



2026

Board Meetings

4:00 pm

(Meetings are held in the Autumn
Manor Community Room and
online via Zoom.)

Oct. 28

Nov. 25

Dec. 23

Office Hours

Monday-Thursday

8 a.m.—4 p.m.

Friday—Closed to the Public

Closures

Veteran's Day —

Nov. 11

Thanksgiving —

Nov. 26 & 27

Christmas —

Dec. 24 & 25

New Year's

Dec. 31 and Jan. 1

Housing Authorities of the City of Washburn & County of Bayfield

Welcome to Our Newest Staff

Some of you may have already met our most recent hire, Andrew. Andrew was hired as a part-time, limited-term employee to help us get through while one of our regular full-time maintenance staff members is on medical leave. Andrew will be working with the City of Washburn and Bayfield County Maintenance staff in their duties to support the Housing Authority by providing high-quality residential maintenance and customer service, so that tenants are assured safe, quality, and decent living conditions.

Welcome Andrew!

Heating Season

It is time to prepare for the winter heating season—here is what you as a tenant can do to help keep your apartment warm and reduce heating costs:

- Make sure your windows and doors can properly close and seal. Check every window to make sure it closes tightly. If any repairs are necessary, please call the office to report a work order.
- Do not place appliances (lights, stereos, or televisions) near your thermostat. The heat generated from these devices will not allow your thermostats to work properly and your apartment will be cold.

Conserve Energy:

Tenants are required to conserve energy as a stipulation of their lease.

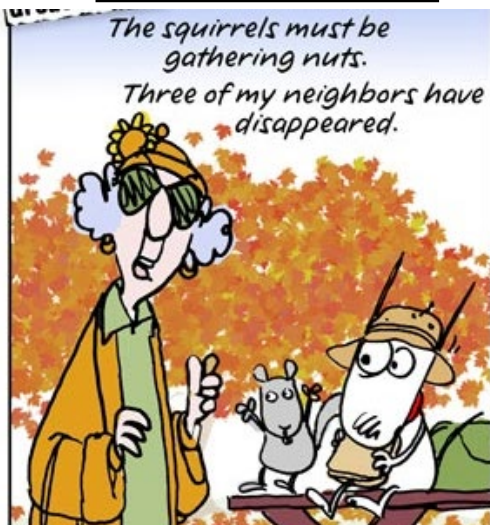
- DO NOT leave windows/doors open during heating season—keeping a door or window open is a terrible waste of energy. Tenants caught wasting energy will be in violation of their lease.

Cautions:

- Never use a cooking appliance as a heating source.
- Kerosene or electric space heaters are not permitted.

Work Orders:

Maintenance staff usually receive many callouts for heat trouble when the heat is first turned on. If the outside temperature is still moderate, Maintenance will not respond to over-night callouts.



Humor

1. Why can't your nose be 12 inches long?
2. Why was the apple grouchy?
3. Why did Humpty Dumpty have a great fall?

Answers on page 2

REMINDERS

Preparation for Winter

As thoughts turn to the changing of seasons, we need to look ahead to winter preparation.

Please clean up yards, gardens, walkways, and patios before snow falls—that may seem a long way from now, but it will be here before you know!

This includes putting away:

- Door mats
- Garden items
- Yard furniture
- Yard decorations
- Other items that will obstruct snow removal
- Hoses must be disconnected from faucets to prevent freezing



Snow Removal

As winter approaches, please remember to watch for snow plow postings.

****Keep in mind, maintenance will not know what is under the snow!****

Rent Payments

As part of your lease obligation, rent is to be paid by the 1st of every month. When payments for rent or tenant charges are received after the 10th of the month, late fees or interest will be assessed. If no payment is received, a 5-day Notice to pay/14-day Notice to Vacate will be issued.

If mailing your rent payment, do NOT wait until the 1st or later to put it in the mail. The mail can be very slow and then your rent will be late and you will be charged a late fee.

Also, do not give rent payments (or other paperwork) to maintenance staff.

We do understand that life happens, but without communication, we are unable to work with you. Please contact the Accounting Office before the 10th of the month for late payments or a repayment plan so we can get you back on your feet. Thank you!

Energy Assistance

Heating season runs from October 1 – May 15. Wisconsin Home Energy Assistance Program (WHEAP) provides assistance for heating costs, electric costs, and energy crisis situations. The program is administered by the State of Wisconsin Department of Administration.

For more information, contact a Bayfield County Energy Intake Worker at 715 373-6144.

Housing Authority Contact Information

715-373-2653

Work Orders, Ext. 8

After Hours Emergencies, Ext. 7

Jennifer, Executive Director, Ext. 112

Molly, Occupancy Specialist, Ext. 111

Barbara, Accountant/Office Manager, Ext. 110

Mary, Administrative Assistant, Ext. 113

Humor Answers: 1. Because then it would be a foot. 2. It was a crab apple. 3. To make up for his miserable summer.