

## Megan Schwefel

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**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*

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**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*

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

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

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: