk repairs.
7. Correction of code violations.
8. Any roof repair or replacements, except in cases where a new roof "style" is a critical component of the façade restoration or replacement project.
9. Compensation for time and labor spent by applicant or members of applicant's immediate family. (*Note that one needn't be the building owner to apply.*)
10. Other activities as designated by the CDC/City of Park Falls.

IV. **PROGRAM TERMS & CONDITIONS:**

A. General Requirements

1. Applicants must include detailed drawings and specifications with application. Eight (8) copies of drawings/design plans must be submitted. The CDC may require drawings to be submitted by an architect. The plans must include:
 - a. Detailed site plan using adequate scale to be easily and clearly understood. Ideally, said plan shall be drawn to a minimum scale of 1"= 100'.
 - b. Elevations of any façade proposed to be altered, ideally drawn to scale at least 1/8"=1'; each elevation drawing should include notations of proposed materials, color, finishes and details. The drawing should clearly show proposed signage (if any). Perspective renderings of the proposed project and / or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.
 - c. Current condition photos to provide adequate "before and after" shots.
 - d. Construction / reconstruction time schedule, noting start and completion date.
2. Applicants must submit at least one contractor proposal or estimate from supplier; however, it is suggested that the applicant pursue multiple proposals for their own protection and peace of mind. The CDC retains the right to request additional proposals. The property owner is not required to utilize a contractor to have the work completed. The CDC/City of Park Falls does not assume any liability to the work of any contractor that is chosen by the property owner.
3. Applicants, if tenants, must have written permission and approval from the respective property owner.
4. Applicants must take out the appropriate building or sign permits. Fee waivers shall not be allowed, unless approved by the Common Council. Loan funds cannot be used to pay for permit fees.
5. Applicants who are delinquent with their property or personal tax, utility payments, or have outstanding municipal code violations are not eligible until said issues are resolved.
6. Payment shall be made on a reimbursement basis upon completion of construction/installation.
7. Minor changes to the project will require submittal and approval by the City Administrator. Significant project changes, as determined by City Administrator, will require approval of the CDC.
8. The CDC/City of Park Falls reserves the right to cancel any loan agreement if any of the conditions of the program guidelines and agreement are not met.
9. Applicants shall provide a Certificate of Insurance with their application showing proof of property insurance for fire and all hazards. The CDC/City shall be designated a loss payee up to the amount of the loan.

B. Approval Authority

1. The CDC will have the ultimate authority to approve or deny applications

on a case-by-case basis and may impose certain design conditions on approved projects.

C. Expiration

The façade loan improvement program will expire if one of the following occurs:

1. When the funds have been spent, unless additional funding has been authorized by the City Council.
2. When the CDC and/or City Council chooses to eliminate or amend the program.

V. **LOAN TERMS:** All loans granted under this program shall be subject to the following terms and conditions:

- A. The minimum loan granted under this program shall be \$2,000 and the maximum loan shall be \$10,000 per building.
 1. The CDC reserves the right under this program to exceed the maximum loan amount of \$10,000 per building on a case by case basis when: the size of the building coupled with the proposed project would result in a significant impact on the downtown that would exceed the typical project under the program, and the project proposed goes beyond maintenance to improving the architectural value of the building to the downtown as determined by the CDC.
- C. The loan shall be at 0% interest.
- D. The full balance of the loan shall be due immediately upon sale of the property or within seven (7) years of the approval date, whichever event happens first. The loan may not be assigned without the express written consent of both parties. The loan may be prepaid in whole or in part at any time.
- E. Loan approval shall expire six months following the date the CDC approves the loan unless the project has commenced.
- F. Projects must be completed within one year of CDC approval.
- G. Project participation may be limited based on the availability of program funds.
- H. Applicants will be required to sign a note and a mortgage as a condition for receiving loan funds. The mortgage will be recorded against the property at the Office of the Register of Deeds.

