



## **PUBLIC WORKS COMMISSION MEETING AGENDA**

**TUESDAY, DECEMBER 12, 2023 AT 5:30 PM**

**COUNCIL CHAMBERS, SECOND FLOOR, MUNICIPAL BUILDING - 106 JONES STREET**

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**By Phone or GoToMeeting:** Members of the media and the public may attend by calling:(Toll Free): 1 877 309 2073 or 1 (646) 749-3129   **Access Code:** 196-221-861 or <https://meet.goto.com/196221861>  
Please join meeting from your computer, tablet or smartphone. All public participants' phones will be muted during the meeting except during the public comment period.

### **1. CALL TO ORDER**

### **2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT**

*Each individual who would like to address the Committee will be permitted up to three minutes for their comments*

### **3. REVIEW AND APPROVE MINUTES**

- A. Review and Approve Minutes:  
Bicycle and Pedestrian Path Planning Task Force minutes from October 24, 2023.
- B. Review and Approve: Public Works minutes from November 28, 2023

### **4. BUSINESS**

- A. Review and take possible action: Weed Ordinance Appeal for Tristan Higgins
- B. Review and take possible action: Weed Ordinance Appeal for ADY Ventures, LLC
- C. Review and take possible action: Weed Ordinance Appeal for Lawrence McLaren

### **5. ADJOURNMENT**

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [mdunneisen@CityofWatertown.org](mailto:mdunneisen@CityofWatertown.org), 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*

## MEMO

TO: Task Force Commissioners/Public Works Commissioners  
FROM: Jaynellen J. Holloway, P.E., Chairperson  
DATE: October 24, 2023  
RE: October 24, 2023, Bicycle & Pedestrian Path Plan Task Force Meeting Minutes

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### **Bicycle, Pedestrian Path Task Force Room 2044**

October 24, 2023, 4:30 – 5:30 PM (America/Chicago)

PRESENT: Maureen McBroom, Jaynellen Holloway, Carol Quest, Eric Schmid, Rod Laudenslager, Carol Quest, Steve Board, Joe Kallas

#### Agenda Items:

- 1) Meeting was called to Order by Maureen McBroom at 4:34 p.m. Introductions were made.
- 2) Review and take possible action: Approve minutes of March 14, 2023, meeting and forward to the Public Works Commission for review and acknowledgement.  
Motion: Quest  
Second: Laudenslager  
Passed Unanimously.
- 3) TAP Grant Update: City-Wide Bike & Pedestrian Plan Proposed Schedule: WisDOT Contacts Start next winter. Draft RFP at WisDOT for review and approval. This body will be a reviewer of the plan. It will be a master plan for the City to connect to both counties and state trails. Add grant amount. This would be a six-month, possibly up to nine-month study.
- 4) TAP Grant Update: S. Church Street Grant Application: Grant application due this week. S. Church between Air Park Drive and Jefferson Road. This will be the third time we have applied. It is an 80/20 grant.
- 5) Review and take possible action: Amend membership voting to include two (2) Engineering staff members as recognized voters.  
Motion: Kallas  
Second: Quest  
Passed Unanimously.
- 6) Dodge County Trails Update by Bill Ehlenbeck, Director, Dodge County Land Resources & Parks Dept: Bill will attend the next meeting. In the interim, Maureen gave an overview of the Dodge County Parks, Outdoor Recreation, and Open Space Plan. See attached. They are

currently working on trails in and around Horicon. They are interested in getting the trails along N. Second St/Rd off road.

Section 3, Item A.

- 7) Review and discuss: Future agenda items.
  - 1) Development of the Collective property to plan for pedestrian/bike trails in it.
  - 2) Update bike trails on the City's GIS – as an update in a future meeting.
  
- 8) Adjourn. Adjourned at 5:07 pm.  
Motion: Laudenslager  
Second: Schmid.  
Motion approved.

Next meeting: First Quarter of 2024.

PUBLIC WORKS COMMISSION MEETING AGENDA  
TUESDAY, NOVEMBER 28, 2023 AT 5:30 PM

Section 3, Item B.

Commission members present: Alders Bartz, Board, Smith, Wetzels, Comm'r Thompson  
City employees present: Wastewater Treatment Manager Pete Hartz; Strategic Initiatives and Development Coordinator  
Mason Becker. City Attorney Steve Chesebro

1. CALL TO ORDER

5:43 pm

2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

NONE

3. REVIEW AND APPROVE MINUTES

Public Works minutes from November 14, 2023

Motion to approve Ald. Board

2nd Ald. Bartz

Carried by unanimous voice vote

4. BUSINESS

A. Review and take possible action: Dupont class action lawsuit settlement participation to establish eligibility for compensation from settlement funds

