



## FINANCE COMMITTEE MEETING AGENDA

MONDAY, AUGUST 21, 2023 AT 5:30 PM

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

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**By Phone or GoToMeeting:** Members of the media and the public may attend by calling:

+1 (571) 317-3122 **Access Code:** 153-925-469 or <https://www.gotomeet.me/EMcFarland>

All public participants' phones will be muted during the meeting except during the public comment period.

### 1. CALL TO ORDER

### 2. REVIEW AND APPROVE MINUTES

- A. Finance committee minutes of August 7, 2023

### 3. BUSINESS

- A. Review and take action: EMS billing write offs
- B. Review and take action: hire Shea Harrod for vacant Media Productions Manager position
- C. Review and take possible action: water and wastewater job description and position review.
- D. Update and Take Potential action: Job Description Evaluation and JDQ review by Carlson Dettman for Police Records Specialist, Investigations Technician, Community Services Officer, and Clerk/Typist
- E. Review and Take Action: To modify Police Department budget for 911 system maintenance contract
- F. Update on status of Raze Order for 100 Western Avenue
- G. Discuss: report of financial charges of 2022-23 special events
- H. Convene into closed session per Wis. Stat. Sec. 19.85(1)(g) to confer with legal counsel of the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Expenses for Pride in the Park)
- I. Reconvene into open session
- J. Take Action: Determine amount to invoice for Pride in the Park.
- K. Convene into closed session per Wis. Stat. Sec. 19.85(1)(b) considering discipline of any public employee or officer or any person licensed by governing body or investigation of charges against such person. No formal action or evidentiary hearing will occur.
- L. Reconvene into open session

### 4. ADJOURNMENT

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [mdunneisen@watertownwi.gov](mailto:mdunneisen@watertownwi.gov), phone 920-262-4006*

*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, AUGUST 7, 2023, AT 5:30 PM

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

Members present: Mayor McFarland, Alderpersons Bartz, Davis, Lampe, and Moldenhauer

Others present: Finance Director Stevens, City Attorney Chesebro, Fire Chief Teesch, Police Chief Kaminski, Public Works Director Holloway, Library Director Checkai, Ald Smith, Ald Board, Lisa Schwartz, Andrew Beyer, Tony Rauterberg, Library board member Chris Koppes, Park/Rec Director Butteris (video), Street Operations Manager Winkleman, Sheri Rohr

1. **Call to order.** Mayor McFarland called the meeting to order at 5:30 p.m.
2. **Minutes** from the meeting of **July 24** were presented. Ald. Bartz, seconded by Ald. Davis, moved to approve. Unanimous voice vote.
3. Finance Director Stevens provided three pages of various comments for discussion on the impact of the **2023 WI Act 12's provision of supplemental shared revenue**. Watertown will receive \$712,000 additionally in 2024, and future amounts of all state shared revenue will increase each year based upon the prior year's sales tax revenue growth.

Discussion comments:

- Find a way (via calculation formula or targeted accounts) to return to tax payers
- Use the Expenditure Restraint Program amount to reduce tax levy
- Place a freeze on the city portion of citizens' taxes
- Fund increases in salary and benefits due to new contracts or increasing costs
- Determine the impact of the levy savings to taxpayers
- Be mindful of upcoming expenses- Main St bridge, fire station, FD/PD union contracts, infrastructure
- Reduce reliance on property tax
- An increase to public safety should be included
- Infrastructure needs a greater spending level so as to not get further behind

These comments are helpful to give direction to leadership team and the mayor as the 2024 budget is built.

4. **2024 Budget Introduction:** Mayor McFarland presented the 2024 operational goals to the committee. These were agreed upon by consensus. Finance Director Stevens reviewed the process of pay increases (both a cost-of-living-allowance and performance increase) and assumptions on benefits increases. The direction given to department heads is to limit budget proposals to 2% increases for the non-compensation portion of budgets.
5. Attorney Chesebro presented a recommended resolution to **repeal out of classification pay policy** within the employee handbook of policies and procedures due to an overlap of two similar policies. There is no impact upon employees within the unions. Ald. Davis moved, supported by Ald. Lampe, to recommend this to the Council. The committee unanimously approved.
6. Chief Teesch explained the necessity of **replacing the motor in the lead fire engine** (4161). Three quotes were secured. Initial diagnosis was accomplished **by Fire Service Inc**, and they provided the low estimate for remaining services needed. The total exceeds the Apparatus

Maintenance budget. The following adjustments to expense accounts will be requested in a budget modification:

- a. 01-52-31-59 Safety Equipment Testing- reduce \$12,000
- b. 01-52-31-22 Dues, Fees, Subscriptions- reduce \$1,000
- c. 01-52-31-41 Tires- reduce \$2,000

A sale of portable radios should yield \$20,000, and the recent additional services to Milford for EMS is \$2,660, both helping with the overage in the repairs budget. A motion was made by Ald. Davis, seconded by Ald. Bartz, to approve the repair to be completed by Fire Service Inc and to present a budget adjustment to Council. The committee unanimously approved.

7. Mayor McFarland introduced a desire to **create a Memo of Understanding between City of Watertown and Watertown Public Library** to allow better understanding of the arrangements between the City and the Library. The City would like to memorialize expectations of participation on Leadership Team, use of the lobby bathrooms and community room, adherence to employee handbook, and visibility of budget details, while the Library would like to protect limitations laid out in state statutes and reduce unspoken expectations with consistent pathways of communication. Ald. Davis moved, supported by Ald. Bartz, to direct Mayor McFarland and Attorney Chesebro to work with Director Checkai and board member Chris Koppes to draft an acceptable MOU that captures the shared inputs. Approved.
8. HR Generalist Schwartz presented a consideration of adding a **long-term disability benefit** to our employee benefits offerings. The recommendation, after comparing two options, was to pursue a product brokered through Cottingham Buttler that includes an EAP for participants at the net expense (eliminates current standalone EAP) of approximately \$20,000. After discussing what the State's income continuation insurance addition will be as of January 1, 2024, it was agreed to not pursue the addition of this insurance product.
9. Ald. Moldenhauer moved, supported by Ald. Lampe, to **convene into closed session** per Wis. § 19.85(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (union wage requests). The committee approved via roll call vote.
10. The committee reconvened into open session.
11. Adjournment. Ald. Davis moved to adjourn, seconded by Ald. Bartz, 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.

MEMO

TO: Finance Committee

FROM: Andrea Peters

DATE: August 21, 2023

RE: Ambulance Billing Write Offs

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Attached to this memo is a list of accounts that I am asking for approval to be written off. On all the accounts listed, all collections efforts have been exhausted. This list explains the reason each account is no longer collectable.

Writing off uncollectible debts is a normal business practice and is a requirement by the auditors.



# Request for Write-Off

08.21.23

Section 3, Item A.

Call Number	DOS	Balance	Write Off Reason
1700145	1/19/2017	\$74.32	Deceased - No Estate
1700184	1/25/2017	\$74.32	Deceased - No Estate
1702327	11/17/2017	\$250.00	Deceased - No Estate
1702472	12/8/2017	\$74.98	Deceased - No Estate
1800104	1/12/2018	\$93.82	Deceased - No Estate
1801718	8/27/2018	\$76.09	Deceased - No Estate
1801780	8/1/2018	\$81.01	Deceased - No Estate
1801860	9/16/2018	\$89.79	Deceased - No Estate
013-19-0184	1/25/2019	\$599.80	Deceased - No Estate
013-19-0408	2/22/2019	\$546.00	Deceased - No Estate
013-19-1296	6/27/2019	\$275.00	Deceased - No Estate
013-19-1463	7/15/2019	\$94.82	Deceased - No Estate
013-19-1570	7/30/2019	\$907.99	Deceased - No Estate
013-20-0198	1/28/2020	\$275.00	Deceased - No Estate
013-20-1973	10/6/2020	\$150.00	Deceased - No Estate
013-20-2256	11/11/2020	\$76.96	Deceased - No Estate
013-21-0492	3/9/2021	\$275.00	Deceased - No Estate
013-21-0526	3/14/2021	\$79.04	Deceased - No Estate
013-21-1366	7/13/2021	\$80.89	Deceased - No Estate
013-21-1738	8/25/2021	\$79.28	Deceased - No Estate
013-22-0276	2/5/2022	\$275.00	Deceased - No Estate
013-22-1076	5/25/2022	\$275.00	Deceased - No Estate
013-22-1099	5/28/2022	\$744.20	Deceased - No Estate
013-22-1226	6/14/2022	\$275.00	Deceased - No Estate
013-22-1519	7/20/2022	\$1,049.63	Deceased - No Estate
013-22-1787	8/25/2022	\$310.00	Deceased - No Estate
013-22-1844	8/31/2022	\$310.00	Deceased - No Estate
013-22-1906	9/8/2022	\$310.00	Deceased - No Estate
013-22-2164	10/12/2022	\$275.00	Deceased - No Estate
013-22-2437	11/14/2022	\$1,737.10	Deceased - No Estate
013-22-0445	3/1/2022	\$933.38	Unable to Locate - No SSN available

# Request for Write-Off

08.21.23

Section 3, Item A.

1401810	10/4/2014	\$914.64	Department of Revenue Determined Uncollectible
1402336	12/26/2014	\$200.54	Department of Revenue Determined Uncollectible
1602096	11/15/2016	\$850.90	Department of Revenue Determined Uncollectible
1701870	9/17/2017	\$768.53	Department of Revenue Determined Uncollectible
1702080	10/12/2017	\$636.20	Department of Revenue Determined Uncollectible
013-18-2497	12/15/2018	\$789.36	Department of Revenue Determined Uncollectible
013-18-2586	12/30/2018	\$1,297.66	Department of Revenue Determined Uncollectible
013-19-0024	1/6/2019	\$242.14	Department of Revenue Determined Uncollectible
013-19-0341	2/13/2019	\$265.00	Department of Revenue Determined Uncollectible
013-19-0451	3/1/2019	\$599.90	Department of Revenue Determined Uncollectible
013-19-0493	3/7/2019	\$838.62	Department of Revenue Determined Uncollectible
013-19-0891	5/1/2019	\$622.60	Department of Revenue Determined Uncollectible
013-19-1051	5/23/2019	\$240.00	Department of Revenue Determined Uncollectible
013-19-1362	7/2/2019	\$910.26	Department of Revenue Determined Uncollectible
013-19-1431	7/12/2019	\$678.26	Department of Revenue Determined Uncollectible
013-19-1697	8/16/2019	\$265.00	Department of Revenue Determined Uncollectible
013-19-1700	8/16/2019	\$648.80	Department of Revenue Determined Uncollectible
013-19-1933	9/16/2019	\$225.00	Department of Revenue Determined Uncollectible
013-19-1997	9/24/2019	\$1,538.90	Department of Revenue Determined Uncollectible
013-19-2084	10/5/2019	\$250.00	Department of Revenue Determined Uncollectible
013-19-2187	10/22/2019	\$203.39	Department of Revenue Determined Uncollectible
013-19-2336	11/14/2019	\$968.97	Department of Revenue Determined Uncollectible
013-20-0737	4/23/2020	\$95.18	Department of Revenue Determined Uncollectible
013-20-1670	8/27/2020	\$780.86	Department of Revenue Determined Uncollectible
013-21-1700	8/18/2021	\$901.26	Department of Revenue Determined Uncollectible
Amount for Write Offs		\$26,480.39	

### Candidate Selection Form

POSITION TITLE Media Productions Manager DEPARTMENT: Media & Communications

NEW POSITION        VACANCY        X        RECLASS        # OF APPLICANTS: 5

FT\_X\_ PT        EXEMPT    X    NONEXEMPT       

<b>Reason for opening:</b>
Previous employee obtained employment elsewhere.
<b>Justification to fill:</b>
This position is critical to Media and Communications operations.
<b>Top three responsibilities for position:</b>
1. Captures, packages, and features original programming for broadcast on Watertown cable television channels, website, social media, or other media sources. 2. Oversees weekly update and scheduling of TV channels. 3. Manage the department's video production process. This includes production, videography, editing, distribution, and archiving of video assets. Serve as lead technical producer, facilitating video recordings, live streaming, and related production activities.

CANDIDATE NAME: Shea Harrod

<b>How this candidate had demonstrated skills to meet the needs of the position and requested step:</b>
Our candidate was very knowledgeable in many different aspects of our operations. He has nine years' experience in local government communications and video production.

Date Available to start:	8/28/23	Grade	G	Step	2	Hourly Rate	22.12
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Approved Yes        No

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

08/18/2023

Re: Water System agenda items for Finance committee meeting 08/21/2023

Dear Mayor McFarland & Committee Members:

**Water Systems agenda item:**

1. Review and take possible action – water and wastewater job description and position review.

The Assistant Utility Billing Clerk position was originally part of the larger administrative staff review by Carlson Dettmann. Due to the nature of this position's duties in comparison to the other administrative staff the consultant recommended that this position be pulled out from the larger group evaluation. That was also related to the recent review and change to the Utility Billing Clerk by the consultant.

The recommendation is to have this position returned to Carlson Dettmann for a review due to the removal from the group review, coupled with the recent change to the Utility Billing Clerk. I am seeking approval for this position to undergo a separate review with the consultant, and to have them take a closer look at other jobs of similarity and current market rates.

Thank you for your consideration and if anyone has any questions, please feel free to contact me anytime.

Sincerely,

*Peter Hartz*  
Watertown Water Systems

# Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
Employee Name	Suzanne Fretzel	Employer Name	City of Watertown
Job Title (OLD)	Assistant Utility Billing Clerk	Work Location	Water & Wastewater Business Office
Department	Water & Wastewater	Division	Water & Wastewater Utilities
Full-Time / Part-Time	Full-Time	Part-Time (Hrs per Wk)	40
Supervisor Name	Peter Hartz	Supervisor Title	Water Systems Manager

## SECTION 2

## DESCRIPTION OF ESSENTIAL DUTIES &amp; RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. *(Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.)* To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

**Frequency Codes:** Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Primary Duties (essential accountabilities)	Frequency	% of Annual Total Time
<p><b><u>Financial Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Tracking Revenue Income From Rates:</b> Ensuring that revenues include user charges, utility liens added to taxes, connection fees, betterment assessments, miscellaneous fees, interest earnings, and other financing sources.</li> <li>• <b>Prepare and file reports and correspondence:</b> Able to prepare and file various reports and correspondence related to utility billing, such as monthly revenue reports, delinquent account notices, collection letters, or refund requests. Able to communicate with other departments or agencies, such as finance, public works, or regulators.</li> <li>• <b>Create and manage an office budget:</b> Able to plan and allocate funds for various office expenses, such as utility bills, maintenance contracts, equipment purchases, and employee salaries. Track and report on the actual spending and identify any variances or opportunities for savings.</li> <li>• <b>Monitor and reconcile utility budgets:</b> Able to review and verify the invoices from utility providers and vendors and ensure they match the agreed-upon rates and service levels. Resolve any discrepancies or disputes in a timely manner and report on the monthly utility costs and usage.</li> <li>• <b>Manage service contracts:</b> Materials inventory for the Department of Natural Resources for all utility and privately owned service lines and the lead service line replacement contract support.</li> </ul>	D	32.5%
<p><b><u>Water &amp; Wastewater Utility Billing day to day jobs:</u></b> Calculate, print, correct, burst, sort, prepare and mail city utility bills which requires all of the following:</p> <ul style="list-style-type: none"> <li>• Import reads into utility billing system &amp; meter change out reads are entered and calculated correctly.</li> <li>• Analyze consumption journals, send letters for high consumptions and create work orders for non-registering meters.</li> <li>• Enter reads for manually read meters.</li> <li>• Calculate bills for back billing if meters were not working or calculate refunds if needed for misreads.</li> </ul>	D	32.5

<ul style="list-style-type: none"> <li>• Check and update zip+4 on customer accounts.</li> <li>• Change service rates at the correct time after rate increases are approved.</li> <li>• Provide usage information to Lab Manager and calculate and add sewer surcharge fees to bills</li> <li>• Make sure annual fees are billed at the correct time.</li> <li>• Add, change and delete customer records for water, sewer, fire protection, garbage and storm water utility charges. Create and update spreadsheets for review and budget purposes for Street Department (garbage and storm water utilities) and gather information for rate changes for our Auditors for water, sewer and fire protection.</li> <li>• Correct/adjust bills for refunding overpayments, calculating credits, etc.</li> <li>• Maintain customer checking/savings account information for automatic withdrawals on the due date.</li> <li>• Add penalties after the due date and reapply amounts due, fees and penalties for non-sufficient funds, closed bank accounts, etc.</li> <li>• Update and check payments made on-line through our third-party payment processor.</li> <li>• Go through County Assessor changes for both Dodge and Jefferson Counties and make changes to maintain customer addresses, ownership changes and parcel ID numbers.</li> <li>• Set up new accounts and mail welcome letter of payment options, water, money and time saving tips</li> </ul> <p>Serve as Administrator to maintain user ID, password, access and rights to Caselle Utility Billing program, Payment Service Network web site, and Acuity Scheduling web site.</p>		
<p><b><u>Business Office/ Customer Service:</u></b> Assist billing clerk and administrative assistant I with all day-to-day operations and functions of the water business office and customer service as it relates to all subsections of the utility (operations, distribution, meter shop, and business office). Compose and track customer correspondence in regard to cross connection control program, meter change outs, high water usage, private leak repairs, special utility projects and programs, winter run allowance, and customer complaints. Must also follow-up in a timely manner as necessary based on the notification time period. Answer customer phone calls, set up appointments, do final bills, assist customers with making payments, picking up deduct meters and explain how to locate leaks within their homes.</p>	D	15%
<p><b><u>Create and Delegate Meter Shop Work Orders:</u></b> Create work orders and mail letters to customers for meter change-outs/upgrades when needed (900 or more each year). Maintain meter testing schedule. Maintain customer accounts with old and new meter reads and meter records, maintain meter inventory and test records for the Public Service Commission (PSC). Order meters, meter transmitters and other meter parts when needed and maintain physical inventory so that meters and parts are available when needed.</p>	D	10%
<p><b><u>Public Service Commission Water Utility Reporting:</u></b> Create, route and process job orders, code them with PSC account numbers and calculate truck and inventory expenses for City Hall, the PSC and auditors. Maintain water loss, service, water main and hydrant inventory from these job orders. Calculate miscellaneous accounts receivable charges from work orders (hydrant meter usage, turn-ons, etc.), code with PSC account numbers and add charges to utility account or give to accounts receivable dept. for invoicing. Maintain customer class information and continuing property records for the Public Service Commission. File work orders, cross connection reports and other paperwork. Clean out files and create new files at the end of the year. Maintain record retention information and decide when records can be destroyed.</p>	D	5%

**City of Watertown Clerk Office related management:** Assist with the processing and determination of if and what amounts need to be written off for bankruptcies and if they need to be sent to the City Attorney for filing. Maintain impact fee records and mail letter of utility rules to builder/owner. Maintain petty cash for Water Utilities business office. January: Create inventory count spreadsheet, update after count is complete and adjust inventory – email adjustments to City Hall for General Ledger update. September-November: Create and check tax roll for delinquent amounts to be sent to property taxes, create Excel files, print and mail letters to property owners, landlords and tenants by October 15<sup>th</sup>. Get reports ready for the Post Office and create daily reports for City Hall and Customer Service Rep. Add the 10% penalty on November 1<sup>st</sup>, run reports and remove balances on November 15<sup>th</sup>. Mail certified list of utility lien to Dodge and Jefferson County as per Wis. Statute.

N

Section 3, Item C.

5%

## SECTION 3

## TOOLS AND TECHNOLOGY

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

Microsoft Suite (Office 365, Word, Excel, Access, Outlook, PowerPoint, Publisher, SharePoint Workspace, InfoPath Designer).

New Utility record keeping software. (in the process of researching and acquiring new software package)

Web Access Management System (WAMS): Switchboard, PWS Data Viewer

DNR's Natural Heritage Inventory (NHI) Public Portal, with Surface Water Data Viewer

Proprietary Advanced Meter Analytics software: Badger ReadCenter & Beacon AMA.

Geographic information system: ESRI's ArcGIS version 10.3.1., City of Watertown, Counties of Jefferson and Dodge GIS mapping & Ascent Land Records Suite

Communication: CC&N communication software with telephone, smart phone, CB radios, fax machine

Miscellaneous office Equipment: laptop computer, printer, copier, scanner, automatic bill folder/stuffer, calculator

HydroSoft (HydroCorp online reporting software), Adobe, Skype

Civic Systems software package which includes: utility billing, ACH direct pay, electronic read interface, service orders, splitter, tax certification, online bill pay and bill presentation, and cash receipting.

Public Service Commission web site access administrator for annual water report.

## SECTION 4

## JUDGMENTS / DECISION-MAKING

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Check consumption journals to determine if the meter reading looks accurate and if the customer needs to be notified of a high	City Clerk-Treasurers Office when balancing, our Auditors, the customer(s) and our Meter Service Technician.	Educational seminars, on the job experience, coworkers	Utility Billing Clerk



consumption or a non-registering meter. Make sure that any back billing or crediting done on a customer account is done per the Public Service Commission rules.			
Monitoring and managing 8,556 customer accounts for abnormal water usage, or water quality problems. Then determining if that water usage or water quality is in fact abnormal along with its priority. Then deciding who and when to dispatch.	Institutional knowledge of standard water consumption helps when prioritizing and determining a course of action. Dispatching the appropriate resources to handle the situation.	Distribution crew leader, and water utility general manager. AMA software, HTE software, phone, GIS mapping.	Utility Billing Clerk
Handling upset or irate customers regarding an array of different problems. Determining how to help and documenting interactions.	Listening to the customer and being understanding is most important. Investigate their claims to fully understand the issue. Then make the best decision to help based on all the factual information.	Dealing with Difficult People and Communication seminars, past experiences, computer software, and coworkers	Water Systems Manager
Maintaining meter changeout and testing schedules and deadlines while providing customer service and performing other daily tasks.	Task need to be prioritized and delegated appropriately in order to meet deadlines.	Calendar, prior training, phone, coworkers, software, utility staff	Water Systems Manager
Work order inconsistencies with actual field observations or notes involving water infrastructure needed for inventory records.	Modify / change work orders to reflect as-built conditions	Interdepartmental communication skills	Distribution crew leader, assistant manager, manager

## SECTION 5

## WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
Utility Billing Clerk	Daily conversations, weekly staff meetings, and special project meetings as necessary.	Keep the Clerk informed of current utility status as it relates to billing and customer service, discussing issues and potential resolutions to those issues. Planning to progress the utility.
Water Utility Personnel	Daily conversations (phone, person, email) regarding customer service issues and procedures, product procurement and how it relates to the budget, work order status, coordinate work	Help to maintain the efficiency between interdivisions. Ensure equipment and materials are available on-time to accomplish the necessary work. Ensure high quality customer service and resolve issues. Keep employees on

	schedules.	task and performing satisfactory work. Monitor installation and testing progress completed by staff and analyze the impact to schedule and adjust as necessary.
City Clerk's Office	Share knowledge of customer accounts, assist with answering questions regarding fees and payments, as well as abnormal water consumption.	Provide excellent customer service and ensures customer service continuity.
Administrative Assistant I	Daily discussions on missing / incorrect information associated with customer accounts to include personal information, meter serial numbers, reading equipment and meter test circles. Conversation take place every day regarding high/low reads or no reads, duplicate bill requests, winter run allowance, pool fills, processing off cycle bills, special assessments, & initial / final account reads.	The Administrative Assistant I is an important integral part of the day to day operations of the utility. Its extremely important that information is transferred correctly and timely to ensure customers are getting an accurate bill on time. Accuracy is also extremely important to ensure the proper meter reading is being applied to the correct account, and the customer is getting billed the appropriate amount, so the utility does not lose out on revenue.
City Inspections Department	Verify plumbers have permits for work they are doing on new constructions and repairs. Answer questions regarding water consumption at properties. Coordinate turning off the service to vacant or abandoned properties.	Ensure that plumbers, contractors, and home owners are following building codes to the best of our knowledge, water is not being stolen, and there are no issues when razing a property. Eliminate any potential health hazards by a building being occupied with no water service.
Landlords, homeowners, apartment managers, and management companies.	Information regarding final bills and changes in service for their tenants, they also monitor account balances for their tenants to be sure they are paying their bills.(unpaid utility bills rollover on to the property taxes) Leak notifications, meter change out letters, or other water related issues related to the property. Questions pertaining to utility special programs.	To keep the property owners informed of their property status. Coordinate work on the property that needs to be done by utility staff. Resolve issues with equipment, or utility related issues with the property.
Homeowners and tenants	Change account information, transfer services, billing issues and questions, account balances and payments. Questions regarding water quality, potential leaks, and special programs offered by the utility. Notifications about water main failures in their neighborhoods or water service disruptions.	Ensure accurate and up to date billing and account information. Minimize private property damage and water loss. Resolve any utility issues quickly. Assist the property owner in saving money and improving their property by taking advantage of special programs.
Plumbers, engineers, contractors and excavators.	Coordinate shutting off water, locating facilities, installation/removal of service meter as well as rental meters. Answer questions and assist with paper work submittal for special programs.	Enables new or repair work can be accomplished on private property safely and easily. All water is being billed and accounted for. Protection of the water distribution system. Correct paperwork is submitted on time and to the correct

		person so homeowners can benefit.
Real estate agents, title companies, bank personnel	Provide information about account status, and outstanding balances. Obtain documentation to provide to lenders. Answer questions regarding lead service line replacement program. Transfer accounts in between property sales. Activate or deactivate water service to properties for property sales or inspections. Coordinate the winterization of vacant homes.	Guarantee accounts are paid in full prior to property sales. Obtain the status of properties listed by the agent. Facilitate smooth transaction of property sales. Protect private property.

**SECTION 6****SUPERVISION / MANAGEMENT**

Please indicate the type of responsibility you have as it pertains to leading others.

Area of Action / Responsibility	Yes	No	Provides Input
Screen / Interview Applicants		X	
Hire / Promote Employees		X	
Provide Written/Verbal Warnings		X	
Suspend Employees		X	
Terminate Employees		X	
Prepare Work Schedules For Others		X	
Project Management		X	
Provide Work Direction For Others		X	
Evaluate Performance Of Others		X	
Counsel Employees		X	
Train Employees (As Part Of The Normal Duties Of The Job)		X	
Approve Overtime		X	
Approve Time Off Request For Others		X	

Develop / Implement Policies	X		
Do you <u>directly</u> supervise any employees?		X	
Job Title	# of FTEs		

**SECTION 7****WORK ENVIRONMENT / PHYSICAL REQUIREMENTS**

Please indicate the amount of time typically spent in the following categories.

Physical Requirements	[Place an "X" in the appropriate cells]			
	N/A	Rarely	Occasionally	Frequently
Carrying/Lifting 10 - 40 Pounds			X	
Carrying/Lifting > 40 Pounds		X		
Sitting				X
Standing / Walking / Climbing			X	
Squatting/Crouching/Kneeling/Bending			X	
Pushing / Pulling / Reaching Above Shoulder			X	
Work Environment	N/A	Rarely	Occasionally	Frequently
Indoor/Office Work Environment				X
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)	X			
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)	X			
Outdoor Weather Conditions			X	
Hazardous Fumes or Odors / Toxic Chemicals	X			
Confined Spaces (as identified by OSHA)	X			
Close Proximity to Moving Machinery / Equipment	X			
Bodily Fluids / Communicable Diseases		X		
Working Alongside Moving Traffic on Roads	X			
Electrical Hazards	X			

## SECTION 8

## ADDITIONAL EMPLOYEE COMMENTS

Please identify any other information that would help someone else understand your job more clearly:

Here is a detailed list of type of tasks this position needs to understand and complete and cross-train the assistant clerk and administrative assistants in the departments. You should also have excellent communication, leadership, and problem-solving skills. You should be able to work under pressure and handle multiple tasks in a fast-paced environment and knowledge of utility operations, equipment, and regulations.

Assessor Address Changes	Training on utility billing, read center, tax cert, etc.
Baker Tilly Audit (not PSC report)	Utility Billing (admin) change/add users, etc.
Bankruptcies	Utility Billing change/add service order forms
Billing, penalties, adding meter reads, etc.	Utility Billing report writer
Consumption journals - leak letters, no registers	Vacant property tracking (water off), cold weather letters
Continuing Property Records (Asset Mgmt)	Water loss tracking
Cross Connection (Residential/Sm. Comm)	Water Main Inventory
Distribution Inventory (Materials Mgmt)	Welcome Letters
Hydrant Inventory	Accounts Payable
Large meter test schedule	Payroll
Mail delivery to employees	Private Well Registration every 5 years
Meter replacement schedule & letters	Turner Hall Registration for June Seminar
Meter changes in utility billing	Cash Receipt stubs (check for addr chgs)
Meter inventory, ordering, etc.	Cross Connection (HydroCorp)
New construction letters / impact fees	Customer Phone Calls
PSC Report	Customer Assistance - in person
Payment Service Network (PSN) administrator	Deferred Payment Agreements
Rate Changes in Utility Billing & Tracking	Digger Hotline Tickets (printing/routing)
Read Center	Final Bills
Reapplying NSF payments	Landlord Notices
Server IT person	PSN payments
Service Inventory	Website changes
Stop box program record keeping	Closing & Filing work orders & Diggers Hotline tickets
Stormwater changes/additions to billing/tracking	Garbage changes/additions to billing/tracking
Tax Roll-over	Inventory & Truck Expensing

To assist the billing clerk with all associated duties of that position. Will calculate, process and mail city utility bills correctly and in a timely manner. This includes customer correspondences, continuing property records, meter and transmitter inventory, meter replacements, tracking storm water ERU's, water inventory orders and tax roll. Notify customers and property owners of past due amounts and transfer balances to City Hall for collection on property taxes. Code work orders and add miscellaneous Accounts Receivable to customer accounts if possible, to limit the amount of invoicing needed. Maintain billing, cross connection and other customer records, inventory and other expenses for City Hall and our Auditors for the Public Service Commission Report. Will also handle phone calls for department and assist with payroll and employee record fillings for water and wastewater personnel.

The most important impact of this position is maintaining cash flow by billing customers correctly and on-time by scheduling meter changes in a timely manner to keep them working correctly and following timelines and procedures set up in State Statutes, City Municipal Code and United States Post Office Rules and Regulations and maintaining records for Public Service Commission reports and rate increases.

### TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 9		SUPERVISOR INFORMATION	
Supervisor Name	Peter Hartz	Supervisor Title	Water Systems Manager

SECTION 10		EDUCATION <u>REQUIRED</u> FOR HIRE
Level of Education (Select one with an "X")		Field(s) of Study
<input type="checkbox"/>	Less than High School Education	
<input type="checkbox"/>	High School Education (or Equivalent)	
<input type="checkbox"/>	One Year Certificate (or Equivalent)	
<input checked="" type="checkbox"/>	Associate's Degree (or Equivalent & Experience)	Administrative Professional, Accounting, or equivalent Financial experience
<input checked="" type="checkbox"/>	Bachelor's Degree	Finance, Accounting, Business Administration
<input type="checkbox"/>	Master's Degree	
<input type="checkbox"/>	Professional Degree (Law, Medicine, etc.)	
<input type="checkbox"/>	PhD w/ Dissertation	
<input type="checkbox"/>	Other:	
Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):		

Complete working knowledge of Microsoft Office, bankruptcy case basics, certificate received for training on programming and meter reading handhelds, and certificates received for training completed on the following software: Connect, Read Center/Galaxy, Caselle Clarity billing, tax roll and meter management programs. Training required on the following websites: Payment Service Network website, the United States Postal Service Postal One! website and Civic's customer support portal. Training on Public Service Commission, United States Post Office and City Municipal rules and regulations, training on using the bill burster and knowledge of payroll, accounts payable/receivable and Badger Meter metering devices. First aid and CPR Certification. Position is cross-trained on meter reading and changing remote registers and using the Trimble handheld for the Galaxy transmitters. Knowledge and ability to transfer information between multiple computer programs is also necessary. Minimum of Associates degree. Bachelor degree not required but preferred.

**SECTION 11****TOTAL EXPERIENCE REQUIRED UPON HIRE**

[Place an "X" in the appropriate cells]

No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
		X					

Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):

2 years administrative professional experience with emphasis on customer service and accounting

**SECTION 12****CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB**

List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Microsoft Office Suite	Online	No	Yes (within 1 years)
Advanced Microsoft Office Suite Certification	Technical Course (MATC)	No	Yes (within 2 years)
CPR, First Aid, AED	Professional certification provided by a valid organization	Preferred	Yes

Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):

Currently, the City covers costs associated with continued education as well as CPR, First Aid and AED training.

**SECTION 13****SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS**

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section	Comment / Clarification / Addition
ALL	This job began in 2018 as part time and was changed to full time in 2020 for utilities. The Utility Billing Clerk title changed for 2024 to the Utility Business Office Coordinator and this position should be compared to similar jobs that are related to the position that oversees this one – their duties align and are in sync.



**To BE COMPLETED BY ADMINISTRATIVE DESIGNEE****SECTION 14****SUPERVISOR INFORMATION****Administrative Designee Name****Administrative Designee Title****SECTION 15****ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS**

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

<b>JDQ Section</b>	<b>Comment / Clarification / Addition</b>



# WATERTOWN POLICE DEPARTMENT

*Robert W Kaminski, Chief of Police*

**To: Finance Committee**

**From: Chief Robert Kaminski**

**Date: 08/17/2023**

**Subject: Job Description and JDQ review of Police Department Positions**

Dear Committee Members,

The review of administrative assistant job positions brought to light that several of the positions within the police department do not fall within that category of administrative assistant or clerk. The positions were included in the review project but have been called out for specific evaluation. The positions are:

Community Service Officer

Investigations Technician

Clerk Typist

Records Clerk

To move forward with budgeting for 2024 these positions would need to be evaluated by Carlson Dettman. The cost of the review would be paid from the Police department budget. The fee for a review is \$275. Upon receiving the review, Finance Dept. will then build into the appropriate department's payroll numbers for the 2024 budget, the proposed change, if any.

These positions have changed since their original development and job descriptions. Many of the duties and responsibilities have changed as well over the years. The CSO and Records clerk are stand alone positions, with some cross training backup duties. The Investigations Technician and Clerk Typist are essentially both Investigations Technicians.

Thank you for your consideration,

Chief Robert Kaminski

# CITY OF WATERTOWN POSITION DESCRIPTION

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This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principal duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: January 25, 1996  
 Revised: July 10, 1998  
 Reviewed: November 28, 2005  
 Reviewed: June 23, 2009  
 Reviewed: March 18, 2021  
 Reviewed: February 11, 2020  
 Revised: December 20, 2022  
 Revised: July 21, 2023

**Title:** Police Records ~~Clerk~~ Specialist

**Department:** Police

**FLSA Status:** Nonexempt

## **General Summary:**

The Police Records ~~Clerk~~ Specialist performs confidential work which involves receiving, filing, maintaining, and releasing records related to criminal justice activities within the police department in accordance with open record laws and department policy. Work involves substantial phone usage, computer work, and front counter assistance to officers, the public, and other city staff.

## **Reporting Relationships:**

The Police Records ~~Clerk~~ Specialist reports to the Assistant Chief of Police.

## **Specific Accountabilities:**

1. Compiles, processes, and maintains accurate files of a variety of information including, but not limited to police reports, juvenile records, traffic citations, correction notices, parking citations, and crash reports.
2. Professionally answers telephone calls, emails, and walk-ins requesting records information or refers them to the appropriate individual.
3. Receives open records requests and works in coordination with the Assistant Chief of Police to gather and prepare information in response to the requests.
4. Maintains the department's court calendar by notifying officers of appearance and cancellation requests for municipal and criminal court.
5. Effectively operates office equipment such as a computer, cash register, copier, and FAX, in addition to familiarity with moderately complex software such as CIS, NexLog MediaWorks, and Axon to fulfil digital media requests.
6. Acts as the TraCS administrator by accepting, transmitting, and archiving forms.
7. Assists in the preparation of special reports for licensing and other city functions as required.
8. Receives and documents monetary payment for open records, parking citations, warrants, and other daily activities.
9. Assists with the duties of the Community Service Officer during his/her absence.
10. Schedules retention and destruction of files and documents in accordance with state statute.
11. Answers general questions from citizens and others that visit the police department, in addition to fielding basic complaint information to assist dispatch with non-emergent complaints.

**Required Knowledge, Skills and Abilities:**

Graduation from high school or HSED equivalent, four years of clerical or administrative support experience related to law enforcement/government or any combination of education and experience which provides the following knowledge, skill, and ability:

- Ability to maintain complex filing systems
- Working knowledge of modern office practice and procedures
- Ability to operate office equipment and word processing equipment
- Ability to effectively utilize and operate department and city computer systems and programs
- Ability to navigate and use the internet to access records and information as necessary
- Ability to perform routine bookkeeping tasks
- Ability to make minor decisions in accordance with department policy and procedure
- Ability to understand and follow instructions
- Ability to establish and maintain effective working relationships with coworkers and tactfully deal with the public
- Good working knowledge of business documents including grammar, spelling, and correspondence formats
- Ability to gain considerable knowledge of ordinances, statutes and laws pertaining to open records

**Physical Requirements:**

- Continuously requires vision
- Occasional exertion of up to 20 pounds
- Work frequently sitting
- Work occasionally standing, walking, stooping, kneeling, crouching, and lifting
- Ability to hear, speak, and write English
- Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the American with Disabilities Act of 1990 (as amended)



# Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1			DEMOGRAPHIC INFORMATION		
Employee Name	Mindy Fry	Employer Name	City of Watertown Police Department		
Job Title	Police Records Specialist	Work Location	Watertown, WI.		
Department	Police	Division	Records		
Full-Time / Part-Time	Full-Time	Part-Time (Hrs per Wk)	40 Hours/Week		
Supervisor Name	Ben Olsen	Supervisor Title	Assistant Police Chief		

## SECTION 2

### DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. *(Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.)* To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

**Frequency Codes:** Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Primary Duties	Frequency	% of Annual Total Time
Compiles, processes, and accurately maintains complex files of a variety of information including, but not limited to police reports, juvenile records, traffic citations, municipal citations, correction notices, parking citations, crash reports, municipal citation books and their citation numbers.	D	25%
Professionally answers telephone calls, emails, faxes, and walk-ins requesting records information, other general police department information, or refers them to the appropriate person or department.	D	5%
Receives open records requests from citizens, other city departments, Watertown Municipal Court/City Attorney's Office, insurance companies, and private attorneys. Compiles the requested records using different means based on what is requested, and reviews them while following state guidelines, department policy and procedure, and performing a balancing test to determine if the records request should be released, released with redaction, or denied	D	25%
Maintains the department's court calendar, which includes creating events (court dates) on the calendar with pertinent information included (date, time, which court, what officers are scheduled to attend, and our case number for review), inviting officers to the appropriate events, and updating them on cancellations or rescheduling, which is frequent.	D	7%
Effectively operates office equipment such as a computer, cash register, multiple copiers, and fax machines. Good working knowledge of complex software such as CIS, CAD, NexLog MediaWorks, and Axon to fulfill digital media requests while following state guidelines, department policy and procedure, and performing a balancing test to determine if the records request should be released, released with redaction, or denied.	D	25%
Acts as the Tracs administrator by reviewing all citations and warnings for correct information, then accepting, transmitting, and archiving them. Also performs unarchiving as needed for alcohol related incidents and for correction notices that are not in compliance within the given time frame, so officers can perform follow up. Occasionally reassigning officers to cases in TraCS and voiding forms when needed.	D	5%
Assists in the preparation of special reports for licensing, JCSA, and other city functions as required.	B	1.5%
Receives and documents monetary payment for open records, parking citations, bonds, warrants, and other daily	D	5%

Section 3, Item D.



activities. Balances the register at the start of each workday and provides proper documentation to the administrative assistant.		
Assists with the duties of the Community Services Officer during his/her absence.	N	.5%
Schedules retention and destruction of files and documents in accordance with state statute. Keeps a log of all retained files.	A	1%

### SECTION 3

#### TOOLS AND TECHNOLOGY

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

Desktop, printers, copiers, fax machines, phones, register, radio, etc.  
Word, Excel, CIS, CAD, exacqVision Client, NexLog MediaWorks, L3, Axon, TraCS, eTIME, CCAP, etc.

### SECTION 4

#### JUDGMENTS / DECISION-MAKING

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Determining what can and cannot be released to the public to satisfy an open records request.	Review the requested records to determine if the request can or cannot be fulfilled, and if it will require redactions. Use of a balancing test is required to make a determination on releasing and/or redacting some records due to their sensitive nature, our need to protect victims, our need to protect ongoing investigations, juvenile involvements, etc.	Previously ruled court cases in the State of Wisconsin, past practices, balancing tests, very general state guidelines, training, and experience.	Assistant Police Chief
Daily interaction with internal and external customers via phone, email, and the window.	Interact in a professional manner, especially when dealing with unhappy or emotionally distraught citizens. Knowledge of the	Training, experience, and policy and procedure.	Assistant Police Chief

Section 3, Item D.

	building and working knowledge of the police department from training and experience to assist citizens in an efficient manner.		
Court Scheduling - Court dates and which officers are needed change frequently and rapidly. We are also located in two counties, so it is imperative to provide accurate information.	Keep track of court dates for approximately 40 employees for court and other legal appointments. Keep each of them apprised of any changes.	Training and experience.	
Locating digital records requests that weren't entered as evidence, or that just haven't been entered yet.	Use of complex software to search, locate, and download information onto the digital evidence server to be disseminated through the records request and/or discovery process.	Training and experience.	Assistant Police Chief
Efficiently disseminating records using computer software.	Determine which software program will work most efficiently and effectively to retrieve the requested record(s).	Training and experience.	Assistant Police Chief
Purging of information.	Keep track of which files are able to be purged and which need to be retained and for how long. Keep a log of retained files for reference.	Training and experience.	Assistant Police Chief

## SECTION 5

### WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
Police	Communicate daily	Regular contact is needed for finalization of reports before dissemination, corrections on citations, follow-up to be completed on alcohol related offenses and correction notices that are not in compliance, etc. Officers often will request assistance with TraCS as well.
District Attorney's Offices	Communicate daily	Forward and receive legal documents as well as coordinate officer schedules for jury trial availability.
Citizens	Communicate daily	Address citizen questions, comments, and concerns in person, by phone, email, fax, etc to carry out duties and responsibilities of the position.
Private Attorney's	Communicate daily	Address open records requests for criminal and civil matters.





*If yes, please list the number of FTEs and job titles of those employees below:*

Job Title	# of FTEs

## WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

Please indicate the amount of time typically spent in the following categories.

[illegible]





## TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 9			SUPERVISOR INFORMATION	
Supervisor Name	Ben Olsen	Supervisor Title	Assistant Police Chief	

SECTION 10		EDUCATION REQUIRED FOR HIRE
Level of Education (Select one with an "X")	Field(s) of Study	
Less than High School Education		
<b>X</b> High School Education (or Equivalent)		
<b>X</b> One Year Certificate (or Equivalent)		
<b>X</b> Associate's Degree (or Equivalent)		
Bachelor's Degree		
Master's Degree		
Professional Degree (Law, Medicine, etc.)		
PhD w/ Dissertation		
Other:		
Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):		
Associates degree preferred, with coursework in Criminal Justice.		

SECTION 11						TOTAL EXPERIENCE REQUIRED UPON HIRE		
[Place an "X" in the appropriate cells]								
No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.	
		<b>X</b>						
Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):								
Associates degree with coursework in Criminal justice or a combination of 2-3 years of experience in clerical/customer service.								

## SECTION 12

## CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB

List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):			

## SECTION 13

## SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

[illegible]



**TO BE COMPLETED BY ADMINISTRATIVE DESIGNEE**

SECTION 14			SUPERVISOR INFORMATION	
Administrative Designee Name		Administrative Designee Title		

Administrative Designee Name	Administrative Designee Title

## SECTION 15 ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section	Comment / Clarification / Addition
-------------	------------------------------------

[illegible]

# CITY OF WATERTOWN

## POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principal duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: June 24, 1995  
 REVIEWED: January 1, 1998  
 November 28, 2005  
 June 23, 2009  
 February 11 2020  
 Revised: August 1, 2023

**Title:** Community Services Officer

**Department:** Police

**FLSA Status:** Non-exempt

### General Summary:

The Community Services Officer (CSO) position is designed to enhance service to the community by using non-sworn personnel to handle minor calls for service. The CSO performs a variety of law enforcement support functions, such as parking enforcement, traffic direction, assisting crossing guards, handling minor complaints from citizens, preparing/submitting reports, fingerprinting, along with performing many clerical tasks.

~~This position is responsible for a number of support related functions and duties including, but not limited to, enforcing parking regulations and issuing related tickets, utilizing the computer to process records related to parking enforcement, acting as police matron, picking up and inventorying found property and registering bicycles, administering the crossing guard function, and assisting support personnel.~~

### Reporting Responsibility:

This position is under the direct supervision of the ~~Administrative Bureau Captain~~ Assistant Chief, however from time-to-time may receive supervisory direction from other departmental supervisors.

### Specific Accountabilities:

1. Encourage and provided quality service to department customers, both internal and external, through courteous, complete, and punctual attention to their needs.
2. Assist the public regarding inquiries on matters related to the department.
3. Act as department liaison to other law enforcement agencies, city officials, department employees and programs, and the general public.
4. May assist in filing of miscellaneous forms and files.
5. Receipt and document monetary payments for tickets, accidents reports, parking fines, records requests, etc.
6. Assist the public at the service window.
7. Assist in maintaining and updating the integrity of the court notification process.
8. May assist in the notification of officers for appearances and cancellation for municipal and criminal court.
9. Effectively and efficiently operate office equipment such as a Cash Register, computer, calculator, copy equipment, printer, FAX machine, etc.
10. Patrol the city to enforce parking regulations by monitoring time limits and other restrictions.
11. Issue tickets for applicable violations of Watertown parking regulations.

12. Mark tires of vehicles parked in timed parking zones, record time, and return at specified intervals to ticket vehicles remaining in spaces illegally.
13. Utilize CIS Records Program to process violations, payments, dismissed or voided parking tickets, and unpaid parking tickets.
- ~~14. Performs duties of police matron as necessary.~~
15. Administers crossing guard function and fill in as a guard if needed.
16. May assist other support services personnel at various times.
17. Assist the public at the service window.
18. Maintain forms and booklets for general use by the public for State and other public service entities.
19. Check five-day notice violations issued by the department and surrounding agencies.
20. Pick up and inventory abandoned/found property and complete paperwork.
21. Initiate and monitor complaints of abandoned/junk vehicles.
22. Communicate with owners of found property and junked and abandoned vehicles as to the status of their property.
23. Fingerprint citizens for "applicant" cards.
24. Maintain inventory of crossing guard equipment.
25. Liaison to the Watertown Unified School District on matters of pedestrian safety and parking.
26. Follow up with Street Department with garbage and recycling complaints.