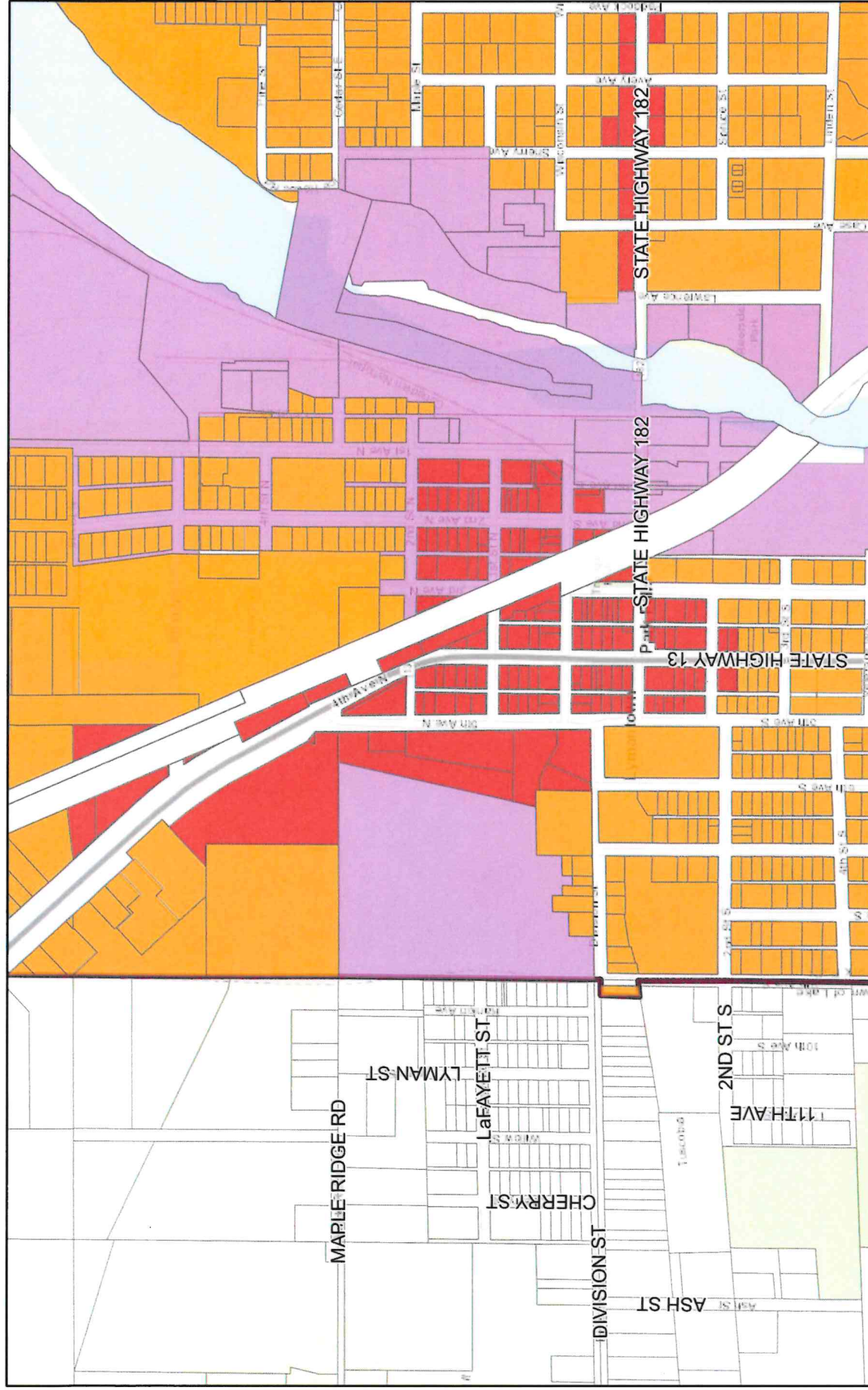
VI. **FACADE RENOVATION LOAN PROGRAM PROCEDURES:**

- A. Applicant meets with CDC/City staff for initial project discussion.
- B. Applicant submits grant application to CDC, and required contractor proposal/quote to staff (according to Sec. IV.A.2. in these guidelines), containing all of the requirements specified in these guidelines. Applications must include detailed drawings and specifications. Eight (8) copies of drawings and specifications must be submitted. The CDC may require drawings to be prepared by an architect.
- C. CDC reviews plans and approves or denies loan request. If approved, the CDC may place conditions on the proposed project.
- D. If denied, applicant may submit a revised application and repeat process.
- E. Applicant submits building and/or sign permit with final design plans as required by City code.