Currently drinking water tests show that the city of Watertown's treated drinking water is safe and has zero detects for 29 different PFAS / PFOS chemical parameters, which were required to be tested for under the Federal Environmental Protection Agency's Unregulated Contaminant Monitoring Rule #5 in 2023. However, the future of the water quality related to PFAS / PFOS is unknown. Joining in this settlement impacts Watertown's future rights regarding the unknown and possible contamination from PFAS / PFOS. This settlement provides public water systems with access to funding that can transform their infrastructure by establishing and maintaining state-of-the-art water treatment facilities equipped with advanced technology for effectively removing PFAS / PFOS. This settlement coincides with a shifting regulatory landscape and the likely adoption of new, enforceable standards for PFAS content in drinking water, including the Environmental Protection Agency's proposed maximum contaminant levels for PFOA / PFOS; if the public water system opts out it will receive no funds to pay for compliance efforts and obligations, but would preserve legal rights for future claims.

Both Hartz and Chesebro concurred that the best option for the City is to opt. Into the lawsuit.

This lawsuit is nationwide

Motion by Ald. Board to opt. into a class action lawsuit with Dupont to establish eligibility for compensation from settlement funds

2nd Ald. Bartz

Carried by unanimous voice vote

B. Review and take possible action: 3M class action lawsuit settlement participation to establish eligibility for compensation from settlement funds

Can insert paragraph 4.A. "Currently...claims" can be inserted here as it is a duplicate.

Motion by Ald. Board to opt. into a class action lawsuit with 3M to establish eligibility for compensation from settlement funds

2nd Comm'r Thompson

Carried by unanimous voice vote

C. Review: Downtown River Corridor Opportunity Analysis RFP

Mason Becker appeared before the Plan Commission seeking ideas and thoughts and appeared before the Public Works Commission for the same.

Smith asked what the expected cost to the RDA for the study. Becker \$20-50k. Smith asked if the RDA has money available in the RDA and that the study could be completed in 2024 and that the project should be completed in 9 months.

Smith suggested partnerships along the corridor between public and private sector

Unsure of the scope of the study, but Smith spoke of the misuse of land south of the Milwaukee Street bridge. Board asked that design standards be given to the developers in the corridor and broadening the scope along the entire commercial face of the Rock River i.e. former Shopko/Pic n Save, east side of river from the former Pizza Hut property south.

## 5. ADJOURNMENT

Motion to adjourn at Ald. Bartz at 6:39 pm

2nd Ald. Board

Carried by unanimous voice vote

Respectfully submitted,

Bob Wetzel

Public Works Commission Chair

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

## Kristine Butteris

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**From:** Matthew Willmann  
**Sent:** Tuesday, September 5, 2023 6:47 AM  
**To:** Kristine Butteris  
**Subject:** FW: 328 N Warren

Good morning,

Is this your department?

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**From:** Jeremy Tyson <jtyson@qbitnetworking.com>  
**Sent:** Sunday, September 3, 2023 9:36 PM  
**To:** Matthew Willmann <MWillmann@watertownwi.gov>  
**Subject:** 328 N Warren

Hey Matthew, can we ask 328 N Warren to clear the sidewalk at the southwest corner of their lot? His/her weeds have been blocking it the whole sidewalk for awhile now.

Thanks,  
Jeremy

## Kristine Butteris

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**From:** Jeff Doyle  
**Sent:** Friday, September 8, 2023 10:29 AM  
**To:** Megan Schwefel; Kristine Butteris  
**Subject:** Re: 328 North Warren Weed Ord Notice

*Please send 328 N Warren a weed ord notice with the following note - " please remove weeds around tree and bushes on Green St side of property".*

*Thanks*

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**From:** Megan Schwefel <MSchwefel@watertownwi.gov>  
**Sent:** Tuesday, September 5, 2023 12:33 PM  
**To:** Jeff Doyle <JDoyle@watertownwi.gov>; Kristine Butteris <KButteris@watertownwi.gov>  
**Subject:** Weed Ord

Jeff,

Attached is a weed ordinance, per Kristine's email this morning.

*Sincerely,  
Megan Schwefel*

City of Watertown  
Parks, Recreation & Forestry Dept  
Watertown Senior & Community Center  
514 South First Street  
Watertown, WI 53094  
Park Main Line: 920-262-8080  
Senior Center Main Line: 920-262-8099





## MEMO

TO: Public Works Commission  
FROM: Kristine Butteris, Director of Parks, Recreation, & Forestry  
DATE: December 6, 2023  
RE: Public Works Commission Meeting, December 12, 2023

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Review and take possible action: Weed Ordinance Appeal for Tristan Higgins

### BACKGROUND:

I received an email on September 5<sup>th</sup> from Matt Willmann of the Street Department asking if the email he forwarded to me about a weed ordinance complaint for 328 N. Warren St. should be directed to the Parks, Recreation and Forestry Department. I forwarded this message on to the administrative assistant asking that a work order be put through to check on the property.