**Education and Experience:**

High school graduation (or HSED equivalency) plus one (1) year of work experience and an equivalent combination of education, experience and training which provides the following knowledge, abilities, and skills:

- Good knowledge of City of Watertown street and public parking lots
- Good knowledge of City of Watertown parking and garbage ordinances
- Knowledge of computer software and computer keyboard
- Ability to work independently
- Working knowledge of business English, spelling and correspondence formats.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with supervisors, associates, and the general public, and diffuse difficult situations.
- General knowledge of vehicle registration forms and other related State forms.
- Ability to operate general office equipment.
- Ability to work in varying weather conditions.

Employee Acknowledgement: \_\_\_\_\_  
 Print

Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature



# Job Description Questionnaire

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Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1			DEMOGRAPHIC INFORMATION	
Employee Name	Amber Haumschild	Employer Name	City of Watertown Police Department	
Job Title	Community Services Officer	Work Location	Watertown, WI.	
Department	Police	Division	Police	
Full-Time / Part-Time	Full-Time	Part-Time (Hrs per Wk)	40	
Supervisor Name	Ben Olsen	Supervisor Title	Assistant Chief	

## SECTION 2

### DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. *(Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.)* To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

**Frequency Codes:** Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Primary Duties	Frequency	% of Annual Total Time
Compiles, processes, and accurately maintains complex files of a variety of information including, but not limited to police reports, juvenile records, traffic citations, municipal citations, correction notices, parking citations, crash reports, municipal citation books and their citation numbers.	D	15
Professionally answers telephone calls, emails, faxes, and walk-ins requesting records information, other general police department information, or refers them to the appropriate person or department.	D	15
Effectively operates office equipment such as a computer, cash register, multiple copiers, and fax machines.	D	5
Good working knowledge of complex software such as CIS and TraCS.		
Receives and documents monetary payment for open records, parking citations, bonds, warrants and other activities in addition to balancing the register and providing proper documentation to the Administrative Assistant.	D	5
Assists with the duties of the Police Records Specialist during his/her absence.	Q	2.5
Helps with interviewing, hiring, training and supervising crossing guards.	M	5
Aids with non-emergent complaints, such as parking/abandoned vehicle enforcement, garbage/recycling complaints, found property, fingerprinting, correction notices, bicycle licensing, etc. that do not require a sworn officer.	D	25
Assists with traffic direction/control at special events and major crime scenes.	Q	2.5
Assists with the maintenance of the department's court calendar, which includes creating events (court dates) on the calendar with pertinent information included, inviting officers to the appropriate events, and updating them on cancellations or rescheduling.	D	5
Assists the public at the service window and helps with non-emergent matters or directs them to the correct location within the building.	D	10
Assists the TraCS administrator by reviewing all citations for correct information, then accepting, transmitting, and archiving. Also provides information for Tax Refund Intercept Program and WI DOT Suspension Program.	D	5



Assists with the open record process from citizens, other City departments, Watertown Municipal Court/City Attorney's Office, insurance companies and private attorneys. Compiles the requested records based on department policy and state law.	W	5
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### SECTION 3

#### TOOLS AND TECHNOLOGY

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

Desktop, printers, copiers, fax machines, phones, register, radio, etc. Word, Excel, CIS, ExacqVision, NexLog MediaWOrks, TraCS, eTIME, CCAP, Tax Refund Intercept Program, WI DOT Suspension Program, etc.

### SECTION 4

#### JUDGMENTS / DECISION-MAKING

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Enforcement decisions.	Not only does Amber make decisions to issue citations for minor offenses, such as parking or garbage/recycling violations, but thinks outside the box for coming up with a solution for downtown businesses, such as stopping and informing businesses about other available parking or reaching out to the Street Department or Public Safety Committee to clarify or make changes to parking ordinances.	Community and other City departments.	Assistant Chief
Crossing guards.	Amber oversees approximately 12 Crossing Guards during the school year which requires reviewing applications, interviewing, hiring, orientation, training, etc. A great deal of time is spent ensuring that all locations are covered throughout the year with.	Auxiliary officers as a backup at locations in addition to Dispatch to handle call-ins afterhours and to relay the information.	Assistant Chief

Citizen complaints.	Amber deals with upset citizens that received a citation or are making a late payment. She is granted authority to make changes to the fine amount. She is also required to thoroughly document her actions to defend them in court.	City Attorney.	Assistant Chief
Daily interaction with internal and external customers.	Interact in a professional manner, especially while dealing with unhappy or emotionally distraught citizens. Knowledge of the building and working knowledge of the police department from training and experience to assist citizens in an efficient manner.	Training and experience.	Assistant Chief
Open records.	Although not to the same extent as the Police Records Specialist, assists with receiving and releasing open records in accordance with department policy.	Department policy and procedures.	Assistant Chief

**SECTION 5** WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
Police	Communicate daily	It is important to read blotter, emails and interact with officers to be able to efficiently carry out duties, answer questions, etc.
Citizens	Communicate daily	Address citizen questions, comments, and concerns in person, by phone, email, fax, etc. to carry out duties and responsibilities of the position.
Police Dispatch.	Communicate daily	Regularly take information for complaints at the window or in the field and provide it to dispatch for the call generated.
Other departments.	Weekly	Field complaints from other departments such as garbage and recycling from the Street Department or Building Inspection.





Please indicate the amount of time typically spent in the following categories.

Physical Requirements	[Place an "X" in the appropriate cells]			
	N/A	Rarely	Occasionally	Frequently
Reading, typing, data entry, etc.				X
Exertion of up to 20 pounds.		X		
Sitting.				X
Standing, walking, stooping, kneeling, crouching, and lifting.			X	
Work Environment	N/A	Rarely	Occasionally	Frequently
Subject to extreme temperature changes (walking into/out of buildings into extreme hot/cold/rain/snow).			X	

SECTION 8

ADDITIONAL EMPLOYEE COMMENTS

Please identify any other information that would help someone else understand your job more clearly:



## TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 9			SUPERVISOR INFORMATION	
Supervisor Name	Ben Olsen	Supervisor Title	Assistant Chief	

SECTION 10		EDUCATION REQUIRED FOR HIRE
	Level of Education (Select one with an "X")	Field(s) of Study
	Less than High School Education	
X	High School Education (or Equivalent)	
X	One Year Certificate (or Equivalent)	
X	Associate's Degree (or Equivalent)	
	Bachelor's Degree	
	Master's Degree	
	Professional Degree (Law, Medicine, etc.)	
	PhD w/ Dissertation	
	Other:	
Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):		
Associates degree preferred, with coursework in Criminal Justice.		

SECTION 11		TOTAL EXPERIENCE REQUIRED UPON HIRE					
[Place an "X" in the appropriate cells]							
No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
			X				
Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):							
Associates degree with coursework in Criminal Justice or a combination of 2-3 years of experience in clerical/customer service.							







# CITY OF WATERTOWN POSITION DESCRIPTION

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This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principal duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

<b>DATE:</b>	<b>June 24, 1995</b>
<b>REVISED:</b>	<b>July 10, 1998</b>
<b>REVIEWED:</b>	<b>June 23, 2009</b>
<b>REVIEWED:</b>	<b>February 11, 2020</b>
<b>REVISED:</b>	<b>April 20, 2021</b>

**Title:** Clerk/Transcriptionist      **Department:** Police Department      **FLSA Status:** Nonexempt

## **General Summary:**

This is an administrative position which performs typing and routine clerical duties within the Watertown Police Department.

## **Reporting Relationships:**

Under the direct supervision of the Investigations Sergeant. Responsible for clerical and office duties involving the support of the administrative function of the department. Refer more complicated matters to supervisors. Work of a confidential and sensitive nature.

## **Specific Accountabilities:**

1. Operate a standard PC with a good understanding of Microsoft Office Suite of programs to prepare a variety of dictated or handwritten material from rough drafts, corrected manuscripts, reports, legal documents, telephone transcripts, etc. in a timely fashion.
2. Provide routine information from records in response to telephone or personal inquiries.
3. Initiate routine correspondence, forms, and reports in accordance with procedure.
4. Assist in checking and verifying department records.
5. Operates office equipment such as a calculator, cash register, and copy equipment, printer, and "FAX" machines.
6. Maintain files of correspondence, forms, records, reports, and other materials.
7. Responsible for maintenance of transcribing equipment.
8. May assist other personnel in Support Services Bureau.

**Required Knowledge, Skills and Abilities:**

Graduation from High School (or HSED equivalent) with major course work in office occupations with one (1) year of office experience and an equivalent combination of education and experience which provides the following knowledge, abilities, and skills:

- Working knowledge of business English, spelling, and correspondence formats.
- Working knowledge of current office practices and procedures.
- Ability to type rapidly and accurately at a speed of not less than fifty (50) words per minute.
- Ability to operate office equipment and word processor (computer automated software and peripheral equipment.)
- Ability to understand and follow instructions.
- Good working knowledge of, and the ability to maintain filing systems.
- Ability to establish and maintain effective working relationships with coworkers, and to tactfully deal with the public.
- Ability to effectively work under stressful conditions.

# CITY OF WATERTOWN

## POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

**DATE:** August 15, 2023  
**REVIEWED:**

**Title:** Investigations Specialist    **Department:** Police Department    **FLSA Status:** N/A

### General Summary

This is a full time position in the Investigations Division of the Police Department. This position is responsible for the performance of moderately complex and varied clerical duties in the Investigations Division along with being responsible for the performance of complex and varied duties within the department's property/evidence room. This position coordinates the online sale of city property for all city departments and disposes of abandoned property through online auction.

### Reporting Relationships:

Under the direct supervision of the Investigations Sergeant, however, from time to time may receive supervisory direction from other departmental supervisors.

### Specific Accountabilities:

#### **Administrative Responsibilities**

1. Work with Investigations staff, other department personnel, and the public.
2. Maintain Investigative files, forms, records, reports, correspondence, and documentation.
3. Provide Investigative files and other information to other agencies, including District Attorney Offices, and Human Services departments through the use of various electronic delivery systems.
4. Provide routine information from investigative files and records in response to telephone, fax, e-mail, and personal inquiries.
5. Updates department computer records management program to record when records are sent to the District Attorney, Human Services or any other agency or entity.
6. Provide copies of videos, DVD's, digital photos and other digital media as needed in response to discovery requests from the District Attorney's Offices, record requests and court requests for information.
7. Assist department typists with the typing of dictated police reports as directed.
8. Aid the public at the records service window as needed.
9. Track and document Domestic Abuse and Burglary statistics.
10. Prepare, coordinate, and track bi-annual sex offender verification.
11. Report non-compliant sex offenders to the Wisconsin Department of Justice for follow up.
12. Perform property validations for items listed in national databases as stolen.

#### **Property – Evidence – Sale of Unused or Abandoned Items**

1. Maintain accurate record of all evidence/property transactions and dispositions, via the property computer software system.
2. Transfer evidence/property from temporary to permanent storage locations.
3. Maintains chain of custody once evidence enters the department's property system.
4. Research reports, reviews public records, utilizes the Wisconsin TIME system and other sources of information to determine status of cases and owners of property; attempt to locate owner, utilizing all resources available; send letters, respond to and follows court orders, and complete property release forms

- necessary for the disposal of property; return property to owners; and update records and computer systems to reflect disposal.
5. Gather, classify, store, and prepare abandoned and seized property for city auction, donation, destruction, or department use. Coordinate destruction or disposal of abandoned and seized property. Update records and computer system to reflect disposal.
  6. Follow Federal, State, and local laws and ordinances as they pertain to the disposal or return of property. Follow department and City policy as it pertains to the disposal of property and maintenance and safekeeping of public records.
  7. Regularly sell old, outdated, or unused city property utilizing Wisconsin Surplus Auction for all City of Watertown Departments except the Fire Department. As part of this process prepare photos, descriptions, and postings for the sale of said property. Coordinate with Wisconsin Surplus Auction and buyers in regard to the transfer of property or issues which arise through the sales process.
  8. Ensure that evidence is transported or transferred to appropriate agencies such as the State of Wisconsin Crime Lab, Wisconsin Department of Hygiene Lab, or Wisconsin Department of Justice when necessary. Prepare Wisconsin Crime Lab Transmittal form for the Wisconsin State Crime Lab or Request for Forensic Examination/Transmittal of Digital Evidence Form for the Wisconsin Department of Justice - Division of Criminal Investigation.
  9. Transfer counterfeit U.S. Currency received in the property room to the United States Secret Service.
  10. Make copies of evidentiary videos, DVD's, digital photos, and other digital media as needed for safekeeping as evidence, public records requests, court and district attorney's office requests.
  11. Access the squad video server to ensure the transfer of squad video from marked patrol units to the server. Regularly maintain and reset the server when downloading or video transfer issues occur. Follow through with officer requests to save video for evidence and transfer video from the squad server to safekeeping in evidence.
  12. Ensure proper evidence labeling and packaging guidelines are followed.
  13. Conduct evidence/property inspections and audits as directed and required by policy to insure adherence to department policy and procedure.
  14. When mandated complete a property inventory of all property/evidence in possession of department.
  15. Coordinate with detectives, patrol officers and other agencies on evidence/property.
  16. On at least a weekly basis empty the drug drop box in the police department lobby. Secure the drugs from the drug drop box and coordinate bi-monthly sorting and packaging of the drugs from the drug drop box to be disposed of through the State of Wisconsin – Department of Justice.
  17. Identify and mitigate adverse property room conditions such as vermin, insects and water or sewage leaks. Regularly check equipment such as freezers, heating and ventilation systems, locks and other property room equipment to ensure it is working properly and identify when repair or replacement is necessary in order to maintain evidence and property safekeeping.

**Required Knowledge, Skills, and Abilities:**

The ability to perform work that is confidential in nature and tasks that are subject to review for accuracy and completeness. Graduation from high school or HSED equivalent, plus work experience and an equivalent combination of education, experience, and training which provides the following knowledge, abilities, and skills:

- Excellent written and oral communication skills.
- Ability to effectively communicate with others in person, by telephone, or in electronic format.
- Working knowledge of modern office practices and procedures.
- Ability to establish and maintain effective working relationship with all levels of personnel within the department and other City Departments, as well as with personnel of the District Attorney's office, Human Services, the City Attorney's office, Watertown Municipal Court, and other law enforcement agencies as appropriate.
- Knowledge of the National Crime Information Center (NCIC) and the Criminal Information Bureau (CIB) criminal history systems, and the departments records management system.
- Maintain TIME system certification.
- Knowledge of property/evidence room procedures, packaging, and general procedures.
- Knowledge of records retention laws and retention requirements of public records.
- High degree of proficiency in computer skills, including: word processing, desktop publishing, database, and spreadsheet programs such as Word, Excel and Adobe.
- High degree of proficiency in creating and maintaining filing and records systems.

*New*

- Ability to effectively manage multiple tasks with minimal supervision.
- Ability to work varied work hours if needed.
- Good knowledge of local, state and federal laws, ordinance, policies, guidelines and court rulings pertaining to the disposition of evidence and property.
- Previous court, paralegal, or law enforcement experience is desirable.
- Valid Wisconsin Driver's License.
- Perform other administrative office duties as requested.
- Ability to understand and follow instructions.

**Work Conditions and Physical Requirements:**

- Ability to lift 40 pounds above shoulders.
- Work at offsite evidence/property facility may include exposure to elements.