- F. Building Inspector and or Zoning Administrator reviews and approves any required permits.
- G. A “loan document” is drafted by CDC staff that identifies the terms of the agreement. All parties execute said letter. A note and mortgage are drafted which the applicant signs.
- H. Construction/Installation begins. Applicant has six (6) months from the execution date of the loan to begin implementation of approved improvements. Any plan changes would require approval according to Sec. IV.A.8 in these guidelines.
- I. Construction/Installation is completed within one (1) year of loan agreement signed.
- J. Applicant contacts Building Inspector and or Zoning Administrator to request project review to see if all code requirements have been met.
- K. Applicant provides itemized paid invoices for the project, and any outstanding bills which are also eligible for payment under the loan agreement, to CDC staff, along with the completed "Project Close-Out" section on the application form. While a construction lien waiver is not required, it is recommended that the applicant consider obtaining appropriate construction lien waiver(s) from the contractor(s) for the project.
- L. Applicants are allowed one partial payment for loans \$10,000 or less, and up to two partial payments for any loan above \$10,000. CDC shall review the first partial payment and decide if subsequent payments shall also be reviewed by the CDC or by staff.
- M. After CDC approves reimbursement claim, staff forward payment directly to the applicant.

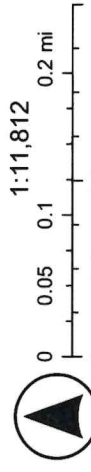
Draft 090325

Zoning Map



9/3/2025, 11:20:42 AM

- Zoning
 - <Null>
 - R-2: Two Family & Multifamily Residential
 - C-1: A Commercial
 - I-1: Industrial
- County Parcels
- Road Labels
- Citations
- City Boundary
- Park Falls Parcels



1:11,812

Esri Canada, Esri, HERE, Garmin, INCREMENT P, Intermap, USGS, METI/
NASA, EPA, USDA



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To: Honorable Mayor and Alders

From: Scott J. Kluver, ^{SK}Administrator

Re: Part-Time Police Officer Pay Rate

Date: August 28, 2025

As you may know, the City has been without a part-time police officer since this past May. The position was posted last April, and no applications have been received to date. It is not unusual, as there are so many openings for full-time positions, and not enough new recruits entering the academy to replace retiring officers. Nonetheless, with our current rate of pay at \$22/hr, it is unlikely that we would find anyone. As such Chief Nevelier is recommending to increase the part-time pay to \$28/hr, but reduce the number of available hours to remain budget neutral (1,000 hrs). I agree with this, and encourage your approval.

The proposed rate would put the City near what Price County pays – at least for the moment.



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To: Honorable Mayor and Alders

From: Scott J. Kluver, ^{SK}Administrator

Re: Disposal of Surplus Property

Date: September 2, 2025

Enclosed you will find a list of items that the Public Works Director believes can be disposed of via on-line auction. These items, which are old and some of which are not fully functional, have no further place in City operations. Per the ordinance, the Council needs to approve of the disposal of any item that would be valued at more than \$500. As such, this list is present to you for that approval. If you agree, a notice is required to go to the paper with the details of the auction, but we would also advertise that by other means as well. Please let me know if you have any questions regarding the items or process.



Park Falls DPW

Bill Hoffman
410 Division St
P.O. Box 146
Park Falls, WI 54552
Phone (715)762-2436 • Cell (715)661-3778
[www.dpw@cityofparkfalls.com](mailto:dpw@cityofparkfalls.com)

September 2, 2025

Reference: DPW Surplus Property

This is the list of surplus property that the Department of Public Works would like to include in an auction. We would use the auction service of Integrity Sales and Auction out of Merrill, WI. It would be an online auction which would begin on October 8, 2025.

<u>Item</u>	<u>Description</u>	<u>Approximate Value</u>
1. 1976 GMC Fuel Truck	Runs, drives (Not road worthy), fuel pump operates.	\$1000.00
2. 2001 Sterling Plow Truck	56,00 miles, runs well, rusty box, comes with plow, wing and Sander.	\$5000.00
3. 1999 3 phase generator	Transfer switch, runs, low voltage wiring issues.	\$500.00
4. Playground Slide	Has cracks in the slide. 7 foot tall.	\$200.00
5. 2013 Chevrolet Silverado P/U	57,000 miles, 4x4, runs, drives (Not road worthy), rusty, tick in engine, rear suspension rusted off.	\$500.00
Approx. Total		\$7200.00

Bill Hoffman
Dpw Supervisor
City of Park Falls
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dpw@cityofparkfalls.com