On September 8<sup>th</sup>, Jeff Doyle, the Weed Commissioner Designee, emailed both myself and the administrative assistant to send a weed ordinance notice.

The Parks, Recreation, and Forestry Department crew was instructed to mow the property on October 5<sup>th</sup> and invoiced the property owner on October 6<sup>th</sup>.

### Attachments:

Email correspondence



THE CITY OF  
**WATERTOWN**

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## MEMO

TO: Public Works Commission  
FROM: Kristine Butteris, Director of Parks, Recreation, & Forestry  
DATE: December 6, 2023  
RE: Public Works Commission Meeting, December 12, 2023

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Review and take possible action: Weed Ordinance Appeal for ADY Ventures LLC

### BACKGROUND:

A phone call was received on June 28<sup>th</sup>, stating weeds are blocking the stop sign. Another phone call was received on July 13<sup>th</sup>, stating weeds are overtaking the sidewalk. Jeff Doyle, the Weed Commissioner Designee, reviewed the property on July 13<sup>th</sup> and send an emailed both myself and the manager to send a weed ordinance notice. We received another complaint on September 15<sup>th</sup> and instructed the park crew to mow the property that day.

### Attachments:

Email correspondence  
Weed Ordinance Letter

**PARK, RECREATION AND FORESTRY DEPARTMENT  
PRIVATE PROPERTY MAINTENANCE POLICY**

Section 4, Item B.

1. This policy and form is to be used to report billable services provided to private property owners.
2. The Police Department will notify the department of the need for snow /ice removal services on sidewalks adjacent to private property. Department crews will complete the work as soon as possible.
3. The Street Department will notify the department of the need for private lawn maintenance services.
4. Accurate records are to be kept for all expenses associated with the completion of this work. Records are to include; worker hours, and equipment expense & administrative costs.
  - Equipment to be billed includes all power equipment, including transportation.
  - The 40% for benefits includes expenses for misc. hand equipment and supplies.
  - This expense information is to be recorded on the form Private Property Maintenance Report form below.
5. A copy of the Private Property Maintenance Report is to be presented to the Director, City Clerk's office and a copy to be retained by the Park and Forestry Maintenance Supervisor.
6. The City Clerk's office will manage the billing.

**PRIVATE PROPERTY MAINTENANCE REPORT FORM**

<b>Date of Police Dept Notice:</b>	9 / 15 / 2023	<b>Date Work Completed:</b>	9 / 15 / 2023
<b>Property Address:</b>	1304 MEMORIAL DRIVE		
<b>Work Description:</b>	WEED ORDINANCE - Mowing / Trimming / Weed-whipping		

Description	Rate	#Hours	Total Price
Mowing with Toro Grandstand 52", use of trimmers & leaf blowers	\$500.00	1.00	\$500.00
Mowed multiple passes along sidewalk on			\$0.00
1304 and lot south of 1304 both ADY VENTURES			\$0.00
TOTAL AMOUNT DUE:			\$500.00

## Kristine Butteris

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**From:** Jeff Doyle  
**Sent:** Thursday, July 13, 2023 12:25 PM  
**To:** Andrea Draeger; Megan Schwefel  
**Cc:** Kristine Butteris  
**Subject:** 1304 Memorial Drive Weed Ord 2 Lots  
**Attachments:** Vacant Lot by 2 Sisters Cafe.pdf

*Please send 1304 Memorial Drive, two lots ( parcel numbers - 3442-020 & 3442-021 same owner ) a weed ord to mow their property.*

*Thanks  
Jeff*

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**From:** Mary Stark <MStark@watertownwi.gov>  
**Sent:** Thursday, July 13, 2023 9:46 AM  
**To:** Jeff Doyle <JDoyle@watertownwi.gov>  
**Cc:** Ryan Thurow <RThurow@watertownwi.gov>  
**Subject:** Vacant Lot by 2 Sisters

FYI:

## Forestry/Weed Ordinance Work Order

Name: Shari Favreau

Date: July 13, 2023

Address: Vacant Lot by 2 Sisters Cafe

Phone: 414-550-1135

Electrical Problems? ☐ Y or ☐ N (If yes, proceed with caution!)

Keep Fire Wood ☐ Y or ☐ N

Work Requested: Shari does not want to be called, but I wrote her number down.  
The vacant lot by 2 Sisters Cafe the weeds are overtaking the  
sidewalk. The sidewalk is covered with weeds.

Type of Work Completed
Date:

Kristine Butteris

**From:** Andrea Draeger  
**Sent:** Friday, September 22, 2023 9:35 AM  
**To:** Jeff Doyle  
**Cc:** Megan Schwefel; Kristine Butteris  
**Subject:** RE: 1304 MEMORIAL DRIVE WEED ORD MOWING BILL

I will print and put in the invoice basket for Megan to process next week.

