

**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>9 / 15 / 2023</b>	<b>Date Work Completed:</b>	<b>9 / 15 / 2023</b>
<b>Property Address:</b>	<b>1304 MEMORIAL DRIVE</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
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

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**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.*

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

and

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

Jeff Doyle  
Parks, Rec and Forestry Supervisor  
City of Watertown

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