Employee Acknowledgement: \_\_\_\_\_

Print

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

# Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1			DEMOGRAPHIC INFORMATION	
Employee Name	Kirstie Ewing, Virginia Downs	Employer Name	City of Watertown Police Department	
Job Title	Investigations Specialist	Work Location	Watertown, WI	
Department	Police	Division	Investigations	
Full-Time / Part-Time	Full Time	Part-Time (Hrs per Wk)		
Supervisor Name	Jon Caucutt	Supervisor Title	Investigations Sergeant	



## SECTION 2

### DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. *(Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.)* To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

**Frequency Codes:** Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Primary Duties		Frequency	% of Annual Total Time
Correspond with District Attorney / Human Services in Reference to Reports and Records Transfer and Communication		D	20 %
Digital Evidence / Squad Video preservation		D	18 %
Physical Evidence – Collect, Maintain, Purge per Chain of Evidence Requirements		D	20 %
Discovery Procurement for District Attorney's Office, Defense Attorneys, Municipal Court		D	10 %
Format Officer Reports to Present a Uniform and Professional Appearance		D	10 %
Compile and Attach Case Paperwork in the Computerized Records Management System		D	10 %
Maintain Domestic Abuse, Burglary and Graffiti Spreadsheets		M	1 %
Correspond with Other Police Jurisdictions to transfer reports and digital evidence		N	3 %
Work with Citizens for the Return of Property, Maintain Office & Evidence Room Supplies		N	2 %
Transcription of reports and other records		N	2 %
Vehicle Auction, Abandoned Vehicle Disposal, SORP registration tracking (2x/year)		A	2 %
Prescription-Drug Sort Coordination & Disposal, Property Room Inspections & Audits		Q, N	2 %



**SECTION 3****TOOLS AND TECHNOLOGY**

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

CIS (Computerized Information Systems), MS Word/Excell/Outlook, Adobe Acrobat, Axon (evidence.com), WILENET, eTIME, TIME, Track-Kit, WI Surplus, PirateShip, OneDrive, Jefferson Land Records, WI CCAP, Google, VLC Media Player, Exac-Vision IVR, Phone, Photocopier, Fax, Scanner, Shredder, Printer, L3 Video System

**SECTION 4****JUDGMENTS / DECISION-MAKING**

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Determine proper routing and preservation of Reports/Records/Evidence for judicial system needs (District Attorney, City Attorney, Defense Attorneys, citizens, other agencies, etc.) Adjust report settings for format, review and organize officer-submitted paperwork and electronically attach paperwork to case files.	Understanding intricacies of the Crim Justice systems, computerized records systems, records and evidence rules, word processing software,	Computer systems, communication with partners, training, supervisor, policy & procedure	Investigations Sergeant, Captain, Assistant Chief
Preserve property and evidence in the evidence room	Understanding evidence retention & chain of custody rules, and our computer system and evidence room policy and procedures	Training, policy & procedure, supervisor	Investigations Sergeant, Captain
Preserve officer reports for the Criminal Justice System (District Attorneys, City Attorney, Defense Attorneys, etc.)	Understanding policy and procedures for WTPD and the various other partners in the Crim Just system, and communication and transfer methods to those other entities.	Training, policy & procedure, supervisor	Investigations Sergeant
Determine what and when property can be destroyed/returned/disposed of	Understanding intricacies of our Crim Just system, understanding our policy and procedures, understanding rules of evidence	WI State Crime Lab's evidence book, training, policy & procedure, supervisor	Investigations Sergeant
Compilation of Crime Statistics for the city –	Understanding our record-keeping systems	Our computer system,	Investigations Sergeant

Section 3, Item D.



Domestic Abuse, Burglary, Graffiti	and data collection, analysis and presentation	training, supervisor	
Plan, schedule and organize own work	Prioritize duties with intricate knowledge of and experience with the Criminal Justice System and WTPD policy and procedures to ensure timely transfer of necessary records/evidence/information	Training, policy & procedure	Investigations Sergeant

## SECTION 5

### WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
District Attorney's Office Personnel	Daily for Records and evidence sharing/collaboration	Transfer of records/evidence
WTPD Detectives, Officers, Dispatchers	Daily for routine work contact – reports, cases, evidence	Fix their errors & oversights, collaborate on reports retention
Investigations Sergeant	Daily for receipt of assignments, assistance for unusual circumstances	Oversight & assistance
Special Operations Captain	Occasionally for Evidence Room Audits	Oversight
Records Clerk	Frequently for records retention collaboration	Collaboration on both ends of the process
Human Services Office Personnel	Almost daily for Records and evidence sharing	Transfer of records/reports
Citizens	Occasionally for Evidence disposition	Return evidence/property
WTPD SRO, others as available	Occasionally for Working together on occasional projects	Extra hands needed for occasional lengthy projects like the drug sort
WTPD Drug Task Force Investigator	Frequently for Disposal of illicit drug evidence	DTF is mandated as the destroyer of drug evidence that's no longer needed
Municipal Court Clerk	Occasionally for records sharing / collaboration	Municipal Justice System process, usually concerning citations, reports, etc.

## SECTION 6

### SUPERVISION / MANAGEMENT

Please indicate the type of responsibility you have as it pertains to leading others.



Area of Action / Responsibility	Yes	No	Provides Input
Do you <u>directly</u> supervise any employees? <b>NO</b> <i>If yes, please list the number of FTEs and job titles of those employees below:</i>			
Job Title	# of FTEs		

SECTION 7 WORK ENVIRONMENT / PHYSICAL REQUIREMENTS				
Please indicate the amount of time typically spent in the following categories.				
Physical Requirements	[Place an "X" in the appropriate cells]			
	N/A	Rarely	Occasionally	Frequently
Carrying / Lifting 10-40 Pounds				X
Carrying / Lifting > 40 Pounds		X		
Sitting				X
Standing / Walking / Climbing			X	
Squatting / Crouching / Kneeling / Bending		X		
Pushing / Pulling / Reaching Above Shoulder			X	
Work Environment	N/A	Rarely	Occasionally	Frequently
Indoor / Office Work Environment				X
Outdoor Work Environment (some evidence / property responsibilities)		X		

SECTION 8 ADDITIONAL EMPLOYEE COMMENTS
Please identify any other information that would help someone else understand your job more clearly:



## TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 9			SUPERVISOR INFORMATION	
Supervisor Name	Jon Caucutt	Supervisor Title	Investigations Sergeant	

SECTION 10		EDUCATION <u>REQUIRED</u> FOR HIRE
	Level of Education (Select one with an "X")	Field(s) of Study
	Less than High School Education	
<b>X</b>	High School Education (or Equivalent)	General Studies
	One Year Certificate (or Equivalent)	
	Associate's Degree (or Equivalent)	
	Bachelor's Degree	
	Master's Degree	
	Professional Degree (Law, Medicine, etc.)	
	PhD w/ Dissertation	
	Other:	
Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):		

SECTION 11						TOTAL EXPERIENCE REQUIRED UPON HIRE	
[Place an "X" in the appropriate cells]							
No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
<b>X</b>							
Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):							
Prior Law Enforcement experience is helpful for understanding the intricacies of the Criminal Justice System in which this job "lives and breathes."							



SECTION 12				CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB	
List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?		
Typing skill – > 50 WPM	Can be self-taught or professionally trained	yes			
Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):					

SECTION 13		SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS	
In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.			
JDQ Section	Comment / Clarification / Addition		

**TO BE COMPLETED BY ADMINISTRATIVE DESIGNEE**

SECTION 14			SUPERVISOR INFORMATION	
Administrative Designee Name	David Brower	Administrative Designee Title	Special Operations Captain	

SECTION 15		ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS	
In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.			
JDQ Section	Comment / Clarification / Addition		



# CITY OF WATERTOWN POSITION DESCRIPTION

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This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: October 13, 2020  
Reviewed: April 20, 2021

**Title:** Investigations Technician      **Department:** Police Department      **FLSA Status:** N/A

## **General Summary**

This is a full time position in the Investigations Division of the Police Department. This position is responsible for the performance of moderately complex and varied clerical duties in the Investigations Division along with being responsible for the performance of complex and varied duties within the department's property/evidence room. This position coordinates the online sale of city property for all city departments and disposes of abandoned property through online auction.

## **Reporting Relationships:**

Under the direct supervision of the Investigations Sergeant, however, from time to time may receive supervisory direction from other departmental supervisors.

## **Specific Accountabilities:**

### **Administrative Responsibilities**

1. Work with Investigations staff, other department personnel, and the public.
2. Maintain Investigative files, forms, records, reports, correspondence, and documentation.
3. Provide Investigative files and other information to other agencies, including District Attorney Offices, and Human Services departments through the use of various electronic delivery systems.
4. Provide routine information from investigative files and records in response to telephone, fax, e-mail, and personal inquiries.
5. Updates department computer records management program to record when records are sent to the District Attorney, Human Services or any other agency or entity.
6. Provide copies of videos, DVD's, digital photos, and other digital media as needed in response to discovery requests from the District Attorney's Offices, record requests and court requests for information.
7. Assist department typists with the typing of dictated police reports as directed.
8. Provide assistance to the public at the records service window as needed.
9. Track and document Domestic Abuse and Burglary statistics.
10. Prepare, coordinate, and track bi-annual sex offender verification. Report non-compliant sex offenders to the Wisconsin Department of Justice for follow up.
11. Perform property validations for items listed in national databases as stolen.

### **Property – Evidence – Sale of Unused or Abandoned Items**

1. Maintains accurate record of all evidence/property transactions and dispositions, via the property computer software system.
2. Transfers evidence/property from temporary to permanent storage locations.

3. Maintains chain of custody once evidence enters the department's property system.
4. Research reports, reviews public records, utilizes the Wisconsin TIME system and other sources of information to determine status of cases and owners of property; attempts to locate owner, utilizing all resources available; sends letters, responds to, and follows court orders, and completes property release forms necessary for the disposal of property; returns property to owners; and updates records and computer system to reflect disposal.
5. Gathers, classifies, stores, and prepares abandoned and seized property for city auction, donation, destruction, or department use. Coordinates destruction or disposal of abandoned and seized property. Updates records and computer system to reflect disposal.
6. Follows Federal, State, and local laws and ordinances as they pertain to the disposal or return of property. Follows department and City policy as it pertains to the disposal of property and maintenance and safekeeping of public records.
7. Regularly sells old, outdated, or unused city property utilizing Wisconsin Surplus Auction for all City of Watertown Departments except the Fire Department. As part of this process prepares photos, descriptions, and postings for the sale of said property. Coordinates with Wisconsin Surplus Auction and buyers in regard to the transfer of property or issues which arise through the sales process.
8. Ensure that evidence is transported or transferred to appropriate agencies such as the State of Wisconsin Crime Lab, Wisconsin Department of Hygiene Lab or Wisconsin Department of Justice when necessary. Prepare Wisconsin Crime Lab Transmittal form for the Wisconsin State Crime Lab or Request for Forensic Examination/Transmittal of Digital Evidence Form for the Wisconsin Department of Justice - Division of Criminal Investigation.
9. Transfer counterfeit U.S. Currency received in the property room to the United States Secret Service.
10. Makes copies of evidentiary videos, DVD's, digital photos, and other digital media as needed for safekeeping as evidence, public records requests, court and district attorney's office requests.
11. Accesses the squad video server to ensure the transfer of squad video from marked patrol units to the server. Regularly maintains and resets the server when downloading or video transfer issues occur. Follows through with officer requests to save video for evidence and transfers video from the squad server to safekeeping in evidence.
12. Ensure proper evidence labeling and packaging guidelines are followed.
13. Conducts evidence/property inspections and audits as directed and required by policy to insure adherence to department policy and procedure.
14. When mandated completes a property inventory of all property/evidence in possession of department.
15. Coordinates with detectives, patrol officers and other agencies on evidence/property.
16. On at least a weekly basis empties the drug drop box in the police department lobby. Secures the drugs from the drug drop box and coordinates bi-monthly sorting and packaging of the drugs from the drug drop box to be disposed of through the State of Wisconsin – Department of Justice.
17. Identify and mitigate adverse property room conditions such as vermin, insects and water or sewage leaks. Regularly check equipment such as freezers, heating and ventilation systems, locks, and other property room equipment to ensure it is working properly and identify when repair or replacement is necessary in order to maintain evidence and property safekeeping.
18. Direct traffic for city events.

### **Required Knowledge, Skills, and Abilities:**

The ability to perform work that is confidential in nature and tasks that are subject to review for accuracy and completeness. Graduation from high school or HSED equivalent, plus work experience and an equivalent combination of education, experience, and training which provides the following knowledge, abilities, and skills:

- Excellent written and oral communication skills.
- Ability to effectively communicate with others in person, by telephone, or in electronic format.
- Working knowledge of modern office practices and procedures.
- Ability to establish and maintain effective working relationship with all levels of personnel within the department and other City Departments, as well as with personnel of the District Attorney's office, Human Services, the City Attorney's office, Watertown Municipal Court, and other law enforcement agencies as appropriate.
- Knowledge of the National Crime Information Center (NCIC) and the Criminal Information Bureau (CIB) criminal history systems, and the departments records management system.
- Maintain TIME system certification.
- Knowledge of property/evidence room procedures, packaging, and general procedures.

- Knowledge of records retention laws and retention requirements of public records.
- High degree of proficiency in computer skills, including: word processing, desktop publishing, database, and spreadsheet programs such as Word, Excel and Adobe.
- High degree of proficiency in creating and maintaining filing and records systems.
- Ability to effectively manage multiple tasks with minimal supervision.
- Ability to work varied work hours if needed.
- Good knowledge of local, state and federal laws, ordinance, policies, guidelines and court rulings pertaining to the disposition of evidence and property.
- Previous court, paralegal, or law enforcement experience is desirable.
- Valid Wisconsin Driver's License.
- Perform other administrative office duties as requested.
- Ability to understand and follow instructions.

**Work Conditions and Physical Requirements:**

- Ability to lift 50 pounds above shoulders.
- Work at offsite evidence/property facility may include exposure to elements.

# CITY OF WATERTOWN

## POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

**DATE:** August 15, 2023  
**REVIEWED:**

**Title:** Investigations Specialist    **Department:** Police Department    **FLSA Status:** N/A

### General Summary

This is a full time position in the Investigations Division of the Police Department. This position is responsible for the performance of moderately complex and varied clerical duties in the Investigations Division along with being responsible for the performance of complex and varied duties within the department's property/evidence room. This position coordinates the online sale of city property for all city departments and disposes of abandoned property through online auction.

### Reporting Relationships:

Under the direct supervision of the Investigations Sergeant, however, from time to time may receive supervisory direction from other departmental supervisors.

### Specific Accountabilities:

#### **Administrative Responsibilities**

1. Work with Investigations staff, other department personnel, and the public.
2. Maintain Investigative files, forms, records, reports, correspondence, and documentation.
3. Provide Investigative files and other information to other agencies, including District Attorney Offices, and Human Services departments through the use of various electronic delivery systems.
4. Provide routine information from investigative files and records in response to telephone, fax, e-mail, and personal inquiries.
5. Updates department computer records management program to record when records are sent to the District Attorney, Human Services or any other agency or entity.
6. Provide copies of videos, DVD's, digital photos and other digital media as needed in response to discovery requests from the District Attorney's Offices, record requests and court requests for information.
7. Assist department typists with the typing of dictated police reports as directed.
8. Aid the public at the records service window as needed.
9. Track and document Domestic Abuse and Burglary statistics.
10. Prepare, coordinate, and track bi-annual sex offender verification.
11. Report non-compliant sex offenders to the Wisconsin Department of Justice for follow up.
12. Perform property validations for items listed in national databases as stolen.

#### **Property – Evidence – Sale of Unused or Abandoned Items**

1. Maintain accurate record of all evidence/property transactions and dispositions, via the property computer software system.
2. Transfer evidence/property from temporary to permanent storage locations.
3. Maintains chain of custody once evidence enters the department's property system.
4. Research reports, reviews public records, utilizes the Wisconsin TIME system and other sources of information to determine status of cases and owners of property; attempt to locate owner, utilizing all resources available; send letters, respond to and follows court orders, and complete property release forms



- necessary for the disposal of property; return property to owners; and update records and computer systems to reflect disposal.
5. Gather, classify, store, and prepare abandoned and seized property for city auction, donation, destruction, or department use. Coordinate destruction or disposal of abandoned and seized property. Update records and computer system to reflect disposal.
  6. Follow Federal, State, and local laws and ordinances as they pertain to the disposal or return of property. Follow department and City policy as it pertains to the disposal of property and maintenance and safekeeping of public records.
  7. Regularly sell old, outdated, or unused city property utilizing Wisconsin Surplus Auction for all City of Watertown Departments except the Fire Department. As part of this process prepare photos, descriptions, and postings for the sale of said property. Coordinate with Wisconsin Surplus Auction and buyers in regard to the transfer of property or issues which arise through the sales process.
  8. Ensure that evidence is transported or transferred to appropriate agencies such as the State of Wisconsin Crime Lab, Wisconsin Department of Hygiene Lab, or Wisconsin Department of Justice when necessary. Prepare Wisconsin Crime Lab Transmittal form for the Wisconsin State Crime Lab or Request for Forensic Examination/Transmittal of Digital Evidence Form for the Wisconsin Department of Justice - Division of Criminal Investigation.
  9. Transfer counterfeit U.S. Currency received in the property room to the United States Secret Service.
  10. Make copies of evidentiary videos, DVD's, digital photos, and other digital media as needed for safekeeping as evidence, public records requests, court and district attorney's office requests.
  11. Access the squad video server to ensure the transfer of squad video from marked patrol units to the server. Regularly maintain and reset the server when downloading or video transfer issues occur. Follow through with officer requests to save video for evidence and transfer video from the squad server to safekeeping in evidence.
  12. Ensure proper evidence labeling and packaging guidelines are followed.
  13. Conduct evidence/property inspections and audits as directed and required by policy to insure adherence to department policy and procedure.
  14. When mandated complete a property inventory of all property/evidence in possession of department.
  15. Coordinate with detectives, patrol officers and other agencies on evidence/property.
  16. On at least a weekly basis empty the drug drop box in the police department lobby. Secure the drugs from the drug drop box and coordinate bi-monthly sorting and packaging of the drugs from the drug drop box to be disposed of through the State of Wisconsin – Department of Justice.
  17. Identify and mitigate adverse property room conditions such as vermin, insects and water or sewage leaks. Regularly check equipment such as freezers, heating and ventilation systems, locks and other property room equipment to ensure it is working properly and identify when repair or replacement is necessary in order to maintain evidence and property safekeeping.

**Required Knowledge, Skills, and Abilities:**

The ability to perform work that is confidential in nature and tasks that are subject to review for accuracy and completeness. Graduation from high school or HSED equivalent, plus work experience and an equivalent combination of education, experience, and training which provides the following knowledge, abilities, and skills:

- Excellent written and oral communication skills.
- Ability to effectively communicate with others in person, by telephone, or in electronic format.
- Working knowledge of modern office practices and procedures.
- Ability to establish and maintain effective working relationship with all levels of personnel within the department and other City Departments, as well as with personnel of the District Attorney's office, Human Services, the City Attorney's office, Watertown Municipal Court, and other law enforcement agencies as appropriate.
- Knowledge of the National Crime Information Center (NCIC) and the Criminal Information Bureau (CIB) criminal history systems, and the departments records management system.
- Maintain TIME system certification.
- Knowledge of property/evidence room procedures, packaging, and general procedures.
- Knowledge of records retention laws and retention requirements of public records.
- High degree of proficiency in computer skills, including: word processing, desktop publishing, database, and spreadsheet programs such as Word, Excel and Adobe.
- High degree of proficiency in creating and maintaining filing and records systems.

*New*

- Ability to effectively manage multiple tasks with minimal supervision.
- Ability to work varied work hours if needed.
- Good knowledge of local, state and federal laws, ordinance, policies, guidelines and court rulings pertaining to the disposition of evidence and property.
- Previous court, paralegal, or law enforcement experience is desirable.
- Valid Wisconsin Driver's License.
- Perform other administrative office duties as requested.
- Ability to understand and follow instructions.

**Work Conditions and Physical Requirements:**

- Ability to lift 40 pounds above shoulders.
- Work at offsite evidence/property facility may include exposure to elements.

Employee Acknowledgement: \_\_\_\_\_  
Print

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

# Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1			DEMOGRAPHIC INFORMATION		
Employee Name	Kirstie Ewing, Virginia Downs	Employer Name	City of Watertown Police Department		
Job Title	Investigations Specialist	Work Location	Watertown, WI		
Department	Police	Division	Investigations		
Full-Time / Part-Time	Full Time	Part-Time (Hrs per Wk)			
Supervisor Name	Jon Caucutt	Supervisor Title	Investigations Sergeant		

## SECTION 2

### DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. *(Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.)* To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

**Frequency Codes:** Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Primary Duties	Frequency	% of Annual Total Time
Correspond with District Attorney / Human Services in Reference to Reports and Records Transfer and Communication	D	20 %
Digital Evidence / Squad Video preservation	D	18 %
Physical Evidence – Collect, Maintain, Purge per Chain of Evidence Requirements	D	20 %
Discovery Procurement for District Attorney's Office, Defense Attorneys, Municipal Court	D	10 %
Format Officer Reports to Present a Uniform and Professional Appearance	D	10 %
Compile and Attach Case Paperwork in the Computerized Records Management System	D	10 %
Maintain Domestic Abuse, Burglary and Graffiti Spreadsheets	M	1 %
Correspond with Other Police Jurisdictions to transfer reports and digital evidence	N	3 %
Work with Citizens for the Return of Property, Maintain Office & Evidence Room Supplies	N	2 %
Transcription of reports and other records	N	2 %
Vehicle Auction, Abandoned Vehicle Disposal, SORP registration tracking (2x/year)	A	2 %
Prescription-Drug Sort Coordination & Disposal, Property Room Inspections & Audits	Q, N	2 %



**SECTION 3****TOOLS AND TECHNOLOGY**

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

CIS (Computerized Information Systems), MS Word/Excel/Outlook, Adobe Acrobat, Axon (evidence.com), WILENET, eTIME, TIME, Track-Kit, WI Surplus, PirateShip, OneDrive, Jefferson Land Records, WI CCAP, Google, VLC Media Player, Exac-Vision IVR, Phone, Photocopier, Fax, Scanner, Shredder, Printer, L3 Video System

**SECTION 4****JUDGMENTS / DECISION-MAKING**

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Determine proper routing and preservation of Reports/Records/Evidence for judicial system needs (District Attorney, City Attorney, Defense Attorneys, citizens, other agencies, etc.) Adjust report settings for format, review and organize officer-submitted paperwork and electronically attach paperwork to case files.	Understanding intricacies of the Crim Justice systems, computerized records systems, records and evidence rules, word processing software,	Computer systems, communication with partners, training, supervisor, policy & procedure	Investigations Sergeant, Captain, Assistant Chief
Preserve property and evidence in the evidence room	Understanding evidence retention & chain of custody rules, and our computer system and evidence room policy and procedures	Training, policy & procedure, supervisor	Investigations Sergeant, Captain
Preserve officer reports for the Criminal Justice System (District Attorneys, City Attorney, Defense Attorneys, etc.)	Understanding policy and procedures for WTPD and the various other partners in the Crim Just system, and communication and transfer methods to those other entities.	Training, policy & procedure, supervisor	Investigations Sergeant
Determine what and when property can be destroyed/returned/disposed of	Understanding intricacies of our Crim Just system, understanding our policy and procedures, understanding rules of evidence	WI State Crime Lab's evidence book, training, policy & procedure, supervisor	Investigations Sergeant
Compilation of Crime Statistics for the city –	Understanding our record-keeping systems	Our computer system,	Investigations Sergeant

Section 3, Item D.



Domestic Abuse, Burglary, Graffiti	and data collection, analysis and presentation	training, supervisor	
Plan, schedule and organize own work	Prioritize duties with intricate knowledge of and experience with the Criminal Justice System and WTPD policy and procedures to ensure timely transfer of necessary records/evidence/information	Training, policy & procedure	Investigations Sergeant

## SECTION 5

### WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
District Attorney's Office Personnel	Daily for Records and evidence sharing/collaboration	Transfer of records/evidence
WTPD Detectives, Officers, Dispatchers	Daily for routine work contact – reports, cases, evidence	Fix their errors & oversights, collaborate on reports retention
Investigations Sergeant	Daily for receipt of assignments, assistance for unusual circumstances	Oversight & assistance
Special Operations Captain	Occasionally for Evidence Room Audits	Oversight
Records Clerk	Frequently for records retention collaboration	Collaboration on both ends of the process
Human Services Office Personnel	Almost daily for Records and evidence sharing	Transfer of records/reports
Citizens	Occasionally for Evidence disposition	Return evidence/property
WTPD SRO, others as available	Occasionally for Working together on occasional projects	Extra hands needed for occasional lengthy projects like the drug sort
WTPD Drug Task Force Investigator	Frequently for Disposal of illicit drug evidence	DTF is mandated as the destroyer of drug evidence that's no longer needed
Municipal Court Clerk	Occasionally for records sharing / collaboration	Municipal Justice System process, usually concerning citations, reports, etc.

## SECTION 6

### SUPERVISION / MANAGEMENT

Please indicate the type of responsibility you have as it pertains to leading others.



Area of Action / Responsibility	Yes	No	Provides Input
<b>Do you directly supervise any employees? NO</b> <i>If yes, please list the number of FTEs and job titles of those employees below:</i>			
Job Title	# of FTEs		

SECTION 7 WORK ENVIRONMENT / PHYSICAL REQUIREMENTS				
Please indicate the amount of time typically spent in the following categories.				
Physical Requirements		[Place an "X" in the appropriate cells]		
	N/A	Rarely	Occasionally	Frequently
Carrying / Lifting 10-40 Pounds				X
Carrying / Lifting > 40 Pounds		X		
Sitting				X
Standing / Walking / Climbing			X	
Squatting / Crouching / Kneeling / Bending		X		
Pushing / Pulling / Reaching Above Shoulder			X	
Work Environment	N/A	Rarely	Occasionally	Frequently
Indoor / Office Work Environment				X
Outdoor Work Environment (some evidence / property responsibilities)		X		

SECTION 8 ADDITIONAL EMPLOYEE COMMENTS
Please identify any other information that would help someone else understand your job more clearly:



## TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 9			SUPERVISOR INFORMATION	
Supervisor Name	Jon Caucutt	Supervisor Title	Investigations Sergeant	

SECTION 10		EDUCATION REQUIRED FOR HIRE
	Level of Education (Select one with an "X")	Field(s) of Study
	Less than High School Education	
<b>X</b>	High School Education (or Equivalent)	General Studies
	One Year Certificate (or Equivalent)	
	Associate's Degree (or Equivalent)	
	Bachelor's Degree	
	Master's Degree	
	Professional Degree (Law, Medicine, etc.)	
	PhD w/ Dissertation	
	Other:	
Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):		

SECTION 11						TOTAL EXPERIENCE REQUIRED UPON HIRE	
[Place an "X" in the appropriate cells]							
No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
<b>X</b>							
Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):							
Prior Law Enforcement experience is helpful for understanding the intricacies of the Criminal Justice System in which this job "lives and breathes."							



SECTION 12				CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB	
List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?		
Typing skill – > 50 WPM	Can be self-taught or professionally trained	yes			
Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):					

SECTION 13		SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS	
In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.			
JDQ Section	Comment / Clarification / Addition		

**TO BE COMPLETED BY ADMINISTRATIVE DESIGNEE**

SECTION 14			SUPERVISOR INFORMATION	
Administrative Designee Name	David Brower	Administrative Designee Title	Special Operations Captain	

SECTION 15		ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS	
In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.			
JDQ Section	Comment / Clarification / Addition		



# WATERTOWN POLICE DEPARTMENT

*Robert W Kaminski, Chief of Police*

**To: Watertown Finance Committee**

**From: Chief Robert Kaminski**

**Date: 08/17/2023**

**Subject: City 911 System**

Mayor and Finance Committee members,

The Police Department is in the process of having a new 911 system installed to serve the City of Watertown. The new system is being purchased and installed by AT&T. We have received a small portion of the new equipment and await other pieces. It is still anticipated to be installed by the end of the year. The current systems maintenance contract expired in July of 2023, and we should not be without coverage for the system. This maintenance contract and budget amendment will keep our current system covered. I can cover the cost through the existing police budge. The total is \$21,563.00

Respectfully,

Chief Robert Kaminski



**RESOLUTION TO AUTHORIZE  
A BUDGET AMENDMENT FOR THE PURCHASE OF A MAINTENANCE  
CONTRACT FOR THE CITY'S 911 SYSTEM**

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

**WHEREAS,** The City Police Department is in the process of purchasing and having a new 911 system installed in 2023 through AT&T; and,

**WHEREAS,** The maintenance agreement for the current system through Baycom Inc. expired in July and the new system is not installed; and,

**WHEREAS,** It was anticipated that the new system would be installed by July, but is now expected to be done before the end of the year 2023; and,

**WHEREAS,** The Police Department is requesting a decrease in Police Outside services (01-52-11-17) in the amount of \$7,000.00 for 2023 and a decrease in Police Capital Outlay (01-52-11-60) in the amount of \$4,000.00 for 2023 and a decrease in Police Salaries(01-52-11-10) in the amount of \$10,563.00 for 2023; and

**WHEREAS,** The Police Department is requesting an increase in Police Maintenance Contracts (01-52-11-20) in the amount of \$21,563.00 for 2023; and

**WHEREAS,** This budget amendment requires a resolution adopted by the Common Council; and

**WHEREAS,** The Finance Committee has considered this budget amendment and recommends the adoption of this resolution:

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:** that the Police Department budget be decreased in Police Outside services(01-52-11-17) in the amount of \$7,000.00 for 2023 and decreased in Police Capital Outlay(01-52-11-60) in the amount of \$4,000.00 for 2023 and a decrease in Police Salaries(01-52-11-10) in the amount of \$10,563.00 for 2023 and the Police Maintenance Contracts(01-52-11-20) be increased in the amount of \$21,563.00 for 2023 to allow for the purchase/continuation of a maintenance contract on the City's 911 System through Baycom Inc.



	YES	NO
DAVIS		
LAMPE		
BOARD		
BARTZ		
BLANKE		
SMITH		
SCHMID		
WETZEL		
MOLDEHAUER		
MAYOR MCFARLAND		
TOTAL		

ADOPTED \_\_\_\_\_

\_\_\_\_\_

CITY CLERK

APPROVED \_\_\_\_\_

\_\_\_\_\_

MAYOR



A Lifeline in the Moments that Matter

## Service Agreement Quote

7/27/2023

VENDOR		SHIP TO
<b>BAYCOM, Inc.</b> Theresa Jaklin 2040 Radisson Street Green Bay, WI 54302 800-726-5426 <a href="mailto:tjaklin@baycominc.com">tjaklin@baycominc.com</a>		<b>Customer:</b> City of Watertown PD 106 Jones St. Watertown, WI 53094 <b>Customer #:</b> 23843 <b>Contract #:</b> 23843_03 <b>Contact:</b> Chief Bob Kaminski <b>Phone:</b> 920-206-4218 <b>Email:</b> <a href="mailto:rkaminski@cityofwatertown.org">rkaminski@cityofwatertown.org</a> <b>Contract Start:</b> 6/28/2023 <b>Contract End:</b> 11/30/2023

QTY	MODEL AND DESCRIPTION	NOTES	PRICE
	3 POSITION VESTA 911 SYSTEM		\$21,563.00
		*OPTIONAL Gateway Warranty with advance hardware replacement - 4 units	\$1,295.00
SERVICE AGREEMENT TOTAL - ONE YEAR			\$22,858.00

## Service Agreement includes:

Parts and labor for repair under normal conditions  
 Priority service from experienced and certified BAYCOM technicians  
 Service provided during 24/7  
 Manufacturer support from VESTA  
 Weekly remote Preventative Maintenance  
 Quarterly remote Preventative Maintenance  
 Software patches and firmware updates deployed as needed

## Optional Gateway Warranty includes the following services specific to AudioCodes gateway units:

Repair and return service with advance hardware replacement of gateway units  
 Software patches, maintenance releases, and major software version releases  
 Scheduled back up configurations and certificates for gateway restoration  
 Analysis of logs, traces and processor dumps if required for a gateway repair

## Service Agreement does not include:

Repairs resulting from physical damage  
 Accessory replacement  
 Loaner equipment  
 Full replacement of covered equipment or components, unless covered under warranty  
 Updates for Windows Operating System or other third-party software

We impose a surcharge of 2% on credit card purchases over \$1,000, which is not greater than our cost of acceptance

Price does not include tax if applicable

Your signature is an agreement to purchase and an acceptance of Baycom's terms and conditions:

[www.baycominc.com/service-terms](http://www.baycominc.com/service-terms)

Approved By:

Approved Date:

PO #



Fox Crossing WI | Green Bay WI | La Crosse WI  
 Madison WI | Maple Grove MN | Pewaukee WI

## MEMO

TO: Jefferson County Finance Committee

FROM: Atty. Steven T. Chesebro

DATE: July 26, 2023

RE: 100 Western Ave., Watertown WI 53094 Past Due Taxes PIN 291-0815-0424-088

## REQUEST

The City is requesting the County's assistance addressing two safety issues within the City of Watertown and Jefferson County located at 100 Western Ave., Watertown, WI. The City will be covering approximately \$30,400.00 in past due fees to the City, costs of razing the building, and covering property taxes associated with the parcel. Currently there are past due property taxes totaling \$8,143.75 and the property will be charged property taxes for the 2023 tax year. The City is requesting that the County contribute toward the purchase of this property in an amount of \$10,113 which is approximately 1/3 of the cost of acquisition and remediation.

## BACKGROUND

The property located at 100 Western Ave. Watertown, WI 53094 was involved in a fire on December 9, 2022 resulting in three deaths and a total loss of the property. An investigation into the cause of the fire was conducted by the State, however the State was not able to determine the specific cause of the fire. There is no suspicion that foul play was involved. The structure at 100 Western Ave. is unstable and needs to be razed. In addition to the instability of the structure, the lot creates a second hazard as it is a corner lot with the structure built on both right-of-way lines substantially reducing visibility of all vehicles arriving at the intersection from the East and reducing visibility for vehicles approaching from the North.

At this time legal ownership of the building resides with Renee R. Sterwalt f/k/a Zsa Zsa Seefeldt. Mrs. Sterwalt has agreed to provide a Warranty Deed to the City excepting therefrom any special assessments or past due tax obligations on the property. Mrs. Sterwalt lives in Alaska on disability and failed to maintain insurance on the property prior to the fire. Mrs. Sterwalt tried to sell the property to Ms. Arenz by Land Contract. Mrs. Sterwalt alleges that she received no payment on the Land Contract in the last three years, and due to her fixed income was unable to hire an attorney to evict Ms. Arenz. A foreclosure judgment was granted against Mrs. Sterwalt regarding the property the day before the fire occurred.



Based on representations by Specialized Loan Servicing's attorney, the mortgage provider did file a claim for loss of value of its collateral under an insurance policy. It opted to use those proceeds to pay off the outstanding mortgage obligation and has signed and filed a Satisfaction of Mortgage and Release of Lis Pendens. Copies of both documents are attached hereto as Exhibit A. An email from Specialized Loan Servicing's attorney stating the company's position is attached as Exhibit B. Specialized Loan Servicing has also vacated the foreclosure judgment.

Ms. Arenz has signed any interest she may have in the property to the City of Watertown, terminating any claim she may have had regarding ownership of the property.

### **RESTRICTIONS ON PROPERTY**

Watertown Ordinance 550-85(C)(4) in compliance with Wis. Stat. § 62.23(7)(hc) would permit the property to be restored to the size, location, design, and use that it had immediately before the fire. This would recreate the safety risk that the City's ownership and use of a portion of the property would be aiming to eliminate. If the individual did not restore the house to its prior design, size and location, the property would not be able to meet any of the minimum lot sizes for development required by Watertown's Zoning Code as it would just be under 3,500 sq. ft. Setbacks for a residential lot would leave a structure that is at most 11.66 feet x 19.5 feet. As such if the property is sold to the public, the most likely result is that any auction or sale would fail, or the buyer would rebuild the building and the property would continue to create a dangerous intersection by blocking driver's view of the intersection as they approach.

### **COSTS**

The City intends to cover the demolition cost of the building, which is currently estimated at \$14,500.00. A table outlining the current anticipated costs of razing the building and returning the lot to vacant land is attached as Exhibit C. Should the City proceed with further dividing the lot in an attempt to sell portions of the parcel to the neighboring property owners the costs incurred by the City will likely increase by approximately \$3,000 for costs associated with dividing the property including the obtaining of a Certified Survey Map. Given that if the space was only divided in half there would be less than 1,750 square feet or .04 acres available for the neighboring properties. The likely space remaining for the neighboring parcels after division would likely not result in substantial sales.

In addition to the cost of razing the building and subdividing the property, there is an outstanding water utility bill of \$2,788.62 as of May 24, 2023 that the City will assume responsibility for.

The County has a claim against the property in the total amount of \$8,143.75 for past due taxes from 2020 and the current year's taxes. This amount will need to be paid to the County to clear the past due taxes and is accruing interest charges monthly. In addition, the taxes will be assessed to the property for 2023. The exact amount of 2023 taxes have not yet been determined. A rough estimate places this amount between \$381.41 and \$1,968.53 depending on assessed value and utilizing 2022's tax rate.

In total the cost to the City of taking over the property, razing the structure, and potentially subdividing the property would be approximately \$30,400.90. If the County is able to contribute \$10,112.28 that would be less than 1/3 of the cost incurred by the City to address the safety issue.

### **FUTURE PLANS**

Mrs. Sterwalt's attorney is drafting documents that would transfer ownership of the property to the City, including a Warranty Deed, excepting therefrom any taxes or special assessments. The City's immediate concern with the property would be to raze the building and return it to a vacant lot so that the substantial hazard to the community is resolved. If this proposal is approved by the County, the City would close on the property as soon as possible, and begin obtaining quotes for razing the property as quickly as possible. The goal of the City would be to have the property razed before the end of September.

Once the property has been returned to a vacant lot the City will explore potential other uses for the property. While not fully explored, the intersection which the house sits next to is currently considered a dangerous intersection and a portion of the land may be used to explore enhancing the safety of that intersection. The City's Public Works Director, Jaynellen Holloway, has provided a memo discussing potential options for the intersection depending on the costs and what portion of the land is available. A copy of the Memo is attached hereto as Exhibit D.

Some individuals have expressed an interest in turning the parcel or portion thereof into a memorial park dedicated to the three young children who lost their lives in the fire. Others are interested in transferring ownership to private individuals for development of the vacant lot or to expand neighboring lots to ensure the land gets back onto the tax roll.

Without the City or County's involvement the property would remain standing as Mrs. Sterwalt is unable to cover the cost of razing the building. The delinquent taxes would eventually allow the County to foreclose on the property. Waiting for that time to pass though could result in the structure collapsing and injuring others. Alternatively the City could obtain a judgment against the property owner permitting the City to raze the structure and special assess the charges. This would increase the delinquent taxes resulting in the County having to eventually foreclose on the property with a tax burden that would likely exceed the parcel's value.



## CONCLUSION

The City of Watertown is requesting the County assist the City in addressing a substantial safety issue by reimbursing the City for less than 1/3 of the cost the City will incur in removing the structure. This is an extremely unique situation in which there was a substantial fire which not only destroyed the property but claimed three young children's lives. The property owner is on a fixed income and despite trying to sell the property years ago has been unable to do so, in part due to being unable to evict the original purchaser. There is no insurance available to cover the cost of razing the building. The building exists in an area where it creates a dangerous intersection by limiting the view of those who approach the intersection. The City is willing to incur substantial costs to address the safety issues.

Given the options are to address the situation now, or let it continue to deteriorate until the City or County are forced to address it, as well as the uniqueness of the situation the best outcome appears to be that the City and County work together to minimize the total cost of both parties. To that end the City is willing to take ownership of the parcel and raze the structure. The City is requesting that the County contribute toward the purchase of this property in an amount of \$10,113 which is approximately 1/3 of the cost of acquisition and remediation.



1474743

Document Number

When Recorded Return To:  
Specialized Loan Servicing LLC  
6200 S Quebec St, Ste 300  
Greenwood Village, CO 80111

Parcel ID Number:  
291-0815-0424-088

Office of Register of Deeds  
Jefferson County, WI  
RECEIVED FOR RECORD  
06/15/2023 08:02:28 AM  
Staci M. Hoffman

Total Pages: 1

REC FEE: 30.00

TRANSFER FEE:

EXEMPT #

**\*\*The above recording information  
verifies that this document has  
been electronically recorded  
and returned to the submitter\*\***

### RELEASE AND SATISFACTION OF MORTGAGE

KNOWN ALL MEN BY THESE PRESENTS, that SPECIALIZED LOAN SERVICING, LLC is the lien holder of a Mortgage in the original amount of \$123,500.00 executed on November 18, 2009 by Zsa Zsa Sterwalt f/k/a Zsa Zsa Seefeldt, a/k/a Renee R. Sterwalt, in favor of Mortgage Electronic Registration Systems, Inc., as nominee for M&I Marshall & Ilsley Bank, and its successors and assigns, recorded in the Register of Deeds of Jefferson County, Wisconsin on December 3, 2009 as Document #1269566.

### LEGAL DESCRIPTION:

**The South fifty-two and one-half feet of lot four, block thirty-eight of Cole, Bailey & Co.'s plat, the same being the original plat of the East side of the City of Watertown.  
Commonly known as: 100 Western Ave., Watertown, WI 53094**

Now Therefore, for good and valuable consideration, the receipt whereof is hereby acknowledged, the undersigned does hereby satisfy, and release said Mortgage and hereby authorizes, and requests said Recorder of Deeds to enter satisfaction and release thereof on the proper Record in its office.

IN WITNESS WHEREOF, the said lienholder has caused these presents to be executed in its name by its proper officer thereunto duly authorized, this 16, day of May, 2023.

**SPECIALIZED LOAN SERVICING, LLC**

By: [Signature]

State of Colorado  
County of Arapahoe

This foregoing instrument was acknowledged before me on this 16 day of May, 2023 by Nicholas J. Raab as Assistant Vice President of Specialized Loan Servicing, LLC. The undersigned is personally known to me.

[Signature]  
Notary Public

**BENJAMIN HENSLEY  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 20214019703  
MY COMMISSION EXPIRES 05/19/2025**

Document Prepared By: Randall S. Miller & Associates, 342 N. Water St., Suite 600, Milwaukee, WI 53202

EXHIBIT

A

1473117

Office of Register of Deeds  
Jefferson County, WI  
RECEIVED FOR RECORD  
04/19/2023 10:55:31 AM  
Staci M. Hoffman

Total Pages: 1

REC FEE: 30.00

TRANSFER FEE:

EXEMPT #

**\*\*The above recording information  
verifies that this document has  
been electronically recorded  
and returned to the submitter\*\***

## Recording Area

## Name and Return Address:

Randall S. Miller & Associates, LLC  
342 N. Water Street, Suite 613  
Milwaukee, WI 53202

291-0815-0424-088

Parcel Identification Number (PIN)

## RELEASE OF LIS PENDENS

Document Number

Document Title

STATE OF WISCONSIN CIRCUIT COURT JEFFERSON COUNTY

Specialized Loan Servicing LLC

Plaintiff,

vs.

Case No: 2022CV000098

Renee R Sterwalt f/ka Zsa Zsa Sterwalt f/k/a Zsa Zsa Seefeldt, Jeff L. Sterwalt;

Defendants

PLEASE TAKE NOTICE that pursuant to S. 840.10 (3), Wis. Stat., the Lis Pendens in the above action previously recorded by the plaintiff on 04/29/2022 as 1461895, which affects the title to the real estate described as attached is hereby DISCHARGED AND RELEASED. The legal description of the subject property is as follows:

The South Fifty-Two and One-half feet of Lot Four, Block Thirty-eight of Cole, Bailey and Co's plat, the same being the original plat of the East side of the City of Watertown.  
100 Western Ave., Watertown, WI 53094

Dated: 19th day of April, 2023

By: Electronically signed by /s/ James D. Major  
James D. Major  
State Bar No. 1103081

Randall S. Miller & Associates, LLC  
120 North LaSalle Street, Suite 1140  
Chicago, IL 60602  
P: (414) 937-5992  
F: (414) 921-5628  
[wisconsin@rsmalaw.com](mailto:wisconsin@rsmalaw.com)  
Our Case Number: 22WI00105-1

Drafted by: Alishia Dingle

**Steven Chesebro**

**From:** Chris Stroebel <christopher.stroebel@stroeblaw.com>  
**Sent:** Monday, April 17, 2023 3:03 PM  
**To:** Steven Chesebro  
**Subject:** FW: Specialized Loan Servicing v Sterwalt, Jefferson County Circuit Court, Case No. 2022CV98  
**Attachments:** Re: Specialized Loan Servicing v Sterwalt, Jefferson County Circuit Court, Case No. 2022CV98

Steve,

I just received this from Atty. Major. Specialized Loan Servicing is taking the insurance money and "dismissing the foreclosure action, and releasing its lien as soon as practicable." By this, he seems to mean voluntarily vacating its foreclosure judgment.

Ms. Sterwalt will continue to cooperate with the City is seeing that the property is razed ASAP.

Sincerely,

Chris  
Chris Stroebel  
STROEBEL LAW, LLC  
30 W. Mifflin Street, Suite 1001  
Madison, WI 53703  
t. (608) 441-8100  
f. (608) 257-2722  
christopher.stroebel@stroeblaw.com

**PRIVILEGED & CONFIDENTIAL COMMUNICATION:**

DO NOT read, copy or disseminate this communication unless you are the intended recipient. If you have received this communication in error, please notify me immediately and permanently delete this communication.

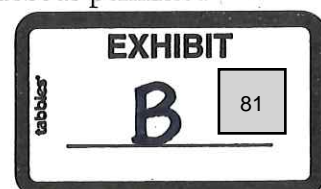
-----Original Message-----

**From:** James Major <jmajor@rsmalaw.com>  
**Sent:** Monday, April 17, 2023 2:20 PM  
**To:** Chris Stroebel <christopher.stroebel@stroeblaw.com>  
**Subject:** Re: Specialized Loan Servicing v Sterwalt, Jefferson County Circuit Court, Case No. 2022CV98

Re: Specialized Loan Servicing v Sterwalt, et.al., Case No. 22CV98; 100 Western Ave., Watertown, WI 53094

Hello Chris,

I have an update on this matter and I apologize for the delay on my part. Due in part by findings in the City's March 22, 2023 Raze Order that repair of the property would exceed 50% of its assessed value and thus repair and restoration would not be economically feasible, the imminent demolition by the City, and other considerations, SLS has elected to apply the fire loss proceeds to the underlying debt as permitted under the terms of the mortgage in these circumstances.





SLS also intends on dismissing the subject foreclosure action, and releasing its lien, as soon as practicable. Thus, please consider this email notice that SLS is taking such action with respect to the subject loss proceeds. SLS has also indicated that separate notice and correspondence on this issue will be sent to your clients at their notice address in Alaska.

Please do not hesitate to contact me with any questions, Thanks Jim

James D. Major  
Attorney  
Randall S. Miller & Associates, LLC  
120 N. LaSalle Street, Suite 1140  
Chicago, Illinois 60602  
Direct: (312) 239/3512  
Main: (312) 239/3432  
Fax: (312) 284/4820  
jmajor@rsmalaw.com

THIS FIRM MAY BE ACTING AS A DEBT COLLECTOR AND ANY INFORMATION OBTAINED MAY BE USED FOR THAT PURPOSE.

This message has been sent from a law firm and may contain information that is confidential or privileged. If you are not the intended recipient, please advise the sender immediately by reply e-mail and delete this message and any attachments without retaining a copy. Any disclosure, copying, distribution or use of the contents of this message is prohibited. If you have any questions, please feel free to call us. Thank you.

## 100 WESTERN AVENUE - PRELIMINARY DEMOLITION COSTS

ITEM	TIMELINE	COMPLETED	WHO	COST	EST. COST
<b>Budget:</b>				<b>\$10,000</b>	
Abatement Inspection					
Abatement					
Boarding up Basement windows	Winter 2023		Street/Solid Waste	?	DONE
Remove Gas/Electric	July?		Ritch/WE Energies	\$1,500	\$ 1,500.00
Remove Water Meters (2)	July?		Pete	Free	
Asphalt Patch for Water/San. Removal (Western)	?		Ann. St. Program	\$1,500	\$ 1,500.00
Demo Permit	30 day notice to neighbors/All of July?	Letter: X/Permit: X (2 ea.)	<u>Letter:</u> Brian <u>Permit:</u> Ritch	\$0	\$ -
Erosion Control Plan	July?		Engineering	\$0	\$ -
Demo	August?		St. Division	\$0	\$ -
Tipping Fees for Demo	August?		the City	\$10,000	\$ 10,000.00
Grading the Sight and gravel, and landscaping	Fall		Street/Solid Waste	?	\$ -
Fencing	Winter 2023		Street/Solid Waste	?	DONE
Concrete (sidewalk and C&G)	Fall		Sidewalk Contract?	\$1,500	\$ 1,500.00
<b>ESTIMATED TOTAL COST</b>					<b>\$ 14,500.00</b>

Jaynellen J. Holloway, P.E.  
920.262.4050

Andrew Beyer, P.E.  
920.262.4052

Maureen McBroom, ENV SP  
920-206-4264

Ritchie M. Piltz  
920.262.4034

Secretary, Wanda Fredrick  
920.262.4368

## MEMO

TO: Mayor McFarland and Attorney Chesebro  
FROM: Jaynellen J. Holloway, P.E.  
DATE: July 26, 2023  
RE: Potential City Use of 100 Western Avenue

Attached please find four diagrams.

Diagram #1: If nothing else would change with the future Surface Transportation Program (STP) – Local Western Ave./S. First St. project road design wise, a softer turning radius would be incorporated for driver maneuverability. The softer/larger turning radius would require the modification of the Americans with Disability Act (ADA) curb ramp. At minimum, a small portion of 100 Western Ave. would need to be purchased to place a conforming ADA curb ramp, which is required by State law.

Diagram #2: The existing structure at 100 Western Ave. occupies the "vision triangle". Vision triangles or sight-triangles identify areas at the corners of intersections of roads and driveways where views of approaching traffic should not be obstructed.

The Vision Triangle consists of a triangular-shaped area on a corner lot formed by measuring the prescribed distance from the intersection of the front and street side property lines, an intersecting alley, or an intersecting driveway, and connecting the lines diagonally across the property, making an approximate 90-degree triangle. The City of Watertown's code is 25 feet.

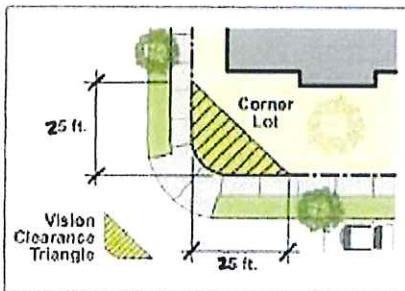


Diagram #3: Diagram #3 illustrates a potential design for the improvement of the intersection of Western Ave. and S. First St. The illustration is conceptual, it is not too scale or follows any design standards. The City of Watertown does intend to create a left turn only lane for westbound traffic to ease ingress and egress traffic into the City's Street/Solid Waste Division facility. The City also intends to add bicycle lanes as it is in the City's bicycle master plan to connect the downtown corridor with the Interurban Trail head along Western Ave. and S. First St.

Diagram #4: Diagram #4 shows a potential cross section of what could be the new cross section on Western Av. at S. First St. Again, this diagram is only a concept.

Enclosed: Diagrams #1 - #4





Parcels

① **SOFTER RADIUS :**

**ADA RAMP WILL GO ONTO PRIVATE PROPERTY**





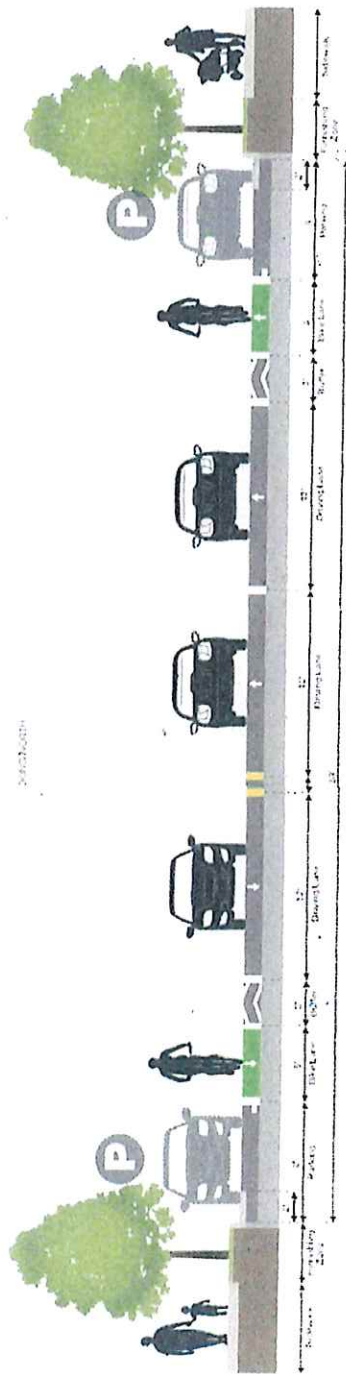
Parcels

② Vision Triangle : 25' SETBACK FROM PROPERTY LINE.









④ CROSS SECTION

## DEED IN LIEU OF FORECLOSURE AGREEMENT

THIS DEED IN LIEU AGREEMENT (the “Agreement”) is made effective as of August \_\_\_, 2023 (the “Effective Date”), by and among the CITY OF WATERTOWN, a Wisconsin municipal corporation (the “City”) and RENEE STERWALT f/k/a ZSA ZSA STERWALT (“Sterwalt”).

### RECITALS

- A. Sterwalt is the owner of the real property commonly known as 100 Western Avenue, City of Watertown, in Jefferson County, Wisconsin (the “Property”). In September 2019, Sterwalt rented the Property to Shannon Arenz.
- B. In 2020, following the start of the Covid-19 pandemic, Arenze stopped making payments under the lease for the Property. As a result, Sterwalt fell into arrears on the mortgage on the Property, the insurance policy for the Property and real property taxes, and the payment for water and sewer service provided by the City to the Property.
- C. On April 6, 2022, as a result on the default on the payment of the mortgage loan on the Property, Specialized Loan Servicing LLC, commenced an action in Jefferson County Circuit Court, Case No. 2022CV98, to foreclose its mortgage. On December 8, 2022, the Circuit Court granted a judgment of foreclosure to Specialized Loan Servicing.
- D. On or about December 9, 2022, the Property was largely destroyed by a fire. As a result of the fire, the City’s Building Inspector determined that the principal structure located on the above-described premises is so dilapidated, damaged and out of repair as to be dangerous, unsafe, unsanitary or otherwise unfit for human habitation, occupancy or use.
- E. On March 22, 2023, the City issued a Raze Order for the Property based on its finding that the cost of the necessary repairs for the Property would exceed fifty percent of the current (pre-fire) full assessed value of the Property. The Raze Order was recorded with the Jefferson County Register of Deeds on April 3, 2023, as Document No. 1472676.
- F. Sterwalt is indebted to City for real property taxes, assessments and water and sewer charges relating to the Property, some of which are secured by liens on the Property.
- G. On June 13, 2023, the Circuit Court vacated the judgment of foreclosure relating to the Property based on the parties’ recognition that the Property will have nominal if any value after taking account of the debts relating to the Property, including the expense of razing the Property.
- H. Sterwalt has resided in Alaska since 2019. She does not have the financial means to repair the property or pay the taxes, water and sewer charges and other debts relating to the Property.
- I. **Sterwalt and the City wish to avoid the time and expense of a foreclosure action. Sterwalt recognizes that it could require the City to pursue its rights to seek a foreclosure, and that by proceeding according to this Agreement, Sterwalt will be**

**foregoing the right to retain title to the Property by paying the delinquent taxes and assessments relating to the Property.**

- J. Sterwalt acknowledges and agrees that no further default nor any other action is required as a prerequisite to the City's exercise of its discretion if it desires to transfer title to the Property pursuant to the terms hereunder, and that the terms and conditions of this Agreement are applicable to the Property.

## **AGREEMENT**

NOW, WHEREFORE, for valuable consideration the receipt of which is acknowledged, Sterwalt and the City agree as follows:

1. **Delivery of Documents.** Within ten (10) business days following the date hereof, Sterwalt shall execute or cause to be executed, as necessary, and deliver to the City a Warranty Deed from Sterwalt, in the form attached as Exhibit A ("**Deed**").
2. **Release from Enforcement of Notes.** Upon, and only upon, the City's receipt of the Deed and a pro forma of the final owner's policy from Knight Barry Title Advantage LLC (including a gap indemnity through the date of the Deed) with regard to the Property, subject only to the Raze Order and liens securing taxes, assessment, water and sewer charges owed to the City, and any other liens or encumbrances which may be acceptable to the City in its sole discretion, then and only then the City will (a) release Sterwalt from liability for the debts owed to the City by Sterwalt. The debts owed to the City will still exist but will be nonrecourse except against the Property.
3. **No Merger of Title and Liens.** The City's interest in the Property after the City's acquisition of title to the Property shall not merge with the interests of the City (specifically, the City's liens on the Property). It is the express intention of each of the parties that such lien interests of the City in the Property shall not merge but be and remain at all times separate and distinct, notwithstanding the acquisition of title by the City. The liens on the Property shall be and remain at all times valid and continuous liens on the Property until and unless released by the City.
4. **Entire Agreement.** This Agreement, including the attached Exhibit, and the documents referred to in this Agreement or executed either concurrently with or pursuant to this Agreement, constitute the entire agreement for the deed in lieu of foreclosure transaction between the parties, and there are no other agreements, understandings, restrictions or warranties or representations among the parties on that subject.
5. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.
6. **Amendment or Waiver.** Neither this Agreement nor any of the provisions hereof may be changed, waived, discharged or terminated, except by an instrument in writing signed by the party against whom enforcement of the change, waiver, discharge or termination is sought.
7. **Voluntary Action.** Sterwalt acknowledges that she has had the opportunity to consult with counsel of her choice. Sterwalt is entering into this Agreement knowingly and voluntarily. Sterwalt recognizes that she could require the City to pursue its legal remedies but has decided nonetheless to proceed with this Agreement.



8. **Counterparts.** This Agreement may be executed in any number of counterparts. Each counterpart, when executed and delivered, will be an original, but all counterparts, when taken together, shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed on their behalf as of the date set forth above.

**CITY OF WATERTOWN, WISCONSIN**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**RENEE STERWALT**  
**f/k/a ZSA ZSA STERWALT**

By: \_\_\_\_\_  
Renee Sterwalt

**EXHIBIT A**  
**WARRANTY DEED**

(ATTACHED)

# WARRANTY DEED

Document Number

Document Name

**This Deed**, made between, RENEE STERWALT f/k/a Zsa Zsa Sterwalt, a widow not remarried ("Grantor"), and CITY OF WATERTOWN, WISCONSIN ("Grantee"),

**WITNESSETH**, That the said Grantor, for a valuable consideration conveys to Grantee the following described real estate, together with rents, profits, fixtures and other appurtenant interests, in Jefferson County, State of Wisconsin:

The South fifty-two and one-half feet of lot four, block thirty-eight of Cole, Bailey & Co. plat, the same being the original plat of the East side of the City of Watertown.

## THIS SPACE RESERVED FOR RECORDING DATA

Name and Return Address

Steven T. Chesebro, City Attorney  
City of Watertown  
PO Box 477  
Watertown, WI 53094

28-291-0815-0424-088

Parcel Identification Number (PIN)

This **is not** homestead property.  
(is) (is not)

Grantor warrants that the title is good, indefeasible in fee simple and free and clear of encumbrances except municipal and zoning ordinances and agreements entered under them, recorded easements for the distribution of utility and municipal services, recorded building and use restrictions and covenants, general taxes, assessments and debts owed to the City of Watertown, Wisconsin.

Dated this \_\_\_\_ day of August, 2023.

\_\_\_\_\_  
\*Renee Sterwalt f/k/a Zsa Zsa Sterwalt (SEAL)

\_\_\_\_\_  
\* (SEAL)

## AUTHENTICATION

Signature of \_\_\_\_\_  
authenticated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\* \_\_\_\_\_

TITLE: MEMBER STATE BAR OF WISCONSIN  
(If not, \_\_\_\_\_ authorized by § 706.06, Wis. Stats.)

THIS INSTRUMENT WAS DRAFTED BY:

Christopher J. Stroebel, Esq.  
STROEBEL LAW, LLC  
30 W. Mifflin Street, Suite 1001  
Madison WI 53703  
(608) 441-8100

## ACKNOWLEDGMENT

STATE OF ALASKA, )  
 ) ss.  
THIRD JUDICIAL DISTRICT )

Personally came before me this day, August \_\_, 2023, the above named Renee Sterwalt, to me known to be the persons who executed the foregoing instrument and acknowledge the same.

\* \_\_\_\_\_  
Notary Public, State of Wisconsin  
My commission (is permanent) (expires: \_\_\_\_\_)



**City of Watertown**  
**Special Event Permits with Fees**

Permit Number	Event	Inv #	PD	Streets	Fire	Park & Rec	Total	%	Billed
<b>2022</b>									
2022-00	Jig Jog	202002882	570.27	181.32	-	-	751.59	100%	751.59
2022-07	Community Celebration	202002995	208.77	119.91	-	-	328.68	20%	65.74
2022-39	Run Turkey Run	202003204	263.26	82.12	-	-	345.38	100%	345.38
<b>2023</b>									
2023-03	Jig Jog	202003367	175.97	700.22	-	-	876.19	100%	876.19
2023-07	Community Celebration	202003504	248.22	860.72	-	-	1,108.94	40%	443.58
2023-08	Pride in the Park				-	-	-	20%	-
2023-13	Riverfest								

2023 Pride in the Park  
July 29, 2023

<b>Labor</b>			<u>Exclusions</u>	
Police Dept	10,442		49.0 exempt hours	
Street Div	<u>1,926</u>		4.8 exempt hours	
		12,368		
<b>Equipment</b>				
Fencing rental	1,673			
Lowboy & trailer	1,281	9 hrs operational use	9 hrs barricade use: \$1,281	
Dump trucks (8)	722	1 hr operational use	9 hrs barricade use: \$6,502	
Grader	<u>93</u>	1 hr operational use	9 hrs barricade use: \$839	
		<u>3,769</u>		
<b>Total</b>		16,137	8,622	<u>Total</u> 24,759
20%		3,227	1,724	4,952