**From:** Jeff Doyle <JDoyle@watertownwi.gov>  
**Sent:** Friday, September 22, 2023 9:32 AM  
**To:** Andrea Draeger <ADraeger@watertownwi.gov>  
**Cc:** Megan Schwefel <MSchwefel@watertownwi.gov>; Kristine Butteris <KButteris@watertownwi.gov>  
**Subject:** 1304 MEMORIAL DRIVE WEED ORD MOWING BILL

*Attached is the bill for mowing of 1304 Memorial Drive. We initiated the mowing then the owner finished the following business day. Both properties have the same owner. No street address on the second property.*

<u>gispin:</u>	29109153442020
<u>Owner:</u>	ADY VENTURES LLC
<u>Co-Owner:</u>	
<u>Mailing Address 1:</u>	120 PARK AVE
<u>Mailing Address 2:</u>	
<u>Mailing City:</u>	BEAVER DAM
<u>Mailing State:</u>	WI
<u>Mailing Zip:</u>	53916
<u>Site Address:</u>	1304 VAC MEMORIAL DR
<u>Site City:</u>	WATERTOWN
<u>Site Zip:</u>	53098

and

<u>gispin:</u>	29109153442021
<u>Owner:</u>	ADY VENTURES LLC
<u>Co-Owner:</u>	S & L HOLDING LLC
<u>Mailing Address 1:</u>	120 PARK AVE
<u>Mailing Address 2:</u>	
<u>Mailing City:</u>	BEAVER DAM
<u>Mailing State:</u>	WI
<u>Mailing Zip:</u>	53916

Jeff Doyle  
Parks, Rec and Forestry Supervisor  
City of Watertown

Main 920-262-8080  
Shop 920-262-8088

Kristine Butteris  
Director

Andrea Draeger  
Office Manager

Jeff Doyle  
Parks Supervisor

Megan Schwefel  
Administrative Assistant

July 14, 2023

ADY Ventures LLC  
120 Park Ave  
Beaver Dam, WI 53916

ADY Ventures LLC,

Our records show that *ADY Ventures LLC* owns or has control of the following described properties. The property is located at, and the parcel number is:  
1304 Memorial Dr and Adjacent Property, Watertown, WI 53098 /# 291-0915-3442-020 and 291-0915-3442-021

The aforesaid property contains weeds, grass or brush in violation of **City Ordinance, Chapter 446**. Notice is hereby given that if the weeds, grass or brush is not removed (*trim in backyard and along fence*) from the above named premises within seven (7) days from the date hereof, the **City of Watertown will cause the weeds, grass or brush to be removed. The cost of such removal will be assessed against the said owned property.** The current rate is \$250.00 per hour with a minimum two hour charge. The fee is intended to be a penalty/incentive for the property owner, so they may handle the problem themselves. The City of Watertown does not wish to be in the weed cutting business. If any City equipment is damaged while mowing the property, all charges for repairing said damage will be added to the Weed Bill.

**2. 446-23 Noxious weeds, grasses and brush prohibited; height limit.**

No owner of property within the City shall permit to grow or pollinate upon his or her property or upon any lands between the lot line of his or her property and the curb or pavement fronting such property any noxious weeds, grasses or brush that may cause or produce hay fever in human beings, produce unpleasant or noxious odors or conceal filthy deposits or provide a place for the accumulation of trash or litter. In order to prevent such growth and pollination, every property owner shall mow or cause to be mowed upon his or her property all weeds and grasses exceeding eight inches in height and all brush exceeding one foot in height. If any owner in the City neglects or fails to cut the same after having been given a seven-day written notice (only one such notice need be issued per property per calendar year, thereafter enforcement action may proceed without prior notice) by the Weed Commissioner or his or her designee, the Weed Commissioner or Weed Commissioner's designee is authorized to enter upon such property and cause the weeds, grasses or brush in violation of this section to be cut or mowed in conformity with this section. Written notice under this section shall be issued to the owner of such property and shall state that such weeds and grasses have exceeded a height of eight inches and that such shall be cut within a time designated by the Weed Commissioner or Weed Commissioner's designee. The notice shall be sent by first-class mail, postage prepaid, to the owner's last known and reasonably ascertainable address.

**A. Exemptions.** The height requirement of this section shall not apply to the following:

- (1) Zoned wetland.
- (2) Zoned agricultural with only one seasonal harvest.
- (3) Permit from DNR to grow wild grasses for wildlife.
- (4) Special characteristics of land and location.

514 S. First Street • Watertown, WI 53094 • Phone 920.262.8080 Fax: 920.262.8087

[kbutteris@watertownwi.gov](mailto:kbutteris@watertownwi.gov)

[jdoyle@watertownwi.gov](mailto:jdoyle@watertownwi.gov)

[adraeger@watertownwi.gov](mailto:adraeger@watertownwi.gov)

[mschwefel@watertownwi.gov](mailto:mschwefel@watertownwi.gov)

*Opportunity Runs Through It*

(a) Remote location as determined by the Weed Commissioner or Weed Commissioner's designee.

(b) Historical character.

(c) Presently rough, wet or wild.

(d) Environmentally sensitive areas.

(5) Approved natural landscapes pursuant to Chapter 356, Article I, of this Code.

(6) Government programs.

Section 4, Item B.

**B. Review of exemptions.** All property exemptions will be reviewed on a case-by-case basis by the Public Works Commission and the Weed Commissioner.

[Amended by Ord. No. 05-29]

**C. Waiver.** The Weed Commissioner or Weed Commissioner's designee may waive the provisions of this section in whole or part when, in the Weed Commissioner or Weed Commissioner's designee's opinion, an application for waiver is justified relative to grasses and other plants. A waiver may be granted if the waiver will not cause a detraction from the aesthetics of an area, not create a nuisance, and not otherwise detract from the health, safety and welfare of near and neighboring residents, and for other reasons in the sole judgment of the Weed Commissioner or Weed Commissioner's designee.

#### 446-24 **Enforcement.**

This article shall be enforced by the Weed Commissioner or his or her designee.

#### 446-25 **Costs and fees; forfeiture.**

The fee for mowing or removal of noxious weeds, grasses or brush by the City's Weed Commissioner or Weed Commissioner's designee shall be no less than \$500 in each instance of any such expended labor. Any time spent on a property in excess of three hours shall be billed at the rate of \$250 per hour. In the event that City equipment is damaged while mowing or otherwise applying an effort to bring property into compliance with this article, the cost to repair the equipment shall be added to the bill. If such fees and/or costs are not paid by November 15 of the year in which they are billed, an administrative fee equal to 10% of the actual cost shall also be charged to the property owner. In the event of nonpayment thereafter, all such charges, costs and fees shall be placed on the tax roll pursuant to § 66.0627, Wis. Stats. The owner of such premises shall also be subject to a forfeiture for violation of this article.

Please contact Jeff Doyle, Weed Commissioner, if you intend to have someone cut the weeds, grass or brush for you. Then a "grace period" will be given, up to the date you give him for taking care of this matter. If the weeds, grass or brush are not removed by this set date, the property will be cut by the city. **If for whatever reason, you cannot remove the weeds, grass or brush by the end of your set date, you must again call the Weed Commissioner for another extension.** The best times to call are Monday – Friday, between 8:00 a.m. – 4:00 p.m. The phone number is (920) 262-8080, and the address is 514 S. First Street, Watertown, WI 53094.

Sincerely,



Jeff Doyle  
Park Supervisor Parks, Recreation & Forestry, City Weed Commissioner

Enclosure

514 S. First Street • Watertown, WI 53094 • Phone 920.262.8080 Fax: 920.262.8087

[kbutteris@watertownwi.gov](mailto:kbutteris@watertownwi.gov)

[jdoyle@watertownwi.gov](mailto:jdoyle@watertownwi.gov)

[adraeger@watertownwi.gov](mailto:adraeger@watertownwi.gov)

[mschwefel@watertownwi.gov](mailto:mschwefel@watertownwi.gov)

*Opportunity Runs Through It*

Phone: 920-262-4000

 COPY

<b>Date</b>	<b>Invoice Number</b>
09/26/2023	202003646

**Pay By: 10/26/2023**[illegible]

Please include invoice number with payment.



**PARK, RECREATION AND FORESTRY DEPARTMENT  
PRIVATE PROPERTY MAINTENANCE POLICY**

Section 4, Item B.

1. This policy and form is to be used to report billable services provided to private property owners.
2. The Police Department will notify the department of the need for snow /ice removal services on sidewalks adjacent to private property. Department crews will complete the work as soon as possible.
3. The Street Department will notify the department of the need for private lawn maintenance services.
4. Accurate records are to be kept for all expenses associated with the completion of this work. Records are to include; worker hours, and equipment expense & administrative costs.
  - Equipment to be billed includes all power equipment, including transportation.
  - The 40% for benefits includes expenses for misc. hand equipment and supplies.
  - This expense information is to be recorded on the form Private Property Maintenance Report form below.
5. A copy of the Private Property Maintenance Report is to be presented to the Director, City Clerk's office and a copy to be retained by the Park and Forestry Maintenance Supervisor.
6. The City Clerk's office will manage the billing.

