



## FINANCE COMMITTEE MEETING AGENDA

MONDAY, JANUARY 13, 2025 AT 5:30 PM

**MUNICIPAL BUILDING COUNCIL CHAMBERS – 106 JONES STREET, WATERTOWN, WI 53094**

**Virtual Meeting Info:** <https://us06web.zoom.us/join> Meeting ID: 282 485 6600 Passcode: 53098 One tap mobile +16469313860

### 1. CALL TO ORDER

### 2. REVIEW AND APPROVE MINUTES

- [A.](#) Finance Committee minutes from December 9
- [B.](#) Finance Committee minutes from December 17
- [C.](#) Finance Committee minutes from December 23

### 3. BUSINESS

- [A.](#) Review and Discuss: Vandewalle & Associates Rate Increase
- [B.](#) Review and take possible action: approve 2 step adjustment for wastewater division employee
- [C.](#) Review and take possible action: approve 2 step adjustment for water division employee
- [D.](#) Review and take possible action: approve 1 step adjustment for wastewater division employee
- [E.](#) Review and take possible action: approve 2 step adjustment for wastewater division employee
- [F.](#) Review and take action: Jefferson County eRecording Agreement
- [G.](#) Review and discuss: January 2025 Unclaimed Funds List
- [H.](#) Review and take action: write off 2024 uncashed checks less than \$20
- [I.](#) Review and take action: recommend removal of delinquent personal property taxes
- J. Convene into closed session per § 19.85(c)&(e) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and deliberating of or negotiating union contract. (Contract Negotiations with IAFF Local 877)
- K. Reconvene to open session

### 4. ADJOURNMENT

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [cityclerk@watertownwi.gov](mailto:cityclerk@watertownwi.gov) phone 920-262-4000*

*A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only*



**FINANCE COMMITTEE MEETING MINUTES**  
**MONDAY, DECEMBER 09, 2024, AT 5:30 PM**

**MUNICIPAL BUILDING COUNCIL CHAMBERS – 106 JONES STREET, WATERTOWN, WI 53094**

Finance Committee members present: Mayor McFarland, Alderpersons Bartz, Davis, Lampe, and Moldenhauer

Others present: Finance Director Stevens, Attorney Chesebro, Police Chief Brower, Lisa Schwartz, Street Operations Manager Winkelman (video)

1. Call to order. Mayor McFarland called the meeting to order at 5:30 p.m.
2. The **pay for elected officials** is determined prior to the upcoming election of each position and not implemented until a future start date. Mr. Stevens presented proposals for the positions of alder, municipal judge, and mayor.
  - a. **Alder:** Ald. Moldenhauer moved, seconded by Ald. Bartz, to recommend a 2% pay increase starting with pay following each April election in 2026, 2027, and 2028. Unanimously approved.
  - b. **Municipal Judge:** Ald. Lampe moved, seconded by Ald. Bartz, to recommend a 9.7% increase as of May 1, 2025, followed by 3.5% increases each following May 1 of 2026, 2027, and 2028. After some discussion about these rates, an amendment to the motion was made by Ald. Moldenhauer, supported by Ald. Davis, to reduce the annual increases of 2026-2028 to 2% annually. The amendment passed unanimously. The modified recommendation passed unanimously.
  - c. **Mayor:** Ald. Lampe moved to recommend a 3.5% increase each January 1 of 2026 through 2028, but this motion died due to no support. After some discussion, Ald. Davis made the motion to alter the increase to 2% each January 1 of 2026 through 2028, seconded by Ald. Bartz, and unanimously approved.
3. The **2025 payroll resolution** was presented with an understanding that one Water Systems position was under review and would likely be presented for a grade modification before the presentation to the Common Council. Ald. Moldenhauer made the motion to approve the recommendation, including the potential modification of one position. This was seconded by Ald. Bartz and unanimously approved.
4. Ald. Moldenhauer moved, seconded by Ald. Lampe, to convene into closed session per §19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (**PR Watertown LLC loan agreement**). This was unanimously approved by a roll call vote.
5. The Finance Committee reconvened into open session.
6. Ald. Davis moved, supported by Ald. Bartz, to convene into closed session per §19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (**Watertown Professional Police Association side letter of agreement**). This was unanimously approved by a roll call vote.
7. The Finance Committee reconvened into open session.

8. **Finance Committee adjournment.** Ald. Lampe moved, seconded by Ald. Davis, to adjourn the Finance Committee at 6:08 p.m., and carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.



**FINANCE COMMITTEE MEETING MINUTES  
MONDAY, DECEMBER 17, 2024, AT 6:45 PM**

**MUNICIPAL BUILDING COUNCIL CHAMBERS – 106 JONES STREET, WATERTOWN, WI 53094**

Finance Committee members present: Mayor McFarland, Alderpersons Bartz, Davis, Lampe, and Moldenhauer

Others present: Finance Director Stevens, Attorney Chesebro (video)

1. Call to order. Mayor McFarland called the meeting to order at 6:47 p.m.
2. A need for a request of a **construction easement from Ablelight** (formerly known as Bethesda Lutheran Communities, Inc.) for a triangle measuring 21.37 ft by 21.37 ft by 30.43 feet has come to light due to the close proximity of grading at the new fire station site. Ald. Davis made the motion, seconded by Ald. Moldenhauer, to approve the agreement. Unanimously approved.
3. **Finance Committee adjournment.** Ald. Moldenhauer moved, seconded by Ald. Davis, to adjourn the Finance Committee at 6:50 p.m., and was carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.



**FINANCE COMMITTEE MEETING MINUTES**

**MONDAY, DECEMBER 23, 2024, AT 10:00 AM**

**MUNICIPAL BUILDING COUNCIL CHAMBERS – 106 JONES STREET, WATERTOWN, WI 53094**

Finance Committee members present: Mayor McFarland (video), Alderpersons Bartz, Davis (video), Lampe (video), and Moldenhauer (video)

Others present: Finance Director Stevens, Parks/Rec Director Butteris (video)

1. Call to order. Mayor McFarland called the meeting to order at 10:00 a.m.
2. The **minutes of the November 25 meeting** were presented for approval. Ald. Davis made the motion, supported by Ald. Bartz, and unanimously approved.
3. A **grant of \$4,500 was offered by the Quirk Foundation** for a kayak rental program at Bentzin Family Town Square. Ald. Lampe made the motion, seconded by Ald. Moldenhauer, to approve the acceptance of this grant. Unanimously approved.
4. **Finance Committee adjournment.** Ald. Moldenhauer moved, seconded by Ald. Davis, to adjourn the Finance Committee at 10:02 a.m., and was carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

# MEMO

## Building Safety & Zoning

To: Finance Committee

From: Brian Zirbes, Zoning Administrator

Date: 12/23 /2024

Subject: Rates Increases for Vandewalle & Associates

### Background

The purpose of this memo is to provide awareness of rate increases for services provided by Vandewalle & Associates in 2025. These rate increases will affect the cost of planning, code, and TIF projects that are conducted with assistance from Vandewalle & Associates. Vandewalle did agree to delay the implementation of these new fees, originally scheduled for November of 2024, until January of 2025. These new fees will only affect new projects not already under contract. An email from Vandewalle and the new Fee Schedule are attached.

### Budget Goal

Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities.

### Financial Impact

Will increase the cost of projects with Vandewalle and Associates.

### Recommendation

No Recommendation – Informational Purposes Only.

### 2024 Operational Goals

Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities.

**From:** [Sonja Kruesel](#)  
**To:** [Brian Zirbes](#); [Mason Becker](#)  
**Cc:** [Scott Harrington](#); [Nonna Anderson](#)  
**Subject:** Vandewalle & Associates Billing Rates  
**Date:** Friday, November 1, 2024 3:23:19 PM  
**Attachments:** [Fee Schedule.pdf](#)

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Hi Brian and Mason,

In order to keep pace with the rising costs of running a small business, Vandewalle & Associates finds it necessary to increase our billing rates. We've kept our fees for Watertown the same for many years in recognition that these are tough economic times for municipalities, but we have no choice but to make adjustments to keep up with inflation.

New rates will be in effect starting with the November billing. Scott's new rate will be \$250 and my hourly rate will be \$160. We also now have three assistant planners, all of whom will bill at \$110, and we intend to involve them where appropriate to allow us to continue providing high-quality service while minimizing the overall cost impact. Attached is a revised rate sheet for all of our positions who may be called upon as needed.

Thank you for your continued trust in working with us. I have really enjoyed working with Watertown on a variety issues, and you have both been wonderful to work with directly. We also appreciate the long-standing relationship that V&A has had in Watertown. This will not affect any open work orders which will continue under the prior rates. If you have any questions, please do not hesitate to contact me.

Sonja

Sonja Kruesel, AICP  
Associate Planner  
**Vandewalle & Associates, Inc.**

**Madison Office**  
120 E. Lakeside Street  
Madison, WI 53715  
Cell 920-988-2327

[www.vandewalle.com](http://www.vandewalle.com)  
Shaping Places Shaping Change

# VANDEWALLE & ASSOCIATES

## FEE SCHEDULE

|                           | <u>Hourly Rates</u> |
|---------------------------|---------------------|
| Company President         | \$250 to \$350      |
| Principal                 | \$225 to \$300      |
| Associate                 | \$130 to \$175      |
| Assistant                 | \$110 to \$125      |
| GIS Analyst/Cartographer  | \$115 to \$125      |
| Communications Specialist | \$70 to \$125       |
| Project Assistant         | \$45 to \$75        |

120 East Lakeside Street • Madison, Wisconsin 53715 • 608.255.3988 • 608.255.0814 Fax  
247 Freshwater Way • Suite 530 • Milwaukee, Wisconsin 53204 • 414.988-8631

[www.vandewalle.com](http://www.vandewalle.com)

Shaping places, shaping change





# Water Systems

800 Hoffmann Drive • P.O. Box 477 • Watertown WI 53094-0477  
WASTEWATER (920) 262-4085 • WATER (920) 262-4075

To: Mayor McFarland & Members of the Finance Committee 12/18/2024  
From: Peter Hartz – Water Systems Manager  
Re: Water System agenda items for Finance committee meeting 12/23/2024

Dear Mayor McFarland & Committee Members:

**Water Systems agenda item:**

1. Review and take possible action – Approve 2 step adjustment for wastewater division employee

**Background:** Following the guidance listed in the City of Watertown Employee Handbook of Policy and Procedures, Section IV. Employment Compensation, Section G. Additional Job Compensation, is the following: Certifications, Non- exempt employees who complete professional certifications and/or licensing related to their job description will be eligible for a step placement review to be recommended by the Department Head to be determined by the Mayor and Finance Committee.