**PRIVATE PROPERTY MAINTENANCE REPORT FORM**

<b>Date of Police Dept Notice:</b>	9 / 15 / 2023	<b>Date Work Completed:</b>	9 / 15 / 2023
<b>Property Address:</b>	1304 MEMORIAL DRIVE		
<b>Work Description:</b>	WEED ORDINANCE - Mowing / Trimming / Weed-whipping		

Description	Rate	#Hours	Total Price
Mowing with Toro Grandstand 52", use of trimmers & leaf blowers	\$500.00	1.00	\$500.00
Mowed multiple passes along sidewalk on			\$0.00
1304 and lot south of 1304 both ADY VENTURES			\$0.00
TOTAL AMOUNT DUE:			\$500.00





## MEMO

TO: Public Works Commission  
FROM: Kristine Butteris, Director of Parks, Recreation, & Forestry  
DATE: December 6, 2023  
RE: Public Works Commission Meeting, December 12, 2023

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Review and take possible action: Weed Ordinance Appeal for Lawrence McLaren

### BACKGROUND:

512 South Tenth Street

We received a weed complaint on July 19<sup>th</sup> about the 512 S 10<sup>th</sup> street property. The property was sent a notice on July 19<sup>th</sup> for weeds overgrowing the front and backyard areas. The property was eventually trimmed and mowed by the property owner. The property received another complaint on October 4<sup>th</sup> and the property was then mowed by the City on Oct 6<sup>th</sup>.

The property owners father then asked to have me explain why we mowed the property. I explained to him that the City had already sent him a notice earlier in the year and per the City Weed ordinance, once the City sends the letter the property owner is to maintain the property the rest of the year. I explained this ordinance to him a second time. Initially he was not happy with the City but clearly after I explained the ordinance to him he was clearly not happy with his son. After the second ordinance explanation, he then gave me his son's phone number, asked me to call him and to explain it to him. I then called the son and explained the ordinance to him. I also told him I had talked to his father about the ordinance, and his father told me to explain it to you. I told him his option is to bring it to the City council to see if any changes could be made. He didn't sound interested in doing that.

There was initially a little confusion about billing because the house next door, 906 Wisconsin Ave, also received the same timing weed ordinance notice and thought we billed the wrong address.

This property has been called in multiple times due to lack of the property owner maintaining the grass and backyard areas in the last 2 plus years by neighboring property owners.

### Attachments:

106 Jones Street • P.O. Box 477 • Watertown, WI 53094-0477 • Phone 920.262.4060 • Fax: 920.262.4042

*Opportunity Runs Through It*

Email correspondence  
Weed Ordinance Letter

Kristine Butteris  
Director

Andrea Draeger  
Office Manager

Jeff Doyle  
Parks Supervisor

Megan Schwefel  
Administrative Assistant

July 24, 2023

Lawrence & Dianna McLaren  
512 S. 10th Street  
Watertown, WI 53094

Lawrence & Dianna McLaren,

Our records show that *Lawrence & Dianna McLaren* owns or has control of the following described properties. The property is located at, and the parcel number is:

512 S 10th St, Watertown, WI 53094 /# 291-0815-0414-092

The aforesaid property contains weeds, grass or brush in violation of **City Ordinance, Chapter 446**. Notice is hereby given that if the weeds, grass or brush is not removed from the above named premises within seven (7) days from the date hereof, the **City of Watertown will cause the weeds, grass or brush to be removed. The cost of such removal will be assessed against the said owned property.** The current rate is \$250.00 per hour with a minimum two hour charge. The fee is intended to be a penalty/incentive for the property owner, so they may handle the problem themselves. The City of Watertown does not wish to be in the weed cutting business. If any City equipment is damaged while mowing the property, all charges for repairing said damage will be added to the Weed Bill.

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[kbutteris@watertownwi.gov](mailto:kbutteris@watertownwi.gov)

[jdoyle@watertownwi.gov](mailto:jdoyle@watertownwi.gov)

[adraeger@watertownwi.gov](mailto:adraeger@watertownwi.gov)

[mschwefel@fwatertownwi.gov](mailto:mschwefel@fwatertownwi.gov)

*Opportunity Runs Through It*

- (a) Remote location as determined by the Weed Commissioner or Weed Commissioner's designee.
- (b) Historical character.
- (c) Presently rough, wet or wild.
- (d) Environmentally sensitive areas.

Section 4, Item C.

- (5) Approved natural landscapes pursuant to Chapter 356, Article I, of this Code.
- (6) Government programs.

**B. Review of exemptions.** All property exemptions will be reviewed on a case-by-case basis by the Public Works Commission and the Weed Commissioner.