Aaron Giles of the wastewater team has met the above requirement for two additional steps in the pay plan based on obtaining the wastewater general and collections systems certifications offered by the Wisconsin Department of Natural Resources.

**Budget Goal:** Supports employee retention and growth and works to address critical staffing areas.

**Financial impact:** The 2024 budget accounted for these steps when approved in the budget cycle.

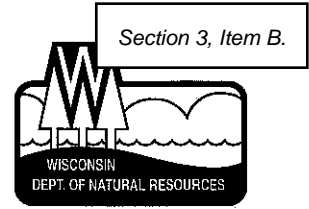
**Recommendation:** I recommend approval for Aaron Giles to move from Grade M Step 2 (\$34.70/hr.) to a Grade M Step 4 (\$36.63/hr.). These steps would be retroactive to December 11, 2024, the pay period closest to the test date. Note: review period by DNR may take 4 – 8 weeks before results are shared from test date.

Sincerely,

*Peter Hartz*  
Watertown Water Systems

**State of Wisconsin**  
 DEPARTMENT OF NATURAL RESOURCES  
 101 S Webster St  
 PO Box 7921  
 Madison, WI 53707-7921

**Tony Evers, Governor**  
 Telephone 608-266-2621  
 Toll Free 1-888-936-7463  
 TTY Access via relay - 711



December 18, 2024

Certification No: 38952

AARON T GILES  
 N5973 COFFEE RD  
 JOHNSON CREEK WI 53038

Exam Results for Wastewater Operator Certification

Dear Applicant:

The score for the Wastewater Operator Certification exam(s) you recently took is listed below.

| Exam Date | Exam Description                       | Passing Score | Your Score | Pass/Fail | Missed Objectives  |
|-----------|--|---------------|------------|-----------|--|
| 12/3/2024 | Basic General Wastewater               | 75 %          | 80 %       | P         | 2.1.6, 2.5.4, 3.5.1, 3.7.1, 3.8.1, 5.2.2, 6.1.5, 7.4.1, 7.6.1, 7.7.1 |
| 12/3/2024 | Basic Sanitary Sewer Collection System | 75 %          | 84 %       | P         |  |

dnr.wi.gov  
 wisconsin.gov

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# The State Of Wisconsin Department of Natural Resources



AARON T GILES  
N5973 COFFEE RD  
JOHNSON CREEK WI 53038

This certificate recognizes that

**AARON T GILES**  
**Certification No : 38952**  
has met the requirements of Ch. NR 114,  
Wis. Adm. Code, as a certified operator:  
**Wastewater Operator Certification**

Sanitary Sewage Collection System - OIT

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Certification begins on **December 03, 2024** and expires on **December 01, 2027**

For renewal of this certificate, you will need **18 continuing education hours** before this certificate expires.

*Certification information and training opportunities can be found at <https://dnr.wisconsin.gov/topic/opcert/training.html>.*



# Water Systems

800 Hoffmann Drive • P.O. Box 477 • Watertown WI 53094-0477  
WASTEWATER (920) 262-4085 • WATER (920) 262-4075

To: Mayor McFarland & Members of the Finance Committee 12/18/2024  
From: Peter Hartz – Water Systems Manager  
Re: Water System agenda items for Finance committee meeting 12/23/2024

Dear Mayor McFarland & Committee Members:

**Water Systems agenda item:**

1. Review and take possible action – Approve 2 step adjustment for water division employee

**Background:** Following the guidance listed in the City of Watertown Employee Handbook of Policy and Procedures, Section IV. Employment Compensation, Section G. Additional Job Compensation, is the following: Certifications, Non- exempt employees who complete professional certifications and/or licensing related to their job description will be eligible for a step placement review to be recommended by the Department Head to be determined by the Mayor and Finance Committee.

Chad Kosmal of the water team has met the above requirement for two additional steps in the pay plan based on obtaining the municipal waterworks groundwater and distribution systems certifications offered by the Wisconsin Department of Natural Resources.

**Budget Goal:** Supports employee retention and growth and works to address critical staffing areas.

**Financial impact:** The 2024 budget accounted for these steps when approved in the budget cycle.

**Recommendation:** I recommend approval for Chad Kosmal to move from Grade K Step 1 (\$29.78/hr.) to a Grade K Step 3 (\$31.48/hr.). These steps would be retroactive to December 11, 2024, the pay period closest to the test date. Note: review period by DNR may take 4 – 8 weeks before results are shared from test date.

Sincerely,

*Peter Hartz*  
Watertown Water Systems

**State of Wisconsin**  
**DEPARTMENT OF NATURAL RESOURCES**  
101 S Webster St  
PO Box 7921  
Madison, WI 53707-7921

**Tony Evers, Governor**  
Telephone 608-266-2621  
Toll Free 1-888-936-7463  
TTY Access via relay - 711



December 09, 2024

Certification No: 300558

CHAD J KOSMAL  
800 HOFFMAN DR  
WATERTOWN WI 53094

Exam Results for Municipal Waterworks Operator Certification

Dear Applicant:

The score for the Municipal Waterworks Operator Certification exam(s) you recently took is listed below.

| Exam Date | Exam Description  | Passing Score | Your Score | Pass/Fail | Missed Objectives   |
|-----------|-------------------|---------------|------------|-----------|---|
| 12/3/2024 | Distribution Exam | 75 %          | 85 %       | P         | 1.1.4, 2.1.8, 3.1.13, 3.1.3, 3.2.1, 3.2.7                 |
| 12/3/2024 | Groundwater Exam  | 75 %          | 80 %       | P         | 1.2.13, 2.1.12, 2.1.20, 2.1.9, 2.2.7, 3.1.4, 3.1.7, 3.2.1 |

[dnr.wi.gov](http://dnr.wi.gov)  
[wisconsin.gov](http://wisconsin.gov)

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# The State Of Wisconsin Department of Natural Resources



CHAD J KOSMAL  
800 HOFFMAN DR  
WATERTOWN WI 53094

This certificate recognizes that

**CHAD J KOSMAL**

**Certification No : 300558**

has met the requirements of Ch. NR 114,  
Wis. Adm. Code, as a certified operator:

## Municipal Waterworks Operator Certification

DISTRIBUTION GRADE T  
GROUNDWATER GRADE T

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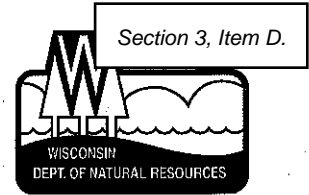
Certification begins on **December 03, 2024** and expires on **December 01, 2027**

For renewal of this certificate, you will need **18 continuing education hours** before this certificate expires.

Certification information and training opportunities can be found at <https://dnr.wisconsin.gov/topic/opcert/training.html>

**State of Wisconsin**  
**DEPARTMENT OF NATURAL RESOURCES**  
101 S Webster St  
PO Box 7921  
Madison, WI 53707-7921

**Tony Evers, Governor**  
Telephone 608-266-2621  
Toll Free 1-888-936-7463  
TTY Access via relay - 711



December 09, 2024

Certification No: 300381

JAKE D NEHLS  
N3655 COUNTY ROAD E  
JUNEAU WI 53039

Exam Results for Wastewater Operator Certification

Dear Applicant:

The score for the Wastewater Operator Certification exam(s) you recently took is listed below.

| Exam Date | Exam Description               | Passing Score | Your Score | Pass/Fail | Missed Objectives  |
|-----------|--------------------------------|---------------|------------|-----------|--|
| 12/3/2024 | Basic Biological Solids/Sludge | 75 %          | 80 %       | P         | 2.2.1, 2.3.12, 3.2.6, 3.5.2, 3.6.11, 4.1.1, 4.2.2, 5.2.7, 6.2.4, 6.2.7 |

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[wisconsin.gov](http://wisconsin.gov)

*Naturally* **WISCONSIN**





# The State Of Wisconsin Department of Natural Resources



JAKE D NEHLS  
N3655 COUNTY ROAD E  
JUNEAU WI 53039

This certificate recognizes that

**JAKE D NEHLS**

**Certification No : 300381**

has met the requirements of Ch. NR 114,  
Wis. Adm. Code, as a certified operator:

**Wastewater Operator Certification**

Biological Solids/Sludge Handling, Processing & Reuse - OIT  
Sanitary Sewage Collection System - OIT

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Certification begins on **June 12, 2024** and expires on **June 01, 2027**

For renewal of this certificate, you will need **18 continuing education hours** before this certificate expires.

Certification information and training opportunities can be found at <https://dnr.wisconsin.gov/topic/opcert/training.html>.





## Water Systems

800 Hoffmann Drive • P.O. Box 477 • Watertown WI 53094-0477  
WASTEWATER (920) 262-4085 • WATER (920) 262-4075

To: Mayor McFarland & Members of the Finance Committee  
From: Peter Hartz – Water Systems Manager

12/18/2024

Re: Water System agenda items for Finance committee meeting 12/23/2024

Dear Mayor McFarland & Committee Members:

**Water Systems agenda item:**

Review and take possible action – Approve 1 step adjustment for wastewater division employee

**Background:** Following the guidance listed in the City of Watertown Employee Handbook of Policy and Procedures, Section IV. Employment Compensation, Section G. Additional Job Compensation, is the following: Certifications, Non- exempt employees who complete professional certifications and/or licensing related to their job description will be eligible for a step placement review to be recommended by the Department Head to be determined by the Mayor and Finance Committee.

Jake Nehls of the wastewater team has met the above requirement for one additional step in the pay plan based on obtaining the wastewater biological solids / sludge handling, process & reuse certification offered by the Wisconsin Department of Natural Resources.

**Budget Goal:** Supports employee retention and growth and works to address critical staffing areas.

**Financial impact:** The 2024 budget accounted for these steps when approved in the budget cycle.

**Recommendation:** I recommend approving Jake Nehls to move from Grade H Step 4 (\$25.86/hr.) to a Grade H Step 5 (\$26.54/hr.). These steps would be retroactive to December 11, 2024, the pay period closest to the test date. Note: review period by DNR may take 4 – 8 weeks before results are shared from test date.

Sincerely,

*Peter Hartz*

Watertown Water Systems



# Water Systems

800 Hoffmann Drive • P.O. Box 477 • Watertown WI 53094-0477  
WASTEWATER (920) 262-4085 • WATER (920) 262-4075

To: Mayor McFarland & Members of the Finance Committee 12/18/2024  
From: Peter Hartz – Water Systems Manager  
Re: Water System agenda items for Finance committee meeting 12/23/2024

Dear Mayor McFarland & Committee Members:

**Water Systems agenda item:**

1. Review and take possible action – Approve 2 step adjustment for wastewater division employee

**Background:** Following the guidance listed in the City of Watertown Employee Handbook of Policy and Procedures, Section IV. Employment Compensation, Section G. Additional Job Compensation, is the following: Certifications, Non- exempt employees who complete professional certifications and/or licensing related to their job description will be eligible for a step placement review to be recommended by the Department Head to be determined by the Mayor and Finance Committee.

Jay Pirkel of the wastewater team has met the above requirement for two additional steps in the pay plan based on obtaining the wastewater general and collections systems certifications offered by the Wisconsin Department of Natural Resources.

**Budget Goal:** Supports employee retention and growth and works to address critical staffing areas.

**Financial impact:** The 2024 budget accounted for these steps when approved in the budget cycle.

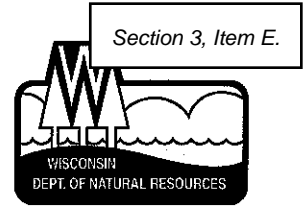
**Recommendation:** I recommend approval for Jay Pirkel to move from Grade F Step 3 (\$20.97/hr.) to a Grade F Step 5 (\$22.11/hr.). These steps would be retroactive to December 11, 2024, the pay period closest to the test date. Note: review period by DNR may take 4 – 8 weeks before results are shared from test date.

Sincerely,

*Peter Hartz*  
Watertown Water Systems

**State of Wisconsin**  
**DEPARTMENT OF NATURAL RESOURCES**  
101 S. Webster St  
PO Box 7921  
Madison, WI 53707-7921

**Tony Evers, Governor**  
Telephone 608-266-2621  
Toll Free 1-888-936-7463  
TTY Access via relay - 711



December 09, 2024

Certification No: 300563

JAY E PIRKEL  
N6384 GOMOLL RD  
LAKE MILLS WI 53551

**Exam Results for Wastewater Operator Certification**

Dear Applicant:

The score for the Wastewater Operator Certification exam(s) you recently took is listed below.

| Exam Date | Exam Description                       | Passing Score | Your Score | Pass/Fail | Missed Objectives                               |
|-----------|--|---------------|------------|-----------|---|
| 12/3/2024 | Basic General Wastewater               | 75 %          | 86 %       | P         | 3.1.4, 3.3.4, 3.5.1, 3.7.1, 5.2.2, 6.1.7, 7.6.1 |
| 12/3/2024 | Basic Sanitary Sewer Collection System | 75 %          | 88 %       | P         |   |

[dnr.wi.gov](http://dnr.wi.gov)  
[wisconsin.gov](http://wisconsin.gov)

*Naturally* **WISCONSIN**





# ***The State Of Wisconsin Department of Natural Resources***



JAY E PIRKEL  
N6384 GOMOLL RD  
LAKE MILLS WI 53551

This certificate recognizes that

**JAY E PIRKEL**  
**Certification No : 300563**  
has met the requirements of Ch. NR 114,  
Wis. Adm. Code, as a certified operator:  
**Wastewater Operator Certification**

Sanitary Sewage Collection System - OIT

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Certification begins on **December 03, 2024** and expires on **December 01, 2027**

For renewal of this certificate, you will need **18 continuing education hours** before this certificate expires.

Certification information and training opportunities can be found at <https://dnr.wisconsin.gov/topic/opcert/training.html>.

RETURN OF RECORDED INSTRUMENT  
IN ELECTRONIC FORMAT AGREEMENT  
WITH JEFFERSON COUNTY REGISTER OF DEEDS

**THIS AGREEMENT**, made and entered into this \_\_\_\_ day of \_\_\_\_, 20\_\_\_\_, by and between Jefferson County, 311 S. Center Ave, Room C1030, Jefferson, WI 53549, a quasi-municipal corporation (hereinafter referred to as "**County**"), and \_\_\_\_\_, a company doing business in **County's** Register of Deeds office (hereinafter referred to as "**Recording Partner**").

WHEREAS, **WISCONSIN STATUTES §706.25 Uniform real property electronic recording act** provides that the **County's** Register of Deeds may convert paper documents into electronic documents and archive the electronic documents; and

WHEREAS, **WISCONSIN STATUTES §59.43(1)(g)** provides that the **County's** Register of Deeds shall "safely keep and return to the party entitled thereto, on demand within a reasonable time, every document that is left with the register for record not required by law to be kept in the register's office"; and

WHEREAS, the **Recording Partner** is desirous of enrolling in the **County's** Register of Deeds eReturn process when paper documents are submitted for recording as permitted by **WISCONSIN STATUTES §706.25 and §59.43(1)(g)**.

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the **County** and **Recording Partner** do agree as follows:

1. The term of this agreement shall commence on the date above. This agreement shall be automatically renewed upon like terms for successive calendar years.
2. The **Recording Partner** will submit paper documents for recording, along with payment for the correct recording, to the **County**.
3. Upon recording the document(s), the **County** will return a recorded copy of the document(s) to the **Recording Partner** via email.
4. After 30 days have passed from the recording date of the document(s), the **County** shall shred the original paper document.

I hereby authorize the Jefferson County Register of Deeds to return all instruments left for recording to me in an electronic format at the following e-mail address:

\_\_\_\_\_  
I further authorize the Jefferson County Register of Deeds to destroy the original paper instrument.

**FOR RECORDING PARTNER:**

Date Signed \_\_\_\_\_

By \_\_\_\_\_

**FOR THE COUNTY:**

Date Signed \_\_\_\_\_

By \_\_\_\_\_

Jefferson County Register of Deeds

**RESOLUTION TO  
ENTER INTO AGREEMENT WITH JEFFESON COUNTY REGISTER OF  
DEEDS FOR THE RETURN OF RECORDED INSTRUMENT IN ELECTRONIC  
FORMAT**

**SPONSOR: MAYOR MCFARLAND  
FROM: FINANCE COMMITTEE**

**WHEREAS**, the City of Watertown frequently records documents with the Jefferson County Register of Deeds for a variety of reasons; and,

**WHEREAS**, the Jefferson County Register of Deeds office mails all recorded documents back to the city; and,

**WHEREAS**, the Jefferson County Register of Deeds office wants to move to a tag-less recording system to cut expenses and streamline duties, and,

**WHEREAS**, the Register of Deeds office wants to electronically return recorded documents from the city, referred to as the eReturn process, when paper documents are submitted for recording, and

**WHEREAS**, the eReturn process will have benefits of accessing recorded documents sooner, allowing the city to store the digital copy directly from the email, and same day notice of any rejected documents, and

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:**

That the proper City officials be and are hereby authorized to execute the attached agreement (Exhibit A) with Jefferson County Register of Deeds to allow paper documents to be recorded, archived, and returned electronically by the Jefferson County Register of Deeds to the City of Watertown.

That this Resolution shall be in full force and effect upon its passage and adoption.

|                 | YES | NO |
|-----------------|-----|----|
| DAVIS           |     |    |
| LAMPE           |     |    |
| BOARD           |     |    |
| BARTZ           |     |    |
| BLANKE          |     |    |
| SMITH           |     |    |
| SCHMID          |     |    |
| WETZEL          |     |    |
| MOLDENHAUER     |     |    |
| MAYOR MCFARLAND |     |    |
| TOTAL           |     |    |

ADOPTED January 21, 2025

\_\_\_\_\_  
CITY CLERK

APPROVED January 21, 2024

\_\_\_\_\_  
MAYOR



To: Finance Committee  
 From: Mark Stevens  
 Date: January 13, 2025  
 RE: Unclaimed Funds (Outstanding Checks)

Wis. Stat. 59.66(2)(a)1 requires us to file a written report at the beginning of each odd year with our counties for any held money or security that has not been claimed for at least one year. The respective counties publish a public notice of unclaimed funds to attempt to find owners within six months.

The following is the City's list of outstanding checks that meet this definition. I have provided the required information to Dodge and Jefferson Counties and the WI Dept of Financial Institutions and turned over the respective amounts of unclaimed funds to Dodge and Jefferson Counties.

| Check Number | Check Date | Amount            | Last Name                  | First Name | Address                | City      | ST | Zip   |
|--------------|------------|-------------------|----------------------------|------------|------------------------|-----------|----|-------|
| 448972       | 6/10/2021  | \$ 200.00         | BEZANSON                   | OLIVIA     | 1426 Willow St         | Watertown | WI | 53094 |
| 449854       | 9/2/2021   | \$ 20.00          | FILLBACH                   | JOSHUA     | 312 1/2 N Third St     | Watertown | WI | 53094 |
| 450113       | 9/30/2021  | \$ 124.00         | SUAREZ UMANZOR             | JAMINTON   | 110 1/2 S Third St     | Watertown | WI | 53094 |
| 450330       | 10/22/2021 | \$ 25.00          | STREAN                     | RODNEY     | 105 1/2 E Main St      | Watertown | WI | 53094 |
| 451219       | 1/31/2022  | \$ 23.40          | PAVLONS                    | BRETT      | N8530 County Rd X      | Watertown | WI | 53094 |
| 451325       | 2/2/2022   | \$ 236.81         | BURGER                     | KAYLA      | 907 Richards Ave       | Watertown | WI | 53094 |
| 451563       | 2/18/2022  | \$ 30.00          | HUBBARD JR                 | REGINALD   | 120 W Main St          | Watertown | WI | 53094 |
| 451604       | 3/2/2022   | \$ 20.00          | JOSLYN                     | DAVID      | 1153 Boughton St #6A   | Watertown | WI | 53094 |
| 452089       | 4/28/2022  | \$ 20.57          | KARPINSKY                  | DAVID      | 329 S Concord Ave      | Watertown | WI | 53094 |
| 452604       | 6/28/2022  | \$ 56.92          | SCHEID                     | BRYN       | 524 Carriage Hill Dr   | Watertown | WI | 53094 |
| 452859       | 7/27/2022  | \$ 100.00         | EVANS                      | NORRIS     | 20 Pine Ridge Ct #1    | Watertown | WI | 53094 |
| 455105       | 3/3/2023   | \$ 390.35         | STARK                      | DANIEL     | 1301 E Main St         | Watertown | WI | 53094 |
| 455114       | 3/3/2023   | \$ 200.00         | FLATH                      | RUTH       | 1503 Utah St           | Watertown | WI | 53094 |
| 456148       | 6/6/2023   | \$ 271.09         | MALLOW                     | CHERYL     | 1329 S Tenth St        | Watertown | WI | 53094 |
| 456164       | 6/6/2023   | \$ 87.63          | KUCKKAN                    | ERVIN      | N9460 Kuckkan Ln       | Watertown | WI | 53094 |
| 456170       | 6/6/2023   | \$ 176.38         | HALTERMAN                  | GARY       | 317 S Water St         | Watertown | WI | 53094 |
| 456971       | 8/25/2023  | \$ 50.00          | PAKALSKI                   | STEVE      | 1700 River Dr          | Watertown | WI | 53094 |
| 458026       | 12/18/2023 | \$ 25.00          | EDYVEAN                    | GRACE      | 1200 Hazelcrest Dr     | Watertown | WI | 53094 |
| 458045       | 12/18/2023 | \$ 105.11         | KISLIA                     | NOAH       | 501 1/2 N 4th St Apt 2 | Watertown | WI | 53094 |
|              |            | <b>\$2,162.26</b> | <b>JEFFERSON CTY TOTAL</b> |            |                        |           |    |       |

| Check Number | Check Date | Amount             | Last Name              | First Name | Address               | City      | ST | Zip   |
|--------------|------------|--------------------|------------------------|------------|-----------------------|-----------|----|-------|
| 450297       | 10/20/2021 | 100.00             | BUBOLTZ                | SANDRA     | 322 Washington St     | Horicon   | WI | 53032 |
| 450842       | 12/29/2021 | 20.60              | HERNANDEZ              | ANGELA     | 423 N Church St       | Watertown | WI | 53098 |
| 451652       | 3/2/2022   | 317.94             | FISCHER                | TIFFANY    | 1503 Hillside Ln      | Watertown | WI | 53098 |
| 451785       | 3/18/2022  | 53.07              | LANGER                 | DAWN       | 202 Emerald St        | Watertown | WI | 53098 |
| 452849       | 7/27/2022  | 25.00              | BURCHAM                | ALLISON    | 414 E Division St     | Watertown | WI | 53098 |
| 454430       | 12/21/2022 | 100.00             | MUELLER                | JACOB      | 1119 Lisbon St        | Watertown | WI | 53098 |
| 455106       | 3/3/2023   | 722.09             | RULE                   | ELLEN      | 1045 Hill St          | Watertown | WI | 53098 |
| 455110       | 3/3/2023   | 27.53              | CLARKE                 | JOAN       | 1424 Country Club Ln  | Watertown | WI | 53098 |
| 455111       | 3/3/2023   | 39.02              | HOPPE                  | MARY       | 125A Hospital Dr      | Watertown | WI | 53098 |
| 455113       | 3/3/2023   | 782.65             | NEUSTEDTER             | ROLEEN     | 1408 Memorial Dr      | Watertown | WI | 53098 |
| 456147       | 6/6/2023   | 289.65             | SMITH                  | CHARLES    | 1020 Hill St          | Watertown | WI | 53098 |
| 458046       | 12/18/2023 | 25.00              | HAU                    | PAUL       | 1401 Timber Ridge Trl | Watertown | WI | 53098 |
|              |            | <b>\$ 2,502.55</b> | <b>DODGE CTY TOTAL</b> |            |                       |           |    |       |

| Check Number | Check Date | Amount           | Last Name                               | First Name     | Address                          | City            | ST | Zip   |
|--------------|------------|------------------|---|----------------|----------------------------------|-----------------|----|-------|
| 449600       | 8/6/2021   | 60.16            | THOMAS                                  | BRIANA         | 1260 Prairie Creek Blvd Unit 201 | Oconomowoc      | WI | 53066 |
| 452258       | 5/18/2022  | 45.67            | SCULLY                                  | JADEN          | N57 W34557 Nickels Pt Rd         | Oconomowoc      | WI | 53066 |
| 452333       | 6/1/2022   | 80.46            | KUEHL                                   | JAMES          | W151 N11659 Valley Ct            | Germantown      | WI | 53022 |
| 455061       | 2/22/2023  | 55.33            | ENTERS                                  | STUART         | N86 W16351 Appleton Ave          | Menominee Falls | WI | 53051 |
| 456274       | 6/19/2023  | 266.82           | WAGNER                                  | DANIEL         | 1100 Webster St Apt 887          | Oakland         | CA | 94607 |
| 456940       | 8/16/2023  | 125.00           | UPS                                     |                | Lockbox 577                      | Carol Stream    | IL | 60132 |
| 456945       | 8/21/2023  | 150.08           | DEEHR                                   | BRIAN & NOELLE | 120 N Main St                    | North Prairie   | WI | 53153 |
| 456958       | 8/21/2023  | 176.99           | HILL                                    | WENDY          | 205 Pennsylvania Ave             | Clearwater      | FL | 33755 |
| 458049       | 12/18/2023 | 25.00            | BLICKLEY                                | SONJA          | W292 N6910 Dorn Rd               | Hartland        | WI | 53029 |
|              |            | <b>\$ 985.51</b> | <b>NON-DODGE OR JEFFERSON CTY TOTAL</b> |                |                                  |                 |    |       |



**RESOLUTION TO  
AUTHORIZE WRITE OFF OF UNCASHED CHECKS**

**SPONSOR: MAYOR MCFARLAND  
FROM: FINANCE COMMITTEE**

**WHEREAS**, the following checks have been outstanding for at least six months and are unlikely to be cashed by the recipient and in some cases have been returned undeliverable by the US Postal Service; and

**WHEREAS**, amounts under \$20 are not required to be reported as unclaimed property; and

**WHEREAS**, the Finance Committee has reviewed the list of outstanding checks and has recommended writing off the remaining balances.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Watertown that the following checks be removed from the general ledger:

| Check Date | Payee                 | Amount          |
|------------|-----------------------|-----------------|
| 6/30/2021  | Cody Jenks            | 3.69            |
| 7/31/2021  | Tyson Bernhardt       | 4.51            |
| 6/30/2023  | Sophia Tolfa          | 19.62           |
| 11/30/223  | Dale Hrobsky          | 13.50           |
| 12/31/2023 | Dennis Fenner         | 11.40           |
| 12/31/2023 | Mason & Kayla Bingham | 15.00           |
|            |                       | <u>\$ 67.72</u> |

|                 | YES | NO |
|-----------------|-----|----|
| DAVIS           |     |    |
| LAMPE           |     |    |
| BOARD           |     |    |
| BARTZ           |     |    |
| BLANKE          |     |    |
| SMITH           |     |    |
| SCHMID          |     |    |
| WETZEL          |     |    |
| MOLDENHAUER     |     |    |
| MAYOR MCFARLAND |     |    |
| TOTAL           |     |    |

ADOPTED December 23, 2024

CITY CLERK

APPROVED December 23, 2024

MAYOR

## RESOLUTION TO AUTHORIZE WRITE OFF OF UNCOLLECTIBLE DELINQUENT PERSONAL PROPERTY TAXES

**SPONSOR: MAYOR MCFARLAND  
FROM: FINANCE COMMITTEE**

**WHEREAS**, the following personal property tax accounts have become delinquent and collection efforts by the Finance Department have been unsuccessful; and

**WHEREAS**, in cases where allowed by Wis. Stats. §74.42, the Finance Department will pursue the chargeback process to recover amounts from other taxing jurisdictions that previously received settlement of their share of these personal property tax bills; and

**WHEREAS**, the Finance Committee has reviewed the list of outstanding amounts deemed uncollectible by the Finance Director, has been informed of collection efforts made on such accounts and has recommended writing off the remaining balances.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Watertown that the following delinquent personal property tax amounts be removed from the general ledger but collection efforts will continue where appropriate:

| Tax Year                | Owner                        | Amount   | Tax Year | Owner                          | Amount              |
|-------------------------|------------------------------|----------|----------|--------------------------------|---------------------|
| 2022                    | Bedrock HCS at Watertown LLC | 1,811.15 | 2023     | Defense Combatives             | 0.12                |
| 2022                    | GPH Watertown LLC            | 4,678.62 | 2023     | Jefferson Travel Inc           | 7.19                |
| 2022                    | Micronet Electronics         | 16.27    | 2023     | Rosati's Pizza                 | 294.82              |
| 2022                    | Rosati's Pizza               | 305.49   | 2023     | Flaunt Beauty Lounge LLC       | 1.43                |
| 2022                    | Flaunt Beauty Lounge LLC     | 77.72    | 2023     | The Closet Hanger              | 17.97               |
| 2022                    | The Closet Hanger            | 18.07    | 2023     | Eve Photography                | 17.97               |
| 2022                    | Eve Photography              | 18.07    | 2023     | Three Ducks Pub LLC            | 174.38              |
| 2023                    | Bedrock HCS at Watertown LLC | 1,767.15 | 2023     | Masterson Staffing Solutions   | 150.99              |
| 2023                    | 121 Watertown Realty LLC     | 4,149.47 | 2023     | KFC                            | 632.80              |
| 2023                    | Qbit Networking              | 33.55    | 2023     | Pizza Hut                      | 632.80              |
| 2023                    | Hat Creek Candle Co          | 19.78    | 2023     | E's Place Tanning and Beauty S | 55.73               |
| 2023                    | Micronet Electronics         | 16.19    | 2023     | Fuelify                        | 125.84              |
| 2023                    | RedBox Automated Retail LLC  | 5.40     | 2023     | Lisa Eisenberg Photography     | 16.19               |
| 2023                    | Brent Hamann                 | 17.97    | 2023     | Metalic Salt Studio            | 1.54                |
| 2023                    | Steve's South Side Citgo     | 5.40     | 2023     | Morgan Ashley-Lynn Photograp   | 16.19               |
| 2023                    | Michael Stupich              | 82.70    | 2023     | Neverending Nutrition          | 125.84              |
| 2023                    | RedBox Automated Retail LLC  | 5.40     | 2023     | Rampage                        | 158.19              |
| <b>Total Write Offs</b> |                              |          |          |                                | <b>\$ 15,458.39</b> |

|                 | YES | NO |
|-----------------|-----|----|
| DAVIS           |     |    |
| LAMPE           |     |    |
| BOARD           |     |    |
| BARTZ           |     |    |
| BLANKE          |     |    |
| SMITH           |     |    |
| SCHMID          |     |    |
| WETZEL          |     |    |
| MOLDENHAUER     |     |    |
| MAYOR MCFARLAND |     |    |
| TOTAL           |     |    |

ADOPTED \_\_\_\_\_

\_\_\_\_\_

CLERK

APPROVED \_\_\_\_\_

\_\_\_\_\_

MAYOR