[Amended by Ord. No. 05-29]

**C. Waiver.** The Weed Commissioner or Weed Commissioner's designee may waive the provisions of this section in whole or part when, in the Weed Commissioner or Weed Commissioner's designee's opinion, an application for waiver is justified relative to grasses and other plants. A waiver may be granted if the waiver will not cause a detracting from the aesthetics of an area, not create a nuisance, and not otherwise detract from the health, safety and welfare of near and neighboring residents, and for other reasons in the sole judgment of the Weed Commissioner or Weed Commissioner's designee.

#### 446-24 **Enforcement.**

This article shall be enforced by the Weed Commissioner or his or her designee.

#### 446-25 **Costs and fees; forfeiture.**

The fee for mowing or removal of noxious weeds, grasses or brush by the City's Weed Commissioner or Weed Commissioner's designee shall be no less than \$500 in each instance of any such expended labor. Any time spent on a property in excess of three hours shall be billed at the rate of \$250 per hour. In the event that City equipment is damaged while mowing or otherwise applying an effort to bring property into compliance with this article, the cost to repair the equipment shall be added to the bill. If such fees and/or costs are not paid by November 15 of the year in which they are billed, an administrative fee equal to 10% of the actual cost shall also be charged to the property owner. In the event of nonpayment thereafter, all such charges, costs and fees shall be placed on the tax roll pursuant to § 66.0627, Wis. Stats. The owner of such premises shall also be subject to a forfeiture for violation of this article.

Please contact Jeff Doyle, Weed Commissioner, if you intend to have someone cut the weeds, grass or brush for you. Then a "grace period" will be given, up to the date you give him for taking care of this matter. If the weeds, grass or brush are not removed by this set date, the property will be cut by the city. **If for whatever reason, you cannot remove the weeds, grass or brush by the end of your set date, you must again call the Weed Commissioner for another extension.** The best times to call are Monday – Friday, between 8:00 a.m. – 4:00 p.m. The phone number is (920) 262-8080, and the address is 514 S. First Street, Watertown, WI 53094.

Sincerely,



Kristine Butteris

Park Supervisor Parks, Recreation & Forestry, City Weed Commissioner

Enclosure

514 S. First Street • Watertown, WI 53094 • Phone 920.262.8080 Fax: 920.262.8087

[kbutteris@watertownwi.gov](mailto:kbutteris@watertownwi.gov)

[jdoyle@watertownwi.gov](mailto:jdoyle@watertownwi.gov)

[adraeger@watertownwi.gov](mailto:adraeger@watertownwi.gov)

[mschwefel@watertownwi.gov](mailto:mschwefel@watertownwi.gov)

*Opportunity Runs Through It*

Kristine Butteris  
Director

Andrea Draeger  
Office Manager

Jeff Doyle  
Parks Supervisor

Megan Schwefel  
Administrative Assistant

October 4, 2023

Lawrence & Dianna McLaren  
512 S. 10th Street  
Watertown, WI 53094

Lawrence & Dianna McLaren,

Our records show that *Lawrence & Dianna McLaren* owns or has control of the following described properties. The property is located at, and the parcel number is:

512 S 10th St, Watertown, WI 53094 /# 291-0815-0414-092

The aforesaid property contains weeds, grass or brush in violation of **City Ordinance, Chapter 446**. Notice is hereby given that if the weeds, grass or brush is not removed from the above named premises within seven (7) days from the date hereof, the **City of Watertown will cause the weeds, grass or brush to be removed. The cost of such removal will be assessed against the said owned property.** The current rate is \$250.00 per hour with a minimum two hour charge. The fee is intended to be a penalty/incentive for the property owner, so they may handle the problem themselves. The City of Watertown does not wish to be in the weed cutting business. If any City equipment is damaged while mowing the property, all charges for repairing said damage will be added to the Weed Bill.

## **2. 446-23 Noxious weeds, grasses and brush prohibited; height limit.**

No owner of property within the City shall permit to grow or pollinate upon his or her property or upon any lands between the lot line of his or her property and the curb or pavement fronting such property any noxious weeds, grasses or brush that may cause or produce hay fever in human beings, produce unpleasant or noxious odors or conceal filthy deposits or provide a place for the accumulation of trash or litter. In order to prevent such growth and pollination, every property owner shall mow or cause to be mowed upon his or her property all weeds and grasses exceeding eight inches in height and all brush exceeding one foot in height. If any owner in the City neglects or fails to cut the same after having been given a seven-day written notice (only one such notice need be issued per property per calendar year, thereafter enforcement action may proceed without prior notice) by the Weed Commissioner or his or her designee, the Weed Commissioner or Weed Commissioner's designee is authorized to enter upon such property and cause the weeds, grasses or brush in violation of this section to be cut or mowed in conformity with this section. Written notice under this section shall be issued to the owner of such property and shall state that such weeds and grasses have exceeded a height of eight inches and that such shall be cut within a time designated by the Weed Commissioner or Weed Commissioner's designee. The notice shall be sent by first-class mail, postage prepaid, to the owner's last known and reasonably ascertainable address.

A. Exemptions. The height requirement of this section shall not apply to the following:

- (1) Zoned wetland.
- (2) Zoned agricultural with only one seasonal harvest.
- (3) Permit from DNR to grow wild grasses for wildlife.
- (4) Special characteristics of land and location.

514 S. First Street • Watertown, WI 53094 • Phone 920.262.8080 Fax: 920.262.8087

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Section 4, Item C.

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Sincerely,



Kristine Butteris

Park Supervisor Parks, Recreation & Forestry, City Weed Commissioner

Enclosure

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[adraeger@watertownwi.gov](mailto:adraeger@watertownwi.gov)

[mschwefel@fwatertownwi.gov](mailto:mschwefel@fwatertownwi.gov)

*Opportunity Runs Through It*

## Megan Schwefel

---

**From:** Jeff Doyle  
**Sent:** Friday, October 6, 2023 2:55 PM  
**To:** Megan Schwefel  
**Cc:** Kristine Butteris  
**Subject:** Re: 512 S. 10th Street Weed Ord Notice  
**Attachments:** 528 N WAR.docx; 512 S 10th.docx; 906 WI St.docx

*Please send the attached weed ord bills.*

*Thanks*

---

**From:** Megan Schwefel <MSchwefel@watertownwi.gov>  
**Sent:** Wednesday, October 4, 2023 3:38 PM  
**To:** Jeff Doyle <JDoyle@watertownwi.gov>  
**Cc:** Kristine Butteris <KButteris@watertownwi.gov>  
**Subject:** RE: 512 S. 10th Street Weed Ord Notice

We sent both of those properties a letter at the end of July.

*Sincerely,*  
*Megan Schwefel*

City of Watertown  
Parks, Recreation & Forestry Dept  
Watertown Senior & Community Center  
514 South First Street  
Watertown, WI 53094  
Park Main Line: 920-262-8080  
Senior Center Main Line: 920-262-8099




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**From:** Jeff Doyle <JDoyle@watertownwi.gov>  
**Sent:** Wednesday, October 4, 2023 3:25 PM  
**To:** Megan Schwefel <MSchwefel@watertownwi.gov>  
**Cc:** Kristine Butteris <KButteris@watertownwi.gov>  
**Subject:** Fw: 512 S. 10th Street Weed Ord Notice

*Please send 512 S 10th a weed ordinance notice.*

*Thanks*

---

**From:** Mary Stark <MStark@watertownwi.gov>  
**Sent:** Wednesday, October 4, 2023 8:46 AM

**PARK, RECREATION AND FORESTRY DEPARTMENT  
PRIVATE PROPERTY MAINTENANCE POLICY**

Section 4, Item C.

1. This policy and form is to be used to report billable services provided to private property owners.
2. The Police Department will notify the department of the need for snow /ice removal services on sidewalks adjacent to private property. Department crews will complete the work as soon as possible.
3. The Street Department will notify the department of the need for private lawn maintenance services.
4. Accurate records are to be kept for all expenses associated with the completion of this work. Records are to include; worker hours, and equipment expense & administrative costs.
  - Equipment to be billed includes all power equipment, including transportation.
  - The 40% for benefits includes expenses for misc. hand equipment and supplies.
  - This expense information is to be recorded on the form Private Property Maintenance Report form below.
5. A copy of the Private Property Maintenance Report is to be presented to the Director, City Clerk's office and a copy to be retained by the Park and Forestry Maintenance Supervisor.
6. The City Clerk's office will manage the billing.

**PRIVATE PROPERTY MAINTENANCE REPORT FORM**

<b>Date of Police Dept Notice:</b>	<b>10 / 4 / 2023</b>	<b>Date Work Completed:</b>	<b>10/ 6 / 2023</b>
<b>Property Address:</b>	<b>512 SOUTH TENTH STREET</b>		
<b>Work Description:</b>	<b>WEED ORDINANCE - Mowing / Trimming / Weed-whipping</b>		

Description	Rate	#Hours	Total Price
Mowing with Toro Grandstand 52", use of trimmers & leaf blowers	\$500.00	1.00	\$500.00
			\$0.00
			\$0.00
TOTAL AMOUNT DUE:			\$500.00

# Forestry/Weed Ordinance Work Order

Complainant Name: Lawrence McClaren

Date: 11/8/23

Complainant Address: 512 S 10th St

Complainant Phone: 414-339-0958

Address of Work Order: 512 S 10th St

Electrical Problems? ☐ Y or ☐ N (If yes, proceed with caution!)

Keep Fire Wood? ☐ Y or ☐ N

Work Requested: was charged for his neighbors lawn being cut at 906 Wisconsin St -  
he died 5-7 months ago and we charged him for the mowing

Type of Work Completed
Date: